

## AGENDA

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

June 22, 2017 – 7:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE

EXECUTIVE SESSION

COMMENTS FROM THE PUBLIC

BOARD AND COMMITTEE REPORTS/COUNCILMEMBER COMMENTS

PRESIDING OFFICER'S REPORT

### ADMINISTRATION REPORT

Page 1 Item 1: MAY 2017 FINANCIAL REPORT

Item 2: FIREWORKS UPDATE

### CONSENT CALENDAR

Page 11 Item 1: APPROVAL OF VOUCHERS

Motion is to approve for payment vouchers and payroll transfer through June 14, 2017 included in the attached list and further described as follows:

|                                                                  |                |                |
|------------------------------------------------------------------|----------------|----------------|
| Total A/P Checks/Vouchers                                        | #150689-150878 | \$1,154,127.92 |
| Electronic Wire Transfers                                        | #878-883       | \$ 344,766.51  |
| Payroll Checks                                                   | #18936-18941   | \$ 4,167.86    |
| Payroll Deposit                                                  | #220001-220177 | \$ 313,691.12  |
| Total Certified Wire Transfers, Voids, A/P and Payroll Vouchers: |                | \$1,816,753.41 |

Page 13 Item 2: APPROVAL OF MINUTES

Motion is to approve the minutes from the April 13 and May 11, 2017 Regular Council meetings, the minutes from the May 11, 2017 Executive Session and the minutes from the May 18, 2017 Council Study session.

Page 31 Item 3: SETTING THE SMALL CELL TELECOMMUNICATIONS FRANCHISE APPLICATION FEE

Motion is to pass Draft Resolution No. 17-067, setting the small cell telecommunications franchise application fee in the amount of \$20,000.00.



## CITY COUNCIL MONTHLY FINANCIAL REPORT

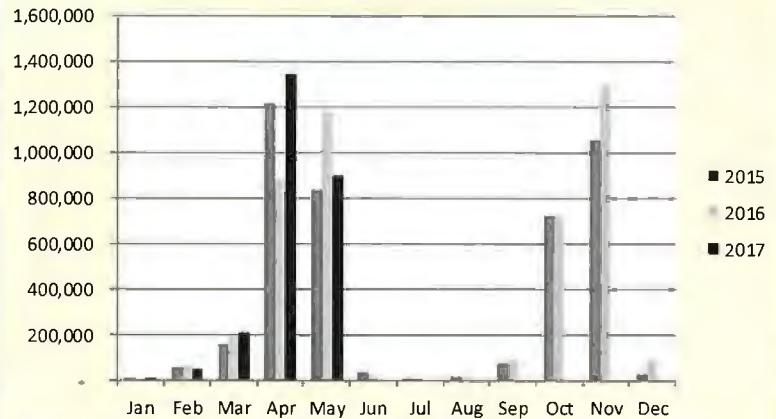
## 2017 YTD Compared to 2016 YTD:

183,722 7.9%

|               | 2017             | 2016             | 2015             | PY YTD |
|---------------|------------------|------------------|------------------|--------|
| Jan           | 10,191           | 9,718            | 7,766            | 0.2%   |
| Feb           | 52,372           | 62,078           | 55,462           | 1.6%   |
| Mar           | 207,664          | 192,691          | 159,802          | 5.8%   |
| Apr           | 1,341,941        | 884,255          | 1,214,531        | 25.2%  |
| May           | 892,976          | 1,172,679        | 834,623          | 50.8%  |
| June          |                  | 24,323           | 34,134           | 51.4%  |
| Jul           |                  | 8,130            | 12,380           | 51.5%  |
| Aug           |                  | 19,914           | 15,762           | 52.0%  |
| Sep           |                  | 87,561           | 76,908           | 53.9%  |
| Oct           |                  | 721,023          | 723,002          | 69.7%  |
| Nov           |                  | 1,292,382        | 1,054,756        | 98.0%  |
| Dec           |                  | 92,696           | 29,206           | 100.0% |
| <b>Totals</b> | <b>2,505,143</b> | <b>4,567,450</b> | <b>4,218,332</b> |        |

2017 YTD Compared to Annual Budget: 4,572,060 54.8%

## PROPERTY TAXES



## 2017 YTD Compared to 2016 YTD:

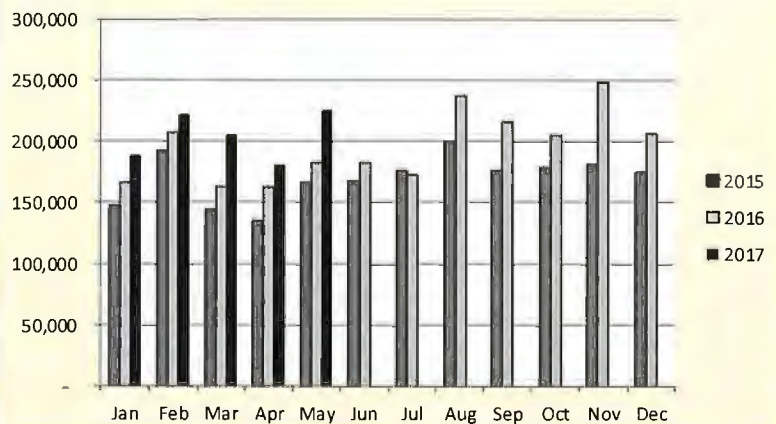
140,646 15.9%

|               | 2017             | 2016             | 2015             | PY YTD |
|---------------|------------------|------------------|------------------|--------|
| Jan           | 188,813          | 166,482          | 148,542          | 7.1%   |
| Feb           | 222,214          | 207,580          | 192,640          | 15.9%  |
| Mar           | 206,184          | 162,512          | 144,525          | 22.8%  |
| Apr           | 180,327          | 162,783          | 135,180          | 29.7%  |
| May           | 225,772          | 183,308          | 166,575          | 37.5%  |
| Jun           |                  | 182,542          | 167,671          | 45.3%  |
| Jul           |                  | 172,341          | 176,608          | 52.6%  |
| Aug           |                  | 236,926          | 200,510          | 62.7%  |
| Sep           |                  | 216,225          | 176,594          | 71.9%  |
| Oct           |                  | 205,441          | 178,690          | 80.7%  |
| Nov           |                  | 248,392          | 181,241          | 91.2%  |
| Dec           |                  | 206,295          | 174,869          | 100.0% |
| <b>Totals</b> | <b>1,023,311</b> | <b>2,350,827</b> | <b>2,043,645</b> |        |

2017 YTD Compared to Annual Budget: 2,244,019 45.6%

2350827.94

## SALES TAXES



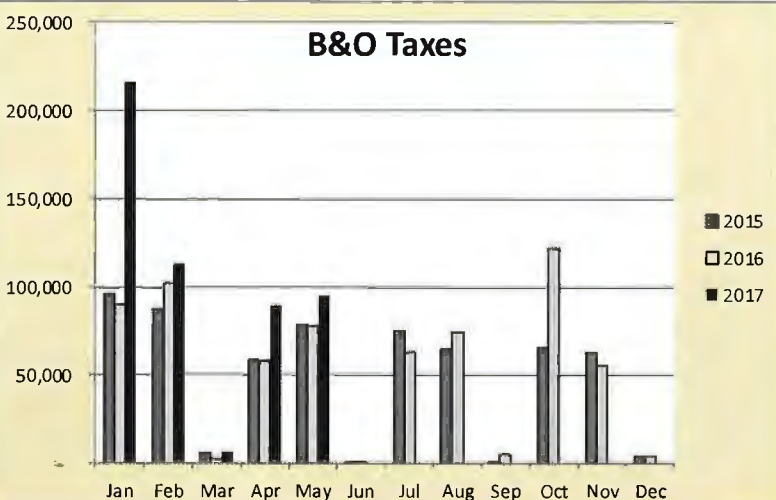
## 2017 YTD Compared to 2016 YTD:

188,300 56.9%

|               | 2017           | 2016           | 2015           | PY YTD |
|---------------|----------------|----------------|----------------|--------|
| Jan           | 216,324        | 89,942         | 95,787         | 13.7%  |
| Feb           | 112,795        | 101,825        | 87,424         | 29.2%  |
| Mar           | 6,291          | 3,106          | 6,095          | 29.6%  |
| Apr           | 89,260         | 58,292         | 58,723         | 38.5%  |
| May           | 94,829         | 78,035         | 78,674         | 50.3%  |
| Jun           |                | 1,262          | 745            | 50.5%  |
| Jul           |                | 63,661         | 75,441         | 60.2%  |
| Aug           |                | 74,863         | 64,797         | 71.6%  |
| Sep           |                | 5,211          | 1,192          | 72.4%  |
| Oct           |                | 122,095        | 66,238         | 91.0%  |
| Nov           |                | 55,292         | 63,614         | 99.4%  |
| Dec           |                | 4,217          | 4,699          | 100.0% |
| <b>Totals</b> | <b>519,500</b> | <b>657,801</b> | <b>603,429</b> |        |

2017 YTD Compared to Annual Budget: 784,182 66.2%

## B&amp;O Taxes

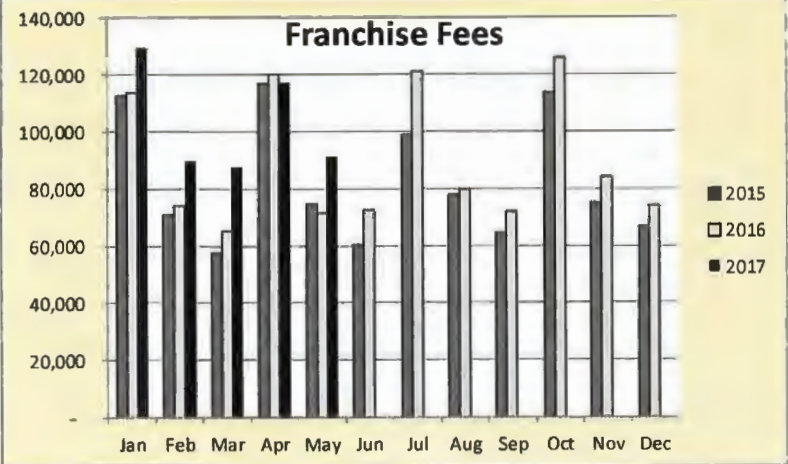


- All revenues sources shown above go to the General Fund.
- The Tax revenue shown in the above graphs EXCLUDE ONE-TIME REVENUES for all years.

## 2017 YTD Compared to 2016 YTD:

|               | 2017           | 2016             | 2015           | PY YTD       |
|---------------|----------------|------------------|----------------|--------------|
| Jan           | 129,401        | 113,463          | 112,750        | 10.6%        |
| Feb           | 89,405         | 73,834           | 71,075         | 17.4%        |
| Mar           | 87,325         | 65,347           | 57,924         | 23.5%        |
| Apr           | 116,973        | 120,207          | 116,879        | 34.7%        |
| May           | <b>91,363</b>  | <b>71,583</b>    | <b>74,423</b>  | <b>41.4%</b> |
| Jun           |                | 72,626           | 60,470         | 48.1%        |
| Jul           |                | 121,248          | 99,070         | 59.4%        |
| Aug           |                | 79,804           | 77,663         | 66.8%        |
| Sep           |                | 72,099           | 64,435         | 73.5%        |
| Oct           |                | 126,141          | 113,761        | 85.3%        |
| Nov           |                | 84,251           | 74,997         | 93.1%        |
| Dec           |                | 73,899           | 66,607         | 100.0%       |
| <b>Totals</b> | <b>514,467</b> | <b>1,074,502</b> | <b>990,053</b> |              |

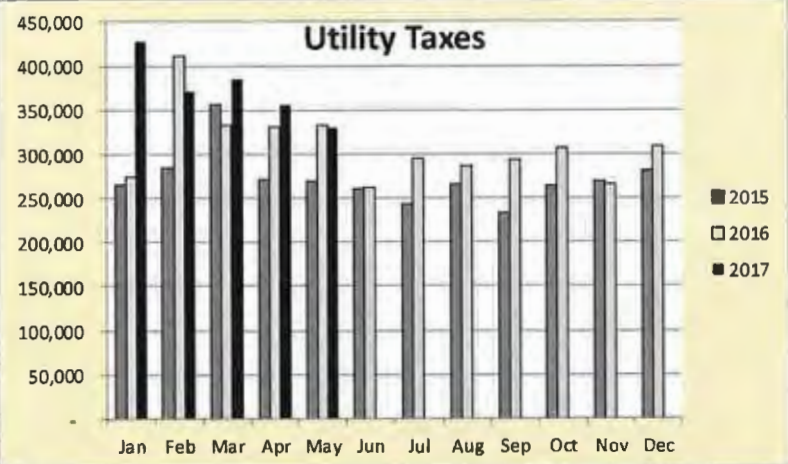
2017 YTD Compared to Annual Budget: 1,090,440 47.2%



## 2017 YTD Compared to 2016 YTD:

|               | 2017             | 2016             | 2015             | PY YTD       |
|---------------|------------------|------------------|------------------|--------------|
| Jan           | 427,689          | 273,337          | 264,911          | 7.4%         |
| Feb           | 370,568          | 410,967          | 284,340          | 18.5%        |
| Mar           | 384,437          | 332,039          | 357,130          | 27.5%        |
| Apr           | 356,065          | 329,815          | 270,479          | 36.4%        |
| May           | <b>329,546</b>   | <b>333,168</b>   | <b>269,809</b>   | <b>45.4%</b> |
| Jun           |                  | 262,684          | 260,950          | 52.6%        |
| Jul           |                  | 293,988          | 243,353          | 60.5%        |
| Aug           |                  | 286,311          | 265,630          | 68.3%        |
| Sep           |                  | 292,324          | 233,833          | 76.2%        |
| Oct           |                  | 306,464          | 263,509          | 84.5%        |
| Nov           |                  | 266,326          | 269,275          | 91.7%        |
| Dec           |                  | 308,003          | 281,830          | 100.0%       |
| <b>Totals</b> | <b>1,868,305</b> | <b>3,695,425</b> | <b>3,265,049</b> |              |

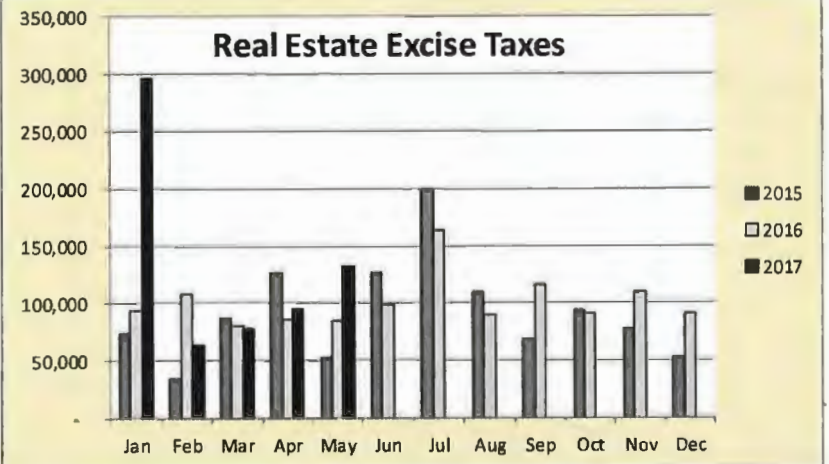
2017 YTD Compared to Annual Budget: 3,870,139 48.3%



## 2017 YTD Compared to Annual Budget:

|               | 2017           | 2016             | 2015             | PY YTD       |
|---------------|----------------|------------------|------------------|--------------|
| Jan           | 296,469        | 93,909           | 74,382           | 7.7%         |
| Feb           | 64,190         | 109,153          | 33,884           | 16.7%        |
| Mar           | 78,233         | 80,623           | 88,020           | 23.3%        |
| Apr           | 95,642         | 86,005           | 127,450          | 30.4%        |
| May           | <b>132,598</b> | <b>84,072</b>    | <b>53,190</b>    | <b>37.3%</b> |
| Jun           |                | 99,166           | 127,038          | 45.5%        |
| Jul           |                | 163,905          | 199,170          | 59.0%        |
| Aug           |                | 90,084           | 110,322          | 66.4%        |
| Sep           |                | 116,119          | 68,647           | 75.9%        |
| Oct           |                | 91,603           | 93,478           | 83.4%        |
| Nov           |                | 109,682          | 78,694           | 92.5%        |
| Dec           |                | 91,594           | 53,220           | 100.0%       |
| <b>Totals</b> | <b>667,132</b> | <b>1,215,915</b> | <b>1,107,495</b> |              |

2017 YTD Compared to Annual Budget: 800,000 83.4%



- Real Estate Excise Taxes go to the Construction Fund and not the General Fund. All other revenues sources shown above go to the General Fund.
- The Tax revenue shown in the above graphs EXCLUDE ONE-TIME REVENUES for all years.

## GENERAL FUND 001

| 2017 BUDGET                                         |                   |                   |                  | 2017 Year to Date ACTUAL |            |                  |            |                  |             |
|-----------------------------------------------------|-------------------|-------------------|------------------|--------------------------|------------|------------------|------------|------------------|-------------|
| ANNUAL 12 MONTHS                                    |                   |                   |                  | MAY                      |            |                  |            |                  |             |
|                                                     | REVENUES          | EXPENDITURES      | NET              | REVENUES                 | %*         | EXPENDITURES     | %*         | NET              |             |
| <b>BEGINNING FUND BALANCE</b>                       |                   |                   | <b>2,933,039</b> |                          |            |                  |            | <b>2,933,039</b> |             |
| <b><u>Unrestricted Revenues</u></b>                 |                   |                   |                  |                          |            |                  |            |                  |             |
| Unrestricted Taxes                                  | 11,650,919        |                   | 11,650,919       | 5,962,873                | 51%        |                  |            |                  |             |
| One Time Sales/B&O Taxes                            | 199,420           |                   | 199,420          | 294,380                  | 148%       |                  |            |                  |             |
| Unrestricted Franchise Fees                         | 1,090,440         |                   | 1,090,440        | 516,607                  | 47%        |                  |            |                  |             |
| State/City Assistance                               | 90,000            |                   | 90,000           | 24,188                   | 27%        |                  |            |                  |             |
| Miscellaneous                                       | 41,650            |                   | 41,650           | 19,402                   | 47%        |                  |            |                  |             |
| Transfer In                                         | -                 |                   | -                |                          |            |                  |            |                  |             |
| Total Unrestricted Revenues                         | 13,072,429        |                   | 13,072,429       | 6,817,449                | 52%        |                  |            | 6,817,449        |             |
| <b><u>Policy &amp; Support Services</u></b>         |                   |                   |                  |                          |            |                  |            |                  |             |
| Support Services Chargebacks                        | 2,381,924         |                   | 2,381,924        | 992,468                  | 42%        |                  |            | 992,468          | 42%         |
| City Council                                        |                   | 91,989            | (91,989)         | -                        |            | 27,082           | 29%        | (27,082)         | 29%         |
| City Manager                                        | 26,357            | 1,212,929         | (1,186,572)      | 5,176                    | 20%        | 507,328          | 42%        | (502,152)        | 42%         |
| Financial Services                                  | 51,356            | 1,009,598         | (958,242)        | 31                       | 0%         | 375,875          | 37%        | (375,844)        | 39%         |
| Technology Services                                 | 835,118           | 792,022           | 43,096           | 347,591                  | 42%        | 360,258          | 45%        | (12,668)         | -29%        |
| Legal (Civil)                                       |                   | 298,332           | (298,332)        |                          |            | 120,823          | 40%        | (120,823)        | 40%         |
| Bldg & Facility Maint                               |                   | 351,603           | (351,603)        |                          |            | 148,573          | 42%        | (148,573)        | 42%         |
| Total Policy & Support Services                     | 3,294,755         | 3,756,473         | (461,718)        | 1,345,266                | 41%        | 1,539,939        | 41%        | (46,100)         | 10%         |
| <b><u>Public Safety Services</u></b>                |                   |                   |                  |                          |            |                  |            |                  |             |
| Restricted - Public Safety                          | 3,377,340         |                   | 3,377,340        | 1,524,098                | 45%        |                  |            | 1,524,098        | 45%         |
| One Time Red Light Running                          |                   |                   | -                |                          |            |                  |            | -                |             |
| Court                                               | 121,110           | 1,187,392         | (1,066,282)      | 51,503                   | 43%        | 500,524          | 42%        | (449,020)        | 42%         |
| Probation                                           | 69,143            | 172,116           | (102,973)        | 25,579                   | 37%        | 67,153           | 39%        | (41,574)         | 40%         |
| Fire/Jail/Public Defenders                          | 4,358             | 756,312           | (751,954)        | 2,594                    | 60%        | 269,890          | 36%        | (267,296)        | 36%         |
| Legal (Prosecution, DV, etc.)                       | 25,000            | 345,164           | (320,164)        | 12,917                   | 52%        | 141,557          | 41%        | (128,641)        | 40%         |
| Police                                              | 225,905           | 10,413,423        | (10,187,518)     | 78,564                   | 35%        | 4,131,161        | 40%        | (4,052,597)      | 40%         |
| Total Public Safety Services                        | 3,822,856         | 12,874,407        | (9,051,551)      | 1,695,255                | 44%        | 5,110,285        | 40%        | (3,415,030)      | 38%         |
| <b><u>Community Services</u></b>                    |                   |                   |                  |                          |            |                  |            |                  |             |
| Planning & Bldg (NonFee Based)                      |                   | 438,678           | (438,678)        |                          |            | 169,219          | 39%        | (169,219)        | 39%         |
| Engineering (NonFee Based)                          |                   | 245,096           | (245,096)        |                          |            | 101,553          | 41%        | (101,553)        | 41%         |
| Subtotal                                            | -                 | 683,774           | (683,774)        | -                        |            | 270,773          | 40%        | (270,773)        | 40%         |
| Park Maintenance                                    | 28,403            | 855,184           | (826,781)        | 10,819                   | 38%        | 299,307          | 35%        | (288,488)        | 35%         |
| Parks & Community Relations                         | 2,825             | 210,174           | (207,349)        | 4,625                    | 164%       | 80,918           | 39%        | (76,293)         | 37%         |
| Arts Program                                        | 17,000            | 57,221            | (40,221)         | 12,015                   | 71%        | 12,230           | 21%        | (215)            | 1%          |
| Senior & Human Services                             | 126,405           | 484,589           | (358,184)        | 46,502                   | 37%        | 210,589          | 43%        | (164,087)        | 46%         |
| Recreation Programs                                 | 1,082,189         | 1,255,288         | (173,099)        | 395,055                  | 37%        | 464,888          | 37%        | (69,833)         | 40%         |
| Beach Park Rentals                                  | 297,348           | 537,877           | (240,529)        | 97,239                   | 33%        | 205,905          | 38%        | (108,665)        | 45%         |
| Subtotal                                            | 1,554,170         | 3,400,333         | (1,846,163)      | 566,255                  | 36%        | 1,273,836        | 37%        | (707,581)        | 38%         |
| Total Community Services                            | 1,554,170         | 4,084,107         | (2,529,937)      | 566,255                  | 36%        | 1,544,609        | 38%        | (1,249,126)      | 49%         |
| <b><u>Transfers Out</u></b>                         |                   |                   |                  |                          |            |                  |            |                  |             |
| Capital & Debt                                      |                   | 64,440            | (64,440)         |                          |            | 4,765            | 7%         | (4,765)          | 7%          |
| One Time Sales/ B&O Tax                             |                   | 700,000           | (700,000)        |                          |            | 294,380          | 42%        | (294,380)        | 42%         |
| Total Transfers                                     | -                 | 764,440           | (764,440)        | -                        |            | 299,145          |            | (299,145)        |             |
| <b>TOTAL GENERAL FUND</b>                           | <b>21,744,210</b> | <b>21,479,427</b> | <b>264,783</b>   | <b>10,424,225</b>        | <b>48%</b> | <b>8,493,978</b> | <b>40%</b> | <b>1,808,047</b> | <b>683%</b> |
| <b>ENDING FUND BALANCE</b>                          |                   |                   | <b>3,197,822</b> |                          |            |                  |            | <b>4,741,086</b> |             |
| *May is month 5 of 12 = 42%                         |                   |                   |                  |                          |            |                  |            |                  |             |
| 2 month expenditures target min Ending Fund Balance |                   |                   | 3,580,620        |                          |            |                  |            |                  |             |

**SPECIAL REVENUE FUNDS MONTHLY REPORT**  
**MAY**

|                             | 2017<br>Budget<br>Annual | 2017<br>Actual<br>Year to Date | %   | 2016<br>Actual<br>Annual | 2016<br>Actual<br>Year to Date | %   |
|-----------------------------|--------------------------|--------------------------------|-----|--------------------------|--------------------------------|-----|
| <b>STREETS</b>              |                          |                                |     |                          |                                |     |
| Begin Fund Balance          | 463,665                  | 563,269                        |     | 273,872                  | 273,872                        |     |
| Revenues                    | 1,636,400                | 625,768                        | 38% | 1,650,427                | 594,056                        | 36% |
| Expenditures                | 1,730,520                | 565,389                        | 33% | 1,361,030                | 496,793                        | 37% |
| Net Activity                | (94,120)                 | 60,379                         |     | 289,397                  | 97,263                         |     |
| Ending Fund Balance         | 369,545                  | 623,648                        |     | 563,269                  | 371,135                        |     |
| <b>ARTERIAL PAVEMENT</b>    |                          |                                |     |                          |                                |     |
| Begin Fund Balance          | 156,015                  | 212,146                        |     | -                        | -                              |     |
| Revenues                    | 1,025,147                | 489,705                        | 48% | 212,146                  | 78,530                         |     |
| Expenditures                | 130,185                  | 52,717                         | 40% | -                        | -                              |     |
| Net Activity                | 894,962                  | 436,988                        |     | 212,146                  | 78,530                         |     |
| Ending Fund Balance         | 1,050,977                | 649,134                        |     | 212,146                  | 78,530                         |     |
| <b>DEVELOPMENT SERVICES</b> |                          |                                |     |                          |                                |     |
| Begin Fund Balance          | 1,507,685                | 1,507,685                      |     |                          |                                |     |
| Revenues                    | 3,470,401                | 1,048,551                      | 30% |                          |                                |     |
| Expenditures                | 2,187,078                | 863,057                        | 39% |                          |                                |     |
| Net Activity                | 1,283,323                | 185,494                        |     | -                        | -                              |     |
| Ending Fund Balance         | 2,791,008                | 1,693,179                      |     | -                        | -                              |     |
| <b>POLICE DRUG SEIZURE</b>  |                          |                                |     |                          |                                |     |
| Begin Fund Balance          | 4,851                    | 10,376                         |     | 10,342                   | 10,342                         |     |
| Revenues                    | 500                      | 20                             | 4%  | 34                       | 14                             | 41% |
| Expenditures                | 3,500                    |                                | 0%  | -                        |                                |     |
| Net Activity                | (3,000)                  | 20                             |     | 34                       | 14                             |     |
| Ending Fund Balance         | 1,851                    | 10,396                         |     | 10,376                   | 10,356                         |     |
| <b>HOTEL/MOTEL TAX</b>      |                          |                                |     |                          |                                |     |
| Begin Fund Balance          | 19,239                   | 17,375                         |     | 9,593                    | 9,593                          |     |
| Revenues                    | 114,000                  | 31,807                         | 28% | 103,113                  | 13,191                         | 13% |
| Expenditures                | 114,000                  | 24,037                         | 21% | 95,331                   | 15,400                         | 16% |
| Net Activity                | -                        | 7,770                          |     | 7,782                    | (2,209)                        |     |
| Ending Fund Balance         | 19,239                   | 25,145                         |     | 17,375                   | 7,384                          |     |
| <b>REDONDO ZONE</b>         |                          |                                |     |                          |                                |     |
| Begin Fund Balance          | 10,858                   | 18,754                         |     | 22,064                   | 22,064                         |     |
| Revenues                    | 109,645                  | 18,151                         | 17% | 70,733                   | 12,842                         | 18% |
| Expenditures                | 113,855                  | 33,605                         | 30% | 74,043                   | 29,602                         | 40% |
| Net Activity                | (4,210)                  | (15,454)                       |     | (3,310)                  | (16,760)                       |     |
| Ending Fund Balance         | 6,648                    | 3,300                          |     | 18,754                   | 5,304                          |     |

May is 5 months of 12

42%

## SPECIAL REVENUE FUNDS MONTHLY REPORT (CONTINUED)

## MAY

|                                              | 2017<br>Budget<br>Annual | 2017<br>Actual<br>Year to Date | %   | 2016<br>Actual<br>Annual | 2016<br>Actual<br>Year to Date | %   |
|----------------------------------------------|--------------------------|--------------------------------|-----|--------------------------|--------------------------------|-----|
| <b>WATERFRONT ZONE</b>                       |                          |                                |     |                          |                                |     |
| Begin Fund Balance                           | -                        | -                              |     | -                        | -                              |     |
| Revenues                                     | 300,000                  |                                | 0%  | -                        | -                              |     |
| Expenditures                                 | 158,790                  | 16,661                         | 10% | -                        | -                              |     |
| Net Activity                                 | 141,210                  | (16,661)                       |     | -                        | -                              |     |
| Ending Fund Balance                          | 141,210                  | (16,661)                       |     | -                        | -                              |     |
| <b>AUTOMATION FEES</b>                       |                          |                                |     |                          |                                |     |
| Begin Fund Balance                           | 68,871                   | 96,179                         |     | 22,985                   | 22,985                         |     |
| Revenues                                     | 100,000                  | 69,981                         | 70% | 172,920                  | 67,515                         | 39% |
| Expenditures                                 | 101,032                  | 41,447                         | 41% | 99,726                   | 47,516                         | 48% |
| Net Activity                                 | (1,032)                  | 28,534                         |     | 73,194                   | 19,999                         |     |
| Ending Fund Balance                          | 67,839                   | 124,713                        |     | 96,179                   | 42,984                         |     |
| <b>ABATEMENT</b>                             |                          |                                |     |                          |                                |     |
| Begin Fund Balance                           | 1,850                    | 19,121                         |     | 1,350                    | 1,350                          |     |
| Revenues                                     | 500                      | 297                            | 59% | 25,000                   | -                              | 0%  |
| Expenditures                                 | 16,200                   | 15,889                         | 98% | 7,229                    | 744                            | 10% |
| Net Activity                                 | (15,700)                 | (15,592)                       |     | 17,771                   | (744)                          |     |
| Ending Fund Balance                          | (13,850)                 | 3,529                          |     | 19,121                   | 606                            |     |
| <b>(ASE) AUTOMATED SPEED ENFORCEMENT</b>     |                          |                                |     |                          |                                |     |
| Begin Fund Balance                           | 82,801                   | 152,986                        |     | 64,389                   | 64,389                         |     |
| Revenues                                     | 350,000                  | 172,447                        | 49% | 383,763                  | 176,015                        | 46% |
| Expenditures                                 | 364,586                  | 95,385                         | 26% | 295,166                  | 89,146                         | 30% |
| Net Activity                                 | (14,586)                 | 77,062                         |     | 88,597                   | 86,869                         |     |
| Ending Fund Balance                          | 68,215                   | 230,048                        |     | 152,986                  | 151,258                        |     |
| <b>(TBD) TRANSPORTATION BENEFIT DISTRICT</b> |                          |                                |     |                          |                                |     |
| Begin Fund Balance                           | 265,588                  | 263,028                        |     | 84,349                   | 84,349                         |     |
| Revenues                                     | 880,000                  | 377,597                        | 43% | 882,268                  | 272,693                        | 31% |
| Expenditures                                 | 995,522                  | 495,947                        | 50% | 703,589                  | 264,484                        | 38% |
| Net Activity                                 | (115,522)                | (118,350)                      |     | 178,679                  | 8,209                          |     |
| Ending Fund Balance                          | 150,066                  | 144,678                        |     | 263,028                  | 92,558                         |     |

May is 5 months of 12

42%

**DEBT SERVICE FUNDS MONTHLY REPORT**  
**MAY**

|                                     | 2017<br>Budget<br><u>Annual</u> | 2017<br>Actual<br><u>Year to Date</u> | %   | 2016<br>Actual<br><u>Annual</u> | 2016<br>Actual<br><u>Year to Date</u> | %   |
|-------------------------------------|---------------------------------|---------------------------------------|-----|---------------------------------|---------------------------------------|-----|
| <b>REET 1 ELIGIBLE DEBT SERVICE</b> |                                 |                                       |     |                                 |                                       |     |
| Begin Fund Balance .                | 12,692                          | 12,692                                |     | 14,900                          | 14,900                                |     |
| Revenues                            | 140,639                         | 58,600                                | 42% | 140,410                         | 58,505                                | 42% |
| Expenditures                        | 143,145                         | 2,662                                 | 2%  | 142,114                         | 1,658                                 | 1%  |
| Net Activity                        | (2,506)                         | 55,938                                |     | (1,704)                         | 56,847                                |     |
| Ending Fund Balance                 | 10,186                          | 68,630                                |     | 13,196                          | 71,747                                |     |
| <b>REET 2 ELIGIBLE DEBT SERVICE</b> |                                 |                                       |     |                                 |                                       |     |
| Begin Fund Balance                  | 21,245                          | 21,245                                |     | 21,245                          | 21,245                                |     |
| Revenues                            | 265,261                         | 107,965                               | 41% | 264,864                         | 110,360                               | 42% |
| Expenditures                        | 263,373                         | 62,684                                | 24% | 264,855                         | 4,975                                 | 2%  |
| Net Activity                        | 1,888                           | 45,281                                |     | 9                               | 105,385                               |     |
| Ending Fund Balance                 | 23,133                          | 66,526                                |     | 21,254                          | 126,630                               |     |
| May is 5 months of 12               |                                 | 42%                                   |     |                                 |                                       |     |

Expenditure activity reflects monthly charge for General Fund Administrative Services. In prior years Debt Service funds were not assessed their related costs for General Fund Admin Services. Semi-annual interest payments are made in June and December each year. The principal payment is made once a year in December.

**MARINA FUND 401 OPERATIONS MONTHLY REPORT**

(Budget Basis/Working Capital Basis)

MAY

|                                                           | 2017<br>Budget<br><u>Annual</u> | 2017<br>Actual<br><u>Year to Date</u> | %    | 2016<br>Actual<br><u>Annual</u> | 2016<br>Actual<br><u>Year to Date</u> | %   |
|-----------------------------------------------------------|---------------------------------|---------------------------------------|------|---------------------------------|---------------------------------------|-----|
| <b>REVENUES</b>                                           |                                 |                                       |      |                                 |                                       |     |
| Intergov't Grants                                         |                                 |                                       |      | 8,046                           | -                                     | 0%  |
| Charges Goods & Services                                  | 105,037                         | 63,683                                | 61%  | 109,177                         | 50,649                                | 46% |
| Fuel Sales                                                | 1,103,986                       | 192,870                               | 17%  | 829,454                         | 194,358                               | 23% |
| Fines & Forefeitures                                      | 12,220                          | 7,692                                 | 63%  | 17,039                          | 7,266                                 | 43% |
| Moorage, Parking & Misc                                   | 2,876,716                       | 1,187,153                             | 41%  | 2,779,969                       | 1,167,003                             | 42% |
| Interfund Maint Services                                  | 70,000                          | 73,684                                | 105% | 41,474                          | 16,686                                | 40% |
| TOTAL                                                     | 4,167,959                       | 1,525,082                             | 37%  | 3,785,159                       | 1,435,962                             | 38% |
| <i>Fuel gallons sold</i>                                  | <i>399,349</i>                  | <i>84,988</i>                         |      | <i>383,989</i>                  | <i>101,771</i>                        |     |
| <b>EXPENDITURES</b>                                       |                                 |                                       |      |                                 |                                       |     |
| Salaries                                                  | 671,098                         | 239,952                               | 36%  | 563,873                         | 233,806                               | 41% |
| Benefits                                                  | 245,273                         | 92,084                                | 38%  | 215,453                         | 96,698                                | 45% |
| Supplies                                                  | 159,073                         | 53,301                                | 34%  | 135,919                         | 66,210                                | 49% |
| Fuel Purchases                                            | 862,710                         | 119,484                               | 14%  | 723,543                         | 193,502                               | 27% |
| Services                                                  | 854,331                         | 279,638                               | 33%  | 896,016                         | 340,105                               | 38% |
| Capital Transfers                                         | 716,001                         | 410,969                               | 57%  | 211,815                         | 1,846                                 | 1%  |
| Debt Transfers                                            | 820,515                         | 341,885                               | 42%  | 819,828                         | 341,595                               | 42% |
| TOTAL                                                     | 4,329,001                       | 1,537,313                             | 36%  | 3,566,447                       | 1,273,762                             | 36% |
| <b>REVENUES MORE THAN OR<br/>(LESS THAN) EXPENDITURES</b> | <u>(161,042)</u>                | <u>(12,231)</u>                       |      | <u>218,712</u>                  | <u>162,200</u>                        |     |
| Ending Cash & Investments                                 |                                 | 1,304,903                             |      |                                 | <u>1,340,840</u>                      |     |
| Min Reserves - 20%                                        |                                 | 722,600                               |      |                                 |                                       |     |
| Avail to Xfer to Dock Replace                             |                                 | 277,271                               |      |                                 |                                       |     |
| <i>May is 5 month of 12</i>                               |                                 | <u>42%</u>                            |      |                                 |                                       |     |
| <i>Fuel Profits (using COGS)</i>                          |                                 | <u>27,401</u>                         |      |                                 | <u>36,101</u>                         |     |

**SWM FUND 450 OPERATIONS MONTHLY REPORT**

(Budget Basis/Working Capital Basis)

MAY

|                          | 2017<br>Budget<br>Annual | 2017<br>Actual<br>Year to Date | %          | 2016<br>Actual<br>Annual | 2016<br>Actual<br>Year to Date | %          |
|--------------------------|--------------------------|--------------------------------|------------|--------------------------|--------------------------------|------------|
| <b>REVENUES</b>          |                          |                                |            |                          |                                |            |
| Intergov't Grants        | -                        |                                |            | 15,025                   | -                              |            |
| Charges Goods & Services | 3,532,391                | 2,004,393                      | 57%        | 3,450,877                | 1,983,974                      | 57%        |
| Interest & Miscellaneous | 5,000                    | 7,974                          | 159%       | 19,842                   | 4,521                          | 23%        |
| <b>TOTAL</b>             | <b>3,537,391</b>         | <b>2,012,367</b>               | <b>57%</b> | <b>3,485,744</b>         | <b>1,988,495</b>               | <b>57%</b> |

**EXPENDITURES**

|                   |                  |                  |            |                  |                  |            |
|-------------------|------------------|------------------|------------|------------------|------------------|------------|
| Salaries          | 914,844          | 334,550          | 37%        | 801,673          | 333,943          | 42%        |
| Benefits          | 421,390          | 143,409          | 34%        | 359,245          | 149,779          | 42%        |
| Supplies          | 66,900           | 39,225           | 59%        | 78,609           | 24,911           | 32%        |
| Services          | 1,448,299        | 596,660          | 41%        | 1,461,078        | 599,463          | 41%        |
| Capital Transfers | 236,120          | 28,519           | 12%        | 15,000           | -                | 0%         |
| <b>TOTAL</b>      | <b>3,087,553</b> | <b>1,142,363</b> | <b>37%</b> | <b>2,715,605</b> | <b>1,108,096</b> | <b>41%</b> |

**REVENUES MORE THAN OR  
(LESS THAN) EXPENDITURES**

|                |                |                |                |
|----------------|----------------|----------------|----------------|
| <b>449,838</b> | <b>870,004</b> | <b>770,139</b> | <b>880,399</b> |
|----------------|----------------|----------------|----------------|

|                                  |                  |                  |
|----------------------------------|------------------|------------------|
| Ending Cash & Investments        | 3,193,129        | <b>2,449,604</b> |
| Min Reserves - 20% Revenues      | 707,478          |                  |
| Waiting for CIP Xfer to Fund 451 | <b>2,485,651</b> |                  |

May is 5 months of 12 42%

Charges for Goods & Services come through the King County property tax billing system so April/May and October/November are peak revenue months for this fund. This also means a higher fund balance is needed for cash flow purposes.

## INTERNAL SERVICE FUNDS MONTHLY REPORT

(Budget Basis/Working Capital Basis)

## MAY

|                                 | 2017<br>Budget<br>Annual | 2017<br>Actual<br>Year to Date | %   | 2016<br>Actual<br>Annual | 2016<br>Actual<br>Year to Date | %    |
|---------------------------------|--------------------------|--------------------------------|-----|--------------------------|--------------------------------|------|
| <b>EQUIPMENT RENTAL OPS</b>     |                          |                                |     |                          |                                |      |
| Begin Fund Balance              | 354,851                  | 365,809                        |     | 253,062                  | 253,062                        |      |
| Revenues                        | 516,486                  | 212,711                        | 41% | 560,010                  | 242,552                        | 43%  |
| Expenditures                    | 497,739                  | 206,088                        | 41% | 447,263                  | 176,405                        | 39%  |
| Net Activity                    | 18,747                   | 6,623                          |     | 112,747                  | 66,147                         |      |
| Ending Fund Balance             | 373,598                  | 372,432                        |     | 365,809                  | 319,209                        |      |
| <b>EQUIPMENT RENTAL REPLACE</b> |                          |                                |     |                          |                                |      |
| Begin Fund Balance              | 1,676,754                | 3,243,493                      |     | 2,459,857                | 2,459,857                      |      |
| Revenues                        | 922,690                  | 386,326                        | 42% | 995,471                  | 363,071                        | 36%  |
| Expenditures                    | 915,810                  | 219,676                        | 24% | 211,835                  | 436,820                        | 206% |
| Net Activity                    | 6,880                    | 166,650                        |     | 783,636                  | (73,749)                       |      |
| Ending Fund Balance             | 1,683,634                | 3,410,143                      |     | 3,243,493                | 2,386,108                      |      |
| <b>FACILITY MAJOR REPAIRS</b>   |                          |                                |     |                          |                                |      |
| Begin Fund Balance              | 37,731                   | 90,776                         |     | 92,511                   | 92,511                         |      |
| Revenues                        | 164,020                  | 45,673                         | 28% | 85,476                   | 31,753                         | 37%  |
| Expenditures                    | 53,000                   | 1,867                          | 4%  | 87,211                   | 1,483                          | 2%   |
| Net Activity                    | 111,020                  | 43,806                         |     | (1,735)                  | 30,270                         |      |
| Ending Fund Balance             | 148,751                  | 134,582                        |     | 90,776                   | 122,781                        |      |
| <b>COMPUTER REPLACEMENT</b>     |                          |                                |     |                          |                                |      |
| Begin Fund Balance              | 598,481                  | 832,303                        |     | 515,075                  | 515,075                        |      |
| Revenues                        | 429,555                  | 180,026                        | 42% | 496,330                  | 188,083                        | 38%  |
| Expenditures                    | 475,630                  | 198,554                        | 42% | 179,102                  | 110,317                        | 62%  |
| Net Activity                    | (46,075)                 | (18,528)                       |     | 317,228                  | 77,766                         |      |
| Ending Fund Balance             | 552,406                  | 813,775                        |     | 832,303                  | 592,841                        |      |
| <b>SELF INSURANCE</b>           |                          |                                |     |                          |                                |      |
| Begin Fund Balance              | 287,372                  | 301,938                        |     | 138,795                  | 138,795                        |      |
| Revenues                        | 854,710                  | 366,129                        | 43% | 824,678                  | 344,580                        | 42%  |
| Expenditures                    | 699,580                  | 616,936                        | 88% | 661,535                  | 576,080                        | 87%  |
| Net Activity                    | 155,130                  | (250,807)                      |     | 163,143                  | (231,500)                      |      |
| Ending Fund Balance             | 442,502                  | 51,131                         |     | 301,938                  | (92,705)                       |      |
| <b>UNEMPLOY INSURANCE</b>       |                          |                                |     |                          |                                |      |
| Begin Fund Balance              | 353,446                  | 369,859                        |     | 338,159                  | 338,159                        |      |
| Revenues                        | 60,545                   | 25,526                         | 42% | 58,584                   | 23,507                         | 40%  |
| Expenditures                    | 75,000                   | 149                            | 0%  | 26,884                   | 7,269                          | 27%  |
| Net Activity                    | (14,455)                 | 25,377                         |     | 31,700                   | 16,238                         |      |
| Ending Fund Balance             | 338,991                  | 395,236                        |     | 369,859                  | 354,397                        |      |

May is 5 months of 12

42%

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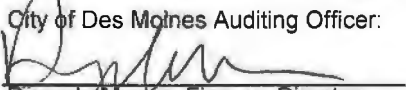
**CITY OF DES MOINES**  
**Voucher Certification Approval**  
**22-Jun-17**

**Auditing Officer Certification**

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

As of June 22, 2017 the Des Moines City Council, by unanimous vote, does approve for payment those vouchers and payroll transfers through June 14, 2017 included in the attached list and further described as follows:

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

  
Dunyale Mason, Finance Director

|                                                     | # From   | # To     | Amounts             |
|-----------------------------------------------------|----------|----------|---------------------|
| <b>Claims Vouchers:</b>                             |          |          |                     |
| Total A/P Checks/Vouchers                           | 150689 ✓ | 150878 ✓ | 1,154,127.92 ✓      |
| Electronic Wire Transfers                           | 878 ✓    | 883 ✓    | 344,766.51 ✓        |
| <b>Total claims paid</b>                            |          |          | <b>1,498,894.43</b> |
| <b>Payroll Vouchers</b>                             |          |          |                     |
| Payroll Checks                                      | 18936 ✓  | 18941 ✓  | 4,167.86            |
| Direct Deposit                                      | 220001 - | 220177   | 313,691.12          |
| Payroll Checks                                      | -        | -        |                     |
| Direct Deposit                                      | -        | -        |                     |
| <b>Total Paychecks/Direct Deposits paid</b>         |          |          | <b>317,858.98</b>   |
| <b>Total checks and wires for A/P &amp; Payroll</b> |          |          | <b>1,816,753.41</b> |

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**MINUTES**

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

**April 13, 2017 – 7:00 p.m.**

**CALL TO ORDER**

Mayor Pina called the meeting to order at 7:01 p.m.

**PLEDGE OF ALLEGIANCE**

The flag salute was led by Mayor Pina.

**ROLL CALL**

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

Councilmember Melissa Musser was absent.

**Direction/Action**

**Motion** made by Councilmember Nutting to excuse Councilmember Musser; seconded by Councilmember Kaplan.

The motion passed 6-0.

**Staff present:**

City Manager Michael Matthias, Chief Operations Officer Dan Brewer; City Attorney Tim George; Police Chief George Delgado; Assistant City Attorney Matt Hutchins; Surface Water & Environment Engineering Manager Loren Reinhold; Public Works Director Brandon Carver; Management Consultant Grant Fredricks; Assistant Harbormaster Scott Wilkins; Finance Director Dunyele Mason; Senior Planner Laura Techico; Community Development Manager Denise Lathrop; Parks, Recreation & Senior Services Director Patrice Thorell; City Clerk Bonnie Wilkins.

**CORRESPONDENCE**

- Letter received on proposed federal legislation and comments on proposed legislation.
- Letter in response to Quiet Skies invitation.

**COMMENTS FROM THE PUBLIC**

- Lisa Slavik; Friend to Friend; Best Friend Fest at Beach Park.
- Matt Mahoney and Michelle Thyng, Speed trailer on North Hill.
- Rick Johnson, Red light cameras.
- Stuart Jenner, Proposed schedule changes in the Highline School District.

Mayor Pina asked for Council's indulgence to modify the agenda to accommodate the Executive Session at the end of the meeting.

## **PUBLIC HEARING**

Item 1: DES MOINES CREEK BUSINESS PARK PHASE IV: A PLANNED UNIT  
DEVELOPMENT IN PACIFIC RIDGE  
Staff Presentation: Community Development Manager Denise Lathrop

At 7:18 p.m. Mayor Pina opened the Public Hearing.

Community Development Manager Lathrop gave a power point presentation to Council. Bart Brynestad, Panattoni Development, Todd Schutz, Kraft Architects, and Senior Planner Laura Techico also presented to Council.

One comment letter was received from Washington State Department of Transportation (WSDOT); submitted to the City Clerk to be entered into the record.

Mayor Pina asked if any Councilmembers know(s) of any reason which would require such member to excuse themselves pursuant to Council Rule 15, (Appearance of Fairness Doctrine).

Seeing none, Mayor Pina asked all possible speakers to affirm the truth of their testimony by raising their right hand and responding with "I do."

Mayor Pina then called for those that wished to speak:

- Bart Brynestad, proponent of the project.
- Todd Schutz, proponent of the project.

Mayor Pina asked 3 times if anyone else wished to speak, seeing none Mayor Pina asked administration if there had been any misstatements of fact or whether administration wished to introduce any materials as to subjects raised by the proponents or opponents or alter in any regard its initial recommendations.

Seeing none, Mayor Pina asked Council if they had any questions.

At 7:48 p.m. Mayor Pina closed the public hearing.

### **Direction/Action**

**Motion** made by Councilmember Kaplan to suspend City Council Rule 26(a) in order to enact Draft Ordinance No. 17-044 on first reading; seconded by Deputy Mayor Pennington.

The motion passed 6-0.

**Motion** made by Councilmember Kaplan to enact Draft Ordinance No. 17-044 approving the Planned Unit Development entitled "Des Moines Creek Business Park Phase IV" filed with the Des Moines Planning, Building and Public Works Department under file number LUA2017-0006, subject to the conditions of approval contained therein; seconded by Deputy Mayor Pennington.

The motion passed 6-0.

Mayor Pina read Draft Ordinance No. 17-044 into the record.

## CONSENT AGENDA

- Item 1: APPROVAL OF MINUTES  
Motion is to approve the minutes from the February 16, 2017 City Council Regular Meeting and the March 2, 2017 City Council Study Session.
- Item 2: SURPLUS PROPERTY DISPOSITION  
Motion 1 is to suspend rule 26(a) in order to enact Draft Ordinance No. 17-003 on first reading.  
  
Motion 2 is to enact Draft Ordinance No. 17-003, establishing parameters for the City Manager to declare City property surplus, and for the sale of that surplus property
- Item 3: 4CULTURE LANDMARKS CAPITAL GRANT ACCEPTANCE FOR SUN HOME LODGE RENOVATION PROJECT – FOUNDATION DESIGN  
Motion is to accept the 4Culture Landmarks Capital Grant for the Des Moines Beach Park Sun Home Lodge Renovation Project in the amount of \$30,000.00 and authorize the City Manager to sign the Agreement substantially in the form as attached.
- Item 4: INTERLOCAL AGREEMENT WITH SOUTH KING COUNTY FIRE & RESCUE FOR FUEL PURCHASING  
Motion is to approve the Interlocal Agreement between the City of Des Moines and South King County Fire & Rescue for the District's purchase of fuel from the City at the City's cost, plus 22% administrative costs, and to direct the City Manager to sign the attached Interlocal Agreement substantially in the form as attached.
- Item 5: APPROVAL OF VOUCHERS  
Motion is to approve for payment vouchers and payroll transfers through April 5, 2017 included in the attached list and further described as follows:
- |                                                                  |                    |                |
|------------------------------------------------------------------|--------------------|----------------|
| Total A/P Checks/Vouchers                                        | #149952-150121     | \$ 813,165.94  |
| Electronic Wire Transfers                                        | #845-853           | \$ 341,314.84  |
| Payroll Checks                                                   | #18912-18917       | \$ 4,883.82    |
| Payroll Direct Deposit                                           | #00110001-00110150 | \$ 288,918.26  |
| Payroll Checks                                                   | #18918-18920       | \$ 3,269.03    |
| Payroll Direct Deposit                                           | #00140001-00140161 | \$ 311,819.61  |
| Total Certified Wire Transfers, Voids, A/P and Payroll Vouchers: |                    | \$1,763,371.50 |
- Item 6: LANDSCAPE MAINTENANCE CONTRACT WITH NORTHWEST LANDSCAPE SERVICES (NLS) – ADDENDUM  
Motion is to approve the Amendment to the Contract with Northwest Landscape Services for City Parks and Right-of-Way Services in the amount of \$50,522.26, bringing the total amount for 2017 to \$184,190.80; and authorize the City Manager to sign said Contract Amendment substantially in the form as submitted.

- Item 7            **SEXUAL ASSAULT AWARENESS MONTH**  
Motion is to approve the Proclamation recognizing April as Sexual Assault Awareness Month.

**Direction/Action**

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

Deputy Mayor recused himself from Consent Agenda Item #4.

Consent Agenda items 1-3 and 5-7 passed 6-0.  
Consent agenda item #4 passed 5-0.

Mayor Pina read Draft Ordinance No. 17-003 into the record.

Mayor Pina read the Sexual Assault Awareness Proclamation into the record.

**BOARD AND COMMITTEE REPORTS/COUNCILMEMBER COMMENTS**

Deputy Mayor Pennington

- Dick's Drive-In meeting.
- Port of Seattle; Emergency Management.
- Public Safety & Transportation Committee meeting.
- Citizens Advisory Committee meeting.

Councilmember Kaplan

- State Route 509 Transportation meeting.

Councilmember Back

- SCORE meeting.

Councilmember Bangs

- Public Safety & Transportation Committee meeting:
  - Red light camera update.
- State Route 509 update.
- Sound Transit board approval for property acquisition phase.
- Pacific Ridge plan.
- Arts Commission Updates.
- Earth Day April 22<sup>nd</sup>.
- Samoan Arts dance competition.

Councilmember Nutting

- Finance & Economic Development Committee meeting.

**PRESIDING OFFICER'S REPORT**

- Richard Procter, Great American Casino.
- Citizens Advisory Committee meeting.

## ADMINISTRATION REPORT

- Parks, Recreation & Senior Services Director Thorell briefed Council on Urban Agriculture.

### **Direction/Action**

**Motion** made by Councilmember Nutting to write a letter on behalf of the City in support of Highline College's grant proposal to the King Conservation District Regional Food System Grant Program for the development of a Sustainable Food Hub at Sonju Park or other appropriate areas; seconded by Councilmember Bangs.  
The motion passed 6-0.

- Finance Director Mason gave a brief 2017 financial update to Council.
- Chelsea Levy and Dan Abernathy, with Sound Transit, gave a power point update to Council.

## OLD BUSINESS

Item 1:

DRAFT ORDINANCE NO. 17-029 RELATED TO GAMBLING TAXES  
Staff Presentation: City Attorney Tim George

City Attorney George gave a brief presentation to Council.

### **Direction/Action**

**Motion** made by Councilmember Kaplan to suspend Rule 26(a) in order to enact Draft Ordinance No. 17-029 on first reading; seconded by Deputy Mayor Pennington.  
The motion passed 6-0.

**Motion** made by Councilmember Kaplan to enact Draft Ordinance No. 17-029, extending the date for cardrooms to be eligible for the graduated gambling tax schedule to August 31, 2017 and amending the graduated gambling tax structure applicable to public card rooms; seconded by Deputy Mayor Pennington.  
The motion passed 6-0.

Mayor Pina read Draft Ordinance No. 17-029 into the record.

## NEW BUSINESS

Item 1:

ADDITIONS/CHANGES TO SPECIAL REVENUE FUNDS  
Staff Presentation: Finance Director Dunyele Mason

Finance Director Mason gave a brief presentation to Council

### **Direction/Action**

**Motion** made by Councilmember Nutting to suspend Rule 26(a) in order to enact Draft Ordinance No. 17-036 on first reading; seconded by Councilmember Kaplan.  
The motion passed 6-0.

**Motion** made by Councilmember Nutting to enact Draft Ordinance No. 17-036 amending DMMC 3.51.102 to dedicate water and sewer utility franchise payments to the Paving Fund and to create two new special revenue funds in chapter 3.51 DMMC; seconded by Councilmember Kaplan. The motion passed 6-0.

Mayor Pina read Draft Ordinance No. 17-036 into the record.

Item 2: CONSTRUCTION CONTRACT AWARD AND CONSULTING AGREEMENT FOR CONSTRUCTION ADMINISTRATION AND INSPECTIONS SERVICES.  
Staff Presentation: Surface Water & Environmental Engineering  
Manager Loren Reinhold

Surface Water and Environmental Engineering Manager Reinhold gave a presentation to Council.

**Direction/Action**

**Motion** made by Councilmember Kaplan to approve the Public Works Contract with Reed Trucking & Excavating, Inc. for the 16<sup>th</sup>/17<sup>th</sup> Place Storm Connections Project, in the amount of \$94,725, authorize a project contingency in the amount of \$10,000, and further authorize the City Manager or his designee to sign said Contract substantially in the form as submitted; seconded by Councilmember Bangs. The motion passed 6-0.

**Motion** made by Councilmember Kaplan to approve Task Order 2016-06.01 with Parametrix for the Construction Administration and Inspection Services of the 16<sup>th</sup>/17<sup>th</sup> Place Storm Connections Project in the amount of \$27,378.54, and authorize the City Manager or his designee to sign said Task Order substantially in the form as submitted; seconded by Councilmember Bangs. The motion passed 6-0.

Motion made by Councilmember Kaplan to direct administration to bring forward a budget amendment to the 2017-2022 Capital Improvement Plan and the 2017 Capital Budget to include the 16<sup>th</sup>/17<sup>th</sup> Place Storm Connections Project as shown in Attachment 5; seconded by Councilmember Bangs. The motion passed 6-0.

Due to time constraints, Old Business Item #2 was moved to the April 27, 2017 City Council meeting.

**EXECUTIVE SESSION**

At 9:16 p.m. Council went into Executive Session. The purpose of the Executive Session was to discuss the Performance of a Public Employee under RCW 42.30.110(1)(g). In attendance were: Mayor Pina; Deputy Mayor Pennington; Councilmembers Nutting, Bangs, Back and Kaplan; City Manager Matthias and City Attorney George. The Executive Session was expected to last 30 minutes.

At 9:46 p.m. Mayor Pina extended the Executive Session an additional 15 minutes.

At 9:48 p.m. City Manager Matthias left the Executive Session.

The Executive Session ended at 10:01 p.m.

No formal action was taken.

#### **NEXT MEETING**

May 11, 2017 City Council Regular Meeting.

#### **ADJOURNMENT**

##### **Direction/Action**

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

The motion passed 6-0.

The meeting was adjourned at 10:03 p.m.

Respectfully Submitted,  
Bonne Wilkins, CMC  
City Clerk

## MINUTES

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

**May 11, 2017 – 7:00 p.m.**

#### **CALL TO ORDER**

Mayor Pina called the meeting to order at 7:01 p.m.

#### **PLEDGE OF ALLEGIANCE**

The flag salute was led by Councilmember Kaplan.

#### **ROLL CALL**

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

Deputy Mayor Pennington and Councilmember Luisa Bangs were absent.

#### **Direction/Action**

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

#### **Staff present:**

City Manager Michael Matthias, Chief Operations Officer Dan Brewer; City Attorney Tim George; Transportation & Engineering Services Manager Andrew Merges; Assistant City Attorney Matt Hutchins; Court Security Officer David Foxley; Police Chief George Delgado; Court Marshal Ron Erzen; Prosecutor Tara Vaughn; Probation Officer Melissa Patrick; Court Administrator Jennefer Johnson; Municipal Court Judge Lisa Leone; Chief Operations Officer Dan Brewer; Assistant Harbormaster Scott Wilkins; Project Manager Scott Romano; Parks, Recreation & Senior Services Director Patrice Thorell; NPDES Coordinator Tyler Beekley; Surface Water & Environment Engineering Manager Loren Reinhold; Senior Planner Laura Techico; Public Works Director Brandon Carver; Construction, Engineering and Right-of-Way Inspector Dave Maresh; Community Development Manager Denise Lathrop; Finance Director Dunyele Mason; Master Police Officer Tony Nowacki; Public Defender Tracy Greenwood; Public Defender Julie Codd; Deputy City Clerk Renee Cameron; City Clerk Bonnie Wilkins.

City Manager Matthias had invited Aviation Expert Larry Cripe to the meeting but he was unable to attend. City Manager Matthias paraphrased Mr. Cripe's prepared statement.

#### **Direction/Action**

**Motion** made by Mayor Pina to create an Ad Hoc Aviation Advisory Committee and direct staff to prepare the recommendations for the structure of the committee; seconded by Councilmember Musser.  
The motion passed 5-0.

## **CORRESPONDENCE**

- Letter from Steve Edmiston regarding the formation of the Aviation Advisory Committee.

## **COMMENTS FROM THE PUBLIC**

- Tony Hettler, Normandy Park; Destination Des Moines activities.
- JC Harris, Des Moines; Quiet Skies.
- Sheila Brush, Des Moines; Quiet Skies Puget Sound.
- Rick Johnson, Des Moines; Annexation into Des Moines.
- Steve Edmiston, Des Moines; Aviation Advisory Committee.
- Candace Urquhart, Des Moines; Aviation Advisory Committee.

## **BOARD AND COMMITTEE REPORTS/COUNCILMEMBER COMMENTS**

### **Councilmember Kaplan**

- South County Area Transportation Board meeting.
- Spoke at Highline College in Professor Sells' class.
- Master Builders Elected Position Reception.
- Samoan Arts and Academic competition.
- Sound Transit meeting.

### **Councilmember Back**

- SCORE Board meeting.
- Thanked Tony Hettler and Destination Des Moines for all their hard work for events in Des Moines.

### **Councilmember Nutting**

- Elementary Math Bonanza at Seahurst Elementary School.

### **Councilmember Musser**

- New hours for Scotch & Vine.
- Farmer's Market opening day and paid parking.
- Spring musical at Mt. Rainier High School:
  - Adams Family.

## **PRESIDING OFFICER'S REPORT**

- Evidenced Based Policing Seminar.
- Airport and FAA meeting.
- Master Builders Elected Position Reception.
- Samoan Arts and Academic competition.
- Mayor's Roundtable meeting.
- Dollars for Scholars Scholarship ceremony.
- Huntington Park State of the City.
- Judson Park lunch with the Mayor.
- Huntington Park garage sale.
- Officer hours spent reviewing red light tickets.

**ADMINISTRATION REPORT**

- City Clerk Wilkins introduced new Deputy City Clerk Renee Cameron.
- Regional Task Force.
- Municipal Court Judge Leone gave a State of the Court Address to Council.
- Chief Operations Officer informed the Council that the City received the Public Works Association Project of the Year for the Redondo Boardwalk project.
- Chief Operations Officer Brewer acknowledged Dave McGinnis, Public Works lead who is retiring after 20 years of service to the City.

**CONSENT AGENDA**

- Item 1: **APPROVAL OF VOUCHERS**  
Motion is to approve for payment vouchers and payroll transfers through April 19, 2017 included in the attached list and further described as follows:
- |                                                                  |                |               |
|------------------------------------------------------------------|----------------|---------------|
| Total A/P Checks/Vouchers                                        | #150122-150277 | \$ 480,287.44 |
| Electronic Wire Transfers                                        | #854-857       | \$ 96,331.33  |
| Payroll Checks                                                   | #18922-18925   | \$ 3,684.66   |
| Payroll Direct Deposit                                           | #160001-160162 | \$ 291,948.32 |
| Total Certified Wire Transfers, Voids, A/P and Payroll Vouchers: |                | \$ 872,251.75 |
- Motion is to approve for payment vouchers and payroll transfers through May 3, 2017 included in the attached list and further described as follows:
- |                                                                  |                |                |
|------------------------------------------------------------------|----------------|----------------|
| Total A/P Checks/Vouchers                                        | #150278-150432 | \$ 584,602.36  |
| Electronic Wire Transfers                                        | #858-863       | \$ 235,866.47  |
| Payroll Checks                                                   | #18926-18931   | \$ 6,495.94    |
| Payroll Direct Deposit                                           | #180001-180168 | \$ 413,025.17  |
| Total Certified Wire Transfers, Voids, A/P and Payroll Vouchers: |                | \$1,239,989.94 |
- Item 2: **ARTS COMMISSION APPOINTMENTS OF RONDIE MARSH AND RODNEY OLSEN**  
Motion is to confirm the Mayor appointments of Rondi Marsh to an unexpired three year term on the City of Des Moines Arts Commission effective immediately and expiring on December 31, 2017 and Rodney Olsen to an unexpired term on the City of Des Moines Arts Commission effective immediately and expiring on December 31, 2018.
- Item 3: **CITY MANAGER CONTRACT AMENDMENT**  
Motion is to approve a single step increase for the City Manager from M-43 C to M-43 D and to authorize the Mayor to sign a contract amendment to allow for the City Manager to annually cash out eighty hours of unused earned sick leave.
- Item 4: **2017 SUMMER EVENTS – AGREEMENT WITH DESTINATION DES MOINES**  
Motion 1 is to approve Draft Resolution 17-049 authorizing Destination Des Moines to use City property to conduct three summer events and to provide up to \$10,000 of in-kind City services for the Fireworks Over Des Moines on July 4, Community BBQ on July 12, and Waterland Festival on July 21-23, 2017.

Motion 2 is to approve the Agreement with Destination Des Moines for the 2017 Summer Events specifying the responsibilities assumed by Destination Des Moines and identifying the in-kind services and facilities that will be provided by the City, and authorize the City Manager to sign the Agreement substantially in the form as attached.

- Item 5: FUNDING AGREEMENT FOR CITY FEES AND SERVICES FOR THE FEDERAL WAY LINK EXTENSION (FWLE) PROJECT CONTRACTOR PROCUREMENT PHASE  
Motion 1 is to approve the Funding Agreement for City Fees and Services for the FWLE Project contract Procurement Phase, and authorize the City Manager to sign said Services Agreement substantially in the form as submitted.
- Motion 2 is to approve City Services Agreement Task Order 1: Request for Proposals Presentation, and authorize the Chief Operations Officer to sign said Task Order substantially in the form as submitted.
- Item 6: SOUTH SOUND BOATING SEASON OPENING DAY PROCLAMATION  
Motion is to approve the Proclamation recognizing the official opening of the South Sound Boating season on May 13, 2017.
- Item 7: HIGHLINE VIEW ESTATES MODIFIED SUBDIVISION FINAL PLAT  
Motion is to adopt Draft Resolution No. 17-037 approving the final plat entitled "Highline View Estates", City File No. LUA2015-0034.
- Item 8: VALLEY COMMUNICATIONS CENTER ILA FOR EMERGENCY DISPATCH  
Motion is to approve the attached Interlocal Agreement with Valley Com for Emergency Dispatch Services effective June 1, 2017, and to authorize the City Manager to execute the attached ILA substantially in the form as attached.
- Item 9: CONTRACT AWARD FOR 2017 PARKSIDE PARK RENOVATION PROJECT  
Motion is to award the Public Works Contract with D&D Construction 1, Inc. for the 2017 Parkside Park Renovation Project, in the amount of \$459,800, authorize a construction contract contingency in the amount of \$40,000, and additionally authorize the City Manager to sign the Public Works Contract substantially in the form as submitted.
- Item 10: AMENDMENT TO CONTRACT WITH AMERICAN BUILDING SERVICES, INC. FOR JANITORIAL SERVICES IN CITY BUILDINGS – MARINA HARBORMASTER'S OFFICE  
Motion is to approve the Amendment to the contract with American Building Services, Inc. for janitorial services for the Marina Harbormaster's Office, for an additional annual amount of \$2,580, bringing the total estimated cost for 2017 to \$190,876, and additionally to authorize the City Manager to sign the Contract Amendment/Addendum substantially in the form as submitted.

- Item 11: CONSULTANT SUPPORT CONTRACT ADA TRANSITION PLAN, 2016-2017 ON-CALL GENERAL ENGINEERING SERVICES, PARAMETRIX INC. TASK ASSIGNMENT 2017-07

Motion is to approve 2016-2017 On-Call General Engineering Services Task Assignment 2017-07 with Parametrix Inc. to provide consulting services for updating and formalizing the City's ADA Transition Plan and Self-Evaluation in the amount of \$59,141.00, and further authorize the City Manager to sign said Task Assignment substantially in the form as submitted.

**Direction/Action**

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

Councilmember Kaplan removed Consent Agenda Item #3.

Mayor Pina removed Consent Agenda Item #2.

The remainder of the Consent Agenda passed 5-0.

**Direction/Action**

Motion made by Mayor Pina to confirm the Mayor appointment of Rondi Marsh to an unexpired three year term on the City of Des Moines Arts Commission effective immediately and expiring on December 31, 2018; seconded by Councilmember Kaplan.  
The motion passed 5-0.

**Direction/Action**

Motion made by Councilmember Kaplan to approve a single step increase for the City Manager from M-43 C to M-43 D and to authorize the Mayor to sign a contract amendment to allow for the City Manager to annually cash out eighty hours of unused earned sick leave; seconded by Councilmember Musser.  
The motion passed 5-0.

Mayor Pina read the South Sound Boating Season Opening Day Proclamation into the record.

**NEW BUSINESS**

- Item 1: STATE ENVIRONMENTAL POLICY ACT (SEPA) CATEGORICAL EXEMPTION FLEXIBLE THRESHOLDS

Staff Presentation: Senior Planner Laura Techico

Senior Planner Techico and Community Development Manager Lathrop gave a brief power point presentation to Council

**Direction/Action**

Motion made by Councilmember Musser to direct staff to develop a draft ordinance to increase the categorical exemption levels for minor new construction to the maximum threshold allowed per WAC 197-11-800(1).

Motion died for a lack of a second.

**Motion** made by Councilmember Kaplan to direct staff to develop a draft ordinance to increase the categorical exemption levels for minor new construction to the following levels: Single Family Residential, 30; Multifamily Residential, 20; Barn, loafing shed, farm equipment storage, produce storage or packing structure, 20,000 square feet; Office, school, commercial, recreational, service, storage building, parking facilities, 12,000 square feet and 50 parking spaces; Fill or excavation, 500 cubic yards; seconded by Councilmember Back. The motion passed 5-0.

Item 2: 2017 BUDGET ADJUSTMENT.  
Staff Presentation: Finance Director Dunyele Mason

Finance Director Mason gave a presentation to Council

**Direction/Action**

**Motion** made by Councilmember Kaplan to suspend Rule 2(a) in order to enact Draft Ordinance No. 17-050 on first reading; seconded by Councilmember Nutting.

The motion passed 5-0.

**Motion** made by Councilmember Kaplan enact Draft Ordinance No. 17-050 amending the 2017 Operating and Capital Budgets with the updated Appendix A & B and authorizing the update to the 2017-2022 Capital Improvement Plan with the changes included in Appendix B; seconded by Councilmember Nutting. The motion passed 5-0.

**Motion** made by Mayor Pina to authorize an addition of a FTE for a detective position to serve on the Violent Crimes Task Force and to direct City staff to include this position on the next budget amendment with the appropriate financials to support it; seconded by Councilmember Back. The motion passed 5-0.

Mayor Pina read Draft Ordinance No. 17-050 into the record.

Item 3: POVERTY BAY SHELLFISH PROTECTION DISTRICT FORMATION  
Staff Presentation: Public Works Director Brandon Carver & King County Staff

Public Works Director Carver and staff from King County gave a power point presentation to Council.

No formal action was taken.

**NEXT MEETING**

May 18, 2017 City Council Study Session.

**ADJOURNMENT****Direction/Action**

**Motion** made by Councilmember Kaplan to adjourn; seconded by Councilmember Musser.  
The motion passed 5-0.

The meeting was adjourned at 9:39 p.m.

Respectfully Submitted,  
Bonne Wilkins, CMC  
City Clerk

## **MINUTES**

### **SPECIAL MEETING TO HOLD AN EXECUTIVE SESSION DATE**

May 11, 2017

#### **CALL MEETING TO ORDER**

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

Mayor Pina arrived at 6:25 p.m.

#### **ROLL CALL**

Council Present: Mayor Matt Pina; Councilmembers Melissa Musser, Jeremy Nutting, Robert K. Back and Dave Kaplan.

Others Present: City Manager Michael Matthias; Chief Operations Officer Dan Brewer; City Attorney Tim George; Harbormaster Joe Dusenbury; Assistant Harbormaster Scott Wilkins; Parks, Recreation & Senior Services Director Patrice Thorell; Public Works Director Brandon Carver; Finance Director Dunyele Mason.

#### **PURPOSE**

The purpose of the Special Meeting was to hold and Executive Session to discuss Property Acquisition under RCW 42.30.110(1)(b).

No formal action was taken.

The meeting adjourned at 6:46 p.m.

Respectfully submitted,  
Bonnie Wilkins, CMC  
City Clerk

## MINUTES

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

**May 18, 2017 – 7:00 p.m.**

#### CALL TO ORDER

Mayor Pina called the meeting to order at 7:01 p.m.

#### PLEDGE OF ALLEGIANCE

The flag salute was led by Deputy Mayor Pennington.

#### ROLL CALL

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

Staff present: City Manager Michael Matthias, Chief Operations Officer Dan Brewer; City Attorney Tim George; Public Works Director Brandon Carver; Police Chief George Delgado; Finance Director Dunyele Mason; Planning Manager Denise Lathrop, Harbormaster Joe Dusenbury; Parks, Recreation & Senior Services Director Patrice Thorell; Information Technology Manager Dale Southwick, and Deputy City Clerk Renee Cameron.

#### COMMENTS FROM THE PUBLIC

- Andrea Reay, Seattle Southside Chamber of Commerce, 14200 Interurban Avenue South #134, Tukwila, WA - Vibrant and active community and looking forward to the Marina Redevelopment Update presentation.
- Candace Urquhart, 25665 Marine View Drive S, Des Moines, WA - Marina wall due to air traffic vibrations.
- Chief Operations Officer Brewer introduced the City's new Community Development Director, Susan Cesar, who will start with the City on June 1, 2017.
- City Manager Matthias said he attended the Four Points Sheraton Hotel Grand Opening, and said the City's Building Department staff did a great job in assisting Four Points and Great American Casino with their permitting and in obtaining their Certificate of Occupancy.
- Mayor Pina too said the Great American Casino staff said the City staff were amazing to work with.

#### DISCUSSION ITEMS

Item 1: MARINA REDEVELOPMENT UPDATE

Presentation: THG / Collins Woerman Embarcadero Hospitality Group / Rick Williams Consulting

- City Manager Matthias summarized the Scope of Work for the Marina Redevelopment Update. The following Consultants introduced themselves: THG Founder and Manager Robert Holmes, THG Consultant Adam Seidman, CollinsWoerman consultant Harold Moniz of, Rick Williams Consulting consultant Pete Collins, Embarcadero Hospitality Group consultant Sondra Storm, and Embarcadero Hospitality Group consultant Mark Keller.

Mr. Holmes began the introduction to the Marina Redevelopment Update and Adam Seidman presented the PowerPoint Presentation to the Des Moines Marina Feasibility Study & Downtown Parking Analysis to Council. Mr. Moniz discussed the opportunities that the City has regarding future development, and Mr. Keller said it is important to protect and enhance the downtown.

**The Study Session recessed from 8:52 p.m. – 9:00 p.m. for a break.**

Mr. Collins presented the downtown parking on and off street parking analysis.

Mayor Pina thanked the consultants for their presentation.

**NEXT MEETING**

May 25, 2017 City Council Regular Meeting.

**ADJOURNMENT**

**Direction/Action**

**Motion** made by Councilmember Kaplan moved to adjourn the Meeting, and Deputy Mayor Pennington seconded the motion.  
**Motion passed 7 – 0.**

The meeting was adjourned at 9:35 p.m.

Respectfully Submitted,  
Renee Cameron, CMC  
Deputy City Clerk

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# A G E N D A   I T E M

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

SUBJECT: Setting the Small Cell  
Telecommunications Franchise Application Fee

ATTACHMENTS:

1. Draft Resolution No. 17-067.

FOR AGENDA OF: June 22, 2017

DEPT. OF ORIGIN: Legal

DATE SUBMITTED: June 14, 2017

CLEARANCES:

- ☒ Community Development SMC
- ☐ Marina
- ☐ Parks, Recreation & Senior Services
- ☐ Public Works

CHIEF OPERATIONS OFFICER: DSB

- ☒ Legal TG
- ☐ Finance
- ☐ Courts
- ☐ Police

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: [Signature]

### Purpose and Recommendation

The purpose of this agenda item is for City Council to set the small cell telecommunications franchise application fee pursuant to DMMC 20.09.010.

### Suggested Motion

**Motion:** "I move to pass Draft Resolution No. 17-067, setting the small cell telecommunications franchise application fee in the amount of \$20,000.00."

### **Background**

Pursuant to DMMC 20.09.010, the City shall establish a franchise application fee to ensure the recovery of City costs and expenses associated with the review of a franchise agreement, including but not limited to actual costs of City staff time and resources as well as any outside consultation expenses which the City reasonably determines are necessary to adequately review and analyze an application.

The City has been approached by several telecommunications companies seeking “small-cell” franchise agreements with the City. This is a new technology and the City has retained an outside consultant to assist in the negotiation process. As a result, an increased application fee is appropriate to ensure all City costs are covered by an applicant.

### **Discussion**

A small cell is a mini cell site that enables telecommunication providers to locate antennas in areas that regular cell sites could not locate. The trend in small cell is to locate them on existing light poles or telephone poles. The antennas are small and can be designed to blend in with their environment.

The City has joined a consortium of 25 other cities in Washington State that is represented by the law firm Ogden, Murphy, Wallace, P.L.L.C. This law firm has specialized expertise in telecommunications law and technology that is required for the initial drafting and negotiation of this type of franchise. As a result, the cost to the City will be well above the standard \$5,000 franchise fee the City has charged in the past for other types of franchise negotiations.

### **Alternative:**

To not pass Draft Resolution No. 17-067, or to pass Draft Resolution No. 17-067 with amendments.

### **Financial Impact**

This application fee shall be applied towards actual expenses and costs of the City in preparing small cell telecommunications franchises. Some of this amount will be used to pay consultants and some will be used to pay for City staff time. Any additional non-used amount will be refunded.

### **Recommendation**

Staff recommends that Council pass Draft Resolution No. 17-067.

**CITY ATTORNEY'S FIRST DRAFT 05/16/2017****DRAFT RESOLUTION NO. 17-067**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON,** setting the small cell telecommunications franchise application fee at \$20,000, pursuant to DMMC 20.09.010.

**WHEREAS,** the City of Des Moines has received several inquiries into obtaining a small cell telecommunications franchise in the City, and

**WHEREAS,** DMMC 20.09.010 sets the procedure for establishing telecommunications franchise application fees, and

**WHEREAS,** small cells are a new technology and the City does not have any prior franchises for this type of use, and

**WHEREAS,** the City requires outside consultant expertise to assist with the negotiation and drafting of a new franchise, and

**WHEREAS,** the City Council finds that an increase application fee is appropriate; now therefore,

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

Pursuant to DMMC 20.09.010, the Des Moines City Council sets the small cell telecommunications franchise application fee at \$20,000.00. This application fee shall be applied towards actual expenses and costs of the City. Any unencumbered application fees shall be refunded to the applicant upon written request of the applicant, but in no event earlier than 60 days after granting or denying the permit.

**ADOPTED BY** the City Council of the City of Des Moines, Washington this \_\_\_\_ day of \_\_\_\_\_, 2017 and signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_, 2017.

---

M A Y O R

APPROVED AS TO FORM:

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City Attorney

ATTEST:

Resolution No. \_\_\_\_  
Page 2 of \_\_\_\_

---

City Clerk

6/14/17 2:53 PM

## A G E N D A   I T E M

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

**SUBJECT:**

Interagency Agreement – Edward Byrne  
Memorial Justice Grant (JAG) Program JAG  
Grant Award # 2016-DJ-BX-0138

**ATTACHMENTS:**

1. Interagency Agreement with City of Seattle  
(fiscal agent of award)
2. JAG Award Letter provided to City of  
Seattle.
3. City of Seattle Joint Application Budget &  
Narrative.
4. City of Des Moines Grant Project: Police  
Department Efficiency & Accountability  
Project.

**FOR AGENDA OF:** June 22, 2017

**DEPT. OF ORIGIN:** Police

**DATE SUBMITTED:** June 7, 2017

**CLEARANCES:**

- ☐ Community Development \_\_\_\_\_
- ☐ Marina \_\_\_\_\_
- ☐ Parks, Recreation & Senior Services \_\_\_\_\_
- ☐ Public Works \_\_\_\_\_

**CHIEF OPERATIONS OFFICER:** \_\_\_\_\_

- ☒ Legal *JB*
- ☒ Finance *DM*
- ☐ Courts *AB*
- ☒ Police *AB*

**APPROVED BY CITY MANAGER  
FOR SUBMITTAL:** *Wm*

### **Purpose and Recommendation**

The purpose of this item is to inform the City Council of the Edward Byrne Memorial Justice Grant (JAG) Program and to determine whether the City of Des Moines wants to accept funding under the terms and conditions set forth in this grant agreement. Should the Council desire to accept the grant funding, the recommended motion below would authorize the City Manager to sign the Interagency Agreement with the City of Seattle who is the fiscal agent of the grant award.

It is staff's recommendation for Council to approve acceptance of this grant and authorize the City Manager to sign the Interagency Agreement. The grant provides funding of \$10,679 to purchase IA Pro Professional Standards and Blue Team Technology software as well as a printer for the Professional Standards Sergeant. This technology improvement project will support our front-line uniformed officers, supervisory, professional standards and command personnel by using data to increase transparency, lessen risk, uphold integrity and support professionalism.

### **Suggested Motion**

**Motion 1:** “I move to authorize the City Manager to sign the Interagency Agreement with the City of Seattle for the Edward Byrne Memorial Justice Grant # 2016-DJ-BX-0138 substantially in the form as attached and for the City of Des Moines to accept the \$10,679.00 in federal funds under the terms and conditions listed within the JAG Grant and Interagency Agreement.”

### **Background**

The United States Congress authorized \$673,166 in the Justice Assistance Grant (JAG) program for jurisdictions within King County, Washington. Jurisdictions within King County were required to apply for a JAG Program Award in a single joint application made by the City of Seattle who had been designated as the fiscal agent for the award. The Police Department submitted its application to the City of Seattle to provide funding to purchase new software technology to increase efficiency and internal accountability. The City of Seattle submitted the joint application to request JAG Program funds. Based upon the City of Seattle’s successful application the Bureau of Justice Assistance awarded the City of Seattle the \$673,166 as the identified fiscal agent for this award and to distribute grant funds to the co-applicants. On June 2, 2017, the Police Department was notified that the Seattle City Council has accepted the grant funds and approved grant funds disbursement to the co-applicants. The Police Department received the City of Seattle’s Interagency Agreement authorizing us to accept the grant funds and begin our grant project based upon the scope of work provided within the grant application.

### **Discussion**

City Departments including the police department continues to seek alternative funding sources to assist in augmenting their budgets. Acceptance of this grant award would provide funding to fully implement the software technology of IA Pro Professional and Blue Team to support our front-line uniformed officers, supervisory, professional standards and command personnel.

This new technology will also increase our efficiencies by eliminating our current handwritten use of force reports and the manual data entry in a separate database by the Professional Standards Sergeant. In addition, it will allow the department to capture additional data to increase transparency, lessening risk, upholding integrity, support professionalism and increase public trust.

### **Alternatives**

Council can decide not to accept the grant funds and thus not authorize the City Manager to sign the Interagency Agreement with City of Seattle. We do not believe this is an effective alternative since the police department does not currently have the funds within its operating budget to purchase this new technology to increase efficiencies.

**Financial Impact**

This grant award provided funding to the City in the amount of \$10,679 to purchase IA Pro Professional and Blue Team software as well as a professional standards printer. The City would be obligated to pay any cost overages in the event the prices have increased since the grant application has been submitted. Any cost overages will be covered within the current police department budget.

**Recommendation**

Public safety remains a paramount concern within the community. Acceptance of this award provides additional technology for officers to be more efficient by reducing the amount of time necessary to complete paperwork or do data entry. It is staff's recommendation to approve the Interagency Agreement between the City of Des Moines and the City of Seattle to accept this Edward Byrne Memorial Justice Grant.

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## **Interagency Agreement**

### **Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2016 Local Solicitation**

Executed by  
**City of Seattle**  
Department Authorized Representative: Diane Pilon  
610 5<sup>th</sup> Avenue  
PO Box 34986  
Seattle, WA 98124-4986

**and**

City of Des Moines, hereinafter referred to as "Recipient"  
JAG Grant Manager: Commander Bob Bohl  
401 5th Ave, Ste 810  
Seattle, WA 98104

**IN WITNESS WHEREOF**, the parties have executed this Agreement by having their representatives affix their signatures below.

**City of Des Moines**

**Seattle Police Department**

\_\_\_\_\_  
Michael Matthias, City Manager

\_\_\_\_\_  
Brian G. Maxey, Chief Operating Officer

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

Authorized by: *Edward Byrne Memorial Justice Assistance Grant (JAG) Program*

WHEREAS, the Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions; and

WHEREAS, the JAG Program supports all components of the criminal justice system, from multi-jurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives; and

WHEREAS, the United States Congress authorized \$673,166 in the Justice Assistance Grant (JAG) Program for jurisdictions in King County; and

WHEREAS, 11 jurisdictions in King County were required to apply for a JAG Program award with a single, joint application; and

WHEREAS, the City, as the identified Fiscal Agent, submitted the joint application to the Bureau of Justice Assistance on June 30, 2016 to request JAG Program funds; and

WHEREAS, based on the City's successful application, the Bureau of Justice Assistance has awarded \$673,166 to the City from these JAG Program funds; and

WHEREAS, pursuant to the terms of the grant whereby the City, as the identified Fiscal Agent for this award, is to distribute grant funds to co-applicants, the City intends to transfer some of the JAG funds it receives to those co-applicants; and

WHEREAS, the City is not obligated to continue or maintain grant funding levels for the JAG Program once grant funds have lapsed; and

WHEREAS, recipients of JAG funds from the City should not anticipate the City will assume responsibility for any program costs funded by JAG once JAG funds are spent;

**NOW THEREFORE**, the parties hereto agree as follows:

This Interagency Agreement contains six Articles:

**ARTICLE I: TERM OF AGREEMENT:**

The term of this Interagency Agreement shall be in effect from the date it is executed, until September 30, 2019 unless terminated earlier pursuant to the provisions hereof.

**ARTICLE II: DESCRIPTION OF SERVICES**

The services to be performed under this Agreement shall be conducted for the stated purposes of the Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a.) The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. The JAG Program provides states and units of local governments with critical funding necessary to support a range of program areas including law enforcement; prosecution and court programs; prevention and education programs; corrections and community corrections; drug treatment and enforcement; crime victim and witness initiatives; and planning, evaluation, and technology improvement programs.

### ARTICLE III: SPECIAL CONDITIONS

1. Funds are provided by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance solely for the purpose of furthering the stated objectives of the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The Recipient shall use the funds to perform tasks as described in the Scope of Work portion of this Agreement.
2. The Recipient acknowledges that because this Agreement involves federal funding, the period of performance described herein will likely begin prior to the availability of appropriated federal funds. The Recipient agrees that it will not hold the Seattle Police Department, the City of Seattle, or the Department of Justice liable for any damages, claim for reimbursement, or any type of payment whatsoever for services performed under this Agreement prior to the distribution and availability of federal funds.
3. The Recipient shall comply with all conditions and limitations set forth in the FY 2016 Justice Assistance Grant Program Award # 2016-DJ-BX-0138. The FY 2016 Justice Assistance Grant Program Award Report # 2016-DJ-BX-0138 is attached to and made part of this agreement, as **Attachment A**. Allocation and use of grant funding must be in accordance with all special conditions included in the Award Report. All Recipients are assumed to have read, understood, and accepted the Award Report as binding.
4. The Recipient acknowledges that all allocations and use of funds under this agreement will be in accordance with the Edward Byrne Memorial Justice Assistance Grant (JAG) Program: FY 2016 Local Solicitation. Allocation and use of grant funding must be coordinated with the goals and objectives included in the Local Solicitation. All Recipients are assumed to have read, understood, and accepted the Local Solicitation as binding.
5. Recipient agrees to obtain a valid DUNS profile and create an active registration with the Central Contractor Registration (CCR) database no later than the due date of the Recipient's first quarterly report after a subaward is made.
6. The Recipient shall comply with all applicable laws, regulations, and program guidance. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R Part 2800 (together, the "Part 200 Uniform Requirements") apply to this 2016 award from the Office of Justice Programs (OJP).
7. The Recipient must comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements.
  - a. Non-Federal entities that expend \$500,000 or more in one fiscal year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the Office of Management and Budget (OMB) Circular A-133-Audits of States, Local Governments, and non-Profit Organizations. Non-federal entities that spend less than \$500,000 a year in federal awards are exempt from federal audit requirements for that year, except as noted in Circular No. A-133, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

- b. Recipients required to have an audit must ensure the audit is performed in accordance with Generally Accepted Auditing Standards (GAAS), as found in the Government Auditing Standards (the Revised Yellow Book) developed by the Comptroller General and the OMB Compliance Supplement. The Recipient has the responsibility of notifying the Washington State Auditor's Office and requesting an audit.
- c. The Recipient shall maintain auditable records and accounts so as to facilitate the audit requirement and shall ensure that any sub-recipients also maintain auditable records.
- d. The Recipient is responsible for any audit exceptions incurred by its own organization or that of its subcontractors. Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report submitted to the Seattle Police Department. The Recipient must respond to requests for information or corrective action concerning audit issues or findings within 30 days of the date of request. The City reserves the right to recover from the Recipient all disallowed costs resulting from the audit.
- e. If applicable, once any single audit has been completed, the Recipient must send a full copy of the audit to the City and a letter stating there were no findings, or if there were findings, the letter should provide a list of the findings. The Recipient must send the audit and the letter no later than nine months after the end of the Recipient's fiscal year(s) to:  
Diane Pilon, JAG Program Manager  
Seattle Police Department  
610 5<sup>th</sup> Avenue  
PO Box 34986  
Seattle, WA 98124-4986  
206-386-1996
- f. In addition to sending a copy of the audit, the Recipient must include a corrective action plan for any audit findings and a copy of the management letter if one was received. The Recipient shall include the above audit requirements in any subcontracts.
- g. The Recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requirements, including, but not limited to, the provision of any information required for assessment or evaluation of activities within this agreement, and for compliance BJA reporting requirements.
- h. Suspension and Debarment: The Recipient certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in transactions by any Federal department or agency. By signing and submitting this Agreement, the Recipient is providing the signed certification set out below. The certification this clause is a material representation of fact upon which reliance was placed when this transaction was entered into.

If it is later determined that the Recipient rendered an erroneous certification, the Federal Government and City may pursue available remedies, including termination and/or debarment. The Recipient shall provide immediate written notice to the City if at any time the Recipient learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The Recipient agrees by signing this Agreement that it shall not enter into any covered transaction with a person or subcontractor who is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by the City. The Recipient shall include the requirement in this section in any subcontracts.

#### **ARTICLE IV: SCOPE OF WORK**

The Scope of Work of this Agreement and the time schedule for completion of such work is as described in **Attachment B: JAG Budget Worksheet**, as approved by BJA. Attachment B is attached to and made part of this agreement.

The work shall, at all times, be subject to the City's general review and approval. The Recipient shall confer with the City periodically during the progress of the Work, and shall prepare and present such information and materials (e.g. a detailed outline of completed work) as may be pertinent, necessary, or requested by the City or BJA to determine the adequacy of the Work or Recipient's progress.

#### **ARTICLE V: PAYMENT**

##### **1. Compensation**

The Recipient shall be reimbursed on an actual cost basis. Compensation under this Agreement cannot exceed \$10,679.

The Recipient shall incur authorized allowable expenses in accordance with the Project Budget, as detailed in Attachment B.

The Recipient may request additional reimbursement up to the amount of interest accrued on their portion of the grant award. The City will provide quarterly statements to the Recipient, once the interest balance accrued equals at least \$1,000. Reimbursements will not be made for interest accrued that is less than \$1,000. Reimbursements can be requested, up to the total amount of interest accrued, after the initial quarterly statement has been sent, to perform tasks in accordance with the Project Budget, as detailed in Attachment B.

The Recipient shall submit invoices not more than monthly, and at least quarterly. After the first quarter, monthly submission is preferred. Invoices are due no later than 30 days after the end of the period in which the work was performed.

No travel or subsistence costs, including lodging and meals, reimbursed with federal funds may exceed federal maximum rates, which can be found at: <http://www.gsa.gov>.

##### **2. Manner of Payment**

The Recipient shall submit reimbursement requests not more than monthly, and at least quarterly. After the first quarter, monthly submission is preferred.

Requests are due no later than 30 days after the end of the period in which the work was performed. Reimbursement request forms are provided. Substitute forms are acceptable.

With each reimbursement request, the Recipient shall submit:

- Detailed spreadsheet of expenditures by task and related financial documents (timesheets, invoices)

- These documents and invoices must be kept on file by the Recipient and be made available upon request by the City or to state or federal auditors

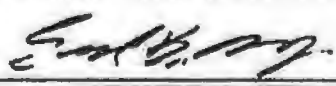
Reimbursement will not be processed without accompanying documentation for the corresponding time period. Once the above conditions are met, payment shall be made by the City to the Recipient.

Submit invoicing and documentation to:

Diane Pilon, JAG Program Manager  
 Seattle Police Department  
 610 5th Avenue  
 PO Box 34986  
 Seattle, WA 98124-4986  
 206-386-1996

#### **ARTICLE VI: AMENDMENTS**

No modification or amendment of the provisions hereof shall be effective unless in writing and signed by authorized representatives of the parties hereto. The parties hereto expressly reserve the right to modify this Agreement, by mutual agreement.

|  <b>U.S. Department of Justice<br/>Office of Justice Programs<br/>Bureau of Justice Assistance</b>                                                                                                                                                                                            |           | <b>Grant</b>                                                                                                                                                            |                                                                                                                                               | <b>PAGE 1 OF 13</b>         |                              |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------|-----------|-----------|------|------|--------|---|---|----|----|----|----|--|--------|-----------------------|--|--|
| <b>1. RECIPIENT NAME AND ADDRESS (Including Zip Code)</b><br>City of Seattle<br>700 Fifth Avenue, Suite 5000<br>Seattle, WA 98124-4708                                                                                                                                                                                                                                         |           | <b>4. AWARD NUMBER:</b> 2016-DJ-BX-0138<br><b>5. PROJECT PERIOD: FROM</b> 10/01/2015 <b>TO</b> 09/30/2019<br><b>BUDGET PERIOD: FROM</b> 10/01/2015 <b>TO</b> 09/30/2019 |                                                                                                                                               |                             |                              |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
| <b>2a. GRANTEE IRS/VENDOR NO.</b><br>916001303                                                                                                                                                                                                                                                                                                                                 |           | <b>6. AWARD DATE</b> 09/07/2016                                                                                                                                         |                                                                                                                                               | <b>7. ACTION</b><br>Initial |                              |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
| <b>2b. GRANTEE DUNS NO.</b><br>790597814                                                                                                                                                                                                                                                                                                                                       |           | <b>8. SUPPLEMENT NUMBER</b><br>00                                                                                                                                       |                                                                                                                                               |                             |                              |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
| <b>3. PROJECT TITLE</b><br>FY2016 Joint King County and City of Seattle 2016 JAC                                                                                                                                                                                                                                                                                               |           | <b>9. PREVIOUS AWARD AMOUNT</b>                                                                                                                                         |                                                                                                                                               | \$ 0                        |                              |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                |           | <b>10. AMOUNT OF THIS AWARD</b>                                                                                                                                         |                                                                                                                                               | \$ 673,166                  |                              |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                |           | <b>11. TOTAL AWARD</b>                                                                                                                                                  |                                                                                                                                               | \$ 673,166                  |                              |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
| <b>12. SPECIAL CONDITIONS</b><br>THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).                                                                                                                                                                                                                       |           |                                                                                                                                                                         |                                                                                                                                               |                             |                              |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
| <b>13. STATUTORY AUTHORITY FOR GRANT</b><br>This project is supported under FY16(BJA - JAC) 42 USC 1750, et seq.                                                                                                                                                                                                                                                               |           |                                                                                                                                                                         |                                                                                                                                               |                             |                              |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
| <b>14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)</b><br>16.735 - Edward Byrne Memorial Justice Assistance Grant Program                                                                                                                                                                                                                                             |           |                                                                                                                                                                         |                                                                                                                                               |                             |                              |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
| <b>15. METHOD OF PAYMENT</b><br>OPRS                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                         |                                                                                                                                               |                             |                              |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
| <b>AGENCY APPROVAL</b>                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                         | <b>GRANTEE ACCEPTANCE</b>                                                                                                                     |                             |                              |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
| <b>16. TYPED NAME AND TITLE OF APPROVING OFFICIAL</b><br>Denise O'Donnell<br>Director                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                         | <b>18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL</b><br>Edward Murray<br>Mayor                                                      |                             |                              |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
| <b>17. SIGNATURE OF APPROVING OFFICIAL</b><br>                                                                                                                                                                                                                                              |           |                                                                                                                                                                         | <b>19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL</b><br> |                             | <b>19A. DATE</b><br>10/20/16 |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
| <b>AGENCY USE ONLY</b>                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                         |                                                                                                                                               |                             |                              |           |           |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
| <b>20. ACCOUNTING CLASSIFICATION CODES</b><br><table border="1"> <thead> <tr> <th>FISCAL YEAR</th> <th>FUND CODE</th> <th>BUD. ACT.</th> <th>DIV. OFC.</th> <th>DIV. REQ.</th> <th>SUB.</th> <th>POMS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>B</td> <td>DJ</td> <td>80</td> <td>00</td> <td>00</td> <td></td> <td>673166</td> </tr> </tbody> </table> |           |                                                                                                                                                                         | FISCAL YEAR                                                                                                                                   | FUND CODE                   | BUD. ACT.                    | DIV. OFC. | DIV. REQ. | SUB. | POMS | AMOUNT | X | B | DJ | 80 | 00 | 00 |  | 673166 | <b>21. RDUJGT1140</b> |  |  |
| FISCAL YEAR                                                                                                                                                                                                                                                                                                                                                                    | FUND CODE | BUD. ACT.                                                                                                                                                               | DIV. OFC.                                                                                                                                     | DIV. REQ.                   | SUB.                         | POMS      | AMOUNT    |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |
| X                                                                                                                                                                                                                                                                                                                                                                              | B         | DJ                                                                                                                                                                      | 80                                                                                                                                            | 00                          | 00                           |           | 673166    |      |      |        |   |   |    |    |    |    |  |        |                       |  |  |

OJP FORM 4000/3 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                          |                                                         |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------|--------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | U.S. Department of Justice<br>Office of Justice Programs<br>Bureau of Justice Assistance | <b>AWARD CONTINUATION<br/>SHEET</b><br><br><b>Grant</b> | PAGE 2 OF 13 |
| PROJECT NUMBER 2016-DJ-BX-0138                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                          | AWARD DATE 09/07/2016                                   |              |
| <b>SPECIAL CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                          |                                                         |              |
| <b>1. Applicability of Part 200 Uniform Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                          |                                                         |              |
| <p>The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this 2016 award from the Office of Justice Programs (OJP).</p>                                                                                                                                                                                                                                         |                                                                                          |                                                         |              |
| <p>The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this 2016 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded in 2014 or earlier years), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2016 award.</p>                                          |                                                                                          |                                                         |              |
| <p>For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the Office of Justice Programs (OJP) website at <a href="http://ojp.gov/funding/Part200UniformRequirements.htm">http://ojp.gov/funding/Part200UniformRequirements.htm</a>.</p>                                                                                                                                                                                                                                        |                                                                                          |                                                         |              |
| <p>In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.</p>                                                                                                                                                                                                                                                      |                                                                                          |                                                         |              |
| <b>2. Compliance with DOJ Grants Financial Guide</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                          |                                                         |              |
| <p>The recipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.</p>                                                                                                                                                                                                                                                                                                |                                                                                          |                                                         |              |
| <b>3. Required training for Point of Contact and all Financial Points of Contact</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                          |                                                         |              |
| <p>Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2015, will satisfy this condition.</p>                                                                                                                                                                                   |                                                                                          |                                                         |              |
| <p>In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after – (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.</p> |                                                                                          |                                                         |              |
| <p>A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <a href="http://www.ojp.gov/training/fmu.htm">http://www.ojp.gov/training/fmu.htm</a>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.</p>                                                                                                                                                                                                  |                                                                                          |                                                         |              |
| <p>The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.</p>                                                                                                                                                                                                                                                                                          |                                                                                          |                                                         |              |



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| PROJECT NUMBER 2014-DJ-BX-0138                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                          | AWARD DATE 09/07/2014                        |              |
| <b>SPECIAL CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                          |                                              |              |
| <p><b>4. Requirements related to "de minimis" indirect cost rate</b></p> <p>A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.</p> <p><b>5. Requirement to report potentially duplicative funding</b></p> <p>If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.</p> <p><b>6. Requirements related to System for Award Management and Unique Entity Identifiers</b></p> <p>The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <a href="http://www.sam.gov">http://www.sam.gov</a>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.</p> <p>The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.</p> <p>The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <a href="http://ojp.gov/funding/Explore/SAM.htm">http://ojp.gov/funding/Explore/SAM.htm</a> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.</p> <p>This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).</p> <p><b>7. All subawards ("subgrants") must have specific federal authorization</b></p> <p>The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").</p> <p>The details of the requirement for authorization of any subaward are posted on the OJP web site at <a href="http://ojp.gov/funding/Explore/SubawardAuthorization.htm">http://ojp.gov/funding/Explore/SubawardAuthorization.htm</a> (Award condition: Award Condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.</p> |                                                                                          |                                              |              |



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|  <p>U.S. Department of Justice<br/>Office of Justice Programs<br/>Bureau of Justice Assistance</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>AWARD CONTINUATION<br/>SHEET</b></p> <p><b>Grant</b></p> | <p>PAGE 4 OF 13</p> |
| <p>PROJECT NUMBER 2016-DJ-BX-0138      AWARD DATE 09/07/2016</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                |                     |
| <p align="center"><b>SPECIAL CONDITIONS</b></p> <p>8. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000</p> <p>The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).</p> <p>The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <a href="http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm">http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm</a> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.</p> <p>9. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)</p> <p>The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.</p> <p>The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <a href="http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm">http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm</a> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.</p> <p>10. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events</p> <p>The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.</p> <p>Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").</p> <p>11. Requirement for data on performance and effectiveness under the award</p> <p>The recipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.</p> <p>12. OJP Training Guiding Principles</p> <p>Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <a href="http://ojp.gov/funding/ojptrainingguidingprinciples.htm">http://ojp.gov/funding/ojptrainingguidingprinciples.htm</a>.</p> |                                                                |                     |



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| <b>SPECIAL CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                          |                                                  |              |
| <p>13. Effect of failure to address audit issues</p> <p>The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.</p> <p>14. The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.</p> <p>15. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42</p> <p>The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.</p> <p>16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38</p> <p>The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.</p> <p>Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.</p> <p>The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <a href="http://www.ecfr.gov/cgi-bin/ECFR?page=browse">http://www.ecfr.gov/cgi-bin/ECFR?page=browse</a>), by browsing to Title 28-Judicial Administration, Chapter I, Part 38, under e-CFR "current" data.</p> <p>17. Restrictions on "lobbying"</p> <p>Federal funds may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government.</p> <p>Should any question arise as to whether a particular use of Federal funds by a recipient (or subrecipient) would or might fall within the scope of this prohibition, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.</p> |                                                                                          |                                                  |              |



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|  <p>U.S. Department of Justice<br/>Office of Justice Programs<br/>Bureau of Justice Assistance</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>AWARD CONTINUATION<br/>SHEET</b></p> <p><b>Grant</b></p> | <p>PAGE 6 OF 13</p> |
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| <p style="text-align: center;"><b>SPECIAL CONDITIONS</b></p> <p><b>18. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2016)</b></p> <p>The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <a href="http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm">http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm</a>, and are incorporated by reference here.</p> <p>Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance; and may not proceed without the express prior written approval of OJP.</p> <p><b>19. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct</b></p> <p>The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.</p> <p>Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: <a href="mailto:olg.hotline@usdoj.gov">olg.hotline@usdoj.gov</a>; and/or (3) the DOJ OIG hotline; (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).</p> <p>Additional information is available from the DOJ OIG website at <a href="http://www.usdoj.gov/oig">http://www.usdoj.gov/oig</a>.</p> |                                                                |                     |

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| PROJECT NUMBER 2016-DJ-BX-0138                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                          | AWARD DATE 09/07/2016                               |              |
| <b><i>SPECIAL CONDITIONS</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                          |                                                     |              |
| 20. Restrictions and certifications regarding non-disclosure agreements and related matters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                          |                                                     |              |
| No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.                                                                                                                            |                                                                                          |                                                     |              |
| The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.                                                                                                                                                                                                                                                                                  |                                                                                          |                                                     |              |
| 1. In accepting this award, the recipient--                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                          |                                                     |              |
| a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and                                                                                                                                                                                                                                                                                                                                            |                                                                                          |                                                     |              |
| b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.                                                                                                                 |                                                                                          |                                                     |              |
| 2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                          |                                                     |              |
| a. it represents that--                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                          |                                                     |              |
| (1) It has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and                                                                                                                                  |                                                                                          |                                                     |              |
| (2) It has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                          |                                                     |              |
| b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency. |                                                                                          |                                                     |              |

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| <b>SPECIAL CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                          |                                                  |              |
| <p>21. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)</p> <p>The recipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under spoofed circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.</p> <p>The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.</p> <p>Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.</p> <p>22. Encouragement of policies to ban text messaging while driving</p> <p>Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.</p> <p>23. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).</p> <p>24. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the PFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <a href="http://ojp.gov/funding/Explore/PFATA.htm">http://ojp.gov/funding/Explore/PFATA.htm</a> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).</p> <p>25. Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.</p> |                                                                                          |                                                  |              |



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| PROJECT NUMBER 2016-DJ-BX-0138                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                          | AWARD DATE 09/07/2016                                   |              |
| <b>SPECIAL CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                          |                                                         |              |
| <p>26. In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantees to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: <a href="http://www.ojp.gov/gsp_grantcondition">http://www.ojp.gov/gsp_grantcondition</a>. Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.</p> <p>27. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantees can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.</p> <p>28. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.</p> <p>29. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects; including obtaining of Institutional Review Board approval, if appropriate, and subject informed consent.</p> <p>30. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.</p> <p>31. Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in OMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.</p> <p>32. The grantee agrees that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (<a href="http://www.otfl.org">www.otfl.org</a>). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the grant recipient. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (<a href="http://www.otfl.org">www.otfl.org</a>).</p> <p>33. The recipient agrees to participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request.</p> |                                                                                          |                                                         |              |

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|  <p>U.S. Department of Justice<br/>Office of Justice Programs<br/>Bureau of Justice Assistance</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>AWARD CONTINUATION<br/>SHEET</b></p> <p><b>Grant</b></p> | <p>PAGE 10 OF 13</p> |
| <p>PROJECT NUMBER 2016-DJ-BX-0138      AWARD DATE 09/07/2016</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                |                      |
| <p align="center"><b>SPECIAL CONDITIONS</b></p> <p>34. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.</p> <p>35. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.</p> <p>The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:</p> <ul style="list-style-type: none"> <li>a. New construction;</li> <li>b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;</li> <li>c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;</li> <li>d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and</li> <li>e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.</li> </ul> <p>The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <a href="http://www.ojp.usdoj.gov/BJA/resource/NEPA.html">http://www.ojp.usdoj.gov/BJA/resource/NEPA.html</a>, for programs relating to methamphetamine laboratory operations.</p> <p>Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantee's existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.</p> <p>36. The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (EJAGP). The recipient also agrees to obligate the grant funds in the trust fund (including any interest earned) during the period of the grant and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to the Office of Justice Programs at the time of closeout.</p> <p>37. EJAG funds may be used to purchase vests for an agency, but they may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.</p> |                                                                |                      |

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| PROJECT NUMBER 2016-DJ-BX-0138                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                          | AWARD DATE 09/07/2016                                   |               |
| <b>SPECIAL CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                          |                                                         |               |
| <p>38. Ballistic-resistant and stab-resistant body armor purchased with JAG funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (<a href="https://nij.gov">https://nij.gov</a>). In addition, ballistic-resistant and stab-resistant body armor purchased must be American-made. The latest NIJ standard information can be found here: <a href="https://www.nij.gov/topics/technology/body-armor/safety-initiative.htm">https://www.nij.gov/topics/technology/body-armor/safety-initiative.htm</a>.</p> <p>39. The recipient agrees to submit a signed certification that all law enforcement agencies receiving vests purchased with JAG funds have a written "mandatory wear" policy in effect. Fiscal agents and state agencies must keep signed certifications on file for any subrecipients planning to utilize JAG funds for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any JAG funding can be used by the agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.</p> <p>40. The recipient agrees to monitor subawards under this JAG award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the DOJ Financial Guide, and to include the applicable conditions of this award in any subaward. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of JAG funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.</p> <p>41. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.</p> <p>42. Award recipients must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<a href="https://grants.ojp.usdoj.gov">https://grants.ojp.usdoj.gov</a>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Therefore, quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) website (<a href="http://www.bjaperformancetools.org">www.bjaperformancetools.org</a>). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.</p> <p>43. Any law enforcement agency receiving direct or sub-awarded JAG funding must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.</p> <p>44. BJA strongly encourages the recipient to submit annual (or more frequent) JAG success stories. To submit a success story, sign in to your My BJA account at <a href="https://www.bja.gov/Login.aspx">https://www.bja.gov/Login.aspx</a> to access the Success Story Submission form. If you do not yet have a My BJA account, please register at <a href="https://www.bja.gov/profile.aspx">https://www.bja.gov/profile.aspx</a>. Once you register, one of the available areas on your My BJA page will be "My Success Stories". Within this box, you will see an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the new BJA Success Story web page at <a href="https://www.bja.gov/SuccessStoryList.aspx">https://www.bja.gov/SuccessStoryList.aspx</a>.</p> <p>45. Recipient understands and agrees that award funds may not be used for items that are listed on the Controlled Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time, without explicit written prior approval from BJA. The Controlled Expenditure List, and instructions on how to request approval for purchase or acquisitions may be accessed here: <a href="https://www.bja.gov/funding/JAGControlledPurchaseList.pdf">https://www.bja.gov/funding/JAGControlledPurchaseList.pdf</a></p> |                                                                                          |                                                         |               |



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|  <p>U.S. Department of Justice<br/>Office of Justice Programs<br/>Bureau of Justice Assistance</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>AWARD CONTINUATION<br/>SHEET</b></p> <p><b>Grant</b></p> | <p>PAGE 12 OF 13</p> |
| <p>PROJECT NUMBER 2016-DJ-BX-0138      AWARD DATE 09/07/2016</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                |                      |
| <p style="text-align: center;"><b>SPECIAL CONDITIONS</b></p> <p>46. The recipient understands that, pursuant to recommendation 2.1 of Executive Order 13688, law enforcement agencies that acquire controlled equipment through Federal programs must adopt robust and specific written policies and protocols governing General Policing Standards and Specific Controlled Equipment Standards. General Policing Standards includes policies on (a) Community Policing; (b) Constitutional Policing; and (c) Community Input and Impact Considerations. Specific Controlled Equipment Standards includes policies specifically related to (a) Appropriate Use of Controlled Equipment; (b) Supervision of Use; (c) Effectiveness Evaluation; (d) Auditing and Accountability; and (e) Transparency and Notice Considerations. Upon OJP's request, the recipient agrees to provide a copy of the General Policing Standards and Specific Controlled Equipment Standards, and any related policies and protocols.</p> <p>47. Recipient understands and agrees that the purchase or acquisition of any item on the Controlled Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time, with award funds by an agency will trigger a requirement that the agency collect and retain (for at least 3 years) certain information about the use of 1) any federally-acquired Controlled Equipment in the agency's inventory, and 2) any other controlled equipment in the same category as the federally-acquired controlled equipment in the agency's inventory, regardless of source; and make that information available to BJA upon request. Details about what information must be collected and retained may be accessed here: <a href="https://www.whitehouse.gov/sites/default/files/docs/le_equipment_wg_final_report_final.pdf">https://www.whitehouse.gov/sites/default/files/docs/le_equipment_wg_final_report_final.pdf</a></p> <p>48. Recipient understands and agrees that failure to comply with conditions related to Prohibited or Controlled Expenditures may result in a prohibition from further Controlled Expenditure approval under this or other federal awards.</p> <p>49. Recipient understands and agrees that award funds may not be used for items that are listed on the Prohibited Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time. The Prohibited Expenditure List may be accessed here: <a href="https://www.bja.gov/funding/IAGControlledPurchaseList.pdf">https://www.bja.gov/funding/IAGControlledPurchaseList.pdf</a>.</p> <p>50. Recipient understands and agrees that, notwithstanding 2 CFR § 200.313, no equipment listed on the Controlled Expenditure List that is purchased under this award may be transferred or sold to a third party, except as described below:</p> <p style="margin-left: 40px;">a. Agencies may transfer or sell any controlled equipment, except riot helmets and riot shields, to a Law Enforcement Agency (LEA) after obtaining prior written approval from BJA. As a condition of that approval, the acquiring LEA will be required to submit information and certifications to BJA as if it was requesting approval to use award funds for the initial purchase of items on the Controlled Expenditure List.</p> <p style="margin-left: 40px;">b. Agencies may not transfer or sell any riot helmets or riot shields purchased under this award.</p> <p style="margin-left: 40px;">c. Agencies may not transfer or sell any Controlled Equipment purchased under this award to non-LEAs, with the exception of fixed wing aircraft, rotary wing aircraft, and command and control vehicles. Before any such transfer or sale is finalized, the agency must obtain prior written approval from BJA. All law enforcement-related and other sensitive or potentially dangerous components, and all law enforcement insignia and identifying markings must be removed prior to transfer or sale.</p> <p>Recipient further understands and agrees to notify BJA prior to the disposal of any items on the Controlled Expenditure List purchased under this award, and to abide by any applicable laws and regulations in such disposal.</p> <p>51. Recipient may not expend or drawdown funds until the Bureau of Justice Assistance (BJA) has received documentation demonstrating that the recipient jurisdiction's public comment requirements have been met and a Grant Adjustment Notice (GAN) has been approved releasing this special condition.</p> |                                                                |                      |

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| <b>PROJECT NUMBER</b> 2016-DJ-BX-0138                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                   | <b>AWARD DATE</b> 09/07/2016                  |                      |
| <b>SPECIAL CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                   |                                               |                      |
| <b>52. Recipient integrity and performance matters:</b> Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                   |                                               |                      |
| <p>The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").</p> |                                                                                                   |                                               |                      |
| <p>The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <a href="http://ojp.gov/funding/FAPIIS.htm">http://ojp.gov/funding/FAPIIS.htm</a> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.</p>                                                                         |                                                                                                   |                                               |                      |
| <b>53. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)</b>                                                               |                                                                                                   |                                               |                      |
| <p>This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.</p>                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                   |                                               |                      |





**U.S. Department of Justice**  
**Office of Justice Programs**  
*Bureau of Justice Assistance*

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*Washington, D.C. 20531*

**Memorandum To: Official Grant File**

**From:** Orbin Terry, NEPA Coordinator

**Subject:** Incorporates NEPA Compliance in Further Developmental Stages for City of Seattle

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantees or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <https://www.bja.gov/Funding/nepa.html>.

Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.

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|  <p>U.S. Department of Justice<br/>Office of Justice Programs<br/>Bureau of Justice Assistance</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>GRANT MANAGER'S MEMORANDUM, PT. I:<br/>PROJECT SUMMARY</b></p> <p><b>Grant</b></p>                                                                                                                 |                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>PROJECT NUMBER<br/>2016-DJ-BX-0138</p>                                                                                                                                                                | <p>PAOB   OP  </p>                                        |
| <p>This project is supported under FY16(BJA - JAO) 42 USC 3750, et seq.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                          |                                                           |
| <p><b>1. STAFF CONTACT (Name &amp; telephone number)</b></p> <p>Jeffrey S. Patton-Olsen<br/>(202) 514-8874</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>2. PROJECT DIRECTOR (Name, address &amp; telephone number)</b></p> <p>Diana Pilon<br/>Bureaucratic Advisor<br/>610 5th Avenue<br/>P.O. Box 34986<br/>Seattle, WA 98124-4986<br/>(206) 386-1996</p> |                                                           |
| <p><b>3a. TITLE OF THE PROGRAM</b></p> <p>2016 Edward Byrne Memorial Justice Assistance Grant Program</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                          | <p><b>3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)</b></p> |
| <p><b>4. TITLE OF PROJECT</b></p> <p>FY2016 Joint King County and City of Seattle 2016 JAO</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                          |                                                           |
| <p><b>5. NAME &amp; ADDRESS OF GRANTEE</b></p> <p>City of Seattle<br/>700 Fifth Avenue, Suite 5800<br/>Seattle, WA 98124-4708</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><b>6. NAME &amp; ADDRESS OF SUBGRANTEE</b></p>                                                                                                                                                        |                                                           |
| <p><b>7. PROGRAM PERIOD</b></p> <p>FROM: 10/01/2015 TO: 09/30/2019</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>8. BUDGET PERIOD</b></p> <p>FROM: 10/01/2015 TO: 09/30/2019</p>                                                                                                                                    |                                                           |
| <p><b>9. AMOUNT OF AWARD</b></p> <p>\$ 673,166</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b>10. DATE OF AWARD</b></p> <p>09/07/2016</p>                                                                                                                                                        |                                                           |
| <p><b>11. SECOND YEAR'S BUDGET</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>12. SECOND YEAR'S BUDGET AMOUNT</b></p>                                                                                                                                                            |                                                           |
| <p><b>13. THIRD YEAR'S BUDGET PERIOD</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p><b>14. THIRD YEAR'S BUDGET AMOUNT</b></p>                                                                                                                                                             |                                                           |
| <p><b>15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)</b></p> <p>The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation).</p> |                                                                                                                                                                                                          |                                                           |

OJP FORM 400B/2 (REV. 4-88)

The disparate jurisdictions will use funding to support the following priorities: preserving and supporting a variety of law enforcement programs aimed at preventing and reducing crime; providing services to victims; purchasing law enforcement and investigative equipment; enhancing law enforcement training; implementing community based programs; providing law enforcement overtime; and for the streamlining and augmenting of technology systems.

NCADV

**Attachment B****FY 2016 JAG City of Seattle Joint Application – Budget Worksheet & Narrative****A. Personnel****CITY OF SEATTLE**

| Name/Position                                        | Computation               |                   |                     | Cost             |
|------------------------------------------------------|---------------------------|-------------------|---------------------|------------------|
| Crime Prevention Coordinator Salary<br>(3 positions) | monthly salary<br>\$6,648 | # of months<br>10 | # of positions<br>3 | \$199,440        |
| <b>TOTAL:</b>                                        |                           |                   |                     | <b>\$199,440</b> |

**B. Fringe Benefits****CITY OF SEATTLE**

| Name/Position                                        | Computation                 |                   |                     | Cost            |
|------------------------------------------------------|-----------------------------|-------------------|---------------------|-----------------|
| Crime Prevention Coordinator Salary<br>(3 positions) | monthly benefits<br>\$1,847 | # of months<br>10 | # of positions<br>3 | \$55,408        |
| <b>TOTAL:</b>                                        |                             |                   |                     | <b>\$55,408</b> |

|                          |                  |
|--------------------------|------------------|
| <b>Seattle SubTotal:</b> | <b>\$254,848</b> |
|--------------------------|------------------|

**G. Consultants/Contracts****CITY OF AUBURN:**

|                                               | OT Rate                        | # of Hours              |                 |
|-----------------------------------------------|--------------------------------|-------------------------|-----------------|
| Teen Late Night Program Officer OT            | \$86.18                        | 40                      | \$3,447         |
| Citizen's Police Academy Program Officer OT   | \$86.18                        | 35                      | \$3,016         |
| Fireworks Emphasis Program Officer OT         | \$86.18                        | 256                     | \$22,062        |
| Fireworks Emphasis Rental Trailer for Storage | One month rental with delivery |                         | \$488           |
|                                               |                                | <b>Auburn SubTotal:</b> | <b>\$29,014</b> |

**CITY OF BELLEVUE:**

| Item                                                | Computation                         | Cost            |
|-----------------------------------------------------|-------------------------------------|-----------------|
| Bicycle Trailer                                     | 1 x \$4,397.99, including sales tax | \$4,398         |
| Front Work Bench (for inside trailer)               | 1 x \$4,746.83, including sales tax | \$4,747         |
| Side Shelves (for inside trailer)                   | 1 x \$2,463.75, including sales tax | \$2,464         |
| Dividers for Side Shelves (inside trailer)          | 1 x \$1,040.25, including sales tax | \$1,040         |
| Miscellaneous bicycle supplies to stock the trailer |                                     | \$2,115         |
| <b>Bellevue SubTotal:</b>                           |                                     | <b>\$14,764</b> |

**CITY OF BURIEN:**

| Purpose                                | location     | Computation             | Cost    |
|----------------------------------------|--------------|-------------------------|---------|
| Overtime for Downtown Foot/Bike Patrol |              | 90 hours x \$75/hr      | \$6,750 |
| IACP Conference Registration           | TBD          | 1 Chief x \$370         | \$370   |
| IACP Conference Travel                 | TBD          | 1 Roundtrip Airfare     | \$600   |
| IACP Conf Hotel/Per Diem               | TBD          | 5 days x \$250/day      | \$1,250 |
| Defense Tactical Training Reg          | Seattle area | 3 officers x \$350/each | \$1,050 |
| WA Homicide Investigators Training     | Seattle area | 2 officers x \$350/each | \$700   |
| REED Interview Training                | TBD          | 4 officers x \$550/each | \$2,200 |

**Attachment B****FY 2016 JAG City of Seattle Joint Application – Budget Worksheet & Narrative**

|                                              |               |                                     |                 |
|----------------------------------------------|---------------|-------------------------------------|-----------------|
| WSSO SRO Conf Registration                   | Kennewick, WA | 1 SRO x<br>\$350                    | \$350           |
| WSSO Conf Travel                             | Kennewick, WA | 500 miles x .56/mile                | \$280           |
| WSSO Conf Hotel/Per Diem                     | Kennewick, WA | 4 days x \$175/day                  | \$700           |
| Overtime for Training                        |               | 20 hours x \$75/hr                  | \$1,500         |
| Police Bicycle and related equipment         |               | 1 x \$2,640                         | \$2,640         |
| Automated Defibrillator (AED) for Police Car |               | 1 x \$1,000                         | \$1,000         |
| Accurint Investigative Software              |               | 2 licenses @ \$72/month X 20 months | \$2,880         |
| Verizon Monthly I-Pad service                |               | 2 @ \$45/mo X 20 months             | \$1,800         |
| <b>Burien SubTotal:</b>                      |               |                                     | <b>\$24,070</b> |

**CITY OF DES MOINES:**

| Item                                     | Computation     | Cost            |
|------------------------------------------|-----------------|-----------------|
| IA Pro Professional Standards Software   | vendor estimate | \$6,000         |
| BlueTeam Field Support Services Software | vendor estimate | \$4,500         |
| Computer Printer                         |                 | \$179           |
| <b>Des Moines SubTotal:</b>              |                 | <b>\$10,679</b> |

**CITY OF FEDERAL WAY:**

| Item                                 | Computation                 | Cost            |
|--------------------------------------|-----------------------------|-----------------|
| Teen Police Academy Supplies         |                             | \$2,619         |
| SECTOR Equipment - Printers/Scanners |                             | \$3,000         |
| Desktop Personal Computers           | 10 computers x \$1,800 each | \$18,000        |
| Surfact Pro 4 Tablet                 | 6 tablets x \$1,500 each    | \$9,000         |
| <b>Federal Way SubTotal:</b>         |                             | <b>\$32,619</b> |

**CITY OF KENT:**

| Item                                      | Computation       | Cost            |
|-------------------------------------------|-------------------|-----------------|
| Forensic Technology Equipment             | vendor estimate   | \$18,699        |
| FATS use of force training enhancement    | vendor estimate   | \$13,363        |
| Mental Health/Drug Treatment Agency - TBD | \$10,000 x 1 year | \$10,000        |
| <b>Kent SubTotal:</b>                     |                   | <b>\$42,062</b> |

**KING COUNTY:**

| Item                                                                 | Computation  | Cost             |
|----------------------------------------------------------------------|--------------|------------------|
| Patty Noble-Desy - Salary                                            | 75% of grant | \$152,298        |
| Recidivism Reduction/Reentry Coordinator<br>(Senior Project Manager) |              |                  |
| Patty Noble-Desy - Benefits                                          | 25% of grant | \$50,767         |
| Recidivism Reduction/Reentry Coordinator<br>(Senior Project Manager) |              |                  |
| <b>King County SubTotal:</b>                                         |              | <b>\$203,065</b> |

**CITY OF RENTON:**

| Purpose | Computation | Cost |
|---------|-------------|------|
|---------|-------------|------|

**Attachment B****FY 2016 JAG City of Seattle Joint Application – Budget Worksheet & Narrative**

|                                                   |                                 |                 |
|---------------------------------------------------|---------------------------------|-----------------|
| DV Victim Advocate Overtime                       | \$49.91 x 112 hours             | \$5,591         |
| Direct Services for DV Victims                    |                                 | \$9,409         |
| Direct Services for Human/Sex Trafficking Victims |                                 | \$3,542         |
| Domestic Violence Training Conference             | Location and # of employees TBD | \$3,000         |
| DV, Violence Against Women Training               | Location and # of employees TBD | \$3,000         |
| DV Prevention Program Office Supplies             | \$2,000                         | \$2,000         |
| <b>Renton SubTotal:</b>                           |                                 | <b>\$26,542</b> |

**CITY OF SEATAC:**

| Item                                         | Computation                   | Cost            |
|----------------------------------------------|-------------------------------|-----------------|
| Police Officer Overtime                      | \$100 per hour x 150 hours    | \$15,000        |
| Tourniquets                                  | 40 tourniquets x \$30 each    | \$1,200         |
| Training Development/Implementation Supplies | \$97.83 per month x 12 months | \$1,174         |
| <b>SeaTac SubTotal:</b>                      |                               | <b>\$17,374</b> |

**CITY OF TUKWILA:**

| Items                        | Computation         | Cost            |
|------------------------------|---------------------|-----------------|
| CPT bikes and bike equipment | 5 @ \$1,764.20 each | \$8,821         |
| Handheld FLIR device         | 1 @ \$9308.00 each  | \$9,308         |
| <b>Tukwila SubTotal:</b>     |                     | <b>\$18,129</b> |

|                    |                  |
|--------------------|------------------|
| <b>GRAND TOTAL</b> | <b>\$673,166</b> |
|--------------------|------------------|

**BUDGET SUMMARY**

| Budget Category                | Total Budget     |
|--------------------------------|------------------|
| <b>A. Personnel</b>            | \$199,440        |
| <b>B. Fringe Benefits</b>      | \$55,408         |
| <b>C. Travel</b>               | \$0              |
| <b>D. Equipment</b>            | \$0              |
| <b>E. Supplies</b>             | \$0              |
| <b>F. Construction</b>         | \$0              |
| <b>G. Contractual</b>          | \$418,318        |
| <b>H. Other</b>                | \$0              |
| <b>Total Direct Costs:</b>     | <b>\$673,166</b> |
| <b>TOTAL PROJECT COSTS:</b>    | <b>\$673,166</b> |
| <b>TOTAL JOINT ALLOCATION:</b> | <b>\$673,166</b> |

**Attachment B****FY 2016 JAG City of Seattle Joint Application – Budget Worksheet & Narrative****Budget Narrative****A. Personnel (\$199,440)**

A request of \$199,440 is included for City of Seattle for salary costs associated with preservation of 3 Crime Prevention Coordinator Positions in the Seattle Police Department. This amount will pay for 10 months in 2017.

**B. Fringe Benefits (\$55,408)**

A request of \$55,408 is included for City of Seattle for fringe benefit costs associated with preservation of 3 Crime Prevention Coordinator Positions in the Seattle Police Department. Fringe benefits are City of Seattle standard fringe benefits for civilian personnel, and include FICA, Health Care Medicare, Life Insurance, Retirement, Workers Comp, EAP, Disability Insurance, and Death Benefits, and are calculated at a rate of approximately 28% of base salary.

**G. Consultants/Contracts (\$418,318)**

As the fiscal agent, City of Seattle will enter into Interagency Agreements with all of the sub-agencies listed below. Sub-Agencies will be required to spend their funds, and then request reimbursement from City of Seattle. Therefore, we are listing all of the costs associated with their programs under Consultants/Contracts:

**City of Auburn (\$29,014)**

A request of \$49,014 will cover Auburn Police Officer overtime costs associated with three programs requested by City of Auburn: Teen Late Night, Citizen's Police Academy, and Fireworks Emphasis Patrols. At an average overtime rate of \$86.18 per hour, approximately 331 hours of overtime will be worked. Additionally, \$488 is requested for one month rental fees and delivery charges to rent a Trailer for storage of fireworks confiscated during Fireworks Emphasis Patrols.

**Attachment B****FY 2016 JAG City of Seattle Joint Application – Budget Worksheet & Narrative****City of Bellevue (\$14,764)**

The requested bicycle trailer for the Bellevue Crowd Control Team consists of the trailer itself, followed by the purchase and installation of an accompanying work bench, shelves, and dividers, to be installed after purchase of the trailer. We have already lined up the trailer manufacturer and the company that will install the work bench and shelving. Total cost of both is \$12,648.82.

The Bellevue bike unit of the Crowd Control Team will purchase an unknown at this time assortment of consumable supplies to be placed inside the trailer (spare bicycle parts, tools, clothing, etc.) Total cost of these items will not exceed \$2,115.18.

**City of Burien (\$24,070)**

The FY2016 JAG funds are proposed to be used for Travel/Training (\$9,000) and Equipment (\$8,320) for a total of \$24,070.

**Des Moines (\$10,679)**

Funds from the JAG Grant will allow the Des Moines Police Department to purchase IA Pro Professional Standards and BlueTeam software technology as well as a new off network computer printer for the professional standards sergeant.

This technology improvement project will support our front-line uniformed officers, supervisory, professional standards and command personnel by using data to increase transparency, lessening risk, upholding integrity and support professionalism. This IA Pro police integrity software will also increase our efficiencies. Currently our officers have to hand write their use of force reports and submit them to their supervisors for review. Once signed off by the supervisors, the handwritten use of force report is then sent to command where it is again reviewed to ensure the amount of force used was within department policy. Once signed off by command personnel, the use of force report is then forwarded to the professional standards sergeant who manually enters the data within a separate database and files the report. The use of this BlueTeam software will allow the officers complete the use of force report within the program and submit it to their supervisor electronically. Once approved by the supervisor the use of force report is then electronically forwarded to a command officer for final approval and then uploaded within the IA Pro Professional Standards Software. In addition, this new technology will allow the department to capture additional data which can provide supervisory and command staff personnel an early warning system to identify potential officer issues as well as the ability to conduct an annual bias-based policing analysis.

The new off network computer printer will allow the Professional Standards Sergeant print information and reports contained within the IA Pro Software.

## **Attachment B**

### **FY 2016 JAG City of Seattle Joint Application – Budget Worksheet & Narrative**

CI Technologies is the sole source provider of the IA Pro and BlueTeam Software. In order for the department to succeed in the implementation of our Efficiency & Internal Accountability Project, CI Technologies has agreed to provide the proper training in the use of the software at no additional cost to the department.

The department will ensure all supervisory, professional standards and command staff receive training in the IA Pro Professional Standards Software. In addition, all commissioned staff of the department will receive training in the BlueTeam Field Support Services Software.

IA Pro Professional Standards Software (vendor estimate): \$6,000

Blue Team Field Support Services Software (vendor estimate): \$4,500

Computer Printer for Professional Standards (vendor estimate): \$179

### **City of Federal Way (\$32,619)**

A request of \$32,619 is included to support 4 projects:

- Supplies for SECTOR – (Printers, wands, paper): \$3,000
- Desktop Computers – Patrol/CIS/Evidence not funded 10x: \$18,000
- Surface Pro 4 - Command Staff 6 each: \$ 9,000
- Teen Police Academy: Shirts for participants who attend the entire week (\$20 per shirt), water bottles, printed materials and supplies. Supplies related to the curriculum to be taught, such as simunitions, taser training cartridges, crime scene processing kits. Estimate for refreshments for participants over the week long class: \$2,619

### **City of Kent (\$42,062)**

A request of \$20,000 is included for the purchase of Forensic Technology. The Forensic Detective will identify the most needed technology to enhance current capabilities and research to find the most cost efficient vendor to purchase the equipment.

A request of \$13,363 is included to purchase enhancement components Kent Police Department's Fire Arms Training Simulator (FATS). This simulator offers hands on use of force training incorporating a variety of scenarios. There are many components of the FATS that Kent Police did not purchase with the original equipment. The components that will be purchased will enhance the overall simulation training experience.

A request of \$10,000 is included for the development of an opiate addiction/intervention program. From now and until receipt of 2016 JAG funding, the Commander of the Kent Corrections Facility will have meetings with treatment facilities and medical staff to develop the opiate addiction/intervention program so that when funding becomes available the program can be implemented. Once funding becomes available and the

**Attachment B****FY 2016 JAG City of Seattle Joint Application – Budget Worksheet & Narrative**

program is developed, the City of Kent will follow current City procurement policies to identify the best fit/contract to provide the medication and treatment for inmates experiencing opiate withdrawals within the corrections facility.

**King County (\$203,065)**

Patty Noble-Desy: Recidivism Reduction/Reentry Coordinator (Senior Project Manager)

75% of grant: \$152,298.00 (Salary Costs)

Patty Noble-Desy: Recidivism Reduction/Reentry Coordinator (Senior Project Manager)

25% of grant: \$50,766.00 (Benefit Costs)

**City of Renton (\$26,542)**

The City of Renton is requesting \$26,542 to support the following domestic violence programming in the Renton Police Department:

- Domestic Violence Victim Advocate Overtime: \$5,591
- Direct Victim Service: \$9,409
- Human /Sex Trafficking: \$3,542
- Domestic Violence Training Conference: \$3,000
- Domestic Violence, Violence Against Women Training: \$3,000
- Office Supplies/Materials: \$2,000

**Domestic Violence Victim Advocate Overtime:** This grant will assist paying for overtime when the Domestic Violence Victim Advocate is called after hours to assist victims or the victim's family members on significant calls for service such as domestic violence homicides. At an average rate of \$49.91, 112 hours of overtime will be worked.

**Direct Victim Services:** These services are vitally important for the victim(s) and children when they are leaving an abusive situation. Many of these services are necessary until temporary or long term shelter is found. We provide emergency shelter (up to 7 days), gift cards for the purchase of food, clothing, gas, travel expenses (plane, bus, taxi, & train), moving truck rental and we purchase cell phones with additional minutes for victims. The gift cards are in the form of VISA, Safeway, Wal-Mart, McDonalds and/or airline gift cards for victims who need to travel longer distances to get away from an abusive situation or return to King County for court proceedings. The grant will assist with the purchase of items or costs associated with, identifying, locating, interviewing, processing evidence/crime scenes, arresting and the prosecution of defendants to help ensure the safety of the victims. During 2017 to 2019, the \$9,409 will be expended on an as needed basis. We budget over the remaining time of the grant and purchase items for victims as needed.

## Attachment B

### FY 2016 JAG City of Seattle Joint Application – Budget Worksheet & Narrative

**Human/Sex Trafficking:** The Renton Police Department has made a commitment to assist victims and prevent sex trafficking. Recently a program was starting involving the team approach, which consists of members of our special operations unit, Domestic Violence Victim Advocate and local prosecutors. Our goal is to reach out and help runaway girls before they can be victimized and to assist current victims by getting them away from the abuser and away from the life style. Our hope is to provide services as necessary in the form of, gift cards for the purchase of food, clothing, gas, travel expenses and cell phones with additional minutes for victims. The gift cards are in the form of VISA, Safeway, Wal-Mart, McDonalds and/or airline gift cards for victims who need to travel longer distances to get away from this environment. Additionally we will provide educational material and referrals to other forms of assistance such as community based programs, counseling and shelters etc. During 2017 to 2019, the \$3,542 will be expended on an as needed basis. We budget over the remaining time of the grant and purchase items for victims as needed.

**Training:** Training is required for the continued knowledge and education on the topic of domestic violence. Laws and court rulings change regularly and training is very important. The training budget is to be used by the domestic violence victim advocate, detective(s), patrol officer(s), probation staff, prosecutor both local Renton Prosecutors and our DV Prosecutor from the King County Prosecutors Office and command staff. Yearly we send two to three people to the National Domestic Violence Conference. We use a team approach to strengthen the program and build on ideas from other agencies programs. We also co-sponsor training with our local VAWA (Violence Against Woman's Act) for law enforcement officers, prosecutors, and advocates.

- 2017 DV/Human Trafficking Training: Costs yet to be determined, depending on location and number of employees attending.
- 2018 DV/Human Trafficking Training: Costs yet to be determined, depending on location and number of employees attending.
- 2019 DV/Human Trafficking Training: Costs yet to be determined, depending on location and number of employees attending.

**Supplies:** Supplies are used constantly to maintain the needs of the Domestic Violence Victim Advocacy Program, including the victim advocate, detective, evidence technicians, and sergeant. Supplies include the purchase of educational material for the victims and their family, such as brochures, videos, books, promotional items, handouts, and other items identified by the domestic violence victim advocate for the prevention and education of this topic. They also include necessary equipment for the DV advocate and detective(s) such as laptops, computers, scanners, cameras or any other item(s) needed to investigate a domestic violence related offense. During 2017 to 2019, the \$2,000 will be expended on supply items as needed. Brochures and educational material is purchased at the time needed for victims, training or as new information becomes available.

### City of SeaTac (\$17,374)

A request of \$15,000 is included for officer overtime. At an average overtime rate of approximately \$100 per hour, 150 hours of overtime will be worked. SeaTac Police will use the \$15,000 for 150 hours of overtime to develop /implement training and education programs related to In-Progress Violence, to include Multiple-Assault Counter Terrorism Action Capability (MACTAC), Civilian Response to Active Shooter Events

**Attachment B****FY 2016 JAG City of Seattle Joint Application – Budget Worksheet & Narrative**

(CRASE), School response planning and Care Under Fire (self-wound care). This will include overtime for course/program development and implementation and backfill overtime while officers are in training.

A request of \$1,200 is included for the purchase of tourniquets. At \$30 each, 40 tourniquets will be purchased. A newly purchased tourniquet will be issued to each field-response member of the SeaTac Police Department, for use in dressing critical injuries received or encountered when responding to acts of violence. This equipment purchase and issue will increase the number of tourniquets issued to SeaTac Police emergency responders to (2) each, the current industry standard.

A request of \$1,174 is included for training development and implementation supplies (\$98.83 x 12 months). Supplies will be purchased to assist with development, implementation and maintenance of the training/education efforts.

**City of Tukwila (\$18,129)**

FLIR: The Tukwila Police Department will use these funds to purchase one Handheld FLIR for patrol use. This has been a long standing need of the Patrol Division, and will greatly enhance the man detection and evidence recovery capabilities our officers have. 1 FLIR will be purchased at a cost of \$9,308.

Community Policing Bikes/Equipment: The Tukwila Police Department will use these funds to purchase Bikes/Equipment for the community policing team. These bikes will allow us to better address issues like violent crime reduction, gang outreach, youth outreach which all play a pivotal role in reducing gun violence. 5 bikes will be purchased at \$1,764.20 each.

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|-------------------------------------------------------|------------------------------------------------|
| <b>Agency:</b><br><b>Des Moines Police Department</b> |                                                |
| <b>Contact Name:</b><br><b>Commander Bob Bohl</b>     | <b>Contact Phone:</b><br><b>(206) 870-7602</b> |

| <b>FY 2016 JAG Purpose Areas</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Law enforcement programs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Prosecution and court programs, including indigent defense.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Prevention and education programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Corrections and community corrections programs and reentry programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Drug treatment and enforcement programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Planning, evaluation, and technology improvement programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Crime Victim and witness programs (other than compensation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>BJA 2015 Priority Areas (Please see full descriptions in 2016 Local Solicitation):</b> <ul style="list-style-type: none"> <li>• Reducing Gun Violence</li> <li>• Body-Worn Cameras, Storage, and Policies</li> <li>• National incident-based Reporting system (NIBRS)</li> <li>• Justice System Reform and Reentry</li> <li>• Public Defense</li> <li>• Improving Mental Health Services</li> <li>• DOJ Universal Accreditation with Forensic Service Providers</li> </ul>                                                                      |
| <b>Evidence-Based Programs or Practices</b><br>OJP strongly emphasizes the use of data and evidence in policy making, program development, and program implementation in criminal justice, juvenile justice, and crime victim services. OJP is committed to: <ul style="list-style-type: none"> <li>• Improving the quantity and quality of evidence OJP generates</li> <li>• Integrating evidence into program, practice, and policy decisions within OJP and the field</li> <li>• Improving the translation of evidence into practice</li> </ul> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Project Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Project Cost:</b> |
| <b>PD Efficiency &amp; Internal Accountability Project</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>\$10,679.00</b>   |
| <b>Project Description:</b><br><br>This project will allow the Des Moines Police Department to purchase IA Pro Professional Standards and BlueTeam Software to support our front-line uniformed officers, supervisory, professional standards and command personnel. This software upgrade will enable the department to use data and technology to increase transparency, lessening risk, upholding integrity and support professionalism. This project will also allow the department to purchase a new computer printer to be used off network by the Professional Standards Sergeant to print information and reports from the IA Pro Software. |                      |

**Please describe the need for the program or project you are proposing (as it relates to one of the JAG Purpose Areas listed above):**

The IA Pro police integrity software is a nationally recognized tool for agencies to obtain and share data with the public about policing to increase public trust. It will also increase our efficiencies by eliminating our current handwritten use of force reports and the manual data entry in a separate database by the Professional Standards Sergeant. In addition, this new technology will allow the department to capture additional data which can provide supervisory and command staff personnel an early warning system to identify potential officer issues as well as the ability to conduct an annual bias-based policing analysis.

This PD Efficiency & Internal Accountability Project will implement the IA Pro police integrity software which is a technology improvement program.

**Please describe the proposed program activities for the 4-year grant period:**

1. Obtain and install software on police station computers.
2. Obtain and install new printer for Professional Standards Sergeant
3. Establish the early intervention criteria within the IA Pro software program.
4. Training of staff in the use of IA Pro & BlueTeam software.
5. Require all use of force report submissions be done electronically through the BlueTeam software.
6. Based upon the data captured will provide the Chief of Police a yearly report pertaining to use of force, citizen complaints, internal investigations and a bias-based policing analysis.

**Please describe anticipated coordination efforts involving JAG and related justice funds:**

Funds from the JAG Grant will be used to purchase the IA Pro police integrity software and a new professional standards printer. Additional funds needed for personnel time associated with training on this project will be the responsibility of the Des Moines Police Department.

**Please list your objectives, and describe how they are linked to meaningful and measurable outcomes, and the likelihood of achieving such outcomes:**

1. Software will be installed on required computer stations within 30 days of purchase and receipt. Likelihood of completion-HIGH
2. Professional Standards Sergeant Printer installed within 30 days of purchase and receipt. Likelihood of completion-HIGH
3. Establish the early intervention criteria within the software program within 15 days of the software being installed on department computer stations. Likelihood of completion-HIGH
4. All commission staff will be trained within 45 days of the software being installed on the department computer stations. Likelihood of completion-HIGH
5. 100% of the department's use of force reports and complaints received will be submitted and/or entered within the IA Pro/BlueTeam software within 60 days of the software being installed on the department computers stations. Likelihood of completion-HIGH
6. The Professional Standards Sergeant will generate and submit a yearend report to the Chief of Police providing statistic data of use of force incidents, citizen complaints, internal investigations and a bias-based policing analysis. Likelihood of completion-HIGH

**Applicants must identify between 1 and 5 Project Identifiers that would be associated with proposed project activities. The list of all identifiers is attached to this document.**

Computer Software/Hardware: With the IA Pro/BlueTeam software our officers will have the necessary technology to more efficiently complete and submit their use of force reports electronically. Once approved these reports will be automatically uploaded within the IA Pro software. Supervisors will have access to the early intervention portion of the IA Program allowing them to review use of force involvements of the employees under their purview. Professional Standards and Command personnel will have full access to IA Pro software showing all involvements which includes: use of force incidents, complaints, collisions, internal investigations as well as the early intervention portion on all employees. Professional Standards Sergeant will have a new off network printer to print information and reports from the IA Pro Software.

Case Management: With the IA Pro software our Professional Standards Sergeant will be able to ensure the necessary casework is completed in a timely manner and properly documented.

Community Policing: With this IA Pro software Technology the Des Moines Police Department will capture additional data to increase transparency with the aim of improving policing and communication strategies and fostering community trust.

**BUDGET: Please identify the elements (e.g., personnel, equipment, supplies, travel/training, etc.) of your project, and list them on the attached Budget Worksheet Template. Please provide computations for all entries.**

**Please indicate the project's compliance with federal grant criteria and briefly explain any affirmative responses.**

*No JAG funds may be expended outside of the JAG purpose areas. Even within these purpose areas, however, JAG funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Nor may JAG funds be used directly or indirectly to provide for any of the following matters unless BJA certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:*

- *Vehicles, vessels, or aircraft*
- *Luxury items*
- *Real estate*
- *Construction projects, other than penal or correctional institutions*
- *Any similar matters*

**Is there anything in your project that could be interpreted as inconsistent with this requirement?**

There is nothing in this proposed project which could be interpreted as inconsistent with JAG funding requirements.

*Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose*

**Is there anything in your project that could be interpreted as inconsistent with this requirement?**

No, there is nothing that could be interpreted as inconsistent with JAG funding requirements. Currently there are no non-federal funds available to purchase this IA Pro police integrity software relating to this project. Without the Jag Grant funding this technology upgrade would not be completed.

**Applicant Disclosure of Pending Applications**

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency.

Please use table below for any pending applications:

| <b>Federal or State Funding Agency</b> | <b>Solicitation Name/Project Name</b> | <b>Name/Phone/E-mail for Point of Contact at Funding Agency</b> |
|----------------------------------------|---------------------------------------|-----------------------------------------------------------------|
| N/A                                    |                                       |                                                                 |
|                                        |                                       |                                                                 |

**A. Personnel**

| Name/Position | Computation | Cost                 |
|---------------|-------------|----------------------|
|               |             | <b>TOTAL: \$0.00</b> |

**B. Fringe Benefits**

| Name/Position | Computation | Cost                 |
|---------------|-------------|----------------------|
|               |             | <b>TOTAL: \$0.00</b> |

**C. Travel/Training**

| Purpose | Location | Item | Computation | Cost                 |
|---------|----------|------|-------------|----------------------|
|         |          |      |             | <b>TOTAL: \$0.00</b> |

**D. Equipment**

| Item                                     | Computation | Cost                      |
|------------------------------------------|-------------|---------------------------|
| IA Pro Professional Standards Software   |             | \$6,000.00                |
| BlueTeam Field Support Services Software |             | \$4,500.00                |
| Computer Printer                         |             | \$179.00                  |
|                                          |             | <b>TOTAL: \$10,679.00</b> |

**E. Supplies**

| Supply Items | Computation | Cost                 |
|--------------|-------------|----------------------|
|              |             | <b>TOTAL: \$0.00</b> |

**G. Consultants/Con**

| Name of Contract/Consultant | Computation | Cost                 |
|-----------------------------|-------------|----------------------|
|                             |             | <b>TOTAL: \$0.00</b> |

Computation

**H. Other Costs**

|               |               |
|---------------|---------------|
| <b>TOTAL:</b> | <b>\$0.00</b> |
|---------------|---------------|

---

|                          |
|--------------------------|
| <b>I. Indirect Costs</b> |
|--------------------------|

|               |               |
|---------------|---------------|
| <b>TOTAL:</b> | <b>\$0.00</b> |
|---------------|---------------|

|                     |                    |
|---------------------|--------------------|
| <b>GRAND TOTAL:</b> | <b>\$10,679.00</b> |
|---------------------|--------------------|

## **Budget Narrative**

### **A. Personnel**

### **B. Fringe Benefits**

### **C. Travel/Training**

### **D. Equipment**

Funds from the JAG Grant will allow the Des Moines Police Department to purchase IA Pro Professional Standards and BlueTeam software technology as well as a new off network computer printer for the professional standards sergeant.

This technology improvement project will support our front-line uniformed officers, supervisory, professional standards and command personnel by using data to increase transparency, lessening risk, upholding integrity and support professionalism. This IA Pro police integrity software will also increase our efficiencies. Currently our officers have to hand write their use of force reports and submit them to their supervisors for review. Once signed off by the supervisors, the handwritten use of force report is then sent to command where it is again reviewed to ensure the amount of force used was within department policy. Once signed off by command personnel, the use of force report is then forwarded to the professional standards sergeant who manually enters the data within a separate database and files the report. The use of this BlueTeam software will allow the officers complete the use of force report within the program and submit it to their supervisor electronically. Once approved by the supervisor the use of force report is then electronically forwarded to a command officer for final approval and then

uploaded within the IA Pro Professional Standards Software. In addition, this new technology will allow the department to capture additional data which can provide supervisory and command staff personnel an early warning system to identify potential officer issues as well as the ability to conduct an annual bias-based policing analysis.

The new off network computer printer will allow the Professional Standards Sergeant print information and reports contained within the IA Pro Software.

CI Technologies is the sole source provider of the IA Pro and BlueTeam Software. In order for the department to succeed in the implementation of our Efficiency & Internal Accountability Project, CI Technologies has agreed to provide the proper training in the use of the software at no additional cost to the department.

The department will ensure all supervisory, professional standards and command staff receive training in the IA Pro Professional Standards Software. In addition, all commissioned staff of the department will receive training in the BlueTeam Field Support Services Software.

|                                             |                    |
|---------------------------------------------|--------------------|
| IA Pro Professional Standards Software      | \$6000.00          |
| Blue Team Field Support Services Software   | \$4500.00          |
| Computer Printer for Professional Standards | <u>\$ 179.00</u>   |
| <b>Project Total Cost</b>                   | <b>\$10,679.00</b> |

#### **E. Supplies**

#### **F. Consultants/Contracts**

## A G E N D A   I T E M

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

SUBJECT: Contract Award for Optional Standby Generator Project (PW Engineering, IT, and Shop)

FOR AGENDA OF: June 22, 2017

DEPT. OF ORIGIN: Planning, Building & Public Works

ATTACHMENTS:

1. Public Works Contract
2. Bid Results List
3. CIP Project Worksheet

DATE SUBMITTED: June 14, 2017

CLEARANCES:

- ☐ Community Development NA
- ☐ Marina NA
- ☐ Parks, Recreation & Senior Services NA
- ☒ Public Works *AK*

CHIEF OPERATIONS OFFICER: *DJB*

- ☒ Legal *TG*
- ☒ Finance *DM*
- ☐ Courts NA
- ☐ Police NA

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

#### **Purpose and Recommendation**

The purpose of this agenda item is to request City Council approval of the Public Works Contract (Attachment 1) with Superior Electric Inc. for the Optional Standby Generator Project at the Public Works Engineering building. The generator will provide back-up power to PW engineering, information technology, and our mechanic shop in the event of a power outage or emergency. The following motion will appear on the consent calendar:

#### **Suggested Motion**

**Motion:** “I move to award the Public Works Contract with Superior Electric Inc. for the Optional Standby Generator Project, in the amount of \$119,955.00, authorize a construction contract contingency in the amount of \$12,500, and additionally authorize the City Manager or designee to sign the Public Works Contract substantially in the form as submitted.”

### **Background**

Staff analyzed the feasibility of sizing a generator to provide sufficient power for both the City Hall and Engineering buildings. Results determined that the best use of funds were to provide back-up power to the Engineering building to keep our communications systems, computer systems, and vehicle maintenance facility fully operational.

### **Discussion**

This project was advertised for bids in May 2017. Bids were advertised for a three week period in the Seattle Daily Journal of Commerce. Bids were also solicited via Builder's Exchange. Bids were opened on June 8, 2017. The City received three (3) bids at bid opening, with Superior Electric Inc. being the apparent lowest responsive bidder. The bidders are shown below, and the bid results list is provided as Attachment 2.

| Contractor Name            | Total Bid          |
|----------------------------|--------------------|
| Superior Electric Inc.     | \$119,955.00       |
| Sturgeon Electric          | \$150,309.50       |
| Teknon Electrical Services | \$323,269.10       |
| <b>Engineer's Estimate</b> | <b>\$94,781.00</b> |

Staff and the Engineer of Record have performed the necessary bid evaluations, due diligence, and reference checks. The contract time for the project is 120 working days. This means the generator will be complete and operational prior to the end of 2017.

### **Alternatives**

Council could choose to reject all bids received and not award the contract.

### **Financial Impact**

There are sufficient funds available within the Engineering Optional Standby Generator project budget to cover the construction costs (Attachment 3).

The Engineer of Record performed a detailed price breakdown on the project with pricing from RS Means. We are not aware of any significant materials escalation, noteworthy omissions, or underpricing that would invalidate the RS Means estimating process. It appears the bids received were influenced by a hot economy that RS Means didn't fully account for.

### **Recommendation**

Staff recommends that Council approve the recommended motion.



# PUBLIC WORKS CONTRACT between City of Des Moines and Superior Electric Inc.

THIS CONTRACT is made and entered into by and between the City of Des Moines, a Washington municipal corporation (hereinafter the "City"), and Superior Electric Inc. organized under the laws of the State of Washington, located and doing business at 19 SW 4<sup>th</sup> St, Battleground, WA. 98604, (360) 601-7345, Arlyn Levanen (hereinafter the "Contractor").

## CONTRACT

The parties agree as follows:

### **I. DESCRIPTION OF WORK.**

Contractor shall perform the services for the City in accordance with the following described Plans, and/or Specifications, incorporated herein by reference.

#### **Optional Standby Generator System**

- Provide a standby generator to automatically supply backup power for the Des Moines Public Works Engineering Building. Significant project work elements include modification of utility service with a new service disconnect, new automatic transfer switch, new standby generator with fuel tank, and all required interconnections.
- And all incidental items necessary to complete the Work as described in the Plans and/or Specifications.

The Contractor agrees to furnish all materials, tools, labor, equipment, and other incidentals, and to perform all services and work as described in this Contract and the contract documents, which consist of this Contract and the following items, which are by this reference incorporated herein:

Standard Specifications for Road, Bridge and Municipal Construction, 2016 prepared by the Washington State Department of Transportation and the American Public Works Association – Washington State Chapter

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

Exhibit A: Bid Documents

Exhibit B: Contract Documents

Exhibit C: Amendments to the Standard Specifications

Exhibit D: Special Provisions

Appendix A: Prevailing Wage Rates

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

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

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

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

(i) the Standard Specifications of the Washington State Department of Transportation (WSDOT) (2016 edition);

(ii) any changes in the Work in accordance with the Contract Documents.

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

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

**II. TIME OF COMPLETION.** The parties agree that work on the tasks described in Section I above and more specifically detailed in the Plans and Specifications attached hereto or incorporated herein by reference will begin within 10 days of issuance of the Notice to Proceed for this project. The Contractor shall complete the Work described in Section I within **120 working days** based upon the start date specified in the Notice to Proceed for this project. If said work is not completed within the time specified, the Contractor agrees to pay the City the sum specified in Section VI - Liquidated Damages of this contract.

**III. COMPENSATION.** The City shall pay the Contractor a total amount not to exceed \$109,050.00, plus any applicable Washington State Sales Tax, for the work and services contemplated in this Contract. Total amount of contract, including applicable sales tax, not to exceed \$119,955.00. The Contractor shall invoice the City monthly. The City shall pay to the Contractor, as full consideration for the performance of the Contract, an amount equal to the unit and lump sum prices set forth in the bid. The City will make payment within 45 days after receipt of the Contractor's complete project element request and acceptance by the City. The City's payment shall not constitute a waiver of the City's right to final inspection and acceptance of the project.

- A. Retainage. The City shall hold back a retainage in the amount of five percent (5%) of any and all payments made to contractor for a period of sixty (60) days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue and the State Department of Labor and Industries and until settlement of any liens filed under Chapter 60.28 RCW. If Contractor plans to submit a bond in lieu of the retainage specified above, the bond must be in a form acceptable to the City and submitted within 20 calendar days upon entering into this Contract, through a bonding company meeting standards established by the City.
- B. Defective or Unauthorized Work. The City reserves its right to withhold payment from Contractor for any defective or unauthorized work. Defective or unauthorized work includes, without limitation: work and materials that do not conform to the requirements of this Contract; and extra work and materials furnished without the City's written approval. If Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" shall mean all reasonable costs, including legal costs and attorney fees, incurred by the City beyond the maximum Contract price specified above. The City further reserves its right to deduct the cost to complete the Contract work, including any Additional Costs, from any and all amounts due or to become due the Contractor. Notwithstanding the terms of this section, the City's payment to contractor for work performed shall not be a waiver of any claims the City may have against Contractor for defective or unauthorized work.

- C. Final Payment: Waiver of Claims. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CONTRACTOR'S CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY CONTRACTOR AS UNSETTLED AT THE TIME FINAL PAYMENT IS MADE AND ACCEPTED.

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

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

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

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

If the City terminates this Contract for good cause, the Contractor shall not receive any further money due under this Contract until the Contract work is completed.

After termination, the City may take possession of all records and data within the Contractor's possession pertaining to this project which may be used by the City without restriction.

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

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

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

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

City and Contractor agree that for each day beyond the completion date specified in the Contract that the project is not completed, the sum of **\$149.94** shall be deducted from the amount to be paid Contractor and shall be retained by City as damages.

In the event that the Contract is terminated by City for cause pursuant to the general conditions of the contract, this liquidated damages section shall apply, but only to the extent that the contract is delayed. In addition to liquidated damages, City shall be

permitted to recover from Contractor the cost of completion of the work if the cost of completion exceeds the original sum of money agreed upon.

When the Contract Work has progressed to Substantial Completion as defined in the Contract, the Engineer may determine that the work is Substantially Complete. The Engineer will notify the Contractor in writing of the Substantial Completion Date. For overruns in Contract time occurring after the date so established, the formula for liquidated damages shown above will not apply. For overruns in Contract time occurring after the Substantial Completion Date, liquidated damages shall be assessed on the basis of direct engineering and related costs assignable to the project until the actual Physical Completion Date of all the Contract Work. The Contractor shall complete the remaining Work as promptly as possible. Upon request by the Engineer, the Contractor shall furnish a written schedule for completing the physical Work on the Contract.

**VII. PREVAILING WAGES.** Contractor shall file a "Statement of Intent to Pay Prevailing Wages," with the State of Washington Department of Labor & Industries prior to commencing the Contract work and an Affidavit of prevailing wages paid after completion of the work. The Statement of Intent to Pay Prevailing Wages," shall include Contractor's registration certificate number and the prevailing rate of wage for each classification of workers entitled to prevailing wages under RCW 39.12.020, and the estimated number of workers in each classification. Contractor shall pay prevailing wages in effect on the date the bid is accepted or executed by Contractor, and comply with Chapter 39.12 of the Revised Code of Washington, as well as any other applicable prevailing wage rate provisions. The latest prevailing wage rate revision issued by the Department of Labor and Industries must be submitted to the City by Contractor. It shall be the responsibility of Contractor to require all subcontractors to comply with Chapter 39.12 RCW and this section of the Contract.

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

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

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

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

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

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

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

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

**XII. CHANGES.** The City may issue a written change order for any change in the Contract work during the performance of this Contract. If the Contractor determines, for any reason, that a change order is necessary, Contractor must submit a written change order request to the person listed in the notice provision section of this Contract, section XXII(C), within seven (7) calendar days of the date Contractor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Contractor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. However, if the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving either a written change order from the City or an oral order from the City before actually receiving the written change order. If the Contractor fails to require a change order within the time specified in this paragraph, the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the contract work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided in subsections A through E of Section XIII, Claims, below.

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

**XIII. CLAIMS.** The Contractor accepts all requirements of a change order by: (1) endorsing it, (2) writing a separate acceptance, or (3) not protesting in the way this Section provides. A change order that is not protested as provided in this Section shall be full payment and final settlement of all claims for Contract time and for all costs of

any kind, including costs of delays, related to any Work either covered or affected by the change. By not protesting as this Section provides, the Contractor also waives any additional entitlement and accepts from the Engineer any written or oral order (including directions, instructions, interpretations, and determinations).

If in disagreement with anything required in a change order, another written order, or an oral order from the Engineer, including any direction, instruction, interpretation, or determination by the Engineer, the Contractor shall:

1. Immediately give a signed written notice of protest to the Project Engineer or the Project Engineer's field Inspectors before doing the Work;
2. Supplement the written protest within 14 calendar days with a written statement and supporting documents providing the following:
  - a. The date and nature of the protested order, direction, instruction, interpretation, or determination;
  - b. A full discussion of the circumstances which caused the protest, including names of persons involved, time, duration and nature of the Work involved, and a review of the Plans and Contract Provisions referenced to support the protest;
  - c. The estimated dollar cost, if any, of the protested Work and a detailed breakdown showing how that estimate was determined;
  - d. An analysis of the project schedule showing the schedule change or disruption if the Contractor is asserting a schedule change or disruption; and
  - e. If the protest is continuing, the information required above shall be supplemented upon request by the Project Engineer until the protest is resolved.

Throughout any protested Work, the Contractor shall keep complete records of extra costs and time incurred. The Contractor shall permit the Engineer access to these and any other records related to the protested Work as determined by the Engineer.

The Engineer will evaluate all protests provided the procedures in this Section are followed. If the Engineer determines that a protest is valid, the Engineer will adjust payment for Work or time by an equitable adjustment in accordance with WSDOT Standard Specifications Section 1-09.4. Extensions of time will be evaluated in accordance with WSDOT Standard Specifications Section 1-08.8. No adjustment will be made for an invalid protest.

If the Engineer determines that the protest is invalid, that determination and the reasons for it will be provided in writing to the Contractor. The determination will be provided within 14 calendar days after receipt of the Contractor's supplemental written statement (including any additional information requested by the Project Engineer to support a continuing protest) described in item 2 above.

If the Contractor does not accept the Engineer's determination then the Contractor shall pursue the dispute and claims procedures set forth in WSDOT Standard Specifications Section 1-09.11. In spite of any protest or dispute, the Contractor shall proceed promptly with the Work as the Engineer orders.

By failing to follow the procedures of WSDOT Standard Specifications Sections 1-04.5 and 1-09.11, the Contractor completely waives any claims for protested Work.

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

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

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

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

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

Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification

provided herein constitutes the contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

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

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

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

#### **A. Minimum Scope of Insurance**

Contractor shall obtain insurance of the types described below:

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

#### **B. MINIMUM AMOUNTS OF INSURANCE**

Contractor shall maintain the following insurance limits:

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

### **C. OTHER INSURANCE PROVISIONS**

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

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

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

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

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

### **F. Subcontractors**

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

### **G. NOTICE OF CANCELLATION**

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

### **H. FAILURE TO MAINTAIN INSURANCE**

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

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

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

In the event that the Compensation called for in Section III of this Contract is less than \$35,000.00, which sum shall be determined after the addition of applicable Washington State sales tax, the Contractor may, prior to the execution to this contract and in lieu of the above mentioned bonds, elect to have the City retain 50% of the contract amount for a period of either thirty (30) days after final acceptance, or until receipt of all necessary releases from the department of revenue and the department of labor and industries and settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

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

## **XXII. MISCELLANEOUS PROVISIONS.**

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

B. Resolution of Disputes and Governing Law.

1. **Alternative Dispute Resolution.** If a dispute arises from or relates to this Contract or the breach thereof and if the dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under JAMS Alternative Dispute Resolution service rules or policies before resorting to arbitration. The mediator may be selected by agreement of the parties or through JAMS. Following mediation, or upon written Contract of the parties to waive mediation, any unresolved controversy or claim arising from or relating to this Contract or breach thereof shall be settled through arbitration which shall be conducted under JAMS rules or policies. The arbitrator may be selected by agreement of the parties or through JAMS. All fees and expenses for mediation or arbitration shall be borne by the parties equally. However, each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

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

C. **Written Notice.** All communications regarding this Contract shall be sent to the parties at the addresses listed on the signature page of the Contract, unless notified to the contrary. Any written notice hereunder shall become effective three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract or such other address as may be hereafter specified in writing.

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

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

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

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

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

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

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

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

**IN WITNESS, the parties below execute this Contract, which shall become effective on the last date entered below.**

|                                                                                                                                                        |                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>CONTRACTOR:</b></p><br><p>By: _____<br/> <i>(signature)</i></p> <p>Print Name: _____</p> <p>Its _____<br/> <i>(Title)</i></p> <p>DATE: _____</p> | <p><b>CITY OF DES MOINES:</b></p><br><p>By: _____<br/> <i>(signature)</i></p> <p>Print Name: <u>Michael Matthias</u></p> <p>Its <u>City Manager</u><br/> <i>(Title)</i></p> <p>DATE: _____</p><br><p>Approved as to Form:</p><br><p>_____<br/> City Attorney</p><br><p>DATE: _____</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>NOTICES TO BE SENT TO:</b></p><br><p><b>CONTRACTOR:</b></p><br><p>Arlyn Levanen<br/> Superior Electric Inc.<br/> 19 SW 4<sup>th</sup> St<br/> Battleground, WA. 98604<br/> (360) 601-7345 (telephone)<br/> arlyn@superiorelectric1.com (e-mail)</p> | <p><b>NOTICES TO BE SENT TO:</b></p><br><p><b>CITY OF DES MOINES:</b></p><br><p>Scott J. Romano<br/> City of Des Moines<br/> 21650 11<sup>th</sup> Avenue South<br/> Des Moines, WA 98198<br/> (206) 870-6539 (telephone)<br/> sromano@desmoineswa.gov (e-mail)</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

At the direction of the Des Moines  
City Council taken at an open public  
Meeting on \_\_\_\_\_.



**PERFORMANCE BOND**  
**to City of Des Moines, WA**

Bond No. \_\_\_\_\_

The City of Des Moines, Washington, (City) has awarded to \_\_\_\_\_ (Principal), a contract for the construction of the project designated as \_\_\_\_\_, (Contract), and said Principal is required to furnish a bond for performance of all obligations under the Contract.

The Principal, and \_\_\_\_\_ (Surety), a corporation, organized under the laws of the State of \_\_\_\_\_ and licensed to do business in the State of Washington as surety and named in the current list of "Surety Companies Acceptable in Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Dept., are jointly and severally held and firmly bound to the City of Des Moines, in the sum of \_\_\_\_\_ US Dollars (\$ \_\_\_\_\_) Total Contract Amount, subject to the provisions herein.

This statutory performance bond shall become null and void, if and when the Principal, its heirs, executors, administrators, successors, or assigns shall well and faithfully perform all of the Principal's obligations under the Contract and fulfill all the terms and conditions of all duly authorized modifications, additions, and changes to said Contract that may hereafter be made, at the time and in the manner therein specified; and if such performance obligations have not been fulfilled, this bond shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation.

This bond shall be executed in four (4) original counterparts, and shall be signed by the parties' duly authorized officers. This bond will only be accepted if it is accompanied by a fully executed and original power of attorney for the officer executing on behalf of the surety.

PRINCIPAL

SURETY

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Surety Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Name, address, and telephone of local office/agent of Surety Company is:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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## BID RESULTS LIST

99

PROJECT NAME: ENGINEERING OPTIONAL STANDBY GENERATOR

BID OPENING DATE: JUNE 8, 2017

BID OPENING TIME: 2:00 PM

ESTIMATED COST RANGE: \$76,000 TO \$84,000 INCLUSIVE OF WSST

| BIDDING CONTRACTOR         | BID BOND INCLUDED? | TOTAL BID     | ALL ADDENDUMS RECEIVED? |
|----------------------------|--------------------|---------------|-------------------------|
| SUPERIOR ELECTRIC INC.     | YES                | \$ 119,955.00 | YES                     |
| STURGEON ELECTRIC          | YES                | \$ 150,309.50 | YES                     |
| TEKNON ELECTRICAL SERVICES | YES                | \$ 323,269.10 | YES                     |
|                            |                    |               |                         |
|                            |                    |               |                         |
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| Optional Standby Generator              |                                 |                                     |                                        | Project # 310.708              |                                 | Summary Project Description:      |                   |                               |                           |                           |                           |                           |                            |                                |  | ANNUAL BUDGET |  |
|-----------------------------------------|---------------------------------|-------------------------------------|----------------------------------------|--------------------------------|---------------------------------|-----------------------------------|-------------------|-------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|--------------------------------|--|---------------|--|
| TOTAL PROJECT SCOPE                     |                                 |                                     |                                        | PROJECT ALLOCATIONS BY YEAR    |                                 |                                   |                   |                               |                           |                           |                           |                           |                            |                                |  |               |  |
| Expenditures                            | 1/1/17<br>Current CIP<br>Budget | 2017 CIP<br>Supplemental<br>Request | 2017 Revised<br>CIP Budget<br>Estimate | Project to<br>Date<br>12/31/16 | Project<br>To Date<br>4/30/2017 | 2016<br>Year to Date<br>4/30/2017 | 2017<br>Remaining | Estimated<br>Year End<br>2017 | Planned<br>Year<br>2018   | Planned<br>Year<br>2019   | Planned<br>Year<br>2020   | Planned<br>Year<br>2021   | 2017<br>Annual<br>Original | 2017<br>Annual<br>Supplemental |  |               |  |
| Design                                  |                                 |                                     |                                        |                                |                                 |                                   |                   |                               |                           |                           |                           |                           |                            |                                |  |               |  |
| External Engineering - Elcon            | 8,950                           | 793                                 | 9,743                                  | -                              | 6,710                           | 6,710                             | 3,033             | 9,743                         |                           |                           |                           |                           |                            |                                |  |               |  |
| Internal Engineering/Project Mgmt       | 1,800                           | -                                   | 1,800                                  | -                              | 1,800                           | 1,800                             | -                 | 1,800                         |                           |                           |                           |                           |                            |                                |  |               |  |
| Permits                                 |                                 | 6,000                               | 6,000                                  | -                              | -                               |                                   | 6,000             | 6,000                         |                           |                           |                           |                           |                            |                                |  |               |  |
| Prop/ROW/Easements                      |                                 |                                     |                                        |                                |                                 |                                   |                   |                               |                           |                           |                           |                           |                            |                                |  |               |  |
| Construction                            |                                 |                                     | -                                      |                                |                                 |                                   |                   |                               |                           |                           |                           |                           |                            |                                |  |               |  |
| Internal Engr-Proj Mgmt/ Inspect        | 5,000                           | -                                   | 5,000                                  | -                              | -                               |                                   | 5,000             | 5,000                         |                           |                           |                           |                           |                            |                                |  |               |  |
| Construction Contract                   | 321,840                         | (196,840)                           | 125,000                                | -                              | -                               |                                   | 125,000           | 125,000                       |                           |                           |                           |                           |                            |                                |  |               |  |
| Const Contract 1 - Contract Contingency |                                 | -                                   | -                                      | -                              | -                               |                                   | -                 |                               |                           |                           |                           |                           |                            |                                |  |               |  |
| Other                                   |                                 |                                     |                                        |                                |                                 |                                   |                   |                               |                           |                           |                           |                           |                            |                                |  |               |  |
| Interfund Financial Services            | 3,374                           | (90)                                | 3,284                                  | -                              | -                               |                                   | 3,284             | 3,284                         |                           |                           |                           |                           |                            |                                |  |               |  |
| Non-Capitalizable Services              |                                 | 9,935                               | 9,935                                  | 9,935                          | 9,935                           |                                   | -                 |                               |                           |                           |                           |                           |                            |                                |  |               |  |
| Individual Assets > \$5,000 - Equipment |                                 | -                                   | -                                      | -                              | -                               |                                   | -                 |                               |                           |                           |                           |                           |                            |                                |  |               |  |
| Contingencies                           |                                 | 12,500                              | 12,500                                 | -                              | -                               |                                   | 12,500            | 12,500                        |                           |                           |                           |                           |                            |                                |  |               |  |
| Total Project Expense Budget:           | 340,964                         | (167,702)                           | 173,262                                | 9,935                          | 18,445                          | 8,510                             | 154,817           | 163,327                       | -                         | -                         | -                         | -                         | -                          | 163,327                        |  |               |  |
|                                         |                                 |                                     |                                        |                                |                                 |                                   |                   |                               |                           |                           |                           |                           |                            |                                |  |               |  |
| Funding Sources                         | 1/1/17<br>Current CIP<br>Budget | 2017 CIP<br>Supplemental<br>Request | 2017 Revised<br>CIP Budget<br>Estimate | Project to<br>Date<br>12/31/16 | Project to<br>Date<br>4/30/2017 | 2015<br>YTD<br>4/30/2017          | 2017<br>Remaining | Scheduled<br>Year<br>2017     | Scheduled<br>Year<br>2018 | Scheduled<br>Year<br>2019 | Scheduled<br>Year<br>2020 | Scheduled<br>Year<br>2021 | 2017<br>Annual<br>Original | 2017<br>Annual<br>Supplemental |  |               |  |
| One Time Sales Tax                      | 340,964                         | (167,702)                           | 173,262                                | 9,935                          | 18,445                          | 8,510                             | 154,817           | 163,327                       |                           |                           |                           |                           | -                          | 163,327                        |  |               |  |
| Total Project Revenue Budget:           | 340,964                         | (167,702)                           | 173,262                                | 9,935                          | 18,445                          | 8,510                             | 154,817           | 163,327                       | -                         | -                         | -                         | -                         | -                          | 163,327                        |  |               |  |

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# A G E N D A   I T E M

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

**SUBJECT:** Collective Bargaining Agreement -  
Teamsters Local No. 763

**FOR AGENDA OF:** June 22, 2017

**DEPT. OF ORIGIN:** Human Resources

**DATE SUBMITTED:** June 15, 2017

**ATTACHMENTS:**

1. Collective Bargaining Agreement by and between City of Des Moines, Washington and Public, Professional & Office-Clerical Employees and Drivers ("Teamsters") Local No. 763 (Representing the Public Works, Parks and Marina Employees)

**CLEARANCES:**

- ☐ Community Development \_\_\_\_\_
- ☐ Marina \_\_\_\_\_
- ☐ Parks, Recreation & Senior Services \_\_\_\_\_
- ☐ Public Works \_\_\_\_\_

**CHIEF OPERATIONS OFFICER:** DSB

- ☒ Legal DSB
- ☒ Finance DM
- ☐ Courts \_\_\_\_\_
- ☐ Police \_\_\_\_\_

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

**Purpose and Recommendation**

The purpose of this agenda item is to seek City Council approval of the Collective Bargaining Agreement ("Agreement") between the City of Des Moines and the Teamsters Local 763 for the period January 1, 2017, through December 31, 2019.

**Suggested Motion**

**Motion:** "I move to approve the Collective Bargaining Agreement between the City of Des Moines and the Teamsters Local 763 effective January 1, 2017, through December 31, 2019, and to authorize the City Manager to execute and sign a clean copy of this Agreement substantially in the form as attached."

### **Background**

The City and the Teamsters began negotiations October 12, 2016, as the Agreement that had been in effect would expire on December 31, 2016. The parties met numerous times and reached a tentative agreement on May 24, 2017, culminating in the attached document which shows revisions in comparison with the 2014-2016 Collective Bargaining Agreement. The Teamsters have notified the City that they plan to vote on the Agreement on June 19, 2017. In the event that the Teamsters fail to ratify the Agreement, administration will pull this item from the agenda.

### **Discussion**

By reducing medical insurance costs and providing a 1.7% increase in 2017, and maximum base wage increases of 1.9% each year for 2018 and 2019, the Agreement will assist the City in its efforts to achieve financial sustainability and greater predictability in terms of labor costs. The hourly rate for being on standby duty is being changed from 5% of each employee's base wage to a flat rate of \$1.70 in 2017, \$2.00 in 2018, and \$2.30 in 2019. The Agreement also calls for the Teamsters to switch to a lower-cost medical plan, moving from the AWC HealthFirst Plan to the AWC HealthFirst 250 Plan. Likewise, the Kaiser Permanente \$10 Copay Plan is being reduced to the Kaiser Permanente \$200 Deductible Plan. Their choice of medical plans continues to include the Regence High Deductible Health Plan and the Kaiser Permanente High Deductible Health Plan; notably, over the past three years all but five Teamster employees have already switched to these significantly lower-cost high deductible plans.

### **Alternatives**

The Council could choose not to approve the Agreement and direct the City Manager to continue negotiations with the Teamsters. However, that would likely damage the City's relationship with the Teamsters following a collaborative negotiation process. Furthermore, administration has sought to improve its relationship with the Teamsters since the Union filed a grievance which culminated in a formal PERC arbitration hearing regarding the 2016 furloughs; the arbitrator's ruling on that matter is expected in July. Should the Council choose not to approve the Agreement, there is a possibility the Teamsters would file an Unfair Labor Practice complaint with the Public Employment Relations Commission.

### **Financial Impact**

The 2017 budget assumption for the Teamsters was a 1.0% wage increase, so the additional 0.7% is currently unbudgeted for 2017. The results of the Teamster Agreement also impact non-represented employee wages and benefits through the equity clause provided in Des Moines Municipal Code 2.12.010. Based on the assumption that non-represented employees will receive an equivalent combination of pay and benefits to the Teamsters (1.7% in 2017, 1.9% in 2018 and 2019), and all employee groups receive 2.0% wage increases in 2020 and 2021, the 2018-2022 Financial Forecast is forecasted to be sustainable; i.e., forecasted ongoing revenues exceed ongoing expenditures.

### **Recommendation or Conclusion**

Administration recommends approval of the proposed Agreement as it contains those changes and compromises authorized by the Council.

VOTING DOCUMENT as of 6-13-17

COLLECTIVE BARGAINING AGREEMENT

By and Between

CITY OF DES MOINES, WASHINGTON

and

PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES  
AND DRIVERS  
LOCAL UNION NO. 763  
(Representing the Public Works, Parks and Marina Employees)

January 1, ~~2014-2017~~ - December 31, ~~2016~~2019

## VOTING DOCUMENT as of 6-13-17

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### COLLECTIVE BARGAINING AGREEMENT

by and between

CITY OF DES MOINES, WASHINGTON

and

PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS

LOCAL UNION NO. 763

(Representing the Public Works, Parks and Marina Employees)

January 1, ~~2014~~2017 through December 31, ~~2016~~2019

THIS COLLECTIVE BARGAINING AGREEMENT, (hereinafter referred to as Agreement) is made and entered into by and between the CITY OF DES MOINES, WASHINGTON, hereinafter referred to as the Employer or the City, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

#### ARTICLE I    RECOGNITION, UNION MEMBERSHIP AND PAYROLL DEDUCTION

1.1        Recognition - The Employer recognizes the Union as the sole and exclusive collective bargaining representative for all regular full-time and regular part-time maintenance and operations employees within the City of Des Moines Public Works Maintenance Division, Park Maintenance Division, and the Marina excluding supervisors, confidential employees, clerical employees, seasonal and temporary employees and all other employees.

1.1.1      For the purposes of this Agreement, "temporary employee" or "seasonal employee" shall mean an individual appointed to a position for a period of time less than nine (9) months, absent a declaration by the City of emergency need. Should a temporary or seasonal employee be employed in the same position for more than twelve (12) months, the temporary or seasonal employee shall be considered a regular full-time or regular part-time employee. All benefits normally provided regular employees shall begin as of the date the employee changes status from temporary or seasonal to regular.

1.2        Union Membership - It shall be a condition of employment that all employees of the Employer covered by this Agreement shall become members in good standing and those who are not members in good standing on the effective date of this Agreement shall, on the thirty-first (31st) day following the effective date of this Agreement, become and remain members in good standing in the Union or pay a representation service fee to the Union equal to ninety percent (90%) of the dues uniformly levied for Union members or pay an amount of money equivalent to Union dues and initiation fee to a non-religious charity or to another charitable organization agreed upon by the employee and the Union. It shall also be a condition of employment that all employees covered by this Agreement hired on or after its effective date shall, on the thirty-first (31st) day following the beginning of such employment, become and remain members in good standing in the Union or pay a representation service fee to the Union equal to ninety percent (90%) of the dues uniformly levied for Union members or pay an amount of money equivalent

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to Union dues and initiation fee to a non-religious charity or to another charitable organization agreed upon by the employee and the Union. If the employee and the Union do not reach agreement on such matters, the Public Employment Relations Commission (PERC) shall designate the charitable organization.

1.2.1 As provided in R-C-W 41.56.122, the right of non-association of employees based on bona fide religious tenets or teachings of a church or religious body of which an employee is a member shall be recognized. Such employee shall pay an amount of money equivalent to regular Union dues and initiation fee to a non-religious charity or to another charitable organization mutually agreed upon by the employee and the Union. The employee shall furnish written proof each month to the Union that such payment has been made or initiate and maintain a payroll deduction with the Employer. If the employee and the Union do not reach agreement on such matters, the Commission shall designate the charitable organization.

1.3 Payroll Deduction - The Employer shall deduct from the paycheck of each employee who has so authorized in writing the regular initiation fee and regular monthly dues uniformly required of members of the Union. The amounts deducted shall be transmitted monthly to the Union on behalf of the employees involved. Any employee who wishes to cancel the written authorization for dues deduction, must notify the Employer and Union in writing, at which time the Employer will discontinue the deduction.

1.3.1 The Union agrees to hold the Employer harmless from any liability whatsoever that might ensue as a result of actions taken to enforce the provisions of this Article. The Union shall defend and hold the Employer harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the employer for the purpose of complying with any of the provisions of this Article.

1.4 Union Officials Time-Off - An employee who holds a Union position (Shop Steward and/or member of the Negotiating Committee) may be granted time-off while conducting business vital to the employees in the bargaining unit provided:

They notify the Employer in writing at least forty-eight (48) hours prior to the time-off period;

The Employer is able to properly staff the employee's job duties during the time-off period;

The wage cost to the Employer is no greater than the cost that would have been incurred had the employee not taken time-off; and

Employees shall not transact Union business while working on shift, except up to three designated representatives may participate in contract negotiation meetings with the employer.

1.4.1 A shop steward shall be granted reasonable time to participate in grievance

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meetings with the Employer and/or to accompany an employee in an investigatory interview.

- 1.5 Union Notification - Within thirty (30) days from the date of hire of a new bargaining unit employee, the Employer shall forward to the Union the name, address, and telephone number of the new employee. The Employer shall promptly notify the Union of all bargaining unit employees leaving its employment.
- 1.6 Bulletin Boards - The Employer shall provide suitable space for two (2) bulletin boards, one at the maintenance facility and one at the Marina. Postings by the Union on the bulletin boards shall be confined to official business of the Union; provided such notices shall not be derogatory of the Employer, its elected officials or other personnel.
- 1.7 Union Visitation - An authorized representative of the Union shall have access to the City's workplace at reasonable times for the purpose of investigation of grievances, adjusting disputes and ascertaining that the Agreement is being adhered to, provided that such visit shall not interfere with the work process or cause undue interruption of the employees' work schedule.
- 1.8 DRIVE - The Employer agrees to deduct from the paycheck of all employees covered by this Agreement who choose to make voluntary contributions to Democrat, Republican, Independent Voter Education (DRIVE). DRIVE shall notify the Employer of the amounts designated by each contributing employee that are to be deducted from the employee's paycheck on a per pay period basis, for all pay periods worked. The phrase "pay periods worked" for purposes of this provision, shall include any pay period in which the employee earned a wage, provided it will not create negative net pay to the employee. The Employer shall transmit to DRIVE National Headquarters on a monthly basis, in one check, the total amount deducted along with the name of each employee on whose behalf a deduction is made. The International Brotherhood of Teamsters shall reimburse the Employer annually for the Employer's actual cost for the expenses incurred in administering the payroll deduction plan. The Union shall indemnify, defend and save the Employer harmless from any claims, suits, judgements, attachments, and from any form of liability as a result of making any deductions pursuant to this provision.

## ARTICLE II NON-DISCRIMINATION

- 2.1 Neither the Employer, the Union nor any employee shall in any manner whatsoever unlawfully discriminate against any employee or applicant for employment on the basis of race; color; religion; creed; sex; sex/gender; sexual orientation; marital status; national origin; age; military status; or sensory, mental or physical disabilities; or any other category protected by applicable federal, state or local law. Nothing shall prevent the City from establishing bona fide occupational qualifications (BFOQ). Any employee complaints of discrimination must be reported in accordance with the Discrimination and Harassment Complaint Procedure set forth in Section 2.C.E of the City's Personnel Manual.

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- 2.2 No employee shall be discriminated against because of membership or non-membership or lawful activity in the Union, provided such activity is not carried on so as to interfere with the normal work process.

### ARTICLE III    MANAGEMENT RIGHTS

- 3.1 The Employer retains and reserves all powers and authority to manage its operations in an effective manner with the sole and unquestioned right and prerogative in accordance with applicable laws, regulations, and City ordinances and policies whether or not specifically mentioned in this agreement and whether or not previously exercised, subject only to the limitations expressly stated in this Agreement. Such management rights shall include but not be limited to the following:

- 1) To plan, direct, control and determine all operations, functions, and policies of the City and to modify such operations, functions and policies as they may affect employees in the Bargaining Unit;
- 2) To establish and administer a personnel system that provides for all types of personnel transactions, including determining procedures, standards for hiring, promotion, transfer, assignment, layoff, discipline, and classification of positions.
- 3) To determine job descriptions and job content, with the understanding that job descriptions do not and cannot detail each and every minor or incidental duty employees are expected to perform; nevertheless, employees are expected and required to perform all such duties;
- 4) To supervise and direct the workforce, to establish the qualifications for employment and to employ and train employees;
- 5) To schedule and assign work;
- 6) To establish reasonable work and performance standards and, from time to time, to change those standards. Such standards may be used to determine acceptable performance levels, prepare work schedules, and measure the performance and productivity of employees;
- 7) To assign overtime or not. The City has the right to schedule overtime work as required in a manner most advantageous to the City and consistent with the requirements of municipal employment and the public interest;
- 8) To determine the methods, means, organization and number of personnel by which operations and services shall be made or purchased; to subcontract work with either public or private sector agencies or assign work to other City non-bargaining unit personnel in accordance with Article 18;
- 9) To make and enforce rules and regulations, including but not limited to

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safety rules, operational policies and procedures, and rules of conduct;

- 10) To discipline or discharge for just cause.
- 11) To lay off employees for lack of work, funds, or the occurrence of conditions beyond the control of the employer or where such condition of work would be wasteful and unproductive;
- 12) To change or eliminate existing methods, equipment or facilities, including past practices;
- 13) To lawfully inspect lockers, other spaces assigned to Employees, and City vehicles without consent provided that the Employee has a right to be present;
- 14) Except as provided by this Article or elsewhere in this Agreement, the Union retains the right to bargain the impacts of management decisions on wages, hours and/or working conditions within the meaning of RCW 41.56. It is not the City's intent to use this language to unilaterally implement furloughs.

- 3.2 Probationary employment with the City is at will and the City expressly reserves the right to discharge probationary employees with cause or without cause or advanced notice and without compensation except for time actually worked.
- 3.3 The City's Personnel Manual shall apply to members of this bargaining unit. However, in the event of a conflict between a specific provision of this Agreement and any guideline, regulation, or rule of the City, the provision of this Agreement shall control. In addition, the parties agree that the City has the sole right to amend, modify, adopt, or change any such personnel policies, provided that the Union is given fifteen (15) days advance notice and an opportunity to comment.
- 3.4 The City has the right at any time to require an employee to provide evidence of a valid Washington State driver's license if the employee has or will at any time drive a City vehicle and CDL endorsement if such is required by the classification. Such requirement may include having the employee sign a release of driving record; payment of fee is to be paid by the employee.
- 3.5 The exercise of any management prerogative, function, or right which is not specifically modified by this Agreement is not subject to any grievance procedure or to bargaining during the term of this Agreement, except where such exercise is in violation of the express written terms of this Agreement.

## ARTICLE IV HOURS OF WORK

- 4.1 Work Schedule - The normal work schedule for full-time employees shall be five (5) consecutive days of eight (8) hours of work exclusive of the lunch period, Monday through Friday, unless an alternate work schedule is scheduled by the City and fourteen (14) days notice is provided to the employee. Management will

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discuss with the Union any changes to the regular work schedule longer than thirty (30) days in duration.

- 4.1.1 The Employer shall continue its current practice relative to the work schedule for Marina employees except meal periods shall be unpaid throughout the year.
- 4.2 Shift Change - Each employee shall be assigned to a regular shift starting time which shall not normally be changed without forty-eight (48) hours notice, exclusive of emergencies, e.g., snow, ice, flood, earthquake, etc. In the event an employee's regular shift starting time is changed with less than forty-eight (48) hours notice, the employee shall be paid at the overtime rate up to the first sixteen (16) hours worked outside of the employee's regular shift hours during the remainder of the employee's scheduled work week.
- 4.3 Rest Periods - Employees shall receive a rest period of fifteen (15) minutes on the Employer's time for each four (4) hours of working time and shall be scheduled as near as possible to the midpoint of each four (4) hour work period. No employee shall be required to work more than three (3) hours without a rest period. By mutual agreement between the employee and the Employer, the rest periods may be taken at a time other than stated above.
- 4.4 Meal Periods - Employees shall receive a meal period of thirty (30) minutes which shall be on the employee's own time and which shall commence no less than three (3) nor more than five (5) hours from the beginning of the shift. By mutual agreement between the employee and the employer, the meal period may be taken at a time other than stated above. An employee who works more than three (3) hours longer than his normal workday may, at the option of the employee, receive an additional unpaid meal period before or during their overtime.

### ARTICLE V OVERTIME, CALLBACK, AND STANDBY

- 5.1 Overtime - All hours worked in excess of the employee's regular schedule in a day, with an eight (8) hour minimum, or forty (40) hours in a week shall constitute overtime. Vacation and holiday time shall be considered hours of work for the purposes of calculating overtime. Overtime shall be paid at the rate of one and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay.
- 5.1.1 Overtime shall be paid for in increments of fifteen (15) minutes with the major portion (eight (8) or more minutes) of each fifteen (15) minute increment being paid as fifteen (15) minutes. All work related calls to an employee who is off-duty shall be paid at a fifteen minute minimum.
- 5.1.2 Scheduled overtime work shall be offered to qualified employees who have designated the preference to work overtime by rotation when feasible. If an insufficient number of employees sign up to work the scheduled overtime, then employees will be assigned the overtime, by least senior to most senior employee, even if they have indicated they prefer not to work overtime, provided that no employee shall be mandated to work overtime more than one (1) time per quarter. Once an employee has been mandated to work overtime one (1) time per quarter,

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the next least senior employee shall be assigned overtime when an insufficient number of employees sign up to work overtime.

- 5.1.3 In lieu of overtime pay, compensatory time-off may be accrued upon the request of the employee and the approval of the employer. Scheduling of compensatory time-off shall be subject to the approval of the employee's supervisor. Compensatory time-off shall be taken at the rate of one and one-half (1 ½) times the hours worked. The maximum number of hours that can be accumulated is forty (40) hours.
- 5.1.4 Employees shall not accrue additional leave (sick leave or vacation), health or other insurance benefits while on overtime.
- 5.2 Callback - An employee who has left work and is called back to work after completion of a regular day's shift, is called in to work before the beginning of the employee's shift or is called in on the employee's day-off shall be paid a minimum of three (3) hours at one and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay starting at the time the employee is contacted and reports for the assignment; provided however, if the employee's regular shift starts less than three (3) hours from the time the employee started work on the callback, the employee shall receive one and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay only for such time as occurs prior to the commencement of the employee's regular shift.
- 5.2.1 Employees called back to work, as provided in Section 5.2, shall receive one-half (1/2) hour paid travel time to the shop, beginning at the time the call out is made and one-half (1/2) hour paid travel time from the city shop upon completion of the job. If the employee completes the call out assignment within the three (3) hours, including travel time, the employee shall receive the three (3) hour minimum at the appropriate overtime rate of pay (i.e., - travel time to shop thirty (30) minutes assignment takes one (1) hour forty-five (45) minutes and return travel time thirty (30) minutes equals two (2) hours forty-five (45) minutes, the employee would receive the three (3) hour minimum or if it takes the employee two and one half (2 ½) hours to complete the call out the employee would then receive three and one half (3½) hours of pay).
- 5.3 Standby - Employees may be placed on "Standby" status when it is anticipated that they may be called back to duty after going off shift. When placed on standby status, employees will remain near a telephone and will leave a number where they can be reached (unless equipped with a pager, cell phone or other communication device, in which case the employee shall remain within communication distance and within one and one-half (1½) hours or ninety (90 minutes) travel time to the City). It is the intent that standby status shall not preclude an employee from using the time for personal pursuits. While on standby duty, it is the employee's responsibility to be ready and able to work if called (for example: be able to get to work and not be impaired by drugs or alcohol).
- 5.3.1 Employees on Standby and called back to work, as provided in Section 5.2, shall receive one-half (1/2) hour paid travel time to the shop, beginning at the time the call out is made and one-half (1/2) hour paid travel time from the city shop upon

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completion of the job. If the employee completes the call out assignment within the three (3) hours, including travel time, the employee shall receive the three (3) hour minimum at the appropriate overtime rate of pay (i.e., - travel time to shop thirty (30) minutes assignment takes one (1) hour forty-five (45) minutes and return travel time thirty (30) minutes equals two (2) hours forty-five (45) minutes, the employee would receive the three (3) hour minimum or if it takes the employee two and one half (2 ½) hours to complete the call out the employee would then receive three and one half (3½) hours of pay).

5.3.2 Employees shall be paid ~~one dollar (\$1.0070)~~ effective January 1, 2017, \$2.00 in 2018, and \$2.30 in 2019 ~~or an additional five percent (5%) of base pay, whichever is greater,~~ per non-working hour of standby time. Employees will receive and overtime pay for the number of hours worked if called in to work, subject to the callback provisions of Section 5.2. Standby Duty shall not be counted as hours worked for the purposes of computing overtime or eligibility to receive fringe benefits.

5.3.3 Standby Duty shall be rotated amongst those eligible bargaining unit employees who have designated their preference to work Standby Duty. If no one volunteers or if an insufficient number of volunteers sign up for Standby Duty, then it shall be assigned to other employees by rotation starting with the least senior, provided that no employee shall be mandated to be on standby duty more than one (1) time per quarter. Once an employee has been mandated to be on standby duty one (1) time per quarter, the next least senior employee shall be assigned standby duty when an insufficient number of employees sign up to be on standby.

5.4 Higher Classification - In the event an employee is assigned by management to work out-of-class in a higher classification within the bargaining unit, then the employee shall be paid at the first step of the higher pay range or may receive a one-step pay increase, whichever is higher, for the period the employee works in a higher classification within the bargaining unit, provided the employee has worked for a period of not less than three (3) consecutive workdays in the higher classification, retroactive to the first day worked in the higher classification.

5.5 Pyramiding of Compensation - No pyramiding or double application of Sections and/or Articles is permitted. Compensation shall not be paid more than once for the same hours under any provision or Section of this Article or Agreement, unless expressly stated in each Section or Article. On-call changes shall be approved in advance by the City so as not to require unnecessary overtime costs. The workdays and work periods specified herein shall not constitute guaranteed hours of work.

## ARTICLE VI SENIORITY, LAYOFF, RECALL and JOB VACANCIES

6.1 Seniority - Seniority shall be the amount of continuous service within a regular bargaining unit position. Seniority shall date back to the employee's date of hire, in a regular status in the bargaining unit, but shall not be established until completion of the employee's "probationary period". An employee may be disciplined and/or discharged during his probationary period without recourse to

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the grievance procedure contained herein.

6.1.1 Each calendar year, upon the request of the Union, the Employer shall provide the Union with a seniority list showing the name, present classification, first date of compensated work in the bargaining unit and the employee's initial date of hire for each employee in the bargaining unit.

6.2 An employee's seniority shall be broken so that no prior period of employment shall be counted and their seniority shall cease upon:

- 1) Retirement;
- 2) Voluntary termination or job abandonment;
- 3) Discharge;
- 4) Failure of the employee to notify the employer of his willingness to return to work upon recall from a layoff within ten (10) calendar days after mailing a written notice from the employer to the employee's last known address appearing on the employer's records;
- 5) Failure to return to work promptly after an authorized leave of absence;
- 6) Layoff exceeding fifteen(15) months; or
- 7) Unauthorized leave from work beyond three (3) working days.

6.2.1 The period of layoff or unpaid leave of absence will not count toward the computation of the amount of "continuous time in service".

6.3 Layoff - Layoff shall be by classification. In case of a layoff, employees shall be retained on the basis of job performance. When job performance is relatively equal, the employee with the shortest length of continuous service shall be laid off first. Relative job performance shall be determined on the basis of qualifications, past job performance evaluations and current job evaluations. Qualifications shall be determined by the knowledge, abilities and skills required for the affected position, as stated in the classification descriptions, and the employee's ability to perform the remaining work without further training.

6.3.1 The employer shall use no less than the last three (3) job performance evaluations in the determination of which employee is to be laid off. However, if an employee has less than three years of work in any of the classifications (can be cumulative) then those job performance evaluations shall be utilized.

6.3.2 Such person designated for layoff may bump an employee in a lower bargaining unit job classification the employee has previously held and/or which the employee is qualified (skills and ability) to hold. The employee to be bumped and laid off from the lower classification shall be selected through the process described in this Article.

6.4 Recall - In the case of recall, those employees laid off last shall be recalled first. An employee on layoff shall keep both the Employer and the Union informed of the address and telephone number where he can be contacted. Failure of the employee to notify the Employer of his willingness to return to work upon recall

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from layoff within ten (10) calendar days after mailing of written notice from the Employer to the employee's last known address appearing on the Employer's records shall cause the Employer's obligation to recall the employee to cease.

- 6.4.1 The Employer shall have no obligation to recall an employee after he has been on continuous layoff for a period of fifteen (15) months.
- 6.4.2 During a period of lay-off recall, no temporary or seasonal employees may be hired until laid off bargaining unit members have been offered the position. The declination or acceptance of a temporary or seasonal position will not affect the recall status of the individual.
- 6.5 Job Vacancies - All job vacancies, whether existing positions or newly created positions, shall be posted on all work site bulletin boards for not less than seven (7) calendar days, during which time employees who desire consideration for such openings shall notify the Employer in writing during the period the notice is posted. Bargaining unit employees who meet the minimum qualifications for the position and have completed their probation period shall be given first consideration for positions in the bargaining unit.
- 6.5.1 Posted job opportunities shall contain a current description of the job duties and the rate of pay. It is the intent of the parties to provide qualified employees with opportunities to help meet the needs of both the employee and the City.
- 6.5.2 Employees who are recalled from layoff shall have their sick leave balances restored to the number of hours that were in their sick leave banks at the time of layoff, less any amounts that were cashed out at separation.

## ARTICLE VII SICK LEAVE, SHARED LEAVE, LIGHT DUTY, AND BEREAVEMENT LEAVE

- 7.1 Sick Leave - All full-time employees shall accrue sick leave benefits at the rate of eight (8) hours for each calendar month of continuous employment. Employees shall accrue one-half of their monthly sick leave accrual at the end of the first pay period of the month and the second half at the end of the second pay period. Part-time employees shall accrue sick leave benefits on a pro rata basis according to hours worked.
- 7.1.1 Sick leave benefits are earned from the date of employment, and may be utilized from date of employment. Employees do not earn sick leave benefits during a leave without pay. Employees do not earn sick leave benefits, and may not use any earned but unused sick leave benefits, during a suspension without pay. Employees continue to earn sick leave and vacation time while on paid sick leave.
- 7.1.2 Sick leave benefits not used during the calendar year in which they are earned may be carried over and used during succeeding calendar years. Such benefits may be carried over into successive calendar years so long as the employee remains employed by the City. Employees who transfer to another department retain any accumulated sick leave benefits after transfer to their new position.

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- 7.1.3 Sick leave benefits may be used by eligible employees for any absence due to personal injury, bereavement, illness or temporary disability which keeps the employee from performing the employee's regular duties, paternity leave for ten (10) days after the birth or adoption of a child under the age of six, medical and dental appointments, absences of reasonable duration occasioned by the illness or injury of a minor child or spouse, or the need to accompany a minor child to a medical or dental appointment, provide care for a child with a health condition, provide care for a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or emergency condition, exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others, or use of prescription drug which impairs job performance or safety. Sick leave benefits may be used for actual periods of temporary disability associated with pregnancy or childbirth during which the employee is physically unable to perform her duties as certified by a licensed physician. For the purposes of this section, "child" is defined by RCW 49.12.265. "Health condition", "serious health condition", "emergency condition" and "mental or physical disability" are defined by WAC 296-130-020(10-14).
- 7.1.4 In the event an employee exhausts his or her accrued sick leave, the employee has the option to use accrued vacation leave or compensatory time.
- 7.1.5 Employees injured on the job shall not simultaneously collect sick, vacation or compensatory leave and Worker's Compensation payments greater than the employee's regular pay. ~~If the job related injury or illness requires the employee to be absent from work, the employee may elect to accept L&I time loss payments only or to accept L&I time loss payments and apply accrued sick leave to the remaining balance. The City provides "Sick Leave Buy Back" to enable employees, off work due to a workplace injury, to receive a paycheck while they wait for the Department of Labor and Industries (L&I) to process their claim and issue time-loss compensation. At the option of the employee, Employees use sick leave for the absence, but then have much of their sick leave accruals credited back based on the L&I payment. Employees must use their available sick leave bank, and~~ when and if the employee's sick leave is exhausted, compensatory time or accrued vacation leave may be used. It is mandatory for the employee to buy back their sick leave hours with the time loss payment so that the employee receives no more than 100% of their wages during a time loss event. In any event, the Employer shall pay only up to the maximum of the difference between the payment received under Worker's Compensation by such employee and the employee's regular straight-time rate of compensation that the employee would have received from the Employer if able to work. Such payment by the Employer shall be limited to the period of time that such employee has accumulated paid leave credits. The foregoing shall be accomplished by the employee ~~"buying back" sick and vacation leave used with depositing the time loss money check from Worker's Compensation and "buying back" the sick leave with a personal check or money order payable to the City of Des Moines. by turning the check over to the Employer.~~ Once the employee has bought back all available sick and vacation leave, the employee shall no longer accrue paid leave benefits and shall not be required to surrender the time loss payments from Worker's Compensation to the Employer.

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- 7.1.6 Payment of sick leave benefits is conditioned upon the employee notifying the supervisor or Department Director, or designee, of the employee's absence(s) as outlined in Section 4.H Attendance and Tardiness/Absenteeism of the City's Personnel Manual. Failure to give the required notice may result in no payment of sick leave benefits or other compensation for such absence(s).
- 7.1.7 The employee may be required to provide certification of illness from a qualified health care provider whenever absent for two (2) or more days or has established a pattern which appears to indicate abuse and is requested by the employee's immediate supervisor or the Department Director, or designee. Examples of such an established pattern include when employee calls in sick on a day when a vacation request was denied, or absences or tardiness when particular job duties are performed, on a day before or after days off, holidays, scheduled vacation, or weekends. The employee shall be required to provide a written release to return to work from a qualified health care provider whenever requested by the employee's immediate supervisor or the Department Director, or designee. The City may require any employee returning after an absence to be examined by a second qualified health care provider of the City's choice.
- 7.1.8 Any employee found to have abused sick leave privileges by falsification or misrepresentation shall be subject to corrective action, including but not limited to repayment to the City of any amounts paid to such employee for such periods of absence, or discipline, up to and including discharge.
- 7.1.9 Employees who utilize twenty-four (24) hours or less of sick leave in any calendar year shall receive 10 (ten) hours of vacation time. This is calculated per calendar year and is not available for people who work less than a full year. The employees who qualify for this additional vacation time, and the respective Department Director, shall receive a notice of the qualification in January immediately following the completion of the applicable calendar year. The time is immediately available upon notification and the use of this time follows the same guidelines as noted in Section 7.C of the City's Personnel Manual.
- 7.1.10 Employees with a sick leave balance of over two hundred (200) hours shall have one (1) hour of their monthly sick leave accrual of eight (8) hours cashed and deposited into the ICMA-RC 457 Plan. Employees whose balance is over three hundred (300) hours shall have two (2) hours of their monthly sick leave accrual of eight (8) hours cashed and deposited into the ICMA-RC 457 Plan.
- 7.1.10.1 Sick Leave Cash Out to HRA VEBA Upon Separation - Upon the separation from service of an employee in good standing with at least ten (10) years of service with the City of Des Moines in a position represented by the Union or upon the death of any employee regardless of years of service, the City will cash out 25% of the employee's sick leave balance or 200 hours, whichever is less. For employees with at least twenty (20) years of service, the City will cash out four hundred (400) hours or 50% of the employee's sick leave balance, whichever is less. As a tax savings to the employee, the City shall pay any sick leave cash out provided under this Section by contributing the entire cash-out value of all unused sick leave hours accrued and available to the employee's HRA VEBA account.

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- 7.1.11 Employees who use all their accumulated sick leave and require more time off work due to illness or injury may submit a request to the City Manager for a leave of absence as specified by Section 7.I of the City's Personnel Manual.
- 7.1.12 Employees may take sick leave for care of family including spousal equivalent under the Washington Family Care Act and the Family Medical Leave Act as currently enacted or as may be amended.
- 7.2 Shared Leave - Employees shall be eligible for shared leave in accordance with the current Employer policy contained in Section 7.J. of the City's of Des Moines Personnel Manual with the provision that employees applying for shared leave benefits may bank a total of forty (40) hours of accumulated sick leave. The Employer reserves the right to change the Shared Leave policy, provided that the Union is offered the opportunity to comment and provide input prior to the change and the change is applied uniformly to all employees covered by Section 7.J.
- 7.3 Light Duty - Light duty may be provided per Section 4.L of the City's of Des Moines Personnel Manual.
- 7.4 Bereavement - When a death occurs in an employee's immediate family, the employee may take up to two (2) days of paid bereavement leave which is not counted against any other leave. In addition, the employee may use up to eight (8) hours of sick leave for bereavement leave for in-state deaths and up to twenty-four (24) hours of sick leave for out-of-state deaths. The timing of bereavement leave will be by mutual agreement between the employee and the Department Director, or designee. An employee is not paid for any days off if the employee would not otherwise have been entitled to compensation for that day. Bereavement leave pay shall be that amount the employee would have earned had the employee worked his or her regular work schedule during the leave. An employee may be granted a bereavement leave prior to completion of the trial period. "Immediate family" as used in this section is defined as an employee's spouse, spousal equivalent in a cohabitation relationship, parents, grandparents, children, adopted children, foster children, grandchildren, brothers, sisters, first cousins, nephews, nieces, aunts, or uncles, and/or corresponding in-laws and "step" relations. Additional paid bereavement leave using sick leave or other leaves may be approved by the City Manager on a case-by-case basis.

### ARTICLE VIII VACATION AND HOLIDAY

- 8.1 Vacation - Each regular full-time employee shall accrue vacation leave at the following rates:

| <u>Years of Employment</u> | <u>Vacation Hours Earned</u> | <u>Carryover Maximum</u> |
|----------------------------|------------------------------|--------------------------|
| 0-3 years                  | 8 hours/month                | <u>255240</u>            |
| 4-6 years                  | 10 hours/month               | <u>270240</u>            |
| 7-10 years                 | 12 hours/month               | <u>285240</u>            |
| 11-15 years                | 14 hours/month               | <u>300240</u>            |

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16+ years

16 hours/month

315240

The vacation carryover maximum will be reduced to 240 hours. The reduction in the vacation carryover maximum to 240 hours will be implemented in 2017-2019 in accordance with Appendix "B".

- 8.1.1 Employees accrue one-half of their monthly vacation accrual at the end of the first pay period of the month and the second half at the end of the second pay period. Employees are eligible to use earned vacation leave after six (6) months of employment. The department director can waive the six-month waiting period. Regular part-time employees earn vacation leave on a pro-rated basis.
- 8.1.2 All vacation must be scheduled with and approved by the department director or designee. Vacations shall be scheduled at such times as the Employer finds most suitable after considering the wishes of the employee and the requirements of the department.
- 8.1.3 Employees are encouraged to use vacation in the year it is earned. The maximum vacation hours that any employee can carryover from one year to the next is according to the schedule listed in Section 8.1. Where City operations make it impractical for an employee to use his/her vacation time, the City Manager may authorize the employee to carryover more hours, provided that the employee submits a request to carryover the additional hours that includes an explanation of why he could not use all the hours over the maximum carryover amount in that year and details a plan to make sure he will not carryover more than the maximum the following year. This request must be endorsed by the department director.
- 8.1.4 Upon separation from employment, employees shall be paid for all accrued but unused vacation time on their final paycheck at their current straight-time rate. Employees who are retiring are encouraged to use unused vacation time prior to the effective date of their retirement. Retiring employees may be paid for that portion of unused vacation time that does not create a retirement financial liability or obligation for the City on their final paycheck.
- 8.2 Holidays - An employee is eligible for a paid holiday if he or she is on paid status during the work day before and after the holiday. Employees shall receive the following holidays off with eight (8) hours of compensation at their regular straight-time hourly rate of pay:

|                                   |                          |
|-----------------------------------|--------------------------|
| New Year's Day                    | January 1                |
| Martin Luther King Jr.'s Birthday | 3rd Monday in January    |
| President's Day                   | 3rd Monday in February   |
| Memorial Day                      | Last Monday in May       |
| Independence Day                  | July 4                   |
| Labor Day                         | 1st Monday in September  |
| Veteran's Day                     | November 11              |
| Thanksgiving Day                  | 4th Thursday in November |
| Day after Thanksgiving            | Day after Thanksgiving   |
| Christmas Day                     | December 25              |

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~~16 hours of Floating Holiday~~

~~As scheduled by employee  
and approved by supervisor~~

Employees shall receive four (4) hours off at their regular straight-time hourly rate of pay the afternoon of Christmas Eve Day, December 24. In addition, employees shall receive sixteen (16) floating holiday hours as scheduled by the employee and approved by the supervisor. Regular part-time employees shall receive the above paid holidays on a prorated basis.

~~Des Moines City Hall will close at 12:00 noon on Christmas Eve, December 24.~~

- 8.2.1 The above holidays shall be observed on those dates set by State law. Any holiday falling on a Sunday shall be observed on the following Monday. Any holiday falling on a Saturday shall be observed on the preceding Friday.
- 8.2.2 If a holiday occurs while an employee is on vacation or sick leave, the holiday shall be utilized rather than charged against the employee's accrued vacation or sick leave.
- 8.2.3 ~~Employees assigned to work on any of the holidays listed in Section 8.2 shall be paid one and one-half (1 ½) times their regular rate of hourly pay for all hours worked on these days, in addition to their holiday pay. Employees assigned to work Thanksgiving Day, Christmas Day, and Christmas Eve Day after 12:00 p.m. (noon) shall be paid two (2) times their regular rate of hourly pay for all hours work on these days, in addition to their holiday pay. For the purposes of this provision, holidays begin and end at midnight, except Christmas Eve Day, which begins at 12:00 p.m. (noon) and ends at midnight. Employees who are assigned to work on any holiday may choose to receive their eight (8) hours of holiday compensation on their next paycheck or, with their supervisor's approval, add eight (8) hours of time to their floating holiday balance. These hours must be used in the calendar year they are earned and may not be carried over into the next calendar year.~~

### MOU Language (12-22-15)

Employees assigned to work Thanksgiving Day, Christmas Day, and Christmas Eve Day after 12:00 p.m. (noon) shall be paid two (2) times their regular rate of hourly pay for all hours actually worked on those days, in addition to their holiday pay. Employees assigned to work on any of the remaining holidays listed in Section 8.2 shall be paid one and one-half (1½) times their regular rate of hourly pay for all hours actually worked on these days, in addition to their holiday pay. For the purposes of this provision, holidays begin and end at midnight, except Christmas Eve Day, which begins at 12:00 p.m. (noon) and ends at midnight. Employees who are assigned to work on any holiday may choose to receive their eight (8) hours of holiday compensation on their next paycheck or, with their supervisor's approval, add eight (8) hours of time to their floating holiday balance. Provided, that employees who are assigned to work the afternoon of Christmas eve (rather than receive 4 hours off with pay) shall receive their choice of 4 hours of holiday pay or 4 floating holiday hours. These hours must be used in the calendar year they are earned and may not be carried over into the next calendar year.

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MOU Language (12-22-15)

~~8.2.3.1 With respect to holidays other than New Year's Day and Independence Day, employees working alternate schedules, such as 4/10 or 9/80, who are assigned to work on a holiday may not draw down accrued vacation, compensatory time, or floating holiday hours to supplement their holiday pay for that holiday.~~

8.2.4 Employees on alternative work schedules must use vacation, compensatory time or floating holiday hours to account for the difference between the 8-hour holiday and their longer regular shift, using two (2) hours if on a "4-10s" schedule, or one (1) hour if on a "9-80s" schedule. However, when such employees have actual hours worked on a holiday under Section 8.2.3 above, they shall not also use vacation, compensatory time, or floating holiday hours to supplement the 8-hour holiday.

8.2.45 In the event the observation of a holiday falls on an employee's regular day off, the employee may receive their eight (8) hours of holiday compensation on their next paycheck or, with their supervisor's approval, schedule an alternate day off with eight (8) hours of pay.

8.2.56 Employees are eligible to use their floating holiday after six (6) months of employment. The department director may waive this six (6) month waiting period. The annual floating holiday does not carryover from one year to the next. It must be used in the calendar year earned or is forfeited. The floating holiday is not compensated in any form upon separation of employment. The City Manager shall have the discretion to designate a particular day during the year as the floating holiday for all eligible employees. The City Manager may take an advisory ballot of all the eligible employees to determine for that year whether the employees wish to leave the floating holiday to individual discretion or to consolidate the floating holiday for one particular citywide day off.

## ARTICLE IX GRIEVANCE PROCEDURE

9.1 Grievance Definition - A grievance is a complaint by a regular, full or part-time (non-trial period) employee or group of regular employees alleging a violation of a specific provision of this agreement. A complaint by an eligible employee regarding discipline that does not involve a loss of pay or monetary benefits may only be processed through Step 3 of the grievance procedure herein.

9.2 Grievance Procedure Steps - A grievance shall be handled in the following manner:

9.2.1 Step 1 - The aggrieved employee or group of employees shall present the grievance orally to the immediate supervisor within five (5) working days of its occurrence (or discovery of occurrence), not including the day of the occurrence. The supervisor shall give an oral reply within five (5) working days of the date of presentation of the grievance, not including the date of the presentation. If the grievance is resolved at Step 1, the supervisor shall prepare a memorandum to the grievant(s) setting forth the terms of the resolution. A copy of this memorandum should be sent to the Department Director and Personnel Director at the time it is

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sent to the grievant(s).

- 9.2.2 Step 2 - If the grievance is not settled at Step 1 it shall be: (1) reduced to writing, stating the specific section of this agreement that was allegedly violated and describing the remedy, adjustment, or other corrective action sought; (2) dated; (3) signed by the aggrieved employee or group of employees; and (4) presented to the Department Director within five (5) working days after the supervisor's oral reply is given, not including the day the answer is given. The Department Director shall reply in writing to the grievant(s) within five (5) working days of the date of the presentation of the written grievance, not including the day of the presentation. If the grievance is resolved at Step 2, the Department Director shall prepare a memorandum to the grievant(s) setting forth the terms of this resolution. The Personnel Director should be provided with a copy of this memorandum at the time it is sent to the grievant(s).
- 9.2.3 Step 3 - If the grievance is not settled at Step 2, the written grievance shall be presented, along with all pertinent correspondence and information to the City Manager within five working days after the Department Director's response is given, with a copy going to the Department Director. The City Manager may meet with the aggrieved employee or group of employees, the immediate supervisory personnel and the Department Director. The City Manager shall reply to the grievant(s) in writing within ten (10) working days of the date of presentation of the written grievance, not including the day of presentation.
- 9.2.4 Step 4 - If the grievance is not resolved by the City Manager, the grievance may, within fifteen (15) calendar days, be referred to a mediator. The Union or the City Manager shall forward a request to the executive director of the Public Employment Relations Commission (PERC) to assign a mediator from his or her staff. Upon designation of the mediator, the parties will make every attempt to schedule a date for mediation within fifteen (15) days.
- a. Proceedings before the mediator shall be confidential and informal in nature. No transcript or other official record of the mediation conference shall be made.
  - b. The mediator shall attempt to ensure that all necessary facts and considerations are revealed. The mediator shall have the authority to meet jointly and/or separately with the parties and gather such evidence as deemed necessary.
  - c. The mediator shall not have the authority to compel resolution of the grievance. If the mediator is successful in obtaining agreement between the parties, he/she shall reduce the grievance settlement to writing. Said settlement shall not constitute a precedent unless both parties so agree.
  - d. If mediation fails to settle the dispute, the mediator may not serve as an arbitrator in the same matter nor appear as a witness for either party. Nothing said or done in mediation may be referred to or introduced into evidence at any subsequent arbitration hearing.

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9.2.5 Step 5 - Arbitration Procedure. If a grievance concerning a violation of a specific provision of this Agreement which shall not include any disciplinary action is not settled in accordance with the foregoing procedures, the Union or Employer may refer the grievance to arbitration within thirty (30) calendar days after the completion of mediation or in the event mediation is bypassed, within thirty (30) calendars days after completion of Step 3. If the request for arbitration is not filed by the Union staff representative or the Employer within thirty (30) calendar days, the Union or Employer waives its right to pursue the grievance through the arbitration procedure. The City and the Union shall attempt to select a sole arbitrator by mutual agreement. In the event the parties are unable to agree upon an arbitrator, either party may request the Public Employment Relations Commission (PERC) to submit a panel of nine (9) arbitrators. Both the City representative and the Union representative shall have the right to strike four (4) names from the panel. The party striking the first name shall be determined by a flip of a coin. The other party shall then strike the next name and so on. The remaining person shall be the arbitrator. The arbitrator shall be notified of his/her selection by a joint letter from the Employer and the Union requesting that he/she set a time and place subject to the availability of the City and the Union representatives. The arbitrator shall have no right to amend, modify, ignore, add to, or subtract from the provisions of this agreement. He/she shall consider and decide only the specific issue submitted to him/her in writing by the City and the Union, and shall have no authority to make a decision on any other issue not submitted to him/her. The arbitrator shall submit his/her decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision shall be based solely upon his/her interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented. The decision of the arbitrator shall be final and binding.

9.2.6 Step 5 - Arbitration Procedure (Discipline involving loss of pay or monetary benefits). If a grievance concerning discipline involving loss of pay or monetary benefits is not settled in accordance with the foregoing procedures, the Union or Employer may refer the grievance to arbitration within thirty (30) calendar days after the completion of mediation or in the event mediation is bypassed, within thirty (30) calendars days after completion of Step 3. If the request for arbitration is not filed by the Union staff representative or the Employer within thirty (30) calendar days, the Union or Employer waives its right to pursue the grievance through the arbitration procedure.

A panel of three (3) arbitrators determined by the Employer and Union representatives starting with a panel of eleven (11) professionally recognized arbitrators selected by the Employer and the Union. The Employer will then delete four (4) names. The Union will then delete four (4) names. The remaining three (3) arbitrators become the panel from which the Employer shall select an arbitrator if necessary during the term of the Agreement. The arbitrator shall be notified of his/her selection by a joint letter from the Employer and the Union requesting that he/she set a time and place subject to the availability of the City and the Union representatives. The arbitrator's authority is limited to either accepting the position

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of the Employer or accepting the position of the Union. The arbitrator shall submit his/her decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision shall be based solely upon his/her interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented. The decision of the arbitrator shall be final and binding.

### 9.3 Special Provisions

- a. The cost of the arbitration shall be borne equally by the parties including the arbitrator's fees and expenses, room rental and cost of record.
- b. Each party shall bear the cost of the preparation and presentation of its own case, including but not limited to witness fees and attorney fees.
- c. The term "Employee" as used in this article shall mean an individual employee, a group of employees, and/or their Union representative.
- d. An aggrieved party shall be granted time off without loss of pay for the purpose of hearing on a grievance.
- e. A grievance may be entertained in, or advanced to, any step in the grievance procedure if the parties so jointly agree.
- f. The time limits within which action must be taken or a decision made as specified in this procedure may be extended by mutual written consent of the parties involved. A statement of the duration of such extension of time must be signed by both parties.
- g. Any grievance shall be considered settled at the completion of any step if the Employee is satisfied or deemed withdrawn if the matter is not appealed within the prescribed period of time.
- h. Grievance claims involving retroactive compensation shall be limited to one hundred twenty (120) days prior to the written submission of the grievance.

### 9.4 Election of Remedies - It is specifically and expressly understood and agreed that taking a grievance appeal to arbitration constitutes an election of remedies and a waiver of any and all rights by the appealing employee, the Union, and all persons it represents to litigate or otherwise contest the appealed subject matter in any court or other available forum. Likewise, litigation or other contest of the subject matter of the grievance in any court or other available forum shall constitute an election of remedies and a waiver of the right to arbitrate the matter.

#### 9.4.1 The Union, the appealing employee, and any other bargaining unit members do not have a right to bypass the arbitration provisions of this Agreement and resort to litigation or any other forum to appeal a grievance based on rights under this Agreement.

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### ARTICLE X    EQUIPMENT, UNIFORMS, AND TRAINING

- 10.1        Equipment - The Employer shall provide each employee safety equipment and protective clothing as required by the Employer for the performance of all essential job functions.
- 10.2        Uniforms - The Employer shall provide each employee a sufficient number of uniforms. The Employer shall also provide laundering services for all uniform items. Following initial uniform issue, replacement of uniform items shall be based on need. The Employer shall have the sole and final authority to determine when items need replacement.
- 10.2.1      The Employer, for 2014 shall provide each employee with a boot allowance of up to one hundred eighty dollars (\$180) to purchase work boots. The allowance shall increase by one hundred percent (100%) of Seattle CPI-U of June of the previous year for subsequent years. Boots replacement shall be based on need, with the Employer having the sole and final authority to determine when replacement is needed. The boot allowance amount shall apply each time a pair of boots is replaced.
- 10.3        Training - The Employer shall compensate employees to attend employer required training. Employer required training shall be paid at the employee's regular, straight-time hourly rate of pay unless otherwise required by the Fair Labor Standards Act. The Employer shall reimburse costs reasonably related to such training.
- 10.3.1      Reimbursement for training and other related expenses shall be in accordance with the Employer's policy.
- 10.3.2      The Employer shall not be required to compensate an employee for time spent by the employee outside of regular working hours for acquisition or maintenance of certifications required by county, state, or federal law.

### ARTICLE XI    HEALTH, WELFARE, and RETIREMENT

- 11.1        Medical Insurance - Regular full-time employees and regular part-time employees budgeted for thirty-two (3230) hours or more per week shall be eligible to participate in the City's medical insurance plans. Premiums shall be paid by the City on behalf of all full-time employees and on behalf of all part-time employees budgeted for thirty-two (3230) or more per week on a pro rata basis according to the following schedule:

- 1)        ~~Effective January 1, 2014 through December 31, 2014, the City will pay one-hundred percent (100%) of the employee's premium and pay ninety percent (90.0%) of the spouse and dependents' premiums for the following Association of Washington Cities Health Insurance Plans:~~

- ~~i. — Healthfirst Plan~~

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- ii. ~~High Deductible Health Plan~~
- iii.i. ~~Group Health Cooperative Copay Plan 2 - \$10.00 Copay~~

- 2) ~~Effective January 1, 2015 through December 31, 2015, the City will pay ninety-five percent (95%) of the eligible employee's premium and eighty-five percent (85%) of the spouse and dependents' premiums for the following Association of Washington Cities Health Insurance Plans:~~

- i. ~~Healthfirst Plan~~
- ii.i. ~~Group Health Cooperative Copay Plan 2 - \$10.00 Copay~~

- 31) ~~Effective January 1, 2016 through December 31, 2016, t~~The City will pay ninety percent (90%) of the employee's premium and eighty percent (80%) of the spouse and dependents' premiums for the following Association of Washington Cities Health Insurance Plans:

- i. Healthfirst Plan; changing to HealthFirst 250 at the earliest feasible date in 2017
- ii. ~~Group Health Cooperative Copay Plan 2 - \$10.00 Copay Plan;~~ changing to Kaiser Permanente \$200 Deductible Plan at the earliest feasible date in 2017

- 42) ~~Effective January 1, 2015, through December 31, 2016, t~~The City will pay one hundred percent (100%) of the eligible employee's premium and ninety percent (90%) of the spouse and dependents' premiums for the Association of Washington Cities High Deductible Health Plans with Regence and Kaiser Permanente.

- i. For employees who select a High Deductible Plan ~~for 2015 and 2016,~~ the City will provide a notional Health Reimbursement Arrangement (HRA) of one thousand five hundred dollars (\$1,500) for employee only coverage or three thousand dollars (\$3,000) for any family coverage. The City will fund the notional HRA by preloading a benefits debit card for each employee on an annual basis.
- ii. Once the deductible has been met, and the employee has paid the coinsurance costs of one thousand five hundred dollars (\$1,500) above any beyond the deductible for employee only coverage, or three thousand dollars (\$3,000) above and beyond the deductible for any family coverage, the City will pay any further coinsurance costs which apply to the employee's annual-out-of pocket limit.
- iii. The unused balance in the notional HRA will be rolled over into the employee's HRA VEBA account in April of the following year.

- 53) For those employees who select the HealthFirst 250 Plan or the Kaiser

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~~Permanente \$200 Deductible Plan, Group Health Copay Plan 2 (\$10 copay), the City will make the following contributions to the employee's provide a Health Reimbursement Arrangement (HRA VEBA account) with the following contributions made by the City.~~

- i. Employee only: five hundred eighty dollars (\$580)
- ii. Employee plus dependents one thousand one hundred thirty dollars (\$1,130)

~~The City will change from the current HRA provider and carry over any balance in the employees current HRA account to the new provider HRA VEBA account.~~

- 64) Should the City voluntarily agree to a higher HRA or HSA amount with any other group, the Union members covered by this agreement, shall receive the same amount(s). This provision shall not apply to any HRA or HSA amounts imposed on the Employer as a result of any arbitration or court decision.

11.2 Dental Insurance - For regular full-time employees and regular part-time employees whose positions are budgeted for thirty-two (3230) or more hours per week, the City shall pay each month one-hundred percent (100%) of the premium necessary for the purchase of employee coverage and dependent coverage under the Association of Washington Cities (AWC) Washington Dental Service Plan F and Plan II Orthodontia.

11.3 Vision Insurance - For regular full-time employees and regular part-time employees whose positions are budgeted for thirty-two (3230) or more hours per week, the City shall pay each month one-hundred percent (100%) of the premium necessary for the purchase of employee coverage and dependent coverage under the Association of Washington Cities (AWC) Vision Service Plan (VSP), Full Family \$25 Deductible.

11.4 Long-term Disability (LTD), Term Life, Accidental Death and Dismemberment (AD&D), and Survivor's Income Benefit (SIB) Insurance - As the City of Des Moines has withdrawn from the Social Security System, the Employer will provide a package of benefits that is intended to replicate the benefits that employees would be eligible for under Social Security. For regular full-time employees and regular part-time employees whose positions are budgeted for twenty-one (21) or more hours per week, the Employer shall pay each month one-hundred percent (100%) of the premium necessary for the purchase of employee coverage for LTD, Term Life, AD&D, and SIB coverage. The Employer will pay into the Social Security System for employees not eligible for these benefits.

- i. In addition to the current LTD SIB and Term Life Insurance (\$5,000 and \$10,000 AD&D) coverage the City provides, the City will contribute an additional point three five three percent (0.353%) for each employee, covered by the Teamsters

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Collective Bargaining Agreement, to their 457(a) account from the savings realized by the City from the LTD and SIB Programs.

- ii. The City will modify the terms of the 401(a) Social Security Replacement and 457 Deferred Compensation Plans it purchases from ICMARC to allow retired employees represented by the Union to annually withdraw, tax free, the maximum amount allowed by law to pay for health insurance premiums, when federal law or regulation is changed to allow such withdrawals.

11.5 Payment of Premiums - The Employer will pay premiums for the coverages described in this Article for eligible employees if the employee is on paid status during the first ten (10) working days of the month.

11.6 The Employer reserves the right to select other insurance plans and carriers or to self-insure to provide the benefits outlined in Article 11, provided that the benefits are comparable with those currently offered. The Teamsters agree to accept externally imposed benefit changes.

11.7 Public Employees Retirement System (PERS) - The Employer and eligible employees shall contribute to the PERS system as required by State law.

11.8 Social Security - The City of Des Moines does not participate in the Social Security System. In lieu of the retirement benefit of Social Security, the City has a 401(a) Defined Contribution Plan through the International City/County Management Associations Retirement Corporation (ICMA-RC). For regular full-time employees and regular part-time employees whose positions are budgeted for twenty-one (21) or more hours per week, the Employer shall contribute an amount equal to five percent (5%) of base pay and employees shall contribute an amount equal to six and two-tenths percent (6.2%) of base pay. Vesting of the City's share of the 401(a) plan is as follows: after two years of service - 25%, after three years of service - 50%, after four years of service - 75%, and after five years of service - 100%.

11.9 The Employer shall pay into the Labor and Industries system as required by law for all employees covered by this agreement.

11.10 Part 125 Plan - Effective January 1, 2008 through December 31, 2009, the City shall allow an employee to participate in a Part 125 Plan if he/she so desires.

11.11 ~~Teamsters Pension Plan - In the event employees elect to join the Teamsters Pension Plan, the City agrees to withhold from their salary each month the amount necessary for their participation in the plan and to remit such amounts to the Plan on a monthly basis provided administration costs are the only cost to the City.~~

(MOU signed 1-28-16)

Western Conference of Teamsters Pension Trust - On November 18, 2015, The

## VOTING DOCUMENT as of 6-13-17

Union held an election to determine whether the Public Works and Parks employees wanted to participate in the Western Conference of Teamsters Pension Trust. The Union certifies herein that such an election occurred and that bargaining unit members by majority vote determined that they wished to participate. Effective January 1, 2016, all bargaining unit members as recognized in the Collective Bargaining Agreement shall participate in the Western Conference of Teamsters Pension Trust Fund (the "Trust Fund"). Contributions shall be made for all bargaining unit members as recognized in the Collective Bargaining Agreement, based on the previous month's compensable hours, starting with compensable hours earned in January, 2016, and paid in the February, 2016 pay warrants. Said contributions shall be made by all bargaining unit members through a pre-tax payroll diversion from their monthly earnings for all compensable hours to the Trust Fund's "basic plan" in the manner set forth below. The "basic plan" for purposes of this Agreement means the Trust plan that does not include a Program for Early Retirement (PEER).

Notwithstanding any provision to the contrary that may be contained elsewhere within this Agreement, the Employer shall pay the Teamsters Pension contribution set forth within Section 11.1.2 on behalf of all regular employees performing bargaining unit work; and for purposes of this Section the bargaining unit shall be defined as follows:

All employees hired and/or performing work within the classifications of Appendix "A" shall be included within the scope of the bargaining unit. The scope of the bargaining unit shall exclude all employees of the Employer performing work historically known as "seasonal or summer work".

Specifically excluded from the unit shall be employees working on a seasonal basis that perform "seasonal or summer work" upon the Employer owned property regardless of the method compensated or the location of the work performed.

The scope of this Agreement shall not be expanded by the continuation of the practice of bargaining unit employees performing "seasonal or summer work" so assigned. Provided however the terms of this Agreement shall apply whenever bargaining unit employees perform non-bargaining unit "seasonal or summer work".

No person or third party beneficiary shall interpret this Agreement such that "seasonal or summer work" shall be considered bargaining unit work regardless of the similarity of work, tools, supervision, or other characteristic. The Union specifically and unequivocally disclaims any work performed by "seasonal or summer work" and confirms that such work is not bargaining unit work for the purpose of this section.

- 11.11.1 The total amount due to the Trust Fund for each monthly payroll period shall be remitted to the Administrator for the Trust Fund in a lump sum by the City on or before the 20th of each month for all compensated hours during the preceding month. The Employer shall abide by rules as may be established by the Trustees of said Trust Fund to facilitate the determination of the reporting and recording of the contribution amounts paid for all bargaining unit employees.

## VOTING DOCUMENT as of 6-13-17

11.11.2 The Employer shall pay one dollar and fifty cents (\$1.50) per hour into the Western Conference of Teamsters Pension Trust on account of each member of the bargaining unit for which each hour for which compensation was paid. The one dollar and fifty cents (\$1.50) per hour contribution will be through a payroll diversion on a pre-tax basis.

11.11.43 The pre-tax hourly diversions provided for in Section 11.11.2 may be increased by a majority vote of the affected classification. In the event this occurs the Employer and the Union will execute a Letter of Agreement modifying Section 11.11.2.

~~11.11.5 It is agreed that the above language will be incorporated and memorialized in the following Collective Bargaining Agreement.~~

### ARTICLE XII LABOR-MANAGEMENT CONFERENCE COMMITTEE

12.1 Labor-Management Conference Committee - The Employer and the Union shall establish a Joint Labor-Management Conference Committee which shall be comprised of participants from both the Employer and the Union. The function of the Committee shall be to meet periodically to discuss issues of general interest and/or concern, as opposed to individual complaints, for the purpose of establishing a harmonious working relationship between the employees, the Employer and the Union. It is not the purpose of the Committee to reopen collective bargaining negotiations or to change the terms of this Agreement. Either the Employer or the Union may request a meeting of the Committee. The party requesting the meeting shall do so in writing listing the issues they wish to discuss.

### ARTICLE XIII COMPENSATION

13.1 Base Wage - The classifications of work and monthly rates of pay for employees covered by this Agreement shall be set forth within Appendix "A" to this Agreement which by this reference shall be incorporated herein as if set forth in full.

13.2 Military Paid Leave of Absence - An employee who is a member of the reserves or any branch of the uniformed service, who is ordered to involuntary active duty by the United States government, thus requiring a leave of absence from his or her City position, and who has exhausted annual military leave as provided by RCW 38.40.060 will be granted a paid leave of absence from their City position at their regular base rate of pay less the amount of military pay to which they are entitled.

### ARTICLE XIV PERFORMANCE OF DUTY

14.1 Employees shall perform their assigned duties to the best of their abilities. The Union and the Employer agree that there shall be no strikes, walk outs, slow downs, stoppages of work, "sick outs", or any interference with the efficient operation of the departments.

### ARTICLE XV SAVINGS

## VOTING DOCUMENT as of 6-13-17

- 15.1 Should any provision of this Agreement be rendered invalid by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, such invalidation shall not invalidate the remaining portions of this Agreement, and the remaining portions shall remain in full force and effect.

### ARTICLE XVI SAFETY

- 16.1 Safety - The Employer agrees to provide a work environment that complies with all applicable state and federal laws to insure worker safety.
- 16.2 Drug and Alcohol Testing - The parties have agreed to implement the Department of Transportation requirements for CDL drug and alcohol testing and the City's Drug and Alcohol Testing Policy and Procedures.

### ARTICLE XVII EMPLOYEE RIGHTS

- 17.1 The Employer recognizes and agrees that employees covered by this Agreement are entitled to all rights and privileges accorded ordinary citizens under all applicable provisions of the United States and State Constitutions as well as the rights and privileges granted by any and all applicable laws and this Agreement. If a meeting is called for disciplinary action, and employee may request a Union Representative to be present.
- 17.2 Employees shall have the right to review their personnel file on break time, lunchtime, or leave status, and request in writing amendments of any statements in their file. Any Employer's decision regarding a proposed amendment shall be in writing. If amendment is refused, the employee shall be entitled to have a rebuttal statement placed in the file. All performance evaluations shall be reviewed with the employee before being included in their personnel file. Employees shall sign the evaluation as evidence that it has been reviewed with them. An employee's signature does not necessarily indicate agreement.

### ARTICLE XVIII SUBCONTRACTING

- 18.1 At least ninety (90) days prior to the implementation of contracting out to public or private agencies, the City shall meet with the Union to:
- 1) Provide the City's reasons and goals for contracting out or reassignment of the work,
  - 2) Discuss alternatives to contracting out or reassignment that would meet the City's goals, and
  - 3) If the implementation should result in a reduction of the workforce, bargain the impacts of such contracting out or reassignment.

### ARTICLE XIX COMPLETE AGREEMENT

- 19.1 All matters not specifically covered in this Agreement shall be deemed to have been raised and disposed of as if specifically covered herein. It is agreed that this document contains the full and complete agreement on all bargainable issues

## VOTING DOCUMENT as of 6-13-17

between the parties hereto and for all for whose benefit this Agreement is made, and no party shall be required during the term of this Agreement to negotiate or bargain upon any issue unless mutually agreed otherwise.

- 19.2 Any and all agreements, written and verbal, previously entered into between the parties hereto are mutually canceled and superseded by this Agreement.

### ARTICLE XX TERM OF AGREEMENT

- 20.1 This Agreement shall be effective ~~January 1, 2017, January 01, 2014~~ and shall remain in full force and effect through December 31, ~~2016~~2019. If a certain Article specified a different date, that date shall take precedent. Either party may upon written notice to the other no later than ninety (90) days prior to the expiration of the Agreement of their intent to meet and negotiate a successor agreement.
- 20.2 Notwithstanding the provisions of Section 20.1, this Agreement and all of its terms and provisions shall continue to remain in full force and effect during the course of negotiations on a new Labor Agreement until such time as the terms of a new Agreement have been reached or an impasse has been reached and declared by the Employer and/or the Union, whichever is the sooner; provided however, in no event shall an impasse be declared earlier than one (1) year following the expiration date of this Agreement.

### ARTICLE XXI MISCELLANEOUS

- 21.1 Deductions shall be made for tardiness in increments of fifteen (15) minutes with the major portion (eight (8) or more minutes) of each fifteen (15) minute increment being deducted as fifteen (15) minutes.
- 21.2 Should the Mayor, City Manager or a Designee close City Hall, due to inclement weather or related conditions and releases non-essential personnel on administrative leave during regular City Hall business hours, then the City shall add an equal amount of time to the vacation balances of each employee covered under this agreement who is assigned to work during the normal City Hall business hours while City Hall is closed.

- 21.3 Furloughs - The City reserves the right to negotiate furloughs in the event of significant budget shortfall as part of its efforts to preserve essential services and ensure the City's ongoing ability to meet its financial obligations. The City recognizes its obligation to provide notice to the Union and an opportunity to negotiate furloughs. The details of any furlough will be negotiated in good faith by the parties, including whether seniority may apply in a furlough and how furloughs or equivalent concessions are being implemented for other City employees (since it is not the City's intent to single out the Teamsters bargaining unit). Furloughs would only be implemented either by agreement between the parties or upon completion of negotiations and statutory impasse procedures pursuant to RCW 41.56. The concerns of the Union will be given good faith consideration by the City, including concerns as to equity with other City employees. The City will not fill work with extra contractors during a furlough period", as a bargaining note.

# VOTING DOCUMENT as of 6-13-17

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this \_\_\_\_\_ day  
of \_\_\_\_\_, ~~2014~~2017.

PUBLIC, PROFESSIONAL & OFFICE-  
CLERICAL EMPLOYEES AND DRIVERS  
LOCAL UNION NO. 763, affiliated with the  
International Brotherhood of Teamsters

CITY OF DES MOINES, WASHINGTON

By \_\_\_\_\_ By  
Scott A. Sullivan  
Secretary-Treasurer

~~Michael F. Matthias~~Anthony A. Piasecki  
City Manager

Date \_\_\_\_\_ Date \_\_\_\_\_

# **VOTING DOCUMENT as of 6-13-17**

## **APPENDIX "A"** to the **AGREEMENT** by and between **CITY OF DES MOINES, WASHINGTON** and **PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS** **LOCAL UNION NO. 763** (Representing the Public Works, Parks and Marina Employees)

January 01, ~~2014-2017~~ through December 31, ~~2016~~2019

THIS APPENDIX is supplemental to the AGREEMENT by and between the CITY OF DES MOINES, WASHINGTON, hereinafter referred to as the Employer, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

Retroactive pay increases provided under this Appendix, and for standby pay under Article 5.3.2, shall apply to all employees on the payroll at the time of Union ratification.

A.1 Effective January 1, 2014, the base wage rates in effect December 31, 2013, shall be increased by an amount equal to one hundred percent (100%) of the Seattle CPI-U for June 2012 to June 2013 [one point four percent (1.4%)], plus point five percent (0.5%) market adjustment, with a minimum of zero percent (0.0%). Effective January 1, 2017, the base wage rates in effect December 31, 2016, shall be increased by one and seven-tenths percent (1.7%), resulting in the following hourly rates:

| RANGE      | POSITION                                                                                                                                                 | A                                | B                                | C                                | D                                | E                                |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| <u>T11</u> | <u>Maintenance Worker I</u><br><u>Harbor Attendant I</u>                                                                                                 | <u>\$21.51</u>                   | <u>\$22.59</u>                   | <u>\$23.72</u>                   | <u>\$24.91</u>                   | <u>\$26.15</u>                   |
| <u>T15</u> | <u>Maintenance Worker II</u><br><u>Harbor Attendant II</u>                                                                                               | <u>\$4,079</u><br><u>\$25.17</u> | <u>\$4,283</u><br><u>\$26.42</u> | <u>\$4,497</u><br><u>\$27.74</u> | <u>\$4,722</u><br><u>\$29.13</u> | <u>\$4,958</u><br><u>\$30.58</u> |
| <u>T16</u> | <u>Traffic Control Specialist</u><br><u>Marina Environmental Operations</u><br><u>Specialist</u><br><u>Surface Water Management</u><br><u>Specialist</u> | <u>\$26.18</u><br><u>\$4,242</u> | <u>\$27.48</u><br><u>\$4,454</u> | <u>\$28.86</u><br><u>\$4,677</u> | <u>\$30.30</u><br><u>\$4,911</u> | <u>\$31.82</u><br><u>\$5,157</u> |
| <u>T17</u> | <u>Facilities Worker</u>                                                                                                                                 | <u>\$27.22</u><br><u>\$4,412</u> | <u>\$28.58</u><br><u>\$4,633</u> | <u>\$30.01</u><br><u>\$4,865</u> | <u>\$31.51</u><br><u>\$5,108</u> | <u>\$33.09</u><br><u>\$5,363</u> |
| <u>T18</u> | <u>Sr. Maintenance Worker (Lead)</u>                                                                                                                     | <u>\$28.31</u><br><u>\$4,588</u> | <u>\$29.72</u><br><u>\$4,817</u> | <u>\$31.21</u><br><u>\$5,058</u> | <u>\$32.78</u><br><u>\$5,311</u> | <u>\$34.41</u><br><u>\$5,577</u> |

The entry-level pay range of T11 is added such that new hires will be automatically advanced to the T15 range after meeting the requirements for the position, to include three years of experience.

## VOTING DOCUMENT as of 6-13-17

~~A.2 Effective January 1, 2015, the base wage rates in effect December 31, 2014, shall be increased by an amount equal to one hundred percent (100%) of the Seattle CPI-U for June 2013 to June 2014 [two percent (2.0%)], plus point five percent (0.5%) market adjustment, with a minimum of zero percent (0.0%).~~

| RANGE | POSITION                               | A       | B       | C       | D       | E       |
|-------|----------------------------------------|---------|---------|---------|---------|---------|
| T15   | Maintenance Worker<br>Harbor Attendant | \$4,181 | \$4,390 | \$4,610 | \$4,841 | \$5,083 |
| T16   | Traffic Control<br>Specialist          | \$4,348 | \$4,565 | \$4,793 | \$5,033 | \$5,285 |
| T17   | Facilities Worker                      | \$4,522 | \$4,748 | \$4,985 | \$5,234 | \$5,496 |
| T18   | Sr. Maintenance<br>Worker (Lead)       | \$4,703 | \$4,938 | \$5,185 | \$5,444 | \$5,716 |

~~A.32 Effective January 1, 2016, the base wage rates in effect December 31, 2015, shall be increased by an amount equal to one hundred percent (100%) of the Seattle CPI-U for June 2014 to June 2015 [TBD], plus one percent (1.0%) market adjustment, with a minimum of zero percent (0.0%).~~

Effective January 1, 2018, the base wage rates shall be increased by an amount equal to one hundred percent (100%) of the Seattle CPI-U for June 2016 to June 2017, with a minimum increase of one percent (1.0%) and a maximum increase of one and nine-tenths percent (1.9%).

A.3 Effective January 1, 2019, the base wage rates shall be increased by an amount equal to one hundred percent (100%) of the Seattle CPI-U for June 2017 to June 2018, with a minimum increase of one percent (1.0%) and a maximum increase of one and nine-tenths percent (1.9%).

A.4 The rates of pay provided for in APPENDIX "A" of this Agreement are contract minimums. Nothing herein shall prohibit the Employer from paying an employee in excess of the minimum amounts.

PUBLIC, PROFESSIONAL & OFFICE-  
CLERICAL EMPLOYEES AND DRIVERS  
LOCAL UNION NO. 763, affiliated with the  
International Brotherhood of Teamsters

CITY OF DES MOINES, WASHINGTON

By \_\_\_\_\_  
Scott A. Sullivan  
Secretary-Treasurer

By \_\_\_\_\_  
~~Michael F. Matthias~~Anthony A. Piasecki  
City Manager

Date \_\_\_\_\_

Date \_\_\_\_\_

**VOTING DOCUMENT as of 6-13-17**

APPENDIX "B"  
to the  
AGREEMENT  
by and between  
CITY OF DES MOINES, WASHINGTON  
and  
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS  
LOCAL UNION NO. 763  
(Representing the Public Works, Parks and Marina Employees)

January 01, 2017 through December 31, 2019

THIS APPENDIX is supplemental to the AGREEMENT by and between the CITY OF DES MOINES, WASHINGTON, hereinafter referred to as the Employer, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

- B.1      During the term of this Agreement the parties have agreed in Article 8.1 to reduce the Vacation Carryover Maximums to two hundred and forty (240) hours for all employees. All employees who are in excess of two hundred and forty (240) hours shall make a good faith effort to reduce their vacation bank down to the new maximum of two hundred and forty (240) hours by December 31, 2019.
- B.2      Current employees, Richard Stites and Patrick Wolfrom, shall be cashed out of any vacation in excess of two hundred and forty (240) hours on December 31, 2019, should they not make it below the two hundred and forty (240) hour threshold.

PUBLIC, PROFESSIONAL & OFFICE-  
CLERICAL EMPLOYEES AND DRIVERS  
LOCAL UNION NO. 763, affiliated with the  
International Brotherhood of Teamsters

CITY OF DES MOINES, WASHINGTON

By

\_\_\_\_\_  
 Scott A. Sullivan  
 Secretary-Treasurer

By

\_\_\_\_\_  
 Michael F. Matthias  
 City Manager

Date

\_\_\_\_\_

Date

\_\_\_\_\_

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## A G E N D A   I T E M

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

**SUBJECT:** Public Hearing  
Transportation Improvement Plan  
(2018-2037)

**ATTACHMENTS:**

1. Draft Resolution No. 17-051

**FOR AGENDA OF:** June 22, 2017

**DEPT. OF ORIGIN:** Public Works

**DATE SUBMITTED:** June 12, 2017

**CLEARANCES:**

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

**CHIEF OPERATIONS OFFICER:** DSB

- ☒ Legal TG
- ☒ Finance DM
- ☐ Courts N/A
- ☐ Police N/A

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

**Purpose and Recommendation**

The purpose of this public hearing is to provide an update to the City's Transportation Improvement Plan (TIP) and for the City Council to approve Draft Resolution No. 17-051 (Attachment 1) adopting the proposed Transportation Improvement Plan for the City of Des Moines for the years 2018-2037.

**Suggested Motion**

**Motion 1:** "I move to approve Draft Resolution No. 17-051 adopting the 2018-2037 Transportation Improvement Plan for the City of Des Moines."

## **Background**

Each year the City of Des Moines, and all cities and counties in Washington State submit a Transportation Improvement Plan (TIP) to the State as required by RCW 35.77.010. This document is useful for agencies to plan and prioritize transportation system improvements while also provide a consistent process for interagency coordination to identify need and funding requirements on a regional and statewide basis.

The City of Des Moines' TIP (Attachment 1) is a long range, 20-year, transportation plan that identifies motorized and non-motorized needs that are not financially constrained. Each project is listed along with a brief description of the proposed improvements. Proposed project schedules and preliminary level cost estimates identify strategic project planning. The costs are broken down into three categories: Engineering (PE), Right-of-Way acquisition (RW), and Construction (CN) which are consistent with State and regional project programming designations.

The plan is derived from the City's Comprehensive Transportation Plan (CTP) and is a list of prioritized projects based primarily on:

- CTP (Safety, capacity, non-motorized, and transit needs).
- Analysis of existing system (Traffic engineering studies, citizen input, etc.).
- Interagency Coordination (Franchise Utility, SeaTac, Sound Transit, etc.).

The TIP is utilized to:

- Fulfill reporting requirements by State Law (RCW 35.77.010) by July 31<sup>st</sup>.
- Direct the development of the 6-year Capital Improvement Plan (CIP).
- Provide coordination between franchise utilities and neighboring agencies.
- Fulfill reporting to the Washington State Department of Transportation (WSDOT) and the Puget Sound Regional Council (PSRC) in order to pursue loan and grant opportunities.

The completed TIP is sent to utility companies as well as adjacent cities for their information, and for project coordination planning. Some cities choose to list high priorities projects that are not within their city limits, or projects that will be managed by other agencies. The City of Des Moines Comprehensive Transportation Plan (CTP) lists projects that are outside of its boundaries.

## **Discussion**

Staff updated the previous TIP (2017-2036) with the most current project funding information and expenditure schedule, and is forwarding this Draft 2018-2037 TIP to the full Council for public hearing and approval.

The PS&T Committee was provided a copy of the proposed TIP via memorandum on May 17<sup>th</sup>, 2017 and during the PS&T meeting June 1<sup>st</sup>, 2017.

Changes within the Draft 2018-2037 TIP from previous years include:

- Priority 2 – Traffic Signal Program
  - **Remove** from TIP as signal controller replacements are complete and now considered a maintenance item.
- Priority 3 – Des Moines Memorial Drive & S. 200<sup>th</sup> St.
  - **Reprioritize** to Priority 14

- Priority 4 – 24<sup>th</sup> Ave S./28<sup>th</sup> Ave. S. Road Improvement
  - **Remove** from TIP as this project will be completed in 2017.
- Priority 31 – S. 216<sup>th</sup> St. Improvement Project (Segment 3)
  - **Reprioritize** to Priority 4 as this project has obtained TIB grant funding.
- New Project – Midway 24<sup>th</sup> Ave Sidewalk
  - **Add Propose** Priority 5
- Priority 7 – Guardrail Program
  - **Reprioritize** to Priority 11
- Priority 21 – Redondo Area Parking Management Project
  - **Reprioritize** to Priority 15 which will ultimately help fund the Redondo Street Lights project (Proposed Priority 19).
- Priority 15 – Barnes Creek Trail
  - **Reprioritize** by Project Segment
    - Priority 10 – Barnes Creek Trail – South Segment
    - Priority 16 – Barnes Creek Trail – North Segment
    - Priority 17 – Barnes Creek Trail – Central Segment
- Priority 14 – Redondo Area Street Lights
  - **Reprioritize** to Priority 19
- Priority 20 – Downtown Des Moines Improvements
  - **Modify** – Description to include 222<sup>nd</sup> cul-de-sac street improvements
- New Project – Redondo Beach Drive – Seawall Pile Corrosion Project
  - **Add Propose** Priority 24
- Priority 61 – Dock Street Bike Lanes
  - **Remove** from TIP as Dock Street will cease to be a thru route on the Marina floor with the implementation of paid parking.
- New Project – Marina Bike Connection
  - **Add Propose** Priority 61

### **Alternatives**

The Council can choose to make various changes to the TIP; projects can be moved to different years, added to or taken off the TIP, and priority numbers can be changed.

The City is required to file an adopted plan with the Secretary of Transportation no later than July 31<sup>st</sup>, 2017.

### **Financial Impact**

Although this plan does not commit the City to any expenditures, it does allow the City to make application for many types of grants or other sources of funds. Frequently, project loans or grants require that individual projects be on a plan adopted by the City Council. Furthermore, projects using Federal funding are specifically required to be identified on the City's TIP.

### **Recommendation**

Staff recommends adoption of the motion.

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**CITY ATTORNEY'S FIRST DRAFT 06/22/2017****DRAFT RESOLUTION NO. 17-051**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON,** adopting a Transportation Improvement Plan for the City of Des Moines for the years 2018 through 2037.

**WHEREAS,** in accordance with the provisions of RCW 35.77.010, a public hearing was held on \_\_\_\_\_, 2017 by the Des Moines City Council to consider the adoption of a Transportation Improvement Plan, and all persons wishing to be heard were heard, and

**WHEREAS,** based on the information presented at such public hearing the City Council finds it to be in the public interest to adopt the Transportation Improvement Plan attached to this Resolution; now therefore,

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

**Sec. 1.** The City Council adopts the Transportation Improvement Plan for the City of Des Moines for the years 2018 through 2037, which is attached to this Resolution as Attachment "A" and by this reference incorporated herein.

**Sec. 2.** The program adopted by this Resolution shall be reviewed annually at a public hearing, at which time such program may be amended, revised, or extended.

**Sec. 3.** The City Clerk is directed to file two certified copies of this Resolution and Exhibit with the Washington State Department of Transportation (WSDOT), Olympia, Washington, within thirty (30) days of the date of adoption of this Resolution.

**ADOPTED BY** the City Council of the City of Des Moines, Washington this \_\_\_\_\_ day of \_\_\_\_\_, 2017 and signed in authentication thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

---

M A Y O R

APPROVED AS TO FORM:

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City Attorney

ATTEST:

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City Clerk

## ATTACHMENT A

## Transportation Improvement Plan

Agency: City of Des Moines, WA  
 County No: 17 County Name: King County  
 City No: 0325 MPO/RTPO: PSRC

From: 2018 To: 2037  
 Hearing Date: 06/22/17 Adoption Date: \_\_\_\_\_  
 Amend Date: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

| Proposed Priority No. | City Project Number | Project Identification                                                                                                                                                                                                                                                 | Project Phase  | Project Cost in Thousands of Dollars |             |                    |                    | Local Agency Expenditure Schedule (Year) |           |           |            |            |             |
|-----------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------|-------------|--------------------|--------------------|------------------------------------------|-----------|-----------|------------|------------|-------------|
|                       |                     |                                                                                                                                                                                                                                                                        |                | Fund Source                          |             |                    |                    | 2018                                     | 2019      | 2020      | 2021-2023  | 2024-2027  | 2028-2037   |
|                       |                     |                                                                                                                                                                                                                                                                        |                | Federal Funds                        | State Funds | Local Funds        | Total Funds        |                                          |           |           |            |            |             |
| 1                     | PRES -1.0           | <b>Pavement Preservation Program</b><br>Citywide<br><br>Maintain and preserve the City's roadway surfaces through pavement rehabilitation measures such as overlays/patching, crack sealing and other preventative maintenance measures.                               | PE<br>RW<br>CN |                                      |             | 380<br>17400       | 380<br>17400       | 20<br>1200                               | 20<br>900 | 20<br>900 | 60<br>2700 | 60<br>2700 | 200<br>9000 |
|                       |                     |                                                                                                                                                                                                                                                                        |                | 0                                    | 0           | 17780              | 17780              | 1220                                     | 920       | 920       | 2760       | 2760       | 9200        |
| 2                     | TRAF -5.0           | <b>Traffic Safety Improvement Program (ASE)</b><br>Citywide<br><br>Respond to capital needs associated with traffic and pedestrian safety. These funds would be primarily focused on capital projects near existing schools and other traffic safety related concerns. | PE<br>RW<br>CN |                                      |             | 128<br>835         | 128<br>835         | 10<br>210                                | 8<br>100  | 8<br>100  | 18<br>75   | 24<br>100  | 60<br>250   |
|                       |                     |                                                                                                                                                                                                                                                                        |                | 0                                    | 0           | 963                | 963                | 220                                      | 108       | 108       | 93         | 124        | 310         |
| 3                     | PRES -5.0           | <b>Sidewalk/ADA Compliance Program</b><br>Citywide<br><br>Installation of pedestrian improvements.                                                                                                                                                                     | PE<br>RW<br>CN |                                      |             | 40<br>360          | 40<br>360          | 2<br>18                                  | 2<br>18   | 2<br>18   | 6<br>54    | 8<br>72    | 20<br>180   |
|                       |                     |                                                                                                                                                                                                                                                                        |                | 0                                    | 0           | 400                | 400                | 20                                       | 20        | 20        | 60         | 80         | 200         |
| 4                     | TIF-1.3             | <b>S. 216th St. Improvement Project (Segment 3)</b><br>South 216th Street<br><br>from: 18th Ave. S. to: 11th Ave. S.<br>Widen to provide center turn lane, bike lanes, curb, gutter & sidewalks. Partially funded through development.                                 | PE<br>RW<br>CN |                                      | 84<br>2737  | 46<br>2364         | 0<br>130<br>5101   | 130                                      | 5101      |           |            |            |             |
|                       |                     |                                                                                                                                                                                                                                                                        |                | 0                                    | 2821        | 2410               | 5231               | 130                                      | 5101      | 0         | 0          | 0          | 0           |
| 5                     | TIF-3.0             | <b>Midway 24th Ave Sidewalk</b><br>24th Avenue South<br><br>from: S. 224th Street to: South 227th Street<br>Install sidewalks on east side of roadway between S 224th St and S 226th St. in conjunction with SWM's 24th Ave Pipeline Replacement                       | PE<br>RW<br>CN |                                      |             | 10<br>293          | 0<br>10<br>293     | 10<br>293                                |           |           |            |            |             |
|                       |                     |                                                                                                                                                                                                                                                                        |                | 0                                    | 0           | 303                | 303                | 303                                      | 0         | 0         | 0          | 0          | 0           |
| 6                     | S-25.0              | <b>Sound Transit - Link Light Rail</b><br><br>from: S. 216th St to: S. 272nd St.<br>Coordination on Link Light Rail Alignment                                                                                                                                          | PE<br>RW<br>CN |                                      |             | 210<br>120         | 210<br>0<br>120    | 30<br>60                                 | 30<br>60  | 30<br>60  | 60<br>60   | 60<br>60   |             |
|                       |                     |                                                                                                                                                                                                                                                                        |                | 0                                    | 0           | 330                | 330                | 30                                       | 30        | 30        | 120        | 120        | 0           |
| 7                     | TIF-14.0            | <b>Marine View Dr. and S. 240th St.</b><br>Intersection Project<br><br>from: to:<br>Reconstruct roadway to improve horizontal alignment. Provide pedestrian facilities, and widen approaches. Install roundabout or traffic signal if warranted.                       | PE<br>RW<br>CN |                                      |             | 165<br>100<br>1900 | 165<br>100<br>1900 | 165<br>100                               | 1900      |           |            |            |             |
|                       |                     |                                                                                                                                                                                                                                                                        |                | 0                                    | 0           | 2165               | 2165               | 265                                      | 1900      | 0         | 0          | 0          | 0           |

## ATTACHMENT A

## Transportation Improvement Plan

Agency: City of Des Moines, WA  
 County No. 17 County Name: King County  
 City No.: 0325 MPO/RTPO: PSRC

From: 2018 To: 2037  
 Hearing Date: 06/22/17 Adoption Date: \_\_\_\_\_  
 Amend Date: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

| Proposed Priority No | City Project Number | Project Identification                                                                                                                                                                                                                                                                                                        | Project Phase  | Project Cost in Thousands of Dollars |                    |                   |                    | Local Agency Expenditure Schedule (Year) |           |           |             |           |             |
|----------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------|--------------------|-------------------|--------------------|------------------------------------------|-----------|-----------|-------------|-----------|-------------|
|                      |                     |                                                                                                                                                                                                                                                                                                                               |                | Fund Source                          |                    |                   |                    | 2018                                     | 2019      | 2020      | 2021-2023   | 2024-2027 | 2028-2037   |
|                      |                     |                                                                                                                                                                                                                                                                                                                               |                | Federal Funds                        | State Funds        | Local Funds       | Total Funds        |                                          |           |           |             |           |             |
| 8                    | S-21 2              | <b>South 240th St. Improvements (Segment 2)</b><br>South 240th Street<br>from: 16th Ave. S. to: Marine View Drive<br>Reconstruct roadway including two travel lanes, bicycle lanes, curb, gutter and sidewalks.                                                                                                               | PE<br>RW<br>CN |                                      | 180<br>40<br>3532  | 55<br>10<br>883   | 235<br>50<br>4415  |                                          |           | 235<br>50 | 4415        |           |             |
|                      |                     |                                                                                                                                                                                                                                                                                                                               |                | 0                                    | 3752               | 948               | 4700               | 0                                        | 0         | 285       | 4415        | 0         | 0           |
| 9                    | S-21 1              | <b>South 240th St. Improvements (Segment 1)</b><br>South 240th Street<br>from: East City Limits to: 16th Ave. S<br>Reconstruct roadway including two travel lanes, bicycle lanes, curb, gutter and sidewalks.                                                                                                                 | PE<br>RW<br>CN |                                      | 200<br>150<br>4600 | 100<br>50<br>1200 | 300<br>200<br>5800 |                                          |           | 300       | 200<br>5800 |           |             |
|                      |                     |                                                                                                                                                                                                                                                                                                                               |                | 0                                    | 4950               | 1350              | 6300               | 0                                        | 0         | 300       | 6000        | 0         | 0           |
| 10                   | TRAIL-2.0           | <b>Barnes Creek Trail - South Segment</b><br>from: Kent-Des Moines Road to: Highline College<br>Construct shared use path/trail along the west side of 16th Ave S and north side of S 240th Street                                                                                                                            | PE<br>RW<br>CN |                                      |                    | 50<br>57<br>1400  | 50<br>230<br>3700  | 30                                       | 50<br>200 |           |             |           |             |
|                      |                     |                                                                                                                                                                                                                                                                                                                               |                | 2473                                 | 0                  | 1507              | 3980               | 30                                       | 250       | 3700      | 0           | 0         | 0           |
| 11                   | TRAF.-4.0           | <b>Guardrail Program</b><br>Citywide<br>Install new guardrail and upgrade existing installations                                                                                                                                                                                                                              | PE<br>RW<br>CN |                                      |                    | 20<br>250         | 20<br>0<br>250     | 2                                        |           | 2         | 2           | 4         | 10          |
|                      |                     |                                                                                                                                                                                                                                                                                                                               |                | 0                                    | 0                  | 270               | 270                | 25                                       | 0         | 25        | 25          | 70        | 125         |
| 12                   | S-5.0               | <b>S. 223rd/Cliff Ave Street Improvement</b><br>Cliff Ave/South 223rd Street<br>from: Cliff Ave to: 24th Ave. S.<br>Reconstruct to neighborhood collector standards incl. bike lanes, curbs, gutters and sidewalks. Improve sight distance. Provide pedestrian connection to Marina from 223rd/Cliff                          | PE<br>RW<br>CN |                                      | 300<br>4000        | 200<br>4000       | 500<br>0<br>8000   |                                          |           |           |             |           | 500<br>8000 |
|                      |                     |                                                                                                                                                                                                                                                                                                                               |                | 0                                    | 4300               | 4200              | 8500               | 0                                        | 0         | 0         | 0           | 0         | 8500        |
| 13                   | PRNIP-S2.0          | <b>S. 224th St. Improvements</b><br>Pacific Ridge NIP S2<br>from: Pacific Highway South to: 30th Ave S.<br>Reconstruct roadway Complete curb, gutter, and sidewalk improvements                                                                                                                                               | PE<br>RW<br>CN |                                      |                    | 113<br>35<br>458  | 113<br>35<br>458   | 113<br>35<br>458                         |           |           |             |           |             |
|                      |                     |                                                                                                                                                                                                                                                                                                                               |                | 0                                    | 0                  | 606               | 606                | 606                                      | 0         | 0         | 0           | 0         | 0           |
| 14                   | TIF-10.0            | <b>Des Moines Memorial Drive &amp; S. 200th St.</b><br>Intersection Improvements<br>from: DMMD to: S. 200th St.<br>Widen to provide left turn lanes on all legs, and right turn lane on east leg. Rebuild traffic signal and provide channelization improvements. The improvements would be done in partnership with Sea Tac. | PE<br>RW<br>CN |                                      | 150<br>80<br>920   | 50<br>20<br>280   | 200<br>100<br>1200 |                                          |           |           | 200<br>100  | 1200      |             |
|                      |                     |                                                                                                                                                                                                                                                                                                                               |                | 0                                    | 1150               | 350               | 1500               | 0                                        | 0         | 0         | 300         | 1200      | 0           |

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From: 2018 To: 2037  
 Hearing Date: 06/22/17 Adoption Date: \_\_\_\_\_  
 Amend Date: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

| Proposed Priority No. | City Project Number | Project Identification                                                                                                                                                                                                                                                                                                                   | Project Phase  | Project Cost in Thousands of Dollars |                    |                  |                    | Local Agency Expenditure Schedule (Year) |      |          |                   |                    |           |
|-----------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------|--------------------|------------------|--------------------|------------------------------------------|------|----------|-------------------|--------------------|-----------|
|                       |                     |                                                                                                                                                                                                                                                                                                                                          |                | Fund Source                          |                    |                  |                    | 2018                                     | 2019 | 2020     | 2021-2023         | 2024-2027          | 2028-2037 |
|                       |                     |                                                                                                                                                                                                                                                                                                                                          |                | Federal Funds                        | State Funds        | Local Funds      | Total Funds        |                                          |      |          |                   |                    |           |
| 15                    | TRAF-8.0            | <b>Redondo Area Parking Management Project</b><br>Redondo Area<br><br>Installation of parking management system on South 282nd, Redondo Way, and portions of Soundview Dr                                                                                                                                                                | PE<br>RW<br>CN |                                      |                    | 25<br>125        | 25<br>125          | 25<br>125                                |      |          |                   |                    |           |
|                       |                     |                                                                                                                                                                                                                                                                                                                                          |                | 0                                    | 0                  | 150              | 150                | 150                                      | 0    | 0        | 0                 | 0                  | 0         |
| 16                    | TRAIL-2.0           | <b>Barnes Creek Trail - North Segment</b><br>Following SR 509 Right-of-Way<br><br>from: S 216th Street to: S 223rd Street<br>Construct shared use path/trail along old SR509 ROW.                                                                                                                                                        | PE<br>RW<br>CN | 130<br>2800                          |                    | 50<br>20<br>500  | 50<br>150<br>3300  |                                          |      |          | 50<br>150<br>3300 |                    |           |
|                       |                     |                                                                                                                                                                                                                                                                                                                                          |                | 2930                                 | 0                  | 570              | 3500               | 0                                        | 0    | 0        | 3500              | 0                  | 0         |
| 17                    | TRAIL-2.0           | <b>Barnes Creek Trail - Central Segment</b><br>Following SR 509 Right-of-Way<br><br>from: S 223rd Street to: 16th Ave S<br>Construct shared use path/trail along old SR509 ROW and South side of Kent-Des Moines Road                                                                                                                    | PE<br>RW<br>CN | 85<br>3460                           |                    | 200<br>15<br>540 | 200<br>100<br>4000 |                                          |      |          |                   | 200<br>100<br>4000 |           |
|                       |                     |                                                                                                                                                                                                                                                                                                                                          |                | 3545                                 | 0                  | 755              | 4300               | 0                                        | 0    | 0        | 0                 | 4300               | 0         |
| 18                    | S-29.0              | <b>South 236th Lane</b><br>South 236th Lane<br><br>from: SR-99 to: Highline College<br>Expand roadway for eastbound travel as well as sidewalk, curb, and gutter on both sides, work with Kent on SR-99/236th Ln traffic signal. (Developed by others)                                                                                   | PE<br>RW<br>CN |                                      | 200<br>200<br>1800 |                  | 200<br>200<br>1800 |                                          | 200  | 200      | 1800              |                    |           |
|                       |                     |                                                                                                                                                                                                                                                                                                                                          |                | 0                                    | 2200               | 0                | 2200               | 0                                        | 200  | 200      | 1800              | 0                  | 0         |
| 19                    | TRAF-7.0            | <b>Redondo Area Street Lights</b><br>Neighborhood streets in the lower Redondo area<br><br>from: S 281st St to: South City Limits<br>Install conduit and street lighting in local road areas currently without lighting                                                                                                                  | PE<br>RW<br>CN |                                      |                    | 10<br>60         | 10<br>60           |                                          |      | 10<br>60 |                   |                    |           |
|                       |                     |                                                                                                                                                                                                                                                                                                                                          |                | 0                                    | 0                  | 70               | 70                 | 0                                        | 0    | 70       | 0                 | 0                  | 0         |
| 20                    | S-24.0              | <b>Downtown Des Moines Improvements</b><br><br>from: S. 227th/220&223 to: 6th/8th<br>Provide sidewalks 6th Ave. S. & side streets from S.227th to S.220th/8th Ave S (west side) & side streets and alleys from S 227th to S.223rd. May include street & water distribution upgrades. May include S 222nd cul-de-sac roadway improvements | PE<br>RW<br>CN |                                      |                    | 700<br>3500      | 700<br>3500<br>0   |                                          |      |          |                   | 700<br>3500        |           |
|                       |                     |                                                                                                                                                                                                                                                                                                                                          |                | 0                                    | 0                  | 4200             | 4200               | 0                                        | 0    | 0        | 0                 | 4200               | 0         |
| 21                    | TIF-20.0            | <b>Marine View Dr. ITS Project</b><br><br>from: Kent-Des Moines Road to: DMMD<br>Coordinate and optimize signal timing by installing fiber optic signal communications.                                                                                                                                                                  | PE<br>RW<br>CN |                                      |                    | 10<br>110        | 10<br>210          |                                          |      |          | 10<br>210         |                    |           |
|                       |                     |                                                                                                                                                                                                                                                                                                                                          |                | 0                                    | 110                | 110              | 220                | 0                                        | 0    | 0        | 220               | 0                  | 0         |

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## Transportation Improvement Plan

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From: 2018 To: 2037  
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| Proposed Priority No | City Project Number | Project Identification                                                                                                                                                                                                                                                                                                                                | Project Phase  | Project Cost in Thousands of Dollars |             |                    |                    | Local Agency Expenditure Schedule (Year) |      |          |                    |            |           |
|----------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------|-------------|--------------------|--------------------|------------------------------------------|------|----------|--------------------|------------|-----------|
|                      |                     |                                                                                                                                                                                                                                                                                                                                                       |                | Fund Source                          |             |                    |                    | 2018                                     | 2019 | 2020     | 2021-2023          | 2024-2027  | 2028-2037 |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                       |                | Federal Funds                        | State Funds | Local Funds        | Total Funds        |                                          |      |          |                    |            |           |
| 22                   | ITS-1.0             | <b>Traffic Management Center (TMC)</b><br>Citywide/Public Works - Engineering<br><br>Continue to improve communication and coordination with WSDOT and King County Traffic Management Centers. Implement Citywide ITS program.                                                                                                                        | PE<br>RW<br>CN |                                      |             | 10<br>0<br>50      | 10<br>0<br>50      |                                          |      | 10<br>50 |                    |            |           |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                       |                | 0                                    | 0           | 60                 | 60                 | 0                                        | 0    | 60       | 0                  | 0          | 0         |
| 23                   | TRAF -6.0           | <b>Wayfinding Signs</b><br>Citywide<br><br>Install wayfinding signing throughout the City                                                                                                                                                                                                                                                             | PE<br>RW<br>CN |                                      | 20<br>100   | 10<br>20           | 30<br>120          |                                          |      |          | 30<br>120          |            |           |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                       |                | 0                                    | 120         | 30                 | 150                | 0                                        | 0    | 0        | 150                | 0          | 0         |
| 24                   | TRAF-8.0            | <b>Redondo Beach Drive - Seawall Pile Corrosion Project</b><br><br>from: S 283rd Street to: Redondo Shores Dr. S<br>Corrosion protection for seawall H-Piles.                                                                                                                                                                                         | PE<br>RW<br>CN |                                      |             | 30<br>300          | 30<br>300          |                                          |      |          |                    | 30<br>150  | 150       |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                       |                | 0                                    | 0           | 330                | 330                | 0                                        | 0    | 0        | 0                  | 180        | 150       |
| 25                   | S-8.0               | <b>Redondo Way Sidewalk Project</b><br>Redondo Way South<br><br>from: Redondo Beach Dr. to: East of Sound View Drive<br>Install curb, gutter, & sidewalk on north side of Redondo Way between Redondo Beach Drive and Sound View Drive                                                                                                                | PE<br>RW<br>CN |                                      |             | 100<br>1000        | 100<br>1000        |                                          |      |          | 25<br>1000         | 75<br>1000 |           |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                       |                | 0                                    | 0           | 1100               | 1100               | 0                                        | 0    | 0        | 25                 | 1075       | 0         |
| 26                   | PL-4.0              | <b>Parking Management Plan</b><br>Highline College Area<br><br>from: to:<br>Develop a parking management plan strategy and apply program and actions.                                                                                                                                                                                                 | PE<br>RW<br>CN |                                      |             | 100<br>0<br>0      | 100<br>0<br>0      |                                          |      | 50       | 50                 |            |           |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                       |                | 0                                    | 0           | 100                | 100                | 0                                        | 0    | 50       | 50                 | 0          | 0         |
| 27                   | TIF-7.1             | <b>16th Ave. S. Improvement Project (Segment 5a)</b><br>16th Avenue South<br><br>from: S. 272nd St. to: S. 276th Street<br>Widen to provide 3-land roadway w/curbs, gutters, bike lanes & sidewalks.<br>Provide new alignment to Pacific Hwy S if feasible. Joint project w/City of Federal Way. Also coordinate w/City of Kent and King County Metro | PE<br>RW<br>CN |                                      | 60<br>1200  | 128<br>30<br>600   | 128<br>90<br>1800  | 128                                      |      | 90       | 1800               |            |           |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                       |                | 0                                    | 1260        | 758                | 2018               | 128                                      | 0    | 90       | 1600               | 0          | 0         |
| 28                   | TIF-5.2             | <b>Kent-Des Moines Rd. Improvements (Segment 2)</b><br>(SR 516)<br><br>from: 24th Ave. S to: Pacific Highway South<br>Widen roadway to provide pedestrian facilities and additional turn lanes. Joint with City of Kent                                                                                                                               | PE<br>RW<br>CN |                                      |             | 485<br>100<br>1700 | 485<br>500<br>6300 |                                          |      |          | 485<br>500<br>6300 |            |           |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                       |                | 2300                                 | 2300        | 2285               | 7285               | 0                                        | 0    | 0        | 7285               | 0          | 0         |

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| Proposed Priority No. | City Project Number | Project Identification                                                                                                                                                                                             | Project Phase | Project Cost in Thousands of Dollars |             |             |             | Local Agency Expenditure Schedule (Year) |      |      |           |           |           |
|-----------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------|-------------|-------------|-------------|------------------------------------------|------|------|-----------|-----------|-----------|
|                       |                     |                                                                                                                                                                                                                    |               | Fund Source                          |             |             |             | 2018                                     | 2019 | 2020 | 2021-2023 | 2024-2027 | 2028-2037 |
|                       |                     |                                                                                                                                                                                                                    |               | Federal Funds                        | State Funds | Local Funds | Total Funds |                                          |      |      |           |           |           |
| 29                    | INT-7.0             | <b>Pacific Highway S. and S. 240th St.</b><br>Intersection Improvements                                                                                                                                            | PE            |                                      | 500         | 100         | 600         |                                          |      |      |           | 600       |           |
|                       |                     | from: to:                                                                                                                                                                                                          | RW            |                                      | 500         |             | 500         |                                          |      |      |           | 500       |           |
|                       |                     | Widen to provide dual left turn pocket for eastbound approach, revise signal timing. Coordinate with the City of Kent                                                                                              | CN            |                                      | 3000        |             | 3000        |                                          |      |      |           | 3000      |           |
|                       |                     |                                                                                                                                                                                                                    |               | 0                                    | 4000        | 100         | 4100        | 0                                        | 0    | 0    | 0         | 4100      | 0         |
| 30                    | TIF-6.0             | <b>16th Ave. S./18th Ave. S. Road Improvement</b><br>Following along old SR 509 Right-of-Way                                                                                                                       | PE            |                                      | 300         | 300         | 600         |                                          |      |      |           | 600       |           |
|                       |                     | from: S. 220th St. to: S. 216th St.                                                                                                                                                                                | RW            |                                      | 2200        | 500         | 2700        |                                          |      |      |           | 2700      |           |
|                       |                     | Construct new neighborhood collector alignment along 16/18th Ave S.. corridor, Incl curb/gutter. May be shared use path constructed along R/W so pedestrian/bicycle facilities may be away from roadway alignment. | CN            |                                      |             |             |             |                                          |      |      |           |           |           |
|                       |                     |                                                                                                                                                                                                                    |               | 0                                    | 2500        | 800         | 3300        | 0                                        | 0    | 0    | 0         | 3300      | 0         |
| 31                    | TRAF.-3.0           | <b>Neighborhood Traffic Calming Program</b><br>Citywide                                                                                                                                                            | PE            |                                      |             | 200         | 200         | 10                                       | 10   | 10   | 30        | 40        | 100       |
|                       |                     | Respond to traffic calming concerns.                                                                                                                                                                               | RW            |                                      |             |             | 0           |                                          |      |      |           |           |           |
|                       |                     |                                                                                                                                                                                                                    | CN            |                                      |             | 800         | 800         | 40                                       | 40   | 40   | 120       | 160       | 400       |
|                       |                     |                                                                                                                                                                                                                    |               | 0                                    | 0           | 1000        | 1000        | 50                                       | 50   | 50   | 150       | 200       | 500       |
| 32                    | PL-2.0              | <b>Downtown Circulation Study</b>                                                                                                                                                                                  | PE            |                                      |             | 100         | 100         |                                          |      |      | 100       |           |           |
|                       |                     | from: to:                                                                                                                                                                                                          | RW            |                                      |             |             | 0           |                                          |      |      |           |           |           |
|                       |                     | Develop a plan to maximize multi-modal use, pedestrian access and traffic operations                                                                                                                               | CN            |                                      |             |             | 0           |                                          |      |      |           |           |           |
|                       |                     |                                                                                                                                                                                                                    |               | 0                                    | 0           | 100         | 100         | 0                                        | 0    | 0    | 100       | 0         | 0         |
| 33                    | PL-3.0              | <b>Parking Management Plan</b><br>Downtown                                                                                                                                                                         | PE            |                                      |             | 100         | 100         |                                          |      |      | 100       |           |           |
|                       |                     | from: to:                                                                                                                                                                                                          | RW            |                                      |             |             | 0           |                                          |      |      |           |           |           |
|                       |                     | Develop a parking management plan strategy and apply program and actions                                                                                                                                           | CN            |                                      |             |             | 0           |                                          |      |      |           |           |           |
|                       |                     |                                                                                                                                                                                                                    |               | 0                                    | 0           | 100         | 100         | 0                                        | 0    | 0    | 100       | 0         | 0         |
| 34                    | TIF-3.0             | <b>24th Ave. S. Improvement Project (Segment 1)</b><br>24th Avenue South                                                                                                                                           | PE            |                                      | 600         | 400         | 1000        |                                          |      |      |           | 1000      |           |
|                       |                     | from: S. 216th St to: Kent-Des Moines Road                                                                                                                                                                         | RW            |                                      | 250         | 250         | 500         |                                          |      |      |           | 500       |           |
|                       |                     | Sidewalk, curb, gutter & drainage improvements. Provide 2-way left turn lane.                                                                                                                                      | CN            |                                      | 3000        | 1300        | 4300        |                                          |      |      |           | 4300      |           |
|                       |                     |                                                                                                                                                                                                                    |               | 0                                    | 3850        | 1950        | 5800        | 0                                        | 0    | 0    | 0         | 5800      | 0         |
| 35                    | S-30.0              | <b>Wooten Park Access and Parking Improvements</b><br>North of Redondo Way South                                                                                                                                   | PE            |                                      |             | 150         | 150         |                                          |      |      | 50        | 100       |           |
|                       |                     | from: Redondo Way South to: South 282nd St                                                                                                                                                                         | RW            |                                      |             | 1500        | 1500        |                                          |      |      |           | 1500      |           |
|                       |                     | Increase parking with a new parking lot east of Wooten Park                                                                                                                                                        | CN            |                                      |             |             |             |                                          |      |      |           |           |           |
|                       |                     |                                                                                                                                                                                                                    |               | 0                                    | 0           | 1650        | 1650        | 0                                        | 0    | 0    | 50        | 1600      | 0         |

## ATTACHMENT A

## Transportation Improvement Plan

Agency: City of Des Moines, WA  
 County No.: 17 County Name: King County  
 City No.: 0325 MPO/RTPO: PSRC

From: 2018 To: 2037  
 Hearing Date: 06/22/17 Adoption Date: \_\_\_\_\_  
 Amend Date: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

| Proposed Priority No | City Project Number | Project Identification                                                                                                                                                                                                                                      | Project Phase  | Project Cost in Thousands of Dollars |                    |                      |                      | Local Agency Expenditure Schedule (Year) |      |      |           |                    |                      |
|----------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------|--------------------|----------------------|----------------------|------------------------------------------|------|------|-----------|--------------------|----------------------|
|                      |                     |                                                                                                                                                                                                                                                             |                | Fund Source                          |                    |                      |                      | 2018                                     | 2019 | 2020 | 2021-2023 | 2024-2027          | 2028-2037            |
|                      |                     |                                                                                                                                                                                                                                                             |                | Federal Funds                        | State Funds        | Local Funds          | Total Funds          |                                          |      |      |           |                    |                      |
| 36                   | S-1.0               | <b>Des Moines Memorial Drive Improvement</b><br>Des Moines Memorial Drive<br>from: S 208th St. to: Marine View Drive<br>Install bike lanes, curb, gutter, drainage & sidewalks. Add a lane to approach to Marine View Dr & left turn pockets where feasible | PE<br>RW<br>CN |                                      | 250<br>200<br>3100 | 500<br>150<br>800    | 750<br>350<br>3900   |                                          |      |      |           | 750<br>350<br>3900 |                      |
|                      |                     |                                                                                                                                                                                                                                                             |                | 0                                    | 3550               | 1450                 | 5000                 | 0                                        | 0    | 0    | 0         | 5000               | 0                    |
| 37                   | TIF-11.0            | <b>Des Moines Memorial Drive and Marine View Dr.</b><br>Intersection Improvements<br>from: to:<br>Lengthen approach lanes, coordinate signal with MVD and 7th/216th Consider possibility of a Round-About                                                   | PE<br>RW<br>CN |                                      | 100<br>60<br>1600  | 300<br>40<br>400     | 400<br>100<br>2000   |                                          |      |      |           | 400<br>100<br>2000 |                      |
|                      |                     |                                                                                                                                                                                                                                                             |                | 0                                    | 1760               | 740                  | 2500                 | 0                                        | 0    | 0    | 0         | 2500               | 0                    |
| 38                   | TIF-18.0            | <b>Marine View Dr. and 7th/216th Street</b><br>Intersection Improvements<br>from: to:<br>Optimize signal timing, and coordinate signal with DMMD and MVD intersection.                                                                                      | PE<br>RW<br>CN |                                      |                    | 30<br>270<br>0       | 30<br>270<br>0       |                                          |      |      |           | 30<br>270<br>0     |                      |
|                      |                     |                                                                                                                                                                                                                                                             |                | 0                                    | 0                  | 300                  | 300                  | 0                                        | 0    | 0    | 0         | 300                | 0                    |
| 39                   | S-2.1               | <b>8th Ave. S. Improvement Project (Segment 1)</b><br>8th Avenue South (North Hill)<br>from: North City Limits to: S 200th Street<br>Reconstruct to Minor Arterial standards including bike lanes, curbs, gutters, and sidewalks.                           | PE<br>RW<br>CN |                                      |                    | 700<br>2500<br>0     | 700<br>2500<br>0     |                                          |      |      |           | 700<br>2500<br>0   |                      |
|                      |                     |                                                                                                                                                                                                                                                             |                | 0                                    | 0                  | 3200                 | 3200                 | 0                                        | 0    | 0    | 0         | 3200               | 0                    |
| 40                   | TIF-5.3             | <b>Kent-Des Moines Road (Segment 3)</b><br>(SR 516)<br>from: Marine View Drive to: 16th Ave. South<br>Widen roadway to provide pedestrian facilities and additional lanes where warranted.                                                                  | PE<br>RW<br>CN |                                      |                    | 1400<br>1000<br>2100 | 1400<br>1000<br>6600 |                                          |      |      |           |                    | 1400<br>1000<br>6600 |
|                      |                     |                                                                                                                                                                                                                                                             |                | 2000                                 | 2500               | 4500                 | 9000                 | 0                                        | 0    | 0    | 0         | 0                  | 9000                 |
| 41                   | TIF-13.0            | <b>Marine View Drive and Kent-Des Moines Road</b><br>Intersection Improvements<br>from: to:<br>Add a second eastbound through lane through the intersection                                                                                                 | PE<br>RW<br>CN |                                      | 400<br>500<br>600  | 200<br>300<br>1000   | 600<br>800<br>1600   |                                          |      |      |           | 600<br>800<br>1600 |                      |
|                      |                     |                                                                                                                                                                                                                                                             |                | 600                                  | 1900               | 500                  | 3000                 | 0                                        | 0    | 0    | 0         | 3000               | 0                    |
| 42                   | TIF-12.0            | <b>Marine View Drive and S. 227th St.</b><br>Intersection Improvements<br>from: to:<br>Revise lane configuration to single eastbound right with overlap signal phase. Add second southbound through lane at intersection                                    | PE<br>RW<br>CN |                                      | 100<br>500<br>0    | 40<br>60<br>560      | 140<br>0<br>560      |                                          |      |      |           | 140<br>560<br>0    |                      |
|                      |                     |                                                                                                                                                                                                                                                             |                | 0                                    | 600                | 100                  | 700                  | 0                                        | 0    | 0    | 0         | 700                | 0                    |

## ATTACHMENT A

## Transportation Improvement Plan

Agency: City of Des Moines, WA  
 County No.: 17 County Name: King County  
 City No.: 0325 MPO/RTPO: PSRC

From: 2018 To: 2037  
 Hearing Date: 06/22/17 Adoption Date: \_\_\_\_\_  
 Amend Date: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

| Proposed Priority No. | City Project Number | Project Identification                                                                                                                                                                                                                  | Project Phase  | Project Cost in Thousands of Dollars |                   |                    |                    | Local Agency Expenditure Schedule (Year) |      |      |           |                    |                    |
|-----------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------|-------------------|--------------------|--------------------|------------------------------------------|------|------|-----------|--------------------|--------------------|
|                       |                     |                                                                                                                                                                                                                                         |                | Fund Source                          |                   |                    |                    | 2018                                     | 2019 | 2020 | 2021-2023 | 2024-2027          | 2028-2037          |
|                       |                     |                                                                                                                                                                                                                                         |                | Federal Funds                        | State Funds       | Local Funds        | Total Funds        |                                          |      |      |           |                    |                    |
| 43                    | TIF-5.1             | <b>Kent-Des Moines Road (Segment 1)</b><br>(SR 516)<br>from: 16th Ave. S. to: 24th Ave. S.<br>Widen roadway to provide pedestrian facilities and center 2-way turn lane where warranted                                                 | PE<br>RW<br>CN | 500                                  | 2500              | 700<br>600<br>1700 | 700<br>600<br>4700 |                                          |      |      |           | 700<br>600<br>4700 |                    |
|                       |                     |                                                                                                                                                                                                                                         |                | 500                                  | 2500              | 3000               | 6000               | 0                                        | 0    | 0    | 0         | 6000               | 0                  |
| 44                    | PL-1.0              | <b>CTP Update</b><br>from: to:                                                                                                                                                                                                          | PE<br>RW<br>CN |                                      |                   | 480<br>0<br>0      | 480<br>0<br>0      |                                          |      |      |           | 400                | 80                 |
|                       |                     |                                                                                                                                                                                                                                         |                | 0                                    | 0                 | 480                | 480                | 0                                        | 0    | 0    | 0         | 400                | 80                 |
| 45                    | S-27.0              | <b>30th Ave. S. Over-Crossing</b><br>Bridge Crossing over Kent-Des Moines Road<br>from: to:<br>Construct vehicular or ped/bike bridge over Kent Des Moines Road linking Pacific Ridge with Midway. Coordinate with Kent                 | PE<br>RW<br>CN |                                      |                   | 750<br>800<br>6500 | 750<br>800<br>6500 |                                          |      |      |           |                    | 750<br>800<br>6500 |
|                       |                     |                                                                                                                                                                                                                                         |                | 0                                    | 0                 | 8050               | 8050               | 0                                        | 0    | 0    | 0         | 0                  | 8050               |
| 46                    | S-20.0              | <b>Redondo Beach Drive Sidewalk Project</b><br>Redondo Beach Drive<br>from: S. 281st St to: South City Limits<br>Install sidewalk where missing and make pedestrian improvements.                                                       | PE<br>RW<br>CN |                                      |                   | 100<br>500         | 100<br>500         |                                          |      |      |           | 100<br>500         |                    |
|                       |                     |                                                                                                                                                                                                                                         |                | 0                                    | 0                 | 600                | 600                | 0                                        | 0    | 0    | 0         | 600                | 0                  |
| 47                    | TIF-4.5             | <b>16th Ave. S. and S. 240th Street</b><br>Intersection Improvements<br>from: to:<br>Add left turn pockets on 16th Ave. S. and on the west approach (eastbound) on S. 240th St.                                                         | PE<br>RW<br>CN |                                      | 500               | 200<br>300         | 200<br>800         |                                          |      |      |           | 200<br>800         |                    |
|                       |                     |                                                                                                                                                                                                                                         |                | 0                                    | 500               | 500                | 1000               | 0                                        | 0    | 0    | 0         | 1000               | 0                  |
| 48                    | S-3.0               | <b>S. 200th St. &amp; S. 199th St. Improvements</b><br>from: DMMD to: 1st Ave. S.<br>Install curbs, gutters, sidewalks, & bike lanes.                                                                                                   | PE<br>RW<br>CN |                                      | 100<br>50<br>1200 | 200<br>50<br>600   | 300<br>100<br>1800 |                                          |      |      |           | 300<br>100<br>1800 |                    |
|                       |                     |                                                                                                                                                                                                                                         |                | 0                                    | 1350              | 850                | 2200               | 0                                        | 0    | 0    | 0         | 2200               | 0                  |
| 49                    | TIF-4.3             | <b>16th Ave. S. Improvement Project (Segment 3)</b><br>16th Avenue South<br>from: Kent-Des Moines Rd. to: S. 240th St.<br>Widen to provide center turn lane at apartment driveways south of Kent- Des Moines Road. Provide bus pullouts | PE<br>RW<br>CN |                                      |                   | 400<br>500<br>1200 | 400<br>500<br>3200 |                                          |      |      |           | 400<br>500<br>3200 |                    |
|                       |                     |                                                                                                                                                                                                                                         |                | 0                                    | 2000              | 2100               | 4100               | 0                                        | 0    | 0    | 0         | 4100               | 0                  |

## ATTACHMENT A

## Transportation Improvement Plan

Agency: City of Des Moines, WA  
 County No.: 17 County Name: King County  
 City No.: 0325 MPO/RTPO: PSRC

From: 2018 To: 2037  
 Hearing Date: 06/22/17 Adoption Date: \_\_\_\_\_  
 Amend Date: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

| Proposed Priority No. | City Project Number | Project Identification                                                                                                                                                                                        | Project Phase  | Project Cost in Thousands of Dollars |                  |                     |                     | Local Agency Expenditure Schedule (Year) |      |      |           |           |                     |
|-----------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------|------------------|---------------------|---------------------|------------------------------------------|------|------|-----------|-----------|---------------------|
|                       |                     |                                                                                                                                                                                                               |                | Fund Source                          |                  |                     |                     | 2018                                     | 2019 | 2020 | 2021-2023 | 2024-2027 | 2028-2037           |
|                       |                     |                                                                                                                                                                                                               |                | Federal Funds                        | State Funds      | Local Funds         | Total Funds         |                                          |      |      |           |           |                     |
| 50                    | TIF-4 2             | <b>16th Ave. S. Improvement Project (Segment 2)</b><br>16th Avenue South<br>from: S. 260th St to: S. 250th Street<br>Install curbs, gutters and sidewalks and bike lanes. Provide 2-way left turn lane        | PE<br>RW<br>CN |                                      |                  | 1200<br>300<br>2100 | 1200<br>300<br>5100 |                                          |      |      |           |           | 1200<br>300<br>5100 |
|                       |                     |                                                                                                                                                                                                               |                | 0                                    | 3000             | 3600                | 6600                | 0                                        | 0    | 0    | 0         | 0         | 6600                |
| 51                    | S-12 0              | <b>S. 208th St. Sidewalk Project</b><br>South 208th Street<br>from: 1st Ave S. to: DMMD<br>Install sidewalk and make pedestrian improvements.                                                                 | PE<br>RW<br>CN |                                      |                  | 260<br>40<br>1300   | 260<br>40<br>1300   |                                          |      |      |           |           | 260<br>40<br>1300   |
|                       |                     |                                                                                                                                                                                                               |                | 0                                    | 0                | 1600                | 1600                | 0                                        | 0    | 0    | 0         | 0         | 1600                |
| 52                    | TIF-8.0             | <b>20th Ave. S. Improvement Project (Segment 2)</b><br>20th Avenue South<br>from: S. 240th St to: S. 243rd Street<br>Reconstruct and extend neighborhood collector street with curb, gutter and sidewalks.    | PE<br>RW<br>CN |                                      |                  | 300<br>0<br>1200    | 300<br>0<br>1200    |                                          |      |      |           |           | 300<br>0<br>1200    |
|                       |                     |                                                                                                                                                                                                               |                | 0                                    | 0                | 1500                | 1500                | 0                                        | 0    | 0    | 0         | 0         | 1500                |
| 53                    | S-6 0               | <b>20th Ave. S. Improvement Project (Segment 1)</b><br>20th Avenue South<br>from: S. 243rd St. to: S. 250th Street<br>Reconstruct to Neighborhood Collector standards and provide curb, gutter and sidewalks. | PE<br>RW<br>CN |                                      | 200<br>1000      | 200<br>1000         | 400<br>0<br>2000    |                                          |      |      |           |           | 400<br>0<br>2000    |
|                       |                     |                                                                                                                                                                                                               |                | 0                                    | 1200             | 1200                | 2400                | 0                                        | 0    | 0    | 0         | 0         | 2400                |
| 54                    | S-7 0               | <b>South 250th/251st Street Improvement</b><br>South 250th/251st Street<br>from: Marine View Drive to: 16th Ave S.<br>Construct bike lanes and curb, gutter and sidewalk on both sides.                       | PE<br>RW<br>CN |                                      | 50<br>25<br>1200 | 300<br>25<br>1200   | 350<br>50<br>2400   |                                          |      |      |           |           | 350<br>50<br>2400   |
|                       |                     |                                                                                                                                                                                                               |                | 0                                    | 1275             | 1525                | 2800                | 0                                        | 0    | 0    | 0         | 0         | 2800                |
| 55                    | INT-2 0             | <b>S. 250th Street and 16th Ave. S.</b><br>Intersection Improvements<br>from: to:<br>Add eastbound right turn pocket.                                                                                         | PE<br>RW<br>CN |                                      |                  | 50<br>0<br>200      | 50<br>0<br>200      |                                          |      |      |           |           | 50<br>0<br>200      |
|                       |                     |                                                                                                                                                                                                               |                | 0                                    | 0                | 250                 | 250                 | 0                                        | 0    | 0    | 0         | 0         | 250                 |
| 56                    | S-9 0               | <b>S. 272nd Street / Marine View Drive</b><br>from: to:<br>Reconstruct roadway to improve horizontal and vertical alignment                                                                                   | PE<br>RW<br>CN |                                      |                  | 150<br>150          | 150<br>0<br>650     |                                          |      |      |           |           | 150<br>0<br>650     |
|                       |                     |                                                                                                                                                                                                               |                | 0                                    | 500              | 300                 | 800                 | 0                                        | 0    | 0    | 0         | 0         | 800                 |

## ATTACHMENT A

## Transportation Improvement Plan

Agency: City of Des Moines, WA  
 County No : 17 County Name: King County  
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From: 2018 To: 2037  
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 Amend Date: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

| Proposed Priority No | City Project Number | Project Identification                                                                                                                                                                                                                                                                                                                                                                                        | Project Phase  | Project Cost in Thousands of Dollars |                    |                       |                       | Local Agency Expenditure Schedule (Year) |      |      |           |           |                       |
|----------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------|--------------------|-----------------------|-----------------------|------------------------------------------|------|------|-----------|-----------|-----------------------|
|                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                               |                | Fund Source                          |                    |                       |                       | 2018                                     | 2019 | 2020 | 2021-2023 | 2024-2027 | 2028-2037             |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                               |                | Federal Funds                        | State Funds        | Local Funds           | Total Funds           |                                          |      |      |           |           |                       |
| 57                   | INT-6.0             | <b>Pacific Highway S. and S. 260th St.</b><br>Intersection Improvements<br>from: _____ to: _____<br>Revise signal timing. Coordinate with the City of Kent.                                                                                                                                                                                                                                                   | PE<br>RW<br>CN |                                      | 20<br>120          | 20                    | 40<br>0<br>120        |                                          |      |      |           |           | 40<br>0<br>120        |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                               |                | 0                                    | 140                | 20                    | 160                   | 0                                        | 0    | 0    | 0         | 0         | 160                   |
| 58                   | TIF-4.4             | <b>16th Ave. S. Improvement Project (Segment 4)</b><br>16th Avenue South<br>from: S. 240th St. to: S. 250th St.<br>Widen to three lane minor arterial with curbs, gutters, bike lanes and sidewalks.                                                                                                                                                                                                          | PE<br>RW<br>CN |                                      |                    | 800<br>200<br>1500    | 800<br>200<br>3500    |                                          |      |      |           |           | 800<br>200<br>3500    |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                               |                | 0                                    | 2000               | 2500                  | 4500                  | 0                                        | 0    | 0    | 0         | 0         | 4500                  |
| 59                   | S-10.0              | <b>South 222nd Street Improvement Project</b><br>South 222nd Street<br>from: Marine View Drive to: Pacific Highway South<br>Reconstruct to Neighborhood Collector standards including two travel lanes, bicycle lanes, curb, gutter and sidewalks.                                                                                                                                                            | PE<br>RW<br>CN |                                      | 300<br>2000        | 200                   | 500<br>0<br>2500      |                                          |      |      |           |           | 500<br>0<br>2500      |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                               |                | 0                                    | 2300               | 700                   | 3000                  | 0                                        | 0    | 0    | 0         | 0         | 3000                  |
| 60                   | TIF-1.1b            | <b>S. 216th Street Improvement (Segment 1b)</b><br>Transportation Gateway Project (1 of 4 projects)<br>South 216th Street<br>from: East City Limits to: Pacific Highway South<br>Widen to provide additional travel lanes, bike lanes, curb, gutter, & sidewalks.<br>Project coordinated with WSDOT construction of SR509 to replace the I-5 overcrossing with transitions to the planned lane configuration. | PE<br>RW<br>CN |                                      |                    | 500<br>800<br>1000    | 500<br>800<br>2600    |                                          |      |      |           |           | 500<br>800<br>2600    |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                               |                | 800                                  | 800                | 2300                  | 3900                  | 0                                        | 0    | 0    | 0         | 0         | 3900                  |
| 61                   | TIF-7.2             | <b>16th Ave. S. Improvement Project (Segment 5b)</b><br>16th Avenue South<br>from: S. 276th St. to: Pacific Highway South<br>Widen to provide 3-lane roadway w/curbs, gutters, bike lanes & sidewalks.<br>Provide new alignment to Pacific Hwy S. if feasible. Joint project w/City of Federal Way Also coordinate w/City of Kent and King County Metro.                                                      | PE<br>RW<br>CN |                                      | 240<br>900<br>1660 | 200<br>600<br>800     | 440<br>1500<br>2460   |                                          |      |      |           |           | 440<br>1500<br>2460   |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                               |                | 0                                    | 2800               | 1600                  | 4400                  | 0                                        | 0    | 0    | 0         | 0         | 4400                  |
| 62                   | S-28.0              | <b>S. 240th Street Overcrossing</b><br>Bridge Crossing over I-5<br>from: Pacific Highway South to: Military Road<br>Construct bridge over Interstate 5 Coordinate with City of Kent.                                                                                                                                                                                                                          | PE<br>RW<br>CN |                                      |                    | 2000<br>1500<br>10000 | 2000<br>1500<br>10000 |                                          |      |      |           |           | 2000<br>1500<br>10000 |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                               |                | 0                                    |                    | 13500                 | 13500                 | 0                                        | 0    | 0    | 0         | 0         | 13500                 |
| 63                   | S-23.0              | <b>Marina Bike Connection</b><br>from: S. 227th Street to: Cliff Ave. S.<br>Install bike connection through the Marina to link the Des Moines Creek Trail to S. 227th St.                                                                                                                                                                                                                                     | PE<br>RW<br>CN |                                      |                    | 60<br>0<br>100        | 60<br>0<br>100        |                                          |      |      |           |           | 60<br>0<br>100        |
|                      |                     |                                                                                                                                                                                                                                                                                                                                                                                                               |                | 0                                    | 0                  | 160                   | 160                   | 0                                        | 0    | 0    | 0         | 0         | 160                   |

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## Transportation Improvement Plan

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| Proposed Priority No. | City Project Number | Project Identification                                                                                                     | Project Phase  | Project Cost in Thousands of Dollars |             |             |             | Local Agency Expenditure Schedule (Year) |      |      |           |           |           |
|-----------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------|-------------|-------------|-------------|------------------------------------------|------|------|-----------|-----------|-----------|
|                       |                     |                                                                                                                            |                | Fund Source                          |             |             |             | 2018                                     | 2019 | 2020 | 2021-2023 | 2024-2027 | 2028-2037 |
|                       |                     |                                                                                                                            |                | Federal Funds                        | State Funds | Local Funds | Total Funds |                                          |      |      |           |           |           |
| 64                    | S-11.0              | <b>S. 272nd Street Improvements</b>                                                                                        | PE<br>RW<br>CN |                                      |             | 20          | 20          |                                          |      |      |           |           | 20        |
|                       |                     | South 272nd Street                                                                                                         |                |                                      |             |             | 0           |                                          |      |      |           |           |           |
|                       |                     | from: Pacific Highway South to: 16th Ave. S.                                                                               |                |                                      |             | 80          | 80          |                                          |      |      |           |           | 80        |
|                       |                     | Install access control to enhance safety.                                                                                  |                | 0                                    | 0           | 100         | 100         | 0                                        | 0    | 0    | 0         | 0         | 100       |
| 65                    | INT-5.0             | <b>Redondo Beach Drive and Redondo Way South</b>                                                                           | PE<br>RW<br>CN |                                      | 60          | 60          | 120         |                                          |      |      |           |           | 120       |
|                       |                     | Intersection Improvements                                                                                                  |                |                                      |             |             | 0           |                                          |      |      |           |           |           |
|                       |                     | from: to:                                                                                                                  |                |                                      | 400         | 200         | 600         |                                          |      |      |           |           | 600       |
|                       |                     | Install traffic signal, or consider other intersection treatments to enhance capacity.                                     |                | 0                                    | 460         | 260         | 720         | 0                                        | 0    | 0    | 0         | 0         | 720       |
| 66                    | PRNIP-N2.0          | <b>S. 220th St. Improvements</b>                                                                                           | PE<br>RW<br>CN |                                      |             | 150         | 150         |                                          |      |      |           |           | 150       |
|                       |                     | Pacific Ridge NIP N2                                                                                                       |                |                                      |             | 50          | 50          |                                          |      |      |           |           | 50        |
|                       |                     | from: Pacific Highway South to: 30th Ave. S.                                                                               |                |                                      |             | 800         | 800         |                                          |      |      |           |           | 800       |
|                       |                     | Reconstruct roadway                                                                                                        |                | 0                                    | 0           | 1000        | 1000        | 0                                        | 0    | 0    | 0         | 0         | 1000      |
| 67                    | TIF-9.0             | <b>S. 220th St. and Pacific Highway S.</b>                                                                                 | PE<br>RW<br>CN |                                      | 100         | 50          | 150         |                                          |      |      |           |           | 150       |
|                       |                     | Intersection Improvements                                                                                                  |                |                                      |             |             | 0           |                                          |      |      |           |           |           |
|                       |                     | from: to:                                                                                                                  |                |                                      | 500         | 50          | 550         |                                          |      |      |           |           | 550       |
|                       |                     | Widen for left turn pockets, adjust roadway profile and approach grades, and revise signal phasing to remove split phasing |                | 0                                    | 600         | 100         | 700         | 0                                        | 0    | 0    | 0         | 0         | 700       |
| 68                    | PRNIP-S4.0          | <b>S. 225th Pl. Connection Improvement</b>                                                                                 | PE<br>RW<br>CN |                                      |             | 700         | 700         |                                          |      |      |           |           | 700       |
|                       |                     | Pacific Ridge NIP S4                                                                                                       |                |                                      |             | 400         | 400         |                                          |      |      |           |           | 400       |
|                       |                     | from: Pacific Highway South to: 30th Ave. S.                                                                               |                |                                      |             | 3500        | 3500        |                                          |      |      |           |           | 3500      |
|                       |                     | Construct new pedestrian connection and potential roadway                                                                  |                | 0                                    | 0           | 4600        | 4600        | 0                                        | 0    | 0    | 0         | 0         | 4600      |
| 69                    | PRNIP-N4.0          | <b>S. 222nd Pl. Connection Improvement</b>                                                                                 | PE<br>RW<br>CN |                                      |             | 350         | 350         |                                          |      |      |           |           | 350       |
|                       |                     | Pacific Ridge NIP N4                                                                                                       |                |                                      |             | 350         | 350         |                                          |      |      |           |           | 350       |
|                       |                     | from: 28th Ave. S to: 30th Ave. S.                                                                                         |                |                                      |             | 1200        | 1200        |                                          |      |      |           |           | 1200      |
|                       |                     | Construct new roadway                                                                                                      |                | 0                                    | 0           | 1900        | 1900        | 0                                        | 0    | 0    | 0         | 0         | 1900      |
| 70                    | S-22.0              | <b>South 227th Street Improvements</b>                                                                                     | PE<br>RW<br>CN |                                      |             | 150         | 150         |                                          |      |      |           |           | 150       |
|                       |                     | South 227th Street                                                                                                         |                |                                      |             | 0           | 0           |                                          |      |      |           |           | 0         |
|                       |                     | from: West City Limits to: Marine View Dr.                                                                                 |                |                                      |             | 1000        | 1000        |                                          |      |      |           |           | 1000      |
|                       |                     | Reconstruct roadway to improve bicycle connection between Marina and Marine View Drive                                     |                | 0                                    | 0           | 1150        | 1150        | 0                                        | 0    | 0    | 0         | 0         | 1150      |

## ATTACHMENT A

## Transportation Improvement Plan

Agency: City of Des Moines, WA  
 County No.: 17 County Name: King County  
 City No.: 0325 MPO/RTPO: PSRC

From: 2018 To: 2037  
 Hearing Date: 06/22/17 Adoption Date: \_\_\_\_\_  
 Amend Date: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

| Proposed Priority No. | City Project Number | Project Identification                                                                                                               | Project Phase  | Project Cost in Thousands of Dollars |             |                    |                    | Local Agency Expenditure Schedule (Year) |      |      |           |           |                    |
|-----------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------|-------------|--------------------|--------------------|------------------------------------------|------|------|-----------|-----------|--------------------|
|                       |                     |                                                                                                                                      |                | Fund Source                          |             |                    |                    | 2018                                     | 2019 | 2020 | 2021-2023 | 2024-2027 | 2028-2037          |
|                       |                     |                                                                                                                                      |                | Federal Funds                        | State Funds | Local Funds        | Total Funds        |                                          |      |      |           |           |                    |
| 71                    | PRNIP-N1.0          | <b>30th Ave. S. Improvements</b><br>Pacific Ridge NIP N1<br>from: S. 216th St. to: S. 220th St.<br>Reconstruct roadway               | PE<br>RW<br>CN |                                      |             | 300<br>100<br>1200 | 300<br>100<br>1200 |                                          |      |      |           |           | 300<br>100<br>1200 |
|                       |                     |                                                                                                                                      |                | 0                                    | 0           | 1600               | 1600               | 0                                        | 0    | 0    | 0         | 0         | 1600               |
| 72                    | PRNIP-N5.0          | <b>30th Ave. S. Improvements</b><br>Pacific Ridge NIP N5<br>from: S. 222nd Pl. to: n/o S. 224th St.<br>Reconstruct roadway           | PE<br>RW<br>CN |                                      |             | 120<br>40<br>640   | 120<br>40<br>640   |                                          |      |      |           |           | 120<br>40<br>640   |
|                       |                     |                                                                                                                                      |                | 0                                    | 0           | 800                | 800                | 0                                        | 0    | 0    | 0         | 0         | 800                |
| 73                    | PRNIP-S1.0          | <b>30th Ave. S. Improvements</b><br>Pacific Ridge NIP S1<br>from: n/o S. 224th St. to: S. 224th St.<br>Reconstruct roadway           | PE<br>RW<br>CN |                                      |             | 50<br>200          | 50<br>200          |                                          |      |      |           |           | 50<br>200          |
|                       |                     |                                                                                                                                      |                | 0                                    | 0           | 250                | 250                | 0                                        | 0    | 0    | 0         | 0         | 250                |
| 74                    | PRNIP-S5.0          | <b>30th Ave. S. Improvements</b><br>Pacific Ridge NIP S5<br>from: S. 224th St. to: Kent-Des Moines Rd.<br>Reconstruct roadway        | PE<br>RW<br>CN |                                      |             | 600<br>200<br>3200 | 600<br>200<br>3200 |                                          |      |      |           |           | 600<br>200<br>3200 |
|                       |                     |                                                                                                                                      |                | 0                                    | 0           | 4000               | 4000               | 0                                        | 0    | 0    | 0         | 0         | 4000               |
| 75                    | PRNIP-N3 1          | <b>S. 219th St. Cul-de-Sac Improvement</b><br>Pacific Ridge NIP N3 (1 of 3)<br>from: Eastern terminus to: I-5<br>Reconstruct roadway | PE<br>RW<br>CN |                                      |             | 50<br>200          | 50<br>200          |                                          |      |      |           |           | 50<br>200          |
|                       |                     |                                                                                                                                      |                | 0                                    | 0           | 250                | 250                | 0                                        | 0    | 0    | 0         | 0         | 250                |
| 76                    | PRNIP-N3 2          | <b>S. 220th St. Cul-de-Sac Improvement</b><br>Pacific Ridge NIP N3 (1 of 3)<br>from: Eastern terminus to: I-5<br>Reconstruct roadway | PE<br>RW<br>CN |                                      |             | 50<br>200          | 50<br>200          |                                          |      |      |           |           | 50<br>200          |
|                       |                     |                                                                                                                                      |                | 0                                    | 0           | 250                | 250                | 0                                        | 0    | 0    | 0         | 0         | 250                |
| 77                    | PRNIP-N3.3          | <b>S. 221st St. Cul-de-Sac Improvement</b><br>Pacific Ridge NIP N3 (1 of 3)<br>from: Eastern terminus to: I-5<br>Reconstruct roadway | PE<br>RW<br>CN |                                      |             | 50<br>200          | 50<br>200          |                                          |      |      |           |           | 50<br>200          |
|                       |                     |                                                                                                                                      |                | 0                                    | 0           | 250                | 250                | 0                                        | 0    | 0    | 0         | 0         | 250                |
| 78                    | PRNIP-S3.0          | <b>S. 224th St. Cul-de-Sac Improvement</b><br>Pacific Ridge NIP S3<br>from: Eastern terminus to: I-5<br>Reconstruct roadway          | PE<br>RW<br>CN |                                      |             | 50<br>200          | 50<br>200          |                                          |      |      |           |           | 50<br>200          |
|                       |                     |                                                                                                                                      |                | 0                                    | 0           | 250                | 250                | 0                                        | 0    | 0    | 0         | 0         | 250                |

## ATTACHMENT A

## Transportation Improvement Plan

Agency: City of Des Moines, WA  
 County No.: 17 County Name: King County  
 City No.: 0325 MPO/RTPO: PSRC

From: 2018 To: 2037  
 Hearing Date: 06/22/17 Adoption Date: \_\_\_\_\_  
 Amend Date: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

| Proposed Priority No. | City Project Number | Project Identification                                                                                                                                                                                                              | Project Phase  | Project Cost in Thousands of Dollars |             |             |             | Local Agency Expenditure Schedule (Year) |      |      |           |           |           |
|-----------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------|-------------|-------------|-------------|------------------------------------------|------|------|-----------|-----------|-----------|
|                       |                     |                                                                                                                                                                                                                                     |                | Fund Source                          |             |             |             | 2018                                     | 2019 | 2020 | 2021-2023 | 2024-2027 | 2028-2037 |
|                       |                     |                                                                                                                                                                                                                                     |                | Federal Funds                        | State Funds | Local Funds | Total Funds |                                          |      |      |           |           |           |
| 79                    | TIF-17.0            | <b>8th Ave. S. and S. 200th Street</b><br>Intersection Improvements<br><br>from: _____ to: _____<br>Install traffic signal, or consider other intersection treatments to enhance capacity.                                          | PE<br>RW<br>CN |                                      |             | 60          | 60          |                                          |      |      |           |           | 60        |
|                       |                     |                                                                                                                                                                                                                                     |                |                                      |             | 240         | 240         |                                          |      |      |           |           | 240       |
|                       |                     |                                                                                                                                                                                                                                     |                | 0                                    | 0           | 300         | 300         | 0                                        | 0    | 0    | 0         | 0         | 300       |
| 80                    | INT-1.0             | <b>24th Ave. S. and S. 222nd Street</b><br>Intersection Improvements<br><br>from: _____ to: _____<br>Install traffic signal, or consider other intersection treatments to enhance capacity.                                         | PE<br>RW<br>CN |                                      |             | 80          | 80          |                                          |      |      |           |           | 80        |
|                       |                     |                                                                                                                                                                                                                                     |                |                                      |             | 50          | 50          |                                          |      |      |           |           | 50        |
|                       |                     |                                                                                                                                                                                                                                     |                |                                      |             | 420         | 420         |                                          |      |      |           |           | 420       |
|                       |                     |                                                                                                                                                                                                                                     |                | 0                                    | 0           | 550         | 550         | 0                                        | 0    | 0    | 0         | 0         | 550       |
| 81                    | TIF-19.0            | <b>20th Ave. S. and S. 240th St. Improvement Project</b><br>Intersection Improvements<br><br>from: _____ to: _____<br>Widen to provide left turn pockets. Install traffic signal at 20th and 240th if warranted.                    | PE<br>RW<br>CN |                                      | 125         | 125         | 250         |                                          |      |      |           |           | 250       |
|                       |                     |                                                                                                                                                                                                                                     |                |                                      | 25          | 25          | 50          |                                          |      |      |           |           | 50        |
|                       |                     |                                                                                                                                                                                                                                     |                |                                      | 700         | 700         | 1400        |                                          |      |      |           |           | 1400      |
|                       |                     |                                                                                                                                                                                                                                     |                | 0                                    | 850         | 850         | 1700        | 0                                        | 0    | 0    | 0         | 0         | 1700      |
| 82                    | INT-3.0             | <b>Des Moines Memorial Drive and S. 208th St.</b><br>Intersection Improvements<br><br>from: _____ to: _____<br>Widen DMMD to add left turn pockets at S. 208th Street.                                                              | PE<br>RW<br>CN |                                      |             | 50          | 50          |                                          |      |      |           |           | 50        |
|                       |                     |                                                                                                                                                                                                                                     |                |                                      | 100         | 100         | 200         |                                          |      |      |           |           | 200       |
|                       |                     |                                                                                                                                                                                                                                     |                | 0                                    | 100         | 150         | 250         | 0                                        | 0    | 0    | 0         | 0         | 250       |
| 83                    | INT-4.0             | <b>Des Moines Memorial Drive and S. 212th St.</b><br>Intersection Improvements<br><br>from: _____ to: _____<br>Widen DMMD to add left turn pockets at S. 208th Street.                                                              | PE<br>RW<br>CN |                                      |             | 50          | 50          |                                          |      |      |           |           | 50        |
|                       |                     |                                                                                                                                                                                                                                     |                |                                      | 100         | 100         | 200         |                                          |      |      |           |           | 200       |
|                       |                     |                                                                                                                                                                                                                                     |                | 0                                    | 100         | 150         | 250         | 0                                        | 0    | 0    | 0         | 0         | 250       |
| 84                    | S-19.0              | <b>S. 272nd Street/10th Ave. S.</b><br>South 272nd Street / 10th Avenue South<br><br>from: 16th Ave. S. to: Redondo beach Drive<br>Install sidewalk and make pedestrian improvements                                                | PE<br>RW<br>CN |                                      | 700         | 700         | 1400        |                                          |      |      |           |           | 1400      |
|                       |                     |                                                                                                                                                                                                                                     |                |                                      | 800         | 800         | 1600        |                                          |      |      |           |           | 1600      |
|                       |                     |                                                                                                                                                                                                                                     |                |                                      | 2250        | 2250        | 4500        |                                          |      |      |           |           | 4500      |
|                       |                     |                                                                                                                                                                                                                                     |                | 0                                    | 3750        | 3750        | 7500        | 0                                        | 0    | 0    | 0         | 0         | 7500      |
| 85                    | S-2.2               | <b>8th Ave. S. Improvement Project (Segment 2)</b><br>8th Avenue South (North Hill)<br><br>from: S. 200th Street to: S. 208th Street<br>Reconstruct to Minor Arterial standards including bike lanes, curbs, gutters, and sidewalks | PE<br>RW<br>CN |                                      |             | 500         | 500         |                                          |      |      |           |           | 500       |
|                       |                     |                                                                                                                                                                                                                                     |                |                                      |             | 1500        | 1500        |                                          |      |      |           |           | 1500      |
|                       |                     |                                                                                                                                                                                                                                     |                | 0                                    | 0           | 2000        | 2000        | 0                                        | 0    | 0    | 0         | 0         | 2000      |

## ATTACHMENT A

## Transportation Improvement Plan

Agency: City of Des Moines, WA  
 County No.: 17 County Name: King County  
 City No.: 0325 MPO/RTPO: PSRC

From: 2018 To: 2037  
 Hearing Date: 06/22/17 Adoption Date: \_\_\_\_\_  
 Amend Date: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

| Proposed Priority No. | City Project Number | Project Identification                             | Project Phase  | Project Cost in Thousands of Dollars |             |             |             | Local Agency Expenditure Schedule (Year) |      |      |           |           |           |
|-----------------------|---------------------|----------------------------------------------------|----------------|--------------------------------------|-------------|-------------|-------------|------------------------------------------|------|------|-----------|-----------|-----------|
|                       |                     |                                                    |                | Fund Source                          |             |             |             | 2018                                     | 2019 | 2020 | 2021-2023 | 2024-2027 | 2028-2037 |
|                       |                     |                                                    |                | Federal Funds                        | State Funds | Local Funds | Total Funds |                                          |      |      |           |           |           |
| 86                    | S-17.0              | <b>Marine View Drive Sidewalk Project</b>          | PE<br>RW<br>CN |                                      |             | 300         | 300         |                                          |      |      |           |           | 300       |
|                       |                     | Marine View Drive                                  |                |                                      |             | 50          | 50          |                                          |      |      |           |           | 50        |
|                       |                     | from: S. 250th Street to: Woodmont Dr. S.          |                |                                      |             | 2150        | 2150        |                                          |      |      |           |           | 2150      |
|                       |                     | Install sidewalk and make pedestrian improvements  |                | 0                                    | 0           | 2500        | 2500        | 0                                        | 0    | 0    | 0         | 0         | 2500      |
| 87                    | S-18.0              | <b>Woodmont Drive South Sidewalk Project</b>       | PE<br>RW<br>CN |                                      |             | 350         | 350         |                                          |      |      |           |           | 350       |
|                       |                     | Woodmont Drive South                               |                |                                      |             | 50          | 50          |                                          |      |      |           |           | 50        |
|                       |                     | from: Marine View Drive to: 16th Ave. S            |                |                                      |             | 2600        | 2600        |                                          |      |      |           |           | 2600      |
|                       |                     | Install sidewalk and make pedestrian improvements  |                | 0                                    | 0           | 3000        | 3000        | 0                                        | 0    | 0    | 0         | 0         | 3000      |
| 88                    | S-16.0              | <b>16th Ave. S. Sidewalk Project</b>               | PE<br>RW<br>CN |                                      |             | 200         | 200         |                                          |      |      |           |           | 200       |
|                       |                     | 16th Avenue South                                  |                |                                      |             | 50          | 50          |                                          |      |      |           |           | 50        |
|                       |                     | from: S. 220th Street to: Kent-Des Moines Road     |                |                                      |             | 1650        | 1650        |                                          |      |      |           |           | 1650      |
|                       |                     | Install sidewalk and make pedestrian improvements. |                | 0                                    | 0           | 1900        | 1900        | 0                                        | 0    | 0    | 0         | 0         | 1900      |
| 89                    | S-13.0              | <b>S. 220th St. Sidewalk Project</b>               | PE<br>RW<br>CN |                                      |             | 160         | 160         |                                          |      |      |           |           | 160       |
|                       |                     | South 220th Street                                 |                |                                      |             | 40          | 40          |                                          |      |      |           |           | 40        |
|                       |                     | from: 11th Ave. S. to: 16th Ave. S.                |                |                                      |             | 900         | 900         |                                          |      |      |           |           | 900       |
|                       |                     | Install sidewalk and make pedestrian improvements  |                | 0                                    | 0           | 1100        | 1100        | 0                                        | 0    | 0    | 0         | 0         | 1100      |
| 90                    | S-14.0              | <b>9th Ave. S. Sidewalk Project</b>                | PE<br>RW<br>CN |                                      |             | 80          | 80          |                                          |      |      |           |           | 80        |
|                       |                     | 9th Avenue South                                   |                |                                      |             | 20          | 20          |                                          |      |      |           |           | 20        |
|                       |                     | from: S. 220th Street to: S. 223rd Street          |                |                                      |             | 400         | 400         |                                          |      |      |           |           | 400       |
|                       |                     | Install sidewalk and make pedestrian improvements  |                | 0                                    | 0           | 500         | 500         | 0                                        | 0    | 0    | 0         | 0         | 500       |
| 91                    | S-15.0              | <b>10th Ave. S. Sidewalk Project</b>               | PE<br>RW<br>CN |                                      |             | 200         | 200         |                                          |      |      |           |           | 200       |
|                       |                     | 10th Avenue South                                  |                |                                      |             | 50          | 50          |                                          |      |      |           |           | 50        |
|                       |                     | from: S. 220th Street to: Kent-Des Moines Road     |                |                                      |             | 1250        | 1250        |                                          |      |      |           |           | 1250      |
|                       |                     | Install sidewalk and make pedestrian improvements. |                | 0                                    | 0           | 1500        | 1500        | 0                                        | 0    | 0    | 0         | 0         | 1500      |

June 22, 2017[illegible]

# Welcome to the AWC Annual Conference!



Innovate, integrate, motivate. That's the theme of this year's AWC Annual Conference. The conference program contains something for all of us as we support a culture of innovation, address changing demographics, and share our passion for service.

At this conference, we don't only learn from the presenters and panelists, but from our rich interactions with colleagues. Accidental hallway conversations and purposeful networking opportunities provide space for us to hear each other's challenges and solutions. No doubt, we will glean inspiration and ideas from one another and return home with renewed ideas, insights, and contacts.

It's been an honor to serve as your President this past year. I want to thank the AWC Board of Directors and many advisory committee members who help guide the association's work. Most importantly, I want to thank you – our member – for your service to Washington's 281 great cities and towns.

Enjoy your time at the Annual Conference!

Sincerely,

A stylized, handwritten signature in black ink. The signature is fluid and cursive, with the first letter being a large, looped 'J'. The name 'Jim Restucci' is written below the signature.

Jim Restucci  
AWC President  
Mayor, Sunnyside



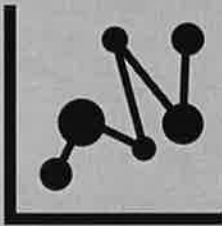
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[awcnet.org](http://awcnet.org)

# Welcome to Vancouver!



On behalf of the City of Vancouver, I extend a warm welcome to the mayors, councilmembers, and staff from around our state attending the AWC Annual Conference this year.

Vancouver is an exceptional location for the conference and I hope that you will have the opportunity to take some time to experience our city's spectacular scenery and cultural offerings that make Vancouver so special.

Just steps away from the conference center, you'll find a great selection of coffee shops, brewpubs, restaurants and unique retail shops. Be sure to go for a walk along our paved, five-mile Waterfront Renaissance Trail where you can take in the beautiful view along the Columbia River (starting with a look at the in-progress waterfront development). And, don't miss the Fort Vancouver National Historic Site, a federally designated historic district that includes a reconstructed fort stockade and buildings, the Pearson Air Museum and the beautifully restored homes of Officers Row.

Once again, welcome to Vancouver. I look forward to meeting you at the conference, and I hope you have a wonderful time in Vancouver.

Sincerely,

A handwritten signature in dark ink, reading "Timothy D. Leavitt". The signature is stylized with a large, flowing "T" and "L".

Timothy D. Leavitt  
Mayor, Vancouver

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### CONTACT:

Mary Evans  
Director of Public Sector Solutions  
WM - Pacific Northwest  
425.814.7844 or [mevans4@wm.com](mailto:mevans4@wm.com)



**THINK GREEN®**

# General information

## Conference registration

Your conference registration includes access to all conference sessions, mobile tours, and the Tuesday evening welcome reception; Wednesday continental breakfast, lunch, and reception at Esther Short Park; Thursday breakfast, lunch, and reception; AWC Annual Business Meeting; and Friday breakfast.

The spouse/guest registration fee is \$185 and includes all meals (three breakfasts, two lunches, and three receptions). A spouse/guest registration for Wednesday's reception at Esther Short Park is \$75. The spouse/guest registration fee is restricted to persons who are not city or public officials and would have no professional reason to attend the conference. Conference session seats are reserved for registered conference attendees. Please stop by the AWC Registration Kiosk for more information.

## AWC Registration Kiosk

The AWC Registration Kiosk is located in the conference center lobby and open throughout the conference. Visit the kiosk for general conference information or to sign up for a mobile tour.

## Badges and ribbons

Please wear your badge to all conference functions. It is your entry to all conference sessions, tours, meals, and receptions. If you lose your badge, please stop by the AWC Registration Kiosk for a new one.

A variety of ribbons are provided for your enjoyment and convenience at the Credentials Desk in the conference center. Attendees may select and adhere their own ribbons to their badge. Whether you are a first-time attendee, voting delegate, have earned your Certificate of Municipal Leadership, or received the designation of WellCity, Advocacy All-Star or Municipal Excellence Award, we encourage you to wear your conference ribbons with pride.

# General information

## Conference app

Download the Annual Conference app and get all your information in one place. The app allows you to view conference program details, access session materials, view speaker bios, read sponsor and exhibitor information, see the conference center maps, and more.

Apple and Android devices:

1. Go to your app store
2. Search "AWC events"
3. Download the app
4. Select "Annual Conference"
5. Enjoy conference details at your fingertips



You can also access the app via your computer or Windows device by visiting [awcnet.org](http://awcnet.org).

If you attended AWC's City Action Days conference in February, you may already have the app on your phone. If you have the 2016 Annual Conference app installed, you will need to delete the app and reinstall following the steps above.

Questions? Stop by the AWC exhibit booth in AWCentral or email [appsupport@awcnet.org](mailto:appsupport@awcnet.org) at any time before, during, or after the conference.

## Conference materials

Conference session materials and AWC Annual Business Meeting materials are available on AWC's website and the conference app.

## Visit Vancouver USA's "Show Your Badge" Program

While you're visiting Vancouver, stop by any one of the participating downtown businesses. Simply show your AWC conference name badge for special discounts. Visit [awcnet.org/vancouvershowyourbadge.pdf](http://awcnet.org/vancouvershowyourbadge.pdf) to see participating businesses and get more details.

# General information

## **AWC Annual Business Meeting & Voting Delegates**

Don't miss the AWC Annual Business Meeting on Thursday at 4 pm. The meeting agenda includes election of AWC's Officers and Board of Directors, the people who guide your association's activities.

### **Voting Delegates**

Each city is granted three voting delegates for the Annual Business Meeting. Member cities may change their delegate(s) by notifying staff at the AWC Credentials Desk before the Annual Business Meeting. Voting delegates should pick up their name badge ribbon at the Credentials Desk, and should be sure to pick up their electronic voting device at the Annual Business Meeting.

More information, including the meeting materials and the Nominating Committee's list of candidates, is available on the conference app and in the Annual Business Meeting section of AWC's Annual Conference website.

### **AWCentral**

Visit AWCentral located in the Exhibit Hall at the conference center. Here you will find an Internet access station sponsored by Xfinity, a mobile device power station, conference information, the full menu of AWC programs and services, and a computer station for viewing your CML credits.

Comcast is an Annual Conference Platinum Sponsor and AWCentral partner. Stop by their booth in the Exhibit Hall and talk to their local government experts about how they continue to *innovate* their products and services, *integrate* to build connections, and *motivate* to evolve their customer experience. Learn more about their Xfinity® services available to your constituents, Comcast Business Class services helping your business community, Internet Essentials connecting low-income families to the Internet, and much more.

Comcast provides cable and other advanced technology services within numerous AWC member cities throughout western Washington and the Spokane region.

# General information

## Strong Cities Showcase

Washington State is 281 cities and towns strong. Visit our Strong Cities Showcase on the second floor to see the amazing things cities are doing throughout the state to improve the quality of life for residents, build community support, and deliver stronger services. This showcase features the accomplishments of this year's Municipal Excellence Award winners, Advocacy All-Star Award winners, and WellCity Award winners.



## AWC Center for Quality Communities – Invest in future leaders

The AWC Center for Quality Communities is a 501(c)(3) charitable organization that promotes civic engagement in cities and towns.

Growing and nurturing local community leaders is critical for cities and towns to flourish. The Center for Quality Communities Scholarship Fund supports students who are active and involved in local communities and schools. Scholarship recipients are honored during the Thursday luncheon. Luncheon attendees have the opportunity to make a financial investment that directly supports the educational endeavors of our future community leaders.

## Engage with social media

Be social while you're attending this year's conference. Did you attend a great session? Did you learn something new? Share your experience through your favorite social media channel.



### Facebook

We'll share conference moments as they happen. Like us on Facebook and follow us on your news feed.



### Twitter

Stay abreast of the conference action with Twitter. Be part of the conversation. #WACities



### Flickr

Photos are posted on Flickr after the conference. Watch AWC's electronic newsletter *CityVoice* for more information.

# General information

## Certificate of Municipal Leadership

AWC's Certificate of Municipal Leadership (CML) program recognizes mayors and councilmembers for completing training in four core areas. In order to earn the certificate, elected officials must meet training requirements in the following competencies, and achieve 30 credits:

- Effective local leadership
- Community planning and development
- Public sector resource management
- Roles, responsibilities and legal requirements

We have made tracking your credits easy! Upon check in, elected officials automatically receive CML credits under the effective local leadership competency as follows:

- Wednesday only = 3 credits
- Thursday only = 5 credits
- Wednesday, Thursday, Friday = 10 credits

If you would like your CML credits recorded in any of the other competency categories, visit our CML web page on our website and click "CML tracker" to simply mark which sessions you attended or watch for the link in our conference app! For your convenience, there is a section in the program to help you plan and track your credits during the conference. See pages 93-95.

Elected officials may also obtain an Advanced Certificate of Municipal Leadership by meeting the basic certificate requirements, attaining a total of 60 credits, and completing community service. For more information, visit [awcnet.org](http://awcnet.org).

Please allow up to eight weeks after the conference for your record to be updated.

## Menus

If you have special dietary needs, please inform the staff at the Registration Kiosk at least two hours prior to a meal event. You will receive a special meal ticket to present to your server at the event. Unless prior arrangements are made, the serving staff will not be able to accommodate special requests. Menus for specific meals or events are posted near the Registration Kiosk.

# General information

## Wellness activity

Stay focused on your personal wellness goals while attending the conference. This year AWC has a variety of morning wellness activities planned to support the health and wellness of conference attendees.

On Wednesday morning get out early and enjoy mindful walking for everyone! To learn more about the benefits of mindful walking and participate in some guided exercises, come out begin at 6:30 am in Esther Short Park.

Join us on Thursday morning anytime from 6:30 to 8 am for the annual AWC Fun Run and Walk. Head out on your walk or run from Esther Short Park along Columbia Street to the waterfront and back. After the fun, pick up your cool AWC Fun Run and Walk t-shirt and join the networking breakfast at the conference center.

Get an early start on your weekend by joining us on Friday morning at 6:30 am as we kickoff the urban wellness safari for health, happiness, and wellbeing. For a complete description of wellness activities check the conference program or app.

## No smoking please

For the comfort of all, smoking or vaping is not allowed in meeting rooms, meal functions, or any other spaces at the conference center.

## Housing

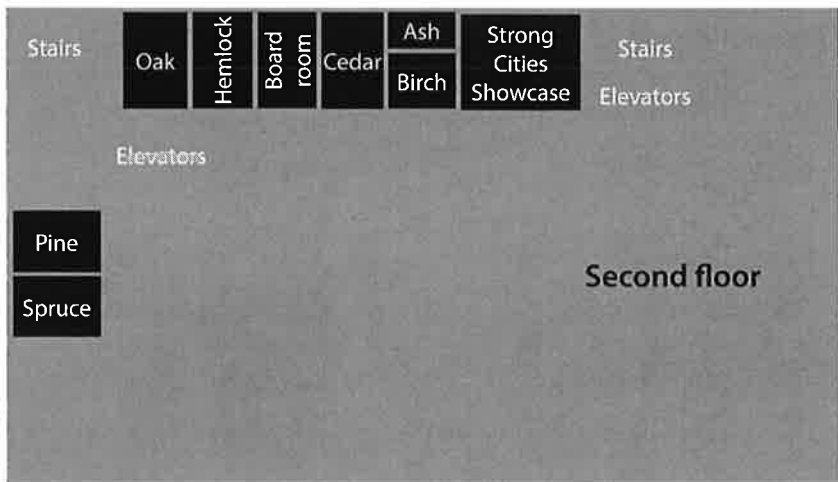
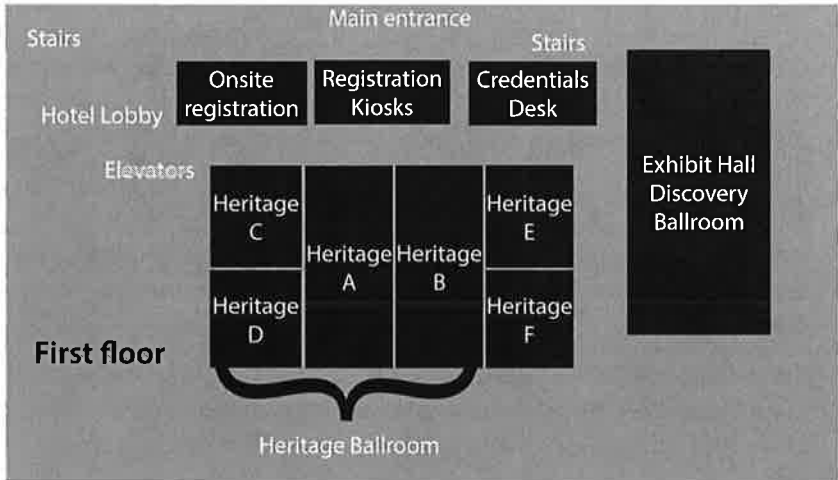
AWC does not assume responsibility for conference housing. Please contact your hotel directly with questions or concerns.

|                                                                                             |                                                                                                                   |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Hilton Vancouver</b><br>301 West 6th Street<br>Vancouver, WA 98660<br>360-993-4500       | <b>The Heathman Lodge</b><br>7801 NE Greenwood Dr.<br>Vancouver, WA 98660<br>360-254-3100                         |
| <b>Comfort Inn &amp; Suites</b><br>401 E 13th Street<br>Vancouver, WA 98660<br>360-696-0411 | <b>Homewood Suites by Hilton Vancouver</b><br>701 SE Columbia Shores Blvd.<br>Vancouver, WA 98660<br>360-750-1100 |

# Map

## Hilton Vancouver Washington Convention Center

*Map not to scale*



# At-a-glance

## Tuesday, June 20

|             |                                               |
|-------------|-----------------------------------------------|
| 3 – 6 pm    | AWC Registration Kiosk, Lobby                 |
| 5:30 – 7 pm | President's Welcome Reception, Heritage A & B |

## Wednesday, June 21

|                      |                                                                                                                                                                               |                                               |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 6:30 – 7:30 am       | Mindful walking for everyone, Esther Short Park                                                                                                                               |                                               |
| 7:30 am – 6 pm       | AWC Registration Kiosk, Lobby                                                                                                                                                 |                                               |
| 8 am – 5 pm          | Exhibit Hall open, Discovery Ballroom                                                                                                                                         |                                               |
| 8 – 9:30 am          | Continental breakfast, Discovery Ballroom                                                                                                                                     |                                               |
| 10 – 11:30 am        | Vancouver's Main Street, Tour departs from Hilton entrance on Columbia Street (near AWC Registration Kiosk)<br><i>Sign up for mobile tours at the AWC Registration Kiosk.</i> |                                               |
| 10 – 11:30 am        | Chaos to communication: How to navigate the world of news, both real and fake!, Hemlock Room                                                                                  | Federal legislative issues update, Cedar Room |
| Early start sessions | Conference orientation: Get connected from the start, Birch Room                                                                                                              |                                               |
| 10 – 11 am           | Conference orientation: Get connected from the start, Birch Room                                                                                                              |                                               |
| Early start session  | Conference orientation: Get connected from the start, Birch Room                                                                                                              |                                               |
| Noon – 1:30 pm       | Welcome and opening lunch, Heritage Ballroom<br>Keynote: Embracing innovation: What does it mean for cities?                                                                  |                                               |
| 1:30 – 2 pm          | Exhibit break, Discovery Ballroom                                                                                                                                             |                                               |

Note: The information in the printed conference program is subject to change. For the most up-to-date information, visit the conference app.

continued

# At-a-glance

## Wednesday, June 21 *continued*

|                                                        |                                                                                                                                                                                                                 |                                                                                    |                                                                                                           |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| 2 – 3 pm<br>Concurrent sessions                        | Building relationships with tribal neighbors – Part 1, <i>Oak Room</i>                                                                                                                                          | Community in bloom: Including the neighborhood, <i>Heritage C</i>                  | Innovation Q&A with Pablos Holman, <i>Cedar Room</i>                                                      |
|                                                        | Introduction to the Tukwila Police Department's Community Liaison Team, <i>Heritage D</i>                                                                                                                       | Keys to effective strategic planning in your city, <i>Heritage A</i>               | Rate setting fundamentals and getting the most out of your utility financial program, <i>Hemlock Room</i> |
| 3 – 3:15 pm                                            | Break                                                                                                                                                                                                           |                                                                                    |                                                                                                           |
| 3:15 – 4:30 pm<br>Mobile tours/<br>Concurrent sessions | Every tree tells a story: Arboreal tour in Esther Short Park, <i>Tour departs from Hilton entrance on Columbia Street (near AWC Registration Kiosk) Sign up for mobile tours at the AWC Registration Kiosk.</i> | Be your own auditor, <i>Heritage A</i>                                             | Building relationships with tribal neighbors – Part 2, <i>Oak Room</i>                                    |
|                                                        | Walking tour of Vancouver waterfront, <i>Tour departs from Hilton entrance on Columbia Street (near AWC Registration Kiosk) Sign up for mobile tours at the AWC Registration Kiosk.</i>                         | Growing your city's innovation: Innovation partnerships at work!, <i>Pine Room</i> | Talk to your lobbyists, <i>Hemlock Room</i>                                                               |
| 5:30 – 7 pm                                            | Evening Reception at Esther Short Park                                                                                                                                                                          |                                                                                    |                                                                                                           |

*continued*

# At-a-glance

## Thursday, June 22

|                                         |                                                                                                                                                                                                                   |                                                                                                                                                               |                                                                              |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 6:30 – 8 am                             | AWC Fun Run & Walk, <i>Esther Short Park</i>                                                                                                                                                                      |                                                                                                                                                               |                                                                              |
| 6:30 am – 5:30 pm                       | AWC Registration Kiosk, <i>Lobby</i>                                                                                                                                                                              |                                                                                                                                                               |                                                                              |
| 6:30 – 8:30 am                          | Networking breakfast, <i>Heritage A &amp; B</i>                                                                                                                                                                   |                                                                                                                                                               |                                                                              |
| 8 am – 3 pm                             | Exhibit Hall open, <i>Discovery Ballroom</i>                                                                                                                                                                      |                                                                                                                                                               |                                                                              |
| 9:15 – 10:15 am                         | General session: Times are uncivil & residents don't want to engage. How do we fix it?, <i>Heritage Ballroom</i>                                                                                                  |                                                                                                                                                               |                                                                              |
| 10:15 – 10:45 am                        | Exhibit break, <i>Discovery Ballroom</i>                                                                                                                                                                          |                                                                                                                                                               |                                                                              |
| 10:30 – 11:45 am<br>Mobile tour         | LEED us to the gold: Vancouver's LEED gold certified city hall, <i>Tour departs from Hilton entrance on Columbia Street (near AWC Registration Kiosk) Sign up for mobile tours at the AWC Registration Kiosk.</i> |                                                                                                                                                               |                                                                              |
| 10:45 – 11:45 am<br>Concurrent sessions | The future of smart technology:<br>What cities need to know, <i>Oak Room</i>                                                                                                                                      | Innovative community engagement techniques, <i>Hemlock Room</i>                                                                                               | Lessons learned from an officer-involved shooting in Pasco, <i>Pine Room</i> |
|                                         | What is this about a new kind of park?, <i>Heritage F</i>                                                                                                                                                         | Why can't we just get along? A candid discussion of the roles and responsibilities of the executive and legislative branches of government, <i>Cedar Room</i> |                                                                              |
| 11:45 am – Noon                         | Break                                                                                                                                                                                                             |                                                                                                                                                               |                                                                              |
| Noon – 1 pm                             | Center for Quality Communities fundraising lunch, <i>Heritage Ballroom</i>                                                                                                                                        |                                                                                                                                                               |                                                                              |
| 1 – 1:30 pm                             | Exhibit break, <i>Discovery Ballroom</i>                                                                                                                                                                          |                                                                                                                                                               |                                                                              |

*continued*

# At-a-glance

## Thursday, June 22 *continued*

|                                       |                                                                                                                                                                                                          |                                                                                        |                                                                   |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 1:15 – 2:30 pm<br>Mobile tour         | From flush to finish: Marine Park Wastewater Treatment Plant, Tour departs from Hilton entrance on Columbia Street (near AWC Registration Kiosk) Sign up for mobile tours at the AWC Registration Kiosk. |                                                                                        |                                                                   |
| 1:30 – 2:30 pm<br>Concurrent sessions | Ask MRSC: Legal and financial do's and don'ts (repeated Friday), <i>Heritage F</i>                                                                                                                       | Local \$\$ local sense: Local investment to stimulate main street, <i>Hemlock Room</i> |                                                                   |
|                                       | Safety in public facilities, <i>Oak Room</i>                                                                                                                                                             | Youth and young adult homelessness in Washington State, <i>Cedar Room</i>              |                                                                   |
| 2:30 – 2:45 pm                        | Break                                                                                                                                                                                                    |                                                                                        |                                                                   |
| 2:45 – 3:45 pm<br>Concurrent sessions | GIS: Building smarter communities, <i>Cedar Room</i>                                                                                                                                                     | How does one plus one equal thousands?, <i>Spruce Room</i>                             | Professional city management: What? Why? & When?, <i>Oak Room</i> |
|                                       | Retain and strengthen your business mix, <i>Hemlock Room</i>                                                                                                                                             | Winning at the Robert's Rules game, <i>Heritage E</i>                                  |                                                                   |
| 3:45 – 4 pm                           | Break                                                                                                                                                                                                    |                                                                                        |                                                                   |
| 4 – 5:45 pm                           | AWC Annual Business Meeting, <i>Heritage Ballroom</i>                                                                                                                                                    |                                                                                        |                                                                   |
| 5:45 – 7:30 pm                        | Exhibitor Reception, <i>Discovery Ballroom</i>                                                                                                                                                           |                                                                                        |                                                                   |
| 6 – 8:30 pm                           | AWC Risk Management Service Agency (RMSA) Annual Meeting & Dinner, <i>Heritage E &amp; F</i>                                                                                                             |                                                                                        |                                                                   |

# At-a-glance

## Friday, June 23

|                                       |                                                                                                |                                                                                                          |                                                                                              |
|---------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 6:30 – 7:30 am                        | Urban wellness safari for health, happiness, and wellbeing, <i>Esther Short Park</i>           |                                                                                                          |                                                                                              |
| 6:30 – 8:30 am                        | Networking breakfast, <i>Heritage A &amp; B</i>                                                |                                                                                                          |                                                                                              |
| 6:30 – 10:30 am                       | AWC Registration Kiosk, <i>Lobby</i>                                                           |                                                                                                          |                                                                                              |
| 8:45 – 9:45 am<br>Concurrent sessions | Ask MRSC: Legal and financial do's and don'ts (repeat session), <i>Heritage F</i>              | Constructive conversations: Building a strong foundation one conversation at a time, <i>Hemlock Room</i> | Hiring & firing: What mayors & councilmembers need to know to get it right, <i>Pine Room</i> |
|                                       | Municipal borrowing: What elected officials need to know about issuing debt, <i>Cedar Room</i> | Organizational change through empathy, <i>Oak Room</i>                                                   | Understanding the new streamlined business licensing requirements, <i>Spruce Room</i>        |
| 9:45 – 10 am                          | Break                                                                                          |                                                                                                          |                                                                                              |
| 10 – 11 am<br>Concurrent sessions     | Advocacy Academy: How to engage with your state Legislature, <i>Cedar Room</i>                 | Digital inclusion, <i>Birch Room</i>                                                                     |                                                                                              |
|                                       | Leading optimistically, <i>Spruce Room</i>                                                     | Understanding pipeline safety in your community, <i>Pine Room</i>                                        |                                                                                              |

# Program pitch

New this year, we are offering an opportunity to learn about products and services that may enhance your work at city hall. Stop by for informative demos and fun giveaways, and to network with other like-minded solution seekers!

WEDNESDAY, JUNE 21

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## **FLO Analytics**

11 – 11:20 am, Birch Room

Learn how the AWC GIS Consortium increases your capacity to utilize GIS technology in your community from Consortium co-founder and GIS and data analytics consultants.

## **Craft3**

11:25 – 11:45 am, Birch Room

Craft3 is a 23-year-old nonprofit lending institution that provides capital for critical community facilities, clean energy, and economic development projects in Washington and Oregon. Craft3 is also expanding its affordable septic system replacement program for homeowners.

## **PageFreezer**

2 – 2:45 pm, Birch Room

PageFreezer helps meet Washington State open records laws with website and social media archiving.

## **Johnson Controls**

3:15 – 3:35 pm, Birch Room

WA RCW 39.35A empowers you to fund a wide range of improvements through performance contracting with Johnson Controls. Learn how improvements can fund themselves, outcomes and savings are guaranteed, and how risk is shifted from your city to Johnson Controls.

## **AT&T**

3:35 – 3:55 pm, Birch Room

Learn more about FirstNet and smart solutions for cities. Explore how a “smart city” can be a safer city by improving law enforcement, firefighting, emergency medical, 911 and other emergency services.

## **WSU Metropolitan Center for Applied Research and Extension**

3:55 – 4:15 pm, Birch Room

Learn how the Metro Center can work for you, linking Washington’s cities to WSU’s expertise in applied research, technical assistance, education, training, and evaluation.

# Program pitch

THURSDAY, JUNE 22

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## **Puget Sound Energy**

10 – 10:20 am, Birch Room

Learn more about Puget Sound Energy's (PSE) safe, reliable, affordable energy service and how PSE is helping make our communities better places to live and work.

## **Waste Management**

10:25 – 10:45 am, Birch Room

Join Waste Management for an interactive WM Family Feud game.

## **Stormwater Action Monitoring**

11 – 11:20 am, Birch Room

Stormwater Action Monitoring is a collaborative, regional stormwater monitoring program funded by 90 Western Washington cities and counties.

# Tuesday, June 20

**All events, sessions, and meetings are at the Hilton Vancouver Washington Convention Center unless otherwise noted.**

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## **AWC Registration Kiosk**

3 – 6 pm, Lobby

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## **President's Welcome Reception**

5:30 – 7 pm, Heritage A & B

Join your fellow conference attendees for the welcome reception. This is an opportunity to mingle, enjoy light hors d'oeuvres and refreshments, and make plans for your conference experience.

# Wednesday, June 21

**All events, sessions, and meetings are at the Hilton Vancouver Washington Convention Center unless otherwise noted.**

## MORNING WELLNESS ACTIVITY

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### **Mindful walking for everyone**

6:30 – 7:30 am, Esther Short Park

Just a few minutes of mindful walking can help you relieve stress, relax, and refocus during a hectic day. Join us for an introduction to the art of walking meditation, designed especially for people with little or no meditation experience. During this hour, we briefly describe the why and how of mindful walking, guide you through some exercises, take time to practice on your own, and leave you with resources to develop your new skills. No special equipment required, just wear comfortable clothing and shoes.

**Leader:**

Jon Smith, Health Promotion Consultant, AWC

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### **AWC Registration Kiosk**

7:30 am – 6 pm, Lobby

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### **Exhibit Hall**

8 am – 5 pm, Discovery Ballroom

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### **Continental breakfast**

8 – 9:30 am, Discovery Ballroom

# Wednesday, June 21

## MOBILE TOUR

### Vancouver's Main Street

10 – 11:30 am, *Tour departs from Hilton entrance on Columbia Street (near AWC Registration Kiosk)*



Community  
planning &  
development

*Sign up for mobile tours at the AWC Registration Kiosk. Space is limited. Tours involve walking, navigating stairs and uneven ground. Sensible footwear is required.*

Explore the heart of downtown Vancouver through this tour of lower Main Street. In the last several years, this area has experienced significant new investment, including a renovated public plaza and new bus rapid transit system, an influx of new breweries and restaurants, and several community-led public art projects. Staff from Vancouver's Downtown Association will be on hand to describe how events and programs, including their popular First Friday Art Walk, have brought new energy to downtown. The tour will also showcase new tech and creative firms that have moved to downtown to join the City of Vancouver-led Innovation Partnership Zone.

#### Tour guides:

Rebecca Kennedy, Economic Development Planner, Vancouver

Lee Rafferty, Executive Director, Vancouver's Downtown Association

## EARLY START SESSION

### Federal legislative issues update

10– 11:30 am, Cedar Room



Roles,  
responsibilities  
& legal  
requirements

This session focuses on current and emerging federal legislative issues that affect cities. Specific topics of discussion include sanctuary cities, internet sales tax, infrastructure and more.

- Understand how the actions of the current administration impact cities
- Identify how at least three federal legislative issues could impact your city
- Effectively communicate with your congressional delegation about city-specific issues

#### Speakers:

Michael K. Ryan, Assistant City Attorney, Seattle

Peter B. King, CEO, AWC

*continued*

# Wednesday, June 21

EARLY START SESSION

## **Chaos to communication: How to navigate the world of news, both real and fake!**



Effective local leadership

10 – 11:30 am, Hemlock Room

You're in front of the camera. Or you're carefully measuring your words with a local reporter, acutely aware that what you say is likely to show up in print, on the web, recorded on a camera phone, or shared on various social media channels.

This interactive session gives you instant feedback on how you can avoid some very common mistakes elected officials make when talking to the media. During the workshop, you have the option to get filmed answering a series of typical questions. The session is relatively painless and you get immediate feedback on what makes you look good on camera.

In between tapings:

- Discover FCC rules of "equal opportunity," lowest unit rate for your ads, and other rules that apply to the broadcast media
- Find out why you should always be thinking about B-roll to illustrate your city's message
- Review which key points you want covered accurately in the paper, and how to make things happen

### **Speaker:**

Glenn Johnson, Mayor, Pullman, AWC Past President, and AWC Employee Benefit Trust Board of Trustees Chair

*continued*

# Wednesday, June 21

EARLY START SESSION

## **Conference orientation: Get connected from the start**



10 – 11 am, Birch Room

This early start session prepares you to make the most out of Annual Conference! Meet your Association CEO, President, Vice President and AWC staff while networking with newcomers and old-timers alike. Don't forget your business cards and join us for this energetic start to AWC's Annual Conference!

- Connect with your Association CEO, President and Vice President
- Discover more about AWC with a brief overview of the services available to you and how to access AWC resources that benefit your community throughout the year
- Download and tour the conference app and discover key features to help you stay connected throughout the event, including how to tailor your own agenda

### **Speakers:**

Peter B. King, CEO, AWC

Jim Restucci, Mayor, Sunnyside and AWC President

Pat Johnson, Mayor, Buckley and AWC Vice President

AWC Staff

*continued*

# Wednesday, June 21

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## Welcome and opening lunch

Noon – 1:30 pm, Heritage Ballroom

**Presiding:** Jim Restucci, Mayor, Sunnyside and AWC President

**Parade of Flags:** Glenn Johnson, Mayor, Pullman, AWC Past President, and AWC Employee Benefit Trust Board of Trustees Chair

**Honor Guard:** VFW Vancouver Post 7824

**National Anthem:** Officer Rey Reynolds, Vancouver Police Department

**Conference welcome:** Timothy D. Leavitt, Mayor, Vancouver

**Award acknowledgement:** Celebrate the best of the best as we salute the following award recipients:

- Municipal Excellence Award
- Advocacy All-Star Award
- WellCity Award
- Certificate of Municipal Leadership
- Civic Service Award
- Governor's Smart Communities Award

**Keynote introduction:** Liz Stenhouse, Director of Customer Experience, Comcast-Washington Region

## Embracing innovation: What does it mean for cities?



Community  
planning &  
development

Cities need help rethinking issues, reimagining outcomes and capitalizing on new possibilities. Pablos Holman is a futurist, inventor and notorious hacker and one of the rare technologists who can both understand and explain new technologies and their potential. Discover some of the technology trends and drivers that are pressing municipalities large and small into being innovative.

- Gain a shared understanding of what innovation means
- Understand how to have a practical relationship with innovation
- Get a glimpse into the next generation technologies nobody has seen yet

### Speaker:

Pablos Holman, Futurist, Inventor and Notorious Hacker

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## Exhibit break

1:30 – 2 pm, Discovery Ballroom

*continued*

# Wednesday, June 21

## CONCURRENT SESSION

### **Building relationships with tribal neighbors – Part 1**

2 – 3 pm, Oak Room



Roles,  
responsibilities  
& legal  
requirements

This two-part series explores basic legal frameworks that set the stage for understanding, collaboration and potential partnerships between cities and native communities. This session covers a wide range of topics, laying the foundation for a path towards clear communication.

- Understand how the legal pieces fit in the state/local/tribal/federal framework, including sovereign authority and civil/criminal jurisdiction
- Learn tribal governance structures and decision-making
- Explore ways to work together on social issues; using memoranda of understanding and contracts

#### **Speakers:**

Bart Freedman, Attorney, K&L Gates

Tommy Miller, Attorney, K&L Gates

## CONCURRENT SESSION

### **Community in bloom: Including the neighborhood**

2 – 3 pm, Heritage C



Community  
planning &  
development

Neighborhoods in our cities are becoming more diverse. How do we include persons with different cultures and who speak different languages in our communities? Discover how inclusion benefits our work on everything from public services to zoning. And find out what principles and planning are required to meet HUD's guidelines.

- Understand the benefits of including diverse constituent voices in city policies and planning
- Identify usable tools for attracting different cultural groups with language differences that go beyond the basics of city public hearing testimony
- Instill equity principles, to include HUD's guidelines that benefit programs and policies in your city

#### **Speakers:**

Lauren Walker Lee, Executive Director, Fair Housing Center of Washington

Rubai Aurora, Program Manager, Fair Housing Center of Washington

*continued*

# Wednesday, June 21

## CONCURRENT SESSION

### **Innovation Q&A with Pablos Holman**

2 – 3 pm, Cedar Room



Community  
planning &  
development

Do you have questions for Pablos after hearing his keynote address? Take advantage of this opportunity to ask questions of a notorious inventor, futurist and hacker residing here in our own state! Pablos works on invention projects that assimilate new technologies - making wild ideas a bit more practical and vice versa. He helped create the world's smallest PC; 3D printers at Makerbot; spaceships with Jeff Bezos; mosquito zapping lasers with Bill Gates; artificial intelligence agent systems; and the Hackerbot, a Wi-Fi seeking robot. He is also an advisor to the biggest crowdfunding campaign in history, raising \$27 Million in 30 days, for the 3D printer - Glowforge. Bring your questions and prepare to learn more.

#### **Speaker:**

Pablos Holman, Futurist, Inventor and Notorious Hacker

## CONCURRENT SESSION

### **Introduction to the Tukwila Police Department's Community Liaison Team**

2 – 3 pm, Heritage D



Roles,  
responsibilities  
& legal  
requirements

Review strategies and lessons learned during the development and implementation of Tukwila PD's Community Liaison Team. We will discuss tactics used to develop relationships with people and organizations within the city to more effectively interact with diverse populations. We will also discuss ways to build trust with communities that have previously had poor interactions with law enforcement in their home countries.

- Develop an outline to establish a Community Liaison Team
- Identify partners to maximize a mutually-beneficial and problem-solving relationship
- Implement outreach activities

#### **Speakers:**

Kraig Boyd, Sergeant, Tukwila

Mike Villa, Chief of Police, Tukwila

Matt Valdez, Police Officer, Tukwila

*continued*

# Wednesday, June 21

CONCURRENT SESSION

## **Keys to effective strategic planning in your city**

2 – 3 pm, Heritage A



The first few months of each new year are turning points for our cities. Newly elected officials are entering office, a new budget is in effect, and new goals are being pursued. This is often the time cities do their collective thinking in traditional goal-setting or strategic-planning sessions. Now is the time to plan and prepare for your next strategic-planning session. This session will:

- Explore the advantages (and the few disadvantages) to structured strategic planning
- Discuss alternative approaches, methods and tools to help you achieve success in your planning work. We will also explore roles, who should participate, and how to set the stage for success
- Use examples to illustrate the results from effective planning efforts. We'll see how these efforts can be leveraged in other ways to benefit your community

### **Speaker:**

Mike Bailey, Director, Technology and Information Services, Redmond

# Wednesday, June 21

CONCURRENT SESSION

## **Rate setting fundamentals and getting the most out of your utility financial program**



Public sector  
resource  
management

2 – 3 pm, Hemlock Room

This presentation highlights the concepts, principles, and best practices of utility rate making. Learn the fundamentals of rate setting for a wide range of scenarios and customers including residential, commercial, industrial, irrigation, and wholesale. Hear a number of perspectives that reflect the true cost-of-system operations and cost-recovery in proportion to how costs are incurred by various customers on the system. Emphasis is placed on developing rates that reflect current trends, regulatory drivers and innovation. Explore the four stages of the cost-of-service rate setting process including fiscal policy development, revenue requirement analysis, cost-of-service evaluation, and rate design.



- Develop rates that reflect current trends, regulatory drivers and innovation
- Establish utility goals and financial policies
- Communicate rate and charge impacts to customers and stakeholders

### **Speakers:**

Chris Gonzalez, Project Manager, FCS Group

Brooke Tacia, Project Consultant, FCS Group

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## **Break**

3 – 3:15 pm

*continued*

# Wednesday, June 21

## MOBILE TOUR

### **Every tree tells a story: Arboreal tour in Esther Short Park**



3:15 – 4:30 pm, Tour departs from Hilton entrance on Columbia Street (near AWC Registration Kiosk)

*Sign up for mobile tours at the AWC Registration Kiosk. Space is limited. Tours involve walking, navigating stairs and uneven ground. Sensible footwear is required.*

Established in 1853, Esther Short Park is the oldest public park in Washington State. This iconic town square hosts a children's playground, a rose garden, and a huge fountain – but the park's celebrities are the trees! Come join us for a walk in the park and hear about its trees, rich history, and bright future.

- Discover the role of parks and trees in Vancouver's downtown revival
- Hear Vancouver's colorful tree history
- Learn about tree identification

#### **Tour guides:**

Charles Ray, Urban Forester, Vancouver

Terry Snyder, Landscape Architect, Vancouver

Ben Thompson, Urban Forestry Specialist, Washington State Department of Natural Resources

## MOBILE TOUR

### **Walking tour of Vancouver waterfront**



3:15 – 4:30 pm, Tour departs from Hilton entrance on Columbia Street (near AWC Registration Kiosk)

*Sign up for mobile tours at the AWC Registration Kiosk. Space is limited. Tours involve walking, navigating stairs and uneven ground. Sensible footwear is required.*

Vancouver's waterfront is loaded with development possibilities. Begin your walking tour on Columbia Way and learn about the newly-completed \$51 million public investment in infrastructure on this former Brownfield site. Then, view the 32-acre site being developed by Columbia Waterfront, LLC and hear updates on the \$1.5 billion mixed-use development. End the tour at the Port of Vancouver's master-planned waterfront development.

#### **Tour guides:**

Chad Eiken, Director, Community and Economic Development, Vancouver

Teresa Brum, Manager, Economic Development Division, Vancouver

Matt Harding, Environmental Project Manager, Port of Vancouver

Julie Hannon, Director, Parks and Recreation, Vancouver

*continued*

# Wednesday, June 21

## CONCURRENT SESSION

### **Be your own auditor**

3:15 – 4:30 pm, Heritage A



During this session you will have the opportunity to meet Pat McCarthy, the first woman elected State Auditor. Pat has served for decades in local government, most recently as the twice-elected executive of Pierce County. She will present her vision for the Office of the State Auditor, including building positive relationships with cities and other local governments while staying true to the Office's values of independence and transparency.



- Learn from experienced SAO staff how to be your own auditor
- Understand the importance of monitoring and evaluating internal controls associated with the payment process
- Create a culture of continuous improvement

#### **Speakers:**

Pat McCarthy, State Auditor, Washington State

Debbie Pennick, City Program Manager, Washington State Auditor's Office

Debra Hentz, Lean Specialist, Washington State Auditor's Office

## CONCURRENT SESSION

### **Building relationships with tribal neighbors – Part 2**

3:15 – 4:30 pm, Oak Room



As sovereign nations, tribal governments have certain rights and powers that can affect the state's authority on and off tribal land. This session looks at how legal rights interact and intersect between local, state, and tribal governments.

- Cover critical elements of tribes purchasing property, including the process of taking land into trust, the possibility of building casinos, and tax consequences on tribal land
- Review the big picture impact of treaty rights, including general hunting and fishing rights
- Explore the potential impacts and future of the Culverts decision

#### **Speakers:**

Bart Freedman, Attorney, K&L Gates

Tommy Miller, Attorney, K&L Gates

*continued*

# Wednesday, June 21

CONCURRENT SESSION

## **Growing your city's innovation: Innovation partnerships at work!**



Community  
planning &  
development

3:15 – 4:30 pm, Pine Room

This session focuses in on several cities' initiatives to grow their local innovation economy through strategic partnerships among business, education, and government. From Redmond's Operations Innovations (ROI) Fund to Seattle's MetroLab Network partnership to bring data, analytics, and innovation to city government, Washington communities large and small will learn about best practices and lessons learned from cities' innovation at work. Beyond Washington, the panel also includes insights from the City of Surrey, BC on its Innovation Boulevard - an economic development partnership to create new health technologies to improve people's lives, as well as applied innovation perspectives on Bloomberg's What Works Cities initiative from Gresham, OR and across the country.

- Learn about smart city best practices, initiatives, and partnerships
- Share lessons learned on fostering local innovation
- Understand what steps leaders can take to partner with others and grow their own local innovation economies

### **Speakers:**

Michael Mattmiller, Chief Technology Officer, Seattle

Stephen Wu, Economic Development Manager, Surrey, BC

Molly Daniell, Senior Manager, What Works Cities Initiative

Ashley Sonoff, Associate Management Analyst, Gresham, OR

Jane Christenson, Deputy City Administrator, Redmond

*continued*

# Wednesday, June 21

## CONCURRENT SESSION

### **Talk to your lobbyists**

3:15 – 4:30 pm, Hemlock Room



Effective local  
leadership

This standing-room-only favorite is back to bring you insights from the AWC legislative advocacy staff on city-related legislation and an entertaining and educational review of the 2017 legislative session. The long legislative session will either have just concluded or be days away from finally ending.

- Get caught up on key outcomes of the 2017 session
- Learn how city priorities fared during session
- Discover how you can make the most impact in the final days or during the legislative interim

#### **Speakers:**

AWC Government Relations Team

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### **Evening Reception at Esther Short Park**

5:30 – 7 pm

Join us at AWC's private reception for hors d'oeuvres, hosted beer and wine, and live music. Guests are welcome to attend for an additional fee. Check in at the Registration Kiosk for details.

# Thursday, June 22

**All events, sessions, and meetings are at the Hilton Vancouver Washington Convention Center unless otherwise noted.**

## WELLNESS ACTIVITY

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### **AWC Fun Run & Walk**

6:30 – 8 am, Esther Short Park

Lace up your sneakers and hit the sidewalks for this Annual Conference tradition! Pick up a map and instructions at the starting line in Esther Short Park, across 6th Street from the Convention Center. Follow the course along Columbia Street to the turn-around point, then return to the park and claim your limited edition T-shirt! The course opens at 6:30 am and closes at 8 am. T-shirts must be picked up at the finish line by 8 am.

#### **Leader:**

Jon Smith, Health Promotion Consultant, AWC

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### **AWC Registration Kiosk**

6:30 am – 5:30 pm, Lobby

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### **Networking breakfast**

6:30 – 8:30 am, Heritage A & B

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### **Exhibit Hall**

8 am – 3 pm, Discovery Ballroom

*continued*

## GENERAL SESSION

### **Times are uncivil & residents don't want to engage. How do we fix it?**



Effective local  
leadership

9:15 – 10:15 am, Heritage Ballroom

Polarization in the political process and among elected officials is more contentious than ever before, and it's making governing hard. Effective decision-making depends on collaboration and inclusive public engagement. Government works best when a well-informed community takes part in the process. This session shows you how to get there using best practices.

- Learn to work together effectively
- Enhance your public engagement skills
- Build more capacity for civic involvement in your community
- Improve governance and increase trust in government institutions through your outreach efforts

#### **Speaker:**

Carolyn N. Long, Sam Reed Distinguished Professor in Civic Education and Public Civility, Washington State University Vancouver

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### **Exhibit break**

10:15 – 10:45 am, Discovery Ballroom

*continued*

# Thursday, June 22

## MOBILE TOUR

### **LEED us to the gold: Vancouver's LEED gold certified city hall**



Community  
planning &  
development

10:30 – 11:45 am, Tour departs from Hilton entrance on  
Columbia Street (near AWC Registration Kiosk).

*Sign up for mobile tours at the AWC Registration Kiosk. Space is limited. Tours involve walking, navigating stairs and uneven ground. Sensible footwear is required.*

Explore the City of Vancouver's LEED Gold Certified City Hall building and hear the story of how the building is saving money and natural resources. In 2011, the city consolidated five separate buildings housing hundreds of employees into the new city hall. The move is saving the city approximately \$1 million per year in facility lease and maintenance costs. The building's remarkable design also saves on water, power, and other precious resources. Tour guides explain how water and energy efficiency play their part in this beautiful and state-of-the-art building.

#### **Tour guide:**

Chad Eiken, Director, Community & Economic Development, Vancouver

## CONCURRENT SESSION

### **The future of smart technology: What cities need to know**



Community  
planning &  
development

10:45 – 11:45 am, Oak Room

Broadband infrastructure is getting more compact and abundant in our communities. The broadband industry will be investing billions to meet the growing demand for faster speed internet, in both the wired and wireless space. The installation of a nationwide interoperable first responder network dedicated solely to public safety communications will be included in this investment. Get the latest on what's happening in the world of technology investment.

- Learn about small cell technology and 5G, smart cities, and FirstNet public safety network
- Understand the technology and new infrastructure rollout timelines
- Hear from industry experts on what to expect in the near future, and identify how it will impact your community

#### **Speakers:**

Ian Pilling, Sales Director, Comcast's machineQ Services

Bob Bass, External and Legislative Affairs, AT&T

*continued*

## CONCURRENT SESSION

### **Innovative community engagement techniques**



Effective local  
leadership

10:45 – 11:45 am, Hemlock Room

Successfully engaging your community members is one of the many difficult challenges facing local government. Everyone is so busy these days that it's becoming increasingly harder to get them involved in your important city activities. Instead of the traditional method of holding public meetings and hearings at city hall, however, local governments are starting to use new and innovative techniques to reach out to their residents and business leaders. This session provides numerous examples of specific engagement techniques, including many that are technology-based. The City of Olympia will be featured as a "case study" city that is using innovative approaches to connect with its community members.

- Review a comprehensive list of new public engagement techniques that local governments use
- Gain a good understanding of what innovative techniques are actually being used
- Learn to judge which techniques are most applicable to your city (including cost, complexity, and staff capacity)

#### **Speakers:**

Steve Butler, Planning and Policy Manager, MRSC

Stacey Ray, Senior Planner, Olympia

*continued*

# Thursday, June 22

CONCURRENT SESSION

## **Lessons learned from an officer-involved shooting in Pasco**

10:45 – 11:45 am, Pine Room



On February 10, 2015, three Pasco police officers fatally shot a Hispanic person who had been throwing rocks at passing cars, pedestrians, and officers. A passing motorist took a cellphone video at the end of the incident where the individual was shot and killed by officers. This video went viral and national media attention quickly followed. Neighboring agencies conducted a thorough investigation and the DOJ reviewed the incident. Protests and marches followed over the next several months. The police chief and city manager met with the victim's family at the scene of the incident and worked together to plan a peaceful protest. Learn what the agency did before and after the incident to contain the situation and to maintain and improve the relationship with the community.

- Gain a better understanding of police preparation for major events
- Get insight into the investigation of major policing events
- Learn how a community deals with the aftermath of a major police event

### **Speaker:**

Bob Metzger, Chief of Police, Pasco

*continued*

## CONCURRENT SESSION

### **What is this about a new kind of park?**

10:45 – 11:45 am, Heritage F



Community  
planning &  
development

Cities throughout the state are looking at building a new type of park. This new form is not about ball fields and verdant natural areas but rather about community events, festivals, public markets, and performances. This reflects an increasing desire by people, both Millennials and post-children Boomers, to live within walking distance of amenities and activities. This trend indicates a need for managing ongoing programming to encourage lively activities, many choices, and personal security. See several examples that are being built or designed and hear multiple perspectives from designers, advocates, and public clients. Join as we posit some provocative questions and seek participation from the audience.

- Learn about new trends in design, programming, and management of new urban public open spaces
- Hear about strategic partnerships
- Discover planning, design, programming, and management techniques

#### **Speakers:**

Dave Earling, Mayor, Edmonds

Carrie Hite, Parks, Recreation and Cultural Services Director, Edmonds

Mark Hinshaw, Principal, Walker Macy

Chelsea McCann, Principal, Walker Macy

Chris Jones, Principal, Walker Macy

Jennifer Polver, Executive Director, Pioneer Courthouse Square, Inc.

*continued*

# Thursday, June 22

CONCURRENT SESSION

## **Why can't we just get along? A candid discussion of the roles and responsibilities of the executive and legislative branches of government**



10:45 – 11:45 am Cedar Room

From the historic roots, to the current structure for the various forms of Washington city governments, this session addresses the sometimes-conflicting roles of the council-as-legislature and the mayor/city manager-as-chief executive. Learn specific examples of conflicts and the resulting exposures to cities. This is a challenging session with candid observations about how divisions in governance and governance styles may impact the effective work of cities and towns.

- Gain a better understanding of how Washington city government is structured for efficient and effective public service
- Learn how the efforts of some interests may derail the objective of effective public service
- Compare and contrast the roles of the council-as-legislature and the mayor/city manager-as-chief executive

### **Speaker:**

Steve DiJulio, Attorney, Foster Pepper

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## **Break**

11:45 – Noon

*continued*

# Thursday, June 22

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## **Center for Quality Communities fundraising lunch**

Noon – 1 pm, Heritage Ballroom

Join us as we honor this year's scholarship winners, and continue our efforts to raise funds that nurture young community members to take on new leadership roles. The winners of the 2017 AWC Quality Communities Scholarship are our future leaders. They were selected for their contributions to their communities, and their commitment to making a difference.

### **Make an investment in the future!**

Contribute to the AWC Center of Quality Communities Scholarship, and support future scholarships to help young leaders flourish. The AWC Center for Quality Communities, sponsored by AWC, is a 501(c)(3) charitable organization and donations are tax deductible.

2017 scholarship winners:

- Amber Torrell, Longview
- Uyen (Cathy) Dao, Sequim
- Kristina Dorris, Soap Lake
- Roslyn Goveia, Ellensburg
- Abigail Brandt, Mill Creek
- Claudia Penney, Lakewood

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## **Exhibit break**

1 – 1:30 pm, Discovery Ballroom

*continued*

# Thursday, June 22

## MOBILE TOUR

### **From flush to finish: Marine Park Wastewater Treatment Plant**



Community  
planning &  
development

1:15 – 2:30 pm, Tour departs from Hilton entrance on  
Columbia Street (near AWC Registration Kiosk)

*Sign up for mobile tours at the AWC Registration Kiosk. Space is limited. Tours involve walking, navigating stairs and uneven ground. Sensible footwear is required.*

Marine Park Wastewater Treatment Plant is the newer of the two Vancouver treatment plants. Built in 1995, it incorporates a highly-engineered design for both wastewater treatment and aesthetics. The plant is designed to treat 16 million gallons of wastewater per day. It currently treats about 10 million gallons, about half of the wastewater generated in Vancouver's sewer collection system. The plant is sited in a parklike setting with nearby parks, wetlands, and residential housing. The plant is also situated below a ridge with many homes overlooking it, yet the plant was designed and built so that no neighbors can see open water tanks.

- See the comprehensive aesthetic upgrades that merged a potential eyesore into the surrounding landscape in an appealing way
- Hear how the city addresses issues of offensive odors and other externalities
- Learn why Vancouver's treatment facilities have been recognized for their environmental excellence

#### **Tour guide:**

Frank Dick, Wastewater Engineering Supervisor, Vancouver

*continued*

## CONCURRENT SESSION

### **Ask MRSC: Legal and financial do's and don'ts (repeated Friday)**

1:30 - 2:30 pm, Heritage F



Roles,  
responsibilities  
& legal  
requirements

Find out some of the most frequently asked questions from local government officials that the Municipal Research and Services Center (MRSC) responds to throughout the year.



- Get answers to practical questions on compliance with legal and financial doctrines
- Focus on hot topic areas in matters related to public records, open meetings, ethics, finance, budgets, and taxation
- Gain a better understanding of the respective roles of elected officials and staff

#### **Speakers:**

Jim Doherty, Legal Consultant, MRSC

Oskar Rey, Legal Consultant, MRSC

Toni Nelson, Financial Consultant, MRSC

*continued*

# Thursday, June 22

CONCURRENT SESSION

## **Local \$\$ local sense: Local investment to stimulate main street**



1:30 – 2:30 pm, Hemlock Room

AWC, in partnership with WSU Extension, has piloted and grown local investment networks throughout the state to stimulate investment in our main streets. The project develops a network complete with field guide and materials to connect businesses that need money with investors that want to invest in their community. This presentation includes a higher-level overview on investing locally and its impact on local businesses.



- Learn how loans are made
- Understand the rules they need to follow and how the local investment networks relationship operates
- See how local businesses get a boost and community members see a tangible connection to their investment

### **Speakers:**

Soo Ing-Moody, Mayor, Twisp

Jordan Tampien, Community Economic Development Specialist, Washington State University Extension

Anthony Gromko, Community Sustainability Specialist, Washington State University Extension

Celia Nightingale, Director, Center for Business & Innovation, Thurston County Economic Development Council

*continued*

## CONCURRENT SESSION

### **Safety in public facilities**

1:30 – 2:30 pm, Oak Room



Community  
planning &  
development

In response to increased reporting of what's now termed "active threat scenarios," public institution leaders have increased their focus on the safety of their residents, staff, and facilities. In addition to ensuring proper response training and heightened awareness, the building environment itself can play a role in keeping people safe. The challenge with building safety is that traditional security measures can close down an open and welcoming environment that is essential to community relations and customer service. In this presentation, we discuss some of the real threats that face public institutions and a range of strategies that can reinforce the safe and welcoming environment essential to an engaged democracy.

- Gain an overview of police response during safety situations
- Learn about small inexpensive strategies for existing facilities
- Discuss considerations for new facility design

#### **Speakers:**

Jason Winner, Detective, Olympia

Ian Gelbrich, Architect, FFA Design

*continued*

# Thursday, June 22

CONCURRENT SESSION

## **Youth and young adult homelessness in Washington State**



1:30 – 2:30 pm, Cedar Room

This session is an overview of the Washington landscape related to youth and young adult homelessness. Learn about recent developments that put Washington in a unique position to end youth and young adult homelessness. The workshop includes an introduction and update to the Office of Homeless Youth and A Way Home – Washington's public-private partnership to prevent and end youth and young adult homelessness.

- Discover the basic elements of the Washington State plan to prevent and end youth and young adult homelessness
- Explore the role of local communities and municipalities as it relates to homelessness
- Discuss the role of local communities to address youth homelessness

### **Speakers:**

Jim Theofelis, Executive Director, A Way Home Washington

Kim Justice, Executive Director of the Office of Homeless Youth, Washington State Department of Commerce

Logan Bahr, Government Relations Analyst, AWC

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## **Break**

2:30 – 2:45 pm

*continued*

## CONCURRENT SESSION

### **GIS: Building smarter communities**

2:45 – 3:45 pm, Cedar Room



Community  
planning &  
development



A Geographic Information System (GIS) is an integral tool for cities. It enables efficient and effective planning across all city departments, provides a coherent overview for city management, and allows for increased engagement with citizens. This session teaches city officials how to effectively implement and improve the use of GIS resources in their community. The presentation includes case studies from AWC members across the state that describe specific GIS applications they have deployed to address city issues. Potential case studies include an interactive permitting tool created for the City of Sammamish, a GIS strategic plan developed for the City of Mukilteo, and GIS support for updating the City of Langley's Comprehensive Plan. Learn about the AWC GIS Consortium member program, which provides GIS services to cities at an affordable rate.

- Understand how GIS can help cities with asset management, workflow efficiency, community engagement, preventing loss of institutional knowledge, and more
- See how other cities across the state have leveraged GIS to address critical city issues
- Understand what tools and resources are available to allow cities to implement or better leverage GIS

#### **Speakers:**

Lyman Howard, City Manager, Sammamish

Tyler Vick, Principal, FLO Analytics

Grant Herbert, Senior GIS Analyst/Developer, FLO Analytics

John McKenzie, GIS Program Lead, AWC

*continued*

# Thursday, June 22

## CONCURRENT SESSION

### **How does one plus one equal thousands?**

2:45 – 3:45 pm, Spruce Room



Community  
planning &  
development

When classroom meets community, sustainability takes on a new dimension. Western Washington University and the University of Washington are engaging with cities in a new way. City Year partnerships infuse new energy and perspectives, and create solutions that address challenging city issues. The program is a nationally successful model that has now come to Washington, connecting multidisciplinary classes and thousands of student hours with specific city projects.

- Learn how the programs work and why it's so cost-effective for cities
- Gather basic information on how you can participate in 2018
- Hear from city participants about their partnership projects and what they gained

#### **Speakers:**

David Davidson, SCP Program Coordinator, Western Washington University

Rob Chave, Planning Manager, Edmonds

Jennifer Otten, Assistant Professor, University of Washington

Jenna Leonard, Environmental Services Manager, Auburn

*continued*

## CONCURRENT SESSION

### **Professional city management: What? Why? & When?**

2:45 – 3:45 pm, Oak Room



Roles,  
responsibilities  
& legal  
requirements

Discover the types or forms of professional city management including the council/manager form, and the option of employing a city administrator. The panel members present their city's experience with professional management. They touch on "what" this professional is expected to bring to the city, "why" their city chose their preferred form, and "when," a critically important question of timing change. Panelists include mayors and managers/administrators from small to mid-sized communities which have implemented this change.



- See that there are different types of professional management
- Cite examples from peers of what works
- Know that timing of such change is key

#### **Speakers:**

Nan Henriksen, Former Mayor, Camas

Pete Poulsen, Mayor, Kalama

Brent Kirk, City Manager, Granite Falls

Norm Childress, Mayor, Grandview

Tracy Burrows, Executive Director, MRSC

#### **Moderator:**

Lloyd Halverson, Senior Advisor, Washington City Management Association

*continued*

# Thursday, June 22

## CONCURRENT SESSION

### **Retain and strengthen your business mix**

2:45 – 3:45 pm, Hemlock Room



Community  
planning &  
development

This interactive session focuses on best practices and resources for any community that wants to create a stronger economic development strategy.

- Identify the basic roadmap for successful economic development in Washington. Who does what and how?
- Understand specific ways cities can impact business success or failure, based on a National League of Cities study, Big Ideas for Small Businesses
- Consider whether these new programs can be implemented in your community, regardless of your city size: Startup in a Day, a new SBA program; National Small Business Week Celebration; and Downtown Planning Strategy

#### **Speakers:**

Teresa Brum, Economic Development Manager, Vancouver

David Kleitsch, Director of Office of Economic Development and Business Services, Lynnwood

## CONCURRENT SESSION

### **Winning at the Robert's Rules game**

2:45 – 3:45 pm, Heritage E



Effective local  
leadership

Once you've got the basics of Robert's Rules of Order, can you make meeting procedure work for you? This lively and interactive session gives you the chance to sharpen your skills in a fun and non-threatening environment. Follow along through different scenarios as participants raise a red flag when something goes awry. Take your game to the next level and have fun while doing it!

- Apply the key rule for effective discussion at meetings
- Identify six types of unacceptable remarks and how to respond
- Recognize five common errors in using Robert's Rules

#### **Speaker:**

Ann Macfarlane, Professional Parliamentarian, Jurassic Parliament

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### **Break**

3:45 – 4 pm

# Thursday, June 22

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## **AWC Annual Business Meeting**

4 – 5:45 pm, Heritage Ballroom

Enjoy an ice cream break and participate in your association's Annual Business Meeting. The agenda includes items such as the election of AWC's Officers and Board of Directors. Voting delegates should remember to pick up their electronic voting device to cast their jurisdiction's vote at the Annual Business Meeting.

Meeting materials are available on the conference app and the Annual Business Meeting section of AWC's conference website.

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## **Exhibitor Reception**

5:45 – 7:30 pm, Discovery Ballroom

Gather in the Exhibit Hall for networking with your colleagues and vendors. Light hors d'oeuvres and refreshments will be served.

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## **AWC RMSA Annual Meeting & Dinner**

6 – 8:30 pm, Heritage E & F

The AWC Risk Management Service Agency (RMSA) Annual Meeting & Dinner serves as an excellent opportunity for the entire RMSA membership to gather and conduct business. Attendees enjoy a fun-filled evening complete with networking opportunities, awards, grants and giveaways. Representatives take part in the election of their Operating Committee members and learn valuable information about the RMSA program.

# Friday, June 23

**All events, sessions, and meetings are at the Hilton Vancouver Washington Convention Center unless otherwise noted.**

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## WELLNESS ACTIVITY

### **Urban wellness safari for health, happiness, and wellbeing**

6:30 – 7:30 am, Esther Short Park

In the words of a 2016 National Geographic article, “When we get closer to nature – be it untouched wilderness or a backyard tree – we do our overstressed brains a favor.” During this safari, discover the science of how time with nature relieves stress, enhances wellbeing, and even promotes healing. Become more aware and present with the natural world around us during a few fun activities, and then finish with an “eco-savenger hunt” in Esther Short Park and the surrounding area. Join us!

**Leader:**

Jon Smith, Health Promotion Consultant, AWC

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### **Networking breakfast**

6:30 – 8:30 am, Heritage A & B

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### **AWC Registration Kiosk**

6:30 – 10:30 am, Lobby

*continued*

# Friday, June 23

## CONCURRENT SESSION

### **Ask MRSC: Legal and financial do's and don'ts (repeat session)**

8:45 – 9:45 am, Heritage F



Roles,  
responsibilities  
& legal  
requirements

Find out some of the most frequently asked questions from local government officials that the Municipal Research and Services Center (MRSC) responds to throughout the year.



- Get answers to practical questions on compliance with legal and financial doctrines
- Focus on hot topic areas in matters related to public records, open meetings, ethics, finance, budgets, and taxation
- Gain a better understanding of the respective roles of elected officials and staff

#### **Speakers:**

Jim Doherty, Legal Consultant, MRSC

Oskar Rey, Legal Consultant, MRSC

Toni Nelson, Financial Consultant, MRSC

## CONCURRENT SESSION

### **Constructive conversations: Building a strong foundation one conversation at a time**

8:45 – 9:45 am, Hemlock Room



Effective local  
leadership

This lively and interactive session equips participants with valuable communication tools to build strong partnerships. The one-hour interactive presentation is for every person who wishes to use communication tools to achieve success with their municipal and professional partners.

- Utilize active listening skills
- Ask powerful questions which will unlock new levels in every relationship
- Discern what you are hearing and perceiving from others

#### **Speaker:**

Sarah Davenport-Smith, Executive Coach, SDS Coaching LLC

*continued*

# Friday, June 23

## CONCURRENT SESSION

### **Hiring & firing: What mayors & councilmembers need to know to get it right**



Roles,  
responsibilities  
& legal  
requirements

8:45 – 9:45 am, Pine Room

Choosing a city manager or city administrator is one of the most important decisions mayors and councils make. This session discusses some key factors for developing a good selection process and hiring the best candidate for your city.

- Understand the role of the elected official in the hiring process
- Learn about the best way to conduct performance evaluations
- Explore what to do when you realize the relationship isn't working out

#### **Speakers:**

Derek Matheson, Chief Administrative Officer, Office of the Mayor, Kent

Doug Thomas, Senior Vice President Recruitment, Strategic Government Resources

*continued*

## CONCURRENT SESSION

### **Municipal borrowing: What elected officials need to know about issuing debt**

8:45 – 9:45 am, Cedar Room



Public sector  
resource  
management

Did you know that recent SEC enforcement actions relating to municipal bonds have included investigations of mayors and other elected officials? This presentation helps you understand the basic legal structures for borrowing by Washington cities and how city leaders can avoid pitfalls. Explore the roles of city elected officials and executives and the other players in a financing transaction. Focusing on recent developments, this session addresses lessons learned from recent enforcement efforts by both the IRS and SEC, including understanding the responsibilities of city staff and elected officials after a bond transaction closes.

- Gain a basic understanding of how Washington cities borrow money, including the roles of elected officials, staff members and other players in typical borrowing transactions
- Learn to avoid mistakes during a municipal borrowing transaction, especially with the IRS and SEC looking over your shoulder
- Discover how to make sure your city stays in compliance after a borrowing transaction closes

#### **Speaker:**

David Thompson, Attorney, Strading Attorneys at Law

## CONCURRENT SESSION

### **Organizational change through empathy**

8:45 – 9:45 am, Oak Room



Effective local  
leadership

This interactive session introduces the Poverty Immersion 1.0 and 2.0 - tools for cities seeking to improve services and outreach to low income residents by building a foundation for personal, professional and organizational change.

- Explore common assumptions about people living on a low income.
- Gain greater awareness of barriers low income residents face when accessing city services.
- Learn about logistical requirements for offering a Poverty Immersion.

#### **Speaker:**

Martha Aitken, Senior Associate, Metropolitan Center for Applied Research and Extension, WSU Extension

*continued*

# Friday, June 23

## CONCURRENT SESSION

### **Understanding the new streamlined business licensing requirements**



8:45 – 9:45 am, Spruce Room

Over the last year, cities and the business community participated in a task force on streamlining city business licenses and taxes. The resulting legislation, EHB 2005, is now law. Compare the two options for city business license administration and hear about new task forces on business license thresholds and local B&O tax service apportionment.

- Learn about FileLocal, the city system that provides business license and local tax administration
- Hear about the Business License System, the updated state system that provides state and local business license administration
- Find out about new deadlines, how these programs benefit cities and businesses, and prepare your city for implementation

#### **Speakers:**

Kevin Fitzpatrick, Program Manager, FileLocal

Victoria Lincoln, Government Relations Advocate, AWC

Patti Wilson, Local Government Liaison & Customer Service Advocate, Washington State Department of Revenue

## **Break**

9:45 – 10 am

## CONCURRENT SESSION

### **Advocacy Academy: How to engage with your state Legislature**



10 – 11 am, Cedar Room

Learn to work the Legislature like a pro. Hear from an AWC lobbyist about key tips and tricks for working with your legislators. Discover what kind of resources AWC has to help, and walk away with suggestions for influencing legislation by working together with legislators.

- Check out how to use the Legislature's website
- See how to testify in person
- Gain tips on how to work with others at city hall on legislative issues

#### **Speaker:**

Candice Bock, Legislative Advocate, AWC

*continued*

# Friday, June 23

## CONCURRENT SESSION

### Digital inclusion

10 – 11 am, Birch Room



Community  
planning &  
development

Access to the 21st century world is changing rapidly every day. The Internet of Things is upon us and as this new technology evolves, it's changing the way citizens are educated, communicate, access news, apply for jobs, and connect with your community. At the same time and pace, for the more venerable members of the community, keeping up with the rapid technology revolution is very difficult. Some community members struggle with the price of service, affording quality computer equipment, and even finding no relevancy in getting involved in this new digital world.

- Learn about innovative low cost Internet access programs
- Explore partnerships to help overcome the digital divide
- View motivational programs focused on inclusion and technology for all

#### Speakers:

Tiffany Payne, Vice President of Community Investment, Comcast/NBC Universal

Joseph Ntumba, ESOL Instructor - Bremerton Goodwill Job Training and Education, Goodwill

Christina Iremonger, Chief Digital Officer for Vancouver Public Schools

## CONCURRENT SESSION

### Leading optimistically

10 – 11 am, Spruce Room



Effective local  
leadership

Rigorous research shows that optimism is a learned trait, not something we are born with. Optimism has been shown to dramatically impact the teams we are a part of and the team we lead. This session provides a proven method to improve one's optimism; evaluates optimism 'killers'; and analyzes five case studies on optimism from the world of professional sports, business, elections, and others.

- Explore five case studies on optimism
- Identify four optimism killers
- Reiterate methods for improving optimism

#### Speaker:

Jeff Price, Recreation/Cultural Services Director, Mukilteo

# Friday, June 23

CONCURRENT SESSION

## **Understanding pipeline safety in your community**



10 – 11 am, Pine Room

Proposed pipelines and high-profile pipeline disaster news stories have popped up frequently in recent years. Populated areas of Washington State are home to nearly 2,800 miles of large, high-pressure hazardous liquid and natural gas pipelines. These pipelines pose a risk to local communities, but often elected officials, administrators, and city planners are not aware of this risk, and have done little to plan for ways to reduce this risk. Over the past 15 years the Transportation Research Board, the National Transportation Safety Board, the Pipeline and Informed Planning Alliance, and the Washington Utilities and Transportation Commission have all recognized this risk and have developed materials for local governments to use to help reduce the risk resulting from a low probability pipeline failure.

- Understand pipeline safety and how it pertains to your community
- Help promote the message of safety in your communities
- Learn considerations for planning new developments around pipelines

### **Speakers:**

David Taylor, Councilmember, Ridgefield

Carl Weimer, Executive Director, National Pipeline Safety Trust

Jim Dougherty, Legal Consultant, MRSC

# Meetings

**All events, sessions, and meetings are at the Hilton Vancouver Washington Convention Center unless otherwise noted.**

**These meetings are by invitation only unless otherwise noted.**

WEDNESDAY, JUNE 21

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## **Large City Advisory Committee Meeting**

7 – 9:30 am, Hemlock Room

## **Small City Advisory Committee Meeting**

7 – 9:30 am, Cedar Room

## **AWC RMSA Board Meeting**

8 am – Noon, Oak Room

*Open public meeting*

## **Washington City/County Managers Association Meeting**

9 – 11 am, Ash Room

## **Joint Transportation Committee Meeting**

10 am – 3 pm, Heritage Ballrooms E & F

*Open public meeting*

## **MRSC Board Meeting**

1:30 – 4:30 pm, Vancouver City Hall, Aspen Room

415 W 6th Street, Vancouver, WA 98660

THURSDAY, JUNE 22

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## **Education Advisory Committee Meeting**

7:15 – 8:30 am, Birch Room

## **Federal Committee Meeting**

7:15 – 8:30 am, Cedar Room

# AWC Advocacy All-Star Awards

The Advocacy All-Star Awards recognize and celebrate the actions of city officials who consistently advocate for all of Washington's 281 cities and towns. City officials nominated for the award conducted advocacy efforts throughout 2016 and during the 2017 legislative session. We extend our thanks and congratulations to the following award winners.

---

**Dave Asher**

Councilmember, Kirkland

**Tom Brubaker**

City Attorney, Kent

**Brian Heinrich**

Deputy Administrator, Bellingham

**Nanette Konishi**

Mayor, Rosalia

**Deborah Needham**

Emergency Management Director,  
Renton

**Ron Onslow**

Mayor, Ridgefield

**Chris Roberts**

Mayor, Shoreline

**Alishia Topper**

Councilmember, Vancouver

**Mike Wallin**

Mayor Pro Tem, Longview

**Group Advocacy All-Star Award -  
Business licensing****Andrew Cherullo**

Finance Director, Tacoma

**Kim Krause**

Finance Director, Burien

**Glen Lee**

Finance Director, Seattle

**Group Advocacy All-Star Award -  
Public records team****Sara DiVittorio**

Public Records Deputy Prosecutor,  
Snohomish County

**Jim Hemberry**

Mayor, Quincy

**Mary Perry**

Director of Transparency and Privacy,  
Seattle Police Department

**Jamie Stephens**

Commissioner, Island County

**Whitney Stevens**

Public Records Officer, Snohomish  
County

# AWC Center for Quality Communities Scholarship

Congratulations to the following students who were nominated by their city for the AWC Center for Quality Communities 2017 Scholarship. For more information on the Center and scholarships visit [cfqc.org](http://cfqc.org).

---

## **Max Beeson**

Sponsored by: Brent Gerry, Mayor,  
West Richland

## **Emily Boutain**

Sponsored by: Christie Saucier, Clerk/  
Treasurer, Sprague

## **Lila Bowden**

Sponsored by: Sara McElyea, Deputy  
Clerk, Wilbur



## **Abigail Brandt**

Sponsored by: Mike Todd,  
Councilmember, Mill Creek

## **Peter Chou**

Sponsored by: Waldo Nambo,  
Recreation Specialist, Shoreline



## **Uyen (Cathy) Dao**

Sponsored by: Roberta  
Usselman, Deputy City Clerk,  
Sequim

## **Kyle de la Fuente**

Sponsored by: Geoffrey Thomas,  
Mayor, Monroe

## **Ankitha Doddanari Nalinkumar**

Sponsored by: Barbara Ramey,  
Communications Officer, Bothell



## **Kristina Dorris**

Sponsored by: Raymond  
Gravelle, Mayor, Soap Lake

## **Alexander Dye**

Sponsored by: Daryl Dormaier, Fire  
Chief, Hartline

## **Maci Favilla**

Sponsored by: Gary Clark, Mayor,  
Zillah

## **Paul Franke**

Sponsored by: Dan Rankin, Mayor,  
Darrington

## **Josilyn Fullerton**

Sponsored by: Craig George, Mayor,  
Dayton

## **Evan Gibbons**

Sponsored by: Evelyn Lusignan,  
PR & Government Affairs Director,  
Kennewick



## **Rosalyn Goveia**

Sponsored by: Rich Elliott,  
Mayor, Ellensburg

## **Lisbeth Guadarrama**

Sponsored by: Matt Watkins, Mayor,  
Pasco

## **Shawna Hettick**

Sponsored by: Jill Guernsey, Mayor,  
Gig Harbor

## **Olivia Holden**

Sponsored by: Brad Sweet, Mayor,  
Davenport

## **Devin Hunt**

Sponsored by: Louis Janke, Mayor,  
Colville

## **Colin James**

Sponsored by: Lynne Handlos,  
Recreation Coordinator, Sammamish



Winner

*continued*

## Scholarship *continued*

### **Mariah Johnson**

Sponsored by: Cindy Reents, City Manager, Richland

### **Liliana Jones**

Sponsored by: Robert Putaansuu, Mayor, Port Orchard

### **Elizabeth Larson**

Sponsored by: Lois Hubbard, Mayor, Odessa

### **Hannah Manley**

Sponsored by: Vini Samuel, Mayor, Montesano

### **Tyler Mann**

Sponsored by: Betty Barnes, Mayor, Bingen

### **Clare Martin**

Sponsored by: Laurie Gere, Mayor, Anacortes

### **John McManis**

Sponsored by: Jennifer Gregerson, Mayor, Mukilteo

### **Kaylee McPhail**

Sponsored by: David Wilbrecht, City Manager, Blaine

### **Rory Murphy**

Sponsored by: Cynthia Goodwin, Youth & Family Services Director, Mercer Island

### **Sean Olsen**

Sponsored by: Keith Wagoner, Mayor, Sedro-Woolley

### **McKayla Olson**

Sponsored by: Matt Hartman, Mayor, Granite Falls



### **Claudia Penney**

Sponsored by: Don Anderson, Mayor, Lakewood

### **Jozie Ann Reid**

Sponsored by: JW Foster, Mayor, Yelm

### **Alexandra Rivera**

Sponsored by: Mary Coppin, Community Liaison, Lacey

### **Sophie Rock**

Sponsored by: Matt Pina, Mayor, Des Moines

### **Katie Schiefelbein**

Sponsored by: Cheryl Farivar, Mayor, Leavenworth

### **Kiera Stansall**

Sponsored by: Shawn Logan, Mayor, Othello

### **Shelby Stiffarm**

Sponsored by: Brenda Fritsvold, Public Affairs Officer, Puyallup

### **Kamilah Stone**

Sponsored by: Einar Larson, Mayor, Almira

### **Rylie Sweem**

Sponsored by: Frank Kuntz, Mayor, Wenatchee

### **Brooke Taylor**

Sponsored by: Subir Mukerjee, City Manager, Fife



### **Amber Torell**

Sponsored by: Don Jensen, Mayor, Longview

### **Kaitlyn Wolterstorff**

Sponsored by: Kathy Coffey, Mayor, Yakima

# Certificate of Municipal Leadership

Since last year's conference, the following elected officials completed the required credits to earn their Certificate of Municipal Leadership.

The CML program recognizes the efforts of elected officials to enhance their leadership capacity, increase their knowledge and provide service to their communities. For more information on the Certificate of Municipal Leadership program, visit [awcnet.org](http://awcnet.org).

---

**Jay Arnold**

Kirkland

**Lydia Assefa-Dawson**

Federal Way

**Carol Benson**

Black Diamond

**Kathryn Campbell**

SeaTac

**Jon Culp**

Okanogan

**Brenda Fincher**

Kent

**Thomas FitzGerald**

Granite Falls

**Wayne Fournier**

Tenino

**Peter Franklin**

Steilacoom

**Susan Humbyrd**

Woodland

**Dale Jacobson**

Cathlamet

**Robert Jeans**

Snoqualmie

**John Lynn**

Ocean Shores

**Doris McConnell**

Shoreline

**Jerald McDonald**

Bremerton

**Anne McEnerny-Ogle**

Vancouver

**Jason Miller**

Concrete

**Katrina Minton-Davis**

Bonney Lake

**Martin Moore**

Federal Way

**David Musgrove**

Poulsbo

**Ruth Pérez**

Renton

**Joachim Pestinger**

Orting

**Pamela Pruitt**

Mill Creek

**Dana Ralph**

Kent

**Shannon Reynolds**

Fircrest

**Cheryl Selby**

Olympia

**Robert Ward**

Rosalia

**Greg Wilder**

Coulee Dam

**Andrew Wilson**

Vader

**Rebecca Xczar**

Ferndale

# Advanced Certificate of Municipal Leadership

Since last year's conference, the following elected officials completed the required credits and demonstrated community service in order to earn their Advanced Certificate of Municipal Leadership. They are recognized for their commitment to continuing education and public service.

For more information on the Advanced Certificate of Municipal Leadership, visit [awcnet.org](http://awcnet.org).

---

**Michael Brandstetter**  
Lakewood

**Bill Bruch**  
La Conner

**Robert Hoffmann**  
Pasco

**Soo Ing-Moody**  
Twisp

**Bob Keller**  
Sammamish

**Carrie Lacher**  
Friday Harbor

**Kandis Lair**  
Soap Lake

**Odin Langford**  
Liberty Lake

**Erin McCardle**  
Chelan

**Jon Mutchler**  
Ferndale

**Toby Nixon**  
Kirkland

**Jerry Phillips**  
Long Beach

**Michael Stevens**  
Marysville

**Penny Sweet**  
Kirkland

# Civic Service Awards

The Civic Service Award recognizes retiring elected officials and staff for their dedicated service to cities and towns. Recipients include recently retired and soon to retire elected officials and staff. See someone missing from this list? AWC will again recognize city officials retiring after 20 or more years of service in late 2017. Simply email [jenb@awcnet.org](mailto:jenb@awcnet.org) for more information.

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**Debbie Clark – 24 years**

City Clerk, Pasco & Kennewick

**Joe Duffie – 35 years**

Councilmember, Tukwila

**Steve Ekberg – 37 years**

Councilmember/Planning  
Commission, Gig Harbor

**Becky Fowler – 29 years**

HR Benefits Manager, Kent

**Tom Trulove – 21 years**

Mayor/Councilmember, Cheney

**Don Wickstrom – 49+ years**

Public Works Director, Lakewood &  
Kent

# Municipal Excellence Awards

The Municipal Excellence Awards recognize outstanding accomplishments in cities and towns. We thank all the cities and towns who entered the competition. The hard work and dedication proven in each of these projects makes a stronger community especially when the focus is on improving tomorrow.

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## Community culture and art



**Winner! – Port Townsend**  
Makers Square

### **Bonney Lake**

Bonney Lake Arts Commission

### **Covington**

Finding Covington's Creative Side

### **Kenmore**

#WhyILoveKenmore - Unleashing  
Love and Fun Through Art

### **Langley**

Langley Arts Commission

### **Marysville**

Marysville Opera House Returns

### **Olympia**

Olympia Traffic Box Wrap Project (and  
Facebook vote)

### **SeaTac**

SeaTac Party on the Plaza

### **Waitsburg**

Waitsburg Sesquicentennial  
Celebration Public Art

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## Economic development



**Winner! – Vancouver**  
Vancouver Business Assistance Program

### **College Place**

College Place College Avenue Rose  
Street (CARS) Reconstruction Project

### **Kenmore**

A Business Friendly City - Kenmore's  
Story

### **Lacey**

LocationLacey.com Stand-  
alone economic development  
website

### **Shoreline**

Surprised by Shoreline

*continued*

# Municipal Excellence Awards

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## Public works



### **Winner! – Bremerton**

Lillian and James Walker Park Project

### **Gig Harbor**

Gig Harbor Cushman Trail Project

### **Rockford**

Rockford Missile Base Road Repaving Project

### **SeaTac**

SeaTac Connecting 28th 24th Avenue South

### **West Richland**

West Richland Industrial Wastewater Treatment Facility

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## Small city success



### **Winner! – Tenino**

Reinvigorating government

### **Pe Ell**

Pe Ell 2nd Street Improvement Project

### **Winthrop**

Winthrop Ice Rink - Phase 2

### **Sequim**

Sequim Human Services Fund

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## Youth



### **Winner! – SeaTac**

SeaTac Partnership with Tyee Education Complex

### **Ferndale**

Ferndale Star Park Build

### **Mercer Island**

Mercer Island Healthy Youth Initiative

### **Covington**

Investing in Covington's Youth - A New Mindset

### **Pullman**

Pullman Developing STEM Skills in Youth Through Legos

### **Marysville**

Marysville Tulalip Youth Programs

### **Yelm**

City of Yelm 20th Year Arbor Day Celebration

# WellCity Awards

WellCity Award winners place employee well-being among their core values and create programs to build a healthy workplace culture. The AWC Employee Benefit Trust provides consultation, training, programs and tools to help members earn the WellCity Award. Happy, healthy and productive employees are better able to serve their communities. Winners receive a 2% discount on Trust medical premiums.

---

**Aberdeen**

Erik Larson, Mayor

**Airway Heights**

Kevin Richey, Mayor

**Algona**

David Hill, Mayor

**Anacortes**

Laurie Gere, Mayor

**Arlington**

Barbara Tolbert, Mayor

**Auburn**

Nancy Backus, Mayor

**Bainbridge Island**

Val Tollefson, Mayor

**Battle Ground**

Philip Johnson, Mayor

**Bellingham**

Kelli Linville, Mayor

**Benton-Franklin****Council of****Governments**

Brian Malley, Executive Director

**Bonney Lake**

Neil Johnson, Mayor

**Bothell**

Andy Rheaume, Mayor

**Buckley**

Pat Johnson, Mayor

**Burien**

Lucy Krakowiak, Mayor

**Burlington**

Steve Sexton, Mayor

**Camas**

Scott Higgins, Mayor

**Chehalis**

Dennis Dawes, Mayor

**Chelan**

Michael Cooney, Mayor

**Cheney**

Tom Trulove, Mayor

**Chewelah**

Dorothy Knauss, Mayor

**Clyde Hill**

George Martin, Mayor

**Colfax**

Todd Vanek, Mayor

**College Place**

Harvey Crowder, Mayor

**Colville**

Lou Janke, Mayor

**Concrete**

Jason Miller, Mayor

**Coulee Dam**

Greg Wilder, Mayor

**Covington**

Jeff Wagner, Mayor

**Davenport**

Bradley Sweet, Mayor

**Des Moines**

Matt Pina, Mayor

**DuPont**

Mike Courts, Mayor

**Duvall**

Will Ibershof, Mayor

**East Wenatchee**

Steven Lacy, Mayor

**Eatonville**

Michael Schaub, Mayor

**Edmonds**

Dave Earling, Mayor

**Enumclaw**

Liz Reynolds, Mayor

**Ferndale**

Jon Mutchler, Mayor

**Fife**

Kimberly Roscoe, Mayor

**Fircrest**

Matthew Jolibois, Mayor

**Friday Harbor**

Carrie Lacher, Mayor

**Gig Harbor**

Jill Guernsey, Mayor

**Goldendale**

Michael Canon, Mayor

*continued*

# WellCity Awards

**Hoquiam**

Jasmine Dickhoff, Mayor

**Kelso**

David Futcher, Mayor

**Kenmore**

David Baker, Mayor

**Kennewick**

Steve Young, Mayor

**Kitsap Regional Library**

Jill Jean, Library Director

**Kitsap Transit**

John Clauson, Executive Director

**Lacey**

Andy Ryder, Mayor

**Lake Forest Park**

Jeff Johnson, Mayor

**Lake Stevens**

John Spencer, Mayor

**Lakewood**

Don Anderson, Mayor

**Liberty Lake**

Steve Peterson, Mayor

**Long Beach**

Jerry Phillips, Mayor

**Longview**

Don Jensen, Mayor

**LOTT Clean Water Alliance**

Richard Hughes,  
General Counsel/CAO

**Lynden**

Scott Korthuis, Mayor

**Lynnwood**

Nicola Smith, Mayor

**Maple Valley**

Sean Kelly, Mayor

**Marysville**

Jon Nehring, Mayor

**Mason County Emergency**

Communications  
Michael Evans, Director

**Medical Lake**

John Higgins, Mayor

**Medina**

Alex Morcos, Mayor

**Mercer Island**

Bruce Bassett, Mayor

**Mill Creek**

Pamela Pruitt, Mayor

**Milton**

Debra Perry, Mayor

**Montesano**

Vini Samuel, Mayor

**Moses Lake**

Todd Voth, Mayor

**Mukilteo**

Jennifer Gregerson,  
Mayor

**Mukilteo Water and Wastewater District**

Sue Parks, Finance  
Manager

**Newcastle**

Rich Crispo, Mayor

**NORCOM 911**

Thomas Orr, Executive  
Director

**Normandy Park**

Jonathan Chicquette,  
Mayor

**North Bend**

Ken Hearing, Mayor

**Northwest Clean Air Agency**

Mark Asmundson,  
Director

**Oak Harbor**

Robert Severns, Mayor

**Okanogan**

Jon Culp, Mayor

**Olympia**

Cheryl Selby, Mayor

**Olympic Region Clean Air Agency**

Francea McNair,  
Executive Director

**Orting**

Joachim Pestinger,  
Mayor

**Pierce County Library System**

Georgia Lomax, Deputy  
Director

**Port Angeles**

Patrick Downie, Mayor

**Port Orchard**

Robert Putaansuu,  
Mayor

*continued*

# WellCity Awards

**Port Townsend**

Deborah Stinson, Mayor

**Pullman**

Glenn Johnson, Mayor

**Riverside Fire****Authority**

Michael Kytta, Fire Chief  
for Centralia

**Sammamish**

Don Gerend, Mayor

**Sedro-Woolley**

Keith Wagoner, Mayor

**Shelton**

Gary Cronce, Mayor

**Shoreline**

Chris Roberts, Mayor

**Skagit Transit**

Dale O'Brien, Executive  
Director

**Snohomish**

Karen Guzak, Mayor

**South Sound 911**

Andrew Neiditz,  
Executive Director

**Spokane Valley**

Rod Higgins, Mayor

**Stanwood**

Leonard Kelley, Mayor

**Steilacoom**

Ron Lucas, Mayor

**Sumner**

David Enslow, Mayor

**Tacoma-Pierce County****Health Department**

Anthony Chen, Director  
of Health

**TCOMM 911**

Keith Flewelling, CEO/  
Executive Director

**Toledo**

Steve Dobosh, Mayor

**Toppenish**

Clara Jiménez, Mayor

**Tumwater**

Pete Kmet, Mayor

**Union Gap**

Roger Wentz, Mayor

**University Place**

Javier Figueroa, Mayor

**Valley View Sewer****District**

Dana Dick, General  
Manager

**Walla Walla**

Allen Pomraning, Mayor

**Washington Cities****Insurance Authority**

Jill Marcell, Deputy  
Director

**Washougal**

Sean Guard, Mayor

**Wenatchee**

Frank Kuntz, Mayor

**West Richland**

Brent Gerry, Mayor

**Whatcom Council of****Governments**

Robert Wilson,  
Executive Director

**Whatcom****Transportation****Authority**

Richard Walsh, General  
Manager

**Wilbur**

Gloria Kuchenbuch,  
Mayor

**Woodinville**

Bernie Talmas, Mayor

**Woodinville Water****District**

Ken Howe, General  
Manager

**Yacolt**

Jeff Carothers, Mayor

# Governor's "Smart Communities" Award

Now in its 12th year, the Smart Communities Awards program recognizes achievements by local leaders who promote smart growth planning and projects that contribute to thriving communities, a prosperous economy and sustainable infrastructure in Washington State. The awards are administered by the Department of Commerce, which provides technical assistance to local governments on comprehensive planning under the state's Growth Management Act.

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## **Smart Vision Award – Comprehensive planning**

**City of Anacortes** included over 1,000 community members to create an exceedingly thorough and well thought out 2016 Comprehensive Plan. Anacortes showed leadership in planning for smart, sustainable growth and recognizes the important role it serves in protecting surrounding rural, forested and marine areas so important to Anacortes and Skagit County citizens.

**City of Hoquiam and the City of Aberdeen** TimberWorks Resiliency and Restoration Master Plan for the cities of Aberdeen and Hoquiam is a strong roadmap for reducing the risk of flooding in their communities. Protecting properties from water damage, reducing the financial costs of flooding and enhancing the physical character of the community are crucial to economic and community development.

**Whatcom County** 2016 Comprehensive Plan Update was unique. It brought in new elements including climate change resiliency strategies and Marine Resource Lands section to conserve and enhance Whatcom County's marine land base for the long-term and sustainable production commercial and recreational economic activities.

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# Governor's "Smart Communities" Award

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## Smart Choices Award

### Implementation of a comprehensive plan

**Kittitas County** for its Kittitas County Tourism Infrastructure Plan. A complex project that successfully included an extensive public outreach process involving residents, visitors, and public, nonprofit and private parties identifying tourism assets, measuring potentials, evaluating strategies. The goal, creating an effective and equitable method of competitively allocating lodging tax revenues for tourism infrastructure development as part of the overall comprehensive plan's economic development element.

**City of Sedro-Woolley, Port of Skagit and Skagit County** Subarea Plan and Planned Action Environmental Impact Statement sets the stage for revitalization of the former Northern State Hospital, a National Register Historic District property. This is a model of public-private partnerships applying planning tools to establish a framework for implementation of a community vision.

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## Smart Partnerships Award

### Project implementing a comprehensive plan

**City of Kennewick** Columbia Drive Urban Revitalization Area project demonstrates excellence, innovation and a creative approach to both planning, funding, and implementation

**Port of Kennewick** spent millions of dollars buying, clearing and preparing the waterfront for redevelopment now the Columbia Drive Urban Revitalization Area project with the City of Kennewick, Benton County and Columbia Basin College has strengthened historic downtown Kennewick's economy through their shared investments.

**Benton County** provided \$2.1 million in Rural County Capital Funds for infrastructure to complete Columbia Gardens Wine and Artisan Village and prepare the Willows for commercial development, revitalizing tired, neglected properties help the Columbia Drive Urban Revitalization Area project further leverage valuable community assets.

**Columbia Basin College** also is a partner in this non-traditional approach to economic development. Their part of the project includes the construction of the Columbia Basin College Culinary Institute, adding to the accessible and sustainable gathering place with activities to attract and engage residents and visitors.

*continued*

# Governor's "Smart Communities" Award

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## Smart Partnerships Award

### Development project to implement a plan

**City of Kirkland** Arete Mixed-Use Development project has created new economic development opportunities with pedestrian-oriented retail space. The city partnered with a developer around shared commitments to affordability, diversity, quality design, transportation choices and green building.

---

## Judges' Merit Award

**City of Clarkston, Town of Starbuck, Asotin County, Columbia County and Garfield County** joined together to create a five-jurisdiction plan, the Southeast Washington Coalition Shoreline Master Program Update (SEWASMP). This is a never-before-seen cooperative growth management strategy. The new SEWASMP allows for consistency among local jurisdictions while simultaneously being tailored to each individual region.

**City of Renton** Galvanizing Art Projects Program is an innovative method of funding locally made public art with limited resources and great results. The projects are transforming empty and meaningless spaces into focal points and engaging artists of all ages and skills. It celebrates the diversity of the city and offers opportunities for all, regardless of economics, education, age, gender or ethnic origin.

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## Notable 2017 nominees

**City of Hoquiam** – Hoquiam Waterfront Boat Launch and Moorage Project

**City of Issaquah** – Costco/Issaquah Corporate Campus Development Agreement

**City of Kelso** – West Kelso Subarea Plan

**City of Olympia** – City of Olympia Action Plan

**City of Renton** – Downtown Commercial Rehabilitation and Facade Improvement Loan Program

**City of Ridgefield** – Ridgefield Mixed Use Overlay/Commercial Design Standards

**City of SeaTac** – Angle Lake Link Light Rail Station & Parking Facility

**City of Spokane Valley** – Spokane Valley Comprehensive Plan

**Island County** – 2016 Island County Comprehensive Plan

# Board of Directors



**Jim Restucci**  
Mayor, Sunnyside  
President



**Pat Johnson**  
Mayor, Buckley  
Vice President



**Don Britain**  
Mayor Pro Tem,  
Kennewick  
Secretary & At-Large #3  
(Eastern)



**Paul Roberts**  
Councilmember, Everett  
Immediate Past President



**Don Gerend**  
Mayor, Sammamish  
Past President



**David Condon**  
Mayor, Spokane  
Large City Representative  
& District 9



**Micki Harnois**  
Councilmember,  
Rockford  
District 1



**KC Kuykendall**  
Councilmember,  
Waitsburg  
District 2



**Soo Ing-Moody**  
Mayor, Twisp  
District 3

*continued*

# Board of Directors



**Mario Martinez**  
Mayor, Mabton  
District 4



**Sean Guard**  
Mayor, Washougal  
District 5



**Cynthia Pratt**  
Deputy Mayor, Lacey  
District 6



**Will Hall**  
Councilmember,  
Shoreline  
District 7



**Jon Nehring**  
Mayor, Marysville  
District 8



**Ryan Mello**  
Deputy Mayor, Tacoma  
District 10



**Sally Bagshaw**  
Councilmember, Seattle  
District 11



**Mike O'Brien**  
Councilmember, Seattle  
District 11



**Ed Stern**  
Councilmember, Poulsbo  
District 12

*continued*

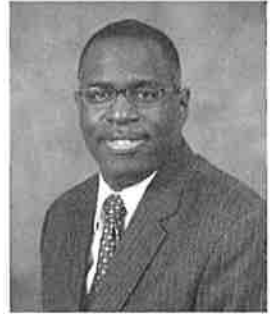
# Board of Directors



**Suzette Cooke**  
Mayor, Kent  
District 13



**Beth Munns**  
Councilmember, Oak  
Harbor  
District 14



**Kent Keel**  
Mayor Pro Tem,  
University Place  
At-Large #1 (Western)



**Jerry Phillips**  
Mayor, Long Beach  
At-Large #2 (Western)



**Dorothy Knauss**  
Mayor, Chewelah  
At-Large #4 (Eastern)



**David Cline**  
City Administrator,  
Tukwila  
WCMA President



**Bob Larson**  
City Administrator,  
Snoqualmie  
WCMA Past President

# Committees

## **Audit Committee**

Ed Stern, Councilmember, Poulsbo,  
Chair

David Cline, City Administrator, Tukwila  
Beth Munns, Councilmember, Oak  
Harbor

## **Nominating Committee**

Don Gerend, Mayor, Sammamish, Chair  
Craig George, Mayor, Dayton, Vice Chair  
Kathy Hougardy, Councilmember,  
Tukwila, Secretary

Ken Botero, Councilmember, Longview  
Shane Bowman, Councilmember, Battle  
Ground

Chuck Johnson, Councilmember, East  
Wenatchee

Glenn Johnson, Mayor, Pullman

Penny Sweet, Councilmember, Kirkland

Tom Trulove, Mayor, Cheney

Donna Wright, Councilmember,  
Marysville

## **Education Advisory Committee**

Don Britain, Mayor Pro Tem, Kennewick,  
Chair

Mike Bailey, Director, Technology and  
Information Services, Redmond

Regan Bolli, City Manager, Covington

Ken Botero, Councilmember, Longview

Jerry Cummins, Councilmember, Walla  
Walla

Jennifer Forsberg, Finance Director/City  
Clerk, Washougal

Micki Harnois, Councilmember,  
Rockford

Linda Herald, Councilmember,  
Wenatchee

Kathy Hougardy, Councilmember,  
Tukwila

Chuck Johnson, Councilmember, East  
Wenatchee

Nanette Konishi, Mayor, Rosalia

Carrie Lacher, Mayor, Friday Harbor

Leah LaCivita, Communications  
Coordinator, MRSC

Odin Langford, Mayor Pro Tem, Liberty  
Lake

Shawn Logan, Mayor, Othello

Jan Schuette, Councilmember,  
Arlington

John Vodopich, Public Services Director,  
Bonney Lake

Nathan Weller, Councilmember, Pullman

Bryan Yambe, Deputy Mayor, Fife

*continued*

# Committees

## Federal Committee

Paul Roberts, Councilmember, Everett,  
Chair  
Tony Anderson, Councilmember, SeaTac  
Sally Bagshaw, Councilmember, Seattle  
Mike Bailey, Director, Technology and  
Information Services, Redmond  
David Baker, Mayor, Kenmore  
Kathryn Campbell, Councilmember,  
SeaTac  
Bob Champion, Council President,  
Mukilteo  
Brad Collins, Councilmember, Port  
Angeles  
Claude DaCorsi, Councilmember,  
Auburn  
Cassie Franklin, Councilmember, Everett  
Don Gerend, Mayor, Sammamish  
Sean Guard, Mayor, Washougal  
John Holman, Councilmember, Auburn  
Glenn Johnson, Mayor, Pullman  
Kate Kruller, Councilmember, Tukwila  
Conrad Lee, Councilmember, Bellevue  
Phillip Lemley, Councilmember,  
Richland  
Doris McConnell, Councilmember,  
Shoreline  
Cameron Morehouse, Councilmember,  
Chelan  
Beth Munns, Councilmember, Oak  
Harbor  
Thomas Odell, Councilmember,  
Sammamish  
Bill Peloza, Councilmember, Auburn  
Ruth Perez, Councilmember, Renton  
Cynthia Pratt, Deputy Mayor, Lacey  
Andy Ryder, Mayor, Lacey  
Nancy Tosta, Councilmember, Burien  
Allan Van Ness, Councilmember,  
Kenmore  
Donna Wright, Councilmember,  
Marysville

## Large City Advisory Committee

Sally Bagshaw, Councilmember, Seattle,  
Chair  
Nancy Backus, Mayor, Auburn  
Mike Brandstetter, Councilmember,  
Lakewood  
Don Britain, Mayor Pro Tem, Kennewick  
Kathy Coffey, Mayor, Yakima  
David Condon, Mayor, Spokane  
Suzette Cooke, Mayor, Kent  
Don Gerend, Mayor, Sammamish  
Denis Law, Mayor, Renton  
Phillip Lemley, Councilmember,  
Richland  
Kelli Linville, Mayor, Bellingham  
Lorrie McKay, Intergovernmental  
Relations Manager, Kirkland  
Jon Nehring, Mayor, Marysville  
Joyce Nichols, Director of IGR, Bellevue  
Chris Roberts, Mayor, Shoreline  
Paul Roberts, Councilmember, Everett  
Cheryl Selby, Mayor, Olympia  
Byron Shutz, Councilmember, Redmond  
Robert Thoms, Councilmember, Tacoma  
Alishia Topper, Councilmember,  
Vancouver  
Arne Woodard, Deputy Mayor, Spokane  
Valley

*continued*

# Committees

## Legislative Priorities Committee

Jim Restucci, Sunnyside, Mayor, Chair

Maureen Adkison, Councilmember,  
Yakima

Ade Ariwoola, Finance Director, Federal  
Way

Dave Asher, Councilmember, Kirkland

Nancy Backus, Mayor, Auburn

David Baker, Mayor, Kenmore

Breean Beggs, Councilmember,  
Spokane

Ken Botero, Councilmember, Longview

Jill Boudreau, Mayor, Mount Vernon

Don Britain, Mayor Pro Tem, Kennewick

Tom Brubaker, City Attorney, Kent

Lyset Cadena, State Lobbyist, Seattle

Sandra Day, Councilmember, Ridgefield

Dave Earling, Mayor, Edmonds

Becky Erickson, Mayor, Poulsbo

Don Gerend, Councilmember,  
Sammamish

Sean Guard, Mayor, Washougal

Brian Heinrich, Deputy Administrator,  
Bellingham

Jim Hembery, Mayor, Quincy

Randy Hinchliffe, City Administrator,  
Waitsburg

Glenn Johnson, Mayor, Pullman

Pat Johnson, Mayor, Buckley

Mark Kulaas, Councilmember,  
Wenatchee

Karen Kuznek-Reese, City Clerk, Sequim

Randy Lewis, Government Relations  
Officer, Tacoma

Derek Matheson, Chief Administrative  
Officer, Kent

Anne McEnery-Ogle, Councilmember,  
Vancouver

Joseph Molina, Fire Chief, Vancouver

Byron Olson, Chief Financial Officer, Port  
Angeles

Rebecca Polizzotto, City Manager, Mill  
Creek

Ed Prince, Councilmember, Renton

Cindy Reents, City Manager, Richland

Chris Roberts, Mayor, Shoreline

Paul Roberts, Councilmember, Everett

Jennifer Robertson, Councilmember,  
Bellevue

Emily Schuh, Administrative Services  
Director, Anacortes

Nabiel Shawa, City Manager, Walla Walla

Brian Shay, City Administrator, Hoquiam

Steve Strachan, Police Chief, Bremerton

David Swindale, Planning &  
Development Services Director,  
University Place

Albert Tripp, City Manager, Airway  
Heights

Tom Trulove, Mayor, Cheney

Russell Wiita, Councilmember, Sultan

John Williams, City Manager, Moses  
Lake

Steve Worthington, Councilmember,  
University Place

*continued*

# Committees

## **Small City Advisory Committee**

Dorothy Knauss, Mayor, Chewelah,  
Co-Chair

Jerry Phillips, Mayor, Long Beach, Co-  
Chair

Bill Bruch, Councilmember, La Conner

Craig George, Mayor, Dayton

Micki Harnois, Councilmember,  
Rockford

Randy Hinchliffe, City Administrator/  
Clerk-Treasurer, Waitsburg

Pat Johnson, Mayor, Buckley

Brent Kirk, City Manager, Granite Falls

Nanette Konishi, Mayor, Rosalia

Daniel Rankin, Mayor, Darrington

Dee Roberts, City Clerk/Treasurer, South  
Bend

Adam Smee, City Administrator, Kalama

## **Strong Cities Advisory Committee**

Pat Johnson, Mayor, Buckley, Chair

Bonnie Canaday, Mayor, Centralia

Dave Earling, Mayor, Edmonds

Michael Echanove, Mayor, Palouse

Rich Elliott, Mayor, Ellensburg

Don Gerend, Mayor, Sammamish

Avina Gutiérrez, Councilmember,  
Yakima

Jim Hemberry, Mayor, Quincy

Soo Ing-Moody, Mayor, Twisp

Don Jensen, Mayor, Longview

Frank Kuntz, Mayor, Wenatchee

Patty Lent, Mayor, Bremerton

Kelli Linville, Mayor, Bellingham

Ron Lucas, Mayor, Steilacoom

Mario Martinez, Mayor, Mabton

Steve Peterson, Mayor, Liberty Lake

Shirley Sands, Mayor, Newport

Cheryl Selby, Mayor, Olympia

Deborah Stinson, Mayor, Port Townsend

Matt Watkins, Mayor, Pasco

## AWC staff



**Pictured left to right:** *Front row:* Peri Smith, Victoria Lincoln, Julie McDowell, Jody Brennan-Wagner, Jane Wall, Shawna Rice, Luann Hopkins, Katie Hutchinson, Adrienne Beatty, Heidi Olmstead, Carol Wilmes, Heidi Buswell; *Second row:* Geraldine Gates, Michelle Harvey, Sheila Gall, Marnie McGrath, Stephanie Roosa, Michelle Catlin, Karen Tanner, Gina Abram, Maegen Acoba, Regina Adams, Melissa Taylor, Tonia Sugarman, Linda Brooks, Tanya Campbell; *Third row:* Doug Evans, Renee Villa, Chase Anderson, Brian Bishop, Laura Langston, Katie Delgado, Alicia Seegers Martinelli, Jill Springer, Linda Triplett, Candice Bock, Dave Catterson, Niki Charneski, Beverly Lakey, Darla Mansfield; *Fourth row:* Andy Clarke, Werner Ide, David Hearn, Dave Williams, Andy Meyer, Eugene Ryser, Ian Payne, Harlan Stientjes, Nate Sulya, Carl Schroeder, Peter King, John McKenzie, Mitch Netzer; **Not pictured:** Dylan Andersen, Logan Bahr, Jen Brimer, Karissa McLaughlin, April Petersen, Emma Shepard, Tim Shoemaker, Jon Smith

# Sponsor directory

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www.aonhewitt.com

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Robert Bass, rb3794@att.com  
www.att.com

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rvincelette@wrberkley.com  
www.bpem.com

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*Platinum sponsor*

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terry\_davis@cable.comcast.com  
www.comcast.com

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drockwell@deltadentalwa.com  
www.deltadentalwa.com

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www.flo-analytics.com

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www.gth-gov.com

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www.commerce.wa.gov

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# Exhibitor directory

*See the conference app for a description of each exhibitor.*

## **AAKAVS Consulting**

Booth: T10

Arnab Bhowmick, [arnab@aakavs.com](mailto:arnab@aakavs.com)  
[www.aakavs.com](http://www.aakavs.com)

## **Aon Hewitt**

Booth: 11

Mike Day, [mike.day@oanhewitt.com](mailto:mike.day@oanhewitt.com)  
[www.aonhewitt.com](http://www.aonhewitt.com)

## **Apollo Solutions Group**

Booth: 26

Pat Stephens, [pat.stephens@apollosolutionsgroup.com](mailto:pat.stephens@apollosolutionsgroup.com)  
[www.apollosolutionsgroup.com](http://www.apollosolutionsgroup.com)

## **Asuris Northwest Health**

Booth: 12

Tonja John, [tonja.john@regence.com](mailto:tonja.john@regence.com)  
[www.regence.com](http://www.regence.com)

## **AT&T**

Booth: 8

Robert Bass, [rb3794@att.com](mailto:rb3794@att.com)  
[www.att.com](http://www.att.com)

## **BIAS Software**

Booth: 2

Mark Felchlin, [mark@biassoftware.com](mailto:mark@biassoftware.com)  
[www.biassoftware.com](http://www.biassoftware.com)

## **Comcast**

Booth: AWCentral

Terry Davis,  
[terry\\_davis@comcast.com](mailto:terry_davis@comcast.com)  
[www.comcast.com](http://www.comcast.com)

## **Databar, Inc.**

Booth: T6

Susan Savage, [susans@databarinc.com](mailto:susans@databarinc.com)  
[www.databarinc.com](http://www.databarinc.com)

## **Delta Dental of Washington**

Booth: 1

Darlene Rockwell, [drockwell@deltadentalwa.com](mailto:drockwell@deltadentalwa.com)  
[www.deltadentalwa.com](http://www.deltadentalwa.com)

## **Ednetics**

Booth: 34

Joy O'Brien, [joy.obrien@ednetics.com](mailto:joy.obrien@ednetics.com)  
[www.ednetics.com](http://www.ednetics.com)

## **Enterprise Services, Washington State**

Booth: 29

Kerry Bustetter,  
[kerry.bustetter@des.wa.gov](mailto:kerry.bustetter@des.wa.gov)  
[www.des.wa.gov](http://www.des.wa.gov)

## **FCS Group**

Booth: 15

Scott Lester, [scottl@fcsgroup.com](mailto:scottl@fcsgroup.com)  
[www.fcsgroup.com](http://www.fcsgroup.com)

## **FlashVote**

Booth: T4

Kevin Lyons, [kevin@flashvote.com](mailto:kevin@flashvote.com)  
[www.flashvote.com/government](http://www.flashvote.com/government)

## **FLO Analytics**

Booth: 13

Tyler Vick, [tvick@flo-analytics.com](mailto:tvick@flo-analytics.com)  
[www.flo-analytics.com](http://www.flo-analytics.com)

## **FreeDoc**

Booth: 32

Garrett Frix, [gfix@freedoc.com](mailto:gfix@freedoc.com)  
[www.freedoc.com](http://www.freedoc.com)

## **Gordon Thomas Honeywell Governmental Affairs**

Booth: 21

Briahna Murray, [bmurray@gth-gov.com](mailto:bmurray@gth-gov.com)  
[www.gth-gov.com](http://www.gth-gov.com)

## **Guaranteed Education Tuition Program**

Booth: 3

Jacquelyne Ferrado,  
[jackief@wsac.wa.gov](mailto:jackief@wsac.wa.gov)  
[www.get.wa.gov](http://www.get.wa.gov)

## **HR Answers**

Booth: 4

Laurie Grenya, [lgrenya@hranswers.com](mailto:lgrenya@hranswers.com)  
[www.hranswers.com](http://www.hranswers.com)

*continued*

# Exhibitor directory

See the conference app for a description of each exhibitor.

## **Integrity Energy Services**

Booth: T1

Mark Foster, markf@iesinnovates.com  
www.iesinnovates.com

## **Johnson Controls**

Booth: 6

Larry Owens, larry.t.owens@jci.com  
www.jci.com

## **Kaiser Foundation Health Plan of Washington**

Booth: T2

Sharon McCormick,  
mccormick.s@ghc.org  
www.kp.org/wa

## **King County GIS Center**

Booth: 9

Greg Babinski,  
greg.babinski@kingcounty.gov  
www.kingcounty.gov

## **McKinstry Co., LLC**

Booth: 23

Andrew Williamson,  
andrewwi@mckinstry.com  
www.mckinstry.com

## **Municipal Research and Services Center (MRSC)**

Booth: 27

Byron Katsuyama,  
bkatsuyama@mrsc.org  
www.mrsc.org

## **Northwest Product Stewardship Council**

Booth: T5

Amanda Reykdal, areykdal@prrbiz.com  
www.productstewardship.net

## **PageFreezer Software, Inc.**

Booth: 18

Ira Dixon, ira@pagefreezer.com  
www.pagefreezer.com

## **PayNorthwest**

Booth: 33

Steve Harmon,  
steveh@paynorthwest.com  
www.paynorthwest.com

## **Puget Sound Energy**

Booth: 19

Matt Perry, matt.perry@pse.com  
www.pse.com

## **Recology CleanScapes, Inc.**

Booth: T7

Quinn Apuzzo, qapuzzo@recology.com  
www.recologycleanscapes.com

## **Regence BlueShield**

Booth: 7

Tonja John, tonja.john@regence.com  
www.regence.com

## **SagaCITYmedia, Inc. (Cityvision magazine)**

Booth: T3

Carol Cummins,  
ccummins@sagacitymedia.com  
www.sagacitymedia.com

## **Security Lines US**

Booth: 31

Russell Corby, russell@securitylines.us  
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*continued*

# Exhibitor directory

*See the conference app for a description of each exhibitor.*

## **Steven Thomson Consulting Group LLC**

Booth: T8  
Steven Thomson,  
st@steventhompsonconsulting.com  
www.steventhompsonconsulting.com

## **Transportation Improvement Board**

Booth: 14  
Vaughn Nelson  
vaughnn@tib.wa.gov  
www.tib.wa.gov

## **Universal Language Service**

Booth: 17  
Kristin Van Dyke,  
accounts@ulsonline.net  
www.universallanguageservice.com

## **Vision Municipal Solutions**

Booth: 20  
Chad Heaton, chad@visionms.net  
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## **Washington State Auditor's Office**

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Debbie Pennick, pennickd@sao.wa.gov  
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## **Washington State Department of Commerce**

Booth: 25  
Julie Knackstedt,  
julie.knackstedt@commerce.wa.gov  
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## **Washington State Department of Labor & Industries**

Booth: 30  
Nancy Bell, nancy.bell@lni.wa.gov  
www.lni.wa.gov/safety

## **Washington Multi-City Business License & Tax Portal Agency (FileLocal)**

Booth: 10  
Kevin Fitzpatrick,  
kevin.fitzpatrick-flo@seattle.gov  
www.filelocal.org

## **Washington Municipal Clerks Association**

Booth: 16  
Virginia Olsen, volsen@ci.mlt.wa.us  
www.wmcaclerks.org

## **Waste Management**

Booth: 24  
Will Ibershof, wilbersho@wm.com  
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## **Willamette Dental of Washington**

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Stephanie Lechelt,  
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## **WSU Metropolitan Center for Applied Research and Extension**

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# Associate Members

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## **Dancing Shepherd**

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## **FCS Group**

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## **FlashVote**

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## **Foster Pepper PLLC**

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## **FreeDoc**

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## **Gordon Thomas Honeywell Governmental Affairs**

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## **Hillis Clark Martin & Peterson P.S.**

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## **Katy Isaksen & Associates**

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## **Kenyon Disend, PLLC**

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For a complete list of government/nonprofit Associate Members, visit [awcnet.org](http://awcnet.org).

# CML tracker

All mayors and councilmembers will automatically receive CML credits in *effective local leadership* for attending Annual Conference. If you would like to have your credits assigned in the other CML categories, use this sheet to help track the sessions you attended. On Friday, visit our CML webpage at [awcnet.org](http://awcnet.org) and click "CML Tracker" to submit your sessions and your CML categories will be updated accordingly.

## Wednesday, June 21

### 10 – 11:30 am

- |                          |                             |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | Vancouver's Main Street (C) |
|--------------------------|-----------------------------|

### 10:30 – 11:30 am

- |                          |                                                                                    |
|--------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Chaos to communication: How to navigate the world of news, both real and fake! (E) |
| <input type="checkbox"/> | Federal legislative issues update (R)                                              |

### 10 – 11 am

- |                          |                                                          |
|--------------------------|----------------------------------------------------------|
| <input type="checkbox"/> | Conference orientation: Get connected from the start (E) |
|--------------------------|----------------------------------------------------------|

### Noon – 1:30 pm

- |                          |                                                         |
|--------------------------|---------------------------------------------------------|
| <input type="checkbox"/> | Embracing Innovation: What does it mean for cities? (C) |
|--------------------------|---------------------------------------------------------|

### 2 – 3 pm

- |                          |                                                                                          |
|--------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Building relationships with tribal neighbors – Part 1 (R)                                |
| <input type="checkbox"/> | Community in bloom: Including the neighborhood (C)                                       |
| <input type="checkbox"/> | Innovation Q&A with Pablos Holman (C)                                                    |
| <input type="checkbox"/> | Introduction to the Tukwila Police Department's Community Liaison Team (R)               |
| <input type="checkbox"/> | Keys to effective strategic planning in your city (E)                                    |
| <input type="checkbox"/> | Rate setting fundamentals and getting the most out of your utility financial program (P) |

### 3:15 – 4:30 pm

- |                          |                                                                      |
|--------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> | Every tree tells a story: Arboreal tour in Esther Short Park (C)     |
| <input type="checkbox"/> | Walking tour of Vancouver waterfront (C)                             |
| <input type="checkbox"/> | Be your own auditor (P)                                              |
| <input type="checkbox"/> | Building relationships with tribal neighbors – Part 2 (R)            |
| <input type="checkbox"/> | Growing your city's innovation: Innovation partnerships at work! (C) |
| <input type="checkbox"/> | Talk to your lobbyists (E)                                           |

# CML tracker

## Thursday, June 22

### 9:15 – 10:15 am

- |                          |                                                                           |
|--------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> | Times are uncivil & residents don't want to engage. How do we fix it? (E) |
|--------------------------|---------------------------------------------------------------------------|

### 10:30 – 11:45 am

- |                          |                                                                    |
|--------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> | LEED us to the gold: Vancouver's LEED gold certified city hall (C) |
|--------------------------|--------------------------------------------------------------------|

### 10:45 – 11:45 am

- |                          |                                                                                                                                                |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | The future of smart technology: What cities need to know (C)                                                                                   |
| <input type="checkbox"/> | Innovative community engagement techniques (E)                                                                                                 |
| <input type="checkbox"/> | Lessons learned from an officer-involved shooting in Pasco (R)                                                                                 |
| <input type="checkbox"/> | What is this about a new kind of park? (C)                                                                                                     |
| <input type="checkbox"/> | Why can't we just get along? A candid discussion of the roles and responsibilities of the executive and legislative branches of government (R) |

### 1:15 – 2:30 pm

- |                          |                                                                  |
|--------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> | From flush to finish: Marine Park Wastewater Treatment Plant (C) |
|--------------------------|------------------------------------------------------------------|

### 1:30 – 2:30 pm

- |                          |                                                                       |
|--------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> | Ask MRSC: Legal and financial do's and don'ts (R)                     |
| <input type="checkbox"/> | Local \$\$ local sense: Local investment to stimulate main street (C) |
| <input type="checkbox"/> | Safety in public facilities (C)                                       |
| <input type="checkbox"/> | Youth and young adult homelessness in Washington State (C)            |

### 2:45 – 3:45 pm

- |                          |                                                      |
|--------------------------|------------------------------------------------------|
| <input type="checkbox"/> | GIS: Building smarter communities (C)                |
| <input type="checkbox"/> | How does one plus one equal thousands? (C)           |
| <input type="checkbox"/> | Professional city management: What? Why? & When? (R) |
| <input type="checkbox"/> | Retain and strengthen your business mix (C)          |
| <input type="checkbox"/> | Winning at the Robert's Rules game (E)               |

# CML tracker

## Friday, June 23

8:45 – 9:45 am

|                          |                                                                                         |
|--------------------------|-----------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Ask MRSC: Legal and financial do's and don'ts (R)                                       |
| <input type="checkbox"/> | Constructive conversations: Building a strong foundation one conversation at a time (E) |
| <input type="checkbox"/> | Hiring & firing: What mayors & councilmembers need to know to get it right (R)          |
| <input type="checkbox"/> | Municipal borrowing: What elected officials need to know about issuing debt (P)         |
| <input type="checkbox"/> | Organizational change through empathy (E)                                               |
| <input type="checkbox"/> | Understanding the new streamlined business licensing requirements (P)                   |

10 – 11 am

|                          |                                                                 |
|--------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> | Advocacy Academy: How to engage with your state Legislature (E) |
| <input type="checkbox"/> | Digital inclusion (C)                                           |
| <input type="checkbox"/> | Leading optimistically (E)                                      |
| <input type="checkbox"/> | Understanding pipeline safety in your community (C)             |

C = Community planning & development | E = Effective local leadership

P = Public sector resource management | R = Roles, responsibilities, and legal requirements



# Transportation Improvement Plan (2018-2037) Public Hearing

Des Moines City Council  
June 22, 2017

Presented by  
Andrew Merges, P.E.  
Transportation and Engineering Services Manager

## What is the Transportation Improvement Plan (TIP)?

- Derived from the Comprehensive Transportation Plan (CTP)
  - Long Range Transportation Plan (20 year)
- A prioritized list of 91 planned transportation projects
  - Not financially constrained



## How do projects get into the TIP?

- From Comprehensive Transportation Plan (CTP)
  - Safety, Capacity, Pedestrian and Bicycle need
  - Supports Transit
- From Analysis of the City's Transportation System
  - Traffic Engineering Studies
  - Citizen Input/concerns
- From Interagency and Utility Coordination
  - (ex. SeaTac/Sound Transit)



## How is the TIP used?

- Provides direction to staff for development of the 6-year Capital Improvement Plan (CIP)
- Project Planning and Coordination – Utilities and Neighboring Cities
- Required by State Law (RCW 35.77.010) to Submit annually (July 31<sup>st</sup>)
- Reported to WSDOT and PSRC
- Positions Projects for Future Grants/Loans



## 2018-2037 TIP

### Discussion/Process

- Distributed Draft TIP to Public Safety and Transportation Committee via memorandum on May 17, 2017
- Met with Public Safety and Transportation Committee June 1, 2017
- Public Notice – Published in Seattle Times on May 31 and June 7, 2017
- Public comment opportunity at hearing (tonight)

# 2018-2037 TIP

## Proposed Revisions

- Projects Removed and/or planned for Completion in 2017
  - Priority 2 - Traffic Signal Program
  - Priority 4 - 24<sup>th</sup> Ave S / 28<sup>th</sup> Ave S Road Improvements
  - Priority 61 - Dock Street Bike Lanes



# 2018-2037 TIP

## Proposed Revisions

- Proposing to Add the following Projects:
  - Midway 24<sup>th</sup> Ave Sidewalk (#5)
  - Redondo Beach Drive – Seawall Pile Corrosion Project (#24)
  - Marina Bike Connection (#63)
- Proposing to elevate the following projects:
  - S. 216<sup>th</sup> St. Improvement Project (Segment 3) from (#31 to #4)
  - Redondo Area Parking Management Project from (#21 to #15)
- Proposing to reprioritize the following projects:
  - Des Moines Memorial Drive & S. 200<sup>th</sup> St. from (#3 to #14)
  - Guardrail Program from (#7 to #11)
  - Redondo Area Street Lights from (#14 to #19)
- Other Notables:
  - Barnes Creek Trail – Divided into (3) Projects and Prioritized
    - #10 (South Segment), #16 (North Segment), #17 (Central Segment)
  - Downtown Des Moines Improvements (#20) – Modified description to include 222<sup>nd</sup> cul-de-sac street improvements



## Recommendation

- “I move to approve Draft Resolution No. 17-051 adopting the 2018-2037 Transportation Improvement Plan for the City of Des Moines.”