

1

AGENDA

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

October 26, 2017 – 7:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE

COMMENTS FROM THE PUBLIC

BOARD AND COMMITTEE REPORTS/COUNCILMEMBER COMMENTS

PRESIDING OFFICER REPORT

ADMINISTRATION REPORT

Page 3 Item 1: SEPTEMBER FINANCIAL REPORT

Page 13 Item 2: 2ND QUARTER CITY MANAGER REPORT

CONSENT CALENDAR

Page 69 Item 1: APPROVAL OF VOUCHERS

Motion is to approve for payment vouchers and payroll transfer through October 18, 2017 included in the attached list and further described as follows:

Total A/P Checks/Vouchers	#152026-152189	\$ 911,446.68
Electronic Wire Transfers	#927-928	\$ 20,984.44
Electronic Wire Transfers	#930-936	\$ 243,906.24
Payroll Checks	#18984-18988	\$ 3,201.06
Payroll Deposit	#400001-400169	\$ <u>321,641.59</u>
Total Certified Checks, Wires, A/P and Payroll Vouchers:		\$1,501,180.01

Page 71 Item 2: APPROVAL OF MINUTES

Motion is to approve the minutes from the September 7, 2017 City Council Study Session, minutes from the September 14, 2017 City Council Executive Session, and minutes from the September 14, 2017 City Council Regular meeting.

Page 79 Item 3: CONSULTANT CONTRACT AMENDMENT – GRANT FREDRICKS

Motion is to approve Amendment/Addendum 6 to the Contract with Grant Fredricks, continuing professional consulting services through December 31, 2018, with an increase of \$10,000 for 2017 (bringing the total not-to-exceed amount for 2017 services to \$60,000) and \$50,000 for 2018 services, and authorize the City Manager to sign the contract amendment substantially in the form submitted.

Page 103 Item 4: AMENDMENT TO TITLE 2 ADMINISTRATION AND PERSONNEL DMMC 2.12
EMPLOYEE POLICIES
Motion 1 is to suspend Rule 26(a) in order to enact Draft Ordinance No. 17-117
on first reading.

Motion 2 is to enact Draft Ordinance No. 17-117 to update the City's Employee's
policies concerning benefits pursuant to federal and state law, and other
amendments for clarity and consistency.

Page 115 Item 5: POLICY FOR LOCAL TRAVEL AND NON-TRAVEL MEAL AND RELATED
EXPENSES
Motion is to adopt Draft Resolution No. 17-138 establishing a policy for local
travel and non-travel meal and incidental expenses.

Page. 129 Item 6: DRAFT RESOLUTION NO. 17-141, FEDERAL WAY SCHOOL DISTRICT NO.
210 PROPOSITION 1
Motion is to adopt Draft Resolution No. 17-141 supporting the Federal Way
School District No. 210 Proposition 1 on the November 7, 2017 election ballot.

PUBLIC HEARING/CONTINUED PUBLIC HEARING

Page. 133 Item 1: 2018 OPERATING CAPITAL BUDGETS
Staff Presentation: City Manager Michael Matthias
 Chief Operations Officer Dan Brewer
 Budget Manager Cecilia Pollock

NEW BUSINESS

Page. 295 Item 1: MUNICIPAL STORAGE YARD STORMWATER BMP IMPROVEMENT PLAN
Staff Presentation: Civil Engineer 1 Tyler Beekley

EXECUTIVE SESSION

NEXT MEETING DATE

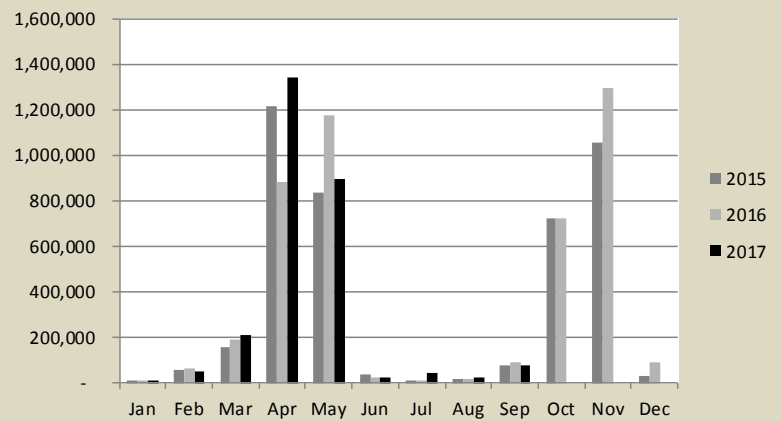
November 2, 2017 City Council Study Session

ADJOURNMENT

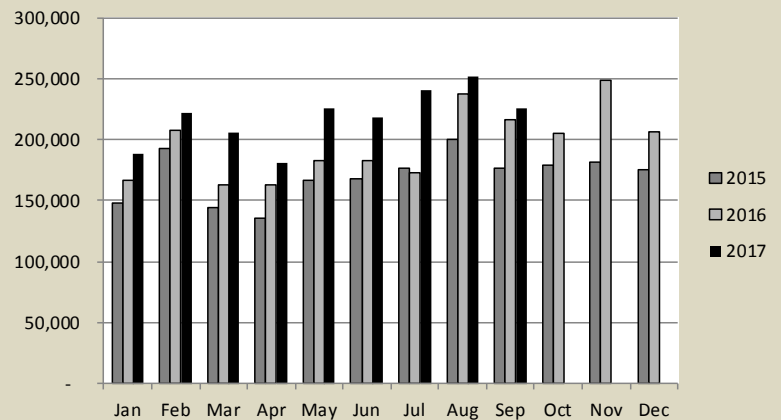
CITY COUNCIL MONTHLY FINANCIAL REPORT

2017 YTD Compared to 2016 YTD:**212,091 8.6%**

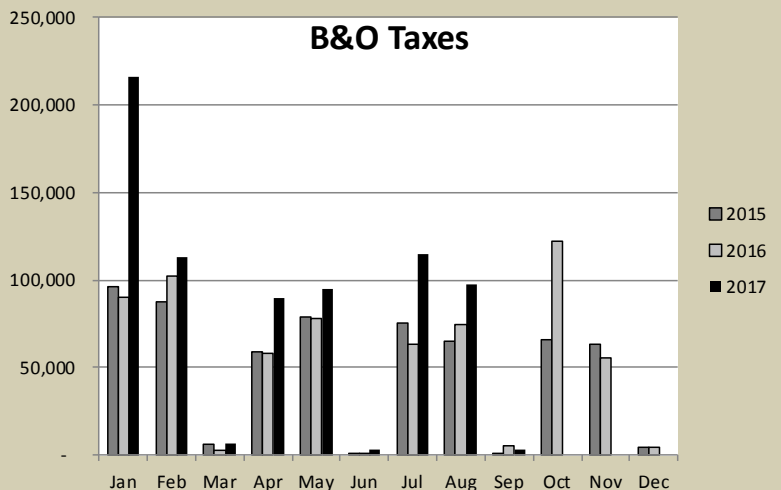
	2017	2016	2015	PY YTD
Jan	10,191	9,718	7,766	0.2%
Feb	52,372	62,078	55,462	1.6%
Mar	207,664	192,691	159,802	5.8%
Apr	1,341,941	884,255	1,214,531	25.2%
May	892,976	1,172,679	834,623	50.8%
June	22,136	24,323	34,134	51.4%
Jul	45,386	8,130	12,380	51.5%
Aug	22,470	19,914	15,762	52.0%
Sep	78,305	87,561	76,908	53.9%
Oct		721,023	723,002	69.7%
Nov		1,292,382	1,054,756	98.0%
Dec		92,696	29,206	100.0%
Totals	2,673,440	4,567,450	4,218,332	

2017 YTD Compared to Annual Budget: 4,572,060 58.5%**PROPERTY TAXES****2017 YTD Compared to 2016 YTD:****268,476 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	218,517	182,542	167,671	45.3%
Jul	240,702	172,341	176,608	52.6%
Aug	251,535	236,926	200,510	62.7%
Sep	225,110	216,225	176,594	71.9%
Oct		205,441	178,690	80.7%
Nov		248,392	181,241	91.2%
Dec		206,295	174,869	100.0%
Totals	1,959,175	2,350,827	2,043,645	

2017 YTD Compared to Annual Budget: 2,244,019 87.3%**SALES TAXES****2017 YTD Compared to 2016 YTD:****261,501 54.9%**

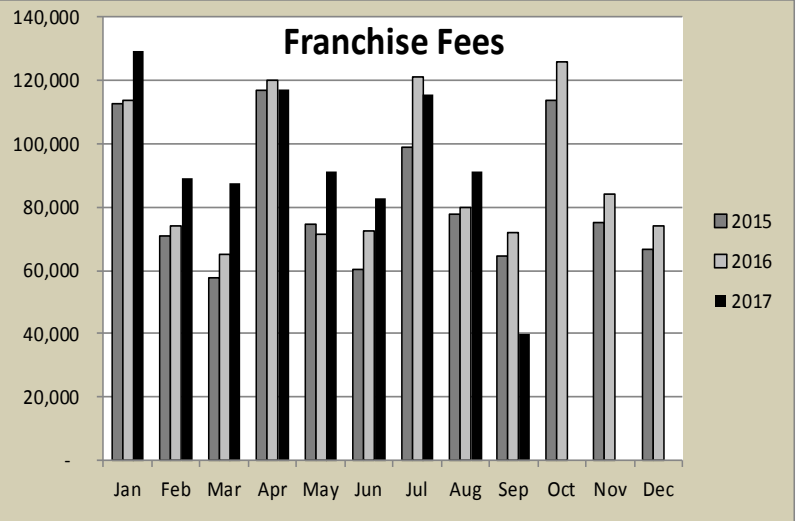
	2017	2016	2015	PY YTD
Jan	216,324	89,942	95,787	13.7%
Feb	112,795	101,825	87,424	29.2%
Mar	6,291	3,106	6,095	29.6%
Apr	89,260	58,292	58,723	38.5%
May	94,829	78,035	78,674	50.3%
Jun	3,205	1,262	745	50.5%
Jul	114,496	63,661	75,441	60.2%
Aug	97,730	74,863	64,797	71.6%
Sep	2,767	5,211	1,192	72.4%
Oct		122,095	66,238	91.0%
Nov		55,292	63,614	99.4%
Dec		4,217	4,699	100.0%
Totals	737,698	657,801	603,429	

2017 YTD Compared to Annual Budget: 784,182 94.1%**B&O Taxes**

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

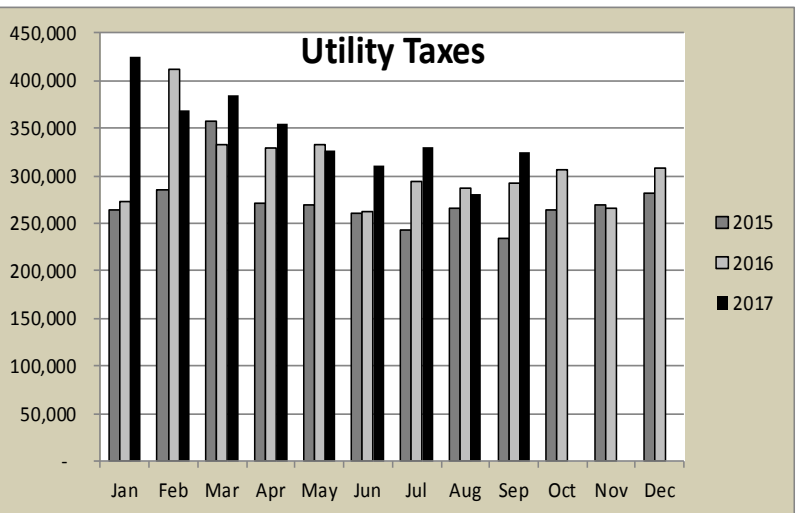
2017 YTD Compared to 2016 YTD:

	2017	2016	2015	PY YTD
Jan	129,401	113,463	112,750	10.6%
Feb	89,045	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	91,363	71,583	74,423	41.4%
Jun	82,575	72,626	60,470	48.1%
Jul	115,316	121,248	99,070	59.4%
Aug	91,478	79,804	77,663	66.8%
Sep	40,214	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%
Totals	843,690	1,074,502	990,053	
2017 YTD Compared to Annual Budget:				1,090,440 77.4%



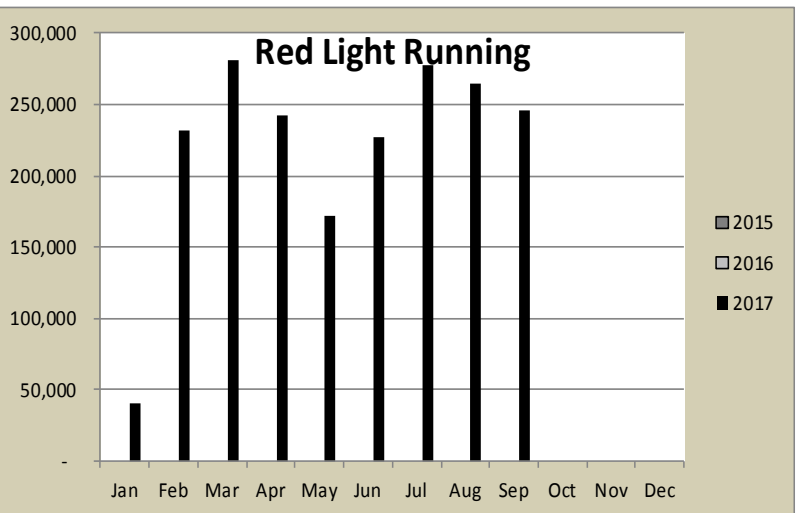
2017 YTD Compared to 2016 YTD:

	2017	2016	2015	PY YTD
Jan	424,753	273,337	264,911	7.4%
Feb	369,100	410,967	284,340	18.5%
Mar	384,143	332,039	357,130	27.5%
Apr	354,597	329,815	270,479	36.4%
May	326,610	333,168	269,809	45.4%
Jun	311,295	262,684	260,950	52.6%
Jul	330,214	293,988	243,353	60.5%
Aug	279,999	286,311	265,630	68.3%
Sep	324,244	292,324	233,833	76.2%
Oct		306,464	263,509	84.5%
Nov		266,326	269,275	91.7%
Dec		308,003	281,830	100.0%
Totals	3,104,955	3,695,425	3,265,049	
2017 YTD Compared to Annual Budget:				3,870,139 80.2%



2017 YTD Compared to 2016 YTD:

	2017	2016	2015	PY YTD
Jan	41,052			
Feb	232,138			
Mar	281,581			
Apr	242,435			
May	172,049			
Jun	227,114			
Jul	277,288			
Aug	264,954			
Sep	245,831			
Oct				
Nov				
Dec				
Totals	1,984,442	-	-	
2017 YTD Compared to Annual Budget:				1,985,000 100.0%

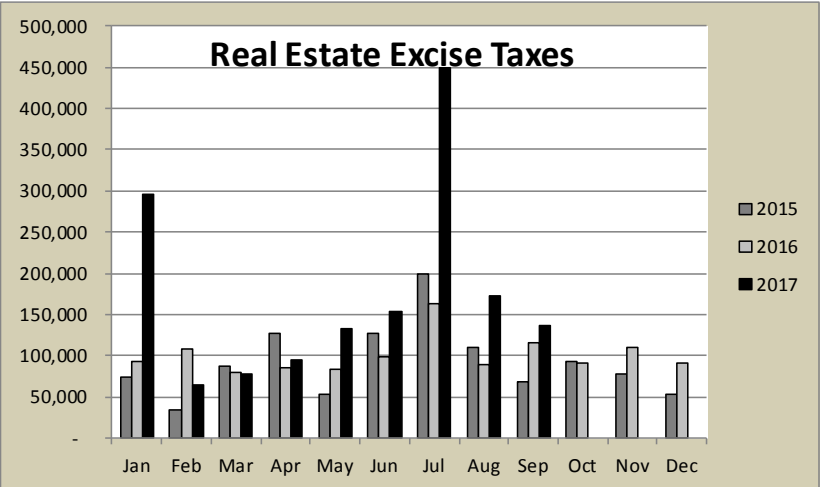


- All revenue sources shown above go to the General Fund.

CIP FUNDING SOURCES

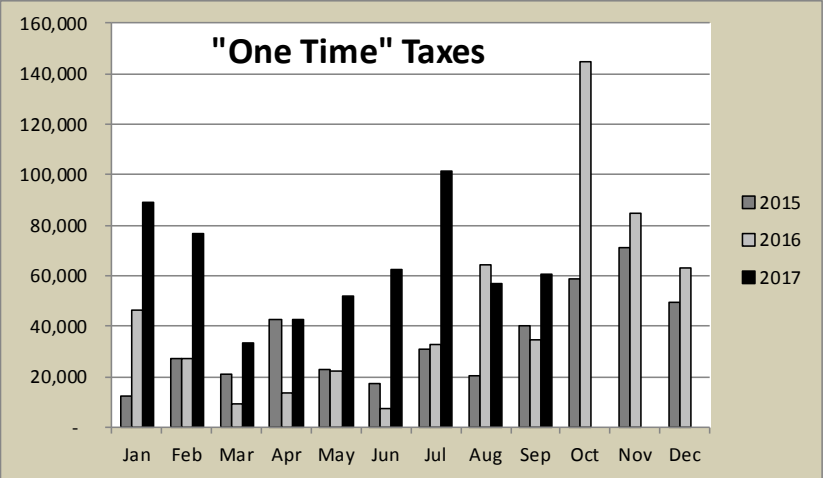
2017 YTD Compared to Annual Budget:

	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	132,598	84,072	53,190	37.3%
Jun	152,999	99,166	127,038	45.5%
Jul	448,867	163,905	199,170	59.0%
Aug	173,469	90,084	110,322	66.4%
Sep	136,573	116,119	68,647	75.9%
Oct		91,603	93,478	83.4%
Nov		109,682	78,694	92.5%
Dec		91,594	53,220	100.0%
Totals	1,579,040	1,215,915	1,107,495	
2017 YTD Compared to Annual Budget:			800,000	197.4%



2017 YTD Compared to 2016 YTD:

	2017	2016	2015	PY YTD
Jan	89,266	46,556	12,359	3.8%
Feb	76,783	27,195	27,114	6.1%
Mar	33,370	9,428	20,850	6.8%
Apr	42,775	13,465	42,498	7.9%
May	52,185	22,165	22,862	9.8%
Jun	62,293	7,770	17,170	10.4%
Jul	101,589	32,666	31,104	13.1%
Aug	56,915	64,376	20,237	18.4%
Sep	60,445	34,407	40,336	21.2%
Oct	-	144,643	58,538	33.1%
Nov	-	84,923	71,022	40.1%
Dec	-	62,874	49,216	45.3%
Totals	575,621	550,468	413,306	
2017 YTD Compared to Annual Budget:			700,000	82.2%



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GENERAL FUND 001

2017 BUDGET				2017 Year to Date ACTUAL					
ANNUAL 12 MONTHS				SEPTEMBER					
	REVENUES	EXPENDITURES	NET	REVENUES	%*	EXPENDITURES	%*	NET	
BEGINNING FUND BALANCE			2,933,039					2,933,039	
<u>Unrestricted Revenues</u>									
Unrestricted Taxes	11,650,919		11,650,919	8,580,516	74%				
One Time Sales/B&O Taxes	199,420		199,420	575,622	289%				
Unrestricted Franchise Fees	1,090,440		1,090,440	846,139	78%				
State/City Assistance	90,000		90,000	85,433	95%				
Miscellaneous	41,650		41,650	52,524	126%				
Transfer In	-		-						
Total Unrestricted Revenues	13,072,429		13,072,429	10,140,234	78%			10,140,234	
<u>Policy & Support Services</u>									
Support Services Chargebacks	2,381,924		2,381,924	1,786,443	75%			1,786,443	75%
City Council		91,989	(91,989)	-		52,541	57%	(52,541)	57%
City Manager	26,357	1,212,929	(1,186,572)	26,357	100%	885,220	73%	(858,863)	72%
Financial Services	51,356	1,009,598	(958,242)	24		722,593	72%	(722,569)	75%
Technology Services	835,118	792,022	43,096	625,653	75%	629,671	80%	(4,018)	-9%
Legal (Civil)		298,332	(298,332)	8,146		219,767	74%	(211,621)	71%
Bldg & Facility Maint		351,603	(351,603)			255,560	73%	(255,560)	73%
Total Policy & Support Services	3,294,755	3,756,473	(461,718)	2,446,623	74%	2,765,352	74%	(318,729)	69%
<u>Public Safety Services</u>									
Restricted - Public Safety	3,377,340		3,377,340	3,054,011	90%			3,054,011	90%
Court	121,110	1,187,392	(1,066,282)	91,487	76%	910,948	77%	(819,461)	77%
Probation	69,143	172,116	(102,973)	46,234	67%	121,715	71%	(75,481)	73%
EMS/Fire/Jail/Public Defender	4,358	756,312	(751,954)	3,516	81%	521,177	69%	(517,661)	69%
Legal (Prosecution, DV, etc.)	25,000	345,164	(320,164)	24,584	98%	259,763	75%	(235,179)	73%
Police	225,905	10,413,423	(10,187,518)	148,474	66%	7,533,143	72%	(7,384,669)	72%
Total Public Safety Services	3,822,856	12,874,407	(9,051,551)	3,368,306	88%	9,346,746	73%	(5,978,440)	66%
<u>Community Services</u>									
Planning & Bldg (NonFee Based)		438,678	(438,678)			315,402	72%	(315,402)	72%
Engineering (NonFee Based)		245,096	(245,096)			181,240	74%	(181,240)	74%
Subtotal	-	683,774	(683,774)	-		496,642	73%	(496,642)	73%
Park Maintenance	28,403	855,184	(826,781)	16,101	57%	625,012	73%	(608,911)	74%
Parks & Community Relations	2,825	210,174	(207,349)	9,446	334%	150,413	72%	(140,967)	68%
Senior & Human Services	126,405	484,589	(358,184)	82,056	65%	375,713	78%	(293,657)	82%
Arts Program	17,000	57,221	(40,221)	15,551	91%	40,206	70%	(24,655)	61%
Recreation Programs	1,082,189	1,255,288	(173,099)	826,812	76%	928,277	74%	(101,465)	59%
Beach Park Rentals	297,348	537,877	(240,529)	235,567	79%	383,436	71%	(147,869)	61%
Subtotal	1,554,170	3,400,333	(1,846,163)	1,185,533	76%	2,503,057	74%	(1,317,524)	71%
Total Community Services	1,554,170	4,084,107	(2,529,937)	1,185,533	76%	2,999,699	73%	(1,814,166)	72%
<u>Transfers Out</u>									
Capital & Debt		64,440	(64,440)			29,152	45%	(29,152)	45%
One Time Sales/ B&O Tax		700,000	(700,000)			575,622	82%	(575,622)	82%
Total Transfers	-	764,440	(764,440)	-		604,774		(604,774)	
TOTAL GENERAL FUND	21,744,210	21,479,427	264,783	17,140,696	79%	15,716,571	73%	1,424,125	538%
ENDING FUND BALANCE			3,197,822					4,357,164	
<i>*Sept is month 9 of 12 = 75%</i>									
2 month expenditures target min Ending Fund Balance			3,580,620						

**SPECIAL REVENUE FUNDS MONTHLY REPORT
SEPTEMBER**

	2017 Budget <u>Annual</u>	2017 Actual <u>Year to Date</u>	%	2016 Actual <u>Annual</u>	2016 Actual <u>Year to Date</u>	%
STREETS						
Begin Fund Balance	463,665	563,269		273,872	273,872	
Revenues	1,636,400	1,265,133	77%	1,650,427	1,152,572	70%
Expenditures	1,730,520	1,099,396	64%	1,361,030	986,374	72%
Net Activity	(94,120)	165,737		289,397	166,198	
Ending Fund Balance	369,545	729,006		563,269	440,070	
ARTERIAL PAVEMENT						
Begin Fund Balance	156,015	212,146		-	-	
Revenues	1,025,147	827,809	81%	212,146	242,149	
Expenditures	130,185	199,808	153%	-	-	
Net Activity	894,962	628,001		212,146	242,149	
Ending Fund Balance	1,050,977	840,147		212,146	242,149	
DEVELOPMENT SERVICES						
Begin Fund Balance	1,507,685	1,507,685				
Revenues	3,470,401	2,514,697	72%		3,465,468	
Expenditures	2,187,078	1,582,517	72%		-	
Net Activity	1,283,323	932,180		-	3,465,468	
Ending Fund Balance	2,791,008	2,439,865		-	3,465,468	
POLICE DRUG SEIZURE						
Begin Fund Balance	4,851	10,376		10,342	10,342	
Revenues	500	47	9%	34	27	79%
Expenditures	3,500	-	0%	-	-	
Net Activity	(3,000)	47		34	27	
Ending Fund Balance	1,851	10,423		10,376	10,369	
HOTEL/MOTEL TAX						
Begin Fund Balance	19,239	17,375		9,593	9,593	
Revenues	114,000	101,033	89%	103,113	68,190	66%
Expenditures	114,000	101,033	89%	95,331	58,147	61%
Net Activity	-	-		7,782	10,043	
Ending Fund Balance	19,239	17,375		17,375	19,636	
REDONDO ZONE						
Begin Fund Balance	10,858	18,754		22,064	22,064	
Revenues	109,645	81,708	75%	70,733	42,839	61%
Expenditures	113,855	84,391	74%	74,043	59,896	81%
Net Activity	(4,210)	(2,683)		(3,310)	(17,057)	
Ending Fund Balance	6,648	16,071		18,754	5,007	

September is 9 months of 12

75%

- Redondo is still running at a loss, but revenues are picking up for the summer. Keep on the “watch” list.

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SPECIAL REVENUE FUNDS MONTHLY REPORT (CONTINUED)

SEPTEMBER

	2017 Budget Annual	2017 Actual Year to Date	%	2016 Actual Annual	2016 Actual Year to Date
WATERFRONT ZONE					
Begin Fund Balance	-	-		-	-
Revenues	300,000	73,768	25%	-	-
Expenditures	158,790	75,208	47%	-	-
Net Activity	141,210	(1,440)		-	-
Ending Fund Balance	141,210	(1,440)		-	-
AUTOMATION FEES					
Begin Fund Balance	68,871	96,179		22,985	22,985
Revenues	100,000	145,172	145%	172,920	126,180
Expenditures	101,032	77,726	77%	99,726	75,636
Net Activity	(1,032)	67,446		73,194	50,544
Ending Fund Balance	67,839	163,625		96,179	73,529
ABATEMENT					
Begin Fund Balance	1,850	19,121		1,350	1,350
Revenues	500	1,542	308%	25,000	-
Expenditures	16,200	15,889	98%	7,229	2,912
Net Activity	(15,700)	(14,347)		17,771	(2,912)
Ending Fund Balance	(13,850)	4,774		19,121	(1,562)
(ASE) AUTOMATED SPEED ENFORCEMENT					
Begin Fund Balance	82,801	152,986		64,389	64,389
Revenues	350,000	317,477	91%	383,763	269,879
Expenditures	364,586	192,450	53%	295,166	168,392
Net Activity	(14,586)	125,027		88,597	101,487
Ending Fund Balance	68,215	278,013		152,986	165,876
(TBD) TRANSPORTATION BENEFIT DISTRICT					
Begin Fund Balance	265,588	263,028		84,349	84,349
Revenues	880,000	714,501	81%	882,268	599,637
Expenditures	995,522	832,666	84%	703,589	592,458
Net Activity	(115,522)	(118,165)		178,679	7,179
Ending Fund Balance	150,066	144,863		263,028	91,528

September is 9 months of 12

75%

- Waterfront Zone's Paid Parking program went live in July. Revenues above reflect pre-sale of annual passes.
- Automation Fee revenue is over budget. Amounts over budget in one year carryover to cover revenue shortfalls in subsequent years.

**DEBT SERVICE FUNDS MONTHLY REPORT
SEPTEMBER**

	2017 Budget <u>Annual</u>	2017 Actual <u>Year to Date</u>	%	2016 Actual <u>Annual</u>	2016 Actual <u>Year to Date</u>	%
REET 1 ELIGIBLE DEBT SERVICE						
Begin Fund Balance	12,692	12,692		14,900	14,900	
Revenues	140,639	105,480	75%	140,410	105,309	75%
Expenditures	143,145	8,324	6%	142,114	9,407	7%
Net Activity	<u>(2,506)</u>	<u>97,156</u>		<u>(1,704)</u>	<u>95,902</u>	
Ending Fund Balance	<u>10,186</u>	<u>109,848</u>		<u>13,196</u>	<u>110,802</u>	
REET 2 ELIGIBLE DEBT SERVICE						
Begin Fund Balance	21,245	21,245		21,245	21,245	
Revenues	265,261	194,337	73%	264,864	198,648	75%
Expenditures	263,373	105,973	40%	264,855	109,720	41%
Net Activity	<u>1,888</u>	<u>88,364</u>		<u>9</u>	<u>88,928</u>	
Ending Fund Balance	<u>23,133</u>	<u>109,609</u>		<u>21,254</u>	<u>110,173</u>	

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)

SEPTEMBER

	2017 Budget <u>Annual</u>	2017 Actual <u>Year to Date</u>	%	2016 Actual <u>Annual</u>	2016 Actual <u>Year to Date</u>	%
REVENUES						
Intergov't Grants		590		8,046	8,046	100%
Charges Goods & Services	105,037	78,337	75%	109,177	74,187	68%
Fuel Sales	1,103,986	860,647	78%	829,454	747,757	90%
Fines & Forefeitures	12,220	12,733	104%	17,039	14,367	84%
Moorage, Parking & Misc	2,876,716	2,180,180	76%	2,779,969	2,132,720	77%
Interfund Maint/CIP Serv	70,000	73,898	106%	41,474	34,262	
TOTAL	4,167,959	3,206,385	77%	3,785,159	3,011,339	80%

EXPENDITURES						
Salaries	671,098	470,902	70%	563,873	434,615	77%
Benefits	245,273	170,909	70%	215,453	165,664	77%
Supplies	159,073	111,499	70%	135,919	104,275	77%
Fuel Purchases	862,710	572,880	66%	723,543	555,096	77%
Services	854,331	561,707	66%	896,016	666,447	74%
Capital Outlay		9,586				
Capital Transfers	716,001	560,969	78%	211,815	46,345	22%
Debt Transfers	820,515	615,393	75%	819,828	614,871	75%
TOTAL	4,329,001	3,073,845	71%	3,566,447	2,587,313	73%

REVENUES MORE THAN OR (LESS THAN) EXPENDITURES	<u>(161,042)</u>	<u>132,540</u>		<u>218,712</u>	<u>424,026</u>	
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Ending Cash & Investments	1,482,455	1,573,564
Min Reserves - 20%	722,600	
Avail to Xfer to Capital Projects	604,823	

Sept is 9 month of 12 75.0%

- \$73,898 Time spent by Marina employees to install the Paid Parking program was repaid by the Paid Parking construction project (funded by REET rather than Marina Tenants).
- Personnel costs lower than budget due to continued vacant position.

SWM FUND 450 OPERATIONS MONTHLY REPORT

(Budget Basis/Working Capital Basis)

SEPTEMBER

	2017 Budget <u>Annual</u>	2017 Actual <u>Year to Date</u>	%	2016 Actual <u>Annual</u>	2016 Actual <u>Year to Date</u>	%
REVENUES						
Intergov't Grants	-	-		15,025	15,025	
Charges Goods & Services	3,532,391	2,134,370	60%	3,450,877	2,103,260	61%
Interest & Miscellaneous	5,000	23,344	467%	19,842	14,371	72%
TOTAL	3,537,391	2,157,714	61%	3,485,744	2,132,656	61%

EXPENDITURES

Salaries	914,844	612,409	67%	801,673	597,087	74%
Benefits	421,390	266,316	63%	359,245	265,589	74%
Supplies	66,900	74,685	112%	78,609	48,122	61%
Services	1,448,299	1,081,681	75%	1,461,078	1,037,506	71%
Capital Transfers	236,120	71,831		15,000	-	0%
TOTAL	3,087,553	2,106,922	68%	2,715,605	1,948,304	72%

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

449,838	50,792
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770,139	184,352
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Ending Cash & Investments	2,373,341	1,739,276
Min Reserves - 20% Revenues	707,478	
Waiting for CIP Xfer to Fund 451	1,665,863	

September is 9 months of 12 75.0%

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.

- Personnel costs are lower than budget due to vacancies. Even with vacancy savings overall costs more than same time prior year.

INTERNAL SERVICE FUNDS MONTHLY REPORT

(Budget Basis/Working Capital Basis)

SEPTEMBER

	2017 Budget Annual	2017 Actual Year to Date	%	2016 Actual Annual	2016 Actual Year to Date	%
EQUIPMENT RENTAL OPS						
Begin Fund Balance	354,851	365,809		253,062	253,062	
Revenues	516,486	394,173	76%	560,010	422,490	75%
Expenditures	497,739	373,086	75%	447,263	316,227	71%
Net Activity	18,747	21,087		112,747	106,263	
Ending Fund Balance	373,598	386,896		365,809	359,325	
EQUIPMENT RENTAL REPLACE						
Begin Fund Balance	1,676,754	3,243,493		2,459,857	2,459,857	
Revenues	922,690	699,383	76%	995,471	658,935	66%
Expenditures	915,810	564,087	62%	211,835	694,203	328%
Net Activity	6,880	135,296		783,636	(35,268)	
Ending Fund Balance	1,683,634	3,378,789		3,243,493	2,424,589	
FACILITY MAJOR REPAIRS						
Begin Fund Balance	37,731	90,776		92,511	92,511	
Revenues	495,144	83,948	17%	85,476	57,302	67%
Expenditures	384,124	9,991	3%	87,211	5,562	6%
Net Activity	111,020	73,957		(1,735)	51,740	
Ending Fund Balance	148,751	164,733		90,776	144,251	
COMPUTER REPLACEMENT						
Begin Fund Balance	598,481	832,303		515,075	515,075	
Revenues	429,555	370,935	86%	496,330	364,706	73%
Expenditures	475,630	260,102	55%	179,102	145,182	81%
Net Activity	(46,075)	110,833		317,228	219,524	
Ending Fund Balance	552,406	943,136		832,303	734,599	
SELF INSURANCE						
Begin Fund Balance	287,372	301,938		138,795	138,795	
Revenues	854,710	654,678	77%	824,678	618,921	75%
Expenditures	699,580	685,995	98%	661,535	601,739	91%
Net Activity	155,130	(31,317)		163,143	17,182	
Ending Fund Balance	442,502	270,621		301,938	155,977	
UNEMPLOY INSURANCE						
Begin Fund Balance	353,446	369,859		338,159	338,159	
Revenues	60,545	49,807	82%	58,584	42,238	72%
Expenditures	75,000	149	0%	26,884	17,706	66%
Net Activity	(14,455)	49,658		31,700	24,532	
Ending Fund Balance	338,991	419,517		369,859	362,691	

Sept is 9 months of 12

75%

City Manager's Office

To: City Council

From: City Manager

Re: 2nd Quarter Report

The information below represents a compilation of results of each Department for 2nd Quarter, 2017.

CITY MANAGER'S OFFICE

- Met with Marina consultants to review their preliminary work prior to their presentation at City Council on May 18 Study Session.
- Attended 509 Gateway Project local match meeting.
- Provided a tour of the City for the owners of Dick's Drive-In.
- Continued to work on PacRidge Strategic Plan.
- Met with Mr. Richard Procter, representative of Great Canadian Gaming Corporation on items related to their planned casino operations in the Four Points Sheraton hotel.
- Deputy City Clerk Interviews.
- Citizens Advisory Committee Meeting.
- Meeting with City Managers regarding of mutual issues regarding the Port of Seattle.
- Met with Ken Rogers to discuss potential Marina Café.
- Met with staff from King County to discuss status of Poverty Bay Shellfish downgrade and potential Protection District. City Council will be briefed on this in the near future.
- Toured Mt. Rainier High School with School Resource Officer (SRO) Justin Cripe.
- Community Development Director Interviews.
- Community Connections Metro Pilot Project – Stakeholders Meeting.
- Attended Port Commission Meeting.
- Meeting with South King Fire Chief Al Church.
- Quite Skies Meeting and presentation.
- Worked on staff evaluations.
- Metro Pilot Project Stakeholder follow up.
- Attended Mayor's Roundtable Meeting.
- Attended City Manager's Monthly Meeting.
- Met with regional City Managers to discuss violent crimes in South King County and coordination of each city's Public Safety efforts.
- Went on a tour of the City with representatives from Earth Economics who provide a sustainability model for future development.
- Met with Farmer's Market to review plans for the coming year and finalize the contract.

- Attended Huntington Park State of the City with Mayor and Deputy Mayor.
- Participated in a tour of Pike Place Market expansion.
- Attended Judson Park luncheon with Mayor and Deputy Mayor.
- Meeting with Green Corp. management to discuss Community Connections Pilot Program.
- Gang Task Force meeting with regional mayors, city managers and law enforcement officials to review response options to gang violence. City will provide a new detective position to this task force.
- Tour of Federal Aviation Administration building in construction.
- Meeting with SeaTac Airport Director of Aviation regarding airport impacts.
- Attended the Great American Casino Grand Opening Celebration.
- Meeting with John Resing – Chair of Federal Way Mayor’s Task Force on Aviation.
- Meeting with Duggan Harmon, Highline School District re: future of Des Moines Elementary.
- Tour of City with Port of Seattle Commissioner, John Creighton.
- Attended Highline Forum with Mayor Pina and Chief Operations Officer, Dan Brewer.
- Attended Soundside Alliance Steering Committee.
- Prepared Final Report from City consultants on Marina Development feasibility.
- Attended Citizen’s Advisory Committee meeting at the Marina to review plans to implement paid parking and the status of the Marina infrastructure.
- Provided final grant report on Marina development to the Port of Seattle.
- Met with Dave Soike, Interim CEO, Port of Seattle.
- Attended Opening Day Farmer’s Market.
- Conference call with Breanne Durham, Washington Main Street.
- Ride Along with Sergeant Paul Guest.
- Attended the Mayor’s Round Table luncheon.
- Attended Emergency Management Training meeting.
- Attended the Lower Zenith meeting at the Police Department
- Made a presentation at Southside Chamber Luncheon.
- Met with Port of Seattle Police Chief and our command staff to discuss Business Park Crime Prevention.
- Attended Aquatic Feasibility Study open house.
- Began meetings with directors as part of the budget process to review requests for Departmental personnel changes/upgrades and additions.
- Met with the owners of the Des Moines Theater to assess next steps.
- Ongoing discussions with Police Chief regarding implementation of Pacific Ridge Plan.
- Attended kick-off for the Port of Seattle Ecology Fund Small Grants program at the Seatac Botanical Gardens.
- Attended Soundside Alliance Operations Committee meeting in preparation for the upcoming Policy Committee meeting.
- Attended Commander Barry Seller’s Retirement Party.
- Meeting with Chief Delgado and Sara Franklin (WA State Commissioner of African American Affairs) to discuss community policing issues.
- Port of Seattle Partnership Meeting.
- Soundside Policy Meeting.
- Meeting with Forterra.

- Emergency Management Meeting.
- Ride Along with Police Officer Doug Weable.
- Community Connections Meeting on Metro Pilot grant.
- Met with Jack Mayne/Waterland blog.
- Attended Farmer's Market.
- Attended Mayor's State of the City presentation at Wesley Retirement Homes.

LEGAL DEPARTMENT

- Civil Matters: To date this year, the Legal Department has opened 88 files for civil matters; primarily advisory work to assist the City's operating departments.
- Finalized negotiations and executed a written agreement with Anthony's Restaurant and the parking lot ownership group for installation and implementation of paid parking in the Marina.
- Drafted ordinances related to the designation and sale of surplus property and an update to the City gambling tax which were presented to the City Council for consideration and enacted on April 13, 2017.
- Updated contracts for the Parks Department for the 2017 operation of the Farmer's Market and Food Truck concessions at the Marina.
- Conducted research and provided legal direction to police department records clerks on several recurring issues related to public records requests.
- Negotiated and executed agreement with Landmarque HOA to terminate existing joint watering agreement.
- Continued business license emphasis enforcement. Issued 17 citations for commercial properties operating without a business license.
- Issued citations to unlicensed multi-family properties in Pacific Ridge as part of strategic emphasis plan.
- Presented information on Pacific Ridge Strategic Operations Plan to Citizen's Advisory Committee.
- Continued in-depth analysis of calls for service in Pacific Ridge. Prepared initial documentation for implementation of code enforcement emphasis.
- Reviewed state law and administrative regulations to determine procedure for rent review for lease of aquatic tidelands from the Department of Natural Resources.
- Prepared active litigation and claims analysis and provided the assessment to the Washington State Auditor's Office.
- Assisted in development and drafting employment agreements for Assistant Chief of Police position and Community Development Director position.
- Reviewed several thousand emails that were potentially responsive to a public records request relating to construction issues at the SeaMar Facility.
- The Assistant City Attorney attended the Washington State Association of Municipal Attorneys Spring Conference in Bellingham, Washington.
- Participated in joint meetings with the Court and Police Department to consider increased security options for court areas to ensure compliance with new rules adopted by the Washington Supreme Court.
- Prepared and issued denial of claim letter for third party contractor alleging City was responsible for damages to rental equipment. City investigation concluded equipment was not damaged at time of return.

- Prepared outline of legal action necessary to obtain title to an abandoned boat in the Marina. City will be pursuing quiet title action in Superior Court against Key Bank to clear title to boat and proceed with sale.
- Drafted updated Resolution designating authorized agents of the City who can accept claims for damages as required based on staffing changes. It was presented to and approved by the Council on May 25, 2017.
- Gathered information and conducted research on adoption and implementation of an “Overgrown Vegetation Ordinance” to combat chronic problem properties. If adopted, this Ordinance would provide expedited procedure for obtaining liens on overgrown properties. A summary was prepared and presented to the PS&T Committee.
- The City Attorney and Assistant City Attorney spoke to a class of 7th graders at Pacific Middle School regarding their middle school and high school experiences and about how they got into the field of law. They fielded questions on a broad range of topics of interest to the students.
- Drafted an ordinance setting the hours of business for City Hall. This is required under state law and was enacted by the City Council on June 8th.
- Drafted an ordinance updating references in the Municipal Code that refer to “King County Fire Protection District 26”. These outdated references in the code were updated to reflect the current name “South King Fire & Rescue.” This ordinance was approved by the City Council on June 8th.
- Lawsuit was filed in Superior Court against the City by a property owner asserting ownership of undeveloped right-of-way on North Hill. The City Attorney’s Office filed a Notice of Appearance and will brief the Council as the matter progresses. Conducted legal and historical research regarding the disputed right-of-way. Hosted meeting between all parties involved to discuss potential resolutions. Continued legal research in preparation for defense.
- Presented telecommunications Draft Franchise Agreement with Verizon Wireless to the City Council for a public hearing on May 25, 2017. Following the June 8th second reading, the City Council approved the Agreement by enacting Ordinance No. 1682.
- Updated public work contract templates to reflect new language and provisions resulting from changes in state law effective July 2017.
- The Domestic Violence Victim Advocate attended a 2-day DV Risk Assessment conference which focused on engaging with victims to assess levels of danger, utilizing trauma informed care, and the misuse of technology to stalk.
- Prosecuting Attorney Tara Vaughn attended a three-day municipal court prosecution training hosted by the Washington Association of Prosecuting Attorneys (WAPA). Topics included new issues related to DUI and marijuana as well as several domestic violence presentations.
- Assisted in drafting explanation letter and access permit for Normandy Park homeowners who access beachfront property via the City’s Beach Park.
- Attended deposition of City employee regarding lawsuit between a Des Moines homeowner and the home builder.
- Began initial review of the City’s existing Alarm Registration Ordinance. Recommendations based on Police Department input will be prepared for the appropriate Committee to review later this year.
- Continued discussions with Verizon Wireless on small cell franchise application and process.

- Hosted meeting with City staff, consultants and Verizon Wireless to negotiate small cell telecommunications franchise agreement. The Ad Hoc Franchise Committee was updated on progress at their meeting on June 26th.
- A lawsuit was filed in Superior Court against the City and the police department, alleging the department acted negligently following an incident between two neighbors. The City Attorney filed a Notice of Appearance. A Notice of Association was subsequently filed by WCIA to allow the City's insurer to defend covered claims.
- Issued a notice of violation for the overgrown nuisance property on the corner of 216th and 29th Ave. The City previously cleared this property; however, the vegetation is returning. This violation will authorize City staff to enter the property and clear it again.
- Drafted ordinance to change references in the Municipal Code from "Mayor Pro Tem" to "Deputy Mayor." This ordinance was needed to bring the code up to date with the current City Council Rules. The ordinance was presented to the City Council on July 6th for approval.
- The following Ordinances and Resolutions were prepared in final form and signed in the Second Quarter 2017 following approval by the City Council:

Ordinance No. 1677	DMCBP Phase IV, Panattoni PUD
Ordinance No. 1678	Surplus Property Distribution
Ordinance No. 1679	Gambling Tax Extension
Ordinance No. 1680	Revenue Fund Amendments
Ordinance No. 1681	Budget Amendment
Ordinance No. 1682	MCI/Verizon Franchise
Ordinance No. 1683	City Hall Operating Hours
Ordinance No. 1684	So. King Fire & Rescue, Miscellaneous Name Corrections, Housekeeping Ordinance
Ordinance No. 1685	Marina Moorage Rates
Resolution No. 1358	Destination Des Moines Summer Events
Resolution No. 1359	Highline View Estates Final Plat
Resolution No. 1360	Field House Park Renovation Grant
Resolution No. 1361	Kiddie Park Renovation Grant
Resolution No. 1362	Claims Acceptance Agent Appointments
Resolution No. 1363	Small Cell Telecommunications Application Fee
Resolution No. 1364	Transportation Impact Fee 2018 – 2037

- **Des Moines Prosecuting Attorney Quarterly Recap.** The Prosecuting Attorney filed 764 infractions and citations in the Second Quarter 2017 for Des Moines and appeared at 897 criminal hearings. Also filed were 928 Woodmont Photo Enforcement infractions, 9,241 red-light camera infractions, and 22 abatement infractions. The Prosecutor represented the City at 31 hearings involving infractions that were being opposed by private counsel, and 10 animal control hearings. Staff also responded to 28 infraction discovery requests.

- **Normandy Park Prosecuting Attorney Quarterly Recap.** The Prosecuting Attorney filed 131 infractions and citations in the Second Quarter 2017 for Normandy Park and appeared at 198 criminal hearings and 2 hearings involving infractions that were being opposed by private counsel. Staff also responded to 4 infraction discovery requests.
- Legal Department contract signed in the Second Quarter: 3-year contract with LexisNexis for online research services.
- Bids, RFPs, and RFQs issued by Legal in the Second Quarter: None for Legal.

CITY CLERK'S OFFICE

- Reviewed fifty-four (54) applications received for the Deputy City Clerk position.
- Interviewed 5 applicants for the Deputy City Clerk position; Renee Cameron was selected and her start date was May 1, 2017.
- Relocation of City Clerk and Deputy City Clerk Office.
- City Clerk Participated in the Community Development Director interviews.
- City Clerk attend bid opening for Parkside Park Renovation Project.
- City Clerk attended the South Sound Boating Opening Day Ceremony at the Des Moines Yacht Club on May 13th.
- City Clerk attended Farmer's Market and handed out Waterfront Paid Parking flyers and answered questions.
- City Clerk attended Scotch & Vine's Anniversary celebration

Request for Public Records-2017

Month	Total # of Requests	Total Active Requests*	BY DEPARTMENT			
			ADMIN	PBPW	PD	Court
January	158	0	13	15	123	7
February	149	0	20	13	105	11
March	129	0	7	15	91	16
April	148	2	15	14	108	11
May	146	0	9	13	117	9
June	164	6	14	5	131	14
July	0					
August	0					
September	0					
October	0					
November	0					
December	0					
TOTAL	896	8	78	75	675	68

Request for Public Records-2016

Month	Total # of Requests	Total Active Requests*	BY DEPARTMENT			
			ADMIN	PBPW	PD	Court
January	146	0	23	6	112	5
February	156	0	5	13	131	7
March	158	0	7	16	118	17
April	125	0	8	10	95	12
May	141	0	9	6	119	7
June	139	0	3	8	122	6
July	138	3	8	15	106	9
August	153	0	19	11	117	6
September	145	0	11	14	113	7
October	155	0	15	18	116	6
November	141	0	11	11	116	3
December	131	1	22	9	89	11
TOTAL	1728	4	141	137	1354	96

FINANCE DEPARTMENT

Major Tasks Completed During the Quarter

- Audit support for State Audit of 2017 financial statement, Federal Grants and accountability audits.
- Preparation, analysis and published 2017-2023 CIP Plan.
- Preparation, analysis and published 2017-2022 Budget Forecast and City Council Budget Retreat documents.
- Preparation, and analysis for 2018 City Manager Preliminary Budget document.
- Implemented and reworked accounting process to accommodate PRSS new software implementation.
- Implemented and reworked accounting process to accommodate ParkingBoxx new software implementation.

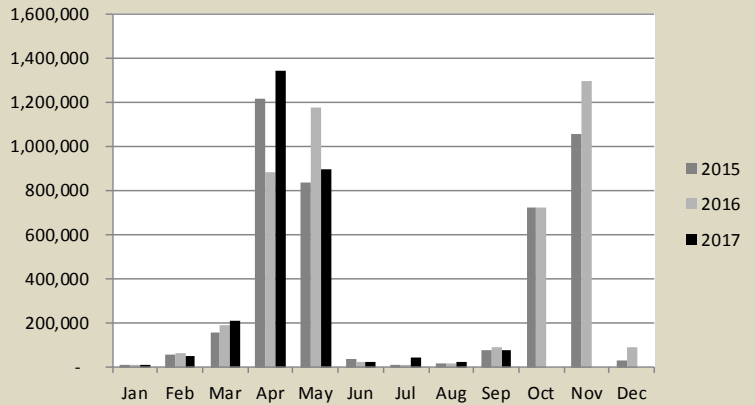
MAJOR REVENUE TRENDS (CASH BASIS)

2017 YTD Compared to 2016 YTD:
212,091 8.6%

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>PY YTD</u>
Jan	10,191	9,718	7,766	0.2%
Feb	52,372	62,078	55,462	1.6%
Mar	207,664	192,691	159,802	5.8%
Apr	1,341,941	884,255	1,214,531	25.2%
May	892,976	1,172,679	834,623	50.8%
June	22,136	24,323	34,134	51.4%
Jul	45,386	8,130	12,380	51.5%
Aug	22,470	19,914	15,762	52.0%
Sep	78,305	87,561	76,908	53.9%
Oct		721,023	723,002	69.7%
Nov		1,292,382	1,054,756	98.0%
Dec		92,696	29,206	100.0%
Totals	2,673,440	4,567,450	4,218,332	

2017 YTD Compared to Annual Budget: 4,572,060 58.5%

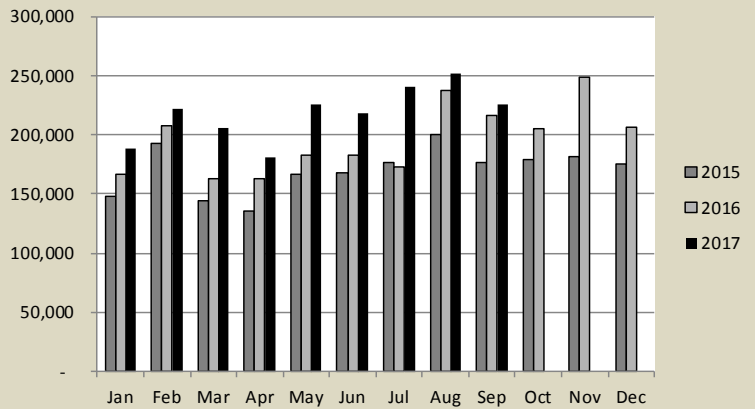
PROPERTY TAXES


2017 YTD Compared to 2016 YTD:
268,476 15.9%

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>PY YTD</u>
Jan	188,813	166,482	148,542	7.1%
Feb	222,214	207,580	192,640	15.9%
Mar	206,184	162,512	144,525	22.8%
Apr	180,327	162,783	135,180	29.7%
May	225,772	183,308	166,575	37.5%
Jun	218,517	182,542	167,671	45.3%
Jul	240,702	172,341	176,608	52.6%
Aug	251,535	236,926	200,510	62.7%
Sep	225,110	216,225	176,594	71.9%
Oct		205,441	178,690	80.7%
Nov		248,392	181,241	91.2%
Dec		206,295	174,869	100.0%
Totals	1,959,175	2,350,827	2,043,645	

2017 YTD Compared to Annual Budget: 2,244,019 87.3%

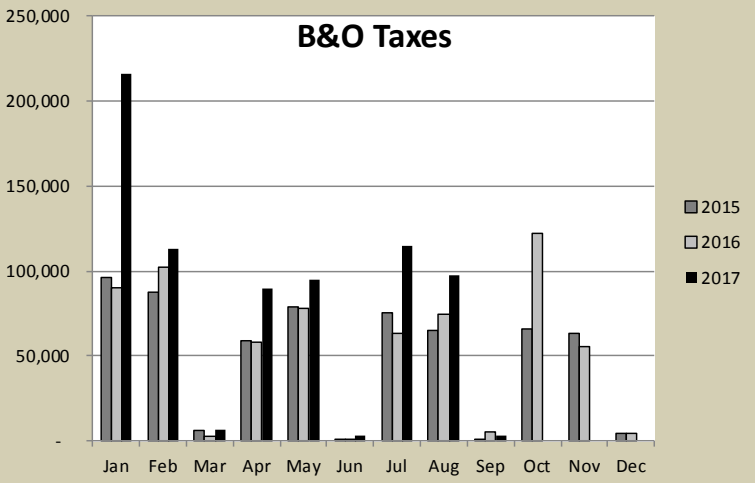
SALES TAXES


2017 YTD Compared to 2016 YTD:
261,501 54.9%

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>PY YTD</u>
Jan	216,324	89,942	95,787	13.7%
Feb	112,795	101,825	87,424	29.2%
Mar	6,291	3,106	6,095	29.6%
Apr	89,260	58,292	58,723	38.5%
May	94,829	78,035	78,674	50.3%
Jun	3,205	1,262	745	50.5%
Jul	114,496	63,661	75,441	60.2%
Aug	97,730	74,863	64,797	71.6%
Sep	2,767	5,211	1,192	72.4%
Oct		122,095	66,238	91.0%
Nov		55,292	63,614	99.4%
Dec		4,217	4,699	100.0%
Totals	737,698	657,801	603,429	

2017 YTD Compared to Annual Budget: 784,182 94.1%

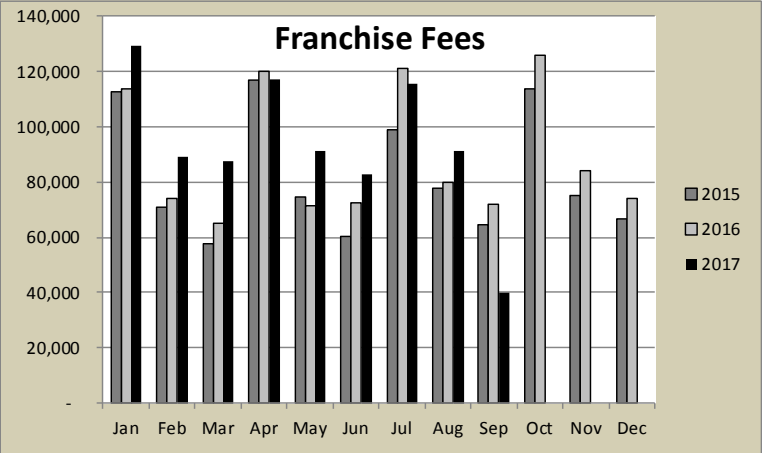
B&O Taxes



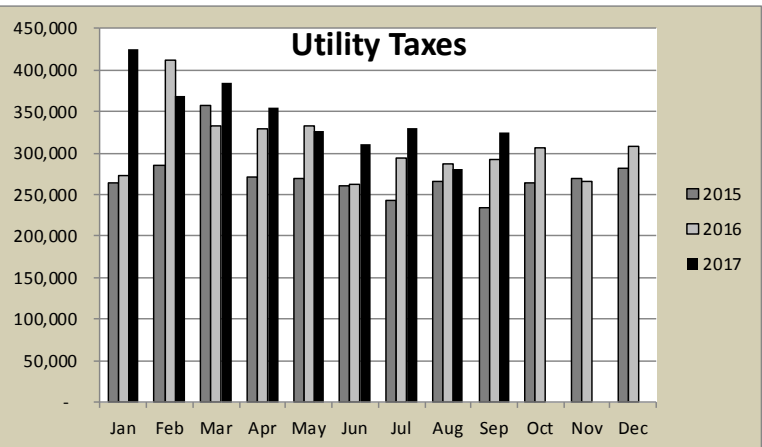
MAJOR REVENUE TRENDS

(Cash Basis -Continued)

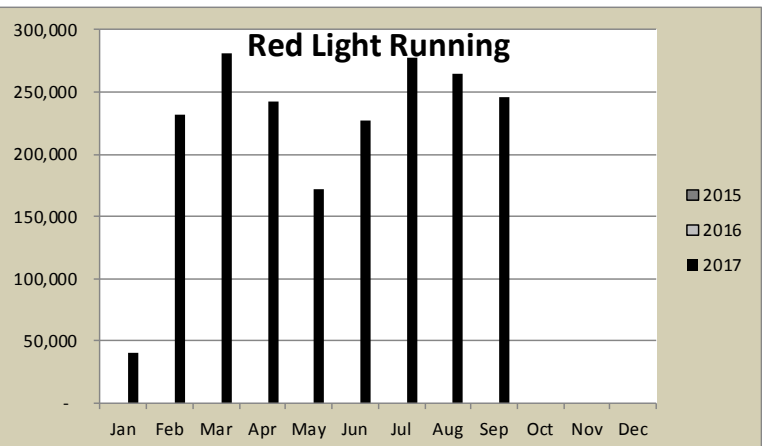
2017 YTD Compared to 2016 YTD:				53,479	6.8%
	2017	2016	2015	PY YTD	
Jan	129,401	113,463	112,750	10.6%	
Feb	89,045	73,834	71,075	17.4%	
Mar	87,325	65,347	57,924	23.5%	
Apr	116,973	120,207	116,879	34.7%	
May	91,363	71,583	74,423	41.4%	
Jun	82,575	72,626	60,470	48.1%	
Jul	115,316	121,248	99,070	59.4%	
Aug	91,478	79,804	77,663	66.8%	
Sep	40,214	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%	
Totals	843,690	1,074,502	990,053		
2017 YTD Compared to Annual Budget:				1,090,440	77.4%



2017 YTD Compared to 2016 YTD:				290,323	10.3%
	2017	2016	2015	PY YTD	
Jan	424,753	273,337	264,911	7.4%	
Feb	369,100	410,967	284,340	18.5%	
Mar	384,143	332,039	357,130	27.5%	
Apr	354,597	329,815	270,479	36.4%	
May	326,610	333,168	269,809	45.4%	
Jun	311,295	262,684	260,950	52.6%	
Jul	330,214	293,988	243,353	60.5%	
Aug	279,999	286,311	265,630	68.3%	
Sep	324,244	292,324	233,833	76.2%	
Oct		306,464	263,509	84.5%	
Nov		266,326	269,275	91.7%	
Dec		308,003	281,830	100.0%	
Totals	3,104,955	3,695,425	3,265,049		
2017 YTD Compared to Annual Budget:				3,870,139	80.2%

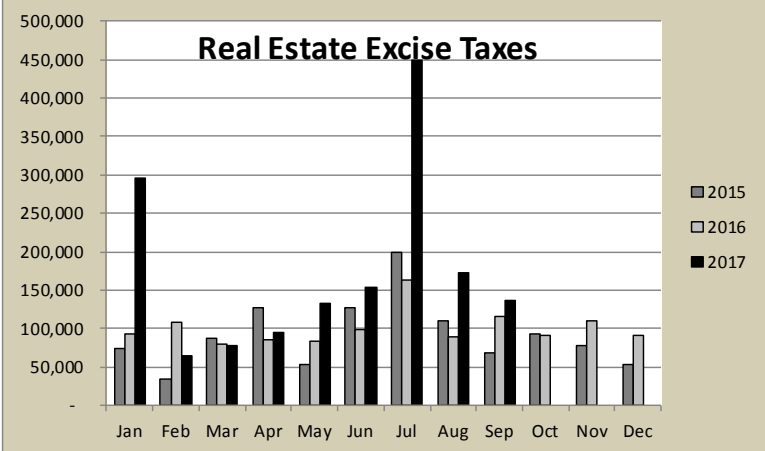


2017 YTD Compared to 2016 YTD:				1,984,442	
	2017	2016	2015	PY YTD	
Jan	41,052				
Feb	232,138				
Mar	281,581				
Apr	242,435				
May	172,049				
Jun	227,114				
Jul	277,288				
Aug	264,954				
Sep	245,831				
Oct					
Nov					
Dec					
Totals	1,984,442	-	-		
2017 YTD Compared to Annual Budget:				1,985,000	100.0%

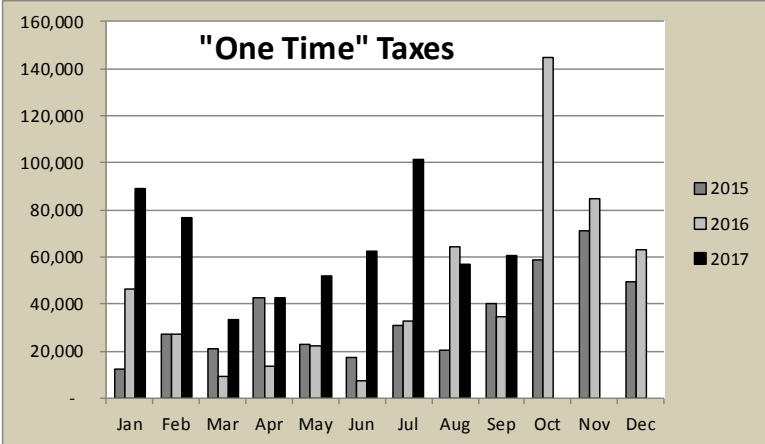


CIP FUNDING SOURCES

2017 YTD Compared to Annual Budget:				656,004	71.1%
	2017	2016	2015	PY YTD	
Jan	296,469	93,909	74,382	7.7%	
Feb	64,190	109,153	33,884	16.7%	
Mar	78,233	80,623	88,020	23.3%	
Apr	95,642	86,005	127,450	30.4%	
May	132,598	84,072	53,190	37.3%	
Jun	152,999	99,166	127,038	45.5%	
Jul	448,867	163,905	199,170	59.0%	
Aug	173,469	90,084	110,322	66.4%	
Sep	136,573	116,119	68,647	75.9%	
Oct		91,603	93,478	83.4%	
Nov		109,682	78,694	92.5%	
Dec		91,594	53,220	100.0%	
Totals	1,579,040	1,215,915	1,107,495		
2017 YTD Compared to Annual Budget:				800,000	197.4%



2017 YTD Compared to 2016 YTD:				317,593	223.1%
	2017	2016	2015	PY YTD	
Jan	89,266	46,556	12,359	3.8%	
Feb	76,783	27,195	27,114	6.1%	
Mar	33,370	9,428	20,850	6.8%	
Apr	42,775	13,465	42,498	7.9%	
May	52,185	22,165	22,862	9.8%	
Jun	62,293	7,770	17,170	10.4%	
Jul	101,589	32,666	31,104	13.1%	
Aug	56,915	64,376	20,237	18.4%	
Sep	60,445	34,407	40,336	21.2%	
Oct	-	144,643	58,538	33.1%	
Nov	-	84,923	71,022	40.1%	
Dec	-	62,874	49,216	45.3%	
Totals	575,621	550,468	413,306		
2017 YTD Compared to Annual Budget:				700,000	82.2%



GENERAL FUND 001

2017 BUDGET				2017 Year to Date ACTUAL				
ANNUAL 12 MONTHS				SEPTEMBER				
	REVENUES	EXPENDITURES	NET	REVENUES	%*	EXPENDITURES	%*	NET
BEGINNING FUND BALANCE			2,933,039					2,933,039
<u>Unrestricted Revenues</u>								
Unrestricted Taxes	11,650,919		11,650,919	8,580,516	74%			
One Time Sales/B&O Taxes	199,420		199,420	575,622	289%			
Unrestricted Franchise Fees	1,090,440		1,090,440	846,139	78%			
State/City Assistance	90,000		90,000	85,433	95%			
Miscellaneous	41,650		41,650	52,524	126%			
Transfer In	-		-					
Total Unrestricted Revenues	13,072,429		13,072,429	10,140,234	78%			10,140,234
<u>Policy & Support Services</u>								
Support Services Chargebacks	2,381,924		2,381,924	1,786,443	75%			1,786,443
City Council		91,989	(91,989)	-		52,541	57%	(52,541)
City Manager	26,357	1,212,929	(1,186,572)	26,357	100%	885,220	73%	(858,863)
Financial Services	51,356	1,009,598	(958,242)	24		722,593	72%	(722,569)
Technology Services	835,118	792,022	43,096	625,653	75%	629,671	80%	(4,018)
Legal (Civil)		298,332	(298,332)	8,146		219,767	74%	(211,621)
Bldg & Facility Maint		351,603	(351,603)			255,560	73%	(255,560)
Total Policy & Support Services	3,294,755	3,756,473	(461,718)	2,446,623	74%	2,765,352	74%	(318,729)
<u>Public Safety Services</u>								
Restricted - Public Safety	3,377,340		3,377,340	3,054,011	90%			3,054,011
Court	121,110	1,187,392	(1,066,282)	91,487	76%	910,948	77%	(819,461)
Probation	69,143	172,116	(102,973)	46,234	67%	121,715	71%	(75,481)
EMS/Fire/Jail/Public Defender	4,358	756,312	(751,954)	3,516	81%	521,177	69%	(517,661)
Legal (Prosecution, DV, etc.)	25,000	345,164	(320,164)	24,584	98%	259,763	75%	(235,179)
Police	225,905	10,413,423	(10,187,518)	148,474	66%	7,533,143	72%	(7,384,669)
Total Public Safety Services	3,822,856	12,874,407	(9,051,551)	3,368,306	88%	9,346,746	73%	(5,978,440)
<u>Community Services</u>								
Planning & Bldg (NonFee Based)		438,678	(438,678)			315,402	72%	(315,402)
Engineering (NonFee Based)		245,096	(245,096)			181,240	74%	(181,240)
Subtotal	-	683,774	(683,774)	-		496,642	73%	(496,642)
Park Maintenance	28,403	855,184	(826,781)	16,101	57%	625,012	73%	(608,911)
Parks & Community Relations	2,825	210,174	(207,349)	9,446	334%	150,413	72%	(140,967)
Senior & Human Services	126,405	484,589	(358,184)	82,056	65%	375,713	78%	(293,657)
Arts Program	17,000	57,221	(40,221)	15,551	91%	40,206	70%	(24,655)
Recreation Programs	1,082,189	1,255,288	(173,099)	826,812	76%	928,277	74%	(101,465)
Beach Park Rentals	297,348	537,877	(240,529)	235,567	79%	383,436	71%	(147,869)
Subtotal	1,554,170	3,400,333	(1,846,163)	1,185,533	76%	2,503,057	74%	(1,317,524)
Total Community Services	1,554,170	4,084,107	(2,529,937)	1,185,533	76%	2,999,699	73%	(1,814,166)
<u>Transfers Out</u>								
Capital & Debt		64,440	(64,440)			29,152	45%	(29,152)
One Time Sales/ B&O Tax		700,000	(700,000)			575,622	82%	(575,622)
Total Transfers	-	764,440	(764,440)	-		604,774		(604,774)
TOTAL GENERAL FUND	21,744,210	21,479,427	264,783	17,140,696	79%	15,716,571	73%	1,424,125
ENDING FUND BALANCE			3,197,822					4,357,164
<i>*Sept is month 9 of 12 = 75%</i>								
2 month expenditures target min Ending Fund Balance			3,580,620					

SPECIAL REVENUE FUND 105 (DEVELOPMENT - FEE BASED)

2017 BUDGET				2017 Year to Date ACTUAL					
ANNUAL 12 MONTHS				SEPTEMBER					
REVENUES	EXPENDITURES	NET		REVENUES**	%*	EXPENDITURES	%*	NET	
BEGINNING FUND BALANCE			1,507,686				1,507,686		
<u>Community Services (PBPW Fee Based)</u>									
Interest Earnings				2,717				2,717	
Planning (Fee Based)	479,000	458,795	20,205	260,567	54%	310,797	68%	(50,230)	-249%
Recycle Grant	53,000	50,318	2,682	24,262	46%	25,384	50%	(1,122)	-42%
Building & Permits (Fee Based)	948,145	791,592	156,553	1,665,368	176%	560,116	71%	1,105,252	706%
Minor Home Repair Grant	25,000	25,000	-	22,275	89%	24,486	98%	(2,211)	-
Engineering (Fee Based)	457,570	861,373	(403,803)	539,507	118%	661,733	77%	(122,226)	30%
TOTAL PBPW Fee Based	1,962,715	2,187,078	(224,363)	2,514,696	128%	1,582,516	72%	932,180	-415%
ENDING FUND BALANCE			1,283,323				2,439,866		

*Sept is month 9 of 12 = 75%

POLICE DEPARTMENT

CRIME STATISTICS

Quarterly Totals

Offense	2016 2nd Quarter Totals	2017 2nd Quarter Totals	2017 2nd Quarter Percent Change
Homicide	1	0	-100%
Sex Offenses	11	7	-36%
Robbery	14	13	-7%
Assaults*	65	54	-17%
Burglary	42	52	+24%
Larceny*	210	171	-19%
MV Accidents	81	98	+21%
MV Thefts	93	59	-37%
Arson	4	1	-75%
Moving Violations	625	877	+40%
School Zone Photo Enforcement	1,018	955	-6%
Red Light Photo Enforcement	**	9,702	**
Officers Assaulted	2	5	+150%
Adult Arrest	80	71	-11%
Juvenile Arrest	4	7	+75%
Calls For Service	4,737	4,916	+4%

**Assault and Larceny category include all reported felony and misdemeanor crimes.*

***Program started in 11/2016.*

Year to Date Totals

Offense	01/01/16- 06/30/16 Totals	01/01/17- 06/30/17 Totals	2017 YTD Percent Change
Homicide	3	0	-100%
Sex Offenses	26	16	-38%
Robbery	21	27	+29%
Assaults*	120	109	-9%
Burglary	82	86	+5%
Larceny*	366	317	-13%
MV Accidents	171	174	+2%
MV Thefts	176	125	-29%
Arson	5	3	-40%
Moving Violations	1,443	1,630	+13%
School Zone Photo Enforcement	1,884	1,841	-2%
Red Light Photo Enforcement	**	22,731	**
Officers Assaulted	2	5	+150%
Adult Arrest	129	136	+8%
Juvenile Arrest	8	12	+50%
Calls For Service	8,863	9,203	+4%

**Assault and Larceny category include all reported felony and misdemeanor crimes*

*** Program started in 11/2016.*

PARKS, RECREATION AND SENIOR SERVICES

Administration:

- Des Moines Beach Park Picnic Shelter and Restroom Project construction is underway. Weather and unforeseen building conditions added to project delays, however, the project is on schedule for completion in June.
- Parkside Park Renovation Project was out to bid in March. A contractor was selected in May.
- Staff managed five volunteer organizations for Earth Day activities in April.
- CDBG Pre-applications were submitted for new play equipment at Kiddie Park and Field House Park. Funding for the Field House Park is the top priority of the two projects. Both projects will be submitted each year until funded.
- Staff received \$30,000 grant award from 4Culture for Des Moines Beach Park Sun Home Lodge Foundation Design.
- Staff researched Recreation Management Software options and selected DASH Platform for implementation on September 1.
- Staff proposed a Citywide Playground Improvement Plan to design needed repairs or replacements for 7 play structures and development of two new play areas. Funding to come from Real Estate Excise Tax (REET), Parks Fee In Lieu funds, grants, Legacy Foundation and the community.
- Staff produced the 2017 Rec N Roll spring magazine that mailed March 10. The magazine includes the March – September “To the Beach” Community Events Calendar.
- Staff collaborated with Highline College’s Urban Agriculture Department and other partners such as King Conservation District (KCD) and International Refugee Commission to submit an application to KCD for a grant to implement an outdoor classroom project at Sonju Park.
- DMMC Chapter 19 Parks and Recreation sections were updated and vetted by the Municipal Facilities Committee for City Council approval.
- The 2017 Parkside Park Renovation Project funded with CDBG and DOE grants was awarded in May to D & D Construction 1, Inc., in the amount of \$459,800.

Community Engagement:

Volunteer/Committee Hours	1st Qtr.	2nd Qtr.	YTD
DM Arts Commission	66	117	183
Sr. Services Advisory Committee	17	17	34
Human Services Advisory Comm.	7	18	25
DM Lodging Tax Advisory Comm.	-	-	-
KC Landmarks Commission	-	-	-
Daisy Sonju Garden	21	76	97
Youth Sports Coaches	1,545	1,242	2,787
Senior Services	1,329	1,550	2,879
Parks Administration	67	467	534
Total Volunteer/Committee Hrs.*	3,052	3,487	6,539

*Rounded to nearest whole number.

Recreation and Sports:

- Club KHAOS ended the school year up 4% over last year with a total of 32,137 participations and 359 individual registrations.
- Youth Soccer ended with a total of 35 teams and 282 individual registrations.
- Camp KHAOS started with the first 2 weeks of summer camp with 1,067 total participations and over 200 individual registrations.

Events and Facilities:

- The Events and Facilities Office moved to the Marina Office. This location has better security, better access to clients and presents a more professional image.
- Alexander Jones resigned his position at the end of the quarter. Facility staff filled the position with an internal candidate.
- Largest challenge for the events center is finding qualified capable staff to work events.
- Refrigerator and oven in the Founders Lodge need to be replaced this year with new equipment that works properly.

Activity Center/Senior Services:

- The week of April 24 was National Volunteer Appreciation Week. Staff at the Senior Center recognized all of their volunteers daily during lunch with a special thank you, a VIP nametag, and a gift of a colorful whirly-gig/pin wheel for each volunteer because our volunteers, BLOW US AWAY, with all they do for the senior center!
- Recreation Specialist, Natalie Lavoie, attended the Washington State Association of Senior Centers conference May 23-25. Natalie Lavoie, was promoted to full time beginning June 1, 2017.
- Senior Center staff hosted a retirement farewell for the Transportation Director at Sound Generations and founder of the largest senior transportation program in the nation, Cindy Zwart on Tuesday, June 27, 2017. Des Moines/Normandy Park is proud to have been the first pilot shuttle for the creation of the HYDE Senior Shuttle, back in 1997.
- It was announced at the quarterly Sound Generations Volunteer Coordinators meeting on June 12th that the Meals on Wheels program for senior adults in King County is the largest meals on wheels program in the nation. The Des Moines/Normandy Park meals on wheels volunteers (over twelve regular volunteers) are proud to support this important program.
- Senior Center lunch volunteer, and WWII concentration camp survivor, Anna Lidzbarski, spoke about her birth, life and family's release from a German concentration camp at the Senior Center on Tuesday, June 27th. Ninety-five residents attended this powerful presentation on survival, and the power of hope.

Seniors/Activity Center	1st Qtr.	2nd Qtr.	YTD
Meals Served	2,415	3,073	5,488
Fee Program Attendance	1,527	1,896	3,423
Drop In Attendance	2,163	2,269	4,432
Consultation Services	634	759	1,393

City Council Committee Reports:

Des Moines Arts Commission

Met on Tuesday, April 11th

Meeting discussion: The new commissioners introduced themselves and discussed their interest in bring additional educational events to the City of Des Moines through the Arts Commission.

The 4Culture grant of \$7,500.00 was approved in March and the details of the grant were discussed in detail.

Met on Tuesday, May 9th

Meeting discussion: Sarah Kavage an artist working with Sound Transit for light rail arts projects came by and worked with the commission on ideas for art work at the light rail stations.

Sheri updated the commissioners on the Art Walk with the Yacht Club. She also gave updates for the 2017 September Art on Poverty Bay gala.

Erik reported out on the SAMOAN art and education event

A larger sponsor banner was discussed for this year's summer concerts sponsors.

Met on Tuesday, June 13th

Meeting discussion: Commissioners discussed the final details for the summer concert series and Shakespeare in the park. Ensured all supplies were stocked and requested what was needed for the series through Shannon in Facilities.

Erik was introduced as the concert Facility Attendant. He will be on site for all summer events to set up, tear down and issue payments to the bands and sound tech.

Senior Services Advisory Committee

Met on Thursday, March 16th

Meeting discussion: Normandy Park Senior Services funding, 2017 committee goals update, Traffic concerns on 216th, and the Drive Up Mailbox at Des Moines Post Office.

Met Thursday, May 18th

Meeting discussion: 216th Street Traffic study, letter to Des Moines adult family homes regarding safe disposal of medicines return box locations, and 2017 committee goals update.

Human Services Advisory Committee

Met on Thursday, April 27th

Meeting discussion: presentation by ANEW-training for family wage jobs, schedule next new agency presentation, update in common application software changes, first quarter agency reports and begin the update for the bi-annual City of Des Moines Community Services Directory.

Met on Thursday, June 22nd

Meeting discussion: Presentation by Children's Therapy Center, help special needs children 3-18 years of age, schedule next new agency presentation, Back to School Resource Fair, quarterly reporting form review and changes, final review of the changes to the Community Services directory.

Des Moines Lodging Tax Advisory Committee (DMLTC)

Met on (No Meetings)

Meeting discussion:

Des Moines Landmarks Commission

Met on (No Meetings)

Meeting discussion:

MARINA

Marina Occupancy Report

	Apr.	May.	June.	2nd Qtr. Avg. 2017	2nd Qtr. Avg. 2017
Open Slips	90%	94%	95%	96.0%	89.3%
Covered Slips	80%	85%	92%	86.0%	77.3%
Dry Sheds	96%	100%	99%	96.0%	98.0%
Total Occupancy	93%	98%	96%	96.0%	93.0%

Capital Projects

- Pay Parking In the Marina & Beach Park

The pay parking project was substantially completed and ready to start operations at the end of June. The Marina staff continued hosting public meetings in the second quarter. The meetings were on the 3rd Wednesday of each month and were held at the Activity Center. At the meetings the Harbormaster discussed the reasons why the City is implementing pay parking in the Marina and Beach Park and how the system will work. City staff also attended some of the meetings to discuss parking impacts in the adjacent neighborhoods.

Marina Revenues

Marina Service Revenue

	Apr.	May.	June	2nd Qtr. Total 2017	2nd Qtr. Total 2016	Percent Change
Fuel Sales (gals.)	\$ 14,534	\$ 40,874	\$ 55,110	\$110,518	\$103,464	+7.0%
Guest Moorage	\$ 2,146	\$ 6,651	\$ 11,593	\$ 20,390	\$ 15,178	+14.0%
Redondo Parking	\$ 3,409	\$ 8,547	\$ 10,850	\$ 22,806		
Moorage	\$ 200,286	\$215,331	\$194,127	\$609,834	\$633,162	-4.0%
Dry Sheds	\$ 14,300	\$ 14,084	\$ 14,344	\$ 42,728	\$ 43,132	-3.0%
Lease Revenue	\$ 13,172	\$ 13,172	\$ 13,545	\$ 39,889	\$ 41,881	-5.0%

Marina service revenues for the second quarter of 2017 were about the same as the second quarter last year, with the exception of fuel sales and quest moorage which were up significantly. Fuel prices were about the same compared to last year but the weather has been much better with lots of good boating days during the quarter.

PLANNING, BUILDING AND PUBLIC WORKS

Highlights

- Work on the South 216th Street – Segment 1A Project (24th Ave S to Pacific Highway South) is substantially complete.
- Development related activity within the City continues at an all-time high level, most notably work at the Des Moines Creek Business Park shown in the photo below.



Capital Improvement Projects

Lower Massey Creek Channel Modification Project

The project is complete. However, a small slump has developed on the south side of the creek adjacent to the boat yard. A change order has been approved with the contractor for repairing the stream bank with the work to be done in August during the fish window.

Transportation Gateway Projects

S 216th Street Segment 1-A (24th Avenue S to SR-99)

Work is substantially complete. Minor punch list items have been completed. We are working on project closeout activities.





S 216th Street Segment 3: 11th Avenue S to 20th Avenue S

Per Council direction with funding from the Washington State TIB, staff initiated preliminary design on the project engaging KPG, Inc. as the project designer. The project will complete the missing link of improvements between SR99 and Marine View Drive.



Involved will be the creation of a three lane roadway section with bicycle lanes, curb, sidewalk, undergrounding of utilities, drainage improvements, etc. Notices were sent to over 500 surrounding residences inviting all to review the plans at the Activity Center during an Open

House held on June 7, 2017. Staff continues to meet with adjoining property owners to address construction concerns. Preliminary design will be completed this summer including development of a right-of-way plan. Final design and right-of-way acquisition is scheduled to begin in October, 2018. Construction is scheduled for early 2019.

Marine View Drive and S 240th Intersection

On July 18th at approximately 5:00 PM, the City implemented an all way stop at the intersection of Marine View Drive & South 240th Street. The improvement focuses on intersection safety to reduce vehicle speeds, vehicles leaving the roadway, and vehicle turning movement collisions while at the same time allowing for better pedestrian access. Long term, the City is looking at the feasibility to install a roundabout at this location.



24th Avenue South (S 224th St to S 227th Pl)

The 24th Avenue Sidewalk project is currently in the preliminary engineering phase. Staff is working with a consultant for design work while in discussions with effected utilities along the corridor. It is expected that design work will be completed in 2017 with construction during the summer of 2018. The project will provide sidewalks on the east side of 24th Avenue between S 224th Street and S 226th Street, enhanced overhead pedestrian crossing signage, street lighting and storm water upgrades between S 224th Street and S 227th Street.

South 268th Street Sidewalk Project

The South 268th Street Sidewalk Improvements project has been substantially completed. Following the utility upgrades of last summer by Century Link, Puget Sound Energy, Midway Sewer District and Highline Water District, the City was able to construct new sidewalks, storm drainage facilities, radar feedback signs, and other pedestrian enhancements along this route connecting 16th Avenue S with Pacific Highway.



The City Council accepted a Safe Routes to School grant from the Federal Highway Safety Improvement Program to help finance these improvements and make this project a reality.

24th Avenue South (S 216th St to S 208th St)

City staff continues to coordinate with SeaTac staff regarding final grading and construction of the S 208th intersection as part of their portion of the Connection 28th/24th Avenue S project.

Redondo Boardwalk

The City and Contractor, Stellar J., is continuing with project punch-list work items achieve Physical Completion project close-out. It is anticipated that the remaining work will be completed in summer 2017.



to
and

Pavement Management Program

South 223rd Street – Pavement Rehabilitation Project

The City and Consultant, KPG, are completing final design engineering and geotechnical investigation for the South 223rd Street Roadway Rehabilitation Project. Design, permitting, and utility coordination will be complete in 2017 with anticipated construction in 2018.

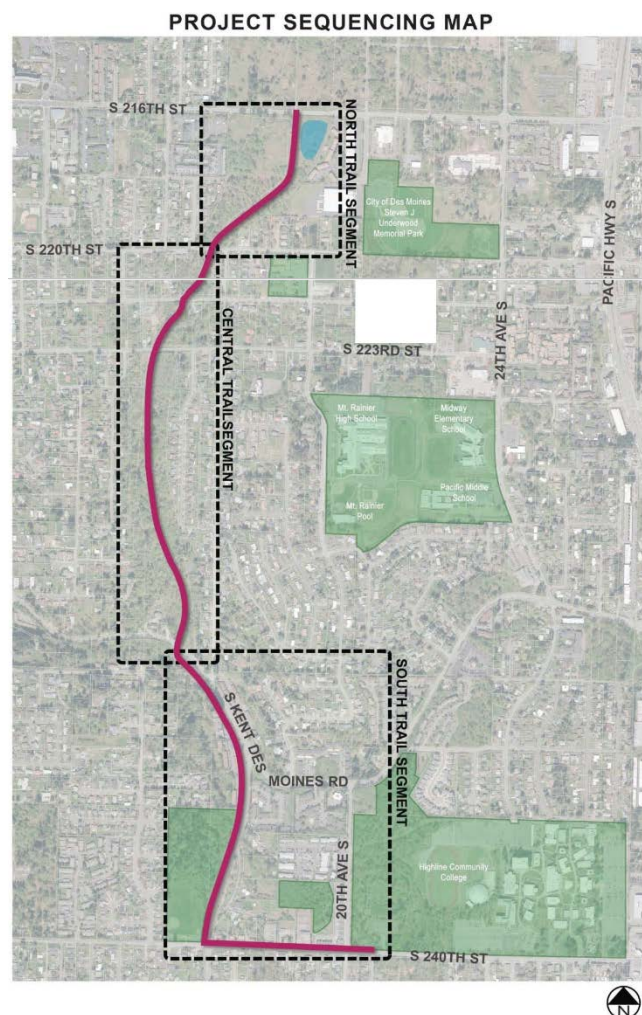


Barnes Creek/Kent-Des Moines Road Culvert Replacement Project

Council approved a Task Assignment with TetraTech Engineers to prepare the project design for replacing the dilapidated culvert located below Kent-Des Moines Road at approximately 13th Avenue. TetraTech has completed base mapping the site and location of all underground utilities and has met with the Department of Fisheries to determine the appropriate width of the new culvert. The project design has been placed on hold pending a meeting with WSDOT on the schedule for replacement of this culvert. This culvert is one of several hundred culverts that are required to be replaced by WSDOT by March 29, 2030 in accordance to an injunction of a U.S. District Court ruling that state-owned barrier culverts under roads are a violation of Tribal Treaty Rights. While this culvert is not on WSDOT's current replacement list through the 2019-2021 biennia, WSDOT concurs with the 2015 condition/fish assessment report made by TetraTech. Staff will be scheduling a meeting with WSDOT to discuss the schedule for replacement of this culvert.

Barnes Creek Trail

The City and consultant, KPG, are continuing efforts to complete 85% design and NEPA permitting for the Barnes Creek Trail. Additionally, this project has been broken down into three distinct phases within the City's Transportation Improvement Plan (TIP). This will help the project move forward with future phases of work such as construction, position each project for competitive grants, aid development coordination with adjacent properties, and allow for logical project termini. The City is also coordinating design efforts with the South 216th Street – Segment 3 project near the intersection of 18th Ave S & S 216th Street to ensure proper trail crossing. It is anticipated that the South Trail Segment will be pursued for construction first.



ADA Transition Plan

Continuing efforts to develop an Americans with Disabilities Act Transition Plan to ensure equal access to public programs, services, and facilities, the City has conducted a public open house, initiated an online survey, field surveyed sidewalks, and developed an outline for the final Transition Plan document. Throughout this summer, evaluation of City programs, services, and buildings will occur followed by a draft Transition Plan this fall. The plan will ultimately document ADA deficiencies and identify strategic actions moving forward to mitigate these issues.

The ADA online survey will be accessible throughout the plan development, and the City encourages you to provide comments. www.desmoineswa.gov.



South 251st Street Landslide

In early June, bids were solicited from the small works MSRC roster. However, only one bid was received from Road Construction Northwest that was far above the engineering estimate for the project. Subsequently, a bid rejection letter was issued. Staff will be checking with several contractors from the MSRC roster later this summer to determine if there is any interest in us re-bidding the project this year. If not, the project will be re-bid early next year for construction during the fish window next summer. All permits will remain valid for next summer.

Des Moines Street Standards

The City will be updating its street standards during 2017. The existing street standards were approved in 1996 and are in need of a substantial update. Staff will be working with a consultant to make needed changes to a number of items within the street standards including: policy updates, code updates, standards related to Low Impact Development, and standard details. Staff will bring forward the updated street standards to the City Council near the end of 2017.



Picnic Shelter/Restroom Rehabilitation

Argosy Construction began work in October 2016 on this project. The project is physically complete, and has been reopened to the public for use. We are working on project closeout.



Parkside Park Renovation

The design scope of work by consultant (The LA Studio LLC) is being modified slightly to reduce construction costs. We advertised for bids again in March 2017. Work will begin in August when the ground has dried up, and will be completed by the end of November 2017. Working with Ecology on contaminated soils remediation.

Field House Tennis Court

This project was placed on hold in 2016, and is scheduled to be completed during the summer of 2017.

Engineering Standby Generator

Superior Electric, Inc. was awarded the construction contract in June 2017. We are currently reviewing project submittals for approval, so that the generator components can be ordered. The project should be complete by December 2017.

Special Projects

Sound Transit FWLE Project

Staff continued to work with Sound Transit on the 30% design submittal. Staff attended a coordination meeting with Sound Transit and Highline College to discuss improvements to South 236th Lane. Staff also attended a meeting with the City of Kent to discuss design alternatives for Pacific Highway South, and the timing of those improvements with pending development – i.e. Highline Place. Staff is currently working with Sound Transit staff on the development of a draft term sheet that will outline project achievements to date, and layout our work program for 2017 as we move towards the creation of a development agreement with Sound Transit.

Metro Community Connections Pilot Project

Staff has partnered with KC Metro to provide public transportation between the downtown Marina District, Des Moines Creek Business Park and the Angle Lake Station. They have selected the City for implementation of a pilot project that will employ alternative, flexible service that will improve connections between these local activity centers and the region. A stakeholders group of major employers was formed, a needs assessment was conducted and the results were presented at the June 27th meeting hosted by Wesley Homes. Four major areas of need were identified: Provide connections to regional transit system, provide options for those who do not or will not use cars, provide flexible and safe options for employees who work off hours; facilitate getting around during the work day without own car. Implementation of the plan in the fall of 2017 is subject to Council concurrence

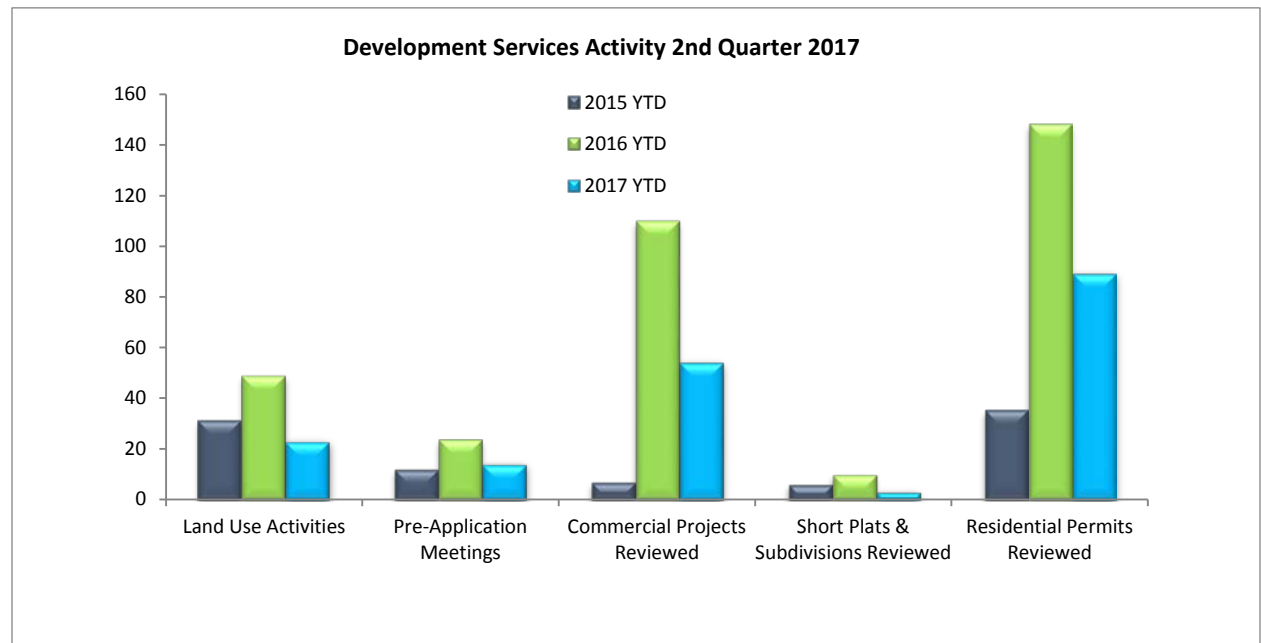
SR 509 – Puget Sound Gateway Project

Staff attended several steering committee meetings on the project, and discussed WSDOT's travel demand modeling, assumptions and details. In addition, there was discussion of the performance targets and metrics, and how WSDOT would be approaching and evaluating various design options. Staff will attend the executive committee meeting in October, where both the SR-509 and SR-167 projects will be discussed in relation to the overall project budget.

Community Development

Planning, Building, and Development Services Division

As shown in the chart below, commercial and residential project reviews are at exceptional levels. In the second Quarter of 2017, the Planning Division completed 75 project reviews of which 32 were commercial, 41 were residential and 2 were short plats. In addition, the Department held 7 pre-application meetings and received 11 new submittals. Of the \$324,839 in revenue received by the PBPW Department, the Planning Division's portion was 15.4% (\$50,086). For more details on specific land use projects, see **Attachment 1** at the end of this report.



Planning Projects

Wasson House Reuse/Redevelopment Feasibility Study/Limited Shoreline Master Program Amendment: Contracted with consultant Theresa Dusek to complete a shoreline/environmental review that will feed into a feasibility study for the reuse/redevelopment of the Wasson house/property. Draft study work and coordination with the Department of Ecology Shoreline Administrator was completed December 2016, and consultant submitted the report 2/2/17. A Council study session to discuss was held on 3/2/17. Working with consultant in drafting the Limited Amendment to the Shoreline Master Program.

SEPA Thresholds Code Amendments: Increasing SEPA exemption levels implements a change in state law allowing cities to increase exemption levels under the State Environmental Policy Act (SEPA) for smaller projects, streamlining the permit process. Amendments were drafted, and the

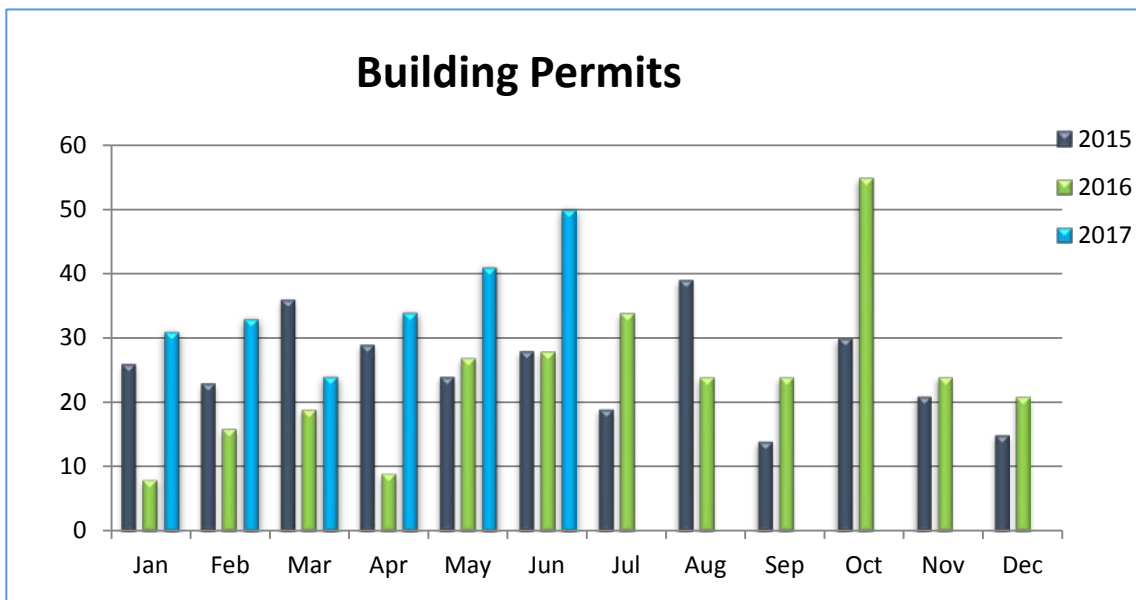
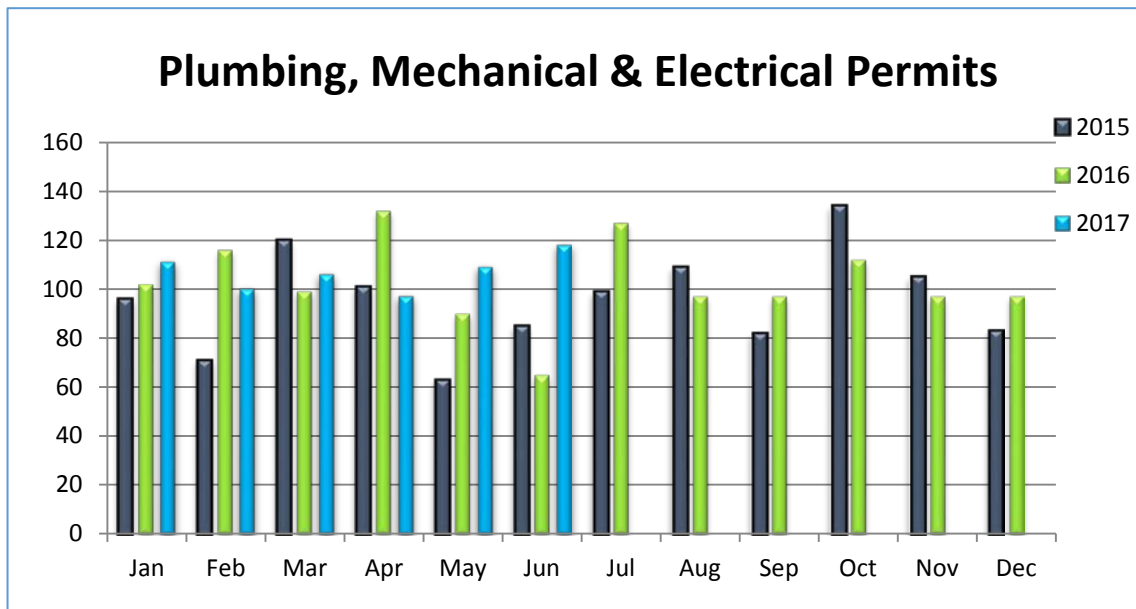
public notice starting the required 60 day comment period was published 6/28/2017. The public hearing for the amendments is anticipated for the first regular council meeting in October.

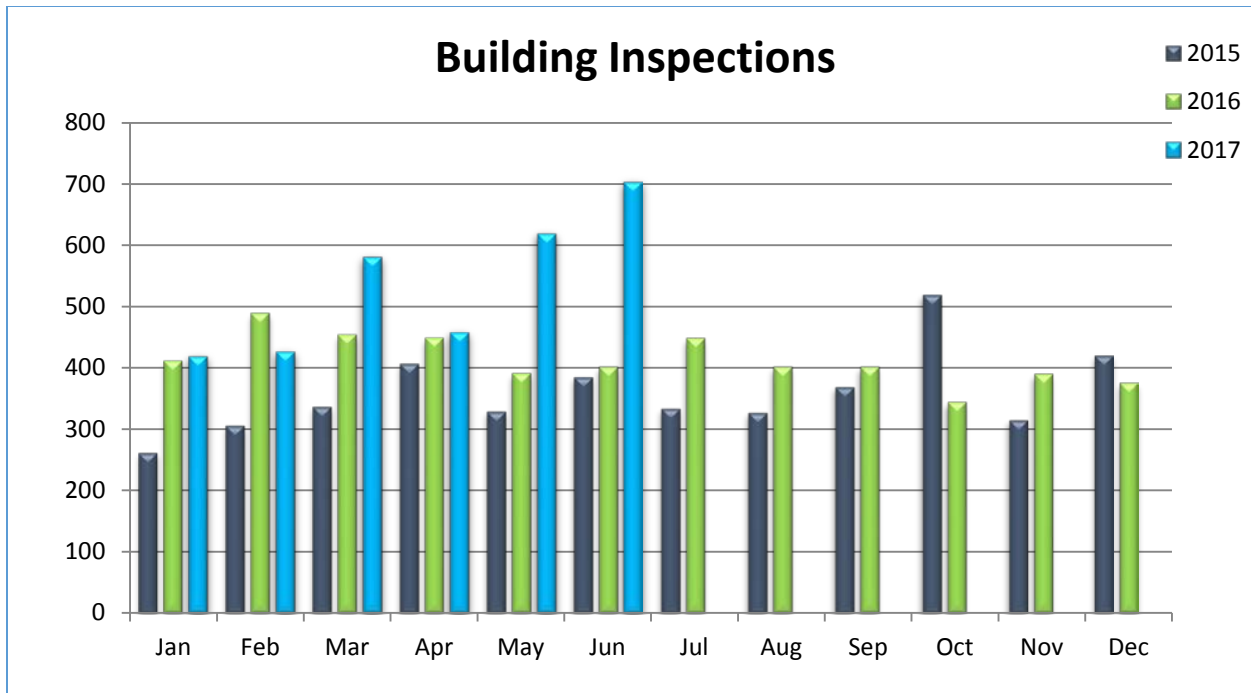
Essential Public Facilities Code Amendments: Staff is working on revisions to the ordinance consistent with Council direction received at the public hearing held in May 2016.

Coordination with Sound Transit continues related to permitting process and code requirements.

Building Division

As shown in the following charts, building related activity is trending and rising as expected.





- In the second Quarter of 2017, the Building Division issued 449 permits: 42 Building permits and 363 Electrical, Mechanical and Plumbing permits. The PBPW Department received \$798,788 in revenue and processed \$1,503,155 in total City receipts. Building Division's portion of PBPW revenues for this period was 71.4% (\$571,562), the Planning Division's portion was 13.0% (\$104,046), and the Engineering Division's portion was 15.4% (\$123,179). The total permit valuation for this period was \$54,105,793.
- During the 2nd Quarter of 2017 Permit Staff issued 189 online permits out of a total of 449 BLD permits (Building, Electrical, Mechanical, and Plumbing). The online permits are limited to over-the-counter (OTC) residential permits that do not require plan review. There were 347 total non-plan review permits (OTC and online) issued in the 2nd Quarter. That means online permits represented 42% of all permits and 54% of all non-plan review permits.
- Our permitting software, PermitTrax, allowed us to begin receiving and issuing online permits in September 2013. Online permits take about the same amount of time to process as Over-the-Counter permits that are presented in person. But permitting staff can organize their work more effectively by choosing when they will process the permits without applicants waiting at the counter for them. The larger advantage is for the applicants, homeowners and contractors, who are able to make their applications in their own time, avoiding expensive trips to our office (more time, more gas expense, more fossil fuels) and receiving their permits more quickly. The customers who use the online opportunity, and the staff that help them, enjoy it.
- Total Public Records Requests were reported in a chart earlier in this report. Some of those records requests are processed by the Building Division, in assistance to the City Clerk. During the 2nd quarter of 2017, Building Division staff received 32 new public records requests in addition to 14 cases open from earlier and spent 66 hours to provide service. 25 cases were closed during the quarter and 21 are still active.

Building Construction Highlights

Adriana Mixed Use Project, 22525 7th Ave S:

The sixth and last story of the Adriana's interior structural wood framing is now complete. Electrical, plumbing, and mechanical work continues on all floors. Sheetrock installation has begun on the upper two floors. The picture below illustrates work continuing on the exterior.



Des Moines Creek Business Park: Phase 3 (2361 & 2141 S 211th Street):

The central portion of the Business Park consists of two warehouse buildings. Partners Crackers will occupy the entire 3-A building and Amerisource will occupy a large portion of Building 3-B. The remainder of the building 3-B has been rented out to two additional tenants. The business called "XPO" is nearing completion of all items and is working under a Temporary Certificate of Occupancy. This company provides distribution services for Boeing parts and will employ approximately 30 persons. The southwest area will be occupied by Banzai Sushi, a company that produces frozen seafood rolls. Work will include installation of a 16,000 gallon liquid nitrogen tank. Work is progressing in this area, however, it will be a couple of months before completion and a request to occupy is made.

Amerisource is working to complete the tenant improvements with the goal of being under full operation by the end of August. XPO is operating under a Temporary Certificate of Occupancy.

Partners Crackers is also under a Temporary Certificate of Occupancy while they complete certain exterior elements and their interior cooking line up is installed.

Des Moines Creek Business Park: Phase 2 (2200 S 216th Street), the GSA Building: The project is moving along at quite a fast pace. On all floors, all trades are fully involved with their discipline of work.

Wesley Homes Project: The Wesley Gardens property, located to the west of City Hall at 815 S 216th, is under construction as the first phase of this 5-year facility replacement project begins in earnest. Nine cottages are currently under construction in various phases. Construction on the 32-unit “Brownstone” structure that borders S 219th has begun.

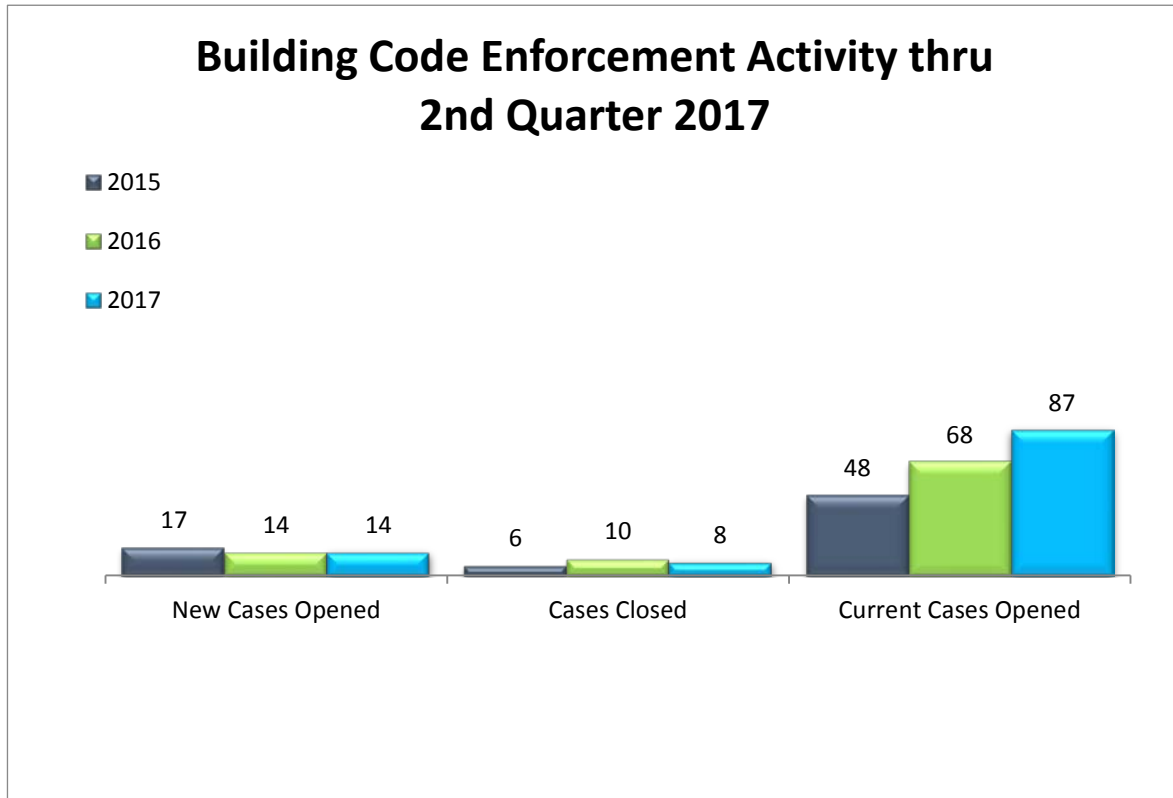
Highline Place, 23609 Pacific Highway South: This project is now underway. A pre-construction meeting was held on July 12 with the builder, Charter Construction.

Highline View Estates, S 240th: This 24 unit Single Family Residential project has begun in earnest. The picture below depicts the project site in transition.



Building Code Enforcement

The graph below represents the Building Division's Code Enforcement activity. Activity continues to be brisk at various locations in the City.



Engineering Services Division

Traffic Engineering and Operations

Street Lighting

PSE has completed Phase I and Phase II of the “Pacific Ridge Streetlight Improvements” project.

Traffic Calming

Staff has concluded approximately 30 speed studies City-wide. Locations have focused primarily on neighborhood collector roadways that currently have limited traffic calming features present. Results from this speed study will help Staff identify any traffic calming measures for future implementation.

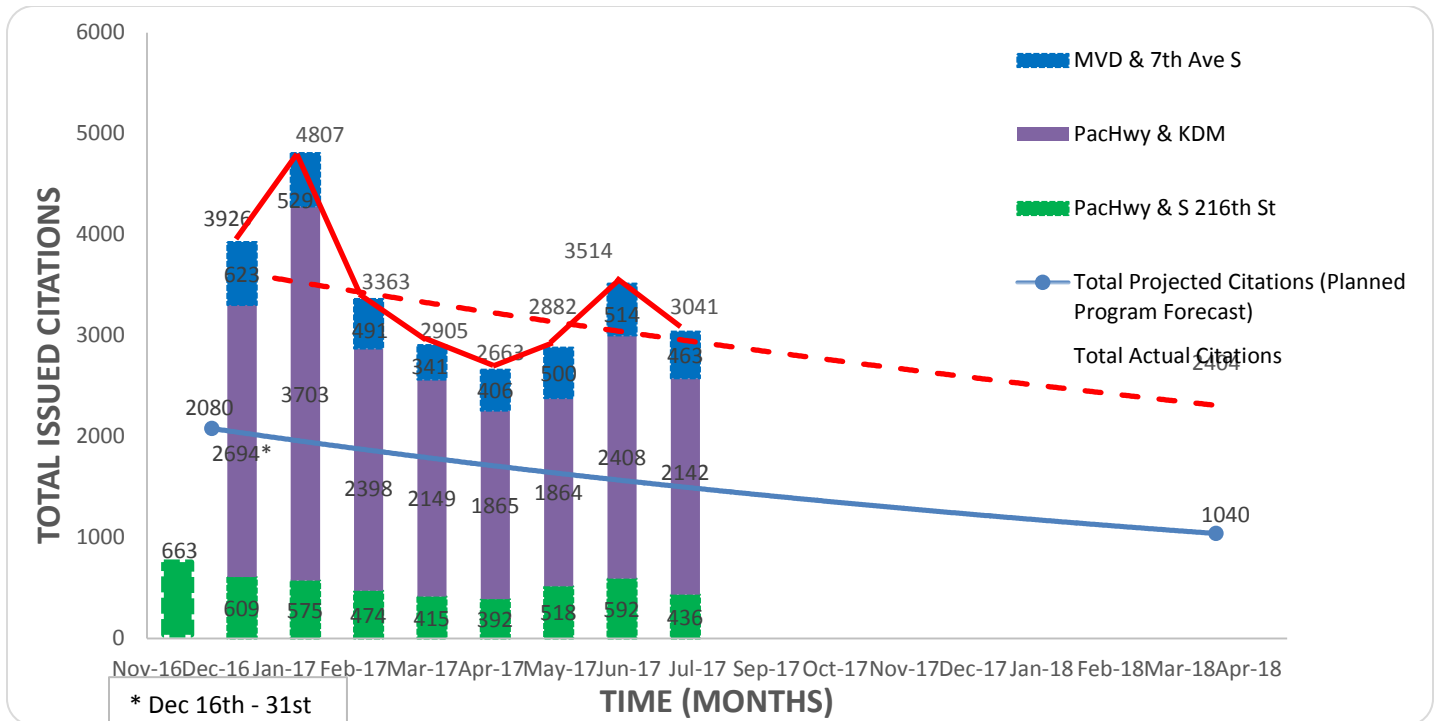


Red Light Running Automated Enforcement

The Automated Red Light Running Enforcement program was approved by the City Council on April 7, 2016. In the action, the City Council directed staff to enter into a contract with ATS (vendor) to install six locations for enforcement. The primary purpose is to increase vehicle stopping compliance at intersections in an effort to improve safety. While visible flashes from the cameras occur frequently, a commissioned Des Moines Police Officer reviews video for potential infraction before a citation is issued. Those six locations are:

- **Southbound and Eastbound at SR-99 (Pac Hwy)/South 216th Street**
- **Southbound and Westbound at SR-99 (Pac Hwy)/SR-516 (KDM)**
- **Northbound and Southbound at SR-509 (MVD)/7th Place South/South 216th Street**

These six locations were chosen from a group of twenty-one potential locations in partnership with ATS. It was anticipated that these six chosen locations would generate approximately 12,500 violations per year or about 1,042 per month. This 1,042 per month figure assumed an initial tickets/month at the start of the program of around 2,084 per month and slowly tapering to the 1,042 amount after 18 months as drivers in the area modified their behavior. This 10 month trend line was provided to the City as the historical trends seen by ATS in other installations throughout the nation. The graph shows the actual monthly citations issued at each intersection and the total number of actual citations will be tracked over time against the anticipated trend line to evaluate the traffic behavior curve specifically for Des Moines.



So where does the money raised by the fines go? The City created the Red Light Camera Program under ordinance which mandates that 100% of all revenues be spent for public safety purposes, DMMC 10.40.070.

For further information, please see the Traffic Camera Program on the City's website.

School Safety

The revenues and trends for the Automated Speed Enforcement Systems on 24th Avenue S in front of Midway Elementary School and Pacific Middle School, in addition to Woodmont Elementary School located on 16th Avenue S, have normalized and we will discontinue reporting on them. Staff will continue to closely monitor the infraction trends in both of these locations.

Civil Engineering Services

- **Right-of-Way Use Permits and Inspections:** One hundred twenty-nine (129) Right-of-Way permits were processed by the end of the 2nd Quarter with \$37,253.62 in fees.

Portable Basketball Hoops:

Residents have been placing portable basketball hoops and other types of recreational equipment in and next to roadways that have been a topic of concern regarding safety in the right-of-way. The City will be placing flyers on this equipment giving residents an opportunity to remove the equipment and place it on their own property. If the equipment has not been removed in the

allotted time, the City Maintenance Division will collect, store and then dispose of the material after 14 days.

Citizen Correspondence and Interaction:

Staff received the following requests from citizens in the 2nd Quarter of 2017:

2017	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Signs/Traffic Operations	15	6		
Vegetation/Tree Concerns	2	24		
Pot Holes/Roadway Surface/Clean up	23	21		
Traffic Calming	2	20		
Transportation Benefit District	10	15		
Misc. (garbage, animals, catch basins, sidewalks, etc.)	14	5		

Multi-Year On-Call Consultant – Task Order Tracking:

Following is a summary of the On-Call Engineering Services task order assignments for 2016 through 2017:

Consultant	Task Number	Description	Amount
AMEC	1	Deepdene Plat Landslide	\$3,300
BergerABAM			
Exeltech	1	South Twin Bridge Joint Repair	\$10,489.50
	2	South Twin Bridge Joint Repair	\$0
	3	Marine View Dr S/S 240 th St Mini Roundabout	\$30,024.60
HWA Geo.	1	S 260 th Street Outfall to Puget Sound	\$3,400.00
KPFF	1	Municipal Storage Yard Storm BMP Imp Plan	\$37,330.00
KPG	1	S 251 st Street Storm Outfall	\$95,700.84
	2	PB&PW Presentation Assistance	\$4,800.00
	3	Barnes Creek Trail – SEPA and Staking	\$9,677.44
	4	S 216 th Street – Segment 3	\$539,976.35
	5	Barnes Creek Trail – 85% PE and NEPA	\$298,525.41
Parametrix	1	LID Integration into City Code and Design	\$90,005.35
	2	Vegetation Monitoring	\$9,995.89
	3	Woodmont SRTS Walkway Improvements	\$135,254.20
	4	24 th Ave Sidewalk Improvement	\$99,361.33
	5	ADA Transition Plan	\$19,984.94
	6	Woodmont (16 th and 17 th) Storm Connections	\$30,671.93
	7	ADA Transition Plan	\$59,141.00
	8	Street Development Standards	\$45,697.65
Tetra Tech	1	Lower Masey Creek Improvements	\$199,228.00
	2	Barnes Creek Culvert Replacement	\$340,729.00
	3	Lower Massey Creek Vegetation Monitoring	\$99,582.00
	4	Lower Massey Creek Improvements	\$2,544.00

Surface Water Management (SWM) Division

NPDES Permit Activity

The new Western Washington Phase II Municipal Storm Water Permit became effective on 8/1/13. The 2013 permit contains significant changes including increases in monitoring, inspection, and maintenance requirements; and the addition of low impact development requirements. The NPDES permit has been extended through 2019.

Public Education, Outreach, Involvement, and Participation

The City has continued its partnership with Environmental Coalition of South Seattle (ECOSS) to help educate, train, and deliver free spill kits to eighteen Des Moines businesses in 2017. “ECOSS” is a nonprofit organization that encourages urban redevelopment and a healthy environment by providing education, resources and technical assistance to diverse businesses and communities in the Puget Sound region (www.ecoss.org).

Surface water staff will be working with other departments to support a Pacific Middle School field trip to the Beach Park. Approximately 130 kids will be attending the field trip on July 27th.

Illicit Discharge Detection and Elimination (IDDE)



Residents are directed to call 206.870.6869 to report discharges or spills. Residents may also call the Police non-emergency number at 206.878.3301 during times that City Hall is closed. During the months of April, May, and June there were fourteen spill responses to report, with a total of thirty-seven for the year.

Poverty Bay Shellfish Downgrade

In association with the NPDES permit’s IDDE program the City is in the process of partnering with King County to help the overall reduction and elimination of fecal coliform levels in Poverty Bay. Poverty Bay is currently under “conditional” restriction for shell fish harvesting and is being threatening to the point of increasing the restriction to “prohibited.” As required by state law, King County must create a shellfish protection program within 180 days (March 14, 2017) of the downgrade and implement the program within 60 days after it is established.

An article was published in the Winter City currents introducing the public to the concerns with Poverty Bay.

Municipal Operations and Maintenance

Catch basin inspections are underway for 2017 and the August 1st deadline is expected to be met.

Maintenance Yard(s) Storm Water Pollution Prevention Plan (SWPPP)

The City's mechanic shop and Service Center yard have both been inspected to measure their compliance with the SWPPP plan's required BMPs. Both sites have BMPs that are out of compliance. Currently the short term compliance items are being corrected and the long term compliance items are being implemented into a plan by a consultant. KPFF will be presenting preliminary plans in July.

Pipe Program Tracking

Beginning last year, staff began tracking participation in the Pipe Program. This program was established nearly 20 years ago and has been a very successful and popular way to fill and pipe many of the City's road side ditches. Because the pipe work benefits both the City and property owners, each pipe project involves a contract between the City and property owner whereby the property owner pays for the material costs and the City provides the labor and equipment to perform the project. On average each year, nearly a dozen projects are done installing more than 1,000 feet of storm pipe. However, due to the need to meet NPDES permit maintenance requirements the Pipe Program work has been temporarily put on hold. In the meantime, staff will continue to take requests for the program and provide cost estimates to interested property owners. As of December, seven (7) requests are awaiting installation.

Deepdene Plat Landslide

Following heavy rains early this year a landslide developed at the 260th storm outfall to Puget Sound. City crews made a repair to the outfall and engineering staff will be monitoring the repair work throughout the winter. Staff has also met with the adjacent property owners to determine if there is any interest in partnering in a pipe repair/slope stabilization project. HWA GeoSciences was hired to re-evaluate the outfall area. In response to the recommendations from the report, City maintenance crews will be extending the temporary outfall pipe to the beach. Replacement of the entire outfall has also been scheduled for next summer.



Public Works & Parks Maintenance Division

Public Works & Parks General Information

Spring is here and maintenance staff has been busy as the growing season is in full bloom. Staff is still working on and completed the yard requirements in response to Department of Ecology concerns. The entire maintenance staff has been re-organizing the Service Yard to bring it into compliance with NPDES requirements.

Streets Division

Signs: Drew Koplitz was promoted to the sign specialist position vacated by Anthony Jones in May. 2nd Quarter work included the following: 15 new signs installed; 54 repairs and 12 faded signs were replaced. In addition, set up VMS sign reader board for the monthly Marina paid parking meetings.

Streets: The Streets crew has been busy with continuation of street and pothole repairs, shoulder maintenance which includes shoulder and ditch mowing and lots of line-of-site and vegetation issues. All the crews finished up the reorganization of the Service Center yard per the Department of Ecology. A large part of the 2nd Quarter the Streets crew was involved in the Marina paid parking project. We are currently looking to add a new FTE and two seasonal workers for the 3rd quarter.

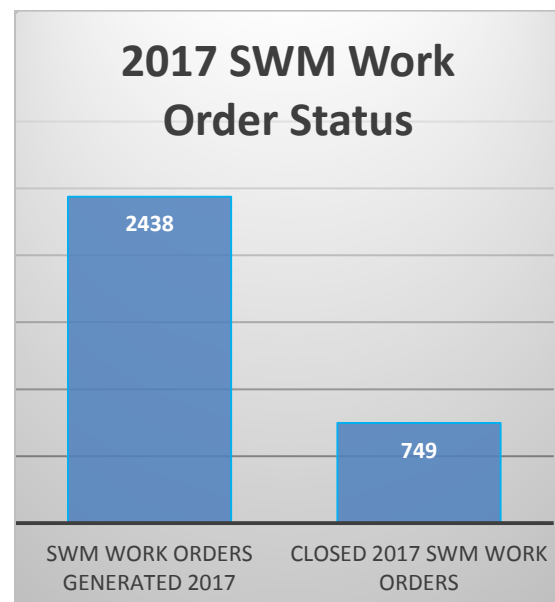
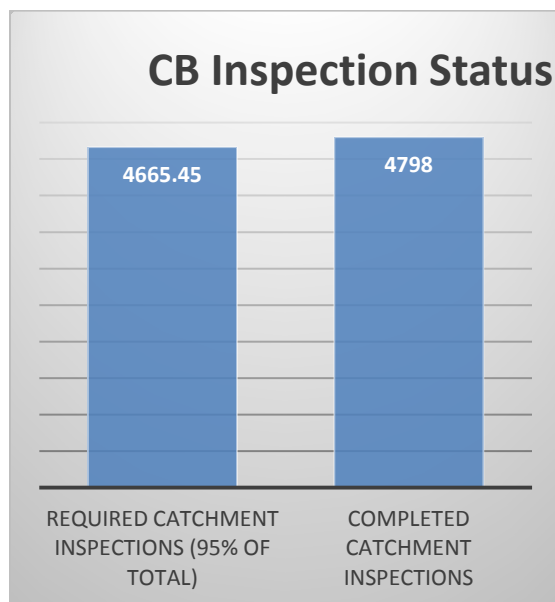


Surface Water Management (SWM) Division

Dane Sashko was promoted to the Senior Maintenance Worker position when Dave McGinnis retired in May. Dane hit the ground running with numerous projects which included the installation of a 3000 gallon wash station tank at the Service Center; the 210th and 1st Place S pipe project with 300 feet of pipe and 4 basins;



camera work for the S 216th Street project and basin flushing. The focus this year in SWM Maintenance has been to complete the catch basin inspections and repairs per the guidelines in the City's NPDES permit. We are continuing with the basin inspections and at this point we will finish before the July 31st deadline. NLS Landscape Company has been contracted to maintain the storm water ponds for 2017. Noah St. Martin started as a SWM Maintenance Worker with us on July 3rd – prior to starting here he was with the City of Algona for 8 years.



Parks Division

2nd Quarter Projects

Numerous projects going on in the Parks division include irrigation startup, replanting all the pots at City Hall, Engineering and Big Catch Basin; repainting of 5 picnic tables at Wooton Park; removed the broken slide at Wooton Park and pressure washed the Dining Hall deck. Other projects have been applying herbicides and fertilizer to all City maintained parks; installed 130 yards of play chips to 5 playground areas; trail

maintenance at Des Moines Creek Trail, Barnes Creek and Redondo Hills. The Parks crew also got called in to work on the Marina paid parking project.



Facilities Division

Facilities work in the 2nd quarter included general building maintenance and repairs; management and coordination of vendors that included fire and security system inspections and lock replacements. Facilities Maintenance consists 1 person that is tasked with keeping all City facilities up and running. He performs routine maintenance of plumbing, electrical and lock repair; monitors, coordinates

and inspects contracted services for pest control, security alarms, sprinkler systems and HVAC maintenance. He is also instrumental in repairing any damage from wire thefts at our parks.



Fleet Maintenance Division

There are only 1.5 staff in Fleet Maintenance that tend to all the City's vehicles and equipment. They perform routine maintenance on vehicles; prepare all old vehicles for surplus and order all new vehicles and equipment; install any aftermarket products on vehicles and equipment; and provide CDL training to new employees.

2nd Quarter Projects

Performed 68 regular vehicle services, repaired the control valve on the SWM backhoe; installed an additional hand rail on the new Senior Center van; repaired and replaced the hose on the ditch mower; took delivery of six new PD cars and delivered them to SPS for equipment setup; took delivery and setup the new Streets Division service body truck. Trevor Bonholzer completed his Commercial (CDL) drivers test and now has his CDL.



2016 VEHICLE SURPLUS TRACKING (Council Resolution No. 16-015)				
NUMBER	DESCRIPTION	APPROXIMATE VALUE	SURPLUS DATE	SURPLUS VALUE
511	Tan 2005 Ford Taurus, License 38322, VIN#1FAHP53285A266009	\$1,000	12/13/2016	\$2,233.51
523	Blue 2008 Ford Crown Vic, License 47415D, VIN#2FAHP71V88X145999	\$1,500	12/13/2016	\$1,693.51
522	Blue 2011 Ford Crown Vic, License 52821D, VIN#1FABP7BV0BX182735	\$1,500	12/13/2016	\$2,683.51
530	Gray 2011 Ford Crown Vic, License 52137D, VIN#2FABP7BVXBX116581	\$2,000	12/13/2016	\$2,233.51
538	Blue 2011 Ford Crown Victoria, License 52135D, VIN#2FABP7BV8BX116580	\$2,000		
529	Blue 2007 Chevrolet Tahoe, License 541351D, VIN#1GNFK03087R354149	\$4,000	12/13/2016	\$7,622.55
516	Blue Dodge Caravan, License 45124D, VIN#1D8GP24E57BG195962	\$1,500	12/13/2016	\$4,472.55
P-200	Green 2653A John Deere Mower, VIN#TC2653D100590	\$2,500	June 4th	\$2,500
		TOTAL SURPLUS RECEIVED:		

Attachment 1

Land Use Activity Summary

Commercial Scale Projects Pending Review/Approval

- Redondo Square 16th Avenue S Access, LUA2017-0008: Grading permit for new access off of 16th Avenue S. A performance bond will need to be posted prior to issuance. Surface water management requires additional erosion control information.
- Local 242 Laborers (BLD2017-0335): Interior remodel and parking modification. Planning approved parking modification on 6/29/17.
- Interim School at Olympic Site, 615 South 200th Street (PIN 7893206625), LUA2017-0017 & BLD2017-0498: Highline School District submitted building permit application on 4/21/17 for improvements associated with the interim use of the Olympic School site to house Highline High School (June 2018-June 2021). Design review application submitted on 4/21/17 and routed for review. Staff met to discuss potential neighborhood impacts not covered by prior SEPA completed in 2014. Comment letter sent on 6/7/17. Revisions submitted on 6/23/17. Design review approval issued on 6/30/17. Final Traffic Impact Assessment submitted on 7/24/17. Reporting on this item will continue under Building Division.
- DMCBP Phase IV, S. 216th Street/24th Ave S (Furney/Ono+), LUA2017-0006: Panattoni Development Company, Inc. submitted a Planned Unit Development Application for a light industrial warehouse development proposal on an approximately 22.8 acre site in the Pacific Ridge Commercial Zone. The project includes the construction of two tilt-up concrete warehouse buildings approximately 40' tall. Building A is approximately 266,013 sq. ft. and Building B is approximately 225,918 sq. ft. A public hearing on the PUD was held on 4/13/17. PUD with conditions was approved unanimously. Rough Grading Permit for contaminated soil remediation submitted 4/6/17. Appeal period ended on 5/9/17 and no appeals were filed. Design review application submitted on 4/27/17 and routed for review. Rough grading permit application submitted on 5/9/17. Rough grading permit issued on 5/16/17. Design review comments sent on 5/31/17. Applicant revisions submitted on 6/15/17. Design Review Determination issued on 6/29/17. Civil and grading plans submitted on 5/9/17 & 7/5/17 and reviews in progress.
- Highline College Building 26, LUA2016-0040: Application received on 9/21/16 for renovation of Building 26 at Highline College for Health and Life Science programs. The project consists of approximately 32,000 sf of renovation and 15,000 sf of addition. Design review approval issued 2/2/17. Building and Grading Permits submitted 3/28/17. Grading permits routed for review. Design revisions were submitted for review on 5/23/17. Grading permit issued on 6/15/17 and building permit issued on 6/16/17. Reporting on this item will continue under Building Division.
- Des Moines Theater, 22325 Marine View Dr. S, LUA2015-0054: Due to the increase in construction costs, applicant is revising project to reduce commercial space and reconfigure existing residential space to add more dwelling units. Challenge meeting parking and financing requirements. Proposed changes will require revisions to parking modification. Met with Applicant on 1/9/17 to discuss potential to increase the number of

units within the existing project footprint. Coordination has been on-going, and resubmittal of revisions pending.

- Wally's Storage Addition, 22531 Marine View Dr., BLD2015-1328: Building permit application submitted on 11/30/15. Letter sent on 12/15/15 informing applicant that they must apply for design review. Master Development Application received on 12/22/15 without any of the submittal items requested. Business owner of Wally's took over as project contact and was made aware of the design review requirements on 1/6/16. Applicant was contacted on 6/29/16 and wishes to submit in the near future.
- Seascape, 22607 Marine View Dr. S, LUA2015-0053: Application submitted for SEPA and design review on 9/21/15. A notice of complete application was issued on 10/8/15. The proposed project is an 115,697 SF mixed use building that includes 6,644 SF of commercial space, 49 residential units and 106 parking spaces. Plans routed for SEPA review on 10/9/15. SEPA DNS notice was issued on 11/30/15. SEPA public comment period ended on 12/15/15 and five comment letters were received. A comment response letter was sent to those that commented on 12/17/15. The 10-day appeal period lapsed on 12/28/15 and no appeals were filed. Design review comments sent 1/8/16. Staff has had discussions with the architect regarding potential options for meeting the commercial space requirements. On 5/2/17, applicant inquired about requirements for adolescent play space and staff provided information regarding park-in-lieu fee. Sent applicant an e-mail on 7/14/17 to check on project status.
- DM Mixed Use, 7th Avenue S/227th S, LUA2015-0044: Design Review application submitted on 8/3/15. NOCA issued on 8/17/15. Design review comments sent on 9/23/15. Applicant's new architect submitted design review revisions on 12/7/16 for a 16,869 square foot (SF) mixed use building in the Marina District Neighborhood that will include ten (10) apartments and 2,063 SF of retail space and residential parking within the building. Review comments sent on 1/13/17. Applicant revisions submitted on 3/1/17 and staff comments sent 3/31/17. Design review approved on 4/13/17. Reporting on this item will continue under Building Division.
- Be Be Nails, 22602 Marine View Drive S, 8/3/15, LUA2015-0043: Design Review application submitted on 8/3/15. Comments sent to applicant 8/20/15. Revisions submitted on 10/7/15. Planning provided comments for a consolidated review letter on 11/19/15. Resubmittal received on 5/13/16. Coordinated review letter sent to applicant by Building on 6/29/16. Resubmittal routed 11/30/16. Planning comments sent to applicant 12/8/16. Sent review letter on landscape modification and justification. Applicant submitted landscape modification request on 1/27/17. Comments sent on 2/17/17 with revisions submitted on 3/11/17. Notice of landscape modification sent on 3/24/17 with comments due 4/11/17. Design review and landscape modification approved on 5/2/17 and appeal period ended 5/12/17 with no appeals filed. Building permit issuance pending resubmittal of revised plans. Reporting on this item will continue under Building Division.

- WaterView Crossing (DEVCO), Pacific Highway S and S 220th Street, LUA2015-0013. Design Review Approval issued on 3/25/16. Civil plans submitted 6/29/16. Grading permit and civil plan review comments sent 9/30/16. Comments on landscaping plans sent 10/26/16. Met with applicant on 12/1/17 to discuss minor design revisions to buildings to address functionality and changes in interior spaces. Design revisions submitted on 12/14/16. Review comments sent on 1/20/17. Revisions to design review submitted 2/22/17 and routed for review with review comments sent on 3/28/17. Civil plans resubmitted on 2/27/17; however, changes were not identified and no revision letter provided, applicant resubmitted on 4/5/17. Parking dimensions for both design and civil plans changed so project review on pause until discrepancies can be rectified. Building plans for Stormwater Detention Vault (BLD2017-0332) were routed on 3/16/17 and applicant's expectation is that they can begin construction this summer. Met with applicant 5/4/17 regarding parking design requirements and proposed options for material changes that affect revised design review and civil plan review. Application for a Lot Line Adjustment submitted on 6/5/17 and NOCA for LLA sent on 6/30/17. Design review revisions submitted on 6/5/17 with missing plan sheets submitted on 6/20/17. Design Review Determination issued 6/20/17. Civil revisions submitted 6/5/17. Issuance of civil/grading permit pending submittal of Bond Quantity Worksheet for review and posting of performance bond.
- Highline Place, BLD2016-0786 & LUA2015-0006: 160-bed college housing project with 13,343 sq. ft. of office and retail space. Design Review approved 7/28/16 and civil plans approved 9/26/16. Civil/Grading and Building permits issued on 6/26/17. Reporting on this item will continue under Building Division.

Subdivisions Pending Review/Approval

- Warren 4 Lot Short Plat, 900 S 242nd St, 5/7/15: Request for public comments issued on 5/27/15, comments due 6/11/15. No comments received. Staff comments provided to the applicant on 6/18/15. Applicant resubmitted on 5/7/15. Comments due to Planning 10/21/15. Review comments sent to applicant 10/2/15. Preliminary plat approval issued 1/14/16. Civil plans issued on 4/22/16. Utility installation underway. Curb, gutter and sidewalk installed and work on storm pond underway. No paving underway yet.
- Shoopman 4 lot Short Plat, 2414 S 222nd St, 5/26/15: Notice of incomplete application sent on 6/2/15. Additional materials submitted, notice of complete application sent on 6/10/15. SEPA DNS issued on 7/7/15. Preliminary plat approved on 11/17/15. Civil plan review submitted 2/1/16. Notice of Incomplete Application sent 2/4/16. Revisions/clarifications and fees received. Comments sent to applicant on 3/31/16. Civil plans issued 6/9/16. Pre-Construction Meeting held 1/4/17. Grading for curb, gutter and sidewalk installation is completed. Final plat submitted 7/5/17 and reviews in progress. Review of lot closure report in progress. Final landscape inspection for Lot 3 approved on 7/18/17.
- The Pinnacles 22 lot Modified Subdivision, S 232nd and 14th Ave S, 6/10/15, LUA2015-0030: SEPA DNS issued on 7/7/15 and public comment period closed on 7/21/15.

Response to public comments sent 7/22/15. Public hearing notice issued on 8/4/15. City Council public hearing held on 8/20/15. Civil plans submitted on 10/23/15. Review comments sent on 12/7/15. Resubmittal received 12/24/15. Civil plans issued. A pre-construction meeting was held on 6/22/16. Issued demo permits on SFR. Grading underway. Building received bond for vault. Construction of sewer and storm drainage underway. One single family residence (model home) was approved.

- Breckenridge 7 lot Short Plat, 25316 22nd Ave S, 7/16/15, LUA2015-0039: Seven lot short plat with a cul-de-sac. Application submitted on 7/16/15. Additional materials submitted on 8/25/15. NOCA issued on 8/27/15. Public comment period to begin 9/3/15. Review comments sent 10/21/15. Additional information and lot line adjustment application received 12/22/15. Lot line adjustment to incorporate additional area for cul-de-sac recorded 7/14/16. Preliminary plat approval issued 7/22/16. Civil and grading plans and SEPA submitted 6/28/17 and fees paid 7/18/17.
- Casey Short Plat, 10th Avenue S/S226th Street, LUA2016-0038: Application submitted on 9/9/16. Application put on hold on 11/15/16 due to street improvement requirements. Staff provided comments on 2/25/17. Recent inquiries from project engineer regarding parking.
- Wang Short Plat, 23206 Marine View Dr. S, LUA2016-0048: Application for 4 lot short plat submitted on 12/09/2016. NOCA provided on 12/27/16. Noticing instructions sent on 1/10/17. Notice of application on 6/8/17.
- Luzee Short Plat, LUA2017-0014: Notice of application 5/11/17. Comments sent 6/6/17.
- Akinlosotu Short Plat, LUA2017-0019: Notice of application 6/29/17.

Land Division Requests with Approvals, Pending Construction

- Crestwood Park, 67 lot PUD, 27425 16th Avenue South, LUA06-056: Preliminary Plat expires 12/6/17. Continue to receive inquiries regarding feasibility for completing the project. Met with potential buyers and consultants to discuss civil improvements and potential amendments to address Corps requirements for protecting wetlands. Staff noted that a one year extension could be granted provided that applicant can demonstrate that all civil improvements can be substantially completed prior to submitting for final plat.
- Pacific Heights PUD, 77 lot PUD, 15xx S 279th Place, 6/1/11, LUA2012-0001: On 1/7/13, civil plans were conditionally approved by City staff. Grading and ROW permit issuance are pending Army Corps of Engineer approval to fill certain wetland areas. Staff informed that the applicant submitted permit to ACOE early 2014. Applicant submitted letter requesting a minor deviation to the PUD on 2/25/15. Applicant submitted minor deviation request on 7/16/15. Minor deviation determination issued 8/26/15. Received inquiries from potential buyers about next steps, park in-lieu fees, school impact fees and traffic impact fees. On 8/2/16 the City was notified that JMI Holdings, LLC is the owner of the project. The new owner is working through questions related to wetland mitigation, building height requirements and fence encroachments. Civil plan revisions submitted 8/12/16. Civil plan approval 10/18/16. Grading permit issued and pre-construction

meeting held on 7/5/17. Site clearing and grading is underway. Staff have been working with the contractor to address concerns from adjacent residents.

Lot Line Adjustment

- Conrad LLA, LUA2016-0031: Application submitted on 7/26/16 and deemed complete 8/3/16. Waiting on plan revisions. Sent second set of review comments on critical area review sent 1/19/17. No activity.
- Coherent/Longson LLA, 8XX S 280th St, 4/21/14, LUA2014-0013: Applicant revised critical area and SEPA documents to evaluate future single family residence in addition to relocating an existing driveway easement. Applicant submitted grading permit and revised environmental review materials for relocating driveway on 10/23/14, LLA on hold. SEPA DNS comment period ended 12/30/14. One comment received. Appeal period ended on 1/9/15. Comments sent to applicant on 1/20/15 and 2/11/15, and 1/15/16. Staff working with applicant and adjacent property to address questions. Pre-application meeting held on 10/12/16. Code enforcement follow-up required.
- Blueberry Lane LLA, LUA2017-0005: Application submitted on 2/22/17. Planning comments sent on 3/24/17. Resubmittal routed 4/24/17. Recorded 7/12/17.
- WaterView Crossing LLA, LUA2015-0013: Application submitted on 6/5/17. NOCA sent on 6/30/17. Noticing and review in progress.

Residential Pending Review/Approval

- Miller, BLD2016-0380: New SFR received on 4/7/16. A second set of review comments were sent to the applicant on 5/27/16. Third comment letter sent on 6/2/16. Planning met with applicant. Applicant submitted a new design.
- Blueberry Lane reviews: Applicant continues to have difficulties meeting required setbacks on Lot 8. Latest revisions came in incomplete and incorrect. Met with applicant 12/7/16 to discuss strategies for assuring more streamlined review including applicant QA/QC on submittals. Meeting scheduled for 1/13/17 to go over site plan and building elevation requirements. Four SFR approved in the first quarter. Many required revisions. Four single family residences approved and four additional permit applications submitted.
- Highline View Estates: Four SFR approved in the first quarter. Multiple reviews in and many required revisions. Four single family residences approved and waiting for pickup.
- Cady Garage, BLD2017-0164: Garage proposed within stream and ravine buffer. Planning review underway.

Shoreline and Critical Area Projects Pending Review/Approval

- Des Moines Yacht Club Dock, Shoreline Exemption Application (LUA2017-0018): Notice of incomplete application sent on 6/16/17.
- Olson/Warren SFR, BLD2017-0653 & LUA2017-0020: Submitted building permit application 6/29/17. Reviews in progress.

- Saltwater State Park Restroom, LUA2017-0013: City of Des Moines received submittal materials for a Critical Areas Review for the subject project on 4/4/17. The Critical Areas Review submittal is currently deemed incomplete and comments sent 4/7/17. Additional materials submitted on 4/20/17. NOCA sent on 5/3/17. Environmentally Critical Areas and design reviews in progress.
- Doxon Cabana Addition, LUA2017-0007: On 3/28/17 issued a Shoreline Exemption for an after-the-fact permit related to a pool cabana addition to a single-family residence. Approved 4/24/17. Reporting on this item will cease.
- Campany Addition, 28807 Redondo Shores Dr. S., LUA2017-0002: Application for a Shoreline Exemption application received 1/23/17. Comments sent 3/7/17. Applicant working on flood hazard review.
- PSE Bonding Box Repair, LUA2017-0001: Application for a Shoreline exemption received 12/29/16 to repair the buried submarine cable structure where underground cables from a substation connect to cables spanning Puget Sound. Approved 4/18/17. Reporting on this item will cease.
- Doxon Swimming Pool, LUA2016-0037: Applications for a Shoreline Substantial Development Permit and Grading Permit associated with the construction of a 16'x32' swimming pool submitted on 9/6/16. NOCI sent on 10/3/16. On 12/21/16, City Staff met with the applicant and Ecology's Shoreline Administrator to discuss shoreline permitting and it was determined that a Shoreline Variance would not be required. NOCA was provided on 11/28/16. Planning approval on 5/2/17. Reporting on this item will cease.
- Stamets Driveway, LUA2016-0017: Grading permit approved 2/17/17 and issuance pending posting of bond.
- Hawkins Sewer Connection, LUA2016-0009: Critical Areas Permit application submitted on 5/25/16 for a proposal to connect existing dwellings to the public sewer system. Application was deemed complete effective 6/22/16. Comments sent on 7/29/16. Applicant stopped at front counter on 6/27/17 to discuss and indicated they do not have the money to complete the project or address issues coordinating with neighboring properties. Staff recommends an internal meeting to discuss options for moving forward.
- Stober SFR, 11/4/15; LUA2015-0057: Application submitted 11/4/15 for SEPA review, Shoreline Variance review, and Flood Hazard Area review for the demolition of an existing single family residence and construction of a new SFR. NOIA issued on 11/4/15. Staff provided follow-up response to applicant questions on shoreline variance requirements on 12/15/15. Applicant resubmitted and NOCA provided on 12/28/16. Comments sent on 2/13/17. Revisions submitted on 6/23/17.
- Mikhailov Remodel/Restoration, 8/3/15; LUA2015-0042: Application submitted 8/3/15. NOCA issued on 9/2/15. SEPA issued on 9/28/15 and appeal period ended on 10/22/15. Review comments sent to applicant on 10/29/15. On 1/19/16, staff sent an e-mail inquiry to the Applicant regarding the resubmittal status. Revision received 1/4/17 and approved 1/27/17. Building final issued and landscaping bonded 2/24/17. Final landscaping inspection approved 5/22/17. Reporting on this item will cease.
- Im, 6/25/10, 27419 8th Avenue S, LUA2012-0023: On 11/2/16 the Washington State Department of Ecology issued a decision to disapproved the Shoreline Variance and to

partially approve with conditions the Shoreline CUP. Applicant filed an appeal to the Shorelines Hearing Board on 11/23/16. Staff and consultant met with applicant on 1/11/17 to discuss outstanding questions and next steps. On 3/1/17, the Applicant withdrew appeal of Ecology's 11/2/16 Shoreline Decision. Building submittal pending.

Legal Lot of Record

- No activity.

Business License Recap

- There were a total of 261 new and renewed business licenses processed in the 2nd quarter of 2017, including 104 renewals and 157 new licenses, totaling \$24,335.00. Of the 261 business licenses processed, 78 were applied for online.

Minor Homes Repair Recap

- There were eight households helped in the 2nd quarter of 2017. There have been multiple plumbing and electrical repairs, along with gutter and roof cleaning. We installed a front porch handrail for one resident at Huntington Park, and added smoke/C02 detectors and outside lighting to add security for several Des Moines families. We are currently using the 2016 CDBG Minor Home Repair grant for which each City in the Interlocal has \$31,625 project dollars to use toward the repair and maintenance of City residents' homes. There are five people on the waiting list at this time.

Pre-Application Meetings

- PA2017-0010 Marina Shipping Container Cafe - DM Harborside LLC: Staff working with Harbor Master and Ken Rogers regarding the permitting and review requirements to site a Commercial Container Restaurant on the Marina Floor. A pre-application meeting was held 4/12/17. Harbormaster/Marina will be proceeding with the permitting.
- PA2017-0011 Nathan Grapes SFR on parcel 6929601115: Pre-application for development of a single family residence.
- PA2017-0012 Pedersen Bluff at 402 S 222nd St.: Applicant discussed options for redevelopment of the property with single family residences, townhomes or multifamily and permitting.
- PA2017-0013 2 Lot Short Plat at 131 S 199th St: Pre-application for a short plat.
- PA2017-0014 Weaver Single-Family Residence (parcel 9536602115): Pre-application for a single family residence on a site with environmentally critical areas.
- PA2017-0015 Millennial Ward LLA at 22332 19th Ave Son Tax Parcel **2011400153**. Proposal to short plat the existing lot into four separate lots.
- PA2017-0016 New Zenith Elementary School, PIN 1722049100: The applicant desires to construct an 86,000 SF new elementary school and related site improvements at the Zenith Park site which is approximately 15.5 acres. The property is located in the Zenith Neighborhood and is zoned Residential Single Family RS-7,200. Staff have been responding to follow-up questions by the applicant.

- PA2017-0017 Emergency Slope Stabilization at 25121 8th Pl S: Pre-application meeting to discuss permit requirements for emergency slope stabilization adjacent to a landslide area.

Pre-Submittal Assistance

- Washington Scuba Alliance: Staff has received inquiries regarding the permitting requirements associated with creating an underwater reef utilizing riprap/bulkhead from Saltwater State Park. Coordination with improvements to Saltwater State Park will be necessary.

City Services, Project Management and Coordination

- Wasson House Reuse/Redevelopment Feasibility Study: Contracted with consultant Theresa Dusek to complete a shoreline/environmental review in that will feed into a feasibility study for the reuse/redevelopment of the Wasson house/property. A draft study was provided to the City on 12/3/16 and Staff met on 12/14/16 to discuss initial findings and provide comments to Consultant. Staff also had a discussion with Ecology Shoreline Administrator on 12/21/16 to discuss options for limited amendments the Shoreline Master Program and permitting. Consultant submitted updated report 2/2/17. Council study session to discuss on 3/2/17. Working with consultant on completing a Limited Amendment to the Shoreline Master Program.

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CITY OF DES MOINES
Voucher Certification Approval

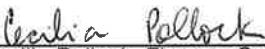
26-Oct-17

Auditing Officer Certification

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

As of Oct 26, 2017 the Des Moines City Council, by unanimous vote, does approve for payment those vouchers and payroll transfers through Oct 18, 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:


 Cecilia Pollock, Finance Operations Manager

	# From	# To	Amounts
Claims Vouchers:			
Total A/P Checks/Vouchers	152026	- 152189	911,446.68
Electronic Wire Transfers	927	- 928	20,984.44
Electronic Wire Transfers	930	- 936	243,906.24
Total claims paid			1,176,337.36
Payroll Vouchers			
Payroll Checks	18984	- 18988	3,201.06
Direct Deposit	400001	- 400169	321,641.59
Payroll Checks			
Direct Deposit			
Total Paychecks/Direct Deposits paid			324,842.65
Total checks and wires for A/P & Payroll			1,501,180.01

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MINUTES

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

September 7, 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 Representative Tina Orwall.

ROLL CALL

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

Deputy Mayor Vic Pennington and Councilmember Melissa Musser were absent.

Direction/Action

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

Staff present: City Manager Michael Matthias, Chief Operations Officer Dan Brewer; Assistant City Attorney Matt Hutchins, Police Chief George Delgado, Commander Mike Graddon, Community Services Officer Kory Batterman, Assistant Harbormaster Scott Wilkins, Finance Director Dunyele Mason, Parks, Recreation & Senior Services Director Patrice Thorell, Community Development Director Susan Cezar, Public Works Superintendent John Blackburn, Building Inspector Jamie Weigand, Deputy City Clerk Renee Cameron and City Clerk Bonnie Wilkins.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

DISCUSSION ITEMS

Item 1: **LEGISLATIVE UPDATE**

- Representative Tina Orwall provided a brief PowerPoint presentation.
- Presentation by City Legislative Advocate Conner Edwards.
Legislative Advocate Edwards provided a brief PowerPoint presentation regarding issues before the Legislature on behalf of the City.

Item 2: **EMERGENCY MANAGEMENT**

- Emmitsburg Emergency Management Exercise Report
City Manager Michael Matthias provided a Power Point presentation regarding the Emergency Management Training held in Emmitsburg, Maryland August 27th – August 31st.

NEXT MEETING DATE

September 14, 2017 City Council Regular Meeting

ADJOURNMENT**Direction/Action**

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

Motion passed 5-0.

The meeting was adjourned at 8:54 p.m.

Respectfully Submitted,
Renee Cameron, CMC
Deputy City Clerk

MINUTES**SPECIAL MEETING TO HOLD AN EXECUTIVE SESSION**

September 14, 2017

CALL MEETING TO ORDER

The Special Meeting was called to order by Mayor Pina at 6:30 p.m. in Council Chambers.

ROLL CALL

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

Others present: City Manager Michael Matthias; Community Development Director Susan Cezar; City Attorney Tim George; Public Works Director Brandon Carver; and Real Estate Agent Tony Hettler.

PURPOSE

The purpose of the Special Meeting was to hold an Executive Session to discuss Property Acquisition under RCW 42.30.110(1)(b). The Executive Session was expected to last 15 minutes.

At 6:45 p.m. Mayor Pina extended the Executive Session an additional 10 minutes.

No formal action was taken.

The meeting adjourned at 6:55 p.m. The Executive Session lasted 25 minutes.

Respectfully submitted,
Renee Cameron, CMC
Deputy City Clerk

MINUTES

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

September 14, 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; Councilmembers Melissa Musser, Jeremy Nutting, Luisa Bangs, Robert K. Back and Dave Kaplan.

Deputy Mayor Vic Pennington was absent.

Direction/Action

Motion made by Councilmember Musser to excuse Deputy Mayor Pennington; seconded by Councilmember Kaplan.

The motion passed 6-0.

Staff present: City Manager Michael Matthias, City Attorney Tim George, Police Chief George Delgado, Parks, Recreation and Senior Services Director Patrice Thorell, Community Development Director Susan Cezar, Public Works Director Brandon Carver, Assistant Harbormaster Scott Wilkins, Transportation Project Manager Len Madsen, Deputy City Clerk Renee Cameron and City Clerk Bonnie Wilkins.

CORRESPONDENCE

- E-Mail from Dr. Bob Wood, former Director of Public Health-Seattle & King County HIV/AIDS Program, Michael Roberts, and Michael Ninburg, Executive Director of Hepatitis Education Project: Banning of Safe Consumption Sites.
- Councilmember Kaplan's response e-mail.

COMMENTS FROM THE PUBLIC

J. C. Harris; SeaTac/Port of Seattle revenue.

PRESIDING OFFICER'S REPORT

Mayor Pina addressed Emergency Preparedness, both individually, as a family, as a City, and the community.

ADMINISTRATION REPORT

Item 1: COMMUNITY CONNECTIONS PILOT PROGRAM
Transportation Project Manager Len Madsen, King County Metro Community Connections Transportation Planner III Cathy Snow and Transportation Planner II Lucien Bruno provided a PowerPoint presentation.

CONSENT CALENDAR

- Item 1: **APPROVAL OF VOUCHERS**
Motion is to approve for payment vouchers and payroll transfer through September 6, 2017 included in the attached list and further described as follows:
- | | | |
|--|----------------|----------------------|
| Total A/P Checks/Vouchers | #151585-151759 | \$ 692,317.17 |
| Electronic Wire Transfers | #913-921 | \$ 370,758.38 |
| Payroll Checks | #18969-18974 | \$ 4,789.13 |
| Payroll Checks | #18975-18978 | \$ 2,988.92 |
| Payroll Deposit | #330001-330174 | \$ 326,952.07 |
| Payroll Deposit | #350001-350181 | \$ <u>335,697.54</u> |
| Total Certified Checks, Wires, A/P and Payroll Vouchers: | | \$1,733,503.21 |
- Item 2: **DRAFT RESOLUTION NO. 17-068 SETTING A PUBLIC HEARING TO CONSIDER DRAFT ORDINANCE 17-068 AMENDING CHAPTER 16.05 RELATING TO CATEGORICAL EXEMPTIONS FOR MINOR NEW CONSTRUCTION UNDER THE STATE ENVIRONMENTAL POLICY ACT (SEPA)**
Motion is to adopt Draft Resolution No. 17-068 setting a public hearing on October 12, 2017, or as soon thereafter as the matter may be heard, to consider Draft Ordinance No. 17-068 amending Chapter 16.05 DMMC relating to categorical exemptions for minor new construction under the State Environmental Policy Act.
- Item 3: **NATIONAL RECOVERY MONTH PROCLAMATION**
Motion is to approve the Proclamation supporting September as National Recovery Month.
- Item 4: **SOUTH 216TH STREET – SEGMENT 3, KPG ENGINEERING TASK ASSIGNMENT; SUPPLEMENT #1 S. 216TH STREET/11TH AVENUE S. INTERSECTION PIPE REPLACEMENT PROJECT**
Motion 1 is to direct City Staff to bring forward a budget amendment to the 2017-2022 Capital Improvement Plan and the 2017 Capital Budget to include the S. 216th Street/11th Avenue S. Intersection Pipe Replacement Project as shown in Attachment 1.

Motion 2 is to approve 2016-2017 On-Call General Engineering Services Task Assignment 2016-04, Supplement #1 with KPG Inc. in the amount of \$33,033.27 to provide engineering and permitting services for the S. 216th Street/11th Avenue S. Intersection Pipe Replacement Project and to incorporate the improvements into the S. 216th Street – Segment 3, 11th Ave S to 20th Ave S project final design bringing the total task order costs to \$573,009.62, and further authorize the City Manager to sign said Task Assignment substantially in the form as submitted in Attachment 3.
- Item 5: **LEASE AGREEMENT WITH FORTERRA FOR THE “VAN GASKEN PROPERTY”**
Motion is to approve the Lease Agreement between the City and Forterra, allowing the City to occupy and use the property at 402 S. 222nd St. for any legal purpose through December 31, 2020, setting rent at zero dollars (\$0.00) per month, setting the rights and obligations under the lease, and to authorize the City Manager to sign the Agreement substantially in the form as attached.

Direction/Action

Motion made by Councilmember Nutting to approve the Consent Calendar; seconded by Councilmember Musser.
The motion passed 6–0.

NEW BUSINESS

Item 1:

SCORE BUDGET UPDATE

Staff Presentation: City Manager Michael Matthias

City Manager Michael Matthias summarized the SCORE budget update and the options regarding the budget available to the Council to approve.

Direction/Action

Motion made by Councilmember Kaplan to accept the 2018 SCORE budget as presented and direct the City SCORE representative to vote to approve the 2018 budget at the next SCORE meeting. Motion died for a lack of a second.

Direction/Action

Motion made by Councilmember Kaplan to accept the 2018 SCORE budget as presented and direct the City SCORE representative to vote to approve the 2018 budget at the next SCORE meeting, contingent upon the creation of a work group comprised of SCORE leadership and representatives of the owner/host cities, for the purpose of developing a sustainable long term fiscal plan for SCORE, including appropriate reserves, and direct the City SCORE representative to vote for the creation of this group; seconded by Councilmember Musser.

The motion passed 6–0.

NEXT MEETING DATE

October 5, 2017 City Council Study Session

ADJOURNMENT**Direction/Action**

Motion made by Councilmember Nutting to adjourn; seconded by Councilmember Bangs.
The motion passed 6–0.

The meeting was adjourned at 8:18 p.m.

Respectfully Submitted,
Renee Cameron, CMC
Deputy City Clerk

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AGENDA ITEM

SUBJECT: Consultant Contract Amendment –
Grant Fredricks

ATTACHMENTS:

1. Proposed Amendment/Addendum 6 to Professional Services Agreement with Grant Fredricks
2. Services Agreement with Grant Fredricks dated January 2, 2014 with Addenda 1-5

AGENDA OF: October 26, 2017

DEPT. OF ORIGIN: Chief Operations Officer

DATE SUBMITTED: October 19, 2017

CLEARANCES:

- [X] Community Development SMC
 [] Marina N/A
 [] Parks, Recreation & Senior Services N/A
 [X] Public Works PRC

CHIEF OPERATIONS OFFICER: DJB

- [X] Legal TG
 [X] Finance JP
 [] Courts N/A
 [] Police N/A

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

Purpose and Recommendation:

The purpose of this item is for the City Council to approve a contract amendment/addendum with Grant Fredricks for 2017 and 2018 consulting services in the areas of priority project management, and policy and economic development identified by the City Council and City Manager including but not limited to the Sound Transit's (ST) Federal Way Link Extension (FWLE), Zoning Code changes, and other economic development and project management. Funds for the proposed amendment/addendum are available in the 2017 adopted budget and Task Order #1 of the Services Agreement between the City and Sound Transit for the FWLE and provided for in the 2017 budget and 2018 budget proposal. The following motion will appear on the Consent Calendar:

Suggested Motion:

Motion: "I move to approve Amendment/Addendum 6 to the Contract with Grant Fredricks, continuing professional consulting services through December 31, 2018, with an increase of \$10,000 for 2017 (bringing the total not-to-exceed amount for 2017 services to \$60,000.00) and \$50,000 for 2018 services, and authorize the City Manager to sign the contract amendment substantially in the form submitted."

Background:

Mr. Fredricks has been providing management consulting services under contract since January 2013 following his retirement from the City in November 2012. As a State Personnel System (PERS) 2 retiree, he may work up to 867 hours a year (approximately 17 hours a week on average) for employers covered by PERS such as the City. In 2013 he worked a total of 800 hours, in 2014 worked 482 hours, in 2015 worked 410 hours, in 2016 worked 494 hours, and is expected to work about 490 hours in 2017 if this addendum is approved.

Eighty percent of his 2017 time has been spent as City project coordinator for the Link Light Rail extension to Federal Way (FWLE) with a stop near Highline College/Kent-Des Moines Road. The remaining 20% of his time was spent on development of the Des Moines Creek Business Park –West, coordinating staff review and City Council Review of the Highline College Master Plan, and work on the Zoning Code.

Discussion

Mr. Fredricks has been generally working in Des Moines five days a month and also working from his home office when it's not necessary to commute to City Hall. He occasionally participates in City Council and committee meetings and represents the City on the FWLE interagency working groups and on occasion, other committees.

In 2017, Mr. Fredricks is working under a \$50,000 (417 hours) City Council-approved contract on FWLE advanced planning including preparation for a ST Request for Proposals (RFP) for a design-builder to design and build the FWLE including streamlining permitting processing for FWLE, working with other agencies to amend and resolve technical and land use code requirements, and coordinating language for consistent development agreements with other agencies and Sound Transit needed to facilitate right of way acquisition and transit way operations.

In 2017, he also helped finalize City approval of the Highline College Master Plan to enable the major renovation of Building 26 and help ensure a seamless integration of the College with the new FWLE Kent/Midway FWLE station.

Finally, as he did with the DMCBP, he will be helping to develop a new development agreement with the Port of Seattle to accelerate development of its property west of the DMCBP.

Consultant Selection Process

From time to time the question comes up about the selection process used for consultants and professional service contracts. For Architectural and Engineering consultants, public agencies are required by RCW 39.80 to hire the most qualified consultant for the project. This is done by either a project specific Request for Qualifications (RFQ) or Request for Proposals (RFP), or selection off of an approved on-call list – either the City on-call roster, the MRSC small works roster, or other approved sources. The processes used for creating these on call lists are audited from time to time by various state and/or federal auditors.

Professions outside the fields described in RCW 39.80 may provide consulting services such as long range planning and studies, economic analyses, real estate negotiations, etc. These consulting services are provided through personal service agreements (RCW 39.29). For Professional Service contracts, like the one for Mr. Fredricks, the City can make a selection or appointment, again based on the specific experience of the individual and the proposed work to be performed. There are no other specific selection requirements for Professional Service Contracts. There are processes in place to evaluate the

working relationship between the City and the service provider, in order to determine if the individual is a professional service provider, or an employee.

Alternatives

Council may choose not to approve the 2017 contract amendment in which case Mr. Fredricks will continue to work until late October when his contract authority is reached, and resume assigned work in January if the 2018 contract is approved as proposed. Other staff would be required to back fill his assignments from November through the end of the year.

Financial Impact

The 2017 Community Development budget has sufficient capacity to accommodate up to \$10,000 of additional 2017 spending. The proposed 2018 Budget was developed to accommodate up to \$50,000 in services provided by contract as proposed anticipating that 90% of these costs will be reimbursed by ST in accordance with task orders authorized by the City Council Services Agreement with ST.

Recommendation/Conclusion:

Staff recommends that Council approve the proposed contract Addendum.

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SIXTH CONTRACT AMENDMENT/ADDENDUM
CONTRACT FOR SERVICES BETWEEN
THE CITY OF DES MOINES AND GRANT FREDRICKS

THIS AMENDMENT/ADDENDUM is entered into on this ____ of _____, 2017, pursuant to that certain Contract entered into on the 2nd day of January, 2014 and as amended on October 13, 2014, December 23, 2014, January 8, 2015, December 21, 2015 and November 3, 2016 between the **CITY OF DES MOINES, WASHINGTON** (hereinafter "City"), and **GRANT FREDRICKS** (hereinafter "VENDOR").

The parties herein agree that the Contract dated January 2, 2014, shall remain in full force and effect, except for the amendments/addendums set forth as follows:

I) **SECTION II** of Contract amended November 3, 2016 is hereby amended to read as follows:

II. **TIME OF COMPLETION.** Upon the effective date of this Amendment/Addendum, Vendor shall complete the work and provide all goods, materials, and services by December 31, 2018.

II) **SECTION III** of Contract amended November 3, 2016, is hereby amended to read as follows:

III. **COMPENSATION.** The City shall pay the Vendor an amount not to exceed \$60,000 for services performed in 2017, and \$50,000 for services performed in 2018 at a rate of \$120.00 per hour, for the goods materials, and services contemplated in this Agreement. Vendor shall invoice the City not later than the 5th of the following month. The invoice will include an itemized work summary.

Except as modified hereby, all other terms and conditions of contract dated January 2, 2014, remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed this Addendum as of the date first above written.

GRANT L. FREDRICKS: By: _____ <i>(signature)</i> Print Name: <u>Grant L. Fredricks</u> Vendor DATE: _____	CITY OF DES MOINES: By: _____ <i>(signature)</i> Print Name: <u>Michael Matthias</u> Its <u>City Manager</u> DATE: _____ Approved by the Des Moines City Council in an open public meeting on _____, 2017. Attest: _____ Approved as to form: _____ City Clerk _____ City Attorney _____ DATE: _____ DATE: _____ _____
NOTICES TO BE SENT TO: Grant L. Fredricks: dba Fredricks Management Consulting 9020 Valley Green Dr SE Olympia, WA 98513 (360) 584-3164 (cell phone) granita.fredricks@gmail.com	NOTICES TO BE SENT TO: CITY OF DES MOINES: Michael Matthias City of Des Moines 21630 11th Avenue S., Suite A Des Moines, WA 98198 206-870-6554 (telephone) 206-870-6540 (facsimile)

Attachment #2

SERVICES AGREEMENT
between the City of Des Moines and Grant Fredricks

THIS AGREEMENT is made by and between the City of Des Moines, a Washington municipal corporation (hereinafter the "City"), and Grant Fredricks dba Fredricks Management Consulting (hereinafter the "Vendor") as a personal services contract not to exceed \$50,000 in value and expiring December 31, 2014.

AGREEMENT

I. DESCRIPTION OF WORK.

Vendor shall provide the following goods and materials and/or perform the following services for the City. Working with other City staff, assist in:

1. Planning for the extension of light rail through Des Moines.
2. Developing the Des Moines Creek Business Park.
3. Updating the Zoning Code along the Pacific Highway South corridor and in other commercial zones in the City.
4. Helping promote economic development.
5. Commercially developing the Marina.
6. Advising the City Council on policy and other matters.
7. Working on other City Manager assignments as directed.

Vendor acknowledges and understands that it is not the City's exclusive provider of these goods, materials, or services and that the City maintains its unqualified right to obtain these goods, materials, and services through other sources.

II. TIME OF COMPLETION. Upon the effective date of this Agreement, Vendor shall complete the work and provide all goods, materials, and services by December, 31, 2014.

III. COMPENSATION. The City shall pay the Vendor an amount not to exceed \$50,000, at a rate of \$120.00 per hour, for the goods, materials, and services contemplated in this Agreement. Vendor shall invoice the City not later than the 5th of the following month. The invoice will include an itemized work summary.

If the City objects to all or any portion of an invoice, it shall notify Vendor and reserves the option to only pay that portion of the invoice not in dispute. In that event, the parties will immediately make every effort to settle the disputed portion.

- A. **Defective or Unauthorized Work.** The City reserves its right to withhold payment from Vendor for any defective or unauthorized goods, materials or services. If Vendor is unable, for any reason, to complete any part of this Agreement, the City may obtain the goods, materials or services from other sources, and Vendor 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 Agreement price specified above. The City further reserves its right to deduct these additional costs incurred to complete this Agreement with other sources, from any and all amounts due or to become due the Vendor.
- B. **Final Payment: Waiver of Claims.** VENDOR'S ACCEPTANCE OF FINAL PAYMENT SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY VENDOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

IV. INDEPENDENT CONTRACTOR. The parties intend that an Independent Contractor-Employer Relationship will be created by this Agreement and that the Vendor has the ability to control and direct the performance and details of its work, the City being interested only in the results obtained under this Agreement.

V. TERMINATION. Either party may terminate this Agreement, with or without cause, upon providing the other party thirty (30) days written notice at its address set forth on the signature block of this Agreement.

VI. CHANGES. The City may issue a written amendment for any change in the goods, materials or services to be provided during the performance of this Agreement. If the Vendor determines, for any reason, that an amendment is necessary, Vendor must submit a written amendment request to the person listed in the notice provision section of this Agreement, section XIV(D), within fourteen (14) calendar days of the date Vendor 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 Vendor'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 Vendor on all equitable adjustment. However, if the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Vendor shall proceed with the amended work upon receiving either a written amendment from the City or an oral order from the City before actually receiving the written amendment. If the Vendor fails to require an amendment within the time allowed, the Vendor waives its right to make any claim or submit subsequent amendment requests for that portion of the contract work. If the Vendor disagrees with the

equitable adjustment, the Vendor must complete the amended work; however, the Vendor may elect to protest the adjustment as provided in subsections A through E of Section VII, Claims, below.

The Vendor accepts all requirements of an amendment by: (1) endorsing it, (2) writing a separate acceptance, or (3) not protesting in the way this section provides. An amendment that is accepted by Vendor 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.

VII. CLAIMS. If the Vendor disagrees with anything required by an amendment, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Vendor may file a claim as provided in this section. The Vendor shall give written notice to the City of all claims within fourteen (14) calendar days of the occurrence of the events giving rise to the claims, or within fourteen (14) calendar days of the date the Vendor knew or should have known of the facts or events giving rise to the claim, whichever occurs first. Any claim for damages, additional payment for any reason, or extension of time, whether under this Agreement or otherwise, shall be conclusively deemed to have been waived by the Vendor unless a timely written claim is made in strict accordance with the applicable provisions of this Agreement.

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

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

A. Notice of Claim. Provide a signed written notice of claim that provides the following information:

1. The date of the Vendor's claim;
2. The nature and circumstances that caused the claim;
3. The provisions in this Agreement that support the claim;
4. The estimated dollar cost, if any, of the claimed work and how that estimate was determined; and
5. An analysis of the progress schedule showing the schedule change or disruption if the Vendor is asserting a schedule change or disruption.

B. Records. The Vendor shall keep complete records of extra costs and time incurred as a result of the asserted events giving rise to the claim. The City shall

have access to any of the Vendor's records needed for evaluating the protest.

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

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

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

IX. WARRANTY. This Agreement is subject to all warranty provisions established under the Uniform Commercial Code, Title 62A, Revised Code of Washington. Vendor warrants goods are merchantable, are fit for the particular purpose for which they were obtained, and will perform in accordance with their specifications and Vendor's representations to City. The Vendor 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 part of the goods are repaired, 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 Vendor shall begin to correct any defects within seven (7) calendar days of its receipt of notice from the City of the defect. If the Vendor does not accomplish the corrections within a reasonable time as determined by the City, the City May complete the corrections and the vendor or shall pay all costs incurred by the City in order to accomplish the correction.

X. DISCRIMINATION. In the hiring of employees for the performance of work under this Agreement or any sub-contract, the Vendor, its sub-contractors, or any person acting on behalf of the Vendor 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.

XI. INDEMNIFICATION. Vendor shall defend, indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorney fees, arising out of or in connection with the Vendor's performance of this Agreement, except for that portion of the injuries and damages caused by the City's negligence.

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

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE VENDOR'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

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

XII. WORK PERFORMED AT VENDOR'S RISK. Vendor 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 Vendor's own risk, and Vendor 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.

XIII. MISCELLANEOUS PROVISIONS.

A. Recyclable Materials. The city recommends that its contractors and consultants use recycled and recyclable products whenever practicable.

B. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement 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.

C. Resolution of Disputes and Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. If the parties are unable to settle any dispute, difference or claim arising from the parties' performance of this Agreement, the exclusive means of resolving that dispute, difference or claim, shall only be by filing suit exclusively under the venue, rules and jurisdiction of the King County Superior Court,

King County, Washington, unless the parties agree in writing to an alternative dispute resolution process. In any claim or lawsuit for damages arising from the parties' performance of this Agreement, each party shall pay all its legal costs and attorney's fees incurred in defending or bringing such claim or lawsuit, including all appeals, 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 XI of this Agreement.

D. Written Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, 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 Agreement or such other address as may be hereafter specified in writing.

E. Assignment. Any assignment of this Agreement 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 Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent.

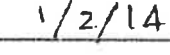
F. Modification. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Vendor.

G. Entire Agreement. The written provisions and terms of this Agreement, 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 Agreement. All of the above documents are hereby made a part of this Agreement. However, should any language in any of the Exhibits to this Agreement conflict with any language contained in this Agreement, the terms of this Agreement shall prevail.

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

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

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

VENDOR: By: <u></u> (signature) Print Name: Grant L. Fredricks DATE: <u>1/2/14</u>	CITY OF DES MOINES: By: <u></u> (signature) Print Name: Anthony A. Piasecki Its: City Manager DATE: <u>12/24/13</u>
NOTICES TO BE SENT TO: VENDOR: Grant L. Fredricks 9020 Valley Green Dr. SE Olympia, WA 98513 (360) 584-3164 (cell phone) grantita@ix.netcom.com	NOTICES TO BE SENT TO: CITY OF DES MOINES: Tony Piasecki, City Manager City of Des Moines 21630 11 th Ave. So., Suite A (206) 870-6541 (telephone) (206) 870-6540 (facsimile)

APPROVED AS TO FORM

(City Attorney

FIRST CONTRACT AMENDMENT/ADDENDUM
CONTRACT FOR SERVICES BETWEEN
THE CITY OF DES MOINES AND GRANT FREDRICKS

THIS AMENDMENT/ADDENDUM is entered into on this 13th day of October 2014, pursuant to that certain Contract entered into on the 2nd day of January, 2014, between the **CITY OF DES MOINES, WASHINGTON** (hereinafter "City"), and **GRANT FREDRICKS** (hereinafter "VENDOR").

The parties herein agree that the Contract dated January 2, 2014, shall remain in full force and effect, except for the amendments/addendums set forth as follows:

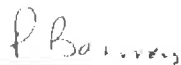
I) **SECTION III** of Contract dated January 2, 2014, is hereby amended to read as follows:

III. **COMPENSATION.** The City shall pay the Vendor an amount not to exceed \$60,000 in 2014, at a rate of \$120.00 per hour, for the goods materials, and services contemplated in this Agreement. Vendor shall invoice the City not later than the 5th of the following month. The invoice will include an itemized work summary

Except as modified hereby, all other terms and conditions of contract dated January 2, 2014, remain in full force and effect.

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IN WITNESS WHEREOF the parties hereto have executed this Addendum as of the date first above written.

GRANT L. FREDRICKS: By: <u></u> (signature) Print Name: <u>Grant L. Fredricks</u> Vendor DATE: <u>10/9/14</u>	CITY OF DES MOINES: By: <u></u> (signature) Print Name: <u>Anthony A. Piasecki</u> Its <u>City Manager</u> DATE: <u>10/13/14</u> BY DIRECTOR OF CITY COUNCIL ON 10/2/14 Attest: _____ Approved as to form: _____ <u></u> <u></u> City Clerk City Attorney DATE: <u>10/13/2014</u> DATE: <u>10/13/2014</u>
NOTICES TO BE SENT TO: Grant L. Fredricks: DbA Fredricks Management Consulting 9020 Valley Green Dr SE Olympia, WA 98513 (360) 584-3164 (cell phone) granita.fredricks@gmail.com	NOTICES TO BE SENT TO: CITY OF DES MOINES: Anthony A. Piasecki City of Des Moines 21630 11th Avenue S., Suite A Des Moines, WA 98198 206-870-6541 (telephone) 206-870-6540 (facsimile)

SECOND CONTRACT AMENDMENT/ADDENDUM
CONTRACT FOR SERVICES BETWEEN
THE CITY OF DES MOINES AND GRANT FREDRICKS

THIS AMENDMENT/ADDENDUM is entered into on this 25th day of December 2014, pursuant to that certain Contract entered into on the 2nd day of January, 2014 and as amended on October 13, 2014, between the **CITY OF DES MOINES, WASHINGTON** (hereinafter "City"), and **GRANT FREDRICKS** (hereinafter "VENDOR").

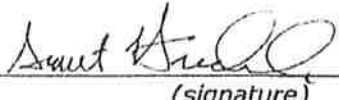
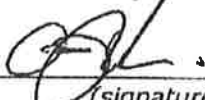
The parties herein agree that the Contract dated January 2, 2014, shall remain in full force and effect, except for the amendments/addendums set forth as follows:

I) **SECTION II** of Contract dated January 2, 2014, is hereby amended to read as follows:

II. **TIME OF COMPLETION.** Upon the effective date of this Amendment/Addendum, Vendor shall complete the work and provide all goods, materials, and services by January 31, 2015.

Except as modified hereby, all other terms and conditions of contract dated January 2, 2014 as amended on October 31, 2014, remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed this Addendum as of the date first above written.

GRANT L. FREDRICKS: By: <u></u> (signature) Print Name: <u>Grant L. Fredricks</u> Vendor DATE: <u>12/29/14</u>	CITY OF DES MOINES: By: <u></u> (signature) Print Name: <u>Anthony A. Piasecki</u> Its: <u>City Manager</u> DATE: <u>12/23/14</u> Attest: _____ Approved as to form: _____ _____ City Clerk City Attorney DATE: _____ DATE: <u>12/17/2014</u>
NOTICES TO BE SENT TO: Grant L. Fredricks: dba Fredricks Management Consulting 9020 Valley Green Dr SE Olympia, WA 98513 (360) 584-3164 (cell phone) granita.fredricks@gmail.com	NOTICES TO BE SENT TO: CITY OF DES MOINES: Anthony A. Piasecki City of Des Moines 21630 11th Avenue S., Suite A Des Moines, WA 98198 206-870-6541 (telephone) 206-870-6540 (facsimile)

THIRD CONTRACT AMENDMENT/ADDENDUM
CONTRACT FOR SERVICES BETWEEN
THE CITY OF DES MOINES AND GRANT FREDRICKS

THIS AMENDMENT/ADDENDUM is entered into on this 9th day of January 2015, pursuant to that certain Contract entered into on the 2nd day of January, 2014 and as amended on October 13, 2014 and December 23, 2014, between the **CITY OF DES MOINES, WASHINGTON** (hereinafter "City"), and **GRANT FREDRICKS** (hereinafter "VENDOR").

The parties herein agree that the Contract dated January 2, 2014, shall remain in full force and effect, except for the amendments/addendums set forth as follows:

I) **SECTION II** of Contract dated January 2, 2014, is hereby amended to read as follows:

II. **TIME OF COMPLETION.** Upon the effective date of this Amendment/Addendum, Vendor shall complete the work and provide all goods, materials, and services by December 31, 2015.

II) **SECTION III** of Contract dated January 2, 2014 and as amended October 13, 2014 and December 23, 2014, is hereby amended to read as follows:

III. **COMPENSATION.** The City shall pay the Vendor an amount not to exceed \$50,000 for services performed in 2015, at a rate of \$120.00 per hour, for the goods materials, and services contemplated in this Agreement. Vendor shall invoice the City not later than the 5th of the following month. The invoice will include an itemized work summary.

Except as modified hereby, all other terms and conditions of contract dated January 2, 2014, remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed this Addendum as of the date first above written.

GRANT L. FREDRICKS: By: <u></u> (signature) Print Name: <u>Grant L. Fredricks</u> Vendor DATE: <u>1/8/15</u>	CITY OF DES MOINES: By: <u></u> (signature) Print Name: <u>Anthony A. Piasecki</u> Its <u>City Manager</u> DATE: <u>1/8/15</u> Attest: _____ Approved as to form: _____  City Clerk _____ City Attorney _____ DATE: <u>1-8-15</u> DATE: <u>1/8/2015</u>
NOTICES TO BE SENT TO: Grant L. Fredricks: dba Fredricks Management Consulting 9020 Valley Green Dr SE Olympia, WA 98513 (360) 584-3164 (cell phone) granita.fredricks@gmail.com	NOTICES TO BE SENT TO: CITY OF DES MOINES: Anthony A. Piasecki City of Des Moines 21630 11th Avenue S., Suite A Des Moines, WA 98198 206-870-6541 (telephone) 206-870-6540 (facsimile)

FOURTH CONTRACT AMENDMENT/ADDENDUM

**CONTRACT FOR INTERIM SERVICES BETWEEN
THE CITY OF DES MOINES AND GRANT FREDRICKS**

THIS AMENDMENT/ADDENDUM is entered into on this 24th day of September 2013, pursuant to that certain Contract entered into on the 5th day of January, 2013, between the **CITY OF DES MOINES, WASHINGTON** (hereinafter "City"), and **GRANT FREDRICKS** (hereinafter "VENDOR").

The parties herein agree that the Contract dated January 5, 2013, shall remain in full force and effect, except for the amendments/addendums set forth as follows:

I) **SECTION III** of Contract dated January 5, 2013, is hereby amended to read as follows:

III. **COMPENSATION.** The City shall pay the Vendor an amount not to exceed \$72,000, at a rate of \$90.00 per hour, for the goods materials, and services contemplated in this Agreement. Vendor shall invoice the City not later than the 5th of the following month. The invoice will include an itemized work summary.

Except as modified hereby, all terms and conditions of contract dated January 5, 2013, remain in full force and effect.

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IN WITNESS WHEREOF the parties hereto have executed this Addendum as of the date first above written.

GRANT L. FREDRICKS: By: <u></u> (signature) Print Name: <u>Grant L. Fredricks</u> Vendor DATE: <u>9/24/13</u>	CITY OF DES MOINES: By: <u></u> (signature) Print Name: <u>Anthony A. Piasecki</u> Its <u>City Manager</u> By Direction of the Des Moines City Council In Open Public Meeting on Sept. 5, 2013 DATE: <u>9/24/13</u> Attest: _____ Approved as to form: _____ <u></u> <u></u> City Clerk City Attorney DATE: <u>9/24/2013</u> DATE: <u>9/24/2013</u>
NOTICES TO BE SENT TO: Grant L. Fredricks: 9020 Valley Green Dr SE Olympia, WA 98513 (360) 584-3164 (cell phone) granita.fredricks@gmail.com	NOTICES TO BE SENT TO: CITY OF DES MOINES: Anthony A. Piasecki City of Des Moines 21630 11th Avenue S., Suite A Des Moines, WA 98198 206-870-6541 (telephone) 206-870-6540 (facsimile)

FIFTH CONTRACT AMENDMENT/ADDENDUM

CONTRACT FOR SERVICES BETWEEN
THE CITY OF DES MOINES AND GRANT FREDRICKS

THIS AMENDMENT/ADDENDUM is entered into on this 3rd of November , 2016, pursuant to that certain Contract entered into on the 2nd day of January, 2014 and as amended on October 13, 2014, December 23, 2014, January 8, 2015 and December 21, 2015 between the **CITY OF DES MOINES, WASHINGTON** (hereinafter "City"), and **GRANT FREDRICKS** (hereinafter "VENDOR").

The parties herein agree that the Contract dated January 2, 2014, shall remain in full force and effect, except for the amendments/addendums set forth as follows:

I) **SECTION II** of Contract amended December 21, 2015 is hereby amended to read as follows:

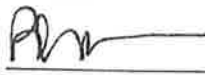
II. **TIME OF COMPLETION.** Upon the effective date of this Amendment/Addendum, Vendor shall complete the work and provide all goods, materials, and services by December 31, 2017.

II) **SECTION III** of Contract amended January 8, 2015, is hereby amended to read as follows:

III. **COMPENSATION.** The City shall pay the Vendor an amount not to exceed \$60,000 for services performed in 2016, and \$50,000 for services performed in 2017 at a rate of \$120.00 per hour, for the goods materials, and services contemplated in this Agreement. Vendor shall invoice the City not later than the 5th of the following month. The invoice will include an itemized work summary.

Except as modified hereby, all other terms and conditions of contract dated January 2, 2014, remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed this Addendum as of the date first above written.

GRANT L. FREDRICKS: By: <u></u> (signature) Print Name: <u>Grant L. Fredricks</u> Vendor DATE: <u>11/3/16</u>	CITY OF DES MOINES: By: <u></u> (signature) Print Name: <u>Michael Matthias</u> Its <u>City Manager</u> DATE: <u>11-3-16</u> Approved by the Des Moines City Council in an open public meeting on October 27, 2016. Attest: <u></u> City Clerk DATE: <u>11-3-16</u> Approved as to <u></u> City Attorney DATE: <u>11/3/16</u>
NOTICES TO BE SENT TO: Grant L. Fredricks: dba Fredricks Management Consulting 9020 Valley Green Dr SE Olympia, WA 98513 (360) 584-3164 (cell phone) granita.fredricks@gmail.com	NOTICES TO BE SENT TO: CITY OF DES MOINES: Michael Matthias City of Des Moines 21630 11th Avenue S., Suite A Des Moines, WA 98198 206-870-6554 (telephone) 206-870-6540 (facsimile)

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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: Amendments to Title 2
Administration and Personnel
DMMC 2.12 Employee Policies

ATTACHMENTS:

1. Draft Ordinance No. 17-117

FOR AGENDA OF: October 26, 2017

DEPT. OF ORIGIN: Human Resources

DATE SUBMITTED: October 17, 2017

CLEARANCES:

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

CHIEF OPERATIONS OFFICER: _____

- ☒ Legal 
- ☒ Finance 
- ☐ Courts _____
- ☐ Police _____

APPROVED BY CITY MANAGER
FOR SUBMITTAL: 

Purpose and Recommendation

The purpose of this agenda item is to amend the City's Employee Policies regarding sick leave and health insurance benefits pursuant to federal and state law. It is recommended that the City Council pass Ordinance No. 17-117 to bring the City into compliance with Washington's new paid sick leave statute, Initiative 1433, and the Patient Protection and Affordable Care Act, and to make other amendments needed for clarity and consistency.

Suggested Motion

Motion 1: "I move to suspend Rule 26(a) in order to enact Draft Ordinance No. 17-117 on first reading."

Motion 2: "I move to enact Draft Ordinance No. 17-117 to update the City's Employee's policies concerning benefits pursuant to federal and state law, and other amendments for clarity and consistency."

Background

It is recommended that the City Council pass Ordinance No. 17-117 pursuant to new the sick leave rules going into effect January 1, 2018, under Initiative 1433. These amendments also confirm the City's Employee Policies comply with the Patient Protection and Affordable Care Act, which requires large employers to provide health insurance to employees working an average of 30 or more hours per week or face penalties.

Discussion

This update is prompted primarily by Initiative 1433, which was approved by Washington voters in November 2016. This statute not only increased the minimum wage over several years, it requires employers to provide employees with paid sick leave at a minimum accrual rate of one hour for every 40 hours worked, including part-time and seasonal workers. These amendments also update the definitions of various employees other than regular, full-time staff, consistent with the Patient Protection and Affordable Care Act. Finally, the compensation equity section has been reworded for clarity and consistency with recent memorandums of understanding concerning non-represented employees.

Alternatives

The City Council may:

1. Enact the proposed Draft Ordinance as written.
2. Enact the proposed Draft Ordinance with amendments.
3. Decline to enact the Draft Ordinance. Declining to enact Draft Ordinance 17-117 will mean the City is not in compliance with federal and state law regarding employee benefits.

Recommendation or Conclusion

Staff recommends passage of Draft Ordinance No. 17-117.

CITY ATTORNEY'S FIRST DRAFT 09/20/2017**DRAFT ORDINANCE NO. 17-117**

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON
regarding employee policies, amending chapter 2.12 DMMC.

WHEREAS, in November 2016, state voters approved Initiative 1433 which set the minimum wage for most employees and provides paid sick leave for all eligible employees effective January 1, 2018, and

WHEREAS, the Patient Protection and Affordable Care Act (PPACA), 42 USC 18001 *et seq.*, requires that large employers offer health insurance to employees working an average of 30 or more hours per week or face tax penalties, and

WHEREAS, chapter 2.12 DMMC currently does not conform to Initiative 1433 or the PPACA so amendments are needed to bring it into compliance, and other amendments are needed for clarity and consistency; and now therefore,

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

Sec. 1. DMMC 2.12.005 and section 1 of Ordinance No. 1484 as amended by section 1 of Ordinance No. 1557 are amended as follows:

Definitions.

(1) Use of words and phrases. As used in this ordinance, unless the context or subject matter clearly requires otherwise, the words or phrases defined in this section shall have the indicated meanings.

(2) "Annual pay schedule" means the actual dollar amounts contained in the basic pay plan.

(3) "Basic pay plan" is a pay plan containing forty (40) or more salary ranges. Within each range there are pay steps.

(4) "City" is the municipal corporation of the state of Washington known as the ~~city~~ City of Des Moines.

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(5) "City ~~council~~Council" is the elected legislative body of the ~~city~~City, composed of seven members.

(6) "City ~~manager~~Manager" is the chief executive officer and appointing authority of the ~~city~~City. The ~~city~~City ~~manager~~Manager is appointed by the ~~city~~City ~~council~~Council.

(7) "Collective bargaining agreement" or "CBA" means a contractual agreement between the ~~city~~City and an employee group that governs wages, hours and working conditions for represented employees.

(8) "Domestic partner" means a state registered domestic partner where at least one partner is at least 62 years of age.

(9) "Employee" is any individual appointed to a paid position of service with the ~~city~~City.

(10) "Employee, regular full-time" is an employee who has ~~received an~~ been appointed to a budgeted position which lasts for an indefinite period in an ongoing, on a full workweek, year-round basis, with a regular work schedule of forty (40) or more hours per week. Normally such an employee receives a monthly salary.

(11) "Employee, regular part-time" is an employee who has been appointed to a year-round budgeted position which lasts for an indefinite period in an ongoing, year-round basis ~~for~~ with a regular work schedule of more than sixteen (16) hours and less than forty (40) hours per week.

(12) "Employee-Regular part-time flexible" is an employee who has been appointed to a year-round budgeted position for less than one thousand six hundred sixty-four (1664) hours per year. The employee's weekly schedule can vary between zero and forty (0-40) hours from week to week.

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~~(12)~~ "Employee, limited term" is an employee appointed to a full-time or part-time position for a specific project or need. The position shall last only for so long as the project or specific need for which it was created exists, but in no event longer than three (3) years. Limited-term employees are entitled to the same benefits offered to regular employees except the Social Security replacement retirement program.

~~(13)~~ "Employee, extra-hire" is an employee appointed ~~"Temporary/Seasonal or intermittent"~~ is an employee who has received a temporary appointment to either a budgeted or non-budgeted position that is a (a) temporary; (b) seasonal, (c) variable-hour part-time; or (d) an ongoing position with a regular work schedule of sixteen (16) hours per week or less. ~~A seasonal or intermittent employee is considered a temporary employee.~~ Temporary employees— Extra-hire employees are eligible for overtime, but shall receive no holiday pay, floating holiday, vacation, sick leave, or any other benefits of the City . ~~except those mandated by law or regulations. Washington State Public Employees' Retirement System (PERS) if an temporary/seasonal or intermittent position meets the state criteria for eligibility in PERS. PERS position eligibility requires at least five months of seventy (70) hours or more for two (2) consecutive years initially and will continue to be eligible for PERS if it requires at least five (5) months of seventy (70) or more hours of compensated service at least every other year.~~

~~(14)~~ "Holiday" is a designated day off during which the employee would otherwise be scheduled to work.

~~(15)~~ "Leave" is an authorized absence from regularly scheduled work hours that has been approved by the proper authority.

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~~(16)~~ "Pay grade" is a specified salary range within the Basic Pay Plan.

~~(17)~~ "Pay step" is a single rate of pay within a pay grade or range. Pay steps consist of "A", "B", "C", "D", and "E" step in the basic pay plan.

~~(18)~~ "Position classification" is the assignment of a position to a pay grade in the bBasic pPay Pplan.

~~(19)~~ "Position description" is a written statement setting forth the general duties and responsibilities of a position. It may also be called "job description".

~~(20)~~ "Salary range" is a set of salaries consisting of an established minimum, intermediate, and maximum rate of pay.

~~(212)~~ "Volunteer" is an individual who provides services to the eCity on a voluntary basis and whose compensation is limited to: reimbursement for reasonable expenses incurred in the performance of services as a volunteer; reasonable fringe benefits, excluding health coverage; and/or nominal fees or honorarium provided in connection with services as a volunteer. Volunteers are not employees and are not eligible for benefits.

Sec. 2. DMMC 2.12.010, formerly DMMC 2.72.010, and section 1 of Ordinance No. 790 as amended by section 2(3)(part) of Ordinance No. 1135, as amended by section 2 of Ordinance No. 1484 are amended as follows:

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Salary and benefits.

(1) It shall be the policy of the ~~city~~ City to treat non-union full or part-time regular employees ~~in equity~~ equitably as to salary increases and benefits which are ~~obligated or~~ provided by the ~~city~~ City to the ~~benefit of~~ employees represented by a labor union. While it is the intent of the City to provide equitable compensation for non-represented employees, at times there may be different outcomes for certain uniformed employees because of the constraints of labor negotiations with bargaining units that have binding interest arbitration.

(2) For full or regular part-time employees not represented by a labor union, salary rates and benefits shall be set according to resolution of the ~~city~~ City ~~council~~ Council.

(3) For employees represented by a labor union, salary rates and benefits shall be set according to the terms provided in a current and valid labor contract.

(4) For extra-hire ~~Part-time/or intermittent~~ employees, hourly rates and benefits will be set by the ~~city~~ City ~~manager~~ Manager. Extra-hire employees receive no benefits of the City except those mandated by law or regulations. Extra-hire employees receive sick leave benefits only as provided in RCW 49.46.200 and 49.46.210. Extra-hire employees are not eligible for the Washington State Public Employees' Retirement System (PERS) unless they meet the state criteria for eligibility in PERS, which requires at least five (5) months of seventy (70) hours or more for two (2) consecutive years initially. Once a position is determined to be PERS-eligible, it will continue to be eligible for PERS if it requires at least five (5) months of seventy (70) or more hours of compensated service at least every other year. Extra-hire employees will be deemed eligible for health coverage if,

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based on City prior approval, the employee averages thirty (30) or more hours per week during a measurement period as established in the City's Personnel Manual.

(5) The salary rates contained in the basic pay schedule shall be established on the basis of full-time services in full-time positions at forty (40) hours per week and regular part-time employees at less than forty (40) hours per week. Department directors shall average forty-two (42) hours per week on an annual basis.

Sec. 3. DMMC 2.12.020, formerly DMMC 2.72.020, and section 2 of Ordinance No. 790 as amended by section 1 of Ordinance No. 822 as amended by section 1 of Ordinance No. 949 as amended by section 2(3)(part) of Ordinance No. 1135 as amended by section 1 of Ordinance No. 1178 as amended by section 3 of Ordinance No. 1484 are amended as follows:

Pay plans and annual pay schedule.

(1) Basic pay plan. The basic pay plan for ~~full-time and regular part-time~~ non-represented union employees shall consist of forty (40) or more salary ranges. Within each range there shall be five (5) steps, A through E, consisting of five percent (5%) incremental increases. The differential between Step A in each range shall be four percent (4%).

(2) The pay plan for extra-hire ~~part-time/seasonal or intermittent~~ employees shall consist of salary ranges, steps and increases set by the ~~city~~ City manager ~~Manager~~.

(3) The ~~city~~ City council ~~Council~~ may by resolution provide for pay plans other than the basic pay plan. ~~and part-time/seasonal or intermittent pay plan.~~

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(4) Annual pay schedules.

_____(a) Full-time and regular part-time non-represented ~~union~~ pay schedules. The actual dollar amounts contained in pay plans are designated the "annual pay schedules." The annual pay schedule for regular full-time and regular part-time non-represented ~~union~~ employees shall be established by resolution of the eCity eCouncil. Such resolution shall establish the annual pay schedule and the period of time (not to exceed three years) during which the schedule shall be effective. The annual pay schedule may not be decreased during the stated schedule period and the stated schedule period may not be diminished; provided, however, nothing contained in this section shall prevent the eCity eCouncil from increasing the annual pay schedule amounts during the schedule period; and provided further, that the scheduled amounts and/or period stated in the annual pay schedule may be decreased by the Ceity eCouncil upon the affirmative vote by secret ballot of two-thirds of the total number of regular, full-time nonunion employees. The eCity mManager shall, within (thirty) 30 days of adoption or modification of the annual pay schedule, execute an ~~agreement with the nonunion employees according to the terms of such resolution. The agreement shall be binding on all parties unless modified as provided in this section.~~

_____(b) Extra-hire Part-timepay schedule. The annual pay schedule for extra-hire part-time/seasonal-or-intermittent employees shall be established and implemented by the City Manager.

_____(c) Labor union pay schedule. For employees represented by a labor union, the existing annual pay schedule may be modified only as provided in any current and valid collective bargaining agreement or memorandum of understanding. ~~labor contract.~~

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Sec. 4. DMMC 2.12.030, formerly DMMC 2.72.030, and section 3 of Ordinance No. 790 as amended by section 2 of Ordinance No. 822 as amended by section 2(3)(part) of Ordinance No. 1135 as amended by section 4 of Ordinance No. 1484 are amended as follows:

Pay plan administration. The eCity Manager is authorized to adopt rules and regulations for implementation and administration of the basic pay plan and other pay plans. Such authority shall include the authority to place job positions in the basic, extra-hire, ~~part-time/seasonal or intermittent,~~ or other pay plans at appropriate range-grades and to reclassify positions; provided, that the Director of Finance certifies that sufficient funds are available for such purposes.

Sec. 5. DMMC 2.12.080, formerly DMMC 2.72.080, and section 8 of Ordinance No. 790 as amended by section 2(3)(part) of Ordinance No. 1135 as amended by section 5 of Ordinance No. 1557 are amended to as follows:

Other retirement. In lieu of Social Security, ~~eligible regular~~ ~~all full or part-time~~ employees shall be covered under a qualified retirement plan chosen by the eCity and its employees. The eCity shall contribute a percentage of employee salary negotiated with ~~city~~ City employee groups; which amount shall not exceed the then current employer Social Security rate less a percentage amount necessary to purchase a benefit plan to replace Social Security death and disability benefits. To ~~qualify~~ be eligible for this program, employees must be appointed to a regular position of thirty (30) hours per week or more. ~~full-time or regular part-time and work a minimum of 32 hours per week, or be flexible part-time and average a minimum of 21 hours per week.~~ The employer contribution rate may be modified by City eCouncil resolution, when such change is not in violation of an employee agreement.

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NEW SECTION. **Sec. 7.** Severability - Construction.

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

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

NEW SECTION. **Sec. 8.** **Effective date.** This Ordinance shall take effect and be in full force five (5) days after its passage by the Des Moines City Council in accordance with law.

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

 M A Y O R

APPROVED AS TO FORM:

 City Attorney

ATTEST:

 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: Policy for local travel and non-travel meal and related expenses

FOR AGENDA OF: 10/26/2017

DEPT. OF ORIGIN: Legal

DATE SUBMITTED: 10/19/2017

ATTACHMENTS:

1. Draft Resolution No. 17-138
2. Travel and Purchase Card Policies and Procedures, effective date 7/1/11

CLEARANCES:

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

CHIEF OPERATIONS OFFICER: _____

- ☒ Legal *TS*
- ☒ Finance *lf*
- ☐ Courts
- ☐ Police

APPROVED BY CITY MANAGER
FOR SUBMITTAL: 

Purpose and Recommendation

The purpose of this agenda item is for City Council to approve Draft Resolution No. 17-138 adopting a policy for local travel and non-travel meal and related expenses.

Suggested Motion

Motion: "I move to adopt Draft Resolution No. 17-138 establishing a policy for local travel and non-travel meal and incidental expenses."

Background

In July of 2011 the City Manager approved a “Travel and Purchase Card Policies and Procedure” (Attachment 2). Although this policy goes into great detail on travel related meal authorization, it does not address meals and related expenses that are not associated with travel.

Although non-travel meal expenses are currently eligible for reimbursement, there is no detailed policy setting expectations and guidelines. DMMC 2.16.080 states:

Provided funds have been budgeted, the finance director and/or the city manager are authorized to reimburse employees for meal costs while attending nonrecurring and isolated functions involving city business and community meetings. This reimbursement shall be made upon properly signed vouchers supported with payment receipts.

A policy setting appropriate guidelines for non-travel related meal costs is recommended.

Discussion

Draft Resolution No. 17-138, if adopted, would establish appropriate guidelines for approval of expenditures by employees and officials for local travel and non-travel meal and related expenses. The policy limits approval of expenses to those made by authorized staff on official City business.

In order to be eligible for approval or reimbursement, justification must be provided which describes the public purpose, a list of people included in the meal claim and an agenda or details of the meeting to support the public purpose. Maximum meal expenses are set by reference to the commonly used General Services Administration guidelines. These guidelines are also used in the City’s Travel Expense Policy.

The policy also explicitly sets out instances in which expenses are not allowed: including purchases of alcohol, meals for spouses, and meals that are not associated with official City business.

Alternatives

The City Council may decide not to adopt Draft Resolution No. 17-138 or may adopt the draft with amendments.

Financial Impact

None. City staff has generally been following the guidelines of the draft policy. This resolution formalizes the existing practice.

Recommendation

It is recommended that the City Council adopt Draft Resolution No. 17-138.

CITY ATTORNEY'S FIRST DRAFT 10/11/2017**DRAFT RESOLUTION NO. 17-138**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON, adopting an Expense Approval and Reimbursement Policy for employees and officials for local travel and non-travel meal and related expenses.

WHEREAS, an Expense Approval and Reimbursement Policy is an important tool for managing expenses, and

WHEREAS, an Expense Approval and Reimbursement Policy increases internal control, and

WHEREAS, it is the responsibility of the Des Moines City Council to provide policy direction through the adoption of resolutions and final approval of the budget, and

WHEREAS, the City Council has set general guidelines for travel, training and meal expense reimbursements in chapter 2.16 DMMC, and

WHEREAS, the City Manager has approved "Travel and Purchase Card Policies and Procedures" effective July 1, 2011, and

WHEREAS, the City does not currently have a detailed policy for meal and related expenses incurred in a non-travel or local travel situation, and

WHEREAS, an Expense Approval and Reimbursement Policy for local travel and non-travel meal and related expenses establishes appropriate methods for approval of expenditures made by P-Card and reimbursement of expenses; now therefore,

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

The City Council adopts the Expense Approval and Reimbursement Policy as follows:

Sec. 1. General purpose.

(1) This document is the policy of the City of Des Moines for non-travel or local travel meal and related expenses incurred

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by authorized persons while conducting City business or providing a service for the City. To qualify for approval of P-Card expenditures or expense reimbursement, expenses must be reasonable and prudent under the circumstances and directly related to the conduct of business or service for the City. Reimbursement will be made subject to the rules contained in this policy, previously adopted City policies including the "Travel and Purchase Cards Policy," and with chapter 2.16 DMMC.

(2) It shall be the responsibility of individual employees for becoming knowledgeable about appropriate expenditures and documentation requirements. It shall be the responsibility of the Finance Department to ensure that these policies are adhered to and to provide the forms and instructions necessary for their implementation. Exceptions to the rules set forth herein may be made only for unusual or extenuating circumstances when such expenses reasonably relate to a benefit or service received by the City and compliance was not feasible. Policy exceptions may be authorized in writing by the City Manager or the City Manager's designee.

Sec. 2. Local travel expenses (No overnight stay). This Policy covers expenses related to meals for trips not requiring an overnight stay. The City will follow the US General Services Administration (GSA) schedules that provide for maximum reimbursement rates for meals and related expenses for authorized staff while on official business. Amounts exceeding those rates may be deducted from reimbursement claims or repaid by the employee. These rates are adjusted by the General Services Administration.

Sec. 3. Reimbursable meal costs. All City employees and officials shall be entitled to reimbursement for the actual cost of qualifying meals consumed while on City business. In order to be eligible for approval or reimbursement, justification must be provided which describes the public purpose, a list of people included in the meal claim and an agenda or details of the meeting to support the public purpose.

(1) Requests for P-Card approval or reimbursement of actual meal costs may not exceed the M&IE (Meals and Incidental Expenses) rate for the area. These rates are set by the General Services

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Administration and are adjusted annually. Current rates can be found at www.gsa.gov/perdiem or by calling Accounts Payable (Ext. 6511).

(2) Examples of allowable meal expenses include:

(a) Meal expenses incurred while attending trade or professional association sponsored events (WFOA, APWA, WSAMA, etc.), conferences, business-related functions or approved professional training.

(b) When a City employee or official conducts business with a customer or employee during a meal, P-Card approval or reimbursement may be claimed for the cost of both meals; however, business meetings should not be scheduled during meal times unless another time is not practical. The practice of the City providing meals to non-City staff member is discouraged. However, for department directors and above, the City recognizes there are situations where non-City staff members provide an unpaid service to the City during a mealtime. The costs of meals while conducting City business with persons other than City staff members, are authorized for reimbursement subject to the limitations described in this Policy. In the event of a group meeting during a meal involving employees and invited business guests (more than 4), per diem rates should be kept in mind; however, the City will absorb a reasonable amount of excess cost.

(3) An itemized restaurant receipt is required. Meal ticket stubs alone are not considered adequate documentation for P-Card approval or reimbursement.

(4) Payment for table service at a restaurant, commonly referred to as a tip, not to exceed twenty percent (20%) of the restaurant prices of the meal, is approved or reimbursable as a reasonable and necessary cost for such service and as a reasonable and necessary part of the cost of the meal. Tips are included in the GSA per diem rates as referenced above and may not exceed twenty percent (20%) whether or not the total cost of the meal exceeds the rate.

(5) Payment for meals picked up or delivered may include a tip of ten to twenty percent (10-20%) of the price of the meal,

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depending on the circumstances; for instance, difficulty of delivery.

(6) Any planned meals, the cost of which is included in a City-paid registration fee, whether or not the employee or official actually partakes of the meal, will not be reimbursable or eligible for per diem. Planned meals include box lunches and banquets. Receptions at which hors d'oeuvres are the primary offering are not considered meals.

(7) When a meal is included in a meeting and the costs cannot be segregated, the actual cost of the event is reimbursable. A vendor receipt or copy of the meeting agenda is required as documentation.

(8) The purchase of snacks, refreshments, and related food items is authorized for consumption by the public when the City is hosting an event such as a planning event seeking citizen input, an open house, or an economic development event, etc. when the event is for a public purpose that would assist the City in official business and the cost of the items is reasonable.

Sec. 4. Working meals. The City recognizes there are occasions when it may be necessary for a group of public officials and/or staff members to work through a meal in order to meet a deadline or to keep a group convened in order to accomplish the task. To be considered for reimbursement as a working meal, the meeting must span over a two-hour period, which includes the group's normal mealtime.

Sec. 5. Expenditures not allowed as actual meal costs. Unauthorized expenditures include, but are not limited to:

- (1) Liquor (including beer and wine), and
- (2) Expenses of a spouse or other persons not authorized to receive reimbursement under this Policy.

Sec. 6. Expense reimbursement procedures. The Travel and Purchase Card Policies and Procedures, as currently written or as subsequently amendment, shall apply to reimbursement requests and the usage of P-cards for purchases made under this Resolution.

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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:

City Attorney

ATTEST:

City Clerk

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TRAVEL AND PURCHASE CARDS POLICY

TRAVEL AND PURCHASE CARD POLICIES AND PROCEDURES	POLICY NO:
	SUBMITTED BY: P. Henderson, Finance Director
	APPROVED BY: Tony Piasecki, City Manager
Effective Date: 07/01/11	Supersedes: 03/01/00

1. Purpose

To establish rules governing travel and purchase cards (Pcard) and to provide related forms.

2. Scope

This policy covers all city employees and council members who are assigned a Pcard.

3. Responsibility

The Finance Director is responsible for this policy.

4. Background

With the introduction of the Pcard into the city's processes, we are combining the former Travel Policy (last revised in March 2000) into one new, comprehensive policy. The former travel policy and forms are no longer effective.

5. Provider

Bank of America (BoFA) is the provider of the city's Pcards. Pcards are synonymous with credit cards. All credit cards are issued by BoFA.

6. Pcard Uses

The BoFA Pcards may be used for the following:

- a. Travel
 - i. Lodging
 - ii. Transportation
 - iii. Meals
 - iv. Entertainment
 - v. Miscellaneous
- b. Vendor purchases (direct)
- c. Accounts payable processing (in lieu of issuing city checks)

7. Prohibited Pcard Uses

- a. The city's rules for competitive bidding and procurement must be followed. Nothing within the Travel/Pcard policy is intended to replace those rules. Pcards may not be used to acquire goods and services that fall under the laws governing competitive bidding and procurement.
- b. Personal purchases are prohibited.
- c. Cash advances are never acceptable and Pcards are programmed to prevent such transactions.

8. Travel Rules

- a. Authorization



TRAVEL AND PURCHASE CARDS POLICY

Travel must be authorized. Each employee must obtain approval from his department director. Each department director must obtain approval from the City Manager for his own travel or for staff travel that is out of state¹. Authorization must occur prior to the trip, and is a section on the Travel Authorization and Reimbursement Form that must be submitted following the trip.

b. Spending Limit

Each traveler must compile a cost estimate for the trip and complete this section of the Travel Authorization and Reimbursement Form prior to requesting authorization. The approved travel authorization with estimated costs will be forwarded to the Pcard Administrator five days in advance of travel in order for the Pcard Administrator to order a Pcard for the traveler, if the traveler is not a current Pcardholder. The estimated costs will be used to set the credit limit for the traveler.

c. Lodging

Each traveler must seek the lowest single room rate available. When attending a conference or event, on-site lodging must be pre-authorized, if the rates are higher than other available lodging. If lodging is shared with a spouse or anyone else not employed by the city, reimbursement is limited to the single room rate.

d. Transportation

- i. **Air** - When one-way driving time exceeds three (3) hours or when air travel is less expensive than private vehicle reimbursement or when inclement weather conditions pertain, an airline may be used for travel. Ticket purchases shall be made with the Pcard. Travel by air must be economy/coach class. Any refunds for unused tickets shall be credited to the same Pcard. If travel miles accumulate, these miles belong to the city. Travel by private plane may be authorized by the City Manager prior to use on a case by case basis.

- ii. **Ground**

1. City vehicles shall be used for official travel where air transportation is unavailable and/or more costly. Whenever a city vehicle is unavailable, an employee may use a personal vehicle and claim reimbursement at the federal mileage rate (<http://www.irs.gov/>). When two or more employees are traveling together in a personal vehicle, only the owner of the vehicle shall submit mileage for reimbursement. Some common travel destinations and one-way mileage are provided below:

Des Moines to:	One-Way Mileage
Bellevue	21
Canadian Border	126
Kennewick	221
Pasco	225
Portland	150
Richland	209
Seattle (CBD)	16
Spokane	284
Tacoma	17
Yakima	136
Vancouver WA	149

¹ Bordering states are not considered out of state. Cities in Canada near the Canadian border (e.g., Vancouver) are not considered out of state.



TRAVEL AND PURCHASE CARDS POLICY

2. Rented vehicles may be used in the following circumstances:
 - a. A rented vehicle is less expensive than taxis
 - b. A rented vehicle is less expensive than a personal vehicle
 Rentals shall be made with the Pcard. Any refunds shall be credited to the same Pcard. City insurance covers any accidents in a rented vehicle. Travelers shall purchase "collision damage protection waiver" (CDW) if rental is in a high traffic area (e.g., New York or Los Angeles).
3. Taxis and Ferries may be used as appropriate. Receipts must be provided for any cost exceeding \$10.

e. Meals and Incidental Expenses

Employees may use the Pcard to purchase meals associated with travel status. The employee will be reimbursed for the actual cost of the meal, including a 15% tip allowance, indicated on meal receipts. Actual meal expenses are to be reasonable, and the following federal rates are to be used as guidelines. Check the link for updates to this table.

Meals and Incidental Expenses (M&IE) Breakdown

The following table shows the breakdown of continental breakfast/breakfast, lunch, and dinner components of the maximum daily reimbursement (per diem) rates for meals and incidental expenses while on travel. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government.

NOTE: The first and last calendar day of travel is calculated at 75 percent.

The M&IE rates differ by travel location. View the [per diem rate](#) for your primary destination to determine which M&IE rates apply.

M&IE Total	\$46	\$51	\$56	\$61	\$66	\$71
Continental Breakfast/ Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	\$11	\$12	\$13	\$15	\$16	\$18
Dinner	\$23	\$26	\$29	\$31	\$34	\$36
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel	\$34.50	\$38.25	\$42	\$45.75	\$49.50	\$53.25

The shortcut to this page is www.gsa.gov/mie.

Each department director may grant exceptions if travel is to a location where meal costs are unduly high. Further exceptions may be granted if group, conference, or speaker meals are presented as one package over which the employee has no control. Wine or other alcoholic beverages are not reimbursable and should be paid separately or itemized and subtracted from receipt totals. Reimbursement for necessary or required meals while conducting official city business is permitted.



TRAVEL AND PURCHASE CARDS POLICY

f. Miscellaneous Expenses

Reimbursable travel expenses for official business include taxi fares, car rentals, parking fees, ferry and bridge tolls. Registration fees required for conventions, conferences, and official meetings are reimbursable.¹ Use of exercise facilities while on city business is acceptable. Travel expenses which are considered personal and not essential to the transaction of city business include, but are not limited to, laundry, valet service, entertainment, radio, movie rental, personal trip insurance, personal telephone calls, and other similar items. Personal and/or non-essential travel expenses will not be reimbursed. Whenever possible, advance registration fees should be paid directly by the City Pcard.

9. Travel Expense Reports

All employees must complete an online *Travel Expense Report* (attached). This report will extract the Pcard detail related to the travel from the Pcard system. Any out-of-pocket expenses must be manually added to this report. The travel expense report must be submitted online for approval to the Department Director and then to the Finance Director.

All original and hard copy receipts must be provided. The Travel Expense Report must be submitted within thirty (30) days of return from travel (or, if travel is local, within thirty (30) days of expenditure). Receipts must be legible. The Pcard statement and/Pcard receipt is not sufficient. The receipt must consist of the underlying charge and must contain name of vendor, date, total amount, item(s) purchased, purpose, etc. Receipts for allowable expenditures for amounts less than \$10 are not required for sundry expenses (e.g., parking fees, bridge and road tolls, taxi fares). If a receipt is lost, the employee must obtain a replacement from the vendor. If a replacement receipt cannot be obtained, the employee must complete an *Affidavit of Lost Receipt* attesting to the validity of the lost receipt and providing all pertinent information (attached).

10. Vendor Purchases

The city conducts business with a variety of local and internet vendors. All such purchases are to be made with the Pcard, whenever possible, versus on a store account. The current store accounts include the following:

Costco (only accepts American Express)
Shell Gas Card
QFC Credit Card

The prior practice of making purchases on account is discontinued, unless a Pcard is not accepted. All future purchases, where allowed at point of sale, are to be made on the Pcard.

QUESTION/COMMENT: Would it be more efficient to continue using the store accounts and paying these vendors' monthly invoices with the Pcard, to avoid many small Pcard purchases?

11. Accounts Payable Processing (in lieu of issuing city checks)

The city's Pcards may be used to pay vendors rather than issuing a check. All vendors in our system have been contacted and asked to participate in payment via Pcard. Many have accepted this arrangement. When we add a new vendor to our system, we will ask the vendor to accept payment

¹ Des Moines Chamber of Commerce: In accordance with the Office of the Attorney General's opinion of May 14, 1987, reimbursement of dues and meal expenses for participation in the Des Moines Chamber of Commerce and Des Moines service groups is authorized when participation is for benefit of the City and community, and is approved by the City Manager.



TRAVEL AND PURCHASE CARDS POLICY

via Pcard. This arrangement is not necessary, in order for the city to conduct business with a vendor; however, it is encouraged, as it will save the city processing costs.

12. Pcard Issuance

Designated regular city employee are eligible to be issued a Pcard if authorized by their department director. It is anticipated that the following positions will be issued Pcards:

- City Councilmembers
- City Manager
- Assistant City Manager
- Executive Assistant to City Manager
- Department Directors
- Designees of Department Directors

Each employee who is to be assigned a Pcard must complete a confidential application (to be provided by BofA). Each employee's Pcard profile will be unique, based on the employee's position. Profiles will include the following:

- Aggregate purchase limit per card
- Aggregate purchase limit per period
- Purchase limit per transaction
- Vendor restrictions
- No profile will be provided for cash advances on the Pcard

Profiles can be changed temporarily upon request and approval. Credit limits are requested by department directors, and approved by the Finance Director. Detailed instructions are provided in the training materials from the bank. Everyone who is issued a Pcard will have access to the online training documents and will receive training prior to being issued a Pcard.

Pcards will not be used for personal expenses, cash advances, tuition, and/or other reimbursable personal expenses such as gas for personal vehicle while traveling on City business and personal cellular phone bills. The Pcard may not be used as a substitute for contracts.

Each employee must complete the *Purchase Card Agreement* (attached) at the point the card is issued and annually thereafter. The Pcard Program Administrator is responsible for ensuring these agreements are completed.

13. Pcard Reconciliation

On the last day of each billing cycle, each Pcard holder must go online and review the charges for accuracy. QUESTION/COMMENT: DO YOU WANT A HARD COPY OF THE INDIVIDUAL STATEMENTS MAILED TO EACH PCARD HOLDER? SUGGEST YOU DIRECT EACH PCARD HOLDER TO PRINT OFF A HARD COPY. Discrepancies may include failure to receive goods, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. Any discrepancies must be resolved.

All cardholders have 24/7 access to charges via the Internet at <http://xxx>. The cardholder is responsible for ensuring that each:

- Purchase is supported by an original receipt
- Charge is a valid city expenditure
- Account allocation is accurate
- Disputed charge is resolved



TRAVEL AND PURCHASE CARDS POLICY

All cardholders will print the purchase transaction log report, attach original receipts, and submit to Finance for audit purposes. **Need to review BofA's process steps. >>>>**

14. Disputed Charges

If a Pcard holder detects a discrepancy, he must notify the city's Pcard Program Administrator and contact the bank and/or vendor to resolve the discrepancy.

15. Lost/Stolen Cards

If a Pcard holder's card is lost or stolen, he must notify the city's Pcard Program Administrator and the bank. The bank will send a new card to the employee.

16. Employment Termination/Card Expiration

When a Pcard holder leaves the city's employment for any reason (retirement, resignation, termination), he must turn over the Pcard to the city's Pcard Program Administrator.

17. Fraudulent Use of Pcard

If the city determines, after a thorough investigation, that a Pcard holder has used the Pcard for a fraudulent purpose (including allegedly overlooked personal charges), the employee shall be terminated immediately. There are no exceptions. **QUESTION/COMMENT: Does the city have a fraud policy? It should be referenced here, rather than setting forth the investigation process within this policy.**

18. Pcard Renewal

All cards will be renewed automatically every xxx years for the life of the bank's Pcard program. The bank will send replacement cards to the Pcard Program Administrator for distribution to all Pcard holders.

19. Who To Contact Re: Pcards

Program Administrator (city staff)

- Establish New Account
- Change Account Profile
- Notify of Lost or Stolen Card
- Cancel Card
- Resolve Purchasing Card Reconciliation Issues
- Resolve Disputed Transactions
- Obtain Statement Copies

Bank Service Representative (bank staff)

The Finance Director and the Pcard Program Administrator are the key contacts at the city for the Bank Service Representative. However, in the following circumstances, each Pcard holder may contact the bank directly:

- In an emergency, it is appropriate for a Pcard holder to contact the Bank Service Representative directly if a card is lost or stolen.
- If a transaction is disputed, it is appropriate for a Pcard holder to contact the bank (as well as the vendor).

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Draft Resolution No. 17-141,
Federal Way School District No. 210 Proposition 1

ATTACHMENTS:

1. Draft Resolution No. 17-141

FOR AGENDA OF: October 26, 2017

DEPT. OF ORIGIN: Administration

DATE SUBMITTED: October 20, 2017

CLEARANCES:

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

CHIEF OPERATIONS OFFICER: _____

- ☒ Legal 
- ☐ Finance _____
- ☐ Courts _____
- ☐ Police _____

APPROVED BY CITY MANAGER
FOR SUBMITTAL: 

Purpose and Recommendation

The purpose of this agenda item is for City Council to adopt Draft Resolution No. 17-141 supporting the Federal Way School District No. 210 Proposition 1 on the November 7, 2017 election ballot.

Suggested Motion

Motion 1: “I move to adopt Draft Resolution No. 17-141 supporting the Federal Way School District No. 210 Proposition 1 to Construct New Classrooms and Replace and Renovate Aging and Deteriorating School Facilities in the Federal Way School District on the November 7, 2017 election ballot.”

Background

The schools in the Federal Way School District are over capacity across the district. Due to overcrowding, classrooms have been combined to hold two classes, consisting of up to 45 students, two teachers, and one para-educator.

Discussion

If approved the Federal Way School District No. 210 Proposition 1 will allow the district to rebuild, modernize and expand 8 schools and upgrade safety and security district wide. The Federal Way School District No. 210 Proposition 1 will also allow for an additional capacity of 960 scholars in 48 additional classrooms by adding classrooms to existing elementary sites.

Because support or opposition to a ballot measure is considered a political action, it falls under the state's prohibition of the use of public facilities for political purposes. However, there is a limited exemption if certain conditions are met. Under state law, an elected local government body may vote to express collective support or opposition to a ballot proposition if the required notice of the meeting includes the title and number of the ballot proposition, and members of the elected body and members of the public are given an approximately equal opportunity to express an opposing view.

Alternatives

To not adopt Draft Resolution No. 17-141.

Financial Impact

The estimated EP&O levy will decline from \$53 million to \$22 million, which is a decline from the current \$3.94 per \$1,000 assessed valuation (AV) to the maximum of \$1.50 per \$1,000 assessed valuation (AV). This means there will be an increase to FWPS tax payers in 2018 due to the State's increase, but a significant overall decline of \$2.44 per \$1,000 assessed valuation (AV) beginning in 2019.

As the State transitions to the new K-12 funding system, there will be an increase in 2018 of about \$240 for the average homeowner in Federal Way Public Schools. In 2019, the renewal of the EP&O levy the locally approved school district taxes assessed are expected to decline by \$656.36 for the average homeowner.

Recommendation

None.

CITY ATTORNEY'S FIRST DRAFT 10/20/2017**DRAFT RESOLUTION NO. 17-141**

A RESOLUTION OF THE COUNCIL OF THE CITY OF DES MOINES, WASHINGTON, supporting Federal Way School District No. 210 Proposition 1, *Bonds to Construct New Classrooms and Replace and Renovate Aging and Deteriorating School Facilities*, in the amount of \$450,000,000.00 of general obligation bonds maturing within 25 years; and levy annual excess property taxes to repay the bonds, all as provided in Resolution No. 2017-04.

WHEREAS, Federal Way School District provides a high quality public school education to students who live in the Cities of Federal Way and Des Moines, and quality schools are a critical resource for local communities and employers, and

WHEREAS, Federal Way School District is experiencing a significant increase in enrollment that has led to overcrowding at many schools; and enrollment projections call for continued increases and enrollment, resulting in more overcrowding across the District, and

WHEREAS, improvements to school facilities are needed in the District in order to provide the students with adequate, proper, and safe educational facilities, and

WHEREAS, in June, 2017, the Federal Way School Board approved the 2017 Bond Resolution No. 2017-04 providing for the submission to the voters of the District at the general election to be held on November 7, 2017. Proposition 1 would authorize the District to: rebuild Thomas Jefferson High School, Totem and Illahee Middle Schools, rebuild and enlarge Lake Grove, Mirror Lake, Star Lake and Wildwood elementary schools; create a K-8 Olympic View school and renovate Memorial Stadium facilities, and undertake other capital improvements, and

WHEREAS, the District's Proposition 1 will provide the financing of these improvements by issuing \$450,000,000 of general obligation bonds maturing within 25 years, and

WHEREAS, the \$450,000,000.00 bond measure will levy annual excess property taxes to repay the bonds, and

WHEREAS, notice of this Resolution was provided in

Resolution No. ____
Page 2 of 2

accordance with state law and contained the title and number of the ballot proposition, and

WHEREAS, members of the City Council and of the public were given an approximately equal opportunity to express their views; now therefore,

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

The Des Moines City Council strongly supports Federal Way School District's Proposition 1, *Bonds to Construct New Classrooms and Replace and Renovate Aging and Deteriorating School Facilities* on the November 7, 2017 ballot, concerning a proposition to alleviate elementary overcrowding, and replace or upgrade aging facilities and improve school safety features. The bonds will be repaid from annual property tax levies over a period of up to 25 years. This bond will maintain the current tax collections at their current levels of approximately \$2.05 per \$1,000 of assessed value, as provided in Federal Way School District's Resolution No. 2017-04.

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:

City Attorney

ATTEST:

City Clerk

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: 2018 Operating and Capital Budgets

FOR AGENDA OF: October 26, 2017

DEPT. OF ORIGIN: Finance

ATTACHMENTS:

1. Draft Ordinance No. 17-132
2. 2018 Operating and Capital Budgets

DATE SUBMITTED: October 19, 2017

CLEARANCES:

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

CHIEF OPERATIONS OFFICER: DSB

- ☒ Legal TS
- ☒ Finance CP
- ☐ Courts _____
- ☐ Police _____

APPROVED BY CITY MANAGER
FOR SUBMITTAL: [Signature]

Purpose and Recommendation

The purpose of this report is to provide information for a public hearing on the City Manager Preliminary proposed 2018 Operating and Capital Budget.

Suggested Motion

Motion 1: "I move to pass Draft Ordinance No. 17-132 establishing the 2018 Operating and Capital Budgets to a second reading on November 9, 2017."

Background

The initial version of the 2018 Preliminary Operating and Capital Budgets document was filed with the City Clerk and made available to the public October 12, 2017. The Acting Finance Director will discuss the document during the October 26, 2017 meeting. The 2018 Preliminary Operating and Capital Budgets starts with the City Manager line item budget which formed the basis for the 2017-2022 Financial Forecast presented and discussed by City Council during the August 12, 2017 Budget Retreat. Further, it contains revenue and expenditures updates based on changes in estimates since that date.

NOTE: Staff has made minor changes to be consistent with Council direction and to ensure consistency throughout the budget document, which will be addressed during Council presentation.

CITY ATTORNEY'S FIRST DRAFT 10/17/2017**DRAFT ORDINANCE NO. 17-132**

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON adopting the final operating and capital budgets for the City of Des Moines, Washington, for the fiscal year ending December 31, 2018, in summary form, ratifying and confirming revenues and expenditures previously implemented for fiscal year 2017, as such revenues and expenditures form the basis for development of the budget for fiscal year 2018, approving revenues and expenditures for fiscal year 2018, and temporarily suspending the effect of any ordinance, code provision or other City requirement with which the fund adjustments and transfers proposed by the City Manager for the 2017 budget might be inconsistent.

WHEREAS, the City Manager for the City of Des Moines has prepared and submitted the preliminary operating and capital budgets for the fiscal year ending December 31, 2018 to the City Council and has filed these budgets with the City Clerk, and

WHEREAS, the City Council finds that the City Manager's proposed budgets for fiscal year 2018 reflects revenues and expenditures that are intended to ensure provision of vital municipal services at acceptable levels, and

WHEREAS, the City Council finds that the City Manager's proposed operating and capital budgets for fiscal year 2018 appropriately relies upon anticipated year-end balances derived from revenues and expenditures previously approved and authorized by the City Council as part of the City's budget for fiscal year 2017, and

WHEREAS, the City Council finds that the fund adjustments and transfers proposed by the City Manager for fiscal year 2017 are necessary and in the public's interest, and

WHEREAS, by motion regularly passed, the Des Moines City Council scheduled the final public hearing for _____, 2017, to take public comment with respect to the proposed 2018 operating and capital budgets, and

WHEREAS, notice of the public hearing was given to the public in accordance with law and the final public hearing was held on the _____ day of _____, 2017, and all persons wishing to be heard were heard; now therefore,

Ordinance No. _____
Page 2 of 3

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

Sec. 1. The findings set forth in the preamble to this Ordinance are hereby adopted and incorporated by reference.

Sec. 2. Based on the findings adopted herein, the City Council temporarily suspends the effect of any ordinance, code provision or other City requirement with which the fund adjustments and transfers proposed by the City Manager for the 2018 budget might be inconsistent.

Sec. 3. The fund adjustments and transfers proposed by the City Manager for fiscal year 2017, which are incorporated in the preliminary budget for fiscal year 2018, are hereby authorized and approved by the City Council.

Sec. 4. Because the City's operating and capital budgets for fiscal year 2018 rely upon anticipated year-end fund balances or shortages derived from revenues collected and expenditures incurred in fiscal year 2017, the City Council hereby ratifies and confirms all revenues, from whatever source derived, and expenditures incurred by the City to the extent such revenues and expenditures are in accordance with the City's budget for fiscal year 2017 or any subsequent budget amendments formally approved by the City Council.

Sec. 5. The City Council hereby adopts, affirms and approves any and all revenues, from whatever source derived, and expenditures as referenced in the attached operating and capital budgets for fiscal year 2018.

Sec. 6. The final annual operating budget for the City of Des Moines' fiscal year 2018 is hereby adopted and approved in summary form as set forth in the attached Appendix "A", which is by this reference incorporated herein. The final capital budget and continuing appropriation for the City of Des Moines' fiscal year 2018 is hereby adopted and approved in summary form as set forth in the attached Appendix "B", which is by this reference incorporated herein.

Ordinance No. _____
 Page 3 of 3

Sec 7. Severability - Construction.

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

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

Sec 8. Effective date. This Ordinance shall take effect and be in full force (5) five days after its final passage by the Des Moines City Council.

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

 M A Y O R

APPROVED AS TO FORM:

 City Attorney

ATTEST:

 City Clerk

Published: _____

DRAFT ORDINANCE NO. XXXX

APPENDIX A 2018 OPERATING BUDGET

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

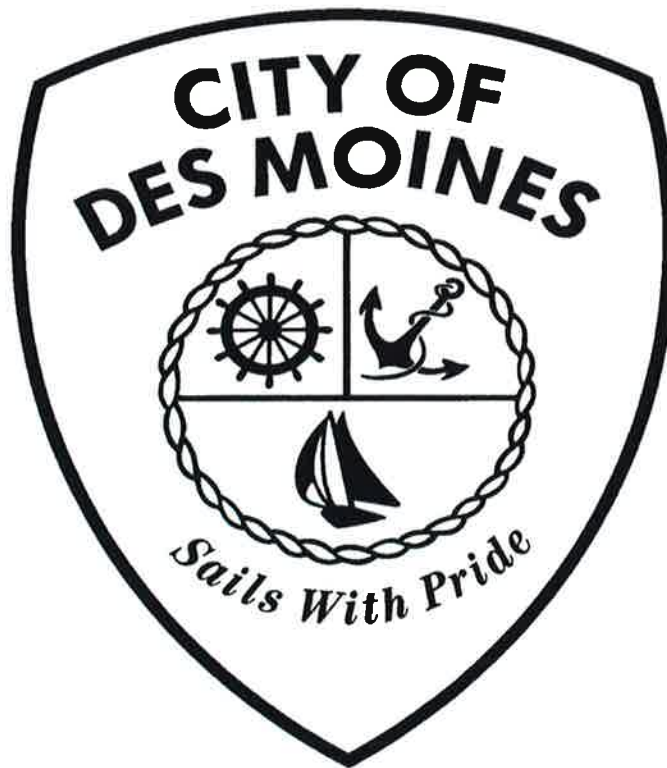
ORDINANCE NO. 1668

APPENDIX B – CAPITAL BUDGET

<u>Project #</u>	<u>Status</u>	<u>Project Title</u>	<u>Budget</u>
101.305.018	New	Bi-Annual Guardrail Plan 2018	25,000
101.573.530	Continuing	ADA Transition Plan	69,930
101.573.530	Continuing	Street Standards Update	45,700
101.573.531	New	Annual Sidewalk Program 2018	20,000
TOTAL FUND 101 STREETS O&M 2018			160,630
102.102.571	Continuing	Arterial Street Paving 2017-2018	1,356,148
102.102.571	New	Arterial Street Paving 2018-2019	925,000
TOTAL FUND 102 ARTERIAL PAVE 2018			2,281,148
310.057.045	Continuing	Field House Tennis Court	25,000
310.062	Continuing	Parkside Playground	557,296
310.056	New	DMBP Sun Home Lodge Rehab	66,000
310.067	Continuing	Des Moines Waterfront Vista	1,337,300
310.068	Continuing	Midway Park Play Equipment	25,000
310.070	Continuing	Kiddie Park Play Eq.	138,000
310.405	Continuing	North Bulkhead	5,700,000
310.406	New	N Lot Restrooms, Plazas & Promenade	750,000
310.514	Continuing	Financial System Replacement	252,000
310.708	Continuing	City Hall Generator	173,262
310.709	New	Marina Dynamic Messaging Signs	50,000
TOTAL FUND 310 MCI CIP 2018			9,073,858
319.334	Continuing	South 216th - Segment 3	5,929,210
319.336	Continuing	S 224th Street Improvements	605,895
319.337	Continuing	Downtown Alley Improvement	541,183
319.345	Continuing	Barnes Creek Trail/SR 509 ROW	1,094,012
319.471	Continuing	16th Ave S Improve - Segment 5A	128,839
319.606	Continuing	Midway Elem Sidewalks	395,656
319.611	New	Redondo Paid Parking	200,000
319.614	Continuing	S 268th Street Sidewalks	981,327
319.617	New	S 223rd Walkway Improvements	44,000
319.619	New	Arterial Traffic Calming 2018	151,500
TOTAL FUND 319 TRANSPORT CIP 2018			10,071,622
403.456	New	Fuel Dispenser	60,000
403.458	Continuing	Marina Maint, Dredging	675,000
403.499	Continuing	Marina Dock Replacement	1,000,000
TOTAL FUND 403 MARINA CIP 2018			1,735,000
451.804	Continuing	Barnes Creek/KDM Culvert Replacement	1,891,185
451.815	Continuing	24th Ave Pipeline Replace/Upgrade	556,100
451.827	Continuing	South 251st Street Storm Outfall	370,590
451.828	Continuing	Deepdene Plat Outfall Replacement	410,161
451.829	Continuing	S 223rd Stormwater Improvements	545,491
451.831	Continuing	451.831 216th/11th Ave Pipe Repl.	328,720
451.832	New	Pond Safety Improvements	58,000
451.833	Continuing	6th Ave/239th Pipe Replacement	249,000
TOTAL FUND 451 SWM CIP 2018			4,409,247
506.709	Continuing	City Facility Condition Assessment	10,000
506.710	New	Court Security Improvements	230,000
506.711	New	Police Security Improvements	183,000
TOTAL FUND 506 FACILITY REPAIR CIP 2018			423,000
TOTAL CONTINUING APPROPRIATION CAPITAL BUDGET			28,154,505

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CITY OF DES MOINES



2018 OPERATING & CAPITAL BUDGETS

Adopted by Ordinance No. xxxx
NOVEMBER 9, 2017

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

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A GUIDE TO THE CITY OF DES MOINES BUDGET

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

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

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

WHAT IS A BUDGET?

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

WHAT ARE REVENUES?

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

WHAT ARE EXPENDITURES?

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

WHAT IS A FUND?

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

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

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

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

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

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

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

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

WHY USE FUNDS?

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

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

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

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

ORGANIZATION OF THE BUDGET DOCUMENT

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

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

The next section is a series of summary schedules of the City budget. These schedules summarize

revenues and expenditures by fund and by major category. Some of the funds or departments may contain informational narrative and an organizational chart that includes a table of departmental personnel.

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

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

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

SUMMARY OF THE BUDGET PROCESS

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

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

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

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

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

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

CITY MANAGER'S BUDGET MESSAGE

Honorable Mayor and Council:

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

INTRODUCTION

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

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

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

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

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

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

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

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

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

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

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

GENERAL FUND

2018 HIGHLIGHTS AT A GLANCE

ONGOING REVENUE	\$21,632,100
ONGOING EXPENDITURE	\$21,383,500
NET ANNUAL ONGOING SURPLUS	\$ 248,600

ONGOING REVENUE CHANGES (From 2017 Adj. Budget):

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

TOTAL CHANGES TO ONGOING REVENUES	\$ 756,600
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ONGOING EXPENDITURE CHANGES (From 2017 Adj. Budget):

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

TOTAL CHANGES TO ONGOING EXPENDITURES	\$ 734,200
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ONE-TIME REVENUES:

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

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

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

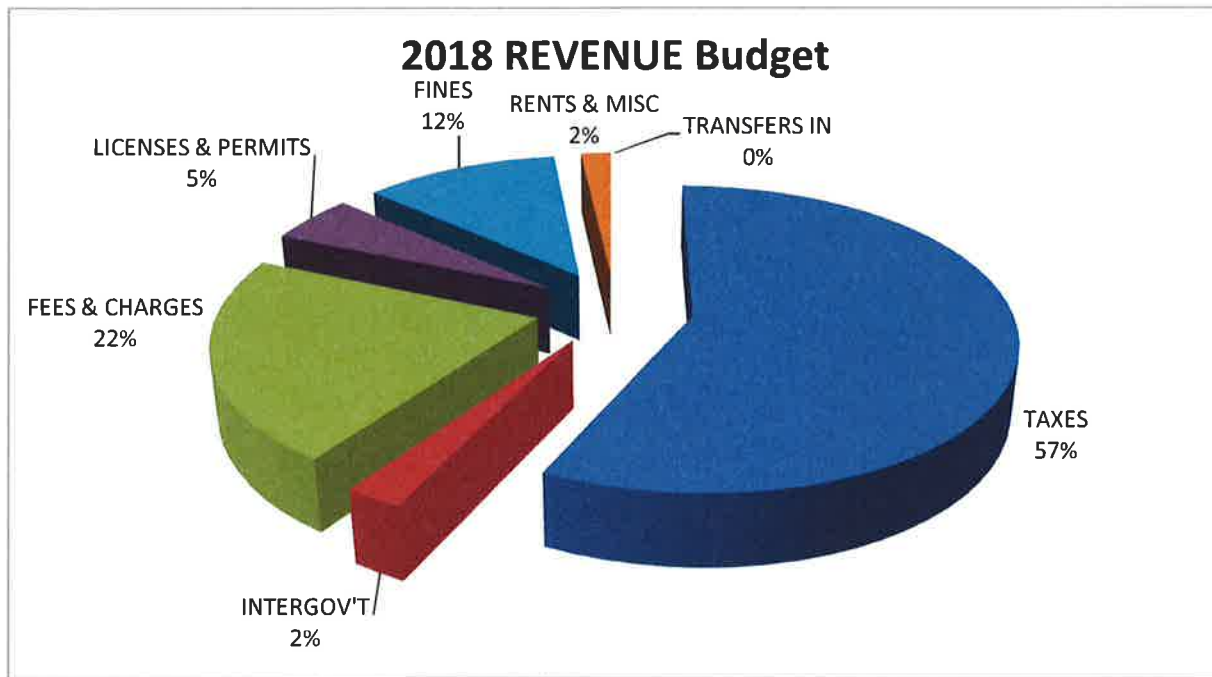
2017-2022 GENERAL FUND							
	ADJ BUDGET 2017	REVISED EST 2017	BUDGET 2018	FORECAST			
				2019	2020	2021	2022
Revenues	21,038,000	21,716,000	21,632,109	21,892,000	22,245,000	22,613,000	22,909,000
Expenditures	(20,397,000)	(20,599,300)	(21,383,461)	(21,513,389)	(22,135,737)	(22,745,818)	(23,141,884)
Net Activity ("Profit/Loss")	641,000	1,116,700	248,648	378,611	109,263	(132,818)	(232,884)
ON-GOING CHANGES TO STATUS QUO							
Increased Revenue Opportunities				35,000	40,000	45,000	50,000
Reduced Expenditures- Future Savings			-	200,000	200,000	200,000	200,000
Total Annual Impact			-	235,000	240,000	245,000	250,000
REMAINING SUSTAINABLE		1,116,700	248,648	613,611	349,263	112,182	17,116
ONE-TIME ACTIVITIES							
Revenues							
Red Light Running (>\$1.5m)	485,000	1,188,700	1,000,000	159,000			
All Other One Time Revenues	727,000	859,000					
Expenditures							
2017 One Time Expenditures	(900,000)	(1,383,000)					
Temp Asst Police Chief	(133,000)	(133,000)	(196,000)	(96,000)			
Temp Court Clerk	(49,000)	(49,000)	(72,000)	(63,000)			
Transfer Out - Traffic Calming Signs			(151,500)				
EMS Radios - Public Works			(25,000)				
Police Radio Replacements			(55,000)				
SWAT Gear/Equipment			(12,000)				
Transfer Out - Abatement Fund "Seed Money"			(30,000)				
Police Dept Security CIP (REET 1 to Bulkhead)			(138,000)				
Court Security CIP (REET 1 to Bulkhead)			(176,000)				
Police Dept HVAC CIP (Save One Time Sales Tax)				(277,000)			
Transfer Out - N Bulkhead			(1,000,000)	(500,000)			
Legislative Lobbist			(10,000)				
Metro Pilot Program Consultant			(15,000)				
Communication Consultant			(15,000)				
Communication Software			(10,000)				
Parks Deep Time Aerator			(27,000)				
Transfer Out - Parking/Event Signs			(50,000)				
Transfer Out - Economic Dev CIPs - Alley Improve			(393,650)				
Total One Time Activities	130,000	482,700	(1,376,150)	(777,000)	-	-	-
ENDING RESERVE	3,704,000	4,532,700	3,405,198	3,241,809	3,591,072	3,703,254	3,720,370
Required Reserve Calculation							
5% Stabilization	1,051,900	1,085,800	1,081,605	1,094,600	1,112,250	1,130,650	1,145,450
7% Regular	1,427,790	1,441,951	1,496,842	1,505,937	1,549,502	1,592,207	1,619,932
Combined Target Reserve	2,479,690	2,527,751	2,578,447	2,600,537	2,661,752	2,722,857	2,765,382
GFOA Target of 60 days	3,399,500	3,433,217	3,563,910	3,585,565	3,689,290	3,790,970	3,856,981
Reserve (shortfall) surplus	304,500	1,099,483	(158,712)	(343,756)	(98,218)	(87,716)	(136,611)

GENERAL FUND NET ACTIVITY BY PROGRAM

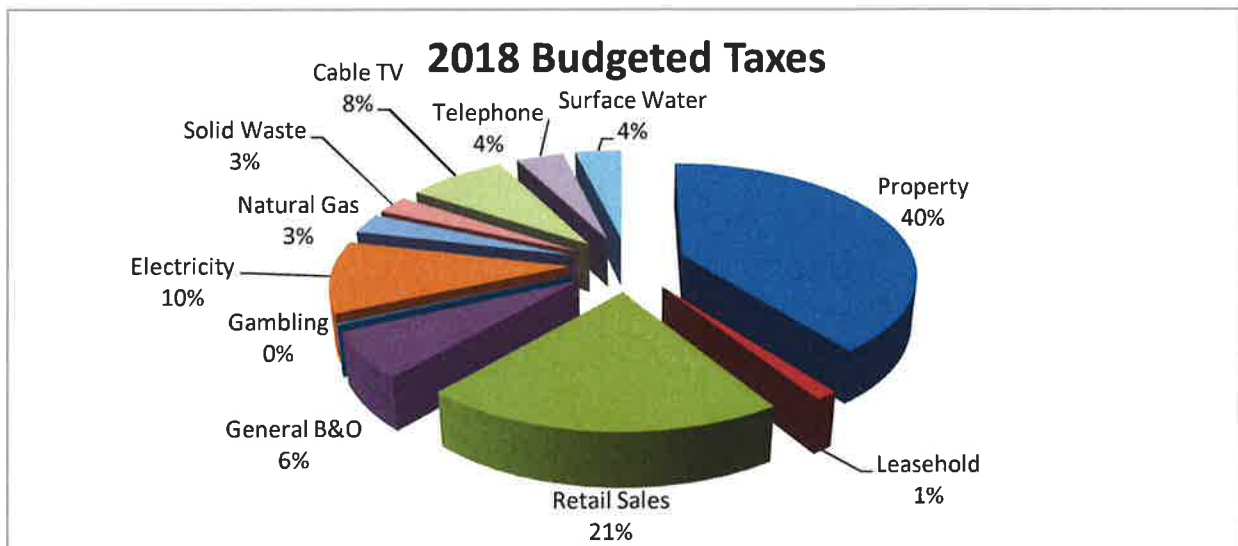
	2017 ADJUSTED BUDGET			2018 BUDGET		
	REVENUE	EXPENDITURE	NET ACTIVITY	REVENUE	EXPENDITURE	NET ACTIVITY
Unrestricted Revenues						
Unrestricted Taxes	11,650,919		11,650,919	12,117,000		12,117,000
One Time Sales/B&O Taxes	199,420		199,420	-		-
Unrestricted Franchise Fees	1,090,440		1,090,440	1,130,000		1,130,000
State/City Assistance	90,000		90,000	90,000		90,000
Miscellaneous	41,568		41,568	21,000		21,000
Transfer In	-		-	-		-
Total Unrestricted Revenues	13,072,347	-	13,072,347	13,358,000	-	13,358,000
Policy & Support Services						
Support Services Chargebacks	2,381,924		2,381,924	2,620,190		2,620,190
City Council		91,989	(91,989)		95,148	(95,148)
City Manager	26,357	1,212,929	(1,186,572)	-	1,178,806	(1,178,806)
Financial Services	51,356	1,009,598	(958,242)	70,000	996,334	(926,334)
Technology Services	835,118	792,022	43,096	758,527	758,527	-
Legal (Civil)	-	298,332	(298,332)	-	315,537	(315,537)
Bldg & Facility Maint		351,603	(351,603)		394,665	(394,665)
Total Policy & Support Services	3,294,755	3,756,473	(461,718)	3,448,717	3,739,017	(290,300)
Public Safety Services						
Restricted - Public Safety	3,377,340		3,377,340	3,884,460		3,884,460
Court	121,110	1,187,393	(1,066,283)	115,005	1,287,728	(1,172,723)
Probation	69,143	172,116	(102,973)	72,500	224,938	(152,438)
EMS/Fire/Jail/Public Defenders	4,358	756,312	(751,954)	4,500	968,037	(963,537)
Legal (Prosecution, DV, etc.)	25,000	345,163	(320,163)	36,050	377,867	(341,817)
Police	225,905	10,413,223	(10,187,318)	238,015	10,525,459	(10,287,444)
Total Public Safety Services	3,822,856	12,874,207	(9,051,351)	4,350,530	13,384,029	(9,033,499)
Community Services						
Planning & Bldg (NonFee Based)		438,678	(438,678)		750,947	(750,947)
Engineering (NonFee Based)		245,096	(245,096)		256,360	(256,360)
Subtotal	-	683,774	(683,774)	-	1,007,307	(1,007,307)
Park Maintenance	28,401	855,184	(826,783)	26,665	946,555	(919,890)
Parks & Community Relations	2,825	210,174	(207,349)	6,500	218,553	(212,053)
Senior & Human Services	126,405	484,589	(358,184)	104,050	604,892	(500,842)
Arts Program	17,000	57,221	(40,221)	12,500	55,511	(43,011)
Recreation Programs	1,082,349	1,255,288	(172,939)	1,059,047	1,289,210	(230,163)
Beach Park Rentals	297,348	537,877	(240,529)	266,100	563,949	(297,849)
Subtotal	1,554,328	3,400,333	(1,846,005)	1,474,862	3,678,670	(2,203,808)
Total Community Services	1,554,328	4,084,107	(2,529,779)	1,474,862	4,685,977	(3,211,115)
Transfers Out						
Fund balance subsidies		1,507,686	(1,507,686)		30,000	(30,000)
Capital & Debt		64,440	(64,440)		1,920,588	(1,920,588)
One Time Sales/ B&O Tax		700,000	(700,000)		-	-
Total Transfers	-	2,272,126	(2,272,126)	-	1,950,588	(1,950,588)
TOTAL GENERAL FUND	21,744,286	22,986,913	(1,242,627)	22,632,109	23,759,611	(1,127,502)

GENERAL FUND REVENUES

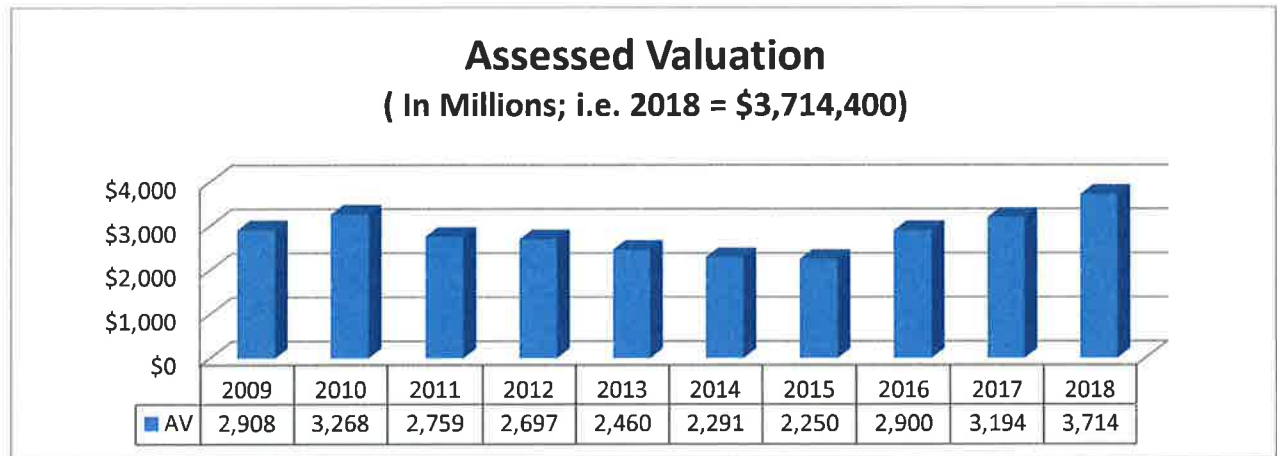
Taxes. Taxes represent 57% of the overall funding to the General Fund.



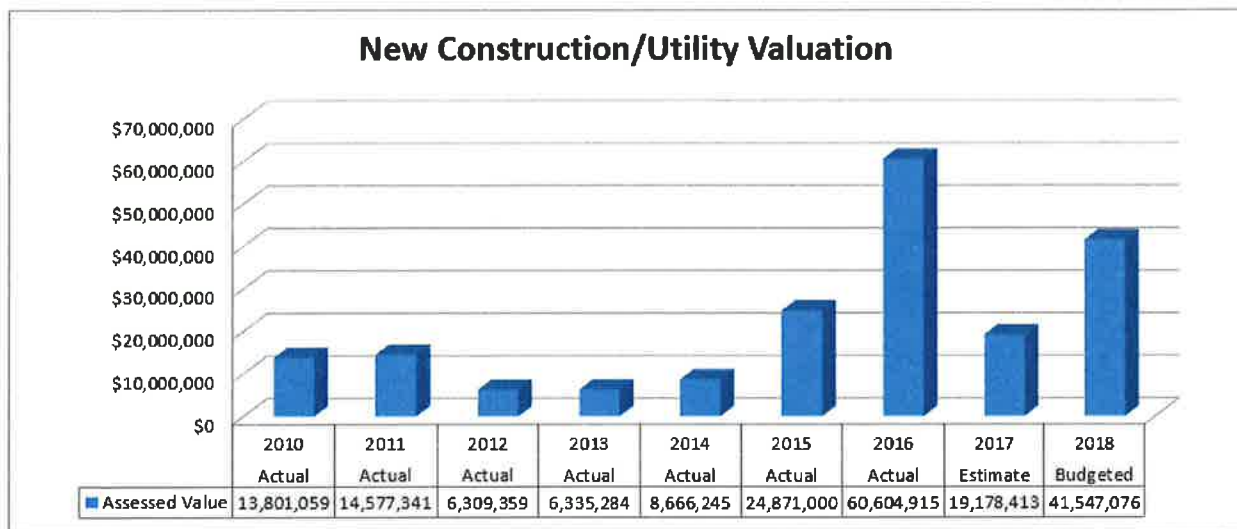
Property tax still remains the largest single source of tax revenue to the general fund (\$4,800,000) but utility taxes are a close second (\$3,857,000). The relative percentage of tax sources funding the General Fund is: 41% Property/Leasehold Tax, 38% Utility/B&O Tax and 21% Sales Tax. Diversification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



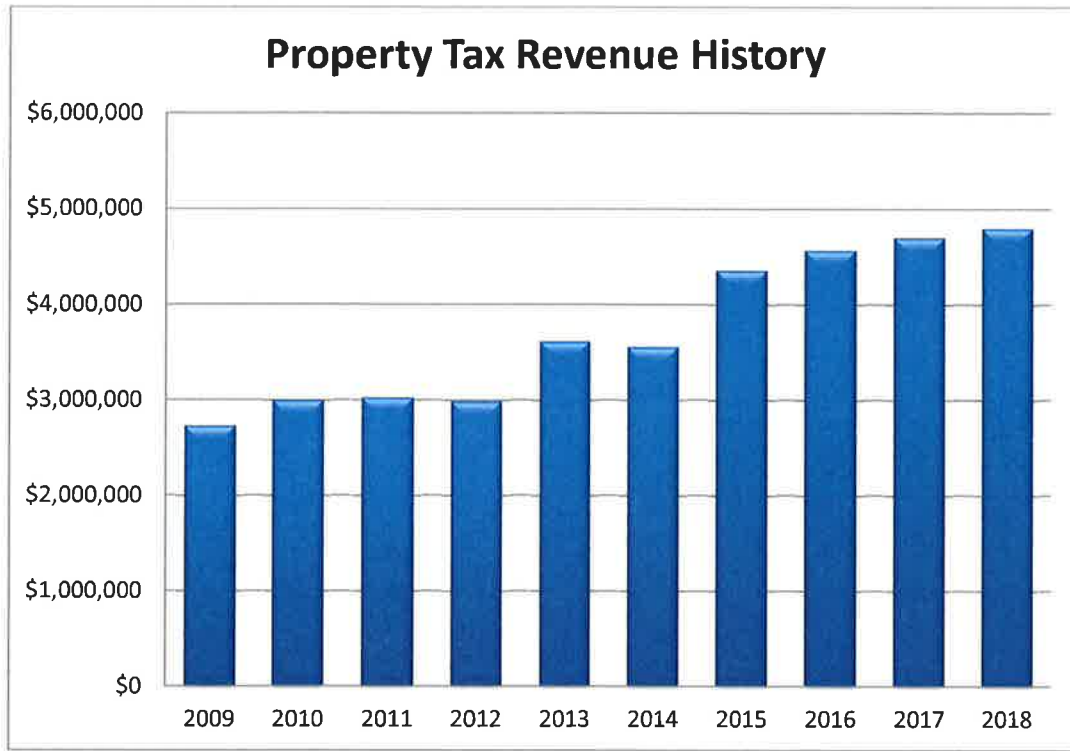
Property taxes. In 2018 property taxes are budgeted to increase approximately \$94,800 due to a combination of increased assessed values and new construction. Assessed valuation has recovered and surpassed the 2010 peak valuation. Based on historical trend, the budget assumes 98% of the taxes will be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



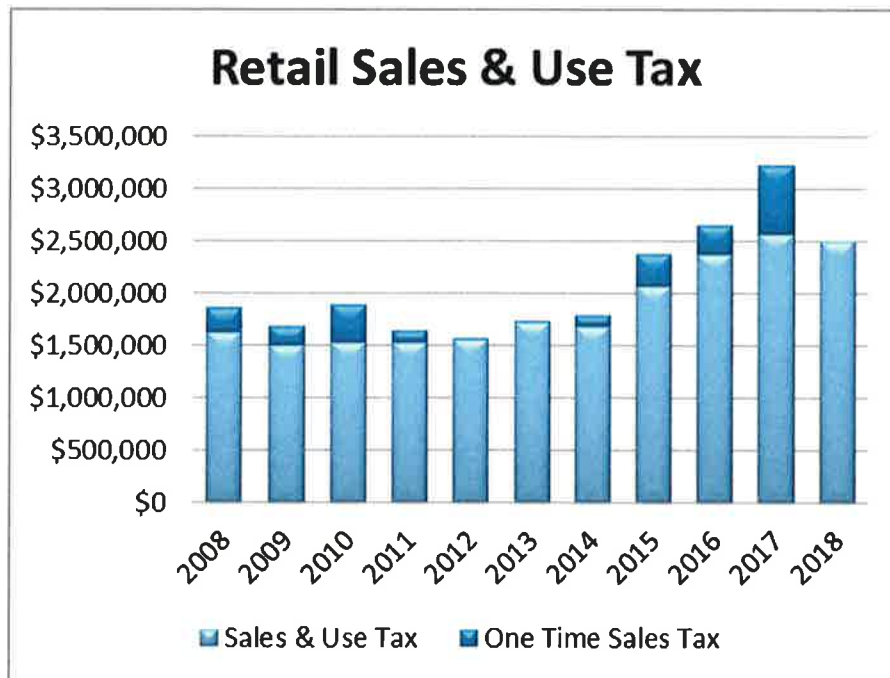
The City's success and continued focus on economic development is reflected in the increase in new construction values. The new construction factor adds just over \$62,770 in new, ongoing property tax revenues.

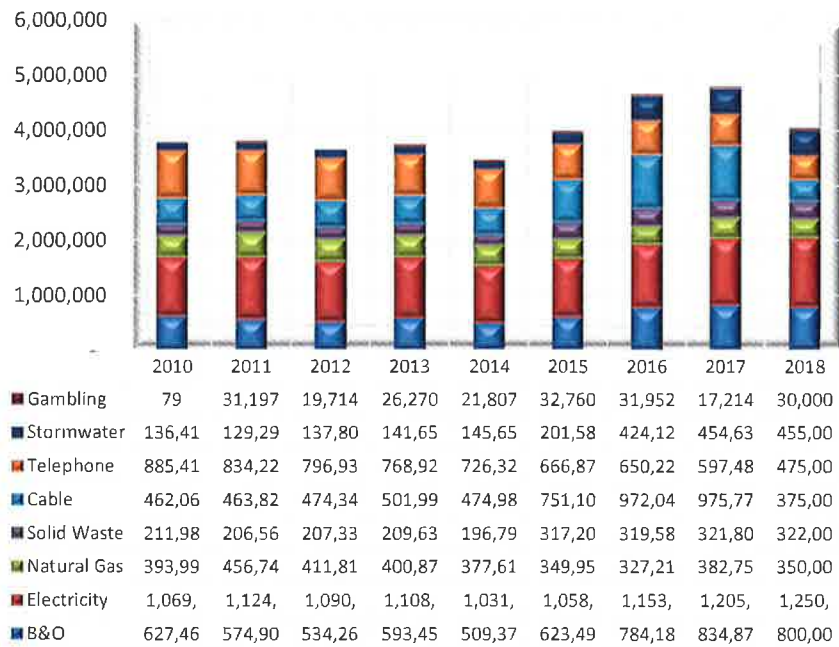
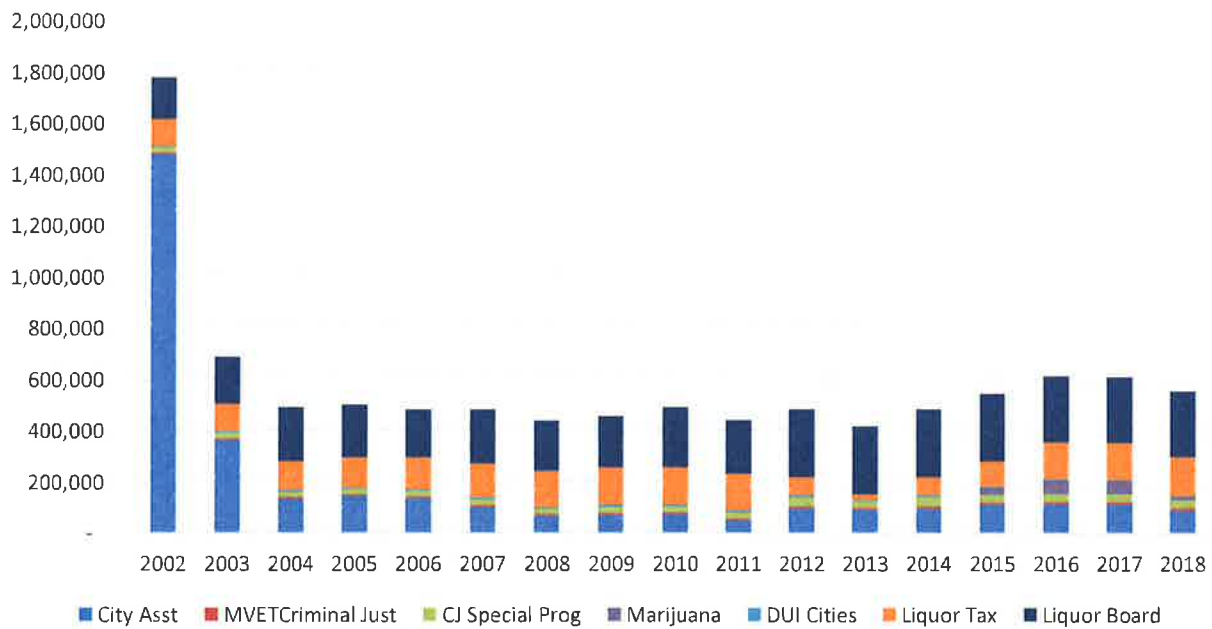


The City is limited by state law to a property tax levy which is subject to three different limitation calculations. The first limit is an overall limit of \$3.60/1,000 assessed valuation. When there is a library and/or fire district located within the City, those districts' property tax levies are deducted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



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



B&O Taxes (& Utility Taxes).**B&O/Utility Taxes*****State Shared Revenues*****State Shared Revenues**

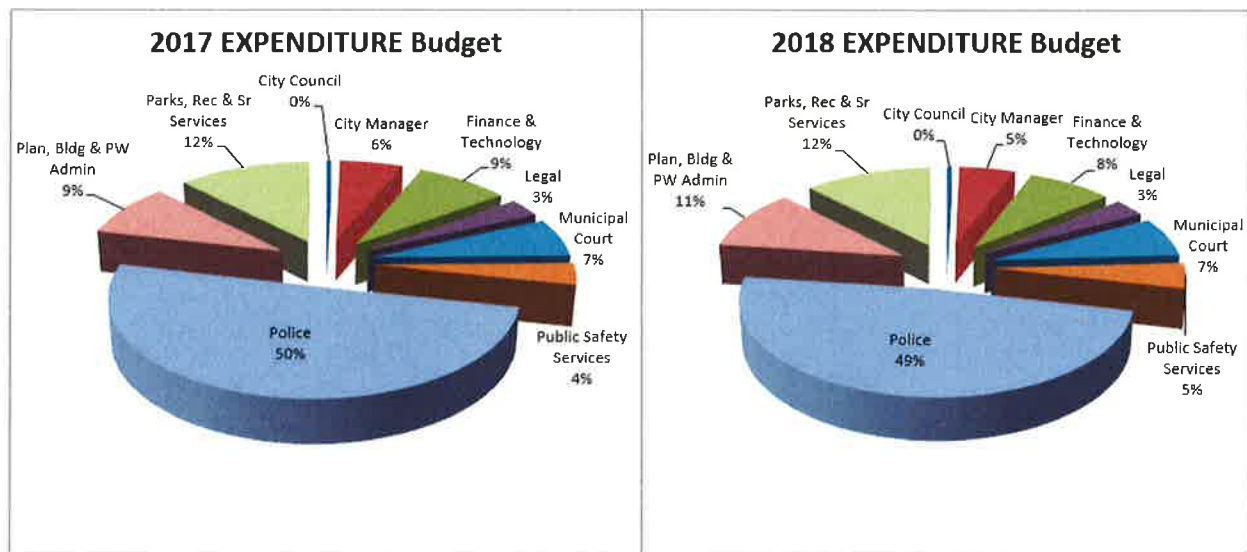
As can be seen in the graph above, the state used to provide significant financial assistance with payments of near \$1.5 million in 2002. In 2018, the same program is expected to provide just \$90,000. In the graph above you can also see that the state decided to keep nearly all the Liquor Tax money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

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

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

GENERAL FUND EXPENDITURES

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



Position Changes. 2017 was a year of reorganization and the original 2017 budget was created before the reorganization. The following is a list of position changes not included in the original 2017 budget, which are approved during 2017 and for which a full year budget impact is included in 2018. Discussion continues regarding the most effective way to deliver public services most efficiently while maintain excellent customer service. The 2017-2022 Forecast anticipates additional \$200,000 of future expenditure reductions and increased revenue opportunities of at least \$35,000 starting in 2019.

GENERAL FUND POSITION CHANGES – FIRST FULL YEAR EFFECT IN 2018

FTE	TITLE	GRADE
<u>General Administration/Support</u>		
(1.00)	Economic Develop Dir/Asst City Mgr	(D39)
1.00	Chief Operating Officer (COO)	D41
(1.00)	City Clerk	(E26)
1.00	City Clerk/Comm Director	D31
(1.00)	Executive Secretary/HR Technician	(G20)
1.00	Deputy City Clerk	G20
	City Manager - Vacation Cash Out - 80 hrs (new)	
	City Manager - Sick Leave Cash Out - 80 hrs (new)	
	COO - Vacation Cash Out - 80 hrs (new)	
	City Attorney - Vacation Cash Out (80 hrs new)	
(0.40)	Domestic Violence Advocate 2x8 hrs(Extra Hire/ no benefits)	
0.43	Domestic Violence Advocate 2 x 8.5 hrs(Permanent Part Time)	
	Finance Director - Vacation Cash Out (80 hrs new)	D38
(1.00)	Finance Manager	(E30)
1.00	Finance Manager -Upgrade	E31
(1.00)	Payroll/ Benefits Specialist	(G19)
1.00	Staff Accountant	G21
(1.00)	Technology Services Manager	(E30)
1.00	Technology Services Manager -Upgrade	E31
(1.00)	Network Administrator	(G22)
1.00	Network Administrator - Upgrade	G25
0.50	Building/Facilities Maintenance Assistant	T15
<u>Public Safety</u>		
1.00	30 mo Limited Term - Court Clerk (Mid 2017-End 2019)	G13
(0.70)	Probation Officer	(G20)
1.00	Probation Officer	G20
(0.70)	Court Security Officer	(G18)
1.00	Court Security Officer	G18
(0.15)	Court Marshall (6 hrs/week)	(G18)
0.23	Court Marshall (9 hrs/week)	G18
1.00	24 mo Limited Term - Asst Police Chief (Mid 2017-End 2019)	D38
1.00	Detective - Task Force (Add Position 2017)	P27
(5.00)	Police Records Specialists	(G12)
5.00	Police Records Specialists Upgrade	G13
(1.00)	Administrative Asst-Police Dept	(G15)
1.00	Lead Police Records Specialist	G15
	Police Chief - Vacation Cash Out (80 hrs new)	D39
<u>Community Services</u>		
(1.00)	Building Official	(E30)
1.00	Building Official - Upgrade	E32
(1.00)	Recreation Coordinator	(G19)
1.00	Recreation Manager	E24
(1.00)	Office Specialist - Recreation	(G13)
1.00	Office Manager I - Recreation	G17
(1.00)	Recreation Coordinator - Events & Facility Rental	(G19)
1.00	Recreation Manager - Events & Facility Rental	E21
(0.72)	Recreation Specialist-Senior Center	(G12)
1.00	Recreation Specialist-Senior Center	G12
(0.72)	Recreation Specialist-Sports	(G12)
1.00	Recreation Specialist-Sports	G12
(0.72)	Recreation Specialist-BASP/Breaks/Camps	(G12)
1.00	Recreation Specialist-BASP	G12
(0.72)	Recreation Specialist-Events & Facility Rental	(G12)
1.00	Recreation Specialist-Events & Facility Rental	G12
	Facility Leader IV (Add: PERS Retirement)	

OTHER FUNDS POSITION CHANGES – FIRST FULL YEAR EFFECT IN 2018

Development Fund

1.00	Community Develop Director	D36
(1.00)	Senior Planner	(E25)
1.00	Principal Planner	E28
1.00	Planner I- Add Position 2017	G20
1.00	Building Inspector- Add Position 2017	G22
(1.00)	Community Development Office Asst	(G12)
1.00	Permit Coordinator	G15
(1.00)	Assoc Transport Engineer	(E30)
1.00	Public Works Director	D36

Equipment Maintenance Fund

0.10	Assistant Mechanic	
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Surface Water Management Fund

(1.00)	SWM Engineering Aide	(G17)
1.00	Asset Mgmt Program Coordinator	G20
(0.60)	Storm Maint Worker	(T15)
1.00	Storm Maint Specialist	T16

GENERAL FUND

FINANCIAL POLICIES

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

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

Fund Balance Policy (7 % General Reserve plus 5% Stabilization Reserve). Ordinance 1144 establishes a 7% Operating Reserve and Chapter 3.50 of the Des Moines Municipal Code establishes an additional 5% Stabilization Reserve. 12% of ongoing revenues (\$21,632,100) is approximately \$2,595,850. The 2018 Budget provides for an ending fund balance of approximately \$3,405,200 thereby meeting the minimum requirements.

GFOA’s Best Practice Fund Balance Policy. As discussed during the August City Council Budget Retreat, the current fund balance policy is inadequate in many years to meet the City’s cash flow and other fund balance needs and so a new target should be established. The Government Finance Officer Association (GFOA) sets out several “best practice” policies. One such policy for fund balance suggest a target of 60 days’ expenditure is often a reasonable target. This minimum fund balance target is 16.67% of \$21,383,500 or \$3,564,600. The 2018 Budgeted ending reserve of approximately \$3,405,200 is 98% of this recommended level.

DEVELOPMENT FUND

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

STREET FUND

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

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

ARTERIAL STREET PAVEMENT FUND

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

NEW SPECIAL REVENUE FUND

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

CONSTRUCTION FUND

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

MARINA FUND

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

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

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

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

SURFACE WATER MANAGEMENT (SWM) FUND

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

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

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

SUMMARY

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

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

Respectively submitted,

Michael Matthias

City Manager

LIST OF CITY OFFICIALS

Elected Officials

*Matt Pina**Vic Pennington**Dave Kaplan**Robert K. Back**M. Luisa Bangs**Jeremy Nutting**Melissa Musser***Mayor:**

Matt Pina

Deputy Mayor:

Vic Pennington

Administrative Officials

City Manager	Michael Matthias	(206) 870-6554
Chief Operations Officer	Dan Brewer	(206) 870-6581
City Attorney	Tim George	(206) 870-6518
Acting Finance Director	Cecilia Pollock	(206) 870-6510
Police Chief	George Delgado	(206) 870-7601
City Clerk/Communications Director	Bonnie Wilkins	(206) 870-6519
Harbormaster	Joe Dusenbury	(206) 870-1562
Municipal Court Judge	Lisa Leone	(206) 878-4597
Parks, Rec & Sr. Services Director	Patrice Thorell	(206) 870-6529
Community Development Director	Susan Cezar	(206) 870-6725
Public Works Director	Brandon Carver	(206) 870-6543
Human Resources Manager	Maureen Murphy	(206) 870-6722

DRAFT ORDINANCE NO. XXXX

APPENDIX A 2018 OPERATING BUDGET

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

2018 REVENUE SOURCES BY FUND

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

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

2018 EXPENDITURE CATEGORIES BY FUND

	Salaries & Wages	Personnel Benefits	Supplies	Other Services & Charges	Transfers	Capital Outlay
<u>GENERAL FUND:</u>						
General	9,802,352	3,419,241	537,125	8,018,605	1,950,588	31,700
<u>SPECIAL REVENUE FUNDS:</u>						
Street Maintenance	362,761	154,854	86,300	1,011,022	-	-
Arterial Street Pavement	-	-	-	1,310,413	-	-
Development	1,255,389	526,856	24,763	739,459	-	-
Police Drug Seizure	-	-	500	500	-	-
Hotel-Motel Tax	-	-	-	112,000	-	-
Redondo Zone	-	-	5,100	64,753	-	-
Waterfront Zone	-	-	5,000	153,938	-	-
PBPW Automation	-	-	-	95,778	-	-
Urban Forestry	-	-	5,000	-	-	-
Abatement	-	-	-	200	-	-
Automated Speed Enforce	-	-	-	272,000	124,686	-
Transportation Benefit District	-	-	-	459,812	455,000	-
<u>DEBT SERVICE FUNDS:</u>						
Debt Service	-	-	-	16,958	-	-
<u>CONSTRUCTION FUNDS:</u>						
Construction	-	-	-	25,000	418,256	6,250,035
<u>ENTERPRISE FUNDS:</u>						
Marina	757,095	277,853	794,400	913,536	-	60,000
Surface Water Management	922,742	424,417	88,112	1,585,117	-	1,235,860
<u>INTERNAL SERVICE FUNDS:</u>						
Equip Rental Operations	116,923	59,129	217,345	121,745	-	-
Equip Rental Replacement	-	-	-	-	-	523,000
Facility Repair & Replacement	-	-	-	473,013	-	-
Computer Replacement	-	-	-	-	-	203,105
Self Insurance	-	-	-	701,975	-	-
Unemployment Insurance	-	-	-	30,000	-	-
TOTAL ALL FUNDS	13,217,262	4,862,350	1,763,645	16,105,824	2,948,530	8,303,700

Debt Service	Ending Fund Balance	TOTAL USES
-	3,404,593	27,164,204
-	705,478	2,320,415
-	819,948	2,130,361
-	1,690,112	4,236,579
-	7,385	8,385
-	27,875	139,875
-	13,562	83,415
-	133,454	292,392
-	185,668	281,446
-	5,000	10,000
-	40,308	40,508
-	168,001	564,687
-	280,035	1,194,847
265,946	24,136	307,040
-	6,697,560	13,390,851
815,415	2,982,456	6,600,755
-	2,942,858	7,199,106
-	315,863	831,005
-	2,388,931	2,911,931
-	238,736	711,749
2,719	751,608	957,432
-	603,795	1,305,770
-	451,856	481,856
<u>1,084,080</u>	<u>24,879,218</u>	<u>73,164,609</u>

REVENUE SUMMARY GENERAL FUND

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

REVENUE SUMMARY GENERAL FUND

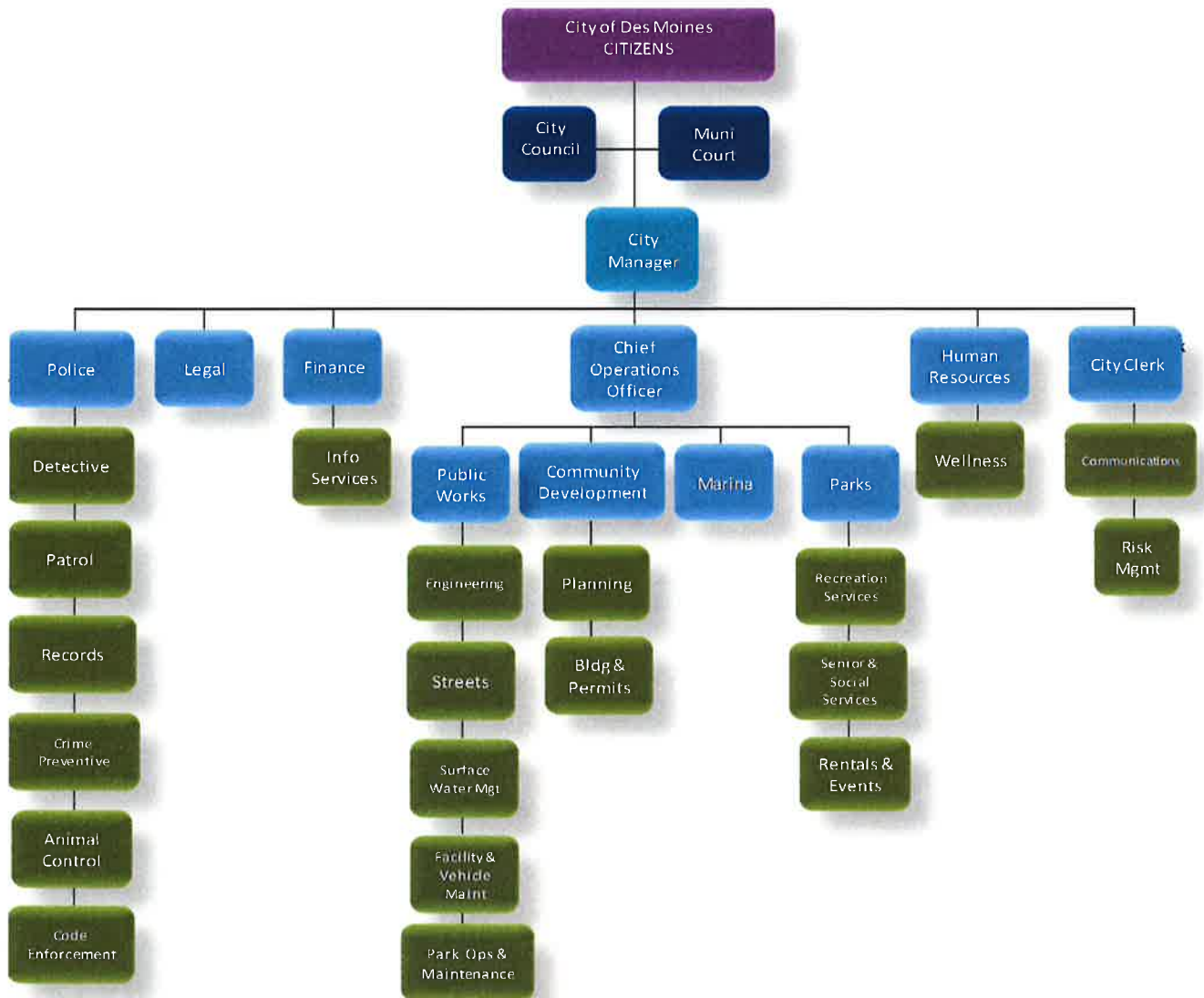
SOURCE OF REVENUE	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 BUDGET
CHARGES FOR SERVICE:					
GENERAL GOVERNMENT	\$ 1,371,727	\$ 1,126,855	\$ 1,827,980	3,415,544	3,596,872
PUBLIC SAFETY	267,337	248,491	189,001	188,018	210,600
NATURAL & ECONOMIC	683,983	644,243	1,311,626	650	500
SOCIAL SERVICES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

EXPENDITURE SUMMARY
 (Excluding Ending Fund Balance)
ALL FUNDS

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 Adjusted BUDGET	2018 BUDGET
General	\$ 17,278,366	\$ 17,814,341	\$ 20,046,973	\$ 22,986,913	\$ 23,759,611
Street Maintenance	1,123,831	1,221,176	1,361,030	1,730,520	1,614,937
Arterial Street Pavement	-	-	-	130,185	1,310,413
Development	-	-	-	2,187,078	2,546,467
Police Drug Seizure	2,528	22,844	-	3,500	1,000
Hotel-Motel Tax	20,239	26,246	75,331	114,000	112,000
Redondo Zone	-	79,172	74,043	113,855	69,853
Waterfront Zone	-	-	-	153,790	158,938
PBPW Automation	-	-	-	101,032	95,778
Urban Forestry	-	-	-	-	5,000
Abatement	-	-	-	16,200	200
Automated Speed Enforce	383,286	50	302,312	364,586	396,686
Transportation Benefit District	457,227	408,671	483,826	995,522	914,812
Debt Service	394,592	385,636	406,971	406,518	282,904
Construction	8,215,733	6,709,703	9,383,881	4,827,169	6,693,291
Marina	4,311,453	8,284,890	3,416,448	5,222,085	3,618,299
Surface Water Management	3,552,287	2,524,878	4,014,322	3,962,327	4,256,248
Equip Rental Operations	514,534	485,846	439,555	497,739	515,142
Equip Rental Replacement	206,208	472,302	779,088	915,810	523,000
Facility Repair & Replacement	140,699	215,822	87,211	53,000	473,013
Computer Replacement	124,808	204,417	217,088	475,630	205,824
Self Insurance	567,611	648,770	639,035	699,580	701,975
Unemployment Insurance	17,082	2,451	26,884	75,000	30,000
TOTAL ALL FUNDS	<u>\$ 37,310,484</u>	<u>\$ 39,507,215</u>	<u>\$ 41,753,998</u>	<u>\$ 46,032,039</u>	<u>\$ 48,285,391</u>

DRAFT ORDINANCE NO. XXXX

CITY OF DES MOINES ORGANIZATION CHART



**GENERAL FUND EXPENDITURE SUMMARY
BY DEPARTMENT**

DEPARTMENT	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
City Council	81,180	65,728	80,810	91,989	95,148
City Manager	1,085,420	1,008,237	1,750,392	1,212,929	1,178,806
Finance & Technology	1,322,607	1,353,537	1,658,127	1,801,420	1,754,861
Legal	565,151	590,590	575,225	643,496	693,404
Municipal Court	873,121	970,664	963,709	1,359,508	1,512,666
Public Safety Services	781,105	639,664	729,685	756,312	968,037
Police	7,731,403	7,809,402	8,056,571	10,413,423	10,525,459
Plan, Bldg & PW Admin	2,968,720	3,338,186	3,617,930	1,890,561	2,348,527
Parks, Rec & Sr Services	1,818,117	1,960,894	1,892,088	2,545,149	2,732,115
Transfers Out	51,542	77,439	722,436	2,272,126	1,950,588
Total Operations	17,278,366	17,814,341	20,046,973	22,986,913	23,759,611
Ending Fund Balance	677,557	1,339,266	4,440,724	2,196,457	3,404,593
Total Expenditures	17,955,923	19,153,607	24,487,697	25,183,370	27,164,204

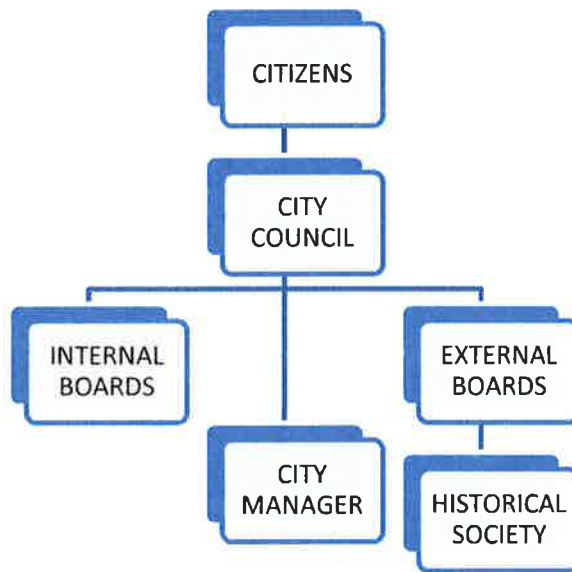
**GENERAL FUND EXPENDITURE SUMMARY
BY CATEGORY**

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	8,786,015	9,074,160	9,737,368	9,296,170	9,802,352
Personnel Benefits	3,267,399	3,340,003	3,418,037	3,190,495	3,419,241
Supplies	424,083	438,388	452,937	519,043	537,125
Other Services & Charges	4,728,409	4,827,206	5,674,823	7,694,623	8,018,605
Capital Outlay	-	57,147	41,374	14,456	31,700
Transfers Out	51,542	77,439	722,436	2,272,126	1,950,588
Total Operations	17,257,449	17,814,344	20,046,973	22,986,913	23,759,611
Ending Fund Balance	677,557	1,339,266	4,440,724	2,196,457	3,404,593
Total Expenditures	17,935,006	19,153,610	24,487,697	25,183,370	27,164,204

INDIVIDUAL
GENERAL
FUND
DEPARTMENTS

CITY COUNCIL

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



The City Council is responsible for:

Developing municipal policy and providing direction to the City Manager.

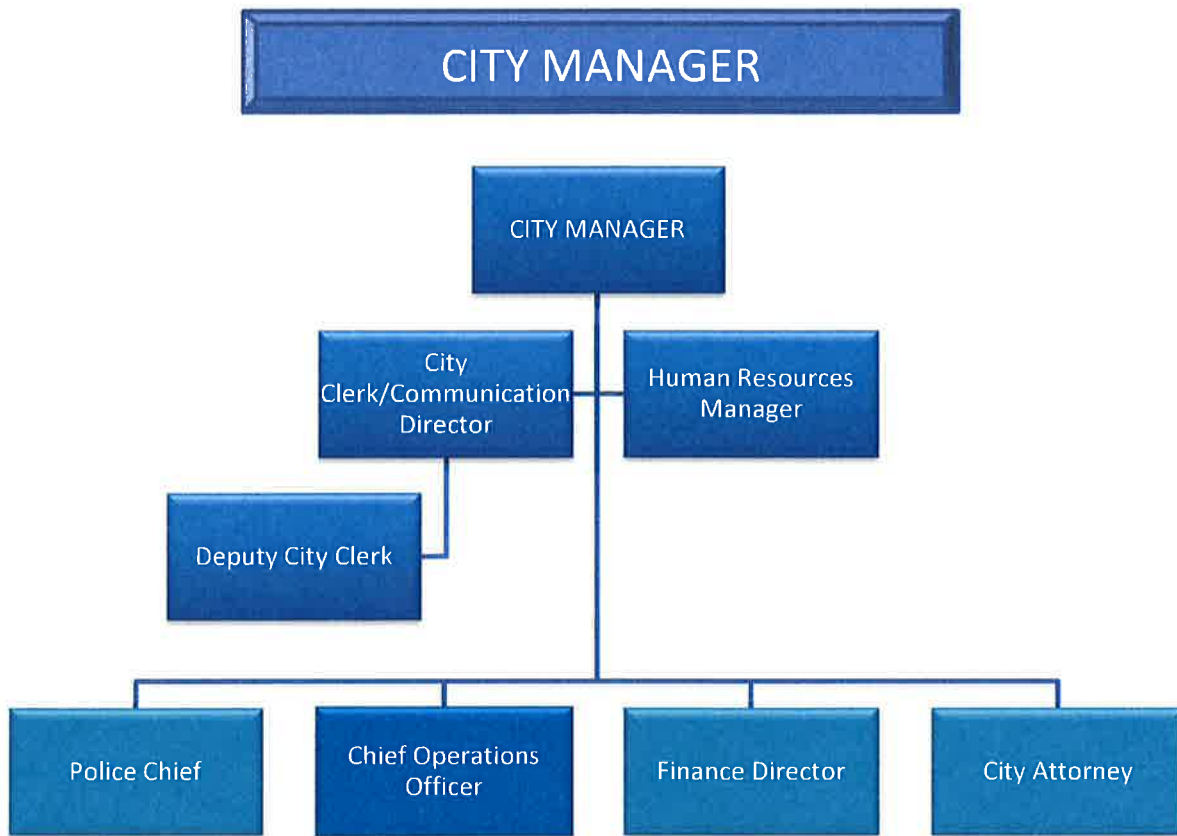
Overseeing municipal finances, approving contracts, acquisition and/or conveyance of land and other property, adoption and amendment of the city's Comprehensive Land Use Plan and exercising municipal legislative authority to continue provision of cost-effective municipal services.

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

CITY COUNCIL EXPENDITURES

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

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



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

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

The City Manager's office administers the following programs:

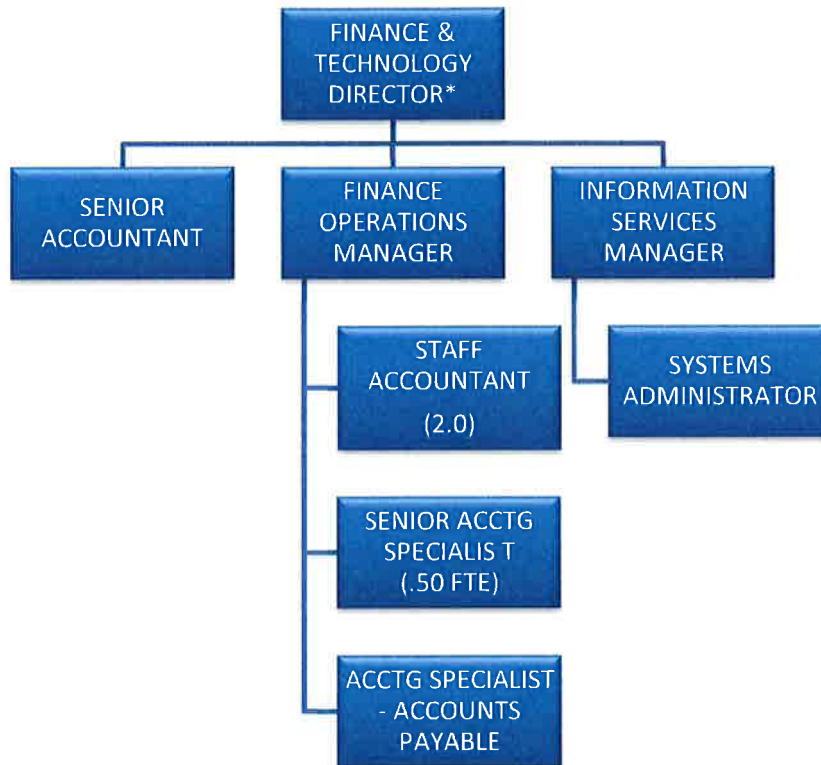
- Executive Office
- City Memberships
- Economic Development
- City Clerk
- Communications
- Human Resources
- Employee Wellness
- Printing and Duplicating
- Community Information Services

CITY MANAGER EXPENDITURES

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

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

FINANCE & INFO TECHNOLOGY



The Finance Department is responsible for:

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

The Info Technology Department is responsible for:

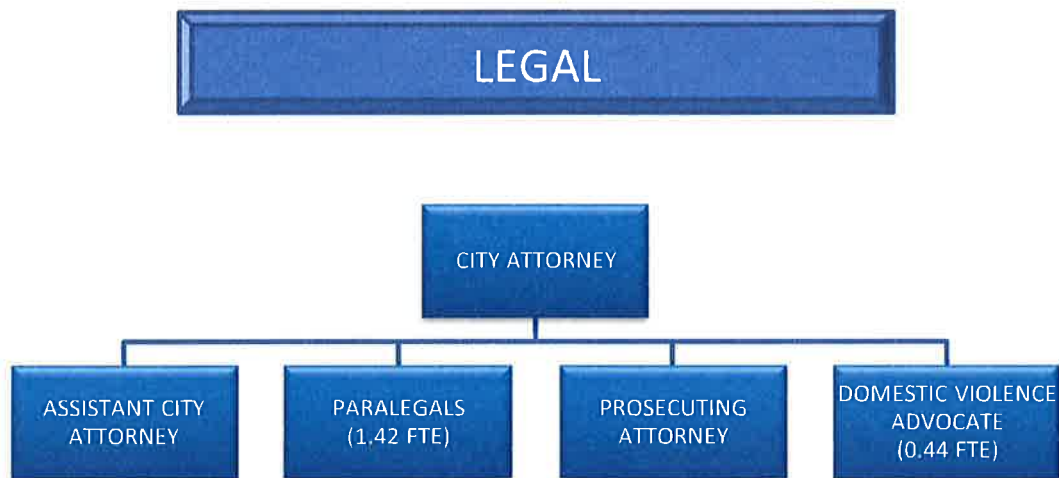
- Maintenance of all city computers, servers, and networks.
- Software maintenance services.
- Consulting and programming on new projects.
- Recovery of data and replacement of damaged hardware.

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

FINANCE & INFO TECHNOLOGY DEPARTMENT EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	689,597	657,547	684,595	772,984	796,259
Personnel Benefits	231,807	236,274	231,697	268,762	260,655
Supplies	17,242	29,987	61,379	72,500	77,500
Other Services & Charges	383,960	429,730	680,457	687,374	620,447
Total Expenditures	<u>1,322,606</u>	<u>1,353,538</u>	<u>1,658,128</u>	<u>1,801,620</u>	<u>1,754,861</u>

PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
Financial & Info Systems Director	1.00	1.00	1.00	1.00	1.00
Finance Operations Manager	1.00	1.00	1.00	1.00	1.00
Accounting Operations Manager	1.00				
Senior Accountant		1.00	1.00	1.00	1.00
Senior Accounting Specialist	0.53	0.50	0.50	0.50	0.50
Staff Accountant				1.00	2.00
Accounting Technician		1.00	1.00		
Payroll & Benefits Specialist	1.00	1.00	1.00	1.00	-
Acctg Specialist - Accts Payable	1.00	1.00	1.00	1.00	1.00
Information Services Manager	1.00	1.00	1.00	1.00	1.00
Systems Administrator	1.00	1.00	1.00	1.00	1.00
Total	7.53	8.50	8.50	8.50	8.50



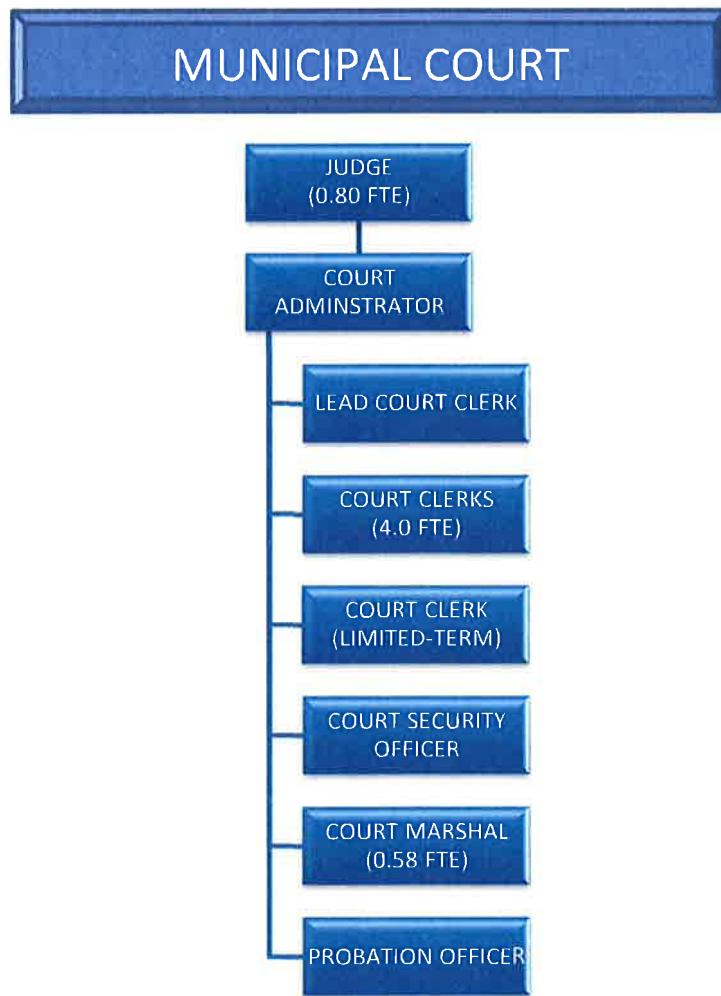
The Legal Department provides the following services:

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

LEGAL DEPARTMENT EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	391,317	411,969	385,786	406,943	436,198
Personnel Benefits	128,091	131,656	112,633	123,816	134,977
Supplies	5,747	4,784	4,764	7,640	7,140
Other Services & Charges	39,997	42,181	72,042	105,097	115,089
Total Expenditures	<u>565,152</u>	<u>590,590</u>	<u>575,225</u>	<u>643,496</u>	<u>693,404</u>

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



Des Moines Municipal is a court of limited jurisdiction created by statute.

It has jurisdiction to hear:

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

The court contains the following programs:

- General municipal court
- Probation services

MUNICIPAL COURT EXPENDITURES

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

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

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

1.00 1.00

PUBLIC SAFETY CONTRACT SERVICES

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

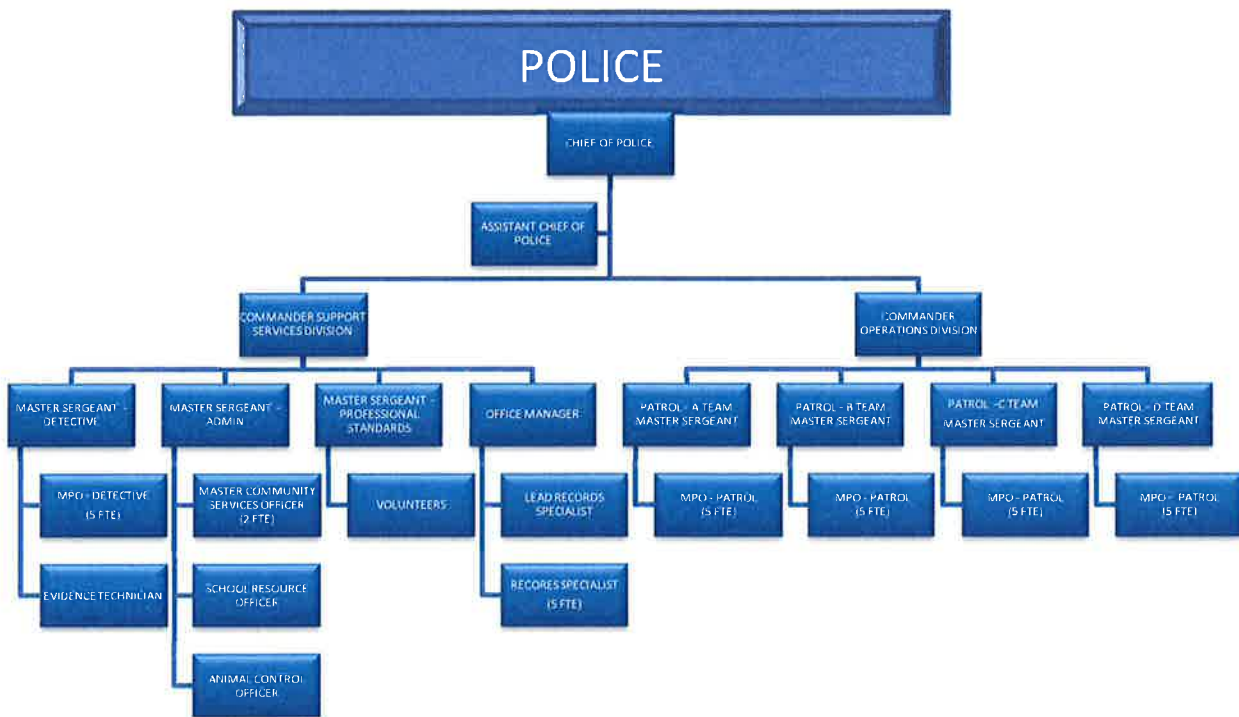
Emergency management preparedness activities.
 Fire inspection & investigation activities.
 Jail services.
 Public Defender services.

PUBLIC SAFETY CONTRACT SERVICES

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

"Energy and persistence conquer all things."

— Benjamin Franklin



The Police Department is composed of the following Divisions:

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

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

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

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

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

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

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

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

POLICE DEPARTMENT EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	4,238,676	4,250,614	4,300,403	4,949,010	4,994,463
Personnel Benefits	1,649,706	1,662,966	1,655,985	1,731,424	1,773,958
Supplies	202,747	167,677	164,343	209,710	230,440
Other Services & Charges	1,640,275	1,728,145	1,935,841	3,523,279	3,526,598
Total Expenditures	<u>7,731,404</u>	<u>7,809,402</u>	<u>8,056,572</u>	<u>10,413,423</u>	<u>10,525,459</u>

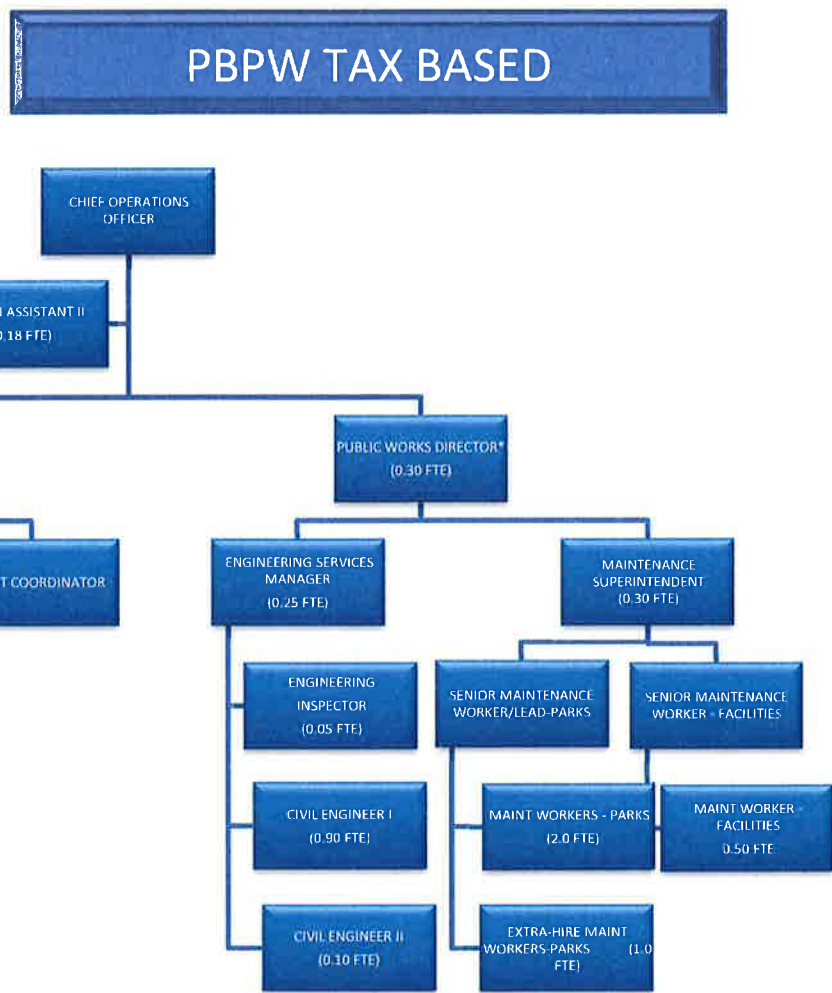
PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
Chief of Police	1.00	1.00	1.00	1.00	1.00
Assistant Chief of Police*	-	-	-	-	-
Commander	2.00	2.00	2.00	2.00	2.00
Master Sergeant/ Detective	1.00	1.00	1.00	1.00	1.00
MPO/ Detectives	4.00	4.00	4.00	5.00	5.00
Master Sergeant/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

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

1.00

1.00

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



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

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

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

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

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

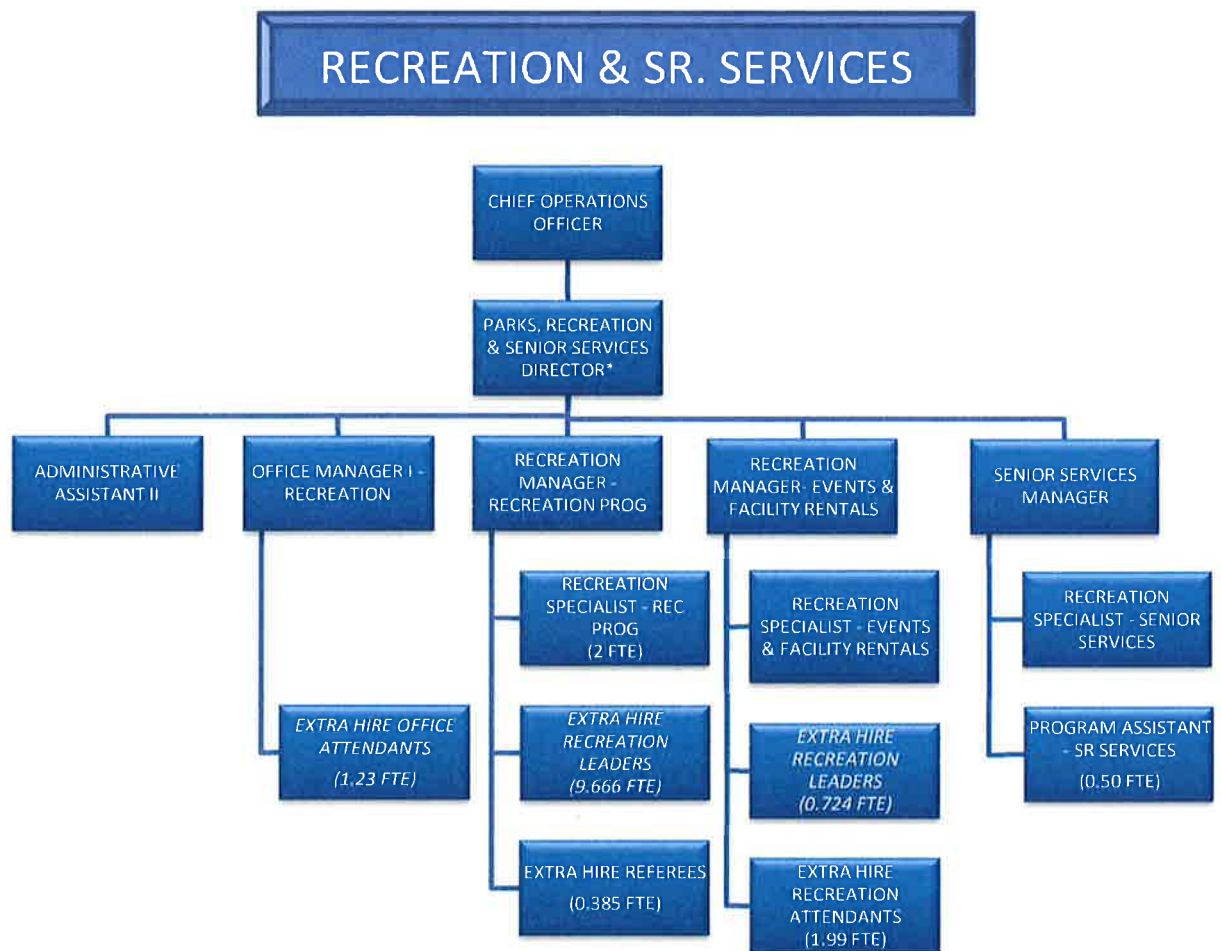
**The Public Works Director is also responsible for administration of the city's Surface Water Management Fund and Street Fund maintenance, and vehicle maintenance and replacement; costs for which are reported in those funds rather than in the general fund.*

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

PBPW TAX BASED DEPARTMENT EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	1,460,710	1,670,159	1,816,705	787,369	875,929
Personnel Benefits	567,070	643,155	683,564	310,853	342,450
Supplies	78,847	97,216	91,811	61,432	63,100
Other Services & Charges	862,093	916,753	984,476	721,451	1,040,348
Capital Outlay	-	10,904	41,374	9,456	26,700
Total Expenditures	2,968,720	3,338,187	3,617,930	1,890,561	2,348,527

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



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

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

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

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

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

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

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

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

PARKS, RECREATION AND SENIOR SERVICES DEPT EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	872,203	928,796	926,194	1,025,575	1,185,165
Personnel Benefits	284,774	266,810	249,300	296,414	390,769
Supplies	88,817	103,546	95,415	139,696	118,270
Other Services & Charges	572,322	649,999	621,179	1,078,464	1,032,911
Capital Outlay	-	11,743	-	5,000	5,000
Total Expenditures	1,818,116	1,960,894	1,892,088	2,545,149	2,732,115

PERSONNEL SUMMARY					
NUMBER OF EMPLOYEES					
POSITION	2014	2015	2016	2017 ADJ	2018
Parks, Rec & Sr Services Director	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	2.00	1.00	1.00	1.00	1.00
Recreation Program					
Recreation Coordinator	1.00	1.00	1.00	-	-
Recreation Manager				1.00	1.00
Office Specialist	1.00	1.00	1.00	-	-
Office Manager I				1.00	1.00
Recreation Specialist	0.76	1.45	1.45	2.00	2.00
Extra-Hire Recreation Leader	5.62	5.57	5.57	8.99	8.99
Extra-Hire Referees/Sport Leaders			0.15	1.06	1.06
Extra-Hire Office Attendant	3.63	3.51	3.51	1.23	1.23
Events and Facilities Rental					
Recreation Coordinator	1.00	1.00	1.00	-	-
Recreation Manager				1.00	1.00
Recreation Specialist		0.72	0.72	0.72	1.00
Extra-Hire Recreation Leader	0.51	0.27	0.27	0.72	0.72
Extra-Hire Recreation Attendant	1.33	1.62	1.62	1.99	1.99
Senior Services & Program					
Senior Services Manager	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	-	-	-
Recreation Specialist			0.72	1.00	1.00
Program Assistant	0.50	0.50	0.50	0.50	0.50
Exercise Instructor	0.20	0.20	-	-	-
Total	20.55	20.84	20.51	24.21	24.49

GENERAL FUND INTERFUND TRANSFERS

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

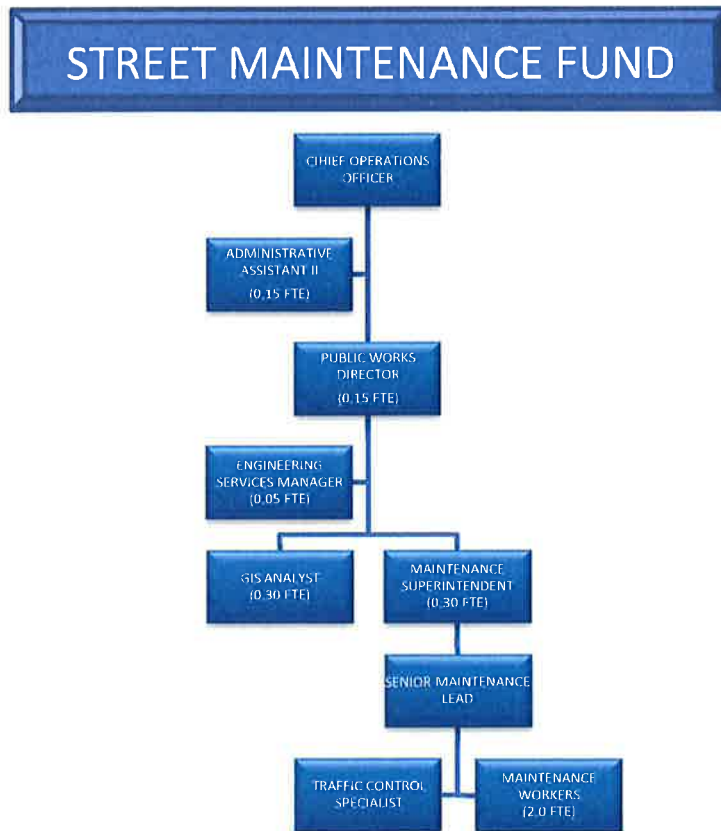
Fund balance subsidies to other funds.
 Funding for debt service payments
 Funding for current capital projects.
 Funding for future capital projects.

GENERAL FUND INTERFUND TRANSFERS

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

SPECIAL REVENUE FUNDS

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



The Street Maintenance Fund contains the following programs:

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

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

STREET MAINTENANCE FUND REVENUES

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

STREET MAINTENANCE FUND EXPENDITURES

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

ARTERIAL STREET PAVEMENT

FUND REVENUES

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

FUND EXPENDITURES

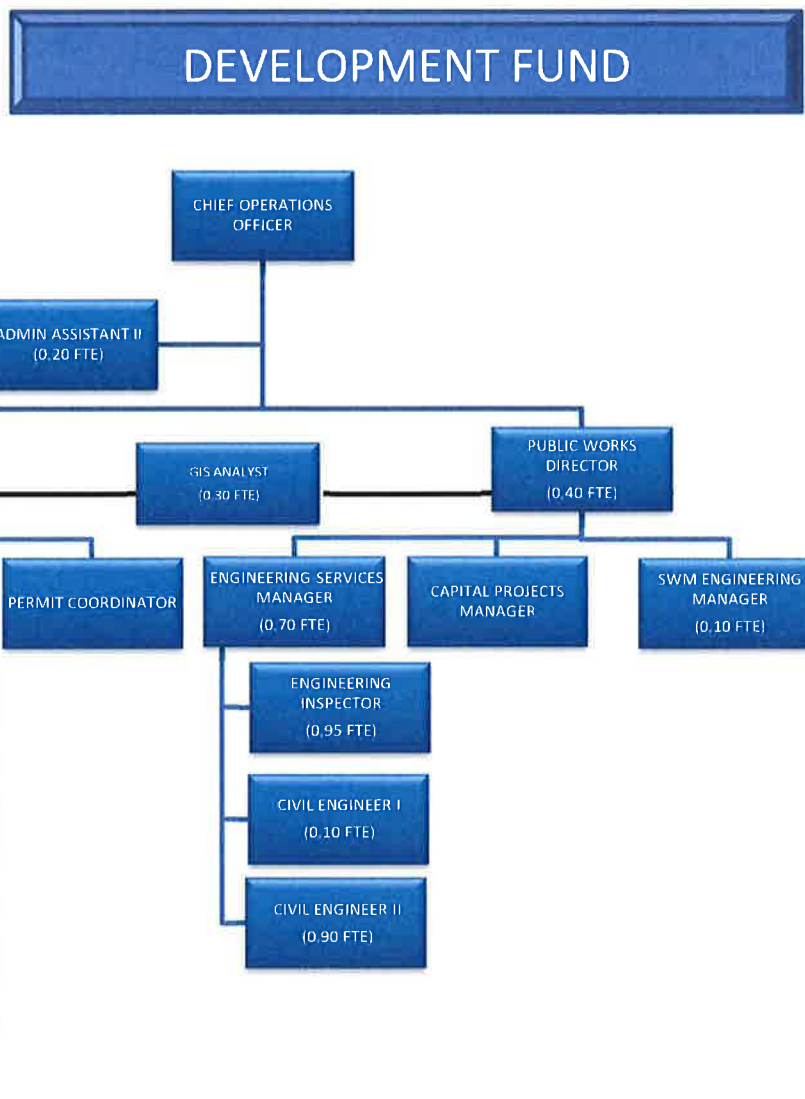
CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Other Services & Charges	-	-	-	64,535	1,310,413
Transfers Out	-	-	-	65,650	-
Total Operations	-	-	-	130,185	1,310,413
Ending Fund Balance	-	-	212,146	1,050,977	819,948
Total Expenditures	-	-	212,146	1,181,162	2,130,361

The Arterial Street Fund contains the following programs:

- Street pavement preservation
- Reconstruction of street pavement

Included in this section's info.

Reporting structure only. Info excluded from this section.



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

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

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

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

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

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

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

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

DEVELOPMENT FUND REVENUES

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

DEVELOPMENT FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	-	-	-	1,110,830	1,255,389
Personnel Benefits	-	-	-	429,245	526,856
Supplies	-	-	-	25,326	24,763
Other Services & Charges	-	-	-	621,677	739,459
Total Operations	-	-	-	2,187,078	2,546,467
Ending Fund Balance	-	-	-	2,791,009	1,690,112
Total Expenditures	-	-	-	4,978,087	4,236,579

DEVELOPMENT FUND EXPENDITURES

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

POLICE DRUG SEIZURE FUND

FUND REVENUES

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

FUND EXPENDITURES

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

The Police Drug Seizure Fund contains the following programs:

- Drug crime prevention
- K-9 Activities

HOTEL/MOTEL TAX FUND

FUND REVENUES

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

FUND EXPENDITURES

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

The Hotel/Motel Tax Fund contains the following programs:

- Tourist Promotion
- Tourism-related facility maintenance

REDONDO ZONE FUND

FUND REVENUES

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

FUND EXPENDITURES

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

The Redondo Zone Fund contains the following programs:

- Zone maintenance
- Zone parking
- Zone vegetation

WATERFRONT ZONE

FUND REVENUES

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

FUND EXPENDITURES

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

PBPW AUTOMATION FEE

FUND REVENUES

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

FUND EXPENDITURES

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

The PBPW Automation Fee Fund:

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

URBAN FORESTRY

FUND REVENUES

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

FUND EXPENDITURES

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

The Urban Forestry Fund:

This is a new fund expected to be established in late 2017 to collect tree replacement fees to be expended for the purposes of acquiring, maintaining and preserving wooded areas within the City, planting and maintaining trees within the City, urban forestry education and other purposes related to trees as determined by City Council.

ABATEMENT

FUND REVENUES

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

FUND EXPENDITURES

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

The Abatement Fund:

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

AUTOMATED SPEED ENFORCE

FUND REVENUES

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

FUND EXPENDITURES

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

The Automated Speed Enforcement Fund contains the following programs:

- ASE program administration
- Program maintenance

TRANSPORT BENEFIT DISTRICT

FUND REVENUES

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

FUND EXPENDITURES

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

The Transportation Benefit District Fund contains the following programs:

- Transportation infrastructure improvement
- Infrastructure maintenance
- Transportation administration

DEBT SERVICE FUNDS

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

DEBT SERVICE FUND

FUND REVENUES

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

FUND EXPENDITURES

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

CAPITAL & CONSTRUCTION FUND

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

CONSTRUCTION FUND

FUND REVENUES

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

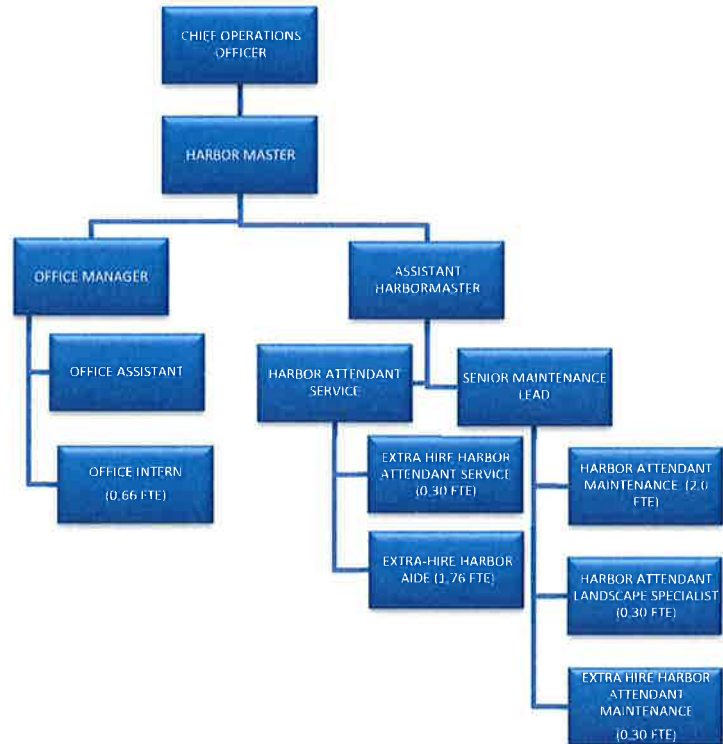
FUND EXPENDITURES

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

ENTERPRISE FUNDS

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

MARINA FUND



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

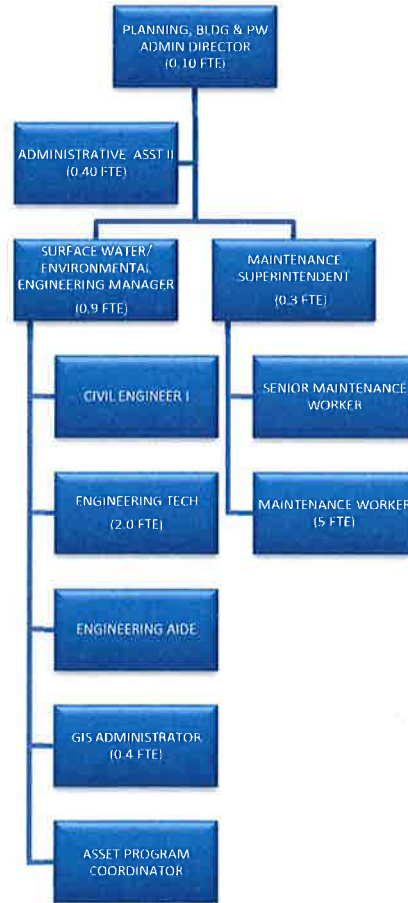
FUND REVENUES

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

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	616,528	609,486	563,873	671,098	757,095
Personnel Benefits	268,135	247,773	215,453	245,273	277,853
Supplies	1,340,983	1,048,961	859,462	1,021,783	794,400
Other Services & Charges	1,145,119	817,501	896,015	375,900	913,536
Transfers Out	-	4,003,042	15,000	1,536,516	-
Capital Outlay	118,285	737,693	46,816	551,000	60,000
Debt Service	822,403	820,434	819,829	820,515	815,415
Total Expenditures	4,311,453	8,284,890	3,416,448	5,222,085	3,618,299
Ending Fund Balance*	2,061,373	1,980,562	2,349,163	2,582,284	2,982,456
Total Uses	6,372,826	10,265,452	5,765,611	7,804,369	6,600,755
Operating Fund Balance					1,368,350
Capital Fund Balance					765,240
Debt Service Fund Balance					54,125
Debt Reserve Fund Balance					794,741
* Total Ending Fund Balance					2,982,456

SURFACE WATER MANAGEMENT FUND



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

FUND REVENUES

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

FUND EXPENDITURES

CATEGORY	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ADJ BUDGET	2018 BUDGET
Salaries & Wages	759,170	761,468	801,673	914,844	922,742
Personnel Benefits	328,284	342,924	359,245	419,390	424,417
Supplies	75,465	39,127	78,609	68,900	88,112
Other Services & Charges	1,036,476	1,132,892	1,461,078	1,448,299	1,585,117
Transfers Out	630,855	108,498	1,313,717	236,120	-
Capital Outlay	722,037	139,969	-	874,774	1,235,860
Total Expenditures	3,552,287	2,524,878	4,014,322	3,962,327	4,256,248
Ending Fund Balance*	1,842,187	1,701,136	2,216,896	3,126,473	2,942,858
Total Uses	5,394,474	4,226,014	6,231,218	7,088,800	7,199,106
Operating Fund Balance					2,520,224
Capital Fund Balance					422,634
* Total Ending Fund Balance					2,942,858

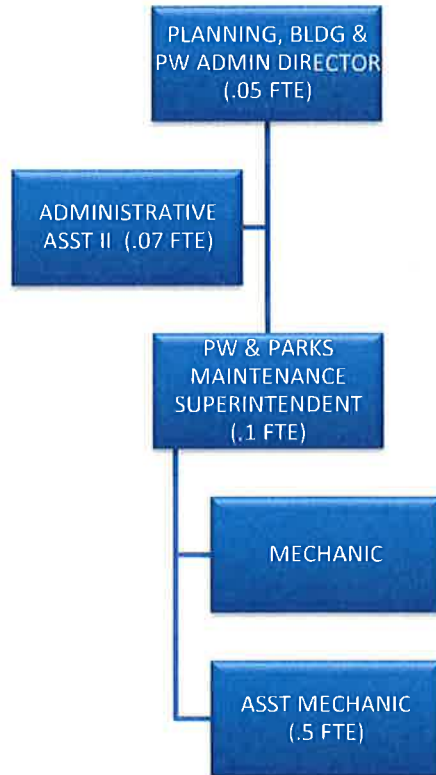
"Try and fail, but don't fail to try."

— John Quincy Adams

INTERNAL SERVICE FUNDS

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

EQUIPMENT RENTAL FUND



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

FUND REVENUES

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

FUND EXPENDITURES

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

EQUIPMENT REPLACEMENT FUND

FUND REVENUES

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

FUND EXPENDITURES

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

FACILITY REPAIR & REPLACEMENT

FUND REVENUES

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

FUND EXPENDITURES

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

COMPUTER REPLACEMENT FUND

FUND REVENUES

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

FUND EXPENDITURES

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

SELF INSURANCE FUND

FUND REVENUES

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

FUND EXPENDITURES

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

UNEMPLOYMENT COMPENSATION

FUND REVENUES

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

FUND EXPENDITURES

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

INDEX OF POSITIONS & PAY SCHEDULES

2018
City of Des Moines - Index of Positions and Pay Schedule
Directors and City Manager

<u>Range</u>	<u>Positions</u>	<u>FTE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
D-31	City Clerk-Communications Director	1.00	92,628 7,719 44.53	97,260 8,105 46.76	102,120 8,510 49.10	107,232 8,936 51.55	112,596 9,383 54.13
D-33	Harbormaster	1.00	100,188 8,349 48.17	105,192 8,766 50.57	110,448 9,204 53.10	115,968 9,664 55.75	121,764 10,147 58.54
D-36	Community Development Director	1.00	112,704	118,344	124,260	130,476	137,004
	Public Works Director	1.00	9,392 54.18	9,862 56.90	10,355 59.74	10,873 62.73	11,417 65.87
D-37	Parks, Recreation & Senior Services Director	1.00	117,204 9,767 56.35	123,060 10,255 59.16	129,216 10,768 62.12	135,672 11,306 65.23	142,452 11,871 68.49
D-38	Finance Director	1.00	121,896	127,992	134,388	141,108	148,164
	City Attorney	1.00	10,158	10,666	11,199	11,759	12,347
	Assistant Chief of Police (Limited-Term)	1.00	58.60	61.53	64.61	67.84	71.23
D-39	Chief of Police	1.00	126,768 10,564 60.95	133,104 11,092 63.99	139,764 11,647 67.19	146,748 12,229 70.55	154,080 12,840 74.08
D-41	Chief Operations Officer	1.00	137,112 11,426 65.92	143,964 11,997 69.21	151,164 12,597 72.68	158,724 13,227 76.31	166,656 13,888 80.12
N/A	Municipal Court Judge	0.80	139,920	(95% of WA Citizens Commission on Salaries for Elected Officials \$161,092 for 0.875 FTE adjusted to 0.80 FTE)			
M-43	City Manager	1.00	144,180 12,015 69.32	151,392 12,616 72.78	158,964 13,247 76.43	166,908 13,909 80.24	175,248 14,604 84.25

Total FTE 11.80

Per DMMC 2.12.030 the City Manager is authorized to place positions at appropriate ranges and reclassify positions provided the Finance Director certifies sufficient funds are available.

10/18/2017

2018
City of Des Moines - Index of Positions and Pay Schedule
Police Management Association

2017 Wages Listed; 2018 Rates Not Settled

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

2018
City of Des Moines - Index of Positions and Pay Schedule
Exempt Employees

Range	Positions	FTE	Step A	Step B	Step C	Step D	Step E
E-20	Prosecuting Attorney	1.00	62,088	65,196	68,460	71,880	75,480
			5,174	5,433	5,705	5,990	6,290
			29.85	31.34	32.91	34.56	36.29
E-21	Assistant Harbormaster	1.00	64,572	67,800	71,196	74,760	78,504
	Events & Facility Rentals Coordinator	1.00	5,381	5,650	5,933	6,230	6,542
			31.04	32.60	34.23	35.94	37.74
E-24	Recreation Manager	1.00	72,636	76,272	80,088	84,096	88,296
	Senior Accountant	1.00	6,053	6,356	6,674	7,008	7,358
			34.92	36.67	38.50	40.43	42.45
E-25	Senior Services Manager	1.00	75,552	79,332	83,304	87,468	91,836
			6,296	6,611	6,942	7,289	7,653
			36.32	38.14	40.05	42.05	44.15
E-26	Assistant City Attorney	1.00	78,564	82,488	86,616	90,948	95,496
	Maintenance Superintendent	1.00	6,547	6,874	7,218	7,579	7,958
			37.77	39.66	41.64	43.73	45.91
E-28	Capital Improvement Projects Manager	1.00	84,984	89,232	93,696	98,376	103,296
	Civil Engineer II	1.00	7,082	7,436	7,808	8,198	8,608
	Principal Planner	1.00	40.86	42.90	45.05	47.30	49.66
E-30	Human Resources Manager	1.00	91,908	96,504	101,328	106,392	111,708
			7,659	8,042	8,444	8,866	9,309
			44.19	46.40	48.72	51.15	53.71
E-31	Court Administrator	1.00	95,592	100,368	105,384	110,652	116,184
	Finance Operations Manager	1.00	7,966	8,364	8,782	9,221	9,682
	Information Technology Manager	1.00	45.96	48.25	50.67	53.20	55.86
E-32	Building Official	1.00	99,420	104,388	109,608	115,092	120,852
	Planning & Development Services Manager	1.00	8,285	8,699	9,134	9,591	10,071
			47.80	50.19	52.70	55.33	58.10
E-34	Transportation/Engineering Services Manager	1.00	107,532	112,908	118,548	124,476	130,704
	Surface Water/Environmental Engineering Mgr	1.00	8,961	9,409	9,879	10,373	10,892
			51.70	54.28	56.99	59.84	62.84

Total FTE 19.00

2018
City of Des Moines - Index of Positions and Pay Schedule
Police Guild

<u>Range</u>	<u>Positions</u>	<u>FTE</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
P20	CSO/Code Enforcement Officer	2.0	Annual	59,424	62,400	65,520	68,796	72,240	73,680
	Police Officer I (Vacant)	2.0	Monthly	4,952	5,200	5,460	5,733	6,020	6,140
			Hourly	28.57	30.00	31.50	33.08	34.73	35.42
P21	Master Animal Control Officer II	1.0	Annual			68,148	71,556	75,132	
			Monthly			5,679	5,963	6,261	
			Hourly			32.76	34.40	36.12	
P22	Police Officer II	5.0	Annual			73,728	77,412	81,288	
			Monthly			6,144	6,451	6,774	
			Hourly			35.45	37.22	39.08	
P25	Master Police Officer I	3.0	Annual			82,944	87,096	91,452	93,276
			Monthly			6,912	7,258	7,621	7,773
			Hourly			39.88	41.87	43.97	44.84
P26	Master Police Officer II	3.0	Annual		82,152	86,256	90,564	95,088	96,984
			Monthly		6,846	7,188	7,547	7,924	8,082
			Hourly		39.50	41.47	43.54	45.72	46.63
P27	Master Police Officer III	13.0	Annual		85,428	89,700	94,188	98,892	
			Monthly		7,119	7,475	7,849	8,241	
			Hourly		41.07	43.13	45.28	47.54	
P29	Sergeant	1.0	Annual	87,996	92,400	97,020	101,868	106,956	
			Monthly	7,333	7,700	8,085	8,489	8,913	
			Hourly	42.31	44.42	46.64	48.98	51.42	
P30	Master Sergeant	6.0	Annual	91,524	96,096	100,896	105,936	111,228	113,448
			Monthly	7,627	8,008	8,408	8,828	9,269	9,454
			Hourly	44.00	46.20	48.51	50.93	53.48	54.54

Total FTE 36.00

2018
City of Des Moines - Index of Positions and Pay Schedule
General Employees

Range	Positions	FTE	Step A	Step B	Step C	Step D	Step E
G-5	Program Assistant - Senior Services	0.50	34,788 2,899 16.73	36,528 3,044 17.56	38,352 3,196 18.44	40,272 3,356 19.36	42,288 3,524 20.33
G-12	Domestic Violence Victim Advocate	0.43	45,780	48,072	50,472	52,992	55,644
	Recreation Specialist - Events/Facility Rentals	1.00	3,815	4,006	4,206	4,416	4,637
	Recreation Specialist - Recreation Programs	2.00	22.01	23.11	24.27	25.48	26.75
	Recreation Specialist - Senior Services	1.00					
G-13	Evidence Specialist	1.00	47,616	49,992	52,488	55,116	57,876
	Court Clerk	4.00	3,968	4,166	4,374	4,593	4,823
	Court Clerk (Limited-Term)	1.00	22.89	24.03	25.23	26.50	27.83
	Office Specialist - Marina	1.00					
	Records Specialist - Police	5.00					
G-15	Assistant Mechanic	0.50	51,492	54,072	56,772	59,616	62,592
	Lead Records Specialist	1.00	4,291	4,506	4,731	4,968	5,216
	Permit Coordinator	2.00	24.76	26.00	27.29	28.66	30.09
G-17	Accounting Specialist - Accounts Payable	1.00	55,692	58,476	61,404	64,476	67,704
	Administrative Assistant	2.00	4,641	4,873	5,117	5,373	5,642
	Mechanic	1.00	26.78	28.11	29.52	31.00	32.55
	Office Manager I	1.00					
G-18	Court Security Officer	1.00	57,924	60,816	63,852	67,044	70,392
	Court Marshal	0.60	4,827 27.85	5,068 29.24	5,321 30.70	5,587 32.23	5,866 33.84
G-19	Lead Court Clerk	1.00	60,240	63,252	66,420	69,744	73,236
	Office Manager II - Marina	1.00	5,020	5,271	5,535	5,812	6,103
	Office Manager II - Police	1.00	28.96	30.41	31.93	33.53	35.21
G-20	Asset Program Coordinator	1.00	62,652	65,784	69,072	72,528	76,152
	Deputy City Clerk	1.00	5,221	5,482	5,756	6,044	6,346
	Engineering Technician - SWM	2.00	30.12	31.63	33.21	34.87	36.61
	GIS Analyst	1.00					
	Land Use Planner I	1.00					
	Paralegal	1.42					
	Probation Officer	1.00					
G-21	Senior Accounting Specialist	0.50	65,160	68,424	71,844	75,432	79,200
	Staff Accountant	2.00	5,430 31.33	5,702 32.90	5,987 34.54	6,286 36.27	6,600 38.08
G-22	Building Inspector/Plans Examiner	1.00	67,764	71,148	74,700	78,432	82,356
	Electrical/Building Inspector/Plans Examiner	2.00	5,647	5,929	6,225	6,536	6,863
	Land Use Planner II	1.00	32.58	34.21	35.91	37.71	39.59
G-23	Engineering Inspector	1.00	70,476 5,873 33.88	74,004 6,167 35.58	77,700 6,475 37.36	81,588 6,799 39.23	85,668 7,139 41.19
G-25	Asst Bldg Official/Electrical/Bldg Inspector	1.00	76,224	80,040	84,048	88,248	92,664
	Civil Engineer I	2.00	6,352	6,670	7,004	7,354	7,722
	Information Technology Systems Administrator	1.00	36.65	38.48	40.41	42.43	44.55
Total FTE			49.95				

Per DMMC 2.12.030 the City Manager is authorized to place positions at appropriate ranges and reclassify positions provided the Finance Director certifies sufficient funds are available.

10/18/2017

2018
City of Des Moines - Index of Positions and Pay Schedule
Teamsters Local 763

<u>Range</u>	<u>Positions</u>	<u>FTE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
T-11	Maintenance Worker I	0.00	45,600	47,880	50,280	52,800	55,440
	Harbor Attendant I	0.00	3,800	3,990	4,190	4,400	4,620
			21.92	23.02	24.17	25.38	26.65
T-15	Harbor Attendant II	3.00	53,340	56,004	58,800	61,740	64,824
	Maintenance Worker II - Parks	2.00	4,445	4,667	4,900	5,145	5,402
	Maintenance Worker II - Streets	2.00	25.64	26.93	28.27	29.68	31.17
	Maintenance Worker II - PW & SWM	4.00					
	Maintenance Worker II - Facilities	0.50					
T-16	Marina Environmental Operations Specialist	0.00	55,476	58,248	61,164	64,224	67,440
	SWM Maintenance Specialist	1.00	4,623	4,854	5,097	5,352	5,620
	Traffic Control Specialist	1.00	26.67	28.00	29.41	30.88	32.42
T-18	Senior Maintenance Worker - Facilities	1.00	60,000	63,000	66,156	69,468	72,936
	Senior Maintenance Worker/Lead - Marina	1.00	5,000	5,250	5,513	5,789	6,078
	Senior Maintenance Worker/Lead - Parks	1.00	28.85	30.29	31.81	33.40	35.07
	Senior Maintenance Worker/Lead - Streets	1.00					
	Senior Maintenance Worker/Lead - SWM	1.00					

Total FTE 18.50

**City of Des Moines Extra-Hire Pay Schedule
Hourly Rates**

2018		Steps			
Range	A	B	C	D	E
EH-1	11.50	12.00	12.50	13.00	13.50
EH-2	12.00	12.75	13.50	14.25	15.00
EH-3	13.50	14.50	15.50	16.50	17.50
EH-4	15.50	16.50	17.50	18.50	19.50
EH-5	Up to \$50.00 per hour				
EH-6	Up to \$75.00 per hour				

2019		Steps			
Range	A	B	C	D	E
EH-1	12.00	12.50	13.00	13.50	14.00
EH-2	12.50	13.25	14.00	14.75	15.50
EH-3	14.00	15.00	16.00	17.00	18.00
EH-4	16.00	17.00	18.00	19.00	20.00
EH-5	Up to \$50.00 per hour				
EH-6	Up to \$75.00 per hour				

2020		Steps			
Range	A	B	C	D	E
EH-1	13.50	14.00	14.50	15.00	15.50
EH-2	14.00	14.75	15.50	16.25	17.00
EH-3	15.50	16.50	17.50	18.50	19.50
EH-4	17.50	18.50	19.50	20.50	21.50
EH-5	Up to \$50.00 per hour				
EH-6	Up to \$75.00 per hour				

Range	Position Titles
EH-1	Facility Attendant I; Office Attendant I; Recreation Leader I; Scorekeeper. Minors aged 15 and 16 may be paid 85% of EH-1 Step A per state law.
EH-2	Facility Attendant II; Office Attendant II; Recreation Leader II
EH-3	Facility Attendant III; Office Attendant III; Recreation Leader III; Harbor Aide
EH-4	Facility Attendant IV; Office Attendant IV; Recreation Leader IV; Landscaping Specialist; Seasonal Maintenance Worker
EH-5	Intern; Instructor; Paralegal; Permit Assistance Coordinator; Referee
EH-6	Project Specific Work

Per DMMC 2.12.030 the City Manager is authorized to place positions at appropriate ranges and reclassify positions provided the Finance Director certifies sufficient funds are available.

10/18/2017

2018
City of Des Moines - Index of Positions and Pay Schedule
Additional Compensation

DESCRIPTION	COMPENSATION	
ALL REGULAR EMPLOYEES		
SAFETY COMMITTEE	Per Quarter	
Representative	\$200.00	
Alternate Representative	\$100.00	
COMPUTER SUPPORT	2% of base wages while supporting computer services (Police Department Only)	
WORKING AT A HIGHER CLASSIFICATION		<i>Minimum No. of Days to Qualify:</i>
Non-Union	1st step of the higher pay range, or a 1 step pay increase, whichever is higher	5 Days
Teamsters - Local No. 763	1st step of the higher pay range, or a 1 step pay increase, whichever is higher	3 Days
Police Guild	5% of base pay, or the 1st step in the supervisory classification, whichever is higher	1 Full Shift
Plan 401 (Social Security Replacement)		
Non-Union	5.00 % of gross wages	
Teamsters - Local No. 763	5.00 % of gross wages	
Police Guild	6.52 % of gross wages	
Plan 457 - DEFERRED COMPENSATION		
Non-Union	1.52% of gross wages	
Teamsters - Local No. 763	0.353% of gross wages	

GENERAL EMPLOYEES

Plan 457 - DEFERRED COMPENSATION

The City cashes and deposits 12 hours of sick leave to a 457 Deferred Compensation plan, provided minimum of 200 hours sick leave balance and less than 24 hours sick leave usage per calendar year.

TEAMSTERS - LOCAL NO. 763

STANDBY STATUS

Per Non-Working Hour On Call \$1.70 per hour in 2018; \$2.00 per hour in 2018; \$2.30 per hour in 2019.

UNION CALLBACK COMPENSATION 1-1/2 x hourly rate with a 3-hour minimum

Plan 457 - DEFERRED COMPENSATION

The City cashes and deposits 1 or 2 hours of sick leave, depending on sick leave balances, to a 457 Deferred Compensation plan for Teamsters Union employees.

Based on the following schedule:

Sick Leave Bal.	No. of Hours
Over 300	2
From 200 to 299	1

POLICE GUILD

Per DMMC 2.12.030 the City Manager is authorized to place positions at appropriate ranges and reclassify positions provided the Finance Director certifies sufficient funds are available.

POLICE EDUCATIONAL INCENTIVE PAY SCHEDULE

10/18/2017

2018
City of Des Moines - Index of Positions and Pay Schedule
Additional Compensation

AA or AS Degree	2.5% of base wages
BA or BS Degree	4.0% of base wages
MA, MS, or MPA Degree	5.0% of base wages

POLICE TRAINING OFFICER'S INCENTIVE PAY

5% of hourly rate x # of hours

(To qualify, a training officer must have an active assigned trainee a minimum of 24 hours per qualifying pay period or must have an active assigned training reserve officer a minimum of 12 hours per qualifying pay period.)

POLICE STANDBY STATUS

Per Non-Working Hour On Call \$10.00 per Hour

EMERGENCY CALL-BACK

1-1/2 x hrly rate with a 3 hour minimum

(Called back to work in an emergency, more that one (1) hour before or one-half hour after normal duty hours.)

COURT APPEARANCE, TRAINING, OR MANDATORY MEETINGS

Outside normal schedule 1-1/2 x hrly rate with a 3 hour minimum

Plan 457 - DEFERRED COMPENSATION

The City cashes and deposits 2 or 3 hours of sick leave, depending on sick leave balances, to a 457 Deferred Compensation plan for Police Guild employees.

Based on the following schedule:

Sick Leave Bal.	No. of Hours
Over 300	3
From 200 to 299	2

POLICE PATROL

Patrol schedule consists of an 8 day work week, with 3 days on and 3 days off. Each workday is 12 hours in duration, resulting in a total of 2,190 hours scheduled per year. Because of this, each employee assigned to a 12 hour schedule receives an additional 55 hours of leave (Kelly time) every 6 months (Jan 1 - Jun 30 and Jul 1 - Dec 31).

CAPITAL PROJECTS

ORDINANCE NO. 1668

APPENDIX B – CAPITAL BUDGET

<u>Project #</u>	<u>Status</u>	<u>Project Title</u>	<u>Budget</u>
101.305.018	New	Bi-Annual Guardrail Plan 2018	25,000
101.573.530	Continuing	ADA Transition Plan	69,930
101.573.530	Continuing	Street Standards Update	45,700
101.573.531	New	Annual Sidewalk Program 2018	20,000
TOTAL FUND 101 STREETS O&M 2018			160,630
102.102.571	Continuing	Arterial Street Paving 2017-2018	1,356,148
102.102.571	New	Arterial Street Paving 2018-2019	925,000
TOTAL FUND 102 ARTERIAL PAVE 2018			2,281,148
310.057.045	Continuing	Field House Tennis Court	25,000
310.062	Continuing	Parkside Playground	557,296
310.056	New	DMBP Sun Home Lodge Rehab	66,000
310.067	Continuing	Des Moines Waterfront Vista	1,337,300
310.068	Continuing	Midway Park Play Equipment	25,000
310.070	Continuing	Kiddie Park Play Eq.	138,000
310.405	Continuing	North Bulkhead	5,700,000
310.406	New	N Lot Restrooms, Plazas & Promenade	750,000
310.514	Continuing	Financial System Replacement	252,000
310.708	Continuing	City Hall Generator	173,262
310.709	New	Marina Dynamic Messaging Signs	50,000
TOTAL FUND 310 MCI CIP 2018			9,073,858
319.334	Continuing	South 216th - Segment 3	5,929,210
319.336	Continuing	S 224th Street Improvements	605,895
319.337	Continuing	Downtown Alley Improvement	541,183
319.345	Continuing	Barnes Creek Trail/SR 509 ROW	1,094,012
319.471	Continuing	16th Ave S Improve - Segment 5A	128,839
319.606	Continuing	Midway Elem Sidewalks	395,656
319.611	New	Redondo Paid Parking	200,000
319.614	Continuing	S 268th Street Sidewalks	981,327
319.617	New	S 223rd Walkway Improvements	44,000
319.619	New	Arterial Traffic Calming 2018	151,500
TOTAL FUND 319 TRANS PORT CIP 2018			10,071,622
403.456	New	Fuel Dispenser	60,000
403.458	Continuing	Marina Maint. Dredging	675,000
403.499	Continuing	Marina Dock Replacement	1,000,000
TOTAL FUND 403 MARINA CIP 2018			1,735,000
451.804	Continuing	Barnes Creek/KDM Culvert Replacement	1,891,185
451.815	Continuing	24th Ave Pipeline Replace/Upgrade	556,100
451.827	Continuing	South 251st Street Storm Outfall	370,590
451.828	Continuing	Deepdene Plat Outfall Replacement	410,161
451.829	Continuing	S 223rd Stormwater Improvements	545,491
451.831	Continuing	451.831 216th/11th Ave Pipe Repl.	328,720
451.832	New	Pond Safety Improvements	58,000
451.833	Continuing	6th Ave/239th Pipe Replacement	249,000
TOTAL FUND 451 SWM CIP 2018			4,409,247
506.709	Continuing	City Facility Condition Assessment	10,000
506.710	New	Court Security Improvements	230,000
506.711	New	Police Security Improvements	183,000
TOTAL FUND 506 FACILITY REPAIR CIP 2018			423,000
TOTAL CONTINUING APPROPRIATION CAPITAL BUDGET			28,154,505

Bi-Annual Guardrail Plan 2018Project # **101.305.018**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Install new or replace outdated guardrail city wide.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	2,000	-	2,000
Prop/ROW/Easements		-	-
Construction		-	-
Internal Engr-Proj Mgmt/ Inspect	1,000	-	1,000
Construction Contract 1	22,000	-	22,000
Other		-	-
Total Project Expense Budget:	25,000	-	25,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		2,000			
-		1,000			
-		22,000			
-	-	25,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
REET 2	25,000	-	25,000
Total Project Revenue Budget:	25,000	-	25,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		25,000			
-	-	25,000	-	-	-

ADA Transition PlanProject # **101.573.530**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

Replace sidewalks throughout the city. This program targets locations that are in significant need of repair or which do not meet current standards. Typical locations for repair include curb, gutter, sidewalk, asphalt paths and driveway approaches. The program prioritizes projects near schools, in commercial areas, and locations with high amounts of pedestrian traffic. Special consideration is given to locations with past pedestrian accident history and where citizen complaints are received.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering - TA 2016-05	15,071	-	15,071
External Engineering - TA 2017-07	54,859	-	54,859
Prop/ROW/Easements			-
Construction			
Other			
Total Project Expense Budget:	69,930	-	69,930

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
4,283	10,788				
-	36,695	18,164			
4,283	47,483	18,164	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Street Fund	69,930	-	69,930
Total Project Revenue Budget:	69,930	-	69,930

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
4,283	47,483	18,164			
4,283	47,483	18,164	-	-	-

Street Standards UpdateProject # **101.573.530**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Replace sidewalks throughout the city. This program targets locations that are in significant need of repair or which do not meet current standards. Typical locations for repair include curb, gutter, sidewalk, asphalt paths and driveway approaches. The program prioritizes projects near schools, in commercial areas, and locations with high amounts of pedestrian traffic. Special consideration is given to locations with past pedestrian accident history and where citizen complaints are received.

TOTAL PROJECT SCOPE

Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	45,700	-	45,700
Prop/ROW/Easements			-
Construction			-
Other			
Total Project Expense Budget:	45,700	-	45,700

PROJECT ALLOCATIONS BY YEAR

Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	23,861	21,839			
-	23,861	21,839	-	-	-

Funding Sources

	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Street Fund	45,700	-	45,700
Total Project Revenue Budget:	45,700	-	45,700

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	23,861	21,839			
-	23,861	21,839	-	-	-

Annual Sidewalk Program 2018Project # **101.573.531**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Replace sidewalks throughout the city. This program targets locations that are in significant need of repair or which do not meet current standards. Typical locations for repair include curb, gutter, sidewalk, asphalt paths and driveway approaches. The program prioritizes projects near schools, in commercial areas, and locations with high amounts of pedestrian traffic. Special consideration is given to locations with past pedestrian accident history and where citizen complaints are received.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	2,000	-	2,000
Prop/ROW/Easements			-
Construction			
Internal Engr-Proj Mgmt/ Inspect	1,000	-	1,000
Main/Repair Contract 1	17,000	-	17,000
Other			
Total Project Expense Budget:	20,000	-	20,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		2,000			
-		1,000			
-		17,000			
-	-	20,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
ASE	20,000	-	20,000
Total Project Revenue Budget:	20,000	-	20,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		20,000			
-	-	20,000	-	-	-

Arterial Street Paving 2017-2018Project # **102.102.571**

Project Manager:
Lead Department:
Design Start Date:
Bid Opening:
Award:
Accepted by Council:
Retainage Released:

Est. Actual

Summary Project Description:

Maintain and preserve the integrity of the City's existing roadway surfaces of approximately 5 centerline miles per year through a combination of pavement rehabilitation measures, such as chip seals, patches and overlays.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering -KPG	59,100	-	59,100
Internal Engineering/Project Mgmt	6,000	-	6,000
Prop/ROW/Easements			
Construction			
External Engineering	35,000	-	35,000
Internal Eng-Proj Mgmt/ Inspect	40,000	-	40,000
Construction Contract 1	1,131,871	-	1,131,871
Const Contract 1 - Contract Contingency	70,000	-	70,000
Other			
Interfund Financial Services	13,335	-	13,335
Contingencies	842	-	842
Total Project Expense Budget:	1,356,148	-	1,356,148

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	59,100				
-	6,000				
-		35,000			
-		40,000			
-		1,131,871			
-		70,000			
-	635	12,700			
-		842			
-	65,735	1,290,413	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Transportation Benefit District	796,685	-	796,685
Interest Income	4,463	-	4,463
FRANCHISE FEES - WATER DISTRICT #54	5,000	-	5,000
FRANCHISE FEES - HIGHLINE WATER	200,000	-	200,000
FRANCHISE FEES - SW SUBURBAN	21,000	-	21,000
FRANCHISE FEES - MIDWAY SEWER	179,000	-	179,000
PRIVATE CONTRIBUTION - HIGHLINE WATE	150,000	-	150,000
Total Project Revenue Budget:	1,356,148	-	1,356,148

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
346,685	450,000	-			
463	4,000				
-	5,000				
-	200,000				
-	21,000				
-	179,000				
-		150,000			
347,148	859,000	150,000	-	-	-

Arterial Street Paving 2018-2019Project # **102.102.571**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Maintain and preserve the integrity of the City's existing roadway surfaces of approximately 5 centerline miles per year through a combination of pavement rehabilitation measures, such as chip seals, patches and overlays.

TOTAL PROJECT SCOPE

Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering -KPG	20,000	-	20,000
Prop/ROW/Easements			-
Construction			-
Construction Contract 1	895,000	-	895,000
Other			-
Contingencies	10,000	-	10,000
Total Project Expense Budget:	925,000	-	925,000

PROJECT ALLOCATIONS BY YEAR

Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		20,000			
-		895,000			
-		10,000			
-	-	925,000	-	-	-

Funding Sources

	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Transportation Benefit District	455,000	-	455,000
FRANCHISE FEES	470,000	-	470,000
Total Project Revenue Budget:	925,000	-	925,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		455,000			
-		470,000			
-	-	925,000	-	-	-

Parkside PlaygroundProject # **310.062**

Project Manager:
Lead Department:
Design Start Date:
Bid Opening:
Award:
Accepted by Council:
Retainage Released:

Est. Actual

Summary Project Description:

Redesign and upgrades to this park -- new paths, play equipment, sport court upgrades.

TOTAL PROJECT SCOPE			
Expenditures	5/11/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	54,506	-	54,506
Internal Engineering/Project Mgmt	18,458	-	18,458
Permits	2,308	-	2,308
Other Misc (Advertise, Postage, Etc.)	3,992	-	3,992
Prop/ROW/Easements			
Construction			
External Engineering	5,000	-	5,000
Internal Eng-Proj Mgmt/ Inspect	7,000	-	7,000
Construction Contract 1 - D & D Construction	379,940	-	379,940
Const Contract 1 - Contract Contingency	40,000	-	40,000
Materials	12,129	-	12,129
Other			
Interfund Financial Services 001.000.000.341.43.1	5,533	-	5,533
Individual Items < \$5,000 KC Sports Center	28,430	-	28,430
Total Project Expense Budget:	557,296	-	557,296

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
41,711	12,795				
13,133	5,325				
1,820	488				
2,277	1,715				
-					
-					
-	5,000				
-	7,000				
-	379,940				
-	35,000	5,000			
12,129					
-					
683	4,850				
-	28,430				
71,753	480,543	5,000	-	-	-

Funding Sources	5/11/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
CDBG Federal Grant (100%) \$50,000 Design	384,358	-	384,358
King County "I Can" Grant pass through	10,714	-	10,714
REET 2	137,224	-	137,224
King County - Sport Court	25,000	-	25,000
Total Project Revenue Budget:	557,296	-	557,296

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
50,000	334,358				
10,714					
11,039	121,185	5,000			
-	25,000				
71,753	480,543	5,000	-	-	-

DMBP Sun Home Lodge Rehab

Project # 310.056

Project Manager:
Lead Department:
Design Start Date:
Bid Opening:
Award:
Accepted by Council:
Retainage Released:

<u>Est.</u>	<u>Actual</u>
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Summary Project Description:

Rehabilitation of the Sun Home Lodge for its continued use as a recreation facility. Will include lifting the building, connecting new utilities (electrical, gas, phone, cable, water and sewer), constructing a new foundation, decking, exterior stairway and minor interior improvements. Additional interior building remodel work would be completed in future phases. This project relies on funding support from King County and Washington State. \$459K previously expended Picnic Shelter/Restroom funds will provide additional match for the project.

TOTAL PROJECT SCOPE			
<i>Expenditures</i>	<i>1/1/17 Current CIP Budget</i>	<i>2017 CIP Supplemental Request</i>	<i>2017 Revised CIP Budget Estimate</i>
Design			
Internal Engineering/Project Mgmt	66,000	-	66,000
Prop/ROW/Easements		-	
Construction		-	-
Other		-	
Total Project Expense Budget:	66,000	-	66,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
		66,000			
		66,000			

<i>Funding Sources</i>	<i>1/1/17 Current CIP Budget</i>	<i>2017 CIP Supplemental Request</i>	<i>2017 Revised CIP Budget Estimate</i>
REET 1	3,000	-	3,000
Local Grants (County, Etc.)	63,000	-	63,000
Total Project Revenue Budget:	66,000	-	66,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		3,000			
-		63,000			
		66,000			

Field House Tennis CourtProject # **310.057.045**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Repaint the tennis court at the Field House.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Prop/ROW/Easements			-
Construction			-
Internal Eng- Proj Mgmt/ Inspect	1,000	-	1,000
Repair Contract 1	23,750	-	23,750
Other			-
Interfund Financial Services	250	-	250
Contingencies	-	-	-
Total Project Expense Budget:	25,000	-	25,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		1,000			
-		23,750			
-		250			
-					
-	-	25,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
REET 1	25,000	-	25,000
Total Project Revenue Budget:	25,000	-	25,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		25,000			
-	-	25,000	-	-	-

Des Moines Waterfront VistaProject # **310.067**

Project Manager:
 Lead Department: Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

Purchase of the Van Gasken property which was sold to Forterra in 2017. City has entered into a memo of understanding to acquire this property from Forterra in the Future.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Prop/ROW/Easements			-
Land	1,259,000	-	1,259,000
Other Misc- Purchase Option Capitalize Separat	76,800	-	76,800
Construction			-
Other			-
Interfund Financial Services	1,500	-	1,500
Total Project Expense Budget:	1,337,300	-	1,337,300

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
	-	1,259,000			
		76,800			
-		1,500			
-	-	1,337,300	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Park In Lieu	551,261	-	551,261
King County Grant (Application)	600,000	-	600,000
One Time Sales Tax	76,800	-	76,800
State Appropriation	109,239	-	109,239
Total Project Revenue Budget:	1,337,300	-	1,337,300

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
379,376	171,885				
-		600,000			
-		186,039	(109,239)		
-			109,239		
379,376	171,885	786,039	-	-	-

Midway Park Play EquipmentProject # **310.068**

Project Manager:
 Lead Department: Est. Actual
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

Repair the 13 year old play equipment to meet safety and ADA standards.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	2,000	-	2,000
Prop/ROW/Easements			-
Construction			-
Const Contract 1 - Contract Contingency	20,000	-	20,000
Other			-
Contingencies	3,000	-	3,000
Total Project Expense Budget:	25,000	-	25,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	2,000				
		20,000			
-		3,000			
-	2,000	23,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Private Contributions - Rotary	25,000	-	25,000
Total Project Revenue Budget:	25,000	-	25,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	2,000	23,000			
-	2,000	23,000	-	-	-

Kiddie Park Play Eq.Project # **310.070**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Replace play equipment to meet safety and ADA standards. Equipment from City Park will be removed and new equipment will be relocated to Kiddie Park. (City Park and Kiddie Park are both city-owned, adjacent properties.)

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	27,000	-	27,000
Prop/ROW/Easements			
Construction			
Construction Contract	100,000	-	100,000
Other			
Contingencies	11,000	-	11,000
Total Project Expense Budget:	138,000	-	138,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	27,000				
-		100,000			
-		11,000			
-	27,000	111,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
REET 2	27,000	-	27,000
Federal Grants CDBG	111,000	-	111,000
Total Project Revenue Budget:	138,000	-	138,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	27,000				
-		111,000			
-	27,000	111,000	-	-	-

North Bulkhead

Project # 310.405

Project Manager: Joe Dusenbury
 Lead Department: Marina
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Replace the north bulkhead in the north parking lot and replace or repair sections of the bulkhead and revetment in front of the Beach Park. Remove unsuitable revetment material from the beach and include wider sidewalks and pedestrian amenities.

TOTAL PROJECT SCOPE				PROJECT ALLOCATIONS BY YEAR					
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
Design									
External Engineering	900,000	-	900,000	-	400,000	500,000			
Prop/ROW/Easements									
Construction									
Construction Contract	4,300,000	-	4,300,000	-		2,000,000	2,300,000		
Other									
Contingencies	500,000	-	500,000	-			500,000		
Total Project Expense Budget:	5,700,000	-	5,700,000	-	400,000	2,500,000	2,800,000	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
REET 1	920,000	-	920,000	-	400,000	270,000	250,000		
One Time Tax	300,000	-	300,000	-			300,000		
State of Washington Grants (Unconfirmed)	2,000,000	-	2,000,000	-		2,000,000			
Debt Proceeds	980,000	-	980,000	-			980,000		
General Fund	1,500,000	-	1,500,000	-		1,000,000	500,000		
Total Project Revenue Budget:	5,700,000	-	5,700,000	-	400,000	3,270,000	2,030,000	-	-

N Lot Restrooms, Plazas & PromenadeProject # **310.406**

Project Manager: Joe Dusenbury
 Lead Department: Marina
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Demolish and replace exiting restroom in the north parking lot and create 10,000 square foot public plaza in the northwest corner of the parking lot. Add vertical extension to the bulkhead in front of the Wasson property and create an additional 1,800 square foot plaza. Includes 480ft of 8ft wide sidewalk to connect the two new plazas and the Beach Park. This is Project #3 on the Legislative capital support request.

TOTAL PROJECT SCOPE				PROJECT ALLOCATIONS BY YEAR					
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
Design									
External Engineering	100,000	-	100,000	-		100,000			
Prop/ROW/Easements									
Construction									
Construction Contract	600,000	-	600,000	-			600,000		
Other									
Interfund Financial Services	6,500	-	6,500	-			6,500		
Contingencies	43,500	-	43,500	-			43,500		
Total Project Expense Budget:	750,000	-	750,000	-	-	100,000	650,000	-	-
Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
REET 2	250,000	-	250,000	-		100,000	150,000		
One Time Tax	500,000	-	500,000	-			500,000		
Total Project Revenue Budget:	750,000	-	750,000	-	-	100,000	650,000	-	-

Financial System ReplacementProject # **310.514**

Project Manager: Donyele Mason
 Lead Department: Finance
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Replace the financial software and upgrade related server. Replacement system will be a fully integrated system containing general ledger, budgeting, payroll, accounts payable, accounts receivable, centralized cashing and project accounting modules.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Prop/ROW/Easements		-	-
Construction		-	-
Construction Contract 2 - Contract Contingency	252,000	-	252,000
Other		-	-
Total Project Expense Budget:	252,000	-	252,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	75,000	177,000			
	75,000	177,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Computer Replacement Fund	192,000	-	192,000
Marina Rates	30,000	-	30,000
Surface Water Utility	30,000	-	30,000
Total Project Revenue Budget:	252,000	-	252,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
71,000	121,000				
15,000	15,000				
15,000	15,000				
101,000	151,000	-	-	-	-

City Hall GeneratorProject # **310.708****Operating Project**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Install a new 400 Kw optional standby generator that will allow full operation of City Hall and Engineering.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering - Elcon	9,743	-	9,743
Internal Engineering/Project Mgmt	1,800	-	1,800
Permits	6,000	-	6,000
Prop/ROW/Easements			
Construction			
Internal Engr-Proj Mgmt/ Inspect	5,000	-	5,000
Construction Contract	119,955	-	119,955
Const Contract 1 - Contract Contingency	12,500	-	12,500
Other			
Interfund Financial Services	3,284	-	3,284
Non-Capitalizable Services	9,935	-	9,935
Contingencies	5,045	-	5,045
Total Project Expense Budget:	173,262	-	173,262

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	9,743				
-	1,800				
-	6,000				
-	5,000				
-	119,955				
-	12,500				
-	3,284				
9,935					
-		5,045			
9,935	158,282	5,045	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
One Time Sales Tax	173,262	-	173,262
Total Project Revenue Budget:	173,262	-	173,262

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
9,935	163,327				
9,935	163,327	-	-	-	-

Marina Dynamic Messaging SignsProject # **310.709**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Marina Dynamic Messaging Signs. Two fixed signs to be placed at 6th & 223rd and 6th & 227th.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	3,000	-	3,000
Prop/ROW/Easements		-	-
Construction		-	-
Construction Contract 1	42,000	-	42,000
Other		-	-
Interfund Financial Services	500	-	500
Contingencies	4,500	-	4,500
Total Project Expense Budget:	50,000	-	50,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		3,000			
-		42,000			
-		500			
-		4,500			
-	-	50,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
General Fund	50,000	-	50,000
Total Project Revenue Budget:	50,000	-	50,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		50,000			
-	-	50,000	-	-	-

South 216th - Segment 3

Project # 319.334

Project Manager:
Lead Department:
Design Start Date:
Bid Opening:
Award:
Accepted by Council:
Retainage Released:

Est. Actual

Summary Project Description:

Widen roadway to provide center turn lane, bike lanes, curb, gutter and sidewalks between 11th Ave South and 19th Avenue South. If grant is unavailable then debt financing would be required or project schedule would need to be adjusted.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	540,000	-	540,000
Internal Engineering/Project Mgmt	10,000	-	10,000
Other Professional Services - Len Madsen	80,000	-	80,000
Prop/ROW/Easements			
External Engineering	130,000	-	130,000
Other Professional Services - Len Madsen	30,000	-	30,000
Construction			
External Engineering	560,000	-	560,000
Internal Engr-Proj Mgmt/ Inspect	30,000	-	30,000
Construction Contract 1	4,081,000	-	4,081,000
Other			
Interfund Financial Services	58,210	-	58,210
Contingencies	410,000	-	410,000
Total Project Expense Budget:	5,929,210	-	5,929,210

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	457,750	82,250			
-	4,000	6,000			
-	55,000	25,000			
-		130,000			
-		30,000			
-			560,000		
-			30,000		
-			4,081,000		
-	3,350	3,650	51,210		
-			410,000		
-	520,100	276,900	5,132,210	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Traffic Impact Fees - City Wide	2,771,965	-	2,771,965
TIB Grant	3,157,245	-	3,157,245
Total Project Revenue Budget:	5,929,210	-	5,929,210

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	283,970	111,878	2,376,117		
-	329,380	71,772	2,756,093		
-	613,350	183,650	5,132,210	-	-

S 224th Street ImprovementsProject # **319.336**

Project Manager:
Lead Department:
Design Start Date:
Bid Opening:
Award:
Accepted by Council:
Retainage Released:

Est. Actual

Summary Project Description:

Improvements identified for South 224th Street are for a "Type A" street including curbs, gutters, wide sidewalks, and bike lanes. This project includes design, environmental analysis, and preparation of plans, specifications, and estimates by a consultant. In-lieu fees have been obtained and will fund the design as well as the construction.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	95,000	-	95,000
Internal Engineering/Project Mgmt	18,080	-	18,080
Prop/ROW/Easements			
Land	35,000	-	35,000
Construction			
External Engineering	30,000	-	30,000
Internal Engr-Proj Mgmt/ Inspect	15,000	-	15,000
Construction Contract 1	325,488	-	325,488
Other			
Interfund Financial Services	6,050	-	6,050
Non-Capitalizable Services - Utility	25,000	-	25,000
Contingencies	56,277	-	56,277
Total Project Expense Budget:	605,895	-	605,895

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		95,000			
353		17,727			
-		35,000			
-		30,000			
-		15,000			
-		325,488			
-		6,050			
-		25,000			
-		56,277			
353	-	605,542	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Pacific Ridge Mitigation Fees (Secured)	605,895	-	605,895
Total Project Revenue Budget:	605,895	-	605,895

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
605,895					
605,895	-	-	-	-	-

Downtown Alley ImprovementProject # **319.337**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Project will underground general utilities, overlay alley between 223rd and 225th, provide for urban design features and elements to create a vibrant, pedestrian friendly corridor.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	63,000	-	63,000
Internal Engineering/Project Mgmt	8,000	-	8,000
Prop/ROW/Easements			-
Construction			-
Internal Engr-Proj Mgmt/ Inspect	20,000	-	20,000
Construction Contract	400,000	-	400,000
Const Contract 1 - Contract Contingency	20,000	-	20,000
Other			
Interfund Financial Services	5,410	-	5,410
Contingencies	24,773	-	24,773
Total Project Expense Budget:	541,183	-	541,183

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	33,000	30,000			
-	8,000				
-					
-		20,000			
-		400,000			
-		20,000			
-	710	4,700			
-		24,773			
-	41,710	499,473	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Traffic In-Lieu (& Adrianna Sidewalk Sale Proceed	105,825	-	105,825
One Time Sales Tax	41,710	-	41,710
General Fund	393,648	-	393,648
Total Project Revenue Budget:	541,183	-	541,183

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		105,825			
-	41,710				
-		393,648			
-	41,710	499,473	-	-	-

Barnes Creek Trail/SR 509 ROWProject # **319.345**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

SR 509 right-of-way from south 216th Street to Kent-Des Moines Road. A 2 mile multi-use trail connecting to the Des Moines Creek Trail in the north and Highline College at the south end.

Does not match 6-year plan, pending grant award.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering - KPG	746,511	-	746,511
Internal Engineering/Project Mgmt	182,401	-	182,401
Other Professional Services	53,453	-	53,453
Other Misc (Advertise, Postage, Etc.)	275	-	275
Prop/ROW/Easements			
Land	30,000	-	30,000
Construction			
Other			
Interfund Financial Services	7,708	-	7,708
Contingencies	73,664	-	73,664
Total Project Expense Budget:	1,094,012	-	1,094,012

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
350,596	395,915				
167,912	14,489				
53,453					
275					
-		30,000			
3,603	4,105				
73,502	162				
649,341	414,671	30,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Transportation CIP Fund	68,355	-	68,355
REET 1	317,381	-	317,381
King County Conservation Grant 2011 (Confirmed)	44,182	-	44,182
King County Trail Levy (Confirmed trail)	287,819	-	287,819
CMAQ-Design (Confirmed) FHWA 86.5%	376,275	-	376,275
Total Project Revenue Budget:	1,094,012	-	1,094,012

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
68,355					
47,650	239,731	30,000			
44,182					
287,819					
352,397	23,878				
600,403	263,609	30,000	-	-	-

16th Ave S Improve - Segment 5AProject # **319.471**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

South 272nd Street to approximately 1000 feet south of S 272nd Street. Install curbs, gutters, sidewalks, enclosed drainage system and bike lanes along both sides of the street. Improve existing lighting and install left turn lane. Cost estimates reflect overhead utilities. Underground utilities would be a significant increase. This project coordinates with Segment 5B.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	120,039	-	120,039
Internal Engineering/Project Mgmt	7,600	-	7,600
Prop/ROW/Easements			-
Construction			
Other			
Interfund Financial Services	1,200	-	1,200
Total Project Expense Budget:	128,839	-	128,839

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-			120,039		
-			7,600		
-					
-					
-			1,200		
-	-	-	128,839	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
In-Lieu Ashton (Received)	128,839	-	128,839
Total Project Revenue Budget:	128,839	-	128,839

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
128,839					
128,839	-	-	-	-	-

Midway Elem SidewalksProject # **319.606**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

This project will construct approximately 650 linear feet of bike lane, planter strip and 6 foot wide sidewalk along the east side of 24th Ave South between South 224th street and South 226th Street. Additionally existing ditches along the east side of 24th Ave S will be replaced with enclosed storm sewer pipe and catch basins. The existing 18 inch diameter storm sewer pipe between S 226th St and S 227th Place will be replaced with a new 36 inch diameter storm sewer pipe for improved surface water conveyance.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering (Parametrix)	55,024	-	55,024
Internal Engineering/Project Mgmt	63,538	-	63,538
Other Professional Services	7,622	-	7,622
Prop/ROW/Easements			
External Engineering	7,230	-	7,230
Internal Engineering	2,000	-	2,000
Construction			
External Engineering	33,531	-	33,531
Internal Engr-Proj Mgmt/ Inspect	8,000	-	8,000
Construction Contract 1	200,000	-	200,000
Const Contract 1 - Contral Contingency	14,668	-	14,668
Other			
Interfund Financial Services	4,043	-	4,043
Total Project Expense Budget:	395,656	-	395,656

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
3,024	29,533	22,467			
20,538	11,000	32,000			
7,622					
-		7,230			
-		2,000			
-			33,531		
-			8,000		
-			200,000		
-			14,668		
66	412	665	2,900		
31,250	40,945	64,362	259,099	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Traffic Safety Program (ASE) Use 2nd	268,391	-	268,391
Traffic Impact Fees - City Wide Use 1st	127,265	-	127,265
Total Project Revenue Budget:	395,656	-	395,656

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
207,705		60,686			
-	1,578	125,687			
207,705	1,578	186,373	-	-	-

Redondo Paid ParkingProject # **319.611**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Equip the Redondo parking lot with an automated pay parking system including gates, ticket dispensers and a pay station.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Prop/ROW/Easements			-
Construction			-
Other			
Interfund Financial Services	2,000	-	2,000
Contingencies	198,000	-	198,000
Total Project Expense Budget:	200,000	-	200,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		2,000			
-		198,000			
-	-	200,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
REET 1 (Funding Summary to update)	200,000	-	200,000
Total Project Revenue Budget:	200,000	-	200,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		200,000			
-	-	200,000	-	-	-

S 268th Street SidewalksProject # **319.614**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Install sidewalks on the north side of South 268th Street between 16th Ave South and Pacific Highway South, with a portion of sidewalk on the south side from 18th Ave South to Pacific Highway South. This project does not underground the utilities.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering - Parametrix	81,263	-	81,263
Internal Engineering/Project Mgmt	25,826	-	25,826
Other Misc (Advertise, Postage, Etc.)	2,170	-	2,170
Prop/ROW/Easements			
Construction			
External Engineering - Parametrix	118,904	-	118,904
Internal Engr-Proj Mgmt/ Inspect	21,031	-	21,031
Construction Contract 1- Reed	718,370	-	718,370
Const Contract 1 - Remaining Contract Contingency	3,913	-	3,913
Other			
Interfund Financial Services	9,850	-	9,850
Total Project Expense Budget:	981,327	-	981,327

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
81,263					
25,826					
2,170					
99,798	19,106				
9,531	11,500				
547,154	171,216				
-		3,913			
7,735	2,115				
773,477	203,937	3,913	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Traffic Safety Program (ASE) 2nd	39,564	-	39,564
Transportation CIP Fund	181,700	-	181,700
FHWA SRTS LA- 8801(100%) 1st/100% Design	431,000	-	431,000
REET 2 Draw 3rd	96,591	-	96,591
Utility Reimb - Highline Water	59,091	-	59,091
Utility Reimb - PSE	29,545	-	29,545
Arterial Street Fund Transfer	143,836	-	143,836
Total Project Revenue Budget:	981,327	-	981,327

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
39,564					
181,700					
429,914	1,086				
33,662	62,929				
59,091					
29,545					
-	143,836				
773,476	207,851	-	-	-	-

S 223rd Walkway ImprovementsProject # **319.617**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Installation of missing sidewalk on the north and south sides of S 223rd St and west of 6th Ave. The project will install curbs, ramps and landings at the intersection of 6th Ave and 223rd Ave.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	25,000	-	25,000
Prop/ROW/Easements			
Construction			
Other			
Interfund Financial Services	250	-	250
Contingencies	18,750	-	18,750
Total Project Expense Budget:	44,000	-	44,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		25,000			
-		250			
-		18,750			
-	-	44,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
ASE (Automatic Speed Enforcement) GF X-fer	44,000	-	44,000
Total Project Revenue Budget:	44,000	-	44,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		44,000			
-	-	44,000	-	-	-

Arterial Traffic Calming 2018Project # **319.619**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Summary Project Description:

Install arterial traffic calming devices such as permanent radar speed signs, road rechannelization, speed cushions, and other appropriate devices for use on arterial streets. These devices are intended for higher volume roads and emergency response routes which have different characteristics than local roads. Locations are yet to be determined and based on operational characteristics.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	10,000	-	10,000
Prop/ROW/Easements			-
Construction			
Construction Contract 1	140,000	-	140,000
Other			
Interfund Financial Services	1,500	-	1,500
Total Project Expense Budget:	151,500	-	151,500

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		10,000			
-		140,000			
-		1,500			
-	-	151,500	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
GF	151,500	-	151,500
Total Project Revenue Budget:	151,500	-	151,500

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		151,500			
-	-	151,500	-	-	-

Fuel DispenserProject # **403.456**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Replace fuel dispensers.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Prop/ROW/Easements		-	-
Construction		-	-
Construction Contract 1	60,000	-	60,000
Other		-	-
Total Project Expense Budget:	60,000	-	60,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		60,000			
		60,000			

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Marina Rates	60,000	-	60,000
Total Project Revenue Budget:	60,000	-	60,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		60,000			
		60,000			

Marina Maint. DredgingProject # **403.458**

Project Manager: Joe Dusenbury
 Lead Department: Marina
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	98,200	-	98,200
Permits	80,000	-	80,000
Other Misc (Advertise, Postage, Etc.)	5,000	-	5,000
Prop/ROW/Easements			
Construction			
Construction Contract 1	485,300	-	485,300
Other			
Interfund Financial Services	6,500	-	6,500
Total Project Expense Budget:	675,000	-	675,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	49,500	48,700			
-		80,000			
-		5,000			
-					
-				485,300	
-	500	1,300		4,700	
-	50,000	135,000	-	490,000	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Marina Rate Transfer	675,000	-	675,000
Total Project Revenue Budget:	675,000	-	675,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
150,000	150,000	150,000	125,000	100,000	
150,000	150,000	150,000	125,000	100,000	-

Marina Dock ReplacementProject # **403.499**

Project Manager: Joe Dusenbury
 Lead Department: Marina
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

This project creates a set aside to accumulate funds for the purchase of a full dock replacement. When sufficient funds are accumulated a replacement dock will be installed. \$1,400,000 spending planned for 2023.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Prop/ROW/Easements		-	-
Construction		-	-
Construction Contract 1	1,000,000	-	1,000,000
Other		-	-
Total Project Expense Budget:	1,000,000	-	1,000,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Marina Rate Transfer	1,000,000	-	1,000,000
Total Project Revenue Budget:	1,000,000	-	1,000,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021

Barnes Creek/KDM Culvert ReplacementProject # **451.804**

Project Manager:
Lead Department:
Design Start Date:
Bid Opening:
Award:
Accepted by Council:
Retainage Released:

Est. Actual

Summary Project Description:

Project improvements will include the installation of 80 to 100 feet of 48-inch or 60-inch diameter culvert or possibly the construction of a box culvert, depending on the method of construction and current fisheries requirements. Due to the depth of culvert and the high traffic of Kent-Des Moines Road, use of boring or other trench-less technology will be explored. The dramatic elevation change from upstream to downstream and the need to moderate velocity for fish passage may require that a special energy dissipater and/or fish ladder be installed at the culvert outlet.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering (Tetra Tech)	355,471	-	355,471
Internal Engineering/Project Mgmt	63,243	-	63,243
Other Professional Services	16,301	-	16,301
Prop/ROW/Easements			
Construction			
External Engineering/Inspect	135,000	-	135,000
Internal Engr-Proj Mgmt/ Inspect	35,000	-	35,000
Construction Contract 1	752,500	-	752,500
Other			
Interfund Financial Services	12,605	-	12,605
Non-Capitalizable Services (Alternative Analysis)	16,200	-	16,200
Contingencies	504,865	-	504,865
Total Project Expense Budget:	1,891,185	-	1,891,185

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
60,006	14,741			280,724	
19,695	1,500			42,048	
6,709	-			9,592	
-					135,000
-					35,000
-					752,500
860	195				11,550
16,200					
283,882					220,983
387,352	16,436	-	-	332,364	1,155,033

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Transfer in fund 450	1,807,461	-	1,807,461
SWM Capital Fund Balance	21,623	-	21,623
Storm Drain Hook Up Fees	62,101	-	62,101
Total Project Revenue Budget:	1,891,185	-	1,891,185

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
303,628	16,436			332,364	1,155,033
21,623					
62,101					
387,352	16,436	-	-	332,364	1,155,033

24th Ave Pipeline Replace/UpgradeProject # **451.815**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Replacement of existing 12-inch storm drainage system on 24th Avenue from S. 224th to S. 227th Street with approximately 1100 feet of 36-inch pipe.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	36,000	-	36,000
Internal Engineering/Project Mgmt	7,000	-	7,000
Prop/ROW/Easements			-
Construction			-
External Engineering	56,800	-	56,800
Internal Engr-Proj Mgmt/ Inspect	6,000	-	6,000
Construction Contract 1	321,800	-	321,800
Other			
Interfund Financial Services	5,300	-	5,300
Contingencies	123,200	-	123,200
Total Project Expense Budget:	556,100	-	556,100

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	36,000				
-	7,000				
-					
-			56,800		
-			6,000		
-			321,800		
-	500		4,800		
-	8,600	20,000	94,600		
-	52,100	20,000	484,000	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
SWM Capital Fund Balance	556,100	-	556,100
Total Project Revenue Budget:	556,100	-	556,100

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	52,100	20,000	484,000		
-	52,100	20,000	484,000	-	-

South 251st Street Storm OutfallProject # **451.827**

Project Manager:
Lead Department:
Design Start Date:
Bid Opening:
Award:
Accepted by Council:
Retainage Released:

Est. Actual

Summary Project Description:

This project is a retrofit to a storm outfall improvement made in 2014 that failed following heavy rains in October 2015. This project proposes to extend the 24-inch outfall pipe downslope away from the existing MSE wall and install a dissipator at the terminus.

TOTAL PROJECT SCOPE				PROJECT ALLOCATIONS BY YEAR					
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
Design									
External Engineering - KPG	95,700	-	95,700	55,292	29,599	10,809			
Internal Engineering/Project Mgmt	10,000	-	10,000	3,477	3,970	2,553			
Permits	3,275	-	3,275	-	3,275				
Other Misc (Advertise, Postage, Etc.)	300	-	300	-		300			
Prop/ROW/Easements									
Construction									
External Proj Mgmt/Inspect - KPG	40,000	-	40,000	-		40,000			
Internal Engr-Proj Mgmt/Inspect	10,000	-	10,000	-		10,000			
Maint/Repair Contract -	150,000	-	150,000	-		150,000			
Other									
Interfund Financial Services	3,760	-	3,760	590	368	2,802			
Contingencies	57,555	-	57,555	-		57,555			
Total Project Expense Budget:	370,590	-	370,590	59,359	37,212	274,019	-	-	-
Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
SWM Capital Fund Balance	370,590	-	370,590	59,359	37,212	274,019			
Total Project Revenue Budget:	370,590	-	370,590	59,359	37,212	274,019	-	-	-

Deepdene Plat Outfall Replacement

Project # 451.828

Project Manager:
Lead Department:
Design Start Date:
Bid Opening:
Award:
Accepted by Council:
Retainage Released:

Est. Actual

Summary Project Description:

This project assumes the replacement of 300 linear feet of outfall pipe with outfall diffuser and dissipator pad, and installing 2 catch basins and 150 feet of 12-inch pipe with road restoration for redirecting flows from the west side of Marine View Drive to the east side of MVD to avoid the slide area.

TOTAL PROJECT SCOPE				PROJECT ALLOCATIONS BY YEAR					
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
Design									
External Engineering -	71,500	-	71,500	-	4,000	67,500			
Internal Engineering/Project Mgmt	12,000	-	12,000	-	2,000	10,000			
Permits	5,000	-	5,000	-	-	5,000			
Prop/ROW/Easements									
Construction									
External Engineering	20,000	-	20,000	-	-	20,000			
Internal Engr-Proj Mgmt/ Inspect	22,000	-	22,000	-	2,000	20,000			
Construction Contract -	181,600	-	181,600	-	10,000	171,600			
Other									
Interfund Financial Services	4,061	-	4,061	-	220	3,841			
Contingencies	94,000	-	94,000	-	4,000	90,000			
Total Project Expense Budget:	410,161	-	410,161	-	22,220	387,941	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
SWM Capital Fund Balance	410,161	-	410,161	-	22,220	387,941			
Total Project Revenue Budget:	410,161	-	410,161	-	22,220	387,941	-	-	-

S 223rd Stormwater ImprovementsProject # **451.829**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

2017 Pipe Replacement Program dedicated to S 223rd Stormwater Improvements to be performed in conjunction with the S 223rd Road Improvement project.

TOTAL PROJECT SCOPE				PROJECT ALLOCATIONS BY YEAR					
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
Design									
External Engineering -	45,775	-	45,775	-	45,775				
Internal Engineering/Project Mgmt	3,000	-	3,000	-	3,000				
Prop/ROW/Easements									
Construction									
External Engineering	49,000	-	49,000	-		49,000			
Internal Engr-Proj Mgmt/ Inspect	20,000	-	20,000	-		20,000			
Construction Contract -	324,490	-	324,490	-		324,490			
Other									
Interfund Financial Services	5,401	-	5,401	-	491	4,910			
Contingencies	97,825	-	97,825	-	325	97,500			
Total Project Expense Budget:	545,491	-	545,491	-	49,591	495,900	-	-	-
Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate	Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
Transfer in fund 450	545,491	-	545,491	-	49,591	495,900			
Total Project Revenue Budget:	545,491	-	545,491	-	49,591	495,900	-	-	-

451.831 216th/11th Ave Pipe Repl.

Project #

451.831

Project Manager:
Lead Department:
Design Start Date:
Bid Opening:
Award:
Accepted by Council:
Retainage Released:

Est. Actual

Summary Project Description:

Replacement of existing pipes based on a video condition assessment.
This project is scheduled to be finished in 2022.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering -KPG	33,033	-	33,033
Internal Engineering/Project Mgmt	4,967	-	4,967
Prop/ROW/Easements			-
Construction			-
Construction Contract 1	230,000	-	230,000
Other			
Interfund Financial Services	720	-	720
Contingencies	60,000	-	60,000
Total Project Expense Budget:	328,720	-	328,720

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	33,033				
-	4,967				
-					
-			230,000		
-			720		
-	11,000		49,000		
-	49,000	-	279,720	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
SWM Rate Transfer	328,720	-	328,720
Total Project Revenue Budget:	328,720	-	328,720

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	49,000		279,720		
-	49,000	-	279,720	-	-

Pond Safety ImprovementsProject # **451.832**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

This project adds or replaces dilapidated wooden fencing with vinyl coated chainlink fencing at the following areas: Fence replacement for the entire pond located on Marine View Drive across from Taco Time; new fencing around the control panel and pump station adjacent to Taco Time; wooden fence replacement to the pond on 250th Street w/o 16th Ave.; wooden fence replacement to the ponds at 194th/5th and 193rd e/o 6th. A total of approximately 1,500 feet of fencing with gate assemblies.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Prop/ROW/Easements		-	-
Construction		-	-
Construction Contract 1	48,000	-	48,000
Other		-	-
Contingencies	10,000	-	10,000
Total Project Expense Budget:	58,000	-	58,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		48,000			
-		10,000			
-	-	58,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Surface Water Utility	58,000	-	58,000
Total Project Revenue Budget:	58,000	-	58,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 58000	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		58,000			
-	-	58,000	-	-	-

6th Ave/239th Pipe Replacement

Project # 451.833

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

This project proposes to replace the existing 8-inch drainage system on the west side of 6th Ave S. and connect to the drainage system on 239th Street. This project will also install a new 18-inch HDPE storm drain outfall from 239th St. to Puget Sound. The stairway above the outfall pipe will be replaced as part of this project.

TOTAL PROJECT SCOPE

Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering	38,000	-	38,000
Prop/ROW/Easements			
Construction			
Const Contract 1 - Construction Contract	154,000	-	154,000
Other			
Interfund Financial Services	2,490	-	2,490
Contingencies	54,510	-	54,510
Total Project Expense Budget:	249,000	-	249,000

PROJECT ALLOCATIONS BY YEAR

Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	38,000				
-	154,000				
-	2,490				
-	54,510				
-	249,000	-	-	-	-

Funding Sources

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
SWM Rate Transfer	249,000	-	249,000
Total Project Revenue Budget:	249,000	-	249,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	249,000				
-	249,000	-	-	-	-

City Facility Condition AssessmentProject # **506.709****Operating Project**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Assess the current condition of various facilities.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	3,286	-	3,286
Other Professional Services	6,600	-	6,600
Prop/ROW/Easements			-
Construction			-
Other			
Interfund Financial Services	114	-	114
Total Project Expense Budget:	10,000	-	10,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	1,867	1,419			
-	6,600				
-	100	14			
-	8,567	1,433	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Interfund Assessments	10,000	-	10,000
Total Project Revenue Budget:	10,000	-	10,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-	8,567	1,433			
-	8,567	1,433	-	-	-

Court Security ImprovementsProject # **506.710**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Expand electronic building access system to include engineering building, parks fieldhouse, activity center, and public works service center. Add city hall court lobby entrance doors and council chamber doors.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	54,000	-	54,000
Prop/ROW/Easements		-	-
Construction			
Internal Eng-Proj Mgmt/ Inspect		-	-
Construction Contract 1	165,000	-	165,000
Other		-	
Contingencies	11,000	-	11,000
Total Project Expense Budget:	230,000	-	230,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		54,000			
-		165,000			
-		11,000			
-	-	230,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
REET 1	54,000	-	54,000
General Fund	176,000	-	176,000
Total Project Revenue Budget:	230,000	-	230,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		54,000			
-		176,000			
-	-	230,000	-	-	-

Police Security ImprovementsProject # **506.711**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

Expand electronic building access system to include engineering building, parks fieldhouse, activity center, and public works service center. Add city hall court lobby entrance doors and council chamber doors.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt	45,000	-	45,000
Prop/ROW/Easements		-	-
Construction		-	-
Construction Contract 1	129,000	-	129,000
Other		-	-
Contingencies	9,000	-	9,000
Total Project Expense Budget:	183,000	-	183,000

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-		45,000			
-		129,000			
-		9,000			
-	-	183,000	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
REET 1	45,000	-	45,000
General Fund	138,000	-	138,000
Total Project Revenue Budget:	183,000	-	183,000

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		45,000			
-		138,000			
-	-	183,000	-	-	-

*"The secret of change is to focus all your energy,
not on fighting the old, but on building the new."*

- Socrates

GENERAL INFORMATION

COMPARATIVE SUMMARY OF AD VALOREM TAXES
(\$ per \$1000 ASSESSED VALUE)

	2015 Tax Year Assessed in 2014			2016 Tax Year Assessed in 2015		
	ASSESSED	LEVY PER	AMOUNT	ASSESSED	LEVY PER	AMOUNT
	VALUE	\$1000 A.V.		VALUE	\$1000 A.V.	
GENERAL LEVY						
CURRENT EXPENSE	\$ 2,667,142,570	\$1.6632	\$ 4,435,938	\$ 2,871,886,336	\$1.6522	\$ 4,744,998

	2017 Tax Year Assessed in 2016			Est 2018 Tax Year Assessed in 2017		
	ASSESSED	LEVY PER	AMOUNT	ASSESSED	LEVY PER	AMOUNT
	VALUE	\$1000 A.V.		VALUE	\$1000 A.V.	
GENERAL LEVY						
CURRENT EXPENSE	\$ 3,194,299,789	\$1.5108	\$ 4,825,809	\$ 3,714,402,941	\$1.3268	\$ 4,928,328

RATIO of GOVERNMENTAL ACTIVITY GENERAL OBLIGATION DEBT
to ASSESSED VALUE and NET BONDED DEBT PER CAPITA
as of DECEMBER 31

<u>FISCAL YEAR</u>	<u>APRIL 1 POPULATION</u>	<u>ASSESSED VALUATION</u>	<u>DEBT</u>	<u>RATIO OF DEBT TO ASSESSED VALUE</u>	<u>DEBT PER CAPITA</u>
2008	29,180	\$2,908,318,000	\$4,012,534	0.5%	137.51
2009	29,270	\$3,267,952,000	\$4,295,811	0.4%	146.76
2010	29,673	\$2,758,797,000	\$4,024,709	0.3%	135.64
2011	29,680	\$2,696,885,000	\$3,953,740	0.3%	133.21
2012	29,700	\$2,459,855,000	\$3,665,513	0.2%	123.42
2013	26,730	\$2,291,203,000	\$3,400,795	0.1%	127.23
2014	30,030	\$2,249,628,000	\$3,100,291	0.1%	103.24
2015	30,030	\$ 2,858,454,936	\$ 3,100,291	0.1%	103.24
2016	30,100	\$ 2,858,454,936	\$ 2,505,868	0.1%	83.25
2017	30,570	\$3,145,316,032	\$2,200,762	0.1%	71.99
2018*	30,570	\$ 3,714,402,941	\$ 2,011,479	0.1%	65.80

* Estimated

CITY OF DES MOINES

DEBT LIMITATION PROJECTED AS OF DECEMBER 31, 2018

ESTIMATED ASSESSED VALUATION for 2018 TAXES	\$ 3,714,402,941
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GENERAL PURPOSES**Councilmanic:**

Capacity (1.50% of Assessed value)		55,716,044
Less:		
G.O. Bonds Outstanding	1,515,000	
State L.O.C.A.L. Program	36,141	
State PWTF	460,338	
		<u>2,011,479</u>

Available Councilmanic Capacity Excluding Capital Leases	53,704,565
--	------------

Voter-Approved: 60 percent approval

Total Capacity (2.50% of Assessed Value)		92,860,074
Less:		
Councilmanic Outstanding		
Issued Voter-Approved		<u>0</u>

Available Voter-Approved Capacity		\$ 92,860,074
--	--	---------------

UTILITY PURPOSES

Voter-Approved:		
Capacity (2.5% of Assessed Value)		<u>92,860,074</u>

Available Utility Capacity	92,860,074
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OPEN SPACE AND PARK FACILITIES

Voter-Approved:		
Capacity (2.5% of Assessed Value)		<u>92,860,074</u>

Available Open Space and Park Facilities Capacity	<u>92,860,074</u>
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TOTAL AVAILABLE DEBT CAPACITY	<u><u>\$ 278,580,221</u></u>
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CITY OF DES MOINES
Projected As of December 31, 2018

SUMMARY OF DEBT

<u>PURPOSE</u>		<u>ORIGINAL ISSUE AMOUNT</u>	<u>DATED</u>	<u>INTEREST RATE(S)</u>	<u>MATURITY DATE</u>
GENERAL OBLIGATION DEBT					
COUNCILMANIC BONDS:					
2008 LTGO	Transportation	2,515,000	11/30/2004	4.00 - 4.75%	11/30/2024
VOTER-APPROVED BONDS:					
None					
OTHER GENERAL OBLIGATION DEBT:					
2004 PWTF	Pac Highway Construction	2,250,000	6/28/2004	0.50%	7/1/2024
2009 PWTF	Gateway Construction	1,000,000	1/14/2009	0.50%	7/1/2028
2011 LOCAL	Energy Savings	106,138	11/6/2011	4.20%	12/1/2021
Capital Lease	Document Mgmt System	17,739	8/4/2013	0.84%	10/15/2018
BUSINESS DEBT					
2008A LTGO	Marina	6,080,000	12/1/2008	4.00 - 4.75%	12/1/2028
2012 LTGO	Marina - 2002 Refunding	2,810,000	4/19/2012	2.00 - 4.00%	12/1/2022

CITY OF DES MOINES
Projected As of December 31, 2018

SUMMARY OF DEBT

PRINCIPAL DUE DATE	INTEREST DUE DATES	PRINCIPAL OUTSTANDING 12/31/2017	2018 DEBT SERVICE REQUIREMENTS			PRINCIPAL OUTSTANDING 12/31/2018
			PRINCIPAL	INTEREST	TOTAL	
12/1	6/1,12/1	1,635,000	120,000	74,737	194,737	1,515,000
TOTAL COUNCILMANIC BONDS		<u>1,635,000</u>	<u>120,000</u>	<u>74,737</u>	<u>194,737</u>	<u>1,515,000</u>
TOTAL VOTER APPROVED BONDS		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL G.O. BOND DEBT		<u>1,635,000</u>	<u>120,000</u>	<u>74,737</u>	<u>194,737</u>	<u>1,515,000</u>
6/29	6/29	165,330	23,618	827	24,445	141,712
6/29	6/29	350,489	31,863	1,752	33,615	318,626
12/1	6/1,12/1	47,273	11,132	2,016	13,148	36,141
Monthly	Monthly	2,670	2,670	10	2,680	0
TOTAL OTHER GENERAL DEBT		<u>565,762</u>	<u>69,283</u>	<u>4,605</u>	<u>73,888</u>	<u>496,479</u>
TOTAL GENERAL OBLIGATION DEBT		<u>\$ 2,200,762</u>	<u>\$ 189,283</u>	<u>\$ 79,342</u>	<u>\$ 268,625</u>	<u>\$ 2,011,479</u>
12/1	6/1,12/1	4,330,000	310,000	201,566	511,566	4,020,000
12/1	6/1,12/1	1,365,000	250,000	53,850	303,850	1,115,000
TOTAL REVENUE BONDED DEBT		<u>5,695,000</u>	<u>560,000</u>	<u>255,416</u>	<u>815,416</u>	<u>5,135,000</u>
TOTAL CITY DEBT		<u><u>\$ 7,895,762</u></u>	<u><u>\$ 749,283</u></u>	<u><u>\$ 334,758</u></u>	<u><u>\$ 1,084,041</u></u>	<u><u>\$ 7,146,479</u></u>

GLOSSARY OF TERMS

AD VALOREM TAXES - (Property Tax) A tax levied on the assessed value of real property.

APPROPRIATION - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

APPROPRIATION ORDINANCE OR RESOLUTION – An ordinance or resolution by means of which appropriations are given legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the legislative body.

ASSESSED VALUATION - A valuation set upon real estate or other property by the County Assessor as a basis for levying property taxes.

BASIS OF ACCOUNTING – The timing of recognition, that is, when the effects of transactions or events should be recognized for financial reporting purposes. For example, the effects of transactions or events can be recognized on an accrual basis (that is, when the transactions or events take place), or on a cash basis (that is, when cash is received or paid). Basis of accounting is an essential part of measurement focus because a particular timing of recognition is necessary to accomplish a particular measurement focus.

Cash Basis - A basis of accounting under which transactions are recognized only when cash is received or disbursed.

Accrual Basis - A basis of accounting under which transactions are recorded in the periods in which those transactions occur, rather than only in the periods in which cash is received or paid by the government.

Modified Accrual Basis - A basis of accounting according to which (a) revenues and other financial resources are recognized when they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

Modified Cash Basis – is the cash basis of accounting adjusted for Washington State statute. RCW 35.33.151 and RCW 35A.33.150 requires cities to keep their books open in order to pay December bills by the following January 20. RCW 36.40.200 requires counties to keep their books open until January 30 in order to pay December bills and charge the prior year.

BOND - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic

interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan formally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether the appropriating body has approved it.

BUDGETARY CONTROL - The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

BUDGET DOCUMENT - The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. In addition to the budget document, an appropriation ordinance is necessary to formally approve the budget.

CAPITAL IMPROVEMENTS PROJECT - A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

CAPITAL OUTLAYS - Expenditures that result in the acquisition of or addition to fixed assets.

DEBT - An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, registered warrants, notes, contracts, and accounts payable.

DEBT SERVICE FUND - A fund established to account for the accumulation of resources and for the payment of general long-term debt principal and interest. Formerly called a sinking fund.

DEBT LIMIT - The maximum amount of gross or net debt that is legally permitted.

DEFICIT - (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

EMPLOYEE/PERSONNEL BENEFITS - For budgeting purposes, employee benefits are employer payments for social security, retirement, group health and life insurance, and worker's compensation. These expenses are budgeted at the activity level.

ENTERPRISE FUND - Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services.

EXPENDITURES - Decreases in net current assets. Expenditures include debt service, capital outlays, and those current operating costs that require the use of current assets.

EXPENSES - Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FISCAL POLICY - The City Government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding.

FISCAL YEAR - A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City begins its annual operations on the first day of January and ends on the last day of December.

FIXED ASSETS - Assets intended to be held or used for a long term purpose, such as land, buildings, improvements other than buildings, machinery and equipment. In common usage, the term refers only to operating facilities and equipment, not to long-term investments and other non-current assets. The City's capitalization threshold is \$5,000.

FUND - A fiscal and accounting entity with self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE - The difference between assets and liabilities reported in a governmental fund.

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP) – Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompasses the conventions, rules and procedures necessary to define the accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) – The authoritative accounting and financial standard-setting body for government entities.

GENERAL FUND - Accounts for all revenues and expenditures that are not accounted for in any other fund except those required by statute. It is a fund supported by taxes, fees, and other miscellaneous revenues.

GENERAL OBLIGATION BONDS - Bonds for the payment of which the full faith and credit of the issuing government are pledged. G.O. Bonds can be voter approved (unlimited-tax general obligation bond-UTGO) where property owners are assessed property taxes for the debt repayment, or non-voted (limited-tax general obligation bonds-LTGO) that are authorized by the governing authority (City Council) and are paid with existing tax revenues or another source.

INTERNAL SERVICE FUNDS – These funds account for operations that provide goods or services to other departments or funds of the City or to other governmental units on a cost-reimbursement basis.

INTERGOVERNMENTAL REVENUE - Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

LEVY - (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LIABILITY - A debt or other legal financial obligation.

LICENSES AND PERMITS - Documents issued in order to regulate various kinds of businesses and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of business licenses or building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover the cost of administration.

LID - Local Improvement District or Special Assessments made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

LONG TERM DEBT - Debt with a maturity of more than one year after the date of issuance.

LIMITED TAX GENERAL OBLIGATION (LTGO) BONDS - See General Obligation Bonds

OPERATING BUDGET - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing of acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even where not required by law, however,

annual operating budgets are essential to sound financial management and should be adopted by every government.

OPERATING TRANSFER - Routine and/or recurring transfers of assets between funds.

ORGANIZATIONAL CHART - A graphic portrayal of relationships among positions and officials established by the City.

PERSONNEL - Refers to the number of full-time or part-time regular authorized positions which may be employed within the operation of the City.

REFUNDING BONDS - Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

RESERVE - (1) An account used to segregate a portion of fund balance to indicate that it is not available for expenditure; and (2) an account used to segregate a portion of fund equity as legally set aside for a specific future use.

REVENUE - Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income and miscellaneous revenue. The term designates an increase to a fund's assets from other than expense refunds, capital contributions, and residual equity transfers.

REVENUE BONDS - Bonds whose principal and interest are secured by and payable exclusively from earnings of an enterprise or proprietary fund.

SALARIES AND WAGES - Monetary compensation in the form of an annual or hourly rate of pay for hours worked.

SERVICES AND CHARGES - Expenditures for services other than personal services which are required by the City in the administration of its assigned functions or which are legally or morally obligating on it; such as, contracted services, utilities, printing, advertising, insurance and rental of equipment.

SPECIAL REVENUE FUNDS - Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

SUPPLIES AND MATERIALS - Articles and commodities which are consumed or materially altered when used; such as, office supplies, motor fuel, building supplies and postage.

TAXES - Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or

property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges).

TAX RATE - The amount of tax stated in terms of a unit of the tax base. The amount of tax levied for each \$1,000 of market valuation.

TAX-RATE LIMIT - The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose or to taxes imposed for all purposes and may apply to a single government or to a class of governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area. The tax rate limit for general purposes for the City of Des Moines is \$3.60.

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A G E N D A I T E M

SUBJECT: Municipal Storage Yard Stormwater BMP Improvement Plan Briefing and Discussion

ATTACHMENTS:

1. Department of Ecology – Inspection Reports
2. City of Des Moines – Progress Reports
3. Proposed Site Layouts, Cost Estimates, and Alternatives

FOR AGENDA OF: October 26, 2017

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: October 19, 2017

CLEARANCES:

- [X] Community Development *SME*
 [] Marina _____
 [] Parks, Recreation & Senior Services _____
 [X] Public Works *PBC*

CHIEF OPERATIONS OFFICER: *DSB*

- [] Legal _____
 [] Finance _____
 [] Courts _____
 [] Police _____

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

Purpose and Recommendation

The purpose of this item is to brief the City Council on the water quality requirements and proposed improvements for both the Public Works Service Center Yard located at 2255 S 223rd St and the City Maintenance Shop Site located at 21650 11th Ave S.

Suggested Motion

No motion is suggested. Discussion item only.

Background

The National Pollutant Discharge Elimination System (NPDES) permit managed by the Department of Ecology states that a Stormwater Pollution Prevention Plan (SWPPP) be applied for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the permit holder. For the City of Des Moines this requirement applies to our Public Works Service Center Yard located at 2255 S. 223rd St and our maintenance shop yard located at 21650 11th Ave S. The SWPPP document outlines the required best-management-practices (BMPs) for each site that need to be applied in order to protect pollutants from entering our stormwater system.

The SWPPP document was originally drafted in 2010 and was missing key requirements for each of the facilities. Both sites were deemed out of compliance with the permit and a “notice of non-compliance”

was provided to the Department of Ecology. Ecology provided us with a technical assistance visit and inspection on December 7th 2016 to help us establish a baseline for their expectations for each site, see Attachment 1 for Ecology's inspection report. On March 3rd 2017 the City sent a progress report (Attachment 2) to the Department of Ecology which outlined all of the improvements that we were able to address immediately.

Discussion

To address the more complex requirements, the City hired KPFF Consultants to create a facility improvement plan which would address the structural best management practice (BMP) deficiencies. On July 19th, KPFF presented two alternative layouts for each site to City staff. These drafts were then reviewed and commented on by staff before the proposals were finalized. Each alternative was presented to the Environment Committee at the 9/21 meeting and a preferred proposal (Attachment 3) was agreed upon by the Committee and staff.

The improvements and rough costs listed below are the main elements of the improvement plan aimed at addressing the issues identified by the Department of Ecology. Staff will provide a more detailed description of the two alternatives studied at each location during the Council presentation.

Public Works Engineering and Maintenance Building Proposed Improvements:

- Install new structure to cover 6 impound vehicles approx. 3,000 sf with security fence with new above ground leak-proof container for impound vehicle's scrap batteries (\$50,500)
- Designate three parking spots for maintenance holding with drip pans stored nearby (\$2,100)
- Pave existing gravel lot behind maintenance shop including installation of oil/water separator and water quality flow control (\$200,900)
- Remove second easterly staircase to lower lot to increase parking lot area and repair ecology block wall

TOTAL with WSST, Mobilization, & Contingency = \$522,000

Public Works Service Center and Storage Yard Proposed Improvements:

- Replace existing de-icer tank with double wall tank to provide secondary containment (\$15,000)
- Install fuel station improvements: structural cover, concrete runnel to prevent run on, and an oil water separator (\$67,500)
- Install new permanent covered wash station connected to sewer system on 24th Ave S (\$80,500)
- Install material storage bin improvements: relocate all material storage bins to the north western section of the storage yard, install new structural cover of material bins, pave existing vegetation storage area in the north western corner of the yard, remove conflicting storm drainage, install new storm drainage in new paved area, and remove existing fence line in the north west corner of the site to create the space needed for the covered material bins (\$409,956)
- Install new covered vehicle storage area along the south fence line (\$118,732)
- Relocate vegetation disposal ramp (\$27,000)

TOTAL with WSST, Mobilization, & Contingency = \$1,285,000

Financial Impact

Staff will work with the Finance Department to develop a funding strategy over the next 10 years in order to provide a reasonable funding timeline and increase the potential for grant opportunities to be realized.

Alternatives

Council could direct staff to focus efforts at making improvements to the minimum requirements as directed by the Department of Ecology.

Concurrence

Public Works and Community Development concur.

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	MUNICIPAL STORMWATER INSPECTION REPORT		Municipal Stormwater Inspection Form		
	State of Washington Department of Ecology 3190 – 160 th Avenue SE, Bellevue, WA 98008-5452		Phone: (425) 649-7000 FAX: (425) 649-7098		
Section A: General Data					
Inspection Date 12/7/16	NPDES Permit # WAR045511	County King	Receiving Waters unknown	Inspector(s) Rachel McCrear	Facility Type Municipal
Discharges to: Surface Water ☒ Ground Water ☐				Invited Technical Assistance Visit	

Section B: Facility Data												
Name and Location of Site Inspected		Entry Time 11:25 a.m.	Permit Effective Date 8/1/2013									
Des Moines Public Works Maintenance Yard (& Mechanic Shop) 21650 11 th Ave S Des Moines, WA 98198		Exit Time 11:45 a.m.	Permit Expiration Date 7/31/2018									
Permittee Contact(s) Tyler Beekley, NPDES Coordinator, City of Des Moines		Additional Participants:										
Responsible Official(s): Loren Reinhold, Surface Water and Environmental Engineering Manager Planning, Building & Public Works City of Des Moines 21650 11 th Ave S Des Moines, WA 98198-6317		<table border="0"> <tr> <td></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Samples Taken?</td> <td>☐</td> <td>☒</td> </tr> <tr> <td>Photos Taken?</td> <td>☒</td> <td>☐</td> </tr> </table>			Yes	No	Samples Taken?	☐	☒	Photos Taken?	☒	☐
	Yes	No										
Samples Taken?	☐	☒										
Photos Taken?	☒	☐										

Section C: Summary of Findings/Comments	
<u>BACKGROUND</u>	
The Phase II Municipal Stormwater Permit for Western WA (Permit) Special Condition S5C5.h requires the City of Des Moines to: Implement a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under the <i>General NPDES Permit for Stormwater Discharges Associated with Industrial Activities</i> or another NPDES permit that authorizes stormwater discharges associated with the activity. A schedule for implementation of structural BMPs shall be included in the SWPPP. Generic SWPPPs that can be applied at multiple sites may be used to comply with this requirement. The SWPPP shall include periodic visual observation of discharges from the facility to evaluate the effectiveness of the BMP. On February 16, 2016, the City of Des Moines submitted a Notice of Noncompliance under General Condition 20 of the Permit indicating that the facility SWPPP for its Storage Yard and its Maintenance Yard had not been updated nor substantively implemented since 2010. In the fall of 2016, Tyler Beekley, NPDES Coordinator for the City of Des Moines, requested Ecology conduct a technical assistance site visit. The site visit took place on December 7, 2016 following a meeting at City offices involving Loren Reinhold, Tyler Beekley and Rachel McCrear (Ecology).	

Section D: Compliance/Recommendations

Note that BMPs listed below are paraphrased from the City's SWPPP (April 2016) and the 2016 King County Stormwater Pollution Prevention Manual because the City of Des Moines utilizes these manuals which are equivalent to Ecology's stormwater management manual. Photo references are provided as examples and do not reflect all instances of where the BMP is appropriate and/or necessary.

1. Immediately implement Good Housekeeping BMPs including but not limited to:
 - a. Sweep and clean paved surfaces. (Photos 03, 04)
 - b. Cover stored materials that have the potential to contaminate stormwater runoff. (Photos 01, 02, 03, 04, 05, 06)
 - i. The yard contains several covered storage areas, however the materials stored inside may not have been selected for inside storage based on pollutant generating potential and associated stormwater BMPs.
 - c. Have spill control materials/spill kit near all liquid transfer areas. (Photo 01)
2. Immediately implement required BMPs for the storage of liquid materials in portable containers. (Photo 01, 02)
 - a. Raise containers off the ground with a spill containment pallet or similar method to contain the material in the event of a spill or accident.
3. Immediately implement applicable BMPs for the impound lot and related areas. (Photos 03, 05)
 - a. Place drip pans beneath inoperative or leaking vehicles.
 - b. Cover (and raise) vehicles and/or car parts to prevent exposure to rainfall.
 - c. Ensure operational BMPs for both Storage of Scrap and Recycling Materials (A-9) and Vehicle and Equipment Parking and Storage (A31) are implemented and the use of such BMPs is documented.
4. Implement operational BMPs to clean up vehicle and equipment fluid drips and spills immediately. (Photo 06)

For questions related to this report and related technical assistance please contact Rachel McCrea at: (425) 649-7223 or rmcc461@ecy.wa.gov.

The Department of Ecology has the authority to issue formal enforcement actions including issuance of orders and civil penalties of up to \$10,000 per day per violation for violations of an NPDES permit and/or state laws and regulations.

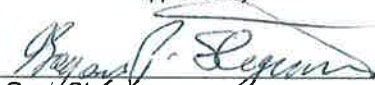
	Reviewed and approved by:  1-3-1
Rachel McCrea Lead Water Quality Planner for the Lower Duwamish & Municipal Stormwater Specialist Water Quality Program	Date 1/3/17 Greg Stegman Compliance & Technical Assistance Unit Supervisor Water Quality Program

PHOTO LOG – DES MOINES PUBLIC WORKS MAINTENANCE YARD (& MECHANIC SHOP)

01 DESCRIPTION: USED ANTIFREEZE BARREL UNCOVERED AND WITHOUT SECONDARY CONTAINMENT



02 DESCRIPTION: STORAGE BARREL CONTAINING UNKNOWN MATERIAL UNCOVERED AND WITHOUT SECONDARY CONTAINMENT



03 DESCRIPTION: PORTION OF A VEHICLE CONTAINING ELECTRONICS EXPOSED TO RAINFALL AND STORED NEAR CATCH BASIN



04 DESCRIPTION: ELECTRONICS WASTE EXPOSED TO RAINFALL



05 DESCRIPTION: IMPOUND LOT WITH WRECKED CARS EXPOSED TO RAINFALL



06 DESCRIPTION: GARBAGE AND RECYCLING DUMPSTERS LEFT UNCOVERED. SOME STAINING FROM VEHICLE FLUIDS VISIBLE ON PAVEMENT.

		MUNICIPAL STORMWATER INSPECTION REPORT State of Washington Department of Ecology 3190 – 160th Avenue SE, Bellevue, WA 98008-5452		Municipal Stormwater Inspection Form Phone: (425) 649-7000 FAX: (425) 649-7098	
Section A: General Data					
Inspection Date 12/7/16	NPDES Permit # WAR045511	County King	Receiving Waters Barnes Creek (tributary to Massey Creek)	Inspector(s) Rachel McCrea	Facility Type Municipal
Discharges to: Surface Water ☒ Ground Water ☐				Invited Technical Assistance Visit	

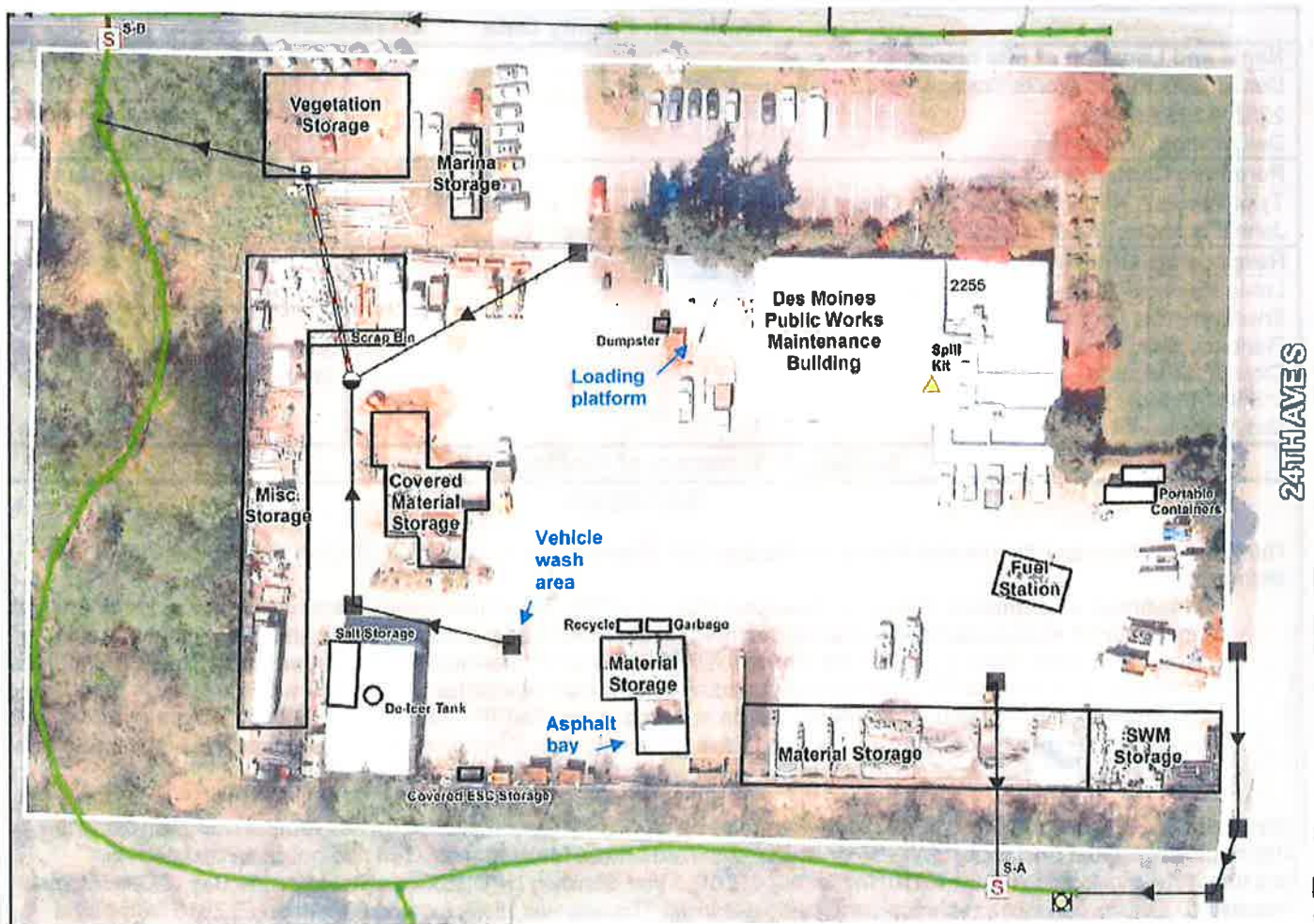
Section B: Facility Data												
Name and Location of Site Inspected Des Moines Public Works Storage Yard 2255 S 223 rd Street Des Moines, WA 98198		Entry Time 11:50 a.m.	Permit Effective Date 8/1/2013									
		Exit Time 12:50 p.m.	Permit Expiration Date 7/31/2018									
Permittee Contact(s) Tyler Beekley, NPDES Coordinator, City of Des Moines John Blackburn, Superintendent of Public Works, City of Des Moines		Additional Participants: <table border="0"> <tr> <td></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Samples Taken?</td> <td>☐</td> <td>☒</td> </tr> <tr> <td>Photos Taken?</td> <td>☒</td> <td>☐</td> </tr> </table>			Yes	No	Samples Taken?	☐	☒	Photos Taken?	☒	☐
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Samples Taken?	☐	☒										
Photos Taken?	☒	☐										
Responsible Official(s): Loren Reinhold, Surface Water and Environmental Engineering Manager Planning, Building & Public Works City of Des Moines 21650 11 th Ave S Des Moines, WA 98198-6317												

Section C: Summary of Findings/Comments	
<u>BACKGROUND</u>	
The Phase II Municipal Stormwater Permit for Western WA (Permit) Special Condition S5C5.h requires the City of Des Moines to: Implement a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under the <i>General NPDES Permit for Stormwater Discharges Associated with Industrial Activities</i> or another NPDES permit that authorizes stormwater discharges associated with the activity. A schedule for implementation of structural BMPs shall be included in the SWPPP. Generic SWPPPs that can be applied at multiple sites may be used to comply with this requirement. The SWPPP shall include periodic visual observation of discharges from the facility to evaluate the effectiveness of the BMP. On February 16, 2016, the City of Des Moines submitted a Notice of Noncompliance under General Condition 20 of the Permit indicating that the facility SWPPP for its Storage Yard and its Maintenance Yard had not been updated nor substantively implemented since 2010. In the fall of 2016, Tyler Beekley, NPDES Coordinator for the City of Des Moines, requested Ecology conduct a technical assistance site visit. The site visit took place on December 7, 2016 following a meeting at City offices involving Loren Reinhold, Tyler Beekley and Rachel McCrea (Ecology). During the meeting, the City described the following activities and associated concerns with the Public Works Storage Yard: 1. The property was formerly owned by Puget Sound Energy and the western third of the site is contaminated with PCBs from historic transformer storage use. The City believes some cleanup was done and there are some form of use restrictions on that portion of the site. Information regarding the condition (e.g., conveyance pipe cracks) of the stormwater infrastructure in this portion of the site was not available. 2. The on-site fuel station had the tanks upgrades in the late 1990s. The fuel island is not covered. There is no oil water separator in the drainage system serving this portion of the site. There is no shut off valve. The City's entire vehicle fleet gases at this location. 3. De-icer tank does not have secondary containment. 4. Material storage bays are not covered nor bermed. 5. Fleet vehicle washing is performed in an area of the site served by a catch basin with straw wattles placed as a management practice. This catch basin is located in the western third of the site (see #1 above). The City stated that a discharge to the sanitary sewer system is not possible due to Midway sewer district capacity constraints. 6. City representatives believe there is a city-wide code prohibition on the use of tarps.	

The City specifically requested assistance with identifying and prioritizing structural control best management practices (BMPs) in preparation for a planned meeting with City Council in January.

INSPECTION/OBSERVATIONS

Refer to the site map, below, excerpted from the draft City Fleets and Facilities Stormwater Pollution Prevention Plan (updated April 2016) with notes added to clarify some photo locations.



This facility completely lacks Good Housekeeping BMPs, both inside and outside of the fence. Materials, including sacrificial zinc anodes and a used transformer, are stored exposed to rainfall without regard for pollution generating potential. The build-up of street dust and debris and waste material are visible throughout the storage areas. See attached photo details.

Section D: Compliance/Recommendations

Note that BMPs listed below are paraphrased from the City's SWPPP (April 2016) and the 2016 King County Stormwater Pollution Prevention Manual because the City of Des Moines utilizes these manuals which are equivalent to Ecology's stormwater management manual. Photo references are provided as examples and do not reflect all instances of where the BMP is appropriate and/or necessary.

1. Immediately implement Good Housekeeping BMPs including but not limited to:
 - a. Sweep and clean paved surfaces. (Photos 01, 02, 04, 05, 06, 07, 08, 09, 14)
 - b. Cover and contain stockpiled materials that have the potential to contaminate stormwater runoff. (Photos 01, 02, 03, 04, 05, 07, 08, 09, 11, 12, 15)
 - i. The yard contains a substantial amount of material that appears to be unusable (refer to photo 01 for example). To enable routine pavement sweeping and minimize the need for material storage covers, remove waste material stored on-site and ensure proper legal disposal.
 - ii. Develop and implement an interim cover and containment plan for materials storage bays to ensure material piles that are not being worked on a daily basis are covered to prevent exposure to rainfall. Include effective containment practices such as sweeping (operational) and/or berms (structural) to minimize track out from the piles.
 - c. Have spill control materials/spill kit near tanks and all liquid transfer areas. (Photos 06 and 13)
2. Immediately stop vehicle and equipment washing where runoff will enter catch basins. (Photo 10)
 - a. Use a car wash kit, commercial vendor with a recycled system, or location where wash water will infiltrate to ground.
 - b. Develop a plan and schedule for a covered wash pad plumbed to a sanitary sewer.
3. Immediately implement required BMPs for older fueling operations. (Photo 10)
 - a. Provide a spill kit, drip pans and required signage at the fueling island and provide training on proper spill response and drip pan use procedures, including notification of proper authorities and on-site recordkeeping.
 - b. Develop a plan and schedule to construct a cover, containment pad and changes to the drainage system that serves the fuel island (either obtain approval to discharge to the sanitary sewer or install an oil water separator).
4. Immediately implement required BMPs for the storage of liquid materials in stationary tanks. (Photo 06)
 - a. Provide a spill kit, control plan and drip pans at the de-icer tank and ensure proper use when the tank is being accessed for filling or emptying.
 - b. Take precautions to prevent puncture of the de-icer tank. For example, heavy equipment is typically parked in front of the tank without any physical barrier to prevent the equipment from contacting the tank.
 - c. Develop and plan and schedule for providing secondary containment for the de-icer tank.
5. Ensure practices, policies and procedures are followed, in accordance with Special Condition S5.C5.f, to reduce stormwater impacts from runoff from lands and maintenance activities under the functional control of the City. Specifically, ensure ditch maintenance practices and procedures are documented and implemented. (Photo 16)
6. Identify applicable use restrictions associated with the PCB contamination and ensure stormwater BMPs and the site SWPPP include relevant details to prevent stormwater pollution from PCBs present onsite.
 - a. Information about site contamination can be found at <https://fortress.wa.gov/ecy/gsp/Sitepage.aspx?csid=9455>. The site has not undergone a formal cleanup action to address PCBs. Refer to Ecology's Toxics Cleanup Program for additional information.
 - b. Recommended actions include:
 - i. Assess stormwater infrastructure condition and conduct repairs as necessary to minimize PCB contamination into the stormwater infrastructure from onsite soils and/or groundwater.
 - ii. Implement IDDE field screening practices in this drainage basin to include screening for PCBs. A review of PCB-related source tracing techniques is available at: http://www.ecy.wa.gov/puget_sound/docs/PCBSourceTracingProgramsReport.pdf

For questions related to this report and related technical assistance please contact Rachel McCrea at: (425) 649-7223 or rmcc461@ecy.wa.gov.

The Department of Ecology has the authority to issue formal enforcement actions including issuance of orders and civil penalties of up to \$10,000 per day per violation for violations of an NPDES permit and/or state laws and regulations.

 Rachel McCrea Lead Water Quality Planner for the Lower Duwamish & Municipal Stormwater Specialist Water Quality Program	Reviewed and approved by:  Greg Stogman Compliance & Technical Assistance Unit Supervisor Water Quality Program
1/3/17 Date	1-3-17 Date

PHOTO LOG – DES MOINES PUBLIC WORKS STORAGE YARD

01 DESCRIPTION: NW CORNER MATERIAL STORAGE. POLLUTION GENERATING MATERIAL EXPOSED TO RAINFALL.



02 DESCRIPTION: NW CORNER MATERIAL STORAGE. MARITIME ZINCS (SACRIFICIAL ANODES) EXPOSED TO RAINFALL.



03 DESCRIPTION: METAL SCRAP BIN WITHOUT COVER.



04 DESCRIPTION: WEST FENCELINE MATERIAL STORAGE. POLLUTION GENERATING MATERIAL EXPOSED TO RAINFALL.



05 **DESCRIPTION:** COVERED SALT PILE IN CLOSE PROXIMITY TO CATCH BASIN



06 **DESCRIPTION:** DE-ICER TANK UNDER COVER WITHOUT SECONDARY CONTAINMENT.



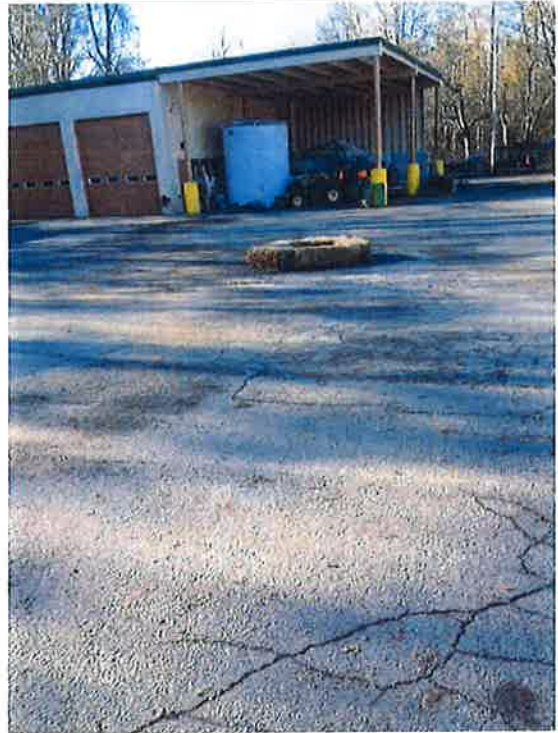
07 **DESCRIPTION:** WEST FENCELINE MATERIAL STORAGE. POLLUTION GENERATING MATERIAL EXPOSED TO RAINFALL. SAND BAGS UNDER COVER TO PREVENT DETERIORATION.



08 **DESCRIPTION:** WEST FENCELINE MATERIAL STORAGE. POLLUTION GENERATING MATERIAL EXPOSED TO RAINFALL.



09 DESCRIPTION: TRACKOUT FROM ASPHALT STORAGE BAY.



10 DESCRIPTION: HAY BALE BERM SURROUNDING CATCH BASIN IN VEHICLE WASH AREA.



11 DESCRIPTION: UNCOVERED MATERIAL STORAGE BAYS



12 DESCRIPTION: UNCOVERED MATERIAL STORAGE BAY (SOILS, TRASH, ASPHALT)



13 DESCRIPTION: FUELING ISLAND



14 DESCRIPTION: CONTAINERS ON LOADING PLATFORM EXPOSED TO RAINFALL



15 DESCRIPTION: MATERIAL STORAGE (SOIL, METAL, CONSTRUCTION DEBRIS) OUTSIDE FENCE (NW CORNER). POLLUTION GENERATING MATERIAL EXPOSED TO RAINFALL.



16 DESCRIPTION: RECENTLY EXCAVATED UNSTABILIZED DITCHLINE FROM WESTERN STORMWATER CONVEYANCE AND DETENTION PIPE TERMINUS TO STREET DITCHLINE. TERMINUS OF ON-SITE STORMWATER SYSTEM AT BOTTOM OF PHOTO.

City of Des Moines



PLANNING, BUILDING AND PUBLIC WORKS
 www.desmoineswa.gov
 21650 11TH AVENUE SOUTH
 DES MOINES, WASHINGTON 98198-6317
 (206) 870-6522 FAX (206) 870-6596



March 3, 2017

Rachel McCrea
 Washington Department of Ecology
 Northwest Regional Office
 3190 160th AVE SE
 Bellevue, WA 98008-5452

City of Des Moines (NDPES#WAR045511) Stormwater Inspection Report – Progress Report #1 Public Works Maintenance Yard/Mechanic Shop

Dear Rachel McCrea,

Summary:

This is a progress report letter for the Department of Ecology (DOE) in regards to the City of Des Moines' Municipal Stormwater Inspection Report that was received on 1/4/2017. This report was drafted and sent to the City as a result of a technical assistance visit by DOE on 12/7/2016. The Inspection Report specifically addresses in section D, compliance requirements and recommendations for BMP improvements for the Public Works Maintenance Yard/Mechanic Shop located at 21650 11th Ave s, Des Moines WA, 98198. The following report and photos will show the City's current progress and next steps as it relates to these requirements and recommendations as of 2/23/2017.

Progress Report (Public Works Maintenance Yard/Mechanic Shop):

1. Ecology's Comment:

Immediately implement Good Housekeeping BMPs including but not limited to:

- a. *Sweep and clean paved surfaces. (Photos 03, 04)*
- b. *Cover stored materials that have the potential to contaminate stormwater runoff. (Photos 01, 02, 03, 04, 05, 06)*
- c. *Have spill control materials/pill kit near all liquid transfer areas. (Photo 01)*

City of Des Moines' Progress:

The City will follow the Good Housekeeping operational BMPs established in the SWPPP document for this site. Additional trainings will be given to staff at this site that have a role in a pollution generating activity. A staff member will be given the daily responsibility of making sure the site is meeting all BMP standards. Training and staff member assignment will occur during the month of March.

- a. The City has swept and cleaned the paved surfaces on this site. The City will be using a sweeper truck and manual sweeping as needed to keep the paved surfaces, see Photo (06-A).

- b. The waste anti-freeze barrel shown in Photo 01 has been moved under cover, see Photo 01-A. The barrel shown in Photo 02 has been properly disposed of and removed from the property, see Photo 02-A. The portion of a vehicle shown in Photo 03 has been properly disposed of and removed off site, see Photo 03-A. The scrap material shown in Photo 04 has been disposed of properly as well, see Photo 04-A. The Police Department impounded evidence vehicles shown in Photo 05 have been covered with a tarp and sandbags shown in Photo 05-A. The garbage and recycling dumpsters located on the property and shown in Photo 06 have had their lids closed, see Photo 06-A. The City is still working on methods to educate users to close the lids after opening. This will include various trainings, email notifications, and even placing signs on the bins.
- c. The City has placed the liquid transfer area shown in Photo 01 closer to the existing spill kit, shown in Photo 01-A.

2. Ecology's Comment:

Immediately implement required BMPs for the storage of liquid materials in portable containers. (Photo 01, 02)

- a. *Raise containers off the ground with a spill containment pallet or similar method to contain the material in the event of a spill or accident.*

City of Des Moines' Progress:

- a. The waste anti-freeze barrel shown in Photo 01 has been moved under cover and placed in a secondary containment barrel, see Photo 01-A. The City plans to label this barrel with the product name and hazards. The barrel shown in Photo 02 has been properly disposed of and removed from the property, see Photo 02-A.

3. Ecology's Comment:

Immediately implement applicable BMPs for the impound lot and related areas. (Photos 03, 05)

- a. *Place drip pans beneath inoperative or leaking vehicles.*
- b. *Cover (and raise) vehicles and/or car parts to prevent exposure to rainfall.*
- c. *Ensure operational BMPs for both Storage of Scrap and Recycling Materials (A-9) and Vehicle and Equipment Parking and Storage (A-31) are implemented and use of such BMPs is documented.*

City of Des Moines' Progress:

- a. Drip pans have been placed beneath the four inoperative vehicles stored on site, see Photo 05-A.
- b. Four inoperative vehicles have been covered by a tarp and vehicles are considered raised when tires are intact and lift vehicle off the ground, all other vehicles will be raised off the ground by other means, see Photo 05-B. The scrap motor cycle has been moved inside a building for storage.
- c. The City has begun the process of working with a consultant to develop a "Stormwater BMP Improvement Plan" for this site. The plan will address the need for permanent cover and containment for the scrap vehicles stored on site. A preliminary design, cost estimate, and recommended schedule will be provided to the City. The City is currently working on the incoming scrap vehicle process that will incorporate draining all fluids in a designated area,

removing batteries, and documenting when the BMPs are being used. All other BMPs are currently implemented and will be addressed in the March training and tracked by the staff member assigned to the site.

4. Ecology's Comment:

Implement operational BMPs to clean up vehicle and equipment fluid drips and spill immediately. (Photo 06)

City of Des Moines' Progress:

The City has taken care of the vehicle fluids visible on the pavement and have implemented operational BMPs to clean up future vehicle and equipment fluid drips and spills, see Photo 06-A. Filter fabric socks have been added to three basins on site, two on the gravel lot and one on the paved lot. An oil absorbent boom has also been placed in the sock in the paved lot. This BMP will be addressed in the March training and will be the responsibility of the staff member assigned to the site.

Summary of Next Steps: The City will continue to take active measures to improve the BMPs on this site. The following measures are as listed:

- A training will be held in March for all staff that have a role in pollution generating activities. This training is part of the annual training required in the SWPPP and will cover topics including operational BMPs, structural BMP inspection, spill response procedures, and record keeping.
- A staff member will be assigned to manage the BMPs on the site and make sure the site stays in compliance with the SWPPP.
- Citywide education on the operational BMP of closing waste bin lids after use. Also contacting Cleanscapes services to ensure the lids are closed after waste pickup.
- The City is currently working on the incoming scrap vehicle process that will incorporate draining all fluids in a designated area, removing batteries, and documenting when the BMPs are being used.
- The City has begun the process of working with a consultant to develop a "Stormwater BMP Improvement Plan" for this site. The plan will address the need for permanent cover and containment for the scrap vehicles stored on site. A preliminary design, cost estimate, and recommended schedule will provided to the City.

Sincerely,



Loren Reinhold, P.E.

Surface Water & Environmental Engineering Manager

206-870-6524; lreinhold@desmoineswa.gov

CC: Dan Brewer; Brandon Carver; John Blackburn; Tyler Beekley

Photo Log:

(BEFORE) Photo 01: USED ANTIFREEZE BARREL UNCOVERED AND WITHOUT SECONDARY CONTAINMENT



(AFTER) Photo 01-A: USED ANTIFREEZE BARREL HAS BEEN REPLACED AND MOVED INSIDE MECHANIC SHOP UNDER COVER WITH SECONDARY CONTAINMENT AND LOCATED CLOSER TO THE SPILL KIT



(BEFORE) Photo 02: STORAGE BARREL CONTAINING UNKNOWN MATERIAL UNCOVERED AND WITHOUT SECONDARY CONTAINMENT



(AFTER) Photo 02-A: BARREL HAS BEEN DISPOSED ON PROPERLY AND REMOVED FROM THE SITE



(BEFORE) Photo 03: PORTION OF A VEHICLE CONTAINING ELECTRONICS EXPOSED TO RAINFALL AND STORED NEAR CATCH BASIN



(AFTER) Photo 03-A: PORTION OF VEHICLE HAS BEEN PROPERLY DISPOSED OF AND REMOVED FROM SITE



(BEFORE) Photo 04: ELECTRONICS WASTE EXPOSED TO RAINFALL



(AFTER) Photo 04-A: ELECTRONICS WASTE HAS BEEN DISPOSED OF PROPERLY AND REMOVED FROM SITE



(BEFORE) Photo 05: IMPOUND LOT WITH WRECKED CARS EXPOSED TO RAINFALL



(AFTER) Photo 05-A: DRIP PANS PLACED UNDER WRECKED CARS

(AFTER) Photo 05-B: COVER PLACED OVER WRECKED CARS



(BEFORE) Photo 06: GARBAGE AND RECYCLING DUMPSTERS LEFT UNCOVERED. SOME STAINING FROM VEHICLE FLUIDS VISIBLE ON PAVEMENT.



(AFTER) Photo 06-A: GARBAGE AND RECYCLING DUMPSTERS HAVE BEEN CLOSED. STAINING FROM VEHICLE FLUIDS HAVE BEEN MANAGED AND FILTER FABRIC SOCKS HAVE BEEN INSTALLED.



City of Des Moines³¹⁷

PLANNING, BUILDING AND PUBLIC WORKS
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March 3, 2017

Rachel McCrea
Washington Department of Ecology
Northwest Regional Office
3190 160th AVE SE
Bellevue, WA 98008-5452

City of Des Moines (NDPES#WAR045511) Stormwater Inspection Report – Progress Report #1 Public Works Storage Yard

Dear Rachel McCrea,

Summary:

This is a progress report letter for the Department of Ecology (DOE) in regards to the City of Des Moines' Municipal Stormwater Inspection Report that was received on 1/4/2017. This report was drafted and sent to the City as a result of a technical assistance visit by DOE on 12/7/2016. The Inspection Report specifically addresses in section D, compliance requirements and recommendations for BMP improvements for the Public Works Storage Yard located at 2255 S 223rd St, Des Moines WA, 98198. The following report and photos will show the City's current progress and next steps as it relates to these requirements and recommendations as of 2/24/2017.

Progress Report (Public Works Maintenance Yard/Mechanic Shop):

1. Ecology's Comment:

Immediately implement Good Housekeeping BMPs including but not limited to:

- a. *Sweep and clean paved surfaces. (Photos 01, 02, 04, 05, 06, 07, 08, 09, 14)*
- b. *Cover and contain stockpiled materials that have the potential to contaminate stormwater runoff. (Photos 01, 02, 03, 04, 05, 07, 08, 09, 11, 12, 15)*
 - i. *The yard contains a substantial amount of material that appears to be unusable (refer to photo 01 for example). To enable routine pavement sweeping and minimize the need for material storage covers, remove waste material stored on-site and ensure proper legal disposal.*
 - ii. *Develop and implement an interim cover and containment plan for material storage bays to ensure material piles that are not being working on a daily basis are covered to prevent exposure to rainfall. Include effective containment practices such as sweeping (operational) and/or berms (structural) to minimize the track out from the piles.*

- c. *Have spill control materials/pill kit near tanks all liquid transfer areas. (Photo 06 and 13)*

City of Des Moines' Progress:

The City will follow the Good Housekeeping operational BMPs established in the SWPPP document for this site. Additional trainings will be given to staff at each of these sites that have a role in a pollution generating activity. A staff member will be given the daily responsibility of making sure the site is meeting all BMP standards. Training and staff member assignment will occur during the month of March.

- a. The City has swept and cleaned the paved surfaces on this site. The City will be using a sweeper truck and manual sweeping as needed to keep the paved surfaces clean from now on, see Photo (01-A, 02-A, 04-A, 05-A, 06-A, 07-A, 08-A, 09-A, 14-A).
- b. The majority of the material stored in the Northwest corner and along the west fence line of the site has been cover and contained or properly disposed of, see Photo 01-A, 02-A, and 04-A. The metal scrap bin in Photo 03 is scheduled to be replaced with a new bin that has a cover by then end of the first week of March. The covered salt pile in Photo 05 and the asphalt storage bay in Photo 09 are both scheduled to have a berm installed during the next week of dry weather. Pollution generating material exposed to rainfall along the South fence line has been covered and contained or disposed of properly, see Photo 07-A and 08-A. Containers on the loading platform have been disposed of properly or stored under cover, see Photo 14-A. The soil pile and the majority of stored pollution generating material located outside the fence in the Northwest corner of the property has properly disposed of or relocated to be covered, see Photo 15-A.
 - i. The majority of unusable material on the site has been properly disposed of, see Photo 01-A and Photo 02-A. Any remaining material is scheduled to be disposed of or relocated.
 - ii. An interim plan to cover and contain material storage bays, in Photos 09, 11, and 12, is under development and has been partial implemented due to zoning codes preventing more permanent structures. The City will be working towards changing the zoning. Increased frequency of sweeping track out has been an operational BMP being implemented using a sweeper truck. Berms will be installed on the bays that have existing covers weather permitting and will be installed on the other bays when covers are installed. Three bays that store finer materials that have a higher potential to erode have been tarped until interim structural covers can be installed, see Photo 11-A. The City has begun the process of working with a consultant to develop a "Stormwater BMP Improvement Plan" for this site. The plan will address the need for permanent containment and cover for the material bays and will propose various options and costs for meeting this requirement.
- c. The City has placed spill kits near the de-icer tank and the fuel station, see Photo 06-A and 13-A.

2. Ecology's Comment:

Immediately stop vehicle and equipment washing where runoff will enter catch basins. (Photo 10)

- a. *Use a car wash kit, commercial vendor with a recycled system, or a location where wash water will infiltrate to ground.*

- b. *Develop a plan and schedule for a covered was pad plumbed to a sanitary sewer.*

City of Des Moines' Progress:

- a. Washing vehicles and equipment at this site is currently not allowed. Straw bales have been removed but the filter fabric sock has remained in the basin, see Photo 10-A. Currently most vehicles and equipment have not been washed since the date of the inspection. All other washing has been done off-site at a commercial vendor or by using a car wash kit. An interim solution is being developed to install an underground retention system to collect and store wash water until it can be taken off site to a decant facility.
- b. The City has begun the process of working with a consultant to develop a "Stormwater BMP Improvement Plan" for this site. The plan will address the need for a permanent wash station that is both covered and connected to sanitary sewer. A preliminary design, cost estimate, and recommended schedule will be provided to the City.

3. Ecology's Comment:

Immediately implement required BMPs for older fueling operations. (Photos 13)

- a. *Provide a spill kit, drip pans and required signage at the fueling island and provide training on proper spill response and drip pan use procedures, including notification of proper authorities and on-site recordkeeping.*
- b. *Develop a plan and schedule to construct a cover, containment pad and changes to the drainage system that serves the fuel island (either obtain approval to discharge to the sanitary sewer or install an oil/water separator).*

City of Des Moines' Progress:

- a. A spill kit, drips pans, and required signage at the fueling island have been installed, see Photo 13-A. Training will take place in March to cover proper spill response, drip pan use procedures, and recordkeeping.
- b. The City has begun the process of working with a consultant to develop a "Stormwater BMP Improvement Plan" for this site. The plan will address the need for a cover, containment pad, and changes drainage system that serves the fuel island. A preliminary design, cost estimate, and recommended schedule will provided to the City.

4. Ecology's Comment:

Immediately implement required BMPs for the storage of liquid materials in stationary tanks. (Photo 06)

- a. *Provide a spill kit, control plan and drip pans at the de-icer tank and ensure proper use when the tank is being accessed for filling or emptying.*
- b. *Take precautions to prevent puncture of the de-icer tank. For example, heavy equipment is typically parked in front of the tank without any physical barrier to prevent the equipment from contacting the tank.*
- c. *Develop and plan and schedule for providing secondary containment for the de-icer tank.*

City of Des Moines' Progress:

- a. A spill kit with a control plan inside and drip pans have been stored at the de-icer tank, see Photo 06-A. Procedures for filling and emptying the tank will be covered in the training taking place in March.
- b. Jersey barriers have been installed around the de-icer tank to prevent any accidental contact with tank by a vehicle, see Photo 06-A.
- c. The City has begun the process of working with a consultant to develop a “Stormwater BMP Improvement Plan” for this site. The plan will address the need for secondary containment on the de-icer tank. A preliminary design, cost estimate, and recommended schedule will be provided to the City.

5. Ecology’s Comment:

Ensure practices, policies and procedures are followed in accordance with Special Condition S5.C5.f, to reduce stormwater impacts from runoff from lands and maintenance activities under the functional control of the City. Specifically, ensure ditch maintenance practices and procedures are documented and implemented. (Photo 16)

City of Des Moines’ Progress:

Ditch maintenance practices and procedures have been adopted in the WSDOT maintenance manual. The City plans to do an in house audit on this section of the permit after March to ensure all practices, policies, and procedures associated with Special Condition S5.C5.f are present and being followed. Training will then take place for all maintenance staff on all applicable practices, policies, and procedures. The specific ditch shown in Photo 16 will be mitigated with a pipe project taking place during the summer of 2018, due to the challenge of PCBs and maintenance. A new section of pipe will be installed redirecting the stormwater to the drainage on S 223rd St.

6. Ecology’s Comment:

Identify applicable use restrictions associated with the PCB contamination and ensure stormwater BMPs and the site SWPPP include relevant details to prevent stormwater pollution from PCBs present onsite.

- a. Information about site contamination can be found at <https://fortress.wa.gov/ecy/gsp/Sitepage.aspx?csid=9455>. The site has not undergone a formal cleanup action to address PCBs. Refer to Ecology’s Toxics Cleanup Program for additional information.
- b. Recommended actions include:
 - i. Assess stormwater infrastructure condition and conduct repairs as necessary to minimize PCB contamination into the stormwater infrastructure from onsite soils and/or groundwater.
 - ii. Implement IDDE field screening practices in this drainage basin to include screening for PCBs. A review of PCB-related source tracking techniques is available at: http://www.ecy.wa.gov/puget_sound/docs/PCBSourceTracingProgramsReport.pdf

City of Des Moines’ Progress:

A PCB section will be added to SWPPP document for the Storage Yard site. This section will include applicable use restrictions and details to prevent stormwater pollution.

- iii. The stormwater infrastructure in the PCB contamination area has been videoed to access the condition. No evidence of groundwater leaching into the system was present.
- iv. IDDE field screening practices may be implemented at a later date based on Ecology's recommendation. Responsibility for PCB clean up and monitoring of this site is the responsibility of Puget Sound Energy as directed and enforced by Ecology.

Summary of Next Steps: The City will continue to take active measures to improve the BMPs on this site. The following measures are as listed:

- A training will be held in March for all staff that have a role in pollution generating activities. This training is part of the annual training required in the SWPPP and will cover topics including operational BMPs, structural BMP inspection, spill response procedures, and record keeping.
- A staff member will be assigned to manage the BMPs on the site and make sure the site stays in compliance with the SWPPP.
- Citywide education will be conducted on the fuel station BMPs including the use of drip pans and spill response notification procedures.
- The City is still currently working to store all pollution generating material under cover. This process is ongoing and majority of the stockpiled materials have already been given their appropriate BMPs.
- The metal scrap bin in Photo 03 is scheduled to be replaced with a new bin that has a cover by then end of the first week of March. Another trash bin on site does not have a cover and the City is working with Cleanscapes to have a new one with a cover delivered.
- An interim solution is being developed to install an underground retention system to collect and store wash water until it can be taken off site to a decant facility.
- An interim plan to cover and contain material storage bays, in Photos 09, 11, and 12, is under development and has been partial implemented, due to zoning codes preventing more permanent structures. The City is working to change the zoning. Berms will be installed on the bays that have existing covers during the next week of dry weather and will be installed on the other bays when covers are installed.
- The City has begun the process of working with a consultant to develop a "Stormwater BMP Improvement Plan" for this site. The plan will address the need for permanent containment and cover for the material bays, permanent wash station that is both covered and connected to sanitary sewer, permanent cover and containment pad with changes drainage system that serves the fuel island, and secondary containment on the de-icer tank. A preliminary design, cost estimate, and recommended schedule will provided to the City for each of these improvements.
- The City plans to do an in house audit on section "Special Condition S5.C5.f" of the permit after March to ensure all practices, policies, and procedures associated with the section are present and being followed. Training will then take place for all maintenance staff on all applicable practices, policies, and procedures. The specific ditch shown in Photo 16 will be mitigated with a pipe project taking place during the summer of 2018, due to the challenge of PCBs and maintenance. A new section of pipe will pipe installed redirecting the stormwater to the drainage on S 223rd St.
- A PCB section will be added to SWPPP document for the Storage Yard site. This section will include applicable use restrictions and details to prevent stormwater pollution. IDDE field

screening practices may be implemented at a later date based on Ecology's recommendation. Responsibility for PCB clean up and monitoring of this site is the responsibility of PSE as directed and enforced by Ecology.

Sincerely,



Loren Reinhold, P.E.

Surface Water & Environmental Engineering Manager

206-870-6524; lreinhold@desmoineswa.gov

CC: Dan Brewer; Brandon Carver; John Blackburn; Tyler Beekley

Photo Log:



(BEFORE) Photo 01: NW CORNER MATERIAL STORAGE. POLLUTION GENERATING MATERIAL EXPOSED TO RAINFALL.



(AFTER) Photo 01-A: POLLUTION GENERATING MATERIAL HAS BEEN RELOCATED OR DISPOSED OF PROPERLY. AREA HAS BEEN SWEEPED.



(BEFORE) Photo 02: NW CORNER MATERIAL STORAGE. MARITIME ZINCS (SACRIFICIAL ANODES) EXPOSED TO RAINFALL.



(AFTER) Photo 02-A: POLLUTION GENERATING MATERIAL HAS BEEN RELOCATED OR DISPOSED OF PROPERLY. AREA HAS BEEN SWEEPED.



(BEFORE) Photo 03: METAL SCRAP BIN WITHOUT COVER.



(AFTER) Photo 03-A: SCRAP HAS BEEN EMPTIED.
REPLACEMENT BIN HAS BEEN ORDERED WITH COVER.



(BEFORE) Photo 04: WEST FENCLINE MATERIAL STORAGE.
POLLUTION GENERATING MATERIAL EXPOSED TO RAINFALL.



(AFTER) Photo 04-A: MAJORTIY OF POLLUTION GENERATING
MATERIAL HAS BEEN RELOCATED OR DISPOSED OF PROPERLY.
AREA HAS BEEN SWEEPED. PHOTO SHOWS THREE NEW
COVERED WOOD STRUCTURES.



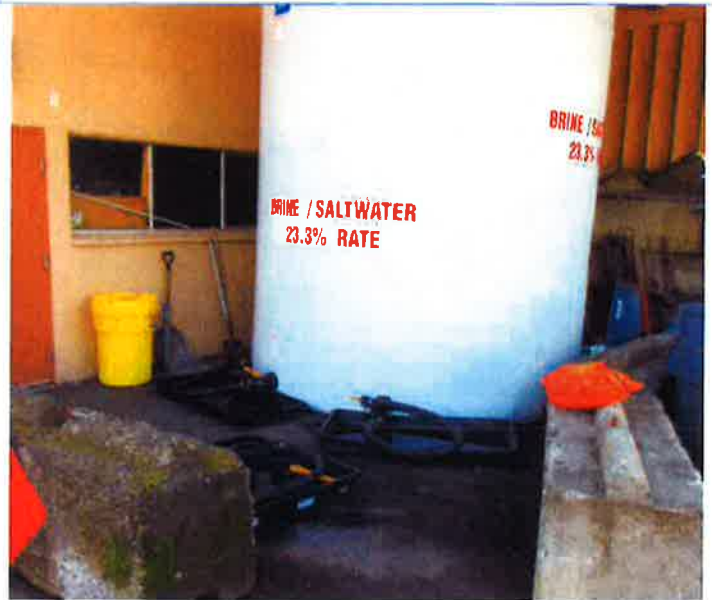
(BEFORE) Photo 05: COVERED SALT PILE IN CLOSE PROXIMITY TO CATCH BASIN.



(AFTER) Photo 05-A: AREA PAVEMENT SWEEPED. SALT BAY IS STILL WAITING FOR A NEW BERM. PHOTO SHOWS A FOURTH NEWLY CONSTRUCTED COVERED AREA.



(BEFORE) Photo 06: DE-ICER TANK UNDER COVER WITHOUT SECONDARY CONTAINMENT.



(AFTER) Photo 06-A: DE-ICER TANK IS STILL NEEDED SECONDARY CONTAINMENT. THE TANK HAS BEEN LABELED AND A SPILL KIT WITH DRIP PANS HAVE BEEN ADDED TO THE AREA.



(BEFORE) Photo 07: SOUTH FENCELINE MATERIAL STORAGE. POLLUTION GENERATING MATERIAL EXPOSED TO RAINFALL. SAND BAGS UNDER COVER TO PREVENT DETERIORATION.



(AFTER) Photo 07-A: POLLUTION GENERATING MATERIAL HAS BEEN MOVED INSIDE. AREA HAS BEEN SWEEPED.



(BEFORE) Photo 08: SOUTH FENCELINE MATERIAL STORAGE. POLLUTION GENERATING MATERIAL EXPOSED TO RAINFALL.



(AFTER) Photo 08-A: POLLUTION GENERATING MATERIAL HAS BEEN RELOCATED, COVERED, OR DISPOSED OF PROPERLY. AREA HAS BEEN SWEEPED.



(BEFORE) Photo 09: TRACK OUT FROM ASPHALT STORAGE BAY.



(AFTER) Photo 09-A: AREA HAS BEEN SWEEPED. THE ASPHALT BAY STILL NEEDS TO HAVE A BERM INSTALLED.



(BEFORE) Photo 10: HAY BALE BERM SURROUNDING CATCH BASIN IN VEHICLE WASH AREA.



(AFTER) Photo 10-A: BASIN IS NO LONGER USED AS A WASHING AREA AND HAY BALES HAVE BEEN REMOVED. THE SILT SOCK HAS BEEN LEFT IN THE BASIN. AREA HAS BEEN SWEEPED.



(BEFORE) Photo 11: UNCOVERED MATERIAL STORAGE BAYS.



(AFTER) Photo 11-A: PHOTO SHOWS ONE OF THREE MATERIAL BAYS COVERED. MATERIAL BAYS STILL NEED INTERIUM COVERS INSTALLED AND BERMS INSTALLED. AREA HAS BEEN SWEEPED.



(BEFORE) Photo 12: UNCOVERED MATERIAL STORAGE BAY (SOILS, TRASH, ASPHALT)

(AFTER) Photo 12-A: NO PROGRESS TO PHOTO BAYS STILL NEED TO BE COVERED AND CONTAINED.



(BEFORE) Photo 13: FUELING ISLAND.



(AFTER) Photo 13-A: FUELING ISLAND STILL NEEDS STRUCTURAL IMPROVEMENTS INSTALLED. PROPER LABELS, DRIP PANS, AND SPILL KIT HAVE BEEN PLACED AT THIS SITE.



(BEFORE) Photo 14: CONTAINERS ON LOADING PLATFORM EXPOSED TO RAINFALL.



(AFTER) Photo 14-A: POLLUTION GENERATING MATERIALS HAVE BEEN RELOCATED UNDER COVER OR DISPOSED OF PROPERLY. AREA HAS BEEN SWEEPED.



(BEFORE) Photo 15: MATERIAL STORAGE (SOIL, METAL, CONSTRUCTION DEBRIS) OUTSIDE FENCE (NW CORNER). POLLUTION GENERATING MATERIAL EXPOSED TO RAINFALL.



(AFTER) Photo 15-A: MAJORITY OF POLLUTION GENERATING MATERIAL HAS BEEN RELOCATED UNDER COVER OR DISPOSED OF PROPERLY.



(BEFORE) Photo 16: RECENTLY EXCAVATED UNSTABILIZED DITCHLINE FROM WESTERN STORMWATER CONVEYANCE AND DETENTION PIPE TERMINUS TO STREET DITCHLINE. TERMINUS OF ON-SITE STORMWATER SYSTEM AT BOTTOM OF PHOTO.

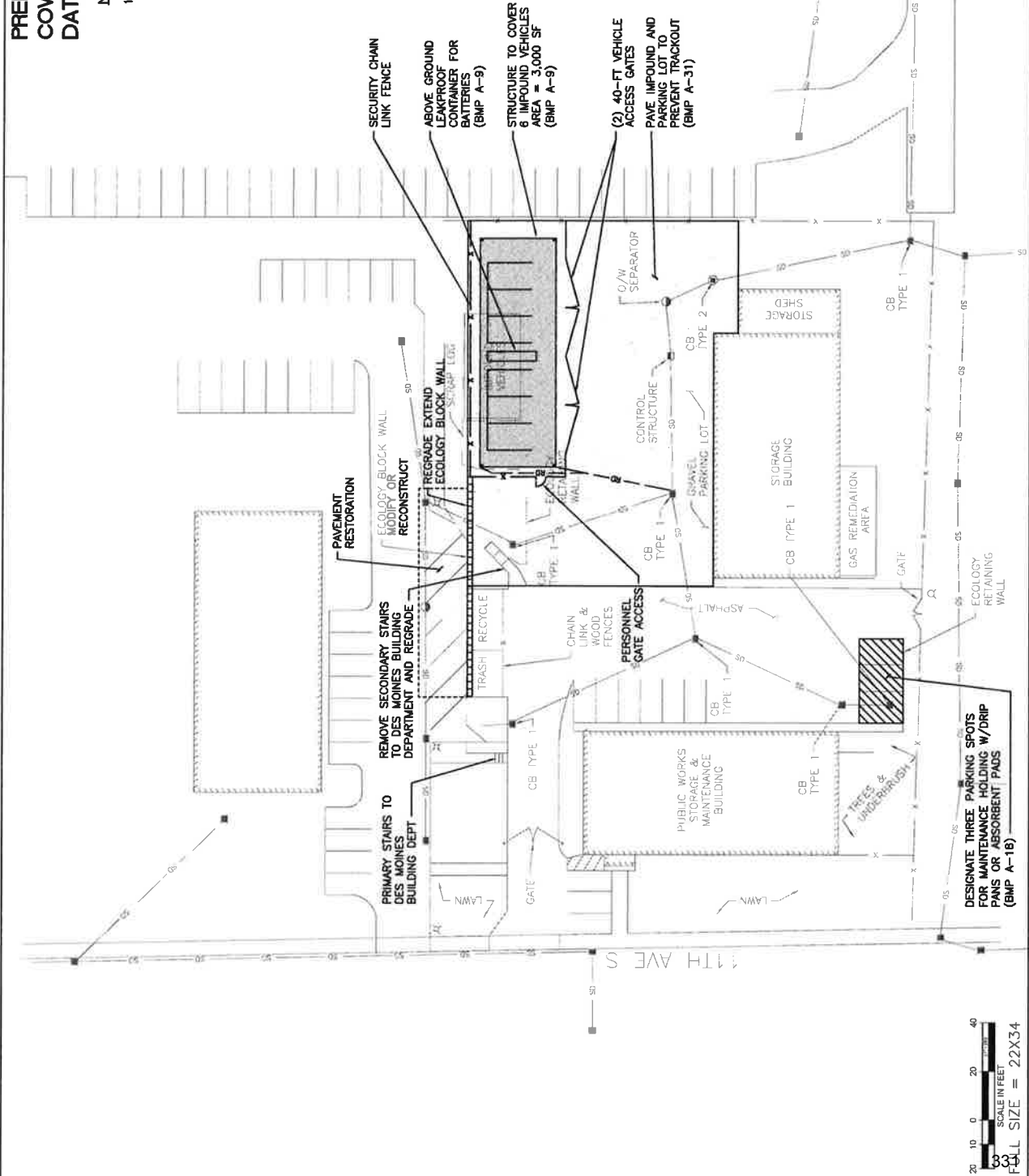
(AFTER) Photo 16-A: NO PROGRESS TO PHOTO.

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**PREFERRED ALTERNATIVE -
COVER VEHICLE IMPOUND AND PAVE LOT
DATE: 10-18-2017**

NOTES:

1. PROPOSE TO USE VEHICLE WASH AREA AT STORAGE YARD.



Concept Level Cost Estimate
City of Des Moines - Municipal Storage Yard

Preferred Alternative - Maintenance Bldg Site

Alternative	Design		OH&		Alternative
Subtotal	Contingency	Mobilization	Profit	WSST	TOTAL
	30.00%	10.00%	11.30%	9.80%	
\$298,700	\$89,610	\$38,831	\$48,267	\$46,590	\$522,000

Note:

Costs are in 2017 dollars. Escalation will be applied with development of the implementation plan.

City of Des Moines - Municipal Storage Yard
Preferred Alternative - Maintenance Bldg Site

	Unit	Quant	Unit cost	Cost	Discipline Subtotal	BMP Subtotal
BMP A-9 Vehicle Impound Lot						\$50,500
Civil: Security, gate, roof drain connection, battery container					\$14,300	
Clearing and Excavation						
Clear and Grub	SF	3,800	\$1.00	\$3,800		
Vehicle Impound Security/Storage						
Security fence	LF	150	\$45.00	\$6,750		
60-ft vehicle gate access	LS	1	\$1,000.00	\$1,000		
Leak-proof battery container	LS	1	\$1,500.00	\$1,500		
Roof Drain Connection						
4" PVC Pipe (Roof Drain)	LF	50	\$25.00	\$1,250		
Structural: Impound Cover 30'x95'					\$36,152	
Concrete fgt: excav, formwork, reinf, CIP & finish	SF	96	\$30.59	\$2,937		
Prefab Steel Structure, roofing, assemble on site	SF	2850	\$9.83	\$28,016		
Flashing, gutter, downspouts	LS	1	\$3,000.00	\$3,000		
Lighting, convenience recept., jbox, conduit, misc	LS	1	\$2,200.00	\$2,200		
BMP A-18 Maintenance Holding Parking and Drip Pans						\$2,100
Civil:					\$2,100	
Signage for parking spots	EA	3	\$500.00	\$1,500		
Drip pans/absorbent pads	EA	3	\$200.00	\$600		
BMP A-31 Resurface employee parking and impound lot						\$200,900
Civil: Clearing, Excavation, Paving and Storm Improvements					\$200,900	
Clearing and Excavation						
Excavation	CY	570	\$50.00	\$28,500		
Paving						
Gravel basecourse	TN	530	\$45.00	\$23,850		
HMA Paving	TN	580	\$100.00	\$58,000		
Storm CB and Conveyance						
Catch Basin Type 1	EA	1	\$3,500.00	\$3,500		
4" PVC Pipe (Roof Drain)	LF	10	\$25.00	\$250		
8" PVC Pipe (Storm Drain)	LF	40	\$45.00	\$1,800		
Oil/Water Separator (Contech VCL30)	LS	1	\$15,000.00	\$15,000		
Water quality/flow control	LS	1	\$70,000.00	\$70,000		
Misc						\$45,150
Ecology wall	Rebuild existing ecology block wall	LS	1	\$45,150.00	\$45,150	

EXISTING ERODIBLE MATERIAL STORAGE		PROPOSED ERODIBLE MATERIAL STORAGE	
LOCATION	AREA (FT ²)	LOCATION	AREA (FT ²)
MS-1	2,800	MS-A	4,600
MS-2	1,700	MS-B	1,800
MS-3	5,100		
TOTAL AREA =	9,600 FT²	TOTAL AREA =	6,400 FT²

NOTE: NEW LOCATION PROVIDES 33.3% LESS AREA THAN EXIST.

Concept Level Cost Estimate
City of Des Moines - Municipal Storage Yard

Preferred Alternative - Material Storage Site					
Alternative	Design		OH&		Alternative
Subtotal	Contingency	Mobilization	Profit	WSST	TOTAL
	30.00%	10.00%	11.30%	9.80%	
\$735,200	\$220,560	\$95,576	\$118,801	\$114,673	\$1,285,000

Note:

Costs are in 2017 dollars. Escalation will be applied with development of the implementation plan.

City of Des Moines - Municipal Storage Yard
Preferred Alternative - Material Storage Site

	Unit	Quant	Unit cost	Cost	Discipline Subtotal	BMP Subtotal
BMP A-47 Covered Fueling Station						\$67,500
Civil: Concrete Runnel and Oil/Water Separator						\$38,330
Demolition						
Sawcut	LF	210	\$4.00	\$840		
Demo Pavement	SY	72	\$40.00	\$2,880		
Pavement Restoration and Concrete Runnel						
Concrete Pavement 8" Depth	SY	28	\$95.00	\$2,660		
HMA Resoration	TN	16	\$100.00	\$1,600		
Concrete Runnel	LF	120	\$40.00	\$4,800		
Storm CB and Conveyance						
Catch Basin Type 1	EA	1	\$3,500.00	\$3,500		
4" PVC Pipe (Roof Drain)	LF	10	\$25.00	\$250		
8" PVC Pipe (Storm Drain)	LF	40	\$45.00	\$1,800		
Oil/Water Separator (Contech VCL30)	LS	1	\$20,000.00	\$20,000		
Structural: Fueling Station Cover 40'x55'						\$29,100
Concrete ftg: excav, formwork, reinf, CIP & finish	SF	72	\$30.59	\$2,202		
Prefab Steel Structure, roofing, assemble on site	SF	2200	\$9.83	\$21,626		
Flashing, gutter, downspouts	LS	1	\$3,000.00	\$3,000		
Lighting, convenience recept., jbox, conduit, misc	LS	1	\$2,200.00	\$2,200		
BMP A-13 Covered Vehicle Wash						\$80,500
Civil: Concrete Wash Facility						\$46,580
Demolition						
Sawcut	LF	370	\$4.00	\$1,480		
Demo Pavement	SY	150	\$40.00	\$6,000		
Abandon wash facility tank w/ CDF	LS	1	\$1,500.00	\$1,500		
Pavement Restoration						
Concrete Pavement 8" Depth	SY	110	\$95.00	\$10,450		
HMA Resoration	TN	30	\$100.00	\$3,000		
Storm CB and Conveyance						
Catch Basin Type 1	EA	1	\$3,500.00	\$3,500		
4" PVC Pipe (Roof Drain)	LF	10	\$25.00	\$250		
8" PVC Pipe (Storm Drain)	LF	40	\$45.00	\$1,800		
8" PVC Pipe (Side Sewer)	LF	80	\$45.00	\$3,600		
Oil/Water Separator (Contech VCL30)	LS	1	\$15,000.00	\$15,000		
Structural: Vehicle Wash Cover						\$33,866
Concrete ftg: excav, formwork, reinf, CIP & finish	SF	144	\$30.59	\$4,405		
Prefab Steel Structure, roofing, assemble on site	SF	2112	\$9.83	\$20,761		
Flashing, gutter, downspouts	LS	1	\$3,000.00	\$3,000		
copper piping, heat trace, spigots, misc	LS	1	\$3,500.00	\$3,500		
Lighting, convenience recept., jbox, conduit, misc	LS	1	\$2,200.00	\$2,200		

City of Des Moines - Municipal Storage Yard

Preferred Alternative - Material Storage Site**BMP A-5 Material Storage (MS-A and MS-B)**

\$409,956

Civil: Material Storage

\$245,980

Demolition

Sawcut	LF	120	\$4.00	\$480
Demo pavement	SY	17	\$35.00	\$595
Abandon detention pipe w/ CDF	LF	105	\$10.00	\$1,050
Abandon storm drain line	LF	120	\$5.00	\$600
Remove light pole	EA	1	\$1,000.00	\$1,000
Remove fence	LF	132	\$10.00	\$1,320

Pavement Restoration

HMA Paving	TN	480	\$100.00	\$48,000
HMA Paving base course	TN	430	\$45.00	\$19,350
HMA Restoration	TN	48	\$100.00	\$4,800
Asphalt berm	SY	290	\$15.00	\$4,350

Storm CB and Conveyance

36" Dia Detention Pipe (Conc.)	LF	105	\$165.00	\$17,325
Detention Access Structures	EA	2	\$8,000.00	\$16,000
Flow control/water quality	LS	1	\$70,000.00	\$70,000
8" PVC Pipe (Storm Drain)	LF	120	\$45.00	\$5,400

Material Storage Facility

Rebuild material storage ecology block walls	SF	4596	\$10.00	\$45,960
Security Fence	LF	325	\$30.00	\$9,750

Structural: MS-A and MS-B Cover (32'x112', 32'x132', 32'x65')

\$163,976

Concrete ftg: excav, formwork, reinf, CIP & finish	SF	1049	\$30.59	\$32,101
Prefab Steel Structure, roofing, assemble on site	SF	9856	\$9.83	\$96,884
Flashing, gutter, downspouts	LS	1	\$20,990.00	\$20,990
Lighting, convenience recept., jbox, conduit, misc	LS	1	\$14,000.00	\$14,000

Rebuild Existing Ramp and Relocate Dumpster

\$27,000

Civil:

\$27,000

Rebuild Ramp and Relocate Dumpster

Remove ecology block walls and store for reuse	SF	1314	\$5.00	\$6,570
Rebuild ecology block ramp walls	SF	774	\$10.00	\$7,740
Excavation and backfill	CY	210	\$60.00	\$12,600

Covered Vehicle Parking (Not a required BMP)

\$118,732

Civil: Demo and Ecology Block Wall Removal

\$18,175

Demolition

Sawcut	LF	120	\$4.00	\$480
Demo pavement	SY	17	\$35.00	\$595
Remove ecology block ramp and store for reuse	SF	1290	\$5.00	\$6,450
Remove ecology block walls and store for reuse	SF	2010	\$5.00	\$10,050

Pavement Restoration

HMA Restoration	TN	6	\$100.00	\$600
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Structural: Cover 40'x175'

\$100,557

Concrete ftg: excav, formwork, reinf, CIP & finish	SF	384	\$30.59	\$11,747
Prefab Steel Structure, roofing, assemble on site	SF	7000	\$9.83	\$68,810
Flashing, gutter, downspouts	LS	1	\$12,000.00	\$12,000
Lighting, convenience recept., jbox, conduit, misc	LS	1	\$8,000.00	\$8,000

Misc

\$31,500

Electrical service	Allowance - Rated panel, switches, conduit, wire, misc	LS	1	\$16,500.00	\$16,500
Water	water service connection	LS	1	\$4,000.00	\$4,000
Inspections	structural special inspections per IBC	LS	1	\$8,000.00	\$8,000
Sewer	sewer connection fee	LS	1	\$3,000.00	\$3,000

338

20 10 0 20 40

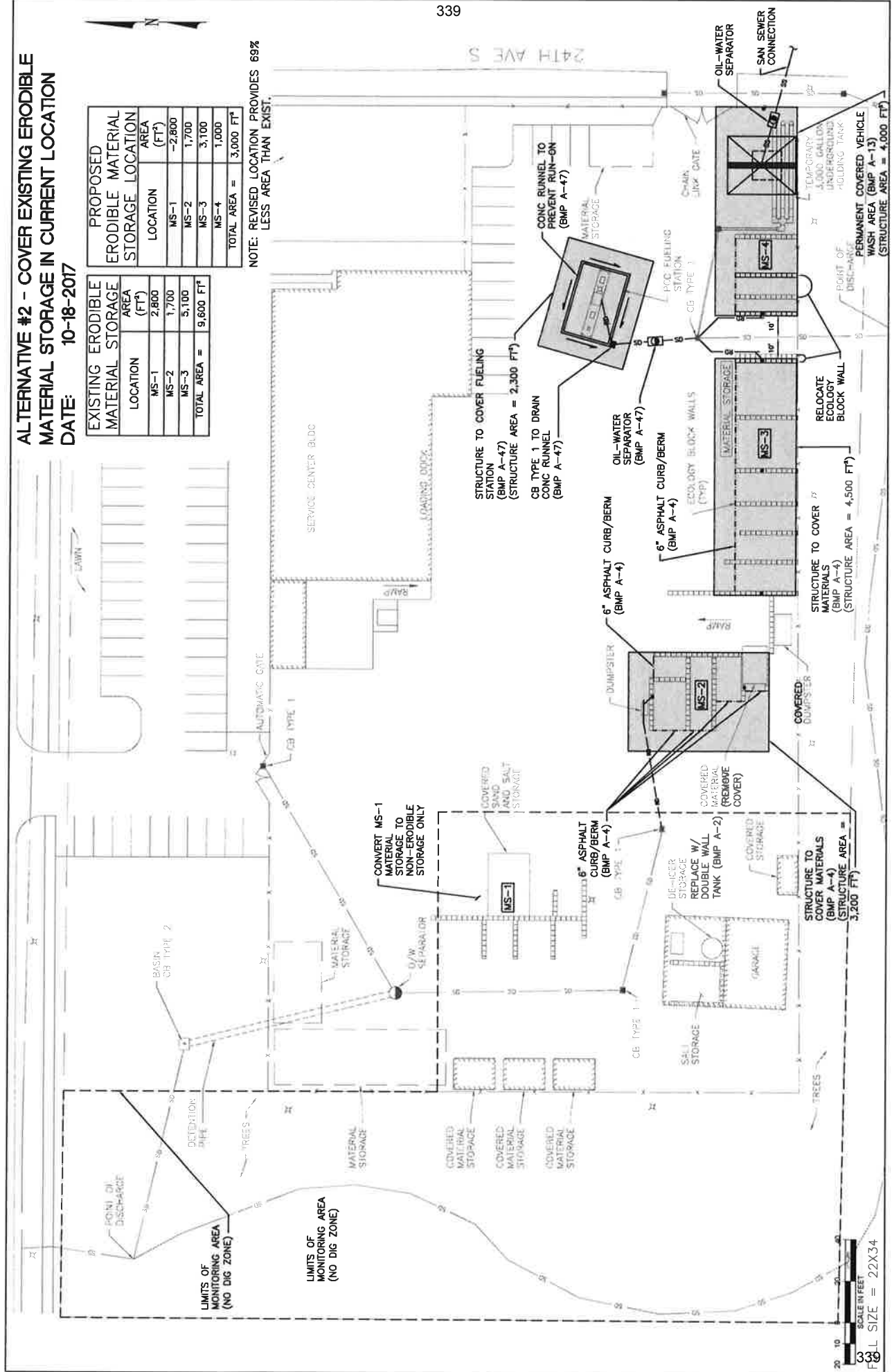
SCALE IN FEET

FALL SIZE = 22X34

ALTERNATIVE #2 - COVER EXISTING ERODIBLE MATERIAL STORAGE IN CURRENT LOCATION
DATE: 10-18-2017

EXISTING ERODIBLE MATERIAL STORAGE		PROPOSED ERODIBLE MATERIAL STORAGE	
LOCATION	AREA (FT ²)	LOCATION	AREA (FT ²)
MS-1	2,800	MS-1	2,800
MS-2	1,700	MS-2	1,700
MS-3	5,100	MS-3	3,100
TOTAL AREA =	9,600 FT²	TOTAL AREA =	3,000 FT²

NOTE: REVISED LOCATION PROVIDES 69% LESS AREA THAN EXIST.



Concept Level Cost Estimate
City of Des Moines - Municipal Storage Yard

Alternative #2 - Material Storage Site					
Alternative	Design		OH&		Alternative
Subtotal	Contingency	Mobilization	Profit	WSST	TOTAL
	30.00%	10.00%	11.30%	9.80%	
\$339,400	\$101,820	\$44,122	\$54,844	\$52,938	\$594,000

Note:

Costs are in 2017 dollars. Escalation will be applied with development of the implementation plan.

City of Des Moines - Municipal Storage Yard

Alternative #2 - Material Storage Site

	Unit	Quant	Unit cost	Item Cost	Discipline Subtotal	BMP Subtotal
BMP A-47 Covered Fueling Station						\$62,400
Civil: Concrete Runnel and Oil/Water Separator						\$33,330
Demo Pavement and Excavation						
Sawcut	LF	210	\$4.00	\$840		
Demo Pavement and Excavation	SY	72	\$40.00	\$2,880		
Pavement Restoration and Concrete Runnel						
Concrete Pavement 8" Depth	SY	28	\$95.00	\$2,660		
HMA Resoration	TN	16	\$100.00	\$1,600		
Concrete Runnel	LF	120	\$40.00	\$4,800		
Storm CB and Conveyance						
Catch Basin Type 1	EA	1	\$3,500.00	\$3,500		
4" PVC Pipe (Roof Drain)	LF	10	\$25.00	\$250		
8" PVC Pipe (Storm Drain)	LF	40	\$45.00	\$1,800		
Oil/Water Separator (Contech VCL30)	LS	1	\$15,000.00	\$15,000		
Structural: Fueling Station Cover 40'x55'						\$29,028
Concrete ftg: excav, formwork, reinf, CIP & finish	SF	72	\$30.59	\$2,202		
Prefab Steel Structure, roofing, assemble on site	SF	2200	\$9.83	\$21,626		
Flashing, gutter, downspouts	LS	1	\$3,000.00	\$3,000		
Lighting, convenience recept., jbox, conduit, misc	LS	1	\$2,200.00	\$2,200		
BMP A-13 Covered Vehicle Wash/BMP A-4 Material Storage (MS-4)						\$107,800
Civil: Concrete Wash Facility						\$46,605
Demo Pavement and Excavation						
Sawcut	LF	370	\$4.00	\$1,480		
Demo Pavement and Excavation	SY	150	\$40.00	\$6,000		
Abandon wash facility tank w/ CDF	LS	1	\$1,000.00	\$1,000		
Pavement Restoration and Concrete Runnel						
Concrete Pavement 8" Depth	SY	110	\$95.00	\$10,450		
HMA Resoration	TN	30	\$100.00	\$3,000		
Asphalt berm	LF	35	\$15.00	\$525		
Storm CB and Conveyance						
Catch Basin Type 1	EA	1	\$3,500.00	\$3,500		
4" PVC Pipe (Roof Drain)	LF	10	\$25.00	\$250		
8" PVC Pipe (Storm Drain)	LF	40	\$45.00	\$1,800		
8" PVC Pipe (Side Sewer)	LF	80	\$45.00	\$3,600		
Oil/Water Separator (Contech VCL30)	LS	1	\$15,000.00	\$15,000		
Structural: Vehicle Wash/Material Storage (MS-4) Cover 40'x100'						\$61,193
Concrete ftg: excav, formwork, reinf, CIP & finish	SF	192	\$30.59	\$5,873		
Prefab Steel Structure, roofing, assemble on site	SF	4000	\$9.83	\$39,320		
Flashing, gutter, downspouts	LS	1	\$8,000.00	\$8,000		
copper piping, heat trace, spigots, misc	LS	1	\$3,500.00	\$3,500		
Lighting, convenience recept., jbox, conduit, misc	LS	1	\$4,500.00	\$4,500		
BMP A-4 Material Storage (MS-3)						\$69,800
Civil: Material Storage						\$5,205
Demo Pavement and Excavation						
Sawcut	LF	60	\$4.00	\$240		
Demo pavement	SY	9	\$35.00	\$315		
Relocate ecology block wall	SF	180	\$15.00	\$2,700		
Pavement Restoration and Asphalt Berm						
HMA Restoration	TN	3	\$100.00	\$300		
Asphalt berm	LF	110	\$15.00	\$1,650		
Structural: MS-3 Cover 40'x115'						\$64,570
Concrete ftg: excav, formwork, reinf, CIP & finish	SF	224	\$30.59	\$6,852		
Prefab Steel Structure, roofing, assemble on site	SF	4600	\$9.83	\$45,218		
Flashing, gutter, downspouts	LS	1	\$8,000.00	\$8,000		
Lighting, convenience recept., jbox, conduit, misc	LS	1	\$4,500.00	\$4,500		

City of Des Moines - Municipal Storage Yard

Alternative #2 - Material Storage Site

BMP A-5 Material Storage (MS-2) 48x68

\$62,900

Civil: Material Storage

\$1,395

Demo Pavement and Excavation

Sawcut LF 40 \$4.00 \$160

Demo pavement SY 6 \$35.00 \$210

Pavement Restoration and Asphalt Berm

HMA Restoration TN 2 \$100.00 \$200

Asphalt berm LF 55 \$15.00 \$825

Structural: MS-3 Cover 40'x115'

\$61,501

Concrete ftg: excav, formwork, reinf, CIP & finish SF 128 \$30.59 \$3,916

Prefab Steel Structure, roofing, assemble on site SF 3264 \$9.83 \$32,085

Flashing, gutter, downspouts LS 1 \$6,000.00 \$6,000

Lighting, convenience recept., jbox, conduit, misc LS 1 \$4,500.00 \$4,500

BMP A-2 Replace Double Wall Storage Tank

\$15,000

\$15,000

Double Wall Tank (15,000 gallons) LS 1 \$15,000.00 \$15,000

Misc

\$21,500

Electrical service Allowance - Rated panel, switches, conduit, wire, misc LS 1 \$8,500.00 \$8,500

Water water service connection LS 1 \$4,000.00 \$4,000

Inspections structural special inspections per IBC LS 1 \$6,000.00 \$6,000

Sewer sewer connection fee LS 1 \$3,000.00 \$3,000



Trees are public assets that improve community health and boost civic pride.

Healthy Trees = Healthy Communities

Research shows community trees that are properly placed and maintained offer many social, economic and environmental benefits.

COMMUNITY TREES ARE THREATENED

- 90% of WA population identified as urban
- Estimates suggest a population increase of 2 million people by 2040
- Tree canopy in most WA cities is below the national average
- Urban canopy and aquatic health is declining due to human disturbance
- Stormwater volumes are increasing due to increased impervious cover
- Cities lack technical and financial means to steward natural resources
- Funding that supports Washington's Urban and Community Forestry Program from US Forest Service is decreasing

OPPORTUNITIES FOR COMMUNITY TREES

- Restore funding for the Evergreen Communities Act (RCW 76.15)
- Fund a statewide community forestry inventory
- Support policies that encourage managing trees as infrastructure
- Fund tree planting as a tool to increase stormwater infiltration

Washington's Urban and Community Forestry Program assists local governments, citizen groups and volunteers in planting and sustaining healthy trees and vegetation wherever people live and work in Washington state.

dnr.wa.gov/urbanforestry



PROPERTY VALUE IMPROVEMENT*

\$1,820,000

- UP TO 15% INCREASE IN HOME VALUES



STORMWATER REDUCTION SAVINGS*

\$514,448

- CLEANER WATER FOR PEOPLE AND SALMON
- FEWER WATER TREATMENT FACILITIES



CARBON DIOXIDE REDUCTION SAVINGS*

\$75,355

- CLEANER AIR
- CARBON SEQUESTRATION



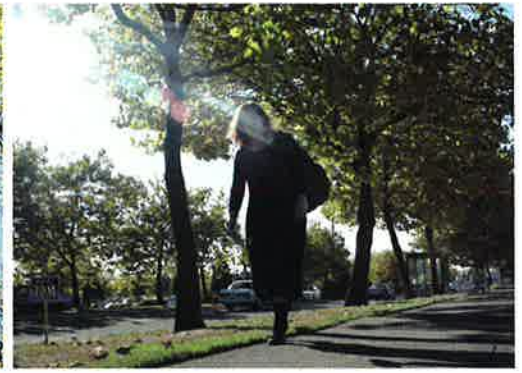
IMPROVED QUALITY OF LIFE

- REDUCED LEVELS OF STRESS, ANXIETY, CRIME
- COOLER STREETS, PARKING LOTS, CITIES

\$2,943,545

TOTAL ANNUAL BENEFIT

* BENEFIT VALUES ARE FROM A SUMMARY OF BENEFITS DERIVED FROM INVENTORY ANALYSIS OF 46,888 PUBLIC TREES ACROSS 21 WA COMMUNITIES. USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.



Become a Tree City USA



More than 80 cities and towns in Washington State are discovering the many benefits of being a Tree City USA.

ECONOMIC BENEFITS

- Creates more opportunities for grant funding.
- Defines the value of volunteer efforts.
- Promotes a community's investment in the future.
- Green infrastructure is good for business.

MANAGEMENT BENEFITS

- Creates a framework for managing trees and tree-related risks.
- Helps track associated activities and costs.
- Ensures consideration of trees during the development process
- Establishes ordinance language to guide decision-making.

COMMUNITY BENEFITS

- Improves community health, character and aesthetics.
- Boosts civic pride.
- Celebrates community accomplishments.
- Connects citizens with their community's trees.

“AS A TREE CITY USA, WE QUALIFIED FOR A GRANT TO REPLACE TREES THAT WERE TOPPLED BY A DEVASTATING WINDSTORM.”

MICHAEL SCHRAG
Ritzville Tree Committee
Chairman

“THE MAYOR AND CITY COUNCIL WANTED TO BE A TREE CITY USA TO PROMOTE OUR COMMITMENT TO PUBLIC HEALTH AND ENVIRONMENTAL SUSTAINABILITY.”

TERRY FLATLEY
Renton City Forester



TREE CITY USA®



[illegible]



CITY COUNCIL

Speaker Sign-Up Sheet

Draft Resolution No. 17-141;
Federal Way School District No. 210 Proposition 1
October 26, 2017

[illegible]

[illegible]

ORDINANCE NO. XXXX

APPENDIX B – CAPITAL BUDGET

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506.711	New	Police Security Improvements	183,000
506.712	New	Building Access System	58,580
TOTAL FUND 506 FACILITY REPAIR CIP 2018			481,580
TOTAL CONTINUING APPROPRIATION CAPITAL BUDGET			28,213,085

Building Access SystemProject # **506.712**

Project Manager:
 Lead Department:
 Design Start Date:
 Bid Opening:
 Award:
 Accepted by Council:
 Retainage Released:

Est. Actual

Summary Project Description:

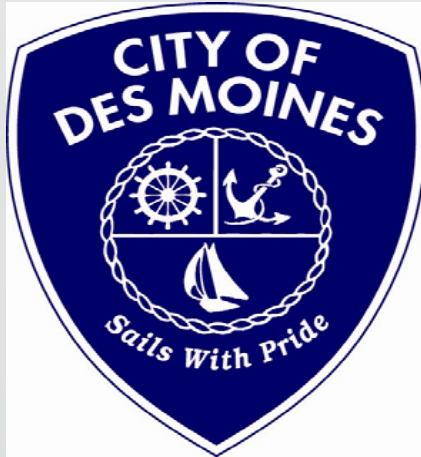
Expand electronic building access system to include engineering building, parks fieldhouse, activity center, and public works service center. Add city hall, court lobby, entrance doors, and council chamber doors.

TOTAL PROJECT SCOPE			
Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
Internal Engineering/Project Mgmt		-	-
Other Professional Services		-	-
Prop/ROW/Easements			
Construction			
Internal Engr-Proj Mgmt/ Inspect	5,000	-	5,000
Construction Contract 1	50,000	-	50,000
Other			
Interfund Financial Services	580	-	580
Contingencies	3,000	-	3,000
Total Project Expense Budget:	58,580	-	58,580

PROJECT ALLOCATIONS BY YEAR					
Project to Date 12/31/16	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-					
-					
-					
-		5,000			
-		50,000			
-					
-		580			
-		3,000			
-	-	58,580	-	-	-

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Facility Repair & Replacement Fund - Interfund Ass	58,580	-	58,580
Total Project Revenue Budget:	58,580	-	58,580

Project to Date 12/31/16	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
-		58,580			
-	-	58,580	-	-	-



2018 Operating and Capital Budgets

Public Hearing

Draft Ordinance 17-132

October 26, 2017

2018 Operating and Capital Budgets

- The overarching principle of the 2018 budget was to establish (which we have done) and maintain a sustainable budget that balances structural expenditures with structural revenue.
- The 2018 budget was prepared with a focus on:
 - Sustainability
 - Succession planning
- The organizational and budget impacts of these strategic requirements were discussed at length with the City Council at the August 12, 2017 budget retreat.

Sustainability

- In 2018 we will continue to emphasize the revenue side of the budget equation.
- We will continue to work hard to hold the line on expenditures with typical increases in certain areas, including increasing or restoring the percentage of FTE's in some areas.
- Several important revenue sources have been put into place:
 - Paid Parking at the Marina
(bulkhead replacement, law enforcement, and emergency management)
 - Franchise agreements with local utility districts
 - Red light photo enforcement (proceeds used to fund public safety)
- Additionally, there is an ongoing increase in some of the structural revenue sources as a result of the Business Park going into increased operation and other developments.
- We established a Development Fund to protect and smooth out impacts from macro-economic phenomenon reflective of both growth and potential contraction in the economy.

Succession Planning

- Every organization must plan for the future and be able to respond instantly if someone wins the lotto or is planning on separation.
- We are planning by reorganizing and creating opportunities within our work force.
 - This aids the succession planning process
 - It also helps create incentives for talented employees to stay at the City
- This succession planning process also informs our budget planning.

Risk

- We can control and manage expenditures.
- We do not have the same control over revenue:
 - State of Washington distribution of local resources
 - Interest rate increases
 - The impacts of the national & international economy (+/-)
 - New or modified legislation

Budget Revisions

The following is a summary of the significant budget revisions made since the August 12, 2017 Budget Retreat:

- Some minor changes related to continued restructuring around Sustainability and Succession planning (on-going)
- Increased Human Service Funding
(per City Council motion 10-12-2017)
- Added modest revenue opportunities



2018 Operating and Capital Budgets

- Sustainability summary slide
- 2018 Capital Budget

CONCLUSION –

We have come a long way...

FROM: Unustainable budget using One-Time revenues
and no plan

GENERAL FUND

2014-

\$ 677,000

CONCLUSION –

We have come a long way...

TO: A Sustainable, healthy budget, based on a 5 year plan, that addresses our near term succession needs without using One-Time Tax revenues.

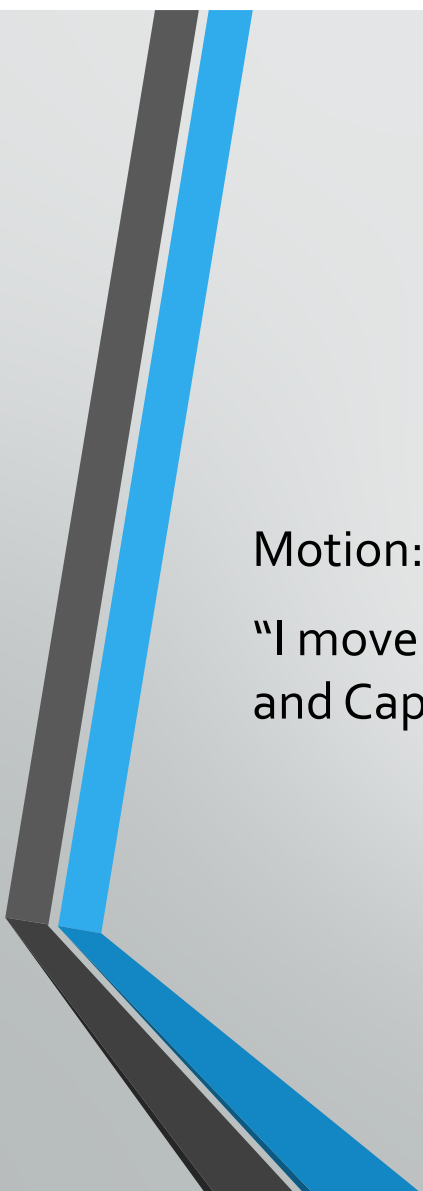
GENERAL FUND + DEVELOPMENT FUND

2014- \$ 677,000

2017 - $\$4,475,000 + \$1,869,000 = \$6,344,000$

BUDGET PREPARATION CALENDAR

- ✓ City Council Budget Retreat August 12, 2017
- ✓ City Manager filed Preliminary Budget & Budget Message Oct 12, 2017
- Public Hearing on Preliminary O&M and Capital Budgets Oct 26, 2017
- Public Hearing on Revenue Sources & Property Tax levy Nov 9, 2017
- Public Hearing on Final O&M and Capital Budgets Nov 9, 2017
- Public Hearing on Revised 2017 O&M and Capital Budgets Nov 9, 2017



Suggested Motion

Motion:

"I move to pass Draft Ordinance 17-132 establishing the 2018 Operating and Capital Budgets to a second reading on November 9th, 2017."

2017-2022 GENERAL FUND

	ADJ BUDGET 2017	REVISED EST 2017	BUDGET 2018	FORECAST			
				2019	2020	2021	2022
Revenues	21,038,000	21,716,000	21,632,109	21,892,000	22,245,000	22,613,000	22,909,000
Expenditures	(20,397,000)	(20,599,300)	(21,383,461)	(21,513,389)	(22,135,737)	(22,745,818)	(23,141,884)
Net Activity ("Profit/Loss")	641,000	1,116,700	248,648	378,611	109,263	(132,818)	(232,884)
<u>ON-GOING CHANGES TO STATUS QUO</u>							
Increased Revenue Opportunities				35,000	40,000	45,000	50,000
Reduced Expenditures- Future Savings			-	200,000	200,000	200,000	200,000
Total Annual Impact		-	-	235,000	240,000	245,000	250,000
REMAINING SUSTAINABLE		1,116,700	248,648	613,611	349,263	112,182	17,116
<u>ONE-TIME ACTIVITIES</u>							
Revenues							
Red Light Running (>\$1.5m)	485,000	1,188,700	1,000,000	159,000			
All Other One Time Revenues	727,000	859,000					
Expenditures							
2017 One Time Expenditures	(900,000)	(1,383,000)					
Temp Asst Police Chief	(133,000)	(133,000)	(196,000)	(96,000)			
Temp Court Clerk	(49,000)	(49,000)	(72,000)	(63,000)			
Transfer Out - Traffic Calming Signs			(151,500)				
EMS Radios - Public Works			(25,000)				
Police Radio Replacements			(55,000)				
SWAT Gear/Equipment			(12,000)				
Transfer Out - Abatement Fund "Seed Money"			(30,000)				
Police Dept Security CIP (REET 1 to Bulkhead)			(138,000)				
Court Security CIP (REET 1 to Bulkhead)			(176,000)				
Police Dept HVAC CIP (Save One Time Sales Tax)				(277,000)			
Transfer Out - N Bulkhead			(1,000,000)	(500,000)			
Legislative Lobbist			(10,000)				
Metro Pilot Program Consultant			(15,000)				
Communciation Consultant			(15,000)				
Communication Software			(10,000)				
Parks Deep Tine Aereator			(27,000)				
Transfer Out - Parking/Event Signs			(50,000)				
Transfer Out - Economic Dev CIPs- Alley Improve			(393,650)				
Total One Time Activities	130,000	482,700	(1,376,150)	(777,000)	-	-	-
ENDING RESERVE	3,704,000	4,532,700	3,405,198	3,241,809	3,591,072	3,703,254	3,720,370
<u>Required Reserve Calculation</u>							
5% Stabilization	1,051,900	1,085,800	1,081,605	1,094,600	1,112,250	1,130,650	1,145,450
7% Regular	1,427,790	1,441,951	1,496,842	1,505,937	1,549,502	1,592,207	1,619,932
Combined Target Reserve	2,479,690	2,527,751	2,578,447	2,600,537	2,661,752	2,722,857	2,765,382
GFOA Target of 60 days	3,399,500	3,433,217	3,563,910	3,585,565	3,689,290	3,790,970	3,856,981
Reserve (shortfall) surplus	304,500	1,099,483	(158,712)	(343,756)	(98,218)	(87,716)	(136,611)

DRAFT ORDINANCE NO. XXXX

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