

AGENDA

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

November 9, 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

Item 1: DUI COURT

CONSENT CALENDAR

Page 3 Item 1: APPROVAL OF VOUCHERS

Motion is to approve for payment vouchers and payroll transfer through October 31, 2017 included in the attached list and further described as follows:

Total A/P Checks/Vouchers	#152190-152321	\$ 250,812.29
Electronic Wire Transfers	#937-939	\$ 122,370.55
Payroll Checks	#18989-18995	\$ 6,588.49
Payroll Deposit	#420001-420165	<u>\$ 315,102.46</u>
Total Certified Checks, Wires, A/P and Payroll Vouchers:		\$ 694,873.79

Page 5 Item 2: DRAFT RESOLUTION NO. 17-111; SETTING A PUBLIC HEARING DATE TO CONSIDER DRAFT ORDINANCE NO. 17-111 RELATING TO THE ENVIRONMENT CODE, ESTABLISHING AN OFF-SITE MITIGATION AND FEES PAID IN LIEU PROGRAM AND AMENDING CHAPTER 16.25 DMMC, AND ESTABLISHING AN ASSOCIATED URBAN FORESTRY FUND IN CHAPTER 3.51

Motion is to adopt Draft Resolution No. 17-111 setting a public hearing on December 7, 2017 to consider a draft ordinance relating to the Environment Code, establishing an off-site mitigation and fees paid in lieu program, and amending chapter 16.25 DMMC, and establishing an associated urban forestry fund in chapter 3.51.

Page 19 Item 3: DRAFT RESOLUTION NO. 17-073; SETTING A PUBLIC HEARING DATE FOR DRAFT ORDINANCE NO. 17-073, LANDSCAPE FOR ESSENTIAL PUBLIC TRANSPORTATION FACILITIES

Motion is to adopt Draft Resolution No. 17-073 setting a public hearing on December 7, 2017 to consider a draft ordinance relating to City land use and development regulations, and amending chapters 18.15, 18.190, and 18.195 DMMC to minimize the impact on property owners and tenants affected by the acquisition of right of way by Sound Transit and project design for the Federal Way Link Extension through Des Moines, a regional essential public transportation facility.

Page 37 Item 4: SMALL BUSINESS SATURDAY PROCLAMATION
Motion is to approve the Proclamation recognizing the Saturday after Thanksgiving as Small Business Saturday.

Page 41 Item 5: COMMUTE TRIP REDUCTION PROGRAM
Motion is to approve the Interlocal Agreement between the City of Des Moines and King County, Department of Transportation, Metro Transit Division for the implementation of the Commute Trip Reduction Program from July 1, 2017 through June 30, 2019.

PUBLIC HEARING/CONTINUED PUBLIC HEARING

Page 53 Item 1: YEAR 2018 GENERAL PROPERTY TAX LEVIES
Staff Presentation: City Manager Michael Matthias
Budget Manager Cecilia Pollock

Page 67 Item 2: 2018 OPERATING AND CAPITAL BUDGETS
Staff Presentation: City Manager Michael Matthias
Chief Operations Officer Dan Brewer
Budget Manager Cecilia Pollock

Page 81 Item 3: 2017 OPERATING & CAPITAL BUDGET AMENDMENTS
Staff Presentation: City Manager Michael Matthias
Budget Manager Cecilia Pollock

NEW BUSINESS

Page 95 Item 1: MUNICIPAL STORAGE YARD STORMWATER BMP IMPROVEMENT PLAN BRIEFING AND DISCUSSION
Staff Presentation: Civil Engineering I Tyler Beekley

EXECUTIVE SESSION

NEXT MEETING DATE

November 30, 2017 City Council Regular Meeting

ADJOURNMENT

CITY OF DES MOINES
Voucher Certification Approval

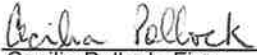
9-Nov-17

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 Nov 09, 2017 the Des Moines City Council, by unanimous vote, does approve for payment those vouchers and payroll transfers through Oct 31, 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	152190	- 152321	250,812.29
Electronic Wire Transfers	937	- 939	122,370.55
		-	
Total claims paid			373,182.84
Payroll Vouchers			
Payroll Checks	18989	- 18995	6,588.49
Direct Deposit	420001	- 420165	315,102.46
Payroll Checks			
Direct Deposit			
Total Paychecks/Direct Deposits paid			321,690.95
Total checks and wires for A/P & Payroll			694,873.79

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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: Draft Resolution No. 17-111 setting a public hearing to consider Draft Ordinance No. 17-111 relating to the Environment Code, establishing an off-site mitigation and fees paid in lieu program and amending chapter 16.25 DMMC, and establishing an associated urban forestry fund in chapter 3.51.

ATTACHMENTS:

1. Draft Resolution No. 17-111 setting a public hearing date for a draft ordinance relating to the Environment Code establishing an off-site mitigation and fees paid in lieu program and amending chapter 16.25, and establishing an associated urban forestry fund in chapter 3.51.
2. Draft Ordinance No. 17-111 relating to the Environment Code, establishing an off-site mitigation and fees paid in lieu program and amending chapter 16.25 DMMC, and establishing an associated urban forestry fund in chapter 3.51.

FOR AGENDA OF: November 9, 2017

DEPT. OF ORIGIN: Community Development

DATE SUBMITTED: October 27, 2017

CLEARANCES:

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

CHIEF OPERATIONS OFFICER: DSB

- [X] Legal T6
 [X] Finance CP
 [] Courts N/A
 [] Police N/A

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

Purpose and Recommendation

The purpose of this agenda item is for City Council to set a public hearing date to consider a draft ordinance relating to the Environment Code establishing an off-site mitigation and fees paid in lieu program and amending chapter 16.25, and establishing an associated urban forestry fund in chapter 3.51. The City Council can move forward with the consideration of this ordinance by passing the following motion setting the required public hearing:

Suggested Motion

Motion 1: "I move to adopt Draft Resolution No. 17-111 setting a public hearing on December 7, 2017 to consider a draft ordinance relating to the Environment Code, establishing an off-site mitigation and fees paid in lieu program, and amending chapter 16.25 DMMC, and establishing an associated urban forestry fund in chapter 3.51."

Background

The City Council acting through its standing committees directed City staff to prepare a draft ordinance for its consideration that both minimizes the impact of the acquisition of private property for the Federal Way Link Extension (FWLE), a regional essential public transportation facility, while helping to facilitate the project, engage and protect the Pacific Ridge Neighborhood residents, and minimize project costs.

The DMMC now requires a twenty-five foot landscape buffer and a five foot berm for the portions of the FWLE adjacent to freeways. A guideway edge landscape buffer otherwise satisfactory to the City may not provide adequate landscape space on site to accommodate all the replacement trees required by the DMMC without increasing the amount of right of way to be acquired from abutting property owners and also increasing project costs. To avoid condemning additional property solely as a place to plant required replacement trees, Sound Transit has expressed interest in off-site mitigation or an in-lieu payment.

Discussion:

Each of the 44 residential parcels acquired in whole or in part along the Des Moines portion of the FWLE are uniquely impacted by the right of way acquisition and design requiring administrative flexibility in the application of the DMMC and design of the FWLE. At the May 18, 2017 City Council Public Safety and Transportation Committee and the June 8, 2017 Finance and Economic Development Committee, staff discussed how the City's current development regulations would affect the acquisition of private property and property remaining after the acquisitions. On August 7, 2017, August 14, 2017 and September 6, 2017, public or Homeowners Association meetings were held where staff discussed how the City's current development regulations would affect the acquisition of private property and property remaining after the acquisitions. At the August 7, 2017, August 14, 2017 and September 6, 2017, meetings, those in attendance were generally in favor of the proposed changes in the landscape ordinance as long as it provided options to the property owners impacted by the acquisition and aesthetically pleasing landscaping.

The draft ordinance to be considered at this public hearing would establish an off-site mitigation and fees paid in lieu program in Chapter 16.25 Trees in the DMMC and provide an additional option for the City to approve an appropriate FWLE landscape edge buffer design while providing an additional mechanism and resources to preserve, maintain and plant trees through the City's urban forest areas.

Alternatives:

The City Council may:

1. Adopt the proposed Draft Resolution.
2. Adopt the Draft Resolutions with a different hearing date.
3. Decline to adopt the Draft Resolution.

Financial Impact:

The overall cost to Sound Transit for the FWLE may be increased depending on the City Council's final decisions following the public hearing on Draft Ordinance 17-111.

Recommendations/Conclusion:

Administration recommends that the City Council approve Draft Resolution No. 17-111 setting the public hearing.

Concurrence:

Community Development, Public Works, Parks, Legal and Finance Departments concur.

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COMMUNITY DEVELOPMENT FIRST DRAFT 10/19/17**DRAFT RESOLUTION NO. 17-111**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON, setting a public hearing date for a draft ordinance relating to the Environment Code establishing an off-site mitigation and fees paid in lieu program and amending chapters 16.25, and establishing an associated urban forestry fund in chapter 3.51.

WHEREAS, the City Council acting through its standing committees directed City staff to prepare an ordinance for its consideration that both minimizes the impact of the acquisition of private property for the Federal Way Link Extension (FWLE), a regional essential public transportation facility, while helping to facilitate the project, engage the Pacific Ridge Neighborhood and minimize project costs, and

WHEREAS, the DMMC requires a twenty-five foot landscape buffer and a five foot berm for the portions of the FWLE adjacent to freeways, and

WHEREAS, a guideway edge landscape buffer otherwise satisfactory to the City may not provide adequate landscape space on site to accommodate all the replacement trees required by the DMMC without increasing the amount of right of way to be acquired from abutting property owners and also increasing project costs, and

WHEREAS, the City Council notes that Pacific Ridge is the most heavily impacted neighborhood along the entire FWLE project in terms of private property acquisitions and desires to minimize to the extent possible the impacts of right of way acquisitions on single and multi-family properties, and

WHEREAS, the City Council desires that the FWLE design represent the highest possible quality of urban and landscape design as validated by affected property owners and the Pacific Ridge Neighborhood, that it is a strong, complementary and integrating amenity of the Pacific Ridge Neighborhood, and that the landscape be tall and dense while incorporating Crime Prevention Through Environmental Design (CPTED) principles and features, and

Resolution No. _____
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WHEREAS, each of the 44 residential parcels acquired in whole or in part along the Des Moines portion of the FWLE are uniquely impacted by the right of way acquisition and design requiring administrative flexibility in the application of the DMMC and design of the FWLE, and

WHEREAS, many parts of the urban forest in Des Moines are in poor health because of age, disease or invasive plants requiring increasing care, maintenance reforestation, and

WHEREAS, the City lacks adequate resources to address the needs of its urban forest areas and the City Council desires to establish ways to create additional resources to preserve, plant and maintain trees within the City including off-site mitigation and fees paid in lieu of on-site work when it is not feasible or desirable to reasonably meet the requirements of the DMMC, and

WHEREAS, at the May 18, 2017 City Council Public Safety and Transportation Committee and the June 8, 2017 Finance and Economic Development Committee, staff discussed how the City's development regulations currently in effect would affect the acquisition of private property and property remaining after the acquisitions, and

WHEREAS, on August 7, 2017, August 14, 2017 and September 6, 2017, public or homeowner association meetings were held where staff discussed how the City's development regulations currently in effect would affect the acquisition of private property and property remaining after the acquisitions; now therefore

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

The matter of establishing an off-site mitigation and fees paid in lieu program and amending chapter 16.25 and establishing an associated urban forestry fund in chapter 3.51 is set for a public hearing before the City Council on Thursday, December 7, 2017, at 7:00 p.m., or as soon thereafter as the matter may be heard, in the City Council Chambers, 21630 11th Avenue South, Suite B, Des Moines, Washington.

Resolution No. _____
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ADOPTED BY the City Council of the City of Des Moines,
Washington this ____th day of _____ and signed in
authentication thereof this ____ day of _____.

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

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COMMUNITY DEVELOPMENT FIRST DRAFT 10/9/2017**DRAFT ORDINANCE NO. 17-111**

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to the Environment Code, establishing an off-site mitigation and fees paid in lieu program and amending chapter 16.25 DMMMC, and establishing an associated urban forestry fund in chapter 3.51 DMMMC.

WHEREAS, the City Council acting through its standing committees directed City staff to prepare an ordinance for its consideration that both minimizes the impact of the acquisition of private property for the Federal Way Link Extension (FWLE), a regional essential public transportation facility, while helping to facilitate the project, engage the Pacific Ridge Neighborhood and minimize project costs, and

WHEREAS, the DMMMC requires a twenty-five foot landscape buffer and a five-foot berm for the portions of the FWLE adjacent to freeways, and

WHEREAS, a guideway edge landscape buffer otherwise satisfactory to the City may not provide adequate landscape space on site to accommodate all the replacement trees required by the DMMMC without increasing the amount of right of way to be acquired from abutting property owners and increasing project costs, and

WHEREAS, the City Council notes that Pacific Ridge is the most heavily impacted neighborhood along the entire FWLE project in terms of private property acquisitions and desires to minimize to the extent possible the impacts of right of way acquisitions on single and multi-family properties, and

WHEREAS, the City Council desires that the FWLE design represent the highest possible quality of urban and landscape design as validated by affected property owners and the Pacific Ridge Neighborhood, that it is a strong, complementary and integrating amenity of the Pacific Ridge Neighborhood, and that the landscape be tall and dense while incorporating Crime

10/9/2017

Draft Ordinance No. 17-111.3

Ordinance No. _____
 Page 2 of 6

Prevention Through Environmental Design (CPTED) principles and features, and

WHEREAS, each of the 44 residential parcels acquired in whole or in part along the Des Moines portion of the FWLE are uniquely impacted by the right of way acquisition and design requiring administrative flexibility in the application of the DMMC and design of the FWLE, and

WHEREAS, many parts of the urban forest in Des Moines are in poor health because of age, disease or invasive plants requiring increasing care, maintenance reforestation, and

WHEREAS, the City lacks adequate resources to address the needs of its urban forest areas and the City Council desires to establish ways to create additional resources to preserve, plant and maintain trees within the City including off-site mitigation and fees paid in lieu of on-site work when it is not feasible or desirable to reasonably meet the requirements of the DMMC, and

WHEREAS, at the May 18, 2017 City Council Public Safety and Transportation Committee and the June 8, 2017 Finance and Economic Development Committee, staff discussed how the City's current development regulations would affect the acquisition of private property and property remaining after the acquisitions, and

WHEREAS, on August 7, 2017, August 14, 2017 and September 6, 2017, public or homeowner association meetings were held where staff discussed how the City's current development regulations would affect the acquisition of private property and property remaining after the acquisitions, and

WHEREAS, the changes proposed by this Ordinance have been processed in accordance with the requirements of the State Environmental Policy Act (SEPA), a final determination of non-significance was issued by the responsible official, and the appropriate comment period has expired, and

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 Draft Ordinance No. 17-111.3

Ordinance No. _____
 Page 3 of 6

WHEREAS, the City Council set the date for the public hearing by Resolution No. 17-111, fixing the public hearing for December 7, 2017, and

WHEREAS, the textual code amendments proposed in this Draft Ordinance were provided to the Department of Commerce as required by RCW 36.70A.106, and

WHEREAS, notice of the public hearing was issued on _____, 2017 in accordance with the DMMC, and

WHEREAS, a public hearing was held on December 7, 2017 where all persons wishing to be heard were heard; now therefore

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

Sec. 1. A new section is added to chapter 16.25 DMMC following DMMC 16.25.080 to read as follows:

Off-site mitigation and fees paid in lieu. Where an applicant cannot provide for the minimum required replacement trees on site, off-site mitigation for private developments or a fee-in-lieu payment into the City's urban forestry fund for public developments may be approved by the Community Development Director.

(1) Where off-site mitigation is utilized, the remaining required replacement trees must be planted at an off-site location approved by the Director. Where the site is City-owned property, the public works and/or parks department must also approve the tree planting. Acceptable off-site locations, in order of priority, are as follows:

(a) Publicly owned land in the City of Des Moines including but not limited to: environmentally sensitive areas; regional surface water facilities; or wildlife corridors. Similar lands owned by

Ordinance No. _____
 Page 4 of 6

nonprofit entities that are reserved in open space also qualify.

(b) Publicly owned parks or recreational facilities within the City of Des Moines.

(c) Other mitigation or restoration sites managed by other public entities or private conservation groups.

(d) Public school sites within the City of Des Moines.

(e) Other sites proposed by the applicant, when it is documented that higher priority sites are not available or viable.

(2) Where use of a tree replacement fee is approved by the Director, the fee shall be paid into the City's urban forestry fund established in DMMC 3.51.151. The fee shall be established based on the number of replacement trees being satisfied as follows:

(a) The fee for each replacement tree shall cover the cost of a tree of the required size and type, installation (labor and equipment), maintenance for two years, and fund administration.

Sec. 2. A new section is added to chapter 3.51 DMMC to read as follows:

Urban Forestry fund. 3.51.151

(1) There is created an "urban forestry fund."

(2) Funding sources.

(a) The fee for replacement trees and all other money received pursuant to DMMC 16.25.080;

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 Draft Ordinance No. 17-111.3

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(b) Sale of trees or wood from City property where the proceeds from such sale have not been dedicated to another purpose;

(c) Donations and grants for the purposes of the fund; and

(d) Other monies designated by the City Council.

(3) Funding purposes. The City shall use money received pursuant to this section for the following purposes:

(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.

Sec. 3. Codification. Section 1 of this Ordinance shall be codified as a new section in chapter 16.25 DMMC, entitled "Off-site mitigation and fees paid in lieu". Section 2 of this Ordinance shall be codified as a new section in chapter 3.51 DMMC, entitled "Urban forestry fund".

Sec. 4. 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.

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 Draft Ordinance No. 17-111.3

Ordinance No. _____
 Page 6 of 6

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

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

 M A Y O R

APPROVED AS TO FORM:

 City Attorney

ATTEST:

 City Clerk

Published: _____

10/9/2017
 Draft Ordinance No. 17-111.3

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Draft Resolution No. 17-073 setting a public hearing to consider Draft Ordinance 17-073 relating to the zoning code and City land use and development regulations, and amending chapters 18.15, 18.190 and 18.195 DMMC.

ATTACHMENTS:

1. Draft Resolution No. 17-073 setting a public hearing date for a draft ordinance relating to the zoning code and City land use and development regulations, amending chapters 18.15, 18.190 and 18.195 DMMC.
2. Draft Ordinance No. 17-073 relating to the zoning code and City land use and development regulations, and amending chapters 18.15, 18.190 and 18.195 DMMC.

FOR AGENDA OF: November 9, 2017

DEPT. OF ORIGIN: Community Development

DATE SUBMITTED: October 27, 2017

CLEARANCES:

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

CHIEF OPERATIONS OFFICER: DSB

- ☒ Legal TS
- ☒ Finance CP
- ☐ Courts N/A
- ☐ Police N/A

APPROVED BY CITY MANAGER
FOR SUBMITTAL: hmc

Purpose and Recommendation

The purpose of this agenda item is for City Council to set a public hearing date to consider Draft Ordinance No. 17-073 relating to City land use and development regulations, amending chapters 18.15, 18.190 and 18.195 DMMC to minimize the impact on property owners and tenants affected by the acquisition of right of way by Sound Transit and project design for the Federal Way Link Extension (FWLE), a regional essential public transportation facility. The City Council can move forward with the consideration of these ordinances by passing the following motion setting the required public hearing:

Suggested Motion

Motion 1: "I move to adopt Draft Resolution No. 17-073 setting a public hearing on December 7, 2017 to consider a draft ordinance relating to City land use and development regulations, and amending chapters 18.15, 18.190 and 18.195 DMMC to minimize the impact on property owners and tenants affected by the acquisition of right of way by Sound Transit and project design for the Federal Way Link Extension through Des Moines, a regional essential public transportation facility."

Background

The City Council acting through its standing committees directed City staff to prepare an ordinance for its consideration that both minimizes the impact of the acquisition of private property for the Federal Way Link Extension (FWLE), a regional essential public transportation facility, while helping to facilitate the project, engage and protect the Pacific Ridge Neighborhood residents, and minimize project costs.

The DMMC now requires a twenty-five foot landscape buffer and a five foot berm for the portions of the FWLE adjacent to freeways. A five foot berm with standard three to one side slopes would result in a thirty-five foot width exceeding the twenty-five foot width currently required. The FWLE guideway design includes a concrete noise wall throughout most of Pacific Ridge with a minimum height of six feet to buffer the measured noise from the light rail train, SR 509 extension and I-5 traffic.

Sound Transit prefers a guideway edge design that includes a sound wall with architectural treatment, a five foot cleared maintenance access strip, a Sound Transit-maintained generally ten foot landscape width to minimize the amount of right of way to be acquired from abutting property owners and also minimize project costs. Pacific Ridge is the most heavily impacted neighborhood along the entire FWLE project in terms of private property acquisitions and the City desires to minimize to the extent possible the impacts of right of way acquisitions on single and multi-family properties.

The City desires that the landscape edge design represent the highest possible quality of urban and landscape design as validated by affected property owners and the Pacific Ridge Neighborhood, that it is a strong, complementary and integrating amenity of the Pacific Ridge Neighborhood, and that the landscape be tall and dense while incorporating Crime Prevention Through Environmental Design (CPTED) principles and features.

Discussion:

Each of the 44 residential parcels acquired in whole or in part along the Des Moines portion of the FWLE are uniquely impacted by the right-of-way acquisition and design requiring administrative flexibility in the application of the DMMC and design of the FWLE. At the May 18, 2017 City Council Public Safety and Transportation Committee and the June 8, 2017 Finance and Economic Development Committee, staff discussed how the City's current development regulations would affect the acquisition of private property and property remaining after the acquisitions. On August 7, 2017, August 14, 2017 and September 6, 2017, public or Homeowners Association meetings were held where staff discussed how the City's current development regulations would affect the acquisition of private property and property remaining after the acquisitions. At the August 7, 2017, August 14, 2017 and September 6, 2017 meetings, those in attendance were generally in favor of the proposed changes in this Ordinance as long as it provided options to the property owners impacted by the acquisition and aesthetically pleasing landscaping.

Alternatives:

The City Council may:

1. Adopt the proposed Draft Resolution.
2. Adopt the Draft Resolution with a different hearing date.
3. Decline to adopt the Draft Resolution.

Financial Impact:

The overall cost to Sound Transit for the FWLE may be increased depending on the City Council's final decisions following the public hearing on Draft Ordinance 17-073.

Recommendations/Conclusion:

Administration recommends that the City Council approve Draft Resolution No. 17-073 setting the public hearing.

Concurrence:

Community Development, Public Works, Legal and Finance Departments concur.

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COMMUNITY DEVELOPMENT FIRST DRAFT 10/19/17**DRAFT RESOLUTION NO. 17-073**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON, setting a public hearing date for a draft ordinance relating to City land use and development regulations, and amending chapters 18.15, 18.190 and 18.195 DMMC to minimize the impact on property owners and tenants affected by the acquisition of right of way by Sound Transit and project design for the Federal Way Link Extension through Des Moines, a regional essential public transportation facility.

WHEREAS, the City Council acting through its standing committees directed City staff to prepare an ordinance for its consideration that minimizes the impact of the acquisition of private property for the Federal Way Link Extension (FWLE), a regional essential public transportation facility, while helping to facilitate the project, engage the Pacific Ridge Neighborhood and minimize project costs, and

WHEREAS, the DMMC requires a twenty-five foot landscape buffer and a five foot berm for the portions of the FWLE adjacent to freeways, and

WHEREAS, a five foot berm with standard three to one side slopes would result in a thirty-five foot width exceeding the twenty-five foot width currently required, and

WHEREAS, the FWLE guideway design includes a concrete noise wall throughout most of Pacific Ridge with a minimum height of six feet to buffer the measured noise from the light rail train, SR 509 extension and I-5 traffic, and

WHEREAS, Sound Transit prefers a guideway edge design that includes a sound wall with architectural treatment, a five foot cleared maintenance access strip, a Sound Transit-maintained generally ten foot landscape width to minimize the amount of right of way to be acquired from abutting property owners and also minimize project costs, and

WHEREAS, the City Council notes that Pacific Ridge is the most heavily impacted neighborhood along the entire FWLE project in terms of private property acquisitions and desires to minimize to the extent possible the impacts of right of way acquisitions on single and multi-family properties, and

Resolution No. _____
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WHEREAS, the City Council desires that the FWLE design represent the highest possible quality of urban and landscape design as validated by affected property owners and the Pacific Ridge Neighborhood, that it is a strong, complementary and integrating amenity of the Pacific Ridge Neighborhood, and that the landscape be tall and dense while incorporating Crime Prevention Through Environmental Design (CPTED) principles and features, and

WHEREAS, each of the 44 residential parcels acquired in whole or in part along the Des Moines portion of the FWLE are uniquely impacted by the right of way acquisition and design requiring administrative flexibility in the application of the DMMC and design of the FWLE, and

WHEREAS, at the May 18, 2017 City Council Public Safety and Transportation Committee and the June 8, 2017 Finance and Economic Development Committee, staff discussed how the City's development regulations currently in effect would affect the acquisition of private property and property remaining after the acquisitions, and

WHEREAS, on August 7, 2017, August 14, 2017 and September 6, 2017, public or homeowners association meetings were held at where staff discussed how the City's development regulations currently in effect would affect the acquisition of private property and property remaining after the acquisitions, and

WHEREAS, at the August 7, 2017, August 14, 2017 and September 6, 2017 meetings, those in attendance were generally in favor of the proposed changes in this Ordinance as long as it provided options to the property owners impacted by the acquisition and aesthetically pleasing landscaping, and

WHEREAS, a public hearing is necessary to receive public comment regarding amendments to Title 18 DMMC, and

WHEREAS, a public hearing is required for adoption of an ordinance which amends portions of Title 18 DMMC commonly referred to as the Zoning Code; now therefore

Resolution No. _____
 Page 3 of 3

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

The matter of a draft ordinance relating to the City land use and development regulations, and amending chapters 18.15, 18.190 and 18.195 DMMC to minimize the impact on property owners and tenants affected by the acquisition of right of way by Sound Transit and project design for the Federal Way Link Extension through Des Moines, a regional essential public transportation facility, is set for a public hearing before the City Council on Thursday, December 7, 2017, at 7:00 p.m., or as soon thereafter as the matter may be heard, in the City Council Chambers, 21630 11th Avenue South, Suite B, Des Moines, Washington.

ADOPTED BY the City Council of the City of Des Moines, Washington this ____th day of _____ and signed in authentication thereof this ____ day of _____.

 M A Y O R

APPROVED AS TO FORM:

 City Attorney

ATTEST:

 City Clerk

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CITY ATTORNEY'S FIRST DRAFT 10/17/2017**DRAFT ORDINANCE NO. 17-073**

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to the Zoning Code and City land use and development regulations, amending chapters 18.15, 18.190 and 18.195 DMMC to minimize the impact on property owners and tenants affected by the acquisition of right of way by Sound Transit and project design for the Federal Way Link Extension, a regional essential public transportation facility.

WHEREAS, the City Council acting through its standing committees directed City staff to prepare an ordinance for its consideration that both minimizes the impact of the acquisition of private property for the Federal Way Link Extension (FWLE), a regional essential public transportation facility, while helping to facilitate the project, engage the Pacific Ridge Neighborhood and minimize project costs, and

WHEREAS, the DMMC requires a twenty-five-foot landscape buffer and a five-foot berm for the portions of the FWLE adjacent to freeways, and

WHEREAS, a five-foot berm with Sound Transit and City standard three to one side slopes would result in a thirty-five-foot width exceeding the twenty-five-foot width currently required, and

WHEREAS, the FWLE guideway design includes a concrete noise wall throughout most of Pacific Ridge with a minimum height of six feet to buffer the measured noise from the light rail train, SR 509 extension and I-5 traffic, and

WHEREAS, Sound Transit prefers a guideway edge design on Sound Transit-acquired parcels that includes a sound wall with architectural treatment, a five-foot cleared maintenance access strip, a Sound Transit-maintained generally ten-foot landscape width to minimize the amount of right of way to be acquired from abutting property owners and also minimize project costs, and

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WHEREAS, the City Council notes that Pacific Ridge is the most heavily impacted neighborhood along the entire FWLE project in terms of private property acquisitions and desires to minimize to the extent possible the impacts of right of way acquisitions on single and multi-family properties, and

WHEREAS, the City Council desires that the design represent the highest possible quality of urban and landscape design as validated by affected property owners and the Pacific Ridge Neighborhood, that it is a strong, complementary and integrating amenity of the Pacific Ridge Neighborhood, and that the landscape be tall and dense while incorporating Crime Prevention Through Environmental Design (CPTED) principles and features, and

WHEREAS, each of the 44 residential parcels acquired in whole or in part along the Des Moines portion of the FWLE are uniquely impacted by the right of way acquisition and design requiring administrative flexibility in the application of the DMMC and design of the FWLE, and

WHEREAS, at the May 18, 2017 City Council Public Safety and Transportation Committee and the June 8, 2017 Finance and Economic Development Committee, staff discussed how the City's development regulations currently in effect would affect the acquisition of private property and property remaining after the acquisitions, and

WHEREAS, on August 7, 2017, August 14, 2017 and September 6, 2017 public or homeowner association meetings were held where staff discussed how the City's current development regulations would affect the acquisition of private property and property remaining after the acquisitions, and

WHEREAS, at the August 7, 2017, August 14, 2017 and September 6, 2017, public meetings or homeowner association meetings, those in attendance were generally in favor of the proposed changes in this Ordinance if it provided options to the property owners impacted by the acquisition and aesthetically pleasing landscaping, and

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WHEREAS, with respect to the FWLE, the City Council intends that these regulation changes will be implemented in four phases: (1) this ordinance will create the regulatory framework for a landscape design based on the City's agreement with Sound Transit and how the FWLE request for design-builder (DB) proposals (RFP) will address the landscape design; (2) Sound Transit and the City will enter into the development agreement (DA) in 2018 before the final RFP is issued to the DB short listed firms; (3) the DB will complete the landscape design based on the RFP requirements and the DA conditions and submit these plans as part of the appropriate permit application; and (4) the requested modifications will be processed as part of the applicable City permit or approval processes, conditioned in accordance with the approved modifications to required landscaping, landscape buffers and irrigation as set forth in the City Council-approved DA, and

WHEREAS, once passed, the City Council expects Sound Transit to begin negotiating with individual property owners explaining how the planned landscape buffer design will affect their property and negotiate additional buffer landscaping to further mitigate the effect of the FWLE, incorporating these negotiated conditions in the RFP and the DA with the City; and

WHEREAS, the City's SEPA Responsible Official reviewed this proposed non-project action and determined that the changes proposed by this Ordinance have been processed in accordance with the requirements of the State Environmental Policy Act (SEPA), a final determination of non-significance was issued on October 24, 2017, and the appropriate comment and appeal periods expired _____, 2017, and

WHEREAS, the City Council set the date for the public hearing by Resolution No. 17-073, fixing the public hearing for December 7, 2017 as required by DMMC 1.30.070, and

WHEREAS, the textual code amendments proposed in this Draft Ordinance were provided to the Department of Commerce as required by RCW 36.70A.106, and

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WHEREAS, notice of the public hearing was issued on _____, 2017 in accordance with the DMMC, and

WHEREAS, a public hearing was held on December 7, 2017 where all persons wishing to be heard were heard, and

WHEREAS, the City Council finds that the Title 18 DMMC amendments contained in this Ordinance comply with the requirements of chapter 36.70A RCW and are appropriate and necessary; now therefore,

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

Sec. 1. DMMC 18.15.020, *Nonconforming Building and Uses Application* and section 3 of Ordinance No. 1655 and section 38 of Ordinance No. 1591 shown below, are each amended as follows:

18.15.020 Application.

(1) The foregoing regulations set forth in this Title shall be subject to the general provisions, conditions, and exceptions contained in this chapter.

(2) The provisions of this chapter shall apply to buildings, structures, land, and uses which become nonconforming as a result of the application of this Title to them, from classification or reclassification of the property under this Title or any subsequent amendments thereto, or from governmental acquisition of property for right-of-way expansion or essential public facility construction. If a use originally authorized by a variance, conditional use permit, or other valid use permit prior to August 3, 1964, is located within a zone in which such use is not permitted by the terms of this Title, such use shall be a nonconforming use. Uses validly established prior to August 3, 1964, shall not be deemed nonconforming only because of failure to secure a conditional use permit required under this Title.

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(3) If a building, structure or land becomes non-conforming solely because of governmental acquisition of a portion of the property for an essential public transportation facility, the property shall be a legal nonconforming lot and the building, structure or use may continue.

Sec. 2. DMMC 18.15.030, *Nonconforming Building and Uses Purpose* and section 39 of Ordinance No. 1591 shown below, are each amended as follows:

18.15.030 Purpose.

This chapter regulates legal nonconforming lots, structures, uses, and other development situations, which were made nonconforming through the adoption of, or amendments to this code, or from governmental acquisition of property for right-of-way expansion for the construction of essential public transportation facilities. This chapter also specifies those circumstances, conditions, and procedures under which such nonconformities may be permitted to continue, expand, or be modified.

Sec. 3. DMMC 18.190.200, *Location and height of wall, fence, or hedge*, and section 400 of Ordinance No. 1591 as amended by section 14 of Ordinance No. 1655 shall be amended to read as follows:

18.190.200 Location and height of wall, fence or hedge.

In any Residential Zone a wall, fence, or hedge is permitted under the following conditions:

.

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(9) The height restrictions in this section may be modified by the Planning, Building and Public Works Director in accordance with DMMC 18.190.200 when the need for such modification results from governmental acquisition of property for right-of-way expansion or construction of essential public transportation facilities.

Sec. 4. DMMC 18.190.280, *Substandard or nonconforming lots in Single-Family Residential Zones*, and section 408 of Ordinance No. 1591 as amended by section 14 of Ordinance No. 1655 shall be amended to read as follows:

18.190.280 Substandard or nonconforming lots in ~~Single-Family Residential~~ residential or ~~Ecommercial Zones~~ zones.

In any ~~Single-Family Residential~~ residential or ~~commercial Zone~~ zone, a ~~single-family dwelling or building~~ may be established on a lot which cannot satisfy the lot area requirements of the zone; provided that:

(1) All other bulk regulations shall apply, and

(2) The owner of such nonconforming lot does not own any adjoining vacant lots of record of continuous boundary to which the nonconforming or substandard lot can be merged in title or with which the lot lines can be adjusted to create lots of record which satisfy the lot area requirements of the zone or create a lot of record of greater area, and

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(3) The owner of such nonconforming lot or lots has not received a fee interest in such lot or lots from a party who at any time subsequent to April 25, 1988, ~~or~~ held a fee interest in any adjoining lot of continuous boundary; and further provided, that limitation (3) above shall not apply to a party who either (A) acquires a fee interest by enforcement of a security interest in such property where the security interest was created prior to April 25, 1988, or (B) has acquired such fee interest as the result of a judicial decree of partition by a court of competent jurisdiction, ~~or~~ or

(4) When the government acquires property for right-of-way expansion or construction of essential public transportation facilities.

Sec. 5. DMMC 18.195.140, *Landscaping adjacent to freeways* and section 425 of Ordinance No. 1591, shall be amended to read as follows:

18.195.140 Landscaping adjacent to freeways.

A Type II landscaping strip with a minimum width of 25 feet ~~and containing an earthen berm with a minimum height of five feet~~ shall be provided adjacent to freeways within all zones except Single-Family Residential and R-SE Zones. ~~A portion of the 25-foot strip may be partially located in the freeway right-of-way if permitted by the Washington State Department of Transportation and~~

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~~approved by the Planning, Building and Public Works
 Department.~~

Sec. 6. A new section is added to chapter 18.195 DMMC following DMMC 18.195.420 to read as follows:

Landscaping for Essential Public Transportation Facilities.

(1) A request to modify landscaping and/or irrigation requirements for essential public transportation facilities shall be detailed in landscape design plans submitted by the essential public transportation facility designer or design-builder. The landscape design shall clearly and in detail state what adjustments of requirements are being requested and the reasons such adjustments are warranted, and shall be accompanied with such supplementary data, such as sketches, surveys, statistical information and if appropriate how the landscape design conforms to design requirements and/or development agreements affecting the project, as deemed necessary to substantiate the adjustment.

(2) A required landscape buffer may be reduced by more than 50 percent for construction of essential public transportation facilities in conjunction with governmental acquisition of property for right-of-way expansion with approved landscape design plans incorporating existing or proposed vegetation, or alternative mitigation measures such as buffer or open space averaging, off-site mitigation and fees paid in lieu pursuant to Chapter 16.25 DMMC or other alternative mitigation approaches which result in an "equal or better" buffer result for the project or benefit to the City.

(3) The requested modifications shall be processed as part of the applicable City permit or

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approval process, and conditions associated with the approved modifications to required landscaping, landscape buffers and irrigation as included in a City Council-approved development agreement pursuant to RCW 36.70B.

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.

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

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

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Published: _____

10/17/2017

Draft Ordinance No. 17-073.20

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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: Small Business Saturday

FOR AGENDA OF: November 9, 2017

DEPT. OF ORIGIN: Admin

ATTACHMENTS:

DATE SUBMITTED: October 31, 2017

1. Proclamation

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 recognize the Saturday after Thanksgiving as Small Business Saturday.

Suggested Motion

Motion 1: “I move to approve the Proclamation recognizing the Saturday after Thanksgiving as Small Business Saturday.”

Background

Small Business Saturday was created in 2010 in response to small business owners’ most pressing need: more customer. Falling between Black Friday and Cyber Monday, it’s a day to support the local businesses that create jobs, boost the economy and preserve the neighborhoods around the country. It has since become well-known, celebrated event on the nation’s calendar with support from elected officials and public and private organizations.

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City of Des Moines

ADMINISTRATION
21630 11TH AVENUE SOUTH, SUITE A
DES MOINES, WASHINGTON 98198-6398
(206) 878-4595 T.D.D.: (206) 824-6024 FAX: (206) 870-6540



Proclamation

WHEREAS, according to the United States Small Business Administration, there are currently 28.8 million small businesses in the United States; and

WHEREAS, small businesses employ 48 percent of the employees in the private sector in the United States; and

WHEREAS, on average, 33 percent of consumers' holiday shopping will be done at small, independently-owned retailers and restaurants; and

WHEREAS, 91 percent of all consumers believe that supporting small, independently-owned restaurants and bars is important; and

WHEREAS, 76 percent of all consumers plan to go to one or more small businesses as part of their holiday shopping; and

WHEREAS, Des Moines supports our local businesses that create jobs, boost our local economy and preserve our neighborhoods; and

NOW THEREFORE, THE DES MOINES CITY COUNCIL HEREBY PROCLAIMS the Saturday after Thanksgiving as

SMALL BUSINESS SATURDAY

AND urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

SIGNED this 9th day of November, 2017.

Matt Pina, Mayor

The Waterland City

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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: Commute Trip Reduction Program

FOR AGENDA OF: November 9, 2017

DEPT. OF ORIGIN: Administration

ATTACHMENTS:

1. Agreement between City of Des Moines and King County, Department of Transportation, Metro Transit Division

DATE SUBMITTED: October 31, 2017

CLEARANCES:

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

CHIEF OPERATIONS OFFICER: _____

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

APPROVED BY CITY MANAGER
FOR SUBMITTAL: mm

Purpose and Recommendation

The purpose of this Agreement is to establish a mechanism that will allow tasks to be undertaken by the County on behalf of the City to implement the City's obligations under the Commute Trip Reduction Law and to set forth the responsibilities of the Parties with respect to that objective.

Suggested Motion

Motion: I move to approve the Interlocal Agreement between the City of Des Moines and King County, Department of Transportation, Metro Transit Division for the implementation of the Commute Trip Reduction Program from July 1, 2017 through June 30, 2019.

Background

The City desires to have the County perform the work necessary to satisfy the City's statutory obligations under the Commute Trip Reduction Act and to retain the City's allocation of state funds as payment for those services; and the City and the County desire, through this Agreement, to implement the Commute Trip Reduction Law consistent with the rules established by the state Commute Trip Reduction Board; and the City can achieve cost efficiencies and administrative consistency by contracting with the County for CTR implementation.

Discussion

The proposed 2017-2019 Agreement between King County, Department of Transportation, Metro Transit division and the City of Des Moines is for two years. The current Agreement expired on June 20, 2017, but due to delays, the Washington State Department of Transportation sent out service contracts for the next biennium only recently. The purpose of the RCW 70.94.521, et seq., the "Commute Trip Reduction (CTR) Law," is to reduce air pollution, traffic congestion and fuel consumption by encouraging commuters to use alternative modes of transportation, such as buses, carpools, vanpools, bicycles and walking, instead of single occupancy vehicles ("SOY"); and the CTR Law requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement Commute Trip Reduction plans to reduce vehicle miles traveled per employee and drive alone commute trips; and the CTR Law also requires major employers to develop, implement and promote employee transportation programs to encourage their employees to shift away from drive alone commutes; and the City has within its jurisdictional boundaries one or more "major employers" and is required by RCW 70.94.527 to develop and implement a commute trip reduction plan.

Alternatives

To not approve the Commute Trip Reduction Agreement.

Financial Impact

The Legislature appropriated funds to provide technical assistance funding to local jurisdictions required to develop and implement commute trip reduction plans; and the City can achieve cost efficiencies and administrative consistency by contracting with the County for CTR implementation.

Recommendation

Staff recommends Council approve the Commute Trip Reduction Plan through adoption of this Agreement.

COMMUTE TRIP REDUCTION PROGRAM IMPLEMENTATION AGREEMENT
Between
King County, Department of Transportation, Metro Transit Division
and
The City of Des Moines

This Commute Trip Reduction Program Implementation Agreement (the "Agreement") is entered into by and between King County, a home rule charter county of the State of Washington, through its Department of Transportation, Metro Transit Division (the "County" or "Metro Transit") and City of Des Moines (the "City"), either of which entity may be referred to hereinafter individually as "Party" or collectively as the "Parties," for the purpose of implementing the Washington State Commute Trip Reduction Law of 1991.

WHEREAS, the purpose of RCW 70.94.521, *et seq.*, the "Commute Trip Reduction (CTR) Law," is to reduce air pollution, traffic congestion and fuel consumption by encouraging commuters to use alternative modes of transportation, such as buses, carpools, vanpools, bicycles, and walking, instead of single occupancy vehicles ("SOV"); and

WHEREAS the CTR Law requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement Commute Trip Reduction ("CTR") plans to reduce vehicle miles traveled per employee and drive alone commute trips; and

WHEREAS, the CTR Law also requires major employers to develop, implement and promote employee transportation programs to encourage their employees to shift away from drive alone commutes; and

WHEREAS, the City has within its jurisdictional boundaries one or more "major employers" and is required by RCW 70.94.527 to develop and implement a commute trip reduction plan; and

WHEREAS, the Parties hereto are authorized to enter into this Agreement pursuant to RCW 70.94.527(5); and

WHEREAS, King County Code Section 28.94.110 also authorizes the King County Executive to enter into agreements with state and local agencies for assistance in implementing the CTR Law; and

WHEREAS, CTR plans developed by local jurisdictions are required to be coordinated and consistent with the CTR plans of adjacent jurisdictions as well as applicable regional plans; and

WHEREAS, the Legislature appropriated funds to provide technical assistance funding to local jurisdictions required to develop and implement commute trip reduction plans; and

WHEREAS, the County in a separate Commute Trip Reduction Act Agreement with the State, Agreement Number (available in June, 2017) is authorized to receive CTR funds on behalf of local jurisdictions in exchange for the County's implementation of Commute Trip Reduction Plans and Programs on behalf of those local jurisdictions and retain such funds as payment for the work performed; and

WHEREAS, the City desires to have the County perform the work necessary to satisfy the City's statutory obligations under the Commute Trip Reduction Act and to retain the City's allocation of state funds as payment for those services; and

WHEREAS, the City and the County desire through this Agreement to implement the CTR Law consistent with the rules established by the state Commute Trip Reduction Board; and

WHEREAS, the City can achieve cost efficiencies and administrative consistency by contracting with the County for CTR implementation;

NOW THEREFORE, in consideration of the terms, conditions, mutual promises and covenants set forth herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to establish a mechanism that will allow for certain tasks to be undertaken by the County on behalf of the City to implement the City's obligations under the CTR Law and to set forth the responsibilities of the Parties with respect to that objective.

2. DEFINITIONS

The following definitions shall apply for purposes of this Agreement:

"Administrative Representative" means the primary administrative contact for issues related to this Agreement as designated in Section 9.2 of the Agreement.

"Affected Employer" means an employer required by RCW 70.94.521 and the City's CTR Plan to implement a CTR program (see also "major employer").

"Commute Trip Reduction Plan (CTR Plan)" means a plan adopted by the City designed to reduce the proportion of drive alone commute trips and commute trip vehicle miles and to administer and enforce the CTR programs of affected employers located within its jurisdiction

"Commute Trip Reduction Program (CTR Program)" means a program designed by an Affected Employer to reduce the proportion of drive alone commute trips and vehicle miles traveled by its employees.

"Employer Transportation Coordinator (ETC)" means point of contact between the employer and its employees to implement, promote and administer the employer's CTR program.

"CTR Funds" means state funds appropriated by the state and allocated to counties and cities for implementation of commute trip reduction plans.

"Major Employer" means a private or public employer that employs one hundred or more full-time employees at a single worksite who are scheduled to begin their regular workday between 6:00 a.m. and 9:00 a.m. on weekdays for at least twelve continuous months during the year, as provided in RCW 70.94.521 (herein also known as an "Affected Employer").

"State" is the Washington State Department of Transportation (WSDOT) unless otherwise noted.

3. DUTIES AND RESPONSIBILITIES

3.1 Provision of CTR Services. Metro Transit will perform the CTR implementation services specified with particularity in the Scope of Work (the "Work") set forth as Exhibit A, which is attached hereto and incorporated herein by this reference.

3.2 Authorization. The City shall authorize and direct the State to reimburse the County directly.

4. PAYMENT AND BILLING

The County will invoice the State on a quarterly basis for direct reimbursement for the CTR functions to be performed pursuant to this agreement.

5. WORK SCHEDULE AND PROGRESS REVIEW

5.1 Progress Reviews. The County will submit a quarterly report of progress and anticipated activities to jurisdiction representatives. On-going, periodic review of issues and materials will also be conducted with the jurisdiction representatives.

5.2 State Evaluation Requirements. At the request of the City, the County will provide information to the State for monitoring or evaluation activities.

6. EFFECTIVE DATE AND TERM OF AGREEMENT

This Agreement shall be effective July 1, 2017 and will remain in effect through June 30, 2019, unless earlier terminated pursuant to the terms of this Agreement.

7. **TERMINATION**

- 7.1 Termination for Default.** Either Party may terminate this Agreement in the event the other Party fails to perform a material obligation of this Agreement. Written notice of a Party's intention to terminate this Agreement pursuant to this Subsection 7.1 shall be provided to the other Party not less than fifteen (15) calendar days prior to the effective date of termination.
- 7.2 Termination for Convenience.** Either Party to this Agreement may terminate the Agreement, in whole or in part, for convenience and without cause. Written notice of a Party's intention to terminate this Agreement pursuant to this Subsection 7.2 shall be provided to the other Party not less than thirty (30) days prior to the effective date of termination.
- 7.3 County Funding and Termination for Non-Appropriation.** Performance of any Work undertaken by the County pursuant to this Agreement in advance of receiving reimbursement by the City beyond the current appropriation year is conditioned upon the appropriation by the County Council of sufficient funds to support the performance of the Work. Should such an appropriation not be approved, the Agreement shall terminate at the close of the current appropriation year. The appropriation year ends on December 31st of each year.
- 7.4 Termination Due to Loss of State Funding.** If at any time during the Agreement period the State acts to terminate, reduce, modify, or withhold CTR State Funds allotted to the City pursuant to RCW 79.94.544 then either Party may terminate this Agreement by giving thirty (30) days advance written notice to the other Party.

8. **CHANGES AND MODIFICATIONS**

Either Party may request changes to the provisions of this Agreement. Any such changes must be mutually agreed upon and incorporated by written amendment to this Agreement. No variation or alteration of the terms of this Agreement will be valid unless made in writing and signed by authorized representatives of the Parties hereto.

9. **NOTIFICATION AND IDENTIFICATION OF CONTACTS**

- 9.1 Administrative Representatives.** Both Parties shall designate an administrative representative to act as the contact person for matters pertaining to this Agreement.

9.2 Contact Persons and Addresses.

For the County: Christi Masi, Project Manager
King County Metro Transit
201 S. Jackson St., KSC-TR-0326
Seattle, WA 98104-2615
(206) 477-3843

For the City: Bonnie Wilkins
City of Des Moines
21630 11th Ave. S. Ste. A
Des Moines, WA 98198
206-870-1222

- 9.3 Notice.** Any notice or communication required or permitted to be given pursuant to this Agreement shall be in writing and shall be sent postage prepaid by U.S. Mail, return receipt requested, to the Parties' respective administrative representatives at the addresses identified in Subsection 9.2 of this Agreement.

10. DISPUTE RESOLUTION PROCESS

The Parties, through their designated representatives identified in Subsection 9.2 of this Agreement, shall use their best efforts to resolve any disputes pertaining to this Agreement that may arise between the Parties. If these designated representatives are unable to resolve a dispute, the responsible project managers of both Parties shall review the matter and attempt to resolve it. If they are unable to resolve the dispute, the matter shall be reviewed by the department directors of both Parties or his or her designee. The Parties agree to exhaust each of these procedural steps before seeking to resolve disputes in a court of law or any other forum.

11. AUDITING OF RECORDS, DOCUMENTS AND REPORTS

The State Auditor shall have full access to and the right to examine during normal business hours, and as often as the State Auditor may reasonably deem necessary, the non-privileged records of the City and the County with respect to the matters covered by this Agreement. Both Parties shall have similar access and rights with respect to the records of the other Party. The Parties' representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and records of matters covered by this Agreement. Such rights last for three (3) years from the date final payment is made hereunder.

12. INDEMNIFICATION AND HOLD HARMLESS

Each Party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, and those of its officers, agents or employees, while performing work pursuant to this Agreement, to the fullest extent required by law, and agrees to save, indemnify, defend, and hold the other Parties harmless from any such liability. In the case of negligence of multiple Parties, any damages allowed shall be assessed in proportion to the percentage of negligence attributable to each Party, and each Party shall have the right to seek contribution from the other Parties in proportion to the percentage of negligence attributable to the other Parties.

The City acknowledges it is solely responsible for its compliance with the CTR Act, and for the adoption, implementation, and enforcement of any ordinances, plans, and programs related to the CTR Act. The City shall indemnify and hold King County harmless from, and shall process and defend, at its own expense, any and all claims, demands, suits at law of equity, actions, penalties, losses, damages, or costs arising out of, in connection with, or incidental to any act or omission of the City or any of its officers, employees, subcontractors or agents in adopting or enforcing any ordinances, plans and programs related to the CTR Act.

13. LEGAL RELATIONS

- 13.1 No Third Party Beneficiaries.** It is understood that this Agreement is solely for the benefit of the Parties hereto and gives no right to any other person or entity.
- 13.2 No Partnership or Joint Venture.** No joint venture, agent-principal relationship or partnership is formed as a result of this Agreement. No employees or agents of one Party or any of its contractors or subcontractors shall be deemed, or represent themselves to be, employees or agents of the other Party.
- 13.3 Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.
- 13.4 Jurisdiction and Venue.** The King County Superior Court, situated in Seattle, Washington, shall have exclusive jurisdiction and venue over any legal action arising under this Agreement.
- 13.5 Mutual Negotiation and Construction.** This Agreement and each of the terms and provisions hereof shall be deemed to have been explicitly negotiated between, and mutually drafted by, both Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either Party.
- 13.6 Severability.** If any provision of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives originally contemplated by the Parties.

- 13.7 Waiver of Default.** Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing, signed by duly authorized representatives of the Parties, and attached to the original Agreement.
- 13.8 Assignment.** Neither this Agreement, nor any interest herein, may be assigned by either Party without the prior written consent of the other Party.
- 13.9 Binding on Successors and Assigns.** This Agreement and all of its terms, provisions, conditions, and covenants, together with any exhibits and attachments now or hereafter made a part hereof, shall be binding on the Parties and their respective successors and assigns.
- 13.10 Rights and Remedies.** Both Parties' rights and remedies in this Agreement are in addition to any other rights and remedies provided by law.
- 13.11 Entire Agreement.** This Agreement embodies the Parties' entire understanding and agreement on the issues covered by it, except as may be supplemented by subsequent written amendment to this Agreement, and supersedes any prior negotiations, representations or draft agreements on this matter, either written or oral.
- 13.12 Survival.** The provisions of this Section 13 (Legal Relations) shall survive any termination of this Agreement.

14. FORCE MAJEURE

Either Party to this Agreement shall be excused from performance of any responsibilities and obligations under this Agreement, and shall not be liable for damages due to failure to perform, during the time and to the extent that it is prevented from performing by a cause directly or indirectly beyond its control, including, but not limited to: any incidence of fire, flood, snow, earthquake, or acts of nature; strikes or labor actions; accidents, riots, insurrection, terrorism, or acts of war; order of any court of competent jurisdiction or authorized civil authority commandeering material, products, or facilities by the federal, state or local government; or national fuel shortage; when satisfactory evidence of such cause is presented to the other Party to this Agreement, and provided that such non-performance is beyond the control and is not due to the fault or negligence of the Party not performing. In no event should this provision eliminate the obligation of the City to make payment to the County for the Work performed pursuant to this Agreement.

15. COMPLIANCE WITH APPLICABLE LAWS

The Parties agree to comply with all applicable federal, state, and local laws, rules, and regulations, including those pertaining to nondiscrimination and agree to require the same of any subcontractors providing services or performing any of the Work using funds provided under this Agreement.

16. EXECUTION OF AGREEMENT – COUNTERPARTS

This Agreement may be executed in two (2) counterparts, either of which shall be regarded for all purposes as an original.

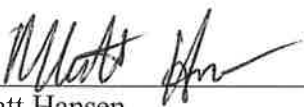
Dated this _____ day of _____, 2017.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the latest date written below.

KING COUNTY
DEPARTMENT OF TRANSPORTATION
METRO TRANSIT DIVISION

City of Des Moines

By:



Matt Hansen
Manager, Customer
Communications and Services
King County Metro Transit

By: _____

Title: _____

Date:

10-6-17

Date: _____

Approved as to form:

Approved as to form:

K.C.P.A.O.

By: _____

City Attorney

Date: _____

Exhibit A
City of Des Moines
Commute Trip Reduction Implementation Agreement Scope of Work
Period: July 1, 2017 through June 30, 2019

King County will implement all elements of the City of Des Moines CTR work plan through the following strategies and deliverables:

Strategy 1: Train all new ETC's and new sites to ensure that they have an understanding of the requirements of the law, implementation strategies and their site's performance to date.

Description:

Consult with ETCs at new sites and with new ETCs at existing sites, offer on-line interactive ETC training on the CTR program and Employee survey, update and maintain CTR website and printed information.

Deliverables:

- Offer on-line interactive training and a live CTR program and Employee survey training annually
- Consult with new ETCs at new sites and at existing sites
- Maintain CTR website as a source of information, materials and tools

Strategy 2: Track and notify employers of legally required activities and provide technical assistance to all employers for legal compliance.

Description:

Notify new sites; assist them with baseline survey and initial program development. Send survey and program notifications to all sites, review extensions and exemptions requests, set up and assist sites with paper and online surveys and program reporting. Negotiate steps for compliance with non-compliant worksites. Maintain database and master file records on all sites. Provide WSDOT with an electronic copy of city's CTR-affected employers and ETCs quarterly or as required by WSDOT.

Deliverables:

- Notify new and existing sites of survey and program reporting requirements within timeframes specified in Law and/or Ordinance
- Maintain electronic and paper records in accordance with WSDOT requirements
- Document sites' compliance with required activities

Strategy 3: Focus program review and survey analysis time on sites that have not made progress towards goal and spend less time reviewing program reports for sites that have made progress or goal.

Description:

- For sites that have met or made progress towards goal, focus program review for completeness of report and approve using electronic submittal.

- For no progress sites, conduct survey analysis and make recommendations for program improvements to ETC. Review programs for inclusion of recommendations, as well as completeness and program summary.

Deliverables:

- Review all programs for completeness
- Approve programs for sites that have made progress or goal
- Consult with sites that have not made progress or goal and recommend improvements to program
- Document on quarterly CTR progress report: 1) the number of CTR programs reviewed: 2) the number of consultations with no-progress sites

Strategy 4: Assist ETCs with marketing of commute programs and ensure they meet their program information distribution requirements. Help ETCs become a major resource to their employees by providing them with up-to-date commute information, tools for communicating with employees, turn-key commuter promotions, and opportunities to attend employer network group meetings.

Description:

- Review program summary and make marketing recommendations at sites that did not make progress towards goals.
- Send transportation related news and announcements via email to all ETCs; send information for promotions such as Wheel Options and Bike to Work Day; schedule, promote, engage speakers and invite ETCs to employer network group meetings, as needed.

Deliverables:

- Send regular emails to ETCs on transportation related issues that they can share with their employees
- Inform ETCs of program summary template on website
- Send ETCs updated commute options marketing materials in an electronic format
- Distribute promotional materials to sites for county and state-wide promotions
- Notify ETCs of network group meetings

Strategy 5: Actively promote alternatives to drive-alone commuting at worksites targeted by location, corridor, industry or lack of progress toward goal.

Description:

- Identify highly congested employment areas and/or sites that have not made progress toward goals for targeted outreach.
- Develop strategies to help ETCs communicate and promote program to employees, implement targeted promotions.

Deliverables:

- Organize promotions or events at select targeted areas, corridors or industries.

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT:
Public Hearing regarding Year 2018 General
Property Tax Levies

ATTACHMENTS:

1. Draft Ordinance No. 17-131
2. Draft Ordinance No. 17-134
3. 2018 Preliminary Property Tax Worksheet

FOR AGENDA OF: November 9, 2017

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: November 2, 2017

CLEARANCES:

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

CHIEF OPERATIONS OFFICER: DJB

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

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

Purpose and Recommendation

RCW 84.52.020 requires taxing districts to certify the amount to be raised through property taxation to the county legislative authority. The certification should include the regular levy amount, and if applicable, any lid-lifts approved by the voters, plus amounts for new construction, improvements to property and so forth. Draft Ordinance No. 17-131 satisfies the requirement of RCW 84.52.020.

RCW 84.55.120 requires all taxing districts to adopt a resolution or ordinance in order to realize any increase in their regular property tax levy other than increases due to new construction, improvements to property, increased value of state-assessed property annexations, and refunds. Draft Ordinance No. 17-134 satisfies the requirements of RCW 84.55.120.

Suggested Motion

Motion 1a: “I move to suspend Rule 26(a) in order to enact Draft Ordinance No. 17-131 on first reading.”

Motion 1b: “I move to enact Draft Ordinance No. 17-131, determining the amount of funds to be raised by ad valorem taxes for the year 2018 for general City expenditures.”

AND

Motion 2a: “I move to suspend Rule 26(a) in order to enact Draft Ordinance No. 17-134 on first reading.”

Motion 2b: “I move to enact Draft Ordinance No. 17-134, authorizing the increase in ad valorem taxes for the year 2018 for general City expenditures.

Background

General Property Tax Levies must be adopted by the City Council on or before November 30, 2017. (RCW 84.52.020 and RCW 84.52.070).

Historically, the City has also passed a resolution declaring “substantial need”. However, based on recent guidance from King County, when the IPD is more than the 101% limiting factor, a substantial need resolution is not necessary to receive the 101% allowed levy amount. All districts regardless of population can levy the 101% amount unless restricted by their statutory maximum rate and/or bank a portion of the 101% allowable levy for use in future years. As shown in the Table below, the IPD for Des Moines is 1.55%. Therefore a substantial need resolution is not necessary.

General Property Taxes

The property tax levy rate is estimated to be \$1.3071 per \$1,000 of assessed value. The levy rate is less than the City’s statutory allowable maximum of \$1.60 due effects of the 1% maximum levy increase limitation. The total citywide preliminary assessed valuation used for the 2018 Tax Roll is \$3,775,263,840 as compared to \$3,194,299,789 for 2017’s Tax Roll which is an increase of 18.2%. The County used the 2017 limit factor of \$4,817,386 plus 1% plus new construction plus the \$0 increase in utility values plus \$6,201 re-levy for prior year refunds. At this point the amount for the increase in utility values are still unknown so the ordinance contains an estimate of \$39,751. So the actual increase for 2018 will vary depending on the actual valuation in utilities. The following provides the minimum 2018 property taxes.

Property Tax Levy Limit Calculation

Preliminary 2018 Levy			
Item		Regular	
<u>Allowable Levy (2017 Limit Factor)</u>		\$	4,817,386
Lew Limit Factor (IPD 1.55%)	1.0%		48,174
New Construction			62,900
Utility Values			-
Annexation Levy			-
Total RCW 84.55 Lewy		\$	4,928,460
Relevy for Prior Year Refunds			6,201
Total RCW 84.55 Lewy + Refunds		\$	4,934,661
Estimated Levy Rate		\$	1.3071

Recommendation

It is recommended that the City Council suspend Council Rule 26(a) and pass Draft Ordinance No. 17-131 and Draft Ordinance No. 17-134, determining the amount of funds to be raised by ad valorem taxes for the year 2018 for general City expenditures.

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CITY ATTORNEY'S FIRST DRAFT 10/30/2017**DRAFT ORDINANCE NO. 17-131**

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON determining and fixing the amount of taxes levied, and certifying the estimated amounts of funds to be raised by taxes on the assessed valuation of property within the City for the year 2018, for general City budget expenditures.

WHEREAS, by law, the King County Assessor is responsible for determining the assessed valuation of all taxable property situated within the boundaries of the City of Des Moines for the year 2017, and

WHEREAS, the City Council and the City Manager have considered the anticipated budget requirements of the City of Des Moines for the fiscal year 2018, and

WHEREAS, notice of public hearing was provided as required by law, and

WHEREAS, RCW 84.52.010 allows the City to use any unused capacity from the authorized levy amounts of the King County Library district and South King Fire and Rescue, and

WHEREAS, the City Council, after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Des Moines requires a total levy in an amount not greater than \$4,934,661, in order to discharge the expected expenses and obligations of the City and in its best interest, and

WHEREAS, pursuant to chapter 84.52 RCW, the City Council is required to determine and fix by ordinance the amount of taxes levied, and to certify the estimated amounts of funds to be raised by taxes on the assessed valuation of property within the City; now therefore,

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

Sec. 1. Findings. The recitals set forth above are adopted in full as findings of the City Council in support of enactment of this Ordinance.

Ordinance No. _____
 Page 2 of 3

Sec. 2. The following amount is determined and fixed as the amount of funds to be raised by taxes on the assessed valuation of property within the City for the year 2018 for general City budget expenditures:

The sum of not greater than \$4,934,661, which does represent the maximum statutory total tax levy, including \$6,201 as relevy for prior year refunds and \$0 amounts authorized by the voters for excess or special levies, for the fiscal year 2018 in the City of Des Moines.

Sec. 3. The actual amounts levied pursuant to section 1 of this Ordinance shall be calculated after the value of state-assessed property (increase in utility value) is provided by King County.

Sec. 4. Upon adoption, the City Clerk shall certify and forward a copy of this Ordinance to the Metropolitan King County Council and County Assessor for King County, Washington.

Sec. 5. 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.

Sec. 6. Effective date. This Ordinance shall take effect in full force five (5) days after its passage, approval and publication according to law.

PASSED BY a majority of the City Council of the City of Des Moines this 9th day of November, 2017 and signed in authentication thereof this _____ day of _____, 2017.

Ordinance No. _____
Page 3 of 3

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Published: _____

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CITY ATTORNEY'S FIRST DRAFT 10/30/2017**DRAFT ORDINANCE NO. 17-134**

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON authorizing an increase in the regular property tax levy for the year 2018 for general City expenditures.

WHEREAS, the City Council and the City Manager have considered the anticipated financial requirements of the City of Des Moines for the fiscal year 2018, and

WHEREAS, the City Council, after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Des Moines requires a regular levy in an amount not greater than \$4,934,661 which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, and

WHEREAS, pursuant to RCW 84.55.120 the City Council is required to adopt a separate ordinance specifically authorizing an increase in the regular property tax levy in terms of both dollars and percentage increase from the previous year's levy; now therefore,

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

Sec. 1. Consistent with RCW 84.55.120, the City Council of the City of Des Moines hereby authorizes an increase in City property taxes for the 2018 tax levy in an amount not greater than \$39,751, which is eighty-two hundredths of a percent (0.82%) above the 2017 tax levy. This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

Sec. 2. The actual amounts levied pursuant to the eighty-two hundredths of a percent (0.82%) increase set forth in section 1 of this Ordinance shall be calculated after the value of state-

Ordinance No. _____
 Page 2 of 2

assessed property (increase in utility value) is provided by King County.

Sec. 3. Upon adoption, the City Clerk shall certify and forward a copy of this Ordinance to the Metropolitan King County Council and County Assessor for King County, Washington.

Sec. 4. 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.

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

PASSED BY a majority of the City Council of the City of Des Moines this 9th day of November, 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: _____

Cecilia Pollock

From: McDonald-Bey, Denise <Denise.McDonald-Bey@kingcounty.gov>
Sent: Thursday, October 12, 2017 3:10 PM
To: Dunyele Mason
Cc: Cecilia Pollock
Subject: RE: 2018 Preliminary Property Tax Worksheet
Attachments: DesMoines 10-12-17.docx

Good afternoon, Dunyele

This is a follow up to my recent conversations with you and with Cecilia regarding the questions you posed. Hopefully there was enough explanation provided so you will be able to relay the information to your council. Per my discussion with Cecilia, I am providing the most recent preliminary levy limit worksheet that has the refund amount and the updated IPD information.

Please let us know if you have any additional questions.

All the best,

Denise McDonald-Bey
 Annexation/Assistant Levy Coordinator
 Levy Administration Section



From: Dunyele Mason [mailto:DMason@desmoineswa.gov]
Sent: Thursday, October 12, 2017 2:07 PM
To: McDonald-Bey, Denise
Subject: FW: 2018 Preliminary Property Tax Worksheet

Thank you for the preliminary tax information. I am confused and with why the increase from 2017 to 2018 is less than the 1%?

1% of \$4,817,386 is \$48,173 not \$39,751? How do I explain this to Councilmembers as to why we can't get our full 1%?

From: McDonald-Bey, Denise [mailto:Denise.McDonald-Bey@kingcounty.gov]
Sent: Thursday, September 21, 2017 6:35 PM
To: Cecilia Pollock <CPollock@desmoineswa.gov>
Cc: Gantz, Hazel <Hazel.Gantz@kingcounty.gov>
Subject: RE: 2018 Preliminary Property Tax Worksheet

Good evening, Cecilia

Please find the requested document attached to this email. Keep in mind these are **preliminary** numbers because we do not have the State Utility Values and the IDP has not been updated.

Let us know if you have any questions.

All the best,
Denise McDonald-Bey
Annexation/Assistant Levy Coordinator
Levy Administration Section

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From: Gantz, Hazel
Sent: Thursday, September 21, 2017 2:33 PM
To: McDonald-Bey, Denise
Subject: FW: 2018 Preliminary Property Tax Worksheet

From: Cecilia Pollock [<mailto:CPollock@desmoineswa.gov>]
Sent: Thursday, September 14, 2017 4:10 PM
To: Gantz, Hazel
Subject: 2018 Preliminary Property Tax Worksheet

Hi Hazel,

This is a request to send us the 2018 preliminary property tax worksheet for the City of Des Moines.

Thank you,

Cecilia Pollock
City of Des Moines
206-870-6510

PRELIMINARY

LEVY LIMIT WORKSHEET – 2018 Tax Roll

TAXING DISTRICT: **City of Des Moines**

The following determination of your regular levy limit for 2018 property taxes is provided by the King County Assessor pursuant to RCW 84.55.100.

Annexed to Fire District 39
Annexed to Library District

(Note 1)

Estimated Fire rate: 1.43382
Estimated Library rate: 0.36853

Using Limit Factor For District	Calculation of Limit Factor Levy	Using Implicit Price Deflator
4,817,386	Levy basis for calculation: (2017 Limit Factor) (Note 2)	4,817,386
1.0100	x Limit Factor	1.0155
4,865,560	= Levy	4,892,055
41,634,587	Local new construction	41,634,587
0	+ Increase in utility value (Note 3)	0
41,634,587	= Total new construction	41,634,587
1.51076	x Last year's regular levy rate	1.51076
62,900	= New construction levy	62,900
4,928,460	Total Limit Factor Levy	4,954,955
Annexation Levy		
0	Omitted assessment levy (Note 4)	0
4,928,460	Total Limit Factor Levy + new lid lifts	4,954,955
3,775,263,840	÷ Regular levy assessed value less annexations	3,775,263,840
1.30546	= Annexation rate (cannot exceed statutory maximum rate)	1.31248
0	x Annexation assessed value	0
0	= Annexation Levy	0
Lid lifts, Refunds and Total		
0	+ First year lid lifts	0
4,928,460	+ Limit Factor Levy	4,954,955
4,928,460	= Total RCW 84.55 levy	4,954,955
6,201	+ Relevy for prior year refunds (Note 5)	6,201
4,934,661	= Total RCW 84.55 levy + refunds	4,961,156
	Levy Correction: Year of Error _____ (+or-)	
4,934,661	ALLOWABLE LEVY (Note 6)	4,961,156
Increase Information (Note 7)		
1.30710	Levy rate based on allowable levy	1.31412
4,825,809	Last year's ACTUAL regular levy	4,825,809
39,751	Dollar increase over last year other than N/C – Annex	66,246
0.82%	Percent increase over last year other than N/C – Annex	1.37%
Calculation of statutory levy		
	Regular levy assessed value (Note 8)	3,775,263,840
	x Maximum statutory rate	1.79765
	= Maximum statutory levy	6,786,603
	+Omitted assessments levy	0
	=Maximum statutory levy	6,786,603
	Limit factor needed for statutory levy	Not usable

ALL YEARS SHOWN ON THIS FORM ARE THE YEARS IN WHICH THE TAX IS PAYABLE.
Please read carefully the notes on the reverse side.

Notes:

- 1) Rates for fire districts and the library district are estimated at the time this worksheet is produced. Fire district and library district rates affect the maximum allowable rate for cities annexed to them. These rates *will* change, mainly in response to the actual levy requests from the fire and library districts. Hence, affected cities may have a higher or lower allowable levy rate than is shown here when final levy rates are calculated.
- 2) This figure shows the maximum *allowable levy*, which may differ from any actual prior levy if a district has levied less than its maximum in prior years. The maximum allowable levy excludes any allowable refund levy if the maximum was based on a limit factor. The maximum allowable levy excludes omitted assessments if the maximum was determined by your district's statutory rate limit. If your district passed a limit factor ordinance in the year indicated, that limit factor would help determine the highest allowable levy. However, if the statutory rate limit was more restrictive than your stated limit factor, the statutory rate limit is controlling.
- 3) Any increase in value in state-assessed property is considered to be new construction value for purposes of calculating the respective limits. State-assessed property is property belonging to inter-county utility and transportation companies (telephone, railroad, airline companies and the like).
- 4) An omitted assessment is property value that should have been included on a prior year's roll but will be included on the tax roll for which this worksheet has been prepared. Omitted assessments are assessed and taxed at the rate in effect for the year omitted (RCW 84.40.080-085). Omitted assessments tax is deducted from the levy maximum before calculating the levy rate for current assessments and added back in as a current year's receivable.
- 5) Administrative refunds under RCW 84.69.020 were removed from the levy lid by the 1981 legislature.
- 6) A district is entitled to the lesser of the maximum levies determined by application of the limit under RCW 84.55 and the statutory rate limit. Levies may be subject to further proration if aggregate rate limits set in Article VII of the state constitution and in RCW 84.52.043 are exceeded.
- 7) This section is provided for your information, and to assist in preparing any Increase Ordinance that may be required by RCW 84.55.120. The increase information compares the allowable levy for the next tax year with your ACTUAL levy being collected this year. The actual levy excludes any refund levy and expired temporary lid lifts, if applicable. New construction, annexation and refund levies, as well as temporary lid lifts in their initial year, are subtracted from this year's *allowable* levy before the comparison is made.
- 8) ***Assessed valuations shown are subject to change from error corrections and appeal board decisions recorded between the date of this worksheet and final levy rate determination.***

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Public Hearing:
2018 Operating and Capital Budgets

ATTACHMENTS:

1. Draft Ordinance No. 17-132
2. 2018 Operating and Capital Budgets
(Council to bring Budget Document
distributed on October 26, 2017)
3. Staff Amendments

FOR AGENDA OF: November 9, 2017

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: November 2, 2017

CLEARANCES:

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

CHIEF OPERATIONS OFFICER: DJB

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

APPROVED BY CITY MANAGER
FOR SUBMITTAL: [Signature]

Purpose and Recommendation

The purpose of this agenda item is to hold the second reading for the City Manager Preliminary proposed 2018 Operating and Capital Budgets in order to adopt the 2018 Operating and Capital Budget. The first public hearing was held on October 26th, 2017.

Suggested Motion

Motion 1: "I move to enact Draft Ordinance No. 17-132 establishing the 2018 Operating and Capital Budgets for the fiscal year ending December 31, 2018, as amended."

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 City Manager and Chief Operations Officer discussed the document during the October 26, 2017 Public Hearing. 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. 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.

As presented at the Public hearing, staff will include the Building Access System project into the 2018 Capital Budget. This project was included in the Capital improvement plan that the Council adopted on July 27th, 2017 (Resolution 1365), but was inadvertently omitted from the printed budget document presented to the Council for the Public Hearing on October 26, 2017. Staff has also updated the Arterial Street Paving Project to reflect the interim repairs to South 223rd Street that were made on October 26th, 2017. These revisions are included in Attachment 3.

Recommendation

It is recommended that the City Council enact Draft Ordinance 17-132.

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 public hearing for October 26, 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 public hearing was held on the 26th day of October, 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: _____

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DRAFT ORDINANCE NO. 17-132

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>

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DRAFT ORDINANCE NO. 17-132

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	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
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

2018 Operating and Capital Budget

The 2018 Operating and Capital Budget is available on the City's web site at (<http://www.desmoineswa.gov/138/Budget-Financial-Reports>).

City Council members are asked to bring their copy of the printed budget document from the October 26th Public Hearing.

ORDINANCE NO. 17-132

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	1,375,891
102.102.571	New	Arterial Street Paving 2018-2019	925,000
TOTAL FUND 102 ARTERIAL PAVE 2018			2,300,891
310.057	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
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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
506.712	New	Building Access System	58,580
TOTAL FUND 506 FACILITY REPAIR CIP 2018			481,580
TOTAL CONTINUING APPROPRIATION CAPITAL BUDGET			28,232,828

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				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									
Internal Engineering/Project Mgmt				-					
Other Professional Services				-					
Prop/ROW/Easements									
Construction									
Internal Engr-Proj Mgmt/ Inspect	5,000		5,000	-		5,000			
Construction Contract 1	50,000		50,000	-		50,000			
Other									
Interfund Financial Services	580		580	-		580			
Contingencies	3,000		3,000	-		3,000			
Total Project Expense Budget:	58,580		58,580			58,580			
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
Facility Repair & Replacement Fund - Interfund Ast	58,580		58,580	-		58,580			
Total Project Revenue Budget:	58,580		58,580			58,580			

NOTE: DEPT REQ. LIMITED TO 150K; LOWER REV FORECAST. DM 9/22/2017

TOTAL PROJECT SCOPE

Expenditures	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Design			
External Engineering -KPCG	35,000	24,100	59,100
Internal Engineering/Project Mgmt	5,000	1,000	6,000
Prop/ROW/Easements			-
Other Professional Services		-	-
Construction			
External Engineering		35,000	35,000
Internal Engr-Proj Mgmt/ Inspect	40,000	-	40,000
Construction Contract 1 - Scarsella Bro's Emergency Repair		19,743	19,743
Construction Contract 2	1,089,685	42,186	1,131,871
Const Contract 2 - Contract Contingency		70,000	70,000
Other			
Interfund Financial Services	12,250	1,085	13,335
Non-Capitalizable Services - Scarsella Bro's Emergency Repair		-	-
Contingencies	40,000	(39,158)	842
Total Project Expense Budget:	1,221,935	153,956	1,375,891

Summary Project Description:

NOTE: \$143,836 of Fund 102 Revenue assigned to Project 319.614 Sidewalks in 2017. Not all available for this project!!!

PROJECT ALLOCATIONS BY YEAR

Project to Date 12/31/16	Project To Date 9/31/2017	2017 Year to Date 9/31/2017	2017 Remaining	Estimated Year End 2017	Planned Year 2018	Planned Year 2019	Planned Year 2020	Planned Year 2021
-	62,495	62,495	(3,395)	59,100				
-	8,323	8,323	(2,323)	6,000				
-	-	-	-	-				
-	-	-	-	-				
-	-	-	-	-	35,000			
-	-	-	-	-	40,000			
-	-	-	19,743	19,743				
-	-	-	-	-	1,131,871			
-	-	-	-	-	70,000			
-	-	-	-	-				
-	-	-	635	635	12,700			
-	-	-	-	-				
-	-	-	-	-	842			
-	70,818	70,818	14,660	85,478	1,290,413			79

Funding Sources	1/1/17 Current CIP Budget	2017 CIP Supplemental Request	2017 Revised CIP Budget Estimate
Transportation Benefit District (Transferred into 102)	719,930	76,755	796,685
Interest Income	105	4,358	4,463
FRANCHISE FEES - WATER DISTRICT #54	5,000	-	5,000
FRANCHISE FEES - HIGHLINE WATER	245,125	(45,125)	200,000
FRANCHISE FEES - SW SUBURBAN	22,275	(1,275)	21,000
FRANCHISE FEES - MIDWAY SEWER	229,500	(50,500)	179,000
PRIVATE CONTRIBUTION - HIGHLINE WATER	-	150,000	150,000
ARTERIAL STREET FUND BALANCE	-	19,743	19,743
Total Project Revenue Budget:	1,221,935	153,956	1,375,891

Committed Cash:

Project to Date 12/31/16	Project to Date 9/31/2017	2017 YTD 9/31/2017	2017 Remaining	Scheduled Year 2017	Scheduled Year 2018	Scheduled Year 2019	Scheduled Year 2020	Scheduled Year 2021
346,685	379,533	32,848	417,152	450,000	-			
463	463		4,000	4,000				
-	-		5,000	5,000				
-	-		200,000	200,000				
-	-		21,000	21,000				
-	-		179,000	179,000				
-	-		-		150,000			
-	-		19,743	19,743				
347,148	379,996	32,848	845,895	878,743	150,000			
347,148		309,178		1,140,413				

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A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Public Hearing
2017 Operating and Capital Budget Amendments

ATTACHMENTS:

1. Draft Ordinance No. 17-130, with:
Appendix A - 2017 Operating Budget
Appendix B - 2017 Capital Budget
2. Ordinance 1681.

FOR AGENDA OF: November 9, 2017

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: November 3, 2017

CLEARANCES:

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

CHIEF OPERATIONS OFFICER: DSB

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

APPROVED BY CITY MANAGER
FOR SUBMITTAL: [Signature]

Purpose and Recommendation

The purpose of this Agenda Item is for the City Council to consider Draft Ordinance 17-130, amending the 2017 Operating and Capital Budgets.

Suggested Motions

FIRST MOTION: "I move to suspend Rule 26(a) in order to enact Draft Ordinance No. 17-130 on first reading."

SECOND MOTION: "I move to enact Draft Ordinance No. 17-130 amending the 2017 Operating and Capital Budgets."

Background

The current operating and capital budget revenues and expenditures for the City differ from the forecasts used to create the 2017 budget, enacted by Ordinance No. 1668, and amended by Ordinance No. 1681, and such differences justify certain adjustments regarding obligations incurred and expenditures of proceeds for the fiscal year 2017.

In addition to numerical changes, there are also structural changes to the original budget, as amended, based on Council discussion throughout the year and to more closely align the city record keeping with the financial goals of the city.

Discussion

Operating changes

GENERAL FUND. Council must authorize all transfers between funds and provide sufficient authority and appropriation to cover all General Fund spending. Revenues are hereby adjusted as well to demonstrate there is sufficient resources from unanticipated revenues (revenues expected in excess of original revenue budget estimates) which will equal the amount of the new spending appropriation and therefore the use of ending fund balance is not used.

Increases in spending appropriation.

1. Additional expenditures for police detective and public safety (\$304,600).
2. Legal Services for Telecommunications Franchise Agreement (\$20,000)
3. Professional services for the Metro community connections project (\$15,000).
4. The Appendix A detail include several transfers out of the General Fund. The Transfers Out to Redondo Zone (\$50,000), the Waterfront Zone (\$50,000), and ASE Fund (\$19,000) are to provide adequate cash flows for those funds to maintain a positive fund balance at the end of the year.
5. Transfers out for One Time Tax (\$97,000). This is the amount of current year sales tax and B&O tax from “one time” (assessed valuation greater than \$15 million) construction projects estimated for the current year.

STREET MAINTENANCE FUND. Adjustment for beginning fund balance.

DEVELOPMENT FUND. Additional revenue and expenditure authority has been added to match current program activity.

WATERFRONT ZONE. Adjustments to the budget to reduce revenue estimates as the parking system implementation was delayed.

CONSTRUCTION FUND. Moved City hall generator project from Facility Repair & Replacement Fund, and adjusted one time Sales & B&O Tax.

EQUIPMENT RENTAL REPLACEMENT FUND. Additional funding for the replacement of the Marina Orca boat per the replacement schedule.

FACILITY REPAIR AND REPLACEMENT FUND. Moved City hall generator project to Fund MCI.

Construction Project Changes

Budgets for capital projects reflect the total budgeted cost of the project without regard to how many years it takes from start to project completion. So the 2017 Capital Budget as outlined in Appendix B is the sum of all costs related to projects approved through 2017 (regardless of what year the project started or when the project is expected to be complete); it reflects the total budget to complete the project as described in the individual project sheets of the capital budget. The 2017 Revised column reflects the total project budget as amended by Draft Ordinance 17-130.

Marine View Drive Round About. Permanent improvements for this intersection are being moved out in the CIP to coincide with redevelopment of the Landmark Property.

Redondo Boardwalk Repair. The project is substantially complete, and in the process of being closed out.

ADA Transition Plan. Minor adjustments to the budget.

Street Standards Update. Original budget was an estimate. Additional budget is being added to this existing project to account for actual costs.

South Twin Bridge Repair. Repairs to the bridge were completed by WSDOT over the summer.

Arterial Street Paving. Additional budget is being added to this existing project.

DMBP Picnic Shelter/Restrooms. The project was completed over the summer, and is currently in the close out phase.

Parkside Playground & Parkside Soil Remediation. The project will soon be substantially complete. Minor budgets adjustments to reflect actual costs.

Des Moines Waterfront Vista. This is a new project, and addresses funding for the purchase of the Van Gasken Property.

Playground Projects (Wooton, Midway, Kiddie, Park Equipment Design). There are a series of park project changes following Council direction from last spring for the Citywide Playground project. Additional budget and funding being added for internal project management and contingency.

Property Acquisition. This is a new project being added for Economic development purposes.

North Lot/Beach Park Parking. Additional funding for this project per previous direction from the City Council.

North Bulkhead. This is a new project being added to the budget. Design efforts will begin soon, and staff is currently seeking construction funding from a number of sources.

Marina Dynamic Message Signs. This is a new project to install dynamic message signs in the marina District to assist with parking at the marina.

24th Ave. S. (Sea Tac). This project is now complete.

S 216th St Seg 1A. The project is in the closeout phase.

S. 216th Seg. 3. and Barnes Creek Trail. Minor budget adjustments to reflect current project estimates.

S 268th St Sidewalks. The project is now complete.

S. 223rd St. Walkway Improvements. Project is being moved out as construction grant was not awarded.

Marina Maintenance Dredging. This is a new project to address and account for the upcoming dredging work at the Marina.

Marina Dock Replacement. Project costs are being updated.

Annual Pipe Replacement Program. Project costs and scope are being updated.

Barnes Creek Culvert Replacement. Project moved to 2018 and paused in order to work with WSDOT on a potential joint project. Minor project updates.

24th Ave. S. Pipeline Replacement. This project was included as part of the 2017-2022 Capital Plan. Additional funding is being added to the project.

S. 251st St Outfall. Minor project updates.

Deepdene Outfall Replacement. This stormwater project will repair an outfall pipe extending to the Sound from 260th Street was damaged following a landslide that occurred last winter. A repair of the outfall has been made and staff is monitoring the work; however, a more substantial replacement of the outfall be needed.

South 223rd Street and 216th Street - Stormwater Improvements. These stormwater project were not included as part of the 2017-2022 Capital Plan. These projects are being added in order to coordinate improvements with other City Capital Improvement projects on these streets.

South 239th Street Storm Outfall. This project was included as part of the 2017-2022 Capital Plan, but identified in 2020. This project is escalated and funding identified in the plan.

Court and Police Security Improvements. These projects were included as part of the 2017-2022 Capital Plan but no previous project budget existed at that time. These projects are hereby added as a revision to the 2017 Capital Budget.

Alternatives

None.

Recommendation or Conclusion

Staff recommends Council approves the transfers and changes to the operating and capital budgets.

CITY ATTORNEY'S FIRST DRAFT 10/02/2017**DRAFT ORDINANCE NO. 17-130**

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to municipal finance, amending Ordinance Nos. 1668 (uncodified) (Budget 2017) and 1681, and authorizing certain expenditures in the amounts specified in this Ordinance.

WHEREAS, the City Council finds that current and capital revenues and expenditures for the City differ from forecasts used to create the 2017 budget, enacted by Ordinance No. 1668 and amended by Ordinance No. 1681, and further finds that such differences justify certain adjustments regarding obligations incurred and expenditures of proceeds for fiscal year 2017, and

WHEREAS, the City Council finds that the 2017 budget amendments to the City's budget are in the public interest; now therefore,

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

Sec. 1. Findings. Each and every of the findings expressed in the recitals to this Ordinance are hereby adopted and incorporated by reference.

Sec. 2. Amendment to 2017 Budget. Appendices "A" and "B" of Ordinance No. 1668 (uncodified) (2017 Budget) as amended by Ordinance No. 1681 are amended by Appendix "A" and Appendix "B" attached to this Ordinance and incorporated herein by this reference as though fully set out.

Sec. 3. Ratification and confirmation. All acts taken by City officers and staff prior to the enactment of this Ordinance that are consistent with and in furtherance of the purpose or intent of this Ordinance are hereby ratified and confirmed by the City Council.

Sec. 4. 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 or competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

Ordinance No. _____
 Page 2 of 2

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

Sec 5. Effective date. This Ordinance shall take effect and be in full force five (5) days after its passage, approval and publication according to law.

PASSED BY the City Council of the City of Des Moines this 10th 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: _____

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DRAFT ORDINANCE 17-130
APPENDIX A 2017 OPERATING BUDGET

				Ordinance 1681 (May 11, 2017)				Draft Ordinance 17-130 (November 9, 2017)			
ORIGINAL BUDGET				CHANGE IN BUDGET		AMENDED BUDGET (Ord 1681)		CHANGE IN BUDGET		REVISED BUDGET	
	LEGALLY APPROPRIATED FUNDS	EXPENDITURE	REVENUE	EXPENDITURE	REVENUE	EXPENDITURE	REVENUE	EXPENDITURE	REVENUE	EXPENDITURE	REVENUE
001	GENERAL FUND.....	\$ 23,235,258	\$ 23,235,258	\$ 2,949,677	\$ 2,949,677	\$ 26,184,935	\$ 26,184,935	\$ 2,019,200	\$ 2,019,200	\$ 28,204,135	\$ 28,204,135
101	STREETS	2,012,526	2,012,526	-	-	2,012,526	2,012,526	269,000	269,000	2,281,526	2,281,526
102	ARTERIAL STREET PAVEMENT	1,181,162	1,181,162	-	-	1,181,162	1,181,162	-	-	1,181,162	1,181,162
105	DEVELOPMENT (Fee Based)	0	0	3,470,401	3,470,401	3470401	3,470,401	613,200	613,200	4,083,601	4,083,601
107	POLICE DRUG SEIZURE	5,351	5,351	-	-	5,351	5,351	-	-	5,351	5,351
111	HOTEL-MOTEL TAX	121,986	121,986	-	-	121,986	121,986	-	-	121,986	121,986
140	REDONDO ZONE	113,872	113,872	-	-	113,872	113,872	-	-	113,872	113,872
141	WATERFRONT ZONE	300,000	300,000	-	-	300,000	300,000	(195,000)	(195,000)	105,000	105,000
142	PBPW AUTOMATION FEE	132,995	132,995	-	-	132,995	132,995	-	-	132,995	132,995
180	ABATEMENT	2,350	2,350	-	-	2,350	2,350	-	-	2,350	2,350
190	AUTOMATED SPEED ENFORCE (ASE)	438,801	438,801	(6,000)	(6,000)	432,801	432,801	-	-	432,801	432,801
199	TRANSPORTATION BENEFIT DISTRICT	1,161,943	1,161,943	-	-	1,161,943	1,161,943	-	-	1,161,943	1,161,943
201-202	DEBT SERVICE	439,837	439,837	-	-	439,837	439,837	-	-	439,837	439,837
	TOTAL LEGAL APPROPRIATIONS	29,146,081	29,146,081	6,414,078	6,414,078	35,560,159	35,560,159	2,706,400	2,706,400	38,266,559	38,266,559
	NONAPPROPRIATED FUNDS (Memo Only)										
301-322	CONSTRUCTION	8,005,137	8,005,137	700,000	700,000	8,705,137	8,705,137	428,000	428000	9,133,137	9,133,137
401-406	MARINA	6,325,929	6,325,929	-	-	6,325,929	6,325,929	-	-	6,325,929	6,325,929
450-451	SURFACE WATER MANAGEMENT	6,712,471	6,712,471	-	-	6,712,471	6,712,471	-	-	6,712,471	6,712,471
500	EQUIPMENT RENTAL OPERATIONS	857,265	857,265	-	-	857,265	857,265	-	-	857,265	857,265
501	EQUIPMENT RENTAL REPLACEMENT	2,599,444	2,599,444	-	-	2,599,444	2,599,444	100,000	100,000	2,699,444	2,699,444
506	FACILITY REPAIR & REPLACEMENT.....	503,375	503,375	-	-	503,375	503,375	(331,000)	(331,000)	172,375	172,375
511	COMPUTER REPLACEMENT.....	1,028,036	1,028,036	-	-	1,028,036	1,028,036	-	-	1,028,036	1,028,036
520	SELF INSURANCE.....	1,108,556	1,108,556	-	-	1,108,556	1,108,556	-	-	1,108,556	1,108,556
530	UNEMPLOYMENT INSURANCE.....	381,219	381,219	-	-	381,219	381,219	-	-	381,219	381,219
	GRAND TOTAL ALL FUNDS	\$ 56,667,513	\$ 56,667,513	\$ 7,114,078	\$ 7,114,078	\$ 63,781,591	\$ 63,781,591	\$ 2,903,400	\$ 2,903,400	\$ 66,684,991	\$ 66,684,991

DRAFT ORDINANCE NO. 17-130
APPENDIX B - CAPITAL BUDGET

<u>Project #</u>	<u>Project Title</u>	<u>Original 2017 Budget</u>	<u>2017 Amended (Ord 1681)</u>	<u>Change</u>	<u>2017 Revised Budget</u>
PROJECTS CLOSED					
319.608	Marine View Dr Roundabout	2,092,720	2,092,720	(2,052,370)	40,350
319.615	Redondo BoardWalk Repair	4,700,710	4,713,710	(5,739)	4,707,971
319.616	S 200th St Safe Routes to School	720,000	-	-	-
319.619	Arterial Traffic Calming 2017	30,000	30,000	-	30,000
403.513	Marina Fiber	150,000	150,000	-	150,000
451.821	L Massey Creek	-	1,864,332	-	1,864,332
451.830	16th /17th Pl Storm Connections	-	175,000	-	175,000
506.707	Activity Center Exterior Paint	53,000	53,000	-	53,000
TOTAL PROJECTS CLOSED		7,746,430	9,078,762	(2,058,109)	7,020,653
2017 NEW/CONTINUING PROJECTS					
101.573	ADA Transition Plan	-	66,283	3,647	69,930
101.573	Street Standards Update	-	25,000	20,700	45,700
101.573	Twin Bridge Repair	-	113,000	(68,925)	44,075
101.573	Annual Sidewalk Program 2017	20,000	20,000	-	20,000
TOTAL FUND 101 STREETS O&M 2017		20,000	224,283	(44,578)	179,705
102.102	Arterial Street Paving	1,221,935	1,221,935	153,956	1,375,891
TOTAL FUND 102 ARTERIAL PAVE 2017		1,221,935	1,221,935	153,956	1,375,891
310.057	Field House Tennis Court	25,000	25,000	-	25,000
310.061	DMBP Picnic Shelter/Restrooms	622,846	622,846	(8,155)	614,691
310.062	Parkside Playground	449,047	508,307	48,989	557,296
310.065	Parkside Soil Remediation	202,000	202,000	218	202,218
310.066	Wooton Park	157,000	157,000	(157,000)	-
310.066	Park Equipment Master Design	-	-	146,000	146,000
310.067	Des Moines Waterfront Vista	-	-	1,337,300	1,337,300
310.068	Midway Park Play Equipment	-	-	25,000	25,000
310.070	Kiddie Park Play Eq.	-	-	138,000	138,000
310.072	Property Acquisition	-	-	415,000	415,000
310.404	N Lot / BP Parking	400,000	400,000	210,000	610,000
310.405	North Bulkhead	-	-	5,700,000	5,700,000
310.514	Financial System Replacement	252,000	252,000	-	252,000
310.708	City Hall Generator	-	173,262	-	173,262
310.709	Marina Dynamic Messaging Signs	-	-	50,000	50,000
TOTAL FUND 310 MCI CIP 2017		2,107,893	2,340,415	7,905,352	10,245,767
319.302	24th Ave S/Sea-Tac Intersection	30,000	30,000	(30,000)	-
319.332	S 216th St - Segment 1A	6,249,367	6,249,367	(424,993)	5,824,374
319.334	South 216th - Segment 3	5,879,210	5,879,210	50,000	5,929,210
319.336	S 224th Street Improvements	605,895	605,895	-	605,895
319.337	Downtown Alley Improvement	541,183	541,183	-	541,183
319.345	Barnes Creek Trail/SR 509 ROW	1,064,012	1,064,012	30,000	1,094,012
319.471	16th Ave S Improve - Segment 5A	128,839	128,839	-	128,839
319.606	Midway Elem Sidewalks	395,656	395,656	-	395,656
319.611	Redondo Paid Parking	200,000	200,000	-	200,000
319.614	S 268th Street Sidewalks	943,809	943,809	37,518	981,327
319.616	S 200th St Safe Routes to School	-	-	-	-
319.617	S 223rd Walkway Improvements	192,910	192,910	(148,910)	44,000
TOTAL FUND 319 TRANSPORT CIP 2017		16,230,881	16,230,881	(486,385)	15,744,496
403.452	Dock Electrical Replacement	60,000	60,000	-	60,000
403.454	Flex Conduits Replacement	21,000	21,000	-	21,000
403.455	Secondary Containment Hoses Repl.	20,000	20,000	-	20,000
403.458	Marina Maint. Dredging	-	-	675,000	675,000
403.499	Marina Dock Replacement	-	1,400,000	(400,000)	1,000,000
403.510	Marina Rental Building/Bjomson Project	300,000	-	-	-
TOTAL FUND 403 MARINA CIP 2017		401,000	1,501,000	275,000	1,776,000
451.017	Annual Pipe Replacement Program	377,000	49,000	(49,000)	-
451.804	Barnes Creek/KDM Culvert Replacement	1,878,014	1,878,014	13,171	1,891,185
451.815	24th Ave Pipeline Replace/Upgrade	262,700	262,700	293,400	556,100
451.827	South 251st Street Storm Outfall	370,000	370,000	590	370,590
451.828	Deepdene Plat Outfall Replacement	230,000	230,000	180,161	410,161
451.829	S 223rd Stormwater Improvements	-	328,000	217,491	545,491
451.831	451.831 216th/11th Ave Pipe Repl.	-	-	328,720	328,720
451.833	6th Ave/239th Pipe Replacement	-	-	249,000	249,000
TOTAL FUND 451 SWM CIP 2018		3,117,714	3,117,714	1,233,533	4,351,247
506.708	City Hall Generator	340,964	-	-	-
506.709	City Facility Condition Assessment	-	10,000	-	10,000
506.710	Court Security Improvements	-	-	230,000	230,000
506.711	Police Security Improvements	-	-	183,000	183,000
TOTAL FUND 506 FACILITY REPAIR CIP 2017		340,964	10,000	413,000	423,000
TOTAL CONTINUING APPROPRIATION CAPITAL BUDGET		31,186,817	33,724,990	7,391,769	41,116,759

ORDINANCE NO. 1681

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON relating to municipal finance, amending Ordinance No. 1668 (uncodified) (Operating and Capital Budgets 2017), and authorizing certain expenditures in the amounts specified in this Ordinance.

WHEREAS, the City Council finds that current capital revenues and expenditures for the City differ from forecasts used to create the 2017 budget, enacted by Ordinance No. 1668, and further finds that such differences justify certain adjustments regarding obligations incurred and expenditures of proceeds for fiscal year 2017, and

WHEREAS, the City Council finds that the 2017 amendments to the City's 2017 budget are in the public interest; now therefore,

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

Sec. 1. Findings. Each and every of the findings expressed in the recitals to this Ordinance are hereby adopted and incorporated by reference.

Sec. 2. Amendment to 2017 Budget. Appendix "A" of Ordinance No. 1668 (uncodified) (2017 Operating Budget) is amended as attached to this Ordinance. Appendix "B" of Ordinance No. 1668 (uncodified) (2017 Capital Budget) is amended as attached to this Ordinance.

Sec. 3. Ratification and confirmation. All acts taken by City officers and staff prior to the enactment of this Ordinance that are consistent with and in furtherance of the purpose or intent of this Ordinance are hereby ratified and confirmed by the City Council.

Sec. 4. 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.

Ordinance No. 1681
Page 2 of 2

(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.

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

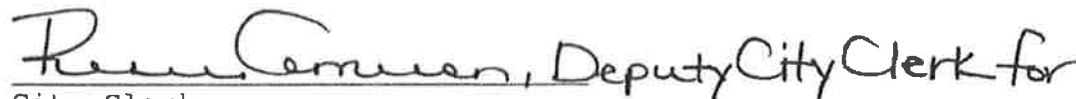
PASSED BY the City Council of the City of Des Moines this 11th day of May, 2017 and signed in authentication thereof this 11th day of May, 2017.


M A Y O R

APPROVED AS TO FORM:


City Attorney

ATTEST:


City Clerk

Published: May 16, 2017

LEGAL NOTICE
SUMMARY OF ADOPTED ORDINANCE
CITY OF DES MOINES

ORDINANCE NO. 1681, Adopted May 11, 2017.

DESCRIPTION OF MAIN POINTS OF THE ORDINANCE:

This Ordinance relates to municipal finance, amends Ordinance No. 1668 (uncodified) (Operating and Capital Budgets 2017), and authorizes certain expenditures in the amounts specified in this Ordinance.

The full text of the Ordinance will be mailed without cost upon request.

Bonnie Wilkins, CMC
City Clerk

Published: May 16, 2017

APPENDIX A 2017 OPERATING BUDGET

	ORIGINAL BUDGET			AMENDED BUDGET			CHANGE IN BUDGET		
	LEGALLY APPROPRIATED FUNDS	EXPENDITURE	REVENUE	EXPENDITURE	REVENUE	EXPENDITURE	REVENUE		
001	GENERAL FUND.....	\$ 23,235,258	\$ 23,235,258	\$ 26,184,935	\$ 26,184,935	\$ 2,949,677	\$ 2,949,677		
101	STREETS	2,012,526	2,012,526	2,012,526	2,012,526	-	-		
102	ARTERIAL STREET PAVEMENT	1,181,162	1,181,162	1,181,162	1,181,162	-	-		
105	DEVELOPMENT (Fee Based)	0	0	3,470,401	3,470,401	3,470,401	3,470,401		
107	POLICE DRUG SEIZURE	5,351	5,351	5,351	5,351	-	-		
111	HOTEL-MOTEL TAX	121,986	121,986	121,986	121,986	-	-		
140	REDONDO ZONE	113,872	113,872	113,872	113,872	-	-		
141	WATERFRONT ZONE	300,000	300,000	300,000	300,000	-	-		
142	PBPW AUTOMATION FEE	132,995	132,995	132,995	132,995	-	-		
180	ABATEMENT	2,350	2,350	2,350	2,350	-	-		
190	AUTOMATED SPEED ENFORCE (ASE)	438,801	438,801	432,801	432,801	(6,000)	(6,000)		
199	TRANSPORTATION BENEFIT DISTRICT	1,161,943	1,161,943	1,161,943	1,161,943	-	-		
201-202	DEBT SERVICE	439,837	439,837	439,837	439,837	-	-		
	TOTAL LEGAL APPROPRIATIONS	29,146,081	29,146,081	35,560,159	35,560,159	6,414,078	6,414,078		
	NONAPPROPRIATED FUNDS (Memo Only)								
301-322	CONSTRUCTION	8,005,137	8,005,137	8,705,137	8,705,137	700,000	700,000		
401-406	MARINA	6,325,929	6,325,929	6,325,929	6,325,929	-	-		
450-451	SURFACE WATER MANAGEMENT	6,712,471	6,712,471	6,712,471	6,712,471	-	-		
500	EQUIPMENT RENTAL OPERATIONS	857,265	857,265	857,265	857,265	-	-		
501	EQUIPMENT RENTAL REPLACEMENT	2,599,444	2,599,444	2,599,444	2,599,444	-	-		
506	FACILITY REPAIR & REPLACEMENT	503,375	503,375	503,375	503,375	-	-		
511	COMPUTER REPLACEMENT	1,028,036	1,028,036	1,028,036	1,028,036	-	-		
520	SELF INSURANCE	1,108,556	1,108,556	1,108,556	1,108,556	-	-		
530	UNEMPLOYMENT INSURANCE	381,219	381,219	381,219	381,219	-	-		
	GRAND TOTAL ALL FUNDS	\$ 56,667,513	\$ 56,667,513	\$ 63,781,591	\$ 63,781,591	\$ 7,114,078	\$ 7,114,078		

APPENDIX B - 2017 CAPITAL BUDGET

<u>Project #</u>	<u>Project Title</u>	<u>2017 Budget</u>	<u>Change</u>	<u>2017 Revised</u>
PROJECTS CLOSED				
319.616.040	S 200th St Safe Routes to School	720,000	(720,000)	-
	TOTAL PROJECTS CLOSED	720,000	(720,000)	-
2017 NEW/CONTINUING PROJECTS				
101.573.530	ADA Transition Plan		66,283	66,283
101.573.530	Street Standards Update		25,000	25,000
101.573.530	Twin Bridge Repair		113,000	113,000
101.573.531	Annual Sidewalk Program 2017	20,000		20,000
	TOTAL FUND 101 STREETS U&M 2017	20,000	204,283	224,283
102.102.571	Arterial Street Paving	1,221,935		1,221,935
	TOTAL FUND 102 ARTERIAL PAVE 2017	1,221,935	-	1,221,935
310.057.045	Field House Tennis Court	25,000		25,000
310.061.045	DMBP Picnic Shelter/Restrooms	622,846		622,846
310.062.045	Parkside Playground	449,047	59,260	508,307
310.065.045	Parkside Soil Remediation	202,000		202,000
310.066.045	Wooton Park	157,000		157,000
310.404.045	N Lot / BP Parking	400,000		400,000
310.514.024	Financial System Replacement	252,000		252,000
310.708.000	City Hall Generator	-	173,262	173,262
	TOTAL FUND 310 MCI CIP 2017	2,107,893	232,522	2,340,415
319.302.040	24th Ave S/Sea-Tac Intersection	30,000		30,000
319.332.040	S 216th St - Segment 1A	6,249,367		6,249,367
319.334.040	South 216th - Segment 3	5,879,210		5,879,210
319.336.040	S 224th Street Improvements	605,895		605,895
319.337.040	Downtown Alley Improvement	541,183		541,183
319.345.040	Barnes Creek Trail/SR 509 ROW	1,064,012		1,064,012
319.471.040	16th Ave S Improve - Segment 5A	128,839		128,839
319.606.040	Midway Elem Sidewalks	395,656		395,656
319.608.040	Marine View Dr Roundabout	2,092,720		2,092,720
319.611.040	Redondo Paid Parking	200,000		200,000
319.614.040	S 268th Street Sidewalks	943,809		943,809
319.615.040	Redondo Boardwalk Repair	4,700,710	13,000	4,713,710
319.617.040	S 223rd Walkway Improvements	192,910		192,910
319.619.040	Arterial Traffic Calming 2017	30,000		30,000
	TOTAL FUND 319 TRANSPORT CIP 2017	23,054,311	13,000	23,067,311
403.001.590	Dock Replacement	-	1,400,000	1,400,000
403.452.070	Dock Electrical Replacement	60,000		60,000
403.454.070	Flex Conduits Replacement	21,000		21,000
403.455.070	Secondary Containment Hoses Repl.	20,000		20,000
403.510.070	Marina Rental Building/Bjomson Project	300,000	(300,000)	-
403.513.070	Marina Fiber	150,000		150,000
	TOTAL FUND 403 MARINA CIP 2017	551,000	(300,000)	1,651,000
451.800.040	Annual Pipe Replacement Program	377,000	(328,000)	49,000
451.804.040	Barnes Creek/KDM Culvert Replacement	1,878,014		1,878,014
451.815.040	24th Ave Pipeline Replace/Upgrade	262,700		262,700
451.821.040	L Massey Creek		1,864,332	1,864,332
451.827.040	South 251st Street Storm Outfall	370,000		370,000
451.828.040	Deepdene Plat Outfall Replacement	230,000		230,000
451.829.000	S 223rd Stormwater Improvements		328,000	328,000
451.830.000	16th /17th Pl Storm Connections		175,000	175,000
	TOTAL FUND 451 SWM CIP 2017	3,117,714	2,039,332	5,157,046
506.707.040	Activity Center Exterior Paint	53,000		53,000
506.708.000	City Hall Generator	340,964	(340,964)	-
506.709.572	City Facility Condition Assessment	-	10,000	10,000
	TOTAL FUND 506 FACILITY REPAIR	393,964	(330,964)	63,000
TOTAL CONTINUING APPROPRIATION CAPITAL BUDGET		31,186,817	1,138,173	33,724,990

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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

FOR AGENDA OF: November 9, 2017

DEPT. OF ORIGIN: Public Works

ATTACHMENTS:

1. Department of Ecology – Inspection Reports
2. City of Des Moines – Progress Reports
3. Proposed Site Layouts, Cost Estimates, and Alternatives

DATE SUBMITTED: October 19, 2017

CLEARANCES:

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

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 State of Washington Department of Ecology 3190 – 160 th 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 unknown	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			Entry Time	Permit Effective Date	
Des Moines Public Works Maintenance Yard (& Mechanic Shop)			11:25 a.m.	8/1/2013	
21650 11 th Ave S			Exit Time	Permit Expiration Date	
Des Moines, WA 98198			11:45 a.m.	7/31/2018	
Permittee Contact(s)			Additional Participants:		
Tyler Beekley, NPDES Coordinator, City of Des Moines					
Responsible Official(s):			Yes No Samples Taken? ☐ ☒ Photos Taken? ☒ ☐		
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).					

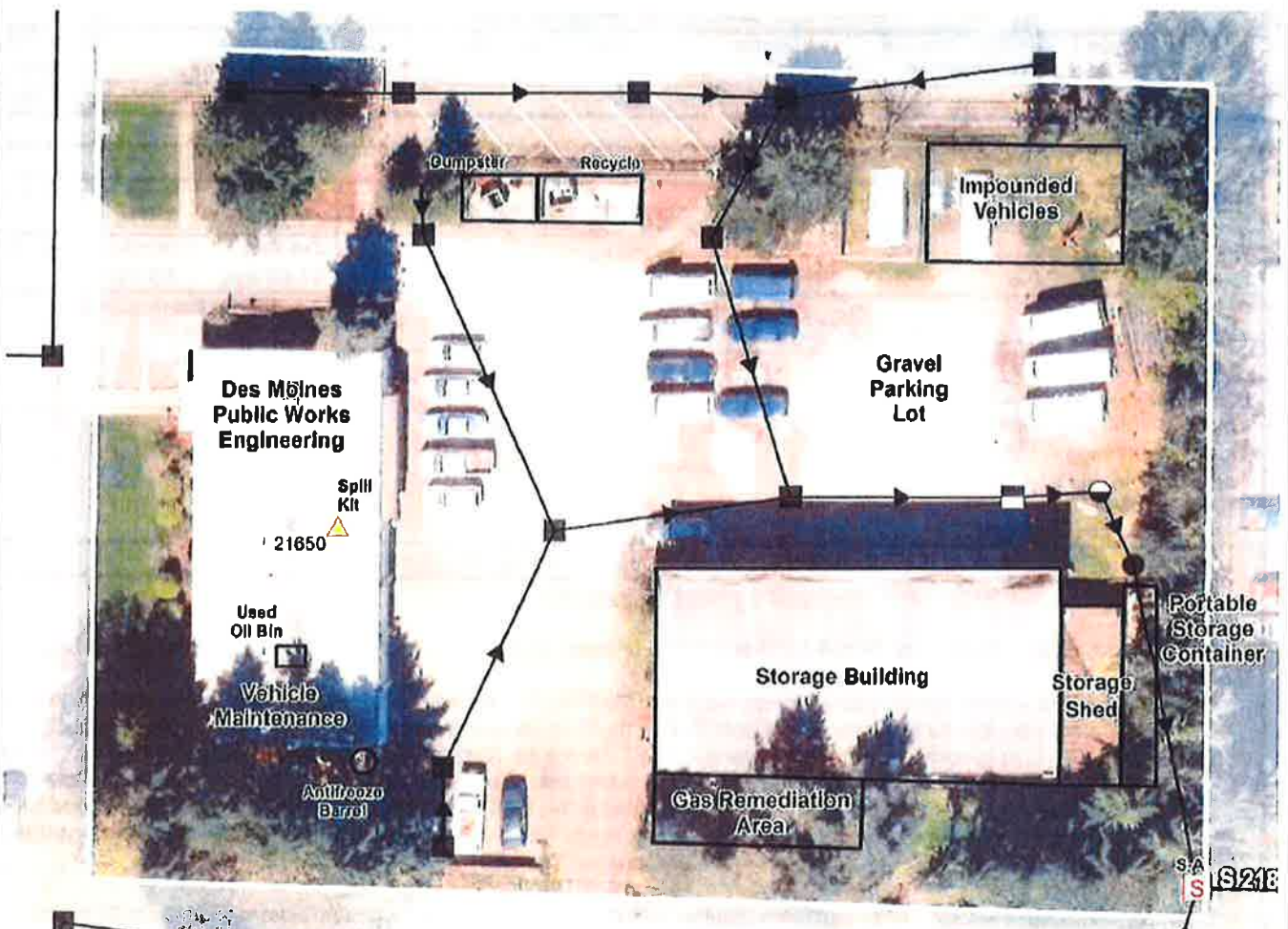
12/7/16

Stormwater Inspection Report

NPDES # WAR045511

INSPECTION/OBSERVATIONS

Refer to the site map, below, excerpted from the draft City Fleets and Facilities Stormwater Pollution Prevention Plan (updated April 2016).



This facility completely lacks Good Housekeeping BMPs. See attached photo details.

12/7/16

Stormwater Inspection Report

NPDES # WAR045511

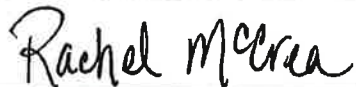
Section D: Compliance/Recommendations

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	Greg Stegman Compliance & Technical Assistance Unit Supervisor Water Quality Program

12/7/16

Stormwater Inspection Report

NPDES # WAR045511

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

12/7/16

Stormwater Inspection Report

NPDES # WAR045511



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 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	Permit Effective Date									
Des Moines Public Works Storage Yard		11:50 a.m.	8/1/2013									
2255 S 223 rd Street		Exit Time	Permit Expiration Date									
Des Moines, WA 98198		12:50 p.m.	7/31/2018									
Permittee Contact(s)		Additional Participants:										
Tyler Beekley, NPDES Coordinator, City of Des Moines												
John Blackburn, Superintendent of Public Works, City of Des Moines												
Responsible Official(s):		<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?	☒	☐										
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 McCrear (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.

12/7/16

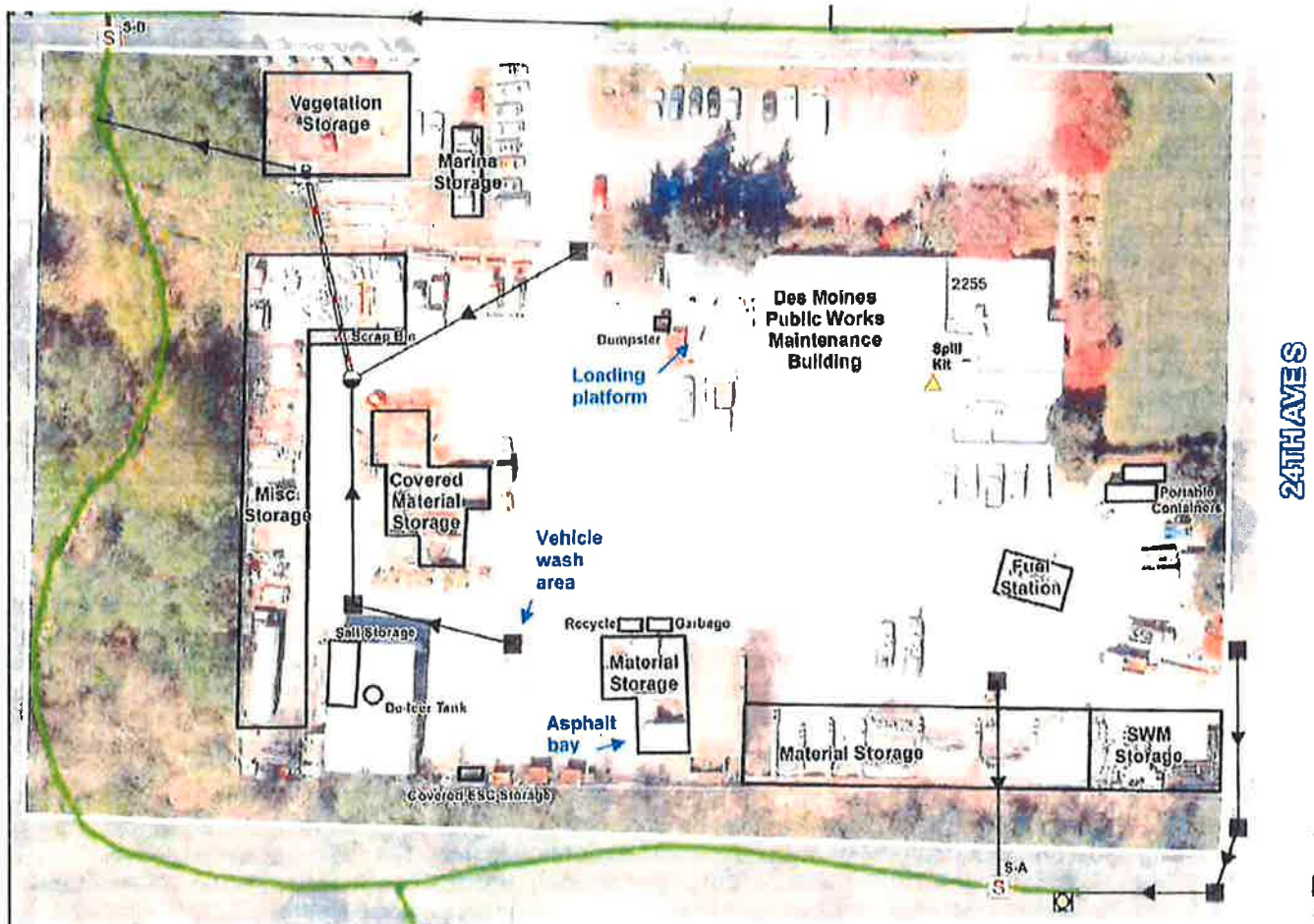
Stormwater Inspection Report

NPDES # WAR045511

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 Stegman 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.

12/7/16

Stormwater Inspection Report

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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.

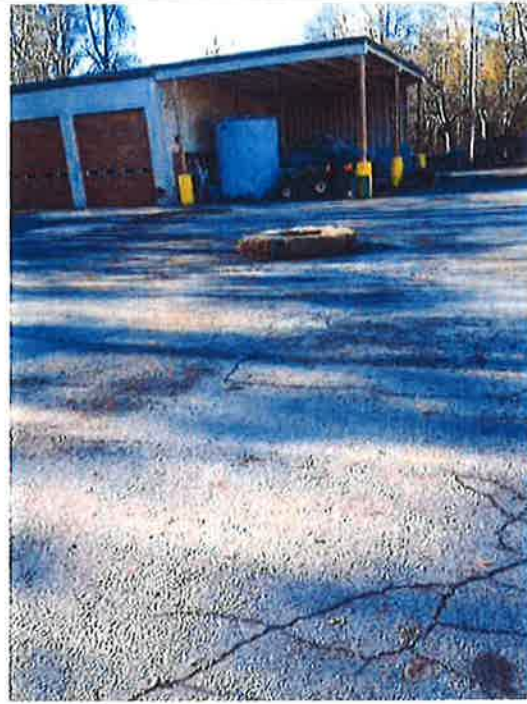
12/7/16

Stormwater Inspection Report

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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)

12/7/16

Stormwater Inspection Report

NPDES # WAR045511



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) 870-8522 FAX (206) 870-8596



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 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 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 pipe 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 EMPTYIED. REPLACEDMENT 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 UNSTABLIZED DITCHLINE FROM WESTERN STORMWATER CONVEYANCE AND DETENTION PIPE TERMINUS TO STREET DITCHLINE. TERMINUS OF ON-SITE STORMWATER SYSTEM AT BOTTOM OF PHOTO.

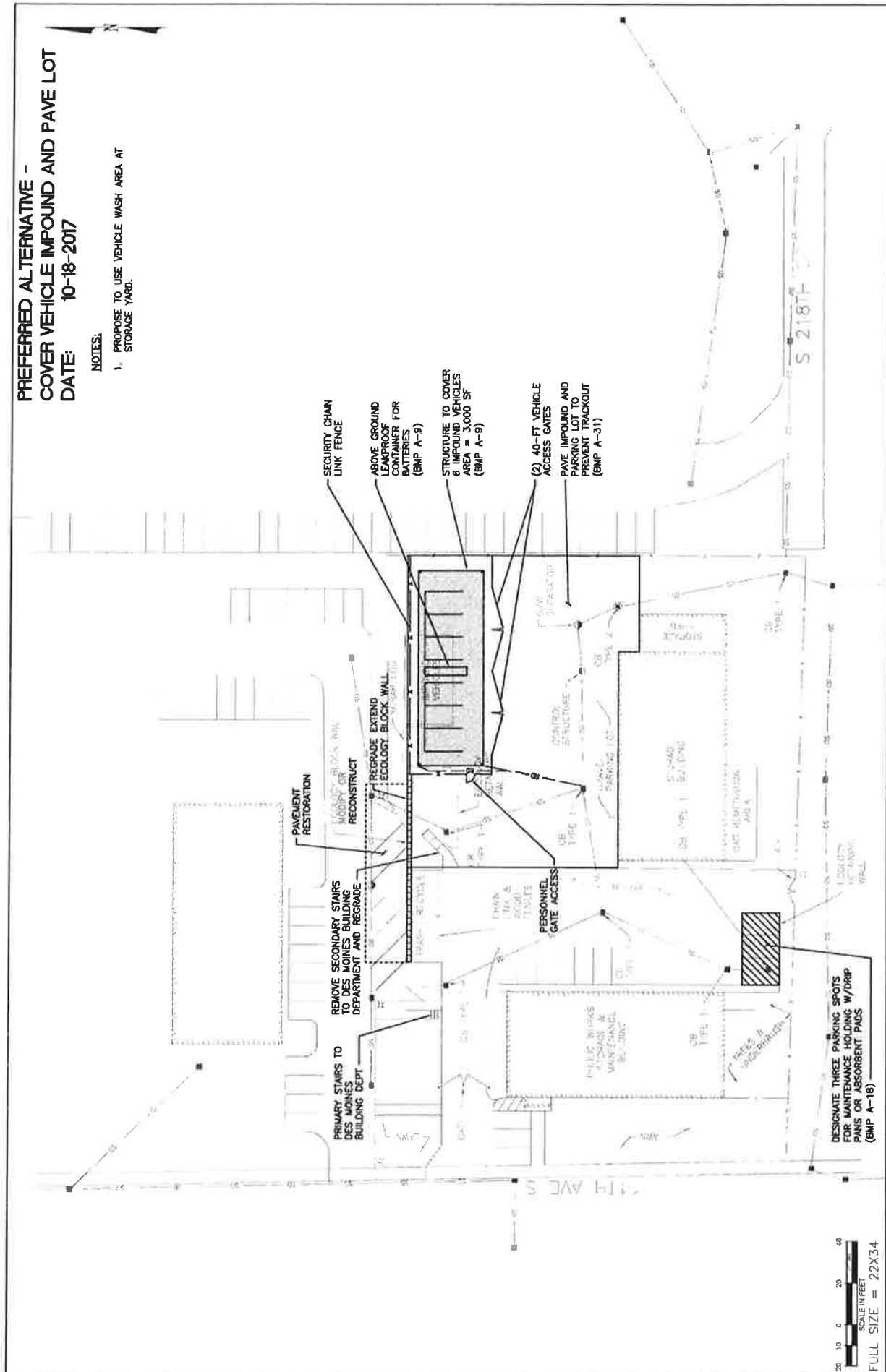
(AFTER) Photo 16-A: NO PROGRESS TO PHOTO.

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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:

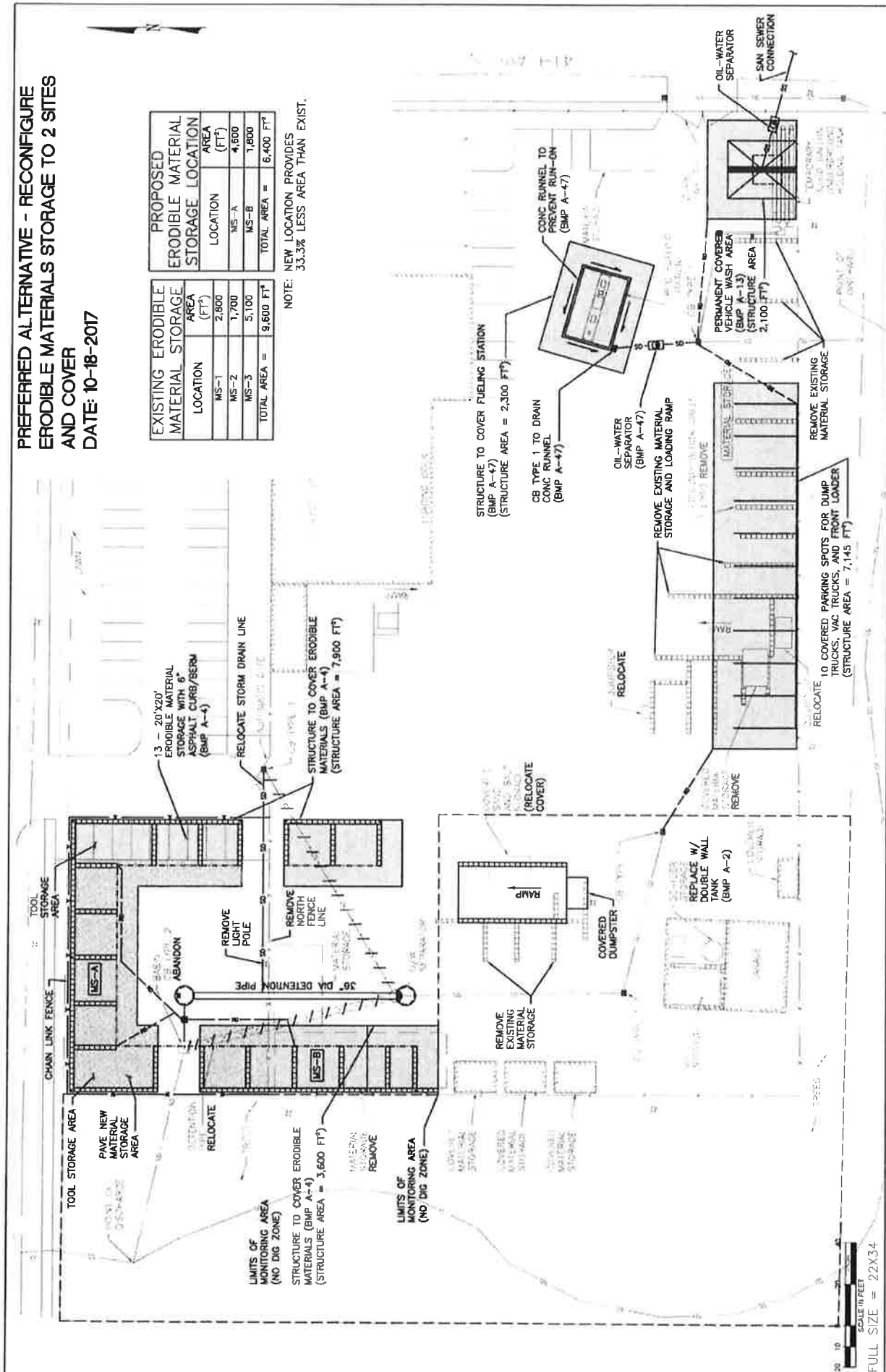
Costs are in 2017 dollars. Escalation will be applied with development of the implementation plan.

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	
LOCATION	AREA (FT ²)	LOCATION	AREA (FT ²)
MS-1	2,800	MS-A	4,500
MS-2	1,700	MS-B	1,800
MS-3	5,100		
TOTAL AREA =	9,600 FT ²	TOTAL AREA =	6,400 FT ²

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

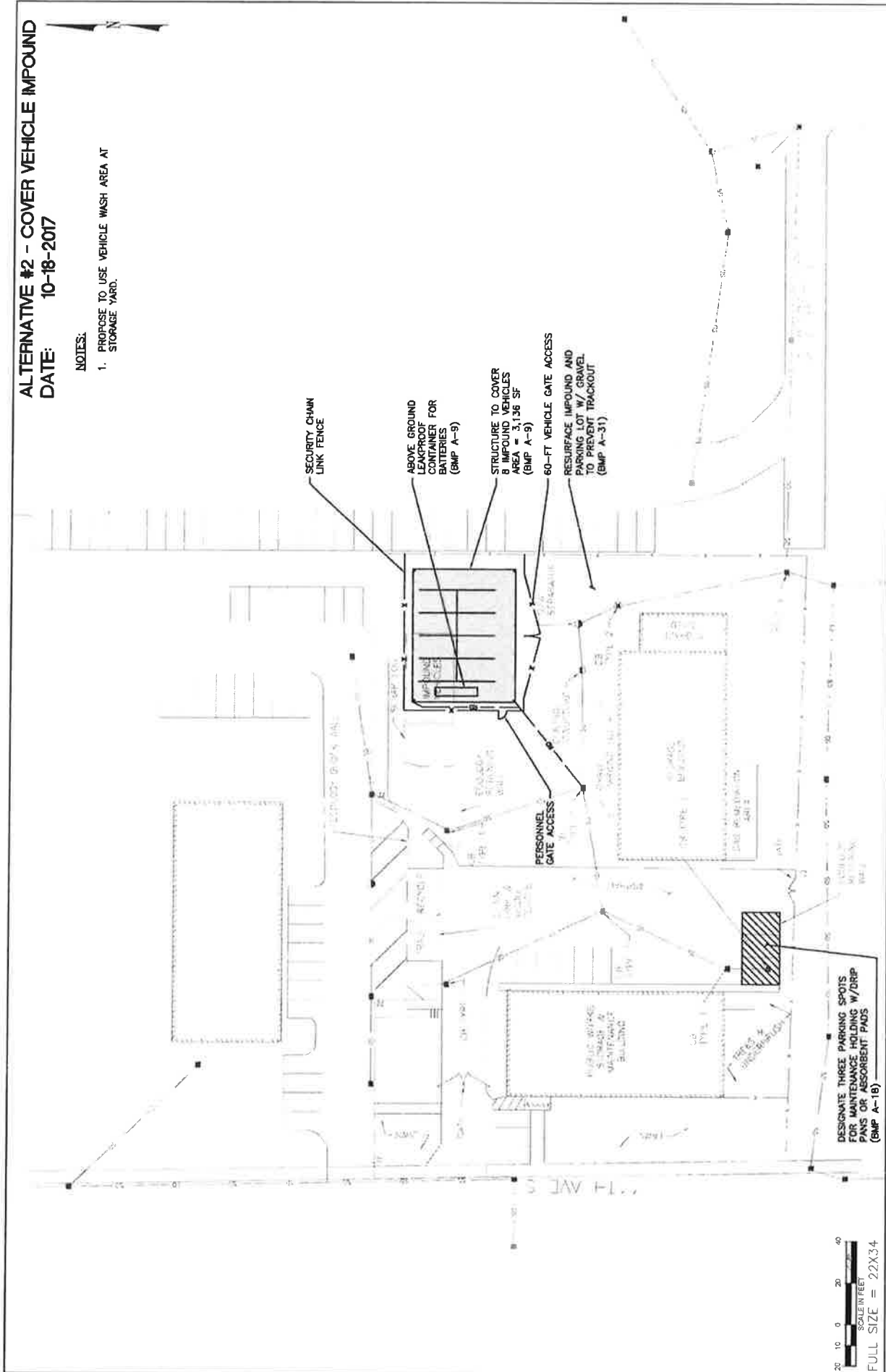
\$31,500

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

ALTERNATIVE #2 - COVER VEHICLE IMPOUND
DATE: 10-18-2017

NOTES:

1. PROPOSE TO USE VEHICLE WASH AREA AT STORAGE YARD.

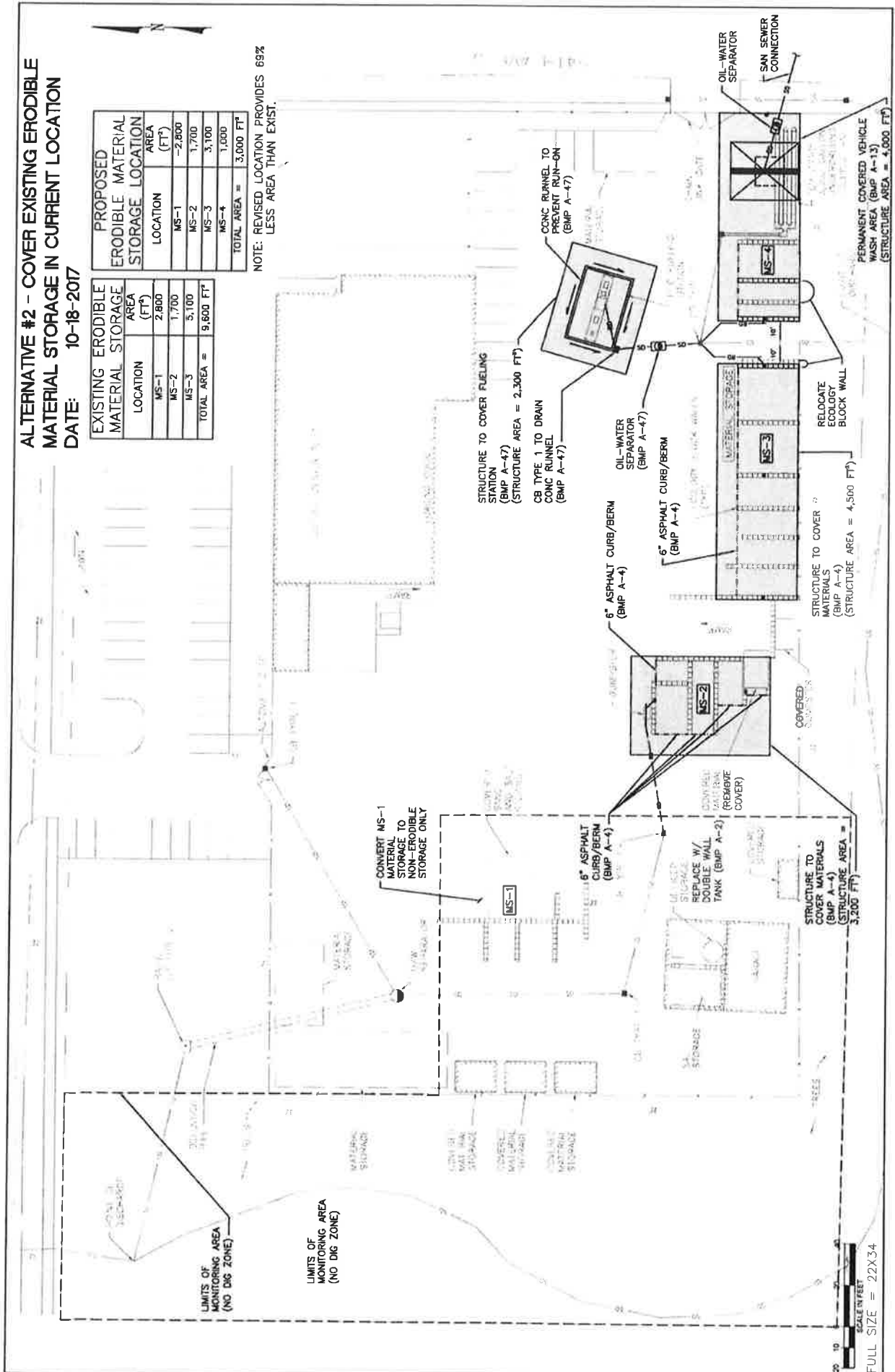


**ALTERNATIVE #2 - COVER EXISTING ERODIBLE
MATERIAL STORAGE IN CURRENT LOCATION
DATE: 10-18-2017**

EXISTING ERODIBLE MATERIAL STORAGE	
LOCATION	AREA (FT ²)
MS-1	2,800
MS-2	1,700
MS-3	5,100
TOTAL AREA =	9,600 FT²

PROPOSED ERODIBLE MATERIAL STORAGE LOCATION	
LOCATION	AREA (FT ²)
MS-1	2,800
MS-2	1,700
MS-3	5,100
MS-4	1,000
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

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

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CITY COUNCIL

PUBLIC HEARING Speaker Sign-Up Sheet

Year 2018 General Property Tax Levies

November 9, 2017

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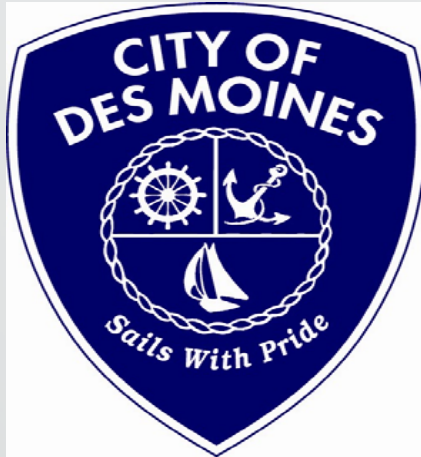
CITY COUNCIL

PUBLIC HEARING Speaker Sign-Up Sheet

2017 Operating & Capital Budget Amendments

November 9, 2017

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2018 Operating and Capital Budgets

Public Hearing

Draft Ordinance 17-132

November 9, 2017

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 |

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 Slide

Budget Revisions

The following is a summary of the significant budget revisions made since the August 12, 2017 Budget Retreat (Discussed October 26th, 2017):

- 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

Attachment 3

- Added CIP worksheet for Building Access System (handed out on 10-26-2017)
- Modified CIP worksheet for the Arterial Street Paving to include repair costs in 2017

CONCLUSION –

We have come a long way...

FROM: Unstable 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 - $\$4,475,000 + \$1,869,000 = \$6,344,000$

Suggested Motion

Motion:

"I move to enact Draft Ordinance No. 17-132 establishing the 2018 Operating and Capital Budgets for the fiscal year ending December 31, 2018, as amended."

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 Lobbyist			(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)