AGENDA
SPECIAL MEETING DES MOINES CITY COUNCIL
December 22, 2003 - 6:00 p.m.

Benjamin absent - excused

CALL TO ORDER - Mayor Steenrod

PLEDGE OF ALLEGIANCE

ROLL CALL

CONSENT CALENDAR*

~~1. Motion is to approve the minutes of December 4, 2003.~~

approved 6-0

2. Draft Ordinance No. 03-288 - Title: An Ordinance of the City of Des Moines, Washington adopting the 2003 Parks, Recreation and Senior Services Master Plan, a revised Park, Recreation, and Open Space Element, new environmentally sensitive area maps, and a textual code amendment relating to the environmentally sensitive area maps.

MOTION is to enact Draft Ordinance No. 03-288 on second reading.

3. Motion is to approve the contract between the City of Des Moines and E.D.S. Janitorial Services to provide building maintenance services as identified in Exhibit A through Exhibit F in contract, and authorize the City Manager to sign the contract substantially in the form as submitted

4. Motion is to authorize the City Manager to sign the interlocal agreement between King County and the City of Des Moines relating to animal services substantially in the form as submitted.

*NOTE: Items on the Consent Calendar are either routine or have been previously discussed. Any item may be removed by a Councilmember.

BUSINESS ITEMS

1. Gates on Private Streets

SUMMARY: The purpose of this item is to seek Council comments regarding proposed requirements for installing gates on private streets.

2. Preliminary 2004 Budget - Policy Issues, 2nd Reading

SUMMARY: This item is intended to facilitate Council's discussion on policy issues that were addressed previously in the 2004 budget presentations to Council. Policy issues will include discussion of the CIP Funds.

3. Draft Ordinance No. 03-307 – Adoption of Year 2004 Budget, 2nd Reading
   SUMMARY: A public hearing for the Draft Ordinance No. 03-307, adopting the Year 2004 Budget was conducted November 13, 2003. Council will provide direction to staff regarding the proposed ordinance.

4. Draft Resolution No. 03-309 - Adoption of 2004-2009 Capital Improvement Plan
   SUMMARY: In response to the Growth Management Act of 1990's requirement that communities adopt comprehensive plans to guide the orderly development of growth, Council will consider adoption of the proposed 2004-2009 Capital Improvement Plan.

NEXT MEETING DATE

ADJOURNMENT

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Contract for Janitorial Services Between the City of Des Moines and E.D.S Janitorial Services

ATTACHMENTS:
A. Draft Contract for Janitorial Services
B. Janitorial Scope of Work Exhibit A-F
C. E.D.S Service Specifications Schedule
D. E.D.S Janitorial Services Cost Analysis
E. Janitorial Bid Spreadsheet

FOR AGENDA OF: December 18, 2003

DEPT. OF ORIGIN: Park and Recreation

DATE SUBMITTED: December 3, 2003

CLEARANCES:
[x] Park & Recreation Director
[x] City Attorney

APPROVED BY CITY MANAGER FOR SUBMITTAL:

Purpose and Recommendation:
Administration recommends approval of the contract for E.D.S Janitorial Services to provide building maintenance services as identified in the Janitorial Scope of Work attachments labeled Exhibit A through Exhibit F.

Recommended Motion:
"I move to approve the Contract between the City of Des Moines and E.D.S Janitorial Services to provide building maintenance services as identified in Exhibit A through Exhibit F in the amount of up to $5,435.00 per month plus tax and authorize the City Manager to sign the contract, substantially in the form as submitted.

Background:
In June, 2003 a Request for Proposal (RFP) for custodial services were sought. Five contractors returned proposals for the work Contractors were given "Scopes of Work" for each city-owned building and asked to formulate their proposals accordingly. Due to budgetary reductions in 2003, the level of custodial service for each building was decreased to match available 2003 funding. E.D.S. Janitorial Services was selected as the low bidder.

Discussion:
Under the new janitorial services contract, City staff will be required to maintain their own work areas and the building service frequencies will vary from one service per week to five services per week depending on the level of public use at each specific building.

Alternatives:
None Provided

Financial Impact:
Adoption of this janitorial services contract will allow for the City to save approximately $4,300.00 per year in janitorial services.

Recommendation/Conclusion:
Staff recommends approval of the janitorial services contract with E.D.S Janitorial Services of Des Moines who was the low bidder.

Concurrence
The approved 2003 budget reduced custodial services, resulting in reduced costs and levels of service to city-owned buildings.

ATTACHMENT A

DRAFT

CONTRACT FOR JANITORIAL SERVICES
BETWEEN THE CITY OF DES MOINES AND E.D.S JANITORIAL SERVICES

THIS CONTRACT is made and entered into this 11TH day of December 2003, by and between the CITY OF DES MOINES, a Washington Municipal Corporation (hereinafter the "City,") and EDS Janitorial Services, (hereinafter the "Contractor").

WHEREAS, the City seeks professional services of a skilled independent contractor capable of working without direct supervision, to provide building maintenance, and

WHEREAS, Contractor is willing to provide the building maintenance services as described in this Agreement; and

WHEREAS, the City has, in the proper manner and as required by law, requested and received bids from several qualified building maintenance contractors; and

WHEREAS, the Contractor has made the lowest qualified and acceptable bid;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, to be kept, performed, and fulfilled by the parties, and other good and valuable consideration, it is mutually agreed as follows:

1. Scope of Service. The Contractor shall provide the services identified in the attachments labeled "Exhibit A through Exhibit F", whicb by this reference is incorporated herein and made part hereof. All work is to be done in accordance with the laws and ordinances of City of Des Moines, King County and the State of Washington.

2. Contractor's Obligations. All labor, materials, tools, software, equipment, utilities, services, and all other things necessary or required in the satisfactory performance of the work shall be furnished by the Contractor and the Contract shall be performed and completed under the supervision of and subject to the approval of the City or its authorized representatives.

3. Compensation. In consideration for the complete and faithful performance of the Contract, the City agrees to pay the Contractor $5,435.00 per month plus WSST. In the event the City desires additional "services" other than those described in Exhibit "A through Exhibit F", Contractor agrees to perform such "services " at the hourly labor charge rate of $22.00 or for an amount negotiated by the Parties, whichever is less, so long as the hourly rate is not less than the prevailing wage. The Contractor shall submit invoices in a timely manner, in a form as directed by the City's authorized representative(s), setting forth the name of Contractor's personnel performing such "services," and the hourly labor rate for such personnel, which shall not be less than the prevailing rate of wage pursuant to RCW 39.12. Contractor shall further submit a

"Statement of Intent to Pay Prevailing Wages" and an "Affidavit of Wages Paid" in compliance with RCW 39.12.040 and payment shall be made on a monthly basis, thirty (30) days after receipt of such statement, affidavit, voucher or invoice.

4. ***Term.*** The term of this Contract shall be one (1) year, from the date of execution. This Contract may be extended upon written agreement of both parties. Within 10 days of execution of this contract the City and Contractor will jointly establish and abide by a schedule under which the work and services described in this Contract will be performed and completed. It is the responsibility of both City and Contractor to maintain the schedule unless changes are agreed upon by both parties. This Contract may be terminated by the City on thirty (30) days notice for the Contractor's failure to perform the services outlined in the schedule.

5. ***Performance Standards.*** Contractor's services, and all duties incidental or necessary thereto, shall be conducted and performed diligently and competently and in accordance with professional standards of conduct and performance.

6. ***Record Keeping.*** All records or papers relating to the City and the project will be and remain the property of the City and shall be surrendered to the City upon demand. All information concerning the City and this Contract, which is not otherwise a matter of public record or required by law to be made public, is confidential and the Contractor will not, in whole or in part, now or at any time, disclose that information without the express written consent of the Des Moines City Attorney.

7. ***Assignment.*** This Contract may not be assigned or otherwise transferred by either party hereto.

8. ***Modification.*** No change, alteration, modification, or addition to this Contract will be effective unless it is in writing and properly signed by both parties.

9. ***Independent Contractor.*** The services provided by the Contractor under this Contract are provided as an independent Contractor. Nothing in this Contract shall be considered to create the relationship of employer and employee between the parties. Neither the Contractor nor any employee of the Contractor shall be entitled to any benefits accorded City employees by virtue of the services provided under this Contract. The City will not be responsible for withholding or otherwise deducting federal income tax or social security payments, or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Contractor.

10. ***Indemnification/Hold Harmless.*** Contractor shall defend, indemnify and hold the City, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the negligence of the City.

11. Insurance and Bonding. The Contractor shall procure and maintain, for the duration of the Contract, insurance against claims for injuries to persons or damage to property and fidelity bonding against claims which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

a) Minimum Scope of Insurance and Bonding

Contractor shall obtain insurance of the types described below:

1. *Automobile Liability* insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on the Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. *Commercial General Liability* insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors personal injury and advertising injury. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.

3. *Workers' Compensation* coverage required by the Industrial Insurance laws of the state of Washington.

4. *Fidelity Bonding*, providing blanket coverage to the Contractor, its agents, representatives, and employees, by a bonding company licensed to do business in the State of Washington.

b) Minimum Amount of Insurance and Bonding

Contractor shall maintain the following insurance limits:

1. *Automobile Liability* insurance with minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

2. *Commercial General Liability* insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.

3. *Fidelity Bonding* shall be blanket coverage in the amount of $10,000 for each employee, agent or representative.

c) Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Contractor's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

2. The Contractors Insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

d) Acceptability of Insurers

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

e) Verification of Coverage

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

12. Dispute Resolution Procedures.

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

b) ***Venue, Applicable Law and Personal Jurisdiction.*** All questions related to this Contract shall be resolved under the laws of the State of Washington. In the event that either party deems it necessary to institute legal action arising from this Contract, such action shall be instituted in the King County Superior Court. The parties each consent to the personal jurisdiction of such court. Except as otherwise provided by law, it is expressly understood that neither party can institute any legal action against the other based on this Contract until the parties have exhausted the mediation and arbitration procedures required by the previous paragraph.

13. ***Notices.*** Any notice required to be given by the City to Contractor or by the Contractor to the City shall be delivered to the Parties at the addresses set forth below. Any notices may be delivered personally to the addressee of the notice or may be deposited in the United States MAIL, POSTAGE PREPAID, TO THE ADDRESS SET FORTH HEREIN. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing.

Bill Miller
Park & Recreation Department
City of Des Moines
2255 S. 220th
Des Moines, WA 98198

Notices to the Contractor shall be sent to the following:

Eric Shoopman
EDS Janitorial Services
P.O Box 98591
Des Moines, WA 98198

14. ***Severability.*** If any term, provision, covenant, or condition of this Contract is held by a court of competitive jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated as a result of such decision.

15. ***Waiver.*** The waiver by either party of any breach of any term, condition, or provision of the Contract shall not be deemed a waiver of such term, condition, or provision or any subsequent breach of the same or any condition or provision of this Contract.

16. ***Captions.*** The captions used herein are for convenience only and are not a part of this Contract and do not in any way limit or amplify the terms and provisions hereof.

17. ***Time of Essence.*** Time is of the essence for each and all of the terms, covenants, and conditions of this Contract.

18. ***Concurrent Originals.*** This Contract may be signed in counterpart originals.

19. ***Ratification and Confirmation.*** Any acts consistent with the authority and prior to the effective date of this Contract are hereby ratified and confirmed.

IN WITNESS THEREOF, four (4) identical counterparts of this Contract, each of which shall be deemed an original thereof, have been duly executed by the parties herein named, on the day and year first above written.

CITY OF DES MOINES	______________________
By______________________	By______________________
Its______________________	Its______________________
By Direction of the Des Moines City Council in Open Public Meeting on December 11th, 2003.	
21630 11th Avenue So. Des Moines, WA 98198	______________________ ______________________
Dated______________________	Dated______________________

APPROVED AS TO FORM:

____

Richard S. Brown
Assistant City Attorney

City of Des Moines
Janitorial Scope of Work
EDS Janitorial Service

Exhibit A

Des Moines City Hall
21630 11th Ave South

Service Level:	**4 services per week**
Days of service:	**Monday, Tuesday, Wednesday & Friday**
Shared Space	
Restrooms (6)	**Daily** **Empty all trash – Restock all supplies** **Clean all mirrors & dispensers** **Clean all fixtures-mop all floors** **Weekly** **Wash all walls and partitions** **Dust all high and low surfaces**
Lunchrooms (2)	**Twice per week** **Empty all trash** **Clean all counters, tables, fixtures and appliances** **Mop all floors**
Reception area	**Daily** **Vacuum or mop all areas**
Hallways	**Weekly** **Vacuum or mop all areas**

Offices

Administration	**Daily**
Finance	**Empty all trash and replace liners**
Court, Judge	**Weekly**
Council Chambers	**Vacuum all carpeted areas**

<u>**City of Des Moines**</u>
Janitorial Scope of Work
EDS Janitorial

Exhibit B

Des Moines Founders Lodge
22030 Cliff Ave. South

Service Level:	**1 service per week**
Days of service:	**Monday**

<u>**Shared Space**</u>

Restrooms (2)	<u>**Weekly**</u> **Empty all trash – Restock all supplies** **Clean all mirrors & dispensers** **Clean all fixtures-mop all floors**
Kitchen	<u>**Weekly**</u> **Wipe down all countertops and appliances** **Mop all flooring**
Reception area	<u>**Weekly**</u> **Vacuum or mop all areas**
Hallways	<u>**Weekly**</u> **Vacuum or mop all areas**

<u>Offices</u>

Senior Center	<u>**Weekly**</u> **Empty all trash** <u>**Weekly**</u> **Vacuum all carpeted areas/edge vacuum**

<u>City of Des Moines</u>
Janitorial Scope of Work
EDS Janitorial

Exhibit C

Des Moines Field House
1000 South 220th Street

Service Level: **4 services per week**
Days of service: **Monday, Tuesday, Wednesday & Friday**

<u>Shared Space</u>

Restrooms (3)	**<u>Daily</u>** **Empty all trash – Restock all supplies** **Clean all mirrors & dispensers** **Clean all fixtures-mop all floors**
Kitchen/Lunchroom	**<u>Weekly</u>** **Empty all trash-Restock all supplies** **Wipe down all countertops, tables and appliances** **Mop all flooring**
Reception/Hallways	**<u>Daily</u>** **Vacuum or mop all areas**
Gym	**<u>Twice Weekly</u>** **Mop and sweep gym and West stairs completely**

Studio/Downstairs	**<u>Weekly</u>** **Vacuum or Mop all areas** **Clean mirrors**

Offices

Administration **Recreation offices**	**<u>Daily</u>** **Empty all trash**
	<u>Weekly</u> **Vacuum all carpeted areas**

<u>City of Des Moines</u>
Janitorial Scope of Work
EDS Janitorial Services

Exhibit D

Des Moines Public Works & Engineering
21650 11th Ave. south

Service Level:	**2 services per week**
Days of service:	**Wednesday & Friday**

<u>Shared Space</u>

Restrooms (2) **(upstairs)**	**<u>Daily</u>** **Empty all trash – Restock all supplies** **Clean all mirrors & dispensers** **Clean all fixtures-mop all floors**
Restrooms (2) **(downstairs)**	**<u>Weekly</u>** **Empty all trash – Restock all supplies** **Clean all mirrors & dispensers** **Clean all fixtures-mop all floors**
Kitchen/Lunchroom **(upstairs)**	**<u>Daily</u>** **Empty all trash-Restock all supplies** **Wipe down all countertops, tables and appliances** **Vacuum all carpeted flooring**
Kitchen/Lunchroom **(downstairs)**	**<u>Weekly</u>** **Empty all trash-Restock all supplies** **Wipe down all countertops, tables and appliances** **Mop all flooring**

Hallways (upstairs)	**<u>Daily</u>** Vacuum and empty all trash-restock supplies
Hallways (downstairs)	**<u>Weekly</u>** Mop all flooring
<u>Offices</u>	**<u>Daily</u>** Empty all trash and replace liners
PW-ENG	
PW-SWM	**<u>Weekly</u>** Vacuum all carpeted areas/edge vacuum
PW-Mechanic Information Tech	**<u>Weekly</u>** Mop all flooring

City of Des Moines
Janitorial Scope of Work
EDS Janitorial Services

Exhibit E

Des Moines Police Station
21900 219th Street

Service Level:	**3 services per week**
Days of service:	**Monday, Wednesday & Friday**

Shared Space

Restrooms (3) **Locker room**	**Daily** Empty all trash – Restock all supplies Clean all mirrors & dispensers Clean all fixtures-mop all floors Wash all walls and partitions
Lunchroom	**Daily** Empty all trash-Restock all supplies Wipe down all countertops, tables and appliances Mop all flooring
Hallways	**Daily** Vacuum or mop all flooring
Offices **Conference rooms**	**Daily** Empty all trash-Restock all supplies **Weekly** Vacuum all carpeted areas/edge vacuum

<u>City of Des Moines</u>
Janitorial Scope of Work
EDS Janitorial Services

Exhibit F

Des Moines Parks & Public Works Building
2255 223rd Street

Service Level:	**(3) services per week**
Days of service:	**Monday, Wednesday & Friday**

<u>Shared Space</u>

Restrooms (2)

<u>Daily</u>
Empty all trash – Restock all supplies
Clean all mirrors & dispensers
Clean all fixtures-mop all floors

<u>Weekly</u>
Wash all walls and partitions

Kitchen

<u>Daily</u>
Empty all trash-Restock all supplies
Wipe down all countertops, tables and appliances
Mop all flooring

Hallways/Big room

<u>Daily</u>
Vacuum of mop all flooring

Offices

Streets/SWM

Fax room

<u>Daily</u>
Empty all trash

<u>Weekly</u>
Vacuum all carpeted areas/edge vacuum

Parks

<u>Weekly</u>
Vacuum all carpeted areas/edge vacuum

E.D.S. Janitorial Services

SERVICE SPECIFICATIONS SCHEDULE

Locations to be serviced and frequency

Des Moines City Hall	4 times per week - Monday, Tuesday, Wednesday, Friday
Des Moines Founders Lodge	1 time per week - Monday
Des Moines Field House	4 times per week - Monday, Tuesday, Wednesday, Friday
Des Moines Public Works & Engineering	2 times per week - Wednesday, Friday
Des Moines Parks & Public Works	3 times per week - Monday, Wednesday, Friday

NOTE: The Des Moines Police Station is accounted for on a separate page.

Service Specifications

Trash Removal. Empty waste receptacles and change liners as required from Owner's stock. Remove trash and place in designated containers.

Floor Service. Dust mop or vacuum main entrance area, common areas and main traffic areas completely.

Restrooms. Clean and disinfect all washbasins, fixtures, toilets, toilet seats, urinals, restroom dispensers, and chrome fixtures. Clean restroom mirrors. Spot wash restroom walls, light switches and partitions. Sweep and wet mop floors with disinfectant solution. Refill restroom dispensers from Owner's stock. This includes towels, toilet tissue, soap, and feminine hygiene products where applicable. Empty waste receptacles and replace liners from Owner's stock. Spot clean receptacles.

Lunchroom. Empty waste receptacles and spot clean, insert new liners from Owner's stock. Remove and place trash in designated containers. Vacuum or dust mop and wet mop floors. Wipe down counters, sinks, tables and chairs and outside of refrigerator.

Supplies. Report needed supplies to customer contact.

Log Book. Check and respond to requests in communication logbook.

E.D.S. Janitorial Services

SERVICE SPECITICATION SCHEDULE – PAGE TWO

Weekly Cleaning Services – locations listed above:

Floor Service. Dust mop and wet mop all hard surface floors and vacuum all carpeting completely. Edge vacuum all carpeting. Spot clean carpets as needed. Spots on carpeting will be limited to six inches in diameter.

Monthly Cleaning Services:

Telephones. Clean and sanitize telephones ~~weekly~~. E.S.

E.D.S. Janitorial Services

SERVICE SPECIFICATIONS SCHEDULE – PAGE THREE

Location to be serviced and frequency

City of Des Moines Police Station 3 times per week – Monday, Wednesday, Friday

Service Specifications

Entrance Areas. Police entrance area to remove litter. Clean entrance door glass, frames and handles.

Trash Removal. Empty waste receptacles and change liners as required from Owner's stock. Remove trash and place in designated containers.

Dusting. Dust and spot clean fingerprints from desks and tables when cleared of paperwork.

Spot Cleaning. Spot clean handprints and spillage from doors, walls, and switch plate covers and partition glass where accessible.

Floor Service. Dust mop or vacuum main entrance area, common areas and main traffic areas completely. Spot mop spillage from floors and spot clean spillage from carpets as needed.

Restrooms. Clean and disinfect all washbasins, fixtures, toilets, toilet seats, urinals, restroom dispensers, and chrome fixtures. Clean restroom mirrors. Spot wash restroom walls and partitions. Sweep and wet mop floors with disinfectant solution. Refill restroom dispensers from Owner's stock. This includes towels, toilet tissue, soap, and feminine hygiene products where applicable. Empty waste receptacles and replace liners from Owner's stock. Spot clean receptacles.

Lunchroom. Empty waste receptacles and spot clean, insert new liners from Owner's stock. Remove and place trash in designated containers. Vacuum or dust mop and wet mop floors. Wipe down counters, sinks, tables and chairs and refrigerator.

Supplies. Report needed supplies to customer contact.

Log Book. Check and respond to requests in communication logbook.

E.D.S. Janitorial Services

SERVICE SPECITICATION SCHEDULE – PAGE FOUR

Weekly Cleaning Services – Police Station:

Floor Service. Dust mop and wet mop all hard surface floors and vacuum all carpeting completely.

Dusting. Dust filing cabinets, computers and damp wipe desks cleared of papers (do not disturb company papers). Dust tops of partitions, ledges and windowsills in office areas and remove cobwebs.

Telephones. Clean and sanitize telephones weekly.

Monthly Cleaning Services:

Dusting. Dust high moldings, doorframes and window casings. Dust window blinds.

Floor Service. Vacuum edges of carpets and baseboards.

ATTACHMENT D

E.D.S. Janitorial Services

COST ANALYSIS

Specified Services

Janitorial Services –

Founders Lodge – 1 time per week 22030 Cliff Avenue South	$75.00 per month
Activity Center – 5 times per week 2045 South 216th St.	$800.00 per month
Field House – 4 times per week 1000 South 221st Street	$840.00 per month
Public Works & Engineering – 2 times per week upstairs 1 time per week downstairs 21650 11th Avenue South	$285.00 per month
Public Works & Engineering – 3 times per week 2255 South 223rd	$600.00 per month
City Hall and Community Development– 4 times per week 21630 11th Avenue South	$1,435.00 per month
Police Station – 3 times per week 21900 11th Avenue South Includes 1 time per month scrub and recoat all vinyl floors - 11 x per year	$1,400.00 per month
Marina	
Fishing Pier Restroom – 6 times per week	$300.00 per month
ONM/Office Restroom – 6 times per week	$300.00 per month
South Tenant Restroom – 6 times per week	$300.00 per month
Redondo Restroom – 7 times per week	$475.00 per month
Marina Office Building – 1 time per week	$190.00 per month

E.D.S. Janitorial Services

COST ANALYSIS

Recommended services (separate billing)

Hard surface floor care (quarterly program): Strip, seal and refinish all vinyl flooring (Initially and then one time per year)	\$.30 per sq. ft. \$75.00 min. per building
Machine scrub and recoat with sealer/wax (3 times per year.)	\$.15 per sq. ft. \$75.00 min. per building
Machine scrub and disinfect all restroom ceramic tile flooring.	\$.10 per sq. ft. \$75.00 min. per building
Carpet Cleaning Services: Hot water extraction of all carpeted floors	\$0.15 per square foot \$150.00 min.

City of Des Moines Janitorial Bid Spreadsheet

Building	Top to Bottom	Open Works	E.D.S. Janitorial	NW Centers	Current Contract
1 Founders Lodge	$150.00	$134.00	$75.00	$179.22	$240.00
2 Activity Center	$575.00	$791.00	$800.00	$672.08	$499.00
3 Field House	$895.00	$1,002.00	$840.00	$1,097.72	$1,088.00
4 PW/ Parks	$495.00	$845.00	$600.00	$411.49	$279.50
5 Public Works & Engineering	$250.00	$258.00	$285.00	$537.66	$1,194.00
6 City Hall & Community Development	$1,525.00	$1,119.00	$1,435.00	$1,299.35	$1,864.00
7 Police Station	$1,525.00	$1,322.00	$1,400.00	$1,433.76	$1,425.00
8 Marina Office Building	$185.00	$113.00	$190.00	$179.22	No maintenance
9 Fishing Pier Restroom	$385.00	$400.00	$300.00	$537.66	contract for these
10 ONM/Office Restroom	$375.00	$427.00	$300.00	$537.66	buildings at this time.
11 South Tenant Restroom	$325.00	$427.00	$300.00	$537.66	
12 Redondo Restroom	$450.00	$466.00	$475.00	$627.27	
Monthly services provided costs	$5,415.00	$5,471.00	$5,435.00	$5,631.28	
Difference	$1,720.00	$1,833.00	$1,565.00	$2,419.47	
Complete Monthly Total	$7,135.00	$7,304.00	$7,000.00	$8,050.75	$6,589.50

Note: Shaded services are not included in base monthly service amount.
Bold denotes low bidder.

ATTACHMENT E

A G E N D A   I T E M

SUBJECT: 2003 Amendments to the Greater Des Moines Comprehensive Plan.

ATTACHMENTS:
1. Draft Ordinance No. 03-288.
   Exhibit A: *(provided previously)* 2003 Parks, Recreation and Senior Services Master Plan.
   Exhibit B: Parks Element of GDMCP
   Exhibit C: Environmentally Sensitive Area Maps.
2. Meeting minutes.

AGENDA OF: December 18, 2003

DEPT. OF ORIGIN: Administration and Parks

DATE SUBMITTED: December 5, 2003

CLEARANCES:
[X] Legal: ____
[X] Parks & Recreation: ____

APPROVED BY THE CITY MANAGER FOR SUBMITTAL: ____

Purpose and Recommendation:

The purpose of this agenda item is to allow Council action on the 2003 amendments to the Greater Des Moines Comprehensive Plan (GDMCP). For 2003, three amendments are proposed for the GDMCP:

- Adoption of the 2003 Parks, Recreation and Senior Services Master Plan *(provided to City Council on November 20, 2003).*

- Adoption of a revised Park, Recreation, and Open Space Element of the GDMCP.

- Adoption of new environmentally sensitive area (critical area) maps. This change also necessitates a housekeeping amendment to the Des Moines Municipal Code (DMMC). The code amendment updates the reference to the environmentally sensitive area maps contained within DMMC 18.86.050.

The following motion is recommended:

Suggested Motion: "I move to enact Draft Ordinance No. 03-288 adopting the 2003 Parks, Recreation and Senior Services Master Plan, a revised Park, Recreation, and Open Space Element, new environmentally sensitive area maps, and a textual code amendment relating to the environmentally sensitive area maps."

Background:

A public hearing on the proposed Comprehensive Plan amendments was held on November 20, 2003. After all public comments were received, the Council closed the public hearing and forwarded the adopting ordinance to the December 11, 2004 meeting for second reading.

Discussion:

On November 20, 2003, the City Council requested the following changes:

- Delete any environmentally sensitive area information not based upon reliable data.
- Check all reference information shown on environmentally sensitive area maps.

Councilmember Thomasson also inquired about staff's intention to delete the Parks Element within the GDMCP. Staff has reviewed this issue and determined it would be most appropriate to revise the Parks Element rather than move it entirely to the Parks, Recreation and Senior Services Master Plan. Accordingly, this packet contains a new Parks Element for the GDMCP, based upon the recommendations contained in Chapter 5 of the Parks, Recreation and Senior Center Master Plan. This approach is consistent with the GDMCP's Transportation Element and the accompanying Comprehensive Transportation Plan (which is bound separately).

Minutes from the November 20, 2003 meeting are provided as Attachment 2.

Decision Criteria:

The City Council should consider the proposed amendments in light of the criteria specified by the Des Moines Municipal Code:

18.84.080 Decision criteria.

(1) Amendment of the Greater Des Moines Comprehensive Plan is a legislative action (Type VI land use action) and the planning agency and the city council shall be afforded the broadest possible discretion during review of amendment requests. The planning agency may recommend approval, approval with modifications, or denial of any application for amendment. The city council may approve, approve with modifications, or deny any application for amendment.

(2) The planning agency may recommend and the city council may approve or approve with modifications an amendment to the Greater Des Moines Comprehensive Plan when:

(a) The amendment would correct a technical error; or

(b) The amendment addresses changing circumstances or the needs of the city as a whole, and will benefit the city as a whole; and

(c) All of the following conditions are satisfied:

(i) The amendment is consistent with the Growth Management Act.

(ii) The amendment is not inconsistent with other elements or policies of the Greater Des Moines Comprehensive Plan.

(iii) The amendment will not adversely impact community facilities and bears a reasonable relationship to public health, safety, and welfare.

(iv) For amendments relating to a specific property:

(A) The amendment is compatible with adjacent land use and the surrounding development pattern as existing or as specified by the Greater Des Moines Comprehensive Plan, and

(B) The subject property is suitable for development as allowed by the development regulations of the potential zone.

(3) During the review of a proposed amendment to the Greater Des Moines Comprehensive Plan, factors that may be considered by the community development director, planning agency, and the city council include, but are not limited to, the following:

(a) The effect upon the physical environment.

(b) The effect upon the economic environment.

(c) The effect upon the social environment.

(d) The effect upon open space, surface waters, and environmentally sensitive areas.

(e) The effect upon parks of local significance.

(f) The effect upon historic and archeological resources of local significance.

(g) The compatibility with an impact upon adjacent land uses and surrounding neighborhoods.

(h) The adequacy of and impact upon capital facilities, utilities, and public services.

(i) The quantity and location of land planned for the proposed land use type and density.

(j) The current and forecasted population in the area or city.

(k) The effect upon other aspects of the city or the Greater Des Moines Comprehensive Plan.

The proposed amendments are necessary because of new information that ultimately will improve the City's social environment and will help protect open space, surface waters, and environmentally sensitive areas. The PRSCMP was developed with extensive public participation and input via the ad hoc advisory committee. The new environmentally sensitive areas maps are the result of improved scientific and technological information about Des Moines.

Alternatives:

Adopt Draft Ordinance No. 03-288 as written.

Adopt Draft Ordinance No. 03-288 as amended by the City Council.

Financial Impacts:

See Section 4 of the PRSCMP.

Recommendation/Conclusion:

Adopt the proposed amendments to the Greater Des Moines Comprehensive Plan.

Concurrence:

The Ad Hoc Parks, Recreation and Senior Services Master Plan Citizens Committee recommends adoption of the PRSCMP. The Planning Agency recommends adoption of both the PRSCMP and the new maps of environmentally sensitive areas.

CITY ATTORNEY'S FIRST DRAFT 11/14/03
ADMINISTRATION'S SECOND DRAFT 12/04/03

DRAFT ORDINANCE NO. 03-288

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON, adopting amendments to the Greater Des Moines Comprehensive Plan and amending section 18.86.050 of the Des Moines Municipal Code.

WHEREAS, the Greater Des Moines Comprehensive Plan was adopted by the City Council on December 7, 1995 by enactment of Ordinance No. 1160, and

WHEREAS, the 2003 Parks, Recreation and Senior Services Master Plan was prepared under the guidance of a citizen advisory committee and with extensive public participation, and

WHEREAS, the 2003 Parks, Recreation and Senior Services Master Plan is a proposed addition to the Greater Des Moines Comprehensive Plan, and

WHEREAS, the policies and recommendations contained in the 2003 Parks, Recreation and Senior Services Master Plan necessitate some revisions to the existing ~~Section 5 of the Parks, Recreation and Senior Services Master Plan was written to supersede the~~ Park, Recreation, and Open Space Element (Chapter 6) of the Greater Des Moines Comprehensive Plan, and

WHEREAS, an environmental checklist for the Parks Master Plan was prepared and was reviewed by the responsible SEPA official of the City of Des Moines, and a Determination of Non-Significance (DNS) was issued for the Parks, Recreation, and Senior Services Master Plan on October 17, 2003 under the State Environmental Policy Act by the responsible official, and

WHEREAS, the Environmentally Sensitive Areas maps ~~need to be~~ were updated to reflect better technology and new data, and

WHEREAS, for efficiency and predictability during permit review, it is appropriate to amend references to maps of environmentally sensitive areas contained within the Zoning Code (Title 18 DMMC), and

WHEREAS, the Des Moines Community Development Director acting as the SEPA responsible official reviewed the proposed environmentally sensitive areas maps and the accompanying code amendment to chapter 18.86.050 DMMC and subsequently concluded

ATTACHMENT 1

that the changes constitute a procedural action and are therefore categorically exempt from threshold determination and EIS requirements, and

WHEREAS, notice of the public hearing before the Planning Agency was given to the public in accordance with law and a public hearing was held on the 3rd day of November, 2003 and all persons wishing to be heard were heard, and

WHEREAS, notice of the public hearing before the City Council was given to the public in accordance with law and a public hearing was held on the 20th day of November, 2003, and all persons wishing to be heard were heard, and

WHEREAS, the City Council finds that the amendments contained in this ordinance satisfy the criteria provided by chapter 18.84 DMMC; now therefore,

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

Sec. 1. The 2003 Parks, Recreation, and Senior Services Master Plan attached to this Ordinance as Exhibit "A" ~~shall be~~ is hereby adopted as an addition to the Greater Des Moines Comprehensive Plan.

Sec. 2. ~~The contents of~~ Chapter 6: Park, Recreation, and Open Space Element of the Greater Des Moines Comprehensive Plan ~~shall be deleted and replaced with a reference to The 2003 Parks, Recreation, and Senior Services Master Plan~~ is hereby amended as attached to this Ordinance as Exhibit "B".

Sec. 3. Figures 4-1 through 4-9 within the Chapter 4: Conservation Element of the Greater Des Moines Comprehensive Plan shall be deleted and replaced with the seven Maps of Environmentally Sensitive Areas attached to this Ordinance as Exhibit "BC".

Sec. 4. Chapter 18.86.050 DMMC and section 5 of Ordinance No. 853 as amended by section 16 of Ordinance No. 925 are each hereby amended to read as follows:

18.86.050 Maps and inventories.

(1) The general distribution of environmentally sensitive areas in the City and its planning area is displayed ~~on~~ by a series of maps ~~(hereinafter "Map Folio")~~ within the Conservation Element of the Greater Des Moines Comprehensive Plan. These maps shall be used to alert the public and City officials of the potential presence of environmentally sensitive areas on site or off site of a development proposal. ~~Authority is delegated to the community development director to subsequently effect such changes in the Map Folio as appropriate, including the creation of new maps, in the light of changed circumstances or newly acquired information.~~

(2) Information provided by the ~~Map Folio~~ maps of environmentally sensitive areas shall be used for general informational and illustrative purposes only. In cases of mapping error and recognizing that environmentally sensitive areas are dynamic environmental processes, the actual presence and location of environmentally sensitive areas, as determined by qualified professional and technical scientists, shall govern the treatment of a proposed development site.

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 and be in full force five (5) days after its passage, approval, and publication in accordance with law.

PASSED BY the City Council of the city of Des Moines this __ day of ________, 2003 and signed in authentication thereof this ______ day of _______, 2003.

____
M A Y O R

APPROVED AS TO FORM:

____
City Attorney

ATTEST:

____
City Clerk

Published: ________________

DRAFTORD:03-288

CHAPTER 6: PARKS, RECREATION, AND OPEN SPACE ELEMENT

6-01 GOALS

6-01-01 Provide adequate and accessible recreational facilities and programs that are responsive to the diverse interests and needs of people of all ages, income levels, cultural or educational backgrounds, or physical abilities. Such recreational facilities and programs should satisfy outdoor and indoor, active and passive recreational needs, and be appropriately distributed throughout the community.

6-01-02 Ensure that existing and planned park and recreation areas are protected from adverse impacts associated with incompatible land uses and/or transportation activities. Such adverse impacts may include traffic congestion, inadequate parking, surface water runoff, vibration, air and water pollution, noise, among others.

6-01-03 Ensure that park and recreation areas of local significance (cultural, historical, environmental, natural, wildlife, waterfront, tidal, special use or other) are identified and protected.

6-01-04 Maintain existing recreation facilities and sustain recreation programs. Actively seek funding to provide adequate recreation facilities and programs for underserved neighborhoods. Pursue joint use and shared cost opportunities such as: Interlocal agreements with other governmental agencies, collaborative opportunities with interdepartmental projects, public/private partnerships and volunteerism to develop new parks and facilities and maintain existing parks and facilities.

6-01-05 Support economic development through an aesthetically pleasing environment by providing: city gateways and signage to include directional road signs to recreational facilities; well maintained streetscapes; adequate parking at recreational facilities; and improving and maintaining waterfront facilities.

6-01-06 Utilize a ratio of 8.5 acres per 1,000 population combined park land (including mini, neighborhood, community, special use, sports fields/complexes, trails and pathways) as a general guide in the acquisition of park lands. Conservancy parks and open space which are typically undeveloped, have a great value to the community but may not include significant opportunities for recreational use and therefore are not included in the ratio.

6-01-07 Ensure community recreational needs are considered during planning stages of all multifamily residential development, subdivisions, planned unit development and business park development. The minimum acceptable land area for subdivision park development is 0.5 acres of land (mini-park). Fee In Lieu may be used in those situations where the minimum land requirement cannot be met. Development should be combined with adjacent recreational, open space or other municipal facility. Joint use of such recreation areas should be encouraged. Design and development of such projects should be coordinated with the Parks, Recreation and Senior Services Department as part of the building permit process. (chapters 17.36, 18.25, 18.45, 18.52 DMMC)

6-02 FINDINGS

6-02-01 An adequate open space, park, and recreation program provides personal, social, economic and environmental opportunities to:

(1) Enrich each person's life by providing opportunities for self-expression, self esteem and character enhancement, skill development, and health, wellness and physical fitness, mental stimulation and growth and social belonging and provide a lifeline for older citizens; and

(2) Enrich the community by providing leadership opportunities social interaction, community involvement, leadership, cultural awareness and tolerance, and community pride; and

(3) Enrich the economy by providing opportunities to enhance land values and support business by providing public resources that beautify business areas and neighborhoods, generate revenue through self supporting recreation programs, reduce crime and vandalism through community involvement, and increase tourism through quality recreation facilities and programs; and

(4) Enrich the environment by protecting open spaces, wildlife habitat, tidal life and near shore ecosystems; and thereby reducing pollution and enhancing natural beauty.

6-02-02 Parks and conservancy areas can preserve and protect environmentally sensitive areas and wildlife habitat, provide natural areas in urban areas and allow for certain recreational opportunities.

6-02-03 The unimproved right-of-way of State Route 509 represents a valuable part of the region's open space. The right-of-way also could provide opportunities for recreational activities suited to lineal areas, such as hiking and bicycling.

6-02-04 The Port of Seattle buy-out area in the North Central Neighborhood, Pacific Ridge Neighborhood, Pacific Highway Business District in East Woodmont and the Downtown Neighborhood represents opportunities for interconnections between economic and recreational expansion and for the establishment of other recreational facilities for Des Moines citizens.

6-02-05 The Des Moines Parks, Recreation and Senior Services Master Plan (July 2003) is the appropriate tool to evaluate and inventory existing public and private park and recreation facilities and programs. It forecasted the demand and need for future park and recreation services, estimated the costs for improving and maintaining existing recreation facilities, and developing new facilities, and established a long range program of system-wide capital acquisitions, renovations, development improvements and Interlocal projects. .

6-02-06 The City of Des Moines has many parks and recreation areas. Local residents and workers, and visitors from other areas utilize these recreation facilities. User data collected through the master planning process shows that the use of these facilities has increased by over 100% in the past six years.

6-02-07 The city of Des Moines has within its jurisdiction many parks and recreation areas. These recreation facilities are utilized by local residents and workers, and visitors from other areas.

6-02-08 The majority of Des Moines' recreational areas are owned or leased and operated by the city. Other public agencies such as Highline School District, Federal Way Public Schools, Highline Community College or the State Park System provide additional recreational facilities that are heavily used and are necessary to provide adequate recreational opportunities for Des Moines citizens. A small number of recreation facilities are privately owned and many are not available to the general public.

6-02-09 Respondents to the Parks, Recreation and Senior Services Master Plan Surveys (2001-2002) identified the following recreation facilities as being of primary importance: waterfront resources; walking trails; neighborhood parks; swimming pool, community center and sports fields.

6-02-10 It is in the public interest for the city of Des Moines to preserve and protect park and recreation areas and conservancy resources within its jurisdictional boundaries

6-03 POLICIES

6-03-01 Park Land Acquisition

(1) Develop and maintain procedures and priorities for the selection, classification and acquisition of park lands and the use of such lands for recreation purposes. All lands designated for recreation purposes shall be suitable for the intended recreation activity.

(2) Work with other entities and public agencies to maximize opportunities for acquisition of land that qualifies for the City's park system through Interlocal agreements for "right-of-use", land transfers, lease, property exchange, dedication and surplus or easement land acquisition procedures.

(3) Utilize the resources of national, regional and local conservation organizations, corporations, non-profit associations and benevolent entities to identify and acquire environmentally sensitive land, urban wildlife habitat or preservation areas.

(4) Identify lands that enhance the appearance and character of the City. Such lands may serve as community or neighborhood separators, create gateway features into Des Moines, enhance the park system, or link existing natural or built amenities.

(5) Preserve significant environmentally sensitive areas as passive open space. Where appropriate, the City may construct improvements that enhance the public's awareness of, and appreciation for, natural areas. (chapter 19.20 DMMC)

(6) Ensure that the quantity and quality of park land increases proportionately with population growth, Des Moines should use a variety of means to provide recreational opportunities.

6-03-02 Park & Facility Improvement

(1) Provide for the orderly and comprehensive planning of park lands and recreation resources through design standards, specific site planning and Master Plan procedures. Such procedures should respond to public need and service area requirements for park and recreation services. Priority should be given to use of joint school/park development and programming, and the application of reasonable standards and conditions for such use.

(2) Park design shall conform to local ordinance or recognized standards for access, safety, health and protection of humans, domestic animals, wildlife and tidal life. Park development shall be of high quality and aesthetically pleasing, sensitive to the opportunities or constraints of the natural, physical or architectural environment.

(3) Encourage and support development of local neighborhood and community-based programs for park improvements, including participation of civic clubs, non-profit organizations, neighborhoods, schools, churches, businesses, and other organized volunteer groups.

(4) Provide barrier-free access by modifying existing facilities or when designing and/or constructing new recreation and open space facilities and services.

(5) Provide basic amenities at recreation and open space facilities such as lighting, seating, drinking fountains, trash receptacles, bicycle racks, shelters, signage and parking whenever possible and appropriate.

(6) Recreational facilities should be connected by linear open spaces, pedestrian paths, or bicycle routes. Linkages between Des Moines' waterfront facilities along Puget Sound connecting from Des Moines Creek Trail (North Hill) and Redondo is a priority for the park system.

6-03-03 Recreation & Senior Programs & Services

(1) Provide recreation programs that are responsive to population age group and economic demographics, and area growth needs. Provide programs and services which are both non-fee and user fee based as appropriate to achieve a balance within a variety of recreational programs and services offered throughout the community.

(2) Promote or sponsor community events, family programs and other social activities that serve special populations of the community in terms of age groups, ethnic groups or cultural heritage and youth at risk.

(3) Develop joint recreation programs and participate in joint recreation services with school districts, law enforcement, social agencies and other community groups and associations, as well as surrounding communities or neighborhoods within the local or sub-regional area.

6-03-04 Park Operations & Maintenance

(1) Develop and maintain a maintenance management schedule using best management practices that identifies preventative maintenance, remedial maintenance and deferred maintenance programs for park lands and facilities including all structures, site improvements and tool or equipment resources.

(2) Establish maintenance service programs that protect public property, preserve its value, ensure its intended use, life expectancy, safety, cleanliness, security and appearance, and promotes community pride.

(3) Establish maintenance service programs that protect natural resources, reduce waste and recycle resources, minimize dependence on water and fertilizers and include integrated pest management.

(4) Develop and maintain the appropriate park rules and regulations that serve the continuing need to ensure access, safety, law enforcement, environmental protection, and protection of park sites and recreational resources as public assets.

6-03-05 Economic Development

(1) Identify and increase opportunities for public access to the public shoreline of Puget Sound and the number and variety of recreational opportunities provided at waterfront parks and the Marina.

(2) Identify and participate in growth management related public services fees, Hotel/Motel tax and tourist related revenues and/or vote levy assessments in order to fund projects that are identified by the public as needed. Both public and private revenue sources will be employed to achieve a balance of equity and cost to the taxpayer through increased private and non-profit participation in recreation service activity.

(3) Identify alternative funding programs administered by local, state and federal agencies which are in the form of grants and loans.

(4) Make pedestrian friendly improvements to downtown and business district rights-of-way such as: enhanced landscaping, directional signs, and pedestrian pathways and areas in a manner that encourages pedestrian interaction between neighborhoods and business areas and between the downtown and waterfront parks and Marina.

6-04 <u>SUPPORT ACTIVITES</u>

6-04-01 Conserve Open Space Land For Natural, Cultural & Recreation Values:

- Coordinate and maintain procedures for conservation of open space through mechanisms such as zoning, donation, purchase of easements, conservation easements with coordinated planning, taxing and management actions.

- Ensure that proposed land use and transportation facilities that would subject locally significant parks, golf courses, ball fields, outdoor spectator sports areas, amusements areas, riding stables, nature trails and wildlife refuges to exterior noise exposure levels which exceed limits identified in (chapter 18.38 DMMC) are opposed or include mitigation measures commensurate with the magnitude of adverse impact anticipated.

- Where appropriate for recreation or open space purposes, transfer derelict land, easements, tax delinquent land, surplus roadway/highway rights-of-way, and other land not presently in productive use where such land can be used for land exchange, purchase or long-term leases.

- Make maximum use of lands associated with surface water management and other public utilities to meet recreation needs.

- Enforce regulations for new residential, business, commercial or industrial development and redevelopment which require either the dedication of park lands, provision of recreation facilities or payment of fees in-lieu of land to a park and recreation trust fund.

- Work with conservation groups and the private sector to encourage donations or bargain sales of land through equitable incentives and to identify, acquire and conserve or manage natural open space areas and other recreational land.

6-04-02 Encourage Joint Use of Existing Physical Resources:

- Where appropriate, establish joint use recreational facilities while ensuring recreation services to the entire community. Utilize school sites and public buildings for recreation and service programs through establishing joint purchase and/or use agreements.

- Develop specific agreements and reciprocal no fee policies which encourage park use by school groups and school use by recreation user groups of all ages.

- Encourage joint-use for recreation wherever lands and facilities are suitable and committed to other private and public purposes, including City, county/state properties, utilities rights-of-way, and the property of institutions and private corporations.

- Encourage use of local park and recreation facilities for a wider range of human services delivery (i.e., health information, consumer protection, nutrition, seniors, child care, bookmobiles, playmobiles, etc.).

6-04-03 Encourage the Planning, Development & Full Utilization of Trails as Recreation Facilities.

- Plan urban trail systems for maximum pedestrian and bicycle access to parks, schools, business districts and employment areas as an alternative to automobile access. Also, plan trail systems that link adjoining communities and urban areas leading to rural or natural areas.

- Develop specific plans for trails to be used as guides in creating coordinated recreation and transportation systems for pedestrian and all non-motorized vehicles or forms of transportation.

- Key pedestrian and bicycle routes should be those identified by the Des Moines Comprehensive Transportation Plan.

6-04-04 Provide Appropriate & Responsive Recreation Services through Specific Planning.

- Coordinate recreation planning with other human services planning, including schools and law enforcement; coordinate park and facility planning with land use planning in the City and sphere areas and surrounding communities or neighborhoods.

- Provide for the needs of special populations including those who are economically disadvantaged, physically challenged and developmentally disabled in park facility planning, design and program services.

- Participate in Federal and State bonds and grants programs to ensure that the City is taking full advantage of all appropriate local and non-local sources of financial assistance.

- Conduct a demographics analysis and citizen participation and recreation preference surveys every 1-3 years to determine and/or adjust recreation needs data.

- Encourage ongoing community input into the development and management of park facilities, programs and services through citizens committees working along side the Parks, Recreation & Senior Services Department.

- Promote environmental education through guided nature trails, environmental education programs and environmental improvement programs sponsored by the City and local educational institutions and non-profit organizations.

- Promote historical and cultural education through special programs, the preservation of historical sites and promotion of community festivals and special events that extol and promote the cultural and historical heritage of the City of Des Moines.

6-04-05 Park and recreation areas that exhibit one or more of the following characteristics may be designated by the city to be of local significance:

- The park or recreation area contains significant recreation or cultural opportunities or facilities, such as waterfront access, amphitheaters, museums, community centers, sports complexes, regional trails, marinas, etc.

- The location, geography, configuration or facilities of the park or recreation area is/are especially appropriate for use by particular population groups (e.g., the elderly, pre-school children, the disabled).

- Because of its location, age, or scale, it is an easily identifiable visual feature and contributes to the distinctive quality or identity of the community or city.

- The park or recreation area contains unusual or special botanical or wildlife resources.

- The park or recreation area contains environmentally sensitive areas as defined in the Zoning Code that serves a significant role or provides a significant function in the natural systems within Des Moines.

- It is associated in a significant way with a historic event, structure, or person with a significant effect upon the community, city, state, or nation.

- It is associated in a significant way with a significant aspect of cultural heritage of the community, city, state, or nation. (chapter 19.20 DMMC)

6-05 PARKS, RECREATION AND SENIOR SERVICES STANDARDS

6-05-01 The intent of park classifications and standards is to aid in identification of facility requirements and characteristics that respond to the various recreational needs of the City of Des Moines. Several factors are considered in connection with the classification and planning decisions. These are:

a. Determination of specific need in neighborhood or community setting.
b. Relationship of need, design criteria, service capability and suitability of a specific site to support the defined recreation service need.
c. The probability of school/park relations in terms of site development and facility use for public recreation purposes.
d. The probability of creating public/private partnerships on special use parks or in combination with a traditional public park.
e. Operational, maintenance and program service requirements for the population to be served by a particular park unit.

6-5-02 Park Classification Standards
Classification of parks establishes several essential elements for park land requirements based on population ratios and the types of recreational uses and services to be provided. The physical improvements of a park should respond to the preferences or needs of citizens. The following park classifications for the City of Des Moines are modified from the National Recreation and Park Association to fit the needs of Des Moines:

(1) **Mini-Park**

(a) Use/Description: Serves a basic neighborhood and community need for children and families (play equipment, picnic area, sports courts and downtown plazas or City entrances). Mini-Park features such as play equipment are typically located in neighborhood parks, community parks or in conjunction with joint school/park facilities
(b) Service Area: 1/2 mile radius.
(c) Size: Approximately .5- 1.5 acres.
(d) Desirable Quantity: 1-3 acres per 1,000 population and .5-mile radius dispersion

(e) Desirable Characteristics: The park should be in close proximity to dwellings and/or centers of employment. Mini-parks should be designed for intensive use and should be easily accessible and visible from the surrounding area.

(f) Examples: Big Catch Plaza, Cecil Powell Park, Overlook Park I and II, South 239th Street street-end.

(2) Neighborhood Park

(a) Use/Description: Serves the immediately surrounding residential population or employment base. Neighborhood parks often include areas for active recreational activities, such as ballfields and sports courts, as well as passive recreation areas such as picnic areas. This type of recreational resource is the most important and traditional role of the Department in its development of the park system.

(b) Neighborhood parks include adequate on-site parking to serve park uses.

(c) Service Area: 1/2 mile - one mile drive or walk zone of established housing

(d) Size: No minimum to 15+ acres.

(e) Desirable Quantity: Approximately 2.5 acres per 1,000 population and .5 to one mile radius dispersion throughout Planning Area.

(f) Desirable Characteristics: The park should be in close proximity to dwellings and/or centers of employment. Neighborhood parks should be designed for intensive use and should be easily accessible and visible from the surrounding area. May be developed as a school-park facility.

(g) Examples: Midway Park, Olympic Elementary School.

(3) Community Park/ Sports Complex

(a) Use/Description: All uses and facilities are designed to serve the surrounding community. Community Parks provide for organized or league sports complexes, individual sports, community centers, pools, cultural amphitheatres and large passive areas and are an important recreation resource for urban communities. Parks are generally 15 or more acres in size and accessible to larger community populations and contain special amenities that may attract visitors from throughout the Planning Area. Community parks include on-site parking since visitors may travel by automobile to utilize the park's facilities.

(b) Service Area: Approximately 3-5 miles.

(c) Size: 15 or more acres.

(d) Desirable Quantity: Community Park approximately 3.5 acres per 1,000 population and Sports Complex 4-6 acres per 1,000 population.

(e) Desirable Characteristics: The park should be easily accessible from the surrounding neighborhoods while also minimizing automobile traffic volumes on nearby residential streets.

(f) Example: Des Moines Beach Park, Des Moines Field House Park, and Steven J. Underwood Memorial Park.

(4) Regional Park

(a) Use/Description: Areas of natural or ornamental quality used for outdoor recreation, such as picnicking, boating, swimming, camping, and trails. Large portions of regional parks may be reserved for conservation and natural resource management.

(b) Service Area: Approximately 1 hour driving time.

(c) Size: Approximately 90 acres.

(d) Desirable Quantity: 1 or more regional parks within the Planning Area.

(e) Desirable Characteristics: Contiguous to or encompassing natural resources.

(f) Example: Saltwater State Park.

(5) Special Use Park

(a) Use/Description: The special use park provides revenue generation to support recreational activities while providing recreation opportunities to local and area populations. The City's role in special use parks could be as the "landlord" or as the "partner" or a combination of both. It may provide opportunities for extended recreation activities such as sports stadiums, golf courses, fitness or entertainment centers, marinas, water parks, aquatics centers, ice rinks, zoos, marine centers or other specialized revenue producing commercial recreation activities

(b) Service Area: No applicable standard.

(c) Size: The size and character of special use parks is a function of market and business development, or economic development principles and is used to establish public/private partnerships and/or privatization of public resources.

(d) Desirable Quantity: No applicable standard.

(e) Desirable Characteristics: The park should be compatible with surrounding land uses. Linear parks should connect other features in the recreation system.

(f) Example: Marina, Redondo Boat Launch

(6) Conservancy Park

(a) Use/Description: Natural and undeveloped lands along creeks, steep slopes and ravines, and ROWs and easements provide open space, greenways, buffers, wetlands and viewpoints within the City jurisdiction. Protection and management of the natural/cultural environment with recreation use as a secondary objective.

(b) Service Area: No applicable standard.

(c) Size: Sufficient to protect natural resource.

(d) Desirable Quantity: Sufficient to protect natural resources.

(e) Desirable Characteristics: Variable, depending on the resource being protected.

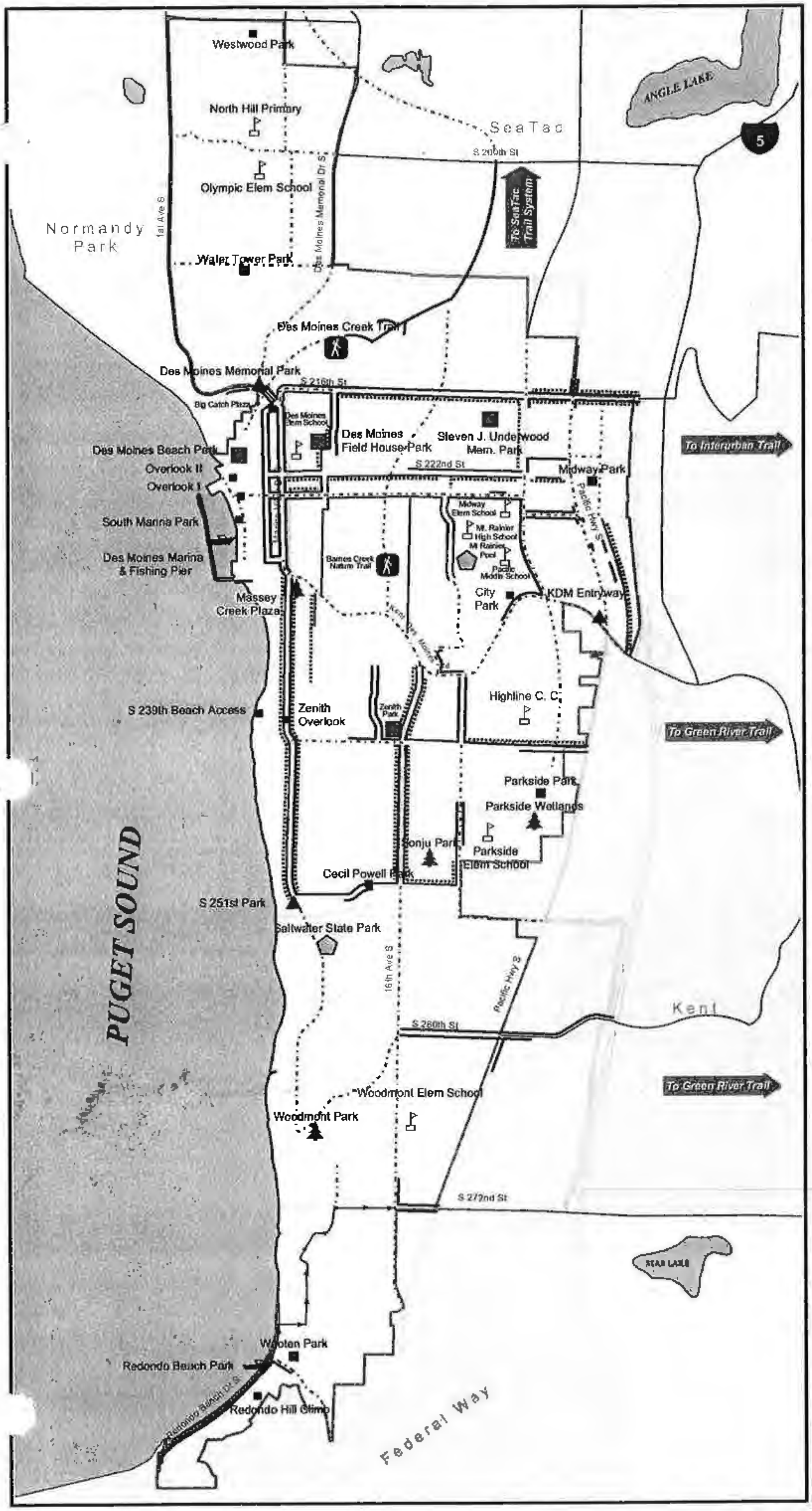
(f) Example: Parkside Wetlands, Woodmont Park and Sonju Park and portions of Des Moines Creek Park.

City of

Des Moines

2003 Parks, Recreation & Senior Services Master Plan

Trails & Bicycle Facilities



Existing Pedestrian And Bicycle Facilities

- Cement Concrete Sidewalk
- Marked Asphalt Path
- On Street Bicycle Lane
- Multi Purpose Trail
- Other Agency Trail
- Boardwalk

Proposed Pedestrian And Bike Facilities

- Multi Purpose Trail
- On Street Bike Lane
- Widened Shoulder
- Widened Shoulder One Dir

Des Moines Parks By Class

- Mini
- Neighborhood
- Community
- Conservancy
- ROW
- Regional
- School
- Trail
- Waterfront
- Des Moines City Limits
- Planning Area Boundary

N W E S

1,000 500 0 1,000 2,000 3,000 4,000

Scale in Feet

File: MP_Trails.mxd February 2003
Product of City of Des Moines GIS

(7) **Trails and Pathways, Streetscapes, Entryways and ROWs**

(a) Use/Description: Trail uses include bicycling, walking, hiking, jogging, roller skating and blading, and skateboarding for personal health and nature appreciation. Trails provide commuter linkages that join neighborhoods and cities, local and regional parks, open space areas and civic service centers into a cohesive system of recreational and practical use. Equestrian trails and motor cross bike areas are also an important element of the trail system.

(b) Service Area: local and regional.

(c) Size: 5ft. - 12 ft. width sufficient to provide safe conditions for user applications (on road off-road, bike lane, sidewalk, asphalt, gravel or natural pathway.

(d) Desirable Quantity: .6 Mi. per 1,000 population.

(e) Desirable Characteristics: Variable, bicycle trails have a set of classifications (Class I, II, III and IV) which determines use and design considerations such as hard surfaces, widths, signage and lane configuration.

(f) Example: Des Moines Creek Trail, Barnes Creek Trail, Downtown Streetscapes.

6-05-03 Using the above park designations, Des Moines parks are classified as specified in the Parks, Recreation and Senior Services Master Plan (Section 1, Table 1-1 Existing City owned Parks and Trails Facilities).

Table 6-1

Existing Mini-Parks

Mini-parks within Des Moines	Size (acres)
Big Catch Plaza	0.2
Cecil Powell Neighborhood	0.2
Kiddie Park	0.5
Overlook I and II	0.5
South Marina Park	0.8
South 239th Street Beach Access	0.1
Westwood Park	0.4
Total Mini-Parks	**2.7**

Table 6-2

Existing Neighborhood Parks

Neighborhood Parks within Des Moines	Size (acres)
Des Moines Elementary	2.2
Highline Comm. College	6.0
Mt. Rainier High	11.8
Midway Intermediate	5.0
North Hill Primary	3.0
Midway Park	1.6
Olympic Intermediate School	5.5
Pacific Middle School	2.0
Parkside Park	4.4
Parkside Primary School	6.0
Zenith Park	5.5
Water Tower	1.0
Woodmont Elementary	7.1
Wooton	2.3
Total Neighborhood Parks	**63.4**

Table 6-3

Existing Community Parks

Community Parks/Sports Complexes within Des Moines	Size (acres)
Des Moines Beach (w/ tidelands)*	22.3
Des Moines Field House	5.2
Steven J. Underwood Memorial Park	21
Zenith Park	5.5
Total Community Parks	**54**

*Updates to the 1988 Des Moines Beach Park Master Plan should be made to establish future park uses, make improvements and to protect and preserve this impnrtant waterfront resource.

Table 6-4

Existing Regional Parks

Regional Parks within Des Moines	Size (acres)
Saltwater State Park*	88.0
Total Regional Parks	**88.0**

*Salt Water State Park is a waterfront resource of particular local significance to the residents of Des Moines and should be protected and preserved.

Table 6-5

Existing Special Parks

Special Parks within Des Moines	Size (acres)
Marina, Boat Launch and Fishing Pier	13.5
Redondo Beach, Boat Launch and Fishing Pier	2.8
Total Special Parks	**16.3**

Table 6-6

Existing Conservancy Parks

Conservancy Parks within Des Moines	Size (acres)
Barnes Creek (and Trail)	1.2
City Park	3.0
Parkside Wetlands	14.0
Sonju Park	9.3
Des Moines Creek (and Trail)*	9.58
Woodmont	8.7
Total Conservancy Parks	**45.78**

*Portions of Des Moines Creek north of South 208th Street are within the city of SeaTac.

Table 6-7

Existing Trails, Pathways, Streetscapes and ROWs

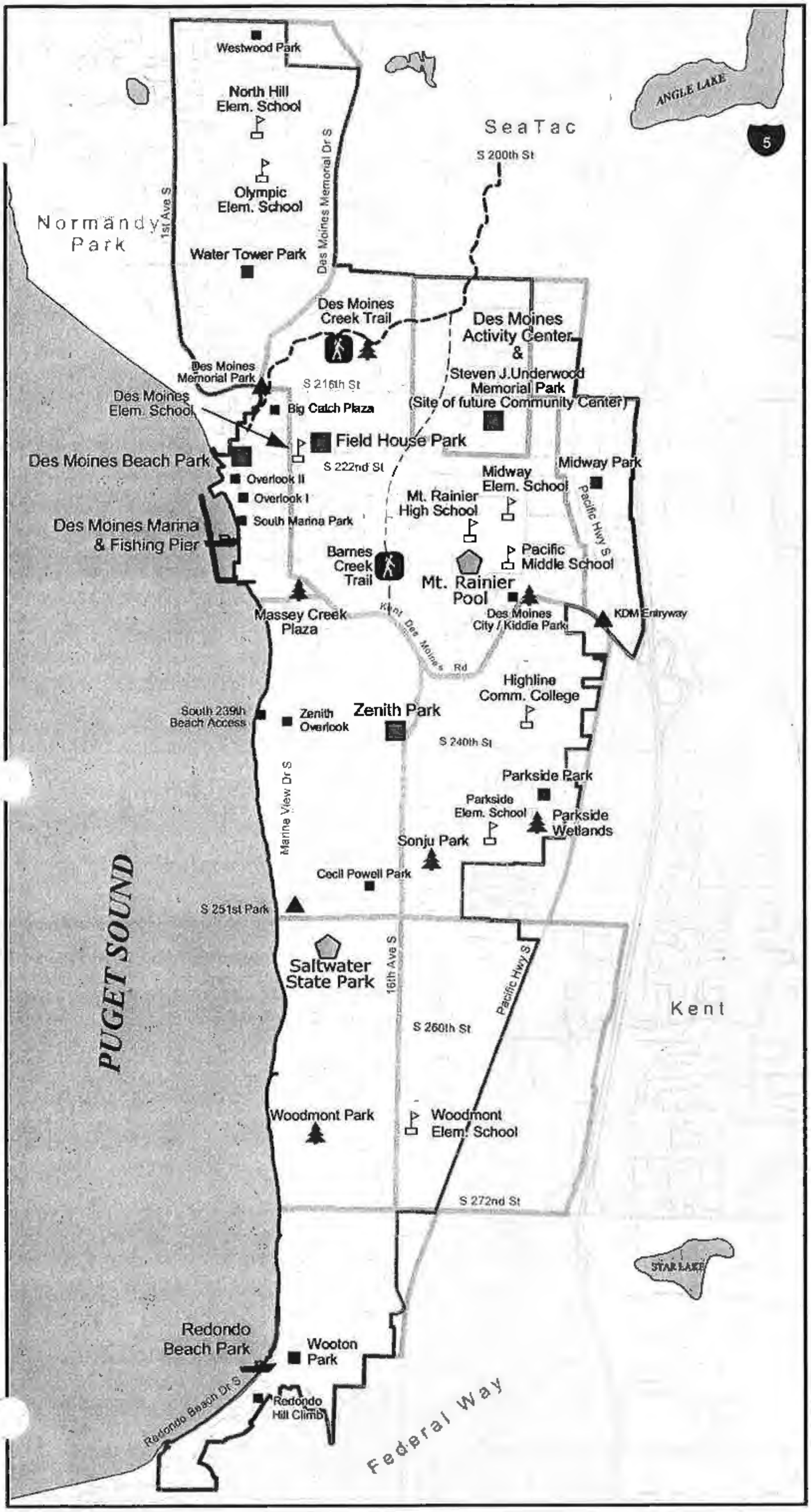
Trails, Pathways, Streetscapes and ROWs within Des Moines	**Size (acres)**
Barnes Creek Nature Trail	.06 Mi.
Des Moines Creek Trail*	1.5 Mi.
Marine View Drive/7th Ave. South Streetscapes	2 Mi.
Des Moines Memorial Park	.14 Ac.
South 251st Entrance	.01 Ac.
Zenith Overlook	.01 Ac.
Total Trails, Pathways, Streetscapes and ROWs	**NA**

*Portions of Des Moines Creek north of South 208th Street are within the city of SeaTac.

City of
Des Moines

2003 Parks, Recreation & Senior Services Master Plan

Parks & Recreation Facilities



Park Types
- Mini
- Neighborhood
- Community
- Conservancy
- ROW
- Regional
- School
- Trail
- Waterfront

Trails
- Des Moines Creek Trail
- Barnes Creek Trail
- Des Moines City Limits
- Planning Area Boundary

N W E S

1,000 500 0 1,000 2,000 3,000 4,000
Scale in Feet

File: Parks.mxd January 2003
Product of City of Des Moines GIS

Preliminary
EXCERPT
DES MOINES CITY COUNCIL MINUTES
November 20, 2003

PUBLIC HEARING

2003 Comprehensive Plan Amendments – Parks, Recreation and Senior Services Master Plan and Environmentally Sensitive Areas

Mayor Pro Tem Benjamin opened the hearing.

Assistant City Manager Loch informed Council that the Planning Agency had conducted a hearing on the proposed Greater Des Moines Comprehensive Plan (GDMCP) amendments and had recommended adoption. He explained that the following two types of amendments were before Council:

- Adoption of new environmentally sensitive area (critical area) maps as part of the Conservation Element of the GDMCP.
- Adoption of the 2003 Parks, Recreation and Senior Services Master Plan.

Assistant City Manager Loch said that the proposed maps were a technical mapping exercise only as nine maps had been consolidated into seven maps. He briefly described and displayed current and proposed versions of the following maps:

- Slope and Topography
- Drainage Basins
- Surface Water
- Wetlands
- Geologically Hazardous Areas
- Frequently Flooded Areas
- Critical Aquifer Recharge Areas (no current map for this subject)

Park and Recreation Director Thorell informed Council of the 2003 Parks, Recreation and Senior Services Master Plan. The purpose of the Master Plan was to assess the current recreational needs and interests of Des Moines stakeholders, to provide a vision, goals, and priorities for the program and service needs, and to meet the requirements of the Growth Management Act and Washington State funding agencies through the development of a needs analysis and a comprehensive capital planning tool. She informed Council of the Master Plan process and highlighted the following capital policy recommendations:

- Dedicate a sustainable portion of Real Estate Excise Tax as an ongoing capital funding source for the major capital maintenance of existing recreation buildings and park facilities.
- Consider a Levy Lid Lift to fund future projects and a citizen voted bond issue to fund the future Community Center project.
- Actively seek joint use and shared cost opportunities.

- Support economic development.
- Support Marina and Redondo Waterfront improvement plans to capitalize upon Des Moines' waterfront amenities.

Park and Recreation Director Thorell reviewed the following Master Plan Capital Project recommendations:

- Acquire two new park sites
  East Woodmont Park
  Pacific Ridge Park
- Acquire one interlocal park site
  Midway Park/Puget Sound Energy property expansion
- Renovate or repair existing park and recreation facilities
  Activity Center
  Beach Park
  Cecil Powell Park
  Des Moines Memorial
  Field House Park
  Kiddy Park
  Midway Park
  Parkside Park
  Wooton Park
- Renovate or repair interlocal park and recreation facilities
  Watertower Park
  Zenith Park
- Develop new park facilities
  Steven J. Underwood Memorial Park Phase II
  Des Moines Creek Trail Phase II
  Community Center
  East Woodmont Park
  Pacific Ridge Park
- Develop new interlocal facilities
  Aquatics facility
  Off-leash dog park
  Midway Park expansion

Park and Recreation Director Thorell explained that adoption of the proposed amendment would cause Section 5 of the Des Moines Parks, Recreation, and Senior Services Master Plan to supersede the Parks, Recreation and Open Space Element (Chapter 6) of the GDMCP. Contents of Chapter 6 would be deleted and replaced with a reference to the 2003 Parks, Recreation and Senior Services Master Plan. She noted that a funding plan was recommended in the Master Plan.

Mayor Pro Tem Benjamin called for speakers.

Lauren Lord, 601 South 227th, #208N
Ms. Lord said that many young and elderly individuals resided in the City and used the park facilities. She voiced support for implementing a levy lid lift for future park developments. Ms. Lord recommended that the funds previously re-programs to the arterial street program be

returned to the Priority 1 Park and Recreation needs. She said that maintenance was important and its expense needed to be regularly budgeted.

Alli Larkin, 21937 7th Avenue South, #210
As a citizen of Des Moines, Ms. Larkin informed Council of her concern regarding the recent storms' affect on the Des Moines Beach Park. She distributed pictures of the area during the storm to Council. Ms. Larkin said it was imperative to deal with the culvert and bridge project as a top priority. As the November 18, 2003 rainfall of 2" had a greater affect on the Des Moines Beach Park than the October 20, 2003 rainfall of 5.2", Ms. Larkin questioned whether the Port of Seattle released more water into the creek system during certain periods. She noted that the Department of Fisheries and Wildlife was accepting comments regarding the orcas until February 3, 2004.

Victor Anderson, 27036 8th Avenue South
Mr. Anderson asked Council to designate the East Woodmont Park as a number one priority as there were many youth living south of Saltwater State Park. The land for the project would need to be identified soon. Mr. Anderson asked Council to always consider parking needs when considering projects.

Bill Rudberg, 22715 10th Avenue South
As a member of the Park, Recreation, and Senior Services Master Plan, Mr. Rudberg thanked staff for their efforts on the Plan. He hoped that Council could identify funding sources for the projects.

Mayor Pro Tem Benjamin called for additional speakers.

None responded.

Mayor Pro Tem Benjamin closed the public comment portion of the hearing.

Councilmembers Sherman and Sheckler asked whether the Parks, Recreation, and Senior Services Master Plan members were willing to promote and support a levy lid or bond issue if it were presented to the voters.

Councilmember Sheckler voiced support for the Master Plan but felt that the current city budget could not support its wish list. He said that he would be willing to support presenting a levy lift to the voters at some point.

In response to Councilmember Thomasson's question regarding the scientific basis for the proposed Aquifer Recharge Area map and delineation, Assistant City Manager Loch explained that most of the data had been obtained from Water District #54.

As the City had its own Municipal Code, Councilmember Thomasson asked that the notes on the proposed maps reference the Des Moines Municipal Code rather than King County's Code. If Massey Creek was an influence to Water District #54's well, he felt that it was not reasonable to have the creek wander in and out of the recharge area. Councilmember Thomasson said he was not content to adopt a regulatory map if it was not based on science.

Assistant City Manager Loch confirmed that wellhead protection areas were included in the definition of Critical Aquifer Recharge Areas yet the implications of the designation were difficult to determine scientifically. Staff met with resistance from one of the water districts as they did not want to disclose information that could be used for inappropriate purposes.

Councilmember Thomasson asked staff to explain why they proposed that the contents of Chapter 6 be deleted and replaced with a reference to the 2003 Parks, Recreation and Senior Services Master Plan. He asked that the explanation be provided when the item comes before Council for a second reading.

Mayor Pro Tem Benjamin closed the public hearing.

MOTION was made by Councilmember Sheckler, seconded by Councilmember White and passed unanimously to move the subject to a second reading on December 11, 2003.

Consent Item #2

Memorandum

DATE: December 12, 2003

TO: City Council

FROM: Corbitt Loch, Assistant City Manager CL

RE: **Environmentally Sensitive Area Map – Critical Aquifer Recharge Areas**

The attached information is provided in response to Councilmember Thomasson's inquiry regarding the science used to prepare this map. The memorandum was photocopied from Water District 54's Small Water System Management Program, March 2003.

The memorandum suggests that the District's maps were prepared using the best science reasonably available for this study. This information was inadvertently left out of the City Council packet.

The Growth Management Act requires that Des Moines identify critical aquifer recharge areas.

Attachment: Robinson & Noble memorandum with two maps

ROBINSON & NOBLE, INC.
GROUND WATER & ENVIRONMENTAL GEOLOGISTS
ESTABLISHED 1947

February 27, 2001

Dave Hedges
Hedges Engineering, Inc.
913 Kincaid Avenue
Sumner, WA 98390

Subject: Water District 54, Wellhead Protection Areas.

Dear Dave:

We have completed the wellhead protection area designations for the two aquifers used by Water District 54. Wells 4, 6 and 7 were grouped together for the deep aquifer designation, and Well 5 was used for the shallow aquifer designation. A computer-based analytical model was created to define the near-well response to pumping in each case. The near well time used in the analytical model was between 30 days (for the deep aquifer) and a quarter of a year (for the shallow aquifer). The pumping rates used in the analytical models were: 1090 gallons per minute (gpm) for the deep aquifer (Wells 4, 6 and 7), and 223 gpm for the shallow aquifer (Well 5).

The deep aquifer is lacking in regional data and, for this reason, an adequate potentiometric map was not available. Without the use of a potentiometric map, our standard method for designating wellhead protection areas had to be altered. For the shallow aquifer, a process of hydrogeologic analysis and mapping was used to define the capture zone at a distance from the well. However, the entire process had to be accomplished using analytical modeling for the deep aquifer.

The next step in the process was particle tracking for the one-, five- and ten-year zones of contribution. This was done by hand for the shallow aquifer and had to be accomplished with the computer for the deep aquifer. Both near-well and distant-well capture zone definitions were performed twice for each well: once at the one-half of the defined hydraulic conductivity (K) values (creating a wider zone), and once at double the conductivities (creating a longer zone). This method accounts for the variability and uncertainty of the hydraulic conductivity and other aquifer parameters. The two cases for capture zone definition were combined to form the widest and longest area likely to occur for each time period analyzed. The result of this process is a fairly conservative wellhead protection area.

The wellhead protection areas for the deep and shallow aquifer are attached. Please let us know if you have any questions. We will be contacting you shortly to discuss the hazard inventory.

Sincerely,
Robinson & Noble, Inc.

Krista A. Hitz

Krista A. Hitz
Hydrogeologist

5320 Orchard Street West ▪ Tacoma, Washington 98467 ▪ (253) 475-7711 ▪ Fax: (253) 472-5846
email: mail@robinson-noble.com

3/28/01

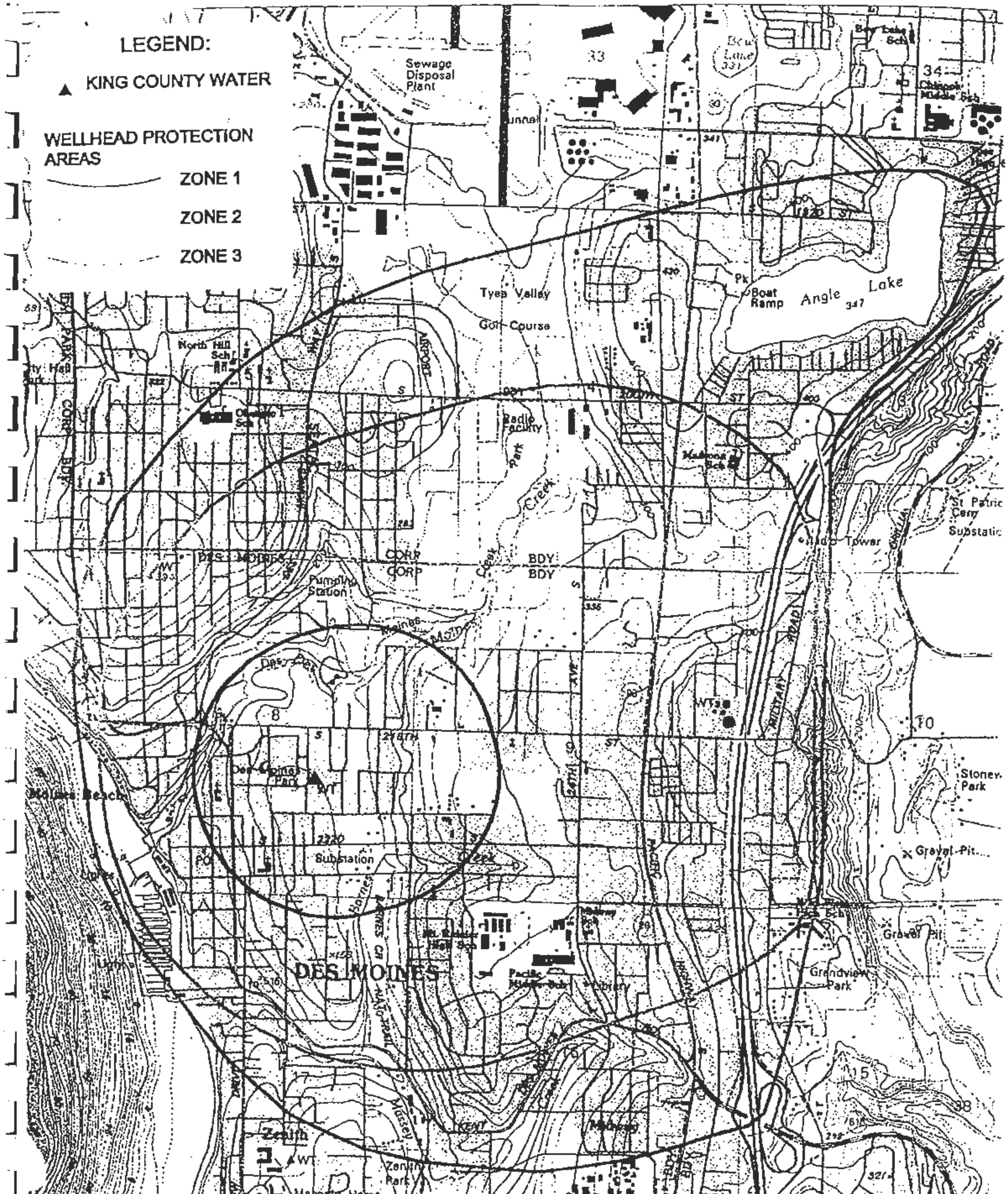


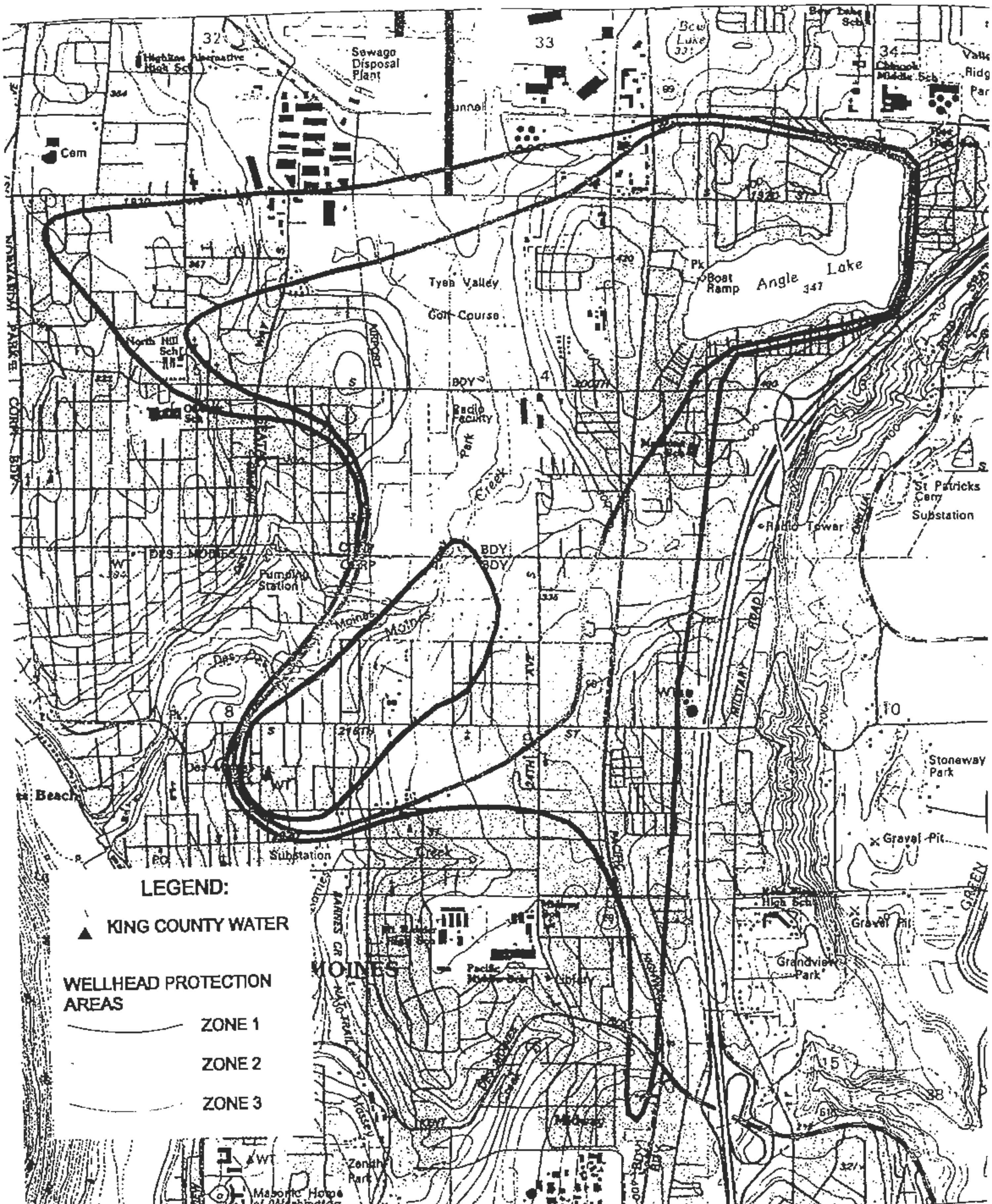
FIGURE _

RECOMMENDED WELLHEAD PROTECTION AREA FOR THE DEEP (QBc) AQUIFER SYSTEM

King County Water District 54 Wellhead Protection Plan

ROBINSON & NOBLE, INC.

3/28/01



FIGUR

RECOMMENDED WELLHEAD PROTECTION AR
FOR THE SHALLOW)QAc) AQUIFER SYST
King County Water District 54 Wellhead Protection F

ROBINSON & NOBLE, INC.

[redacted] BUSINESS
Item #1

draft amend to street standards

AGENDA ITEM

SUBJECT: Gates on Private Streets

ATTACHMENTS:

1. Recommended Gate Requirements

AGENDA OF: December 18, 2003

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: November 14, 2003

CLEARANCES:
[ ] Finance ______
[X] Public Works ______
[X] Legal ______

APPROVED BY CITY MANAGER
FOR SUBMITTAL: ______

Purpose and Recommendation:

The purpose of this item is to seek City Council comments regarding proposed requirements for installing gates on private streets.

Suggested Motions:

"I move to direct staff to draft an Ordinance regarding gates on private streets as outlined by Council comments."

Background:

When the present City of Des Moines Street Development Standards were considered by the City Council in 1996, there wasn't any interest in gating off private streets. Because of this, there was nothing specifically stated regarding this question, except for the statement that "the street shall be accessible at all times for emergency and public service vehicle usage". As a result, the Public Works Director has not approved any new gates in the last eight years on private streets. There are, however, some gates that were installed prior to annexation from King County and some on private drives serving a single dwelling unit.

Now that there are several locations around Des Moines that are requesting gates, it is a good time for the City Council to give staff some direction on this important issue. The two locations that have made written requests are S. 278th Place and Huntington Park. The Public Works Director has also received calls from property owners on Redondo Shores Drive S. indicating that they are seriously considering a request for adding gates to their private street.

Discussion:

The overriding decision regarding the question of gates on private streets is, should they be allowed at all, and if so, under what conditions? Streets within the City, including private streets, serve a number of purposes, which are as follows:

1. Provide for vehicular access to occupants of property.

2. Provide emergency vehicle access (fire, police, and medical) to property.

3. Where sidewalks don't exist, serve as pedestrian access.

4. Streets provide utility corridors to serve the properties, and in some cases, the region (water, sewer, storm water, electricity, gas, phone and cable). All these utilities require repair and maintenance, which in some cases may be emergencies (such as water main breaks or sewer spills).

5. They provide for US Postal service and garbage pickup.

6. Streets provide for various other delivery services, everything from UPS to pizza to department store deliveries.

7. They provide for access for home and property maintenance and repair (lawn service, plumbers, electricians, painters, appliance repairs, etc.)

8. Streets provide access and parking for visitors to the homes of occupants.

If gates are to be allowed, they need to be designed and constructed in such a manner that they do not cause safety problems, nor should they adversely affect public streets or the surrounding neighborhood. As a result, the Public Works staff has assembled a list of suggested requirements to be followed. The requirements need to be adaptable to the many different situations and conditions which may come up due to the size of the development, traffic conditions, and terrain.

There are also legal questions involved in the installation of gates. Gates can cause disputes between neighbors regarding whether they should be installed at all, how maintenance costs are assessed, and how they are used. The attached list of suggested requirements speaks to this legal concern as well by requiring that all property owners agree to the gate before it is installed and that a maintenance agreement must be worked out in advance. The City of Des Moines legal staff does not want to become a third party in a dispute between property owners regarding gates, a situation that has happened in other cities.

The attached list of items regarding gates on private streets is meant as a starting point from which Council can add or subtract requirements.

Alternatives:

The Council has a range of alternatives regarding gates on private streets, from not allowing gates at all to allowing them under certain conditions as approved by Council.

Financial Impact:

Allowing gates on private streets will result in additional staff time in Public Works, Community Development, King County Fire District 26, and the City Attorney's office. Since there is limited City staff in each of these departments, spending time on reviewing and approving gate requests will come at the expense of other City duties. It would be suggested that fees be required that at least cover the cost of the staff time involved.

Recommendation/Conclusion:

None at this time.

Concurrence:

City Council, City Administration, Public Works, Community Development, City Attorney and King County Fire District No. 26.

p:\users\linda\doc\Agenda\20032\Gates

Maggie - put in street standards - some in code - get permit -

Recommended Private Gate Requirements – City of Des Moines

1. Private gates or other traffic barriers should be permitted only in cases where adequate provisions are made for access by fire, police, medical emergency, visitors and other public services (such as mail service, garbage collection, public utility emergency repairs, UPS/FedEx deliveries, home repair and maintenance vehicles, parking, etc.)

2. Private gates are not allowed on public streets.

3. If, at any time, a private street is converted to, and accepted by the City, as a public street; any private gate(s) shall be removed.

4. In cases where the proposed gate or other barrier will affect 10 or more dwelling units, an engineering study will be required which addresses queuing patterns and associated questions related to items listed in No. 1 above. Recommended mitigation measures shall be submitted to the City along with the application. The traffic study shall be performed by a licensed and registered professional engineer within Washington State.

5. The entrance to the proposed gate shall be designed and stamped by a licensed and registered professional engineer within Washington State, and shall allow for a safe turnaround for vehicles in front of the gate (without backing maneuvers) in cases where the vehicle is denied entry. The minimum radius for the turnaround shall be 25 feet. The design for the gated entrance shall consider the abutting public right of way and roadway alignments and grades, sight distance, posted speeds and other traffic engineering criteria relevant to designing the particular gated entrance. The gate design shall also consider current and future projects contained in the City's adopted Transportation Comprehensive Plan.

Dan S. Hammerhead - No backing in street - discretion?

6. A sign shall be located at a point visible from the public roadway indicating "locked gate ahead". Signage shall be installed at applicant's sole expense.

7. All gates shall be equipped with a lockbox with momentary pushbutton switch and Opticom.

8. All gates shall include an activation system for use by private property owners. This system shall operate independently of the emergency access system, and may utilize keypads, magnetic cards, radio transmitters, or other mechanisms approved by the City of Des Moines and King County Fire District 26.

Gary P 2d entrance

9. All gates shall include an auxiliary power supply, which shall automatically lock the gate open in the event of a power outage.

10. There shall be pedestrian access around all gates.

ATTACHMENT 1

11. Gate construction and aesthetics shall be determined through the design review process which is conducted by the Community Development Department. The gate and related equipment shall be coated in a manner to prevent corrosion.

12. The gate height shall not exceed sixty inches above the paved surface of the roadway, and shall be constructed in a manner so as to allow viewing of obstructions located within the swing path of the gate.

13. If the gate obstructs access to public utilities or appurtenances, the utility purveyors shall be provided with eight activation devices, eight keys, or the access code to the gate.

14. All gates shall be erected a minimum of thirty feet from the edge of any public right of way. A property survey may be required to determine where the property line is located.

15. All gates shall include adequate provisions for illumination and/or reflectorization in order to be properly seen during periods of darkness and inclement weather conditions.

16. Any person desiring to install a gate shall apply for a right-of-way permit from the Public Works Department. The application shall contain the following information:

    a. A vicinity and site map of the proposed location for the gate;
    b. A plan view and elevation of the gate installation illustrating gate dimensions and the direction of the swing path for the gate;
    c. A plan view of the gate turnaround;
    d. The location of the access–control panel;
    e. Control system information;
    f. The names and addresses of all property owners affected by the restricted access;
    g. The written consent of ALL property owners affected by the restricted access. A gate cannot be installed without 100% approval.
    h. Both the City of Des Moines and King County Fire District 26 shall review all gate applications. Prior to any permit issuance, approvals from both entities shall be obtained.
    i. Electrical permits and inspections shall be required for all gate installations;
    j. Such other information as may be required by the Public Works Department, or other associated City departments such as Community Development, Building, or King County Fire District 26;
    k. The application shall be signed and dated by all co-owners of the private street.

? by City schedule for Scott T

17. Any person submitting ~~an~~ application for a gate shall pay a non-refundable fee of one thousand five hundred dollars at the time the application ~~is submitted~~ to cover ~~staff review costs~~. This fee shall be in addition to the right-of-way permit fee or any other development or construction fees for the subject property.

18. Upon receipt of a properly completed application for a gate installation request conforming to City standards together with the private gate application fee, the Public Works Department shall begin the review process. Upon completion of a thorough review of the application, the Public Works Director, or his designee may issue a permit authorizing the installation and construction of the gate. Prior to issuance of the permit, the applicant shall provide the City with all appropriate permit fees. ~~The City retains the right to have such gates removed and/or relocated at the applicant's sole expense should the City deem such action necessary.~~ more specific

19. The City shall have no liability for any damage to the gate resulting from City vehicles or City personnel accessing the property, whether responding to actual or false emergencies. Any damage sustained by City vehicles due to the gate installation shall be the responsibility of the party responsible for maintenance and repair of the gate.

20. The City shall have the right to access the property to inspect the gate on a periodic basis without being liable for trespass.

21. Maintenance and repair of the gate and related equipment shall be the responsibility of the applicant. A maintenance agreement between ALL affected property owners shall be submitted to, reviewed, and approved of, by the City prior to being recorded with King County against ALL properties involved. The applicant may, with the consent of the City, assign the obligation for maintenance and repair of the gate and related equipment to another person or entity, including a homeowner's association.

22. Upon notification by the City of any defects in the gate installation or utilization, the party responsible for maintenance and repair shall effect necessary repairs within fourteen days. Failure to make repairs within the specified period shall constitute a violation of the terms of the gate permit, and in such event, the City may require removal of the gate and related equipment. An extension of the time to make necessary repairs may be granted for just cause if requested in writing by the party responsible for maintenance and repair of the gate.

under civil violation process

grandfather

bringing into conformance?

condo access?

AGENDA ITEM

SUBJECT: Animal Control Agreement with King County for Sheltering Services	AGENDA OF: December 18, 2003
	DEPT. OF ORIGIN: Police
ATTACHMENTS:	DATE SUBMITTED: 12-04-03
Attachment 1, King County and City of Des Moines Animal Control Sheltering Services Interlocal Agreement	CLEARANCES: [X] Police [ ] Legal APPROVED BY CITY MANAGER FOR SUBMITTAL:

Purpose and Recommendation:

The purpose of this is to renew the agreement with King County for Animal Control Sheltering Services.

Suggested Motion:

I move to approve the City Manager authorization to sign the "Interlocal Agreement between King County and the City of Des Moines Relating to Animal Sheltering Services."

Background:

The City of Des Moines operates its own animal control unit but relies on King County to provide sheltering services. This agreement has been in operation for many years and is currently operating under an agreement signed in 1994. Since that time King County has changed its operating hours and has revised their fee schedules. King County has the only sheltering facility in the immediate South King County service area.

Discussion:

Staff recommends renewal of the interlocal agreement. We had an effective partnership for many years. Residents of Des Moines are within a very short drive of the shelter so it is very easy for residents to access the shelter. There are no other animal shelters nearby. The public is aware the King County is the regional shelter to go to look for lost or stray pets. The shelter has a professional staff and is very humanely operated.

Alternatives:

Building and staffing our own shelter facility could be one option but would not be financially prudent given the relatively small number of animals we would need to shelter in comparison to the rest of the King County area and cost to acquire land, build a facility and pay for staff. Staff is not aware of any regional interest in building a joint facility with adjoining communities.

Financial Impact:
Kenneling Section 2.1, the rate is increased to $12.00 from $7.00 listed in the 1994 agreement. We typically have about 537 shelter days charged to us annually. We have actually been charged and paying $10.00 effective December 1999 so the actual impact of the increase is $2.00 per shelter day or about $1,074.

Euthanization Services Section 2.2, the rate increase is from $12.50 to $24.00. We project approximately 170 animals will be euthanized this year. The increase will be approximately $1,955 annually.

The approximate total increase is $3,029. This increase has been built into the 2004 Animal Control Budget.

Recommendation/Conclusion:

Staff recommends approval of the agreement and to continue shelter services with King County

Concurrence:

N/A

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INTERLOCAL SERVICES AGREEMENT - AMENDMENT

King County and the City of Des Moines

Animal Control Sheltering Services

The interlocal services agreement between King County and the City of Des Moines entered into in 1994 for animal control sheltering services is hereby amended to read as follows:

Section 1, Obligations

Section 1.7: Operate the County Animal Control Shelter, located at South 212th and 64th South, Kent, Washington 98032, pursuant to the following schedule:

10:00 a.m. to 6:00 p.m. Monday through Saturday, except Thursdays which are 12:00 noon to 6:00 p.m.

Adopting animals – 10:00 a.m. to 6:00 p.m. ~~Tuesday~~ Monday through Saturday, except Thursdays which are 12:00 noon to 6:00 p.m.

A kennel person will be on duty twelve (12) hours a day, seven (7) days a week, except holidays.

Section 2, Compensation and Method of Payment

2.1: Pay the County a basic minimum fee of ~~$50.00~~ $75.00 per month or ~~$7.00~~ $12.00 for each day the animal is in the sheltering facility, whichever is greater; provided, however, that this ~~$7.00~~ $12.00 kenneling fee shall not be charged if the animal is redeemed by the owner.

2.2: Pay the County ~~$12.50~~ $24.00 per City animal euthanized.

2.3 [New Section] Pay the County $20.00 per City animal provided with a health or rabies check by the shelter veterinarian when requested by the City.

2.4 [Renumber previous Section 2.3 to this new number.]

Section 3, Time of Performance

This agreement shall be effective the first of Janauary 1994, and shall automatically renew from year to year unless otherwise modified or terminated as provided hereinafter. The county reserves the right to increase fees or modify the rebate provisions of Section 2.1 of this agreement upon sixty (60) days advance written notice to the city.

IN WITNESS WHEREOF, the parties have executed this agreement.

KING COUNTY	CITY OF DES MOINES
King County Executive	City Manager
Date	Date
Approved as to Form	Approved as to Form
King County Deputy Prosecuting Attorney	City Attorney
3/11/03	
Date	Date

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT:
Draft Ordinance 03-307 - Adoption of Year 2004 Budget

ATTACHMENTS:
Draft Ordinance No. 03-307
Appendix A

FOR AGENDA OF: December 22, 2003

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: December 5, 2003

CLEARANCES:
[X] Finance pl
[ ] Legal

APPROVED BY CITY MANAGER

FOR SUBMITTAL: CTL for TP

Purpose and Recommendation

Continue discussion of Draft Ordinance No. 03-307 adopting the Year 2004 budget.

Suggested motions:
1) "I move to adopt Draft Ordinance No. 03-307, adopting the Year 2004 Budget.

2) "I move to continue Draft Ordinance No. 03-307, adopting the Year 2004 Budget, to the December 18th, 2003 Council meeting."

Background

The 2004 preliminary budget has been presented to Council over the last several weeks. At the November 13, 2003 Council meeting, a public hearing was conducted and closed. The 2004 budget is summarized in Appendix A.

Recommendation

It is recommended that the City Council provide direction regarding Draft Ordinance No. 03-307.

DRAFT ORDINANCE NO. 03-307

CITY ATTORNEY'S FIRST DRAFT 11/06/03

AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON adopting the final budget for the City of Des Moines, Washington, for the fiscal year ending December 31, 2004, in summary form, ratifying and confirming revenues and expenditures previously implemented for fiscal year 2003, as such revenues and expenditures form the basis for development of the budget for fiscal year 2004, approving revenues and expenditures for fiscal year 2004, 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 2003 budget might be inconsistent.

WHEREAS, the City Manager for the City of Des Moines has prepared and submitted a preliminary budget for the fiscal year ending December 31, 2004 to the City Council and has filed this budget with the Finance Director, and

WHEREAS, the City Council finds that the City Manager's proposed budget for fiscal year 2004 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 budget for fiscal year 2004 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 2003, and

WHEREAS, the City Council finds that the fund adjustments and transfers proposed by the City Manager for fiscal year 2003 are necessary and in the public's interest, and

WHEREAS, by motion regularly passed, the Des Moines City Council scheduled a public hearing for November 13, 2003, to take public comment with respect to the proposed 2004 budget, and

WHEREAS, notice of the public hearing was given to the public in accordance with law and a public hearing was held on the 13th day of November, 2003, and all persons wishing to be heard were heard; now therefore,

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 8. Effective date. This ordinance shall take effect and be in full force (5) five days after its passage, approval and publication in accordance with law.

PASSED BY the City Council of the City of Des Moines this _____ day of ________________, 2003 and signed in authentication thereof this _____ day of _____________, 2003.

____
M A Y O R

APPROVED AS TO FORM:

____
City Attorney

ATTEST:

____
City Clerk

Published:

DRAFT ORDINANCE NO. 03-307
APPENDIX A 2004 BUDGET

		Expenditure	Ending Fund Balance	Total	Revenue	Beginning Fund Balance	Total
ANNUAL APPROPRIATION FUNDS:							
001	**General Fund**	13,487,212	1,527,468	**15,014,680**	13,937,251	1,077,429	**15,014,680**
101	**Street Fund**	1,000,718	350,233	**1,350,951**	862,000	488,951	**1,350,951**
104	**Revenue Stabilization Fund**	-	1,283,503	**1,283,503**	19,000	1,264,503	**1,283,503**
105	**Airport Defense Fund**	-	145,784	**145,784**	2,150	143,634	**145,784**
106	**Facility Repair and Replacement Fund**	20,000	206,950	**226,950**	67,733	159,217	**226,950**
107	**Police Drug Seizure Fund**	32,790	9,530	**42,320**	30,150	12,170	**42,320**
110	**Mt. Rainier Pool Contributors Fund**	182,000	3,050	**185,050**	185,050	-	**185,050**
211	**1995 GO Bond - Police Facility**	579,938	14,307	**594,245**	579,938	14,307	**594,245**
212	**LID Fund**	25,446	596	**26,042**	7,000	19,042	**26,042**
216	**1997 GO Bond - City Hall Remodel**	130,748	33,256	**164,004**	130,748	33,256	**164,004**
218	**1998 GO Park Land Acquisition**	167,922	3	**167,925**	167,922	3	**167,925**
220	**Debt Service Fund**	2,050,442	-	**2,050,442**	2,050,442	0	**2,050,442**
401	**Marina Revenue Fund**	2,795,249	590,948	**3,386,197**	2,881,451	504,746	**3,386,197**
403	**Marina Repair and Replacement**	-	301,006	**301,006**	4,500	296,506	**301,006**
450	**Surface Water Operations Fund**	1,351,175	107,577	**1,458,752**	1,268,821	189,931	**1,458,752**
500	**Equip Rental Operations**	362,730	101,196	**463,926**	318,205	145,721	**463,926**
501	**Equip Rental Replacement**	433,560	811,882	**1,245,442**	294,775	950,667	**1,245,442**
510	**Computer Equipment Operations Fund**	166,952	12,869	**179,821**	163,450	16,371	**179,821**
511	**Computer Equipment Capital Fund**	47,800	112,401	**160,201**	98,644	61,557	**160,201**
520	**Self-Insurance Fund**	366,994	103,549	**470,543**	403,273	67,270	**470,543**
530	**Unemployment Insurance Fund**	20,000	273,129	**293,129**	25,000	268,129	**293,129**
	SUB-TOTAL	**23,221,676**	**5,989,237**	**29,210,913**	**23,497,503**	**5,713,410**	**29,210,913**
CONTINUING APPROPRIATION FUNDS (MEMO ONLY):							
102	**Arterial Street Fund**	15,127,341	1,025,756	**16,153,097**	12,487,362	3,665,735	**16,153,097**
310	**Municipal Capital Improvements**	1,895,933	47,765	**1,943,698**	1,335,836	607,862	**1,943,698**
404	**Marina Depreciation & Improvement**	3,242,742	1,761,081	**5,003,823**	693,347	4,310,476	**5,003,823**
451	**Surface Water Capital Fund**	6,097,317	739,271	**6,836,588**	6,192,900	643,688	**6,836,588**
	SUB-TOTAL	**26,363,333**	**3,573,873**	**29,937,206**	**20,709,445**	**9,227,761**	**29,937,206**
	TOTAL	**49,585,009**	**9,563,110**	**59,148,119**	**44,206,948**	**14,941,171**	**59,148,119**

DRAFT ORDINANCE NO. 03-307
APPENDIX A 2004 BUDGET

FINAL		Expenditure	Ending Fund Balance	Total	Revenue	Beginning Fund Balance	Total
ANNUAL APPROPRIATION FUNDS:							
001	**General Fund**	14,035,629	1,022,051	**15,057,680**	13,980,251	1,077,429	**15,057,680**
101	**Street Fund**	1,002,718	348,233	**1,350,951**	862,000	488,951	**1,350,951**
104	**Revenue Stabilization Fund**	-	1,283,503	**1,283,503**	19,000	1,264,503	**1,283,503**
105	**Airport Defense Fund**	143,364	2,420	**145,784**	2,150	143,634	**145,784**
106	**Facility Repair and Replacement Fund**	59,000	167,950	**226,950**	67,733	159,217	**226,950**
107	**Police Drug Seizure Fund**	32,790	9,530	**42,320**	30,150	12,170	**42,320**
110	**Mt. Rainier Pool Contributors Fund**	182,000	3,050	**185,050**	185,050	-	**185,050**
211	**1995 GO Bond - Police Facility**	579,938	14,307	**594,245**	579,938	14,307	**594,245**
212	**LID Fund**	25,446	596	**26,042**	7,000	19,042	**26,042**
216	**1997 GO Bond - City Hall Remodel**	130,748	33,256	**164,004**	130,748	33,256	**164,004**
218	**1998 GO Park Land Acquisition**	167,922	3	**167,925**	167,922	3	**167,925**
220	**Debt Service Fund**	2,050,442	-	**2,050,442**	2,050,442	0	**2,050,442**
401	**Marina Revenue Fund**	2,815,749	570,448	**3,386,197**	2,881,451	504,746	**3,386,197**
403	**Marina Repair and Replacement**	-	301,006	**301,006**	4,500	296,506	**301,006**
450	**Surface Water Operations Fund**	1,353,175	105,577	**1,458,752**	1,268,821	189,931	**1,458,752**
500	**Equip Rental Operations**	362,730	101,196	**463,926**	318,205	145,721	**463,926**
501	**Equip Rental Replacement**	403,760	917,307	**1,321,067**	370,400	950,667	**1,321,067**
510	**Computer Equipment Operations Fund**	171,202	8,619	**179,821**	163,450	16,371	**179,821**
511	**Computer Equipment Capital Fund**	82,800	77,401	**160,201**	98,644	61,557	**160,201**
520	**Self-Insurance Fund**	366,994	103,549	**470,543**	403,273	67,270	**470,543**
530	**Unemployment Insurance Fund**	20,000	273,129	**293,129**	25,000	268,129	**293,129**
	SUB-TOTAL	**23,986,407**	**5,343,131**	**29,329,538**	**23,616,128**	**5,713,410**	**29,329,538**
CONTINUING APPROPRIATION FUNDS (MEMO ONLY):							
102	**Arterial Street Fund**	15,127,341	1,025,756	**16,153,097**	12,487,362	3,665,735	**16,153,097**
310	**Municipal Capital Improvements**	1,844,458	269,240	**2,113,698**	1,505,836	607,862	**2,113,698**
404	**Marina Depreciation & Improvement**	3,242,742	1,761,081	**5,003,823**	693,347	4,310,476	**5,003,823**
451	**Surface Water Capital Fund**	6,097,317	739,271	**6,836,588**	6,192,900	643,688	**6,836,588**
	SUB-TOTAL	**26,311,858**	**3,795,348**	**30,107,206**	**20,879,445**	**9,227,761**	**30,107,206**
	TOTAL	**50,298,265**	**9,138,479**	**59,436,744**	**44,495,573**	**14,941,171**	**59,436,744**

DRAFT ORDINANCE NO. 03-307
APPENDIX A 2004 BUDGET

		Expenditure	Ending Fund Balance	Total	Revenue	Beginning Fund Balance	Total
ANNUAL APPROPRIATION FUNDS:							
001	**General Fund**	**13,487,212**	**1,527,468**	**15,014,680**	**13,937,251**	**1,077,429**	**15,014,680**
	Limited Term Building Inspector	70,800	(37,800)		33,000		
	Limited Term Permit Technician	54,000	(54,000)				
	Consultant-Workplan for Econ Dev	25,000	(25,000)				
	Replace 6 Patrol Vehicles-5 in Gen Fund	132,535	(132,535)				
	1 Vehicle included in preliminary budget	(22,832)	22,832				
	1 Full-Time Park Maint Worker	14,489	(4,489)		10,000		
	Court Video Conferencing Equipment	20,000	(20,000)				
	GASB 34 Fixed Assets Consultant	10,000	(10,000)				
	Upgrade Permit Tech to Coordinator	3,224	(3,224)				
	Emergency Management Consultant	25,000	(25,000)				
	Six Video Cameras-Police	35,871	(35,871)				
	Engineering-Prof Serv-Development Review	20,000	(20,000)				
	Forklift	2,000	(2,000)				
	Transport Trailer	5,330	(5,330)				
	Banners	3,000	(3,000)				
	Transfer to MCI-Additional	150,000	(150,000)				
	NEW TOTAL	**14,035,629**	**1,022,051**	**15,057,680**	**13,980,251**	**1,077,429**	**15,057,680**
101	**Street Fund**	**1,000,718**	**350,233**	**1,350,951**	**862,000**	**488,951**	**1,350,951**
	Forklift	2,000	(2,000)				
	NEW TOTAL	**1,002,718**	**348,233**	**1,350,951**	**862,000**	**488,951**	**1,350,951**
105	**Airport Defense Fund**	-	**145,784**	**145,784**	**2,150**	**143,634**	**145,784**
	Professional Services (70,000 ACC)	143,364	(143,364)				
	NEW TOTAL	**143,364**	**2,420**	**145,784**	**2,150**	**143,634**	**145,784**
106	**Facility Repair and Replacement Fund**	**20,000**	**206,950**	**226,950**	**67,733**	**159,217**	**226,950**
	Fieldhse Flring/Restrm Fixtures	24,000	(24,000)				
	Sun Home Lodge Fixtures/Flooring	15,000	(15,000)				
	NEW TOTAL	**59,000**	**167,950**	**226,950**	**67,733**	**159,217**	**226,950**

401	**Marina Revenue Fund**	**2,795,249**	**590,948**	**3,386,197**	**2,881,451**	**504,746**	**3,386,197**
	Moorage & Electric Rate Study	20,500	(20,500)				
	NEW TOTAL	**2,815,749**	**570,448**	**3,386,197**	**2,881,451**	**504,746**	**3,386,197**
450	**Surface Water Operations Fund**	**1,351,175**	**107,577**	**1,458,752**	**1,268,821**	**189,931**	**1,458,752**
	Forklift	2,000	(2,000)				
	NEW TOTAL	**1,353,175**	**105,577**	**1,458,752**	**1,268,821**	**189,931**	**1,458,752**
501	**Equip Rental Replacement**	**433,560**	**811,882**	**1,245,442**	**294,775**	**950,667**	**1,245,442**
	Equipment Replacement-Patrol Vehicles		75,625		75,625		
	Remove Seargent's Vehicle	(29,800)	29,800				
	NEW TOTAL	**403,760**	**917,307**	**1,321,067**	**370,400**	**950,667**	**1,321,067**
510	**Computer Equipment Operations Fund**	**166,952**	**12,869**	**179,821**	**163,450**	**16,371**	**179,821**
	Windows 2003 Training	4,250	(4,250)				
	NEW TOTAL	**171,202**	**8,619**	**179,821**	**163,450**	**16,371**	**179,821**
511	**Computer Equipment Capital Fund**	**47,800**	**112,401**	**160,201**	**98,644**	**61,557**	**160,201**
	Server Room Cooling System	5,000	(5,000)				
	Accounting Software	30,000	(30,000)				
	NEW TOTAL	**82,800**	**77,401**	**160,201**	**98,644**	**61,557**	**160,201**
310	**Municipal Capital Improvements**	**1,895,933**	**47,765**	**1,943,698**	**1,335,836**	**607,862**	**1,943,698**
	Incr General Fund Tsf for Court Video Eq		20,000		20,000		
	Additional Transfer-in from General Fund		150,000		150,000		
	Eliminate Accounting Software	(51,475)	51,475				
	NEW TOTAL	**1,844,458**	**269,240**	**2,113,698**	**1,505,836**	**607,862**	**2,113,698**

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT:
2004 Budget – Policy Issues

ATTACHMENTS:
A. Year 2004 Budget Policy Issues 1 - 16
B. 2004 Unmet Needs Listing 1 – 3
C. Capital Improvement Plan Summaries

FOR AGENDA OF: December 22, 2003

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: December 5, 2003

CLEARANCES:
[x] Finance pl

APPROVED BY CITY MANAGER
FOR SUBMITTAL: CTL for TP

Purpose and Recommendation

The public hearing on the 2004 operating budget was held at the November 13th Council meeting to solicit public comment. First reading of draft Ordinance 03-307 adopting the 2004 budget was passed by Council on November 13. This agenda item is intended to facilitate Council's discussion on policy issues that were addressed previously in 2004 budget presentations to Council and to provide direction for finalizing the 2004 budget appropriations.

The purpose of this agenda item is to report to the City Council the 2004 budget policy issues. Policy issues encompass department's unmet needs previously presented to Council during departments' 2004 budget reviews. In addition, staff is recommending the following policy changes: General Fund indirect assessments to proprietary funds including the Marina, Surface Water Management, Equipment Rental and Computer Operations Funds, and Self-Insurance Fund; funding patrol vehicles out of the Equipment Replacement Fund by establishing annual assessments, and revising the reserve requirement formula in the Revenue Stabilization Fund by adding additional revenues to replace the declining local government assistance revenue source.

Council direction is needed to determine level of support for Airport Defense funding.

These policy discussions will provide staff with direction for finalizing the 2004 operating budget authorizations

Council direction is also requested for finalizing the 2004-2009 Capital Improvement Plans for the Municipal Capital Improvements Fund, Arterial Street Fund, Marina Depreciation and Improvement Fund, and the Surface Water Management Capital Fund.

Background

The 2004 budget process focused on cost containment and staff was directed to maintain discretionary expenditures to 2003 levels. The base budgets provided were developed within these cost constraints. In addition, departments' have submitted their highest unmet budget needs for Council's review.

Alternatives

1. Direct staff to prepare the 2004 budget ordinance as proposed by the City Manager.
2. Modify the 2004 budget as proposed by the City Manager.

Recommendation

Council direction is requested to finalize the 2004 budget appropriations and prepare the 2004 budget ordinance.

City of Des Moines

Year 2004 Budget Policy Issues

2004 Budget Policy Issues

- **Funding Unmet Needs**
- **Change in General Fund Indirect Assessments to Proprietary Funds**
- **Fund Patrol Vehicles by Equipment Replacement Assessments**
- **Change in Revenue Stabilization Fund Reserve Requirement**
- **Airport Defense Funding**
- **Mt. Rainier Pool Continued Operations**
- **Changes to Capital Improvement Plans**

2004 Budget Policy Issues

General & Street Funds:

Item	2003 YE Estimated	2004 Proposed	2005 Projected	2006 Projected
Begin Fund Balance	$782,947	$1,566,380	$1,877,701	$1,480,408
Revenues	14,011,260	14,799,251	14,779,990	13,291,730
Expenditures	13,227,827	14,487,930	15,177,283	15,907,504
Ending Fund Balance	$1,566,380	$1,877,701	$1,480,408	($1,135,366)

2004 Unmet Needs

General & Street Funds:

2004 Estimated Ending Fund Balance	$1,877,701
Less 7% Reserve	-1,015,000
Remaining Balance	$862,701
Carry Forward to 2005	281,514
Available to Fund Unmet Needs	$581,187

2004 Unmet Needs
City Manager Recommendations

General & Street Funds:

Priority	Item	Request	Accum $	On-Going
1	Ltd Term Building Inspector	$37,800	$37,800	$70,800
2	Ltd Term Permit Technician	54,000	91,800	54,000
3	Ltd Term Economic Dev Coord	98,400	190,200	0
4	Replace Six Patrol Vehicles (3 Funded by Vacant Position due to Military Call-up) (1 Funded by Insurance Proceeds) (Request includes 2 Vehicles-$55,000 & Eqp Rental Replacement Assess-$75,625)	130,625	320,825	75,625

2004 Unmet Needs
City Manager Recommendations

General & Street Fu ds (Continued)

Priority	Item	Request	Accum $	On-Going
5	Engineering-Various Traffic Safety Equipment & Monitoring Systems & AutoCAD Upgrade	$50,448	$371,273	$0
6	1 FTE Park Mtc Worker-$55,632 (Eliminate 2,617 PT Hours - $41,143; Offset by $10,000 Revenue)	4,489	375,762	4,489
7	Zoning Code Rewrite	50,000	425,762	50,000
8	**Court Video Conferencing**	**20,000**	445,762	-10,000
9	GASB 34 Fixed Assets Assistance	10,000	455,762	0
10	Upgrade Permit Tech to Coord	3,224	458,986	3,224

2004 Unmet Needs
City Manager Recommendations

General & Street Funds: (Continued)

Priority	Item	Request	Accum $	On-Going
11	Emergency Mgt Consultant	25,000	$483,986	0
12	Six Video Cameras-Police	35,871	519,857	0
13	PT Human Services Specialist	32,000	551,857	32,000
14	Street Lights Installation	10,000	561,857	0
15	Miscellaneous Street System Repair	10,000	571,857	0
16	Forklift (1/3 SWM; 2/3 Park & Streets)	4,000	575,857	0

2004 Unmet Needs
City Manager Recommendations

General & Street Funds: (Continued)

Priority	Item	Request	Accum $	On-Going
23	Transport Trailer	$5,330	$581,187	$0
	Totals	$581,187		$280,138

2004 Unmet Needs
City Manager Recommendations

Marina:

Priority	Item	Request	Accum $	On-Going
24	Moorage & Electric Rate Study	$20,500	$20,500	$0

Surface Water Management Operations Fund:

Priority	Item	Request	Accum $	On-Going
17	Forklift (1/3 SWM; 2/3 Park & Streets)	$2,000	$2,000	$0

2004 Unmet Needs
City Manager Recommendations

Computer Operations Fund:

Priority	Item	Request	Accum $	On-Going
Estimated 2004 Ending Fund Balance - $12,869				
18	Training (Windows 2003)	$4,250	$4,250	$0

Computer Equipment Capital Fund:

Priority	Item	Request	Accum $	On-Going
2004 Estimated Ending Fund Balance - $112,401				
19	Server Room Cooling System	$5,000	$5,000	$0

2004 Unmet Needs
City Manager Recommendations

Facility Repair & Replacement Fund:

Priority	Item	Request	Accum $	On-Going
2004 Estimated Ending Fund Balance - $206,950				
20	Fieldhouse Flooring/Restroom Fixtures	$24,000	$24,000	$0
21	Downtown Banners	9,000	33,000	0
22	Beach Park Restroom & Sun Home Lodge Fixtures/Flooring	15,000	48,000	0

2004 Unmet Needs
City Manager Recommendations

Equipment Rental Re lacement Fund

Item	Cost	Sales/Ins	Net
2004 Estimated Ending Fund Balance (without Replacements) - $1,199,742			
2004 Equipment Replacement Requests:			
Camel Flush Truck	$239,360	$40,000	$199,360
Asphalt Roller/Trailer	41,400	2,000	39,400
Parks Truck	22,200	1,000	21,200
Parks Mower	40,500	0	40,500
Two Community Development Vehicles	30,500	2,700	27,800
Police Chief Vehicle (Tsf to Commander)	29,800	0	29,800
Sergeant's Vehicle (Reimb by Insurance)	29,800	27,000	2,800
Total	**$433,560**	**$72,700**	**$360,860**

Change in General Fund Indirect Assessments

	2003 BGT	2004 BGT	2005 BGT
Marina	$687,375	$490,000	$490,000
Surface Wtr Mgt	51,300	86,000	115,000
Eqp Rental Ops	0	25,000	25,000
Computer Ops	0	10,000	10,000
Self Insurance	0	12,100	12,100
Total	$738,675	$623,100	$652,100

Airport Defense Fund

- Available Fund Balance $143,364
- ACC Contribution $50,000 - $100,000
- RCAA Request $22,000

Revenue Stabilization Fund

- Due to Decline in Local Government Assistance
  – Add Liquor Excise Taxes & Liquor Board Profits to Reserve Requirement Formula

Total 2004 Reserves (based on existing formula)				$812,850
Liquor Excise Tax	$105,000	10%	3 Yrs	31,500
Liquor Board Profits	$175,000	10%	3 Yrs	52,500
Revised 2004 Reserve Requirement				$896,850
Total Estimated 2004 Ending Fund Balance				1,283,503
Reserves Exceeding Requirement				$386,653

Capital Improvement Plan

- Changes to the Capital Budgets?
  - Municipal Capital Improvements Fund
  - Arterial Street Fund
  - Surface Water Management Capital Fund
  - Marina Depreciation & Improvement Fund

Municipal Capital Improvements Fund
Option 1

	2004	2005	2006	2007	2008	2009
PARKS AND RECREATION PROJECTS:						
Des Moines Beach Park Repairs	**$14,500**	$75,000				
Field House Renovation	$20,000		$260,100			
Activity Center	$53,910	$56,668				
SJU Memorial Park PH II	$362,320			$980,302		
Midway Park	$136,372					
Community Center						$6,968,000
Total	**$587,102**	**$131,668**	**$260,100**	**$980,302**	**$0**	**$6,968,000**

Municipal Capital Improvements Fund
Option 1

	2004	2005	2006	2007	2008	2009
GENERAL GOVERNMENTAL PROJECTS:						
Accounting Software Upgrade	$51,475					
(Bus License - $31,975; Quadrant Upgrade - $12,000; Add'l Budget User Licenses - $7,500)						
City Hall North Wing Remodel	$293,056					
City Hall Parking Lot	$11,000	$46,500				
Rewrite Shoreline Master Plan	0	**$47,825**	**$30,450**	**Deferred to 2005 - 2006**		
On-Site Records Storage	$44,530					
PEG Access/Video Arraignment	**$160,000**					
Total	**$560,061**	**$94,325**	**30,450**	**$0**	**$0**	**$0**

Municipal Capital Improvements Fund Option 2

	2004	2005	2006	2007	2008	2009
PARKS AND RECREATION PROJECTS:						
Des Moines Beach Park Repairs	**$14,500**	$75,000		$68,202	$400,000	$600,000
Field House Renovation	$20,000	$260,100				
Activity Center	$53,910	$56,668				
SJU Memorial Park PH II	$362,320			$980,302		$595,100
Midway Park	$136,372					
Bldg Life-Cycle Study		$100,000				
Park Playgrd Repair			$144,668	$124,608	$144,168	$68,710
DM Creek Trail						$227,080
Community Center						$6,968,000
Total	**$587,102**	**$491,768**	**$144,668**	**$1,173,112**	**$544,168**	**$8,458,890**

Attachment

Municipal Capital Improvements Fund
Option 2

	2004	2005	2006	2007	2008	2009
GENERAL GOVERNMENTAL PROJECTS:						
Accounting Software Upgrade	$51,475					
(Bus License - $31,975; Quadrant Upgrade - $12,000; Add'l Budget User Licenses - $7,500)						
City Hall North Wing Remodel	$293,056		$379,000			
City Hall Parking Lot	$11,000	$46,500				
Rewrite Shoreline Master Plan	$0	**$47,825**	**$30,450**		**Deferred to 2005 - 2006**	
On-Site Records Storage	$44,530					
PEG Access/Video Arraignment	**$160,000**					
Total	**$560,061**	**$94,325**	**$409,450**	**$0**	**$0**	**$0**

Arterial Street Fund

	2004	2005	2006	2007	2008	2009
Street Improvements:						
Arterial Mtc Prog	$500,000	$1,200,000	$600,000	$800,000	$400,000	$900,000
Neighborhood Traffic Program	$25,000	$25,000	$25,000	$25,000	$25,000	$25,000
Pacific Highway	$11,407,249					
16th Ave S Improvement PHI	$516,224	$5,662,010				
KDM Rd 16th to 24th	$209,408		$577,052	$5,302,587		
Pacific Ridge Sidewalks		$133,154				
Wesley Home Pedestrian Signal	$83,000					
S 216th-24th Signal	$498,880					
North Twin Bridge				$122,931	$1,085,376	
Total Expenditures	**$13,239,761**	**$7,020,164**	**$1,202,052**	**$6,260,518**	**$1,591,018**	**$925,000**

Surface Water Capital Fund

	2004	2005	2006	2007	2008	2009
PROJECT FUNDING REQUESTS:						
MVD Bridge	$5,882,600					
DM Creek Basin	$55,450	$118,100	$26,450			
MVD-Woodmont Dr Culvert	$143,600					
Barnes Creek Detention Facility		$1,008,150	$330,795			
Barnes Creek Culvert Replacemt		$78,500	$595,530			
McSorley Creek		$100,000				
Lower Massey Creek				$100,000	$603,100	
199th North Hill Trunk Line				$280,170		
North Hill NE Trunk Line						$387,800
Total Expenditures	**$6,081,650**	**$1,304,750**	**$952,775**	**$380,170**	**$603,100**	**$387,800**

Marina Depreciation & Improvement Fund

	2004	2005	2006	2007	2008	2009
PROJECT FUNDING REQUESTS:						
Dry Stack Storage	$1,060,106		$130,300			
Guest Moorage PH I	$245,000	$340,000				
New Decking H to N	$98,458	$50,000	$50,000			
Power Distribution Sy	$681,550					
S Restroom Upgrade	$25,000					
N Dock Elect Wiring	$50,000					
Restaurant/Boat Yd Bldg Repairs	$50,000					
N Seawall/Sidewalk		$985,000				
Guest Moorage PH II			$2,200,000	$2,200,000		
Commercial Bldg			$250,000			
Seawall Repl N to I				$1,610,000		
S Restroom Repl				$250,000		
Floating Dock Repl				$450,000		
Seawall Repl H to A					$893,340	$506,660
Redondo Improve	**$700,000**					
Total Expenditures	**$2,910,114**	**$1,375,000**	**$2,630,300**	**$4,510,000**	**$893,340**	**$506,660**

2004 UNMET NEEDS

GENERAL AND STREET FUNDS:

Department	Item	One-Time	On-Going
Court	Video Conferencing	$ 20,000	$ (10,000)
Finance	GASB 34 Fixed Assets Assistance	$ 10,000	
	Comprehensive Continuity & Disaster Recovery Plan	$ 50,000	
Records	Scanner/Software for Record Preservation	$ 1,250	
Personnel	Training-Workplace Issues	$ 4,500	
Legal	Improved Lighting	xx	
	.3 FTE - Part-time File Clerk		$ 8,800
	Domestic Violence Advocate-FT		$ 57,600
Law Enforcement	10 Patrol Cars (4 year lease schedule)	$ 89,085	$ 62,768
	6 Digital Video Cameras	$ 35,871	
	Spillman upgrade to 5.3	$ 43,825	
	Spillman Summit Photo Imaging	$ 38,500	
	Police Building Repair and Maintenance	$ 42,073	
	Host Citizen Academy (2)	$ 11,386	
	Emergency Management Consultant	$ 25,000	
Community Development			
Building Division	Ltd Term Building Inspector	$ 32,800	$ 65,800
	Desk and Equipment	$ 5,000	
	Used Vehicle (New $17,500)	$ 12,000	$ 5,000
	Miscellaneous (Training/Books)	$ 5,000	
	Upgrade Wagner 13E to 16D		$ 3,224
	Ltd Term Permit Technician		$ 54,000
	Replace two vehicles	$ 20,800	
	Sierra to Eden System	$ 157,000	
Development Services	Police Radio for Code Enforcement Officer	$ 2,500	
	Ltd Term Economic Development Coordinator		$ 98,400
Plan Development	Zoning Code Re-write ($70,000 - $100,000)	$ 100,000	
	New File Cabinets	$ 10,000	
Engineering:	Synchro/Sim Traffic (2 licenses)	$ 5,298	
	Upgrade to AutoCAD 2004 LT (2 licenses)	$ 1,450	
	Auto-turn	$ 400	
	GPS Unit	$ 20,000	
	Survey Equipment	$ 15,000	
	Traffic Accident Mapping/Track. System	$ 15,000	
	Traffic Counters	$ 9,600	
	Binoculars	$ 300	
Recreation			
Administration	Volunteer Assessment	$ 10,000	$ 5,000
	Cultural Arts Plan	$ 10,000	
Park Operations	Transport Trailer	$ 5,330	
	1/3 Forklift (1/3 Streets, 1/3 SWM)	$ 2,000	
	1 Park Maint Wkr (reduced pt hrs, increased revenue)		$ 4,489
	Move .40 Park Maintenance Worker to ACB		$ (25,813)
All City Buildings	.40 Park Maintenance/Facility Worker (.60 in Parks)		$ 25,813

2004 UNMET NEEDS

GENERAL AND STREET FUNDS (continued):

Department	Item	One-Time	On-Going
Human Services	Human Services Study Update	**$ 10,000**	
	PT Human Services Specialist position		**$ 32,000**
Streets	Shoulder Mower (1/2 in SWM, Total Cost $107,000)	**$ 53,500**	
	1/3 Forklift (1/3 Parks, 1/3 SWM)	**$ 2,000**	
	Self Loading Racks for Sand Spreaders (3 each)	**$ 7,500**	
	Street Lights Installation	**$ 20,000**	
	Street System Repair - Miscellaneous	**$ 20,000**	
GENERAL & STREET FUNDS TOTAL:		$ 923,968	$ 387,081

MARINA REVENUE FUND:

Department	Item	One-Time	On-Going
Administration	Moorage & Electric Rate Study	$ 20,500	
MARINA REVENUE FUND TOTAL:		$ 20,500	$ -

SURFACE WATER MANAGEMENT OPERATIONS FUND:

Department	Item	One-Time	On-Going
Maintenance	Shoulder Mower (1/2 in Streets, Total Cost $107,000)	**$ 53,500**	
	1/3 Forklift (1/3 Streets, 1/3 Parks)	**$ 2,000**	
SURFACE WATER MANAGERMENT OPERATIONS FUND TOTAL:		$ 55,500	$ -

COMPUTER EQUIPMENT OPERATIONS FUND:

Department	Item	One-Time	On-Going
	Training (Windows 2003)	**$ 4,250**	
COMPUTER EQUIPMENT OPERATIONS FUND TOTAL:		$ 4,250	$ -

COMPUTER EQUIPMENT CAPITAL FUND:

Department	Item	One-Time	On-Going
	Server Room Cooling System	**$ 5,000**	
COMPUTER EQUIPMENT CAPITAL FUND TOTAL:		$ 5,000	$ -

2004 UNMET NEEDS

MUNICIPAL CAPITAL IMPROVEMENT FUND:

Department	Item	One-Time	On-Going
	Business License Program	$ 31,975	
MUNICIPAL CAPITAL IMPROVEMENT FUND TOTAL:		$ 31,975	$ -

FACILITY REPAIR AND REPLACEMENT FUND:

Department	Item	One-Time	On-Going
	Bch Prk Restroom & Sun Hme Ldg Fixtures/Flooring	$ 15,000	
	Fieldhouse/Restroom Flooring & Fixtures	$ 24,000	
	Downtown Banners	$ 9,000	
FACILITY REPAIR AND REPLACEMENT FUND TOTAL:		$ 48,000	$ -

EQUIPMENT RENTAL REPLACEMENT FUND:

Department	Item	One-Time	On-Going
	SWM Camel Flush Truck	$ 199,360	
	Asphalt Roller/Trailer	$ 39,400	
	Parks Truck P-237 Replacement	$ 21,200	
	Parks 455D Mower	$ 40,500	
	Two Community Development Vehicles	$ 27,800	
	Police Chief Vehicle	$ 29,800	
	Sergeant's Vehicle	$ 2,800	
EQUIPMENT RENTAL REPLACEMENT FUND TOTAL:		$ 360,860	$ -

CIP PROJECTS
MUNICIPAL CAPITAL IMPROVEMENT FUND - OPTION 1

		2004	2005	2006	2007	2008	2009
BEGINNING FUND BALANCE		**$ 607,862**	**$ 67,765**	**$ 107,377**	**$ 367,347**	**$ 113,055**	**$ 130,193**
LOCAL REVENUES							
Transfer from General Fund		$ 170,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000
Transfer from General Fund	Debt Service	130,848	132,988	129,628	131,268	132,668	133,828
Interest Earnings		3,900	1,900	6,800	7,800	4,000	5,400
Real Estate Excise Tax		650,000	650,000	650,000	650,000	650,000	650,000
Haunted House proceeds (CODM portion)		14,000	14,000	14,000	14,000	14,000	14,000
Park In Lieu Fees		50,000	50,000	50,000	50,000	50,000	50,000
	TOTAL LOCAL REVENUES	$ 1,018,748	$ 998,888	$ 1,000,428	$ 1,003,068	$ 1,000,668	$ 1,003,228
PROJECT REVENUES							
CDBG - Sr Land Acquisition	Debt Service	$ 72,088	$ -	$ -	$ -	$ -	$ -
CDBG	Midway Park	65,000					
Donations	Activity Center	15,000					
Donations	SJU Park PH II	10,000					
King County	Midway Park	50,000					
IAC	SJUM Park II	75,000			300,000		
King County	SJUM Park II	50,000					
Bond Proceeds	Community Center						6,968,000
Grant	Field House			130,050			
DOE Grant	Re-write of Shoreline MP		47,825	30,450			
	TOTAL PROJECT REVENUES	$ 337,088	$ 47,825	$ 160,500	$ 300,000	$ -	$ 6,968,000
	TOTAL REVENUES & FUND BALANCE	**$ 1,963,696**	**$ 1,114,478**	**$ 1,268,305**	**$ 1,670,415**	**$ 1,113,723**	**$ 8,101,421**
PROJECT EXPENSES							
Des Moines Beach Park Repairs		$ 14,500	$ 75,000	$ -	$ -	$ -	$ -
Field House Renovation CDBG & WA Heritage		20,000		260,100			
Activity Center Remodel		53,910	56,668				
Steven J Underwood Memorial Park Phase II		362,320			980,302		
Midway Park Improvements		136,372					
Community Center							6,968,000
Accounting Software Upgrade		51,475					
City Hall North Wing Remodel		293,056					
Re-write of Shoreline Master Plan		-	47,825	30,450			
Onsite Records Storage		44,530					
City Hall Parking Lot		11,000	46,500				
Upgrade Public, Education & Government Broadcast system		160,000					
	TOTAL PROJECT EXPENDITURES	$ 1,147,163	$ 225,993	$ 290,550	$ 980,302	$ -	$ 6,968,000
DEBT/OPERATING TRANSFERS							
Debt-1998 GO Bond-Myers land (Less portion for 4.14 acres)		$ 95,934	$ 98,120	$ 99,530	$ 95,790	$ 96,895	$ 97,685
Debt-1998 GO Bond-Soundview Bap land (4.14ac elig/CDBG)		71,988					
Debt-1997 GO Bond-City Hall Expansion		130,848	132,988	129,628	131,268	132,668	133,828
Transfer to Arterial Street Fund		450,000	550,000	381,250	350,000	753,967	740,000
	TOTAL DEBT/OPERATING TRANSFERS	$ 748,770	$ 781,108	$ 610,408	$ 577,058	$ 983,530	$ 971,513
	TOTAL EXPENDITURES	**$ 1,895,933**	**$ 1,007,101**	**$ 900,958**	**$ 1,557,360**	**$ 983,530**	**$ 7,939,513**
	ENDING FUND BALANCE	**$ 67,765**	**$ 107,377**	**$ 367,347**	**$ 113,055**	**$ 130,193**	**$ 161,908**
RESERVED FUND BALANCE							
Park In Lieu Fees		$ -	$ -	$ 50,000		$ 50,000	$ 100,000
CDBG		2,698	2,798	2,798	2,798	2,798	2,798
King County Open Space		32,469	32,469	32,469	32,469	32,469	32,469
	TOTAL RESERVED FUND BALANCE	**$ 35,167**	**$ 35,267**	**$ 85,267**	**$ 35,267**	**$ 85,267**	**$ 135,267**
	UNRESERVED FUND BALANCE	**$ 32,598**	**$ 72,110**	**$ 282,080**	**$ 77,788**	**$ 44,926**	**$ 26,641**

CIP PROJECTS
MUNICIPAL CAPITAL IMPROVEMENT FUND - OPTION 1

	2004	2005	2006	2007	2008	2009
PORTION OF PROJECTS FUNDED BY PARK IN LIEU						
Steven J Underwood Memorial Park Phase II	$ 50,000	$ -	$ -	$ 150,000	$ -	$ -
TOTAL FUNDED BY PARK IN LIEU	**$ 50,000**	**$ -**	**$ -**	**$ 150,000**	**$ -**	**$ -**
PORTION OF PROJECTS FUNDED BY REET						
Des Moines Beach Park		$ 75,000	$ -	$ -	$ -	$ -
Field House Renovation	$ 20,000		$ 130,080			
Activity Center	38,910	56,668				
Midway Park	71,372					
Steven J Underwood Memorial Park Phase II	177,320			530,302		
City Hall Parking Lot	11,000	46,500				
City Hall North Wing Remodel	293,056					
Transfer to Arterial Street Fund	3,329	373,712	381,250	63,048	553,105	552,315
Debt Service-1998 GO Park Land Acq/Sports Park Land Acq	95,934	98,120	99,530	95,790	96,895	97,685
TOTAL AMOUNT FUNDED BY REET	**$ 710,921**	**$ 650,000**	**$ 610,860**	**$ 689,140**	**$ 650,000**	**$ 650,000**
PORTION OF PROJECTS FUNDED BY NON-REET						
Accounting Software Upgrade	$ 51,475	$ -	$ -	$ -	$ -	$ -
On-Site Records Storage	44,530					
Debt Service-1997 GO Bond-City Hall Expansion	130,848	132,988	129,628	131,268	132,668	133,828
Transfer to Arterial Street Fund	446,671	176,288		286,952	200,862	187,685
TOTAL AMOUNT FUNDED BY NON-REET	**$ 673,524**	**$ 309,276**	**$ 129,628**	**$ 418,220**	**$ 333,530**	**$ 321,513**

CIP PROJECTS
MUNICIPAL CAPITAL IMPROVEMENT FUND - OPTION 2

		2004	2005	2006	2007	2008	2009
BEGINNING FUND BALANCE		**$ 607,862**	**$ 67,765**	**$ 214,328**	**$ 644,729**	**$ 602,816**	**$ 1,004,462**
LOCAL REVENUES							
Transfer from General Fund		$ 170,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000
Transfer from General Fund	Debt Service	130,848					
Interest Earnings		3,900	3,100	12,500	20,800	29,900	25,800
Levy Lid Lift $.20			418,789	422,977	427,207	431,479	435,794
Real Estate Excise Tax		650,000	650,000	650,000	650,000	650,000	650,000
Haunted House proceeds (CODM portion)		14,000	14,000	14,000	14,000	14,000	14,000
Park In Lieu Fees		50,000	50,000	50,000	50,000	50,000	50,000
TOTAL LOCAL REVENUES		$ 1,018,748	$ 1,285,889	$ 1,299,477	$ 1,312,007	$ 1,325,379	$ 1,325,594
PROJECT REVENUES							
CDBG - Sr Land Acquisition	Debt Service	$ 72,088	$ -	$ -	$ -	$ -	$ -
CDBG	Midway Park	65,000					
Donations	Activity Center	15,000					
Donations	SJU Park PH II	10,000					
Grants	DM Beach Park					200,000	300,000
King County	Midway Park	50,000					
IAC	SJUM Park II	75,000			300,000		200,000
King County	SJUM Park II	50,000					
CDBG	Park & Playgrd Eqp			65,000	65,000		
Bond Proceeds	Community Center						6,968,000
Grant	Field House		130,050				
DOE Grant	Re-write of Shoreline MP		47,825	30,450			
TOTAL PROJECT REVENUES		$ 337,088	$ 177,875	$ 95,450	$ 365,000	**$ 200,000**	**$ 7,468,000**
TOTAL REVENUES & FUND BALANCE		**$ 1,963,698**	**$ 1,531,529**	**$ 1,609,255**	**$ 2,321,736**	**$ 2,128,195**	**$ 9,798,056**
PROJECT EXPENSES							
Des Moines Beach Park Repairs		$ 14,500	$ 75,000	$ -	$ 68,202	$ 400,000	$ 600,000
Field House Renovation CDBG & WA Heritage		20,000	260,100				
Activity Center Remodel		53,910	56,668				
Steven J Underwood Memorial Park Phase II		362,320			980,302		595,100
Midway Park Improvements		136,372					
Community Center							6,968,000
Park & Playground Repair & Replacement				144,668	124,608	144,168	68,710
Des Moines Creek Trail							227,080
Building Life-Cycle Maintenance Study			100,000				
Accounting Software Upgrade		51,475					
City Hall North Wing Remodel		293,056		379,000			
Re-write of Shoreline Master Plan		-	47,825	30,450			
Onsite Records Storage		44,530					
Upgrade Public, Education & Government Broadcast system		160,000					
City Hall Parking Lot		11,000	46,500				
TOTAL PROJECT EXPENDITURES		$ 1,147,163	$ 586,093	$ 554,118	$ 1,173,112	$ 544,168	$ 8,458,890
DEBT/OPERATING TRANSFERS							
Debt-1998 GO Bond-Myers land (Less portion for 4.14 acres)		$ 95,934	$ 98,120	$ 99,530	$ 95,790	$ 96,895	$ 97,685
Debt-1998 GO Bond-Soundview Bap land (4.14ac elig/CDBG)		71,988					
Debt-1997 GO Bond-City Hall Expansion		130,848	132,988	129,628	131,268	132,668	133,828
Transfer to Arterial Street Fund		450,000	500,000	181,250	318,750	350,002	800,000
TOTAL DEBT/OPERATING TRANSFERS		$ 748,770	$ 731,108	$ 410,408	$ 545,808	$ 579,565	$ 1,031,513
TOTAL EXPENDITURES		**$ 1,895,933**	**$ 1,317,201**	**$ 964,526**	**$ 1,718,920**	**$ 1,123,733**	**$ 9,490,403**
ENDING FUND BALANCE		**$ 67,765**	**$ 214,328**	**$ 644,729**	**$ 602,816**	**$ 1,004,462**	**$ 307,653**
RESERVED FUND BALANCE							
Park In Lieu Fees		$ -	$ -	$ 50,000	$ -	$ -	$ -
CDBG		2,698	2,798	2,798	2,798	2,798	2,798
King County Open Space		32,469	32,469	32,469	32,469	32,469	32,469
TOTAL RESERVED FUND BALANCE		**$ 35,167**	**$ 35,267**	**$ 85,267**	**$ 35,267**	**$ 35,267**	**$ 35,267**
UNRESERVED FUND BALANCE		**$ 32,598**	**$ 179,061**	**$ 559,462**	**$ 567,549**	**$ 969,195**	**$ 272,386**

CIP PROJECTS
MUNICIPAL CAPITAL IMPROVEMENT FUND - OPTION 2

	2004	2005	2006	2007	2008	2009
PORTION OF PROJECTS FUNDED BY PARK IN LIEU						
Steven J Underwood Memorial Park Phase II	$ 50,000	$ -	$ -	$ 150,000	$ -	$ 50,000
Playground & Park Repair & Repl					50,000	
TOTAL FUNDED BY PARK IN LIEU	**$ 50,000**	**$ -**	**$ -**	**$ 150,000**	**$ 50,000**	**$ 50,000**
PORTION OF PROJECTS FUNDED BY REET						
Des Moines Beach Park	$ -	$ 75,000	$ -	$ -	$ 200,000	$ 73,387
Field House Renovation	20,000	130,080				
Activity Center	38,910	56,668				
Midway Park	71,372					
Steven J Underwood Memorial Park Phase II	177,320			363,334		345,100
Park & Playground Repair & Repl			79,668	59,608	94,168	
City Hall Parking Lot	11,000	46,500				
City Hall North Wing Remodel	293,056		159,924			
Transfer to Arterial Street Fund	3,329	110,644	181,250		126,269	
Debt Service-1998 GO Park Land Acq/Sports Park Land Acq	95,934	98,120	99,530	95,790	96,895	97,685
Debt Service-1997 GO Bond-City Hall Expansion		132,988	129,628	131,268	132,668	133,828
TOTAL AMOUNT FUNDED BY REET	**$ 710,921**	**$ 650,000**	**$ 650,000**	**$ 650,000**	**$ 650,000**	**$ 650,000**
PORTION OF PROJECTS FUNDED BY NON-REET						
Accounting Software Upgrade	$ 51,475	$ -	$ -	$ -	$ -	$ -
On-Site Records Storage	44,530					
Debt Service-1997 GO Bond-City Hall Expansion	130,848					
Des Moines Beach Park				68,202		226,613
Steven J Underwood Memorial Park Phase II				166,968		
Park & Playground Repair & Repl						68,710
Des Moines Creek Trail						227,080
Building Life-Cycle Maintenance Study		100,000				
City Hall North Wing Remodel			219,076			
Transfer to Arterial Street Fund	446,671	389,356		318,750	223,733	800,000
TOTAL AMOUNT FUNDED BY NON-REET	**$ 673,524**	**$ 489,356**	**$ 219,076**	**$ 553,920**	**$ 223,733**	**$ 1,322,403**

CIP PROJECTS
ARTERIAL STREET FUND

		2004	2005	2006	2007	2008	2009
BEGINNING FUND BALANCE		**$ 3,665,735**	**$ 1,025,756**	**$ 809,622**	**$ 1,229,416**	**$ 464,658**	**$ 2,176,117**
LOCAL REVENUES							
Motor Vehicle Fuel Tax	Flat Tax (2.3 ¢ per gallon)	$ 192,483	$ 197,142	$ 201,085	$ 205,107	$ 208,209	$ 213,393
Interest Earnings		35,700	29,100	55,700	73,300	101,400	163,500
Transfer From MCI Fund		450,000	550,000	381,250	350,000	753,967	740,000
Transfer in from LID Fund	4th St LID	2,142	2,072	2,003	1,933	1,864	1,794
	TOTAL LOCAL REVENUES	$ 680,325	$ 778,314	$ 640,038	$ 630,340	$ 1,066,440	$ 1,118,687
PROJECT REVENUES							
Federal Way School Dist	16th Avenue-260th to 272nd	$ 84,000	$ -	$ -	$ -	$ -	$ -
PWTF Loan	16th Avenue-260th to 272nd		2,463,524				
TIB Grant (Confirmed)	16th Avenue-260th to 272nd	134,859					
TIB Grant (Unconfirmed)	16th Avenue-260th to 272nd		2,960,000				
TIB Grant (Unconfirmed)	KDM - 16th Ave S to 24th				3,711,811		
Line of Credit	Pacific Highway	43,985					
PWTF Loan	Pacific Highway	2,814,345					
TEA21 CMAQ	Pacific Highway	2,850,000					
TEA21 STP	Pacific Highway	744,531					
HES Design Grant	Pacific Highway	215,000					
TIB	Pacific Highway	2,706,241					
WSDOT	Pacific Highway	1,003,700					
METRO, King County *	Pacific Highway	350,000					
City of Kent	Pacific Highway	10,000					
QWEST	Pacific Highway	425,000					
Comcast	Pacific Highway	80,500					
CDBG	Pacific Ridge Sidewalks		133,154				
2002 CDBG (Confirmed)	Wesley homes Pedestrian Signal	59,774					
AIP Grant	S 216th St and 24th Ave S Signal	285,102					
BRAC (Unconfirmed)	North Twin Bridge				119,638	1,049,417	
Traffic Impact Fees			525,000	1,200,000	1,350,000	1,500,000	1,500,000
	TOTAL PROJECT REVENUES	$ 11,807,037	$ 6,081,678	$ 1,200,000	$ 5,181,449	$ 2,549,417	$ 1,500,000
	TOTAL REVENUES & FUND BALANCE	**$ 16,153,097**	**$ 7,885,748**	**$ 2,649,660**	**$ 7,041,205**	**$ 4,080,515**	**$ 4,794,804**
RECURRING PROJECTS							
Arterial Maintenance Program		$ 500,000	$ 1,200,000	$ 600,000	$ 800,000	$ 400,000	$ 900,000
Neighborhood Traffic Control Program		25,000	25,000	25,000	25,000	25,000	25,000
PROJECTS CONTINUED FROM PRIOR YEARS							
Pacific Highway South		11,407,249					
16th Ave South Improvements (Phase 1)		516,224	5,662,010				
KDM Road/16th Ave. to 24th Ave.		209,408		577,052	5,302,587		
NEW PROJECTS							
Pacific Ridge Sidewalks			133,154				
Wesley Homes Pedestrian Signal		83,000					
S 216th St and 24th Ave S Signal		498,880					
North Twin Bridge Project					132,931	1,166,018	
	TOTAL PROJECT EXPENDITURES	**$ 13,239,761**	**$ 7,020,164**	**$ 1,202,052**	**$ 6,260,518**	**$ 1,591,018**	**$ 925,000**
TRANSFERS TO DEBT SERVICE FUND							
PWTF Loan-Downtown Utility Undergrounding (P&I)		$ 26,736	$ 25,329	$ 23,922	$ -	$ -	$ -
Line of Credit Payoff - Principal & Interest		1,860,801					
PWTF Loan - Pacific Hwy Preconstruction		43	2,550	2,538	2,525	2,513	
PWTF Loan - Pacific Hwy Construction			28,083	167,096	165,692	164,288	162,883
PWTF Loan - 16th Ave S. Improvements (Phase 1)				24,636	147,812	146,580	145,348
	TOTAL DEBT SERVICE	**$ 1,887,580**	**$ 55,962**	**$ 218,192**	**$ 316,029**	**$ 313,381**	**$ 308,231**
	TOTAL EXPENDITURES	**$ 15,127,341**	**$ 7,076,126**	**$ 1,420,244**	**$ 6,576,547**	**$ 1,904,399**	**$ 1,233,231**
	ENDING FUND BALANCE	**$ 1,025,756**	**$ 809,622**	**$ 1,229,416**	**$ 464,658**	**$ 2,176,117**	**$ 3,561,572**
RESERVED FUND BALANCE							
In Lieu		$ 406,040	$ 59,726				
Traffic Impact Fees		-	-	629,363	-	1,888,587	3,388,587
	TOTAL RESERVED FUND BALANCE	$ 406,040	$ 59,726	$ 629,363	$ -	$ 1,888,587	$ 3,388,587
	UNRESERVED FUND BALANCE	**$ 619,716**	**$ 749,896**	**$ 600,053**	**$ 464,658**	**$ 287,530**	**$ 172,985**

CIP PROJECTS
ARTERIAL STREET FUND

	2004	2005	2006	2007	2008	2009
PORTION OF PROJECTS FUNDED BY FUND BALANCE						
Arterial Maintenance Program	$ 500,000	$ 1,200,000	$ 600,000	$ 800,000	$ 400,000	$ 900,000
Neighborhood Traffic Control Program	25,000	25,000	25,000	25,000	25,000	25,000
Transportation Comp Update						
Pacific Highway South/S. 216th to KDM						
KDM Road/16th Ave. to 24th Ave	209,408		107,052			
10th Ave S. Culvert Replacement						
Wesley homes Pedestrian Signal	23,226					
S 216th St and 24th Ave S Signal						
North Twin Bridge Project				13,293	116,602	
Line of Credit Interest	23,400					
PWTF Loan-Downtown utility undergrounding (P&I)	26,736	25,329	23,922			
PWTF Loan - Pacific Hwy Preconstruction	43	2,550	2,538	2,525	2,513	
PWTF Loan - Pacific Hwy Construction		28,083	26,679	25,275	23,871	22,467
PWTF Loan - 16th Ave S.			24,876	149,252	148,008	146,764
TOTAL USE OF FUND BALANCE	**$ 807,813**	**$ 1,280,962**	**$ 810,067**	**$ 1,015,345**	**$ 715,994**	**$ 1,094,231**
PORTION OF PROJECTS FUNDED BY IN-LIEU FEES						
Pacific Highway South	$ 44,433	$ -	$ -	$ -	$ -	$ -
S 216th St & 24th Ave Signal	30,397					
16th Ave S Improvements King County	271,484	42,226				
16th Ave S Improvements Ace Hardware		17,500				
TOTAL USE OF IN-LIEU FEES	$ 346,314	$ 59,726	$ -	$ -	$ -	$ -
PORTION OF PROJECTS FUNDED BY TRAFFIC IMPACT FEES						
KDM Rd - 16th Ave S to 24th Ave S	$ -	$ -	$ 470,000	$ 1,590,776	$ -	$ -
S 216th St & 24th Ave Signal	183,381					
Pacific Highway South	163,499					
16th Ave S Improvements	25,881	178,760				
TOTAL USE OF TRAFFIC IMPACT FEES	$ 372,761	$ 178,760	$ 470,000	$ 1,590,776	$ -	$ -

CIP PROJECTS
SURFACE WATER CAPITAL FUND

			2004	2005	2006	2007	2008	2009
BEGINNING FUND BALANCE			$ 643,688	$ 739,271	$ 548,712	$ 318,458	$ 202,885	$ 173,353
LOCAL REVENUES								
Interest Income			$ 10,300	$ 14,100	$ 12,100	$ 7,700	$ 5,600	$ 3,100
Transfer from SWM operations			400,000	300,000	320,000	330,000	340,000	350,000
TOTAL LOCAL REVENUES			$ 410,300	$ 314,100	$ 332,100	$ 337,700	$ 345,600	$ 353,100
PROJECT REVENUES								
Bridge - WSDOT Fish Enhance		SWM-18	$ 200,000	$ -	$ -	$ -	$ -	$ -
Bridge - Basin Interlocals	*	SWM-18	4,743,200					
Bridge - Midway Sewer	*	SWM-18	388,600	-	-	-	-	-
Bridge - Seattle Public Utility	*	SWM-18	450,800	-	-	-	-	-
Des Moines Creek - Basin Interlocal	*	SWM-26	-	-	-	-	-	-
McSorley Creek Basin - WRIA 9/other	*	SWM-29		50,000	-	-	-	-
Barnes Creek Detention - PWTF Loan	*	SWM-06		806,550	264,595	-	-	-
KDM/Barnes Creek Culvert - Fish Grant	*	SWM-12			200,000	-	-	-
Lower Massey Creek Channel	*	SWM-01					300,000	
TOTAL PROJECT REVENUES			$ 5,782,600	$ 856,550	$ 464,595	$ -	$ 300,000	$ -
*These grants and/or loans need to be applied for.								
TOTAL REVENUES & FUND BALANCE			$ 6,836,588	$ 1,909,921	$ 1,345,407	$ 656,158	$ 848,485	$ 526,453
PROJECT EXPENSES								
Marine View Drive Bridge		SWM-18	$ 5,882,800	$ -	$ -	$ -	$ -	$ -
Des Moines Creek Basin Projects		SWM-26	55,450	118,100	26,450	-	-	-
Woodmont Culvert/Overflow		SWM-30	143,600	-	-	-	-	-
McSorley Creek Basin Plan		SWM-29		100,000				
Barnes Creek Detention Facility/Culvert		SWM-06	-	1,008,150	330,795	-	-	-
Barnes Creek/KDM Rd. Culvert Repl.		SWM-12		78,500	595,530	-	-	-
199th N Hill Trunk Line		SWM-20				280,170		
Lower Massey Creek Channel		SWM-01				100,000	603,100	-
North Hill NE Trunkline Project		SWM-32						387,800
TOTAL PROJECT EXPENSES			$ 6,081,650	$ 1,304,750	$ 952,775	$ 380,170	$ 603,100	$ 387,800
DEBT SERVICE EXPENSES								
State Revolving Loan #2-Barnes Creek (Design)		SWM-06	$ 15,667	$ -	$ -	$ -	$ -	$ -
PWTF Loan - Barnes Creek Detention		SWM-06		56,459	74,174	73,103	72,032	70,960
TOTAL DEBT EXPENSES			$ 15,667	$ 56,459	$ 74,174	$ 73,103	$ 72,032	$ 70,960
TOTAL EXPENSES			$ 6,097,317	$ 1,361,209	$ 1,026,949	$ 453,273	$ 675,132	$ 458,760
ENDING FUND BALANCE			$ 739,271	$ 548,712	$ 318,458	$ 202,885	$ 173,353	$ 67,693
UNRESERVED FUND BALANCE			$ 739,271	$ 548,712	$ 318,458	$ 202,885	$ 173,353	$ 67,693
AMOUNT OF PROJECT FUNDED BY SWM								
Marine View Drive Bridge		SWM-18	$ 100,000	$ -	$ -	$ -	$ -	$ -
Des Moines Creek Basin Projects		SWM-26	55,450	118,100	26,450	-	-	-
Woodmont Drive Culvert/Overflow		SWM-30	143,600	-	-	-	-	-
McSorley Creek Basin Plan		SWM-29		50,000				
Barnes Creek Detention Facility/Culvert		SWM-06	-	201,600	66,200			
Barnes Creek/KDM Rd. Culvert Repl.		SWM-12		78,500	395,530			
199th N Hill Trunk Line		SWM-20				280,170		
Lower Massey Creek Channel		SWM-01				100,000	303,100	
State Revolving Loan #2-Barnes Creek (Design)		SWM-06	15,667					
North Hill NE Trunkline Project		SWM-32						387,800
PWTF Loan ($1,071,145), Barnes Creek Detention		SWM-06		56,459	74,174	73,102	72,031	70,960
TOTAL FUNDED BY SWM			$ 314,717	$ 504,659	$ 562,354	$ 453,272	$ 375,131	$ 458,760

Attachment C

File: SWM CIP 2004-hidden revised 11-7-03.xls

CIP PROJECTS
MARINA CAPITAL FUND

	2004	2005	2006	2007	2008	2009
BEGINNING FUND BALANCE	**$4,310,476**	**$ 1,761,081**	**$ 685,131**	**$ 4,830,840**	**$ 995,940**	**$ 257,700**
LOCAL REVENUES						
Interest Earnings	$ 41,700	$ 26,300	$ 79,500	$ 95,100	$ 15,100	$ 123,400
Bond Proceeds			6,900,000			6,600,000
Transfer From Marina Revenue Fund	382,628	468,628	469,228	1,027,056	1,029,001	1,031,156
TOTAL LOCAL REVENUES	**$ 424,328**	**$ 494,928**	**$ 7,448,728**	**$ 1,122,156**	**$ 1,044,101**	**$ 7,754,556**
PROJECT REVENUES						
IAC Grant - Redondo Boat Ramp Const. (Confirmed)	214,769	-	-	-	-	-
King County Allocation	20,000					
IAC Grant - Guest Moorage (Unconfirmed)	$ 34,250	$ 34,250	$ -	$ -	$ -	$ -
IAC Grant - North Seawall and Sidewalk (Unconfirmed)		98,500				
BIG Grant - Seawall and Sidewalk to N Dock (Unconfirmed)			440,000	440,000		
TOTAL PROJECT REVENUES	**$ 269,019**	**$ 132,750**	**$ 440,000**	**$ 440,000**	**$ -**	**$ -**
TOTAL REVENUES & FUND BALANCE	**$ 5,003,823**	**$ 2,388,759**	**$ 8,573,859**	**$ 6,392,996**	**$ 2,040,041**	**$ 8,012,256**
PROJECT EXPENSES						
Dry Stack Boat Storage	$ 1,060,106	$ -	$ 130,300	$ -	$ -	$ -
Redondo Improvements	700,000	-	-	-	-	-
Expanded Guest Moorage Phase I	245,000	340,000	-	-	-	-
North Seawall and Sidewalk	-	985,000			-	-
New Decking H to N/Fire Suppression System	98,458	50,000	50,000	-	-	-
Expanded Guest Moorage & Seawall Phase II	-	-	2,200,000	2,200,000	-	-
Commercial Building	-	-	250,000	-	-	-
Power Distribution System Electrical Upgrades	681,550	-	-	-	-	-
Seawall Replacement Project, N to I Dock	-	-		1,610,000	-	-
Seawall Replacement Project, H to A Dock	-	-	-	-	893,340	506,660
N Dock Electrical Upgrades & Water Supply	50,000					
South Marina Restroom Upgrade	25,000	-	-	-	-	-
South Marina Restroom Replacement	-	-	-	250,000	-	-
Floating Dock Replacement and Reconfiguration Phase I	-	-	-	450,000	-	-
Building Repairs-Restaurant and Boat Yard	50,000	-	-	-	-	-
TOTAL PROJECT EXPENSES	**$ 2,910,114**	**$ 1,375,000**	**$ 2,630,300**	**$ 4,510,000**	**$ 893,340**	**$ 506,660**
DEBT SERVICE EXPENSES						
Debt Service #1	$ 332,628	$ 328,628	$ 329,228	$ 329,278	$ 328,753	$ 332,628
Debt Service #2				557,778	560,248	558,528
Bond Issuance Costs			221,816			212,176
Debt Reserve			561,675			536,588
TOTAL DEBT EXPENSES	**$ 332,628**	**$ 328,628**	**$ 1,112,719**	**$ 887,056**	**$ 889,001**	**$ 1,639,920**
TOTAL EXPENSES	**$ 3,242,742**	**$ 1,703,628**	**$ 3,743,019**	**$ 5,397,056**	**$ 1,782,341**	**$ 2,146,580**
ENDING FUND BALANCE	**$ 1,761,081**	**$ 685,131**	**$ 4,830,840**	**$ 995,940**	**$ 257,700**	**$ 5,865,676**
Reserved for Bond Proceeds	(1,716,145)	(473,895)	(4,400,104)	(351,872)	-	(5,344,576)
UNRESERVED FUND BALANCE	**$ 44,936**	**$ 211,236**	**$ 430,736**	**$ 644,068**	**$ 257,700**	**$ 521,100**
PORTION OF PROJECTS FUNDED BY FUND BALANCE						
Dry Stack Boat Storage	$ 106,286	$ -	$ -	$ -	$ -	$ -
Redondo Improvements	40,074					
South Marina Restroom Upgrade	25,000					
Building Repairs-Restaurant and Boat Yard	50,000					
Seawall Replacement Project H to A Dock					541,468	
N Dock Electrical Upgrades	50,000					
South Marina Restroom Replacement				21,768		
TOTAL USE OF FUND BALANCE	**$ 271,360**	**$ -**	**$ -**	**$ 21,768**	**$ 541,468**	**$ -**
PORTION OF PROJECTS FUNDED BY BOND PROCEEDS						
Dry Stack Boat Storage	$ 953,820	$ -	$ 130,300	$ -	$ -	$ -
Redondo Improvements	$ 425,157					
Power Distribution System/Electrical Upgrades	681,550					
Expanded Guest Moorage Phase I	210,750	305,750	-	-	-	
North Seawall & Sidewalk		886,500				
New Decking H to N/Fire Suppression System	98,458	50,000	50,000	-	-	
Expanded Guest Moorage & Seawall Phase II			1,760,000	1,760,000		
Commercial Building			250,000			
Seawall Replacement Project H to A Dock					351,962	506,660
Seawall Replacement Project N to I Dock				1,610,000		
South Marina Restroom Replacement				228,232		
Floating Dock Replacement and Reconfiguration Phase I				450,000		
TOTAL USE OF BOND PROCEEDS	**$ 2,369,735**	**$ 1,242,250**	**$ 2,190,300**	**$ 4,048,232**	**$ 351,962**	**$ 506,660**

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT:
Year 2004-2009 Capital Improvement Plan

ATTACHMENTS:
Draft Resolution No. 03-309

FOR AGENDA OF: December 22, 2003

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: December 4, 2003

CLEARANCES:
[ ] Finance
[ ] Legal

APPROVED BY CITY MANAGER

FOR SUBMITTAL: GTL for TP

Purpose and Recommendation

Suggested motion:
"I move to adopt draft Resolution 03-309 approving the City of Des Moines 2004-2009 Capital Improvement Plan".

Background

The Capital Improvement Plan provides a multi-year list of proposed major capital expenditures and associated operating costs for the City. The Growth Management Act of 1990 requires communities to adopt comprehensive plans to guide the orderly development of growth. Also, the Plan focuses the community and Council's attention on prioritizing projects, given the competing needs for projects.

The 2004-2009 Capital Improvement Plan reflects capital projects of the Municipal Capital Improvement, Arterial Streets, Surface Water Management, and Marina Depreciation and Improvement funds.

Recommendation

It is recommended that the City Council adopt Draft Resolution No. 03-309, approving the City of Des Moines 2004-2009 Capital Improvement Plan.

CITY ATTORNEY'S FIRST DRAFT 11/06/03

DRAFT RESOLUTION NO. 03-309

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON, relating to capital improvement planning, adopting the 2004-2009 City of Des Moines Capital Improvement Plan, and superseding Resolution No. 946.

WHEREAS, the City Council of the City of Des Moines adopted the 2003-2008 Capital Improvement Plan by Resolution No. 946, and

WHEREAS, the City Council finds it to be in the public interest to adopt the 2004-2009 Capital Improvement Plan; now therefore,

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

Sec. 1. The City of Des Moines Capital Improvement Plan 2004-2009 is adopted by reference, as a guide for future capital improvement projects and policies.

Sec. 2. The City Manager is directed to submit to the City Council, for approval or adoption, annual updates to the Des Moines Capital Improvement Plan at least once a year.

Sec. 3. The City Manager is directed to submit to the City Council, for approval or adoption, amendments to specific projects contained in the Capital Improvement Plan when any project exceeds or will exceed budgetary authorization.

Sec. 4. The City Manager is directed to submit to the City Council, for approval, significant changes to the scope of any project contained in the Capital Improvement Plan as adopted in this resolution. Determinations regarding what constitutes a significant change in a CIP project shall rest with the City Manager, provided in all circumstances that the provisions of Sec. 3 are enforced. Finally, three City Councilmembers may determine a significant change has occurred or is proposed to occur with respect to any project contained in the CIP, which determination shall bring the matter before the full City Council for approval or authorization.

Sec. 5. Any new capital project meeting the criteria for inclusion in the CIP shall not be authorized without review and amendment to the 2004-2009 Capital Improvement Plan by the City Council.

Sec. 6. Resolution No. 946 is hereby superseded.

ADOPTED BY the City Council of the City of Des Moines, Washington this ______ day of ______, 2003 and signed in authentication thereof this ____ day of __________, 2003.

____
M A Y O R

APPROVED AS TO FORM:

____
City Attorney

ATTEST:

____
City Clerk