

AGENDA

**DES MOINES CITY COUNCIL
MUNICIPAL FACILITIES COMMITTEE
City Council Chambers
21630 11th Avenue S, Des Moines, Washington
Thursday, June 27, 2024 - 4:00 PM**

Municipal Facilities Committee: Chair Jeremy Nutting, Vice Chair Matt Mahoney, Gene Achziger

CALL TO ORDER

AGENDA

- Item 1. Approval of April 25, 2024 Minutes
[04.25.24 Municipal Facilities Draft Minutes](#)
- Item 2. Rental Facilities Update
- *Staff will provide details on revenue/expenditures and future plans.*
- [Events and Facilities](#)
- Item 3. Beach Park Buildings Discussion
- *Staff will provide an update*
- Item 4. Marina and Beach Park Paid Parking Operations and Financial Updates
- *Staff will present machinery operations status, including financials up to 6/26/2024*

ADJOURNMENT

Draft Minutes Des Moines City Council Municipal Facilities Committee – 04/25/2024

Council Members

Jeremy Nutting, Chair
Matt Mahoney, Vice-Chair
Gene Achziger

City Staff

Tim George, Interim City Manager
Tommy Owen, Acting Public Works Director
Scott Wilkins, Harbormaster
Tyler Beekley, Surface Water/Environmental Engineering Mngr
Khai Le, Acting City Engineer
Sara Lee, Deputy City Clerk
Jodi Grager, Admin Coordinator I

Guests: Councilmember Yoshiko Grace Matsui

Meeting called to order: 4:00 pm on April 25, 2024 in the Council Chambers

Agenda

1. Approval of 03.28.2024 Minutes
2. Marina Steps Update
3. Redondo Fishing Pier/Restroom Replacement Project Update
4. Marina CIP Update

Meeting:

1. The 03.28.2024 Municipal Facilities Minutes were approved as submitted.
2. Acting Public Works Director Tommy Owen reviewed Attachment #2. KPFF/PLACE, the design team working on this project provided renderings at the 60% design stage. Stormwater features will be integrated into the plans. Director Owen stated undergrounding the utilities in this area is challenging, staff are actively engaging with PSE.
3. Khai Le, Acting City Engineer summarized the history and current status of the Redondo Fishing Pier/Restroom Replacement Project. It is recommended that Council reject the one bid received for the project as it was more than double the estimated cost. Staff are working with the consultants to look for alternatives in order to move the project forward with the current budget. One possible solution is to split the project into two phases, the restroom replacement and the pier replacement. It is hoped the restroom project could be completed by the end of 2024. The committee discussion included:
 - Lighting and paid parking infrastructure
 - Review of the high bid for understanding
 - Potential follow up to Pier Replacement plan holders to discover why bids weren't submitted

4. Harbormaster Scott Wilkins discussed completed 2023 CIP projects and gave an update on current 2024 CIP Projects.

- Marina dredging – working on close out
- Guest Moorage Power Upgrades
- Redondo floats
- Yearly dock maintenance – J Dock completed
- New tenant restroom – working with Finance
- Paid Parking – staff receiving training

The meeting was adjourned at 4:29 p.m.

Minutes submitted by: Jodi Grager, Public Works Admin Coordinator

EVENTS AND FACILITIES		2023	2023 YTD	2024	EVENTS AND FACILITIES		2023	2023 YTD	2024
REVENUE	Description	AMOUNT	ACTUALS	ACTUALS	EXPENDITURES	Description	AMOUNT	ACTUALS	ACTUALS
00168033	337370	PORT OF SEATTLE INTERLOCAL DE	\$ 66,200.00	\$ -	00168001	362406	FIELD HOUSE GYM	\$ -	\$ -
00168036	362400	WOOTON PARK GAZEBO RENTAL	\$ 225.00	\$ 285.00	00168001	510000	SALARIES & WAGES	\$ 194,016.92	\$ 94,011.23
00168036	362403	ACTIVITY CENTER RENTAL	\$ 15,945.00	\$ 3,855.00	00168001	510001	EXTRA HIRE WAGES	\$ 34,441.67	\$ 6,103.90
00168036	362404	ACTIVITY CENTER ANCILLARY	\$ (50.00)	\$ -	00168001	510010	HOLIDAY PAY-OUT	\$ 550.05	\$ -
00168036	362406	FIELD HOUSE GYM RENTAL	\$ 2,172.50	\$ 7,053.75	00168001	511000	OVERTIME	\$ 3,460.56	\$ 1,550.88
00168036	362407	FIELD HOUSE GYM	\$ -	\$ 560.00	00168001	520100	BENEFITS - FEDERAL	\$ 5,538.51	\$ 1,871.19
00168036	362408	FH PICNIC SHELTER RENTAL	\$ 125.00	\$ 30.00	00168001	520200	BENEFITS - STATE	\$ 3,127.59	\$ 976.16
00168036	362409	FH PICNIC SHELTER ANCILLARY	\$ 30.00	\$ 42,092.50	00168001	520300	BENEFITS - RETIREMENT	\$ 19,294.58	\$ 10,040.24
00168036	362410	BP AUDITORIUM RENTAL	\$ 52,260.00	\$ 13,905.00	00168001	520400	BENEFITS - ICMA	\$ 13,050.73	\$ 6,287.09
00168036	362411	BP AUDITORIUM ANCILLARY	\$ 26,385.30	\$ 12,413.20	00168001	520500	BENEFITS - MED/DENTAL	\$ 26,973.25	\$ 14,543.16
00168036	362412	BP FOUNDERS LODGE RENTAL	\$ 43,151.25	\$ 16,718.75	00168001	520600	BENEFITS - OTHER	\$ 2,188.82	\$ 1,040.28
00168036	362413	BP FOUNDERS LODGE ANCILLARY	\$ 19,578.26	\$ 9,400.26	00168001	531000	SUPPLIES	\$ 10,758.56	\$ 1,872.36
00168036	362414	BP MEADOW RENTAL	\$ (577.50)	\$ (477.50)	00168001	531040	OFFICE SUPPLIES-PARK BLDGS	\$ 10,680.90	\$ 1,657.30
00168036	362415	BP MEADOW ANCILLARY	\$ 3,578.00	\$ 1,570.00	00168001	531060	UNIFORMS	\$ 240.28	\$ 181.17
00168036	362416	BP DINING HALL RENTAL	\$ 49,755.00	\$ 30,647.50	00168001	535000	SMALL TOOLS & EQUIPMENT	\$ 25,422.25	\$ 4,292.95
00168036	362417	BP DINING HALL ANCILLARY	\$ 15,105.00	\$ 9,780.00	00168001	541000	PROFESSIONAL SERVICES	\$ 42,649.05	\$ 37,571.02
00168036	362418	BP PICNIC SHELTER RENTAL	\$ 2,705.00	\$ 1,315.00	00168001	541025	ADVERTISING	\$ 13,945.25	\$ 7,911.04
00168036	362419	BP PICNIC SHELTER ANCILLARY	\$ 330.00	\$ 120.00	00168001	541415	JANITORIAL SERVICES	\$ 67,737.81	\$ 15,074.81
00168036	362421	FACILITY SET UP FEES	\$ 4,750.00	\$ 3,175.00	00168001	542000	COMMUNICATION	\$ 7,858.69	\$ 3,334.06
00168036	362426	BP EVENT CENTER BUYOUT	\$ 73,261.88	\$ 59,000.00	00168001	543000	MEALS & TRAVEL EXPENSES	\$ 520.56	\$ 520.56
00168036	362427	WEDDING PACKAGE	\$ 24,000.00	\$ 8,000.00	00168001	545000	OPERATING RENTALS & LEASES	\$ 3,440.00	\$ 1,120.00
00168036	362428	SOUND VIEW PARK PLATFORM	\$ 240.00	\$ 240.00	00168001	545020	COPIER MAINT AGREEMENT	\$ 1,277.72	\$ 439.77
00168036	362429	SVP PLATFORM ANCILLARY	\$ 60.00	\$ 60.00	00168001	547010	ELECTRICITY	\$ 9,069.66	\$ 3,911.73
00168036	362431	BUYOUTS ANCILLARY	\$ 700.00	\$ 350.00	00168001	547020	WATER	\$ 12,888.35	\$ 2,798.40
00168036	369800	CASH OVERAGES/SHORTAGES	\$ (500.00)	\$ (500.00)	00168001	547030	SEWER	\$ 4,263.12	\$ 586.83
		Total Revenue	\$ 399,429.69	\$ 199,566.51	00168001	547040	SURFACE WATER MANAGEMENT	\$ 8,650.71	\$ 8,650.71
		Less Expenditures	\$ 607,273.67	\$ 256,850.83	00168001	547060	NATURAL GAS	\$ 9,274.48	\$ 5,989.08
		Total Profit/Loss	\$ (207,843.98)	\$ (57,284.31)	00168001	548000	REPAIRS AND MAINTENANCE	\$ 22,357.64	\$ 8,986.03
		From MUNIS		\$ 172,136.95	00168001	549000	MISCELLANEOUS SERVICES	\$ 81.04	\$ 81.04
				\$ -	00168001	549000	MISCELLANEOUS SERVICES	\$ 81.04	\$ 82.32
				\$ -	00168001	549200	LAUNDRY	\$ 10,661.68	\$ 3,226.60
				\$ -	00168001	549220	DUES, SCHOOLS & CONFERENCES	\$ 5,194.00	\$ 4,525.00
				\$ -	00168001	549250	PRINTING AND BINDING	\$ 1,121.24	\$ 1,121.24
				\$ -	00168001	549905	INTERFUND INSURANCE	\$ 23,388.00	\$ -
				\$ -	00168001	549906	FACILITY REPAIR & REPLACEMENT	\$ 13,150.00	\$ 6,575.00
				\$ -		Total Expenditures	\$ 607,273.67	\$ 256,850.83	\$ 255,347.98
				\$ -		From MUNIS			\$ 255,347.98