

**AMENDED AGENDA**

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

**October 18, 2018 – 7:00 p.m.**

**CALL TO ORDER****PLEDGE OF ALLEGIANCE****ROLL CALL****CORRESPONDENCE****COMMENTS FROM THE PUBLIC****BOARD & COMMITTEE REPORTS/COUNCILMEMBER COMMENTS****PRESIDING OFFICER'S REPORT**

Item 1: INTRODUCTION OF HIGHLINE COLLEGE PRESIDENT, DR. JOHN MOSBY

Item 2: DES MOINES POLICE FOUNDATION PRESENTATION

**ADMINISTRATION REPORT**

Item 1: HUMAN SERVICES ADVISORY COMMITTEE UPDATE

**COUNCIL BREAK****CONSENT CALENDAR**

Page 5 Item 1: APPROVAL OF VOUCHERS

Motion is to approve for payment vouchers and payroll transfers through October 18, 2018 included in the attached list and further described as follows:

|   |                |                |
|---|----------------|----------------|
| Total A/P Checks/Vouchers                   | #155377-155600 | \$ 892,297.91  |
| Electronic Wire Transfers                   | # 1111-1124    | \$ 423,001.63  |
| Payroll Checks                              | # 19095-19097  | \$ 934.36      |
| Payroll Direct Deposit                      | #400001-400178 | \$ 349,511.53  |
| Total Checks and Wires for A/P and Payroll: |                | \$1,665,745.43 |

Page 7 Item 2: APPROVAL OF MINUTES

Motion is to approve September 27, 2018 and October 4, 2018 City Council Regular Meeting Minutes.

- Page 17 Item 3: ACCEPTANCE OF WASHINGTON TRAFFIC SAFETY COMMISSION GRANT: DES MOINES MUNICIPAL COURT-DUI COURT  
Motion is to accept the grant from Washington Traffic Safety Commission IN the Amount of \$65,000 for the purpose of continuing operations of the Des Moines Municipal Court-DUI Court and further to ratify and confirm the City Manager's approval of the attached contract.
- Page 33 Item 4: DRAFT RESOLUTION NO. 18-077 UPDATING THE SICK LEAVE POLICY FOR NON-REPRESENTED EMPLOYEES TO COMPLY WITH STATE LAW AND PROVIDE EQUITY WITH EMPLOYEE BARGAINING GROUPS  
Motion is to adopt Draft Resolution 18-077 to update sick leave provisions for non-represented employees retroactive to January 1, 2018 to comply with state law and to provide equity with City bargaining groups.
- Page 47 Item 5: SENIOR SERVICES ADVISORY COMMITTEE APPOINTMENT  
Motion is to confirm the Mayoral appointment of Christine Mark to an unexpired term on the City of Des Moines Senior Services Advisory Committee, effective immediately and expiring on December 31, 2021.
- Page 51 Item 6: LODGING TAX ADVISORY COMMITTEE APPOINTMENTS  
 Motion is to confirm the Mayoral appointment of Peter Philips, Ben Osgood, ~~and~~ Martin Sanchez, and Alex Candalla to the Lodging Tax Advisory Committee effective immediately.
- Page 57 Item 7: CONSULTANT SERVICES CONTRACT ADDENDUM - DAVID A. CLARK ARCHITECTS  
Motion is to approve Contract Addendum No. 1 with David A. Clark Architects for additional Design and Construction Administration Services on the Sun Home Lodge and Founder's Lodge in the amount of \$24,319.00, bringing the total Contract amount to \$102,748.94, and further authorize the City Manager to sign said Contact Addendum substantially in the form as submitted.
- Page 93 Item 8: CONSULTANT SERVICES CONTRACT ADDENDUM – ENVIRONMENTAL SCIENCE ASSOCIATES  
Motion is to approve Contract Addendum No. 2 with Environmental Science Associates for additional emergency permitting work on the Van Gasken Property in the amount of \$5,900.00, bringing the total Contract amount to \$66,990.00, and further authorize the City Manager to sign said Contract Addendum substantially in the form as submitted.

## **NEW BUSINESS**

- Page 97 Item 1: AMENDING CHAPTER 5.04 DMMC, ADOPTING A MODEL BUSINESS LICENSE ORDINANCE  
 Staff Presentation: Finance Director Beth Anne Wroe



**PUBLIC HEARING/CONTINUED PUBLIC HEARING**

Page 125 Item 1: PUBLIC HEARING: 2019 PRELIMINARY ANNUAL BUDGET, 1<sup>ST</sup>  
READING  
Staff Presentation: Finance Director Beth Anne Wroe

Page 263 Item 2: PUBLIC HEARING TO CONSIDER DRAFT ORDINANCE 18-105  
AMENDING THE DES MOINES 2035 COMPREHENSIVE PLAN AND  
PREFERRED LAND USE MAP  
Staff Presentation: Community Development Manager  
Denise Lathrop

Page 289 Item 3: PUBLIC HEARING TO CONSIDER DRAFT ORDINANCE 18-099  
RELATED TO THE S. 216<sup>TH</sup> STREET ZONING RECLASSIFICATION  
Staff Presentation: Land Use Planner II Holly Keeton

**EXECUTIVE SESSION**

**NEXT MEETING DATE**

November 1, 2018 City Council Study Session

**ADJOURNMENT**

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**CITY OF DES MOINES**  
**Voucher Certification Approval**


**18-Oct-18**

**Auditing Officer Certification**

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

As of **Oct 18, 2018** the Des Moines City Council, by unanimous vote, does approve for payment those vouchers and payroll transfers through October 10, 2018 included in the attached list and further described as follows:

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

  
 Beth Anne Wroe, Finance Director

|   | # From | # To     | Amounts             |
|---|--------|----------|---------------------|
| <b>Claims Vouchers:</b>                             |        |          |                     |
| Total A/P Checks/Vouchers                           | 155377 | - 155600 | 892,297.91          |
| Electronic Wire Transfers                           | 1111   | - 1124   | 423,001.63          |
| <b>Total claims paid</b>                            |        |          | <b>1,315,299.54</b> |
| <b>Payroll Vouchers</b>                             |        |          |                     |
| Payroll Checks                                      | 19095  | - 19097  | 934.36              |
| Direct Deposit                                      | 400001 | - 400178 | 349,511.53          |
| Payroll Checks                                      |        | -        |                     |
| Direct Deposit                                      |        | -        |                     |
| <b>Total Paychecks/Direct Deposits paid</b>         |        |          | <b>350,445.89</b>   |
| <b>Total checks and wires for A/P &amp; Payroll</b> |        |          | <b>1,665,745.43</b> |

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**MINUTES**

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

**September 27, 2018 – 7:00 p.m.**

**CALL TO ORDER**

Mayor Pina called the meeting to order at 7:02 p.m.

**PLEDGE OF ALLEGIANCE**

The flag salute was led by Councilmember Bangs.

**ROLL CALL**

Council present: Mayor Matt Pina; Deputy Mayor Vic Pennington; Councilmembers Traci Buxton, Luisa Bangs, Jeremy Nutting, Robert Back and Matt Mahoney.

## Staff present:

City Manager Michael Matthias; Chief Operations Officer Dan Brewer; Chief Strategic Officer Susan Cezar; Assistant City Attorney Matt Hutchins; Police Chief Ken Thomas; Finance Director Beth Anne Wroe; Public Works Director Brandon Carver; Acting Harbormaster Scott Wilkins; Community Development Manager Denise Lathrop; Principal Planner Laura Techico; City Clerk/Communications Director Bonnie Wilkins.

**ADMINISTRATION REPORT PART 1**

- Aviation Advisory Committee Update

**Direction/Action**

Motion made by Deputy Mayor Pennington to appoint Steve Edmiston to the Budget Proviso Steering Committee; seconded by Councilmember Mahoney. The Motion passed 7-0

- Sustainable Airport Master Plan Scoping Letter

**COMMENTS FROM THE PUBLIC**

- Scott Logan, Highline School District, Impact Fees

Council consensus to remand School Impact Fee to the Economic Development Committee.

- John Stewart, Seattle, Red-Light Camera

**BOARD AND COMMITTEE REPORTS/COUNCILMEMBER COMMENTS**

Councilmember Bangs

- Meet Your Chief
- Former Councilmember Musser's Wedding
- Art Gala
- Farmers Market
- Municipal Facilities Committee Meeting

#### Councilmember Nutting

- Municipal Facilities Committee Meeting
- Economic Development Committee Meeting
- Des Moines Police Foundation Barbeque and Auction

#### Councilmember Buxton

- Senior Services Advisory Committee Meeting
- Parkrun
- Farmers Market
- September National Recovery Month

#### Deputy Mayor Vic Pennington

- Farmers Market
- Emergency Management Training
- Economic Development Meeting

#### Councilmember Mahoney

- Dove Marina Trash Clean Up
- Destination Des Moines Meeting
- Rotary Luncheon
- Meet Your Chief
- Emergency Management Training
- Art Gala
- Apple Cider Pressing at the Quarter Deck
- Veterans Day Event
- Wood Countertop – Maury Island Mural

#### Councilmember Back

- Emergency Management Training
- SCORE Administration Board Meeting

#### **PRESIDING OFFICER'S REPORT**

- Emergency Management Training
- Arts Gala
- Former Councilmember Musser's Wedding
- Spirit of Des Moines

#### **ADMINISTRATION REPORT**

- Emergency Management Training
- Active Shooter Training
- Des Moines Theater under Construction
- SCORE Update

At 7:58 p.m. Council took a 10 minute break, and resumed the meeting at 8:08 p.m.

## CONSENT CALENDAR

Item 1: APPROVAL OF VOUCHERS

Motion is to approve for payment vouchers and payroll transfers through September 20, 2018 included in the attached list and further described as follows:

|   |                |                |
|---|----------------|----------------|
| Total A/P Checks/Vouchers                   | #155239-155379 | \$1,024,424.24 |
| Electronic Wire Transfers                   | # 1106-1110    | \$ 396,721.58  |
| Payroll Checks                              | # 19090-19094  | \$ 4,668.10    |
| Payroll Direct Deposit                      | #380001-380172 | \$ 346,380.97  |
| Total Checks and Wires for A/P and Payroll: |                | \$1,772,192.89 |

Item 2: APPROVAL OF MINUTES

Motion is to approve the September 6, 2018 City Council Study Session and the September 13, 2018 Regular Meeting Minutes.

Item 3: CHILDHOOD CANCER AWARENESS MONTH

Motion is to approve the Proclamation supporting September as Childhood Cancer Awareness Month.

Item 4: ARTS COMMISSION APPOINTMENT

Motion is to confirm the Mayoral appointment of Jerry Farmer to an unexpired term on the City of Des Moines Arts Commission effective immediately and expiring on December 31, 2019.

Item 5: CITY MANAGER STEP INCREASE

Motion is to approve a pay range increase for the City Manager from M-43 E to M-44 E, effective October 1, 2018.

Item 6: TRANSPORTATION GATEWAY PROJECT: S. 216<sup>TH</sup> STREET SEGMENT 3 IMPROVEMENTS RIGHT-OF-WAY ACQUISITION

Motion 1 is to approve and accept a temporary construction easement on Parcel Number #082204-9177, owned by Regatta Apartments, LLC and provide compensation to the owner of \$4,049.03 for the easement (1,979 SF), and \$520.00 for property damage, and an administrative settlement of \$5,400, totaling **\$9,970** (rounded), plus reasonable closing costs, and authorize the City Manager to sign the Easement and Real Property Voucher Agreement substantially in the forms submitted.

Motion 2 is to approve and accept a Permanent Sidewalk Easement (59 SF), a utility easement (200 SF) and a Temporary Construction Easement (2,598 SF) on Parcel Number #082204-9092, owned by Spinnaker Landing Apartments, LLC, and provide compensation to the owner \$306.90 for the Permanent Sidewalk Easement, \$2,046.00 for the Utility Easement, \$5,315.51 for the Temporary Construction Easement, \$3,600.00 for property damages, totaling **\$11,329** (rounded), plus reasonable closing costs, and authorize the City Manager to sign the Easements and Real Property Voucher Agreement substantially in the forms submitted.

- Item 7: SURPLUS PROPERTY – VEHICLES  
Motion to accept the additions to the 2018 Surplus Vehicle List declaring certain vehicles and equipment identified in Attachment 1 as surplus and authorize disposal of said surplus vehicles and equipment by auction or trade-in.
- Item 8: ACCEPTANCE OF THE CITY OF SEATTLE HUMAN SERVICES DEPARTMENT, AGING AND DISABILITY SERVICES DIVISION (ADS) GRANT  
Motion is to accept City of Seattle grant funds for kitchen tools and enhanced fresh foods at the City's Senior Activity Center, and authorize the City Manager to complete the appropriate paperwork.
- Item 9: 2019 VEHICLE PURCHASE  
Motion is to approve the purchase of vehicles and equipment identified in Attachment 1 for a total estimated amount of \$555,000 and to authorize the City Manager or the City Manger's designee to sign the purchase orders at the time they are created.

**Direction/Action**

**Motion** made by Councilmember Nutting to approve the consent calendar; seconded by Councilmember Bangs.

Mayor Pina pulled Consent Calendar Item 5.

The remainder of the Consent Calendar passed 7-0.

**Motion** made by Mayor Pina to approve consent calendar Item 5; seconded by Deputy Mayor Pennington.

The Motion passed 7-0.

**NEW BUSINESS**

- Item 1: DRAFT ORDINANCE 18-104: GENERAL FUND ENDING BALANCE POLICY  
 Staff Presentation: Finance Director Beth Anne Wroe

Finance Director Wroe gave a presentation to Council.

**Direction/Action**

**Motion 1** made by Councilmember Nutting to suspend Council Rule 26(a) in order to enact Draft Ordinance 18-104 on first reading; seconded by Councilmember Back.  
 Motion passed 7-0.

**Motion 2** made by Councilmember Nutting to approve Draft Ordinance 18-104 relating to revenue and finance, amending and repealing sections of the Des Moines Municipal Code to update the General Fund Ending Balance Policy; seconded by Councilmember Bangs.  
 Motion passed 7-0.

Councilmember Nutting recused himself due his affiliation with the Free and Accepted Masons of Washington, and left the Council meeting at 8:47 p.m.



## PUBLIC HEARING/CONTINUED PUBLIC HEARING

Item 1: PUBLIC HEARING TO CONSIDER DRAFT ORDINANCE 18-101 RELATED TO THE LANDMARK ON THE SOUND ZONING RECLASSIFICATION  
 Staff Presentation: Chief Strategic Officer Susan Cezar

Mayor Pina opened the Public Hearing at 8:48 p.m.

Chief Strategic Officer Cesar presented a PowerPoint presentation to the Council.

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

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

Mayor Pina then called for those that wished to speak:

- Chris Haynes, Seattle WA, proponent for the Rezoning Change
- Clint Brown, Grand Secretary for the Free Masons of Washington, proponent for the Rezoning Change
- Reuben Schutz, Tacoma WA, neither proponent nor opponent for the Rezoning Change
- Harry S. Steinmetz, Des Moines WA, proponent for the Rezoning Change

Mayor Pina Asked if anyone else wished to speak.

- Travis Ameche, Sammamish WA, proponent for the Rezoning Change

Mayor Pina asked 3 times if anyone else wished to speak.

Seeing none, Mayor Pina asked the administration as to whether there have been any mis-statements of fact or whether the administration wishes to introduce any material as to subjects raised by the proponent or opponents or alter in any regard its initial recommendations.

Chief Strategic Office Cezar stated there was no corrections to be made, and the staff recommendation is as noted in the presentation.

Mayor Pina asked Council if they had any questions.

Mayor Pina closed the Public Hearing at 9:13 p.m.

**Motion1** made by Councilmember Bangs to suspend Rule 26(a) in order to enact Draft Ordinance No. 18-101 on first reading; seconded by Deputy Mayor Pennington.

Motion passed 6-0.

**Motion 2** made by Councilmember Bangs to enact Draft Ordinance No. 18-101 amending DMMC 18.10.050 (Adoption of official zoning map), to reclassify tax parcel 1722049023 from RM-900B Residential: Multifamily Zone to I-C Institutional Campus Zone for the Landmark on the Sound property; seconded by Deputy Mayor Pennington.  
Motion passed 6-0

**NEXT MEETING DATE:**

October 4, 2018 City Council Regular Meeting

**ADJOURNMENT**

**Direction/Action**

**Motion** made by Deputy Mayor Pennington to Adjourn; seconded by Councilmember Buxton.  
Motion passed 6-0.

The meeting adjourned at 9:15 p.m.

Respectfully Submitted,  
Taria Keane  
Deputy City Clerk

## MINUTES

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

**October 4, 2018 – 7:00 p.m.**

### CALL TO ORDER

Mayor Pina called the meeting to order at 7:00 p.m.

### PLEDGE OF ALLEGIANCE

The flag salute was led by Councilmember Nutting.

### ROLL CALL

Council present: Mayor Matt Pina; Deputy Mayor Vic Pennington; Councilmembers Traci Buxton, Luisa Bangs, Jeremy Nutting, Robert Back and Matt Mahoney.

Staff present: City Manager Michael Matthias; Chief Operations Officer Dan Brewer; Chief Strategic Officer Susan Cezar; City Attorney Tim George; Assistant City Attorney Matt Hutchins; Finance Director Beth Anne Wroe; Public Works Director Brandon Carver; Acting Harbormaster Scott Wilkins; Commander Doug Jenkins; Special Transportation Project Manager Len Madsen; Management Consultant Grant Fredricks; City Clerk/Communications Director Bonnie Wilkins; Deputy City Clerk Taria Keane.

### COMMENTS FROM THE PUBLIC

- Yvonne Nutting, Des Moines, Police Foundation Fundraiser
- Rick Johnson, Des Moines, Spanish Castle

### BOARD AND COMMITTEE REPORTS/COUNCILMEMBER COMMENTS

Councilmember Nutting

- Police Foundation Fundraiser

Councilmember Buxton

- Police Foundation Fundraiser
- Farmers Market
- Parkrun
- Women In Leadership Forum
- King County Cities for Climate Change
- Domestic Violence Initiative Regional Task Force
- Rainbow Bingo
- Art & Wine Walk

Deputy Mayor Vic Pennington

- Farmers Market
- Police Foundation Fundraiser
- Public Safety/Emergency Management Committee Meeting
- Spanish Castle

Councilmember Mahoney

- Farmers Market
- Police Foundation Fundraiser
- Art & Wine Walk
- Spanish Castle

Councilmember Back

- Resident Jim Langston Injured in Car Accident

**Motion** made by Councilmember Back to buy flowers from the Hearts and Mind Fund for Mr. Langston; seconded by Councilmember Nutting. The Motion passed 7-0.

Councilmember Bangs

- Farmers Market
- Women in Leadership Forum

**PRESIDING OFFICER'S REPORT**

- Farmers Market
- Police Foundation Fundraiser
- Rainbow Bingo
- Spanish Castle
- Art & Wine Walk

**ADMINISTRATION REPORT**

- Des Moines Theater
- Placement of Sculptures in the City Hall Plaza
- Met with Representative Orwall – Tour of City
- Visited Councilmember Nutting's worksite with Robert Holmes
- 216<sup>th</sup> Street
  - Chief Operations Officer Brewer updated the Council on the Undergrounding on the 216<sup>th</sup> project

**CONSENT CALENDAR**

Item 1: SMALL BUSINESS SATURDAY PROCLAMATION

Motion is to approve the Proclamation recognizing the Saturday after Thanksgiving as Small Business Saturday.

Item 2: UTILITY UNDERGROUNDING ON THE SOUTH 216<sup>TH</sup> STREET SEGMENT 3 IMPROVEMENTS (11<sup>TH</sup> AVENUE S TO 20<sup>TH</sup> AVENUE S): CONSTRUCTION AGREEMENTS

Motion 1 is to approve the Schedule 74 Project Construction Agreement and Project Plan with Puget Sound Energy for the underground conversion along South 216<sup>th</sup> Street, Segment 3 (11<sup>th</sup> Avenue S to 20<sup>th</sup> Avenue S) and authorize the City Manager to sign the Agreement, substantially in the form as submitted.

Motion 2 is to approve the Joint Trench Agreement for underground conversion of Comcast facilities along South 216<sup>th</sup> Street, Segment 3 (11<sup>th</sup> Avenue S to 20<sup>th</sup> Avenue S) and authorize the City Manager to sign the agreement substantially in the form as submitted.

Motion 3 is to approve the Statement of Work for underground conversion of Century Link facilities along South 216<sup>th</sup> Street, Segment 3 (11<sup>th</sup> Avenue S to 20<sup>th</sup> Avenue S) under Agreement No. 7932 and authorize the City Manager to sign the statement of work substantially in the form as submitted.

- Item 3: **CONSULTANT CONTRACT AMENDMENT #8-GRANT FREDRICKS**  
Motion is to approve Amendment/Addendum 8 to the Contract with Grant Fredricks, continuing professional consulting services through December 31, 2019, with an increase of \$10,000 for 2018 (bringing the total not-to-exceed amount for 2018 services to \$90,000.00), and authorize the City Manager to sign the contract amendment substantially in the form submitted.

**Direction/Motion**

Motion made by Councilmember Nutting to approve the consent calendar; seconded by Councilmember Buxton.  
 Motion passes 7-0.

Mayor Pina read the Small Business Saturday Proclamation into the record.

**OLD BUSINESS**

- Item 1: **INTERLOCAL AGREEMENT (ILA) WITH HIGHLINE COLLEGE FOR THE COLLEGE WAY CONNECTION PROJECT**  
 Staff Presentation: Chief Operations Officer Dan Brewer

Chief Operations Officer Brewer gave Council a PowerPoint Presentation.

Motion made by Councilmember Nutting to approve the Interlocal Agreement between City of Des Moines and Highline College for the College Way Connection Project, and authorize the City Manager to sign said Agreement substantially in the form as submitted; seconded by Deputy Mayor Pennington.  
 Motion passed 7-0.

At 8:12 p.m. Council took an 8 minute break, and resumed the meeting at 8:20 p.m.

**PUBLIC HEARING/CONTINUED PUBLIC HEARING**

- Item 1: **DRAFT ORDINANCE APPROVING FEDERAL WAY LINK EXTENSION (FWLE) TRANSIT WAY AGREEMENT (TWA)**
- Item 2: **DRAFT RESOLUTION APPROVING FWLE DEVELOPMENT AGREEMENT (DA), AND COLLEGE WAY CONNECTION PROJECT FUNDING AGREEMENT (FA), CONTINUED**  
 Staff Presentation: Management Consultant Grant Fredricks

This Public Hearing was opened at the July 26, 2018 City Council Meeting. Management Consultant Fredricks along with Chief Operation Officer Brewer gave a PowerPoint presentation to Council.

Mayor Pina called for those that wished to speak:  
 Al Tanner, Des Moines

Mayor Pina asked 3 times is anyone wished to speak.

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

At 9:08 p.m. Mayor Pina closed the Public Hearing.

**Direction/Motion**

**Motion 1** made by Councilmember Back to suspend Rule 25(a) in order to enact Draft Ordinance No. 18-086 on first reading; seconded by Councilmember Bangs.

Motion passed 7-0.

**Motion 2** made by Councilmember Back to enact Draft Ordinance No. 18-086 approving the Transit Way Agreement between the City of Des Moines and Sound Transit, for Grant of Non-Exclusive Use of a Light Rail Transit Way as Related to the Federal Way Link Extension Light Rail Transit Project; seconded by Councilmember Bangs.

Motion passed 7-0.

**Motion 3** made by Councilmember Back to adopt Draft Resolution 18-087 approving the Federal Way Link Extension Project Development Agreement between the City of Des Moines and Sound Transit; seconded by Councilmember Bangs.

Motion passed 7-0.

**Motion 4** made by Councilmember Back to authorize the City Manager or his designee to sign the Funding Agreement between the City of Des Moines and Sound Transit for the College Way Connection Project further defined in the approved Interlocal Agreement between the City of Des Moines and Highline College, substantially in the form as submitted; seconded by Councilmember Bangs.

Motion passed 7-0.

**NEXT MEETING DATE:**

October 11, 2018 City Council Study Session.

**ADJOURNMENT**

**Direction/Action**

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

The motion passed 7-0.

The meeting adjourned at 9:12 p.m.

Respectfully Submitted,  
Taria Keane  
Deputy City Clerk

## A G E N D A I T E M

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

SUBJECT: Acceptance of Washington Traffic Safety Commission Grant: Des Moines Municipal Court-DUI Court

FOR AGENDA OF: October 18, 2018

DEPT. OF ORIGIN: Court

DATE SUBMITTED: September 24, 2018

ATTACHMENTS:

1. Grant Contract for Services between Washington Traffic Safety Commission and Des Moines Municipal Court for DUI Court operations.

CLEARANCES:

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

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

- Legal *TS*
- Finance *Law*
- Court *Je*
- Police

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *[Signature]*

#### Purpose and Recommendation

The purpose of this Agenda Item is to request the Council's authorization to accept a grant from the Washington Traffic Safety Commission to be used to continue the operations of the DUI (Driving Under the Influence) Court. The grant will cover on-going training, participant materials, translation expenses, urinalysis expenses, alternatives to confinement, and labor fees incurred by DUI Court operations outside normal operations as needed through September 30, 2019.

#### Suggested Motion

**"I move to accept the grant from the Washington Traffic Safety Commission in the amount of \$65,000 for the purposes of continuing operations of the Des Moines Municipal Court-DUI Court and further to ratify and confirm the City Manager's approval of the attached contract."**



### **Background**

Des Moines Municipal Court was approved to begin DUI Court operations by the Washington Traffic Safety Commission in September 2017 and awarded a grant for \$34,800 to facilitate the launch. In December 2017, the DUI Court team received Foundational Training from the National Center for DWI (DUI) Courts. Throughout the course of the last funding period; DUI Court has met all program objectives, stayed well within budget and had a successful site visit/audit from the Washington Traffic Safety Commission. The DUI Court team meets bi-weekly to review potential cases, refine the program and look for innovative ways to reduce DUI recidivism.

DUI Court currently has seven potential DUI Court participants and will be enrolling the first active client in October. Through increased supervision, frequent court visits and urinalysis we are better able to track and monitor these high risk/high needs offenders. Additionally, DUI Court continues to partner with law enforcement, defense counsel and substance use treatment providers to ensure the success of the program and participants.

### **Discussion**

Des Moines Municipal Court has continued to share the status of DUI Court through hosting an open house, the City Manager's monthly reports and the DUI Court webpage on the City website. Moreover, through this partnership with Washington Traffic Safety Commission our DUI Court team has been afforded educational opportunities, increased networking and the opportunity to grow the program. Washington State Traffic Safety Commission had awarded the court a grant of \$65,000 to cover the on-going education, increased supervision programs, contract expenses and travel.

### **Alternatives**

City Council could choose to not approve the grant/contract. (not recommended)

### **Financial Impact**

The costs not covered by the grant will be absorbed by already budgeted line items in the court/probation budgets for 2019 as these are not new cases, but rather cases that would normally be heard. Accordingly, there is no negative financial impact to accepting this grant.

### **Recommendation**

Staff recommends that the Council approve and ratify the Grant with the Washington Traffic Safety Commission for the Des Moines Municipal Court-DUI Court.





RECEIVED  
SEP 24 2018  
Traffic Safety

②

## INTERAGENCY AGREEMENT

BETWEEN THE

**Washington Traffic Safety Commission**

AND

**Des Moines Municipal Court**

THIS AGREEMENT is made and entered into by and between the Washington Traffic Safety Commission, hereinafter referred to as "WTSC," and Des Moines Municipal Court, hereinafter referred to as "SUB-RECIPIENT."

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties mutually agree as follows:

### 1. PURPOSE OF THE AGREEMENT:

The purpose of this Agreement is to provide funding, provided by the United States Department of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA) and allowed under the Assistance Listing/Catalog of Federal Domestic Assistance (CFDA) #20.608, for traffic safety grant project 2019-AG-2738-Des Moines DUI Accountability Court.

### 2. PERIOD OF PERFORMANCE

The period of performance of this Agreement shall commence upon the date of execution by both parties, but not earlier than October 1, 2018, and remain in effect until September 30, 2019 unless terminated sooner, as provided herein.

### 3. STATEMENT OF WORK

The SUB-RECIPIENT shall carry out the provisions of the traffic safety project described here as the Statement of Work (SOW).

#### SUMMARY OF PROJECT:

Des Moines Municipal Court is found just south of Seattle. With a combined population in Des Moines and Normandy Park of 38,000 and another quarter of a million people within five miles of city center, we are a frequently trafficked area. From January 1, 2015- December 31, 2017 our city prosecutor has filed 223 DUI/Physical Control complaints. During the same period of time there have been 83 convictions as charged; 92 convictions on amended charges; and 31 Deferred Prosecutions or Stipulated Orders of Continuance. 65% of the defendants on Active Supervised Probation are DUI related offenders. Of our DUI related offenders approximately 1/3 have two or more priors.

The number of repeat DUI offenders who continue to engage in substance use and drive poses an on-going public safety challenge, especially given the volume of traffic moving through Des Moines and Normandy Park. By growing our DUI Accountability Court, our goal is to provide support, accountability, treatment and intensive supervision to DUI offenders with substance use disorders who are at risk of reoffending absent such interventions. By addressing the addictive behaviors, associated criminal conducts and needs of our defendants; we aim to reduce recidivism enhance community safety, reduce alcohol and drug related traffic offenses and deaths, reduce cost of incarceration and increase rehabilitation.

#### SCOPE OF WORK:

1. Build on newly started DUI Court for high-risk, high-need offenders.
  - a. Enhance supervision of high-risk, high-need DUI offenders through probation, home visits from law enforcement, curfews, IID/SCRAM and increased hearings.
  - b. Expand use of TAD/SCRAM, random UAs, and PBTs to monitor abstinence.
    - i. Implement a urinalysis program.
    - ii. Use of technology to continuously monitor usage while participant is not in treatment or as a sanction for usage related violations.
2. Continue the use CARS risk assessment tool to identify high-risk, high-need offenders.
  - a. Pre-screen participants to ensure fidelity to the DUI Court model only accepting high risk, high needs offenders.
  - b. Identify areas of early intervention, i.e. mental health issues, substance use issues, housing, employment/education and health care.
    - c. Match treatment and rehabilitation to the diagnosis.
3. Provide resources for substance use disorder assessments and DUI Victim Impact Panels.
  - a. Continue working with providers on core team and throughout the community to facilitate timely and accurate evaluations and treatment enrollment.
  - b. Work with local DUI Victim Impact Panels to bring a DUI Victim Impact Panel to Des Moines to be held on a consistent basis.
4. Maximize training opportunities for DUI Court staff.
  - a. Including entire team trainings in:
    - i. Emotional Intelligence
    - ii. National Association of Drug Court Professionals Conference
  - b. Specialized trainings for:
    - i. Grant Project Manager in Operations Management through National Center for State Courts.
5. Engage in community outreach to educate the public about the goals of DUI Court.
  - a. Network with the private bar to ensure continued support of Des Moines DUI Court.
  - b. Maintain open communication with the city councils of Des Moines and Normandy Park, the Public Safety and Transportation Committee, the police departments for both cities, and WTSC.
  - c. Increase community awareness through speaking engagements, newsletters and/or articles.

### 3.1. MILESTONES AND DELIVERABLES

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#### **Milestone OR Deliverable Description and completed date**

Develop DUI Court specific order on electronic case management system that allows for unique sanctions, advising the client of current status and upcoming appointments/hearings.

10/27/2018

Create a voucher system to aid participants in getting substance abuse disorder evaluations and completing DUI Victims Impact Panels.

11/10/2018

Implement urinalysis drug testing in addition to saliva drug testing for DUI Court participants.

12/01/2018

DUI Court team completes a motivational interviewing and empathy training.

12/29/2018

Begin a Moral Reconciliation Therapy program to prevent recidivism in Phase 4/5 of DUI Court

01/08/2019

Increase home visits by police department to weekly at random to participants in DUI Court.

01/12/2019

National Association for Drug Court Professionals Conference in National Harbor, Maryland.  
07/31/2019

NCDC Training for Pro-Term Judge, Asst. City Attorney and back-up public defender.  
09/30/2019

### 3.2. COMPENSATION

3.2.1. Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The cost of accomplishing the work described in the SOW will not exceed \$65,000.00. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount in a written Amendment to this Agreement executed by both parties.

3.2.2. If the SUB-RECIPIENT intends to charge indirect costs, an Indirect Cost Rate must be established in accordance with WTSC policies, and a federally-approved cost allocation plan may be required to be submitted to the WTSC before any performance is conducted under this Agreement.

### 3.3. SUMMARY OF PROJECT COSTS

| <b>SUMMARY OF COSTS</b>               | <b>AMOUNT</b>      |
|---------------------------------------|--------------------|
| Employee salaries and benefits        | \$12,000.00        |
| Travel                                | \$20,250.00        |
| Contract Services                     | \$23,000.00        |
| Equipment (listed in the table below) | \$0.00             |
| Goods or other expenses               | \$9,750.00         |
| Indirect Costs                        | \$0.00             |
| <b>TOTAL</b>                          | <b>\$65,000.00</b> |

Salary and Benefits: \$12,000

Costs to cover associated expenses for increased home visits to check compliance with the program. Estimated at 8 hours a month.

Expenses related to wages for said individuals to attend DUI Court trainings and/or for coverage of DUI Court Team members to attend trainings. Wages will cover hourly/daily-Protem hourly rate; public defender is a daily rate.

Travel: \$20,250

Expenses related to core team of 6 to attend NADCP conference including per diem; airfare; lodging. Travel expenses related to Grant Program Manager to attend National Center for State Courts training. Travel expenses related to team members attending NCDC Tune Up training.

NOTE: The Des Moines DUI Court team should utilize local travel policy rules when travelling. If there are team members who



are not employed by the City of Des Moines but are expected to travel as part of the scope of work, the City of Des Moines will pay or reimburse expenses related to that team members travels. The City of Des Moines will submit all required documents and seek reimbursement from the WTSC for scope related travel.

Contract Services: \$23,000

Emotional Intelligence Education Trainer to deliver training to team members to learn to effectively communicate and understand the clients in the DUI Court program. \$4,500

UA program \$10,000

Electronic Home Monitoring \$4,500

Interpreter Costs \$4,000

Goods and other Services: \$9,750

Registration Fees: \$3,750

Moral Reconciliation Therapy and Victim Impact Panel Vouchers: \$4,500

NADCP and WSDCP Membership Dues: \$1,000

Printing Costs for handbook, certificates, and homework assignments: \$500

#### APPLICABLE STATE AND FEDERAL TERMS AND CONDITIONS:

#### 4. ACTIVITY REPORTS

The SUB-RECIPIENT will submit quarterly reports and a final report on the activity of this project in the form provided by the WTSC using the WTSC Enterprise Management System (WEMS) Progress Reporting process or other alternate means pre-approved by WTSC. The SUB-RECIPIENT will include copies of publications, training reports, and any statistical data generated in project execution in the reports. The final report will be submitted to WTSC within 30 days of termination of this Agreement. WTSC reserves the right to delay the processing of invoices until activity reports are received and approved.

#### 5. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this Agreement shall be made by the WTSC.

#### 6. AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties in the form of a written Amendment to this Agreement. Such amendments shall only be binding if they are in writing and signed by personnel authorized to bind each of the parties.

#### 7. ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

#### 8. ASSIGNMENT

The SUB-RECIPIENT may not assign the work to be provided under this Agreement, in whole or in part, without the express prior written consent of the WTSC, which consent shall not be unreasonably withheld. The SUB-RECIPIENT shall provide the WTSC a copy of all third-party contracts and agreements entered into for purposes of fulfilling the SOW. Such third-party contracts and agreements must follow applicable federal, state, and local law, including but not limited to procurement law, rules, and procedures. If any of the funds provided under this Agreement include funds from NHTSA, such third-party contracts

and agreements must include the federal provisions set forth in this Agreement in sections 32 through 40.

#### **9. ATTORNEYS' FEES**

In the event of litigation or other action brought to enforce the Agreement terms, each party agrees to bear its own attorney fees and costs.

#### **10. BILLING PROCEDURE**

The SUB-RECIPIENT shall submit monthly invoices for reimbursement to WTSC with supporting documentation as WTSC shall require. All invoices for reimbursement shall be submitted using a standard Form A-19 provided by WTSC, its pre-approved equivalent, or through the WTSC automated electronic system, as determined by the WTSC. Payment to the SUB-RECIPIENT for approved and completed work will be made by warrant or account transfer by WTSC within 30 days of receipt of such properly documented invoices acceptable to WTSC. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 45 days after the expiration date of this Agreement. All invoices for goods received or services performed on or prior to June 30, 2019, must be received by WTSC no later than August 10, 2019. All invoices for goods received or services performed between July 1, 2019, and September 30, 2019, must be received by WTSC no later than November 15, 2019. WTSC reserves the right to delay the processing of invoices until activity reports required by Section 4 of this agreement, are received and approved.

#### **11. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION**

The SUB-RECIPIENT shall not use or disclose any information concerning the WTSC, or information which may be classified as confidential, for any purpose not directly connected with the administration of this Agreement, except with prior written consent of the WTSC, or as may be required by law.

#### **12. COST PRINCIPLES**

Costs incurred under this Agreement shall adhere to provisions of 2 CFR Part 200 Subpart E.

#### **13. COVENANT AGAINST CONTINGENT FEES**

The SUB-RECIPIENT warrants that it has not paid, and agrees not to pay, any bonus, commission, brokerage, or contingent fee to solicit or secure this Agreement or to obtain approval of any application for federal financial assistance for this Agreement. The WTSC shall have the right, in the event of breach of this section by the SUB-RECIPIENT, to annul this Agreement without liability.

#### **14. DISPUTES**

14.1. Disputes arising in the performance of this Agreement, which are not resolved by agreement of the parties, shall be decided in writing by the WTSC Deputy Director or designee. This decision shall be final and conclusive, unless within 10 days from the date of the SUB-RECIPIENT's receipt of WTSC's written decision, the SUB-RECIPIENT furnishes a written appeal to the WTSC Director. The SUB-RECIPIENT's appeal shall be decided in writing by the Director or designee within 30 days of receipt of the appeal by the Director. The decision shall be binding upon the SUB-RECIPIENT and the SUB-RECIPIENT shall abide by the decision.

14.2. Performance During Dispute. Unless otherwise directed by WTSC, the SUB-RECIPIENT shall continue performance under this Agreement while matters in dispute are being resolved.

#### **15. GOVERNANCE**

15.1. This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

15.2. In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- 15.2.1. Applicable federal and state statutes and rules
- 15.2.2. Terms and Conditions of this Agreement
- 15.2.3. Any Amendment executed under this Agreement
- 15.2.4. Any SOW executed under this Agreement
- 15.2.5. Any other provisions of the Agreement, including materials incorporated by reference

## **16. INCOME**

Any income earned by the SUB-RECIPIENT from the conduct of the SOW (e.g., sale of publications, registration fees, or service charges) must be accounted for, reported to WTSC, and that income must be applied to project purposes or used to reduce project costs.

## **17. INDEMNIFICATION**

17.1. To the fullest extent permitted by law, the SUB-RECIPIENT shall indemnify and hold harmless the WTSC, its officers, employees, and agents, and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs of whatsoever kind ("claims") brought against WTSC arising out of or in connection with this Agreement and/or the SUB-RECIPIENT's performance or failure to perform any aspect of the Agreement. This indemnity provision applies to all claims against WTSC, its officers, employees, and agents arising out of, in connection with, or incident to the acts or omissions of the SUB-RECIPIENT, its officers, employees, agents, contractors, and subcontractors. Provided, however, that nothing herein shall require the SUB-RECIPIENT to indemnify and hold harmless or defend the WTSC, its agents, employees, or officers to the extent that claims are caused by the negligent acts or omissions of the WTSC, its officers, employees or agents; and provided further that if such claims result from the concurrent negligence of (a) the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors, and (b) the WTSC, its officers, employees, or agents, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors.

17.2. The SUB-RECIPIENT waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the WTSC, its officers, employees, or agents.

17.3. The indemnification and hold harmless provision shall survive termination of this Agreement.

## **18. INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

## **19. INSURANCE COVERAGE**

19.1. The SUB-RECIPIENT shall comply with the provisions of Title 51 RCW, Industrial Insurance, if required by law.

19.2. If the SUB-RECIPIENT is not required to maintain insurance in accordance with Title 51 RCW, prior to the start of any performance of work under this Agreement, the SUB-RECIPIENT shall provide WTSC with proof of insurance coverage (e.g., vehicle liability insurance, private property liability insurance, or commercial property liability insurance), as determined appropriate by WTSC, which protects the SUB-RECIPIENT and WTSC from risks associated with executing the SOW associated with this Agreement.



## **20. LICENSING, ACCREDITATION, AND REGISTRATION**

The SUB-RECIPIENT shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of this Agreement. The SUB-RECIPIENT shall complete registration with the Washington State Department of Revenue, if required, and be responsible for payment of all taxes due on payments made under this Agreement.

## **21. RECORDS MAINTENANCE**

21.1. During the term of this Agreement and for six years thereafter, the SUB-RECIPIENT shall maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended in the performance of the services described herein. These records shall be subject to inspection, review, or audit by authorized personnel of the WTSC, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration. The Office of the State Auditor, federal auditors, the WTSC, and any duly authorized representatives shall have full access and the right to examine any of these materials during this period.

21.2. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving them a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

## **22. RIGHT OF INSPECTION**

The SUB-RECIPIENT shall provide right of access to its facilities to the WTSC or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement. The SUB-RECIPIENT shall make available information necessary for WTSC to comply with the right to access, amend, and receive an accounting of disclosures of their Personal Information according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. The SUB-RECIPIENT shall upon request make available to the WTSC and the United States Secretary of the Department of Health and Human Services all internal policies and procedures, books, and records relating to the safeguarding, use, and disclosure of Personal Information obtained or used as a result of this Agreement.

## **23. RIGHTS IN DATA**

23.1. WTSC and SUB-RECIPIENT agree that all data and work products (collectively called "Work Product") pursuant to this Agreement shall be considered works made for hire under the U.S. Copyright Act, 17 USC §101 et seq., and shall be owned by the state of Washington. Work Product includes, but is not limited to, reports, documents, pamphlets, advertisement, books, magazines, surveys, studies, computer programs, films, tapes, sound reproductions, designs, plans, diagrams, drawings, software, and/or databases to the extent provided by law. Ownership includes the right to copyright, register the copyright, distribute, prepare derivative works, publicly perform, publicly display, and the ability to otherwise use and transfer these rights.

23.2. If for any reason the Work Product would not be considered a work made for hire under applicable law, the SUB-RECIPIENT assigns and transfers to WTSC the entire right, title, and interest in and to all rights in the Work Product and any registrations and copyright applications relating thereto and any renewals and extensions thereof.

23.3. The SUB-RECIPIENT may publish, at its own expense, the results of project activities without prior review by the WTSC,

provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by NHTSA and the WTSC. Any discovery or invention derived from work performed under this project shall be referred to the WTSC, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other actions required to protect the public interest.

#### **24. SAVINGS**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the SOW under this Agreement, the WTSC may terminate the Agreement under the "TERMINATION FOR CONVENIENCE" clause, without the 30 day notice requirement. The Agreement is subject to renegotiation at the WTSC's discretion under any new funding limitations or conditions.

#### **25. SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

#### **26. SITE SECURITY**

While on WTSC premises, the SUB-RECIPIENT, its agents, employees, or sub-contractors shall conform in all respects with all WTSC physical, fire, or other security policies and applicable regulations.

#### **27. TAXES**

All payments of payroll taxes, unemployment contributions, any other taxes, insurance, or other such expenses for the SUB-RECIPIENT or its staff shall be the sole responsibility of the SUB-RECIPIENT.

#### **28. TERMINATION FOR CAUSE**

If the SUB-RECIPIENT does not fulfill in a timely and proper manner its obligations under this Agreement or violates any of these terms and conditions, the WTSC will give the SUB-RECIPIENT written notice of such failure or violation, and may terminate this Agreement immediately. At the WTSC's discretion, the SUB-RECIPIENT may be given 15 days to correct the violation or failure. In the event that the SUB-RECIPIENT is given the opportunity to correct the violation and the violation is not corrected within the 15-day period, this Agreement may be terminated at the end of that period by written notice of the WTSC.

#### **29. TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this Agreement, either party may terminate this Agreement, without cause or reason, with 30 days written notice to the other party. If this Agreement is so terminated, the WTSC shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination.

#### **30. TREATMENT OF ASSETS**

30.1. Title to all property furnished by the WTSC shall remain property of the WTSC. Title to all property furnished by the SUB-RECIPIENT for the cost of which the SUB-RECIPIENT is entitled to be reimbursed as a direct item of cost under this Agreement shall pass to and vest in the WTSC upon delivery of such property by the SUB-RECIPIENT. Title to other property, the cost of which is reimbursable to the SUB-RECIPIENT under this Agreement, shall pass to and vest in the WTSC upon (i) issuance for use of such property in the performance of this Agreement, or (ii) commencement of use of such property in the performance of this Agreement, or (iii) reimbursement of the cost thereof by the WTSC in whole or in part, whichever first occurs.

30.2. Any property of the WTSC furnished to the SUB-RECIPIENT shall, unless otherwise provided herein or approved by the



WTSC, be used only for the performance of this Agreement.

30.3. The SUB-RECIPIENT shall be responsible for any loss or damage to property of the WTSC which results from the negligence of the SUB-RECIPIENT or which results from the failure on the part of the SUB-RECIPIENT to maintain and administer that property in accordance with sound management practices.

30.4. If any WTSC property is lost, destroyed, or damaged, the SUB-RECIPIENT shall immediately notify the WTSC and shall take all reasonable steps to protect the property from further damage.

30.5. The SUB-RECIPIENT shall surrender to the WTSC all property of the WTSC upon completion, termination, or cancellation of this Agreement.

30.6. All reference to the SUB-RECIPIENT under this clause shall also include SUB-RECIPIENT's employees, agents, or sub-contractors.

### **31. WAIVER**

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement.

APPLICABLE CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS (23 CFR PART 1300 APPENDIX A):

### **32. BUY AMERICA ACT**

The SUB-RECIPIENT will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using federal funds. Buy America requires the SUB-RECIPIENT to purchase only steel, iron, and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use federal funds to purchase foreign produced items, the WTSC must submit a waiver request that provides an adequate basis and justification, and which is approved by the Secretary of Transportation.

### **33. DEBARMENT AND SUSPENSION**

Instructions for Lower Tier Certification

33.1. By signing this Agreement, the SUB-RECIPIENT (hereinafter in this section referred to as the "lower tier participant") is providing the certification set out below and agrees to comply with the requirements of 2 CFR part 180 and 23 CFR part 1300.

33.2. The certification in this section is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

33.3. The lower tier participant shall provide immediate written notice to the WTSC if at any time the lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

33.4. The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Covered Transactions sections of 2 CFR part 180.

33.5. The lower tier participant agrees by signing this Agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.

33.6. The lower tier participant further agrees by signing this Agreement that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions, and will require lower tier participants to comply with 2 CFR part 180 and 23 CFR part 1300.

33.7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of parties Excluded from Federal Procurement and Non-procurement Programs.

33.8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

33.9. Except for transactions authorized under paragraph 33.5. of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

33.10. The lower tier participant certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

33.11. Where the lower tier participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Agreement.

#### **34. THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)**

34.1. The SUB-RECIPIENT shall:

34.1.1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace, and shall specify the actions that will be taken against employees for violation of such prohibition.

34.1.2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the SUB-RECIPIENT's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations occurring in the workplace.

34.1.3. Make it a requirement that each employee engaged in the performance of the grant be given a copy of the statement



required by paragraph 34.1.1. of this section.

34.1.4. Notify the employee in the statement required by paragraph 34.1.1. of this section that, as a condition of employment under the grant, the employee will abide by the terms of the statement, notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction, and notify the WTSC within 10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

34.1.5. Take one of the following actions within 30 days of receiving notice under paragraph 34.1.3. of this section, with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination, and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

34.1.6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

### **35. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)**

In accordance with FFATA, the SUB-RECIPIENT shall, upon request, provide WTSC the names and total compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards, received \$25,000,000 or more in annual gross revenues from federal awards, and if the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

### **36. FEDERAL LOBBYING**

36.1. The undersigned certifies, to the best of his or her knowledge and belief, that:

36.1.1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

36.1.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

36.1.3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grant, loans, and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

36.2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**37. NONDISCRIMINATION**

37.1. During the performance of this Agreement, the SUB-RECIPIENT agrees:

37.1.1. To comply with all federal nondiscrimination laws and regulations, as may be amended from time to time.

37.1.2. Not to participate directly or indirectly in the discrimination prohibited by any federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR Part 21 and herein.

37.1.3. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the WTSC, USDOT, or NHTSA.

37.1.4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding Agreement, the WTSC will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies, and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part.

37.1.5. To insert this clause, including all paragraphs, in every sub-contract and sub-agreement and in every solicitation for a sub-contract or sub-agreement that receives federal funds under this program.

**38. POLITICAL ACTIVITY (HATCH ACT)**

The SUB-RECIPIENT will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

**39. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE**

The SUB-RECIPIENT will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists. This Agreement does not include any aspects or elements of helmet usage or checkpoints, and so fully complies with this requirement.

**40. STATE LOBBYING**

None of the funds under this Agreement will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a state official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

**41. DESIGNATED CONTACTS**

The following named individuals will serve as designated contacts for each of the parties for all communications, notices, and reimbursements regarding this Agreement:

**The Contact for the SUB-RECIPIENT is:**

Melissa Patrick  
mpatrick@desmoineswa.gov

**The Contact for WTSC is:**

Edica Esqueda  
eesqueda@wtsc.wa.gov

**42. AUTHORITY TO SIGN**

The undersigned acknowledge that they are authorized to execute this Agreement and bind their respective agencies or entities to the obligations set forth herein.

IN WITNESS WHEREOF, the parties have executed this Agreement.

**Des Moines Municipal Court**

  
\_\_\_\_\_

Signature

Michael Matthias  
\_\_\_\_\_


Printed Name

City Manager  
\_\_\_\_\_

Title

9-21-18  
\_\_\_\_\_

Date

  
APPROVED AS TO FORM:  
Des Moines City Attorney

**WASHINGTON TRAFFIC SAFETY COMMISSION**

   
\_\_\_\_\_

Signature

Tam Kinnik  
\_\_\_\_\_

Printed Name

Deputy Director  
\_\_\_\_\_

Title

9-24-18  
\_\_\_\_\_

Date

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# AGENDA ITEM

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

SUBJECT: Draft Resolution No. 18-077 updating the sick leave policy for non-represented employees to comply with state law and provide equity with employee bargaining groups.

FOR AGENDA OF: 10/18/2018

DEPT. OF ORIGIN: Legal

DATE SUBMITTED: 10/10/2018

ATTACHMENTS:

- 1. Draft Resolution No. 18-077

CLEARANCES:

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

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

- Legal *VB*
- Finance *Baw*
- Courts \_\_\_\_\_
- Police \_\_\_\_\_

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

**Purpose and Recommendation**

The purpose of this agenda item is for the City Council to consider Draft Resolution No. 18-077 which updates sick leave provisions for non-represented employees retroactive to January 1, 2018 to comply with state law and to provide equity with City bargaining groups.

**Suggested Motion**

**Motion 1:** “I move to adopt Draft Resolution No. 18-077 to update sick leave provisions for non-represented employees retroactive to January 1, 2018 to comply with state law and to provide equity with City bargaining groups.”

## **Background**

The City's non-represented employees fall into three groups: General Employees, those who are eligible for overtime compensation under the Fair Labor Standards Act (FLSA); Exempt Employees, those who are exempt under the FLSA; and the remaining exempt employees known as Directors, which for purposes of this Resolution includes all department heads, the Chief Strategic Officer, the Chief Operations Officer, and the City Manager. This Draft Resolution pertains to all regular non-represented employees, and excludes those who are represented by labor organizations, specifically, Teamsters Local 763, Des Moines Police Guild, and Des Moines Police Management Association.

Initiative 1433, approved by Washington voters in November 2016, increased the minimum wage over several years and required employers to provide paid sick leave to most employees beginning January 1, 2018. Under the new law, all eligible City employees must accrue paid sick leave at a minimum rate of one hour of paid sick leave for every forty hours worked; this includes part-time, extra-hire, temporary and seasonal workers.

Regular City employees currently accrue more generous paid sick leave than what is provided under the new law, however, the law contains provisions that differ from the City's existing policy which require some changes to be made to the City's policies. For example, attendance driven compensation is no longer allowed if it dissuades employees from using paid sick leave they are entitled to under the law.

## **Discussion**

The City Council approved a Memorandum of Understanding on April 26, 2018 with the Teamsters Local Union Number 763 to address changes in state law regarding paid sick leave. The City Council has committed to provide equitable benefits to non-represented employees consistent with the Teamsters and other bargaining units in the City. This Draft Resolution provides benefits to the non-represented employees that are equitable to those that were negotiated with the Teamsters and it brings the sick leave policy into compliance with state law.

The key provisions of this Resolution are:

1. Brings sick leave policy for non-represented employees into compliance with state law.
2. Removes attendance driven compensation incentive and replaces incentive with additional 8 hours of floating holiday for all employees.
3. Currently non-exempt (hourly) employees with a sick leave balance of over 200 hours are entitled to have 1 hour of their monthly sick leave accrual deposited into their ICMA-RC 457 Plan and 2 hours deposited if their sick leave balance is over 300. To be consistent with the MOU that was negotiated with the Teamsters, the contributions to the ICMA-RC 457 Plan will now be made when employees have a sick leave balance of 150 hours or 250 hours respectively.

## **Alternatives**

Do not approve the Resolution or approve it with amendments (not recommended as this may provide an additional benefit or reduction in benefits that would not be equitable with other bargaining units).

## **Financial Impact**

The financial impact of providing equity to non-represented employees will be similar to the impact of the Teamsters MOU. Employees will receive an additional 8 hours of floating holiday per year and non-



exempt employees may be able to contribute more sick hours into their 457 Plan depending on their sick leave balance. Any impacts will be accounted for in a sustainable budget.

**Recommendation**

Administration, Legal and Finance recommend approval.

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**CITY ATTORNEY'S FIRST DRAFT 10/10/18****DRAFT RESOLUTION NO. 18-077**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON**, regarding sick leave provisions and changes in state law for non-represented employees beginning January 1, 2018.

**WHEREAS**, this Resolution pertains to all regular employees, excluding those who are represented by labor organizations, specifically, Teamsters Local 763, Des Moines Police Guild, and Des Moines Police Management Association, and

**WHEREAS**, the City's non-represented employees fall into three groups: General Employees, those who are eligible for overtime compensation under the Fair Labor Standards Act (FLSA); Exempt Employees, those who are exempt under the FLSA; and the remaining exempt employees known as Directors, which for purposes of this Resolution includes all department heads, the Chief Strategic Officer, the Chief Operations Officer, and the City Manager, and

**WHEREAS**, in December 2016, the General Employees and Exempt Employees entered into memorandums of understanding with the City formally acknowledging that they are not collective bargaining organizations, preferring to seek mutual understanding for employees and city management in an informal, collaborative process to discuss issues of concern in the workforce without being bound by the constraints of chapter 41.56 RCW, and

**WHEREAS**, the parties further agreed that the City will treat non-represented employees equitably in relation to those represented by labor unions in accordance with DMMC 2.12.10, with the exception of the constraints of bargaining units with binding arbitration which necessitates a different outcome for certain uniformed groups of employees, and

**WHEREAS**, Initiative 1433, approved by Washington voters in November 2016, increased the minimum wage over several years and requires employers to provide paid sick leave to most employees beginning January 1, 2018, and

**WHEREAS**, under the new law, all eligible City employees must accrue paid sick leave at a minimum rate of one hour of paid sick leave for every forty hours worked; this includes part-time, extra-hire, temporary and seasonal workers; and

Draft Resolution No. 18-077  
Page 2 of 10

**WHEREAS**, regular City employees currently accrue more generous paid sick leave than what is provided under the new law; and

**WHEREAS**, attendance driven compensation is no longer allowed if it dissuades employees from using paid sick leave they are entitled to under the law; and

**WHEREAS**, the City Council approved a Memorandum of Understanding on April 26, 2018 with the Teamsters Local Union Number 763 to address changes in state law regarding paid sick leave, and

**WHEREAS**, the City Council has determined that it is in the best interest of the citizens of Des Moines for the City to provide equitable benefits to non-represented employees consistent with the Teamsters Memorandum of Understanding; now, therefore,

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

**Sec. 1.** The City hereby provides the following for its regular non-represented employees effective January 1, 2018. All provisions of past resolutions, agreements or memorandums of understanding between the City and the General Employees and the Exempt Employees not modified by this Resolution remain in full force and effect. All personnel rules and regulations as may be promulgated according to DMMC 2.12.10 shall govern unless expressly contrary to this Resolution.

**Sec. 2.** Sick Leave - All full-time employees shall accrue sick leave benefits at the rate of eight (8) total hours for each calendar month of continuous employment. Such sick leave shall be separated into two separate accrual banks, "state sick leave" and "City sick leave." Employees shall accrue one-half of their monthly sick leave accrual at the end of the first pay period of the month and the second half at the end of the second pay period. Part-time employees shall accrue sick leave benefits on a pro rata basis according to hours worked.

All employees shall accrue one (1) hour of paid state sick leave for every forty (40) hours worked. Employees are not entitled to accrue state sick leave for hours paid while not working (such as vacation, paid holidays, or while using state sick leave). In addition, regular full-time employees shall accrue City sick

Draft Resolution No. 18-077

Page 3 of 10

leave, which when combined with their state sick leave will total eight (8) hours of sick leave per month (prorated for part-time employees).

State sick leave benefits accrue from the date of employment and employees are entitled to use their accrued state sick leave beginning on the ninetieth (90<sup>th</sup>) calendar day after the start of their employment. City sick leave benefits are earned from the date of employment, and may be utilized from date of employment. Employees do not earn sick leave benefits during a leave without pay. Employees do not earn City sick leave benefits, and may not use any earned but unused sick leave benefits during a suspension without pay. Employees continue to earn City sick leave and vacation time while on paid sick leave.

City sick leave benefits not used during the calendar year in which they are earned may be carried over and used during succeeding calendar years. Such benefits may be carried over into successive calendar years so long as the employee remains employed by the City. Employees who transfer to another department retain any accumulated sick leave benefits after transfer to their new position.

Unused state sick leave balances in excess of forty (40) hours remaining at the end of the calendar year shall be credited to the employee's City sick leave balance the following year. State sick leave balances of forty (40) hours or less must carry over to the following calendar year.

Accrued state sick leave must be utilized for authorized purposes first, followed by City sick leave once the employee's state sick leave is exhausted. Employees may use their accrued, unused sick leave hours to care for themselves or a family member (as defined below) for:

- a. Mental or physical illnesses, injuries, or health conditions;
- b. The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
- c. The need for preventive medical care.

For the use of sick leave to care for an employee's family member, "family member" is defined as a child, parent, spouse, registered



Draft Resolution No. 18-077

Page 4 of 10

domestic partner, grandparent, grandchild, or sibling. "Child" is defined as a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status). "Parent" is defined as a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.

City sick leave benefits may be used in accordance with the City Personnel Manual. In accordance with state law, state sick leave benefits may be used by eligible employees for actual periods of temporary disability associated with pregnancy or childbirth during which the employee is physically unable to perform her duties as certified by a licensed physician. State sick leave may also be used for (a) a child with a health condition that requires treatment or supervision; or (b) a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition. For the purposes of this section, "health condition", "serious health condition", "emergency condition" and "mental or physical disability" are defined by WAC 296-130-020(10-14).

Employees may use their accrued, unused state sick leave when their City building (work site) has been closed by order of a public official for any health-related reason; or when an employee's child's school or place of care has been closed by order of a public official for any health-related reason. See the definition of "child" in the previous section.

Employees may use their accrued, unused state sick leave to seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their family members including, but not limited to:

- a. Preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
- b. Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
- c. Attend health care treatment for a victim who is the employee's family member;

Draft Resolution No. 18-077

Page 5 of 10

- d. Obtain, or assist the employee's family member(s) in obtaining, services from: A domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
- e. Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
- f. Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.
- g. For purposes of leave related to domestic violence, sexual assault, or stalking, "family member" is defined as any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

In the event an employee exhausts his or her accrued sick leave, the employee has the option to use accrued vacation leave or compensatory time.

Employees injured on the job shall not simultaneously collect sick, vacation or compensatory leave and Worker's Compensation payments greater than the employee's regular pay. The City provides "Sick Leave Buy Back" to enable employees, off work due to a workplace injury, to receive a paycheck while they wait for the Department of Labor and Industries (L&I) to process their claim and issue time-loss compensation. Employees use sick leave for the absence, but then have much of their sick leave accruals credited back based on the L&I payment. Employees must use their available sick leave bank, and when and if the employee's sick leave is exhausted, compensatory time or accrued vacation leave may be used. It is mandatory for the employee to buy back their sick leave hours with the time loss payment so that the employee receives no more than 100% of their wages during a time loss event. In any event, the Employer shall pay only up to the maximum of the difference between the payment received under Worker's Compensation by such employee and the employee's regular straight-time rate of compensation that the employee would have received from the Employer if able to work.

Draft Resolution No. 18-077

Page 6 of 10

Such payment by the Employer shall be limited to the period of time that such employee has accumulated paid leave credits. The foregoing shall be accomplished by the employee depositing the time loss check from Worker's Compensation and "buying back" the sick leave with a personal check or money order payable to the City of Des Moines. Once the employee has bought back all available sick and vacation leave, the employee shall no longer accrue paid leave benefits and shall not be required to surrender the time loss payments from Worker's Compensation to the Employer.

Payment of City sick leave benefits is conditioned upon the employee notifying the supervisor or Department Director, or designee, of the employee's absence(s) as outlined in Section 4.H Attendance and Tardiness/Absenteeism of the City's Personnel Manual. Failure to give the required notice may result in no payment of City sick leave benefits or other compensation for such absence(s).

Employees must provide reasonable notice of an absence from work for the use of sick leave to care for themselves or a family member, or because the employee's child's school or place of care is closed by order of a public official for any health-related reason, as follows.

If an employee's absence is foreseeable, the employee must provide notice to their supervisor or designee at least 10 days, or as early as practicable, before the first day sick leave is used. If possible, notification should include the expected duration of the absence.

If an employee's absence is unforeseeable, the employee must contact their supervisor or designee as soon as possible before the required start of their shift. If the absence continues beyond the first day, the employee shall notify the supervisor on a daily basis.

a. If circumstances allow, employees should provide notice as soon as the employee learns of the need for sick leave.

b. In the event it is not practicable to provide notice of an unforeseeable absence, a person on the employee's behalf may provide such notice.

c. If possible, this notification should include the expected duration of the absence.



Draft Resolution No. 18-077

Page 7 of 10

For the use of domestic violence, sexual assault, or stalking, if the absence is foreseeable, an employee must give advance oral or written notice to their supervisor or designee as soon as possible. If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or family member being a victim of domestic violence, sexual assault, or stalking, the employee or their designee must give oral or written notice no later than the end of the first day that the employee takes such leave.

When an employee has used state sick leave for an authorized use for more than three (3) consecutive days, the employee must provide verification that establishes or confirms that the use of sick leave is for an authorized purpose. "Three (3) consecutive days" means an absence for a full work day or partial work day on each of three consecutive days during which the employee is required to work. For those employees with a regular work schedule, when the employee is "required to work" means the employee's regular schedule. However, an employee who is on a scheduled day off, such as a holiday or scheduled vacation day, cannot use sick leave because the employee is not required to work that day. Acceptable verification for absences exceeding three days are specified as follows.

For care of the employee or the employee's family member, acceptable verification may include:

- a. A written or oral statement from the employee indicating that the use of sick leave is necessary to care for the employee or their family member for an authorized purpose;
- b. A doctor's note or a signed statement by a health care provider indicating that the use of state sick leave is for care of the employee or their family member for an authorized purpose; or
- c. Other documentation demonstrating that the employee's use of sick leave is for care of the employee or their family member for an authorized purpose.

Verification must be provided to the City within ten (10) calendar days of the first day an employee used sick leave to care for themselves or a family member.

Draft Resolution No. 18-077

Page 8 of 10

- a. When an employee or the employee's family member has been a victim of domestic violence, sexual assault, or stalking, the employee's choice of documents listed in WAC 296-128-660 satisfies this verification requirement; such verification must be in a timely manner.
- b. In the event the employee's child's school or place of care is closed by order of a public official for any health-related reason, acceptable verification may include written notice of closure by order of the public official; such verification must be provided to the City within ten (10) calendar days of the first day the employee used state sick leave for such purpose.

When an employee has used City sick leave, the employee may be required to provide certification of illness from a qualified health care provider whenever absent for two (2) or more days or has established a pattern which appears to indicate abuse and is requested by the employee's immediate supervisor or the Department Director, or designee. Examples of such an established pattern include when employee calls in sick on a day when a vacation request was denied, or absences or tardiness when particular job duties are performed, on a day before or after days off, holidays, scheduled vacation, or weekends. The employee shall be required to provide a written release to return to work from a qualified health care provider whenever requested by the employee's immediate supervisor or the Department Director, or designee. The City may require any employee returning after an absence to be examined by a second qualified health care provider of the City's choice.

Any employee found to have abused sick leave benefits or privileges by falsification or misrepresentation shall be subject to corrective action, including but not limited to repayment to the City of any amounts paid to such employee for such periods of absence, or discipline, up to and including discharge.

**Sec. 3.** The attendance incentive contained in the following paragraph is prohibited by state law and is hereby removed from the City Personnel Manual as it relates to Employees covered by this Resolution:

Draft Resolution No. 18-077

Page 9 of 10

Employees who utilize twenty-four (24) hours or less of sick leave in any calendar year shall receive 10 (ten) hours of vacation time. This is calculated per calendar year and is not available for people who work less than a full year. The employees who qualify for this additional vacation time, and the respective Department Director, shall receive a notice of the qualification in January immediately following the completion of the applicable calendar year. The time is immediately available upon notification and the use of this time follows the same guidelines as noted in Section 7.C of the City's Personnel Manual.

#### **Sec. 4. General Employees and Sick Leave Balances**

General (non-exempt) employees with a sick leave balance of over one hundred and fifty (150) hours shall have one (1) hour of their monthly sick leave accrual of eight (8) hours cashed and deposited into the ICMA-RC 457 Plan. General (non-exempt) employees whose balance is over two hundred and fifty (250) hours shall have two (2) hours of their monthly sick leave accrual of eight (8) hours cashed and deposited into the ICMA-RC 457 Plan.

#### **Sec. 5. Vacation and Holiday**

Holidays - An employee is eligible for a paid holiday if he or she is on paid status during the work day before and after the holiday. Employees shall receive the following holidays off with eight (8) hours of compensation at their regular straight-time hourly rate of pay:

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



Draft Resolution No. 18-077  
Page 10 of 10

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

**Sec. 6. Conflicts.** Where a conflict exists between the terms of this Resolution and the Des Moines Personnel Manual, this Resolution shall control.

**Sec. 7. Ratification and confirmation.** Any acts consistent with the authority and prior to the effective date of this Resolution are hereby ratified and confirmed.

**ADOPTED BY** the City Council of the City of Des Moines, Washington this 18th day of October, 2018, and signed in authentication thereof this \_\_\_\_\_th day of October, 2018.

\_\_\_\_\_  
M A Y O R

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

# AGENDA ITEM

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

SUBJECT: Senior Services Advisory Committee  
Appointment

FOR AGENDA OF: October 18, 2018

DEPT. OF ORIGIN: Administration

DATE SUBMITTED: October 10, 2018

ATTACHMENTS:  
1. Application

CLEARANCES:

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

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

- Legal \_\_\_\_\_
- Finance
- Courts
- Police
- City Clerk *PSW*

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: 

The purpose of this agenda item is to recommend City Council approval of appointment to the City of Des Moines Senior Services Advisory Committee.

### Suggested Motion

**Motion:** "I move to confirm the Mayoral appointment of Christine Mark to an unexpired term on the City of Des Moines Senior Services Advisory Committee, effective immediately and expiring on December 31, 2021."

### Background

The Senior Services Advisory Committee was created by chapter 4.44 DMMC, which details the powers and duties of the Committee, ex-officio members, terms, meetings, reports to City Council, and scope of duties for the Senior Services Advisory Committee. The Committee advises the City Council on policy and budgetary subjects related to senior services, current and future facilities relating to senior services, review of federal, state and county laws and regulations, proposed laws and regulations and the impact

of such laws and regulations on delivery of senior services, and to perform such other tasks as are assigned by the City Council.

The Committee consists of seven members, one of whom is a member of the City Council. One member of the Committee need not be a resident of the City and up to two members of the Committee may reside outside the City limits but work or volunteer within the City limits. Four Committee members are appointed to two-year terms and three members of the committee are appointed to four year terms.

**Discussion**

Christine Mark is seeking appointments to fill two vacant four year terms.

**Alternatives**

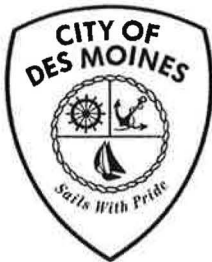
None provided.

**Financial Impact**

No financial impact.

**Recommendation/Concurrence**

Des Moines Administration recommends the Mayoral appointments of Christine Mark to an unexpired term on the Senior Services Advisory Committee.



<sup>49</sup>  
**CITY OF DES MOINES**  
**APPLICATION FOR APPOINTEE OFFICE**  
21630 11th Avenue South  
Des Moines, WA 98198

Recvd. \_\_\_\_\_

**RECEIVED**

**MAR 22 2018**

Please Check  
**CITY OF DES MOINES**  
**CITY CLERK**

- Civil Service Commission
- Planning Agency
- Library Board
- Human Services
- X  Senior Services
- Arts Commission

NAME: CHRISTINE MARK  
 ADDRESS: 22236 7<sup>TH</sup> AVE S  
 CITY, ZIP: DES MOINES 98198  
 PHONE: Home 206 920 2713 Work 206 242 4737  
 LENGTH OF RESIDENCE AT THE ABOVE ADDRESS 1 YEAR  
 Email address: chriskmark@outlook.com  
 REGISTERED VOTER? YES  
 EMPLOYMENT SUMMARY LAST FIVE YEARS: \_\_\_\_\_  
OPTICIAN AT OPTIMARK EYECARE

Are you related to anyone presently employed by the City or a member of a City Board? NO  
 If yes, explain: \_\_\_\_\_

Do you currently have an owning interest in either real property (other than your primary residence or a business) in the Des Moines planning area? NO If so, please describe: \_\_\_\_\_

IN ORDER FOR THE APPOINTING AUTHORITY TO FULLY EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION, PLEASE ANSWER THE FOLLOWING QUESTIONS USING A SEPARATE PAPER IF NECESSARY.

1. Why do you wish to serve in this capacity and what can you contribute? \_\_\_\_\_  
SEE OTHER PAGE

2. What problems, programs or improvements are you most interest in? \_\_\_\_\_  
SEE OTHER PAGE

3. Please list any Des Moines elective/appointive offices you have run/applied for previously. N/A

**Christine K Mark, LDO**

OptiMark Eyecare  
22236 7<sup>th</sup> Ave S  
Des Moines, WA 98198

Cell (206) 920-2713  
Office (206) 242-4737  
Email: [chriskmark@outlook.com](mailto:chriskmark@outlook.com)

1.

As an eye care provider for 25+ years with a large presbyopia patient base where vision is the most important sense. I have a passion to provide the best sight today and want to help with their vision of tomorrow.

I have the desire to help Seniors and their family to ensure their environment and lifestyle are safe and comfortable in Des Moines.

I understand the unique needs of Seniors have throughout the aging process: visual, balance and cognition changes. I have helped Seniors work through all aspects of the aging process with compassion.

2.

To promote Senior participation of community life in Des Moines.

City services provided for safety, recreation and education.

Quality recreational, social and supportive service for Seniors and their family members.

To develop and promote programs and services in the community to meet the diverse needs of Seniors with meals, respite care, outreach, transportation, health and companion programs.



# AGENDA ITEM

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

SUBJECT: Lodging Tax Advisory Committee  
Appointments

ATTACHMENTS:  
1. Applications

FOR AGENDA OF: October 18, 2018

DEPT. OF ORIGIN: Admin

DATE SUBMITTED: October 10, 2018

CLEARANCES:

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

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

- Legal *VG*
- Finance *Baw*
- Courts \_\_\_\_\_
- Police \_\_\_\_\_
- City Clerk \_\_\_\_\_

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

### Purpose and Recommendation

The purpose of this agenda item is to recommend City Council approval of the Mayor's appointments to the Lodging Tax Advisory Committee.

### Suggested Motion

**Motion 1:** "I move to confirm the Mayoral appointment of Peter Philips, Ben Osgood, Martin Sanchez and Alex Candalla to the Lodging Tax Advisory Committee effective immediately."

### Background

The City of Des Moines adopted Ordinance No. 1319 on March 27, 2003 which became effective April 26, 2003 for the purpose of establishing a Lodging Tax Advisory Committee. A Committee of at least five members is required for the collection of Des Moines' legal share of Hotel/Motel Tax. The tax must be used solely for paying for tourism promotion and for the acquisition and/or operation of tourism related facilities as specified in RCW 67.28.180.

**Discussion**

The committee shall consist of at least five members, appointed by the mayor and confirmed by a majority of the City Council. The committee membership shall include at least two members who are representatives of businesses required to collect tax under RCW 67.28.180, at least two members who are persons involved in activities authorized to be funded by revenue received under RCW 67.28.180 and one member who shall be a member of the City Council and who shall serve as Chair of the committee. This agenda requests Council approval of the appointment of Peter Philips, President of Philips Publishing, Ben Osgood, General Manager of The Four Points Sheraton, Martin Sanchez, Assistant General Manager of The Four Points Sheraton and Alex Candalla, Executive Director of Wesley Homes Des Moines to fill four of the vacancies.

**Alternatives**

None provided.

**Recommendation**

Des Moines Administration recommends the Mayoral appointments of Peter Philips, Ben Osgood, Martin Sanchez and Alex Candalla to unexpired terms on the Lodging Tax Advisory Committee.



CITY OF DES MOINES  
APPLICATION FOR LODGING TAX ADVISORY COMMITTEE  
21630 11th Avenue South  
Des Moines, WA 98198

RECEIVED

OCT 09 2018

CITY OF DES MOINES  
CITY CLERK

NAME: Peter Phillips  
ADDRESS: 26089 Pacific Hwy S. 98198  
CITY, ZIP: Des Moines, WA  
Contact Information - PHONE: Home \_\_\_\_\_ Work 206 284 8285  
Cell 206 779 2746 Fax \_\_\_\_\_ E-Mail peter@phillipspublishing.com

EMPLOYMENT/VOLUNTEER SUMMARY LAST FIVE YEARS:

President, Phillips Publishing Group  
Member, Des Moines Rotary Club  
Past member, Seattle Seaside RPA Sales

Are you related to anyone presently employed by the City or a member of a City Board? No  
If yes, explain: \_\_\_\_\_

Do you currently have an owning interest in either real property (other than your primary residence) or a business in the Des Moines? Yes If so, please describe: commercial building and three residential units on Pac Hwy.

IN ORDER FOR THE APPOINTING AUTHORITY TO FULLY EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION, PLEASE ANSWER THE FOLLOWING QUESTIONS USING A SEPARATE PAPER IF NECESSARY.

1. Specify the group you represent:  
 Local Lodging Industry  Business/Organization Providing Programs & Services to Promote Tourism in Des Moines

Provide Details of this Representation: I publish Des Moines City Currents for the city

2. What problems, programs or improvements are you most interested in? I am interested in tourism and transportation and activation of the marina around marine transit

3. Please list any Des Moines elective/appointive offices you have run/applied for previously.  
NONE



CITY OF DES MOINES  
APPLICATION FOR LODGING TAX ADVISORY COMMITTEE

RECEIVED

21630 11th Avenue South  
Des Moines, WA 98198

OCT 04 2018

CITY OF DES MOINES  
CITY CLERK

NAME: BEN OSGOOD  
ADDRESS: 22406 Pacific Hwy S.  
CITY, ZIP: Des Moines, WA 98198  
Contact Information - PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_  
Cell (707) 758-6712 Fax \_\_\_\_\_ E-Mail ben.osgood@interstatehotels.com

EMPLOYMENT/VOLUNTEER SUMMARY LAST FIVE YEARS:

Interstate Hotels & Resorts - 8 years  
Sonoma County Tourism Finance & Legal Committee 2 years  
Sonoma County Lodging Association 2 years  
Seattle Southside BTA - Just Joined

Are you related to anyone presently employed by the City or a member of a City Board? NO  
If yes, explain: \_\_\_\_\_

Do you currently have an owning interest in either real property (other than your primary residence) or a business in the Des Moines? \_\_\_\_\_ If so, please describe: NO

IN ORDER FOR THE APPOINTING AUTHORITY TO FULLY EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION, PLEASE ANSWER THE FOLLOWING QUESTIONS USING A SEPARATE PAPER IF NECESSARY.

1. Specify the group you represent:  
 Local Lodging Industry       Business/Organization Providing Programs & Services to Promote Tourism in Des Moines

Provide Details of this Representation: General Manager of Four Points

2. What problems, programs or improvements are you most interested in? Tourism Promotion in Des Moines & Seattle Southside

3. Please list any Des Moines elective/appointive offices you have run/applied for previously.  
N/A





CITY OF DES MOINES  
APPLICATION FOR LODGING TAX ADVISORY COMMITTEE  
21630 11th Avenue South  
Des Moines, WA 98198

RECEIVED

OCT 04 2018

CITY OF DES MOINES  
CITY CLERK

NAME: Martha Sanchez  
ADDRESS: 1600 Benson Rd. APT 101  
CITY, ZIP: Renton, WA 98055  
Contact Information - PHONE: Home \_\_\_\_\_ Work 253 642 0062  
Cell 909 275 5998 Fax \_\_\_\_\_ E-Mail Martha.Sanchez@interstatehotels.com

EMPLOYMENT/VOLUNTEER SUMMARY LAST FIVE YEARS:

Interstate Hotels and Resorts  
\_\_\_\_\_  
\_\_\_\_\_

Are you related to anyone presently employed by the City or a member of a City Board? NO  
If yes, explain: \_\_\_\_\_

Do you currently have an owning interest in either real property (other than your primary residence) or a business in the Des Moines? NO If so, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN ORDER FOR THE APPOINTING AUTHORITY TO FULLY EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION, PLEASE ANSWER THE FOLLOWING QUESTIONS USING A SEPARATE PAPER IF NECESSARY.

1. Specify the group you represent:  
 Local Lodging Industry       Business/Organization Providing Programs & Services to Promote Tourism in Des Moines

Provide Details of this Representation: I am the Assistant General Manager at the Four Points by Sheraton Seattle Airport South Hotel.  
\_\_\_\_\_  
\_\_\_\_\_

2. What problems, programs or improvements are you most interested in? Being relatively new to the area I am interested in learning about the city of Des Moines and its plans for improvements  
\_\_\_\_\_  
\_\_\_\_\_

3. Please list any Des Moines elective/appointive offices you have run/applied for previously.  
N/A  
\_\_\_\_\_





# AGENDA ITEM

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

SUBJECT: Consultant Services Contract  
Addendum – David A. Clark Architects

FOR AGENDA OF: October 18, 2018

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: October 10, 2018

ATTACHMENTS:

1. Contract Addendum No. 1
2. Consultant Services Contract (4-26-2018)
3. 2019-2024 Founder’s Lodge Improvements CIP Plan
4. DRAFT 2018 Capital Project Budget – Founder’s Lodge Improvements

CLEARANCES:

- Community Development *FMC*
- Marina \_\_\_\_\_
- Parks, Recreation & Senior Services *JMC*
- Public Works *RBC*

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

- Legal *JG*
- Finance *Baw*
- Courts \_\_\_\_\_
- Police \_\_\_\_\_

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: \_\_\_\_\_

**Purpose and Recommendation**

The purpose of this agenda item is to seek City Council approval of Contract Addendum No. 1 (Attachment 1) with David A. Clark Architects for the Des Moines Beach Park Sun Home Lodge Foundation Design, Police Services Center, and Municipal Court Security Improvement Projects. The following motions will appear on the consent calendar:

**Suggested Motions:**

**Motion 1:** “I move to approve Contract Addendum No. 1 with David A. Clark Architects for additional Design and Construction Administration Services on the Sun Home Lodge and Founder’s Lodge in the amount of \$24,319.00, bringing the total Contract amount to \$102,748.94, and further authorize the City Manager to sign said Contract Addendum substantially in the form as submitted.”

**Motion 2:** “I move to direct Administration to bring forward a budget amendment reflecting these additional expenditures.”

### **Background**

Council approved the Consultant Services Contract with David A. Clark Architects at the April 26, 2018 Council meeting (Attachment 2) outlining the deliverables to be; 1) Sun Home Lodge Foundation Design, Design and Construction documents for the Police Department and Court security improvements.

### **Discussion**

These deliverables were initially scheduled to be completed and in the case of the Police and Court improvements be advertised for bids in 2018. However, due to the current market conditions, Staff is recommending that we should wait until early 2019 to go to bid in order to obtain the best competitive pricing and interest from prospective contractors.

Recently, the City received interest and a commitment from Seattle Theater Group (STG) to rent all buildings in Beach Park for multiple weeks throughout the next three summers. The Founder's Lodge is one of the buildings being planned for use and needs work to be rented at the level of expectation by STG. Currently there is \$200,000 for improvements to the Founder's Lodge in the adopted 2019-2024 CIP (Attachment 3). The \$200,000 expenditures were programmed to begin in 2019, however, there is an opportunity to potentially save costs by utilizing the current consultant under contract for the Sun Home Lodge and PD/Court improvements. Staff is recommending this approach and requesting to move \$12,000 of the project budget appropriation into 2018 to start the Founder's Lodge design work. This work will consist of exterior trim replacement, exterior painting, replacement of all exterior windows and doors, and interior painting and flooring. The STG group has expressed interest in the possibility of partnering on some of the interior improvements. Staff will continue these conversations with STG in hopes of a collaborative outcome for both the City and the STG group.

Regarding the Sun Home Lodge, the consultant has experienced additional design costs associated with the Sun Home Lodge Foundation due to additional structural engineering costs, as-built creation, and adding a final permit review set of plans. The consultant is requesting \$5,307 additional.

The consultant has provided staff with an additional fee breakdown for the Sun Home Lodge Foundation, as well as a fee proposal to perform the Design and Construction Administration Services associated with the Founder's Lodge Improvements (Attachment 1).

Staff has developed a Draft 2018 Capital Project Budget worksheet for the Founder's Lodge Improvements (Attachment 4).

The current plan is to complete all the designs and go out for bids on the Police Department, Court, and Founders' Lodge in early 2019 in hopes for the optimal bidding climate with the combined package.

### **Alternatives**

Council could choose not to proceed with the Founder's Lodge Improvements at this time and direct staff to start the design in 2019 under a new consultant contract. Completion of the design may dictate less than desirable timing of the request for bids later in 2019.

### **Financial Impact**

Costs for this work have been included in the budget.

**Recommendation**

Staff recommends that the Council approve the suggested motions.

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## CONTRACT AMENDMENT/ADDENDUM FORM

**CONTRACT FOR DES MOINES BEACH PARK SUN HOME LODGE FOUNDATION  
DESIGN, POLICE SERVICES CENTER, AND MUNICIPAL COURT SECURITY  
IMPROVEMENT PROJECTS  
BETWEEN  
THE CITY OF DES MOINES AND DAVID A. CLARK ARCHITECTS, PLLC**

**THIS AMENDMENT/ADDENDUM #1** is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2018, pursuant to that certain Contract entered into on the 10th day of May, 2018, between the **CITY OF DES MOINES, WASHINGTON** (hereinafter "City"), and **DAVID A. CLARK ARCHITECTS, PLLC**, (hereinafter "Consultant"),.

The parties herein agree that the Contract dated May 10, 2018, shall remain in full force and effect, except for the amendments/addendums set forth as follows:

1) **SECTION II** of Contract dated May 10, 2018, is hereby amended to read as follows:

The Consultant shall complete the work described in Section I and the additional work described in the proposals dated October 8, 2018 by December 31, 2019.

2) **SECTION III** of Contract dated May 10, 2018, is hereby amended to read as follows:

The City shall pay the Consultant, based on time and materials, an amount not to exceed \$102,748.94 for the services described in this Contract. Original contract amount was not to exceed \$78,429.94. This new scope will add an additional not to exceed amount of \$24,319.00 (\$5,307.00 for Sun Home Lodge Foundation, \$19,012.00 for Founder's Lodge), bringing the new not to exceed amount to \$102,748.94.



DAVID A. CLARK  
ARCHITECTS, PLLC

**Sun Home Lodge**

**Additional fees**

8-Oct-18

|                       |                                   | <u>Drafter</u> |       | <u>Const. Mgr</u> |        | <u>Architect</u> |        | <u>Fee</u>  |          |
|-----------------------|-----------------------------------|----------------|-------|-------------------|--------|------------------|--------|-------------|----------|
| G                     | Field taping ex. conditions       | 4              | 98.20 | 4                 | 196.92 | 0                | 232.55 | \$ 1,180.48 | \$ 1,966 |
|                       | As-builts of building elevations  | 8              | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$ 785.60   |          |
| <b>Subconsultants</b> |                                   |                |       |                   |        |                  |        |             |          |
|                       | Additional Structural Engineering |                |       |                   |        |                  |        | \$ 1,550    |          |
| <b>Permitting</b>     |                                   |                |       |                   |        |                  |        |             |          |
|                       | Final permit set review           | 0              | 98.20 | 0                 | 196.92 | 8                | 223.85 | \$ 1,791    |          |
| <b>Total Amount</b>   |                                   |                |       |                   |        |                  |        | \$ 5,307    |          |
|                       |                                   |                |       |                   |        |                  |        | \$ 5,307    |          |

**TOTAL FIXED FEE** \$ 5,307

Not included:

Bidding, Construction Admin, Haz Mat, Permit fees or Parking studies

**DAVID A. CLARK  
ARCHITECTS, PLLC**

**Founders Lodge**

**Fixed Fee proposal**

8-Oct-18

**Fee Proposal:** While this breakdown is detailed as hourly, this is only to determine the breakdown of sections to relate to the fixed fee. This number does not change when bids are received.

|  |                                   | <u>Drafter</u> |       | <u>Const. Mgr</u> |        | <u>Architect</u> |        | <u>Fee</u>       |                  |
|--|-----------------------------------|----------------|-------|-------------------|--------|------------------|--------|------------------|------------------|
| G  | Site review/Field taping          | 5              | 98.20 | 5                 | 196.92 | 0                | 232.55 | \$ 1,475.60      | \$ 1,476         |
| DD   | Prepare As-builts                 | 12             | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$ 1,178.40      | \$ 2,950         |
|  | Prepare cost estimates            | 0              | 98.20 | 4                 | 196.92 | 0                | 232.55 | \$ 787.68        |                  |
|  | Interior Design/Fixture selection | 4              | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$ 392.80        |                  |
|  | Meetings                          | 0              | 98.20 | 3                 | 196.92 | 0                | 232.55 | \$ 590.76        |                  |
| CD   | Cover Sheet, general notes        | 2              | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$ 196.40        | \$ 7,383         |
|  | Demolition plan                   | 4              | 98.20 | 1                 | 196.92 | 0                | 232.55 | \$ 589.72        |                  |
|  | Floor Plan                        | 6              | 98.20 | 0.5               | 196.92 | 0                | 232.55 | \$ 687.66        |                  |
|  | Finish Plan                       | 6              | 98.20 | 0.5               | 196.92 | 0                | 232.55 | \$ 687.66        |                  |
|  | Building Elevations               | 6              | 98.20 | 1                 | 196.92 | 0                | 232.55 | \$ 786.12        |                  |
|  | Interior Elevations               | 6              | 98.20 | 0.5               | 196.92 | 0                | 232.55 | \$ 687.66        |                  |
|  | Details                           | 5              | 98.20 | 2                 | 196.92 | 0                | 232.55 | \$ 884.84        |                  |
|  | Door, Window schedules & Hardware | 3              | 98.20 | 2                 | 196.92 | 0                | 232.55 | \$ 688.44        |                  |
|  | Update Cost Estimate              | 0              | 98.20 | 1.5               | 196.92 | 1                | 232.55 | \$ 527.93        |                  |
|  | Specifications                    | 0              | 98.20 | 6                 | 196.92 | 2                | 232.55 | \$ 1,646.62      |                  |
| <b>Permitting &amp; Bidding</b>                          |                                   |                |       |                   |        |                  |        |                  |                  |
|  | Permit apps, submittal, review    | 2              | 98.20 | 0                 | 196.92 | 2                | 223.85 | \$ 644.10        | \$ 2,864         |
|  | Pre-bid meeting                   | 0              | 98.20 | 2                 | 196.92 | 0                | 223.85 | \$ 393.84        |                  |
|  | Prep, Bid docs, vetting           | 2              | 98.20 | 6                 | 196.92 | 2                | 223.85 | \$ 1,825.62      |                  |
| <b>Construction Admin</b>                                |                                   |                |       |                   |        |                  |        |                  |                  |
|  | Pre-Con Mtg                       | 0              | 98.20 | 2                 | 196.92 | 0                | 223.85 | \$ 393.84        | \$ 3,840         |
|  | Site visits during Construction   | 0              | 98.20 | 6                 | 196.92 | 0                | 223.85 | \$ 1,181.52      |                  |
|  | Construction issues               | 0              | 98.20 | 3                 | 196.92 | 0                | 223.85 | \$ 590.76        |                  |
|  | Submittals, shops                 | 0              | 98.20 | 2                 | 196.92 | 0                | 223.85 | \$ 393.84        |                  |
|  | Pay Applications                  | 0              | 98.20 | 2                 | 196.92 | 0                | 223.85 | \$ 393.84        |                  |
|  | Punch List, close-out             | 1              | 98.20 | 4                 | 196.92 | 0                | 223.85 | \$ 885.88        |                  |
| <b>TotalAmount</b>                                       |                                   |                |       |                   |        |                  |        | <b>\$ 18,512</b> | <b>\$ 18,512</b> |
| Reimbursables  |                                   |                |       |                   |        |                  |        |                  |                  |
|  | cost plus 10%                     |                |       |                   |        |                  |        | \$ 500           |                  |
|  |                                   |                |       |                   |        |                  |        |                  | <b>\$ 19,012</b> |
| <b>TOTAL FIXED FEE</b>                                   |                                   |                |       |                   |        |                  |        |                  |                  |
| Not included:  |                                   |                |       |                   |        |                  |        |                  |                  |
| Consultant fees, Haz Mat, Permit fees or Parking studies |                                   |                |       |                   |        |                  |        |                  |                  |

**Founders Lodge Needs for inclusion into David Clark design contract:**

- 1) Paint Exterior including replacement of all trim
- 2) Replace all windows with new that have opening function
- 3) Replace all exterior doors and locks
- 4) Paint main floor interior walls and upper half wall (railing)
- 5) Replace interior doors on main floor with updated
- 6) Update interior lights on main floor (LED)

**Additional items if not done by STG group:**

- 7) Remove carpet and replace with wood product



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# AGENDA ITEM

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

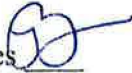

SUBJECT: Consultant Services Contract with David A. Clark Architects, PLLC for Design and Construction Administration Services for the Des Moines Beach Park Sun Home Lodge Foundation Design, Police Services Center, and Municipal Court Security Improvement Projects

FOR AGENDA OF: April 26, 2018

DEPT. OF ORIGIN: Public Works

DATE SUBMITTED: April 16, 2018





CLEARANCES:

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

ATTACHMENTS:

1. Consultant Services Contract with David A. Clark Architects, PLLC
2. 2018 Capital Project Budget – Sun Home Lodge Foundation Design
3. 2018 Capital Project Budget – Police Services Center Security Improvements
4. 2018 Capital Project Budget – Municipal Court Security Improvements
5. Rule GR 36 – Trial Court Security

CHIEF OPERATIONS OFFICER: 

- Legal 
- Finance 
- Courts 
- Police 

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: 

**Purpose and Recommendation**

The purpose of this agenda item is to seek City Council approval to enter into a contract with David A. Clark Architects, PLLC (Attachment 1) for the Des Moines Beach Park Sun Home Lodge Foundation Design, Police Services Center, and Municipal Court Security Improvement Projects. The following motion will appear on the consent calendar:

**Suggested Motion**

**Motion:** “I move to approve the Consultant Services Contract with David A. Clark Architects, PLLC for the Des Moines Beach Park Sun Home Lodge Foundation Design, Police Services Center, and Municipal Court Security Improvement Projects, in the amount of \$78,429.94, and additionally authorize the City Manager or designee to sign the Consultant Services Contract substantially in the form as submitted.”

### **Background**

#### **Sun Home Lodge:**

The Des Moines Beach Park Sun Home Lodge Rehabilitation Project has been programmed in successive Capital Improvement Plans since 2005. The rustic camp building built in 1934 is a contributing feature of the Beach Park Historic District. Water and sewer utilities were upgraded and brought to the building as part of the Auditorium Construction Project.

In 2015 and 2016, the City received grants from 4Culture totaling \$63,000 for the design, engineering, bid specifications and cost estimates for the Sun Home Lodge Foundation Project. Per the agreements, the design project must be completed by February 2019. Construction of the building's foundation will not take place until additional funding is secured.

#### **Trial Court Security:**

On March 29, 2017, The Supreme Court of Washington enacted Rule GR 36 – Trial Court Security (Attachment 5). This required that all Courts in the State develop plans, and install appropriate security improvements to adequately protect Court Staff and the Public while they are conducting daily business.

#### **Police Services Center Security:**

The Police Services Center is in need of security improvements as well. In an effort to take advantage of economy of scale, staff decided it would be best to have one architect perform the design services for all three of these projects.

### **Discussion**

An RFQ for design services was advertised on January 31, 2018 and February 7, 2018 in the Seattle Daily Journal of Commerce. Statements of Qualification were due on February 16, 2018. The City received three (3) SOQ's for these projects.

Staff has performed the necessary SOQ evaluations, and determined that David A. Clark Architects, PLLC is the most qualified firm to perform the necessary design work on these projects.

David A. Clark Architects, PLLC has previously performed work on the various Beach Park buildings, and has also been involved in minor remodeling work at the Municipal Court.

### **Alternatives**

Council could choose to not award the contract.

### **Financial Impact**

There are sufficient funds available within the three project budgets to cover the design costs (Attachments 2, 3, 4).

### **Recommendation**

Staff recommends that Council approve the recommended motion.



## **CONSULTANT SERVICES CONTRACT between the City of Des Moines and**

### **David A. Clark Architects, PLLC**

THIS CONTRACT is made between the City of Des Moines, a Washington municipal corporation (hereinafter the "City"), and David A. Clark Architects, PLLC organized under the laws of the State of Washington, located and doing business at 33017 134<sup>th</sup> Ave. SE, Auburn, WA 98092, (253) 351-8877 (hereinafter the "Consultant").

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

Consultant shall perform the following services for the City in accordance with the following described plans and/or specifications:

See attached Exhibit "A" – Consultant Scope and Fee Proposal, dated March 30, 2018 and April 3, 2018; which is incorporated into this contract.

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

**II. TIME OF COMPLETION.** The parties agree that work will begin on the tasks described in Section I above immediately upon the effective date of this Contract. Upon the effective date of this Contract, Consultant shall complete the work described in Section I by December 31, 2018.

#### **III. COMPENSATION.**

- A. The City shall pay the Consultant, based on time and materials, an amount not to exceed **\$78,429.94** for the services described in this Contract. This is the maximum amount to be paid under this Contract for the work described in Section I above, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed amendment to this Contract. The Consultant agrees that the amount budgeted for as set forth in Exhibit "A" for its services contracted for herein shall remain locked at the negotiated rate(s) for a period of one (1) year from the effective date of this Contract.



- B. The Consultant shall submit monthly payment invoices to the City for work performed, and a final bill upon completion of all services described in this Contract. The City shall provide payment within forty-five (45) days of receipt of an invoice. If the City objects to all or any portion of an invoice, it shall notify the Consultant and reserves the option to only pay that portion of the invoice not in dispute. In that event, the parties will immediately make every effort to settle the disputed portion.

**IV. INDEPENDENT CONTRACTOR.** The parties intend that an Independent Contractor-Employer Relationship will be created by this Contract and that the Consultant has the ability to control and direct the performance and details of its work; however, the City shall have authority to ensure that the terms of the Contract are performed in the appropriate manner.

**V. CHANGES.** The City may issue a written change order for any change in the Contract work during the performance of this Contract. If the Consultant determines, for any reason, that a change order is necessary, Consultant must submit a written change order request to the person listed in the notice provision section of this Contract, section XVI(C), within fourteen (14) calendar days of the date Consultant knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Consultant's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Consultant on all equitable adjustments. However, if the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Consultant shall proceed with the change order work upon receiving either a written change order from the City or an oral order from the City before actually receiving the written change order. If the Consultant fails to require a change order within the time specified in this paragraph, the Consultant waives its right to make any claim or submit subsequent change order requests for that portion of the contract work. If the Consultant disagrees with the equitable adjustment, the Consultant must complete the change order work; however, the Consultant may elect to protest the adjustment as provided in subsections A through E of Section VI, Claims, below.

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

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



timely written claim is made in strict accordance with the applicable provisions of this Contract.

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

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

- A. Notice of Claim. Provide a signed written notice of claim that provides the following information:
1. The date of the Consultant's claim;
  2. The nature and circumstances that caused the claim;
  3. The provisions in this Contract that support the claim;
  4. The estimated dollar cost, if any, of the claimed work and how that estimate was determined; and
  5. An analysis of the progress schedule showing the schedule change or disruption if the Consultant is asserting a schedule change or disruption.
- B. Records. The Consultant shall keep complete records of extra costs and time incurred as a result of the asserted events giving rise to the claim. The City shall have access to any of the Consultant's records needed for evaluating the protest.

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

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

**VII. LIMITATION OF ACTIONS.** CONSULTANT MUST, IN ANY EVENT, FILE ANY LAWSUIT ARISING FROM OR CONNECTED WITH THIS CONTRACT WITHIN 120 CALENDAR DAYS FROM THE DATE THE CONTRACT WORK IS COMPLETE OR CONSULTANT'S ABILITY

TO FILE THAT CLAIM OR SUIT SHALL BE FOREVER BARRED. THIS SECTION FURTHER LIMITS ANY APPLICABLE STATUTORY LIMITATIONS PERIOD.

**VIII. TERMINATION.** Either party may terminate this Contract, with or without cause, upon providing the other party thirty (30) days written notice at its address set forth on the signature block of this Contract. After termination, the City may take possession of all records and data within the Consultant's possession pertaining to this project, which may be used by the City without restriction. If the City's use of Consultant's records or data is not related to this project, it shall be without liability or legal exposure to the Consultant.

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

**X. INDEMNIFICATION.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

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

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

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

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

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

**No Limitation.** Consultant's maintenance of insurance as required by the Contract shall not be construed to limit the liability of the Consultant to the coverage



provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

**A. Minimum Scope of Insurance.** Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

**Minimum Amounts of Insurance:** Consultant shall maintain the following insurance limits:

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

**B. Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

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

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

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

**XII. EXCHANGE OF INFORMATION.** The City will provide its best efforts to provide reasonable accuracy of any information supplied by it to Consultant for the purpose of completion of the work under this Contract.

**XIII. OWNERSHIP AND USE OF RECORDS AND DOCUMENTS.** Original documents, drawings, designs, reports, or any other records developed or created under this Contract shall belong to and become the property of the City. All records submitted by the City to the Consultant will be safeguarded by the Consultant. Consultant shall make such data, documents, and files available to the City upon the City's request. The City's use or reuse of any of the documents, data and files created by Consultant for this project by anyone other than Consultant on any other project shall be without liability or legal exposure to Consultant.

**XIV. CITY'S RIGHT OF INSPECTION.** Even though Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Contract, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure satisfactory completion.

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

**XVI. MISCELLANEOUS PROVISIONS.**

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

B. Resolution of Disputes and Governing Law.

1. **Alternative Dispute Resolution.** If a dispute arises from or relates to this Contract or the breach thereof and if the dispute cannot be resolved through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under JAMS Alternative Dispute Resolution service rules or policies before resorting to arbitration. The mediator may be selected by agreement of the parties or through JAMS. Following mediation, or upon written agreement of the parties to waive mediation, any unresolved controversy or claim arising from or relating to this Contract or breach thereof shall be settled through arbitration which shall be conducted



under JAMS rules or policies. The arbitrator may be selected by agreement of the parties or through JAMS. All fees and expenses for mediation or arbitration shall be borne by the parties equally. However, each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

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

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

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

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

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

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

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

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

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

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

|   |   |
|---|---|
| <p><b>CONSULTANT:</b></p> <p>By: _____<br/><i>(signature)</i></p> <p>Print Name: _____</p> <p>Its _____<br/><i>(Title)</i></p> <p>DATE: _____</p> | <p><b>CITY OF DES MOINES:</b></p> <p>By: _____<br/><i>(signature)</i></p> <p>Print Name: <u>Michael Matthias</u></p> <p>Its <u>City Manager</u><br/><i>(Title)</i></p> <p>DATE: _____</p> <p style="text-align: center;">Approved as to form:</p> <p style="text-align: center;">_____<br/>City Attorney</p> <p style="text-align: center;">DATE: _____</p> |
|---|---|

|  |  |
|--|--|
| <p><b>NOTICES TO BE SENT TO:</b></p> <p><b>CONSULTANT:</b></p> <p>Pat Patterson<br/>David A. Clark Architects, PLLC<br/>33017 134<sup>th</sup> Ave. SE<br/>Auburn, WA 98092<br/>(253) 351-8877 (telephone)<br/><a href="mailto:ppatterson@clarkarchitects.com">ppatterson@clarkarchitects.com</a> (e-mail)</p> | <p><b>NOTICES TO BE SENT TO:</b></p> <p><b>CITY OF DES MOINES:</b></p> <p>Scott J. Romano<br/>City of Des Moines<br/>21650 11<sup>th</sup> Avenue S.<br/>Des Moines, WA 98198<br/>(206) 870-6539 (telephone)<br/><a href="mailto:sromano@desmoineswa.gov">sromano@desmoineswa.gov</a> (e-mail)</p> |
|--|--|

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

## EXHIBIT "A"

DAVID A. CLARK  
ARCHITECTS, PLLC

**Sun Home Lodge, PD & Court Security Improvements**

**Fixed Fee proposal - Summary**

3-Apr-18

|  |                    |
|--|--------------------|
| Fixed fee - Sun Home Lodge<br><i>(See break down)</i>              | \$38,943.12        |
| Fixed fee - PD Security Improvements<br><i>(See break down)</i>    | \$9,581.32         |
| Fixed fee - Court Security Improvements<br><i>(See break down)</i> | \$7,905.50         |
| Sub-total  | \$56,429.94        |
| (Reimbursables)  | \$2,000.00         |
| City-authorized Management Reserve                                 | \$20,000.00        |
| <b>TOTAL A/E FEE</b>   | <b>\$78,429.94</b> |

**Scope of Work:**

- 1) Provide structural calcs & drawings and architectural drawings for permit for new foundation for existing Sun Home Lodge. Plans to include utility connections.
- 2) Provide drawings and specifications for permitting and bidding including full construction administration for the Des Moines Police Department and Trial Courts security improvements as described in Scope of Work dated March 19, 2018.



**DAVID A. CLARK  
ARCHITECTS, PLLC**

**Sun Home Lodge**

**Fixed Fee proposal**

30-Mar-18

**Fee Proposal:** While this breakdown is detailed as hourly, this is only to determine the breakdown of sections to relate to the fixed fee. This number does not change when bids are received.

|    |                             | <u>Drafter</u> |       | <u>Const. Mgr</u> |        | <u>Architect</u> |        | <u>Fee</u>  |           |
|----|-----------------------------|----------------|-------|-------------------|--------|------------------|--------|-------------|-----------|
| G  | Site review                 | 2              | 98.20 | 2                 | 196.92 | 0                | 232.55 | \$ 590.24   | \$ 1,315  |
|    | Coordination                | 1              | 98.20 | 2                 | 196.92 | 1                | 232.55 | \$ 724.59   |           |
| PD | Prepare As-builts           | 10             | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$ 982.00   | \$ 5,033  |
|    | Preliminary Designs & Alt   | 0              | 98.20 | 2                 | 196.92 | 6                | 232.55 | \$ 1,789.14 |           |
|    | Prepare cost estimates      | 0              | 98.20 | 4                 | 196.92 | 0                | 232.55 | \$ 787.68   |           |
|    | Consultant Coordination     | 1              | 98.20 | 2                 | 196.92 | 0                | 232.55 | \$ 492.04   |           |
|    | Prepare PD Drawings         | 10             | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$ 982.00   |           |
| DD | Prepare drawings, detail    | 10             | 98.20 | 2                 | 196.92 | 2                | 232.55 | \$ 1,840.94 | \$ 4,400  |
|    | Update cost estimates       | 0              | 98.20 | 2                 | 196.92 | 0                | 232.55 | \$ 393.84   |           |
|    | Consultant Coordination     | 2              | 98.20 | 2                 | 196.92 | 0                | 232.55 | \$ 590.24   |           |
|    | Interior Design             | 0              | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$ -        |           |
|    | Meetings                    | 0              | 98.20 | 8                 | 196.92 | 0                | 232.55 | \$ 1,575.36 |           |
| CD | Cover Sheet, general notes  | 4              | 98.20 | 0                 | 196.92 | 1                | 232.55 | \$ 625.35   | \$ 14,564 |
|    | Code Check sheet            | 5              | 98.20 | 0                 | 196.92 | 5                | 232.55 | \$ 1,653.75 |           |
|    | Architectural Site plan     | 7              | 98.20 | 1                 | 196.92 | 1                | 232.55 | \$ 1,116.87 |           |
|    | Floor Plan, Demolition plan | 8              | 98.20 | 1                 | 196.92 | 2                | 232.55 | \$ 1,447.62 |           |
|    | Elevations                  | 7              | 98.20 | 1                 | 196.92 | 2                | 232.55 | \$ 1,349.42 |           |
|    | Interior Elevations         | 2              | 98.20 | 1                 | 196.92 | 2                | 232.55 | \$ 858.42   |           |
|    | Wall Sections               | 4              | 98.20 | 1                 | 196.92 | 2                | 232.55 | \$ 1,054.82 |           |
|    | Details                     | 3              | 98.20 | 1                 | 196.92 | 4                | 232.55 | \$ 1,421.72 |           |
|    | Door schedules & details    | 3              | 98.20 | 3                 | 196.92 | 3                | 232.55 | \$ 1,583.01 |           |
|    | Window Schedule & Details   | 3              | 98.20 | 1                 | 196.92 | 3                | 232.55 | \$ 1,189.17 |           |
|    | Public/Council Meetings     | 0              | 98.20 | 6                 | 196.92 | 0                | 232.55 | \$ 1,181.52 |           |
|    | Revisions                   | 3              | 98.20 | 2                 | 196.92 | 0                | 232.55 | \$ 688.44   |           |
|    | Update Cost Estimate        | 0              | 98.20 | 2                 | 196.92 | 0                | 232.55 | \$ 393.84   |           |

**Subconsultants**

|                        |          |
|------------------------|----------|
| Structural Engineering | \$ 6,375 |
| Civil Engineering      | \$ 4,250 |

**Permitting**

|                                |   |       |   |        |   |        |          |
|--------------------------------|---|-------|---|--------|---|--------|----------|
| Pre-application meetings       | 0 | 98.20 | 6 | 196.92 | 0 | 223.85 | \$ 1,182 |
| Prep, Applications & Submittal | 6 | 98.20 | 4 | 196.92 | 2 | 223.85 | \$ 1,825 |

|                     |                  |
|---------------------|------------------|
| <b>Total Amount</b> | <b>\$ 38,943</b> |
|                     | <b>\$ 38,943</b> |

**Reimbursables**

|               |   |          |
|---------------|---|----------|
| cost plus 10% | Plots, Prints and deliveries, not to exceed | \$ 1,000 |
|---------------|---|----------|

**TOTAL FIXED FEE \$ 39,943**

Not included:



Bidding, Construction Admin, Haz Mat, Permit fees or Parking studies

**DAVID A. CLARK  
ARCHITECTS, PLLC**

**Court Security Improvements**

**Fixed Fee proposal**

3-Apr-18

**Fee Proposal:** While this breakdown is detailed as hourly, this is only to determine the breakdown of sections to relate to the fixed fee. This number does not change when bids are received.

|    |                              | <u>Drafter</u> |       | <u>Const. Mgr</u> |        | <u>Architect</u> |        | <u>Fee</u>  |          |
|----|------------------------------|----------------|-------|-------------------|--------|------------------|--------|-------------|----------|
| PD | Prepare As-built floor plans | 1.5            | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$ 147.30   | \$ 872   |
|    | Preliminary Designs & Alt    | 0              | 98.20 | 1                 | 196.92 | 1                | 232.55 | \$ 429.47   |          |
|    | Prepare cost estimates       | 0              | 98.20 | 1.5               | 196.92 | 0                | 232.55 | \$ 295.38   |          |
| DD | Prepare drawings, detail     | 4              | 98.20 | 0                 | 196.92 | 2                | 232.55 | \$ 857.90   | \$ 1,448 |
|    | Update cost estimates        | 0              | 98.20 | 1                 | 196.92 | 0                | 232.55 | \$ 196.92   |          |
|    | Interior Design              | 1              | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$ 98.20    |          |
|    | Meetings                     | 0              | 98.20 | 1.5               | 196.92 | 0                | 232.55 | \$ 295.38   |          |
| CD | Cover Sheet, general notes   | 2              | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$ 196.40   | \$ 4,406 |
|    | Code check                   | 2.5            | 98.20 | 0                 | 196.92 | 1                | 232.55 | \$ 478.05   |          |
|    | Demolition plan & notes      | 2              | 98.20 | 0                 | 196.92 | 0.5              | 232.55 | \$ 312.68   |          |
|    | Floor Plan, Enlarged plans   | 2.5            | 98.20 | 1                 | 196.92 | 1                | 232.55 | \$ 674.97   |          |
|    | Elevations                   | 2              | 98.20 | 1                 | 196.92 | 0                | 232.55 | \$ 393.32   |          |
|    | Interior Elevations          | 2              | 98.20 | 0                 | 196.92 | 0.5              | 232.55 | \$ 312.68   |          |
|    | Wall Sections, Details       | 3              | 98.20 | 1.5               | 196.92 | 2                | 232.55 | \$ 1,055.08 |          |
|    | Door schedules & details     | 2              | 98.20 | 1.5               | 196.92 | 0                | 232.55 | \$ 491.78   |          |
|    | Window Schedule & Details    | 2              | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$ 196.40   |          |
|    | Revisions                    | 1              | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$ 98.20    |          |
|    | Update Cost Estimate         | 0              | 98.20 | 1                 | 196.92 | 0                | 232.55 | \$ 196.92   |          |
|    | Specifications               | 0              | 98.20 | 6                 | 196.92 | 0                | 232.55 | \$ 1,181.52 |          |

**Subconsultants**

Mech/Elec Engineering (NOT INCLUDED)

**Permitting**

Prep, applications & submittal 2 98.20 1 196.92 0 223.85 \$ 393

**Bidding**

Bidding 1 98.20 2 196.92 0 223.85 \$ 492

Evaluate bids 0 98.20 0.5 196.92 0 223.85 \$ 98

**Construction Administration/Observation**

Pre-Con Mtg 0 98.20 1.5 196.92 0 223.85 \$ 295.38

Site visits during Construction 0 98.20 3 196.92 0 223.85 \$ -

Construction issues 0 98.20 3 196.92 0 223.85 \$ 590.76

Submittals, shops 0 98.20 2 196.92 0 223.85 \$ 393.84

Pay Applications 0 98.20 1 196.92 0 223.85 \$ 196.92

Punch List, close-out 1 98.20 2 196.92 0 223.85 \$ 393.58

**Total Amount** \$ 9,581

**Reimbursables**

cost plus 10% Plots, Prints and deliveries, not to exceed \$ 500

**TOTAL FIXED FEE** \$ 10,081

Not included:

Engineering, Haz Mat, Permit fees

DAVID A. CLARK  
ARCHITECTS, PLLC

**PD Security Improvements**

**Fixed Fee proposal**

30-Mar-18

**Fee Proposal:** While this breakdown is detailed as hourly, this is only to determine the breakdown of sections to relate to the fixed fee. This number does not change when bids are received.

|  | <u>Drafter</u> |       | <u>Const. Mgr</u> |        | <u>Architect</u> |        | <u>Fee</u> |          |    |              |
|--|----------------|-------|-------------------|--------|------------------|--------|------------|----------|----|--------------|
| PD Prepare As-built floor plans                | 1.5            | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$         | 147.30   | \$ | 872          |
| Preliminary Designs & Alt                      | 0              | 98.20 | 1                 | 196.92 | 1                | 232.55 | \$         | 429.47   |    |              |
| Prepare cost estimates                         | 0              | 98.20 | 1.5               | 196.92 | 0                | 232.55 | \$         | 295.38   |    |              |
| DD Prepare drawings, detail                    | 4              | 98.20 | 0                 | 196.92 | 2                | 232.55 | \$         | 857.90   | \$ | 1,448        |
| Update cost estimates                          | 0              | 98.20 | 1                 | 196.92 | 0                | 232.55 | \$         | 196.92   |    |              |
| Interior Design                                | 1              | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$         | 98.20    |    |              |
| Meetings                                       | 0              | 98.20 | 1.5               | 196.92 | 0                | 232.55 | \$         | 295.38   |    |              |
| CD Cover Sheet, general notes                  | 2              | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$         | 196.40   | \$ | 3,124        |
| Floor Plan, Enlarged plans                     | 2.5            | 98.20 | 1                 | 196.92 | 1                | 232.55 | \$         | 674.97   |    |              |
| Interior Elevations                            | 2              | 98.20 | 0                 | 196.92 | 0.5              | 232.55 | \$         | 312.68   |    |              |
| Wall Sections, Details                         | 3              | 98.20 | 1.5               | 196.92 | 2                | 232.55 | \$         | 1,055.08 |    |              |
| Window Schedule & Details                      | 2              | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$         | 196.40   |    |              |
| Revisions                                      | 1              | 98.20 | 0                 | 196.92 | 0                | 232.55 | \$         | 98.20    |    |              |
| Update Cost Estimate                           | 0              | 98.20 | 1                 | 196.92 | 0                | 232.55 | \$         | 196.92   |    |              |
| Specifications                                 | 0              | 98.20 | 2                 | 196.92 | 0                | 232.55 | \$         | 393.84   |    |              |
| <b>Subconsultants</b>                          |                |       |                   |        |                  |        |            |          |    |              |
| Mech/Elec Engineering (NOT INCLUDED)           |                |       |                   |        |                  |        |            |          |    |              |
| <b>Permitting</b>                              |                |       |                   |        |                  |        |            |          |    |              |
| Prep, applications & submittal                 | 2              | 98.20 | 0.5               | 196.92 | 0                | 223.85 |            |          | \$ | 295          |
| <b>Bidding</b>                                 |                |       |                   |        |                  |        |            |          |    |              |
| Bidding  | 1              | 98.20 | 1.5               | 196.92 | 0                | 223.85 |            |          | \$ | 394          |
| Evaluate bids                                  | 0              | 98.20 | 0.5               | 196.92 | 0                | 223.85 |            |          | \$ | 98           |
| <b>Construction Administration/Observation</b> |                |       |                   |        |                  |        |            |          |    |              |
| Pre-Con Mtg                                    | 0              | 98.20 | 1.5               | 196.92 | 0                | 223.85 | \$         | 295.38   |    |              |
| Site visits during Construction                | 0              | 98.20 | 3                 | 196.92 | 0                | 223.85 | \$         | -        |    |              |
| Construction issues                            | 0              | 98.20 | 2                 | 196.92 | 0                | 223.85 | \$         | 393.84   |    |              |
| Submittals, shops                              | 0              | 98.20 | 2                 | 196.92 | 0                | 223.85 | \$         | 393.84   |    |              |
| Pay Applications                               | 0              | 98.20 | 1                 | 196.92 | 0                | 223.85 | \$         | 196.92   |    |              |
| Punch List, close-out                          | 1              | 98.20 | 2                 | 196.92 | 0                | 223.85 | \$         | 393.58   |    |              |
| <b>Total Amount</b>                            |                |       |                   |        |                  |        |            |          | \$ | <b>7,905</b> |
| <b>Reimbursables</b>                           |                |       |                   |        |                  |        |            |          |    |              |
| cost plus 10%                                  |                |       |                   |        |                  |        |            |          | \$ | 500          |
|  |                |       |                   |        |                  |        |            |          | \$ | <b>8,405</b> |
| <b>Not included:</b>                           |                |       |                   |        |                  |        |            |          |    |              |
| Engineering, Haz Mat, Permit fees              |                |       |                   |        |                  |        |            |          |    |              |

**DMBP Sun Home Lodge Rehab**

Project # **310.056**

Project Manager:  
Lead Department:  
Design Start Date:  
Bid Opening:  
Award:  
Accepted by Council:  
Retainage Released:

Est.      Actual

**Summary Project Description:**

Rehabilitation of the Sun Home Lodge for its continued use as a recreation facility. Will include lifting the building, connecting new utilities (electrical, gas, phone, cable, water and sewer), constructing a new foundation, decking, exterior stairway and minor interior improvements. Additional interior building remodel work would be completed in future phases. This project relies on funding support from King County and Washington State. \$459K previously expended Picnic Shelter/Restroom funds will provide additional match for the project.

| TOTAL PROJECT SCOPE                  |                    |                      |                     | PROJECT ALLOCATIONS BY YEAR |             |               |                    |                         |           |               |               |           |           |           |
|--------------------------------------|--------------------|----------------------|---------------------|-----------------------------|-------------|---------------|--------------------|-------------------------|-----------|---------------|---------------|-----------|-----------|-----------|
| Expenditures                         | 1/1/17             | 2017 CIP             | 2017 Revised        | Project to                  | 2018 Actual | Project to    | Project            | 2017                    | 2017      | Estimated     | Planned       | Planned   | Planned   | Planned   |
|                                      | Current CIP Budget | Supplemental Request | CIP Budget Estimate | Date 12/31/15               |             | Date 12/31/16 | To Date 11/30/2017 | Year to Date 11/30/2017 | Remaining | Year End 2017 | Year 2018     | Year 2019 | Year 2020 | Year 2021 |
| <b>Design</b>                        |                    |                      |                     |                             |             |               |                    |                         |           |               |               |           |           |           |
| Internal Engineering/Project Mgmt    |                    | 66,000               | 66,000              |                             |             |               |                    |                         |           |               | 66,000        |           |           |           |
| Other Professional Services          |                    | -                    | -                   |                             |             |               |                    |                         |           |               |               |           |           |           |
| <b>Prop/RGW/Easements</b>            |                    |                      |                     |                             |             |               |                    |                         |           |               |               |           |           |           |
| <b>Construction</b>                  |                    |                      |                     |                             |             |               |                    |                         |           |               |               |           |           |           |
| Internal Engr-Proj Mgmt/ Inspect     |                    | -                    | -                   |                             |             |               |                    |                         |           |               |               |           |           |           |
| Construction Contract 1              |                    | -                    | -                   |                             |             |               |                    |                         |           |               |               |           |           |           |
| <b>Other</b>                         |                    |                      |                     |                             |             |               |                    |                         |           |               |               |           |           |           |
| Interfund Financial Services         |                    | -                    | -                   |                             |             |               |                    |                         |           |               |               |           |           |           |
| Contingencies                        |                    | -                    | -                   |                             |             |               |                    |                         |           |               |               |           |           |           |
| <b>Total Project Expense Budget:</b> |                    | <b>66,000</b>        | <b>66,000</b>       |                             |             |               |                    |                         |           |               | <b>66,000</b> |           |           |           |

| Funding Sources                      | 1/1/17             | 2017 CIP             | 2017 Revised        | Project to    | 2018 Actual | Project to    | Project to         | 2017           | 2017      | Scheduled | Scheduled     | Scheduled | Scheduled | Scheduled |
|--------------------------------------|--------------------|----------------------|---------------------|---------------|-------------|---------------|--------------------|----------------|-----------|-----------|---------------|-----------|-----------|-----------|
|                                      | Current CIP Budget | Supplemental Request | CIP Budget Estimate | Date 12/31/15 |             | Date 12/31/16 | To Date 11/30/2017 | YTD 11/30/2017 | Remaining | Year 2017 | Year 2018     | Year 2019 | Year 2020 | Year 2021 |
| REET 1                               |                    | 3,000                | 3,000               |               |             |               |                    |                |           |           | 3,000         |           |           |           |
| Local Grants (County, Etc.)          |                    | -                    | 63,000              |               |             |               |                    |                |           |           | 63,000        |           |           |           |
| State of WA Grant (Unconfirmed)      |                    | -                    | -                   |               |             |               |                    |                |           |           |               |           |           |           |
| <b>Total Project Revenue Budget:</b> |                    | <b>66,000</b>        | <b>66,000</b>       |               |             |               |                    |                |           |           | <b>66,000</b> |           |           |           |

Committed Cash:



Project Title: **Police Security Improvements**

Project # **506.711**

Summary Project Description:

| TOTAL PROJECT SCOPE                  |                |              |                |
|--------------------------------------|----------------|--------------|----------------|
|                                      | 11/9/17        | 2017 CIP     | 2017 Revised   |
| Expenditures                         | Current CIP    | Supplemental | CIP Budget     |
|                                      | Budget         | Request      | Estimate       |
| <b>Design</b>                        |                |              |                |
| Internal Engineering/Project Mgmt    | 45,000         | -            | 45,000         |
| Other Professional Services          |                | -            | -              |
| <b>Prop/ROW/Encasements</b>          |                |              |                |
| <b>Construction</b>                  |                |              |                |
| Internal Engr- Proj Mgmt/ Inspect    |                | -            | -              |
| Construction Contract 1              | 129,000        | -            | 129,000        |
| <b>Other</b>                         |                |              |                |
| Interfund Financial Services         |                | -            | -              |
| <b>Contingencies</b>                 | 9,000          | -            | 9,000          |
| <b>Total Project Expense Budget:</b> | <b>183,000</b> | <b>-</b>     | <b>183,000</b> |

| PROJECT ALLOCATIONS BY YEAR |            |              |           |           |                |         |         |         |         |         |
|-----------------------------|------------|--------------|-----------|-----------|----------------|---------|---------|---------|---------|---------|
| Project to                  | Project    | 2017         | 2017      | Estimated | Planned        | Planned | Planned | Planned | Planned | Planned |
| Date                        | To Date    | Year to Date | Remaining | Year End  | Year           | Year    | Year    | Year    | Year    | Year    |
| 12/31/16                    | 11/30/2017 | 11/30/2017   |           | 2017      | 2018           | 2019    | 2020    | 2021    |         |         |
| -                           | -          | -            | -         | -         | 45,000         |         |         |         |         |         |
| -                           | -          | -            | -         | -         |                |         |         |         |         |         |
| -                           | -          | -            | -         | -         |                |         |         |         |         |         |
| -                           | -          | -            | -         | -         |                |         |         |         |         |         |
| -                           | -          | -            | -         | -         | 129,000        |         |         |         |         |         |
| -                           | -          | -            | -         | -         |                |         |         |         |         |         |
| -                           | -          | -            | -         | -         |                |         |         |         |         |         |
| -                           | -          | -            | -         | -         | 9,000          |         |         |         |         |         |
| -                           | -          | -            | -         | -         | <b>183,000</b> |         |         |         |         |         |

| Funding Source                       | 11/9/17        | 2017 CIP     | 2017 Revised   |
|--------------------------------------|----------------|--------------|----------------|
|                                      | Current CIP    | Supplemental | CIP Budget     |
|                                      | Budget         | Request      | Estimate       |
| <b>Funding Sources</b>               |                |              |                |
| REET 1                               | 45,000         | -            | 45,000         |
| General Fund                         | 138,000        | -            | 138,000        |
| <b>Total Project Revenue Budget:</b> | <b>183,000</b> | <b>-</b>     | <b>183,000</b> |

| Project to | Project to | 2017       | 2017      | Scheduled | Scheduled      | Scheduled | Scheduled | Scheduled |
|------------|------------|------------|-----------|-----------|----------------|-----------|-----------|-----------|
| Date       | Date       | YTD        | Remaining | Year      | Year           | Year      | Year      | Year      |
| 12/31/16   | 11/30/2017 | 11/30/2017 |           | 2017      | 2018           | 2019      | 2020      | 2021      |
| -          | -          | -          | -         |           | 45,000         |           |           |           |
| -          | -          | -          | -         |           | 138,000        |           |           |           |
| -          | -          | -          | -         |           | <b>183,000</b> |           |           |           |

Committed Cash:

GL Account Number  
 506.711.018.542.64.48-12  
 506.711.018.542.64.48-15  
 506.711.018.542.64.48-32  
 506.711.018.542.64.48-33  
 506.711.018.542.64.41.90  
 506.711.018.542.64.48-90

Vendor #  
 506.000.000.341.4

Funding Source  
 /Transfers  
 301.711.506.597.00  
 001.711.506.597.00

Project Title: **Court Security Improvements**

Project # **506.710**

*Summary Project Description:*

| TOTAL PROJECT SCOPE                  |                                  |                                     |  |
|--------------------------------------|----------------------------------|-------------------------------------|--|
| Expenditures                         | 11/9/17<br>Current CIP<br>Budget | 2017 CIP<br>Supplemental<br>Request | 2017 Revised<br>CIP Budget<br>Estimate |
| <b>Design</b>                        |                                  |                                     |  |
| Internal Engineering/Project Mgmt    | 54,000                           | -                                   | 54,000                                 |
| Other Professional Services          |                                  | -                                   | -                                      |
| <b>PropROW/Easements</b>             |                                  |                                     |  |
| <b>Construction</b>                  |                                  |                                     |  |
| Internal Engr- Proj Mgmt/ Inspect    |                                  | -                                   | -                                      |
| Construction Contract 1              | 165,000                          | -                                   | 165,000                                |
| <b>Other</b>                         |                                  |                                     |  |
| Interfund Financial Services         |                                  | -                                   | -                                      |
| <b>Contingencies</b>                 | 11,000                           | -                                   | 11,000                                 |
| <b>Total Project Expense Budget:</b> | <b>230,000</b>                   | <b>-</b>                            | <b>230,000</b>                         |

| PROJECT ALLOCATIONS BY YEAR    |                                  |                                    |                   |                               |                         |                         |                         |                         |  |  |
|--------------------------------|----------------------------------|------------------------------------|-------------------|-------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--|--|
| Project to<br>Date<br>12/31/16 | Project<br>To Date<br>11/30/2017 | 2017<br>Year to Date<br>11/30/2017 | 2017<br>Remaining | Estimated<br>Year End<br>2017 | Planned<br>Year<br>2018 | Planned<br>Year<br>2019 | Planned<br>Year<br>2020 | Planned<br>Year<br>2021 |  |  |
| -                              | -                                | -                                  | -                 | -                             | 54,000                  |                         |                         |                         |  |  |
| -                              | -                                | -                                  | -                 | -                             |                         |                         |                         |                         |  |  |
| -                              | -                                | -                                  | -                 | -                             |                         |                         |                         |                         |  |  |
| -                              | -                                | -                                  | -                 | -                             |                         |                         |                         |                         |  |  |
| -                              | -                                | -                                  | -                 | -                             | 165,000                 |                         |                         |                         |  |  |
| -                              | -                                | -                                  | -                 | -                             |                         |                         |                         |                         |  |  |
| -                              | -                                | -                                  | -                 | -                             | 11,000                  |                         |                         |                         |  |  |
| -                              | -                                | -                                  | -                 | -                             | 230,000                 |                         |                         |                         |  |  |

| Funding Sources                      | 11/9/17<br>Current CIP<br>Budget | 2017 CIP<br>Supplemental<br>Request | 2017 Revised<br>CIP Budget<br>Estimate |
|--------------------------------------|----------------------------------|-------------------------------------|--|
| <b>REET 1</b>                        | 54,000                           | -                                   | 54,000                                 |
| <b>General Fund</b>                  | 176,000                          | -                                   | 176,000                                |
| <b>Total Project Revenue Budget:</b> | <b>230,000</b>                   | <b>-</b>                            | <b>230,000</b>                         |

| Project to<br>Date<br>12/31/16 | Project to<br>Date<br>11/30/2017 | 2017<br>YTD<br>11/30/2017 | 2017<br>Remaining | Scheduled<br>Year<br>2017 | Scheduled<br>Year<br>2018 | Scheduled<br>Year<br>2019 | Scheduled<br>Year<br>2020 | Scheduled<br>Year<br>2021 |
|--------------------------------|----------------------------------|---------------------------|-------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| -                              | -                                | -                         | -                 |                           | 54,000                    |                           |                           |                           |
| -                              | -                                | -                         | -                 |                           | 176,000                   |                           |                           |                           |
| -                              | -                                | -                         | -                 |                           | 230,000                   |                           |                           |                           |

Committed Cash:

GL Account Number  
Vendor #  
506.710.018.542.64.48-12  
506.710.018.542.64.48-15  
  
506.710.018.542.64.48-32  
506.710.018.542.64.48-33  
  
506.710.018.542.64.41.80  
506.710.018.542.64.48-90

Funding Source  
/Transfers  
301.710.506.587.00  
001.710.506.587.00

FILED  
MAR 29 2017  
WASHINGTON STATE  
SUPREME COURT

# THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE PROPOSED NEW  
RULE GR 36 — TRIAL COURT SECURITY

**ORDER**

NO. 25700-A- 1177

The Trial Court Security Committee, having recommended the adoption of the proposed new rule GR 36 — Trial Court Security, and the Court having considered the amendments and comments submitted thereto, and having determined that the proposed new rule will aid in the prompt and orderly administration of justice;

Now, therefore, it is hereby

ORDERED:

- (a) That the new rule as attached hereto is adopted.
- (b) That the new rule will be published in the Washington Reports and will become effective on September 1, 2017.

749/78

Page 2  
ORDER  
IN THE MATTER OF THE PROPOSED NEW RULE GR 36 — TRIAL COURT SECURITY

DATED at Olympia, Washington this 29<sup>th</sup> day of March, 2017.

[Signature]  
[Signature]  
[Signature]  
[Signature]

Fairhurst, C.J.  
[Signature]  
[Signature]  
[Signature]  
[Signature]



## PROPOSED GENERAL RULE \_\_\_\_

### Trial Court Security

- (a) Purpose. A safe courthouse environment is fundamental to the administration of justice. Employees, case participants, and members of the public should expect safe and secure courthouses. This rule is intended to encourage incident reporting and well-coordinated efforts to provide basic security and safety measures in Washington courts.
- (b) Definition. "Incident" is defined as a threat to or assault against the court community, including court personnel, litigants, attorneys, witnesses, jurors or others using the courthouse. It also includes any event or threatening situation that disrupts the court or compromises the safety of the court community.
- (c) Incident Reports.
- (1) Reporting Method.
- (i) The court should make a record of each incident as soon as practicable, but no later than two days after the incident. The report shall be kept on file by the local court administrator.
- (ii) The court shall report all incidents electronically to the Administrative Office of the Courts on the AOC Threat/Incident Report Form within one week of the incident.
- (d) Court Security Committee.

(1) Role. Each trial court should form a Court Security Committee to coordinate the adoption of court security policies and make recommendations regarding security protocols, policies, and procedures necessary to protect the public, court personnel and users, and court facilities. The Court Security Committee should adopt a Court Security Plan and thereafter revise the Plan as may be necessary.

(2) Committee Composition. The Presiding Judge for each court should convene a Court Security Committee meeting and invite representatives from the following:

- (i) Judiciary;
- (ii) Court Clerical Staff;
- (iii) Prosecuting Authority's Office;
- (iv) Public Defender's Office;
- (v) Executive Branch;
- (vi) Law Enforcement;
- (vii) Facilities/Maintenance Department;
- (viii) Any other agency of government housed in the same building;
- (ix) Any other person the presiding judge deems appropriate;

(e) Court Security Plan. Each Court Security Committee should create a Court Security Plan for each courthouse location. If a Court Security Plan is adopted, the Court Administrator shall keep the

Plan on file and accessible to the court community. The Court Security Plan should be in writing and should address:

- (1) Routine security operations, including security screening for persons entering the court facility, secure storage of weapons not permitted in the courthouse, parking, landscaping, interior and exterior lighting, interior and exterior doors, intrusion and detection alarms, window security, protocol for building access for first responders, and provision of building floor plans for first responders;
- (2) Written or oral threats or declarations of intent to inflict pain or injury upon anyone in the court community;
- (3) Physical layout of court facility and escape routes;
- (4) Threats -- in court or by other means (telephone, email, website, etc.);
- (5) Bomb threat;
- (6) Hostage situation;
- (7) Weapons in the court facility;
- (8) Active shooter;
- (9) Escaped prisoner;
- (10) High risk trial plan;
- (11) Routine security operations;
- (12) Threat and security incident response techniques in and around the court facility which may include how to diffuse situations and remain calm during an incident;
- (13) Personal safety techniques in and around the court facility;
- (14) Irrate and abusive individuals.

(f) Security Drills. Each court may hold security drills as determined by the Court Security Committee, as deemed necessary by the Presiding Judge in consultation with other authorities in the courthouse. Drills should include all court personnel, prosecutors, defense attorneys, law enforcement, and other regular court users.

(g) Minimum Court Security Standards. Every Court shall endeavor to meet or exceed the following minimum standards. Should the Court fail to meet the Minimum Court Security Standards, the Court should state in the Court Security Plan why the minimum standards were not met.

- (1) Policy and Procedure Guide for all court and clerk personnel. Trial courts shall develop a Court Security Policy and Procedure Guide, using as examples the guides from Spokane County and Seattle Municipal Court, which guides are available from the Administrative Office of the Courts.

(2) Weapons screening by uniformed security personnel at all public entrances. Uniformed security personnel shall perform weapons screening at all public entrances, using as a minimum metal-detector wand screening and physical examination of bags, briefcases, packages, etc.

(3) Security audits every three years. Trial courts shall conduct a security audit at least every three years. Updates to the Court Security Policy and Procedure Guide shall be disseminated to all court and clerk personnel.

(4) Security cameras recording with loops of at least 7 days, with signage that recording is taking place. Security cameras shall be placed at strategic locations as determined by the Court Security Committee, with signs posted nearby advising that recording is taking place. Security camera footage shall be retained for at least 7 days.

(5) Duress alarms at multiple strategic locations, such as clerk's office, administration, and courtrooms, with broadcasting to the nearest law enforcement agency with jurisdiction over the court site. Easily accessible and discreetly placed duress alarms shall be located at multiple strategic locations as determined by the Court Security Committee. The duress alarm shall broadcast to the law enforcement agency that has jurisdiction to respond to the site, and which is closest to the site.

(6) Emergency notification broadcast system in place, with standardized color coding, and all personnel trained on the system. An emergency notification broadcast system shall be established with standardized color coding denoting the level of emergency. All court and clerk personnel shall be trained on use of the system.

(7) Active shooter training for all court and clerk personnel. Active shooter training shall be delivered to all court and clerk personnel.



**CITY OF DES MOINES  
2019-2024 CAPITAL IMPROVEMENT PLAN  
(Amount in Thousands)**

**Founders' Lodge Improvements**

Project # **506**

*Summary Project Description:*

Repair siding and paint the outside of the Founders' Lodge, replace roof, and interior improvements.

CIP Category:  
Managing Department:

Building Facility Project  
Plan, Build & PW Admin

Justification/Benefits:

The Founders' Lodge is a revenue producing city rental facility. The exterior paint is deteriorating due to the moist environment that causes moss and algae to grow on the siding and trim. Its current poorly maintained condition is not aesthetically appealing for users.

| <i>PROJECT SCOPE</i>      |                       |                         |                     |
|---------------------------|-----------------------|-------------------------|---------------------|
| <i>Expenditures</i>       | <i>Current Budget</i> | <i>Requested Change</i> | <i>Total Budget</i> |
| Design                    | 700                   | (700)                   | -                   |
| Land & Right of Way       | -                     | -                       | -                   |
| Construction              | -                     | 200                     | 200                 |
| Contingency               | 10,000                | (10,000)                | -                   |
| <b>Total Expenditures</b> | <b>10,700</b>         | <b>(10,500)</b>         | <b>200</b>          |

| <i>ANNUAL ALLOCATION</i> |                       |                  |                  |                  |                  |                  |                  |
|--------------------------|-----------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <i>Project to Date</i>   | <i>Scheduled Year</i> | <i>Plan Year</i> | <i>Plan Year</i> | <i>Plan Year</i> | <i>Plan Year</i> | <i>Plan Year</i> | <i>Plan Year</i> |
| <i>12/31/17</i>          | <i>2018</i>           | <i>2019</i>      | <i>2020</i>      | <i>2021</i>      | <i>2022</i>      | <i>2023</i>      | <i>2024</i>      |
| -                        | -                     | 200              | -                | -                | -                | -                | -                |
| -                        | -                     | 200              | -                | -                | -                | -                | -                |

| <i>Funding Sources</i> | <i>Current Budget</i> | <i>Requested Change</i> | <i>Total Budget</i> |
|------------------------|-----------------------|-------------------------|---------------------|
| REET 1                 | -                     | 200                     | 200                 |
| <b>Total Funding</b>   | <b>10,700</b>         | <b>(10,500)</b>         | <b>200</b>          |

| <i>Project to Date</i> | <i>Scheduled Year</i> | <i>Plan Year</i> | <i>Plan Year</i> | <i>Plan Year</i> | <i>Plan Year</i> | <i>Plan Year</i> | <i>Plan Year</i> |
|------------------------|-----------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <i>12/31/17</i>        | <i>2018</i>           | <i>2019</i>      | <i>2020</i>      | <i>2021</i>      | <i>2022</i>      | <i>2023</i>      | <i>2024</i>      |
| -                      | -                     | 200              | -                | -                | -                | -                | -                |
| -                      | -                     | 200              | -                | -                | -                | -                | -                |

| <i>OPERATING IMPACT</i> |          |          |                     |
|-------------------------|----------|----------|---------------------|
| <i>Operating Impact</i> |          |          | <i>6 Year Total</i> |
| Revenue                 | -        | -        | -                   |
| Expenses                | -        | -        | -                   |
| <b>Net Impact</b>       | <b>-</b> | <b>-</b> | <b>-</b>            |

| <i>ANNUAL OPERATING IMPACT</i> |             |             |             |             |             |             |             |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                                | <i>2018</i> | <i>2019</i> | <i>2020</i> | <i>2021</i> | <i>2022</i> | <i>2023</i> | <i>2024</i> |
| -                              | -           | -           | -           | -           | -           | -           | -           |
| -                              | -           | -           | -           | -           | -           | -           | -           |



Project Title: **Founders' Lodge Improvements** Project # **506**

Project Manager:  
 Lead Department: Est Actual  
 Design Start Date:  
 Bid Opening:  
 Award:  
 Accepted by Council:  
 Retainage Released:

**Summary Project Description:**  
 Repair exterior siding and paint the outside of the Founder's Lodge, replace exterior doors and windows, interior painting and replacement of flooring on main floor.

| TOTAL PROJECT SCOPE  |             |                  |                |
|--|-------------|------------------|----------------|
|  | 1/1/18      | 2018 CIP         | 2018 Revised   |
| Expenditures   | Current CIP | Supplemental CIP | Budget         |
|  | Budget      | Request          | Estimate       |
| <b>Design</b>  |             |                  |                |
| 506.305.572.542.64.48.10 External Engineering              |             | 14,000           | 14,000         |
| 506.712.572.542.64.48.12 Internal Engineering/Project Mgmt |             | 5,000            | 5,000          |
| 506.712.572.542.64.48.17 Permits                           |             | 5,000            | 5,000          |
| <b>Prop/ROW/Easements</b>                                  |             |                  |                |
| <b>Construction</b>  |             |                  |                |
| 506.712.572.542.64.48.30 External Engineering              |             | 6,000            | 6,000          |
| 506.712.572.542.64.48.32 Internal Engr-Proj Mgmt/Inspect   |             | 5,000            | 5,000          |
| 506.712.572.542.64.48.33 Construction Contract 1           |             | 147,000          | 147,000        |
| <b>Other</b>   |             |                  |                |
| 506.712.572.542.64.48.34 Interfund Financial Services      |             | 2,000            | 2,000          |
| 506.712.572.542.64.48.90 Contingencies                     |             | 16,000           | 16,000         |
| <b>Total Project Expense</b>                               |             | <b>200,000</b>   | <b>200,000</b> |

| FUNDING SOURCES |             |                  |              |
|-----------------|-------------|------------------|--------------|
|                 | 1/1/18      | 2018 CIP         | 2018 Revised |
| Funding Source  | Current CIP | Supplemental CIP | Budget       |
| Transfers       | Budget      | Request          | Estimate     |
| 506 Cash        |             | 200,000          | 200,000      |
|                 |             |                  |              |
|                 |             |                  |              |
|                 |             |                  |              |

| ACTUAL EXPENDITURES |             |            |            |              |           |              |               |                |         |         |         | BUDGET  |  | PROJECT BUDGET ALLOCATIONS BY YEAR PER ADOPTED 6 YEAR P |  |  |  |  |
|---------------------|-------------|------------|------------|--------------|-----------|--------------|---------------|----------------|---------|---------|---------|---------|--|---|--|--|--|--|
| Project to          | 2017 Actual | Project to | Project to | 2018         | 2018      | Adopted      | Estimated     | Planned        | Planned | Planned | Planned | Planned |  |   |  |  |  |  |
| Date                |             | Date       | To Date    | Year to Date | Remaining | Current Year | Year End      | Year           | Year    | Year    | Year    | Year    |  |   |  |  |  |  |
| 12/31/16            |             | 12/31/17   | #####      | #####        | Budget    | Budget       | 2018          | 2019           | 2020    | 2021    | 2022    | 2023    |  |   |  |  |  |  |
|                     |             |            |            |              |           |              | 10,000        | 4,000          |         |         |         |         |  |   |  |  |  |  |
|                     |             |            |            |              |           |              | 2,000         | 3,000          |         |         |         |         |  |   |  |  |  |  |
|                     |             |            |            |              |           |              |               | 5,000          |         |         |         |         |  |   |  |  |  |  |
|                     |             |            |            |              |           |              |               |                |         |         |         |         |  |   |  |  |  |  |
|                     |             |            |            |              |           |              |               | 6,000          |         |         |         |         |  |   |  |  |  |  |
|                     |             |            |            |              |           |              |               | 5,000          |         |         |         |         |  |   |  |  |  |  |
|                     |             |            |            |              |           |              |               | 147,000        |         |         |         |         |  |   |  |  |  |  |
|                     |             |            |            |              |           |              |               |                |         |         |         |         |  |   |  |  |  |  |
|                     |             |            |            |              |           |              |               | 2,000          |         |         |         |         |  |   |  |  |  |  |
|                     |             |            |            |              |           |              |               | 16,000         |         |         |         |         |  |   |  |  |  |  |
|                     |             |            |            |              |           |              | <b>12,000</b> | <b>188,000</b> |         |         |         |         |  |   |  |  |  |  |

| Project to | Project to  | Project to | 2018  | 2018      | Adopted      | Scheduled | Scheduled | Scheduled | Scheduled | Scheduled | Planned |
|------------|-------------|------------|-------|-----------|--------------|-----------|-----------|-----------|-----------|-----------|---------|
| Date       | 2017 Actual | Date       | YTD   | Remaining | Current Year | Year      | Year      | Year      | Year      | Year      | Year    |
| 12/31/16   |             | 12/31/17   | ##### | #####     | Budget       | Budget    | 2018      | 2019      | 2020      | 2021      | 2022    |
|            |             |            |       |           |              |           | 12,000    | 188,000   |           |           |         |
|            |             |            |       |           |              |           |           |           |           |           |         |
|            |             |            |       |           |              |           |           |           |           |           |         |
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# AGENDA ITEM

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

SUBJECT: Consultant Services Contract  
Addendum – Environmental Science Associates

FOR AGENDA OF: October 18, 2018

DEPT. OF ORIGIN: Community Development

DATE SUBMITTED: October 11, 2018

**ATTACHMENTS:**

- 1. Contract Addendum No. 2

**CLEARANCES:**

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

CHIEF OPERATIONS OFFICER: DJB

- Legal Jo
- Finance Bow
- Courts \_\_\_\_\_
- Police \_\_\_\_\_

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: [Signature]

**Purpose and Recommendation**

The purpose of this agenda item is to seek City Council approval of Contract Addendum No. 2 (Attachment 1) with Environmental Science Associates (ESA) for the additional emergency permitting work on the Van Gasken Property. The following motion will appear on the consent calendar:

**Suggested Motion:**

**Motion 1:** “I move to approve Contract Addendum No. 2 with Environmental Science Associates for additional emergency permitting work on the Van Gasken Property in the amount of \$5,900.00, bringing the total Contract amount to \$66,990.00, and further authorize the City Manager to sign said Contract Addendum substantially in the form as submitted.”

### **Background**

In early 2017, the City identified the Van Gasken property for acquisition when it was put on the open market for sale in order to preserve the property, provide additional park and open spaces in the City in accordance with the Comprehensive Plan, and to ensure that the site was not redeveloped in a manner that would further limit public access and views of Puget Sound. On August 24, 2017, the City Council authorized a Memorandum of Understanding with Forterra for the purchase of the Van Gasken property. Shortly thereafter, Forterra purchased the property on behalf of the City for \$1,190,000. The City has three years to complete the purchase of the property from Forterra.

The City has been busy seeking grant funding to cover the cost of the property acquisition. The City has been successful in obtaining \$594,000 in King County Conservation Futures funding (CFT), and is currently seeking \$684,632 in funding from the State's Recreation and Conservation Office (RCO). In addition to grant funding, the City has allocated "park in-lieu" fees which the City has already received from current and former development projects within the City to cover a portion of the purchase price.

### **Discussion**

In early 2018, City staff were in the process of installing an irrigation system on the property. During the installation, cultural resources were observed. Staff immediately reached out to the State's Department of Archeological and Historical Preservation (DAHP), and entered into a Contract with Environmental Science Associates (ESA) for assistance. A site evaluation was conducted and consultations with several Native American tribes have since taken place. The property has also been covered with a geotextile fabric.

ESA is currently performing the emergency permit related work on the site. The scope of work, which has been negotiated with the tribes, DAHP, and City staff; is taking longer than expected to complete. ESA has requested an additional day of field labor and artifact analysis, at a cost of \$5,900.00 (Attachment 1), to complete the field work.

Once this work on the emergency permit is complete, the site will remain covered with geotextile fabric until the City begins a site restoration project. The City is currently working with a Landscape Architect to develop landscape mitigation plans. Eventually these plans will need to be permitted with the tribes and DAHP, and the City anticipates that an additional Contract Addendum with ESA will be needed for the permanent permitting work.

### **Alternatives**

None.

### **Financial Impact**

Costs for this emergency permitting work on the Van Gasken property have been included in the budget.

### **Recommendation**

Staff recommends that the Council approve the suggested motion.





## CONTRACT AMENDMENT/ADDENDUM FORM

### CONTRACT FOR DES MOINES VAN GASKEN PROPERTY SHELL MIDDEN BETWEEN THE CITY OF DES MOINES AND ENVIRONMENTAL SCIENCE ASSOCIATES

**THIS AMENDMENT/ADDENDUM #2** is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2018, pursuant to that certain Contract entered into on the 7th day of March, 2018, between the **CITY OF DES MOINES, WASHINGTON** (hereinafter "City"), and **ENVIRONMENTAL SCIENCE ASSOCIATES**, (hereinafter "Consultant"),.

The parties herein agree that the Contract dated March 7, 2018, shall remain in full force and effect, except for the amendments/addendums set forth as follows:

1) **SECTION III** of Contract dated March 7, 2018, is hereby amended to read as follows:

The City shall pay the Consultant, based on time and materials, an amount not to exceed \$66,990.00 for the services described in this Contract. Original contract amount was not to exceed \$61,090.00. The additional time needed to complete the scope (one more day) will add an additional not to exceed amount of \$5,900.00, bringing the new not to exceed amount to \$66,990.00.



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

|   |   |
|---|---|
| <p style="text-align: center;"><b>CONSULTANT:</b></p> <p>By: _____<br/> <i>(signature)</i></p> <p>Print Name: _____<br/>       Its _____<br/> <i>(Title)</i></p> <p>DATE: _____</p>   | <p style="text-align: center;"><b>CITY OF DES MOINES:</b></p> <p>By: _____<br/> <i>(signature)</i></p> <p>Print Name: <u>Michael Matthias</u><br/>       Its <u>City Manager</u><br/> <i>(Title)</i></p> <p>DATE: _____</p> <p style="text-align: right;">Approved as to form:</p> <p style="text-align: right;">_____<br/>       City Attorney</p> <p style="text-align: right;">DATE: _____</p> |
| <p><b>NOTICES TO BE SENT TO:</b></p> <p><b>CONSULTANT:</b></p> <p>Paula Johnson<br/>       Environmental Science Associates<br/>       5309 Shilshole Avenue NW<br/>       Seattle, WA 98107<br/>       (206) 789-9658 (telephone)<br/>       PJohnson@esassoc.com (e-mail)</p> | <p><b>NOTICES TO BE SENT TO:</b></p> <p><b>CITY OF DES MOINES:</b></p> <p>Scott J. Romano<br/>       City of Des Moines<br/>       21650 11<sup>th</sup> Avenue S<br/>       Des Moines, WA 98198<br/>       (206) 870-6539 (telephone)<br/>       sromano@desmoineswa.gov (e-mail)</p>   |

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

## A G E N D A I T E M

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

SUBJECT: Amending chapter 5.04 DMMC,  
adopting a model business license ordinance

**ATTACHMENTS:**

1. Draft Ordinance No. 18-089.
2. Engrossed House Bill 2005
3. AWC Model Business License Ordinance,  
June 2018.

FOR AGENDA OF: October 18, 2018

DEPT. OF ORIGIN: Finance Department

DATE SUBMITTED: October 11, 2018

**CLEARANCES:**

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

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

- Legal *SB*
- Finance *Baw*
- Courts
- Police

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

**Purpose and Recommendation**

The purpose of this agenda item is for City Council to amend chapter 5.04 DMMC, adopting a model business license ordinance, defining the term “engaging in business”, setting a minimum dollar threshold for business activity in the city below which a person that does not maintain a place of business in the city is excused from obtaining a business license, and requiring a person engaging in business who is excused from obtaining a license by the threshold provision to submit a business registration at no cost in lieu of obtaining a business license.

**Suggested Motion**

**Motion 1:** “I move to suspend Rule 26(a) in order to enact Draft Ordinance No. 18-089 on first reading.”

**Motion 2:** “I move to enact Draft Ordinance No. 18-089, amending chapter 5.04 DMMC, adopting a model business license ordinance.



## **Background**

Pursuant to authority granted to cities by the Legislature, chapter 5.04 of the Des Moines Municipal Code (DMMC) requires any person (with limited exemptions) conducting business within the City to obtain an annual general business license and to pay the applicable fee as set by resolution of the City Council. Business licenses and the associated fees are authorized for the purposes of regulation and revenue. In 2017 the Legislature passed Engrossed House Bill 2005, codified at chapter 35.90 RCW, which imposed restrictions on cities' authority to impose general business licenses.

Among other provisions, EHB 2005 required Washington cities, through the Association of Washington Cities, to develop a model ordinance on general business licenses by July 1, 2018 that included two mandatory provisions: (1) define "engaging in business within the city" and (2) provide for a minimum licensing threshold under which a person would be relieved of the requirement to obtain the city's general business license. AWC published the final model ordinance in June 2018.

EHB 2005 also requires any city imposing a general business license requirement to adopt the mandatory provisions of the model ordinance by January 1, 2019. Beginning January 1, 2019, any city that has not adopted the mandatory provisions of the model ordinance will not have the authority to charge business license fees until the mandatory provisions are adopted and take effect.

## **Discussion**

The Legislature has decreed that the mandatory provisions of the model ordinance must be adopted if the City is to continue to impose fees for business licenses after December 31, 2018. The proposed Draft Ordinance, if adopted, would make the following amendments to the Des Moines Municipal Code to comply with the Legislature's mandate:

### **Defining "engaging in business"**

The model ordinance provides a definition for "engaging in business" that must be adopted as written. Adopting this provision will update the terminology and definition for what is currently described as "conduct of business" as it exists in DMMC 5.04.010. Chapter 3.84 DMMC contains the same definition of "engaging in business" as a result of the City's adoption of an earlier model ordinance concerning business and occupation tax. Adopting this provision of the proposed Draft Ordinance will make the terminology and definition for "engaging in business" in chapter 5.04 DMMC consistent with chapter 3.84 DMMC.

### **Licensing threshold**

The model ordinance requires the City to set a minimum dollar threshold, under which persons without a physical business location in the City would be excused from the requirement of obtaining a business license and paying the associated fee. The model ordinance proposes and sets as a minimum a threshold of two thousand dollars (\$2000.00), but cities may set a higher threshold. Cities have the option of either: 1) excusing the persons falling under the exemption completely from any licensing requirement, or 2) requiring persons falling under the exemption to file a license registration with the city at no cost.

Following a briefing by staff, the Economic Development Committee directed staff to bring forward a proposed Draft Ordinance that sets the threshold at two thousand dollars (\$2000.00) and requires a license registration for persons exempted by the threshold provision. The proposed Draft Ordinance is consistent with the Committee's direction. Chapter 5.04 currently requires that persons engaging in business who are exempt from a business license file a business registration. The proposed Draft Ordinance would continue this policy.

### **Other amendments**

The remaining amendments proposed by the proposed Draft Ordinance are minor text changes to preserve internal consistency within chapter 5.04 DMMC



**Alternatives**

The City Council may:

1. Pass the proposed Draft Ordinance as written
2. Pass the proposed Draft Ordinance with alterations.
3. Decline to pass the proposed Draft Ordinance.

**Financial Impact**

The City may lose revenue from business license fees from persons conducting incidental business under the threshold amount. Staff estimates that the number of businesses who will qualify will be negligible. In the alternative, if the model ordinance is not adopted, the City will no longer be able to collect general business license fees beginning January 1, 2019. This will result in significant lost revenue.

**Recommendation**

Staff recommends that the City Council enact Draft Ordinance 18-089 as written.

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**CITY ATTORNEY'S FIRST DRAFT 09/20/2018****DRAFT ORDINANCE NO. 18-089**

**AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON** relating to business licenses and amending DMMC 5.04.010, 5.04.020, 5.04.030, 5.04.035, and 5.04.080.

**WHEREAS**, the Legislature has given code cities the authority under RCW 35A.82.020 to license, regulate, and make inspection in regard to all places and kinds of business, production, commerce, entertainment, exhibition, and upon all occupations, trades and professions and any other lawful activity, and to impose excises for regulation or revenue of the same, and

**WHEREAS**, this authority granted by the Legislature is subject to limitations imposed from time to time by the Legislature, and

**WHEREAS**, the Des Moines City Council has provided for general business licenses and imposition of fees for obtaining such license, codified at chapter 5.04 DMMC, and

**WHEREAS**, in 2017 the Legislature passed Engrossed House Bill 2005 which required Washington cities, through the Association of Washington Cities to develop a model ordinance on general business licenses by July 1, 2018, and

**WHEREAS**, EHB 2005 further requires any city imposing a general business license requirement to adopt two mandatory provisions of the model ordinance that: (1) define "engaging in business within the city" and (2) provide for a minimum licensing threshold under which a person would be relieved of the requirement to obtain the city's general business license, and

**WHEREAS**, any city that does not adopt the two mandatory provisions of the model ordinance by January 1, 2019 may not enforce its general business license requirements on any person until the date that the mandatory provisions take effect within the city, and

**WHEREAS**, the City of Des Moines must adopt the mandatory provisions of the model ordinance to maintain the requirement for

persons engaging in business within the city to obtain a general business license, and

**WHEREAS**, the City Council finds that it is in the best interest of the public health, safety, and welfare to adopt the mandatory provisions of the model ordinance developed by the Association of Washington Cities, so that the City may continue to regulate the conduct of business within the City through general business licensing under chapter 5.04 DMMC, and

**WHEREAS**; now therefore,

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

**Sec. 1.** DMMC 5.04.010 and section 1 of Ordinance No. 39 as amended by section 1 of Ordinance No. 114 as amended by section 2 of Ordinance No. 859 as amended by section 1 of Ordinance No. 882 as amended by section 3 of Ordinance No. 1295 as amended by section 13 of Ordinance No. 1351 as amended by section 1 of Ordinance No. 1354 are each repealed, and the following is substituted:

**Engaging in business - definition**

(1) The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

(2) This section sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.

(3) Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker



or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

(a) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.

(b) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.

(c) Soliciting sales.

(d) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

(e) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.

(f) Installing, constructing, or supervising installation or construction of, real or tangible personal property.

(g) Soliciting, negotiating, or approving franchise, license, or other similar agreements.

(h) Collecting current or delinquent accounts.

(i) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.

(j) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.

(k) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

(l) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

(m) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.

(n) Investigating, resolving, or otherwise assisting in resolving customer complaints.

(o) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

(p) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

(4) If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.

(a) Meeting with suppliers of goods and services as a customer.

(b) Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

(c) Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

(d) Renting tangible or intangible property as a customer when the property is not used in the City.

(e) Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.



(f) Conducting advertising through the mail.

(g) Soliciting sales by phone from a location outside the City.

(5) A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection (4).

The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

**Sec. 2.** DMMC 5.04.020 and section 2 of Ordinance No. 39 as amended by section 1(A) of Ordinance No. 460 as amended by section 1 of Ordinance No. 863 as amended by section 6 of Ordinance No. 993 as amended by section 2 of Ordinance No. 1394 are each amended to read as follows:

**License or license registration required - Transfer prohibited.**

(1) It is unlawful for a person to ~~conduct any~~engage in business within the city without first having secured a license ~~or license registration~~ to do so, or continue ~~conducting to~~engage in business after such license or license registration is revoked. Each business location shall be deemed a separate business.

(2) ~~A business whose principal place of business is outside of the city of Des Moines may obtain a license registration to fulfill the requirement to secure a business license set forth in subsection (1) of this section~~Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a place of business within the city, shall submit a business license registration to the City Clerk or the City Clerk's designee at no cost, in lieu of obtaining a business license under this chapter. An approved business license registration submitted under this subsection shall fulfill the requirement to secure a business license set

forth in subsection (1) of this section. The dollar threshold in this subsection does not apply to regulatory license requirements or activities that require a specialized permit.

(3) A license issued under this chapter is valid only for operation of the specific business for which application is made and is not transferable to any other person.

(4) Each day that a person ~~conducts~~engages in business without a valid business license or license registration constitutes a separate offense and may be punished as such; except a person that assumes operation of a business that has a current valid license is allowed 30 days to make application for a business license in the name of the new operator, but only if there is no change in the nature or type of business conducted, location, or use of the business premises and there are no existing violations of federal, state, or local law.

**Sec. 3.** DMMC 5.04.030 and section 3 of Ordinance No. 39 as amended by section 1(A) of Ordinance No. 454 as amended by section 1(B) of Ordinance No. 460 as amended by section 1 of Ordinance No. 556 as amended by section 1 of Ordinance No. 678 as amended by section 35 of Ordinance No. 770 as amended by section 3 of Ordinance No. 1354 are each amended to read as follows:

**Licenses - Fees - Appeal.**

(1) Applications for licenses or license registrations shall be made to the eCity eClerk or the City Clerk's designee on such forms as he or she may direct. All home occupations shall be licensed as a business. All applications for business licenses ~~or license registrations~~ shall be accompanied by a license fee ~~or license registration fee~~ set by resolution of the eCity eCouncil. No fee shall be required for business license registrations. The city clerk shall present all applications for licenses or license registrations to the city manager for investigation. No license or license registration shall be granted to any person, firm, or corporation whom the city manager finds:

(a) Will be engaging in a business which violates any federal or state law or city ordinance;

(b) Has had a similar license revoked or has operated without any required license(s) in any jurisdiction within a one-year period prior to the date of making application for a license under this chapter; or



(c) Is using or occupying the real property of the business in violation of the provisions of Title 14 DMMC or all amendments thereto or in violation of city provisions regarding nuisances.

(2) Any appeal from a denial of issuance of such license or license registration shall be taken to the hearing examiner within 10 days of such denial in accordance with the provisions of the hearing examiner code.

**Sec. 4.** DMMC 5.04.035 and section 1 of Ordinance No. 1227 as amended by section 4 of Ordinance No. 1354 are each amended to read as follows:

**Inspection as condition of license issuance or renewal -  
Time limits for compliance.**

(1) A person, firm or corporation applying for or renewing any license under this title shall allow physical inspections by the city's building official and fire marshal, or their respective designee(s) (including re-inspections, as needed), of the premises, objects, equipment, vehicles, instruments, or devices on, in, or with which business is proposed to be conducted by the applicant to determine whether the business complies with city codes, including without limitation Title 14 DMMC, the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, and American National Standards Specifications for Making Buildings and Facilities Accessible to and Usable by the Physically Handicapped.

(2) Applicants shall be responsible for scheduling any inspection authorized by this section in a timely manner.

(3) In the event the building official or fire marshal discover a violation of city code(s) during an inspection conducted as part of a business license application process (including applications for business license renewals), the building official shall issue a written notice of violation generally describing the violation and corrective action required to bring the applicant's premises or other equipment into compliance with applicable city codes or regulations.

(4) The building official shall allow applicants found to be in violation of city codes, through an inspection conducted under authority of this chapter, a grace period of no more than 21 days in which to bring the business, premises, or equipment into compliance. No grace period shall be allowed where the building official determines that any dangerous circumstance or

violation of a particular code provision poses an imminent risk of harm or damage to persons or property.

(a) For applicants seeking a new business license, failure to correct a violation within the time period provided by the building official will be cause for the city clerk to reject an application and require that a new application be made, accompanied by an additional fee of 100 percent of the fee payable upon an original application filed for any license required under this title. No license for a new business will be issued until appropriate corrective action is taken to the satisfaction of the building official.

(b) For applicants seeking to renew an existing business license, failure to correct a violation within the time period provided by the building official shall constitute a violation of this chapter in addition to or as an alternative to any other applicable violation of this code and shall expose the applicant to any and all civil and/or criminal penalties provided in this title, code, or other law.

(5) A determination by the building official of compliance with city codes for purposes of issuing or renewing a business license under this title shall in no way be construed as permission or acquiescence in a prohibited activity or other violation of law that occurs or is discovered following an inspection after issuance of any license.

(6) The provisions of this section shall not apply to ~~businesses whose principal place of business is outside of the city who does not maintain a place of business within the city of Des Moines and who are applying for a license registration.~~

**Sec. 5.** DMMC 5.08.080 and section 8 of Ordinance No. 39 as amended by section 1(F) of Ordinance No. 460 are each amended to read as follows:

**Posting license.**

(1) Any license issued under this title shall be posted in a conspicuous place within the establishment.

(2) The provisions of this section shall not apply to ~~businesses who do not maintain a place of business within whose principal place of business is outside of the city of Des Moines and who are applying for a license registration.~~

**Sec. 6.** 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. 7. Effective date.** This ordinance shall take effect and be in full force thirty (30) days after its passage and approval in accordance with law.

**PASSED BY** the City Council of the City of Des Moines this \_\_\_\_ day of \_\_\_\_\_, 2018 and signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
M A Y O R

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

Published: \_\_\_\_\_

Effective Date: \_\_\_\_\_ [only if 30 day ordinance]

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CERTIFICATION OF ENROLLMENT

**ENGROSSED HOUSE BILL 2005**

Chapter 209, Laws of 2017

65th Legislature  
2017 Regular Session

MUNICIPAL BUSINESS LICENSING--STATE PARTNERSHIP--TAX APPORTIONMENT

EFFECTIVE DATE: 7/23/2017

Passed by the House April 17, 2017  
Yeas 97 Nays 0

FRANK CHOPP

**Speaker of the House of Representatives**

Passed by the Senate April 12, 2017  
Yeas 49 Nays 0

CYRUS HABIB

**President of the Senate**

Approved May 5, 2017 10:37 AM

JAY INSLEE

**Governor of the State of Washington**

CERTIFICATE

I, Bernard Dean, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **ENGROSSED HOUSE BILL 2005** as passed by House of Representatives and the Senate on the dates hereon set forth.

BERNARD DEAN

**Chief Clerk**

FILED

May 5, 2017

**Secretary of State  
State of Washington**

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**ENGROSSED HOUSE BILL 2005**

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AS AMENDED BY THE SENATE

Passed Legislature - 2017 Regular Session

**State of Washington**                      **65th Legislature**                      **2017 Regular Session****By** Representatives Lytton, Nealey, Kagi, and Ormsby

Read first time 02/07/17. Referred to Committee on Finance.

1            AN ACT Relating to improving the business climate in this state  
2 by simplifying the administration of municipal general business  
3 licenses; adding a new chapter to Title 35 RCW; and creating a new  
4 section.

5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

6            NEW SECTION.    **Sec. 1.**    The definitions in this section apply  
7 throughout this chapter unless the context clearly requires  
8 otherwise.

9            (1) "Business licensing service," "business licensing system,"  
10 and "business license" have the same meaning as in RCW 19.02.020.

11            (2) "City" means a city, town, or code city.

12            (3) "Department" means the department of revenue.

13            (4) "General business license" means a license, not including a  
14 regulatory license or a temporary license, that a city requires all  
15 or most businesses to obtain to conduct business within that city.

16            (5) "Partner" means the relationship between a city and the  
17 department under which general business licenses are issued and  
18 renewed through the business licensing service in accordance with  
19 chapter 19.02 RCW.

20            (6) "Regulatory business license" means a license, other than a  
21 general business license, required for certain types of businesses

1 that a city has determined warrants additional regulation, such as  
2 taxicab or other for-hire vehicle operators, adult entertainment  
3 businesses, amusement device operators, massage parlors, debt  
4 collectors, door-to-door sales persons, trade-show operators, and  
5 home-based businesses.

6 NEW SECTION. **Sec. 2.** (1) Except as otherwise provided in  
7 subsection (7) of this section, a city that requires a general  
8 business license of any person that engages in business activities  
9 within that city must partner with the department to have such  
10 license issued, and renewed if the city requires renewal, through the  
11 business licensing service in accordance with chapter 19.02 RCW.

12 (a) Except as otherwise provided in subsection (3) of this  
13 section, the department must phase in the issuance and renewal of  
14 general business licenses of cities that required a general business  
15 license as of July 1, 2017, and are not already partnering with the  
16 department, as follows:

17 (i) Between January 1, 2018, and December 31, 2021, the  
18 department must partner with at least six cities per year;

19 (ii) Between January 1, 2022, and December 31, 2027, the  
20 department must partner with the remaining cities; or

21 (iii) Between July 1, 2017 and December 31, 2022, the department  
22 must partner with all cities requiring a general business license if  
23 specific funding for the purposes of this subsection (iii) is  
24 appropriated in the omnibus appropriations act.

25 (b) A city that imposes a general business license requirement  
26 and does not partner with the department as of January 1, 2018, may  
27 continue to issue and renew its general business licenses until the  
28 city partners with the department as provided in subsection (4) of  
29 this section.

30 (2)(a) A city that did not require a general business license as  
31 of July 1, 2017, but imposes a new general business license  
32 requirement after that date must advise the department in writing of  
33 its intent to do so at least ninety days before the requirement takes  
34 effect.

35 (b) If a city subject to (a) of this subsection (2) imposes a new  
36 general business license requirement after July 1, 2017, the  
37 department, in its sole discretion, may adjust resources to partner  
38 with the imposing city as of the date that the new general business  
39 licensing requirement takes effect. If the department cannot

1 reallocate resources, the city may issue and renew its general  
2 business license until the department is able to partner with the  
3 city.

4 (3) The department may delay assuming the duties of issuing and  
5 renewing general business licenses beyond the dates provided in  
6 subsection (1)(a) of this section if:

7 (a) Insufficient funds are appropriated for this specific  
8 purpose;

9 (b) The department cannot ensure the business licensing system is  
10 adequately prepared to handle all general business licenses due to  
11 unforeseen circumstances;

12 (c) The department determines that a delay is necessary to ensure  
13 that the transition to mandatory department issuance and renewal of  
14 general business licenses is as seamless as possible; or

15 (d) The department receives a written notice from a city within  
16 sixty days of the date that the city appears on the department's  
17 biennial partnership plan, which includes an explanation of the  
18 fiscal or technical challenges causing the city to delay joining the  
19 system. A delay under this subsection (3)(d) may be for no more than  
20 three years.

21 (4)(a) In consultation with affected cities and in accordance  
22 with the priorities established in subsection (5) of this section,  
23 the department must establish a biennial plan for partnering with  
24 cities to assume the issuance and renewal of general business  
25 licenses as required by this section. The plan must identify the  
26 cities that the department will partner with and the dates targeted  
27 for the department to assume the duties of issuing and renewing  
28 general business licenses.

29 (b) By January 1, 2018, and January 1st of each even-numbered  
30 year thereafter, the department must submit the partnering plan  
31 required in (a) of this subsection (4) to the governor; legislative  
32 fiscal committees; house local government committee; senate  
33 agriculture, water, trade and economic development committee; senate  
34 local government committee; affected cities; association of  
35 Washington cities; association of Washington business; national  
36 federation of independent business; and Washington retail  
37 association.

38 (c) The department may, in its sole discretion, alter the plan  
39 required in (a) of this subsection (4) with a minimum notice of  
40 thirty days to affected cities.



1 (5) When determining the plan to partner with cities for the  
2 issuance and renewal of general business licenses as required in  
3 subsection (4) of this section, cities that notified the department  
4 of their wish to partner with the department before January 1, 2017,  
5 must be allowed to partner before other cities.

6 (6) A city that partners with the department for the issuance and  
7 renewal of general business licenses through the business licensing  
8 service in accordance with chapter 19.02 RCW may not issue and renew  
9 those licenses.

10 (7) A city may decline to partner with the department for the  
11 issuance and renewal of a general business license as provided in  
12 subsection (1) of this section if the city participates in the online  
13 local business license and tax filing portal known as "FileLocal" as  
14 of July 1, 2020. For the purposes of this subsection (7), a city is  
15 considered to be a FileLocal participant as of the date that a  
16 business may access FileLocal for purposes of applying for or  
17 renewing that city's general business license and reporting and  
18 paying that city's local business and occupation taxes. A city that  
19 ceases participation in FileLocal after July 1, 2020, must partner  
20 with the department for the issuance and renewal of its general  
21 business license as provided in subsection (1) of this section.

22 (8) By January 1, 2019, and each January 1st thereafter through  
23 January 1, 2028, the department must submit a progress report to the  
24 legislature. The report required by this subsection must provide  
25 information about the progress of the department's efforts to partner  
26 with all cities that impose a general business license requirement  
27 and include:

28 (a) A list of cities that have partnered with the department as  
29 required in subsection (1) of this section;

30 (b) A list of cities that have not partnered with the department;

31 (c) A list of cities that are scheduled to partner with the  
32 department during the upcoming calendar year;

33 (d) A list of cities that have declined to partner with the  
34 department as provided in subsection (7) of this section;

35 (e) An explanation of lessons learned and any process  
36 efficiencies incorporated by the department;

37 (f) Any recommendations to further simplify the issuance and  
38 renewal of general business licenses by the department; and

39 (g) Any other information the department considers relevant.

1        NEW SECTION.    **Sec. 3.**    (1) A general business license that must  
2 be issued and renewed through the business licensing service in  
3 accordance with chapter 19.02 RCW is subject to the provisions of  
4 this section.

5        (2)(a) A city has broad authority to impose a fee structure as  
6 provided by RCW 35.22.280, 35.23.440, and 35A.82.020. However, any  
7 fee structure selected by a city must be within the department's  
8 technical ability to administer. The department has the sole  
9 discretion to determine if it can administer a city's fee structure.

10        (b) If the department is unable to administer a city's fee  
11 structure, the city must work with the department to adopt a fee  
12 structure that is administrable by the department. If a city fails to  
13 comply with this subsection (2)(b), it may not enforce its general  
14 business licensing requirements on any person until the effective  
15 date of a fee structure that is administrable by the department.

16        (3) A general business license may not be renewed more frequently  
17 than once per year except that the department may require a more  
18 frequent renewal date as may be necessary to synchronize the renewal  
19 date for the general business license with the business's business  
20 license expiration date.

21        (4) The business licensing system need not accommodate any  
22 monetary penalty imposed by a city for failing to obtain or renew a  
23 general business license. The penalty imposed in RCW 19.02.085  
24 applies to general business licenses that are not renewed by their  
25 expiration date.

26        (5) The department may refuse to administer any provision of a  
27 city business license ordinance that is inconsistent with this  
28 chapter.

29        NEW SECTION.    **Sec. 4.**    The department is not authorized to  
30 enforce a city's licensing laws except to the extent of issuing or  
31 renewing a license in accordance with this chapter and chapter 19.02  
32 RCW or refusing to issue a license due to an incomplete application,  
33 nonpayment of the appropriate fees as indicated by the license  
34 application or renewal application, or the nonpayment of any  
35 applicable penalty for late renewal.

36        NEW SECTION.    **Sec. 5.**    Cities whose general business licenses are  
37 issued through the business licensing system retain the authority to  
38 set license fees, provide exemptions and thresholds for these

1 licenses, approve or deny license applicants, and take appropriate  
2 administrative actions against licensees.

3 NEW SECTION. **Sec. 6.** Cities may not require a person to obtain  
4 or renew a general business license unless the person engages in  
5 business within its respective city. For the purposes of this  
6 section, a person may not be considered to be engaging in business  
7 within a city unless the person is subject to the taxing jurisdiction  
8 of a city under the standards established for interstate commerce  
9 under the commerce clause of the United States Constitution.

10 NEW SECTION. **Sec. 7.** A general business license change enacted  
11 by a city whose general business license is issued through the  
12 business licensing system takes effect no sooner than seventy-five  
13 days after the department receives notice of the change if the change  
14 affects in any way who must obtain a license, who is exempt from  
15 obtaining a license, or the amount or method of determining any fee  
16 for the issuance or renewal of a license.

17 NEW SECTION. **Sec. 8.** (1)(a) The cities, working through the  
18 association of Washington cities, must form a model ordinance  
19 development committee made up of a representative sampling of cities  
20 that impose a general business license requirement. This committee  
21 must work through the association of Washington cities to adopt a  
22 model ordinance on general business license requirements by July 1,  
23 2018. The model ordinance and subsequent amendments developed by the  
24 committee must be adopted using a process that includes opportunity  
25 for substantial input from business stakeholders and other members of  
26 the public. Input must be solicited from statewide business  
27 associations and from local chambers of commerce and downtown  
28 business associations in cities that require a person that conducts  
29 business in the city to obtain a general business license.

30 (b) The department, association of Washington cities, and  
31 municipal research and services center must post copies of, or links  
32 to, the model ordinance on their internet web sites. Additionally, a  
33 city that imposes a general business license requirement must make  
34 copies of its general business license ordinance or ordinances  
35 available for inspection and copying as provided in chapter 42.56  
36 RCW.



1 (c) The definitions in the model ordinance may not be amended  
 2 more frequently than once every four years, except that the model  
 3 ordinance may be amended at any time to comply with changes in state  
 4 law or court decisions. Any amendment to a mandatory provision of the  
 5 model ordinance must be adopted with the same effective date by all  
 6 cities.

7 (2) A city that imposes a general business license requirement  
 8 must adopt the mandatory provisions of the model ordinance by January  
 9 1, 2019. The following provisions are mandatory:

10 (a) A definition of "engaging in business within the city" for  
 11 purposes of delineating the circumstances under which a general  
 12 business license is required;

13 (b) A uniform minimum licensing threshold under which a person  
 14 would be relieved of the requirement to obtain a city's general  
 15 business license. A city retains the authority to create a higher  
 16 threshold for the requirement to obtain a general business license  
 17 but must not deviate lower than the level required by the model  
 18 ordinance.

19 (3)(a) A city may require a person that is under the uniform  
 20 minimum licensing threshold as provided in subsection (2) of this  
 21 section to obtain a city registration with no fee due to the city.

22 (b) A city that requires a city registration as provided in (a)  
 23 of this subsection must partner with the department to have such  
 24 registration issued through the business licensing service in  
 25 accordance with chapter 19.02 RCW. This subsection (3)(b) does not  
 26 apply to a city that is excluded from the requirement to partner with  
 27 the department for the issuance and renewal of general business  
 28 licenses as provided in section 2 of this act.

29 NEW SECTION. **Sec. 9.** Cities that impose a general business  
 30 license must adopt the mandatory provisions of the model ordinance as  
 31 provided in section 8 of this act by January 1, 2019. A city that has  
 32 not complied with the requirements of this section by January 1,  
 33 2019, may not enforce its general business licensing requirements on  
 34 any person until the date that the mandatory provisions of the model  
 35 ordinance take effect within the city.

36 NEW SECTION. **Sec. 10.** Cities must coordinate with the  
 37 association of Washington cities to submit a report to the governor;  
 38 legislative fiscal committees; house local government committee; and



1 the senate agriculture, water, trade and economic development  
2 committee by January 1, 2019. The report must:

3 (1) Provide information about the model ordinance adopted by the  
4 cities as required in section 8 of this act;

5 (2) Identify cities that have and have not adopted the mandatory  
6 provisions of the model ordinance; and

7 (3) Incorporate comments from statewide business organizations  
8 concerning the process and substance of the model ordinance.  
9 Statewide business organizations must be allowed thirty days to  
10 submit comments for inclusion in the report.

11 **NEW SECTION.** **Sec. 11.** (1) The legislature directs cities,  
12 towns, and identified business organizations to partner in  
13 recommending changes to simplify the two factor apportionment formula  
14 provided in RCW 35.102.130.

15 (2)(a) The local business and occupation tax apportionment task  
16 force is established. The task force must consist of the following  
17 seven representatives:

18 (i) Three voting representatives selected by the association of  
19 Washington cities that are tax managers representing municipalities  
20 that impose a local business and occupation tax, including at least  
21 one jurisdiction that has performed an audit where apportionment  
22 errors were discovered.

23 (ii) Three voting representatives selected by the association of  
24 Washington business, including at least one tax practitioner or legal  
25 counsel with experience representing business clients during  
26 municipal audits that involved apportionment errors or disputes.

27 (iii) One nonvoting representative from the department.

28 (b) The task force may seek input or collaborate with other  
29 parties, as it deems necessary. The department must serve as the task  
30 force chair and must staff the task force.

31 (c) Beginning in the first month following the effective date of  
32 this section, the task force must meet no less frequently than once  
33 per month until it reports to the legislature as provided under  
34 subsection (3) of this section.

35 (3) By October 31, 2018, the task force established in subsection  
36 (2) of this section must prepare a report to the legislature to  
37 recommend changes to RCW 35.102.130 and related sections, as needed,  
38 to develop a method for assigning gross receipts to a local  
39 jurisdiction using a market-based model. The task force must focus on

1 methods that rely on information typically available in commercial  
2 transaction receipts and captured by common business recordkeeping  
3 systems.

4 (4) The task force terminates January 1, 2019, unless legislation  
5 is enacted to extend such termination date.

6 NEW SECTION. **Sec. 12.** Sections 1 through 10 of this act  
7 constitute a new chapter in Title 35 RCW.

Passed by the House April 17, 2017.

Passed by the Senate April 12, 2017.

Approved by the Governor May 5, 2017.

Filed in Office of Secretary of State May 5, 2017.

--- END ---

**Model Business License Threshold Final Version****June 2018****Model business license threshold options: (cities would adopt one of the options)****1. Threshold Exemption:**

To the extent set forth in this section, the following persons and businesses shall be exempt from the registration, license and/or license fee requirements as outlined in this chapter:

- (1) Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 (or higher threshold as determined by city) and who does not maintain a place of business within the city shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.

**2. Threshold with Fee-free License/Registration-only Option:**

For purposes of the license by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 (or higher threshold as determined by city) and who does not maintain a place of business within the city, shall submit a business license registration to the Director or designee. The threshold does not apply to regulatory license requirements or activities that require a specialized permit.

[City would list this fee-free license in its business license rates section as \$0 or no fee.]

**Engaging in business model definition:**

"Engaging in business"

(1) The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

(2) This section sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.

(3) Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

(a) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.

(b) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.

(c) Soliciting sales.

(d) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

(e) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.

(f) Installing, constructing, or supervising installation or construction of, real or tangible personal property.

(g) Soliciting, negotiating, or approving franchise, license, or other similar agreements.

(h) Collecting current or delinquent accounts.

(i) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.

(j) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.



(k) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

(l) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

(m) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.

(n) Investigating, resolving, or otherwise assisting in resolving customer complaints.

(o) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

(p) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

(4) If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.

(a) Meeting with suppliers of goods and services as a customer.

(b) Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

(c) Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

(d) Renting tangible or intangible property as a customer when the property is not used in the City.

(e) Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.

(f) Conducting advertising through the mail.

(g) Soliciting sales by phone from a location outside the City.

(5) A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection (4).

The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

# A G E N D A I T E M

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

SUBJECT: Public Hearing:  
2019 Preliminary Annual Budget

ATTACHMENTS:

1. Draft Ordinance No. 18-108
2. 2019 Preliminary Annual Budget

FOR AGENDA OF: October 18, 2018

DEPT. OF ORIGIN: Finance

DATE SUBMITTED: October 12, 2018

CLEARANCES:

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

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

- Legal *MM*  
 Finance *Baw*  
 Courts \_\_\_\_\_  
 Police \_\_\_\_\_

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *[Signature]*

### Purpose and Recommendation

The purpose of this agenda item is to:

- Present to the City Council the 2019 Preliminary Annual Budget for review and consideration, and;
- To hold a preliminary public hearing on the 2019 Preliminary Annual Budget, and;
- To consider for first reading the Draft Ordinance No. 18-108 – adopting the final annual budget for the City of Des Moines, Washington for the fiscal year December 31, 2019.

The attached budget document presents the information in the same format as the final budget to be adopted by City Council later in the year.

### Suggested Motion

**Motion 1:** “I move to pass Draft Ordinance No. 18-108 to a second reading on November 8, 2018 for further City Council consideration and approval.”

**Background**

The attached 2019 Preliminary Annual Budget document has been filed with the City Clerk and made available to the public on October 12, 2018.

Some changes were made from the information provided at the August 2, 2018 Budget Retreat to the preparation of the 2019 Preliminary Annual Budget. The most significant changes are as follows:

- Updated revenue estimates for the General Fund increased 2019 operating revenues by \$39,766, and;
- Updated expenditure estimates for the General Fund increased 2019 operating expenditures by \$177,286, and;
- Expanded city parks maintenance program to transition from contracted landscape maintenance services to an in-house program. Costs to be shared with the Marina and Surface Water Management Funds, and;
- Updated revenue estimates for 2019 One-Time Red Light Running revenue decreased by \$300,000, and;
- Added Other One-Time Expenditures of \$43,500 for Beach Park Auditorium Sound System Chairs.

Budget adoption requires two public hearings. The first public hearing is scheduled for October 18, 2018 and the final public hearing is scheduled for November 8, 2018. Notice of these public hearings were provided to the public on October 3, 2018 and October 10, 2018

**Discussion****Alternatives****Financial Impact****Recommendation**

Staff recommends that the City Council authorize the second reading of Draft Ordinance No. 18-108 on November 8, 2018 for further City Council consideration and approval.



**CITY ATTORNEY'S FIRST DRAFT 09/07/2018****DRAFT ORDINANCE NO. 18-108**

**AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON** adopting the final annual budget for the City of Des Moines, Washington, for the fiscal year ending December 31, 2019, in summary form, ratifying and confirming revenues and expenditures previously implemented for fiscal year 2018, as such revenues and expenditures form the basis for development of the budget for fiscal year 2019, approving revenues and expenditures for fiscal year 2019, 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 2018 budget might be inconsistent.

**WHEREAS**, the City Manager for the City of Des Moines has prepared and submitted the preliminary annual budget for the fiscal year ending December 31, 2019 to the City Council and has filed these budgets with the City Clerk, and

**WHEREAS**, the City Council finds that the City Manager's proposed budget for fiscal year 2019 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 annual budget for fiscal year 2019 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 2018, and

**WHEREAS**, the City Council finds that the fund adjustments and transfers proposed by the City Manager for fiscal year 2018 are necessary and in the public's interest, and

**WHEREAS**, by motion regularly passed, the Des Moines City Council scheduled the preliminary public hearing for October 18, 2018, to take public comment with respect to the proposed 2019 annual budget, and

**WHEREAS**, notice of the public hearing was given to the public in accordance with law and the preliminary public hearing was held on the 18th day of October, 2018, and all persons wishing to be heard were heard; now therefore,

Ordinance No. \_\_\_\_\_  
 Page 2 of 4

WHEREAS, by motion regularly passed, the Des Moines City Council scheduled the final public hearing for November 8, 2018, to take public comment with respect to the proposed 2019 annual budget, and

WHEREAS, notice of the public hearing was given to the public in accordance with law and the final public hearing was held on the 8<sup>th</sup> day of November, 2018, 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. 2.** Based on the findings adopted herein, the City Council temporarily suspends the effect of any ordinance, code provision or other City requirement with which the fund adjustments and transfers proposed by the City Manager for the 2019 budget might be inconsistent.

**Sec. 3.** The fund adjustments and transfers proposed by the City Manager for fiscal year 2018, which are incorporated in the preliminary budget for fiscal year 2019, are hereby authorized and approved by the City Council.

**Sec. 4.** Because the City's operating and capital budgets for fiscal year 2019 rely upon anticipated year-end fund balances or shortages derived from revenues collected and expenditures incurred in fiscal year 2018, the City Council hereby ratifies and confirms all revenues, from whatever source derived, and expenditures incurred by the City to the extent such revenues and expenditures are in accordance with the City's budget for fiscal year 2018 or any subsequent budget amendments formally approved by the City Council.

**Sec. 5.** The City Council hereby adopts, affirms and approves any and all revenues, from whatever source derived, and expenditures as referenced in the attached operating and capital budgets for fiscal year 2019.

**Sec. 6.** The final annual operating budget for the City of Des Moines' fiscal year 2019 is hereby adopted and approved in

Ordinance No. \_\_\_\_\_  
Page 3 of 4

summary form as set forth in the attached Appendix "A", which is by this reference incorporated herein

**Sec 7. Severability - Construction.**

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

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

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

Ordinance No. \_\_\_\_\_  
Page 4 of 4

**PASSED BY** the City Council of the City of Des Moines this \_\_\_\_\_ day of \_\_\_\_\_, 2018 and signed in authentication thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
M A Y O R

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

Published: \_\_\_\_\_



**SUMMARY OF SOURCES AND USES**  
**APPENDIX A - DRAFT ORDINANCE NO. 18-108**

|                                    |                                    | Estimated            |                      |                       |
|------------------------------------|------------------------------------|----------------------|----------------------|-----------------------|
|                                    |                                    | Beginning Fund       |                      |                       |
| Funds                              |                                    | Balance              | Revenue              | Total Sources         |
| General Fund                       |                                    | \$ 5,282,205         | \$ 24,139,426        | \$ 29,421,631         |
| Special Revenue                    | Streets                            | 771,356              | 1,683,608            | 2,454,964             |
|                                    | Street Pavement                    | 1,071,232            | 1,083,800            | 2,155,032             |
|                                    | Development                        | 4,446,615            | 2,906,742            | 7,353,357             |
|                                    | Police Drug Seizure                | 10,446               | 1,000                | 11,446                |
|                                    | Hotel-Motel Tax                    | (3,491)              | 128,000              | 124,509               |
|                                    | Redondo Zone                       | 36,433               | 93,150               | 129,583               |
|                                    | Waterfront Zone                    | 190,729              | 198,600              | 389,329               |
|                                    | PBPW Automation Fee                | 295,895              | 100,000              | 395,895               |
|                                    | Urban Forestry                     | 10,000               | 10,000               | 20,000                |
|                                    | Abatement                          | 25,760               | 5,300                | 31,060                |
|                                    | Automated Speed Enforce (ASE)      | 375,147              | 350,000              | 725,147               |
|                                    | Transportation Benefit District    | 158,827              | 944,000              | 1,102,827             |
|                                    | Debt Service                       | REET 1 Debt Service  | 19,130               | 17,354                |
| REET 2 Debt Service                |                                    | 38,570               | 247,102              | 285,672               |
| 2018 LTGO Debt Service             |                                    | 1,964,004            | 228,000              | 2,192,004             |
| <b>Total Debt Service</b>          |                                    | <b>2,021,704</b>     | <b>492,456</b>       | <b>2,514,160</b>      |
| Capital Project                    | REET 1                             | 1,271,111            | 562,000              | 1,833,111             |
|                                    | REET 2                             | 871,639              | 507,000              | 1,378,639             |
|                                    | Park Levy                          | 4,757                | 57,000               | 61,757                |
|                                    | Park In Lieu                       | 620,810              | 125,000              | 745,810               |
|                                    | One Time Sales Tax                 | 1,345,537            | 500,000              | 1,845,537             |
|                                    | Municipal Capital Improvement      | 1,160,372            | 7,530,000            | 8,690,372             |
|                                    | Transportation Capital Improvement | 1,396,346            | 7,936,000            | 9,332,346             |
|                                    | Traffic In Lieu                    | 395,978              | 1,815,750            | 2,211,728             |
|                                    | Traffic Impact - City-wide         | 2,750,929            | 1,225,000            | 3,975,929             |
|                                    | Traffic Impact - Pacific Ridge     | 335,859              | 1,500                | 337,359               |
| <b>Total Capital Project Funds</b> | <b>10,153,338</b>                  | <b>20,259,250</b>    | <b>30,412,588</b>    |                       |
| Enterprise                         | Marina                             | 3,635,762            | 5,703,314            | 9,339,076             |
|                                    | Surface Water Management           | 3,617,217            | 5,911,964            | 9,529,181             |
| Internal Service                   | Equipment Rental Operations        | 286,772              | 526,185              | 812,957               |
|                                    | Equipment Rental Replacement       | 1,761,845            | 721,238              | 2,483,083             |
|                                    | Facility Repair & Replacement      | 336,220              | 311,641              | 647,861               |
|                                    | Computer Replacement               | 625,957              | 389,311              | 1,015,268             |
|                                    | Self Insurance                     | 650,217              | 714,120              | 1,364,337             |
|                                    | Unemployment Insurance             | 417,457              | 73,181               | 490,638               |
|                                    | <b>Total Budget</b>                | <b>\$ 36,177,643</b> | <b>\$ 66,746,286</b> | <b>\$ 102,923,929</b> |

|                      | <b>Estimated<br/>Ending Fund</b> |                   |                    |
|----------------------|----------------------------------|-------------------|--------------------|
| <b>Expenditure</b>   | <b>Balance</b>                   | <b>Total Uses</b> |                    |
| \$ 24,661,377        | \$ 4,760,254                     | \$                | 29,421,631         |
| 1,677,883            | 777,081                          |                   | 2,454,964          |
| 926,000              | 1,229,032                        |                   | 2,155,032          |
| 2,993,391            | 4,359,966                        |                   | 7,353,357          |
| 1,000                | 10,446                           |                   | 11,446             |
| 50,000               | 74,509                           |                   | 124,509            |
| 72,789               | 56,794                           |                   | 129,583            |
| 185,729              | 203,600                          |                   | 389,329            |
| 90,881               | 305,014                          |                   | 395,895            |
| 5,000                | 15,000                           |                   | 20,000             |
| 200                  | 30,860                           |                   | 31,060             |
| 482,000              | 243,147                          |                   | 725,147            |
| 931,328              | 171,499                          |                   | 1,102,827          |
| 16,870               | 19,614                           |                   | 36,484             |
| 246,668              | 39,004                           |                   | 285,672            |
| 2,150,050            | 41,954                           |                   | 2,192,004          |
| <b>2,413,588</b>     | <b>100,572</b>                   |                   | <b>2,514,160</b>   |
| 355,915              | 1,477,196                        |                   | 1,833,111          |
| 818,102              | 560,537                          |                   | 1,378,639          |
| 54,000               | 7,757                            |                   | 61,757             |
| 249,000              | 496,810                          |                   | 745,810            |
| 706,000              | 1,139,537                        |                   | 1,845,537          |
| 6,337,000            | 2,353,372                        |                   | 8,690,372          |
| 8,195,000            | 1,137,346                        |                   | 9,332,346          |
| 1,750,000            | 461,728                          |                   | 2,211,728          |
| 2,157,000            | 1,818,929                        |                   | 3,975,929          |
| -                    | 337,359                          |                   | 337,359            |
| <b>20,622,017</b>    | <b>9,790,571</b>                 |                   | <b>30,412,588</b>  |
| 5,942,930            | 3,396,146                        |                   | 9,339,076          |
| 6,625,940            | 2,903,241                        |                   | 9,529,181          |
| 490,548              | 322,409                          |                   | 812,957            |
| 681,000              | 1,802,083                        |                   | 2,483,083          |
| 523,000              | 124,861                          |                   | 647,861            |
| 122,744              | 892,524                          |                   | 1,015,268          |
| 673,556              | 690,781                          |                   | 1,364,337          |
| 30,000               | 460,638                          |                   | 490,638            |
| <b>\$ 70,202,901</b> | <b>\$ 32,721,028</b>             | <b>\$</b>         | <b>102,923,929</b> |

# CITY OF DES MOINES



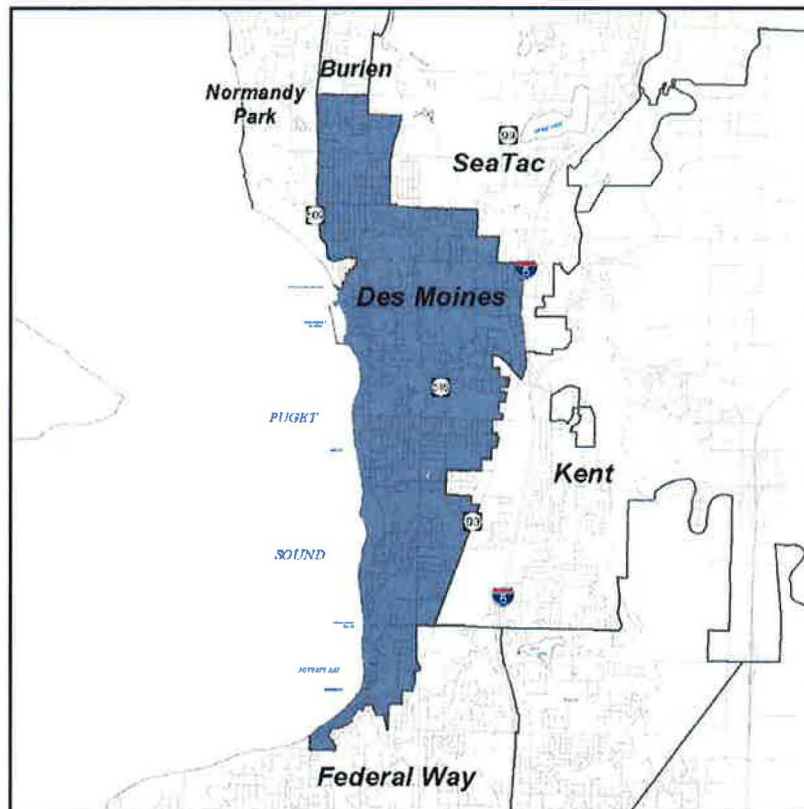
## 2019 PRELIMINARY ANNUAL BUDGET

**SUBMITTED OCTOBER 12, 2018**

### ***Profile of the City of Des Moines***

The City of Des Moines is located in King County, Washington in the region of the Pacific Northwest. Des Moines is located on the east shore of Puget Sound, approximately halfway between the major cities of Seattle and Tacoma. The city is bordered by the suburbs of Federal Way to the south, Kent to the east, Sea-Tac to the northeast, Burien to the north, and Normandy Park to the northwest. It is one of the few points along this shoreline where the topography facilitates access to the water, and the city operates a recreational marina with moorage, boat launching and fishing facilities. Forested Saltwater State Park located in the city is the most used State Park on the sound. The City encompasses approximately 6.50 square miles and the 2018 population was 31,140. It is also the home to Highline College.

The City of Des Moines was incorporated on June 17, 1959 and operates under the State statutes (Revised Code of Washington 35A) as an Optional Municipal Code city (i.e. a “Noncharter Code City”). The City utilizes a council-manager form of government, under which the voters elect, at large, a seven-member Council and the Council elect one of its members to serve as Mayor. All seven Council positions are elected to terms of four years. The City Manager is appointed by the Council to act as chief executive officer of the City and is responsible to the Council for proper administration of all City affairs.





### LIST OF CITY OFFICIALS

#### Elected Officials

*Matt Pina*

*Vic Pennington*

*Robert K. Back*

*M. Luisa Bangs*



*Traci Buxton*

*Matt Mahoney*

*Jeremy Nutting*

**Mayor:**

Matt Pina

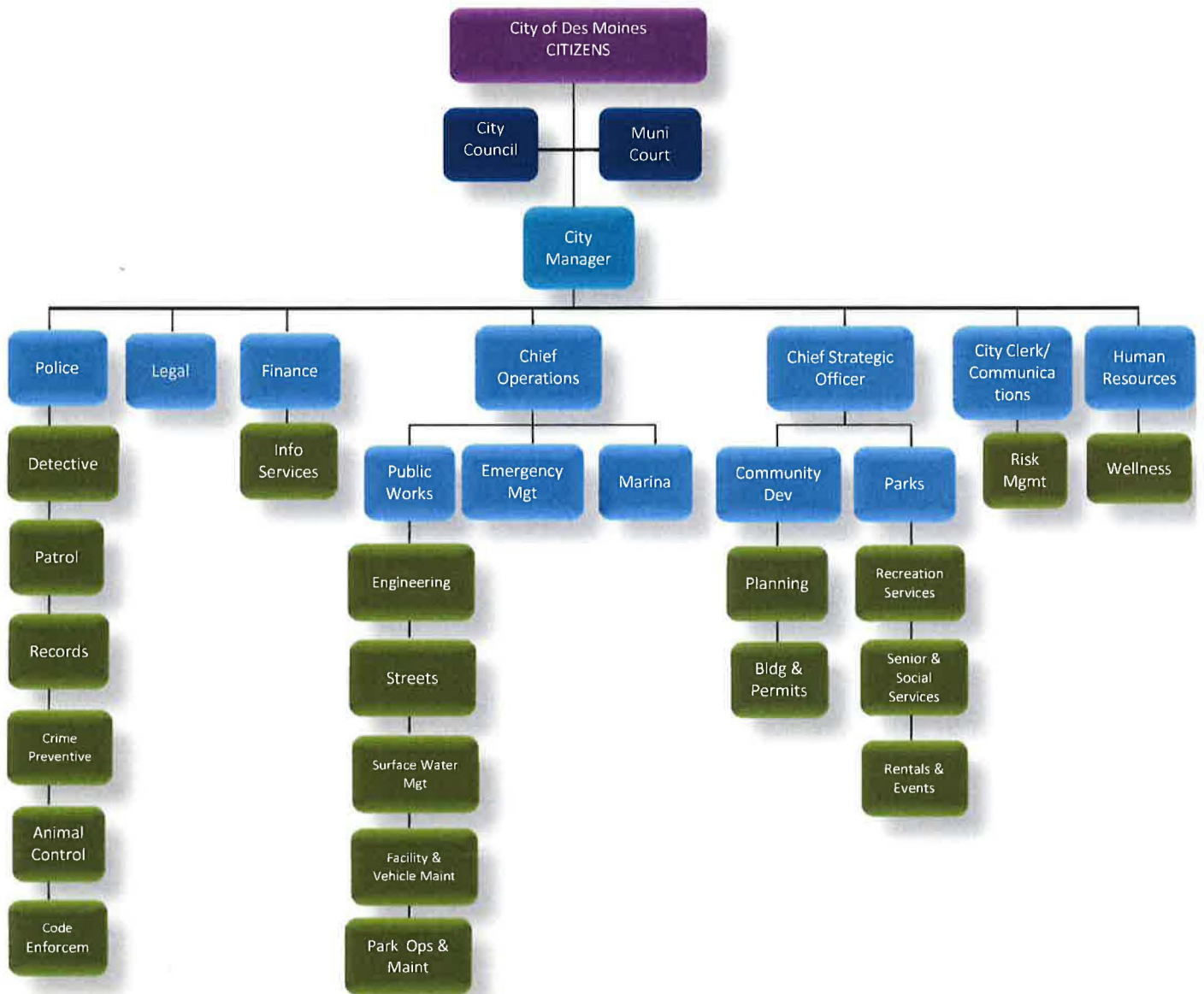
**Deputy Mayor:**

Vic Pennington

#### Administrative Officials

- City Manager
- Chief Operations Officer
- Chief Strategic Officer
- City Attorney
- Police Chief
- Finance Director
- City Clerk/Communications Director
- Director of Emergency Management
- Acting Harbormaster
- Municipal Court Judge
- Public Works Director
- Human Resources Director

- Michael Matthias
- Dan Brewer
- Susan Cezar
- Tim George
- Ken Thomas
- Beth Anne Wroe
- Bonnie Wilkins
- George Delgado
- Scott Wilkins
- Lisa Leone
- Brandon Carver
- Adrienne Johnson-Newton



**BUDGET BY FUND (OTHER FUNDS)**

**SPECIAL REVENUE FUNDS:**

STREET MAINTENANCE ..... 55

ARTERIAL STREET PAVING FUND ..... 58

DEVELOPMENT FUND ..... 59

POLICE DRUG SEIZURE ..... 63

HOTEL-MOTEL TAX ..... 64

REDONDO ZONE ..... 65

WATERFRONT ZONE ..... 66

PBPW AUTOMATION FEE ..... 67

URBAN FORESTRY ..... 68

ABATEMENT ..... 69

AUTOMATED SPEED ENFORCEMENT ..... 70

TRANSPORTATION BENEFIT DISTRICT ..... 71

**DEBT SERVICE FUND:**

DEBT SERVICE ..... 73

**CAPITAL PROJECTS FUND**

CAPITAL PROJECT FUNDS ..... 75

**ENTERPRISE FUNDS:**

MARINA ..... 79

SURFACE WATER MANAGEMENT ..... 82

**INTERNAL SERVICE FUNDS:**

EQUIPMENT RENTAL OPERATIONS ..... 87

EQUIPMENT RENTAL REPLACEMENT ..... 89

FACILITY REPAIR & REPLACEMENT ..... 90

COMPUTER REPLACEMENT ..... 91

SELF INSURANCE ..... 92

UNEMPLOYMENT INSURANCE ..... 93

**CAPITAL BUDGET**

CIP COSTS SUMMARY (2019 - 2024) ..... 94

CIP REVENUE SUMMARY (2019 - 2024) ..... 96

CIP REVENUE SOURCE SUMMARY (2019 - 2024) ..... 98

**APPENDIX**

**GENERAL INFORMATION**

COMPARATIVE SUMMARY OF AD VALOREM TAXES ..... 103

RATIO OF GENERAL BONDED DEBT TO ASSESSED VALUE ..... 105

DEBT LIMITATION PROJECTED..... 106

SUMMARY OF DEBT ..... 107

**INDEX OF POSITIONS** ..... 108

**GLOSSARY OF TERMS** ..... 118

**CITY OF DES MOINES, WASHINGTON  
2019 ANNUAL BUDGET**

**TABLE OF CONTENTS**

|   | Page |
|---|------|
| ABOUT THE CITY .....  | 2    |
| ELECTED AND ADMINISTRATIVE OFFICIALS .....                            | 3    |
| CITY ORGANIZATION CHART .....   | 4    |
| TABLE OF CONTENTS .....   | 5    |
| READER'S GUIDE TO THE BUDGET .....                                    | 7    |
| <br><b><u>BUDGET MESSAGE</u></b>                                      |      |
| CITY MANAGER'S BUDGET MESSAGE .....                                   | 9    |
| <br><b><u>BUDGET GUIDE</u></b>  |      |
| BUDGET PROCESS .....  | 14   |
| FNANCIAL POLICIES .....   | 15   |
| FUND STRUCTURE .....  | 16   |
| <br><b><u>EXECUTIVE SUMMARY</u></b>                                   |      |
| SUMMARY OF SOURCES & USES (APPENDIX A) .....                          | 19   |
| 2019 REVENUE SOURCES BY FUND .....                                    | 21   |
| 2019 EXPENDITURE CATEGORIES BY FUND .....                             | 23   |
| 2019 TOTAL SOURCES & USES (GRAPHS) .....                              | 25   |
| GENERAL FUND:   |      |
| 2019 HIGHLIGHTS AT A GLANCE .....                                     | 26   |
| 2019 - 2023 FINANCIAL PLAN FORECAST .....                             | 28   |
| NET ACTIVITY BY PROGRAM .....   | 29   |
| REVENUES .....  | 30   |
| <br><b><u>OPERATING EXPENDITURES BY DEPARTMENT (GENERAL FUND)</u></b> |      |
| GENERAL FUND EXPENDITURE SUMMARY .....                                | 35   |
| CITY COUNCIL .....  | 36   |
| CITY MANAGER .....  | 38   |
| FINANCE & INFO TECHNOLOGY .....                                       | 40   |
| LEGAL .....   | 42   |
| MUNICIPAL COURT .....   | 44   |
| PUBLIC SAFETY CONTRACT SERVICES .....                                 | 46   |
| POLICE .....  | 47   |
| PLANNING, BUILDING, & PUBLIC WORKS .....                              | 49   |
| RECREATION, SENIOR SERVICES, & EVENTS .....                           | 51   |
| GENERAL FUND INTERFUND TRANSFERS .....                                | 53   |



## READER'S GUIDE TO THE BUDGET

The City of Des Moines adopts a balanced budget each year; with an overarching principle to ensure the budget is sustainable now and into the future.

This budget document is organized into seven sections to help the reader find information about the City and its 2019 Preliminary Annual Budget: Budget Message, Budget Guide, Executive Summary, General Fund Operating Budget, Capital Budget, Budget by Fund and Appendix.

**Section 1: Budget Message** – The Budget Message section is written by the City Manager and includes:

- ❖ Budget Message

**Section 2: Budget Guide** – The Budget Guide is intended to familiarize the reader with the City's budget process, financial policies and fund structure. This section includes:

- ❖ Budget Process
- ❖ Financial Policies
- ❖ Fund Structure

**Section 3: Executive Summary** – The Executive Summary section provides an overview of the City's financial condition, comparative statistics, and includes:

- ❖ Summary of Sources and Uses (Appendix A)
- ❖ 2019 Revenue Sources by Fund
- ❖ 2019 Expenditure Categories by Fund
- ❖ 2019 Total Sources and Uses (Graphs)
- ❖ General Fund:
  - 2019 Highlights at a Glance
  - 2019-2023 Financial Plan Forecast
  - Net Activity By Program

**Section 4: Operating Expenditures by Department** – This section is organized function within each General Fund department. Each department is organized as follows:

- ❖ Responsibilities and Services
- ❖ Multi-Year Expenditure Comparison
- ❖ Personnel

**Section 5: Budget by Fund** – The Budget by Fund section illustrates the overall financial condition of each fund. This section is organized as follows:

- ❖ Purpose and Description
- ❖ Multi-Year Revenues and Expenditures

**Section 6: Capital Budget** – This section contains the project summary pages from the 2019-2024 Capital Improvements Plan (CIP) adopted by City Council on July 26, 2018 per Resolution

No. 1390. The revenue and expenditures from Plan Year 2019 has been integrated into appropriate budget for each capital project:

- ❖ CIP Costs Summary: 2019-2024
- ❖ CIP Revenue Summary: 2019-2024
- ❖ CIP Revenue Source Summary: 2019-2024

**Section 7: Appendix** – The Appendix section includes:

- ❖ Index of Positions & Pay Schedules
- ❖ General Information
  - Assessed value and property taxes levied for the current and previous years
  - City of Des Moines Debt Limitation
  - City of Des Moines' Current Outstanding Bond Debt
- ❖ Glossary of Terms

# SECTION 1: BUDGET MESSAGE

### **Honorable Mayor and Council:**

On behalf of the entire management team, I am pleased to submit the budget for fiscal year 2019. As required by state law, the budget presented herein is balanced between revenues and expenditures. This budget was developed in support of the City Council's goals, current and projected service and infrastructure needs, and is reflective of current and projected economic conditions impacting the City.

A budget is a statement of values. The budget that will be approved by the Des Moines City Council for calendar year 2019 will reflect the policy choices of the City Council guided by principles that safeguard the public trust and public resources; that provides for actions that enhance the safety, quality of life and overall general well-being of the city; and, that maximizes the efficient use of budgetary resources. Governments allocate scarce resources to programs and services through the budget process. <sup>[1]</sup>

The City of Des Moines is a City Council/City Manager form of government. In this form of government, the City Council establishes policy and provides budgetary authority. The City Manager directs the City Administration to implement the policies the City Council has established. The budgetary process requires the City Manager to provide a recommended annual budget to City Council. City Council then reviews and determines the appropriate allocation of financial resources for governmental services and projects. The review of the budget by City Council takes place in open, public hearings and is one of the most important activities undertaken by our local government.

As the focal point for key resource decisions, the budget process is a powerful tool. As we consider the development of the budget, our City Administration has focused on aligning our organizational structure in the manner most conducive to achieving the goals and policies established by the City Council. This allows our government to initiate and respond to challenges in an efficient, integrated manner and avoids a significant pitfall many governments experience by being constrained in their ability to serve their residents because the organizational framework limits their activities and cohesive operations. We have done the exact opposite – working to create a governmental structure that supports providing the best possible services and projects for our residents. In fact, we had no other choice. Let me recount the challenges we have faced in the past few years.

In 2014, the Washington State Auditor issued a finding that described the precarious situation the City was in. (A finding by the auditor expresses the condition that the financial viability of a governmental organization may prevent that government from continuing to function). The finding in the case of Des Moines was based on:



- ❖ A gap existed between structural expenditures (greater) and structural revenue (lesser).
- ❖ The use of one-time money was used to cover the gap.
- ❖ The danger of relying on one-time money – it is one-time, uncertain and unpredictable.
- ❖ That no long term plan to address this dangerous position had been developed.

The importance of assuring that structural revenue (i.e. revenue that is ongoing, essentially on an annual basis – property taxes, utility taxes, sales tax and other ongoing sources of revenue) must be sufficient to pay for structural expenditures (i.e. expenditures that are ongoing, - maintenance of city equipment, employee salaries, utility bills, are a few examples). When structural expenditures exceed structural revenues, the financial position of an organization becomes dangerous. This was the position the City was in when this audit finding was issued in 2014.

Over the past three years, the City has made tremendous strides in improving its finances. This stabilization has occurred partly due to significantly enhanced economic development in the Des Moines Creek Business Park and elsewhere in the City, and partly due to prudent management of existing resources. But, to a far greater extent, the City's current financial condition results from difficult decision-making and exemplary leadership by the City Council in partnership with the City Administration.

Management and the Council's intense focus on a balanced and, more importantly, sustainable budget required radical new revenue increases and extreme and painful expenditure reductions. As well as the creation of a five-year forecast model that established an overarching structure to ensure the budget became and remained sustainable.

As proposed, the 2019 budget is a sustainable budget; one which does not rely on "one-time" money to pay for on-going spending. At the same time that the City faced the challenge of financial viability (it appeared that in 2015 looking forward the City would be bankrupt by 2017) the City also faced the challenge of succession planning with a large number of senior staff planning to retire, many of whom had served the City for decades. We focused our attention on revamping the organizational structure to increase efficiencies, assure that new leadership would be in place and focused our organizational development on strategic ways to save money, integrate operations, increase communication across departments and activities, and assure that operational, financial and strategic efforts of the City were consistent with enhancing our financial position and avoiding bankruptcy.

The Mayor, Deputy Mayor and City Council left no stone unturned to identify and implement new sources of revenue and held the City Administration accountable to ensure achieving efficiencies on the expenditure side of the equation. As we enter the 2019 budget year, the picture of the City's finances has changed considerably. The 2019 Budget continues to identify sustainable, recurring revenues to pay for all

recurring expenditures while maintaining an ending General Fund balance of approximately \$4.7 million dollars, and meets the City Council's updated policy for minimum fund balance levels. The City has instituted revisions to budgetary contingency planning, raising our fund balance requirements from 12% to 16.67%, consistent with Government Finance Officer Association best management practices. The City also received a significant bond rating upgrade from A1 (Moody's) to AA+ (Standard and Poors) which affirms the city's financial health from the perspective of the bond market. This significant upgrade has already resulted in savings of over half a million dollars in a recent bond issue that the City will utilize to renovate a portion of the north Bulkhead of the Marina, and also to refinance (at a lower rate) bonds issued in 2008 for improvements to Marina and transportation infrastructure.

This \$4.7 million dollar fund balance does not include the Development Fund. In 2017, the City created the Development Fund with a \$1.5 million cash transfer from the General Fund, which was from 2016 development revenues collected less the 2016 costs paid out to provide development services. This fund was created to ensure permit revenues paid at the beginning of the project are set aside to pay the costs to service projects over several years. By having a separate fund for development related activities the Development Fund's estimated ending fund balance \$4.3 million is an additional reserve that provides financial flexibility and allows the City the ability to adapt to changes in development activities.

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

As presented, this budget proposal continues to use a conservative and sustainable approach in our financial planning. As part of this plan, the 2019 Budget and long-term 2019-2023 Financial Forecast were prepared with a focus on essential services, enhancement of public safety and emergency management and an investment in capital improvements, and demonstrates our commitment to efficiently allocate our resources that provides a high level of service to our citizens and businesses.

The City of Des Moines' budget includes the City's General Fund, which supports basic government services, such as police, municipal court, parks and recreation, administration and economic development. It also includes more than 36 additional funds for special revenues, debt service, capital projects, enterprise and internal service funds.

The City's total appropriated budget is \$102,923,929 with the General Fund representing \$29,421,631 of that total – approximately 28.5 percent of the City's total budget. Included in this budget document are the following key staffing, program enhancements and capital projects:

**Key 2019 staffing and program enhancements for the General Fund include:**

On-Going Expenditures

- ❖ Public Records Clerk – 1.0 FTE - \$99,000
- ❖ Management Analyst – 0.6 FTE - \$59,300
- ❖ Staff Accountant – 0.5 FTE - \$26,400
- ❖ Parks Maintenance Lead – 1.0 FTE – replacement of landscape contract with no increase to the General Fund.
- ❖ Parks Maintenance Workers – 3.0 FTE – replacement of landscape contract with no increase to the General Fund.
- ❖ K-9 Program - \$20,000
- ❖ Leased Vehicles for Street Crimes – 2 Vehicles - \$15,000

One-Time Expenditures

- ❖ Police Officers, Hire Ahead Program – 4.0 FTE Authorized, but 3.0 FTE Funded - \$325,000
- ❖ Emergency Management Director – 1.0 FTE Limited Term - \$218,830
- ❖ Court Clerk – 1.0 FTE Limited Term - \$77,660
- ❖ Metro Shuttle – Midday & Saturday Service - \$132,580
- ❖ Budget Proviso - \$22,000
- ❖ Additional Professional Services related to economic development, Park Impact Fee Study, Marina Redevelopment and Utility Tax Audit - \$191,000
- ❖ SCORE Contribution Increase - \$267,701
- ❖ Audio System at the Senior Center - \$35,000
- ❖ Police Department – Duty Weapons, Spillman Upgrade, Vehicle Purchase, Fitness Facility Improvement, Software for Investigation and Camera at Redondo - \$178,510
- ❖ Beach Park Auditorium Sound System and Chairs \$43,500

**Key 2019 staffing for the Development Fund include:**

One-Time Expenditures

- ❖ Building Official, Hire Ahead Program – 1.0 FTE - \$150,000
- ❖ Engineer, Capital Projects Manager – 1.0 FTE - \$158,000
- ❖ Land Use Planner - 1.0 FTE – Cost to be reimbursed through the agreement with Sound Transit - \$150,000
- ❖ Civil Engineer - 1.0 FTE - Cost to be reimbursed through the agreement with Sound Transit - \$135,000

**Key 2019 Capital Projects total \$17,971,000, taken from the approved Capital Improvement Plan, per Resolution No. 1390 (please see pages xx – xx for more detail):**

- ❖ Economic Development Projects - \$50,000



- ❖ Building Facility Projects - \$523,000
- ❖ Technology Projects - \$252,000
- ❖ Park Facility & Playground Projects - \$2,287,000
- ❖ Waterfront Facility Projects - \$3,798,000
- ❖ Transportation Operating Projects - \$971,000
- ❖ Transportation Capital Projects - \$16,369,000
- ❖ Marina Capital Improvements - \$240,000
- ❖ Surface Water Management Capital - \$1,362,000

This 2019 Preliminary Annual Budget is a responsible financial plan that will enable the City to continue to provide the community with a full scope of services, programs and special events that enhance the quality of life of all residents. It will also provide the required resources to construct significant capital improvement projects which will improve infrastructure and facilities. With the vision and direction provided by the City Council through strategic priorities, and with the effective work of each of the City departments, City of Des Moines is operating with a clear understanding of our community's values while continuing to maintain financial stability.

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

Respectfully submitted,



Michael Matthias  
City Manager

[1] National Advisory Council on State and Local Budgeting, Government Finance Officers Association



# SECTION 2: BUDGET GUIDE

## BUDGET PROCESS

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

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

The proposed budget includes the annual operating expenditures and estimated revenues, as well as the calendar year appropriation of the projects included in the Capital Budget. The Capital Budget is based on the six year 2019-2024 Capital Improvement Plan adopted in the summer. The six year Capital Improvement Plan is a flexible, dynamic tool that encourages long-term decision-making and assures the continuity of Council goals and objectives. While the six year capital improvement plan sets project priorities; the Capital Budget provides the legal authority to spend money on selected projects. The capital projects for the upcoming year are included in the annual budget and formally adopted along with the Operating Budget before December 31.

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

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

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

## FINANCIAL POLICIES

### GENERAL FUND

**One Time Revenues Policy.** Ordinance 1637 which was adopted December 10, 2015 in conjunction with Ordinance 1561 passed on December 13, 2012 requires the General Fund to transfer all of the sales and business & occupation tax revenues received by the city from development projects with a total value exceeding \$15,000,000. to the Municipal Capital Improvement fund to be used for projects consistent with the purposes of that fund. These “one-time” revenues cannot be used to fund General Fund operating expenditures.

The 2019 Budget has been prepared with the projection of receiving \$500,000 in “one-time” tax revenues and these revenues will be transferred to the Capital Projects fund to be used for capital.

**Ending Balance Policy (16.67% Reserve).** Ordinance 1703 updated the General Fund Ending Balance Policy from a combined 12% reserve requirement to 16.67%. This change was made to establish a new target for the fund balance reserve per the Government Finance Officer Association (GFOA) “best practice”. The City Manager is directed to establish expenditure policies that will result in a general fund unrestricted ending balance or operating reserve of no less than two month (amounting to 16.67%) of the recurring operating expenditures for each fiscal year. The 2019 Budget provides for an ending fund balance of approximately \$4,760,254 or 21.0%, thereby meeting this requirements.

### DEBT POLICIES

The following debt managing polices are adopted:

1. Debt shall not be used to finance ongoing operational costs.
2. Whenever possible, the city shall identify alternative sources of funding and shall examine the availability of all sources in order to minimize the level of debt.
3. The city shall determine the most advantageous financing method for all new projects.
4. Pay-as-you-go financing of capital improvements shall be utilized whenever feasible.
5. Total general obligation debt shall not exceed seven percent of the actual assessed value of the city as required by law.
6. The city shall utilize intergovernmental contributions, when available, to finance capital improvements that are consistent with the goals and priorities of the city.
7. The scheduled maturities of long-term obligations shall not exceed the expected useful life of the capital project or asset financed.
8. The city shall encourage and maintain professional relations with financial and bond rating agencies and shall follow a policy of full and open disclosure as required by the Securities and Exchange Commission rule 15-3C-1.

## FUND STRUCTURE

The governmental financial reporting model, as promulgated by the Governmental Accounting Standards Board uses fund accounting to comply with legal restrictions on the use of public resources. A “fund” is defined as a fiscal and separate accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.<sup>1</sup> Governmental units should establish and maintain those funds required by law and sound financial administration. Only the minimum number of funds consistent with legal and operating requirements should be established, since unnecessary funds result in inflexibility, undue complexity, and inefficient financial administration.<sup>2</sup>

No matter how many individual funds a government elects to use, they can be categorized into three broad categories: governmental funds, proprietary funds and fiduciary funds. Governmental funds are used to account for activities primarily supported by taxes, grants, and similar revenue sources. Proprietary funds are used to account for activities that receive significant support from fees and charges. Fiduciary funds are used to account for resources that a government holds as a trustee or agent on behalf of an outside party and that cannot be used to support the government’s own programs.<sup>3</sup>

For financial reporting purposes, governmental and proprietary funds have traditionally provided different types of information. Since governmental funds account for the flow of current financial resources, debt issuance and repayment and capital outlay acquisitions are included as current year resources and expenditures. Proprietary funds account these activities as increases and decreases in liabilities and assets. For budgetary purposes, though, both governmental and proprietary funds are concerned with changes in current financial resources and therefore budget for debt issuance and repayment and for capital outlay acquisitions.

With respect to the **basis of accounting**, governmental funds use the modified accrual basis of accounting and proprietary funds use the full accrual basis of accounting. Under the full accrual basis of accounting, revenues are recognized as soon as they are earned and expenses are recognized as soon as the liability is incurred. Under modified accrual basis of accounting,

<sup>1</sup> National Council on Government Accounting (NCGA) Statement 1, Governmental Accounting and Financial Reporting Principles, Principle 2.

<sup>2</sup> NCGA Statement 1, Principle 3

<sup>3</sup> Governmental Accounting, Auditing, and Financial Reporting (GAAFR 2012). The Governmental Financial Reporting Model, page 39.



revenues are recognized only to the extent they are available to finance expenditures of the current fiscal period with debt service expenditures not accounted for until due. **For practical and budgetary purposes both governmental and proprietary funds use the modified accrual basis of accounting, with year-end adjustments for debt and capital outlay to convert the proprietary funds to full accrual.**

The City of Des Moines uses two of the three broad categories of funds – governmental and proprietary fund types. The City does not use the fiduciary fund type. The governmental fund types used by the City are as follows:

The **General Fund** is the general operating fund of the City and accounts for all activities not required to be accounted for in some other fund.

**Special Revenue Funds** accounts for the proceeds of specific revenue sources – other than revenues designated for major capital projects - that are legally restricted to expenditures for specific purposes. The City of Des Moines has the following special revenue funds:

- **Street Fund**
- **Street Pavement Fund**
- **Development Fund**
- **Police Drug Seizure Fund**
- **Hotel-Motel Tax Fund**
- **Redondo Zone**
- **Waterfront Zone**
- **Planning, Building and Public Works (PBPW) Automation Fund**
- **Urban Forestry Fund**
- **Nuisance Property Abatement Fund**
- **Automated Speed Enforcement (ASE) Fund**
- **Transportation Benefit District Fund**

**Debt Service Funds** account for the accumulation of resources for and the payment of general long-term debt, principal, interest, and related costs. The City of Des Moines has the following debt service funds:

- **REET 1 Debt Service Fund**
- **REET 2 Debt Service Fund**
- **2018 Limited Tax Obligation Bond Debt Service Fund**

**Capital Project Funds** account for the acquisition or construction of major capital facilities except those financed by proprietary funds. The City of Des Moines has the following capital project funds:

- **REET 1 Revenue Fund**
- **REET 2 Revenue Fund**

- **Park Levy Revenue Fund**
- **Park In Lieu Revenue Fund**
- **One-time Sales Tax & B&O Tax Revenue Fund**
- **Municipal Capital Improvement Fund**
- **Transportation Capital Improvement Fund**
- **Traffic In Lieu Revenue Fund**
- **Traffic Impact – Citywide Revenue Fund**
- **Traffic Impact – Pacific Ridge Revenue Fund**

**The proprietary fund types used by the City are as follows:**

**Enterprise Funds** account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the City is to finance or recover, primarily through user charges, the costs of providing goods or services to the general public on a continuing basis. The City of Des Moines has the following enterprise funds:

- **Marina Fund**
- **Surface Water Management Fund**

**Internal Service Funds** account for business-like activities where related goods or services are primarily provided to other departments or funds of the City on a cost-reimbursed basis. The City of Des Moines has the following internal service funds:

- **Equipment Rental Operations Fund**
- **Equipment Rental Replacement Fund**
- **Facility Repair & Replacement Fund**
- **Computer Replacement**
- **Self-Insurance Fund**
- **Unemployment Insurance Fund**

# SECTION 3: EXECUTIVE SUMMARY

## SUMMARY OF SOURCES AND USES (APPENDIX A)

|                             | Funds                              | Estimated              |                |               |
|-----------------------------|------------------------------------|------------------------|----------------|---------------|
|                             |                                    | Beginning Fund Balance | Revenue        | Total Sources |
|                             | General Fund                       | \$ 5,282,205           | \$ 24,139,426  | \$ 29,421,631 |
| Special Revenue             | Streets                            | 771,356                | 1,683,608      | 2,454,964     |
|                             | Street Pavement                    | 1,071,232              | 1,083,800      | 2,155,032     |
|                             | Development                        | 4,446,615              | 2,906,742      | 7,353,357     |
|                             | Police Drug Seizure                | 10,446                 | 1,000          | 11,446        |
|                             | Hotel-Motel Tax                    | (3,491)                | 128,000        | 124,509       |
|                             | Redondo Zone                       | 36,433                 | 93,150         | 129,583       |
|                             | Waterfront Zone                    | 190,729                | 198,600        | 389,329       |
|                             | PBPW Automation Fee                | 295,895                | 100,000        | 395,895       |
|                             | Urban Forestry                     | 10,000                 | 10,000         | 20,000        |
|                             | Abatement                          | 25,760                 | 5,300          | 31,060        |
|                             | Automated Speed Enforce (ASE)      | 375,147                | 350,000        | 725,147       |
|                             | Transportation Benefit District    | 158,827                | 944,000        | 1,102,827     |
|                             | Debt Service                       | REET 1 Debt Service    | 19,130         | 17,354        |
| REET 2 Debt Service         |                                    | 38,570                 | 247,102        | 285,672       |
| 2018 LTGO Debt Service      |                                    | 1,964,004              | 228,000        | 2,192,004     |
| Total Debt Service          |                                    | 2,021,704              | 492,456        | 2,514,160     |
| Capital Project             | REET 1                             | 1,271,111              | 562,000        | 1,833,111     |
|                             | REET 2                             | 871,639                | 507,000        | 1,378,639     |
|                             | Park Levy                          | 4,757                  | 57,000         | 61,757        |
|                             | Park In Lieu                       | 620,810                | 125,000        | 745,810       |
|                             | One Time Sales Tax                 | 1,345,537              | 500,000        | 1,845,537     |
|                             | Municipal Capital Improvement      | 1,160,372              | 7,530,000      | 8,690,372     |
|                             | Transportation Capital Improvement | 1,396,346              | 7,936,000      | 9,332,346     |
|                             | Traffic In Lieu                    | 395,978                | 1,815,750      | 2,211,728     |
|                             | Traffic Impact - City-wide         | 2,750,929              | 1,225,000      | 3,975,929     |
|                             | Traffic Impact - Pacific Ridge     | 335,859                | 1,500          | 337,359       |
| Total Capital Project Funds | 10,153,338                         | 20,259,250             | 30,412,588     |               |
| Enterprise                  | Marina                             | 3,635,762              | 5,703,314      | 9,339,076     |
|                             | Surface Water Management           | 3,617,217              | 5,911,964      | 9,529,181     |
| Internal Service            | Equipment Rental Operations        | 286,772                | 526,185        | 812,957       |
|                             | Equipment Rental Replacement       | 1,761,845              | 721,238        | 2,483,083     |
|                             | Facility Repair & Replacement      | 336,220                | 311,641        | 647,861       |
|                             | Computer Replacement               | 625,957                | 389,311        | 1,015,268     |
|                             | Self Insurance                     | 650,217                | 714,120        | 1,364,337     |
|                             | Unemployment Insurance             | 417,457                | 73,181         | 490,638       |
| Total Budget                | \$ 36,177,643                      | \$ 66,746,286          | \$ 102,923,929 |               |



| <b>Expenditure</b>   | <b>Estimated<br/>Ending Fund<br/>Balance</b> | <b>Total Uses</b>     |
|----------------------|--|-----------------------|
| \$ 24,661,377        | \$ 4,760,254                                 | \$ 29,421,631         |
| 1,677,883            | 777,081                                      | 2,454,964             |
| 926,000              | 1,229,032                                    | 2,155,032             |
| 2,993,391            | 4,359,966                                    | 7,353,357             |
| 1,000                | 10,446                                       | 11,446                |
| 50,000               | 74,509                                       | 124,509               |
| 72,789               | 56,794                                       | 129,583               |
| 185,729              | 203,600                                      | 389,329               |
| 90,881               | 305,014                                      | 395,895               |
| 5,000                | 15,000                                       | 20,000                |
| 200                  | 30,860                                       | 31,060                |
| 482,000              | 243,147                                      | 725,147               |
| 931,328              | 171,499                                      | 1,102,827             |
| 16,870               | 19,614                                       | 36,484                |
| 246,668              | 39,004                                       | 285,672               |
| 2,150,050            | 41,954                                       | 2,192,004             |
| <b>2,413,588</b>     | <b>100,572</b>                               | <b>2,514,160</b>      |
| 355,915              | 1,477,196                                    | 1,833,111             |
| 818,102              | 560,537                                      | 1,378,639             |
| 54,000               | 7,757  | 61,757                |
| 249,000              | 496,810                                      | 745,810               |
| 706,000              | 1,139,537                                    | 1,845,537             |
| 6,337,000            | 2,353,372                                    | 8,690,372             |
| 8,195,000            | 1,137,346                                    | 9,332,346             |
| 1,750,000            | 461,728                                      | 2,211,728             |
| 2,157,000            | 1,818,929                                    | 3,975,929             |
| -                    | 337,359                                      | 337,359               |
| <b>20,622,017</b>    | <b>9,790,571</b>                             | <b>30,412,588</b>     |
| 5,942,930            | 3,396,146                                    | 9,339,076             |
| 6,625,940            | 2,903,241                                    | 9,529,181             |
| 490,548              | 322,409                                      | 812,957               |
| 681,000              | 1,802,083                                    | 2,483,083             |
| 523,000              | 124,861                                      | 647,861               |
| 122,744              | 892,524                                      | 1,015,268             |
| 673,556              | 690,781                                      | 1,364,337             |
| 30,000               | 460,638                                      | 490,638               |
| <b>\$ 70,202,901</b> | <b>\$ 32,721,028</b>                         | <b>\$ 102,923,929</b> |

| ORDINANCE NO.                           | 2019 REVENUE SOURCES BY FUND |                       |                                 |                            |                          |                  |                               |
|---|------------------------------|-----------------------|---------------------------------|----------------------------|--------------------------|------------------|-------------------------------|
|   | Taxes                        | Licenses<br>& Permits | Inter-<br>Government<br>Revenue | Charges<br>For<br>Services | Fines<br>and<br>Forefits | Misc<br>Revenue  | Other<br>Financing<br>Sources |
| <b><u>GENERAL FUND</u></b>              |                              |                       |                                 |                            |                          |                  |                               |
| General                                 | 14,504,285                   | 1,450,500             | 594,381                         | 4,998,414                  | 2,130,100                | 461,746          | -                             |
| <b><u>SPECIAL REVENUE FUNDS</u></b>     |                              |                       |                                 |                            |                          |                  |                               |
| Street Maintenance                      | 467,735                      | -                     | 725,873                         | 440,000                    | -                        | 5,000            | -                             |
| Arterial Street Pavement<br>Development | -                            | 605,800               | -                               | -                          | -                        | 6,000            | -                             |
| Police Drug Seizure                     | -                            | 1,448,300             | 76,330                          | 1,376,712                  | -                        | 5,400            | -                             |
| Hotel-Motel Tax                         | 100,000                      | -                     | 28,000                          | -                          | -                        | -                | -                             |
| Redondo Zone                            | -                            | -                     | -                               | -                          | 3,000                    | 90,150           | -                             |
| Waterfront Zone                         | -                            | -                     | -                               | -                          | 4,000                    | 194,600          | -                             |
| PBPW Automation                         | -                            | -                     | -                               | 100,000                    | -                        | -                | -                             |
| Urban Forestry                          | -                            | -                     | -                               | 10,000                     | -                        | -                | -                             |
| Abatement                               | -                            | -                     | -                               | -                          | 500                      | 4,800            | -                             |
| Automated Speed Enforce                 | -                            | -                     | -                               | -                          | 350,000                  | -                | -                             |
| Transportation Benefit District         | 944,000                      | -                     | -                               | -                          | -                        | -                | -                             |
| <b><u>DEBT SERVICE FUND</u></b>         |                              |                       |                                 |                            |                          |                  |                               |
| Debt Service                            | -                            | -                     | -                               | -                          | -                        | -                | -                             |
| <b><u>CONSTRUCTION FUND</u></b>         |                              |                       |                                 |                            |                          |                  |                               |
| Construction                            | 1,000,000                    | -                     | 6,812,000                       | 3,155,000                  | -                        | 517,250          | -                             |
| <b><u>ENTERPRISE FUND</u></b>           |                              |                       |                                 |                            |                          |                  |                               |
| Marina                                  | -                            | -                     | -                               | 4,221,965                  | 20,000                   | 84,315           | 4,459                         |
| Surface Water Management                | -                            | -                     | -                               | 4,071,914                  | -                        | 70,050           | 65,000                        |
| <b><u>INTERNAL SERVICE FUNDS</u></b>    |                              |                       |                                 |                            |                          |                  |                               |
| Equip Rental Operations                 | -                            | -                     | -                               | 525,185                    | -                        | 1,000            | -                             |
| Equip Rental Replacement                | -                            | -                     | -                               | 651,238                    | -                        | -                | -                             |
| Facility Repair & Replacement           | -                            | -                     | -                               | 111,641                    | -                        | -                | -                             |
| Computer Replacement                    | -                            | -                     | -                               | 389,211                    | -                        | 100              | -                             |
| Self Insurance                          | -                            | -                     | -                               | 714,120                    | -                        | -                | -                             |
| Unemployment Insurance                  | -                            | -                     | -                               | 68,181                     | -                        | 5,000            | -                             |
| <b>TOTAL ALL FUNDS</b>                  | <b>17,016,020</b>            | <b>3,504,600</b>      | <b>8,236,584</b>                | <b>20,833,581</b>          | <b>2,507,600</b>         | <b>1,446,411</b> | <b>69,459</b>                 |

| Transfers         | Beginning<br>Fund<br>Balance | TOTAL<br>AVAILABLE<br>RESOURCES |
|-------------------|------------------------------|---------------------------------|
| -                 | 5,282,205                    | 29,421,631                      |
| 45,000            | 771,356                      | 2,454,964                       |
| 472,000           | 1,071,232                    | 2,155,032                       |
| -                 | 4,446,615                    | 7,353,357                       |
| -                 | 10,446                       | 11,446                          |
| -                 | (3,491)                      | 124,509                         |
| -                 | 36,433                       | 129,583                         |
| -                 | 190,729                      | 389,329                         |
| -                 | 295,895                      | 395,895                         |
| -                 | 10,000                       | 20,000                          |
| -                 | 25,760                       | 31,060                          |
| -                 | 375,147                      | 725,147                         |
| -                 | 158,827                      | 1,102,827                       |
| 492,456           | 2,021,704                    | 2,514,160                       |
| 8,775,000         | 10,153,338                   | 30,412,588                      |
| 1,372,575         | 3,635,762                    | 9,339,076                       |
| 1,705,000         | 3,617,217                    | 9,529,181                       |
| -                 | 286,772                      | 812,957                         |
| 70,000            | 1,761,845                    | 2,483,083                       |
| 200,000           | 336,220                      | 647,861                         |
| -                 | 625,957                      | 1,015,268                       |
| -                 | 650,217                      | 1,364,337                       |
| -                 | 417,457                      | 490,638                         |
| <u>13,132,031</u> | <u>36,177,643</u>            | <u>102,923,929</u>              |

## ORDINANCE NO.

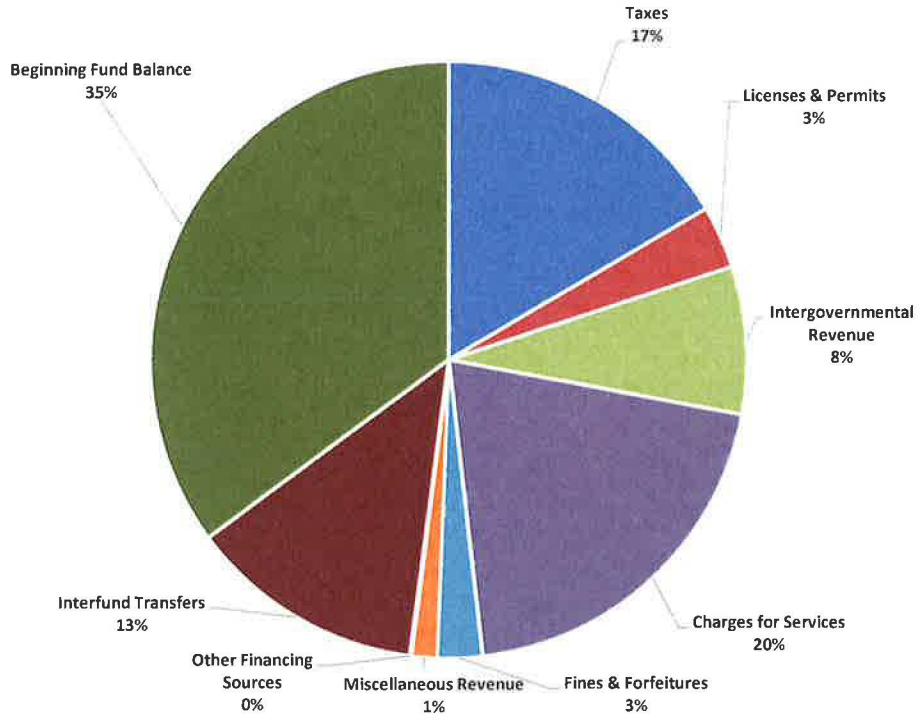
## 2019 EXPENDITURE CATEGORIES BY FUND

|   | Salaries<br>& Wages | Personnel<br>Benefits | Supplies         | Other<br>Services<br>& Charges | Transfers         | Capital<br>Outlay |
|---|---------------------|-----------------------|------------------|--------------------------------|-------------------|-------------------|
| <b><u>GENERAL FUND:</u></b>             |                     |                       |                  |                                |                   |                   |
| General                                 | 10,249,314          | 3,966,094             | 722,397          | 8,752,133                      | 909,439           | 62,000            |
| <b><u>SPECIAL REVENUE FUNDS:</u></b>    |                     |                       |                  |                                |                   |                   |
| Street Maintenance                      | 363,375             | 165,630               | 95,213           | 1,053,665                      | -                 | -                 |
| Arterial Street Pavement<br>Development | -                   | -                     | -                | 926,000                        | -                 | -                 |
| Police Drug Seizure                     | 1,544,254           | 632,798               | 26,822           | 789,517                        | -                 | -                 |
| Hotel-Motel Tax                         | -                   | -                     | 500              | 500                            | -                 | -                 |
| Redondo Zone                            | -                   | -                     | 2,000            | 48,000                         | -                 | -                 |
| Waterfront Zone                         | -                   | -                     | 9,000            | 63,789                         | -                 | -                 |
| PBPW Automation                         | -                   | -                     | 10,000           | 175,729                        | -                 | -                 |
| Urban Forestry                          | -                   | -                     | -                | 90,881                         | -                 | -                 |
| Abatement                               | -                   | -                     | 5,000            | -                              | -                 | -                 |
| Automated Speed Enforce                 | -                   | -                     | -                | 200                            | -                 | -                 |
| Transportation Benefit District         | -                   | -                     | -                | 272,000                        | 210,000           | -                 |
|   | -                   | -                     | -                | 459,328                        | 472,000           | -                 |
| <b><u>DEBT SERVICE FUNDS:</u></b>       |                     |                       |                  |                                |                   |                   |
| Debt Service                            | -                   | -                     | -                | 14,076                         | 1,923,000         | -                 |
| <b><u>CONSTRUCTION FUNDS:</u></b>       |                     |                       |                  |                                |                   |                   |
| Construction                            | -                   | -                     | -                | -                              | 6,090,017         | 14,532,000        |
| <b><u>ENTERPRISE FUNDS:</u></b>         |                     |                       |                  |                                |                   |                   |
| Marina                                  | 689,173             | 289,075               | 1,148,143        | 971,389                        | 1,822,575         | 240,000           |
| Surface Water Management                | 909,593             | 467,030               | 115,785          | 1,723,532                      | 1,705,000         | 1,705,000         |
| <b><u>INTERNAL SERVICE FUNDS:</u></b>   |                     |                       |                  |                                |                   |                   |
| Equip Rental Operations                 | 119,307             | 63,680                | 227,206          | 80,355                         | -                 | -                 |
| Equip Rental Replacement                | -                   | -                     | -                | -                              | -                 | 681,000           |
| Facility Repair & Replacement           | -                   | -                     | -                | 46,000                         | -                 | 477,000           |
| Computer Replacement                    | -                   | -                     | -                | -                              | -                 | 120,025           |
| Self Insurance                          | -                   | -                     | -                | 673,556                        | -                 | -                 |
| Unemployment Insurance                  | -                   | -                     | -                | 30,000                         | -                 | -                 |
| <b>TOTAL ALL FUNDS</b>                  | <b>13,875,016</b>   | <b>5,584,307</b>      | <b>2,362,066</b> | <b>16,170,650</b>              | <b>13,132,031</b> | <b>17,817,025</b> |

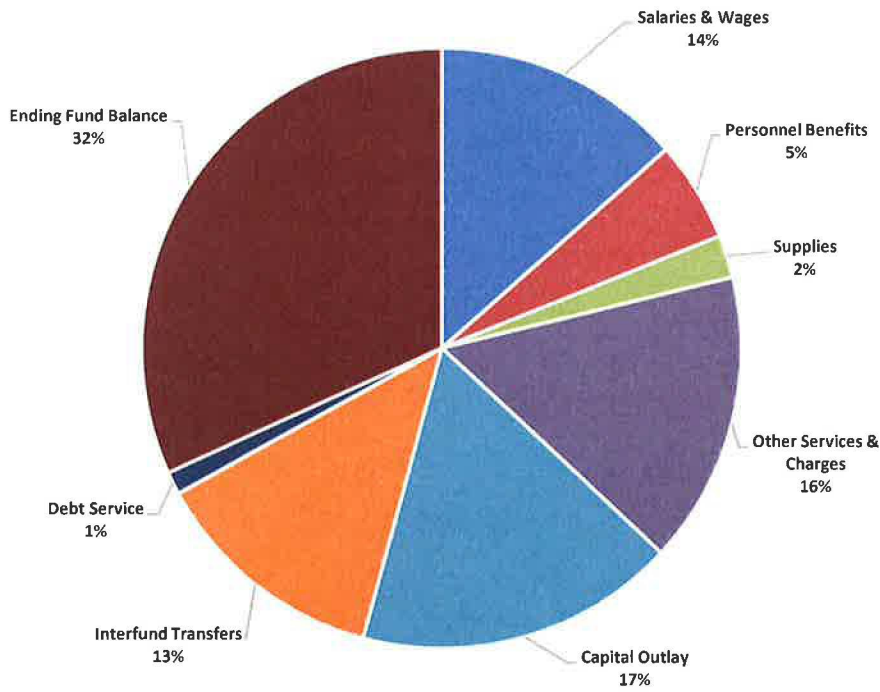


| Debt<br>Service  | Ending<br>Fund<br>Balance | TOTAL<br>USES      |
|------------------|---------------------------|--------------------|
| -                | 4,760,254                 | 29,421,631         |
| -                | 777,081                   | 2,454,964          |
| -                | 1,229,032                 | 2,155,032          |
| -                | 4,359,966                 | 7,353,357          |
| -                | 10,446                    | 11,446             |
| -                | 74,509                    | 124,509            |
| -                | 56,794                    | 129,583            |
| -                | 203,600                   | 389,329            |
| -                | 305,014                   | 395,895            |
| -                | 15,000                    | 20,000             |
| -                | 30,860                    | 31,060             |
| -                | 243,147                   | 725,147            |
| -                | 171,499                   | 1,102,827          |
| 476,512          | 100,572                   | 2,514,160          |
| -                | 9,790,571                 | 30,412,588         |
| 782,575          | 3,396,146                 | 9,339,076          |
| -                | 2,903,241                 | 9,529,181          |
| -                | 322,409                   | 812,957            |
| -                | 1,802,083                 | 2,483,083          |
| -                | 124,861                   | 647,861            |
| 2,719            | 892,524                   | 1,015,268          |
| -                | 690,781                   | 1,364,337          |
| -                | 460,638                   | 490,638            |
| <u>1,261,806</u> | <u>32,721,028</u>         | <u>102,923,929</u> |

### 2019 TOTAL SOURCES - \$102,923,929



### 2019 TOTAL USES - \$102,923,929



## GENERAL FUND

### 2019 HIGHLIGHTS AT A GLANCE

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|                                   |                             |
|-----------------------------------|-----------------------------|
| <b>ONGOING REVENUE</b>            | <b>\$ 23,139,426</b>        |
| <b>ONGOING EXPENDITURE</b>        | <b><u>\$ 22,688,106</u></b> |
| <b>NET ANNUAL ONGOING SURPLUS</b> | <b>\$ 451,320</b>           |

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#### ONGOING REVENUE CHANGES (From 2018 Revised Budget):

|  |                |                   |
|--|----------------|-------------------|
| ➤ Property taxes                         | \$ 88,000      |                   |
| ➤ Sales taxes                            | 167,000        |                   |
| ➤ B&O                                    | 55,000         |                   |
| ➤ Utility taxes                          | (36,290)       |                   |
| ➤ Interfund Admin charges                | 61,477         |                   |
| ➤ Miscellaneous other charges            | <u>123,475</u> |                   |
| <b>TOTAL CHANGES TO ONGOING REVENUES</b> |                | <b>\$ 458,662</b> |

#### ONGOING EXPENDITURE CHANGES (From 2018 Revised Budget):

|   |                |                     |
|---|----------------|---------------------|
| ➤ Salary & benefits                               | \$ 374,441     |                     |
| ➤ Office & operating supplies                     | 84,457         |                     |
| ➤ Services & other charges                        | 333,896        |                     |
| ➤ Debt Service – 2018 LTGO Bond                   | 228,000        |                     |
| ➤ Interfund computer, equipment replacement/maint | <u>(2,624)</u> |                     |
| <b>TOTAL CHANGES TO ONGOING EXPENDITURES</b>      |                | <b>\$ 1,018,170</b> |

#### ONE-TIME REVENUES:

|  |                |                     |
|--|----------------|---------------------|
| ➤ Red Light Running over \$1.5 million | \$ 500,000     |                     |
| ➤ One-time Sales and B&O Tax Revenues  | <u>500,000</u> |                     |
| <b>TOTAL ONE-TIME REVENUES</b>         |                | <b>\$ 1,000,000</b> |

## GENERAL FUND

### *2019 HIGHLIGHTS AT A GLANCE (continued)*

#### ONE-TIME EXPENDITURES:

|   |   |            |
|---|---|------------|
| ➤ | Emergency Management Director                   | \$ 218,830 |
| ➤ | Temporary Court Clerk                           | 77,660     |
| ➤ | Police Department: Hire Ahead Program           | 325,000    |
| ➤ | Police Department: Duty Weapons                 | 30,000     |
| ➤ | Police Department: Spillman Upgrade             | 30,000     |
| ➤ | Police Department: Vehicle Purchase             | 70,000     |
| ➤ | Police Department: Fitness Facility Improvement | 10,000     |
| ➤ | Police Department: Investigation Software       | 12,000     |
| ➤ | Police Department: Cameras for Redondo          | 8,000      |
| ➤ | Public Safety Program                           | 18,510     |
| ➤ | SCORE – 2019 Contribution                       | 267,701    |
| ➤ | Professional Services                           | 213,000    |
| ➤ | Senior Center: Audio System                     | 35,000     |
| ➤ | Beach Park Auditorium Sound System & Chairs     | 43,500     |
| ➤ | Metro Shuttle Services – Pilot Program          | 132,580    |
| ➤ | Transfer out to CIP: One-time Tax Revenue Fund  | 500,000    |
| ➤ |   |            |

TOTAL ONE-TIME EXPENDITURES

\$ 1,991,781



## 2019-2023 FINANCIAL PLAN FORECAST

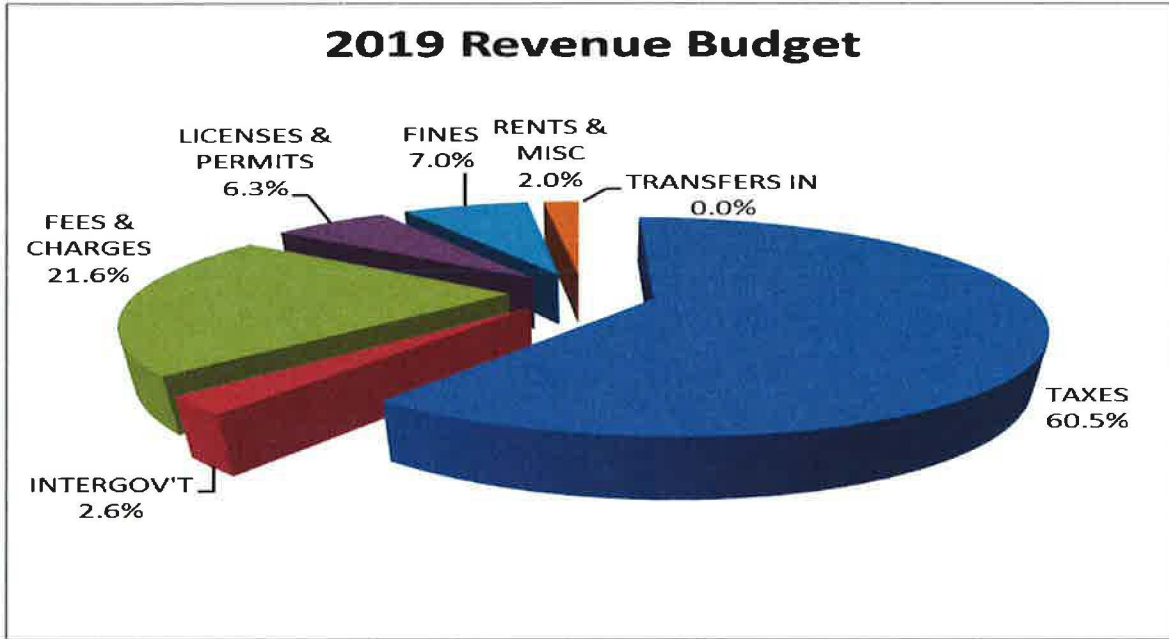
| 2019-2023 GENERAL FUND   |                     |   |                     |                     |                     |                     |                     |
|--|---------------------|---|---------------------|---------------------|---------------------|---------------------|---------------------|
|  | BUDGET              | REVISED EST   | BUDGET              | FORECAST            |                     |                     |                     |
|  | 2018                | 2018  | 2019                | 2020                | 2021                | 2022                | 2023                |
| <b>BEGINNING RESERVE</b>   | <b>\$ 4,532,095</b> | <b>\$ 5,392,527</b>   | <b>\$ 5,282,205</b> | <b>\$ 4,760,254</b> | <b>\$ 4,782,326</b> | <b>\$ 5,039,087</b> | <b>\$ 5,479,497</b> |
| Operating Revenues   | 21,632,109          | 22,680,764  | 23,139,426          | 23,358,025          | 23,636,115          | 23,877,716          | 24,100,360          |
| Operating Expenditures   | (21,383,460)        | (21,669,936)  | (22,669,596)        | (23,335,953)        | (23,379,354)        | (23,437,306)        | (24,003,814)        |
| <b>Net Activity ("Operating revenues over (under) operating expenditures")</b> | <b>248,649</b>      | <b>1,010,828</b>  | <b>469,830</b>      | <b>22,072</b>       | <b>256,761</b>      | <b>440,410</b>      | <b>96,546</b>       |
| <b>ONE-TIME ACTIVITIES - CIP &amp; PUBLIC SAFETY</b>                           |                     |   |                     |                     |                     |                     |                     |
| <b>Revenues</b>  |                     |   |                     |                     |                     |                     |                     |
| Red Light Running (>\$1.5m)  | 1,000,000           | 700,000   | 500,000             | 600,000             | 400,000             | 200,000             | -                   |
| One-Time Sales & B&O Tax Revenues  |                     | 885,000   | 500,000             | 75,000              | 125,000             | 175,000             | 200,000             |
| <b>Total One-Time Revenues - CIP &amp; Public Safety</b>                       | <b>1,000,000</b>    | <b>1,585,000</b>  | <b>1,000,000</b>    | <b>675,000</b>      | <b>525,000</b>      | <b>375,000</b>      | <b>200,000</b>      |
| <b>Expenditures</b>  |                     |   |                     |                     |                     |                     |                     |
| One Time Expenditures - CIP & Public Safety                                    |                     |   |                     |                     |                     |                     |                     |
| Transfer Out - One-Time Sales & B&O Tax to Fund 309                            |                     | (885,000)   | (500,000)           | (75,000)            | (125,000)           | (175,000)           | (200,000)           |
| Transfer Out - Traffic Calming Signs   | (151,500)           | (151,500)   | -                   | -                   | -                   | -                   | -                   |
| EMS Radios - Public Works  | (25,000)            | -   | -                   | -                   | -                   | -                   | -                   |
| Police Radio Replacements  | (55,000)            | -   | -                   | -                   | -                   | -                   | -                   |
| SWAT Gear/Equipment  | (12,000)            | -   | -                   | -                   | -                   | -                   | -                   |
| Transfer Out - Abatement Fund "Seed Money"                                     | (30,000)            | (30,000)  | -                   | -                   | -                   | -                   | -                   |
| Police Dept Security CIP (REET 1 to Bulkhead)                                  | (138,000)           | (138,000)   | -                   | -                   | -                   | -                   | -                   |
| Court Security CIP (REET 1 to Bulkhead)  | (176,000)           | (176,000)   | -                   | -                   | -                   | -                   | -                   |
| Police Dept HVAC CIP (Save One Time Sales Tax)                                 | -                   | -   | -                   | -                   | -                   | -                   | -                   |
| Transfer Out - N Bulkhead  | (1,000,000)         | (500,000)   | -                   | -                   | -                   | -                   | -                   |
| Legislative Lobbyist   | (10,000)            | (10,000)  | -                   | -                   | -                   | -                   | -                   |
| Metro Pilot Program Consultant   | (15,000)            | (15,000)  | -                   | -                   | -                   | -                   | -                   |
| Communication Consultant   | (15,000)            | (15,000)  | -                   | -                   | -                   | -                   | -                   |
| Communication Software   | (10,000)            | -   | -                   | -                   | -                   | -                   | -                   |
| Parks Deep Time Aereator   | (27,000)            | -   | -                   | -                   | -                   | -                   | -                   |
| Transfer Out - Parking/Event Signs   | (50,000)            | (50,000)  | -                   | -                   | -                   | -                   | -                   |
| Transfer Out - Economic Dev CIPs- Alley Improve                                | (393,650)           | (393,650)   | -                   | -                   | -                   | -                   | -                   |
| Temp Asst Police Chief - (converted to Emergency Mgmt Director)                | (196,000)           | (120,000)   | (218,830)           | -                   | -                   | -                   | -                   |
| Temp Court Clerk   | (72,000)            | (72,000)  | (77,660)            | -                   | -                   | -                   | -                   |
| Police Dept - Hire Ahead Program   |                     | (150,000)   | (325,000)           | (345,000)           | -                   | -                   | -                   |
| Police Dept - Duty Weapons   |                     |   | (30,000)            | -                   | -                   | -                   | -                   |
| Police Dept - Spillman Upgrade   |                     |   | (30,000)            | -                   | -                   | -                   | -                   |
| Police Dept - Vehicle purchase   |                     |   | (70,000)            | -                   | -                   | -                   | -                   |
| Police Dept - Fitness Facility Improvement                                     |                     |   | (10,000)            | -                   | -                   | -                   | -                   |
| Police Dept - Investigation Software   |                     |   | (12,000)            | -                   | -                   | -                   | -                   |
| Police Dept - Cameras for Redondo  |                     |   | (8,000)             | -                   | -                   | -                   | -                   |
| Public Safety Program  |                     |   | (18,510)            | (255,000)           | (400,000)           | (200,000)           | -                   |
| <b>Total One-Time Expenditures - CIP &amp; Public Safety</b>                   | <b>(2,376,150)</b>  | <b>(2,706,150)</b>  | <b>(1,300,000)</b>  | <b>(675,000)</b>    | <b>(525,000)</b>    | <b>(375,000)</b>    | <b>(200,000)</b>    |
| <b>Total Net One Time Activities - CIP &amp; Public Safety</b>                 | <b>(1,376,150)</b>  | <b>(1,121,150)</b>  | <b>(300,000)</b>    | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            |
| Other One-Time Expenditures:   |                     |   |                     |                     |                     |                     |                     |
| Professional Svcs  |                     |   | (213,000)           | -                   | -                   | -                   | -                   |
| Audio System at Sr. Center   |                     |   | (35,000)            | -                   | -                   | -                   | -                   |
| Beach Park Auditorium Sound System & Chairs                                    |                     |   | (43,500)            | -                   | -                   | -                   | -                   |
| Metro Shuttle Svcs Pilot Program   |                     |   | (132,580)           | -                   | -                   | -                   | -                   |
| SCORE Contribution   |                     |   | (267,701)           | -                   | -                   | -                   | -                   |
| <b>Total Other One-Time Expenditures</b>                                       | <b>-</b>            | <b>-</b>  | <b>(691,781)</b>    | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            |
| <b>ENDING RESERVE</b>  | <b>\$ 3,404,594</b> | <b>\$ 5,282,205</b>   | <b>\$ 4,760,254</b> | <b>\$ 4,782,326</b> | <b>\$ 5,039,087</b> | <b>\$ 5,479,497</b> | <b>\$ 5,576,043</b> |
| <b>Required Reserve Calculation</b>  |                     |   |                     |                     |                     |                     |                     |
| 5% Stabilization   | 1,081,605           | New reserve policy for the General Fund Ending Fund Balance per Ordinance No. 1703. |                     |                     |                     |                     |                     |
| 7% Regular   | 1,496,842           |   |                     |                     |                     |                     |                     |
| <b>Combined Required Reserve (12%)</b>   | <b>2,578,447</b>    |   |                     |                     |                     |                     |                     |
| <b>GFOA Target of 60 days (approx. 16.67%)</b>                                 | <b>3,564,623</b>    | <b>3,612,378</b>  | <b>3,779,022</b>    | <b>3,890,103</b>    | <b>3,897,338</b>    | <b>3,906,999</b>    | <b>4,001,436</b>    |
| <b>Reserve (shortfall) surplus to GFOA Target</b>                              | <b>(160,029)</b>    | <b>1,669,827</b>  | <b>981,232</b>      | <b>892,223</b>      | <b>1,141,749</b>    | <b>1,572,498</b>    | <b>1,574,607</b>    |
| Ending Reserve - % Total Expenditures  | 14.33%              | 24.38%  | 21.00%              | 20.49%              | 21.08%              | 23.01%              | 23.04%              |

## GENERAL FUND NET ACTIVITY BY PROGRAM

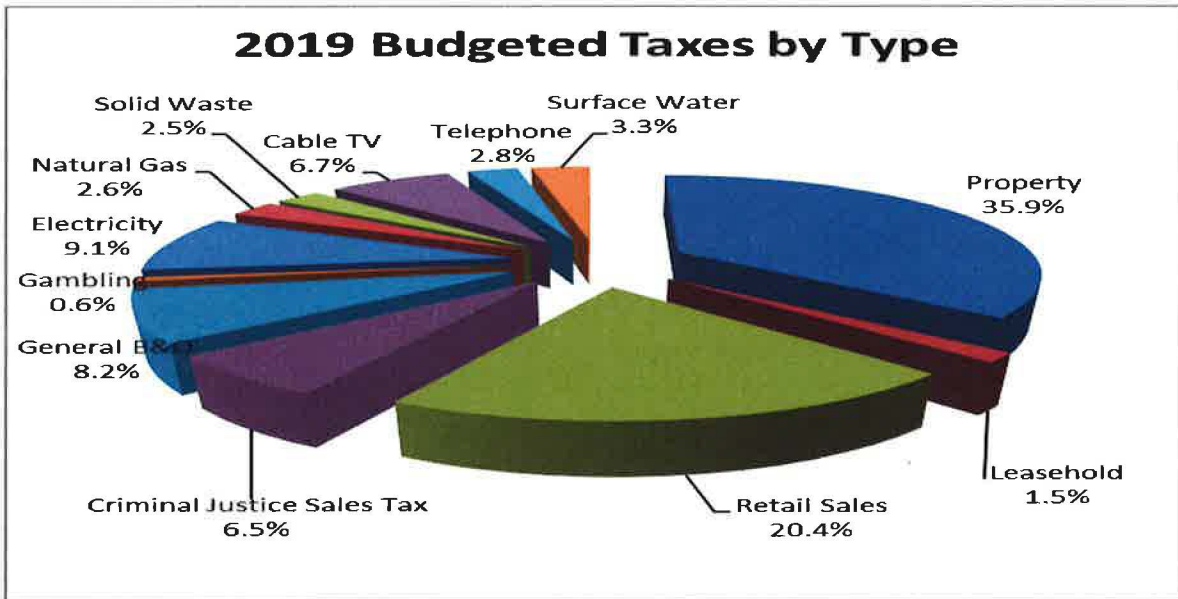
|   | 2018 BUDGET |              |              | 2019 BUDGET |              |              |
|---|-------------|--------------|--------------|-------------|--------------|--------------|
|   | REVENUES    | EXPENDITURES | NET          | REVENUES    | EXPENDITURES | NET          |
| <b><u>Unrestricted Revenues</u></b>           |             |              |              |             |              |              |
| Unrestricted Taxes                            | 12,117,000  |              | 12,117,000   | 13,099,285  |              | 13,099,285   |
| One Time Sales/B&O Taxes                      | -           |              | -            | 500,000     |              | 500,000      |
| Unrestricted Franchise Fees                   | 1,130,000   |              | 1,130,000    | 1,143,000   |              | 1,143,000    |
| Business License Fees                         | -           |              | -            | 271,000     |              | 271,000      |
| State/City Assistance                         | 90,000      |              | 90,000       | 100,000     |              | 100,000      |
| Miscellaneous                                 | 21,000      |              | 21,000       | 110,000     |              | 110,000      |
| Transfer In                                   | -           |              | -            | -           |              | -            |
| Total Unrestricted Revenues                   | 13,358,000  |              | 13,358,000   | 15,223,285  |              | 15,223,285   |
| <b><u>Policy &amp; Support Services</u></b>   |             |              |              |             |              |              |
| Support Services Chargebacks                  | 2,620,190   |              | 2,620,190    | 2,681,667   |              | 2,681,667    |
| City Council                                  |             | 95,148       | (95,148)     | -           | 93,830       | (93,830)     |
| City Manager                                  | -           | 1,178,806    | (1,178,806)  | -           | 2,132,116    | (2,132,116)  |
| Financial Services                            | 70,000      | 996,334      | (926,334)    | 65,000      | 1,192,657    | (1,127,657)  |
| Technology Services                           | 758,527     | 758,527      | -            | 774,185     | 910,885      | (136,700)    |
| Legal (Civil)                                 | -           | 387,812      | (387,812)    | 12,000      | 775,282      | (763,282)    |
| Bldg & Facility Maint                         | -           | 394,665      | (394,665)    | -           | 342,407      | (342,407)    |
| Total Policy & Support Services               | 3,448,717   | 3,811,292    | (362,575)    | 3,532,852   | 5,447,177    | (1,914,325)  |
| <b><u>Public Safety Services</u></b>          |             |              |              |             |              |              |
| Restricted - Public Safety                    | 3,884,460   |              | 3,884,460    | 3,480,838   |              | 3,480,838    |
| Court   | 115,005     | 1,287,728    | (1,172,723)  | 112,100     | 1,372,505    | (1,260,405)  |
| Probation                                     | 72,500      | 224,938      | (152,438)    | 58,000      | 232,377      | (174,377)    |
| EMS/Fire/Jail/Public Defenders                | 4,500       | 968,037      | (963,537)    | 4,600       | 1,179,606    | (1,175,006)  |
| Legal (Prosecution, DV, etc.)                 | 36,050      | 312,113      | (276,063)    | 37,132      | -            | 37,132       |
| Police  | 238,015     | 10,518,937   | (10,280,922) | 248,743     | 10,851,950   | (10,603,207) |
| Total Public Safety Services                  | 4,350,530   | 13,311,753   | (8,961,223)  | 3,941,413   | 13,636,438   | (9,695,025)  |
| <b><u>Community Services</u></b>              |             |              |              |             |              |              |
| Planning & Bldg (NonFee Based)                |             | 750,947      | (750,947)    |             | 567,669      | (567,669)    |
| Engineering (NonFee Based)                    |             | 256,360      | (256,360)    |             | 268,492      | (268,492)    |
| Subtotal                                      | -           | 1,007,307    | (1,007,307)  | -           | 836,161      | (836,161)    |
| Park Maintenance                              | 26,665      | 946,555      | (919,890)    | 26,728      | 931,297      | (904,569)    |
| Parks & Community Relations                   | 6,500       | 218,553      | (212,053)    | 6,500       | 213,813      | (207,313)    |
| Arts Program                                  | 12,500      | 55,511       | (43,011)     | 9,500       | 65,781       | (626,256)    |
| Senior & Human Services                       | 104,050     | 604,892      | (500,842)    | 104,230     | 635,756      | 38,449       |
| Recreation Programs                           | 1,059,047   | 1,289,210    | (230,163)    | 1,028,818   | 1,373,431    | (344,613)    |
| Beach Park Rentals                            | 266,100     | 563,949      | (297,849)    | 266,100     | 612,084      | (345,984)    |
| Subtotal                                      | 1,474,862   | 3,678,670    | (2,203,808)  | 1,441,876   | 3,832,162    | (2,390,286)  |
| Total Community Services                      | 1,474,862   | 4,685,977    | (3,211,115)  | 1,441,876   | 4,668,323    | (3,226,447)  |
| <b><u>Transfers Out</u></b>                   |             |              |              |             |              |              |
| Operating Subsidies                           |             | 30,000       | (30,000)     |             | -            | -            |
| Debt Service                                  |             | 11,440       | (11,440)     |             | 239,439      | (239,439)    |
| One Time Sales/B&O Taxes for Capital Purposes |             | -            | -            |             | 500,000      | (500,000)    |
| Capital Projects                              |             | 1,909,148    | (1,909,148)  |             | 170,000      | (170,000)    |
| Total Transfers                               | -           | 1,950,588    | (1,950,588)  | -           | 909,439      | (909,439)    |
| TOTAL GENERAL FUND                            | 22,632,109  | 23,759,610   | (1,127,501)  | 24,139,426  | 24,661,377   | (521,951)    |

## GENERAL FUND REVENUES

**Taxes.** Taxes represent 60.5% of the overall funding to the General Fund.

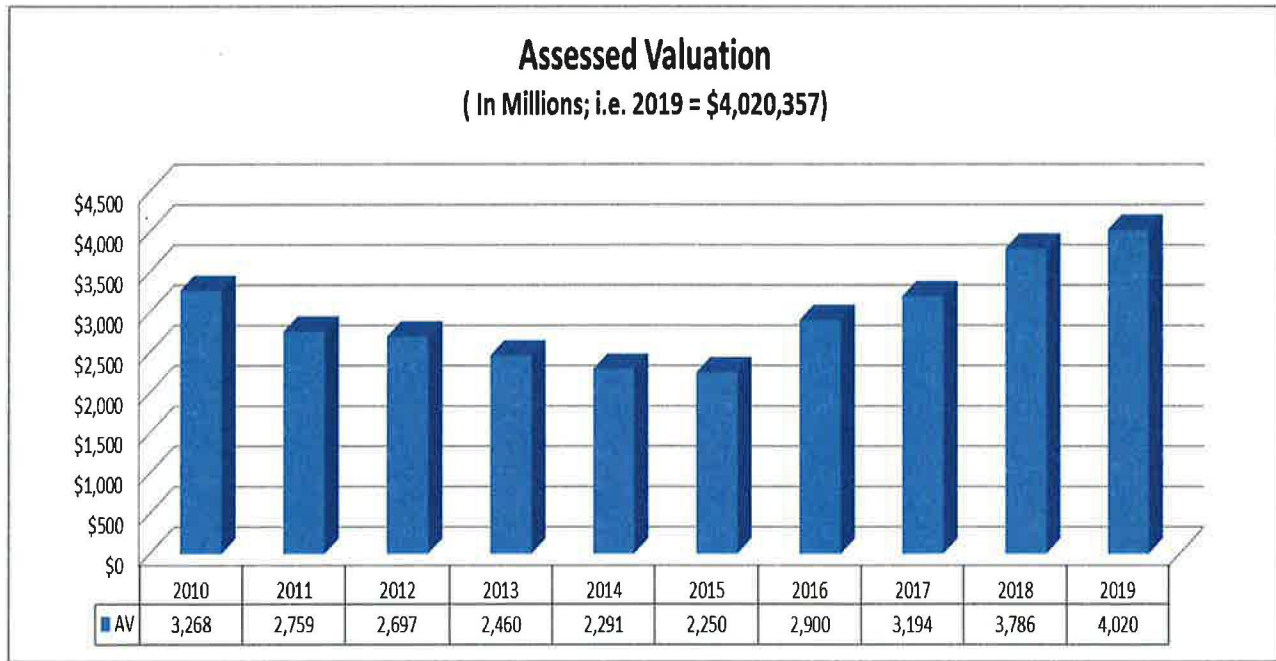


Property tax still remains the largest single source of tax revenue to the general fund (\$5,030,000) but utility taxes are a close second (\$3,762,285). The relative percentage of tax sources funding the General Fund is: 37.4% Property and Leasehold Taxes, 35.7% Utility, B&O and Gambling Taxes and 26.9% Sales Tax. Diversification of revenue sources helps to protect the City from revenue swings. For example, if property taxes sharply decline, utility taxes would likely remain largely unaffected, warm weather may affect electricity but not cable TV, etc.

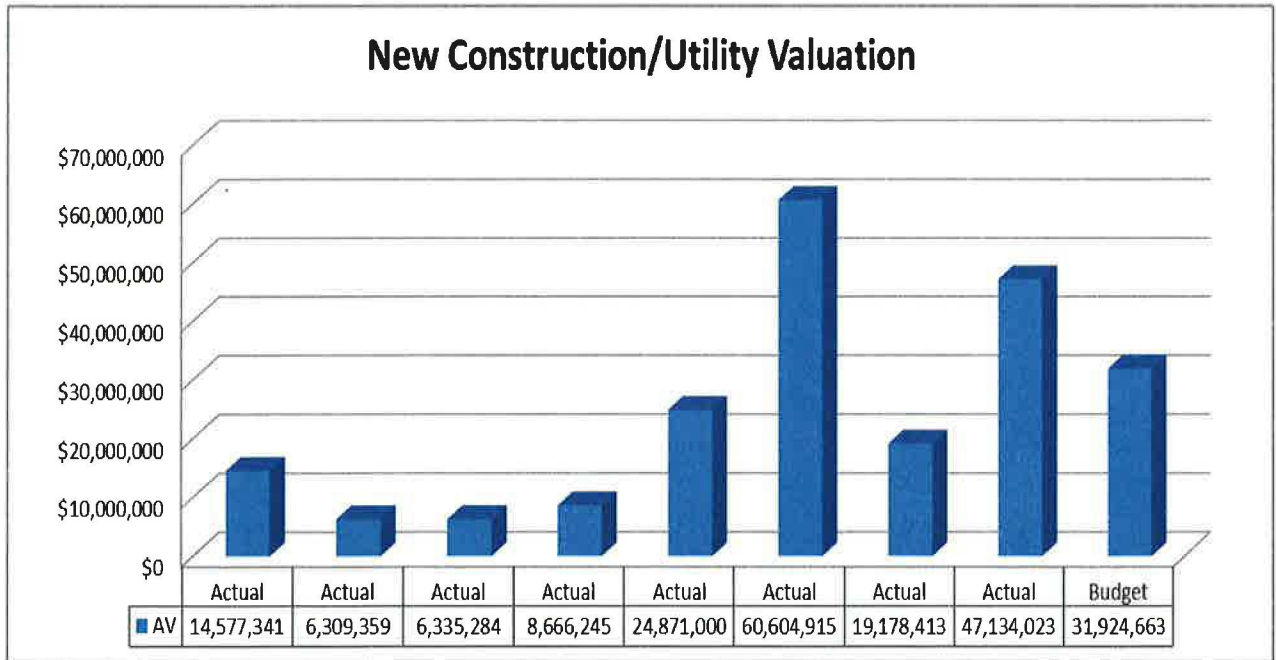




**Property taxes.** In 2019 property taxes are budgeted to increase approximately \$88,000 due to a combination of the proposed 1% property tax increase of approximately \$49,360 and the increased assessed valuation on new construction. Assessed valuation has recovered and surpassed the 2010 peak valuation.



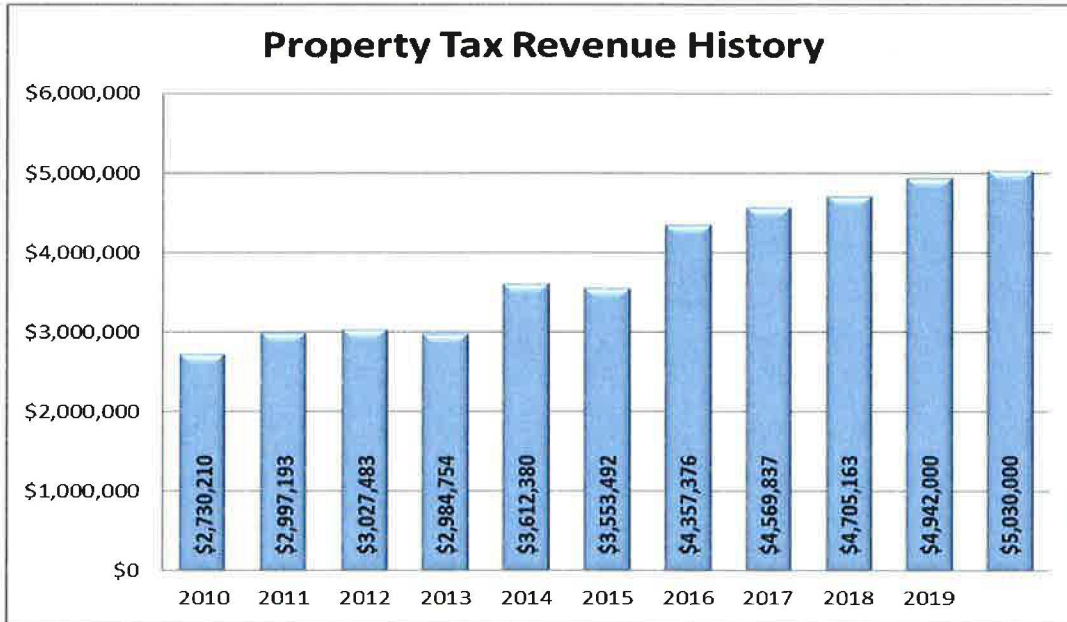
The City's success and continued focus on economic development is reflected in the increase in new construction values. The new construction factor adds just over \$41,600 in new, ongoing property tax revenues.



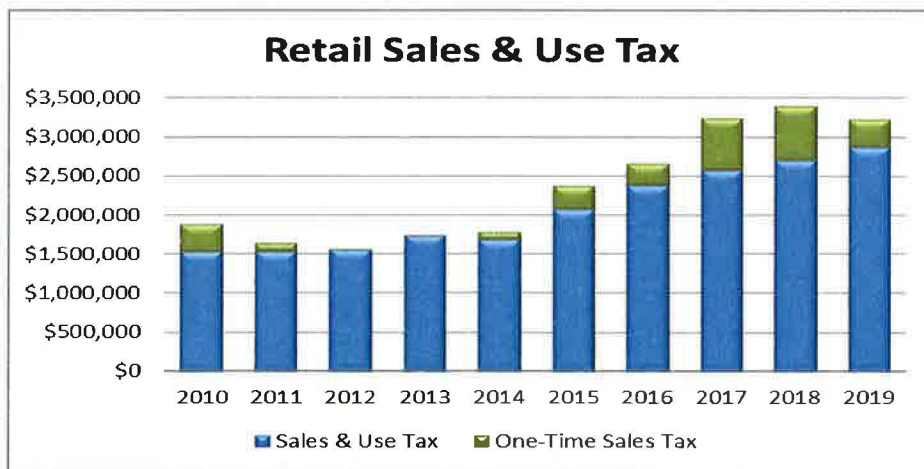
The City is limited by state law to a property tax levy which is subject to three different limitation calculations. The first limits is an overall limit of \$3.60/1,000 assessed valuation. When there is a library and/or fire district



located within the City, those districts' property tax levies are deducted from the City's allowable rate (but only to the point the City rate becomes \$1.60/1,000 of assessed valuation). The second limit is that the total levy from last year cannot be raised by more than the Implicit Price Deflator (a type of inflation index) plus a factor related to new construction. The third limit is that the total levy from last year cannot be raised by more than 1% (about \$49,360) plus a factor for new construction (about \$41,600).

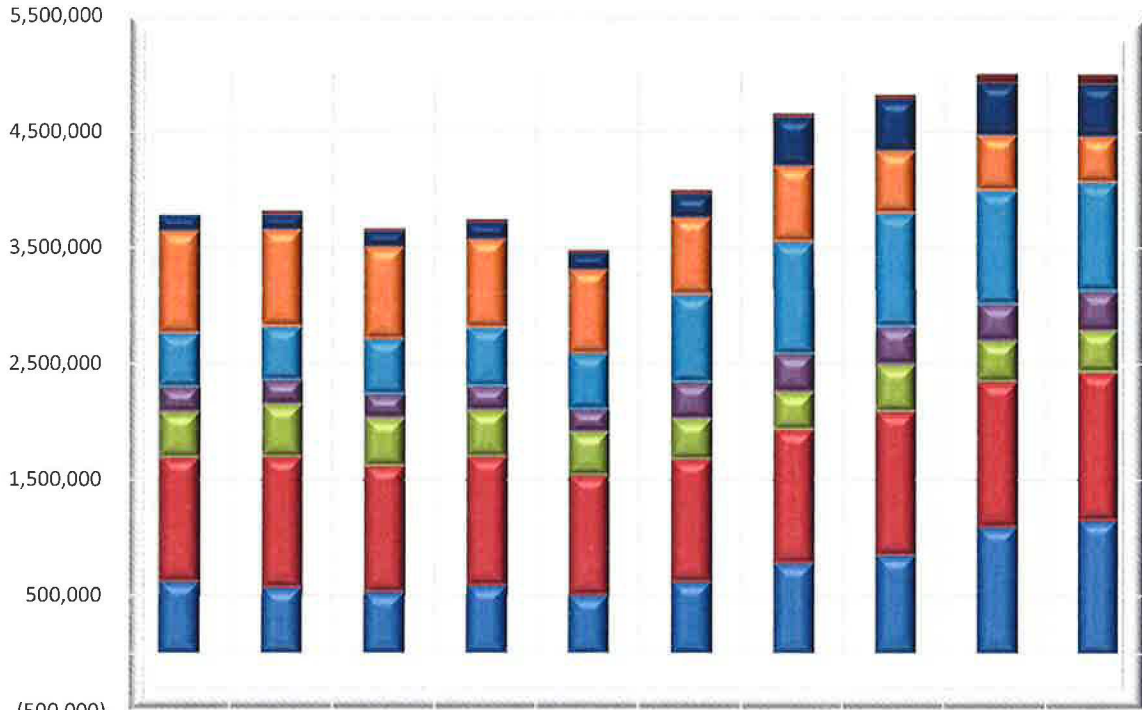


**Retail Sales Tax.** The recovering economy and the City's continued economic development efforts are leading to increases in both one-time (construction) and ongoing increases in sales tax. One-time sales tax and B&O tax revenue is included in the 2019 Budget. To be conservative, the revenue budget is \$500,000 with a corresponding \$500,000 budgeted transfer out to fund capital improvements.



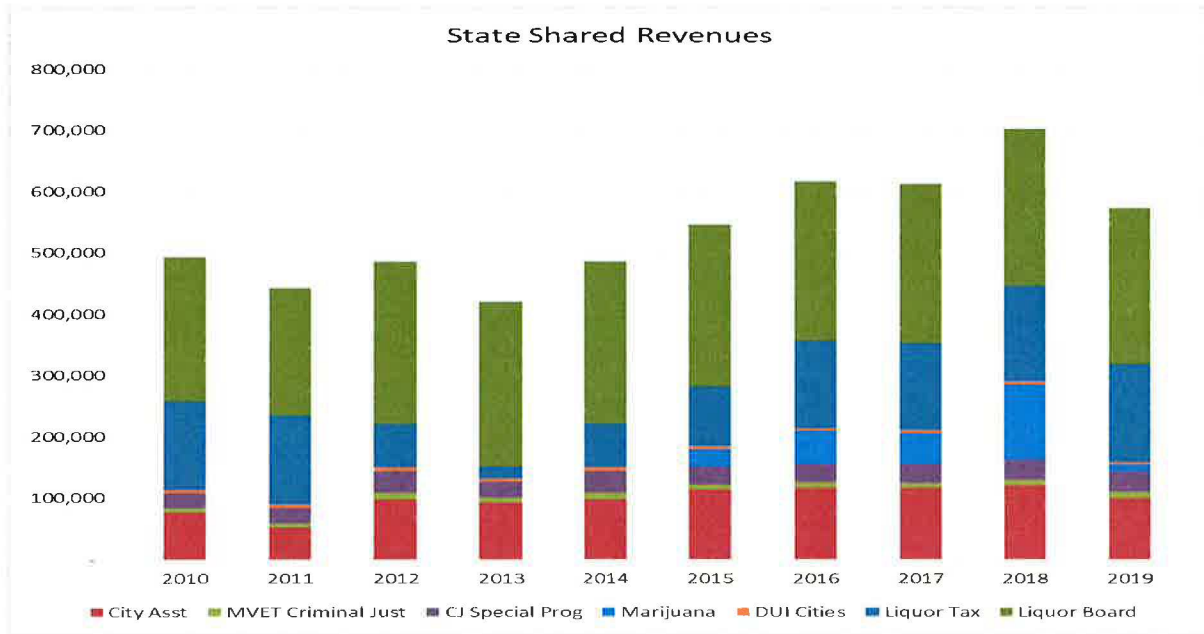
**B&O Taxes, Utility and Gambling Taxes**

**B&O/Utility Taxes**



| (500,000)     | 2010      | 2011      | 2012      | 2013      | 2014      | 2015      | 2016      | 2017      | 2018      | 2019      |
|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| ■ Gambling    | 79        | 31,197    | 19,714    | 26,270    | 21,807    | 32,760    | 31,952    | 32,423    | 80,000    | 85,000    |
| ■ Stormwater  | 136,417   | 129,294   | 137,803   | 141,654   | 145,655   | 201,583   | 424,123   | 454,634   | 455,000   | 456,885   |
| ■ Telephone   | 885,417   | 834,221   | 796,932   | 768,928   | 726,325   | 666,871   | 650,220   | 534,744   | 475,000   | 392,000   |
| ■ Cable       | 462,064   | 463,827   | 474,341   | 501,993   | 474,988   | 751,104   | 972,045   | 975,092   | 975,000   | 935,000   |
| ■ Solid Waste | 211,984   | 206,567   | 207,339   | 209,634   | 196,793   | 317,206   | 319,581   | 329,845   | 322,000   | 343,400   |
| ■ Natural Gas | 393,996   | 456,742   | 411,812   | 400,871   | 377,612   | 349,950   | 327,215   | 402,443   | 350,000   | 360,000   |
| ■ Electricity | 1,069,252 | 1,124,921 | 1,090,383 | 1,108,521 | 1,031,391 | 1,058,210 | 1,153,816 | 1,241,169 | 1,250,000 | 1,275,000 |
| ■ B&O         | 627,465   | 574,900   | 534,260   | 593,454   | 509,373   | 623,498   | 784,182   | 852,977   | 1,100,000 | 1,155,000 |

**State Shared Revenues**



State shared revenues expected in 2019 is approximately \$573,000 which is 2.4% of the General Fund Budgeted revenues. The State of Washington shares these revenues which from several sources and are often distributed on a per capital basis, although some shared revenues are distributed according to other criteria. As the state continues to address its budget challenges there is some risk the state may decide to withhold some or all of the above contributions it currently makes to cities.

**Fines & Forfeitures.** The 2019 budget for this revenue category is expected to decrease an estimated \$219,000, which is primarily attributed to the decline in “one-time” Red Light Running program revenue. The Red Light Running program issues tickets for violations for failure to stop at a red light and are legally treated similar to a parking ticket. The program generates \$1.5 million which is considered “on-going” revenues and therefore available to support “on-going” law enforcement expenditures. An additional \$500,000 is considered “one-time” revenues and therefore is available to support “one-time” public safety expenditures.

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

**SECTION 4:  
OPERATING EXPENDITURES  
BY DEPARTMENT**



**GENERAL FUND EXPENDITURE SUMMARY  
BY DEPARTMENT**

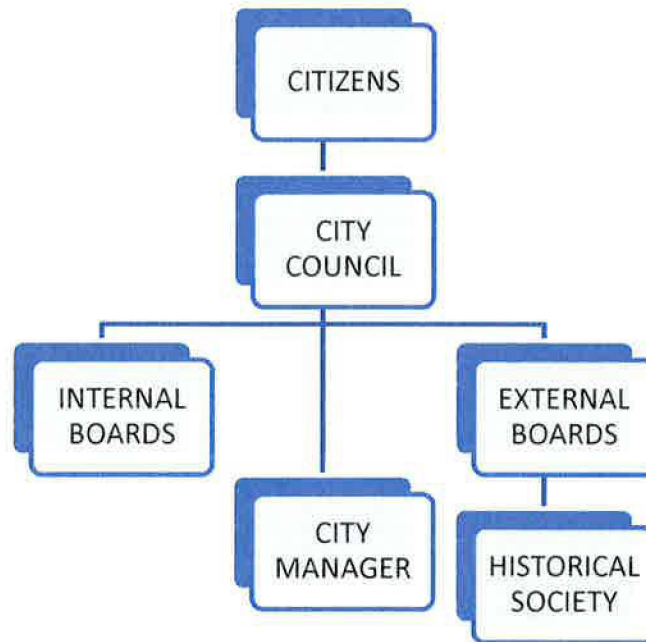
| <b>DEPARTMENT</b>        | <b>2015<br/>ACTUAL</b> | <b>2016<br/>ACTUAL</b> | <b>2017<br/>ACTUAL</b> | <b>2018<br/>BUDGET</b> | <b>2019<br/>BUDGET</b> |
|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| City Council             | 65,728                 | 80,810                 | 72,890                 | 95,148                 | 93,830                 |
| City Manager             | 1,008,237              | 966,005                | 1,275,600              | 1,178,806              | 2,132,116              |
| Finance & Technology     | 1,353,537              | 1,658,127              | 1,781,135              | 1,754,861              | 2,103,542              |
| Legal                    | 590,590                | 575,225                | 659,695                | 699,925                | 775,282                |
| Municipal Court          | 970,664                | 963,709                | 1,413,986              | 1,512,666              | 1,604,882              |
| Public Safety Services   | 639,664                | 729,685                | 752,516                | 968,037                | 1,179,606              |
| Police                   | 7,809,452              | 8,056,571              | 10,173,320             | 10,518,937             | 10,851,950             |
| Plan, Bldg & PW Admin    | 3,338,186              | 3,617,930              | 1,872,288              | 2,348,527              | 2,109,865              |
| Parks, Rec & Sr Services | 1,960,894              | 1,889,359              | 2,513,151              | 2,732,115              | 2,900,865              |
| Transfers Out            | 77,439                 | 722,436                | 960,192                | 1,950,588              | 909,439                |
| Total Operations         | 17,814,391             | 19,259,857             | 21,474,773             | 23,759,610             | 24,661,377             |
| Ending Fund Balance      | 1,339,266              | 4,440,724              | 5,532,545              | 1,311,583              | 4,760,254              |
| Total Expenditures       | 19,153,657             | 23,700,581             | 27,007,318             | 25,071,193             | 29,421,631             |

**GENERAL FUND EXPENDITURE SUMMARY  
BY CATEGORY**

| <b>CATEGORY</b>          | <b>2015<br/>ACTUAL</b> | <b>2016<br/>ACTUAL</b> | <b>2017<br/>ACTUAL</b> | <b>2018<br/>BUDGET</b> | <b>2019<br/>BUDGET</b> |
|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Salaries & Wages         | 9,074,160              | 9,312,651              | 9,157,942              | 9,808,873              | 10,249,314             |
| Personnel Benefits       | 3,340,003              | 3,297,385              | 3,078,332              | 3,412,719              | 3,966,094              |
| Supplies                 | 438,388                | 444,922                | 506,347                | 537,124                | 722,397                |
| Other Services & Charges | 4,827,256              | 5,441,091              | 7,763,256              | 8,018,606              | 8,752,133              |
| Capital Outlay           | 57,147                 | 41,374                 | 8,705                  | 31,700                 | 62,000                 |
| Transfers Out            | 77,439                 | 722,436                | 960,192                | 1,950,588              | 909,439                |
| Total Operations         | 17,814,394             | 19,259,860             | 21,474,772             | 23,759,610             | 24,661,377             |
| Ending Fund Balance      | 1,339,266              | 4,440,724              | 5,532,545              | 1,311,583              | 4,760,254              |
| Total Expenditures       | 19,153,660             | 23,700,584             | 27,007,317             | 25,071,193             | 29,421,631             |

## CITY COUNCIL

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



The City Council is responsible for:

Developing municipal policy and providing direction to the City Manager.

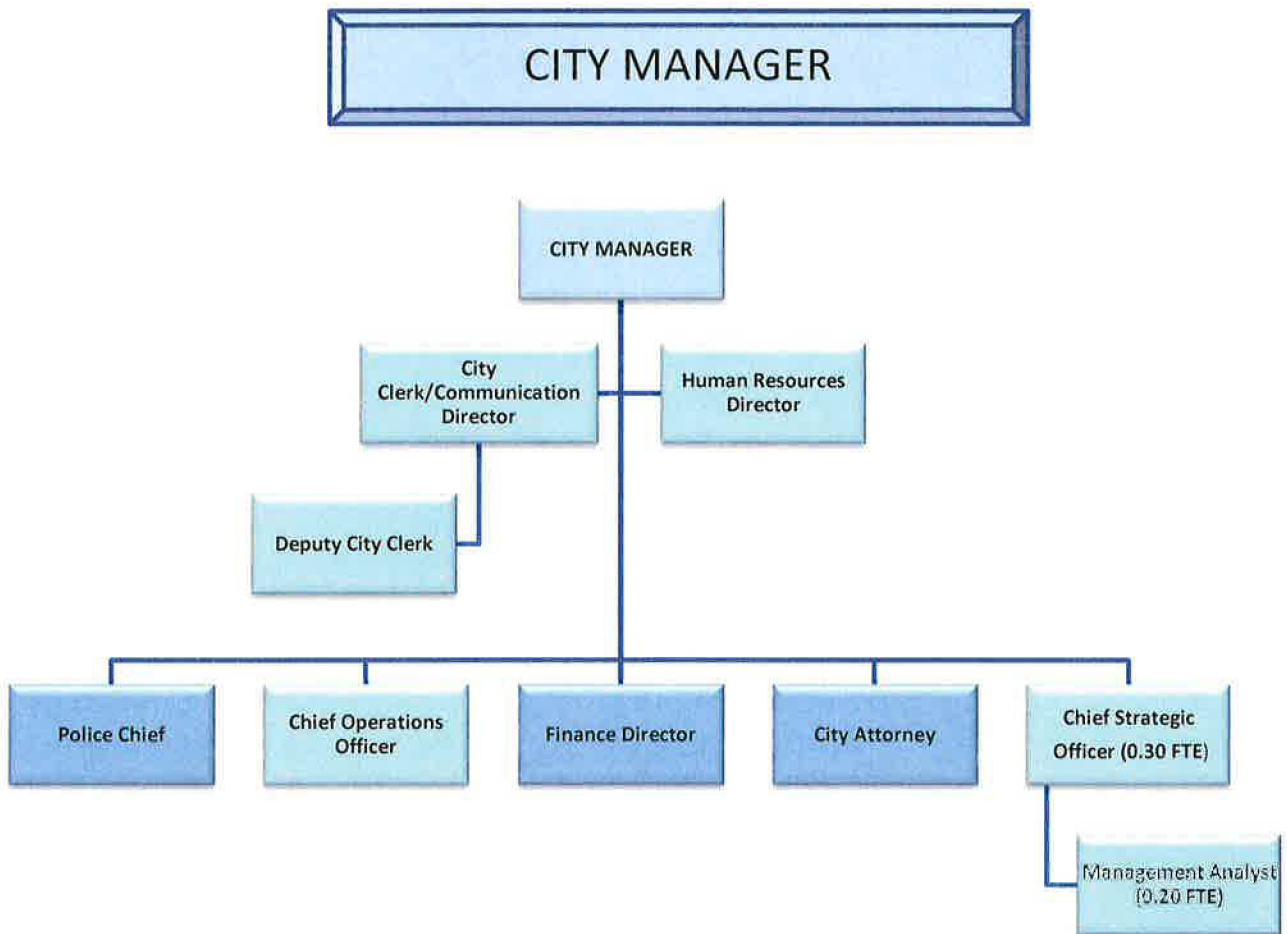
Overseeing municipal finances, approving contracts, acquisition and/or conveyance of land and other property, adoption and amendment of the city's Comprehensive Land Use Plan and exercising municipal legislative authority to continue provision of cost-effective municipal services.

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

## CITY COUNCIL EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Salaries & Wages         | 50,150         | 61,900         | 53,300         | 74,000         | 74,000         |
| Personnel Benefits       | 4,070          | 6,280          | 4,889          | 7,072          | 5,830          |
| Supplies                 | 1,954          | 2,750          | 3,426          | 1,530          | 1,530          |
| Other Services & Charges | 9,554          | 9,881          | 11,275         | 12,546         | 12,470         |
| Total Expenditures       | 65,728         | 80,811         | 72,890         | 95,148         | 93,830         |

| PERSONNEL SUMMARY   |             |             |             |             |             |
|---------------------|-------------|-------------|-------------|-------------|-------------|
| NUMBER OF EMPLOYEES |             |             |             |             |             |
| POSITION            | 2015        | 2016        | 2017        | 2018        | 2019        |
| Mayor               | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Council Member      | 6.00        | 6.00        | 6.00        | 6.00        | 6.00        |
| <b>Total</b>        | <b>7.00</b> | <b>7.00</b> | <b>7.00</b> | <b>7.00</b> | <b>7.00</b> |



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

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

The City Manager's office administers the following programs:

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

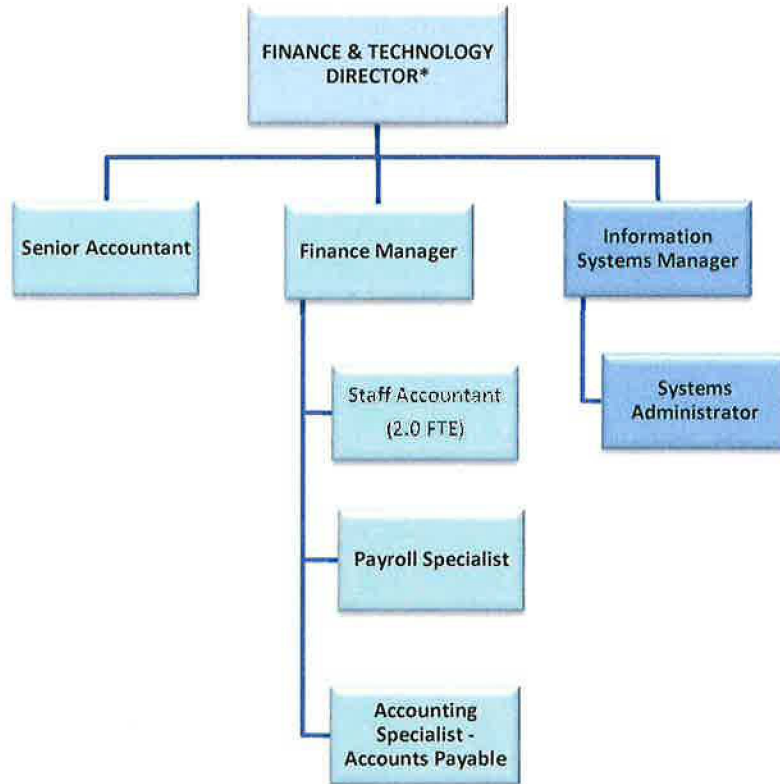


## CITY MANAGER EXPENDITURES

| CATEGORY                  | 2015<br>ACTUAL   | 2016<br>ACTUAL | 2017<br>ACTUAL   | 2018<br>BUDGET   | 2019<br>BUDGET   |
|---------------------------|------------------|----------------|------------------|------------------|------------------|
| Salaries & Wages          | 540,207          | 513,280        | 595,871          | 648,555          | 996,178          |
| Personnel Benefits        | 181,645          | 145,162        | 169,131          | 189,714          | 358,513          |
| Supplies                  | 7,765            | 9,361          | 12,878           | 18,590           | 34,590           |
| Other Services & Charges  | 278,620          | 298,202        | 497,721          | 321,947          | 742,835          |
| Transfers Out             | -                | -              | -                | -                | -                |
| <b>Total Expenditures</b> | <b>1,008,237</b> | <b>966,005</b> | <b>1,275,601</b> | <b>1,178,806</b> | <b>2,132,116</b> |

| PERSONNEL SUMMARY                 |             |             |             |             |             |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| NUMBER OF EMPLOYEES               |             |             |             |             |             |
| POSITION                          | 2015        | 2016        | 2017        | 2018        | 2019        |
| City Manager                      | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Chief Operations Officer          | -           | -           | 1.00        | 1.00        | 1.00        |
| Chief Strategic Officer           | -           | -           | -           | 0.30        | 0.30        |
| Emergency Management Director     | -           | -           | -           | -           | 1.00        |
| ACM/Economic Develop Director     | 1.00        | 1.00        | -           | -           | -           |
| ACM/Human Resource Mgr            | 1.00        | -           | -           | -           | -           |
| Human Resources Director          | -           | -           | -           | 1.00        | 1.00        |
| Human Resources Manager           | -           | 1.00        | 1.00        | -           | -           |
| City Clerk/Communication Director | -           | -           | 1.00        | 1.00        | 1.00        |
| City Clerk                        | 1.00        | 1.00        | -           | -           | -           |
| Deputy City Clerk                 | -           | -           | 1.00        | 1.00        | 1.00        |
| Public Records Specialist         | -           | -           | -           | -           | 1.00        |
| Management Analyst                | -           | -           | -           | 0.20        | 0.20        |
| Executive Asst/HR Technician      | 1.00        | 1.00        | -           | -           | -           |
| <b>Total</b>                      | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.50</b> | <b>7.50</b> |

# FINANCE & INFO TECHNOLOGY



The Finance Department is responsible for:

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

The Info Technology Department is responsible for:

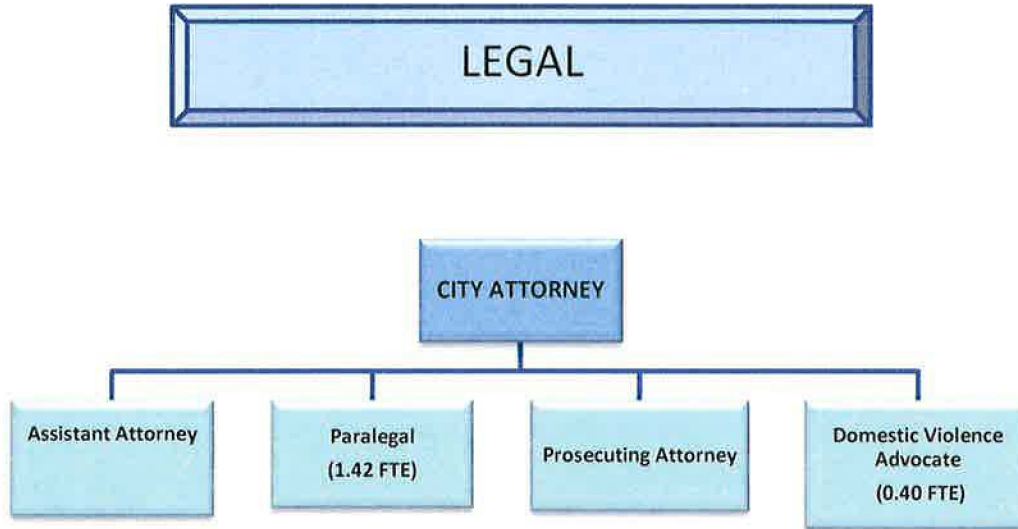
- Maintenance of all city computers, servers, and networks.
- Software maintenance services.
- Consulting and programming on new projects.
- Recovery of data and replacement of damaged hardware.

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

**FINANCE & INFO TECHNOLOGY DEPARTMENT EXPENDITURES**

| <b>CATEGORY</b>          | <b>2015<br/>ACTUAL</b> | <b>2016<br/>ACTUAL</b> | <b>2017<br/>ACTUAL</b> | <b>2018<br/>BUDGET</b> | <b>2019<br/>BUDGET</b> |
|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Salaries & Wages         | 657,547                | 684,595                | 751,652                | 796,259                | 873,466                |
| Personnel Benefits       | 236,274                | 231,697                | 237,611                | 260,655                | 298,409                |
| Supplies                 | 29,987                 | 61,379                 | 66,352                 | 77,500                 | 79,500                 |
| Other Services & Charges | 429,730                | 680,457                | 725,520                | 620,447                | 852,167                |
| Total Expenditures       | <u>1,353,538</u>       | <u>1,658,128</u>       | <u>1,781,135</u>       | <u>1,754,861</u>       | <u>2,103,542</u>       |

| <b>PERSONNEL SUMMARY</b>          |             |             |             |             |             |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|
| <b>NUMBER OF EMPLOYEES</b>        |             |             |             |             |             |
| <b>POSITION</b>                   | <b>2015</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> |
| Financial & Info Systems Director | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Finance Manager                   | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Senior Accountant                 | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Senior Accounting Specialist      | 0.50        | 0.50        | 0.50        | 0.50        | -           |
| Staff Accountant                  |             |             | 2.00        | 2.00        | 2.00        |
| Accounting Technician             | 1.00        | 1.00        | -           |             |             |
| Payroll & Benefits Specialist     | 1.00        | 1.00        | -           | -           | 1.00        |
| Acctg Specialist - Accts Payable  | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Information Services Manager      | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Systems Administrator             | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| <b>Total</b>                      | <b>8.50</b> | <b>8.50</b> | <b>8.50</b> | <b>8.50</b> | <b>9.00</b> |



The Legal Department provides the following services:

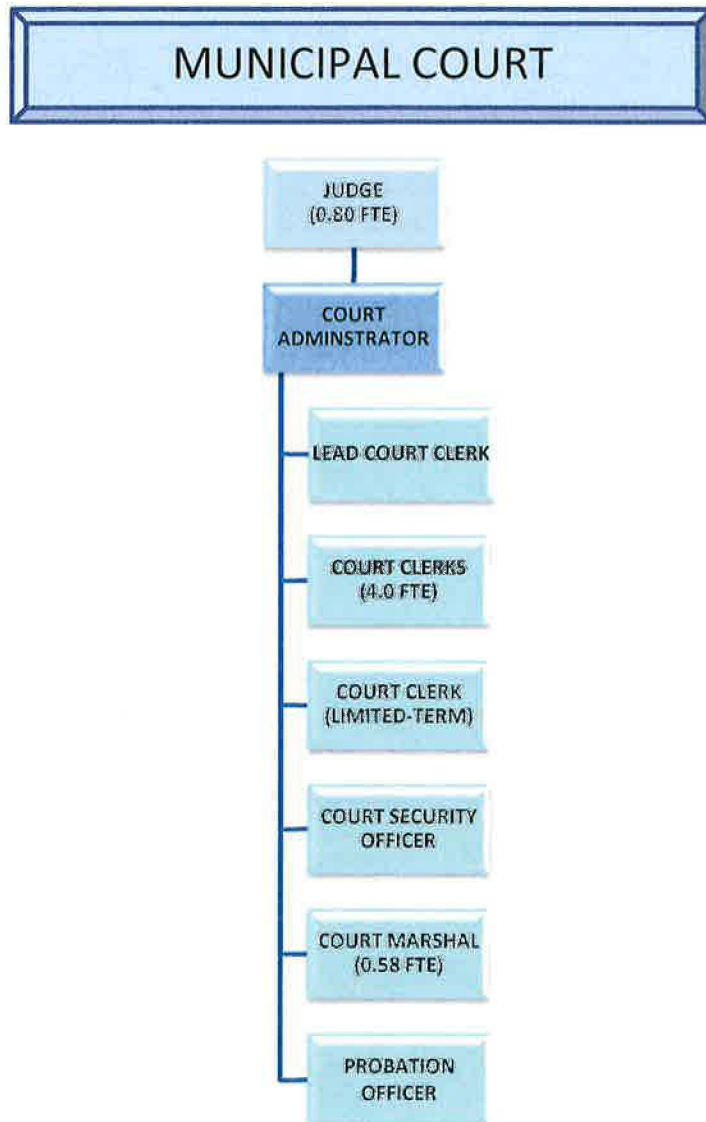
The City Attorney is the City's chief legal advisor and is responsible for counseling all city departments and the City Council and supervises all legal work assigned to outside counsel. The City Attorney attends all council meetings and executive sessions. The Legal Department provides support in all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



## LEGAL DEPARTMENT EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Salaries & Wages         | 411,969        | 385,786        | 412,980        | 442,719        | 476,098        |
| Personnel Benefits       | 131,656        | 112,633        | 129,074        | 134,977        | 174,850        |
| Supplies                 | 4,784          | 4,764          | 4,750          | 7,140          | 7,140          |
| Other Services & Charges | 42,181         | 72,042         | 112,891        | 115,089        | 117,194        |
| Total Expenditures       | 590,590        | 575,225        | 659,695        | 699,925        | 775,282        |

| PERSONNEL SUMMARY          |             |             |             |             |             |
|----------------------------|-------------|-------------|-------------|-------------|-------------|
| NUMBER OF EMPLOYEES        |             |             |             |             |             |
| POSITION                   | 2015        | 2016        | 2017        | 2018        | 2019        |
| City Attorney              | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Assistant City Attorney    | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Prosecuting Attorney       | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Domestic Violence Advocate | 0.15        | -           | 0.44        | 0.40        | 0.40        |
| Paralegals                 | 1.42        | 1.42        | 1.42        | 1.42        | 1.42        |
| <b>Total</b>               | <b>4.57</b> | <b>4.42</b> | <b>4.86</b> | <b>4.82</b> | <b>4.82</b> |



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

It has jurisdiction to hear:

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

The court contains the following programs:

- General Municipal Court
- Probation Services
- DUI Court Services

## MUNICIPAL COURT EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Salaries & Wages         | 564,718        | 623,788        | 741,479        | 791,783        | 863,245        |
| Personnel Benefits       | 213,427        | 212,764        | 276,675        | 319,646        | 330,441        |
| Supplies                 | 25,459         | 15,099         | 28,443         | 20,555         | 20,355         |
| Other Services & Charges | 132,560        | 112,057        | 367,388        | 380,682        | 390,841        |
| Capital Outlay           | 34,500         | -              | -              | -              | -              |
| Total Expenditures       | 970,664        | 963,708        | 1,413,985      | 1,512,666      | 1,604,882      |

| PERSONNEL SUMMARY        |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|
| NUMBER OF EMPLOYEES      |             |             |             |             |             |
| POSITION                 | 2015        | 2016        | 2017        | 2018        | 2019        |
| Judge                    | 0.80        | 0.80        | 0.80        | 0.80        | 0.80        |
| Court Administrator      | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Lead Court Clerk         | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Court Clerks             | 3.00        | 4.00        | 4.00        | 4.00        | 4.00        |
| Court Clerk (Extra Hire) | -           | -           | 0.50        | -           | -           |
| Court Marshal            | 0.60        | 0.50        | 0.58        | 0.58        | 0.58        |
| Court Security Officer   | 0.60        | 0.70        | 1.00        | 1.00        | 1.00        |
| Probation Officer        | 0.60        | 0.60        | 1.00        | 1.00        | 1.00        |
| <b>Total</b>             | <b>7.60</b> | <b>8.60</b> | <b>9.88</b> | <b>9.38</b> | <b>9.38</b> |

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

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## PUBLIC SAFETY CONTRACT SERVICES

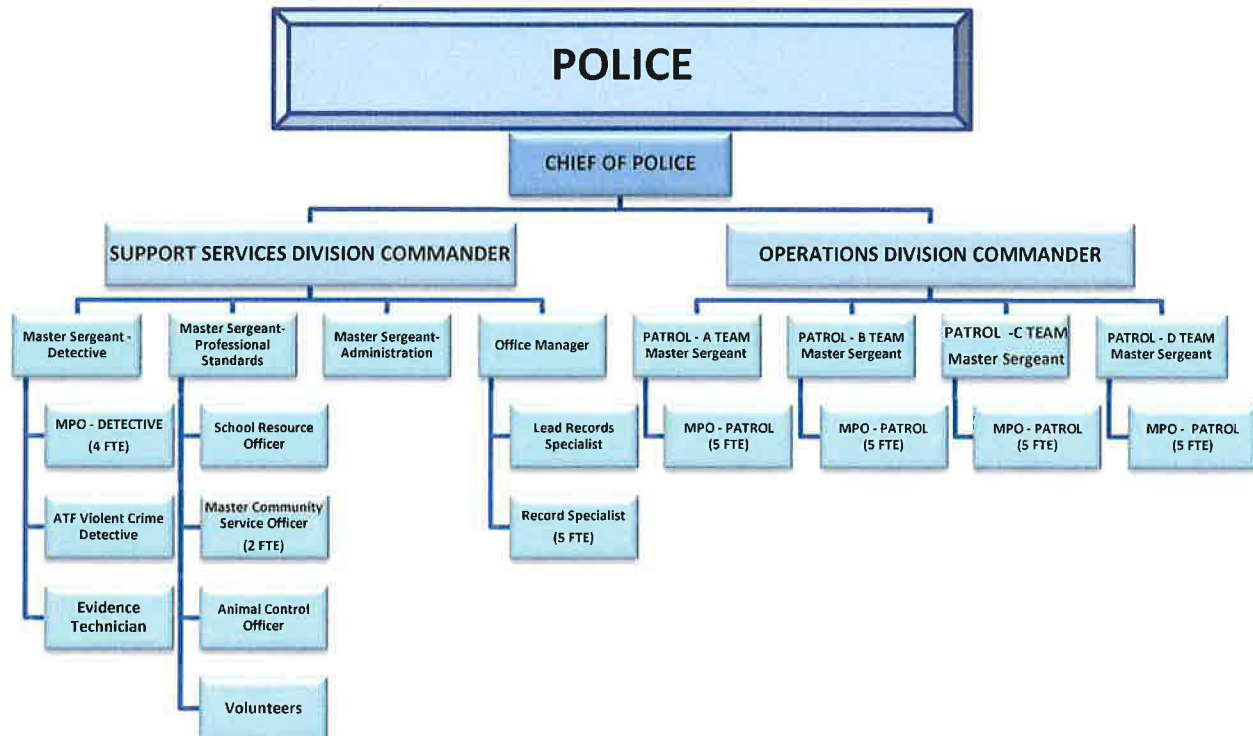
Includes contract costs that benefit the city as a whole and which are not attributable to any single department:

- Fire inspection & investigation activities.
- Jail services.
- Public Defender services.

### PUBLIC SAFETY CONTRACT SERVICES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Other Services & Charges | 639,664        | 729,685        | 752,516        | 968,037        | 1,179,606      |
| Total Expenditures       | 639,664        | 729,685        | 752,516        | 968,037        | 1,179,606      |





The Police Department is composed of the following Divisions:

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

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

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

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

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

**Automated Speed Enforcement.** This program promotes safety incentive by providing camera tickets those motorists speeding in two school zones.

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

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

## POLICE DEPARTMENT EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Salaries & Wages         | 4,250,614      | 4,300,403      | 4,757,712      | 4,994,463      | 5,046,020      |
| Personnel Benefits       | 1,662,966      | 1,655,985      | 1,673,682      | 1,767,436      | 2,056,307      |
| Supplies                 | 167,677        | 164,343        | 214,123        | 230,440        | 327,968        |
| Other Services & Charges | 1,728,195      | 1,935,841      | 3,527,804      | 3,526,598      | 3,421,655      |
| Total Expenditures       | 7,809,452      | 8,056,572      | 10,173,321     | 10,518,937     | 10,851,950     |

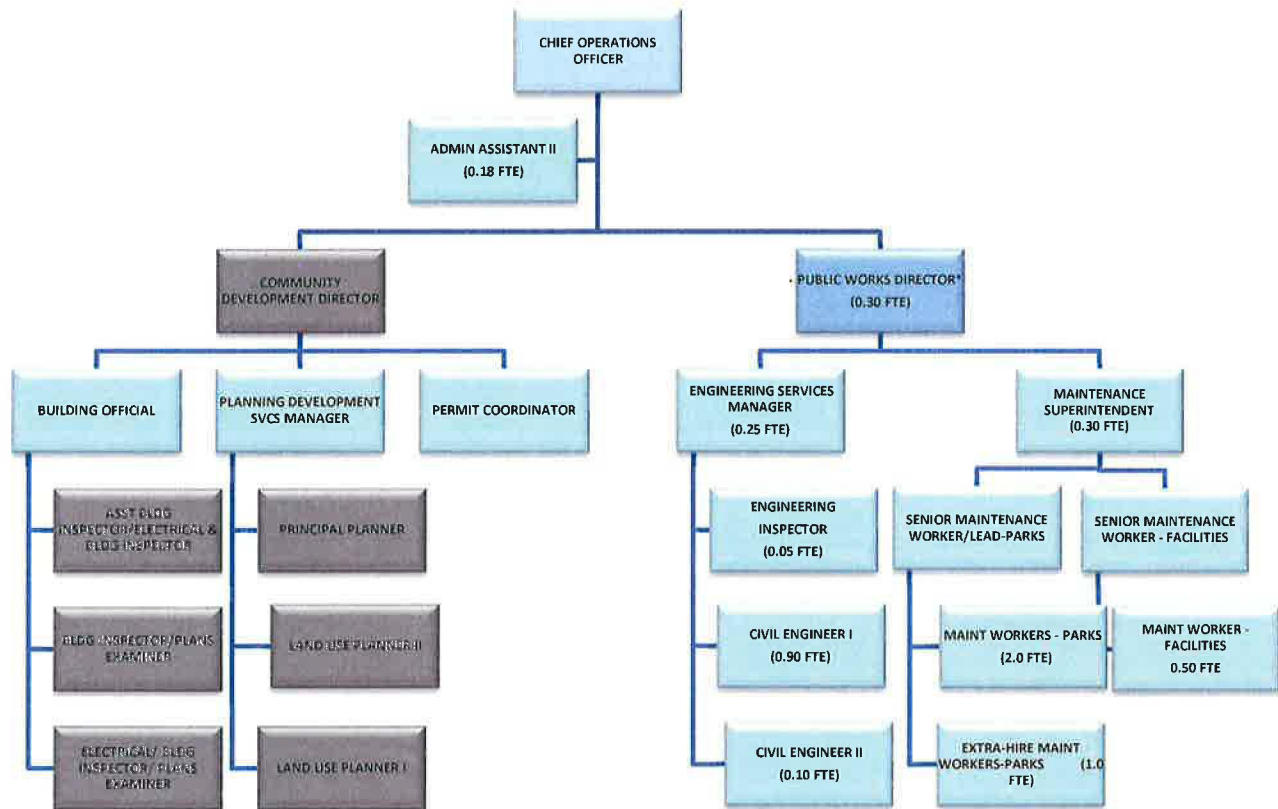
| PERSONNEL SUMMARY                |              |              |              |              |              |
|----------------------------------|--------------|--------------|--------------|--------------|--------------|
| NUMBER OF EMPLOYEES              |              |              |              |              |              |
| POSITION                         | 2015         | 2016         | 2017         | 2018         | 2019         |
| Chief of Police                  | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Assistant Chief of Police*       | -            | -            | -            | -            | -            |
| Commander                        | 2.00         | 2.00         | 2.00         | 2.00         | 2.00         |
| Master Sergeant/ Detective       | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| MPO/ Detectives                  | 4.00         | 4.00         | 5.00         | 4.00         | 4.00         |
| ATF Violent Crime/ Detectives    | -            | -            | -            | 1.00         | 1.00         |
| Master Sergeant/ Prof Standards  | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Master Sergeant/ Administrative  | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Master Sergeant/ Patrol          | 4.00         | 4.00         | 4.00         | 4.00         | 4.00         |
| MPO/ Patrol                      | 17.00        | 18.00        | 20.00        | 20.00        | 20.00        |
| Hire-Ahead / Patrol              | -            | -            | -            | 3.00         | 3.00         |
| School Resource Officer          | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Master Community Service Officer | 2.00         | 2.00         | 2.00         | 2.00         | 2.00         |
| Master Animal Control            | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Evidence Technician              | 0.80         | 1.00         | 1.00         | 1.00         | 1.00         |
| Office Manager                   | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Senior Secretary                 | 1.00         | 1.00         | -            | -            | -            |
| Lead Records Specialist          | -            | -            | 1.00         | 1.00         | 1.00         |
| Record Specialists               | 5.00         | 5.00         | 5.00         | 5.00         | 5.00         |
| <b>Total</b>                     | <b>42.80</b> | <b>44.00</b> | <b>47.00</b> | <b>50.00</b> | <b>50.00</b> |

\* Assistant Chief of Police Limited-term (5/01/2017-2/01/2018)

1.00

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

## PBPW TAX BASED



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

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

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

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

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

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

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

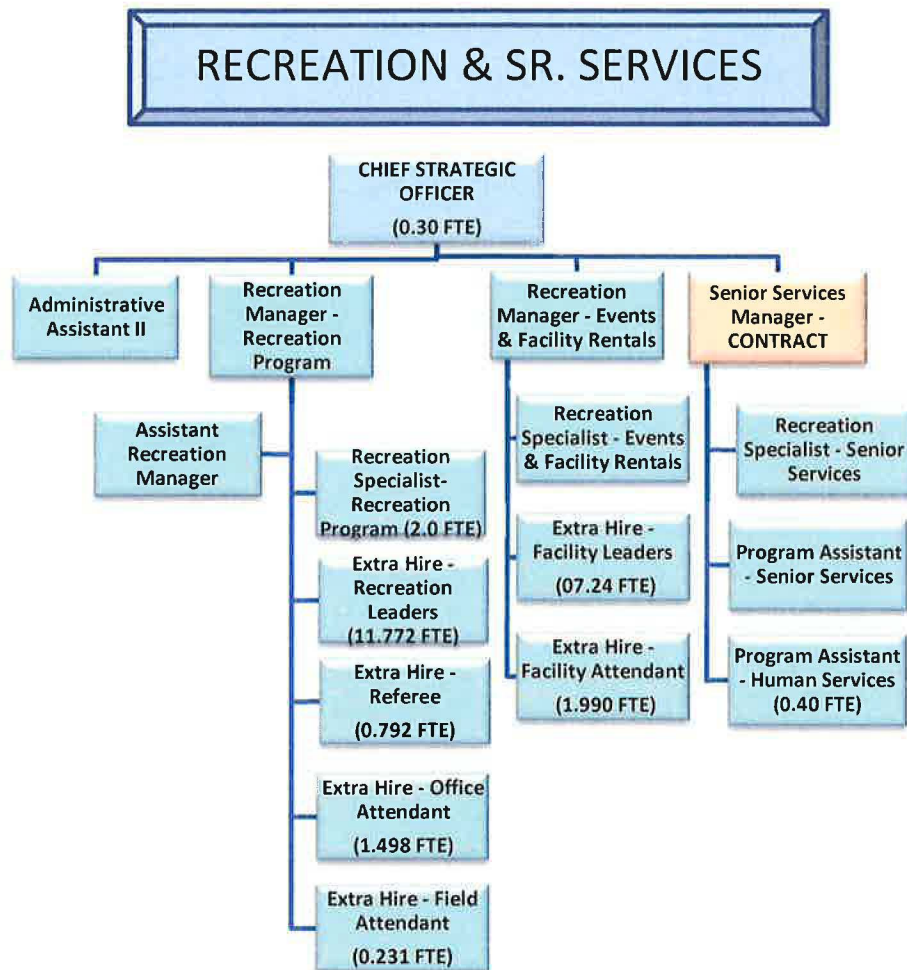


## PBPW TAX BASED DEPARTMENT EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL   | 2016<br>ACTUAL   | 2017<br>ACTUAL   | 2018<br>BUDGET   | 2019<br>BUDGET   |
|--------------------------|------------------|------------------|------------------|------------------|------------------|
| Salaries & Wages         | 1,670,159        | 1,816,705        | 785,314          | 875,929          | 858,056          |
| Personnel Benefits       | 643,155          | 683,564          | 289,801          | 342,450          | 385,923          |
| Supplies                 | 97,216           | 91,811           | 68,560           | 63,100           | 83,781           |
| Other Services & Charges | 916,753          | 984,476          | 719,908          | 1,040,348        | 775,105          |
| Capital Outlay           | 10,904           | 41,374           | 8,705            | 26,700           | 7,000            |
| Total Expenditures       | <u>3,338,187</u> | <u>3,617,930</u> | <u>1,872,288</u> | <u>2,348,527</u> | <u>2,109,865</u> |

| PERSONNEL SUMMARY   |              |              |              |              |              |
|---|--------------|--------------|--------------|--------------|--------------|
| NUMBER OF EMPLOYEES   |              |              |              |              |              |
| POSITION  | 2015         | 2016         | 2017         | 2018         | 2019         |
| <b>Administration</b>   |              |              |              |              |              |
| Plan, Bldg, PW Director   | 0.65         | 0.65         | -            | -            | -            |
| Admin Assistant II  | 0.60         | 0.60         | -            | -            | -            |
| GIS Administrator   | 0.30         | 0.30         | -            | -            | -            |
| CIP Manager   | 1.00         | 1.00         | -            | -            | -            |
| Code Enforcement  | 1.00         | -            | -            | -            | -            |
| <b>Planning, Building &amp; Permits</b>                         |              |              |              |              |              |
| Community Development Manager                                   | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Senior Planner  | 1.00         | 1.00         |              |              |              |
| Land Use Planner II   | 1.00         | 1.00         |              |              |              |
| Building Official   | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Asst Bldg Official/Electr & Bldg Inspector                      | 1.00         | 1.00         |              |              |              |
| Building Inspector/Plans Examiner                               | 1.00         | 1.00         |              |              |              |
| Electrical/Bldg Inspector/Plans Exam                            | 1.00         | 1.00         |              |              |              |
| Permit Coordinator  | 1.90         | 1.90         | 1.00         | 1.00         | 1.00         |
| Joint Minor Home Repair Program                                 | 0.10         | 0.10         |              |              |              |
| Office Assistant - Comm Development                             | 1.00         | 1.00         |              |              |              |
| <b>Public Works Maintenance (Building/Facility &amp; Parks)</b> |              |              |              |              |              |
| Public Works Director   | -            | -            | 0.10         | 0.10         | 0.10         |
| Maintenance Superintendent                                      | 0.30         | 0.30         | 0.30         | 0.30         | 0.30         |
| Senior Maint Worker-Facilities                                  | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Senior Maint Worker/Lead - Parks                                | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Maint Worker - Parks  | 2.00         | 2.00         | 2.00         | 2.00         | 2.00         |
| Maint Worker - Facilities                                       | -            | -            | 0.50         | 0.50         | 0.50         |
| Admin Assistant II  | -            | -            | 0.12         | 0.12         | 0.12         |
| Extra-Hire Maint Worker   | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| <b>Engineering &amp; CIP Services</b>                           |              |              |              |              |              |
| Public Works Director   | -            | -            | 0.20         | 0.20         | 0.20         |
| Transportation/Engineer Svcs Mgr                                | 0.90         | 0.90         | 0.25         | 0.25         | 0.25         |
| Assoc Transportation Engineer                                   | 1.00         | 1.00         | -            | -            | -            |
| Surface Water/Environ Engrng Mgr                                | 0.10         | 0.10         | -            | -            | -            |
| Engineering Inspector   | 1.00         | 1.00         | 0.05         | 0.05         | 0.05         |
| Civil Engineer I  | 1.00         | 1.00         | 0.90         | 0.90         | 0.90         |
| Civil Engineer II   | 1.00         | 1.00         | 0.10         | 0.10         | 0.10         |
| Admin Assistant II  | 0.15         | 0.15         | 0.06         | 0.06         | 0.06         |
| <b>Total</b>  | <b>24.00</b> | <b>23.00</b> | <b>10.58</b> | <b>10.58</b> | <b>10.58</b> |





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

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

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

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

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

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

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

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

**PARKS, RECREATION AND SENIOR SERVICES DEPT EXPENDITURES**

| <b>CATEGORY</b>           | <b>2015<br/>ACTUAL</b> | <b>2016<br/>ACTUAL</b> | <b>2017<br/>ACTUAL</b> | <b>2018<br/>BUDGET</b> | <b>2019<br/>BUDGET</b> |
|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Salaries & Wages          | 928,796                | 926,194                | 1,059,634              | 1,185,165              | 1,062,251              |
| Personnel Benefits        | 266,810                | 249,300                | 297,469                | 390,769                | 355,821                |
| Supplies                  | 103,546                | 95,415                 | 107,815                | 118,269                | 167,533                |
| Other Services & Charges  | 649,999                | 618,450                | 1,048,233              | 1,032,912              | 1,260,260              |
| Capital Outlay            | 11,743                 | -                      | -                      | 5,000                  | 55,000                 |
| <b>Total Expenditures</b> | <b>1,960,894</b>       | <b>1,889,359</b>       | <b>2,513,151</b>       | <b>2,732,115</b>       | <b>2,900,865</b>       |

| <b>PERSONNEL SUMMARY</b>             |              |              |              |              |              |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|
| <b>NUMBER OF EMPLOYEES</b>           |              |              |              |              |              |
| <b>POSITION</b>                      | <b>2015</b>  | <b>2016</b>  | <b>2017</b>  | <b>2018</b>  | <b>2019</b>  |
| Chief Strategic Officer              | -            | -            | -            | 0.30         | 0.30         |
| Parks, Rec & Sr Services Director    | 1.00         | 1.00         | 1.00         | 1.00         | -            |
| Administrative Assistant II          | 2.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| <b>Recreation Program</b>            |              |              |              |              |              |
| Recreation Coordinator               | 1.00         | 1.00         | 1.00         | -            | -            |
| Recreation Manager                   |              |              |              | 1.00         | 1.00         |
| Office Specialist                    | 1.00         | 1.00         | 1.00         | -            | -            |
| Office Manager I                     | -            | -            | -            | 1.00         | 1.00         |
| Recreation Specialist                | 0.76         | 1.45         | 1.45         | 2.00         | 2.00         |
| Extra-Hire Recreation Leader         | 5.62         | 5.57         | 5.57         | 8.99         | 8.99         |
| Extra-Hire Referees/Sport Leaders    |              |              | 0.15         | 1.06         | 1.06         |
| Extra-Hire Office Attendant          | 3.63         | 3.51         | 3.51         | 1.23         | 1.23         |
| <b>Events and Facilities Rental</b>  |              |              |              |              |              |
| Recreation Coordinator               | 1.00         | 1.00         | 1.00         | -            | -            |
| Recreation Manager                   | -            | -            | -            | 1.00         | 1.00         |
| Recreation Specialist                | -            | 0.72         | 0.72         | 1.00         | 1.00         |
| Extra-Hire Recreation Leader         | 0.51         | 0.27         | 0.27         | 0.72         | 0.72         |
| Extra-Hire Recreation Attendant      | 1.33         | 1.62         | 1.62         | 1.99         | 1.99         |
| <b>Senior Services &amp; Program</b> |              |              |              |              |              |
| Senior Services Manager              | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Recreation Coordinator               | 1.00         | 1.00         | -            | -            | -            |
| Recreation Specialist                | -            | -            | 0.72         | 1.00         | 1.00         |
| Program Assistant                    | 0.50         | 0.50         | 0.50         | 0.50         | 0.50         |
| Program Assistant - Human Services   | -            | -            | -            | 0.40         | 0.40         |
| Exercise Instructor                  | 0.20         | 0.20         | -            | -            | -            |
| <b>Total</b>                         | <b>20.55</b> | <b>20.84</b> | <b>20.51</b> | <b>25.19</b> | <b>24.19</b> |

## GENERAL FUND INTERFUND TRANSFERS

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

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

### GENERAL FUND INTERFUND TRANSFERS

| CATEGORY           | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------|----------------|----------------|----------------|----------------|----------------|
| Transfers Out      | 77,439         | 722,436        | 960,192        | 1,950,588      | 909,439        |
| Total Expenditures | 77,439         | 722,436        | 960,192        | 1,950,588      | 909,439        |

# SECTION 5: BUDGET BY FUND

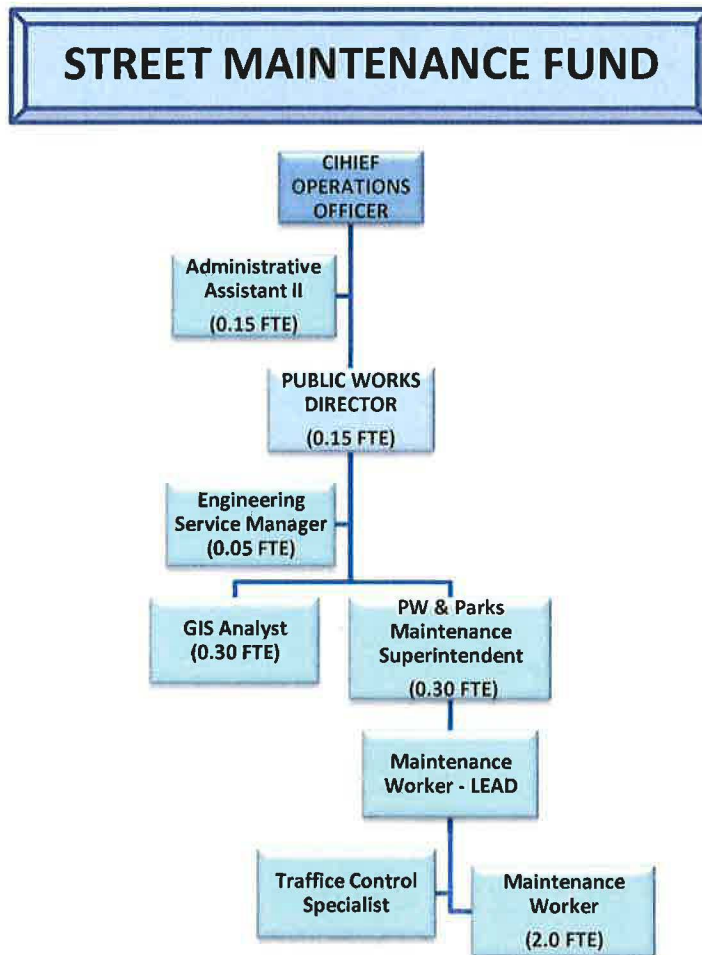


SPECIAL

REVENUE

FUNDS

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



The Street Maintenance Fund contains the following programs:

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

| PERSONNEL SUMMARY              |             |             |             |             |             |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
| NUMBER OF EMPLOYEES            |             |             |             |             |             |
| POSITION                       | 2015        | 2016        | 2017        | 2018        | 2019        |
| Plan, Bldg, PW Director        | 0.15        | 0.15        | 0.15        | -           | -           |
| Public Works Director          | -           | -           | -           | 0.15        | 0.15        |
| Engineering Service Manager    | -           | 0.10        | 0.10        | 0.05        | 0.05        |
| GIS Analyst                    | 0.10        | 0.30        | 0.30        | 0.30        | 0.30        |
| Maintenance Superintendent     | 0.25        | 0.30        | 0.30        | 0.30        | 0.30        |
| Senior Maintenance Worker Lead | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Maintenance Worker             | 2.00        | 2.00        | 2.00        | 2.00        | 2.00        |
| Traffic Control Specialist     | 0.70        | 1.00        | 1.00        | 1.00        | 1.00        |
| Administrative Assistant II    | 0.05        | 0.05        | 0.05        | 0.15        | 0.15        |
| <b>Total</b>                   | <b>4.25</b> | <b>4.90</b> | <b>4.90</b> | <b>4.95</b> | <b>4.95</b> |

## STREET MAINTENANCE FUND REVENUES

| CATEGORY                | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|-------------------------|----------------|----------------|----------------|----------------|----------------|
| Taxes                   | 32,968         | 454,352        | 534,431        | 566,360        | 467,735        |
| Intergovernmental       | 633,558        | 680,739        | 694,774        | 713,785        | 725,873        |
| Charges for Services    | 434,778        | 479,150        | 451,581        | 440,000        | 440,000        |
| Miscellaneous Revenues  | 19,350         | 6,256          | 4,542          | 1,000          | 5,000          |
| Other Financing Sources | -              | -              | 284            | -              | -              |
| Transfers In            | 133,838        | 29,929         | 16,419         | 45,000         | 45,000         |
| Total Revenues          | 1,254,492      | 1,650,426      | 1,702,031      | 1,766,145      | 1,683,608      |
| Beginning Fund Balance  | 264,628        | 273,873        | 563,269        | 554,270        | 771,356        |
| Total Resources         | 1,519,119      | 1,924,299      | 2,265,300      | 2,320,415      | 2,454,964      |

## STREET MAINTENANCE FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Salaries & Wages         | 340,316        | 345,201        | 329,269        | 362,761        | 363,375        |
| Personnel Benefits       | 126,028        | 122,366        | 125,726        | 154,854        | 165,630        |
| Supplies                 | 73,620         | 73,643         | 79,413         | 86,300         | 95,213         |
| Other Services & Charges | 680,555        | 819,820        | 1,039,235      | 1,011,022      | 1,053,665      |
| Transfers Out            | 657            | 0              | -              | -              | -              |
| Total Operations         | 1,221,176      | 1,361,030      | 1,573,643      | 1,614,937      | 1,677,883      |
| Ending Fund Balance      | 273,873        | 563,269        | 691,657        | 705,478        | 777,081        |
| Total Expenditures       | 1,495,049      | 1,924,299      | 2,265,300      | 2,320,415      | 2,454,964      |



## ARTERIAL STREET PAVEMENT

The Arterial Street Fund contains the following programs:

- Street pavement preservation
- Reconstruction of street pavement

### FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| Licenses & Permits     | -              | -              | 527,397        | 670,000        | 605,800        |
| Miscellaneous Revenues | -              | 463            | 4,902          | -              | 6,000          |
| Transfers In           | -              | 211,683        | 595,716        | 455,000        | 472,000        |
| Total Revenues         | -              | 212,146        | 1,128,015      | 1,125,000      | 1,083,800      |
| Beginning Fund Balance | -              | -              | 212,146        | 1,005,361      | 1,071,232      |
| Total Resources        | -              | 212,146        | 1,340,161      | 2,130,361      | 2,155,032      |

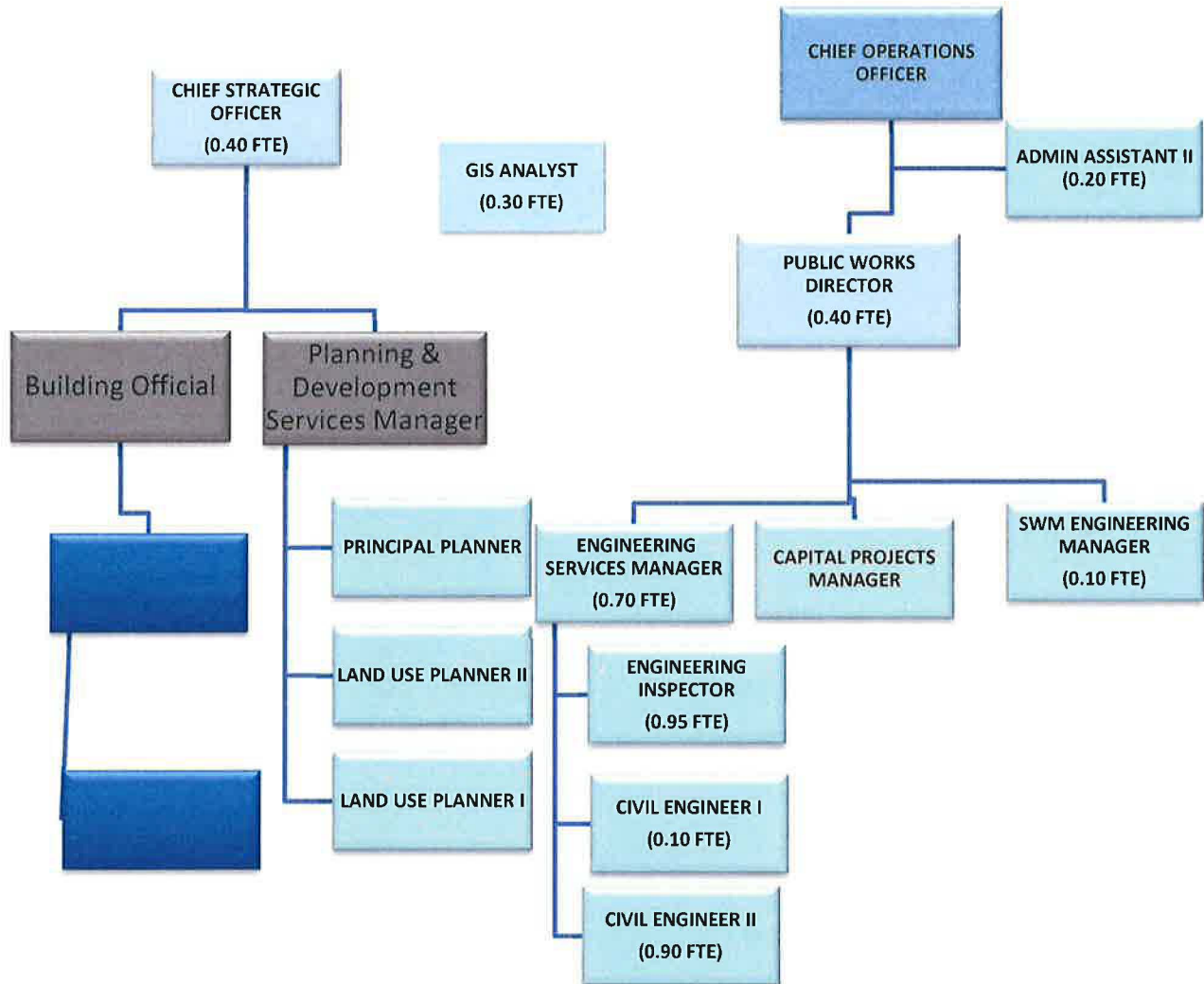
### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Other Services & Charges | -              | -              | 232,389        | 1,310,413      | 926,000        |
| Transfers Out            | -              | -              | -              | -              | -              |
| Total Operations         | -              | -              | 232,389        | 1,310,413      | 926,000        |
| Ending Fund Balance      | -              | 212,146        | 1,107,772      | 819,948        | 1,229,032      |
| Total Expenditures       | -              | 212,146        | 1,340,161      | 2,130,361      | 2,155,032      |

# DEVELOPMENT FUND

Included in this section's info.

Reporting structure only. Info excluded from this section.



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

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

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

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

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

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

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

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

| PERSONNEL SUMMARY                          |          |          |          |              |              |
|--|----------|----------|----------|--------------|--------------|
| NUMBER OF EMPLOYEES                        |          |          |          |              |              |
| POSITION                                   | 2015     | 2016     | 2017     | 2018         | 2019         |
| <b>Planning, Building &amp; Permits</b>    |          |          |          |              |              |
| Chief Strategic Officer                    | -        | -        | -        | 0.40         | 0.40         |
| Community Development Director             | -        | -        | -        | -            | 1.00         |
| Senior Planner                             | -        | -        | -        | 1.00         | 1.00         |
| Land Use Planner II                        | -        | -        | -        | 1.00         | 1.00         |
| Land Use Planner I                         | -        | -        | -        | 1.00         | 1.00         |
| Asst Bldg Official/Electr & Bldg Inspector | -        | -        | -        | 1.00         | 1.00         |
| Building Inspector/Plans Examiner          | -        | -        | -        | 1.00         | 1.00         |
| Electrical/Bldg Inspector/Plans Exam       | -        | -        | -        | 1.00         | 1.00         |
| Building Inspector                         | -        | -        | -        | 1.00         | 1.00         |
| Permit Coordinator                         | -        | -        | -        | 0.95         | 0.95         |
| Joint Minor Home Repair Program            | -        | -        | -        | 0.05         | 0.05         |
| GIS Analyst                                | -        | -        | -        | 0.15         | 0.15         |
| <b>Engineering &amp; CIP Services</b>      |          |          |          |              |              |
| Public Works Director                      | -        | -        | -        | 0.40         | 0.40         |
| Transportation/Engineer Svcs Mgr           | -        | -        | -        | 0.70         | 0.70         |
| Surface Water/Environ Engrng Mgr           | -        | -        | -        | 0.10         | 0.10         |
| Engineering Inspector                      | -        | -        | -        | 0.95         | 0.95         |
| Civil Engineer I                           | -        | -        | -        | 0.10         | 0.10         |
| Civil Engineer II                          | -        | -        | -        | 0.90         | 0.90         |
| GIS Analyst                                | -        | -        | -        | 0.15         | 0.15         |
| CIP Manager                                | -        | -        | -        | 1.00         | 1.00         |
| Admin Assistant II                         | -        | -        | -        | 0.20         | 0.20         |
| <b>Total</b>                               | <b>-</b> | <b>-</b> | <b>-</b> | <b>13.05</b> | <b>14.05</b> |



## DEVELOPMENT FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| Licenses & Permits     | -              | -              | 1,825,168      | 1,140,000      | 1,448,300      |
| Intergovernmental      | -              | -              | 68,455         | 76,360         | 76,330         |
| Charges for Services   | -              | -              | 1,664,923      | 1,142,650      | 1,376,712      |
| Miscellaneous Revenues | -              | -              | 10,811         | 9,000          | 5,400          |
| Transfers In           | -              | -              | -              | -              | -              |
| Total Revenues         | -              | -              | 3,569,357      | 2,368,010      | 2,906,742      |
| Beginning Fund Balance | -              | -              | 1,507,685      | 1,868,569      | 4,446,615      |
| Total Resources        | -              | -              | 5,077,042      | 4,236,579      | 7,353,357      |

## DEVELOPMENT FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Salaries & Wages         | -              | -              | 1,116,330      | 1,255,389      | 1,544,254      |
| Personnel Benefits       | -              | -              | 441,672        | 526,856        | 632,798        |
| Supplies                 | -              | -              | 33,256         | 24,763         | 26,822         |
| Other Services & Charges | -              | -              | 615,888        | 739,459        | 789,517        |
| Total Operations         | -              | -              | 2,207,146      | 2,546,467      | 2,993,391      |
| Ending Fund Balance      | -              | -              | 2,869,893      | 1,690,112      | 4,359,966      |
| Total Expenditures       | -              | -              | 5,077,039      | 4,236,579      | 7,353,357      |

## POLICE DRUG SEIZURE FUND

The Police Drug Seizure Fund contains the following programs:

- Drug crime prevention
- K-9 Activities

### FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL       | 2016<br>ACTUAL       | 2017<br>ACTUAL       | 2018<br>BUDGET      | 2019<br>BUDGET       |
|------------------------|----------------------|----------------------|----------------------|---------------------|----------------------|
| Intergovernmental      | 23,624               | -                    | -                    | -                   | -                    |
| Miscellaneous Revenues | 2,015                | 34                   | 70                   | 1,000               | 1,000                |
| Total Revenues         | <u>25,639</u>        | <u>34</u>            | <u>70</u>            | <u>1,000</u>        | <u>1,000</u>         |
| Beginning Fund Balance | 9,475                | 12,270               | 12,304               | 7,385               | 10,446               |
| Total Resources        | <u><u>35,114</u></u> | <u><u>12,304</u></u> | <u><u>12,374</u></u> | <u><u>8,385</u></u> | <u><u>11,446</u></u> |

### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL       | 2016<br>ACTUAL       | 2017<br>ACTUAL       | 2018<br>BUDGET      | 2019<br>BUDGET       |
|--------------------------|----------------------|----------------------|----------------------|---------------------|----------------------|
| Supplies                 | -                    | -                    | -                    | 500                 | 500                  |
| Other Services & Charges | 60                   | -                    | -                    | 500                 | 500                  |
| Capital Outlay           | 22,784               | -                    | -                    | -                   | -                    |
| Total Operations         | <u>22,844</u>        | <u>-</u>             | <u>-</u>             | <u>1,000</u>        | <u>1,000</u>         |
| Ending Fund Balance      | 12,270               | 12,304               | 12,374               | 7,385               | 10,446               |
| Total Expenditures       | <u><u>35,114</u></u> | <u><u>12,304</u></u> | <u><u>12,374</u></u> | <u><u>8,385</u></u> | <u><u>11,446</u></u> |

## HOTEL/MOTEL TAX FUND

The Hotel/Motel Tax Fund contains the following programs:

- Tourist Promotion
- Tourism-related facility maintenance

### FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| Taxes                  | 27,677         | 83,113         | 116,281        | 105,000        | 100,000        |
| Charges for Services   | -              | 20,000         | 1,260          | 28,000         | 28,000         |
| Total Revenues         | 27,677         | 103,113        | 117,541        | 133,000        | 128,000        |
| Beginning Fund Balance | 8,375          | 9,806          | 17,588         | 6,875          | (3,491)        |
| Total Resources        | 36,052         | 112,919        | 135,129        | 139,875        | 124,509        |

### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Salaries & Wages         |                |                |                |                |                |
| Personnel Benefits       |                |                |                |                |                |
| Supplies                 | -              | -              | 24,000         | 0              | 2,000          |
| Other Services & Charges | 26,246         | 95,331         | 135,457        | 112,000        | 48,000         |
| Total Operations         | 26,246         | 95,331         | 159,457        | 112,000        | 50,000         |
| Ending Fund Balance      | 9,806          | 17,588         | (24,328)       | 27,875         | 74,509         |
| Total Expenditures       | 36,052         | 112,919        | 135,129        | 139,875        | 124,509        |

## REDONDO ZONE FUND

The Redondo Zone Fund contains the following programs:

- Zone maintenance
- Zone parking
- Zone vegetation

### FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| Intergovernmental      | 22,469         | -              | -              | -              | -              |
| Fines & Forfeitures    | 2,160          | 964            | 1,631          | 750            | 3,000          |
| Miscellaneous Revenues | 73,877         | 48,769         | 89,331         | 60,120         | 90,150         |
| Transfers In           | 2,729          | 21,000         | 20,000         | -              | -              |
| Total Revenues         | 101,235        | 70,733         | 110,962        | 60,870         | 93,150         |
| Beginning Fund Balance | -              | 22,063         | 18,753         | 22,545         | 36,433         |
| Total Resources        | 101,235        | 92,796         | 129,715        | 83,415         | 129,583        |

### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Salaries & Wages         | -              | -              | 8,956          | -              | -              |
| Personnel Benefits       | -              | -              | 1,328          | -              | -              |
| Supplies                 | 5,085          | 5,606          | 9,647          | 5,100          | 9,000          |
| Other Services & Charges | 74,087         | 68,437         | 94,130         | 64,753         | 63,789         |
| Total Operations         | 79,172         | 74,043         | 114,061        | 69,853         | 72,789         |
| Ending Fund Balance      | 22,063         | 18,753         | 15,654         | 13,562         | 56,794         |
| Total Expenditures       | 101,235        | 92,796         | 129,715        | 83,415         | 129,583        |



## WATERFRONT ZONE FUND

The Waterfront Zone Fund:

The purpose of this fund is to provide public access to the fishing pier, Beach Park waterfront area and related parking lots, and space on the upland areas not designated as part of the Marina.

### FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| Fines & Forfeitures    | -              | -              | 898            | 1,000          | 4,000          |
| Miscellaneous Revenues | -              | -              | 98,952         | 275,000        | 194,600        |
| Transfers In           |                |                | 20,000         |                | -              |
| Total Revenues         | -              | -              | 119,850        | 276,000        | 198,600        |
| Beginning Fund Balance | -              | -              | -              | 16,392         | 190,729        |
| Total Resources        | -              | -              | 119,850        | 292,392        | 389,329        |

### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Salaries & Wages         | -              | -              | 4,617          | -              | -              |
| Personnel Benefits       | -              | -              | 762            | -              | -              |
| Supplies                 | -              | -              | 22,968         | 5,000          | 10,000         |
| Other Services & Charges | -              | -              | 73,695         | 153,938        | 175,729        |
| Total Operations         | -              | -              | 102,042        | 158,938        | 185,729        |
| Ending Fund Balance      |                |                | 17,808         | 133,454        | 203,600        |
| Total Expenditures       | -              | -              | 119,850        | 292,392        | 389,329        |

## PBPW AUTOMATION FEE FUND

The PBPW Automation Fee Fund:

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

### FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| Charges for Services   | 22,985         | 172,920        | 199,888        | 100,000        | 100,000        |
| Total Revenues         | 22,985         | 172,920        | 199,888        | 100,000        | 100,000        |
| Beginning Fund Balance | -              | 22,985         | 96,179         | 181,446        | 295,895        |
| Total Resources        | 22,985         | 195,905        | 296,067        | 281,446        | 395,895        |

### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Supplies                 | -              | 3,000          | 4,721          | -              | -              |
| Other Services & Charges | -              | 96,726         | 96,673         | 95,778         | 90,881         |
| Total Operations         | -              | 99,726         | 101,394        | 95,778         | 90,881         |
| Ending Fund Balance      | 22,985         | 96,179         | 194,673        | 185,668        | 305,014        |
| Total Expenditures       | 22,985         | 195,905        | 296,067        | 281,446        | 395,895        |

## URBAN FORESTRY FUND

### The Urban Forestry Fund:

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

### FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| Charges for Services   | -              | -              | -              | 10,000         | 10,000         |
| Total Revenues         | -              | -              | -              | 10,000         | 10,000         |
| Beginning Fund Balance | -              | -              | -              | -              | 10,000         |
| Total Resources        | -              | -              | -              | 10,000         | 20,000         |

### FUND EXPENDITURES

| CATEGORY            | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|---------------------|----------------|----------------|----------------|----------------|----------------|
| Supplies            | -              | -              | -              | 5,000          | 5,000          |
| Total Operations    | -              | -              | -              | 5,000          | 5,000          |
| Ending Fund Balance | -              | -              | -              | 5,000          | 15,000         |
| Total Expenditures  | -              | -              | -              | 10,000         | 20,000         |

## ABATEMENT FUND

The Abatement Fund:

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

### FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| Charges for Services   | 700            | -              | 297            | -              | -              |
| Fines & Forfeitures    | 650            | -              | 1,531          | 500            | 500            |
| Miscellaneous Revenues | -              | -              | 1,600          | -              | 4,800          |
| Transfers In           | -              | 25,000         | -              | -              | -              |
| Total Revenues         | 1,350          | 25,000         | 3,428          | 500            | 5,300          |
| Beginning Fund Balance | -              | 1,350          | 19,121         | 5,208          | 25,760         |
| Total Resources        | 1,350          | 26,350         | 22,549         | 5,708          | 31,060         |

### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Other Services & Charges | -              | 7,229          | 15,889         | 200            | 200            |
| Total Operations         | -              | 7,229          | 15,889         | 200            | 200            |
| Ending Fund Balance      | 1,350          | 19,121         | 6,660          | 5,508          | 30,860         |
| Total Expenditures       | 1,350          | 26,350         | 22,549         | 5,708          | 31,060         |



## AUTOMATED SPEED ENFORCE FUND

The Automated Speed Enforcement Fund contains the following programs:

- ASE program administration
- Program maintenance

### FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| Charges for Services   | 310            | 3,550          | 305            | -              | -              |
| Fines & Forfeitures    | 361,556        | 377,010        | 384,359        | 350,000        | 350,000        |
| Miscellaneous Revenues | 283            | 3,203          | 3,649          | -              | -              |
| Transfers In           |                | -              | 19,000         |                |                |
| Total Revenues         | 362,149        | 383,763        | 407,313        | 350,000        | 350,000        |
| Beginning Fund Balance | -              | 64,388         | 152,985        | 214,687        | 375,147        |
| Total Resources        | 362,149        | 448,151        | 560,298        | 564,687        | 725,147        |

### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Salaries & Wages         | 24,379         | -              | -              | -              | -              |
| Personnel Benefits       | 6,827          | -              | -              | -              | -              |
| Other Services & Charges | 228,810        | 252,870        | 270,491        | 272,000        | 272,000        |
| Transfers Out            | 37,745         | 42,296         | 22,661         | 124,686        | 210,000        |
| Total Operations         | 297,761        | 295,166        | 293,152        | 396,686        | 482,000        |
| Ending Fund Balance      | 64,388         | 152,985        | 267,146        | 168,001        | 243,147        |
| Total Expenditures       | 362,149        | 448,151        | 560,298        | 564,687        | 725,147        |

## TRANSPORTATION BENEFIT DISTRICT FUND

The Transportation Benefit District Fund contains the following programs:

- Transportation infrastructure improvement
- Infrastructure maintenance
- Transportation administration

### FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| Taxes                  | 456,766        | 881,890        | 915,859        | 916,000        | 944,000        |
| Miscellaneous Revenues | 66             | 378            | 662            | -              | -              |
| Total Revenues         | 456,832        | 882,268        | 916,521        | 916,000        | 944,000        |
| Beginning Fund Balance | 68,841         | 117,002        | 295,681        | 278,847        | 158,827        |
| Total Resources        | 525,673        | 999,270        | 1,212,202      | 1,194,847      | 1,102,827      |

### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Other Services & Charges | 408,671        | 491,906        | 445,196        | 459,812        | 459,328        |
| Transfers Out            | -              | 211,683        | 595,716        | 455,000        | 472,000        |
| Total Operations         | 408,671        | 703,589        | 1,040,912      | 914,812        | 931,328        |
| Ending Fund Balance      | 117,002        | 295,681        | 171,290        | 280,035        | 171,499        |
| Total Expenditures       | 525,673        | 999,270        | 1,212,202      | 1,194,847      | 1,102,827      |

DEBT

SERVICE

FUNDS

## DEBT SERVICE FUND

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

### FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| Miscellaneous Revenues | 149            | -              | -              | -              | -              |
| Transfers In           | 384,969        | 405,276        | 433,069        | 280,696        | 492,456        |
| Total Revenues         | 385,118        | 405,276        | 433,069        | 280,696        | 492,456        |
| Beginning Fund Balance | 21,480         | 20,962         | 19,267         | 26,344         | 2,021,704      |
| Total Resources        | 406,598        | 426,238        | 452,336        | 307,040        | 2,514,160      |

### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Other Services & Charges | 425            | 15,920         | 16,400         | 16,958         | 14,076         |
| Transfers Out            | 242            | -              | -              | -              | 1,923,000      |
| Debt Service             | 384,969        | 391,051        | 391,211        | 265,946        | 476,512        |
| Total Operations         | 385,636        | 406,971        | 407,611        | 282,904        | 2,413,588      |
| Ending Fund Balance      | 20,962         | 19,267         | 44,725         | 24,136         | 100,572        |
| Total Expenditures       | 406,598        | 426,238        | 452,336        | 307,040        | 2,514,160      |



CAPITAL PROJECTS

FUND

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

## CAPITAL PROJECT FUNDS

### FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL           | 2016<br>ACTUAL           | 2017<br>ACTUAL           | 2018<br>BUDGET           | 2019<br>BUDGET           |
|------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Taxes                  | 1,189,540                | 1,475,453                | 1,797,869                | 900,000                  | 1,000,000                |
| Intergovernmental      | 5,111,312                | 7,232,165                | 983,702                  | 2,182,772                | 6,812,000                |
| Charges for Services   | 351,233                  | 508,253                  | 1,580,310                | 2,499,000                | 3,155,000                |
| Miscellaneous Revenues | 230,629                  | 196,225                  | 20,865                   | 23,000                   | 517,250                  |
| Transfers In           | 1,557,085                | 1,738,256                | 1,136,404                | 2,916,263                | 8,775,000                |
| Total Revenues         | <u>8,439,799</u>         | <u>11,150,352</u>        | <u>5,519,150</u>         | <u>8,521,035</u>         | <u>20,259,250</u>        |
| Beginning Fund Balance | 5,117,909                | 5,314,324                | 6,107,913                | 3,832,804                | 10,153,338               |
| Total Resources        | <u><u>13,557,708</u></u> | <u><u>16,464,676</u></u> | <u><u>11,627,063</u></u> | <u><u>12,353,839</u></u> | <u><u>30,412,588</u></u> |

### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL           | 2016<br>ACTUAL           | 2017<br>ACTUAL           | 2018<br>BUDGET           | 2019<br>BUDGET           |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Supplies                 | 76,692                   | 1,427                    | 25,369                   | -                        | -                        |
| Other Services & Charges | 3,355                    | 41,685                   | 291,248                  | 25,000                   | -                        |
| Transfers Out            | 2,054,528                | 1,403,663                | 2,485,410                | 1,609,685                | 6,090,017                |
| Capital Outlay           | 6,108,809                | 8,909,988                | 2,951,540                | 6,250,035                | 14,532,000               |
| Total Operations         | <u>8,243,384</u>         | <u>10,356,763</u>        | <u>5,753,567</u>         | <u>7,884,720</u>         | <u>20,622,017</u>        |
| Ending Fund Balance      | 5,314,324                | 6,107,913                | 5,873,496                | 5,186,119                | 9,790,571                |
| Total Expenditures       | <u><u>13,557,708</u></u> | <u><u>16,464,676</u></u> | <u><u>11,627,063</u></u> | <u><u>13,070,839</u></u> | <u><u>30,412,588</u></u> |

| <b><i>Municipal Capital Improvement Fund Projects</i></b>       | <b><i>2019 Budget</i></b> |
|---|---------------------------|
| North Bulkhead  | 2,928,000                 |
| The Van Gasken Park   | 1,404,000                 |
| N. Lot Restrooms, Plazazs & Promenade                           | 750,000                   |
| Financial System Replacement                                    | 252,000                   |
| Kiddie Park Play Equipment/City Park Improvements               | 200,000                   |
| Wooten Park   | 187,000                   |
| Field House Play Field/Skate Park                               | 187,000                   |
| Redondo Floats  | 110,000                   |
| Beach Park Promenade & Play Equipment                           | 100,000                   |
| Westwood Play Equipment   | 89,000                    |
| Mary Gay Park   | 50,000                    |
| Marina Dynamic Messaging Signs                                  | 50,000                    |
| SJ Underwood Park Play Equipment                                | 20,000                    |
| Redondo Fishing Pier Replace Decking                            | 10,000                    |
| <b><i>Total Municipal Capital Improvement Fund Projects</i></b> | <b><u>6,337,000</u></b>   |

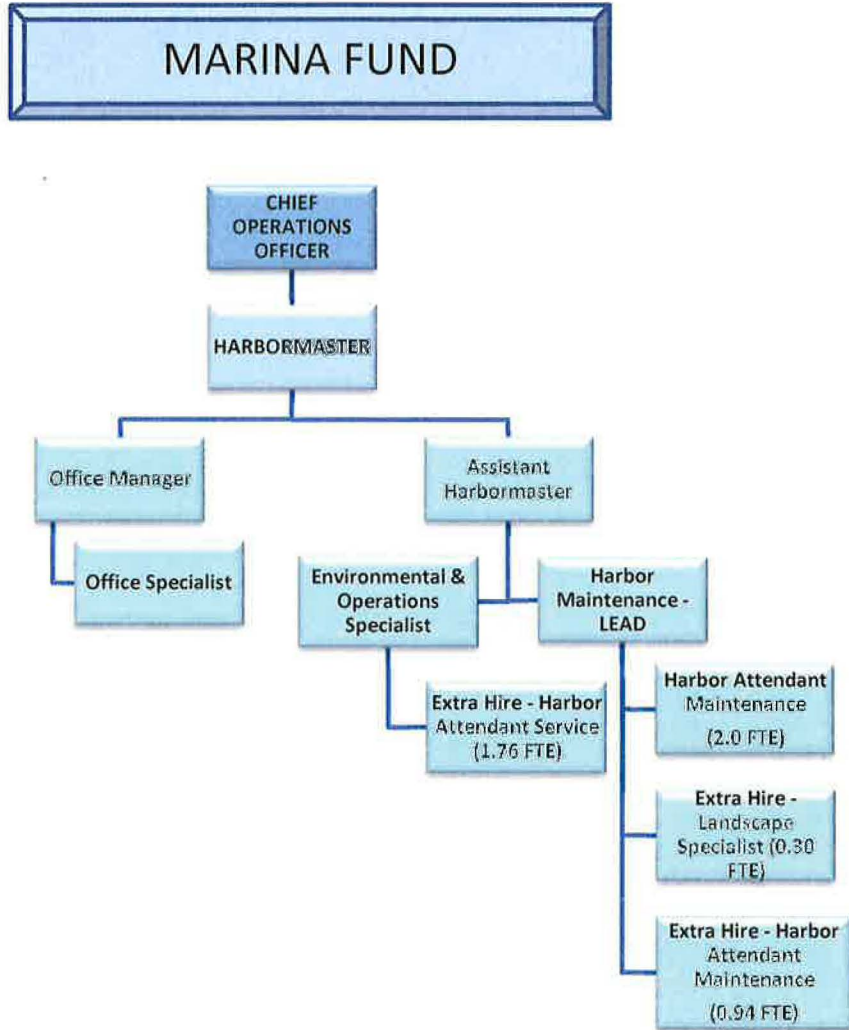
| <b><i>Transportation Capital Improvement Fund Projects</i></b>       | <b><i>2019 Budget</i></b>       |
|--|---------------------------------|
| South 2016th -Segment 3  | 6,216,000                       |
| Des Moines Memorial Drive & S 200th Street Signal Improvements       | 550,000                         |
| 24th Ave Sidewalk (223rd - Kent Des Moines Rd)                       | 436,000                         |
| Downtown Alley Improvements  | 284,000                         |
| 16th Ave S - Segment 5A  | 279,000                         |
| S 223rd Walkway Improvements   | 150,000                         |
| North Hill Elementary Walkway Improvements                           | 120,000                         |
| 24th Ave/S 208th St Intersection Improvements                        | 60,000                          |
| Barnes Creek Trail   | 50,000                          |
| Redondo Paid Parking   | 50,000                          |
| <b><i>Total Transportation Capital Improvement Fund Projects</i></b> | <b><u>8,195,000</u></b>         |
| <b><i>Total Capital Outlay</i></b>                                   | <b><u><u>14,532,000</u></u></b> |



ENTERPRISE

FUNDS

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



The City of Des Moines Marina is a full service marina on majestic Puget Sound. The marina is located on the east side of the East Passage of Puget Sound. The marina offers superior customer service to one-time visitors and long-term tenants; as well as, wet and dry moorage for 840 recreational vessels.

| PERSONNEL SUMMARY                      |              |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|
| NUMBER OF EMPLOYEES                    |              |              |              |              |              |
| POSITION                               | 2015         | 2016         | 2017         | 2018         | 2019         |
| Harbormaster                           | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Office Manager                         | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Office Assistant                       | 0.80         | 0.60         | 0.60         | 1.00         | 1.00         |
| Service Manager                        | 1.00         | 1.00         | 1.00         | -            | -            |
| Maintenance Manager                    | 1.00         | 1.00         | 1.00         | -            | -            |
| Events Specialist                      | 0.20         | 0.40         | 0.40         | -            | -            |
| Assistant Harbormaster                 | -            | -            | -            | 1.00         | 1.00         |
| Senior Maintenance Lead                | -            | -            | -            | 1.00         | 1.00         |
| Harbor Attendant                       | 4.00         | 4.00         | 4.00         | 3.00         | 3.00         |
| Extra-Hire Intern                      | -            | -            | -            | 0.47         | 0.66         |
| Extra-Hire Landscaping Specialist      | -            | 0.30         | 0.30         | 0.30         | 0.30         |
| Extra-Hire Harbor Attendant Maintenanc | -            | -            | -            | 0.30         | 0.30         |
| Extra-Hire Harbor Attendant Service    | -            | -            | -            | 0.30         | 0.30         |
| Extra-Hire Harbor Aide                 | 2.13         | 1.83         | 1.83         | 1.76         | 1.76         |
| <b>Total</b>                           | <b>11.13</b> | <b>11.13</b> | <b>11.13</b> | <b>11.13</b> | <b>11.32</b> |

### FUND REVENUES

| CATEGORY                | 2015<br>ACTUAL          | 2016<br>ACTUAL          | 2017<br>ACTUAL          | 2018<br>BUDGET          | 2019<br>BUDGET          |
|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Intergovernmental       | 50,911                  | 8,046                   | 590                     | 30,000                  | -                       |
| Charges for Services    | 1,165,902               | 938,523                 | 1,135,049               | 3,892,065               | 4,221,965               |
| Fines & Forfeits        | 17,716                  | 17,038                  | 18,782                  | 177,220                 | 20,000                  |
| Moorage Revenues        | 2,831,745               | 2,821,442               | 2,850,138               | 20,460                  | 84,315                  |
| Other Financing Sources | 134,763                 | -                       | 2,063                   | 28,000                  | 4,459                   |
| Transfers In            | 4,003,042               | 1,016,643               | 1,286,055               | 1,225,416               | 1,372,575               |
| Total Revenues          | <u>8,204,079</u>        | <u>4,801,692</u>        | <u>5,292,677</u>        | <u>5,373,161</u>        | <u>5,703,314</u>        |
| Beginning Fund Balance  | 1,635,174               | 1,554,363               | 1,922,964               | 2,114,894               | 3,635,762               |
| Total Resources         | <u><u>9,839,253</u></u> | <u><u>6,356,055</u></u> | <u><u>7,215,641</u></u> | <u><u>7,488,055</u></u> | <u><u>9,339,076</u></u> |

### FUND EXPENDITURES

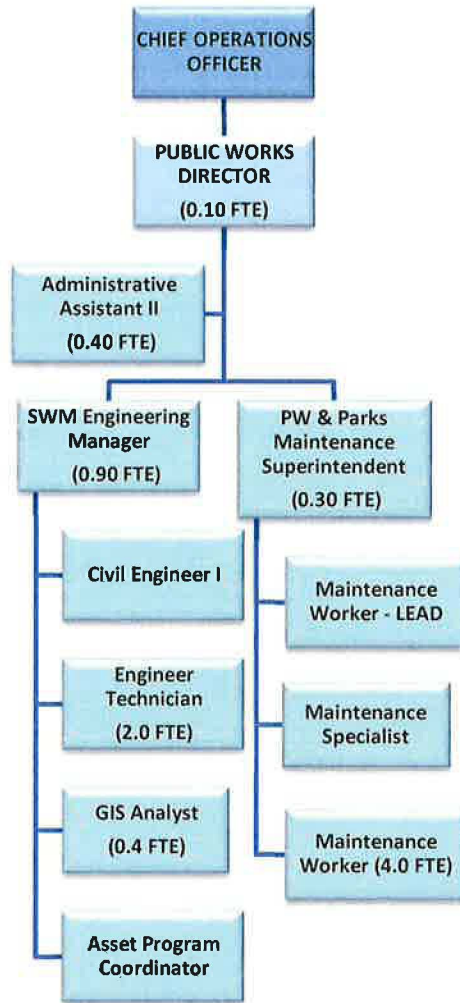
| CATEGORY                 | 2015<br>ACTUAL          | 2016<br>ACTUAL          | 2017<br>ACTUAL          | 2018<br>BUDGET          | 2019<br>BUDGET          |
|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Salaries & Wages         | 609,486                 | 563,873                 | 605,354                 | 757,095                 | 689,173                 |
| Personnel Benefits       | 247,773                 | 215,453                 | 224,123                 | 277,853                 | 289,075                 |
| Supplies                 | 1,048,961               | 859,462                 | 978,655                 | 794,400                 | 1,148,143               |
| Other Services & Charges | 817,501                 | 896,015                 | 750,192                 | 913,536                 | 971,389                 |
| Transfers Out            | 4,003,042               | 1,031,643               | 1,301,055               | 1,225,416               | 1,822,575               |
| Capital Outlay           | 737,693                 | 46,816                  | 54,719                  | 60,000                  | 240,000                 |
| Debt Service             | 820,434                 | 819,829                 | 821,116                 | 815,415                 | 782,575                 |
| Total Expenditures       | <u>8,284,890</u>        | <u>4,433,091</u>        | <u>4,735,214</u>        | <u>4,843,715</u>        | <u>5,942,930</u>        |
| Ending Fund Balance*     | 1,554,363               | 1,922,964               | 2,480,427               | 2,644,340               | 3,396,146               |
| Total Uses               | <u><u>9,839,253</u></u> | <u><u>6,356,055</u></u> | <u><u>7,215,641</u></u> | <u><u>7,488,055</u></u> | <u><u>9,339,076</u></u> |

|                             |                         |
|-----------------------------|-------------------------|
| Operating Fund Balance      | 1,457,412               |
| Capital Fund Balance        | 980,957                 |
| Debt Service Fund Balance   | 148,036                 |
| Debt Reserve Fund Balance   | 794,741                 |
| * Total Ending Fund Balance | <u><u>3,381,146</u></u> |

| <i>Marina Capital Improvement Projects</i>       | <i>2019 Budget</i>    |
|--|-----------------------|
| Fuel & Electrical Replacement                    | 190,000               |
| Tenant Restroom Replacement                      | 50,000                |
| <b>Total Marina Capital Improvement Projects</b> | <u><u>240,000</u></u> |



## SURFACE WATER MANAGEMENT FUND



The City of Des Moines Surface Water Management (SWM) Division is responsible for implementing practices and technologies to address stormwater-related issues throughout the city. SWM's mission is to:

- \* Control and minimize flooding, erosion, sedimentation, and water quality degradation;
- \* Protect the stream ways and wetlands within the city limits;
- \* Accommodate future urban growth and correct existing water problems; and
- \* Safeguard public safety, prevent property damage, and improve water quality.

| PERSONNEL SUMMARY                  |              |              |              |              |              |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|
| NUMBER OF EMPLOYEES                |              |              |              |              |              |
| POSITION                           | 2015         | 2016         | 2017         | 2018         | 2019         |
| Plan, Bldg, PW Director            | 0.15         | 0.15         | 0.15         | -            | -            |
| Public Works Director              | -            | -            | -            | 0.10         | 0.10         |
| Administrative Assistant           | 0.15         | 0.15         | 0.15         | 0.40         | 0.40         |
| Asst Director Utilities & Env Eng. | 0.90         | -            | -            | -            | -            |
| Surface Water/Enviromnt Engrng Mgr | -            | 0.90         | 0.90         | 0.90         | 0.90         |
| Civil Engineer I                   | -            | 0.60         | 1.00         | 1.00         | 1.00         |
| GIS Administrator                  | -            | 0.40         | 0.40         | 0.40         | 0.40         |
| Engineering Technician             | 2.00         | 2.00         | 2.00         | 2.00         | 2.00         |
| Engineering Aide                   | 1.00         | 1.00         | 1.00         | -            | -            |
| Asset Program Coordinator          | -            | -            | -            | 1.00         | 1.00         |
| Maintenance Superintendent         | 0.35         | 0.30         | 0.30         | 0.30         | 0.30         |
| Lead Maintenance Worker            | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Maintenance Specialist             | -            | -            | -            | 1.00         | 1.00         |
| Maintenance Worker                 | 4.30         | 4.60         | 5.00         | 4.00         | 4.00         |
| Traffic Technician                 | 1.00         | -            | -            | -            | -            |
| Assistant Mechanic/Maint Worker    | 0.60         | 0.60         | 0.60         | -            | -            |
| Land Use Planner II                | 0.10         | -            | -            | -            | -            |
| <b>Total</b>                       | <b>11.55</b> | <b>11.70</b> | <b>12.50</b> | <b>12.10</b> | <b>12.10</b> |

### FUND REVENUES

| CATEGORY                | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|-------------------------|----------------|----------------|----------------|----------------|----------------|
| Intergovernmental       | -              | 396,181        | -              | -              | -              |
| Charges for Services    | 2,756,227      | 3,450,877      | 3,621,787      | 3,741,629      | 4,071,914      |
| Miscellaneous Revenues  | 9,532          | 33,307         | 34,172         | 90,050         | 70,050         |
| Other Financing Sources | 337,357        | 854,498        | 265,149        | 80,000         | 65,000         |
| Transfers In            | 107,446        | -              | 84,077         | 553,900        | 1,705,000      |
| Total Revenues          | 3,210,562      | 4,734,863      | 4,005,185      | 4,465,579      | 5,911,964      |
| Beginning Fund Balance  | 2,527,274      | 3,212,959      | 3,918,500      | 3,250,239      | 3,617,217      |
| Total Resources         | 5,737,836      | 7,947,822      | 7,923,685      | 7,715,818      | 9,529,181      |

### FUND EXPENDITURES

| CATEGORY                    | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|
| Salaries & Wages            | 761,468        | 801,673        | 807,096        | 922,742        | 909,593        |
| Personnel Benefits          | 342,924        | 359,245        | 357,675        | 424,417        | 467,030        |
| Supplies                    | 39,127         | 78,609         | 94,952         | 88,112         | 115,785        |
| Other Services & Charges    | 1,132,892      | 1,461,078      | 1,556,452      | 1,585,117      | 1,723,532      |
| Transfers Out               | 108,498        | 15,000         | 15,000         | 553,900        | 1,705,000      |
| Capital Outlay              | 139,969        | 1,313,717      | 297,783        | 1,235,860      | 1,705,000      |
| Total Expenditures          | 2,524,878      | 4,029,322      | 3,128,958      | 4,810,148      | 6,625,940      |
| Ending Fund Balance*        | 3,212,959      | 3,918,500      | 4,794,727      | 2,905,670      | 2,903,241      |
| Total Uses                  | 5,737,837      | 7,947,822      | 7,923,685      | 7,715,818      | 9,529,181      |
| Operating Fund Balance      |                |                |                |                | 1,070,734      |
| Capital Fund Balance        |                |                |                |                | 1,456,157      |
| * Total Ending Fund Balance |                |                |                |                | 2,526,891      |

| <b>Surface Water Management Capital Improvement Projects</b>       | <b>2019 Budget</b> |
|--|--------------------|
| 24th Ave Sidewalk Project & South 216th Segment 3                  | 343,000            |
| 216th/11th Ave Intersection Pipe Replacement                       | 280,000            |
| 8th Ave (264th to 265th)   | 258,000            |
| 6th Ave/239th Pipe Replacement                                     | 257,000            |
| Deepdene Plat Outfall Replacement                                  | 224,000            |
| 14th Ave (268th to 272nd) Pipe Upgrade                             | 94,000             |
| N Fork McSorley Ck Diversion                                       | 85,000             |
| 24th Ave Pipeline Replacement/Upgrade                              | 64,000             |
| Soundview Dr/Redondo Beach Dr Pipe Upgrade                         | 45,000             |
| Pond Safety Improvements   | 35,000             |
| Barnes Creek/Kent- Des Moines Rd Culvert                           | 20,000             |
| <b>Total Surface Water Management Capital Improvement Projects</b> | <b>1,705,000</b>   |

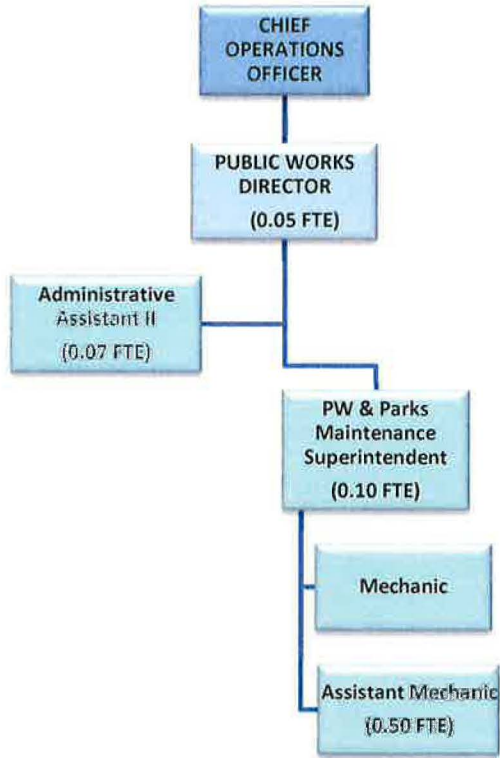


INTERNAL SERVICE

FUNDS

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

# EQUIPMENT RENTAL FUND



| PERSONNEL SUMMARY            |      |      |      |      |      |
|------------------------------|------|------|------|------|------|
| NUMBER OF EMPLOYEES          |      |      |      |      |      |
| POSITION                     | 2015 | 2016 | 2017 | 2018 | 2019 |
| Plan, Bldg, PW Director      | 0.05 | 0.05 | 0.05 | 0.05 | 0.05 |
| Administrative Assistant II  | 0.05 | 0.05 | 0.05 | 0.07 | 0.07 |
| Maintenance Superintendent   | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 |
| Asst. PW & Parks Maint Super |      | 0.10 |      |      |      |
| Mechanic                     | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Mechanic           | 1.00 | 0.60 | 0.40 | 0.50 | 0.50 |
| Total                        | 2.20 | 1.90 | 1.60 | 1.72 | 1.72 |

### FUND REVENUES

| CATEGORY                | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|-------------------------|----------------|----------------|----------------|----------------|----------------|
| Charges for Services    | 521,772        | 520,272        | 518,347        | 481,673        | 525,185        |
| Miscellaneous Revenues  | 1,138          | 1,065          | 2,229          | 1,000          | 1,000          |
| Other Financing Sources | 3,572          | 38,673         | 8,909          | -              | -              |
| Total Revenues          | 526,482        | 560,010        | 529,485        | 482,673        | 526,185        |
| Beginning Fund Balance  | 159,351        | 199,988        | 320,443        | 354,851        | 286,772        |
| Total Resources         | 685,833        | 759,998        | 849,928        | 837,524        | 812,957        |

### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Salaries & Wages         | 105,959        | 95,956         | 99,612         | 116,923        | 119,307        |
| Personnel Benefits       | 56,484         | 42,852         | 52,817         | 59,129         | 63,680         |
| Supplies                 | 213,150        | 176,252        | 219,357        | 217,345        | 227,206        |
| Other Services & Charges | 69,266         | 124,495        | 148,162        | 121,745        | 80,355         |
| Capital Outlay           | 40,987         | -              | -              | -              | -              |
| Total Operations         | 485,846        | 439,555        | 519,948        | 515,142        | 490,548        |
| Ending Fund Balance      | 199,988        | 320,443        | 329,980        | 322,382        | 322,409        |
| Total Expenditures       | 685,834        | 759,998        | 849,928        | 837,524        | 812,957        |

## EQUIPMENT REPLACEMENT FUND

### FUND REVENUES

| CATEGORY                | 2015<br>ACTUAL          | 2016<br>ACTUAL          | 2017<br>ACTUAL          | 2018<br>BUDGET          | 2019<br>BUDGET          |
|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Intergovernmental       | -                       | -                       | -                       | -                       | -                       |
| Charges for Services    | 380,276                 | 865,334                 | 922,698                 | 750,978                 | 651,238                 |
| Miscellaneous Revenues  | 1,042                   | 9,172                   | 14,702                  | -                       | -                       |
| Other Financing Sources | 22,363                  | 80,965                  | 22,796                  | -                       | -                       |
| Transfers In            | 60,000                  | 40,000                  | -                       | -                       | 70,000                  |
| Total Revenues          | <u>463,681</u>          | <u>995,471</u>          | <u>960,196</u>          | <u>750,978</u>          | <u>721,238</u>          |
| Beginning Fund Balance  | <u>1,430,229</u>        | <u>1,421,608</u>        | <u>1,637,991</u>        | <u>1,676,754</u>        | <u>1,761,845</u>        |
| Total Resources         | <u><u>1,893,910</u></u> | <u><u>2,417,079</u></u> | <u><u>2,598,187</u></u> | <u><u>2,427,732</u></u> | <u><u>2,483,083</u></u> |

### FUND EXPENDITURES

| CATEGORY            | 2015<br>ACTUAL          | 2016<br>ACTUAL          | 2017<br>ACTUAL          | 2018<br>BUDGET          | 2019<br>BUDGET          |
|---------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Capital Outlay      | 472,302                 | 779,088                 | 562,276                 | 523,000                 | 681,000                 |
| Total Operations    | <u>472,302</u>          | <u>779,088</u>          | <u>562,276</u>          | <u>523,000</u>          | <u>681,000</u>          |
| Ending Fund Balance | <u>1,421,608</u>        | <u>1,637,991</u>        | <u>2,035,911</u>        | <u>1,904,732</u>        | <u>1,802,083</u>        |
| Total Expenditures  | <u><u>1,893,910</u></u> | <u><u>2,417,079</u></u> | <u><u>2,598,187</u></u> | <u><u>2,427,732</u></u> | <u><u>2,483,083</u></u> |



## FACILITY REPAIR & REPLACEMENT FUND

### FUND REVENUES

| CATEGORY                | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|-------------------------|----------------|----------------|----------------|----------------|----------------|
| Charges for Services    | 75,835         | 75,145         | 109,051        | 473,013        | 111,641        |
| Miscellaneous Revenues  | 125            | 397            | 1,019          | -              | 0              |
| Other Financing Sources | 39,172         | -              | -              | -              | -              |
| Transfers In            | 26,800         | 9,935          | 41,017         | -              | 200,000        |
| Total Revenues          | 141,932        | 85,477         | 151,087        | 473,013        | 311,641        |
| Beginning Fund Balance  | 85,063         | 11,173         | 9,439          | 37,731         | 336,220        |
| Total Resources         | 226,995        | 96,650         | 160,526        | 510,744        | 647,861        |

### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Other Services & Charges | 215,822        | 87,211         | 49,196         | 473,013        | 46,000         |
| Capital Outlay           | -              | -              | -              | -              | 477,000        |
| Total Operations         | 215,822        | 87,211         | 49,196         | 473,013        | 523,000        |
| Ending Fund Balance      | 11,173         | 9,439          | 111,330        | 37,731         | 124,861        |
| Total Expenditures       | 226,995        | 96,650         | 160,526        | 510,744        | 647,861        |

## COMPUTER REPLACEMENT FUND

### FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|------------------------|----------------|----------------|----------------|----------------|----------------|
| Charges for Services   | 156,427        | 494,038        | 475,640        | 247,644        | 389,211        |
| Miscellaneous Revenues | (343)          | 2,292          | 4,181          | 100            | 100            |
| Transfers In           | 6,000          | -              | -              | -              | -              |
| Total Revenues         | 162,084        | 496,330        | 479,821        | 247,744        | 389,311        |
| Beginning Fund Balance | 338,306        | 292,047        | 571,289        | 598,481        | 625,957        |
| Total Resources        | 500,390        | 788,377        | 1,051,110      | 846,225        | 1,015,268      |

### FUND EXPENDITURES

| CATEGORY            | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|---------------------|----------------|----------------|----------------|----------------|----------------|
| Supplies            | 88,078         | 33,434         | 85,705         | -              | -              |
| Transfers Out       | -              | 71,000         | 121,000        | -              | -              |
| Capital Outlay      | 116,339        | 109,030        | 55,924         | 203,105        | 120,025        |
| Debt Service        | 3,926          | 3,624          | 3,624          | 2,719          | 2,719          |
| Total Operations    | 208,343        | 217,088        | 266,253        | 205,824        | 122,744        |
| Ending Fund Balance | 292,047        | 571,289        | 784,857        | 640,401        | 892,524        |
| Total Expenditures  | 500,390        | 788,377        | 1,051,110      | 846,225        | 1,015,268      |

## SELF INSURANCE FUND

### FUND REVENUES

| CATEGORY                | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|-------------------------|----------------|----------------|----------------|----------------|----------------|
| Charges for Services    | 637,612        | 823,025        | 854,710        | 861,790        | 714,120        |
| Miscellaneous Revenues  | (61)           | 0              | -              | -              | -              |
| Other Financing Sources | -              | 1,653          | 29,300         | -              | -              |
| Total Revenues          | 637,551        | 824,678        | 884,010        | 861,790        | 714,120        |
| Beginning Fund Balance  | 148,469        | 137,250        | 300,393        | 287,372        | 650,217        |
| Total Resources         | 786,020        | 961,928        | 1,184,403      | 1,149,162      | 1,364,337      |

### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL | 2016<br>ACTUAL | 2017<br>ACTUAL | 2018<br>BUDGET | 2019<br>BUDGET |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Other Services & Charges | 648,770        | 661,535        | 725,539        | 701,975        | 673,556        |
| Total Operations         | 648,770        | 661,535        | 725,539        | 701,975        | 673,556        |
| Ending Fund Balance      | 137,250        | 300,393        | 458,864        | 447,187        | 690,781        |
| Total Expenditures       | 786,020        | 961,928        | 1,184,403      | 1,149,162      | 1,364,337      |

## UNEMPLOYMENT COMPENSATION FUND

### FUND REVENUES

| CATEGORY               | 2015<br>ACTUAL        | 2016<br>ACTUAL        | 2017<br>ACTUAL        | 2018<br>BUDGET        | 2019<br>BUDGET        |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Charges for Services   | 55,835                | 56,381                | 61,174                | 63,682                | 68,181                |
| Miscellaneous Revenues | 308                   | 2,203                 | 6,693                 | 5,000                 | 5,000                 |
| Total Revenues         | <u>56,143</u>         | <u>58,584</u>         | <u>67,867</u>         | <u>68,682</u>         | <u>73,181</u>         |
| Beginning Fund Balance | <u>247,711</u>        | <u>301,403</u>        | <u>333,103</u>        | <u>353,446</u>        | <u>417,457</u>        |
| Total Resources        | <u><u>303,854</u></u> | <u><u>359,987</u></u> | <u><u>400,970</u></u> | <u><u>422,128</u></u> | <u><u>490,638</u></u> |

### FUND EXPENDITURES

| CATEGORY                 | 2015<br>ACTUAL        | 2016<br>ACTUAL        | 2017<br>ACTUAL        | 2018<br>BUDGET        | 2019<br>BUDGET        |
|--------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Other Services & Charges | 2,451                 | 26,884                | 149                   | 30,000                | 30,000                |
| Total Operations         | <u>2,451</u>          | <u>26,884</u>         | <u>149</u>            | <u>30,000</u>         | <u>30,000</u>         |
| Ending Fund Balance      | <u>301,403</u>        | <u>333,103</u>        | <u>400,821</u>        | <u>392,128</u>        | <u>460,638</u>        |
| Total Expenditures       | <u><u>303,854</u></u> | <u><u>359,987</u></u> | <u><u>400,970</u></u> | <u><u>422,128</u></u> | <u><u>490,638</u></u> |



# SECTION 6: CAPITAL BUDGET

**CITY OF DES MOINES  
CIP COSTS SUMMARY: 2019-2024  
(Amounts in Thousands)**

| Project Name | Total Budget | Project to | Sched | Plan | Plan | Plan | Plan | Plan | Plan |
|--------------|--------------|------------|-------|------|------|------|------|------|------|
|              |              | Date       | Year  | Year | Year | Year | Year | Year | Year |
|              |              | 12/31/17   | 2018  | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |

**GENERAL MUNICIPAL IMPROVEMENTS**

**Economic Development Projects**

|                          |     |   |   |    |     |   |   |   |   |
|--------------------------|-----|---|---|----|-----|---|---|---|---|
| Redondo Paid Parking     | 350 | - | - | 50 | 300 | - | - | - | - |
| Total Econ Dev & Tourism | 350 | - | - | 50 | 300 | - | - | - | - |

**Building Facility Projects**

|  |       |   |    |     |     |    |    |     |     |
|--|-------|---|----|-----|-----|----|----|-----|-----|
| Building Access System                       | 58    | - | 12 | 46  | -   | -  | -  | -   | -   |
| Police HVAC                                  | 277   | - | -  | 277 | -   | -  | -  | -   | -   |
| Founders' Lodge Improvements                 | 200   | - | -  | 200 | -   | -  | -  | -   | -   |
| City Hall Heat Pumps                         | 60    | - | -  | -   | 60  | -  | -  | -   | -   |
| LED Exterior Lighting                        | 34    | - | -  | -   | 34  | -  | -  | -   | -   |
| Engineer Bldg Windows                        | 25    | - | -  | -   | 25  | -  | -  | -   | -   |
| PW Service Center Interior Painting          | 60    | - | -  | -   | -   | 60 | -  | -   | -   |
| Field House Interior Paint                   | 35    | - | -  | -   | -   | 35 | -  | -   | -   |
| City Hall Canopy Repairs                     | 55    | - | -  | -   | -   | -  | 55 | -   | -   |
| Police Dept Storage Building                 | 445   | - | -  | -   | -   | -  | -  | 445 | -   |
| City Hall Parking Lot                        | 360   | - | -  | -   | -   | -  | -  | 360 | -   |
| Activity Center Irrigation/Landscape         | 65    | - | -  | -   | -   | -  | -  | 65  | -   |
| Service Center Fueling Station Canopy        | 87    | - | -  | -   | -   | -  | -  | -   | 87  |
| Service Center Material Storage Improvements | 400   | - | -  | -   | -   | -  | -  | -   | 400 |
| Total Building Facilities                    | 2,161 | - | 12 | 523 | 119 | 95 | 55 | 870 | 487 |

**Technology Projects**

|                              |     |   |   |     |   |   |   |   |   |
|------------------------------|-----|---|---|-----|---|---|---|---|---|
| Financial System Replacement | 252 | - | - | 252 | - | - | - | - | - |
| Total Technology             | 252 | - | - | 252 | - | - | - | - | - |

**Park Facility & Playground Projects**

|  |       |    |     |       |     |       |   |   |   |
|--|-------|----|-----|-------|-----|-------|---|---|---|
| The Van Gasken Park  | 2,438 | 34 | -   | 1,404 | -   | 1,000 | - | - | - |
| Kiddie Park Play Equipment City Park Improvements          | 227   | 4  | 23  | 200   | -   | -     | - | - | - |
| Field House Play Equipment                                 | 194   | 3  | -   | -     | 191 | -     | - | - | - |
| Cecil Powell Play Equipment                                | 103   | 3  | -   | -     | 10  | 90    | - | - | - |
| Wooton Park  | 210   | 2  | 21  | 187   | -   | -     | - | - | - |
| Westwood Play Equipment                                    | 104   | 2  | 13  | 89    | -   | -     | - | - | - |
| SJU Play   | 479   | 5  | 454 | 20    | -   | -     | - | - | - |
| DMBP Sun Home Lodge Rehab                                  | 638   | -  | 66  | -     | 572 | -     | - | - | - |
| Field House Play Field/Skate Park                          | 187   | -  | -   | 187   | -   | -     | - | - | - |
| Mary Gay Park  | 100   | -  | 50  | 50    | -   | -     | - | - | - |
| Beach Park Bulkhead, Promenade, & Play Equip/Water Feature | 3,045 | -  | 70  | 100   | 190 | 2,685 | - | - | - |
| Marina Dynamic Messaging Signs                             | 50    | -  | -   | 50    | -   | -     | - | - | - |
| Total City Wide Park Facilities                            | 7,775 | 53 | 697 | 2,287 | 963 | 3,775 | - | - | - |

**Waterfront Facility Projects**

|                                      |        |    |       |       |       |   |   |     |   |
|--------------------------------------|--------|----|-------|-------|-------|---|---|-----|---|
| North Bulkhead                       | 8,430  | 15 | 1,377 | 2,928 | 4,110 | - | - | -   | - |
| N Lot Restrooms, Plazas & Promenade  | 856    | -  | 106   | 750   | -     | - | - | -   | - |
| Redondo Floats                       | 110    | -  | -     | 110   | -     | - | - | -   | - |
| Redondo Fishing Pier Replace Decking | 235    | -  | -     | 10    | 225   | - | - | -   | - |
| Redondo Restroom & Plaza             | 400    | -  | -     | -     | -     | - | - | 400 | - |
| Total Waterfront Facilities          | 10,031 | 15 | 1,483 | 3,798 | 4,335 | - | - | 400 | - |

**CITY OF DES MOINES**  
**CIP COSTS SUMMARY: 2019-2024**  
(Amounts in Thousands)

| <i>Project Name</i>                                       | <i>Total Budget</i> | <i>Project to Date 12/31/17</i> | <i>Sched Year 2018</i> | <i>Plan Year 2019</i> | <i>Plan Year 2020</i> | <i>Plan Year 2021</i> | <i>Plan Year 2022</i> | <i>Plan Year 2023</i> | <i>Plan Year 2024</i> |
|---|---------------------|---------------------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b><u>Transportation - Operating Projects</u></b>         |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| Arterial Street Pavement Preservation                     | 6,870               | 101                             | 1,218                  | 926                   | 925                   | 925                   | 925                   | 925                   | 925                   |
| Sidewalk Program  | 137                 | 17                              | 20                     | 20                    | 20                    | 20                    | 20                    | 20                    | -                     |
| Arterial Traffic Calming                                  | 201                 | -                               | 151                    | -                     | 50                    | -                     | -                     | -                     | -                     |
| Guardrail Program   | 75                  | -                               | -                      | 25                    | 25                    | -                     | 25                    | -                     | -                     |
| <b>Total Transport - O&amp;M Projects</b>                 | <b>7,283</b>        | <b>118</b>                      | <b>1,389</b>           | <b>971</b>            | <b>1,020</b>          | <b>945</b>            | <b>970</b>            | <b>945</b>            | <b>925</b>            |
| <b><u>Transportation - Capital Projects</u></b>           |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| Barnes Creek Trail  | 4,875               | 905                             | 210                    | 50                    | 50                    | 190                   | 480                   | 896                   | 2,094                 |
| South 216th - Segment 3                                   | 7,292               | 523                             | 274                    | 6,495                 | -                     | -                     | -                     | -                     | -                     |
| 24th Ave Sidewalk (223rd - Kent Des Moines Rd)            | 5,712               | 67                              | -                      | 500                   | 75                    | 5,070                 | -                     | -                     | -                     |
| Downtown Alley Improvement                                | 541                 | -                               | 257                    | 284                   | -                     | -                     | -                     | -                     | -                     |
| Marine View Dr / South 240th St, Intersection Improvement | 2,098               | -                               | -                      | -                     | 365                   | 1,733                 | -                     | -                     | -                     |
| S 223rd Walkway Improvements                              | 150                 | -                               | -                      | 150                   | -                     | -                     | -                     | -                     | -                     |
| 16th Ave - Seg 5A   | 279                 | -                               | -                      | 279                   | -                     | -                     | -                     | -                     | -                     |
| North Hill Elementary Walkway Improvements                | 890                 | -                               | -                      | 120                   | 770                   | -                     | -                     | -                     | -                     |
| 24th Ave/S. 208th St Intersection Improvements            | 540                 | -                               | -                      | 60                    | 480                   | -                     | -                     | -                     | -                     |
| DMMD & S 200th Street Signal Improvements                 | 550                 | -                               | -                      | 550                   | -                     | -                     | -                     | -                     | -                     |
| South 240th Street Improve - Seg 2                        | 4,850               | -                               | -                      | -                     | 435                   | 4,415                 | -                     | -                     | -                     |
| College Way   | 1,450               | -                               | -                      | -                     | -                     | 1,450                 | -                     | -                     | -                     |
| South 240th Street Improve - Seg 1                        | 6,300               | -                               | -                      | -                     | -                     | -                     | 735                   | 5,565                 | -                     |
| Redondo Area Street Improvements                          | 70                  | -                               | -                      | -                     | -                     | 70                    | -                     | -                     | -                     |
| Kent-Des Moines Rd - Seg 2                                | 7,200               | -                               | -                      | -                     | -                     | -                     | 985                   | 6,215                 | -                     |
| S 224th St Improvements                                   | 756                 | -                               | -                      | -                     | -                     | -                     | 756                   | -                     | -                     |
| Puget Sound Gateway - SR509 Extension                     | 500                 | -                               | -                      | -                     | -                     | -                     | 500                   | -                     | -                     |
| 30th Ave S Improvements - South Segments                  | 4,485               | -                               | -                      | -                     | -                     | -                     | -                     | 385                   | 4,100                 |
| <b>Total Transport - Capital Projects</b>                 | <b>48,538</b>       | <b>1,495</b>                    | <b>741</b>             | <b>8,488</b>          | <b>2,175</b>          | <b>12,928</b>         | <b>3,456</b>          | <b>13,061</b>         | <b>6,194</b>          |
| <b>Total General Municipal Improvements</b>               | <b>76,390</b>       | <b>1,681</b>                    | <b>4,322</b>           | <b>16,369</b>         | <b>8,912</b>          | <b>17,743</b>         | <b>4,481</b>          | <b>15,276</b>         | <b>7,606</b>          |
| <b>MARINA CAPITAL IMPROVEMENTS</b>                        |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| Dock Electrical Replacements                              | 240                 | -                               | 60                     | -                     | 60                    | 60                    | 60                    | -                     | -                     |
| Fuel & Electrical Replacement                             | 240                 | -                               | 50                     | 190                   | -                     | -                     | -                     | -                     | -                     |
| Tenant Restroom Replacement                               | 380                 | -                               | -                      | 50                    | 330                   | -                     | -                     | -                     | -                     |
| Marina Dock Replacement                                   | 1,400               | -                               | -                      | -                     | -                     | -                     | -                     | 1,400                 | -                     |
| <b>Total Marina</b>                                       | <b>2,260</b>        | <b>-</b>                        | <b>110</b>             | <b>240</b>            | <b>390</b>            | <b>60</b>             | <b>60</b>             | <b>1,400</b>          | <b>-</b>              |
| <b>SURFACE WATER MANAGEMENT CAPITAL</b>                   |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| Barnes Crk/Kent-Des Moines Rd Culvert                     | 1,963               | 405                             | 318                    | 20                    | 1,220                 | -                     | -                     | -                     | -                     |
| 24th Ave Pipeline Replacement/Upgrade                     | 861                 | 28                              | 25                     | 64                    | -                     | -                     | 744                   | -                     | -                     |
| 216th/11th Ave Intersection Pipe Replacement              | 329                 | 20                              | 29                     | 280                   | -                     | -                     | -                     | -                     | -                     |
| Deepdene Plat Outfall Replacement                         | 410                 | 1                               | 185                    | 224                   | -                     | -                     | -                     | -                     | -                     |
| Pond Safety Improvements                                  | 93                  | -                               | 58                     | 35                    | -                     | -                     | -                     | -                     | -                     |
| 8th Ave (264th to 265th)                                  | 258                 | -                               | -                      | 258                   | -                     | -                     | -                     | -                     | -                     |
| 6th Ave/239th Pipe Replacement                            | 257                 | -                               | -                      | 257                   | -                     | -                     | -                     | -                     | -                     |
| 14th Ave (268th to 272nd) Pipe Upgrade                    | 478                 | -                               | -                      | 94                    | 384                   | -                     | -                     | -                     | -                     |
| N. Fork McSorley Ck Diversion                             | 432                 | -                               | -                      | 85                    | 347                   | -                     | -                     | -                     | -                     |
| Soundview Dr./Redondo Beach Dr, Pipe Upgrade Project      | 205                 | -                               | -                      | 45                    | 160                   | -                     | -                     | -                     | -                     |
| Pipe Replacement Program                                  | 667                 | -                               | -                      | -                     | 49                    | 328                   | 290                   | -                     | -                     |
| DMMD 208th to 212th Pipe Project                          | 603                 | -                               | -                      | -                     | -                     | 603                   | -                     | -                     | -                     |
| KDM /16th Avenue A Pipe Replacement                       | 272                 | -                               | -                      | -                     | -                     | 272                   | -                     | -                     | -                     |
| 5th Ave/212th Street Pipe Upgrade                         | 884                 | -                               | -                      | -                     | -                     | 170                   | 714                   | -                     | -                     |
| 216th Pl./ Marine View Dr, Pipe Upgrade                   | 324                 | -                               | -                      | -                     | -                     | -                     | 324                   | -                     | -                     |
| KDM/16th Ave B Pipe Replacement                           | 991                 | -                               | -                      | -                     | -                     | -                     | 211                   | 780                   | -                     |
| 232nd Street (10th to 14th) Pipe Project                  | 629                 | -                               | -                      | -                     | -                     | -                     | -                     | 629                   | -                     |
| 258th Street (13th Pl to 16th) Pipe Project               | 343                 | -                               | -                      | -                     | -                     | -                     | -                     | -                     | 343                   |
| <b>Total Surface Water Mgmt</b>                           | <b>9,999</b>        | <b>454</b>                      | <b>615</b>             | <b>1,362</b>          | <b>2,160</b>          | <b>1,373</b>          | <b>2,283</b>          | <b>1,409</b>          | <b>343</b>            |
| <b>TOTAL CITY WIDE</b>                                    | <b>88,649</b>       | <b>2,135</b>                    | <b>5,047</b>           | <b>17,971</b>         | <b>11,462</b>         | <b>19,176</b>         | <b>6,824</b>          | <b>18,085</b>         | <b>7,949</b>          |

**CITY OF DES MOINES  
CIP REVENUE SUMMARY: 2019-2024  
(Amounts in Thousands)**

| Project Name | Total Budget | Project to | Sched | Plan | Plan | Plan | Plan | Plan | Plan |
|--------------|--------------|------------|-------|------|------|------|------|------|------|
|              |              | Date       | Year  | Year | Year | Year | Year | Year | Year |
|              |              | 12/31/17   | 2018  | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |

**GENERAL MUNICIPAL IMPROVEMENTS**

**Economic Development Projects**

|                          |     |   |   |    |     |   |   |   |   |
|--------------------------|-----|---|---|----|-----|---|---|---|---|
| Redondo Paid Parking     | 350 | - | - | 50 | 300 | - | - | - | - |
| Total Econ Dev & Tourism | 350 | - | - | 50 | -   | - | - | - | - |

**Building Facility Projects**

|  |       |   |     |     |     |    |    |     |     |
|--|-------|---|-----|-----|-----|----|----|-----|-----|
| Building Access System                       | 58    | - | 12  | 46  | -   | -  | -  | -   | -   |
| Police HVAC                                  | 277   | - | 138 | 139 | -   | -  | -  | -   | -   |
| Founders' Lodge Improvements                 | 200   | - | -   | 200 | -   | -  | -  | -   | -   |
| City Hall Heat Pumps                         | 60    | - | -   | -   | 60  | -  | -  | -   | -   |
| LED Exterior Lighting                        | 34    | - | -   | -   | 34  | -  | -  | -   | -   |
| Engineer Bldg Windows                        | 25    | - | -   | -   | 25  | -  | -  | -   | -   |
| PW Service Center Interior Painting          | 60    | - | -   | -   | -   | 60 | -  | -   | -   |
| Field House Interior Paint                   | 35    | - | -   | -   | -   | 35 | -  | -   | -   |
| City Hall Canopy Repairs                     | 55    | - | -   | -   | -   | -  | 55 | -   | -   |
| Police Dept Storage Building                 | 445   | - | -   | -   | -   | -  | -  | 445 | -   |
| City Hall Parking Lot                        | 360   | - | -   | -   | -   | -  | -  | 360 | -   |
| Activity Center Irrigation/Landscape         | 65    | - | -   | -   | -   | -  | -  | 65  | -   |
| Service Center Fueling Station Canopy        | 87    | - | -   | -   | -   | -  | -  | -   | 87  |
| Service Center Material Storage Improvements | 400   | - | -   | -   | -   | -  | -  | -   | 400 |
| Total Building Facilities                    | 2,161 | - | 150 | 385 | 119 | 95 | 55 | 870 | 487 |

**Technology Projects**

|                              |     |     |     |   |   |   |   |   |   |
|------------------------------|-----|-----|-----|---|---|---|---|---|---|
| Financial System Replacement | 252 | 101 | 151 | - | - | - | - | - | - |
| Total Technology             | 252 | 101 | 151 | - | - | - | - | - | - |

**Park Facility & Playground Projects**

|  |       |    |     |       |     |       |   |   |   |
|--|-------|----|-----|-------|-----|-------|---|---|---|
| The Van Gasken Park  | 2,438 | 34 | 186 | 1,218 | -   | 1,000 | - | - | - |
| Kiddie Park Play Equipment\City Park Improvements          | 227   | 4  | 23  | 200   | -   | -     | - | - | - |
| Field House Play Equipment                                 | 194   | 3  | -   | -     | 191 | -     | - | - | - |
| Cecil Powell Play Equipment                                | 103   | 3  | -   | -     | 10  | 90    | - | - | - |
| Wooton Park  | 210   | 2  | 21  | 187   | -   | -     | - | - | - |
| Westwood Play Equipment                                    | 104   | 2  | 13  | 89    | -   | -     | - | - | - |
| SJU Play   | 479   | 5  | 454 | 20    | -   | -     | - | - | - |
| DMBP Sun Home Lodge Rehab                                  | 638   | -  | 66  | -     | 572 | -     | - | - | - |
| Field House Play Field/Skate Park                          | 187   | -  | -   | 187   | -   | -     | - | - | - |
| Mary Gay Park  | 100   | -  | 50  | 50    | -   | -     | - | - | - |
| Beach Park Bulkhead, Promenade, & Play Equip/Water Feature | 3,045 | -  | 70  | 100   | 190 | 2,685 | - | - | - |
| Marina Dynamic Messaging Signs                             | 50    | -  | -   | 50    | -   | -     | - | - | - |
| Total City Wide Park Facilities                            | 7,775 | 53 | 883 | 2,101 | 963 | 3,775 | - | - | - |

**Waterfront Facility Projects**

|                                      |        |   |       |       |       |   |   |     |   |
|--------------------------------------|--------|---|-------|-------|-------|---|---|-----|---|
| North Bulkhead                       | 8,430  | - | 4,700 | 1,950 | 1,780 | - | - | -   | - |
| N Lot Restrooms, Plazas & Promenade  | 856    | - | 106   | 750   | -     | - | - | -   | - |
| Redondo Floats                       | 110    | - | -     | 110   | -     | - | - | -   | - |
| Redondo Fishing Pier Replace Decking | 235    | - | -     | 10    | 225   | - | - | -   | - |
| Redondo Restroom & Plaza             | 400    | - | -     | -     | -     | - | - | 400 | - |
| Total Waterfront Facilities          | 10,031 | - | 4,806 | 2,820 | 2,005 | - | - | 400 | - |

**Transportation - Operating Projects**

|                                       |       |       |       |     |       |     |     |     |     |
|---------------------------------------|-------|-------|-------|-----|-------|-----|-----|-----|-----|
| Arterial Street Pavement Preservation | 7,618 | 1,193 | 875   | 925 | 925   | 925 | 925 | 925 | 925 |
| Sidewalk Program                      | 137   | 17    | 20    | 20  | 20    | 20  | 20  | 20  | -   |
| Arterial Traffic Calming              | 201   | -     | 151   | -   | 50    | -   | -   | -   | -   |
| Guardrail Program                     | 75    | -     | -     | 25  | 25    | -   | 25  | -   | -   |
| Total Transport - O&M Projects        | 8,031 | 1,210 | 1,046 | 970 | 1,020 | 945 | 970 | 945 | 925 |



**CITY OF DES MOINES**  
**CIP REVENUE SUMMARY: 2019-2024**  
(Amounts in Thousands)

| Project Name  | Total Budget         | Project to<br>Date<br>12/31/17 | Sched<br>Year<br>2018 | Plan<br>Year<br>2019 | Plan<br>Year<br>2020 | Plan<br>Year<br>2021 | Plan<br>Year<br>2022 | Plan<br>Year<br>2023 | Plan<br>Year<br>2024 |
|---|----------------------|--------------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b><u>Transportation - Capital Projects</u></b>           |                      |                                |                       |                      |                      |                      |                      |                      |                      |
| Barnes Creek Trail  | 4,875                | 1,029                          | 86                    | 50                   | 50                   | 190                  | 480                  | 896                  | 2,094                |
| S 224th St Improvements                                   | 756                  | -                              | -                     | -                    | -                    | -                    | 756                  | -                    | -                    |
| South 216th - Segment 3                                   | 7,292                | 523                            | 272                   | 6,497                | -                    | -                    | -                    | -                    | -                    |
| 24th Ave Sidewalk (223rd - Kent Des Moines Rd)            | 5,712                | 210                            | -                     | 471                  | 68                   | 4,963                | -                    | -                    | -                    |
| 16th Ave - Seg 5A   | 279                  | 129                            | 150                   | -                    | -                    | -                    | -                    | -                    | -                    |
| Downtown Alley Improvement                                | 541                  | -                              | 435                   | 106                  | -                    | -                    | -                    | -                    | -                    |
| Puget Sound Gateway - SR509 Extension                     | 500                  | -                              | 400                   | 25                   | 25                   | 25                   | 25                   | -                    | -                    |
| Marine View Dr / South 240th St. Intersection Improvement | 2,098                | -                              | -                     | -                    | 365                  | 1,733                | -                    | -                    | -                    |
| S 223rd Walkway Improvements                              | 150                  | -                              | -                     | 150                  | -                    | -                    | -                    | -                    | -                    |
| North Hill Elementary Walkway Improvements                | 890                  | -                              | -                     | 120                  | 770                  | -                    | -                    | -                    | -                    |
| 24th Ave/S. 208th St Intersection Improvements            | 540                  | -                              | -                     | 60                   | 480                  | -                    | -                    | -                    | -                    |
| South 240th Street Improve - Seg 2                        | 4,850                | -                              | -                     | -                    | 635                  | 4,215                | -                    | -                    | -                    |
| DMMD & S 200th Street Signal Improvements                 | 550                  | -                              | -                     | 550                  | -                    | -                    | -                    | -                    | -                    |
| College Way   | 1,450                | -                              | -                     | -                    | -                    | 1,450                | -                    | -                    | -                    |
| South 240th Street Improve - Seg 1                        | 6,300                | -                              | -                     | -                    | -                    | -                    | 735                  | 5,565                | -                    |
| Redondo Area Street Improvements                          | 70                   | -                              | -                     | -                    | -                    | 70                   | -                    | -                    | -                    |
| Kent-Des Moines Rd - Seg 2                                | 7,200                | -                              | -                     | -                    | -                    | -                    | 965                  | 6,235                | -                    |
| 30th Ave S Improvements - South Segments                  | 4,485                | -                              | -                     | 200                  | -                    | 200                  | 350                  | 300                  | 3,435                |
| Total Transport - Capital Projects                        | <u>48,538</u>        | <u>1,891</u>                   | <u>1,343</u>          | <u>8,229</u>         | <u>2,393</u>         | <u>12,846</u>        | <u>3,311</u>         | <u>12,996</u>        | <u>5,529</u>         |
| <b>Total General Municipal Improvements</b>               | <b><u>77,138</u></b> | <b><u>3,255</u></b>            | <b><u>8,379</u></b>   | <b><u>14,555</u></b> | <b><u>6,500</u></b>  | <b><u>17,661</u></b> | <b><u>4,336</u></b>  | <b><u>15,211</u></b> | <b><u>6,941</u></b>  |
| <b>MARINA CAPITAL IMPROVEMENTS</b>                        |                      |                                |                       |                      |                      |                      |                      |                      |                      |
| Dock Electrical Replacements                              | 240                  | -                              | 60                    | -                    | 60                   | 60                   | 60                   | -                    | -                    |
| Fuel & Electrical Replacement                             | 240                  | -                              | 50                    | 190                  | -                    | -                    | -                    | -                    | -                    |
| Tenant Restroom Replacement                               | 380                  | -                              | -                     | 50                   | 330                  | -                    | -                    | -                    | -                    |
| Marina Dock Replacement                                   | 1,400                | 200                            | 200                   | 200                  | 200                  | 200                  | 200                  | 200                  | -                    |
| <b>Total Marina</b>                                       | <b><u>2,260</u></b>  | <b><u>200</u></b>              | <b><u>310</u></b>     | <b><u>440</u></b>    | <b><u>590</u></b>    | <b><u>260</u></b>    | <b><u>260</u></b>    | <b><u>200</u></b>    | <b><u>-</u></b>      |
| <b>SURFACE WATER MANAGEMENT CAPITAL</b>                   |                      |                                |                       |                      |                      |                      |                      |                      |                      |
| Barnes Crk/Kent-Des Moines Rd Culvert                     | 1,963                | 405                            | 318                   | 20                   | 1,220                | -                    | -                    | -                    | -                    |
| 24th Ave Pipeline Replacement/Upgrade                     | 861                  | 28                             | 25                    | 64                   | -                    | -                    | 744                  | -                    | -                    |
| Deepdene Plat Outfall Replacement                         | 410                  | 1                              | 185                   | 224                  | -                    | -                    | -                    | -                    | -                    |
| 216th/11th Ave Intersection Pipe Replacement              | 329                  | 20                             | 29                    | 280                  | -                    | -                    | -                    | -                    | -                    |
| Soundview Dr./Redondo Beach Dr. Pipe Upgrade Project      | 205                  | -                              | -                     | 45                   | 160                  | -                    | -                    | -                    | -                    |
| Pond Safety Improvements                                  | 93                   | -                              | 58                    | 35                   | -                    | -                    | -                    | -                    | -                    |
| 5th Ave/212th Street Pipe Upgrade                         | 884                  | -                              | -                     | -                    | -                    | 170                  | 714                  | -                    | -                    |
| Pipe Replacement Program                                  | 667                  | -                              | -                     | -                    | 49                   | 328                  | 290                  | -                    | -                    |
| N. Fork McSorley Ck Diversion                             | 432                  | -                              | -                     | 85                   | 347                  | -                    | -                    | -                    | -                    |
| 6th Ave/239th Pipe Replacement                            | 257                  | -                              | -                     | 257                  | -                    | -                    | -                    | -                    | -                    |
| 14th Ave (268th to 272nd) Pipe Upgrade                    | 478                  | -                              | -                     | 94                   | 384                  | -                    | -                    | -                    | -                    |
| 216th Pl./ Marine View Dr. Pipe Upgrade                   | 324                  | -                              | -                     | -                    | -                    | -                    | 324                  | -                    | -                    |
| KDM /16th Avenue A Pipe Replacement                       | 272                  | -                              | -                     | -                    | -                    | 272                  | -                    | -                    | -                    |
| DMMD 208th to 212th Pipe Project                          | 603                  | -                              | -                     | -                    | -                    | 603                  | -                    | -                    | -                    |
| 8th Ave (264th to 265th)                                  | 258                  | -                              | -                     | 258                  | -                    | -                    | -                    | -                    | -                    |
| KDM/16th Ave B Pipe Replacement                           | 991                  | -                              | -                     | -                    | -                    | -                    | 211                  | 780                  | -                    |
| 232nd Street (10th to 14th) Pipe Project                  | 629                  | -                              | -                     | -                    | -                    | -                    | -                    | 629                  | -                    |
| 258th Street (13th Pl to 16th) Pipe Project               | 343                  | -                              | -                     | -                    | -                    | -                    | -                    | -                    | 343                  |
| <b>Total Surface Water Mgmt</b>                           | <b><u>9,999</u></b>  | <b><u>454</u></b>              | <b><u>615</u></b>     | <b><u>1,362</u></b>  | <b><u>2,160</u></b>  | <b><u>1,373</u></b>  | <b><u>2,283</u></b>  | <b><u>1,409</u></b>  | <b><u>343</u></b>    |
| <b>TOTAL CITY WIDE</b>                                    | <b><u>89,397</u></b> | <b><u>3,909</u></b>            | <b><u>9,304</u></b>   | <b><u>16,357</u></b> | <b><u>9,250</u></b>  | <b><u>19,294</u></b> | <b><u>6,879</u></b>  | <b><u>16,820</u></b> | <b><u>7,284</u></b>  |

**CITY OF DES MOINES**  
**CIP REVENUE SOURCE SUMMARY: 2019-2024**

(Amounts in Thousands)

| Project Name   | Total Budget | Project to<br>Date<br>12/31/17 | Sched<br>Year<br>2018 | Plan<br>Year<br>2019 | Plan<br>Year<br>2020 | Plan<br>Year<br>2021 | Plan<br>Year<br>2022 | Plan<br>Year<br>2023 | Plan<br>Year<br>2024 |
|--|--------------|--------------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>GENERAL FUND</b>                                      |              |                                |                       |                      |                      |                      |                      |                      |                      |
| Marina Dynamic Messaging Signs                           | 50           | -                              | -                     | 50                   | -                    | -                    | -                    | -                    | -                    |
| Arterial Traffic Calming                                 | 201          | -                              | 151                   | -                    | 50                   | -                    | -                    | -                    | -                    |
| Redondo Paid Parking                                     | 350          | -                              | -                     | 50                   | 300                  | -                    | -                    | -                    | -                    |
| North Bulkhead   | 1,000        | -                              | 1,000                 | -                    | -                    | -                    | -                    | -                    | -                    |
| Downtown Alley Improvement                               | 393          | -                              | 393                   | -                    | -                    | -                    | -                    | -                    | -                    |
| <b>Total General Fund</b>                                | <b>1,994</b> | <b>-</b>                       | <b>1,544</b>          | <b>100</b>           | <b>350</b>           | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             |
| <b>FRANCHISE FEES</b>                                    |              |                                |                       |                      |                      |                      |                      |                      |                      |
| Arterial Street Pavement Preservation                    | 3,718        | 396                            | 502                   | 470                  | 470                  | 470                  | 470                  | 470                  | 470                  |
| <b>Total Franchise Fee</b>                               | <b>3,718</b> | <b>396</b>                     | <b>502</b>            | <b>470</b>           | <b>470</b>           | <b>470</b>           | <b>470</b>           | <b>470</b>           | <b>470</b>           |
| <b>COMPUTER REPLACEMENT FUND</b>                         |              |                                |                       |                      |                      |                      |                      |                      |                      |
| Financial System Replacement                             | 192          | 71                             | 121                   | -                    | -                    | -                    | -                    | -                    | -                    |
| <b>Total Computer Replacement Fund</b>                   | <b>192</b>   | <b>71</b>                      | <b>121</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             |
| <b>REDONDO ZONE</b>                                      |              |                                |                       |                      |                      |                      |                      |                      |                      |
| Redondo Area Street Improvements                         | 70           | -                              | -                     | -                    | -                    | 70                   | -                    | -                    | -                    |
| <b>Total Redondo Zone Parking</b>                        | <b>70</b>    | <b>-</b>                       | <b>-</b>              | <b>-</b>             | <b>-</b>             | <b>70</b>            | <b>-</b>             | <b>-</b>             | <b>-</b>             |
| <b>AUTOMATED SPEED ENFORCE (ASE)</b>                     |              |                                |                       |                      |                      |                      |                      |                      |                      |
| 24th Ave Sidewalk (223rd - Kent Des Moines Rd)           | 358          | 208                            | -                     | -                    | -                    | 150                  | -                    | -                    | -                    |
| Sidewalk Program   | 137          | 17                             | 20                    | 20                   | 20                   | 20                   | 20                   | 20                   | -                    |
| S 223rd Walkway Improvements                             | 150          | -                              | -                     | 150                  | -                    | -                    | -                    | -                    | -                    |
| North Hill Elementary Walkway Improvements               | 160          | -                              | -                     | 40                   | 120                  | -                    | -                    | -                    | -                    |
| <b>Total ASE</b>   | <b>805</b>   | <b>225</b>                     | <b>20</b>             | <b>210</b>           | <b>140</b>           | <b>170</b>           | <b>20</b>            | <b>20</b>            | <b>-</b>             |
| <b>TRANSPORTATION BENEFIT DISTRICT</b>                   |              |                                |                       |                      |                      |                      |                      |                      |                      |
| Arterial Street Pavement Preservation                    | 3,900        | 797                            | 373                   | 455                  | 455                  | 455                  | 455                  | 455                  | 455                  |
| <b>Total Transportation Benefit District</b>             | <b>3,900</b> | <b>797</b>                     | <b>373</b>            | <b>455</b>           | <b>455</b>           | <b>455</b>           | <b>455</b>           | <b>455</b>           | <b>455</b>           |
| <b>REET 1st QTR %</b>                                    |              |                                |                       |                      |                      |                      |                      |                      |                      |
| Barnes Creek Trail                                       | 900          | 263                            | 86                    | 50                   | 50                   | 35                   | 116                  | 100                  | 200                  |
| North Bulkhead   | 1,960        | -                              | 400                   | -                    | 1,560                | -                    | -                    | -                    | -                    |
| DMBP Sun Home Lodge Rehab                                | 3            | -                              | 3                     | -                    | -                    | -                    | -                    | -                    | -                    |
| Police Dept Storage Building                             | 445          | -                              | -                     | -                    | -                    | -                    | -                    | 445                  | -                    |
| City Hall Parking Lot                                    | 360          | -                              | -                     | -                    | -                    | -                    | -                    | 360                  | -                    |
| Founders' Lodge Improvements                             | 200          | -                              | -                     | 200                  | -                    | -                    | -                    | -                    | -                    |
| Beach Park Bulkhead, Promenade, & Play Equip/Water Featu | 100          | -                              | -                     | 100                  | -                    | -                    | -                    | -                    | -                    |
| <b>Total REET 1st Qtr %</b>                              | <b>3,968</b> | <b>263</b>                     | <b>489</b>            | <b>350</b>           | <b>1,610</b>         | <b>35</b>            | <b>116</b>           | <b>905</b>           | <b>200</b>           |
| <b>REET - 2nd QTR %</b>                                  |              |                                |                       |                      |                      |                      |                      |                      |                      |
| SJU Play   | 184          | 5                              | 159                   | 20                   | -                    | -                    | -                    | -                    | -                    |
| Kiddie Park Play Equipment(City Park Improvements        | 27           | 4                              | 23                    | -                    | -                    | -                    | -                    | -                    | -                    |
| Wooton Park  | 160          | 2                              | 21                    | 137                  | -                    | -                    | -                    | -                    | -                    |
| Field House Play Equipment                               | 58           | 3                              | -                     | -                    | 55                   | -                    | -                    | -                    | -                    |
| Cecil Powell Play Equipment                              | 13           | 3                              | -                     | -                    | 10                   | -                    | -                    | -                    | -                    |
| Westwood Play Equipment                                  | 104          | 2                              | 13                    | 89                   | -                    | -                    | -                    | -                    | -                    |
| N Lot Restrooms, Plazas & Promenade                      | 356          | -                              | 106                   | 250                  | -                    | -                    | -                    | -                    | -                    |
| Guardrail Program  | 75           | -                              | -                     | 25                   | 25                   | -                    | 25                   | -                    | -                    |
| Redondo Fishing Pier Replace Decking                     | 77           | -                              | -                     | 10                   | 67                   | -                    | -                    | -                    | -                    |
| Redondo Floats   | 40           | -                              | -                     | 40                   | -                    | -                    | -                    | -                    | -                    |
| Redondo Restroom & Plaza                                 | 200          | -                              | -                     | -                    | -                    | -                    | -                    | 200                  | -                    |
| <b>Total REET 2nd Qtr %</b>                              | <b>1,294</b> | <b>19</b>                      | <b>322</b>            | <b>571</b>           | <b>157</b>           | <b>-</b>             | <b>25</b>            | <b>200</b>           | <b>-</b>             |

**CITY OF DES MOINES  
CIP REVENUE SOURCE SUMMARY: 2019-2024**

(Amounts in Thousands)

| <i>Project Name</i>                                       | <i>Total Budget</i> | <i>Project to Date 12/31/17</i> | <i>Sched Year 2018</i> | <i>Plan Year 2019</i> | <i>Plan Year 2020</i> | <i>Plan Year 2021</i> | <i>Plan Year 2022</i> | <i>Plan Year 2023</i> | <i>Plan Year 2024</i> |
|---|---------------------|---------------------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>KING COUNTY PARK LEVY</b>                              |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| Barnes Creek Trail  | 287                 | 287                             | -                      | -                     | -                     | -                     | -                     | -                     | -                     |
| <b>Total King County Park Levy</b>                        | <b>287</b>          | <b>287</b>                      | <b>-</b>               | <b>-</b>              | <b>-</b>              | <b>-</b>              | <b>-</b>              | <b>-</b>              | <b>-</b>              |
| <b>PARK IN LIEU</b>                                       |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| Beach Park Bulkhead, Promenade, & Play Equip/Water Featu  | 380                 | -                               | -                      | -                     | 90                    | 290                   | -                     | -                     | -                     |
| The Van Gasken Park                                       | 758                 | 34                              | -                      | 224                   | -                     | 500                   | -                     | -                     | -                     |
| Mary Gay Park   | 50                  | -                               | 25                     | 25                    | -                     | -                     | -                     | -                     | -                     |
| <b>Total Park in Lieu</b>                                 | <b>1,188</b>        | <b>34</b>                       | <b>25</b>              | <b>249</b>            | <b>90</b>             | <b>790</b>            | <b>-</b>              | <b>-</b>              | <b>-</b>              |
| <b>ONE TIME REVENUE</b>                                   |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| The Van Gasken Park                                       | -                   | -                               | 186                    | (186)                 | -                     | -                     | -                     | -                     | -                     |
| Tenant Restroom Replacement                               | 380                 | -                               | -                      | 50                    | 330                   | -                     | -                     | -                     | -                     |
| Mary Gay Park   | 50                  | -                               | 25                     | 25                    | -                     | -                     | -                     | -                     | -                     |
| Service Center Fueling Station Canopy                     | 87                  | -                               | -                      | -                     | -                     | -                     | -                     | -                     | 87                    |
| Service Center Material Storage Improvements              | 200                 | -                               | -                      | -                     | -                     | -                     | -                     | -                     | 200                   |
| N Lot Restrooms, Plazas & Promenade                       | 500                 | -                               | -                      | 500                   | -                     | -                     | -                     | -                     | -                     |
| Downtown Alley Improvement                                | 148                 | -                               | 42                     | 106                   | -                     | -                     | -                     | -                     | -                     |
| Puget Sound Gateway - SR509 Extension                     | 500                 | -                               | 400                    | 25                    | 25                    | 25                    | 25                    | -                     | -                     |
| North Bulkhead  | 220                 | -                               | -                      | -                     | 220                   | -                     | -                     | -                     | -                     |
| Beach Park Bulkhead, Promenade, & Play Equip/Water Featu  | 70                  | -                               | 70                     | -                     | -                     | -                     | -                     | -                     | -                     |
| <b>Total One Time Revenue</b>                             | <b>2,155</b>        | <b>-</b>                        | <b>723</b>             | <b>520</b>            | <b>575</b>            | <b>25</b>             | <b>25</b>             | <b>-</b>              | <b>287</b>            |
| <b>TRAFFIC IN LIEU</b>                                    |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| 16th Ave - Seg 5A   | 279                 | 129                             | 150                    | -                     | -                     | -                     | -                     | -                     | -                     |
| Marine View Dr / South 240th St. Intersection Improvement | 612                 | -                               | -                      | -                     | 265                   | 347                   | -                     | -                     | -                     |
| College Way   | 950                 | -                               | -                      | -                     | -                     | 950                   | -                     | -                     | -                     |
| South 240th Street Improve - Seg 2                        | 2,900               | -                               | -                      | -                     | 235                   | 2,665                 | -                     | -                     | -                     |
| South 216th - Segment 3                                   | 1,500               | -                               | -                      | 1,500                 | -                     | -                     | -                     | -                     | -                     |
| 24th Ave/S. 208th St Intersection Improvements            | 200                 | -                               | -                      | 50                    | 150                   | -                     | -                     | -                     | -                     |
| 30th Ave S Improvements - South Segments                  | 350                 | -                               | -                      | 200                   | -                     | -                     | 150                   | -                     | -                     |
| <b>Total Traffic in Lieu</b>                              | <b>6,791</b>        | <b>129</b>                      | <b>150</b>             | <b>1,750</b>          | <b>650</b>            | <b>3,962</b>          | <b>150</b>            | <b>-</b>              | <b>-</b>              |
| <b>TRANSPORTATION CIP FUND</b>                            |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| Barnes Creek Trail  | 68                  | 68                              | -                      | -                     | -                     | -                     | -                     | -                     | -                     |
| <b>Total Transportation CIP Fund</b>                      | <b>68</b>           | <b>68</b>                       | <b>-</b>               | <b>-</b>              | <b>-</b>              | <b>-</b>              | <b>-</b>              | <b>-</b>              | <b>-</b>              |
| <b>TRAFFIC IMPACT CITY WIDE</b>                           |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| South 216th - Segment 3                                   | 1,916               | 242                             | 152                    | 1,522                 | -                     | -                     | -                     | -                     | -                     |
| 24th Ave Sidewalk (223rd - Kent Des Moines Rd)            | 947                 | 2                               | -                      | 75                    | 23                    | 847                   | -                     | -                     | -                     |
| 24th Ave/S. 208th St Intersection Improvements            | 210                 | -                               | -                      | 10                    | 200                   | -                     | -                     | -                     | -                     |
| College Way   | 500                 | -                               | -                      | -                     | -                     | 500                   | -                     | -                     | -                     |
| Barnes Creek Trail  | 190                 | -                               | -                      | -                     | -                     | -                     | -                     | 96                    | 94                    |
| Kent-Des Moines Rd - Seg 2                                | 330                 | -                               | -                      | -                     | -                     | -                     | 330                   | -                     | -                     |
| DMMD & S 200th Street Signal Improvements                 | 550                 | -                               | -                      | 550                   | -                     | -                     | -                     | -                     | -                     |
| S 224th St Improvements                                   | 326                 | -                               | -                      | -                     | -                     | -                     | 326                   | -                     | -                     |
| <b>Total Traffic Impact City Wide</b>                     | <b>4,969</b>        | <b>244</b>                      | <b>152</b>             | <b>2,157</b>          | <b>223</b>            | <b>1,347</b>          | <b>656</b>            | <b>96</b>             | <b>94</b>             |
| <b>TRAFFIC IMPACT PAC RIDGE</b>                           |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| S 224th St Improvements                                   | 280                 | -                               | -                      | -                     | -                     | -                     | 280                   | -                     | -                     |
| 30th Ave S Improvements - South Segments                  | 850                 | -                               | -                      | -                     | -                     | 200                   | 200                   | 300                   | 150                   |
| <b>Total Traffic Impact Pac Ridge</b>                     | <b>1,130</b>        | <b>-</b>                        | <b>-</b>               | <b>-</b>              | <b>-</b>              | <b>200</b>            | <b>480</b>            | <b>300</b>            | <b>150</b>            |
| <b>MARINA REVENUES</b>                                    |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| Marina Dock Replacement                                   | 1,400               | 200                             | 200                    | 200                   | 200                   | 200                   | 200                   | 200                   | -                     |
| Dock Electrical Replacements                              | 240                 | -                               | 60                     | -                     | 60                    | 60                    | 60                    | -                     | -                     |
| Fuel & Electrical Replacement                             | 240                 | -                               | 50                     | 190                   | -                     | -                     | -                     | -                     | -                     |
| Financial System Replacement                              | 30                  | 15                              | 15                     | -                     | -                     | -                     | -                     | -                     | -                     |
| <b>Total Marina Revenues</b>                              | <b>1,910</b>        | <b>215</b>                      | <b>325</b>             | <b>390</b>            | <b>260</b>            | <b>260</b>            | <b>260</b>            | <b>200</b>            | <b>-</b>              |

**CITY OF DES MOINES  
CIP REVENUE SOURCE SUMMARY: 2019-2024**

(Amounts in Thousands)

| <i>Project Name</i>                                  | <i>Total Budget</i> | <i>Project to Date 12/31/17</i> | <i>Sched Year 2018</i> | <i>Plan Year 2019</i> | <i>Plan Year 2020</i> | <i>Plan Year 2021</i> | <i>Plan Year 2022</i> | <i>Plan Year 2023</i> | <i>Plan Year 2024</i> |
|--|---------------------|---------------------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>SURFACE WATER UTILITY</b>                         |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| Barnes Crk/Kent-Des Moines Rd Culvert                | 1,963               | 405                             | 318                    | 20                    | 1,220                 | -                     | -                     | -                     | -                     |
| 24th Ave Pipeline Replacement/Upgrade                | 861                 | 28                              | 25                     | 64                    | -                     | -                     | 744                   | -                     | -                     |
| Deepdene Plat Outfall Replacement                    | 410                 | 1                               | 185                    | 224                   | -                     | -                     | -                     | -                     | -                     |
| 216th/11th Ave Intersection Pipe Replacement         | 329                 | 20                              | 29                     | 280                   | -                     | -                     | -                     | -                     | -                     |
| Soundview Dr./Redondo Beach Dr. Pipe Upgrade Project | 205                 | -                               | -                      | 45                    | 160                   | -                     | -                     | -                     | -                     |
| Financial System Replacement                         | 30                  | 15                              | 15                     | -                     | -                     | -                     | -                     | -                     | -                     |
| Service Center Material Storage Improvements         | 100                 | -                               | -                      | -                     | -                     | -                     | -                     | -                     | 100                   |
| Pond Safety Improvements                             | 93                  | -                               | 58                     | 35                    | -                     | -                     | -                     | -                     | -                     |
| 5th Ave/212th Street Pipe Upgrade                    | 884                 | -                               | -                      | -                     | -                     | 170                   | 714                   | -                     | -                     |
| Pipe Replacement Program                             | 667                 | -                               | -                      | -                     | 49                    | 328                   | 290                   | -                     | -                     |
| N. Fork McSorley Ck Diversion                        | 432                 | -                               | -                      | 85                    | 347                   | -                     | -                     | -                     | -                     |
| 6th Ave/239th Pipe Replacement                       | 257                 | -                               | -                      | 257                   | -                     | -                     | -                     | -                     | -                     |
| 14th Ave (268th to 272nd) Pipe Upgrade               | 478                 | -                               | -                      | 94                    | 384                   | -                     | -                     | -                     | -                     |
| 216th Pl/ Marine View Dr. Pipe Upgrade               | 324                 | -                               | -                      | -                     | -                     | -                     | 324                   | -                     | -                     |
| KDM /16th Avenue A Pipe Replacement                  | 272                 | -                               | -                      | -                     | -                     | 272                   | -                     | -                     | -                     |
| DMMD 208th to 212th Pipe Project                     | 603                 | -                               | -                      | -                     | -                     | 603                   | -                     | -                     | -                     |
| 8th Ave (264th to 265th)                             | 258                 | -                               | -                      | 258                   | -                     | -                     | -                     | -                     | -                     |
| KDM/16th Ave B Pipe Replacement                      | 991                 | -                               | -                      | -                     | -                     | -                     | 211                   | 780                   | -                     |
| 232nd Street (10th to 14th) Pipe Project             | 629                 | -                               | -                      | -                     | -                     | -                     | -                     | 629                   | -                     |
| 24th Ave Sidewalk (223rd - Kent Des Moines Rd)       | 808                 | -                               | -                      | 64                    | -                     | 744                   | -                     | -                     | -                     |
| South 216th - Segment 3                              | 279                 | -                               | -                      | 279                   | -                     | -                     | -                     | -                     | -                     |
| 258th Street (13th Pl to 16th) Pipe Project          | 343                 | -                               | -                      | -                     | -                     | -                     | -                     | -                     | 343                   |
| <b>Total Surface Water Utility</b>                   | <b>11,216</b>       | <b>469</b>                      | <b>630</b>             | <b>1,705</b>          | <b>2,160</b>          | <b>2,117</b>          | <b>2,283</b>          | <b>1,409</b>          | <b>443</b>            |
| <b>FACILITY MAJOR MAINT/REPAIR</b>                   |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| Police HVAC  | 277                 | -                               | 138                    | 139                   | -                     | -                     | -                     | -                     | -                     |
| Building Access System                               | 58                  | -                               | 12                     | 46                    | -                     | -                     | -                     | -                     | -                     |
| City Hall Heat Pumps                                 | 60                  | -                               | -                      | -                     | 60                    | -                     | -                     | -                     | -                     |
| City Hall Canopy Repairs                             | 55                  | -                               | -                      | -                     | -                     | -                     | 55                    | -                     | -                     |
| LED Exterior Lighting                                | 34                  | -                               | -                      | -                     | 34                    | -                     | -                     | -                     | -                     |
| Engineer Bldg Windows                                | 25                  | -                               | -                      | -                     | 25                    | -                     | -                     | -                     | -                     |
| PW Service Center Interior Painting                  | 60                  | -                               | -                      | -                     | -                     | 60                    | -                     | -                     | -                     |
| Field House Interior Paint                           | 35                  | -                               | -                      | -                     | -                     | 35                    | -                     | -                     | -                     |
| Activity Center Irrigation/Landscape                 | 65                  | -                               | -                      | -                     | -                     | -                     | -                     | 65                    | -                     |
| Service Center Material Storage Improvements         | 100                 | -                               | -                      | -                     | -                     | -                     | -                     | -                     | 100                   |
| <b>Total Facility Major Maint/Repair</b>             | <b>769</b>          | <b>-</b>                        | <b>150</b>             | <b>185</b>            | <b>119</b>            | <b>95</b>             | <b>55</b>             | <b>65</b>             | <b>100</b>            |
| <b>LOCAL GRANTS</b>                                  |                     |                                 |                        |                       |                       |                       |                       |                       |                       |
| Barnes Creek Trail                                   | 44                  | 44                              | -                      | -                     | -                     | -                     | -                     | -                     | -                     |
| The Van Gasken Park                                  | 594                 | -                               | -                      | 594                   | -                     | -                     | -                     | -                     | -                     |
| DMBP Sun Home Lodge Rehab                            | 93                  | -                               | 63                     | -                     | 30                    | -                     | -                     | -                     | -                     |
| Field House Play Field/Skate Park                    | 187                 | -                               | -                      | 187                   | -                     | -                     | -                     | -                     | -                     |
| SJU Play   | 245                 | -                               | 245                    | -                     | -                     | -                     | -                     | -                     | -                     |
| South 240th Street Improve - Seg 1                   | 3,380               | -                               | -                      | -                     | -                     | -                     | 365                   | 3,015                 | -                     |
| Kent-Des Moines Rd - Seg 2                           | 3,620               | -                               | -                      | -                     | -                     | -                     | 635                   | 2,985                 | -                     |
| <b>Total Local Grants</b>                            | <b>8,163</b>        | <b>44</b>                       | <b>308</b>             | <b>781</b>            | <b>30</b>             | <b>-</b>              | <b>1,000</b>          | <b>6,000</b>          | <b>-</b>              |



**CITY OF DES MOINES**  
**CIP REVENUE SOURCE SUMMARY: 2019-2024**

(Amounts in Thousands)

| Project Name  | Total Budget  | Project to<br>Date<br>12/31/17 | Sched<br>Year<br>2018 | Plan<br>Year<br>2019 | Plan<br>Year<br>2020 | Plan<br>Year<br>2021 | Plan<br>Year<br>2022 | Plan<br>Year<br>2023 | Plan<br>Year<br>2024 |
|---|---------------|--------------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>STATE GRANTS</b> (Includes: TIB, RCO, CTED, etc.)      |               |                                |                       |                      |                      |                      |                      |                      |                      |
| South 216th - Segment 3                                   | 3,157         | 281                            | 120                   | 2,756                | -                    | -                    | -                    | -                    | -                    |
| North Bulkhead  | 1,950         | -                              | -                     | 1,950                | -                    | -                    | -                    | -                    | -                    |
| The Van Gasken Park                                       | 1,086         | -                              | -                     | 586                  | -                    | 500                  | -                    | -                    | -                    |
| Marine View Dr / South 240th St. Intersection Improvement | 1,486         | -                              | -                     | -                    | 100                  | 1,386                | -                    | -                    | -                    |
| DMBP Sun Home Lodge Rehab                                 | 542           | -                              | -                     | -                    | 542                  | -                    | -                    | -                    | -                    |
| Redondo Fishing Pier Replace Decking                      | 158           | -                              | -                     | -                    | 158                  | -                    | -                    | -                    | -                    |
| Redondo Floats  | 70            | -                              | -                     | 70                   | -                    | -                    | -                    | -                    | -                    |
| Beach Park Bulkhead, Promenade, & Play Equip/Water Featu  | 2,480         | -                              | -                     | -                    | 100                  | 2,380                | -                    | -                    | -                    |
| South 240th Street Improve - Seg 1                        | 2,670         | -                              | -                     | -                    | -                    | -                    | 370                  | 2,300                | -                    |
| South 240th Street Improve - Seg 2                        | 1,750         | -                              | -                     | -                    | 200                  | 1,550                | -                    | -                    | -                    |
| Kent-Des Moines Rd - Seg 2                                | 3,000         | -                              | -                     | -                    | -                    | -                    | -                    | 3,000                | -                    |
| Redondo Restroom & Plaza                                  | 200           | -                              | -                     | -                    | -                    | -                    | -                    | 200                  | -                    |
| 24th Ave Sidewalk (223rd - Kent Des Moines Rd)            | 3,599         | -                              | -                     | 332                  | 45                   | 3,222                | -                    | -                    | -                    |
| 30th Ave S Improvements - South Segments                  | 3,285         | -                              | -                     | -                    | -                    | -                    | -                    | -                    | 3,285                |
| <b>Total State Grants</b>                                 | <b>25,433</b> | <b>281</b>                     | <b>120</b>            | <b>5,694</b>         | <b>1,145</b>         | <b>9,038</b>         | <b>370</b>           | <b>5,500</b>         | <b>3,285</b>         |
| <b>FEDERAL GRANTS</b> (Includes: STP, FMSIB, etc.)        |               |                                |                       |                      |                      |                      |                      |                      |                      |
| Barnes Creek Trail  | 3,386         | 367                            | -                     | -                    | -                    | 155                  | 364                  | 700                  | 1,800                |
| Kiddie Park Play Equipment/City Park Improvements         | 200           | -                              | -                     | 200                  | -                    | -                    | -                    | -                    | -                    |
| Field House Play Equipment                                | 111           | -                              | -                     | -                    | 111                  | -                    | -                    | -                    | -                    |
| North Hill Elementary Walkway Improvements                | 730           | -                              | -                     | 80                   | 650                  | -                    | -                    | -                    | -                    |
| <b>Total Federal Grants</b>                               | <b>4,427</b>  | <b>367</b>                     | <b>-</b>              | <b>280</b>           | <b>761</b>           | <b>155</b>           | <b>364</b>           | <b>700</b>           | <b>1,800</b>         |
| <b>PRIVATE CONTRIBUTIONS</b>                              |               |                                |                       |                      |                      |                      |                      |                      |                      |
| Cecil Powell Play Equipment                               | 90            | -                              | -                     | -                    | -                    | 90                   | -                    | -                    | -                    |
| Wooton Park   | 50            | -                              | -                     | 50                   | -                    | -                    | -                    | -                    | -                    |
| SJU Play  | 50            | -                              | 50                    | -                    | -                    | -                    | -                    | -                    | -                    |
| South 240th Street Improve - Seg 2                        | 200           | -                              | -                     | -                    | 200                  | -                    | -                    | -                    | -                    |
| Beach Park Bulkhead, Promenade, & Play Equip/Water Featu  | 15            | -                              | -                     | -                    | -                    | 15                   | -                    | -                    | -                    |
| South 240th Street Improve - Seg 1                        | 250           | -                              | -                     | -                    | -                    | -                    | -                    | 250                  | -                    |
| Kent-Des Moines Rd - Seg 2                                | 250           | -                              | -                     | -                    | -                    | -                    | -                    | 250                  | -                    |
| South 216th - Segment 3                                   | 440           | -                              | -                     | 440                  | -                    | -                    | -                    | -                    | -                    |
| S 224th St Improvements                                   | 150           | -                              | -                     | -                    | -                    | -                    | 150                  | -                    | -                    |
| Field House Play Equipment                                | 25            | -                              | -                     | -                    | 25                   | -                    | -                    | -                    | -                    |
| 24th Ave/S. 208th St Intersection Improvements            | 130           | -                              | -                     | -                    | 130                  | -                    | -                    | -                    | -                    |
| <b>Total Private Contributions</b>                        | <b>1,650</b>  | <b>-</b>                       | <b>50</b>             | <b>490</b>           | <b>355</b>           | <b>105</b>           | <b>150</b>           | <b>500</b>           | <b>-</b>             |
| <b>DEBT PROCEEDS</b>                                      |               |                                |                       |                      |                      |                      |                      |                      |                      |
| North Bulkhead  | 3,300         | -                              | 3,300                 | -                    | -                    | -                    | -                    | -                    | -                    |
| <b>Total Debt Proceeds</b>                                | <b>3,300</b>  | <b>-</b>                       | <b>3,300</b>          | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>             |
| <b>TOTAL REVENUE SOURCES</b>                              | <b>89,397</b> | <b>3,909</b>                   | <b>9,304</b>          | <b>16,357</b>        | <b>9,550</b>         | <b>19,294</b>        | <b>6,879</b>         | <b>16,820</b>        | <b>7,284</b>         |

# SECTION 7: APPENDIX

## GENERAL INFORMATION

COMPARATIVE SUMMARY OF AD VALOREM TAXES  
(\$ per \$1000 ASSESSED VALUE)

|                     | 2016 Tax Year Assessed in 2015 |                         |                   | 2017 Tax Year Assessed in 2016 |                         |                   |
|---------------------|--------------------------------|-------------------------|-------------------|--------------------------------|-------------------------|-------------------|
|                     | ASSESSED<br>VALUE              | LEVY PER<br>\$1000 A.V. | ALLOWABLE<br>LEVY | ASSESSED<br>VALUE              | LEVY PER<br>\$1000 A.V. | ALLOWABLE<br>LEVY |
| <b>GENERAL LEVY</b> |                                |                         |                   |                                |                         |                   |
| CURRENT EXPENSE     | \$ 2,871,886,336               | \$1.6522                | \$ 4,745,014      | \$ 3,194,299,789               | \$1.5108                | \$ 4,825,818      |

|                     | 2018 Tax Year Assessed in 2017 |                         |                   | Estimated 2019 Tax Year Assessed in 2018 |                         |                   |
|---------------------|--------------------------------|-------------------------|-------------------|--|-------------------------|-------------------|
|                     | ASSESSED<br>VALUE              | LEVY PER<br>\$1000 A.V. | ALLOWABLE<br>LEVY | ASSESSED<br>VALUE                        | LEVY PER<br>\$1000 A.V. | ALLOWABLE<br>LEVY |
| <b>GENERAL LEVY</b> |                                |                         |                   |  |                         |                   |
| CURRENT EXPENSE     | \$ 3,786,485,943               | \$1.3054                | \$ 4,942,969      | \$ 4,044,856,536                         | \$1.2492                | \$ 5,027,811      |



RATIO of GOVERNMENTAL ACTIVITY GENERAL OBLIGATION DEBT  
to ASSESSED VALUE and NET BONDED DEBT PER CAPITA  
as of DECEMBER 31

| <u>FISCAL<br/>YEAR</u> | <u>APRIL 1<br/>POPULATION</u> | <u>ASSESSED<br/>VALUATION</u> | <u>DEBT</u>  | <u>RATIO OF<br/>DEBT<br/>TO ASSESSED<br/>VALUE</u> | <u>DEBT<br/>PER CAPITA</u> |
|------------------------|-------------------------------|-------------------------------|--------------|--|----------------------------|
| 2008                   | 29,180                        | \$2,908,070,226               | \$4,012,534  | 0.5%   | 137.51                     |
| 2009                   | 29,270                        | \$3,239,532,997               | \$4,295,811  | 0.4%   | 146.76                     |
| 2010                   | 29,673                        | \$2,728,550,347               | \$4,024,709  | 0.3%   | 135.64                     |
| 2011                   | 29,680                        | \$2,665,187,506               | \$3,953,740  | 0.3%   | 133.21                     |
| 2012                   | 29,700                        | \$2,428,741,940               | \$3,665,513  | 0.2%   | 123.42                     |
| 2013                   | 29,730                        | \$2,262,054,010               | \$3,400,795  | 0.1%   | 114.39                     |
| 2014                   | 30,030                        | \$2,224,000,070               | \$3,100,291  | 0.1%   | 103.24                     |
| 2015                   | 30,100                        | \$ 2,668,582,572              | \$ 3,100,291 | 0.1%   | 103.00                     |
| 2016                   | 30,570                        | \$ 2,871,883,857              | \$ 2,505,868 | 0.1%   | 81.97                      |
| 2017                   | 30,860                        | \$3,194,299,789               | \$2,200,762  | 0.1%   | 71.31                      |
| 2018                   | 31,140                        | \$ 3,786,485,943              | \$ 3,429,420 | 0.1%   | 110.13                     |
| 2019 *                 | 31,140                        | \$ 4,020,356,577              | \$ 850,000   | 0.0%   | 27.30                      |

\* Estimated

192,112.50

## CITY OF DES MOINES

## DEBT LIMITATION PROJECTED AS OF DECEMBER 31, 2019

|  |           |                    |                              |
|--|-----------|--------------------|------------------------------|
| ESTIMATED ASSESSED VALUATION for 2019 TAXES              |           | \$ 4,044,856,536   |                              |
| <b>GENERAL PURPOSES</b>                                  |           |                    |                              |
| <b>Councilmanic:</b>                                     |           |                    |                              |
| Capacity (1.50% of Assessed value)                       |           | 60,672,848         |                              |
| Less:  |           |                    |                              |
| G.O. Bonds Outstanding                                   | 8,685,000 |                    |                              |
| State L.O.C.A.L. Program                                 | 24,563    |                    |                              |
| State PWTF   | 404,857   |                    |                              |
|  |           | <u>9,114,420</u>   |                              |
| Available Councilmanic Capacity Excluding Capital Leases |           | 51,558,428         |                              |
| <br>   |           |                    |                              |
| <b>Voter-Approved: 60 percent approval</b>               |           |                    |                              |
| Total Capacity (2.50% of Assessed Value)                 |           | 101,121,413        |                              |
| Less:  |           |                    |                              |
| Councilmanic Outstanding                                 |           |                    |                              |
| Issued Voter-Approved                                    |           |                    |                              |
|  |           | <u>0</u>           |                              |
| <b>Available Voter-Approved Capacity</b>                 |           |                    | \$ 101,121,413               |
| <br>   |           |                    |                              |
| <b>UTILITY PURPOSES</b>                                  |           |                    |                              |
| Voter-Approved:  |           |                    |                              |
| Capacity (2.5% of Assessed Value)                        |           | <u>101,121,413</u> |                              |
| <b>Available Utility Capacity</b>                        |           |                    | 101,121,413                  |
| <br>   |           |                    |                              |
| <b>OPEN SPACE AND PARK FACILITIES</b>                    |           |                    |                              |
| Voter-Approved:  |           |                    |                              |
| Capacity (2.5% of Assessed Value)                        |           | <u>101,121,413</u> |                              |
| <b>Available Open Space and Park Facilities Capacity</b> |           |                    | <u>101,121,413</u>           |
| <b>TOTAL AVAILABLE DEBT CAPACITY</b>                     |           |                    | <u><u>\$ 303,364,239</u></u> |

**CITY OF DES MOINES**  
Projected As of December 31, 2019

SUMMARY OF DEBT

| <u>PURPOSE</u>                 |                          | <u>ORIGINAL<br/>ISSUE<br/>AMOUNT</u> | <u>DATED</u> | <u>INTEREST<br/>RATE(S)</u> | <u>MATURITY<br/>DATE</u> |
|--------------------------------|--------------------------|--------------------------------------|--------------|-----------------------------|--------------------------|
| <b>GENERAL OBLIGATION DEBT</b> |                          |                                      |              |                             |                          |
| COUNCILMANIC BONDS:            |                          |                                      |              |                             |                          |
| 2018 LTGO                      | Transportation           | 3,105,000                            | 9/7/2022     | 3.00 - 4.00%                | 12/2/2042                |
| VOTER-APPROVED BONDS:          |                          |                                      |              |                             |                          |
| None                           |                          |                                      |              |                             |                          |
| OTHER GENERAL OBLIGATION DEBT: |                          |                                      |              |                             |                          |
| 2004 PWTF                      | Pac Highway Construction | 2,250,000                            | 6/29/2004    | 0.50%                       | 7/1/2024                 |
| 2009 PWTF                      | Gateway Construction     | 1,000,000                            | 1/15/2009    | 0.50%                       | 7/1/2028                 |
| 2011 LOCAL                     | Energy Savings           | 106,138                              | 11/6/2011    | 4.20%                       | 12/1/2025                |
| Capital Lease                  | Document Mgmt System     | 17,739                               | 8/4/2013     | 0.84%                       | 10/15/2022               |
| <b>BUSINESS DEBT</b>           |                          |                                      |              |                             |                          |
| 2012 LTGO                      | Marina - 2002 Refunding  | 2,810,000                            | 4/19/2012    | 2.00 - 4.00%                | 12/1/2022                |
| 2018 LTGO                      | Marina - 2018 Refunding  | 5,285,000                            | 9/7/2022     | 3.00 - 4.00%                | 12/2/2032                |

**CITY OF DES MOINES**  
Projected As of December 31, 2019

SUMMARY OF DEBT

| PRINCIPAL<br>DUE DATE          | INTEREST<br>DUE DATE | PRINCIPAL<br>OUTSTANDING<br>1/1/2023 | 2019 DEBT SERVICE REQUIREMENTS |                          |                            | PRINCIPAL<br>OUTSTANDING<br>1/1/2024 |
|--------------------------------|----------------------|--------------------------------------|--------------------------------|--------------------------|----------------------------|--------------------------------------|
|                                |                      |                                      | PRINCIPAL                      | INTEREST                 | TOTAL                      |                                      |
| 12/1                           | 12/1                 | 3,105,000                            | 105,000                        | 122,050                  | 227,050                    | 3,000,000                            |
| TOTAL COUNCILMANIC BONDS       |                      | <u>3,105,000</u>                     | <u>105,000</u>                 | <u>122,050</u>           | <u>227,050</u>             | <u>3,000,000</u>                     |
| TOTAL VOTER APPROVED BONDS     |                      | <u>-</u>                             | <u>-</u>                       | <u>-</u>                 | <u>-</u>                   | <u>-</u>                             |
| TOTAL TRANSPORTATION G.O. BOND |                      | <u>3,105,000</u>                     | <u>105,000</u>                 | <u>122,050</u>           | <u>227,050</u>             | <u>3,000,000</u>                     |
| 6/30                           | 6/30                 | 141,712                              | 23,618                         | 709                      | 24,327                     | 118,094                              |
| 6/30                           | 6/30                 | 318,626                              | 31,863                         | 1,593                    | 33,456                     | 286,763                              |
| 12/1                           | 6/1,12/1             | 36,141                               | 11,578                         | 1,571                    | 13,149                     | 24,563                               |
| Monthly                        | Monthly              | 0                                    | 0                              | 0                        | 0                          | 0                                    |
| TOTAL OTHER GENERAL DEBT       |                      | <u>496,479</u>                       | <u>67,059</u>                  | <u>3,873</u>             | <u>70,932</u>              | <u>429,420</u>                       |
| TOTAL GENERAL OBLIGATION DEBT  |                      | <u>\$ 3,601,479</u>                  | <u>\$ 172,059</u>              | <u>\$ 125,923</u>        | <u>\$ 297,982</u>          | <u>\$ 3,429,420</u>                  |
| 12/1                           | 6/1,12/1             | 1,115,000                            | 265,000                        | 43,850                   | 308,850                    | 850,000                              |
| 12/1                           | 12/1                 | 5,285,000                            | 450,000                        | 202,250                  | 652,250                    | 4,835,000                            |
| TOTAL MARINA GO DEBT BONDED DE |                      | <u>6,400,000</u>                     | <u>715,000</u>                 | <u>246,100</u>           | <u>961,100</u>             | <u>5,685,000</u>                     |
| <b>TOTAL CITY DEBT</b>         |                      | <u><u>\$ 10,001,479</u></u>          | <u><u>\$ 887,059</u></u>       | <u><u>\$ 372,023</u></u> | <u><u>\$ 1,259,082</u></u> | <u><u>\$ 9,114,420</u></u>           |

**2019**  
**City of Des Moines - Index of Positions and Pay Schedule**  
**Directors and City Manager**

| <u>Range</u> | <u>Positions</u>                   | <u>FTE</u> | <u>Step A</u>              | <u>Step B</u>  | <u>Step C</u>              | <u>Step D</u>              | <u>Step E</u>              |
|--------------|------------------------------------|------------|----------------------------|--|----------------------------|----------------------------|----------------------------|
| D-31         | City Clerk-Communications Director | 1.00       | 94,392<br>7,866<br>45.38   | 99,108<br>8,259<br>47.65   | 104,064<br>8,672<br>50.03  | 109,272<br>9,106<br>52.53  | 114,732<br>9,561<br>55.16  |
| D-32         | Human Resources Director           | 1.00       | 98,160<br>8,180<br>47.19   | 103,068<br>8,589<br>49.55  | 108,216<br>9,018<br>52.03  | 113,628<br>9,469<br>54.63  | 119,304<br>9,942<br>57.36  |
| D-33         | Harbormaster                       | 1.00       | 102,084<br>8,507<br>49.08  | 107,184<br>8,932<br>51.53  | 112,548<br>9,379<br>54.11  | 118,176<br>9,848<br>56.82  | 124,080<br>10,340<br>59.65 |
| D-36         | Public Works Director              | 1.00       | 114,840<br>9,570<br>55.21  | 120,588<br>10,049<br>57.98   | 126,612<br>10,551<br>60.87 | 132,948<br>11,079<br>63.92 | 139,596<br>11,633<br>67.11 |
| D-38         | Finance Director                   | 1.00       | 124,212<br>10,351<br>59.72 | 130,428<br>10,869<br>62.71   | 136,944<br>11,412<br>65.84 | 143,796<br>11,983<br>69.13 | 150,984<br>12,582<br>72.59 |
| D-39         | Chief Strategic Officer            | 1.00       | 129,180                    | 135,636  | 142,416                    | 149,532                    | 157,008                    |
|              | Emergency Management Director      | 1.00       | 10,765<br>62.11            | 11,303<br>65.21  | 11,868<br>68.47            | 12,461<br>71.89            | 13,084<br>75.48            |
| D-40         | City Attorney                      | 1.00       | 134,340<br>11,195<br>64.59 | 141,060<br>11,755<br>67.82   | 148,116<br>12,343<br>71.21 | 155,520<br>12,960<br>74.77 | 163,296<br>13,608<br>78.51 |
| D-41         | Chief Operations Officer           | 1.00       | 139,716<br>11,643<br>67.17 | 146,700<br>12,225<br>70.53   | 154,032<br>12,836<br>74.05 | 161,736<br>13,478<br>77.76 | 169,824<br>14,152<br>81.65 |
| D-42         | Chief of Police                    | 1.00       | 145,308<br>12,109<br>69.86 | 152,568<br>12,714<br>73.35   | 160,200<br>13,350<br>77.02 | 168,216<br>14,018<br>80.87 | 176,628<br>14,719<br>84.92 |
| N/A          | Municipal Court Judge              | 0.80       | 142,716                    | (95% of WA Citizens Commission on Salaries for Elected Officials \$164,313 for 0.875 FTE adjusted to 0.80 FTE) |                            |                            |                            |
| M-44         | City Manager                       | 1.00       | 152,796<br>12,733<br>73.46 | 160,440<br>13,370<br>77.13   | 168,468<br>14,039<br>80.99 | 176,892<br>14,741<br>85.04 | 185,736<br>15,478<br>89.30 |

Total FTE 11.80

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



**2019**  
**City of Des Moines - Index of Positions and Pay Schedule**  
**Police Management Association**

| <u>Range</u> | <u>Positions</u> | <u>FTE</u> | <u>Step A</u> | <u>Step B</u> | <u>Step C</u> | <u>Step D</u> | <u>Step E</u> |
|--------------|------------------|------------|---------------|---------------|---------------|---------------|---------------|
| PMA-34       | Commander        | 2.00       |               |               | 124,272       | 130,488       | 137,016       |
|              |                  |            |               |               | 10,356        | 10,874        | 11,418        |
|              |                  |            |               |               | 59.75         | 62.73         | 65.87         |
|              |                  | Total FTE  | 2.00          |               |               |               |               |

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

**2019**  
**City of Des Moines - Index of Positions and Pay Schedule**  
**Exempt Employees**

| <b>Range</b> | <b>Positions</b>                             | <b>FTE</b> | <b>Step A</b> | <b>Step B</b> | <b>Step C</b> | <b>Step D</b> | <b>Step E</b> |
|--------------|--|------------|---------------|---------------|---------------|---------------|---------------|
| E-21         | Assistant Harbormaster                       | 1.00       | 65,796        | 69,084        | 72,540        | 76,164        | 79,968        |
|              | Events & Facility Rentals Manager            | 1.00       | 5,483         | 5,757         | 6,045         | 6,347         | 6,664         |
|              |  |            | 31.63         | 33.21         | 34.88         | 36.62         | 38.45         |
| E-24         | Recreation Manager                           | 1.00       | 74,016        | 77,712        | 81,600        | 85,680        | 89,964        |
|              | Senior Accountant                            | 1.00       | 6,168         | 6,476         | 6,800         | 7,140         | 7,497         |
|              | Prosecuting Attorney                         | 1.00       | 35.58         | 37.36         | 39.23         | 41.19         | 43.25         |
| E-26         | Assistant City Attorney                      | 1.00       | 80,052        | 84,060        | 88,260        | 92,676        | 97,308        |
|              | Maintenance Superintendent                   | 1.00       | 6,671         | 7,005         | 7,355         | 7,723         | 8,109         |
|              |  |            | 38.49         | 40.41         | 42.43         | 44.56         | 46.78         |
| E-28         | Capital Improvement Projects Manager         | 1.00       | 86,592        | 90,924        | 95,472        | 100,248       | 105,264       |
|              | Civil Engineer II                            | 2.00       | 7,216         | 7,577         | 7,956         | 8,354         | 8,772         |
|              | Senior Planner                               | 1.00       | 41.63         | 43.71         | 45.90         | 48.20         | 50.61         |
|              | Asst Bldg Official/Electrical/Bldg Inspector | 1.00       |               |               |               |               |               |
|              | Assistant Building Official (In-training)    | 1.00       |               |               |               |               |               |
| E-31         | Court Administrator                          | 1.00       | 97,392        | 102,264       | 107,376       | 112,740       | 118,380       |
|              | Finance Manager                              | 1.00       | 8,116         | 8,522         | 8,948         | 9,395         | 9,865         |
|              | Information Technology Manager               | 1.00       | 46.82         | 49.17         | 51.62         | 54.20         | 56.91         |
| E-32         | Building Official                            | 1.00       | 101,292       | 106,356       | 111,672       | 117,252       | 123,120       |
|              | Planning & Development Services Manager      | 1.00       | 8,441         | 8,863         | 9,306         | 9,771         | 10,260        |
|              |  |            | 48.70         | 51.13         | 53.69         | 56.37         | 59.19         |
| E-34         | Transportation/Engineering Services Manager  | 1.00       | 109,560       | 115,044       | 120,792       | 126,828       | 133,164       |
|              | Surface Water/Environmental Engineering Mgr  | 1.00       | 9,130         | 9,587         | 10,066        | 10,569        | 11,097        |
|              |  |            | 52.67         | 55.31         | 58.07         | 60.98         | 64.02         |
|              |  |            | 52.67         | 55.31         | 58.07         | 60.98         | 64.02         |

Total FTE 20.00

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

**2019**  
**City of Des Moines - Index of Positions and Pay Schedule**  
**General Employees**

| <u>Range</u> | <u>Positions</u>                                | <u>FTE</u> | <u>Step A</u> | <u>Step B</u> | <u>Step C</u> | <u>Step D</u> | <u>Step E</u> |
|--------------|---|------------|---------------|---------------|---------------|---------------|---------------|
| G-11         | Program Assistant - Senior Services             | 1.00       | 44,856        | 47,100        | 49,452        | 51,924        | 54,516        |
|              |   |            | 3,738         | 3,925         | 4,121         | 4,327         | 4,543         |
|              |   |            | 21.57         | 22.64         | 23.78         | 24.96         | 26.21         |
| G-12         | Recreation Specialist - Events/Facility Rentals | 1.00       | 46,644        | 48,972        | 51,420        | 53,988        | 56,688        |
|              | Recreation Specialist - Recreation Programs     | 2.00       | 3,887         | 4,081         | 4,285         | 4,499         | 4,724         |
|              | Recreation Specialist - Senior Services         | 1.00       | 22.43         | 23.54         | 24.72         | 25.96         | 27.25         |
| G-13         | Evidence Specialist                             | 1.00       | 48,516        | 50,940        | 53,484        | 56,160        | 58,968        |
|              | Court Clerk                                     | 4.00       | 4,043         | 4,245         | 4,457         | 4,680         | 4,914         |
|              | Court Clerk (Limited-Term)                      | 1.00       | 23.33         | 24.49         | 25.71         | 27.00         | 28.35         |
|              | Office Specialist - Marina                      | 1.00       |               |               |               |               |               |
|              | Records Specialist - Police                     | 5.00       |               |               |               |               |               |
| G-15         | Assistant Mechanic                              | 0.50       | 52,476        | 55,104        | 57,864        | 60,756        | 63,792        |
|              | Permit Coordinator                              | 2.00       | 4,373         | 4,592         | 4,822         | 5,063         | 5,316         |
|              |   |            | 25.23         | 26.49         | 27.82         | 29.21         | 30.67         |
| G-17         | Accounting Specialist - Accounts Payable        | 1.00       | 56,760        | 59,604        | 62,580        | 65,712        | 69,000        |
|              | Administrative Assistant                        | 2.00       | 4,730         | 4,967         | 5,215         | 5,476         | 5,750         |
|              | Mechanic  | 1.00       | 27.29         | 28.66         | 30.09         | 31.59         | 33.17         |
|              | Office Manager I                                | 1.00       |               |               |               |               |               |
|              | Lead Records Specialist                         | 1.00       |               |               |               |               |               |
| G-18         | Court Security Officer                          | 1.00       | 59,028        | 61,980        | 65,076        | 68,328        | 71,748        |
|              | Court Marshal                                   | 1.15       | 4,919         | 5,165         | 5,423         | 5,694         | 5,979         |
|              | Assistant Recreation Manager                    | 1.00       | 28.38         | 29.80         | 31.29         | 32.85         | 34.49         |
| G-19         | Lead Court Clerk                                | 1.00       | 61,392        | 64,464        | 67,692        | 71,076        | 74,628        |
|              | Office Manager II - Police                      | 1.00       | 5,116         | 5,372         | 5,641         | 5,923         | 6,219         |
|              | Public Records Clerk                            | 1.00       | 29.52         | 30.99         | 32.54         | 34.17         | 35.88         |
| G-20         | Asset Program Coordinator                       | 1.00       | 63,840        | 67,032        | 70,380        | 73,896        | 77,592        |
|              | Deputy City Clerk                               | 1.00       | 5,320         | 5,586         | 5,865         | 6,158         | 6,466         |
|              | Engineering Technician - SWM                    | 2.00       | 30.69         | 32.23         | 33.84         | 35.53         | 37.30         |
|              | GIS Analyst                                     | 1.00       |               |               |               |               |               |
|              | Land Use Planner I                              | 2.00       |               |               |               |               |               |
|              | Paralegal                                       | 1.42       |               |               |               |               |               |
|              | Probation Officer                               | 1.00       |               |               |               |               |               |
|              | DV Victim Advocate/Management Analyst           | 1.00       |               |               |               |               |               |
| G-21         | Senior Accounting Specialist                    | 1.00       | 66,396        | 69,720        | 73,212        | 76,872        | 80,712        |
|              | Staff Accountant                                | 2.00       | 5,533         | 5,810         | 6,101         | 6,406         | 6,726         |
|              |   |            | 31.92         | 33.52         | 35.20         | 36.96         | 38.80         |

|  |
|--|
| <b>2019</b><br><b>City of Des Moines - Index of Positions and Pay Schedule</b><br><b>General Employees</b> |
|--|

|      |  |      |        |        |        |        |        |
|------|--|------|--------|--------|--------|--------|--------|
| G-22 | Electrical/Building Inspector/Plans Examiner | 1.00 | 69,048 | 72,504 | 76,128 | 79,932 | 83,928 |
|      | Building Inspector/Plans Examiner            | 1.00 | 5,754  | 6,042  | 6,344  | 6,661  | 6,994  |
|      | Land Use Planner II                          | 1.00 | 33.20  | 34.86  | 36.60  | 38.43  | 40.35  |
| G-23 | Engineering Inspector                        | 1.00 | 71,808 | 75,396 | 79,164 | 83,124 | 87,276 |
|      |  |      | 5,984  | 6,283  | 6,597  | 6,927  | 7,273  |
|      |  |      | 34.52  | 36.25  | 38.06  | 39.96  | 41.96  |
| G-25 | Civil Engineer I                             | 3.00 | 77,676 | 81,564 | 85,644 | 89,928 | 94,428 |
|      | Information Technology Systems Administrator | 1.00 | 6,473  | 6,797  | 7,137  | 7,494  | 7,869  |
|      | Building Inspector/Plans Examiner            | 1.00 | 37.34  | 39.21  | 41.18  | 43.23  | 45.40  |

Total FTE 54.07

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

**2019**  
**City of Des Moines - Index of Positions and Pay Schedule**  
**Police Guild**

**2018 Wages Listed; 2019 Rates Not Settled**

| <b>Range</b> | <b>Positions</b>                                | <b>FTE</b> |         | <b>Step A</b> | <b>Step B</b> | <b>Step C</b> | <b>Step D</b> | <b>Step E</b> | <b>Step F</b> |
|--------------|---|------------|---------|---------------|---------------|---------------|---------------|---------------|---------------|
| P20          | CSO/Code Enforcement Officer                    | 2.0        | Annual  | 59,424        | 62,400        | 65,520        | 68,796        | 72,240        | 73,680        |
|              | Police Officer I                                | 4.0        | Monthly | 4,952         | 5,200         | 5,460         | 5,733         | 6,020         | 6,140         |
|              | Police Officer I (Vacant)                       | 1.0        | Hourly  | 28.57         | 30.00         | 31.50         | 33.08         | 34.73         | 35.42         |
| P21          | Master Animal Control Officer II                | 1.0        | Annual  |               |               | 68,148        | 71,556        | 75,132        |               |
|              |   |            | Monthly |               |               | 5,679         | 5,963         | 6,261         |               |
|              |   |            | Hourly  |               |               | 32.76         | 34.40         | 36.12         |               |
| P22          | Police Officer II<br>Police Officer II (Vacant) | 7.0<br>2.0 | Annual  |               |               | 73,728        | 77,412        | 81,288        |               |
|              |   |            | Monthly |               |               | 6,144         | 6,451         | 6,774         |               |
|              |   |            | Hourly  |               |               | 35.45         | 37.22         | 39.08         |               |
| P25          | Master Police Officer I                         | 2.0        | Annual  |               |               | 82,944        | 87,096        | 91,452        | 93,276        |
|              |   |            | Monthly |               |               | 6,912         | 7,258         | 7,621         | 7,773         |
|              |   |            | Hourly  |               |               | 39.88         | 41.87         | 43.97         | 44.84         |
| P26          | Master Police Officer II                        | 4.0        | Annual  |               | 82,152        | 86,256        | 90,564        | 95,088        | 96,984        |
|              |   |            | Monthly |               | 6,846         | 7,188         | 7,547         | 7,924         | 8,082         |
|              |   |            | Hourly  |               | 39.50         | 41.47         | 43.54         | 45.72         | 46.63         |
| P27          | Master Police Officer III                       | 10.0       | Annual  |               | 85,428        | 89,700        | 94,188        | 98,892        |               |
|              |   |            | Monthly |               | 7,119         | 7,475         | 7,849         | 8,241         |               |
|              |   |            | Hourly  |               | 41.07         | 43.13         | 45.28         | 47.54         |               |
| P28          |   |            | Annual  | 84,624        | 88,860        | 93,300        | 97,968        | 102,864       |               |
|              |   |            | Monthly | 7,052         | 7,405         | 7,775         | 8,164         | 8,572         |               |
|              |   |            | Hourly  | 40.68         | 42.72         | 44.86         | 47.10         | 49.45         |               |
| P29          | Sergeant  | 2.0        | Annual  | 87,996        | 92,400        | 97,020        | 101,868       | 106,956       |               |
|              |   |            | Monthly | 7,333         | 7,700         | 8,085         | 8,489         | 8,913         |               |
|              |   |            | Hourly  | 42.31         | 44.42         | 46.64         | 48.98         | 51.42         |               |
| P30          | Master Sergeant                                 | 4.0        | Annual  | 91,524        | 96,096        | 100,896       | 105,936       | 111,228       | 113,448       |
|              |   |            | Monthly | 7,627         | 8,008         | 8,408         | 8,828         | 9,269         | 9,454         |
|              |   |            | Hourly  | 44.00         | 46.20         | 48.51         | 50.93         | 53.48         | 54.54         |

Total FTE 39.00



**2019**  
**City of Des Moines - Index of Positions and Pay Schedule**  
**Teamsters Local 763**

| <b>Range</b> | <b>Positions</b>                           | <b>FTE</b> | <b>Step A</b> | <b>Step B</b> | <b>Step C</b> | <b>Step D</b> | <b>Step E</b> |
|--------------|--|------------|---------------|---------------|---------------|---------------|---------------|
| T-11         | Maintenance Worker I                       | 1.00       | 46,464        | 48,792        | 51,228        | 53,784        | 56,472        |
|              | Harbor Attendant I                         | 1.00       | 3,872         | 4,066         | 4,269         | 4,482         | 4,706         |
|              |  |            | 22.34         | 23.46         | 24.63         | 25.86         | 27.15         |
| T-15         | Harbor Attendant II                        | 1.00       | 54,360        | 57,084        | 59,940        | 62,940        | 66,084        |
|              | Maintenance Worker II - Parks              | 2.00       | 4,530         | 4,757         | 4,995         | 5,245         | 5,507         |
|              | Maintenance Worker II - Streets            | 2.00       | 26.13         | 27.44         | 28.82         | 30.26         | 31.77         |
|              | Maintenance Worker II - SWM                | 3.00       |               |               |               |               |               |
|              | Maintenance Worker II - Facilities         | 0.50       |               |               |               |               |               |
| T-16         | Marina Environmental Operations Specialist | 1.00       | 56,532        | 59,364        | 62,328        | 65,448        | 68,724        |
|              | SWM Maintenance Specialist                 | 1.00       | 4,711         | 4,947         | 5,194         | 5,454         | 5,727         |
|              | Traffic Control Specialist                 | 1.00       | 27.18         | 28.54         | 29.97         | 31.47         | 33.04         |
| T-18         | Senior Maintenance Worker - Facilities     | 1.00       | 61,152        | 64,212        | 67,428        | 70,800        | 74,340        |
|              | Senior Maintenance Worker/Lead - Marina    | 1.00       | 5,096         | 5,351         | 5,619         | 5,900         | 6,195         |
|              | Senior Maintenance Worker/Lead - Parks     | 1.00       | 29.40         | 30.87         | 32.42         | 34.04         | 35.74         |
|              | Senior Maintenance Worker/Lead - Streets   | 1.00       |               |               |               |               |               |
|              | Senior Maintenance Worker/Lead - SWM       | 1.00       |               |               |               |               |               |
| Total FTE    |  | 18.50      |               |               |               |               |               |

**City of Des Moines Extra-Hire Pay Schedule  
Hourly Rates**

|      |                        |       |       |       |
|------|------------------------|-------|-------|-------|
| EH-4 | 16.00                  | 17.00 | 19.00 | 20.00 |
| EH-5 | Up to \$50.00 per hour |       |       |       |
| EH-6 | Up to \$75.00 per hour |       |       |       |

| 2019  |                        | Steps |       |       |
|-------|------------------------|-------|-------|-------|
| Range | A                      | B     | D     | E     |
| EH-1  | 12.00                  | 12.50 | 13.50 | 14.00 |
| EH-2  | 12.50                  | 13.25 | 14.75 | 15.50 |
| EH-3  | 14.00                  | 15.00 | 17.00 | 18.00 |
| EH-4  | 16.00                  | 17.00 | 19.00 | 20.00 |
| EH-5  | Up to \$50.00 per hour |       |       |       |
| EH-6  | Up to \$75.00 per hour |       |       |       |

| 2020  |                        | Steps |       |       |
|-------|------------------------|-------|-------|-------|
| Range | A                      | B     | D     | E     |
| EH-1  | 13.50                  | 14.00 | 15.00 | 15.50 |
| EH-2  | 14.00                  | 14.75 | 16.25 | 17.00 |
| EH-3  | 15.50                  | 16.50 | 18.50 | 19.50 |
| EH-4  | 17.50                  | 18.50 | 20.50 | 21.50 |
| EH-5  | Up to \$50.00 per hour |       |       |       |
| EH-6  | Up to \$75.00 per hour |       |       |       |

| Range | Position Titles   |
|-------|---|
| EH-1  | Facility Attendant I, Office Attendant I; Recreation Leader I; Scorekeeper. Minors aged 15 and 16 may be paid 85% of EH-1 Step A per state law. |
| EH-2  | Facility Attendant II; Office Attendant II; Recreation Leader II  |
| EH-3  | Facility Attendant III; Office Attendant III; Recreation Leader III; Harbor Aide  |
| EH-4  | Facility Attendant IV; Office Attendant IV; Recreation Leader IV; Landscaping Specialist; Seasonal Maintenance Worker                           |
| EH-5  | Intern; Instructor; Paralegal; Permit Assistance Coordinator; Re  |
| EH-6  | Project Specific Work   |

**2019**  
**City of Des Moines - Index of Positions and Pay Schedule**  
**Additional Compensation**

| DESCRIPTION                  | COMPENSATION |
|------------------------------|--------------|
| <b>ALL REGULAR EMPLOYEES</b> |              |

|  |  |  |
|--|--|--|
| <b>SAFETY COMMITTEE</b>                        | Per Quarter  |  |
| Representative                                 | \$200.00   |  |
| Alternate Representative                       | \$100.00   |  |
| <b>COMPUTER SUPPORT</b>                        | 2% of base wages while supporting computer services (Police Department Only) |  |
|  |  | <i>Minimum No. of Days to Qualify:</i> |
| <b>WORKING AT A HIGHER CLASSIFICATION</b>      |  |  |
| Non-Union                                      | 1st step of the higher pay range, or a 1 step pay increase, whichever        | 5 Days                                 |
| Teamsters - Local No. 763                      | 1st step of the higher pay range, or a 1 step pay increase, whichever        | 3 Days                                 |
| Police Guild                                   | 5% of base pay, or the 1st step in the supervisory classification, wh        | 1 Full Shift                           |
| <b>Plan 401 (Social Security Replacement )</b> |  |  |
| Non-Union                                      | 5.00 % of gross wages  |  |
| Teamsters - Local No. 763                      | 5.00 % of gross wages  |  |
| Police Guild                                   | 6.52 % of gross wages  |  |
| <b>Plan 457 - DEFERRED COMPENSATION</b>        |  |  |
| Non-Union                                      | 1.52% of gross wages   |  |
| Teamsters - Local No. 763                      | 0.353% of gross wages  |  |

**GENERAL EMPLOYEES**

**Plan 457 - DEFERRED COMPENSATION**  
 The City cashes and deposits 12 hours of sick leave to a 457 Deferred Compensation plan, provided minimum of 200 hours sick leave balance and less than 24 hours sick leave usage per calendar year.

**TEAMSTERS - LOCAL NO. 763**

|   |   |  |
|---|---|--|
| <b>STANDBY STATUS</b>                   | Per Non-Working Hour On Call  |  |
|   | \$2.00 per hour in 2018; \$2.30 per hour in 2019.   |  |
| <b>UNION CALLBACK COMPENSATION</b>      | 1-1/2 x hourly rate with a 3-hour minimum   |  |
| <b>Plan 457 - DEFERRED COMPENSATION</b> | The City cashes and deposits 1 or 2 hours of sick leave, depending on sick leave balances, to a 457 Deferred Compensation plan for Teamsters Union employees. |  |
|   | <i>Based on the following schedule:</i>   |  |
|   | <b>Sick Leave Bal.</b>  |  |
|   | Over 250  |  |
|   | From 150 to 249   |  |

**2019**  
**City of Des Moines - Index of Positions and Pay Schedule**  
**Additional Compensation**

**POLICE GUILD**

**POLICE EDUCATIONAL INCENTIVE PAY SCHEDULE**

|                       |                    |
|-----------------------|--------------------|
| AA or AS Degree       | 2.5% of base wages |
| BA or BS Degree       | 4.0% of base wages |
| MA, MS, or MPA Degree | 5.0% of base wages |

**POLICE TRAINING OFFICER'S INCENTIVE PAY**

5% of hourly rate x # of hours

(To qualify, a training officer must have an active assigned trainee a minimum of 24 hours per qualifying pay period or must have an a training reserve officer a minimum of 12 hours per qualifying pay period.)

**POLICE STANDBY STATUS**

Per Non-Working Hour On Call                      \$10.00 per Hour

**EMERGENCY CALL-BACK**

1-1/2 x hrly rate with a 3 hour minimum

(Called back to work in an emergency, more that one (1) hour before or one-half hour after normal duty hours.)

**COURT APPEARANCE, TRAINING, OR MANDATORY MEETINGS**

Outside normal schedule                              1-1/2 x hrly rate with a 3 hour minimum

**Plan 457 - DEFERRED COMPENSATION**

The City cashes and deposits 2 or 3 hours of sick leave, depending on sick leave balances, to a 457 Deferred Compensation plan for Police Guild employees.

*Based on the following schedule:*

- Sick Leave Bal.
- Over 300
- From 200 to 299

**POLICE PATROL**

Patrol schedule consists of an 8 day work week, with 3 days on and 3 days off. Each workday is 12 hours in duration, resulting in a total of 2,190 hours scheduled per year. Because of this, each employee assigned to a 12 hour schedule receives an additional 55 hours of leave (Kelly time) every 6 months (Jan 1 - Jun 30 and Jul 1 - Dec 31).

|                                 |
|---------------------------------|
| <b>GLOSSARY OF BUDGET TERMS</b> |
|---------------------------------|

**ACCRUAL BASIS OF ACCOUNTING** – This method of accounting is used in proprietary (enterprise and internal service) funds. Under it, transactions are recognized when they occur. Revenues are recognized when earned and expenses are recognized when incurred. “When” cash is received or disbursed is not a determining factor.

**AD VALOREM TAXES** - A tax imposed on the value of property.

**ADOPTED BUDGET** – The financial plan adopted by the City Council which forms the basis for appropriations.

**APPROPRIATION** - A legal authorization made by the City Council that permits officials to incur obligations against and to make expenditures of governmental resources.

**ASSESSED VALUATION** - A value placed upon real and personal property by the County Assessor as the basis for levying property taxes.

**B.A.R.S.** – The Office of the Washington State Auditor prescribed *Budget, Accounting, and Reporting System* manual for which compliance is required for all governmental entities in the State of Washington.

**BASIS OF ACCOUNTING** – A term used to refer to when revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in the accounts and reported on the financial statements. It relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash, modified accrual or accrual method.

**BASIS OF BUDGETING** – The City’s governmental functions and accounting systems are organized and controlled on a fund basis. The accounts within the funds are maintained on a modified accrual basis for governmental funds. Revenues are recognized when measurable and available as current assets. Expenditures are generally recognized when the related services or goods are received and the liability is incurred. Proprietary funds are accounted for on the full accrual basis of accounting.

**BENEFITS** – Employer contributions paid by the City as part of the conditions of employment. Examples include health/dental insurance, state public employee’s retirement system, and employment security

**BOND (Debt Instrument)**- A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date(s) (called the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.



**BUDGET** - A plan of financial operation embodying an estimate of expenditures for a given period and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which the City and its department operates.

**BUDGET CALENDAR** – The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.

**CAPITAL IMPROVEMENTS PLAN** - A plan for capital expenditures to be incurred each year over a period of six or more future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

**CAPITAL OUTLAY** – A budget category for items having a value of \$5,000 or more and having a useful economic life of more than one year.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)** – The official annual financial report of the City prepared in conformity with Generally Accepted Accounting Principles (GAAP). The annual report is audited by the WA State Auditors Office.

**COUNCILMATIC BONDS** – Councilmatic bonds refer to bonds issued with the approval of the Council, as opposed to voted bonds, which must be approved by vote of the public. Councilmatic bonds must not exceed 1.5% of the assessed valuation.

**DEBT** - Obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, registered warrants, notes, contracts, and accounts payable.

**DEBT SERVICE** – Payment of interest and repayment of principal to holders of the City's debt instruments.

**DEBT SERVICE FUND** - A fund to account for payment of principal and interest on general obligation and other City-issued debt.

**ENTERPRISE FUND** – A fund type used to account for operations that are financed or operated in a manner similar to private business enterprise where the intent of the governing body is that costs of providing goods and services be recovered primarily through user charges.

**EXPENDITURES/EXPENSES** – Where accounts are kept on the modified accrual basis (expenditures) or accrual bases (expenses) of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash

basis, expenditures are recognized only when the cash payments for the above purposes are made.

**FISCAL POLICY** - The City Government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding.

**FISCAL YEAR** - A 12-month period to which the annual operating budget applies. At the end of the period, the City determines its financial position and the results of its operations. The City's fiscal year is January 1<sup>st</sup> through December 31<sup>st</sup>.

**FUND** – An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

**FUND BALANCE** - The difference between assets and liabilities reported in a governmental fund.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP)** – Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompasses the conventions, rules and procedures necessary to define the accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board.

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)** – The authoritative accounting and financial standard-setting body for government entities.

**GENERAL FUND** - Accounts for all revenues and expenditures that are not accounted for in any other fund except those required by statute. It is a fund supported by taxes, fees, and other miscellaneous revenues.

**GENERAL OBLIGATION BONDS** - Bonds for the payment of which the full faith and credit of the issuing government are pledged. G.O. Bonds can be voter approved (unlimited-tax general obligation bond-UTGO) where property owners are assessed property taxes for the debt repayment, or non-voted (limited-tax general obligation bonds-LTGO) that are authorized by the governing authority (City Council) and are paid with existing tax revenues or another source.

**INTERNAL SERVICE FUNDS** – These funds account for operations that provide goods or services to other departments or funds of the City or to other governmental units on a cost-reimbursement basis.

**INTERGOVERNMENTAL REVENUE** - Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

**LEVY** - (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

**LIABILITY** - A debt or other legal financial obligation.

**LICENSES AND PERMITS** - Documents issued in order to regulate various kinds of businesses and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of business licenses or building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover the cost of administration.

**LID** - Local Improvement District or Special Assessments made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**LONG TERM DEBT** - Debt with a maturity of more than one year after the date of issuance.

**LIMITED TAX GENERAL OBLIGATION (LTGO) BONDS** - See General Obligation Bonds

**OPERATING BUDGET** - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing of acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even where not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

**OPERATING TRANSFER** - Routine and/or recurring transfers of assets between funds.

**ORGANIZATIONAL CHART** - A graphic portrayal of relationships among positions and officials established by the City.

**PERSONNEL** - Refers to the number of full-time or part-time regular authorized positions which may be employed within the operation of the City.



**REFUNDING BONDS** - Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

**RESERVE** - (1) An account used to segregate a portion of fund balance to indicate that it is not available for expenditure; and (2) an account used to segregate a portion of fund equity as legally set aside for a specific future use.

**REVENUE** - Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeits, interest income and miscellaneous revenue. The term designates an increase to a fund's assets from other than expense refunds, capital contributions, and residual equity transfers.

**REVENUE BONDS** - Bonds whose principal and interest are secured by and payable exclusively from earnings of an enterprise or proprietary fund.

**SALARIES AND WAGES** - Monetary compensation in the form of an annual or hourly rate of pay for hours worked.

**SERVICES AND CHARGES** - Expenditures for services other than personal services which are required by the City in the administration of its assigned functions or which are legally or morally obligating on it; such as, contracted services, utilities, printing, advertising, insurance and rental of equipment.

**SPECIAL REVENUE FUNDS** - Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

**SUPPLIES AND MATERIALS** - Articles and commodities which are consumed or materially altered when used; such as, office supplies, motor fuel, building supplies and postage.

**TAXES** - Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges).

**TAX RATE** - The amount of tax stated in terms of a unit of the tax base. The amount of tax levied for each \$1,000 of market valuation.

**TAX-RATE LIMIT** - The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose or to taxes imposed for all purposes and may apply to a single government or to a class of governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having

jurisdiction in a given area. The tax rate limit for general purposes for the City of Des Moines is \$3.60.



# AGENDA ITEM

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

SUBJECT: Public Hearing to consider Draft Ordinance 18-105 amending the Des Moines 2035 Comprehensive Plan and Preferred Land Use Map

ATTACHMENTS:

- 1. Draft Ordinance 18-105
- 2. Staff Report

FOR AGENDA OF: October 18, 2018

DEPT. OF ORIGIN: Community Development

DATE SUBMITTED: October 10, 2018

CLEARANCES:

- Community Development *SMA*
- Marina \_\_\_\_\_
- Parks, Recreation & Senior Services \_\_\_\_\_
- Public Works *RBE*

CHIEF OPERATIONS OFFICER: *DSB*

- Legal *TSB*
- Finance \_\_\_\_\_
- Courts \_\_\_\_\_
- Police \_\_\_\_\_

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

### Purpose and Recommendation

The purpose of this Agenda Item is for the City Council to hold a public hearing for the consideration of Draft Ordinance No. 18-105 (Attachment 1) that would amend the Des Moines 2035 Comprehensive Plan codified in Chapter 18.05 and Chapter 18.25 Des Moines Municipal Code (DMMC). The Council cannot enact Draft Ordinance No. 18-105 until after the Washington Department of Commerce 60-day review period lapses on November 12, 2018; therefore, the public hearing must be continued as specified in the following motion:

### Suggested Motion

**Motion 1:** “I move to continue the public hearing to a second reading on November 15, 2018, or as soon thereafter as the matter may be heard, to consider Draft Ordinance No. 18-105 amending Chapters 18.05 and 18.25 DMMC.”

## **Background**

The comprehensive plan *Des Moines 2035 – Charting Our Course for a Sustainable Future* is the City’s official statement with respect to its vision for future growth and development. It identifies goals, policies, and strategies for maintaining the health, welfare, and quality of life of the Des Moines’ residents. The comprehensive plan is comprised of individual elements addressing general planning, land use, transportation, environment, capital facilities/utilities/ public services, parks, recreation and open space, housing, economic development, neighborhoods and public health.

The 1990 Growth Management Act is codified in RCW 36.70A. It requires, among other things, that “cities ... take action to review and, if needed, revise their *comprehensive plans* and development regulations (*emphasis added*) to ensure the plan and regulations comply with the requirements of this chapter . . . Any amendment of or revision to development regulations shall be consistent with and implement the comprehensive plan.”

Chapter 18.25 Comprehensive Plan of the Des Moines Municipal Code sets forth the process and standards of review that must be used by staff and City Council in analyzing proposed amendments to the Comprehensive Plan and associated maps, including initiation of amendments, schedule for initiation and review of amendments, contents for application for amendment and decision criteria. Applications for amendment of the City of Des Moines Comprehensive Plan may be submitted between January 1st and June 30th of each calendar year (DMMC 18.25.060(1)). Consistent with the provisions of DMMC 18.20.080A, the Comprehensive Plan amendments are considered Type VI land use actions and require a public hearing before the City Council.

## **Discussion**

The docket for the 2018 comprehensive plan amendments includes seven (7) proposed amendments of which one was a public request and the remaining six are City staff initiated housekeeping amendments.

**2018-1: Preferred Land Use Map Amendment #1** – On June 28, 2018, the City of Des Moines received an application for a Comprehensive Plan map amendment and zoning reclassification. The requested Comprehensive Plan map amendment is to change the preferred land use designation for 12 properties from SF-Single Family and T-Townhome to MF-Multifamily (Refer to Attachment 1). The properties include tax parcels 0822049163, 0822049013, 0822049093, 0822049122, 0822049080, 0822049118, 0822049186, 0822049187, 0822049011, 0822049012, 0822049166, and 0822049161.

The requested rezone would implement the revised land use designation through a zoning reclassification from Residential Single Family 8,400 (RS-8,400) and Residential Attached Townhome and Duplex (RA-3,600) to Residential Multifamily 2,400 (RM-2,400).

Pursuant to DMMC 18.25.050(4), “requests for redesignation of property shall be considered and the final decision rendered prior to City Council consideration of any request for reclassification of the same property.” The public hearing for the zoning reclassification is proposed to follow the hearing for the 2018 Comprehensive Plan Amendments, and will be considered in a quasi-judicial process.

**2018-2 Preferred Land Use Map Amendment #2** – Change the preferred land use for Mary Gay Park (tax parcels 0576000753, 0576000755 and 0576000760) from SF-Single Family to PARK.

**2018-3 Preferred Land Use Map Amendment #3** – Change the preferred land use for the Van Gasken Special-Use Park (tax parcel 2009003295) from MF-Multifamily to PARK.

**2018-4 Preferred Land Use Map Amendment #4** – Add a PUD boundary around the Blueberry Lane PUD Subdivision.

**2018-5 Preferred Land Use Map Amendment #5** – Add a PUD boundary around the Des Moines Creek Business Park Phase IV PUD.

**2018-6 Chapter 5: Capital Facilities, Utilities and Public Services Element** – Amend the adoption dates for the following plans:

- City of Des Moines Comprehensive Transportation Plan (2016, as amended)
- City of Des Moines Parks, Recreation and Senior Services Master Plan (2016, as amended)
- Highline Water District Water System Plan (2016)
- Southwest Suburban Sewer District Sewer Plan (2014)
- Lakehaven Utility District Sewer Facility Plan (2016)
- Highline School District 2018-2023 Capital Facilities Plan (2018, as amended)
- Federal Way Public Schools 2019 Capital Facilities Plan (2018, as amended)
- Highline College Master Plan (2017)

**2018-7: Chapter 6: Parks, Recreation and Open Space Element** – Amend PR 13.3.2 Existing Neighborhood Parks to add Mary Gay Park, PR 13.3.3 to remove Zenith Park, PR 13.3.5 Existing Special-Use Parks to add Van Gasken Park along with minor text amendments to update park acreages and correct numbering on several implementation strategies.

A staff report associated with the proposed amendments is provided as Attachment 2.

### **Alternatives**

The City Council may:

1. Continue the public hearing to November 15, 2018.
2. Continue the public hearing to a different date.

### **Financial Impact**

The proposed comprehensive plan amendments will allow for additional flexibility in the development of the property and further the economic vision for the City by promoting development in a manner that strengthens community sustainability, livability, business vitality, and housing capacity.

### **Recommendation or Conclusion**

Staff recommends that the City Council continue the public hearing to November 15, 2018 to allow the Washington Department of Commerce 60-day review period to lapse in order for Council to take final action on Draft Ordinance No. 18-105.

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**CITY ATTORNEY'S FIRST DRAFT 9/12/2018**

**DRAFT ORDINANCE NO. 18-105**

**A ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON**, adopting the 2018 amendments to the *Des Moines 2035: Charting Our Course for a Sustainable Future* (the comprehensive plan) and amending chapters 18.05 and 18.25 DMMC.

**WHEREAS**, the Growth Management Act requires, among other things, that "cities ... take action to review and, if needed, revise their *comprehensive plans (emphasis added)* and development regulations to ensure the plan and regulations comply with the requirements of this chapter . . . Any amendment of or revision to development regulations shall be consistent with and implement the comprehensive plan," and

**WHEREAS**, the goals and policies for growth and the provision of services are guided by GMA requirements and are based in part upon state and regional goals, and reflect the vision and goals of elected officials, community advisory groups and citizens, and

**WHEREAS**, pursuant to DMMC 18.25 comprehensive plan amendments are legislative (Type VI) land use decisions and require the City Council to conduct a public hearing to receive public comment regarding the amendments, and

**WHEREAS**, each amendment of the Comprehensive Plan was processed in accordance with the requirements of the State Environmental Policy Act (chapter 197-11 WAC) and public hearings were conducted in accordance with law, and

**WHEREAS**, the Des Moines Community Development Director acting as the SEPA responsible official issued a determination of nonsignificance (DNS) on the 18th day of September 2018 and the accompanying comment and appeal periods have lapsed, and

**WHEREAS**, notice was given to the Washington State Department of Commerce of these amendments as required by chapter 36.70A RCW, and

**WHEREAS**, the City Council set the date for the public hearing by motion on September 13, 2018, fixing the public hearing for October 18, 2018, and

Draft Ordinance No. 18-105



Ordinance No. \_\_\_\_\_

Page 2 of 5

**WHEREAS**, notice of the public hearing before the City Council was provided to the public in accordance with law and a public hearing was opened on October 18, 2018, and

WHEREAS, the City Council continued the public hearing on November 15, 2018 to allow for the 60 day notice period for Department of Commerce review to lapse, and all persons wishing to be heard were heard, and

**WHEREAS**, the City Council finds that the amendments contained in this Ordinance are appropriate and necessary for the preservation of the public health, safety and welfare; now therefore,

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

**Sec. 1.** DMMC 18.05.050 and section 3 of Ordinance No. 1469 as amended by section 2 of Ordinance No. 1528, as amended by section 19 of Ordinance No. 1551, as amended by section 1 of Ordinance No. 1623, as amended by section 1 of Ordinance No 1664 are amended to read as follows:

**Preferred land use map designation.**

The map filed in the City Clerk's office and marked Exhibit "B" to Ordinance No. 1469 and adopted November 12, 2009, as amended by Exhibit "B" to Ordinance No. 1528, as amended by Exhibit "B" to Ordinance No. 1551, as amended by Exhibit "B" to Ordinance No. 1623, as amended by Exhibit "B" to Ordinance No. 1664 is amended as described in Exhibit "B" to Draft Ordinance No. 18-105 and constitutes the comprehensive land use map, also referred to as the preferred land use map, for the City. The map referenced herein supersedes all previously adopted preferred land use maps.

Ordinance No. \_\_\_\_\_  
Page 3 of 5

**Sec. 2.** DMMC 18.25.120 and section 3 of Ordinance No. 1623, as amended by section 2 of Ordinance No. 1664 are amended to read as follows:

**18.25.120 Comprehensive Plan amendments.** There is adopted by reference a Comprehensive Plan, on file with the City Clerk, as subsequently amplified, augmented and amended pursuant to the provisions in this Title, as identified below.

- (1) Chapter 1: Introduction;
- (2) Chapter 2: Land Use Element;
- (3) Chapter 3: Transportation Element;
- (4) Chapter 4: Conservation and Environment Element;
- (5) Chapter 5: Capital Facilities, Utilities, and Public Services Element;

(a) 2018 Amendment: Selected portions of this element of the Comprehensive Plan are amended as described in Exhibit "A" to Draft Ordinance No. 18-105.

(6) Chapter 6: Parks, Recreation, and Open Space Element;

(a) 2016 Amendment: This element of the Comprehensive Plan is amended as described in Exhibit "A" to Ordinance No. 1664.

(b) 2018 Amendment: Selected portions of this element of the Comprehensive Plan are amended as described in Exhibit "A" to Draft Ordinance No. 18-105.

- (7) Chapter 7: Housing Element;
- (8) Chapter 8: Economic Development Element;

Ordinance No. \_\_\_\_\_  
Page 4 of 5

(9) Chapter 9: North Central Neighborhood Element;

(10) Chapter 10: Marina District Element;

(11) Chapter 11: Pacific Ridge Element;

(12) Chapter 12: Healthy Des Moines Element;

(13) Appendix A: City of Des Moines Buildable Lands Report;

(14) Appendix B: Transportation Technical Memorandum;

(15) Appendix C: City of Des Moines Housing Inventory and Needs Assessment.

**Sec. 3. 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. 4. Effective date.** This Ordinance shall take effect and be in full force five (5) days after its final passage by the Des Moines City Council in accordance to law.

**PASSED BY** the City Council of the City of Des Moines this \_\_\_ day of October, 2018 and signed in authentication thereof this \_\_\_ day of October, 2018.

\_\_\_\_\_  
M A Y O R

Ordinance No. \_\_\_\_\_  
Page 5 of 5

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

Published:

The availability of capital facilities, utilities, and public services directly influences the quality of life in Des Moines. Adequate facilities, utilities, and services are needed to ensure that those who reside and work in Des Moines are reasonably free of safety and environmental hazards, and provided with adequate public services.

The increase in population within the City has and will continue to create a corresponding increase in the demand for capital facilities, utilities, and public services. The demand for, and the delivery of facilities, utilities, and services is influenced by regional factors, such as regional population densities, and the services provided by other jurisdictions. These regional factors must be considered in the planning for adequate facilities and utilities.

The siting, construction, and operation of capital facilities and utilities, including essential public facilities, has sometimes resulted in adverse impacts upon nearby properties and the natural environment. The City currently receives more than its fair share of adverse impacts associated with air transportation. Therefore, as permitted by state and federal law, before permitting the siting or expansion of any capital facilities or utilities it is extremely important that comprehensive environmental review of such proposals be completed so that decision makers are fully informed of the proposal's adverse impacts and whether adequate mitigation measures can be implemented to mitigate such impacts.

Comprehensive plans and capital improvement plans have been prepared by many of the providers of public facilities, utilities, and services within Des Moines. Such plans are applicable to Des Moines' Comprehensive Plan in that they contain detailed inventories of existing improvements, projected demand for services in the future, and funding strategies for capital improvements. The City adopts by reference, the following Capital Facilities, Utilities, and Public Services Plans:

1. City of Des Moines Comprehensive Marina Master Plan (2007)
2. City of Des Moines Surface Water Management Comprehensive Plan (2015, as amended)
3. City of Des Moines Comprehensive Transportation Plan ([20162009](#), as amended)
4. City of Des Moines Six-Year Capital Improvement Plan (updated annually)
5. City of Des Moines Parks, Recreation and Senior Services Master Plan ([20162009](#), as amended)
6. King County Water District #54 Capital Facilities Plan (2011)
7. Highline Water District Water [Facilities System](#) Plan ([20162006](#))
8. Lakehaven Utility District Water Facilities Plan (2015)
9. Midway Sewer District CFP (2008)
10. Southwest Suburban Sewer District Sewer Plan ([20142015](#))
11. Lakehaven Utility District Sewer Facility Plan ([20162009](#))
12. Highline School District [2014-2018-2023](#) Capital Facilities Plan ([2018, as amended2014](#))



13. Federal Way Public Schools [20192015](#) Capital Facilities Plan ([2018, as amended2014](#))
14. Highline College Master Plan ([20172014](#))

An inventory and analysis of the publicly owned capital facilities, and public/private utilities within the City of Des Moines are summarized below.

**City Administration:** The City of Des Moines owns several properties and buildings that are used for the administration of City services. The maintenance, improvement and expansion of City facilities are guided by a six-year capital improvement plan and an annual budget approved by the City Council. The capital improvement plan prioritizes projects, establishes improvement schedules, and identifies revenue sources.

**Electricity and Natural Gas:** The transmission of electricity and natural gas to the City is provided by Puget Sound Energy (PSE), a private electric utility whose operation and rates are governed by the Washington Utilities and Transportation Commission, the National Electric Reliability Corporation (NERC), and Federal Energy Regulatory Commission (FERC). PSE provides to approximately 12,700 electric customers and 6,350 natural gas customers in Des Moines. Bulk electrical power is distributed via 115 kilovolt (kV) high-voltage transmission lines from transmission stations in Kent and Renton to switching stations in Des Moines, Kent and Renton. Natural gas is distributed regional supply stations to district regulators (Doug Corbin - PSE, Personal Communication, 2/03/15).

**Fire Protection:** Fire protection and other emergency services within the City are provided by South King County Fire and Rescue. These services are guided by the comprehensive plans of the districts/departments.

**Hazardous Waste Collection and Disposal:** The collection and disposal of hazardous waste within the City is provided for through an Interlocal Agreement between King County and the municipalities within the City. The Local Hazardous Waste Management Plan for Seattle-King County provides for regional coordination and funding of this program.

**Library:** Library services in the City are provided by King County Library District. Adopted level of service guidelines direct the construction and expansion of library facilities. The Highline College also operates a library that is utilized by many residents of the City.

**Marina:** An 840-slip marina along Des Moines' shoreline is owned and operated by the City of Des Moines. The City's capital improvement program and annual budget guide the expenditure of funds for the operation of the facility. The 2007 Comprehensive Marina Master Plan identifies near-term and long-term capital improvements, funding strategies and project schedules for the existing marina.

**Parks and Recreation:** Publicly owned recreational facilities within the City are operated by the City of Des Moines, the State of Washington, and the Highline and Federal Way School Districts. A regional dog park is located in the City of SeaTac. City, County and State Parks and Recreation Plans guide the administration of recreational programs of the respective jurisdictions. Various services, such as the Des Moines Senior Center, are provided at one or more of Des Moines' recreational facilities. The Parks, Recreation and Senior Services Master Plan guides the scheduling and funding of future capital and programmatic improvements which are further addressed in Chapter 6: Parks Recreation and Open Space Element.

## Chapter 6: Parks, Recreation and Open Space Element

### BACKGROUND AND CONTEXT

The Parks, Recreation, and Open Space Element contains goals and policies regarding how Des Moines parks, recreational facilities and open space will be acquired, designed, managed, and programmed. The City parks system contains 26-27 parks totaling 194.1190.64 acres of park land and 3.85 miles of trails (2015). These are made up of conservancy and open space, mini-parks, neighborhood parks, community parks, special/waterfront parks, trails, pathways, streetscapes and ROWs, and Interlocal City/School District facilities.

The goals and policies in this element are taken from, and must be consistent with, the City's Parks, Recreation, and Senior Services Master Plan also known as the PRO Plan, which is required by the Washington State Recreation and Conservation Office (RCO) to remain eligible for grant funding. This element also connects and supports other comprehensive plan elements, such as the Land Use Element (through discussion of quality of life and public health), Transportation Element (through the discussion of trails, bikeways, and paths), the Environment & Conservation Element (through the objectives on water conservation and recycling), and the Healthy Des Moines Element (through the discussion of healthy eating and active living).



Consistent with the Comprehensive Plan's framework for sustainability and healthy communities, this element plays an important role in promoting good public health. Park, waterfront, and recreation facilities provide opportunities for physical activity through the use of park, waterfront, trails and athletic fields and participation in a broad array recreation activities, programs and services, countering national trends toward physical inactivity and obesity. Studies have also shown that parks and recreation can provide mental health benefits, including reduction of depression and anxiety.

Background information for this element is found in the Parks, Recreation and Senior Services Master Plan (2016) which includes estimates of demand for parks, a needs assessment, as well as a discussion about opportunities to coordinate with other jurisdictions to provide parks, recreation, senior services, human services, health and wellness, cultural arts, historic preservation, tourism and aquatics. Refer to Sections 1 through 3 of the Master Plan for this information.

### Goals

To ensure the Parks, Recreation and Senior Services Vision is achieved, the City has the following goals:

**Goal PR 1** *Provide adequate and accessible park, waterfront and recreation facilities that are responsive and inclusive to the diverse interests and needs of people of all ages, income levels, cultural or educational backgrounds, or physical abilities. Such recreational facilities should satisfy outdoor*



## Amendment 2018-7

**Goal PR 12** *Pursue funding for Parks and Facilities improvements from all potential sources.*

**Goal PR 13** *Utilize a ratio of 6.5 acres per 1,000 population and specific standards for the development of mini, neighborhood, community, waterfront, sports fields/complexes, trails and pathways, conservancy and open space areas as a general guide in the acquisition and development of park and facility resources.*

## POLICIES AND IMPLEMENTATION STRATEGIES

### Parks and Land Use

PR 1.1 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.

PR 1.1.1 Work with other entities and public agencies (Highline and Federal Way School Districts, Highline College, State Parks and Utility and Jr. Taxing Districts) to maximize opportunities for acquisition of land that qualifies for the City's park system through Interlocal agreements for "right-of-use" and/or joint development agreements, land transfers, lease, property exchange, dedication and surplus or easement land acquisition procedures.

PR 1.1.2 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.

PR 1.1.3 Identify lands that enhance the appearance and character of the City. Such lands may serve as community or neighborhood connectors, create gateway features into Des Moines, enhance the park system, preserve local history or link existing natural or built amenities.

PR1.1.4 Preserve significant critical areas as passive open space. The City may construct improvements that enhance the public's awareness of, and appreciation for, natural areas.

PR 1.1.5 Ensure that the quantity and quality of park land increases and is located proportionately with population growth, and that new acquisition reflects the community's recreational, health and cultural needs. Des Moines should use a variety of means to provide recreational opportunities.

PR 1.1.[76](#) Coordinate and maintain procedures for conservation of open space through mechanisms such as zoning, land donation, purchase of easements, conservation easements with coordinated planning, taxing and management actions.

PR 1.1.[8-7](#) Ensure that proposed land-use and transportation facilities that would subject locally significant parks, trails and conservation resources, historic buildings or districts, recreation and sports facilities to exterior noise exposure levels which exceed limits identified in the DMMC are opposed or include mitigation measures commensurate with the magnitude of adverse impact anticipated.

## Amendment 2018-7

- PR 1.1.98 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 to increase City park land.
- PR 1.1.109 Make maximum use of lands associated with surface water management and other public utilities to meet recreation and conservation needs.
- PR 1.1.110 Work with conservation groups and the private sector to encourage donations, bargain sales of land or recreation or conservation easements through equitable incentives and to identify, acquire and conserve or manage natural open space areas and other recreational land.

**Park and Facility Improvement**

- PR 2.1 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.
- PR 2.1.1 Enforce regulations for new residential, business, commercial or industrial development and redevelopment which require either the dedication of park lands, provision of recreation facilities and/or payment of impact fees or fees in-lieu of land to a park and recreation trust fund.
- PR 2.1.2 Park and facility design shall conform to local ordinance or recognized standards for access, safety, environmental sustainability, 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.
- PR 2.1.3 Consider community recreational needs during planning stages of all single family, multi-family, subdivisions and planned unit residential developments; retail, commercial and business park development; educational institutions, utilities and other governmental facilities development.
- PR 2.1.4 Provide barrier-free access by modifying existing facilities when designing and/or constructing.
- PR 2.1.5 Whenever possible and appropriate provide basic amenities at recreation and open space facilities including restrooms, lighting, seating, public art, drinking fountains, trash and recycling receptacles, bicycle racks, shelters, signage and parking.
- PR 2.1.6 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 to Redondo Beach are a priority for the park system.





## Amendment 2018-7

- PR 2.1.7 Actively seek joint- development and programming opportunities with intergovernmental and private partners and the application of reasonable standards and conditions for such use.
- PR 2.1.8 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.
- PR 2.1.9 Establish sustainable park and facility design and construction and historic preservation practices that result in facilities that are high-performing, good for the environment, healthy, and culturally enriching for our park visitors and building occupants.
- PR 2.1.910 Protect existing and planned park, waterfront and recreation resources from adverse impacts associated with incompatible land uses and/or transportation activities. Adverse impacts may include traffic congestion, inadequate parking, surface water runoff, vibration, air, water and noise pollution.



### Open Space, Cultural and Locally Significant and Historic Resources

- PR 3.1 Conserve open space, natural and cultural resources.
  - PR 3.1.1 Coordinate and maintain procedures for conservation of open space through mechanisms such as zoning, land donation, purchase of easements, conservation easements with coordinated planning, taxing and management actions.
  - PR 3.1.2 Ensure that proposed land-use and transportation facilities that would subject locally significant parks, trails and conservation resources, historic buildings or districts, recreation and sports facilities to exterior noise exposure levels which exceed limits identified in the DMMC are opposed or include mitigation measures commensurate with the magnitude of adverse impact anticipated.
  - PR 3.1.3 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



## Amendment 2018-7

## PR 13.3.2 Existing Neighborhood Parks

| <b>Neighborhood Parks within Des Moines</b> | <b>Size (acres)</b>              |
|---|----------------------------------|
| Dr. Shirley Gordon Park                     | 0.88                             |
| <a href="#">Mary Gay Park</a>               | <a href="#">1.78</a>             |
| Midway Park                                 | 1.58                             |
| Parkside Park                               | 4.04                             |
| Water Tower Park*                           | 1.0                              |
| Wooton Park                                 | 2.24                             |
| <b>Total Neighborhood Parks</b>             | <b><a href="#">11,529.74</a></b> |

\* Water Tower Park is leased from Highline Water District

## PR 13.3.3 Existing Community Parks

| <b>Community Parks/Sports Complexes within Des Moines</b> | <b>Size (acres)</b>             |
|---|---------------------------------|
| Des Moines Field House Park                               | 5.2                             |
| Steven J. Underwood Memorial Park and Activity Center     | 21.6                            |
| <a href="#">Zenith Park*</a>                              | <a href="#">5.5</a>             |
| <b>Total Community Parks</b>                              | <b><a href="#">26,829.6</a></b> |

\*Zenith Park is leased from Highline School District

## PR 13.3.4 Existing Regional Parks

| <b>Regional Parks within Des Moines</b> | <b>Size (acres)</b> |
|---|---------------------|
| Saltwater State Park*                   | 88.0                |
| <b>Total Regional Parks</b>             | <b>88.0</b>         |

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

## PR 13.3.5 Existing Special-Use Parks

| <b>Special- Use Parks within Des Moines</b> | <b>Size (acres)</b>                |
|---|------------------------------------|
| Des Moines Beach Park and Tidelands         | 22.3                               |
| Marina, Fishing Pier and Tidelands          | 15.9                               |
| Redondo Park, Beach and Tidelands           | 3.94                               |
| <a href="#">Van Gasken Park</a>             | <a href="#">0.67</a>               |
| <b>Total Special Parks</b>                  | <b><a href="#">42,814.2-14</a></b> |





# City of Des Moines Comprehensive Plan Preferred Land Use

### Designations

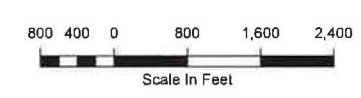
- RESIDENTIAL
- MF - Multifamily
- PR-R - Pacific Ridge Residential
- SF - Single Family
- T - Townhome
- TC-R - Transit Community Residential
- TC-T - Transit Community Townhome
- COMMERCIAL/NON RES
- BP - Business Park
- COM - Commercial
- IC - Institutional Campus
- PARK - Park
- PF - Public Facility
- PR-C - Pacific Ridge Commercial
- PR-M - Pacific Ridge Mixed
- TC-M - Transit Community Mixed
- Des Moines City Limits
- Streams
- Neighborhood Planning Areas
- PUD See Plan For Density

**CITY OF DES MOINES  
COMPREHENSIVE PLAN MAP SERIES**  
This map series is intended for general planning purposes related to the City of Des Moines Comprehensive Plan.

### Enacting Ordinances

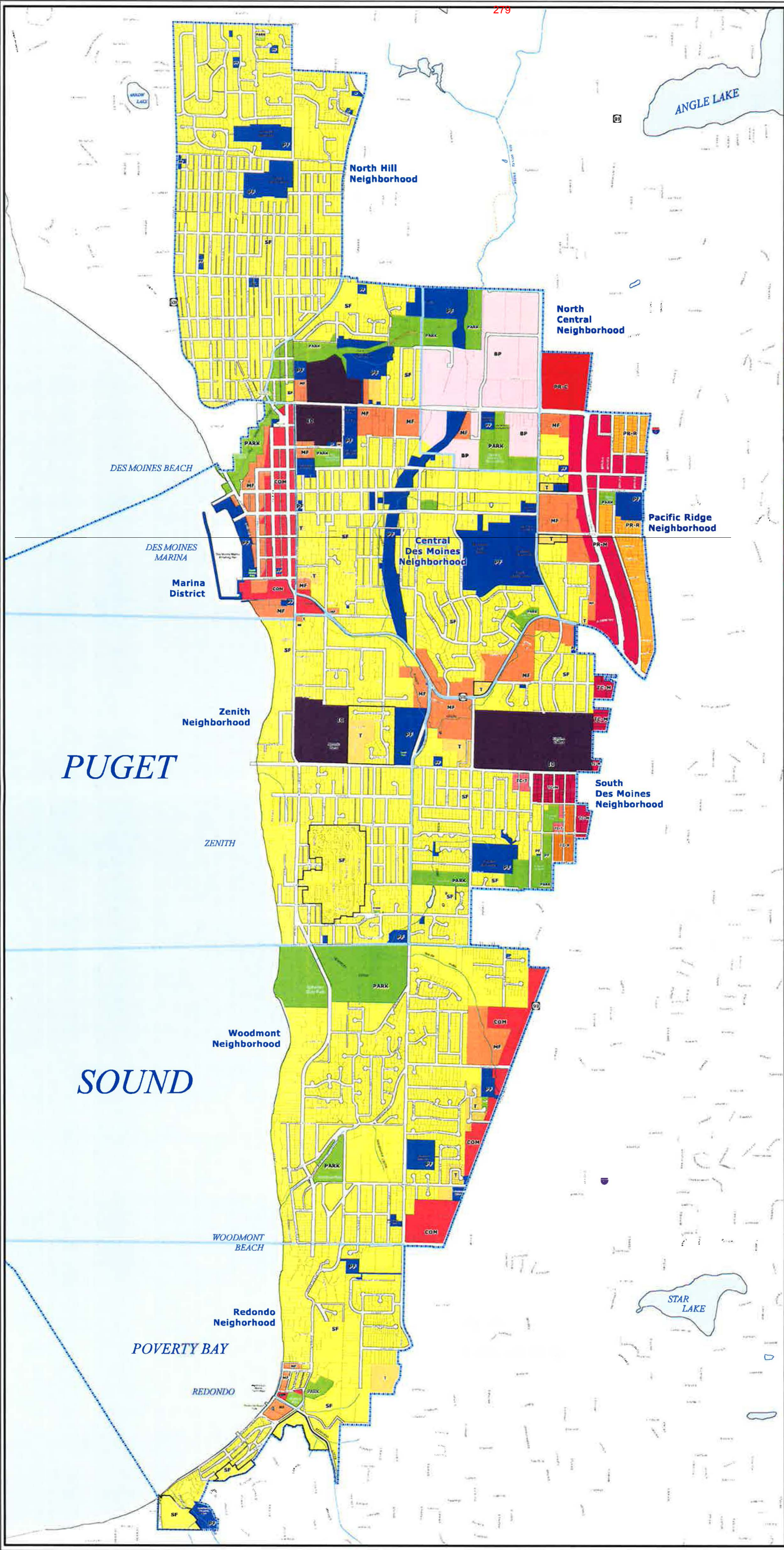
#### ORDINANCE, YEAR

- Ord. 1664, 2016
- Ord. 1623, 2015
- Ord. 1551, 2012
- Ord. 1528, 2011
- Ord. 1499, 2010
- Ord. 1469, 2009
- Ord. 1425, 2008
- Ord. 1376, 2006
- Ord. 1232, 2003
- Ord. 1265, 2000
- Ord. 1238, 1999
- Ord. 1176, 1996
- Ord. 1160, 1995



### Planning, Building & Public Works

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## STAFF REPORT - DES MOINES 2018 COMPREHENSIVE PLAN AMENDMENTS

### INTRODUCTION

Des Moines adopted its comprehensive plan in 1995. The Comprehensive Plan has undergone subsequent amendments, with a major update adopted in June 2015 and an amendment in 2016. Pursuant to RCW 36.70A.130(2)(a), the Growth Management Act (GMA) limits plan amendments to no more than once per year, except under the following circumstances:

1. The initial adoption of a subarea plan that does not modify the comprehensive plan policies and designations applicable to the subarea.
2. The adoption or amendment of a shoreline master program.
3. The amendment of the capital facilities element of a comprehensive plan that occurs concurrently with the adoption or amendment of a county or city budget.
4. The adoption of comprehensive plan amendments necessary to enact a planned action.

Except as otherwise provided above, all proposals are to be considered concurrently, so the cumulative effect of the various proposals can be ascertained. However, after appropriate public participation, a county or city may adopt amendments or revisions to its comprehensive plan whenever an emergency exists, or to resolve an appeal of a comprehensive plan filed with the Growth Management Hearings Board or with the court.

### 2018 COMPREHENSIVE PLAN AMENDMENTS

Chapter 18.25 DMMC Amendments to the Comprehensive Plan sets forth the process and standards of review that must be used by staff and the City Council in analyzing proposed amendments to the Comprehensive Plan and associated maps, including initiation of amendments, schedule for initiation and review of amendments, contents for application for amendment and decision criteria.

Applications for amendment of the DMCP may be submitted between January 1st and June 30th of each calendar year (DMMC 18.25.080(1)). One public request to amend the Comprehensive Plan was received during this period in 2018.

The docket for the 2018 comprehensive plan amendments include seven (7) amendments of which one was a public request and the remaining six are City staff initiated. There are five (5) amendments to the Preferred Land Use map (Refer to Figure 1) along with amendments to the Parks, Recreation and Open Space Element and the Capital Facilities, Utilities, and Public Services Element (Refer to Attachment 1, Exhibit A).



### **DECISION CRITERIA PER DMMC 18.25.100**

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

(2) The City Council may approve or approve with modifications an amendment to the City of 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 City of 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 City of 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 City of Des Moines Comprehensive Plan, factors that may be considered by the Planning, Building and Public Works Director 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 critical areas.
- (e) The effect upon parks of local significance.
- (f) The effect upon historic and archaeological 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 City of Des Moines Comprehensive Plan

## PROPOSED AMENDMENTS

Staff review and recommendation for each of the proposals is presented separately. Background information about the subject site or area and the intent of each proposal are provided, followed by staff review. The Decision Criteria listed above for Comprehensive Plan amendments are then addressed for each proposal prior to the recommendation.

**Reference #:** 2018-1 Preferred Land Use Map Amendment #1

**Applicant:** Meredith Everist, Baylis Architects and Jeff Miller, MJS Investors

**Location:** Central Des Moines Neighborhood of Des Moines.

**Request:** The requested Comprehensive Plan map amendment is to change the preferred land use designation for 12 properties from SF-Single Family and T-Townhome to MF-Multifamily. The properties include tax parcels 0822049163, 0822049013, 0822049093, 0822049122, 0822049080, 0822049118, 0822049186, 0822049187, 0822049011, 0822049012, 0822049166, and 0822049161.

| Proposed Amendment     | Existing Designation | Proposed Change |
|------------------------|----------------------|-----------------|
| Preferred Land Use Map | SF-Single Family     | MF-Multifamily  |
|                        | T-Townhome           | MF-Multifamily  |

**Background:** On June 28, 2018, the City of Des Moines received an application for a Comprehensive Plan map amendment for 12 parcels totaling 6.79 acres located in the Central Des Moines Neighborhood. The requested Comprehensive Plan map amendment would change the preferred land use from SF-Single Family and T-Townhome to MF-Multifamily.

### Staff Recommendation

In accordance with DMMC 18.84.050 decision criteria (1), (2)(b), (2)(c)(i-iv), (3)(a-c), and (3)(g-j), the proposed Comprehensive Plan designation change is consistent with preferred land use designation of properties to the east and west of the subject parcels. The area is served by capital facilities, utilities and public services that can be provided concurrent with future development. In addition, the proposed amendment aids the City in reaching the GMA growth target to add 3,480 housing units by 2035 as outlined in the Land Use Element of the *Des Moines 2035 Comprehensive Plan*. Increasing the development capacity for this area in close proximity to public transit and employment opportunities and supports opportunities for transit oriented development and jobs to housing balance.

Staff recommends that the City Council approve proposed Amendment No. 2018-1.

**Reference #:** 2018-2 Preferred Land Use Map Amendment #2

**Applicant:** City of Des Moines, Planning Building and Public Works Department

**Location:** Central Des Moines Neighborhood

**Request:** Change the preferred land use for Mary Gay Park (tax parcels 0576000753, 0576000755 and 0576000760) from SF-Single Family to PARK.

| Proposed Amendment     | Existing Designation | Proposed Change |
|------------------------|----------------------|-----------------|
| Preferred Land Use Map | SF-Single Family     | PARK-Park       |

**Background:** May Gay Park was donated to the City by the estate of former resident Michael Bundy and deeded to the City on 3/27/18. The amendment makes the preferred land use consistent with the use of the property as a park.

**Staff Recommendation**

In accordance with DMMC 18.84.050 decision criteria (1), (2)(b), (2)(c)(i-iv), and (3), the proposed change to the Comprehensive Plan Land Use Map is consistent with the use of the property as a park within the City of Des Moines.

Staff recommends that the City Council approve proposed Amendment No. 2018-2.

**Reference #:** 2018-3 Preferred Land Use Map Amendment #3

**Applicant:** City of Des Moines, Planning Building and Public Works Department

**Location:** Marina District Neighborhood

**Request:** Change the preferred land use for the Van Gasken Special-Use Park (tax parcel 2009003295) from MF-Multifamily to PARK.

| Proposed Amendment     | Existing Designation | Proposed Change |
|------------------------|----------------------|-----------------|
| Preferred Land Use Map | MF-Multifamily       | PARK-Park       |

**Background:** The Van Gasken property was acquired in 2017 by Forterra NW in partnership with the City of Des Moines and is designated as a special-use park. The City is in the process of appropriating funds to purchase the park from Forterra. The amendment makes the preferred land use consistent with the use of the property as a park.

**Staff Recommendation**

In accordance with DMMC 18.84.050 decision criteria (1), (2)(b), (2)(c)(i-iv), and (3), the proposed amendment to the Preferred Land Use Map is consistent with the use of the Van Gasken Park as a special-use park within the City of Des Moines. The property is suitable for use as a park and is contiguous to Overlook II Park, Des Moines Beach Park and Des Moines Marina.

Staff recommends that the City Council approve proposed Amendment 2018-3.



**Reference #:** 2018-4 Preferred Land Use Map Amendment #4  
**Applicant:** City of Des Moines, Planning Building and Public Works Department  
**Location:** North Hill Neighborhood  
**Request:** Add a PUD boundary around the Blueberry Lane PUD Subdivision.

|                            |
|----------------------------|
| <b>PROPOSED AMENDMENTS</b> |
|----------------------------|

|  |
|--|
| <b>Add a PUD boundary around the Blueberry Lane PUD Subdivision.</b> |
|--|

**Background:** The Blueberry Lane PUD Final Plat was recorded on August 18, 2015. The amendment adds a boundary around the recorded subdivision to identify the PUD on the Preferred Land Use Map.

**Staff Recommendation**

In accordance with DMMC 18.84.080 decision criteria (1), (2)(b), (2)(c)(i-iii), and (3), the proposed amendment to the Preferred Land Use Map is adds new information regarding the PUD which is consistent with the GMA as well as other elements and policies of the Comprehensive Plan.

Staff recommends that the City Council approve proposed Amendment 2018-4.

**Reference #:** 2018-5 Preferred Land Use Map Amendment #5  
**Applicant:** City of Des Moines, Planning Building and Public Works Department  
**Location:** Pacific Ridge Neighborhood  
**Request:** Add a PUD boundary around the Des Moines Creek Business Park Phase IV PUD.

|                            |
|----------------------------|
| <b>PROPOSED AMENDMENTS</b> |
|----------------------------|

|   |
|---|
| <b>Add a PUD boundary around the Des Moines Creek Business Park Phase IV PUD.</b> |
|---|

**Background:** The Des Moines Creek Business Park, Phase IV Preliminary PUD was approved on April 13, 2017 by Ordinance No. 1677. The amendment adds a boundary to identify the PUD on the Preferred Land Use Map.

**Staff Recommendation**

In accordance with DMMC 18.84.080 decision criteria (1), (2)(b), (2)(c)(i-iii), and (3), the proposed amendment to the Preferred Land Use Map is adds new information regarding the PUD which is consistent with the GMA as well as other elements and policies of the Comprehensive Plan.

Staff recommends that the City Council approve proposed Amendment 2018-5.



**Reference #:** 2018-6 Chapter 5: Capital Facilities, Utilities and Public Services Element

**Applicant:** City of Des Moines, Planning Building and Public Works Department

**Location:** Citywide

**Request:** Amend the adoption dates for the following plans:

- City of Des Moines Comprehensive Transportation Plan
- City of Des Moines Parks, Recreation and Senior Services Master Plan
- Highline Water District Water System Plan
- Southwest Suburban Sewer District Sewer Plan
- Lakehaven Utility District Sewer Facility Plan
- Highline School District 2018-2023 Capital Facilities Plan
- Federal Way Public Schools 2019 Capital Facilities Plan
- Highline College Master Plan

**Background:** The Growth Management Act (RCW 36.70A) requires that cities take action to review and, if needed, revise their comprehensive plans and development regulations to ensure the plan and regulations comply with the requirements of this chapter and reflect current information. The Chapter 5: Capital Facilities, Utilities and Public Services Element discusses facilities needed for public services that will support planned population and employment growth within the City of Des Moines. The element helps the City to ensure that the right facilities are in place to support development that is planned in the Land Use Element. A number of capital facility, utility and public service plans from other entities that provide these services to City residents are adopted by reference in the Element. The proposed amendments change the plan titles and the adoption dates for those plans that have been updated.

### **Staff Recommendation**

In accordance with DMMC 18.84.080 decision criteria (1), (2)(b), (2)(c)(i-iii), and (3), the proposed amendment to Chapter 5: Capital Facilities, Utilities and Public Services Element is updates information for Capital Facilities, Utilities, and Public Services Plans that are adopted by reference. The proposed amendments are consistent with the GMA as well as other elements and policies of the Comprehensive Plan.

Staff recommends that the City Council approve proposed Amendment 2018-6.

**Reference #:** 2018-7: Chapter 6: Parks, Recreation and Open Space Element

**Applicant:** City of Des Moines, Planning Building and Public Works Department

**Location:** Citywide

**Request:** Amend PR 13.3.2 Existing Neighborhood Parks to add Mary Gay Park, amend PR 13.3.3 to remove Zenith Park, amend PR 13.3.5 Existing Special-Use Parks to add Van Gasken Park and amend text to update park acreages and correct numbering on several implementation strategies.

**Background:** Mary Gay Park and Van Gasken Park were acquired by the City in the 2017-2018 timeframe. The proposed amendment is necessary to update relevant information in Chapter 6: Parks, Recreation and Open Space Element to add these parks to the City's park inventory. An elementary

school is currently being built on the Zenith Park property which is owned by the Highline School District. The park is being removed from the City's park inventory.

**Staff Recommendation**

In accordance with DMMC 18.84.080 decision criteria (1), (2)(b), (2)(c)(i-iii), and (3), the proposed amendment to Chapter 6: Parks, Recreation and Open Space Element to add Mary Gay Park and Van Gasken Park to and remove Zenith Park from the City's park inventory. The proposed housekeeping amendments are consistent with the GMA as well as other elements and policies of the Comprehensive Plan.

Staff recommends that the City Council approve proposed Amendment 2018-7.





# City of Des Moines Comprehensive Plan Preferred Land Use

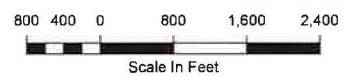
### Designations

- RESIDENTIAL
    - MF - Multifamily
    - PR-R - Pacific Ridge Residential
    - SF - Single Family
    - T - Townhome
    - TC-R - Transit Community Residential
    - TC-T - Transit Community Townhome
  - COMMERCIAL/NON RES
    - BP - Business Park
    - COM - Commercial
    - IC - Institutional Campus
  - PARK - Park
  - PF - Public Facility
  - PR-C - Pacific Ridge Commercial
  - PR-M - Pacific Ridge Mixed
  - TC-M - Transit Community Mixed
- Des Moines City Limits  
 Streams  
 Neighborhood Planning Areas  
 PUD See Plan For Density

**CITY OF DES MOINES  
COMPREHENSIVE PLAN MAP SERIES**  
 This map series is intended for general planning purposes related to the City of Des Moines Comprehensive Plan.

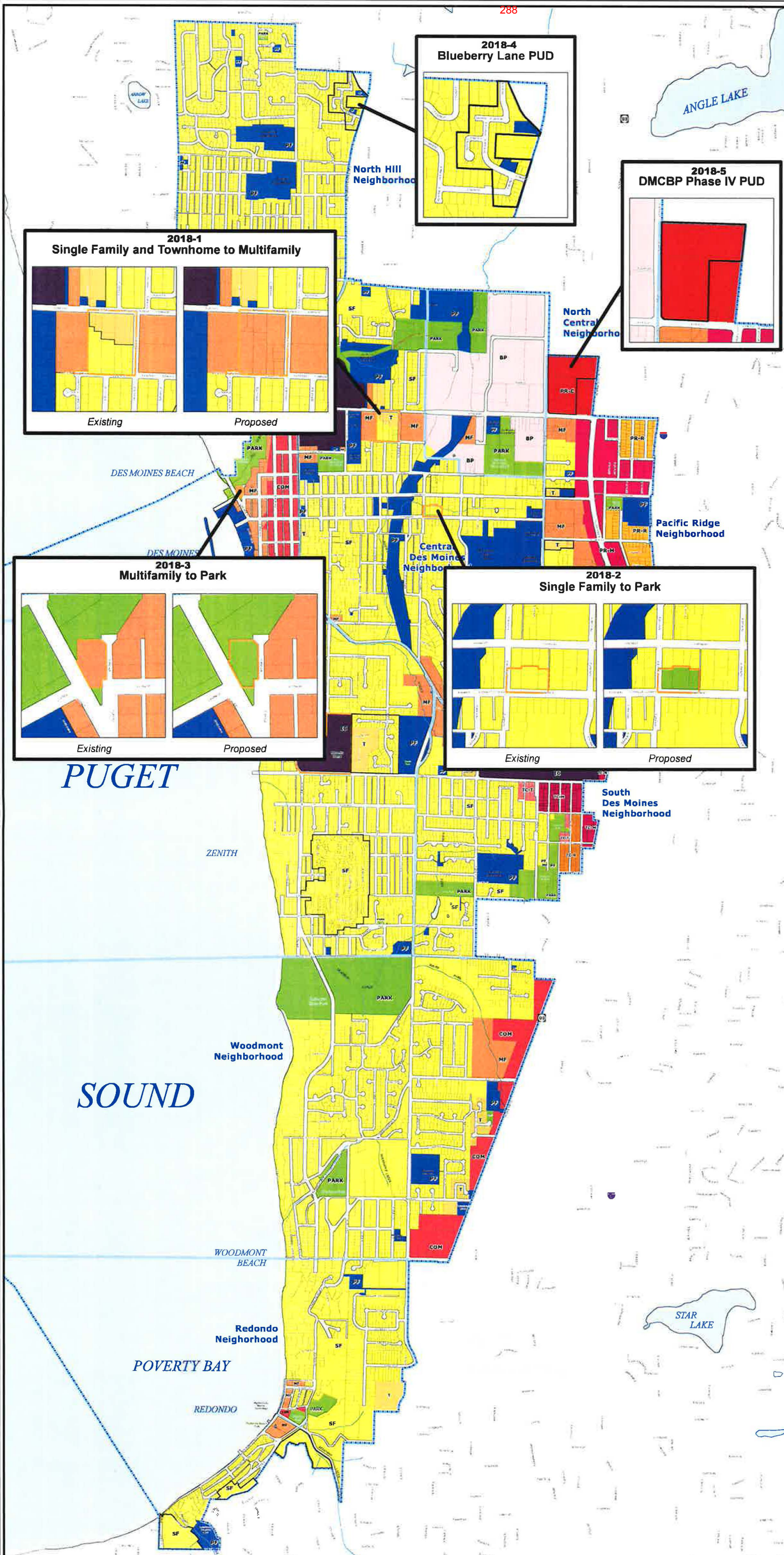
### Enacting Ordinances

| ORDINANCE, YEAR |
|-----------------|
| Ord. 1551, 2012 |
| Ord. 1528, 2011 |
| Ord. 1499, 2010 |
| Ord. 1469, 2009 |
| Ord. 1425, 2008 |
| Ord. 1376, 2006 |
| Ord. 1232, 2003 |
| Ord. 1265, 2000 |
| Ord. 1238, 1999 |
| Ord. 1176, 1996 |
| Ord. 1160, 1995 |



### Planning, Building & Public Works

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PUGET

SOUND



# AGENDA ITEM

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

SUBJECT: Public Hearing to consider Draft Ordinance 18-099 related to the South 216<sup>th</sup> Street Zoning Reclassification

FOR AGENDA OF: October 18, 2018

DEPT. OF ORIGIN: Community Development

DATE SUBMITTED: October 10, 2018

ATTACHMENTS:

- 1. Draft Ordinance 18-099
- 2. DNS Citizen Comment Letter and Staff Response

CLEARANCES:

- Community Development *JMC*
- Marina \_\_\_\_\_
- Parks, Recreation & Senior Services \_\_\_\_\_
- Public Works *FBC*

CHIEF OPERATIONS OFFICER: DSS

- Legal *TG*
- Finance \_\_\_\_\_
- Courts \_\_\_\_\_
- Police \_\_\_\_\_

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

**Purpose and Recommendation**

The purpose of this agenda is for the City Council to hold a public hearing to consider Draft Ordinance No. 18-099 amending DMMC 18.10.050 (Adoption of official zoning map), to reclassify tax parcels 0822049163, 0822049013, 0822049093, 0822049122, 0822049080 from RA-3,600 Residential Attached Townhouse and Duplex 3,600 Zone and tax parcels 0822049118, 0822049186, 0822049187, 0822049011, 0822049012, 0822049166 and 0822049161 from RS-8,400 Residential Single-Family 8,400 Zone to RM-2,400 Residential Multifamily 2,400 Zone.

The Council cannot enact Draft Ordinance No.18-099 until after the preferred land use map amendment docketed with the 2018 Comprehensive Plan amendments is considered; therefore, the public hearing must be continued as specified in the following motion:



### Suggested Motion

**Motion 1:** “I move to continue the public hearing to a second reading on November 15, 2018, or as soon thereafter as the matter may be heard, to consider Draft Ordinance No. 18-099 amending DMMC 18.10.050 (Adoption of official zoning map), to reclassify 12 tax parcels from RA-3,600 Residential Attached Townhouse and Duplex Zone and RS-8,400 Residential Single-Family Zone to RM-2,400 Residential Multifamily Zone.

### Background

The Residential Multifamily 2,400 Zone was established to provide areas for a greater population density and to ensure efficient and economical provision of public service facilities to meet the needs of future development within the zone.

The developments located immediately adjacent to the west and east of the proposed zoning reclassification area are currently zoned RA-2,400 and developed with multi-family housing. Abutting the site to the west is Regatta Apartments, a development built in 1983 consisting of 86 units within eight separate buildings. Located directly to the east, are Spinaker’s Landing that was built in 1987 and includes 14 buildings (including parking structures) with 66 apartment units and the Sound Ridge condominiums that consists of seven buildings with 57 units and were constructed in 1980.

The current growth within the area and the interest of a possible project proponent offers the City an opportunity to provide increased housing options to serve the current and future needs of the community. It also enables the City to reach the GMA housing goals to provide 3,480 additional housing units by 2035 as outlined within the City of Des Moines Comprehensive Plan – Des Moines 2035: Charting Our Course for a Sustainable Future.

Existing development on the site includes ten (10) single-family homes, the majority of which were built in the 1950s (1900 – 1984) or prior and recorded by King County Assessor as being in “Low Average” to “Good” Condition. There are two parcels totaling 71,000 square feet (1.63 acres) that have not previously been developed.

### Discussion

On June 28, 2018, the City of Des Moines received an application for a Comprehensive Plan map amendment and zoning reclassification. The requested Comprehensive Plan map amendment to change the preferred land use from SF-Single Family and T-Townhome to MF-Multifamily has been docketed for consideration with the City of Des Moines 2018 Comprehensive Plan amendments and will be considered by the City Council prior to the hearing for this zoning reclassification request.

The proposed site-specific zoning would reclassify five parcels zoned Residential Attached Townhouse or Duplex (RA-3,600) and seven parcels zoned Single-Family Residential 8,400 (RS-8,400) to RM-2,400 Residential Multifamily 2,400 Zoning (Refer to Figure 1).

A State Environmental Policy Act (SEPA) threshold determination of non-significance was issued on September 18, 2018. One formal comment was submitted and several inquiries were received during the 15-day comment period. Comments related to traffic, development access, density, and animal habitat.

At the conclusion of the continued public hearing, the City Council will be asked to approve the South 216<sup>th</sup> Street Zoning Reclassification and determine that the project is consistent with the City's development goals and that the proposal is compliant with the regulations outlined within the Des Moines Municipal Code.

Staff has reviewed the application for compliance with the site-specific rezone criteria outlined within DMMC 18.30.080 as follows:

1. *The amendment meets the concurrency requirements set forth in chapter 36.70A RCW;*

**Response:** The Growth Management Act requires the timely provision of public facilities and services to accommodate development impacts. Any future development of the proposed site will be subject to additional review for potential impacts and adequacy of public facilities and services at each phase of the project.

2. *The amendment is consistent with the Comprehensive Plan;*

**Response:** The requested Comprehensive Plan map amendment to change the preferred land use from SF-Single Family and T-Townhome to MF-Multifamily has been docketed for consideration with the City of Des Moines 2018 Comprehensive Plan amendments and will be considered by the City Council prior to the hearing for this zoning reclassification request.

3. *The amendment bears a substantial relation to the public health, safety and welfare:*

**Response:** The rezone of the property bears a substantial relation to the public health, safety and welfare as expressed in the City's vision for growth in the adopted comprehensive plan. Future development will be reviewed for consistency with the development standards of the RM-2,400 Zone, assuring further consideration of the public welfare as set forth in the City's regulations.

4. *The amendment is warranted in order to achieve consistency with the Comprehensive Plan or because of a need for additional property in the proposed zoning district classification, or because the proposed zoning classification is appropriate for reasonable development of the subject property;*

**Response:** Should the City Council approve the docketed preferred land use amendments to the Comprehensive Plan, this action would implement the new land use designation within the area. The MF designation would provide additional flexibility in providing a variety of housing stock within close proximity to mass transit options along South 216<sup>th</sup> Street and Pacific Highway South, and connections to the Link Light Rail Angle Lake Station at South 200<sup>th</sup> Street.



5. *The property in question is adjacent and contiguous (which shall include corner touches and property located across a public right-of-way) to property of the same or higher zoning classification;*

**Response:** The property is adjacent and contiguous to the Spinnaker’s Landing Apartments and Redondo Ridge Condominiums to the east and Regatta Apartments property to the west, which are zoned RM-2,400.

6. *The amendment will not be materially detrimental to uses or property in the immediate vicinity of the subject property;*

**Response:** Future development of the proposed site will be reviewed for compliance with development standards at each phase of the project and appropriate mitigation and conditions imposed.

7. *The amendment has merit and value for the community as a whole.*

**Response:** The amendment will encourage appropriate use of partially developed land within the central portion of the City to allow for a variety in housing stock and provide the opportunity to revitalize a major gateway to the community. Providing zoning that allows for denser housing within close proximity to mass transit will also have the potential to decrease auto-oriented commutes. This in turn will help further the economic vision for the City by promoting development in a manner that strengthens community sustainability, livability, business vitality, and employment and housing capacity.

### **Process and Procedure**

Site specific rezones require a “quasi-judicial” public hearing before the City Council. When the City Council acts in a quasi-judicial manner, the Council is obliged to objectively determine facts and draw conclusions from them so as to provide the basis of an official action. Quasi-judicial proceedings are governed by the same strict fairness rules that apply to cases in court.

In a quasi-judicial public hearing, the Appearance of Fairness Doctrine applies to the decision-makers. The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair and unbiased in both appearance and fact. It was developed by the courts as a method of insuring that due process protections, which normally apply in courtroom settings, extend to certain types of administrative decision-making hearings, such as rezones of specific property. The doctrine attempts to make sure that all parties to an argument receive equal treatment.

The doctrine requires that adjudicatory or quasi-judicial public hearings meet two requirements:

- They must be procedurally fair.
- They must appear to be conducted by impartial decision-makers.

During the pendency of any quasi-judicial proceeding, no member of a decision-making body may engage in ex parte (outside the hearing) communications with proponents or opponents about a proposal involved in the pending proceeding, unless that member:

- a. Places on the record the substance of such oral or written communications; and

- b. Provides that a public announcement of the content of the communication and of the parties' rights to rebut the substance of the communication shall be made at each hearing where action is taken or considered on that subject.

Prior to any quasi-judicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If the answer is in the affirmative, no matter how remote, the Councilmember should disclose such facts to the City Manager who will seek the opinion of the City Attorney as to whether a potential violation of the Appearance of Fairness Doctrine exists. The City Manager shall communicate such opinion to the Councilmember and to the Presiding Officer.

### **Alternatives**

The City Council may:

1. Continue the public hearing to a second reading on November 15, 2018.
2. Continue the public hearing to a different date.

### **Financial Impact**

The zoning reclassification would allow for additional flexibility in the redevelopment of housing stock within a central gateway into the city which would further the economic vision for the City by promoting development in a manner that strengthens community sustainability, livability, business vitality, and employment and housing capacity, and, if the City Council approves the comprehensive plan land use designation change, provide consistency with the preferred land use identified in the Des Moines 2035 Comprehensive Plan. A private development will add significant sources of structural revenue for the city based on property tax, utility tax and others that will also include notable one-time revenue associated with the development construction and permitting.

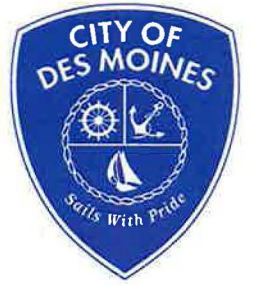
### **Recommendation**

Staff recommends that the City Council continue the public hearing to a second reading on November 15, 2018 in order to consider Draft Ordinance No. 18-099.

At the conclusion of the continued public hearing, if the City Council approves the requested land use designation change that will be considered prior to this application, staff recommends that the City Council enact Draft Ordinance 18-099 related to the South 216<sup>th</sup> Street Zoning Reclassification to implement this comprehensive plan change.



Figure 1



# City of Des Moines Zoning

### RESIDENTIAL ZONING

- R-SE Residential: Suburban Estates
- R-SR Residential: Suburban Residential
- RS-15,000 Residential: Single Family 15,000
- RS-9,600 Residential: Single Family 9,600
- RS-8,400 Residential: Single Family 8,400
- RS-7,200 Residential: Single Family 7,200
- RS-4,000 Residential: Single Family 4,000
- RA-3,600 Residential: Attached Townhouse & Duplex
- RM-2,400 Residential: Multifamily 2,400
- RM-1,800 Residential: Multifamily 1,800
- RM-900 Residential: Multifamily 900
- RM-900A Residential: Multifamily 900A
- RM-900B Restricted Service Zone
- PR-R Pacific Ridge Residential

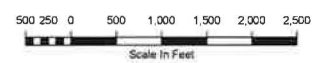
### COMMERCIAL ZONING

- N-C Neighborhood Commercial
  - B-C Business Commercial
  - C-C Community Commercial
  - D-C Downtown Commercial
  - C-G General Commercial
  - B-P Business Park
  - I-C Institutional Campus
  - H-C Highway Commercial
  - PR-C Pacific Ridge Commercial
  - T-C Transit Community
  - W-C Woodmont Commercial
- ~ See Comprehensive Plan for Development Potential  
~ Planned Unit Development  
~ Des Moines City Limits  
~ Tax Parcels  
~ Tidelands

### Enacting Ordinances

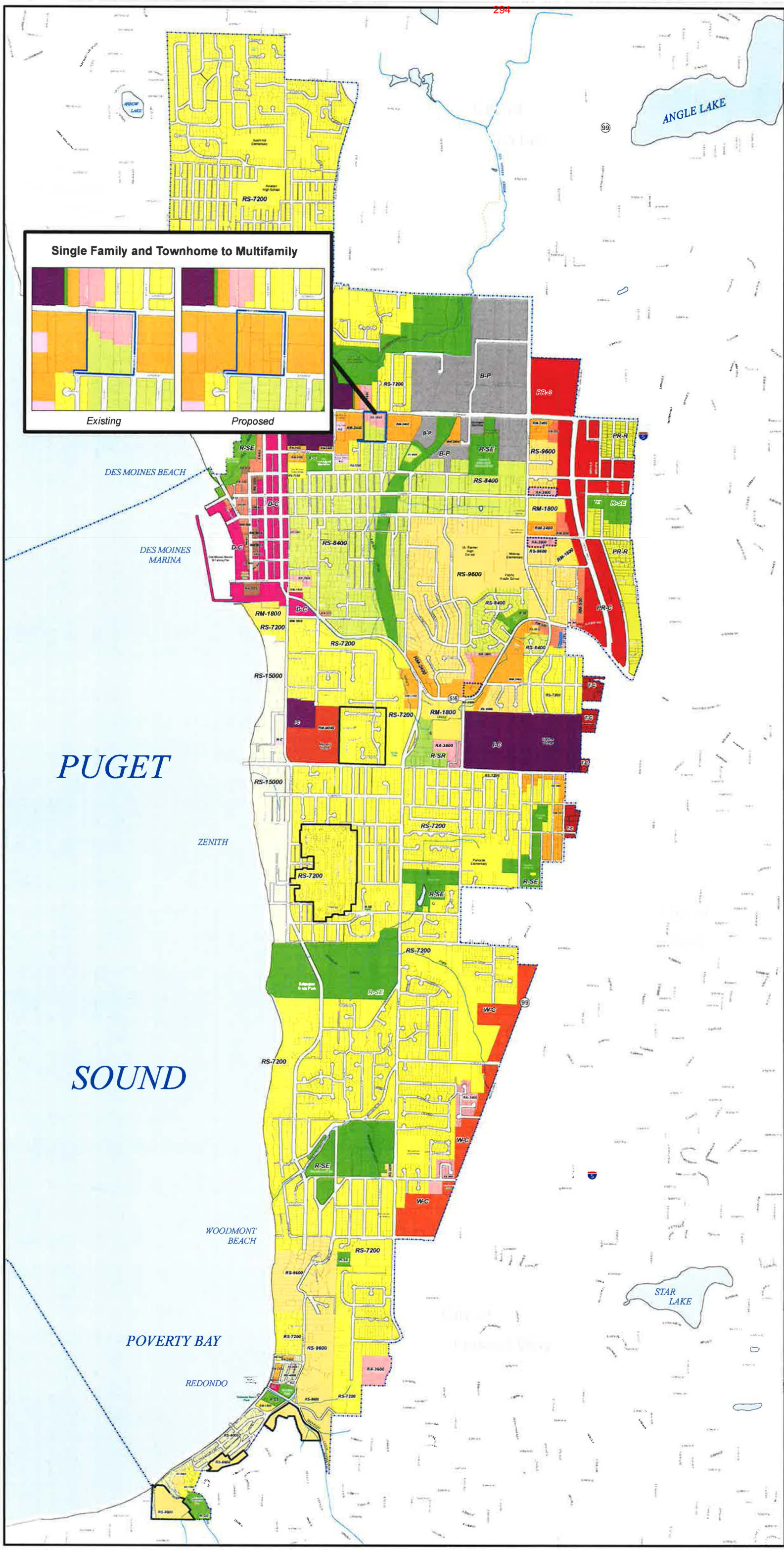
| Description                    | Ordinance | Effective Date     |
|--------------------------------|-----------|--------------------|
| Adoption of digital zoning map | 1235      | May 5, 1999        |
| Renaming of zones              | 1237      | May 17, 1999       |
| Business Park (B-P) rezone     | 1261      | June 21, 2000      |
| Pacific Ridge rezone           | 1267      | July 25, 2000      |
| Redondo Riviera annexation     | 1270      | September 1, 2000  |
| Adoption of GIS maps           | 1289      | October 11, 2001   |
| Mitchell/Chamlian rezone       | 1372      | January 11, 2006   |
| Redondo rezone                 | 1397      | March 7, 2007      |
| Crestwood Park                 | 1420      | December 6, 2007   |
| Granville rezone               | 1431      | June 26, 2008      |
| Sea Mar rezone                 | 1520      | October 13, 2011   |
| Barton rezone                  | 1546      | July 26, 2012      |
| Addition of I-C zone           | 1563      | March 28, 2013     |
| Pacific Ridge rezone           | 1576      | September 12, 2013 |
| Addition of T-C Zone           | 1601      | June 26, 2014      |
| Addition of W-C Zone           | 1618-A    | March 17, 2015     |
| Blueberry Lane Rezoning        | 1660      | September 8, 2016  |
| S 216th Street Rezoning        | 1683      | October 13, 2016   |

IN PROVIDING THIS MAP, THE CITY MAKES NO WARRANTY OF ANY KIND, expressed or implied, including without limitation, any warranties as to its fitness for a particular purpose or use. To the fullest extent permitted by law, the City shall not be liable for any damages to persons or property, whether direct, indirect, special or consequential, arising from the distribution or use of this map, including without limitation claims for damages based upon inaccuracies or erroneous information presented on this document. The user should not rely upon this document as a complete, current or accurate depiction of existing City zoning, ordinances, or other regulations, and IN USING THIS DOCUMENT, THE USER ASSUMES ALL RISK OF INJURY OR DAMAGE THAT MIGHT FLOW THEREFROM.



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**Single Family and Townhome to Multifamily**

Existing Proposed



**CITY ATTORNEY'S FIRST DRAFT 9/18/18****DRAFT ORDINANCE NO. 18-099**

**AN ORDINANCE OF THE CITY OF DES MOINES, WASHINGTON**, amending the official zoning map of the City of Des Moines in order to effectuate a zoning reclassification for tax parcels 0822049163, 0822049013, 0822049093, 0822049122, 0822049080 from RA-3,600 Residential Attached Townhouse and Duplex 3,600 Zone and tax parcels 0822049118, 0822049186, 0822049187, 0822049011, 0822049012, 0822049166 and 0822049161 from RS-8,400 Residential Single-Family 8,400 Zone to RM-2,400 Residential Multifamily 2,400 Zone.

**WHEREAS**, the application requested to redesignate the *Des Moines 2035 Comprehensive Plan Preferred Land Use Designation* of the subject parcels from T-Townhome and SF-Single Family (SF) to MF-Multifamily, and

**WHEREAS**, the City has received a concurrent application for a rezoning classification for tax parcels 0822049163, 0822049013, 0822049093, 0822049122, 0822049080, 0822049118, 0822049186, 0822049187, 0822049011, 0822049012, 0822049166 and 0822049161 and

**WHEREAS**, the application requests to reclassify the zoning for the subject parcels from RS-8,400 Single-Family Residential 8,400 and RA-3,600 Residential Attached Townhouse and Duplex 3,600 to the RM-2,400 Residential Multifamily 2,400 Zone, and

**WHEREAS**, the City Council considered the Comprehensive Plan redesignation request at a public hearing on October 18, 2018, and the rezone application would implement the requested redesignation, and

**WHEREAS**, the zoning map amendment proposed by this Ordinance has been processed in accordance with the SEPA requirements established by chapter 197-11 WAC, and

**WHEREAS**, pursuant to DMMC 18.20.210 amendments to the Zoning Code (Title 18 DMMC) require the City Council to conduct a public hearing to receive public comment regarding this proposal, and

**WHEREAS**, DMMC 18.30.100(3) requires that the date of the public hearing to consider amendments to Title 18 DMMC be set by motion of the City Council, and

Ordinance No. \_\_\_\_\_  
Page 2 of 7

**WHEREAS**, the City Council set the date for the public hearing by motion on September 13, 2018, fixing the public hearing for October 18, 2018, and

**WHEREAS**, notice of the public hearing was issued on September 18, 2018 in accordance with the DMMC, and

**WHEREAS**, a public hearing was held on October 18, 2018 and continued on November 15, 2018, and all persons wishing to be heard were heard, and

**WHEREAS**, the City Council finds that the site-specific rezone and associated zoning map amendment contained in this Ordinance meets the criteria of DMMC 18.30.080 and has merit for the community as a whole; now therefore,

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

**Sec. 1. Area of zone reclassification.** The zoning classification of the following legally described property is amended from RS-8,400 Single-Family Residential 8,400 and RA-3,600 Residential Attached Townhouse and Duplex 3,600 Zones to RM-2,400 Residential Multifamily 2,400 Zone:

PARCEL "082204-9163"

THAT PROTION OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 22 NORTH, RANGE 4 EAST, W.M. IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHWEST QUARTER; THENCE SOUTH 87°51'35" EAST, ALONG THE NORTH LINE THEREOF, A DISTANCE OF 329.35 FEET TO THE NORTHEAST CORNER OF THE WEST 5 ACRES OF SAID NORTHWEST QUARTER; THENCE SOUTH 00°17'05" WEST, ALONG THE EAST LINE OF SAID WEST 5 ACRES, A DISTANCE OF 30.02 FEET TO THE SOUTH LINE OF THE NORTH 30 FEET OF SAID NORTHWEST QUARTER AND THE TRUE POINT OF BEGINNING; THENCE CONTINUING SOUTH 00°17'35" WEST, A DISTANCE OF 189.98 FEET; THENCE SOUTH 87°51'35" EAST, A DISTANCE OF 23.00 FEET; THENCE NORTH 00°17'05" EAST, A DISTANCE OF 144.98 FEET TO THE SOUTH LINE OF SAID BEGINNING.

Ordinance No. \_\_\_\_\_  
 Page 3 of 7

ALSO KNOWN AS LOTS 2, OF DES MOINES LOT LINE ADJUSTMENT NO. LUA07-018, RECORDED JULY 18, 2007 UNDER RECORDING NUMBER 20070718900009, RECORDS OF KING COUNTY, WASHINGTON THE LEGAL DESCRIPTIONS, RESTRICTIONS, EASEMENTS, AND ENCUMBRANCES SHOWN ON THIS SURVEY ARE BASED ON CHICAGO TITLE COMMITMENT NO. 0127520-16.

PARCEL "082204-9013"

THAT PORTION OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 22 NORTH, RANGE 4 EAST, WILLAMEETE MERIDIAN, IN KING COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF THE WEST 5 ACRES OF SAID SUBDIVISION THENCE EASTERLY ALONG THE NORTH LINE OF SAID SUBDIVISION 75.0 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTHERLY PARALLEL WITH THE EAST LINE OF SAID WEST 5 ACRES 175.00 FEET; THENCE WESTERLY WITH SAID NORTH LINE 23.0 FEET; THENCE SOUTHERLY WITH THE EAST LINE OF SAID WEST 5 ACRES 45.0 FEET; THENCE EASTERLY PARALLEL WITH SAID NORTH LINE 88 FEET, MORE OR LESS, TO THE WESTERLY LINE OF A TRACT OF LAND CONVEYED TO G.W. CHILDS AND LAURA CHILDS, HUSBAND AND WIFE, BY DEED RECORDED UNDER RECORDING NUMBER 4342743; THENCE NORTHERLY ALONG SAID LINE 220 FEET TO THE NORTH LINE OF SAID SUBDIVISION; THENCE WESTERLY ALONG SAID NORTH LINE 49.5 FEET, MORE OR LESS TO THE POINT OF BEGINNING; EXCEPT THAT PORTION FOR SOUTH 216TH STREET. THE LEGAL DESCRIPTIONS, RESTRICTIONS, EASEMENTS, AND ENCUMBRANCES SHOWN ON THIS SURVEY ARE BASED ON CHICAGO TITLE COMMITMENT NO. 0127510-16.

PARCEL "082204-9093"

COMMENCING AT THE NORTHWEST CORNER OF EAST HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 22 NORTH, RANGE 4 EAST, W.M., IN KING COUNTY, WASHINGTON; THENCE S 87°51'30" E ALONG THE NORTH LINE OF SAID SUBDIVISION 264.00 FEET; THENCE S 0°35'18" W 30.01 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S 0°35'18" W 198.57 FEET; THENCE N 87°51'30" W 138.81 FEET; THENCE N 0°25'43" E 198.57 FEET; THENCE S 87°51'30" E 139.36 FEET TO THE POINT OF BEGINNING. LEGAL DESCRIPTIONS, RESTRICTIONS, EASEMENTS, AND ENCUMBRANCES



Ordinance No. \_\_\_\_\_  
Page 4 of 7

SHOWN ON THIS SURVEY ARE BASED ON CHICAGO TITLE COMMITMENT NO. 0127517-16.

PARCEL "082204-9122"

THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 22 NORTH, RANGE 4 EAST, W.M., IN KING COUNTY, WASHINGTON; EXCEPT THE EAST 572.6 FEET AND THE SOUTH 312; EXCEPT THE NORTH 30 FEET THEREOF FOR SOUTH 216<sup>TH</sup> STREET (ALSO KNOW AS LOT "B" CITY OF DES MOINES LOT LINE ADJUSTMENT, APPROVED AUGUST 11, 1981, AND RECORDED UNDER RECORDING NUMBER 8108110675). RECORDS OF KING COUNTY, WASHINGTON. THE LEGAL DESCRIPTIONS, RESTRICTIONS, EASEMENTS, AND ENCUMBRANCES SHOWN ON THIS SURVEY ARE BASED ON CHICAGO TITLE COMMITMENT NO. 0127519-16.

PARCEL "082204-9186"

LOT 1 OF CITY OF DES MOINES SHORT PLAT NUMBER DE-MO-SP3-81, RECORDED UNDER RECORDING NUMBER 8108210316, IN KING COUNTY, WASHINGTON, SAID SHORT PLAT BEING A PROTION OF TEE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 22 NORTH, RANGE 4 EAST, W.M., IN KING COUNTY, WASHINGTON. THE LEGAL DESCRIPTIONS, RESTRICTIONS, EASEMENTS, AND ENCUMBRANCES SHOWN ON THIS SURVEY ARE BASED ON CHICAGO TITLE COMMITMENT NO. 0127522-16.

PARCEL "082204-9187"

LOT 2 OF CITY OF DES MOINES SHORT PLAT NO. DE-MO-SP3-81, RECORDED AUGUST 21, 1981 UNDER RECORDING NO. 8108210316, IN KING COUNTY, WASHINGTON. THE LEGAL DESCRIPTIONS, RESTRICTIONS, EASEMENTS, AND ENCUMBRANCES SHOWN ON THIS SURVEY ARE BASED ON CHICAGO TITLE COMMITMENT NO. 0127525-16.

PARCEL "082204-9118"

LOT 3 OF SHORT PLAT NO. DE-MO-SP3-81, ACCORDING TO THE SHORT PLAT SURVEY RECORDED UNDER RECORDING NO. 8108210316, IN KING COUNTY, WASHINGTON. THE LEGAL DESCRIPTIONS, RESTRICTIONS, EASEMENTS, AND ENCUMBRANCES SHOWN ON THIS SURVEY ARE BASED ON CHICAGO TITLE COMMITMENT NO. 0127518-16.

Ordinance No. \_\_\_\_\_  
Page 5 of 7

PARCEL "082204-9011"

THE SOUTH 145 FEET OF THE SOUTH 315 FEET OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 8, TOWNSHIP 22 NORTH, RANGE 4 EAST, W.M., IN KING COUNTY, WASHINGTON; EXCEPT THE EAST 572.6 FEET THEREOF. THE LEGAL DESCRIPTIONS, RESTRICTIONS, EASEMENTS, AND ENCUMBRANCES SHOWN ON THIS SURVEY ARE BASED ON CHICAGO TITLE COMMITMENT NO. 0127503-16.

PARCEL "082204-9012"

THE SOUTH 145 FEET OF THE EAST HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 22 NORTH, RANGE 4 EAST, W.M., IN KING COUNTY WASHINGTON. EXCEPT THE WEST 264 FEET. THE LEGAL DESCRIPTIONS, RESTRICTIONS, EASEMENTS, AND ENCUMBRANCES SHOWN ON THIS SURVEY ARE BASED ON CHICAGO TITLE COMMITMENT NO. 0127506-16.

PARCEL "082204-9166"

THAT PORTION OF THE EAST HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 22 NORTH, RANGE 4 EAST, WILLAMETTE MERIDIAN, IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID SUBDIVISION 264.00 FEET; THENSE SOUTH 87°51'30" EAST ALONG THE NORTH LINE OF SAID SUBDIVSION 264.00 FEET; THENCE SOUTH 0°35'18" WEST 660.31 FEET TO THE SOUTH LINE OF SUBDIVISION AND THE TRUE POINT OF BEGINNING; THENCE NORTH 88°00'52: WEST ALONG SAID SOUTH LINE 137.60 FEET, MORE OR LESS TO A POINT WHICH BEARS NORTH 0°35'18" EAST FROM THE TRUE POINT OF BEGINNING; THENCE SOUTH 0°35'18" WEST 360 FEET, MORE OR LESS OT THE TRUE POINT OF BEGINNING. THE LEGAL DESCRIPTIONS, RESTRICTIONS, EASEMENTS, AND ENCUMBRANCES SHOWN ON THIS SURVEY ARE BASED ON CHICAGO TITLE COMMITMENT NO. 0126498-16.

PARCEL "082204-9080"

BEGINNING 124.55 FEET EAST OF THE NORTHWEST CORNER OF THE EAST HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAT QUARTER, SECTION 08, TOWNSHIP 22 NORTH, RANGE 04 EAST, W.M., IN KING COUNTY, WASHINGTON; THENCE EAST 139.45 FEET; THENCE SOUTH TO THE SOUTHLINE OF SAID

Ordinance No. \_\_\_\_\_  
Page 6 of 7

SUBDIVISION; THENCE WEST 137.40 FEET; THENCE NORTH TO THE POINT OF BEGINNING; EXCEPT THE NORTH 228.58 FEET; ALSO EXCEPT THE SOUTH 360 FEET. THE LEGAL DESCRIPTIONS, RESTRICTIONS, EASEMENTS, AND ENCUMBRANCES SHOWN ON THIS SURVEY ARE BASED ON CHICAGO TITLE COMMITMENT NO. 0126474-16.

PARCEL "082204-9161"

THAT PORTION OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 8, TOWNSHIP, 22 NORTH, RANGE 4 EAST, W.M., IN KING COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHEAST QUARTER; THENCE SOUTH 87°51'35" EAST, ALONG THE NORTH LINE THEREOF, A DISTANCE OF 329.35 FEET TO THE NORTHEAST CORNER OF THE WEST 5 ACRES OF SAID NORTHWEST QUARTER; THENCE SOUTH 00°17'05" WEST, ALONG THE EAST LINE OF SAID WEST 5 ACRES, A DISTANCE OF 220.00 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 87°51'35" EAST A DISTANCE OF 139.17 FEET TO THE WEST LINE OF A TRACT CONVEYED TO G.W. CHILDS AND LAURA CHILDS, HIS WIFE, BY DEED RECORDED UNDER RECORDING NUMBER 4342743; THENCE SOUTH 00°25'50" WEST, ALONG SAID WEST LINE, A DISTANCE OF 440.78 FEET TO THE SOUTH LINE OF SAID NORTHWEST QUARTER; THENCE FORTH 88°00'58" WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 138.04 FEET TO THE SOUTHEAST CORNER OF SAID WEST 5 ACRES; THENCE NORTH 00°17'05" EAST A DISTANCE OF 441.19 FEET TO THE POINT OF BEGINNING. THE LEGAL DESCRIPTIONS, RESTRICTIONS, EASEMENTS, AND ENCUMBRANCES SHOWN ON THIS SURVEY ARE BASED ON CHICAGO TITLE COMMITMENT NO. 0126494-16.

**Sec. 2.** DMMC 18.10.050, *Adoption of official zoning map*, and section 35 of Ordinance No. 1591 as amended by section 13 of Ordinance No. 1601 as amended by section 9 of Ordinance No. 1618-A as amended by section 2 of Ordinance No. 1655 as amended by section 2 of Ordinance No. 1660 as amended by section 3 of Ordinance No. 1663, as amended by section 2 of Ordinance No. 1704, are each amended to read as follows:

**18.10.050 Adoption of official zoning map.** The map filed in the City Clerk's office and marked



Ordinance No. \_\_\_\_\_  
Page 7 of 7

Exhibit "A" to Ordinance \_\_\_\_\_ and adopted \_\_\_\_\_, 2018, constitutes the zoning map for the City. The map referenced herein supersedes all previously adopted maps. If the designations of the map are found to be in conflict with other land use designations, the map is deemed to control.

**Sec. 3. 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. 4. Effective date.** This Ordinance shall take effect and be in full force five (5) days after its final approval by the Des Moines City Council in accordance with law.

**PASSED BY** the City Council of the City of Des Moines this \_\_\_\_\_ day of \_\_\_\_\_ and signed in authentication thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
M A Y O R

APPROVED AS TO FORM:

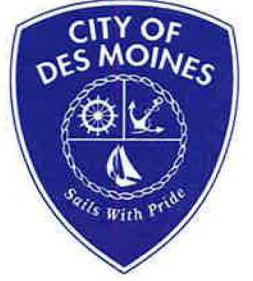
\_\_\_\_\_  
City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

Published: \_\_\_\_\_





# City of Des Moines

## Zoning

### RESIDENTIAL ZONING

- R-SE Residential: Suburban Estates
- R-SR Residential: Suburban Residential
- RS-15,000 Residential: Single Family 15,000
- RS-8,400 Residential: Single Family 8,400
- RS-7,200 Residential: Single Family 7,200
- RS-4,000 Residential: Single Family 4,000
- RA-3,600 Residential: Attached Townhouse & Duplex
- RM-2,400 Residential: Multifamily 2,400
- RM-1,800 Residential: Multifamily 1,800
- RM-900 Residential: Multifamily 900
- RM-900A Residential: Multifamily 900A
- RM-900B Restricted Service Zone
- PR-R Pacific Ridge Residential

### COMMERCIAL ZONING

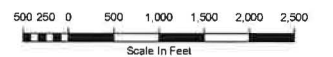
- N-C Neighborhood Commercial
- B-C Business Commercial
- C-C Community Commercial
- D-C Downtown Commercial
- C-G General Commercial
- B-P Business Park
- I-C Institutional Campus
- H-C Highway Commercial
- PR-C Pacific Ridge Commercial
- T-C Transit Community
- W-C Woodmont Commercial

- See Comprehensive Plan for Development Potential
- Planned Unit Development
- Des Moines City Limits
- Tax Parcels
- Tidelands

### Enacting Ordinances

| Description                    | Ordinance | Effective Date     |
|--------------------------------|-----------|--------------------|
| Adoption of digital zoning map | 1236      | May 5, 1999        |
| Renaming of zones              | 1237      | May 17, 1999       |
| Business Park (B-P) rezone     | 1261      | June 21, 2000      |
| Pacific Ridge rezone           | 1267      | July 25, 2000      |
| Redondo Riviera annexation     | 1270      | September 1, 2000  |
| Adoption of GIS maps           | 1289      | October 11, 2001   |
| Michell/Chamlian rezone        | 1372      | January 11, 2006   |
| Redondo rezone                 | 1397      | March 7, 2007      |
| Crestwood Park                 | 1420      | December 6, 2007   |
| Granville rezone               | 1431      | June 26, 2008      |
| Sea Mar rezone                 | 1520      | October 13, 2011   |
| Barton rezone                  | 1546      | July 26, 2012      |
| Addition of I-C zone           | 1563      | March 28, 2013     |
| Pacific Ridge rezone           | 1576      | September 12, 2013 |
| Addition of T-C Zone           | 1601      | June 26, 2014      |
| Addition of W-C Zone           | 1618-A    | March 17, 2015     |
| Blueberry Lane Rezone          | 1660      | September 8, 2016  |
| 5216th Street Rezone           | 1663      | October 13, 2016   |

IN PROVIDING THIS MAP, THE CITY MAKES NO WARRANTY OF ANY KIND, expressed or implied, including without limitation, any warranties as to its fitness for a particular purpose or use. To the fullest extent permitted by law, the City shall not be liable for any damages to persons or property, whether direct, indirect, special or consequential, arising from the distribution or use of this map, including without limitation claims for damages based upon inaccuracies or erroneous information presented on this document. The user should not rely upon this document as a complete, current or accurate depiction of existing City zoning definitions, or other regulations, and IN USING THIS DOCUMENT, THE USER ASSUMES ALL RISK OF INJURY OR DAMAGE THAT MIGHT FLOW THEREFROM.



### Planning, Building & Public Works

21630 11th Ave S, Suite D  
Des Moines, WA 98198-6398  
PHONE: (206) 870-7576 \* FAX: (206) 870-6544  
WEB: <http://www.desmoineswa.gov>



**Subject: Determination of Non- significance Appeal: Draft Ordinance No. 18-099 amending Des Moines Municipal Code 18.10.050 Adoption of official zoning map, to reclassify parcels from Residential Single Family to Residential Multi- Family Zone.**

**Appellant Information:**

Sean Kelly  
21809 14<sup>th</sup> Ave S  
Des Moines, WA 98198  
Cell: 253-381-0031  
Email: [seankelly.sck@gmail.com](mailto:seankelly.sck@gmail.com)

**Specific Appeal of Environmental Checklist**

**5. A. Eagles can be seen consistently flying in and out of the are proposed for rezoning.**

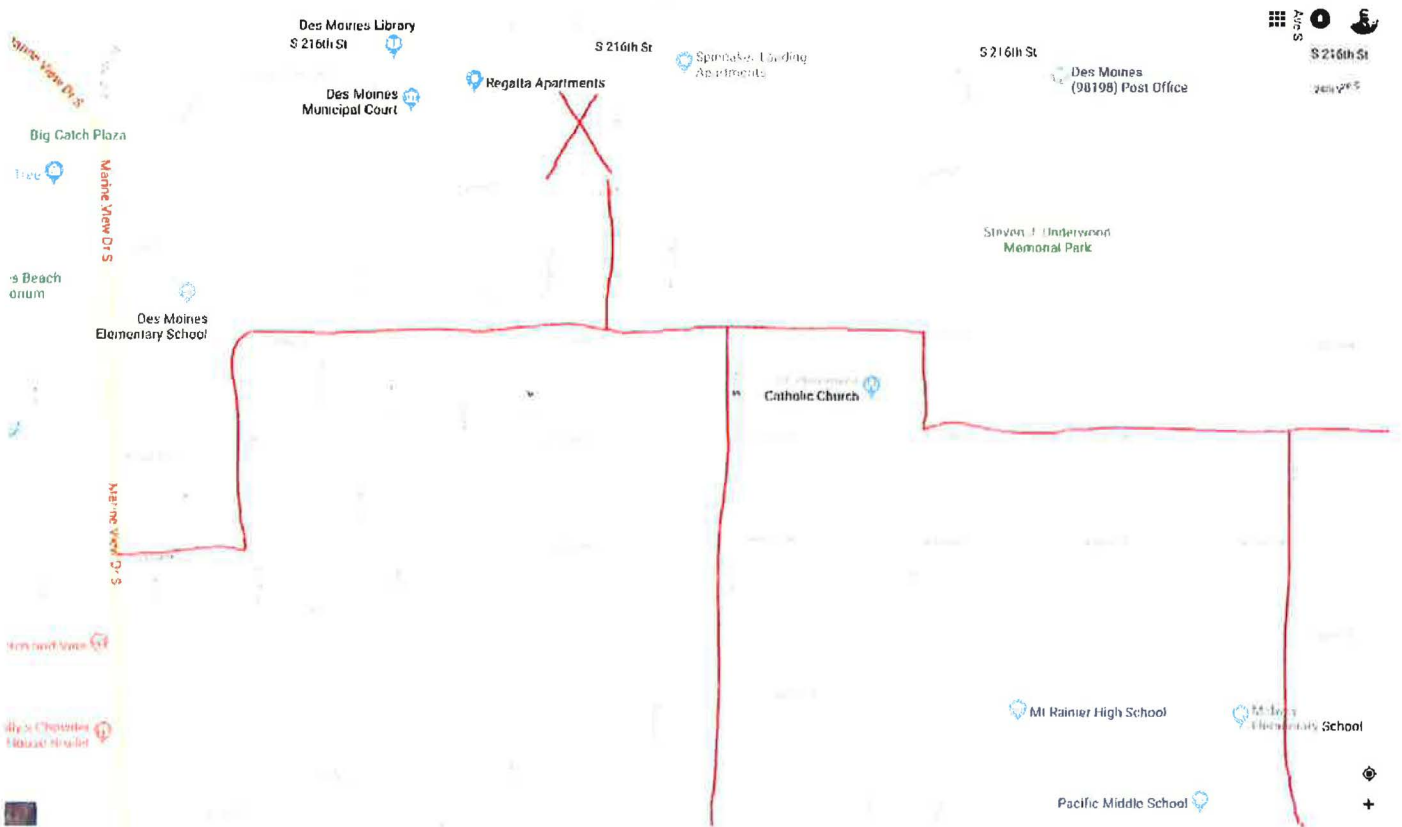
**9. C. There will be a negative impact to the single-family housing neighborhood, due to the transition to high-density multi- family housing. This transition will degrade the community of our neighborhood and will reduce future available single-family housing. Des Moines has a tremendous opportunity to attract residents looking to purchase a single family home, who have been priced out of Seattle. Rezoning to multifamily housing is unlikely to bring the same quality of residents as single family housing. The specific rezoning of the lots facing S 218<sup>th</sup> St are the primary concern. (See Below)**



Specific Appeal of Environmental Checklist (Continued)

**10. C.** The lots proposed for rezoning contain many mature trees that provide an aesthetically pleasing barrier to separate 216<sup>th</sup> St from the single-family houses on 13<sup>th</sup> and 14<sup>th</sup> Ave. The development of multi-family housing will not only remove these trees, but the 35' tall town homes will have views into the yards of at least half of the single family homes on 13<sup>th</sup> and 14<sup>th</sup> Ave.

**14. D.** The addition of approximately 246 vehicles (cited in 14. C. of the Environmental Checklist) will cause increased traffic through the backroads of the single-family neighborhoods between 216<sup>th</sup> St and 223<sup>rd</sup> St. This is already a significant problem with cars using these roads to avoid 216<sup>th</sup> St, Pacific Ave S, and Marine View Dr S. The routes shown below are commonly used to bypass the arterial streets and speeding is an ongoing problem. These routes, indicated in red, pass multiple schools and churches. Both children and adults frequently walk along these roads and very few have sidewalks. The addition of 246 vehicles/residents, who will use these routes, is very concerning to the safety of the current residents.



**Statement of Redress**

I request that the rezoning of the single-family lots, that border S 218th St, be denied due to the impacts on the existing single-family neighborhood.

The Traffic Impact Analysis, mentioned in the Environmental Checklist, must address the traffic concerns outlined.



# City of Des Moines



PLANNING, BUILDING AND PUBLIC WORKS  
 www.desmoineswa.gov  
 21630 11TH AVENUE SOUTH, SUITE D  
 DES MOINES, WASHINGTON 98198-6398  
 (206) 870-7576 FAX (206) 870-6544



October 8, 2018

SENT VIA EMAIL

Sean Kelly  
 21809 14<sup>th</sup> Ave S  
 Des Moines, WA 98198

RE: LUA2018-0027 South 216<sup>th</sup> Street Rezone

Dear Mr. Kelly,

Thank you for your comment letter regarding the South 216<sup>th</sup> Street Rezone proposal. The State Environmental Policy Act (SEPA) environmental review process is designed to work with other regulations to provide a comprehensive review of a proposal. Most regulations focus on particular aspects of a proposal, while SEPA requires the identification and evaluation of probable impacts to all elements of the built and natural environment. If the proposal is not likely to have a significant adverse environmental impact or city regulations reduce the impacts sufficiently, a determination of nonsignificance (DNS) is issued.

The City of Des Moines issued a DNS for the proposed project on September 18, 2018 beginning a 15 day public comment period, and your comments were received by the due date. The City of Des Moines has reviewed the comments and the responses are shown below. The appeal period ends at 4:30pm on October 12, 2018.

The rezone request will be reviewed by the City Council at a public hearing which will open on October 18<sup>th</sup>, as noticed, and will be continued on November 15, 2018 at 7 p.m., or as soon thereafter as the matter may be heard, in the Council Chambers, 21630 11th Avenue South, Des Moines, WA 98198. Future project applications will be separately considered, and will be reviewed for conformance to city regulations, including critical areas, stormwater, traffic and others, and appropriate conditions will be imposed.

Please note that while your October 2, 2018 comment letter is titled "Determination of Non-Significance Appeal," an appeal is premature at this time. You must first comment on the adequacy of the SEPA review as a "party of record". As such, your letter has been accepted as formal comment that makes you a party of record and allows you to submit an appeal pursuant to DMMC 16.05.320.

1. **Comment:** Animals

**Response:** As part of the SEPA checklist, the potential for the presence of fish and wildlife habitat conservation areas on or adjacent to a development site is considered. City staff noted that a biodiversity area and corridor associated with Des Moines Creek (approximately .25 mile to the north of the proposed rezone area) may have the presence of wildlife considered threatened or



endangered. City staff also noted that the proposed site is within the Pacific Flyway used by migratory birds. Based on available data per the City's critical area inventory mapping and the Washington State Department of Fish and Wildlife Priority Habitat and Species mapping, there are no priority habitats or species associated specifically with the proposed rezone area.

The rezone is a non-project action and will not directly affect habitat, or the removal of trees and/or vegetation. Future development proposals will require further project specific review, including documenting the presence of any threatened or endangered species on or near the site.

2. **Comment:** Housing

**Response:** New housing proposals are reviewed for compliance with development standards in the Des Moines Municipal Code that are aimed at minimizing impacts to surrounding land use. The Des Moines 2035 Comprehensive Plan, sets the policy framework for growth and development in the City including establishing "a mix of future land use and zoning designations sufficient to accommodate housing affordable to moderate-income households" through encouraging development, preservation, or replacement of housing stock that is affordable to all economic segments of the community and encouraging development of an appropriate mix of housing choices through innovative land use and well-crafted regulations. In addition, the City has to plan for an additional 3,480 housing units by 2035 to adapt to population growth.

Currently the majority of land within the City of Des Moines is planned and utilized for single-family housing. The provision of increased density for multi-family housing allows for increased variety in housing stock which is important to providing housing options to serve the varying needs and income levels within the community.

3. **Comment:** Aesthetics

**Response:** The design and layout of a multi-family building must first submit for design review as outlined within chapter 18.235 DMMC, prior to receiving approval for permits. Pursuant to DMMC 18.195.240, multi-family projects within the RM-2,400 Zone are required to provide a minimum 10-foot wide Type III landscaping buffer along all property lines adjacent to single-family housing. Additionally, the design review process considers a wide array of development aspects that will assess the design plan, including site and building design, relationship to adjacent areas, landscaping, signs and other aspects.

The proposed rezone of the subject parcels from RS-7,200 and RA-3,600 to RM-2,400 will not directly impact trees or vegetation. Future development proposals will be required to submit specific information regarding the removal of significant trees.

4. **Comment:** Transportation

**Response:** As part of the SEPA review, the applicant submitted preliminary traffic impact data which analyzed the impacts of the targeted project. The full traffic impact analysis is due upon submittal of a development project proposal and will be assessed in the associated project-based review.

Multi-family development is aligned with the Des Moines 2035 Comprehensive Plan transportation goals to connect land use patterns to transportation systems, encourage and preserve public transit, utilize the pedestrian network currently in place. The proposed rezone area is located in close proximity to multi-modal transit systems. The area is served by King County Metro routes 156 and 635 with 635 providing frequent service to RapidRide on Pacific Highway South and Sound Transit's Angle Lake Station located at South 200<sup>th</sup> Street.

If the rezone is approved, future development proposals would be reviewed for impacts to the local roadways and site access. South 218<sup>th</sup> Street will be preserved as a boundary between the single-family residential and multi-family residential neighborhoods. The project-phase would provide access from the potential development onto 14<sup>th</sup> Ave South and South 216<sup>th</sup> Street. It is possible that emergency access may be allowed from South 218<sup>th</sup> Street per South King Fire and Rescue recommendations.

Please feel free to contact me with any further questions or concerns you may have by phone at (206) 870-6558 or via email at [hkeeton@desmoineswa.gov](mailto:hkeeton@desmoineswa.gov).

Kind Regards,



Holly Keeton, MPA  
Land Use Planner  
Development Services

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**HUMAN SERVICES ADVISORY COMMITTEE  
2019/20 FUNDING RECOMMENDATIONS**

10/1/18- updated

| <b>Requesting Agency</b>   | <b>2018 Allocation</b>        | <b>Grant Summary</b>   | <b>2019-20 Funding Request</b> | <b>Funding Recommendation</b> |
|--|-------------------------------|--|--------------------------------|-------------------------------|
| ANEW   | \$11,000                      | Trade job training for minorities  | \$13,872                       | \$13,872                      |
| Asian Counseling and Referral Service  | \$0                           | Whole Health Oriented Health program   | \$7,500                        |                               |
| Child Care Resources   | \$0                           | Child Care Financial Assistance  | \$14,270                       |                               |
| Childhaven   | \$0                           | Childhaven   | \$33,709                       | \$11,764                      |
| Children's Therapy Center  | \$2,000                       | Pediatric therapy for kids with special needs  | \$1,075                        | \$1,075                       |
| Community Homes, Inc.  | \$0                           | Housing Readiness Workshop Series for Adults with Intellectual/Developmental Disabilities              | \$5,000                        |                               |
| Crisis Clinic:<br>- 211 Information Line<br>- 24 hour crisis Line<br>- Teen Link | \$2,775<br>\$2,750<br>\$2,375 | Community info & referral line<br>24 hr Crisis Line<br>Teen Crisis Line & training                     | \$12,500<br>\$5,000<br>\$4,000 | \$3,000<br>\$3,000<br>\$3,000 |
| DAWN:<br>-Housing Program<br>- Community Advocacy                                | \$2,600<br>\$0                | Housing<br>Community Advocacy  | \$2,600<br>\$4,000             | \$2,600                       |
| 1000<br>Des Moines Area Food Bank  | \$31,250                      | Food Assistance  | \$31,500                       | \$31,500                      |
| Easterseals Washington   | \$0                           | Adult day care services  | \$6,000                        |                               |
| Global to Local  | \$0                           | C.I.N-Run for Change   | \$5,000                        |                               |
| HealthPoint.:<br>-Primary Medical Care<br>- Primary Dental Care                  | \$5,800<br>\$4,700            | -Primary medical care to low income & uninsured families & individuals.<br>-Dental Care for low income | \$7,250<br>\$5,500             | \$10,500                      |

| Requesting Agency   | 2018 Allocation    | Grant Summary   | 2019-20 Funding Request | Funding Recommendation |
|---|--------------------|---|-------------------------|------------------------|
| Hospitality House   | \$9,800            | Homeless shelter for single women   | \$10,000                | \$10,000               |
| International Community Health Services                       | \$0                | ICHS Medical  | \$8,000                 |                        |
| Kent Youth & Family Services                                  | \$2,500            | Behavioral Health programs  | \$4,832                 | \$3,000                |
| King County Bar Association                                   | \$0                | King County Bar Foundation Pro Bono Services Department                       | \$1,200                 |                        |
| King Co. Sexual Assault Resource Center                       | \$4,142            | Comprehensive sexual assault advocacy services                                | \$4,308                 | \$4,308                |
| Lutheran Com. Services Northwest                              | \$0                | Angle Lake Resource Center  | \$10,000                |                        |
| MCNA  | \$0                | Job training in Coding and Digital Marketing                                  | \$13,800                |                        |
| Multi-Service Center:   |                    |   |                         |                        |
|   | \$7,667            | Rent and Emergency Assistance   | \$7,667                 | \$7,667                |
| NAMI Eastside   | \$0                | NAMI In The Schools   | \$1,400                 |                        |
| NAMI South King County  | \$0                | Expansion of NAMI Signature Program offerings in South King County Washington | \$3,000                 |                        |
| Navos   | \$0                | Navos   | \$4,800                 | <b>*\$4,800</b>        |
| New Roots Fund  | \$0                | Business Training   | \$12,000                |                        |
| Partner In Employment   | \$0                | Employment and Training   | \$10,000                |                        |
| Pediatric Interim Care  | \$1,000            | Infant Withdrawal Program   | \$2,500                 | \$1,000                |
| Renton Ecumenical Assoc.                                      | \$0                | Center for Hope   | \$2,500                 |                        |
| SeaMar Com. Health Centers                                    | \$4,120            | Community Health Center- Des Moines   | \$0                     |                        |
| Sound Generation:<br>-Meals on Wheels<br>-HYDE Senior Shuttle | \$2,500<br>\$2,125 | Meals on Wheels Program.<br>HYDE Senior Shuttle Transportation.               | \$3,277<br>\$2,500      | \$5,750                |
| Sound (Formerly Sound Mental Health)                          | \$0                | PATH (Project for the Assistance of Transition from Homelessness)             | \$7,500                 |                        |
| South King Council of Human Services                          | \$0                | South King Council of Human Services - Capacity Building                      | \$5,000                 |                        |

| <b>Requesting Agency</b>       | <b>2018 Allocation</b> | <b>Grant Summary</b>   | <b>2019-20 Funding Request</b> | <b>Funding Recommendation</b> |
|--------------------------------|------------------------|--|--------------------------------|-------------------------------|
| WAPI Community Services        | \$0                    | Behavioral Health Outreach & Prevention Education  | \$6,972                        |                               |
| WA Poison Center               | \$960                  | Emergency services   | \$1,000                        | \$1,000                       |
| West African Community Council | \$0                    | WACC Immigration Legal Program   | \$26,500                       | <b>*\$6,664</b>               |
| Share1app.culturegrants.org    | \$500                  | City of Des Moines participation in ONLINE human services applications, reports, reviews, etc. | \$600                          | \$600                         |
| <b>Total Funds Budgeted</b>    | <b>100,563</b>         |  | <b>\$307,532</b>               | <b>\$125,000</b>              |







# CITY COUNCIL

## PUBLIC HEARING Speaker Sign-Up Sheet

PUBLIC HEARING TO CONSIDER DRAFT ORDINANCE 18-099  
 RELATED TO THE S. 216<sup>TH</sup> STREET ZONING RECLASSIFICATION  
October 18, 2018

| NAME (PLEASE PRINT)                    | ADDRESS                               | PHONE/E-MAIL ADDRESS                           |
|--|---------------------------------------|--|
| ✓ Russell Brown                        | Bellevue WA                           | 425-495-9502 - Proponent                       |
| ✓ Charles D. Cantella <sup>4 Dec</sup> | 1330. S. 218 <sup>th</sup> St         | 206-824-7106 - Proponent                       |
| ✓ Jim Morrison                         | 1300 S. 218 <sup>th</sup> St          | 206-218-6764 - Proponent                       |
| ✓ Wendy Fosberg                        | 21837 13 <sup>th</sup> Ave. S.        | 206-824-8557 - Opponent                        |
| ✓ Patricia M. Booze                    | 1237 S. 216 <sup>th</sup> S.          | 206 954 7164 - Proponent                       |
| <del>JUDI ARMER</del>                  | <del>25812 14<sup>th</sup> St S</del> | <del>206 412-3215</del>                        |
| ✓ Michael Wicklund                     | 21635 14 <sup>th</sup> Ave. S.        | 206 919 5741 - opponent                        |
| ✓ Christian Cleish                     | 21813 14 <sup>th</sup> Ave S.         | 206 335-2574 - opponent <sup>rather than</sup> |
| ✓ Sean Kelly                           | 21809 14 <sup>th</sup> Ave S          | 253-381-0031 - opponent                        |
| ✓ Jeffrey Johnson                      | 216 <sup>th</sup> in Des Moines       | - Proponent                                    |
| ✓ Matthew Fulton                       | City of Des Moines                    | - Opponent                                     |
| ✓ Brian Fosberg                        | City of Des Moines                    | - opponent                                     |
| ✓ Patrenea Paluch                      | City of Des Moines                    | - opponent                                     |

**INTRODUCTION:**

- ☉ Initially I was excited to see the land at the end of my street being cleared & assumed that a few new houses would be built. I never imagined that 125 apartments were in the plan.
- ☉ I live on 13th AVE S, which is nearly a dead-end street. We have 18 houses on our block.
- ☉ According to documents submitted by TranspoGroup, the plan is to have one of the MAIN accesses connect directly with our street on 13th AVE S.

**SHOW OF HANDS:**

- ☉ How many of you live in Des Moines?
- ☉ How many of you live on what you'd consider a private or dead-end road?
- ☉ How many of you have kids, grandkids, elderly & disabled on your street?  
How about basketball hoops, young bicyclists or people walking family pets on your your street?
- ☉ How many of you would like an extra 526 cars traveling down your street each day?

**VEHICLE TRAFFIC:**

- ☉ According to the memorandum submitted by TranspoGroup on October 3, 2018 to the City of Des Moines, the calculated increase in vehicles per day is 526.
- ☉ We currently have just 18 houses on our block.
- ☉ We have already seen a large increase in traffic since the warehouses & FAA were built. Commuters use 14th AVE S as a short-cut, avoiding traffic on 24th AVE S, Marine View DR & Pac Hwy.

**EAST & WEST, VERSUS NORTH & SOUTH**

- ☉ Documents submitted to the City of Des Moines indicate that there are already apartments & condominiums to the EAST & WEST of this site of Proposed Land Use.
- ☉ If we are going to "match" the zoning to the EAST & the WEST, you will see that the current apartments & condominiums DO NOT HAVE ACCESS TO THE SOUTH. 218th is fenced OFF.
- ☉ If the City of Des Moines is going to allow the rezoning of this land, then PLEASE DO NOT PROVIDE ACCESS TO THE SOUTH.  
Main access must be on S 216th.
- ☉ Adding a stop light, a crosswalk and a Street Light at S 216th & 14th AVE S MUST also be considered.

**CONCLUSION:**

- ☉ What's left of the property to the NORTH is private residence that were NOT bought out by the Port of Seattle. Property to the SOUTH is also private residences.
- ☉ I would greatly prefer not to have 125 apartments at the end of my street.  
With apartments comes an increase in crime.
- ☉ If the plan is condominiums then atleast the Owners would have a stake in their surrounding community.
- ☉ Please do not allow developers to turn our neighborhoods into what the Port of Seattle has already done to our neighborhoods in the NORTH.





# CITY COUNCIL 2019 BUDGET PRESENTATION

October 18, 2018

**Solvent ~ Strong ~ Sustainable**

1



# A BUDGET IS A STATEMENT OF VALUES

The 2019 Budget is designed to assure sustainability and contingency planning as the City moves forward.

3

As we move forward successfully accomplishing sustainability it is important to recall the challenges we faced.

# Where we have been.....

- ▶ In 2014 the WA State Auditor issued a finding:
  - ▶ The finding identified the precarious situation the City was in due to the gap between structural expenditures exceeding structural revenue.
  - ▶ The use of unsustainable one-time money to cover the gap.
    - ▶ One-time money is uncertain and unpredictable.
  - ▶ The City had no long term financial plan to address this situation.

# Where we have been.....

- ▶ In 2015 preparing the 2016 budget the outlook for the City was to become bankrupt in 2017.
- ▶ Essentially the dangerous strategy of utilizing one-time money to balance structural commitments had come home to roost.
- ▶ In 2015, as Council reviewed the 2016 Budget it was critical to take a new approach:
  - ▶ First 5-year Budget Forecast was developed and was alarming.



## 2015-2020 GENERAL FUND FINANCIAL FORECAST

|                             | REVISED          | BUDGET           | FORECAST           |                    |                    |                    |
|-----------------------------|------------------|------------------|--------------------|--------------------|--------------------|--------------------|
|                             | 2015             | 2016             | 2017               | 2018               | 2019               | 2020               |
| Revenues                    | 18,430,080       | 19,043,881       | 18,171,000         | 18,061,000         | 18,219,000         | 18,303,000         |
| Expenses                    | (17,583,199)     | (19,082,921)     | (19,812,000)       | (19,815,000)       | (19,867,000)       | (20,112,000)       |
| <b>Net "Profit/Loss"</b>    | <b>846,881</b>   | <b>(39,040)</b>  | <b>(1,641,000)</b> | <b>(1,754,000)</b> | <b>(1,648,000)</b> | <b>(1,809,000)</b> |
| <b>Add'l Reserve Reqt</b>   |                  | <b>(125,615)</b> | <b>(35,100)</b>    | <b>(15,036)</b>    | <b>(17,040)</b>    | <b>(24,850)</b>    |
| <b>Total Annual Problem</b> | <b>846,881</b>   | <b>(164,655)</b> | <b>(1,676,100)</b> | <b>(1,769,036)</b> | <b>(1,665,040)</b> | <b>(1,833,850)</b> |
| 2014 Problem                | (1,427,789)      | (580,908)        | (580,908)          | (580,908)          | (580,908)          | (580,908)          |
| 2016 Problem                |                  | (164,655)        | (164,655)          | (164,655)          | (164,655)          | (164,655)          |
| 2017 Problem                |                  |                  | (1,676,100)        | (1,676,100)        | (1,676,100)        | (1,676,100)        |
| 2018 Problem                |                  |                  |                    | (1,769,036)        | (1,769,036)        | (1,769,036)        |
| 2019 Problem                |                  |                  |                    |                    | (1,665,040)        | (1,665,040)        |
| <b>Cumulative Problem</b>   | <b>(580,908)</b> | <b>(745,563)</b> | <b>(2,421,663)</b> | <b>(4,190,699)</b> | <b>(5,855,739)</b> | <b>(5,855,739)</b> |
| <b>Ending Reserve</b>       | <b>1,524,441</b> | <b>1,485,401</b> | <b>(155,599)</b>   | <b>(1,909,599)</b> | <b>(3,557,599)</b> | <b>(5,366,599)</b> |

# In early 2016:

- ▶ City underwent a transition in leadership:
  - ▶ New City Council leadership – Mayor Pina and Deputy Mayor Pennington.
  - ▶ City Manager Michael Matthias was given responsibility to prepare the 2017 Budget.
- ▶ Perhaps, most importantly – the focus was placed on the **revenue side of the equation**:
  - ▶ All possible revenue generation options were being explored.
  - ▶ Strong leadership of Mayor Pina and the entire City Council in addressing the City's revenue structure.
  - ▶ Red Light Running – Automated Enforcement to enhance police resources.

# FINANCIAL CHALLENGES

- ▶ For several months in 2015 the City had a **negative fund balance**.
- ▶ Furloughs were instituted in Spring 2016 to address the cash flow situation.
- ▶ Established overarching structure for the budget to become and remain sustainable.
- ▶ Slow but positive progress was made as we developed the 2017 budget. Attention focused on increasing revenues and instituting discipline to assure structural expenditures did not exceed structural revenues.

# 2016-2021 GENERAL FUND STATUS QUO FINANCIAL FORECAST

|  | REVISED                 | BUDGET                  | FORECAST                |                         |                         |                         |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
|  | <u>2016</u>             | <u>2017</u>             | <u>2018</u>             | <u>2019</u>             | <u>2020</u>             | <u>2021</u>             |
| Revenues   | 20,980,000              | 19,558,000              | 19,901,000              | 20,104,000              | 20,319,000              | 20,525,000              |
| Expenses   | (19,190,000)            | (19,537,000)            | (19,870,000)            | (20,080,000)            | (20,354,000)            | (20,722,000)            |
| <b>Net "Add/Loss"</b>                                | <b>1,790,000</b>        | <b>21,000</b>           | <b>31,000</b>           | <b>24,000</b>           | <b>(35,000)</b>         | <b>(197,000)</b>        |
| <b>Ending Reserve</b><br><i>(If no action taken)</i> | <b>3,118,867</b>        | <b>3,139,867</b>        | <b>3,170,867</b>        | <b>3,194,867</b>        | <b>3,159,867</b>        | <b>2,962,867</b>        |
| <b>Combined Target Reserve</b>                       | <u><u>2,303,050</u></u> | <u><u>2,345,490</u></u> | <u><u>2,385,950</u></u> | <u><u>2,410,800</u></u> | <u><u>2,440,730</u></u> | <u><u>2,476,790</u></u> |
| <b>Reserve (shortfall) surplus</b>                   | <u>815,817</u>          | <u>794,377</u>          | <u>784,917</u>          | <u>784,067</u>          | <u>719,137</u>          | <u>486,077</u>          |



## 2017-2022 GENERAL FUND

|  | ADJ BUDGET       | REVISED EST      | BUDGET           | FORECAST         |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|  | <u>2017</u>      | <u>2017</u>      | <u>2018</u>      | <u>2019</u>      | <u>2020</u>      | <u>2021</u>      | <u>2022</u>      |
| Revenues                                     | 21,038,000       | 21,631,000       | 21,590,000       | 21,892,000       | 22,245,000       | 22,613,000       | 22,909,000       |
| Expenditures                                 | (20,397,000)     | (20,572,000)     | (21,131,000)     | (21,470,000)     | (22,077,000)     | (22,703,000)     | (23,086,000)     |
| <b>Net Activity ("Profit/Loss")</b>          | <b>641,000</b>   | <b>1,059,000</b> | <b>459,000</b>   | <b>422,000</b>   | <b>168,000</b>   | <b>(90,000)</b>  | <b>(177,000)</b> |
| <b><u>ON-GOING CHANGES TO STATUS QUO</u></b> |                  |                  |                  |                  |                  |                  |                  |
| Reduced Expenditures- Future Savings         |                  |                  | -                | 200,000          | 200,000          | 200,000          | 200,000          |
| <b>Total Annual Impact</b>                   |                  | -                | -                | 200,000          | 200,000          | 200,000          | 200,000          |
| <b>REMAINING SUSTAINABLE</b>                 |                  | <b>1,059,000</b> | <b>459,000</b>   | <b>622,000</b>   | <b>368,000</b>   | <b>110,000</b>   | <b>23,000</b>    |
| <b>Total One Time Activities</b>             | 130,000          | 482,700          | (1,376,150)      | (777,000)        | -                | -                | -                |
| <b>ENDING RESERVE</b>                        | <b>3,704,000</b> | <b>4,475,000</b> | <b>3,557,850</b> | <b>3,402,850</b> | <b>3,770,850</b> | <b>3,880,850</b> | <b>3,903,850</b> |

## 2018-2023 GENERAL FUND

|  | BUDGET             | REVISED EST        | BUDGET           | FORECAST      |                |                |               |
|--|--------------------|--------------------|------------------|---------------|----------------|----------------|---------------|
|  | <u>2018</u>        | <u>2018</u>        | <u>2019</u>      | <u>2020</u>   | <u>2021</u>    | <u>2022</u>    | <u>2023</u>   |
| <b>BEGINNING RESERVE</b>   | \$ 4,532,095       | \$ 5,392,527       | \$ 5,282,205     | \$ 4,760,254  | \$ 4,782,326   | \$ 5,039,087   | \$ 5,479,497  |
| Operating Revenues   | 21,632,109         | 22,680,764         | 23,139,426       | 23,358,025    | 23,636,115     | 23,877,716     | 24,100,360    |
| Operating Expenditures   | (21,383,460)       | (21,669,936)       | (22,669,596)     | (23,335,953)  | (23,379,354)   | (23,437,306)   | (24,003,814)  |
| <b>Net Activity ("Operating revenues over (under) operating expenditures")</b> | <b>248,649</b>     | <b>1,010,828</b>   | <b>469,830</b>   | <b>22,072</b> | <b>256,761</b> | <b>440,410</b> | <b>96,546</b> |
| <b>Total Net One Time Activities - CIP &amp; Public Safety</b>                 | <u>(1,376,150)</u> | <u>(1,121,150)</u> | <u>(300,000)</u> | <u>-</u>      | <u>-</u>       | <u>-</u>       | <u>-</u>      |
| <b>Total Other One-Time Expenditures</b>                                       | <u>-</u>           | <u>-</u>           | <u>(691,781)</u> | <u>-</u>      | <u>-</u>       | <u>-</u>       | <u>-</u>      |
| <b>ENDING RESERVE</b>  | \$ 3,404,594       | \$ 5,282,205       | \$ 4,760,254     | \$ 4,782,326  | \$ 5,039,087   | \$ 5,479,497   | \$ 5,576,043  |



# Solvent, Strong and Sustainable

13

This is the message from Standard & Poor's:

- ▶ *Confirms all our mutual efforts to right the ship and achieve financial health.*
- ▶ *Sends this message from a major rating agency to Wall Street, potential investors and developers.*
- ▶ *Regional, statewide, national and international businesses and developers now know that Des Moines is managing our finances in an exceptional manner.*
- ▶ *Des Moines is committed to implementing actions to safeguard the public trust, responsibly utilize public resources and stretch taxpayer dollars.*
- ▶ *A better bond rating reduces the cost of borrowing money and stretches out the value that our City taxpayers receive.*



# Solvent, Strong and Sustainable

14

This is the message from Standard & Poor's, continued:

- ▶ *Very strong economy, with access to a broad and diverse metropolitan statistical area (MSA);*
- ▶ *Strong management, with "good" financial policies and practices under our Financial Management Assessment methodology;*
- ▶ *Strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level in fiscal 2017;*
- ▶ *Very strong budgetary flexibility, with an available fund balance in fiscal 2017 of 36% of operating expenditures;*
- ▶ *Very strong liquidity, with total government available cash at 94.3% of total governmental fund expenditures;*
- ▶ *Very strong debt and contingent liability position, with debt service carrying charges at 1.3% of expenditures and net direct debt that is 13.7% of total governmental fund revenue, as well as rapid amortization, with 75.4% of debt scheduled to be retired in 10 years;*

# Solvent, Strong and Sustainable

15

This is the message from Standard & Poor's, continued:

- ▶ *City's financial management policies and practices is bolstered by the city's leadership transition since 2014, which includes a new mayor, dedicated City Council, new city manager, and new finance director;*
- ▶ *Well-developed and realized budgetary assumptions, which are based on external forecasting of sales tax revenue, budgeting based solely on recurring tax revenue, and historical trend analysis;*
- ▶ *Monthly reporting of budget-to-actuals to council, with budgetary amendments as needed;*
- ▶ *A five-year general fund financial forecast that is updated annually and shows projected reserve levels;*
- ▶ *A six-year rolling capital improvement plan that identified funding sources for all projects;*

# Solvent, Strong and Sustainable

16

This is the message from Standard & Poor's, continued:

- ▶ *Des Moines' budgetary performance is strong in our opinion;*
- ▶ *Des Moines' budgetary flexibility is very strong, in our view, with an available fund balance in fiscal 2017 of 36% of operating expenditures, or \$8.3 million.*

# Solvent, Strong and Sustainable

17

## Rating Comparison

|                    | Moody's | Standard & Poor's | Fitch |
|--------------------|---------|-------------------|-------|
| Best Quality       | Aaa     | AAA               | AAA   |
| High Quality       | Aa1     | ★ AA+             | AA+   |
|                    | Aa2     | AA                | AA    |
|                    | Aa3     | AA-               | AA-   |
| Upper Medium Grade | ★ A1    | A+                | A+    |
|                    | A2      | A                 | A     |
|                    | A3      | A-                | A-    |
| Medium Grade       | Baa1    | BBB+              | BBB+  |
|                    | Baa2    | BBB               | BBB   |
|                    | Baa3    | BBB-              | BBB-  |

Source: King County City Managers & Administrators Meeting – May 1, 2013





# 2019 Department Requests – Staffing

19

## FTE REQUESTS (ON-GOING):

- ▶ 1.0 FTE - Public Records Clerk.
- ▶ 0.6 FTE – Management Analyst:
  - ▶ Employee currently serves as our Domestic Violence Advocate at 0.4 FTE – making position full-time.
- ▶ 0.5 FTE – Staff Accountant:
  - ▶ Current part time employee (0.5 FTE) retiring in May 2019.
  - ▶ Increasing the position by 0.5 FTE – making position full-time, to address business and B&O Tax with in-house.
- ▶ 4.0 FTE – In-house Landscape Program;
  - ▶ 1 Parks Maintenance Lead.
  - ▶ 3 Parks Maintenance Workers.
- ▶ 1.0 FTE – Police Department Executive Support (in process).

# 2019 Department Requests - Staffing

20

## FTE REQUESTS (ONE-TIME):

- ▶ 4.0 FTE - Police Officers – Hire Ahead Program.  
(4.0 FTE Authorized, but 3.0 FTE Funded).
- ▶ 1.0 FTE - 30 mo. Limited Term - Court Clerk (Mid 2017-through 2019).  
(Will reevaluate as part of 2020 budget).
- ▶ 1.0 FTE – Limited Term - Emergency Management Director.  
(Will reevaluate as part of 2020 budget).
  
- ▶ Planning, Building & Public Works – Development Fund (105):
  - ▶ 1.0 FTE - Community Development: Building Official.  
(Hire Ahead Program for Succession Planning & Institutional knowledge).
  - ▶ 1.0 FTE – Capital Projects Manager.
  - ▶ 2.0 FTE – Sound Transit Development Agreement.
    - ▶ Land Use Planner.
    - ▶ Civil Engineer.



# 2019 Department Requests - Programs

21

## Program Enhancements/Increases (Subject to Council Approval):

### ➤ One-time:

- Metro Shuttle – Midday & Saturday Service- \$132,580.
- Budget Proviso - \$22,000.
- Economic Development and Marina Redevelopment Resources - \$31,000.
- Park Impact Fee Study - \$50,000.
- Sustainable Airport Master Plan EIS (Cooperative effort with adjacent cities) - \$50,000.
- Utility Tax Audit - \$60,000.
- **SCORE Contribution increase - \$267,701.**
- Audio System at the Senior Center - \$35,000.
- Beach Park Auditorium Sound System and Chairs - \$43,500.



# 2019 Department Requests - Programs

22

## Public Safety Program Expenditures:

### ▶ On-going:

- ▶ K-9 Program - \$20,000.
- ▶ 2 Leased Vehicles for Street Crimes - \$15,000.

### ▶ One-time:

- ▶ Duty Weapons - \$30,000.
- ▶ Spillman Upgrade - \$30,000.
- ▶ Vehicle purchase - \$70,000.
- ▶ Fitness Facility Improvement- \$10,000.
- ▶ Software for Investigation - \$12,000.
- ▶ Cameras for Redondo - \$8,000.
- ▶ Public Safety Program - \$18,510.



# Risk

- ▶ We can control and manage expenditures.
- ▶ We do not have the same control over revenue:
  - ▶ State of Washington distribution of local resources.
  - ▶ Interest rate increases.
  - ▶ The impacts of the national & international economy (+/-).
  - ▶ New or modified legislation.



# Contingency Planning Steps

- ▶ City Council passed ordinance to set reserves from 12% to 16.67%:
  - ▶ Government Finance Officers Association national standard.
  - ▶ Current Fund Balance at approximately 20%.
- ▶ Development Fund (105) is designed to maintain appropriate level of services in an economic downturn:
- ▶ Ongoing 5-year forecasts anticipate trends.
- ▶ City Council monthly review provides opportunities for mid-course corrections.
- ▶ One-time sales tax and business & occupation taxes set aside to be used for capital improvements.



# GENERAL FUND:

## 2018-2023 GENERAL FUND

|  | BUDGET              | REVISED EST   | BUDGET              | FORECAST            |                     |                     |                     |
|--|---------------------|---|---------------------|---------------------|---------------------|---------------------|---------------------|
|  | 2018                | 2018  | 2019                | 2020                | 2021                | 2022                | 2023                |
| <b>BEGINNING RESERVE</b>   | \$ 4,532,095        | \$ 5,392,527  | \$ 5,282,205        | \$ 4,760,254        | \$ 4,782,326        | \$ 5,039,087        | \$ 5,479,497        |
| Operating Revenues   | 21,632,109          | 22,680,764  | 23,139,426          | 23,358,025          | 23,636,115          | 23,877,716          | 24,100,360          |
| Operating Expenditures   | (21,383,460)        | (21,669,936)  | (22,669,596)        | (23,335,953)        | (23,379,354)        | (23,437,306)        | (24,003,814)        |
| <b>Net Activity ("Operating revenues over (under) operating expenditures")</b>                             | <b>248,649</b>      | <b>1,010,828</b>  | <b>469,830</b>      | <b>22,072</b>       | <b>256,761</b>      | <b>440,410</b>      | <b>96,546</b>       |
| <b>Total Net One Time Activities - CIP &amp; Public Safety</b>   | <b>(1,376,150)</b>  | <b>(1,121,150)</b>  | <b>(300,000)</b>    | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            |
| <b>Total Other One-Time Expenditures</b>   | <b>-</b>            | <b>-</b>  | <b>(691,781)</b>    | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            |
| <b>ENDING RESERVE</b>  | <b>\$ 3,404,594</b> | <b>\$ 5,282,205</b>   | <b>\$ 4,760,254</b> | <b>\$ 4,782,326</b> | <b>\$ 5,039,087</b> | <b>\$ 5,479,497</b> | <b>\$ 5,576,043</b> |
| <i>Required Reserve Calculation</i>  |                     |   |                     |                     |                     |                     |                     |
| 5% Stabilization   | 1,081,605           | New reserve policy for the General Fund Ending Fund Balance per Ordinance No. 1703. |                     |                     |                     |                     |                     |
| 7% Regular   | 1,496,842           |   |                     |                     |                     |                     |                     |
| <b>Combined Required Reserve (12%)</b>   | <b>2,578,447</b>    |   |                     |                     |                     |                     |                     |
| <b>GFOA Target of 60 days (approx. 16.67%)</b>   | <b>3,564,623</b>    | <b>3,612,378</b>  | <b>3,779,022</b>    | <b>3,890,103</b>    | <b>3,897,338</b>    | <b>3,906,999</b>    | <b>4,001,436</b>    |
| <b>Reserve (shortfall) surplus to GFOA Target</b>  | <b>(160,029)</b>    | <b>1,669,827</b>  | <b>981,232</b>      | <b>892,223</b>      | <b>1,141,749</b>    | <b>1,572,498</b>    | <b>1,574,607</b>    |
| Ending Reserve - % Total Expenditures  | 14.33%              | 24.38%  | 21.00%              | 20.49%              | 21.08%              | 23.01%              | 23.04%              |
| <b>Fund 309 One-Time Sales and B&amp;O Taxes Fund Ending Reserve (available for General Fund purposes)</b> | <b>\$ 155,753</b>   | <b>\$ 1,345,537</b>   | <b>\$ 1,139,537</b> | <b>\$ 564,537</b>   | <b>\$ 539,537</b>   | <b>\$ 514,537</b>   | <b>\$ 514,537</b>   |

# DEVELOPMENT FUND:

27

NO "ONE-TIME" PROJECTS INCLUDED IN REVENUE FORECAST YEARS

## 2018-2023 DEVELOPMENT FUND FINANCIAL FORECAST

|  | BUDGET<br>2018 | REVISED EST<br>2018 | BUDGET<br>2019 | FORECAST     |              |              |              |
|--|----------------|---------------------|----------------|--------------|--------------|--------------|--------------|
|  |                |                     |                | 2020         | 2021         | 2022         | 2023         |
| <b>BEGIN RESERVE</b>   | \$1,868,569    | \$2,869,893         | \$4,446,615    | \$ 4,359,966 | \$ 3,466,945 | \$ 2,665,613 | \$ 1,838,896 |
| Revenues   | 2,368,010      | 4,132,010           | 2,906,742      | 2,170,923    | 2,158,431    | 2,150,646    | 2,159,583    |
| Expenditures   | (2,546,467)    | (2,555,288)         | (2,993,391)    | (3,063,944)  | (2,959,763)  | (2,977,363)  | (3,051,928)  |
| <b>Net Activity ("Operating revenues over (under) operating expenditures")</b> | (178,457)      | 1,576,722           | (86,649)       | (893,021)    | (801,332)    | (826,717)    | (892,345)    |
| <b>ENDING RESERVE</b>  | \$1,690,112    | \$4,446,615         | \$4,359,966    | \$ 3,466,945 | \$ 2,665,613 | \$ 1,838,896 | \$ 946,551   |

## GENERAL FUND NET ACTIVITY BY PROGRAM

|                                     | <u>2018 BUDGET</u> |                     |                   | <u>2019 BUDGET</u> |                     |                   |
|-------------------------------------|--------------------|---------------------|-------------------|--------------------|---------------------|-------------------|
|                                     | <u>REVENUES</u>    | <u>EXPENDITURES</u> | <u>NET</u>        | <u>REVENUES</u>    | <u>EXPENDITURES</u> | <u>NET</u>        |
| <i><u>Unrestricted Revenues</u></i> |                    |                     |                   |                    |                     |                   |
| Unrestricted Taxes                  | \$ 12,117,000      |                     | \$ 12,117,000     | \$ 13,099,285      |                     | \$ 982,285        |
| One Time Sales/B&O Taxes            | -                  |                     | -                 | 500,000            |                     | 500,000           |
| Unrestricted Franchise Fees         | 1,130,000          |                     | 1,130,000         | 1,143,000          |                     | 1,143,000         |
| Business License Fees               | -                  |                     | -                 | 271,000            |                     | 271,000           |
| State/City Assistance               | 90,000             |                     | 90,000            | 100,000            |                     | 100,000           |
| Miscellaneous                       | 21,000             |                     | 21,000            | 110,000            |                     | 110,000           |
| Transfer In                         | -                  |                     | -                 | -                  |                     | -                 |
| Total Unrestricted Revenues         | <u>13,358,000</u>  |                     | <u>13,358,000</u> | <u>15,223,285</u>  |                     | <u>15,223,285</u> |

## GENERAL FUND NET ACTIVITY BY PROGRAM

|   | <u>2018 BUDGET</u> |                     |                  | <u>2019 BUDGET</u> |                     |                    |
|---|--------------------|---------------------|------------------|--------------------|---------------------|--------------------|
|   | <u>REVENUES</u>    | <u>EXPENDITURES</u> | <u>NET</u>       | <u>REVENUES</u>    | <u>EXPENDITURES</u> | <u>NET</u>         |
| <i><u>Policy &amp; Support Services</u></i> |                    |                     |                  |                    |                     |                    |
| Support Services Chargebacks                | 2,620,190          |                     | 2,620,190        | 2,681,667          |                     | 2,681,667          |
| City Council                                |                    | 95,148              | (95,148)         | -                  | 93,830              | (93,830)           |
| City Manager                                | -                  | 1,178,806           | (1,178,806)      | -                  | 2,132,116           | (2,132,116)        |
| Financial Services                          | 70,000             | 996,334             | (926,334)        | 65,000             | 1,192,657           | (1,127,657)        |
| Technology Services                         | 758,527            | 758,527             | -                | 774,185            | 910,885             | (136,700)          |
| Legal (Civil)                               | -                  | 387,812             | (387,812)        | 12,000             | 775,282             | (763,282)          |
| Bldg & Facility Maint                       | -                  | 394,665             | (394,665)        | -                  | 342,407             | (342,407)          |
| Total Policy & Support Services             | <u>3,448,717</u>   | <u>3,811,292</u>    | <u>(362,575)</u> | <u>3,532,852</u>   | <u>5,447,177</u>    | <u>(1,914,325)</u> |



## GENERAL FUND NET ACTIVITY BY PROGRAM

|                                      | 2018 BUDGET     |                     |              | 2019 BUDGET     |                     |              |
|--------------------------------------|-----------------|---------------------|--------------|-----------------|---------------------|--------------|
|                                      | <u>REVENUES</u> | <u>EXPENDITURES</u> | <u>NET</u>   | <u>REVENUES</u> | <u>EXPENDITURES</u> | <u>NET</u>   |
| <i><u>Public Safety Services</u></i> |                 |                     |              |                 |                     |              |
| Restricted - Public Safety           | 3,884,460       |                     | 3,884,460    | 3,480,838       |                     | 3,480,838    |
| Court                                | 115,005         | 1,287,728           | (1,172,723)  | 112,100         | 1,372,505           | (1,260,405)  |
| Probation                            | 72,500          | 224,938             | (152,438)    | 58,000          | 232,377             | (174,377)    |
| EMS/Fire/Jail/Public Defenders       | 4,500           | 968,037             | (963,537)    | 4,600           | 1,179,606           | (1,175,006)  |
| Legal (Prosecution, DV, etc.)        | 36,050          | 312,113             | (276,063)    | 37,132          | -                   | 37,132       |
| Police                               | 238,015         | 10,518,937          | (10,280,922) | 248,743         | 10,851,950          | (10,603,207) |
| Total Public Safety Services         | 4,350,530       | 13,311,753          | (8,961,223)  | 3,941,413       | 13,636,438          | (9,695,025)  |

## GENERAL FUND NET ACTIVITY BY PROGRAM

|                                  | <u>2018 BUDGET</u> |                     |             | <u>2019 BUDGET</u> |                     |             |
|----------------------------------|--------------------|---------------------|-------------|--------------------|---------------------|-------------|
|                                  | <u>REVENUES</u>    | <u>EXPENDITURES</u> | <u>NET</u>  | <u>REVENUES</u>    | <u>EXPENDITURES</u> | <u>NET</u>  |
| <b><u>Community Services</u></b> |                    |                     |             |                    |                     |             |
| Planning & Bldg (NonFee Based)   |                    | 750,947             | (750,947)   |                    | 567,669             | (567,669)   |
| Engineering (NonFee Based)       |                    | 256,360             | (256,360)   |                    | 268,492             | (268,492)   |
| <i>Subtotal</i>                  | -                  | 1,007,307           | (1,007,307) | -                  | 836,161             | (836,161)   |
| <br>                             |                    |                     |             |                    |                     |             |
| Park Maintenance                 | 26,665             | 946,555             | (919,890)   | 26,728             | 931,297             | (904,569)   |
| Parks & Community Relations      | 6,500              | 218,553             | (212,053)   | 6,500              | 213,813             | (207,313)   |
| Arts Program                     | 12,500             | 55,511              | (43,011)    | 9,500              | 65,781              | (56,281)    |
| Senior & Human Services          | 104,050            | 604,892             | (500,842)   | 104,230            | 635,756             | (531,526)   |
| Recreation Programs              | 1,059,047          | 1,289,210           | (230,163)   | 1,028,818          | 1,373,431           | (344,613)   |
| Beach Park Rentals               | 266,100            | 563,949             | (297,849)   | 266,100            | 612,084             | (345,984)   |
| <i>Subtotal</i>                  | 1,474,862          | 3,678,670           | (2,203,808) | 1,441,876          | 3,832,162           | (2,390,286) |
| <br>                             |                    |                     |             |                    |                     |             |
| Total Community Services         | 1,474,862          | 4,685,977           | (3,211,115) | 1,441,876          | 4,668,323           | (3,226,447) |

## GENERAL FUND NET ACTIVITY BY PROGRAM

|  | <u>2018 BUDGET</u>   |                     |                       | <u>2019 BUDGET</u>   |                      |                     |
|--|----------------------|---------------------|-----------------------|----------------------|----------------------|---------------------|
|  | <u>REVENUES</u>      | <u>EXPENDITURES</u> | <u>NET</u>            | <u>REVENUES</u>      | <u>EXPENDITURES</u>  | <u>NET</u>          |
| <i><u>Transfers Out</u></i>                      |                      |                     |                       |                      |                      |                     |
| Operating Subsidies                              |                      | 30,000              | (30,000)              | -                    | -                    | -                   |
| Debt Service                                     |                      | 11,440              | (11,440)              | 239,439              |                      | (239,439)           |
| One Time Sales/B&O Taxes<br>for Capital Purposes |                      | -                   | -                     | 500,000              |                      | (500,000)           |
| Capital Projects                                 |                      | 1,909,148           | (1,909,148)           | 170,000              |                      | (170,000)           |
| Total Transfers                                  | -                    | 1,950,588           | (1,950,588)           | -                    | 909,439              | (909,439)           |
| <b>TOTAL GENERAL FUND</b>                        | <b>\$ 22,632,109</b> | <b>\$23,759,610</b> | <b>\$ (1,127,501)</b> | <b>\$ 24,139,426</b> | <b>\$ 24,661,377</b> | <b>\$ (521,951)</b> |

# Infrastructure and Capital Investments

33

## Parks and Playground Projects:

| Project Name   | Sched Year<br>2018 | Plan Year<br>2019 |
|--|--------------------|-------------------|
| The Van Gasken Park  | -                  | 1,404             |
| SJU Play   | 454                | 20                |
| Kiddie Park Play Equipment/City Park Improvements          | 23                 | 200               |
| Wooton Park  | 21                 | 187               |
| Mary Gay Park  | 50                 | 50                |
| Barnes Creek Trail   | 210                | 50                |
| Westwood Play Equipment                                    | 13                 | 89                |
| Beach Park Bulkhead, Promenade, & Play Equip/Water Feature | 70                 | 100               |
| Field House Play Field/Skate Park                          | -                  | 187               |
| (Amounts in Thousands)                                     | 841                | 2,287             |



# Infrastructure and Capital Investments

34

## Facility Projects:

| Project Name                 | Sched Year<br>2018 | Plan Year<br>2019 |
|------------------------------|--------------------|-------------------|
| Building Access System       | 12                 | 46                |
| DMBP Sun Home Lodge Rehab    | 66                 | -                 |
| Police HVAC                  | -                  | 277               |
| Founders' Lodge Improvements | -                  | 200               |
| Financial System Replacement | -                  | 252               |
| (Amounts in Thousands)       | 78                 | 775               |

# Infrastructure and Capital Investments

35

## Roadway Projects:

| Project Name                                   | Sched Year<br>2018 | Plan Year<br>2019 |
|--|--------------------|-------------------|
| South 216th - Segment 3                        | 274                | 6,495             |
| 216th/11th Ave Intersection Pipe Replacement   | 29                 | 280               |
| 24th Ave/S. 208th St Intersection Improvements | -                  | 60                |
| Downtown Alley Improvement                     | 257                | 284               |
| S 223rd Walkway Improvements                   | -                  | 150               |
| Arterial Street Pavement Preservation          | 1,218              | 926               |
| DMMD & S 200th Street Signal Improvements      | -                  | 550               |
| North Hill Elementary Walkway Improvements     | -                  | 120               |
| 24th Ave Sidewalk (223rd - Kent Des Moines Rd) | -                  | 500               |
| 24th Ave Pipeline Replacement/Upgrade          | 25                 | 64                |
| 16th Ave - Segment 5A                          | -                  | 279               |
| Arterial Traffic Calming                       | 151                | -                 |
| Sidewalk Program                               | 20                 | 20                |
| Guardrail Program                              | -                  | 25                |
| (Amounts in Thousands)                         | 1,974              | 9,753             |

# Infrastructure and Capital Investments

36

## Surface Water Management Projects:

| Project Name   | Sched Year<br>2018 | Plan Year<br>2019 |
|--|--------------------|-------------------|
| Barnes Crk/Kent-Des Moines Rd Culvert                | 318                | 20                |
| Deepdene Plat Outfall Replacement                    | 185                | 224               |
| 8th Ave (264th to 265th)                             | -                  | 258               |
| 6th Ave/239th Pipe Replacement                       | -                  | 257               |
| 14th Ave (268th to 272nd) Pipe Upgrade               | -                  | 94                |
| N. Fork McSorley Ck Diversion                        | -                  | 85                |
| Soundview Dr./Redondo Beach Dr. Pipe Upgrade Project | -                  | 45                |
| Pond Safety Improvements                             | 58                 | 35                |
| (Amounts in Thousands)                               | 561                | 1,018             |

# Infrastructure and Capital Investments

37

## Marina and Waterfront Zone Projects:

| Project Name  | Sched Year<br>2018 | Plan Year<br>2019 |
|---|--------------------|-------------------|
| North Bulkhead  | 1,377              | 2,928             |
| N Lot Restrooms, Plazas & Promenade                           | 106                | 750               |
| Dock Electrical Replacements                                  | 60                 | -                 |
| Fuel & Electrical Replacement                                 | 50                 | 190               |
| Redondo Paid Parking  | -                  | 50                |
| Redondo Fishing Pier Replace Decking                          | -                  | 10                |
| Tenant Restroom Replacement                                   | -                  | 50                |
| Marina Dynamic Messaging Signs                                | -                  | 50                |
| Redondo Floats  | -                  | 110               |
| (Amounts in Thousands)  | 1,593              | 4,138             |
| <b>GRAND TOTAL - INFRASTRUCTURE &amp; CAPITAL INVESTMENTS</b> | <b>5,047</b>       | <b>17,971</b>     |



# Marina

## 2018-2023 MARINA FUND FINANCIAL FORECAST

|   | BUDGET           | REVISED EST      | BUDGET             | FORECAST           |                  |                  |                    |
|---|------------------|------------------|--------------------|--------------------|------------------|------------------|--------------------|
|   | 2018             | 2018             | 2019               | 2020               | 2021             | 2022             | 2023               |
| <b>BEGINNING WORKING CAPITAL</b>                      | \$2,114,894      | \$3,016,976      | \$3,820,762        | \$ 3,666,146       | \$ 3,814,207     | \$ 4,345,065     | \$ 4,907,828       |
| Operating Revenues                                    | 3,958,745        | 4,036,615        | 4,330,739          | 4,349,824          | 4,435,182        | 4,520,999        | 4,545,487          |
| Operating Expenses                                    | (2,607,884)      | (2,784,294)      | (2,962,780)        | (2,994,847)        | (3,025,208)      | (3,078,270)      | (3,143,758)        |
| <b>Operating Income (Loss) excluding depreciation</b> | <u>1,350,861</u> | <u>1,252,321</u> | <u>1,367,959</u>   | <u>1,354,977</u>   | <u>1,409,974</u> | <u>1,442,729</u> | <u>1,401,729</u>   |
| Capital Improvements                                  | (60,000)         | (110,000)        | (740,000)          | (390,000)          | (60,000)         | (60,000)         | (1,400,000)        |
| Debt Service  | (815,415)        | (338,535)        | (782,575)          | (816,916)          | (819,116)        | (819,966)        | (511,291)          |
| Total Capital Improvements & Debt Service             | <u>(875,415)</u> | <u>(448,535)</u> | <u>(1,522,575)</u> | <u>(1,206,916)</u> | <u>(879,116)</u> | <u>(879,966)</u> | <u>(1,911,291)</u> |
| <b>Total Change</b>                                   | <u>475,446</u>   | <u>803,786</u>   | <u>(154,616)</u>   | <u>148,061</u>     | <u>530,858</u>   | <u>562,763</u>   | <u>(509,562)</u>   |
| <b>ENDING WORKING CAPITAL</b>                         | \$2,590,340      | \$3,820,762      | \$3,666,146        | \$ 3,814,207       | \$ 4,345,065     | \$ 4,907,828     | \$ 4,398,266       |

# Surface Water Management (SWM)

## 2018-2023 SURFACE WATER MANAGEMENT FUND FINANCIAL FORECAST

|   | BUDGET           | REVISED EST      | BUDGET           | FORECAST         |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|   | <u>2018</u>      | <u>2018</u>      | <u>2019</u>      | <u>2020</u>      | <u>2021</u>      | <u>2022</u>      | <u>2023</u>      |
| <b>BEGINNING WORKING CAPITAL</b>                      | \$3,250,239      | \$3,722,889      | \$3,175,817      | \$ 2,396,791     | \$ 3,325,166     | \$ 4,274,751     | \$ 5,762,710     |
| Operating Revenues                                    | 3,751,629        | 3,889,720        | 4,141,914        | 4,313,222        | 4,524,793        | 4,626,229        | 4,729,998        |
| Operating Expenses                                    | (3,020,388)      | (2,980,773)      | (3,215,940)      | (2,994,847)      | (3,025,208)      | (3,078,270)      | (3,143,758)      |
| <b>Operating Income (Loss) excluding depreciation</b> | <u>731,241</u>   | <u>908,947</u>   | <u>925,974</u>   | <u>1,318,375</u> | <u>1,499,585</u> | <u>1,547,959</u> | <u>1,586,240</u> |
| Capital Improvements                                  | (1,235,860)      | (1,456,019)      | (1,705,000)      | (390,000)        | (550,000)        | (60,000)         | (1,400,000)      |
| <b>Total Change</b>                                   | <u>(504,619)</u> | <u>(547,072)</u> | <u>(779,026)</u> | <u>928,375</u>   | <u>949,585</u>   | <u>1,487,959</u> | <u>186,240</u>   |
| <b>ENDING WORKING CAPITAL</b>                         | \$2,745,620      | \$3,175,817      | \$2,396,791      | \$ 3,325,166     | \$ 4,274,751     | \$ 5,762,710     | \$ 5,948,950     |





# The budget as a statement of values for Des Moines provides for the following activities (not a complete list):

## City Manager

- ▶ SCORE.
- ▶ Aviation:
  - ▶ Budget Proviso baseline impact study.
  - ▶ Technical Advisory Committee – Ultra Fine Particle Study at UW.
  - ▶ Sea-Tac Aviation Roundtable.
  - ▶ City Aviation Advisory Committee.
- ▶ Marina Redevelopment Process:
  - ▶ Work with consultants on finalizing financial options.
  - ▶ Develop public meetings to review consultant input.
- ▶ Metro Shuttle.
- ▶ Economic Development.
- ▶ Succession transition.
- ▶ Budget preparation and recommendations.
- ▶ Enhance efficiencies citywide.
- ▶ Assure compliance with budget and financial requirements.
- ▶ Responsive interaction to City staff, residents and City Council.
- ▶ Maintain positive relationships with external agencies and legislative representatives.
- ▶ Review and Approve All City Council Agenda Items.
- ▶ Supervise the Administration.



# City Clerk's Office

- ▶ Support to City Administration, City Council, City Staff, Citizens.
- ▶ Council Packets.
- ▶ Ordinances, Resolution, Interlocal Agreements.
- ▶ Website.
- ▶ Communication.
- ▶ Claim for Damages.
- ▶ Public Records.
- ▶ Special Meetings/Community Outreach.
- ▶ Records Management.
- ▶ Maintenance of Contracts.
- ▶ Historian.
- ▶ Legal Services.
- ▶ Bid Openings.
- ▶ Hearing Examiner.
- ▶ City Currents.
- ▶ Commute Trip Reduction.

# Finance Department

- ▶ Budget Preparation.
- ▶ Financial Software Replacement with enhancements for:
  - ▶ Integrated HR/Payroll.
  - ▶ Project Accounting.
  - ▶ Accounts Receivable.
  - ▶ Fixed Assets.
- ▶ New System for Processing Business & Occupation Taxes.
- ▶ Update Cost Allocation Plan – Impacts interfund charges.
- ▶ Collaborate with Departments to improve processes/procedures.

# Transportation

- ▶ Marina Bulkhead:
  - ▶ Design underway.
  - ▶ Seeking potential grants to assist with construction funding.
  - ▶ Forward compatibility with water and landside development.
  - ▶ Construction to start in 2019.
- ▶ Corridor improvements – 216<sup>th</sup> Segment 3:
  - ▶ Design nearly complete.
  - ▶ Construction 2019.
  - ▶ Cost risks.
- ▶ Pavement Overlay Program:
  - ▶ Completion of 223<sup>rd</sup>
  - ▶ 2019 program:
    - ▶ Focus on arterials versus local roads.
    - ▶ Downtown Alleyway Undergrounding.
    - ▶ Construction planned for late 2018/early 2019.
    - ▶ Coordination with property owners.
    - ▶ Redondo Area Parking Improvements.
    - ▶ Implementation of automatic gates for Redondo lot.
    - ▶ Implementation of paid parking on-street.
    - ▶ Enforcement/neighborhood RPZ.

## Parks/Maintenance/Facilities

- ▶ In-House Landscape Services.
  - ▶ Launch 4 FTE crew for 2019.
- ▶ Streetscapes, parks, ponds, Marina District.
- ▶ Parks Improvements/New Playgrounds.
- ▶ Steven J. Underwood – new playground construction 2019.
- ▶ Wooten Park – new playground construction 2019.
- ▶ Westwood – new playground construction 2019.
- ▶ Kiddie/City Park – new playground and park improvements 2019.
- ▶ Police Department/Court/Founder's Lodge Improvements.
- ▶ Construction of improvements for 2019.
- ▶ Improved safety.
- ▶ Increased rental opportunities.



## Surface Water

- ▶ Deepdene Outfall (S. 260<sup>th</sup> Street & Marine View Drive) Construction 2019.
  - ▶ Design and construction 2019.
- ▶ 8<sup>th</sup> Ave (264<sup>th</sup> - 265<sup>th</sup>):
  - ▶ Design and construction 2019.
- ▶ 14<sup>th</sup> Ave (268<sup>th</sup> to 272<sup>nd</sup>)/10<sup>th</sup> Ave S/215<sup>th</sup> St S Pipe projects:
  - ▶ Construction 2019.
- ▶ Soundview Drive/Redondo Beach Pipe projects:
  - ▶ Design and construction 2019.
- ▶ Environmental and Ecological Projects.
  - ▶ Poverty Bay Shellfish.
  - ▶ McSorley Creek Estuary Project.

# Emergency Management

## ▶ City-wide Comprehensive Disaster Response Planning:

- Work with Department representatives to develop department specific responses.
- Identify Department SME's for specific areas for larger City-wide plans (i.e. CEMP, Continuity of Operations Plan, Hazard mitigation Plan, Recovery Plan, etc.).
- Identify training gaps for designated areas of focus and schedule training.

## ▶ Regional Partnerships:

- Regional response coordination with identified partners.
- Major incident exercise planning with regional partner designees.

- Plan and prepare for Integrated Emergency Management Course at the Emergency Management Institute at Emmitsburg, MD (2021).

## ▶ Employee Training and Readiness:

- Establish a primary Emergency Operations Center and back-up locations.
- On-going Emergency operations center position specific training and exercise.
- Employee/Family preparedness/outreach.

## ▶ Community Training and Outreach:

- Conduct a minimum of two Community Emergency Response Team (CERT) trainings a year.
- Work with King County Office of Emergency Management on community training opportunities.
- Develop an Emergency Management Community Outreach schedule for City events.

# Court

## Maintain Municipal Court Operations:

- ▶ 2018 through September:
  - ▶ Criminal 413
  - ▶ Infractions 21,729
- ▶ 2017:
  - ▶ Criminal 670
  - ▶ Infractions 41,325
- ▶ 2016:
  - ▶ Criminal 583
  - ▶ Infractions 7591
- ▶ DUI COURT:
  - DUI Court Training for Additional Team Members: Vancouver, WA in March 2019 (funded by DUI Court grant).
  - National Association of Drug Court Professionals Conference – Baltimore, July 2019 (funded by DUI Court grant).
  - Continuing to screen all new DUI defendants for eligibility.
- ▶ DOMESTIC VIOLENCE MRT CLASSES FOR DEFENDANTS:
  - Classes begin in November 2018, with second class offered first quarter of 2019 (rolling admission).
  - Offered to outside courts (\$100 for DM/NP defendants, \$125 for outside referrals).
- ▶ WORK STUDY:
  - Seeking upper class or graduate student intern
  - Work closely with court staff and defendants (review paperwork with defendants following hearings, call defendants to remind of court dates).
- ▶ EMOTIONAL INTELLIGENCE TRAINING:
  - Hosting Emotional Intelligence training for DUI Court Teams across WA State in first quarter of 2019.

# Community Development

- ▶ Shoreline Master Program:
  - Public outreach.
  - Write program revisions.
  - Public hearing.
  - Council action.
  - Approval by Dept. of Ecology
- ▶ SAMP/Aviation:
  - Review of materials as issued.
  - Support Aviation Advisory Committee.
- ▶ Sound Transit:
  - Staffing plan.
  - Hiring and training.
  - Permit applications and processing.
- ▶ Development review and inspection:
  - Process, issue and inspect record number of developments.
  - Business license changes.



# Parks, Recreation & Senior Services

## Facilities management:

- ▶ Manage rentals and marketing.
- ▶ Maintain and staff events.

## Recreation programs:

- ▶ Manage increasing number of attendees in Camp Khaos, before and after school, basketball, pre-school, soccer, softball etc.
- ▶ Grants and Capital Improvements.
- ▶ Apply for new grants, manage existing.
- ▶ Special Events.
- ▶ Support and staff special events such as movies in the park, Night Out at Midway Park, Movies in the Park, Eggstravaganza, Halloween Carnival, Breakfast with Santa, etc.

## Senior Services:

- ▶ Facility improvements, repairs, sound system.
- ▶ Program improvements, requested by Senior Advisory Committee.
- ▶ Support Advisory Committees and Commission.
- ▶ Arts Commission.
- ▶ Human Services.
- ▶ Senior Advisory.

# Police

- ▶ Intelligence Led Policing.
- ▶ Fully functional Crime Analysis Detective.
- ▶ Weekly Crime bulletins for wanted persons and hot spots.
- ▶ Directed patrols.
- ▶ Quality of Life Policing.
- ▶ Develop position description for Street Crimes Team.
- ▶ Test and select detectives to fill positions.
- ▶ Develop neighborhood safety plans to enhance quality of life and crime issues (Pacific Ridge).
- ▶ Focus on quality of life issues in neighborhoods, drug, gang and human trafficking investigations.
- ▶ Combat Violent Crime.
- ▶ Assign a detective to the Alcohol Tobacco and Firearms Violent Crime Task Force.
- ▶ Coordinate intelligence and efforts with Crime Analysis Detective and Street Crimes Team.
- ▶ Establish Generalist K-9 Position.
- ▶ Identify and purchase dog.
- ▶ Outfit K-9 Vehicle.
- ▶ Obtain training and State Certification.
- ▶ Community Outreach.
- ▶ Community meetings.
- ▶ Coffee with a Cop.
- ▶ Blockwatch.
- ▶ Partnership with Highline College/MAST Center-Substation.
- ▶ Citizens Academy.
- ▶ Develop a Citywide plan to address Homeless Issues.
- ▶ Coordination with Police, Legal, Public Works, Social Service Agencies.
- ▶ Comprehensive plan development-monthly meetings.

# Marina

- ▶ Marina Fuel System Upgrade:
  - ▶ Working with consultant.
  - ▶ Bid/Design.
  - ▶ Construction to be completely by April 1, 2019.
- ▶ Redondo Boat Ramp/Float Upgrade:
  - ▶ RCO Grant.
  - ▶ Early 2019 construction.
- ▶ Activity Float Expansion:
  - ▶ Construction early 2019.
- ▶ South Tenant Restroom:
  - ▶ 2019 Design.
- ▶ Tenant Meetings:
  - ▶ Comments/Input.
  - ▶ 2020 Construction.

# Human Resources

## ▶ Contract Negotiations:

- ▶ Negotiations for the Police Guild collective bargaining agreement.
- ▶ Execute a MOU with the Teamsters for new job classifications, separation of job classifications and new membership.
- ▶ Reopen the Police Management Association for automatic health care increase re-opener provision.

## ▶ Leave Law Updates:

- ▶ Implementation of the collection of employee and employer premiums for the new Washington Paid Family and Medical Leave.

- ▶ Update the City's sick leave policy to incorporate all of the new leave legislation requirements.

## ▶ Review of current HR functions for compliance, appropriate use of technology, process and procedures improvements and staff training need in the following HR functions:

- ▶ Recruitment.
- ▶ Risk Management.
- ▶ Performance Management.
- ▶ Implementation of new HRIS module.
- ▶ Compensation.
- ▶ Ensure compliance to Equal Pay Act.
- ▶ Develop a compensation philosophy.
- ▶ Assure alignment with compensation philosophy and current compensation structure.



# Legal

- ▶ Support function for all City departments.
- ▶ There is a legal component in almost every project from other departments.
- ▶ Draft and/or review contracts, ensure compliance with local, state and federal laws, and take actions to limit liability.
- ▶ Defend City, staff and Council from claims or litigation.
- ▶ Council Support.
- ▶ Draft and/or review all Ordinances, Resolutions and agenda items.
- ▶ Provide legal guidance and support for legislative actions.
- ▶ Criminal and Civil Prosecution.
- ▶ Prosecute all misdemeanor and gross misdemeanor crimes committed in Des Moines and Normandy Park.
- ▶ Prosecute all civil infractions (traffic/non-traffic) occurring in the City.
- ▶ Code Enforcement/Nuisance Abatement.
- ▶ Aggressively remediate public nuisances.
- ▶ Utilize new laws to create more effective and efficient code enforcement processes.
- ▶ Lien problem properties and seek foreclosure when appropriate.
- ▶ Franchise Agreements.
- ▶ Using new Telecommunications Code to negotiate small cell franchise agreements (currently 2 applications pending and more anticipated in 2019).
- ▶ Update cable franchise agreement with Comcast.







# Acknowledgements

56

- ▶ City Council.
- ▶ Staff.

# Next Steps:

## Budget Calendar

- ▶ Public Hearing on Revenue Sources & Property Tax Levy, Nov 8, 2018.
- ▶ Public Hearing on 2019 Annual Budget (continued if needed), Nov 8, 2018.
- ▶ Public Hearing on Revised 2018 O&M and Capital Budgets, Nov 8, 2018.



# Questions

58

- ▶ First of all Council, staff has a policy question for you involving our Human Services funding.
- ▶ In 2017 the City provided approximately \$85,000 for Human Services.
- ▶ In 2018, City provided \$100,000 for Human Services.
- ▶ In 2019, we are recommending the City fund \$125,000 for Human Services.
- ▶ This is based on current City policy to provide 1% of the General Operating budget for Human Services, which equates to approximately \$200,000 and as the City has experienced increased financial health, we have moved incrementally toward that goal.
- ▶ **Policy question? Is this still Council's goal to achieve 1% of the operating budget for Human Services?**

# Conclusion

59

- ▶ 3 years ago Council embarked on a journey to save the City.
- ▶ We have taken many actions in this regard.
- ▶ The current state of the City's finances and organization reflect the success of those efforts.
- ▶ It would be hard to imagine, confirmed by the recent bond rating upgrade, a better outcome.