

MUNICIPAL FACILITIES COMMITTEE AGENDA

**March 22, 2018 - North Conference Room
21630 11th Avenue South – Des Moines 98198
5:15 – 5:50 PM**

1. Call to order
2. Approve minutes from February 22, 2018 meeting
3. 2018 CIP Project Updates – Discussion – Project Manager Scott Romano – 10 minutes
4. Mary Gay Park Potential Uses and Needed Improvements Discussion- Parks & Recreation Director Patrice Thorell - 10 minutes
5. Steven J Underwood Memorial Park and Field House Park Play Equipment Updates - Parks & Recreation Director Patrice Thorell - 10 minutes

Minutes Des Moines City Council Municipal Facilities Committee – 2/22/2018

Meeting called to order: 5:00 pm on February 22, 2018 in North Conference Room @ 21630 11th Ave S. Des Moines, WA 98198

Council Members

Jeremy Nutting, Council Member
Luisa Bangs – Council Member
Traci Buxton – Council Member

City Staff

Michael Matthias, City Manager
Dan Brewer, Chief Operations Officer
Brandon Carver, Public Works Director
Patrice Thorell, PRSS Director
Joe Dusenbury, Harbor Master
Matt Hutchins, Asst. City Attorney
Janet Best, Administrative Assistant

Guests

Minutes of the 10/26/2017 meeting were unanimously approved.

Agenda

1. Selection of Chair
2. Draft 2018 Work Plan
3. Fuel System/Electrical Upgrades in Guest Moorage Area
4. Bundy Property Update

Meeting:

Selection of Chair

Jeremy Nutting was chosen by the committee to chair the MFC Committee and Luisa Bangs will be the Vice Chair.

Draft 2018 Work Plan

The Committee and staff reviewed the 2018 Work Program and approved it as written. It was mentioned that given priorities, the plan may be fluid and subject to change.

Fuel System/Electrical Upgrades in Guest Moorage Area

Harbor Master Joe Dusenbury explained that there were three projects scheduled for 2017 that did not get done but will be combined with a larger project this year involving the guest moorage area and the fuel dock. Those projects were to replace flex cables, flex hoses and some original galvanized steel pipes. These projects when combined with the larger, Fuel Dispenser Project will result in a shorter down-time. Joe stated that there will not be any change to the budget as these projects were planned to be done in 2017 and are already funded.

Bundy Property Update

Patrice Thorell, Parks, Recreation & Senior Services Director stated the City has received an unbudgeted gift from Des Moines property owner Michael Bundy. Mr. Bundy's wish was to donate the property to the City as a park and requested it be named the Mary Gay Park in honor of the original homesteader of the site. The property is 1.79 acres including 3 tax parcels containing a 1,800 sq. ft. home with single pane windows that is in need of cleaning and updating. There are two solid out buildings one of which would need foundation work to meet current codes, a garden area and the property abuts the Barnes Creek. The property has a septic system that staff would suggest be abandon and instead establish a sewer connection on 223rd. Potentially, similar to the Sonju property that was donated to the City several years ago, the site could be used as a residential rental (onsite steward) with the barn and grounds available to partners Highline College for their urban agriculture program.

The meeting was adjourned at 5:37pm. Minutes submitted by: Janet Best, Administrative Assistant

MUNICIPAL FACILITIES COMMITTEE

March 22, 2018

2018 MCI CIP PROJECT UPDATES:

- **BP Sun Home Lodge Foundation Design, Police Services Center and Municipal Court Security Improvements** – Solicited for qualifications in February. Have selected David A. Clark Architects, PLLC as the most qualified firm to perform the design work. Plan on awarding the contract at the April 12th Council meeting. Founder's Lodge design needs to be completed by October 2018. The PD and Municipal Court security improvements will be completed by year-end.
- **Field House Tennis Court** – 2016 project that was moved to 2017. Work will be completed this spring/summer depending on weather.
- **Parkside Park Renovation** – Project is substantially complete. Awaiting good weather to stripe the basketball court and fitness pad. Ribbon cutting to be held in May.
- **Building Access System** – Installing similar systems like City Hall has at the PW Engineering, PW Service Center, and Field House buildings. Work will be completed by year-end.
- **Park Play Areas Design** – Our design consultant (The LA Studio LLC) is working on completing the designs for these 5 parks (Cecil Powell, Kiddie, Steven J. Underwood, Westwood, Wooton). Field House was originally included in the scope, but we have stopped design work until we know the outcome of the KaBOOM! process. Designs will be completed this summer. Actual construction depends upon available funding.
- **City Facility Condition Assessment** – Currently in process. Being done in-house with some assistance from MacDonald-Miller.

Municipal Facilities Committee- 3-22-18

Discussion Item: Mary Gay Park- Bundy Park Property Donation

Possible Short-term uses

Residence Rental: The residence or residence and garage could be rented on a temporary basis to contribute to City's ongoing property maintenance and operational costs while the City develops plans for the park. The estimated annual rental revenue is \$12,000- \$24,000 annually depending on level of cosmetic repairs and use of garage.

Highline College Urban Agriculture Program: The site could be leased to the College for the urban agriculture program. The college would hold classes and grow crops for student learning. The college could evaluate the condition of the barn's foundation and make needed repairs as well as maintain the park site as a condition of use, reducing the city's ongoing property maintenance and operational costs. The estimated annual lease revenue is \$12,000- \$24,000 annually.

Community Garden, Environmental and Outdoor Education and Camps:
Parks and Recreation in partnership with Highline College could provide opportunities for environmental educational and a community garden area for youth and community programs. The estimated annual program revenue is \$1,000 to \$10,000 annually.

Long Term uses

A Mary Gay Park Master Plan is needed to develop strategies for long term use of the site.

Property Overview

Property location: 1616 S. 223rd Street

Tax parcels:

Parcel no. 0576000753- 20,000 sq. ft., .46 acres appraised value of \$110,000;

Parcel no. 0576000755- 37,125 sq. ft.,.85 acres appraised value of \$349,000;

Parcel no. 0576000760- 21,000 sq. ft., .48 acres appraised value of \$124,000.

Probable Start-Up Costs

Residence: \$20,000- \$30,000 for electrical, security and cosmetic upgrades

Barn: Building Official to review condition of foundation and floor, TDB

Garage: Minor clean-up

Sewer Connection and Septic System Decommissioning: \$30,000

Probable Ongoing Costs

Maintenance: \$20,000 for maintenance, equipment, supplies and utility costs.

**CITY OF DES MOINES
2018 -2023 CAPITAL IMPROVEMENT PLAN
(Amount in Thousands)**

SJU Play	310	Summary Project Descriptions:
Install play equipment.		

CIP Category: Park Facility Projects
Managing Department: Parks, Recr & Sr Services

Justification/Benefits: Steven J Underwood Park is a top priority Community Park which has heavy family use. The park is heavily used for youth sporting activities by families with children. A play area is included in the park's master plan due to the thousands of family visits to the park annually.

PROJECT SCOPE		Total Budget
Expenditures		
Design	67	
Land & Right of Way	-	
Construction	300	
Contingency	34	
Total Expenditures	401	

Project to Date 12/31/16	Scheduled Year 2017	ANNUAL ALLOCATION				
		Plan Year 2018	Plan Year 2019	Plan Year 2020	Plan Year 2021	Plan Year 2022
-	67					
-			300			
-			34			
-	67		334			

Funding Sources		Total Budget
REET 2	109	
Local Grants (County, etc.)	75	
State of Washington Grants (Unconfirmed)	167	
Private Contributions	50	
Total Funding	401	

Project to Date 12/31/16	Scheduled Year 2017	ANNUAL ALLOCATION				
		Plan Year 2018	Plan Year 2019	Plan Year 2020	Plan Year 2021	Plan Year 2022
-	67		42			
-			75			
-			167			
-			50			
-	67		334			

OPERATING IMPACT		6 Year Total
Operating Impact		
Revenue	-	-
Expenses	-	-
Net Impact	-	-

2017	2018	2019	2020	2021	2022	2023
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

**REVISED PROPOSAL CITY OF DES MOINES
2018 -2023 CAPITAL IMPROVEMENT PLAN
(Amount in Thousands)**

SJL - Play	310	Summary Project Description:
CIP Category: Park Facility Projects		Install play equipment.
Managing Department: Parks, Recr & Sr Services		

Justification/Benefits: Steven J Underwood Park is a top priority Community Park which has heavy family use. The park is heavily used for youth sporting activities by families with children. A play area is included in the park's master plan due to the thousands of family visits to the park annually.

PROJECT SCOPE		ANNUAL ALLOCATION									
Expenditures	Total Budget	Project to Date 12/31/16	Scheduled Year 2017	Plan Year 2018	Plan Year 2019	Plan Year 2020	Plan Year 2021	Plan Year 2022	Plan Year 2023		
Design	67	-	67								
Land & Right of Way	-	-									
Construction	300	-		300							
Contingency	37	-		37							
Total Expenditures	404	-	67	337							

Funding Sources		ANNUAL ALLOCATION									
Total Budget	Project to Date 12/31/16	Scheduled Year 2017	Plan Year 2018	Plan Year 2019	Plan Year 2020	Plan Year 2021	Plan Year 2022	Plan Year 2023			
REET 2	109	67									
Local Grants (County, etc.)	245			42							
State of Washington Grants (Unconfirmed)	-			245							
Private Contributions- Legacy Foundation	50										
Total Funding	404	67		337							

OPERATING IMPACT		ANNUAL OPERATING IMPACT						
Operating Impact	6 Year Total	2017	2018	2019	2020	2021	2022	2023
Revenue	-	-	-	-	-	-	-	-
Expenses	-	-	-	-	-	-	-	-
Net Impact	-	-	-	-	-	-	-	-

**CITY OF DES MOINES
2018 -2023 CAPITAL IMPROVEMENT PLAN
(Amount in Thousands)**

Field House Play Equipment	310	Summary Project Description:
<p>CIP Category: Park Facility Projects</p> <p>Managing Department: Parks, Recr & St Services</p>		<p>Replace a portion of the aging play structure. Park renovation will include ADA compliance. There is a companion project for the repair to the skate park and ballfield drainage.</p>

Justification/Benefits: Replace a portion of the aging play structure for safety reasons. Field House Park was transferred to the city by King County in 1993. The portion of the play equipment currently on site was purchased by the Des Moines Rotary Club and installed at the Beach Park in 1996. Later it was removed and stored until repainted and reinstalled in 2008. Some of the equipment doesn't meet current Play Equipment safety and ADA standards and must be replaced.

PROJECT SCOPE		ANNUAL ALLOCATION							
Expenditures	Total Budget	Project to Date 12/31/16	Scheduled Year 2017	Plan Year 2018	Plan Year 2019	Plan Year 2020	Plan Year 2021	Plan Year 2022	Plan Year 2023
Design	15	-	15						
Land & Right of Way	-	-							
Construction	164	-		164					
Contingency	15	-		15					
Total Expenditures	194	-		15					

Funding Sources		ANNUAL ALLOCATION							
Funding Sources	Total Budget	Project to Date 12/31/16	Scheduled Year 2017	Plan Year 2018	Plan Year 2019	Plan Year 2020	Plan Year 2021	Plan Year 2022	Plan Year 2023
REET 2	15	-	15						
Federal Grants	179	-		179					
Total Funding	194	-		15					

OPERATING IMPACT		ANNUAL OPERATING IMPACT						
Operating Impact	6 Year Total	2017	2018	2019	2020	2021	2022	2023
Revenue	-	-	-	-	-	-	-	-
Expenses	-	-	-	-	-	-	-	-
Net Impact	-	-	-	-	-	-	-	-



Build It With KaBOOM! Playground grant

Design and build a new and exciting place to PLAY!

PLAN

DESIGN

BUILD



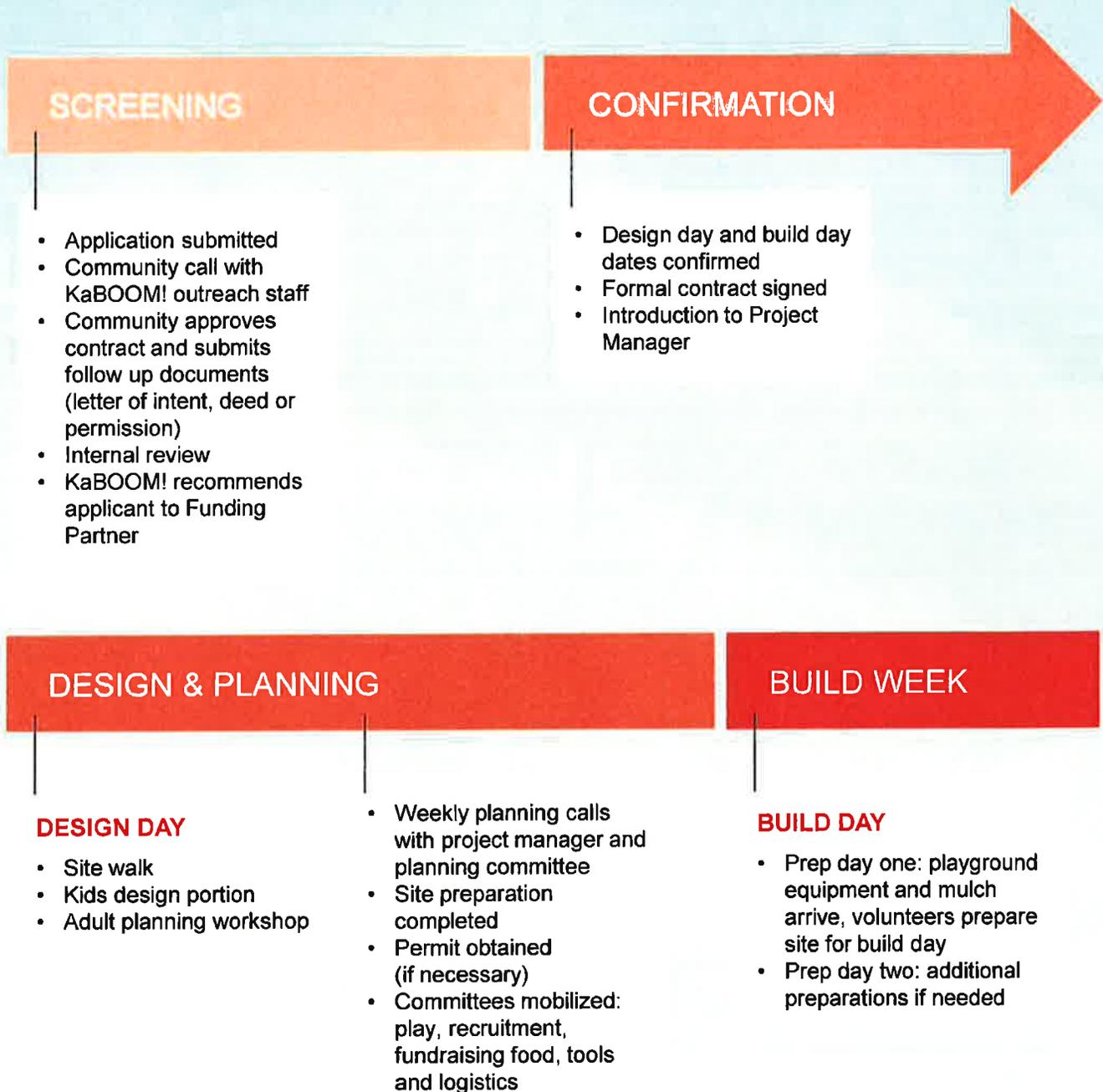
Through our signature community-build model and with the leadership of a KaBOOM! Project Manager, grant recipients will design and build their dream playgrounds. Community members will play an active role in planning and preparing for this exciting event. The project culminates on Build Day when 200 volunteers will join forces with our playground experts to build a playground and enhancement projects in **one day!**

PLAY!





Calendar timeline



COMMUNITY ENGAGEMENT Planning Committee



PLAY COMMITTEE

- Works with kids and KaBOOM! to develop a plan for youth on Build Day
- Recruits a leader to guide volunteers in a spirited game or warm-up activity on Build Day
- Creates a "Play Plan" that will map out the next year of play in your community



RECRUITMENT TEAM

- Helps recruit 30 volunteers on Prep Day 1 and Prep Day 2
- Helps recruit and track 75-200 community volunteers for Build Day
- Helps establish and communicate a code of conduct for volunteers



FUNDRAISING TEAM

- Leads fundraising efforts to raise \$8,500 towards the cost of the playground
- Creates solicitation letters or host events that encourage broad community support
- Oversees thank you note/recognition process



FOOD TEAM

- Secures breakfast and lunch for 40 volunteers on Prep Day 1 and Prep Day 2 (if needed)
- Secures breakfast and lunch for 250 adult volunteers and children on Build Day
- Secures water for all volunteers during Build Week



LOGISTICS TEAM

- Secures restrooms for Build Day. Develops a plan for parking
- Develops a plan to collect and dispose of trash and recycling
- Ensures access to running water and electricity on site



PUBLIC RELATIONS TEAM

- Attends a conference call with KaBOOM! communications staff to leverage Build Day media
- Secures music and microphone for Build Day announcements
- Helps to develop an opening and closing ceremony for Build Day (facilitated by KaBOOM!)



Getting to know the PLAYers

KaBOOM!

The Community Outreach team at KaBOOM! is responsible for screening applicants for playground grants. If selected for a grant, a KaBOOM! Project Manager will work hand-in-hand with your community to design and build a new playspace!

KaBOOM! will:

- Guide applicants through the screening process and work to pair with funding opportunities
- Provide coaching and guidance for approximately 8-10 weeks of project planning
- Facilitate Design Day in person, leading discussion around community building
- Facilitate Build Week in person, serving as a liaison between partners and playground vendors

FUNDING PARTNER (FP) *The sponsor*

Funding Partners generously donate the majority of funds needed for the playground project.

A Funding Partner will:

- Select the geographic location and Community Partner for the playspace project
- Provide volunteers to help build the playground alongside community volunteers
- Establish a relationship with their KaBOOM! Community Partner

COMMUNITY PARTNER (CP) *That's you!*

A Community Partner can be one or several child-serving non-profits, schools, or municipalities serving a high-need population in need of a safe place for children to play.

A Community Partner will:

- Build playspace which includes 2500 square foot playground and enhancement projects
- Form a committee of 10-15 community members working as a team on project planning
- Develop meaningful relationships to support community-build planning process
- Own or attain permission to build on available land
- Complete necessary site preparation
- Assume insurance, maintenance, and liability of the new play space
- Research and secure any necessary permits required locally to build play space
- Contribute a financial contribution towards the cost of equipment
- Host Design Day and Build Week