

MUNICIPAL FACILITIES COMMITTEE AGENDA

Oct 23, 2014 - North Conference Room

21630 11th Avenue South – Des Moines 98198

6:00PM – 6:50PM

1. Approve minutes September 25, 2014 meeting
2. Redondo Parking Study Update (Discussion item – 10 minutes)
(Staff to provide update on the status of the Redondo Parking Management Plan. This will include a brief summary of the first open house held on October 15, 2014 and outline the next steps – informational only)
3. Non-Profit Facilities Fees Draft Resolution
(Staff to provide a Draft Resolution No. 14-211 for review by the Committee)

Draft Minutes Des Moines City Council Municipal Facilities Committee – 9/25/2014

Meeting called to order: 5:30pm on September 25, 2014 in North Conference Room @ 21630 11th Ave S. Des Moines, WA 98918

Council Members

Melissa Musser – Chair
Matt Pina – Mayor Pro Tem
Jeremy Nutting – Council Member

City Staff

Tony Piasecki, City Manager
Joe Dusenbury, Harbormaster
Patrice Thorell, Parks & Rec. Director
Michael Matthias, Asst City Manager
Dan Brewer, PW Director
Scott Romano, CIP Manager
Brandon Carver, Transportation Engineer
Janet Best, Admin Asst.

Visitors

Todd Powell
Bill Linscott

Minutes of the 7/24/2014 meeting were unanimously approved.

AGENDA:

1. Marina Revenue Issue/Challenges
2. 2015-2020 MCI, Marina & Fund 506 CIP Budgets
3. Non-Profit Rental Rate Policy
4. Park, Recreation, & Senior Services Master Plan Ad Hoc Committee Update

MEETING:

1. Marina Revenue Issue/Challenges: Joe Dusenbury reported that the Marina has posted losses the past 3 years and this year's projection is to be over \$200,000. Revenues have not been able to keep up with the increase in expenses or debt service. Revenues peaked in 2009 but now are hard to predict given weather, availability of salmon and fuel prices. The vision in the marina master plan was that it would rebuild itself using marina revenues. That plan is no longer viable and the Marina's Capital Improvement Plan is non-existent. Because of deterioration, the Marina staff is preparing to take the 7 slips on the end of E dock out of service fearing that they will not survive a winter storm.
Joe suggested that options to drive revenues are to: Reduce transfers to the amount the general fund actually spends, turn the guest moorage into permanent slips which would bring about \$25k per year, resolve issues and implement paid parking at Redondo and the Marina because the data shows that 70% of the vehicles are not Des Moines residents.
2. 2015-2020 MCI, Marina & Fund 506 CIP Budgets: Patrice Thorell updated the committee on the bidding process for the Dining Hall and that the lowest bid will likely be honored. She also reported that the RCO Grant process looked favorable for the Picnic Shelter and Restrooms Improvements at the Beach Park. Further, the Parkside Park grant appears to be fully funded for \$395,000 creating ADA accessible parking, walking trails, benches, picnic tables and additional improvements to the park. Future improvements are planned for the tennis courts at the Field House which will become multi use and play equipment at Steven J Underwood Memorial Park, Wooten Park and Cecil Powell Park all need repair or replacement. The committee questioned the delayed purchase and installation of the generator for the Activity Center. CIP Project Manager Scott Romano responded that the generators are made on a "for need" basis and that a significant amount of electrical work within the building still needs to happen. Installation is planned for early next year and the project is currently out to bid.

3. Non-Profit Rental Rate Policy: Stating that there are costs involved in staffing and maintaining City facilities, Patrice Thorell gave the committee 3 recommendation regarding discounted facility rentals and provided data from other Cities. A brief outline of the recommendations were:
 - Continue to support the current City policy that provides 20% reduction of rentals to City residents and 501(3) non profits.
 - Implement a new policy that provides 50% reduction of City rentals when certain criteria is met and the organization returns 60% of the profits to support schools, charities and community events.
 - Implement a policy based on past practice that provides 50-100% reduction of City rentals when specified criteria is met including 100% reinvestment of profits back to the community event or community betterment project.The committee questioned what were the impacts and real costs. They recommended that Tony put them into a resolution format and advise local non for profits for input.

4. Park, Recreation, & Senior Services Master Plan Ad Hoc Committee Update: Patrice Thorell presented a roster of 19 applicants who have volunteered to participate in the 2016-2022 Master Plan process. The committee will meet through 2015 for purposes of creating the 2016 – 2021 Master Plan.

The meeting was adjourned at 6:30pm.

Minutes submitted by:

Janet Best, Admin Assistant

Redondo Parking Management Plan – October 23rd Update

Project Milestones

- Data acquisition completed this past summer/fall consisting of speed, volume, parking utilization, origin-destination, pedestrian, and neighborhood use.
- Open House #1 – October 15th at Woodmont Elementary
The open house was a great success, orchestrated informally to promote community dialogue. More than 50 citizens attended as well as city staff as well as the Mayor, City Manager, and Mayor Pro Tem Matt Pina. The major themes, in no particular order, that the community focused on were:
 1. Enforcement - parking, speed, criminal activity.
 2. Parking – blocked mailboxes and driveways, sight distance, and general accessibility.
 3. Pedestrian Safety and Operations – too many crosswalks, and high pedestrian volumes that cause traffic congestion.

Next Steps

- Over the next month, limited data acquisition may be performed to account for important citizen feedback if necessary.
- Prepare draft Parking Management Plan through January.
- Schedule the final open house late January/February 2015 to solicit comment on the draft Parking Management Plan.
- Finalize Parking Management Plan

CITY ATTORNEY'S FIRST DRAFT 10/13/2014

DRAFT RESOLUTION NO. 14-211

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DES MOINES, WASHINGTON, authorizing reduced resident, governmental entity and non-profit facility rental rates and listing conditions under which such permission is granted.

WHEREAS, the City Council finds that the City's park, recreation building and parking lot rental facilities have become popular venues for many public and private activities and meetings and a growing number of requests are being made to City Council for free or reduced City facility rental fees, and

WHEREAS, the City Council finds that partnering with governmental entities and non-profit organizations serving Des Moines and others whose programs or services help to further the mission of the City especially in the areas of parks, recreation and senior services, marina, schools, economic development, tourism, human services, arts and culture, historic preservation, environmental and community activities enhances the quality of life for residents of the City of Des Moines, and

WHEREAS, the City of Des Moines wishes to permit its residents, governmental and non-profit organizations serving Des Moines the use of its facilities at a reduced rate and at the same time, cover any direct cost to the City and to be held harmless from any liability arising from such use, and

WHEREAS, the City Council wishes to establish a policy and criteria for the use of City rental facilities at a reduced rate by its residents, governmental and non-profit organizations serving Des Moines; now therefore,

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

Permission to reduce the City's rental facility rates to residents, governmental and non-profit organizations serving Des Moines is granted, subject to the following conditions:

(1) A 20% reduction of the City's rental fees may be provided to City residents with proof of residency, City employees and Des Moines and South King County non-profits serving Des Moines with proof of 501(c)3 or 501(c)6 status and a Des Moines or South King County business address including those raising funds to support the organization's mission.. The user would provide proof of insurance and pay any regular fees for permits, deposits, labor and equipment.

(2) A 50% reduction of the City's rental fees may be provided when the following criteria are met:

(a) Must be a governmental entity or a Des Moines non-profit with proof of 501(c)3 or 501(c)6 status;

(b) The non-profit must have a Des Moines business address;

(c) The non-profit must provide proof of that the organization returns a minimum of 60% percent of their net revenues to support parks, recreation and senior services, marina, schools, economic development, tourism, human services, arts and culture, historic preservation, environmental and community activities or other charities in the City of Des Moines. Due to impacts to rental facility revenues, this policy would not apply to weekend (Friday, Saturday and Sunday) facility use during the months of April-through October; during those times a 20% fee reduction would apply. The user would provide proof of insurance and be required to pay any regular fees for permits, deposits, and labor and equipment costs.

Examples of users in this category: Des Moines Rotary Club fund raising activities, Des Moines PSTA school fund raising activities, Des Moines Waterfront Farmers Market activities and other similar activities.

(3) A 75% reduction of the City's rental fees may be provided when the following criteria are met:

(a) Must be a governmental entity or a Des Moines non-profit with proof of 501(c)3 or 501(c)6 status;

(b) The non-profit must have a Des Moines business address;

(c) Must be an annual event of not more than three days duration and work in partnership with the City to provide public activities, special events, economic development projects or community betterment projects;

(d) Must provide proof that the organization reinvests 100% percent of the net revenues from any fees and/or charges raised at City venues back into the public activities, special events, economic development projects or community betterment project;

(e) The user would provide proof of insurance and be required to pay any normal fees for permits, deposits, and labor and equipment costs.

Examples of users in this category: Annual Destination Des Moines fund raising activities for City celebrations, Annual Des Moines Legacy Foundation fund raising activities to support City Parks, Recreation and Senior Services programs and other similar activities.

Resolution No. ____
Page 4 of 4

ADOPTED BY the City Council of the City of Des Moines,
Washington this ____day of ____, 2014 and signed in
authentication thereof this ____ day of ____, 2014.

M A Y O R

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk