

AGENDA

**WEST RICHLAND CITY COUNCIL
Special Meeting
Tuesday, July 26, 2016
6:00 P.M.**

**CITY COUNCIL CHAMBERS
3803 W. VAN GIESEN**

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Ordinances, Resolutions, Motions and Public Hearings**
 - a. ORD - Amending 2015-16 Biennial Budget and Motion to Authorize Change Order for the Municipal Services Facility
 - b. Motion to Amend Architect Services Contract for Municipal Services Facility
 - c. RES – Relating to the City Library and Providing For a Ballot Proposition for the November 8, 2016 General Election
- 4. Adjournment**

**The first ordinance passed will be Ord. 12-16 the first resolution will be Res. 25-16*

WEST RICHLAND AGENDA ACTION ITEMS

AGENDA ITEM:	3a	TYPE OF ACTION NEEDED		
MEETING DATE:	July 26, 2016	<i>Execute Contract</i>		<i>Consent Agenda</i>
SUBJECT:	Ord. __-16 Amending 2015-16 Biennial Budget & a Motion to Authorize Change Order for Municipal Services Facility	<i>Pass Resolution</i>		<i>Public Hearing</i>
		<i>Pass Ordinance</i>	X	<i>1st Discussion</i>
Prepared by:	Roscoe C. Slade III, PW Director <i>RS</i> Jessica Platt, Finance Director	<i>Pass Motion</i>	X	<i>2nd Discussion</i>
Reviewed by:	Brent Gerry, Mayor	<i>Other</i>		<i>Other</i>

COUNCIL STRATEGIC FOCUS AREA:

SFA #2 – Quality and Adequate Infrastructure and Facilities
GOAL # 1 – Provide City facilities to meet operational needs

ATTACHMENTS:

- 3D Rendering of revised Municipal Services Facility
- Construction drawings of unfinished office space
- Cost breakdown of change order
- Ord. __-16 Amending 2015-16 Biennial Budget w/ exhibits

BACKGROUND INFORMATION:

Council’s ultimate goal is to be able to relocate the Finance Department to the Municipal Services Facility without a costly remodel to a newly constructed facility. By completing the façade / unfinished office space design and constructing the shell of the unfinished office space, City Council will be able to complete the interior design of this space and efficiently construct the interior improvements when funding is available. It also improves the facilities façade to meet adopted design standards without a costly exterior remodel of a new facility and associated landscaping modifications, in the future. The future relocation of the Finance Department to the Municipal Services Facility also frees up another facility at the Yakima River Gateway District for Economic Development.

On June 7, 2016, City Council authorized a \$25,000 amendment to the architect services agreement with Terence Thornhill Architect to complete a façade / unfinished office space design to the front of the Municipal Services Facility to comply with the recently council adopted Design Standards for the Belmont Property and to facilitate the future relocation of the Finance Department to the Municipal Services Facility.

SUMMARY:

Municipal Services Facility

The scope of work for the proposed change order would provide for the construction of façade improvements / unfinished office space for the Finance Department to relocate into at a future date without the need to remodel the exterior frontage of the Municipal Services Facility. Once the façade / unfinished office space design was completed by Thornhill, staff negotiated a change order with the contractor for the facade improvements / unfinished space for the Finance Department. Typically project change orders do not come before the City Council for approval, but for added transparency to Council and residents of West Richland, the Mayor requested that this item be brought forward for Council consideration.

To complete the interior design of the unfinished space would cost an estimated \$65,000 (separate Council action) with construction costs estimated at \$800,000 (future Council action) to construct in the future.

Police Department and Vehicle for Animal Control Services

During recent years the Police Department has gone to great effort to establish and maintain a quality motor fleet for the purpose of public safety. The accomplishment of this fleet was no easy task as the prior vehicles were in various states of repair and configured with a variety of emergency equipment. As this fleet was developed the Animal Control Officer (ACO) position was increased from part to full time and the original vehicle transferred from the Department to Community Development. The ACO vehicle was replaced with a former police patrol pickup, 2006 Dodge Ram 4x4. The Dodge Ram was equipped with a specialized animal transport camper and remained equipped with necessary emergency equipment, radio and computer. The vehicle has since been used for animal control services but has reached end of service life for this type activity. The vehicle has become less reliable and requires ongoing maintenance in excess of typical services.

Due to cost savings in other areas of the Police Department budget, there are sufficient funds to purchase a new vehicle for Animal Control Services. The estimated cost for the vehicle, equipment and installation is \$40,000.

Fund 451 Water Line Development Fund

The 451 Water Development Fund is used to upsize water main within developments and or to loop dead end water mains as identified within the City's Water Comprehensive Plan (WSP). Due to significant increase in new residential developments, the number of water main upsizing and extension agreements has also increased substantially. Through June 28, 2016, Council has authorized a total of five reimbursement agreements for a total amount of \$42,905.69 (remaining budget balance of \$4,588.31). Typically the City sees only one of these agreements in any given year. The developer of Belmont Heights (end of Belmont off of Van Giesen) is currently in the process of constructing the first three phases of the development. The City should upsize several water mains in this area to meet future water demands and remain consistent with the City's WSP. We are barely half way through 2016 so there could also be additional agreements needed before the end of 2016.

The current 451 Fund balance is \$68,118.35. There are two existing upsizing agreements that have been previously authorized but not yet reimbursed by the City (\$5,715.81 & \$6,264.46 – approved by Council on 3/1/16 and 6/28/16). The enclosed Budget Amendment also includes amending the 451 Fund expenditure line item (451.710.594.34.63.000) be increased by \$25,000 from \$47,494 to \$72,494 utilizing ending fund balance (fees collected in 2015/16).

RECOMMENDATION:

Staff and Utility Committee recommends Council adopt Ord. __-16 Amending the 2015-16 Biennial Budget and authorize the Public Works Director to execute a change order to the contract with TW Clark to construct façade improvements / unfinished office space for the Finance Department in an amount not to exceed \$453,350 increasing the total contract amount to \$4,878,039.80.

ALTERNATIVES:

As amended by Council.

FISCAL IMPACT (Indicate amount, fund and impact on budget):

Utilizing \$304,902 from unspent/obligated salary & wages/benefits within the General Fund due to position vacancies and staff turn-over, insurance savings, elimination of Planning Manager position, etc. and \$153,350 from the 301 REET I Fund to complete the façade / unfinished office space construction (shell only). Appropriate \$65,000 from general fund savings for the design of the interior of the shell.

Apply \$40,000 in unspent/obligated salary & wages/benefits within the Police Department to purchase a vehicle for Animal Control Services and replace an existing 2006 Dodge Ram pickup which has reached end of service life.

Increase 451 Fund budgeted expenditures by \$25,000 from \$47,494 to \$72,494 utilizing ending fund balance (fees collected in 2015/16).

This amendment authorizes an increase in the 2015-2016 appropriation in the amount of \$169,155 and recognizes an increase in resources in the amount of \$271,492, bringing the revised budget to a total of \$74,882,517.

MOTION:

I move to pass Ordinance __-16 Amending the 2015-16 Biennial Budget.

&

I move Council to authorize the Public Works Director to execute a change order to contract with TW Clark to construct façade / unfinished office space in an amount not to exceed \$453,350 increasing the total contract amount to \$4,878,039.80.

**CITY OF WEST RICHLAND
ORDINANCE NO. -16**

**AN ORDINANCE OF THE CITY OF WEST RICHLAND, WASHINGTON
AMENDING THE BUDGET FOR THE CITY FOR THE BIENNIUM ENDING
DECEMBER 31, 2016.**

WHEREAS, on July 26, 2016, the City Council of the City of West Richland considered the budget for the City for the biennium ending December 31, 2016; and

WHEREAS, the City Council having made such adjustments and changes as it deemed necessary and proper, and it appearing in the best interests of the City;

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF WEST RICHLAND, WASHINGTON, do ordain as follows:

Section 1. The 2015-2016 biennial budget for the City of West Richland is hereby amended.

Section 2. The following accounts contained in the 2015-2016 Budget are hereby amended as set forth in Exhibit "A".

Section 3. The explanations of the amendments are listed in Exhibit "B".

Section 4. This ordinance shall be in full force and effective five days following the date of its publication in the official newspaper of the City.

PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND, WASHINGTON, this 26th day of July, 2016.

ATTEST:

Brent Gerry, Mayor

Julie Richardson, City Clerk

APPROVED AS TO FORM:

Bronson Brown, City Attorney

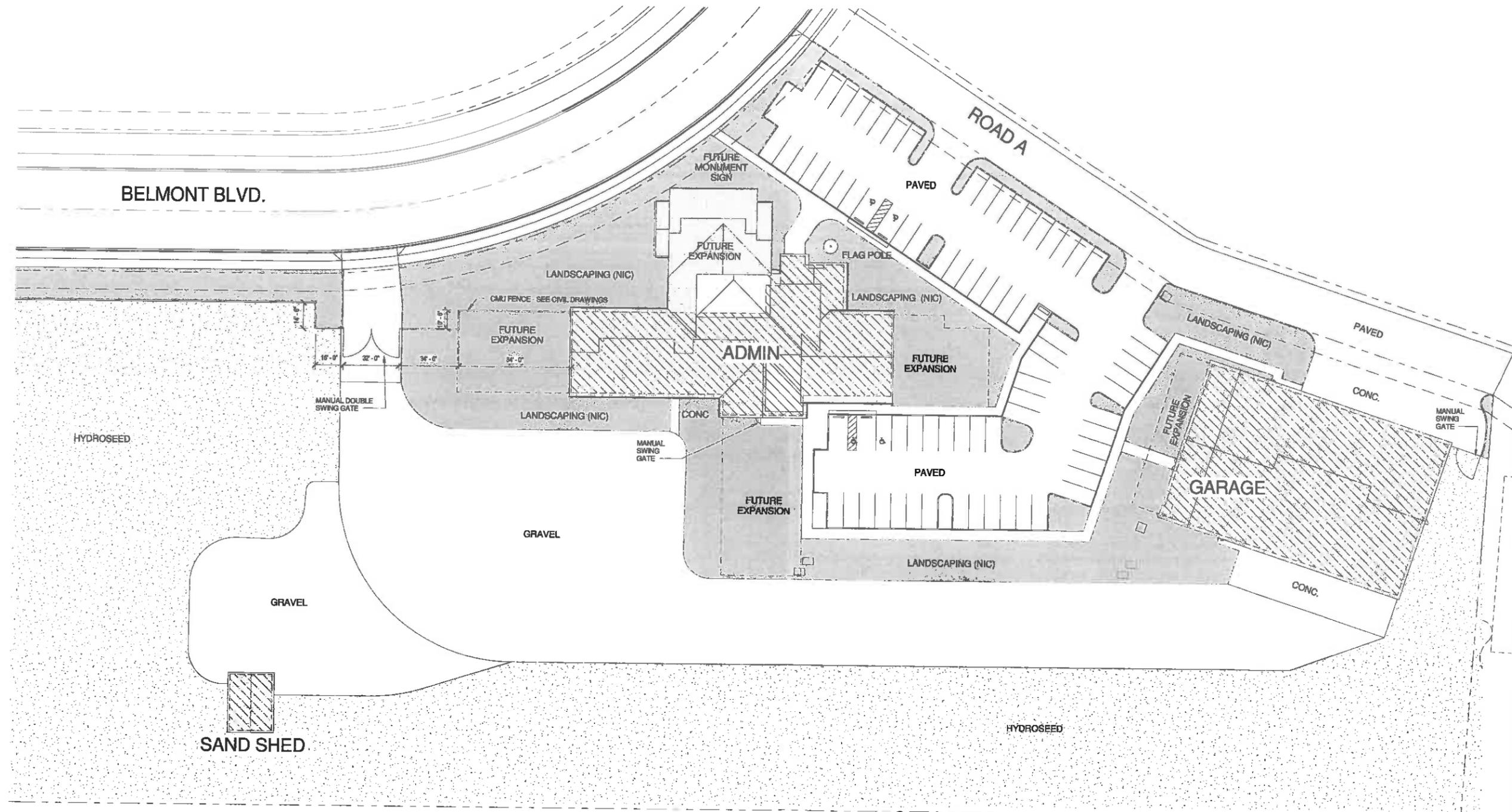
Exhibit B:

FUND	G/L ACCOUNT	ACCOUNT TITLE	2015/2016 PREVIOUSLY APPROVED BUDGET	2015/2016 PROPOSED AMENDMENT	2015/2016 NEW AMENDED BUDGET	DESCRIPTION
001 - General Fund						
<u>Revenues/Resources:</u>						
	001-000-322-10-00-000	Building Permits	747,055	4,902	751,957	Increase revenue projection for building permit fee for municipal services facility
Increase/(Decrease) in Revenues/Resources				4,902		
<u>Expenditures/Uses:</u>						
<u>Community Development</u>						
	001-520-558-80-10-000	Salaries and Wages	828,324	(80,163)	748,161	Reduce budget for salary and benefits due to staff vacancies and turn-over in 2015/2016
	001-520-558-80-20-000	Personnel Benefits	358,921	(51,448)	307,473	Recognize 2015-2016 insurance savings
	001-520-558-80-46-000	Insurance	38,034	(2,952)	35,082	
<u>Police Department</u>						
	001-410-512-40-51-000	Intergovernmental Ser - Court	229,000	(47,622)	181,378	2015 and 2016 district court expenses trending less than originally anticipated
	001-410-521-20-10-000	Salaries and Wages	2,555,838	(15,238)	2,540,600	Reduce budget for salary and benefits due to staff vacancies and turn-over in 2015/2016
	001-410-521-20-20-000	Personnel Benefits	1,213,235	(118,984)	1,094,251	
	001-410-523-50-51-000	Intergovernmental - Jail	276,998	(68,000)	208,998	2015 and 2016 jail expenses trending less than originally anticipated
	001-410-554-30-20-000	Personnel Benefits	62,850	(29,771)	33,079	
	001-410-554-30-64-000	Equipment and Machinery		40,000	40,000	Purchase truck for animal control
	001-410-521-20-46-000	Insurance	127,794	(7,119)	120,675	Recognize 2015-2016 insurance savings
<u>Non-Departmental/General Facilities</u>						
	001-902-594-18-62-000	Buildings & Structures - PW Ops	1,055,152	304,902	1,360,054	See staff report
	001-902-594-18-62-001	Buildings & Structures - MS Design		65,000	65,000	See staff report
Increase/(Decrease) in Appropriations				(11,395)		
	001-000-508-80-00-000	Ending Fund Balance			16,297	

Exhibit B:

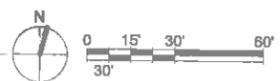
FUND	G/L ACCOUNT	ACCOUNT TITLE	2015/2016 PREVIOUSLY APPROVED BUDGET	2015/2016 PROPOSED AMENDMENT	2015/2016 NEW AMENDED BUDGET	DESCRIPTION
301 - Capital Imp Real Estate Excise Tax I						
	<u>Revenues/Resources:</u>					
	301-000-318-34-00-000	Real Estate Excise Tax	325,000	216,854	541,854	Recognize additional real estate excise tax revenue collected in 2015 and 2016 due to increase in home sales
	Increase/(Decrease) in Revenues/Resources		216,854			
	<u>Expenditures/Uses:</u>					
	301-902-594-18-62-000	Buildings & Structures	143,150	153,350	296,500	See staff report
	Increase/(Decrease) in Appropriations		153,350			
	301-310-508-10-00-000	Ending Fund Balance	63,504			
451 - Water Line Development						
	<u>Revenues/Resources:</u>					
	451-000-379-01-00-000	Line Development Fee	16,000	49,736	65,736	Recognize additional revenue collected in 2015/2016
	Increase/(Decrease) in Revenues/Resources		49,736			
	<u>Expenditures/Uses:</u>					
	451-710-534-80-44-889	Taxes & Assessments - External	248	2,200	2,448	Recognize additional taxes/assessments based on 2015/2016 anticipated collections
	451-710-594-34-83-000	Other Improvements	47,494	25,000	72,494	Upsizing water mains within developments and/or loop dead end water mains as identified within the City's Water Comp Plan
	Increase/(Decrease) in Appropriations		27,200			
	451-710-508-10-00-000	Ending Fund Balance	22,536			





① SITE PLAN
1" = 30'-0"

NOTE:
LANDSCAPING AREAS SHOWN FOR REFERENCE ONLY
LANDSCAPING AND IRRIGATION TO BE UNDER SEPARATE
CONTRACT. CONTRACTOR TO PROVIDE IRRIGATION
SLEEVES UNDER ALL PAVED AREAS.
SEE CIVIL DRAWINGS FOR ADDITIONAL INFORMATION.



**TERENCE L.
THORNHILL
ARCHITECT**

9221 SANDIFUR PARKWAY
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PASCO, WA
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A Professional Service Corporation

MEMBER



AMERICAN INSTITUTE
OF
ARCHITECTS

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DRAWN BY:
DG

CHECKED BY:
TT

PHASE:
CD

REVISION NO:

MARK	DATE	DESCRIPTION



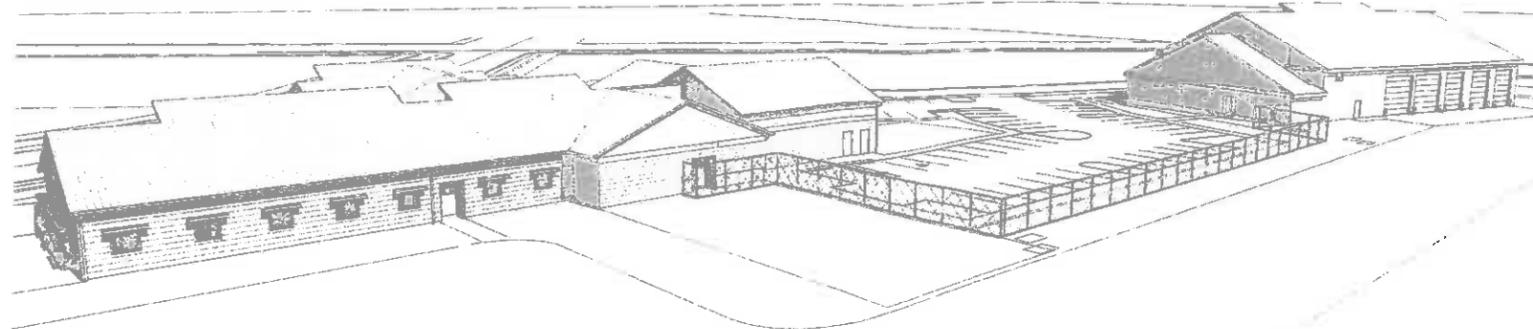
**WEST RICHLAND
MUNICIPAL
SERVICES
FACILITY**

3100 BELMONT BLVD.
WEST RICHLAND, WA
**SITE PLAN -
ARCHITECTURAL**

0301

214-037

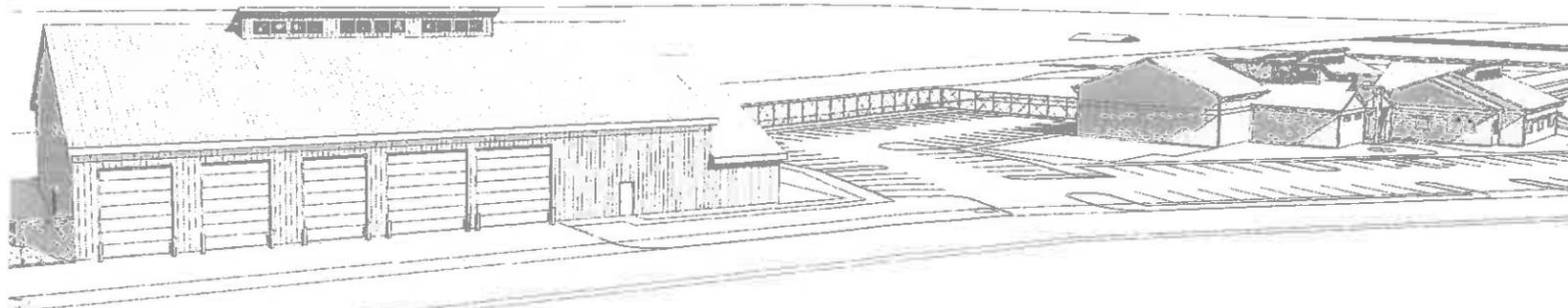
06/15/2016



1 Exterior 1



2 Exterior 2



3 Exterior 3



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MARK	DATE	DESCRIPTION



WEST RICHLAND
MUNICIPAL
SERVICES
FACILITY

3100 BELMONT BLVD.
WEST RICHLAND, WA
3D

0951

214-037

06/15/2016

FROM: **T.W. CLARK CONSTRUCTION, LLC**
Our Job #1645

TO: City of West Richland

RE: **WEST RICHLAND MUNICIPAL SERVICES FACILITY**
West Richland, WA
Project # 214-037

DATE: 7/11/2016
CODE: 17-001

DESCRIPTION:

COP 1 - Provide 4,000 sqft addition to the Administration building per drawings dated 06/15/16. This is for the shell only and includes: earthwork, concrete foundations, wood wall framing for the exterior, interior wood bearing walls w/ 1 layer of drywall (not taped), roof trusses, plywood sheathing at walls and roof, foundation insulation, foundation waterproofing, building insulation, metal roofing, TPO roofing, metal wall panels over weather air barrier, vinyl windows, 1 hollow metal door and frame, plumbing for one roof drain and overflow, plumbing roof drain and stub-ins, HVAC roof curbs (2 ea), and electrical stub-ins only.
This proposal excludes: building permit, rock excavation, unsuitable soils, all interior finishes (slab on grade, underground mechanical and electrical rough in, casework, standing and running trim, frp paneling, EIFS, interior doors and windows, interior glazing, Division 9 complete (except as called out above), Division 10 - Division 28 complete (except as called out above), Division 32 - 33.

ITEM	DESCRIPTION	QUAN.	UNIT	UNIT LABOR	UNIT MATERIAL	UNIT SUB	TOTAL LABOR	TOTAL MATERIAL	TOTAL SUB	TOTAL
1	General Conditions	10	day	1,156.61	230.17	0.00	11,566.10	2,301.70	0.00	13,867.80
2	Survey	1	Isum	0.00	0.00	500.00	0.00	0.00	500.00	500.00
3	Earthwork	1	Isum	2,581.96	0.00	11,677.47	2,581.96	0.00	11,677.47	14,259.43
4	Concrete Foundations - Labor	1	Isum	2,716.02	0.00	24,307.80	2,716.02	0.00	24,307.80	27,023.82
5	Concrete Foundations - Material	1	Isum	0.00	10,772.50	0.00	0.00	10,772.50	0.00	10,772.50
6	Wood Framing - Labor	1	Isum	43,230.16	3,500.00	0.00	43,230.16	3,500.00	0.00	46,730.16
7	Wood Framing - Material	1	Isum	0.00	31,098.60	0.00	0.00	31,098.60	0.00	31,098.60
8	Foundation Insulation / Waterproofing	1	Isum	0.00	0.00	2,500.00	0.00	0.00	2,500.00	2,500.00
9	Insulation (ext walls, roof)	1	Isum	0.00	0.00	12,364.45	0.00	0.00	12,364.45	12,364.45
10	Metal Siding, Roofing, WAB	1	Isum	0.00	0.00	129,934.00	0.00	0.00	129,934.00	129,934.00
11	Snow Gens / Stop	1	Isum	0.00	1,250.00	0.00	0.00	1,250.00	0.00	1,250.00
12	Joint Sealants	1	Isum	0.00	972.50	0.00	0.00	972.50	0.00	972.50
13	HM Door / Frame / Hardware Supply	1	Isum	0.00	2,243.00	0.00	0.00	2,243.00	0.00	2,243.00
14	HM Door / Frame / Hardware Install	1	Isum	177.00	20.00	250.00	177.00	20.00	250.00	447.00
15	Vinyl Windows	1	Isum	0.00	0.00	5,300.00	0.00	0.00	5,300.00	5,300.00
16	Drywall @ Interior Bearing Walls	1	Isum	0.00	0.00	5,313.00	0.00	0.00	5,313.00	5,313.00
17	Fire Sprinkler	1	Isum	0.00	0.00	9,630.00	0.00	0.00	9,630.00	9,630.00
18	Plumbing	1	Isum	0.00	0.00	2,314.00	0.00	0.00	2,314.00	2,314.00
19	HVAC	1	Isum	0.00	0.00	5,849.00	0.00	0.00	5,849.00	5,849.00
20	Electrical	1	Isum	0.00	0.00	5,343.37	0.00	0.00	5,343.37	5,343.37
21				0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal							60271.24	52158.30	215283.09	327712.63
Supervision @ 15%							0.00			0.00
Small Tools @ 3%							1808.14			1808.14
Safety @ 2%							1205.42			1205.42
Subtotal							63284.80	52158.30	215283.09	330728.19
G.C. Overhead & Profit			15%	\$ 17,316.47						
G.C. Overhead & Profit on Subs			8%	\$ 17,222.65						
Subtotal				\$365,265.30						
Bond / Insurance:			2.5%	\$ 9,131.63						
TOTAL				374,397.00						

REQUESTED ADDITIONAL TIME FOR COMPLETION OF THIS WORK: 10 Calendar days

This change order proposal only includes the direct cost and time of performing the changed work. It excludes any cost or time for impacts, inefficiencies or delays and the rights to such are expressly reserved.

Reviewed By:	Signature	Date	Owner's Directive
Architect _____			<input type="checkbox"/> Proceed with this change
Owner _____			<input type="checkbox"/> Revise and Resubmit
			<input type="checkbox"/> Do not proceed with this change

FROM: **T.W. CLARK CONSTRUCTION, LLC**
Our Job #1645

TO: **City of West Richland**

RE: **WEST RICHLAND MUNICIPAL SERVICES FACILITY**
West Richland, WA
Project # 214-037

DATE: 7/11/2016
CODE: 17-001a

DESCRIPTION:

COP 1A - Provide EIFS and belley band at the gable ends of the Addition

ITEM	DESCRIPTION	QUAN.	UNIT	UNIT LABOR	UNIT MATERIAL	UNIT SUB	TOTAL LABOR	TOTAL MATERIAL	TOTAL SUB	TOTAL	
1				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2	Metal Siding	-1	lsum	0.00	0.00	11,351.00	0.00	0.00	(11,351.00)	(11,351.00)	
3				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4	EIFS	1	lsum	0.00	0.00	27,400.00	0.00	0.00	27,400.00	27,400.00	
5	1" Rigid Insulation	1	lsum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6	Weather Air Barrier	1	lsum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8	Weather Protection	1	mnth	2,240.00	1,200.00	0.00	2,240.00	1,200.00	0.00	3,440.00	
9				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							0.00	0.00	0.00	0.00	
Subtotal							2240.00	1200.00	16049.00	19489.00	
Supervision @ 15%							336.00			336.00	
Small Tools @ 3%							67.20			67.20	
Safety @ 2%							44.80			44.80	
Subtotal							2688.00	1200.00	16049.00	19937.00	
G.C. Overhead & Profit										15%	\$ 583.20
G.C. Overhead & Profit on Subs										8%	\$ 1,283.92
Subtotal											\$ 21,804.12
Bond / Insurance:										2.5%	\$ 545.10
TOTAL											22,349.00

REQUESTED ADDITIONAL TIME FOR COMPLETION OF THIS WORK: 0 Calendar days

This change order proposal only includes the direct cost and time of performing the changed work. It excludes any cost or time for impacts, inefficiencies or delays and the rights to such are expressly reserved.

Reviewed By:	Signature	Date	Owner's Directive
Architect _____			<input type="checkbox"/> Proceed with this change
Owner _____			<input type="checkbox"/> Revise and Resubmit
			<input type="checkbox"/> Do not proceed with this change

FROM: **T.W. CLARK CONSTRUCTION, LLC**
Our Job #1645

TO: **City of West Richland**

RE: **WEST RICHLAND MUNICIPAL SERVICES FACILITY**
West Richland, WA
Project # 214-037

DATE: 7/11/2016
CODE: 17-001b

DESCRIPTION:

COP 1B - Rotate the metal siding from vertical to Horizontal at the Admin Building. Gable ends above the belly band to remain vertical.

ITEM	DESCRIPTION	QUAN.	UNIT	UNIT LABOR	UNIT MATERIAL	UNIT SUB	TOTAL LABOR	TOTAL MATERIAL	TOTAL SUB	TOTAL	
1				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2	Metal Siding	1	lsqm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8				0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Subtotal							0.00	0.00	0.00	0.00	
Supervision @ 15%							0.00			0.00	
Small Tools @ 3%							0.00			0.00	
Safety @ 2%							0.00			0.00	
Subtotal							0.00	0.00	0.00	0.00	
G.C. Overhead & Profit			15%							\$	-
G.C. Overhead & Profit on Subs			8%							\$	-
Subtotal										\$	-
Bond / Insurance:			2.5%							\$	-
TOTAL										0.00	

REQUESTED ADDITIONAL TIME FOR COMPLETION OF THIS WORK: 0 Calendar days

This change order proposal only includes the direct cost and time of performing the changed work. It excludes any cost or time for impacts, inefficiencies or delays and the rights to such are expressly reserved.

Reviewed By:	Signature	Date	Owner's Directive
Architect _____			<input type="checkbox"/> Proceed with this change
Owner _____			<input type="checkbox"/> Revise and Resubmit
			<input type="checkbox"/> Do not proceed with this change

FROM: **T.W. CLARK CONSTRUCTION, LLC**
Our Job #1645

TO: City of West Richland

RE: **WEST RICHLAND MUNICIPAL SERVICES FACILITY**
West Richland, WA
Project # 214-037

DATE: 7/11/2016
CODE: 17-001c

DESCRIPTION:

COP 1C - Provide EIFS and belly band at the gable ends of the Admin Building (revised base bid alternate #2)

ITEM	DESCRIPTION	QUAN.	UNIT	UNIT LABOR	UNIT MATERIAL	UNIT SUB	TOTAL LABOR	TOTAL MATERIAL	TOTAL SUB	TOTAL
1				0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	Metal Siding	-1	lsum	0.00	0.00	12,182.00	0.00	0.00	(12,182.00)	(12,182.00)
3				0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	EIFS	1	lsum	0.00	0.00	55,035.00	0.00	0.00	55,035.00	55,035.00
5	1" Rigid Insulation	1	lsum	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Weather Air Barrier	1	lsum	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7				0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	Weather Protection	2	mnt	2,240.00	1,200.00	0.00	4,480.00	2,400.00	0.00	6,880.00
9				0.00	0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00
Subtotal							4480.00	2400.00	42853.00	49733.00
Supervision @ 15%							672.00			672.00
Small Tools @ 3%							134.40			134.40
Safety @ 2%							89.60			89.60
Subtotal							5376.00	2400.00	42853.00	50629.00
G.C. Overhead & Profit										\$ 1,166.40
G.C. Overhead & Profit on Subs										\$ 3,428.24
Subtotal										\$ 55,223.64
Bond / Insurance:										\$ 1,380.59
TOTAL										56,604.00

REQUESTED ADDITIONAL TIME FOR COMPLETION OF THIS WORK: 0 Calendar days

This change order proposal only includes the direct cost and time of performing the changed work. It excludes any cost or time for impacts, inefficiencies or delays and the rights to such are expressly reserved.

Reviewed By:	Signature	Date	Owner's Directive
Architect _____			<input type="checkbox"/> Proceed with this change
Owner _____			<input type="checkbox"/> Revise and Resubmit
			<input type="checkbox"/> Do not proceed with this change

WEST RICHLAND MUNICIPAL SERVICES FACILITY

COP NO.	Q	EA	UNIT LAB	TOTAL LAB	UNIT IMAT	TOTAL IMAT	UNIT SUB	TOTAL SUB	NAME	TOTAL
ADD										
ADD	10	DAY	1156.61	11566.10	230.17	2301.70	0.00	0.00		13867.80
ADD	1	LS	0.00	0.00	0.00	0.00	500.00	500.00	CLOSEOUT	500.00
ADD	1	LS	0.00	0.00	0.00	0.00	2980.73	2980.73	TOTAL SITE	2980.73
ADD	734	SF	0.84	616.56	0.00	0.00	0.00	0.00		616.56
ADD	3890	SF	0.39	1517.10	0.00	0.00	0.00	0.00		1517.10
ADD	300	CY	0.00	0.00	0.00	0.00	13.78	4134.99	TOTAL SITE	4134.99
ADD	3890	SF	0.00	0.00	0.00	0.00	1.17	4561.75	TOTAL SITE	4561.75
ADD	8	CY	56.00	448.00	0.00	0.00	0.00	0.00		448.00
ADD	1	LS	0.00	0.00	0.00	0.00	24307.80	24307.80	FLATTOP FORMS	24307.80
ADD	640	SF	0.00	0.00	0.00	0.00	0.00	0.00	W/ FLATTOP	0.00
ADD	2210	SF	0.00	0.00	0.00	0.00	0.00	0.00	W/ FLATTOP	0.00
ADD	74	SF	9.08	671.92	1.50	111.00	0.00	0.00		782.92
ADD	210	LF	1.40	294.00	0.35	73.50	0.00	0.00		367.50
ADD	1	LS	0.00	0.00	4000.00	4000.00	0.00	0.00	WESTERN	4000.00
ADD	4	TN	0.00	0.00	0.00	0.00	0.00	0.00	W/ FLATTOP	0.00
ADD	25	CY	0.00	0.00	104.00	2600.00	0.00	0.00	W/ FLATTOP (L)	2600.00
ADD	25	CY	0.00	0.00	104.00	2600.00	0.00	0.00	W/ FLATTOP (L)	2600.00
ADD	50	CY	0.00	0.00	25.00	1250.00	0.00	0.00	CLOSEOUT	1250.00
ADD	2210	SF	0.66	1458.60	0.05	110.50	0.00	0.00		1569.10
ADD	110	SF	2.65	291.50	0.25	27.50	0.00	0.00		319.00
ADD	1	LS	0.00	0.00	0.00	0.00	0.00	0.00	BELOW	0.00
ADD	1	LS	0.00	0.00	0.00	0.00	3500.00	3500.00	CLOSEOUT	3500.00
ADD	90	EA	4.40	396.00	1.50	135.00	0.00	0.00		531.00
ADD	254	EA	9.50	2413.00	4.72	1200.00	0.00	0.00		3613.00
ADD	210	LF	0.28	58.80	0.07	14.70	0.00	0.00		73.50
ADD	400	BF	1.83	732.00	0.81	244.00	0.00	0.00		976.00
ADD	510	BF	1.76	897.60	0.47	239.70	0.00	0.00		1137.30
ADD	8100	BF	1.62	13122.00	0.46	3726.00	0.00	0.00		16848.00
ADD	200	BF	1.74	348.00	0.47	94.00	0.00	0.00		442.00
ADD	3300	BF	1.63	5379.00	0.46	1518.00	0.00	0.00		6897.00
ADD	2800	BF	2.20	6160.00	0.46	1288.00	0.00	0.00		7448.00
ADD	3840	SF	0.49	1881.60	0.33	1267.20	0.00	0.00		3148.80
ADD	6720	SF	0.38	2553.60	0.45	3024.00	0.00	0.00		5577.60
ADD	1	LS	0.00	0.00	18900.00	16900.00	0.00	0.00	PRO BUILD	16900.00
ADD	86	EA	69.21	5952.06	5.00	430.00	0.00	0.00		6382.06
ADD	90	EA	13.85	1246.50	0.00	0.00	0.00	0.00	W/ TRUSS	1246.50
ADD	1	LS	0.00	0.00	923.00	923.00	0.00	0.00	MATHUES	923.00
ADD	19	EA	110.00	2090.00	5.00	95.00	0.00	0.00		2185.00
ADD	1	LS	0.00	0.00	0.00	0.00	2500.00	2500.00	GATOR	2500.00
ADD	600	SF	0.00	0.00	0.00	0.00	0.00	0.00	W/ GATOR	0.00
ADD	1022	SF	0.00	0.00	0.00	0.00	0.00	0.00	W/ GATOR	0.00
ADD	1	LS	0.00	0.00	0.00	0.00	12364.45	12364.45	SPECIALTY	12364.45
ADD	4604	SF	0.00	0.00	0.00	0.00	0.00	0.00	W/ CBSM	0.00
DEDUCT							136778.00	136778.00	CBSM	136778.00
ADD	-1	LS	0.00	0.00	0.00	0.00	6844.00	6844.00	CBSM	-6844.00
ADD	3890	SF	0.00	0.00	1250.00	1250.00	0.00	0.00	CLOSEOUT	1250.00
ADD	1	LS	0.00	0.00	0.25	972.50	0.00	0.00	CLOSEOUT	972.50
ADD	1	LS	0.00	0.00	825.00	825.00	0.00	0.00	BHRS	825.00
ADD	1	EA	0.00	0.00	0.00	0.00	250.00	250.00	BH	250.00
ADD	1	EA	112.00	112.00	5.00	5.00	0.00	0.00		117.00

WEST RICHLAND MUNICIPAL SERVICES FACILITY

COP NO. 1B	Metal Siding at Admin	Q EA	UNIT LAB	TOTAL LAB	UNIT MAT	TOTAL MAT	UNIT SUB	TOTAL SUB	NAME	TOTAL
ADD	Metal Siding		1 LS	0.00	0	0.00	0	0.00	0 CBSM	0
ADD				0.00	0	0.00	0	0.00	0	0
					0				0	0
SUB TOTAL										0.00
SUB TOTAL										\$0.00

COP NO. 1C	EIFS Siding @ Admin Bldg	Q EA	UNIT LAB	TOTAL LAB	UNIT MAT	TOTAL MAT	UNIT SUB	TOTAL SUB	NAME	TOTAL
DEDUCT	Metal Siding			0.00	0.00	0.00	12182.00	-12182.00	CBSM	-12182.00
ADD	EIFS Siding		1 LS	0.00	0.00	0.00	55035.00	55035.00	VINEYARD	55035.00
ADD	1" Rigid Insulation		3600 SF	0.00	0.00	0.00	0.00	0.00	WI ABOVE	0.00
ADD	Weather Air Barrier		3600 SF	0.00	0.00	0.00	0.00	0.00	WI ABOVE	0.00
ADD	Weather Protection		2 MN	4480.00	1200.00	2400.00	0.00	0.00		6880.00
ADD				0.00	0.00	0.00	0.00	0.00		0.00
				4480		2400		42853		49733
SUB TOTAL										49733.00
SUB TOTAL										\$49,733.00



CITY OF WEST RICHLAND
PUBLIC WORKS DEPARTMENT
3801 W. VAN GIESEN
WEST RICHLAND, WA 99353
(509) 967-5434 FAX: (509) 967-2419

CHANGE ORDER PROPOSAL

DATE: July 5, 2016

COP # 001

TO: TW Clark Construction
1117 N. Evergreen Road, Suite 1
Spokane Valley, WA 99216

PROJECT: Municipal Services Facility

OWNER: City of West Richland

PROPOSAL REQUEST:

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract described herein.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE DESCRIBED WORK UNTIL SIGNED BY ALL PARTIES.

DESCRIPTION:

Provide pricing for the following:

Construct a 4000sf unfinished shell attached to the front of the facility. (see email dated 6/16/16 from Roscoe Slade)

ATTACHMENTS:

Plans

REQUESTED BY: *Roscoe C Slade III*
City of West Richland

CONTRACTOR PROPOSAL:

We agree to perform all the changes in the work described in the Proposal Request for:

CONTRACT SUM: \$ _____

In accordance with the General Conditions, Cost Estimate Detail Sheet(s) are attached.

CONTRACT TIME: _____ CALENDAR DAYS

We understand that this proposal does not constitute authorization to proceed with the specific changes until all parties have signed this document and are incorporated into a Change Order.

TW Clark Construction
Contractor

By: _____
Signature

Date

APPROVAL:

We have examined and approve this proposal

Owner Signature and Title

Date

extended overhead

FROM: **T.W. CLARK CONSTRUCTION, LLC**
Our Job #1645

TO: **City of West Richland**

RE: **WEST RICHLAND MUNICIPAL SERVICES FACILITY**
West Richland, WA
Project # 214-037

DATE:
CODE:

DESCRIPTION:

Daily costs associated with an increase to the project schedule. These are our general conditions costs that we incur on a daily basis whether we are working or not. No markups have been included in these figures.

ITEM	DESCRIPTION	QUAN.	UNIT	UNIT LABOR	UNIT MATERIAL	UNIT SUB	TOTAL LABOR	TOTAL MATERIAL	TOTAL SUB	TOTAL
1	Supervision	1	Day	560.40	0.00	0.00	560.40	0.00	0.00	560.40
2	Subsistence	1	Day	0.00	40.00	0.00	0.00	40.00	0.00	40.00
3	Job Forman	1	Day	536.48	0.00	0.00	536.48	0.00	0.00	536.48
4	Subsistence	1	Day	0.00	30.00	0.00	0.00	30.00	0.00	30.00
5	Job Trailer	1	Day	0.00	10.00	0.00	0.00	10.00	0.00	10.00
6	Tool Container	1	Day	0.00	8.33	0.00	0.00	8.33	0.00	8.33
7	Office Supplies	1	Day	0.00	10.00	0.00	0.00	10.00	0.00	10.00
8	Postage & Express	1	Day	0.00	7.50	0.00	0.00	7.50	0.00	7.50
9	Telephone Bill	1	Day	0.00	10.00	0.00	0.00	10.00	0.00	10.00
10	Temp Fencing	1	Day	0.00	16.67	0.00	0.00	16.67	0.00	16.67
11	Temp Toilets	1	Day	0.00	12.67	0.00	0.00	12.67	0.00	12.67
12	Temp Power	1	Day	0.00	21.67	0.00	0.00	21.67	0.00	21.67
13	Temp Water	4	Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	Small Tools and Consumables	1	Day	0.00	8.33	0.00	0.00	8.33	0.00	8.33
15	Equipment Rent	1	Day	0.00	8.33	0.00	0.00	8.33	0.00	8.33
16	Fuel	1	Day	0.00	26.67	0.00	0.00	26.67	0.00	26.67
17	Continuous Clean Up	1	Day	59.73	20.00	0.00	59.73	20.00	0.00	79.73
				0.00	0.00	0.00	0.00	0.00	0.00	0.00
							0.00	0.00	0.00	0.00
	Subtotal						1156.61	230.17	0.00	1386.78 per day

These costs are charged to the project from the day we mobilize until we attain final completion. Any work that extends the project duration beyond the contract time, will accrue these costs as noted above.

Total Site Services, LLC
2780 Salk Ave.
Richland, WA 99354
www.tss8a.com

Proposal

TOTAL SITE SERVICES
GENERAL CONTRACTOR

Phone: 509-371-1000
Fax: 509-371-1255

Proposal: 16031
Date:

To: T.W. Clark Construction Attn: Mr. Scott Rountree 1117 N Evergreen Road, #1 Spokane Valley, WA 99216	Project: WRMSF - NEW ADDITION 3100 BELMONT AVE WEST RICHLAND, WA 99353
----------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

Salesperson	
Shane Picker	

Exclusions

Items excluded from price proposal: Taxes, bonds (Add 2%), fees, permits, survey & staking, layout and testing.

Note:

1. Changes. Customer may request changes in the work. Payment for changes shall be due upon the next regular draw or within 30 days, whichever is earlier. If the parties cannot agree on the cost of the changes, Total Site Services, LLC will make the changes and will receive from Customer an equitable adjustment to include the cost of labor, materials, and supervision plus ten percent (10%) of such costs.
2. Payments. For work which will be completed within a one month period, Total Site Services, LLC will bill customer at the conclusion of the work. For all other jobs Customer will pay Total Site Services, LLC payments on a monthly basis as the Work progresses. Billing and payments shall be based on the percentage of Work completed by Total Site Services, LLC plus any materials delivered to the job site as of the billing date, regardless of whether such materials have been used or incorporated into Total Site Services, LLC's work at that time. Customer shall pay Total Site Services, LLC within ten (10) days after the date of Total Site Services, LLC's billing statement. In the event any payment due Total Site Services, LLC hereunder is not received by Total Site Services, LLC within ten (10) days after its due date, Total Site Services, LLC will be entitled to stop work on any unfinished portion of the Work and interest at the rate of eighteen percent (18%) per annum shall begin to accrue on the eleventh (11th) day after the date on Total Site Services, LLC's billing statement.
3. Defects and Deficiencies; Limitation on Warranties and Actions. In the event Customer reasonably and in good faith determines that the Work undertaken by Total Site Services, LLC is defective or deficient, Customer must within ten (10) days after he discovers or should have discovered any defect or deficiency notify Total Site Services, LLC in writing or be required to pay the full contract price and further be banned from any remedy whatsoever. If Customer gives Total Site Services, LLC proper and rightful notice of a defect or deficiency, Total Site Services, LLC shall be entitled to cure any defect or deficiency within a reasonable time before Customer may seek any remedy to which Customer may be entitled. Once Total Site Services, LLC cures said defect or deficiency, Total Site Services, LLC is entitled to full contract price. Total Site Services, LLC WARRANTS THAT THE WORK SHALL BE FREE FROM DEFECTS IN CONSTRUCTION FOR ONE YEAR FROM SUBSTANTIAL COMPLETION OF THE WORK. Other than the foregoing warranty, Total Site Services, LLC makes NO OTHER WARRANTIES, EITHER EXPRESSED OR IMPLIED. No action may be commenced or maintained by Customer on any claim, known or unknown, based upon negligence, breach of contract, or warranty, either express or implied, against Total Site Services, LLC more than eighteen (18) months after the commencement of the warranty period or Total Site Services, LLC's last day of work, whichever is earlier. In no event shall Total Site Services, LLC be subject to or liable for INCIDENTAL or CONSEQUENTIAL damages, including but not limited to rental costs, interest, points fees or mileage.
4. Conditions of Site. If conditions are encountered at the site of the Work or Project which are (1) subsurface or otherwise concealed physical conditions which differ materially from those indicated in the contract documents or (2) unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the contract documents, then notice by the observing party shall be given to the other party promptly before conditions are disturbed and in no event later than twenty-one (21) days after first observance of the conditions. Customer will promptly investigate such conditions, and, if they differ materially and cause an increase or decrease in Total Site Services, LLC's cost of, or time required for, performance of any part of the Work, the parties shall agree to an equitable adjustment in the contract sum or contract time, or both. Customer is responsible for obtaining all soils testing prior to commencement of construction to determine if the property is stable or otherwise suitable for the proposed construction and does not contain buried vegetation, large rocks or excessive fill material. Customer shall be solely responsible for additional costs or charges due to soil conditions.
5. Attorney Fees and Costs. In the event a suit, action or arbitration is commenced by either party to enforce any terms or provisions of the Agreement, the prevailing party shall recover from the other party attorney fees and costs in an amount found to be reasonable by the court at trial or hearing and upon any appeal.
6. Notice to Customer. Customer has read and fully understands the following disclosure as prescribed by Section 18.27.114 of the Revised Code of Washington and acknowledges receipt of information material on liens as prescribed by Section 60.04.255 RCW. Total Site Services, LLC is registered with the State of Washington, Registration No. TOTALSS923D6, as a General Contractor and has posted with the state a bond of 12,000 for the purpose of satisfying claims against Total Site Services, LLC for negligent or improper work or breach of contract in the conduct of Total Site

WEST RICHLAND AGENDA ACTION ITEMS

<u>WEST RICHLAND AGENDA ACTION ITEMS</u>					
AGENDA ITEM:	3b	TYPE OF ACTION NEEDED			
MEETING DATE:	July 26, 2016	<i>Execute Contract</i>	X	<i>Consent Agenda</i>	
SUBJECT:	Motion to Amend Architect Services Contract for Municipal Services Facility	<i>Pass Resolution</i>		<i>Public Hearing</i>	
		<i>Pass Ordinance</i>		<i>1st Discussion</i>	
Prepared by:	Roscoe C. Slade III, PW Director 	<i>Pass Motion</i>	X	<i>2nd Discussion</i>	
Reviewed by:	Brent Gerry, Mayor	<i>Other</i>		<i>Other</i>	

COUNCIL STRATEGIC FOCUS AREA:

SFA #2 – Quality and Adequate Infrastructure and Facilities

GOAL # 1 – Provide City facilities to meet operational needs

BACKGROUND INFORMATION:

On August 19, 2014, City Council authorize the Mayor to execute an architect service agreement with Terence Thornhill Architect for professional architect services for the Public Works Operations Facility in an amount not to exceed \$64,541.90 for phase 1 (includes \$20,000 management reserve) and \$298,088.10 for phase 2 for a total of \$362,630.

On July 21, 2015, City Council authorized the Mayor to execute a \$52,850 amendment to the architect service agreement with Terence Thornhill Architect for low-voltage design to include telecommunications/IT, SCADA system support, security (access control, intrusion detection and video surveillance), fire alarm, audio visual and phone systems. Also included in the change order was additional design work and revisions associated with adding Community Development Department to the facility. The total contract amount increased from \$362,630 to \$415,480.

On June 7, 2016, City Council authorized a \$25,000 amendment to the architect services agreement with Terence Thornhill Architect to complete a façade / unfinished office space design to the front of the Municipal Services Facility to comply with the recently council adopted Design Standards for the Belmont Property and to facilitate the future relocation of the Finance Department to the Municipal Services Facility. The total contract amount increased from \$415,480 to \$440,480.

SUMMARY:

A proposed amendment to the architect services agreement with Terence Thornhill Architect would increase the agreement amount by an amount not to exceed \$65,000 to \$505,480 to complete the design of unfinished office space for the Finance Department. Once the design package is completed in November/December 2016, the City would be able to advertise for bids (assuming funding for constructing the interior improvements to the unfinished office space for the Finance Department has been identified by Council). Construction costs to complete this work in the future are currently estimated to be approximately \$800,000 (future Council action).

The relocation of the Finance Department to the Municipal Services Facility also frees up another facility at the Yakima Gateway District on Van Giesen for Economic Development.

RECOMMENDATION:

Staff and the Utility Committee recommends Council authorize the Mayor to sign an amendment to the architect service agreement with Terence Thornhill Architect for professional architect services in an amount not to exceed \$65,000 increasing the total agreement amount to \$505,480.

ALTERNATIVES:

As amended by Council.

FISCAL IMPACT (Indicate amount, fund and impact on budget):

Utilizing \$65,000 from unspent/obligated salary & wages within the existing 2015/16 General Fund due to position vacancies and staff turn-over, insurance savings, elimination of Planning Manager position, seasonal employee vacancies, etc. A budget amendment would not be needed.

MOTION:

I move Council to authorize the Mayor to execute an amendment to architectural services agreement with Terence Thornhill Architects for professional architect services in an amount not to exceed \$65,000 increasing the total agreement to \$505,480.



■ T E R E N C E L T H O R N H I L L ■

A R C H I T E C T

**Authorization for Amended/Additional Services
Terence L. Thornhill Architect, Inc. P.S.
West Richland Public Works Operations Facility**

Project Name: Amended/Additional Services
Agreement No: ASA 4.0

Project No: 214-037
Date: July 20, 2016

Amended/Additional Services

The following additional items of work on the project referenced above have been or will be provided by Terence L. Thornhill Architect, Inc. P.S. These Additional Services are a supplement to the scope contained in TLTA's existing Fee Proposal and Letter of Agreement for the Project, dated August 11, 2014. All other General Conditions of said Agreement remain in full force and effect.

The original contract for design and documentation services for the West Richland Public Works Operations Facility was intended for the design of the facility. That design included scope items contained within the original contract.

Since design work has been commenced, additional services (time & materials) are necessary beyond the original scope. To complete this task, it is expected that additional fees of **\$65,000.00** will be necessary.

Scope

- Interior design of the shell addition
- Detailing of building
- Coordination with consultants

Payment for Additional Services

Unless otherwise noted below, TLTA will provide these Additional Services on a time and material basis, using TLTA's standard billing rate for a total amount of **\$65,000.00**.

Verbal Authorization

Terence L. Thornhill Architect, Inc. P.S. was verbally directed to provide these Additional Services by Roscoe Slade:

Terence L. Thornhill Architect, Inc. P.S.

City of West Richland

Terence L. Thornhill, AIA Date
President

Brent Gerry Date
Mayor

7 5 1 0 W D E S C H U T E S P L A C E S U I T E 2 1 0 , K E N N E W I C K , W A 9 9 3 3 6
P H O N E (5 0 9) 5 4 7 - 8 8 5 4 F A X (5 0 9) 5 4 7 - 8 9 1 2
W W W . T L T A R C H . C O M

WEST RICHLAND AGENDA ACTION ITEMS

AGENDA ITEM:	3c	TYPE OF ACTION NEEDED			
MEETING DATE:	July 26, 2016	<i>Execute Contract</i>		<i>Consent Agenda</i>	
SUBJECT:	Resolution relating to the city library and providing for a ballot proposition for the November 8, 2016 general election	<i>Pass Resolution</i>	X	<i>Public Hearing</i>	
		<i>Pass Ordinance</i>		<i>1st Discussion</i>	
Prepared by:	Jessica Platt, Finance Director	<i>Pass Motion</i>		<i>2nd Discussion</i>	
Reviewed by:	Brent Gerry, Mayor	<i>Other</i>		<i>Other</i>	

SFA 3 – Financial & Operational Effectiveness, Stability, and Accountability

BACKGROUND INFORMATION:

In early 2016, a Library Blue Ribbon Committee was formed to provide the Mayor with recommendations on a long term sustainable funding source for the library. The City contracts with Mid-Columbia Libraries (MCL) to provide library services. The contract only includes library service costs and does not include maintenance and capital costs for the city-owned library facility. These costs are paid by the City in addition to the contract costs for library services.

The revenue collected from a voter approved 2.5% telephone utility tax, which helps fund library services, has been significantly declining since 2011 by over 25% as more telephone customers eliminate their land line and the expansion of non-taxable data services by cellular phone service providers. The City anticipates this decline in telephone utility tax revenue to continue. The library contract rate paid by the City to MCL has increased on average 5% per year due to the continued growth of the city. To balance the library fund budget, the City has had to make cuts to maintenance expenses at the library facility and utilize reserves. The decline in electric utility tax revenues in 2015 and 2016 due to warmer winters has further complicated this matter. The City's current projection shows the library fund will be depleted by spring of 2017.

On June 14, 2016, a town hall meeting was held at Enterprise Middle School where the Library Blue Ribbon Committee presented their recommendations to the community. The Blue Ribbon Committee recommended two options which included annexation into the Mid-Columbia Libraries District plus an electric utility tax for maintenance or a levy lid lift combined with the existing utility tax structure. Annexation into the Mid-Columbia Libraries District was the Blue Ribbon Committee's preferred option.

A city council work session was held on June 21, 2016 to discuss citizen comment from the town hall and the Blue Ribbon Committee's recommendation. A third option was discussed during the council work session that included a levy lid lift and eliminating the existing utility tax structure. A taxing jurisdiction with a tax rate that is less than their statutory maximum rate may ask the voters to "lift" the levy lid by increasing the tax rate to some amount equal or less than their statutory maximum rate. A simple majority vote is required. The City of West Richland's current levy rate is \$1.55 per \$1,000 assessed value. The City has a maximum statutory rate of \$2.10 per \$1,000 assessed value. This provides the City \$0.55 per \$1,000 of assessed value in levy capacity.

During the work session, a city council subcommittee was formed to further discuss and review the funding options. Council subcommittee members are Ken Stoker, Don Engelman, and Richard Bloom.

Following review and discussion of the funding options and the Blue Ribbon Committee's report, the Council Subcommittee recommended a levy lid lift. This is similar to the Library Blue Ribbon Committee's second recommendation, however instead of maintaining the existing utility tax structure, the Council Subcommittee

recommends eliminating the 2.5% utility tax and funding library services solely through a levy lid lift. The Council Subcommittee recognized from the Blue Ribbon Committee's report that there were challenges in keeping the utility tax because it is not as sustainable of a revenue source as property tax, the tax may be more regressive and may adversely impact seniors and those on fixed incomes. The Council Subcommittee recommended a levy lid lift of \$0.45 per \$1,000 of assessed value to be placed on the ballot. The \$0.45 scenario includes most maintenance repair/replacement as identified in the Property Condition Assessment conducted in May 2016 by Marx/Okubo Associates. The assessment recommended replacement of the library building roof in 2017 which is estimated to cost \$72,800. The roof replacement was not included in the \$0.45 scenario because there would not be enough funds to cover this expense. A \$0.45 per \$1,000 assessed value option does not include a maintenance reserve. The City would also need to figure out a way to transition between the two different taxing methods to pay for library services. Most utility tax revenues are received on a monthly basis, however the majority of property tax revenues are received semiannually in May and November of each year.

A council work session was held on July 19, 2016 to report on the Subcommittee's recommendation. The Subcommittee recommended the levy lid lift proposition be placed on the November 8, 2016 ballot. City staff worked with Foster Pepper to draft a resolution for a levy lid lift. The deadline for submission of the resolution to the Benton County Auditor's Office for the November 8, 2016 ballot is Tuesday, August 2, 2016.

A levy lid lift to include a building reserve for the library was also discussed during the council work session. For council review, staff has attached two documents along with the resolution. Attachment A reflects the recommended \$0.45 per \$1,000 assessed valuation levy lid lift recommended by the Council Subcommittee. Attachment B reflects a \$0.47 per \$1,000 assessed valuation levy lid lift which includes a building maintenance reserve and 3 month operating reserve.

On a West Richland home assessed by the Benton County Assessor's Office at \$250,000, a \$0.45 levy lid lift would cost \$9.38 a month or \$112.50 for the year. A \$0.47 levy lid lift would cost \$9.79 a month or \$117.50 for the year, which is a difference of \$0.41 per month or \$5.00 year.

SUMMARY: Long term sustainable funding is needed in order to keep the current library service level. Due to declining utility tax revenues which fund the library, staff estimates the library fund will be depleted by the spring of 2017. A levy lid lift would provide a more sustainable funding source for library services than the current utility tax. The attached resolution provides for a levy lid lift ballot proposition for the November 8, 2016 general election which replaces the 2.5% utility tax for telephone, electric, and gas with a property tax levy lid lift at \$0.45 per \$1,000 assessed valuation. Information pertaining to a \$0.47 per \$1,000 assessed levy lid lift which includes a building maintenance reserve is also included. If Council wanted to approve the levy lid lift with a building maintenance reserve, the attached resolution would need a motion for an amendment.

RECOMMENDATION: To maintain the existing library service level, staff recommends council pass Resolution ____-16.

ALTERNATIVES: As amended by Council.

FISCAL IMPACT (Indicate amount, fund and impact on budget): As reflected in the attachments.

MOTION: I move to pass Resolution ____-16 relating to the city library and providing for a ballot proposition for the November 8, 2016 general election.

Attachments:

Levy Lid Lift Resolution

Attachment A ~ \$0.45 Levy Lid Lift

Attachment B ~ \$0.47 Levy Lid Lift with Building Maintenance Reserve

**CITY OF WEST RICHLAND
RESOLUTION NO. ...**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST RICHLAND, WASHINGTON, RELATING TO THE CITY LIBRARY; PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY AT THE NOVEMBER 8, 2016 GENERAL ELECTION OF A PROPOSITION TO REPLACE THE EXISTING 2.5% ADDITION TO THE ELECTRIC, TELEPHONE, AND GAS UTILITY TAXES AND AUTHORIZING A PERMANENT INCREASE IN THE REGULAR PROPERTY TAX LEVY IN EXCESS OF THE INCREASE OTHERWISE ALLOWED BY CHAPTER 84.55 RCW; PROVIDING FOR ONGOING FUNDING TO MAINTAIN CURRENT LEVELS OF LIBRARY SERVICE AND PROVIDE LIBRARY MAINTENANCE FUNDS; SETTING FORTH THE BALLOT PROPOSITION; REQUESTING THAT THE BENTON COUNTY AUDITOR PLACE THE PROPOSITION ON THE NOVEMBER 8, 2016 BALLOT; AND, DIRECTING ACTS CONSISTENT WITH THE AUTHORIZATIONS HEREIN.

THE CITY COUNCIL OF THE CITY OF WEST RICHLAND, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. RECITALS AND FINDINGS.

1.1 The City of West Richland, Washington ("City") provides for a public library and library services to its residents (collectively, "Library"). The City has engaged in a community-based process to examine options for ongoing funding of the Library. Without a sustainable funding source, the City will be required to substantially reduce library service levels to the citizens of the City.

1.2 In 2003, as authorized by RCW 35.21.870, City voters approved a 2.5% increase (from 6% to 8.5%) in the utility tax on telephone, electric and gas utility services within the City. That tax increase was specifically dedicated to the Library. Ordinance No. 35-02 (December 16, 2002). The revenue from that utility tax increase has been declining and is no longer sufficient to sustain current Library service levels and fund library facility maintenance, operations, repair and replacement (collectively, "Operations").

1.3 The City Council desires to replace the utility tax increase on telephone, electric and gas utility services under Ordinance No. 35-02 with an increase in the regular property tax levy as authorized by RCW 84.55.050(1), in excess of the increase otherwise allowed by Chapter 84.55 RCW.

1.4 The City Council determines it is in the best interest of the City to maintain library service levels by allowing the electors to approve or reject a proposition under RCW 84.55.050(1) to authorize the City Council to levy the City's regular property tax in an amount that exceeds the limit factor that would otherwise be prescribed by RCW 84.55.010. This Resolution approves a proposition to the voters authorizing a permanent increase in regular property tax levies. The proceeds of the increase in the regular property tax authorized by the ballot proposition will provide funding for the continuation of Library Operations in the City.

Section 2 CALL FOR ELECTION. Pursuant to RCW 84.55.050(1) and RCW 29A.04.330, an election is hereby called, to be conducted in conjunction with the State's general election conducted and held within the City of West Richland on Tuesday, November 8, 2016, for the purpose of submitting a proposition authorizing the City to increase its regular property tax levy for collection in 2017 and thereafter by an amount greater than otherwise permitted under chapter 84.55 RCW, for the purposes of funding Library Operations, as more specifically described in Section 3.

Section 3. DESCRIPTION OF LID LIFT. If this proposition is approved, the City Council will be authorized to adopt in accordance with its regular budget process an increased regular property tax as described in Section 4; and, to levy the regular property tax at a rate of \$2.00 per \$1,000 of assessed value on property in the City for collection in the year 2017, and use the 2017 levy rate to recalculate subsequent levy limits thereafter.

Section 4 BALLOT PROPOSITION. The Auditor of Benton County, Washington, as *ex officio* supervisor of elections, is hereby requested to call and conduct a special election in the City, in the manner provided by law, to be held on the date specified in Section 2, for the purpose of submitting to the voters of the City, a proposition in substantially the following form:

**CITY OF WEST RICHLAND
PROPOSITION NO. 1
LEVY LID LIFT FOR SUPPORT OF LIBRARY**

The City Council of the City of West Richland has adopted Resolution No. ... which concerns replacing the current funding source for the library.

This proposition would replace the 2.5% increase in City electric, telephone, and gas utility taxes approved by voters in 2003 and that currently funds the library with a maximum 2017 regular property tax increase of \$0.45 per \$1,000 of assessed value, for a total Citywide annual levy rate of \$2.00 per \$1,000. The maximum allowable levy rate in 2017 shall serve as the base for subsequent levy limitations as provided by Chapter 84.55 RCW. Should this proposition be:

Approved
Rejected

Section 5. NOTICES RELATED TO BALLOT PROPOSITION. For purposes of receiving notice of the exact language of the ballot proposition required by RCW 29A.36.080, the City Council hereby designates (a) the City Attorney, Bronson Brown (phone: 509.628.4700, bronson@bellbrownrio.com); and (b) special counsel to the City, Foster Pepper PLLC, Marc Greenough (phone: 206.447.7888, marc.greenough@foster.com) or Steve DiJulio (phone: 206.447.897, steve.dijulio@foster.com) as the individuals to whom such notice should be provided. The Mayor and City Attorney/special counsel are authorized to make such minor adjustments to the wording of such proposition as may be recommended by the Benton County Auditor's Office, as long as the intent of the proposition remains clear and consistent with the intent of this Resolution as approved by the City Council.

Section 6. AUTHORIZATION OF LOCAL VOTERS' PAMPHLET. To the extent a local voters' pamphlet and/or online voters' guide (the "Pamphlet") will be produced for the November 8, 2016 State General election, the preparation and distribution of information on the ballot title for inclusion in the Pamphlet is hereby authorized; provided that, the City reserves the right not to participate in the preparation and distribution of the Pamphlet if such participation would create undue financial hardship for the City or not be in the best interests of the City. The Mayor is authorized to exercise the City's right to appoint a committee to prepare arguments advocating voters' approval of the measure ("Pro Committee") and a committee to prepare arguments advocating voters' rejection of the measure ("Con Committee"); and, to not participate in the preparation and distribution of the Pamphlet. The Pamphlet shall include, if applicable, an explanatory statement and statements in favor of and in opposition to the ballot title. The preparation of the explanatory statement, the appointment of pro/con committees, the preparation of statements in favor of and in opposition to the ballot title, and the payment of the costs of the Pamphlet shall be in accordance with Chapter 29A.32 RCW and the rules and guidelines of the Auditor, as applicable.

Section 7. AUTHORIZATION TO DELIVER RESOLUTION AND PERFORM OTHER NECESSARY DUTIES. The City Clerk or designee is authorized and directed no later than August 2, 2016 to certify a copy of this Resolution to the Auditor and to perform such other duties as are necessary or required by law to the end that the proposition described herein should appear on the ballot at the special election identified in Section 2 of this Resolution.

Section 8. ELECTION NOTICE. The Benton County Auditor's Office shall cause a notice of election to be published at least once in a newspaper of general circulation within the City. Such publication shall take place not more than ten days or less than three days prior to November 8, 2016.

Section 9. SEVERABILITY. If any provision of this Resolution is determined to be invalid or unenforceable for any reason the remaining provisions shall remain in force and effect.

Section 10. EFFECTIVE DATE. This Resolution shall take effect and be in force on its adoption.

PASSED by the City Council of the City of West Richland, Washington, this 26th day of July, 2016

Brent Gerry, Mayor

ATTEST:

Julie Richardson, City Clerk

APPROVED AS TO FORM:

Bronson Brown, City Attorney

City of West Richland
 Attachment A
Levy Lid Lift \$0.45

	2009	2010	2011	2012	2013	2014	2015	2016 Budget	2017 Proj	2018 Proj	2019 Proj	2020 Proj	2021 Proj	2022 Proj	2023 Proj	2024 Proj	2025 Proj	2026 Proj
Beginning Balance	\$ 157,719	\$ 172,030	\$ 196,963	\$ 201,064	\$ 204,512	\$ 172,294	\$ 152,261	\$ 103,356	\$ 26,061	\$ 34,340	\$ 51,853	\$ 67,637	\$ 77,522	\$ 87,300	\$ 90,408	\$ 95,091	\$ 66,232	\$ 62,574
Revenue	\$ 342,980	\$ 347,833	\$ 336,429	\$ 370,552	\$ 371,979	\$ 386,904	\$ 363,479	\$ 378,850	\$ 496,966	\$ 518,423	\$ 540,584	\$ 563,462	\$ 587,071	\$ 611,426	\$ 636,541	\$ 662,431	\$ 689,109	\$ 716,589
Expenditure	\$ 328,669	\$ 322,900	\$ 332,328	\$ 367,104	\$ 404,197	\$ 406,936	\$ 412,384	\$ 456,145	\$ 488,687	\$ 500,910	\$ 524,800	\$ 553,577	\$ 577,293	\$ 608,318	\$ 631,858	\$ 691,290	\$ 692,767	\$ 723,243
Ending Fund Balance	\$ 172,030	\$ 196,963	\$ 201,064	\$ 204,512	\$ 172,294	\$ 152,261	\$ 103,356	\$ 26,061	\$ 34,340	\$ 51,853	\$ 67,637	\$ 77,522	\$ 87,300	\$ 90,408	\$ 95,091	\$ 66,232	\$ 62,574	\$ 55,920

City of West Richland
 Attachment B - Building
 Maintenance Reserve and 3
 Month Operating Reserve
 Levy Lid Lift \$0.47

	2009	2010	2011	2012	2013	2014	2015	2016 Budget	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Beginning Balance	\$ 157,719	\$ 172,030	\$ 196,963	\$ 201,064	\$ 204,512	\$ 172,294	\$ 152,261	\$ 103,356	\$ 26,061	\$ 56,427	\$ 96,981	\$ 136,791	\$ 171,719	\$ 207,589	\$ 237,871	\$ 270,846	\$ 271,428	\$ 298,396
Revenue	\$ 342,980	\$ 347,833	\$ 336,429	\$ 370,552	\$ 371,979	\$ 386,904	\$ 363,479	\$ 378,850	\$ 519,054	\$ 541,465	\$ 564,610	\$ 588,504	\$ 613,163	\$ 638,601	\$ 664,832	\$ 691,872	\$ 719,736	\$ 748,438
Expenditure	\$ 328,669	\$ 322,900	\$ 332,328	\$ 367,104	\$ 404,197	\$ 406,936	\$ 412,384	\$ 456,145	\$ 488,687	\$ 500,910	\$ 524,800	\$ 553,577	\$ 577,293	\$ 608,318	\$ 631,858	\$ 691,290	\$ 692,767	\$ 723,243
Ending Fund Balance	\$ 172,030	\$ 196,963	\$ 201,064	\$ 204,512	\$ 172,294	\$ 152,261	\$ 103,356	\$ 26,061	\$ 56,427	\$ 96,981	\$ 136,791	\$ 171,719	\$ 207,589	\$ 237,871	\$ 270,846	\$ 271,428	\$ 298,396	\$ 323,591
Maintenance Reserve									\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
3 Month Operating Reserve									\$ 122,172	\$ 125,228	\$ 131,200	\$ 138,394	\$ 144,323	\$ 152,080	\$ 157,964	\$ 172,822	\$ 173,192	\$ 180,811
Net Diff									\$ (85,745)	\$ (48,246)	\$ (14,409)	\$ 13,325	\$ 43,266	\$ 65,792	\$ 92,881	\$ 78,605	\$ 105,205	\$ 122,780