



CITY COUNCIL MEETING AGENDA
Council Chambers, 1000 Laurel Street

August 5, 2013
Monday

Special Meeting
7:00 p.m.

- 1. Call to Order**
- 2. Roll Call of Council Members**
- 3. Business Items**
 - a. Annexation Petition – Clear Firs Development and the Sunridge Apartments
 - b. Taylor Street Overlay Project
 - c. Electric Systems Plan Update
 - d. ADA Bathroom in Triangle Park
- 4. Adjournment**

Note: Public comment is generally not taken at Study Sessions. However, on some occasions, public comments may be allowed at the discretion of the Chair and Council. The public may also submit written communications, via letters or emails to dperry@cityofmilton.net. Any item received by noon on the day of the meeting will be distributed to Council.

If you need ADA accommodations, please contact City Hall at (253) 517-2705 prior to the meeting. Thank you.

PENDING COUNCIL AGENDA CALENDAR (Dates are Subject to Change) FOR PLANNING PURPOSES ONLY

August 2013			
Mon 08/05	7:00 pm	Special Meeting	A. Annexation Petition- Clear Firs Development and the Sunridge Apartments B. Award Contract for Taylor Street Overlay Project C. Electric Systems Plan Update D. Discussion on ADA Bathroom in Triangle Park
Mon 08/12	7:00 pm	Regular Meeting	A. Public Hearing - PSE Franchise Agreement B. Public Hearing - Approval of Solid Waste Contract & Ordinances Amending certain sections of the MMC related to Solid Waste C. Approval of Phone System D. Acceptance of Planning Grant from WA Dept. of Commerce E. Park Name Change – Milton Community Park to Triangle Park
Mon 08/19	7:00 pm	Regular Meeting	**MEETING CANCELLED**
September 2013			
Tue 09/03	7:00 pm	Study Session	A. New NPDES Permit for Stormwater B. Amendments to Various Land Use Codes C. Discussion on Activity Center Renovation Update
Mon 09/09	7:00 pm	Regular Meeting	A. Proclamation - National Recovery Month B. Adoption of PSE Franchise Agreement C. Amendments to Building & Fire Codes D. Granting of Easement to DOE
Mon 09/16	7:00 pm	Regular Meeting	A. Amendments to Various Land Use Codes B. 2014 Revenue Estimates & Fee Schedule Changes C. Municipal Judge Contract D. Review of Commercial Parking Tax Code
Mon 09/30		No Council Meeting	Preliminary Budget Distributed to Council
October 2013			
Mon 10/07	7:00 pm	Study Session	A. General Fund Budget Review
Mon 10/14	7:00 pm	Regular Meeting	A. Public Hearing on Revenue Estimates B. Adoption of Tax Levy C. General Fund Budget Review (contd. if needed).
Mon 10/21	7:00 pm	Regular Meeting	A. 1 st Public Hearing - Budget B. Award Design Contract for Milton Way Sidewalk Project C. Study Session on Other Funds
November 2013			
Mon 11/04	7:00 pm	Study Session	A. Budget Study Session
Tue 11/12	7:00 pm	Regular Meeting	A. 2 nd Public Hearing B. Final Budget Review & Direction
Mon 11/18	7:00 pm	Regular Meeting	A. 3 rd & Final Public Hearing B. Budget Adoption
December 2013			
Mon 12/02	7:00 pm	Special Meeting/ Study Session	Adoption of Comprehensive Plan Amendments
Mon 12/09	7:00 pm	Regular Meeting	
Mon 12/16	7:00 pm	Regular Meeting	
January 2014			



To: Mayor Perry and City Council Members
From: Chris Larson, Contract Planner
Date: August 5th, 2013
Re: **Clear Firs - Sun Ridge Annexation Request**

ATTACHMENTS: **Attachment 1 – Area Map**
 Attachment 2 – Parcel information
 Attachment 3 – Initiating petitions

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action: Meet with property owners and discuss the proposed annexation.

Council can postpone formal action to a later date, or it can make a decision this evening. Unless Council is able to fund another police officer position and car, it is recommended that Council should decline to proceed with this annexation.

Fiscal Impact/Source of Funds: Anticipated property tax revenues are \$11,765, based on the current total assessed valuation of \$7.3 million. The property tax revenues would not be available to the city until 2015.

The projected city cost to service this area is mainly due to police service costs. It is anticipated that a new police officer will be needed, costing approximately \$140,000 for the first year and \$106,000/year for future years (see discussion below).

Previous Council Review: The City Council has not previously reviewed this specific annexation request. However, review of this area was combined with the larger Pacific Hwy Annexation in 2012.

Issue: Discuss a proposed annexation request and meet with property owners to determine whether to proceed with the annexation.

Discussion:

Annexation Process:

RCW 35A.14.120 governs the annexation process for a petition type of annexation:

1. Property owners of no less than 10% in value of the area to be annexed must present a petition to notify the City of their intent to commence annexation proceedings. The petition was received on June 6, 2013, and contained the signatures of owners of 80% in value.
2. Within 60 days of receiving the intent to annex petition, the City Council must set a date for meeting with the petitioners to determine whether the City will accept, reject, or geographically modify i.e. reduce or enlarge, the proposed annexation, whether it shall

require the simultaneous adoption of a proposed zoning regulation, and whether it shall require the assumption of all or of any portion of existing city indebtedness by the area to be annexed.

3. If the City decides to approve the circulation of a petition for annexation, the property owners must obtain signatures from owners of 60% of property by value.
4. Once the City receives the annexation petition, it can consider an ordinance for annexation after review and approval by the County Boundary Review Board.

Land Use, Zoning & Access

The annexation request contains approximately 12 acres of land consisting of 23 parcels and has a 2014 assessed valuation totaling \$7,353,200. The current land use is residential in nature. The current county zoning for the 2 northernmost parcels totaling 3.13 acres is HRD (High Density Residential) with a minimum density of 6 dwelling units (du) per acre and a maximum density of 25 du/acre. The remainder of the area is zoned MSF (Moderate Density Single Family), with a minimum density of 4 du/acre and a maximum of 6 du/acre.

If annexed, the proposed Milton zoning after annexation would be Multi Family, which allows up to 12 du/acre (up to 18 if you do adult retirement community).

Of the 23 parcels, 19 are associated with the Clear Firs subdivision, 1 is vacant, 1 is the Sunridge Apartment Complex, and 2 are stand alone single family units. Two (2) parcels have realistic future development potential.

Streets:

All parcels access off of 70th Ave, which is already within the City's limits and maintained by the City. The other streets are private and will be maintained by the adjacent property owners.

Utilities

The annexation will not change utility service boundaries. The City already provides the area with water. Electricity is provided by Tacoma Power. Sewer is provided by Pierce County Sewer. The City will be required to start conducting stormwater inspections for these properties, the same as are required for private storm systems already within City limits.

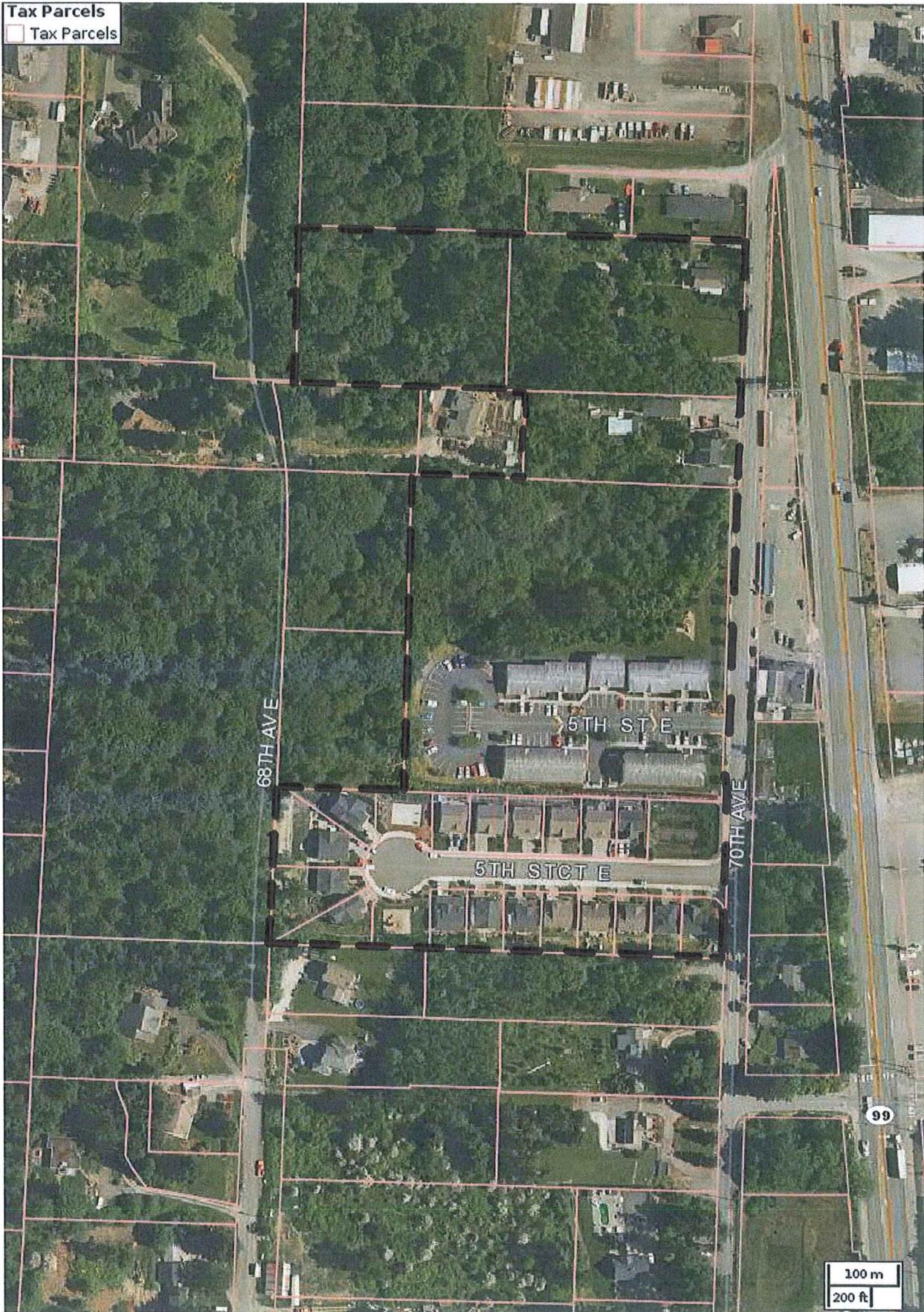
Fire

Now that the City is part of East Pierce Fire and Rescue, the Fire District's boundary will automatically expand when new areas are annexed. The proposed annexation is anticipated to have a small negative impact on the average response time to the City, but it is not anticipated to create a large change in the average response times, due to the expected call volume.

Police

After the Pacific Hwy annexation, the Police Department experienced a larger than expected increase in call volumes. This is probably due to the fact that police officers now show up when someone calls 911. This has resulted in an increase in calls for services. Thus it is anticipated that the cumulative impact of the Pacific Hwy Annexation, combined with this proposed annexation, will require an additional police officer position to be funded. The first year cost of an officer with a car and equipment is around \$140,000, and around \$106,000 / year in on-going costs. This position is currently not funded.

Tax Parcels
Tax Parcels



Disclaimer: The map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped may be present. This is not a survey. The County assumes no liability for variations ascertained by actual survey. **ALL DATA IS EXPRESSLY PROVIDED 'AS IS' AND 'WITH ALL FAULTS'**. The County makes no warranty of fitness for a particular purpose. 2013/07/30

Clear Firs/Sunridge Annexation

Parcel info

Parcel	Use	Sq Ft	Assessed Value	# units
0420064004	Vacant	60548	24,600	0
0420061075	SFR	76230	173,400	1
0420065064	SFR	37956	295,800	1
042006116	MFR	203717	3,683,200	54
6024260010	SFR	6,922	176,800	1
6024260020	SFR	3,698	166,700	1
6024260030	SFR	4,208	165,800	1
6024260040	SFR	4,420	179,900	1
6024260050	SFR	4,420	166,500	1
6024260060	SFR	4,420	186,200	1
6024260070	SFR	4,420	181,900	1
6024260080	SFR	4,417	183,100	1
6024260090	SFR	6,321	180,900	1
6024260100	SFR	8,969	188,100	1
6024260110	SFR	9,579	194,800	1
6024260120	SFR	5,532	183,800	1
6024260130	SFR	4,417	166,500	1
6024260140	SFR	4,420	179,300	1
6024260150	SFR	4,420	166,500	1
6024260160	SFR	4,420	179,300	1
6024260170	SFR	4,251	165,900	1
6024260180	SFR	3,781	164,200	1
6024260190	REF	48,533	0	0
23 Parcels	1 vacant	520,019	\$7,353,200	74
	1 Multi-Family	11.938 ac		
	1 Reference			
	20 Single Family			

Return to Agenda Bill

Sushil Deodhar
Clear Firs HOA
P O Box 312
Milton, WA 98354

RECEIVED

JUN 06 2013

City of Milton
Public Works

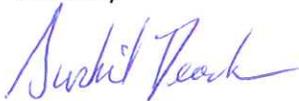
Dear Honorable Mayor and Milton City Council Members:

On behalf of the 18 owners of the Clear Firs Homeowners Association, Sunridge Apts and the three properties just north of Sunridge Apartments we are requesting commencement of the annexation process into the City of Milton under the Direct Petition Method outlined in RCW 35A.14. We have chosen the proposed annexation boundaries based on preliminary discussions with Milton City Planner Chris Larson. Our properties are accessed from 70Th Ave E and connect continuously northward up to the present Milton City boundaries. The homeowners strongly believe the City of Milton services and community values are closely aligned with the homeowners.

We are presenting signed initial petitions from 70 % of the homeowners that comprise over 80 % of the total assessed value of the proposed annexation boundaries.

Should you have any questions please do not hesitate to contact me.

Sincerely



Sushil Deodhar
vandana@juno.com
206-459-5963

This is the third page of a multi-page petition. Please read the information contained on the front page before signing. Also included as part of this petition is Exhibit A, depicting the annexation area which is sought for annexation under this petition.

Name (print): GEORGE J. LINDSAY Signature: *George Lindsay*
Address: 14622 153RD ST. OPTIMA, WA 98360 Parcel # 0420064166 Date 7/6/12

Name (print): Sushil Deodhar Signature: *Sushil Deodhar*
Address: 6808 5TH ST CT E Fife, WA 98454 Parcel # 6024260090 Date 7/9/12

Name (print): John Luton Signature: *John Luton*
Address: 6910 5th Street Ct Fife WA 98424 Parcel # 6024260010 Date 7-9-12

Name (print): Heide Ryan Signature: *Heide Ryan*
Address: 6914 5th St Ct E Fife, WA 98424 Parcel # 6024260030 Date 7/9/12

@yahoos.com
Name (print): Jimmy Dassen Signature: *Jimmy Dassen*
Address: 6902 5th St. Ct. E. Fife, WA 98424 Parcel # _____ Date 7-28-2012

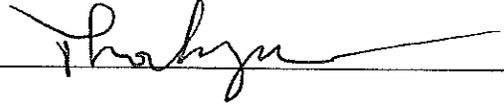
Name (print): Ivan Lebed Signature: *Ivan Lebed*
Address: 6911 5th St Ct E Fife WA 98424 Parcel # _____ Date 08/21/2012

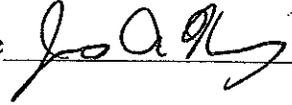
Name (print): Anthony DeBraza Signature: *Anthony DeBraza*
Address: 6919 5th Ct 98424 Parcel # 6919 - Date 8/30/12

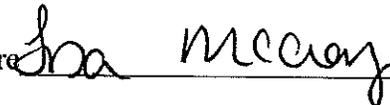
Name (print): Mike Swako Signature: *Mike Swako*
Address: 6922 5th St. Ct. E Parcel # _____ Date 10/5/12

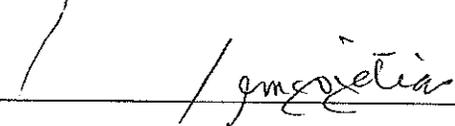
Name (print): JAMIE CHU Signature: *Jamie Chu*
Address: 6816 5th St. Ct. E. Parcel # 6024260070 Date 03/25/13

This is the second page of a multi-page petition. Please read the information contained on the front page before signing. Also included as part of this petition is Exhibit A, depicting the annexation area which is sought for annexation under this petition.

Name (print): THANIT NGUYEN Signature 
Address: 6812 5th St E Parcel # _____ Date 03/25/13

Name (print): JAMES HORNUNG Signature 
Address: 6906 5th Street Ct E Parcel # _____ Date 03/26/2013

Name (print): Lisa McCray Signature 
Address: 6907 5th St E Parcel # _____ Date 3/26/13

Name (print): Bruce Goretia Signature 
Address: 6813 5th St Ct E Parcel # _____ Date 3/26/13

Name (print): Larysa Smitra Signature 
Address: 6807 5th St E Parcel # _____ Date 3/26/13

Name (print): Patrick R. Sparhawk Signature  3/19/13
Address: 322/324 70th Ave E Parcel # 0420065064 Date _____

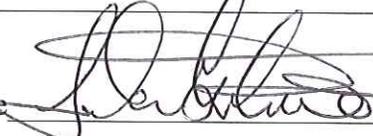
Name (print): _____ Signature _____
Address: _____ Parcel # _____ Date _____

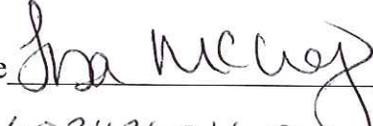
Name (print): _____ Signature _____
Address: _____ Parcel # _____ Date _____

Name (print): _____ Signature _____
Address: _____ Parcel # _____ Date _____

This is the second page of a multi-page petition. Please read the information contained on the front page before signing. Also included as part of this petition is Exhibit A, depicting the annexation area which is sought for annexation under this petition.

Name (print): Mike Swolko Signature 
Address: 6922 5th St. Ct. E Parcel # 6024260010 Date 5/14/13

Name (print): John Luton Signature 
Address: 6910 5th St. Ct. E Parcel # 6024260040 Date 5/14/13

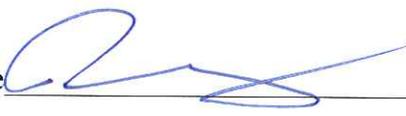
Name (print): Lisa McCuey Signature 
Address: 6907 5th St Ct E Parcel # 6024260160 Date 5/14/13

Name (print): Heide Ryan Signature 
Address: 6914 5th St Ct E Parcel # 6024260030 Date 5/14/13

Name (print): Sushil Deodhar Signature 
Address: 6808 5th St Ct E Parcel # 6024260090 Date 5/14/13

Name (print): IVAN Lebed Signature 
Address: 6911 5th St Ct E Parcel # 6024260170 Date 5/14/13

Name (print): Liz Self Signature 
Address: 6919 5th St Ct E Parcel # 6024260180 Date 6/1/13

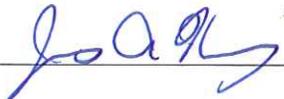
Name (print): Jimmy Dossen Signature 
Address: 6902 5th St. Ct. E. Parcel # 6024260060 Date 6-2-13

Name (print): _____ Signature _____

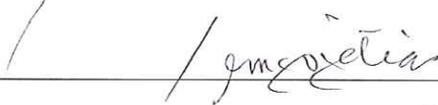
Address: _____ Parcel # _____ Date _____

This is the second page of a multi-page petition. Please read the information contained on the front page before signing. Also included as part of this petition is Exhibit A, depicting the annexation area which is sought for annexation under this petition.

Name (print): THANH NGUYEN Signature 
Address: 6812 5th St Ct E Parcel # 6024260080 Date 03/25/13

Name (print): JAMES HORNING Signature 
Address: 6906 5th Street Ct E Parcel # 6024260050 Date 03/26/2013

Name (print): Lisa McCray Signature 
Address: 1907 5th St Ct E Parcel # _____ Date 3/26/13

Name (print): Bruce Goretia Signature 
Address: 6813 5th St Ct E Parcel # 6024260130 Date 3/26/13

Name (print): Larysa Smitka Signature 
Address: 6807 5th St Ct E Parcel # 6024260120 Date 3/26/13

Name (print): _____ Signature _____

Address: _____ Parcel # _____ Date _____

Name (print): _____ Signature _____

Address: _____ Parcel # _____ Date _____

Name (print): _____ Signature _____

Address: _____ Parcel # _____ Date _____

Name (print): _____ Signature _____

Address: _____ Parcel # _____ Date _____

This is the third page of a multi-page petition. Please read the information contained on the front page before signing. Also included as part of this petition is Exhibit A, depicting the annexation area which is sought for annexation under this petition.

Name (print): SUNRISE APIS LLC Signature  - MANAGING PARTNER
Address: 6926 5th St E. Parcel # 0420061166 Date 5/21/13
FIFE, WA. 98424

Name (print): _____ Signature _____

Address: _____ Parcel # _____ Date _____

Name (print): _____ Signature _____

Address: _____ Parcel # _____ Date _____

Name (print): _____ Signature _____

Address: _____ Parcel # _____ Date _____

Name (print): _____ Signature _____

Address: _____ Parcel # _____ Date _____

Name (print): _____ Signature _____

Address: _____ Parcel # _____ Date _____

Name (print): _____ Signature _____

Address: _____ Parcel # _____ Date _____

Name (print): _____ Signature _____

Address: _____ Parcel # _____ Date _____

Name (print): _____ Signature _____

Address: _____ Parcel # _____ Date _____

EXHIBIT A



Tax Parcels
 Tax Parcels



Disclaimer: The map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped may be present. This is not a survey. The County assumes no liability for variations ascertained by actual survey. ALL DATA IS EXPRESSLY PROVIDED 'AS IS' AND 'WITH ALL FAULTS'. The County makes no warranty of fitness for a particular purpose. 2013/04/29

Discussion: Attached is a draft scope and fee to complete the design work for this project. TIB has reviewed the cost and approved the expenditure. Under the terms of the grant, which requires a 10% match, design costs will be paid for as follows:

90% TIB funds	\$51,695.53
10% City match	<u>\$ 5,743.95</u>
Total design cost	\$57,439.48

As a reminder, TIB funds are paid on a reimbursement basis. Therefore, the City will incur and pay all of the costs prior to receiving payment of the grant money from TIB.

City of Milton
Overlay TIB Preservation Program
TIB# 3-P-132(001)-1

Scope of Work

KPG, Inc
July 12, 2013

A. PROJECT DESCRIPTION/BACKGROUND

The City of Milton has acquired Transportation Improvement Board (TIB) funds to prepare Plans, Specifications, and Estimates for the following five segments of roadway within the City:

Porter Way – Milton Way to Taylor Street
Taylor Street – Porter Way to 15th Avenue
Taylor Street – 15th Avenue to 18th Avenue
Taylor Street – 18th Avenue to 23rd Avenue
Taylor Street – 23rd Avenue to City Limits

The scope of construction includes full depth repairs of areas exhibiting severe pavement distress, placement of geosynthetic material for added pavement structure, preleveling, and a Hot Mix Asphalt (HMA) overlay on the above described segments of roadway totaling 6,000 lineal feet. There are seven curb ramps within the project limits that will be upgraded / constructed to meet current ADA standards.

B. ASSUMPTIONS

The following assumptions were made to provide direction for the design:

- Topographic field survey will not be required for roadway. Survey data will be acquired in areas where curb ramps will be installed.
- Only surface utilities requiring adjustment to grade will be shown.
- Drainage & Water Quality Reports will not be required.
- No critical areas will be impacted by this project.
- Plans will be developed using AutoCAD 2013 using KPG drafting standards.
- The City will be the main contact for stakeholders groups associated with the project.
- No right-of-way / easement acquisition will be required.
- Construction Services, if desired will be under a separate scope of work.
- Environmental permitting exemptions to SEPA and Executive Order 05-05 shall be accomplished by the City.

C. KPG DELIVERABLES

Deliverables prepared by the Consultant are identified at the end of each task in the scope of work.

D. CITY OF MILTON PROVIDED ITEMS:

The City of Milton will provide/prepare the following, if required and available:

- AutoCAD files including topographic data and right-of-way (if available).
- As-Builts of utilities within the project area (if available).
- Environmental Permitting and Exemptions

E. SCOPE OF WORK

TASK 1 – MANAGEMENT/COORDINATION/ADMINISTRATION

This task covers the effort required to manage the contract and to assure that the project meets the client’s expectations for schedule, budget, and quality of product during the duration of the contract:

- 1.1 The Consultant shall provide continuous project management and administration for the projects duration (estimate 3 months).
- 1.2 Provide monthly progress reports and invoices.
- 1.3 The Consultant shall prepare for and attend coordination/progress meetings with City staff at regular intervals during the project to discuss key issues and track progress (estimate 3 meetings). Conference calls will be scheduled to discuss key issues with the City as needed.
- 1.4 The Consultant will provide internal QA/QC on all work products prior to submittal for City review.

Task 1 Deliverables:

- Monthly Invoicing and Progress Reports
- Project Schedule and Updates
- QA/QC of all submittals

TASK 2 – SURVEY AND BASEMAPPING

This task includes conducting field survey and Right of Way investigation at select intersections sufficient to acquire necessary survey data required to design curb ramps that comply with current ADA standards.

Exhibit A

- 2.1 The Consultant will obtain and review road files, records of survey, deeds, and other available information to determine the road right-of-way for three (3) street intersections. The Consultant will provide sufficient field survey of street monuments, section corners and property corners to orient the right-of-way to the project.
- 2.2 Mapping work to prepare 1"=20' topographic base map and digital terrain model (DTM) in AutoCAD format within the project limits. The base map will include surface features within 50' of the proposed improvements for seven (7) existing or proposed curb ramp locations. Underground utilities will not be located under this task. One-foot contours will be generated from the DTM.

Task 2 Deliverables:

- Electronic basemap showing intersection corner radii surface features, and 1-foot contours at a scale of 1-inch = 20-feet.

TASK 3 – GEOTECHNICAL INVESTIGATION

This task includes the effort required for GeoDesign to acquire and analyze subsurface data through shallow borings and Falling Weight Deflectometer (FWD) testing for the investigation of pavement structural capacity and performance. FWD testing is non-destructive that provides accurate information regarding the structural capacity of the pavement and identifies underlying issue that can cause pavement surface distress.

- 3.1 The scope and fee for this task has been completed by GeoDesign is included in this scope.

Task 3 Deliverables:

- Geotechnical Memo with subgrade data and pavement recommendation.

TASK 4 – FINAL DESIGN

Task covers the effort required to prepare Plans, Specifications and Estimates. The plan format for the overlay will consist of using aerial photographs as a basemap. The following is a list of anticipated work items to be included within this task:

- 4.1 Field Investigation and Design – KPG will conduct a field design which will include the following:
 - a. Location of existing surface utilities which will require adjustment to grade.
 - b. Confirm existing pavement marking shown on the aerial photo and revise if needed to fit any changes.
 - c. Determine restoration requirements in locations of ADA facility upgrades.

Exhibit A

- 4.2 Office Design – KPG will prepare Plans, Specifications, and Estimates and submit to the City at 60%, 100%, and Bid Documents that will include the following:
- a. Approximate locations of all existing surface utilities which require adjustment to grade.
 - b. Curb ramp design details for new and modified curb ramps.
 - c. Approximate locations of pavement/subgrade repairs.
 - d. Plan Production: The estimated sheet count is as follows (based on full size plans at 40-scale and a Plan/Plan format):

Estimated Plan Sheet Count is the following:

Title	Number
Cover Sheet	1
Legend & Abbreviations & Survey Data	1
Pavement Details	1
Overlay Plans (Plan/Plan@40 Scale)	8
Curb Ramp Details	1
TOTAL	12

Task 4 Deliverables:

Deliverables with each Submittal to the City will include the following:

- *60% Submittal*
 - 2 Half Size Plan Sets (11x17) & Specifications
 - 2 Half Size Plan Sets (11x17) & Specifications
 - 1 Construction Cost Estimate
- *100% Design Submittal*
 - 2 Half Size Plan Sets (11x17), Specifications, & Estimate
 - 2 Half Size Plan Sets (11x17), Specifications, & Estimate (to TIB)
 - 1 Copy Electronic Plans, Specifications, and Estimates
- *Bid Documents*
 - 2 Construction Cost Estimate
 - 2 Set Half Size Plan Sets (11x17) & Specifications
 - 1 Set Full Sized Plans (22x34)
 - 1 Copy Electronic Plans, Specifications, and Estimates

HOUR AND FEE ESTIMATE

**Project: City of Milton
Overlay TIB Preservation Program
TIB# 3-P-132(001)-1
Date: July 2013**



Overlay TIB Preservation Program	
Task 1 - Management/Coordination/Administration	\$ 4,107.29
Task 2 - Survey and Basemapping	\$ 6,368.97
Task 3 - Geotechnical Investigation	\$ 12,210.64
Task 4 - Final Design	\$ 34,752.58
<hr/>	
TOTAL ESTIMATED FEE =	\$ 57,439.48

HOURLY AND FEE ESTIMATE

Project: City of Milton
 Overlay TIB Preservation Program
 TIB# 3-P-132(001)-1
 Date: July 2013



Task	Description	Labor Hour Estimate							Total Fee	
		PM /ENG \$	Senior QA/QC \$	Sr. Project ENG \$	Project ENG \$	CAD Technician \$	Sr. Surveyor \$	Survey Crew \$		Office Admin \$
Task 1 - Management/Coordination/Administration										
1.1	Project Management	3								\$ 480.97
1.2	Progress Reports and Invoices	3						3		\$ 682.95
1.3	Progress Meetings (3)	3			3					\$ 819.76
1.4	QA/QC	6	6							\$ 2,073.62
	Reimbursable expenses - see breakdown for details									\$ 50.00
	Task Total	15	6	0	3	0	0	3	0	\$ 4,107.29
Task 2 - Survey and Basemapping										
2.1	Right of Way Investigation	1							12	\$ 2,818.72
2.2	Survey Basemapping	1				16			4	\$ 3,530.25
	Reimbursable expenses - see breakdown for details									\$ 20.00
	Task Total	2	0	0	0	16	0	16	0	\$ 6,368.97
Task 3 - Geotechnical Investigation										
3.1	GeoDesign (FWD Testing and Cores)	2								\$ 320.64
	Reimbursable expenses - see breakdown for details									\$ 11,890.00
	Task Total	2	0	0	0	0	0	0	0	\$ 12,210.64
Task 4 - Final Design										
4.1	Field Review and Design	8			8					\$ 2,186.02
4.2	Plan Production (12 sheets)	0	0	0	148	60	0	0	0	\$ 23,027.87
	Cover Sheet					4				
	Legend & Abbreviations & Survey Data					4				
	Pavement Details				24	8				
	Overlay Plans (Plan/Plan)				100	36				
	Curb Ramp Details				24	8				
	Construction Estimates and Specifications	30	4		30					\$ 8,938.68
	Reimbursable expenses - see breakdown for details									\$ 600.00
	Task Total	38	4	0	186	60	0	0	0	\$ 34,752.58
	Hours Totals	57	10	0	189	76	16	16	3	

TOTAL ESTIMATED FEE: \$ 57,439.48

HOUR AND FEE ESTIMATE

Project: City of Milton
Overlay TIB Preservation Program
TIB# 3-P-132(001)-1
Date: July 2013



Task	Description	
Task 1 - Management/Coordination/Administration		
	Mileage	\$ 50.00
	Reproduction	\$ -
	Total	\$ 50.00
Task 2 - Survey and Basemapping		
	Mileage	\$ 20.00
	Reproduction	\$ -
	Total	\$ 20.00
Task 3 - Geotechnical Investigation		
	Mileage	\$ -
	Reproduction	\$ -
	<i>GeoDesign</i>	\$ 11,890.00
	Total	\$ 11,890.00
Task 4 - Final Design		
	Mileage	\$ 100.00
	Reproduction	\$ 500.00
	Total	\$ 600.00
		Total Reimbursable Costs: \$ 12,560.00

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2013 BUDGET WORKSHEET SUMMARY
CAPITAL IMPROVEMENT FUND - #310
Capital Improvements - Detail by Project

Taylor Street Overlay - Proj #(TBD)

	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Amended Budget	2012 Actual thru Aug 31	2012 Projected	2013 Proposed Budget
REVENUES:							
Grant Proceeds-Federal	-	-	-	-	-	-	-
Grant Proceeds-State	-	-	363,521	363,521	-	-	363,521
PWTF Loan Proceeds	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
	-	-	363,521	363,521	-	-	363,521
EXPENDITURES:							
Engineering-Design	-	-	64,626	64,626	-	-	64,626
Engineering-Construction	-	-	339,287	339,287	-	-	339,287
ROW	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-
Prof Services	-	-	-	-	-	-	-
Traffic Control	-	-	-	-	-	-	-
	-	-	403,913	403,913	-	-	403,913
Project Beginning Balance	-	-	-	-	-	-	-
Revenue	-	-	363,521	363,521	-	-	363,521
Expense	-	-	(403,913)	(403,913)	-	-	(403,913)
Project Ending Balance*	-	-	(40,392)	(40,392)	-	-	(40,392)

*if this figure is "negative", partial funding comes from existing Fund Balance

Oak Street Pedestrian Improv - Proj #(TBD)

	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Amended Budget	2012 Actual thru Aug 31	2012 Projected	2013 Proposed Budget
REVENUES:							
Grant Proceeds-Federal	-	-	-	-	-	-	-
Grant Proceeds-State	-	-	-	-	-	-	1,465,000
PWTF Loan Proceeds	-	-	-	-	-	-	-
Interfund Transfers	-	-	-	-	-	-	-
	-	-	-	-	-	-	1,465,000
EXPENDITURES:							
Engineering-Design	-	-	-	-	-	-	140,000
Engineering-Construction	-	-	-	-	-	-	1,345,000
ROW	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-
Prof Services	-	-	-	-	-	-	-
Traffic Control	-	-	-	-	-	-	-
	-	-	-	-	-	-	1,485,000
Project Beginning Balance	-	-	-	-	-	-	-
Revenue	-	-	-	-	-	-	1,465,000
Expense	-	-	-	-	-	-	(1,485,000)
Project Ending Balance*	-	-	-	-	-	-	(20,000)

*if this figure is "negative", partial funding comes from existing Fund Balance

Return to Agenda Bill



To: Mayor Perry and City Councilmembers
From: Public Works Director Neal
Date: August 5, 2013 Study Session
Re: **Electric System Plan Update**

ATTACHMENTS: A. Draft Capital Improvement Program Scope

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Recommendation/Action:

No action is required at this time. If Council decides to pursue the systems plan update, staff will bring the topic back at a later date for approval.

Fiscal Impact/Source of Funds: All funds for this task would be pulled from the Electric Utility budget.

Previous Council Review: N/A

Issue: The last system plan for the City's Electric Utility needs to be updated to look at future capital needs as well as implications of impending federal and local policy changes. It was completed in July of 2005 and is due for updating.

Discussion: Utility system plans typically provide a planning strategy for both a short term (6 year) and long term (20 year) period. Plans can include capital improvement programs, rate studies, overall system reviews, review of staffing levels, long term forecasting, and any other analysis that is deemed necessary and prudent at the time.

The City of Milton's Electric Utility has historically been stable, reliable, and consistent. However, in the last decade, there have been significant changes in federal policy and energy generation/purchasing concerns. The City is faced with difficult decisions in the future – decisions that are not quick to implement and expensive to pursue.

The following are just a few of the issues that need analyses and strategies:

1. The City is now actively pursuing energy conservation measures, which decrease customers' bills and keep the City from paying for Tier 2 power, but decreases the electric utility's overall revenue stream.

2. Despite all of our conservation efforts, the City will bump up into Tier 2 power eventually. The City does not currently have a strategy for dealing with the extra expense, or how to allocate it to our customers.
3. In the past, the City has relied on Tacoma Power's goodwill to supply us with power in cases where our substation is out of commission, either due to emergency or to planned maintenance needs. The industry is moving away from those types of informal agreements, and the City needs to establish a plan for an alternative electric source similar to the interties that the water utility has with other water purveyors.
4. All of the City's power comes through the Surprise Lake Substation, which is owned and maintained by BPA. As we have discussed before, BPA is getting out of the substation business. The substantial increases in BPA's charges to the City for using the substation bring up the question of whether or not it would be more cost effective for the City to own the substation.
5. Council is aware that the City's costs for personnel and supplies continue to increase each year with inflation. In addition, BPA continues to increase the rates that it charges the City to purchase power. This year alone the increase is more than 9%. A thorough rate study would be advisable to establish a strategy for accommodating the cost increases that are beyond our control.
6. The bulk of the capital projects identified in the 2005 Electric System Plan have been completed or are no longer necessary. A new capital improvement program, to integrate into long term forecasting and budgeting, would be advisable.

Staff has been working with the firm EES Consulting to develop a scope of work to update the City's Electric Utility System Plan and to address the above concerns therein. EES is the consulting firm affiliated with the WPAG efforts, and is the most familiar with BPA costs and load forecasting. The first phase in this work effort is to develop a capital improvement program, to be potentially followed in the future with a cost of service analysis which will provide funding options. A draft scope for the development of a capital improvement program is attached for reference.



May 15, 2013

TO: Letticia Neal, P.E.
Doug Beagle
FROM: Gary Saleba
SUBJECT: System Planning Study

Please find attached a draft proposal to evaluate your City/Town's electric system. Note that we are offering a 20% discount in our fees if the two of you will agree to do the studies concurrently. If the scope and budget for this project are in keeping with your needs, please let me know and we will send you a final proposal.

Also, we will send a proposal to perform a cost of service and rate design study under separate cover.

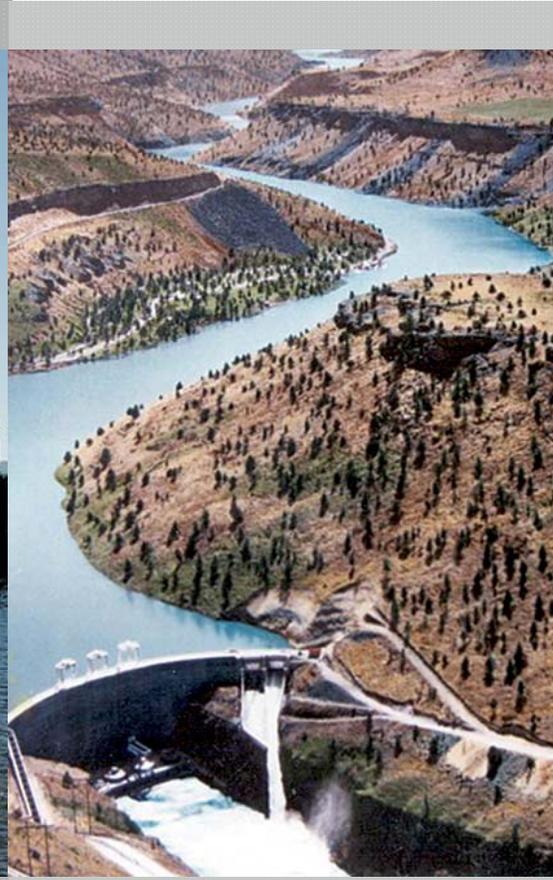
Thanks for thinking of EES and we look forward to hearing back from you.

570 Kirkland Way, Suite 100
Kirkland, Washington 98033

Telephone: 425 889-2700 Facsimile: 425 889-2725

A registered professional engineering corporation with offices in
Kirkland, WA and Portland, OR

**Proposal to Prepare
Long Term Electrical Utility Planning Study
May 2013**



EES Consulting

570 Kirkland Way, Suite 100
Kirkland, Washington 98033
Telephone: (425) 889-2700



May 15, 2013

Ms. Letticia Neal
Public Works Director/City Engineer
City of Milton
1000 Laurel Street
Milton, WA 98354

SUBJECT: Long Term Planning Study for Electric System

Dear Ms. Neal:

Please find attached EES Consulting's (EES) proposal to perform a long term planning study for your electric utility system. This study will develop a 10-year proforma revenue requirement for your electric system and project retail rate levels for the same period.

We appreciate this opportunity to present this proposal and hope we can work together on this interesting project. Please feel free to call me with any questions about our proposal.

Very truly yours,

A handwritten signature in blue ink that reads "Gary S. Saleba".

Gary S. Saleba
President

570 Kirkland Way, Suite 100
Kirkland, Washington 98033

Telephone: 425 889-2700

Facsimile: 425 889-2725

A registered professional engineering corporation with offices in
Kirkland, WA and Portland, OR

Introduction and Background

EES Consulting is pleased to offer a proposal to assist the City of Milton (City) with a long term strategic plan for your electric utility. EES Consulting is a firm with offices in Kirkland, Washington and Portland, Oregon. Our professional staff members have backgrounds in the areas of economics, finance, financial analysis, engineering, public administration, operations, research and general management.

EES Consulting is a multidisciplinary management consulting and engineering firm that provides a variety of project solutions to clients involved with water, electric power, natural gas, telecommunications, wastewater and other energy and natural resource related businesses. EES Consulting offers a broad array of services including:

- Engineering
- Mergers and Acquisitions
- Strategic Planning
- Resource Development and Assessment
- Energy Purchasing and Risk Management
- Engineering Design Services/Construction Management
- Cost of Service, Financial Analysis and Rate Design
- Expert Witness and Regulatory Policy Support Services
- Educational Seminars

EES Consulting has assisted clients in meeting the challenges of evolving competitive, regulatory and technical environments. We have a proven track record of success in arenas where the results of a particular project may have far reaching effects on the viability of an organization or the local community.

Because of the size of our firm and our highly qualified staff, we are able to deliver results in less time and with less expense to our clients. We are responsive and focused on cost-effective solutions for our clients' needs, and always recommend the most direct and efficient means of carrying out a project. The success of our project approach has resulted in the large volume of repeat business that the firm enjoys.

EES Consulting personnel have expertise in many areas of actual utility operations. Prior to consulting, many of our principals have worked for a utility or regulatory agency. This understanding of the day-to-day workings of a typical utility is invaluable in attempting to work with clients and manage projects in an efficient and cost effective manner. Many of these individuals have considerable expertise in econometrics, operation research, cost of service, financial management, water quality engineering, water supply engineering, rates, regulatory affairs and information services related activities. In addition, the senior staff at EES Consulting

typically have professional licenses and/or one or more graduate degrees to supplement their practical experience.

One of the keys to a successful consulting practice is to have a specialized practice, yet not so specialized that you lose sight of the overall objective or needs of the utility. With the wide range of technical expertise at the disposal of EES Consulting, it meets this criterion. While EES Consulting does specialize in some areas, it does not lose sight of the overall need for good utility management practices. When necessary, EES Consulting can draw on the other areas of expertise that are contained in the firm.

Our broad base of clients includes utilities and industrial companies located throughout North America, with a focus on municipal, cooperatives and public power utilities. EES Consulting has a track record of success in arenas where the results of a particular evaluation or analysis may have far reaching effects on the viability of an organization and the local community. EES Consulting's expertise in our primary areas of expertise is discussed below.

Mergers and Acquisitions

Mergers and acquisitions activity in the utility industry has been particularly active over the past decade. With the push for deregulation and, more recently, municipalization in the electric utility industry and the push for consolidation in the water utility industry, the interest in mergers and acquisitions by utilities of all types and sizes has surged. Although larger mergers have been the focus of the press, many public utilities have seized opportunities created by this trend in service territory realignment and consolidation. It is in this environment that EES Consulting has assisted many clients to consider options, evaluate strategies and complete transactions.

While evaluating a new system is an economic and financial exercise, the evaluation of an existing system involves surveying the physical plant of the system to confirm not only its existence, but also its general condition. We have performed extremely thorough evaluations as a part of engineering due diligence for the purchase of various utility systems on several occasions.

Mergers and acquisitions are complicated transactions that require a host of specialized skills. The services provided by EES Consulting related to mergers and acquisitions are broad. The breadth of our experience provides clients one-stop shopping for assistance with many of the steps in the process to merge with or acquire (or even to sell) utility assets. The assistance we have provided our clients have run the gamut from studying the feasibility of proposed transactions, to negotiating contracts, and performing due diligence review of financial, environmental and engineering matters vital to the financing and regulatory approval of the transactions.

Financial Planning

EES Consulting staff has performed over five hundred electric, natural gas, water, wastewater and stormwater rate studies through the U.S. and Canada. We have earned a national reputation in these areas by assisting utilities, end use customers, associations and regulatory commissions in developing automated average embedded and marginal cost of service computer programs, and in analyzing various cost allocation structures and frameworks. EES Consulting staff has conducted numerous time differentiated average embedded and marginal cost of service rate studies. In addition, EES Consulting is at the forefront in development of unbundled cost of service studies for utilities as they move towards offering retail access and customer choice programs.

Engineering

EES Consulting has provided a range of engineering services from initial conception to project completion. EES Consulting has provided services that include initial feasibility studies, project finance and permitting support, acquisition of equipment, fuel supply and transportation, contract administration, site construction management, and overall project management on behalf of the owner. These services are valuable to both utilities and large utility customers seeking cost-effective options to standard power supply and delivery.

EES Consulting also provides Engineer of Record services on behalf of utility management, ownership, and financiers. Engineer of Record services are necessary to provide utility stakeholders with immediate and continuous engineering counsel on the operation of their systems. Similar services as those provided for due diligence reporting have been conducted on behalf of utilities requiring third party engineering review and assessment of their system. EES Consulting has provided utility system asset valuation services through comprehensive replacement cost estimate studies. In addition, EES Consulting provides reviews of utility organization and management structures, power supply and reserves, and revenue and financing adequacy.

Load Forecasting

EES Consulting can define a utility's longer term purchase needs through load forecasting using statistical and econometric analysis of consumption patterns and energy efficiency measures. Shorter-term purchase needs are developed from review of historical demands, weather forecasts, spot market prices, and existing purchase contract prices and limits. We can plan a resource stack to meet these forecasted loads using the lowest cost combination of existing contract purchases, existing supply resources, and short term market purchases and sales.

Proposed Scope of Work

The City has asked EES Consulting to provide a proposal to develop a Long Term Strategic Plan for your electric utility. The following scope of work is proposed to develop this strategic system plan:

Task 1. Kick-Off Meeting, Field Review, and Data Collection

The purposes of this task are to collect available pertinent information, discuss objectives, approaches and limitations for the preparation of capital plans, to discuss your vision of future developments, and to perform a high level field review of the electric system. To support the Capital Improvement Plan, EES will need the following data:

- System one-line diagram and circuit maps, showing geographic location of facilities and distances; and conductor and transformer sizes
- Present and historic loading data, as available from BPA
- Load forecast for the ten-year planning horizon, available from BPA
- Present and historic O&M and capital expenditures
- List of known operation issues and equipment problems
- Forced outage data and statistics, if available
- Information on the ages of the electric system components, as available
- Copies of any prior long range electric system plans
- Any current capital project plans
- Current or historic construction and equipment cost data, as available

If a portion of the above data is not available, EES will work to find a suitable approximation for the missing data.

The field review of electrical assets is envisioned to take a day, and will require escort from your personnel who can provide access to electric utility facilities including the substation(s).

Task 2. Ten-Year Capital Improvement Plan

EES staff will conduct a review of the electric distribution system to determine its approximate condition. The review will be based on data supplied by you and the field review of a portion of electrical assets as detailed in Task 1. EES will prepare a qualitative, high-level assessment of the ability of the system to meet the projected ten-year needs, and an estimate of any recommended capital improvements and their estimated costs to provide reliable and efficient electric service over the ten-year planning horizon.

To keep costs at a minimum, this scope of work does not include the development or use of a distribution system engineering analysis model. EES will develop a draft of a 10-year Capital Improvement Plan. The proposed plan will cover the following areas and subjects:

- Review of existing electrical system general condition and age profile
- Review of future load growth
- Distribution system deficiencies
- System improvements and upgrades
- Capital expenditure schedules
- Equipment depreciation and replacement

After the draft report has been reviewed, EES Consulting will finalize the capital plan and submit a final version.

Task 3. Electric Utility Strategic Plan

To assist in analyzing your future operating scenarios, this task will identify the responsibilities associated with providing electric service, and to analyze several options for meeting those responsibilities going forward. The Plan is designed to provide a general overview of the electric utilities, power supply options, and prepare a financial analysis that estimates the future operating costs and forecasted rates. This plan will provide the following information

- Incorporate the expected capital plan and depreciation expenses developed in Task 2.
- Prepare an estimate of the operations and maintenance costs of the utility and implementation strategies that could be considered over time. This estimate would include an estimate of staffing needs going forward.
- Identify future power supply options for Tier 2 and develop a forecast of total power supply costs.
- Evaluate future operating scenarios.
- Evaluate the cost effectiveness of purchasing the BPA substation(s).

The goal of the economic and financial analysis is to present information that can be used to make a decision on how to proceed. The focus of this financial feasibility study will be a forecast of retail user rates under the various scenarios described below. As such, a 10 year forecast of retail rates under each option will be developed.

- Collection and review of data.
- Development of a model for pro-forma financial analysis comparing revenues and costs, cash flow, debt service coverage and other relevant financial indicators through time.
- Determine the revenue requirement and ultimate rates to consumers. This analysis will include the following components:

- Power supply costs will be based on current BPA and Tier 2 rate projections
- Distribution O&M and administrative and general costs will be based on actual O&M costs.
- Taxes will be estimated as applicable, including applicable property taxes, in-lieu of franchise fee and/or in-lieu of property tax.
- Capital improvements financed with rate revenues will be based on proposed capital expenditures from the engineering task
- Sensitivity analyses showing impact of changes on different financial indicators, such as target debt service coverage and/or cash to debt capitalization ratios.

Deliverables

A draft report with the results of the engineering, financial analysis and strategic plan will be provided after the preliminary analysis is finalized. Once you have reviewed the draft report, EES will incorporate any comments or suggestions into a final report. EES will provide you with 5 copies of the final report.

Presentations

EES will present results and make recommendations to management staff and policymakers, if desired. Any meetings will be billed at the hourly rates discussed later in this proposal, plus any out-of-pocket expenses.

Key Personnel

Gary Saleba, President

As both a management and strategic planning consultant, Mr. Saleba is a principal and president of EES Consulting. He provides overall quality control and insight for comprehensive financial, rates and power supply planning studies. As a founding member of EES Consulting, Mr. Saleba has over 35 years of experience with electric, natural gas, water, wastewater, and disposal utilities. He has overseen more than 500 cost of service and rate design studies. He also has taught Northwest Public Power Association, American Public Power Association and American Water Works Association cost of service and rate design schools. Finally, Mr. Saleba has apprised virtually all of EES Consulting's clients in how to deal with fundamental changes in the energy and natural resource industries. These changes include increased competition, more emphasis on public input in major decision making, and strategic planning under an uncertain future.

Anne Falcon, Managing Director

Anne Falcon's primary responsibility with EES Consulting includes providing project management and technical support for all types of economic studies. Ms. Falcon has managed projects concerning cost of service and rate analyses, financial planning and regulatory proceedings for electric, water, wastewater, and natural gas utilities. Her area of expertise includes restructuring, strategic planning, forecasting, unbundled cost-of-service studies, optimization research and specialized statistical studies. Through her research and analysis of the current state of the industry, she has assisted many California and Northwest clients in preparing for the changes that are taking place. Ms. Falcon's work with utilities has included developing unbundled rates, average embedded and marginal cost-of-service studies, analysis of stranded costs, development of customer choice and conservation programs, market-based and green rate designs.

Ms. Falcon, who has a graduate degree from Stanford in operation research, also provides technical assistance for EES Consulting's clients by applying modeling techniques for our client needs. This includes modeling in the following areas: dispatch modeling, least-cost planning, load forecasting, demand-side management studies, and cost of service studies. She assisted in developing optimization models in utility dispatch and resource planning.

John Bakken, P.E., Lead Engineer

Mr. Bakken is an electrical power engineer with 30 years of domestic and international engineering experience with high voltage and extra high voltage substations, including SF6 gas-insulated stations, as well as hydropower plants. He has served as design engineer, lead electrical engineer and project manager for numerous substation and hydropower projects. His engineering experience includes planning studies, concept development, permitting support, equipment selection, detail design development, grounding system analyses and design, insulation coordination, protective relay applications, relay setting calculations, shop drawing reviews, factory test witnessing, construction support, and preparation of testing and checkout

procedures. In addition to preparation of detailed design plans and specifications, he has broad experience with preparation of engineer, procure, construct (EPC) type bidding documents for turnkey project delivery. His experience also includes hydropower generating plants with generators up to 350 MVA and associated excitation systems, governors, and plant auxiliary systems. Mr. Bakken routinely carries out independent engineering reviews of electric utility systems, including condition assessment and operation and maintenance practices, in support of financing or sale of assets. He is a registered P.E. in Washington, California, and Guam.

Scott Mahnken, P.E., Lead Civil/Structural Engineer

Mr. Mahnken is a civil engineer. He first began working on hydroelectric projects in 1981. Now in his 30th year of his career, he has worked on more than 40 hydroelectric projects; his involvement has included every phase of project development, from reconnaissance and planning, to final design and construction inspection. He has experience designing dams, spillways, intake structures, steel pipelines and penstocks, and powerhouses. Mr. Mahnken manages small and large projects for his clients. His professional services typically involve engineering evaluations, site studies, geometry layout, calculations, budget estimates, plans and technical specifications preparation, and construction assistance.

Mr. Mahnken serves as a FERC-approved independent consultant responsible for safety reviews (Part 12 inspections) of hydroelectric projects. He has performed stability analyses for concrete gravity dams ranging from 16 feet to 180 feet high, and has evaluated seismic loading conditions for two dams using Chopra's pseudo-dynamic method as prescribed by FERC in their current guidelines (October 2002).

Seung Kim, P.E., Lead Electrical Engineer

Mr. Kim has over 35 years of experience in electrical design and consultation. As project manager and lead electrical engineer, Mr. Kim is experienced in all phases of power, control, generation, transmission and distribution system projects, encompassing planning, conceptual design, feasibility studies, specification development, bid evaluations, and construction supports. He is familiar with hydropower plants, substations, switchgear, SCADA systems, communications, and instrumentation systems. Mr. Kim has prepared numerous contract and bid documents, plant one-line diagrams, three-line diagrams, control diagrams, wiring diagrams, and equipment layout. In his early career, he was design engineer for protective relay control panels and switchgear.

Steve Andersen, Manager, Project Evaluations

Steve Andersen is responsible for providing economic analysis for electric utility clients and for analysis of issues related to power transmission and scheduling. Since joining EES Consulting, Mr. Andersen has been involved in monitoring Bonneville Power Administration (BPA) rates and contract activities and analyzing their long-term impact on clients. He has experience working with BPA rates and penalties as they apply to all BPA contract customers. He is familiar with Pacific Northwest energy markets and how they function on a daily basis.

Tyson Reed, P.E., Senior Electrical Engineer

Mr. Reed is a licensed electrical power engineer who has been working in electric system planning since 2004. He has a wide range of experience with distribution and transmission modeling, analyses, and design. He is the firm's leading resource for conducting computer simulation and specialized system studies such as arc flash hazard assessment, volt/VAR circuit optimization, and renewable energy interconnection impact assessment. Mr. Reed has developed protection and control schemes, designed projects for various substation upgrades, performed asset condition assessments, and designed a medium voltage micro grid. He has worked with clients across the country, as well as Alaska and the Caribbean. Mr. Reed is experienced with many transmission and distribution system modeling software packages, including PSLF, PSS/E, ASPEN, ETAP, CAPE, WindMil, CYME, and SynerGEE. He has a strong background in Smart Grid and related technologies including cyber security, substation communications, distribution automation and outage management systems. Earlier in his career, Mr. Reed worked as a project manager in the system planning department of an electric utility in the Caribbean.

Lisa Fortney, Regulatory Specialist & GIS Coordinator

Lisa Fortney has 20 years of experience in FERC licensing, environmental permitting, and GIS mapping of hydroelectric projects. As Regulatory Specialist, Ms. Fortney assists by coordinating with engineers and biologists on production of documents required to meet FERC licensing/relicensing milestones, including collecting data, producing maps and drawings, developing outlines, technical editing, maintaining project service lists, and overseeing document reproduction and distribution to agencies, public, and other stakeholders. Ms. Fortney is familiar with local, state, and federal regulatory agency permitting procedures; and SEPA and NEPA compliance. Lisa has a Bachelor's degree in Geography/GIS. She has used GIS to create maps and figures for FERC license documents including base maps, FERC Exhibit G Project Boundary maps, vegetation cover-type, rare plant populations, land use, land ownership, salmonid migration barriers, and to delineate watershed basins.

Kevin Smit, Manager, Demand-Side Management

Kevin Smit is the Manager of Demand-Side Management with over 20 years of technical and management experience, primarily in the energy and utility industry. His current responsibilities include conservation potential assessments, utility conservation program evaluations, technical and regulatory analyses for electric and water utilities, and resource planning and acquisition. Prior to joining EES Consulting, Mr. Smit was Product Manager at Public Utility District No. 1 of Snohomish County (District). In this position, he performed the District's conservation potential assessments, conservation program evaluations, and new conservation program design. Mr. Smit is a member of the Pacific Northwest Regional Technical Forum which provides the Northwest Power Planning Council and the Bonneville Power Administration with development and technical review of conservation measures for the region. Prior to the District, Mr. Smit was a Program Manager at Energy International, Inc., managing and conducting energy technology research projects for electric and gas utilities and government agencies both in the U.S. and internationally. Selected research topics included

distributed power generation, energy efficiency, energy storage, and the hydrogen economy. Mr. Smit has Bachelor's and Master's degrees in Mechanical Engineering.

Kelly Tarp, Senior Project Manager

Kelly Tarp specializes in the areas of project management, cost of service, rate analysis and financial studies. Ms. Tarp has more than six years experience as a consultant in the energy industry, completing a variety of technical assessments for electric and gas utilities, government agencies, and supporting energy organizations with a focus on distributed generation and renewable energy. In addition, Ms. Tarp has performed a variety of financial studies, including cost of service and rate analyses for electric, water, and wastewater utilities; valuation studies; and financial analyses. Since joining EES Consulting, Ms. Tarp has performed the analytical and technical work on a long-range financial and rate impact analysis for a \$500 million water project. Duties include developing detailed cost allocation models, evaluating and comparing project alternatives, projecting costs under different financing options, and allocating projected costs to individual participants. Ms. Tarp has a degree in mechanical engineering.

Amber Nyquist, Project Manager

Amber Nyquist provides analytical expertise for EES Consulting in support of economic and financial studies. Ms. Nyquist's background includes research in electric utilities and rates and also intensive analytical work and forecasting in various fields. She also brings to EES Consulting knowledge in mergers and acquisitions among other competition theory and practices. Ms. Nyquist assists in Integrated Resource Planning for small and large utilities. Specifically, she analyzes and models conservation and other demand-side management resources. In addition to resource planning, she uses her background in econometrics and data analysis to collect quality data and develop load forecasts. Also, she utilizes her research skills to amass current utility information, support survey projects, and to prepare presentation and reference material.

Christopher Hutchinson, Analyst

Chris Hutchinson's duties at EES Consulting include cost of service assessments, resource studies, financial planning, and economic analysis and research. Mr. Hutchinson's background includes environmental economic research and analysis of natural resource projects. He specializes in economic efficiency and conservation assessments of water use. Mr. Hutchinson also brings analytical expertise in benefit cost and econometric evaluations. He received a MS in Applied Economics specializing in Environmental and Natural Resource Use.

Proposed Time Schedule and Fees

Schedule

A draft capital plan will be submitted for review approximately 1 month from the date of the kick-off meeting. This assumes that most of the data listed above would be provided at the kick-off meeting or shortly thereafter. EES Consulting will submit the final capital plan 1 week after receipt of your comments on the draft capital plan.

The draft strategic plan will be submitted 4 weeks after the finalization of the engineering plan. EES Consulting will submit the final Strategic Plan 1 week after receipt of your comments on the draft plan.

Basic Fee Estimates

EES Consulting charges the following hourly billing rates. The fee estimates for this project have been developed on the basis of the following billing rates:

President	\$165
Managing Director	160
Senior Engineer	160
Manager	155
Senior Project Manager	150
Project Manager	145
Senior Analyst	140
Analyst/Engineer.....	135
Senior Administrative Assistant.....	120

Based upon the above hourly billing rates and proposed scope of work, the following labor fee budget is estimated for the scope of services presented. Out-of-pocket and travel expenses will be billed separately at their actual cost to EES Consulting. If the scope of services is modified, EES Consulting will discuss any required changes to the budget prior to proceeding with additional work.

Task #	Task Title	Estimated Labor Budget
1	Kickoff Meeting, Field Review & Data Collection	1,000
2	10 Year Capital Plan	8,000
3	<u>Electric Utility Strategic Plan</u>	<u>15,000</u>
	Total Labor	\$24,000

It should be noted that if two or more utilities participate in this study, a 20% discount will be applied to the estimated labor budget.

Return to Agenda Bill



To: Mayor Perry and City Councilmembers
From: Public Works Director Neal
Date: August 5, 2013 Study Session
Re: ADA Restrooms in Triangle Park

ATTACHMENTS: **A. Manufacturer's printouts**
 B. Photos of Edgewood facility (provided at meeting)
 C. CXT contract with State and costs

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required:

Previous Council Review: N/A

Issue: The City has received legislative allocation of funding to be used for the new ADA restrooms in Triangle Park that are required in the City's Settlement Agreement with the Department of Justice.

Background: Approximately eight (8) years ago, a complaint against the City of Milton was filed with the United States Department of Justice (DOJ) under the Americans with Disabilities Act of 1990 (ADA). The complaint focused on the City's recreation programs, services, and activities that operate in Triangle Park and West Milton Park, as well as the annual summer parade route and festival (aka Milton Days). Midway through 2006 an investigator from the DOJ conducted an on-site investigation of the complaint and met with then City Administrator Ken Carter. No further communication occurred between the DOJ and the City regarding this complaint until 2009.

On August 20, 2009, the City of Milton received a proposed settlement agreement from the DOJ to resolve this complaint. City staff, including the City Attorney, began the process of negotiating an amended settlement agreement with the DOJ. At a regular Council meeting on November 2, 2009, Council authorized an agreement with Perteet, Inc. for ADA consultation to assist in this effort.

In July of 2010, the amended Settlement Agreement was signed by the Mayor.

Discussion: Although the City should be receiving a formal award letter very soon, it will still be some time before the funds are actually available for use. The formal award letter will be accompanied by some paperwork that the City has to fill out and return for review and approval by the state. While we are filling out the forms and sending them back, the state's budget office (OFM) will be preparing to issue the bonds that serve as the funding source for

these projects. These funds are usually not allotted until late August or early September. At that point our assigned project manager will coordinate with us to develop a contract between Milton and the Department of Commerce. Once the contract is executed and the funding allotted, then we can begin drawing down the funds. This is a reimbursement –style grant and no monies may be advanced.

So, best case scenario, we may not be able to officially start this project until late September or mid-October. However, there are some preliminary decisions that Council can make to get the ball rolling.

The City's Department of Justice Settlement Agreement simply states the following:

. . . the existing inaccessible toilet rooms will be demolished, and new facilities will be constructed that are fully accessible to persons with disabilities.

Some design considerations to be discussed are –

1. Lights - the existing facility does not have interior lights, as the park is closed at dusk. While adding lights would be desirable for dark winter days (see “heat” discussion below), it would require some type of a timer or automatic locking mechanism to lock the facility at night.
2. Heat - the existing facility does not have heat, to lower the risk of night-time vandalism. However, this also meant that the restrooms had to be closed during the winter months.
3. Overall size - one stall/room per sex, or multiple stalls?
4. Vandalism - stainless steel to minimize vandalism opportunities?

Attached are printouts from three manufacturers of prefabricated park bathroom facilities: Romtec, Modular Connections, and CXT. These show some of the variations in size and appearance that are possible with relatively standard bathroom facilities. Also attached are photos of the new restroom facility installed in Edgewood at their Interurban trailhead.

For ease in complying with competitive bid laws, the City may want to seriously consider CXT Incorporated. They have been awarded a contract with Washington State for PreCast Concrete Utility & Restroom Buildings, and therefore, selection of this manufacturer does not require any additional bid process for the city.

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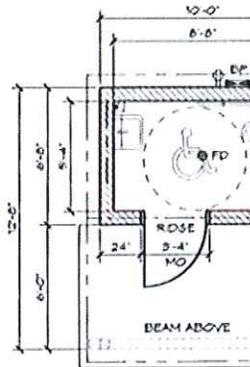
Buildings » Accessories Solutions » Installation Government Purchasing » How to Bid Request a Quote

Su

Restroom Buildings

Click on the buttons to filter by category.

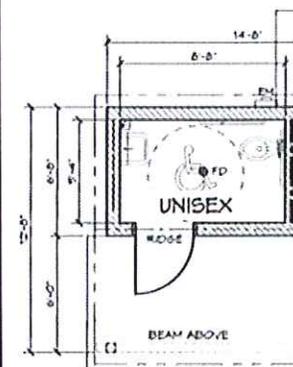
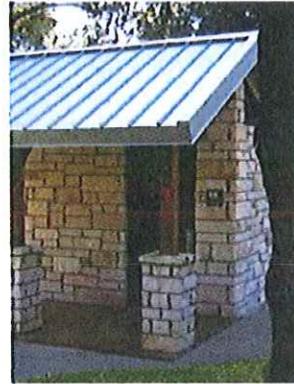
Restrooms 1 Room 2 Room 4 Room Multi-user 3 Stalls Multi-user, 2 Stalls



Model 2003

Single User: Sierra I, Covered Entry—Floor plan: 16'-8" x 10'-8" exterior, 7'-4" x 9'-4" interior

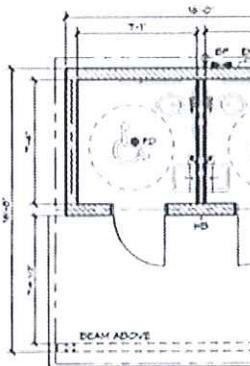
[Read More](#)



Model 2004

Single User: Sierra I, Covered Breezeway—Floor plan: 14" x 13'-4" exterior, 6' x 7'-4" restroom interior

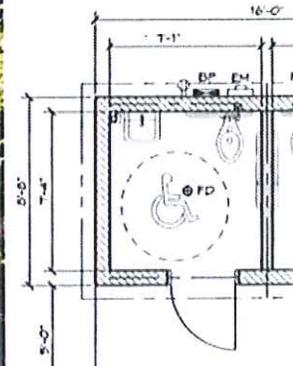
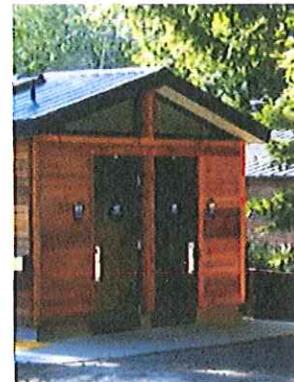
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Model 2011

Double User: Sierra II Classic, Covered Entry—Floor plan: 16'-8" x 18' exterior, 7'-4" x 8' interiors (2)

[Read More](#)



Model 2016

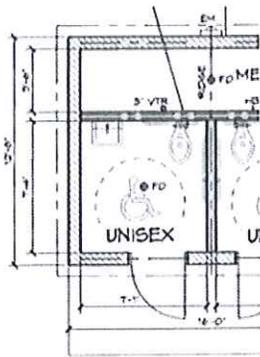
Double User: Sierra II Compact—Floor plan: 16'-8" x 9'-4" exterior, 7'-4" x 8' interiors (2)

[Read More](#)



8" FLOOR FLASHING
ABOUT 8" FROM DOOR FRAME

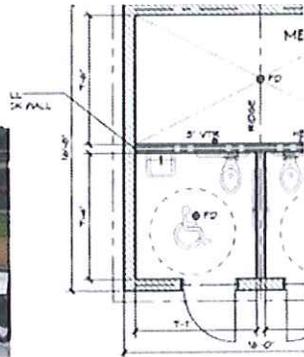




Model 2022

Double User: Sierra II Compact w/Storage Room—Floor plan: 16'-8" x 14' exterior, 7'-4" x 8' interiors (2)

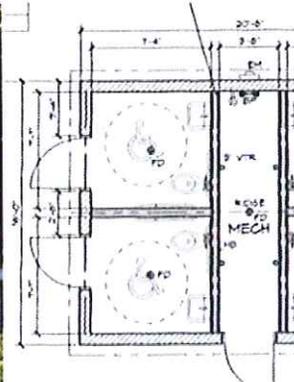
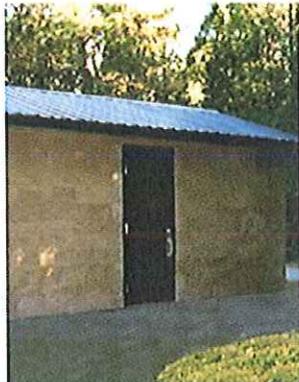
[Read More](#)



Model 2024

Double User: Sierra II Compact w/8' Storage Room—Floor plan: 16'-8" x 18' exterior, 7'-4" x 8' interiors (2)

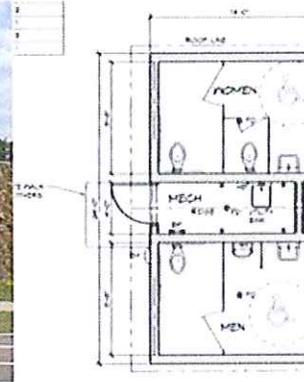
[Read More](#)



Model 2043

Four User: Sierra Stretch w/Center Storage Room—Floor plan: 16'-8" x 22'-8" exterior, 7'-4" x 8' interiors (2)

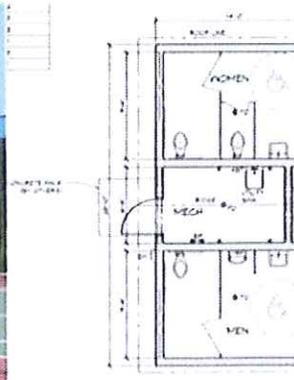
[Read More](#)



Model 2061

Multi-User: Sierra III (Value)—Floor plan: 24' x 14'-8" exterior, 8'-8" x 13'-4" interiors (2)

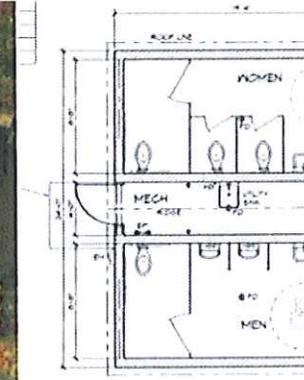
[Read More](#)



Model 2062

Multi-User: Sierra III—Floor plan: 28' x 14'-8" exterior, 9'-4" x 13'-4" interiors (2)

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Model 2081

Multi-User: Sierra IV (Value)—Floor plan: 24' x 18' exterior, 8'-8" x 16'-8" interiors (2)

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Modular Connections' prefabricated concrete facilities are perfect for projects requiring restrooms, concessions, storage, pool houses and other stand-alone buildings.

Our buildings are factory built inside a 72,000ft² NPCA Certified production facility, assuring the highest level of quality. Once your building is complete, it will be shipped via flatbed to the job-site and offloaded with a local crane onto your prepared site.

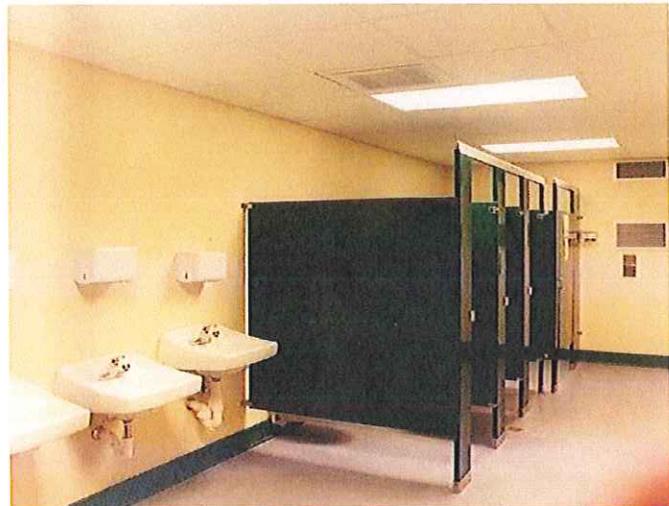
The benefits of using our sustainable building method include fast delivery, cost savings, minimal site work, relocatable, low maintenance, storm resistant, highly vandal-resistant & a 50+ year life span.

Quick Facts

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- Secondary 24 Gauge Standing Seam Metal Roof and Fascia
- Pre-Engineered and Code Compliant
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10' x 18' Men's / Women's ADA Restroom & Rear Access Utility w/ Front Porch & Simulated Lap Siding



Interior Options Such as HVAC, Finished Walls with Insulation, Ceramic Tile Flooring, Fixtures & Accessories Pre-Installed



12' x 18' Men's / Women's ADA Restroom with Vestibule, Delivered and Offloaded by Modular Connections, LLC



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www.ModularConnections.com Sales@ModularConnections.com





FLUSH BUILDINGS



OZARK I

CXT Ozark I is an economical single flush building that meets ADA. It has a small foot print and is designed to withstand a seismic design category E earthquake, 250 pound per square foot snow load, 150-mph wind load. It comes complete with all plumbing and electrical ready to connect to your site.

[VIEW MORE >](#)



OZARK II

CXT Ozark II is a larger double flush building that meets ADA. It has a larger storage area than the Cortez model and can come with a urinal. The Ozark II comes complete with all plumbing and electrical ready to connect to your site.

[VIEW MORE >](#)



CORTEZ

The Cortez is an economical double flush building that meets A.D.A. It has a small overall footprint and is designed to withstand a seismic design category E earthquake, 250-pound per square foot snow load, 150-mph wind load. The Cortez comes complete with all plumbing and electrical ready to connect to your site.

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KODIAK

The Kodiak is an economical multi user flush building with two stalls and a sink per room. The Kodiak meet A.D.A. standards for accessibility and can accommodate medium to large volumes of users. It comes complete with all plumbing and electrical ready to connect to your site.

[VIEW MORE](#)



TAOS

The Taos is a large flush facility with six total stalls and four sinks. The Taos meets A.D.A. standards for accessibility and can accommodate large volumes of users. The Taos comes with a multitude of options, and is pre-wired, pre-plumbed ready to use.

[VIEW MORE >](#)



ARAPAHOE

The Arapahoe offers four large individual family-assist style restrooms in one building. Each room is accessed through its own door, and has its own toilet, sink and available urinal and meets A.D.A. standards for accessibility.

[VIEW MORE >](#)



MONTROSE

CXT Montrose is a larger multi-user flush that has the option of a front entry screen or porch. The Montrose has two stalls and a sink per room and more storage than the Dakota. The Montrose comes complete with all plumbing and electrical ready to connect to your site.

[VIEW MORE >](#)



DENALI

The Denali is an aesthetically pleasing double flush building that meet A.D.A. standards for accessibility. The Denali features a steep pitch roof, unique windows, and cast in stone textures.

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SHOWER BUILDINGS

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PreCast Concrete Utility & Restroom Bldgs

Contract#: 00213 **Replaces:** 05706

Pre-engineered, Pre-fabricated and Pre-cast Concrete Building for use as Restrooms and General Purpose Utility/Storage Buildings. Building designs are to be attractive, low maintenance, vandal resistant, suitable for a variety of climates.

Current Term Start Date: 04-15-2013 **Award Date:** 04-10-2013 **Est. Annual Worth:** \$625,000

Current Term Stop Date: 04-14-2015 **Final Term End On:** 04-14-2021 **Commodity Code(s):** 155-10 ,155-12 ,155-13 ,909-25 ,909-30

Diversity: 0% WBE 0% MBE **# of Bids Received:** 1

Who can use this contract?

PARKS & RECREATION COMM-WA ST

Contract Documents & Resources

- ↳ Current Contract Information (CCI)
- ↳ Pricing & Ordering Information
- ↳ Specifications
- ↳ Solicitation Document - Original
- ↳ Solicitation Amendment
- ↳ Solicitation Results Summary - Bid Tab
- ↳ Award Memo
- ↳ Contract Comments
- ↳ Vendor and Contract Performance Feedback
- ↳ Best-buy Notification

Contractors(s):

CXT INCORPORATED

Information about the number of bids received is included to show:

- Vendors which contracts would benefit from more competition.
- Assure our customers that we sought the best overall value through as many competitive bids as possible.

**ATTACHMENT A
PRICE SHEETS**

Category C: Flush Restrooms			
Item	Description	Unit Price	Delivery Cost
1.	Ozark	\$ 25,175.00	\$1425.00
2.	Montrose	\$ 87,500.00	\$7250.00
3.	Cortez	\$36,850.00	\$1650.00
4.	Denali	\$48,000.00	\$3192.00
	Installation Charge(s)	\$2,000.00 Ozark \$4,000.00 Montrose \$2,000.00 Cortez \$2,000.00 Denali	

Category E: Added-Cost Options Available On All Models			
Item	Description	List Price	% discount
1.	Privacy latch	\$231.26	10
2.	Deadbolt Schlage	121.66	10
3.	Riser plastic vault	112.91	10
4.	Seat and lid	28.21	5
5.	3 roll TP holder	58.12	10
6.	Hinges door	18.33	10
7.	Faucet Symmon	87.23	10
8.	Exterior stain	41.51	10

Category E: Added-Cost Options Available On All Models

Item	Description	List Price	% discount
9.	Access hatch gasket	34.87	10
10.	Door sweep	11.33	10

Category F: Added-Cost Options by Model

Item	Description	Montrose	Cortez	Denali	Ozark
1.	Wall options (split block, stucco, exposed agg)	\$1,617.00	\$1,617.00	n/a	\$1,176.00
2.	Roof options (delta rib or exposed agg)	\$882.00	\$882.00	\$882.00	\$882.00
3.	Two-tone color scheme	\$343.00	\$245.00	\$245.00	\$245.00
4.	Stainless steel fixtures	n/a	n/a	\$1,666.00	n/a
5.	Electric hand dryers	\$2,058.00	\$2,058.00	\$2,058.00	\$1,029.00
6.	Electronic flush valves	\$1,862.00	\$931.00	n/a	n/a
7.	Electronic flush valves w/o urinal	n/a	n/a	\$931.00	\$465.00
8.	Electronic flush valve for optional urinal	n/a	n/a	n/a	\$465.00
9.	Electronic lavatory faucets	\$931.00	\$931.00	\$931.00	\$465.00
10.	30-gallon electric water heater	\$735.00	\$735.00	\$735.00	n/a

Category F: Added-Cost Options by Model					
Item	Description	Montrose	Cortez	Denali	Ozark
11.	Insta-Hot water heater	n/a	\$1,127.00	\$1,127.00	\$563.00
12.	Coin operated shower control	n/a	n/a	n/a	n/a
13.	Bill changer	n/a	n/a	n/a	n/a
14.	Tile floors in restrooms	\$5,635.00	\$2,450.00	\$2,450.00	\$1,715.00
15.	VandlShield XT Sealer	\$7,350.00	\$2,793.00	\$2,793.00	\$2,450.00
16.	Marine package for extra corrosion resistance	\$5,880.00	\$3,185.00	\$3,185.00	\$2,695.00
17.	Fiberglass entry and chase doors and frames	\$3,381.00	\$3,381.00	\$3,381.00	\$2,254.00
18.	Magnetic door locks (not chase door)	\$3,052.00	\$3,052.00	\$3,052.00	\$2,156.00
19.	Exterior mounted ADA drinking fountain	\$2,646.00	\$2,646.00	\$2,646.00	\$2,646.00
20.	Skylight (each) – 4 required	\$417.00	\$417.00	\$417.00	\$417.00
21.	Marine grade skylight (each) – 4 required	\$1,372.00	\$1,372.00	\$1,372.00	\$1,372.00
Item	Description	Montrose	Cortez	Denali	Ozark

Category F: Added-Cost Options by Model					
22.	Exterior frost-proof hose bib with box	\$377.00	\$377.00	\$377.00	\$377.00
23.	Paper towel dispenser	\$83.00	\$83.00	\$83.00	\$83.00
24.	Toilet seat cover dispenser	\$73.00	\$73.00	\$73.00	\$73.00
25.	Sanitary napkin disposal	\$47.00	\$47.00	\$47.00	\$47.00
26.	CXT wastebasket	\$37.00	\$37.00	\$37.00	\$37.00
27.	Paint touch-up kit – single color	\$39.00	\$39.00	\$39.00	\$39.00
28.	Paint touch-up kit – two-tone color	\$49.00	\$49.00	\$49.00	\$49.00
29.	Stainless steel urinal	n/a	n/a	n/a	\$1,078.00
30.	Optional restroom section	n/a	\$38,500.00	\$51,192.00	n/a
31.	Optional shower section	n/a	\$49,400.00	\$63,092.00	n/a
32.	Optional concession section	n/a	\$45,650.00	\$58,292.00	n/a
33.	Optional storage section	n/a	\$36,840.00	\$46,792.00	n/a

Return to Agenda Bill