



COUNCIL AGENDA SYNOPSIS

-----Initials-----				ITEM No.
Meeting Date	Prepared by	Mayor's review	Council review	5A.2
02/25/19	RB	<i>RB</i>	RJH	
03/04/19	RB	<i>RB</i>	U	

ITEM INFORMATION

STAFF SPONSOR: RACHEL BIANCHI	ORIGINAL AGENDA DATE: 2/25/19
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AGENDA ITEM TITLE **Contract Amendment No. 4 for Bush, Roed & Hitchens, Inc.**

CATEGORY <input checked="" type="checkbox"/> <i>Discussion</i>	<input checked="" type="checkbox"/> <i>Motion</i>	<input type="checkbox"/> <i>Resolution</i>	<input type="checkbox"/> <i>Ordinance</i>	<input type="checkbox"/> <i>Bid Award</i>	<input type="checkbox"/> <i>Public Hearing</i>	<input type="checkbox"/> <i>Other</i>
Mtg Date 2/25/19	Mtg Date 03/04/19	Mtg Date	Mtg Date	Mtg Date	Mtg Date	Mtg Date

SPONSOR Council Mayor HR DCD Finance Fire TS P&R Police PW Court

SPONSOR'S SUMMARY **The Council is being asked to approve a contract amendment with Bush, Roed & Hitchens, Inc. for land survey services associated with the Justice Center, Fire Station 51, Fire Station 52, and Public Works facilities. Amendment 4 to contract 17-210 is \$30,300 with the full contract not to exceed \$161,800. These costs are included in the overall project budget.**

REVIEWED BY C.O.W. Mtg. CDN Comm Finance Comm. Public Safety Comm.
 Trans &Infrastructure Arts Comm. Parks Comm. Planning Comm.

DATE: **02/19/2019** COMMITTEE CHAIR: **ROBERTSON**

RECOMMENDATIONS:

SPONSOR/ADMIN: **Mayor's Office**
 COMMITTEE **Unanimous Approval; Forward to Committee of the Whole**

COST IMPACT / FUND SOURCE

EXPENDITURE REQUIRED	AMOUNT BUDGETED	APPROPRIATION REQUIRED
\$30,300	\$30,300	\$30,300

Fund Source:
Comments:

MTG. DATE	RECORD OF COUNCIL ACTION
02/25/19	

MTG. DATE	ATTACHMENTS
02/25/19	Informational Memorandum dated 2/1/19
	Draft Contract
	Public Safety Plan budget
	Minutes from the Public Safety Committee meeting of 2/19/19
03/04/19	



INFORMATIONAL MEMORANDUM

TO: Public Safety Committee
CC: Mayor Allan Ekberg
FROM: Rachel Bianchi, Deputy City Administrator
BY: Justine Kim, Senior Program Manager, Shiels Oblatz Johnsen
DATE: February 1, 2019
SUBJECT: Bush, Roed & Hitchings, Inc. Contract Amendment for Land Survey Services

ISSUE

The City requires an amendment to the Bush, Roed & Hitchings, Inc. contract for land survey services associated with the Justice Center, Fire Station 52, Fire Station 54 and Public Works projects. The cost of these additional services is included in the overall project budget and staff is not asking for additional budget authority.

BACKGROUND

The City of Tukwila hired Bush, Roed & Hitchings, Inc. for \$57,400 to perform land survey services related to the Justice Center, Public Works, Fire Station 52, and Fire Station 54 sites, in connection with the Tukwila Public Safety Plan. On March 26, 2018, Amendment No. 1 added additional services in detailed topographical surveys for FS 52 site, in the amount of \$10,000. On April 19, 2018, Amendment No. 2 added additional services including detailed topographical and planimetric surveys for the Justice Center and FS 54 sites in the amount of \$64,100, bringing the new not-to-exceed contract amount to \$131,500. On December 26, 2018, Amendment No. 3 changed the duration of the contract, extending it to December 31, 2019.

ANALYSIS

Amendment No. 4 is for additional services and fee to provide delineation of existing wetlands to the Public Works site and Lot Line Consolidations to the Justice Center site, Public Works site, and FS 54 sites. Also included in the scope is additional mapping and survey points for FS 52. These are anticipated expenditures and are included in the council approved project budget.

FISCAL IMPACT

Bush, Roed & Hitchings, Inc. has provided a cost of \$30,300 to perform the additional services. The total contract amount will now be \$161,800. The cost of these additional services is included in the overall project budget and staff is not asking for additional budget authority.

Original Contract Amount (<i>FS52,FS54,JC,PW- Site Acquisition Scope</i>)	\$57,400.00
Amendment No. 1 – Topographical Surveys – FS52 (<i>Project Scope</i>)	\$10,000.00
Amendment No. 2 – Topographical Surveys – JC/FS 54 (<i>Project Scope</i>)	\$64,100.00
Amendment No. 3 – Extend duration of Contract	\$0.00
Amendment No. 4 – Topographical Surveys (Lot Line Consolidation – Legal Scope)	\$30,300.00
New Contract Total	\$161,800.00

RECOMMENDATION

Project Management Quality Assurance (PMQA) consultant has reviewed these documents and provided his concurrence. The Committee is being asked to approve the amendment to the contract and place the item on the February 25, 2019 Committee of the Whole Meeting Agenda and the Regular Council Meeting on March 4, 2019.

ATTACHMENTS

- Proposed BRH Contract Amendment No. 4
- Bush, Roed & Hitchings proposal for services with Scope of Work and Fee
- Public Safety Plan Budget



City of Tukwila

6200 Southcenter Boulevard, Tukwila WA 98188

Agreement Number: 17-210

CONTRACT FOR SERVICES

Amendment No. 4

Between the City of Tukwila and Bush, Roed & Hitchings, Inc.

That portion of Contract No. 17-210 between the City of Tukwila and Bush, Roed & Hitchings, Inc is hereby amended as follows:

Section 1 Project Designation: The Consultant is retained by the City to perform survey services for four selected sites referred to as the Justice Center Site (JC7NL), Public Works Site (PW), and Fire Station 54 Site (FS54), and Fire Station 52 Site (FS52), in connection with the project titled Tukwila Public Safety Plan.

Section 2 Scope of Services: The Consultant agrees to perform the services, identified on Exhibit "A" attached hereto, including the provision of all labor, materials, equipment and supplies.

Section 3 Duration of Agreement; Time for Performance: This Agreement shall be in full force and effect for a period commencing upon execution and ending December 31, 2020, unless sooner terminated under the provisions hereinafter specified. Work under this Agreement shall commence upon written notice by the City to the Consultant to proceed. The duration of the contract is now through December 31, 2020, unless modified by supplemental agreement.

Section 4 Payment: The Consultant shall be paid by the City for completed work and for services rendered under this Agreement as follows:
Payment for the work provided by the Consultant shall be made as provided on Exhibit "A" attached hereto, provided that the total amount of payment to the Consultant shall not exceed \$161,800 (including estimated expenses) without express written modification of the Agreement signed by the City. The total fee for services related to Amendment No. 4 will be \$30,300.

All other provisions of the contract shall remain in full force and effect.

Dated this _____ day of _____, 2019

CITY OF TUKWILA

CONTRACTOR

Allan Ekberg, Mayor

Printed Name: Dakin Bell, Principal

ATTEST/AUTHENTICATED

APPROVED AS TO FORM

Christy O'Flaherty, MMC, City Clerk

Office of the City Attorney



Bush Roed & Hitchings, Inc.

VIA EMAIL

January 17, 2019

Mr. Ethan Bernau
Shiels | Obletz | Johnsen
101 Yesler Way, Suite 606
Seattle, WA 98104

Re: Land Survey Services – Lot Line Consolidation
Justice Center Site
Parcel Nos.: 0041000515, 0041000514, 0041000480, 0041000494, 0041000513,
0041000516, 0041000517, 0041000335, 0041000330
Tukwila, WA 98168

Dear Mr. Bernau,

We propose to provide land survey services at the above referenced site. Our specific scope of services will be to prepare the required Lot Line Consolidation surveys for submittal to the City of Tukwila and recorded with King County. Two surveys will be created, one for the "north" site and the second for the "south" site. Said surveys will be compliant with both City of Tukwila and meet King County recording criteria.

Our fee to provide this service will be charged on a rates basis. Our estimated fee is \$2,800. See attached rates schedule (Exhibit "A"). Expense items such as printing charges, delivery fees, etc., will be billed on a cost plus 15% basis in addition to the fees noted above.

BRH assumes City of Tukwila processing fees and King County recording fees will be paid by client.

We will complete the documents necessary for submittal within 8 business days of receipt of authorization to proceed.

The activities of Bush, Roed & Hitchings, Inc. are insured for both commercial general liability and professional liability. Commercial general liability limit is \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Professional liability limit of coverage is \$2,000,000. Certificates of Insurance will be furnished upon request. Unless accepted, the terms of this proposal will expire within 60 days of the above date.

We appreciate the opportunity to submit this proposal and are looking forward to working with you on this project. If the above meets with your approval, please provide a signature on the line below and return, retaining a copy for your files. We will be contacting you soon to answer any questions.

BRH - Land Surveyors & Civil Engineers
2009 Minor Avenue East, Seattle, WA 98102-3513
(206) 323-4144 (800) 935-0508 www.brhinc.com

SHIELS | OBLETZ | JOHNSEN
Mr. Ethan Bernau
January 17, 2019
Page 2

BRH, Inc.

Sincerely,

BUSH, ROED & HITCHINGS, INC.



Oliver Q. Robar, P.L.S.
Survey Project Manager

OQR/jeh

Enclosure

ACCEPTED BY:

SHIELS | OBLETZ | JOHNSEN

Printed Name: _____

Signature: _____

Title: _____

Date: _____

EXHIBIT A

BUSH, ROED & HITCHINGS, INC.

Standard Schedule of Charges and General Conditions - Effective to June 30, 2019

FEE SCHEDULE

Clerical	\$78/Hr.	1 Person Field Crew	104/Hr.
Research Technician	103/Hr.	2 Person Field Crew	178/Hr.
Utility Locator	92/Hr.	3 Person Field Crew	244/Hr.
Survey Coordinator	113/Hr.	1 Person Field Crew (Scanning)	153/Hr.
Survey CAD Technician	107/Hr.	2 Person Field Crew (Scanning)	228/Hr.
Engineering CAD Technician	107/Hr.	3 Person Field Crew (Scanning)	294/Hr.
Engineering CAD Designer	126/Hr.	Overtime	1.40 X Rates
Sr. Engineering CAD Designer	145/Hr.		
Design Engineer (EIT)	115/Hr.	DIRECT NON-SALARIED COSTS	
Project Engineer (PE)	126/Hr.	Vehicle Per Diem Charge	\$30/Day
Surveyor (PLS)	113/Hr.	Mileage	.580/Mile
Project Manager (PE, PLS)	141/Hr.	Job Related Expenses	Cost Plus 15%
Sr. Project Manager (PE, PLS)	145/Hr.	Non-Account Related Prints	\$50 Minimum
Principal Project Manager (PE, PLS)	172/Hr.	Non-Account Related Data File Transfer	\$100 Minimum
Principal (PE, PLS)	237/Hr.	Per Diem – Personnel	135/Day
Expert Witness (PE, PLS)	288/Hr.		

Payment Terms

Invoices will be submitted once per month and are payable upon receipt. Accounts remaining unpaid after 60 days will be subject to a 1.5% service charge per month. Collection fees including liens and attorney's fees, as may be required, will be added to the account.

Right-of-Entry and Boundary Line Location

Client will furnish right-of-entry for BRH to make surveys. Client shall furnish a description of the property where boundary lines are to be established. BRH assumes no liability for the establishment of actual lines of ownership other than as described and certified as such by a title insurance company. BRH will not be responsible for indicating easements, covenants, and restrictions of record on surveys unless furnished with a current title insurance report. At the request of the Client BRH will obtain a report from a title insurance company at Client's expense.

Utility Locations

When retained to locate utilities, BRH will depend upon utility agency records where verification by field location is not possible. BRH assumes no liability for the accuracy of records or locations provided by others.

General and Automobile Liability Insurance

BRH, Inc. maintains General Liability Insurance for bodily injury and property damage with a limit of \$1,000,000 per occurrence and \$2,000,000 aggregate. Automobile Liability and Property Damage Insurance is maintained with combined single limits of \$1,000,000.

Professional Liability

BRH maintains professional liability insurance for losses arising directly from its negligent acts, errors or omissions with limits of \$2,000,000 per occurrence and in the aggregate.

Service Agreement

It is BRH policy to negotiate and execute a Service Agreement setting forth actual scope of work, fees, payment terms, and general conditions prior to commencing services.

Date Revised: December 11, 2018



 Bush Roed & Hitchings, Inc.

VIA EMAIL

January 30, 2019

Carrie Holmes
 Axis Planning & Development, LLC
 1529 Western Avenue
 Seattle, WA 98101

Proposed Land Survey Services - Additional Topographic Survey - Site FS52

Parcel no.: 3597000320
 Vicinity of 65th Avenue S & Southcenter Blvd.
 Tukwila, WA 98188

Dear Ms. Holmes,

We look forward to providing you with land survey services at the site referenced above. Our scope of work will be to provide additional mapping to the south of the subject property and to obtain rook peak elevations on the two houses north of the northwest corner of said property.

Control and Datum

Project boundary will be calculated with bearings and distances shown on the drawing.

Street centerlines and rights-of-way will be calculated with bearings and distances shown on the drawing.

Bearings of cross-streets will be calculated and shown.

NAVD 88 vertical datum will be used.
 A minimum of three on-site benchmarks will be set.

NAD 83/91 horizontal datum will be used.

Topography

Surface improvements

All surface improvements, pavements, sidewalks, stairs, walls, fencing, signs and parking stalls will be located and shown.

Building footprints and elevations

Exterior building footprints will be shown along with overhangs, canopies, stairwells and recessed building entries. Finish floor elevations will be shown for the main house level, basement and garage. The chimney cap will be located and roof peak elevation will be shown.

Street channelization

Existing street channelization will be shown with lane stripes and traffic arrows.

Street improvements

Full street widths of improvements will be shown for 65th Avenue S to the opposite right-of-way lines.

Spot elevation intervals

Spot elevations will be shown at 25 foot intervals in the streets.

Spot elevations will be taken at roadway crowns, lane stripes, edge of parking lanes, flow lines and top of curbs. Spot elevations will indicate existing curb heights.

Spot elevations and contours

Spot elevations will be shown to approximately 0.01 feet.

One foot contour intervals and ground level entryway finish floor elevations will be shown.

Topography

Topography will differentiate between various surface pavements and will show where pavement changes occur (concrete to asphalt, asphalt to brick, etc.).

Vegetation

All landscape trees greater than 3-inches in diameter and drip lines will be located and shown.

Utilities

Overhead utilities

Existing utility poles, wires, bus wires, guy wires and overhead wire crossings will be shown with elevations.

Surface features

All surface utility features such as rims, grates and vaults will be shown.

Below grade utilities

All below grade utilities, including pipe types and sizes, rim and invert elevations, will be shown if record of their existence is found.

Underground service lines will be marked in the field by our utility locating personnel if tracer wires or other metallic features exist below ground.

Record public utility locations will be shown to the extent that such records exist. Private utility records will also be researched to the extent that they are available.

We will detect and show existing traffic signal loops, where possible.

Vaults

It may be necessary to open Seattle City Light vaults in order to detail the size and depth of the vaults. In this case, BRH will need to coordinate with SCL crews for safety and security reasons. SCL and BRH will bill their time on a rates basis for this extra service. SCL may require payment in advance for their crew time.

AXIS PLANNING & DEVELOPMENT, LLC
Carrie Holmes
January 30, 2019
Page 3

BRH, Inc.

Deliverables

The final survey drawing will be delivered in the latest version AutoCAD Civil 3D.

Electronic files will be made available.

Hard copy plots will be delivered.

Fees

Our fees to provide this service will be \$2,500.

Expense items, such as parking fees, tolls, printing charges and delivery fees will be billed at our cost plus 15% in addition to the above fee for our services. *The terms of this proposal are valid for 60 days.*

Delivery Schedule

We will complete and deliver the final drawing within 15 business days of your signed authorization to proceed.

Professional Responsibility for Reliability and Accuracy

We Meet Professional Standards:

BRH complies with National ALTA/NSPS standards and Washington state law – applicable for Topographic Mapping services.

The survey we will provide to you will be based on actual, on-the-ground, field measurements and observations. We will NOT:

- 1) rely on mapping obtained by a 3rd party
- 2) copy or trace existing mapping by others
- 3) utilize internet-based mapping

BRH certifies that all mapping information presented in your survey will be solely the work of BRH personnel, based on information we acquire on-site, and record information we research specifically for your survey.

Insurance

The activities of Bush, Roed & Hitchings, Inc. are insured for both commercial general liability and professional liability. Commercial general liability limit is \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Professional liability limit of coverage is \$2,000,000.

We always encourage our clients to request a Certificate of Insurance – something we will provide to you upon request.

AXIS PLANNING & DEVELOPMENT, LLC
Carrie Holmes
January 30, 2019
Page 4

BRH, Inc.

Thank You

We appreciate the opportunity to submit this proposal and are looking forward to working with you on this project.

Sincerely,

BUSH, ROED & HITCHINGS, INC.

ACCEPTED BY:



AXIS PLANNING & DEVELOPMENT, LLC

Thomas E. Carner, P.L.S.
Survey Project Manager

Printed Name: _____

Signature: _____

TEC/jeh

Title: _____

Enclosure

Date: _____

Benefits BRH Brings to this Project

Value

- A successful project is founded on a reliable and accurate survey
- The service we provide results in a functional electronic tool for your design team.
- We work with architects and civil engineers every day—and we know how much they value mapping that integrates with their needs. This includes complete mapping of detectable underground utilities and proper coverage of surface features extending beyond the project limits.

Please consider the value you get with a BRH survey – our experience produces more than a map. Your team will receive an integrated design tool!

BRH Offers

- Over 40 years of experience with the type of survey you are requesting
- Professional crews who are disciplined and sensitive to site constraints.
- Underground utility locations provided by our in-house personnel
- Field resources and capabilities that match the largest firms in the region.

Yet, we bring the care and attention to detail found in a more compact firm.



 Bush, Roed & Hitchings, Inc.

VIA EMAIL

January 23, 2019

Carrie Holmes
 Axis Planning & Development, LLC
 1529 Western Avenue
 Seattle, Washington 98101

Proposed Land Survey Services - Wetlands & Lot Consolidations

Public Works Project – BRH Reference Number 2017262
 East Marginal Way / Tukwila International Boulevard
Fire Station 54 / Star Nursery – BRH Reference Number 2017260
 42nd Avenue South & South 140th Street
 Tukwila, King County, Washington

Dear Carrie,

We propose to provide land survey services at the above referenced sites. This proposal considers three separate survey tasks, affecting two City of Tukwila projects. Our specific scope of services for each task as follows:

Public Works Project – BRH Reference Number 2017262 – **Survey of Existing Wetland**

- Field survey of points and anticipated wetland flags for this site per the attached sketch will be performed (see **Exhibit "A-1"**).
- An existing BRH survey file number 2017262.00 will be revised (**Exhibit "A-2"**) to capture the horizontal positions of the subject wetland markers and data points, with lines connected as possible. Points will be labelled with point and marker names.

Public Works Project – BRH Reference Number 2017262 – **Lot Line Consolidation**

- BRH will prepare Lot Line Consolidation drawing sets for submittal to the City of Tukwila. See **Exhibits "A-2" & "A-3"**.
- Drawings shall be of 18" x 24" Record of Survey format and shall conform with City of Tukwila and King County drawing specifications. See **Exhibit "B"**.

Fire Station 54 / Star Nursery – BRH Reference Number 2017260 – **Lot Line Consolidation**

- BRH will prepare Lot Line Consolidation drawing sets for submittal to the City of Tukwila. See **Exhibit "A-4"**.
- Drawings shall be of 18" x 24" Record of Survey format and shall conform with City of Tukwila and King County drawing specifications. See **Exhibit "B"**.

BRH - Land Surveyors & Civil Engineers
 2009 Minor Avenue East, Seattle, WA 98102-3513
 (206) 323-4144 (800) 935-0508 www.brhinc.com

Fees & Schedule

Public Works Project – Survey of Existing Wetland

Our fee to provide this service will be charged on a rates basis. Our estimated fee shall not exceed **\$3,500** without additional authorizations. See attached rates schedule (**Exhibit "C"**).

Public Works Project – Lot Line Consolidation

Our fee to provide this service will be charged on a rates basis. Our estimated fee shall not exceed **\$8,000** without additional authorizations. See attached rates schedule (**Exhibit "C"**).

Our estimated fee is based on the assumption that all submittal actions and City of Tukwila fees will be the responsibility of your office.

We will complete the drawing for preliminary submittal within three weeks of authorization to proceed.

Fire Station 54 / Star Nursery – Lot Line Consolidation

Our fee to provide this service will be charged on a rates basis. Our estimated fee shall not exceed **\$8,000** without additional authorizations. See attached rates schedule (**Exhibit "C"**).

Our estimated fee is based on the assumption that all submittal actions and City of Tukwila fees will be the responsibility of your office.

We will complete the drawing for preliminary submittal within three weeks of authorization to proceed.

Expenses

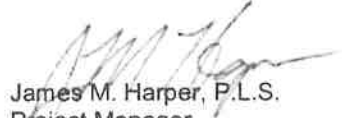
Expense items such as printing charges, delivery fees, communication charges, etc., will be billed on a cost plus 15% basis in addition to the fees noted above. The aggregate expenses for the three tasks noted above shall not exceed **\$1000** without additional authorizations.

The activities of Bush, Roed & Hitchings, Inc. are insured for both commercial general liability and professional liability. Commercial general liability limit is \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Professional liability limit of coverage is \$2,000,000. Certificates of Insurance will be furnished upon request. Unless accepted, the terms of this proposal will expire within 60 days of the above date.

We appreciate the opportunity to submit this proposal and are looking forward to working with you on this project.

Very truly yours,

BUSH, ROED & HITCHINGS, INC.


James M. Harper, P.L.S.
Project Manager
JMH/jeh

Enclosure

ACCEPTED BY:

Printed Name: _____

Signature: _____

Title: _____

Date: _____

Stream & Wetland Delineation Sketch for Future Tukwila Public Works Property

Subject Parcels: 0923049411, 0923049152, 1023049059

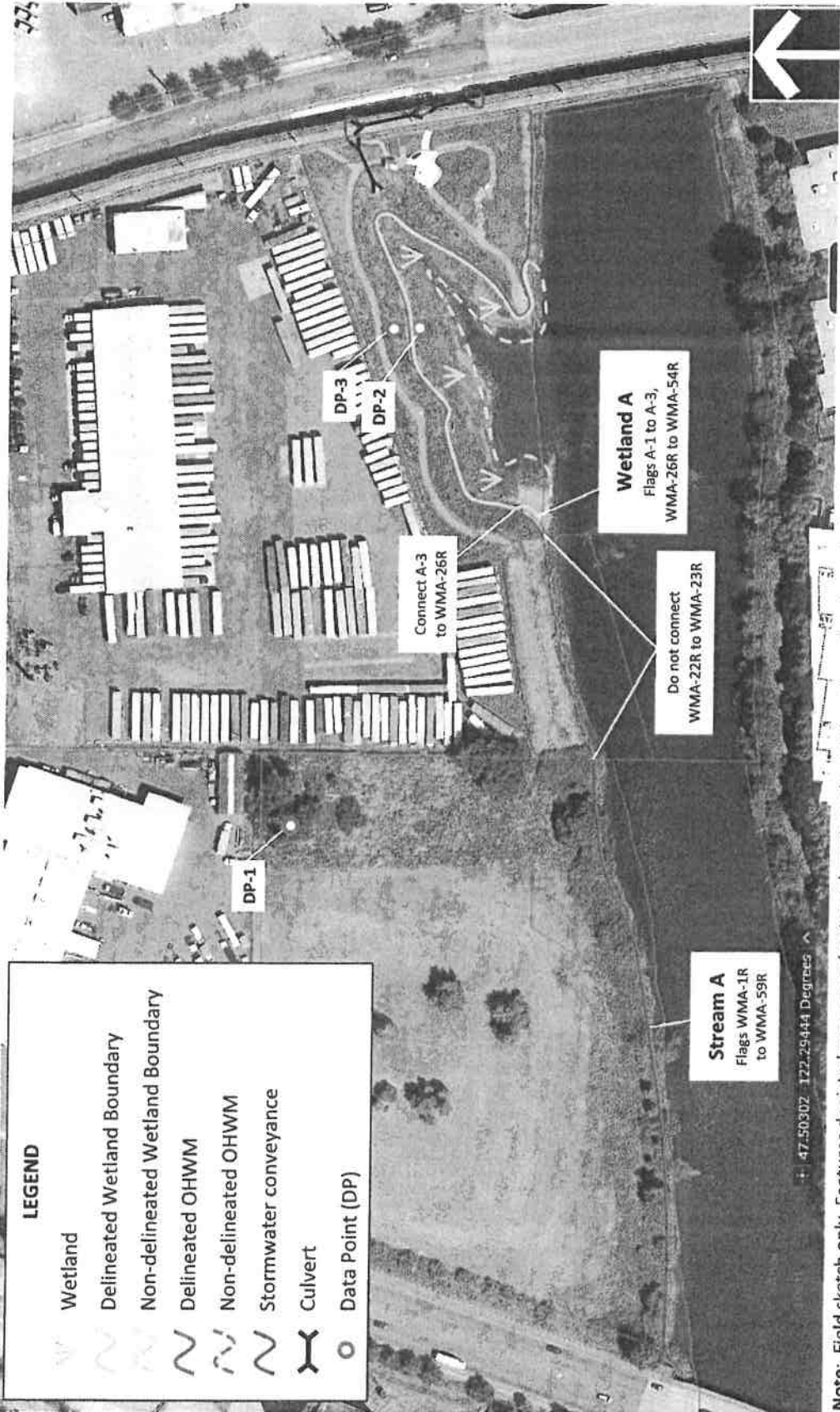
Delineation Parcels: 0923049153, 0923049292, 1023049071, 1023049060, 1023049055

Site Visit Date: January 16, 2019

Prepared for: Adam Hutschreider, SHKS Architects
TWC Ref. No.: 180913

LEGEND

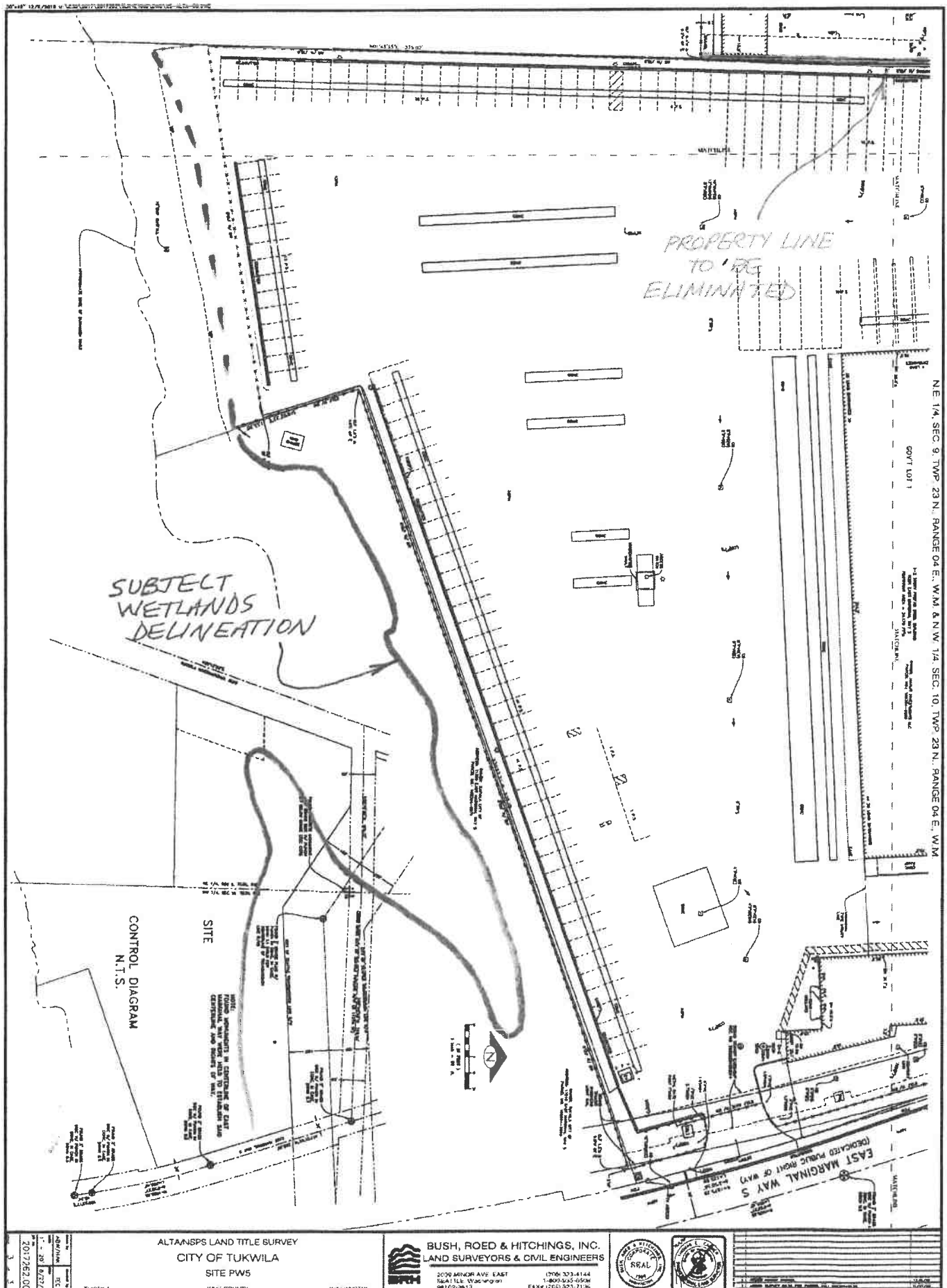
- Wetland
- Delineated Wetland Boundary
- Non-delineated Wetland Boundary
- Delineated OHWM
- Non-delineated OHWM
- Stormwater conveyance
- Culvert
- Data Point (DP)



Note: Field sketch only. Features depicted are approximate and not to scale. Wetland boundary is marked with pink- and black-striped flags. Duwamish River OHWM is marked with blue- and white-striped flags. Data points are marked with yellow- and black-striped flags. **Page 1 of 1**

EXHIBIT "A-2"

EXHIBIT A



NE 1/4, SEC. 9, TWP. 23 N., RANGE 04 E., W.M. & NW 1/4, SEC. 10, TWP. 23 N., RANGE 04 E., W.M.

GOVT LOT 1

SUBJECT WETLANDS DELINEATION

PROPERTY LINE TO BE ELIMINATED

CONTROL DIAGRAM N.T.S.

SITE

EAST MARGINAL WAY S
(DEDICATED PUBLIC RIGHT OF WAY)

ALTANSPS LAND TITLE SURVEY
CITY OF TUKWILA
SITE PWS
KING COUNTY

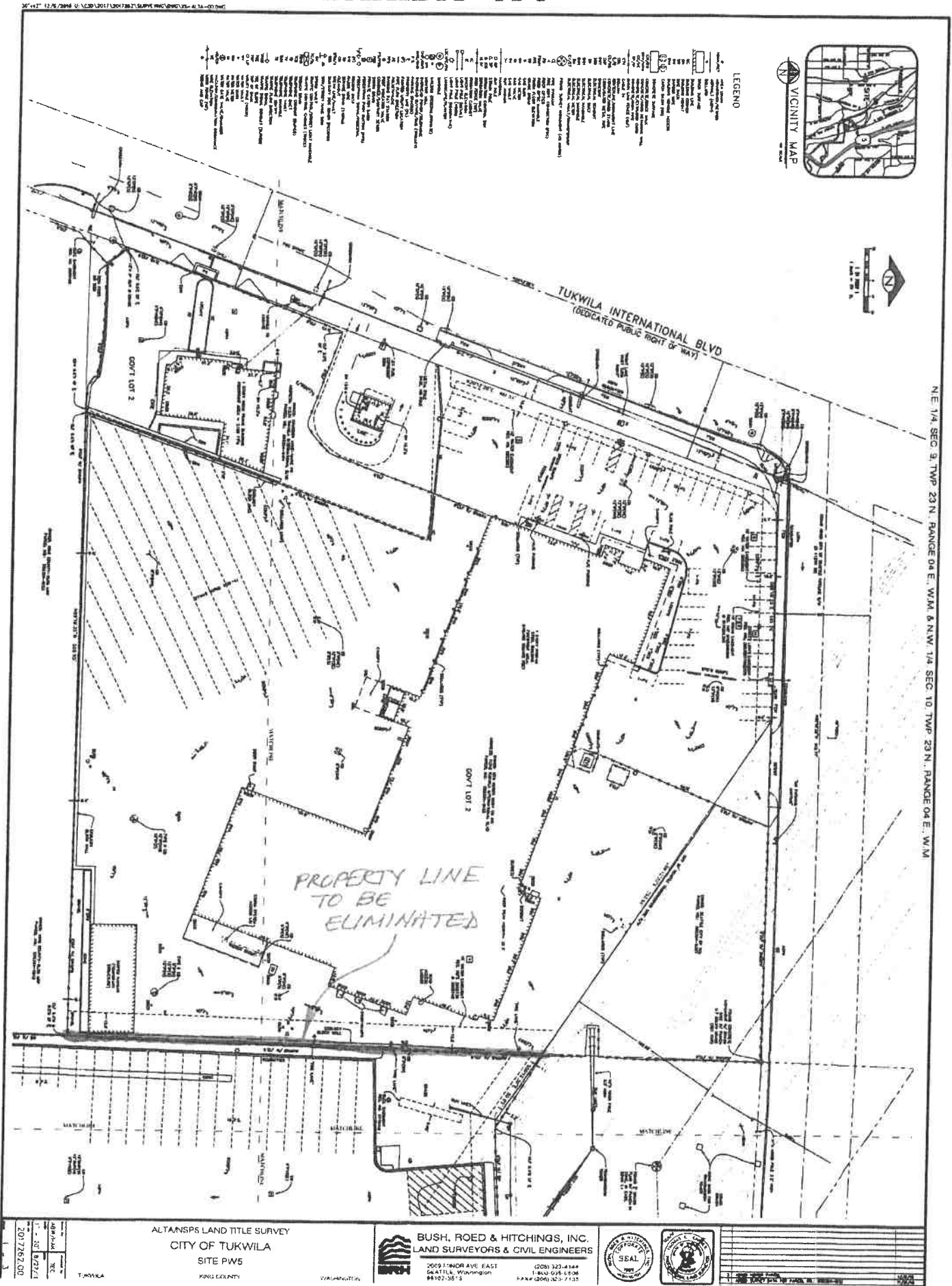
BUSH, ROED & HITCHINGS, INC.
LAND SURVEYORS & CIVIL ENGINEERS
2070 ANBOR AVE. EAST
SEASIDE, WASHINGTON 98138
TEL: (206) 333-4144
FAX: (206) 323-7196



DATE	1-30-82
BY	EC
SCALE	AS SHOWN
PROJECT	ALTANSPS
FILE NO.	2017621.00

EXHIBIT "A-3"

EXHIBIT A



2017-282-00
 2017-282-00
 2017-282-00

ALTAIRSPS LAND TITLE SURVEY
 CITY OF TUKWILA
 SITE PW5
 KING COUNTY
 WASHINGTON

BUSH, ROED & HITCHINGS, INC.
 LAND SURVEYORS & CIVIL ENGINEERS
 2009 11th AVENUE EAST
 SEATTLE, WASHINGTON 98107-3573
 (206) 323-4144
 (206) 323-4106
 FAX (206) 323-7135



DATE	
BY	
CHECKED	
APPROVED	



CITY OF TUKWILA
Department of Community Development
 6300 Southcenter Boulevard, Tukwila, WA 98188
 Telephone: (206) 431-3670

**BOUNDARY LINE
 ADJUSTMENT / LOT
 CONSOLIDATION**

INFORMATION

A Boundary Line Adjustment is the realignment of property lines between adjacent parcels. Additional legal lots may not be created. A Lot Consolidation is the elimination of property lines and the consolidation of two or more lots into fewer lots.

REQUIREMENTS: All amended lots must meet minimum lot sizes and otherwise satisfy the review criteria. The current standards apply even if the original lots did not conform. No amended lots may create a nonconformity or increase the level of non-conformity with any current regulations.

PROCEDURE: The process for both a Boundary Line Adjustment and for a Lot Consolidation consists of three steps: preliminary approval, final approval and recording. Within 28 days of receiving your application, City staff will determine if it is complete based on the attached "Complete Application Checklist". If not, you will be mailed a letter outlining what additional information is needed. If you do not submit requested materials within 90 days from the City's request for additional information the City may cancel your application.

PRELIMINARY APPROVAL: Once the application is complete it will be reviewed by the Short Subdivision Committee, made up of representatives of the Fire, Public Works and Community Development Departments. The Committee will issue a decision to approve, modify or deny the application based on the review criteria in Chapter 17.08 of the Tukwila Municipal Code.

FINAL APPROVAL: After the preliminary approval conditions have been met, an application for final approval shall be submitted to DCD for final review. A complete final application shall consist of the documents required for recording including:

1. Final recording documents in a recordable format, including:
 - a. Before and after legal descriptions of the affected lots,
 - b. Affidavit of Ownership signed and notarized by all owners,
 - c. All easements and maintenance agreements,
2. Any required bonds or other financial guarantees,
3. Other documentation necessary to demonstrate the conditions of the approval have been met.

Upon receiving approval from the City, the applicant will be responsible for picking up the documents from DCD and recording them with King County Recorders Office. A copy of the recorded documents must be returned to DCD to finalize the approval process. The adjustment shall not be deemed final until the City receives these documents.

COMPLETE APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by the Public Works Department and the Department of Community Development. Please contact each Department if you feel that certain items are not applicable to your project and should be waived. Application review will not begin until it is determined to be complete. **ADDITIONAL MATERIALS MAY BE REQUIRED.**

The initial application materials allow project review to begin and vest the applicant's rights. However, the City may require additional information as needed to establish consistency with development standards.

City staff are available to answer questions about application materials at 206-431-3670 (Department of Community Development) and 206-433-0179 (Department of Public Works).

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
APPLICATION MATERIALS:	
	1. Application Checklist (1 copy) indicating items submitted with application.
	2. Completed Application Form and drawings (4 copies).
	3. One set of all plans reduced to 8 1/2" x 11" or 11" x 17".
	4. Completed and notarized Affidavit of Ownership and Hold Harmless Permission to Enter Property (1 copy attached).
	5. Application Fee: See Land Use Fee Schedule online.
PROJECT DESCRIPTION AND ANALYSIS:	
	6. Vicinity Map with site location.
	7. Clearly establish status as separate legal lot(s) of record (per TMC Title 17 and RCW Chapter 58.17), showing all known easements and encumbrances.
	8. Provide any required maintenance agreements, easements or other documents ready for recording.
	Items 9 through 11 NOT required for lot consolidations or BLAs without vacant lots
	9. Provide King County Health Department approval if there are any septic systems on site.
	10. Sewer and water availability letters are required from the provider district if the area is not serviced by the City of Tukwila. Forms are available at the DCD office.
	11. Provide two copies of sensitive area studies such as wetland or geotechnical reports if needed per Tukwila's Sensitive Areas Ordinance (TMC 18.45). See Geotechnical Report Guidelines and Sensitive Area Special Study Guidelines for additional information.
RECORDING DOCUMENT: Templates are available from the City	
	12. (a) The recording document must meet the King County Assessor's recording format requirements (letter, legal or record of survey format). Only documents prepared by a surveyor may be in record of survey format (18" x 24").
	(b) Drawing must include a graphic scale, space for the City of Tukwila file number and north arrow. It shall include the elements listed at TMC 17.08.030(B).
	(c) Provide legal descriptions of all lots before and after the proposed changes.
	(d) The recording documents must include signature blocks for the owner(s), Short Subdivision Committee, Assessor, and Recorder (listed on the template, see TMC 17.04.060).
	(e) Existing and proposed lot lines shall be shown solid with new lines called out and lot lines to be removed shall be shown dashed.
	(f) Show existing and proposed utility easements (water, sewer, septic drainfields, power, natural gas, telephone, cable).
	(g) List total lot area and average width of each proposed residential lot.

EXHIBIT A

Check items submitted with application	Information Required. <i>May be waived in unusual cases, upon approval of both Public Works and Planning</i>
	(h) Dash in required setback distances from all parcel lot lines.
	(i) Show any required fire access lanes and turn-arounds per Fire Department standards.
	(j) Show the location and distance to proposed property lines of all existing structures, indicating those to be removed.
SENSITIVE AREAS PLAN: NOT required for lot consolidations or BLAs without vacant lots	
	13. (a) Location of all sensitive areas (e.g. streams, wetlands, slopes over 20%, coal mine areas and important geological and archaeological sites). For stream frontage provide existing and proposed top of stream bank, stream bank toe, stream mean high water mark, and base flood elevation (i.e., 100 yr. flood). Maximum sheet size 24" x 36".
	(b) Location of all required sensitive area buffers, setbacks, tracts and protection measures.
	(c) Show all significant trees (4" or more in diameter measured 4.5 feet above grade), indicating those to be retained and those to be removed. A tree permit will be required for removal of any significant trees within a sensitive area or its buffer.
	(d) Show proposed lot and tract lines.
CIVIL PLANS: NOT required for lot consolidations or BLAs without vacant lots	
	14. (a) Include a graphic scale and north arrow. Maximum sheet size 24" x 36".
	(b) Vertical datum NAVD 1988 and horizontal datum NAD 83/91. Conversion calculations to NGVD 1929, if in a flood zone or flood-prone area.
	(c) Existing and proposed utility easements and improvements, on site and in street (water, sewer, power, natural gas, telephone, cable). Schematic designs to be provided regardless of purveyor (e.g. site line size, location, and size of public main). No capacity calcs, invert depth, valve locations or the like are needed.
	(d) Storm drainage design at least 90% complete, which meets the King County Surface Water Design Manual (KCSWDM). Include a Technical Information Report (TIR) including feasibility analysis if required by the Manual. Call out total existing and proposed impervious surface in square feet. Include all storm drainage conveyance systems, water quality features, detention structures, maintenance access and safety features. For additional guidance contact Public Works or go to <u>PERMIT CENTER</u> .
	(e) Locate the nearest existing hydrant and all proposed hydrants.
	(f) Show the 100 yr. flood plain boundary and elevation as shown on FEMA maps.
	(g) Plan, profile and cross-section for any right-of-way improvements.
	(h) Show planned access to lots, driveways, fire access lanes and turn-arounds.
	(i) Show the location and distance to proposed property lines of all existing structures, indicating those to be removed.
	(j) Show proposed lot and tract lines.



CITY OF TUKWILA
 Department of Community Development
 6300 Southcenter Boulevard, Tukwila, WA 98188
 Telephone: (206) 431-3670

**BOUNDARY LINE
 ADJUSTMENT / LOT
 CONSOLIDATION**

APPLICATION

<i>FOR STAFF USE ONLY Permits Plus Type: P-BLA/LC</i>	
Planner:	File Number:
Application Complete Date:	Project File Number:
Application Incomplete Date:	Other File Numbers:

NAME OF PROJECT/DEVELOPMENT: _____

BRIEF DESCRIPTION OF PROJECT: _____

LOCATION OF PROJECT/DEVELOPMENT: *Give street address or, if vacant, indicate lot(s), block and subdivision, access street, and nearest intersection.*

LIST ALL TAX LOT NUMBERS (this information may be found on your tax statement).

DEVELOPMENT COORDINATOR:

The individual who:

- has decision making authority on behalf of the owner/applicant in meetings with City staff,
- has full responsibility for identifying and satisfying all relevant and sometimes overlapping development standards, and
- is the primary contact with the City, to whom all notices and reports will be sent.

Name: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

Signature: _____ Date: _____



CITY OF TUKWILA

Department of Community Development
6300 Southcenter Boulevard, Tukwila, WA 98188
Telephone: (206) 431-3670

**AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS
PERMISSION TO ENTER PROPERTY**

STATE OF WASHINGTON

ss

COUNTY OF KING

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. All statements contained in the applications have been prepared by me or my agents and are true and correct to the best of my knowledge.
3. The application is being submitted with my knowledge and consent.
4. Owner grants the City, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at _____ for the purpose of application review, for the limited time necessary to complete that purpose.
5. Owner agrees to hold the City harmless for any loss or damage to persons or property occurring on the private property during the City's entry upon the property, unless the loss or damage is the result of the sole negligence of the City.
6. Non-responsiveness to a City information request for ninety (90) or more days, shall be cause to cancel the application(s) without refund of fees.

EXECUTED at _____ (city), _____ (state), on _____, 20 _____

(Print Name)

(Address)

(Phone Number)

(Signature)

On this day personally appeared before me _____ to me known to be the individual who executed the foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed for the uses and purposes mentioned therein.

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____, 20 _____

NOTARY PUBLIC in and for the State of Washington
residing at _____

My Commission expires on _____

RECORDING DOCUMENTS

The recording documents submitted for final approval must be in either letter, legal or record of survey format, meet all of the King County recording requirements and contain the applicable signature blanks. The standard signature blanks are included in the AutoCAD and Word templates available from the City.

KING COUNTY RECORDER'S FORMAT REQUIREMENTS

Document Standardization

1. The first page of all documents must have a three-inch margin at the top and a one-inch margin on the sides and bottom (if using letter or legal sized paper) and the following key information:
 - a. Return address
 - b. Document title and titles
 - c. Reference numbers of documents assigned or released (if applicable)
 - d. Names of the grantors and grantees with reference to pages where additional names can be found
 - e. Abbreviated legal description
 - f. Assessor's property tax parcel number or account number

A coversheet may be used to fulfill the three-inch top margin & indexing information requirements list above, however, the requirements listed below must still be met or the document will be returned for compliance. Also, when a coversheet is used an additional fee will be added to the recording fee for the additional page on the document.

1. The second page and all succeeding pages must have a one-inch margin on all sides (unless document is using record of survey format, 18" x 24"). No marks may appear in the margins.
2. Record of survey format is 18" x 24" with a 2" margin on the left and ½" on all other sides. Only documents prepared by a surveyor may be recorded in this format. No marks may appear in the margins.
3. No attachments are allowed on the pages.
4. The font size must be at least 8 point.
5. The page size can be no larger than 8 ½ x 14 (unless in record of survey format, recorded at Condominium and Plat desk).
6. The paper must be of a weight and color capable of producing legible images.
7. The pages must not be folded.
8. The ink must be a color that is capable of being imaged.
9. All seals must be legible and capable of being imaged (pressure seals must be smudged)
10. For additional information go to [King County Recorder's Office](#).

BUSH, ROED & HITCHINGS, INC.

Standard Schedule of Charges and General Conditions - Effective to June 30, 2019

FEE SCHEDULE

Clerical	\$78/Hr.	1 Person Field Crew	104/Hr.
Research Technician	103/Hr.	2 Person Field Crew	178/Hr.
Utility Locator	92/Hr.	3 Person Field Crew	244/Hr.
Survey Coordinator	113/Hr.	1 Person Field Crew (Scanning)	153/Hr.
Survey CAD Technician	107/Hr.	2 Person Field Crew (Scanning)	228/Hr.
Engineering CAD Technician	107/Hr.	3 Person Field Crew (Scanning)	294/Hr.
Engineering CAD Designer	126/Hr.	Overtime	1.40 X Rates
Sr. Engineering CAD Designer	145/Hr.		
Design Engineer (EIT)	115/Hr.		
Project Engineer (PE)	126/Hr.		
Surveyor (PLS)	113/Hr.		
Project Manager (PE, PLS)	141/Hr.		
Sr. Project Manager (PE, PLS)	145/Hr.		
Principal Project Manager (PE, PLS)	172/Hr.		
Principal (PE, PLS)	237/Hr.		
Expert Witness (PE, PLS)	288/Hr.		

DIRECT NON-SALARIED COSTS

Vehicle Per Diem Charge	\$30/Day
Mileage	.580/Mile
Job Related Expenses	Cost Plus 15%
Non-Account Related Prints	\$50 Minimum
Non-Account Related Data File Transfer	\$100 Minimum
Per Diem – Personnel	135/Day

Payment Terms

Invoices will be submitted once per month and are payable upon receipt. Accounts remaining unpaid after 60 days will be subject to a 1.5% service charge per month. Collection fees including liens and attorney's fees, as may be required, will be added to the account.

Right-of-Entry and Boundary Line Location

Client will furnish right-of-entry for BRH to make surveys. Client shall furnish a description of the property where boundary lines are to be established. BRH assumes no liability for the establishment of actual lines of ownership other than as described and certified as such by a title insurance company. BRH will not be responsible for indicating easements, covenants, and restrictions of record on surveys unless furnished with a current title insurance report. At the request of the Client BRH will obtain a report from a title insurance company at Client's expense.

Utility Locations

When retained to locate utilities, BRH will depend upon utility agency records where verification by field location is not possible. BRH assumes no liability for the accuracy of records or locations provided by others.

General and Automobile Liability Insurance

BRH, Inc. maintains General Liability Insurance for bodily injury and property damage with a limit of \$1,000,000 per occurrence and \$2,000,000 aggregate. Automobile Liability and Property Damage Insurance is maintained with combined single limits of \$1,000,000.

Professional Liability

BRH maintains professional liability insurance for losses arising directly from its negligent acts, errors or omissions with limits of \$2,000,000 per occurrence and in the aggregate.

Service Agreement

It is BRH policy to negotiate and execute a Service Agreement setting forth actual scope of work, fees, payment terms, and general conditions prior to commencing services.

Date Revised: December 11, 2018



**City of Tukwila - Facilities Plan
TOTAL PROJECT**

**MONTHLY Budget Report
(REVISED Budgets; D-20 Plan Adopted by Council)**

Life to Date Costs
as of January 25, 2019 (reconciled w/acctg thru Dec. 31, 2018 GL)

	Original Budget	Budget Transfers	Current Budget	Committed Budget	Life to Date Costs	Remaining Committed	Remaining Budget	Cost at Completion
COUNCIL REPORTING SUMMARY - JUSTICE CENTER								
AE Services (both Design & CA)	\$ 3,278,125	\$ 221,875	\$ 3,500,000	\$ 3,141,729	\$ 1,705,300	\$ 1,436,429	\$ 358,271	\$ -
Permits/Fees	\$ 700,000	\$ -	\$ 700,000	\$ 99,868	\$ 99,868	\$ -	\$ 600,132	\$ -
Construction (Pre-Con, Const & Tax)	\$ 38,738,678	\$ (11,315)	\$ 38,727,363	\$ 563,671	\$ 282,108	\$ 281,563	\$ 38,163,692	\$ -
Construction Related Costs (incl Bond)	\$ 2,112,639	\$ 170,000	\$ 2,282,639	\$ 407,828	\$ 242,726	\$ 165,102	\$ 1,874,811	\$ -
PM Services (incl Other Professional Svcs)	\$ 1,815,875	\$ 296,721	\$ 2,112,596	\$ 1,967,303	\$ 870,929	\$ 1,096,374	\$ 145,293	\$ -
Contingency (incl Construction & Project)	\$ 6,507,731	\$ (1,646,239)	\$ 4,861,492	\$ -	\$ -	\$ -	\$ 4,861,492	\$ -
Contingency for Site Contamination (soils,hazmat)	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ 14,133,295	\$ (81,042)	\$ 14,052,253	\$ 13,705,681	\$ 13,679,255	\$ 26,427	\$ 346,572	\$ -
Contingency for Land Acquisition	\$ 1,250,000	\$ 300,000	\$ 1,550,000	\$ 918,462	\$ 918,462	\$ -	\$ 631,538	\$ -
TOTAL	\$ 68,536,343	\$ -	\$ 68,536,343	\$ 20,804,542	\$ 17,798,648	\$ 3,005,894	\$ 47,731,801	\$ -

	Original Budget	Budget Transfers	Current Budget	Committed Budget	Life to Date Costs	Remaining Committed	Remaining Budget	Cost at Completion
COUNCIL REPORTING SUMMARY - FIRE STATION 51								
AE Services (both Design & CA)	\$ 1,070,000	\$ 222,781	\$ 1,292,781	\$ 1,236,572	\$ 747,820	\$ 488,751	\$ 56,209	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Permits/Fees	\$ 234,000	\$ -	\$ 234,000	\$ 34,557	\$ 34,557	\$ -	\$ 199,443	\$ -
Construction (Pre-Con, Const & Tax)	\$ 9,396,000	\$ -	\$ 9,396,000	\$ 165,000	\$ 99,273	\$ 65,727	\$ 9,231,000	\$ -
Construction Related Costs (incl Bond)	\$ 931,000	\$ -	\$ 931,000	\$ 133,546	\$ 80,187	\$ 53,358	\$ 797,454	\$ -
PM Services (incl Other Professional Svcs)	\$ 526,000	\$ -	\$ 526,000	\$ 344,681	\$ 120,475	\$ 224,206	\$ 181,319	\$ -
Contingency (incl Construction & Project)	\$ 1,116,000	\$ (222,781)	\$ 893,219	\$ -	\$ -	\$ -	\$ 893,219	\$ -
TOTAL	\$ 13,273,000	\$ -	\$ 13,273,000	\$ 1,914,355	\$ 1,082,313	\$ 832,043	\$ 11,358,645	\$ -

	Original Budget	Budget Transfers	Current Budget	Committed Budget	Life to Date Costs	Remaining Committed	Remaining Budget	Cost at Completion
COUNCIL REPORTING SUMMARY - FIRE STATION 52								
AE Services (both Design & CA)	\$ 1,415,000	\$ 234,222	\$ 1,649,222	\$ 1,348,449	\$ 252,910	\$ 1,295,539	\$ 100,773	\$ -
Land Acquisition	\$ 16,000	\$ -	\$ 16,000	\$ 17,157	\$ 17,157	\$ -	\$ (1,157)	\$ -
Permits/Fees	\$ 353,000	\$ -	\$ 353,000	\$ -	\$ -	\$ -	\$ 353,000	\$ -
Construction (Pre-Con, Const & Tax)	\$ 13,298,000	\$ 456,500	\$ 13,754,500	\$ 137,500	\$ -	\$ 137,500	\$ 13,617,000	\$ -
Construction Related Costs (incl Bond)	\$ 1,398,000	\$ -	\$ 1,398,000	\$ 393,815	\$ 16,258	\$ 377,557	\$ 1,004,185	\$ -
PM Services (incl Other Professional Svcs)	\$ 787,000	\$ -	\$ 787,000	\$ 532,289	\$ 187,089	\$ 345,200	\$ 254,711	\$ -
Contingency (incl Construction & Project)	\$ 1,343,000	\$ (40,722)	\$ 1,302,278	\$ -	\$ -	\$ -	\$ 1,302,278	\$ -
TOTAL	\$ 18,610,000	\$ 650,000	\$ 19,260,000	\$ 2,629,210	\$ 473,413	\$ 2,155,797	\$ 16,630,790	\$ -

	Original Budget	Budget Transfers	Current Budget	Committed Budget	Life to Date Costs	Remaining Committed	Remaining Budget	Cost at Completion
COUNCIL REPORTING SUMMARY - FIRE STATION 54								
AE Services (both Design & CA)	\$ 150,000	\$ (7,000)	\$ 143,000	\$ 132,995	\$ 131,495	\$ 1,500	\$ 10,005	\$ -
Land Acquisition	\$ 902,668	\$ 25,596	\$ 928,264	\$ 928,165	\$ 928,165	\$ 100	\$ (1)	\$ -
Permits/Fees	\$ 20,000	\$ -	\$ 20,000	\$ 1,517	\$ 1,517	\$ -	\$ 18,483	\$ -
Construction (Pre-Con, Const & Tax)	\$ 230,000	\$ -	\$ 230,000	\$ 67,856	\$ 106,700	\$ 38,844	\$ 123,300	\$ -
Construction Related Costs (incl Bond)	\$ 50,000	\$ 9,875	\$ 59,875	\$ 44,752	\$ 22,798	\$ 21,954	\$ 15,123	\$ -
PM Services (incl Other Professional Svcs)	\$ 107,500	\$ -	\$ 107,500	\$ 106,665	\$ 84,815	\$ 21,850	\$ 835	\$ -
Contingency (incl Construction & Project)	\$ 41,832	\$ (28,471)	\$ 13,361	\$ -	\$ -	\$ -	\$ 13,361	\$ -
TOTAL	\$ 1,502,000	\$ -	\$ 1,502,000	\$ 1,320,894	\$ 1,236,646	\$ 84,248	\$ 181,106	\$ -

	Original Budget	Budget Transfers	Current Budget	Committed Budget	Life to Date Costs	Remaining Committed	Remaining Budget	Cost at Completion
COUNCIL REPORTING SUMMARY - PUBLIC WORKS								
AE Services (both Design & CA)	\$ 767,385	\$ 15,000	\$ 782,385	\$ 318,882	\$ 33,393	\$ 285,489	\$ 463,503	\$ -
Land Acquisition	\$ 22,000,046	\$ 3,333,913	\$ 25,333,959	\$ 25,294,683	\$ 25,292,483	\$ 2,200	\$ 39,276	\$ -
Permits/Fees	\$ 110,000	\$ (20,000)	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000	\$ -
Construction (Pre-Con, Const & Tax)	\$ 4,950,000	\$ (1,842,500)	\$ 3,107,500	\$ -	\$ -	\$ -	\$ 3,107,500	\$ -
Construction Related Costs (incl Bond)	\$ 529,036	\$ (416,293)	\$ 112,743	\$ 65,643	\$ 50,471	\$ 15,172	\$ 47,100	\$ -
PM Services (incl Other Professional Svcs)	\$ 668,426	\$ (348,426)	\$ 320,000	\$ 279,832	\$ 129,585	\$ 150,247	\$ 40,168	\$ -
Contingency (incl Construction & Project)	\$ 975,107	\$ (721,694)	\$ 253,413	\$ -	\$ -	\$ -	\$ 253,413	\$ -
TOTAL	\$ 30,000,000	\$ -	\$ 30,000,000	\$ 25,959,040	\$ 25,505,932	\$ 453,108	\$ 4,040,960	\$ -



City of Tukwila

City Council Public Safety Committee

PUBLIC SAFETY COMMITTEE

Meeting Minutes

February 19, 2019 – 5:30 p.m. – Hazelnut Conference Room, City Hall

Councilmembers: Dennis Robertson, Chair; Kate Kruller, Zak Idan

Staff: David Cline, Bruce Linton, Jay Wittwer, Chris Partman, Laurel Humphrey

CALL TO ORDER: Chair Robertson called the meeting to order at 5:30 p.m.

I. ANNOUNCEMENT

II. BUSINESS AGENDA

Chair Robertson and Councilmember Idan agreed to consider the locking mailbox pilot program as the first order of business.

A. Locking Mailbox Pilot Program

Staff briefed the Committee on a new locking mailbox pilot program that the Police Department is implementing. Mail theft is a major community concern. In 2017 the City intended to help residents install locking cluster mailboxes, but received no applications as it required unanimous consent from a block of residents to install. Staff proposes to launch a pilot program similar to that used in SeaTac, which has been successful. The City will purchase a bulk order of Mail Boss mailboxes in the amount of \$11,664, and residents will be able to purchase these at the reduced rate of \$108 (or \$52 for low income residents). The City will install the mailbox at the residence. The pilot program will begin with 100 mailboxes to allow staff to evaluate the demand and allow for adjustments. The initial purchase of 100 will still allow the City to receive the bulk discount. Committee members expressed support for the program and Councilmember Idan suggested reaching out to those who have already reported mail theft to promote it. **DISCUSSION ONLY.**

B. Public Safety Plan Contracts

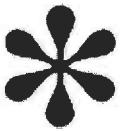
Amendment to JRS Engineering Contract for Construction Administration Services

Staff is seeking Council approval to amend the JRS Engineering contract for construction administration services associated with the Justice Center, Fire Station 51 and Fire Station 52 projects. These services were anticipated and included in the project budget. JRS Engineering has proposed a total of \$67,415, but subtracting Station 54 design funds makes the amendment total \$56,465. **MAJORITY APPROVAL. FORWARD TO FEBRUARY 25, 2019 COMMITTEE OF THE WHOLE.**

Amendment to Bush, Roed, and Hitchings for Land Survey Services

Staff is seeking Council approval to amend the Bush, Roed & Hitchings, Inc. contract in the amount of \$30,300 for land survey services associated with the Justice Center, Fire Station 52, Fire Station 54 and Public Works projects. This will be Amendment No. 4 and will provide delineation of existing wetlands to the Public Works site and Lot Line Consolidations to the





Justice Center site, Public Works site, and Fire Station 54 sites, as well as additional mapping and survey points for Station 52. These services were anticipated and included in the project budget. **MAJORITY APPROVAL. FORWARD TO FEBRUARY 25, 2019 COMMITTEE OF THE WHOLE.**

C. 2018 4th Quarter Police Department Report


Chief Linton updated the Committee on items of interest in the 4th Quarter, including staffing, recognitions, community engagement, significant operations and events, and crime statistics. Councilmembers asked clarifying questions. Councilmember Kruller mentioned the importance of public education on strategies to avoid crime. Councilmember Idan asked that future reports include information about homelessness response. **DISCUSSION ONLY.**

D. 2019 Work Plan

Chair Robertson suggested that this year the Committee take a deeper look at police and fire statistics in an effort to better understand trends and equity between neighborhoods as well as evaluate if current resources and policies are appropriate. He suggested looking at commercial vs. residential, service calls by neighborhood, and distinguishing fire from emergency medical calls. Councilmembers Kruller and Idan expressed support but wish to provide a specific list of data requests, which will be developed at a future meeting. **DISCUSSION ONLY.**

III. MISCELLANEOUS

Adjourned 6:50 p.m.

 Committee Chair Approval

Summary by LH