



Project title: An Ordinance creating a special construction fund entitled "Police Headquarters – Window Replacement Project" Fund 342, Program 031, to accumulate design and construction costs in the amount of \$40,000.

City Council Agenda Item Cover Sheet

Council Bill # *interoffice use*

CB2005-33

Agenda dates requested:

- May 13, 2020
- May 20, 2020
- May 27, 2020

- Briefing
- Proposed action
- Consent
- Action
- Ordinance **X**
- Public hearing
- Yes No **X**

Budget amendment:
 Yes No **X**

PowerPoint presentation:
 Yes No **X**

Attachments:
 Funding Ordinance

Department(s) involved:
 Facilities

Contact person:
 Chris Lark

Phone number:
 425-257-6294

Email: clark@everettwa.gov
Initialed by:

Department head

Administration

Council President

Consideration: Funding Ordinance

Project: Police Headquarters – Window Replacement Project

Partner/Supplier : Department of Enterprise Services / McKinstry

Location: 3002 Wetmore Avenue

Preceding action: None

Fund: Fund 342, Program 031 (CIP-1)

Fiscal summary statement:

The proposed funding Ordinance will fund the window replacements for the Police Headquarters. The window replacements will include the historic wood cased windows, the skylight over the south stairwell, and the window walls at the north and south second floor additions.

- The source of funds is CIP-1
- The estimated cost for the engineering design work is \$40,000
- The cost for construction will be determined at the completion of the design.
- The funding ordinance would be amended to add funds for the construction.

Project summary statement:

The Police Headquarters – Window Replacement Project is an identified project in the City’s 2020 Budget and is in the CIP-1 finance model. The window replacements were also identified as an observed deficiency in the Facilities Condition Assessment. The 2020 project budget estimate of \$800,000 is in line with the Facilities Condition Assessment cost estimate of \$812,736.

On March 4, 2020 Council authorized an Interagency Agreement with the Washington State Department of Enterprise Services (DES) for an Energy Savings Performance Contracting Program (ESPC). The ESPC will provide an efficient and effective delivery of energy related projects with DES providing project management services. The cost of these services is calculated based on the total project value. A preliminary energy savings audit for the Police Headquarters – Window Replacement Project was submitted to the DES and the City (Facilities) by McKinstry, a DES approved Energy Services Company. After reviewing the McKinstry proposal DES and Facilities recommend proceeding with the engineering design phase of the project.

The funding Ordinance will fund the engineering design (Investment Grade Audit) for the project. The Investment Grade Audit will deliver a maximum allowable project cost, description of how the energy savings will be guaranteed, and a schedule for project completion. The Investment Grade Audit’s target completion is 100 calendar days from Notice to Proceed. The authorization for the Mayor to sign the Energy Services Agreement will follow the third reading of this project’s funding Ordinance. At completion, it will be the City’s option to proceed with construction.

Recommendation (exact action requested of Council)

Adopt an Ordinance creating a special construction fund entitled "Police Headquarters – Window Replacement Project" Fund 342, Program 031, to accumulate design and construction costs in the amount of \$40,000.



ORDINANCE NO. _____

An ORDINANCE creating the special construction fund entitled “Police Headquarters – Window Replacements”, Fund 342, Program 031, to accumulate the design and construction costs for the project in the amount of \$40,000.

WHEREAS,

- A. The City Council has recognized the need to replace the windows at Police Headquarters.

NOW, THEREFORE, THE CITY OF EVERETT DOES ORDAIN:

Section 1. A special design and construction fund is hereby entitled “Police Headquarters – Window Replacements”, Fund 342, Program 031

Section 2. Authorization is hereby granted to the Parks and Facilities Director under the administration of the Mayor, to assume full responsibility for conducting all tasks and performing all necessary steps to accomplish the actions authorized by this Ordinance.

Section 3. The estimated cost of the design is \$40,000.

Section 4: The sum of \$30,000 is hereby appropriated to Fund 342, Program 031, “Police Headquarters – Window Replacements”.

A.	Use of Funds	
	Design	<u>\$40,000</u>
	Total	\$40,000

B.	Source of Funds	
	CIP 1	<u>\$40,000</u>
	Total	\$40,000

- C. The appropriation shall not lapse, but shall be carried forward from year to year until fully expended or the purpose has been accomplished or abandoned without the necessity of re-appropriation.

Section 5. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any internal references.

Section 6. The City Council hereby declares that should any section, paragraph, sentence, clause or phrase of this ordinance be declared invalid for any reason, it is the intent of the City Council that it would have passed all portions of this ordinance independent of the elimination of any such portion as may be declared invalid.

Section 7. The enactment of this Ordinance shall not affect any case, proceeding, appeal or other matter currently pending in any court or in any way modify any right or liability, civil or criminal, which may be in existence on the effective date of this Ordinance.

Cassie Franklin, Mayor

ATTEST:

Sharon Fuller, City Clerk

PASSED: _____

VALID: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

