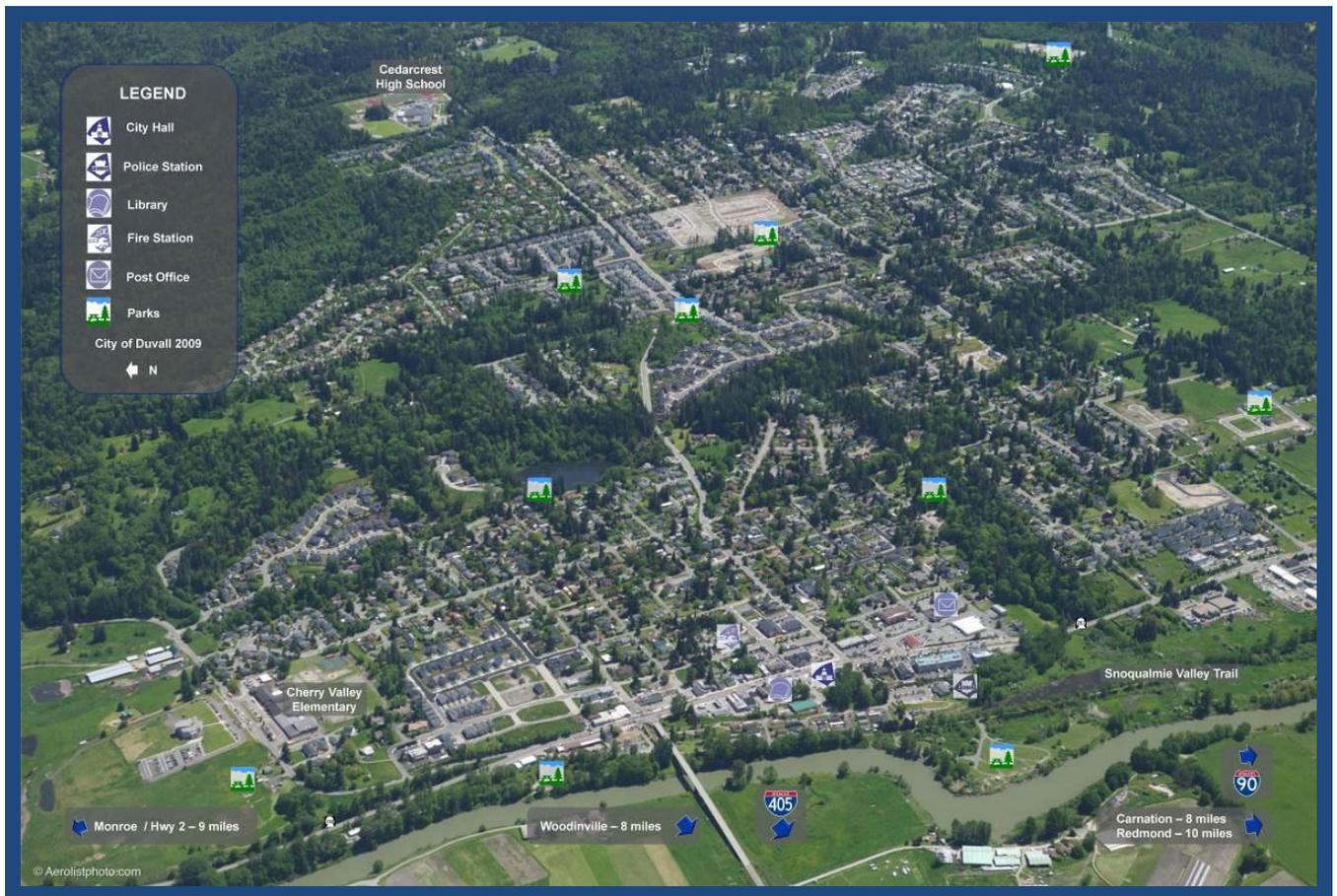




Small Town. Real Life.

City Facilities Inventory Summary and Plan



Prepared by *City of Duvall*
Public Works Department
14525 Main Street NE
Duvall, WA 98019

March 2013

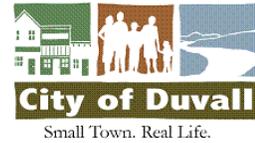
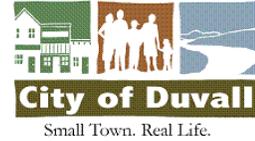


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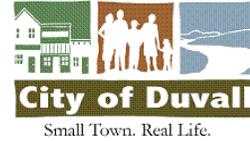
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Introduction

The City of Duvall, established in 1913 as a municipal government, is entrusted by its citizens to provide city services to the community it serves to include the operation and maintenance of its owned facilities.

For the purpose of this document the contents will provide a summarized historical reference of the facilities currently owned by the City and the current uses to date. This document also provides detailed data on the physical building itself and associated assets or in the case of land or parks a detailed description of the facility assets associated with them. Because there is such a varying and unique use associated for each facility, each facility will be described individually with its current status and future needs.

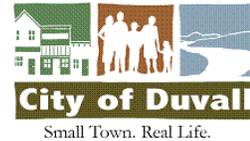
The goal of this project was three fold. One was to make current the inventory and inspections of all facilities and document their current status. Second was to identify the accumulative value of the assets the city owns and the cost liabilities associated with the maintenance. Thirdly identify options and provide recommendations for future considerations.

The objectives of this project were to identify where efficiencies exist and where improvements could be made and also to provide a baseline for future discussions relating to budgeting for both maintenance and upgrades. These include the possibilities of purchases or sale of existing facilities or the need for new ones.

In conclusion this document includes a description of current use for each facility associated costs for maintenance and operations with recommendations for further study in the area of policy direction. The staff in its final analysis recommends that this working plan be maintained and kept current at minimum with an annual review specifically for inventory and current cost analysis.

This work plan has accomplished the goal of establishing a cost analysis and inventory record however the objectives for establishing policy strategies are a mid to long term goal. It is staff's hope that this project will inspire future discussions and help guide strategic decisions.

Table DP-01 is a map showing the location of city buildings and developable areas. Generally speaking the map's top is north and the bulk of our facilities reside along the Highway 203 or Main Street corridor.



General Government Facilities Strategy

The summaries presented in this document are comprehensive of all the facilities the City owns. Additionally this will identify city liabilities, levels of need and future planning to assist the City in creating one or more policies related to owning and operating properties.

At a minimum policies should be created that outline the amount of investment the City should make on an annual and programmatic basis so that buildings are maintained efficiently, keeping their value and usability high. Priorities should be set for each building or facility so if two items are in need of repair or expansion, staff has a policy to point at should resources not be available at the time to complete both tasks. Additional policies should be considered to establish a framework that includes objectives for buildings the City actually needs which may lead to consolidation and relinquishing ownership in some properties.

Out of this work funding strategies or a “financing policy” will need to be refined and further developed to sustain the annual needs of the City facilities. Goals and objectives should be identified citywide and further subcategorized by departmental needs. This will assist in consolidation and optimization of properties citywide. An asset reserve policy should also be considered so that in the case of dramatic growth or if accidental property damage occurs the City could rebuild in a timely manner where interruption of operations could be kept to a minimum.

General Government Capital Improvement Plan (CIP)

As required by the GMA, the City is required to annually prepare a capital improvement program that identifies projects needed to expand, maintain and upgrade general government facilities over the next six years. The current general government CIP is shown in Table DP-01 (CF Table 7 in the Capital Improvement Plan) as currently incorporated by the City. Results from this project should incorporate any new or changed strategies into the current years planning process.

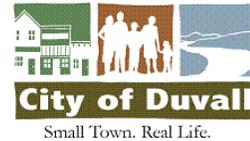
**Table DP - 01:
2011 to 2016 General Government Capital Improvement Plan (TBD)**

Project	2011	2012	2013	2014	2015	2016	Total	Local Funds ¹	State Funds ³
Public Works Yard, New location at north side Tech Center property	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	
City Hall	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	
Old Library Site	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	
TOTAL	\$100,000	\$0	\$0	\$0	\$0	\$200,000	\$300,000	\$300,000	\$0

Source: City of Duvall Public Works Department

- 1 Local funds are primarily from real estate excise tax funds (REETs) and the general fund.
- 2 Costs in 2010 Dollars
- 3 Estimated from existing grant requests, all funds will be local if grants not received.

The same process identifies specific community services that the City should provide for. RCW 36.70B.220(1) states that each city having a population of ten thousand or more that plans under RCW 36.70A.040 shall designate permit assistance staff whose function it is to assist permit applicants; an existing employee may be designated as the permit assistance staff. An example



could be the consolidation of the planning, building and engineering departments. One strategy may include consolidation into one building.

The City may choose to set targets for facilities that are to be moved or co-located. A simple approach may be to set a number on the city's population or staffing totals. The current population is 6,900 so reasonably speaking a target for new or expanded facilities could be set at a population of 10,000 or 13,000 or if staffing climbs from 30 to 35 for non-police staff. This is a topic that will need further consideration and refinement.

For quick review, Table DP-02 is a summary of the City's current facilities. Detailed descriptions are provided in the appendices.

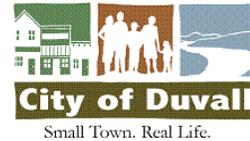
**Table DP-02:
General Government Facility Inventory, Costs & Value (2013)**

Building	Address	Age	Annual Exp.	20 year Exp.	Value
City Hall	15535 Main Street NE	36	\$ 12,264	\$ 103,000	\$ 410,000
Community Center	26512 NE Stella Street	75	\$ 8,350	\$ 71,000	\$ 370,000
Depot	Depot Park	102	\$ 3,390	\$ 71,000	NA
Dougherty Farm	26524 NE Cherry Valley Rd	125	\$ \$4,407	\$ 89,000	NA
Engineering	14525 Main Street NE	25	\$ 4,408	\$ 72,000	NA
Old Library Site	15629 Main Street NE	78	\$ 10,046	\$ 100,000	\$ 560,000
Police Station	26225 NE Stephens Street	9	\$ 16,496	\$ 75,000	\$ 1,000,000
Public Works Yard	26320 NE Stella Street	14	\$ 3,721	\$ 29,000	\$335,000
Tech Center	14701 Main Street NE	22	\$ 15,328	\$ 125,000	\$ 1,540,000
Property					
Tech Center pad*	14699 Main Street NE	NA	\$ 0.00	NA	\$ 455,000
Two acre pad*	Big Rock & Fifth Ave	NA	\$ 0.00	NA	\$ 700,000
TOTAL	AVERAGE	54	\$ 9,250	\$ 82,000	\$ 703,000

Source: City of Duvall Public Works Department

- 1 Values are based on appraisals done on facilities and then average per foot costs out of appraisals.
- 2 * Indicates item not included in calculations for average values.

As required by the GMA, the City is required to annually prepare a capital improvement program that identifies projects needed to expand, maintain and upgrade general government facilities over the next six years. Based upon this analysis the current general government CIP as of 2012 is shown in Table DP-03.



**Table DP-03:
General Government CIP as of 2012**

Project	2014	2015	2016	2017	2018	2019	Total	Local Funds ¹	State Funds ³
ADD ALL TO BE CONSIDERED	\$?	\$?	\$?	\$?	\$?	\$?	\$?	\$?	\$?
So REET and City \$\$\$ can be spent...	\$?	\$?	\$?	\$?	\$?	\$?	\$?	\$?	\$?
	\$?	\$?	\$?	\$?	\$?	\$?	\$?	\$?	\$?
	\$?	\$?	\$?	\$?	\$?	\$?	\$?	\$?	\$?
TOTAL	\$?	\$?							

Source: City of Duvall Public Works Department

1 Local funds are primarily from real estate excise tax funds (REETs) and the general fund.

Existing Facilities Summaries

City Hall

Existing

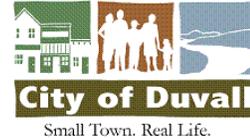
The existing 3,302 square foot, two-story city hall building is located on the southwest corner of Main and Stella streets and can accommodate ~ 10-15 employees and currently houses ten staff members. The building was expanded in 1994, when a lower floor was constructed to house the Council Chambers, and in 1996 out of necessity the police department moved in. The Duvall Police Department moved out in the fall of 2004 to accommodate staff growth and a remodel occurred to move the finance department to the lower floor. The facility was built to host ten (10) employees. The facility is occupied by the city administration, finance, planning, IT and utility billing departments. Parking is currently provided along the side of the building on Stella Street and within the right-of-way along Main Street. Parking is also provided behind the building along Riverside Avenue. *PW crew maintains site.*

Future

Current City services are located in three separate locations. A goal to consolidate all city professional functions and customer services in a single facility should be considered. This may be a provision that is correlated to the City's population so that it is provided for it grows when the need for efficiencies has become its highest. An expanded or new city hall should be constructed to house all city offices, including the current staff and adding the building, engineering and public works departments (excluding maintenance). The police department could be included but may continue to function best on its own.

Existing and Future Costs

Part of this assessment includes monitoring the current operational expenses and future needs. The City spent approximately \$12,200 in 2011 for utilities and routine maintenance. The building will also need near and long term capital improvements. These improvements would typically consist of flooring, repainting, roof replacement and new windows. The City should set aside approximately \$9,300 annually based on the current assessment of the facility. A recommended approach would be to set aside funds annually for necessary repairs. A funding



strategy will need to be developed to prioritize and categorize funding resources available for needs citywide.

Based on a recent appraisal of the Old Library building, the City Hall value is estimated at \$410,000, the physical asset replacement cost is estimated at \$660,000.

Community Center

Duvall Community Center – Existing

The City owns the 3,008 square-foot Glen Kuntz W.R.E.C.K. Center building located on Stella Street between 1st and 2nd Avenues. The building in the past has been used as a church, housed the police department, city hall, fire station, the public works building, city storage and a preschool. In 2002, the first floor of the building was renovated and expanded to accommodate a “Community Youth Center”. Youth center operations ended in 2008 as the YMCA could no longer afford to manage the facility. The center is currently being used as a public facility for meetings and is leased to a preschool for daytime operations. *PW crew maintains site.*

Duvall Community Center – Future

The existing basement of the building could be developed as a 24’ x 40’ daylight basement for an additional office and storage space. In order to accommodate for accessibility, the existing grade would need to be excavated.

Duvall Community Center – Existing and Future Costs

Part of this assessment includes monitoring the current operational expenses and future needs. The City spent approximately \$8,350 in 2011 for utilities and routine maintenance. The building will also need near and long term capital improvements in the future. These improvements would typically consist of flooring, repainting, roof replacement and new windows. The City should set aside approximately \$6,400 annually based on the current assessment of the facility.

The current value of the property is estimated at \$370,000, the physical asset replacement cost is estimated at \$600,000.

Historic Dougherty Farmstead

Existing

The Dougherty House Farmstead (Farmstead) and the other buildings on the property today offer a rare example of an early Snoqualmie Valley dairy farm. The farmstead is important for retaining the cultural heritage of the City’s farming and logging community and contributes to community outreach. Under a lease agreement between the City and the Historical Society, the City assumes responsibility for the maintenance of the Farmstead and the Society assumes the responsibility for its operation and also cares for the Cemetery.

Historic Society hosts tours and open house throughout the year. Details on the property include:

- 1888 Farmhouse built on a property down by the river.
- 1909 Farmhouse was moved to its present location.
- 1976 Duvall Historical Society formed.
- 1983 Property placed on the King County Office of Historic Preservation. Duvall Historic Society began minor maintenance to home.
- 1994 Property was annexed into the City and purchased with Open Space bond funds provided by King County.
- 2004 Placed on the National Register of Historic Places.
- 2005 to current - Heritage Festival happens onsite yearly in September.
- 2006 to current - Pea Patch program (annual) happens on the property.
- 2008-2012 – Rebuild windows as grants are provided.

The existing 1,320 square foot, two story building is located at the Dougherty Farmstead just off of Cherry Valley Road and First Avenue. The building has had many upgrades and projects performed throughout the last decade. Since 2000, many projects to renovate the farmhouse, bunkhouse, milk-shed and garage have been accomplished with funding thru King County 4Culture, City of Duvall, Eagle Scout projects and volunteers.

1. Farmhouse renovation, interior and exterior, new roof, painting, ADA access with lift, ADA ramp replacement and foundation repair.
2. Bunkhouse renovation, interior display, new roof, painting, new threshold.
3. Garage renovation, new doors, new roof, painting and interior display.
4. Milk–shed renovation, interior display, new roof and painting.
5. Pea Patch fencing.
6. Milk Barn demolition and clean up. Existing slab on site to be reconstructed in future.
7. Cemetery radar imaging, fence installation, clean up.

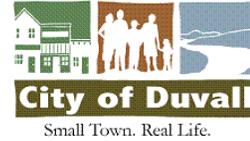
PW crew maintains site.

Future

The facility is likely to continue to be occupied by the Historical Society and preserved for the community.

Existing and Future Costs

Part of this assessment includes monitoring the current operational expenses and future needs. The City spent approximately \$4,400 in 2011 for utilities and routine maintenance. The building will also need near and long term capital improvements in the future. These improvements would typically consist of flooring, repainting, roof replacement and rebuilding the existing windows. The City should set aside approximately \$8,000 annually based on the current assessment of the facility.



There are certain buildings and facilities that are assumed to always be in the cities possession therefore they do have an assumed value and the *physical asset replacement cost for this facility is estimated at \$400,000.*

Historic Railroad Depot

Existing

Ray and Tove Burhen donated the Historic Depot Building to the City in December 2001. The Depot is an actual train station depot that was used by the Chicago, Milwaukee and St. Paul Railway. Upon donation, the City moved the Depot to its present location in the McCormick and now named Depot Park. With the donation was an agreement between the City and the Burhens for limited use of the facility; a copy of the agreement is attached in the appendix.

The existing 800 square foot, single story building is located in Depot Park at the west end of Stephens Street. The building was moved onto a temporary foundation in 2001. The building was painted in 2003, and an Eagle Scout project provided the City with the deck off the west side in 2004. In 2008 the City invested in installing a permanent foundation and completed the site work around the Depot building with the installation of an ADA pathway from the parking lot and included a scenic overlook gazebo that has interpretive signage for educational purposes. The facility is occupied by the Historical Society and is rented for a small fee. Parking is provided in the shared lot at the Police Station and McCormick / Depot Park parking lot. *PW crew maintains site.*

Future

Unless a different use is considered, this facility will continue to be occupied by the Historical Society and other temporary uses.

Existing and Future Costs

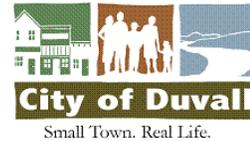
Part of this assessment includes monitoring the current operational expenses and future needs. We spent approximately \$3,400 in 2011 for utilities and routine maintenance. The building will also need near and long term capital improvements in the future. These improvements would typically consist of flooring, repainting, roof replacement, and rebuilding the existing windows. The City should set aside approximately \$6,400 annually based on the current assessment of the facility.

There are certain buildings and facilities that are assumed to always be in the cities possession therefore they do have an assumed value and the *physical asset replacement cost for this facility is estimated at \$240,000.*

Old Library

Old Library– Existing

The City owns a 4,554 square foot, two-story building which was built in 1934 and is located on the west side of Main Street between Stella and Cherry Streets. This building currently serves as the City's Visitors and Centennial Center and prior to 2012, the Duvall Library Branch of the King County Library System (KCLS). The Library has been the major tenant for a long while and it is estimated, even since the 1930's. There is also a small parking lot on the west side of the



building off Riverside Drive that is accessible to the community meeting room on the lower floor. The City has a formal relationship with the Civic Club and such shall work with them to accommodate the agreement in place (located in the appendices). *PW crew maintains site.*

Old Library – Future

In fall 2004, the voters approved a capital structures levy for purposes of constructing a new library in the City. KCLS has recently completed construction of a 7,000 square foot LEED® certified building at a new location at the intersection of Main & Stephens Streets.

Old Library – Existing and Future Costs

The City currently has a Memorandum of Understanding and Lease arrangement for temporary use with the Duvall Foundation for the Arts, the Historical Society, the Centennial Committee and the Duvall Chamber of Commerce to run the building as a Visitors Center.

Part of this assessment includes monitoring the current operational expenses and future needs. The City spent approximately \$7,500 in 2011 for utilities and routine maintenance. The building will also need near and long term capital improvements in the future. These improvements would typically consist of flooring, repainting, roof replacement and new windows. The City should set aside approximately \$9,600 annually based on the current assessment of the facility.

The current value of the property is estimated at \$560,000, *the physical asset replacement cost is estimated at \$910,800.*

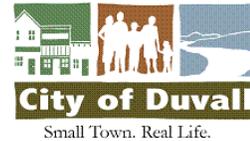
Permit Center (Building & Engineering Dept.) Building

Permit Center – Existing

The existing public works building is located south of Historic Downtown at 14525 Main Street NE. The building contains approximately 1,700 square feet of office space and 1,925 square feet of garage and unfinished storage space. In reaction to the economy all departments were moved and co located at this facility. The building can support six (6) office staff but currently has eight (8). To date, the building continues to house the engineering and building departments, parts of public works, including the permit center, archives and a garage/shop. In 2004, siding and windows were replaced on the south side of the building and in 2005 improvements were made to the attic by adding ventilation and insulation. In 2010 the facility was wired into the generator that runs the Wastewater Treatment Plant. Cleaning services are provided at the building and there is also a service that cleans the windows and gutters. *PW crew maintains site.*

Permit Center – Origin

This public works building was initially constructed in 1986 and completed in 1987. In 1995 the building was remodeled and one garage bay was converted into office space. The facility has remained the same since. Operations & Engineering were housed out of this facility until approximately 1999 when the Operations group was moved to the Shop just northwest of City Hall. Now only the engineering and building departments operate in this facility. Currently there are five (5) offices and eight (8) staff members in the facility. There is one small conference room on the main floor. The office space is at or past capacity.



Permit Center – Future

The existing building could be reconfigured to make minor accommodations for a few additional employees in the future. The facility would most efficiently be utilized for public works operations should the engineering / building group move to a new or expanded city hall. The building has low potential for expansion or other non-public works use because it is adjacent to, and provides access for, the wastewater treatment plant and has limited parking space.

Permit Center – Existing and Future Costs

Part of this assessment includes monitoring the current operational expenses and future needs. The City spent approximately \$4,400 in 2011 for utilities and routine maintenance. The building will also need near and long term capital improvements in the future. These improvements would typically consist of flooring, repainting, roof replacement and new windows. The City should set aside approximately \$6,500 annually based on the current assessment of the facility.

Staff considered assessing the current sale value however this will be a facility we own forever. If something happened though, *the physical asset replacement cost is estimated at \$370,000.*

Police Station

Police Services – Existing

The police department is comprised of a police chief, police commander, clerk and 13 patrol officers. Some officers specialize in specific aspects of law enforcement, such as crime prevention, DARE, K9, major crimes detective, evidence collection, traffic accident investigation, bicycle patrol, emergency vehicle operations, pro-active enforcement efforts, etc. Each aspect requires specialized training. In addition to patrolling the City, the police department also provides the City of Carnation with contractual police services. That service is provided in accordance with a specific contract between Duvall and Carnation. The Department is currently located in a temporary use/permanent facility located at the end of Stephens Street adjacent to Depot and McCormick Park, which was constructed in the fall of 2004.

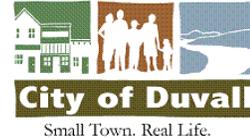
The facility, which is located on approximately 6.7 acres, is a 3,900 square foot modular building, including a 1,350 square foot sally port, and approximately forty-two (42) parking spaces for public use. This facility was built to resolve the unsafe conditions and inefficiencies that existed in the city hall building.

Police Services – Future

The existing temporary use/permanent facility is projected to accommodate up to twenty (20) police staff members. The City originally expected that this facility would be able to serve the department for 8-10 years or longer depending on the City's growth rate. As city population and the demand for increased police services and protection increases, the City will likely need to either expand this facility or relocate to another part of the city.

Police Services – Existing and Future Costs

Part of this assessment includes monitoring the current operational expenses and future needs. The City spent approximately \$16,500 in 2011 for utilities and routine maintenance. The building will also need near and long term capital improvements in the future. These



improvements would typically consist of flooring, repainting, roof replacement and new windows. The City should set aside approximately \$6,800 annually based on the current assessment of the facility.

The current value of the property is estimated at \$1,000,000, the physical asset replacement cost is estimated at \$975,000.

Police Station- Building Pad

Building Pad – Existing

Out of need and to relocate from City Hall in 2001 the City purchased approximately five (5) acres of property off of Third Avenue and Big Rock Road for \$400,000 for construction of a future police station. In 2002, strategies changed and an interim facility was provided off of Stephens street at the entrance to Depot Park.

The City went through an annexation in 2006 and with that entered into a development agreement which created another round of arrangements for the property. An agreement was made where the approximate five (5) acres was converted into a two (2) acre building pad off of Big Rock Road and 5th Avenue (not yet created) that included the land, curb & gutter, sidewalk, utility service stubs and a flat piece of land. The agreement additionally created approximately three (3) acres of park land in the annexation area which is yet to be determined.

Police Services – Future

The City should focus efforts on creating the land where it could verify the location of the building pad and even take ownership of the property.

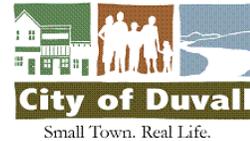
The current value of the property could be estimated at \$700,000.

Public Works Maintenance Yard

Public Works Yard – Existing

The site was purchased in 1991 from a private owner as a storage facility. It had a barn like structure on it. This was intended to be a City storage yard but in a snow storm in 1996 the building collapsed. Fortunately insurance was in place and covered replacement costs. A new covered structure for the site was completed in 1997 after the collapse of the old structure and it has stayed the Public Works Maintenance Yard. The existing storage yard and office is located between Stella and Cherry Streets along Riverside Avenue. This facility houses all equipment, materials and most shop functions as well as the public works maintenance staff, currently eight (8) employees.

The subject building consists of average-quality construction, is in average condition and represents Class "D" pole type construction. Overall, the building is estimated to have a 20-year life span and a total economic life of 30 years which leaves a remaining economic life of 15 years. *PW crew maintains site.*



Public Works Yard – Future

Because space is limited for equipment storage, and because the current downtown location is adjacent to properties where value is the highest and, which are a key component to redevelopment and revitalization in the Historic Downtown core, the City would likely relocate the use outside of the area. The City could potentially use additional city-owned property adjacent to the sewer treatment facility, the existing Permit Center Building and garage, or acquire and develop a new facility in the southern portion of the city. Both options would be preferred rather than keeping the existing facility in its current location in downtown. Also, the City may consider selling the property for redevelopment or use the property as a site for a new city-owned facility, such as a new city hall or combination, multi-use and multi-story facility.

Public Works Yard – Existing and Future Costs

Part of this assessment includes monitoring the current operational expenses and future needs. The City spent approximately \$3,700 in 2011 for utilities and routine maintenance. The building will also need near and long term capital improvements in the future. These improvements would typically consist of flooring, repainting, roof replacement and new windows. The City should set aside approximately \$2,600 annually based on the current assessment of the facility.

The current value of the property is estimated at \$335,000 the physical asset replacement cost is estimated at \$650,000.

Tech Center

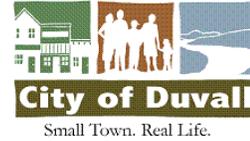
Tech Center – Existing

The site at 14701 Main Street, just on the north side of the City waste water treatment plant was purchased in 2001 and it was anticipated that the land would be needed for the expansion of the wastewater treatment plant. At that time the City was in a development moratorium due to the fact that the treatment plant was operating at full capacity. In consideration of the design process, the city chose to utilize a Membrane Bio-Reactor (MBR) which would fit on the existing site. The end result of the MBR process is that it requires less space than traditional aeration based sewer processes and the Tech Center property ended up not being needed for the expansion. It was decided that the City would manage the building as a rental facility until ultimate city needs were assessed. Public Works currently manages and rents the site to a number of tenants of which the Police Department (PD) is one of. The annual rental costs to back to the City for PD use is approximately \$15,000.

The property is a light industrial space that has two separate structures that are 10,000 and 9,200 square feet in size. The buildings sit on approximately 38,000 square feet of land.

The purchase of the property also included approximately six (6) acres that are adjacent to the existing wastewater treatment plant and Tech Center property.

The subject building consists of average-quality construction, is in average condition and represents standard light industrial style construction. Overall, the building is estimated to have a 20-year life span and a total economic life of 30 years which leaves a remaining economic life of



15 years. Private contractors routinely maintain the grounds and the *PW crew maintains the buildings.*

Tech Center – Future

Because space is limited for equipment storage, and because the current location of the public works yard in downtown is adjacent to properties where value is the highest and, which are a key component to redevelopment and revitalization in the Historic Downtown core, the City could likely relocate the Public Works use to this area. Also, the City may consider selling the property for private business use or redevelopment.

Tech Center – Existing and Future Costs

Part of this assessment includes monitoring the current operational expenses and future needs. The City spent approximately \$15,300 in 2011 for utilities and routine maintenance. The building will also need near and long term capital improvements in the future. These improvements would typically consist of flooring, repainting, roof replacement and new windows. The City should set aside approximately \$11,300 annually based on the current assessment of the facility.

The current value of the property is estimated at \$1,540,000 the physical asset replacement cost is estimated at \$1,440,000.

Tech Center Maintenance Yard

TC Maintenance Yard – Existing

The site was purchased in conjunction with the Tech Center in 2001. It had very little developed space associated with it. Over the years, and prior to the City's ownership, the area was used for a private, small scale bicycle/motorcycle track. During the WWTP reconstruction project the City's contractor used it as a staging area and provided some space for a storage yard.

Recently the City has invested resources in finalizing the site through development processes as a maintenance storage facility. The project will yield approximately 63,000 square feet of storage yard in the light industrial zone.

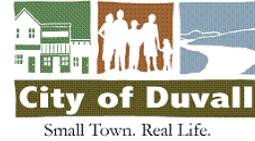
Currently there are no physical assets associated with this property. *PW crew maintains site.*

TC Maintenance Yard – Future

Because space is limited for equipment storage, and because the current location of the public works yard in downtown is adjacent to properties where value is the highest and, which are a key component to redevelopment and revitalization in the Historic Downtown core, the City could likely relocate the Public Works use to this area permanently. A few options to be considered as recommendations would be to fully develop the site, build a structure and move Public Works to the Tech Center Yard or consider selling the property for private business use or development.

TC Maintenance Yard – Existing and Future Costs

Currently, we have not spent any operational money based on the year 2011 for utilities or routine maintenance. Minimal needs exist for gravel and weed maintenance.

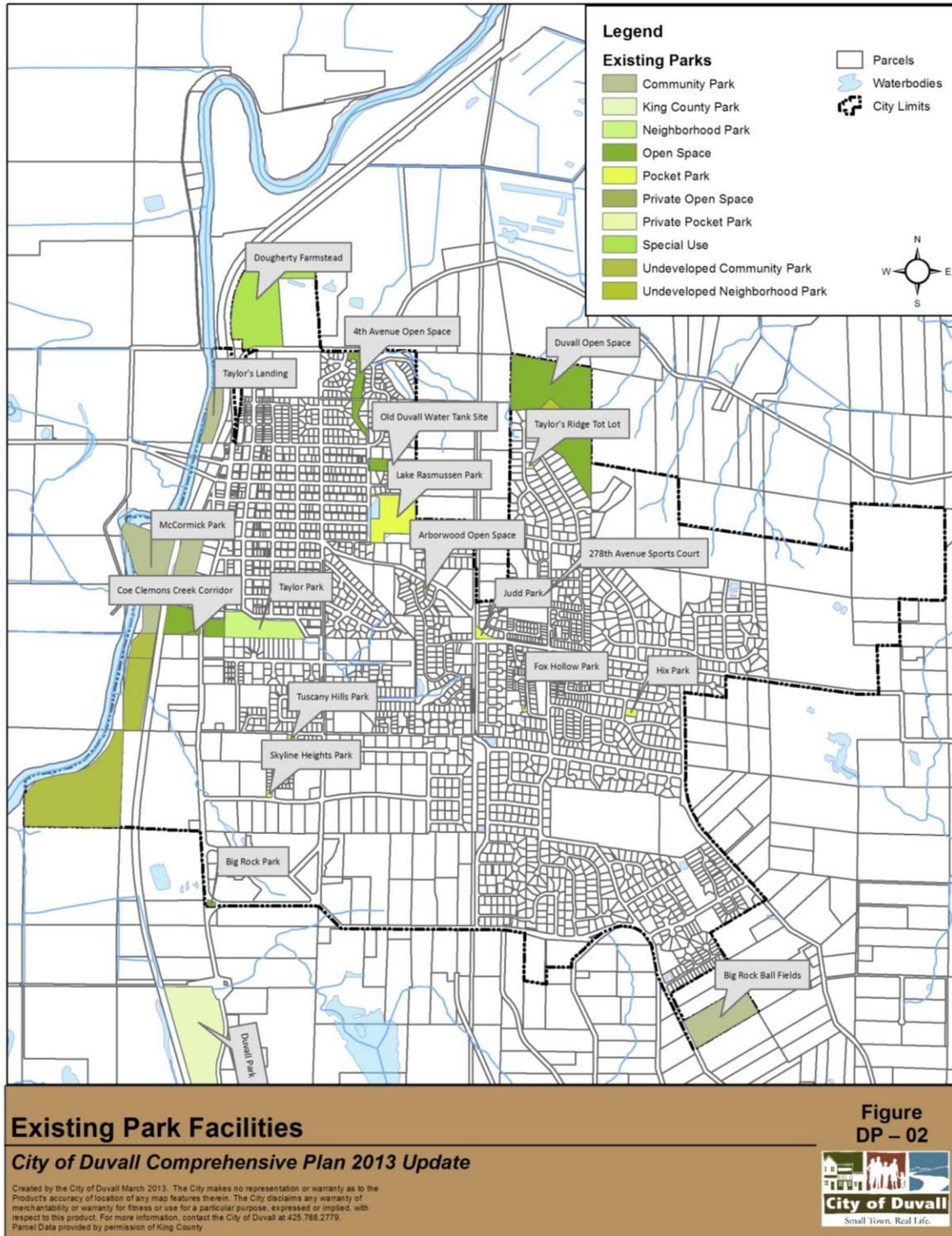


The current value of the property is estimated at \$540,000.

Public Parks

The City Public Works Department operates with approximately one (1) full time equivalent (FTE) to maintain all the City parks as shown in Figure DP-02, however all eight (8) of the City Public Works crew participates in the care of the facilities unless otherwise noted. The City routinely spends approximately \$120,000 per year to maintain the parks facilities and repair miscellaneous equipment except for Big Rock Park. Big Rock Park has its own section within the City budget (106 fund) and annually averages \$50,000 in expenditures. For reference, our abilities to service the parks have been stressed. The staff levels between 2007 and 2013 have been reduced where the City had nine (9) staff members to maintain the then six (6) park areas and now in 2013 there are eight (8) staff members to maintain eight (8) parks.

**Figure DP – 02:
Existing Parks Facilities Map**



Big Rock Park

Origin

The property was annexed in 1998 and the two fields on the eastern side of the property were developed by volunteers.

Existing

The park in total is approximately nine (9) acres located off of NE Big Rock Road just on the south eastern most portion of the city.

The initial construction of the park in 1999 was done by volunteers and included completion of the two fields on the eastern portion of the site. Upgrades were done in 2001 to include the front parking lot. Further development took place in 2006 when the City installed its first and only skate park. The park was designed by “Grindline, Inc.” and was dedicated in the honor of former Mayor and Councilwomen Jean Baldwin. In 2007 the City added the 280’ baseball field that sits on the west side of the existing fields. In 2010 the City finished the parking lot and overall layout of the property. In 2012 an Eagle Scout proposed adding the playground that is now on the site. *PW crews maintain site and a private contractor maintains the fields.*

Future

The park is mostly built out and the uses have been maximized. There are long term needs in maintaining the grounds and amenities. The remaining development items include a possible concessions stand, walking pathway along the perimeter of the property and a restroom facility.

Existing and Future Costs

The City budget has a special section (106) for the Big Rock Park budget. Annual spending ranges from \$30,000 to \$60,000 per year to maintain the park and repair miscellaneous equipment. The twenty year capital costs are estimated at \$111,000. A recommended approach would be to set aside funds for necessary repairs to meet future needs. The amount annually is approximately \$10,000 for this facility.

The current value of the property is estimated at \$1,100,000, the physical asset estimate to replace the entire park site is estimated at \$2,200,000.

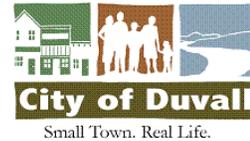
Hix Park

Origin

The property was acquired through development activity originally in 1989 and was designated for a playground. Originally the land was maintained by the neighborhood association and currently the City maintains the site.

Existing

The initial construction was performed in the early 1990s. The site had a small swing set and slide structure until recently. The City was approached by an Eagle Scout and the request was made to redesign and rebuild the park. The project was completed in 2012 by an Eagle Scout, the old equipment was removed and the aged and dilapidated equipment was replaced with a play-web climbing structure as well as play chips and a perimeter corral ring. The City spent



approximately \$28,000 as its contribution to the project. The completed construction value was estimated at \$75,000. *PW crews maintain site and a private contractor maintains the fields.*

Future

The park is mostly built out and the uses have been maximized. There are long term needs in maintaining the grounds and amenities. The only remaining development items could include a covered seating / bbq area and reestablishment of the hardscape walking path.

Existing and Future Costs

Annual maintenance costs are consolidated throughout all parks facilities and covered in City budget 001-15. This fund covers costs to maintain the facility and repair miscellaneous equipment. The twenty year capital costs are estimated at \$45,000. A recommended approach would be to set aside funds for necessary repairs to meet future needs. The amount annually is approximately \$4,000 for this facility.

The current value of the property is estimated at \$100,000, the physical asset estimate to replace the entire park site is estimated at \$125,000.

Judd Park (aka Central Park)

Origin

The property was acquired through development activity in 2000 as land for a roadway realignment project. The realignment did not occur and the City chose to create a park on the property.

Existing

The initial construction was performed in 2004. The City spent approximately \$80,000 on the site. In 2005 the trellis was added and constructed by an Eagle Scout. There is a two child swing set; large play structure, three smaller play structures, benches, tables and a grassy play area at the park. *PW crews maintain site and a private contractor maintains the fields.*

Future

The park is mostly built out and the uses have been maximized. There are long term needs in maintaining the grounds and amenities. The only remaining development items could include a possible reconfiguration of the area to accommodate more swings.

Existing and Future Costs

Annual maintenance costs are consolidated throughout all parks facilities and covered in City budget 001-15. This fund covers costs to maintain the facility and repair miscellaneous equipment. The twenty year capital costs are estimated at \$108,000. A recommended approach would be to set aside funds for necessary repairs to meet future needs. The amount annually is approximately \$9,800 for this facility.

The current value of the property is estimated at \$140,000, the physical asset estimate to replace the entire park site is estimated at \$200,000.

McCormick Park

McCormick Park – Origin

The history of this park is very detailed and included a passionate visioning process in the late 1990's. The City worked with the previous land owner to acquire the property for city park space. The property was purchased in 2000 for \$325,000 from Fred and Lola Weisenberger, longtime residents of Duvall. The site was merely an access point to the Snoqualmie Valley Trail until the City acquired the property and created the vision that was shared.

Existing

The park is approximately 6.5 acres in size. The park connects the City via Stephens Street to: Deport Park, the Police Station, community parking lot, the Snoqualmie Valley Trail and the park itself. The property is designated as a Community park and includes soft surface trails, cross stream bridge structures, a sandy beach bar area, grassy play areas, educational / interpretive signage, scenic overlooks and plenty of open space.

The park was enhanced in early 2000. Grassy areas were established as well as trails and connectivity. Throughout the years, additions and enhancements have been made. The parking lot was established early on however the final surfacing and layout took place at the time the police station construction occurred in 2003.

There are many annual events that take place in the park. These include SummerStage, Movies in the Park, Sandblast and other non annualized events. *PW crews maintain site.*

McCormick Park – Future

The park is mostly soft surfacing and grass. There are benches and tables throughout the area. Improvements can be made which include a restroom facility, trail surfacing, wetland interpretive education areas and many other uses.

McCormick Park – Existing and Future Costs

Annual maintenance costs are consolidated throughout all parks facilities and covered in City budget 001-15. This fund covers costs to maintain the facility and repair miscellaneous equipment. The twenty year capital costs are estimated at \$32,000. A recommended approach would be to set aside funds for necessary repairs to meet future needs. The amount annually is approximately \$2,900 for this facility.

The current value of the property is estimated at \$200,000, the physical asset estimate to replace the entire park site is estimated at \$650,000.

New Friends Fun Park (Fox Hollow Park)

Origin

The property was acquired through development activity originally in 2008 and is approximately 0.78 acres. At that time the City Parks Plan hoped for “pocket” play parks in areas not currently served. The City had several neighborhoods provide small parks for credit against park fees and the Fox Hollow project did build the park.

Existing

The initial installation of the park was performed in 2007. The developer spent approximately \$143,000 on the park elements within the site. The cost of the detention facility that this playground is built on top of was approximately \$750,000. This is another concept site where the developer and City tried to place a playground on top of a storm drainage facility that would have otherwise been useless. The attempt was successful and benefited the community. The playground has a large climbing structure with a slide, benches, fencing, swings, a combination basketball and tennis court and a grassy play area. *PW crews maintain site.*

Future

The park is built out and the uses have been maximized. There are long term needs in maintaining the grounds and amenities.

Existing and Future Costs

Annual maintenance costs are consolidated throughout all parks facilities and covered in City budget 001-15. This fund covers costs to maintain the facility and repair miscellaneous equipment. The twenty year capital costs are estimated at \$183,000. A recommended approach would be to set aside funds for necessary repairs to meet future needs. The amount annually is approximately \$16,500 for this facility. The largest liability that this site has is the park is built on top of a detention facility that at some point within its 50-75 year life span will need to be rebuilt. ***The reconstruction cost of the vault is NOT included and could vary from \$1,000,000 to \$2,000,000.***

The current value of the property is estimated at \$160,000, the physical asset estimate to replace the entire park site is estimated at \$220,000.

Skyline Heights Park

Origin

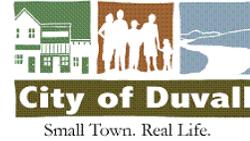
The property was acquired through development activity originally in 2007. At that time the City Parks Plan hoped for “pocket” play parks in areas not currently served. The City had several neighborhoods provide small parks for credit against park fees and the Skyline Heights project did build the park.

Existing

The initial construction was performed in 2007. The developer spent approximately \$65,000 on the site. The cost of the detention facility that this playground is built on top of was approximately \$120,000. This is a concept site where the developer and City tried to place a playground on top of a storm drainage facility. The attempt was successful and benefited both parties. The playground has a small climbing structure with a slide, benches, fencing and a small basketball area. *PW crews maintain site.*

Future

The park is built out and the uses have been maximized. There are long term needs in maintaining the grounds and amenities.



Existing and Future Costs

Annual maintenance costs are consolidated throughout all parks facilities and covered in City budget 001-15. This fund covers costs to maintain the facility and repair miscellaneous equipment. The twenty year capital costs are estimated at \$50,000. A recommended approach would be to set aside funds for necessary repairs to meet future needs. The amount annually is approximately \$4,500 for this facility.

The current value of the property is estimated at \$75,000, the physical asset estimate to replace the entire park site is estimated at \$100,000.

Taylor Park

Taylor Park – Origin

The history of this particular park is somewhat blurred due to the date of the land transaction and the lack of city records. We believe the land was donated to the City back in the 1960's by Ralph Taylor. A small park was built with swings, climbing bars, a slide and a basketball court.

Existing

The park in total is approximately nine (9) acres located off of NE Park St. and 1st Avenue NE. The property is designated as a community park and includes part of Coe-Clemons Creek, woodlands, picnic shelter, barbeque, modern playground, basketball court and trails. Upgrades were done in 2004 to the playground and basketball area and were partially funded with a grant from King County Community Development Department. A new roof was placed on the restroom building in 2005. Interior upgrades have not been performed and the restroom remains closed. *PW crews maintain site.*

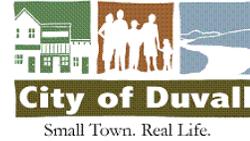
Taylor Park – Future

The park is mostly built out and the uses have been maximized. There are long term needs in rebuilding the picnic shelters as well as monitoring the stability of the slopes that lie on the south side of the playground area. This will be a costly repair / preventative measure that the Public Works department is pursuing grants for to try and reinforce the hillside to reduce the landslide problems to the playground.

Taylor Park – Existing and Future Costs

Annual maintenance costs are consolidated throughout all parks facilities and covered in City budget 001-15. This fund covers costs to maintain the facility and repair miscellaneous equipment. The twenty year capital costs are estimated at \$184,000. A recommended approach would be to set aside funds for necessary repairs to meet future needs. The amount annually is approximately \$16,600 for this facility.

The current value of the property is estimated at \$400,000, the physical asset estimate to replace the entire park site is estimated at \$200,000 and the restroom at \$100,000.



Taylor's Landing

Taylor's Landing – Origin

The history of this particular park is somewhat blurred due to the date of the land transaction and the lack of city records. We believe it has been a City property since the early 1960's if not earlier. The site was a public facility early on because of the boat launch on the Snoqualmie River as well as the artesian well located on the property.

Existing

The park has approximately 16,000 square feet of grassy play area and also has a fairly large gravel parking lot. The property is designated as a community park and includes an aged playground with swings, picnic benches and shelters and a boat launch.

The artesian well was closed for public use in 2000 because of water quality and safety concerns. *PW crews maintain site.*

Taylor's Landing – Future

The park is very aged and the site is programmed for a rebuild in the current Park, Trails and Open Space Plan. There are long term needs in rebuilding the picnic shelters as well as monitoring the stability of the slopes that lie on the west side of the playground area along the river's edge. This will be a costly repair / preventative measure that the Public Works department is currently monitoring however there are not resources to plan for or repair the area.

Taylor's Landing – Existing and Future Costs

Annual maintenance costs are consolidated throughout all parks facilities and covered in City budget 001-15. This fund covers costs to maintain the facility and repair miscellaneous equipment. The twenty year capital costs are estimated at \$45,000. A recommended approach would be to set aside funds for necessary repairs to meet future needs. The amount annually is approximately \$4,000 for this facility.

The current value of the property is estimated at \$100,000, the physical asset estimate to replace the entire park site is estimated at \$125,000.

Public Works

Community Car Park

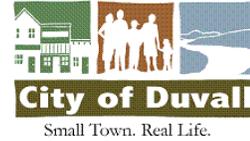
Origin

The property was developed in coordination with King County in 2000 to support community transit services and provide a park and ride lot for Duvall.

Existing

The car park in total is approximately one (1) acre located off of Main Street and Woodinville Duvall Road.

The initial construction in 2000 was completed by King County. The site contains approximately forty-eight (48) parking stalls of which there are four (4) ADA stalls. *PW crew maintains site.*



Future

The park is mostly built out and the uses have been maximized. There are long term needs in maintaining the grounds and amenities.

Existing and Future Costs

Part of this assessment includes monitoring the current operational expenses and future needs. The City spent approximately \$1,500 in 2011 for utilities and routine maintenance. The facility will also need near and long term capital improvements in the future. These improvements would typically consist of asphalt, sidewalk repair, landscaping and fencing. The City should set aside approximately \$4,400 annually based on the current assessment of the facility.

Staff considered assessing the current sale value however this will be a facility we own forever. *If something happened though, the physical asset replacement cost is estimated at \$250,000.*

Old Water Tank Property

Origin

The property originally served as the land where the City's first water storage tanks were placed. The City established a water department in 1924 when it took over ownership and operation of the system in place at the time from the Duvall Light and Water Company. The storage tanks went into service sometime before 1950 and were taken out of service in the early 1980s. Both steel tanks were finally removed in 2000.

The property is 2.67 acres and is located at Fourth Avenue and Virginia Street. There were two storage tanks on the property. The tanks were purchased from the United States government and were World War II surplus items. The two steel tanks were approximately 28 feet in diameter and 12 feet tall and each stored 55,000 gallons of water. The tanks were filled with water taken out of the Taylor's Landing well via a pump, and then when full the pump would be turned off and the tanks gravity fed the City. At that time the City was mostly developed west of Fourth Avenue and these were the only properties the storage tanks would serve. *PW crew maintains site.*

Existing

Currently the land is used very seldom and the City uses it for temporary storage however this has been reduced now that the Tech Center Yard has been expanded.

Future

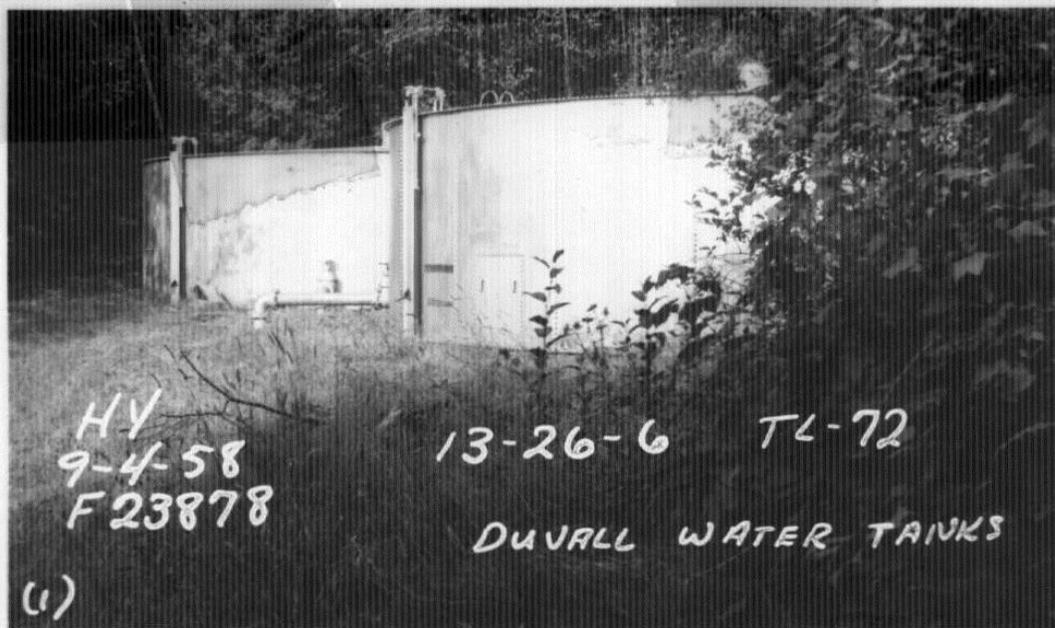
The land is adjacent to newer developments and potentially could be used for future road right of way should annexations to the east occur and the City decide in the best interest of the community a secondary exit is prudent.

Existing and Future Costs

Public Works spends very little time maintaining the site. Staff seasonally cuts back blackberries and maintains access to the old tank pads. It is very likely that there are still wood pipe, yes wood pipe, buried in the ground in the tract road up to the old tank site.

The current value of the property is assessed at \$158,000, and there are no physical assets on the property.

**Figure DP – 03:
Duvall Water Tanks**



NE 144th Street Water Storage Tank (Crestview, 0.5MG)

Origin

The property was developed for residential housing and on a condition of the development a water storage tank was to be provided. The City worked with the development community to obtain the land and storage facility. The tank went into service in 1988. The tank is in the 555 zone, stores 500,000 gallons of water is 60 feet tall and has a diameter of 38 feet.

The property is approximately 0.4 acres and is located at 28200 NE 144th Street at the high point in the Crestview neighborhood. The tank is in active use and has a service life of approximately 50 years. *PW crew maintains site.*

Existing

The tank is in great shape and receives routine maintenance. The only upgrade the tank needs besides continued maintenance is to have a seismic evaluation completed as it may not have sufficient restraint to withstand seismic events.

The City rents space on the tank and property to AT&T and Verizon, both wireless cellular phone carriers. The income from the rent is approximately \$50,000 a year.

Future

The land exists in a developed neighborhood. Until such time that a new tank is built, the facility will mostly look the same and reconstruction is not required in the 20 year planning period.

Existing and Future Costs

Public Works spends time maintaining the site including weekly site inspections, water quality testing and seasonally grounds maintenance. *The current value of the property is not applicable, and the physical assets on the property are valued at \$1,250,000 (excluding wireless carriers equipment).*

Figure DP – 04: 0.5 MG NE 144th Street Water Storage Tank



2.2 MG Big Rock Water Storage Tank and pump station

Origin

The City was required to provide additional potable water storage due to a large amount of growth in the early 1990s and to provide capacity for future residents. The tank went into service in 1996 and was funded with a Public Works trust fund loan originating at \$1,127,263 which only has three payments totaling \$155,000 due in outstanding balance. The tank is in the 450 zone, stores 2,200,000 gallons of water is 20 feet tall and has a diameter of 138 feet. There are two ways that this tank serves the distribution system. The first is gravity; the second is via the pump station which pumps water uphill to the upper two zones.

The property is approximately 1.9 acres and is located at NE 136th PL and Big Rock Road adjacent to the Big Rock Ridge neighborhood. The tank is in active use and has a service life of approximately 50 years. *PW crew maintains site.*

Existing

The tank is in great shape and receives routine maintenance. There are a few upgrades the tank needs besides continued maintenance. One item is to have a seismic evaluation completed as it may not have sufficient restraint to withstand seismic events; the other item pertains to water quality and requires the addition of an inlet / outlet control structure.

The CMU block building on the site houses the booster pump station. The pump station includes three (3) booster pumps one at 30 Hp and two at 60 Hp. The stations total capacity for pumping is 2,000 gallons a minute.

Future

The land exists in a developed neighborhood. The site is fully developed and will mostly look the same. Reconstruction would be the only improvement to plan for and it is not required in the 20 year planning period and has a service life of approximately 50 years.

Existing and Future Costs

Public Works spends time maintaining the site including weekly site inspections, water quality testing and seasonally grounds maintenance as the site is situated in a developed neighborhood. *The current value of the property is not applicable, and the physical assets on the property are valued at \$2,500,000.*

Figure DP – 05: 2.2 MG Big Rock Water Storage Tank



Waste Water Treatment Plant (WWTP)

Origin

The City was required to provide waste water collection and treatment process in the early 1970's as development in City began to increase and the community wanted to prepare for causing health concerns that would be eminent in a City setting. In 1976, the first City WWTP went into operation.

The City was required to provide waste water collection and treatment process in the early 1970's as development in City began to increase. The community wanted to prepare for possible health concerns that would be eminent in a City setting. In 1976, the first City WWTP went into operation.

Figure DP – 06: Waste Water Treatment Plant (1976)



Existing

The WWTP's original treatment capacity was 270,000 gallons per day (GPD). The city went into a moratorium in the early 1990's as the system reached capacity. An upgrade took place in 1992 bringing our total process capacity to 900,000 GPD. As growth continued to soar in the Valley the City went into moratorium again in the early 2000's and this time underwent a total transformation.

With a grant from the state of Washington for \$4,000,000 the city went forward with a WWTP upgrade, converting from an oxidation ditch style process to the new membrane bioreactor technology mostly used overseas. The efficiencies in space and effluent quality were the reasons for the conversion. The new plant went online in 2005 and has a process capacity of 1.35 million

gallons per day (MGD) and can sustain one upgrade bringing us to 1.75 MGD of process that should carry us to build out of the city based on the current projection and requirements of the growth management act. Directly west of the property, underground is the treated effluent discharge system that is tied into the Snoqualmie River.

The property is approximately 2.84 acres and is located at 14525 Main Street NE. The WWTP is in active use and has a service life of approximately 50 years. *PW crew maintains site.*

Future

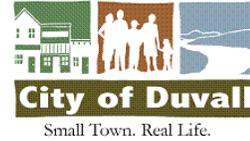
The property should be the site of the WWTP as far as anyone can predict. The site can provide the space needed to process effluent within our current growth limits. Reconstruction and replacement of operational systems will be on going and needs within the 20 year planning period are accommodated for and the plant has a minimum service life of approximately 50 years.

Existing and Future Costs

Public Works spends time maintaining the site including weekly site inspections, water quality testing and grounds maintenance as the site is situated in a developed neighborhood. *The current value of the property is not applicable, and the physical assets on the property are valued at \$10,000,000.*

Figure DP – 07: Waste Water Treatment Plant (Current)





Existing Facilities Options & Recommendations

Priorities and objectives:

Each structure must be reviewed for use and need. The City should consider prioritizing the need of the City whereas it can best serve the community and save resources. Items within this discussion will mostly revolve around the buildings identified as City Hall, Police Station, Old Library, Community Center, and Public Works Yard.

It is almost a certainty that the properties know as the Depot, Dougherty Farmstead, McCormick Park, Police Station, all the playgrounds, 2.2MG tank, and the 0.5MG tank will remain the City forever.

Buildings the City may use in a more efficient manner will be the WWTP, possibly a portion of the Tech Center and a version of the City Hall.

A consolidated approach:

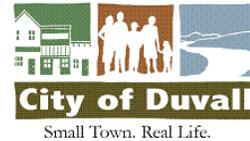
During the 2003 city-wide visioning process, Duvall citizens indicated that to serve the community as efficiently as possible it would be best to consolidate city personnel. The City interacts with citizens mostly for utility billing, police and development related activities. The City faces are our ambassadors to the community and it is important for the City to promote them as a top priority.

Based on downtown interaction, it is recommended that the “City Hall” remain in the Historic Downtown area. Potential sites for a new building are the public works yard at Riverside Avenue and Stella Street, directly behind the current facility between Riverside Avenue and Railroad Avenue, or at a site along First Avenue. However, the City may also consider another site elsewhere and if Historic Downtown is not feasible, elsewhere in the city would be necessary. It is possible that the Old Library building could be converted to city hall however significant improvements would be necessary as the structure is aging and in need of attention and not designed for public offices.

Table DP-04 of recent staff to office areas is below. This is a table that can be used as a go by for any potential staff relocation or new building design considerations.

**Table DP-04:
Staff to Office Areas**

City of Duvall	2007	2013	Projected Year 2021	AVE Staff / Population (1,000)	AVE Staff / Population (1,000)	Total Staff / Population (1,000)
Population	5,845	6,900	10,000	2007	2013	AVE
Staff (CA)	12	8.5	16	2.1	1.2	1.6
Staff (Public Works)	19	16	28	3.3	2.3	2.8
Total	31	24.5	44	5.3	3.6	4.4
Office size (CA)	3,302	3,302	3,302			
Area per person (CA)	275	388	201			
Office size (Public Works)	2,467	2,467	2,467			
Area per person (Public Works)	130	154	89			
Target Area per person	250	250	250			



City Hall

City Hall – 2012 Recommendations for facility

The current City Hall functions adequately for its purpose. However there is very little room for expansion or growth and the site will never be a suitable location for all departments. Ideally, the current property would be sold and City Hall would be relocated along with other departments to a different or new facility.

An alternative that may have value would be to assess the structure and possibly add second and or third floor above ground. This would be a costly remodel if the foundation could support the additional loads. The old Library site could be used as an interim City Hall while construction took place.

At a minimum a new or remodeled City Hall should:

- Be able to accommodate all staff (except police & maintenance personnel).
- Allow for staff growth in the future.
- Have Council chambers.
- Large conference room.
- Brought up to the technology standards of today.
- Public meeting room.

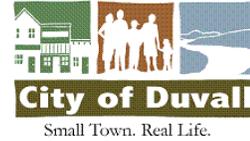
Another option could be to extensively remodel the old Library site or construct a new building on the Public Works Yard property. This is most likely the most logical choice as it utilizes a parcel of property we already own, keeps City Hall in the Historic Downtown area and allows for the sale of two city properties that have value to the business community as both have Main Street exposure. It also puts public property back on the tax rolls.

The City Hall building and property has an estimated value of \$406,000 and is in an ideal location for use as business, office or commercial space that has Main Street frontage. Sale of the property would help fund relocation and construction expenses and make valuable space available along Main Street.

Permit Center (Building & Engineering) Building

Permit Center Building – 2012 Recommendations for facility

This building functions adequately for current uses. Future uses of the site are restricted to utility facilities / personnel and could house the Public Works maintenance group. If that were to happen, the sewer and all other maintenance groups would be consolidated on one site which would help improve some operational efficiency. This option also would free up other city properties for sale. To do our best to guarantee we have what we need, it should be considered to keep the lower building of the Tech Center and absorb it via a boundary line adjustment (BLA) and then sell the upper large building and sell the expanded maintenance yard separate as well. This could generate a significant amount of resources to put towards consolidation of all sites.



Public Works Maintenance Yard

Public Works Yard – 2012 Recommendations for facility

The needs and direction of this site are going to be directly related to moving Public Works from other properties. A full assessment should be performed when and if the decision is made to move Public Works out of Historic Downtown and to the Light Industrial area where they are better suited to be located.

Police Department

Police Services – 2012 Recommendations for facility

Currently the facility could use some routine maintenance and refurbishing. At the ten year mark the interior walls, ceiling tiles, appliances and paint should be inspected as well as the exterior of the building including the roof, siding, venting and foundation. It is anticipated that exterior painting should be planned for which could cost approximately \$15,000.00 (in 2012 dollars). Constructing a “Sally Port” should be considered at the police station. The fenced in area could be further utilized if it had a roof structure put up and storage at the Tech Center could be abandoned which would save annual operational costs approximately \$14,000 which comes out of the general fund.

The six and twenty year capital costs are estimated at \$22,000 and \$48,000 respectively.

Community Center

Duvall Community Center – 2012 Recommendations for facility

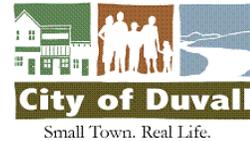
The City could use this facility as a City Hall annex and move engineering / permit staff or city hall staff around. If no use is planned for in this building the City should consider surplusing the property. It should be evaluated for future use and City needs. For example if the City anticipates starting a Parks and Recreation Department, the facility could house staff and operations of that program. It could additionally be converted to offices if the City does not want to plan for a consolidated City Hall. If no future needs are anticipated surplusing and selling the property should be considered at this time.

Library Building

Library – 2012 Recommendations for facility

The City should analyze the needs of the community and determine if a consolidated City Hall is the direction it will choose to go. If so, this building or this property could be considered. If there is no value found in keeping the facility, the City should consider surplusing the property if there is no intention of using it. For example if the City anticipates the space accommodating more staff than our current City Hall can house and it could facilitate consolidating staff then it should be considered. If no future needs are anticipated or consolidating staff is not possible, surplusing and selling the property should be considered at this time or renting it until the property values begin to rise. It is expected to take time to sell the facility and a reasonable amount of time to sell a commercial facility is estimated at 9-18 months.

The overall quality of construction of the building is considered average. The building has been well maintained and is in average condition. Typical economic life, based on studies by Marshall



Valuation Service for this quality of building, is approximately 55 years. The actual age of the building is approximately 77 years. Regular maintenance and upkeep have resulted in an effective age that is lower than the actual age. The subject has an estimated effective age of approximately 25 years, indicating a remaining economic life of approximately 30 years.

City Facilities: Financial Summary

City staff is responsible for managing the following facilities. The City owns nine buildings, three vacant parcels of land, one car park, eight parks two water storage tanks and a wastewater treatment plant. The total value as shown in Table DP-05: City Facilities Total Value below is:

**Table DP-05:
City Facilities Total Value:**

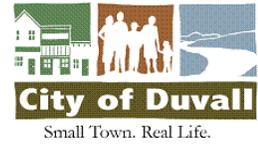
Facilities	Quantity	AVE Age	Annual Exp.	20 year Set-aside	Value
Buildings	9	51	\$102,000	\$602,000	\$5,115,050
Car Park	1	13	\$1,500	\$48,500	\$250,000
Parks	8	13	\$170,000	\$1,200,000	\$2,275,000
Properties	3		NA	NA	\$1,313,000
Water Tanks	2	20	\$20,000	\$309,000	\$3,500,000
WWTP	1	12	\$100,000	\$1,000,000	\$10,000,000
TOTAL			\$393,500	\$3,159,500	\$22,453,050

The subject properties vary in age and average 51 years old. The average size is 4,200 when the Tech Center is included and 2,600 without. The current value of all facilities (excluding Dougherty, Depot and the Permit Center) is approximately \$22.6 million. The overall quality of construction is average. Citywide, \$393,000 is spent on general operations and \$3.1 million should be set aside annually to effectively maintain our properties.

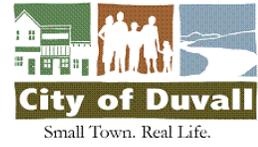
Results and Strategies

The City needs a comprehensive discussion about its facilities. At this time there are several topics that need to be addressed before surplus, reconstruction and relocating can be considered.

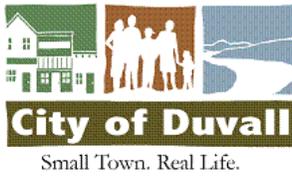
- Priorities.
- Funding.
- Reserves for buildings.



APPENDICES



Property Assessment Sheets



City of Duvall
 City Hall
 15535 Main Street NE

Tax Parcel No. 213070-0130

Lot Size	3,989 sq ft (0.09 acres)
Year built	1977
Building size	3,302 sq ft
Estimated Value	\$410,000
Employees	10
Conference rooms	1
Offices	6
Square foot / person	330
Construction	V-B, NS
Security	Low
Alarm	No
Roof type	Composite
Exterior siding	Cedar (painted)
Flooring	Carpet, tile, vinyl



Notes:

Property Amenities:

Exterior:

- ADA Parking Public parking, north side of building
- Main Street public access
- Clock and public notice board
- Flag pole and light
- Secondary access from Riverside Ave NE

Interior:

- Office facility
- 2 story (internal stairs)

Uses:

- City Hall
- Utility billing
- Public counter

Building /Site Assessment

- Mostly-ADA compliant site (both floors connected w/ stairs)
- Non-sprinklered (NS)

Pros

- Located in downtown
- Owned free & clear
- Corner lot

Cons

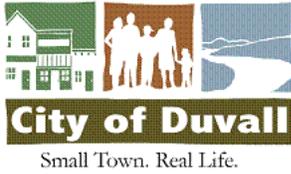
- Little to no room for adding staff (at capacity)
- Small lot little room for expansion
- Corner lot

Site Goals:

Sell, Expand (up), rent, NA...

Major Renovations:

- 1991 -- Addition of 1,768 ft² added new roof.
- 2005 - Remodel included upgrade two ADA restrooms, replaced electric furnace with natural gas and added ductwork as needed.
- 2009 – ATS generator switch added



City of Duvall
Railroad Depot

Tax Parcel No.

Lot Size	21,340 sq ft (0.49 acres)
Year built	1911
Building size	800 sq ft
Estimated Value	NA
Construction type	V-B, NS



Notes:

Relocated to this site in 2002

Property Amenities:

Exterior:

ADA Parking

Public parking, east side of building

Interior:

Uses:

Building / Site Assessment:

Site improved with ADA access from parking lot to building

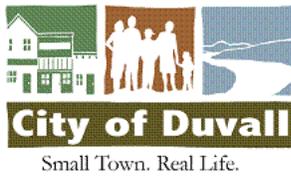
Pros

Cons

Building is not ADA compliant

Site Goals:

Major renovations:



City of Duvall
 Dougherty Homestead
 26524 NE Cherry Valley Road

Tax Parcel No. 132606-9049

Lot Size	926,085 sq ft (21.26acres)
Year built	1888
Building size	1320 sq ft
Construction type	V-B, NS
	Non-sprinklered
Roof material	Cedar shake
Building siding	wood
Flooring	Wood / vinyl



Notes:

Property Amenities:

Interior:

- Historical furnishings
- Historical operations

Exterior:

- ADA Parking
- Public parking, west side of building
- Pea patch
- Fence field for livestock

Uses:

Building / Site Assessment:

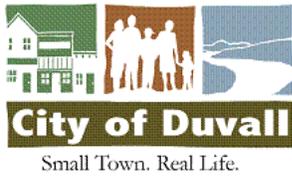
Pros

Cons

Site Goals:

Major renovations:

- 1998 - Permit # 2794 Replaced Plumbing
- 1999 - Permit # 3051 & 3052 LP Gas Tank and Furnace
- 2002 - Permit # 3753 Exterior elevator added for ADA access to building.
- 8/2007 – remodel of milking parlor



City of Duvall
Two acre pad - Big Rock Rd
& Fifth Ave.

Tax Parcel No.

Lot Size	87,120sft (2.0 acres)
Year built	NA
Building size	NA
Estimated Value	\$700,000
Security	NA
Alarm	NA
Roof type	NA
Exterior siding	NA
Features	Frontage complete



Notes:

Property Amenities:

Interior:

Exterior:

- Big Rock access
- Fifth Ave access
- Water system adjacent

Uses:

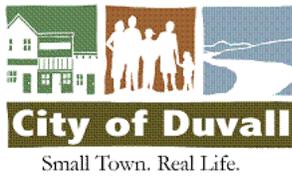
Building / Site Assessment:

Pros:

Cons:

Site Goals:

Renovations:



City of Duvall
 Library
 15619 Main Street NE

Tax Parcel No. 213070-0175

Lot Size	10,800 sq ft (0.25 acres)
Year built	1935
Building size	2,466/2,088 = 4,554 sq ft
Appraised Value	\$560,000
ADA	Upstairs
Construction type	VB, NS
	Non-sprinklered



Notes:

Original Building built 1935 of 1070 sq ft

Property Amenities:

Exterior:

- ADA Parking
- Public parking, west side of building
- Public access on north side of building
- Landscaping on west side

Interior:

- Multi purpose meeting room
- Kitchen facilities

Uses:

Building / Site Assessment:

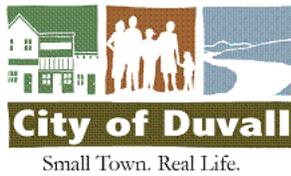
Pros

Cons

Site Goals:

Major renovations:

- 1959 - added 16 x 20 sq ft addition for 320 total sq ft.
- 1988 - added two story out west side of 2720 + new roof.
- 1990 - finished basement with revised plans in 1991
- 1996 - replace electric furnace with new natural gas.
- 2003 - replace roof.



City of Duvall
 Permit Center Building
 14525 Main Street NE

Tax Parcel No. 213070-0130

Lot Size	Shared lot with WWTP
Year built	1988
Building size	2,467 sq ft
Construction type	V-B, NS
	Non-sprinklered
Security	Medium
ADA	Non compliant
Backup power	Yes
Improvements required	Any site work triggers frontage improvements
Employees	8
Conference rooms	1
Offices	6
Square foot / person	308 ft ²



Notes:

Property Amenities:

Exterior:

- Parking on south side of building
- Fueling station

Interior:

- South half of building: 2 story, primary use office space
- North half of building: single story workshops, Public Works current projects file storage, storage for one (1) city snowplow during snow season and other pieces of mowing equipment

Uses:

Building / Site Assessment:

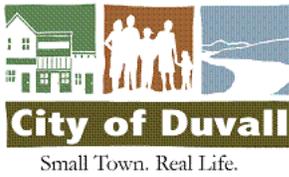
Pros

Cons

Site Goals:

Major renovations:

- 1987- constructed shell 2,538 sq ft.
- 1988- completed offices under Phase II. & gas heater in bay areas.
- 1996 – converted one unused bay to offices and relocate the Building Dept Public counter functions from City Hall. Add individual split A/C systems to upper and lower offices.
- 1999 – Remodel/ infill walls to create more offices and add 3 doors.
- 2004 – Remove siding and windows on south side/paint building.
- 2010 – Added stairs to access storage loft.



City of Duvall
 Police Department
 26225 NE Stephens Street

Tax Parcel No. 1326069118

Lot Size	286,190 sq ft (6.6acres)
Year built	2004
Building size	3,900 sq ft
Construction type	V-B, S
	Sprinklered
ADA	Access compliant
Security	High
	Houses CPU Network
Offices	5
Conference rooms	1
Estimated value	\$1,000,000
Construction costs	\$825,000
Sally Port	1,300 ft ²



Notes:

Property Amenities:

Interior:

Exterior:

- ADA Parking
- Public parking, north side of building

Uses:

Building / Site Assessment:

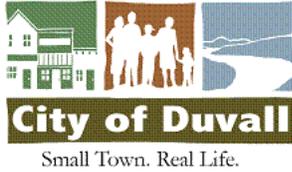
Pros

Cons

Site Goals:

Major renovations:

- 2010 - Updated backup generator
- 2012 - Carpet Replacement
- 2013 - IT Server room installation



City of Duvall
Public Works
26320 NE Stella Street

Tax Parcel No. 213070-0005

Lot Size	18,337ft ² (0.42 acres)
Year built	1999
Building size	1,000 sq ft
Shell Structure size	9,000 sq ft
Estimated Value	\$335,000
Employees	8/10
Conference rooms	1
Offices	1
Square foot / person	135/108
Construction type	V-B
Security	Medium
Alarm	No
Roof type	Metal
Exterior siding	Wood (painted)
Flooring	Tile, vinyl
Backup Power	Yes
Improvements Required	Any site work triggers frontage improvements



Notes:

75 x 120 sq ft = 9,000 sq ft. foot print.

Crew area heated by gas furnace/ductwork.

Property Amenities:

Exterior:

- Access on NE Stella Street
- Exit on NE Stewart Street
- 6' chain linked fence topped with barbed wire

Interior:

- Crew area
- Crew lead office

Uses:

Building / Site Assessment:

Pros

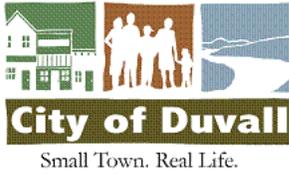
Cons

Site Goals:

Major Renovations:

Major renovations:

1998 - Demo existing structure and replace with new two sided open ended pole building. Storage sq ft 8520 + 1080 sq ft office/lockers for employees.



City of Duvall
 Public Works Yard Expansion
 14702 Main Street NE

Tax Parcel No.

Lot Size	56,628 sft (1.3 acres)
Year built	2013
Building size	NA
Estimated Value	\$455,000
Security	Low
Alarm	NA
Roof type	NA
Exterior siding	NA
Features	Perimeter fencing



Notes:

Property Amenities:

Exterior:

- Main Street access
- Shared Sewer Lift Station

Interior:

Uses:

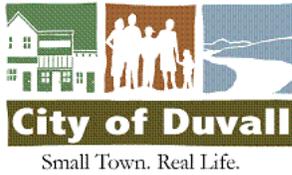
Building / Site Assessment:

Pros

Cons

Site Goals:

Major renovations:



City of Duvall
Tech Center
 14701 Main Street NE

Tax Parcel Id No:

Lot Size	37,701 sft
Year built	1991
Building size	10,000 & 9,200 sq ft
Estimated Value	\$1,540,000
Security	Low
Alarm	No
Construction Type	V-B, NS
Roof	Membrane, other
Exterior siding	T-111, Metal
Flooring	Concrete, carpet



Notes:

Property Amenities:

Exterior:

- ADA Parking
- Public parking, north side of building
- Public access via main entrance, east side
- Secondary access via north side basement entrance

Interior:

- 1st floor public access to planning
- 1st floor offices
- Basement, offices
- Non-sprinklered (NS)

Uses:

Building / Site Assessment:

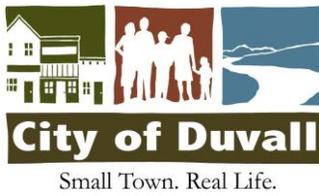
Pros

Cons

Site Goals:

Major renovations:

- 2007 - Roof
- 2012 – Fence



City of Duvall
 Youth Center
 26512 NE Stella Street

Tax Parcel No. 213070-0960

Lot Size	6,816 sq ft (0.16 acres)
Year built	1938
Building size	3008 sq ft
Estimated Value	\$370,000
Construction type	V-B, NS



Notes:

Footprint of building 3,317 sq ft.

Property Amenities:

Exterior:

- ADA Parking
- Public parking north side of building
- Fences 6' wood and 8' vinyl coated chain link around sport court
- Sport Court
- Landscaping with irrigation

Interior:

- Unfinished basement for storage
- Main floor use. (Multi-purpose)
- Split level main floors (3' separation)
- ADA main entry at lower level
- Basement access from exterior only
- High tech cabling

Uses:

Building / Site Assessment:

- ADA compliant site (both floors connected w/ ramp)
- Construction type XX
- Non-sprinklered

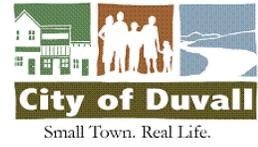
Pros

Cons

Site Goals:

Major renovations:

- 1996 - Interior Demo remodel
- 10/2002 - Major renovations
- 2002 (Grant) – Interior space, exterior flooring
- 2007 - Hardscape and exterior upgrades



Evaluation Forms



BUILDING CONDITION EVALUATION

BUILDING: City Hall
EVALUATOR: Fisher
DATE: 2/29/2012

COMPONENT	SYSTEM	RATING	ASSET EVALUATION						COMMENTS
			Total Lifespan	Remaining Lifespan (%)	Quantity	20 Year	Replacement Cost (20yr)	Depreciated Cost	
EXTERIOR BUILDING CONDITIONS	Foundation/Structure	1	75	80		-			3,302 sft
	Siding / Trim	2	30	60		Y	\$ 10,000		
	Paint	2.5	10	40		Y	\$ 10,000		
	Roof	2	30	50		Y	\$ 20,000	Remove roof moss	
	Windows/Doors	1.5	40	80		Y	\$ 20,000		
INTERIOR BUILDING CONDITIONS	Floors	2	15	50		Y	\$ 13,000	Carpeting is worn	
	Walls	1	60	90		-			
	Ceilings	1.5	60	80		-			
	Fixed Equipment	1		90		-			
MECHANICAL SYSTEMS CONDITIONS	Electrical	2	50	80		-			
	Plumbing	2	50	80		Y	\$ 10,000		
	Heating	2	30	60		Y	\$ 10,000		
	Cooling	2	20	60		Y	\$ 10,000		
	Lighting	2	20	80		-			
	Means of Exit	1				-			
SAFETY/ BUILDING CODE	Fire Suppression	-				-			
	Fire Alarm	1				-			
	Emergency Lighting	1				-			
	Fire Resistance	2				-			
	Seismic Retrofit	-				-			
			Total				\$ 103,000		
			New Total				\$ 186,029		

Notes: Rating System 1 (New/good), 2 (Fair), 3 (Poor), 4 (Replace), 5 (Missing)

- Known Improvements:
- 1991 - Addition of lower and main floor
 - 2004 - New exterior paint and roof
 - 2005 - Interior remodel, new gas furnace, plumbing & HVAC



BUILDING CONDITION EVALUATION

BUILDING: Community Center
EVALUATOR: Fisher
DATE: 3/1/2012

COMPONENT	SYSTEM	RATING	ASSET EVALUATION					Comments
			Total Lifespan	Remaining Lifespan (%)	Quantity	20 Year	Replacement Cost (20yr)	
EXTERIOR BUILDING CONDITIONS	Foundation/Structure	2	75	60		-		3,008 sft % of foundation is cinder block Some rot on siding Needs pressure washing
	Siding / Trim	2	30	80		Y	\$ 5,000	
	Paint	2.5	10	50		Y	\$ 10,000	
	Roof	2	30	80		Y	\$ 20,000	
	Windows/Doors	2	40	80		-		
INTERIOR BUILDING CONDITIONS	Floors	2	15	80		Y	\$ 13,000	
	Walls	2	60	80		-		
	Ceilings	2	60	80		-		
	Fixed Equipment	1	90	90		-		
	Electrical	1	50	0		-		
MECHANICAL SYSTEMS CONDITIONS	Plumbing	2	50	80		Y	\$ 3,000	
	Heating	2	30	70		Y	\$ 10,000	
	Cooling	2	20	70		Y	\$ 10,000	
	Lighting	2	20	70		-		
	Means of Exit	1				-		
SAFETY/ BUILDING CODE	Fire Suppression	-				-		
	Fire Alarm	1				-		
	Emergency Lighting	1				-		
	Fire Resistance	2				-		
	Seismic Retrofit	-				-		
Total							\$ 71,000	

Notes: Rating System 1 (New/good), 2 (Fair), 3 (Poor), 4 (Replace), 5 (Missing) Annual amount Amortized with 3% increases

Known Improvements: 1997 - Re-roof and remodel
 2002 - New HVAC system
 2006 - Kitchen addition
 2007 - Interior repainted, flooring, new exterior courtyard, basketball court, stairs, other improvements



BUILDING CONDITION EVALUATION

BUILDING: Depot
Fisher
EVALUATOR:
DATE:

COMPONENT	SYSTEM	RATING	ASSET EVALUATION					800 sft	COMMENTS
			Total Lifespan	Remaining Lifespan (%)	Quantity	20 Year	Replacement Cost (5yr)		
EXTERIOR BUILDING CONDITIONS	Foundation/Structure	1	75	90		-			Installed in 2004
	Siding / Trim	2.5	30	10		Y	\$ 5,000		
	Paint	3	10	10		Y	\$ 20,000		Special Treatment
	Roof	2.5	30	40		Y	\$ 10,000		
	Windows/Doors	2.5	40	40		Y	\$ 5,000		Ongoing upgrades
INTERIOR BUILDING CONDITIONS	Floors	2.5	15	50		Y	\$ 5,000		Ongoing maintenance
	Walls	2	60	50		-			
	Ceilings	2.5	60	50		-			
	Fixed Equipment	2.5		40		-			
MECHANICAL SYSTEMS CONDITIONS	Electrical	2.5	50	40		Y	\$ 3,000		
	Plumbing	2.5	50	50		Y	\$ 3,000		
	Heating	4	30	80		Y	\$ 15,000		Add furnace
	Cooling	5	20	-		Y	\$ 5,000		Circulate air through furnace
	Lighting	2	20	80		-			
SAFETY/ BUILDING CODE	Means of Exit	-		-		-			
	Fire Suppression	-		-		-			
	Fire Alarm	-		-		-			
	Emergency Lighting	-		-		-			
	Fire Resistance	3		-		-			
Seismic Retrofit	3		-		-				
Total							\$ 71,000		

Notes: Rating System 1 (New/good), 2 (Fair), 3 (Poor), 4 (Replace), 5 (Missing) Annual amount Amortized with 3% increases

Known Improvements: 2003 - Exterior Paint
2009 - Foundation
2010 - Minor Electric / Heat



BUILDING CONDITION EVALUATION

BUILDING: Dougherty
EVALUATOR: Fisher

DATE: _____

DATE: _____

COMPONENT	SYSTEM	RATING	ASSET EVALUATION					REPLACEMENT COST (20YR)	DEPRECIATED COST	COMMENTS
			Total Lifespan	Remaining Lifespan (%)	Quantity	20 Year	1,320sqft			
EXTERIOR BUILDING CONDITIONS	Foundation/Structure	-	75	90		-			Repaired in 2003	
	Siding / Trim	2.5	30	10		Y	\$ 5,000			
	Paint	3	10	10		Y	\$ 20,000		Painted in 2002	
	Roof	2.5	30	40		Y	\$ 10,000		Repairs in 2005	
	Windows/Doors	2.5	40	40		Y	\$ 15,000			
INTERIOR BUILDING CONDITIONS	Floors	2.5	15	50		Y	\$ 10,000		Upkeep of historic wood floors	
	Walls	2	60	50		-				
	Ceilings	2.5	60	50		Y	\$ 3,000		Stucco	
	Fixed Equipment	2.5		40		-				
MECHANICAL SYSTEMS CONDITIONS	Electrical	2.5	50	40		Y	\$ 3,000			
	Plumbing	2.5	50	50		Y	\$ 3,000			
	Heating	2	30	80		Y	\$ 15,000			
	Cooling	-	20	-		Y	\$ 5,000			
	Lighting	2	20	80		-				
SAFETY/ BUILDING CODE	Means of Exit	-		-		-				
	Fire Suppression	-		-		-				
	Fire Alarm	-		-		-				
	Emergency Lighting	-		-		-				
	Fire Resistance	3		-		-				
	Seismic Retrofit	3		-		-				
Total							\$ 89,000			

Notes: Rating System 1 (New/good), 2 (Fair), 3 (Poor), 4 (Replace), 5 (Missing)

Known Improvements: 2003 - Foundation work
2005 - Roof work
2002 - Painted



BUILDING CONDITION EVALUATION

BUILDING: Engineering
 EVALUATOR: Fisher
 DATE: 2/29/2012

COMPONENT	SYSTEM	RATING	ASSET EVALUATION						COMMENTS
			Total Lifespan	Remaining Lifespan (%)	Quantity	20 Year	Replacement Cost (20yr)	Depreciated Cost	
EXTERIOR BUILDING CONDITIONS	Foundation/Structure	2	75	80		-			2,467 sft North and West side siding needs replacement Building needs repainting Window upgrades & garage doors Carpet needs replacement Server racks and ventilation Multiple AC compressors
	Siding / Trim	2.5	30			-			
	Paint	2.5	10			Y	\$ 10,000		
	Roof	2.5	30			Y	\$ 15,000		
	Windows/Doors	2.5	40	40		Y	\$ 15,000		
INTERIOR BUILDING CONDITIONS	Floors	2.5	15			Y	\$ 12,000		
	Walls	2	60	60		-			
	Ceilings	2	60	60		-			
	Fixed Equipment	2		60		?			
MECHANICAL SYSTEMS CONDITIONS	Electrical	2	50	60		-			
	Plumbing	2	50	70		-			
	Heating	2	30	50		Y	\$ 5,000		
	Cooling	2	20	50		Y	\$ 15,000		
	Lighting	2	20	80		-			
	Means of Exit	2.5				-			
SAFETY/ BUILDING CODE	Fire Suppression	-				-			
	Fire Alarm	-				-			
	Emergency Lighting	5				-			
	Fire Resistance	2				-			
	Seismic Retrofit	-				-			
			Total				\$ 72,000		

Notes: Rating System 1 (New/good), 2 (Fair), 3 (Poor), 4 (Replace), 5 (Missing)

- Known Improvements:
- 1987 - New construction
 - 1988 - New infrared heating in bays
 - 1995 - Split system A/C
 - 1996 - 3 new A/C systems installed
 - 2004 - South side siding replaced / minor remodel
 - 2011 - Hot water tank



BUILDING CONDITION EVALUATION

BUILDING: Library
 Benson
 EVALUATOR:
 DATE:

COMPONENT	SYSTEM	RATING	ASSET EVALUATION					COMMENTS
			Total Lifespan	Remaining Lifespan (%)	Quantity	20 Year	Replacement Cost (20yr)	
EXTERIOR BUILDING CONDITIONS	Foundation/Structure	2	75	50		Y	\$ 20,000	4554 sft Foundation & drainage work Needs repainting Needs cleaning Needs cleaning \$14/SY
	Siding / Trim	2	30	50		Y	\$ 10,000	
	Paint	2	10	50		Y	\$ 10,000	
	Roof	2	30	50		Y	\$ 15,000	
	Parking lot paving	2	25	60		Y	\$ 6,300	
INTERIOR BUILDING CONDITIONS	Floors	2.5	15	40		Y	\$ 23,000	Floors not level/need replace
	Walls	3	60	35		Y	\$ 5,000	
	Ceilings	3	60	35		Y	\$ 10,000	
	Fixed Equipment	-						
MECHANICAL SYSTEMS CONDITIONS	Electrical	2	50	50		Y	\$ 5,000	
	Plumbing	2	50	50		Y	\$ 3,500	
	Heating	2	30	90		Y	\$ 5,000	
	Cooling	-	20	90		Y	\$ 5,000	
	Lighting	2	20	75		Y	\$ 3,500	
SAFETY/ BUILDING CODE	Means of Exit	2						
	Fire Suppression	-						
	Fire Alarm	2						
	Emergency Lighting	-						
	Fire Resistance	3						
Seismic Retrofit	-							
Total							\$ 121,300	

Notes: Rating System 1 (New/good), 2 (Fair), 3 (Poor), 4 (Replace), 5 (Missing)
 2003 New roof
 Annual amount Amortized with 3% increases



BUILDING CONDITION EVALUATION

BUILDING: Maintenance Shop
 EVALUATOR: Fisher
 DATE: 2/29/2012

COMPONENT	SYSTEM	RATING	ASSET EVALUATION					COMMENTS
			Total Lifespan	Remaining Lifespan (%)	Quantity	20 Year	Replacement Cost (20yr)	
EXTERIOR BUILDING CONDITIONS	Foundation/Structure	-	75	-		-		4,000 sft
	Siding / Trim	2	30	80				
	Paint	2	10	80	Y	\$ 15,000		
	Roof	2	30	80	-			
	Windows/Doors	2	40	50	-			
INTERIOR BUILDING CONDITIONS	Floors	2	15	90		Y	\$ 4,000	Tile flooring needs replacement
	Walls	2	60	70		-		
	Ceilings	2	60	70		-		
	Fixed Equipment	2		60		-		
MECHANICAL SYSTEMS CONDITIONS	Electrical	2	50	70		-		
	Plumbing	2	50	70		-		
	Heating	2	30	70	Y	\$ 5,000		
	Cooling	2	20	70	Y	\$ 5,000		
	Lighting	2	20	70		-		
SAFETY/ BUILDING CODE	Means of Exit	2						
	Fire Suppression	-						
	Fire Alarm	-						
	Emergency Lighting	1						
	Fire Resistance	2						
Seismic Retrofit	-							
Total							\$ 29,000	

Notes: Rating System 1 (New/good), 2 (Fair), 3 (Poor), 4 (Replace), 5 (Missing)

Known Improvements: 1998 - New construction of two sided open ended pole building
 1998 - Gas furnace and ductwork
 2004 - Remodel of maintenance shop

Annual amount Amortized with 3% increases



BUILDING CONDITION EVALUATION

BUILDING: Police Station
 EVALUATOR: Fisher
 DATE: 2/29/2012

COMPONENT	SYSTEM	RATING	ASSET EVALUATION					COMMENTS
			Total Lifespan	Remaining Lifespan (%)	Quantity	20 Year	Replacement Cost (20 yr)	
EXTERIOR BUILDING CONDITIONS	Foundation/Structure	1	75	90		-		
	Siding / Trim	2	30	90		-		
	Paint	2	10		Y	\$ 15,000		years
	Roof	2	30	90	Y	\$ 20,000		Needs cleaning
	Windows/Doors	2	40	90		-		
INTERIOR BUILDING CONDITIONS	Floors	2.5	15	95		Y	\$ 12,000	Carpet replacement
	Walls	2.5	60	90		-		Some damage
	Ceilings	2.5	60	90		-		Some damage
	Fixed Equipment	1		90		-		
MECHANICAL SYSTEMS CONDITIONS	Electrical	1	50	90		Y	\$ 5,000	
	Plumbing	1	50	90		Y	\$ 3,000	
	Heating	1	30	90		Y	\$ 10,000	
	Cooling	1	20	90		Y	\$ 10,000	
	Lighting	1	20	90		-		
SAFETY/ BUILDING CODE	Means of Exit	1				-		
	Fire Suppression	1				-		
	Fire Alarm	1				-		
	Emergency Lighting	1				-		
	Fire Resistance	1				-		
Seismic Retrofit	2					-		
Total							\$ 75,000	

Notes: Rating System 1 (New/good), 2 (Fair), 3 (Poor), 4 (Replace), 5 (Missing) \$ 6,773 Annual amount Amortized with 3% increases

Known Improvements: 2004 New construction



BUILDING CONDITION EVALUATION

BUILDING: Tech Center
EVALUATOR: Fisher
DATE: 2/29/2012

COMPONENT	SYSTEM	RATING	ASSET EVALUATION					COMMENTS
			Total Lifespan	Remaining Lifespan (%)	Quantity	20 Year	Replacement Cost (20 yr)	
EXTERIOR BUILDING CONDITIONS	Foundation/Structure	1	75	90		-		19,200 sft years Overlay New in 2007
	Siding / Trim	2	30	90		-		
	Paint	2	10	10		Y	\$ 25,000	
	Asphalt	3	15	10	3000 sy	Y	\$ 60,000	
	Roof	2	30	90		-		
	Windows/Doors	2	40	90		-		
INTERIOR BUILDING CONDITIONS	Floors	2.5	15	80		Y	\$ 12,000	Carpet need replacement Some damage Some damage
	Walls	2.5	60	90		-		
	Ceilings	2.5	60	90		-		
	Fixed Equipment	1		90		-		
MECHANICAL SYSTEMS CONDITIONS	Electrical	1	50	90		Y	\$ 5,000	
	Plumbing	1	50	90		Y	\$ 3,000	
	Heating	1	30	90		Y	\$ 10,000	
	Cooling	1	20	90		Y	\$ 10,000	
	Lighting	1	20	90		-		
SAFETY/BUILDING CODE	Means of Exit	1				-		
	Fire Suppression	1				-		
	Fire Alarm	1				-		
	Emergency Lighting	1				-		
	Fire Resistance	1				-		
Seismic Retrofit	2					-		
Total							\$ 125,000	

Notes: Rating System 1 (New/good), 2 (Fair), 3 (Poor), 4 (Replace), 5 (Missing)

Known Improvements: 2007 Roof

Annual amount Amortized with 3% increases \$ 11,288



PARKS EVALUATION

PARK: Skyline Heights
EVALUATOR: Leniszewski
DATE: 2007

COMPONENT	SYSTEM	Quantity	ASSET EVALUATION				Annualized Cost	COMMENTS
			Total Lifespan	Remaining Lifespan (%)	20 Yr Replacement	Estimated Replacement Cost		
EQUIPMENT	Play Structure	1	25	19	\$30,000	\$30,000	\$1,578.95	\$30,000
	Fencing	300	25	19	\$6,000	\$6,000	\$315.79	\$20
	Basketball hoop	1	25	19	\$2,000	\$2,000	\$105.26	\$2,000
	Benches	2	15	9	\$2,000	\$2,000	\$222.22	\$1,000
OTHER	Landscape	2	15	9	\$10,000	\$10,000	\$1,111.11	5000
Total						\$ 50,000	\$ 3,333	

\$ 4,515 w/ 3% annual CPI increase



PARKS EVALUATION

PARK: New Friends Fun Park (Fox Hollow)
EVALUATOR: Leniszewski
INSTALL DATE: 2008

COMPONENT	SYSTEM	Quantity	ASSET EVALUATION				Annualized Cost	COMMENTS
			Total Lifespan	Remaining Lifespan (%)	20 Yr Replacement	Estimated Replacement Cost		
EQUIPMENT	Play Structure	1	25	20	\$143,000	\$143,000	\$7,150	\$143,000
	Fencing (chain link)	325	25	20	\$6,500	\$6,500	\$325	\$20
	Fencing (wood)	160	15	10	\$3,200	\$3,200	\$320	\$20
	Basketball hoop	2	25	20	\$4,000	\$4,000	\$200	\$2,000
	Court Surfacing	1	15	10	\$5,000	\$5,000	\$500	\$5,000
	Benches	6	15	10	\$6,000	\$6,000	\$600	\$1,000
	Landscape	1	15	10	\$15,000	\$15,000	\$1,500	\$15,000
Total						\$ 182,700	\$ 10,595	

\$ 16,499 w/ 3% annual CPI increase



PARKS EVALUATION

PARK: Duvall Car Park
EVALUATOR: Leniszewski
INSTALL DATE: 2000

COMPONENT	SYSTEM	Quantity	ASSET EVALUATION				Annualized Cost	COMMENTS
			Total Lifespan	Remaining Lifespan (%)	20 Yr Replacement	Estimated Replacement Cost		
EQUIPMENT	Asphalt (SY)	2600	25	12	\$36,400	\$36,400	\$3,033	\$14
	Fencing (chain link)	200	25	12	\$4,000	\$4,000	\$333	\$20
	Landscape			-13	\$0	\$0	\$0	\$5,000
	Sidewalk	130	25	12	\$7,800	\$7,800	\$650	\$60
		Total				\$ 48,200	\$ 4,017	

\$ 4,353 w/ 3% annual CPI increase



PARKS EVALUATION

PARK: Taylor Park
EVALUATOR: Leniszewski
INSTALL DATE: 2004

COMPONENT	SYSTEM	Quantity	ASSET EVALUATION				Annualized Cost	COMMENTS	
			Total Lifespan	Remaining Lifespan (%)	20 Yr Replacement	Estimated Replacement Cost			
	Play Structure	1	25	16	\$140,000	\$140,000	\$8,750	\$143,000	
	Fencing (chain link)	400	25	16	\$8,000	\$8,000	\$500	\$20	
	Basketball hoop	2	25	16	\$4,000	\$4,000	\$250	\$2,000	
	Court Surfacing	1	15	6	\$5,000	\$5,000	\$833	\$5,000	
	Benches	4	15	6	\$4,000	\$4,000	\$667	\$1,000	
	Landscape	1	15	6	\$15,000	\$15,000	\$2,500	\$15,000	
	Sidewalk	130	25	16	\$7,800	\$7,800	\$488	\$60	
Total						\$ 183,800	\$ 16,598	\$ 183,800	\$ 13,988
						\$	\$	\$	w/ 3% annual CPI increase



PARKS EVALUATION

PARK: Taylors Landing
EVALUATOR: Leniszewski
INSTALL DATE: 1980

COMPONENT	SYSTEM	Quantity	ASSET EVALUATION				Annualized Cost	COMMENTS
			Total Lifespan	Remaining Lifespan (%)	20 Yr Replacement	Estimated Replacement Cost		
EQUIPMENT	Play Structure	1	25	-8	\$50,000	\$50,000	\$50,000	\$50,000
	Fencing (chain link)	250	25	-8	\$5,000	\$5,000	\$5,000	\$20
	Benches	2	25	10	\$2,000	\$2,000	\$200	\$1,000
	Covered Structure	1	30	10	\$5,000	\$5,000	\$500	\$5,000
Total								
					\$ 62,000	\$ 62,000	\$ 55,700	
					\$ 5,599	\$ 5,599		w/ 3% annual CPI increase



PARKS EVALUATION

PARK: Hix Park
EVALUATOR: Leniszewski
INSTALL DATE: 2012
 1989

COMPONENT	SYSTEM	Quantity	ASSET EVALUATION				Annualized Cost	COMMENTS
			Total Lifespan	Remaining Lifespan (%)	20 Yr Replacement	Estimated Replacement Cost		
EQUIPMENT	Play Structure	1	25	24	\$30,000	\$30,000	\$1,250	\$30,000 \$20 \$500 \$5,000
	Fencing (cedar)	425	25	1	\$8,500	\$8,500	\$8,500	
	Benches	2	25	1	\$1,000	\$1,000	\$1,000	
	Landscape	1	15	1	\$5,000	\$5,000	\$833	
Total					\$ 44,500	\$ 44,500	\$ 11,583	
					\$ 4,019	\$ 4,019	w/ 3% annual CPI increase	



PARKS EVALUATION

PARK: Judd Park
EVALUATOR: Leniszewski
INSTALL DATE: 2004

COMPONENT	SYSTEM	Quantity	ASSET EVALUATION				Annualized Cost	COMMENTS
			Total Lifespan	Remaining Lifespan (%)	20 Yr Replacement	Estimated Replacement Cost		
EQUIPMENT	Play Structure	1	25	16	\$80,000	\$80,000	\$5,000	\$80,000 \$20 \$1,000 \$15,000
	Fencing (chain link)	350	25	16	\$7,000	\$7,000	\$438	
	Benches	6	15	6	\$6,000	\$6,000	\$1,000	
	Landscape	1	15	6	\$15,000	\$15,000	\$2,500	
		Total			\$ 108,000	\$ 108,000	\$ 8,938	
					\$ 9,753	\$ 9,753	w/ 3% annual CPI increase	



PARKS EVALUATION

PARK: Big Rock Park
EVALUATOR: Leniszewski
INSTALL DATE: 2012
 2007 1999

COMPONENT	SYSTEM	Quantity	ASSET EVALUATION					Annualized Cost	COMMENTS
			Total Lifespan	Remaining Lifespan (%)	20 Yr Replacement	Estimated Replacement Cost			
EQUIPMENT	Play Structure	1	25	24	\$28,000	\$28,000	\$1,167	\$28,000	
	Fencing (chain link)	400	25	19	\$8,000	\$8,000	\$421	\$20	
	Baseball field items	4	2	1	\$400	\$400	\$400	\$100	
	Landscape	1	15	14	\$15,000	\$15,000	\$1,071	\$15,000	
	Sidewalk / Plaza	1000	25	24	\$60,000	\$60,000	\$2,500	\$60	
<i>Excludes baseball fields</i>									
Total					\$ 111,400	\$ 111,400	\$ 5,559		

\$ 111,400 \$ 10,060 w/ 3% annual CPI increase
 \$ 10,060 \$ 5,559



PARKS EVALUATION

PARK: McCormick Park
EVALUATOR: Leniszewski
INSTALL DATE: 2000

COMPONENT	SYSTEM	Quantity	ASSET EVALUATION					Annualized Cost	COMMENTS
			Total Lifespan	Remaining Lifespan (%)	6 yr Replacement	20 Yr Replacement	Estimated Replacement Cost		
EQUIPMENT	Covered Structure	1	25	12		\$2,000	\$2,000	\$167	\$2,000
	Benches	5	15	2		\$2,500	\$2,500	\$1,250	\$500
	Bridges	1	30	17		\$20,000	\$20,000	\$1,176	\$20,000
	Pathways	1	4			\$2,500	\$2,500	\$625	\$500
	Landscape	1	15			\$5,000	\$5,000	\$333	\$5,000
Total						\$ -	\$ -	\$ 32,000	\$ 3,551
						\$ -	\$ -	\$ 2,890	\$ 2,890 w/ 3% annual CPI increase



PARKS EVALUATION

PROPERTY: 0.5 MG Tank (Crestview)
EVALUATOR: Leniszewski
INSTALL DATE: 1989

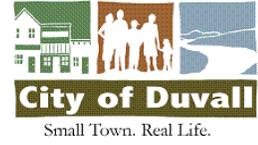
COMPONENT	SYSTEM	Quantity	ASSET EVALUATION				Annualized Cost	COMMENTS
			Total Lifespan	Remaining Lifespan (%)	20 Yr Replacement	Estimated Replacement Cost		
EQUIPMENT	500,000 H2O tank	1	50	26	\$1,250,000	\$1,250,000	\$48,077	
	Elevation control	1	50	26	\$20,000	\$20,000	\$769	
	Asphalt driveway	100	25	1	\$2,000	\$2,000	\$2,000	
	Process Controls <small>(recent upgrade)</small>	1	25	25	\$10,000	\$10,000	\$400	
Total					\$ 1,280,000	\$ 1,282,000	\$ 51,246	
					\$ 115,591	\$ 115,772	w/ 3% annual CPI increase	



PARKS EVALUATION

PROPERTY: 2.2 MG Tank & Pump station
EVALUATOR: Leniszewski
INSTALL DATE: 1996

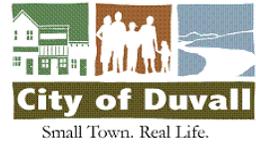
COMPONENT	SYSTEM	Quantity	ASSET EVALUATION				Annualized Cost	COMMENTS
			Total Lifespan	Remaining Lifespan (%)	20 Yr Replacement	Estimated Replacement Cost		
EQUIPMENT	2,200,000 H2O tank	1	50	33	\$2,000,000	\$2,000,000	\$60,606	\$2,000,000
	Pump station	1	50	33	\$50,000	\$50,000	\$1,515	\$50,000
	Pumps	3	25	8	\$45,000	\$45,000	\$5,625	\$15,000
	Asphalt driveway (sy)	1000	25	8	\$16,000	\$16,000	\$0	\$20
	Process Controls	1	25	8	\$24,000	\$24,000	\$0	\$30,000
Total					\$ 2,135,000	\$ 2,135,000	\$ 67,746	
					\$ 192,802	\$ 192,802		w/ 3% annual CPI increase



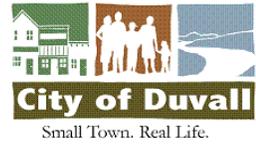
Building Expense Summary

2011 Building Expenses		City Hall		Old Library		Public Works		Permit Center	Tech Center	Depot	Dougherty	Community Center	Police	TOTAL							
Routine Costs	Area (ft²)	2112	1190	2466	2088	1000	9000	2467	19200	800	1320	3008	3900								
	Year Built		1977	1935	1988		1999	1988	1991	1911	1888	1938	2004								
	Utilities								\$4,650	\$ 935	\$ 3,175	\$ 4,384									
	Sewer/Water	\$	1,020	\$	1,500	\$	1,002	\$	987												
	Power/Gas/Phone	\$	4,445	\$	2,400	\$	2,719	\$	1,019				\$	10,340							
	Maintenance	\$	6,799	\$	3,577			\$	2,402		\$	2,455	\$	1,232	\$	3,966	\$	6,156			
	Includes: Janitorial, HVAC, Minor repairs								\$	10,678											
	Total	\$	12,264	\$	7,477	\$	3,721	\$	4,408	\$	15,328	\$	3,390	\$	4,407	\$	8,350	\$	16,496	\$	75,841
	Annual Total Average over 20 years w/ 3% inflation)	\$	16,477	\$	10,046	\$	5,000	\$	5,922	\$	20,593	\$	4,554	\$	5,921	\$	11,219	\$	22,163	\$	101,894
	Future Capital Impr.																				
Summarized 20 year total	\$	103,000	\$	121,300	\$	29,000	\$	72,000	\$	125,000	\$	71,000	\$	89,000	\$	71,000	\$	75,000			
Annual set-aside (w/ 3% inflation)	\$	9,301	\$	10,954	\$	2,619	\$	6,502	\$	11,288	\$	6,412	\$	8,037	\$	6,412	\$	6,773			
Indebtedness									\$	1,497,234											
Annual debt payment									\$	220,480											
Income																					
Current			\$	-					\$	174,474			\$	15,600							
Potential /year	\$	35,459	\$	47,340					\$	230,400			\$	9,600							
Current Sale Value	\$	410,000	\$	560,000	\$	335,000	NA		\$	1,540,000	NA		NA		\$	370,000	\$	1,000,000			
Estimated Replacement Cost	\$	660,400	\$	910,800	\$	650,000	\$	370,050	\$	1,440,000	\$	240,000	\$	396,000	\$	601,600	\$	975,000			
Annual Operational \$\$ (Ave w/ int)	\$	16,477	\$	10,046	\$	5,000	\$	5,922	\$	20,593	\$	4,554	\$	5,921	\$	11,219	\$	22,163	\$	101,894	
Annual Set-aside for Capital (Annual)	\$	9,301	\$	10,954	\$	2,619	\$	6,502	\$	11,288	\$	6,412	\$	8,037	\$	6,412	\$	6,773	\$	68,298	
Total Annual Needs (Op's & Cap)	\$	25,778	\$	21,000	\$	7,618	\$	12,424	\$	31,881	\$	10,966	\$	13,959	\$	17,631	\$	28,936	\$	170,193	

Citywide TOTALS- Operations \$ 101,894
 Citywide TOTALS- Capital \$ 68,298
 20 year TOTALS- Operations \$ 2,040,000
 20 year TOTALS- Capital \$ 1,370,000



Agreements



Agreements

**AGREEMENT FOR DONATION OF TRAIN DEPOT
BUILDING TO THE CITY OF DUVALL**

ORIGINAL

This Agreement is entered into by and between the City of Duvall, Washington, a municipal corporation (hereafter referred to as “the City”), and Ray and Tove Burhen, husband and wife, (hereafter referred to as “the Burhens”).

WHEREAS, the Burhens own the Chicago, Milwaukee and St. Paul Railway Depot building located within the City of Duvall; and

WHEREAS, the Burhens desire to donate the Depot to the City so that the City may retain a significant component of its own history by relocating it and using it as a public meetings and gatherings place; and

WHEREAS, the City Council for the City of Duvall wishes to accept the donation of the Chicago, Milwaukee and St. Paul Railway Depot building;

NOW, THEREFORE, IN CONSIDERATION OF the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. The Burhens hereby donate to the City of Duvall the Chicago, Milwaukee and St. Paul Railway Depot building (hereafter referred to as “the Depot”) located upon their property at 26220 Stella Street, Duvall, Washington, and all related existing interior and exterior components, hardware and finishes related thereto.

2. The City hereby accepts the Depot as a City asset for use as a public meetings and gatherings place, and for the use of the Duvall Historical Society to conduct its monthly meetings.

3. The City, within 180 days of execution of this agreement, shall relocate the Depot at City expense to one of the following City properties: Weisenberger; Park N Ride; or Dougherty Farm. Relocation of the Depot to any other site shall require the approval of the Burhens.

4. The City agrees to remove the existing Depot foundation and to grade and level the site.

5. The City agrees to preserve and protect the Depot building as a City asset. Any changes to its interior or exterior shall be consistent with the historic nature of the building and subject to the approval of the Burhens.

6. This Agreement contains the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties hereto. Either party may request changes to the

Agreement. Proposed changes that are mutually agreed upon shall be incorporated by written amendments to this Agreement.

7. Notices to the City of Duvall shall be sent to the following address:

City Clerk
City of Duvall
P.O. Box 1300
Duvall, Washington 98019
Phone: 425 788 1185

Notices to the Burhens shall be sent to the following address:

Ray and Tove Burhen
P.O. Box 6
Duvall, WA 98019
Phone: 425 788 1126

DATED this 13th day of December, 2001

CITY OF DUVALL



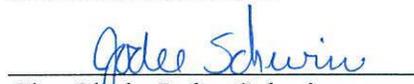
Mayor Glen Kuntz

OWNERS



Ray Burhen

Attest/Authenticated:



City Clerk, Jodee Schwinn



Tove Burhen

Approved as to Form:



City Attorney, Bruce Disend

RESOLUTION: NO. 268

A RESOLUTION RECOGNIZING THE DONATION TO THE LIBRARY BUILDING FUND BY THE CHERRY VALLEY GRANGE AND CREDITING SAID DONATION TOWARD THE GRANGE'S USE OF THE LIBRARY MEETING ROOM.

Whereas the Cherry Valley Grange has committed itself to donating \$10,000.00 toward the City of Duvall Library Building Fund;

And Whereas in consideration of the donation the City will credit the amount toward overhead costs for the use of the library meeting room and related facilities by the Grange;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUVALL, WASHINGTON, as follows:

1. The City of Duvall wishes to thank the Cherry Valley Grange for their \$10,000.00 donation to the Library Building Fund.

2. The City of Duvall, upon receipt of the donation and upon completion of the meeting room and related facilities, agrees to enter into an agreement with the Cherry Valley Grange crediting the \$10,000.00 donation towards any overhead costs which the City is required by law to charge private organizations for use of the public meeting room. As part of the agreement, the City will recognize the Grange's priority in scheduling meeting times (subject to reasonable notice requirements to the City). The agreement will also provide that the Grange shall have a small closet-like storage space available adjacent to the meeting room. Use of the meeting room shall include use of the kitchen and related facilities. The agreement will provide that the City shall make the meeting room available for reasonable evening meeting times and that use of the meeting room will not be limited solely to the hours during which the library is open. The Grange will agree to abide by general rules and regulations governing all organizations using the meeting room. The specific details of the agreement shall be more fully worked out at the time the room is completed based upon the good faith negotiations of the parties and recognizing the general principles outlined herein. Based on current estimated overhead costs and upon bi-monthly meetings by the Grange, it is anticipated that the donation costs would cover overhead charges for approximately 100 years.

PASSED BY THE DUVALL CITY COUNCIL AT A REGULAR MEETING THEREOF
this 12th day of February, 1987.

SIGNED: Jeanne Baldwin
Jeanne Baldwin, Mayor

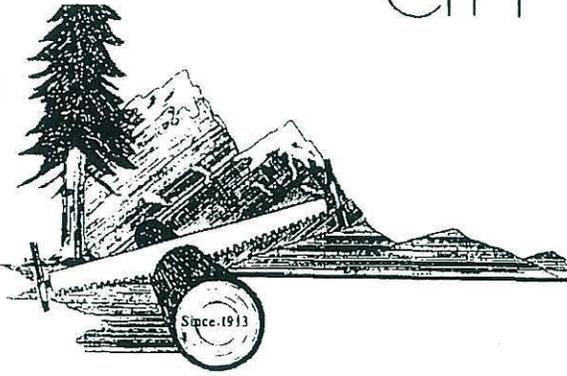
ATTEST:

Gloria F. Judd
Gloria Judd, Clerk-Treasurer

268

CITY OF DUVALL

Jeane Baldwin, Mayor



February 12, 1987

LETTER OF UNDERSTANDING

The undersigned representatives of the Cherry Valley Grange and the City of Duvall have read the attached resolution of the City of Duvall, are familiar with the contents thereof, and on behalf of their respective organizations agree to carry out the terms of the resolution and enter into good faith negotiations to complete the specific terms of the contract outlined therein. The undersigned represent that they are authorized on behalf of their organizations to sign this letter of understanding.

Dated this 12th day of February, 1987.

CITY OF DUVALL

CHERRY VALLEY GRANGE

by Jeane Baldwin
Jeane Baldwin, Mayor

by Howard L. Myers
Chairman Leasing Committee

ORIGINAL

No. 305

A RESOLUTION RECOGNIZING THE CONTRIBUTIONS TO THE LIBRARY BUILDING BY THE DUVALL CIVIC CLUB AND CREDITING SAID DONATIONS TOWARD THE CLUB'S USE OF THE LIBRARY MEETING ROOM.

Whereas the Duvall Civic Club has and continues to provide financial support to the Duvall Library;

And Whereas in considerations of said donations, the City will credit all amounts toward the overhead costs for use of the library meeting room and related facilities by the Civic Club.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUVALL, WASHINGTON, as follows:

1. The City of Duvall hereby thanks the Duvall Civic Club for their contributions to the development and expansion of the Duvall Library.

2. All monetary amounts donated by the Civic Club shall be credited toward the overhead costs which the City is required by law to charge private organizations for use of the public meeting room. In further consideration of their contributions to the library, the Civic Club shall have priority in scheduling the meeting times subject to reasonable notice requirements of the City and subject to the priority rights of the Cherry Valley Grange as established in Resolution # 268.

Passed by the City Council of the City of Duvall, Washington, at a regular public meeting thereof and approved by the Mayor this 25th day of May, 1989.

SIGNED:

Jeane Baldwin
Jeane Baldwin, Mayor

Attest:

Gloria F. Judd
Gloria F. Judd, Clerk-Treasurer

305

Memo of Understanding
Between Duvall Centennial Committee and the City of Duvall
for shared use of the Visitors Center. Centennial committee

RECITALS

WHEREAS, The City of Duvall has a building identified as the "Visitors Center" for the 2013 Centennial year located within the City of Duvall; and

WHEREAS, the Duvall Centennial Committee, hereinafter called "100CMT" has confirmed that they are willing to be a participating member of the Visitors Center; and

WHEREAS, the Duvall 100CMT is an official City entity as adopted by Resolution; and

WHEREAS, the 100CMT would like to engage the community at large on the City's history and share information about the Centennial through 2013;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

- The 100CMT shall have shared use of approximately 810 square feet of the main, upstairs floor of the Visitors Center Monday thru Sunday at times agreed to by the and between all parties. The DHS will share their space with the Duvall Centennial Committee.
- The City shall be allowed to use the Visitors Center in cooperation of the 100CMT for occasional Council events in coordination with the three parties to make times available.
- 100CMT will be responsible for the shared cleaning and other normalized needs within the Visitors Center including but not limited to: Sweep, mop, dust, vacuum all floors. Clean and sanitize both restrooms. Wipe down window sills, countertops and all other surfaces. Clean inside of glass doors. Maintain and sweep the outside entrance.
- 100CMT will be responsible for the shared cleaning supplies, toilet paper, paper towels, and soap as needed.
- The City will be responsible for building repair and major maintenance inside and out. The City will handle routine exterior maintenance. 100CMT shall be responsible for notifying the City of any needs as they arise.
- This agreement may be terminated by either party upon 30 days of written notification to the other party or by the end of 2013.
- 100CMT will be responsible to close all windows, turn off lights, close restroom doors and lock all exterior doors when leaving the building when operating the facility.
- Only fund-raising events shall be allowed to have a charged, ticketed admission.

- Attendance shall not exceed the posted capacity of the building.
- No smoking is allowed in the building.

Charges

- A use fee equal to ½ of \$810.00 (Eight Hundred and Ten Dollars) per month is the normal rental rate. Based on the shared use and benefit to the community, the open public hours shall be used as in-kind trade for rent. The monthly fee is normally due the on the first of the month.

This Memo of Understanding shall be valid for twelve months.

CITY OF DUVALL



Will Ibershof
Mayor

Dated: 12/13/12

DUVALL CENTENNIAL COMMITTEE



Kimberly Engelkes
Committee Chair

Dated: 12.17.2012

2012-2013 VISITOR CENTER BUILDING LEASE AGREEMENT

Tenant: **Duvall Chamber of Commerce**
Contact Name: Scott Thomas
Mailing Address: PO Box 581, Duvall, WA 98019
Phone #: 425-788-9182
Cell #: 206-235-4979
Fax #:

The City of Duvall is the owner of a building located at 15619 Main Street, Duvall, Washington. As part of the City's 2013 centennial celebration, the City will have a separate use or lease agreement with four local organizations for use of a city building as a "Visitors Center." The four organizations are: the Duvall Chamber of Commerce; the Duvall Historical Society; the Duvall Foundation for the Arts; and the Duvall Centennial Committee. Each organization will have a separate lease agreement with the City.

This Lease is made and entered into by and between the City of Duvall, Washington, a Washington municipal corporation, hereinafter referred to as "Lessor", and the Duvall Chamber of Commerce, a non-profit association, hereinafter referred to as "Lessee".

PREMISES:

Lessor does hereby lease to Lessee the certain space identified in attachment "A" located on the upper level of the 2013 Visitors Center Building herein after called "Premises", containing approximately 1,050 square feet (ft²) of floor area within the 2,466 ft² upper floor. Said Premises are located in the City of Duvall, County of King, and State of Washington at 15619 Main Street NE. Said Lease is subject to the terms, covenants and conditions hereafter set forth.

USE:

- a. Lessee agrees to abide by the Lessor's "Use Policy," describing the generally accepted uses and activities at the facility which is attached hereto and incorporated herein as attachment "B".
- b. Lessee shall use the Premises for citywide economic development, cultural artistic heritage, Centennial events or as allowed in the Use Policy.
- c. Lessee shall not use or permit the Premises to be used for any other purpose outside the Use Policy without the prior written consent of Lessor.
- d. Days and hours of operation shall be clearly posted on the premises in general accordance with a schedule to be set forth herein and a posting will be provided at the site as a given example in attachment "C". Briefly, hours of operation are intended to be:

(Initial Winter Hours) **Local Business will be surveyed to see if there are desired hours of operation as related to business hours*

1. Friday 11-6pm

- 2.Saturday 11-5pm
- 3.Sunday 12-4pm
- 4.EVENT SPECIFIC (evenings/weekends as determined by calendar events)

High season hours (starts in May - October)

- 1.Wednesday 11-6
- 2.Thursday 11-6
- 3.Friday 11-6pm
- 4.Saturday 11-5pm
- 5.Sunday 12-4pm
- 6.EVENT SPECIFIC (evenings/weekends as determined by calendar events)

e.Lessee shall be responsible for maintaining the premises in a neat and tidy condition including, but not limited to cleaning restrooms, vacuuming all rooms, dusting, window cleaning, buying & changing light bulbs as necessary and trash pickup. All cleaning and restroom supplies will be provided by the Lessee.

TERM:

Lessor hereby leases the premises to Lessee for the term beginning January 1, 2013 and ending December 31, 2013. Lessor shall use its best efforts to give Lessee possession as nearly as possible at the beginning of the Lease term. In the event the premises are ready for move in sooner, the term of this Lease shall commence as of December 1, 2012. Lessee accepts the space on an "as-is" basis. Lessor will not make any tenant improvements to the space during the duration of this lease.

MINIMUM RENT:

In lieu of cash payment, Lessee shall provide the services described in the "USE" section above for the betterment of the City by promoting economic development and tourism.

SECURITY DEPOSIT:

Lessee has deposited a security deposit in the amount of \$525 (five Hundred and twenty five Dollars). Said sum shall be held by Lessor as security for the faithful performance by Lessee of all the terms, covenants, and conditions of this Lease to be kept and performed by Lessee during the term of this Lease. If Lessee defaults with respect to any provision of this Lease, Lessor may use, apply, or retain all or any part of this security deposit for the payment of any amount which Lessor may spend or become obligated to spend by reason of Lessee's default, or to compensate Lessor for any other loss or damage which Lessor may suffer by reason of Lessee's default. If any portion of said deposit is so used or applied, Lessee shall within five (5) days after Lessor's written demand, deposit cash, with Lessor in an amount sufficient to restore the security deposit to its original amount, and Lessee's failure to do so shall be a default under this Lease. Lessor shall not be required to keep this security deposit separate from its general funds, and the Lessee shall not be entitled to interest on such deposit. If Lessee shall fully and faithfully perform every provision of this Lease to be performed by it, the security deposit or any balance thereof shall be returned to Lessee within ten (10) days following expiration or early termination of the Lease term.

The damage deposit is also intended to be used for minor repairs to the property caused accidentally by the users (i.e. light fixture falls or someone puts a hole in a wall) or for wear

and tear items (i.e. toilet issue, flooring issue). These are anticipated to be issues costing more than \$150 to repair. Once the problem is corrected the lessees must replenish the deposit account to its original amount and that shall be done on a prorated share based on square footage leased.

ADDITIONAL CHARGES:

Lessee shall pay to Lessor any leasehold excise tax due pursuant to RCW Chapter 89.29A, unless found to be exempt from charges by Washington State Department of Revenue.

USES PROHIBITED:

Lessee shall not do or permit anything to be done in or about the Premises nor bring or keep anything therein which will in any way increase the existing rate of or affect any fire or other insurance upon the 2013 Visitors Center Building or any of its contents, or cause a cancellation of any insurance policy covering the 2013 Visitors Center or any part thereof or any of its content. Lessee shall not do or permit anything to be done in or about the Premises which will in any way obstruct or interfere with the rights of other Lessees or occupants of the 2013 Visitors Center or injure or annoy them or use or allow the Premises to be used for any improper, immoral, unlawful or objectionable purpose, nor shall Lessee cause, maintain or permit any nuisance in, on or about the Premises. Lessee shall not commit or allow to be committed any waste in or upon the Premises. Lessee shall not use the Leased Premises for the purpose of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance chemical, thing or devices.

COMPLIANCE WITH LAW:

Lessee shall not use the Premises, or permit anything to be done in or about the Premises, which will in any way conflict with any law, statute, ordinance and governmental rule or regulation now in force or which may hereafter be enacted or promulgated. Lessee shall, at its sole cost and expense, promptly comply with all laws, statutes, ordinances and governmental rules, regulations or requirements now in force or which may hereafter be in force and with the requirements of any board of fire underwriters or other similar bodies now or hereafter constituted relating to or affecting the condition, use or occupancy of the Premises, excluding structural changes not related to or affected by Lessee's improvements or acts. The judgment of any court of competent jurisdiction or the admission of Lessee in any action against Lessee, whether Lessor is a party thereto or not, that Lessee has violated any law, statute, ordinance or governmental rule, regulation or requirement, shall be conclusive of that fact as between the Lessor and Lessee.

ALTERATIONS AND ADDITIONS:

Lessee shall not make or allow to be made any alterations, additions or improvements to or of the Premises or any part thereof without the written consent of Lessor. Any alterations, additions or improvements to or of said Premises, including, but not limited to, wall covering, floor covering, paneling and built-in cabinet work, but excepting movable furniture and trade fixtures, shall at once become a part of the realty and belong to the Lessor and, upon expiration or sooner termination of this Lease, shall be surrendered with the Premises; provided, upon the expiration or sooner termination of this Lease, upon written demand by Lessor given at least thirty (30) days prior to the end of the term, Lessee shall forthwith remove any alterations, additions, or improvements made by Lessee, designated by Lessor to be removed, and Lessee shall, forthwith and with all due diligence, at its sole cost and expense, repair any damage to the premises caused by such removal. Lessee shall return all keys to the Lessor within five (5) days following terminations of the Lease or pay for the cost of new keys, if the Lessor so requires. All exterior locks may not be changed or altered without the consent of the Lessor.

REPAIRS:

Lessee hereby accepts the Premises as being in good, sanitary order, condition and repair. At Lessee's expense, Lessee shall keep the Premises and every part thereof in good condition and repair (except as hereinafter provided with respect to Lessor's obligations) including, without limitation, the maintenance, replacement and repair of any storefront, doors, flooring, walls, ceilings, lighting, window casements, glazing, heating and air conditioning system. (Lessee shall, upon the expiration or sooner termination of this Lease, surrender the Premises to the Lessor in good condition, broom clean, ordinary wear and tear and damage from causes beyond the reasonable control of Lessee excepted. Any damage to adjacent premises caused by Lessee's use of the Premises shall be repaired at the sole cost and expense of Lessee.

Lessor shall pay for repairs and maintain the structural portion of the Premises including, but not limited to, exterior walls, roof and floors. Such repairs shall be completed in a reasonable period of time.

ASSIGNMENT AND SUBLETTING:

Lessee shall not assign, transfer, mortgage, pledge, hypothecate or encumber this Lease, or any interest therein, and shall not sublet the Premises or any part thereof, or any right or privilege appurtenant thereto, or allow any other person (the employees, members, agents, servants and invitee of Lessee excepted) to occupy or use the Premises without the written consent of Lessor. Consent to one assignment, subletting, occupation or use by any other person shall not be deemed to be consent to any subsequent assignment, subletting, occupations or use by any other person. Consent to any such assignment or subletting shall in no way relieve Lessee of any liability under this Lease. If the Lessee is a private corporation, a change in control of the Lessee by sale of stores or otherwise shall be deemed to be an assignment requiring consent hereunder. Any such assignment or subletting without such consent shall be void and shall, at the option of the Lessor, constitute a default under the terms of this Lease.

HOLD HARMLESS:

Lessee shall indemnify and hold harmless Lessor against and from any and all claims arising from Lessee's use of the Premises or from the conduct of its business or from any activity, work, or other things done, permitted or suffered by the Lessee in or about the Premises, and shall further indemnify and hold harmless Lessor against and from any and all claims arising from any breach or default in the performance of any obligations on Lessee's part to be performed under the terms of this Lease, or arising from any act or negligence of the Lessee, or any officer, agent, employee, guest, or invitee of Lessee, and from all cost, attorneys fees, and liabilities incurred in or about the defense of any such claim or any action or proceeding brought thereon, and in case any action or proceeding be brought against Lessor by reason of such claim Lessee, upon notice from Lessor, shall defend the same at Lessee's expense by counsel reasonably satisfactory to Lessor. Lessee as a material part of this consideration to Lessor hereby assumes all risk of damage to property or injury to persons in, upon or about the Premises, from any cause other than Lessor's negligence, and Lessee hereby waives all claims in respect thereof against Lessor.

Lessor or its agents shall not be liable for any loss or damage to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water or rain which may leak from any part of the Building or from the pipes, appliances or plumbing works therein or from the roof, street or subsurface or from any other place resulting from dampness or any other cause whatsoever, unless caused by or due to the negligence of Lessor. Lessor or its agents shall not be liable for interference with the light, air, or for any latent defect in the Premises. Lessee shall give prompt notice to Lessor in case of casualty or accident in the Premises.

SUBROGATION:

As long as their respective insurers so permit, Lessee hereby waives its right of recovery against the Lessor for any loss insured by fire, extended coverage and other property insurance policies.

LIABILITY INSURANCE:

Lessee shall obtain and keep in force during the term of this Lease a policy of comprehensive public liability insurance, insuring Lessor and Lessee against any liability arising out of the ownership, use, occupancy or maintenance of the Premises and all areas appurtenant thereto. Such insurance shall be in the amount of not less than \$1,000,000 for injury or death of one person in any one accident or occurrence. Such insurance shall further insure Lessor and Lessee against liability for property damage of at least \$300,000. The limit of any such insurance shall not, however, limit the liability of the Lessee hereunder. Lessee may provide this insurance under a blanket policy, provided that said insurance shall have a Lessor's protective liability endorsement attached thereto.

UTILITIES:

Lessor shall pay for all water, sewer, gas, electric, internet connectivity (i.e. wifi) supplied to the Premises, together with any taxes thereon.

ENTRY BY LESSOR:

Lessor reserves the right to enter the Premises to inspect the same, to submit said Premises to prospective purchasers or tenants, to post notices of non-responsibility, to repair the Premises and any portion of the building of which the Premises are a part without abatement of rent, and may for that purpose erect scaffolding and other necessary structures where reasonably required by the character of the work to be performed, always providing that the entrance to the Premises shall not be blocked thereby, and further providing that the business of the Lessee shall not be interfered with unreasonably.

LEASE TERMINATION

The Lessee and/or Lessor can terminated this agreement with at least 30 days notice but in no case may the lease continue past December 31, 2013.

LESSEES DEFAULT:

The Occurrence of any one or more of the following events shall constitute a default and breach of this Lease by Lessee:

- A. The vacating or abandonment of the Premises by Lessee.
- B. The failure by Lessee to fulfill normal hours of operation as listed in "USE" section.
- C. The failure by Lessee to observe or perform any other covenants, conditions or provisions of this Lease.
- D. The making by Lessee of any general assignment or general arrangement for the benefit of creditors, or the filings by or against Lessee of a petition to have Lessee adjudged a bankrupt, or a petition for reorganization or arrangement under any law relating to bankruptcy; or the appointment of a trustee or a receiver to take possession of substantially all of Lessee's assets located at the Premises or of Lessee's interest in this Lease; or the attachment, execution or other judicial seizure of substantially all of Lessee's assets located at the Premises or of Lessee's interest in this Lease.

REMEDIES IN DEFAULT:

In the event of any default or breach by Lessee, Lessor may, at any time thereafter, and

without limiting Lessor in the exercise of any other right or remedy which Lessor may have by reason of such default or breach:

- A. Terminate Lessee's right to possession of the Premises by any lawful means, in which case this Lease shall terminate and Lessee shall immediately surrender possession of the Premises to Lessor. In such event Lessor shall be entitled to recover from Lessee all damages incurred by Lessor by reason of Lessee's default including, but not limited to, the cost of recovering possession of the Premises, expenses of reletting, including necessary renovations and alteration of the Premises, and reasonable attorneys fees.
- B. Provide written notice by Certified Mail reasonable notice of such breach to the Lessee and, upon failure to cure such breach within a reasonable time not to exceed thirty (30) days, the Lessor shall have the right to declare the terms of the Lease ended. Upon such declaration by the Lessor, Lessee shall immediately give up possession of the Leased property.

Upon termination of the Lease pursuant to the above paragraph, the Lessor shall have the right to and may take possession of the property by any peaceable means including, but not limited to, the placing or changing of locks on the doors of the Premises. Lessee agrees that the Lessor shall not be liable for any damages, including but not limited to lost profits and business interruption, for any of the Lessor's actions under this paragraph.

- C. Pursue any other remedy now or hereafter available to Lessor under the laws or judicial decisions of the State of Washington.

Lessor shall not be in default unless Lessor fails to perform obligations required of Lessor within a reasonable time, but in no event later than thirty (30) days after written notice by Certified Mail by Lessee to Lessor; provided, however, that if the nature of Lessor's obligation is such that more than thirty (30) days are required for performance then Lessor shall not be in default if Lessor commences performance within such thirty (30) day period and thereafter diligently prosecutes the same to completion.

In the event that Premises are damaged by fire or other perils covered by extended coverage insurance, Lessor agrees to forthwith repair same, and this Lease shall remain in full force and effect except the Lessee shall be entitled, with the consent of the Lessor, to a proportionate reduction of the Minimum Rent from the date of damage and while such repairs are being made, such proportionate reduction to be based upon the extent to which the damage and making of such repairs shall reasonably interfere with the business carried on by the Lessee in the Premises. If the damage is due to the fault or neglect of Lessee or its employees, there shall be no abatement of rent.

In the event the Premises are damaged as a result of any cause other than the perils covered by fire and extended coverage insurance, then Lessor shall forthwith repair the same, provided the extent of the destruction be less than ten (10%) percent or more of the full replacement cost. In such event, Lessor shall have the option: (1) to repair or restore such damage, this Lease continuing in full force and effect, but the Minimum Rent to be proportionately reduced as provided in this paragraph; or (2) give notice to Lessee at any time within sixty (60) days after such damage, terminating this Lease as of the date specified in such notice, which date shall be no more than thirty (30) days after giving of such notice. In the event of giving such notice, the Minimum Rent, as reduced by the proportionate reduction, shall be paid up to date of such termination.

PARKING AND COMMON AREAS:

(1) The restricting of employee or volunteer parking to a limited, designated area or areas which are expected to be on the west side of the building; and (2) the removal, storage and disposal of Lessee's refuse and other rubbish into waste receptacles provided by the Lessor.

CORPORATE AUTHORITY:

If Lessee is a non-profit corporation, each individual executing this Lease on behalf of said non-profit corporation represents and warrants that he/she is duly authorized to execute and deliver this Lease on behalf of said non-profit corporation in accordance with a duly adopted resolution of the board of directors of said non-profit corporation.

SIGNS:

Any signage to be placed on the building or site must be permitted and approved by the City of Duvall Planning Department. At any time within six (6) months prior to the end of the term of this Lease, the Lessor may place upon the Premises a sign offering the Premises for sale or lease.

DISPLAYS:

The Lessee may not display or sell merchandise or allow grocery carts or other similar devices within the control of Lessee to be stored or to remain outside the defined exterior walls and permanent doorways of the Premises. Lessee further agrees not to install any exterior lighting, amplifiers or similar devices or use in or about the Premises any advertising medium which may be heard or seen outside the Premises, such as flashing lights, search lights, loud speakers, phonographs or radio broadcasts.

GENERAL PROVISIONS:

1. Waiver. The waiver by Lessor of any term, covenant or condition of this Lease shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition.
2. Marginal Headings. The marginal heading and Paragraph titles to the Paragraphs of this lease are not a part of the Lease and shall have no effect upon the construction or interpretation of any part hereof.
3. Time. Time is of the essence of this Lease and each and all of its provisions in which performance is a factor.
4. Successors and Assigns. The covenants and conditions of this Lease shall, subject to the provisions as to assignment, be binding upon the heirs, successors, executors, administrators and assigns of the parties hereto.
5. Should any one or more of the four organizations exercise their right to terminate their lease early for any reason, the remaining lessee's lease shall remain unchanged with the exception of the hours the space is open to the public, open hours shall decrease at a prorata percentage based on the square footage the terminating lessee held.
6. Prior Agreements. This Lease contains all of the agreements of the parties hereto with respect to any matter covered or mentioned in this Lease, and no prior agreements or understanding pertaining to any such matters shall be effective for any purpose. No provision of this Lease may be amended or added to except by an agreement in writing signed by the parties.
7. Inability to Perform. This Lease and the obligations of the Lessee hereunder shall not be affected or impaired because the Lessor is unable to fulfill any of its obligations

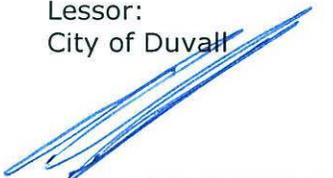
hereunder or is delayed in doing so, if such inability or delay is caused by reason of strike, labor troubles, acts of God, or any other cause beyond the reasonable control of the Lessor.

8. Partial Invalidity. Any provision of this Lease which shall prove to be invalid, void, or illegal shall in no way affect, impair or invalidate any other provision hereof and such other provisions shall remain in full force and effect.
9. Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.
10. Choice of Law. This Lease shall be governed by the laws of the State of Washington.
11. Attorneys Fees. In the event of any action or proceeding brought by either party against the other under this Lease, the prevailing party shall be entitled to recover attorney's fees in such action or proceeding, including costs of appeal, if any, in such amount as the court may adjudge reasonable. In addition, should it be necessary for Lessor to employ legal counsel to enforce any of the provisions herein contained, Lessee agrees to pay all attorney's fees and court costs reasonably incurred.
12. Notices. All notices and demands which may or are to be required or permitted to be Given by either party shall be in writing. All notices and demands by the Lessor to the Lessee shall be sent by United States Mail, postage prepaid, addressed to the Tenant at the address herein below, or to such other place as Lessee may from time to time designate in a notice to the Lessor. All notices and demands by the Lessee to the Lessor shall be sent by United States Certified Mail, postage prepaid, addressed to the Lessor at the address set forth herein, and to such other person or place as the Lessor may from time to time designate in a notice to the Lessee.

TO Lessor AT: City of Duvall, P.O. Box 1300, Duvall. WA.98019
PHONE #: 425-788-1185

TO Lessee AT: Scott Thomas
PHONE #: 425-788-9182
Cell #: 206-235-4979

Lessor:
City of Duvall



Will Ibershof,
Mayor, City of Duvall

Lessee: ~~Scott Thomas~~
Duvall Chamber of Commerce



Scott Thomas
President, Duvall Chamber of Commerce

STATE OF WASHINGTON)

) ss.
COUNTY OF KING)

I, _____, Notary public in and for the State of Washington, residing at Duvall Washington, do hereby certify that on this _____ day of _____, 20____, personally appeared before me _____ to me known to be the individual described in and who executed this instrument and acknowledge that _____ signed the same as _____ free and voluntary act and deed for the uses and purposes herein.

GIVEN Under My Hand and Official Seal this _____ day of _____, 20____.

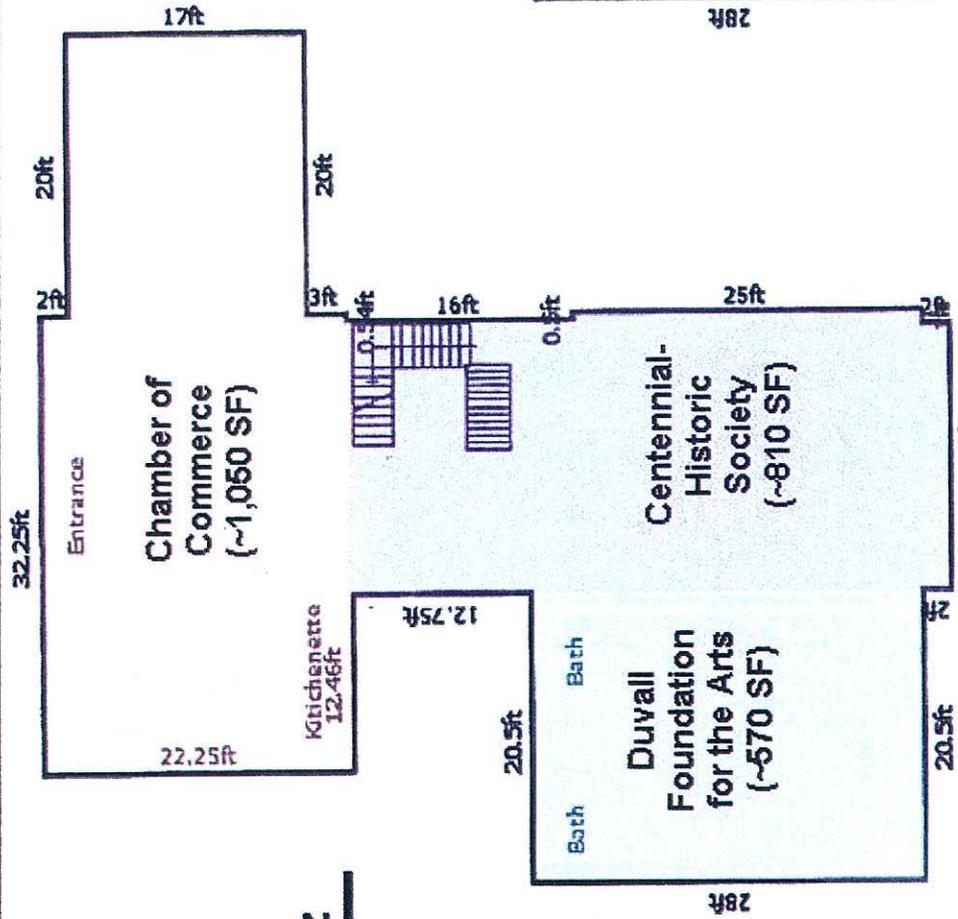
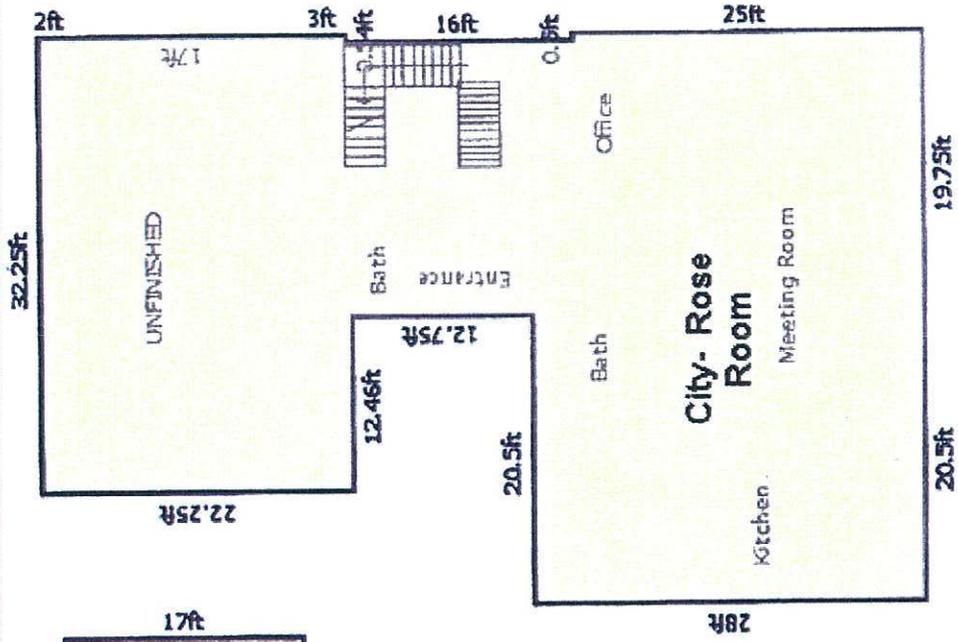
Notary Public in and for the State of
Washington

(Printed or Typed Name)

My Appointments Expires: _____

MAIN STREET

SIDEWALK



Attachment B

Duvall Visitor Center Use Policy

The following document outlines general use of the space for the Duvall Visitors Center and defines community use of the Duvall Visitors Center.

1. General Conditions:

1. There shall be shared use of the upstairs floor totaling approximately 2,466 square feet of the main, upstairs floor of the Visitors Center Monday thru Sunday at times agreed to by the and between all parties.
2. The City shall be allowed to use the Visitors Center occasionally for Council / City events in coordination with the three parties to make times available.
3. The lessees will be responsible for the shared cleaning and other normalized needs within the Visitors Center including but not limited to: Sweep, mop, dust, vacuum all floors. Clean and sanitize both restrooms. Wipe down window sills, countertops and all other surfaces. Clean inside of glass doors. Maintain and sweep the outside entrance.
4. The lessees will be responsible for procurement of cleaning supplies, toilet paper, paper towels, and soap as needed.
5. The City will be responsible for building repair and major maintenance inside and out. The City will handle routine exterior maintenance. The lessees shall be responsible for notifying the City of any needs as they arise.
6. This agreement may be terminated by either party upon 30 days of written notification to the other party or by the end of 2013.
7. The lessees will be responsible to close all windows, turn off lights, close restroom doors and lock all exterior doors when leaving the building when operating the facility.
8. Only fund-raising events shall be allowed to have a charged, ticketed admission.
9. Attendance shall not exceed the posted capacity of the building.
10. No smoking is allowed in the building.

2. General Uses & Policy Description:

1. Organizations who would like to request the room use for meetings/events/fundraisers etc must fill out a Room Use Request Form.
2. Larger meetings/events of 3+ or more cannot use space during posted visitor center hours, so as to not interfere with actual visitors.

Attachment B

3. In general, individuals/groups who request to use the space must be affiliated with an organization; business, non-profit, community group, and space will not be used for private parties with a non-affiliation.
4. First come, first serve, or as calendar allows, members of DFA, HS, Centennial, Chamber members have priority.

3. General Use Policy

The Duvall Community Center will be used for the following:

1. Welcome Wagon for visitors to Duvall! "One stop shop for everything Duvall"
2. Heritage or Centennial related events, activities or endeavors.
3. Arts related events as defined by bringing arts and art related experiences to the Lower Snoqualmie Valley. Includes but not limited to:
 - a. Performing arts (dance, music, theater)
 - b. Visual Arts
 - c. Digital Arts
 - d. Writing, Poetry related arts endeavors
 - e. Other as defined
4. Community oriented groups for events, fundraisers, shows, economic related activity, and workshops.
 - a. Duvall Foundation for the Arts and partners
 - b. Duvall Historical Society
 - c. Duvall Centennial Committee
 - d. Duvall Chamber of Commerce
 - e. City of Duvall
 - f. Local non-profits
 - g. Local clubs and organizations
 - h. Local scout organizations
 - i. Community related groups
 - j. Business groups/individuals
 - k. Others as defined
5. Meetings: Open for holding meetings, discussions and / or workshops
 - a. Meetings in two hours blocks will apply.
 - b. Duvall Foundation for the Arts
 - c. Duvall Historical Society
 - d. Duvall Centennial Committee
 - e. Duvall Chamber of Commerce
 - f. City of Duvall
 - g. Local non-profits

Attachment B

- h. Local clubs and organizations
 - i. Local scout organizations
 - j. Community related groups
 - k. Business groups/individuals
 - l. Others as defined
- 6. Business/Company organizational events, activities that bring commerce or economic benefit to Duvall.
 - 7. Walk-Ins - Front Entry section or sections as designated will be walk-in open to the community for use related to businesses, community, small meetings, small group discussions during open hours only.
 - 8. "Pop-up" stores, activities or endeavors
 - a. Pop-up stores once per month or on a set basis

4. Payment

- 1. "Pick your contribution" approach payment plan to cover building costs and upkeep. The four groups reserve the right to not accept a payment option. (example: too many volunteer hours may already be provided so options; 1, 4 or 5 may need to be used)
- 2. If the event will have food and beverage's served, a "Food and Beverage" damage deposit will be required of \$150.
 - i. Food and Beverage defined as alcohol, prepared foods, dinners, heavy appetizers, catered, and is not your simple "cookies and coffee"

PICK ONE:

- 2. \$25 (more is always accepted)
 - i. Events and larger groups case by case
 - ii. Food And Beverage deposit will apply as needed
 - 3. Volunteer hours of 3 hour shifts of open hours
 - 4. Trade work as needed by facility or service project trade.
 - 5. Other contributions as necessary – check with Duvall Chamber for items needed.
- 3. *General Use Application* must be filled out and submitted 30 days prior to large events, application for meetings, 1 week prior or as space usage is available.
 - 4. All four lessee organizations must review and approve application to ensure use policy is abided by and no conflicting events are the calendar.

Attachment B

5. Building Access

1. Limit number of keys for building access, generally for Lessee's only or Lessee organization designees.
2. Security box to hold extra key with a code and give out as needed for volunteers or organizations.
3. Code changed at least once per month or more frequently.

6. Monthly Meetings

1. Lessee Monthly meeting to ensure things are working with usage/planning/staffing correctly. Mayor or his appointee shall be invited to the monthly meetings.

7. Food and Beverage

1. Event with food and beverage, damage deposit will be required.
2. Only non-profit fundraising events will be able to provide liquor / spirits on a case by case basis, until solid use policy can be identified.
3. Washington state liquor permit must be obtained.

2012-2013 VISITOR CENTER BUILDING LEASE AGREEMENT

Tenant: Duvall Foundation for the Arts (DFA)
Owner/Contact
Name: Kimberly Piira

Mailing Address: 27232 NE 150th Street
Phone #: 206-323-7182
Cell #: Same
Fax #: NA

The City of Duvall is the owner of a building located at 15619 Main Street, Duvall, Washington. As part of the City's 2013 centennial celebration, the City will have a separate use or lease agreement with four local organizations for use of a city building as a "Visitors Center." The four organizations are: the Duvall Chamber of Commerce; the Duvall Historical Society; the Duvall Foundation for the Arts; and the Duvall Centennial Committee. Each organization will have a separate lease agreement with the City.

This Lease is made and entered into by and between the City of Duvall, Washington, a Washington municipal corporation, hereinafter referred to as "Lessor", and the Duvall Foundation for the Arts, a non-profit association, hereinafter referred to as "Lessee".

PREMISES:

Lessor does hereby lease to Lessee the certain space identified in attachment "A" located on the upper level of the 2013 Visitors Center Building herein after called "Premises", containing approximately 570 square feet (ft²) of floor area within the 2,466 ft² upper floor. Said Premises are located in the City of Duvall, County of King, and State of Washington at 15619 Main Street NE. Said Lease is subject to the terms, covenants and conditions hereafter set forth.

USE:

- a. Lessee agrees to abide by the Lessor's "Use Policy," describing the generally accepted uses and activities at the facility which is attached hereto and incorporated herein as attachment "B".
- b. Lessee shall use the Premises for citywide economic development, cultural artistic heritage, Centennial events or as allowed in the Use Policy.
- c. Lessee shall not use or permit the Premises to be used for any other purpose outside the Use Policy without the prior written consent of Lessor.
- d. Days and hours of operation shall be clearly posted on the premises in general accordance with a schedule to be set forth herein and a posting will be provided at the site as a given example in attachment "C".

*(Initial Winter Hours) *Local Business will be surveyed to see if there are desired hours of operation as related to business hours*

- 1.Friday 11-6pm
- 2.Saturday 11-5pm
- 3.Sunday 12-4pm
- 4.EVENT SPECIFIC (evenings/weekends as determined by calendar events)

High season hours (starts in May - October)

- 1.Wednesday 11-6
- 2.Thursday 11-6
- 3.Friday 11-6pm
- 4.Saturday 11-5pm
- 5.Sunday 12-4pm
- 6.EVENT SPECIFIC (evenings/weekends as determined by calendar events)

e.Lessee shall be responsible for maintaining the premises in a neat and tidy condition including, but not limited to cleaning restrooms, vacuuming all rooms, dusting, window cleaning, buying & changing light bulbs as necessary and trash pickup. All cleaning and restroom supplies will be provided by the Lessee.

TERM:

Lessor hereby leases the premises to Lessee for the term beginning January 1, 2013 and ending December 31, 2013. Lessor shall use its best efforts to give Lessee possession as nearly as possible at the beginning of the Lease term. In the event the premises are ready for move in sooner, the term of this Lease shall commence as of December 1, 2012. Lessee accepts the space on an "as-is" basis. Lessor will not make any tenant improvements to the space during the duration of this lease.

MINIMUM RENT:

In lieu of cash payment, Lessee shall provide the services described in the "USE" section above for the betterment of the City by promoting economic development and tourism.

SECURITY DEPOSIT:

Lessee has deposited a security deposit in the amount of \$285.00 (two Hundred and eighty five Dollars and no cents). Said sum shall be held by Lessor as security for the faithful performance by Lessee of all the terms, covenants, and conditions of this Lease to be kept and performed by Lessee during the term of this Lease. If Lessee defaults with respect to any provision of this Lease, Lessor may use, apply, or retain all or any part of this security deposit for the payment of any amount which Lessor may spend or become obligated to spend by reason of Lessee's default, or to compensate Lessor for any other loss or damage which Lessor may suffer by reason of Lessee's default. If any portion of said deposit is so used or applied, Lessee shall within five (5) days after Lessor's written demand, deposit cash, with Lessor in an amount sufficient to restore the security deposit to its original amount, and Lessee's failure to do so shall be a default under this Lease. Lessor shall not be required to keep this security deposit separate from its general funds, and the Lessee shall not be entitled to interest on such deposit. If Lessee shall fully and faithfully perform every provision of this Lease to be performed by it, the security deposit or any balance thereof shall be returned to Lessee within ten (10) days following expiration or early termination of the Lease term.

The damage deposit is also intended to be used for minor repairs to the property caused accidentally by the users (i.e. light fixture falls or someone puts a hole in a wall) or for wear and tear items (i.e. toilet issue, flooring issue). These are anticipated to be issues costing more than \$150 to repair. Once the problem is corrected the lessees must replenish the deposit account to its original amount and that shall be done on a prorated share based on square footage leased.

ADDITIONAL CHARGES:

Lessee shall pay to Lessor any leasehold excise tax due pursuant to RCW Chapter 89.29A, unless found to be exempt from charges by Washington State Department of Revenue.

USES PROHIBITED:

Lessee shall not do or permit anything to be done in or about the Premises nor bring or keep anything therein which will in any way increase the existing rate of or affect any fire or other insurance upon the 2013 Visitors Center Building or any of its contents, or cause a cancellation of any insurance policy covering the 2013 Visitors Center or any part thereof or any of its content. Lessee shall not do or permit anything to be done in or about the Premises which will in any way obstruct or interfere with the rights of other Lessees or occupants of the 2013 Visitors Center or injure or annoy them or use or allow the Premises to be used for any improper, immoral, unlawful or objectionable purpose, nor shall Lessee cause, maintain or permit any nuisance in, on or about the Premises. Lessee shall not commit or allow to be committed any waste in or upon the Premises. Lessee shall not use the Leased Premises for the purpose of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance chemical, thing or devices.

COMPLIANCE WITH LAW:

Lessee shall not use the Premises, or permit anything to be done in or about the Premises, which will in any way conflict with any law, statute, ordinance and governmental rule or regulation now in force or which may hereafter be enacted or promulgated. Lessee shall, at its sole cost and expense, promptly comply with all laws, statutes, ordinances and governmental rules, regulations or requirements now in force or which may hereafter be in force and with the requirements of any board of fire underwriters or other similar bodies now or hereafter constituted relating to or affecting the condition, use or occupancy of the Premises, excluding structural changes not related to or affected by Lessee's improvements or acts. The judgment of any court of competent jurisdiction or the admission of Lessee in any action against Lessee, whether Lessor is a party thereto or not, that Lessee has violated any law, statute, ordinance or governmental rule, regulation or requirement, shall be conclusive of that fact as between the Lessor and Lessee.

ALTERATIONS AND ADDITIONS:

Lessee shall not make or allow to be made any alterations, additions or improvements to or of the Premises or any part thereof without the written consent of Lessor. Any alterations, additions or improvements to or of said Premises, including, but not limited to, wall covering, floor covering, paneling and built-in cabinet work, but excepting movable furniture and trade fixtures, shall at once become a part of the realty and belong to the Lessor and, upon expiration or sooner termination of this Lease, shall be surrendered with the Premises; provided, upon the expiration or sooner termination of this Lease, upon written demand by Lessor given at least thirty (30) days prior to the end of the term, Lessee shall forthwith remove any alterations, additions, or improvements made by Lessee, designated by Lessor to be removed, and Lessee shall, forthwith and with all due diligence, at its sole cost and expense, repair any damage to the premises caused by such removal. Lessee shall return all keys to the Lessor within five (5) days following terminations of the Lease or pay for the cost of new keys, if the Lessor so requires. All exterior locks may not be changed or

altered without the consent of the Lessor.

REPAIRS:

Lessee hereby accepts the Premises as being in good, sanitary order, condition and repair. At Lessee's expense, Lessee shall keep the Premises and every part thereof in good condition and repair (except as hereinafter provided with respect to Lessor's obligations) including, without limitation, the maintenance, replacement and repair of any storefront, doors, flooring, walls, ceilings, lighting, window casements, glazing, heating and air conditioning system. (Lessee shall, upon the expiration or sooner termination of this Lease, surrender the Premises to the Lessor in good condition, broom clean, ordinary wear and tear and damage from causes beyond the reasonable control of Lessee excepted. Any damage to adjacent premises caused by Lessee's use of the Premises shall be repaired at the sole cost and expense of Lessee.

Lessor shall pay for repairs and maintain the structural portion of the Premises including, but not limited to, exterior walls, roof and floors. Such repairs shall be completed in a reasonable period of time.

ASSIGNMENT AND SUBLETTING:

Lessee shall not assign, transfer, mortgage, pledge, hypothecate or encumber this Lease, or any interest therein, and shall not sublet the Premises or any part thereof, or any right or privilege appurtenant thereto, or allow any other person (the employees, members, agents, servants and invitee of Lessee excepted) to occupy or use the Premises without the written consent of Lessor. Consent to one assignment, subletting, occupation or use by any other person shall not be deemed to be consent to any subsequent assignment, subletting, occupations or use by any other person. Consent to any such assignment or subletting shall in no way relieve Lessee of any liability under this Lease. If the Lessee is a private corporation, a change in control of the Lessee by sale of stores or otherwise shall be deemed to be an assignment requiring consent hereunder. Any such assignment or subletting without such consent shall be void and shall, at the option of the Lessor, constitute a default under the terms of this Lease.

HOLD HARMLESS:

Lessee shall indemnify and hold harmless Lessor against and from any and all claims arising from Lessee's use of the Premises or from the conduct of its business or from any activity, work, or other things done, permitted or suffered by the Lessee in or about the Premises, and shall further indemnify and hold harmless Lessor against and from any and all claims arising from any breach or default in the performance of any obligations on Lessee's part to be performed under the terms of this Lease, or arising from any act or negligence of the Lessee, or any officer, agent, employee, guest, or invitee of Lessee, and from all cost, attorneys fees, and liabilities incurred in or about the defense of any such claim or any action or proceeding brought thereon, and in case any action or proceeding be brought against Lessor by reason of such claim Lessee, upon notice from Lessor, shall defend the same at Lessee's expense by counsel reasonably satisfactory to Lessor. Lessee as a material part of this consideration to Lessor hereby assumes all risk of damage to property or injury to persons in, upon or about the Premises, from any cause other than Lessor's negligence, and Lessee hereby waives all claims in respect thereof against Lessor.

Lessor or its agents shall not be liable for any loss or damage to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water or rain which may leak from any part of the Building or from the pipes, appliances or plumbing works therein or from the roof, street or subsurface or from any other place resulting from dampness or any other cause whatsoever, unless caused by or due to the negligence of Lessor. Lessor or its agents shall not be liable for interference with the light, air, or for any

latent defect in the Premises. Lessee shall give prompt notice to Lessor in case of casualty or accident in the Premises.

SUBROGATION:

As long as their respective insurers so permit, Lessee hereby waives its right of recovery against the Lessor for any loss insured by fire, extended coverage and other property insurance policies.

LIABILITY INSURANCE:

Lessee shall obtain and keep in force during the term of this Lease a policy of comprehensive public liability insurance, insuring Lessor and Lessee against any liability arising out of the ownership, use, occupancy or maintenance of the Premises and all areas appurtenant thereto. Such insurance shall be in the amount of not less than \$1,000,000 for injury or death of one person in any one accident or occurrence. Such insurance shall further insure Lessor and Lessee against liability for property damage of at least \$300,000. The limit of any such insurance shall not, however, limit the liability of the Lessee hereunder. Lessee may provide this insurance under a blanket policy, provided that said insurance shall have a Lessor's protective liability endorsement attached thereto.

UTILITIES:

Lessor shall pay for all water, sewer, gas, electric, internet connectivity (i.e. wifi) supplied to the Premises, together with any taxes thereon.

ENTRY BY LESSOR:

Lessor reserves the right to enter the Premises to inspect the same, to submit said Premises to prospective purchasers or tenants, to post notices of non-responsibility, to repair the Premises and any portion of the building of which the Premises are a part without abatement of rent, and may for that purpose erect scaffolding and other necessary structures where reasonably required by the character of the work to be performed, always providing that the entrance to the Premises shall not be blocked thereby, and further providing that the business of the Lessee shall not be interfered with unreasonably.

LEASE TERMINATION

The Lessee and/or Lessor can terminated this agreement with at least 30 days notice but in no case may the lease continue past December 31, 2013.

LESSEES DEFAULT:

The Occurrence of any one or more of the following events shall constitute a default and breach of this Lease by Lessee:

- A. The vacating or abandonment of the Premises by Lessee.
- B. The failure by Lessee to fulfill normal hours of operation as listed in "USE" section.
- C. The failure by Lessee to observe or perform any other covenants, conditions or provisions of this Lease.
- D. The making by Lessee of any general assignment or general arrangement for the benefit of creditors, or the filings by or against Lessee of a petition to have Lessee adjudged a bankrupt, or a petition for reorganization or arrangement under any law relating to bankruptcy; or the appointment of a trustee or a receiver to take possession of substantially all of Lessee's assets located at the Premises or of Lessee's interest in this Lease; or the attachment, execution or other judicial seizure of substantially all of Lessee's assets located at the Premises or of Lessee's interest in this Lease.

REMEDIES IN DEFAULT:

In the event of any default or breach by Lessee, Lessor may, at any time thereafter, and without limiting Lessor in the exercise of any other right or remedy which Lessor may have by reason of such default or breach:

- A. Terminate Lessee's right to possession of the Premises by any lawful means, in which case this Lease shall terminate and Lessee shall immediately surrender possession of the Premises to Lessor. In such event Lessor shall be entitled to recover from Lessee all damages incurred by Lessor by reason of Lessee's default including, but not limited to, the cost of recovering possession of the Premises, expenses of reletting, including necessary renovations and alteration of the Premises, and reasonable attorneys fees.
- B. Provide written notice by Certified Mail reasonable notice of such breach to the Lessee and, upon failure to cure such breach within a reasonable time not to exceed thirty (30) days, the Lessor shall have the right to declare the terms of the Lease ended. Upon such declaration by the Lessor, Lessee shall immediately give up possession of the Leased property.

Upon termination of the Lease pursuant to the above paragraph, the Lessor shall have the right to and may take possession of the property by any peaceable means including, but not limited to, the placing or changing of locks on the doors of the Premises. Lessee agrees that the Lessor shall not be liable for any damages, including but not limited to lost profits and business interruption, for any of the Lessor's actions under this paragraph.
- C. Pursue any other remedy now or hereafter available to Lessor under the laws or judicial decisions of the State of Washington.

Lessor shall not be in default unless Lessor fails to perform obligations required of Lessor within a reasonable time, but in no event later than thirty (30) days after written notice by Certified Mail by Lessee to Lessor; provided, however, that if the nature of Lessor's obligation is such that more than thirty (30) days are required for performance then Lessor shall not be in default if Lessor commences performance within such thirty (30) day period and thereafter diligently prosecutes the same to completion.

In the event that Premises are damaged by fire or other perils covered by extended coverage insurance, Lessor agrees to forthwith repair same, and this Lease shall remain in full force and effect except the Lessee shall be entitled, with the consent of the Lessor, to a proportionate reduction of the Minimum Rent from the date of damage and while such repairs are being made, such proportionate reduction to be based upon the extent to which the damage and making of such repairs shall reasonably interfere with the business carried on by the Lessee in the Premises. If the damage is due to the fault or neglect of Lessee or its employees, there shall be no abatement of rent.

In the event the Premises are damaged as a result of any cause other than the perils covered by fire and extended coverage insurance, then Lessor shall forthwith repair the same, provided the extent of the destruction be less than ten (10%) percent or more of the full replacement cost. In such event, Lessor shall have the option: (1) to repair or restore such damage, this Lease continuing in full force and effect, but the Minimum Rent to be proportionately reduced as provided in this paragraph; or (2) give notice to Lessee at any time within sixty (60) days after such damage, terminating this Lease as of the date specified in such notice, which date shall be no more than thirty (30) days after giving of such notice. In the event of giving such notice, the Minimum Rent, as reduced by the proportionate reduction, shall be paid up to date of such termination.

PARKING AND COMMON AREAS:

(1) The restricting of employee or volunteer parking to a limited, designated area or areas which are expected to be on the west side of the building; and (2) the removal, storage and disposal of Lessee's refuse and other rubbish into waste receptacles provided by the Lessor.

CORPORATE AUTHORITY:

If Lessee is a non-profit corporation, each individual executing this Lease on behalf of said non-profit corporation represents and warrants that he/she is duly authorized to execute and deliver this Lease on behalf of said non-profit corporation in accordance with a duly adopted resolution of the board of directors of said non-profit corporation.

SIGNS:

Any signage to be placed on the building or site must be permitted and approved by the City of Duvall Planning Department. At any time within six (6) months prior to the end of the term of this Lease, the Lessor may place upon the Premises a sign offering the Premises for sale or lease.

DISPLAYS:

The Lessee may not display or sell merchandise or allow grocery carts or other similar devices within the control of Lessee to be stored or to remain outside the defined exterior walls and permanent doorways of the Premises. Lessee further agrees not to install any exterior lighting, amplifiers or similar devices or use in or about the Premises any advertising medium which may be heard or seen outside the Premises, such as flashing lights, search lights, loud speakers, phonographs or radio broadcasts.

GENERAL PROVISIONS:

1. Waiver. The waiver by Lessor of any term, covenant or condition of this Lease shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition.
2. Marginal Headings. The marginal heading and Paragraph titles to the Paragraphs of this lease are not a part of the Lease and shall have no effect upon the construction or interpretation of any part hereof.
3. Time. Time is of the essence of this Lease and each and all of its provisions in which performance is a factor.
4. Successors and Assigns. The covenants and conditions of this Lease shall, subject to the provisions as to assignment, be binding upon the heirs, successors, executors, administrators and assigns of the parties hereto.
5. Should any one or more of the four organizations exercise their right to terminate their lease early for any reason, the remaining lessee's lease shall remain unchanged with the exception of the hours the space is open to the public, open hours shall decrease at a prorata percentage based on the square footage the terminating lessee held.
6. Prior Agreements. This Lease contains all of the agreements of the parties hereto with respect to any matter covered or mentioned in this Lease, and no prior agreements or understanding pertaining to any such matters shall be effective for any purpose. No provision of this Lease may be amended or added to except by an agreement in writing signed by the parties.
7. Inability to Perform. This Lease and the obligations of the Lessee hereunder shall not be affected or impaired because the Lessor is unable to fulfill any of its obligations

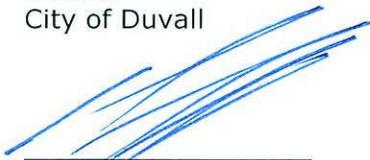
hereunder or is delayed in doing so, if such inability or delay is caused by reason of strike, labor troubles, acts of God, or any other cause beyond the reasonable control of the Lessor.

8. Partial Invalidity. Any provision of this Lease which shall prove to be invalid, void, or illegal shall in no way affect, impair or invalidate any other provision hereof and such other provisions shall remain in full force and effect.
9. Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.
10. Choice of Law. This Lease shall be governed by the laws of the State of Washington.
11. Attorneys Fees. In the event of any action or proceeding brought by either party against the other under this Lease, the prevailing party shall be entitled to recover attorney's fees in such action or proceeding, including costs of appeal, if any, in such amount as the court may adjudge reasonable. In addition, should it be necessary for Lessor to employ legal counsel to enforce any of the provisions herein contained, Lessee agrees to pay all attorney's fees and court costs reasonably incurred.
12. Notices. All notices and demands which may or are to be required or permitted to be Given by either party shall be in writing. All notices and demands by the Lessor to the Lessee shall be sent by United States Mail, postage prepaid, addressed to the Tenant at the address herein below, or to such other place as Lessee may from time to time designate in a notice to the Lessor. All notices and demands by the Lessee to the Lessor shall be sent by United States Certified Mail, postage prepaid, addressed to the Lessor at the address set forth herein, and to such other person or place as the Lessor may from time to time designate in a notice to the Lessee.

TO Lessor AT: City of Duvall, P.O. Box 1300, Duvall. WA.98019
PHONE #: 425-788-1185

TO Lessee AT: Kimberly Piira
PHONE #: 206-353-7182

Lessor:
City of Duvall



Will Ibershof,
Mayor, City of Duvall

Lessee:
Duvall Foundation for the Arts



Kimberly Piira
President, Duvall Foundation for the Arts

Memo of Understanding
Between Duvall Historical Society and the City of Duvall
for shared use of the Visitors Center. *Historical society*

RECITALS

WHEREAS, The City of Duvall has a building identified as the "Visitors Center" for the 2013 Centennial year located within the City of Duvall; and

WHEREAS, the Duvall Historical Society, hereinafter called "DHS" has confirmed that they are willing to be a participating member of the Visitors Center; and

WHEREAS, the Duvall DHS has an official arrangement with the City as the operator of the Historical Dougherty Farmhouse and user & partner in the Historic Depot Building; and

WHEREAS, the DHS would like to engage the community at large on the City's history and share information about the Centennial through 2013 on the City's behalf;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

- The DHS shall have shared use of approximately 810 square feet of the main, upstairs floor of the Visitors Center Monday thru Sunday at times agreed to by the and between all parties. The DHS will share their space with the Duvall Centennial Committee.
- The City shall be allowed to use the Visitors Center in cooperation of the DHS for occasional Council events in coordination with the three parties to make times available.
- DHS will be responsible for the shared cleaning and other normalized needs within the Visitors Center including but not limited to: Sweep, mop, dust, vacuum all floors. Clean and sanitize both restrooms. Wipe down window sills, countertops and all other surfaces. Clean inside of glass doors. Maintain and sweep the outside entrance.
- DHS will be responsible for the shared cleaning supplies, toilet paper, paper towels, and soap as needed.
- The City will be responsible for building repair and major maintenance inside and out. The City will handle routine exterior maintenance. DHS shall be responsible for notifying the City of any needs as they arise.
- This agreement may be terminated by either party upon 30 days of written notification to the other party or by the end of 2013.
- DHS will be responsible to close all windows, turn off lights, close restroom doors and lock all exterior doors when leaving the building when operating the facility.

mfr

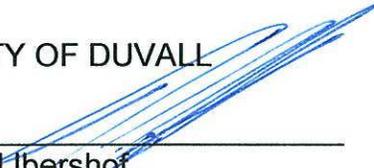
- Only fund-raising events shall be allowed to have a charged, ticketed admission.
- Attendance shall not exceed the posted capacity of the building.
- No smoking is allowed in the building.

Charges

- A use fee equal to ½ of \$810.00 (Eight Hundred and Ten Dollars) per month is the normal rental rate. Based on the shared use and benefit to the community, the open public hours shall be used as in-kind trade for rent. The monthly fee is normally due the on the first of the month.

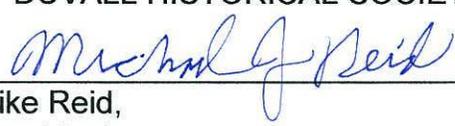
This Memo of Understanding shall be valid for twelve months.

CITY OF DUVALL



Will Ibershot
Mayor

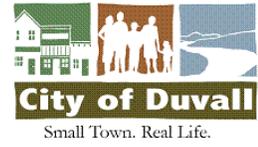
DUVALL HISTORICAL SOCIETY



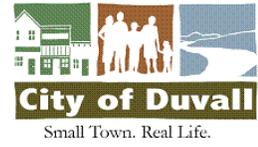
Mike Reid,
President

Dated: 12/13/12

Dated: 12/13/12



City Hall Office Space Calculator



City Hall Office Space Calculator

Office Space Calculator

HelpMovingOffice.com
The Office Relocation Website

Calculate Office Space Requirements:

CITY HALL ESTIMATE

	Description	Dimensions (Sq Ft)	Sq Ft per Unit	# Units	Sq Ft Required
OFFICES	Executive Office	20 x 15	300	1	300
	Manager Office	15 x 15	225	1	225
	Standard Office	15 x 10	150	2	300
	Small Office	12 x 10	120	7	840
WORKSTATIONS	Manager Workstation	10 x 10	100	5	500
	Large Cubicle	10 x 8	80	5	400
	Standard Cubicle	8 x 6	48	9	432
	Small Cubicle	6 x 6	36	0	0
CONFERENCE	Large Board Room	40 x 25	1000	1	1,000
	Board Room	25 x 15	375	0	0
	Training Room	30 x 20	600	0	0
	Conference Room	20 x 15	300	1	300
	Meeting Room	15 x 15	225	0	0
	Small Meeting Room	15 x 12	180	1	180
SUPPORT	Large Reception	25 x 20	500	0	0
	Small Reception	20 x 15	300	1	300
	File Room	25 x 15	375	2	750
	Copy Room	15 x 10	150	1	150
	Telecoms Room	10 x 10	100	2	200
	Kitchen	10 x 8	80	1	80
	Break Room	20 x 15	300	1	300
Sub Total					6,257
plus Circulation Area (*)				30%	1,877
Total Usable Square Feet (USF)					8,134
plus Add-On Factor (#)				15%	1,220
TOTAL RENTABLE SQUARE FEET					9,354

Explanations

Circulation Area (*) - for common areas such as aisles & corridors provided within the office to allow for access to the various work areas

Add-On Factor (#) - includes elevator shafts, columns, stairwells, hallways, bathrooms & common areas within the office space leased.

Notes

These office space calculations are an estimate and should only be used as a guideline.

To determine your precise office space requirements you should hire an Architect or Office Design Company.

They can help you work out your space planning requirements and then work alongside you to identify the best office space layout & configuration.

Other **ESSENTIAL** Moving Office Resources from HelpMovingOffice.com

RESOURCE	DESCRIPTION
Office Move Checklist	This definitive Checklist outlines the main tasks that need to be carried out to make your office move a success.
Moving Office Timetable	The interactive Moving Office Timeline provides a simple framework to help keep your office move on track.
Moving Office Budget	Identify all the costs associated with moving office & manage your budget better.
Office Moving Checklist	Ensure that nothing (and no-one!) gets left behind on move day with this invaluable Office Moving Checklist.
IT Relocation Checklist	Prepare & manage your IT Relocation safely, efficiently & without disruption to services.
Change of Address Checklist	A handy Checklist that tells you the organizations & companies you need to inform about your change of address & new contact details.

About HelpMovingOffice.com

HelpMovingOffice.com is the free and independent resource that gives companies moving office the Information and Contacts needed for a successful office relocation.

HelpMovingOffice.com

the #1 Site for Companies Moving Office

Everything you need to know about moving office