

# *City Manager's Office*

June 21, 2005

To: City Council

From: City Manager

Re: May Report

## Police Personnel

During May, the Police Department began the process to prepare an eligibility list for the rank of sergeant. Using an outside consultant, the department conducted several different exercises with seven officers who had indicated their interest in becoming a supervisor. Officers from outside agencies assisted in the assessment of the candidates and an eligibility list has been created. The chief is in the process of interviewing the top five candidates and the candidate receiving the promotion should be named soon. This candidate is filling the vacant sergeant position created by the retirement of Master Sergeant Mike Chaney.

Over Memorial Day weekend, officers from Des Moines Police Department joined with firefighters from Fire District #26 to play in a "Fallen Officer Memorial Softball Tournament". The event took place at Celebration Park in Federal Way and included teams from Federal Way Police Department, Seattle Police Department, the King County Prosecutor's Office, Washington State Patrol, Monroe Police Department and King County Sheriff's Office. This year's tournament was in honor of Deputy Rich Herzog who was killed in the line of duty on June 22, 2002. Our team entered the tournament to have a good time and in honor of Deputy Herzog and in memory of MPO Steve Underwood.

## Community Service Officer Report

During May, Community Service Officer Tonya Seaberry conducted two Landlord Training Sessions for the Crime Free Rental Housing Ordinance. Training was conducted by MPO Bob Tschida, Code Enforcement Officer Nancy Uhrich, Assistant City Attorney Richard Brown, CSO Seaberry and Rebekkah Near of Orca Screening. CSO Seaberry also conducted 11 C.P.T.E.D. (Crime Prevention Through Environmental Design) surveys. CSO Seaberry also reports conducting two senior safety talks about fraud with 30 members of the Prince of Peace Church and with 25 members of the Des Moines Senior Center. A bike safety class at the Christian Faith Center Kid Safety Day had 175 students in attendance. CSO Seaberry also participated in several Child

Passenger Safety Events with the South King County Safety Team Inspection Group. Approximately 70 child safety seats were distributed to low income families during the events.

Volunteer Program Update

The Des Moines Police Department now has 15 active volunteers with two others coming on board in June. During May the volunteers performed tasks such as data entry, filing, making phone calls, mail preparation, assisting with updating block watch information, grant tracking and assisting with detective case management tracking and stolen vehicle tracking. They have been instrumental in gathering, entering and disseminating information regarding the Alarm Ordinance and Crime Free Rental Housing Ordinance. So far this year the volunteers have volunteered 537.5 hours, which equates to \$9,433.13 in work performed by the volunteers.

Statistical Data on Reported Crimes

The following is a comparison between May 2004 and May 2005. Included are a year-end total for 2004 and a running total for 2005.

<b>Offense Type</b>	<b>May 04</b>	<b>May 05</b>	<b>% Difference</b>	<b>2004 Total</b>	<b>2005 YTD</b>
Homicide	0	0	0%	3	0
Rape	1	3	+200%	13	10
Robbery	5	2	-60%	46	15
Assaults	25	31	+24%	289	124
Burglary	17	16	-6%	251	78
Larceny	68	44	-35%	658	277
Arson	0	0	0%	7	2
Motor Vehicle Theft	30	25	-17%	393	153
Officers Assaulted	1	1	0%	5	1
Clearances Adult Arrest	28	36	+28%	358	138
Clearances Juvenile Arrest	7	7	0%	58	22
Calls for Service	1,998	2,178	+9%	23,216	9,477

### Marine View Drive Bridge

A pre-construction meeting was held May 9<sup>th</sup> with the City, Condon-Johnson, various sub-contractors and utilities. A proposed draft schedule was presented which shows bridge work continuing through May 2006, and with roadway excavation occurring in June 2006. The project would be completed by November 2006. Work on the bridge structure may be completed much earlier should relocation of the utilities proceed smoothly.

Also discussed at the meeting was the need to close the north bound lane to Des Moines Memorial Drive to allow sufficient room for the large crane and drilling rig. Staff agreed that more room is necessary and reviewed options for modifying the flag pole traffic island to allow traffic to move more smoothly through the work zone. Condon-Johnson agreed to make the required changes (and restoration) to the island at no cost to the City.

Utility work on the east side was completed in preparation for the drilling operation. Qwest exposed their facilities and gained enough slack in their lines to accommodate the drilling equipment. The abandoned 24-inch Seattle Public Utilities water main was removed. Comcast installed their temporary overhead line. Puget Sound Energy de-energized and removed their power facilities. Two luminaries were taken down, and the signal interconnect system was disconnected.

WSDOT signal maintenance crews have been adjusting and monitoring the timing of the 216<sup>th</sup>/Marine View Drive and Marine View Drive/Des Moines Memorial Drive signals. With the interconnect system non-operational, the signals will need to be adjusted periodically throughout the project to keep the signals synchronized. However, because there is no preempt system available (because this also had to be disconnected), vehicles will also need to wait on stop lights despite no opposing traffic during low volume times. Staff has observed that the manual maintenance is working well and backups have dropped significantly, particularly during the northbound morning peak times. Backups for evening peak times for southbound traffic from Des Moines Memorial Drive and 1<sup>st</sup> Avenue continue to be a problem, but have lessened significantly since the start of the project.

Drilling for the project began the week of June 6. For safety purposes, in order to place the heavy steel cages within the structural pile holes, it will be necessary to temporarily close traffic for 15 to 30 minutes. These short term closings will be done during non-peak traffic times and will be coordinated with emergency services, Metro, and the Highline School District. Approximately 10 short term closures are expected on five different days during Stage 1 (the east half of the road).

### Des Moines Creek Basin Projects

The Committee received preliminary approval from the Department of Ecology for the arsenic management plan and work can commence on the Regional Detention Facility this summer. Low levels of arsenic were discovered in the soils of the excavation area of the regional detention pond site. The plan includes over excavation and the use of an iron amended soil to prevent these low levels of arsenic from leaching from the underlying

soils into the surface waters of the pond. The plan also includes measures for managing the contaminated soils during construction as well as long term monitoring of the site following construction.

The Bypass Project is awaiting approval of the mutual easement between the members of the Committee and for the transfer of the abandoned sewer pipe from the Midway Sewer District to the Committee. The Committee is presently in negotiation for the terms of that transfer. However, until Midway's marine section of their outfall pipe is constructed, the bypass pipe cannot be connected and utilized.

#### Pacific Highway South Project

This project is nearing physical completion. Remaining work items include:

- Additional wetland mitigation work near the Kent-Des Moines Road detention pond site; this work has to be done during summer per the permit requirements;
- Repair of damage to a private parking lot that was used for access to construct a retaining wall; this work includes fog seal which must be done in warmer conditions.
- Landscape maintenance and replacement; a one year plant establishment period is required under the contract.

Staff and the Project Manager from CH2M Hill have begun to negotiate "close-out" change orders for the project. These change orders will address things like substantial increases or decreases in item quantities. Under the contract, prices can be adjusted (either up or down) for quantities which change substantially. The change orders have been written and sent to the Contractor for signature. The Contractor is still reviewing the change orders and has not yet signed them. Staff continues to work with the Finance Department in completing the various forms to provide final billings to each of the granting agencies.

#### 16<sup>th</sup> Avenue South Improvement Project (Phase I)

This project has been funded primarily through State Transportation Improvement Board (TIB) funds. There are a small amount of federal funds on the project. Because the federal funds create substantial additional requirements on the project, staff is working with the TIB to swap these Federal funds for State funds. The City of Federal Way has generously offered to give us their State funds for our Federal funds. Staff has initiated the paperwork process to make this swap happen.

In March, staff and KPG, the design consultant, met with Puget Sound Energy (PSE) to initiate the process of designing the relocation of power poles and guy wires. Replacing an existing 8" gas main was also discussed with PSE. Value Engineering is a process required by our TIB grant. This process involves assembling a team of professionals to find and evaluate cost and quality improvement measures on the project. In April, staff selected Meng Analysis to facilitate the VE study. A preliminary meeting with Meng Analysis and KPG was held in May. The study was scheduled for June 14-16.

### South 216<sup>th</sup> Street/24<sup>th</sup> Avenue South Signalization Project

KPG continued work on the South 216<sup>th</sup> Street/24<sup>th</sup> Avenue South Signalization Project. Staff continues to work with the Port of Seattle to acquire the only remaining right-of-way needed for this project. It has been determined that an easement will be the preferred method to accomplish this goal. In April, Council approved the purchase of this easement, and the paperwork has been forwarded to the Port of Seattle for processing. We are waiting receipt of the recorded document.

### Block Grant Projects

Great progress is being made on the design portion of the South 216<sup>th</sup> Street Pedestrian signal (Wesley Signal). All easement rights have been granted by Wesley Homes, and the final bid documents are undergoing final review by King County. It is anticipated that advertisement and bid opening will be in the last half of June.

### Neighborhood Traffic Control Program (NTCP)

Petitions were circulated in the month of November for neighborhood approval of the 2004 NTCP projects at 8<sup>th</sup> Avenue South (200<sup>th</sup>-204<sup>th</sup>) and 20<sup>th</sup> Avenue South/South 229<sup>th</sup> Street (south of Mt. Rainier High School). The residents have returned the petitions and they have been approved for both projects. Temporary speed humps have been installed on 8<sup>th</sup> Avenue South until final construction which is scheduled for this summer.

### Jail Update

In May the Jail Operations Group met in Bellevue to discuss issues with Yakima County jail not opening their new jail facility. A task force was formed to determine whether or not to open the new jail facility and has decided not to open the jail until the following recommendations can be implemented: 1) hire adequate staff for the new facility, 2) Yakima create a reserve fund to cover jail costs, and 3) reduce the jail population from 800 to 750. The Jail Advisory Group will continue to work with Yakima County to address any possible problems in regard to the task force recommendation. The issue regarding the reduction in the jail population may give us another opportunity to re-negotiate our bed commitment with Yakima. The Bellevue jail property is being leased for 2 years. The monies from that lease agreement will go toward the Jail Study that is going to go out to bid by the end of the year. This study is scheduled to be completed by the first quarter in 2006.

### Upgrades to the Marina Electrical System

All of the trenching and duct bank work was completed early in May. The contractors are waiting for the arrival of the transformers and switch gear and they are scheduled to return right after the Fourth of July holiday.

### Marina Security Camera System

Staff received the completed CCTV System Design Concepts Report from HK Engineering in May. The report analyzes and compares the different types of camera systems that can be used in the Marina and also provides project cost estimates for the different options. Marina staff is working with the Police Department and the IT Department to determine which system will best suit the needs of the City. Staff is planning to have a system installed and operational by the end of the year.

### J Dock Fire Repairs.

The damage caused by the fire that occurred on J Dock on April 8<sup>th</sup> has been repaired. Initially, staff estimated the cost of the repairs would be about \$10,000, but final costs will be about \$7,000. The repairs were performed by Marina maintenance staff. The total cost also includes an inspection and report by Reid Middleton Engineers.

### Reduced Maintenance at Neighborhood Parks

The Parks, Recreation and Senior Services Director met with Washington Cities Insurance Authority representative Rob Roscoe related to signage for City parks that are receiving reduced maintenance to ensure City liability concerns are met. Neighborhood parks such as: Westwood Park, Cecil Powell Park, Zenith Overlook and Beach Access and Parkside Park are physically open (not fenced) however; they are receiving the lowest level of service that can be provided without incurring additional liability and/or cost to the City. These facilities will be signed “Warning: Park Not Maintained Use at Your Own Risk. Please Report Damage or Vandalism to City of Des Moines Parks and Recreation Department (206) 870-6527”. Maintenance at these facilities has been reduced to the following level: no irrigation (water has been turned off), monthly mowing (during growing season March-November) and weekly or monthly safety checks and garbage collection (depending on site use and amenities). The Parks and Recreation Department has received numerous complaints related to the reduced maintenance levels at these sites. Citizens have been encouraged to work with the Parks and Recreation Department to improve conditions at these sites wherever possible.

### Mt. Rainier Pool Update

The Parks, Recreation and Senior Services Director met with Aquatic Management Group, Inc. (AMG) CEO Sean Hutchison in April to discuss the status of the Mt. Rainier pool and the need for some minor capital requests. AMG provided the City with a summary of estimates for necessary capital repairs to the pool for pool owner review and approval. Based on the agreement between the Pool Owners and AMG the following capital request will be approved for safety repair:

#### Plumbing/Shower Repairs: \$3800

Furnish and install 2 handicap shower mounts: showers no longer shut off, run continuously.

Replace broken ball valves: broken valve on hot water circulation system contributes to potential scalding of patrons.

Replace 2 mixing valves: broken valves do not allow for proper mixing of hot and cold water in showers.

### Des Moines Creek Trail from Midway Sewer District to Puget Sound

SeaTac, in partnership with Des Moines and the Port of Seattle, applied for \$1M from King County Tea21 Enhancement funds in 2004 and recently received a \$270,000 grant to complete trail design (in Des Moines \$67,500) and contribute to trail construction (in SeaTac \$202,500). Our agencies are re-submitting the request for additional funds up to the \$1M amount for the joint projects. Des Moines’ portion will complete the trail between the Midway Sewer Plant and Puget Sound upon completion of the Marine View

Drive Bridge project. These funds may be combined with additional 2005 Federal Tea21 funds received of Senator Patty Murray's office.

Steven J. Underwood Memorial Park

With the electrical service installed and connected, the lighting for Ballfields #1, #2 and #3 is operational.

Midway Park

This project, funded with 2004 Community Development Block Grant funds and 2004 King County Youth Sports Facilities Grant Funds, was completed in May. The park will remain fenced until July for the sod to establish. Staff is working with the Des Moines Rotary Club to set a date in August to install new play equipment at the park. Following the play equipment installation, a park re-opening celebration will be held in collaboration with our project partners: ACORN, Rotary, CDBG and King County.

City Hall HVAC Upgrade

City Council awarded the contract to replace the HVAC systems relating to the Council Chambers and City Hall North Wing Upgrade on March 24. The contractor, Design Air, began work on April 18 and the system was operational on June 9.

Recreation Program Update

May Revenue	Year-to-Date	2004 YTD
\$41,886.71	\$222,489.90	\$209,338.88

Before and After School Program

During May there were a total of 99 registered Before and After School participants at Des Moines, North Hill, Marvista, Midway and Parkside Elementary Schools in the Highline School District and Woodmont Elementary School in the Federal Way School District. Another 216 children participated on a drop-in basis or on an early release day. The Before School program begins at 6:30 a.m. to the start of school and the After School programs runs from the conclusion of school until 6 p.m.

American Boating Course

The May 9th American Boating Course, taught by the Poverty Bay Power Squadron, had 20 participants. These classes provide basic boating safety in areas such as boat trailering, boat handling and seamanship, necessary equipment and actually exceeds educational requirements for all states. This is an all day course which is obviously very popular among boat owners.

Field Scheduling

Warmer May weather brought heavy usage on all of our available sports fields and kept fields in great shape early in the year. Steven J Underwood Memorial Park continues to be heavily used and extremely well received. Des Moines hosted the Seamount League District Fastpitch Tournament on May 21, 2005 and a Co-Ed NSA Tournament over the April 31-May 1st weekend. Other users of our fields include Evergreen Lutheran High

School, South Highline National Little League, Clean and Sober Softball Association and many other random adult and youth groups. June will be very busy as we have tournaments scheduled every weekend at Underwood Park.

Senior Center Statistics – May 2005

	<b>2004</b>	<b>2005</b>
Number of Meals Served	1,076	1,174
Fee Program Participants	342	363
Drop In Participants	1,221	1,511
Volunteer Hours	2,229.25	2,855.25
Total Revenue for May	\$3,147	\$7,512

Special Events

May was designated as Older Americans Month across the United States. The Activity Center honored our older population with special programs and extended hours beginning in May. The theme we followed was Celebrate Long Term Living. Beginning Monday, May 16 the Activity Center is now open 8 am to 8 pm. We offer a drop in meal provided by Athens Pizza and Pasta which offers choice of pizza, a Greek salad and a beverage. Our first Monday night presentation was Protecting You and Your Money with nineteen in attendance. Our second Monday evening presentation was the 5 Wishes Detailed Living Will document with 7 in attendance. We are seeing a good turnout on Monday evenings for the Mexican train dominoes and dinner. The Bunco group needs more participants.

We honored Mothers at our annual Mothers Day Luncheon on May 3 with a special meal and a harp performance. Burien American Legion Post 134 provided a Flag ceremony and the story of the Poppy for our Memorial Day Luncheon on May 26.

Audit 2003

Remaining items include filing audited financial statements with the Nationally Recognized Municipal Securities Information Repository in meeting the City's requirement for secondary bond disclosure. Filing will be combined with the submittal of the 2004 financial statements.

Personnel

The third "temp" hired to cover the Payroll Technician's maternity leave quit. Since timing was critical and training efforts with temporaries proved futile, the decision was made to cover the position with internal staff. Parks' .75 customer service representative, Bonnie Wilkins, will provide additional hours preparing billings and journal entries. The Finance Operations Manager volunteered to prepare payroll. We will evaluate the need to hire a temporary consultant to assist with the 2006 budget preparation.

### Highline School District

The building permit application for the new Mt. Rainier High School was submitted and routed to all departments and is pending review and comments. We are hoping these plans do not have the same problems as Olympic Elementary.

On the issue of Olympic Elementary, the District submitted plan corrections for building and zoning comments. These plans were routed and are pending review. A major sticking point is the District did not take our strong suggestion to begin developing parking and circulation plans early in this process since elementary students don't drive and high school student do. As a result, we knew very early there would be a fundamental parking shortage and site circulation issue at this school. After much discussion in early June the District finally submitted more specific information regarding these issues. Grading and demolition permits were issued in early June.

North Hill Elementary construction continues to progress. The framing has been approved for cover in the most areas. Framing, rough plumbing, rough mechanical and rough electrical installation continue throughout the building. Inspections occur daily and take between two to four hours of our building inspector time. North Hill has stated that they would be substantially ready for occupancy by July 15, 2005....and we think they may make it.

### Subdivisions/ Public Hearings And Related Activity

- Yoder Short Plat, 23222 Marine View Drive, LUA2005-010. The applicant has submitted all of the information and paid fees. The proposed short plat will be for four lots. Staff will begin to review this short plat for completeness and will route the plans to the different departments by June 6, 2005. Public comment period is planned to begin on June 8 and end on June 24; however, the developer has not stated if that start date will work for them.
- Dovey Short Plat 1655 S. 225<sup>th</sup> Street, Des Moines, WA, LUA2005-006. The application is to divide one parcel into four lots. The applicant received notice of completed application on April 15, 2005 and posted required public information signs on May 2, 2005. However, upon review of the plat map, SEPA documentation was necessary. The information was provided and a Determination of Non-Significance was granted with an effective date of June 3, 2005. Notice was sent on May 31, 2005. We are expecting significant public comment regarding the street proposal. The residents have hinted that if the connection is approved they will appeal the decision.
- Blueberry Lane PUD, 199xx Des Moines Memorial Drive, LUA2005-008. This is a 71 lot PUD. The owner has been discussing with WSDOT SR-509 ROW purchase for the freeway extension to I-5. The owner has submitted the preliminary PUD for review without the inclusion of the proposed SR-509 ROW. The preliminary PUD has been routed.
- Cedarbrook PUD, 24xx S. 240<sup>th</sup> St., LUA2000-043. This is a 29 unit attached SFR subdivision. All 29 units have building permits. The one remaining item is the final land use inspections; specifically the final landscaping inspection for each property

within the subdivision. The foundations for the first ten homes are finished and grading is already occurring for additional foundations. Unfortunately, the information the contractor submitted for the height survey and the information provided on the original site plans are not matching up numerically. The contractor has agreed to revise the site plans, which will be surveyed and elevations correctly identified.

- Graceview PUD, South 234<sup>th</sup> & Kent-Des Moines Road, LUA2004-007. This is a 27 lot PUD. The project was sold to Dreamcraft Homes, but the original engineering firm was retained by the new owners. Civil plans have been reviewed with the applicant. The applicant was informed of the necessary revisions. Information concerning the retaining wall was forwarded to Building Official for a structural review. The applicant has resubmitted civil plans and the bond worksheet
- Tobin Plat, 253xx 16<sup>th</sup> Ave. S, 6-lot subdivision. Preliminary plat and civil plans are approved. Project was sold to Kroupa construction. Grading permit was issued and contractor is in the process of starting to clear vegetation from the site.
- MacFarlane Homes Short Plat, 625 S 240<sup>th</sup> Street. The third home plan for this development has now been reviewed and approved by planning and engineering.
- Sunset Gardens, 25416 22<sup>nd</sup> Avenue South, LUA2002-014. The developer has hired a contractor to finish the work. He has applied for the grading permit and staff is still waiting on structural information for the retaining wall.
- Highline View Estates PUD 220XX S. 240<sup>th</sup> St, LUA2005-004. The initial review of the preliminary plat is complete and the applicant has been informed of the changes that must be made before the project can continue in the review process.

#### Commercial Project Review

- Masonic Home. The applicant has submitted design plans for this large scale site development. The overall development plan consists of 5 individual development types: the cottages, the 1926 building renovation and expansion, the independent living resident wings, the health center, and the pool/ recreation building. Staff needs to have file set up, verify fees, and confer with departments on how best to review the components of this project.
- Tring Hoang 6-plex. The application is to build a 6-plex on the corner of South 244<sup>th</sup> Street and 26<sup>th</sup> Place South. However, upon review of the SEPA checklist it was determined that more environmental assessment is needed before any further review. The environmental concern is the soil contamination from an old oil-recycling facility and the limited clean-up completed by the Department of Ecology in 1997.
- Safeway Fueling Station #3540, South 216<sup>th</sup> and Pacific Highway South, LUA2005-009. Application has been filed for a conditional use permit. This application will be reviewed by the Hearing Examiner, hopefully by the end of July. All departments have completed their reviews and staff has completed a draft of the staff report that will be provided to the Hearing Examiner.

- Judson Park, 236xx Marine View Drive South. SEPA and Design applications have been submitted for this 200,000 sq. ft. expansion and renovation project. Planning has issued a SEPA determination of DS which will require preparation of an EIS. A final scope of the EIS was prepared by staff and forwarded to the applicant and environmental consultant. Staff also discussed alternative analysis with the consultant. The consultant is conferring with the owner on the selection of alternatives to analyze in the EIS. The most recent suggestion was to have limited access from 10<sup>th</sup> Avenue South.
- Walgreens, 23003 Pacific Hwy. South. Demolition underway.
- Oh Casino 258xx Pacific Highway South, 14,000 square foot Casino and Restaurant. In late May staff exchanged messages with the architect who indicated that they would be submitting soon.
- Cingular Cellular antennae application, Des Moines Field House. The light pole has been removed.
- Mt. Rainier High School Rebuild, 225xx 19<sup>th</sup> Avenue South. Building permit application for the new high school was submitted and routed to all departments and is pending review and comments.
- Samoan Christian Fellowship Church, 19804 8<sup>th</sup> Avenue South. The foundation is in and the walls are completely up. The crew is now working on the roof for the chapel.
- Safeway Remodel, 27035 Pacific Highway South, B2005-0142. This is a remodel of the interior of the building, mainly the front area of the building. There are some exterior changes: painting and signage. Staff is waiting on calculations to determine if the project will exceed the permitted and allotted area for signs.

Code Enforcement

New cases 17  
 Cases closed 32  
 Cases currently open 88  
 Total new cases, year to date 126  
 Total closed cases, year to date 157

Building Division

Permit Activity for May, 2005

96 permits issued:

Building Permits:	25	Average Fee: \$1,673
Plumbing Permits:	23	Average Fee: 121
Mechanical Permits	19	Average Fee: 104
Electrical Permits:	29	Average Fee: 149
<b>Total revenue for May 2005:</b>		<b>\$71,485</b>

Compared to same period last year:

113 permits issued:

Building Permits:	35	Average Fee:	\$1,575
Plumbing Permits:	16	Average Fee:	102
Mechanical Permits	20	Average Fee:	147
Electrical Permits:	42	Average Fee:	167
<b>Total revenue for May 2004:</b>			<b>\$88,681</b>

Contracts signed in the May:

- Construction contract for the Marine View Drive Bridge
- Marina issued a request for bids for completing the vending shed. Bid requests were sent to contractors on the small works roster.
- Underwood Park ballfield lighting equipment installation
- Underwood Park restroom engineering and design
- Accountemps

Bids, RFP's and RFQ's to be issued in June:

- AMEC Earth and Environmental – continuing operation and maintenance, groundwater testing for the Public Works Yard Remediation System
- Marina staff expects to enter into an agreement with BST Associates for the completion of the Marina Rate Study. This project was approved as part of the 2005 budget.
- Beach Park Historic Auditorium Architect RFQ