

# *City Manager's Office*

April 17, 2007

To: City Council

From: City Manager

Re: Monthly Report – March 2007

## Human Resources Specialist

It is my pleasure to announce that I have offered the position of Human Resources Specialist to Kendra Allen. She will be taking on the human resources duties of Angie Chaufy, who has taken the position of Human Resources Manager for the City of Buriem. Kendra is currently working for us in a temporary capacity assisting Nancy Uhrich with code enforcement administrative activities. Kendra has a Master of Public Administration from Seattle University, with a course emphasis in policy implementation, human resource management, management and human relations skills, public budgeting, and collective bargaining and labor relations. She has very impressive administrative and customer services skills, having worked for over three years as a customer service agent for Alaska Airlines. I am confident she will be a great addition to our team and an asset to the City. Please join me in welcoming Kendra to the City of Des Moines!

## Purchase Credit Card

Finance staff recently met with KeyBank representatives to discuss current banking services and to address new services being offered. One of the new services offered is a purchase credit card with web based functionality for administration and accessing data. Finance staff participated in a brief web based overview of the purchase credit card features. This purchase credit card offers additional control features that will disable certain merchant codes. It is anticipated that the City will migrate to this new card at some future date.

## 16<sup>th</sup> Avenue Cash Flow Analysis

The Finance Director worked on an estimated cash flow forecast for the Arterial Street Fund based on assumptions provided by transportation engineering staff and consultants in order to predict cash needs for the 16<sup>th</sup> Avenue South Improvement project. Preliminary forecast of cash needs indicates that external short-term borrowing will not be required.

### Marina Bonds

In March the Finance Director met with the representative from Bond Logistics, a firm that specializes in arbitrage compliance requirements. The City's 2002 bonds, issued for Marina improvements, are subject to the Internal Revenue Service (IRS) regulations on arbitrage. Arbitrage is the spread differential, or spread earned, from investing inherently lower yielding tax-exempt bond proceeds in higher yielding taxable investments. Because a portion of the bond proceeds from the 2002 issue remain unspent and investment yields are now currently higher than the bond yield, the City will now need to rebate to the IRS any arbitrage earned on those unspent bond proceeds. Reporting and rebate are required in the fifth year from the date of closing on the bonds and receipt of the bond proceeds. The City received the bond proceeds on December 5, 2002.

### City Hall Suite A

The City Manager approved a part-time temporary Business License Clerk/Receptionist position. The position will permit the Suite A doors to be open four hours each day from 9:00 am to 1:00 pm servicing the public on non-building permit related transactions and telephone coverage. We expect to fill the position and open the doors effective May 1. The position will help alleviate some of the non-building public contact and allow the building permitting counter staff to focus on permit tracking and maintaining the filing systems and records.

### CCTV Security Camera Project

The staff's portion of this project is complete, and the contractor is on-site installing the fiber-optic cables and the equipment. The following picture shows a weatherproof box with the electrical equipment that supports a CCTV camera mounted in it. Every dock will have an installation like this one.



### Marina Storm Damage Repairs

The damaged electrical wiring and fuel supply lines going to the fuel dock were repaired in March. With the completion of that project, all of the damage caused by the storm last December has been repaired. Initial estimates for the repairs to the fuel dock were about \$15,000, but some hidden damage was found in the electrical wiring in another location. The final invoice had not been received at the time of this report, but the total is expected to be about \$21,000.

### Olympia Yacht Club

The Olympia Yacht Club visited the Marina on the weekend of March 23<sup>rd</sup> and 24<sup>th</sup>. The Club was here at about the same time last year, and their leadership has told us that they want to make this particular cruise an annual event for the club. This is particularly helpful to the Marina, because March is typically a slow month. On that weekend, guest moorage receipts were over \$800 and fuel sales were over \$10,000. Looking at the same weekend for recent years, the best weekend was in 2006, when the guest moorage revenues were \$44 and fuel sales were \$5,606. Everything went well for the weekend. Staff used the senior van to shuttle Club members to the downtown area for groceries and supplies and the Club used the Founder's Lodge for their potluck on that Saturday night. The Marina will continue to focus on this type of event.

### Animal Control Academy

The eleventh annual Animal Control Officer Academy was held March 12-23, 2007 at the Des Moines Police Department and the Criminal Justice Training Center.

The Academy, which is sponsored by the Washington Animal Control Association (WACA) and the Washington State Criminal Justice Training Commission (CJTC) is an intensive two-week course, which includes classes in search, seizure, warrants, handling vicious dogs, criminal law, investigations and animal diseases. The classes are taught by 30 different instructors, and include police officers and sergeants, animal control officers, a dog behaviorist, a veterinarian, a police dispatcher and a state gambling agent. The Academy also includes two mock scenarios and a final written exam. The student officers must attend and participate in each class, and must pass both mock scenarios and the final exam in order to graduate.

This year, 19 students from 15 agencies around the state of Washington graduated on March 23 in a ceremony held at the Criminal Justice Training Center. Basic Law Enforcement Academy Commander Ron Griffin presented each graduate with their CJTC certificate, and DMPD Master Animal Control Officer Jan Magnuson presented each graduate with their WACA pin, to be worn proudly on their uniform. The ceremony ended with coffee, cookies and visiting, and sending the graduates back to their own agencies with their newly-learned skills.

### Live Scan Machine

In September 2000, new fingerprint identification computers, called Live Scan, were installed at 22 King County precincts. Kent, Federal Way, Auburn, Renton, Tukwila and Des Moines all applied for the machines under a grant for South King County Agencies.

The machines record scanned images of a suspects fingerprints and transmits them electronically to King County's Automated Fingerprint Identification System (AFIS).

Since its initial install in September of 2000, the Live Scan machine has been a huge help in identifying or deterring suspects who lie about their identity. In addition, arrest prints processed on the machine now make it onto the person's RAP sheet within a matter of hours from when they were arrested. Support for the machine has been funded by two county propositions.

On March 28th, our police department received a new Live Scan machine complete with Integrated Full Hand Scanner. The machine allows officers to take palm prints in addition to the regular fingerprints. The image quality on the new machine is greatly improved, allowing for image capture so clear you can see the pores in the subject's skin. We are excited about the new machine and are training the final group of officers.

#### Levy Lid Lift Update

On January 1, 2007 the voter approved Levy Lid Lift for Law Enforcement became effective. Implementation activities for the month of March include:

- The Civil Service Testing process has been completed (application, qualification verification, written test, oral board) for the position of Community Service Officer. The Eligibility List has been certified by the Civil Service Commission and presented to the police department so we can initiate the background and hiring process. The department is hoping to fill all three Community Service Officer positions from this list.
- The department technology committee and Dale Southwick are finalizing the computer specification requirements for equipping the patrol vehicles with upgraded computers which will allow faster, and increased information technologies such as fingerprint, photo, criminal history and multiple agency record searches. It is anticipated in the very near future to bring before Council a purchase proposal for the 19 computers and software requirements.
- The detective unit continues to complete background investigations on both lateral and entry level candidates. They are also in the process of conducting background investigations on two community service officer applicants.
- The police department website has been reconstructed to better facilitate police department applicant processing.

### Statistical Data on Reported Crimes

The following is a comparison between March 2006 and March 2007. Included are a year-end total for 2006 and a running total for 2007.

<b>Offense Type</b>	<b>March 06</b>	<b>March 07</b>	<b>% Difference</b>	<b>2006 Total</b>	<b>2007 YTD</b>
Homicide	0	0	0%	0	0
Rape	0	2	+200%	10	5
Robbery	0	8	+800%	37	14
Assaults	31	17	-45%	258	51
Burglary	26	18	-31%	212	55
Larceny	61	42	-31%	537	116
Arson	0	0	0%	4	1
Motor Vehicle Theft	17	16	-6%	348	70
Officers Assaulted	0	0	0%	0	0
Clearances Adult Arrest	31	23	-26%	259	66
Clearances Juvenile Arrest	9	8	-11%	58	11
Calls for Service	1,972	1,760	-11%	23,192	4,996

### Mt. Rainier Pool Maintenance Project

The project to replace the sand filters including filter tank removal, replacement of two filter tanks, sand removal and disposal of old equipment was completed by Ole's Pool and Spa on March 30<sup>th</sup>. Ole's returned the week of April 2<sup>nd</sup> to complete some minor leaking repairs discovered after the initial installation.

### Field House Exterior Renovation

Pilgrims Progress Preservation Services was hired in 2005 to provide an on-site inspection report initially drafted in February 2006, on the condition of the historic Field House and picnic shelter exterior logs. They have been asked to return to update the report to include the condition of the historic grandstand. Pilgrims Progress has vast experience in the preservation of historic buildings and is one of only a few companies qualified to complete the actual log repair project work. Staff expects project restoration work to begin sometime this summer.

### Field House Restroom Fixture Repairs

Field House lower floor restrooms are old, deteriorated and long overdue for replacement. Staff will be sending out a Small Works Project - Invitation to Bid for the replacement and installation of restrooms fixtures including five toilets, one urinal flush unit, two sinks, mirrors and accessories.

### Water Tower Park

Highline Water District Board of Directors has agreed to a one year extension to April 2008 of the two year (April 2005- April 2007) Interlocal Agreement with the City, which defines the division of maintenance roles and responsibilities for the site. In 1997, the City requested the use of the water tower site for public park and recreation purposes and upon the District's approval designed, developed and managed the site since 1997. The existing Interlocal Agreement (ILA) was proposed to Highline Water District in 2005 as a means to keep the park open until City funds became available to resume maintenance of the public facility. It is the intent of the Water District that the extension of the ILA would be for one year and that the City would again maintain the park after April 2008.

### American Boating Courses

The March boating safety course taught by the Poverty Bay Power Squadron had 13 participants. These classes routinely fill and are very popular. Classes teach basic boat handling, seamanship, needed equipment, boat trailering and much more. Classes take place at the Public Works/Parks Maintenance facility on 223<sup>rd</sup> in Des Moines. We anticipate an increase in registrations in the near future as this class will be required by the US Coast Guard for all boat handlers.

### Field Usage/Scheduling

March was a busy month of field use as we kicked off the 2007 spring season. Des Moines Field House fields are home to Mt. Rainier Varsity and J.V. practices and games, Evergreen Lutheran High School baseball games, as well as Pony and Little League practices and games.

Steven J. Underwood Memorial Park is busy, as well, with heavy usage coming from Mt. Rainier and Evergreen Lutheran High School fastpitch programs. Other users include Senior Softball, South Highline National Little League, Clean and Sober Softball Leagues and many individual teams and other user groups. We've hosted a couple of early season softball tournaments to date.

### Pacific Middle School Afternoon Activities

The first Pacific Middle School Afternoon Activities day was held on Friday, March 30<sup>th</sup> with 58 participants. Activities included open gym style basketball, organized soccer, arts & crafts, computer lab, board games and snack time. This activity will be held on the last Friday of every month through the end of the school year. The program is managed by Recreation staff and contracted Pacific Middle School staff, it is funded by the Des Moines Rotary Club (\$9,000) and Des Moines Legacy Foundation (\$1,000) with volunteer support by the Destination Des Moines Youth and Seniors Committee.

Senior Center Division Statistics – March 2007

	2006	2007
Number of Meals Served	1,213	941
Fee Program Participants	468	466
Drop In Participants	1,375	1,440
Volunteer Hours	2,752.25	5,115.25
Total Revenue for March	\$5,339	\$5,808

Emergency Preparedness Supplies

The City Senior Services Advisory Committee and Des Moines Legacy Foundation began marketing their emergency preparedness supplies for low income seniors program in early March. Items to be provided range from small battery operated flashlights, batteries, and blankets to small battery powered radios. Items will be provided, based on income eligibility, for as long as supplies last. Donations may also be made to support this program through the Des Moines Legacy Foundation.

Nutrition Program

Our annual St. Patrick's Day Luncheon was held on Wednesday, March 14<sup>th</sup> with ninety guests. Special event committee volunteers had the building looking festive with plenty of shamrocks and leprechauns!

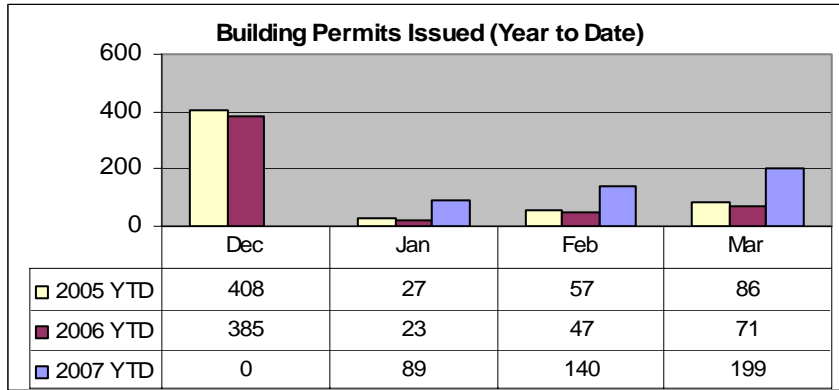
Senior Center Sunday Dances

The first senior Sunday dance held at Landmark on the Sound, Sunday, March 24<sup>th</sup> was a super success! Thanks to Earline Byer's article in the *Des Moines News* detailing the dances and the changes happening at Landmark on the Sound, we had over twenty new faces visit and a total dance attendance of 103! One comment overheard by staff was that the building was so elegant that next month the dancer was going to wear her evening gown! MANY thanks to Jane Ipsen, Director at Landmark, for helping to make our dance "dream" a reality.

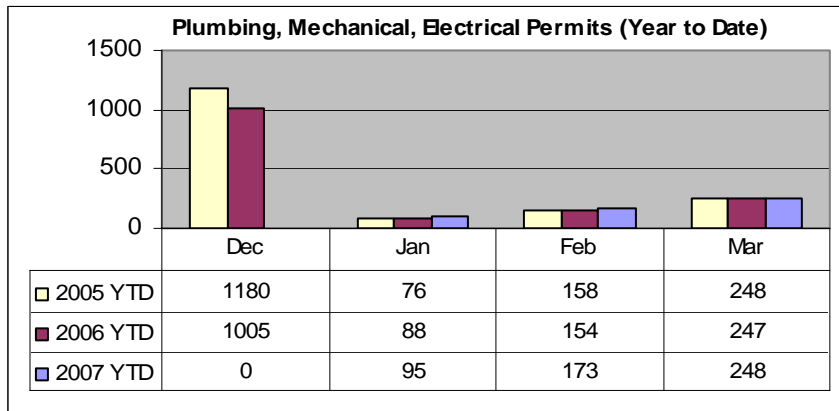
Senior Services Advisory Committee

Kaylene Moon, committee chair, continues to plan the Pacific Middle School intergenerational knitting and sewing class with the recreation department and Pacific Middle School advisors. The class will begin in April, teaching teens how to knit and sew. She has recruited five senior volunteers to teach the knitting and sewing skills. The Activity Center knitting group is donating all supplies and the sewing machines. The class will be held at Des Moines Activity Center with transportation provided by the senior center van and volunteer drivers.

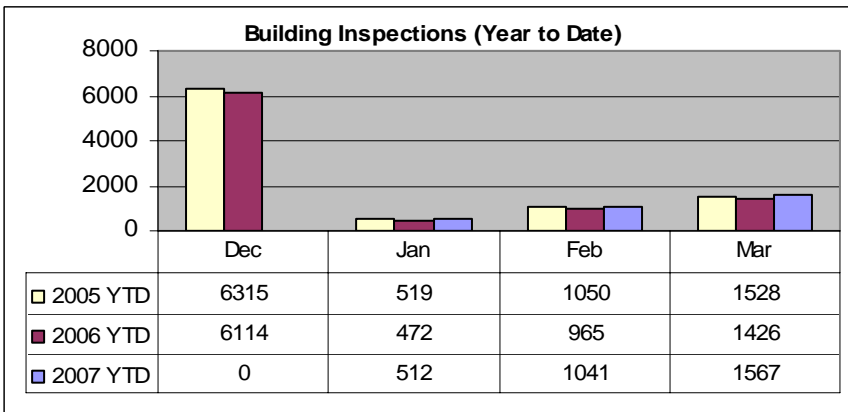
Building Division



Building permits for 2007 are 2 ½ times ahead of 2006 and 2005 levels. **This number of permits was not reached until July last year.**



Plumbing, mechanical & electrical permits are running even with 2005 and 2006 levels.



Building inspections are up 9% from Feb. 2006 and 2.5% over 2005.

Inspections

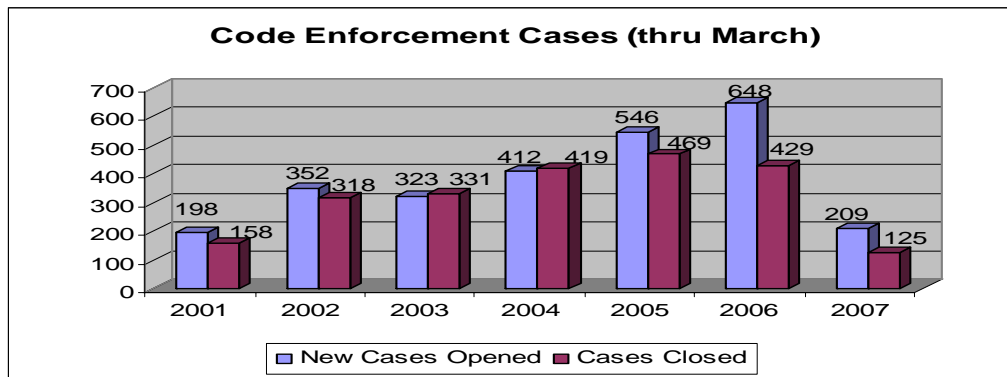
The Building Division is now posting next day inspections on the City’s website. Customers can now check the next day’s inspection schedule at any hour without calling the City. Additionally, the number of inspections and calls for service are on the rise. Permit numbers for the December storm related damage continue to climb.

**Mount Rainier High School** continues to require about 4 hours of inspection time each day plus research. Interior wall finishes are going up, mechanical and electrical systems are being installed, fire sprinkler system installation continues, and exterior site work continues. Sheetrock is now in multiple rooms. The School District, the contractor and the Building Division are all looking toward August to see how the school can reopen in September.

Municipal Capital Improvement Projects:

- Steven J. Underwood Restroom. The roof is installed, outside is painted; awaiting arrive of stainless steel fixtures to complete plumbing and interior work.
- Des Moines Beach Park building renovations. On hold until Beach Park utilities have been installed. Currently working on permitting for these utilities.
- Des Moines Creek Trail. INCA (designer) conducted kick off meeting March 2; currently working on design.
- Des Moines Memorial Flag Triangle Renovation. Waiting for INCA to provide a final design.
- City Government-wide Space Study. Staff has reviewed the first round of preliminary concepts; architect further developing a limited number of options.
- Redondo Police Substation Tenant Improvement Project. The Joshua Green Company will complete the tenant improvements by early April. Most final inspections are complete. Working on minor punch list items.
- Wooton Park Lighting. PSE has provided costs for owning, installing and maintaining 10 new lights in the park. Contracts have been signed, and PSE expects to begin work April 20th. Staff needs to remove the existing old lights.
- Service Center deteriorated glue-laminated roof beams have been replaced and new torch-down roof has been installed by Bergin Roofing. Project complete.

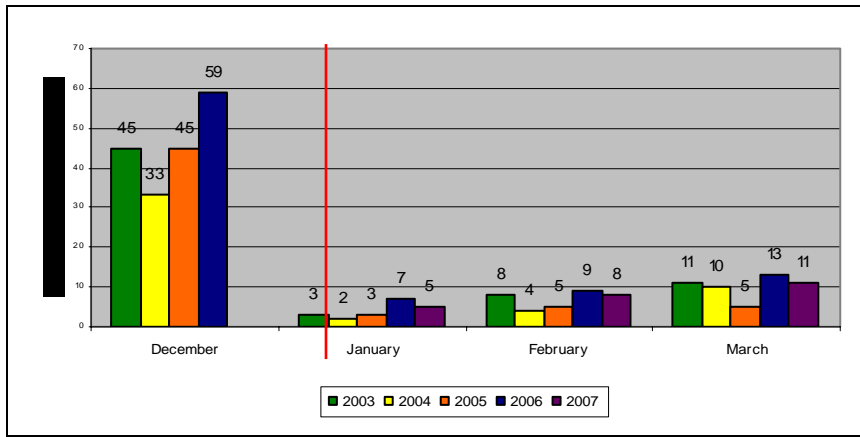
Code Enforcement



There were 92 new cases opened and 60 cases closed during March. For 2007, 209 cases have been opened, 125 closed, and 554 are currently open. The full-time administrative support for Code Enforcement and Legal, hired in October of 2006, was subsequently loaned to Legal. Therefore, temporary administrative support has

been hired for Code Enforcement through June 30, 2007 (until Legal is able to allow the full-time employee to return to support Code Enforcement). Code Enforcement is approximately 3-4 weeks behind in getting to new complaints, and approximately one week behind in returning phone calls.

### Development Services



Land use activities levels continue to be comparable to previous year's record high levels.

### Subdivisions

Projects pending review and approval:

- South Shore 31 Lot Modified Subdivision, 2038 S. 222<sup>nd</sup> Street. The PB&PW Department has completed the initial review of preliminary plat documents. Comments were provided to the applicant on March 19, 2007. Significant design issues related to the layout of the subdivision must be addressed by the applicant prior to the re-submittal of the project: ROW width, hammerhead v. cul-de-sac, ROW curve radii; hydrological analysis for the wetland, correction to the delineation report.
- Massey Creek Estates 7 Lot Subdivision, 23406 S 14<sup>th</sup> Avenue. The applicant submitted application materials on June 23, 2006 requesting to divide a 2.35 acre property into 7 lots. Preliminary plat review comments were provided to the applicant on October 18, 2006. Since that time, the applicant has been working with staff to try to resolve ravine bluff buffer issues. The applicant indicated that he will be resubmitting as a modified short subdivision application.
- Landmarque 66 Lot Townhouse Subdivision, 260<sup>th</sup> and Pacific Highway South. The PB&PW Department completed the review of the revised design and application materials and is now recommending approval of the proposed project. The City issued a SEPA threshold decision of a Mitigated Determination of Non-Significance effective March 26, 2007. The public comment period for the MDNS concluded on April 10, 2007 and the appeal period will conclude on April 20, 2007. The project has also been scheduled for a public meeting on May 7, 2007 with the Planning Agency.

- Maslow 5 Lot Subdivision, 18xx South 222<sup>nd</sup> Street. The applicant submitted the second set of revisions of the civil plans on March 9, 2007. However, significant design issues related to the layout of the subdivision must still be addressed by the applicant prior to approval of the civil plans: the design of the retaining wall and design of the access road for the detention pond. Review comments were provided to the applicant on March 23, 2007.
- Blueberry Lane 66 unit PUD, 199xx Des Moines Memorial Drive. The applicant is currently working on finalizing the details for the civil plans and has revised the proposed submittal date to April 15, 2007 instead of March 15, 2007.
- Pacific Heights (formerly Grandville Southern) 77 lot PUD, 15xx South 279<sup>th</sup> Place. The applicant submitted the revised preliminary plat documents and the revised TIR on March 26, 2007. The materials have been routed and are currently under review by staff. All review comments are due back to Development Services by April 13, 2007.
- Crestwood Park 78 lot PUD, 27425 16<sup>th</sup> Avenue South. The PB&PW Department has completed the initial review of preliminary plat documents. Comments were provided to the applicant on March 12, 2007 and staff met with the applicant on March 19, 2007. Significant design issues related to the layout of the subdivision must be addressed by the applicant prior to the re-submittal of the project: ROW width, design of the ROW cross-section, ROW curve radii; hydrological analysis for the wetland, design location of the detention vault, lot layout, and number of units. In addition to these issues, there is a problem with the wetland analysis; it has now been demonstrated by an independent consultant that the applicant's delineation and categorization were incorrect. The applicant will have to redesign the plat.

#### Short Plats

- Nichols 3 Lot Short Plat, 23246 Marine View Drive. Staff is waiting on the submittal of the required civil plans.
- Nhut 4 lot Short Plat, 2004 S. 253<sup>rd</sup> St. The revised plans are currently under review.
- Singh 2 lot Short Plat, 24827 16<sup>th</sup> Avenue South. Preliminary short plat approval was issued on March 29, 2007. Staff has requested that the applicant submit engineering details for the private street tract and the civil plan review fee.
- ADKP 4 lot Short Plat, 22752 10<sup>th</sup> Avenue South. PB&PW has approved the civil plans and issued the required ROW and grading permits. The applicant has scheduled a pre-construction meeting with City staff. Contractors will begin work on the required infrastructure improvement in April.

#### Subdivisions and Related Activity

Projects monitored under construction:

- Lacey 2 lot Short Plat, 1401 South 248<sup>th</sup> Street. Contractors have completed the required infrastructure improvement. The applicant must now submit the final short plat documents for approval by the City.

- Yoder 4 lot Short Plat, 23222 Marine View Drive. The road paving is now complete and the final plat is recorded.
- Graceview 27 unit PUD, South 234<sup>th</sup> & Kent-Des Moines Road. Work on the following infrastructure improvements is currently underway: the final grade of the storm water pond; the final grade of the road; asphalt for the new internal roadway and widening along South 234<sup>th</sup> Street; and installation of the curb and gutter. The contractor informed the City that all improvements should be substantially complete by the end of April.
- Sunset Gardens 12 lot Plat, 25416 22<sup>nd</sup> Avenue South. PB&PW has completed the review of the final plat documents and issued comments on March 26, 2007. There are still some minor items that must be completed and some minor changes that need to be made to the final plat documents. Development Services has scheduled Council review of the final plat for May 24th.
- Mediterranean Heights 12-lot subdivision, 1211 S 272<sup>nd</sup> St. The City Council approved the revised preliminary plat with modifications at a hearing on December 14, 2006. The applicant has submitted a landscape plan for all planter areas adjoining public streets and within the wetland restoration area. Staff is still waiting on the final plat document, appraisal, and park fees.

#### Commercial Scale Projects

Projects currently under land use review:

- Landmark on the Sound, Master Plan Expansion, 23660 Marine View Drive South. The applicant is currently working with architects and its consultant (RLS) to submit the required materials for the new applications. RLS informed City staff that the new application will be submitted on June or July 15, 2007, instead of March 15.
- Woodmont Library Expansion, 4600 square foot library expansion, 26800 Pacific Highway South. Development Services and Transportation approved the building permit application. However, Surface Water Management was unable to approve the building permit and issued comments to the applicant. The plans have not been yet been reviewed by the Building Division.
- Sunset Townhomes, 12 unit townhouse development, 2805 S. 216<sup>th</sup> Street. The City is waiting on the applicant to submit the revised design review materials.
- Dom Construction, 3 story 6,981 square foot office building, 22608 Marine View Drive South. The City is waiting on the applicant to submit the building permit application.
- Rahul Place 23040, 3 story 25,137 square foot office building, Pacific Highway South. The City is waiting on the submittal of the building permit application and lot line adjustment application. Code enforcement has begun working with the owner to have the existing building on the site demolished because of safety and health concerns.
- Midway Elementary, 2 story 68,000 square new school, 22447 24<sup>th</sup> Avenue South. The City issued a Mitigated DNS SEPA threshold determination on March 5, 2007. The public comment and appeal periods concluded on March 20, 2007 and March 30,

2007, respectively. Staff recently approved design review for this project. The applicant plans to submit the building permit application in April.

- Bay Villa Apartments, 15 unit townhouse development, 16<sup>th</sup> Avenue South and Kent – Des Moines. The applicant submitted the revised preliminary plat documents and the revised TIR on March 9, 2007. The materials have been routed and are currently under review by staff. All review comments were due back to Development Services by April 4, 2007.
- Barcelona, mixed use building containing 277 dwelling units and 20,000 sq ft commercial, 22837 Pacific Highway South The owner is working with the neighboring property to secure the required fire access easement and staff is waiting for the applicant to submit this information.
- Patel Medical Arts Building, 3 story 17,400 square foot medical office building, 22613 Pacific Highway South. One set of plans was remitted by the applicant for a courtesy review to make sure the project architect is on the right tract to address previous comments. These revised plans are currently under review by Development Services. The Building Division will then comment.
- Seascape at Des Moines, mixed use building containing 37 dwelling units and 8,400 sq ft commercial, 22607 Marine View Drive. Development Services has approved the building permit application; however, the applicant still needs to pay for the grading permit application and submit the LLA application to consolidate the lots. The plans have been reviewed by SWM, Transportation, and Building; the applicant has been informed that corrections and additional information will need to be provided before the building permit can be approved.
- Zenith Viewpointe, 4 dwelling units and 1,800 sq ft commercial, 23659 Marine View Drive South. A building permit application for the new design was submitted on November 21, 2006. Planning reviewed the design and building height issues were identified as well as missing components and details of the plan set. The applicant expressed a need to work through building height issues only before proceeding with other project design materials. Subsequent plans were submitted and approved for building height by Planning staff. The applicant is now preparing to submit a full building permit application resubmittal to address all of Building and Planning's comments.
- Prasad Sewer Main Extension, 1064 feet sewer main extension, 17<sup>th</sup> – 20<sup>th</sup> Ave S. The contractor is working to remove and reinstall approximately 100 linear feet of sewer line between manhole 3 and manhole 4. The contractor hopes to have all the work completed and inspected by mid-April.

#### Shorelines/ESA'S

- Redondo Waste Water Treatment Plant Outfall Repair and Replacement. The plans and specifications to stabilize the sea wall adjacent to Redondo Shores Drive have been approved by the Planning, Building and Public Works Department. Prior to issuance of the associated grading permit, the applicant will need to submit the bond

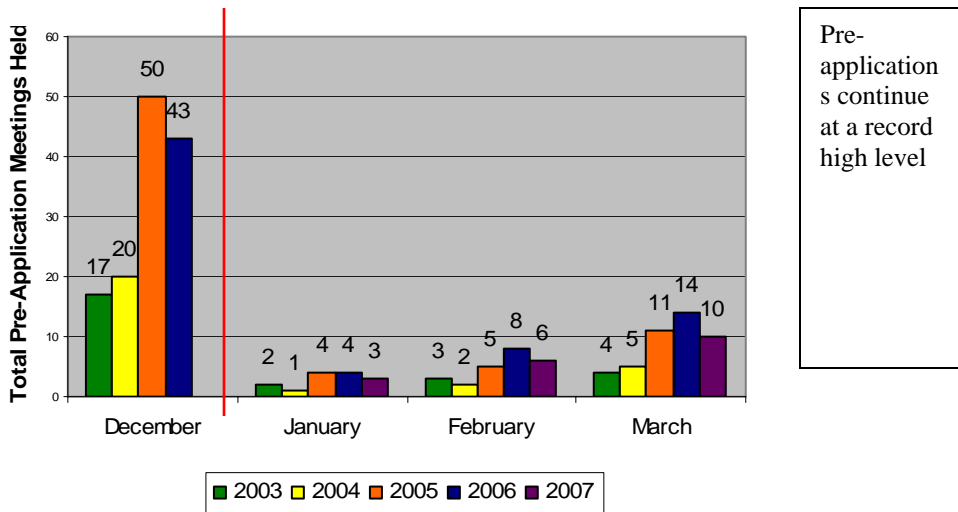
quantity worksheet, post the required bond amount and comply with the conditions for the Shoreline Permit and the SEPA mitigation agreement.

- HCC Marine Science Center, 28203 Redondo Beach Dr. S. The City requested additional details regarding the College’s parking proposal on March 13, 2007. The City received the additional parking information on March 29, 2007; this information is currently under review. The Building Department issued the first round of comments related to the structural design of the proposed facility on March 28, 2007. The comments were mainly related to fire prevention and access requirements and did not require any structural changes to the building. The City and the College have agreed to the scope of the required frontage improvements; the College must now submit the final design for the required frontage improvements.
- Beach Park/Marina Projects:
  - Marina Master Plan. The City issued a SEPA threshold Determination of Non-Significance effective April 2, 2007. The public comment period concluded on April 17, 2007 and the appeal period will conclude April 27, 2007.

Recycling

The Des Moines Spring Residential Recycling Event was held at the Marina on March 17, 2007. Three hundred and ninety-one (391) carloads carrying nearly 45 tons of recyclable materials were accepted. City staff was present on-site during the event to sell rain barrels.

Pre-Application Meetings



Buildable Lands Analysis

Staff completed draft buildable lands worksheets and met with Michael Hubner, Suburban Cities Association (SCA), to discuss comments. Revised worksheets were submitted to SCA for incorporation into King County Buildable Lands Report.

## Public Works and Parks Operations and Maintenance

### **Facilities (1 person)**

- 2<sup>nd</sup> refinish of Activity Center floor
- Beach Park – Sun Home Lodge vandalism and glass replacement
- Public Works-Parks Lower Shop structure and roof repair project started
- Police Lobby report area set up – removed for another design

### **Park Operations [crew of 4 plus seasonal help]**

- Mowing has started
- Pruning trees and bushes
- Tournaments at Steven J. Underwood Memorial Park
- Wine festival preparation
- Cleanup flood debris at Beach Park shelter area

### **Road and Street Maintenance [crew of 4 people]**

- Vegetation control work began.
- 3 hazardous tree removals @ 14<sup>th</sup>/237<sup>th</sup> Ct., 12<sup>th</sup>/250<sup>th</sup>, and 16<sup>th</sup> Pl/254<sup>th</sup>
- Shoulder grading and improvements were completed on north side of Redondo Way, included ditch cleaning
- Graffiti and vandal markings removed from City signs and Saltwater Park Bridge
- Repaired sidewalk trip hazard west side of Marine View Drive north of S. 223<sup>rd</sup>
- Installed permanent Des Moines Farmer's Market signs on Marine View Drive @ 227<sup>th</sup> and @ 216<sup>th</sup>/7<sup>th</sup> Pl.
- Repaired and filled sink holes along seawall at Beach Park

### **Surface Water Maintenance [crew of 5 people]**

- Ditching projects completed @ Redondo Way/Woodmont Beach Drive and 5<sup>th</sup>/214<sup>th</sup>
- SWM and installation projects were completed @ Redondo Beach Dr/S.287<sup>th</sup>, 13<sup>th</sup>/211<sup>th</sup> Pl., S.247<sup>th</sup>/20<sup>th</sup>. Started pipe installation and French drain @ S.250<sup>th</sup>/19<sup>th</sup> Pl.
- Replaced and planted 20 trees in surface water detention pond sites @ 220<sup>th</sup>/222<sup>nd</sup> between 24<sup>th</sup> Ave. and Pacific Highway S.
- Flush truck operations and cleaning catch basins in Zone 1 (North Hill)
- Bio swale maintenance @ S. 245<sup>th</sup>/Marine View Drive

### **Ancillary Duties**

- Placed and removed wine festival banners
- Monthly Pacific Ridge clean-up. Assisted DOC with litter, garbage and debris removal.
- Removed some trees @ 16<sup>th</sup> Avenue Project and replanted them @ Wooton Park
- Assisted Park Department with maintenance work @ Steven J. Underwood Memorial Park ball fields
- Removed illegal signs @ 16<sup>th</sup>/S.260<sup>th</sup>, 16<sup>th</sup> So. 272<sup>nd</sup>, KDM Road/10<sup>th</sup> to 24<sup>th</sup>

*Crews received kudos for their quick response to trimming trees for sight distance and ball field preparation.*

### Marine View Drive Bridge

Except for the summer stream work, the project is complete and Condon-Johnson has demobilized. A scope of work and contract is being developed through King County Road Services Division for completing this stream work. This will cost about \$200,000 and includes fully relocating the stream to the new channel and stream bank construction, abandoning the existing culvert, and some landscaping. This work is expected to commence in July and wrap up in two weeks. A notice of completion has been given to Condon-Johnson.

Due to low temperatures and wet surfaces, the contractor was not able to apply the anti-graffiti sealer on the shotcrete work. Flows in the new channel are also preventing the sealer application without using shielding to prevent overspray from entering the water. The shotcrete subcontractor, Turnstone, advised that the cold weather would cause the sealer to laminate and exhibit a milky appearance. Turnstone also advised that rather than apply an anti-graffiti sealer it would be easier to remedy any graffiti by re-staining or touch up of impacted areas rather than pressure washing the graffiti and re-applying sealer over the stream. Given this, staff is considering placing the funds that would be used for applying the sealer into a maintenance account that would be used to touch-up the shotcrete stain work at a later date.

### NPDES Permit

The City received the permit January 17<sup>th</sup>. The term of the permit is February 16, 2006 to February 15, 2012. With the issuance, the City has five years to fully implement the six elements of the permit (a schedule for certain conditions to be completed within the five-year period). Staff will be seeking consulting services over the next 2-3 years to develop the NPDES program for the City and provide services as needed to help meet the requirements of the permit. Once the program has been defined, additional staff may be needed to continue the activities of the program.

City entered into an interlocal agreement with more than 30 other cities regarding legal services for the appeal of the NPDES permit. A pre-hearing for the appeal at the Pollution Control Hearing Board was held on April 12<sup>th</sup>.

### November 2006 Landslide at Marine View Drive Bridge

The soldier pile wall is complete. Cost of the repair is estimated at \$250,000 (design and construction). Staff has submitted a damage inspection report to WSDOT for application of Federal Highway Administration (FHWA) emergency relief funds and met with FHWA officials. It is anticipated that FHWA funds will be made available to cover most of the repair costs.

### Saltwater Bridge – South Approach Reconstruction

A final geotechnical report was completed along with the repair alternative analysis and submitted to WSDOT for approval. With this information, Federal Highway Administration (FHWA) will review what was submitted and make a final determination on what project elements are eligible for federal funding. The lowest cost alternative is the installation of sheet piling to support the approach embankment. Also recommended

is the installation of grout piling in the vicinity of the first pier (next to the failed crib wall) to support the foundation of the pier and to prevent it from settling. Also recommended is a rigid concrete surface slab above the proposed sheet pile to further strengthen the sheet pile system and to minimize road settling behind the sheet piles following compaction. The cost for the repairs is estimated at \$1,770,000 including design and construction management. It is anticipated that FHWA will cover \$1,308,300 of this cost with the remaining \$461,700 covered by state or City funds.

Due to late March sliding activity (cracks and holes) in the vicinity of the pier, the grout piling (or grout injection) work has now been deemed critical work that needs to happen before the repair work. Staff is working with the consultant to provide expedited drawings to a contractor to do this work as soon as possible. This work, initially estimated at \$180,000, may be much higher as the contractor will be operating on a time and material cost basis (not bid) but staff feels that proceeding in this manner will remove a risk of settlement of the pier and structural damage to the bridge itself. Staff's goal is to have this work completed by the end of April.

A preliminary time for completing all the repairs is 11 weeks plus 2-3 weeks needed for procuring materials. Depending on funding and whether the project is required to be bid, the project could start as early as mid-May and be completed by September.

#### Pacific Highway South Project

Physical completion of the project was achieved on June 3, 2006. A significant amount of the remaining documentation work has been completed. The final pay estimate has been signed, and the Notice to Complete Public Works Project has been issued. It is anticipated that the as-built drawings will be completed soon. The contractor needs to prepare "as-built" drawings as well as complete final certifications required by the Federal government before release of retainage funds and final project closeout. Staff continues to work with the Finance Department on final billings to each of the granting agencies. Billing was submitted to the Transportation Improvement Board for payment of grant funds due.

#### 8<sup>th</sup> Avenue S. – Kent Des Moines Road to S. 223<sup>rd</sup> St

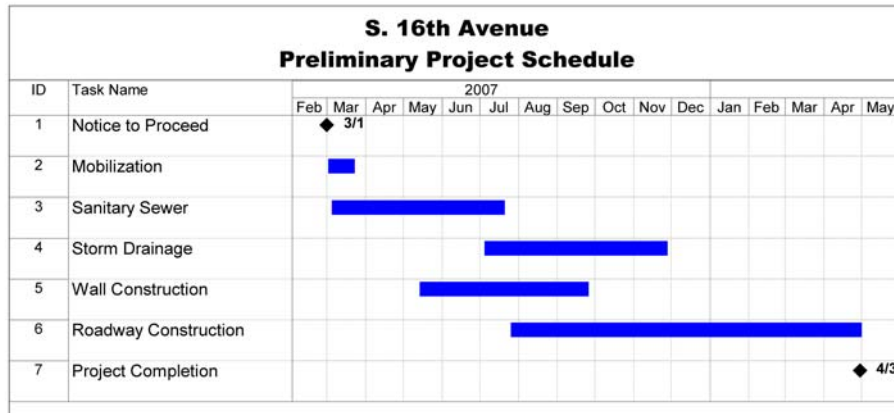
Due to the need to prescribe frontage improvements associated with development in the City's Central Business District, staff prepared a typical cross section for development along this narrow 30' right of way. The cross-section was presented to the City Council Public Safety and Transportation for comment and recommendations.

#### 16<sup>th</sup> Avenue South Improvement Project (Phase I): S. 272<sup>nd</sup> St. to S. 260<sup>th</sup> St.

This project is partially funded through the Washington State Transportation Improvement Board (TIB). In March staff, KPG (the City's design consultant), and DMJM Harris (construction managers) performed the following tasks:

- Road and Sewer Construction Contract: The contractor was provided with a Notice to Proceed with construction beginning March 1 for the 300 day contract. Work is anticipated to extend through spring, 2008. A preliminary construction

schedule is provided below generally illustrating how the work will be performed.



- Work Accomplished:
  - Contractor set up field office at intersection of SR 99 and 252<sup>nd</sup>.
  - Materials for storm drainage delivered to staging area.
  - R/W cleared of trees, shrubs, material to make way for new roadway and other improvements.
  - Erosion control measures installed.
  - Traffic control signage installed for cars and pedestrians.
  - Survey for the installation of the sanitary sewer
  - Preconstruction investigation to verify location of underground utilities.
- Work Anticipated in the next month:
  - Construction of sanitary sewer north of S 260<sup>th</sup>. The contractor will be starting from the low end of the sanitary sewer. Sanitary sewer service will be maintained during all construction.
  - Foundation for modular block walls at Woodmont Drive.
  - Traffic control – as the contractor installs the sanitary sewer, traffic will be limited to one way traffic from 7:00 a.m. to 6:00 p.m. There will be no lane closures at Woodmont Elementary School during start and quit times. A meeting was held between the contractor and the Federal Way School District the week of April 2, 2007. This meeting covered pedestrian traffic as well as introduced the school to the contractor’s Traffic Control Supervisor.
- Traffic Control: Portable message signs were activated at both ends of the 16<sup>th</sup> Avenue So. corridor, advising persons to expect up to 15 minute delays. “Do not block intersection” signs were posted at 14<sup>th</sup> Place S. resulting from complaints of not being able to access 16<sup>th</sup> Avenue due to excessive queuing at the intersection of S. 250<sup>th</sup> St. Additional measures are being researched to improve access from the lower Woodmont neighborhood due to closure of the Saltwater Bridge and restricted routing.
- Communications: A project update was published in the March City Currents and an information sheet was distributed for parents of students at Woodmont

Elementary School announcing start of sewer construction at S. 260<sup>th</sup> St. during week of March 26, 2007, and advising travelers to expect delays. A community newsletter will be developed regarding updates to the construction schedule including possible revisions that will allow Woodmont Drive S. to remain open during wall construction. A web-site update will be prepared.

#### 2007 Pavement Management Program

Staff received an update to the pavement condition indexes (PCI) from Paul Sachs, Consultant. The PCI index confirmed that four overlay projects designed by KPG, but not constructed in 2006, should advance in 2007. Staff requested a supplemental design contract be prepared for Council consideration so that work can be bid and performed this summer.

A request was made to use the PCI index model to develop alternative pavement management plans for 2008-2013. The model will be used to evaluate four alternatives (budget constrained and unconstrained) to evaluate possible approaches to most cost effectively maintain pavement on the nearly 100 lane miles of roadway in the City. This work will be presented to City Council's PS&T Committee in May. Following CIP approval, a request for proposals for a multi-year design contract for the pavement management program and other road work will be made.

#### Traffic Counts

The spring traffic count program was initiated in March. Eight locations were counted with 12 remaining for the spring counts. Counts are being taken in preparation for update of the Comprehensive Transportation Plan. In locations to be counted for speed data, the data will be used to make adjustments to the Speed Limit Ordinance in the Traffic Code.

#### Contracts signed in the current month (March)

Saltwater Bridge Engineering Service contract with Reid Middleton.

#### Bids, RFP's and RFQ's issued in the current month (March)

There were no RFQ's or RFP's issued in March.

#### Contracts, Bids, RFP's and RFQ's to be issued in the following month (April).

In April, staff expects to execute a contract with a consultant(s) to prepare the SEPA and Shoreline permit for all of the planned utility work in the Beach Park and in the Marina.