

City Manager's Office

February 20, 2003

To: City Council

From: City Manager

Re: Monthly Report

B and C Dock Maintenance

The B dock project was completed in early January. Marina staff began the C dock maintenance project in January also. This project was budgeted for 2003 and should be completed by mid-march.

Fishing Pier Repairs

The contractor finished all of the pile cap repairs in January. To complete the project, the contractor needs to install the steel pile jackets on the six damaged pilings. The jackets have been delivered and the contractor expects to finish the project by March 1.

Emergency Management Plan

The Safety Board sub-committee that is working on updating the City's Emergency Management plan has developed a schedule for completing the project during the first half of 2003. The State requires that all jurisdictions must have an updated and approved plan in place by January 1, 2004. The sub-committee plans to review and revise the basic plan and appendices by the end of March. Between March and the end of June, each department will be assigned tasks that will need to be done to support the City's response to an emergency. These, "emergency support functions" are in addition to the tasks each department needs to do to secure and stabilize their own areas. Each department will develop a plan to accomplish their emergency support functions and those plans will be included in the Emergency Management Plan as appendices.

Public Works/Engineering

Interviews for the recently approved Civil Engineer I position to assist with the large transportation projects, particularly Pacific Highway South were held. The Engineering Division is very pleased to have Kelly Jones, who previously worked for the Washington State Department of Transportation, as a new City employee.

The Public Works staff worked with staff from Highline Community College on a number of issues including planning for a number of new buildings and related improvements on

campus, a review of their Comprehensive Plan, and a determination of how their on-campus pedestrian and bicycle facilities will fit with non-motorized City facilities in the Des Moines Transportation Plan.

Des Moines Creek Basin Projects

The 70% design of the projects was completed in December and has been returned with comments. The Basin Committee met with the Sewer District on January 9 to brief them on the current status of the basin plan, and to discuss the use of the unutilized sewer pipe which would serve as the high-flow bypass for the basin restoration projects. The Sewer District Commissioners were engaged in the briefing and asked a series of questions to further clarify project details and the interaction between District projects and the proposed basin restoration projects. The meeting went well, and made it clear that there were numerous benefits to both parties to be gained from successful cooperation. The district requested assistance in working with resource agencies to develop a plan for construction of their new outfall, which has been stalled in the permit process for a number of years.

NPDES Permit – Phase II

A Washington Cities Association (WCA) and American Public Works Association (APWA) sponsored workshop took place in December to discuss the permitting process for the National Pollutant Discharge Elimination System (NPDES) permit for the city's stormwater system. In accordance with the Federal Clean Water Act, Phase II cities with populations between 1,000 and 100,000 located within urban areas, such as Des Moines, must submit a permit application no later than March 10, 2003. The application would address EPA requirements for all discharges of the stormwater system to surface waters.

To be included in the Des Moines NPDES application will be programs already in existence that meet the NPDES requirements. These programs include public education and involvement using the volunteer stream restoration and cleanup efforts, storm drain stenciling by the Girl Scouts, as well as placing articles in the City Currents and making information available at the Neighborhood Meetings, and through brochures issued through WRIA 9 Forum. Other requirements to be addressed in the application include completing the storm system inventory, adopting a maintenance and operation ordinance for public and private facilities, managing construction site runoff, and visually monitoring the discharges from the storm outfalls. Once a permit is issued, Des Moines will have five (5) years to fulfill those requirements.

Staff is presently developing a draft Interlocal Agreement (ILA) with the Des Moines Creek Basin Committee for construction and maintenance of the Des Moines Creek Basin Projects and Marine View Drive Bridge. This will be the fourth ILA between the Basin Committee members on this important project.

Pacific Highway South Project

In January, a joint meeting was held with all of the utilities that will be involved in the construction phase of this project. General coordination issues were discussed at this meeting, as well as the schedule for the preparation of final construction plans from each

utility. All of the utilities were waiting on final details from Puget Sound Energy (PSE) prior to finalizing their plans since most of the utilities want to share the PSE trench. Although PSE had committed to completing their design in January, they did not meet this commitment. They hope to complete their plans by mid-February.

In January, the focus of work was again on right of way acquisition. Our consultant worked on site-specific issues concerning parking and business signing for several of the more complicated parcel acquisitions. Staff spoke with several property owners and their attorneys on an individual basis to discuss their concerns related to specific parking, signing, and acquisition issues. Condemnation cases have been filed on several parcels. Staff, with the assistance of our Legal Department, has continued to negotiate on these parcels, and is still in active negotiation on a handful of remaining parcels.

Staff and CH2M Hill also held meetings to discuss the specifics of the three water quality/detention pond sites. New street cross sections were developed for the pond sites on South 220th Street and South 222nd Street to accommodate curb, gutter and sidewalk in front of the ponds. High voltage power exists along South 222nd Street and thus undergrounding of utilities will not be accomplished along the pond frontage; however undergrounding is being added to the South 220th Street site. The recently discovered high water table at the Kent-Des Moines Road pond site has complicated the design and construction plans for this site. In January, CH2M Hill's geotechnical engineers made a recommendation for the construction of an above ground detention tank. Staff is reviewing this recommendation, and additional meetings will be set up with the City of Kent for February.

In January, Council approved a contract for purchase and removal of the mobile homes. The homes are scheduled for removal in February.

Construction advertisement for the Pacific Highway South Project is currently scheduled for spring. The most difficult challenge to the schedule is completing any legal actions that may be necessary in situations where negotiations for land purchases have failed. A close second will be coordinating all of the utility relocations. Although we have draft plans from the utility companies, we do not have final plans from, or agreements with, Puget Sound Energy, AT&T, or Qwest.

Kent-Des Moines Road Improvement Project

During January no work was completed on this project due to limited staff time. Staff is currently reviewing a 70% preliminary set of plans received in July. Upon receipt of our comments, Reid Middleton, our consultant for this project, will complete their work on the plans, specifications and estimates.

This project is funded through the design phase by Transportation Improvement Board (TIB) funds and City funds. Staff continues to search for a source for construction funding of this project. However, due to the amount of City funds committed to two other projects (Pacific Highway South and 16th Avenue South), there is no funding available for a match on any grants obtained for this project. Although there are potential grants

available for the project, staff is not applying for them until a source for matching funds can be found.

Staff met with TIB staff in January. Since the project is not yet funded for construction, TIB and staff discussed temporarily shutting the project down until December of 2003, with a goal of completing the design phase for potential construction in 2004. TIB staff agreed that this would be an appropriate approach to this project.

Neighborhood Traffic Control Program (NTCP)

The temporary speed humps on 25th Avenue South have been installed. Some minor striping issues remain to be investigated. Permanent speed bumps will be installed this summer.

Street Vacations

Staff is working on two street vacation petitions at this time. One is located down in the Redondo area, and the other is located near the intersection of South 223rd Street & 19th Avenue South. Staff has reviewed all of the comments and concerns received from all of the utilities and other City departments and are nearing the point of being able to make a recommendation to Council for vacation with conditions. Staff is requesting input from the affected adjacent property owners on where retained utility easements should be located; and what a fair division of the vacated right-of-way should look like.

Public Works Street Department Personnel

Jack Bates, Senior Maintenance Worker, retired from work with the Street Public Works Maintenance Department after 13 years of service. His responsibilities included all work and maintenance operations in the south end of Des Moines from S 240th to the end of Redondo Beach. His duties will now have to be absorbed by other crewmembers, as his position was not filled due to budget constraints. He did a great job and crewmembers will miss him. We wish him good luck and enjoyment in his retirement!

Finance Department Highlights

Finance staff coordinated completion of authorization forms by departments for submittal to Washington State Purchasing CO-OP.

Met with representatives from Bank of America informally to discuss future banking services and RFP process.

Prepared procurement policy outline for discussion at Finance Committee.

Researched with City of Kent Midway Crossing sales tax and surface water fees for prior years. Determined that the 1995 payment of \$4,423.33 was never made.

Prepared analysis of Marina fuel rate structure comparing two alternatives addressing equalization of rates.

Invoiced Cities of Sea-Tac, Normandy Park, and Highline School District totaling \$75,000 for their share of the Mt. Rainier Pool's operating costs.

Invoiced 4th quarter and December 2002 grant activity totaling \$233,946.

Reviewed documentation on gambling taxes owed by Clayt's Tavern. Sent follow-up request to Court Administrator on status of court docket.

Discussed with State Auditor current budget and schedule for 2002 audit. Budget is for 556 hours at \$75.50/hour totaling \$41,978. The 2003 budget totals \$33,500. Offered proposal to reduce fees by assisting with preparation of schedules, etc.

Started outlining contents of 2003 public budget document.

Parks, Recreation and Senior Services Master Plan

The Ad Hoc Parks, Recreation and Senior Services Master Plan Committee is finalizing the 2003 Draft Master Plan to present to City council in February. The Plan recommends city and interlocal acquisitions, new development and repair and renovation projects and an accompanying financing strategy for implementation in 2003-2014.

Steven J. Underwood Memorial Park

Steven J. Underwood Memorial Park Phase I is complete except for minor punch list items and parking lot asphalt layment. Volunteer installation of the plaza and memorial will begin in the spring. Opening games and the park dedication is planned for July 2003. Park Phase I-B is in the planning stages. Staff is awaiting a design fee proposal for a third softball field and restroom facility to be completed in 2004.

Activity Center

The Activity Center project is 90% complete. Remaining work includes floor installation, plumbing for kitchen and restroom fixtures, installation of doors and hardware and electric ADA entrance, installation of coffee bar cabinetry, and hook ups for fire alarm, phones and data systems. Staff plans to begin Senior Services relocation by the end of February to be open for business by the second week of March.

Recreation Program Update

January Revenue	2003 Year-to-Date	2002 YTD
\$27,823.62	\$27,823.62	\$29,418.87

January Recreation Program Highlights

A total of 83 children enrolled in the Before and After School programs at Woodmont, North Hill, Parkside and Des Moines Elementary schools and another 80 children participated as drop in participants or as early release day participants.

The 2002-2003 Youth Basketball season is winding down with 607 participants in grades K-12. Teams are practicing in practice slots at 14 different facilities equaling out to 90 hours per week of practice time among the 61 teams.

Senior Center Division Statistics – January 2003

	2002	2003
Number of Meals Served	871	783
Fee Program Participants	553	585
Drop In Participants	1,026	2,302
Volunteer Hours	2,568	3,563
Total Revenue for January	\$4,738	\$7,156

Senior Services Update

Winter 2003 classes have strong registration. With the current economy, travelers are waiting until closer to travel dates to register, but senior center trips are doing well. New classes for winter 2003 include Weight Training for Seniors, Art of Islam, and Tango La Encantada. Senior center staff is planning for the upcoming move to the Activity Center.

Human Services Advisory Committee

James Street, executive director of the Reinvesting in Youth Program, gave a presentation to the committee at their January 28th meeting.

The committee has begun the update for the City of Des Moines 2003 Community Service Directory.

Civil Matters

The Legal Department opened 35 new files for civil matters, primarily advisory work to assist the City's operating departments; worked on five resolutions and three ordinances; prepared numerous responses to requests for public disclosure; and answered several requests from staff for legal opinions.

Prosecuting Attorney Matters

The Prosecuting Attorney filed 599 infractions and 139 citations in January 2003, which is a one hundred seventeen percent (117%) increase over the same period last year.

Redondo Boat Launch Project Management: A Request for Qualifications (RFQ) for construction management services was issued at the end of January. A public hearing was conducted by the City Council for the shoreline permits for the project. The last approval needed is from the Washington State Department of Fish and Wildlife (DFW). Reid-Middleton prepared a letter to DFW asking for prompt approval of the Redondo improvements.

Reid-Middleton has also revised the project plans to address the potential need to move the floating breakwater further away from the Redondo Fishing Pier. Steve Schunzel is mapping the environmentally sensitive areas at the Sola Property, which is adjacent to Wooten Park. The mapping analysis will be completed in early February, and will be

sent to Mr. Sola and to the Trust for Public Land. Staff is continuing efforts to acquire all or a portion of the Sola property.

Des Moines Memorial Drive

The Assistant City Manager attended the January meeting of the Des Moines Memorial Drive Committee. Susan Black and Associates is working on the historical assessment study. Traveling kiosks about the study will be installed in public buildings in the upcoming weeks.

Comprehensive Plan: Requests for amendments

No activity. The Port of Seattle has inquired about the process for re-initiating that agency's proposal to mine the earth within the Business Park area.

E-Government

A draft homepage was prepared and released for review by Council and staff. Work is proceeding on schedule. Corbitt met with Carmen Scott to discuss the display of her photographs on the new website.

TCI Cable Franchise

The Assistant City Manager and Lon Hurd (our cable service consultant) met with representatives of AT&T to continue negotiations on the draft franchise.

AT&T Cable Through Beach Park Tidelands

The Assistant City Manager completed additional research regarding potential rate schedules for the easement, and the issues surrounding AT&T franchise for service in unincorporated King County.

On-Site Records Storage Facility

A cost estimate was received for used storage racks. The Finance Department was asked to provide a summary of actual expenditures for archive services (including document-retrieval costs).

Pacific Ridge

The Assistant City Manager and Land Use Planner met with the UW students studying the area south of Kent-Des Moines Road and provided a tour of the area. The Assistant City Manager and Rick Sepler met with Priscilla Bell to solicit the College's input, involvement, and support.

Economic Development

Staff continues to work with Mr. Jack Spitz, an individual interested in establishing a cardroom along Pacific Highway South. Meanwhile, Walgreen's continues to study the Midway Furniture site. Staff continues to offer personalized service to anyone interested in investing in Pacific Ridge.

Police Personnel

In the month of January, Officer Mike Graddon completed the Field Training Program and finished his probation period. We are pleased to announce Mike has been given regular status with the department.

Officer Dave Shields was slightly injured in an incident where a subject rammed Dave's patrol vehicle with a motorcycle. Dave was in the process of getting out of the vehicle when the suspect hit the driver's door with the motorcycle. Dave is doing well and the suspect was taken into custody. He has since written a letter of apology to the officers.

There was some movement in the department during January as MPO Greg Haglund moved back to a patrol position. Officer Eddie Ochart is taking over the vacant traffic position. Eddie will be operating one of the two motorcycles in the traffic unit.

Statistical Data on Reported Crimes

The following is a comparison between January 2002 and January 2003. Included are a year-end total for 2002 and a running total for 2003.

Offense Type	January 02	January 03	% Difference	2002 Total	2003 Year-to-Date
Homicide	0	0	0%	0	0
Rape	2	2	0%	12	2
Robbery	3	2	-33%	29	2
Assaults	38	23	-39%	274	23
Burglary	13	16	+23%	157	16
Larceny	57	45	-21%	510	45
Arson	1	0	-50%	5	0
Motor Vehicle Theft	18	33	+83%	285	33
Other Statistics:					
Officers Assaulted	0	1	+100%	6	1
Clearances Adult Arrest	28	25	-11%	276	25
Clearances Juvenile Arrest	2	0	-100%	52	0
Calls for Service*	1,584	1,915	+42%	24,963	1,915

*You will note an increase in the number of calls for service from the totals previously turned in. Traffic stops have not been considered a call for service in the past, but now are included in the total.

SRO Update

School Resource Officer Barry Sellers reports that January was a fairly quiet month at Mount Rainier High School. The students settled back to work after their Christmas break, preparing for finals and the end of semester activities. SRO Sellers took advantage of the quiet time to work with school administration to develop a flip chart of emergency procedures. The flip chart will be distributed to all staff and will be used in an event such as a fire, lockdown, or emergency evacuations.

Homeland Security

The department receives continuing updates from the FBI and other federal agencies regarding the terrorist threat level and homeland security issues. Any information that is relevant to our geographic area is forwarded through the appropriate channels.

Masonic Home Expansion

The SEPA Determination of Significance for the Masonic Home Redevelopment Project was noticed in January. There were two comments on the DS. The DEIS will be completed in February. It is anticipated that the SEPA process will be completed by June. If all is successful, construction on this \$100 million project would start in 2005 with opening in 2007. For a project this size, that is a very aggressive time schedule.

GIS Application Development

A beta version of the GIS viewer was given to the Police Department on an unofficial level to test out. The Police Department is especially enthusiastic about this product. This application could allow police officers the opportunity to access orthophotography from their laptops allowing them to see the physical layout of a building before undertaking tactical maneuvers, greatly increasing officer safety.

Subdivisions/ Public Hearings and Related Activity

- Mediterranean Heights, 1211 S 272nd St, 11-lot subdivision. Applicant has submitted civil plans for review, and staff revisions are waiting at the Community Development counter for the applicant's engineer to pick up.
- Pacific Place Plat, S 268th Street and Pacific Hwy S, 34-lot subdivision. Applicant is responding to the latest minor revisions. The major land clearing & grading permit will be issued when the civil plans are approved.
- Williams, 909 South 278th Place 4-lot Development; - The owners home plans have finally been submitted for permit. Construction of this residence will close out this project.
- Jerry Bergman Modified Short Plat, 23922 7th Ave S, 2 lot short plat. Street improvements are substantially complete. Final inspection by Engineering is still necessary for closeout.
- Kris Tripp, lot line adjustment and major demolition and remodel of 3 dwelling units, 276xx 10th Avenue South, The applicant is demolishing the existing beach house and

- construction a soldier pile retaining wall. Plans for the oversized garage have also been submitted for review.

Commercial Project Review

- Zenith Viewpointe, Unclassified Use, mixed use condominiums/office space located at 23659 Marine View Drive S. Clarity in the review process has now been achieved by virtue of legal department correspondence to the applicant/appellants. Staff would like to schedule hearings for this project but Planning Agency members must first be appointed so that we can follow the process of review outlined in the DMMC for unclassified uses.
- The Cliffs; 22226 Cliff Avenue South, new 12 unit condominium- Landscape inspection was completed by development services and approved.
- Holy Trinity Lutheran Church, 2021 S. 260th Street, construction of a 21,000 square foot church- Construction is progressing, but still no final inspection.
- Furney’s Nursery, 21215 Pacific Highway South, An application was submitted for a building permit to build a new greenhouse. . Applicant has hired an architect in order to better design the plans.
- Discovery World Daycare Center; 22038 9th Avenue South. . Applicant has begun construction.
- Bjorneby Auto remodel, 22001 Pacific Highway South. Development Services has approved the project.
- South Shore Fellowship, 2038 South 222nd Avenue. Staff is waiting for design review requirements to be submitted.

Code Enforcement

Staff received 35 new complaints to respond to this month-- 43 cases have been closed for compliance. At the current time there are 108 open cases.

Development Services is using less confrontational methods to obtain compliance with portable signs throughout the city’s commercial areas. Staff witnessed voluntary compliance after addressing a group of business owners on this subject at a recent monthly meeting of the Des Moines Boosters.

Building Division

Permit Activity for January, 2003

104 permits issued:

Building Permits:	33	Average Fee: \$1,236.00
Plumbing Permits:	12	Average Fee: 60.00
Mechanical Permits	16	Average Fee: 85.00
Electrical Permits:	43	Average Fee: 144.00
Total revenue for January, 2003:		\$154,117

Compared to same period last year:

76 permits issued:

Building Permits:	29	Average Fee:	\$411.00
Plumbing Permits:	6	Average Fee:	178.00
Mechanical Permits	7	Average Fee:	114.00
Electrical Permits	15	Average Fee:	313.00
Total revenue for January, 2002:			\$52,768

The 104 permits that were issued in January represent the highest one-month total in the last two years. This high number reflects the fact that a large number of our citizens are remodeling and improving their homes as a fairly secure method of investment. This appears to be the beginning of a very busy year.

The Student Union building at Highline College and the Day Care center were submitted this month. Additionally, four associated permits have also been submitted. Three are interior remodels in three different buildings for office space that will be lost when the existing student union center is demolished and the large permit is for the temporary kitchen facility. The existing student union building now holds the cafeteria for the college. Both the Day Care center and the Student Union building are beautiful structures, both architecturally and structurally.

The Building Department has adopted the new 2002 National Electrical Code. The state adopted the 2002 NEC on January 1, 2003. The 2002 NEC has been substantially re-written in order to match the new International Code group.

Municipal Court

Month	2001	2002	2003	Difference	Filings		
					2001	2002	2003
January	\$ 26,704.89	\$ 52,075.26	\$ 57,368.58	\$ (5,293.32)	393	340	738
February	\$ 30,681.56	\$ 47,167.21			345	505	
March	\$ 29,873.72	\$ 57,123.23			464	748	
April	\$ 47,387.82	\$ 52,218.15			611	623	
May	\$ 42,080.22	\$ 52,413.61			527	636	
June	\$ 48,881.77	\$ 54,604.50			414	596	
July	\$ 49,763.38	\$ 61,246.52			610	1250	
August	\$ 60,418.96	\$ 66,830.85			757	1033	
September	\$ 63,589.03	\$ 47,215.62			396	502	
October	\$ 60,364.94	\$ 47,880.41			780	525	
November	\$ 65,060.26	\$ 55,760.35			559	723	
December	\$ 37,217.41	\$ 64,583.94			340	877	
Total For the Year	\$ 562,023.96	\$ 659,119.65	\$ 57,368.58	\$ (5,293.32)	6196	8358	738

Judge Hartl was appointed by Judge Dirk Marler, President of the District and Municipal Court Judges Association, to that Association at the January 10, 2003 board meeting. The Association meets monthly to improve the administration of the courts and to

recommend and support proposals to that end; survey and study the operation of the courts, the volume and condition of the courts, the methods of procedure and the work accomplished; and to promulgate rules for the administration of the courts.

Contracts Signed

The Public Defender contract was signed in January.

Redondo Boat Launch grant agreement with Washington State IAC.

Wood/Harbinger - for the initial phase of the engineering and design for the Marina Power Distribution System Upgrade Project.

In January Council approved a supplement to the agreement with the Transpo Group to cover the cost of their presentations to the City Council on the Transportation Comprehensive Plan and Transportation Impact Fees and that amendment has been signed.

After Council approval on January 30th, contract was signed with R. Custom Excavation for removal of mobile homes at Pine Terrace Mobile Home Park as part of the Pacific Highway South project.

Contract was signed with ThermaTech Northwest for asbestos inspection on the Ursino property, which was purchased for the Pacific Highway South project retention pond.

A Supplemental Design Agreement was signed with the State of Washington Department of Transportation to cover transfer of Federal funds from the Right-of-Way portion to the Design portion of the Pacific Highway Project.

Architectural Design Consultant- Steven J. Underwood Memorial Park Phase I-B

2003 Custodial Contract for City Buildings

Bids, RFP's, RFQ's

In February, the Marina staff plans to publish two requests for qualifications for engineering and design work at the Marina. The first will be for the Dry Stack Storage Project. The Council directed the staff to proceed with the planning phase of this project at the meeting of February 6th. The second RFQ will be for the engineering, design and permitting of the Marina's Expanded Guest Moorage Project. The Municipal Facilities Committee will review this RFQ before it is published.

The 10th Avenue Culvert Replacement Project will go out for bid in the next couple of months.

Contract services proposed from a land surveyor for surveying the property boundaries and drainage easement of the upper North Fork of McSorley Creek where the creek flows within a small 15-foot wide easement between several homes and to delineate the right-

of-way south of 265th Street in preparation for the Marine View Drive/Woodmont Drive Culvert Replacement Project, a CIP project, which will be done this summer.

Staff is negotiating with KPG for 2003 Arterial Maintenance project design, and with CH2M Hill for construction services for the Pacific Highway South Improvement Project.

Renewal of existing contract with AMEC Environmental for continuing the operation and maintenance and groundwater testing of the Public Works Yard Underground Fuel Storage Tank Remediation Project.

Bid advertisement in March for construction management services for Redondo Boat Launch.

Interlocal Agreement with Federal Way Public Schools for development and use of Woodmont Elementary School Soccer Field.

Equipment purchase and system lease agreements for Activity Center Phone and Data systems.

TP:sb