

City Manager's Office

December 27, 2004

To: City Council

From: City Manager

Re: Monthly Report for November

Bomb Threat

On 11/1/04, officers responded to Mt. Rainier High School after the school received a bomb threat via the phone. The call was received by a student who assists in the office of the high school. The caller stated "I'm gonna come blow up the school" and hung up. The phone immediately rang again and the same person stated "I'll be there in 10 minutes" before hanging up. School staff and Highline School Security decided not to evacuate the school due to the lack of validity surrounding the threat.

Community Service Officer Report

During the month of November, CSO Seaberry reported making presentations at several community meetings. These meetings included Stranger Danger talks with parents and students of West Minister Preschool, and parents of St. Philomena students. The meeting at St. Philomena was a follow up to a meeting with the parents about registered sex offenders who live in the area. She will be conducting a Stranger Danger talk with the students of St. Philomena next. She also conducted a child seat education for preschool students of Marvista and Olympic Elementary Schools. Using each child's height and weight measurements, SRO Seaberry determined the proper child safety seat device for that child and sent the information home with each student.

School Resource Officer Report

SRO Sellers reports responding to 22 calls for service at the high school during the month of November. The calls for service ranged from assaults, thefts, trespassing and a variety of other issues. He indicated gang graffiti around the school has increased significantly. Much of the graffiti is in reference to the homicide that occurred in our city in October. At the South King County SRO meeting, many of the schools indicate they are also experiencing an increase in gang activity and graffiti on their campuses. SRO Sellers has also been asked to sit on the Safe Schools Committee for Mt. Rainier High School and Highline School District. The committee meets on a quarterly basis to deal with safety and security issues on campuses within the school district.

Upgrades to Boat Repair Yard Building

The goal of this project is to remove all of the non-compliant storage areas in the building, to install a firewall between the shop and retail area and to rebuild the restroom to make it ADA accessible. A local firm, WRE Construction was hired by the Marina to install the firewall and remodel the restroom. They have completed their part of the project. The Marina maintenance staff has some painting and minor electrical work to complete and they expect to finish the project before the holidays.

Upgrades to the Marina Electrical System

This is one of the projects that is scheduled for the first phase of the Marina Master Plan. There are two reasons why it is necessary to do this project at this time. First, the electrical distribution system that services K, L, M and N docks does not have enough capacity to meet the demand for electricity from the tenants. The original distribution system has had some minor upgrades over the years, but the transformers and distribution wires are undersized for the amount of electricity the tenants are currently using. Second, the timber bulkhead will have to be replaced in phases over the next decade but the main medium-voltage distribution cables are located right behind the bulkhead and they will have to be moved before the bulkhead can be replaced. Like the bulkhead, the electrical distribution system will be replaced in phases over the next decade.

This project is the first part of a multi-phase project. The remaining phases of the project will take place as the Marina is rebuilt over the next decade. The scope of work for this segment of the project is:

1. Installation of new medium voltage service to the Marina. The new metering equipment and new switchgear will be located near the center of the Marina, at the bottom of the Waterford Steps.
2. Installation of sectionalizing cabinets, transformers and distribution system for the medium voltage system, including manholes, duct banks and wiring.
3. Low voltage distribution system, including transformers, distribution switchboards, manholes, duct banks, seawall pull boxes and wiring.
4. Dock distribution system including gangplank cable and hose carriers, panel boards, transformers and wiring.
5. Upgrades to the telephone system, including hand holes, duct banks, seawall pull boxes, 911 call boxes on N dock and wiring.

The project went to bid on November 12, and four bids were received. They are listed below.

Company	Home Office	Base Bid
Elcon Corporation	Everett, WA	\$657,500
Burke Electric	Bellevue, WA	\$1,072,456
Amaya Electric	Lakewood, WA	\$717,760
Valley Electric	Everett, WA	\$789,580

The Marina's engineer/consultant, Wood – Harbinger Electrical Engineers reviewed the proposals for compliance with the bid requirements, (including the experience requirements), and they are recommending that the City accept the low bid submitted by Elcon, Corporation. The budget for the project is projected to be \$775,596. This amount should be enough to cover the base bid and the cost for the new service entrance provided by PSE. PSE has estimated the cost for providing a new service to be \$40,000, which would leave about \$78,000 for contingency.

Redondo Boat Ramp Improvements

The last issue remaining between the City and the Contractor on the project has been resolved and the project should be closed out before the end of the year.

Guest Moorage, Launching & Fuel Sales

Boating activity usually declines significantly after Labor Day and this was a typical year. There was some reduction in boating this last season. In the staff's opinion, this was due mainly to higher fuel prices. As of the date of this report it looks like the Marina will meet its overall revenue goals for the year.

Audit 2003

Updated the financial statement note disclosures based on comments received from Auditor's Office in Olympia. Exit conference was held on November 23. Audit opinion was unqualified with no exit items to be resolved. The Single Audit Data Collection form was mailed on November 30. 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.

Finance Department

Credit card merchant accounts were activated for the Community Development and the Police Departments during the month. Staff will be trained in December on using the internet for credit card transaction processing.

Finance Director reviewed King County's DDES fee structure and worked on adapting their methodology to an hourly billable rate for the City's development work by Community Development and Engineering staff.

Accounts Payable Clerk set up an account with Key Bank to review credit card transactions on-line. This process will enable Finance to review credit limits prior to issuing cards to individuals. Also, goal is to download credit card information into spreadsheet format that can be uploaded into financial system eliminating data entry step.

Accounts Payable Clerk set up an on-line purchasing account with Office Depot to facilitate price comparisons with other vendors.

Effective November 1, armored car service deposit pickups were reduced to two from three eliminating the Park and Recreation deposit pickup. Procedures were established for transporting Park and Recreation's deposit to City Hall.

Staff Accountant has set up procedure to remove stale-dated checks off outstanding check listing on an on-going basis to satisfy State Auditor's management comment.

Des Moines Beach Park Master Plan and Historical Survey Updates

Architectural consulting firm Artifacts completed the Des Moines Beach Park's nomination for National Historic Designation in November. The project will be reviewed in January, 2005.

Project funding requests were submitted to Washington State Legislators Keiser, Uptegrove and Schual-Burke requesting \$2.6M in capital funds to support historic building rehabilitation.

Based on Council input, Consultant Project Management Northwest is developing the "Community Heritage" option as the preferred option for the Des Moines Beach Park Master Plan and has prepared cost estimates for the rehabilitation of historic buildings located within the park. Progress on plan details; including parking, signage, paths, trails, and Overlook II Park will be reported to Council in January 2005.

The reports will relate to present conditions in the park including building deterioration and tie-ins with improvements to the Marina and the Des Moines Creek Trail which are proposed or underway. Council's focus on economic development in the downtown area will also contribute to the Park's future uses.

Steven J. Underwood Memorial Park

Electric easements with Puget Sound Energy for the use of City and US Postal Service properties are completed. Staff ordered a survey of the alignment for the electrical easement to be included as part of the agreement between the City and PSE. The documents have now been notarized and returned from Puget Sound Energy and the project will be released to the Project Manager for construction by the end of December.

Volunteer Projects

Final fall cleanup was completed at the Des Moines Flag Memorial. Members of the Des Moines Kiwanis Club cleaned and weeded the entire area and planted bulbs that will add vibrant spring color.

Recreation Program Update

November Revenue	Year-to-Date	2003 YTD
\$36,993.75	\$522,552.85	\$476,077.62

Before and After School Program

During the month of November, Before and After School participants at Des Moines, North Hill and Parkside Elementary School in the Highline School District and Woodmont Elementary School in the Federal Way School District numbered 95.

Another 57 children participated on a drop-in basis or on an early release day. An additional 27 children participated in our Conference Week Camp during the Thanksgiving week break.

Dodgeball

Yes, that’s right Dodgeball! Our new Dodgeball League concluded in November with 5 teams participating in the festivities on Wednesday evenings at the Field House. Teams enjoyed 7 game nights and had lots of fun playing the game we all remember!

Senior Center Division Statistics – November 2004

	2003	2004
Number of Meals Served	756	1,145
Fee Program Participants	155	292
Drop In Participants	1,212	779
Volunteer Hours	2,315.25	1,880
Total Revenue for November	\$2,529	\$6,794

Senior Services Advisory Committee

The committee held a meeting on Friday, November 12th. Agenda topics included approval of the September minutes, our Power Point Presentation to Normandy Park City Council on December 14th (presenters were Mack Van Wyk, Kaylene Moon and Sue Padden), results of our focus groups, discussion of our response to a senior who sent a letter to the committee, potential new committee members for our vacancy, and an update of the Parks, Recreation and Senior Services budget. The committee was asked to review the focus group responses for ideas for our 2005 committee projects. Our next meeting will be Thursday, January 27th, 2005, 3 p.m. at the Activity Center.

Highline School District

A SEPA appeal was filed by the School District regarding the Mt. Rainier High School mitigation. Specifically, HSD is contesting off-site improvements and walking trail requirements within its property. Staff has met with the District to discuss its position. We will keep working with the District on reaching a settlement.

Revised SEPA and design submittal was filed by the District in mid-November. The plans are currently under review.

North Hill Elementary construction is moving along reasonably well. Work is currently focused on roofing, plumbing and electrical. The “dirt issue” isn’t finished, but has been managed in a way that alleviates flooding concerns of adjacent properties during the winter.

Development Services Division

- Blueberry Lane, 199XX Des Moines Memorial Drive 70+lot PUD. Applicant is working with staff to find the best street and possible park layout for the project. This project is double the size of the largest project ever developed in the City.

- Cedarbrook Plat/PUD, 24xx South 240th Street, 29 unit attached SFR townhome subdivision. The final plat revisions and other material came in late and left very little time to review. Staff cancelled the Council December 9th meeting date and rescheduled for January 13th.
- Graceview Planned Unit Development, South 234th & Kent-Des Moines Road, 27-lot PUD. No change. Developer is trying to sell the preliminary PUD to another developer.
- Tobin Plat, 253xx 16th Ave. S, 6-lot subdivision. Construction related to this project is now being deferred until spring 2005.
- MacFarlane Homes Short Plat, 625 S 240th Street. One building permit has been issued.
- Grande Family Trust Short Plat, 23127 Marine View Drive South. 3-lot short plat. This short plat will remedy a nonconforming situation where there are now three houses on two properties. The application was submitted on August 2, 2004. A notice of complete application was sent on August 27, 2004 and the public comment period will end on October 8, 2004. All department comments for the short plat and civil plan review were received on September 2, 2004. All comments and redlines were forwarded to the applicant during the second week of September. Revised Civil Plans, Survey and Street Maintenance Agreement submitted October 27th. The survey needs minor revisions and may be submitted in mylar form, the street maintenance agreement and civil plans need to be revised and resubmitted. The applicant picked up the comments on November 9th.

Commercial Project Review

- Walgreens, 23003 Pacific Hwy. South, The building permit application was reviewed by Development Services staff. Issues related to wall height, light and air space for future building construction and signage are issues were identified. These issues were discussed with the applicant and they have indicated that they will redesign the wall using a combination of better materials, landscape, and dual purpose building/retaining wall to break up the mass as much as possible. Signs are also an issue. Our code appears to be overly restrictive for sites with multiple access point close to intersections.
- Oh Casino 258xx Pacific Highway South, 14,000 square foot Casino and Restaurant, Building permit submitted and routed in mid November.
- Ohrt, 218xx 20th Avenue South, 2.2 acre office/warehouse development, Landscape improvements were installed. No final inspections requested yet.
- Rainier Truck; 24225 Pacific Highway South, No change. The building permit has been approved by the Department. It appears that the City of Kent and the applicant are getting closer to reaching terms on the cost of in-lieu frontage improvements. However, right-of-way acquisition for utility structures related to Highway 99 improvements may require condemnation which is causing some consternation.
- Cingular Cellular antennae application, Des Moines Field House; Applicant is calling for an additional landscape inspection to finalize project.

Miscellaneous

- Wayne Bader Appeal, 21938 Marine View Drive South. The Hearing Examiner heard Mr. Bader's appeal on August 10th. The Hearing Examiner upheld Administration's denial of building permit application (B2004-0177) for a new carport primarily because the appellant did not show any evidence of business activity on the property. Mr. Bader's LUPA appeal will be heard on February 28, 2005.
- Linda Leonard Appeal, Code Interpretation Appeal. Appeal to the Hearing Examiner to dispute staff's interpretation of DMMC 18.40.230 which determines whether a single-family residence may be developed on a substandard size lot. Staff determined that a 4,000 square-foot lot in Redondo (on 9th Avenue South) is not developable for a single-family residence under this code section. The City Clerk is working on a hearing date for January or early February.

Code Enforcement

New cases 26
Cases closed 24
Cases currently open 142
Total new cases, year to date 399
Total closed cases, year to date 378

Staff has been receiving numerous complaints regarding some properties located in the City of Kent. Code enforcement does not appear to take any action on property up on the highway. By us contacting the property owner and explaining the violations, three of the properties have been cleaned of all debris and homeless camps and have been fenced.

Building Division

Permit Activity for November 2004

121 permits issued:

Building Permits:	24	Average Fee:	\$710
Plumbing Permits:	29	Average Fee:	89
Mechanical Permits	24	Average Fee:	81
Electrical Permits:	44	Average Fee:	126
Total revenue for November 2004:			\$48,833

Compared to same period last year:

65 permits issued:

Building Permits:	19	Average Fee:	\$2,591
Plumbing Permits:	9	Average Fee:	74
Mechanical Permits	11	Average Fee:	274
Electrical Permits:	26	Average Fee:	113
Total revenue for November 2003:			\$83,828

The Building Division conducted 629 inspections this year compared with 412 inspections last year. This year's permit total is 1,428.

Due to the number of inspections, all building personnel are in the field at some time during the week performing inspections. The Building Division continues to experience unusually heavy workloads.

Marine View Drive Bridge

Staff continues to coordinate the project with all of the involved utilities. Additional modifications have been made to accommodate Puget Sound Energy's gas main and Water District 54's water main. Both utilities now plan to have temporary facilities constructed while the permanent facilities are relocated. Qwest has submitted a utility agreement for the relocation of its facilities as part of the bridge project, but after consideration of the terms of the agreement and the timeframe for advertising the project, staff has indicated that they need to hire their own contractor for their work.

Re-application for all environmental permits for the project was submitted August 27. A Department of Fisheries hydraulic permit and Army Corps NW27 wetland permits have been received as well as re-concurrence for the Biological Assessment (BA). The Department of Ecology (401) permit is expected in early November. Difficulties have been encountered while the project was being reviewed by NEPA (National Environmental Protection Act) officials, resulting in a delay of bidding the project. Due to awareness of placing the City's Parks Department buildings on the National Historic Registry, additional consultation was required by the State Office of Historic Preservation. Staff is working with Park's staff to provide the information needed to complete this review and achieve approval for the project as quickly as possible.

The pre-final plans have also been sent to the Washington State Department of Transportation (WSDOT) for their review and all comments are now being incorporated into the plans. If the project can achieve environmental clearance, the project can be bid for construction in late December with construction starting in February 2005.

Des Moines Creek Basin Projects

The pre-load earth work for the berm of the regional detention facility is complete and the site is stabilized for winter. Next spring, the berm will be graded to its final elevation and the major excavation for the facility will begin. Also, in 2005, the stream bypass pipe will be constructed, utilizing the abandoned Midway Sewer pipeline. Completion of these projects is expected in 2006.

Pacific Highway South Project

On November 16th we celebrated with the ribbon cutting ceremony in the Bartell Drug parking lot. Invitations were mailed October 27th to the Council, funding partners, local dignitaries, businesses and owners along the project, the consultant, contractor, subcontractors, and City employees. The Project is nearing completion. The new Welcome signs and the sailboats have been installed. The contractor has some final touchup work to do on these items. Lights were installed at the signs and in the median.

King County Metro installed all of the bus shelters, and the bus shelters lights will be connected in the near future. The new carpool/business access lane has now been opened. The landscape is approximately half complete. All of the new signals are now operational, including a new pedestrian activated signal near the Taco Bell property. Intolight, the lighting provider for Puget Sound Energy, will continue over the next several months to complete lighting installation and wiring work – as well as repainting poles that did not meet standards.

Landscaping will be completed in December and January while the trees are dormant. Weekly meetings are continuing between the various project managers for the City, contractor, consultant and utilities.

The Contractor has begun punch list work including: final touches on the sailboats, cleaning the entire storm drainage system, repair work on curbs and sidewalks, installing remaining fences and railings, reconstructing some asphalt patches, repairing some pavement that did not meet smoothness standards, and completing the landscape work.

The new dedicated right-turn lane from westbound Kent-Des Moines Road to northbound Pacific Highway South will be opened as soon as the signs on the sign structure above the road are relocated and the sign lights are replaced and relocated. This signing work should be done in late December.

South 216th Street / 24th Avenue South Signalization Project

KPG continued work on the South 216th Street / 24th Avenue South Signalization Project. Right of way (ROW) needs have been established. Staff has contacted property owners to discuss ROW acquisition. Three of the needed corners have been acquired. The final ROW appraisal and agreement are under review by the Port of Seattle.

Block Grant Projects

Great progress is being made on the Design portion of the South 216th Street Pedestrian signal (Wesley Signal). It is at 60% and staff is working on easement issues with Wesley Homes.

Neighborhood Traffic Control Program (NTCP)

Petitions were circulated in the month of November for neighborhood approval of the 2004 NTCP projects at 8th Avenue South (200th-204th) and 20th Avenue South / South 229th Street (south of Mt. Rainier High School).

S. 212th Street between Des Moines Memorial Drive and 7th Pl. South

Highline Water District is nearing completion of the South 212th Street pedestrian walkway.

Contracts Awarded and Signed in November

- PEG Equipment Installation with JW Tel-Tronics, Inc.
- Artifacts Architectural Consulting- Amendment to Agreement
- Purchase Order for two PDA's, software and license.
- Agreement w/City Kent for Kent-Des Moines/Pacific Highway S. Intersection

Bids, RFPs and RFQs

- HVAC Upgrade – Council Chambers (January/February)
- Bids for Marine View Drive Bridge (December)
- R/W Agreement with Port for last property on 24th/216th Signal