

## *City Manager's Office*

May 17, 2004

To: City Council

From: City Manager

Re: Monthly Report for April

### Police Department Personnel

During April, Officer Mike Graddon completed the necessary courses to earn his Drug Recognition Expert (DRE) certification. He is the first officer with our agency to become a DRE. With more drivers operating motor vehicles while drug impaired, DRE's are playing an important role in law enforcement. It is hoped that Officer Graddon is only the first of many officers who attain this beneficial certification.

### Community Service Officer Update

During the month of April, Community Service Officer Tonya Seaberry attended the Washington State Crime Prevention Conference. She is eager to put some of the information she learned to use, in particular the program on dementia patients and hosting an AARP fraud seminar for senior citizens. She also participated in a Youth Safety Social at Saddlebrook Apartments. There were 19 participants in the event.

CSO Seaberry facilitated two child car seat educational classes at the White Center Public Health Office for Vietnamese and Spanish speaking families. She also spoke about personal safety and awareness at the Judson Park Health and Wellness Fair.

### 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. Law enforcement agencies in King County have consolidated efforts in grant applications for federal funding in the area of Homeland Security. This partnership effort has made possible funding for training and equipment, which wouldn't have been available to smaller agencies otherwise. As a result of this funding effort we have obtained Hazardous Materials Suits and some Breathing Assistance Masks. We are in the process of procuring additional Breathing Assistance Masks to equip all first-line responders.

### Statistical Data on Reported Crimes

The following is a comparison between April 2003 and April 2004. Included are a year-end total for 2003 and a running total for 2004.

<b>Offense Type</b>	<b>April 03</b>	<b>April 04</b>	<b>% Difference</b>	<b>2003 Total</b>	<b>2004 YTD</b>
Homicide	0	0	0%	0	1
Rape	2	1	-50%	14	1
Robbery	2	7	+250%	28	19
Assaults	32	28	-13%	287	87
Burglary	22	30	+36%	202	97
Larceny	34	59	+74%	518	236
Arson	0	1	+100%	1	4
Motor Vehicle Theft	26	34	+31%	289	150
<b>Other Statistics:</b>					
Officers Assaulted	0	0	0%	7	0
Clearances Adult Arrest	30	41	+37%	320	131
Clearances Juvenile Arrest	5	10	+100%	50	33
Calls for Service	1,917	1,945	+1%	22,823	7,587

#### Washington State Criminal Justice Training Center Vehicles

Public Works staff has been working with the Police Department on negotiating a possible Interlocal Agreement with the Washington State Criminal Justice Training Center. Vehicles from the Training Center will be serviced by the City Equipment Rental employees, which will save the Training Center money and reduce City equipment rental fees. In addition, the Police Department will get the use of the Training Center's shooting range. The Interlocal Agreement will be presented to Council in May.

#### Public Works Project Costs

At City Council's request, the Public Works Department did a study of their consultant and construction project costs versus the awarded dollar amounts for the years 2002 and 2003. Council's concern was regarding the use of contingency funds. The Public Works

Department has a very good history of using little or no contingency funding on our contracts.

#### South Access/SR-509

The Public Works Director is continuing to monitor the proposals being put forth by the Port of Seattle regarding the airport South Access after SR 509 is constructed. The Port continues to consider using 28<sup>th</sup>/24<sup>th</sup> as their South Access. The Public Works Director continues to voice his concerns regarding these proposals, and to push for a separate South Access as originally agreed to by the SR 509 Executive Committee.

#### Bus Shelters

Public Works staff is working with Council members who are interested in the installation of additional bus shelters around town.

#### Marine View Drive Bridge/ Des Moines Creek Basin Projects

Funds are expected to be obligated toward the bridge project from the Des Moines Creek Basin Committee. However, because these funds are also tied to the Des Moines Creek Basin Projects, these funds will not be obligated toward the bridge project until the fourth Interlocal Agreement of the Basin Projects has been approved by all parties. The Interlocal Agreement (ILA) includes provisions for funding and maintenance of the Marine View Drive Bridge as well as a Regional Detention Facility (RDF), creek high flow Bypass Pipeline, Flow Augmentation Facility and Habitat Restoration. The City Council approved the document on March 11. Of the five parties involved, all have approved the ILA except King County, where the ILA has been placed on the Natural Resources and Utilities Committee for a detailed review. The ILA is expected to be approved by the King County Council by the end of May. With approval of the ILA, the bridge project could be bid for construction as early as mid-September with construction starting in October.

Under the draft agreement, the total amount of contribution from Des Moines towards construction of all of the projects, including the bridge, is \$300,000. The 2004 CIP includes \$100,000 of Surface Water Management (SWM) funds going to the bridge with \$200,000 going to the Des Moines Creek Basin Projects. In addition to the construction funds, the Des Moines Creek Interlocal Agreement will include provisions for ongoing operation and maintenance of these facilities as well as a fund for replacement and major repair.

At least two bridge interlocal agreements for utility work will need to be prepared. Staff is presently negotiating agreements with Seattle Public Utilities (SPU) for the relocation of a 24-inch water main and for a contribution by Midway Sewer District to the project for placing their new outfall within the bridge undercrossing. The Midway Sewer District ILA is anticipated to be ready for a May Council meeting. The SPU ILA may be ready by June or July. Water District #54 has also expressed interest in entering an ILA for the relocation of their water main.

### Drainage Inventory

Staff is preparing an inventory map of the entire City drainage system. This involves collecting field information on more than 77 miles of drainage piping, 15 miles of ditches, nearly 3,500 catch basins and manholes, and 50 detention and water quality facilities. All of the field information has now been collected. This information is now being entered into the City Graphic Information System (GIS). The GIS mapping is expected to be complete by the end of the year.

When complete, the city drainage inventory will be a very useful tool for tracking maintenance activities, for locating problem areas, identifying capital improvements, and providing drainage information to developers.

### Surface Water Management (SWM) Utility Rate and Efficiency Study

Financial Consulting Solutions (FCS) Group presented the draft Efficiency Study to Council on April 8. The draft study included recommendations for both engineering and maintenance staff and included items such as the need to define levels of service (maintenance), developing a system for tracking maintenance activities, improving the complaint management system, improving vactor truck operation (accessing water and decant disposal), tracking street sweeping, the need to evaluate engineering staff time used in development review, and budgeting impacts related to the upcoming National Pollution Discharge Elimination System (NPDES) permit. Council asked staff to prepare a response to the study. This response is expected to be presented to Council in June.

The target date is to complete both the Utility Rate and Efficiency studies by July 2004 to allow any rate adjustments to be made in the 2005 budget cycle.

### Pacific Highway South Project

The utilities and Ceccanti have agreed to split the project into two sections for the utility undergrounding work. The section of the project south of 224<sup>th</sup> Street has now been completed and “energized”. Notices were sent and owners have begun making arrangements to connect their utilities to the new underground system. The north section was completed during the first week in May.

PSE also completed the lateral relocation of the tall high-voltage power poles on the north end of the project. Ceccanti completed their installation of the underground utilities on the north end of the project. PSE, Qwest and Comcast are almost done installing wire in the new system on the north end so it can be energized. The 90-day notices were sent to business owners on this portion first part of May. Construction on the retaining walls was completed in April. Staff has been working with the contractor to test anti-graffiti products to put on the retaining wall surfaces. Wood fences have been installed along the top of the wall at Pine Terrace. Other walls will have metal hand railing installed. Ceccanti is finishing the drainage work, including drainage crossings on the west side of the road.

There are currently several small change orders under negotiation with Ceccanti and with Puget Sound Energy. Most of them relate to changes in utility locations as a result of

unanticipated underground conflicts, and changes related to recent settlements in right of way acquisitions.

A meeting was held between Ceccanti, City staff, and many of the design consultants to review the project aesthetics. An effort is being made to evaluate any opportunities there may be for inexpensive aesthetic improvements to the project that would add significant value to the overall product. Currently, the group is evaluating installation of concrete stamps with brass medallion at bus stops. This concept was developed in the approved design plan, but did not get included in the contract.

Weekly meetings are being held between the various project managers for the City, contractor, sub-contractors and local utilities. The pond sites on South 220<sup>th</sup> and 222<sup>nd</sup> Streets are being used by the contractor for storage and staging of project materials. Ceccanti has almost completed reconstruction of these side streets, changing the grades to allow for better sight distance on approach to the intersections with Pacific Highway South. This work proceeded faster than planned and reduced actual road closure time. Ceccanti has completed most of the driveways, curbs and gutters and is currently working on sidewalks on the west side of the Highway. During April, traffic was shifted to the west side to begin the curb, gutter, driveway and sidewalk process on the east side.

Staff is receiving calls from property owners on Pacific Highway South concerning their particular businesses, including where and when construction will start, driveway access and construction, and permits for constructing their on-site improvements such as walls, parking lots, etc. Adjustments to original driveway plans have been made on a couple properties at the request of the owners. Tenants are contacted to discuss timing of the work in front of their properties. A telephone hotline has been established for the project (206.870.1179). The hotline recording is updated weekly with the project schedule. Messages can be left on the hotline answering machine and CH2M Hill checks those messages daily. The construction schedule information is also updated weekly on the City's website. A flyer with the general timeline of the project was sent to property owners and businesses along the highway in August. This flyer was updated and posted on the website. Updated project information will appear in the next City Currents. Ceccanti has been installing signs each day indicating, "Businesses Open During Construction" along the worksite, and has also been using flaggers to assist with construction vehicles and motorists turning in and out of businesses.

Right-of-way acquisition has now been completed. The last property was settled prior to actual trial and Council approved the settlement on April 8, 2004. Our consultant, attorneys and staff have worked on site-specific issues such as parking, signs, driveways, etc. for the more complicated parcel acquisitions.

Council has approved two agreements between the cities of Kent and Des Moines regarding the design and construction of the shared stormwater pond at the south end of our project. Work is beginning on this site. Staff is currently working on an agreement with City of Kent covering the shared construction costs of the Pacific Highway South/Kent-Des Moines Road intersection. This agreement is scheduled for presentation to Council in late May.

### Arterial Maintenance

A new chip sealing process was done in 2003 in an effort to preserve as many streets as the budget allowed in the “good” pavement rating category, and we did accomplish 5.52 miles of preventative maintenance. However, Council has requested that staff investigate adding a slurry seal to improve the aesthetics of the chip sealed streets. Staff is monitoring the chip seal work that was done in 2003 and is working with both the manufacturer of the oil and the design consultant to evaluate its long-term performance. Currently it appears that the chip seal has not properly healed. This may have been caused by improper installation methods. A credit was received for a problem area on Woodmont Drive that did not adhere properly. The remaining areas are being evaluated, and the consultant and the City will be contacting the Contractor to discuss additional work that may be required under the warranty. Ideally, this would consist of re-chip sealing the streets that have lost a substantial amount of chips; however, because of Council’s concerns about the chip seal appearance, staff will be evaluating slurry seals where they can be used appropriately. Although, much of the chips have worn away in some areas, a substantial benefit has still been obtained from sealing the streets.

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

On September 26, 2002, Council moved to have the project designed with underground utilities. This direction was given to our consultant who began contacting the utilities in November and December about coordination of the undergrounding process. A design agreement as required by the undergrounding tariff will be prepared for Puget Sound Energy’s (PSE’s) portion of the work. Minimal work was done in January on this project since staff’s time is dedicated to the Pacific Highway South project, and development projects. However, KPG has delivered a set of plans for the work that can be completed without having a design from PSE. In June 2003, staff met with KPG to review the financial impacts of the added undergrounding work on the project, and to prepare a package for a design agreement with Puget Sound Energy. Staff hopes to bring the PSE agreement to Council in June 2004. KPG cannot proceed on the project without input from PSE’s designers. PSE designers will not begin the project until the City has entered into a design agreement with them.

The design for this project is scheduled for completion in 2004. Staff continues to search for construction funding for this project. Transportation Impact Fees were approved by Council to begin in July 2005. Until then, or unless some other source of funding becomes available for City matches, staff is unable to apply for any grants or loans at this time.

### Kent-Des Moines Road Improvement Project

This project is funded through the design phase by Transportation Improvement Board (TIB) funds and City funds. Staff continues to search for construction funding. However, due to the amount of City funds committed to two other projects (Pacific Highway South and 16<sup>th</sup> Avenue South), there is no funding available to use as a match on a grant application. Although there are potential grants available for the project, staff is not applying for them until a source for matching funds can be found. Transportation Impact Fees will take effect in July of 2005.

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

KPG continued work on the South 216<sup>th</sup> Street/24<sup>th</sup> Avenue South Signalization Project. Right-of-way (ROW) needs have been established. Staff has been contacting property owners to discuss ROW acquisition. Purchase and sale agreements are being prepared at this time.

### S. 212<sup>th</sup> Street between Des Moines Memorial Drive and 7<sup>th</sup> Pl. South

Highline Water District has completed plans for the closure of South 212<sup>th</sup> Street, including a walking trail connecting Des Moines Memorial Drive and 7<sup>th</sup> Place South.

### Local Improvement Districts (LID)

Two years ago, staff received interest in forming some new LID projects. Due to limited staffing, and other budget issues, staff informed the interested parties that the City could not currently undertake such complex, time-consuming projects; but that they should check back in two years' time. Two years have past, and staff has again received interest in forming a new LID project. LID's tend to be complex, time-consuming projects.

A group of citizens began this process over three years ago. They have recently indicated they would be willing to do much of the groundwork needed to form an undergrounding LID on 8<sup>th</sup> Avenue South in Redondo. In August 2003, one of the citizens compiled estimate information and other details to present to staff in hopes of bringing the LID to council in the near future. There has been little progress made on this item due to limited staff availability; however, the citizen continues to express interest.

We recently received another inquiry about paving S. 223<sup>rd</sup> Street. We have furnished some information about the LID process to the citizen; however, this issue will require substantial staff time. Engineering staff does not like to discourage neighborhood efforts to improve local streets. When Pacific Highway South is complete, we hope to be able to provide this worthwhile service.

### Street Vacations

Staff is working on two street vacation petitions at this time. One is located in the Redondo area, and the other one is located on South 208<sup>th</sup> Street right-of-way (between 11<sup>th</sup> Avenue South and 12<sup>th</sup> Avenue South). Council approved the So. 208<sup>th</sup> St. vacation on May 13. Staff has requested input from the affected adjacent property owners in the Redondo vacation area as to what a fair division of the vacated right-of-way should look like.

### King County Water District #54

King County Water District #54's insurance company has denied the claim for the street restoration work for the water main break that occurred on South 216<sup>th</sup> St. and 11<sup>th</sup> Avenue South. Staff is working with a consultant engineer on a report that is expected to show a continued deterioration of the road since the main break.

### Equipment Rental Division

The first new patrol car is in service with all new lights. Kustom Signals installed five in-car cameras in Police vehicles not already equipped with video cameras.

### Highline School District

Things are slowly progressing on the new Mt. Rainer High School project. The designers are starting to ask specific questions about drainage, landscaping, etc. A major meeting to discuss Olympic Elementary school is scheduled for May 26<sup>th</sup>.

The North Hill Elementary School building permit is ready to be issued. The land clearing and demolition permits have been issued.

Community Development revenue to date is \$422,125.

### GIS

The GIS coordinator reviewed a demonstration of Digital Map Products CityGIS2, a GIS viewer product. This software allows non-technical staff to view/print/query GIS data in an internet browser format.

The address database building footprint is complete. This project is now entering the field verification phase. The GIS coordinator has broken the city out into a grid and will distribute maps to Fire & Police for verification. This is anticipated to be completed in the fall. A prototype map sheet for use in a citywide address book is continuing to be developed. This map sheet will be used by Fire District 26 and Police.

The GIS coordinator compiled development statistics to submit to the State for the 2004 Housing Unit and Population Estimate.

The GIS coordinator began working on a map of Police Districts for the Police Department and began a new phase of the Marina map. This phase will include the downtown area with building footprints. Footprints will be labeled with business names to help attract boaters to our shopping district.

### Subdivisions/ Public Hearings and Related Activity

- Cedarbrook Plat/PUD, 24xx South 240<sup>th</sup> Street, 29 unit attached SFR townhome subdivision. Civil plan revisions were submitted to the city and then routed to Engineering on April 29th. Grading permit is pending completion of civil review.
- Graceview Planned Unit Development, South 234<sup>th</sup> & Kent-Des Moines Road, 27-lot PUD. Staff is working with the developer on an environmental mitigation agreement and hopes to have the application ready for planning agency review in June.
- Tobin Plat, 253xx 16<sup>th</sup> Ave. S, 6-lot subdivision. Civil plan revisions were submitted to the city and then routed to Engineering on April 26.
- Mediterranean Heights, 1211 S 272<sup>nd</sup> St, 11-lot subdivision. The developer has completed paving on the external streets and has requested that his bond be transferred to complete the internal street requirements. The developer has also been informed that the retaining wall on the west side of the property is failing and needs to be repaired/replaced immediately.
- Pacific Place Plat, S 268<sup>th</sup> Street and Pacific Hwy S, 34-lot subdivision. The final six

permits have been submitted for review.

- MacFarlane Homes Short Plat, 625 S 240<sup>th</sup> Street. Development Services, engineering and legal worked through the access issues with the neighbors. A revised street design which utilizes a hammerhead turnaround was the solution to this problem. Issues relating to maintaining street separation from retaining walls and lot size errors also developed. The solution to reconcile these issues was to utilize a private access under a modified subdivision process.
- Williams, 909 South 278<sup>th</sup> Place 4-lot Development; An amendment to the street standards was adopted by Council. An application for a gate was filed. Also, tracking final improvements for the final street lift and landscaping.
- Dick Cassutt Short Plat, 246XX 24<sup>th</sup> Ave S, 3 lot short plat. No bond release or finals on the last house until some minor street work (edge control fill) is complete and inspected by the right of way inspector.
- Mitchell (Old Beck-Kombol lot line adjustment); 246<sup>th</sup> and 26<sup>th</sup> Avenue South, Revised civil plans were submitted to the city and routed to engineering on April 27. All road improvements are done.
- Dettling Short Plat, 23325 14<sup>th</sup> Avenue South. Bond money has been posted. Owner is working on an easement issues with the neighboring property.
- Hooper Lot Line Adjustment, 1021 South 232<sup>nd</sup> Street. Waiting for a revised lot line adjustment submittal to match up with long-term build out plans. In April, the applicant provided a title policy showing he now owns the property. He wants to revise the lot line adjustment (LLA). Staff reminded him that he would have to revise his future build-out plan and submit it with the revised LLA. The new owner has demolished the abandoned house that was a long standing code enforcement issue.
- MRC Lot Line Adjustment, (Bassett) 1220 South 242<sup>nd</sup> Street, Planning and Engineering staff determined that the application requesting a lot line adjustment is incorrect process for this proposal because two new lots will be created. Staff spoke to the applicant and mailed a letter out in April.

#### Commercial Project Review

- Oh Casino 258xx Pacific Highway South, 14,000 square foot Casino and Restaurant, SEPA decision issued. Development Services raised concerns regarding city of Kent access limit comments. We have provided the Engineering Director with plans, original comments, and copies of existing easements that King County required of the property owner when it was short platted and before it came into the city.
- Zenith Viewpointe, Unclassified Use, mixed use condominiums/office space; 23659 Marine View Drive S. The City Council adopted resolutions denying the UUP and Development Exception, but upholding the SEPA Official's decision on April 8, 2004. On April 29<sup>th</sup>, the applicant filed a LUPA appeal.

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Des Moines Parks and Recreation, 218xx 20<sup>th</sup> Avenue South, 15 acre City Sports Park- Considerable progress has been made in landscaping the park. Key areas such as the parking, front entry, perimeter adjacent to Grakon, and the drainage ponds have now been landscaped. Irrigation is still needed in these areas. Also, select perimeter planting clusters along the south property line and next to the Hill property are needed.

- Cingular Cellular antennae application, Des Moines Field House; The Hearing Examiner conducted the public hearing for this item. The Hearing Examiner dismissed the SEPA appeal. A decision is expected on the use permit by mid-May.
- Canopy World; Site Redevelopment, 22820 Pacific Highway South,. No change. Development Services completed the plan check on the building permit. About six minor items remain, but can be corrected fairly easily. Applicant and architect have been notified and will resubmit.

#### Shorelines/ESA's

- CSR Marine at the Des Moines Marina, SEPA comment and appeal period is complete and no appeals were filed. The Puget Sound Clean Air Agency did comment on the need for environmental upgrades and permits for the spray booth operation. This was expected.
- Des Moines Marina Electrical System Upgrade, Legal is working with Waterford attorneys on the dedication for the steps.
- Des Moines Creek Basin Improvements, Review of an environmental development exception for this permit is running 2 weeks behind. The review should be complete by May 21<sup>st</sup>.
- Comcast Fiber Optic Cable Crossing, 22047 Cliff Avenue South. The completed JARPA packet and evidence of SEPA review was forwarded to the Department of Ecology in February. Comcast will send a letter to the Parks and Recreation Director and Harbormaster outlining when they expect to submit building and ROW use permit applications.
- 223XX 15<sup>th</sup> Avenue South – Development Exception application for a new single family house in a wetland buffer area and for proposed front yard reduction. In March, staff met with the applicant and environmental consultant and explained that the development exception would have to be reviewed by the Hearing Examiner and that at this point, staff does not know if it could support the exception.

## Code Enforcement

New cases 31

Cases closed 43

Cases currently open 140

Total new cases, year to date 140

Total closed cases, year to date 114

- Three Bears #19 was red tagged for the manufacturing of methamphetamine. Has been cleaned and reopened.
- Staff continues to work with the State Patrol on illegal wrecking yards around the city. The wrecking yard that was discovered in March has been completely cleaned. Two more were located in April; they are in the process of being cleaned up.
- A methamphetamine lab was discovered in a camping trailer on March 1, 2004. On March 31, 2004 King County declared the house as “unable to occupy” due to cross contamination. Owners are getting bids on the clean up.
- The Code Enforcement Officer attended a seminar on community planning for isolation and quarantine. It was a very informative talk by King County Public Health about how to set up isolation and quarantine and the legal aspects involved.

## Building Division

Permit Activity for April 2004

142 permits issued:

Building Permits:	38	Average Fee:	\$741.00
Plumbing Permits:	24	Average Fee:	139.00
Mechanical Permits	18	Average Fee:	105.00
Electrical Permits:	62	Average Fee:	145.00

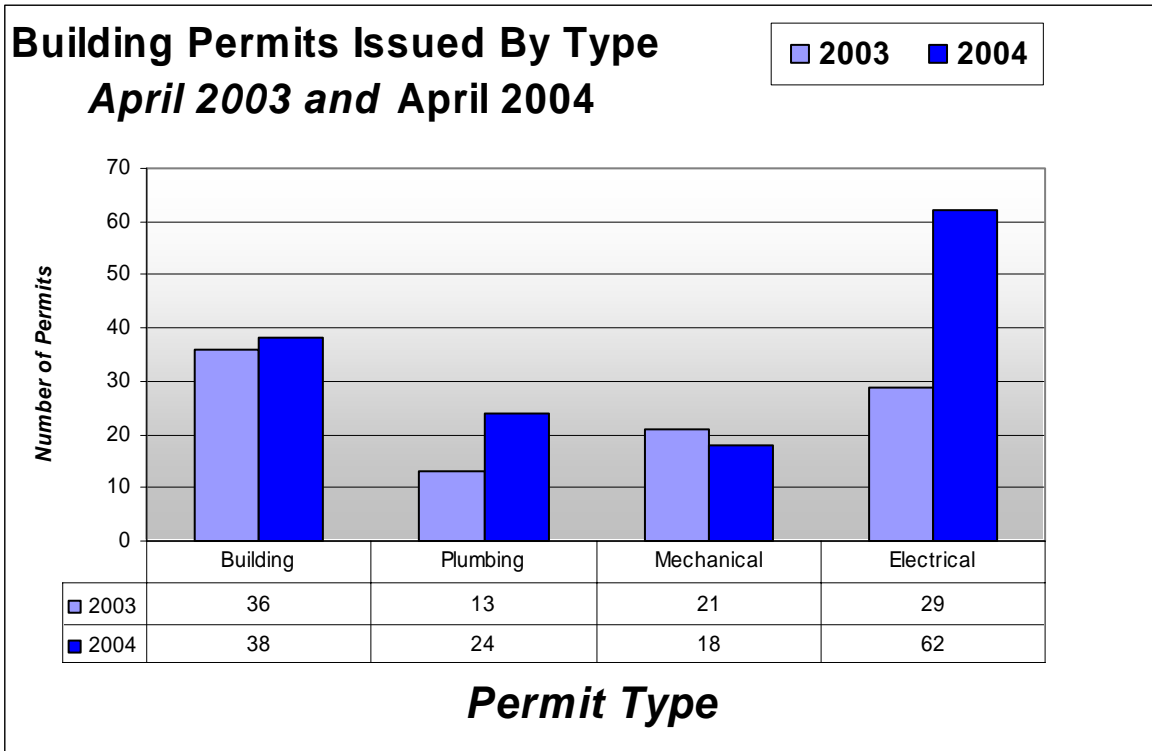
**Total revenue for April 2004: \$83,390**

Compared to same period last year:

99 permits issued:

Building Permits:	36	Average Fee:	\$694.00
Plumbing Permits:	13	Average Fee:	101.00
Mechanical Permits	21	Average Fee:	152.00
Electrical Permits:	29	Average Fee:	231.00

**Total revenue for April 2003: \$65,107**



Redondo Boat Launch

During April, the improvement project was brought to 95% completion. The parking lot was paved and striped. Dead landscaping was replaced. City crews installed the floating breakwater, boarding floats, signs, and gates.

A new electronic pay station was installed on the last day of April. The parking fee for boaters is \$6.00 per day. Parking fees for single vehicles are 50¢ for the first hour and \$1.00 per hour for each additional hour (up to a maximum of \$5.00 per day).

The new boarding floats are more “bouncy” than staff would like. The designers, Reid-Middleton, are preparing recommendations for changes to the new south floats. The design improvements will be incorporated in the construction documents for the new floats for the north side of the ramp. We expect to do some “tinkering” with the WhisprWave floating breakwater to improve its performance. Adjustments to the anchoring system should help to maximize the breakwater’s usefulness. There may be a need to add additional anchors in the seabed to be re-orient the breakwater. Installation of the system was more time consuming than was expected. It took five days to install the WhisprWave. As a result, labor costs for divers were high. We will examine installation methods in order to streamline this procedure in the future.

Staff worked hard to get the property in pristine condition for the ribbon-cutting ceremony that was held on April 30<sup>th</sup>. The event was well-attended and the weather was excellent.

### Des Moines Memorial Drive Committee

The April meeting focused on the design of the improvements planned by King County (from the 14<sup>th</sup> Avenue Bridge to South 128<sup>th</sup> Street). The group is working to create a memorial marker that can be used consistently along the Drive. The marker will be placed at 80-foot intervals, the distance between the original elm trees. Susan Black and Associates is still re-writing the Corridor Management Plan.

### Comprehensive Plan: Amendments

Staff met with Aldophson and Associates, and land use planning consulting firm. That company has agreed to prepare our Comprehensive Plan amendments for 2004. June 30<sup>th</sup> is the deadline for submission of citizen-initiated amendments to the Comprehensive Plan.

### Design Guidelines

Cascade Design Cooperative is preparing the first draft of the new design guidelines. We are working to prepare guidelines with an extensive use of graphics and minimal text. The guidelines will illustrate desired design objectives, and allow developers multiple ways to achieve the stated goals.

### E-Government & Information Services

Of all the email received by the City, 93% is spam. Our spam filters do a reasonably good job of weeding out unwanted email, but this is a growing problem that requires a more fundamental solution. The “.com” suffix to our email address is particularly vulnerable to internet “spiders” that scan websites looking for email addresses. In the near future, we intend to change our email addresses to [\\_\\_\\_\\_\\_@desmoineswa.gov](mailto:_____@desmoineswa.gov). This change will be implemented in the next few months. New business cards will be ordered for Councilmembers at the appropriate time.

### Blais Property Redevelopment

Two meetings were held with the property owner and architect for this project. The plan is to construct one level of retail space at street level, two levels above of residences, and two levels of underground parking. The Assistant City Manager has been asked to assist with review of this project.

### Videographer for Council Meetings

Puget Sound Access (PSA) has recorded several meetings and the quality of the video and audio recording has improved significantly. Administration continues to resolve minor problems involving product delivery.

### Cable TV PEG Upgrade

A contract with 3H Communications was signed for the design of the City Council Chambers and PEG upgrade. On April 22<sup>nd</sup>, project goals were discussed with the City Council. 3H Communications has interviewed stakeholders, such as our videographer and the Court video arraignment consultants, in order to develop a system that will work well for all participants.

### HVAC Upgrade for City Hall

The architect and a mechanical engineer toured the Council Chambers and the North Wing Building to develop a preliminary plan to for installing new HVAC equipment. The North Wing of City Hall should be rather straightforward. Access to the attic of the Council Chambers will be difficult and noise suppression issues could require a replacement of some of the existing ductwork.

### Marina Retail Development Study

A consultant was hired to evaluate the potential for retail development within the Marina. This study will be completed during May. The information will be useful to the Municipal Facilities Committee as it considers new land uses in the central portion of the Marina.

### Jail Operation Group (JOG) Update - Video Connection with Yakima

The JOG is still working with City of Federal Way to establish the Yakima connection for video arraignments. It has been over nine months and the connection is still not clear. Federal Way recently asked Des Moines to assist with this connection. A meeting has been scheduled for May 28 with King County I-net, Yakima, and Seattle to discuss connection problems. Also attending will be Auburn, Federal Way, Tukwila, Des Moines, SeaTac and RJC Jail. Acquiring this connection would help reduce the transportation of inmates back and forth to Yakima.

### Wescot Appeal

In the Wescot LUPA appeal case, the Court of Appeals decision, filed March 22, 2004, became the decision terminating review of the Court of Appeals and the case was mandated to the Superior Court on April 30, 2004. Costs and attorneys fees in the total amount of \$10,981.94 were awarded in favor of the City of Des Moines.

### Delinquent Gambling Taxes

In April the Assistant City Attorney prepared lien documents against property owners for delinquent gambling taxes due the City.

### Drug Forfeitures

The Legal Department received five new drug forfeiture matters from the Police Department, involving the seizure of three vehicles, \$1,621 in U.S. currency, and one 9mm handgun.

### Marina Power Distribution System Upgrades

The projects consultants, Wood/Harbinger Electrical Engineers, are working on the design of the retaining wall that will be placed along the toe of the bluff near the Waterford condos. The main metering and switchgear for the new electric power distribution system will be placed in the same area. The staff at Moffatt & Nichol Engineers, Inc., the consultant for the design and permitting work on the Expanded Guest Moorage and Bulkhead Replacement Project, completed their review of the plans for the new electrical distribution system. They have been working with the engineers at Wood/Harbinger to make sure the elements of the new power distribution system that are needed for the expanded guest moorage system are located correctly.

Expanded Guest Moorage & Bulkhead Replacement Project

On April 22, The Marina staff and Moffatt & Nichols’ design and permitting team met with City, State and Federal permitting agencies to discuss potential issues. The meeting was attended by representatives from the National Marine Fisheries Service and Washington Department of Fish and Wildlife. Representatives from the City included Robert Ruth, Community Development, Wayne Matthews and Loren Reinhold, Public Works/Surface Water Management, Larry Pickard, Building Official, and Corbitt Loch, Assistant City Manager. Representatives from the Army Corps of Engineers, Washington Department of Ecology, and United States Fish and Wildlife Service were not able to attend, but minutes of the meeting were sent, and follow-up discussions were held with those agencies.

Several important issues were discussed, including net loss/gain of critical habitat, net loss/gain in over-water shading, water quality, existing smolt migration corridors, salmonid habitat, shellfish habitat, eelgrass, protection of listed species during construction, long-term impacts to critical habitats, public boat launch capacity in the area and consistency with the Shoreline Management Act. In general, the agencies think that the project has some positive aspects and they had several suggestions that would address environmental issues while not adversely impacting the constructability of the expanded guest moorage basin.

Upgrades to the Boat Repair Yard Building

The Army Corps of Engineers permit and the Hydraulic Project Approval from the Washington Department of Fish & Wildlife were issued in April. The SEPA process was also completed and Marina staff will apply for City building permits in May. The final design for the improvements to the travel-lift pier should also be completed in May. The Marina staff expects to be working on this project over the next two or three months, with all phases being completed by the end of September.

Fuel Sales

Fuel sales continue to exceed staff expectations. Total gallons, total sales and profits were all at record levels in April. In spite of volatile wholesale pricing, staff was able to maintain profit margins while still keeping the fuel prices among the lowest on the Sound. Total gallons for April were 28,127, total sales were \$50,560 and total profits were \$10,739. Low fuel prices bring boaters into the Marina and into our community.

Total Slips	Occupied	% Occupied	Moorage
835	831	99.5%	\$160,189

Accounts Receivable	Greater than 90 days
\$35,569	\$3,106

### Audit 2003

The State Auditor began their Single Audit on the Pacific Highway Redevelopment project. The Single Audit is required on federal grant awards of \$300,000 or greater.

### Financing/Revenues

April's yield with the State Local Government Investment Pool (LGIP) was 1.02%. Keybank's Public Money Market Savings Account's yield for April remained unchanged at 1.10%. The Federal Open Market Committee (FOMC) reduced the Federal funds rate to 1.00% from 1.25% on June 25. The FOMC met on March 16 and left the rate unchanged. The LGIP follows the federal funds rate due to the short-term focus of the fund. All City funds are currently invested with the LGIP or Keybank's Public Money Market Savings Account. This will continue until a contract with BNY Western Trust can be established for custodial investment safekeeping.

### Accounts Payable

Staff recently began weekly check runs. This process appears to be more manageable as invoices are entered daily. Check runs are smaller and can be reviewed in a more timely manner. Non-standard claims are held until Council approves Voucher Certification.

### Gift and Donation Ordinance

The Finance Director and City Attorney prepared a gift and donation ordinance for Council's approval and adoption. This ordinance will permit the City to accept unanticipated contributions and donations.

### Des Moines Beach Park Historic Preservation

The City of Des Moines hired Project Management Northwest (PMNW) in January to assist the City with updating the Des Moines Beach Park Master Plan. As part of the planning process, PMNW is interviewing City Council, city staff, residents, and businesses to gain vital input regarding the City's vision of the park's future uses. A determination must be made regarding the future status of the park's features, such as the historic and non-contributing buildings located within the park.

A Historical Study of the Des Moines Beach Park completed in 1989 by The Portico Group envisioned the restoration and reuse of the historic buildings and the possibility of removing the non-contributing buildings located within the historic site. This study will be updated to relate to present conditions in the park.

Since 1989, numerous changes have occurred within the Park such as increased flooding and building deterioration. Improvements to the Marina and Des Moines Creek Trail are proposed or underway that has an impact on future Beach Park uses. Council's focus on economic development in the downtown area will also contribute to the Park's future uses. Preservation and National Historical Register designation of this local historical icon would continue to draw tourism and an enhanced interest in our city's core.

Based upon Council direction, staff is creating a Draft Interlocal Agreement to work cooperatively with the King County Historic Preservation Program, located in the Office

of Business Relations and Economic Development, to provide landmark designation and preservation services. Services will include designation and protection of the City-owned significant historic and cultural properties only.

As part of the County's process Des Moines must: 1) adopt the King County landmark ordinance by reference; 2) appoint a City representative to the King County Landmarks Commission; and 3) provide for design review of any proposed changes to landmark properties. Design review may be done by the City or by King County, again at the City's option. Although the County is required to receive full reimbursement for these services, grants from the State Department of Community, Trade and Economic Development's Office of Archaeology and Historic Preservation are available to defray some of the cost to cities.

Steven J. Underwood Memorial Park- Ballfield Lighting and Restrooms

The Department submitted a grant request to Interagency Committee for Outdoor Recreation (IAC) for Steven J. Underwood Memorial Park to light a second ballfield and construct the restrooms at the park. The grant review process takes place between the months of July-September of this year. If the grant is awarded, funding will be available in the State's 2005-2006 biennium budget.

The grant request to IAC is in the amount of \$177,000 and is matched by 2004 Capital Improvement Plan funds approved for Steven J. Underwood Memorial Park (\$120,000 budgeted in the 2004 CIP for restroom construction) and a generous donation by the City of Kent (allowing the re-use of a restroom design created for the Wilson Playfield (design value estimated at \$22,000). Leveraging the funds in this manner will allow restroom improvements as well as the funds to light one additional softball field. If the grant is awarded, work would begin in spring 2005 for completion fall 2005. Portable restrooms are currently being used at the park during the 2004 sports season.

Park Volunteer Project

On May 2<sup>nd</sup>, staff partnered with the Des Moines Boosters, the Des Moines Rotary Club, and representatives from the local Coldwell Banker and John L. Scott Real Estate offices to clean, weed, and plant annuals donated by Furney's Nursery, in the Big Catch Plaza and the S.S. Minnow. Twenty-two volunteers then continued weeding and cleaning the downtown area donating approximately 88 hours of their time.

Recreation Program Update

April Revenue	2004 YTD	2003 YTD
\$43,423.38	\$176,685	\$155,034

Spring Egg Hunt

Our annual Spring Egg Hunt took place on Saturday, April 10<sup>th</sup> at Des Moines Beach Park and we had 549 paid participants enjoy the activities this year. This year's Egg Hunt was sponsored by Leslie Newman, Windermere Real Estate, and featured photos with the Easter bunny, lots of eggs, and prizes including candy, scooters, Red Flyer Wagon and other assorted items. Starbucks provided complimentary coffee for adults.

### Spring Break Camp

Spring Break Camp for Highline and Federal Way School Districts took place April 5-9 and 52 children participated. Campers enjoyed swimming at Mt. Rainier Pool and skating at Pattison's West. Camp was offered from 6:30 a.m. to 6 p.m. at the Field House and was staffed by our Recreation Specialist and trained Recreation Leaders.

### Field Scheduling

Beautiful April weather brought heavy usage on all of our available Sports Fields. Steven J. Underwood Memorial Park continues to be extremely well received and, as the new home of the Mount Rainier High School Girls' Fastpitch Softball program, has hosted numerous games and the Seamount League District Tournament on May 15. Steven J. Underwood Memorial Park hosted an NSA Youth tournament on April 3<sup>rd</sup> and 4<sup>th</sup> that brought 18 teams to town. Various rental groups including local Little Leagues, Evergreen High School and many random adult and youth groups are also heavily utilizing both fields at the Des Moines Field House and Zenith Park.

### Senior Center Division Statistics

	April 2003	April 2004
Number of Meals Served	1,095	993
Fee Program Participants	420	329
Drop In Participants	1,424	1,483
Volunteer Hours	2,479	1,867
Total Revenue for April	\$8,488	\$7,088

### Volunteer Appreciation Tea

Senior Center and Senior Services staff hosted a Volunteer Appreciation Tea on April 30 at the Activity Center. Eighty-three senior center volunteers attended.

### Medical Equipment Lending Service

With funds provided by the Des Moines Legacy Foundation, senior center staff has purchased needed equipment for the very popular medical lending program. Clients may borrow items such as walkers, canes, wheelchairs, etc., for a \$3 to \$5 donation. Items may be kept for as long as the client needs them. Highline Hospital is the main referral for our medical lending supplies. Approximately ten items are loaned each week.

### Senior Classes and Trips

Senior Center volunteer and retired teacher Don Carmignani began a Power Discussion Group in April. Participants will meet twice a month for two hours to have "friendly" discussions on politics and current events. Sixteen participants attended the first two discussion groups held in April. Don is also hosting our Transit Tripping classes to learn how to navigate the METRO bus system. The orientation meeting required before all transit trips drew 30 participants. Each week Don is escorting eight participants on METRO outings to various destinations in King County.

### Human Services Advisory Committee

The committee held its second meeting of the year on April 27 to review the 2004 human services application forms and the application checklist, selected two funded 2004 agencies to mentor this year, and briefly discussed the Task Force on Regional Human Services Meeting. It was decided to have Auburn Youth Services and the Institute for Family Development speak to the committee and to City Council on June 10<sup>th</sup>. The agencies will provide details of their programs for the Des Moines community.

### Contracts signed in April:

- Contract to review our permitting system
- Contract to assist in completing the update to the Comprehensive Plan.
- Consultant services for design of upgrades to City Council Chambers.
- A purchase agreement for the payment station at Redondo was signed in April.
- Field House - Flooring Installation Project
- Beach Park – Sun Home Lodge Flooring Installation Project

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

- Contract for design and inspection services for the Woodmont Culvert Project from David Evans Associates.
- Scope of work and supplement to the existing professional services agreement with INCA Engineering for completing the design and construction management services for the Marine View Drive Bridge. This contract has been approved by Council and can be signed once the Des Moines Creek Basin ILA is signed by all parties.
- An Interlocal agreement with Midway Sewer District for their participation in the funding of the Marine View Drive Bridge and placement of a 324 ft. section of the District's sewer outfall is being prepared.
- Contract with the Department of Ecology to update our Shoreline Management Plan.
- An agreement for construction and installation of a ships ladder on the travel-lift pier will be sent to Council for approval in May.
- Steven J. Underwood Memorial Park Electrical and Ballfield Lighting Project
- Midway Park Design