

City Manager's Office

June 13, 2003

To: City Council
From: City Manager
Re: Monthly Report – May 2003

Power Distribution System Upgrades

The final draft of the study phase of the Power Distribution System Upgrades project was delivered in May. The scope of work for the study phase was to include:

- Documentation showing the actual layout of the power distribution system and the up-to-date condition of the docks.
- Inspection of the existing power system and identification of code related issues along with recommend corrective actions.
- Determining current power demand and develop projections for future demand.
- Identifying critical code related issues that will impact the upgrade/replacement of the power system.
- Determining if additional distribution equipment will be required on the docks, and identify the code related issues that will need to be resolved in the design phase to accommodate the equipment.
- Determining the capacity needed for the future projects listed in the Marina Master Plan.
- Preparing cost estimates for the engineering, design and construction of the total project.

The final draft of the study accomplished all of the goals for this phase of the project. The document includes a plan and assessment of the current condition, along with a list of code issues and the proposed corrective actions that can be used to make immediate repairs to the old system. The study also includes a recommendation for replacing the existing system with a new system. The system the consultants are recommending can be constructed in phases over the next ten years, so the power project can be coordinated with the other major projects in the Marina Master Plan. The proposed system will also be flexible enough to add capacity if it is needed sometime in the future.

The study does recommend installing additional distribution equipment on the docks. This equipment would step the power down from 480 volts to the 240/120 volts needed

by the tenants. The consultants also analyzed the floating docks to see what modifications would be needed to accommodate the step-down transformers and included a plan for the modifications in the Study. Finally, cost estimates were prepared for the engineering, design and construction of the total project.

In summary, the study provides what is essentially a ten-year plan for maintaining the old system and gradually replacing it with a new power distribution system. Staff anticipates having a contract for design services for the final design of the Marina power distribution system to the Council for review and approval by the end of June or early July.

Dry Stack Boat Storage

On May 1st, the Marina staff interviewed the firms that responded to a request for qualifications for providing engineering and design services for the dry stack storage project. As a result of those interviews, the firm of Moffatt & Nichols Engineers, Inc. was selected. The Staff is in the process of negotiating a scope of work and budget for this project and expects to have a contract to Council for review by the end of June or early July.

Masonic Home

The comment period for the Masonic Home FEIS passed without comment. A “Notice of Action” was published on May 19. The SEPA mitigation agreement will be signed by mid-June. Masonic has submitted a building permit for the first duplex on the site that will be used as a sales office. They expect to open this office in October. Much of the Community Director’s work for the month of May was dedicated to this project including preparing the mitigation agreement. This project looks like a firm “go”.

2004 CDBG Allocations

We finally received our first estimate for 2004 Community Development Block Grant allocations. For the first time City Council authorization is not necessary to participate in the program. However, Council will still make allocations to specific projects in late summer. Based on a total King County entitlement share of \$7,448,000, Des Moines will receive \$243,385. The public service set-aside is \$40,827 and the planning and administration set-aside is \$31,070 leaving \$171,488 for capital projects. The indication of our participation in this program must be received by King County by June 18.

Development Services Division

- Mediterranean Heights, 1211 S 272nd St, 11-lot subdivision. Land clearing and grading has begun. The developer needs to submit a bond and apply for a right-of-way permit prior to performing any civil work.
- Pacific Place Plat, S 268th Street and Pacific Hwy S, 34-lot subdivision. Clearing and grading of the site is well underway. Applicant has applied for final plat approval. Staff will wait until the project is closer to 85-90% completion before processing the final plat.
- Jerry Coil 4 lot short plat; 25219 22nd Avenue South. Applicant is setting up a pre construction meeting with the City’s Right-of-Way inspector.

- Allingham lot line adjustment, 27825 16th Avenue South. The mylar has been recorded! A grading and clearing permit for this site was issued on May 30th. Zoning review of all five applications was also completed on May 30th and the plans were sent to the building plans examiner for final review. Plans Examiner is waiting for Engineering sign-offs on the 5 home plans
- Williams, 909 South 278th Place 4-lot Development; Plans for the final home have been submitted for permit. A request to install a gate across the private street was submitted to the Building Division and was denied based on Engineering/Legal comments that it would be inconsistent with the terms of a previous settlement agreement. This decision was appealed and the Hearing Examiner heard the case on May 29th. Final improvements for the SWM pond, street asphalt lift, and landscaping are pending. The applicant has stated that they intended to complete these improvements by the end of October. On June 15th, Engineering and Development Services will meet and discuss the progress with the applicant. The Development Services Manager has called the applicant twice to find out how the agreed upon schedule for finishing remaining improvements is coming along, but there has been no response.
- Beck-Kombol lot line adjustment; 246th and 26th Avenue South, Civil plans have been approved by Engineering, but approval is contingent upon obtaining a slope easement for the road from the City. The Legal Department polished Community Development's draft easement. The next step is to schedule a date for Council to review the proposed easement/resolution.
- Lakehaven Utility District, Redondo Pump Station #7, 28225 Redondo Beach Drive South, Lot Line Adjustment. Minor redlines were made by transportation staff. We are working with the Assistant City Manager to ensure that the LLA does not conflict with the City's Redondo Beach Boat Launch project. Staff is in the process of setting up a meeting with the Harbormaster, a representative from Lakehaven and the Asst. City Manager to discuss the application.

Commercial Project Review

- Zenith Viewpointe, Unclassified Use, mixed use condominiums/office space; 23659 Marine View Drive S. The Planning Agency met on May 12th and received public comment. It continued the meeting to June 2nd. At this meeting it recommended approval of the UUP with conditions.
- The Cliffs; 22226 Cliff Avenue South, new 12 unit condominium-. Staff has reduced the bond to a maintenance level. The project is complete from a Planning-Engineering standpoint. Reporting will continue, however, until all units have received final inspection. To date only a few have been approved for occupancy.
- Ohrt, 218xx 20th Avenue South, 2.2 acre office/warehouse development, The applicant has signed a mitigation agreement and the SEPA decision (MDNS) was issued. The applicant must come to an agreement to access and modify a private drainage system downstream. This appears to be heading in the right direction. The applicant has now filed a grading permit and wishes to start site preparation soon after

June 23, 2003 (end of appeal period). The applicant has expressed the desire to have a contractor start building in early to mid July.

- T-Mobile Cellular antennae application, 260xx 16th Avenue South, CUP and Building permit application have been submitted. A legal opinion confirms that a CUP is the process to use.
- Cingular Cellular antennae application, Des Moines Field House; A legal opinion confirms that a CUP is the process to use. Council rejected the first draft of the lease agreement. Permit review is on hold until staff clearly sees that Council will accept some version of a lease that matches submitted plans.
- Discovery World Daycare Center; 22038 9th Avenue South, Project is 1/3 complete. The applicant has submitted a Conditional Use Permit (CUP) application to revisit the prior CUP's conditions of approval limiting the number of children at this facility.
- Bjorneby Auto remodel, 22001 Pacific Highway South, Final inspections have been scheduled for the first week in June.
- Cornerstone Christian Church, 21650 24th Avenue South. Minor Grading permit to add about approximately 80 cubic yards of fill to create 26 new parking stalls on southern property line. Planning, Traffic and SWM reviewed. Minor zoning redlines and SWM impact fees given to the project engineer. Revised plans submitted and approved by the division. Prior to issuing the permit, staff learned of Building and Fire ADA and safety requirements for the Church (an on-going discussion between the City and the church managers over several years) must be addressed prior to issuing the Grading permit. Staff has contacted the project applicant and directed him to work directly with the Building plans examiner.

Code Enforcement

New cases	23
Cases closed	19
Cases currently open	124
Total new cases, year to date	141
Total cases closed, year to date	135

Razor Wire Ordinance - Boardwalk, Des Moines Yacht Club and Huntington Park have come into compliance.

Building Division

Permit Activity for May, 2003

91 permits issued:

Building Permits:	33	Average Fee: \$2,933.00
Plumbing Permits:	14	Average Fee: 130.00
Mechanical Permits	9	Average Fee: 69.00
Electrical Permits:	35	Average Fee: 140.00
Total revenue for May, 2003:		\$514,678

Compared to same period last year:

74 permits issued:

Building Permits:	27	Average Fee:	\$716.00
Plumbing Permits:	4	Average Fee:	95.00
Mechanical Permits	14	Average Fee:	167.00
Electrical Permits	29	Average Fee:	144.00
Total revenue for May, 2002:			\$36,213

The Building Division conducted 329 inspections this year compared with 232 inspections last year. This year's permit total is 508.

A few old building enforcement cases are coming close to completion. The Vallette Apartments on 30th Avenue, one of Derrick Browns' old buildings, is about to re-open under new ownership. The King's Arms Motel has called for occupancy but still has a couple of minor items left. The Three Bears is working on re-wiring the building.

Skybridge

The Public Works staff has finalized negotiation with the property owner of Des Moines Square regarding updating the agreement for their skybridge over the City alley right of way. The property owner has paid the required fee. Legal is making a final review before the agreement is brought to Council for approval.

Pacific Ridge Lighting

The Public Works Director met with Puget Sound Energy regarding the installation of much needed streetlights on 28th, 29th, and 30th in the Pacific Ridge neighborhood. Puget Sound Energy has promised to provide the City with a letter outlining the cost of installation of the lights as discussed in the meeting.

Marine View Drive Bridge

The project remains on hold until funding is acquired for Phase I. Upon receiving funding, the project construction plans and specifications can be ready for bidding within an estimated 90 days.

The Public Works Trust Fund Loan has been terminated since the City could not meet the deadline for starting construction and it was unlikely to receive a second extension. In doing this, the excellent standing of the City would not be impacted and future loan applications would be reviewed favorably. Staff has applied for a new PWTF loan in the amount of \$523,400, which provides funds to cover only Des Moines' expenses on the project.

Staff is awaiting word from the State Department of Transportation on whether funds would be made available to the project as mitigation for the SR509 Project. The recent State transportation budget included an increase of 5 cents for the gas tax, which allowed \$35M to be budgeted for the SR509 Project. Funds may be obligated as soon as July.

10th Avenue Culvert Replacement and Intersection Improvement Project

The tentative start date for construction is July 15 with equipment mobilization starting a week earlier. The project is expected to be substantially complete by the conclusion of the “fisheries window” which is September 30.

During the duration of the project 10th Avenue and S. 230th Street will be closed south of Kent-Des Moines Road. Traffic will be detoured to Marine View Drive, S. 234th Place, and S. 240th Street. In addition, Kent-Des Moines Road will be re-stripped temporarily in the vicinity of the project (2-way traffic will be maintained) and concrete jersey barriers placed along the length of the project.

An article on the project will be placed in the July edition of City Currents. Prior to starting the project, a neighborhood newsletter will be issued out to property owners in the vicinity of the project to inform them of the road closures and detour routes as well as contact information.

Volunteer Projects

Several volunteers from Girl Scout Troop 6, marked street drains in several neighborhoods throughout Des Moines in an effort to promote environment awareness. The participants painted in white the warning message “Dump No Waste (Fish Emblem) Drains To Stream” next to each catch basin.

A dozen students from Mt. Rainier High School returned to the stream restoration site near Kent-Des Moines Road and 10th Avenue to do additional weeding and to apply mulch around the planting areas. The effort was made to promote tree growth and shade areas to limit the growth of invasive plant species such as canary reed grass and blackberries.

2003 Arterial Maintenance Project

We have recently had all the streets in the City rated and put into a database. This database evaluates our needs and suggests possible courses of action to take to maintain the current standard of roadway. Since most of our roads in the City are in fairly good condition, we are going to maintain them by performing chip seals in various areas throughout the City.

KPG is still designing the plans for the chip seals. We were able to expand the project to include approximately 5 ½ miles of roadway. We hope to be on ad next month.

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. A meeting with the consultant and Councilmember Thomasson was set up to answer questions concerning the turn lanes and the SR 509 connection. These issues have been resolved, and staff is now beginning the ROW acquisition process.

Road and Street Maintenance

Vegetation control work has begun. Crews mainly have been doing sight impairment trimming, shoulder mowing on Kent-Des Moines Road, plus some removal of low hanging tree limbs and branches.

Crews have painted stop bars and crosswalks in the North Hill area and will continue painting on streets until completed. This is an annual project. King County will be striping fog lines, center lines and turn lanes later in the summer.

Civil Matters

To-date, the Legal Department has opened 161 files for civil matters, primarily advisory work to assist the City’s operating departments, a 49% increase over last year for the same time period.

Criminal Files

The Prosecuting Attorney filed 679 cases during May 2003, two percent more than the same period last year.

Citizen Action Request Program

During the first two months of this program, 65 Citizen Action Requests were received. Nearly all of the comments/complaints were addressed within 48 hours. Citizens can share their thoughts in person, by telephone, fax, or via the new website.

E-Government

The new website was launched during May. Most feedback to date has been very positive. Based upon comments from the public, the Council Agendas page was reformatted to improve readability. Our website designer, CPF Marketing Communications, provided excellent service.

Recreation Program Update

May Revenue	Year-to-date	2002 YTD
\$35,290.60	\$190,324.65	\$184,576.70

Ninety-two children enrolled in the Before and After School programs at Woodmont, North Hill, Parkside and Des Moines Elementary schools. Another 29 children participated on either a drop-in basis or on an early release day.

Twenty-five participants were enrolled in the May Poverty Bay Power Squadron Boat Smart class. These popular full day boating safety courses are typically offered on a monthly basis and are taught by the Poverty Bay Power Squadron group.

Heidi Selzler, from North Dakota State University, will begin her summer internship with the Recreation Department in early June and will continue throughout the summer. A second student intern, Tonya Talburt, from Renton Vo-Tech will be starting in Mid-June.

The summer schedule for our Soundwaves Summer Concert Series is confirmed with concerts beginning on Tuesday, July 15th. Concerts will be held at both Des Moines Beach Park and Wooton Park in Redondo and will feature adult, children and family entertainment.

Senior Services Update

It was another fantastic Way Off Broadway Revue fund raiser for the senior center with a fourth show added this year! The WOB committee created, choreographed, directed and produced the entire show involving over 130 seniors and an audience of close to 1,000! Revenue generated should be approximately \$4,300 after all invoices have been received.

The Sunday Senior Dance group love their new home at the Activity Center, having relocated from the Field House. Over 100 seniors have attended the last two months' dances.

As of the end of May, \$7,000 was raised for a divider wall for the senior activity center! Our "Raise the Sail" Campaign generated \$5,000 in individual donations and \$2,000 from the Way Off Broadway revenues.

Finance Department Activity

Audit 2002:

Information Technology audit is complete. Waiting to schedule exit conference.

Entrance conference was scheduled June 4.

Reviewed 2001's exit items with Auditor to determine final resolution. Most have been resolved, or pending due to final outcome of litigation.

Auditors beginning Single Audit.

Completed State Auditor's annual report due May 30.

Started to prepare final GAAP entries for Financial Statements.

The first quarter financial report was prepared and distributed.

Staff worked on preparing a vendor information packet for the Chamber to distribute to Waterland vendors.

The Finance Director met with Keybank to review line of credit commitment letter and review Keybank's revision to the banking services agreement. The banking services agreement was provided to City Attorney for review.

Staff is following up with Net Asset, Inc. setting up database for title company searches. This will go to Council for review in the near future.

Accounts Payable statistics for May: 625 invoices were processed, 358 checks issued, \$226.95 was taken in discounts, \$9,279.31 in wire payments, total voucher dollars: \$1,008,086.56.

The job announcement and paperwork to fill the vacant staff accountant position was prepared.

The Eden Systems Inforum Gold implementation status:

1. Modified Quadrant codes to account number format 3 to allow cash register extracts to interface with Inforum Gold.
2. Staff received first operations training in General Ledger and Accounts Payable May 6 - May 8.
3. Second Eden data extract was completed May 19.
4. Staff received second operations training in General Ledger and Accounts Payable May 27 - 29.
5. Consultant tested roll-over process (year-end close) in Inforum Gold test environment. Roll-over was successful so decision was made not to roll-over in existing Command product.
6. Established user security profiles and custom menus for staff in Inforum Gold.
7. Go live re-scheduled for June 16.
8. Staff maintained both vendor and general ledger account number tables in Inforum Gold and Command product.
9. Twenty-five test checks were sent to Keybank for encoding verification.
10. Budget Recap:

Budget	Spent to Date	Funds Remaining
\$150,000	\$43,554.82	\$106,445.18

Life Saving Commendation

During the month of May, Chief Obermiller awarded Sergeant Patti Harris a Life Saving Commendation for her actions during an incident in late October, 2002. Sergeant Harris was on patrol when she was dispatched to a citizen assist call in the 21800 block of 30th Avenue South. Sergeant Harris was informed by dispatch the female caller had not only locked herself out of her apartment but that she had left food cooking on the stove on high heat prior to locking herself out. In addition, her eight-month-old child was still in the apartment asleep in the upstairs bedroom. Upon her arrival Sergeant Harris found the apartment was quickly filling with dense smoke and a fire was imminent. The Fire Department had been called, but had not arrived when Sgt. Harris realized the smoke, which was very thick and dark, would be worse upstairs and the apartment could catch fire at any moment. Sergeant Harris kicked in the door and upon entry to the apartment she could hear the baby choking and coughing upstairs. At risk to her own safety, Sergeant Harris went upstairs, retrieved the baby and brought it to safety outside. Sergeant Harris's quick and professional response to this crisis likely saved the infants life.

Exemplary Performance Commendations

Officers Cathy Bumpus, Casey Cunningham, and Reserve Officers Andy Miller, and Wes Tanksley all received Exemplary Performance Commendations for their work during a fundraiser for Woodmont Elementary School. The four officers unselfishly gave up their

own time to help serve food at a local McDonalds with proceeds going to help purchase equipment for the school. As a direct result of their efforts, the event raised over \$1,000 for the school.

End of Probationary Period

Officers Casey Cunningham and Dave Shields have reached the end of their probation and have been granted regular status with the department. Both officers completed the department's field training program and are doing very well on their own.

Motorized Scooter Complaints

We have received an increase in complaints regarding motorized scooters. The complaints are predominately in the North Hill and Redondo/Woodmont areas. The complaints vary from the extreme loud noise of these devices, interfering with vehicle traffic on the roadways, interfering with pedestrian and bicycle traffic on the walkways, and helmet usage concerns. Because these small pieces of equipment don't fall under any specific criteria in the RCW for the prohibitive use on right-of-ways and sidewalks, we are researching through the MRSC website model policies regarding this issue.

Transient Population

Des Moines has had an increase in transient population, which is common in the spring, summer and early fall. There has been a concerted effort by the valley police agencies to disperse the transient encampments on private and public land. The combination of the summer months and the effort by valley agencies to redirect the transients to shelters has resulted in an increase in transient activity within the Des Moines jurisdiction. We have taken the same approach as the valley agencies with an emphasis in directing the transients to organized shelters.

Community Service Officer Update

Master Community Service Officer Tonya Seaberry has been busy meeting with residents for a variety of reasons. In May, she conducted a "Property Safety Social" at Highland Village Townhomes. The 20 residents in attendance discussed various safety issues and hopefully came up with ways to improve the issue of loitering and noise after 10:00 pm in the complex. MCSO Seaberry also met with King County Housing and three families in a small complex that have had ongoing tensions between them. The property manager was also present. And MCSO Seaberry is pleased to report she had three new Blockwatch groups start up during the month of May. During the initial meetings, the groups discussed how to report a crime, when to call 9-1-1, and home safety issues such as locking doors, windows and using outside lighting to discourage burglars.

Statistical Data on Reported Crimes

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

Offense Type	May 02	May 03	% Difference	2002 Total	2003 Year-to-Date
Homicide	0	0	0%	0	0
Rape	1	1	0%	12	7
Robbery	4	3	-25%	29	12
Assaults	25	19	-24%	274	121
Burglary	12	21	+75%	157	98
Larceny	37	50	+35%	510	230
Arson	1	0	-50%	5	0
Motor Vehicle Theft	19	25	+32%	285	128
Other Statistics:					
Officers Assaulted	1	0	-50%	6	2
Clearances Adult Arrest	19	25	+32%	276	137
Clearances Juvenile Arrest	6	6	0%	52	23
Calls for Service	2,152	1,934	-10%	24,963	9,438

Contracts signed in the month of May:

- Electrical Construction Contract with Rakoz Electric for Steven J. Underwood Memorial Park Phase I
- Purchase Agreement for Mowing Equipment (partially funded with 2003 King County Waste Reduction and Recycling Grant)
- Interlocal Agreement with Federal Way Public Schools for development and use of Woodmont Elementary School Soccer Field (signed by School District)

- Bids, RFP's and RFQ's to be issued in June:
- A RFP will be issued using the Professional Services Roster for doing the Utility Rate Study and Efficiency Study.
- Bid for Pacific Highway South construction project.
- Bid for Redondo Boat Launch project.