

# City Manager's Office

July 15, 2003

To: City Council

From: City Manager

Re: Monthly Report – June 2003

## Marine View Drive Pedestrian Issues

In February 2003, City Council asked for a study on Marine View Drive pedestrian issues. At that meeting it was decided that some experimental treatments would be done to see whether or not pedestrian conditions could be improved, and that some additional good-weather pedestrian study was needed. As a response to this request, two experimental treatments will be conducted on Marine View Drive at South 219<sup>th</sup> Street:

- 1) Stencils will be painted on the sidewalk at curbside encouraging pedestrians to make themselves more visible to traffic, thereby increasing their chance of being recognized and yielded to. These stencils have an outline of life-size footprints and read “STAND HERE TO BE SEEN”.
- 2) Small 9” by 12” educational signs visible to pedestrians will also be posted on the curb near the crosswalk. These signs were custom fabricated, and give pedestrians tips on how to most effectively, and most safely cross the road.

These experimental treatments were chosen because observation typically shows that those having the most difficult time crossing Marine View Drive are those who stand too far out of the driver's field of vision. It is anticipated that this simple, low-cost treatment will *at least* moderately help the situation. Furthermore, the treatment introduces no additional safety hazard for the pedestrian – aka “false sense of security”.

As promised, another pedestrian study will be done along the entire Marine View Drive Corridor. This study will be done in the good-weather conditions in the July-August timeframe. The study will get a sense of pedestrian volume and behavior in good weather conditions. A comparison of pedestrian behavior at intersections with and without the new experimental treatments will also be done in order to determine their effectiveness.

### Driveways

The Des Moines City Code has never been very clear as to what requirements should be placed on private driveways. As a result, there have been a number of new homes with driveways having serious safety or technical problems, most notable being the house at Woodmont Beach Drive and South 265<sup>th</sup> Street. As a result, Public Works Engineering has been working on proposed better-defined driveway standards so that these problems can be reduced in the future.

### Street Lights

The Public Works Director continued to work with Puget Sound Energy (PSE) on the lack of streetlights problem in the northern portion of Pacific Ridge. Two letters have now been submitted by PSE that outline a plan for lights on 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup>. This information will be taken back to the Public Safety and Transportation Committee for further action.

### Des Moines Creek Basin Projects

The Committee continued to work on the rough draft of the fourth Interlocal Agreement for construction and operation/maintenance of the facilities as well as ownership issues and easement acquisitions. The Committee is evaluating the scope of work and funding scenarios. The Committee hopes that this very important Interlocal Agreement will be made available to the Councils/Boards sometime in September for approval later in the year.

The final design plans are expected in July. The Committee is also evaluating the possibility of doing a limited Value Engineering study to determine if there could be some additional cost savings.

### 10<sup>th</sup> Avenue Culvert Replacement and Intersection Improvement Project

The tentative start date for construction is mid July. 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, 10<sup>th</sup> Avenue and S. 230<sup>th</sup> Street will be closed south of Kent-Des Moines Road. Traffic will be detoured to Marine View Drive, S. 234<sup>th</sup> Place, and S. 240<sup>th</sup> 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 was placed in the summer edition of City Currents. Prior to starting the project, a newsletter will be sent to property owners in the vicinity of the project to inform them of the road closures and detour routes, as well as contact information. A copy of the newsletter will also be provided to Council.

This project involves a complete reconfiguration of the six-legged intersection of Kent-Des Moines Road, 10<sup>th</sup> Avenue, and 230<sup>th</sup> Street. The south half of the intersection will be reconstructed to form two separated intersections. Two short span concrete culverts will replace the existing old undersized corrugated metal culvert that conveys Massey

Creek under the intersection. The area between the new culverts will be restored as open stream with fish habitat features and vegetation. The students of Mt. Rainier High School have expressed interest in maintaining the new plantings as part of their environmental awareness program.

#### Pacific Highway South Project

The Pacific Highway South Project was awarded at the June 5<sup>th</sup> Council meeting to SCI, Incorporated. This award was made with a documented motion by Council waving an insubstantial variance in the bidding paperwork. The contract was later executed that night, to avoid any potential delays which could be caused by the second bidder filing an injunction. However, after review by the Washington State Department of Transportation (WSDOT) and the Federal Highway Administration (FHWA), staff was informed that the FHWA would not participate financially if the project proceeded. Several conference calls and meetings were held to discuss this decision between staff, members of the Attorney General's (AG's) office, WSDOT and FHWA. Although, all of the legal opinion's (including the AG's office) supported the process the City had followed, and the decision to award and execute the contract was made with due diligence, FHWA let their decision to not participate stand. Staff worked quickly with CH2M Hill to terminate the contract and readvertise. The contract was advertised on both June 17, 2003 and June 24, 2003. Bid was opened on July 1, 2003, and WSDOT was to review the award of the contract before it was brought to City Council.

In June, the focus of work continued to be on right of way acquisition. Our consultant worked on site-specific issues concerning parking and business signing for the remaining more complicated parcel acquisitions. Staff spoke and met on site with some property owners and their attorneys on an individual basis to discuss their concerns related to specific parking, signing, and acquisition issues. Condemnation cases have been filed on several parcels. Staff, with the assistance of our Legal Department, has continued to negotiate on these parcels, and is still in active negotiation on a handful of remaining parcels. Mediation and court dates have been scheduled on the remaining parcels for the coming months. As of the end of June, five (5) parcels remain to be acquired. Council approved two parcels for settlement during June.

Although we have plans from the utility companies, we do not have agreements with Puget Sound Energy, Comcast, or Qwest. Agreements with PSE, Comcast and Qwest are under review and negotiation with CH2M Hill and staff. In June, staff sent a revised agreement to PSE, and continued to negotiate with both Qwest and Comcast. Qwest is working well with staff to get an agreement completed quickly under appropriate terms. Staff hopes to have all three agreements completed in July. Staff also completed an agreement with Metro for their participation in transit and pedestrian related improvements on the project. This agreement will be presented to Council in early July. In addition staff is completing negotiations with the City of Kent regarding joint use of a stormwater pond at the south end of our project and construction of improvements on Kent's side of the Kent-Des Moines Road and Pacific Highway South intersection.

As we get closer to construction time, staff is receiving calls from property owners on Pacific Highway South about specific issues concerning their particular business, i.e.

where and when construction will start, driveways, permits for constructing their walls, parking lots, etc.

#### Highline Water District

The Highline Water District has replaced approximately 12,000 feet of steel and AC water main throughout the North Hill area of the City. The Engineering Department reviewed plans for the project and has issued the right-of-way permit. Staff is putting together a punch list as the project is nearly complete.

#### Local Heroes Award

The City of Des Moines Parks & Recreation Department was nominated and selected as Des Moines' finalist for the Local Heroes Award presented annually by the Boys and Girls Clubs of King County. Local Heroes awards are for efforts to improve the lives of kids in our communities. Recreation staff was presented with a plaque at a Celebration of Champions breakfast on May 22<sup>nd</sup> at the Boys and Girls Club in White Center. The Department was nominated by a single mother (Des Moines citizen), whose child participates in the Before and After School Program at North Hill Elementary School because of the positive impact the program has made on her child.

#### Steven J. Underwood Memorial Park Sponsorships

In 2001, staff was asked to provide a promotional plan for raising funds to help offset construction and operational costs at the Sports Park. Sponsorship programs were put in place to generate funds to help with construction, as well as ongoing overhead needed to maintain and schedule the new facility. Since that time staff has put numerous programs into effect such as sales of much needed park amenities. The campaign, assisted by Des Moines Legacy Foundation help solicit funds to purchase plaza bricks, trees, water fountains, benches, picnic tables and bike racks. Without this assistance, these items would not be present in the park without additional City appropriations. The Des Moines Police Guild also worked tirelessly to raise funds for the Park's Memorial honoring Officer Underwood. These projects have helped to bring the community and staff together for a common goal. To date, thousands of dollars have been raised from community donations and grants and hundreds of hours have been volunteered to make the park a place of community pride.

In preparation for the opening of the first two softball fields, staff began soliciting and collecting ballfield billboard sponsorships for the home run fences at the park. The fence billboards are 4'x8' in size and made of an aluminite material that is very durable in all kinds of weather. Signs are professionally constructed to program specifications and must meet Park Department approval for posted material. The sponsorship cost is \$300 per sign per year and there is a one-time cost to construct a sign. The initial response from local businesses has been very positive and sponsorships are at capacity on field 1. Similar signage can be viewed at baseball fields at Mt. Rainier High School's baseball field and at Highline Community College. It is staff's intent that many park elements such as scoreboards will receive sponsorships to pay for purchase and installation of those needed amenities.

Steven J. Underwood Memorial Park Construction

Parks Maintenance staff continued working on the construction elements of the Steven J. Underwood Memorial Park (Phase I and Phase I-B) to complete landscaping and irrigation projects in preparation for the two fields opening on July 25<sup>th</sup>. Staff prepared coaches' boxes and on-deck circles on Fields 1 & 2, dug irrigation trenches in park common areas and parking lot islands, and installed irrigation pipe and fittings.

Maintenance staff prepared for the volunteer plaza project by installing and leveling sand and distributed tons of pallets of pavers along the plaza site perimeter and worked alongside approximately 35 volunteers to install 4,000 square feet of plaza pavers during two Saturday work parties coordinated on June 21<sup>st</sup> and 28<sup>th</sup>. The next paver work parties are planned for July 10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup>. Volunteers include persons from Des Moines Rotary Club, Starbucks, Des Moines Police Guild, Des Moines Fire Fighters Guild and City employees. With 14,000 square feet of pavers left to install, there is still a great deal of work to be done.

Department of Corrections

Park Maintenance is supervising the work of Department of Corrections workers cleaning the streetscapes along the downtown Marine View Drive South corridor including 7<sup>th</sup> Avenue South and side streets. Other projects include weeding of city retention ponds, Overlook II Park hillside, and Beach Park roadways. Their work will continue during July.

Recreation Program Update

June Revenue	Year-to-Date	2002 YTD
\$58,323.83	\$242,648.48	\$236,940.55

Ninety one children were enrolled in the Before and After School programs at Woodmont, Parkside, North Hill and Des Moines Elementary schools. There were another 70 children who participated on a drop-in basis or early release day at the school sites.

Camp KHAOS (Kids Having an Outrageous Summer) is the City's summer day camp program for children 5-11 years old and includes activities such as arts & crafts, games, sports, outdoor activities, field trips, music, snacks and so much more. Camp KHAOS is based out of the Sun Home Lodge facility in Des Moines Beach Park and runs a total of 10 weeks throughout the summer. The first two weeks were highlighted by a Shake, Rattle and Roll and Wild Wild West themes and included trips to Pattison's West skating rink, the Pioneer Farm Museum, Game Works and Green Lake Park. All participants also go swimming one day each week at the Mt. Rainier Pool! Camp K2 is the next generation of Camp KHAOS for kids ages 11-16 and includes even more field trips and age related games and fun. There were a total of 74 youth registered in Camp KHAOS in week one along with 17 youth in K2. Returning this year as camp director is Sara Henry, who just graduated from Western Washington University with a degree in Recreation.

### Senior Services Update

The Senior Center successfully completed the "Raise the Sail" fundraiser for the divider wall between the classroom and the dining room at the Activity Center. Begun in late March, Senior Center supporters donated \$7,000 in individual donations toward the divider wall and the additional funds needed for the wall were raised from this year's Way Off Broadway Revue held in early May. The divider wall will provide much needed quiet for the classroom from the noise and hubbub of the daily nutrition program. All funds necessary for the wall were received by the middle of May. A VERY fast and successful fundraiser for the center. Senior Center participants now anxiously await the installation of "their" wall.

### Human Services Advisory Committee

The City received 16 applications from area human service providers for 2004 human services dollars. Committee members picked up their packets and are now reviewing the applications. Staff followed up with four agencies which did not return 2004 applications. Pregnancy Aid received the application in April via email and did not complete it by the deadline due to a family illness of the person responsible for completing it. CHANGES Parent Support Group's new director did not know about the application, which had been sent to the previous director. Hospitality House has not returned staff phone calls. Reinvesting in Youth did not complete an application. Staff and Committee agreed that since Reinvesting in Youth is a regional provider their request for funding could be a separate human services budget item for Council to consider, separate from the \$74,000 allocated to local human service providers. The Committee felt strongly that it is not the responsibility of the City to baby-sit agencies and their applications. If the funding is important to them, the agencies should keep in contact with their funders.

### Police Personnel Issues

June 15th marked the official retirement date of Chief Donald (Obie) Obermiller. An open house at the police department on June 13th gave many City employees and residents the opportunity to stop by and wish him well. Mayor Steenrod read a proclamation honoring the chief for his 34 years of dedication and commitment not only as a city employee, but, also a role model and mentor to the men and women of the department. The proclamation also expressed appreciation for his outstanding performance in his service to the community and wished him well in his future endeavors. City Manager Tony Piasecki presented Obie with a plaque expressing the City's gratitude for 34 years of dedicated service to the community. It seems appropriate that June 15th was Obie's last day with the City, as it was also his 35th wedding anniversary and Father's Day. We wish Obie the very best.

### Entry Level Officer Testing

On June 3, the Civil Service Commission held a special meeting during which they initiated the process for entry-level police officer testing. Because there are no openings at this time, the process is being done to create an eligibility list for the possibility of future hiring at the entry level. The advertising dates will be July 13-20. This process was finalized at a special meeting held on July 1.

### Tobacco Emphasis

On 6/7/03 the Police Department conducted a Tobacco Emphasis using six officers and two juvenile volunteers. During the emphasis, the juveniles contacted customers as they prepared to enter a retail store and asked the customers to purchase tobacco products for them. Forty-six customers at six different retail locations were contacted. Seven persons agreed to purchase the tobacco products for the minors and were issued citations for a future court appearance. The overtime on this sting was made possible from the grant provided by the King County Department of Health.

### Statistical Data on Reported Crimes

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

<b>Offense Type</b>	<b>June 02</b>	<b>June 03</b>	<b>% Difference</b>	<b>2002 Total</b>	<b>2003 Year-to-Date</b>
Homicide	0	0	0%	0	0
Rape	2	3	+50%	12	10
Robbery	0	5	+100%	29	17
Assaults	15	14	-7%	274	135
Burglary	11	23	+109%	157	121
Larceny	51	44	-14%	510	274
Arson	1	0	-100%	5	0
Motor Vehicle Theft	26	30	+15%	285	158
<b>Other Statistics:</b>					
Officers Assaulted	0	0	0%	6	2
Clearances Adult Arrest	23	26	+13%	276	163
Clearances Juvenile Arrest	6	0	-100%	52	23
Calls for Service	2,131	1,900	-10%	24,963	11,338

### Marina Power Distribution System Upgrades -Wood/Harbinger's Recommendations

Currently, power comes into the Marina on the north end and feeds the transformers located behind the bulkhead. Wood/Harbinger's recommendation is to bring the power into the center of the Marina and distribute it in three "loops". A central loop would feed

the office, the boat yard and restaurant and the four largest docks. The north loop would feed the new guest moorage area and the new retail building and the south loop would feed the rest of the docks and the south parking lot area. One of the most important aspects of the system that Wood/Harbinger is recommending is that the new system can be phased in over the next ten years while keeping the remaining elements of the old system operational. This approach would allow the Marina to replace the distribution system in phases that would correspond to the other projects and keep the remaining sections of the old system in place and operating until they are replaced.

The next step is to negotiate an agreement with Wood/Harbinger to design the “central loop” and develop the plans and documents for the construction phase. The central loop is the largest loop and includes the most equipment. Preliminary plans call for bringing the power from PSE’s grid to the Marina floor near the center of the Marina by “boring” under the stairway next to the Waterford Condominium. This is a convenient location for PSE also because the 12.47 kV grid is available there and can be brought across the street underground with a minimum impact on the street. The main switchgear for the entire system can be located on the Marina floor in the triangular shaped area adjacent to the bottom of the stairway. The Master Plan shows this area as a small pedestrian plaza. The switchgear can be housed in an above-ground cabinet or installed partially or entirely underground. The switchgear will be located and housed in such a way as to maintain the planned use of the area as a small plaza.

From the main switchgear, the medium voltage cables will be routed north in underground duct banks along the base of the bluff to a manhole close to the location of the proposed dry stack storage facility. If needed, a transformer can be set in that location to supply the proposed facility. From that manhole, the cables will be routed to the west, where another manhole/pad mount transformer will be located. This transformer will supply the office, N and M docks, the dry sheds and any future development in that area. Another medium voltage leg will be routed to the south of the main switch gear in the road in front of the condo units to a manhole, and from that point it will be routed to the west to another manhole/pad mount transformer located in the parking lot in front of J Dock, about fifty feet behind the bulkhead. This transformer will supply J, K, and L docks, plus the boatyard and restaurant. When the bulkhead is replaced in the area between the Marina Office and J Dock, the Marina will have the option of “completing the loop” and connecting the two legs with a third medium voltage run. This will add redundancy to the system and decrease the area of the Marina that will be without power if a failure occurs in one of the power legs or at a transformer location. Once the central loop is completed, K, L, M and N Docks can be rewired. These are the docks where the power distribution system is overloaded. Current plans call for rewiring N dock immediately, and then completing one per year over the next three years.

Wood/Harbinger has given staff an estimate of approximately \$82,000 to develop the design and construction documents. At this point, the estimated construction cost for the “Central Loop” is \$620,000. The budget for electrical projects in the first phase of the Marina Master Plan is \$750,000. At the time this project was put together for the 2003 CIP the staff anticipated that the entire upland system could be replaced for \$750,000.

The central loop is the largest of the three phases, with all of the main switchgear and most of the transformers, but the north loop and the south loop will still have to be budgeted for and constructed sometime in the future. The north loop will need to be built in 2005 or 2006 as part of the Expanded Guest Moorage and Bulkhead replacement project. The south loop will not be needed until the floating docks are reconfigured, which is still six or seven years in the future.

#### Des Moines Municipal Court

June 1-4, 2003 Judge Hartl attended the District and Municipal Court Judge's Association (DMCJA) Conference in Spokane. This is a statewide judges conference covering items of interest to courts of limited jurisdiction. Most interesting were the Search and Seizure updates and a section on reducing recidivism. Not so interesting was the fact that much of the bottom line to reduce recidivism requires funding. Important tools were offered that could help stop some repeat offenders. One item Judge Hartl has put into practice is to require a defendant, where alcohol is involved in the offense, to install a breathalyzer machine in his or her home through a program at the Renton City Jail. This is paid for by the defendant and basically has the person blow randomly twice a day to enforce the condition not to consume alcohol.

#### Economic Development

The Community Development Director continues to work with the Finance and Economic Development Committee on an economic development work program. Staff has tentatively scheduled a "Neighborhood Meeting for Businesses" in late August. In early July we began working with the Chamber and other organizations on the details.

An interdepartmental weekly meeting has been established to address permitting processes. From just a few meetings the group has developed ideas on how to improve customer service that will be instituted immediately.

#### Masonic Retirement Center Redevelopment

The comment period for the Masonic Home FEIS passed without comment. A "Notice of Action" was published on May 19. The SEPA mitigation agreement was signed in late June.

The mitigation agreement includes an innovative condition. Although these types of facilities have ongoing impacts on the community, especially in the areas of transportation and emergency services, historically there hasn't been a mechanism for cities to "re-coup" these ongoing costs since non-profits do not pay property taxes. The EIS associated with this project included an evaluation of the ongoing annual costs to the community of the redevelopment in the areas of police and transportation services. After much research by the Community Development Director in her role as SEPA official, she developed a way for non-profits to pay for these costs. Beginning 12 months after the Certificate of Occupancy, Masonic Home will pay the City of Des Moines \$42,960 annually for these services. This is for the Phase I project only. A similar provision has been included for Phase II of the project. In addition, normal annual adjustments shall be made based on the US IPD measurement. To our knowledge, this is the first time SEPA has been used in this fashion. Staff is very excited about this concept and is investigating

how it can be used with other non-profits. Finally, Masonic was issued 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. If all goes well they will submit plans for Phase I construction in fall 2004.

#### 2004 CDBG Allocations

The City has received its first estimate for 2004 Community Development Block Grant allocations. For the first time City Council authorization is not necessary to participate in the program. 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 the City's participation in this program was received by King County. The 2004 application is complete and is available on our website. The due date is August 8. In September the City Council will make specific program allocations.

#### Judson Park

In late June, Judson Park notified the Community Development Director of their intention to undertake a redevelopment project. No other details are available at this time. They expect to present their plans to staff in August or early September.

#### 2003 Population

The Office of Finance and Management issued their 2003 population figures. Des Moines 2003 population is 29,120, or 390 people less than in 2002 (29,510). Although this is distressing, the Community Development Director believes these figures reflect three events:

- Changes in the economy.  
Because so much of our housing stock is in rental units, any changes in the economy is quickly reflected in this community because of the general mobility in this housing segment as people either lose their jobs or move in search of jobs.
- Changes in retirement population.  
Retirees are looking for more modern facilities that are less institutional in appearance and provide facilities and activities that promote a more active lifestyle. Our three largest facilities Judson, Masonic and Wesley, are all showing their age and are not that attractive to this evolving population. As a result vacancy rates of these facilities are increasing. With the redevelopment plans of Masonic and now Judson, this trend should reverse itself.
- No annexations.  
For many years significant growth in the population has occurred as a result of annexation activity. For the last two years Des Moines has not annexed additional neighborhoods, as a result growth has stagnated.

On the positive side, with the construction of Mt. Rainier and North Hill, the expansion of Highline Community College, several townhouse and subdivision projects either beginning construction or in the planning phases along with other

development projects, we expect this trend to reverse itself in the next economic cycle.

#### 2004 Comprehensive Plan Update

The Port of Seattle has re-instituted their Comprehensive Plan amendment request to allow as an interim use, construction staging and earth removal.

The State of Washington has also requested Comprehensive Plan amendments to allow them to subdivide and sell off portions of Saltwater State park.

#### Subdivisions/Public Hearings and Related Activity

- Mediterranean Heights, 1211 S 272<sup>nd</sup> St, 11-lot subdivision. A temporary erosion control pond is being installed, as is the sewer line on Marine View Drive.
- Pacific Place Plat, S 268<sup>th</sup> Street and Pacific Hwy S, 34-lot subdivision. Clearing and grading of the site is well underway. Applicant has applied for final plat approval. Applicant has requested a partial bond release for completed work. Staff is preparing bond release.
- Jerry Coil 4 lot short plat; 25219 22<sup>nd</sup> Avenue South. Pre construction meeting was held and bond has been posted. Mylar has been submitted and is waiting for Director's signatures.
- Williams, 909 South 278<sup>th</sup> Place 4-lot Development; The Hearing Examiner issued a decision on the gate issue. The appellant has now filed a LUPA appeal. Regarding the remaining improvements that are not fully complete, staff met with the contractor to discuss how and when this would be done. It appears that the final building permit is key in completing the final asphalt lift to avoid damage from construction. The pond is complete, though there appears to be an algae problem.
- Jerry Bergman Modified Short Plat, 23922 7<sup>th</sup> Ave S, 2 lot short plat, Engineering has reported that the project is now substantially complete.
- Bui 2-lot short plat, 1641 South 223<sup>rd</sup> Street. Short plat has been recorded, and all fees have been paid.
- Back Lot Line Adjustment, 23840 16<sup>th</sup> Place South. Mylar sent to the County on June 12<sup>th</sup>. Mr. Back picked up his recording number on June 19<sup>th</sup>.
- Lakehaven Utility District, Redondo Pump Station #7, 28225 Redondo Beach Drive South, Lot Line Adjustment. Staff met with Asst. City Manager, the Harbormaster, a representative from Utility District, and the project Engineer on June 12<sup>th</sup>. Staff discussed why the application would have to be reviewed by the City Council, the applicant decided to apply for a non-exclusive, open easement to allow 24-hour access across the boat launch parking lot and initiate an Interlocal Agreement for physical improvements related to the LLA request. Revised plans and language for the easement and Interlocal Agreement were submitted on June 24<sup>th</sup>. Staff reviewed the resubmittal and set up an appointment with the Assistant City Attorney for July 1<sup>st</sup>. Staff left a message for the

applicant on June 27<sup>th</sup> to give a status update and to discuss the resubmittal. Staff will call the project engineer in early July

#### Land Use Administration

- 9 Business Licenses were submitted for review. All 9 have been approved. Staff continued to work with the Code Enforcement Officer on business license applications that had Stop Work Orders or code enforcement issues to resolve.
- 6 Special Use Permits for temporary banners and signs were issued. Staff continues to work with the Code Enforcement Officer on notifying business owners of the SUP requirements for temporary banners and signs.

#### Commercial Project Review

- Zenith Viewpointe, Unclassified Use, mixed use condominiums/office space; 23659 Marine View Drive S. A Council hearing date is set for August 14<sup>th</sup>. On June 2<sup>nd</sup>, the Planning Agency 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.
- Ohr, 218xx 20<sup>th</sup> Avenue South, 2.2 acre office/warehouse development, The applicant has now obtained formal permission to discharge to the private downstream system, make modifications for an emergency spill way, and to adjust the release orifice size. With sufficient design information now submitted to both engineering and building, Staff has advanced the applicant a grading permit prior to building permit release.
- Holy Trinity Lutheran Church, 2021 S. 260<sup>th</sup> Street, construction of a 21,000 square foot church- Landscape and finish work remain, but all other work is substantially complete.
- Water District 54, 21660 11<sup>th</sup> Ave. S, Building plans for phase 2 construction have been submitted, but landscape work from the first phase has been ignored.
- Discovery World Daycare Center; 22038 9<sup>th</sup> Avenue South, Project is 1/3 complete. The applicant has submitted a Conditional Use Permit application to revisit the prior CUP's conditions of approval limiting the number of children at this facility.

#### Shorelines/ESA's

- Midway Sewer District, New marine sewage discharge at Des Moines Beach Park and associated tidelands. The Corps of Engineers and National Marine Fisheries has required some soil sampling in the intertidal area. This work was scheduled for low tide on July 14<sup>th</sup>.

- Scarsella Development Exception Application; 24335 7<sup>th</sup> Avenue South.  
Applicant has paved the road as requested. Staff is waiting for landscaping to be completed. Applicant will wait to plant until November when plants are dormant.
- Des Moines Yacht Club, 22737 Marine View Drive South, Retaining Wall/Fill  
application for the Flood Hazard Zone. Application submitted in late April. Staff met with the applicant and gave him a Hold Notice in early May because of zoning and Flood Hazard Zone issues. Resubmittal on June 3, 2003. SWM and Planning Staff prepared response. Second Hold Notice hand delivered at meeting with the applicant and the project engineer on June 18<sup>th</sup>.
- Taco Time, 809 Kent-Des Moines Road, Commercial Addition in Flood Hazard  
Zone. Submitted for building permit review on June 27<sup>th</sup>.

#### Midway Subarea Plan

The UW students have completed their draft Midway Subarea Plan. An informational meeting was held at the Planning Agency meeting on June 2, 2003, and a Council date has been set for review in late September. The Planning Agency expressed interest in moving forward with the plan and making it a reality, and are excited to work on something new and challenging.

#### Building Division

Permit Activity for June, 2003

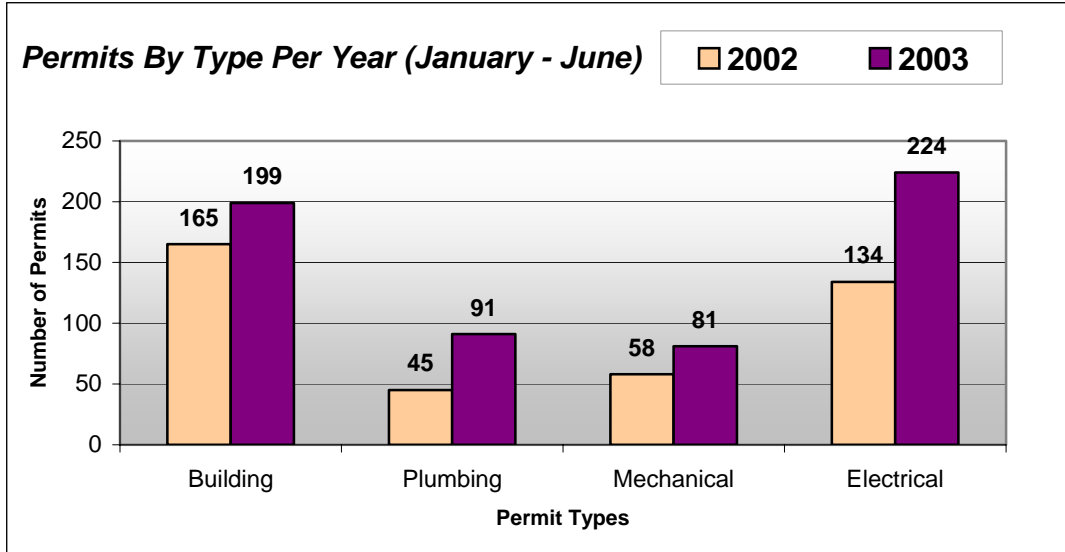
99 permits issued:

Building Permits:	28	Average Fee: \$1,711.00
Plumbing Permits:	20	Average Fee: 92.00
Mechanical Permits	6	Average Fee: 77.00
Electrical Permits:	45	Average Fee: 232.00
<b>Total revenue for June, 2003:</b>		<b>\$100,814.00</b>

Compared to same period last year:

83 permits issued:

Building Permits:	31	Average Fee: \$1076.00
Plumbing Permits:	7	Average Fee: 121.00
Mechanical Permits	12	Average Fee: 123.00
Electrical Permits	33	Average Fee: 218.00
<b>Total revenue for June, 2002:</b>		<b>\$68,078.00</b>



Audit 2002

The entrance conference was held June 4; the information technology audit exit conference is still pending. GAAP Financial Statements are in process. Revenue and expenditure schedules were prepared to tie 2001 account balances to the financial statements, as well as establish links for the creation of the 2002 financial statements. Staff is continuing to work on reconciling fixed assets and completing final GAAP journal entries. The State auditor has completed the audit on cash and investments and long-term debt.

Eden Inforum Gold Software Implementation

On June 16, staff began live transactions using the Inforum Gold software core financial modules, general ledger and accounts payable. Staff completed Eden’s Fixed Asset Site Analysis survey. Future schedule milestones include: Fixed Asset data mapping consultation on July 3; Beginning Crystal Report training July 8 – July 11; Budget preparation training July 23 – July 24; Fixed Asset data extract July 21; Fixed Asset training July 29 – August 1; and Intermediate Crystal Report training September 9 – September 12.

Budget	Spent to Date	Funds Remaining
\$150,000	\$54,246	\$95,754

Redondo Boat Launch – Project Management:

During June, staff determined that it was not possible to reduce costs sufficiently so that the project could be awarded to the low bidder (Ohno Construction). On June 12<sup>th</sup>, the City Council directed staff to re-advertise the project in a manner that would (hopefully) produce lower bids. The revised project was re-bid on June 19<sup>th</sup>. The new bid documents contain several minor changes requested by Engineering. Several contractors expressed interest in the project. Bids were opened on July 3<sup>rd</sup>, and the bid was awarded to Ohno Construction at the July 10<sup>th</sup> City Council meeting.

The Assistant City Manager is also assisting the Community Development Department evaluate a lot line adjustment application submitted by Lakehaven Utility District. Lakehaven hopes to adjust the boundary lines separating the Redondo parking lot from the District's Sanitary Sewer Pump Station No. 7.

#### Des Moines Memorial Drive Advisory Committee

The Assistant City Manager prepared an agenda and announcement for the regular meeting held during June. A community open house was held on June 11<sup>th</sup> at the Burien Library. The consultants are nearing the completion of the cultural resources plan. Des Moines' citizen representative position on the Committee is currently vacant. Previously, Ola Mae Crawford held this position. Now, Diane Kennish is interested in serving Des Moines in this capacity. Councilmembers can expect to see a consent agenda item regarding Ms. Kennish's appointment to the Advisory Committee.

#### Comprehensive Plan: Amendments

A final report was prepared for closeout of the 2001-2003 GMA Grant. During 2002-03, it was estimated that the City allocated more than \$140,000 toward planning activities. Deliverable products include: 1) digital aerial photography and topography maps; 2) digital maps of environmentally sensitive areas; 3) update of the Comprehensive Transportation Plan; 4) adoption of transportation impact fees; and 5) draft update of the Park and Recreation Master Plan.

#### E-Government

The new website has been operational for more than a month and the site seems to be performing well. Refinements were made to the Council meeting agendas to improve readability and accuracy. Dale Southwick is serving admirably as the City's Webmaster.

#### On-Site Records Storage Facility

Incrementally, departments are retrieving documents from the Iron Mountain storage facility. Until funds are identified for the building renovation, a temporary storage area is needed. The Assistant City Manager is working to create a temporary storage room in the basement of the Engineering Building. In order for this to occur, old computer equipment (currently stored in the room) must be surplus. At its July 10<sup>th</sup> meeting, City Council approved an agenda item to surplus miscellaneous equipment.

#### Citizen Action Request Program

The City receives approximately 30 requests per month. 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.

#### Comcast Cable Franchise

Minor edits were made to the draft franchise. This item is scheduled for Council review on July 17<sup>th</sup>. During July, a scope of work will be prepared for the upgrades to the A/V system within the Council Chambers. Councilmembers with specific preferences or suggestions should contact the Assistant City Manager.

### Initiative

The Legal Department advised the City Clerk regarding the proper response to the McFarlane initiative; and, after reviewing the initiative, made an appropriate response to Mr. McFarlane. A legal opinion was prepared for the City Council and Mr. McFarlane.

### Small Claims Action

After preparing a legal brief and memorandum for dismissal of a lawsuit filed against numerous City employees and officials, the City Attorney appeared in King County District Court for oral arguments and was successful in a motion to dismiss the action against all.

### Prosecuting Attorney

The Des Moines Prosecutor filed 764 infractions and citations in June, a 28% increase over last year for the same time frame.

### Contracts signed in June:

- Construction contract for the Pacific Highway South Redevelopment Project (subsequently terminated and readvertised).
- Field House Site Improvements Project Contract with R. L. Alia Company
- Steven J. Underwood Memorial Park Phase I-B Ballfield Project Contract with Grant's Landscape Services
- Steven J. Underwood Memorial Park Phase I-B Ballfield Fencing Project Contract with Central Construction Fence and Deck
- Public Defender contract signed through December 2003
- Video Services contract with City of Tukwila
- Jail services with City of Renton

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

- Bid for Phase I Parking Lot Paving for Steven J. Underwood Memorial Park.
- Field House Park Lease Agreement with Cingular Wireless
- An RFP was issued in June for operating a convenience store/snack bar in the Marina. The RFP's are due back by July 22.
- Following Council approval, staff expects to sign contracts for design services for the Power Distribution Project and for the preliminary design of the Dry Stack Boat Storage Unit in July.
- In July, or a succeeding month, an RFQ will be issued for upgrades to the audio-video system within the Council Chambers.