

Des Moines City Council
Retreat – November 14, 2015
9:00 a.m. – 2:30 p.m.
Beach Park Dining Hall
22030 Cliff Avenue South
Des Moines, 98198

AMENDED AGENDA

- | | |
|-------|--|
| 9:00 | Call to Order |
| 9:01 | Review of 2015 Strategic Objectives and Council/City successes |
| 9:15 | Review, Discuss, and Modify as needed the City Council Vision and Mission Statements and Goals |
| 9:30 | Councilmembers present their short and long term issues for the City to address |
| 10:30 | Break |
| 10:45 | Review, Discuss, Modify and Prioritize the City Council Strategic Objectives (Development of a citywide “Strategic Action Plan”) |
| 12:00 | Working Lunch – Review, Discuss, Modify and Prioritize the City Council Strategic Objectives (continued) |
| 12:30 | 2016 Operating & Capital Budget |
| 2:15 | Wrap Up and Summary |
| 2:30 | Adjourn |

Times noted are estimates and are subject to change depending on the progress made on each item.

2015 DES MOINES CITY COUNCIL



VISION

An inviting, livable, safe waterfront community embracing change for the future while preserving our past

MISSION STATEMENT

We protect, preserve, promote, and improve the community by providing leadership and services reflecting the pride and values of Des Moines citizens

GOALS

1. Protect people and property
2. Promote economic stability, growth, and vitality
3. Maintain the City's infrastructure
4. Enhance the City's infrastructure
5. Provide efficient and effective customer-oriented City Services
6. Improve and enhance community communications
7. Preserve and celebrate the historic elements of the City
8. Encourage community involvement
9. Preserve livability for all generations
10. Participate in regional and state issues and decisions
11. Protect the natural environment

STRATEGIC OBJECTIVES

SHORT TERM

- Aggressively remediate nuisance properties
- Implement and practice the City's Emergency Management Plan
- Finalize and begin implementation of a Marina, Beach Park, and Redondo Business Plan
- Create and implement a financial sustainability plan for the Marina, including a public input process
- Ensure that infrastructure is in place to support Marina District development
- Aggressively pursue alternative revenue sources, including restoration of the state's Sales Tax Equalization program
- Increase opportunities to recognize community members/organizations and City Staff
- Review and modify, as needed, regulations along commercial corridors
- Develop and implement a written, measurable communications plan
- Continue and enhance the City's collaborations with the educational communities
- Pursue new transportation funding, both legislative and local options
- Develop and implement an economic development strategic plan, to include business retention and attraction, and a marketing/branding program for the City
- Maintain the Police Department's accreditation
- Work with our neighboring cities and Sound Transit to develop the best link light rail alternative for Des Moines

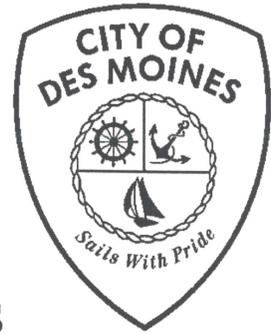
LONG TERM

- Support on-going programs to improve public safety
- Aggressively remediate nuisance properties
- Implement an economic development strategic plan, to include business retention and attraction and a marketing/branding program for the City
- Continue and enhance the City's collaborations with the educational communities
- Develop a comprehensive facilities, infrastructure and technology replacement and maintenance plan to include collaboration with other community partners/entities
- Continue to improve the City's reputation in the business and development community
- Continue to support development opportunities on Port of Seattle-owned property in Des Moines
- Continue to educate the business and development community through city process improvements and innovations

PROCESS

Internet/Telecommunications/Cable
Education Communities
Marina
Communications/User Interactions
Public Safety

*Adopted December 4, 2014 by the Des Moines City Council
Pictured Above Standing L-R: Jeremy Nutting, Vic Pennington, Matt Pina, Bob Sheckler
Seated L-R: Melissa Musser, Mayor Dave Kaplan, Jeanette Burrage*



Planning, Building and Public Works

To: Tony Piasecki, City Manager

From: Dan Brewer, P.E., P.T.O.E., Planning, Building and Public Works Director

cc: Michael Matthias, Assistant City Manger

Date: November 9, 2015

Re: PBPW 2016 WORK PROGRAM

DJB

In preparation for the City Council's 2016 Planning and Goal Setting Retreat on November 14th, 2015, I have summarized the highlights of the Planning, Building and Public Works (PBPW) Department's 2016 work program.

The intent of this memorandum is to provide the context of PBPW staffing resource allocations in 2016, in order to assist the City Council in setting realistic and deliverable goals and objectives for the coming year.

The PBPW 2016 work program is impressive and involves some very significant and time-consuming issues, including but not limited to work related to Sound Transit's Federal Way Link Extension (FWLE) FEIS; work related to preliminary engineering for Sound Transit's FWLE including a development agreement; continued support for development in the Des Moines Creek Business Park and the FAA project; potentially negotiating agreements with Utility Districts; and an extensive capital improvement program including the 216th Segment 1a project, reconstruction of the Redondo Boardwalk, and the Massey Creek channel modifications – among others. This coupled with the fact that the PBPW Department resources have been stretched beyond limits, means that there will be significant challenges ahead.

The PBPW staff in Community Development and Engineering will be almost entirely committed to environmental and design review, permitting, and inspecting projects already in the pipeline, and designing and constructing a significant capital improvement program.

Throughout 2016, it will be essential for the City Council to be especially disciplined about staying focused on the most strategic issues for the City, whatever those are determined to be. The City Council will need to be very clear on their policy related

goals and objectives, particularly those related to economic development and development regulations.

Community Development Division

The primary function and priority for the Community Development Division is to facilitate and support implementation of development related applications. This will be a significant work effort in 2016, especially given the number of large scale development projects currently under way or that are in the pipeline. A list of these developments is provided as Attachment 1. There are currently some 30 active Land Use Applications – that is more than we have ever had at any given time in the history of this Division.

The secondary function of the Community Development Division is to support City Council policy related work related to economic development and development regulations. This includes the preparation of all ordinances related to the Zoning Code (Title 18 DMMC), the subdivision code (Title 17 DMMC), the Environment code (Title 16 DMMC), and the Building and Construction Code (Title 14 DMMC). Given the current and 2016 pending development workload, staff support next year for supporting Council will be stretched thin.

Following is a list of policy related issues that I am currently aware of. The City Council may have others. I have shown these in prioritized order based on my recommendation. We will not be able to get all of these items completed by the end of 2016. I will be seeking direction from the full Council on prioritization of these issues.

Potential Policy related work items

1. Temporary Homeless Encampments (November 5th Public Hearing).
2. Updates to CAO and SMP – DOE requirements (February Public Hearing).
3. Establishing an impact fee deferral program, required by 9-1-2016 (see Attachment 2).
4. Low Impact Development (LID) standards, required by 12-31-2016 (see Attachment 3).
5. Establishment of, and coordination, with a Citizen Advisory Group/Architectural Committee related to Sound Transit's Design Proposals.
6. Regulations for mixed use projects fronting Pacific Highway South in Pacific Ridge.
7. Adult entertainment ordinance.
8. BP - Business Park Zoning work along South 216th Street.
9. IC - Institutional Campus Zoning work.
10. Work in support of Marina Development
11. Zoning work related to Blueberry Lane (BP to residential).
12. DMMC Code Maintenance
13. Siting of wireless facilities
14. Non-conformance code
15. Group Homes
16. Siting of essential public facilities
17. Roof top structures
18. Keeping of Animals
19. Update of the PUD Code
20. Update of the subdivision Code

Engineering Services Division

The primary function of the Engineering Services Division is the Operation and overall Management of the City's transportation system and right-of-way. This includes but is not limited to our traffic signal and street light systems, traffic signs and pavement markings, pavement, sidewalks, and guardrails. This Division also responds to all requests for services and citizen concerns related to public works. While the Street Crew is responsible for maintenance, the Engineering Services Division manages all of the operations of this infrastructure, and coordinates and oversees the maintenance functions.

The secondary function is support of private development projects and capital improvement project (CIP) design and construction efforts. Much of the Engineering Services Division staff time in 2016 will be devoted to this area. Again, a list of the most significant development projects is provided in Attachment 1, and a list of the 2016 CIP projects are included in Attachment 4.

In addition, Engineering staff will be spending a significant amount of time coordinating with the design team on Sound Transit's FWLE on preliminary engineering efforts, and ultimately negotiating the development of an agreement with Sound Transit. Staff has met with Sound Transit staff, and their schedule will require significant effort on our part during the first half of 2016, leading up to a record of decision next fall.

Engineering staff will also be coordinating with WSDOT staff on the planning and preliminary engineering of the SR 509 project. Staff has had conversations with WSDOT staff that indicate a significant work effort in the first half of 2016.

Depending on how the conversations concerning the utility tax increases go with the water and sewer districts, engineering staff could be spending a significant amount of time reviewing and negotiating several agreements with these utilities.

Both the north and south twin bridges on 16th Avenue South are scheduled for inspections next year. The expansion joint on the south abutment of the South Twin bridge is also scheduled for replacement.

There has been a lot renewed attention recently on the Federal requirement that agencies have an adopted ADA transition plan. There has been increased emphasis across the State, including pressure from PSRC and WSDOT Local Programs. The City began this effort with the 2009 Comprehensive Transportation Improvement Plan, but it was never completed. In the summer of 2014, an inventory of the City's sidewalk was completed. In 2016, the City will need to finalize its ADA Transition plan, and formally adopt the Plan.

Last but certainly not least is the completion of the 2015 Comprehensive Transportation Plan update. This will likely include an update to the Transportation Impact Fee Rate study and TIF Ordinance, and potentially the need to develop a Transportation Concurrency Ordinance. This effort will be coordinated with the new requirements for an impact fee deferral program and the TIF Code's updated accordingly.

Surface Water Management (SWM) Engineering and NPDES

SWM staff will be taking the lead on the development of new Low Impact Development (LID) standards and regulations which the City is required to adopt by December 31, 2016. Part of this effort involves reviewing and staff training on the King County Surface Water Design Manual – Standards Update. They will be coordinating with the other Divisions and the Council Committees, working towards implementation and adoption of the ordinance before the end of next year.

In support of our NPDES permit requirements, SWM staff will continue to monitor and track Illicit Discharge Detection and Elimination Program (IDDE) sources and prepare reports accordingly; will continue to support code enforcement efforts related to spill responses; will continue with their Public Education/Outreach program (Storm Drain Marking, Car wash kits, City Currents articles, Chinook Book outreach, ECOSS business outreach); will be conducting private surface water facility inspections, and coordinating as needed with property owners for required maintenance; will conduct erosion and sediment control plan reviews and inspections for development projects; will work on an Integrated Pest and Vegetation Management Plan; and will prepare and maintain NPDES documents (SWMP and Annual Reports).

Following up on the recommendations of the SWM Comprehensive Plan, SWM staff will be developing and implementing a drainage permit fee to help fund engineering review and inspection. They will also be overseeing and coordinating the continued effort to update GIS drainage inventory and the digital conversion of drainage plan files as well as updating connection points to City drainage system and mapping of private drainage systems and easements. This includes beginning the video inspection of all CMP pipe within the City, and working to develop a proactive replacement program.

SWM staff will also be supporting economic development by reviewing drainage plans and conducting inspections. They will also be managing the construction of the Massey Creek Channel modification project, and working on the design of the Barnes Creek Culvert replacement project, including preparing and submitting grant applications.

Public Works and Parks Maintenance Division

Street Maintenance

In addition to regular ongoing maintenance activities for streets, the street crew aims to create an inventory of our raised pavement markers, and develop an inspection program and maintenance schedule within Cityworks, and to develop a GIS layer for our unmaintained alleys and ROW's.

SWM Maintenance

Per the direction provided from the SWM comprehensive Plan, SWM crews will begin year 1 of CMP Pipe Condition Assessment (assess 1/3 of mapped pipe each year for three years). Crews will continue to work on pipe replacement program requests, and conduct system repairs and maintenance as needed. Crews will continue to inspect and maintain our SWM Detention and Treatment facilities, including our catch basin inspection and cleaning program. These are part of our NPDES permits requirements. In addition, SWM crews aim to implement a new mobile app to CityWorks that will make the inspection and work order process much more efficient.

Parks Maintenance

In addition to regular ongoing maintenance activities for Parks, the parks crews aim to renovate the irrigation system at the fieldhouse baseball/soccer field as well as install a new fence along the east side of the newly cleared area at the Activity Center. They also plan to renovate the front landscape and irrigation system at the Service Center. The crew plans to assess the condition of the picnic tables and benches city wide, and develop a prioritized maintenance and replacement schedule. The crew plans to replace several asphalt walkways and areas at Overlook 2 and the skate park. Ideally, the crew would continue to investigate the possibility of adding the irrigation management system either Calsense or The Toro Sentinel system. We have look at this in the past, and hope that costs of the system have dropped so that a business decision can be made to support this. The crews also hope to be able to assess and replace the dead plants at both Pac Hwy and 16th Ave streetscapes.

Fleet Maintenance

In addition to regular ongoing maintenance activities for our fleet, Don and Jason are planning to on the development and implementation of fleet maintenance activities into CityWorks.

Facility Maintenance

In addition to regular ongoing maintenance activities for our facilities, Dick and John hope to work on the development and implementation of facility maintenance into CityWorks.

Attachment 1

List of Active Development Projects

ACTIVE LAND USE PROJECTS – UPDATED 10/21/15

Project	Status	Permit No.	Next Step
COMMERCIAL/MULTIFAMILY			
The Adriana Design Review/SEPA	Grading/shoring issued . Design Review Option 2 decision issued 9/23/15. Lot Line Adjustment req.	LUA2014-0034	Building permit review , LLA
800 Townhomes/DR/Shoreline/Grading	Grading Permit/civils issued. Building permit issued. Lot Line Adjustment req.	LUA2014-0015	LLA
Woodmont Recovery Campus CUP/ DR	CUP approved 4/15. DR resubmitted 8/3. Project on hold until 12/31/15.	LUA2014-0038	Response to public comments, Issue DR
Des Moines Apartments	2 nd round review comments sent 10/13/15	LUA2015-0002	w/customer
Highline Place	Applicant planning to resubmit documents.	LUA2015-0006	w/customer
Bay Villa Design Review/Critical Area Review	Design Review and CA issued 8/18	LUA2015-0005	Grading permit Building permit review
Waterview Crossing	Comment letter sent 6/18. Design Review resubmittal received 10/15/15.	LUA2015-0013	Route DR resubmittal
DM Mixed Use – 7 th /227 th	Submitted 8/3, NOCA Sent 8/17, Design Review comments sent 9/23/15	LUA2015-0044	w/customer
Seascape Mixed Use – MVD/223rd	Design Review & SEPA submitted 9/21/15. NOCA issued. Comments due	LUA2015-0053	SEPA, Design Review
Des Moines Theater	Design Review submitted 9/21/15. NOCA issued. Comments due	LUA2015-0054	Design Review
Wesley Homes	Master Plan approved 10/1/15.	LUA2015-0035	w/customer, Design Review
Des Moines Creek Business Park Phase 2 (FAA)	Draft Development Agreement sent to Port for review	LUA2015-0047	Dev. Agreement/Short Plat
Artemis South Parking Lot & LLA	Grading permit ready to issue upon posting of bond. Waiting on LLA revisions per King County comments	LUA2015-0027; LUA2015-0010	w/customer
Bebe Nails Mixed Use	Design review/building permit revisions submitted 10/7/15. Pending review.	LUA2015-0043	Review revisions
CRITICAL AREA/SHORELINE			
Marina/Beach Park Pay Stations	w/cust, emailed Joe on 7/13	LUA2013-0032	Expire application?
Trieu Critical Area Review	Sent comment letter to applicant 5/27, Sent email 7/29 checking status	LUA2015-0015	w/customer
Gill Grading Permit	BLD needed for retaining walls before Grading Permit can be issued. ALQ and CA Review issued on 8/26. Need legal description of NGPE before issuing Building Permit.	LUA2015-0009	w/building dept.
Mikhailov Critical Area Review (DMMD)	Materials submitted 8/3, NOIA sent 8/17. DNS issued. Appeal period ends 10/22/15.	LUA2015-0042	Critical area review
SUBDIVISION/LLA			
Warren Short Plat	Sent comment letter to applicant 6/18. Resubmittal received 10/12/15	LUA2015-0022	Review revisions
Shoopman Short Plat	Resubmitted 8/26, routed on 8/26. Comments sent 10/5/15.	LUA2015-0026	w/customer
The Pinnacles at DM	Sent notification of subdivision approval on 8/26	LUA2015-0030	Civil review
Breckenridge SP	Final signatures submitted 8/24. NOCA & public notice issued. Finalizing preliminary plat comments.	LUA2015-0039	Issue comments

Pacific Heights – Deviation	Decision issued 8/26	LUA2012-0001	Civil review
Marina Short Plat	Conducting final review prior to recording	LUA08-025	Mylar for recording
Blueberry Lane PUD	Grading/civils issued. Final plat submitted 10/XX.15. Comments due 11/6/15. Applicant has requested early submittal extended review time as still completing civil improvements.	LUA2014-0003	Review final plat
Highline View Estates	Grading/Civil plans issued 10/14/15. Revisions needed for wall building permit.	LUA2015-0034	Final plat
MISC.			
Russian Church Grading Permit	Grading and building permits issued	LUA2015-0019	
Henderson Grading Permit	Comment letter sent 8/4	LUA2015-0025	w/customer
Sea Tac Value Inn Grading/Parking	Comment letter sent 8/10	LUA2015-0036	w/customer
Greenside Parking Lot Grading Permit	Comment letter sent 8/4	LUA2015-0032	w/customer

Attachment 2

MRSC Information on impact fee deferral program

Legislature Adopts Changes to Washington's Impact Fee Law

July 7, 2015 by [Steve Butler \(/Home/Stay-Informed/MRSC-Insight.aspx?aid=147\)](#)

Category: [Impact Fees \(/Home/Stay-Informed/MRSC-Insight.aspx?catID=189&cat=Impact Fees\)](#)



After several years of discussion and debate, the 2015 Legislature has enacted changes to how impact fees ([/getdoc/8d2993d5-6454-47dc-8e85-004f6cb34938/Impact-Fees.aspx](#)) are to be collected by Washington counties, cities, and towns. [ESB 5923](#)

(<http://lawfilesexternal.wa.gov/biennium/2015-16/Pdf/Bills/Session%20Laws/Senate/5923.SL.pdf>) requires counties, cities, and towns to adopt a deferral system for the collection of impact fees for new single-family detached and attached residential construction, a change that developers contended would address the financial burden of paying fees at the early stages of the process, before a development project is generating any revenues. While many counties and cities were worried that a deferral system would make it harder to collect impact fees and stymie planning for new infrastructure, the lengthy deliberations and revisions over several legislative sessions resulted in a final product that addresses many, if not all, of their concerns.

The deadline for most of the new law's provisions is more than one year away (September 1, 2016), so local governments have time to develop a deferral system that best meets statutory requirements and local objectives.

Description of New Law

Under the new law, counties, cities, and towns must adopt a deferral system for the collection of impact fees that, upon developer request, delays payment until the time of:

1. Final inspection;
2. Issuance of the certificate of occupancy or equivalent certification; or
3. The closing of the first sale of the property.

For the first two options, cities are authorized to delay issuance of the certification until the impact fees have been paid. For the third option, the new law states that the seller has strict liability for payment of impact fees and that such payment must be made from the seller's proceeds (unless there is an agreement to the contrary between the seller and the buyer). It is up to each municipality, however, to choose one or more of the three options it wants to use.

Other highlights of the new law include:

- The term of deferral is 18 months from issuance of the building permit.
- The amount of impact fees that may be deferred is determined by the fees in effect at the time the applicant applies for a deferral.
- Deferral of impact fees can be limited to the first 20 single-family residential building permits, annually, per applicant.
- An applicant seeking a deferral must grant and record a lien against the property in favor of the municipality in the amount of the deferred impact fee.
- Municipalities may collect reasonable administrative fees from applicants seeking a deferral.
- To limit the "spin-off LLC" issue, "applicant" is defined to include "an entity that controls the applicant, is controlled by the applicant, or is under common control with the applicant."
- Limited grandfathering is authorized for an existing deferral system (in effect on or before April 1, 2015), even if it does not fully match the new state requirements, as long as all impact fees are deferred.
- Municipalities and school districts are authorized to institute foreclosure proceedings if impact fees are not paid.
- The Department of Commerce must develop an annual report, beginning December 1, 2018, on the payment and collection of impact fees from school districts, counties, and cities for single-family residential construction.

The new law also contains provisions where local choices should be made, including but not limited to: (a) at what juncture impact fees are collected; (b) whether to impose a reasonable administrative fee; and (c) whether to limit the deferral to the first 20 building permits or to a greater number of building permits.

The timing of impact fee collection under a deferral system will be the key decision to be made by counties, cities and towns. Presumably, most builders would prefer the "time of sale" option, since it extends out the time when payment would be due. However, local governments have direct involvement with final inspections and certificate of occupancy issuance (the first two options), so choosing either of those points would allow them to know exactly when the deferred payment is due. In addition, under the "time of sale" option, there is the possibility that a newly constructed single-family residence could be rented out and not sold, resulting in no impact fee payment. In the end, the final decision on when to require payment of impact fees is a local one.

Tips and Suggested Actions

- Be proactive in preparing your local codes, procedures, and staff for this new change. Take the time necessary to develop and adopt an impact fee deferral system before the statutory deadline of September 1, 2016.
- Decide which local options are best for you, such as:
 - Timing of payment of the deferred impact fee(s).
 - Imposition of an administrative fee.

- Expansion of deferrals beyond the first 20 building permits (with a decision on expansion to be made only after consultation with any affected school district).
- For those municipalities that already have an impact fee deferral process - Review it carefully for consistency with the new law's requirements and amend the existing process if needed.

Of course, no action is required for those counties, cities, and towns that don't impose impact fees.

Finally, it should be noted that, while a municipality must adopt and administer an impact fee deferral system, it is up to the applicant to decide whether or not to use that process.

Photo courtesy of Dwight Burdette

(https://commons.wikimedia.org/wiki/File:New_house_under_construction_Pittsfield_Township_Michigan.JPG)



About Steve Butler

Steve joined MRSC in February 2015. He has been involved in most aspects of community planning for over 30 years, both in the public and private sectors. Steve has served as president of statewide planning associations in both Washington and Maine, and was elected to the American Institute of Certified Planner's College of Fellows in 2008.

[VIEW ALL POSTS BY STEVE BUTLER](#) ▶ (</Home/Stay-Informed/MRSC-Insight.aspx?aid=147>)

Comments

0 comments on Legislature Adopts Changes to Washington's Impact Fee Law

Blog post currently doesn't have any comments.

Attachment 3

May 28th e-mail with information on Low Impact Development standards

Dan Brewer

From: Dan Brewer
Sent: Thursday, May 28, 2015 9:31 AM
To: Bob Sheckler; Dave Kaplan; Jeremy Nutting; Matt Pina; Melissa Musser; Vic Pennington
Cc: Tony Piasecki; Michael Matthias
Subject: Low Impact Development (LID) regulations for managing Stormwater

In yesterday's "AWC News" e-mail, there was a "Front Burner" story on the upcoming deadlines for Low Impact Development (LID) requirements in Western Washington. LID will soon be the required method for managing stormwater in Western Washington's urban areas.

Recent NPDES stormwater requirements issued by the Department of Ecology (Ecology) mean that municipalities will need to integrate LID principles and best management practices into local codes and ordinances. This new requirement will affect local government activities, policies, and processes in various ways, and each jurisdiction will be responsible for making the necessary preparations for being in compliance with their NPDES Municipal Stormwater Permits. Since we are under a Phase II Permit, the deadline for Des Moines is December 31, 2016.

Here is a link with more information about Low Impact Development in Western Washington:
<http://www.awcnet.org/TrainingEducation/LowImpactDevelopment/WesternWashington.aspx>

I've also attached a few AWC Fact Sheets for your use and review.



AWC Fact



AWC Fact



AWC Fact



AWC Fact

set1_LID Coming.pdet2_What Is Happeet3_Cost Planning heet4_Resources.pc

Integrating LID methods will change how development occurs. Over the next 18 months, we will be working on reviewing our regulations and standards to identify ways that we can integrate LID efforts into our codes, ordinances, policies, processes and standards in order to be in compliance with the new requirements. This effort will need to include a review of:

- Comprehensive Plans and Policies
- Subdivision and Zoning Codes
- Clearing and grading Code
- Landscaping requirements
- Utility requirements
- Street Design and Construction Standards
- Transportation plans and policies

Obviously this will take a lot of coordination between the Planning, Building, Engineering Services, Public Works, and SWM Divisions in order to ensure consideration of the most effective and efficient approach. It will be crucial to select and implement LID methods that provide a variety of options for property owners and developers, while at the same time are in the best interest of the City for the long term. As we move through this process we will take advantage of and benefit from the work and experience of what other jurisdictions have done in this area.

Staff will work closely with the Environment Committee as we go through this process, and we will provide periodic updates to the full Council so you are all informed of the issues.

Daniel J. Brewer, P.E., P.T.O.E.
Planning, Building, and Public Works Director
21650 11th Avenue South
Des Moines, WA 98198

Attachment 4

PBPW Capital Improvement Program (CIP) Projects

Fund 319 – Transportation Capital Improvement Fund Projects

- South 216th Street Segment 1A (SR-99 to 24th) – Manage and oversee the construction of this street improvement. Traffic control and vehicle and pedestrian access will be critical issues for this project.
- Redondo Boardwalk Replacement Project (construction)
- Barnes Creek Trail (Complete design & seek funding)
- South 268th Street “Safe Routes to Schools” Project (design & construction)
- 24th Avenue South Sidewalk and drainage improvements (design)
- South 224th Street – Pacific Ridge Neighborhood Improvement Project (design & construction)
- Pavement Management Program (design)
- Saltwater Bridge – Project close out
- 24th Ave South – Project Close out
- South 216th Street Segment 3 (seek funding)
- Arterial Traffic Calming Program
- Redondo Parking Project

Fund 451 – SWM Capital Improvement Fund Projects

- Lower Massey Creek Channel Construction (construction)
- Barnes Creek KDM Culvert Replacement Design (design & seek funding)
- 24th Avenue Pipeline Construction (design)

Fund 310 – Municipal Capital Improvement Fund Projects

- Parkside Park Playground Repair and Equipment Replacement – Manage and oversee the removal of arsenic-contaminated soils, installation of new soils, installation of new trails and park play equipment, fencing, and repairs to existing asphalt trails and sports court surface. Working with King County CDBG, DOE, Consultants, and Contractors will be critical issues for this project.

- Des Moines Beach Park Picnic Shelter and Restrooms Total Rehabilitation – Manage and oversee the completed restoration of these two buildings. Structural improvements, LED lighting, plumbing for the restrooms, roofing, painting, siding, and electrical work are required. Working with the State granting authorities will be crucial for this project.
- Field House Tennis Court – Manage and oversee the resurfacing of the existing tennis court.

Fund 506 – Facility Repair and Replacement Fund

- Council Chambers Lighting – Manage and oversee the installation of new lighting in the Council Chambers. New lighting is needed to remove the shadowing on the speakers and Council members, and provide a better quality recording for viewers. Coordinating the work around Court and Council schedules will be a critical issue for this project.
- LED Exterior Lighting – Manage and oversee the installation of new energy-efficient LED lighting fixtures at various City buildings (Senior Activity Center, PW Service Center, City Hall, PW Engineering, Police Services Center, Field House, SJU Park). This project is both a maintenance and energy savings measure as well as a vandalism deterrent. Working with our Facilities Maintenance crew (Dick) will be critical to this project.

**2016 Environment Committee
Potential Work Program Items**

- **CAO/SMP/Frequently Flooded Areas**
- **FEMA Flood Hazards Updated**
- **Low Impact Development Standards**
- **Update on CMP pipe replacement inventory**
- **SWM development fee's**
- **NPDES Updates**
- **CIP Updates**
- **2017 Budget Review**
-

DRAFT

**2016 PS&T Committee
Draft Work Program**

January 7, 2016

No meeting

February 4, 2016

Confirm 2016 PS&T Work Plan

CTP & Traffic Impact Fee Update

CIP Project Updates & Transportation grant requests for 2016

Sound Transit Update

SR-509 Update

Des Moines/Kent: Midway area issues

March 3, 2016

CTP & Traffic Impact Fee Update

Impact Fee Deferral Program

CIP Project Updates

Flashing Yellow Arrow discussion

ADA Transition Plan

April 7, 2016

Sound Transit Update

SR-509 Update

Draft Transportation Improvement Plan (TIP)

Low Impact Development Standards

May 5, 2016

Transportation Improvement Plan (TIP)

CIP Project Updates

Impact Fee Deferral Program

ADA Transition Plan

June 2, 2016

Sound Transit Update

SR-509 Update

Draft 2017-2022 Transportation CIP Budget

Low Impact Development Standards

July 7, 2016

2017-2022 Transportation CIP Budget

Low Impact Development Standards

August 4, 2016

Sound Transit Update

SR-509 Update

CIP Project Updates

Low Impact Development Standards

September 1, 2016

2017-2022 Transportation CIP Budget
CIP Project Updates
Low Impact Development Standards

October 6, 2016

PD Update

November 3, 2016

CIP Project Updates

December 1, 2016

Draft 2017 PS&T Work Plan

DRAFT

Finance and Economic Development Committee Possible Work Program Items for 2016

PBPW Department 2016 Work Program and Staff Resources

The PBPW 2016 work program is impressive and involves some very significant and time-consuming issues, including but not limited to work related to Sound Transit's Federal Way Link Extension (FWLE) FEIS; work related to preliminary engineering for Sound Transit's FWLE including a development agreement; continued support for development in the Des Moines Creek Business Park and the FAA project; potentially negotiating agreements with Utility Districts; and an extensive capital improvement program including the 216th Segment 1a project, reconstruction of the Redondo Boardwalk, and the Massey Creek channel modifications – among others. This coupled with the fact that the PBPW Department resources have been stretched beyond limits, means that there will be significant challenges ahead.

The PBPW staff in Community Development and Engineering will be almost entirely committed to environmental and design review, permitting, and inspecting projects already in the pipeline, and designing and constructing a significant capital improvement program.

Throughout 2016, it will be essential for the City Council and this Committee to be especially disciplined about staying focused on the most strategic issues for the City, whatever those are determined to be. The City Council and this committee will need to be very clear on their policy related goals and objectives, particularly those related to economic development and development regulations.

Community Development Division

The primary function and priority for the Community Development Division is to facilitate and support implementation of development related applications and requests for service from the public. This will be a significant work effort in 2016, especially given the number of large scale development projects currently under way or that are in the pipeline. A list of these developments is provided as Attachment 1. There are currently some 30 active Land Use Applications – that is more than we have ever had at any given time in the history of this Division.

The secondary function of the Community Development Division is to support City Council policy related work related to economic development and development regulations. This includes the preparation of all ordinances related to the Zoning Code (Title 18 DMMC), the subdivision code (Title 17 DMMC), the Environment code (Title 16 DMMC), and the Building and Construction Code (Title 14 DMMC). Given the current and 2016 pending development workload, staff support next year for supporting Council will be stretched thin.

Following is a list of policy related issues that staff is currently aware of. The City Council may have others. These are shown in prioritized order based on the recommendation of the Planning, Building and Public Works Director. Staff will not be able to get all of these items completed by the end of 2016, without additional support and resources. Staff is seeking direction from the Committee and the full Council on the prioritization of these issues.

Potential Policy related work items

1. Temporary Homeless Encampments (November 5th Public Hearing).
2. Updates to CAO and SMP – DOE requirements (February Public Hearing).
3. Establishing an impact fee deferral program (required by 9-1-2016).
4. Low Impact Development (LID) standards (required by 12-31-2016).
5. Establishment of, and coordination, with a Citizen Advisory Group/Architectural Committee related to Sound Transit's Design Proposals.
6. Regulations for mixed use projects fronting Pacific Highway South in Pacific Ridge.
7. Adult entertainment ordinance.
8. BP - Business Park Zoning work along South 216th Street.
9. IC - Institutional Campus Zoning work.
10. Zoning work related to Blueberry Lane (BP to residential).
11. DMMC Code Maintenance
12. Siting of wireless facilities
13. Non-conformance code
14. Group Homes
15. Siting of essential public facilities
16. Roof top structures
17. Keeping of Animals
18. Update of the PUD Code
19. Update of the subdivision Code

Memorandum

To: Tony Piasecki, City Manager

CC: Michael Mathias, Asst. City Manager

From: Patrice Thorell, Parks, Recreation and Senior Services Director

RE: 2016 Parks, Recreation and Senior Services Work Program

Administration

The primary function will be to ensure that the department is running efficiently and at the same time increasing department revenues by 10%. A major constraint to successfully raise the revenues is not having an on-line registration system that is an expectation of our younger families with child participants.

On-Line Registration System: Staff has been working with the IT Division for 3 years to evaluate a full service registration system that will meet future requirements for programs, facilities, and athletic scheduling processes. We are preparing a RFP for a comprehensive system. Most system vendors collect 1% of the revenues as the annual fee for services instead of the past practice of charging an upfront purchase fee and annual maintenance fee. Therefore, the cost to the City will be based on the revenue collected. The Department plans to implement the new system fall of 2016.

Capital Improvement Projects: Staff will work collaboratively with Public Works on the following Park Projects to meet grantor criteria:

- Parkside Park Rehabilitation- CDBG, DNR and KCYAFG grants
- Beach Park Restroom and Picnic Shelter- RCO grant and King County Levy funds
- Field House Tennis Courts- City funding
- Barnes Creek Trail- Engineering Division Lead
- Activity Center Floor- CIP Mgr Lead (if needed)
- Field House Roof- Facilities Worker/CIP Mgr Lead (Emergency Repairs)
- Marina/Beach Park Bulk Head Design/Project Development- Marina funded
- Marina/Beach Park Paid Parking Implementation Plan- (If directed by City Council)

Park Impact Fees: Staff will prepare to hire a consultant for a Park Impact Fees Rate Study. A Fee In lieu is currently imposed on Subdivision Developments. Park Impact Fees could be charged to all development, thus providing capital funding based on residential and business growth. (Needs Council Direction)

Parks, Recreation and Senior Services Master Plan and Des Moines Comprehensive Plan

Chapter 6: Parks, Recreation and Open Space Element: Staff will, with the State vet the Parks, Recreation and Senior Services Master Plan and work with Community Development to update the 2016 Comp Plan as well as to update DMMC Title 19 Parks and Recreation.

Grant Preparation: Staff will prepare grants for the following capital projects:

- Beach Park Sun Home Lodge: Washington Heritage Capital Grant Fund (if the project is funded by 4Culture)
- Marina Bulkhead Grants and Appropriations: State Legislature, RCO
- Marina District Placemaking Project: Potential Planning for a 2017 National Endowment for the Arts Placemaking Grant in collaboration with local businesses
- Highway Wayfinding Grant: Research outside funds for I-5 signage

Des Moines Pool District Metropolitan Park District: If directed by City council, Staff would open discussions with the Pool District related to a plan to merge City Parks, Recreation and Senior Services programs and facilities with the District. If agreed, an initiative would be placed on the ballot for a citizen vote. Research would be conducted related to citizen support, all funding options and limitations to the District to cover operating and capital expenses.

Human Resources: Staff will maintain hiring, payroll and documentation support of the 40 or more (quarterly) extra hire staff and hundreds of volunteers that are recruited by the Recreation, Facilities and Events, Senior Services and Administrative Divisions as well as provide support for the City Council appointed advisory committees.

Department Office: Staff will continue to support the public and department:

- Processing and reconciling daily deposits, auditing accounts
- Process registrations and refunds
- Process and track Scholarships
- Create and monitor participants lists for classes/programs and reconcile before and after school and camps sign in/out paperwork and enforce participant security measures
- Marketing via Facebook, Constant Contact and Twitter (per Communications Plan)
- Monitor building for participant security
- Answer inquiries and direct public in the appropriate City and outside agency contacts and web pages in person and over the phone
- Support City Special events

Lodging Tax Advisory Committee

Staff will work with the Committee to develop a comprehensive Destination Tourism Wayfinding and Marketing Plan.

Recreation Division

The Recreation program has been very strong with approximately 10% growth in 2015. Revenues have exceeded the 2009 levels even though there are 50% fewer full time staff (reduced from 5 to 2.46 FTE's to support the same level of work including management of 35-40 extra hires quarterly and 200 volunteers. The Division (which also supports Senior Services customers) has adjusted fees and streamlined processes to managing extra hire part time staff and volunteers to supplement the workforce providing face to face leadership to over 6,000 participants.

Implement 10% Fee Increase: Staff expects that there will be a reduction in participation due to fee increases in 2016. Staff will have to work diligently to retain existing participants by focusing on-site registrations of customers and by attending more school and community events to promote the programs. Staff is counting on implementing a new scheduling and registration system that will make it more convenient for the participants to register on-line and off-site and have capabilities for off-site verification of registrant's payment at Before and After school sites. A system that allows for swiping digital membership cards that can be reloaded for many of the Division's activities will save time for the office and program staff and greatly reduce the time needed for check in and security check out for the thousands of busy parents using the programs.

Sport Program Additions: Adult Basketball – The addition of adult basketball will help give much needed boost to our adult sports offerings. Working with the Highline School District to ensure that our joint facility usage agreement is able to help us find a home for the league is viable to the success of the program.

Youth Flag Football – Flag football is something that the community has been asking about for a long time. The implementation of youth flag football will give our community the opportunity to participate in another sport that they have not had in the past. Staff will work with the Highline School District, a key partner for the success of this program.

Enrichment Program Additions:

- Preschooler Programming – Our younger population in the Des Moines area is quite underserved. Starting to build more programming for this population should help bring more participants to our programs as well as keep them with us for a longer period of

time as they grow up. It is vital to get in touch with our participants at a young age so that we can keep them involved in our programming.

- Reach Out Des Moines/Pacific Middle School After School Program – Starting in January, we will pilot a program at Pacific Middle School aimed at reducing youth violence by keeping middle school aged children out of trouble. Working with school administration, these children will be able to stay after school and ride the activity bus home. This should boost out Youth Council participation as students will not need a ride to and from our programs.

Training Opportunities: Keeping our staff up to date with current trends and methods is imperative to the success of our program. Getting our full time staff the training opportunities that they need to succeed in their positions will be a priority. We need to value these opportunities as they will help strengthen our program offerings.

Facilities and Events Division

Facilities and Events is a new (3 years old) Division of the Department. Originally, the program and budget was rental facility and special event oriented and generated revenues to cover the direct costs of rental building management. In 2016 the Division will tasked to increase fees to move toward supporting the direct expenditures of all recreational buildings: the Beach Park Dining Hall, Auditorium, Founders Lodge and in 2016 the Picnic Shelter and Restroom; the Des Moines Field House; and the Des Moines (Senior) Activity Center. This is a policy change that will require approximately 3 years to actualize. The Beach Park Dining Hall reopened in July 2015 and it will take up to three years to establish a user base to maximize revenues.

Facility Rentals: Work plan above and beyond current duties:

- Increase revenue by 10% through increased fees
- Maintain service level with no additional staff
- Target corporate day meetings with Full Day Package through direct solicitation
- Seek out and utilize FREE advertising to decrease advertising expense
- Increase hours of operation to ensure client tours yours are conducted in off hours after 5pm

Food Truck Pod:

- Build site that has been purchased
- Advertise site through free web tools such as Seattle Food Truck dot com
- Partner with Farmers Market to help create synergy between Market and Pod
- Mangle the contracting and payment for all trucks since On Line payment option was denied by finance

- Manage trucks daily during operations to ensure all are contracted and paid each time frame in collaboration with the Marina staff

Arts Commission

Staff will work with the Arts Commission in support of its 2016 Work Plan:

- Art on Poverty Bay 2014-2016 sculptures will be rotated out and new 2016 – 2018 sculpture will be solicited
- Commission will increase concerts from 7 to 9, having concerts every Wednesday in July and August.
- Manage increased events with less staff time.

Senior Services

Staffing: Dependent on the final 2016 budget, recruit, hire and train a full time senior center specialist for marketing, newsletter, classes, special events and facility operation. Discontinue those programs that do not generate revenue for better use of limited staff time. Continue reduced hours of operation until a final staffing decision is made.

Computer Registration Program: Learn and use the new computer software for on line registration for senior activities, classes and trips. Market new process to the senior community.

10% increase in Senior Center Class and Trip fees: Beginning January 2016. There are a few exceptions where fees are not under the control of the city but the partner agency. These fees cannot be adjusted by senior center staff (ex: Enhance Fitness). Maintain revenue generating programs with the current staff taking on those duties once handled by the senior center recreation coordinator.

Participation Registration: Include more gender diversity in our program information and participation data choices.

Senior Services Advisory Committee

Staff will coordinate six committee meetings and 2016 goals for this City Council appointed committee.

Human Services Advisory Committee

Staff will review 2017/18 human services applications and quarterly agency reports with the Human Services Advisory Committee. Committee agency funding recommendations delivered to City Council in August. Committee meets six times per year.