

City Manager's Office

December 18, 2007

To: City Council

From: City Manager

Re: Monthly Report – November 2007

Police Personnel

On November 5, 2007, MPO Cathy Bumpus began a 4-year assignment in the Detective Unit. Detective Bumpus will be handling Domestic Violence, DV Rapes and Felony Assaults and other cases as assigned.

During November, some of the background checks were completed and interviews conducted with applicants for the position of Records Specialist. We are awaiting the completion of the last background and will then complete the interview process. The top two candidates will complete a polygraph and Chief's interview. We hope to hire someone by the first of the year.

Community Service Unit Update

During November CSO Tachtevrenidou and Chief Baker attended the North Hill Community Center meeting with approximately 20 members. They discussed the Levy Lid Lift, changes to the department, and new services/ programs the CSO Unit offers to the community. On 11/15/07 CSO Tachtevrenidou gave a presentation on Identify Theft to 20 members of the Des Moines AARP and on 11/20/07 she attended Activity Friday at Pacific Middle School and spent time with 90 students.

In addition to her regular duties, CSO Seaberry reports giving an Identity Theft Presentation to 50+ members of Wesley Gardens. They have since called and requested another presentation.

CSO Batterman contacted 50+ businesses in the city to update their emergency contact information. The CSO's have also started working on graffiti issues in the city and CSO Batterman reports completing 63 Graffiti Identification Reports. He has contacted businesses in the city regarding graffiti on their property. Some of these properties include the United States Postal Service, Qwest, King County Metro, and Puget Sound Energy.

Levy Lid Lift Update

On January 1, 2007 the voter approved Levy Lid Lift for Law Enforcement became effective. Although the police department did not receive any monetary benefit from the property tax increase until the end of the first quarter of 2007, the City Council and City Manager gave approval to begin the process of meeting the commitment to restore staffing, vehicles, equipment and technologies as quickly as possible. Activities for the month of November include:

- The detective unit continues to complete background investigations on both lateral and entry level candidates.
- The police department website has been reconstructed to better facilitate police department applicant processing.

Statistical Comparison on Reported Crimes

The following is a comparison between November 2006 and November 2007 and January-November 2006 and January-November 2007.

Offense Type	November 2006	November 2007	% Difference	January – November 2006	January - November 2007	% Difference
Homicide	0	0	0%	0	2	0%
Rape	0	0	0%	14	20	+43%
Robbery	1	52	+400%	38	51	+34%
Assaults	24	13	-46%	257	202	-21%
Burglary	17	16	-6%	215	183	-15%
Larceny	40	35	-13%	550	467	-15%
Arson	0	0	0%	4	1	-75%
Motor Vehicle Theft	24	10	-58%	348	218	-37%
Officers Assaulted	0	0	0%	0	0	0%
Clearances Adult Arrest	29	18	-38%	293	301	+3%
Clearances Juvenile Arrest	5	5	0%	58	45	-22%
Calls for Service	1,580	1,602	+1%	21,329	20,039	-6%

Business Licenses

New commercial business licenses issued in November 2007:

Name	Location	Type
Becker & Associates, PS	22815 Pacific Hwy S.	Psychological Services
Luxuries Nails	22340 Marine View Drive	Nail Salon
Mendoza's Construction	22311 Marine View Drive	General Construction
Professional Mortgage, Inc.	22311 Marine View Drive	Mortgage Services
Salon Instyle	2501 Kent-Des Moines Rd	Beauty Salon
Stow-B-Low	22307 Marine View Drive	Assembly/Retail Sale of Crab Pods
The Velvet Group, LLC	22341 Marine View Drive	Restaurant & Bar (Butler Bar & Grill)
Travel Around the World Agency	22311 Marine View Drive	Travel Agency & Notary Services

Audit 2006

The financial statements were finalized for the state auditors' review. Their last date on site was November 21. An audit exit conference was planned for the week of December 11 but has been deferred to January 2008 due to scheduling conflicts. Draft issues include a major internal control issue over preparation of financial statements by the Finance Director.

Marina Maintenance Dredging

The SEPA process is complete and the Planning Department has determined that a Shoreline Substantial Development permit is not required because this project qualifies as a maintenance activity. The consultants finished the sediment tests in November. The final results showed that all of the sediments were suitable for open water disposal at one of the dredged material disposal sites in the Puget Sound. This is good news because it will significantly reduce the cost of the project. The consultants will prepare and submit the "dredged material disposal plan" in December. Once the plan is accepted, all of the conditions for obtaining the Federal permits will have been met. It is unlikely that the permits will be issued in time to get the work done before the fish window closes on Feb. 15, 2008. Staff is making preparations to do the actual dredging after September 1, 2008.

Water Main Relocation Project

On November 15th City Council approved the agreement with Water District No. 54 for engineering and design services needed to relocate the water main in the Marina. The City Manager has signed the agreement and returned it to the Water District for their approval. Staff expects this project to be ready to go to bid early in 2008, as soon as the SEPA/Shoreline permitting work is done.

Marina Service Division

In general, service revenues were good in November, with fuel sales, launching and guest moorage all showing increases. Total fuel sales were up 36% over last November, due to higher prices, and increased volume. Launching was good, with about three times as many launches as last year. This was due to the extended crab fishing season this year.

Guest moorage revenues continued to be strong, bolstered by an increase in scheduled visits from boating clubs. In 2005 the Marina hosted 5 scheduled visits. That number increased to 12 visits in 2006, and in 2007 the Marina hosted 21 scheduled visits from boating clubs. Of those visits, 14 occurred during the off- peak months of April, May, September and October. Overall, the staff expects guest moorage revenues this year to be up about 10% over last year.

Marina Maintenance Division

In November, Marina staff continued working on regular maintenance tasks and some capital projects. The priorities for this off-season are to complete the M Dock rewiring project, prepare I and J docks for the fire suppression stand pipes and to install anodes on at least thirty of the steel piling supporting the Redondo boardwalk and bulkhead.

Des Moines Creek Trail

Staff completed some minor grading to connect the existing paved portion of the trail to the maintenance road and installed signage that notifies trail users when the trail is open or closed due to construction to accommodate landslide repairs and landscaping projects along the trail. The trail was temporarily closed during December coinciding with the emergency slide repair work along Des Moines Memorial Drive South.

It is anticipated that the paving of the trail segment between the Midway Sewer Treatment Plant and the Beach Park can begin in the summer of 2008 now that all of the funding for the projects elements including \$250,000 from Washington State, a Federal Highways appropriation in the amount of \$230,000, and a second appropriation for the amount of \$500,000 by Patty Murray's office is anticipated. The King County Parks Levy that passed in 2007 will provide approximately \$300,000 for Des Moines Creek Trail over the 6 year term from 2008-2013.

Des Moines Beach Park Historic Buildings Projects

Staff completed Phase 1 dredging of a section of the creek 40 ft. above the bridge to the Dining Hall and dredging a section of the creek below the wooden bridge in September. The recommended Dining Hall building height and creek width as proposed by Tetrattech (based on their 100 year flood analysis) was discussed with the Municipal Facilities Committee and then forwarded to BOLA's engineers to begin building design and permitting processes in November.

- Auditorium & Sun Home Lodge:
The Auditorium & Sun Home Lodge Perimeter Drainage Improvements Project went out for bid in August. Bidding closed on September 18th and staff presented the draft contract for the drainage work to Council for authorization on September 27th. The project was completed in November.
- Dining Hall, Picnic Shelter:
Contracts were signed and design work has begun with BOLA Architecture and Planning Design for the rehabilitation of the 1934 Dining Hall, 1934 Sun Home Lodge and 1920's Picnic Shelter, and mothballing or other action related to the 1945 Restroom Building. Due to December 2007 flooding, the design and engineering team will complete another damage assessment prior to beginning the programming phase of their work.

Field House Exterior Renovation

Pilgrims Progress Preservation Services continues work on the Field House and Picnic Shelter log restoration projects.

Recreation Program Update

November Revenue	Year-to-Date	2006 YTD
\$60,034.43	\$726,473.29	\$652,081.56

Before and After School Program

There were 207 registered Before and After School participants at Des Moines, North Hill, Marvista, Midway and Parkside Elementary School in the Highline School District and Woodmont Elementary School in the Federal Way School District. There were 466 children who participated on a drop-in basis or on an early release day. These numbers represent an increase of **63** additional registered participants and an additional **131** drop-in or early release participants from last year. There were also an additional 73 children who participated in our Conference Week Camp during the Thanksgiving week break.

November Teen Dance

Approximately 190 teens attended the Teen Dance on Friday, November 16th at the Field House. Teens enjoyed dancing, snacks, and music supplied by our local DJ Joeii Gettys. The Des Moines Youth Council and many community volunteers have helped make the dances a success.

Activity Afternoons at Pacific Middle School

Activity Afternoons at Pacific Middle School continued to be very successful with three program dates during November. Friday programs ran on November 9th, 16th and 30th. The Activity Afternoons are part of an After School Program at Pacific Middle School on Fridays throughout the school year. The program is funded by the Des Moines Rotary Club and Des Moines Legacy Foundation and partners with the Highline School District and Destination Des Moines. There are now 197 teens registered for the program and November attendance was 80, 84 and 84 participants respectively. Kids enjoy snacks, arts and crafts, gym activities and have access to the computer lab as well.

Traveling Teen Tour

The Fall Traveling Teen Tour concluded on Halloween with 8 Middle School participants enjoying this session of festivities. Teen Tours are part of the After School Program at Pacific Middle School that are offered through funding made available by Des Moines Rotary and the Des Moines Legacy Foundation. Teens enjoy weekly trips to different locations around our area. These trips included swimming at Federal Way Community Pool, bowling at Acme Bowl, enjoying a movie at AMG Theaters, playing at the Tukwila Funplex and Halloween Festivities at Carpinito Brothers Farms. The program is run by Recreation Division staff with the aid of senior volunteers.

Senior Center Division Statistics – November 2007

	2006	2007
Number of Meals Served	715	712
Fee Program Participants	328	265
Drop In Participants	1,300	1,961
Volunteer Hours	1,355.5	683.5
Revenue for November	\$4,712	\$3,416

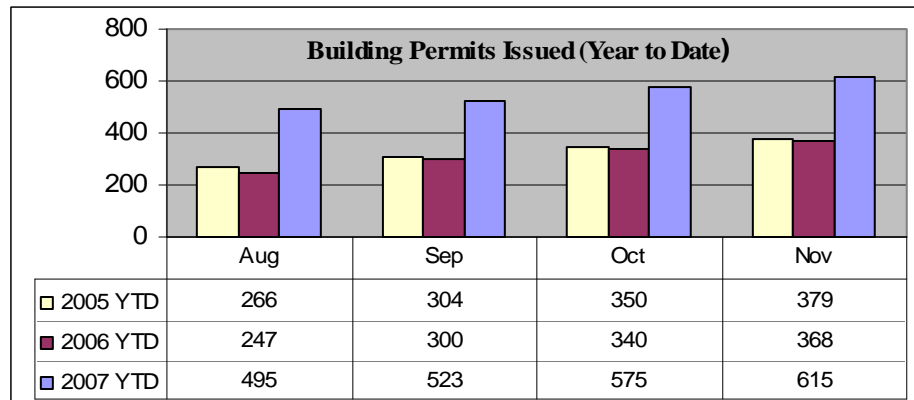
Senior Nutrition Program

Initiated by Senior Services, our nutrition program is now providing job training skills for adults who are registered with the state Welfare to Work program. We have two trainees working with the program. The goal is to teach these trainees commercial kitchen job skills so that they are employable in the job force. The trainees are trained by the Senior Services nutrition site coordinator and paid for their time by the State of Washington. So far the two trainees are working out well. We currently have many fewer volunteers with the nutrition program, but this has not impacted the quality of the meal or the program delivery to date.

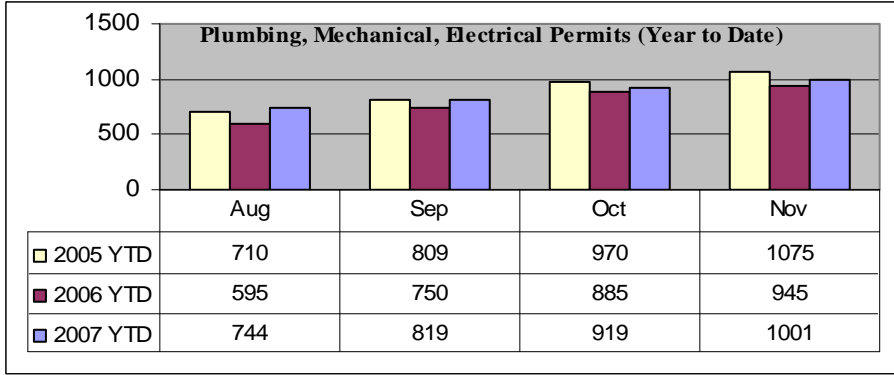
Claire Motheral Retires

After thirteen years with the City of Des Moines as a senior recreation attendant, Claire Motheral retired from the City. Des Moines resident Charisse Gregory was hired in November to fill the vacated position. She also serves in the Des Moines community as the coordinator for Masonic Lodge building rentals and is active in her children’s scouting and Jobs Daughters programs.

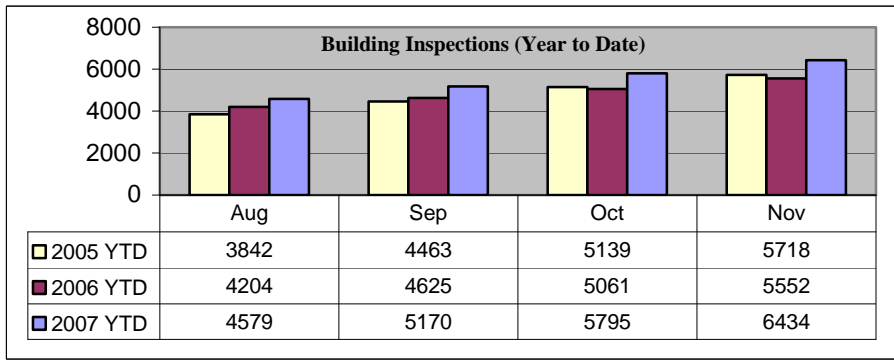
Building Division



2007 Building permits are 67% higher than 2006 and 2005



Plumbing, mechanical & electrical permits are tracking with the last two years



Building inspections are at a record high in 2007.

Streamlined permitting is a new process to improve processing commercial plans in for building permits. The customer now receives a single letter from the City consolidating building, fire district, transportation, surface water management and planning issues rather than separate comment letters from each division. This makes it easier and less confusing for the customer and resolves inter-divisional issues before comments are provided to the customer. This new procedure closely resembles the process used by the Development Services Division during the initial land use review. Since most of these applications have just been through the Development Services Division process, the customer is familiar with the new procedure.

Midway Elementary School's project is well underway. The structural steel framework and site work continues. The concrete masonry unit (CMU) walls for the gym are going up. The shape of this structure can now be seen. The Building Division is working with the contractor on a daily basis.

Mount Rainier High School continues to work towards completion. School opened September 5th. A "Temporary Certificate of Occupancy" was issued for the school. A timeline is not yet available for a final Certificate of Occupancy.

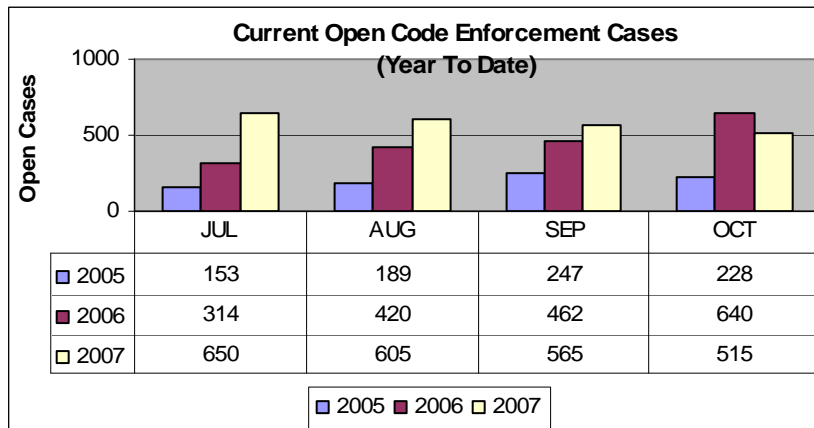
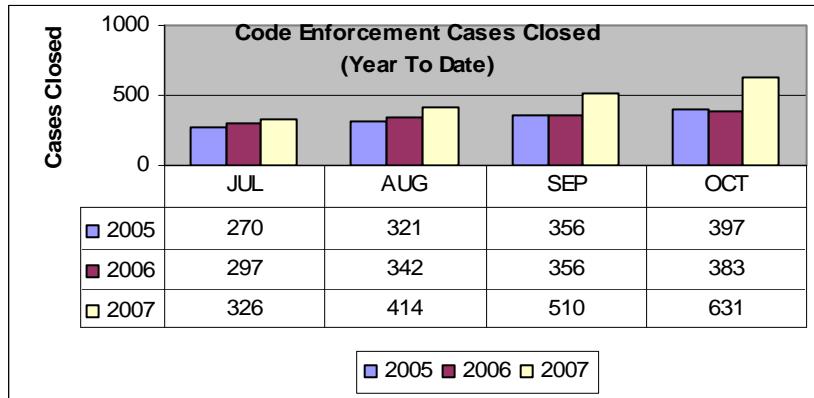
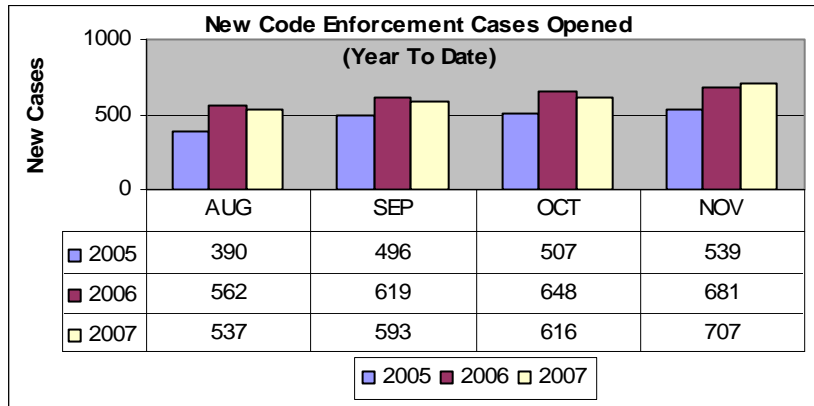
Aviation High School opened September 10th at the Olympic School site on North Hill under a "Temporary Certificate of Occupancy. The building is still not complete.

Judson Park Addition is moving along. All levels of construction are well underway. The shape and style of this building addition is quite evident at this level of construction. As soon as a realistic project completion date is known, it will be shared.

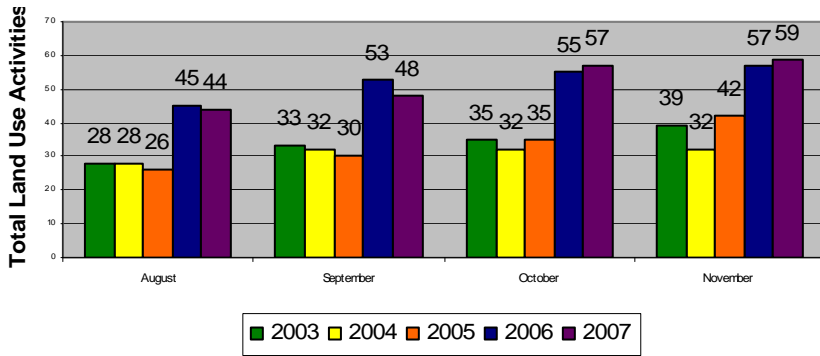
The Building Division issued 2 single family permits, 3 residential additions and 5 residential alterations.

Code Enforcement

Ninety new cases opened and 57 cases closed during November. For 2007, 707 cases were opened, 688 closed, and 504 are currently open.



Development Services



Land use activities continue to surpass last year's record activity level.

Subdivisions pending review and approval – 360 lots (down by 3 from October)

- Bennett 33 Lot PUD, 1205 South 232nd Street. Staff has concerns related to the design of the ROW, the applicant's justification for the PUD subdivision, and design of the proposed park; these comments were provided to the applicant on 10/03/07. The City is currently waiting on the submittal of the revised plans and requested additional material.
- Highline View Estates 22 Lot Modified Subdivision, 22xx South 240th Street. Staff has significant concerns related to the design of the right-of-way (ROW), private recreation areas, and design of the proposed pedestrian connections; these comments were provided to the applicant on 11/16/07. The City is currently waiting on the submittal of the revised plans and requested additional material.
- Landmarque 66 lot Townhouse Subdivision, 260th and Pacific Highway South. The civil plans submitted to the City did not include all of the required materials. Among the items missing were: landscaping plan, wetland mitigation plan, park design, technical information report, building permit for the vault, and demolition permits for the onsite structures. Staff did complete a review of the plans submitted to the City. During this review staff identified significant deficiencies in the design of the street improvements and the surface water drainage system. The applicant proposed to have the construction entrance via 20th Avenue South only. Staff is requiring that a construction entrance for heavier trips be evaluated for Pacific Highway to lessen impacts on the surrounding neighborhood and City street systems. The City is currently waiting on the submittal of the revised plans and requested additional material.
- Blueberry Lane 66 unit PUD, 199xx Des Moines Memorial Drive. Staff comments on the civil plans were provided to the applicant on 10/17/07. Staff still has significant concerns related to the design of the detention pond and the right-of-improvements. The applicant has failed to provide the related landscaping plans, mitigation plan, and building permits for the retaining walls. The City met with the applicant and the engineer on 10/22/07 to discuss the City's concerns. During the meeting solutions were identified for the majority of the City's comments. The City is currently waiting on the submittal of the revised plans and requested additional materials.

- Pacific Heights (formerly Grandville Southern) 77 lot PUD, 15xx South 279th Place. The City has hired a traffic consultant to evaluate the impacts of the project within the Redondo Riviera neighborhood; this report has been provided to the City and the City is considering additional traffic calming in the Redondo Riviera neighborhood. All comments on the revised plans have been provided to Development Services and a master comment letter was provided to the applicant. The comment period for the determination will conclude on the 12/19/07; the appeal period will conclude on 12/29/07. The project has been targeted for the 01/08/08 Planning Agency meeting and a public hearing with the City Council on 02/14/08.

Short Plats pending review and approval – 52 total lots (up 9 from October 2007)

- Massey Creek Estates 7 Lot Modified Short Plat, 23406 14th Avenue South. A preliminary subdivision design review letter with comments was sent to the applicant on 6/13/07. Resubmittal received 8/24/07. Review comments were sent to the applicant on 9/25/07. City staff met with the applicant and engineer 10/24/07 to discuss design options.
- Nichols 3 Lot Short Plat, 23246 Marine View Drive South. Civil plans were received on 5/30/07. Review comments were sent to the applicant on 7/17/07. Revision received 10/1/07. Staff review comments were sent to the applicant 10/26/07. Revision received 11/20/07. Review comments due to Planning 12/18/07.
- Nhut 4 lot Short Plat, 2004 South 253rd Street. Complete civil plan submittal received on 8/14/07. Review comments sent to applicant on 9/17/07. SEPA Checklist and grading permit review comments were sent to the applicant 10/23/07. Revision received 11/26/07. Review comments due to Planning 12/21/07.
- Singh 2 lot Short Plat, 24827 16th Avenue South. Preliminary short plat approval was issued on 4/29/07. Civil plans were submitted for review on 5/22/07. Civil plans approved 7/10/07. Applicant has requested an extension to begin construction of improvements until 4/1/08.
- Cornerstone 2 Lot Short Plat, 24317 16th Avenue South. Notice of Complete Application sent on 5/21/07. Staff review comments were sent to the applicant 7/3/07. Revision received 10/10/07. Preliminary plat approved with conditions 11/13/07.
- Ho 3 Lot Short Plat, 25804 Marine View Drive South. Application was received on 5/15/07. Review comments were sent to the applicant on 7/13/07. Resubmittal received on 9/11/07. Review comments due to Planning on 9/26/07. Review comments were sent to the applicant on 10/12/07. Revision received on 11/8/07.
- Cooper Creek 7 Lot Short Plat, 1300 South 218th Street. Application received 8/1/07. Review comments were sent to applicant on 9/7/07.
- Cary Lang 3 Lot Short Plat, 23257 Marine View Drive South. Application received on 8/27/07. Review comments were sent to the applicant on 9/27/07. Revisions received 10/23/07.
- Williams 2 Lot Short Plat, 23232 Marine View Drive South. Application received on 10/31/07.
- Shoopman 5 Lot Short Plat 222nd Street Townhomes, 2414 South 222nd Street. Application received on 10/25/07.
- Jensen 2 Lot Short Plat, 25639 Marine View Drive South. Application received on 10/30/07. Review comments are being compiled by Planning.

- Atkinson/Gethers 3 Lot Short Plat, 8XX South 280th Street. Application received on 1/17/06. LLA LUA07-002 completed. Revision received 10/5/07. Review comments were sent to applicant 11/27/07.
- J&J Equities 9 Lot Short Plat, 1615 South 260th Street. Application received on 11/20/07. Review comments are due to Planning on 12/20/07.

Subdivisions and Related Activity under Construction – 40 total lots (12 new lots completed in November)

- Maslow 5 lot Subdivision, 18xx South 222nd Street. The City has approved the civil plans and issued permits for the required infrastructure improvements. Construction has not yet started. Reporting will cease on this project next month due to a lack of activity in the last 120 days and the likelihood of a new owner taking over the project after property foreclosure is settled.
- Dovey View's 4 lot Short Plat, 1655 S. 225th. Work on the infrastructure improvements is moving forward rapidly; work on the vault and all storm drainage is complete, curb and gutter has been installed and the majority of the new road has been paved. The contractor must still complete the private street and submit a design for the offsite improvements required to tie the existing sidewalk to the new sidewalk.
- ADKP 4 lot Short Plat, 22752 10th Avenue South. Work at the site has started again; all curb and gutter has been installed and the contractor is starting to pave the private street and South 10th Avenue. The contractor must still pour the cement for the sidewalks.
- Graceview 27 unit PUD, South 234th & Kent-Des Moines Road. The applicant submitted revised documents on 11/18/07 to address staff comments provided to the applicant on 10/18/07. The revised documents are currently under review; all comments are due back to Development Services on 12/03/07. This additional mitigation work must be completed or appropriately bonded prior to final plat approval. Work on the infrastructure improvements is nearing completion.

Commercial Scale Projects Under Land Use Review

- Parkside Elementary, 68,000 square foot new school (2 stories), 2104 South 247th Street. Staff's initial review of the proposed project is complete and comments were provided to the applicant on 10/02/07. The majority of staff comments were focused on the requirements for the Critical Areas Development Exceptions for the stream and wetland buffers. Staff also has concerns related to landscaping requirements and vehicular access design. The City is currently waiting on the submittal of the revised plans.
- Saratoga View Villas 34 Condominiums, 16xx South 216th Street. The plans have been reviewed and all comments were provided to the applicant on 11/02/07. The primary concerns were related to access from South 216th Street across the WSDOT old SR 509 ROW, design of the parking lot, landscaping, and design of the buildings. The applicant failed to submit a preliminary Technical Information Report and design of the surface water detention facilities.
- City Center, mixed use building containing 12 dwelling units and 3,963 sq ft commercial, 708 South 227th Street. The City is waiting on the applicant to submit revised plans to address staff's comments related to the 80% 3rd floor terracing requirement, building height, design of the parking stalls, access to the parking garage, and design of the drainage system.

- Kingdom Hall, new 8,750 sq. ft. church, 21645 24th Ave South. The applicant submitted revised plans and requested documentation on 11/8/07. The revised plans are currently under review.
- Prasad Sewer Main Extension, 1064 feet sewer main extension, 17th – 20th Ave S. Midway Sewer District has preliminarily approved the installation of the pipe; however, the developer must still complete the access road to the manholes, developer agreement, and submit compaction testing results before the Sewer District will accept the pipe and allow connections. The Sewer District staff indicates that there has been no contact with the applicant in over a month and the District believes that the project may have been abandoned.

Commercial Scale Projects with Land Use Approvals Granted

- Zenith Viewpointe, 4 dwelling units and 1,800 sq ft commercial, 23659 Marine View Drive South. The street vacation petition request was approved by Council on 11/8/07. The petitioners have remitted the funds for the purchase of the vacated ROW and the project is now complete.
- Rahul Place, 3 story 25,137 square foot office building, 23040 Pacific Highway South. The applicant submitted a building permit application on 10/23/07. The plans are currently under review.
- Bay Villa Apartments, 15 unit townhouse development, 16th Avenue South and Kent/Des Moines Road. The project has been approved by SWM. Comments were issued by Development Services, Building and Transportation. The City is currently waiting on the applicant to submit revised plans.
- Des Moines Library, exterior remodel of existing building, 21620 11th Ave South. Under construction.
- Woodmont Library Expansion, 4600 square foot library expansion, 26800 Pacific Highway South. Under construction.
- Midway Elementary, 2 story 68,000 square new school, 22447 24th Avenue South. Under construction.
- Dom Construction, 3 story 6,981 square foot office building, 22608 Marine View Drive South. Under construction.

Variances:

- Baker Fence Code Variance: Staff has received a request for a variance to modify the City's fencing code requirements. The application is currently under review.
- Graham/Connelly Steep Slope Buffer Variance, SFR at 256XX Marine View Drive South: Received on 10/31/07. Review comments due to Planning on 12/4/07.

Shorelines/ESA'S

- HCC Marine Science Center, 28203 Redondo Beach Drive South. Construction is underway for the new facility and the College has received approval for the design of the frontage improvements. The College is currently working with Lakehaven Utility District to finalize the design to relocate the water main as part of the frontage improvements.

Beach Park/Marina Projects

- Marina Maintenance Dredging. The City has concluded the SEPA review of the project and issued a threshold determination of a DNS on 10/11/07. The comment period for the DNS concluded on 10/26/07 and the appeal period concluded on 11/05/07. Development Services is now finalizing the shoreline exemption. All environmental permitting under the City of Des Moines' jurisdiction should be completed by 12/19/07.

Parks & Public Works Operations and Maintenance

Facilities (1 person)

- No major projects. Catching up on the regular items after time spent on specific projects.

Park Operations [crew of 4 plus seasonal help]

- Cleaned up Highway 99
- Shut down Underwood Memorial Park for winter
- Put up Christmas lights
- Planted annuals @ Big Catch Overlook; 1&2 City Hall pots and S. 216th and Hwy 99

Road and Street Maintenance [crew of 4 people]

- Crack sealing done as weather permitted @ KDM from 16th Ave S. to MVD; S. 250th from 16th to 20th
- Replaced missing markers on MVD @ 26th and S. 251st on S. 240th - MVD to 27th Ave S.
- Installed survey marker on Des Moines Beach Park Bridge
- Dangerous trees were removed in Woodmont Park adjacent to house @ entrance to Woodmont Beach Drive and @ 27th Ave S & S. 246th
- Median maintenance was done on Pacific Highway S by crews and DOC workers
- Vegetation control work on Woodmont Dr - 16th to S 262nd
- Replaced damaged guardrail @ 199th/2nd Ave S - repaired rail @ 216th/7th Pl S

Surface Water Maintenance [crew of 5 people]

- Crew worked on west side of MVD Bridge slide area - replaced large amount of plastic sheeting for erosion control.
- Removed tree roots from inside Barnes Creek culvert that crosses KDM Road
- Ditch cleaning project on S. 28th from 16th to Pacific Highway S
- Shoulder work on S. 244th - both sides of 14th Ave to divert surface water to drain.
- Ongoing cleaning of leaves and debris from grates, drains and culvert openings; also cleaned bridge drains on 16th Ave Twin Bridges

Ancillary Duties

- Removed Farmer's Market banners for the winter
- Assisted Food Bank with Thanksgiving food donations - unloaded trucks
- Crew leads attended drug and alcohol consortium training
- Picked up several dead animals from right of way

Equipment Rental

The City shop is up to date on services. The equipment storage building has been cleaned out and organized. City equipment has been put in the vacated storage for the winter months and we should have room for a little bit more when the old office furniture has been surplus. Three surplus vehicles were taken to JG Murthy Auction for the December sale. They should bring about \$10,000 back to the Equipment Replacement Fund.

All City of Des Moines police vehicles are ready for the snowy weather. All vehicles have studded tires and chains.

Sixty-eight (68) maintenance events took place in November.

Des Moines Creek Basin (DMCB) Projects

The High Flow Bypass Pipeline is now complete and was \$200,000 under budget. Midway Sewer District has deeded the existing outfall and sewer trunkline to the Des Moines Creek Committee and a bill of sale is being circulated for signature. The Committee is in the process of contracting with King County crews to clean the pipeline and to remove the plugs from the pipe. Once this is done the bypass will be operational. King County is expected to be done by the end of December. Also, because the Port already has an aquatic lands lease with the State Department of Natural Resources, the existing lease will be amended to include the bypass pipeline.

Per the Corps Permit, the vegetation within the Regional Detention Facility must undergo two growing seasons before the facility can be officially operational. In addition, the facility must be certified as a dam by the Corps. The Committee has applied for certification and the facility is expected to be “operational” by October 2008 following the two growing seasons (summer 2007 and 2008).

January 2006 Landslides at Marine View Drive (MVD) Bridge (west side) and Des Moines Memorial Drive (DMMD)

The projects are currently being advertised for construction. Bids are to be opened December 19 and the contracts awarded at the January 10 Council meeting. Work is anticipated to be accomplished beginning in late January through April.

February 2007 Landslide on Des Moines Memorial Drive (north of Flag Pole)

The final design is expected to be done early December. Due to the timing of this slide, the repair costs were not eligible for FHWA emergency relief funds or FEMA funds. This work is estimated to cost \$800,000 including the addition of a new storm outfall to Des Moines Creek.

Saltwater Bridge – South Approach Reconstruction

Unfortunately, the bridge will not reopen in December. We ran into some technical difficulties on the steel pile concrete cap beam. All of the reinforcement steel had to be re-arranged to avoid an extension piece of the old bridge (which wasn't known shown on the as-built drawings) and to adjust the cap design for the final alignment of the steel piles once the steel tiebacks were installed. The tiebacks are what hold the steel piles in place. The contractor and our engineer resolved these issues the week of December 3 and the pile cap was finally poured on 12/10

The cap beam forms were removed December 17. Now the site will be backfilled and the steel reinforcement prepared for the approach slab, which will be poured on Friday or Saturday and cured over the Christmas holiday. We will then be able to pave the road, add the guard railing, clean off the road and place the temporary striping, and open the road.

We are now projecting January 9th as the re-opening date. We have updated our website to reflect this new date. This date takes into account the holidays and the potential for a week-long

break between Christmas and New Years as contractors and asphalt plants typically close during this time frame.

16th Avenue South Improvement Project (Phase I): S. 272nd St. to S. 260th St.

This road and sewer construction project is partially funded through the Washington State Transportation Improvement Board (TIB) and Midway Sewer District.

Schedule

Construction Start Date: March 1, 2007

Construction duration: 310 Working Days, or roughly 14 months

Expected Completion Date: May 23, 2008

Completion: The project is approximately 78 % complete (Schedule A (Road): 75.0%; Schedule B (Sewer): 82.3%)

Community Involvement: Web site was updated and distributed globally. Extensive property owner contacts were made during this period to address driveway construction and property restoration issues.

• Work Accomplished in November 2007:

- Signal poles and street lights
- Guardrail
- Retaining wall #7
- Modular block wall #1
- Signal Poles at Woodmont Drive
- Sidewalks, curbs & gutters
- Driveway approaches
- Paving of right turn lane on Woodmont Drive.
- Partial transfer of traffic signal to detection loops

• Work anticipated in December:

- Continue driveway approaches including Woodmont Elementary School and the Fire Station
- Continue sidewalks and curbing
- Continue property restoration fencing down 16th Ave South.
- Flasher poles at Woodmont Elementary School
- Traffic control – will be more localized on 16th Ave South.
- Property owner contacts for property restoration work

• Contract Changes:

- Overall change orders are currently less than 5% of the original \$5.8 million contract.
- Schedule A - 6.5% and Schedule B - 0.3 %. The most significant Schedule A addition was an agreement with the contractor to pave South 260th Street concurrent with paving on 16th Avenue S. Change orders as well as changes in overall quantities will determine the final contract price which is anticipated to be under the approved project contingency.

Emergency Operations

On August 14, 2007, the Police Department conducted a “table top” exercise for City department directors explaining what is necessary to be in compliance with the federally mandated National Incident Management System (NIMS). Our goal is to assign responsibilities, and work on various parts of the plan over the next year until we have a viable plan that can be rehearsed through exercises and drills in-house as well as with surrounding cities to become efficient in all types of emergencies, from acts of nature such as earthquakes, floods, winds, to other incidents such as airplane accidents and terrorism.

- **Emergency Preparations Completed Last Period**
Karen Ferreira (liaison with surrounding cities) made an orientation presentation to the PBPW Leadership Team on October 16th. Meeting was held October. 29th with the Maintenance Crews and November 1st with Engineering staff to discuss what they needed to be better prepared to handle emergency situations. Crews are making an inventory of emergency traffic safety items. Team is putting together an emergency response kit supply list – with check off sheet to be monitored monthly. Kits will be placed in a designated spot to be picked up and taken with vehicles when responding to an emergency.
 - **Emergency Preparations Completed to Date**
Emergency contact list is almost completed. Meetings have been held to get the process started. NIMS website link for 100 series training given to the Leadership Team to complete - 4 have received their 100 series certification.
 - **Emergency Preparations to be Done Next Period**
Meeting held with the Engineering/SWM staff as to what steps need to be set up to be better prepared to handle emergency situations. Emergency contact list will be sent out for review and copies made for lead personnel and vehicles. Responsibility teams to be designated. Leadership team assigned to take the NIMS 100 series training on line.
1. Contracts signed in the current month (Nov.)
 - Agreement with Water District No. 54 for engineering and design services in November.
 - Kpff Consultants; CH2M Hill; KPG; Mirai Transportation, Planning and Engineering; Hammond Collier Wade Livingstone; and AMEC Earth and Environmental, Inc. for on-call civil engineer contracts.
 2. Contracts, Bids, RFP's and RFQ have to be issued in the following month (December).
 - Extension of the Janitorial Contract for one more year.
 - Slide repairs on Des Moines Memorial Drive
 - Change order to overlay/patch portions of Des Moines Memorial Drive
 - Staff is working on an agreement with Moffatt & Nichol for the final design of the Bulkhead Replacement – A project, but does not expect to complete it in December.