

City Manager's Office

December 29, 2008

To: City Council

From: City Manager

Re: Monthly Report – November

2008 Bond Issue

Finance Director assisted underwriter and bond counsel in finalizing documents and information for Limited Tax General Obligation bond issuance of \$9,530,000. Bond Series 2008A proceeds of \$6,080,000 will provide funding for Marina capital improvements. Bond Series 2008B proceeds of \$3,450,000 include funding for transportation capital improvements -\$2,515,000, and for refunding the outstanding 1997 Limited Tax General Obligation Bonds -\$935,000. First reading of ordinances for the 2008 Bond issuance took place on November 13 with adoption of the ordinances by the City Council on November 20. True interest cost for the bond issuance was 4.47%. The City maintained its bond rating of A3 with Moody's. Closing took place on December 1 with the City receiving net bond proceeds of \$8,610,426.53.

Investment Portfolio

November's yield with the State Local Government Investment Pool (LGIP) was 2.1903%. Federal funds rate was reduced to 1.00% on October 29. As of the date of this report, the federal funds rate was reduced to a range from 0% to .25%. A Federal Home Loan Bank \$1 million investment yielding 4.334% was called on November 6. Funds were reinvested into a Fannie Mae (Federal National Mortgage Association) \$1 million investment yielding 4.036%. A Federal Home Loan Bank \$1 million investment yielding 4.462% matured on November 21. Funds were reinvested into a Federal Home Loan Bank \$1 million investment yielding 3.014%. Total investment portfolio as of November 30 is as follows:

<u>Investment Type</u>	<u>Callable</u>	<u>Maturity</u>	<u>Ave Yield</u>	<u>Amount</u>
Local Government Investment Pool			2.19%	\$ 6,135,969
Federal Farm Credit Bank	9/12/2008	3/12/2010	2.94%	1,000,000
Federal Home Loan Bank		6/11/2010	3.00%	1,000,000
Federal National Mtg Association	9/09/2009	9/09/2011	4.04%	1,000,000
Federal Home Loan Bank		12/10/2010	3.01%	1,000,000
KeyBank Money Mkt Savings(1)			0.50%	3,998
Total				<u>\$10,139,967</u>

(1) Balance as of 11-30-08

Police Personnel Issues

During November, Entry Level Officer Tiffany Seimears successfully completed the PTO (Police Training Officer) Program and was approved for solo duty. Lateral Officer Jon Coppedge also completed PTO and was approved for solo duty.

On November 18th, Entry Level Officer Julie Fuller graduated from the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy. She is now in Phase II of PTO with the department.

Crime Free Housing Update

During the month of November, CSO Seaberry conducted Safety Socials at Seafox Apartments, Hidden Harbor House, Villa Des Moines, and Arbor Hills Apartments. CPTED Surveys were conducted at Newport Apartments, Emerald Court Apartments, Arbor Hills Apartments and Des Moines Ridge Apartments.

Crime Prevention Activities

CSO Seaberry met with the management of McDonalds regarding concerns with prostitution and juveniles loitering on the property. New trespass signs were given to the manager to post on the property. CSO Seaberry also met with all shift managers and discussed the importance of calling 9-1-1 and keeping the police informed of issues they are having.

Emergency Management

During the month of November, CSO Batterman reports the following was done on Emergency Management Projects:

- Neighborhood Emergency Teams (NET):
 - Conducted a NET overview presentation to the North Hill Community Club; 18 attendees.
 - Confirmed 4 dates in January 2009 for Huntington Park NET training.
 - Sent a volunteer application to a resident who wants to become a volunteer to help w/ NET.

- Comprehensive Emergency Management Plan (CEMP):
 - Continued work on Emergency Support Function documents w/ Sergeant Patti Harris, Regional Emergency Preparedness Coordinator Karen Ferreira and South King Fire & Rescue Deputy Chief Jerry Thorson.

- City of Des Moines Internal Preparedness:
 - Distributed "Family Emergency Plan" preparedness information to all City employees with their paychecks.
 - Worked on researching and writing a grant proposal for \$30,000 in EOC enhancements.

- General Des Moines Resident Preparedness:
 - Mailed 16 flyers to Des Moines residents regarding wind storm & winter storm preparedness tips.

- Mailed 16 flyers to Des Moines residents regarding Power Outage prep and Carbon Monoxide poisoning.
- Youth Outreach:
 - Conducted a 1hr emergency preparedness class to 23 4th and 5th graders at Parkside Elementary.
- Other:
 - Attended the Zone 3 Emergency Managers meeting and discussed regional EM issues.

Crime Task Force Report

During the month of November, with the completion of PTO by Officers Seimears and Coppedge, the Crime Task Force was able to add another officer to its team. MPO Bill Shepard has moved from patrol to the Crime Task Force.

During November, members of the Crime Task Force assisted Tukwila Police Department with the shooting at Southcenter Mall, assisting with crowd control and searching the mall for possible suspects.

They also assisted with a Teen Dance at the Field House where they made three arrests for students who were consuming alcohol on the premises.

For the month of November, the Crime Task Force Team made a total of 20 arrests:

Misdemeanor Arrests <i>Includes 3 MIP from the Teen Dance, 1 SODA Violation, and 1 Trespassing from the Trespass Admonishment Program</i>	7
Felony Arrests <i>Includes 1 for Residential Burglary to an occupied Residence, 2 for VUCSA.</i>	3
Misdemeanor Warrant Arrests	4
Felony Warrant Arrests <i>Includes 1 who was a Fugitive from Justice wanted out of Idaho for a Felony DV Assault</i>	6

Tri-Campus Strategic Planning Steering Committee Update

On November 6th, MSgt Bohl and MPO Graddon from the Crime Task Force Team participated in the first Tri-Campus Strategic Planning Steering Committee Meeting. Also in attendance were Commander Tucker, SRO O’Flaherty, Mt. Rainier Principal Heidi Geise, Midway Elementary Principal Ben Gauyan, Pacific Middle School Assistant Principal Marci Stadiem, Highline School District Security Director Tony Zeman, and Security Officer Bret Draven. During the meeting MSgt. Bohl volunteered to facilitate the process to develop this Strategic Plan and it was unanimously agreed upon. The Committee began brainstorming some short term objectives, long term objectives, and

some strategies to address the increased violence and gang activity. The Committee is well on its way to develop a comprehensive plan to address the issues.

Statistical Comparison on Reported Crimes

The following is a comparison between November 2007 and November 2008 and January- November 2007 and January – November 2008.

Offense Type	November 2007	November 2008	% Difference	January – November 2007	January – November 2008	% Difference
Homicide	0	0	0%	2	1	-50%
Rape	0	1	NC	18	13	-28%
Robbery	5	4	-20%	50	54	+8%
Assaults	14	21	+50%	204	190	-7%
Burglary	16	32	+100%	183	237	+30%
Larceny	38	48	+26%	468	592	+26%
Arson	0	0	0%	1	4	+300%
Motor Vehicle Theft	10	16	+60%	216	196	-9%
Officers Assaulted	0	0	0%	0	1	NC
Clearances Adult Arrest	21	27	+29%	310	287	-7%
Clearances Juvenile Arrest	4	5	+25%	45	58	+29%
Calls for Service	1,602	1,703	+6%	20,039	20,401	+2%

NC = Not Calculable

Capital Improvement Projects

Maintenance Dredging

Pacific Pile and Marine, L.P. expects to start dredging in the Marina on January 6th and they are estimating that the work will take about three weeks. Staff, engineers and the contractor will had a pre-construction meeting with the Corps of Engineers on December 22nd. That meeting will be the last of the “permit conditions” that have to be met before the project can begin.

Bulkhead Replacement A – Phase 1. (North Marina Combined Projects).

All State and Federal permits are on track to be issued in the spring of next year. Now that the bond issue is completed, the consultant’s are proceeding with the final design of the project. The staff plans on meeting with the consultant’s before the holidays to review and refine the scope and budget for the project.

Water Main Relocation Project

This project has entered the final design phase. Permitting for this project is complete and Marina staff still hopes to have the final plans to review in December.

CCTV Security Cameras

Marina staff installed some extra conduit runs to accommodate the new cameras. The work was inexpensive but time consuming and as a result, the expected installation date for the new cameras has been pushed back to the first week of January.

D Dock Rebuild

In November, the staff started rebuilding D Dock. The project includes all new whalers, (the horizontal boards that connect the dock modules together), new shore power boxes and conduit runs and new water lines. This project will take several months for the staff to complete, mainly because it is weather dependent. The following picture shows the work-in-progress with temporary shore-power set up and construction signs in place.



Des Moines Beach Park

The Municipal Facilities Committee met twice in October with staff and BOLA Architecture and Planning to discuss Des Moines Beach Park historic buildings programming and access designs for the Dining Hall and Sun Home Lodge. The Committee members also made the restoration of a play area in the park a top priority for the City's Capital Improvement Program. BOLA will provide 30% documents for Committee review in January.

Field House Grandstand, Baseball Field #1 and Playground Replacement Projects

The City of Des Moines has been awarded \$10,000 Heritage Challenge Grant from 4Culture for the Des Moines Field House Grandstand project. The Municipal Facilities Committee members in October identified Grandstand restoration as the top priority Field House Park project for the 2009-2014 Capital Improvement Program.

Des Moines Creek Trail

The City received notification from the Recreation and Conservation Funding Board that the City's request for \$579,000 funding for the construction of Des Moines Creek Trail will be forwarded to the state legislature for funding in the next biennium. This grant completes the funding package for the project which is now fully funded by state and federal dollars. Funds will be available for project construction beginning on July 1, 2009. State Senator Karen Keiser supports this project and award.

Arterial Streets

- Pavement Management Program. Initial 2009 program recommendations from the design consultant were finalized in July. The remaining section of Des Moines Memorial Drive was completed on October 8th. A Council briefing on the Pavement Management Program, rescheduled for October, was pre-empted by Council budget discussions and will not be rescheduled.
- South 216th Street – Phase 4 Design. A task order assignment for right-of-way acquisitions and environmental documentation was issued in October. Work continues, and staff hopes to begin joint utility planning this fall.
- 16th Avenue South Improvement Project (South 272nd Street to South 260th Street). The project is substantially complete except final negotiations on payment.

Surface Water Management

- Lower Des Moines Creek Channel Modifications. The environmental permit applications were submitted in early October. The Corps/Ecology joint 30-day Public Notice was posted November 12, 2008. This work is scheduled for summer of 2009.
- Barnes Creek Detention Facility. Council has reviewed the 2009 CIP program and approved the recommended alternate design. Once the CIP has been adopted, staff will meet with the design consultant and determine what contract design elements need to be re-scoped. If the amount exceeds the allowed 10% contingency, a contract supplement will be presented to Council for approval before proceeding with the revised work.

Marina Management Software

In October Marina staff issued a Request for Proposals for providing the marina with a software program that would handle all of the accounting, billing and point-of-sale activities of the business. In November, the Marina received four responses to the RFP and the staff has been working with the City’s Finance Director and IT Manager to determine which package will best serve the Marina’s needs. The staff expects the decision to be made by the end of December.

Marina Maintenance

In November, the Marina crew continued working on annual tasks like pressure washing the docks and replacing dock planks. Staff also finished up some roof work on the covered moorages. They also worked on three of the capital projects, Security Cameras, (wiring), Restaurant Building Demolition, (permits, abatement and fence repairs), and D Dock.

Marina Services

As expected, Marina services were slow in November. There was very little launching or guest moorage activity, but the Winter Moorage program is almost at full capacity. Fuel sales was the only area where the staff saw increased activity, especially for diesel, where gallons sold were almost double last November’s sales.

Waterland Music Series

The Des Moines Arts Commission presented the first of three Waterland Music Series concerts on November 18th at Highline Community College. The performance by Billet-Deux was very well received with an audience of 45 in attendance. The two remaining shows will take place in February and April 2009.

Afternoon with the Artists

The Des Moines Arts Commission presented an afternoon with four local artists at the Des Moines Activity Center on Saturday, November 22. The event drew more than 100 participants.

Recreation Program Update

November Revenue	Year-to-Date	2007 YTD
\$58,659.20	\$831,984.54	\$726,473.29

Before and After School Program

In November, there were 132 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. Another 73 children participated on a drop-in basis or on an early release day in November. These numbers represent a drop in participants at both Parkside Elementary School and Woodmont Elementary school primarily due to the location and school time change for Parkside and school time change for Woodmont. Parkside Elementary School is currently at the Manhattan School site and has the later school schedule with students in school until 3:50pm. An additional 11 children participated in our “No School Day” camp on November 11th.

November Teen Dance

Approximately 164 teens attended the November Teen Dance on Friday, November 21st at the Field House. Teens enjoyed dancing, snacks, and music supplied by local DJ Joeii Gettys. The dance was held in partnership with Des Moines Youth Council as well as many community volunteers who have helped make the dances as successful as they have become. The Des Moines Police Department provided security.

Activity Afternoons at Pacific Middle School

Activity Afternoons at Pacific Middle School continue to be very successful with three Friday programs on November 7th, 14th and 21st. The Activity Afternoons are 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 is done in conjunction with the Highline School District and Destination Des Moines. There are now 177 teens registered for the program and November attendance was 68, 53 and 48 participants respectively. Kids enjoy snacks, arts and crafts, gym activities and had access to the computer lab as well.

Youth and Teen Basketball

We have 57 teams and many volunteer coaches assembled as practices have begun for another season in our Youth and Teen Basketball League. Games begin on December 13, 2008 and will continue until the first week of March, 2009.

Senior Center Division Statistics – November 2008

	2007	2008
Number of Meals Served	712	850
Fee Program Participants	265	631
Drop In Participants	1,961	1,168
Volunteer Hours	683.5	955
Revenue for November	\$3,416	\$2,511

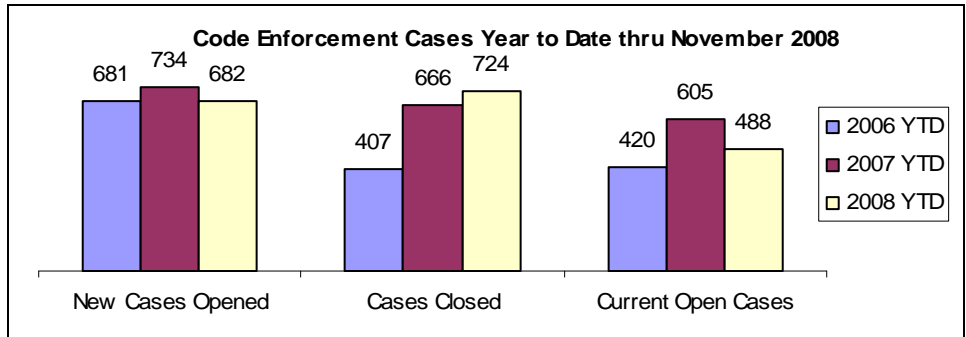
Senior Nutrition Program

Aging and Disability Services will contract with Catholic Community Services of Western Washington to provide our hot lunch program in 2009. We will continue as a Latino lunch site on Thursdays with SeaMar Community Health Center. CCS will hire a cook for the Des Moines site who will be preparing meals from scratch. This is new for our lunch program. Lunch participants will see no change other than a better meal!

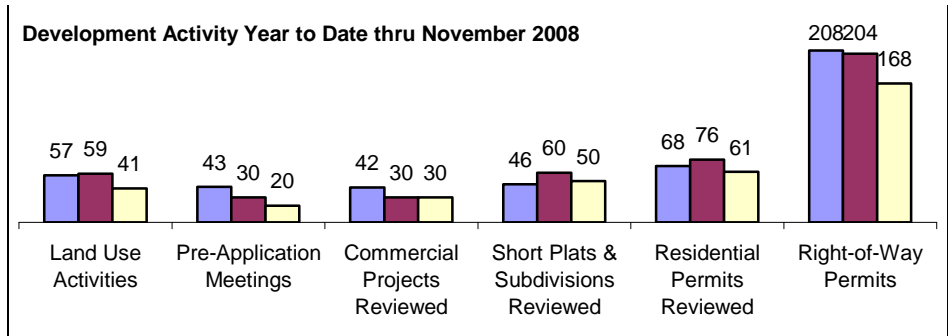
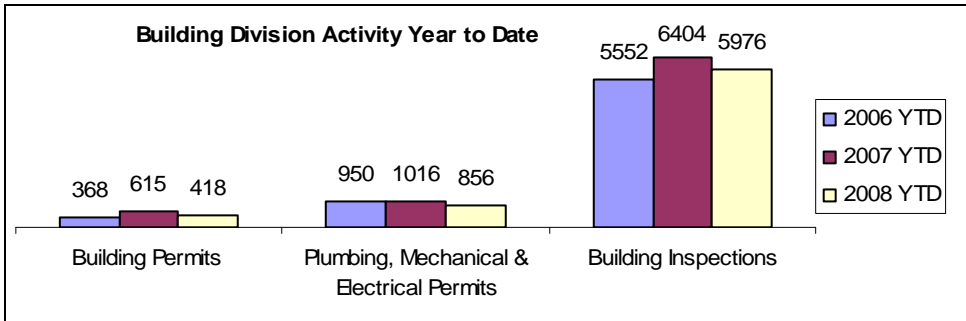
We Give Thanks Luncheon

The Center celebrated Thanksgiving with a traditional turkey lunch attended by 130 guests. Thanks to the Des Moines Legacy Foundation, center volunteers cooked five whole turkeys the day before the lunch for an extra special feast!

Code Enforcement. There were 38 new cases opened and 27 cases closed during November. There are 488 open cases, 24 of which are infractions involving legal action.



Building Division



Midway Elementary School - This project is still incomplete. A couple of electrical corrections remain plus alteration of a “time out” room.

Mount Rainier High School - Work continues toward a final Certificate of Occupancy more than a year after opening. Two items still remain.

Parkside Elementary School - Site work is well underway. Footings and some wall systems are being placed. The large retention pond is well underway. The concrete

masonry gym walls are rising and ground plumbing and electrical work is ongoing. This site is very muddy and challenging for the contractor and our inspection team.

Heritage Place – The project on the old Midway Furniture site is well underway. The center stair and elevator tower is almost complete, block wall construction has started, and the steel framework for the building is on site and will be erected soon.

Patel Medical Arts Building - This 17,400 square foot professional/office center on Pacific Highway is underway. Slab on grade has been placed and work on utilities is continuing.

Highline Community College Marine Science and Technology (MaST) Center – This project at the pier in Redondo continues to be open under a Temporary Certificate of Occupancy. Sprinkler system modifications are needed before the final Certificate of Occupancy can be issued.

Zenith View Pointe - The west wood framed building is moving slowly. Electrical, plumbing and mechanical systems are underway. The sprinkler system has yet to be applied for. The east commercial building revised design and plans will come in for review December 8th.

Three Bears Motel – The new owner is working to re-condition the building. Plumbing, electrical, mechanical and fire alarm permits have now been issued.

Development Services:

Short Plats pending review and approval

- Massey Creek Estates 7 Lot Modified Short Plat, 23406 14th Avenue South. City staff met with the applicant and engineer on 10/24/07 to discuss design options. Re-submittal received 2/8/08. Review comments sent to applicant on 3/4/08. A re-submittal was received on 7/8/08. The public notice period ended 10/1/08. No comments were received. A letter was sent to the applicant on 10/13/08, minor redlines and a lot line adjustment to be completed prior to preliminary plat approval.
- Nichols 3 Lot Short Plat, 23246 Marine View Drive South. Civil plans were approved 2/29/08. A six month extension to complete required improvements was granted on 8/22/08. The property was sold on 8/13/08. New owner to continue with short plat project.
- Nhut 4 lot Short Plat, 2004 South 253rd Street. Civil plan review comments were sent to the applicant on 1/16/08. Applicant was sent an email on 7/24/08 requesting project status update. A letter was sent to the applicant/property owner on 10/22/08. The application has expired as a response was not received within 14 days as requested.
- Cary Lang 2 Lot Short Plat, 23257 Marine View Drive South. Preliminary short plat approval with conditions issued on 3/28/08. Civil plans submitted for review on 5/23/08. On 6/20/08 an email was received from the applicant stating that he would like to place a temporary hold on the review. On 11/21/08 the applicant indicated that he would like to resume civil plan review.

- Jensen 2 Lot Short Plat, 25639 Marine View Drive South. Application received on 10/30/07. Review comments sent to applicant 12/10/07. Re-submittal received 4/22/08. Review comments sent to applicant 6/12/08. Staff held a meeting on 7/16/08 with the applicant to discuss issues related to environmentally critical area development standards for both bluffs and shorelines. Revised site plans were submitted on 8/6/08. Review comments were issued 9/10/08. The WA Department of Ecology conducted a site visit and made slight modifications to the ordinary high water mark determination. The toe of bluff determination is under review by City staff.
- 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. Re-submittal received 2/19/08. Review comments were sent to the applicant on 4/15/08. Re-submittal received 5/6/08. Review comments sent to applicant 6/17/08. Inquiry received from adjacent property owner on 10/21/08 regarding the feasibility of a lot line adjustment as part of on-going negotiations with the applicant to relocate an existing driveway.
- Cooper 24th Avenue 4 Lot Short Plat, 24101 24th Avenue South. Application received on 12/6/07. Review comments sent to applicant 1/25/08. Re-submittal received 2/29/08. A right of way vacation hearing before the City Council was conducted on 7/24/08; Council passed ordinance to vacate the right of way on 8/7/08. The property has been foreclosed upon by The Bank of Washington which has expressed intent to complete the project.
- Hutfless 2 Lot Short Plat, 23016 16th Avenue South. Application received on 4/8/08. Review comments were sent to applicant on 5/29/08. Staff met with surveyor on 10/29/08 to discuss review comments.
- Bal 2 Lot Short Plat, 1505 South 240th Street. Staff has approved the civil plans for the required frontage improvements which include curb, gutter, sidewalk and pavement widening on South 240th Street.

Commercial Scale Projects Under Land Use Review

- Des Moines Creek Business Park, 89 Acre Business Park, 20xx South 216th Street. Communications with the Port of Seattle are continuing despite project setbacks created by the suspension of negotiations with the selected developer (Majestic Realty). Staff specifically is working to advance and finalize previous work on plat and street vacations. Work is also occurring on assessing extent of offsite improvements and whether those may be able to designed and move forward to make the site attractive for future users.
- Kingdom Hall, new 8,750 sq ft church, 21645 24th Avenue South. On 7/21/08, the City received the Hearing Examiner's decision denying the applicant's appeal of the City's determination that the parsonage was not a permitted use for the site. On 10/15/08, staff met with the applicant to discuss proposed changes to the project based on the Hearing Examiner decision. The applicant has removed the parsonage and is working to make other changes to the project based on the City's previous comments. The applicant is also exploring the use of pervious pavement for the parking lot to reduce the detention requirements. Currently, the City is waiting on the

submittal of the revised plans and a drainage report. The applicant has indicated that the revised materials should be submitted by late December.

- Bartell Drug & Blumenthal Exterior Remodel, 21615 Pacific Highway South. Comments were provided on 7/7/08 and a meeting with the applicant was held 9/30/08 to discuss the revised plans prior to the re-submittal. The City is currently waiting on the submittal of the Building Permit.
- Midway Electrical Substation Expansion, 2857 South 221st Street. The City is waiting on the applicant to submit the necessary items needed to complete the review of the Building Permit Application for the construction of the retaining wall.
- Waterview Crossing (Formerly SSI Pacific Place) 11 Acre Mixed Use Development, 21920 Pacific Highway. The initial review of the PUD application was completed by City staff by 11/12/08. Development Services is preparing the master comment letter. It is anticipated that the comments will be provided to the applicant the first week of December.
- Landmark on the Sound, Master Plan Expansion, 23660 Marine View Drive South. The City is waiting on the submittal of the new applications. Based on information from the applicant at the end of November, staff anticipates that the applicant will submit the new SEPA and Design Review applications by mid-January to meet expected project timelines for permit issuance in 2009.

Commercial Scale Projects with Land Use Approvals Granted

- Parkside Elementary, 68,000 square foot new school (2 stories), 2104 South 247th Street. The City's Transportation Division is still working with the School District to resolve the conflicts for the secondary access off of South 248th Street between the proposed private road via the church property and existing ROW located in the vicinity. This secondary access is for bus access to the property; the primary access off of 20th Avenue South will be utilized by faculty and parents. Work on the rest of the site continues to rapidly progress; work on the footings, exterior walls, and drainage vault is current underway.
- Bay Villa Apartments, 15 unit townhouse development, 16th Avenue South and Kent/Des Moines Road. The City is waiting on approval of the traffic signalization plan by WSDOT.
- Seascape at Des Moines, mixed use building containing 37 dwelling units and 8,400 sq ft commercial, 22607 Marine View Drive. Discussions with the architect in early November indicated that a resubmittal of plans would occur in mid November. The architect is now saying that a submittal will in December.

Single Family Residential Land Use Reviews

- Richter/Freeman. Stop work posted for bluff alteration on 8/25/06. Permit applications associated with a trail proposed within environmentally critical areas were submitted on 6/29/07. On 4/24/08 the Director issued a denial letter as the proposed trail design did not demonstrate compliance with the applicable development standards. An appeal was filed by the applicant and a hearing was held on 7/14/08. The City prevailed on all points of the appeal, though the

Hearing Examiner made clear that the decision did not affect those portions of the property subject to shorelines jurisdiction. The applicant has filed an appeal of the hearing examiner decision as well as a separate claim for damages. The Superior Court hearing date has been set for 2/23/09. City staff continues to work with the property owner and consultants to develop a slope restoration and stabilization plan.

Shorelines/ESA'S

- Anthony's Homeport Elevator 421 S. 227th St. Staff has completed the review of the SEPA documents and issued a threshold determination on 11/10/08. The SEPA comment and appeal periods concluded on 11/25/08 and 12/05/08 respectively. The required public meeting and public hearing for the Shoreline Conditional Use Permit were held by the Planning Agency and the City Council on 12/1/08 and 12/11/08 respectively and the permit approved.
- Redondo Waste Water Treatment Plant Outfall Repair and Replacement. Construction of the replacement outfall is complete. The marine biologist has completed the post-construction report for the inter-tidal area which confirmed that the project did not have a negative impact on the inter-tidal area. The surveyor finalized the post-construction report regarding the seawall which concluded that the seawall did not move as a result of the project. The contractor plans to submit a written request to release the bond in the next couple of weeks.
- Saltwater State Park Artificial Reef Replacement. The Washington State Park's Commission has selected a contractor and has issued the notice to proceed on the construction on the new artificial reef. Work is expected to commence soon.
- North Marina Combined Projects. Staff has completed the review of the SEPA materials and issued a Mitigated Determination of Nonsignificance (MDNS) effective 11/12/08. Given the scale of the project the 15 day public comment period was extended to 30 days which concluded on 12/12/08 and the 10 day appeal period concluded on 12/22/08. At the conclusion of the SEPA appeal period, the City will finalize the Shoreline Permit, which will be forwarded to the Department of Ecology for concurrence. Following the DOE concurrence there is a 30 day DOE appeal period.

Parks & Public Works Operations And Maintenance

Facilities (1 person)

- Worked on the Service Center roof replacement, HVAC ductwork replacement, and the Public Works/Parks lower shop and at the activity center.
- Finished repairs and clean up at Sonju Park. It is now ready to rent.
- Tore down front counter at City Hall Administration and installed a new file cabinet.
- Performed monthly fire extinguisher, first aid, and lamp inspections in all buildings.
- Responded to miscellaneous repair and maintenance requests.

Parks (4 people)

- Performed landscaping at Wooton Park including planting of trees and miscellaneous plants.
- City wide leaf pick up

- Blow trails clear of debris twice a week
- Miscellaneous mowing around the City of Des Moines
- Remove and install banners on Marine View Drive
- Put up Christmas lights at Big Catch
- Make and install new boards on the tables at Wooten Park

Road and Street Maintenance [crew of 4]

- Two days were devoted to working on trip hazards on the west side of the 7th Ave S. (S. 219th to S. 227th St) Tree roots were disturbing sections of the sidewalk.
- Grade and gravel the shoulder of Marine View Drive from S. 261st to S. 262nd St.
- Fill pot holes at 242nd St west side of Marine View Drive to 216th, west of 24th Ave.
- Removed dead tree in alley between 9th & 10th, north side of S. 208th.
- Install new thermoplastic crosswalk markings on 24th Ave in front of Midway Elementary School.
- Sign maintenance and sign upgrades continued.
- Street cleaning and removal of fall leaves from ROW throughout the entire month.
- Removed a section of guardrail from Des Moines Memorial Drive at approximately S. 212th St.
- Removed liter, garbage, discarded furniture and appliances, and dead animals from City streets.

Surface Water Maintenance [crew of 5]

- Finished drainage project at 642 S. 195th St. including removal of large maple tree, root-filled drainage pipe and replaced landscaping in the area of work.
- Continued cleaning of grates and drainage ways that were blocked by fallen leaves.
- Ditch cleaning was done at S. 272nd St & 14th, 220th east of 19th Street.
- Vault drainage maintenance completed at 219th & 29th, 240th & 20th.
- Cleaned out the dry-well system at 195th & 6th Ave.
- Drainage berm repair was done in alley south of 219th, between 6th & 7th.
- New asphalt drainage berms were installed at S. 249th & 20th – S. 225th & 10th.

Ancillary Duties

- All crew members received training on operation the new man-lift truck.
- Helped the Park Maintenance crew plant several trees at Wooten Park.
- Assisted the city mechanics to deliver surplus city vehicles to the auction location.

Equipment Services

The City shop is up to date on maintenance events. We are in the process of upgrading all Crown Victorias with a second battery and new computer. We are ahead of schedule on all police patrol cars and the mobile precinct should be done by the end of December. Thirty-eight (38) maintenance events took place in our City shop this month.

Des Moines Creek Basin (DMCB) Projects

Four flow meters have been installed in the vicinity of the regional stormwater detention facility. Information gathered from these meters over this winter season will be used to verify facility performance and if needed, determine adjustments to the facility control structures in order to maximize its effectiveness. The stream restoration work scheduled for the summers of 2009 and 2010 are being designed. Included in the 2009 stream work will be stream enhancements within Beach Park (upstream of the work being done by the City). This work will be coordinated with the adjacent Des Moines Creek Trail

project that is also scheduled for this summer.

Downtown Water Improvement

PACE Engineering has completed the draft final report and staff presented the report summary to the Environment Committee on November 20. A copy of the report was also provided to all Council members. A meeting between South King Fire and Rescue, Water District 54, PACE Engineers, and City staff was held on December 8th to discuss the report and to relay the Committee’s comments on the report. PACE is scheduled to brief the Council January 22.

Comprehensive Transportation Plan

Comprehensive Transportation Plan (CTP) planners expect to provide staff a draft plan in December. The CTP is scheduled to be completed next year.

Traffic Signals, Illumination, and Channelization

City crews worked on various locations throughout the City to upgrade stop bars and crosswalk markings from print to durable thermoplastic. In December crews hope to update the channelization markings at Des Moines Memorial Drive and Marine View Drive. Staff also took some initial steps to create a Traffic Signal Asset Replacement Fund beginning in 2009. Several of the City’s signal cabinets and controller equipment are in need of replacement.

North Twin Bridge

- Work continues on the North Twin Bridge footing design. Preliminary environmental work is underway. The 90% plans should be completed in December.
- We were informed on December 17th that the City was awarded \$2,159,285 in BRAC funding for this project.

Saltwater Bridge

- Work continues on the design report for the seismic retrofit. The load rating analysis was completed, and two design alternatives are being considered. The seismic study should be completed by the end of the year.

Multi-Year Civil Engineering Services:

As required in Resolution 1056, the following is a list of signed Task Orders (TO#) approved by the City Manager and Council:

Approved Task Orders for On-Call Engineering Consultant Services

TO#	Consultant	Project Title	City Manager	City Council
2007-01	CH2M Hill	Traffic Engr Study - VOIDED	N/A	N/A
2007-02	CH2M Hill	Zenith Viewpointe Development	\$3,500	
2008-01	CH2M Hill	Blueberry Lane Retaining Wall	\$3,350	
2008-01	Ham-Col-Wd-Lvs	SWM NPDES Management Program	\$46,593	
2008-01	KPG	So. 216 th Street Sidewalk (11 th to MVD)		\$163,500
Suppl No. 1	KPG	So. 216 th Street Sidewalk (11 th to MVD)		\$62,380
2008-02	KPG	Prelim Engr 2008-10 Pvmt Mgmt	\$22,500	
2008-03	KPG	2008 Pavement Management-DMMD/MVD	\$17,700	
2008-01	Fehr&Peers/Mirai	Transp Comp Plan/Misc.Transp		\$319,997
2008-02	Fehr&Peers/Mirai	Fed. Appropriation Traffic Asst.	\$5,016	

2008-02	Fehr&Peers/Mirai	PWTF Loan Appropriation Traffic Asst.	\$6,000	
2008-02	kpff	Traffic Oper/Safety Perf PHS (+Supp.1, 2)	\$17,463	
2008-03/1	kpff *	N.Twin Seismic Retro/Guardrail/S.walk	\$48,645	
2008-03/2	kpff *	N.Twin Seismic Retro/Guardrail/S.walk		\$42,048
2008-04/1	kpff *	Saltwater Bridge Seismic Retro	\$49,674	
2008-04/2	kpff *	Saltwater Bridge Seismic Retro		\$87,943
2008-06	kpff	Signal - Woodmont Dr./S260th/16th	\$4,905	
2008-07	kpff	N.Twin Footing Repair	\$49,977	
2008-08	kpff	N.Twin Foot Permanent Repair		\$137,040
2008-09	kpff	7 th Ave Survey St. Acquisition/Vacation	\$8,296	
2008-10	kpff	S.216 St S/Walk Bio & Ess. Fish Hab. Assess	\$5,331.80	
2008-01	Amec	Dining Hall Rehab	\$15,500	

** Split due to time sensitive issue re application for Bridge Funding grant - extraordinary circumstances*

Contracts signed in the current month (Nov.)

- Interlocal agreement with the City of Seattle for services
- Interlocal agreement with Midway Sewer District for paving
- Interlocal agreement with Highline Water District for paving
- 2008 PW Service Center HVAC – MacDonald-Miller (second low bid; low bidder withdrew)

Bids, RFP's and RFQ's issued in the current month (Nov.)

- Marina staff expects to issue one or more small contracts, (less than \$25,000) for more work related to the demolition of the old restaurant in the Marina. The staff also received four responses to the RFP for marina management software to replace the existing software program but does not expect to make a decision until the end of December.

Contracts, Bids, RFP's and RFQ to be issued in the following month (Dec).

- Custodial contract amendment.