

City Manager's Office

November 19, 2003

To: City Council
From: City Manager
Re: Monthly Report for October

Civil Matters

- Working with the City Attorney, outside WCIA counsel filed a motion for reconsideration in a lawsuit against the City for damages caused from the water main break on 16th Avenue So. and Kent-Des Moines Road. The court ruled in favor of the City and the City was dismissed from the action. The City has an outstanding claim for damages filed against Highline Water District for paving of City roads.
- The City Attorney assisted the Police Department with three separate matters involving Police Department personnel.
- Staff worked numerous hours on responses to several detailed public disclosure requests.
- In order to complete the Mt. Rainier Pool transfer, the Assistant City Attorney drafted four proposed agreements, (1) an Assignment Agreement, (2) Agreement between Aquatic Management Group and Mt. Rainier Pool Owners, (3) an Interlocal Agreement for Mt. Rainier Pool, and (4) a Pool Transfer Agreement Between King County and Mt. Rainier Pool Owners.
- The Assistant City Attorney continued trial preparation in two Pacific Highway South condemnation actions.
- A draft janitorial services contract was prepared by staff for Park & Recreation staff.

Prosecuting Attorney Filings

The Prosecuting Attorney filed 490 infractions and 115 citations in October 2003.

Traffic Unit

The Court was asked to report on revenues received from citations specifically issued by the Traffic Unit. The Court's computer system, DISCIS, is not set up to print out reports that would generate information regarding revenues received for each specific officer. DISCIS is set up to generate information regarding DUI's, number of hearings in a month, number of guilty convictions in a month, etc. In order to get the requested data, Court staff had to manually download the information from DISCIS and dump it into excel. This download was about 20-25 excel worksheets per month. Staff then

downloaded all the citations issued by each Traffic Unit officer and then merged it with the data from DISCIS. After the information was merged, the revenue had to be manually adjusted to reflect the state's portion that would be taken out. The end result of revenues received from the traffic unit was \$431,791 for 2002. Cost of the Traffic Unit for 2002, including two officers, one record specialist and two court clerks, was approximately \$420,000. The staff member who was keeping track of traffic unit stats left the City last summer. The Court had a staff shortage during 2002 and was not able to keep up with the traffic unit data. Given the complexity and time needed to perform this task, Court staff will not be able to maintain this type of manual record keeping on an ongoing basis.

Court filings							
	2001	2002	2003	Increase/ Decrease	2001	2002	2003
January	\$26,704.89	\$52,075.26	\$57,368.58	\$5,293.32	393	340	738
February	\$30,681.56	\$47,167.21	\$47,136.80	(\$30.41)	345	505	516
March	\$29,873.72	\$57,123.23	\$52,235.49	(\$4,887.74)	464	748	618
April	\$47,387.82	\$52,218.15	\$48,789.10	(\$3,429.05)	611	623	620
May	\$42,080.22	\$52,413.61	\$51,893.29	(\$520.32)	527	636	679
June	\$48,881.77	\$54,604.50	\$48,358.32	(\$6,246.18)	414	596	764
July	\$49,763.38	\$61,246.52	\$56,643.57	(\$4,602.95)	610	1250	861
August	\$60,418.96	\$66,830.85	\$47,072.76	(\$19,758.09)	757	1033	318
September	\$63,589.03	\$47,215.62	\$53,679.28	\$6,463.66	396	502	697
October	\$60,364.94	\$47,880.41	\$57,364.20	\$9,483.79	780	525	605
November	\$65,060.26	\$55,760.35			559	723	
December	\$37,217.41	\$64,583.94			340	877	
	\$562,023.96	\$659,119.65	\$520,541.39	(\$18,233.97)	6,196	8,358	6,583

Police Personnel Issues

Effective 10/01/03, Eddie Ochart received his Master Police Officer ranking. His area of expertise is Marine Services and he will serve as an instructor for the department in the area of Defensive Tactics.

We recently had two records specialists, Candace Burt and Colin Thorpe, leave employment with the city. We anticipated at least one of these openings and in July requested the Civil Service Commission start the application process to create a new eligibility list. We have interviewed the top six candidates and are currently in the process of doing backgrounds on two of those candidates. We hope to have them hired soon.

One of our patrol officers, who is a Captain in the 81st Battalion of the National Guard, has received the paperwork deploying him overseas. His deployment is expected to be 18 months in duration. We wish him all the best as he serves our country. The Department is filling his position with an officer who was assigned as a "floater".

Tobacco Emphasis

During the month of October we marked the beginning of the new grant period by doing several different tobacco emphasis projects. Officers, including the school resource

officer, have been in the area around school grounds looking for youths using tobacco products. During the month of October officers contacted 15 youths, issuing one warning and six Notices of Infraction for possession of tobacco products. The youths receiving the Notices of Infraction were given information on Tobacco Diversion Classes as an alternative for paying the fully penalty. After completing the classes, they show their completed certificate to the Des Moines Municipal Court and pay a minimal court fee to have the Notice of Infraction cleared from their record. Four of the six juveniles receiving the Notices of Infraction took the referral information for the classes.

In October, the Department also conducted a Shoulder Tap Buy Sting at local retailers. During the sting, a youth volunteer approaches a customer as they enter the retail establishment and asks the customer to purchase tobacco products for them. We conducted the sting at five locations, making contact with 33 adult customers. Of the 33 persons contacted, only two agreed to purchase the requested item and subsequently were issued Notices of Infraction for selling/giving tobacco to minors.

Pedestrian Emphasis

On 10/28 and 10/29, officers conducted a Pedestrian Emphasis in the 22500 block of Marine View Drive. On 10/30, they continued the emphasis in the 22200 block of Marine View Drive. During these emphases, which each lasted two hours, they made a total of 60 contacts. From those contacts, they issued 42 Notice of Infractions and issued 20 warnings.

School Resource Officer Update

School Resource Officer (SRO) Barry Sellers reports 28 calls for service during the month of October, ranging from assaults, thefts, trespassing and a variety of other issues. Two case reports were taken for malicious mischief to student's cars. He also reports he, Highline School Security and school administration are extremely busy with fights on an almost daily basis. During meetings regarding this issue they have discussed changing the discipline policy for those involved in fights as well as imposing discipline on those gathering to watch the fight. He has also been involved in a committee looking into the recommendation of putting portable breath testing equipment in the high schools in the district. Based on the committee's recommendations, the superintendent has ordered portable breath testing equipment for each school. This will allow the school administrators and security to administer a breath test to students they suspect are under the influence of alcohol. Coincidentally, the portable breath testing equipment SRO Sellers has with him proved to be a valuable tool this month.

Community Service Officer Update

During the month on October, Community Service Officer Tonya Seaberry was busy working on several different projects along with her other projects. We are excited to report on one of those projects in particular. The project was coordinated in conjunction with White Center Public Health personnel and was held at their facility. The project was a 4-hour Child Safety Seat Parent Education and Inspection Event. The class was for families who speak English as their second language. In particular, they had Spanish and Vietnamese interpreters to assist the families. During the inspection portion of the event

11 car seats were inspected with only 1 car seat being deemed error free. The problems with 7 car seats were unable to be corrected and the car seats were replaced at no cost to the families. CSO Seaberry indicates this was a very educational event for the staff at White Center Public Health, the parents and herself.

Statistical Data on Reported Crimes

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

Offense Type	October 02	October 03	% Difference	2002 Total	2003 Year-to-Date
Homicide	0	0	0%	0	0
Rape	1	1	0%	12	12
Robbery	3	0	-100%	29	25
Assaults	32	27	-16%	274	243
Burglary	18	15	-17%	157	167
Larceny	47	37	-21%	510	445
Arson	1	0	-100%	5	0
Motor Vehicle Theft	21	22	+5%	285	240
Other Statistics:					
Officers Assaulted	0	0	0%	6	5
Clearances Adult Arrest	31	28	-10%	276	278
Clearances Juvenile Arrest	8	3	-62%	52	35
Calls for Service	2,124	1,849	-13%	24,963	19,303

Marine View Drive Bridge/ Des Moines Creek Basin Projects

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

Funds are expected to be obligated toward the bridge project from the Des Moines Creek Basin Committee. However, because these funds are also tied to the Des Moines Creek Basin Projects, these funds will not be obligated toward the bridge project until the fourth Interlocal Agreement for construction and ongoing maintenance of the Basin Projects is approved. The Interlocal Agreement will include provisions for funding and

maintenance of the Marine View Drive Bridge. The Legal Department has reviewed the Interlocal Agreement, and the agreement is scheduled to be presented to Council on December 4 for approval.

Under the present draft agreement, the total amount of contribution from Des Moines towards construction of all of the projects, including the Bridge, may be as low as \$300,000. Under this agreement, less than 2% of the cost for these projects (roughly estimated at \$18M) would be funded using city funds, which is far less than the 15% that was initially anticipated (15% is the proportion of impervious surface area of the drainage basin that is located within the Des Moines city limits – the last three Interlocal agreements were based on this premise). The CIP will show an expenditure of \$100,000 of SWM funds going to the bridge with \$200,000 going to the Des Moines Creek Basin Projects.

10th Avenue Culvert Replacement and Intersection Improvement Project

Construction of the project started July 15. The project is now substantially complete well ahead of schedule and the intersections was opened to traffic in early November. Remaining work includes the safety handrail that wraps around the back of the sidewalk areas and across the culverts, and turning on the new street lighting. The handrails are currently being fabricated and expected to be installed by the end of November. The streetlights have been installed and ready for Puget Sound Energy to connect them to power.

After reviewing the channelization plans with the field driving conditions, in particular the left turn pockets from Kent-Des Moines Road (or lack thereof), staff is now working to remove the pockets and place a 2-way left center lane along the full length of the project along KDM Road. It quickly became apparent that, although a left-turn lane was not warranted per the traffic analysis (made during the design), that a left-turn from KDM to 10th Avenue is desired by many of the drivers. Also, because the turn pockets are too short for a 35 mph road, a 2-way left turn is more appropriate. This change is consistent with the Washington State Department of Transportation (WSDOT) approved channelization plans. The change in striping will be made as soon as weather permits and a pavement-marking subcontractor can be scheduled.

Although the final cost has yet to be determined, the project appears to be very close to the original contract price despite a couple of significant change orders.

Pacific Highway South Project

During October, Ceccanti constructed utility trenches across Pacific Highway South, as well as Kent-Des Moines Road. Traffic was stopped periodically and routed around the construction zone as each trench was constructed. The trenches near the Pacific Highway South/Kent-Des Moines Road intersection were constructed at night. The signal was set to four-way flash and police officers and flaggers controlled the intersection. The advantage to working at night is reducing the severe traffic impacts; however, the disadvantage is the work is noisy at times and can be very disturbing to residents.

Utility trenching is near completion on the south end of the project on both sides of the highway. The north half will begin in November. Owners and businesses will be given an early notification to begin making contact with the utility companies for connections from their facilities to the street prior to the official 90-day notice of conversion with Puget Sound Energy. Work on retaining walls for the more difficult properties has begun. The contractor has been very responsive to questions and concerns and is proceeding smoothly. Weekly meetings are being held between the various project managers for the City, contractor, sub-contractors and local utilities. The pond sites on South 220th and 222nd Streets are being used by the contractor for storage and staging of project materials.

Staff is receiving calls from property owners on Pacific Highway South about specific issues concerning their particular businesses, including where and when construction will start, driveway access and construction, and permits for constructing their on-site improvements such as walls, parking lots, etc. A telephone hotline has been established for the project (206.870.1179). The hotline recording is updated weekly with the project schedule. Messages can be left on the hotline answering machine and CH2M Hill checks those messages daily. The construction schedule information is also updated weekly on the City's website. A flyer with the general timeline of the project was sent to property owners and businesses along the highway in August. In addition, project information has been included in the local newspaper and the *City Currents*. Ceccanti has been installing signs each day indicating, "Businesses Open During Construction" along the worksite, and has also been using flaggers to assist with construction vehicles and motorists turning in and out of businesses.

Work has continued on right of way acquisition. Our consultant, attorneys and staff have worked on site-specific issues such as parking, signs, driveways, etc. for the remaining more complicated parcel acquisitions. Mediation and court dates have been scheduled on the two remaining parcels under condemnation that have not yet settled. Staff, with the assistance of our Legal Department, has continued to negotiate on these parcels.

Council has approved two interagency agreements between the cities of Kent and Des Moines regarding the design and construction of the shared stormwater pond at the south end of our project. Staff is currently working on an agreement with City of Kent covering the shared construction costs of the Pacific Highway South/Kent-Des Moines Road intersection. This agreement is hoped to be ready for presentation to Council in November.

During October, staff selected the City's representative for the appointment to the Dispute Review Board (DRB) for this project. With regard to the Disputes Review Board (DRB) for PHS, our contract with Ceccanti requires its formation. The DRB is a tool to keep the project moving forward and to handle differences of opinion, claims, and disagreements between the City and Ceccanti in a fair and efficient manner. The Ceccanti contract states that the "Contracting Agency" will select one member, the "Contractor" will select one member, and those two members shall select a third (for Ceccanti and us to approve).

To select our member, staff placed an advertisement requesting Statements of Qualifications from candidates. We received statements from eight candidates. Tim Heydon, a representative from our consulting-engineering firm CH2M Hill, Richard Brown and Maiya Andrews reviewed the qualifications and selected a member. In general, it is important to have someone who understands construction processes, and even more specifically, street construction processes. Often construction disputes are related to methods of work, work productivity or lack thereof, or construction materials. When someone evaluates a dispute, they should thoroughly understand the engineering and construction process that we used to do the work.

The candidate selected is John Aspaas. He is a licensed surveyor and engineer, with over 38 years experience in transportation construction. He was the State Roadway Construction Engineer with the WSDOT in Olympia. He retired from WSDOT and then worked for a couple of years as a claims consultant. He has served on DRB's in the past. His experience and knowledge of construction contract issues and transportation work will make him a fair and reasonable member on the board. He is currently working for Kristen Betty & Associates.

2003 Arterial Maintenance Project

Central Oregon Pavers, Inc. has completed the chip seal process. All that remains to be done are a few minor paperwork issues prior to the initiation of the project closure process. Staff expects this project to be entirely closed-out before the end of the year. There was one small area on Woodmont where the application failed and the rock did not properly adhere to the street. Since it was too late in the season due to cold weather to repair the area, a credit was taken for the area that failed. We were able to accomplish 5.52 miles of preventative maintenance.

South 216th Street / 24th Avenue South Signalization Project

KPG continued work on the South 216th Street / 24th Avenue South Signalization Project. Right of way (ROW) needs have been established. Staff is in the process of contacting property owners to discuss ROW acquisition.

Neighborhood Traffic Control Program (NTCP)

The temporary speed humps were removed and permanent ones were constructed on 25th Avenue South in the month of September. Payment is pending until the contractor submits the required paperwork.

Activity Center Turn Lane Restriping

A very small amount of shoulder overlay and lane restriping will be done on South 216th Street in front of the Activity Center. A center turn lane for westbound motorists turning into the Activity Center will provide greater safety and additional vehicle queuing area. This work will be awarded from the small works roster upon design completion.

King County Water District #54

King County Water District #54's insurance company has denied the claim for the street restoration work for the water main break that occurred on South 216th St. and 11th Avenue South which damaged the road base. We are currently working on additional

correspondence to the Water District regarding this location as the road is continuing to show damage.

October 20th Storm

On October 20th the City had a major rain event (5.2"). Numerous flooding problems occurred all over the City. Both Public Works maintenance and SWM crews worked all day and late into the evening responding to citizen requests regarding flooding problems. Crews also took care of problem areas they normally attend to during these kind of storms, i.e., sand bags were supplied to Beach Park to keep the Des Moines Creek from flooding the Haunted House event, road closed at Kent-Des Moines Road and Marine View Drive for flooding, creek overflowed 20th and 244th Place, and water over roadway at 220th and Pacific Highway - just to mention a few.

Redondo Boat Launch

The in-water work was completed just before the close of the "fish window" specified by the Department of Fish and Wildlife. The lower portion of the boat ramp was replaced with a "mat" of concrete panels. The steel pilings and the new south boarding float were installed without a problem. Farther out, twenty helix anchors have been installed in the seabed as part of the floating breakwater.

Upland, the appearance of the parking lot didn't change much during October because the work involved installation of underground utilities and site grading. Unstable native soils had to be removed and replaced at an added cost of \$10,000. Also, an error in the construction drawings created an added cost of \$10,000 for earth grading. Virtually all of the project's meager contingency account has been expended. Staff is working hard to keep costs in line. Because of irregularities in the construction documents, there are a number of unresolved disputes between the contractor and the City. Some of these disputes may result in higher project costs. We will look to Reid-Middleton to take responsibility for correcting some of these problems.

In October, the City Council approved a revised budget for the floating breakwater. The first shipment of the WhisperWave breakwater has arrived. When all shipments are here, the breakwater will be assembled in the Marina and placed in the water at the Public Sling Launch. The breakwater will be nine feet wide and 180 feet long. The WhisperWave is being stored in the parking area between South Marina Park and the Port-of-Call Condominiums.

During the upcoming month of November, aboveground work will begin with pouring of concrete curbs and sidewalks, and asphalt paving. By the end of November, the parking lot should look like a parking lot again.

One of the cost-saving measures taken by the City Council (at staff's recommendation) was elimination of the decorative arbors. Residents of the Redondo area are discussing ways to get the arbors constructed using donated materials and labor. Gary Towe is assisting the community with this project as pro bono consulting work.

Creating Additional Public Parking In Redondo

The Sola Family does not appear to be highly motivated to sell the property east of Wooton Park. A representative of the Solas is exploring the feasibility of building retirement housing at the east edge of Wooton Park. It seems more practical for the City to construct a small parking lot where the horseshoe pits are located in Wooton Park, and then expand the park to the east into City-owned right-of-way.

Field House Improvements

The contractor has completed 95 percent of the work. During our record-setting rainfall in October, the new drainage system performed well. The basement of the Field House remained dry. A change order approved by the City and the contractor called for replacement of the ADA ramp where the front sidewalk meets the South 220th Street. The contractor built a new ramp, but that ramp does not comply with ADA standards. We have notified the contractor that replacement of the ramp is required before the project can be closed.

The Parks Department will prepare a prioritized list of improvements needed at the Field House. Staff would like to systematically continue the renovation of the building. The Field House is an important community symbol and resource.

E-Government

The website proved to be useful way to disseminate information about the health effects of cell towers. In the near future, the City will become a member of King County's I-Net system in order to gain additional bandwidth and at the same time reduce our internet access fees. Municipal Court is studying the feasibility of initiating video arraignments during 2004.

Personnel and Labor Relations

A hearing before the Public Employers Relations Commission (PERC) was held on October 9, 2003. The topic of the hearing was the Night Attendant position proposed for the Marina. Once the Teamsters reviewed the current version of the job description, the group withdrew its opposition.

Considerable time was devoted to responding to Teamsters complaints regarding scheduling at the Marina.

Boundary Between Des Moines and Federal Way

Federal Way is moving swiftly to annex the unincorporated area between our two cities. Some property owners in the annexation area have contacted us about the feasibility of annexing to Des Moines instead of Federal Way. Since this area is now in Federal Way's Potential Annexation Area (PAA), we have encouraged owners who oppose that annexation to work together to demonstrate a strong preference for annexation to Des Moines.

Masonic Retirement Center Redevelopment

The first cottage is complete and will be used as a sales office. From what we have heard, the marketing of this new facility has far exceeded all expectations. Because of

the success of the marketing effort we are expecting they will submit plans for Phase I construction earlier than the Fall 2004 date we had previously anticipated. It is our understanding they are marketing this project under the title “Landmark by the Sea”.

Highline School District

Things are going well on the design of Mt. Rainier High School. The design team selected is very open and professional. We are working collaboratively on the design of this site. In October we continued our review of their latest conceptual plans of this school. Also in October the public had the opportunity to comment on the conceptual plans. A significant issue now is getting accurate data to understand the full drainage improvements required and how that will be fulfilled (pond or underground storage).

As stated in previous monthly reports the designers of the North Hill Elementary School are taking a totally different approach. We have had little interaction with them and in fact, in late August submitted for design review and SEPA. We are having issues with their assumptions concerning traffic and how Olympic will be used as an interim school. In October the Engineering Department sent a detailed letter to the designers listing the many faults in their transportation study. We are still waiting for their response. In the meantime, a clinic of Children’s’ Hospital opened at the Olympic site without permits. We continue to try to work with the School District on these issues.

GIS Application Development

In October the GIS coordinator wrote a script to automate the import process of the quarterly King County Assessor’s parcel report. This helps the City maintain concurrency in the GIS parcel database. This script will also save roughly 8 hours from the process, which is usually run quarterly. It will be much more reliable, removing the potential for data input errors.

ESA Mapping

Smaller versions of the draft Environmentally Sensitive Areas maps have been created and uploaded to the City’s website for public review. The maps are to be reviewed with other amendments at the Planning Agency meeting November 3, and at the City Council meeting November 20.

Subdivisions/ Public Hearings and Related Activity

- Tobin Plat, 253xx 16th Ave. S, 6-lot subdivision. The owner submitted civil plans for review the first week on November.
- Mediterranean Heights, 1211 S 272nd St, 11-lot subdivision. The developer did not comply with the approved TESC plan. During the rainstorms in late October the inadequate erosion control measures did not perform. Large quantities of soil were subsequently washed onto 10th Avenue South, creating a huge mess. City crews were called out to clean up because the contractor could not be reached. The developer is responsible for all damage created by the exposed soils on his site and he will be required to pay for all damages done, and must install proper erosion control measures as soon as possible. Public works is in the process of documenting staff hours and costs for the clean up.

- Pacific Place Plat, S 268th Street and Pacific Hwy S, 34-lot subdivision. The applicant has applied for the first building permit. Planning staff is in the process of contacting the applicant to coordinate how individual grading permits will be released.
- Williams, 909 South 278th Place 4-lot Development; Engineering inspected the drainage pond and determined that it is performing adequately.
- Dick Cassutt Short Plat, 246XX 24th Ave S, 3 lot short plat. Road is complete. The applicant has requested a bond refund. Several requests have been made to engineering requesting a bond refund, but the city ROW inspector has stated that edge conditions of the street are poor and need to be addressed first. Meanwhile permits have been filed for home construction on Lot 2. Development Services has approved plans for the new 2-story house.
- Beck-Kombol lot line adjustment; 246th and 26th Avenue South, Road and storm design approved by Engineering. The resubmitted design does not require an easement from the City. Waiting for applicant to file for a right-of-way permit.
- Kris Tripp (Dickerson Site) Lot Line Adjustment, 902 South 277th Street. Mylar submitted during the 1st week of November.
- Lakehaven Utility District, Redondo Pump Station #7, 28225 Redondo Beach Drive South, Lot Line Adjustment. The District has moved the east side fence off of City property, leaving only the north side property line to be adjusted. Staff met with the applicant in September and October and explained that we would only support one of the two proposed access easements. The applicant was going to pursue both easements, but recently learned that the easement staff was not going to support also conflicts with the City's improvement plans for the parking lot (which is currently under construction). The applicant will notify staff on how it will pursue the application after it reviews possible alternatives to the easement. Staff left a message for the applicant to get an update on application.
- Woodmont Short Plat, 1805 South 260th Street (Michael Pochepon). The Mylar and revised Maintenance Agreement were submitted during the first week of November.
- Hooper Lot Line Adjustment, 1021 South 232nd Street. Development Services and Engineering redlines were picked up by the applicant in September. Two building permit plans were submitted in October. The Community Development and Engineering Departments met with the applicant during the 3rd week of October to discuss inconsistencies between the lot line adjustment application and the building permit applications and design concerns for the two house plans submitted. Hold notices (for land use and design review) were sent out for the building permit plans. Development Services and Engineering also met with the City Attorney to voice their concerns about moving forward on any of the building permits without first having a comprehensive access solution. All departments reached consensus to return plans and permit applications requesting modifications by the applicant.
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Shin Lay Short Plat, 274XX Marine View Drive South. All staff comments should be ready in early November. Staff met with the applicant during the last week of October to discuss its initial concerns/comments regarding property slopes and access to the new lots.

Commercial Project Review

- Highline Community College, 2400 South 240th Street, Student Union Building, Grading and building permits have been issued and construction is underway for this 45,000 square foot facility.
- Highline Community College, 2400 South 240th Street, Higher Education Center, Grading and building permits have been issued and construction is underway for this 88,000 square foot facility.
- Highline Community College, 2400 South 240th Street, Child Care Center, Grading and building permits have been issued and construction is underway for this 14,700 square foot facility.
- The Cliffs; 22226 Cliff Avenue South, new 12 unit condominium- The Engineering Department has stated that they have approved the final on this project. The Building Division has had an inspector perform a final walk through and is prepared to close out the project.
- Ohrt, 218xx 20th Avenue South, 2.2 acre office/warehouse development, The applicant has made plan revisions per city requests. Previous plans did not show the 216th Street ROW correctly and it proposed parking and landscaping would encroach into this area. The new plans correct this problem and were circulated for final review the first week of November. The applicant is very anxious to get his building permit as the weather is of concern.
- Holy Trinity Lutheran Church, 2021 S. 260th Street, Inspected and approved. Reporting on this project will discontinue.
- Water District 54, 21660 11th Ave. S, Building plans for phase 2 construction have been approved. The applicant is moving slowly. Staff will continue to monitor to ensure landscaping is fully installed and inspected.
- Furney's Nursery, 21215 Pacific Highway South, Applicant is working on plans and application materials for design review and SEPA submittal.
- South Shore Fellowship, 2038 South 222nd Avenue. Design review and SEPA review complete. Applicant needs to submit for a building permit.
- Cornerstone Christian Church, 21650 24th Avenue South. Minor Grading permit to add about approximately 80 cubic yards of fill to create 26 new parking stalls on southern property line. Development Services, Traffic and SWM reviewed. Minor land use redlines and SWM impact fees given to the project engineer. Revised plans submitted and approved by the Division. Prior to issuing the permit, staff learned of Building and Fire ADA and safety requirements for the Church (an on-going discussion between the City and the Church managers over several years) must be

addressed prior to issuing the Grading permit. Staff has contacted the project applicant and directed him to work directly with the Building Plans Examiner.

- Canopy World; Site Redevelopment, 22820 Pacific Highway South. Planning staff contacted the project architect and indicated that the height and placement of the building seem to be resolved, but many other design issues in Pacific Ridge standards were not addressed. Copies of the design standards and codes were provided to the new architect the first of November. Staff is waiting for a complete plan resubmittal.
- Samoan Church, 198xx 8th Avenue South. Application and plans for SEPA and Design Review have been submitted. All comments received. Must now issue SEPA decision.

Shorelines/ESA's

- 22745 Marine View Drive South (west of Continental Marina) – Revised building permit plans submitted during the last week of October for an addition and substantial remodel of a duplex in the Massey Creek/Puget Sound flood zones.
- Taco Time, 809 Kent-Des Moines Road, Commercial Addition in Flood Hazard Zone. Landscape plan was submitted 4th week of September. The Legal Department is reviewing the Conveyance Deed to transfer a 20-foot creek buffer to the City.
- Comcast Fiber Optic Cable Crossing, 22047 Cliff Avenue South. The Shoreline Permit and Mitigated DNS will be ready for public review during the 2nd week of November.

Building Division

105 permits issued:

Building Permits:	41	Average Fee:	\$336.00
Plumbing Permits:	18	Average Fee:	\$ 83.00
Mechanical Permits	16	Average Fee:	\$ 80.00
Electrical Permits:	30	Average Fee:	\$183.00

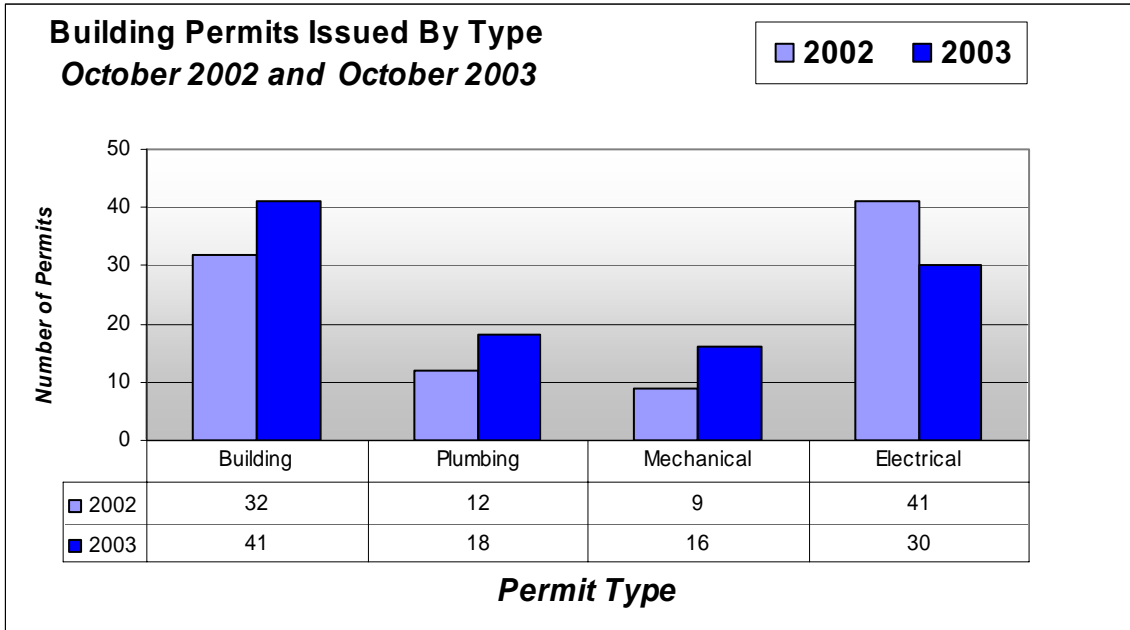
Total revenue for October, 2003: \$36,479

Compared to same period last year:

94 permits issued:

Building Permits:	32	Average Fee:	\$961.00
Plumbing Permits:	12	Average Fee:	\$129.00
Mechanical Permits	9	Average Fee:	\$159.00
Electrical Permits	41	Average Fee:	\$116.00

Total revenue for October, 2002: \$54,710



The building division conducted 432 inspections this year compared with 366 inspections last year.

Des Moines Memorial Park Flag Pole

Staff worked with Coatings Unlimited, Inc. to restore the Des Moines Memorial Park flagpole. Work on the flagpole which included prepping and painting was completed in late October.

Park Construction Grants

Staff has received acknowledgement from King County Executive Ron Sims that two 2004 King County Youth Sports Facilities Grant will be awarded in 2004 as part of King County’s budget process. The intent of the grants is to match proposed 2004 City of Des Moines Capital Improvement Funds for the following projects:

- 1) Steven J. Underwood Memorial Park (ballfield lighting to extend hours of use on the fields). This project was co-sponsored by South Highline Little League and Des Moines Midway Soccer Club.
- 2) Midway Park Expansion (youth sports field on Puget Sound Energy property to provide a safe play area for low-income youth). This project was co-sponsored by Puget Sound Energy, ACORN and Des Moines Midway Soccer Club.

Approval is pending for a third grant submitted on October 1st seeking funds from the Interagency Committee for Outdoor Recreation in the amount of \$75,000, to match both city funds and King County grant funds for ballfield lighting at Steven J. Underwood Memorial Park.

The above projects are proposed in the 2003 Parks, Recreation and Senior Services Master Plan.

Mount Rainier Pool

Due to lower than expected outside fund raising efforts the Mt. Rainier Pool Contributors (Des Moines, SeaTac, Normandy Park, and Highline School District) “MRPC” are approximately \$35,000 short for the last quarter payment on the annual contract of \$217,000 to King County for operation the pool. However, King County provided the Mt. Rainier Pool Contributors with year-end projections that show a reduced operations cost and increased revenues. These projections estimate the net cost of pool operations at approximately \$192,000, which would reduce the fourth quarter payment to the County significantly. The MRPC agreed to make a fourth quarter payment to the County equal to the projected amount owed remaining in 2003 of approximately \$16,000. The County will hold off collections of the remaining funds until the account is reconciled.

The Highline School District and King County completed negotiations on the Lease Assignment that allows for the transfer of pool ownership to a third party. If the new pool operator fails, the ownership would transfer back to King County after a 3-month certification period.

The key issue is now pool ownership. King County and Highline School District refuse to take ownership. Normandy Park has agreed to become a joint pool owner; Highline School District and SeaTac will not be joint owners.

Mount Rainier Pool Contributors (Des Moines, SeaTac, Normandy Park, and Highline School District) have agreed to negotiate with Aquatics Management Group (AMG) as the pool operator for 2004-2006 and have made a commitment to collectively pay \$135,000 per year for pool operations. AMG currently operates the Kent and Auburn Pools at a substantially lower cost than we are paying King County to operate the pool. The operator is asking for \$97,000 annual operating cost and \$50,000 for one time start up costs. The actual annual cost would be based on net cost of operations. Ongoing regular maintenance and repairs of the pool would be the responsibility of the operator and major capital needs would be the responsibility of the pool owner with MRPC support.

Recreation Program Update

<u>October Revenue</u>	<u>2003 YTD</u>	<u>2002 YTD</u>
\$45,461.43	\$448,466.66	\$422,985.84

Before and After School Program

During the month of October we had 96 registered participants at Des Moines, North Hill and Parkside Elementary School in the Highline School District and Woodmont Elementary School in the Federal Way School District. An additional 105 children participated on a drop-in basis or on an early release day. This was the second month of adjusted starting times with the program beginning at 6:30 a.m. instead of 7:00 a.m., due

to parent requests.

Pre-School Playhouse

Our fall session of Pre-School Playhouse Program was completed in October with a total of 6 participants. This program is designed for 3-5 year olds and meets for 2 hours, twice a week, over a 5-week period. Children take part in arts and craft projects, play games, enjoy storytelling and sing songs. Parents have requested that an additional session be added in November.

Halloween Carnival

Our annual Halloween Carnival took place on Halloween night from 5-7 p.m. at the Field House. Approximately 155 children participated in carnival games such as face painting, ring toss, fishing for prizes, bean bag toss, basketball hoop shoot, pie in the face, ping pong ball toss for goldfish and a youth dart game. There was also a magic show performed by Toby Wessel and pictures available in a Halloween scene.

Programs/Leagues

Ten people registered and participated in our October Boat Smart Boating Safety courses.

Staff is busy preparing for our Youth and Teen Basketball League which begins in Mid-November and continues through March 2004.

Senior Center Division Statistics – October 2003

	2002	2003
Number of Meals Served	935	1,090
Fee Program Participants	835	314
Drop In Participants	1,311	1,478
Volunteer Hours	1986	2,907
Total Revenue for October	\$3,768	\$7,190

Construction Update

The divider wall for the activity center was installed the week of October 13th. Senior Center participants are very pleased with its look and the privacy it provides in the large classroom.

Activity Center Spaghetti Bash

The senior center hosted the third annual Spaghetti Bash and Bake Sale Friday, October 10th. We sold 196 tickets and made a profit of \$1,512 for the bake sale. Area restaurants that have given us outstanding support for many years donated all food for the spaghetti feast. We also began selling our Des Moines Senior Activity Center sweatshirts as a fundraiser for the senior center. The sweatshirts will make a great holiday gift!

Donations

King County Councilman Pete von Reichbauer's office contacted staff to let them know that he was donating \$1,200 to the senior center. Staff agreed that the funds would be

used to help build the patio and garden on the north side of the senior center facing Steven J. Underwood Park.

Keith Noess, senior center volunteer and senior services advisory committee member, donated shrubs, bulbs and flowers for the Des Moines Activity Center entrance sign. Ola Mae Crawford also donated shrubs for the planting area. Keith planted all of the donated plants and is maintaining the area. Everyone has been very complimentary of the improvements.

Audit 2002

Financial statements and note disclosures for 2002 are complete and under review by State auditor. Single audit report extension was granted to November 30, 2003. Exit conferences have been scheduled for November. Management Letter comments concern strengthening information system controls. Two non-material exit items concern management and control over imprest funds and internal control process over right-of-way acquisition payments.

Eden Inforum Gold Software Implementation

On June 16, staff began live transactions using the Inforum Gold software core financial modules, general ledger and accounts payable. All procured modules are now active. Final Eden training will be Intermediate Crystal Reports. Training is scheduled for the week of December 15.

With the City Council's approval, staff is proposing for 2004 to complete the upgrade of the DOS based Quadrant cashiering systems, and DOS based Eden Business License module to their windows product versions. It is estimated that approximately \$64,500 will be remaining from the financial software implementation that would be available to fund these upgrades.

Investment Yields

October's yield with the State Local Government Investment Pool (LGIP) was 1.073%. Keybank's Public Money Market Savings Account's yield for October was 1.10%. The Federal Open Market Committee reduced the Federal funds rate to 1.00% from 1.25% on June 25. The LGIP follows the federal funds rate due to the short-term focus of the fund. All City funds are invested with the LGIP or Keybank's Public Money Market Savings Account.

Contracts signed during October:

- October 15, 2003: \$44,693. Financial Consulting Solutions Group, Inc. for the Surface Water Management Utility Rate and Efficiency Study.
- Park Maintenance Performance Audit

Bids, RFP's and RFO's to be issued in November:

- Dispute Review Board (DRB) Contract for Pacific Highway South
- Agreement with Kent for construction of Kent-Des Moines Road/Pacific Highway South Intersection