

City Manager's Office

December 17, 2003

To: City Council

From: City Manager

Re: November Monthly Report

Power Distribution System Upgrades

By the end of November, the plans for the first phase of the improvements to the Marina electrical system were 95% complete and the consultants were nearly finished with the construction documents. PSE had started the design process for their part of the project, which is the relocation of the primary service from Cliff Ave. to 6th Ave. The SEPA/Shoreline process has been started and staff expects this project to go to bid right after the first of the year.

Marina Master Plan

One of the trends in the recreational boating industry, which was discussed in the Marina Master Plan, is the declining demand for small boat moorage in the Puget Sound region. For the Des Moines Marina, the first consequence of this decline in demand was expected to be an increasing vacancy rate in the 20 ft., 24 ft. and dry sheds during the winter months. This year Marina staff has noticed an acceleration of this trend. At this time, there are vacancies in the 24 ft. covered slips, and no waiting list for 20 ft. open, 20 ft. covered, and 24 ft. open moorage. The dry sheds are of particular concern because a recent inspection showed that eleven of the sheds are being used for storage of personal property. Marina policy requires that the sheds be used for storing boats 16 feet and longer and the staff is working with the tenants to correct this situation. Staff expects several of these tenants to leave and at this time there is no waiting list for dry sheds. It is staff's opinion that in the future there will be some level of vacancy in the dry sheds, possibly all year round. The Marina Master Plan did not address the future of the dry sheds, but it appears that the expected decrease in demand for this service is going to arrive sooner than expected. Staff is recommending to the City Manager that it would be appropriate to revisit this issue at this time.

Another issue that was not discussed in the Master Plan is the boat repair yard. At the time staff was concluding the Marina Master Plan process, Vern Day, the former operator of the yard was battling terminal cancer, and the future of the yard was in doubt. Since that time, Mr. Day's family has sold the business to CSR Marine and they have been

successful in rebuilding the business. The Marina was also able to renegotiate the lease with CSR and obtain a significant increase in rent. CSR has about two years left on their lease and they are anxious to begin negotiating a new lease. Staff feels that it would be appropriate to revisit this issue also to discuss the future of the boat yard before starting work on a new lease. The main issues that need to be discussed are the ultimate size of the repair yard, the replacement of the main building and the future of the paint shed.

Marina Office Hours

The City Manager has authorized a change in the Marina office hours. Currently, office hours are:

Mon.-Fri. 8:00 a.m. to 5:00 p.m. - closed from 12:00 to 1:00 for lunch
Sat. 9:00 a.m. to 4:00 p.m. - closed from 12:00 to 1:00 for lunch

Customer traffic in the office drops off significantly during the off-season. There is very little activity after 4:00 pm, but there is steady traffic throughout the rest of the day, especially around the lunch hour. Based on discussions with staff and customers, the biggest problem with the current office schedule is that the office is closed during the lunch hour and many times we have customers rushing in at noon or waiting for staff to get back at 1:00 pm.

Staff recommended changing office hours to 8:00 am to 4:30 pm, with a ½ hour lunch. The office will still be closed for the lunch period because there is not enough staff to cover lunch rotations six days per week, but it would reduce the amount of time the office is closed during the middle of the day. On Saturdays the office will open at 9:30, close for lunch from 12:00 to 12:30 and then stay open until 4:00 pm. This will keep the total hours worked the same as it is now, but will increase our accessibility during the middle of the day. It is likely that the office hours will have to be extended again during the boating season because of the increase in activity, especially late in the afternoon.

Effectively immediately, **new Marina office hours are:**

Mon.-Fri. 8:00 a.m. to 4:30 p.m. – closed from 12:00 to 12:30 for lunch
Sat. 9:30 a.m. to 4:00 p.m. – closed from 12:00 to 12:30 for lunch

Fire Prevention Plan

Marina maintenance crews started working on the clean-up part of the fire prevention plan. Crews are removing all of the items which have been stored overhead in the covered moorage and removing any hazardous materials that are stored on the docks. Staff is consulting with the Fire Marshall from King County Fire District #26 during the project to make sure the Fire District's concerns are met.

Redondo Boat Launch

The new SeaFlex anchors were received during November. Reid-Middleton evaluated whether the Whisprwave could remain in place year-round and determined that additional anchors would need to be installed in order to withstand winter wave conditions. Over

time, we may want to consider installing additional anchors so that the Whisprwave and the boarding floats can remain in place through the winter—thereby allowing Redondo to become a year-round boating facility. Our new floating breakwater will be installed in the early spring for its inaugural season of service.

Upland, the installation of underground utilities was completed. Severe storms during October and November degraded the integrity of the native soils and the importation of additional suitable soils should be expected. On November 13, 2003, the City Council augmented the project budget so that the project can be completed as planned. The project is behind schedule by approximately 4-5 weeks, but will be completed well before boating season officially begins.

Des Moines Memorial Drive Advisory Committee

Members of the Advisory Committee who represent agencies met to discuss the draft Cultural Enhancement Plan. The group requested that the consultant provide more specificity. It is expected that the full Committee will consider adopting the Plan at the January meeting. During the first quarter of 2004, the Committee's recommendations will be presented to elected officials.

Shoreline Master Program Rewrite

Our grant application for this project was not selected for funding. However, Department of Ecology (DOE) staff encouraged the City to reapply in 2004 for 2005 funds. Des Moines must adopt a new Shoreline Master Program by December 1, 2009.

Personnel and Labor Relations

The Assistant City Manager attended training (WAPELRA) on negotiating labor contracts, and met with representatives of the Teamsters. He also met several times with representatives of the general employees group to discuss agreement terms for 2004 and beyond.

Boundary Between Des Moines and Federal Way

The Federal Way City Council has directed staff to prepare the documents necessary for Federal Way's annexation of the "triangle". This area is known in Federal Way as the East Redondo Annexation Area. The Assistant City Manager is collecting information about the current boundary between the cities, and the financial implications for property owners within the annexation area.

Comcast Cable Franchise

Des Moines received the \$140,000 payment for submarine cable through the tidelands, and a \$120,000 payment for the franchise renewal fee.

Warrant Pilot Program

Courts within King County have been working on a pilot program for the past year and half to expedite the clearing of warrants within King County. The program, as mandated by statute and put together by the Administrator of the Courts, allows one court to quash another court's warrant when a defendant shows up in the second court upon certain conditions. The first condition is that the court participates in the program. Secondly, a

court will not quash another court's warrant if the amount is over \$10,000 bondable or \$1000 cash, nor will a court quash another's warrant if it is a domestic violence offense or a DUI charge. This program goes into effect in January 2004. The courts that are participating are: Auburn, Des Moines, Kent, Tukwila, Renton, and Kirkland. King County is participating and will be on board in March 2004. The impetus behind this program is that it will save incarceration money for minor offenses when there is a good likelihood the defendant will show up to court after the warrant is quashed. There are no costs involved in this program.

Court Revenue Summary

	Revenues				Citations Filed		
	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	\$37,038.12	(\$18,722.23)	559	723	585
December	\$37,217.41	\$64,583.94			340	877	
	\$562,023.96	\$659,119.65	\$557,579.51	(\$36,956.20)	6,196	8,358	7,168

Highway 99 – SeaTac Issue

Staff has been meeting with Safeway and the City of SeaTac regarding access to the newly rebuilt Safeway Store on Pacific Highway S. just north of S. 216th Street. SeaTac's plans for their Phase IV Highway 99 do not include the left turn bay that was originally promised to Safeway. We are working with SeaTac to get, at the very least, a U-turn point closer than the intersection on S. 208th Street.

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 for presentation to Council in January 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. The Draft 2004 CIP shows 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 and the intersections were opened to traffic November 4, well ahead of the original schedule. Remaining work includes the safety handrails across the culverts, connecting the new street lighting and reconfiguring the pavement striping along Kent-Des Moines Road to allow a continuous 2-way left lane. The handrails are currently being fabricated and are expected to be installed by the end of December. The street lights have been installed and are ready for Puget Sound Energy to connect them to power (as soon as crews can be made available) – a series of wind storms have caused delays.

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.

Surface Water Management (SWM) Utility Rate and Efficiency Study

Council approved the contract for doing the SWM efficiency study and rate analysis using Financial Consulting Solutions (FCS) Group, Inc. Per Council direction, the consultant will proceed on the tasks of the efficiency study and will bring the results of the study and recommendations to full Council for review and action. We expect to have the draft efficiency study to be presented to Council in late January or early February. The target date is to complete both studies by June 30, 2004, to allow any rate adjustments to be made in the 2005 budget cycle.

The contract has been signed and the consultant and staff are gathering information for the efficiency study.

Pacific Highway South Project

During November, utility trenching was completed on the south end of the project on both sides of the highway. Qwest began pulling conductors through the newly installed conduits. Puget Sound Energy began relocation of the tall high voltage power poles that are on the east side of the highway between South 220th Street and South 216th Street. Ceccanti began installing the underground trench on the north end of the project. They also worked on wall excavation for retaining walls in front of Pine Terrace Trailer Village, the Legend Motel, and Bjorneby's Collision 1. Next month Ceccanti plans to shift traffic to the east side of the road to begin drainage work on the west side of the road.

Staff sent notices out to owners and businesses who have overhead power service from Puget Sound Energy, letting them know that they should soon start their onsite undergrounding construction to tie into the new underground system at the street. 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. One of the two remaining acquisitions was settled in mediation in November. Staff, with the assistance of our Legal Department, has continued to negotiate on the remaining parcel. Also, during November, it was discovered that additional property was needed for a Puget Sound Energy cabinet. The price was negotiated and will be presented to Council in early December.

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 scheduled for presentation to Council in mid January.

During November, an agreement was signed with the City's representative for the project Dispute Review Board (DRB). The formation of the DRB was required as part of the City's contract with Ceccanti. Ceccanti and Des Moines have each selected one member, and those two members have now selected a third member. The DRB will probably meet quarterly to keep updated with the project's progress. The intent of the DRB is to fairly and impartially consider disputes between the City and Ceccanti, and to provide written recommendation for resolution of these disputes. The DRB will have an orientation meeting in January.

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.

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. A successful low bidder has been chosen for the asphalt overlay, but it could take some time for the rain to clear enough to begin paving.

Audit 2002

Exit conferences were held on November 20 and 21. 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. Data Collection Form for single audit was mailed November 26.

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. The budget module will be utilized in December. The fixed assets module will be updated in the first quarter of 2004. Final Eden training will be Intermediate Crystal Reports. Training is scheduled for the week of December 15.

Financing/Revenues

Staff followed up on outstanding gambling taxes and reviewed accounts receivable balances.

Grant submittals totaled approximately \$1.5 million in November.

On November 19, Finance staff implemented Net Assets Inc Conduits on-line service for lien title searches.

The Finance Director prepared a letter to King County advising of the 2004 rate increase for Surface Water Management fees.

November's yield with the State Local Government Investment Pool (LGIP) was 1.069%. Keybank's Public Money Market Savings Account's yield for November 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.

The Finance Director contacted the City of Federal Way Finance Director on the status of Streamlined Sales Tax study undertaken by the Department of Revenue. The Federal Way Finance Director is on the committee evaluating the impacts of implementing the sourcing rule. Mitigation is being discussed to assist cities who are revenue losers. If implemented, the sourcing rule is scheduled to begin April 2005. Preliminary study results indicate the City of Des Moines will receive additional annual sales taxes of approximately \$873,000.

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 December 5th 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 and 2004 Capital Improvement Plan.

Parks, Recreation and Senior Services Master Plan

The draft Master Plan was transmitted to the Planning Agency for review on September 8th and October 6th, with a public hearing held on November 3rd. The City's Comprehensive Plan Public Hearing was held on November 20th.

Projects that correspond with the Master Plan have been proposed as part of the City's 2004-2009 Capital Improvement Plan for City Council review and adoption as part of the budget process in November.

The Plan includes an overview of Priority One Urgent Master Plan Projects, Priority One Other Master Plan Projects, Other Master Plan Projects and proposed project revenues. Master Plan Project Priorities:

1. Update the Beach Park Master Plan to resolve the following issues: historic building restoration, trail head design for Des Moines Creek Trail and improved pedestrian and vehicular connection with the Marina.
2. Improve amenities at Des Moines Activity Center such as: ADA accessible walkway around the building and from the building to S. 216th Street, acoustical improvements for interior noise mitigation, facility landscaping and patio.
3. Make requested safety improvements to Midway Park such as: lighting, play equipment area renovation and provide ADA access. Cooperate with Puget Sound Energy to expand a play field onto adjacent property.
4. Complete Steven J. Underwood Memorial Park to include: Phase IB restrooms and Phase II sports field lighting and construction of a soccer /football field.
5. Make repairs and provide routine and preventative maintenance at City parks and recreational buildings system-wide as identified in the Master Plan such as:

plumbing, electrical and mechanical updates, irrigation repairs, play equipment replacement and ADA access, picnic shelter and kiosk repairs, lighting fixture repair or replacement, walkway and pathway repairs, fencing improvements and painting, refinishing or replacing building exteriors, interiors and flooring.

Mt. Rainier Pool

King County will provide the Mt. Rainier Pool Contributors with updated year-end projections that show a reduced operations cost and increased revenues. The October projections estimated the net cost of pool operations at approximately \$192,000, which reduced the fourth quarter payment to the County. The MRPC made the fourth quarter payment to the County equal to the projected amount owed remaining in 2003 of approximately \$16,000. The County's November/December projections show an increased net operations cost. It is expected that MRPC will owe an additional amount estimated at \$5,000. The County will hold off collections of the remaining funds until the account is reconciled.

A special pool opening ceremony is planned for January 10th at 12:30 p.m. and a free public swim will take place from 1:00 p.m.-5:00 p.m. on that day. Staff will provide more details on the opening ceremony in late December.

The Highline School District, King County and Cities of Normandy Park and Des Moines 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 owner certification period and a 6-month County mothballing period.

The Cities of Normandy Park and Des Moines have agreed to take joint ownership of the pool and have contracted with Aquatics Management Group, Inc. (AMG) as the pool operator beginning on January 1, 2004-2006. AMG currently operates the Kent and Auburn Pools at a substantially lower cost than we are paying King County to operate the pool. AMG will be paid \$50,000 for one time start up costs and \$85,000 annual operating cost. The actual annual cost would be based on net cost of operations.

Mt. Rainier Pool Contributors (Des Moines, SeaTac, Normandy Park, and Highline School District) have agreed to collectively pay \$135,000 per year for pool 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.

Beach Park Flooding

Two severe rainstorms and constant rain resulted in flooding events closing the Des Moines Beach Park in October and in November. In October, park staff spent approximately 350 hours removing over 200 tons of mud, river cobble and wood debris. While there was some minor damage in some of the outlying parks, the hardest hit park was definitely Beach Park. The day of the October storm Park staff monitored creek flow all day, sandbagged wherever needed and closed the Park to vehicle and pedestrian

traffic. Park staff was also called in the night of the storm from 9:00 p.m. until 1:00 a.m. to supplement Public Works.

There has been some additional settling damage to the Dining Hall as well as some possible structural damage to the picnic shelter and restrooms. Both restrooms had roughly 8-12 inches of water running through them for two days. The Founders Lodge did not sustain any damage other than a small amount of water into the south door.

Park staff spent two weeks removing hazardous debris from the creek, scraping silt from walkways and roadways and cleaning up the play equipment, restrooms meadow and decks.

Again in November, another significant rainstorm sent a high volume of debris and silt down Des Moines Creek from hillside slides up stream. The result was high water and silt flooding the Beach Park and additional water damage to the north end of the Dining Hall. Flood damage also reoccurred to the meadow, walkways, roadways, restrooms and picnic shelter.

The creek bottom is built up with silt and gravel causing a state of continued flooding around the dining hall, restrooms and shelter. The area has been sand bagged and a run-off area was put in place to channel the water away from the buildings. The restrooms and picnic shelter area have been fenced off for public safety.

With every rainfall in early December additional park flooding has occurred. A major repair and clean up effort will be needed to return the damaged areas in the central section of the Beach Park to a usable state.

Recreation Program Update

<u>November Revenue</u>	<u>Year-to-Date</u>	<u>2002 YTD</u>
\$27,610.96	\$476,077.62	\$455,069.40

Before and After School Program

During the month of November we had 98 registered Before and After School 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. Seventy four children participated on a drop-in basis or on an early release day. Thirty-eight children participated in our Conference Week Camp during the Thanksgiving Week Break.

Halloween Teen Dance

A Halloween Dance for Teens was held at the Field House on Saturday, November 1st and 97 teens participated in the festivities. Besides dancing and refreshments, participants were able to have their pictures taken in a festive Halloween scene.

New Recreation Specialist

Sara Gould was hired as our new Recreation Specialist from a pool of approximately 50 applicants and began her new position on November 3rd. Sara is a recent graduate of Western Washington University with a degree in Recreation. Sara served as an Intern with our Department and was the director of Camp KHAOS over the past two summers.

Senior Center Division Statistics – November 2003

	2002	2003
Number of Meals Served	740	756
Fee Program Participants	478	155
Drop In Participants	1,110	1,212
Volunteer Hours	2,24.25	2,315.25
Total Revenue for November	\$3,934	\$2,529

Senior Services Special Events

Thanksgiving was celebrated twice this year at the senior activity center. A Thanksgiving Meal on Thursday, November 20th was attended by 135 and on Thanksgiving Day the senior center and the Des Moines Legacy Foundation served 120 citizens. It was a wonderful event with so many calls from volunteers wanting to help that we had to turn volunteers away.

Construction Update

The front entrance canopy was installed on Wednesday, November 19th providing a nice dry entrance into the activity center. Funds for the canopy were provided by the Des Moines Legacy Foundation Bayside Brunch 2002.

Senior Services Advisory Committee

Two Senior Services Advisory Committee members are resigning effective December 31, 2003. Mr. Keith Noess has served two full terms on the committee beginning in 1996. Mr. George Hadley is in the middle of his second term and is leaving to be a city councilman for the City of Normandy Park.

Highline School District

Things are going well, but slowly, 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 November the designers concentrated on making revisions based on Highline School District comments. 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 prior to their submittal 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 November the designers finally responded to the Engineering Department's regarding their

transportation study. A meeting is scheduled in December with Engineering and HSD on these issues. If they are resolved in a reasonable manner we anticipate issuing the SEPA decision by the end of the year.

Business Roundtable

On November 18th a roundtable meeting was held with businesses in the City. Approximately 15 people attended and their comments have given us much food for thought. Their biggest issues were unpredictability with the process, length of time to go through the process and costs. We are working inter-departmentally on addressing these issues. We will send a letter to all participants in December updating them on our progress.

Development Services Division

- Cedarbrook Plat/PUD, 24xx South 240th Street, 29 unit attached SFR townhome subdivision. Applicant has proposed relatively minor revisions to the previously approved Cedarbrook plat. The changes appear to be positive design changes but are significant enough to warrant a new application. Staff hopes to get this application to the Planning Agency in a special meeting around mid January 2004.
- Tobin Plat, 253xx 16th Ave. S, 6-lot subdivision. Civil plans were reviewed by the city and redlines sent back to the applicant the third week in November. An ADA issue was raised by the applicant that seems worthy of discussion and review by engineering regarding the driveway ramp transitions to meet ADA requirements on a street that is at or near a 14% gradient.
- Mediterranean Heights, 1211 S 272nd St, 11-lot subdivision. The developer has installed most of the required erosion control measures. The interior of the site is being winterized and will not be worked until March or April of 2004. The exterior improvements, including curb, gutter, and sidewalk may be installed this winter. Development Services Staff met with the Developer to discuss erosion and debris washed out onto public ROW during the October storm event. After considerable debate, the applicant fully paid to reimburse the city for manpower expended to clean up the street. It should be noted that the applicant's site only partially contributed to this problem.
- Pacific Place Plat, S 268th Street and Pacific Hwy S, 34-lot subdivision. The applicant has applied for the next five building permits. A City Council date has been set for January 8, 2004, in order to release existing drainage covenants that have become moot as a result of the replatting process.
- Beck-Kombol lot line adjustment; 246th and 26th Avenue South, Road and storm design approved by the city. Waiting for applicant to file for a right-of-way permit.
- Dettling Short Plat, 23325 14th Avenue South. Staff has returned redlined copies of the plans to the surveyor. It did not appear that any of the previous comments had been addressed.

- Lakehaven Utility District, Redondo Pump Station #7, 28225 Redondo Beach Drive South, Lot Line Adjustment. Staff spoke to the applicant the third week of November. The District will be resubmitting revised plans and the legal descriptions for the proposed easements.
- Woodmont Short Plat, 1805 South 260th Street (Michael Pochepon). The private street maintenance agreement, park fees, engineering performance bond, the cash bond to remove existing accessory structures, and the ROW use permit application submitted the first week of December. The Mylar needs to be signed by the Engineering Department. Staff notified the applicant that the Engineering plan review fee was not collected. The Engineering Department will collect the fee with the ROW use permit fees.
- Dameron Short Plat, 28010 10th Avenue South. New application for a two lot short plat. Staff has routed the plans to appropriate departments for comments.

Commercial Project Review

- Oh Casino 258xx Pacific Highway South, 14,000 square ft. Casino and Restaurant. Development Services Staff has met with the architect to review some site planning issues prior to formal submittal. Project should be submitted for SEPA and Design review by late December/early January 2004.
- Highline Community College, 2400 South 240th Street, 45,000 square ft. Student Union Building, The Contractor is almost complete in setting steel to form the exterior skeleton of the building.
- Highline Community College, 2400 South 240th Street, 88,000 square ft. Higher Education Center, The foundation for this facility is substantially complete.
- Highline Community College, 2400 South 240th Street, 14,700 square ft. Child Care Center, Site preparation is substantially complete and work on building foundation is progressing.
- Zenith Viewpointe, Unclassified Use, mixed use condominiums/office space; 23659 Marine View Drive S. On November 20th Council voted to direct staff to prepare findings and a resolution denying the UUP and Steep Slope Development Exception. On December 4th Council voted to uphold the SEPA Official's MDNS determination that had been appealed. Council directed that modifications be made to the mitigation agreement and instructed staff to come back with findings and a resolution for final adoption. Findings and resolutions will be scheduled for January 22, 2004.
- Ohrt, 218xx 20th Avenue South, 2.2 acre office/warehouse development, The city issued the building permit for this project. Staff and the applicant were able to shift improvements outside of the 216th Street ROW.
- Rainier Truck; 24225 Pacific Highway South, No change, still waiting for applicant to submit design review plans. Staff recently called the project architect to determine if the project was still active. The architect confirmed that it was and they were planning on submitting SEPA and design review plans late in December. The

applicant is also dealing with the City of Kent on ROW acquisitions for a large vault that is affecting how they can design site improvements.

- 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.
- 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 Christian Fellowship Church. 19804 8th Avenue South. Staff is reviewing permit and will send comments back the first week of December.

Shorelines/ESA's

- Taco Time, 809 Kent-Des Moines Road, Commercial Addition in Flood Hazard Zone. Landscape plan was submitted and approved the fourth week of September. All departmental reviews have been completed. The Legal Department is reviewing the Conveyance Deed to transfer a 20-foot creek buffer to the City. The applicant is currently deciding whether to pursue the land transfer or pull the building permit without the transfer of property.
- Comcast Fiber Optic Cable Crossing, 22047 Cliff Avenue South. The environmental mitigation agreement was sent to the applicant the first week of December. The shoreline substantial development permit and documents for the mitigated DNS documents are ready for review by all city departments.

Code Enforcement

New cases 3
Cases from sweep 0
Cases closed 8
Cases currently open 94
Total new cases, year to date 286
Total closed cases, year to date 311

- Worked with volunteer attorney on updating current codes relating to the hearing examiner.
- Attended first south King County code enforcement meeting for this area. It had been decided at the WACE conference that monthly brown bag lunches would be beneficial in discussing problems and code revisions. Des Moines will be hosting the December meeting.

Building Division

Permit Activity for November 2003

65 permits issued:

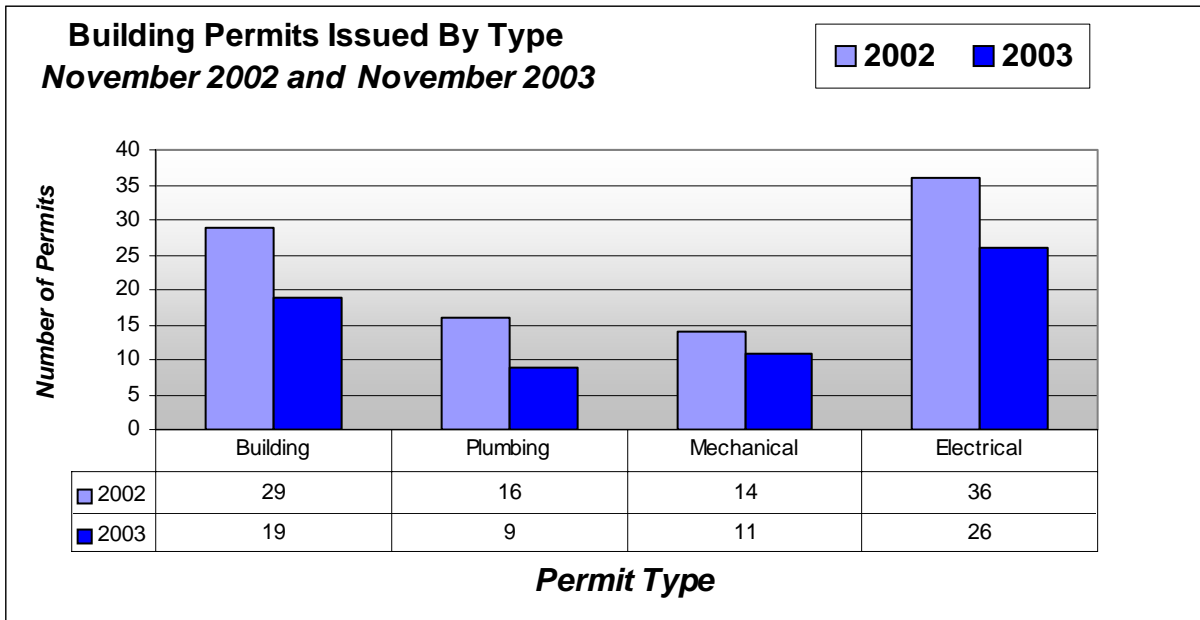
Building Permits:	19	Average Fee:	\$2,591
Plumbing Permits:	9	Average Fee:	\$ 74
Mechanical Permits	11	Average Fee:	\$274
Electrical Permits:	26	Average Fee:	\$113
Total revenue for November, 2003:			\$83,828

Compared to same period last year:

95 permits issued:

Building Permits:	29	Average Fee:	\$610
Plumbing Permits:	16	Average Fee:	\$ 96
Mechanical Permits	14	Average Fee:	\$148
Electrical Permits	36	Average Fee:	\$119
Total revenue for November, 2002:			\$38,435

This month's graph shows fewer all over numbers from last year. What is not reflected is the fact that a couple of large projects took much of staff time. The monthly income total reflects this fact.



The building division conducted 412 inspections this year compared with 341 inspections last year.

This year's permit total is 1,124.

Civil Matters

To date, the Legal Department has opened a total of 320 files for civil matters, primarily advisory work to assist the City's operating departments.

Public Records Case

The City Attorney filed a motion on the merits in a case before the Court of Appeals involving disclosure of records in a sexual assault case where the victim was a minor child. This was the third appeal filed with the Court of Appeals in this matter. The appellate court denied the motion on the merits, linked the case to an earlier appeal, and ordered additional briefing. In the earlier case, the Court of Appeals ordered additional briefing from the parties, ordered *amicus curiae* briefing from specified parties, and ordered that the case be set for oral argument on a date during the February/March 2004 term before Judges Grosse, Agid, and Schindler. Both of these appeals have briefing due by December 31, 2003.

Civil Violations

During the month of November, the Legal Department, together with the cooperation of our contract hearing examiner and code enforcement officer, has been drafting code compliance rules of procedure for use in civil violation matters.

Police Personnel

During November three officers acquired their MPO title. Officers Kevin Penney and Eric Lee both obtained their MPO title in the Tactical category and will serve the department as instructors in Firearms. Officer Kevin Montgomery obtained his MPO title in the Traffic category and will serve the department as an instructor in the Emergency Vehicle Operation Course (EVOC).

Also during November background checks were completed on the two candidates for the Record Specialist positions. They were both offered and accepted employment with the department. The Des Moines Police Department is pleased to announce Julee Rogers joined the department effective 12/1/03 and Jean Tomaras joined the department effective 12/8/03.

Vehicle Recovery

In the first quarter of 2003, DMPD acquired three LoJack stolen vehicle recovery systems. These systems, which use a small directional radio receiver to locate stolen vehicles with LoJack transmitters in them, were provided to the department at no cost through a public-private cooperative relationship with the LoJack Corporation. In August we had our first recovery using this system and the first recovery of a piece of stolen construction equipment in the state. In the Seattle Metro area over 20 vehicles have been recovered using this system since the program started in the spring of 2003. On 11/14/03, an officer received a LoJack signal from a stolen vehicle in the area of 22000 28th Avenue South. An area check was begun and despite an issue with the transmitter making the signal very weak and intermittent, officers were able to locate the stolen vehicle parked in the 21900 block of 28th Place South. The registered owner, who

lives in Puyallup, was contacted regarding the recovery of his vehicle. He had purchased the vehicle used and was unaware it was equipped with a LoJack Stolen Vehicle Recovery system.

Counterfeit Money

On 11/19/03, members of Mt. Rainier High School security and administration informed School Resource Officer Sellers of counterfeit \$10 bills being circulated at the school. Several students, some knowingly and some unknowingly, had passed the counterfeit money at the student store. SRO Sellers interviewed numerous students and was able to determine who was responsible for the creation and circulation of the fake money. The case has been sent to the Secret Service and the Des Moines investigative unit for review. All faculty members have been alerted to this issue. The four counterfeit bills passed at the student store have been sent to the Secret Service.

Community Service Officer Update

November was very busy for Community Service Officer (CSO) Seaberry. In October she began teaching Emergency Preparedness classes at Huntington Park. The October session was regarding Personal Planning and the November session was regarding Neighborhood Preparedness. She reports there were 25 participants in the November session and since most of the attendees had not been able to attend the October session, they covered a combination of both topics. CSO Seaberry was also a guest speaker at the Westminster Pre-School Co-op PTA. She spoke with 22 parents about teaching their children about "Stranger Danger" without scaring them. She also had the opportunity to talk with a parent group about the difference between law enforcement and effective parenting. The 12 members in the group discussed when to call 9-1-1, what is a crime and who is ultimately responsible for the raising of children. She also conducted a Blockwatch revitalization meeting with a North Hill Blockwatch group. There were 10 residents in attendance, including several residents new to the area. And last, she attended the South King County Child Passenger Safety Coalition meeting whose goal is to emphasize child passenger safety through education. The group is in the process of setting up three permanent child passenger inspection locations in South King County.

School Resource Officer Update

Mt. Rainier School Resource Officer (SRO) Barry Sellers reports that fighting continued during the month of November, but there has been a significant decrease in the number. At the South King County SRO meeting they discussed how the Prosecutor's office advised there has been a substantial increase in the filing of charges related to fights. As reported by SRO Sellers in September, the Prosecutor's office is reporting the male versus male fights have remained the same, but the number of male versus female fights and female versus female fights have increased. The number of female versus female fights now account for about 50% of the total number of fights where charges are filed. This figure is consistent with what SRO Sellers has seen at Mt. Rainier High School.

Statistical Data on Reported Crimes

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

Offense Type	November 02	November 03	% Difference	2002 Total	2003 Year-to-Date
Homicide	0	0	0%	0	0
Rape	1	0	-100%	12	12
Robbery	1	1	0%	29	26
Assaults	20	22	+10%	274	265
Burglary	14	14	0%	157	181
Larceny	40	31	-23%	510	476
Arson	0	0	0%	5	0
Motor Vehicle Theft	23	19	-17%	285	259
Other Statistics:					
Officers Assaulted	1	0	-100%	6	5
Clearances Adult Arrest	26	22	-15%	276	300
Clearances Juvenile Arrest	1	8	+700%	52	43
Calls for Service	1,864	1,722	-8%	24,963	21,025

Contracts signed in the month of November

- ◆ Dispute Review Board (DRB) contract for Pacific Highway South project.
- ◆ Contract resigned with PSE IntoLight for five streetlights instead of six on Pacific Ridge due to power locations and cost.
- ◆ Consent decree and judgment signed for settlement of the Pine Terrace Mobile Home Park.
- ◆ Net Assets Inc.
- ◆ 2003 Efficiency Study regarding Park Maintenance.

Bids, RFPs, and RFQs to be issued in the month of December

- RFQ will be issued for the upgrade of the a/v system in the Council Chambers (PEG upgrade).