

City Manager's Office

April 15, 2004

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

Wescot Appeal

The Des Moines City Attorney prevailed in the Wescot appeal, with the Court of Appeals affirming the decision of the lower court in Wescot's claim for relief under the Land Use Petition Act (LUPA). Judge Becker rejected "...Wescot's argument that a decision by a local government granting or denying a request for permission to use a public park is not subject to judicial review...." Judge Becker agreed that, "[B]ecause of the park use exclusion in LUPA, the trial court lacked authority to review the Hearing Examiner's decision...." The Court of Appeals granted the City's request that reasonable attorneys' fees and costs on appeal be awarded to the City in accordance with RCW 4.84.370. A Cost Bill was submitted by the City to the Court in compliance with RAP 18.1. This decision by the Court of Appeals was published on March 22, 2004, with Court of Appeals Judges Coleman and Cox concurring with Judge Becker's decision.

Small Claims

Two small claims actions were filed against a police officer and the Des Moines Police Department, for a total of \$5,448.28 in damages. The City Attorney appeared on behalf of the officer and the Department and was successful in having both actions dismissed with prejudice by the Court on the basis of the Claimant's failure to comply with the municipal claims filing statute, improper service, and immunity from suit based upon the incidents complained of in these cases.

Civil Rights Complaint

A civil rights complaint was filed in federal court against the City of Des Moines, the Police Chief, and two Des Moines police officers, seeking compensatory and punitive damages and reasonable attorneys fees and costs. The City Attorney has appeared on behalf of the City and an attorney assigned by WCIA has associated with the City for defense of this action.

Pacific Highway Property Acquisition

The Assistant City Attorney continued trial preparation on the remaining Pacific Highway South condemnation case. Following appearances in court to argue motions,

the parties agreed to settlement of the case for the amount previously authorized by the City Council. This marked the conclusion of the final court action by the City for the acquisition of the property necessary for the Pacific Highway South Improvement Project. The City now owns all of the necessary right-of-way for completion of the project and construction is well under way.

Police Personnel Issues

Animal Control Officer Jan Magnuson coordinated the 8th annual Animal Control Officer Academy which took place at from March 15th thru March 26th. Our department once again hosted the event. This year, 17 students from Washington attended the academy with thirty-four instructors presenting the curriculum. Academy instructors, representing agencies from all over Washington State, presented classes on Criminal Investigations and Evidence Collection, Dog and Cat Behavior, Communications and Privacy Act, Animal Capture and Restraint, Conflict Resolution, Cruelty/Neglect Investigations, Criminal Law, Dangerous/Vicious Dogs, Self Defense, Patrol Procedures, Ethics, Shelter Care, Court Procedures, State and Local Laws, Report Writing, Animal Diseases and Prevention, Blood Sports, Search and Seizure, Breed Identification, and Wildlife Identification.

School Resource Officer Update

During March, School Resource Officer Barry Sellers reported 22 calls for service at the school, one referral to tobacco cessation class, one case report, and two trespass admonishments. The case involved a student receiving a counterfeit \$100 bill during a drug transaction involving marijuana. The student took the \$100 bill into the cafeteria to get change and the cashier recognized it was not real. The student and fake \$100 bill were turned into school administration and SRO Sellers.

Community Service Officer Update

During March, Master Community Service Officer Tonya Seaberry conducted the monthly rental managers meeting at Saddlebrook Apartments. On the agenda was agent safety rules and office security. There were 10 managers in attendance at the meeting. Saddlebrook was also the scene for a Safety Social Flashlight Walk. There has been an increase in burglaries, vehicle thefts and thefts from vehicle at that complex. MCSO Seaberry, five officers and the Chief were all in attendance with 15 residents from the complex. Also in attendance was a representative from an insurance company with information regarding renters insurance.

Statistical Data on Reported Crimes

The following is a comparison between March 2003 and March 2004. Included are a year-end total for 2003 and a running total for 2004.

Offense Type	March 03	March 04	% Difference	2003 Total	2004 YTD
Homicide	0	0	0	0	1
Rape	2	0	-100%	14	0
Robbery	2	7	+250%	28	12
Assaults	27	28	+4%	287	59
Burglary	22	32	+45%	202	67
Larceny	54	61	+13%	518	177
Arson	0	1	+100%	1	3
Motor Vehicle Theft	26	35	+35%	289	116
Other Statistics:					
Officers Assaulted	0	0	0%	7	0
Clearances Adult Arrest	32	39	+22%	320	90
Clearances Juvenile Arrest	7	10	+43%	50	23
Calls for Service	1,986	1,945	-2%	22,823	5,642

Steven J. Underwood Memorial Park- Ballfield Lighting and Restrooms

The City's grant request scored highest statewide and will receive from the Interagency Committee for Outdoor Recreation Youth Athletics Facility Grant program funds in the amount of \$75,000.00. This is the final piece of the matching funds needed to move ahead with the 2004 Capital Improvement Project for park development. The IAC grant is matched by City and King County grant funds for ballfield lighting at Steven J. Underwood Memorial Park to extend hours of use on the fields. This project was co-sponsored by South Highline Little League (a \$3,000 donation was made to the City in February). Electrical engineering for park electrical and lighting systems is complete. The project will go out to bid in April and the bid for work will be awarded in May. Work will begin in May to be completed in summer 2004.

The Parks Manager is working with the City of Kent to allow re-use of plans created for the Wilson Park restroom project. Staff planned to hire the architect to design a similar facility for Steven J. Underwood Park. The plans will be reviewed by Des Moines building officials and updated as needed to meet City requirements. The re-use of the

plans (design estimated at \$22,000) will save the city design significant time and funds. \$120,000 is budgeted in the 2004 CIP for restroom construction, however, this amount may not be enough to build the required facility. Staff will apply for additional IAC and King County grant funds in 2004 using the \$120,000 and the value of the donated design as a match. Doubling funds will allow restroom improvements as well as funds to light one additional softball field. Work would be completed in spring-summer 2005. Portable restrooms are currently being used at the park during the 2004 sports season.

Midway Park Improvements and Expansion

This project was co-sponsored by Puget Sound Energy, ACORN, Des Moines Midway Soccer Club and Des Moines Rotary Club. The City and project architect will meet with Puget Sound Energy representatives in April to resolve project layout constraints due to future SR-509 routing and Midway Transfer site expansion on the property. Staff will work with the neighborhood to ensure their continued involvement with the project.

Mount Rainier Pool

Aquatic Management Group March Status Report:

Summary - The Mount Rainier Aquatic Center is still doing well and the business strategies employed are yielding positive results. The staff and management are working well as a team and performance of the pool both in terms of quality product and in terms of business success are above expectations. We continue to get positive feedback from our customers and while this is encouraging, we are determined to avoid complacency.

Financial situation –Although the losses are greater than the previous two months, there are predictable explanations. In March, we were met with two months of gas and electric bills. Combine that with quarterly payroll taxes and our advertising campaign, and there is a significant drain on the bottom line. And yet, our overall revenue almost doubled from the previous month. Some of that increase is misleading in that swim team rental was recouped in March and was not included in the February income figures. With that said, the facility's income improved by approximately 40% during the month of March.

Operations – Some of the significant events that occurred during the last period are listed below:

- Swim School participation increased by over 50%.
- A direct mail campaign was completed. The initial feedback is strong. We are planning another direct mailing in the late spring to bring swimmers into the pool for the summer season.
- Two new deep water aerobics classes were offered.
- The Friday night family swim was reinstated.
- Public and lap swims remain busy.
- Rentals continue to remain very strong and provide a consistent source of revenue. The management team has discussed ideas on how to make the facility even more appealing to potential rental patrons.
- The preliminary capital funds package is as follows:
 - o 2 new diving boards (approx. \$2500 each). The current boards are worn out.
 - o Tile and pinning upgrade at bulkhead location (bid from Orca is pending).
 - o New backboard for spinal injuries (approx. \$400).

- Upgrades to the HVAC system (estimate currently not available).
- Some or all of these items will be part of a capital funds package requested by AMG, Inc.

Note on capital funds: From our experience with the Kent Pool, we have delayed in requesting any funds as a safeguard against any unforeseen significant expense that may threaten AMG, Inc.'s operation of the Mount Rainier Aquatic Center. Once we are as confident as we can be with the facility's reliability, we will offer a capital funds package for review.

Parks Maintenance Performance Audit

Financial Consulting Solutions Group (FCSG) began work on the Parks Maintenance Performance Audit in January and are currently in the data gathering stages of the project. Staff has provided FCSG with a tour of city facilities and parks. FCSG has asked staff to gather a plethora of plans and documents for their review such as: Parks Operations/Maintenance Master Plan, Capital Improvement Program, Employee Records- job descriptions and pay scales, Year 2003 Facility Inventory Records, Year 2003 Actual Revenue and Expenditure Reports, Budget Year 2004 Projected Revenue and Expenditures, Five Year Expenditure History (1999-2003), Park Data, Organizational Chart, Relevant Performance Measures and Service Policies, Examples of Work Orders or Other Work Logs, Workload Statistics and Actual Service Levels, Description of How Maintenance Is Scheduled, Parks Maintenance Currently under Independent Contract and Fee Schedules for Rental Facilities.

Volunteer Projects

Staff is working with a Boeing volunteer group headed by Gary Towe, and Redondo Starbucks and community partner volunteers to organize a spring clean-up on April 17th at Wooton Park. Work groups will prune, weed, and fertilize rose beds, as well as adjacent beds, clean bricks in the plaza area, and install mulch in the planted areas throughout the park.

On May 1st, the Des Moines Kiwanis Club will weed, clean, and install annuals at the Des Moines Flag Memorial. The Club has committed to maintaining the Memorial on the first Saturday of each month throughout the summer and early fall.

On May 2nd the Des Moines Boosters, partnered with the Des Moines Rotary Club, and volunteers from the local Coldwell Banker and John L. Scott Real Estate offices will mobilize to clean, weed, and plant annuals in the Big Catch Plaza and the S.S. Minnow area. Depending on the number of volunteers that participate, the group hopes to expand their efforts to include cleaning and weeding the downtown corridor.

Recreation Program Update

MARCH REVENUE

\$38,125.77

YEAR-TO-DATE

\$133,261.56

2003 YTD

\$125,790.49

American Boating Courses

The March boating safety course taught by the Poverty Bay Power Squadron had 17 participants take it this time around. These classes routinely fill and are very popular. Classes teach all about basic boat handling, seamanship, needed equipment, boat trailering and much more. Classes take place at the Public Works/Parks Maintenance facility on 223rd in Des Moines.

Spring Tropical Teen Dance

Staff hosted a Spring Tropical Teen Dance in conjunction with the Des Moines Youth Council on March 26, 2004 here at the Field House that featured 152 teenage participants. Teens pay \$4 to participate in dance festivities, which include music, photo opportunities, refreshments and socialization in a fun and safe environment. Music was provided by disk jockeys from the City of SeaTac and Des Moines Police provided on-site security for the event.

Field Scheduling

March brought the initial usages of our Sports Fields for the 2004 season. Steven J Underwood Memorial Park is off to a roaring start as the new home of the Mount Rainier High School Girls Fastpitch Softball program. Other users of the new park include South Highline National Little League and other local youth and adult softball groups. We hosted a Girls 14 Under NSA Fastpitch tournament (8 teams) on March 13th and 14th and also a Boys 12 and Under Hardball tournament (4 teams) on March 27th and 28th. Early feedback is very positive and exciting about the new complex. Both fields at the Des Moines Field House and Zenith Park also opened for usage by various rental groups the first of March.

Upcoming softball tournaments scheduled at Steven J. Underwood Park:

April 24 and 25	USSSA
May 1 and 2	USSSA
May 15	Seamount League District Tournament (Saturday only)
June 5 and 6	NSA
June 12 and 13	MS Stix u-12 and u-16
June 19 and 20	RB Sports
June 26 and 27	NSA
July 17 and 18	NSA
July 23-Aug 1st	Woodbat Little League Tournament
Aug 21 and 22	NSA
Sept. 18 and 19	NSA

Senior Center Division Statistics – March 2004

	2003	2004
Number of Meals Served	492	1,155
Fee Program Participants	378	274
Drop In Participants	1,248	1,450
Volunteer Hours	2,143	2,830
Total Revenue for March	\$4,267	\$8,736

Wally’s Chowder Night

This sixth annual fundraiser for the senior center held Friday, March 5th raised \$1,000 and was attended by around 170 people. All of the food for this event was donated by local restaurants and food vendors. Staff is researching whether or not to continue this event as the attendance is dropping each year.

Human Services Advisory Committee

The committee held its first meeting of the year on Wednesday, March 24th, 5:30 p.m. in the City Hall Community Development conference room. Deborah Hickman was elected chairman for the committee. Each committee member present chose a 2004 city funded human service agency to mentor.

Power Distribution System Upgrades

Last month the Marina staff reported that they had encountered some difficulties getting the required federal permits for this project. A small part of this project involves adding some floatation under N dock to support the weight of the new electrical equipment. Because additional materials are being introduced to the water column, the Corps of Engineers will not be able to give this small project a “no affect” determination which means that the National Marine Fisheries will require that a “biological assessment” be done to determine what, if any, impacts the project will have on the marine life in the Marina. Biological assessments are expensive, so staff worked with the consultant on the Guest Moorage project to develop a plan to expand the assessment that will need to be done for that project to cover all of the in-water work done in the Marina in the next five years. Combining efforts in this way will save money on future capital and maintenance projects in the Marina. Staff expects the “expanded” assessment to be done this summer, which will allow the electrical upgrades to proceed after Labor Day.

Expanded Guest Moorage & Bulkhead Replacement Project

In March, the team led by our consultants, Moffatt & Nichol Engineers completed gathering background information and some of the supplemental studies needed to complete Phase 1 of the Design and permitting process. Their report titled, Phase 1, Summary of Findings, was delivered to staff on March 19, 2004. The consultants gathered data and information in the following areas:

- Civil and Structural engineering - The team reviewed existing surveys, location of utilities, location of storm drain system, the existing fuel delivery system and land uses. Information on the timber bulkhead was gathered and analyzed.
- Dredging – The consultants reviewed information gathered in previous dredging episodes.
- Electrical – Electrical distribution systems in the project area were inspected.

- Fire Protection – The fire protection system in the guest moorage area was inspected.
- Geotechnical – Existing Geotechnical data was reviewed and additional borings were done.
- Landscape/Hardscape – Information was obtained from the Comprehensive Master Plan and a workshop was held with the Municipal Facilities Committee on March 3.
- Marina – Alternative layouts were developed and mechanical issues, (water, sewage, fuel and power), were examined.
- Permitting – the permitting requirements were researched.

The design team identified several gaps in the existing data. They also listed the major tasks that remain to be done to complete the design effort, the most significant of which is the need for more topographic and bathymetric reference surveys. The consultants developed a scope of work for the surveys that staff is using to get estimates for this task. Staff will continue working with the consultants to supply information and work through issues that need to be resolved to complete this phase of the project. An update on this project for the full Council is scheduled for May 6.

Upgrades to the Boat Repair Yard Building

The permit applications for the upgrades to the boat repair yard building were filed in February. As soon as the SEPA process starts, staff will begin getting firm quotes for the various aspects of the work.

Fuel Sales

Fuel sales continue to increase. By March, diesel sales were up 85% over the same period last year, (16,021 gallons this year vs. 8,632 gallons lat year). Sales of unleaded were about the same as the previous year.

Drainage Inventory

Staff is presently collecting field information on the entire City drainage system. This involves two staff persons field mapping the 50+ miles of drainage piping, 18+ miles of ditches and nearly 2,500 catch basins and manholes, and 60+ public detention and water quality facilities. Of 48 quarter-section maps, field information for 45 maps (94%) has now been completed. The field mapping is expected to be complete in April.

Community Development staff has started transferring field mapping into the City Graphic Information System (GIS). Twenty-six of the 48 quarter-section maps (58%) have been placed in the GIS. The GIS mapping is expected to be complete by the end of the year.

Pacific Highway South Project

The utilities and Ceccanti have agreed to split the project into two sections for the utility undergrounding work. The section of the project south of 224th Street has now been completed and “energized”. Notices (90-day) were sent to those owners to begin connecting their utilities to the new underground system.

In February, PSE also worked on lateral relocation of the tall high voltage power poles on the north end of the project. Ceccanti completed their installation of the underground utilities on the north end of the project. PSE, Qwest and Comcast are now installing wire

in the new system on the north end. Construction continued on the retaining walls in front of Pine Terrace Trailer Village, the Legend Motel, the Comprehensive Health Education Foundation, Bjorneby's Collision 1, DM Veterinary Hospital and Bartell Drugs. Wood fences have been installed along the top of the wall at Pine Terrace. Other walls will have metal hand railing installed. Ceccanti is doing drainage work on the west side of the road as well as installing many of the drainage crossings.

There are currently several small change orders under negotiation with Ceccanti and with Puget Sound Energy. Most of them relate to changes in utility locations as a result of unanticipated underground conflicts, and changes related to recent settlements in right of way acquisitions.

In December a meeting was held between Ceccanti, City staff, and many of the design consultants to review the project aesthetics. An effort is being made to evaluate any opportunities there may be for inexpensive or no-cost aesthetic improvements to the project that would add significant value to the overall product. This group identified a list of areas where there might be opportunity, and the consultant is currently investigating potential costs to bring back to the group.

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. During March Ceccanti began to reconstruct these side streets, changing the grades to allow for better sight distance on approach to the intersections with Pacific Highway South. This work is proceeding faster than planned, reducing actual road closure time. In March, Ceccanti also began to construct curbs, gutters and sidewalks on the west side of the Highway.

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 late May.

2003 Arterial Maintenance Project

Central Oregon Pavers, Inc. has completed the chip seal process. Staff received the required paperwork, and has processed the release of retainage to the contractor. Staff is currently evaluating the conditions of the finished product with our consultant and discussing possible repair and/or replacement options. We were able to accomplish 5.52 miles of preventative maintenance.

Neighborhood Traffic Control Program (NTCP)

There are no specific plans developed yet for a specific project in 2004, however, the selection process should be underway in the coming months.

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.

The shoulder overlay portion of the project has been completed. Striping will be completed in April.

Vehicles and Equipment Acquisitions

All 2004 budget vehicles and equipment have been ordered and received, except Public Works' new Camel flush truck. The asphalt roller trailer has arrived and is working out great. Parks' new one-ton truck is in service, along with the Building Department's two new inspectors trucks. All five new patrol cars are being outfitted with all police equipment and will be put in service as they are completed.

GASB34

A temporary consultant was hired to work on capitalization of infrastructure assets. Three candidates were interviewed and the successful candidate is a recent retiree from the City of Poulsbo. The City of Poulsbo was an early implementer of the Governmental Accounting Standards Board (GASB) Statement No. 34. The consultant has first hand experience capitalizing infrastructure assets.

The consultant met with transportation engineering and parks staff to discuss capital projects and methodologies for compiling the historical data. Per GASB Statement No. 34, we are required to obtain data for infrastructure assets back to June 30, 1980.

2003 Audit

The state auditor continues to review 2003 transaction detail focusing on revenues. The court audit was conducted with clean results. Staff prepared an agenda item to include the January 9, 2003 and November 14, 2003 checks that had been omitted from being read at the respective Council meeting. The auditor discovered the discrepancy while reviewing the Council minutes. Staff continues to provide reports and information as requested by the auditor.

Credit Cards

The Merchant credit card meeting with a Keybank representative was held on March 17. The proposal is to use the internet to process credit card transactions rather than procuring terminals. We requested Keybank to establish a merchant account for the Community Development department. We need to transition to the internet by July 2004 in order to comply with the new law requiring truncation of the credit card number.

Redondo Boat Launch

On March 4th, the City Council approved a cost increase for the soil remediation work. The process of mixing concrete with the native soils seems to be an excellent fix to the problem. The work was completed in two days—export and import of soil (with subsequent re-grading) would have taken one or more weeks to complete. The cost of the concrete mix was comparable to the cost of export and import of soils. We expect to utilize this process again in the future when we find unsuitable native soils at our construction sites.

Staff applied for, but did not receive, a grant from the Weyerhaeuser Foundation. The grant would have paid for lighting and plants around the new arbors. These amenities

will be considered again later when all project expenses are known. We intend to add decorative lighting and climbing, evergreen vines to the arbors as funding allows.

A RFP (request for proposals) was issued for the parking lot pay station. The machine will accept paper currency, quarters, and credit/debit cards. We intend to begin charging a small fee for single-vehicle parking in the lot. In the past, parking fees only applied to vehicles with boat trailers. A fee of approximately \$1 per hour for single vehicles will help generate revenue needed to maintain the boardwalk and fishing pier.

Des Moines Memorial Drive Advisory Committee

The Committee met for the first time since September to discuss the draft Corridor Management Plan and other road issues. King County will be constructing the first segment of new roadway, between South 128th Street and the 14th Avenue Bridge. Limitations in available right-of-way resulted in project plans without street trees or the undergrounding of overhead utilities. Even so, the road improvements will be attractive and will help commemorate the original intent of the memorial drive.

Comprehensive Plan: Amendments

City staff met to evaluate the types of amendments that need to be prepared and adopted this year. Most of the amendments are housekeeping in nature. There are some important mandates from the State regarding the protection of environmentally sensitive areas.

E-Government & Information Services

Administration is working on an ordinance to establish rules for placement of links and information for non-city groups or events on our website.

Of all the email received by the City, 93% is spam. Our spam filters do a reasonably good job of weeding out unwanted email, but this is a growing problem that requires a more fundamental solution. The “.com” suffix to our email address is particularly vulnerable to internet “spiders” that scan websites looking for email addresses. In the near future, we intend to change our email addresses to _____@desmoineswa.gov. This change will be implemented in the next few months. New business cards will be ordered for Councilmembers at the appropriate time.

On-Site Records Storage Facility

A revised scope of work was received by the low bidder for this project. We are currently examining possible routes for a natural gas line from the Engineering Building to the Public Works Storage Building. This project will eliminate storage area previously used by the Des Moines Food Bank. That group was notified of this change last year. The City will work with the Food Bank to minimize the inconvenience of moving out of the Public Works Storage Building.

HVAC Upgrade for City Hall

Our architect and a mechanical engineer toured the Council Chambers and the North Wing Building to develop a preliminary plan to for installing new HVAC equipment. The North Wing of City Hall should be rather straightforward. Access to the attic of the

Council Chambers will be difficult and noise suppression issues could require a replacement of some of the existing ductwork.

Highline School District

We haven't heard anything from Mt. Rainier or Olympic this month. We know the designers are working with the school district on cost issues, but frankly we are getting a little worried. We will contact them in early April. We have begun reviewing the North Hill Elementary School. They completed their SEPA review with no appeals. We are still on schedule to begin construction this summer.

Highline Community College

Because of the new Lowe's Development at the old Midway Drive-In site in Kent, staff met with Pete Babington of Highline Community College to discuss the potential parking problem. It appears with some reconfiguration of parking lots and some other demand management techniques, HCC will be able to handle the removal of the Midway lots. They are also proposing to work with the City in making sure the students know if they park in the surrounding neighborhoods they will be towed. It may be a little dicey in September and October while they are still using a portion of the south lot for construction staging, but everyone is working hard to minimize the impact with surrounding neighborhoods.

Highline Community College's Student Union Building has put in place the steel framework of the building. Decks and the roof have been completed. Fire proofing of the steel framework is now complete. Exterior metal stud walls and sheeting are being constructed. The electrical, plumbing and mechanical work is well underway. The Early Childhood Learning Center is almost complete in the rough wooden framing portion of this structure. Electrical, plumbing and mechanical work has begun. Finally, the Higher Education Building for Central Washington University has completed the roof deck. Steel stud framing and rough electrical, plumbing and mechanical has begun. This project is being projected to be complete in November of this year.

Development Services Division

- Cedarbrook Plat/PUD, 24xx South 240th Street, 29 unit attached SFR townhome subdivision. The review of the grading application was started but it was discovered that civil plans had not been submitted and approved. The applicant was notified that no grading permit would be issued until an approved road, storm and utility design was complete.
- Graceview Planned Unit Development, South 234th & Kent-Des Moines Road, 27-lot PUD. Application was submitted and routed to appropriate staff in mid-March. A target City Council hearing date for June 10, 2004 has been scheduled.
- Tobin Plat, 253xx 16th Ave. S, 6-lot subdivision. No change. Engineering met with the applicant to discuss civil plan redline comments. Road grades and frontage improvements were the primary topics. It was explained to the applicant that the comments were derived from the code and that revisions to the civil plans are needed in order to be approved.

- Mediterranean Heights, 1211 S 272nd St, 11-lot subdivision. The developer has installed the curb and gutter along the project perimeter. Approx. 200 feet of this work will have to be removed because it was placed too much into the road section.
- Pacific Place Plat, S 268th Street and Pacific Hwy S, 34-lot subdivision. The first 12 units are under construction, and 6 more are under review.
- Williams, 909 South 278th Place 4-lot Development; An amendment to the street standards was adopted by Council. Waiting for an application to be filed for a gate for this development. Also, tracking final improvements for the final street lift and landscaping.
- Dick Cassutt Short Plat, 246XX 24th Ave S, 3 lot short plat. No bond release or finals on the last house until some minor street work (edge control fill) is complete and inspected by the ROW inspector.
- Mitchell (Old Beck-Kombol lot line adjustment); 246th and 26th Avenue South, Road construction is complete. Community Development contacted the applicant the first week of April to resubmit the lot line adjustment for review and recording.
- Dettling Short Plat, 23325 14th Avenue South. The applicant paid park fees and posted a surety bond for road and drainage improvements on April 2nd. The mylar for the short plat needs to be recorded and miscellaneous cash bonds for the home construction need to be released.
- Lakehaven Utility District, Redondo Pump Station #7, 28225 Redondo Beach Drive South, Lot Line Adjustment. It appears that the preferred path is to have the District move their fence/improvements to respect property boundaries. Negotiating an easement or LLA with the City may not be the quick and easy resolution they anticipated. No activity since February 2nd. Staff will call the contact from Lakehaven and send out a follow-up letter within next couple of weeks.
- Woodmont Short Plat, 1805 South 260th Street (Michael Pochepan). Plat improvements are under construction.

Commercial Project Review

- WAMU at Redondo Square, 16xx South 272nd Street, Development Services has reviewed the building permit application. Landscape and irrigation information was missing. Applicant contacted.
- Oh Casino 258xx Pacific Highway South, 14,000 square foot Casino and Restaurant, Application for SEPA and design submitted. Development Services has routed plans for comments. Awaiting comments from Transportation before issuing the SEPA decision. Would like to fast track, if possible.
- Ohrt, 218xx 20th Avenue South, 2.2 acre office/warehouse development, This project is now making good progress. Foundations and floor slab are now complete. Concrete walls have been poured, cured, and tipped to vertical position.
- Cingular Cellular antennae application, Des Moines Field House; This item is being scheduled for review by the hearing examiner the first week of May. The motion to dismiss the appeal will be reviewed at this time.

- Mt. Rainier High School Rebuild, 225xx 19th Avenue South. No change. The district was asked to submit complete soils information for the Olympic Elementary site. Nothing has been submitted.
- North Hill Elementary Rebuild, 199xx 8th Avenue South. All information regarding arsenic levels in soil and recommended remediation have been submitted. Staff needs to find time to issue the grading permit. Zoning review is complete for the Building permit. The lot line adjustment was finally submitted and was signed off by engineering. Planning needs to review and, if okay, arrange for recording.

Shorelines/ESA's

- CSR Marine at the Des Moines Marina, Application for facility upgrades to boat repair yard. Planning has issued a SEPA decision effective on April 8, 2004. The harbormaster has indicated that state and federal agencies are becoming more demanding despite being contacted earlier and being told “no problem.”
- Des Moines Marina Electrical System Upgrade, This project will involve SEPA review and a JARPA for ACOE & WDFW for over the water work on existing docks. Harbormaster is waiting for the accessway through the Waterford property to be completed. Application technically cannot be made until this is achieved.
- Des Moines Creek Basin Improvements, A multi-jurisdictional committee has identified a series of drainage improvement projects within the Des Moines Creek Basin. Some of the improvements will involve work within the buffer of Des Moines Creek within the city limits of Des Moines. An environmental development exception needs to be approved. Staff has not had time to complete this review. It is anticipated to be completed by end of April.
- Midway Sewer District, No change. Review and approvals for this project are bogged down at The Corps of Engineers and National Marine Fisheries. With some of the Des Moines Basin plan work now heating up again, the delay of the sewer outfall, in particular the use of the old outfall pipe for storm discharge control, may impact city plans for the basin and bridge. Robert raised the issue of possibly having the city express support for the sewer district project to state and federal agencies because it impacts the city's bridge project and the basin improvements for Des Moines Creek which are now moving closer to reality. Loren explained that the basin committee has already forwarded its plans to the State and Fed's and they are supportive of regional efforts to fix Des Moines Creek, it's just that they are not happy with the sewer district outfall design. They are using outdated design methods-- not best available construction and design technology for its outfall design that least impacts the environment.
- Taco Time, 809 Kent-Des Moines Road, Commercial Addition in Flood Hazard Zone. The Hearing Examiner approved the development exception application on February 12th. The applicant's legal department is working with the City Attorney to revise the NGPE. The NGPE was recorded in March. Taco Time picked up its building permit on March 31 and construction began in early April.
- Comcast Fiber Optic Cable Crossing, 22047 Cliff Avenue South. The completed JARPA packet and evidence of SEPA review was forwarded to the Department of

Ecology in February. In early April, staff left a message for the applicant asking how the state and county review process is going and to find out when the building permit will be submitted. Comcast has contacted the Department asked if there were any conflicts in performing work between August 9-13th. We are working with the Marina and Parks on this issue.

Recycling

- Staff worked on advertisements for the SeaTac Disposal's Spring Clean and the Household Collection Event. Both events are scheduled for the end of April.
- Staff completed the City Council agenda item for the LHWMP and WR/R grants and the contract for a consultant to run the Household Collection Event in April.

Code Enforcement

New cases: 51

Cases closed: 31

Cases currently open: 145

Total new cases, year to date: 103

Total closed cases, year to date: 96

- The Code Enforcement Officer has obtained certification by the Washington State Patrol to declare junk vehicles as hulks. This will help private citizens who purchase property with a junk vehicle left on it or if someone leaves a vehicle on their property. This was a service that the State Patrol offered in the past, it was dropped a few years ago with the budget cuts.
- Councilmember White accompanied the Code Enforcement Officer on a ride a long. She was duly impressed with the many challenges we face in the field.
- Worked with State Patrol on an illegal wrecking yard near Pacific Highway. On March 29, 2004 the Fire Department was called to a garage fire. The fire started as a result of the gas line being cut as the vehicle was being cut into smaller pieces. When the ID was run by the Police Department the vehicle came back stolen. The tenant also had illegal hunk license plates on his trucks.
- The Code Enforcement Officer attended WACE conference. It was primarily a work session on the new International Building Code and its impact on code enforcement.

Building Division

Permit Activity for March 2004

97 permits issued:

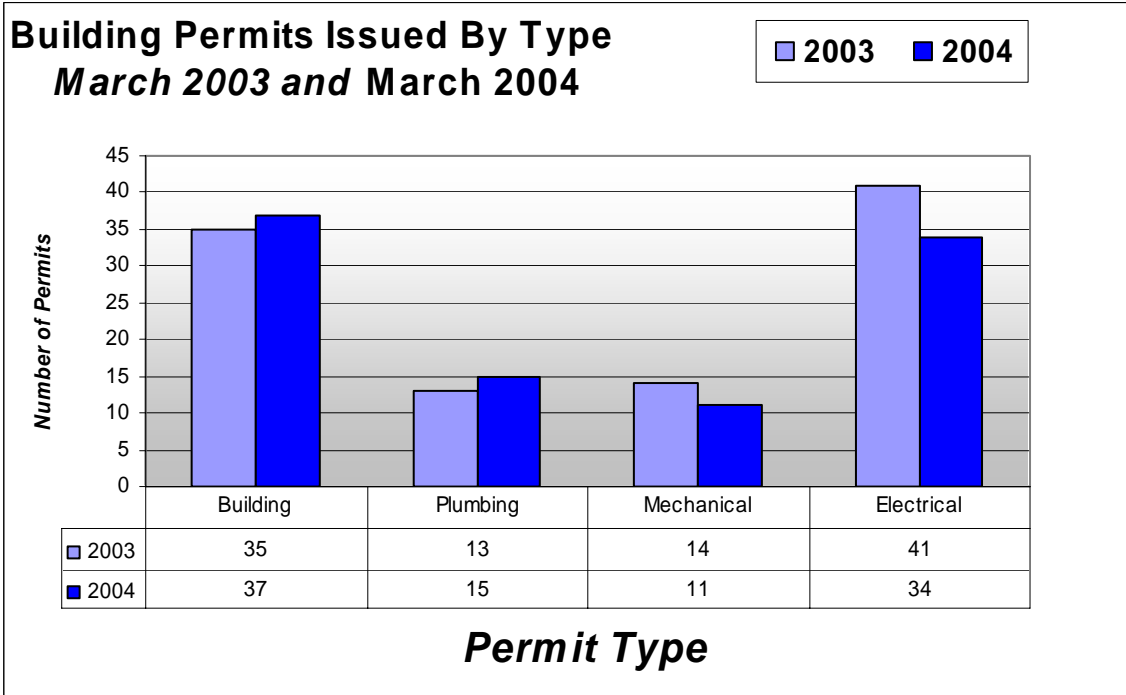
Building Permits:	37	Average Fee:	\$286.00
Plumbing Permits:	15	Average Fee:	86.00
Mechanical Permits	11	Average Fee:	161.00
Electrical Permits:	34	Average Fee:	126.00

Total revenue for March 2004: \$34,543

Compared to same period last year:

103 permits issued:

Building Permits:	35	Average Fee:	\$552.00
Plumbing Permits:	13	Average Fee:	124.00
Mechanical Permits:	14	Average Fee:	137.00
Electrical Permits:	41	Average Fee:	116.00
Total revenue for March, 2003:		\$42,596	



Contracts signed during the current month:

- Action Services to extend sweeping contract for one year, July 2004 to July 2005.
- Consultant services for design guidelines.
- Consultant services for retail study for Marina.
- Fergan Research and Development for grocery store study.

Bids, RFPs and RFQs issued in the month of April.

- RFQ requesting statements of qualifications from Emergency Services Firms or individuals who would be interested in providing design, and consultation services relating to updating the existing City of Des Moines Emergency Management Plan, and the development of Emergency Support Functions. The RFQ process closes on 4/16/04.
- Midway Park Design with Wiscomb Landscape Architecture Services
- Field House - Flooring Installation Project
- Beach Park – Sun Home Lodge Flooring Installation Project
- Steven J. Underwood Memorial Park Electrical and Ballfield Lighting Project
- Design and inspection services for the Woodmont Culvert with David Evans Associates.