

City Manager's Office

May 21, 2003

To: City Council

From: City Manager

Re: Monthly Report – April 2003

Parks, Recreation and Senior Services Master Plan

Staff and the Ad Hoc Parks, Recreation and Senior Services Master Plan Advisory Committee met with City Council at the April 10 meeting to discuss Plan Priorities, Funding Options and Timeline and Implementation. Staff and the Committee met with two Councilmembers in April and are awaiting further direction regarding plan completion.

Steven J. Underwood Memorial Park

Phase I-B (third softball field and restroom facility) planning was approved by City Council. Project design of the third field is underway and the project will be bid in May for work to be completed in fall 2003 and open for play in 2004. The restroom project is being designed and its construction will be contracted as a separate project.

Des Moines Activity Center

The Activity Center remodel project was completed and Senior Services were relocated to the new facility in March. The Activity Center had an Opening Ceremony on April 17. Special thanks was given to the many volunteers, citizens, businesses and community groups that helped to keep Senior Services operating this past year or made a contribution to the opening of the new facility.

Park Operations

Parks Maintenance welcomed new Park Lead, John Blackburn, to the Department in April. John comes to us from the Issaquah School District. He has experience in all different phases of landscape construction and maintenance. John replaces Scott Muirhead who left to pursue a career as a Firefighter with East Pierce County.

Park staff helped to ensure the success of the Annual Egg Hunt held at Des Moines Beach Park. This summer staff will continue to incorporate new staff while trying to maintain the responsibilities of the Department. Staff will be working on the construction of the third field at the Sports Park, completing landscaping and irrigation not included in project phases, as well as coordinating the installation of the brick pavers throughout the park plaza.

Recreation Program Update

| | | |
|---------------|--------------|--------------|
| April Revenue | Year-to-Date | 2002 YTD |
| \$29,243.56 | \$155,034.05 | \$145,779.78 |

Over 480 children participated in the City’s annual Spring Egg Hunt at the Beach Park on April 19. Pictures were taken with the Easter Bunny, lots of prizes awarded, candy, free coffee, and many happy children.

A children’s concert put on by entertainers Buck and Elizabeth was held at the Field House on Friday, April 18th preceded by a class in singing, songwriting and ventriloquism taught earlier that day.

Recreation staff has been working on the summer Recreation Program Guide, as well as preparing for summer programs.

Senior Center Division Statistics – April 2003

| | 2002 | 2003 |
|--------------------------|-------------|-------------|
| Number of Meals Served | 929 | 1,095 |
| Fee Program Participants | 689 | 420 |
| Drop In Participants | 1,183 | 2,424 |
| Volunteer Hours | 1,269.50 | 3,479 |
| Total Revenue for April | \$14,251 | \$8,488 |

Senior Services Update

The first public special event in the new Activity Center was held Friday, April 4th. Wally’s Chowder Night raised \$1,500 for the senior center nutrition program. Dale Chihuly’s Seniors Making Art watercolor class, funded by the Des Moines Legacy Foundation, began with a full group of fifteen on April 1. The senior coed softball team began practices April 1. Games begin in May. The senior center staff hosted an ice cream social on April 25th for eighty-six of our one hundred and fifty seven volunteers in recognition of April as Volunteer Appreciation Month.

Human Services Advisory Committee

Human services applications for 2004 were mailed out to all currently City funded agencies. Press releases were sent to all area newspapers about the application availability and application deadline. The committee is currently updating the City of Des Moines Community Service Directory in hopes of including it in the July *City Currents*. We continue to recruit to fill the current vacancy on the committee.

Police Department Personnel

The Master Police Officer (MPO) program is a program for commissioned employees that offers career advancement opportunities and enables them to achieve self-fulfillment while giving them knowledge and abilities that will enable them to be most effective and productive in providing a

wide range of police services to the community. The program also provides the department with a number of personnel who are highly trained in a variety of police duties. This program benefits both individuals and the department as a whole through the overall upgrading of personnel knowledge. Some of the areas of expertise currently in the program are Domestic Violence, Critical Incident, Drug/Vice Enforcement, Crime Prevention, and Sex Offender Management. Each area of expertise has requirements for training and ongoing projects relating to the particular area. We are pleased to announce we have added another area of expertise to the MPO program. The Drug Recognition Expert or DRE MPO has been approved to help meet the increase in drivers operating motor vehicles under impairments caused by substances other than alcohol.

Theft

On 4/18/03 at 3:24 a.m., officers were dispatched to a retail business in the 23800 block of Pacific Highway South regarding an armed robbery in progress. While in route, officers were given the description of the suspect, who was leaving the business in a vehicle heading northbound. Arriving officers were unable to locate the suspect and vehicle. They contacted the clerk at the retail business to find out what had transpired. The clerk indicated that at 3:22 a.m., the suspect had come into the business and tried to put a bundle of cash into the clerk's pocket. The clerk told the suspect he did not need the money and the suspect then put the money on the counter and left the store. Since none of this made any sense to the officers, the surveillance tape was pulled and reviewed. The tape showed at around 3:06 a.m., the suspect entered the store, went around the counter, opened the cash register and began removing money. The officer who wrote the case does not state where the clerk was during these events. The tape goes on to show the suspect walking out of the business with the money, only to return about 15 minutes later and return all the \$325 he had stolen moments prior. The case has been turned over to the investigations unit for possible follow up based on the suspect vehicle license plate.

Community Service Officer Update

Master Community Service Officer Tonya Seaberry had a busy month with several large community events and training taking up the majority of the time. On 4/26, she participated in the Highline Community College Children's Fair. She drove a patrol vehicle to the event giving children an opportunity to "tour" the vehicle, handed out coloring books and stickers, and answered questions. On 4/29, she was the guest speaker at the Christian Faith School's Annual Health and Safety Fair. During a 3 1/2 hour time span, she talked with over 275 children about bicycle safety. She also attended the annual 3-Flags Training Conference put on by the Washington Traffic Safety Commission. This event is very beneficial as it is a good source for information regarding child safety seats. She also attended the Annual Washington State Crime Prevention Conference. At this conference she learned about topics such as Business Watch, Internet Safety, Identity Theft, Workplace Violence, and Conducting Security Surveys.

Seahawks Photo Shoot

On 4/10, the Washington Traffic Safety Commission coordinated a photo shoot at Seahawk's Stadium. Seahawk Quarterback Matt Hasselback and twelve officers from local police departments joined with a number of children for the photographs which will be used on Traffic Safety posters and public education materials. Traffic Officer Eddie Ochart participated in the event with his 2003 Harley Davidson motorcycle.

Washington Traffic Safety Commission Grants

The City has recently been advised of the approval of two grant applications submitted to the Washington Traffic Safety Commission. The first grant approved was for the participation in the Click-It or Ticket Seat Belt Mobilization to occur between May 19th and June 19th. The Commission has approved \$3,000 towards overtime hours for this project. The second grant is for the purchase of a "VC3000DAQ Performance Testing Computer" to assist with obtaining exact measurements at the scene of a collision. The amount of this grant is \$2,990. Thank you to Master Sergeant Steve Wieland and Traffic Officer Kevin Montgomery for submitting these applications.

Homeland Security

Des Moines Police Department receives continuing updates from the FBI and other federal agencies regarding the terrorist threat level and homeland security issues. Any information relevant to our geographic area is forwarded through appropriate channels.

Law enforcement agencies in King County have consolidated efforts in grant applications for federal funding in the area of Homeland Security. This partnership effort has made possible funding and training for equipment, which otherwise wouldn't have been available to smaller agencies. As a result of this funding effort we have obtained one time use Hazardous Materials Suits and some Breathing Assistance Masks. Additional Breathing Assistance Masks are being purchased to equip all first line responders.

Statistical Data on Reported Crimes/Events

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

| OffenseType | April 02 | April 03 | % Difference | 2002 Total | 2003 Year-to-Date |
|----------------------------|-----------------|-----------------|---------------------|-------------------|--------------------------|
| Homicide | 0 | 0 | 0% | 0 | 0 |
| Rape | 0 | 2 | +200% | 12 | 6 |
| Robbery | 3 | 2 | -33% | 29 | 9 |
| Assaults | 16 | 32 | +100% | 274 | 102 |
| Burglary | 15 | 22 | +47% | 157 | 77 |
| Larceny | 44 | 34 | -23% | 510 | 180 |
| Arson | 0 | 0 | 0% | 5 | 0 |
| Motor Vehicle Theft | 24 | 26 | +8% | 285 | 103 |
| Officers Assaulted | 1 | 0 | -50% | 6 | 2 |
| Clearances Adult Arrest | 19 | 30 | +58% | 276 | 112 |
| Clearances Juvenile Arrest | 6 | 5 | -17% | 52 | 17 |
| Calls for Service | 1,938 | 1,917 | -1% | 24,963 | 7,504 |

Fishing Pier Repairs

The engineering firm retained to design the repairs to the Public Fishing Pier inspected the completed project on April 8th. The engineers found that the work was done to industry standards and, in general, they were very pleased with the outcome of the project. Marina staff prepared and sent in the information needed for the insurance claim. The claim is being handled by Crawford Technologies, the adjuster hired by WCIA. All of the information needed for the FEMA claim has also been sent in to the State.

Power Distribution System Upgrades

Wood/Harbinger Engineers delivered a draft of the study report in early May. Marina staff will review the draft report with the Municipal Facilities Committee before proceeding to the final design phase of the project.

Dry Stack Boat Storage

In April Marina staff interviewed the firms that responded to the Marina’s request for qualifications for engineering and design work for the Dry Stack Storage Project. Staff expects to select a firm and negotiate a scope of services and a fee and send a draft agreement to the Council for review and approval by the end of May.

Expanded Guest Moorage/Bulkhead Project

Seven firms responded to the Marina’s request for qualifications for engineering, permitting and design services for the expansion of the guest moorage and replacement of the bulkhead. Staff is setting up the presentations/interviews for early in June.

| Monthly Moorage and Occupancy Data | | | | |
|------------------------------------|----------|------------|--|-----------|
| Total # of Slips | Occupied | % Occupied | | Moorage |
| 835 | 827 | 99.1% | | \$157,719 |

| Accounts Receivable | Greater than 90 days |
|---------------------|----------------------|
| \$44,380 | \$2,532 |

Finance Department Activity

- Audit 2002:
 - Met with State Auditor discussing data extract from Eden Systems.
 - Created text files for all 2002 revenues and expenditures.
 - Prepared preliminary Schedule of Federal Financial Assistance.
 - Met with Information Technology auditor to discuss audit scope and schedule.
 - State Auditor conducted surprise cash counts at Marina, Court, Community Development & Police.

- Met with Keybank for line of credit needed on the Pac Hwy project and to discuss banking services.

- Opened Keybank Public Money Market Savings Account with \$1 million and yield of 1.3%. April net earnings rate for the local government investment pool was 1.24%.

- Grant reimbursements received in April totaled \$1,301,942 and included \$216,824 from the Interagency Committee for Outdoor Recreation for the SJU sports park; \$134,325 from King County for the SJU sports park; and \$950,793 from WSDOT.

- The Eden Systems Inforum Gold implementation status:
 - April 8 – 11 first training sessions focused on general ledger and accounts payable setup and operations, and data verification.
 - Second data extract took place April 28.

- Inforum Gold product installed on staff desktops.
- Inquired about Eden Systems cash receipting software.
- Staff began testing in Inforum Gold.
- Modification to Quadrant cash receipting systems will be required prior to going live.

Marine View Drive Bridge

The project remains on hold until funding is acquired for Phase I. Upon receiving funding, the project construction plans and specifications can be ready for bidding within an estimated 90 days. A request for terminating the entire Public Works Trust Fund Loan has been sent to the Funding Board for action. Because a time extension was previously granted and that a second extension would unlikely be granted because no progress has been made toward construction of the project, the Board suggested the City terminate the loan and reapply for the 2004-5 biennium-funding period. In doing this, the excellent standing of the City would not be impacted and future loan applications would be reviewed favorably. Staff intends to apply for a new loan, but just for the funds to cover Des Moines' expenses on the project.

Following the passage of the State transportation budget and the increase of the gas tax by 5 cents, \$35M will be budgeted for the SR509 Project. WSDOT staff is currently evaluating project needs with the possibility that funds for construction of Phase I of the bridge may be allocated from the SR509 project. Funds may be available as soon as July.

Des Moines Creek Basin Projects

The Committee continued to work on the rough draft of the fourth Interlocal Agreement for construction and operation/maintenance of the facilities as well as ownership issues and easement acquisitions. The Committee is evaluating the scope of work and funding scenarios.

The final design plans are expected in May. The Committee is also evaluating the possibility of doing a limited value engineering study to determine if there could be some additional cost savings.

NPDES Permit – Phase II

The City has submitted the application for this federally required storm water permit and Ecology has acknowledged receipt. The next step is for Ecology to draft a Phase II general permit for the cities. This permit is expected this year, whereupon the City will have five years to implement the requirements of the permit.

10th Avenue Culvert Replacement and Intersection Improvement Project

The construction contract was signed with Interwest Development NW, Inc. and a notice to proceed was issued. The attentive start date is July 15 with equipment mobilization starting a week earlier. The project is expected to be substantially complete by the conclusion of the "Fisheries window" which is September 30.

During the duration of the project, 10th Avenue and S. 230th Street will be closed south of Kent-Des Moines Road. Traffic will be detoured to Marine View Drive, S. 234th Place, and S. 240th Street. In addition, Kent-Des Moines Road will be re-stripped temporarily in the vicinity of the project (2-way traffic will be maintained) and concrete jersey barriers placed along the length of the project.

Flooding on North Fork of McSorley Creek

The property boundaries were surveyed on the upper North Fork of McSorley Creek where the creek flows through a small 15-foot wide easement between several homes. The creek is currently overtopping and flooding the backyards of adjacent homes. This survey information will be used to evaluate options for reestablishing the stream channel, provided a permit is garnered from State Fisheries. The survey indicated several encroachments into the creek easement, including sheds, fences and landscaping. Notices will be sent out to those property owners requesting relocation of those items out of the creek easement. The stream maintenance work is scheduled for this summer.

Marine View Drive/Woodmont Drive Culvert Replacement Project

A land survey was made of the right-of-way leading down from Marine View Drive to Woodmont Beach Road in the vicinity of S. 265th Street. The survey indicated that the existing culvert pipe is not located entirely on public right-of-way. Staff is reviewing other options for the pipe replacement. The project is considered urgent due to the development of a minor landslide on the south shoulder of the hairpin curve of Marine View Drive and S. 265th Place due to a separation of the connection within the culvert system. This project is scheduled for this summer.

Pacific Highway South Project

In April, the Washington State Department of Transportation (WSDOT) certified the right of way acquisition phase of the Pacific Highway South project. Although several parcels still need to be acquired, the City now has rights of possession and use for all of the needed property. Also, in April, the WSDOT signed supplement agreements to the Pacific Highway South project obligating all of the remaining federal funds. Staff submitted the necessary paperwork to obligate the Transportation Improvement Board (TIB) funds as well. Staff successfully obtained an additional \$550,000 on the TIB grant (although, this was previously assumed in the project budget).

In April, staff worked with CH2M Hill to complete a bid package for the Pacific Highway South Project. Design of the south detention pond site continues and will be advertised in an addendum to the project. This pond site will be shared with the City of Kent, and staff is drafting an Interlocal Agreement for the construction, maintenance and operation, of the pond. Because the pond is in a new location, geotechnical engineers are still studying the soils and water table conditions. The site is on a steep grade with high water tables and poor soils, thus the construction will be complex and expensive. Alternative sites were considered, but this site remains the most feasible. In April, CH2M Hill met with a biologist from the Department of Fish and Wildlife at the pond site. Because of the pond's proximity to Massey Creek, the biologist has required the cities to obtain an additional permit – the Hydraulic Project Approval (HPA). CH2M Hill staff worked swiftly and in conjunction with the biologist, and the permit was submitted within 2 days of knowing it was required.

During April, the focus of work was again on right of way acquisition. Our consultant worked on site-specific issues concerning parking and business signing for several of the more complicated parcel acquisitions. Staff spoke and met on site with some property owners and their attorneys on an individual basis to discuss their concerns related to specific parking, signing, and acquisition issues. Condemnation cases have been filed on several parcels. Staff, with the assistance of our Legal Department, has continued to negotiate on these parcels, and is still in active negotiation on a handful of remaining parcels. Council approved two parcels for

settlement in April.

Construction advertisement for the Pacific Highway South Project began on May 5. Bids are due on May 29. Although we have plans from the utility companies, we do not have agreements with, Puget Sound Energy, Comcast, or Qwest. Agreements with PSE, Comcast and Qwest will be under review and negotiation with CH2M Hill and staff during May. Staff has met with Metro to finalize the construction agreement with them.

2003 Arterial Maintenance Project

This year the City is planning on doing chip seals for our arterial maintenance. The City has signed on KPG to design the project and they have turned in their 50% design plans. Approximately 6 miles of roadway will be done throughout the city.

South 216th Street / 24th Avenue South Signalization Project

In April, KPG continued work on the South 216th Street/24th Avenue South Signalization Project. Right-of-way (ROW) needs have been established and staff will begin the ROW acquisition process.

Neighborhood Traffic Control Program (NTCP)

The temporary speed humps on 25th Avenue South have been installed. Minor striping issues have been addressed to increase visibility. Speed studies will be performed to determine effectiveness. Design and contract document preparation for the permanent speed humps to be installed this summer has begun.

Masonic Home

The comment period for the Masonic Home DEIS passed without comment. The FEIS will be published in early May. Much of the Community Development Director's work for the month of April was dedicated to this project, including preparing the mitigation agreement. The appeal period ended on May 18 with no appeals being filed.

Subdivisions/Public Hearings And Related Activity

- Mediterranean Heights, 1211 S 272nd St, 11-lot subdivision. Land Clearing & Grading has been issued. The developer needs to submit a bond and apply for a right-of-way permit prior to performing any work.
- Pacific Place Plat, S 268th Street and Pacific Hwy S, 34-lot subdivision. Civil plans were approved and issued on February 27. Clearing & grading is underway. Planning staff needs to inspect to ensure that sediment pond is installed and functional. Developer plans to submit for final plat in May.
- Larose Lot Line Adjustment, 16th and 222nd Streets. Building plans have been submitted for 3 existing parcels.
- Gordon Apker Short Plat, 625 S 240th Street. Civil plans are approved. Engineering is working on language for the street dedication and slope easement.
- Gordon Apker Lot Line Adjustment #2, 625 S 240th Street. Plans submitted and routed. The Fire Department has approved the plans. Engineering will review and return plans to Community Development.
- Jerry Coil 4 lot short plat; 25219 22nd Avenue South. Applicant is awaiting bond approval

from the bank. He is scheduling a pre construction meeting for right-of-way improvements.

- Deruiter 4-lot short plat; 12558 South 216th Street. Applicant is attempting to make a decision about whether to build townhomes or single family residences.
- Sunset Gardens 12 lot subdivision; 25416 22nd Avenue South. The applicant resubmitted plans on May 1. Staff will route plans and begin SEPA process if all comments have been sufficiently addressed.
- Spence Lacey 2 lot short plat, 1401 South 248th Street. Civil plans have been approved. Staff is waiting for the bond to be submitted for street improvements. Park fees will also need to be paid.
- Allingham lot line adjustment, 27825 16th Avenue South. The mylar has been revised and resubmitted by the applicant. It has been routed to Engineering for comments. Previously, the layout of the new road easement did not meet minimum requirements for the Fire Department. Staff met with applicant on May 1 to discuss some minor changes in order to meet the Fire Code. The applicant is making small changes to the mylar and will resubmit for signatures. The hold has been removed from three of the five building permits. In order to meet design review standards, the applicant will resubmit with a new house plan for the other two building permits. Engineering has drainage plans, but they will probably be redlined to match the new access design requirements. There is also consensus that a general utility plan for water, sewer, power etc. is needed to make sure that no conflicts exist and that easements are properly identified.
- Williams, 909 South 278th Place 4-lot Development; Plans for the final home have been submitted for permit. A request to install a gate across the private street was submitted to the Building Department and was denied based on Engineering/Legal comments that it would be inconsistent with the terms of a previous settlement agreement. This decision was appealed and a Hearing Examiner date for May 29th is set. Final improvements for the SWM pond, street asphalt lift, and landscaping are pending. The applicant has stated that they intended to complete these improvements by the end of October. On June 15th, Engineering and Planning will meet and discuss the progress with the applicant.
- Dick Cassutt Short Plat, 246XX 24th Ave S, 3 lot short plat. Applicant has installed road base material and appears to be close to paving the private street. This will allow permits to be issued for two additional homes.
- Beck-Kombol lot line adjustment; 246th and 26th Avenue South. Civil plans have been approved by engineering, but approval is contingent upon obtaining a slope easement for the road from the city. The applicant submitted a written request to Community Development for a slope easement. Community Development has a draft easement and is awaiting input from Legal and Engineering.
- Jerry Bergman Modified Short Plat, 23922 7th Ave S, 2 lot short plat, Engineering staff stated that they have inspected street improvements and slopes behind improvements are too great and need to be reduced. The applicant seems amenable to reducing the slopes.
- Dettling Short Plat, 23325 14th Avenue South. Applicant needs to submit civil plans, park fees, bond quantity worksheet and revised short plat.
- Kris Tripp (Dickerson Site), lot line adjustment and major demolition and remodel of 3 dwelling units, 276xx 10th Avenue South, Staff informed applicant that the surveyor needs to submit more detail on the plan for the lot line adjustment.

- Bui 2-lot short plat, 1641 South 223rd Street. Mylar, park fees and street improvement bond have been requested.
- Back Short Plat, 23840 16th Place South, Lot Line Adjustment. Submitted on April 29. Application has been routed to all relevant staff members. Deadline for comments was May 16, 2003.

Commercial Project Review

- Zenith Viewpointe, Unclassified Use, mixed use condominiums/office space located at 23659 Marine View Drive S. The Planning Agency met on May 12, 2003 to review the UUP. A staff report is nearing completion.
- The Cliffs; 22226 Cliff Avenue South, new 12-unit condominium-. The ROW inspector has indicated that he has concerns about potential street raveling and will monitor. Bond needs to be converted to maintenance only and project file closed out.
- Ohrt, 218xx 20th Avenue South, 2.2 acre office/warehouse development, SEPA, design review and building permit applications have been filed; Staff has routed draft mitigation agreement to Engineering for comments. There are some complex issues related to private downstream drainage and capacity that need to be worked through by SWM before Development Services talks to the applicant about final mitigation.
- Des Moines Parks and Recreation, 218xx 20th Avenue South, 15 acre City Sports Park- Development services continues to monitor the site for runoff and erosion control issues. The site has a lot of water that is purging out of the ground near the west property line. This water is spilling into the street and, depending on the storm event, can create problems. Engineering has offered improvement solutions that will be installed prior to sports park parking lot paving.
- Holy Trinity Lutheran Church, 2021 S. 260th Street, construction of a 21,000 square foot church- Still no final inspection.
- Water District 54, 21660 11th Ave. S, No change on 2nd phase of landscape installation.
- T-Mobile Cellular antennae application, 260xx 16th Avenue South, CUP and Building permit application have been submitted. A legal opinion confirms that a CUP is the process to use. Staff recently assigned to this project. File set up and intake just completed.
- Cingular Cellular antennae application, Des Moines Field House. A legal opinion confirms that a CUP is the process to use. Council rejected the first draft of the lease agreement. Permit review is on hold until staff clearly sees that Council will accept some version of a lease that matches submitted plans.
- Furney's Nursery, 21215 Pacific Highway South, No change. Applicant needs to find a licensed architect to draw plans for the new building.
- Discovery World Daycare Center; 22038 9th Avenue South. Framing is underway.
- Rainier Truck; 24225 Pacific Highway South. No change, still waiting for applicant to submit design review plans.
- Bjerneby Auto remodel, 22001 Pacific Highway South. Final inspections have been scheduled in May.
- South Shore Fellowship, 2038 South 222nd Avenue. Staff is waiting for design review requirements to be submitted.

- Cornerstone Christian Church, 21650 24th Avenue South. Minor land clearing permit to add about approximately 80 cubic yards of fill to create 26 new parking stalls on southern property line. Planning, Traffic and SWM reviewed. Minor zoning redlines and SWM impact fees given to the project engineer.
- Cooper triplex; 26XX S 240th Street. Applicant needs to redraw plans using a licensed architect.

Single Family Residential Review

- 15 building permits were submitted -- one has been approved, one is on hold for zoning issues and possible sensitive areas review, five were submitted during the week of April 25th and will be reviewed during the first few weeks of May. Zoning review for 8 single-family residences on the Allingham and Larose properties began in April. Staff in all departments had comments. “Hold” notices for all sites were sent for zoning and design comments. In addition, building and planning staff members have met with the developers on several occasions.

Recycling

The Special Spring Clean Collection Event was April 21-25. A noticeably low number of collection tags for bulky items and appliances were bought this year. Staff has requested collection information for the Spring Clean.

Pacific Highway South Sub-Area Study

Staff has been working with graduate students at the University of Washington, who are preparing a draft plan for the Pacific Highway South Sub-Area (the area between Kent-Des Moines Road and South 272nd Street). Two more public workshops have been held, as well as a meeting with community service providers. The students are now working on putting a final draft of the plan together, which should be ready by the end of May. Staff has scheduled a meeting with the Planning Agency and two meetings with the City Council. The students will present findings and the final draft of their plan.

Code Enforcement

New cases 26
 Cases from sweep 3
 Cases closed 31
 Cases currently open 120
 Total new cases, year to date 118
 Total closed cases, year to date 116

The Code Enforcement Officer talked with 14 businesses and apartments regarding the sign ordinance in April. No cases have been taken on the signs, but the Code Enforcement Officer is keeping an ongoing list of businesses contacted. She has now contacted all the businesses and most apartments in the city. The focus will be on real estate signs next month.

Building Division

Permit Activity for April, 2003

99 permits issued:

| | | | |
|-------------------|----|--------------|----------|
| Building Permits: | 36 | Average Fee: | \$694.00 |
| Plumbing Permits: | 13 | Average Fee: | 101.00 |

| | | | |
|---------------------------------------|----|--------------|-----------------|
| Mechanical Permits | 21 | Average Fee: | 152.00 |
| Electrical Permits: | 29 | Average Fee: | 231.00 |
| Total revenue for April, 2003: | | | \$65,107 |

Compared to same period last year:

67 permits issued:

| | | | |
|---------------------------------------|----|--------------|-----------------|
| Building Permits: | 31 | Average Fee: | \$577.00 |
| Plumbing Permits: | 8 | Average Fee: | 168.00 |
| Mechanical Permits | 7 | Average Fee: | 276.00 |
| Electrical Permits | 21 | Average Fee: | 227.00 |
| Total revenue for April, 2002: | | | \$41,478 |

The Building Division conducted 389 inspections this year compared with 291 inspections last year.

Permits issued January through April total 417, including 141 building permits and 147 electrical permits.

Building Division Enforcement

A few enforcement items are being worked on or are coming close to completion. The Vallette Apartments on 30th Avenue is about to re-open under new ownership. The King's Arms Motel has called for occupancy, but still has a few minor items to correct. The Three Bears is working on re-wiring the building, and the abatement process is underway for the single-family dwelling located at 242nd and Marine View Drive.

Redondo Boat Launch

The contract for construction management services was signed during April. The Request for Bids was issued in April and bids were opened on April 30, 2003. The lowest bid was approximately \$200,000 higher than expected. Staff is now working to identify cost-saving measures that will allow the project to proceed on schedule.

The Department of Fish and Wildlife (finally) issued the HPA permit for the Redondo improvement. Reid-Middleton is preparing revised plans based upon corrections required during building permit review. The final plans should incorporate both the required corrections and all cost-saving measures.

Citizen Action Request Program

The new Citizen Action Request program was launched during April. The program provides good documentation of the number and types of requests and inquiries made by our citizens. This feature will be included in our new website and will allow staff to respond to issues submitted electronically. The Citizen Action Request program will be on-going from hereon.

Des Moines Memorial Drive

The Assistant City Manager prepared an agenda and announcement for the regular and special meetings held during April. Des Moines Historical Society has expressed an interest in joining the DMMD Committee as a non-voting member. The Interlocal Agreement has been revised to include the Des Moines Historical Society. The revised Interlocal Agreement will be presented to the Des Moines City Council in June. The Susan Black and Associates will be conducting a

community meeting on June 11, 2003 at the Burien Library to present the consultant's preliminary work.

E-Government

The new website was presented to the City Council on April 3, 2003. No changes were requested by the City Council. Deployment of the new site occurred on May 19.

Comcast Cable Franchise

Administration and Comcast reached a tentative agreement on the terms of the franchise. The document was reformatted during April to conform to Des Moines' standards for ordinances. The draft franchise will be reviewed by the City Council during June.

Comcast Fiber Optic Cable Through Beach Park Tidelands

The Assistant City Manager continued to negotiate the terms of an easement across the Beach Park tidelands. Comcast would like to install the cable during the late summer—during the “fish window” when in-water construction is allowed by the Department of Fish and Wildlife.

On-Site Records Storage Facility

Racks were purchased and delivered to the Public Works Storage Building. A Capital Improvement Plan (CIP) amendment was prepared and submitted to the Finance Department for review.

Legal Department

The City Attorney responded to five new lawsuits against City staff and officials filed by a constitutionalist who was dissatisfied with King County Superior Court's ruling on a RALJ appeal. The Court found that Appellant's traffic infractions were committed. The matter was remanded back to Des Moines Municipal Court for collection of Superior Court's reduced fine amounts, which Appellant/Petitioner is still unwilling to pay.

The City Attorney attended the Spring WSAMA Conference held in Vancouver B.C., bringing back valuable updated information on areas of law, including domestic violence, economic times, ethics and scandal, Public Records Act, searches and seizures, and telecommunications.

Following the resignation of the Police Department's Hearing Examiner, the City Attorney has begun the process of recruiting a new Police Department Hearing Examiner, who will be responsible for hearing asset forfeiture matters.

An arbitration hearing has been set for the Breakers Restaurant matter. Discovery and preparation for the hearing is ongoing by the Assistant City Attorney and associated WCIA counsel.

Municipal Court

| Month | 2001 | 2002 | 2003 | Increase/(Decrease) | COURT FILINGS | | |
|--------------|---------------|---------------|---------------|---------------------|---------------|------|------|
| | | | | | 2001 | 2002 | 2003 |
| JAN | \$ 26,704.89 | \$ 52,075.26 | \$ 57,368.58 | \$ 5,293.32 | 393 | 340 | 738 |
| FEB | \$ 30,681.56 | \$ 47,167.21 | \$ 47,136.80 | \$ (30.41) | 345 | 505 | 516 |
| MAR | \$ 29,873.72 | \$ 57,123.23 | \$ 52,235.49 | \$ (4,887.74) | 464 | 748 | 618 |
| APR | \$ 47,387.82 | \$ 52,218.15 | \$ 48,789.10 | \$ (3,429.05) | 611 | 623 | 620 |
| MAY | \$ 42,080.22 | \$ 52,413.61 | | | 527 | 636 | |
| JUNE | \$ 48,881.77 | \$ 54,604.50 | | | 414 | 596 | |
| JULY | \$ 49,763.38 | \$ 61,246.52 | | | 610 | 1250 | |
| AUG | \$ 60,418.96 | \$ 66,830.85 | | | 757 | 1033 | |
| SEPT | \$ 63,589.03 | \$ 47,215.62 | | | 396 | 502 | |
| OCT | \$ 60,364.94 | \$ 47,880.41 | | | 780 | 525 | |
| NOV | \$ 65,060.26 | \$ 55,760.35 | | | 559 | 723 | |
| DEC | \$ 37,217.41 | \$ 64,583.94 | | | 340 | 877 | |
| TOTAL | \$ 562,023.96 | \$ 659,119.65 | \$ 205,529.97 | \$ (3,053.88) | 6196 | 8358 | 2492 |

Target for 2003 = \$630,000.

The City's public defender agency has dissolved their partnership. David Christie has taken a Judicial position at Southwest District Court and Stephen Thomas has decided to close his practice. Julie Codd and Susan Bonnell will be taking over the public defender contract for the remainder of the 2003 calendar year. This contract is scheduled for Council approval on the June 12th consent calendar.

Contracts signed in the month of April:

- Des Moines Field House Facility Improvements Contract with Mayer Construction Co., Inc.
- Rental Agreement for Sonju House
- Interlocal Agreement with Federal Way Public Schools for development and use of Woodmont Elementary School Soccer Field
- Troy and Banks – Utility Expenditure Audits
- Help-U-Save – Fuel Audits
- A construction contract was signed with Interwest Development, Inc. for the 10th Avenue Culvert Replacement and Intersection Improvement Project in the amount of \$515,092.
- A professional services contract was signed with Reid Middleton for the inspection of the 10th Avenue Culvert Replacement and Intersection Improvement Project in the amount of \$101,134.
- A professional services contract was signed with David Evans and Associates for surveying services for surveying a creek easement of N. McSorley Creek and for the Woodmont Culvert Replacement Project in the amount of \$5,700.
- Supplements #2 and #3 to Agreement LA 5257 - obligating remaining federal funds for the Pacific Highway South Project, and Transportation Improvement Board Construction Prospectus – also for Construction funds on Pacific Highway South Project.
- Construction management services for the Redondo Boat Launch (Reid-Middleton).

Bids, RFPs and RFQs to be issued in May:

- Bid for Electrical Construction Contract- Steven J. Underwood Memorial Park Phase I
- 2003 Custodial Contract for City Buildings
- Bid for Field House Site Construction
- An RFP will be issued using the Professional Services Roster for the Utility Rate Study and Efficiency Study.