

City Manager's Office

November 10, 2016

To: City Council

From: City Manager

Re: Third Quarter Report

The information below represents a compilation of results of each Department for 3rd Quarter, 2016.

CITY MANAGER'S OFFICE

- Worked with Senior Staff to prepare budget for the City Council Budget Retreat, meeting with Finance Director and individual Department Directors
- Participated in the Citizens Advisory Committee Meetings
- Prepared and submitted Port of Seattle economic development grant application
 - Presented a Port of Seattle Commission with Mayor in support of City grant application
 - City received grant, signed grant contract with Port
 - Identified consultants to perform grant tasks
- Participated in City Council Budget Retreat
- Held Senior Staff retreat to identify city functions and opportunities for administrative reorganization to enhance efficiency and performance
- Participated in Emergency Management planning efforts, regionally and locally
- Managed a seamless transition through process of former City Manager retiring
- Met with our elected state representatives to review proposed city legislative priorities subject to City Council adoption
- Provided tours of the city to key port of Seattle Commissioners and staff
- Worked with Finance Director to prepare City Manager's recommended budget to City Council
- Worked with Metro and other private and public partners to begin preliminary concept of shuttle from Angle Lake station to Des Moines Creek Business Park and to the downtown/Marina.

LEGAL DEPARTMENT

Civil Matters: To date this year, the Legal Department has opened 151 files for civil matters; primarily advisory work to assist the City's operating departments.

- In a nuisance abatement lawsuit pending in Superior Court for the property at 2828 S. 224th Street, Des Moines, an Order of Default and Warrant of Abatement of Nuisance Violations was granted by the Court on July 22, 2016. Since the residence on the property was not brought into compliance within twenty days of the Order, the City now has the legal authority to demolish the residence. Legal worked with PBPW Department to arrange for asbestos abatement and demolition. A \$25,000.00 budget amendment for the 2016 budget has been approved to cover the asbestos abatement and house demolition scope of work. The Legal Department will work to recover all costs of the abatement through a lien on the property, but it is not known when the money would be recovered. The trial originally scheduled for November 28, 2016 has been cancelled.
- A Claim for Damages was received regarding an incident alleging unlawful arrest. The claim seeks \$25,000. A review has been initiated and relevant information has been forwarded to WCIA. A statement was prepared by the Interim Assistant City Attorney in response to the Claim for Damages.
- A Small Claims action was filed against the City in the amount of \$4,692.11, alleging loss of business and "unnecessary expenses due to negligence and misrepresentation". Staff prepared a response in this matter. The Interim City Attorney represented the City at the hearing held on August 31, 2016 and the judge subsequently dismissed the case against the City with prejudice. The City's insurance carrier previously declined the business owner's Claim for Damages, finding that the City was not responsible for the costs alleged.
- The City received a Summons and Complaint alleging a number of actions, including a violation of a defendant's civil rights, based on an arrest and successful prosecution for patronizing a prostitute. The City of Des Moines is named as a defendant, as are the City Prosecutor, a Des Moines Police Officer, a Judge Pro Tem, and an undercover Seattle Police Officer. WCIA has assigned an attorney to defend the civil rights claims and the City Attorney's Office will defend the remaining claims.
- The Legal Department continued working on other nuisance properties, with the Interim Assistant City Attorney representing the City in the municipal court.
- The Interim Assistant City Attorney filed numerous infractions for code violations on a residential property that has been used for auto repairs, which is not an allowed use of the property. The owner does not have a business license. The penalties for these violations will be assessed at \$513.00 per day for each violation.
- The City Attorney's Office filed citations against the property owner of an undeveloped piece of property near 216th and 24th Ave S., for several code violations related to the storage of vehicles on the property without permits and to other Zoning Code violations. The total penalty imposed exceeds \$12,000. The property has been substantially cleared; however, if continued progress is not made or additional violations are observed, more citations will be issued.

- The deadline for the Notice of Violation on the vacant and overgrown property at the corner of 216th and 29th Ave has passed. The Legal Department coordinated with the Police Department and PBPW to clear the property. The property had become a haven for drugs and prostitution and the trails through the wooded area on the property were used to flee law enforcement.
- The Legal Department organized a code enforcement meeting to create a new list of problem properties and to consider a code enforcement emphasis to address specific issues that have received a number of complaints lately. Additional updates will be provided as the plan is developed.
- The Interim Assistant City Attorney has reviewed the DNR Tidelands Lease documents and continued discussion with the Harbormaster and Interim City Attorney. Interim City Attorney George met with State Representatives Tina Orwall and Dave Hayes (Oak Harbor area), Mayor Pina, City Manager Piasecki, Assistant City Manager Matthias, and representatives from the City of Oak Harbor to discuss aquatic land leases with the State Department of Natural Resources. Both Des Moines and Oak Harbor have marinas that use state aquatics lands, but Oak Harbor is exempted from paying for their lease through a bill passed in the Legislature several years ago. That exemption is set to expire in a few years. Legislation was discussed to extend that exemption and to apply it to Des Moines as well. This exemption is similar to what other ports in Washington have for their aquatic land leases.
- The Legal Department continues to work on issues involving paid parking at the marina, including the bid process for installation of equipment and ingress and egress issues for property owners who use the Beach Park to access their waterfront homes in Normandy Park.
- The Interim Assistant City Attorney has been working with the Harbormaster to clear the title of a boat abandoned at the Marina to make the boat suitable for sale at auction. Proceeds from the auction will go towards paying the boat owner's unpaid moorage fees and other expenses incurred by the City.
- Pursuant to motion by the City Council, the Legal Department filed a request with Niantic Ops to remove the Poke Stops and Poke Gyms from the Des Moines Marina and Beach Park. Council reconsidered its request to opt-out on September 22nd and directed staff to formally withdraw the request for removal of Poke Stops and Poke Gyms from the Marina and Beach Park. The request has been withdrawn.
- At the August 13th budget retreat, the City Council directed that the remaining furloughs be cancelled for the rest of the year, starting with the furlough scheduled for September. The Interim City Attorney devised the process to effectuate that direction. A draft resolution prepared by the Interim City Attorney was considered and passed by Council at the September 8, 2016 Council meeting. Any acts consistent with the authority and prior to the effective date of the resolution were ratified and confirmed.
- Legal staff attended a budget meeting organized and conducted by the Finance Director.
- The Interim City Attorney drafted an employment contract for the City Council to consider regarding the new City Manager.
- The Interim City Attorney worked with the City Clerk in reviewing numerous public records requests and responses.

- The Interim Assistant City Attorney gave a presentation to the City Council on prosecution as part of the Government 101 series, along with representatives of the Court, Probation, and the Public Defenders on August 11, 2016.
- The City has received a number of requests from communications companies seeking information on obtaining franchise agreements. The Legal Department has made contact with an outside consultant who is currently negotiating a uniform telecommunications franchise agreement for 24 other cities across the state. Information regarding scope of services provided and cost is being assembled and will be presented to the franchise committee. The cost for the consultant likely could be recovered from the franchisee as part of the franchise terms. Updates will be provided at the next Ad Hoc Franchise Committee meetings.
- A statement announcing the City's newly effective franchise agreements negotiated with Highline Water District, Southwest Suburban Sewer District, and Midway Sewer District was drafted by the Legal Department and uploaded to the City's website. These 10-year agreements were the result of hard work and months of negotiations between the City and the Districts to build trust and reach common ground. They memorialize a spirit of cooperation, mutual benefit, and a great working relationship that will continue forward through the term of the agreements and beyond.
- The Legal Department prepared a letter informing Lakehaven Water & Sewer Utility District about the City's recent successful franchise negotiations with three other utility districts and inviting them to renegotiate their current agreement. The Utility District has since declined the City's offer to renegotiate.
- Following a meeting with Century Link representatives regarding a new cable franchise to provide the Prism cable service to residents of the City, the Interim City Attorney continued to work on this draft franchise ordinance.
- The Interim City Attorney continued work on a franchise ordinance for Mobilitie to provide a new wireless data system.
- An agreement to issue and enforce trespassing admonishments for the King County Library at Woodmont has been reviewed and approved by the Legal Department and the PD. Having this agreement in place should assist in dealing with issues of disorderly and/or unwanted patrons at the library. Additional methods to increase safety at the library are being instituted simultaneously.
- The Legal Department prepared and distributed to all employees a memo addressing political activities for government employees. An additional memo regarding political signs in the right of way was distributed to Public Works.
- The following Ordinances and Resolutions were prepared in final form and signed in the Third Quarter 2016 following approval by the City Council:

Ordinance No. 1654	Citizens Advisory Committee Amendments
Ordinance No. 1655	Title 18 Amendments, Housekeeping and Clarification
Ordinance No. 1656	Amendments to W-C Allowed Uses and 70' Building Height
Ordinance No. 1657	Impact Fee Deferred Payment Option
Ordinance No. 1658	Comprehensive Transportation Plan Amendments
Ordinance No. 1659	Transportation Impact Fee Rate Study
Ordinance No. 1660	Blueberry Lane Zoning Reclassification
Resolution No. 1333	Destination Des Moines Summer Events
Resolution No. 1334	Setting Public Hearing for Comprehensive Transportation Plan (CTP)
Resolution No. 1335	Setting Public Hearing for Transportation Impact Fee
Resolution No. 1336	CIP 2017-2022
Resolution No. 1337	Port of Seattle Grant
Resolution No. 1338	Blueberry Lane Final Plat
Resolution No. 1339	Setting Public Hearing – Blueberry Lane Zoning Reclassifications
Resolution No. 1340	Setting a Public Hearing for the POS Rezone
Resolution No. 1341	Furlough Suspension
Resolution No. 1342	Setting Public Hearing for Comp Plan
Resolution No. 1343	Business License Fee Schedule

Prosecuting Attorney Quarterly Recap:

- **Des Moines.** The Prosecuting Attorney filed 541 infractions and citations in the Third Quarter 2016 for Des Moines and appeared at 723 criminal hearings. Also filed were 417 Midway and Woodmont Photo Enforcement infractions and 13 abatement infractions. The Prosecutor represented the City at 40 hearings involving infractions that were being opposed by private counsel, 12 animal control hearings, and one dangerous dog hearing. Staff also responded to 14 infraction discovery requests.
- **Normandy Park.** The Prosecuting Attorney filed 65 infractions and citations in the Third Quarter 2016 for Normandy Park and appeared at 252 criminal hearings and 11 hearings involving infractions that were being opposed by private counsel. Staff also responded to five infraction discovery requests for Normandy Park.

Legal Contracts Signed in the Third Quarter: None for Legal.

Bids, RFPs, and RFQs to Be Issued by Legal in the Third Quarter: None for Legal.

CITY CLERK'S OFFICE

Request for Public Records-2013

Month	Total # of Requests	Total Active Requests	BY DEPARTMENT		
			ADMIN	PBPW	PD
January	42	0	5	7	30
February	79	0	5	6	68
March	104	0	12	8	84
April	104	0	4	10	90
May	122	0	7	9	106
June	121	0	8	7	106
July	115	0	18	11	86
August	131	0	6	6	119
September	91	0	2	1	88
October	114	0	12	4	98
November	96	0	6	6	84
December	104	0	6	4	94
TOTAL	1223	0	91	79	1053

Request for Public Records-2014

Month	Total # of Requests	Total Active Requests	BY DEPARTMENT			
			ADMIN	PBPW	PD	Court
January	127	0	9	4	109	5
February	118	0	9	9	89	11
March	170	0	20	16	116	18
April	156	0	13	17	112	14
May	139	0	6	10	114	9
June	116	0	5	11	93	7
July	181	0	10	24	130	17
August	148	0	4	25	110	9
September	112	0	3	13	87	9
October	120	0	3	16	95	6
November	93	0	2	4	83	4
December	120	0	8	17	93	2
TOTAL	1600	0	92	166	1231	111

Request for Public Records-2015

Month	Total # of Requests	Total Active Requests	BY DEPARTMENT			
			ADMIN	PBPW	PD	Court
January	120	0	7	20	90	3
February	143	0	7	12	118	6
March	139	0	12	14	110	3
April	111	0	20	12	76	3
May	121	0	17	15	88	1
June	146	0	3	15	126	2
July	138	0	8	14	110	6
August	132	0	13	15	91	13
September	121	0	17	14	82	8
October	143	0	14	15	102	12
November	139	0	9	16	108	6
December	120	0	13	12	86	9
TOTAL	1573	0	140	174	1187	72

Request for Public Records-2016

Month	Total # of Requests	Total Active Requests	BY DEPARTMENT			
			ADMIN	PBPW	PD	Court
January	146	0	23	6	112	5
February	156	0	5	13	131	7
March	158	0	7	16	118	17
April	125	0	8	10	95	12
May	141	0	9	6	119	7
June	139	0	3	8	122	6
July	138	4	8	15	106	9
August	153	0	19	11	117	6
September	145	2	11	14	113	7
October	155	13	15	18	116	6
November	0	0	0	0	0	0
December	0	0	0	0	0	0
TOTAL	1456	19	108	117	1149	82

Third Quarter Accomplishments:

- Installation of a new timer for public comment period during Council Meetings.

FINANCE DEPARTMENT

New Commercial Business Licenses – 3rd Quarter

- **Stegin Structural Concrete Inc**
22515 Marine View Dr. S.
New Commercial: contractor's office
- **All Pro Auto Sales LLC**
22441 Pacific Hwy S
New Commercial: auto sales
- **Salon PS Washington LLC – Location #7**
23600 Marine View Dr. S.
New Commercial: hair salon at Judson Park (new management)
- **Salon PS Washington LLC – Location #8**
23620 Marine View Dr. S.
New Commercial: hair salon at Judson Park – Caldwell Health Center (new management)
- **Manufacturing Group LLC dba Closets by Design**
1857 S. 216th St
New Commercial: manufacturing
- **Waterland Arcade**
22306 Marine View Dr. S.
New Commercial: arcade
- **Kardiel Inc.**
2021 S. 208th St #A
New Commercial: wholesale furniture
- **Lymphedema Challenger LLC dba Lymphedema Nutrition & Wellness Information Center**
22014 7th Ave. S. Ste. 106
New Commercial: wellness

Major Tasks Completed During 3rd Quarter

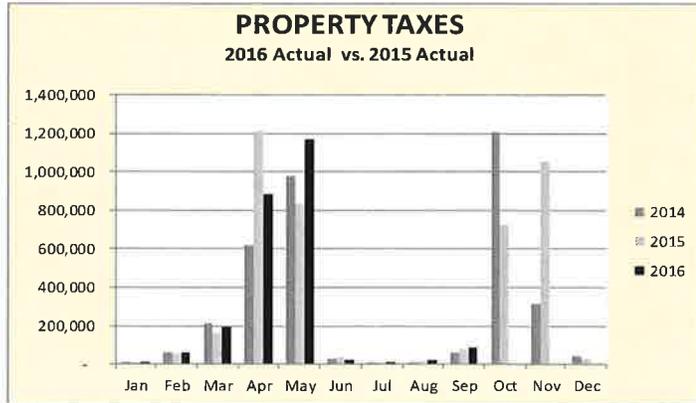
- Vacant Staff Accountant position. Cross training existing Staff Accountant to cover duties related to vacant position.
- Completed and published Council adopted 2017-2022 CIP Plan.
- Created “Dept. Requested 2017 Budget” and reviewed by Asst. City Manager to determine first draft of “City Manager Recommended 2017 Budget”.
- Prepared first draft of 2017-2022 Financial Forecast and power point presentation for August 13's City Council Budget Retreat.
- Presented first draft of 2017-2022 Financial Forecast and power point presentation for August 13's City Council Budget Retreat.
- Presented various employee group meetings regarding 2017-2022 Financial Forecast.
- Finished various employee group meetings regarding 2017-2022 Financial Forecast.
- Updated personnel benefit calculations with updated benefit rates.
- Updated City Manager Budget to keep current with new estimates and forecasts.

- Updated current year and next year CIP budgets to reflect project changes.
- Met with PRSS to gather background information for Council budget information request.

MAJOR REVENUE TRENDS (CASH BASIS) MAJOR REVENUE TRENDS

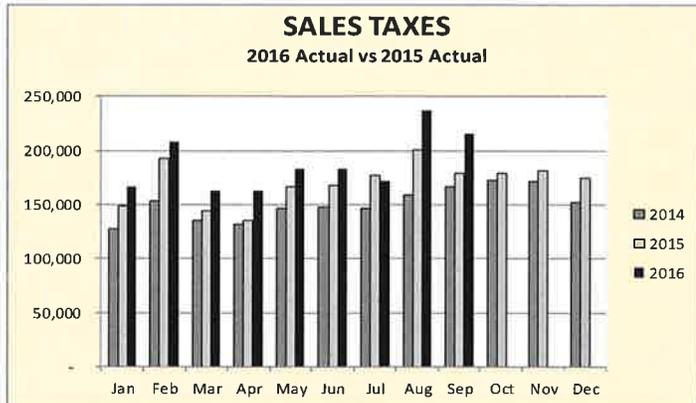
2016 YTD Compared to 2015 YTD: 49,981 2.1%

	2016	2015	2014	% Mo Chg
Jan	9,718	7,766	11,423	25.1%
Feb	62,078	55,462	57,840	11.9%
Mar	192,691	159,802	215,499	20.6%
Apr	884,255	1,214,531	615,905	-27.2%
May	1,172,679	834,623	981,322	40.5%
June	24,323	34,134	26,089	-28.7%
Jul	8,130	12,380	12,065	-34.3%
Aug	19,914	15,762	7,950	26.3%
Sep	87,561	76,908	60,275	13.9%
Oct		723,002	1,207,865	
Nov		1,054,756	316,753	
Dec		29,206	40,485	
Totals	2,461,349	4,218,332	3,553,491	
2016 YTD Compared to Annual Budget:				4,573,530 53.8%



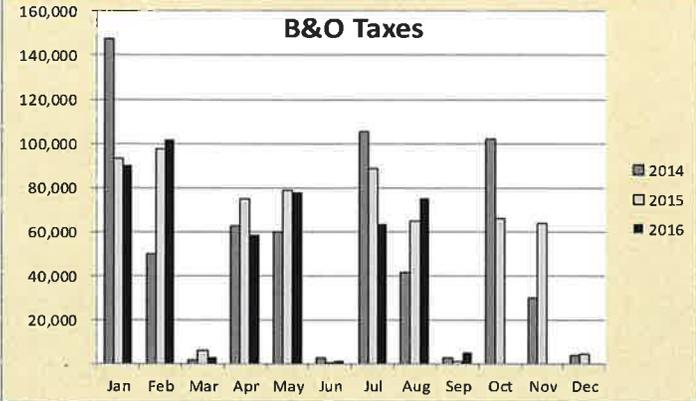
2016 YTD Compared to 2015 YTD: 179,076 11.8%

	2016	2015	2014	% Mo Chg
Jan	166,482	148,542	126,879	12.1%
Feb	207,580	192,640	153,733	7.8%
Mar	162,512	144,525	134,800	12.4%
Apr	162,783	135,180	132,043	20.4%
May	183,308	166,575	146,468	10.0%
Jun	182,764	167,671	147,711	9.0%
Jul	172,341	176,608	147,093	-2.4%
Aug	236,926	200,510	159,385	18.2%
Sep	216,225	179,594	166,522	20.4%
Oct		178,690	171,951	-100.0%
Nov		181,241	171,692	-100.0%
Dec		174,869	152,640	-100.0%
Totals	1,690,921	2,046,645	1,810,917	
2016 YTD Compared to Annual Budget:				2,141,030 79.0%



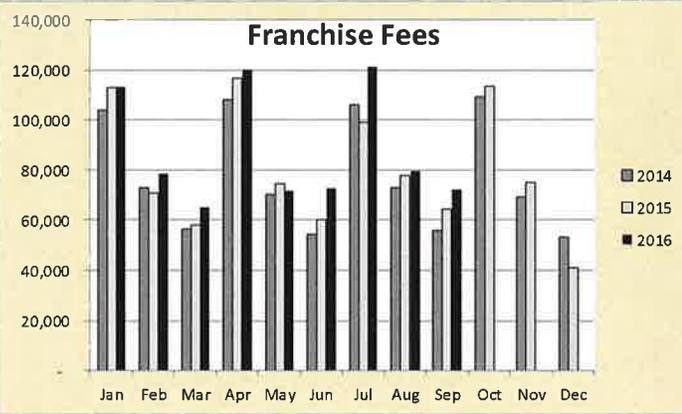
2016 YTD Compared to 2015 YTD: (30,360) -6.0%

	2016	2015	2014	% Mo Chg
Jan	89,942	93,389	147,677	-3.7%
Feb	101,825	97,788	49,873	4.1%
Mar	3,106	6,095	1,493	-49.0%
Apr	58,292	75,027	62,741	-22.3%
May	78,035	78,927	59,921	-1.1%
Jun	1,262	745	2,971	69.4%
Jul	63,661	88,597	105,554	-28.1%
Aug	74,863	64,797	41,690	15.5%
Sep	5,211	1,192	2,890	337.2%
Oct		66,238	102,251	
Nov		63,614	30,155	
Dec		4,682	4,108	
Totals	476,197	641,091	611,324	
2016 YTD Compared to Annual Budget:				640,000 74.4%

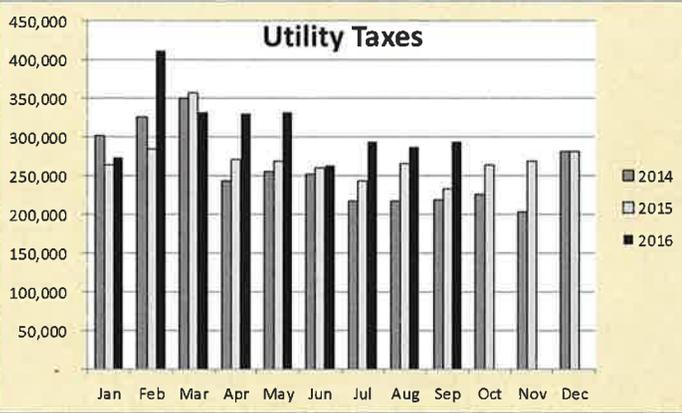


(Cash Basis -Continued)

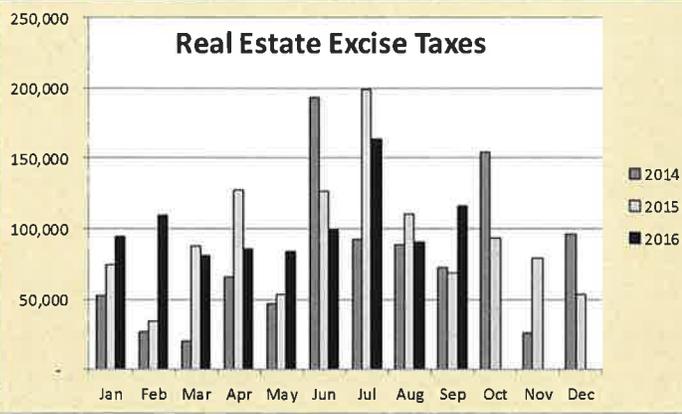
2016 YTD Compared to 2015 YTD:		60,522	8.2%	
	2016	2015	2014	% Mo Chg
Jan	113,463	112,750	104,055	0.6%
Feb	78,834	71,075	73,165	10.9%
Mar	65,347	57,924	56,436	12.8%
Apr	120,207	116,879	108,097	2.8%
May	71,583	74,423	70,303	-3.8%
Jun	72,626	60,470	54,540	20.1%
Jul	121,248	99,070	106,309	22.4%
Aug	79,804	77,663	73,166	2.8%
Sep	72,099	64,435	55,862	11.9%
Oct		113,761	109,105	-100.0%
Nov		74,997	69,418	-100.0%
Dec		40,908	53,544	-100.0%
Totals	795,211	964,355	934,000	
2016 YTD Compared to Annual Budget:		996,000	79.8%	



2016 YTD Compared to 2015 YTD:		370,068	15.1%	
	2016	2015	2014	% Mo Chg
Jan	273,337	264,911	302,063	3.2%
Feb	410,967	284,340	326,082	44.5%
Mar	332,039	357,130	351,131	-7.0%
Apr	331,283	270,479	243,314	22.5%
May	333,168	269,809	254,925	23.5%
Jun	264,151	260,950	251,914	1.2%
Jul	293,988	243,353	217,888	20.8%
Aug	287,778	265,630	218,164	8.3%
Sep	293,791	233,833	219,620	25.6%
Oct		263,509	226,349	
Nov		269,275	203,122	
Dec		281,830	280,978	
Totals	2,820,503	3,265,049	3,095,550	
2016 YTD Compared to Annual Budget:		3,722,352	75.8%	



2016 YTD Compared to Annual Budget:		40,933	4.6%	
	2016	2015	2014	% Mo Chg
Jan	93,909	74,382	52,276	26.3%
Feb	109,153	33,884	26,826	222.1%
Mar	80,623	88,020	19,742	-8.4%
Apr	86,005	127,450	66,103	-32.5%
May	84,072	53,190	46,430	58.1%
Jun	99,166	127,038	193,059	-21.9%
Jul	163,905	199,170	91,941	-17.7%
Aug	90,084	110,322	88,753	-18.3%
Sep	116,119	68,647	72,437	69.2%
Oct		93,478	154,557	
Nov		78,694	25,792	
Dec		53,220	96,222	
Totals	923,036	1,107,495	934,138	
2016 YTD Compared to Annual Budget:		984,520	93.8%	



GENERAL FUND MONTHLY REPORT
REVENUES & EXPENDITURES
SEPTEMBER

	2016 Budget Annual	2016 Actual Year to Date	%	2015 Actual Annual	2015 Actual Year to Date	%
REVENUES						
310 Taxes	12,024,912	8,199,454	68%	11,732,376	7,575,202	65%
320 Licenses & Permits	1,962,670	1,651,083	84%	2,048,118	1,264,764	62%
330 Intergovernmental	642,875	484,467	75%	680,664	484,157	71%
340 Charges Goods/Services	3,257,976	2,722,649	84%	2,938,642	2,384,198	81%
350 Fines & Forfeitures	221,350	130,501	59%	237,702	185,141	78%
360 Misc Revenues	476,800	589,577	124%	369,181	317,815	86%
380 Other Financing Sources	-	10,015		24,570	1,953	8%
TOTAL	18,586,583	13,787,746	74%	18,031,253	12,213,230	68%

EXPENDITURES						
021 City Council	80,227	67,138	84%	65,728	50,322	77%
022 Muni Court	868,613	704,450	81%	954,950	686,333	72%
023 City Manager	1,538,326	1,082,279	70%	1,490,849	1,111,818	75%
024 Financial & Tech Services	1,488,488	1,133,418	76%	1,397,379	985,111	70%
026 Legal	574,861	443,699	77%	578,925	433,447	75%
030 Police	8,344,511	5,968,663	72%	7,578,932	5,547,534	73%
040 Plan, Bldg & PW Admin	3,547,616	2,849,378	80%	3,350,194	2,477,648	74%
045 Recr, Sr. Serv & Rentals	1,878,151	1,481,318	79%	1,903,281	1,485,778	78%
050 NonDepartmental	133,872	130,424	97%	121,877	117,795	97%
597 Transfers Out	286,440	-	0%	-	-	
TOTAL	18,741,105	13,860,767	74%	17,442,115	12,895,786	74%

REVENUES MORE THAN OR (LESS THAN) EXPENDITURES	(154,522)	(73,021)		589,138	(682,556)	
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September is 9 months of 12 75.0%

<i>Actual One-time Revenues Year to Date (in Addition to the Above Revenues)</i>		
Property Tax	151,515	-
Sales Tax and B & O Tax	258,029	234,530
Permits and Plan Review	1,524,590	299,844
	<u>1,934,134</u>	<u>534,374</u>

PARKS, RECREATION AND SENIOR SERVICES

CITY COUNCIL COMMITTEE REPORTS

Des Moines Arts Commission

Met on Tuesday, July 12, Tuesday, August 9, and Tuesday, September 13

- Beach Park Summer Concerts - July and August, 8 Wednesdays. Concerts produced by the Arts Commission and Parks, Recreation and Senior Services Department. 2016 Sponsors- Des Moines Legacy Foundation, 4Culture, Destination Des Moines, John L Scott Real Estate, Edward Jones, Salon Michele, Law Offices of Gehrke, Baker, Doull and Kelly, Des Moines Waterfront Farmers Market, Luisa Bangs, Jeanne Serrill, Nancy Stephan and Patrice Thorell and others.
- City Hall Gallery - Arts Commissioners began developing the plan for a revolving art gallery at Council Chambers Lobby to open in 2017.
- Poverty Bay Arts Gala – September 16th at the Beach Park Event Center Auditorium. Proceeds support the free Beach Park Summer Concerts and the Art on Poverty Bay outdoor sculpture gallery. Salty's at Redondo and Four Points by Sheraton partnered with the event.

Senior Services Advisory Committee

Met Thursday, July 21st and Thursday, September 29th, 2016

July Meeting:

- Report from committee member Jeanne Serrill that many of the local immigrant groups have established their own food banks to help families get a healthy start.
- Staff gave an update on the impact of United Way budget cuts to the Meals on Wheels program and the HYDE Shuttle transportation program for older adults. Des Moines Legacy Foundation approved funds to keep the HYDE Shuttle running 5 days per week and to keep Des Moines and Normandy Park seniors off of a 5 month waiting list for Meals on Wheels.

Human Services Advisory Committee

Met Thursday, July 7th and Thursday, September 22, 2016.

July Meeting:

- Committee selected agencies for August and September public comment to the city council.
- Agency allocations for 2017 human services funding were decided. The total allocation recommendation amount for 2017 is \$80,064.
- Listened to a presentation by the Director of the Hospitality House Board of Directors.
- Committee selected agency for the October public comment to the city council.
- Committee reported on their "liaison" agencies' third quarter reports.

Des Moines Lodging Tax Advisory Committee (DMLTC)

Met on Wednesday, September 7th

- DMLTC recommended that 100% of Des Moines 1% Lodging Tax go to Seattle Southside Regional Tourism Authority in years 2017-2018 as provided for in the 2014 Interagency Agreement.

Des Moines Landmarks Commission

Met August 11th and August 25th

- Special Commissioner to the King County Landmarks Commission (KCLC) met with the KCLC design review committee on August 11th and with the full KCLC on August 25th regarding the structural and other improvements that will be made to the historic Des Moines Beach Park Picnic Shelter and Restroom as part of the construction project. A Certificate of Appropriateness was granted by KCLC for the requested changes.

COMMUNITY ENGAGEMENT

Volunteer/Committee Hours	July	August	September	YTD Totals
DM Arts Commission	114	77	48.5	417.75
Sr. Services Advisory Committee	10.5	-	7.5	39.45
Human Services Advisory Comm	6.3	-	4.6	33.25
DM Lodging Tax Advisory Comm.	-	-	9	9
KC Landmarks Commission	-	8	-	8
Daisy Sonju Garden	26.25	8.5	207.0	374.5
Youth Sports Coaches	180	279	558	3,131.5
Senior Services	580	721	533	5,041
Parks Administration	184.25	16	-	611
Total Volunteer/Committee Hrs.*	1,101	1,110	1,368	9,665

*Rounded to the nearest whole number

RECREATION & SPORTS

Recreation & Sports	July	August	September	YTD Totals
2015 Revenue	\$100,249	\$71,793	\$67,833	\$653,066
2016 Revenue	\$101,835	\$112,898	\$86,587	\$776,266
% Change	2%	57%	28%	19%
2015 Expenditures	\$88,642	\$69,799	\$64,525	\$577,055
2016 Expenditures	\$82,149	\$87,169	\$66,723	\$648,463
% Change	<7%>	25%	3%	12%

- Our Camp KHAOS program finished the summer with 258 total registered participants and 5,782 participations.
- Club KHAOS started out September with 3,746 participations. Up 27% over last September.

EVENTS & FACILITIES

Events & Facilities	July	August	September	YTD Totals
2015 Revenue	\$28,938	\$25,602	\$32,852	\$151,374
2016 Revenue	\$52,536	\$49,113	\$31,451	\$241,277
% Change	91%	92%	<4%>	59%
2015 Expenditures	\$27,370	\$31,120	\$29,131	\$290,777
2016 Expenditures	\$32,526	\$29,443	\$32,379	\$292,760
% Change	19%	<6%>	12%	1%
2015 Bookings	6	4	3	137
2016 Bookings	7	6	5	148
% Change	17%	50%	67%	8%
2015 Attendance	770	825	790	19,810
2016 Attendance	875	900	800	20,195
% Change	14%	9%	2%	2%

- 2015 Meadow Rentals 3Q - 18 vs 23 in 3Q 2016 which is a 21% increase.
- Largest impact to revenue in 3Q -2016 was the addition of the Dining Hall. Dining Hall rentals equated to \$28,556 up \$11,141 to same time last year.
- September loss is due to a weekday vendor show that will not be coming back until 2018. Total loss of \$1,884.

SENIOR/ACTIVITY CENTER

Seniors/Activity Center	July	August	September	YTD Totals
Meals Served	775	997	805	7,619
Fee Program Attendance	716	560	602	5,623
Drop In Attendance	637	615	688	5,962
Consultation Services	277	298	249	2,248

Seniors/Activity Center	July	August	September	YTD Totals
2015 Revenues	\$4,776	\$6,547	\$4,181	59,119
2016 Revenues	\$2,497	\$7,071	\$4,556	68,771
% Change	<48%>	8%	9%	17%
2015 Expenditures	\$4,069	\$3,602	\$4,503	\$60,488
2016 Expenditures	\$5,037	\$5,407	\$4,307	\$51,354
% Change	24%	51%	<5%>	<16%>

- Unwind Your Spine class at Beach Park Dining Hall
- What Is Islam Presentation at the Activity Center with 28 guests
- Flying the World in Vintage Airplanes with 40 guests
- Latino Independence Day was Thursday, September 17. The Latino program continues to average 45 participants every Thursday with staff support from SeaMar Community Health Center.

ADMINISTRATION

- With the CLASS Recreation Management software no longer supported after 2017, staff is seeking new software. Recreation staff received six responses to the Request for Proposals for the new Parks, Recreation and Senior Services (PRSS) Management Software in September. Staff created a matrix to match each of the submittals with the request criteria. PRSS and Finance staff will review the systems.
- Benefits to financial accounting include PCI compliancy, point of sale and self-service account management, offline registration with online payment and customer support for split tender payments, automatic payments and payment plans, transaction reporting, payment cancellation and refund processing that will interface with the City's finance system to meet the City's need for internal controls.
- PRSS Management efficiencies include customer messaging, membership plans and discount rates, facility and equipment booking, rental contracts, inventory control, calendars, reports with event information such as required permits and room layouts for rental customers, participant, attendance, wait lists, waivers, medical forms and scholarship tracking, streamlined league scheduling, youth team creation and volunteer and sponsorship management, create program documents and brochures in multiple languages, track participant demographics, bar code check-in at multiple sites and check in and out of programs using mobile devices. The system also provides targeted customer emailing or texting for class and program details and changes, inclement weather closures, social media and constant contact integration.
- Bids were opened for the Beach Park Picnic Shelter and Restroom Rehabilitation Project with the low bid by Argosy Construction. The project began in October and is slated for completion by the end of 2016.
- The project to make park improvements at Parkside Park funded by a CDBG grant in the amount of \$395,000 with the DOE to provide additional funds for the removal and replacement of contaminated soil, and the King County Youth Sports Facilities Grant of \$25,000 are delayed. Bids for this project were opened in August and came in well over

our engineers estimate and the bids were rejected. Summertime bidding was the likely reason and it is believed we will have a more competitive response in early 2017.

- After a year-long position vacancy, the department hired Senior Services Specialist Natalie Lavoie on September 19th. She assumed a reclassified 28 hour position after the full time Coordinator position was vacated in 2015 with the retirement of Abbie Nielsen.

POLICE DEPARTMENT

COMMUNITY OUTREACH

- Both Commissioned and Limited-Commissioned Staff worked traffic and crowd control for both the Fireworks Over Des Moines celebration & the Des Moines Waterland Parade.
- CSO Seaberry served as a guest speaker at St. Philomena's summer camp. She visited with the school aged kids, and did an informational presentation on when and why to appropriately use the 9-1-1 system.
- Department staff in partnership with the Des Moines Police Foundation held a fundraiser in the Des Moines Waterfront Farmers Market to help fund the 2016 Shop With a Cop event.
- Staff assisted with traffic control for 2016 Chief for a Day Event on August 18th.
- Chief Delgado partnered with the principal at Pacific Middle School to coordinate an event on the first day of school to have men of color be present, mingle, and interact with students as they begin school for the year. A number of patrol officers attended to interact with the students as well.
- PD staff met with ATF personnel to discuss outcomes and suggestions from an operation that agency recently conducted in Des Moines. The goal of this meeting is to maintain as much of a proactive effort and reducing crime in that area as possible. Also to ensure that police are safe when responding to challenges in the Pac Ridge area.
- We had a successful meeting with senior staff from the King County Library System. Early this afternoon we received their policy on trespassing unruly patrons. We're in the process of developing a more effective response to calls for service from the Woodmont Library.

CODE ENFORCEMENT

In September of 2015, the Department's Community Service Officers began handling Code Enforcement duties and responsibilities. The intent of this report is to provide information on what has been accomplished so far.

Areas of Code Enforcement/Code Compliance

Top Priority Cases

- Abandoned unsecure structures
- Abandoned occupied/unsecure structures
- Assisting patrol officers
- Animal complaints

- Fire and life safety issues
- Health and sanitation

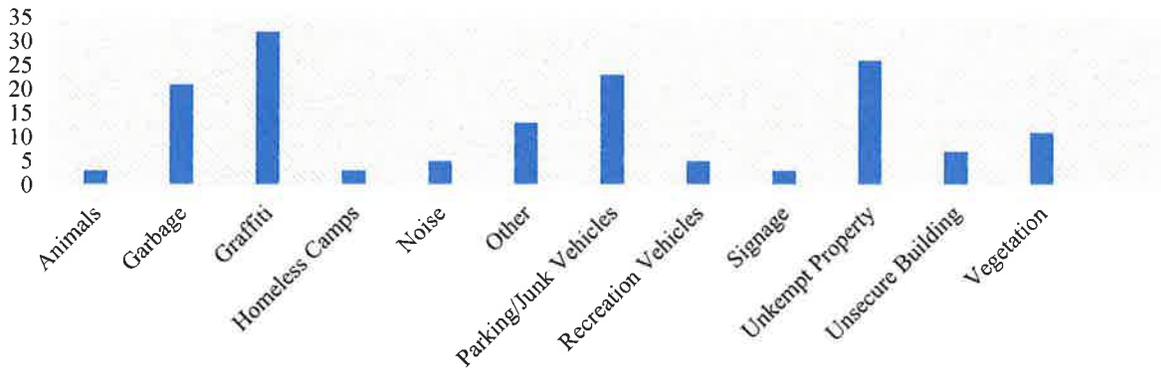
- Illegal dumping
- Unsafe living conditions APS/CPS

Other Cases

- Abandoned structures
- Garbage
- Hoarders
- Illegal fences
- Noise complaints
- Pacific Ridge monitor and clean up
- Recreation vehicle violation
- Unkempt properties
- Declaring junk vehicles hulks
- Graffiti
- Homeless camps
- Junk vehicles
- Other
- Parking
- Signage
- Vegetation, noxious weeds, overgrown properties

September 2015 – September 2016

Cases=135



Shared duties and responsibilities:

- Building, planning, ROW, transportation, surface water complaints-PBPW
- Commercial and Home Occupation Business Licenses and Compliance Letters-Tina Hickey
- Contaminated properties-Loren Reinhold
- Dumpster enclosures-Planning Department
- Recreation vehicles on right of way-Both Patrol Officers and CSOs
- Commercial vehicles in residential areas-Planning Department

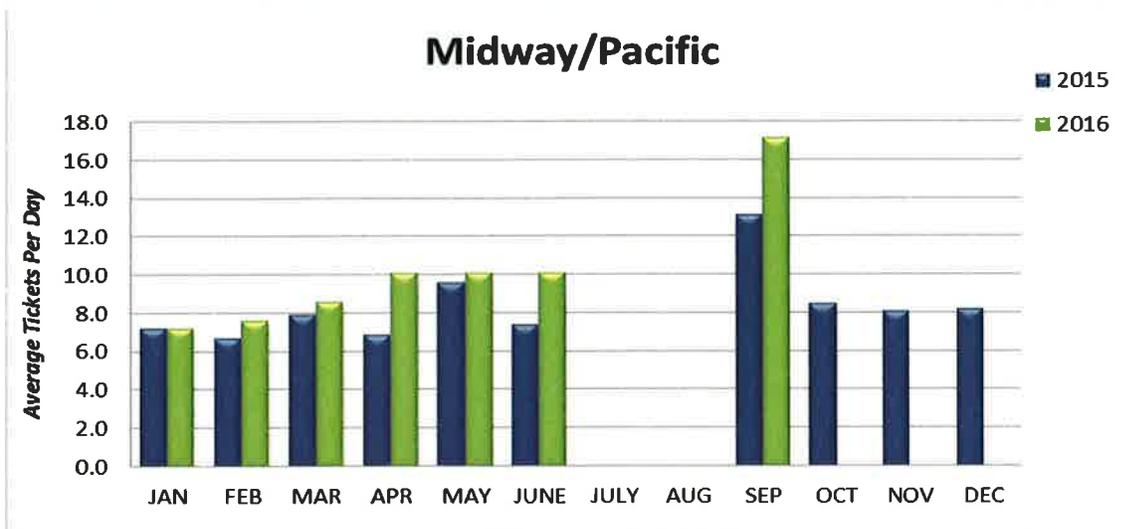
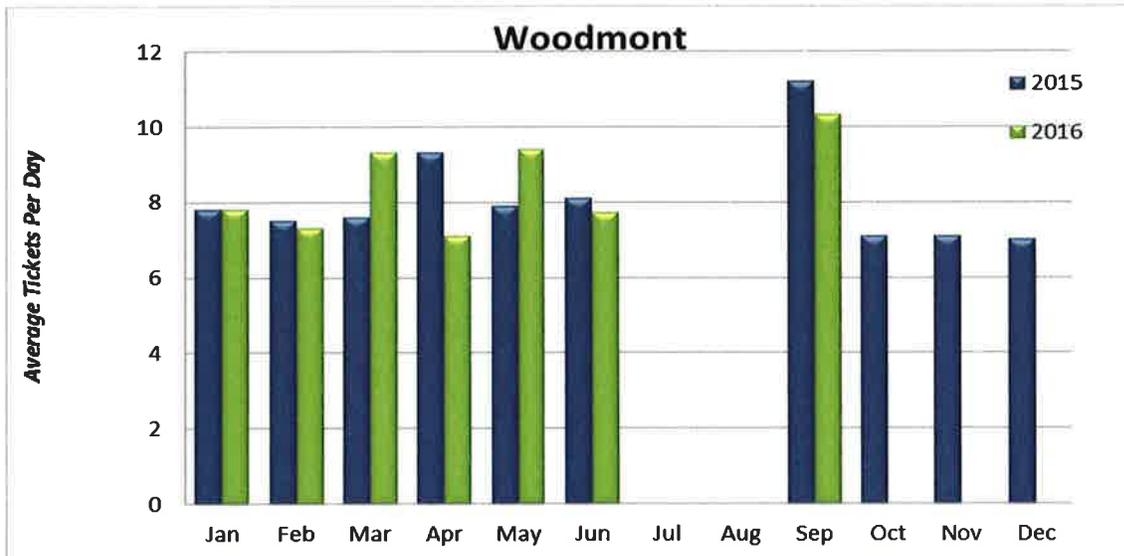
SCHOOL ZONE & RED LIGHT CAMERA AUTOMATED ENFORCEMENT

Red Light Running Automated Enforcement

Staff began working with the vendor on the designs for the automated enforcement locations. The first intersection (S. 216th Street and PHS) is expected to come on-line November 1st.

School Safety

24th Avenue S in front of Midway Elementary School and Pacific Middle School completed its first year with Automated Speed Enforcement. Staff will be closely watching the infraction trends in year two of the program. For 3rd Quarter of 2016, Woodmont Elementary averaged 10.3 tickets per day while Midway/Pacific averaged 17.1 tickets per day.



CRIME STATISTICS

Third Quarter Monthly Breakdown

Offense	July-15	July-16	July % Change	Aug-15	Aug-16	Aug % Change	Sep-15	Sep-16	Sep % Change
Homicide	0	0	0%	0	0	0%	0	0	0%
Sex Offenses	4	3	-25%	4	1	-75%	5	6	20%
Robbery	1	1	0%	6	4	-33%	3	4	33%
Assaults*	20	20	0%	20	24	20%	15	13	-13%
Burglary	11	15	36%	5	14	180%	16	11	-31%
Larceny*	44	60	36%	41	64	56%	51	74	45%
MV Accidents	27	14	-48%	24	37	54%	27	41	52%
MV Thefts	14	25	79%	14	19	36%	6	24	300%
Arson	0	3	300%	0	2	200%	0	1	100%
Moving Violations	314	130	-59%	240	148	-38%	374	300	-20%
Photo Enforcement	0	0	0%	0	0	0%	473	525	11%
Officers Assaulted	0	0	0%	0	2	200%	0	0	0%
Adult Arrest	20	6	-70%	18	22	22%	14	14	0%
Juvenile Arrest	0	1	100%	1	0	-100%	5	0	0%
Calls For Service	1,780	1,828	3%	1,538	1,689	10%	1,531	1,479	-3%

*Assault and Larceny category include all reported felony and misdemeanor crimes.

Quarterly Totals

Offense	2015 3rd Quarter Totals	2016 3rd Quarter Totals	2016 3rd Quarter Percent Change
Homicide	0	0	0%
Sex Offenses	13	10	-23%
Robbery	10	9	-10%
Assaults*	55	57	4%
Burglary	32	40	25%
Larceny*	136	198	46%
MV Accidents	78	92	18%
MV Thefts	34	68	100%
Arson	0	6	600%
Moving Violations	928	578	-38%
Photo Enforcement	473	525	11%
Officers Assaulted	0	2	200%
Adult Arrest	52	42	-19%
Juvenile Arrest	6	1	-83%
Calls For Service	4849	4996	3%

**Assault and Larceny category include all reported felony and misdemeanor crimes.*

Year to Date Totals

	YTD 2015	YTD 2016	YTD % DIFFERENCE
Homicide	0	3	300%
Sex Offenses	27	35	30%
Robbery	39	29	-26%
Assaults*	183	171	-7%
Burglary	119	121	2%
Larceny*	451	560	24%
MV Accidents	253	263	4%
MV Thefts	129	237	84%
Arson	1	11	1000%
Moving Violations	3,067	2,010	-34%
Photo Enforcement	2,114	2,338	11%
Officers Assaulted	0	7	700%
Adult Arrest	203	149	-27%
Juvenile Arrest	15	8	-47%
Calls For Service	13,983	13,859	-1%

**Assault and Larceny category include all reported felony and misdemeanor crimes*

MARINA

Moorage Occupancy Report

	July	August	September	Third Quarter Average
Uncovered Slips	95%	97%	94%	95.3%
Covered Slips	92%	97%	93%	94.0%
Dry Sheds	99%	96%	96%	97.0%
Total Occupancy	93%	97%	94%	94.7%

Capital Projects

- **Pay Parking In the Marina & Beach Park**
Marina staff completed the final plans for the parking lots and submitted the revised SEPA/Shoreline applications in July. The staff also completed the Request for Proposals and published it, with responses due October 13th.
The Marina staff hosted three public meetings in the third quarter. The meetings were held at the Marina's Activity Tent in the guest moorage area on the 3rd Wednesday of each month. At the meetings the Harbormaster discussed the reasons why the City is implementing pay parking in the Marina and Beach Park and how the system will work.
- **North Marina Projects**
Marina staff worked with the City Manager to develop a list of projects with cost estimates that will be used to lobby the State legislature for funding. The staff will use the project list to research what other grants that these projects may be eligible for.
- **High Voltage Cable Replacement**
One of the Marina's capital improvement projects for this year was the replacement of the high voltage cables between the transformer in the boat repair yard and the smaller transformers that serve the docks south of the boat yard. The old cables were installed when the Marina was built 46 years ago and one had already failed. The staff believed that the remaining cables had a high risk of failure. The project was completed on-time and on-budget. The total cost of the project was about \$45,000.

Marina Service Revenue

	July	August	September	Third Quarter Total
Fuel Sales	\$171,403	\$181,484	\$101,583	\$454,470
Guest Moorage	\$13,168	\$12,321	\$10,119	\$35,608
Redondo Parking Revenue	\$9,407	\$10,069	\$3,371	\$22,487
Moorage	\$197,594	\$181,403	\$187,796	\$566,793

The Marina sold 202,350 gallons of fuel in the 3rd quarter compared to 204,851 gallons in the 3rd quarter of last year. The gross profit on fuel sales for the quarter were \$65,891 compared to \$80,740 for the same period in 2015, a reduction of about 19%.

PLANNING, BUILDING AND PUBLIC WORKS

HIGHLIGHTS

- The Redondo Boardwalk reached substantial completion. A dedication ceremony is scheduled for November 5th.
- Construction work is progressing well on the South 216th Street – Segment 1a Project (24th Ave. S. to Pacific Highway South). The project is on schedule for substantial completion later this fall.
- Development related activity within the City continues at all time levels, most notably work at the Des Moines Creek Business Park shown in the photo below.



CAPITAL IMPROVEMENT PROJECTS

Redondo Boardwalk

Substantial completion was obtained on October 5, 2016 at which time the new Redondo Boardwalk facility was open for public use. Additionally, the Redondo Boat Launch Parking Lot was restored except for an area where the trailer is located. Minor punch list items will continue until the Contractor achieves Physical Completion and the City accepts the Work. A dedication ceremony is scheduled for November 5th.

Lower Massey Creek Channel Modification Project

The construction contract has been awarded to Reed Trucking and Excavation. The 200-foot long sheet pile wall along the south bank of the creek is now complete and the channel widened. All stream logs and boulders are installed and stream gravel placed. Installation of the 400-foot earth berms is also complete along the north side of the channel. Remaining work to be done is power connection to the pump station and installation of the landscape plantings (shrubs and trees) throughout the project site.



Transportation Gateway Project (S. 216th Street Segment 1-A (24th Avenue S to SR-99))

Work is proceeding according to schedule. Overall, the project is still on schedule for substantial completion in the fall of 2016. Final paving is scheduled for the 1st week in October, weather permitting. The contractor has been notified regarding the issues in the asphalt base lifts near the east end of the project. KPG and the City are waiting for the response from the contractor on the repair plan and subsequent determination of the cause. Communication and coordination with the contractor continues to be good. The contractor has shifted the work zone to the south side of the street, pulverized the roadway, installed curbs and light pole foundations, graded this half of the roadway and installed the base lift of asphalt. The Gateway signature walls were placed at SR-99 and South 216th Street. Preparations were underway for installation of sidewalk and driveways.



S. 216th Street – looking west (8-16-2016)

South 268th Street Sidewalk Project

Staff was notified in June that our project application was awarded for funding by FHWA through their Highway Safety Improvement Program (HSIP). Staff has begun the paperwork process to obligate design funds with the State. Staff is also coordinating with utility providers for their advance construction and relocation work.

24th Avenue South (S 216th St to S 208th St)

City staff continues to coordinate with SeaTac staff regarding final grading and construction of the S 208th intersection as part of their portion of the Connection 28th/24th Avenue S project. Final grades and the curb radius at the NW corner of S 208th St will be set by SeaTac's contractor. Staff is working with Sierra Construction on final installation of curb ramps and sidewalk as part of the City's requirements and responsibilities.

South 224th Street Sidewalk Improvements

Staff is planning to utilize existing Pacific Ridge Neighborhood Improvement funds along with Pacific Ridge Mitigation funds from various projects, including the Four Pointes Hotel by Sheraton, to begin design improvements. The majority of the design efforts will take place in early 2016.

Barnes Creek Trail

The City and Consultant, KPG, have completed 30% design. The City is currently coordinating efforts with WSDOT to determine environmental permitting needs to complete 60% design and future bid documents. Additionally, the City has competed in the PSRC grant application for countywide STP/CMAQ construction funds, but the project was unsuccessful in obtaining an award.

Pavement Management Program

City staff continues to work closely with IMS to perform Citywide Pavement Management Condition Inventory. Current activities include draft analysis and assessment of the field data results as well as scenario generation for future resource expenditures. The overarching objective is to increase the City's Pavement Condition Index (PCI) over time which is an industry standard measure for pavement condition.

Barnes Creek/Kent-Des Moines Road Culvert Replacement Project

Council approved a Task Assignment with TetraTech Engineers to prepare the project design for replacing the dilapidated culvert located below Kent-Des Moines Road at approximately 13th Avenue. TetraTech is in the process of base mapping the site and potholing for underground utilities. A meeting was also held with the Department of Fisheries to determine the appropriate width of the new culvert. The project is scheduled for construction of the summer of 2018.

South 251st Street Landslide

A Task Order Assignment for KPG and Budget Amendment for the permanent repair work was approved at the April 7 Council meeting. KPG has now completed a 50% level design and is close to starting the permitting process. Construction for permanent repair is slated for summer of 2017.

Picnic Shelter/Restroom Rehabilitation

Design consultant (David A. Clark Architects) is currently working on the design. Staff met with both State and County Historic Preservation reps recently to discuss windows. Good news – we do not have to restore the windows (like the Dining Hall project). Bad news – they want wood windows with true divided light. The consultant is working on finding us the most cost-effective solution. The Project is scheduled for construction later this fall.

Parkside Park Renovation

Design consultant (The LA Studio LLC) has been chosen, and a fee of \$48,000 has been agreed upon for the design and construction administration services. As soon as contracts are in-place, design will begin. Current schedule shows bidding in May, with completion in October. Working with Ecology on contaminated soils remediation.

Field House Tennis Court

This project was placed on hold in 2016, and is scheduled to start in 2017.

Facility Projects

Following is a summary of the Department's activity in support of this year's facilities and CIP projects in Transportation, Surface Water Management and Municipal Capital Improvements.

Public Works Service Center Repairs to the Upper Wall CMU Joints

City staff will be doing this work now that the building has been re-painted. This project will remove the old failing grout and install some new flashing to redirect rain away from the joints. All project materials were purchased and delivered to the Service Center prior to the end of 2015. Work will be completed as weather permits.

LED Exterior Lighting

Rescheduled this project to 2018 to fund the Field House roof.

Council Chambers Lighting

This project was recommended by the contractor that installed the new video recording system, because with the new HD technology; we now have less than optimal broadcasts and recording. Staff recommends keeping this project in the 2016 work program contingent upon the actual cost of the completed Field House Roofing Project.

Field House Roof

This project is now substantially complete. Coordination with the contractor was exceptional, and the project came in under budget. Staff is currently closing the project out.

SPECIAL PROJECTS

Sound Transit FWLE Project

Staff continued to work with sound transit on the 30% design submittal. Staff attended a coordination meeting with Sound Transit and Highline College to discuss improvements to South 236th Lane. Staff also attended a meeting with the City of Kent to discuss design alternatives for Pacific Highway South, and the timing of those improvements with pending development – ie Highline Place. Staff is currently working with Sound Transit staff on the development of a draft term sheet that will outline project achievements to date, and layout our work program for 2017 as we move towards the creation of a development agreement with Sound Transit.

SR 509 – Puget Sound Gateway Project

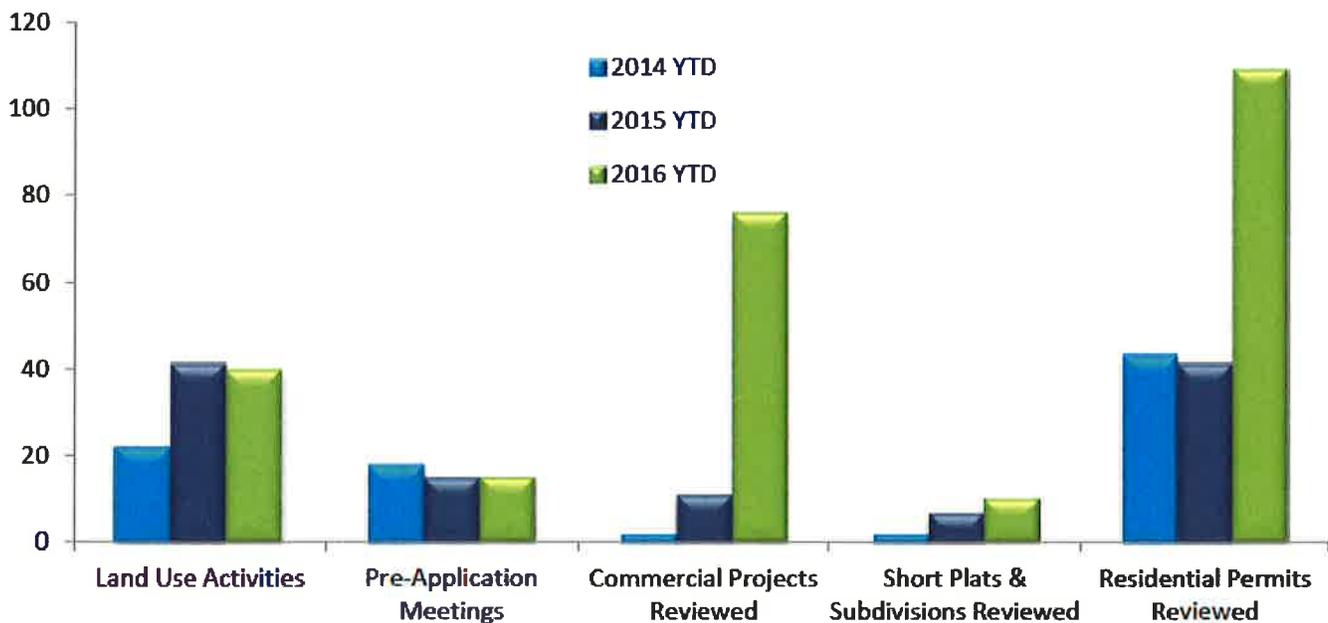
Staff attended several steering committee meetings on the project, and discussed WSDOT’s travel demand modeling, assumptions and details. In addition, there was discussion of the performance targets and metrics, and how WSDOT would be approaching and evaluating various design options. Staff will attend the executive committee meeting in October, where both the SR 509 and SR 167 projects are discussed in relation to the overall project budget.

COMMUNITY DEVELOPMENT

Planning and Development Services Division

As shown in the chart below, commercial and residential project reviews are at exceptional levels. For more details on specific land use projects, see Attachment 1 at the end of the report.

Development Services Activity 3rd Quarter 2016



PLANNING PROJECTS

Blueberry Lane PUD, Rezone Request, LUA2016-0028

Application for a zoning reclassification from B-P Business Park to Residential Single Family (RS-7,200) was submitted on 6/22/16. Public hearing held 9/8/16 and Council enacted Ordinance No. 1660 approving the rezone.

S 216th Street Rezone, LUA2016-0035

SEPA review completed as part of the 2015 Comp Plan update that anticipated rezone. Commerce expedited review granted on 9/1/16. Notice of public hearing published in Seattle Times 9/19/16 and posted at the site. City Council will conduct a public hearing on 10/13/16.

Title 14 Amendments

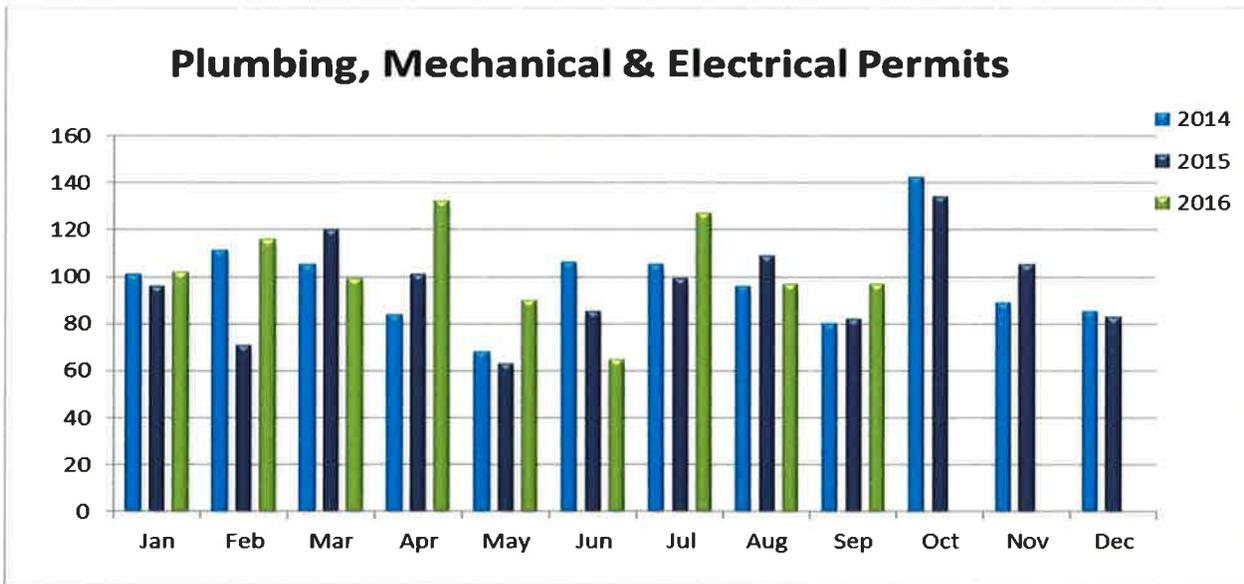
Amendments required to establish building code standards for Link Light Rail. On 10/13/16 consent calendar.

2016 Comprehensive Plan Amendments, LUA2016-0033

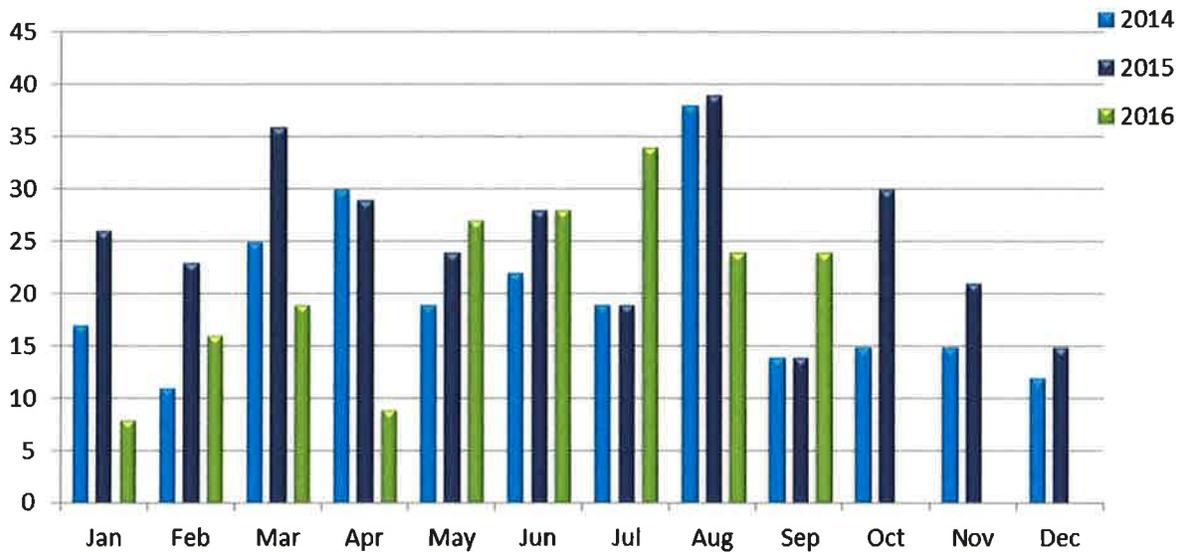
Commerce, SEPA DNS and public hearing notice issuance on 9/29/16 and public hearing on 9/27/16. SEPA comment period concluded on 10/13/16 and the appeal period ends on 10/24/16. Commerce expedited review was granted on 10/13/16. Proposed updates include two changes to the Preferred Land Use map: 1.) from BP-Business Park to SF- Single Family to provide consistency with the underlying zoning for the Blueberry Lane PUD and adjacent parcels; and 2.) from T-Townhome to PARK-Park to reflect the dedication of the Dr. Shirley Gordon Park to the City of Des Moines; and updates Chapter 6: Parks, Recreation and Open Space Element to provide consistency with the Parks, Recreation and Senior Services Master Plan that was adopted on 12/10/15.

BUILDING DIVISION

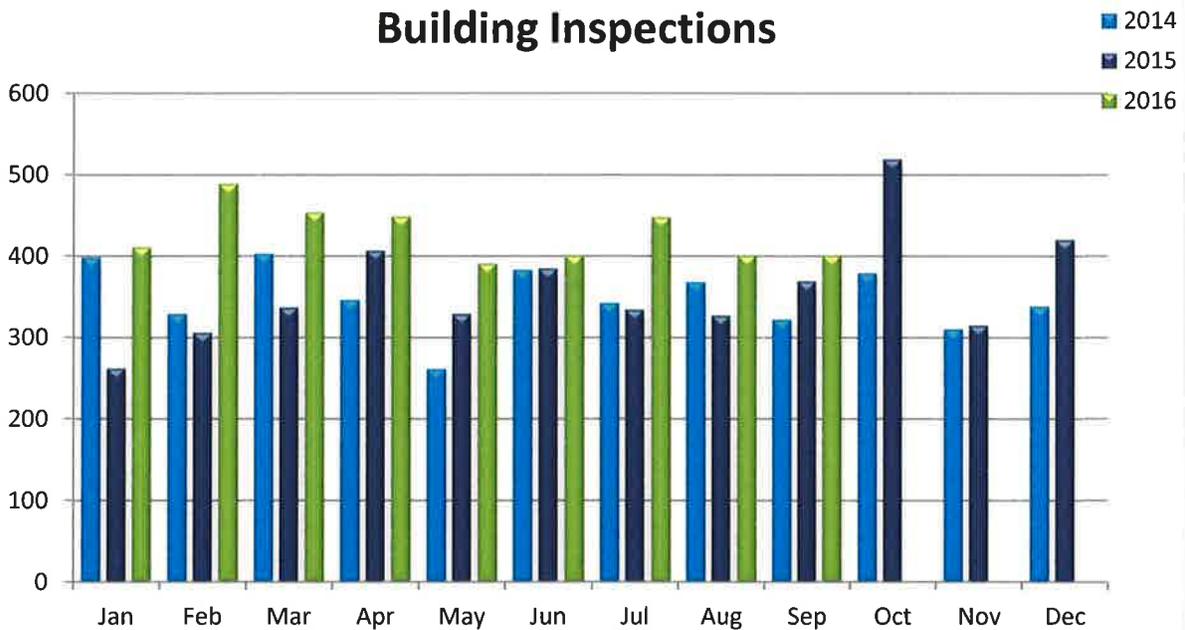
As shown in the following Charts, building related activity is trending as expected.



Building Permits



Building Inspections



- In September, the Building Division issued 121 permits: 24 Building permits and 97 Electrical, Mechanical and Plumbing permits. The PBPW Department received \$112,227 in revenue and processed \$165,745 in total City receipts. Building Division's portion of

PBPW revenues for this period was 80.3% (\$90,081), the Planning Division's portion was 18.6% (\$20,850), and the Engineering Division's portion was 1.1% (\$1,295).

- On-Line Permitting: Of the 121 building permits issued in September, 46 were issued online. There were 100 total non-plan review permits (over the Counter and online) issued in September. Online permits represented 38% of all permits and 46% of all non-plan review permits in September.
- Year-to-date: 1130 total Building permits have been issued. The total non-plan review permits issued is 908. 404 total online permits make up 36% of all permits and 44% of all over-the-counter permits.

BUILDING CONSTRUCTION HIGHLIGHTS

Adriana Mixed Use Project, 22525 7th Ave S

The building walls are being formed and placed. Grounds and building infrastructure continues to be installed.



Des Moines Creek Business Park: Phase 1 (2341, 2231, & 2021 S. 208th Street)

All three buildings are now fully leased and under contract with tenants. Grencore is located in Building 1-B and working under a Temporary Certificate of Occupancy (TCO) until the building is completed. K-2 Skis is in Building 1-C and is also operating under a TCO.

Des Moines Creek Business Park: Phase 3 (2361 & 2141 S. 211th Street)

This central portion of the Park consists of two warehouse buildings. Amerisource will occupy a large portion of Building 3-B. The wall panels are all now in place and the roofing system is very near completion. The picture shows a crane placing a rooftop HVAC unit on the west portion of the building. Building 3-A will house Partners (Crackers). The roof is being installed on this building and the tenant improvement permits are in for review.



Des Moines Creek Business Park: Phase 2 (2200 S. 216th Street)

Phase II of the Business Park development which features the FAA building is now well underway. Staff continues to work with the design team on a rolling review process in order to expedite the project.

Highline Place, 23609 Pacific Highway South

Is a mixed use structure about to begin construction. The land use and grading permit are waiting for pickup, and the foundation only portion of the main structure is ready to issue once fees and bonds are paid and posted.

ENGINEERING SERVICES DIVISION

Traffic Engineering and Operations

Street Lighting

PSE has completed the 330 lights slated for upgrade to LED in 2015, this completes the 100 watt HPS to LED change out program. Staff also began to review street lighting in the Pacific Ridge neighborhood, and will be proposing an improvement project later this fall.

Traffic Calming

Staff received a traffic calming/speed reduction request for 5th Ave South near South 222nd Street. Staff implemented some initial measures in October and is currently evaluating the effectiveness of the signs and rpms installed.

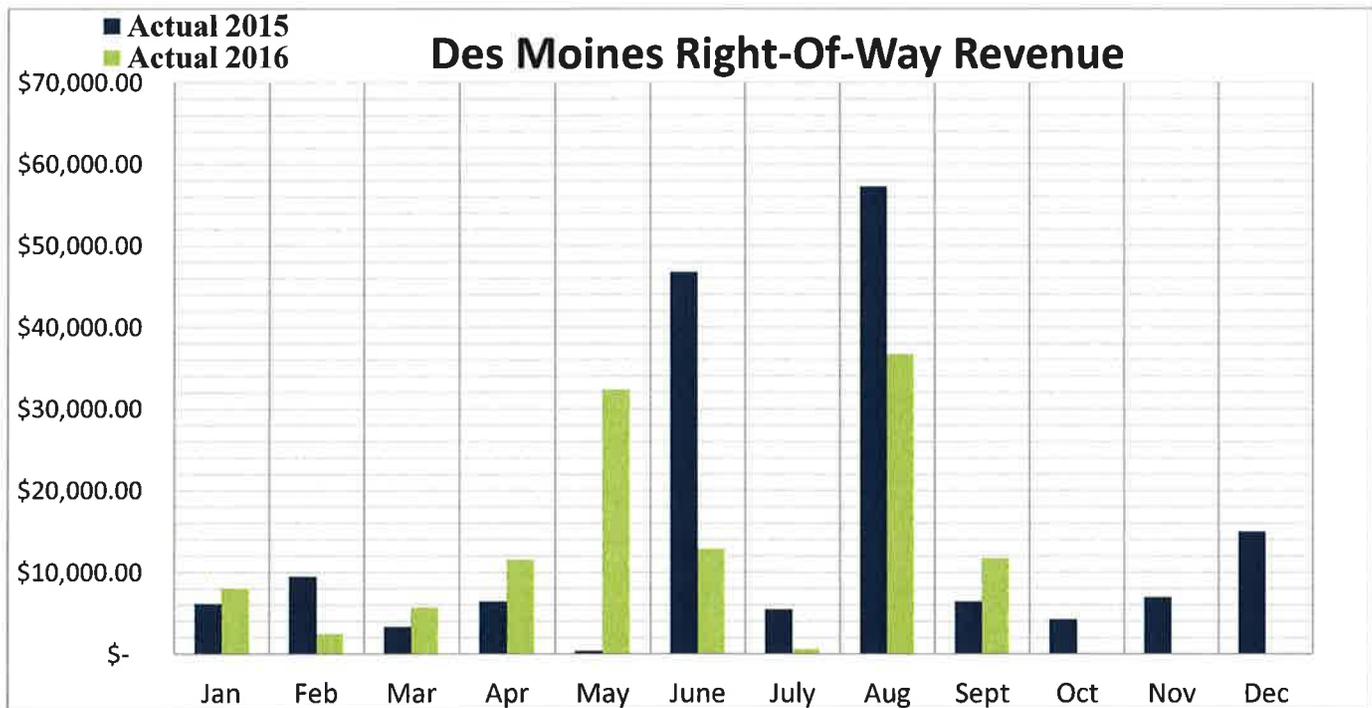
Marine View Drive and South 240th Street

Staff is responding to concerns about traffic safety at this intersection, and is investigating the possibility of interim traffic controls, until the round-about can be designed and constructed.

CIVIL ENGINEERING SERVICES

Right-of-Way Use Permits and Inspections

Eighteen (18) Right-of-Way permits were processed in September. While revenue is slightly lower than 2015 YTD, we are still tracking to hit the 2016 budget projections.



STREETS DIVISION

3rd quarter maintenance activities included sign maintenance and repair, pothole/sinkhole repair, street sweeping, street tree maintenance, tree/vegetation removal and gravel road and shoulder repair. The Streets crew is doing the final shoulder mowing for the year along with making any

repairs necessary. They maintain and repair all the City street signs and along with providing pothole repairs to our City streets. They will be focusing on winter weather issues as it applies to vegetation and prepping streets for icy conditions. Plenty of de-icer and sand have been ordered to handle the upcoming winter weather.

SURFACE WATER MANAGEMENT (SWM) DIVISION

Maintenance work this quarter consisted of catch basin (CB) maintenance, ditch maintenance, material hauling/disposal, utility location services. The focus this year in SWM Maintenance has been to complete the catch basin inspections and repairs per the guidelines in the City's NPDES permit. Pond inspections for the City will be starting in October as pond and swale mowing wraps up for the year. Thee 19th Avenue Pond Restoration Project was completed and the 272nd Street Storm Pipe Project was begun. 130 yards of ditching spoils, catch basin debris and street sweepings were disposed; 360 utility locates were done for a yearly total of 1080; and 43 work orders were completed.

Poverty Bay Shell-fishing Downgrade

In association with the NPDES permit's IDDE program the City is in the process of partnering with King County to overall help the reduction and elimination of fecal coliform levels in Poverty Bay. Poverty Bay is currently under "conditional" restriction for shell fish harvesting and is being threatening to the point of increasing the restriction to "prohibited." A grant will be used to fund a source tracking program to help locate any possible sources of fecal coliform and ultimately allow the City to eliminate these sources. As required by state law, King County must create a shellfish protection program within 180 days (March 14, 2017) of the downgrade and implement the program within 60 days after it is established.

Municipal Operations and Maintenance

Stormwater asset inspection and maintenance is well under way for the 2016 cycle. Public catchbasin inspection and maintenance has begun for the year. Inspections are being recorded and tracked using I-pads with "Cityworks" installed on them. The yearly stormwater flow control and water quality facility inspections will begin in October.

Pipe Program Tracking

Beginning last year, staff began tracking participation in the Pipe Program. This program was established nearly 20 years ago and has been a very successful and popular way to fill and pipe many of the City's road side ditches. Because the pipe work benefits both the City and property owners, each pipe project involves a contract between the City and property owner whereby the property owner pays for the material costs and the City provides the labor and equipment to perform the project. On average each year, nearly a dozen projects are done installing more than 1,000 feet of storm pipe. However, due to the need to meet NPDES permit maintenance requirements the Pipe Program work has been temporarily put on hold. In the meantime, staff will continue to take requests for the program and provide cost estimates to interested property owners. As of September, 7 requests are awaiting installation.

Deepdene Plat Landslide

Following heavy rains early this year a landslide developed at the 260th storm outfall to Puget Sound. City crews made a repair to the outfall and engineering staff will be monitoring the repair work throughout the winter. Staff has also met with the adjacent property owners to determine if there is any interest in partnering in a pipe repair/slope stabilization project.



PARKS MAINTENANCE DIVISION

Parks work during the third quarter included routine park rounds and maintenance, sports field preparation and management of landscape maintenance contractor. Summer is always a busy season for our Parks crew and the 3rd Quarter of the year finds them winterizing all City facilities irrigation systems, shutting down Underwood Park and cleaning up and securing park facilities for the winter. Their focus will shift to keeping walking trails cleared of vegetation and debris. Some of the big projects they recently completed were clearing acres of brush from Parkside Park, the Activity Center and Underwood Park; removed playground border and woodchips from Cecil Powell Park and installed topsoil and grass seed; rolled the turf at the Field House and Beach Park Meadow; and helped the street crew clear the problem property located on the corner of S 216th and S 28th Streets.

FACILITIES DIVISION

Facilities work in the 3rd quarter included general building maintenance and repairs, management and coordination of vendors to include fire and security system inspections and locks replacements. Facilities Maintenance consists 1 person that is tasked with keeping all City facilities up and running. He performs routine maintenance that includes HVAC, plumbing, electrical and lock repair; monitors, coordinates and inspects contracted services for pest control, security alarms, sprinkler systems and HVAC maintenance. He is also instrumental in repairing any damage from wire thefts at our parks.

FLEET MAINTENANCE DIVISION

There are only 1.5 staff in Fleet Maintenance that tend to all the City's vehicles and equipment. They perform routine maintenance on vehicles; prepare all old vehicles for surplus and order all new vehicles and equipment; install any aftermarket products on vehicles and equipment; and provide CDL training to new employees. Currently they are busy winterizing vehicles and equipment, also testing sanders and prepping for snow plow installation.

LAND USE ACTIVITY SUMMARY

Commercial Scale Projects Pending Review/Approval

- Thind/Comfort Inn, 2628 S 222nd Street, LUA2015-0060: Second round of design review plan revisions were submitted on 7/20/16. Design Review Determination issued 9/19/16.
- Highline Place, 23609 Pacific Highway South, LUA2015-0006: Civil/grading comments sent 8/04/16. Revisions submitted 8/25/16 and 9/14/16. Comment letter #2 sent on 9/15/16 and revision #3 submitted on 9/20/16. Civil and grading plans approved on 9/26/16. Grading permit issuance pending posting of performance bond. City Council accepted S 236th Place right-of-way dedication on 9/22/16.
- Wesley Homes, 815 S 216th Street, LUA2015-0035: Design Review Determination issued on 9/16/16.
- Waterland Arcade, 22306 Marine View Drive, BLD2016-0469: Planning approved on 9/13/16 and business license issued 9/28/16.
- Highline College Master Plan, 2400 South 240th St, LUA2016-0025: Review of Campus Master Plan underway. Planning to issue a SEPA Mitigated Determination of Non-significance sometime in October 2016.
- Highline College Building 26, LUA2016-0040: Application received on 9/21/16 for renovation of Building 26 at Highline College for Health and Life Science programs. The project consists of approximately 32,000 sf of renovation and 15,000 sf of addition. Design review in progress.
- WaterView Crossing (DEVCO), Pacific Highway S and S 220th Street, LUA2015-0013: Grading permit and civil plan review comments sent 9/30/16.
- Des Moines Theater, LUA2015-0054: Due to the increase in construction costs, applicant is exploring options to add more dwelling units and implications for meeting parking and financing requirements.

Subdivision Pending Review Approval

- Warren 4 Lot Short Plat, 900 S 242nd St, 5/7/15: Construction of civil improvements underway.
- Breckenridge 7 lot Short Plat, 25316 22nd Ave S, 7/16/15, LUA2015-0039: Lot line adjustment to incorporate additional area for cul-de-sac recorded 7/14/16. Preliminary plat approval issued 7/22/16.

Land Division Requests with Approvals, Pending Construction

- Pacific Heights PUD, 77 lot PUD, 15xx S 279th Place, 6/1/11, LUA2012-0001: Civil plan revisions submitted 8/12/16.
- Highline View Estates, 21 lot PUD, 21xx S 240th St, 9/01/06, LUA07-004: Civil improvements are under construction. Staff working with the applicant to develop a punch list of items to be completed prior to bringing Final Plat to Council. Final plat documents sent to consultant AHBL to complete lot closures.
- Blueberry Lane Final Plat, 62 lot PUD, 196xx Des Moines Memorial Drive, LUA2014-0003: Council approved final plat on 8/17/16.

Shoreline and Critical Area Projects Pending Review/Approval

- Im, 6/25/10, LUA2012-0023: On 7/1/16, the applicant's representative's submitted additional information to Ecology and subsequently on 7/12/16, Ecology indicated they would proceed to final decision on this application. Approval from Ecology expected in early October.
- PSE Bulkhead Repair, 11/4/15, LUA2015-0058: Grading permit approved 8/19/16.
- Seymour Residence Soldier Pile Wall, LUA2016-0011: Application for a Shoreline Substantial Development Permit and SEPA review. SEPA DNS issued on 8/9/16. Shoreline Exemption issued 9/13/16. A public hearing before the Hearing Examiner was held on 9/23/16. Hearing Examiner issued a decision to approve a Title 16 variance on 10/4/16.

Pre-Submittal Assistance

- 26915 Pacific Highway S, PIN 2822049045: Staff met with architect and development team for the property on 7/29/16 and 9/26/16 and provided follow-up e-mails responding to applicant questions.

Pre-Application Meetings

- PA2016-0009, Redondo Square Safeway Fuel Station & Starbucks.
- PA2016-0010, Furney Property Rezone **and** Pannatoni Warehouses: Proposal to demolish existing buildings and redevelop the site with two tilt-up concrete buildings (approximately 244,500 SF and 39,150 SF) with associated loading/truck yard, parking, landscaping, and stormwater detention. Options for moving forward include rezoning the property to B-P or develop under the current PR-C zoning (i.e., use mix would need to be permitted). If rezoned, would also require amendment to the Comp Plan map and would be subject to master plan development process per B-P zone.
- PA2016-0011, Saltwater State Park Restroom Replacement.
- PA2016-0012, Boushey Residential Addition.

City Services, Project Management and Coordination

- Barnes Creek Nature Trail, LUA2016-0039: SEPA DNS issued on 9/20/16. Comment period ended on 10/4/16 and appeal period ended on 10/14/16.

BUSINESS LICENSES AND MINOR HOME REPAIR

Business License Recap

- In July, there were a total of 66 new and renewed business licenses processed, including 16 renewals and 50 new licenses, totaling \$5,740.00. Of the 66 business licenses processed, 26 were applied for online. All in-city commercial businesses with delinquent licenses have been contacted and are now current.
- In August - there were a total of 60 new and renewed business licenses processed, including 10 renewals and 50 new licenses, totaling \$5,145.00. Of the 60 business licenses

processed, 26 were applied for online. All delinquent businesses licenses have been brought into compliance.

- In September, there were a total of 57 new and renewed business licenses processed including 11 renewals and 46 new licenses, totaling \$5,445.00. Of the 57 business licenses processed, 19 were applied for online. The business license fees were updated by Council Resolution 1343. Renewal notices will be sent out in the month of October.

Minor Homes Repair Recap

- In July, there were two MHR projects completed, and there are two projects in process. The completed projects included the installation of grab bars for two clients, multiple plumbing repairs, roof cleaning, and the installation of CO2 detectors.
- In August, there were no completed MHR projects. There are four projects in process.
- In September, there was one MHR project completed. There are four projects in process.
- The 2016 CDBG Minor Home Repair grant amount has been determined and each City in the Inter-local will have \$31,125 project dollars.