

City Manager's Office

November 2015

To: City Council

From: City Manager

Re: Monthly Report -

LEGAL DEPARTMENT

- **Civil Matters.** To date this year, the Legal Department has opened 209 files for civil matters; primarily advisory work to assist the City's operating departments.
- In *Des Moines v. Bun Hwa*, Judge Thorp ordered that the funds the City deposited into the court registry be distributed to escrow and that all outstanding taxes due and owing King County against the property be paid prior to distribution of the balance to the Respondents. The property in this condemnation is located on the northwest corner of the intersection of South 216th Street and Pacific Highway South and is part of the So. 216th Transportation Gateway Project.
- In another condemnation petition filed in Superior Court by the City, following Safeway's execution of the Possession and Use Agreement and acceptance of \$33,000.00 as just compensation for the right-of-way acquisition and easements needed for the Transportation Gateway Project, the City prepared for filing a Notice of Settlement, Motion for Dismissal, and [Proposed] Order of Dismissal with prejudice.
- The Legal Department continued working on nuisance properties, with the Assistant City Attorney representing the City in 3 municipal court hearings regarding the properties in November. This project continues in an effort to resolve nuisance property violations.
- The Assistant City Attorney reviewed numerous responses to public records requests and redacted 13,000 emails in one request from an anonymous requestor. He also worked with the Police Department on a public records request involving a crime against a minor.
- Staff is reviewing the Woodmont Recovery Campus Conditional Use Permit to determine the expiration date.
- An ordinance, prepared by the Assistant City Attorney, creating a new section in chapter 18.170 DMMC, entitled "*Temporary Homeless Encampments*," was enacted by the Des Moines City Council on November 5, 2015. This ordinance sets out the City's regulations on homeless encampments.

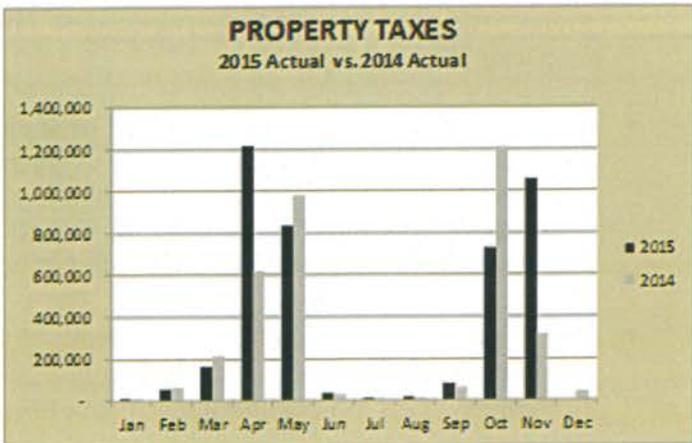
- The Assistant City Attorney prepared a Draft Ordinance amending the adult entertainment zoning requirements, restricting such businesses to be at least 1,000 feet apart.
- **Prosecuting Attorney:**
Des Moines: The Prosecuting Attorney filed 238 infractions and citations in November, 2015 for **Des Moines** and appeared at 235 criminal hearings. Also filed were 320 Midway and Woodmont Photo Enforcement infractions and 2 abatement infractions. The Prosecutor represented the City at 12 hearings involving infractions that were being opposed by private counsel, and 11 animal control hearings. Staff also responded to 9 infraction discovery requests.
- **Normandy Park:** The Prosecuting Attorney filed 28 infractions and citations in November, 2015 for **Normandy Park**, appeared at 108 criminal hearings, and represented Normandy Park at 4 hearings involving an infraction that was being opposed by private counsel. Staff also responded to 1 infraction discovery request for Normandy Park.

FINANCE DEPARTMENT

MAJOR REVENUE TRENDS

(CASH BASIS)

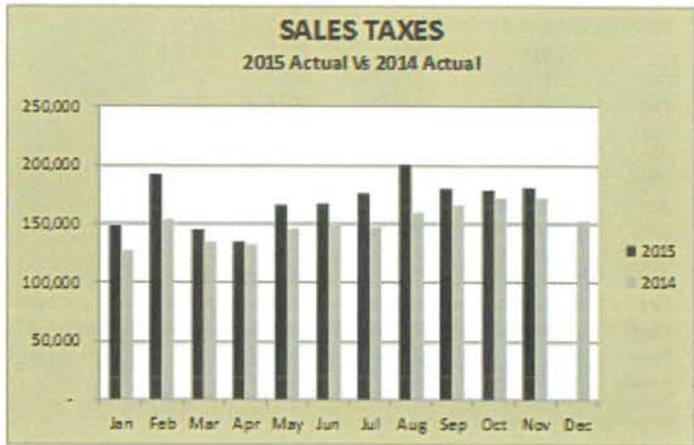
2015 YTD Compared to 2014 YTD:				
	2015	2014	2013	%Mo Chg
Jan	8,029	11,423	456	-29.7%
Feb	55,828	57,840	39,719	-3.3%
Mar	160,843	215,499	143,709	-25.4%
Apr	1,214,531	615,905	1,253,424	97.2%
May	834,823	981,322	464,094	-14.9%
Jun	34,134	28,089	25,274	30.8%
Jul	12,380	12,055	15,711	2.6%
Aug	15,762	7,950	22,410	98.3%
Sep	76,908	60,275	22,410	27.6%
Oct	723,001	1,207,885	49,106	-40.1%
Nov	1,054,756	316,753	358,434	233.0%
Dec		40,485	2,616	
Totals	4,190,895	3,553,491	2,397,363	
2015 YTD Compared to Annual Budget: 4,435,938 94.5%				



2015 YTD Compared to 2014 YTD: **213,499** **12.9%**

	2015	2014	2013	%Mo Chg
Jan	148,542	128,879	128,113	17.1%
Feb	192,840	153,733	160,865	25.3%
Mar	144,525	134,800	125,007	7.2%
Apr	135,180	132,043	122,018	2.4%
May	168,575	148,488	156,458	13.7%
Jun	167,871	147,711	139,451	13.5%
Jul	178,808	147,093	161,651	20.1%
Aug	200,510	189,385	188,378	25.8%
Sep	179,594	168,522	157,093	7.9%
Oct	178,890	171,951	140,488	3.9%
Nov	181,241	171,692	153,672	5.6%
Dec		152,640	137,889	
Totals	1,871,776	1,810,917	1,738,880	

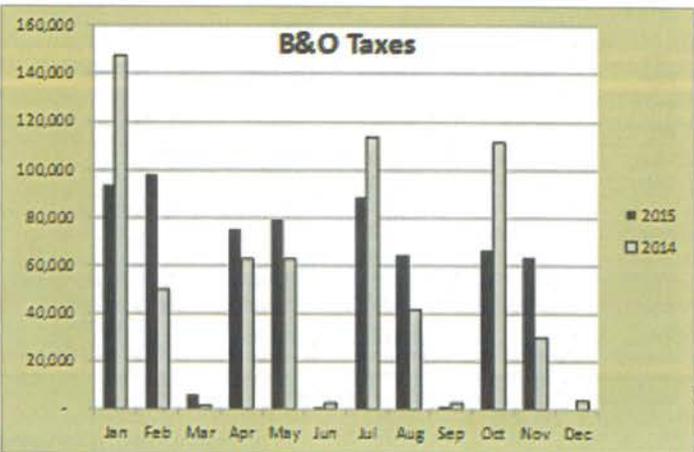
2015 YTD Compared to Annual Budget: **1,770,000** **105.8%**



2015 YTD Compared to 2014 YTD: **8,995** **1.4%**

	2015	2014	2013	%Mo Chg
Jan	93,389	147,677	100,067	-38.8%
Feb	97,788	49,873	48,891	98.1%
Mar	6,095	1,493	13,027	308.2%
Apr	75,027	62,741	91,188	19.6%
May	78,927	62,565	40,537	28.2%
Jun	745	2,971	2,167	-74.9%
Jul	88,597	113,874	27,144	-22.2%
Aug	64,797	41,690	109,791	65.4%
Sep	1,192	2,890	2,073	-68.8%
Oct	66,238	111,494	88,101	-40.9%
Nov	63,613	30,155	26,655	111.0%
Dec		3,722	3,712	
Totals	636,408	631,145	550,353	

2015 YTD Compared to Annual Budget: **650,000** **97.9%**



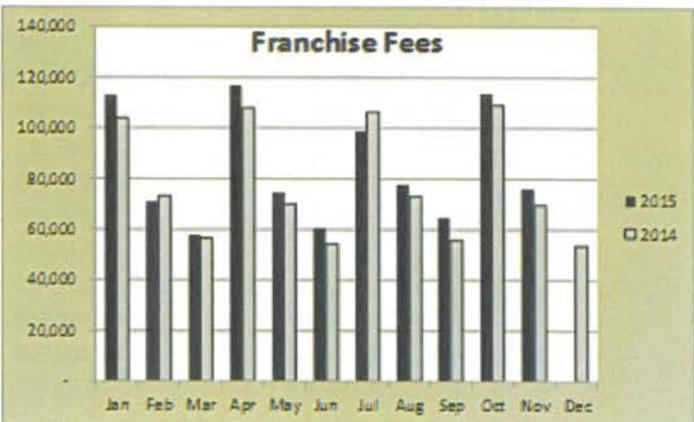
MAJOR REVENUE TRENDS

(Cash Basis -Continued)

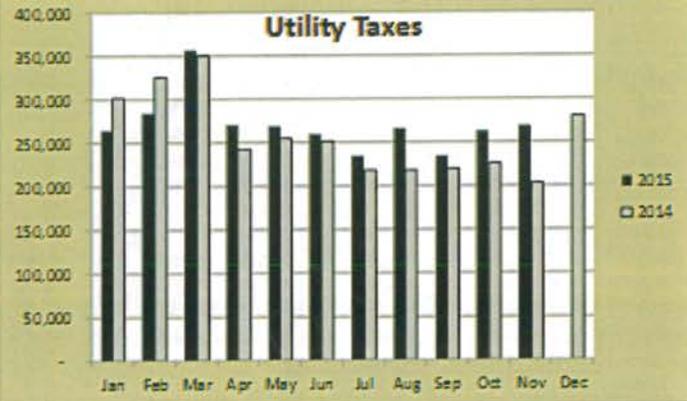
2015 YTD Compared to 2014 YTD: **44,029** **5.0%**

	2015	2014	2013	%Mo Chg
Jan	112,789	104,055	97,583	8.4%
Feb	71,075	73,165	69,824	-2.9%
Mar	57,924	56,436	58,146	2.6%
Apr	116,879	108,097	63,550	8.1%
May	74,423	70,303	102,992	5.9%
Jun	60,470	54,540	58,903	10.9%
Jul	99,070	105,309	95,600	-8.8%
Aug	77,663	73,166	74,178	6.1%
Sep	64,435	55,862	60,086	15.3%
Oct	113,761	109,105	63,978	4.3%
Nov	75,997	69,418	71,924	9.5%
Dec		53,544	92,407	
Totals	924,485	934,000	909,171	

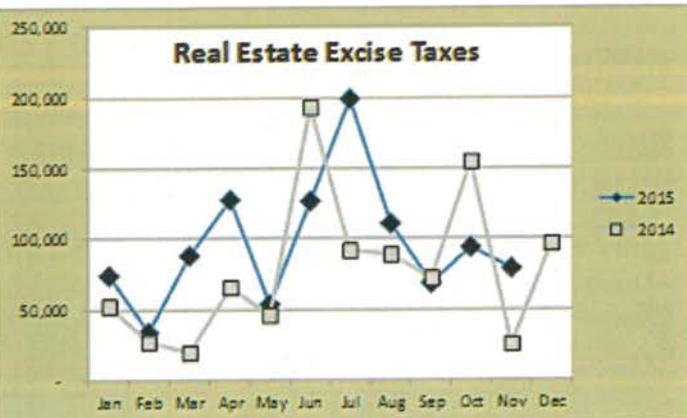
2015 YTD Compared to Annual Budget: **975,700** **94.8%**



2015 YTD Compared to 2014 YTD:				
	2015	2014	2013	%Mo Chg
Jan	264,911	302,083	272,719	-12.3%
Feb	284,340	328,082	307,837	-12.8%
Mar	357,130	351,131	303,189	1.7%
Apr	270,479	243,314	219,977	11.2%
May	269,809	254,925	321,953	5.6%
Jun	260,950	251,914	223,309	3.9%
Jul	234,441	217,888	236,019	7.6%
Aug	265,630	218,164	223,535	21.8%
Sep	233,833	219,620	206,135	6.5%
Oct	263,509	226,349	278,845	16.4%
Nov	269,242	203,122	244,044	32.6%
Dec		280,978	237,280	
Totals	2,974,274	3,095,550	3,074,622	
2015 YTD Compared to Annual Budget:			3,579,073	83.1%



2015 YTD Compared to 2014 YTD:				
	2015	2014	2013	%Mo Chg
Jan	74,382	52,276	37,800	42.3%
Feb	33,884	26,826	22,749	28.3%
Mar	88,020	19,742	13,056	345.9%
Apr	127,450	66,103	23,814	52.8%
May	53,190	48,430	75,897	14.6%
Jun	127,038	193,059	91,940	-34.2%
Jul	199,170	91,941	63,653	116.6%
Aug	110,322	88,753	53,813	24.3%
Sep	68,647	72,437	73,970	-5.2%
Oct	93,478	154,557	52,202	-39.5%
Nov	78,684	25,792	52,846	205.1%
Dec		96,222	39,308	
Totals	1,054,275	934,138	601,048	
2015 YTD Compared to Annual Budget:			650,000	162.2%



**GENERAL FUND MONTHLY REPORT
CASH BALANCES
NOVEMBER**

Ending Cash by Month End:	2015 <u>Actual</u>	2014 <u>Actual</u>
January	(24,890)	348,835
February	(229,322)	238,790
March	(444,553)	143,780
April	599,121	371,244
May	1,363,381	1,180,497
June	1,054,303	858,513
July	516,290	841,042
August	381,651	401,113
September	37,558 *	221,578
October	205,519	1,082,047
November	1,108,777	980,159
December		1,095,263

* 13 days had "negative" cash balances and required use of interfund cash transfers.

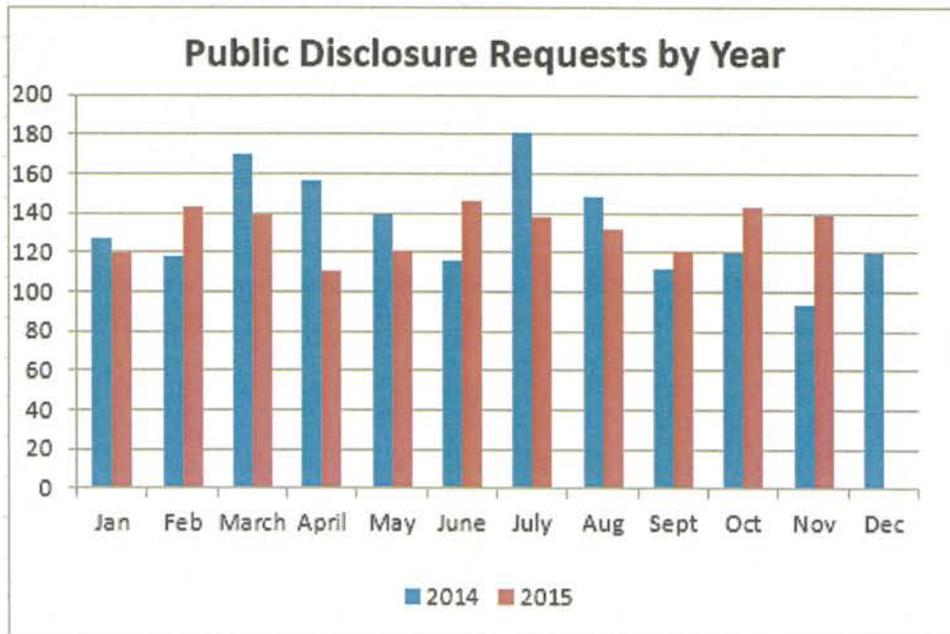
**GENERAL FUND MONTHLY REPORT
REVENUES & EXPENDITURES
NOVEMBER**

	2015 Budget Annual	2015 Actual Year to Date	%	2014 Actual Annual	2014 Actual Year to Date	%
REVENUES						
310 Taxes	11,714,541	10,942,789	93.4%	9,624,519	9,503,115	98.7%
320 Licenses & Permits	2,228,087	1,830,694	82.2%	1,839,716	1,596,459	86.8%
330 Intergovernmental	631,597	540,935	85.6%	627,087	489,102	78.0%
340 Charges Goods/Services	3,085,169	2,751,720	89.2%	3,264,700	2,871,389	88.0%
350 Fines & Forfeitures	267,750	221,747	82.8%	673,797	618,615	91.8%
360 Misc Revenues	316,300	362,219	114.5%	375,075	371,686	99.1%
380 Other Financing Sources	5,000	12,232	244.6%	18,968	18,243	96.2%
TOTAL	18,248,444	16,662,336	91.3%	16,423,862	15,468,609	94.2%

	2015 Budget Annual	2015 Actual Year to Date	%	2014 Actual Annual	2014 Actual Year to Date	%
EXPENDITURES						
021 City Council	77,801	60,583	77.9%	81,087	76,889	94.8%
022 Muni Court	925,331	849,286	91.8%	870,006	804,511	92.5%
023 City Manager	1,445,328	1,362,754	94.3%	1,656,284	1,552,097	93.7%
024 Financial	982,677	818,158	83.3%	902,852	791,833	87.7%
026 Legal	607,147	536,619	88.4%	564,181	518,800	92.0%
030 Police	8,649,532	7,068,991	81.7%	7,895,702	7,355,539	93.2%
040 Planning & PW Admin	3,481,270	3,080,902	88.5%	3,043,083	2,825,492	92.8%
045 Recreation & Sr Serv	1,977,917	1,779,827	90.0%	1,779,016	1,667,300	93.7%
050 NonDepartmental	129,904	117,893	90.8%	127,359	124,973	98.1%
TOTAL	18,276,907	15,675,013	85.8%	16,919,570	15,717,434	92.9%

REVENUES MORE THAN OR (LESS THAN) EXPENDITURES	(28,463)	987,323	(495,708)	(248,825)
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November is 11 months of 12 91.7%



PARKS, RECREATION AND SENIOR SERVICES

- Administration
- Parks, Recreation and Senior Services Master Plan

The Parks, Recreation and Senior Services Master Plan Committee with 23 members appointed by City Council and City staff have completed their planning process. The final draft of the plan was presented to the MFC committee at September and October meetings and to City Council on the 5th of November for discussion. The Draft Plan was adopted by Council on December 10. It now will go to the State Recreation and Conservation Office for their approval, which would then make us eligible to apply for grants over the next 6 years. The Plan includes the update to the 2035 Comprehensive Plan Chapter 6: Parks, Recreation and Open Space Element. It will be docketed to be added to the Comprehensive Plan with the next update. On behalf of the Mayor, thank you letters were drafted to each Master Plan Committee Member and distributed December 7th.
- Des Moines Beach Park Picnic Shelter and Restroom Rehabilitation

Architectural Services for the project was awarded to David Clark Architects. Project design began in October 2015 and the project is slated for completion in June 2016.
- Park Land Donation

The estate of Stewart Schroeder is interested in donating 1.3 acres of land adjacent to the Des Moines Creek Park to the City. The land is located at S. 211th Street and 11th Ave. South near the south end of the sewer treatment plant and provides additional buffer for the trail and creek. The land's tax appraisal is \$17,000. The City would pay closing costs estimated at \$1,000.
- Des Moines Arts Commission – Squid A Rama

The Arts Commission, the Highline College MAsT Center and Salty's Restaurant hosted the third annual Squid-A-Rama on Saturday, November 14. This event was free to the public and featured underwater divers exhibiting sea life, squid dissection, a Sea Life art show and sale presented by Highline College students, children's crafts activities and admission to the Seattle Aquarium located on the pier. The event was well attended and enjoyed by the community.
- The Arts Commission has one new member, Fred Andrews and one returning member Nancy Stephan, beginning three year terms on January 1, 2016. One additional three year term is currently available for 2016-2018.
- Parkside Park Rehabilitation

King County CDBG is ready to contract with the City to begin the design process for the Parkside Park Rehabilitation. The project to make park improvements including paving trails and updating the sports court and play equipment will be funded by a CDBG grant in the amount of \$395,000. City Council approved the signing of the CDBG contract for architectural services in the amount of \$65,000, so that the project design could begin while other project permitting is being completed.

The City was awarded a \$25,000 King County Youth Sports Facilities Grant in October to provide funding for sports court renovations at the park.

- Ball Field Banner Sponsorship Program

Staff recruited 7 local businesses to support the rejuvenated ball park banner sponsorship program. Five businesses are supporting the program for 3 years and the other two signed up for 1 year. Revenue generated was \$4,950 and after expenses the City netted \$2,950.

- Street Banner Program – New Design



This is the last year of the current street banner program. Next year we plan to change the banners making them slightly bigger and incorporate the theme established down 216th (sample provided). This will provide more consistency as residents and tourists pass through the City, yet still promote local businesses. If we are able to have as many banners as last year, staff hopes to generate at least \$6,000 in revenue less the new banner expense with renewal fees and no expenses applicable the following 2 years.

- Civic Engagement

In the 3rd Quarter of 2015 the Administration Department had 498.75 volunteer hours. A breakdown of hours include: Arts Commission 103.25, Sonju Community Garden 330.5, Eagle Scouts 48.75, Virgin America Airlines 10, and community services workers 6.5.

- Events and Facilities

2016 – Facility Rental revenues through November represent \$176,388 in rental revenue, \$42,760 in ancillary revenue and \$11,940 in booking fees.

November Revenue	2015 YTD Revenue	November Bookings	2015 YTD Bookings	2015 YTD Attendance
\$12,886	\$231,088	6	243	26,710

Staff will participate in the 2016 shows below:

- Seattle Wedding Show - January 16 & 17, 2016
- Tacoma Wedding Expo – January 2016
- Same Love Wedding Show – TBD 2016
- Green River Community College My Wedding My Way Show – March 2016



Recreation and Sports

November Revenue	2015 YTD	2014 YTD	2014 Year End
\$83,333	\$816,330	\$744,255	\$790,777

- Camp KHAOS
The month of November brought many children to the Club KHAOS before and after school programs. Held at six local elementary schools, the before and after school program provides homework time, arts/crafts, positive social and physical interaction through 30 minutes of active play, mornings and afternoons, including a healthy snack. There are currently 258 children enrolled in Club KHAOS with more children signing up each week. The month of November saw 2,769 participations in the Club KHAOS before and after school programs, an increase of 22% over last year.
- Club KHAOS Conference Break Camp
The week of November 22-25, a 3-day camp filled with healthy, active, fun adventures was held at the Field House. Seventy-two participants with 180 participations took part in the 3-day camp, which is a 52% increase over last year.
- Winter Basketball
November marks the start of our basketball season. So far this year we have 62 teams registered in our league and games are scheduled to start December 12th. We are once again partnering with Tukwila Parks and Recreation in order to offer a more complete experience and allow our players to experience new and different competition.
- Civic Engagement Volunteer Hours
In November we had 22 volunteer hours from our youth coaches.
- Activity (Senior) Center Update

Senior Center Division Statistics – November 2015

	2014	2015
Meals Served	751	857
Fee Program	503	581
Drop In	627	560
Civic Engagement (Volunteer Hours)	558	551
Consultations (legal, footcare, fitness, shuttle, blood pressure, counseling, senior rights, etc.)	170	182
Revenue for November	\$2,379	\$3,111
Expenses for November	\$4,873	N/A

- Veterans Day
Staff honored our military veterans from WWII, Korea and Vietnam on Tuesday, November 11th during lunch. Special military tables were set up for the men and women who have proudly served our country, along with the Pledge of Allegiance and a moment of Silence for those who are still serving to protect our country. Photos of our participants in their military uniforms were on display.
- We Give Thanks Holiday Meal
Activity Center staff and 80 participants counted their blessings on Wednesday, November 18th with the traditional meal of turkey, mashed potatoes, green beans, roll and pumpkin pie. Favorite Thanksgiving memories were shared.
- Fishing At Redondo Pier Fall Art Raffle
Our fall art raffle drawing for the grand prize winner was held at our Thanksgiving luncheon on November 18th. Raffle tickets were sold for \$1 each beginning in September. Our winner was Mary Lynn Short of Des Moines. The art raffle of the Carmen Scott matted and framed photo raised \$420 for the Activity Center.
- Human Services Advisory Committee
The committee met Thursday, November 5th, 4pm at the Activity Center. Those in attendance were Nadine Byers, Alex Szabo, Patricio Mendoza, Susan Corey, and Eileen Severns. Agenda items were the approval of the September 24th meeting minutes, review of the agency third quarter reports, agency liaison reports, the 2016 human services budget cuts, agency presentations to City Council and final update of the 2015 Parks, Recreation and Senior Services Master Plan, which includes the addition of health care in the definition for human services and as a priority one funding. Health care is defined as medical, dental and mental health care. Human services goals included in the thirteen master plan goals are:
 1. Represent the interest of the City in matters of Human Services and keep the City Council informed of related matters.
 2. Evaluate each human services grant application using a standard rating tool.
 3. Recommend to the City Council the funding level for each accepted grant application as a part of the annual budget.
 4. Allocate grant funding based on established city priorities.
 5. Ensure accountability of funded agencies with established service goals, required quarterly reports and monitoring by the Committee.

Sue then thanked the four committee members who are retiring after serving two full terms. Their expertise, compassion and dedication to the committee and its purpose were exemplary. These members were Nadine Byers, Susan Corey, Eileen Severns, and Deana Rader, who will be thanked by the mayor at a City Council meeting in January 2016. The mayor and City Council will approve new committee members at a January City Council meeting. February will be the first meeting of the year and 2016 is an agency application year.

- Senior Services Advisory Committee

The committee met Thursday, November 12th, 2:30pm at the Activity Center. Committee members present were Jeanne Serrill, Dorothy Smith, John McEvoy, Sheila Dahlgren and Barbara Reid. Agenda items were the approval of the September 17th meeting minutes, a report from the senior services manager regarding two agency name changes (Senior Services to Sound Generations and Senior Information and Assistance to Community Living Connections) and the impact to local seniors and Activity Center staff, reports on 2015 committee goals, the 2016 senior services budget and committee member terms. Both Jeanne Serrill and Barbara Reid have completed their full first term on the committee. Both of them would like to serve a second term. The next committee meeting will be Thursday, January 21st, 2:30pm at the Activity Center.

MARINA

- Administration

- Moorage Occupancy Report

The overall permanent moorage occupancy rate dropped from 99% at the end of September to 85% at the end of October and was still 85% at the end of November. The overall occupancy rate for the months of November, December of last year and January and February of this year was also around 85%. From the data collected by the staff this year it appears that the “physical occupancy” (that is the total number of slips rented in any given month) ranges from 100% at the peak of the boating season to about 85% in the off peak months.

During the peak months, permanent moorage revenue, including the dry sheds averaged about \$207,000 per month this year. During the off-peak months the average is closer to \$190,000 per month, so the “economic occupancy rate” ranges from 100% of the potential revenue from moorage during the peak months to 92% of the Potential revenue in the off-peak months. That the low end of the “economic occupancy” rate is higher than the low end of the “physical occupancy” rate makes sense because the off-season vacancy is concentrated in the smaller, lower monthly rent slips.

The staff believes that by any measure of occupancy the Marina compares well with the numbers seen from other marinas in the Puget Sound.

OCCUPANCY / VACANCY REPORT												
As of DEC. 1, 2015												
OPEN												
LENGTH	20	24	28	30	32	36	40	50	45-50	48-54	58-62	TOTAL
TOTAL SLIPS	9	47	100	2	20	26	37	16	1	2	3	263
VACANT SLIPS	2	10	8	1	0	0	1	1	1	0	0	24
NUMBER OCCUPIED	7	37	92	1	20	26	36	15	0	2	3	239
OCCUPANCY (%)	78%	79%	92%	50%	100%	100%	97%	94%	0%	100%	100%	91%
COVERED												
LENGTH	20	24	28	30	32	36	40	50				TOTAL
TOTAL SLIPS	29	141	157	7	50	39	26	11				460
VACANT	1	47	44	1	0	1	1	0				95
NUMBER OCCUPIED	28	94	113	6	50	38	25	11				365
OCCUPANCY (%)	97%	67%	72%	86%	100%	97%	96%	100%				79%
TOTAL OCCUPANCY											84%	
DRY SHEDS												
TOTAL SHEDS												73
VACANT												5
NUMBER OCCUPIED												68
OCCUPANCY												93%
STORAGE YARD												
TOTAL SPACES												32
VACANT												4
NUMBER OCCUPIED												28
OCCUPANCY												88%

- **Service**

As reported last month, service revenues continue to surpass expectations. After the December numbers are in, the staff will report the annual results. The staff expects that this year's numbers will show that the 2015 season was one of the best on record.

- **Maintenance**

The maintenance crew has started the usual list of winter tasks including pressure washing the docks and replacing bad deck boards, painting trusses, replacing water lines and repairing gates. This off-season the crew will do some more bulkhead and sidewalk repairs in the north lot. They are also planning the capital projects for next year which will include a new gate security system and upgrades to the Marina's electrical system.

POLICE DEPARTMENT

Community Outreach

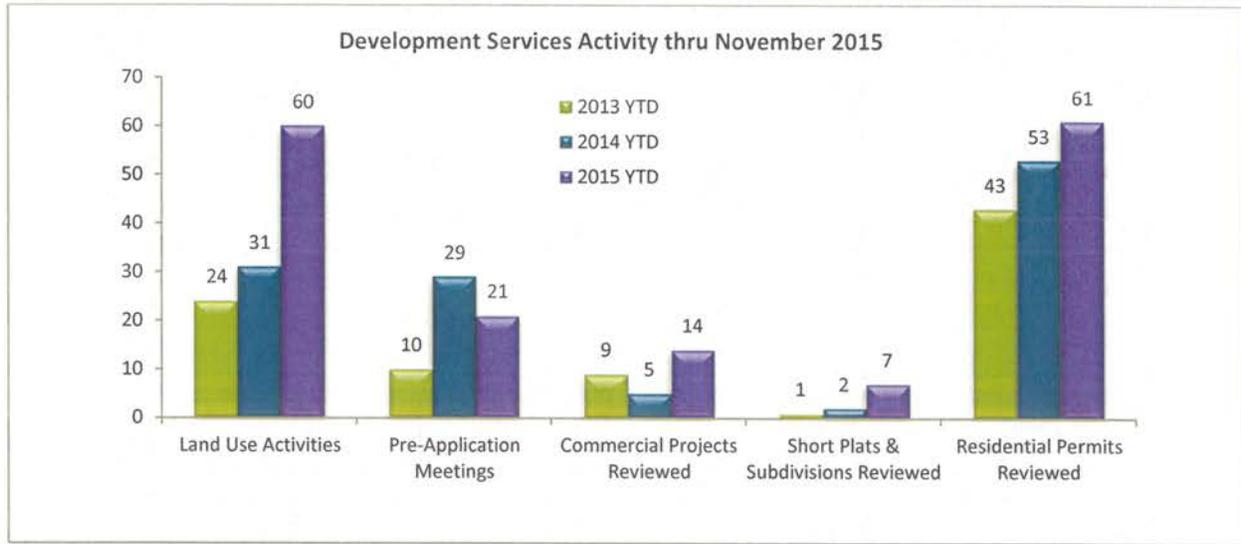
- Patrol conducted a number of proactive patrols through Redondo & the marina contacting citizens and issuing parking citations.
- The Department held "Coffee With a Cop" events at both Judson Park and Safeway South during the month of November.
- The Department continued Emergency Management preparations. Conducted public emergency mitigation survey to help identify area risks and vulnerabilities.

- The Department conducted crisis intervention training for our Officers. Specialists with Safe Call Now, did an in-service training session for our staff highlighting available services and 24 hour crisis hotline for first responders.

	November-14	November-15	Monthly % DIFFERENCE	YTD 2014	YTD 2015	YTD % DIFFERENCE
Homicide	1	0	-100%	1	0	-100%
Sex Offenses	4	3	-25%	33	27	-18%
Robbery	6	6	0%	54	49	-9%
Assaults*	16	9	-44%	247	206	-17%
Burglary	26	9	-65%	208	145	-30%
Larceny*	49	48	-2%	610	561	-8%
MV Accidents	33	27	-18%	283	287	1%
MV Thefts	23	14	-39%	215	156	-27%
Arson	0	0	0%	7	1	-86%
Moving Violations	336	224	-33%	4,997	3,607	-28%
Photo Enforcement	245	272	11%	2,724	2,713	0%
Officers Assaulted	0	0	0%	5	1	-80%
Adult Arrest	18	12	-33%	251	208	-17%
Juvenile Arrest	0	0	0%	28	18	-36%
Calls For Service	1,465	1,385	-5%	17,953	16,864	-6%
<i>*Assault and Larceny category include all reported felony and misdemeanor crimes.</i>						

PLANNING, BUILDING AND PUBLIC WORKS

Planning and Development Services Division



Commercial Scale Projects Pending Review/Approval

- Thind/Comfort Inn, 2628 S 222nd Street, LUA2015-00: Staff working with potential applicant regarding questions related to an apartment hotel as a permitted use, development and access requirements for the site. Architect has stated that they are preparing a design review application.
- Des Moines Theater, 22325 Marine View Dr. S, LUA2015-0054: Application submitted for design review on 9/21/15. A notice of complete application was issued on 10/5/15. The project renovation and expansion of the Theater building will include a theater, commercial space and eight (8) residential units. Plans routed for review on 10/5/15. Design review comments sent on 11/12/15.
- Seascape, 22607 Marine View Dr S, LUA2015-0053: Application submitted for SEPA and design review on 9/21/15. A notice of complete application was issued on 10/8/15. The proposed project is a 115,697 SF mixed use building that includes 6,644 SF of commercial space, 49 residential units and 106 parking spaces. Plans routed for SEPA review on 10/9/15. SEPA DNS notice was issued on 11/30/15. Public comment period ends on 12/15/15 and the 10-day appeal period will lapse on 12/28/15.
- 800 Townhomes, 800 281st St, 5/2/14, LUA2014-0015: Notice of Application issued on 6/2/14. SEPA DNS issued on 2/18/15. Shoreline determination issued on 3/25/15. Design review decision issued on 3/30/15. Grading permit issued on 9/2/15. The pre-construction meeting was held on 10/7/15. The building permit was issued on 10/8/15. Staff is coordinating with the applicant to continue with the short subdivision application for townhouse development.

- Des Moines Apartments, 223XX 7th Ave S, LUA2015-0002: Application submitted for SEPA and design review on 1/23/15. SEPA DNS issued on 3/19/15. Design Review and traffic comments sent to applicant on 4/20/15. Staff met with architect to discuss resubmittal on 7/9/15. Design Review resubmittal received 8/27/15. Design review comments sent on 10/13/15. Staff met with architect on 10/28/15 to discuss staff comments and applicant questions. Staff provided response to applicant questions on 11/10/15 and is currently preparing a response to additional parking questions.
- Woodmont Recovery Campus, 26915 Pacific Highway S, LUA2014-0038: Design review and SEPA applications submitted on 12/2/14. Mitigated SEPA DNS issued on 2/2/15 and comment period closed on 2/17/15. Based on comments received the appeal period was extended to 3/16/15 to enable the applicant to provide additional technical information and analysis for the project. Conditional Use Permit hearing held on 4/3/15. Hearing Examiner issued a decision of approval on 4/16/15 and appeal period lapsed on 4/30/15. Applicant submitted plans for design review on 04/22/15. Design review comments sent to applicant on 6/1/15. Applicant submitted plan revisions on 8/3/15. A Draft Design Review Decision was issued for public comment on 9/17/15 and the 15-day comment period concluded on 10/02/15. On 10/16/15, the Applicant sent a letter to the City requesting that all reviews and decisions related to the Woodmont Recovery Campus be put on hold until 12/31/15. On 11/19/15, Valley Cities issued a press release indicating the essential mental health and substance abuse treatment programs that were slated to be delivered as part of a comprehensive campus of integrated services at the proposed Woodmont Recovery Center in Des Moines will now be located at a facility in the City of Kent. The Woodmont site is still under consideration for facilities including outpatient behavioral health counseling, primary medical and dental care, and agency administration offices.
- Highline Place, 23609 Pacific Highway South, LUA2015-0006: Parking Study submitted for request for modification to DMMC 18.210. Staff provided comments to applicant on 2/25/15. Comments on SEPA documents sent on 4/30/15. Staff continues to work with the applicant on traffic impacts and potential SEPA mitigation. Applicant working with Highline College on a redesign to create a 160-bed college housing project with office and retail space. The applicant was notified of necessary corrective actions for erosion control due to over-clearing during site during demolition. Surface Water Management provided site inspection 9/28/15. Erosion and sedimentation control plan for winter months has been implemented. On 10/28/15, staff contacted the applicant to check on the status of the project.
- Waterview Crossing II (DEVCO), Pacific Highway S and S 220th Street, LUA2015-0013: Design review materials submitted on 3/23/15. Notice of incomplete application sent on 3/30/15. Revised application submitted on 5/1/15. Notice of complete application sent on 5/4/15. Staff comments provided on 6/18/15. Revisions submitted on 10/15/15. Comments due to Planning on 11/16/15. Applicant submitted revised parking study on 10/30/15. Design review comments on revision #1 sent to applicant on 12/2/15.

- Be Be Nails, 22602 Marine View Drive S, 8/3/15, LUA2015-0043: Design Review application submitted on 8/3/15. Comments sent to applicant 8/20/15. Revisions submitted on 10/7/15. Planning provided comments for a consolidated review letter on 11/19/15.
- DM Mixed Use, 7th Avenue S/227th S, LUA2015-0044: Design Review application submitted on 8/3/15. NOCA issued on 8/17/15. Comments due to Planning 9/4/15. Design review comments sent on 9/23/15. Staff e-mailed applicant to check on status of resubmittal on 12/3/15.
- Des Moines Creek Business Park/FAA Master Plan, S 216th St/24th Ave S, LUA2015-0047: Master Plan and Preliminary Short Plat submitted 8/14/15. Notice of Complete Application sent 8/28/15. Additional materials and exhibits for the Master Plan and revised development agreement were submitted on 10/21/15. Applicant to submit street vacation request, revised preliminary short plat drawings and Port review of the draft development agreement.

Subdivisions Pending Review/Approval

- Warren 4 Lot Short Plat, 900 S 242nd St, 5/7/15: Request for public comments issued on 5/27/15, comments due 6/11/15. No comments received. Staff comments provided to the applicant on 6/18/15. Applicant resubmitted on 5/7/15. Comments due to Planning 10/21/15. Review comments sent to applicant 10/2/15.
- Shoopman 4 lot Short Plat, 2414 S 222nd St, 5/26/15: Notice of incomplete application sent on 6/2/15. Additional materials submitted, notice of complete application sent on 6/10/15. SEPA DNS issued on 7/7/15 and public comment period closed on 7/21/15. Comments sent to applicant on 7/30/15. Materials resubmitted on 8/26/15, routed to staff for review. Comments sent on 10/5/15. Applicant resubmitted on 10/26/15. Preliminary plat issued on 11/17/15.
- The Pinnacles 22 lot Modified Subdivision, S 232nd and 14th Ave S, 6/10/15: SEPA DNS issued on 7/7/15 and public comment period closed on 7/21/15. Response to public comments sent 7/22/15. Public hearing notice issued on 8/4/15. City Council public hearing held on 8/20/15. Twenty one day appeal period ended on 9/10/15. Civil plans submitted on 10/23/15. Staff is preparing coordinated review letter.
- Breckenridge 7 lot Short Plat, 25316 22nd Ave S, LUA2015-0039, 7/16/15: Seven lot short plat with a cul-de-sac. Application submitted on 7/16/15. Additional materials submitted on 8/25/15. NOCA issued on 8/27/15. Public comment period to begin 9/3/15. Comments due to Planning 8/28/15. Review comments sent to applicant on 10/21/15.

Land Division Requests with Approvals, Pending Construction

- Highline View Estates, 21 lot PUD, 21xx S 240th St 9/01/06: Applicant requested an extension for final plat submittal to July 2016. The item was approved by City Council on 7/24/14. Corps wetland approval 5/11/15. Civil re-submittal routed on 6/17/15. Preliminary comments indicating items to be completed prior to issuance of rough grading approval sent 7/14/15. Comments on civil revisions sent to applicant on 7/27/15. Civil revisions received 8/31/15 and approved on 9/30/15. Preconstruction meeting held

10/14/15. Clearing of significant vegetation and rough grading of site is underway. Revisions to stormwater and transportation plans submitted on 11/18/15. Comments due to Planning by 12/9/15.

- Blueberry Lane, 62 lot PUD, 196xx Des Moines Memorial Drive: On 11/19/13, the City received an application requesting a minor deviation from the preliminary plat. On 12/19/13, City Council determined that the requested deviations were minor per Resolution No. 1246. The grading permit and associated civil plans were issued with conditions on 8/15/14. Army Corps of Engineers is reviewing wetland permit application. Preconstruction meeting held on 5/13/15. Site clearing and grading underway. Civil plan revisions received on 6/9/15. Revised civil plans approved on 6/29/15. Final plat submittal received on 9/29/15. Comments due to Planning 11/6/15. Consolidated review letter sent 11/25/15.

Lot Line Adjustment

- Four Points (Artemis) Hotel LLA, 22406 Pacific Hwy S, 3/10/15: Lot line adjustment and consolidation. Comment sent to applicant on 4/27/15. Resubmittal received 5/7/15. Letter sent on 5/19/15 requesting that applicant resubmit on mylar with recording fees. Additional documents responsive to King County comments received on 12/1/15. Mylar has been re-sent to King County for recording.

Shoreline and Critical Area Projects Pending Review/Approval

- Im, 6/25/10, LUA2012-0023: A consolidated public hearing before the Hearing Examiner was held on 9/16/13. Hearing Examiner ruling issued on 10/04/13. On 6/3/14, staff issued a notice of code violation for unpermitted work and requested the applicant to submit a specific request for relief for a setback requirement and indicate those sections of the City SMP that it believes allow for adjustment without a Shoreline Variance pursuant to the October 4, 2013 Hearing Examiner Decision regarding the Im Residential Addition project. Updated application submitted on 7/3/14. Review comments sent on 8/13/14. Working with applicant on re-submittal requirements. Applicant response to comments received on 10/29/14. Review comments sent on 11/17/14. Revisions submitted on 2/9/15. Staff requested additional information on 2/23/15. Shoreline CUP Technical Memorandum submitted on 5/28/15. Consultant provided comments on the Shoreline CUP and Shoreline Variance application on 8/31/15. Staff provided public hearing notice to the Seattle Times (09/30/15 and 10/07/15), to review agencies, required mailings and site posting on 9/30/15. Staff report sent to Hearing Examiner 10/30/15 and public hearing was held on 11/9/15. On 11/30/15, the Des Moines Hearing Examiner issued a decision to approve the Shoreline Conditional Use and Shoreline Variance permit applications. Decision documents were e-mailed to the Washington Department of Ecology's Shorelines Division on 12/1/15 and sent via certified mail on 12/3/15 for review and approval.

Business Licenses, Minor Home Repair and Code Enforcement Support

- Business Licenses: In early November, 2593 business license renewal forms were mailed. In November, a total of 676 business licenses were processed, 620 renewals and

56 new, totaling \$53,815.00. There were 54 business licenses processed using the new Permit Trax online option.

- Low Income Minor Home Repair: In November, four Minor Home Repair projects were completed for senior clients. There were several plumbing repair, and two homes had their gutters, downspouts, and roofs cleaned. A broken window was replaced and smoke/CO2 detectors, hot water tank strapping, and security lighting installed. Leaking toilets and leaking windows were repaired and caulked. The 2014 CDBG grant cycle was finished on November 30, 2015 and the 2015 CDBG funds should be available in December. There are two people on the waiting list.
- Code Enforcement: In November, Code Enforcement received 31 requests. There were 8 voice mails, 2 e-mails, 8 Online Fix it Forms, 8 business license reviews and 5 e-mails from Recology/Clean Scapes for suspension of service on commercial businesses or multi-family complexes. Of those requests, 6 were sent to the police department, 1 to animal control and 5 to the ROW inspector. Business license reviews and letters regarding garbage service being required for commercial properties were handled by Community Development staff.

Pre-Application Meetings:

- Highline College Building 26 Renovation, PA2015-0023: Pre-application meeting held on 12/2/15 for the proposed renovation of Building 26 for the Health and Life Sciences programs. The renovation is intended to include a comprehensive remodel of interior spaces and an addition of approximately 12,500 SF for faculty offices and instructional space. The project scope also includes demolition of Building 5 (4,024 SF) and Building 11 (4,095 SF).

City Services, Project Management and Coordination

- Solid Waste/Recycling:
 - The Fall Residential Recycling Event at the Marina was held on 11/7/15. Three hundred ninety-one carloads of recyclable material arrived with a total of 30.5 tons of material, including scrap metal, Styrofoam, scrap wood, reusable household goods, motor oil, etc.

Miscellaneous Planning Activities

- Puget Sound Regional Council (PSRC) Comprehensive Plan Certification: On 6/25/15 City Council adopted *Des Moines 2035: Charting Our Course for a Sustainable Future* (the Comprehensive Plan). The PSRC is required to formally certify that local comprehensive plans conform to (1) regional guidelines and principles (i.e., Multicounty Planning Policies), (2) the long-range regional transportation plan (Transportation 2040), and (3) transportation planning requirements in the GMA (RCW 36.70A.070). Certification of local plans and policies is also a requirement for jurisdictions and agencies that intend to apply for PSRC funding or proceed with any project submitted into the Regional Transportation Improvement Program, regardless of funding source. Staff prepared and submitted a report on 7/31/15 that documents how *Des Moines 2035* complies with GMA, MPPs and Vision 2040. The report will be used by PSRC staff to

complete the PSRC's Certification Report for consideration by the Growth Management Policy Board and the Transportation Policy Board. The policy boards will recommend final action on certification to the PSRC Executive Board. On 8/19/15 the City received the Department of commerce letter identifying next steps to complete the Periodic Update pursuant to RCW 36.70A.130(1) which relates to the review and update of the development regulations, including Environmentally Critical Areas, Frequently Flooded Areas and Shoreline Management Program regulations (Title 16 DMMC). On 9/2/15 PSRC provided a draft certification report for City review and clarification. Staff provided comments to PSRC 9/11/15. PSRC is expected to bring a recommendation for (re)certification of the city's plan to PSRC's Growth Management Policy Board and Transportation Policy Board at their October meetings.

- Temporary Homeless Encampments: Staff has been working with the City Council to develop new legislation related to Temporary Encampments for the Homeless, pursuant to RCW 35.21.915, RCW 35A.21.360 and RCW 36.01.290. This work is in response to the Washington Cities Insurance Authority Annual Review and Audit of the City of Des Moines' land use practices. A SEPA DNS was issued on 10/5/15, the comment period closed on 10/20/15 and five comments were received. A comment response letter was sent to those that commented on 10/26/15. The appeal period concluded on 10/30/15 and no appeals were filed. On 11/5/15, the City Council held a public hearing and enacted Draft Ordinance No. 15-030 establishing development regulations for Temporary Encampments for the Homeless. On 11/24/15, staff sent the adopted ordinance to the Washington State Department of Commerce.
- Pacific Ridge Commercial (PR-C) Zone: Per Council direction, Consultant Grant Fredricks prepared the Council Agenda and draft ordinance to amend Footnote 50 of DMMC 18.52.010B, Permitted Uses Commercial Use Chart and eliminate inconsistencies and confusion with chapter 18.135.060 (1) (d) DMMC. On 11/24/15, Staff sent the notice of intent to adopt and request for expedited review to the Washington State Department of Commerce.
- Adult Entertainment Facilities: Per Council direction, Staff prepared a draft ordinance relating to adult entertainment facilities, amending DMMC 18.160.030 and DMMC 18.52.010B, Commercial Zone Primary Uses Chart and Footnotes 46 and 78, to update and to provide consistency in the Zoning Code, and increase the distance required between adult entertainment facilities to 1,000 feet. On 11/24/15, staff sent the notice of intent to adopt and request for expedited review to the Washington State Department of Commerce.
- Nonconforming Buildings: Consultant Grant Fredricks prepared the Council Agenda and draft ordinance to amend Chapter 18.15 DMMC, Nonconforming Building and Uses. The proposed changes would enable a nonconforming property owner to replace or repair buildings damaged or destroyed by catastrophic events such as fire, earthquake, flooding, etc. regardless of the value of such work. Proposed amendments would also add governmental acquisition of property as a basis for vesting as a legal nonconforming use. On 11/24/15, Staff sent the notice of intent to adopt and request for expedited review to the Washington State Department of Commerce.

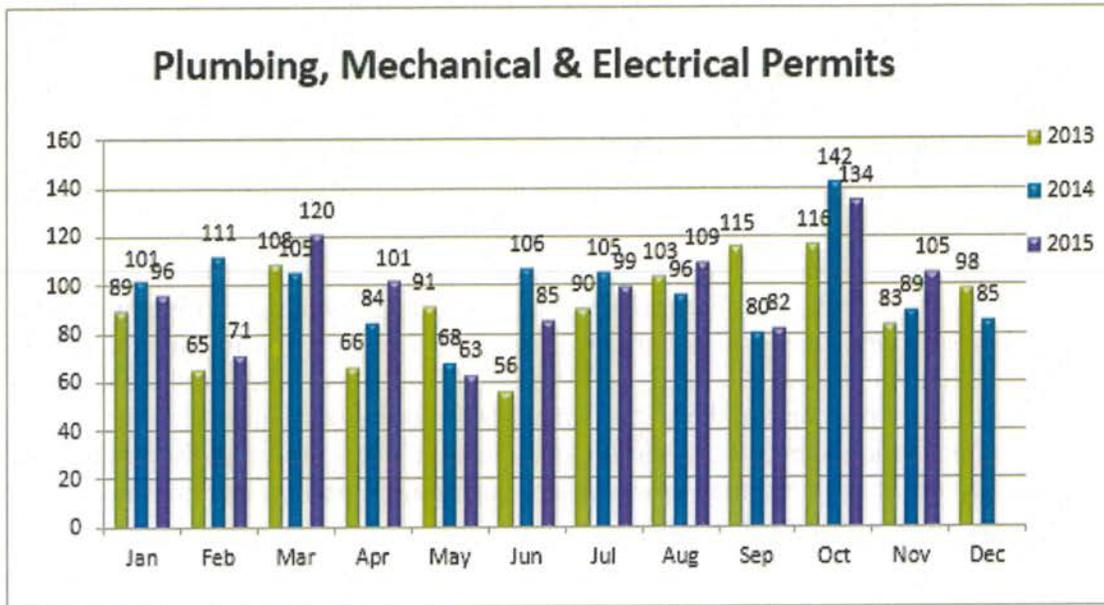
Sound Transit Coordination and Planning

- Staff and Consultant (Grant Fredricks) attended the Sound Transit's Interagency Working Group meeting. Staff continues to coordinate with the Cities of Kent, SeaTac and Federal Way and Highline College to discuss issues and opportunities associated with potential light rail alignment and station locations. On October 22nd, the Sound Transit (ST) Board met to receive additional analysis for the Federal Way Link Extension station options in the Kent/Des Moines area generated in four stakeholder workshops held in September and October. ST staff reported and a four person panel, including the Consultant Grant Fredricks, representing Des Moines, emphasized that the stakeholder group acknowledged the advantages of a 30th Ave West station location in terms of multimodal access, minimizing traffic congestion, transit-oriented development potential, and the commitment of the cities to the implementation of a transit-oriented community in the Midway area. In doing so, the College and students noted that significant compromise was made by supporters of an SR 99 West station location. The group requested that Sound Transit, in partnership with key stakeholders, commit resources to implementing the following recommendations in association with a 30th Ave West station location:
 - Provide a connection from the station to Highline College along the future S 236th Lane. The group envisioned a boulevard that would include pedestrian walkways, lighting, landscaping, weather protection and other treatments.
 - Implement treatments at the future S 236th Lane crossing of SR 99 to enhance pedestrian safety and convenience.
 - Facilitate transit-oriented development along S 236th Lane in the near term to help activate the connection between the station and Highline College and enhance safety and security.
 - Maintain existing King County Metro bus stops on the south side of campus.
 - Improve pedestrian access from adjacent neighborhoods to the station area.
 - Facilitate housing development in the Midway area that can accommodate a mix of incomes.
 - Consider naming the station "Highline Station" or "Highline College Station". The group recognized that adoption of a station name would be a Board decision and subject to broader public input during final design.
 - Continue to engage Highline students and other stakeholders in ongoing planning efforts.

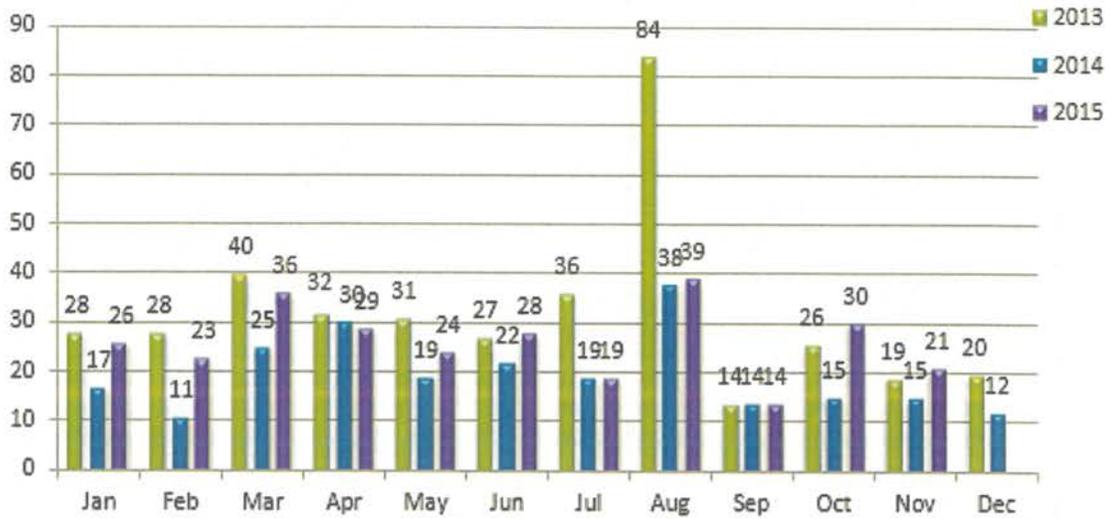
In his panel remarks, Mr. Fredricks passed along the Mayor's commitment for the City to advocate for and work with all affected parties to achieve the workshop recommendations and shared vision, and to work closely with the City of Kent on joint land use and infrastructure planning in the station area. Mr. Fredricks also noted that the recommendation supports the station location which best preserves the limited amount of Des Moines' transit oriented development potential properties, and does not increase the impact on Des Moines' residents.

Building Division

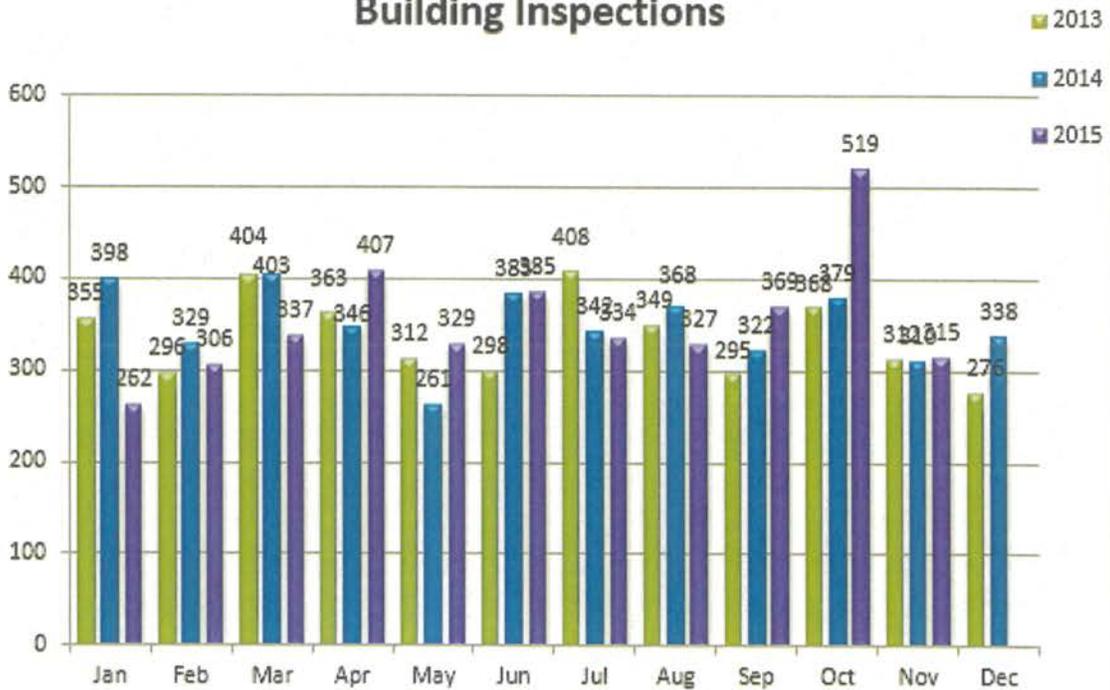
- In November, the Building Division issued 126 permits: 21 Building permits and 105 Electrical, Mechanical and Plumbing permits. The Department received \$71,545 in revenue and processed \$133,443 in total City receipts. Building Division’s portion of PBPW revenues for this period was 56.8% (\$40,670), the Planning Division’s portion was 31.0% (\$22,200), and the Engineering Division’s portion was 12.2% (\$8,674). There are several approved permits and revisions waiting for “pick-up.” Activity related to commercial and residential projects continues to be very robust, as our large projects continue to arrive.
- During November 2015 Permit Coordinators issued 46 online permits out of a total of 111 BLD permits (Building, Electrical, Mechanical, and Plumbing). The online permits are limited to over-the-counter (OTC) residential permits that do not require plan review. There were 92 total non-plan review permits (OTC and online) issued in November. That means online permits represented 41% of all permits during November and 50% of all non-plan review permits in November.
- Year-to-date, 416 online permits have made up 31% of 1330 total permits issued, and 40% of 1034 total non-plan review permits issued.
- Total Public Records Requests were reported in a chart earlier in this report. Some of those records requests are processed by the Building Division, in assistance to the City Clerk. During the month of October, Building Division staff received 12 new public records requests in addition to 9 cases open from earlier and spent 38 hours to provide service. Ten cases were closed during the month and eleven are still active.



Building Permits



Building Inspections



- Four Points by Sheraton Hotel (Formally the Artemis Hotel):

Located at 22406 Pacific Highway, the hotel is now in the final phase of construction, with the hotel scheduled to have a Grand Opening on February 6, 2016. A “tenant improvement” for the restaurant that will provide food for the hotel is currently moving at a brisk pace. The permit for the parking lot to the South that serves this building has been issued and that grading work is underway. The block retaining wall for that parking lot is installed and nearing completion.

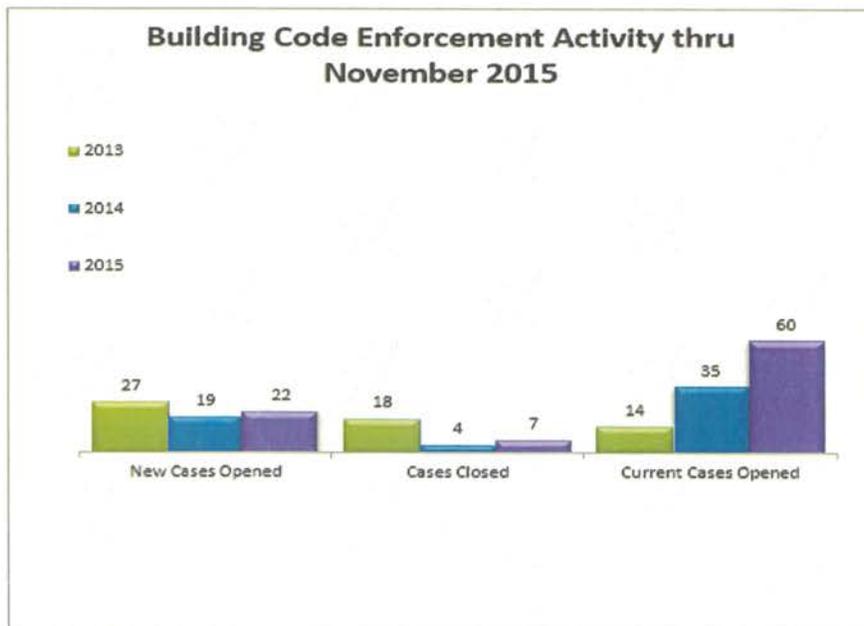
The Four Points by Sheraton Hotel Construction Camera can be viewed at:
<http://oxblue.com/open/absher/artemishotel>



- Des Moines Creek Business Park, 2341 208th Street: The new development undertaken by Panattoni Development Company, located in the Des Moines Creek Business Park is well underway. For the Building Division, Phase I of the development begins with three warehouse type buildings. Building 1-A is a 146,425 square foot structure valued at \$8.7 million; Building 1-B is a 144,375 square foot structure valued at \$8.1 million; and Building 1-C is a 233,400 square foot structure valued at \$13 million. Each of the three buildings are moving at a very fast pace. A couple of plans for tenant improvements have been submitted, and a number of additional tenant improvement plans will be coming in for review over the next few weeks and months.



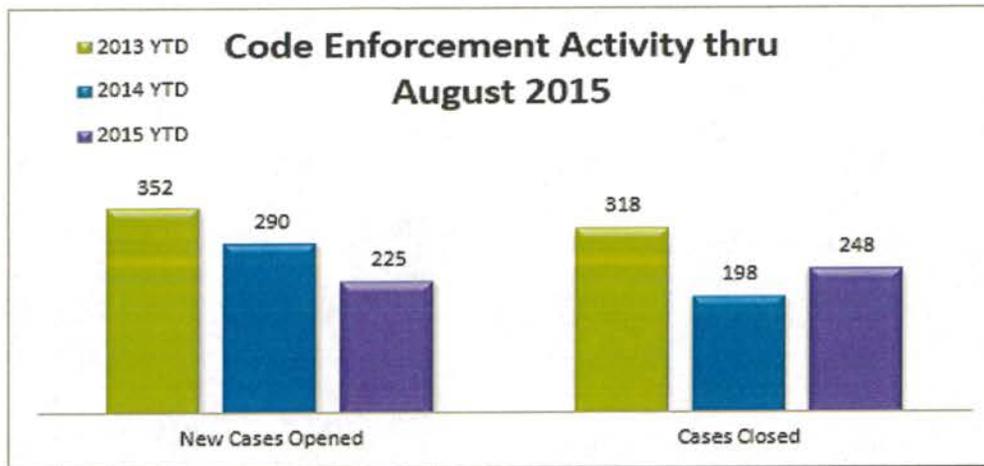
- The graph below represents the Building Division's Code Enforcement activity. The Building Division's Code Enforcement activity continues to be brisk at various locations in the City.



Code Enforcement Division

Please Note The Code Enforcement Officer is on an extended leave through November so no updates are available at this time.

Code Enforcement had 42 new cases opened and 55 cases closed during August. In 2015, 223 cases have been opened, 249 closed, and 256 are currently open. There were .15 volunteer administrative hours for Code Enforcement.



There are 256 Code Enforcement Cases currently open.

Engineering Services Division

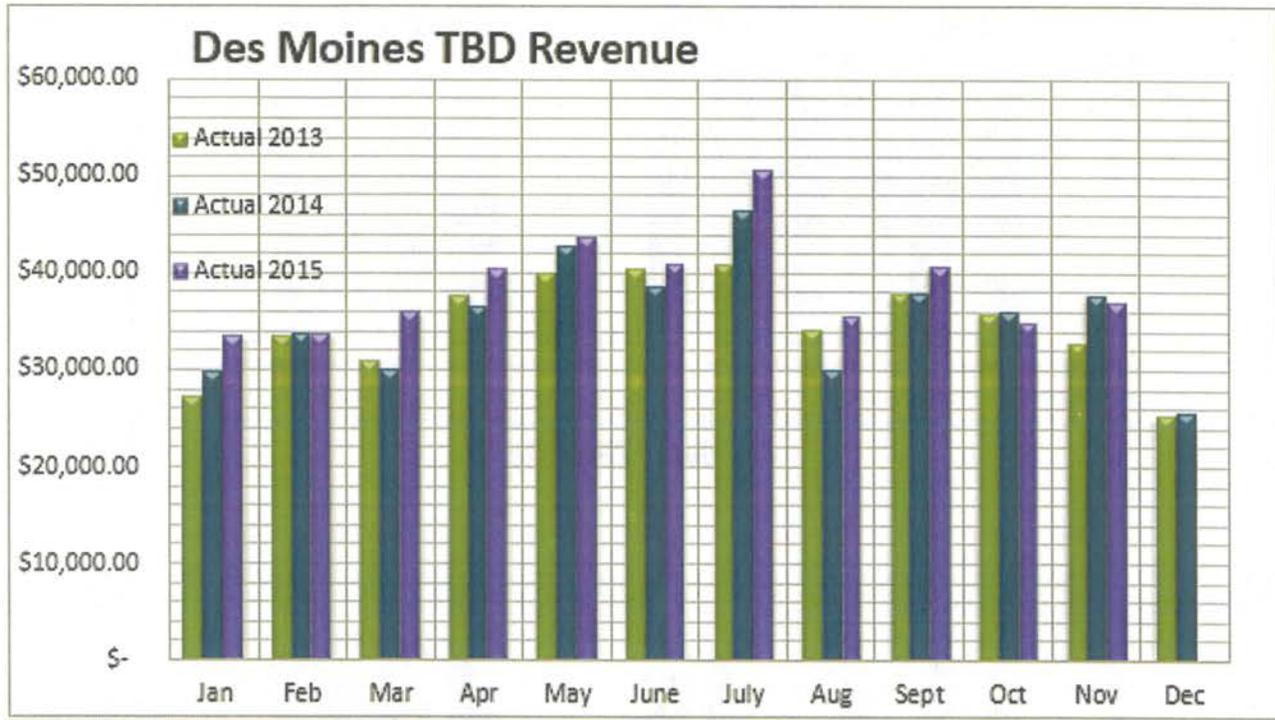
Emerging Issues:

- South 251st Street Landslide: The City declared an emergency after a heavy rainfall on October 31, 2015 for South 251st Street and entered into contract with Scarsella Bros. Inc. and KPG Inc. to perform interim mitigation until such time when a permanent fix can be permitted and constructed.



Division Administration and Management Budget:

- Benefit District Collections for November 2015 were \$37,065. As a comparison, the November 2014 collections came in at \$37,758.



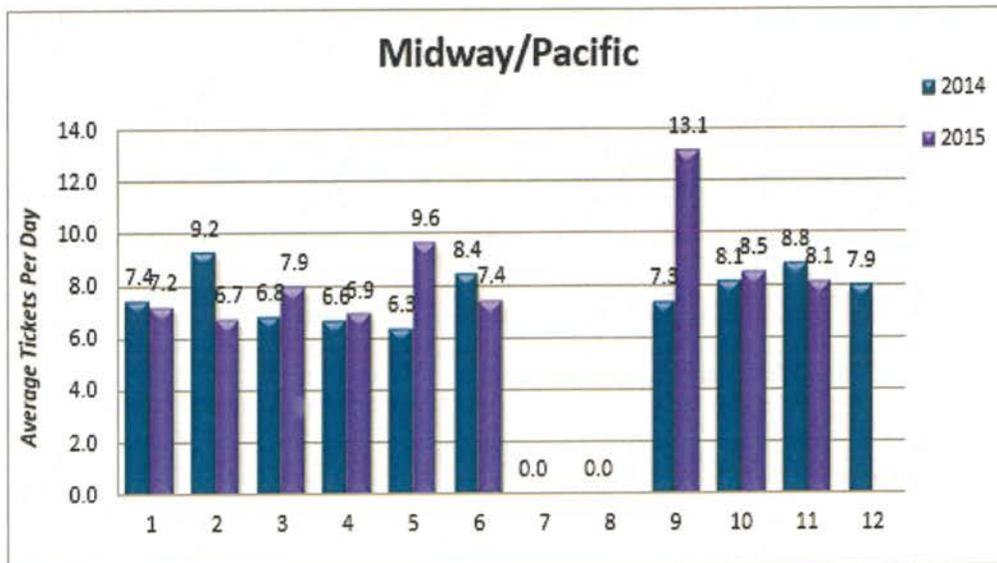
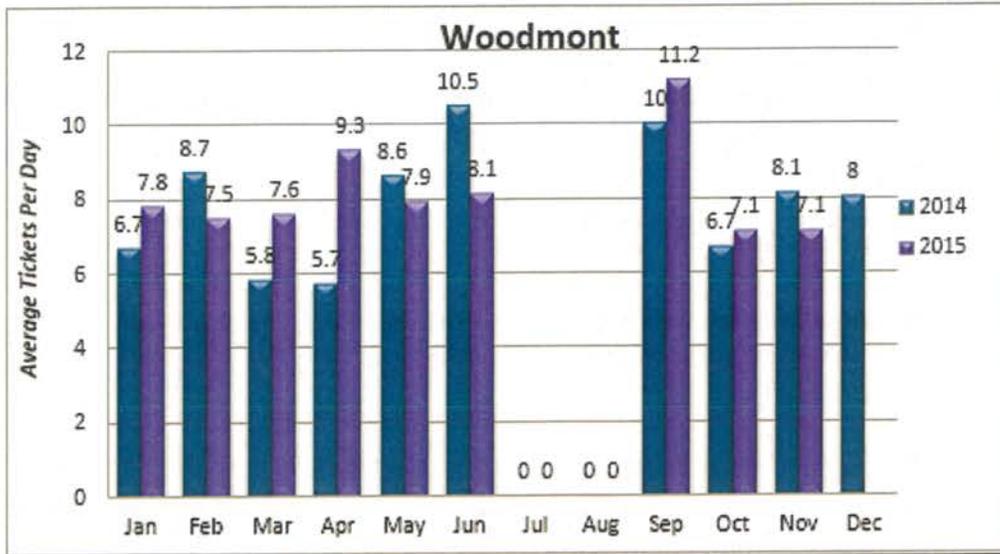
TBD Year to Date Revenue Totals:

2015 = \$427,818

2014 = \$400,434

Traffic Engineering and Operations

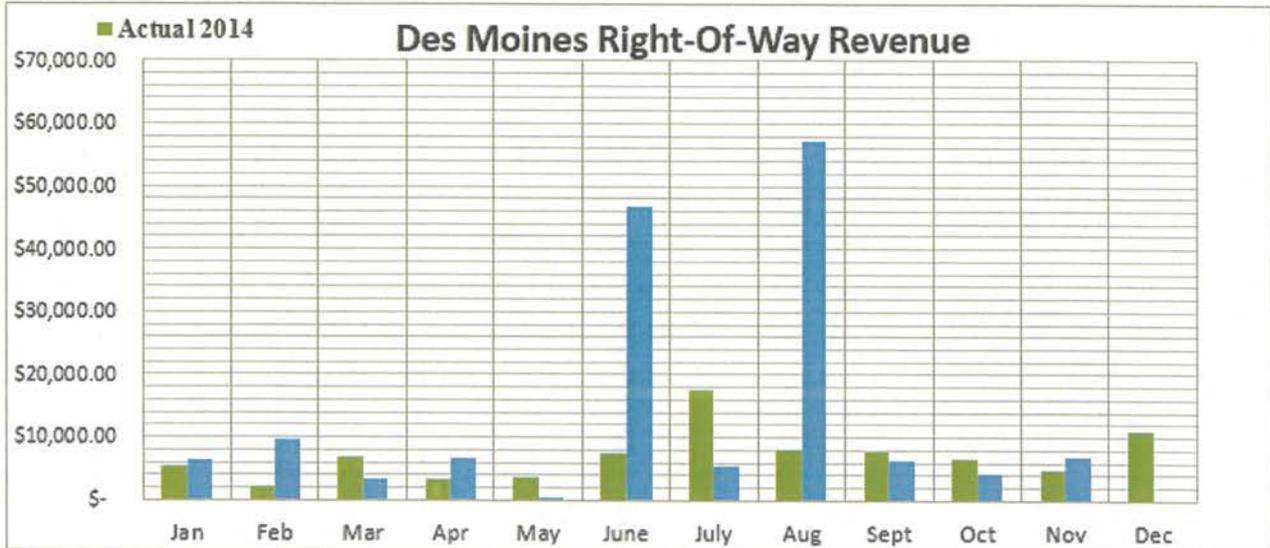
- Street Lighting: PSE has completed the 330 lights slated for upgrade to LED in 2015, this completes the 100 watt HPS to LED change out program.
- Traffic Calming: Staff received a traffic calming/speed reduction request for 5th Ave South near South 222nd Street. Staff implemented some initial measures in October and is currently evaluating the effectiveness of the signs and rpms installed.



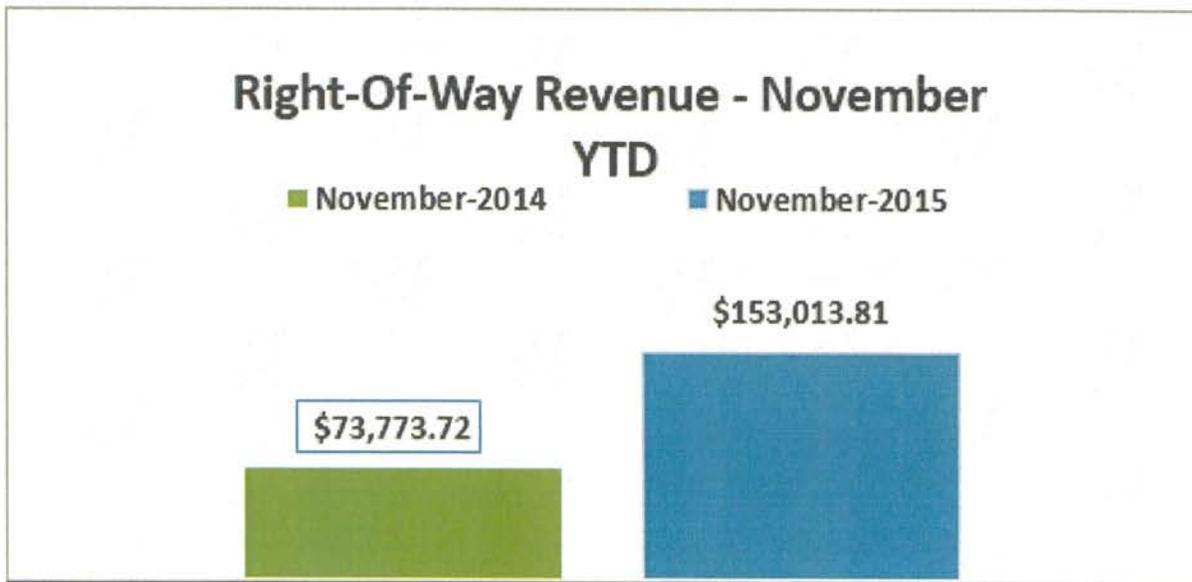
School Safety:

- 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 November 2015, the average daily number of tickets at Woodmont Elementary was 7.1, compared to 8.1 for the same time period in 2014. At Midway/Pacific the average daily number of tickets in November was 8.1 compared to 8.8 for the same time period in 2014.

Civil Engineering Services



- Right-of-Way Use Permits and Inspections: Twelve (12) Right-of-Way permits were processed in November for a total of \$6,940 dollars.



- **Multi-Year On-Call Consultant – Task Order Tracking:**

- Following is a summary of the On-Call Engineering Services task order assignments for 2014 through 2015:

Consultant	City Mgr	Council	Authorized	Spent
KPG	3	1	\$459,310	\$267,990
Parametrix	1	3	\$465,318	\$386,357
Fehr & Peers	1		\$49,132	\$33,462
ESA			\$	\$
Tetra Tech	3	3	\$482,132	\$412,079
Blueline Group			\$	\$
BergerAbam			\$	\$
Kpff			\$	\$
HDR	1		\$44,799	\$36,894
ExelTech		1	\$459,969	\$443,277
AMEC Environment & Infrastructure, Inc.	1		\$9,770	\$7,724

- **Citywide Sidewalk Inventory:** The City's Transportation Department has completed the Citywide sidewalk inventory. The goal is to document the City's sidewalk assets in GIS format to better understand future maintenance and replacement needs and prioritize locations for ADA repair. Precision Concrete Cutting was selected to perform sidewalk panel displacement reduction and will complete work on 7th Ave S and Marine View Drive in the Marina District in December 2015.

Surface Water Management (SWM) Division

- **Illicit Discharge Detection and Elimination (IDDE)**

- To meet the permit requirement for IDDE, the field screening program is continuing in 2015. The goal for 2015 is to have roughly 13% of the City screened to be on track for NPDES permit compliance. Areas that have been noted as potential fecal coliform hot spots will be field screened first in order to help the shellfish in Poverty Bay. A total of 46 basins have been field screened in 2015.

Capital Improvement Program

- Transportation CIP

- Redondo Boardwalk: On November 29, 2014 the boardwalk at Redondo sustained extensive damage from significant storm and tidal events. The severity of damages has permanently closed the facility, with both the City and State declaring a state of emergency. The City and selected consultant have completed final design and are currently obtaining permit approval to advertise and construct the project. It is anticipated that construction will begin early 2016 and completed in the summer.

- Saltwater Park Bridge Seismic Retrofit: The Saltwater State Park Bridge was reopened to the public on May 28th, and the general contractor continues to perform minor punch-list items to open the remaining project site. Site planting and landscaping has been completed and the project, concluding all elements of the Contract work.



- Transportation Gateway Project:

- South 216th Street - Segment 1-A (24th Ave S to SR-99)

- Utilities: All Utility Agreements are in place. PSE applied for a right-of-way permit to relocate the high voltage transmission poles to accommodate road widening. Century Link is similarly relocating facilities in advance of construction.
- Right-of-Way: The City completed acquisition of required right of way and the process has been certified by WSDOT as complying with FHWA requirements. The condemned Bun Hwa property is in escrow.
- Grant Funding: TIB and WSDOT staff authorized advertising of the project for bid. An agreement was prepared to obligate FMSIB funding through WSDOT. Said funding will be obligated prior to award of a construction contract. Staff made a status report presentation to the FMSIB board.
- Engineering: The consulting engineer is finalizing bid documents. Preparations are being made to advertise the project for construction in December with bid opening in early January. Staff expects to make a recommendation for contract award and construction engineering in January with construction likely to begin the first quarter of 2016.

- 24th Avenue South (S 216th St to S 208th St): Project management review by WSDOT (FHWA grant requirement) has been rescheduled for the spring of 2016.



- 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.
- South 268th Street Sidewalks: 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.
- 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.

Surface Water Management CIP

- Lower Massey Creek Channel Modification Project: 90% level plans and estimate are complete. SEPA determination issued. Environmental permit applications were submitted in November. Fisheries HPA permit and Ecology's Water Quality Certification and Coastal Zone Consistency Certification and the Corps have all been received. Final plans are now being prepared for bidding in January with construction scheduled for summer of 2016.
- **Municipal Capital Improvements**
 - Keyless Entry Systems: The City Hall work is substantially complete (with the exception of the Suite A double doors – awaiting electrical work to be completed). Work at PD was more complex than initially anticipated and is now complete.

Facilities

- Public Work Service Center Exterior Paint: This project is complete and the closeout process is underway. The new building colors look good. In addition to having the Service Center, loading dock and garage painted, staff also added dark green privacy slats to the chain link fence surrounding the yard to cut down on outside visibility into the Service Center storage area.



- Public Works Engineering Exterior Fascia Repairs and Paint: This project is complete and the closeout process is underway.
- Police Services Center Interior Paint: To be done this year. Advertised for bids via the MRSC Roster on September 22, 2015. A pre-bid walkthrough was held at 10:00 AM on October 6, 2015. Bids were opened at 11:00 AM on October 14, 2015. The apparent low bidder at bid opening was Local Pros Painting. During the due diligence process, it became apparent that the low bidder had made an error in their bid. Local Pros Painting formally withdrew their bid. The next apparent low bidder was K & K Construction LLC. Due diligence was performed, and the contract was awarded to them for their proposal amount of \$32,895.00. Work began on November 30th, and will be completed by the end of 2015.

Public Works & Parks Maintenance Division

- Maintenance activities were as follows: SWM – catch basin (CB) maintenance, ditch maintenance, material hauling/disposal, utility location services; Streets – sign maintenance and repair, pothole/sinkhole repair, street sweeping, street tree maintenance, tree/vegetation removal and gravel road and shoulder repair; Parks – routine park rounds and maintenance, sports field preparation and management of landscape maintenance contractor; Facilities –general building maintenance and repairs, management and coordination of vendors to include fire and security system inspections and locks replacements; Fleet – routine “in-house” and outside mechanic services performed; Special Activities – business system improvements

- The IT department is looking into upgrading the computer system on the Camera Truck. This upgrade will allow up to date video storage, faster operating system and will tie directly to CityWorks to streamline the inspection/work order process.
- We have met with Freeance Company to review a CityWorks mobile application available for iPads and smart phones. We are going to be demoing the app for the month of December. This mobile app greatly increases the mandatory SWM inspection process and enables us to research and create work orders in the field.

Surface Water Management (SWM)

- Inspections: All the pond inspections have been completed for the year. Tank and vault inspections were completed the last week of November.
- Ditch and Pond Maintenance: Annual maintenance has been completed for the year.
- Projects: Completed the 264th Street bio-swale project. Fence repair at the SWM pond at 277th Pl and 13th Ave S. Ditching project on 206th Street and the November 17th Storm cleanup.
- Utility Locates: Seventy-one utility locate services were completed during the month of November for a total of 872 YTD.
- Other items: Bi-Monthly scheduling meetings continue with John B, Dave, Loren, Leon and Tyler. The new Vac-Con flush truck has been ordered and is scheduled for delivery in late January.



Transportation (Streets/Traffic)

- Signage: Six (6) sign work orders were completed. Thirty-one signs were repaired during the month.
- Pothole/Sinkhole Repair: Twelve potholes repaired City wide.
- ROW Maintenance: Completed the final shoulder mowing of the season.
- Other Work: November 17th Storm cleanup. Redondo Beach Dr., roadway was closed for a few hours due to the king tide event on November 24th. Applied de-icer to the priority A roads on November 25th to help with the cold snap we were experiencing.



Parks

- Sports Fields: The Fieldhouse and Underwood fields are closed for the season.
- Parks Maintenance: Weekly mowing and trimming has been completed for the season.
- Management of Contracted Park and Streetscape Maintenance: Inspected contracted work performed at parks and building grounds; noted above satisfactory performance at all locations.
- Other items:
 - Installed the annual Christmas lights and decorations at Big Catch Plaza.
 - Continued with blowing the Des Moines Creek Trail 3 times a week.
 - Shut down and winterized all irrigations systems and drinking fountains.
 - Started assembly of the new trash and recycling cans that will be installed at Beach Park.
 - Rebuilt 3 more of the old rusted out park Benches at Beach Park.



Facilities

- Other Maintenance: The replacement windows for the Auditorium have ordered. Installing all the wiring at the Activity Center and Underwood restroom for the installation of the security camera.

Fleet

- Routine "In-House" Services: In November, performed 23 maintenance events that included: changing oil and filters, brake and tire services, routine vehicle and equipment services and safety inspections.

