City Manager's Office

February 22, 2018

To: City Council

From: City Manager

Re: Fourth Quarter Report

The information below represents a compilation of results of each Department for 4th Quarter, 2017.

CITY MANAGER'S OFFICE

- Presented State of the City to FAA Senior Staff with Mayor Pina.
- Community Connections Stakeholders Meeting including business owners of the Des Moines Creek Business Park, Wesley Homes and others.
- Port of Seattle meeting, infrastructure development for Gateway Project.
- Met with Allison Raduziner, Pilchuck Business Consulting – Marina Development.
- Port of Seattle Airport Communities Roundtable Meeting.
- Tour of Des Moines with Derek Wycoff (192 Brewing).
- Autonomous Vehicle Deployment Planning meeting.
- Meeting with John Holwege, CHI Franciscan regarding Emergency Management.
- Attended Citizens Advisory Committee meeting.
- Attended soft opening of Madi's Steakhouse.
- Meeting with Bob Sandoz – Landmark purchase.
- Attended Sea-Tac AirportAviation Advisory Committee Meetings.
- Hosted the Highline Forum in the Beach Park Dining Hall.
- Gave Representative Tina Orwall a tour of the City.
- Met with Senator Karen Keiser.
- Met with the Cities of SeaTac and Kent to discuss SR509 Local Match.
- Tour of Rainier Brewery/Urban Work Loft Spaces.
- Tour of the City with Ellen Miller-Wolfe, Economic Development Manager, City of Kirkland.
- Phone conversation with Congressman Adam Smith's Aide, Christine Nhan.
- Attended State of the City at the Des Moines Activity Center with Mayor Pina.
- Toured Argosy Boat in Downtown Seattle in preparation for Marina Development Open House.
- Preparation of City Manager's Recommended 2018 Budget to present to City Council.
- Participated in Des Moines Gateway Celebration and Ribbon Cutting regarding transportation infrastructure improvements on 216th, development of the Des Moines

Creek Business Park, Transportation Gateway Project & Community Connections Pilot Project.

- Meeting with Port of Seattle regarding infrastructure improvements for the 216th frontage and internal roadway access for the 20 acres of land the Port owns to the West of the Des Moines Creek Business Park.
- Marina Development Open House and complete summary of the Open House.
- Met with Des Moines Marina Tenant Association.
- Attended SCORE Budget Meeting.
- Sea-Tac Stakeholders Advisory Roundtable Meeting.
- Community Shuttle Meeting with Metro.
- Walk through of the Marina regarding Emergency Management options and resources.
- Meeting with Andrea Ray, Southside Chamber of Commerce regarding future collaboration between the City and the Chamber.
- Attended Soundside Alliance Policy Committee Meeting.
- Attended City Manager breakfast at Highline School District.
- Multiple meetings on Emergency Management with Mr. Kevin Neary, Federal Emergency Management Agency, and ongoing meetings on Emergency Management preparation.
- Meeting with Debrena Jackson Gandy, Chair Board of Trustees, Highline College.
- Ongoing discussions with Sea-Tac Airport regarding the Aviation Stakeholders meeting.
- Attended Mayor's Roundtable meeting at SeaTac City Hall.
- Attended the Highline Forum.
- Meeting on Landmark development options.
- Meeting regarding Community Connections Metro Pilot project.
- Discussion on the Sustainable Airport Master Plan at Burien City Hall.
- Tour of Partner's Crackers operations.
- Establish motions for City Council approving appointments to the Sea-Tac Airport Aviation stakeholders meeting.
- Meeting with Jeff Covell, Skylab architects for tour of City.
- Participated in Marina Redevelopment Community Open House on Argosy boat at the Marina.
- Meeting regarding Seascape proposed development.
- Tour of city with Redpoint Development.
- Des Moines Aviation Advisory Committee, Representative Tina Orwall was our guest discussing the ultra-fine particle study to be conducted by University of Washington researchers.
- Meeting with Jeff Wagnitz, interim President of Highline College to discuss mutual projects and cooperation.
- Attended the City Manager/Environmental Officials Meeting on SAMP EIS Meeting.
- Tour of Des Moines with Bill Bryant, King County Metro.
- Farm to Table discussion with Doreen and Earl Harper.
- Attended Staff Holiday Party.

LEGAL DEPARTMENT

Civil Matters: In 2017 the Legal Department opened 165 files for civil matters; primarily advisory work to assist the City's operating departments. The following items were accomplished during the Fourth Quarter:

- Received summons and complaint for a lawsuit filed against the City and the prosecuting attorney for allegations of unlawful arrest and prosecution regarding arrest of plaintiff for patronizing a prostitute. The lawsuit was tendered to WCIA and counsel was assigned. Some claims will be defended by outside counsel and some by the City Attorney's Office.
- Reviewed and edited draft settlement agreement in pending litigation regarding property ownership dispute. Filed final settlement documents in Superior Court and received judicial approval to resolve outstanding litigation regarding ownership of unopened right-of-way.
- Received draft telecommunications franchise codes updates from City-retained consultants. Initiated staff review.
- Reviewed legal issues regarding No Contact Order violations occurring at SCORE jail. Provided legal analysis to DMPD and will continue to engage with partner jurisdictions regarding investigation and criminal prosecution.
- Prepared memorandum for SCORE detailing prior issues with billing under existing court services Interlocal Agreement. Discussions to continue regarding back payment for services provided by the City.
- Drafted amendment to the 2017 Farmers Market contract to reflect reductions in rental rates.
- Drafted contract termination documents in order to exit existing contract used for collection of payments to the court. This termination was necessitated by the failure of the vendor to provide necessary hardware.
- Worked with Community Service Officer Batterman to modernize the City's Alarm Registration Ordinance. Reviewed the City's existing Ordinance with the Public Safety and Transportation Committee and proposed several amendments in December. A draft ordinance will be prepared and presented to the City Council in early 2018.
- Reviewed and updated several commercial moorage agreements for the Des Moines Marina.
- Assisted Community Development with an application from Verizon to locate a temporary cell-tower on wheels in the North Hill neighborhood. Prepared a draft agreement for discussion with Verizon to address potential impacts.
- Drafted several agreements for short-term consulting contracts related to emergency management and the Marina.
- Assisted several departments with legal questions related to pending public records requests. Prepared lengthy and detailed exemption log for complex public records request seeking a number of documents that are exempt from disclosure. Provided legal guidance to police and court staff regarding multiple requests for records under the Public Records Act.

- Drafted temporary access permit to allow high bank property owner entry into Beach Park and tidelands for the purposes of installing erosion control materials and applying hydro seed on a landslide area.
- Drafted consultant services contract for "Strategic Financial Advisor" position to start in the Finance Department and consultant services contract to begin Phase II of Port of Seattle Grant.
- Drafted City Non-Travel Expense Policy and presented to Council for approval. Compiled existing expense policies into one document and shared with City staff.
- Reviewed amended lease agreement for retail container structure in Marina. Updates will be presented to the City Council in early 2018.
- Received Notice of Claim alleging financial losses for property damage as a result of the City's clearing of noxious weeds at Parkside Park. Claim was evaluated and denied.
- Reviewed proposed changes to City policies regarding sick leave based on new state law effective January 1, 2018. Will continue to work with Human Resources and Administration regarding implementation.
- Researched and prepared legal response for inquiries involving the City and the public's obligation for maintenance of platted but undeveloped right-of-way.
- Reviewed and assisted with creation of Traffic Impact Fee Deferral Form for implementation of existing City fee deferral option.
- Filed a response brief in King County Superior Court in the appeal of a red light camera ticket found committed in the Des Moines Municipal Court. The brief addressed six challenges raised by the appellant's attorney based on jurisdictional, procedural, and evidentiary issues. Oral argument is scheduled for January 16, 2018 at the Kent Regional Justice Center.
- Met with Marina staff to review procedures for the seizure and disposal of abandoned and/or delinquent boats. Potential code amendments may be required and will be presented to the full Council if needed.
- Reviewed and edited a Hiring Incentive Agreement for the Police Department for use in the hiring of new police officers.
- Reviewed Interlocal Agreement with Highline Water District for cooperation on South 223rd Street Improvement Project.
- Drafted Executive Order updating pay parking rates for 2018, which was signed by the City Manager on December 19, 2017 and reduced the annual non-resident pay parking fee to $60.
- Reviewed and approved updated South County Area Transportation Board Agreement reflecting non-substantial amendment regarding member voting rights.
- City Attorney attended Washington State Association of Municipal Attorneys (WSAMA) fall conference. Topics included updates in personnel law, land use, and public records.
- The City's DV Advocate, Nicole Nordholm, was sponsored by the King County VAWA (Violence Against Woman Act) Grant to attend a 2-day Forensic Experiential Trauma Interview (FETI) Conference in Vancouver, WA. The conference centered on defining trauma, and the neuroscience behind how individuals that experience sexual assault, abuse, and other traumatic experiences are able (or unable) to recall their trauma. The Forensic Experiential Trauma Interview model enables effective evidence gathering, reduces

inaccuracy in information gathering, and greatly enhances the understanding of a traumatized person's experience.

- The City Prosecutor along with court staff traveled to Vancouver, WA to observe therapeutic DUI court proceedings in order to help better implement our own DUI court. Judge Leone introduced this DUI court concept to the City Council on November 9, 2017.
- The City Prosecutor went to Athens, GA, as a part of the eventual DUI Court team, to attend DUI Court Training. Training was paid for by a grant from the Washington Traffic Safety Commission and centered around implementing a DUI Court and reducing recidivism for multiple DUI offenders.
- The Assistant City Attorney attended a training related to the deployment of Draeger 9510 breath test instruments and the anticipated legal challenges from DUI defense attorneys. The Datamaster breath test instrument that had been the standard in this state for more than a decade is being phased out by the State Patrol because the manufacturer is no longer producing the units. The WSP Impaired Driving Section is completing its program of replacing all Datamasters with the new Draeger units statewide this spring, and the Des Moines Police Department has recently had their Draeger units brought online. DUI cases are currently filed in Des Moines Municipal Court based on Draeger breath test results.
- The following Ordinances and Resolutions were prepared in final form and signed in the Fourth Quarter 2017 following approval by the City Council:

Ordinance No. 1688	SEPA Categorical Exemptions for Minor New Construction
Ordinance No. 1689	Employee Policies
Ordinance No. 1690	Property Tax Levy
Ordinance No. 1691	2018 Ad Valorem Property Tax Increase
Ordinance No. 1692	2018 Operation and Capital Budgets
Ordinance No. 1693	2017 Budget Amendments
Ordinance No. 1694	Off-site Mitigation & Fees, Establishing Associated Urban Forestry Fund
Ordinance No. 1695	Landscape for Essential Public Transportation Facilities
Ordinance No. 1696	Renaming S. 236th Lane to College Way
Resolution No. 1369	Local Travel & Food Business Expense Policy
Resolution No. 1370	Federal Way School District Bond Proposition No. 1
Resolution No. 1371	Setting Public Hearing, Off-site Mitigation
Resolution No. 1372	Setting Public Hearing, Essential Public Transportation Facilities Landscape

Resolution No. 1373	Des Moines Pool Metropolitan Park District, AWC Sponsorship
Resolution No. 1374	Crestwood Final Plat Extension

- **Des Moines Prosecuting Attorney Quarterly Recap.** The Prosecuting Attorney filed 523 infractions and citations in the Fourth Quarter 2017 for Des Moines and appeared at 885 criminal hearings. Also filed were 917 Woodmont Photo Enforcement infractions, 5792 red-light camera infractions, and 2 abatement infractions. The Prosecutor represented the City at 24 hearings involving infractions that were being opposed by private counsel, and 14 animal control hearings. Staff also responded to 33 infraction discovery requests.
- **Normandy Park Prosecuting Attorney Quarterly Recap.** The Prosecuting Attorney filed 75 infractions and citations in the Fourth Quarter 2017 for Normandy Park and appeared at 236 criminal hearings and 1 hearing involving an infraction that was being opposed by private counsel. Staff also responded to 1 infraction discovery request.
- Legal Department contracts signed in the Fourth Quarter: None for Legal.
- Bids, RFPs, and RFQs issued by Legal in the Fourth Quarter: None for Legal.

CITY CLERK'S OFFICE

- City Clerk Toured Argosy Boat in Downtown Seattle in preparation for Marina Development Open House.
- City Clerk attended Des Moines Marina Tenant Association's Annual Meeting.
- Attended Des Moines Gateway Celebration and Ribbon Cutting.
- Attended the King County Municipal Clerks Association Quarterly meeting in Snoqualmie.
- City Clerk and Deputy City Clerk attended and assisted with the Marina Development Open House on October 17th.
- City Clerk attended the Ribbon Cutting for Madi's Restaurant.
- City Clerk attended and assisted with the Red Robin Tip a Cop Event.
- City Clerk attended the Barnes Creek Nature Trail Construction Ribbon Cutting Celebration on October.
- City Clerk attended the Van Gasken Property Open House Dedication.
- City Clerk attended Key Steps in Crisis Communication for Public Information Officers at the Criminal Justice Training Center.
- Deputy City Clerk attended the staff Emergency Management Goal Setting Meeting.
- Deputy City Clerk finalized the Winter 2018 Edition of City Currents.
- Deputy City Clerk coordinated the AWC Wellness Get Fit 4 the Feast Challenge with five (5) teams participating.
- Deputy City Clerk submitted reimbursement to utilize the 2017 AWC Wellness Mini-Grant.
- City Clerk attended the Police Advisory Board Meeting.
- City Clerk attended the Soundside Alliance 4th Annual Outlook Breakfast.
- Assisted with the employee holiday party.

Request for Public Records-2017

Month	Total # of Requests	Total Active Requests*	BY DEPARTMENT ADMIN	PBPW	PD	Court
January	158	0	13	15	123	7
February	149	0	20	13	105	11
March	129	0	7	15	91	16
April	148	2	15	14	108	11
May	146	0	9	13	117	9
June	164	6	14	5	131	14
July	176	2	11	7	142	16
August	155	1	8	8	119	20
September	121	5	3	4	106	8
October	153	4	3	5	128	17
November	139	2	10	12	88	29
December	103	4	3	9	80	11
TOTAL	1741	26	116	120	1338	169

FINANCE DEPARTMENT

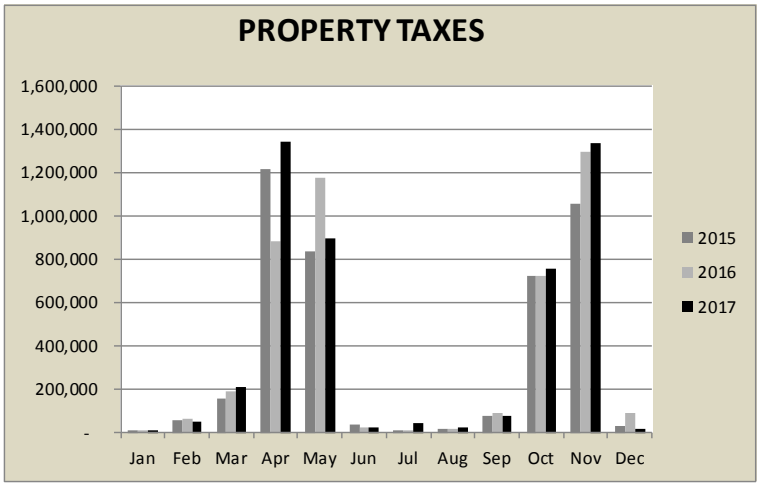
Major Tasks Completed During the Quarter

- Prepare, publish and present City Manager's 2018 Preliminary Budget document.
- Prepare 2017 Revised Budget adjustment ordinance and Council presentation.
- Prepare 2018 Property tax ordinances and Council presentations.
- Train Staff Accountant to do payroll functions.
- Regular month end closing process.
- Cover for vacant Finance Director position.

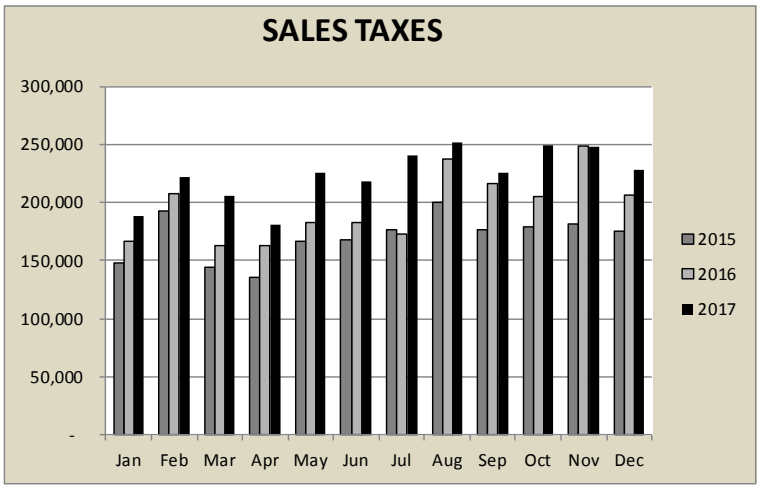
MAJOR REVENUE TRENDS

(CASH BASIS)

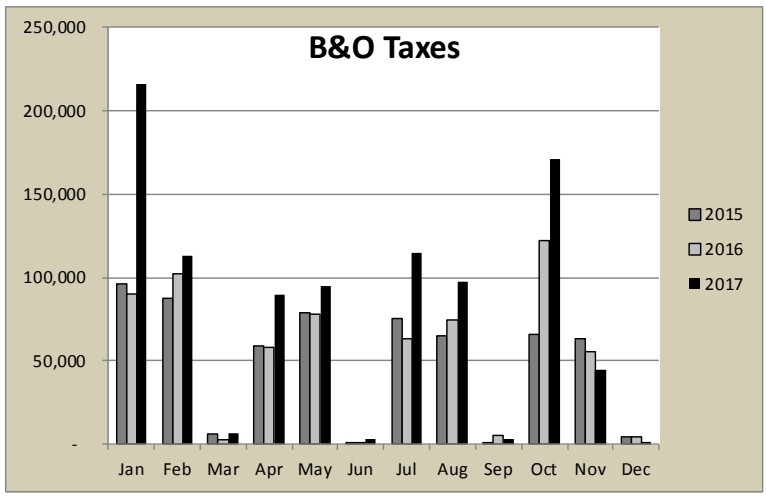
2017 YTD Compared to 2016 YTD:		218,290	4.8%
	2017	**2016**	**2015**	**PY YTD**
Jan	10,191	9,718	7,766	0.2%
Feb	52,372	62,078	55,462	1.6%
Mar	207,664	192,691	159,802	5.8%
Apr	1,341,941	884,255	1,214,531	25.2%
May	892,976	1,172,679	834,623	50.8%
June	22,136	24,323	34,134	51.4%
Jul	45,386	8,130	12,380	51.5%
Aug	22,470	19,914	15,762	52.0%
Sep	78,305	87,561	76,908	53.9%
Oct	757,497	721,023	723,002	69.7%
Nov	1,334,765	1,292,382	1,054,756	98.0%
Dec	**20,037**	**92,696**	**29,206**	**100.0%**
Totals	**4,785,740**	**4,567,450**	**4,218,332**	
2017 YTD Compared to Annual Budget:		4,572,060	104.7%



2017 YTD Compared to 2016 YTD:		333,265	14.2%
	2017	**2016**	**2015**	**PY YTD**
Jan	188,813	166,482	148,542	7.1%
Feb	222,214	207,580	192,640	15.9%
Mar	206,184	162,512	144,525	22.8%
Apr	180,327	162,783	135,180	29.7%
May	225,772	183,308	166,575	37.5%
Jun	218,517	182,542	167,671	45.3%
Jul	240,702	172,341	176,608	52.6%
Aug	251,535	236,926	200,510	62.7%
Sep	225,110	216,225	176,594	71.9%
Oct	248,661	205,441	178,690	80.7%
Nov	248,226	248,392	181,241	91.2%
Dec	**228,030**	**206,295**	**174,869**	**100.0%**
Totals	**2,684,092**	**2,350,827**	**2,043,645**	
2017 YTD Compared to Annual Budget:		2,244,019	119.6%



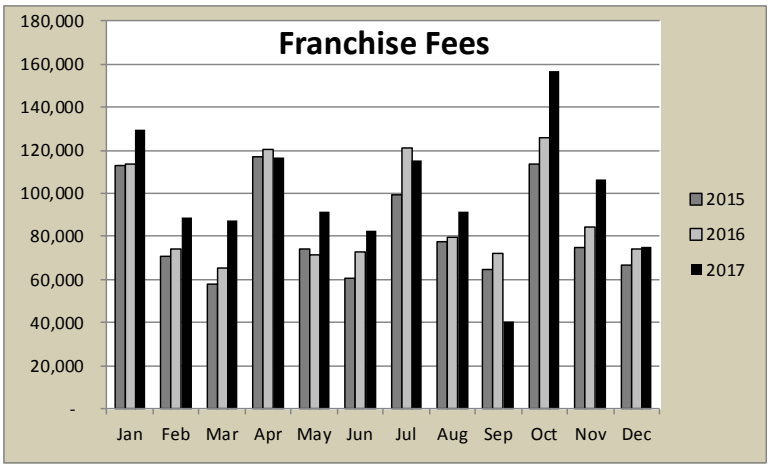
2017 YTD Compared to 2016 YTD:		297,171	45.2%
	2017	**2016**	**2015**	**PY YTD**
Jan	216,324	89,942	95,787	13.7%
Feb	112,795	101,825	87,424	29.2%
Mar	6,291	3,106	6,095	29.6%
Apr	89,260	58,292	58,723	38.5%
May	94,829	78,035	78,674	50.3%
Jun	3,205	1,262	745	50.5%
Jul	114,496	63,661	75,441	60.2%
Aug	97,730	74,863	64,797	71.6%
Sep	2,767	5,211	1,192	72.4%
Oct	171,216	122,095	66,238	91.0%
Nov	44,658	55,292	63,614	99.4%
Dec	**1,400**	**4,217**	**4,699**	**100.0%**
Totals	**954,972**	**657,801**	**603,429**	
2017 YTD Compared to Annual Budget:		784,182	121.8%



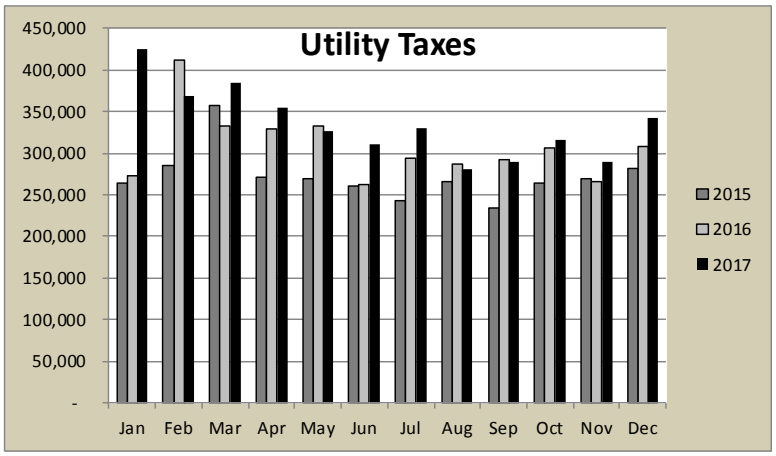
MAJOR REVENUE TRENDS

(Cash Basis -Continued)

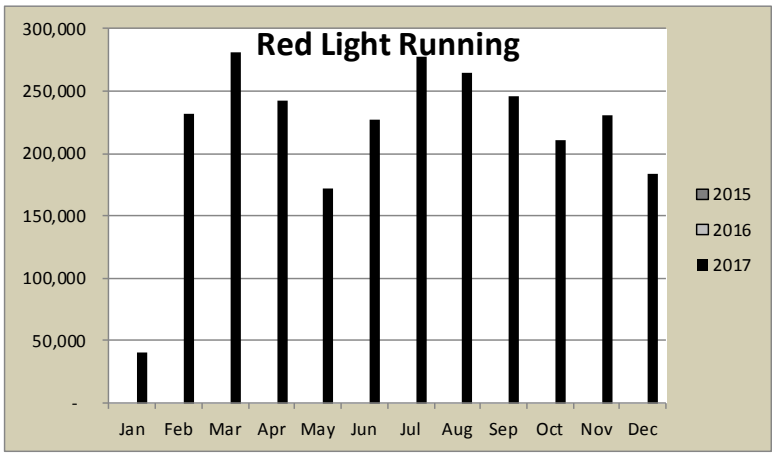
2017 YTD Compared to 2016 YTD:			107,428	10.0%
	2017	2016	2015	PY YTD
Jan	129,401	113,463	112,750	10.6%
Feb	89,045	73,834	71,075	17.4%
Mar	87,325	65,347	57,924	23.5%
Apr	116,973	120,207	116,879	34.7%
May	91,363	71,583	74,423	41.4%
Jun	82,575	72,626	60,470	48.1%
Jul	115,316	121,248	99,070	59.4%
Aug	91,478	79,804	77,663	66.8%
Sep	40,214	72,099	64,435	73.5%
Oct	156,940	126,141	113,761	85.3%
Nov	106,415	84,251	74,997	93.1%
Dec	**74,885**	**73,899**	**66,607**	**100.0%**
Totals	**1,181,930**	**1,074,502**	**990,053**	
2017 YTD Compared to Annual Budget:			1,090,440	108.4%



2017 YTD Compared to 2016 YTD:			322,442	8.7%
	2017	2016	2015	PY YTD
Jan	424,753	273,337	264,911	7.4%
Feb	369,100	410,967	284,340	18.5%
Mar	384,143	332,039	357,130	27.5%
Apr	354,597	329,815	270,479	36.4%
May	326,610	333,168	269,809	45.4%
Jun	311,295	262,684	260,950	52.6%
Jul	330,214	293,988	243,353	60.5%
Aug	279,999	286,311	265,630	68.3%
Sep	289,489	292,324	233,833	76.2%
Oct	315,656	306,464	263,509	84.5%
Nov	289,793	266,326	269,275	91.7%
Dec	**342,218**	**308,003**	**281,830**	**100.0%**
Totals	**4,017,867**	**3,695,425**	**3,265,049**	
2017 YTD Compared to Annual Budget:			3,870,139	103.8%

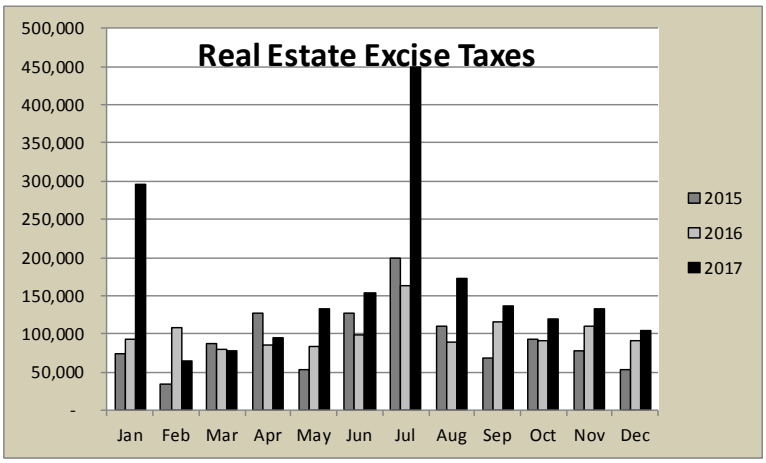


2017 YTD Compared to 2016 YTD:			2,609,628	
	2017	2016	2015	PY YTD
Jan	41,052			
Feb	232,138			
Mar	281,581			
Apr	242,435			
May	172,049			
Jun	227,114			
Jul	277,288			
Aug	264,954			
Sep	245,831			
Oct	210,839			
Nov	230,840			
Dec	**183,507**			
Totals	**2,609,628**	**-**	**-**	
2017 YTD Compared to Annual Budget:			1,985,000	131.5%

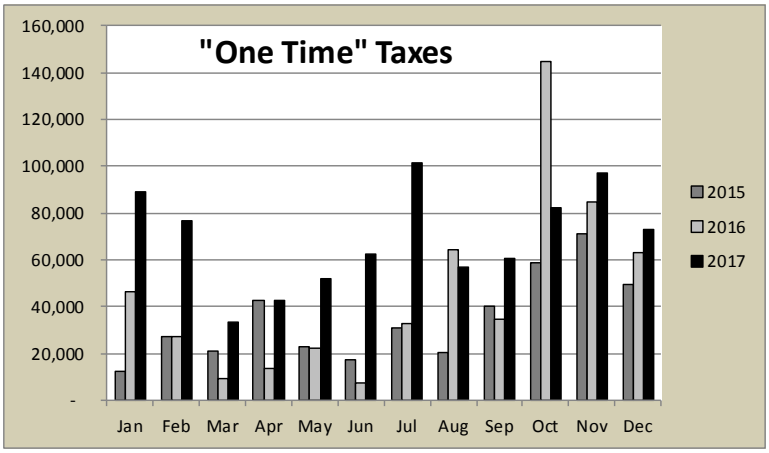


CIP FUNDING SOURCES

2017 YTD Compared to Annual Budget:			719,170	59.1%
	2017	2016	2015	PY YTD
Jan	296,469	93,909	74,382	7.7%
Feb	64,190	109,153	33,884	16.7%
Mar	78,233	80,623	88,020	23.3%
Apr	95,642	86,005	127,450	30.4%
May	132,598	84,072	53,190	37.3%
Jun	152,999	99,166	127,038	45.5%
Jul	448,867	163,905	199,170	59.0%
Aug	173,469	90,084	110,322	66.4%
Sep	136,573	116,119	68,647	75.9%
Oct	118,772	91,603	93,478	83.4%
Nov	132,237	109,682	78,694	92.5%
Dec	**105,037**	**91,594**	**53,220**	**100.0%**
Totals	**1,935,085**	**1,215,915**	**1,107,495**	
2017 YTD Compared to Annual Budget:			800,000	241.9%



2017 YTD Compared to 2016 YTD:			277,391	150.4%
	2017	2016	2015	PY YTD
Jan	89,266	46,556	12,359	3.8%
Feb	76,783	27,195	27,114	6.1%
Mar	33,370	9,428	20,850	6.8%
Apr	42,775	13,465	42,498	7.9%
May	52,185	22,165	22,862	9.8%
Jun	62,293	7,770	17,170	10.4%
Jul	101,589	32,666	31,104	13.1%
Aug	56,915	64,376	20,237	18.4%
Sep	60,445	34,407	40,336	21.2%
Oct	82,400	144,643	58,538	33.1%
Nov	97,018	84,923	71,022	40.1%
Dec	**72,820**	**62,874**	**49,216**	**45.3%**
Totals	**827,859**	**550,468**	**413,306**	
2017 YTD Compared to Annual Budget:			700,000	118.3%



GENERAL FUND 001

	2017 BUDGET AMEND ANNUAL 12 MONTHS			2017 Year to Date ACTUAL DECEMBER					
	REVENUES	EXPENDITURES	NET	REVENUES	%*	EXPENDITURES	%*	NET	
BEGINNING FUND BALANCE			**2,933,039**					**2,933,039**	
Unrestricted Revenues									
Unrestricted Taxes	12,516,726		12,516,726	12,633,607	101%				
One Time Sales/B&O Taxes	701,713		701,713	847,786	121%				
Unrestricted Franchise Fees	1,090,440		1,090,440	1,184,379	109%				
State/City Assistance	90,000		90,000	116,997	130%				
Miscellaneous	41,650		41,650	88,967	214%				
Transfer In	-		-						
Total Unrestricted Revenues	14,440,529		14,440,529	14,871,735	103%			14,871,735	
Policy & Support Services									
Support Services Chargebacks	2,381,924		2,381,924	2,381,924	100%			2,381,924	100%
City Council		76,155	(76,155)	-		72,850	96%	(72,850)	96%
City Manager	26,357	1,319,587	(1,293,230)	26,357	100%	1,179,637	89%	(1,153,280)	89%
Financial Services	51,356	1,022,033	(970,677)	63		951,343	93%	(951,280)	98%
Technology Services	835,118	837,147	(2,029)	871,112	104%	822,369	98%	48,743	-2402%
Legal		320,456	(320,456)	9,146		304,032	95%	(294,886)	92%
Bldg & Facility Maint		352,341	(352,341)	-		340,345	97%	(340,345)	97%
Total Policy & Support Services	3,294,755	3,927,719	(632,964)	3,288,602	100%	3,670,577	93%	(381,975)	60%
Public Safety Services									
Restricted - Public Safety	4,028,440		4,028,440	4,046,097	100%			4,046,097	100%
Court	121,110	1,223,348	(1,102,238)	127,007	105%	1,231,656	101%	(1,104,648)	100%
Probation	69,143	190,161	(121,018)	64,709	94%	179,467	94%	(114,758)	95%
EMS/Fire/Jail/Public Defenders	4,358	737,845	(733,487)	4,711	108%	752,301	102%	(747,590)	102%
Legal (Prosecution, DV, etc.)	25,000	353,832	(328,832)	33,412	134%	354,256	100%	(320,844)	98%
Police	225,905	10,411,140	(10,185,235)	268,376	119%	10,146,467	97%	(9,878,091)	97%
Total Public Safety Services	4,473,956	12,916,326	(8,442,370)	4,544,312	102%	12,664,146	98%	(8,119,834)	96%
Community Services									
Planning & Bldg (NonFee Based)		471,580	(471,580)			427,302	91%	(427,302)	91%
Engineering (NonFee Based)		239,656	(239,656)			240,900	101%	(240,900)	101%
Subtotal	-	711,236	(711,236)	-		668,203	94%	(668,203)	94%
Park Maintenance	28,403	854,751	(826,348)	18,790	66%	858,733	100%	(839,943)	102%
Parks & Community Relations	2,825	206,947	(204,122)	9,646	341%	201,562	97%	(191,916)	94%
Senior & Human Services	126,405	532,786	(406,381)	102,026	81%	516,440	97%	(414,414)	102%
Arts Program	17,000	52,752	(35,752)	17,898	105%	45,535	86%	(27,637)	77%
Recreation Programs	1,082,189	1,287,980	(205,791)	1,040,246	96%	1,220,729	95%	(180,483)	88%
Beach Park Rentals	297,348	542,464	(245,116)	276,737	93%	517,991	95%	(241,254)	98%
Subtotal	1,554,170	3,477,680	(1,923,510)	1,465,343	94%	3,360,989	97%	(1,895,646)	99%
Total Community Services	1,554,170	4,188,916	(2,634,746)	1,465,343	94%	4,029,192	96%	(2,563,849)	97%
Transfers Out									
Capital & Debt		333,440	(333,440)			112,406	34%	(112,406)	34%
One Time Sales/ B&O Tax		797,893	(797,893)			847,786	106%	(847,786)	106%
Total Transfers	-	1,131,333	(1,131,333)	-		960,192		(960,192)	
TOTAL GENERAL FUND	**23,763,410**	**22,164,294**	**1,599,116**	**24,169,992**	**102%**	**21,324,107**	**96%**	**2,845,885**	**178%**
ENDING FUND BALANCE			**4,532,155**					**5,778,924**	

Dec is month 12 of 12 = 100%

2 month expenditures target min Ending Fund Balance *3,694,788*

SPECIAL REVENUE FUND 105 (DEVELOPMENT - FEE BASED)

	2017 BUDGET AMEND			2017 Year to Date ACTUAL					
	ANNUAL 12 MONTHS			DECEMBER					
	REVENUES	EXPENDITURES	NET	REVENUES**	%*	EXPENDITURES	%*	NET	
BEGINNING FUND BALANCE			**1,507,686**					**1,507,686**	
Community Services (PBPW Fee Based)									
Interest Earnings				7,778				7,778	
Planning (Fee Based)	257,900	458,795	(200,895)	394,679	153%	447,515	98%	(52,836)	26%
Recycle Grant	53,000	50,318	2,682	42,107	79%	43,284	86%	(1,177)	-44%
Building & Permits (Fee Based)	1,654,945	791,592	863,353	2,448,832	148%	763,133	96%	1,685,698	195%
Minor Home Repair Grant	25,000	25,000	-	26,873	107%	26,874	107%	(0)	-
Engineering (Fee Based)	585,070	940,114	(355,044)	689,875	118%	920,823	98%	(230,948)	65%
TOTAL PBPW Fee Based	**2,575,915**	**2,265,819**	**310,096**	**3,610,144**	140%	**2,201,629**	97%	**1,408,515**	454%
ENDING FUND BALANCE			**1,817,782**					**2,916,201**	

Dec is month 12 of 12 = 100%

***ACTUAL Revenues include "One-Time Development Revenues" when received. No "One-Time" in Revenue Budgets.*

PARKS, RECREATION AND SENIOR SERVICES

Administration:

- The LA Studio architectural firm was selected and put under contract to design the citywide playground improvements at 7 park sites including: Beach Park, Cecil Powell Park, Field House Park, Kiddie Park, Steven J Underwood Park, Westwood Park, and Wooton Park.
- The Parkside Park Renovation Project funded by the DOE and a CDBG grant is substantially completed. A park reopening ceremony will take place in the late spring.
- In late November the agreement with WSDOT was signed for I-5 directional signage. WSDOT approved one each, north and southbound to say:

  Seattle Southside RTA will pay for the signage.
- Director submitted a $245,000 King County Youth & Athletics grant request for a Play for All area and trail at Steven J Underwood Park. City and Des Moines Legacy Foundation funds are programmed in 2018 for the project match.
- Work was completed at Parkside Park and the dedication will be this summer. This project was funded by a grant from the CDBG and Department of Ecology.
- Held an Open House at the newly acquired Van Gasken Property on October 26th. There was overwhelming support for the acquisition by 200 citizens attending the event. Welcoming comments made by Mayor Pina, Deputy Mayor Pennington and City Manager Matthias. Councilmembers Bangs and Nutting, and Senator Karen Keiser and Representative Tina Orwall were present. Forterra's Board President read a statement.

- With the award of a two year grant from King Conservation District and additional funding, the Highline College Urban Agriculture manager and staff have begun discussions regarding the Community-Centered Urban Agriculture Program collaboration with the City to utilize City parkland for student learning of sustainable agriculture. Sonju Park, Parkside Wetlands and other sites will be assessed to determine land use requirements.

Community Engagement:

Volunteer/Committee Hours	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	YTD
DM Arts Commission	66	117	301	33	517
Sr. Services Advisory Committee	17	17	8	18	60
Human Services Advisory Comm.	7	18	6	12	43
DM Lodging Tax Advisory Comm.	-	-	6	8	14
KC Landmarks Commission	-	-	-	-	0
Daisy Sonju Garden	21	76	232	111	440
Youth Sports Coaches	1,545	1,242	899	1,356	5,042
Senior Services	1,329	1,550	1,845	1,546	6,270
Parks Administration	67	467	49	6	589
Total Volunteer/Committee Hrs.*	**3,052**	**3,487**	**3,346**	**3,090**	**12,975**
Total Full Time Equivalents	**1.47 FTE**	**1.68 FTE**	**1.61 FTE**	**1.49 FTE**	**6.24 FTE**

*Rounded to nearest whole number.

Recreation and Sports:

- Since the inception of our new Dash Online registration system (September 1, 2017) there have been 3,287 customer accounts created with $446,040 in revenue. 67.27% of those transactions were performed online.
- Youth Basketball started in late November with over 600 participants and 60 teams in 7 age divisions.
- In conjunction with the Mt. Rainier High School basketball teams, the Rams Winter Hardwood Basketball Camp sold out on December 18-19 with 60 registrants.
- Winter Break Camp was held at the Field House December 18-29 and had 82 individual registrants with an average of over 40 children per day.
- Breakfast with Santa was held on December 9th. There were 9 a.m. and 10:45 a.m. sessions, with both selling out at 60 participants per session.
- The Community Bonfire event at Redondo Beach on December 7th had over 300 people in attendance.

Events and Facilities:

- Sonja Cunningham status changed to a Full Time Recreation Specialist as of November 2017.
- Shannon Kirchberg was promoted to Events and Facilities Manager in mid-December of 2017.
- With the purchase of the Van Gasken property, Events and Facilities staff will be offering the property as a ceremony location for Weddings. The property will be debut at the Seattle Wedding Show the weekend of January 13, 2018.

Activity Center/Senior Services:

- The Senior Services Manager conducted a new committee member orientation for Susan Barber who was recently appointed to the City of Des Moines Human Services Advisory Committee.
- Des Moines Legacy Foundation 18th annual DISCO FEVER Bayside Brunch held at Anthony's Homeport raised over $15,000 for the city's Senior Services Programs and $12,190 for Youth Programs.
- The Senior Services Manager was interviewed for the Wesley Homes Cable Channel in November. The 45 minute "conversation" provided details about the Activity Center's programs and services, her history with the center and the purpose and function of the Des Moines Legacy Foundation.
- For the Thanksgiving holiday, the Des Moines meals on wheels recipients received extra holiday treats with their weekly meal delivery. Thanks to Legacy Foundation and Judson Park, each client received a fresh pumpkin pie and a small bottle of sparkling cider.
- Two St. Philomena students, one in the 3rd and one in the 5th grade, donated ten holiday wreaths to the Activity Center for the staff to give out to seniors who needed a "brighter" holiday season.

Seniors/Activity Center	**1st Qtr.**	**2nd Qtr.**	**3rd Qtr.**	**4th Qtr.**	**YTD**
Meals Served	2,415	3,073	4,827	2,502	12,817
Fee Program Attendance	1,527	1,896	1,705	1,670	6,798
Drop In Attendance	2,163	2,269	2,025	1,937	8,394
Consultation Services	634	759	786	611	2,790

City Council Committee Reports:

Des Moines Arts Commission

- Met on Tuesday, October 10, 2017 - Meeting discussion: Finalized details for Squid-A-Rama event taking place on November 11, 2017. Discussed the final details of the Arts Gala and reviewed worked and what may need to be changed.
- Des Moines Arts Commissioners Patricia V. Clark and M. Anne Sweet were appointed by Mayor Pina in October and attended their first official meeting on November 14th.
- Met on Tuesday, November 14, 2017 - Meeting discussion: The December meeting to include a dinner. Inviting City Council, Farmers Market, Destination Des Moines, Rotary. Finalized a slate of officers to vote for in December for the new Arts Commission Chair, Co-Chair and Secretary. New commissioners Pat and Anne were in attendance and had been appointed the month prior.
- Met on Tuesday, December 12, 2017 - Meeting discussion: Voted for 2018 officers. 2018 Chair – Sheri Verburg; Co-Chair – Michelle Fawcett; Secretary – Anne Sweet. Adjourned to celebrate the year of successful events.

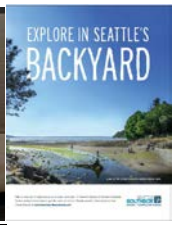
Senior Services Advisory Committee

- Met on Thursday, October 20, 2017 - Meeting discussion: Committee goals update (Encourage connections for good nutrition for older adults, human connections for healthy aging, communicate with elected officials, support Take Back Your Meds, outreach to the community, and elder safety), HYDE Shuttle update (planning for a paid driver for our route sometime in 2018), and Catholic Community Services hot lunch fee increase beginning January 2018.
- Met on Thursday December 7, 2017 - Meeting discussion: summarize 2017 committee goals (detailed above), presentation on the METRO Community Connections program for Des Moines, full term committee member appreciation, and two committee vacancies.

Human Services Advisory Committee

- Met on Thursday, October 5, 2017 - Meeting discussion: Appointment of Susan Barber to the committee, thanks to Dr. Alex Szabo for his contributions, presentation by Sound Mental Health, select next agency presentation, and additional funds for 2018 human services to allocate.
- Met on Thursday, November 16, 2017 - Meeting discussion: welcome Susan Barber to the committee, presentation by Des Moines Area Food Bank, review reports from the two agencies receiving additional funds for 2018- their plans for the funds; 3rd Quarter agency reports review, and the scheduling of the next agency presentation.

Des Moines Lodging Tax Advisory Committee (DMLTC)



- Met on Wednesday, October 18, 2017 from 5:00 p.m. – 6:00 p.m. - Meeting discussion: Presentation by SSRTA CEO Katherine Kertzman and Assistant Director Ashley Comer on 2017 marketing outcomes including Maps, Magazines, Bus and Light Rail wraps, Airport billboard and more featuring Des Moines as a destination. Overview of 2017 City council approved Des Moines Lodging Tax activities - support to Destination Des Moines Community Festivals, Tourism Marketing - To The Beach project, I-5 signage and Community Wayfinding signage. The Committee voted to continue funding the same approved 2017 projects in 2018.

Des Moines Landmarks Commission

(No Meetings)

POLICE DEPARTMENT

- Later Officer John Courtney hired effective October 16th.
- Lateral Officer John Courtney resigned November 22nd.
- Records Specialist Radha Vashist was hired effective December 1st.
- Special Olympics Tip a Cop - On October 21st, officers from Port of Seattle and Normandy Park Police Department teamed up with members of the Des Moines Police Department and Des Moines Police Department Foundation for Special Olympics Tip a Cop at the Des Moines Red Robin. Special Olympic athletes also were on hand for the event. Together we brought in $4,241.30. This is the highest amount we have ever collected.
- Reading Buddies - Staff from the department join students from Midway Elementary School for Reading Buddies every Tuesday morning.
- Coffee with a Cop - During the 4th quarter, staff from the department joined the community for Coffee with a Cop. On October 5th it took place at Highline Community College and on December 6th it was held at Huntington Park.
- Shop with a Cop - Members of the Des Moines Police Department, Port of Seattle Police Department, Normandy Park Police Department, and South King Fire and Rescue participated in Shop with a Cop at Midway Fred Meyer on December 13th. The Des Moines Police Foundation organized the event and provided families with gift cards enabling them to buy presents for the holidays. A good time was had by all.

CRIME STATISTICS
Quarterly Totals

Offense	2016 4th Quarter Totals	2017 4th Quarter Totals	2017 4th Quarter Percent Change
Homicide	0	2	0%
Sex Offenses	10	11	+10%
Robbery	11	7	-36%
Assaults*	62	49	-21%
Burglary	37	42	+14%
Larceny*	245	215	-12%
MV Accidents	99	102	+3%
MV Thefts	72	55	-24%
Arson	0	4	0%
Moving Violations	527	614	+16%
School Zone Photo Enforcement	899	844	-6%
Red Light Photo Enforcement	4,589 **	6,212	+35% **
Officers Assaulted	5	3	-40%
Adult Arrest	85	45	-47%
Juvenile Arrest	2	5	+150%
Calls For Service	4,073	4,566	+12%

**Assault and Larceny category include all reported felony and misdemeanor crimes.*
***Program started in 11/2016.*

Year to Date Totals

Offense	2016 Totals	2017 Totals	2017 Percent Change
Homicide	**3**	**2**	**-33%**
Sex Offenses	**46**	**35**	**-24%**
Robbery	**41**	**58**	**+41%**
Assaults*	**240**	**228**	**-5%**
Burglary	**159**	**164**	**+3%**
Larceny*	**809**	**729**	**-10%**
MV Accidents	**388**	**384**	**-1%**
MV Thefts	**316**	**244**	**-23%**
Arson	**11**	**8**	**-27%**
Moving Violations	**2,549**	**2,885**	**+13%**
School Zone Photo Enforcement	**3,255**	**3,072**	**-6%**
Red Light Photo Enforcement	**4,589 ******	**35,033**	******
Officers Assaulted	**11**	**9**	**-18%**
Adult Arrest	**269**	**247**	**-8%**
Juvenile Arrest	**21**	**25**	**+19%**
Calls For Service	**17,932**	**18,847**	**+5%**

**Assault and Larceny category include all reported felony and misdemeanor crimes*
*** Program started in 11/2016.*

MARINA

Capital Projects

- Pay Parking In the Marina & Beach Park
  This was the only major project in the Marin in 2017 and the Marina maintenance staff did a significant amount of the construction. The project was largely completed by the end of the year, with the improvements on 227th street being the only remaining tasks to be completed. By the end of the year, pay parking revenues, including the sale of the frequent user passes was a little over $100,000, which was on track with expectations. The Marina staff continued to track expenses with the goal of making the operation more efficient.

Marina Revenues

- Marina Revenues for the 4th quarter were up over the same period last year by about 6%. The increase was mainly due to the pay parking program coming on-line in the Marina, but all other major revenue streams were up also. Although the construction and implementation of the pay parking system in the Marina made for a difficult year for the staff, overall it was a good year for the Marina business. Total revenues were just a little over $4 million dollars, slightly less than 2016 total revenues but net cash from operations, at about $450,000 was significantly more than last year.

Marina Revenues

	October	November	December	4th Qtr. Total 2017	4th Qtr Total 2016	Percent Change
Fuel Sales	$ 41,613	$ 26,914	$ 17,650	$ 86,177	$ 84,802	2%
Guest moorage	$ 7,036	$ 3,218	$ 3,037	$ 13,291	$ 8,503	56%
Parking	$ 12,284	$ 12,284	$ 12,284	$ 36,852	$ 5,747	541%
Permenant Moorag	$ 183,708	$ 176,514	$ 178,543	$ 538,765	$ 532,192	1%
Dry Sheds	$ 14,238	$ 14,198	$ 14,010	$ 42,446	$ 41,422	2%
Lease Revenue	$ 12,889	$ 12,989	$ 13,190	$ 39,068	$ 38,160	2%
Total Revenue	$ 271,768	$ 246,117	$ 238,714	$ 756,599	$ 710,826	6%

PLANNING, BUILDING AND PUBLIC WORKS

Capital Improvement Projects

Marina North Bulkhead Replacement Project
After the City solicited for Proposals, Exeltech Consulting were selected for engineering and architectural services to replace the failing north marina bulkhead and adjacent restroom. A consultant agreement has been executed and preliminary design and permitting has begun. Initial work will focus on land and bathymetric survey and subsurface geotechnical exploration.

Lower Massey Creek Channel Modification Project
The project is complete. All plantings under warranty that did not survive have been replaced by Buckley Nursery. TetraTech has prepared a re-planting plan for the "triangle" area east of Taco Time which has been sent to the Department of Ecology for review and approval. Due to concerns of a high ground water table and prolonged soil saturation effecting the plantings, the proposal is to return the triangle area to a grass condition similar to the way it was before the project keeping the berm areas adjacent to the creek as the project mitigation area.

<u>Transportation Gateway Projects</u>

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

Work is physically complete. A gateway celebration was held on October 12th, whereby the City thanked the many partners who helped fund and support implementation of the Project.

S 216th Street Segment 3: 11th Avenue S to 20th Avenue S

Staff completed preliminary design including environmental review and finalization of a Right-of-Way plan. Staff sent notices to all owners illustrating impacts of the project and how the improvements will align and mesh with their properties. A Right-of-Entry and temporary construction licenses were requested. Following a public open house in June, 2017, a drop-in session was held on December 11th inviting property owners to meet with City's special project manager, KPG project engineer and the Right-of-Way agent. Issues raised during the session focused on how to match improvements with adjoining properties and no objections to the project have been noted.

A recommendation was prepared for the Council to adopt the Right-of-Way plan and authorize consultant support to proceed with property acquisition (approved on January 11, 2018). Upon execution of agreements with utilities to underground overhead wiring and acquisition need right-of-way, the project is expected to go to bid in November, 2018 with a request for Council to authorize construction in 2019. The project will complete the missing link of improvements

between SR99 and Marine View Drive including, but not limited to continuous curbs, gutter and sidewalks; a three lane roadway with bicycle lanes, a dual left turn lane and with planter strips and medians in select locations; underground utilities, storm drainage improvements and crosswalks marked with rectangular rapid flashing beacons.

<u>South 239th Stairs – Overlook Platform Steel Connection Replacement</u>

To help extend the service life of the South 239th Stairs, the City has prioritized modifications to the viewing platform at the bottom of the stairwell. The City is currently designing and fabricating structural steel components to replace existing brackets on the platform that are exposed to harsh environmental conditions. It is expected that the installation of the brackets will occur and be completed early 2018.

24th Avenue South (S 224th St to S 227th Pl)

The 24th Avenue Sidewalk project is currently in the preliminary engineering phase, but has been put on hold until 2018. The project team will be evaluating the project and entire 24th Ave South corridor from South 216th Street to Kent-Des Moines Road to fully understand complete build-out and potential grant opportunities to maximize return on investment. The corridor study will take place early 2018.

<u>South 268th Street Sidewalk Project</u>

The South 268th Street Sidewalk Improvements project has been substantially completed. Following the utility upgrades of last summer by Century Link, Puget Sound Energy, Midway Sewer District and Highline Water District, the City was able to construct new sidewalks, storm drainage facilities, radar feedback signs, and other pedestrian enhancements along this route connecting 16th Avenue S with Pacific Highway. The City Council accepted a Safe Routes to School grant from the Federal Highway Safety Improvement Program to help finance these improvements and make this project a reality.

Redondo Boardwalk

The City and Contractor, Stellar J., achieved Physical Completion in October and the project team is finalizing project close-out paperwork. The WA Department of Commerce and WSDOT have formally completed their portion of the project administration.

Pavement Management Program

South 223rd Street – Pavement Rehabilitation Project

The City and Consultant, KPG, are completing final design engineering and geotechnical investigation for the South 223rd Street Roadway Rehabilitation Project. Design, permitting, and utility coordination will be complete in 2017 with an anticipated public advertisement date in February 2018. Construction is expected to occur late spring and summer of 2018.

Barnes Creek/Kent-Des Moines Road Culvert Replacement Project

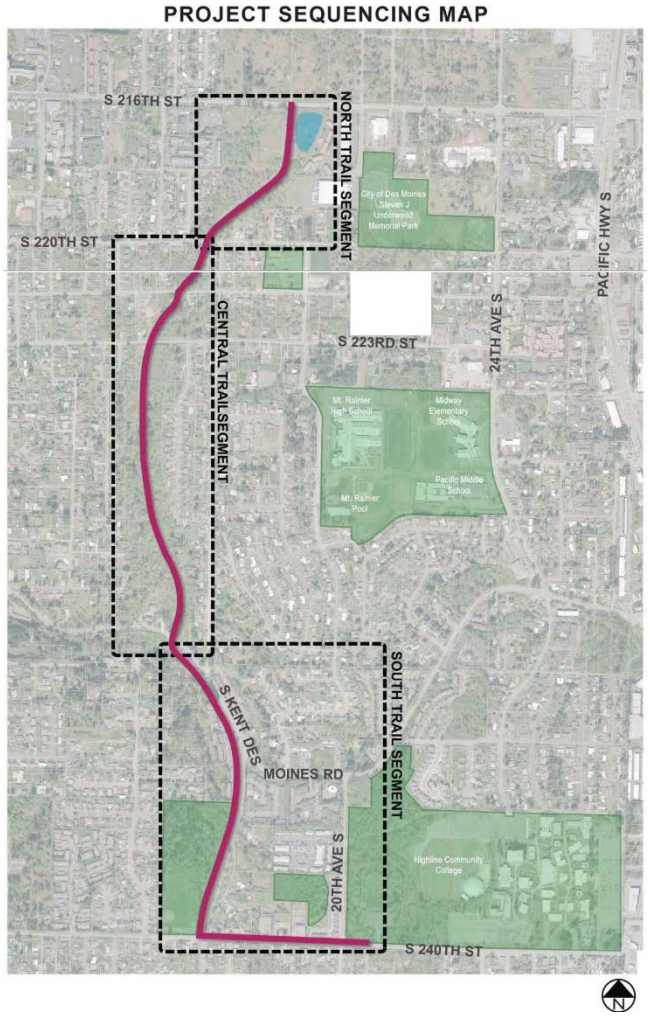
Council approved a Task Assignment with TetraTech Engineers to prepare the project design for replacing the dilapidated culvert located below Kent-Des Moines Road at approximately 13th Avenue. The project design has been placed on hold pending a meeting with WSDOT on the schedule for replacement of this culvert. This culvert is one of several hundred culverts that are required to be replaced by WSDOT by March 29, 2030 in accordance to an injunction of a U.S.

District Court ruling that state-owned barrier culverts under roads are a violation of Tribal Treaty Rights. The state has now appealed the case to the U.S. Supreme Court. While this culvert is not on WSDOT's current replacement list through the 2019-2021 biennium, WSDOT concurs with the 2015 condition/fish assessment report made by TetraTech. Staff met with WSDOT to discuss the schedule and potential partnership for the replacement of this culvert. Both parties agreed that the culvert should be replaced as soon as possible and that WSDOT would look into funding sources that would enable the project to move forward under a cost-shared arrangement with the City.

Barnes Creek Trail

The City and consultant, KPG, are continuing efforts to complete 85% design and NEPA permitting for the Barnes Creek Trail. Additionally, this project has been broken down into three distinct phases within the City's Transportation Improvement Plan (TIP). This will help the project move forward with future phases of work such as construction, position each project for competitive grants, aid development coordination with adjacent properties, and allow for logical project termini. The City is also coordinating design efforts with the South 216th Street – Segment 3 project near the intersection of 18th Ave S & S 216th Street to ensure proper trail crossing. It is anticipated that the South Trail Segment will be pursued for construction first.

The City has also applied for PSRC's Transportation Alternatives Program grant for the Right-of-Way phase of the South Segment, but was unsuccessful. The City will be preparing for future PSRC funding early 2018.



ADA Transition Plan

Continuing efforts to develop an Americans with Disabilities Act Transition Plan to ensure equal access to public programs, services, and facilities, the City has conducted a public open house, initiated an online survey, field surveyed sidewalks, and developed an outline for the final Transition Plan document. Evaluation of City programs, services, and buildings have occurred and a draft Transition Plan is expected to be complete early 2018. The plan will ultimately document ADA deficiencies and identify strategic actions moving forward to mitigate these issues.

South 251st Street Landslide

In early June, bids were solicited from the small works MSRC roster. However, only one bid was received from Road Construction Northwest that was far above the engineering estimate for the project. Subsequently, a bid rejection letter was issued. The project will be re-bid in February 2018 for construction during the fish window next summer.

Des Moines Street Standards

The City is currently updating its street standards and expects to be complete early 2018. The existing street standards were approved in 1996 and are in need of a substantial update. Staff will be working with a consultant, Parametrix, to make needed changes to a number of items within the street standards including: policy updates, code updates, standards related to Low Impact Development, and standard details.

Picnic Shelter/Restroom Rehabilitation

Argosy Construction began work in October 2016 on this project. The project is physically complete, and has been reopened to the public for use. We are working on project closeout.

Parkside Park Renovation

The design scope of work by consultant (The LA Studio LLC) is being modified slightly to reduce construction costs. We advertised for bids again in March 2017. Work will begin in August when the ground has dried up, and will be completed by the end of November 2017. Working with Ecology on contaminated soils remediation.

Field House Tennis Court

This project was placed on hold in 2016, and is scheduled to be completed during 2017.

Engineering Standby Generator

Superior Electric, Inc. was awarded the construction contract in June 2017. We are currently reviewing project submittals for approval, so that the generator components can be ordered. The project should be complete by December 2017.

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 – i.e. 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.

Metro Community Connections Pilot Project

The City partnered with King County Metro (Metro) to provide public transportation between the downtown Marina District, Des Moines Creek Business Park and the Angle Lake Station. Metro selected the City for implementation of a pilot project that will employ alternative, flexible service that will improve connections between these local activity centers and the region. A stakeholders group of major employers was formed, a needs assessment was conducted and the results were presented at the June 27th meeting hosted by Wesley Homes. Four major areas of need were identified: provide connections to regional transit system, provide options for those who do not or will not use cars, provide flexible and safe options for employees who work off hours; facilitate getting around during the work day without own car.

The first element of the plan, implementation of a shuttle between the Angle Lake Station and downtown Des Moines, was announced at the Gateway Celebration on October 17, 2017. Soft launch of peak period service was scheduled for January 29, 2018.

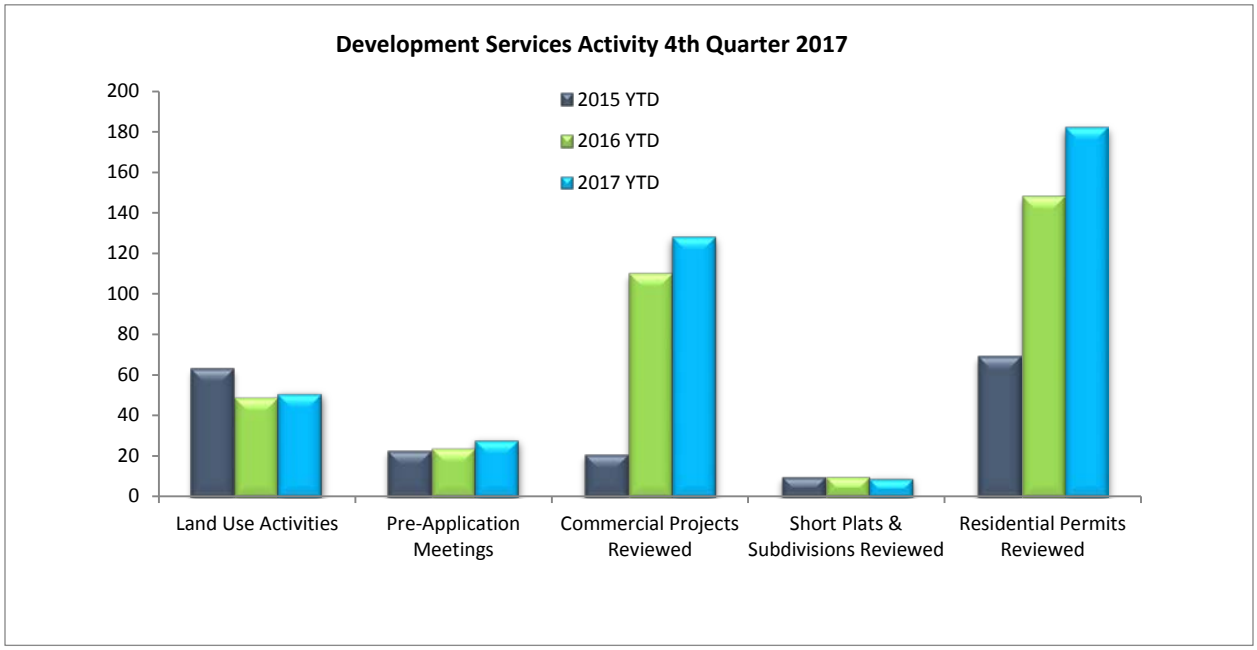
SR 509 – Puget Sound Gateway Project
Staff attended several steering committee meetings on the project, and discussed WSDOT's travel demand modeling, assumptions and details. In addition, there was discussion of the performance targets and metrics, and how WSDOT would be approaching and evaluating various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

Community Development

Planning, Building, and Development Services Division
As shown in the chart below, commercial and residential project reviews are at exceptional levels. In the fourth Quarter of 2017, the Planning Division completed 75 project reviews of which 33 were commercial, 38 were residential and 4 were short plats. In addition, the Department held 5 pre-application meetings and received 12 new submittals

The 2017 year-end total for the Planning Division was: 51 new land use submittals, 28 pre-application meetings held, 128 commercial project reviews, 182 single family residential reviews and 9 short-plats/subdivisions. Of the **$1,601,755** in revenue received by the PBPW Department, the Planning Division's portion was **12.9% ($105,933)**. Many of these submittals included SEPA, critical area and shoreline reviews/permits, design review, and grading permits.

For more details on specific land use projects, see **Attachment 1** at the end of this report.



Planning Projects
SEPA Thresholds Code Amendments: Increasing SEPA exemption levels implements a change in state law allowing cities to increase exemption levels under the State Environmental Policy Act (SEPA) for smaller projects. These code amendments are complete, resulting in a more streamlined permit process, while still assuring appropriate environmental protections.

Sound Transit Federal Way Link Extension: Staff continues to meet regularly with the Sound Transit team related to the permitting process and code requirements.

Landscaping and Fee in Lieu Tree Mitigation regulations: A public hearing was held on December 7, 2017 where Council subsequently approved Ordinance Nos. 1694 and 1695. These regulations provide more flexibility related to the landscape buffer adjacent to freeways for essential public transportation facilities, and provide for payment to a new urban forestry fund as a potential mechanism for tree replacement.

Essential Public Facilities Code Amendments: Staff is working on revisions to the ordinance consistent with Council direction received at the public hearing held in May 2016.

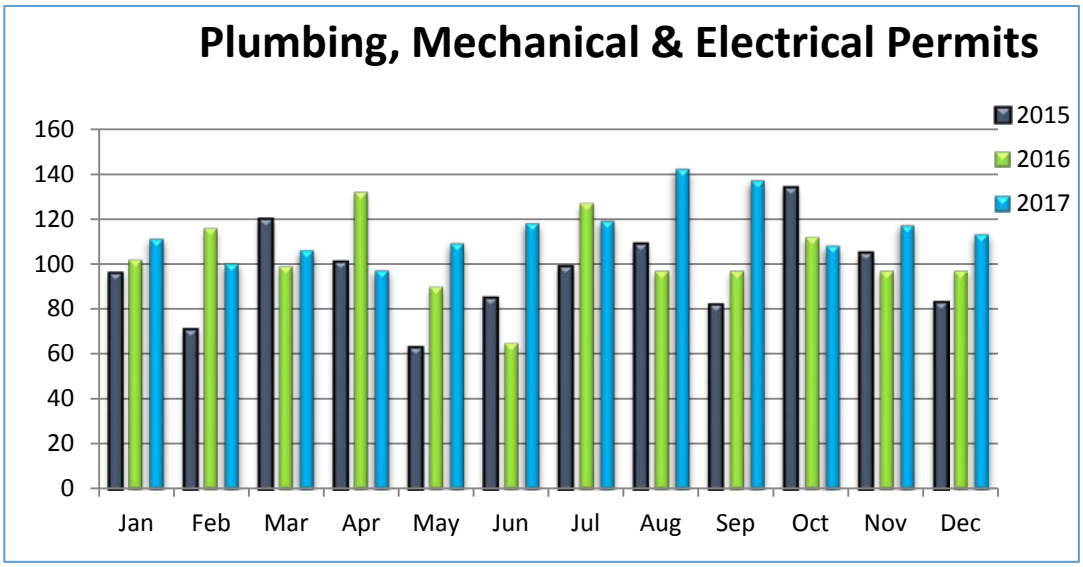
Shoreline Master Program: Staff is evaluating the required update to the City's Shoreline Master Program due in 2019 as well as working on the limited amendment for the Wasson house.

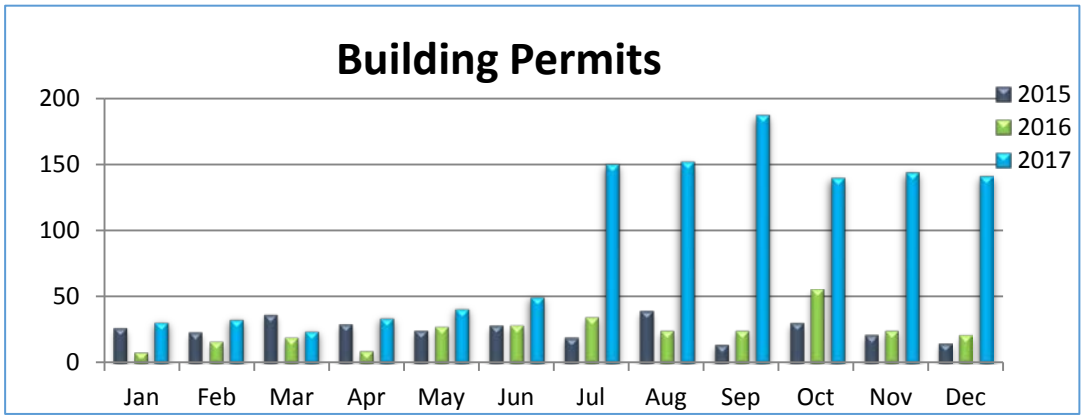
Marina Redevelopment: A very successful open house was held on October 17th on a donated Argosy boat docked at the Marina. Just under 200 people from the community provided input at this event related to potential Marina redevelopment, expressing preferences for uses such as restaurants and retail shops, and their potential locations.

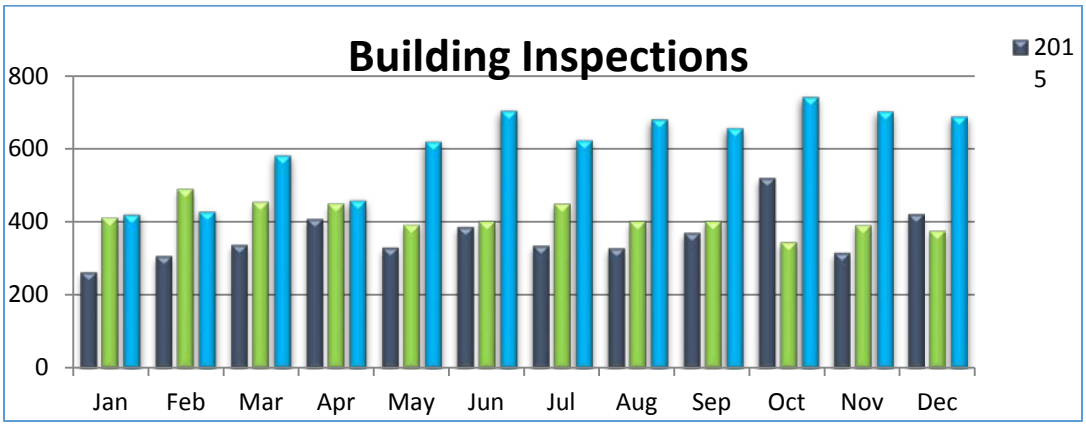
Sustainable Airport Master Plan: Community Development staff participated in discussions with the City Managers and Environmental Officials from neighboring cities related to a collaborative response to the environmental review of the Sustainable Airport Master Plan, and provided support for the City's Aviation Advisory Committee.

Building Division

As shown in the following charts, building related activity is trending and rising as expected.







- In the fourth Quarter of 2017, the Building Division issued 425 permits: 87 Building permits and 338 Electrical, Mechanical and Plumbing permits. The PBPW Department received $818,386 in revenue and processed $1,601,755 in total City receipts. Building Division's portion of PBPW revenues for this period was 75.4% ($616,855), the Planning Division's portion was 12.9% ($105,933), and the Engineering Division's portion was 11.7% ($95,597). The total permit valuation for this period was $29,582,185.
- During the 4th Quarter of 2017 Permit Staff issued 207 online permits out of a total of 425 BLD permits issued (Building, Electrical, Mechanical and Plumbing). The online permits are limited to residential permits that do not require plan review. There were 292 total non-plan review permits (both over the counter and online) issued in the 4th Quarter.
- For the year 2017, some interesting statistics were:
- The front counter processed and receipted $5,546,076 during the busiest construction period recorded to date.
- 2017 Building Permit Totals = 1,784 permits. This total represents the greatest number of permits issued to date.
- 661 permits required plan review which is 37% of the permits issued in 2017.
- 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 4th quarter of 2017, Building Division staff received 27 new public records requests in addition to 12 cases open from earlier and spent 69 hours to provide service. 31 cases were closed during the quarter and 8 are still active.
- Our permitting software, PermitTrax, allowed us to begin receiving and issuing online permits in September 2013. Online permits take about the same amount of time to process as Over-the-Counter permits that are presented in person. But permitting staff can organize their work more effectively by choosing when they will process the permits without applicants waiting at the counter for them.

Building Construction Highlights:

Adriana Mixed Use Project, 22525 7th Ave S:

The Adriana received a Temporary Certificate of Occupancy on December 30, 2017. The completion date for this project is anticipated in March of 2018.

Des Moines Creek Business Park: Phase 4 (21202 24th Ave S-BLDG A & 21402 24th Ave S-BLDG B):

Phase IV of the Business Park consists of two warehouse buildings. Bartell's will occupy the entire 4-A building. The tenant for Building 4-B has not yet been determined. Both of the buildings are well under construction, with the Bartell's building much further along. The two pictures below represent concrete panels being placed for Building 4-B.

Des Moines Creek Business Park: Phase 2 (2200 S 216th Street), the GSA Building: This is the last time this exciting and very cool project will be reported. All items are now complete and the FAA will be moving tenants in gradually in groups. This project received a Certificate of Occupancy on January 23, 2018.

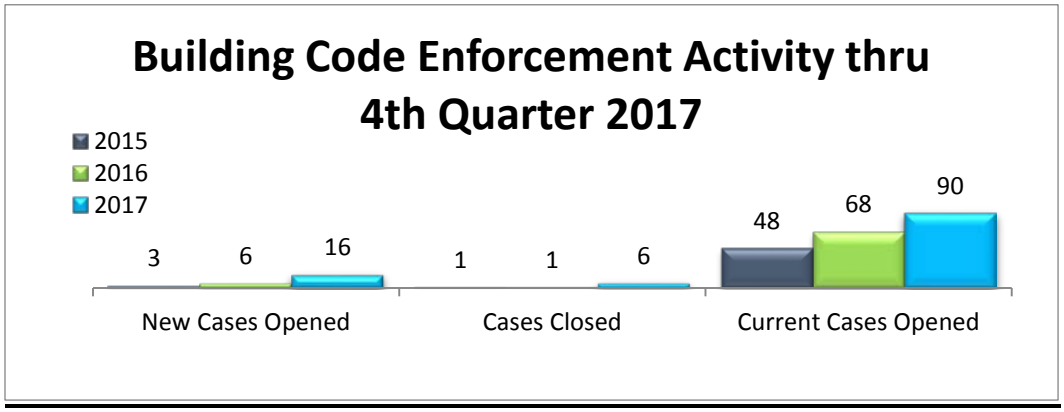
Wesley Homes Project: The Wesley Gardens property, located to the west of City Hall at 815 S 216th, is under construction as the second part of the first phase of this 5-year facility replacement project begins in earnest. Construction on the 32-unit "Brownstone" structure that boarders S 219th is moving at a fast pace. The wood-framed sections of that building are shown in the following pictures.

Highline Place, 23609 Pacific Highway South: This project is now well underway. Charter Construction is working on the third floor framing as is represented in the pictures below.

Highline View Estates, S 240th: This 24 unit Single Family Residential project is moving along quickly. Homes are being completed at a rate of one-to-two units per month.

Building Code Enforcement

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



Engineering Services Division

Traffic Engineering and Operations

Street Lighting

PSE has completed Phase I and Phase II of the "Pacific Ridge Streetlight Improvements" project.

Traffic Calming

Staff has concluded approximately 30 speed studies City-wide. Locations have focused primarily on neighborhood collector roadways that currently have limited traffic calming features present. Results from this speed study will help Staff identify any traffic calming measures for future implementation.

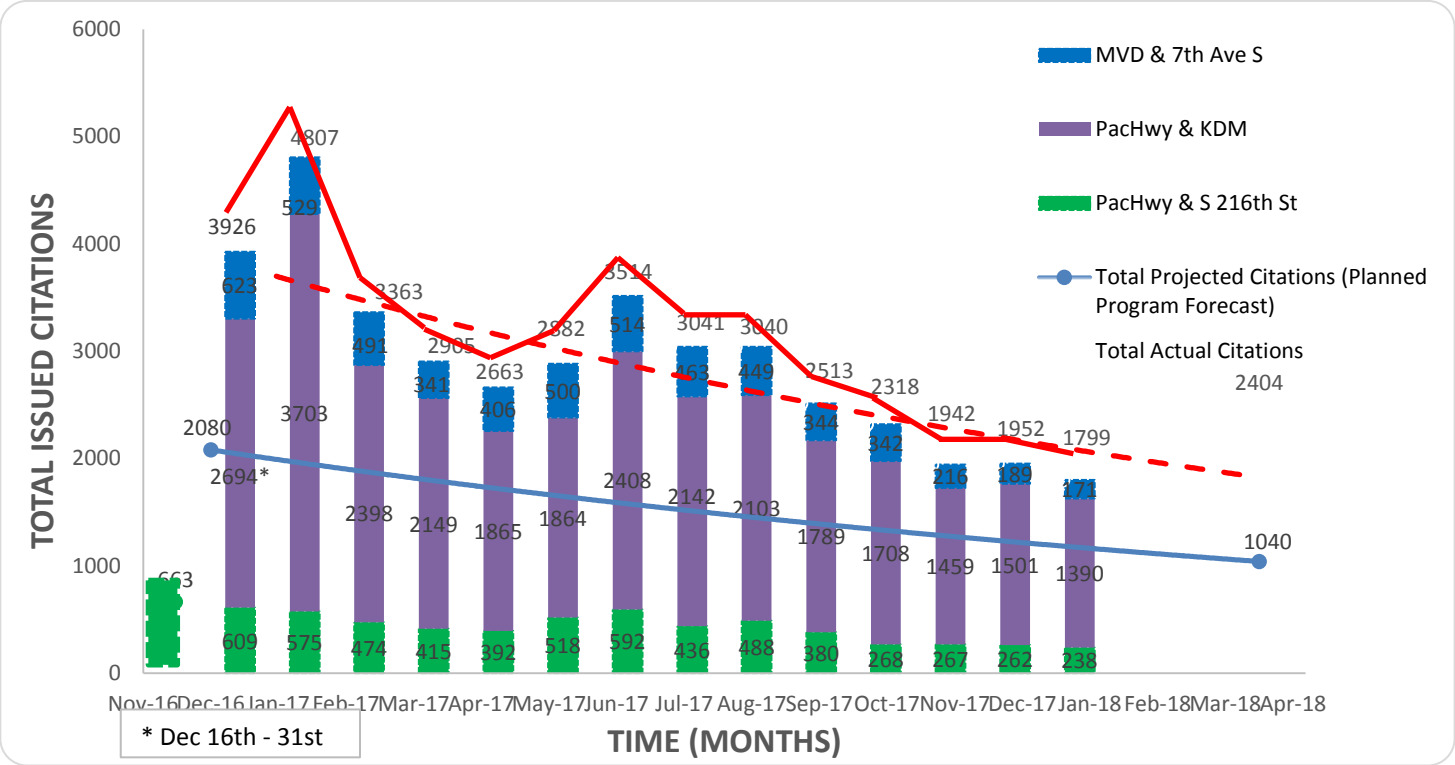
Red Light Running Automated Enforcement

The Automated Red Light Running Enforcement program was approved by the City Council on April 7, 2016. In the action, the City Council directed staff to enter into a contract with ATS (vendor) to install six locations for enforcement. The primary purpose is to increase vehicle stopping compliance at intersections in an effort to improve safety. While visible flashes from the cameras occur frequently, a commissioned Des Moines Police Officer reviews video for potential infraction before a citation is issued. Those six locations are:

- Southbound and Eastbound at SR-99 (Pac Hwy)/South 216th Street
- Southbound and Westbound at SR-99 (Pac Hwy)/SR-516 (KDM)
- Northbound and Southbound at SR-509 (MVD)/7th Place South/South 216th Street

These six locations were chosen from a group of twenty-one potential locations in partnership with ATS. It was anticipated that these six chosen locations would generate approximately 12,500 violations per year or about 1,042 per month. This 1,042 per month figure assumed an initial tickets/month at the start of the program of around 2,084 per month and slowly tapering to the 1,042 amount after 18 months as drivers in the area modified their behavior. This 10 month trend line was provided to the City as the historical trends seen by ATS in other installations throughout the nation. The graph shows the actual monthly citations issued at each intersection and the total number of actual citations will be tracked over time against the anticipated trend line to evaluate the traffic behavior curve specifically for Des Moines.

So where does the money raised by the fines go? The City created the Red Light Camera



Program under ordinance which mandates that 100% of all revenues be spent for public safety purposes, DMMC 10.40.070.

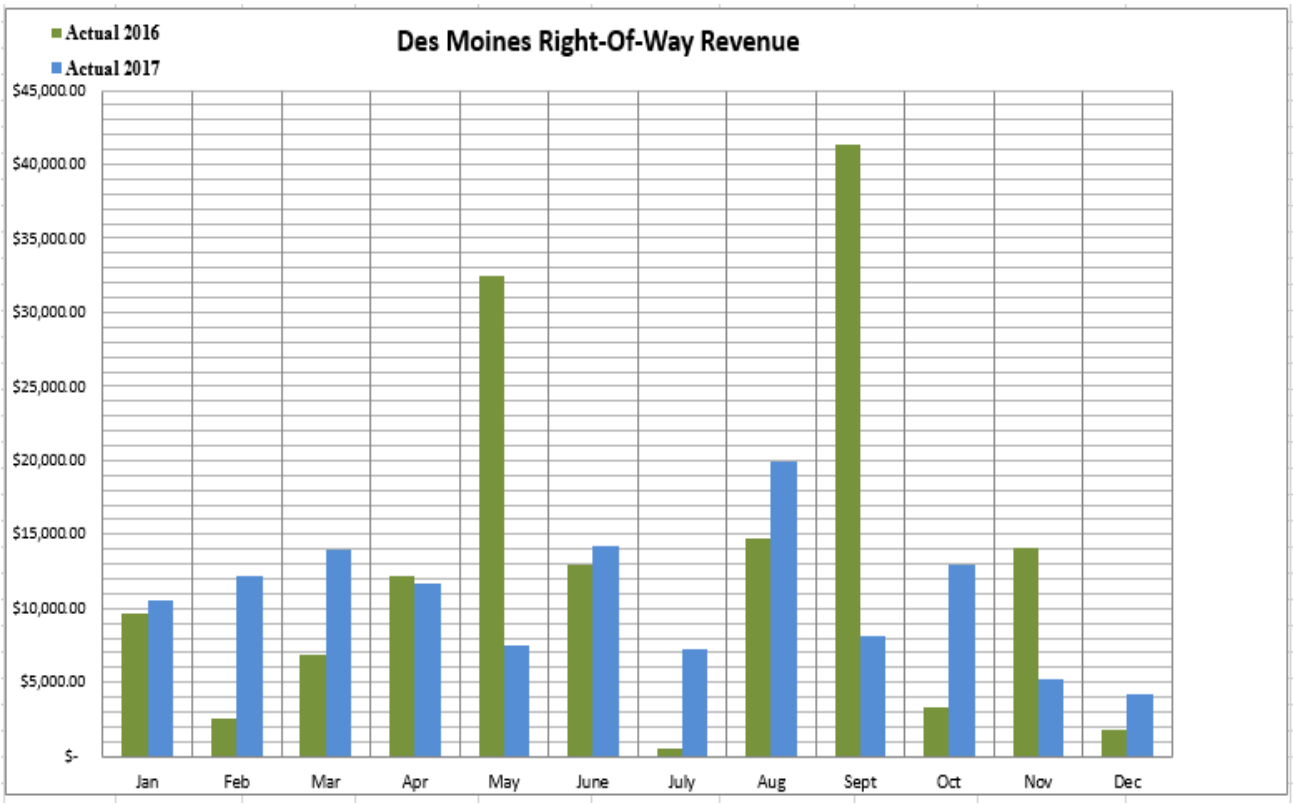
For further information, please see the Traffic Camera Program on the City's website.

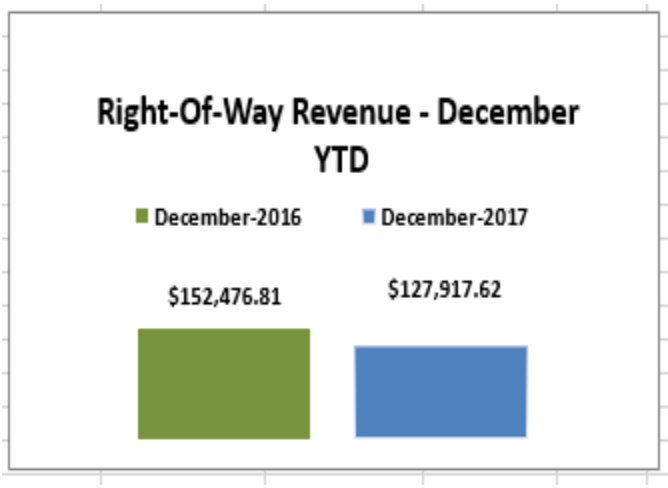
<u>School Safety</u>

The revenues and trends for the Automated Speed Enforcement Systems on 24th Avenue S in front of Midway Elementary School and Pacific Middle School, in addition to Woodmont Elementary School located on 16th Avenue S have normalized and we have discontinued reporting on them. Staff will continue to closely monitor the infraction trends in both of these locations.

Civil Engineering Services

- Right-of-Way Use Permits and Inspections: Two hundred eleven (211) Right-of-Way permits were processed by the end of the 4th Quarter with $127,917.62 in fees.





Right-of-Way Coordination Activities:

Ongoing projects in the right-of-way are Pacific Heights, Des Moines Business Park, Pinnicals, Highline View Estates, and various utility projects including Highline Water Districts water main replacement project on 14th Avenue South and S 232nd.

Portable Basketball Hoops:
Residents have been placing portable basketball hoops and other types of recreational equipment in and next to roadways that have been a topic of concern regarding safety in the right-of-way. The City will be placing flyers on this equipment giving residents an opportunity to remove the equipment and place it on their own property.

Citizen Correspondence and Interaction:
Staff received the following requests from citizens in the 4th Quarter of 2017:

2017	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Signs/Traffic Operations	15	6	4	10
Vegetation/Tree Concerns	2	24	9	8
Pot Holes/Roadway Surface/Clean up	23	21	6	15
Traffic Calming	2	20	4	15
Transportation Benefit District	10	15	12	5
Misc. (garbage, animals, catch basins, sidewalks, etc.)	14	5	4	11

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

Following is a summary of the On-Call Engineering Services task order assignments for 2016 through 2017:

Consultant	Task Number	Description	Amount
AMEC	1	Deepdene Plat Landslide	$3,300
BergerABAM			
Exeltech	1	South Twin Bridge Joint Repair	$10,489.50
	2	South Twin Bridge Joint Repair	$0
	3	Marine View Dr S/S 240th St Mini Roundabout	$30,024.60
HWA Geo.	1	S 260th Street Outfall to Puget Sound	$3,400.00
KPFF	1	Municipal Storage Yard Storm BMP Imp Plan	$37,330.00
KPG	1	S 251st Street Storm Outfall	$95,700.84
	2	PB&PW Presentation Assistance	$4,800.00
	3	Barnes Creek Trail – SEPA and Staking	$9,677.44
	4	S 216th Street – Segment 3	$539,976.35
	4-1	Supplement 1 216th/11th Pipe Replacement	$33,033.27
	5	Barnes Creek Trail – 85% PE and NEPA	$298,525.41
	6	South 239th Street Viewing Platform Repairs	$4,000.00
Parametrix	1	LID Integration into City Code and Design	$90,005.35
	2	Vegetation Monitoring	$9,995.89
	3	Woodmont SRTS Walkway Improvements	$135,254.20
	4	24th Ave Sidewalk Improvement	$99,361.33
	5	ADA Transition Plan	$19,984.94
	6	Woodmont (16th and 17th) Storm Connections	$30,671.93
	7	ADA Transition Plan	$59,141.00
	8	Street Development Standards	$45,697.65
	9	Woodmont Forest Management Support	$21,979.68
	10	S. 224th Street Improvements	$2,000.00
Tetra Tech	1	Lower Massey Creek Improvements	$183,048.00
	1A	Massey Creek Year 0 Landscape Mitigation Report	$2,091.00
	1B	Massey Creek CM Extension	$14,098.00
	1C	Massey Creek CM Change Order	$0
	2	Barnes Creek Culvert Replacement	$340,729.00
	3	Lower Massey Creek Vegetation Monitoring	$109,536.00
	4	Lower Massey Creek Improvements	$2,544.00

Surface Water Management (SWM) Division

NPDES Permit Activity

The new Western Washington Phase II Municipal Storm Water Permit became effective on 8/1/13. The 2013 permit contains significant changes including increases in monitoring, inspection, and maintenance requirements; and the addition of low impact development requirements. The NPDES permit has been extended through 2019 and preliminary drafts of the next permit have been issued for comment. The most notable highlights of the new permit include the addition of business outreach inspections, mapping outfalls, and uniform spill response forms.

Public Education, Outreach, Involvement, and Participation

The City is looking to continue its partnership with Environmental Coalition of South Seattle (ECOSS) to help educate, train, and deliver free spill kits to Des Moines businesses in 2018. In 2017 ECOSS visited 18 new businesses and completed many follow up to businesses they have visited in the past. "ECOSS" is a nonprofit organization that encourages urban redevelopment and a healthy environment by providing education, resources and technical assistance to diverse businesses and communities in the Puget Sound region (www.ecoss.org).

The City is continuing its partnership with the other Cities in the Highline School District to hold a 2-day stormwater festival at the Des Moines Beach Park for 6th grade students in the spring of 2018. A $152,000 grant was awarded for this project.

Illicit Discharge Detection and Elimination (IDDE)

Residents are directed to call 206.870.6869 to report discharges or spills. Residents may also call the Police non-emergency number at 206.878.3301 during times that City Hall is closed. During the months of October, November, and December there were eight spill responses to report, with a total of forty-five for the year.

Poverty Bay Shellfish Downgrade

Poverty Bay is currently under "conditional" restriction for shell fish harvesting and is being threatening to the point of increasing the restriction to "prohibited." 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.

King County has finalized a proposed boundary for a shellfish protection district. The next steps to form a district include formalizing legislation and taking it through the County Council for approval. Staff has continued to keep management and council up to date regarding the formation of the district and continues to attend technical committees hosted by King County.

Municipal Operations and Maintenance
Catch basin inspection and facility inspections have been completed for 2017.

Maintenance Yard(s) Storm Water Pollution Prevention Plan (SWPPP)
Staff continues to monitor both municipal storage yard sites to ensure proper use of best management practices. The facility improvement plan has also been approved by council and KPFF is working to finalize the plan, cost estimate, and SWPPP plan.

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. Due to the need to meet NPDES permit maintenance requirements the Pipe Program work had been temporarily put on hold. The program is now open to new requests with project work being done as weather permits. As of the end of December, eight (8) requests are awaiting installation and two requests completed.

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 temporary work until the pipe is permanently replaced. 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. HWA GeoSciences was hired to re-evaluate the outfall area. In response to the recommendations from the report, City maintenance crews extended the temporary outfall pipe to the beach. While no interest from the community has been expressed for doing a joint project, the property owners has agreed to cooperate in providing access the site to allow the City to replace its pipe. Design for the project is scheduled for next year with construction most likely in the summer 2019 after obtaining the required permits for the project.

Public Works & Parks Maintenance Division

Public Works & Parks General Information

The City of Des Moines had its first snow event on Christmas Eve and Christmas Day. Crews were called out to plow and sand the main roads to keep them passable for citizens to get to holiday functions. Staff is still working on the yard requirements in response to the department of Ecology requirements.

Streets Division

Signs: 75 signs were repaired/replaced/installed during the 4th Quarter. Repair work noted from the fall inspections took up the rest of the time.

Streets: The Streets crew has been busy with continuation of street and pothole repairs, shoulder maintenance, grading of gravel roads and alleys with the help of two seasonals. They removed the damaged drip irrigation pipe on Pacific Highway and cleaned out the island located between S 236th & S 239th Streets. Helped the Marina with the south lot wall and curb along with installing split rail fences at South Marina Park and Barnes Creek Trail. Monitoring the weather and laying down a lot of de-icer as the weather called for it.

Surface Water Management (SWM) Division

SWM continues to have two open FTEs which will be filled at the end of the year or first part of January. The crew continues to finish up the NPDES work and will complete the required flushing and inspections by the end of the year. Replaced the S 239th Street Staircase pipe extension. Assisted with Contech filter vault and Redondo wet vaults and made gate repairs. Installed a new catch basin at 22520 8th Avenue S along with catch basin cleaning.

Parks Division

4th Quarter Projects

The Parks Division hired an additional seasonal to work from July to the end of the year. Along with general maintenance and keeping parks and trails clean of debris and leaves other projects included installing an irrigation system at the Public Works Service Center and planting additional trees there that were removed from the Pacific Highway median; cleaned out the lower shop and the old greenhouse located behind the Engineering Building to use as additional storage space; and re-vamped and organized to the irrigation trailer and Parks shop location.

Facilities Division

Facilities work in the 4th quarter included general building maintenance and repairs; management and coordination of vendors that included fire and security system inspections and lock replacements. Facilities Maintenance consists of one person that is tasked with keeping all City facilities up and running. He performs routine maintenance of 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. The main project this quarter is the renovation of the kitchen in the Founders Lodge.

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.

4th Quarter Projects

Performed 45 regular services on fleet vehicles during the 4th Quarter. Also readied the sander for winter weather and snow events. Did some work on the flush that included installing a new hose clamp bracket for the suction hose and pick-up pipe. Work continues on the new police vehicles and staff continues to prep the old police vehicles to send them off to surplus.

2016 VEHICLE SURPLUS TRACKING (Council Resolution No. 16-015)				
NUMBER	DESCRIPTION	APPROXIMATE VALUE	SURPLUS DATE	SURPLUS VALUE
511	Tan 2005 Ford Taurus, License 38322, VIN#1FAHP53285A266009	$1,000	12/13/2016	$2,233.51
523	Blue 2008 Ford Crown Vic, License 47415D, VIN#2FAHP71V88X145999	$1,500	12/13/2016	$1,693.51
522	Blue 2011 Ford Crown Vic, License 52821D, VIN#1FABP7BV0BX182735	$1,500	12/13/2016	$2,683.51
530	Gray 2011 Ford Crown Vic, License 52137D, VIN#2FABP7BVXBX116581	$2,000	12/13/2016	$2,233.51
538	Blue 2011 Ford Crown Victoria, License 52135D, VIN#2FABP7BV8BX116580	$2,000		
529	Blue 2007 Chevrolet Tahoe, License 541351D, VIN#1GNFK03087R354149	$4,000	12/13/2016	$7,622.55
516	Blue Dodge Caravan, License 45124D, VIN#1D8GP24E57BG195962	$1,500	12/13/2016	$4,472.55
P-200	Green 2653A John Deere Mower, VIN#TC2653D100590	$2,500	June 4th	$2,500
		TOTAL SURPLUS RECEIVED:		

Attachment 1

Land Use Activity Summary

Business License Recap

- There were a total of 1705 new and renewed business licenses processed in the 4th quarter of 2017, including 1611 renewals and 94 new licenses, totaling $177,320.

Minor Homes Repair Recap

- There were seven households helped in the 4th quarter of 2017. There have been multiple roof and gutter cleanings, along with grab bars, smoke alarms, and security lighting installed. We repaired a water line for one resident, replaced a bathroom subfloor, repaired leaking gutters, and various other repairs to help our residents stay in their homes. We are currently awaiting the release of out 2017 CDBG Minor Home Repair grant. Each City in the Interlocal will have $29,625 project dollars to use toward the repair and maintenance of City residents' homes.

Business License Reviews/Updates

- BUS2017-00112; Herc Rentals Outdoor Storage, 22868 Pacific Highway S.: Applicant completed the submittal of a Master Development Application and Design Review on October 19, 2017. Planning approved design review and associated landscaping and parking on 12/14/17.

Commercial Scale Projects Review/Approval

- Aiwekhoe Multi-Family Development, 24407 26th Place South, Des Moines, WA LUA2017-0050: Design Review application received on 12/12/17. NOIA sent on 12/19/17.
- Zenith Elementary School, LUA2017-0047: 86,000 SF elementary school. Design Review and Environmentally Critical Areas reviews submitted 11/17/17 and routed for review.
- Interim School at Olympic Site, 615 South 200th Street (PIN 7893206625), LUA2017-0017 & BLD2017-0498: Building permit application for Highline School District's improvements associated with the interim use of the Olympic School site to house Highline High School (June 2018-June 2021). Site Photometric Plan submitted on 10/11/17. Comments sent on 12/5/17 and resubmittal provided on 12/20/17. Photometric plan was approved on 12/20/17. Building Division reporting on this item will continue.
- BeBe Nails, 22602 Marine View Drive S, 8/3/15, LUA2015-0043: Revisions received 11/19/15 and Planning review comments sent to Building Division on 11/19/15 for incorporation into consolidated building permit letter. Planning approved on 12/12/17. Reporting on this item will continue under the Building Division.
- Adriana Mixed Use Project, 22525 7th Ave S. (LUA2014-0034): The building permit for this large scale project was issued on September 30, 2015. Design revisions related to as-built conditions were submitted on 12/6/17 and approved on 12/20/17. Changes related to the removal or relocation of balconies, windows and doors and the addition of an access ramp along the alley to facilitate emergency exiting and solid waste/recycling collection. Final inspections pending.

- Port of Call Condos, 22529 6th Ave S., BLD2017-1160: Application received 8/14/17 associated with interior TI on a 4-unit condo building. Planning review is associated with any proposed change of use. Planning comments sent in conjunction with Building comments sent 9/21/17. Revisions submitted 11/20/17 and subsequent Planning comments sent 11/21/17 with follow-up e-mail sent on 12/28/17.
- Redondo Square 16th Avenue S Access, LUA2017-0008: Grading permit for new access off of 16th Avenue S. A performance bond will need to be posted prior to issuance. Surface Water Management requires additional information related to the rain garden.
- Des Moines Theater, 22325 Marine View Dr. S, LUA2015-0054: Applicant submitted parking modification request and design revisions on 10/18/17 which were approved on 12/13/17 and 12/14/17 respectively. Reporting of this item will continue under the Building Division.
- Wally's Storage Addition, 22531 Marine View Dr., BLD2015-1328: Building permit application submitted on 11/30/15. Letter sent on 12/15/15 informing applicant that they must apply for design review. Master Development Application received on 12/22/15 without any of the submittal items requested. Business owner of Wally's took over as project contact and was made aware of the design review requirements on 1/6/16. Applicant was contacted on 11/1/17. Applicant working with adjacent property owner on parking lot. Resubmittal pending.
- WaterView Crossing (DEVCO), Pacific Highway S and S 220th Street, LUA2015-0013: A Revised Design Review Approval was issued on 3/25/16. Civil revisions submitted 6/5/17. Civil approval and grading permit issued 8/2/17. Lot line adjustment recorded on 9/14/17. Pre-construction meeting held 9/27/17. Civil plan revisions were submitted on 11/8/17 and design revisions were submitted on 11/20/17 to address Puget Sound Energy setback requirements from high voltage transmission lines for Buildings 1-3 to meet. Plans have been routed and reviews are in process.
- Thind/Comfort Inn, 2628 S 222nd Street, BLD2017-0522 & LUA2015-0060: 89,596 SF hotel complex with 158 guest rooms on a lot of 23,698 SF. Design Review Determination issued 9/19/16. Building permit application submitted on 4/26/17. Planning noted design changes related to relocation of detention/infiltration facility to west side of building. Review comments sent to applicant on 05/22/17. Proposed detention on west side requires structural review for west wall. Applicant coordinating with PSE regarding setback requirements from high voltage transmission lines.

Subdivisions Pending Review/Approval:

- Blueberry Lane II Short Plat, LUA2017-0029: Application for a three lot short plat submitted on 7/27/17. SEPA noticed on 9/22/17. Received comments from the Port of Seattle and issued a revised DNS. Resubmittal pending.
- 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. Preliminary plat approval issued

1/14/16. Civil plans issued on 4/22/16. Final plat revisions submitted 11/27/17. Final plat recorded on 12/7/17. Reporting on this item will cease.

- The Pinnacles 22 lot Modified Subdivision, S 232nd and 14th Ave S, 6/10/15, LUA2015-0030: 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. Civil plans submitted on 10/23/15. Review comments sent on 12/7/15. Resubmittal received 12/24/15. Civil plans issued. A pre-construction meeting was held on 6/22/16. Issued demo permits on SFR. Grading underway. Building received bond for vault. Construction of sewer and storm drainage underway. One single family residence (model home) was approved. Final plat documents received 11/16/17 and routed. Comments sent on 11/27/17. Resubmittal pending.
- Breckenridge 7 lot Short Plat, 25316 22nd Ave S, 7/16/15, LUA2015-0039: Seven lot short plat with a cul-de-sac. Application submitted on 7/16/19. Additional materials submitted on 8/25/15. NOCA issued on 8/27/15. Public comment period to begin 9/3/15. Review comments sent 10/21/15. Additional information and lot line adjustment application received 12/22/15. Lot line adjustment to incorporate additional area for cul-de-sac recorded 7/14/16. Preliminary plat approval issued 7/22/16. Civil and grading plans and SEPA submitted 6/28/17 and fees paid 7/18/17. DNS noticed on 8/11/17 and comment period ended 8/25/17. One comment received from King County Historic Preservation Program. Applicant to submit an inadvertent discovery plan. Civil comments sent 9/7/17. Resubmittal received 10/17/17 and routed. Comments sent 11/27/17. Resubmittal received 12/27/17 and routed for review.
- Casey Short Plat, 10th Avenue S/S226th Street, LUA2016-0038: Application submitted on 9/9/16. Application put on hold on 11/15/16 due to street improvement requirements. Staff provided comments on 2/25/17. Recent inquiries from project engineer regarding parking. Resubmittal received 9/15/17 and routed. Notice provided 10/28/17. Comments sent 11/21/17.
- Wang Short Plat, 23206 Marine View Dr. S, LUA2016-0048: Application for 4 lot short plat submitted on 12/09/2016. NOCA provided on 12/27/16. Noticing instructions sent on 1/10/17. Notice of application on 6/8/17. Comments sent 6/26/17. Resubmittal pending.
- Luzee Short Plat, LUA2017-0014: Notice of application 5/11/17. Comments sent 6/6/17. Resubmittal received 8/31/17 and routed. Preliminary short plat approved 11/3/17. Civil improvement submittal pending.
- Akinlosotu Short Plat, LUA2017-0019: Notice of application 6/29/17. Comments sent 9/5/17. Revisions submitted on 12/4/17 and routed.
- Swigart Short Plat, LUA2017-0041: Plans routed on 11/6/17 and NOA provided on 12/14/17. Public comment period extended to 1/8/18 per adjacent property owner request and DMMC.

Land Division Requests with Approvals, Pending Construction

- Crestwood Park, 67 lot PUD, 27425 16th Avenue South, LUA06-056: Preliminary Plat expires 12/6/17. Met with potential applicant to discuss civil improvements and regarding feasibility for completing the project, including Corps and Ecology wetland permitting. Council could approve a one year extension provided the applicant can demonstrate that all civil improvements can be substantially completed prior to submitting for final plat. Working with potential applicant on submittal requirements and the review and approval process. Civil plans submitted 10/20/17. Minor Deviation request and request for one year extension to file for final plat received 10/27/17. Council approved one-year extension on 11/30/17. Minor Deviation approved on 12/13/17. Resubmittal of civil/grading plan revisions pending.
- Pacific Heights PUD, 77 lot PUD, 15xx S 279th Place, 6/1/11, LUA2012-0001: On 1/7/13, civil plans were conditionally approved by City staff. Grading permit issued and Pre-construction meeting held on 7/5/17. Site clearing and grading is underway. Staff met with applicant 9/13/17 regarding requirements for a second minor deviation request. Minor deviation request received 10/5/17 and routed. Staff met with Federal Way on 11/30/17 to discuss revisions. Retaining walls to be permitted under separate building permit. Minor deviation review comments sent 12/4/17. Resubmittal pending.

Lot Line Adjustment

- Zheng LLA, LUA2017-0048: Application submitted on 11/29/17. NOIA sent on 12/4/17.
- Rainier Ridge LLA, LUA2017-0030: Application submitted on 8/15/17. Comments sent 10/11/17. Resubmittal received 10/24/17 and routed. Recorded on 11/16/17. Grading permit submitted on 11/7/17. Grading/civil review comments sent on 12/8/17.
- Conrad LLA, LUA2016-0031: Application submitted on 7/26/16 and deemed complete 8/3/16. Waiting on plan revisions. Sent second set of review comments on critical area review sent 1/19/17. Applicant contacted on 12/1/17. Resubmittal pending.

Residential Pending Review/Approval

- Miller, BLD2016-0380 and LUA2016-0018: New SFR received on 4/7/16. A second set of review comments were sent to the applicant on 5/27/16. Third comment letter sent on 6/2/16. Planning met with applicant. Applicant submitted a new design on 10/12/17. Planning approved on 11/7/17. Grading permit application submitted on 12/5/17 and routed for review.
- Blueberry Lane reviews: Grading permit for revised grades approved on 12/18/17. Approved 3 SFRs during the 4th Quarter of 2017.
- Highline View Estates: Multiple reviews in and many required revisions. Staff met with applicant on 9/25/17, to submit grading permit for revising existing grades. Grading permit for revised grades approved on 11/14/17. Approved 6 SFRs during the 4th Quarter of 2017.

Shoreline and Critical Area Projects Pending Review/Approval:

- Weaver Critical Area Review, SEPA Review, and Variance applications (LUA2017-0040): Application received 10/12/17 and routed. NOCA sent 10/27/17. Review comments sent on 12/19/17. Revisions submitted on 12/29/17.
- Williams Property Slope Erosion Control and Stabilization,,LUA2017-0031: Application submitted on 9/6/17. NOICA sent on 9/13/17. Resubmittal received 10/20/17 and routed. Issued ECA Development Exception, Shoreline Exemption and SEPA Exemption on 11/17/17. Waiting for Applicant to execute agreement with the City related to access through the Beach Park.
- McKenna Grading Permit and Shoreline Review, 913 S. 278th Place, LUA2017-0027: Grading permit application submitted on 7/12/17 for a proposal to add 125 CY of crushed rock landward of existing bulkhead. Shoreline review required. NOICA sent 8/7/17. Applicant looking to revise application. Resubmittal pending.
- Boushey Residence, BLD2017-0931: Critical Area Development Exception and SEPA exempton for emergency retaining wall approved 8/8/17. After-the-fact permitting required for prior work in critical areas and unpermitted clearing, grading and constriction of stairs. 9/21/17 NOICA. Meeting with applicant held 10/4/17. No application has been submitted to date.
- Yasuda Davit, 6/2/17, 27625 10th Avenue S., LUA2017-0021: Shoreline application for davit to manually launch boat on Puget Sound. Resubmittal of information pending.
- Olson/Warren SFR, BLD2017-0653 & LUA2017-0020: Submitted building permit application 6/29/17. Shoreline Exemption approved. Building permit comments sent 8/14/17 and 8/29/17. Revisions submitted 10/20/17 and routed. Planning approved on11/29/17. Building approved with issuance pending bond and payment of permit fees.
- Saltwater State Park Restroom, LUA2017-0013: City of Des Moines received submittal materials for a Critical Areas Review for the subject project on 4/4/17. The Critical Areas Review submittal is currently deemed incomplete and comments sent 4/7/17. Additional materials submitted on 4/20/17. NOCA sent on 5/3/17. Environmentally Critical Areas and design reviews in progress. WA State Parks completed SEPA review. Planning approved on 10/13/17. BLD2017-0688 was approved by Planning on 10/16/17. Reporting on this item will cease.
- Campany Addition, 28807 Redondo Shores Dr. S., LUA2017-0002: Application for a Shoreline Exemption application received 1/23/17. Comments sent 3/7/17. Applicant working on flood hazard review. Notice of Flood Hazard Areas Permit application and SEPA DNS published on 8/18/17 and comment period ended 8/29/17. Staff met with applicant 9/20/17. Comments sent 9/19/17. Resubmittal received on 12/12/17 and routed for review.
- Stober SFR, 11/4/15; LUA2015-0057: Application submitted 11/4/15 for SEPA review, Shoreline Variance review, and Flood Hazard Area review for the demolition of an existing single family residence and construction of a new SFR. NOIA issued on 11/4/15. Staff provided follow-up response to applicant questions on shoreline variance requirements on 12/15/15. Applicant resubmitted and NOCA provided on 12/28/16. Comments sent on 2/13/17. Revisions submitted on 6/23/17. Comments sent 8/30/17.

Resubmittal received 10/16/17 and routed. Review is pending DMMC variance fee payment and landscape plan submittal.

- Coherent/Longson LLA, 8XX S 280th St, 4/21/14, LUA2014-0013: Applicant revised critical area and SEPA documents to evaluate future single family residence in addition to relocating an existing driveway easement. Applicant submitted grading permit and revised environmental review materials for relocating driveway on 10/23/14, LLA on hold. SEPA DNS comment period ended 12/30/14. One comment received. Appeal period ended on 1/9/15. Comments sent to applicant on 1/20/15 and 2/11/15, and 1/15/16. Pre-application meeting held on 10/12/16. Resubmittal received 6/7/17, under review. In response to a complaint, Planning contacted applicant about working without a permit.
- Im Residential Addition, 6/25/10, 27419 8th Avenue S, LUA2012-0023: On 11/2/16 the Washington State Department of Ecology issued a decision to disapproved the Shoreline Variance and to partially approve with conditions the Shoreline CUP. Applicant filed an appeal to the Shorelines Hearing Board on 11/23/16. Met with applicant on 1/11/17 to discuss outstanding questions and next steps. On 3/1/17, Applicant withdrew appeal of Ecology's 11/2/16 Shoreline Decision. Sent e-mail to applicant 10/24/17 asking for a submittal timeline. Building permit submittal pending.

Legal Lot of Record

- No activity.

Pre-Application Meetings

- Five (5) pre-application meetings were held during the 4th Quarter 2017.

Pre-submittal Assistance

- Highline Place Building 2 - Pre-application meeting held on 10/18/17 with submittal estimated in early 2018. Applicant is working on emergency access and drainage easement.
- Alavi Apartments – Pre-application meeting held on 11/8/17. Continue to respond to applicant questions regarding alternative development concepts.

City Services, Project Management and Coordination

- Van Gaskin House: Property to be added to the City's park inventory as a Special Use Park. Plan to use grounds for weddings and other events. Need to understand permitting/upgrades necessary to enable use of the existing house for event rentals.
- Marina Container Village, LUA2017-0045: Application for design review, a shoreline substantial development permit and SEPA review was submitted on 10/27/17. Supplemental materials and fee payment requested on 12/6/17. Additional materials pending.
- Wasson House Reuse/Redevelopment Feasibility Study: Worked with a consultant to complete a shoreline/environmental review in that will feed into a feasibility study for the reuse/ redevelopment of the Wasson house/property. A draft study was provided to the City on 12/3/16. Staff met on 12/14/16 to discuss initial findings and provide comments to Consultant. Staff also had a discussion with Ecology Shoreline Administrator on 12/21/16 to discuss options for limited amendments the Shoreline Master Program (SMP)

and permitting. Consultant submitted updated report on 2/2/17. Staff presented information at the 3/2/17, 4/13/17 and 5/25/17 Council meetings for discussion and direction. Staff is working on an amendment to the SMP to bring forward for Council consideration in early to mid-2018.

- S. 216th Street Corridor (11th Avenue S to 18th Avenue S) SEPA (LUA2017-0039): Application received 9/28/17. DNS issued 11/8/17. Comment period ended 11/22/17 and no comments were received. The appeal period ended 12/4/17 and no comments were received. Reporting on this item will cease.
- Woodmont Tree Permit (LUA2017-0036): Application received 9/15/17. Coordinating with consultant on geotechnical report, critical area review and mitigation plans. Supplemental documents submitted 11/28/17. Draft decision routed for internal review on 12/28/17.
- Landscape Ordinance SEPA Review (LUA2017-0032): Ordinance proposing amending chapters 18.15 (Nonconforming Buildings and Uses), 18.190 (Height, Yards, Area, and Open Spaces – General Provisions) and 18.195 (Landscaping and Screening) DMMC to minimize the impact on property owners and tenants affected by the acquisition of right of way by Sound Transit and project design for the Federal Way Link Extension, a regional essential public transportation facility. The revised code provisions would also apply to future essential public transportation facilities proposed within the City of Des Moines. DNS issued 10/24/17. Comment period ended 11/7/17 and appeal period ended 11/17/17. No comments or appeals were filed. Council approved the ordinance on 12/7/17. Reporting on this item will cease.
- Tree In-lieu Fee Ordinance (LUA2017-0033): Ordinance proposing revisions to the City's Environment Code, establishing an off-site mitigation and fees paid in lieu program and amending chapter 16.25 DMMMC, and establishing an associated urban forestry fund in chapter 3.51 DMMC. DNS issued 10/24/17. Comment period ended 11/7/17 and appeal period ended 11/17/17. No comments or appeals were filed. Council approved the ordinance on 12/7/17. Reporting on this item will cease.
- Olympic Environmental Resources (OER) Contract: Staff prepared the Agenda Item related to the 2018-2019 Recycling Program Professional Services Contract with OER for Council authorization for the City Manager to sign.
- Sound Transit Federal Way Link Extension: Planning staff continue to attend bi-weekly coordination meetings with Sound Transit related to the development agreement, project requirements, RFP preparation, and permit/approval processes. Staff completed research related to the vacation of an easement on the College property per information provided by Sound Transit.

Miscellaneous Development Review Activities

- Sonju Park Bees, LUA2016-0046: Application for keeping bees submitted on 12/6/2016. Review on hold pending required code changes to allow keeping of animals in parks.