

*City Manager's Office*

May 2015

To: City Council

From: City Manager

Re: Monthly Report –

*W. W. W. / ACM*

**POLICE DEPARTMENT**

- Members of the Department participated in Hero Day at Parkside Elementary. Chief Delgado, Commander Sellers, Sgt. Savage, Officer Helgren, MPO West and MPO Crane had lunch with children and stayed later to play games.
- Sgt. Shepard taught a drug abuse trends class to the Federal Way School District counselors and deans, on May 18th.
- We held 3 Coffee-With-a-Cop events this month. The first was at the MaST Center in Redondo, the next was at the Des Moines Activity Center and finally the Des Moines Marina.
- MPO Tschida and CSO Seaberry assisted in providing some of the Regional Landlord Training class held in Federal Way.
- To date in 2015 the Department has handled 102 media inquiries on 34 different incidents including 12 on camera interviews. This is more than double the number at this time last year.

	May-14	May-15	Monthly % DIFFERENCE	YTD 2014	YTD 2015	YTD % DIFFERENCE
Homicide	0	0	0%	0	0	0%
Sex Offenses	7	3	-57%	18	11	-39%
Robbery	4	6	50%	18	22	22%
Assaults*	30	27	-10%	111	94	-15%
Burglary	12	24	100%	83	74	-11%
Larceny*	61	56	-8%	283	262	-7%
MV Accidents	25	30	20%	125	137	10%
MV Thefts	21	14	-33%	104	85	-18%
Arson	2	0	-200%	5	1	-80%
Moving Violations	418	403	-4%	2,663	1,848	-31%
Photo Enforcement	341	316	-7%	1,526	1,455	-5%
Officers Assaulted	0	0	0%	0	1	100%
Adult Arrest	28	28	0%	124	102	-18%
Juvenile Arrest	4	2	-50%	14	8	-43%
Calls For Service	1,798	1,698	-6%	7,704	7,507	-3%
<i>*Assault and Larceny category include all reported felony and misdemeanor crimes.</i>						

## MARINA

- SERVICE

- Fuel sales were mixed in May. Gas sales were up 2400 gallons over May of last year but diesel sales were down about 5600 gallons compared to last year. Year-to-date, fuel sales have been up significantly over the first five months of last year. Gas sales (in gallons), are running 19% ahead of last year and diesel sales are up 15% over the same period last year. Gross profits from gas sales are up 22% compared to an increase of 15% for diesel sales. The fact that gas sales have shown greater gains than diesel this year tells the staff that more small boaters are returning to the salt water this year.

## ADMINISTRATION

- Moorage Occupancy Report

Overall occupancy increased from 89% on the first of May to 92% on the first of June. Twenty-eight covered slips were the most active with 14 slips rented in May. The staff expects that all the slips, with the exception of some of the 28 covered, will be rented for the season by the end of June.

**OCCUPANCY / VACANCY REPORT**

As of June 1, 2015

OPEN												
LENGTH	20	24	28	30	32	36	40	50	45-50	48-54	58-62	TOTAL
TOTAL SLIPS	9	47	100	2	20	26	37	16	1	2	3	263
VACANT SLIPS	2	3	2	1	0	1	1	1	1	0	0	12
NUMBER OCCUPIED	7	44	98	1	20	25	36	15	0	2	3	251
OCCUPANCY (%)	78%	94%	98%	50%	100%	96%	97%	94%	0%	100%	100%	95%

COVERED												
LENGTH	20	24	28	30	32	36	40	50				TOTAL
TOTAL SLIPS	29	141	157	7	50	39	26	11				460
VACANT	2	12	25	0	2	1	1	0				43
NUMBER OCCUPIED	27	129	132	7	48	38	25	11				417
OCCUPANCY (%)	93%	91%	84%	100%	96%	97%	96%	100%				91%
											<b>TOTAL OCCUPANCY</b>	<b>92%</b>

DRY SHEDS	
TOTAL SHEDS	73
VACANT	2
NUMBER OCCUPIED	71
OCCUPANCY	97%
STORAGE YARD	
TOTAL SPACES	32
VACANT	3
NUMBER OCCUPIED	29
OCCUPANCY	91%

**MAINTENANCE**

- In May, in addition to routine cleanup and repairs, the maintenance staff worked on the following projects:
  - Installed a storm water catch basin, pump, pressure line and electric power pedestal for the expansion of the boat yard.
  - Demolished and removed a large section of the concrete plaza at Redondo so that repairs could be made to the timber bulkhead below it. The bulkhead was damaged by a log during a storm and a large amount of fill under the plaza was washed out by wave action. The bulkhead was repaired, the void refilled and a new section of concrete was poured. All the work was done by the Marina staff.
  - One of the vendor “shacks” at Redondo was dismantled and moved to the Marina. It will be used by Olympic Outdoor Center for kayak rentals this summer.
  - Repaired and reinstalled the boarding floats at Redondo.

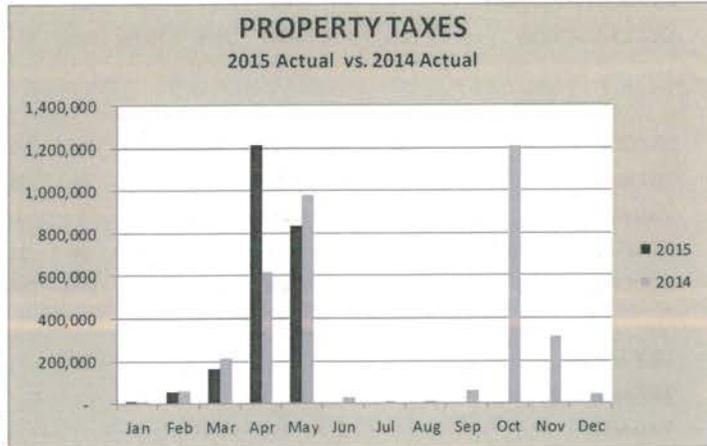
## FINANCE DEPARTMENT

### MAJOR REVENUE TRENDS (CASH BASIS)

2015 YTD Compared to 2014 YTD: 391,965 20.8%

	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>% Mo Chg</u>
Jan	8,029	11,423	456	-29.7%
Feb	55,928	57,840	39,719	-3.3%
Mar	160,843	215,499	143,709	-25.4%
Apr	1,214,531	615,905	1,253,424	97.2%
<b>May</b>	<b>834,623</b>	<b>981,322</b>	<b>464,094</b>	<b>-14.9%</b>
Jun	26,089	25,274	25,274	
Jul	12,065	15,711	15,711	
Aug	7,950	22,410	22,410	
Sep	60,275	49,106	49,106	
Oct	1,207,885	1,237,425	1,237,425	
Nov	316,753	358,434	358,434	
Dec	40,485	2,616	2,616	
<b>Totals</b>	<b>2,273,954</b>	<b>3,553,491</b>	<b>3,612,378</b>	

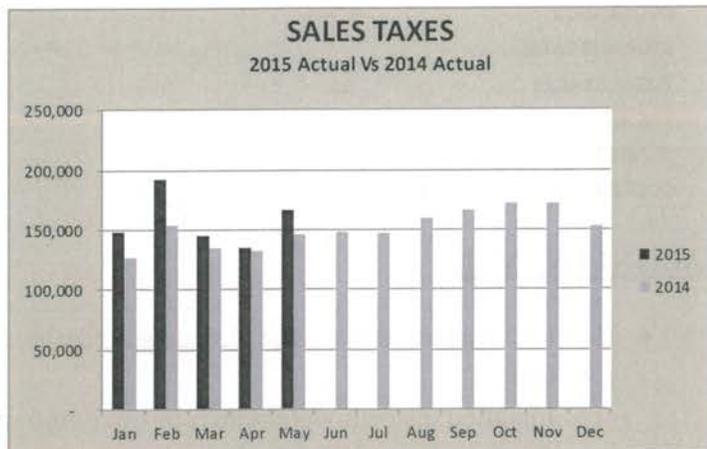
2015 YTD Compared to Annual Budget 4,435,938 51.3%



2015 YTD Compared to 2014 YTD: 93,539 13.5%

	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>% Mo Chg</u>
Jan	148,542	126,879	126,113	17.1%
Feb	192,640	153,733	160,865	25.3%
Mar	144,525	134,800	125,007	7.2%
Apr	135,180	132,043	122,018	2.4%
<b>May</b>	<b>166,575</b>	<b>146,468</b>	<b>156,458</b>	<b>13.7%</b>
Jun	147,711	139,451	139,451	
Jul	147,093	161,651	161,651	
Aug	159,385	158,378	158,378	
Sep	166,522	157,093	157,093	
Oct	171,951	140,486	140,486	
Nov	171,692	153,672	153,672	
Dec	152,640	137,689	137,689	
<b>Totals</b>	<b>787,462</b>	<b>1,810,917</b>	<b>1,738,880</b>	

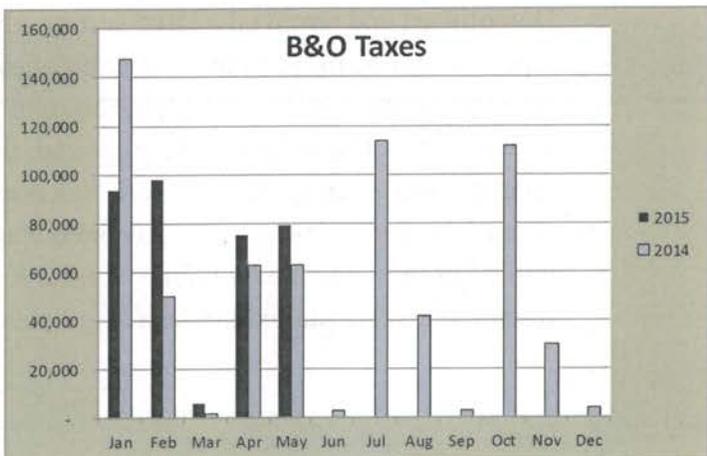
2015 YTD Compared to Annual Budget 1,770,000 44.5%



2015 YTD Compared to 2014 YTD: 26,877 8.3%

	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>% Mo Chg</u>
Jan	93,389	147,677	100,067	-36.8%
Feb	97,788	49,873	48,891	96.1%
Mar	6,095	1,493	13,027	308.2%
Apr	75,027	62,741	91,188	19.6%
<b>May</b>	<b>78,927</b>	<b>62,565</b>	<b>40,537</b>	<b>26.2%</b>
Jun	2,971	2,167	2,167	
Jul	113,874	27,144	27,144	
Aug	41,690	106,791	106,791	
Sep	2,890	2,073	2,073	
Oct	111,494	88,101	88,101	
Nov	30,155	26,655	26,655	
Dec	3,722	3,712	3,712	
<b>Totals</b>	<b>351,226</b>	<b>631,145</b>	<b>550,353</b>	

2015 YTD Compared to Annual Budget 650,000 54.0%

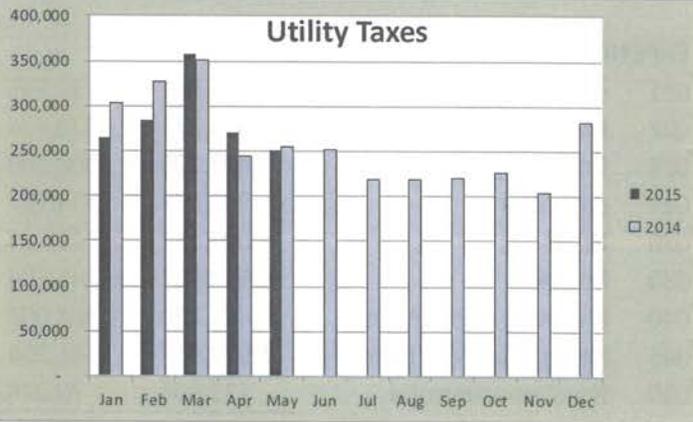


## MAJOR REVENUE TRENDS (Cash Basis -Continued)

2015 YTD Compared to 2014 YTD:		21,033	5.1%	
	2015	2014	2013	% Mo Chg
Jan	112,789	104,055	97,583	8.4%
Feb	71,075	73,165	69,824	-2.9%
Mar	57,924	56,436	58,146	2.6%
Apr	116,879	108,097	63,550	8.1%
<b>May</b>	<b>74,423</b>	<b>70,303</b>	<b>102,992</b>	<b>5.9%</b>
Jun		54,540	58,903	
Jul		106,309	95,600	
Aug		73,166	74,178	
Sep		55,862	60,086	
Oct		109,105	63,978	
Nov		69,418	71,924	
Dec		53,544	92,407	
<b>Totals</b>	<b>433,089</b>	<b>934,000</b>	<b>909,171</b>	
<b>2015 YTD Compared to Annual Budget</b>		<b>975,700</b>	<b>44.4%</b>	



2015 YTD Compared to 2014 YTD:		(50,187)	-3.4%	
	2015	2014	2013	% Mo Chg
Jan	264,911	302,063	272,719	-12.3%
Feb	284,340	326,082	307,637	-12.8%
Mar	357,130	351,131	303,169	1.7%
Apr	270,479	243,314	219,977	11.2%
<b>May</b>	<b>250,468</b>	<b>254,925</b>	<b>321,953</b>	<b>-1.7%</b>
Jun		251,914	223,309	
Jul		217,888	236,019	
Aug		218,164	223,535	
Sep		219,620	206,135	
Oct		226,349	278,845	
Nov		203,122	244,044	
Dec		280,978	237,280	
<b>Totals</b>	<b>1,427,328</b>	<b>3,095,550</b>	<b>3,074,622</b>	
<b>2015 YTD Compared to Annual Budget</b>		<b>3,579,073</b>	<b>39.9%</b>	



2015 YTD Compared to 2014 YTD:		165,549	78.3%	
	2015	2014	2013	% Mo Chg
Jan	74,382	52,276	37,800	42.3%
Feb	33,884	26,826	22,749	26.3%
Mar	88,020	19,742	13,056	345.9%
Apr	127,450	66,103	23,814	92.8%
<b>May</b>	<b>53,190</b>	<b>46,430</b>	<b>75,897</b>	<b>14.6%</b>
Jun		193,059	91,940	
Jul		91,941	63,653	
Aug		88,753	53,813	
Sep		72,437	73,970	
Oct		154,557	52,202	
Nov		25,792	52,846	
Dec		96,222	39,308	
<b>Totals</b>	<b>376,926</b>	<b>934,138</b>	<b>601,048</b>	
<b>2015 YTD Compared to Annual Budget</b>		<b>650,000</b>	<b>58.0%</b>	



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

	2015 Budget Annual	2015 Actual Year to Date	%	2014 Actual Annual	2014 Actual Year to Date	%
<b>REVENUES</b>						
310 Taxes	11,406,801	5,184,703	45.5%	9,624,519	4,678,922	48.6%
320 Licenses & Permits	2,154,941	727,891	33.8%	1,839,716	712,878	38.7%
330 Intergovernmental	631,597	223,663	35.4%	627,087	219,090	34.9%
340 Charges Goods/Services	3,085,169	1,119,952	36.3%	3,264,700	1,106,484	33.9%
350 Fines & Forfeitures	617,750	284,108	46.0%	673,797	328,782	48.8%
360 Misc Revenues	316,300	140,582	44.4%	375,075	133,760	35.7%
380 Other Financing Sources	5,000	1,953	39.1%	18,968	15,780	83.2%
<b>TOTAL</b>	<b>18,217,558</b>	<b>7,682,852</b>	<b>42.2%</b>	<b>16,423,862</b>	<b>7,195,696</b>	<b>43.8%</b>

**EXPENDITURES**

021 City Council	77,801	29,745	38.2%	81,087	44,330	54.7%
022 Muni Court	925,331	378,474	40.9%	870,006	382,801	44.0%
023 City Manager	1,445,328	608,109	42.1%	1,656,284	701,756	42.4%
024 Financial	982,677	354,987	36.1%	902,852	355,449	39.4%
026 Legal	607,147	249,968	41.2%	564,181	247,495	43.9%
030 Police	8,649,532	3,241,704	37.5%	7,895,702	3,445,873	43.6%
040 Planning & PW Admin	3,481,270	1,367,004	39.3%	3,043,083	1,298,008	42.7%
045 Recreation & Sr Serv	1,977,917	741,354	37.5%	1,779,016	750,155	42.2%
050 NonDepartmental	129,904	70,978	54.6%	127,359	70,068	55.0%
<b>TOTAL</b>	<b>18,276,907</b>	<b>7,042,323</b>	<b>38.5%</b>	<b>16,919,570</b>	<b>7,295,935</b>	<b>43.1%</b>

**REVENUES MORE THAN OR**

**(LESS THAN) EXPENDITURES**      (59,349)      640,529      (495,708)      (100,239)

*May is 5 months of 12*      41.7%

**GENERAL FUND MONTHLY REPORT**  
**CASH BALANCES**  
**MAY**

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

**PARK, RECREATION AND SENIOR SERVICES**

**Administration**

- Des Moines Beach Park Dining Hall Rehabilitation  
 The long awaited Des Moines Beach Park Dining Hall Opening Celebration will take place on Wednesday, July 1, 2015 from 4-6 pm with the ribbon cutting at 5pm. The Project, awarded to Par-Tech Construction began on Thursday, October 23, 2014 and is now complete. The City received two 4Culture grants for the restoration of the original true divided windows. Other interior work included structural, framing, electrical, plumbing, fire suppression, and insulation. Exterior work completed included siding repairs, striping and painting the building and the installation of a new roofing and gutter system. City Council approved additional REET funding for a mini-HVAC system that is much quieter and will give the City future energy savings and a kitchen exhaust system to save future cost and program disruption when the commercial kitchen equipment is added. The final piece of work to be completed is the installation of kitchen equipment. Staff will provide a request to City Council for this equipment purchase.
  
- Beach Park Event Center, Marina Rentals, Shared Parking and Non-Profit Rental Rates  
 City Council approved a Resolution establishing criteria for Non-Profit Facility Rental Rates. The new policy provides a three-tiered approach for administrative approval of requests for reduced rental fees for the use of City facilities. City Council revisited and amended the policy related to Marina parking lot rental fees in May.

- Des Moines Beach Park Picnic Shelter and Restroom Rehabilitation  
In 2014, Staff applied to the Recreation and Conservation Office (RCO) for a \$586,487 project using \$293,487 City match from the REET and King County Parks Levy. It was rated 15 out of the 70 statewide Washington Wildlife and Recreation Program projects that have been proposed for state funding. The project has made its way into the Senate's 2016-17 Biennium Capital Budget. If included in the final legislative budget, funding will be available in July 2015.
- Waterland Adventures Initiative "To the Beach"  
The tothebeachwa.com website was launched by the Des Moines Marina and Parks, Recreation and Senior Services Department and Marina in May! The website is a marketing campaign with partners Seattle Southside Visitor Service (SSVS) who support the project with \$10,000 funds, and Olympic Outdoor Center, TL Sea Diving, two Diving Charter Boats, MaST Center, Destination Des Moines and Des Moines Farmers Market events, Argosy Cruises and others. The project will include project branding, web site, online and printed collateral, promotional activities with hoteliers and presence on the SSVS web site with links to the partnering activities. SSVS will also feature the adventures in vacation planners (75,000 circulation), print, radio, advertorial, blog and e-newsletters. Another component is the development of a Poverty Bay Water Trail Map that features Des Moines waterfront facilities and underwater diving attractions. Olympic Outdoor Center has partnered with the Parks, Recreation and Senior Services Department and Marina departments to offer an array of summer adventure camps, classes and rental opportunities at the Marina and Redondo that are featured in the Summer Rec N Roll magazine.
- Des Moines Main Street Committee  
Staff has attended the Destination Des Moines Main Street Committee meetings and the Revitalize Washington Main Street Conference in Bellingham in May. Main Street is a program of the Washington Department of Archeology and Historic Preservation. The Des Moines Main Street program has achieved Affiliate Communities status. Once the organization has met the Main Street Tax Credit Incentive Communities criteria, following the Main Street Four Point Approach, the organization can apply for a 75% B&O tax credit for private contributions given to program participants.
- Des Moines Arts Commission  
John Hicks resigned from the Commission in May due to a job transfer to the East Coast. The Mayor will request City Council approval of a candidates application at the June 11<sup>th</sup> City Council meeting. The Commission increased the number of free Beach Park Summer Concerts from 7 to 8 events which will begin on Wednesday, July 1 in conjunction with the Dining Hall Opening Celebration from 4-6 pm and Destination Des Moines' BBQ and Beer and Wine Garden from 5:30 pm to 8:30 pm. The Commission and Des Moines Legacy Foundation will host an Arts Gala- Poverty Bay Arts Cruise on October 10, 2015 at the Auditorium to raise funds for the Beach Park Summer Concerts and Art on Poverty Bay.

- Community Development Block Grant (CDBG) for Parkside Park Rehabilitation  
King County CDBG will provide the City with a contract to begin the design process for the Parkside Park Rehabilitation. The project to make park improvements including paving trails and updating the sports court and play equipment will be funded by a CDBG grant in the amount of \$395,000.
- Ball Field Banner Sponsorship Program  
Staff was able to recruit 7 local businesses to support the rejuvenated ball park banner sponsorship program. Five businesses are supporting the program for 3 years and the other 2 signed up for 1 year. Revenue generated was \$4,950 and after expenses we netted \$2,950.
- Street Banner Program  
Eight invoices representing 10 companies and 13 street banners were sent in May. Only one company responded and they are not renewing. A third invoice was sent earlier this month to the seven remaining companies representing 9 street banners. Income this year with 18 renewals and 2 new Judson Park installations is \$2,200.
- **Events and Facilities**  
  
2016 rentals are picking up with a total of 9 contracts with \$16,280.00 in total revenue. Year to date there are 16 bookings for the Dining Hall grossing \$23,550.00 in rental revenue. We have had 1 cancellation due to no booking and another in September looking to cancel also if we cannot guarantee a kitchen by their event date.

<b>May Revenue</b>	<b>2015 YTD Revenue</b>	<b>May Books</b>	<b>2015 YTD Bookings</b>	<b>2015 YTD Attendance</b>
\$14,332.25	\$156,253.01	28	196	20,535

Staff plans to participate in these shows:

- Tacoma Wedding Expo – September 2015
- B&E Show – October 2015
- Seattle Wedding Show - January 2016
- Tacoma Wedding Expo – January 2016
- Same Love Wedding Show – TBD 2016
- Tacoma Wedding Expo - March 2016
- Green River Community College My Wedding My Way Show – March 2016

### Recreation and Sports

<b>May Revenue</b>	<b>2015 YTD</b>	<b>2014 YTD</b>	<b>2014 Year End</b>
\$42, 514.71	\$288,715	\$283,920	\$737,145

- Club KHAOS  
Over the course of May, we served 2,672 children at our Club KHAOS.
- Club KHAOS Break Camp  
We had 37 children participate in break camps throughout May; including 26 for the teacher walkout day on May 21<sup>st</sup>.
- Spring Soccer  
We concluded the 2015 Spring Soccer season with 266 participants forming 33 teams. Throughout the season we had 98 matches at the Field House and 132 matches overall. We partnered with SeaTac to help host games and add teams to the league.
- Tournaments  
In May we were part of the ACERS Mother's Day tournament on May 9-10 with 103 teams that were spread throughout the softball fields in the Puget Sound area. SJUMP served 12 teams throughout the 2 day tournament with an estimated 800+ spectators throughout the weekend. In addition, we were the home of the Clean and Sober Softball Association's South Central Sunday League with 8 teams, over 100 participants and 300+ spectators for 3 Sundays.

#### Senior Services /Activity Center Update

	2014	2015
Meals Served	848	788
Fee Program	917	906
Drop In	923	919
Civic Engagement (Volunteer Hours)	604	553
Consultations (legal, foot care, Shuttle, Blood Pressure, one on one, hearing, health checks)	309	255
Revenue for May	\$4,971	\$8,352
Expenses for May	\$4,909	N/A

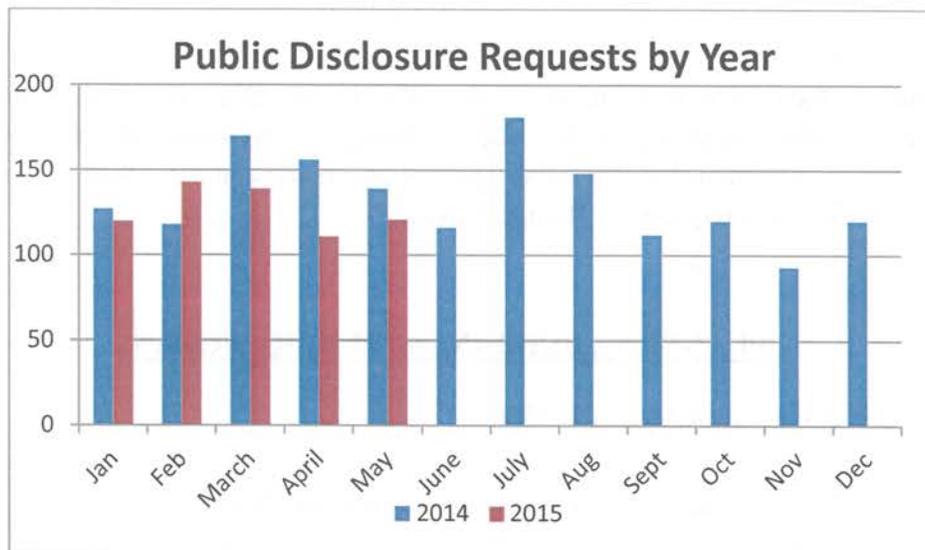
- Fireside Chat  
On May 12th, Des Moines Planning, Building and Public Works Director Dan Brewer gave an update on the City's progress with economic development. This topic always brings our biggest audience for the monthly Fireside Chats. Dan presented to 23 residents.
- Technology Classes  
This month the King County Library Mobile computer lab returned for an Introduction to Computers class on Wednesday, May 13.

- Trips, Sports and Travel

Senior Softball season is in full swing again this year. Games are played at Steven J. Underwood Ball field on Wednesdays and Thursdays. Our golfers continue to fill the bus for travel to area golf courses every other Monday. Day trips and Out to Lunches continue to be a big hit for our participants as well as a good revenue producer for the center. Our horticulture group “grew” to two buses for two of their outings this month.

- Mothers Day Luncheon

It was all about the MOMs at our Mothers Day Lunch and celebration on Thursday, May 7<sup>th</sup>. Festivities began at 11:30am with a dance presentation by our Latino dancers, followed by a corsage for each mother in attendance. A special meal was prepared by our chef.



## LEGAL DEPARTMENT

**Civil Matters.** To-date, the Legal Department has opened 98 files for civil matters; primarily advisory work to assist the City’s operating departments.

- In the Superior Court case of *Mark White, et al, v. City of Des Moines & South King Fire and Rescue*, Judge Robart signed the Order of Dismissal with prejudice and without assessment by the Court, and without costs or attorney’s fees to either party. The Legal Department’s file on this matter is now closed.
- The Legal Department continued working on nuisance properties The Prosecuting Attorney represented the City in 4 municipal court hearings regarding the properties in May. This project continues in response to the City Council’s priority of correcting nuisance violations.

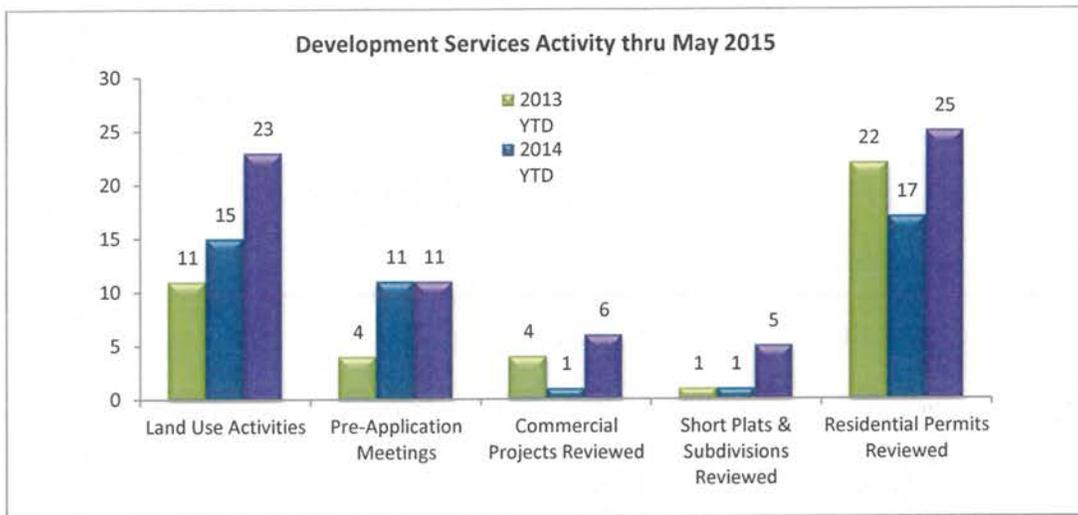
- Legal staff reviewed the City’s initiative and referendum process in order to address an initiative filed with the City Clerk petitioning the City Council to enact a proposed measure to add and codify a new chapter entitled “Trees” to Title 16 DMMC, amending chapters 14.20, 16.01, and 18.195 DMMC, adding new definitions and development regulations, and repealing DMMC 18.195.130. The City Attorney is preparing a responsive memo addressing the initiative.

**Prosecuting Attorney:**

- **Des Moines:** The Prosecuting Attorney filed 326 infractions and citations in May, 2015 for **Des Moines** and appeared at 302 criminal hearings. Also filed were 310 Midway and Woodmont Photo Enforcement infractions and 1 abatement infraction during May. He represented the City at 13 hearings involving infractions that were being opposed by private counsel and 5 animal control hearings, and one jury trial. Staff also responded to 15 infraction discovery requests.
- **Normandy Park:** The Prosecuting Attorney filed 49 infractions and citations in May, 2015 for **Normandy Park**, appeared at 84 criminal hearings, and represented the City at 1 hearing involving an infraction that was being opposed by private counsel. Staff also responded to 4 infraction discovery requests for Normandy Park.

**PLANNING, BUILDING & PUBLIC WORKS**

Planning and Development Services Division



### Short Subdivisions Pending Review/Approval

- Balvir Singh 2 Lot Short Plat, 24827 16<sup>th</sup> Ave S, 4/15/14: Notice of complete application sent 5/2/14. Notice of preliminary plat approval sent on 6/11/14. A grading permit for civil improvements issued on 8/1/14. Applicant submitted for final plat approval on 4/15/15. Comments were sent on 5/12/15. Revised final plat was submitted on 6/2/15. Plat sent to King County for recording on 6/3/15.
- 800 Townhomes 4 Lot Short Plat, 800 281<sup>st</sup> St, 5/2/14: Notice of Application issued on 6/2/14. Preliminary short plat approved on 12/9/14. A SEPA DNS was issued on 2/18/15. Applicant submitted revised plans for review as a multifamily versus townhome project. Shoreline determination issued 3/25/15 and transmitted to Ecology for review. Design review decision issued on 3/30/15. Waiting for approval of building permit for retaining walls to issue grading permit. Reporting on this item will continue under commercial and Building Division.
- Warren 4 Lot Short Plat, 900 S 242<sup>nd</sup> St, 5/7/15: Request for public comments issued 5/27/15, comments due 6/11/15.
- Shoopman 4 lot Short Plat, 2414 S 222<sup>nd</sup> St, 5/26/15: Notice of incomplete application sent on 6/2/15.

### Land Division Requests with Approvals, Pending Construction

- The Pinnacles (formerly Cedar Heights), 27 lot PUD, 12xx S 232<sup>nd</sup> Street, and 6/26/08: On 2/14/14, staff received an inquiry from the property owner regarding the necessary steps to achieve final plat approval before the preliminary plat expires (June 26, 2015). On 2/19/14 staff met with the property owner's listing agent to discuss submittal requirements. Pre-application meeting held on 10/1/14 with potential buyers. Owner will let this preliminary PUD expire on 6/26/15. Plans to submit new modified short plat (see The Pinnacles at Des Moines below). Applicant planning to submit a new modified subdivision application. Staff met with consultant on 6/1/15.
- Highline View Estates, 21 lot PUD, 21xx S 240<sup>th</sup> Street 9/01/06: Applicant is looking to reactivate the project which received preliminary plat approval in July 2008. Project engineer indicated that there are plan revisions to complete before they are ready to resubmit. Applicant requested an extension for final plat submittal to July 2016. The item was approved by City Council on 7/24/14. Corps wetland approval 5/11/15. Civil re-submittal pending.

- Blueberry Lane, 62 lot PUD, 196xx Des Moines Memorial Drive: A proposed 62-lot single family residential subdivision. On 11/19/13, the City received an application requesting a minor deviation from the preliminary plat. On 12/19/13, City Council determined that the requested deviations were minor per Resolution No. 1246. The grading permit and associated civil plans were issued with conditions on 8/15/14. Staff attended a pre-construction meeting on 9/30/14 for the SeaTac Right-of-Way permit for sewer line installation in adjacent roadways. Army Corps of Engineers is reviewing wetland permit application. Work associated with the water and sewer system improvements in the City of SeaTac Right-of-Way is in progress. Applicant submitted revisions to civil plans and retaining wall on 4/6/15. Preconstruction meeting held on 5/13/15. Site clearing and grading underway.

### **Commercial Scale Projects Pending Review/Approval**

- Panattoni, Des Moines Creek Business Park, Phases 1 and 2, LUA2013-0036:
  - Grading Permit: Application for grading permit and civil plans for Phase 1 submitted 2/6/14. Revised Grading permit and civil plan revisions routed 5/16/14. On 6/19/14 held pre-construction meeting on-site with applicant and contractors. Grading permit issued on 7/24/14. Civil plans resubmitted on 9/19/14. Working with contractors to button up the site for winter and the site has been hydroseeded. Civil plans issued 3/25/15.
  - Building Permits: Building permit applications were received on 6/18/14 for Buildings 1A and 1B. Building permit application for Building 1C received on 7/9/14. Design Review and Building Permit revisions received 12/19/14. Planning approval on 2/24/15. Building permits approved on 3/5/15. Reporting on this item will cease.
- Des Moines Apartments, 22XXX 7<sup>th</sup> Ave S, LUA2015-0002: Application submitted for SEPA and design review on 1/23/15. SEPA DNS issued 3/19/15. Comments due 4/3/15. Design Review and traffic comments sent to applicant on 4/20/15.
- The Adriana, 22525 7<sup>th</sup> Ave S, LUA2014-0034: SEPA checklist and Traffic Impact Analysis (TIA) submitted on 10/21/14. Staff provided comments to the applicant on the TIA on 10/22/14. Waiting for re-submittal of TIA prior to beginning SEPA public comment period. Design review application submitted on 11/20/14. SEPA issued on 11/26/14 with multiple comments were received. Response to SEPA comments sent on 12/18/14. Appeal period ended on 12/22/14 and no appeals were filed. Staff comments on design review and parking determination were sent on 12/24/14. Applicant submitted revisions on 1/27/15 and staff comments sent on 2/2/15. Issuance of design review decision pending completion of the street vacation which is scheduled before the Hearing Examiner on 5/14/15. On 5/14/15 City Council enacted Ordinance No. 1622 thereby vacating a portion of the west right-of-way on 7<sup>th</sup> Avenue S and a portion of the north right-of-way on South 226<sup>th</sup> Street. In effect, this facilitated the ability for the proposed project to meet the City's floor area ratio for the D-C Downtown Commercial zone. On 5/22/15, the applicant submitted plan revisions. Design review approval issued on 5/28/15. Applicant submitted grading permit application on 4/15/15 and building permit application on 4/27/15.

- Woodmont Recovery Campus, 26915 Pacific Highway S, LUA2014-0038: Design review and SEPA applications submitted on 12/2/14. Mitigated SEPA DNS issued on 2/2/15 and comment period closed on 2/17/15. Based on comments received the appeal period was extended to 3/16/15 to enable the applicant to provide additional technical information and analysis for the project. Conditional Use Permit hearing held on 4/3/15. Hearing Examiner issued a decision of approval on 4/16/15 and appeal period lapsed on 4/30/15. Applicant submitted plans for design review on 04/22/15. Design review comments sent to applicant on 6/1/15.
- Highline Place, 23609 Pacific Highway South, LUA2015-0006: Parking Study submitted for request for modification to DMMC 18.210. Staff provided comments to applicant on 2/25/15. Comments on SEPA documents sent on 4/30/15. Staff continues to work with the applicant on traffic impacts and potential SEPA mitigation.
- Bay Villa, 1694 Kent Des Moines Road, LUA2015-0005: SEPA and design review materials submitted on 2/25/15. Incomplete application notice sent 2/25/15. Additional items submitted on 3/7/15. Complete application notice sent 3/11/15. SEPA DNS issued on 4/10/15, comment period closed on 4/30/15. Comments provided to applicant on 5/21/15.
- Waterview Crossing (DEVCO), Pacific Highway South and South 220<sup>th</sup> Street, LUA2015-0013: Design review materials submitted on 3/23/15. Notice of incomplete application sent on 3/30/15. Revised application submitted on 5/1/15.
- Highline College Maintenance Building, 2400 S 240<sup>th</sup> St, Building 24A: Building permit submitted 4/14/15. Planning comments sent to Building on 5/12/15.

### **Shoreline and Critical Area Projects Pending Review/Approval**

- Im, 6/25/10, LUA2012-0023: A consolidated public hearing before the Hearing Examiner was held on 9/16/13. Hearing Examiner ruling issued on 10/04/13. On 6/3/14, staff issued a notice of code violation for unpermitted work and requested the applicant to submit a specific request for relief for a setback requirement and indicate those sections of the City SMP that it believes allow for adjustment without a Shoreline Variance pursuant to the October 4, 2013 Hearing Examiner Decision regarding the Im Residential Addition project. Updated application submitted on 7/3/14. Review comments sent 8/13/14. Working with applicant on re-submittal requirements. Applicant response to comments received on 10/29/14. Review comments sent on 11/17/14. Revisions submitted on 2/9/15. Staff requested additional information on 2/23/15. Shoreline CUP Technical Memorandum submitted on 5/28/15.

### **Minor Home Repair**

- Low Income Minor Home Repair: In May, there were two completed Minor Home Repair projects. The program was able to replace a leaking kitchen faucet for a senior citizen and a thermostat for a single mother with three children. There are currently two other projects at varying stages in the process. The latest edition of City Currents generated eight requests for Minor Home Repair applications, and two complete applications have been submitted.

### **Miscellaneous**

- Henderson Business License Appeal – LUA2014-0018/LUA2015-0025: Received 5/19/14. Hearing Examiner hearing scheduling for October 2014. Hearing was cancelled and conditional approval was issued on 11/18/14. Currently working with applicant to bring the property into Code compliance. Grading permit application submitted on 5/20/15. Notice of complete application provided on 6/2/15. Staff comments due 6/19/15.
- Dupard Variance – LUA2015-0008: Received 3/4/15. Request to reduce front and side yard setbacks for single family residential lot. Notice of Complete Application sent 3/18/15. Public hearing before the Hearing Examiner was held on 5/22/15.
- Ages in Stages Day Care UUP, LUA2015-0020: Received 4/21/15. Application for an Unclassified Use Permit for mixed use in a single family zone received on 5/1/15. Notice of Complete Application sent on 5/29/15.
- Russian Baptist Church Grading Permit, LUA2015-0019: Received 4/17/15. Application to grade a portion of property to construct playground and building retaining walls on property line. Application submitted on 4/21/15. Met with applicant on 5/4/15 to discuss additional items that need to be submitted as part of the application.

### **Pre-Submittal Assistance**

- Wesley Homes, 816 S 216th St: Met with representatives of Wesley Homes to discuss submittal requirements for a proposed master plan to redevelop their campus area located south of S 216<sup>th</sup> Street.

### **City Services, Project Management and Coordination**

- Solid Waste/Recycling:
  - The Second Annual Community Litter Clean-Up Event was held on 5/9/15. Participants included 8 City staff, 14 Recology CleanScapes staff, and 13 community volunteers. Additional routes were added in the Pacific Ridge neighborhood. Collection bags were provided by Les Schwab.

## **Planning Projects:**

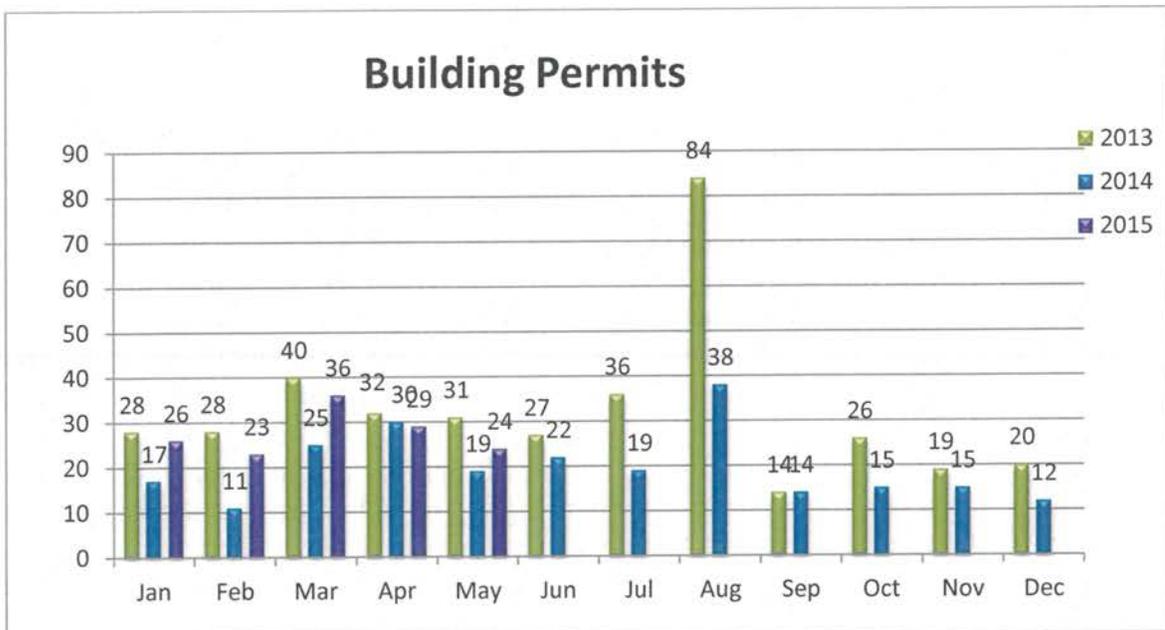
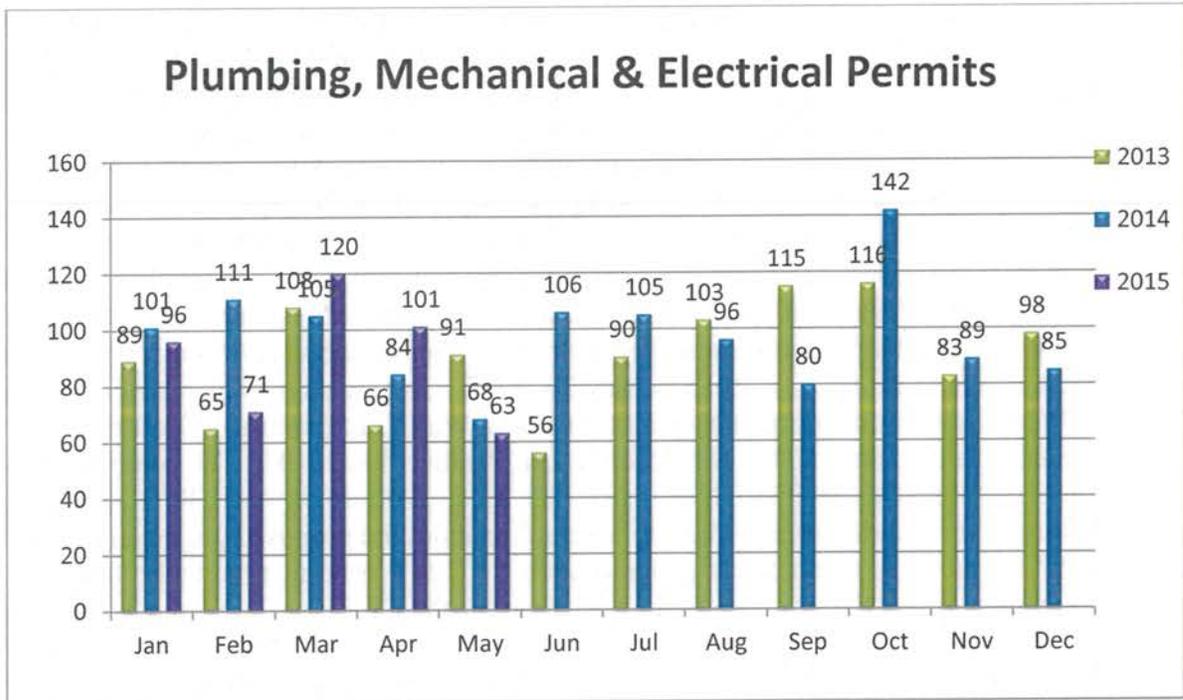
### **Sound Transit Coordination and Planning**

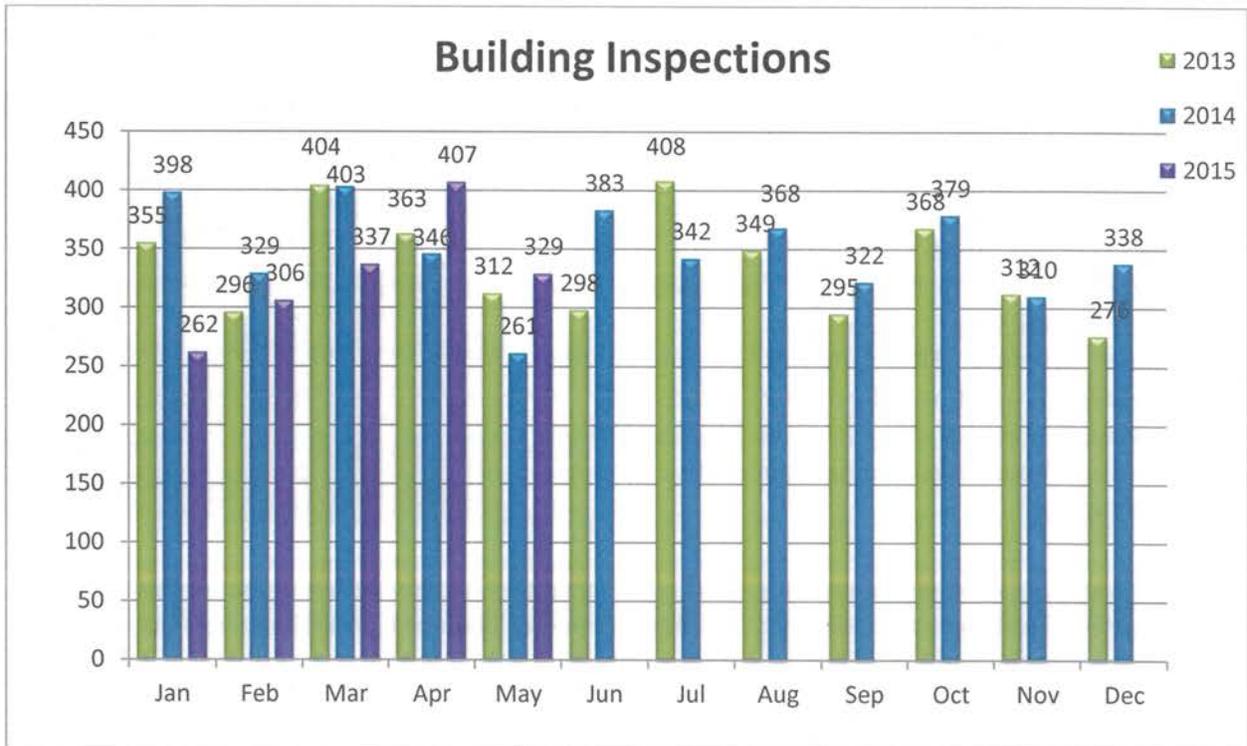
- Staff and Consultant (Grant Fredricks) attended Sound Transit's Interagency Working Group meeting. Staff continues to coordinate with the City of Kent and Highline Community College to discuss issues and opportunities associated with potential light rail alignments and station locations near Kent-Des Moines and Highline Community College. Staff and Consultant completed a review and provided comments on the Administrative Draft Environmental Impact Statement. Sound Transit and the Federal Transit Administration (FTA) have published the Federal Way Link Extension Draft Environmental Impact Statement (EIS) for public, agency and tribal review and comment. The Draft EIS evaluates light rail route and station alternatives and describes the project's potential effects on the environment, nearby properties, transportation, and other impacts. A 45-day public comment period extends from April 10, 2015 to May 26, 2015. Comments may be provided by email to: [FWLE@soundtransit.org](mailto:FWLE@soundtransit.org) or by mail to: Federal Way Link Extension Draft EIS Comments, Sound Transit, 401 S Jackson Street, Seattle, WA 98104. The comment deadline is May 26, 2015. Des Moines City Council held an open house on April 30<sup>th</sup> to provide an opportunity for community members to learn more about the proposed project and DEIS. At their 5/7/15 meeting, Council passed Resolution No. 1297 recommending a Preferred Alignment and Kent-Des Moines Station location for the FWLE to the Sound Transit Board and confirming the City's commitment to work cooperatively with Sound Transit, the City of Kent, Highline College and other cities/agencies to realize the best possible outcomes for all affected parties. On 5/26/15 the City sent a formal comment letter on the FWLE Draft Environmental Impact Statement.

### **Building Division**

- In May, the Building Division issued 87 permits: 24 Building permits and 63 Electrical, Mechanical and Plumbing permits. The Department received \$350,519 in revenue and processed \$787,780 in total City receipts. Building Division's portion of PBPW revenues for this period was 89.1% (\$312,410), the Planning Division's portion was 2.2% (\$7,650), and the Engineering Division's portion was 8.7% (\$30,358). The Engineering Division took in a onetime SWM Development Fee related to Phase I of the Business Park, in the amount of \$349,778. There are several approved permits and revisions waiting for "pick-up." Activity related to commercial and residential projects continues to be very robust, as our large projects have begun to arrive.
- During May, Permit Specialists issued 29 online permits out of a total of 87 BLD permits (Building, Electrical, Mechanical, and Plumbing). The online permits are limited to over-the-counter (OTC) residential permits that do not require plan review. There were 72 total non-plan review permits (OTC and online) issued in May. That means online permits represented 35% of all permits during May and 40% of all non-plan review permits in May.

- Year-to-date, 147 online permits have made up 25% of 569 total permits issued, and 31% of 401 total non-plan review permits issued.





**Some building project highlights include:**

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

Located at 22406 Pacific Highway, is now in the final phase. The windows and building's cladding system are being installed all around the building, with large sections already complete. Interior work on the insulation, sheetrock, and the electrical, mechanical and plumbing systems is progressing along well. The third floor is almost entirely complete. The picture above represents the mobile crane (the crane at the right of the picture) as it prepares to take down the main building crane.



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

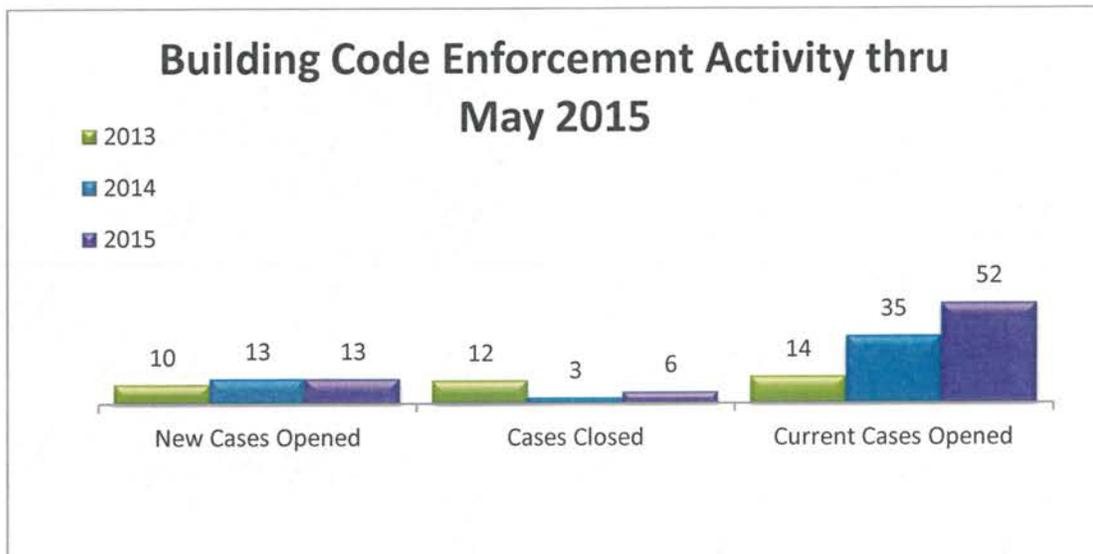
- SeaMar Medical Office Building & Family Housing Project, 24215 Pacific Hwy S:

This large scale multi-building project was approved for construction in September of 2013. The Medical Office Building (MOB) will be a 16,340 square foot steel and concrete building. The MOB's foundation and below grade wall system is well underway (see the picture for the current status of the building). The Family Housing Building is a 43,064 square foot wood framed structure. The multi-unit housing building received a Conditional Temporary Occupancy approval on Friday, May 29. The Medical Office Building should take another four-to-five months to complete.



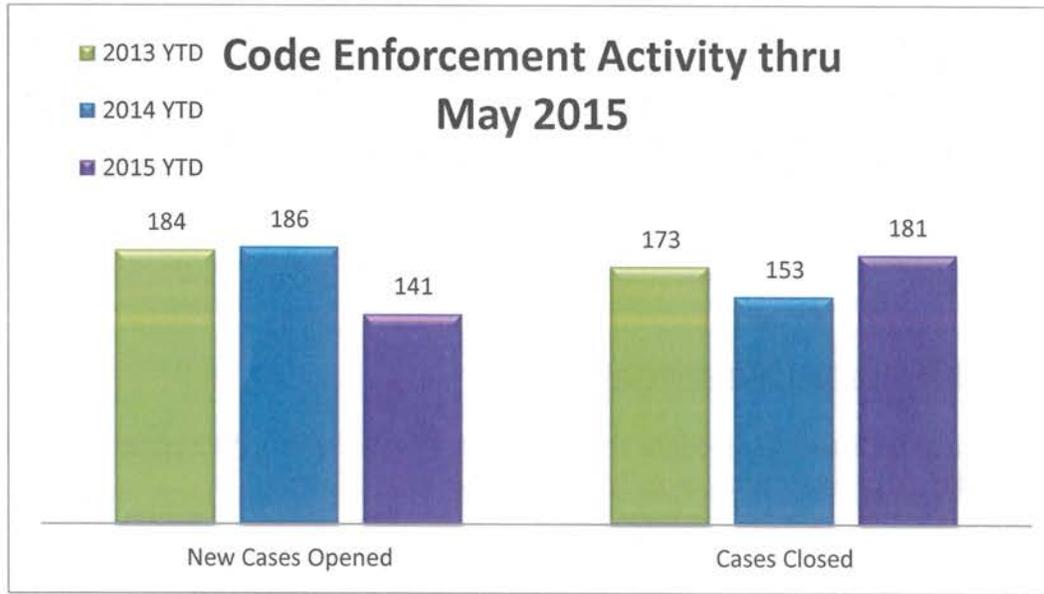
- Des Moines Creek Business Park, 2341 208<sup>th</sup> Street: The new development undertaken by Panattoni Development Company, located in the Des Moines Creek Business Park has begun. For the Building Division, Phase I of the development begins with three warehouse type buildings. Building 1-A is a 146,425 square foot structure valued at \$8.7 million; Building 1-B is a 144,375 square foot structure valued at \$8.1 million; and Building 1-C is a 233,400 square foot structure valued at \$13 million. This set of buildings will each be constructed on their own parcel of land. The permits for these buildings were picked up mid-May and the project is moving ahead at full speed.

- The graph below represents the Building Division's Code Enforcement activity. The Building Division's Code Enforcement activity has picked up over the last month due to events occurring at various locations in the City.



### Code Enforcement Division

Code Enforcement had 24 new cases opened and 12 cases closed during May. In 2015, 139 cases have been opened, 181 closed, and 234 are currently open. There were .15 volunteer administrative hours for Code Enforcement.



### Code Enforcement Spotlight

This commercial property had special concerns going back to 2004, on the main portion of the property was a commercial building which was built in 1947 and although there had been two very different types of businesses since code enforcement started on this property in 2004, they both seemed to have problems with garbage/debris around the business and the last business had constant outside storage and construction concerns. The second part of this property had a workshop/storage building built in 1949 which was also a constant problem with different tenants trying to run their business from the storage area. The third part of this property had a single family log home built in 1950, which always seemed to have tenants that would not maintain the property and collected a lot of materials and when vacant attracted transients. This property has had all buildings recently demolished and will be a new development in the city (Highline Place).

### BEFORE



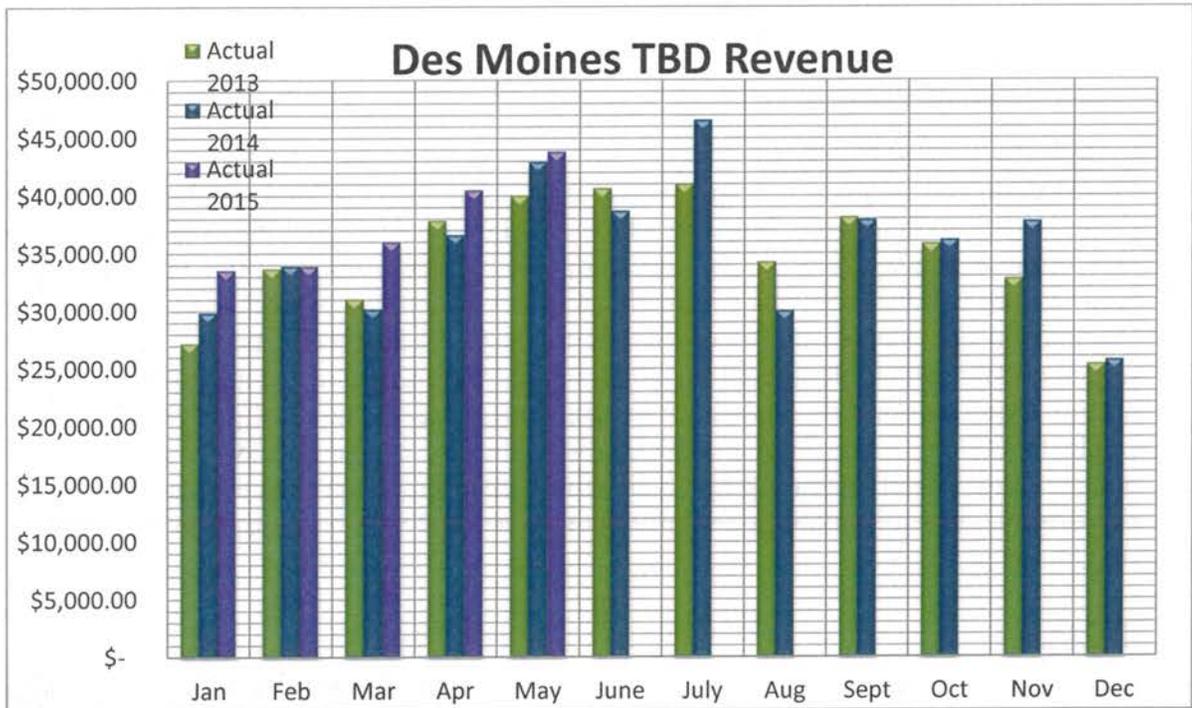
**AFTER**



**Engineering Services Division**

**Division Administration and Management Budget:**

- Benefit District Collections for May 2015 were \$43,979. As a comparison, the May 2014 collections came in at \$42,926.



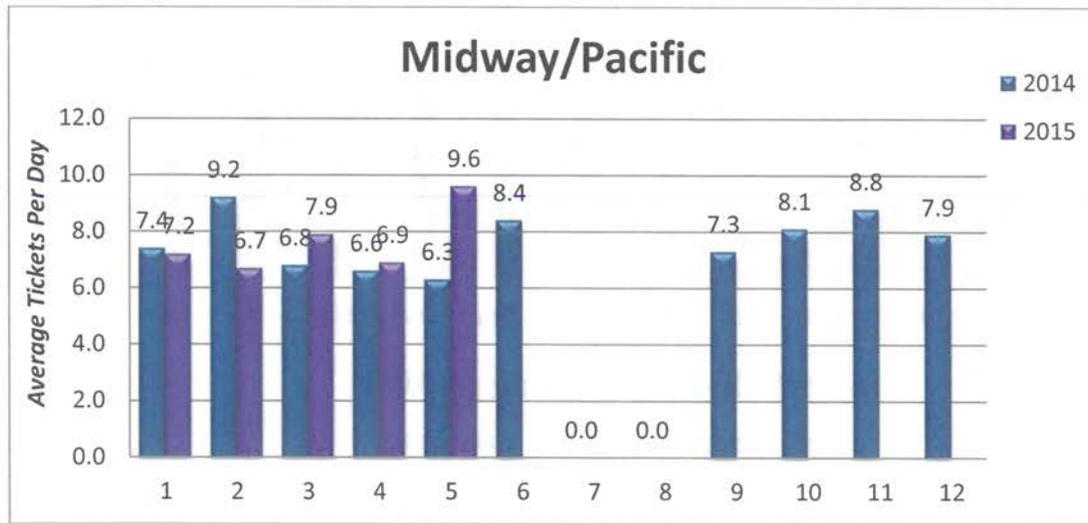
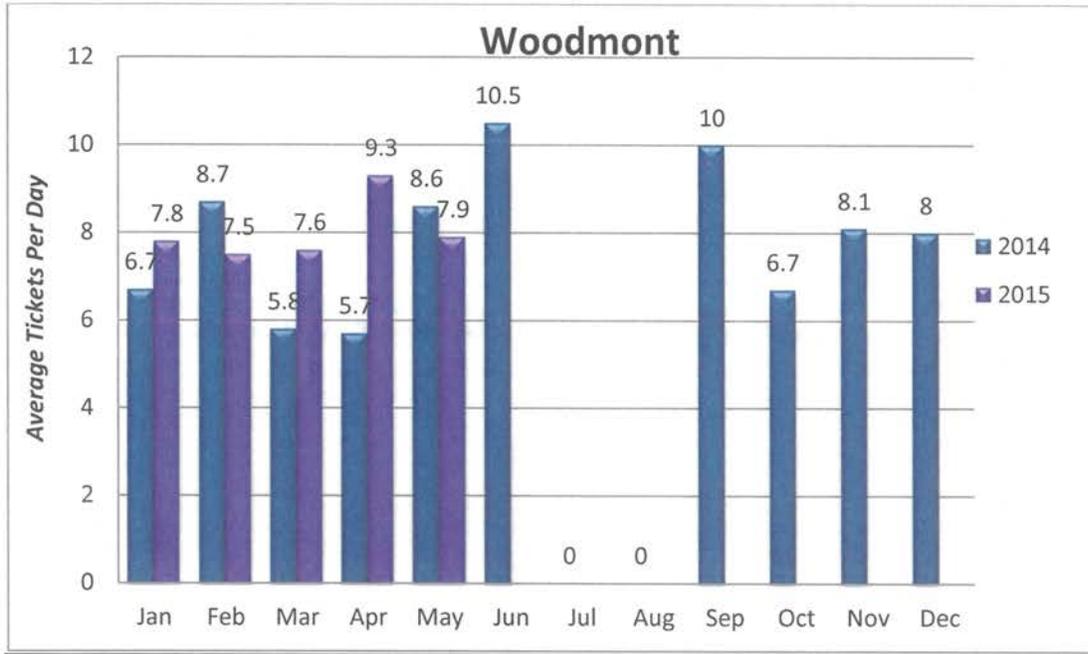
**TBD Year to Date Revenue Totals:**

**2015 = \$187,743**

**2014 = \$173,427**

**Traffic Engineering and Operations**

- Street Lighting: With the 2014 LED street light change out completed, PSE will be working on 330 lights slated for upgrade to LED in 2015.

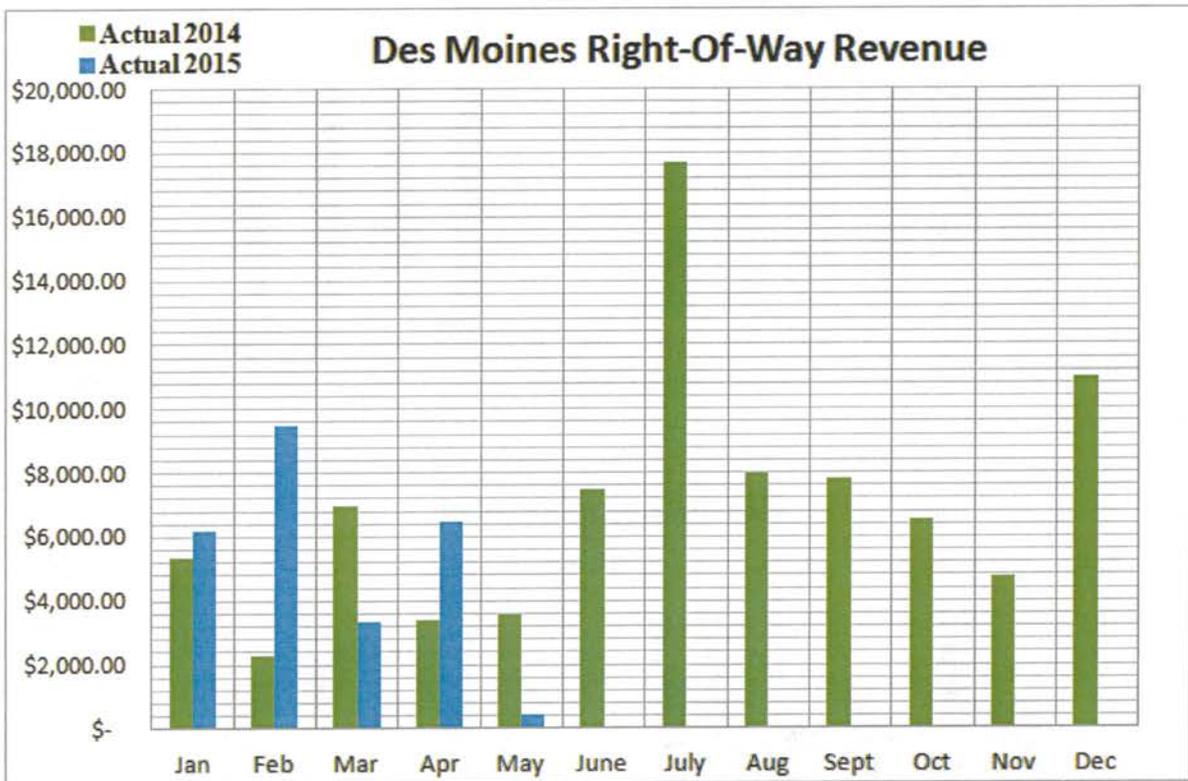


- **School Safety:**

- 24<sup>th</sup> Ave S in front of Midway Elementary and Pacific Middle School has completed its first year with Automated Speed Enforcement. Staff will be closely watching the infraction trends in year two of the program.
- For May 2015, the average daily number of tickets at Woodmont Elementary was 7.9, compared to 8.6 for the same time period in 2014. At Midway/Pacific the average daily number of tickets in May was 9.6, up from 6.3 for the same time period in 2014.

- **Civil Engineering Services**

- Right-of-Way Use Permits and Inspections: Five (5) Right-of-Way permits were received, one processed in May for a total of \$415 dollars.



**Right-of-Way Coordination Activities:**

- SeaMar: Working with the Contractor and the various City Departments involved in the project, the City staff put together a deficiency list to assist the contractor and property owner in completing the necessary work needed for the City to allow a temporary certificate of occupancy.
- Artemis/Sheraton Hotel: On May 30, the tower crane for the project was dismantled and removed from the site. The twelve hour process required the shutdown of all northbound lanes of traffic on Pacific Highway S, most traffic was detoured to 24<sup>th</sup> Avenue S. Local access was maintained on Pacific Highway South to allow access to businesses. The project was successful with no incidents or complaints reported.
- Tree Removal: Due to the season, we have been receiving more than average requests for tree trimming and removal from residents. City staff is using the new tree ordinance to help determine how to process these requests.
- **Multi-Year On-Call Consultant – Task Order Tracking:**
  - Following is a summary of the On-Call Engineering Services task order assignments for 2014 through 2015:

Consultant	City Mgr	Council	Authorized	Spent
KPG	3	1	\$459,310	\$92,634
Parametrix	1	3	\$465,318	\$380,830
Fehr & Peers			\$	\$
ESA			\$	\$
Tetra Tech	3	3	\$482,132	\$94,268
Blueline Group			\$	\$
BergerAbam			\$	\$
Kpff			\$	\$
HDR	1		\$44,799	\$30,537
ExelTech		2	\$739,056	\$340,200
AMEC Environment & Infrastructure, Inc.	1		\$9,770	\$7,724

## Surface Water Management (SWM) Division

### NPDES Permit Activity

- A new inspection method for public storm water facilities launched in 2015. The SWM crews will be conducting inspections during the early months of the year and then creating work orders in Cityworks based on these inspections. At the end of the year an engineering staff member will conduct a follow up inspection at each facility to ensure permit compliance. More than 25 facility inspections have been completed this year.
- City staff is currently working to simplify and restructure its Erosion Control Review program. Templates have been created to help guide staff and applicants on what information is required by them during the review process. This will help staff track and inspect projects as they are approved for construction.
- **Car Wash Kit Usage**  
Due to the early spring-like weather this year, Car Wash Kit rentals have already started and we anticipate an even larger use of the kits in 2015, which is a great indication of our citizens' desire to protect the environment of Des Moines. There are currently six kits available for organizations wanting to conduct fundraising activities. The Car Wash Kit helps to prevent pollutants such as petroleum products, pesticides and animal waste, from being discharged into Puget Sound. Organizations wishing to acquire a car wash kit should contact Ken Thomas at 206.870.6585.

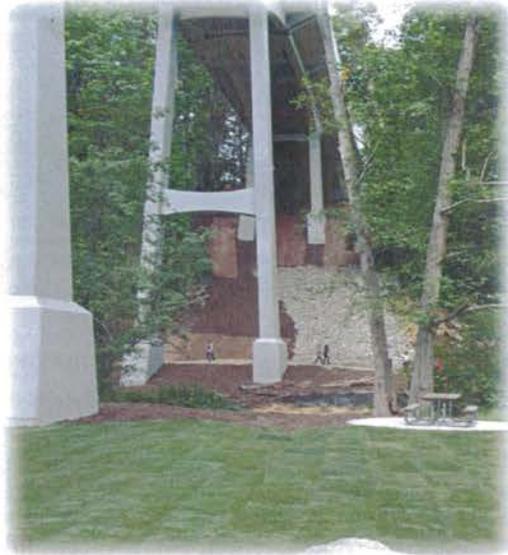
## Capital Improvement Program

### Transportation CIP

- **Redondo Boardwalk:** On November 29, 2014 the boardwalk at Redondo sustained extensive damage from significant storm and tidal events. The severity of damages has permanently closed the facility, with both the City and State declaring an emergency. The City and selected consultant have begun design to repair the facility, which is anticipated to be complete with permits this fall. It is anticipated that the boardwalk will be repaired and opened in early 2016.



- Saltwater Park Bridge Seismic Retrofit: The Saltwater State Park Bridge was reopened to the public on May 28<sup>th</sup>, and the general contractor continues to perform minor punch-list items to open the remaining project site. It is anticipated that the contract will be suspended until the fall of 2015 when at that time, planting of the disturbed construction areas can be accomplished. This suspension is not likely to impact the public or users of the roadway and State Park.



- Transportation Gateway Project:

South 216<sup>th</sup> Street - Segment 1-A (24<sup>th</sup> Ave S to SR-99): Channelization and signal control plans are still pending WSDOT approval.

Utilities: Relocation of King County Rapid Ride ITS/TSP fiber optic equipment is required, notice was given and staff met to discuss incorporation of the work in the City's contract. The county verbally agreed to cost share the relocation consistent with the City/County agreement. Puget Sound Energy (PSE) has submitted a construction agreement to underground the overhead electrical distribution as a Schedule 74 improvement. Plans for relocation of the high voltage overhead have been reviewed and submitted for PSE for revision. Joint utility trench agreements have been drafted for each utility including proposed cost sharing for the project.

Right-of-Way: Remaining right-of-way is required from six property owners. The gas station parcel has been acquired by possession and use and is scheduled for condemnation proceedings in October, 2015. Offers have been made for the other commercial properties based upon appraised fair market values.

24<sup>th</sup> Avenue South (S 216<sup>th</sup> St to S 208<sup>th</sup> St): Substantial completion was issued in May, including a punch list of items needed to close out the project. The roadway is open for operation.



- South 224<sup>th</sup> Street Sidewalk Improvements: Staff is planning to utilize existing Pacific Ridge Neighborhood Improvement funds along with Pacific Ridge Mitigation funds from various projects, including the Four Pointes Hotel by Sheraton, to begin design improvements. The majority of the design efforts will take place in late 2015.
- Parking Management Plan – Redondo: City staff and the consultant, Parametrix, have completed the Draft Parking Management Plan and have concluded the second public open house. The draft plan was presented and the proposed projects within have been discussed with the public in order to determine desirability of each. The open house comments as well as the draft plan were presented to the City Council in May. With Council and public comment received, the draft plan will be finalized and presented to the City Council on June 25<sup>th</sup>.
- South 268<sup>th</sup> Street Sidewalks: City staff attended a WSDOT webinar concerning the Safe Routes to School grant program and made a formal application in May for project funding of the north side sidewalk. Staff was notified in December that our project application was recommended for funding by the State Legislature. If the Legislature approves the funding within the State Budget, this would be the first Safe Routes to School grant award for the City of Des Moines.
- SR 509 Right-of-Way (ROW)/Barnes Creek Trail: Survey work has begun as well as preliminary alignment design.

#### **Surface Water Management CIP**

- Lower Massey Creek Channel Modification Project: 60% level plans and estimate are complete. SEPA determination issued. Environmental permit applications were submitted in November. Fisheries HPA permit received. Plans are on hold pending receipt of the Corps and Ecology permits. The Corps has informed the City that the project will be reviewed under an individual permit rather than a general permit. Construction was scheduled for the summer of 2015; however, due to the lengthy permitting process and the need to optimize the construction fish window and allow the contractor sufficient time to secure the project's materials, construction will need to be delayed to summer of 2016. The project is now scheduled to be bid in January 2016, which is a more favorable time of year for bidding projects.

- Barnes Creek/Kent-Des Moines Road Culvert Replacement Project: A Task Order Assignment was approved with Tetra Tech for preparing a condition assessment for the culvert as well as a fish barrier assessment. This was delayed to the inability of the contractor to obtain the necessary permit from the Department of Fisheries in time to do the work within this year's "fish window." The cleaning and video work has been rescheduled for this summer.

- **Municipal Capital Improvements**

- Activity Center Emergency Generator: Site work began in December 2014 with the generator pad installation and pad wiring. The generator was delivered to the site, and placed upon the concrete generator pad. Contractor is now working on installing the interior switches, conduit, and wiring. Project is complete.
- Picnic Shelter Damage: Dave Clark has completed the repair plans and bid documents, and will perform construction oversight. Staff has also received approval from WCIA on timing of expenditures to avoid waste and duplication of effort when we finally rehabilitate the entire building. The project went out for cost proposals via the MRSC Roster in early December 2014. We received only one proposal (from Par-Tech, the current Dining Hall contractor), and it was \$30,000 above the Architect's Estimate. The second solicitation for proposals went out via the MRSC Roster on 1/29/15. Bids were opened on 2/12/15 @ 2 PM. The apparent low bidder is Argosy Construction Co. Inc. The construction contract was awarded by Council on 3/5/15. Contractor began work on March 26 and all scheduled work should be completed in June.
- Dining Hall Rehabilitation Project: Work on this project continues with the contractor, Par-Tech, Inc., making good progress. This project is substantially complete.



