December 2013

To: City Council

From: City Manager

Re: Monthly Report – December

To better inform the Citizens of Des Moines, the City of Des Moines went through a series of “Communication Upgrades” this past year. Some of the highlights of 2013 include,

- Launched a redesigned City website
- Implemented a new system for fulfilling Public Records Requests
- Updated the Council/Court Chambers with new audio/video equipment that allows the City to “Live-Stream” Council meetings!

The City is also utilizing Facebook and Twitter to reach out to the community. As of January 2014, there are 97 Twitter followers and 42 likes on Facebook. Staff will be working hard over the next few months to increase social media activity.

Because of these upgrades, our Citizens can easily find information that is of interest to them and can be more involved in their Community.

You can search for Resolutions, Ordinances, current and future Council packets and minutes of prior meetings. You can apply for a building permit, request a public record or search our calendar and find out what special event is coming up!

Log onto www.desmoineswa.gov and see what interesting information you can find!

**PERSONNEL**

- **Staff Changes** – Keith Klingele, a Public Works Maintenance Worker resigned from the City effective December 20, 2013. Three long time employees retired at the end of 2013. Joe Jewell, Marina Services Manager retired effective December 30\textsuperscript{th} after over 33 years with the City. Annette Chomica, Parks, Recreation, and Senior Services Office Manager retired effective December 15\textsuperscript{th} after almost 17 years with the City and John (Dave) Rossick, Sr. Accountant, retired after over 14 years with the City.
• **Annual Required Hearing Tests** – We completed the annually required hearing tests for all employees in the affected classifications. These classifications include the police department and the majority of Public Works employees.

• **Benefit Transfer** – The main project for this month was the transfer of all city employees from medical, dental, vision, life insurance and social security replacement benefits purchased through Alliant to those same benefits with different carriers purchased through the Association of Washington Cities. The official transfer day was December 31, 2013; however, there is still some work to do to complete the process.
FINANCE DEPARTMENT

Business Licenses
New commercial business licenses issued in December 2013:

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>TYPE/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Energy Mgt Inc</td>
<td>22659 Pac Hwy S</td>
<td>Electrical Contractor</td>
</tr>
<tr>
<td>Capture It</td>
<td>22303 MVD S, Ste 102</td>
<td>Photography Studio</td>
</tr>
</tbody>
</table>

- Hired Allan Thompson for vacant Accounting Manager position. His previous experience working for the State Auditor’s Office and King County will help to alleviate some of the workload and improve processes.
- Marina server failed causing some loss in financial data that will require an external vendor to recover.
- Filed secondary debt disclosures for City’s 2012 audited financial statements with the Municipal Securities Rulemaking Board.
- Reinvested two $1 million investments with maturities of 3/25/15 and 12/10/14 that were called early with yields of 0.375% and 0.33%. New investments will have maturities of 6/10/16 and 10/14/16 with yields of 0.40% and 0.55%. December’s net yield for the State Local Investment Pool was 0.1279%.

Revenue Trends
- October 2013 sales taxes received in December 2013 compared with October 2012 sales taxes received in December 2012 (two-month lag in distribution):

<table>
<thead>
<tr>
<th>Month</th>
<th>2013</th>
<th>2012</th>
<th>% Chg</th>
</tr>
</thead>
<tbody>
<tr>
<td>October Base</td>
<td>$148,944</td>
<td>$131,136</td>
<td>13.6%</td>
</tr>
<tr>
<td>October One-Time</td>
<td>2,964</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Total YTD (10 Mths)</td>
<td>$1,466,122*</td>
<td>$1,282,131</td>
<td>14.4%</td>
</tr>
</tbody>
</table>

*Includes construction activity for Healthpoint

- B&O taxes received to-date as of December 2013 compared with December 2012 net of refunds:

<table>
<thead>
<tr>
<th>Month</th>
<th>2013</th>
<th>2012</th>
<th>% Chg</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>$3,177</td>
<td>$5,742</td>
<td>(44.7%)</td>
</tr>
<tr>
<td>Total YTD</td>
<td>$549,818</td>
<td>$528,931</td>
<td>3.9%</td>
</tr>
</tbody>
</table>

- Franchise fees received to-date as of December 2013 compared with December 2012:

<table>
<thead>
<tr>
<th>Month</th>
<th>2013</th>
<th>2012</th>
<th>% Chg</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>$35,768</td>
<td>$56,236</td>
<td>(36.4%)</td>
</tr>
<tr>
<td>Total YTD</td>
<td>$852,532</td>
<td>$874,501</td>
<td>(2.5%)</td>
</tr>
</tbody>
</table>
Utility taxes received to-date as of December 2013 compared with December 2012:

<table>
<thead>
<tr>
<th>Month</th>
<th>2013</th>
<th>2012</th>
<th>% Chg</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>$293,093</td>
<td>$313,658</td>
<td>(6.6%)</td>
</tr>
<tr>
<td>Total YTD</td>
<td>$3,130,436</td>
<td>$3,209,488</td>
<td>(2.5%)</td>
</tr>
</tbody>
</table>

Real estate excise taxes received to-date as of December 2013 compared with December 2012 (one-month lag in distribution, November REET Rec’d in December):

<table>
<thead>
<tr>
<th>Year</th>
<th>2013</th>
<th>2012</th>
<th>% Chg</th>
</tr>
</thead>
<tbody>
<tr>
<td>REET Rec’d in December</td>
<td>$30,808*</td>
<td>$31,107</td>
<td>(0.1%)</td>
</tr>
<tr>
<td>Total YTD</td>
<td>$593,391*</td>
<td>$410,375</td>
<td>44.6%</td>
</tr>
</tbody>
</table>

*Estimate

Contracts signed in December: None.

Bids, RFPs, and RFQs to be issued in January: None.

**POLICE DEPARTMENT**

**Community Outreach**

- Detective Gendreau and CSO Batterman organized our first annual toy drive for Harborview Center for Sexual Assault and Traumatic Stress. With the generous support of the community, over 100 toys, blankets, and other comfort items were donated to assist child victims throughout the year.

- Patrol Officers attended Huntington Park’s Christmas/Block Watch Party. They also were present at the annual Christmas Bonfire at the Des Moines Beach Park for the sailing of Christmas ships.

- Patrol Officers have been taking extra time on property calls to help educate victims in crime prevention techniques to deter future crimes against their property.

- A team and CSO Seaberry drafted and distributed a letter for the residents of Pine Terrace, Sound Vista, and Puget View Mobile Parks regarding recent burglaries in the area. With the assistance of Chief Delgado, the letter was translated into Spanish as well.

- Records Specialist Judy Bibby received recognition from a patrol sergeant for her empathy and understanding in assisting a homeless man on an extraordinarily cold December night. He entered the police station seeking warmth in the early morning hours on December 9th, when the temperatures outside were in the teens. Judy was able to make a make shift warming station in the public lobby by adding space heater to warm the man and granting his access to the bathroom over the night.

- Patrol teams have continued high visibility checks of 24 hour establishments to discourage loitering, pan handling and shoplifting.
- CSO Seaberry sent letters to condominium associations regarding establishing an email list for sharing current crime information and trends in their areas.

- The Police Department held an awards ceremony commending employees for a job well done and also to recognize longevity within the department. The following awards were presented:
  For their extraordinary efforts in the Thomas homicide case.
  Commendation – Detective Cathy Savage
  Exemplary Performance – Detective Sergeant Dave Mohr, MPO Paul Young, Detective Mike Thomas, and CSO Kory Batterman

- Office Manager Terryann Dell, Records Specialist Judy Bibby, Records Specialist Charmaine Hall and Records Specialist Jennifer Schmidt were recognized for their exemplary performance during April of this year when staffing was at critical levels. They were able to keep the station open 24 hours with limited staff by working extraordinarily long hours and large amounts of overtime.

- In recognition for their dedication to the Des Moines Police Department, Dave Bell 30 Years of Service. Doug Jenkins, Jan Magnuson, and Paul Young 25 Years of Service. Terryann Dell 20 Years of Service. Kory Batterman and Justin Langhofer, 5 Years of Service.

<table>
<thead>
<tr>
<th></th>
<th>December-12</th>
<th>December-13</th>
<th>Monthly % DIFFERENCE</th>
<th>YTD 2012</th>
<th>YTD 2013</th>
<th>YTD % DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homicide</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Rape</td>
<td>1</td>
<td>1</td>
<td>0%</td>
<td>10</td>
<td>6</td>
<td>-40%</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>5</td>
<td>0%</td>
<td>34</td>
<td>45</td>
<td>32%</td>
</tr>
<tr>
<td>Assaults*</td>
<td>17</td>
<td>24</td>
<td>41%</td>
<td>217</td>
<td>273</td>
<td>26%</td>
</tr>
<tr>
<td>Burglary</td>
<td>30</td>
<td>25</td>
<td>-17%</td>
<td>249</td>
<td>207</td>
<td>-17%</td>
</tr>
<tr>
<td>Larceny*</td>
<td>61</td>
<td>60</td>
<td>-2%</td>
<td>778</td>
<td>728</td>
<td>-6%</td>
</tr>
<tr>
<td>MV Accidents</td>
<td>23</td>
<td>20</td>
<td>-13%</td>
<td>310</td>
<td>249</td>
<td>-20%</td>
</tr>
<tr>
<td>MV Thefts</td>
<td>25</td>
<td>23</td>
<td>-8%</td>
<td>238</td>
<td>223</td>
<td>-6%</td>
</tr>
<tr>
<td>Arson</td>
<td>1</td>
<td>0</td>
<td>0%</td>
<td>10</td>
<td>9</td>
<td>-10%</td>
</tr>
<tr>
<td>Moving Violations</td>
<td>389</td>
<td>439</td>
<td>13%</td>
<td>6331</td>
<td>6883</td>
<td>9%</td>
</tr>
<tr>
<td>**Photo</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enforcement</td>
<td>137</td>
<td>198</td>
<td>45%</td>
<td>2432</td>
<td>2928</td>
<td>20%</td>
</tr>
<tr>
<td>Officers Assaulted</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>1</td>
<td>2</td>
<td>100%</td>
</tr>
<tr>
<td>Adult Arrest</td>
<td>37</td>
<td>18</td>
<td>-51%</td>
<td>389</td>
<td>271</td>
<td>-30%</td>
</tr>
<tr>
<td>Juvenile Arrest</td>
<td>4</td>
<td>4</td>
<td>0%</td>
<td>63</td>
<td>37</td>
<td>-41%</td>
</tr>
<tr>
<td>Calls For Service</td>
<td>1,588</td>
<td>1,481</td>
<td>-5%</td>
<td>19,677</td>
<td>21,025</td>
<td>7%</td>
</tr>
</tbody>
</table>

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

** Total Photo Enforcement Citations numbers are not available until mid-month.

The current month’s numbers do not include pending citations.
ADMINISTRATION

- Site Management / Pay Parking Project
  The SEPA/Shoreline notice period ended in December. The comments received will be displayed at the public meetings scheduled for January 16th and January 23rd. All the public comments received during the SEPA process and at the public meetings will be organized and forwarded to the City Council for review.

- J Dock Fire
  The 30% plans along with the draft specifications were received from Moffatt Nichol, the project engineers on December 30th. The plans will be used to file the SEPA/shoreline permit applications with the City, and eventually, the applications for the Army Corps of Engineers permits.

MAINTENANCE

- In December the Marina maintenance crew continued to work on replacing the transformer and main distribution panel at the Boatyard. The salvaged transformer that the staff plans to use was taken out of storage and prepared for testing. In addition to the electrical project, the crews started their annual cleaning of all the docks.

SERVICE

- This year the Marina staff organized a “tree lighting” and a decorated boat contest for the holiday season. The event was on December 6th, the same evening as the tree lighting at Big Catch Plaza. The staff worked with Destination Des Moines, the organizers of the downtown event to make sure the Marina event started after the activities at Big Catch ended. The event was well attended with many people attending both lightings. Six boats participated in the decorated boat contest and the boat “Tropical Dreams” won a $100 gift certificate donated by West Marine. The winners are shown in the picture below, followed by a picture of the tree lighting. The Marina staff served cookies and hot chocolate in the new Pavilion on the activity float.
PLANNING BUILDING & PUBLIC WORKS DEPARTMENT

CAPITAL & FACILITY PROJECTS

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

Facilities

- Installation of the new ductless HVAC unit for the Council Video Room was completed in January. The Public Works Service Center Locker Room door was replaced this summer. The exterior painting of the Field House was also completed this summer. Staff is currently working on repairs to the Engineering Building Alarm System, which should be completed by the end of the year.
- To address security issues at several City buildings, staff worked to begin the process of installing security systems at the Activity Center, the Auditorium, and the Founders Lodge. Installation of the new system at the Activity Center has been completed, and installation of the systems at the Founder Lodge and Auditorium is anticipated to be completed in December.
- Staff also worked with our HVAC contractor to review ventilation issues in the north wing of City Hall. Staff approved a proposal to relocate the thermostat in an effort to help better control ventilation / temperature issues.
- Some concerns have been raised about the condition of the Activity Center floor. A small repair project was proposed and approved in the 2014 budget. Staff began discussing potential repairs with contractors in November. Staff anticipates selecting a contractor in December, with repairs to occur as soon as possible.

Transportation CIP

- Transportation Gateway Project:
  - South 216th Street - Segment 2 (18th Ave S to 24th Ave S): The project was substantially complete in December, with only punch-list items remaining.

Before

24th Avenue South (S 216th St to S 208th St): Grading the west side of the roadway encountered unforeseen, unsuitable soils that were excavated and replaced. Installation of underground storm water storage vault(s) and construction of an underground joint utility trench begins in January, 2014. The project is being coordinated with the Port of Seattle and the City of SeaTac.
South 216th Street - Segment 1A (24th Ave S to 25th Ave S): An environmental site analysis (ESA), property appraisal, and review appraisal was completed. The City is preparing to brief the Council on a potential offer. Staff prepared a federal highway functional reclassification request of this roadway to a principal arterial.

- **South 224th Street Sidewalk Improvements:** Staff submitted a grant request for $270,000 to CDBG of King County to help towards funding a sidewalk project from essentially Pacific Highway S to 30th Avenue South on both sides of South 224th Street in the Pacific Ridge area. Staff made a presentation to the selection board in early August and was notified in November that the grant was not successful. Staff is planning to begin design in 2014 since there are Pacific Ridge Neighborhood Improvement funds available for that phase of the work and use Pacific Ridge mitigation funds from various projects, including the Artemis Hotel, to construct the improvements later in 2014.

- **North Hill/Aviation School Zone Flashers:** Staff was notified in June that a grant request for $15,000 to install 4 solar school zone flashing beacons on 8th Avenue S and South 200th Street was successful. Staff brought an official grant acceptance motion to the Council on August 8th which was approved. Construction of the project was completed in December.

- **Saltwater Park Bridge Seismic Retro-fit:** The consultant has started the Environmental permitting phase. A meeting with City staff and State Park staff occurred on December 30th to discuss the project construction easements and right of entry documents needed as the project moves forward.

- **Marine View Drive Crosswalk Improvements:** As a part of the mid-term crosswalk improvements, staff completed the design and sought quotes for adding Rectangular Rapid Flashing Beacons to the intersections of 219th, 220th, and 226th along MVD. Staff will begin to look at the intersections of 225th and 222nd in 2014 to complete the second phase of the crosswalk improvements.

*New solar powered flashing beacons were installed on Marine View Drive to enhance Pedestrian Safety*
Surface Water Management CIP

- S 216th St Pipe Project (14th Ave S – 18th Ave S): Project was awarded to Pacific Coast General. The pipe was installed with no complications. Pavement restoration will be done when weather permits.

- Detention Pond Safety Improvements: Staff has prepared plans for adding vinyl coated fencing to several ponds. Installation of the fencing is anticipated early next year.

- Lower Massey Creek Channel Modification Project: The consultant is presently developing the 30% level plans. Upon completion, the project will move to the permitting phase. Construction is scheduled for 2015 depending on obtaining the necessary permits.

Municipal Capital Improvements

- SR 509 Right-of-Way (ROW)/Barnes Creek Trail: A letter was sent to WSDOT requesting reconsideration of their determination on the property. WSDOT has responded and staff is in the process of getting a meeting set up to continue discussions. Staff met with Council in September and was given direction to continue to work with WSDOT with the potential idea of the trail being in a permanent easement. Currently the area is being surveyed to better define the trail alignment.

- Dining Hall Rehabilitation Project: Staff advertised a request for qualifications for Architectural and Engineering Services to the Dining Hall rehabilitation project. Only one Statement of Qualifications was received. Staff worked to negotiate a scope of work and fee with that consultant. The contract was awarded in October, and design efforts began in November. Construction will occur through most of 2014.

BUILDING DIVISION

During December 2013 we processed 44 online permit applications out of a total of 118 BLD permits (Building, Electrical, Mechanical, and Plumbing). The online permits are limited to residential permits that do not require plan review. That means online permits represented 37% of all permits during December. To date, since online permitting started in April this year, there have been 282 online permit applications out of 1005 total permits, for 28%. This means the word is spreading and more people and companies are taking advantage of the convenience and cost savings this program offers.
Some building project highlights include:

- **Artemis Hotel**: This new seven story hotel, located at 22406 Pacific Highway, was issued "Phase II" of the Building Permit on December 4. Phase II of this part of the Building permit is for the "foundation only" portion of the building. For the purpose of the "limited" foundation permit, the foundation for the building consists of the first two levels of the concrete structure, up to and including the 3-hour "occupancy separation" podium deck. The interior design work and other building design elements for the final portion of the building permit will continue. It also appears that an additional parking structure with some hotel amenities will be added to the south of the currently designed structure. That portion of the project has not been submitted for review and approval as yet.

- **SeaMar Medical Office Building (MOB) & Family Housing Project, 24215 Pacific Highway S**: This large scale multi-building project was submitted for plan review in January, 2013. The Medical Office Building will be a 16,340 square foot steel and concrete building. The Family Housing building will be a 43,064 square foot wood framed structure. Construction on the site and utility work for this project began in September. Currently, the in-ground water detention system, the in-ground plumbing, and the in-ground electrical work for the Housing Building are underway. The perimeter footing and foundation system for the Housing Building are currently being installed.

- **SeaMac Expansion Project, 25619 Pacific Highway S**: The Mack Truck Service Center is expanding. A permit for the 9,700 square foot building expansion was issued in July. The site and ground work for this project is well underway. The structural steel frame of the building is being erected and should be complete by the end of January 2014. The photo below shows recent construction progress.
• **King County Housing Authority Rehabilitation Projects:** King County Housing Authority is well underway with substantial rehabilitation projects in two locations in Des Moines. Located at 24510 26th Place South, the two buildings called Campus Court apartments are undergoing an entire exterior envelope upgrade along with some drainage improvements. Located at 22815 30th Avenue South, the two buildings called the Shoreham Apartments are undergoing an entire exterior envelope upgrade along with some roof revisions for ventilation improvements. These two projects should be completed in January of 2014.

• **Fire Alarm Upgrade Program for Multi-Unit Residential Buildings (R-2’s):** The Fire Alarm Upgrade Program is almost complete but remains just shy of the goal. Two units in the Whispering Brooks complex continue to await inspection so that the entire complex may pass inspection.

![Building Code Enforcement Activity thru December 2013](chart)

**CODE ENFORCEMENT DIVISION**

Code Enforcement had 36 new cases opened and 30 cases closed during December. In 2013, 484 cases have been opened, 465 closed, and 129 are currently open. There were 0.5 volunteer administrative hours for Code Enforcement in December. During the 2013 year, code enforcement conducted as least 767 site visits.

![Code Enforcement Activity thru December 2013](chart)
There are 129 Code Enforcement Cases currently open.

Code Enforcement cases often involve multiple violations. Of the 129 open cases, staff is tracking 172 specific violations. Following is a general breakdown of the violations by topic:

- Garbage: 67
- Business licenses: 16
- Weeds: 26
- Unsecured/vacant structures: 14
- Junk vehicles: 39
- Auto Repair: 9
- Right of way: 0
- Clearing/grading/building: 3

Code enforcement has teamed up with other staff, working on a proactive enforcement of commercial business licenses. A letter is being prepared, and is anticipated to be mailed out in January. The intent and focus of the letter will be to achieve voluntary compliance.

**DEVELOPMENT SERVICES AND PLANNING DIVISION**

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Short Subdivisions Pending Review/Approval
- **Axcent Servicing 9 Lot Short Plat, 1615 S 260th Street, 11/20/07:** Preliminary plat approval was issued 4/21/10. Grading permit, ROW permit, and civil plans issued 5/7/13. Final plat submittal received on 11/25/13. Review comments sent to applicant on 12/6/13.

Land Division Requests with Approvals, Pending Construction
• Landmarque 67 Lot Plat, 262xx Pacific Highway S 4/03/06: Plat improvements are complete and permit approvals for new home construction are at 36 units. Installation of the park improvements and associated landscaping has been completed. Annual wetland monitoring was expected to be completed Fall 2013. Bond funds have been reduced for the maintenance period to end 10/16/14.
• Pacific Heights PUD, 77 lot PUD, 15xx S 279th Place, 6/1/11: On 1/07/13 civil plans were conditionally approved by City staff. Grading and ROW permit issuance are pending Army Corps of Engineer approval to fill certain wetland areas. Staff met with applicants on 5/17/13 to discuss status of wetland reviews. On 12/19/13, the applicant contacted staff to discuss the wetland approval status, grading permit submittal requirements and construction of civil plan improvements.

Commercial Scale Projects Pending Review/Approval
• JC Marble, 25447 Pacific Highway: This project involves construction of a 9,940 square foot warehouse building addition to an existing retail space. Initial submittal attempts were unsuccessful due to deficiencies in plans and application materials. On 3/29/2013 and 8/14/13 staff met with a contractor who will be taking over the permitting and construction. The contractor is in the process of obtaining designs and revisions to the building from the architect which will then be submitted to the City. Applicant submittal for design review, grading, and building permits on 10/30/13. Comment letter on Design Review submittal sent 11/20/13.
• Heritage Plaza Tenant Improvement, 23040 Pacific Hwy South: Received 5/29/13. Planning review letter sent 7/1/13. Staff met with architect on 7/23/13 and owner on 8/26/13. A response to follow-up questions was sent on 8/8/13. On 9/18/13 sent follow-up response to applicant regarding the adopted changes to the Parking Code. Approved on 10/29/13 with conditions for deferred submittals on off-site parking and pedestrian access.
• Kato-Ochi Mixed Use, 22222 7th Avenue S: Design review received 4/2/13. Building permit submittal received 7/26/13. Planning review letter sent on 8/13/13. New project architect is preparing the design review and building permit re-submittals. A revised submittal was received on 10/2/13, design review approval issued on 11/4/13, and Planning approval of building permit was granted on 11/13/13. Lot line consolidation submittal received 11/13/13. Comment letter sent 12/2/13. Lot line consolidation recorded with King County on 12/18/13.

Shoreline and Critical Area Projects Pending Review/Approval
• In. 6/25/10: A consolidated public hearing before the Hearing Examiner was held on 9/16/13. Hearing Examiner ruling issued on 10/04/13. Staff is waiting for the applicant’s submittal.
• Lindstrom, 8/6/13: Shoreline, SEPA, and grading permit reviews for landscaping and cable lift for beach access. Notice of complete application sent 8/30/13. SEPA DNS and notice of application issued on 9/18/13. Comment period ended 10/18/13. Request for revisions sent 10/15/13.


**Business Licenses and Minor Home Repair**

• **Business Licenses:** All City business licenses expired on December 31. In December, 493 renewals of 2014 business licenses were processed and issued, as well as 34 new business licenses, totaling $43,631.39.

• **Low Income Minor Home Repair:** Two projects were completed in December. A project is complete when the repair/maintenance work is done, and the contractor’s invoices have been paid and reimbursed by grant funds. One project is in process; the repair of a broken side sewer. There are three new clients ready to begin the process, and three new applications were submitted in the last two weeks of December.

**Pre-Submittal Assistance**

• **Blueberry Lane PUD, 19659 Des Moines Memorial Drive:** City staff met with representatives from the Bank of Washington to discuss potential uses for properties in the North Hill Neighborhood that is zoned B-P Business Park. A second meeting was held with staff, the Bank of Washington and Sound Built Homes regarding the process to vest the Blueberry Lane preliminary plat – a proposed 67-lot single family residential subdivision. Staff continues to respond to public records requests and telephone inquiries regarding the PUD and clarifications on the City’s review process, changes to the preliminary plat, and vesting requirements. On 11/19/13, the City received an application requesting a minor deviation from the preliminary plat. The minor deviation was requested pursuant to DMMC 17.16.190(3) and DMMC 17.16.230(2). Staff provided guidance to the applicant for the public meeting notice, mailings and sign postings. On 12/19/13, City Council determined that the requested deviations were minor per Resolution No. 1246. On 12/24/13 staff provided a memo to the applicant outlining the submittal requirements to complete the design review, SEPA addendum and civil plan review of the deviations from the preliminary plat.
• **Panattoni, Des Moines Creek Business Park, Phase I:** Pre-application meeting was held on 8/28/13 to discuss review processes and timelines associated with construction of two industrial warehouse buildings on the northern portion of the business park. Staff met with the developer on 9/25/13 to discuss project elements, phasing and the master plan approval process. On 12/31/13, Panattoni submitted an application for the master plan review and land clearing and grading permit filed under LUA2013-0036.

• **Mount Rainier High School Field:** On 10/29/13, Staff met with representative from the District and Consultant to discuss the proposal to resurface the existing football field with artificial turf and improvements associated with lighting, goal posts and bleachers.

## SURFACE WATER MANAGEMENT (SWM) DIVISION

### NPDES Permit Activity
The new Western Washington Phase II Municipal Storm Water Permit became effective on 9/1/12. This permit is a one-year reissuance of the previous five-year permit. The next five-year permit was also published on 9/1/12 and will become 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 City has joined a coalition of other jurisdictions to appeal the 2013-2018 Permit.

Methods for meeting the new requirements of the 2013-2018 permit are being researched and developed. The program, Cityworks, will be used to track all monitoring, inspection, and maintenance required under the new permit.

Inspection of private storm water facilities are being conducted, with completion anticipated 2/2014. Letters will be issued to owners of private facilities in need of maintenance, or repair.

Investigation of a private storm water drainage facility is being conducted at the property located at the corner of 27th Ave S and S 246th St (Parcel ID #3602500041). Two control structures on the property have been found to be inaccessible and a work order has been created to clear vegetation and debris around the structures. Once accessible the control structures will be inspected and it will be determined if maintenance is required.

### 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.

One pipe project was completed in December on 222nd Street. For 2013, a total of nine projects were completed comprised of 630 feet of pipe and 10 catch basins.
Division Administration and Management

Budget:
- Transportation Benefit District Collections for December 2013 were $25,344.84. As a comparison, the December 2012 collections came in at $31,640.40.

Des Moines TBD Revenue

TBD Revenue Totals:
- 2013 = $417,582
- 2012 = $419,422
• **School Safety:**
  - 24th Ave S in front of Midway Elementary and Pacific Middle School went live in November with warning notices only through the remainder of 2012. January 2013 marked the first month of fines being sent out at this new location.
  
  - For December 2013, the average number of daily tickets at Woodmont was 8, down from 9 in the same time period for 2012. At Midway/Pacific the average number of daily tickets in September was 9.

**Civil Engineering Services**

• **Right-of-Way Use Permits and Inspections:**
  Twenty six (26) Right-of-Way permits were processed in December for a total of $14,518 and a year to date total of $167,697.42.
Multi-Year On-Call Consultant – Task Order Tracking:
- A Request for Proposals was issued for On-Call Engineering Services for 2014-2015. SOQ’s are due October 1st.
- Following is a summary of the On-Call Engineering Services task order assignments for 2012 through 2013:

<table>
<thead>
<tr>
<th>Consultant</th>
<th>City Mgr</th>
<th>Council</th>
<th>Authorized</th>
<th>Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>KPG</td>
<td>2</td>
<td>1</td>
<td>$124,016</td>
<td>$38,846</td>
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<tr>
<td>Parametrix</td>
<td>4</td>
<td></td>
<td>$40,957</td>
<td>$14,513</td>
</tr>
<tr>
<td>Fehr &amp; Peers</td>
<td>1</td>
<td></td>
<td>$5,500</td>
<td>$5,331</td>
</tr>
<tr>
<td>ESA</td>
<td>1</td>
<td></td>
<td>$1,350</td>
<td>$1,350</td>
</tr>
<tr>
<td>Tetra Tech</td>
<td>1</td>
<td></td>
<td>$1,251</td>
<td>$1,251</td>
</tr>
<tr>
<td>ExelTech</td>
<td>1</td>
<td></td>
<td>$543,546</td>
<td>$55,096</td>
</tr>
<tr>
<td>AMEC Environment &amp; Infrastructure, Inc.</td>
<td>1</td>
<td></td>
<td>$4,897</td>
<td></td>
</tr>
</tbody>
</table>
PARKS & RECREATION

Administration

• Des Moines Beach Park Dining Hall Rehabilitation

Architect David Clark has provided a design and permitting schedule that anticipates that the project will go out to bid in May 2014. Staff worked with Department of Archeology and Historic Preservation’s architect Vann and Washington Heritage Capital Grant Fund’s manager Rogerson regarding the grant contract content which is now under City review. Staff was also notified that the City will receive a $90,000 appropriation from King County Executive Constantine in January 2014.

• Des Moines Arts Commission

The Mayor and City Council recognized two Commissioners Luisa Bangs and Adrian Vander Hoeven who are leaving their positions on December 31, 2013.

Two new members were appointed by Mayor Kaplan in December. The 2 vacant positions will be filled by Colette Deardorff and Chris Lewandowski. The new commissioners will serve from January 1, 2014 to December 31, 2016.

The first DMAC meeting for 2014 will take place at the Des Moines Auditorium on January 14 starting at 5:30pm. Additionally on January 28, 2014 the commission will be meeting with 4Culture representative Charlie Rathbun to brainstorm future projects and goal setting for 2014/2015.

• Events and Facilities

<table>
<thead>
<tr>
<th>DEC REVENUE</th>
<th>YTD REVENUE BOOKED</th>
<th>DEC RENTALS BOOKED</th>
<th>YTD RENTALS</th>
<th>YTD EVENT ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,735</td>
<td>$135,175</td>
<td>7</td>
<td>285</td>
<td>24,803</td>
</tr>
</tbody>
</table>

Staff will be participating in the following Trade Shows in Winter 2014:
Tacoma Wedding Expo – January 4, 5, 2014
Seattle Wedding Show – January 18, 19, 2014
Partnered with Act3 Catering and Viva Productions
Tacoma Wedding Expo – March 29, 30, 2014
Recreation

NOVEMBER REVENUE	 YEAR-TO-DATE	 2012 YTD
$100,942.41* 	 $764,660 	 $735,389.86**

*As of 2013, Events and Facilities Revenue is reported separately -- see Events and Facilities Update YTD Revenue above. ** 2012 YTD revenue included facility rental revenue.

- **Club KHAOS Before and After School Programs**
  The Before and After School Program is going strong with 175 unduplicated children attending Des Moines, North Hill, Marvista, Parkside and Woodmont Elementary Schools during the shorter month of December. For both the morning and after school programs we are facilitating our K-Fit fitness program to fight obesity with at least 30-45 minutes a day for physical fitness. This helps our students not only stay fit, but this also helps them focus on their homework and reading time. We really like to support our students with an emphasis on homework accompanied by a healthy snack.

- **Teen Dance**
  The “Candy Canes, Candy Corn, and Syrup” themed Field House Dance was held on December 6th with 175 sixth to eighth grade students from Pacific Middle school and surrounding elementary schools. A photo booth was available, and concessions were sold.

- **Youth Basketball League**
  We have over 639 registered participants (69 teams) for our Youth Basketball League this year. Weekly practices started in the middle of November, utilizing 12 local school facilities and the Des Moines Field House. Games started December 14 and will continue through to March 8 at 4 local facilities on Saturdays.
**Senior Center Update**

**Senior Center Division Statistics – December 2013**

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals Served</td>
<td>678</td>
<td>713</td>
</tr>
<tr>
<td>Fee Program</td>
<td>526</td>
<td>420*</td>
</tr>
<tr>
<td>Drop In</td>
<td>601</td>
<td>543</td>
</tr>
<tr>
<td>Civic Engagement (Volunteer Hours)</td>
<td>662</td>
<td>600</td>
</tr>
<tr>
<td>Consultations (legal, footcare, fitness, shuttle, blood pressure, counseling, senior rights, etc.)</td>
<td>251</td>
<td>255</td>
</tr>
<tr>
<td>Revenue for December</td>
<td>$4,530</td>
<td>$5,567</td>
</tr>
<tr>
<td>Expenses for December</td>
<td>$5,937</td>
<td>N/A</td>
</tr>
</tbody>
</table>

No 2013 Wii bowling team, no functional fitness (instructor on maternity leave), Blueprint for Living (did not renew contract with Valley Cities Counseling), and “threat” of snow days.

- **Holiday Luncheon**
  Hosted by Normandy Park Senior Living, the activity center was festive with Santa in the house, holiday music in the background, a delicious and affordable holiday meal, and holiday caroling with one hundred and twenty three happy voices on Thursday, December 19th.

- **Medicare Open Enrollment**
  Our SHIBA volunteer, Dwayne Pelkey, was very busy this month meeting with seniors to help them through the open enrollment period for Medicare. Additional one hour appointments were added to his schedule as well as a second day at the senior center to meet with folks one on one.

- **Human Services Advisory Committee**
  The next committee meeting will be Thursday, February 6th, 4pm, at the activity center. Committee and staff will welcome new committee member Dr. Alexander Szabo.

- **Happy New Year’s Eve Day Party**
  Staff and participants celebrated the New Year with a pot luck, door prizes, sparkling cider and dancing to the music of Randy Litch down at the Beach Park Event Center on Tuesday afternoon, December 31st. Contributors to this first time event were Starbucks Redondo, Nick and Kathy Arnold, Stafford Healthcare, Law Offices of Gehrke, Wegener and Doull, Marks and Marks C.P.A.’s, and the Des Moines Legacy Foundation.

- **Senior Services Advisory Committee**
  The next committee meeting will be held in late January 2014. There are three vacancies on the committee due to completion of two full terms and one ill health. Currently there is one applicant who represents the senior faith based community. Committee members and staff have asked the Des Moines Area Food Bank to suggest a potential committee member representing the voice of seniors who are increasingly needing the food bank’s services.
LEGAL DEPARTMENT

In the month of December, the Legal Department was involved in the following matters that might be of interest to the City Council.

Civil Matters.
- To-date, the Legal Department has opened 280 files for civil matters, primarily advisory work to assist the City’s operating departments.

- The City Attorney, Assistant City Attorney, and staff continued its work on code amendments in an effort to reorganize, simplify, and reformat the DMMC in order to be consistent and more user friendly. A continued public hearing for Title 18 amendments was held December 5, 2013, and continued to January 9, 2014 to consider the proposed reorganization of Title 18 DMMC.

- The Assistant City Attorney continues to field numerous inquiries regarding marijuana zoning and proposed maps resulting from the passage of I-502. He also has reviewed the applications pending for producing, processing, and retailing marijuana.

- The Legal Department completed responses to a second set of interrogatories and requests for production in regards to the NPDES appeal. All sides engaged in settlement discussions and the City Attorney will likely be bringing forward a potential partial settlement to the Council in early January.

Prosecuting Attorney.
- Des Moines: The Prosecuting Attorney filed 423 infractions and citations in December, 2013 for Des Moines and appeared at 285 criminal hearings. Also filed were 106 Midway Photo Enforcements infractions and 123 Woodmont Photo Enforcement infractions during December. He represented the City at 13 hearings involving infractions that were being opposed by private counsel and 1 animal control hearing. Staff also responded to 26 infraction discovery requests.

- Normandy Park: The Prosecuting Attorney filed 29 infractions and citations in December, 2013 for Normandy Park and appeared at 67 criminal hearings. Staff responded to 1 infraction discovery request.

ECONOMIC DEVELOPMENT

1) Create and Pursue Opportunities to promote the City to the area real estate and investment community
- Commercial real estate agent Tom Gordon was approached by the City’s economic development staff in August to offer assistance with his listing adjacent to Highline Community College. The site would need zoning changes to allow ‘highest and best use’ redevelopment. A recommendation for an architect was provided, who created renderings to market the property for mixed use development with a high-density residential component for college student tenants.
2) Participate in Business Attraction Efforts as Directed

- The RFQ Review Panel for development of the Des Moines Marina met on November 21st, in conjunction with the Municipal Facilities Committee meeting, and made a decision to begin a dialogue with Good Fit Development Inc. regarding their submittal, and to eliminate ARCADD from further consideration. The group expressed their remaining concerns relative to the Good Fit proposal, and outlined areas where they have a desire more information. Their questions will be forwarded to Good Fit prior to the discussion session, which is slated for early January.