

City Manager's Office

February 10, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from January 29-February 4, 2017.

CITY MANAGER'S OFFICE

- Worked with senior staff to develop a revised, more streamline employee performance evaluation.
- Participated in and monitored our legislative initiatives in Olympia.
- Met with General Services Administration staff to coordinate regarding the construction of the new Federal Aviation Administration building in Des Moines.
- Attended, with the Mayor, the SeaTac Airport flight corridor safety program open house at the Burien Community Center.
- On February 2, 2017 testified along with Joe Dusenbury (Harbormaster) before a State Senate subcommittee on our Department of Natural Resources rent relief legislation.
- Continued to work with Ilene Peterson on communication strategies.
- Met with Bellevue City Manager to exchange ideas and strategies on economic development.

LEGAL DEPARTMENT

- Reviewed City Council Rules of Procedures and prepared amendments for presentation to the Council on February 16.
- Drafted legal documents to file a lien on property for the costs of nuisance abatement.
- Drafted and finalized contract amendments to close out contract with legislative advocate (Anthony Hemstad) and drafted and executed a new contract for a replacement advocate (Conner Edwards).
- Reviewed 54 applications for Domestic Violence Advocate position and selected 7 highly qualified candidates for interviews to be conducted on February 13th and 17th.

CITY CLERK'S OFFICE

- Thirty-eight (38) Public Record Requests were received between January 29 and February 4, 2017. Twenty-four (24) requests are currently open and active.

FINANCE DEPARTMENT

- 2016 Invoice processing is complete for the year. All new invoices will be processed as 2017 activity.
- Update city's Purchase Card account codes on Bank of America's system.
- Provide coverage for on-going medical absence. Staff is down 1 FTE.
- Staff Accountant – 1 week Government Finance Officers Association (GFOA) training.
- Accounting Manager – 3 days GFOA training.
- Continued work on accounting year end activities to close the city's books for 2016.
- Train (Cash) Accounting Intern.
- Train (Revenue) Accounting Intern.
- Finance Director attended monthly Greater Federal Way Emergency Management training.
- Annual IRS W-2's and 1095 C payroll forms provided to all employees.
- 2017 HRA/VEBA plans (related to healthcare) were funded with their annual employer contributions.
- Accounting (Cash) intern reduction in available hours which will add to Finance's short-staffing.
- Finance Director has been having discussions with City Manager and Chief Operations Officer regarding staffing options.

PARKS, RECREATION AND SENIOR SERVICES

- Second annual Seattle Symphony Community Concert; 10/13 & 10/27; free to the public.
- Beach Park Event Center sent out 3 new contracts and conducted 10 site tours.
- Activity Center Aviation History Presentation Number 16: Breaking the Aviation Pilot Glass Ceiling; 2/9 @ 7:00 p.m.
- Working with Destination Des Moines to coordinate artists for Art and Wine Walk at six business locations; 2/23 between 5:30-7:30 p.m.

POLICE DEPARTMENT

- Master Sergeant Graddon presented at the Highline College Safety Forum. Also in attendance from DMPD was Command Staff and Community Service Unit. Forum was well attended by students and staff.
- 1/27/17 was Administrative Assistant Ellie Hooman's last day. She has moved on to a position with another city. We wish her well and good luck on her new position.
- SRO Cripe assisted with the annual Pacific Islander all night leadership lock in; 60-75 people in attendance.

- Command staff presented a 2016 Operations Division update to the Public Safety and Transportation Committee

MARINA

- Wiring diagrams for pay parking equipment sent to Parking Boxx for review and comment.
- Discussion of technical requirements for fiber optic cable system to support pay parking equipment.
- Completion of new holding tank pump out equipment on the North Float of Guest Moorage.
- Three locations for customers to pump-out their holding tanks; no charge for this service.
- The Marina staff reports another great year at the boat show the Harbormaster and City Manager testified at a State Senate Committee hearing on the DNR lease legislation.
- Began preparing City building permit applications for electrical permits.

PUBLIC WORKS

- Staff participated in an Emergency Management Discussion at the Feb 2nd Council Meeting.
- Staff is proceeding with a modified plan for the City Hall generator that would essentially serve the Engineering Building only in the event of an emergency
- Public Works crews were heavily involved with the snow response on the weekend of Feb 4th/5th.
- In response to Department of Ecology concerns Public Works is looking at a short term washing solution.
- Staff met with Boy Scouts representatives in advance of their volunteer project for the Barnes Creek Trail. They are planning to start on Saturday Feb. 18th.

COMMUNITY DEVELOPMENT

- Wasson Feasibility Study - Preparing materials for Council Study Session.
- Development Services Fee Schedule Update – Staff evaluating fees to determine whether increases are necessary in some areas for cover staff time to complete the reviews.
- SEPA Thresholds – Staff working on proposed amendments for future Council discussions.