

City Manager's Office

February 22, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from February 5-February 18, 2017.

CITY MANAGER'S OFFICE

- City Hall Closure on February 6th due to inclement weather.
- Met with Andrea Reay, the new Executive Director of the Southside Chamber of Commerce to discuss mutual issues and approaches.
- Meeting with Metro regarding Des Moines Pilot project, meeting included officials from Normandy Park to explore any potential mutual design approaches between the cities.
- Attended the Adriana breakfast event at the Activity Center.
- Met with Bob Pond re: potential zoning changes for southern portion of Pac Ridge.
- Worked closely with our legislative representatives at the State level to support our legislative agenda.

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 conducted on February 13th and 17th.

CITY CLERK'S OFFICE

- Seventy-six (76) public records requests were received February 5-18, 2017.
- Three (3) of those 76 requests still open.
- Sent first round of articles to Philips Publishing for City Currents compilation. The Spring issue mails on March 10th.

FINANCE DEPARTMENT

- Provide coverage for on-going medical absence. Staff is down 1 FTE. Accounting (Cash) intern reduction in available hours adds to Finance's near term understaffing. Plan is in place to return to full staffing levels by summer 2017.
- The 2016 Final closing entries are complete. Finance is now starting part 1 (Fund Level Statements) preparation of the 2016 CAFR (Comprehensive Annual Financial Report).
- Annual IRS 1099 forms have been provide to appropriate vendors.
- New streamlined journal entry process for labor chargebacks designed and implemented. The new process should save several hours processing time each month.
- Part 2 (Gov't Wide Statements) preparation of the 2016 CAFR (Comprehensive Annual Financial Report) complete.
- Part 3 (Footnotes) preparation of the 2016 CAFR (Comprehensive Annual Financial Report) started.
- New automated journal entry for lengthy payroll journal entry designed and successfully implemented.
- On-going meetings regarding the procurement process for the replacement PRSS software system and Extra Hire Budget adjustment calculations.
- Several meetings with PBPW management teams to discuss 2017 Budget structure and new codes.
- Development of and discussion with Dept. regarding Recreation scholarship accounting processes.
- Meeting with SWM to discuss new CIP project requests.
- Meetings with Court & COO to discuss Red Light Running fiscal and operational impacts.

PARKS, RECREATION AND SENIOR SERVICES

- Senior Activity Center celebrated Valentines luncheons held on February 14 and February 16 (Latino menu) with support by Catholic Community Services, Stafford Healthcare and Des Moines Legacy Foundation.
- Camp KHAOS break camp Monday and Tuesday, February 20 & 21 at the Field House.
- Parks, Recreation and Senior Services staff is working with Philips Publishing on the production of the 2017 Rec N Roll spring magazine that mails to the public March 10. The magazine includes a March - July community events calendar.
- Des Moines Arts Commission February meeting was Tuesday, February 14th.

- Des Moines Event Center highlights: received 3 contracts and deposits, booked a new event, sent information for a new contract, conducted 6 site tours.

POLICE DEPARTMENT

- MSgt Graddon, Chief Delgado and CSO Batterman presented at a Study Session at City Council regarding Emergency Management and Disaster Preparedness.
- CSO Unit met with 6 property owners to discuss ongoing issues with homelessness and garbage on their vacant parcels near the 2100blk of S 260th St and explore possible solutions as a group.
- Chief Delgado was a guest speaker at the Highline Early Learning Center.
- SRO Cripe sits on the advisory board for Career and Technical Educators. This board works to assist students looking at careers and job placement. This board held their second meeting.
- Chief Delgado attended a North Hill Community meeting to provide an overview of the police department. Mayor Pina was also in attendance and addressed the city budget and the Council's backing of law enforcement in the City.
- The Police Department Advisory Committee met and toured the Washington State Criminal Justice Training Center to learn more about the training process for new and lateral law enforcement candidates.
- Chief Delgado attended Reach Out Des Moines at Pacific Middle School to talk about outreach efforts needed in the Pacific Ridge area. The goal was to work at establishing long-term collaborative efforts for outreach and partnerships with regional area social service agencies.
- Chief Delgado attended a large meeting with local and Federal policing partners to discuss crime trends and possible solutions. The guest speaker was FBI Director James Comey. Director Comey's primary message was to stay on course with our work. There will be no negative impact on local law enforcement's effort to police local communities. He applauded the work of law enforcement agencies and partnerships in the Pacific Northwest.
- Patrol officers and South King Fire were dispatched to the Marina in reference to a male that had fallen into the water on G Dock. Officer Crane arrived and located the male in the water and another individual attempting to hang onto the subject. Officer Crane was able to grab onto the male and hold him above water until South King Fire arrived. Officer Crane was able to secure a rope around the male and the firefighters were able to lift him out of the water.

MARINA

Pay Parking Project

- Surveyed several public facilities to find out what their rates for pay parking are.
- Marina staff met with other City staff on Wed. the 8th to discuss a rate structure to recommend to the City Manager.

- Marina staff and the City Attorney responded to the draft addendum to the parking agreement with Anthony's Restaurant.
- The Harbormaster met with the Commodore and Officers from the Des Moines Yacht Club to discuss the pay parking operating plan and receive their comments.
- Developed the scope-of-work for a small contract with Wood Harbinger, for developing the specifications for the cabling and switch gear for the pay parking system.
- Marina staff worked with Scott Romano, Project Manager, to revise the plans for the concrete work bid package.
- Submitted applications for the grading and electrical permits for the project.
- Marina staff worked closely with SKCFR and Des Moines PD in the rescue operation at the Marina involving a Marina tenant who fell into the water.

DNR Lease

- Prepared for and testified at a Senate Committee meeting in Olympia on the 7th of Feb.

North Bulkhead Project

- Completed the House Capital Request form for the North Bulkhead Project and returned it to our Legislative Advocate, Conner Edwards who submitted the request to Rep. Kristin Reeves.

Marina Rate Study

- Update to the Moorage Rate Study that was done for the City in 2006-07 by BST Associates.
- BST will update the study and the City will use the current rate information to develop a general moorage rate increase for the Marina.

PUBLIC WORKS

- Staff met with Sound Transit, kicking off the first of several bi-weekly meetings in preparation of the RFP and the parcel acquisition process.
- Staff celebrated the retirement of Ken Thomas in the SWM Department. He worked for the City for over 18 years.
- Final punch list items continued on the South 216th Segment 1A project.
- Public Works crews spent time working on DOE requirements for the Service Center. Staff will be bringing an update to the Municipal Facilities Committee in March.

COMMUNITY DEVELOPMENT

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

- Design Review; Highline College Building 26 Renovation - Design Review Determination (Approval sent 2/2/17).
- Code Enforcement; Staff working with Legal to resolve several CE items related to businesses operating without business license and associated permit submittals.
- Pre-Application Meeting held 2/15/17 RE: Proposed Condo/Townhome development at 22765 Marine View Drive within the Marina District.
- Other; Worked on multiple shoreline, SEPA, design, and single family residential reviews.

BUILDING DIVISION

- Construction continues at the FAA building. (Topping off ceremony held on February 10, 2017).
- Plan review underway for mechanical and plumbing at the new Partners Crackers business in the Business Park.
- The fourth floor of the Adrianna project is well underway.
- The Kato-Ochi project on 7th Avenue is back under construction.
- Working with South King Fire and Rescue to finalize the plan design for the 17-million dollar upcoming remodel of Building 26 at Highline Community College.
- Blueberry Lane sound attenuation work for the new model home is underway.
- Working on two large Building Code enforcement projects.
- Business License inspections and enforcement involves a number of locations.