

City Manager's Office

March 3, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from February 19-February 25, 2017.

CITY MANAGER'S OFFICE

- Attended Soundside Alliance Operations Committee.
- Had discussions with Sen. Keiser and Rep. Orwall regarding legislative items currently under consideration in Olympia.
- Participated in meeting with Metro Alternative Service Project to provide mobility options for the Des Moines Creek Business Park to downtown/marina and Angle Lake Light Rail Station.

LEGAL DEPARTMENT

- Finalized an Amendment to the Interlocal Agreement with the City of Normandy Park to increase the cost of prosecution services provided by the City of Des Moines from \$25,000 to \$35,000 annually, and to include Domestic Violence Advocate services into the Agreement. This Amendment will be presented to the City Council for approval March 9.
- Received Superior Court approval of a lien in excess of \$20,000 on a property that was the subject of a nuisance abatement action. This lien will allow the City to recover all costs associated with the demolition of the unsafe structure on the property when the property is sold. The legal department is looking into methods to expedite the sale.
- Drafted an Interlocal Agreement to allow South King County Fire and Rescue to purchase fuel from the City at the City's Service Center. The draft was provided to South King and comments were received back. The legal department will continue discussions until a final draft can be presented to City Council for approval.

CITY CLERK'S OFFICE

- Thirty-eight (38) public records requests were received February 19-25, 2017.

- Four (4) of those 38 requests are still open.

FINANCE DEPARTMENT

- Provide coverage for on-going medical absence. Staff is down 1 FTE.
- Part 3 (Footnotes/ Required Supplemental Info) & Part 4 (Managements Discussion & Analysis) preparation of the 2016 CAFR (Comprehensive Annual Financial Report) continues.
- Set up timesheet file to automate new monthly Sound Transit Billing and project summary.
- Finished calculating and setting up automated 2017 monthly interfund charge back recurring journal entries.
- Finished analysis, calculation and communication of Recreation Scholarships and Sr. Center Donation 2017 carryover restricted cash balances.
- Finished analysis, calculation and communication of Fund 005 PBPW Fee based carryover restricted cash balance.
- Update General Fund budget spreadsheets with 2016 actual revenues and expenditures.
- Updated EMMA required debt disclosure notice for change in bond rating.
- Provide 5 year financial info for Marina rates study consultant.
- Analysis of Fund 005 PBPW Fee Based budget/forecast based on 2017 Revised Communication and discussion with Director/COO.

PARKS, RECREATION AND SENIOR SERVICES

- Parks, Recreation and Senior Services staff and Arts Commission members assisted Destination Des Moines (DDM) with its first annual Art and Wine Walk at six Marina District businesses on Thursday, February 23. Many participants visited the venues to raise funds for DDM events and the Main Street program.
- ORCA was invited to Des Moines Activity Center on Tuesday, February 22 from 10am-12:30pm for residents to pay for their ORCA reduced senior fare card. Twenty-five residents either purchased a senior reduced fare card or re-loaded their ORCA cards.
- The City of Des Moines Human Services Advisory Committee met at SeaMar Community Health Center on Thursday, February 23rd from 4-6:15pm. The clinic manager gave the committee a tour of the facility prior to their meeting.
- The first senior dance of the year was hosted on Sunday, February 26, from 1-3pm at the Activity Center. Live music was provided by Randy Litch.
- This past Saturday was the last weekend of our Basketball League. 621 children grades K-8 took part in a 12 week program with 10 games learning new skills, having fun, and making lifelong friends.
- Spring Youth Soccer registrations ended on Friday, February 24. There are currently over 250 registered participants. The Spring Youth Soccer Coaches meeting is Tuesday, February 28 with over 30 coaches expected to attend.

POLICE DEPARTMENT

- CSO Batterman met with the district manager of Jack in the Box (at Redondo Square) and they discussed a variety of options to improve security and safety and reduce calls to 911.
- CSO Batterman met with the property manager of Redondo Square and they discussed a variety of options to improve security and safety to their complex.
- Interviews for Records Specialist were conducted and backgrounds have been started on the top two to fill the upcoming position being vacated in April as a result of a retirement.
- Code enforcement met with a property owner in the 26600 block of Pacific Highway South in reference to transients and garbage on the property. A plan was developed for the owner to remedy the situation.
- CSO Batterman met with the Pastor of Marcus Whitman Church to discuss some local crime issues and recommendations in resolving the matter.
- CSO Batterman met with the manager of the Dollar Tree in reference to the exterior condition of the store and the ongoing issue of trash around the exterior. A plan was mutually developed and will be implemented by Dollar Tree.
- Command Staff attended a one day training on incident response to terrorist bombings.
- CSO Seaberry was invited to attend career day at a local middle school outside of our City.
- CSO Seaberry met with the newly formed security committee for the Seawind Condo Complex to discuss current concerns and provide some recommendations.

MARINA

Pay Parking Project

- Completed the scope-of-work and contract with Wood Harbinger, electrical engineers who are developing the specifications for the cabling and switch gear for the pay parking system.
- Marina staff worked with Scott Romano, Project Manager, to finalize the plans for the concrete work bid package. It was sent to the small works roster on Feb. 22nd.
- Marina staff picked up the electrical permits for the project.

Marina Rate Study

- The City is planning to update 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. Staff began sending data and financial statements to BST Associates on the 22nd.

PUBLIC WORKS

- Public Works crews have been working on removal of a homeless camp up above the Beach Park near the Dollar Tree store.
- City staff met with Metro and is continuing the work on the Alternative Services Pilot project which will provide transit options from the light rail station down to the Marina

District, capturing the employment areas at the Business Park as well as other key locations on the route down South 216th St.