

# *City Manager's Office*

March 31, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from March 12-18, 2017

## **CITY MANAGER'S OFFICE**

- Attended North Hill Community meeting with Mayor Pina and presented information on current City programs and projects.
- Meeting with Panattoni development regarding Des Moines Creek Business park development.
- Met with Des Moines Pool Metro Park District regarding 2017 Projects and Aquatic Feasibility Study.

## **LEGAL DEPARTMENT**

- Continued negotiations with Anthony's Restaurant on an Agreement regarding implementation of paid parking in the Marina.
- Prepared and finalized draft of lease agreement for a waterfront café in Marina. This lease will be presented to the Council for approval on March 23<sup>rd</sup>.
- Prepared a presentation to update the City Council on nuisance properties in the City and enforcement actions staff has taken to address these properties. This information will be presented on March 23<sup>rd</sup>.

## **CITY CLERK'S OFFICE**

- Twenty-eight (28) public record requests were received
- Three (30) public record requests still outstanding.

## **FINANCE DEPARTMENT**

- Continue preparation of the 2016 CAFR (Comprehensive Annual Financial Report).
- Monthly grant reimbursement requests and A/R billings.

- Finish December all fund activity and ending balances – Council’s monthly financial report – December.
- Finish report design & start discussions of 2017 City Council monthly financial reports.
- Purchase new investments.
- \$1.9 million parks project plan review and discussion.
- 2017 Budget transfers for new costs allocations and reorganization impacts

### **PARKS, RECREATION AND SENIOR SERVICES**

- Des Moines Senior Activity Center hosted the monthly South King County Senior Center Directors Meeting on Monday, March 12<sup>th</sup>. Seven senior centers were in attendance.
- Senior Center staff hosted two St. Patrick’s Day meals and events this week featuring green whip cream, green ice water and green enchiladas along with contests for St. Patrick’s attire.
- Seven participants departed on March 15 for the annual Mariner Spring Training trip to Arizona. This is a fund raiser for the senior center.
- The City of Des Moines Senior Services Advisory Committee met on Thursday, March 16<sup>th</sup> at 2:30pm. Six committee members plus City Council Liaison Jeremy Nutting were in attendance.
- Staff met with the Seattle Southside RTA on March 22 at 10am regarding providing waterborne transportation via an Argosy vessel from the Marina to the Festival of Sail on the Tacoma waterfront, Friday- Sunday, June 16-18.

### **POLICE DEPARTMENT**

- MPO Coppedge taught a first aid and CPR course to a local Boy Scout Troop meeting.
- Chief Delgado interviewed and hired Melissa Sykes as our new Record Specialist. Melissa will start with the department on April 1<sup>st</sup>.
- Command Staff and Community Service Unit attended a Reach-Out Des Moines meeting.

### **MARINA**

- The Harbormaster and the City Manager met with the Anthony’s Restaurants management team, including the owner on Monday the 13<sup>th</sup>. The purpose of the meeting was to discuss the pay parking plan and work out some concerns. The meeting was very successful and staff is expecting to complete the amended parking agreement with Anthony’s soon
- Staff started trenching and installing conduit in the south parking lot on March 14<sup>th</sup>. They also picked up conduit and bollard material from suppliers.
- On March 15<sup>th</sup> Marina staff, the Public Works Director and the City Manager attended the regularly scheduled public meeting on pay parking. About 50 people attended the meeting, half for the first time.

- Marina staff met with staff at the Recreation Conservation Office to discuss the status of the agreement the City has with the State and the Federal Government for the construction of the public fishing pier in the Marina. It was a good meeting and staff was able to get some valuable information that will help with the City's on-going dispute with the Department of Natural Resources about the aquatic lands leases.
- On Wed. March 22<sup>nd</sup>, the Marina crew removed the old sidewalk on the north side of 227<sup>th</sup> Street to prepare for trenching and conduit for the pay parking project.

### **PUBLIC WORKS**

- Staff attended and supported an electeds meeting with neighbor Cities to discuss potential funding options for the SR509 Gateway project local match requirement set in place by the legislature.
- Staff inspected the storm outfall pipe from the Deepdene Subdivision (S. 260<sup>th</sup> Street) and found the repair work made last summer intact with no signs of additional landslide movement in the vicinity of the pipe. Staff will continue to monitor the pipe for the next couple of years to determine if a permanent repair is required.
- The storm drainage maintenance project on 1<sup>st</sup> Place north of 210<sup>th</sup> Street has been put on hold for better weather allowing the work area to dry out.
- Installed sod to repair areas at the Fieldhouse Field.
- Prepping the Steven J. Underwood ballfields for the first use of the season.
- Filling gravel potholes in the downtown area.

### **BUILDING DIVISION**

- At the Des Moines Creek Business Park, located in the southeast portion of Building 3B, XPO Logistics, a Boeing parts distributor, has received a Temporary Certificate of Occupancy for the warehouse portion of their project.
- At the GSA project located in the Business Park, concrete placement at each deck level is on-going.
- Staff received 2017 National Electrical Code (NEC) update training as was sponsored by the State of Washington's Electrical Division.
- There were 55 applications submitted and processed, including building permits, land use activity permits, fire permits, and business license applications.
- Total construction valuation of the building permits - \$3,049,084.00.
- Total revenue for permits and business licenses - \$36,182.04.
- There were 50 plan reviews conducted with comments
- 149 field inspections were conducted