

City Manager's Office

September 2, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from August 27 – September 2, 2017.

CITY MANAGER'S OFFICE

- National Emergency Management Institute in Emmitsburg, Maryland with key staff for Emergency Management training. Federal Emergency Management Institute paid for airfare, lodging, meals and training.

LEGAL DEPARTMENT

- Attended arbitration hearing with a City employee where testimony was taken from the employee in a dispute between the developer and the general contractor of the SeaMar project. The City is not a party to the dispute.
- Assisted planning department and researched issues concerning the erection of an unpermitted television antenna of considerable height in violation of zoning and building codes and whether a FCC rule preempts City code.
- Prepared lease agreement with Forterra for property at 402 S 222nd St to be presented for CC approval on September 14th.

CITY CLERK'S OFFICE

- Follow Up with consultants regarding web-site/social media updates.
- Twenty-five (25) public record requests received.
- Four (4) requests still outstanding.

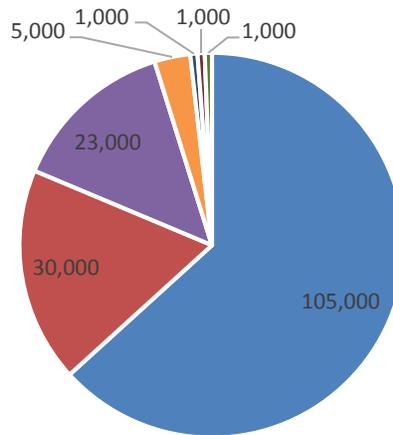
FINANCE DEPARTMENT

- Finance Director attended FEMA provided Integrated Emergency Management Course.
- City Manager's 2018 budget request preparation.

PARKS, RECREATION AND SENIOR SERVICES

- An environmental test was performed finding mold in the Founders Lodge. As a result Shannon and Bonnie drafted a letter to Alaska Airlines. Alaska will continue to rent 2 other buildings but cancelled the Founders Lodge. There was minimal impact to revenue.
- Camp KHAOS served 303 individual participants for the summer and averaged 110 kids per day for week #11.
- The new DASH recreation software system went live on September 1st. The first day there was \$16,773 in revenue online and \$5,346 at the offices.
- Over 750 people have created online DASH accounts.
- Seniors had a wonderful trip to Mt. St. Helens on August 30th.
- At the Activity Center, the first day of DASH registration went as well as we could have hoped. Staff worked with seniors one-on-one to create profiles and register for classes online.
- As of September 2, the No Kids Left Inside campaign led by the Des Moines Legacy Foundation and its Community Partners have commitments totaling \$181,000.

No Kids Left Inside- Community Partners- Goal- \$205,000
To Date as of 9/1/17- \$181,000



- | | |
|--|----------------------------|
| ■ Des Moines Legacy Foundation (DMLF) | ■ DMLF- Waterview Crossing |
| ■ Rotary of Des Moines & Normandy Park | ■ Recology Clean Scapes |
| ■ DMLF- KCYSFG, Upthegrove | ■ SK Fire & Rescue |
| ■ Brandie Holmes | ■ AGM Fabric Prods. Inc. |

POLICE DEPARTMENT

- Assistant Chief Bohl and Commander Jenkins attended the 40th year celebration for the Valley Communication Center. In attendance were Mayors, City Council Members as well as representatives from the Fire and Police Departments from most of the member agencies.
- Chief Delgado, Commander Graddon and Community Service Officer Batterman accompanied a team of representatives from the City of Des Moines to the Emergency Management Institute in Emmitsburg, MD. Along with a team from Federal Way, they took part in a week long emergency management exercise.

MARINA

Pay Parking

- Entry/Exit Report show that there were 6,578 visitor entrances during the week and 4,612 card holder entrances for a total of 11,190 vehicles in the lots during the reporting week.
- Parking revenue was \$935 cash and \$3,703 credit/debit for a total of \$4,638 for the week.
- Cash sales to-date are \$8,081, (19% of sales) and credit sales to-date are \$36,481 (81% of sales), for a total of \$44,562. Total sales average \$755/day.
- 725 access cards have been sold to-date, 601 resident cards, 71 non-resident cards and 53 Pier cards have been issued and the total revenue from the sales is \$13,540.

PUBLIC WORKS

- Engineering and maintenance staff attending emergency management training in Emmitsburg, MD.
- The boy scouts continued work on the Barnes Creek Nature Trail on August 26th. Only one segment is left for completion.
- SWM Maintenance crews continued working on the pipe project near Kent-Des Moines Rd north of South 230th St.

COMMUNITY DEVELOPMENT

- Cao Single-Family Residence, LUA2017-0028, SEPA DNS was noticed on August 31st.
- Held Pre-Application meeting for the Redondo Artificial Reef Project (PA2017-0023). The Applicant (Washington Scuba Alliance), in partnership with the Marine Science and Technology Center at Highline College and Washington State Department of Natural Resources (DNR) and Department of Fish and Wildlife (WDFW), proposes to create an artificial reef in the Redondo shoreline area adjacent to the MAST Center and Salty's Restaurant.
- Met with potential applicants for the Crestwood Park PUD.
- Met with representatives from Highline School District to discuss their pending submittal and lot line adjustment associated with the new Zenith Elementary School.
- Ongoing project reviews.

BUILDING DIVISION

- There were 52 applications submitted and processed, including building permits, land use activity permits, fire permits, and business license applications.
- Total construction valuation of the building permits - \$728,164.00.
- Total revenue for permits and business licenses - \$17,909.64.
- There were 77 plan reviews conducted with comments.
- There were 198 field inspections conducted.
- Phase IV of the Business Park is nearing approval of the civil plans. Various other portions of this project are under review and are moving forward at a fast pace.
- A meeting was held regarding Phase II of the Wesley Homes re-development project.