

City Manager's Office

August 26, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from August 13 – August 26, 2017.

CITY MANAGER'S OFFICE

- Met with Congressman Adam Smith relative to Aircraft Noise and Emissions.
- Attended the Mayor's Roundtable meeting at SeaTac City Hall.
- Met with Joshua Freed @ Whole Foods regarding development.
- Tour of Harbor Steps, Pike Place Market Expansion, South Lake Union and ended the tour with a working lunch at the Museum of History and Industry.
- Met with Derek Wyckoff with 192 Brewing Company.
- Finalized the Port of Seattle Grant Application.
- Tour of Ballard with Mark Craig.
- Attended the Des Moines Theater Open House.

LEGAL DEPARTMENT

- Researched and drafted resolution rejecting the siting of illegal substance injection sites in the City. This resolution will be presented to the City Council on August 24.
- Assisted the police department and conducted legal research on several complicated public records requests.
- Continued negotiations prior to mediation with contractor regarding dispute related to Redondo Boardwalk. Tentative agreement reached subject to review and approval of change orders.
- Assisted in preparation of real estate documents and Memorandum of Understanding with Forterra for property acquisition.
- Conducted settlement negotiations on several matters including construction dispute and quiet title action.
- Attended onsite meeting regarding 239th City park closure and assisted other departments with developing options for a potential park reopening.

CITY CLERK'S OFFICE

- Met with consultants regarding web-site/social media updates.
- Bid Opening for Activity Center Exterior Painting.
- Tour of Harbor Steps, Pike Place Market Expansion, South Lake Union and ended the tour with a working lunch at the Museum of History and Industry.
- Seventy-one (71) public record requests received.
- Fifteen (15) requests still outstanding.

FINANCE DEPARTMENT

- DASH (PRSS new software) merchant account set up and training for accountants.
- Finance Director, Finance Manager and Payroll Specialist were all out on vacation.

PARKS, RECREATION AND SENIOR SERVICES

- Camp KHAOS averaged 102 kids per day for week #9 and 108 kids per day for week #10.
- Fall Soccer registration ended with 260 children.
- Summer concert had 898 attendees and raised \$642 donations.
- Final concert takes place on 08-23-17 featuring Mantra – a Santana tribute band.
- Hosted the quarterly AARP Defensive Driving course for adults over 55 with 23 participants.
- Hosted ORCA Senior Reduced Fare cards - 22 residents received their new ORCA cards.
- Facility staff gearing up for a busy week with Port of Seattle and Seattle Christian in on Tuesday, REI in on Wednesday. There is a Wedding Reception Friday with the Annual Brews and Blues event taking place on Saturday.
- Staff has been working out the final details to go live with the new software system DASH on September 1. Thus far, 760 people have registered for the system.
- The last summer concert, Mantra, had 898 attendees and raised \$642 donations. The season ended with a total of 4,956 attendees and \$3,345.58 in donations.
- Arts Gala is scheduled for September 22nd in the Auditorium; Seattle Symphony is on October 13th in the Auditorium and the year's event will finish with Squid-A-Rama on November 11th @ MaST.
- Facilities had an incredible booking week with \$13,000 in rental revenue. This does not include ancillary revenues. \$9,900 is for 2017 and \$3,100 is for 2018.

POLICE DEPARTMENT

- Hired Doug Cetina as an entry level police officer and he will start on September 16th, and we anticipate Recruit Officer Cetina will start the Police Academy sometime in October 2017.
- Received eligibility notice for \$11,122 in Grant funds from the 2017 Edward Byrne Memorial Justice Assistance Grant Program. Staff are currently working on a project and application to obtain these funds.
- Investigation Unit served a search warrant and arrested a suspect who had an outstanding \$150,000 Warrant for Robbery / Assault 1 from in incident occurring at our Safeway

Store on S 216th Street / Pacific Hwy S earlier in the month. During the execution of the search warrant, detectives also seized evidence of the crime and 4 weapons.

- Assistant Chief Bohl participated in an interview with Jens Bishop, a 12 year old citizen to earn his Boy Scout Citizenship in the Community Award.
- Police and Parks are working with a citizen in Pacific Ridge to find grant sources for a community garden. The good citizen had taken the lead in writing the grant.
- The police department is working with other city departments on noise and illegal activity created by afterhours parking along Overlook Park I & II.

MARINA

- Entry/Exit Report show that there were 7,383 visitor entrances during the week and 4,585 card holder entrances for a total of 11,968 vehicles in the lots during the reporting week.
- Parking revenue was \$1,878 cash and \$8,602 credit/debit for a total of \$10,480 for the week.
- Cash sales to-date are \$7,139 (18% of sales) and credit sales to-date are \$32,776 (82% of sales), for a total of \$39,915. Total sales average \$768/day. Percentage of cash sales seems to be holding steady at 17-18% of total sales.
- Calls for help from the lanes are falling off to manageable levels.
- Marina staff worked on some operational issues and signage during the week.

PUBLIC WORKS

- South Twin Bridge joint repair and approach slab paving completed.
- The slump repair was completed on the south bank of the Lower Massey Creek Improvement Project.
- The 1st Year vegetation monitoring report was submitted to Ecology on the Lower Massey Creek Project. The report describes only 59% survival of the planted trees and shrubs. Additionally, Japanese knotweed cover is at 15%, above the 0% standard. Staff are working with the landscape architect to prepare a re-planting plan for this fall as required by the project's permit.
- SWM Maintenance crews completed the 223rd/10th Place pipe project.
- A bid was received for the exterior painting of the Activity Center on August 18th, staff is routing the appropriate contract paperwork.
- Engineering staff met with the residents near the closed 239th Stair access.
- SWM Maintenance crews began working on the pipe project near Kent-Des Moines Rd north of South 230th St.
- Engineering staff published a request for proposals for the design of the North Bulkhead project, proposals are due September 13th.

COMMUNITY DEVELOPMENT

- Pre-application meeting held for a proposed mixed use project at 22528 Marine View Drive South (PA2017-0021). Applicant proposing 3,300 SF commercial space, 22 residential units, and two levels of parking. Applicant expects to submit plans around the 1st Quarter 2018.
- Revisions requested for two (2) Blueberry Lane SFR submittals.
- Approved Shoreline Exemption and SEPA Exemption Determination for the Des Moines Yacht Club Dock Replacement project.
- Continued coordination with the homeowner of the North Hill TV antenna (code enforcement complaint).
- Continued assistance regarding the Crestwood Park PUD Subdivision civil/grading plan review and submittal requirements.
- Prepared Council packet for Waterview Crossing Lot Line Adjustment (LUA2015-0013) which relates to the termination of the SSI Pacific Place Development Agreement.
- Staff attended FEMA's Puget Sound ESA Habitat Assessment Workshop.
- Staff attended Sound Transit's Federal Way Link Extension bi-weekly meeting regarding RFP requirements/other.

BUILDING DIVISION

- There were 98 applications submitted and processed, including building permits, land use activity permits, fire permits, and business license applications.
- Total construction valuation of the building permits - \$1,593,127.59.
- Total revenue for permits and business licenses - \$81,800.17.
- There were 87 plan reviews conducted with comments.
- There were 308 field inspections conducted.
- Work on Phase IV of the business Park continues. Retaining wall and storm water vault revisions are being processed.
- Ground work is progressing at the Highline Place Mixed Use project.
- The Des Moines Yacht Club will be applying for permits to replace dock sections that have fallen into disrepair.
- A meeting has been set to discuss Phase II of the Wesley Homes project.
- The North Hill Olympic Interim High School Project is nearing completion of the project plans review.
- The Pacific Highway Comfort Inn project is inching forward. Discussion is underway regarding the detention vault.
- Waterview Crossing continues to make progress on its remaining six buildings that are in the plan review process.