

City Manager's Office

September 16, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from September 3 – September 16, 2017.

CITY MANAGER'S OFFICE

- Presented State of the City to FAA Senior Staff with Mayor Pina.
- Community Connections Stakeholders Meeting including business owners of the Des Moines Creek Business Park, Wesley Homes and others..
- Port of Seattle meeting, infrastructure development for Gateway Project.
- Met with Allison Raduziner, Pilchuck Business Consulting – Marina Development.
- Port of Seattle Airport Communities Roundtable Meeting.
- Tour of Des Moines with Derek Wycoff (192 Brewing).
- Autonomous Vehicle Deployment Planning meeting.
- Meeting with John Holwege, CHI Franciscan regarding Emergency Management.
- Attended Citizens Advisory Committee meeting.
- Attended soft opening of Madi's Steakhouse.
- Meeting with Bob Sandoz – Landmark purchase.
- Attended Permit Coordinator Dave Steen's retirement party.

LEGAL DEPARTMENT

- A lawsuit against the City and the Police Department alleging that the City's actions regarding an investigation were negligent was dismissed in Superior Court after a summary judgment hearing.
- Worked with Marina staff to develop Marina parking signage to advise patrons of terms of use and to allow Marina staff to issue notices of violation.
- Assisted Planning and Building with an ongoing issue with unpermitted work on a hillside in violation of a stop work order.

CITY CLERK'S OFFICE

- Fifty-one (51) public record requests received.
- Twenty (20) requests still outstanding.
- Attended the Citizens Advisory Committee meeting.
- Attended the soft opening of Madi's Steakhouse.
- Attended Permit Coordinator Dave Steen's retirement party, and provided front desk coverage for Community Development.

FINANCE DEPARTMENT

- Payroll/Benefit Specialist vacancy coverage by internal staff.
- Month end closing process & Grant reimbursement requests.
- PRSS new software went live. Migration of prior system activity/balances to new system.
- Creation of new daily reconciliation processes to accommodate new PRSS system.
- Director attended the Washington State Finance Officers Association annual training/conference.

PARKS, RECREATION AND SENIOR SERVICES

- Dash Recreation Software is going well, with 78% of registrations being taken through the online registration system.
- Over 1,300 people have now created online DASH accounts.
- Basketball Registrations have started. 43 kids have registered to date.
- Alaska Airlines opted to move their meeting from September to December 6th and 7th instead of cancelling. They want to continue at the Founders Lodge if the mold issue is addressed prior to December 6th.
- Staff is preparing for the 3rd Annual Arts Gala on Poverty Bay to be held on September 22nd.
- Staff attended the Port Spotlight Program (Tourism Advertising at Sea-Tac Airport). The first grant round of airport spotlight advertisements is due on September 20th for the fall 2017 and winter 2018 seasons. Seattle Southside will provide ads for the cities of SeaTac, Des Moines and Tukwila and cover the cost of the ad design changes and sign installation for the cities.
- The Activity Center celebrated Latino Independence Day with food, laughter and the music of a talented Mariachi Band. Over ninety guests enjoyed the singing, dancing and samples of Latino candies and treats. !Viva Mexico!
- Staff continued to prepare for the 3rd Annual Arts Gala to be held on September 22nd. 109 pieces of art will be up for auction or sale.

POLICE DEPARTMENT

- Chief Delgado met Chief Yourkoski of Normandy Park to talk about issues affecting both cities along each city's borders. Both are committed to working toward improved strategies to address crime.
- Police personnel continued to wrap up their work from the emergency management exercise at Emmitsburg MD by providing feedback on areas the city can improve on from a public safety perspective.
- Chief Delgado attended to 9/11 memorial ceremony at SKFR. The event was attended by city leaders and community members from throughout the South King County area.
- Master Police Officer Tony Nowacki is being promoted to the rank of Sergeant effective October 1st. This along with a number of prospective candidates in the hiring process are clear indications of the forward progress at the PD.

MARINA

- Entry/Exit Report show that there were 10,252 visitor entrances during the week and 7,970 card holder entrances for a total of 18,222 vehicles in the lots during the reporting week.
- Parking revenue was \$1,247 cash and \$5,152 credit/debit for a total of \$6,399 for the week.
- Cash sales to-date are \$9,328 (18% of sales) and credit sales to-date are \$41,633 (82% of sales), for a total of \$50,961. Total sales average \$698/day.
- Marina staff designed and ordered permanent signage for the parking lots and Park, including signs that establish tow-away zones on Dock Ave.
- Marina staff completed the ADA ramp at the South Lot pay station.

PUBLIC WORKS

- Staff met with Metro and community stakeholders for the 3rd Community Connections meeting held at the Greencore facility in the Des Moines Creek Business Park.
- The initial 12 hazard trees on Woodmont Drive were removed on September 14th. Staff is now in the early stages of working with a consultant on a forest management plan for the remaining trees identified for mitigation.
- Work continued on the Engineering building generator project.
- Engineering staff met with several consultants preparing RPFs for the Marina North Bulkhead project and seven (7) RFP's were received. Staff is in the review and consultant selection process.
- Engineering staff met with PSE staff to discuss continued lighting and safety enhancements in the Pacific Ridge area.

COMMUNITY DEVELOPMENT

- Pre-Construction Meeting for Des Moines Creek Business Park Phase IV held on September 6th.
- Seascape Design Review (LUA2015-0053) approved September 5th.
- Waterview Crossing revised plans for Buildings 5 and 6 (BLD2017-0781 and BLD2016-0782) approved by Planning 9/7/17.
- Highline View Estates - revisions requested on 3 SFR applications.
- Blueberry Lane - revisions requested on 2 SFR applications.
- Akinlosotu Short Plat (LUA2017-0019) - revisions requested.
- Woodmont Drive Tree Management project - staff attended meeting with consultants to discuss the scope of project and timeline.
- King County Land Conservation Initiative – staff had conference call with King County staff to discuss potential conservation sites in Des Moines.
- Multiple project reviews ongoing.
- Staff attended Sound Transit coordination meeting and Newport Village Homeowner’s Association regular meeting.
- Waterview Crossing Lot Line Adjustment (LUA2015-0013) approved on September 12th.
- Haines Tree Permit (LUA2017-0034) to remove dead/hazard trees approved on September 12th.
- Williams Slope Erosion Control and Stabilization (LUA2017-0031) Notice of Incomplete Application sent on 9/13/17
- Cady garage/shop critical areas determination (LUA2017-0003) approved September 12th.
- Port of Call Condos (BLD2017-1160) Planning comments provided on September 13th.
- Coordinated with King County to enable expedited parcel numbers for DMC Business Park Phase 4
- Pacific Heights PUD – staff attended meeting with applicant to discuss potential modification to roadway for fire access/turn-around
- Staff attended short seminar on Autonomous Vehicle Deployment Planning
- Staff attended Pool District Aquatic Feasibility Open House #3.

BUILDING DIVISION

- There were 66 applications submitted and processed, including building permits, land use activity permits, fire permits, and business license applications.
- Total construction valuation of the building permits - \$327,894.83.
- Total revenue for permits and business licenses - \$193,886.62.
- There were 87 plan reviews conducted with comments
- There were 411 field inspections conducted
- The Seascape project is back in under review for Design Review purposes.
- Various elements of the Phase III and Phase IV of the Business Park continue to be worked on.
- An ever increasing number of single family home alterations and additions are being submitted to the building department.
- Single family reviews and inspections for Highline View Estates and Blueberry Lane are moving at a brisk pace.