

City Manager's Office

November 18, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from November 12 – November 18, 2017.

CITY MANAGER'S OFFICE

- Mayor's Roundtable meeting at SeaTac City Hall.
- Ongoing meetings on Emergency Management preparation.
- Highline Forum.
- Meeting on Landmark development options.
- Meeting regarding Community Connections Metro Pilot project.
- Discussion on the Sustainable Airport Master Plan at Burien City Hall.

LEGAL DEPARTMENT

- Drafted temporary access permit to allow high bank property owner entry into Beach Park and tidelands for the purposes of installing erosion control materials and applying hydro seed on a landslide area.
- Reviewed emails and prepared lengthy and detailed exemption log for complex public records request seeking a number of documents that are exempt from disclosure.
- Drafted consultant services contract for "Strategic Financial Advisor" position to start in the Finance Department and consultant services contract to begin Phase II of Port of Seattle Grant.

CITY CLERK'S OFFICE

- City Clerk was on vacation. Deputy City Clerk provided coverage.
- Attended the staff Emergency Management Goal Setting Meeting.
- Finalized the Winter 2018 Edition of City Currents; delivery date is November 29th.
- Get Fit 4 the Feast AWC Wellness Challenge. Five (5) teams are vigorously participating in the challenge, with the hopes of winning an individual weekly prize, or the overall team prize at the end of November.
- Thirty-one (31) public record requests received.
- Eight (8) requests still outstanding.

FINANCE DEPARTMENT

- The State Auditors met with the City Manager, Chief Operations Officer, and Acting Finance Director to talk about the results of the 2016 State audit. Overall, the City had minor exit items.
- Also met with John Smutny, president of Microflex. Based on that meeting, after 2017, the B & O tax processing and collection services will no longer be available, as well as the support for the business license module software.
- Worked on payroll and October 2017 financial report.

PARKS, RECREATION AND SENIOR SERVICES

- The Activity Center fireplace has mold and water damage that has caused the floor to buckle in that location. Staff is working on a solution.
- Recreation Youth Basketball registration closed on November 18th with over 600 registrants.
- Administrative Assistant Janet Best received notification from WSDOT that “Beach Park Historic Waterfront” was approved for I-5 freeway directional signage. The signage cost of \$17,000 will be paid by Seattle Southside RTA.
- Des Moines Legacy Foundation held its annual retreat on November 18, 2017. Officers are: Gene Achziger President, Patricia Clark Vice President, Hallie Marks Treasurer and Patrice Thorell Secretary.
- Des Moines Arts Commissioners Patricia V. Clark and M. Anne Sweet were appointed by Mayor Pina in October and attended their first official meeting on November 14.
- Senior services manager conducted a new committee member orientation for Susan Barber who was recently appointed to the City of Des Moines Human Services Advisory Committee.
- The human services advisory committee held a meeting on Thursday, November 16, 4:30-6 p.m.
- The senior services manager was interviewed for the Wesley Homes Cable Channel on Friday, November 17th. The 45 minute “conversation” provided details for Wesley residents about the activity center and its programs and services, as well as her history with the center and the purpose and function of the Des Moines Legacy Foundation.
- With facility rentals being slower this week event staff is performing a deep cleaning all tables, chairs and kitchens.
- Jeannie Blacksher’s memorial service is booked for December 3rd at 2:00pm in the Des Moines Beach Park Dining Hall.
- Pacific Middle School 7th grade artist Jennifer Nilo is the winner of the Squid A Rama 2017 Golden Squid Award.
- With facility rentals being slower this week event staff is working on deep cleaning all tables, chairs and kitchens.
- Jeannie Blacksher’s memorial service is booked for December 3rd at 2:00pm in the Des Moines Beach Park Dining Hall.

POLICE DEPARTMENT

- The Community Service Unit had a reading-buddy event at Midway Elementary school, which is usually partnered with Wesley Homes' residents. The resident were unable to attend due to a Veteran's Day program, so Officer filled in and saved the day.
- The second wave of the PD completed their EVOC Training (Emergency Vehicle Operator's Course), which consisted of a day at the WSP track learning the PIT (Pursuit Intervention Technique), backing/skills course and high speed driving.
- Administrative staff had their first on-boarding training for a new software program called IAPro for the Professional Standards Unit. This comprehensive software includes early intervention/early warning features relating to use of force and complaints.
- Code Enforcement and Admin met with the construction company at the Olympic site (Future temporary Highline High School) to obtain gate keys, identify potential hazards to responding officers (asbestos abatement) and to stress crime prevention measures.

MARINA

Pay Parking

- Entry/Exit Report show that there were 3,081 visitor entrances during the week and 1,714 card holder entrances for a total of 4,795 vehicles in the lots during the reporting week.
- Parking revenue was \$164 cash and \$1,536 credit/debit for a total of \$1,700 for the week.
- Cash sales to-date are \$12,035 (18% of sales) and credit sales to-date are \$56,979 (82% of sales), for a total in-lane sales of \$69,014. Total in-lane sales average \$507/day.
- To date the staff has sold 754 resident frequent user passes, 89 non-resident frequent user passes and 284 fishing pier passes. Pass sales to date total \$22,450.
- Total revenue from in-lane parking fees and pass sales to date is \$91,464.
- The Marina maintenance crew installed parking enforcement signage in the Marina during the week.

PUBLIC WORKS

- Staff attended an internal Emergency Planning meeting to discuss initial steps for 2018 work plan.
- Staff attended the South King County Public Works Director meeting on November 16th.
- Staff continued internal discussions on the design scope for the north Marina Bulkhead and restroom project. Staff anticipates a contract going forward for Council approval on December 7th.

COMMUNITY DEVELOPMENT

- Sent review comments on Warren Final Short Plat submittal (LUA2015-0022)
- Approved the Highline View Estates (LUA2017-0042) grading permit.
- Issued a Shoreline Permit Exemption, ECA Development Exception and SEPA Exemption Decision for the Williams Slope Erosion Control and Stabilization project (LUA2017-0031). The majority of the work will occur on property owned by the City of Des Moines that was impacted by a landslide during Winter 2016. Staff worked with the Legal Department to draft an access agreement.
- Held a pre-application meeting with Dynamic Construction for a short plat at 736 S. 216th St. (PA2017-0028).
- Set up Consultant Services Contract for on-call for environmental review and permitting support.
- Coordinated the hiring for the Planner I position.
- Finalized Council packet and presentation for the Crestwood Park Final Plat Extension (LUA2017-0044).
- Staff attended Sound Transit's bi-weekly meeting for the Federal Way Link Extension project.
- Staff attended City-led emergency management goal setting meeting.

BUILDING DIVISION

- There were 46 applications submitted and processed, including building permits, land use activity permits, fire permits, and business license applications.
- Total construction valuation of the building permits - \$555,944.22.
- Total revenue for permits and business licenses - \$61,029.10.
- There were 41 plan reviews conducted with comments.
- There were 215 field inspections conducted.