

City Manager's Office

December 2, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from November 19 – December 2, 2017.

CITY MANAGER'S OFFICE

- Tour of Partner's Crackers operations.
- Meeting with Bill Linscott on City Council Marina agenda item.
- Establish motions for City Council approving appointments to the Sea-Tac Airport Aviation stakeholders meeting.
- Meeting with Jeff Covell, Skylab architects for tour of City.
- Meeting regarding Seascape proposed development.

LEGAL DEPARTMENT

- Reviewed proposed changes to City policies regarding sick leave based on new state law effective January 1, 2018. Will continue to work with Human Resources and Administration regarding implementation.
- Researched and prepared legal response for inquiries involving the City and the public's obligation for maintenance of platted but undeveloped right of way.
- Reviewed and assisted with creation of Traffic Impact Fee Deferral Form for implementation of existing City fee deferral option.

CITY CLERK'S OFFICE

- City Clerk was on vacation. Deputy City Clerk provided coverage.
- Finalized the proof for the Winter 2018 Edition of City Currents.
- Continued overseeing the Get Fit 4 the Feast AWC Wellness Challenge.
- Fifty-seven (57) public record requests received.
- Twelve (12) requests still outstanding.

FINANCE DEPARTMENT

- Welcomed Steve Marcotte, Strategic Financial Advisor.
- Working with Staff Accountant to train to take over the payroll duties and functions.

PARKS, RECREATION AND SENIOR SERVICES

- On December 12th the Des Moines Arts Commission will be holding its annual year end celebration at the Activity Center. The event will start at 6 p.m. and dinner will be hosted by the Arts Commission.
- Tuesday, November 21, the senior center hosted a Thanksgiving Luncheon with feature Native American flutist Gary Stroutsos performing for the crowd at 11 a.m. The traditional meal was served to eighty two seniors.
- Thanks to Des Moines Legacy Foundation and Judson, each meals on wheels client received an extra holiday treat (a fresh pumpkin pie and a small bottle of sparkling cider) with their weekly meal delivery.
- Break camp was held at the Field House November 20th-22nd and averaged 48 children per day.
- Two St. Philomena students (one in the 3rd grade and one in 5th) donated ten holiday wreaths to the senior center for the staff to give out to seniors who needed a “brighter” holiday season.
- Dec 1 was the Holiday Tree Lighting at Big Catch Plaza. Photos with Santa were available.
- The hiring process for basketball refereed and scorekeepers continues. Games begin December 9.
- The agreement signed agreement with WSDOT was emailed to them allowing the signage for I-5 to move forward.

MARINA

Pay Parking

- Entry/Exit Report show that there were 5,304 visitor entrances during the week and 3,478 card holder entrances for a total of 8,782 vehicles in the lots during the reporting two weeks.
- Parking revenue was \$284 cash and \$2,255 credit/debit for a total of \$2,539 for the two week period.
- Cash sales to-date are \$12,335 (20% of sales) and credit sales to-date are \$59,242 (80% of sales), for a total in-lane sales of \$71,577. Total in-lane sales average \$477/day.
- To date the staff has sold 1106 frequent user and fishing pier passes. Pass sales to date total \$21,910.
- Total revenue from in-lane parking fees and pass sales to date is \$93,687.
- The Marina staff finished the preparations for issuing citation for parking violations. The staff plans to start issuing citations the week of November 27th.

POLICE

- Talked with the FAA Emergency Planner Joe Cirone to set a meeting with the Federal Protective Security personnel for the new FAA building. The purpose of this meeting is to begin the dialog on the roles and expectations for our first responders.
- Conducted Chief's interview and hire Entry Level Officer Austin Arneberg. Austin will begin his employment with the city on January 16th, 2018.

PUBLIC WORKS

- Parks crews replaced a couple of street trees on 216th Street that had died and/or were damaged by vehicles.
- Surface Water Maintenance crews finished 2017 NPDES facilities inspections.
- Engineering staff met with the WSDOT's Environmental Services Division to discuss a potential partnership for replacing the Barnes Creek culvert below Kent-Des Moines Road. WSDOT agreed to prepare a scope of work that would serve as the basis for an interlocal agreement that would include a cost-sharing arrangement for the project.
- The City has recently replaced our third party Cityworks mobile solution, Freeance, with the official Cityworks Mobile 4 app. This new Cityworks product has enabled us to quickly and efficiently package our SWM and Traffic inspections onto an interactive map on our iPads. This technology will improve the efficiency and tracking of inspection work in the field significantly.

COMMUNITY DEVELOPMENT

- Port of Call Condos (BLD2017-1160), Planning comments sent to applicant on 11/21/17.
- Casey Short Plat LUA2016-0038 comments sent to applicant.
- One Highline View Estates SFR approved after new grading permit was issued.
- Revision approved for Sam Warren / Ken Olson SFR BLD2017-0653.
- Jenna Miller SFR Grading Permit application LUA2016-0018 routed.
- Blueberry Lane Grading Permit application LUA2017-0049 routed.
- Existing accessory living quarter was approved at 902 S 277th Street.
- New monument signs approved for Bay Club Apartments and Marina Club Apartments.
- Zheng Lot Line Adjustment LUA2017-0048 at 24852 16th Avenue S submitted.
- Warren Final Short Plat (LUA2015-0022) resubmittal routed November 27th.
- Breckenridge Short Plat (LUA2015-0039) Civil Plan comments sent November 27th.
- Wesley Homes (LUA2015-0035) Civil Revision comments sent November 29th.
- Pacific Heights PUD (LUA2012-0001) held meeting with applicant and City of Federal Way staff on November 30th to discuss routing and review processes.
- Council presentation related to the one year extension request for the Crestwood Park PUD (LUA2017-0044).
- Coordinated with Animal Control regarding code complaints related to chickens.
- Coordinated with King County and City GIS staff to discuss options for partnering with King County to complete the US Census Bureau's upcoming "Local Update of Census Addresses."

- Held monthly Development Review meeting.
- Coordinated with staff on the upcoming Council presentations regarding amendments to the Landscape and Tree regulations.
- Attended Sound Transit's bi-weekly meeting for the FWLE RFP preparation.
- Coordinated on-call Task Order assignments for Grette Associates and AHBLL.
- New planner Holly Keeton started on December 1st

BUILDING DIVISION

- There were 64 applications submitted and processed, including building permits, land use activity permits, fire permits, and business license applications.
- Total construction valuation of the building permits - \$2,904,966.91.
- Total revenue for permits and business licenses - \$96,728.87.
- There were 79 plan reviews conducted with comments.
- There were 306 field inspections conducted.