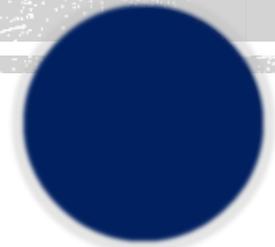


CITY MANAGER MONTHLY REPORT

February 2019



CITY MANAGER

- Aviation Advisory Committee Meeting
- Attended Port of Seattle Working Group Meeting.
- SCORE Admin Board



CHIEF OPERATIONS OFFICER

- Snow Operations
- Property Acquisitions
- Marina – Waterside
- Coordination with Highline College
(Community Connection Grant)
- Sound Transit Operations and Maintenance Facility South
(E.I.S. Scoping comments)



CITY CLERK

- Sara Lee as new Public Records Analyst.
- Working with Finance on office space reconfiguration.
- Public Records Statistics:
 - 120 Received in February.
 - 49 Total Active Requests (includes 2018).
 - 21 Active for the month of February.



COMMUNITY DEVELOPMENT

- Coordination on regional programs/issues: SAMP scoping report, buildable lands requirements, KC hazard mitigation planning, Sound Transit etc.
- Shoreline Master Program Periodic Review – Completed draft amendments, public comment notice in two weeks.
- Marina Bulkhead Replacement – issued Shoreline Substantial Development Permit.
- Construction:
 - Havenwood Park PUD (formerly Crestwood Park) - model home permits issued. Final Plat anticipated in March.
 - The Zenith Elementary School building moving briskly. The central core building – most progress.
 - Waterview Crossing soon to occupy Building “E” (the northeast building) and Building “H” (the southeast building).
 - Building 26 at Highline College - good progress. Electrical, plumbing, and mechanical work on all floors, interior and exterior fill-in framing near completion.
 - The Des Moines Theater Project - in-ground infrastructure and above ground structural shear wall systems.



EMERGENCY MANAGEMENT

- City of Des Moines (Internal)
 - CEMP planning continues with individual department meetings to discuss hazard response process.
 - From this: we will begin planning EOC structure and exercise activities.
 - Employee Awareness
 - Working with employee team to address communications with employee families. Quarterly newsletter sharing internal preparedness processes that can be mirrored at home.
 - From this: the creation of a workplace/family liaison program.
 - Community Training
 - CERT class #1 a huge success 22 graduates. Next class to be announced by late March/early April.
 - From this: Community Hub Discussion
 - Regional Partner Planning and Coordination
 - Participated in a Virtual Tabletop Exercise (VTTX) with FAA.
 - Participated in the Tri-County CCTA (Complex Coordinated Terrorist Attack) Exercise @KCOEM
 - From this: We continue to address regional response and capabilities challenges.
- 

FINANCE

- Completed recruitment for Payroll Accountant and Accounts Payable Specialist – Accounts Payable to start on March 18th and Payroll Accountant to start on April 1st
- Demos and site visits for financial management system software options
- Started Utility Tax audit – provided data and documents to AvenuInsights
- Finance Department staff continues to handle additional work for vacant accounts payable position



LEGAL

- Began renovating open area of legal department. Organized and purged documents and removed unneeded furniture and storage cabinets. Ordered new cubicles to provide for additional workspaces.
- Drafted amendments to the City's rental agreements with Seattle Theatre Group to use Beach Park facilities for STG's AileyCamp for summer 2019.
- The legal department worked on several issues with the Marina, including review of commercial lease agreements and disputes with occupants in temporary moorage.



MARINA

- Joe Dusenbury was hired as a consultant for some 2019 Marina Projects.
- Anchor QEA was selected as the Consultant for the 2019 Marina Maintenance Dredging project.
- Hired Evelyn Sands as a temporary Office Aide position to help office staff while Katy is out on leave.



PARKS, RECREATION & SENIOR SERVICES

- The Events and Facilities, Recreation, and Activity Center staff worked diligently to cancel, reschedule and refund for programs, games, practices, rentals and events as well as pitching in where needed during the snowstorm. Staff did a great job of contacting everyone, assisting customers, finding alternative dates, as well as shoveling snow.
- Youth Soccer registration ended with over 370 registrations. Season runs the week of March 11th and through May 18th with games in Des Moines on 8 Saturdays.
- The intrepid Meals On Wheels volunteers delivered all meals in spite of the snowstorms.
- Arts Commission is working on the line-up for the Beach Park Concert series.
- 4Culture held a King County Cultural Health Study listening session at the Activity Center on Monday, February 25th. There were 12 community members in attendance as well as a number of 4Culture and City staff. A final report will be shared with the City when complete.



POLICE

- All Officers attended 10 hours of De-Escalation training.
- Street Crimes Detectives sworn in as Special Deputy United States Marshals.
- Thanksgiving Day Homicide Suspect Arrested in Minnesota.



PUBLIC WORKS

- Most February snow since 1916! Great job PW crew
- Barnes Creek Trail NEPA federal permitting complete
- ADA transition plan complete

