

City Manager's Office

March 4, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from February 26-March 4, 2017.

CITY MANAGER'S OFFICE

- Met with representatives of a recreation software provider to assess issues and process involved with their product.
- Continued to support our legislative efforts in Olympia on a number of bills.
- Attended Mayor's meeting in SeaTac with Mayor Pina.
- Continued to work closely with our communications consultant, reviewing preliminary findings for a citywide communications strategy.
- Continued attending individual department staff meetings to hear first-hand ideas, concerns and share with city staff major occurrences in the City.
- Held a conference call with our parking consultant for the Marina redevelopment process, anticipate our consultant studies will be presented to City Council at a Study Session in May.
- Met with Panattoni to discuss Furney/Ono property development.
- Reviewed Wasson House options in preparation for the City Council Study Session, March 2, 2017 to consider this issue.

LEGAL DEPARTMENT

- Received a signed judicial order placing a lien in the amount of approximately \$22,000 on a nuisance property that the City had recently abated. The legal department will pursue foreclosure of this lien in order to expedite the sale of the property.
- Hired a Domestic Violence Victim Advocate. Nicole Nordholm was selected out of 54 applicants and began on March 6. Nicole has a Bachelor's and a Master's degree. She has extensive advocacy experience and was most recently employed on a limited contract with Bothell Municipal Court. An agreement with Normandy Park was negotiated to

provide advocate services to Normandy Park as well and that ILA will be presented to the Council for approval March 9.

- The matter of Im v. DOE and Des Moines was dismissed before the Shoreline Hearings Board. This was an appeal of a Hearing Examiner Decision related to a conditional use permit and variance application for construction in the City's shoreline. The matter was scheduled for trial in April. That trial is now cancelled. The City staff decision as modified by the Department of Ecology is now final.

CITY CLERK'S OFFICE

- Thirty-two (32) public records requests were received between February 26 and March 4, 2017.
- Three (3) of those thirty-two requests are still open.
- Final proof of City Currents sent to Consolidated Press for publication.

FINANCE DEPARTMENT

- Part 3 (Footnotes/ Required Supplemental Info) & Part 4 (Managements Discussion & Analysis) preparation of the 2016 CAFR (Comprehensive Annual Financial Report) continues.
- Provide 5 year financial info for Marina rates study consultant; excel format.
- PRSS Software meeting with Vendor and discussion.
- Work with Tech Services to automate journal entry imports.
- Legacy award letter follow up and discussion; \$1.9 million planned park project discussion.
- Permit Trax system set up discussion w/Departments to identify corrections and updates.
- Create new calculations and coding for Recreation direct overhead charge and accounting.
- DASH review and PRSS software implementation analysis.
- Jan & Feb month end closing entries and journal entry review.
- Continue work on December all fund activity and ending balances – Council's monthly financial report – December.
- Work with HR Manager to come up with filing backlog solution.
- Provide coverage for on-going medical absence. Staff is down 1 FTE.

PARKS, RECREATION AND SENIOR SERVICES

- REI will be at the Beach Park Event Center Auditorium on Thursday March 9, 2017. Parking lot will be reserved for this event. Over flow parking will be in the Marina North Lot. Event staff will be running a shuttle in the morning, afternoon and evening to transport attendees due to the loss of parking stalls due to shelter construction.
- Event Staff will be participating in the Tacoma Wedding Expo on March 25, 26, 27, 2017 with Event Center Open House taking place on April 1. We are partnering with Café

Pacific, Platinum Designs, Julia's Flowers, Carl Peterson, Mary Kay, Freedom Snacks, Cort and more.

- Staff received word that Seattle Southside Regional Tourism Authority will commit the funds to guarantee the cost of bringing Argosy to Des Moines to provide a water taxi service from the Des Moines Marina to the Tall Ships event on the Tacoma waterway from June 15-18, 2017.

POLICE DEPARTMENT

- For the month of February officers spent 158 hours reviewing photo enforcement violations.
- Patrol officers were dispatched to a threats with a gun call in the 600 block of S. 198 St. The situation turned into an armed barricaded suspect and Valley SWAT was requested to assist in resolving the situation. Just prior to SWAT deploying, the suspected exited the house and peacefully surrendered.
- CSO Seaberry coordinated Coffee with a Cop at Highline College. The event was scheduled for an hour but it was so well attended by students and staff it went for approximately an extra half hour.
- All commissioned staff completed the required annual training on use of force and the Department use of force policy.
- Code enforcement completed research on current and past code enforcement cases related to the South Transit light rail property acquisitions.
- Crime prevention unit attended the Federal Way Light Rail link extension meeting in preparation for any necessary crime prevention issues.
- Code enforcement coordinated with public works to remove a homeless camp in the area of the 21800 block of 7th Ave. S.
- CSO Batterman attended the Public Safety and Transportation meeting to answer any questions in reference to current code enforcement issues and nuisance properties.
- Patrol and detectives responded to an accidental drowning in the Marina.
- SRO Cripe and other advisors of the Pacific Islander Club met to continue planning and preparation for the upcoming Samoan Arts and Academic Competition. Currently five dance groups have committed to compete in the spring competition.

MARINA

Pay Parking Project

- Staff completed the renovations to the storage yard that are needed to make room for the gate and turn-around on Dock Ave. Staff also had to move the propane tank and the Farmers Market storage shed as part of this task.
- Marina and IT staff created an equipment list for the fiber optic backbone that will be installed as part of the Pay Parking project to support the equipment network. In addition to the fiber optic backbone for the parking equipment, a fiber optic cable will be installed that will connect the Marina office building and the City Service Center.

- Staff began laying out the conduit pathways and cutting asphalt to prepare for trenching and installing the conduit runs to the parking entrance/exit equipment islands.

Marina Rate Study

- Marina and Finance staff began creating and delivering the financial reports that the consultant will need to complete the Marina Rate Study.

PUBLIC WORKS

- Staff submitted three project applications to PSRC for their 2040 planning update for Kent-Des Moines Road Improvements, Segment 1, 2, 3. If approved, these project will be listed as priority regional projects and allow the City to pursue future FHWA funding opportunities.
- Staff attended a meeting with King County's Land Conservation Initiative team to help identify potential properties that would provide regional benefit if conserved. Identified properties and proposed use will help assist King County in long range conservation planning and funding strategy.
- Staff met with Sound Transit to discuss among other items the need for Sound Transit to quickly demolish existing houses on full take properties acquired for the project during the acquisition phase of the project.
- Staff attended a Sound Transit meeting at Highline College specifically targeted to the upcoming property acquisition process effecting the Silverwood Apartments located between 30th Ave South and I-5.
- Progress reports for the Public Works Maintenance Shop and Public Works Service Center were submitted to Ecology in response to the inspection and non-compliance letters issued for these two sites. Staff also requested a scope and fee from KPF for preparing a facility plan for both sites to address the long term issues raised by Ecology.
- The City now has a map app of both private and public storm drainage systems that is accessible to public at the city website - GIS portal. This map also provides access to as-built plans, drainage reports and drainage easement documents that have been digitized.
- A work order was submitted to SWM Maintenance for the installation of approximately 250 feet of storm pipe in the alley between 1st Avenue and 1st Place north of 210th Street to alleviate localized flooding to several homes located west of the alley.
- Working with the Marina and IT staff to coordinate both the pay parking and fiber installations in the Marina and Beach Park.
- Working on completing the design of the Engineering Building standby generator.

COMMUNITY DEVELOPMENT

- Pre-Application meeting was held for a critical area review related to a proposed single family residence.

- There has been a lot of activity during our 9-11 AM counter hours, permitting and inspections:
 - **Business Licenses** – processed 28 business license renewals (both out of city/in city); issued 4 new out of city (contractors); issued 1 new Commercial In-City; issued 2 new Home Occupation, processed 2 new adult family home (scheduled WABO inspections), currently reviewing 3 new Commercial In-City.
 - Planning sent comments for PSE – Bonding Box Repair (LUA2017-0001), one sign permit and two building permits.
 - 21 Over the Counter/Online Permits Issued.
 - 16 Building permits reviewed.
 - Inspectors finalized 74 permits.
- Working on updates to Development Services and Engineering Fee Schedule.
- Met with Sound Transit to discuss the Federal Way Link Extension RFP (Request for Proposal) process for the design build.
- Presented information regarding the Wasson House Feasibility Study at the 3/2 Council Study Session.