

City Manager's Office

May 6, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from April 30-May 6, 2017.

CITY MANAGER'S OFFICE

- Worked on staff evaluations.
- Metro Pilot Project Stakeholder follow up.
- Attended Mayor's Roundtable Meeting.
- Attended City Manager's Monthly Meeting.
- Met with regional City Managers to discuss violent crimes in South King County and coordination of each city's Public Safety efforts.
- Went on a tour of the City with representatives from Earth Economics who provide a sustainability model for future development.
- Met with Farmer's Market to review plans for the coming year and finalize the contract.
- Attended Huntington Park State of the City with Mayor and Deputy Mayor.
- Participated in a tour of Pike Place Market expansion.
- Attended Judson Park luncheon with Mayor and Deputy Mayor.
- We are pleased that Ms. Renee Cameron started as the new Deputy City Clerk.

LEGAL DEPARTMENT

- Drafted and finalized agreement with the Des Moines Farmers Market for 2017 summer market at the Marina.
- Prepared and issued denial of claim letter for third party contractor alleging City was responsible for damages to rental equipment. City investigation concluded equipment was not damaged at time of return.
- Prepared outline of legal action necessary to obtain title to an abandoned boat in the Marina. City will be pursuing quiet title action in Superior Court against Key Bank to clear title to boat and proceed with sale.
- The Domestic Violence Victim Advocate attended a 2 day DV Risk Assessment conference which focused on engaging with victims to assess levels of danger, utilizing trauma informed care, and the misuse of technology to stalk.

CITY CLERK'S OFFICE

- Thirty-nine (39) public record requests have been received.
- Ten (10) requests still open.
- Deputy City Clerk, Renee Cameron, started on May 1st!

FINANCE DEPARTMENT

- May 11 Budget Adjustment processed.
- Financial Statement audit continues.
- Annual financial state report download processing – completed.
- Grant reimbursement processing; monthly system reconciliations.

PARKS, RECREATION AND SENIOR SERVICES

- Based on their preliminary review, King County authorized the City to submit Community Development Block Grant -Capital applications for the Kiddie Park and Field House Park play areas.
- Recreation staff conducted 36 interviews for Summer Camp KHAOS positions.
- Seattle Southside Regional Tourism Authority funded two City grant requests- Community Wayfinding Signage in the amount of \$12,000 and To The Beach website and marketing materials in the amount of \$8,000.

POLICE DEPARTMENT

- Command staff attended the Dollars for Scholars Reception and scholarship award ceremony.
- Chief Delgado met with all South King County Police Chief's regarding recent gun violence events.
- The School Resource Officer is working with the Mt. Rainier principal and other District staff to improve traffic flow in and around the school for morning drop off and dismissal.

MARINA

- Marina staff continue working on paid parking.

PUBLIC WORKS

- Staff met with Sound Transit staff to discuss among other items the landscape buffer requirement between the planned light rail facility and the eastern City limit line between South 216th Street and Kent-Des Moines Rd.
- Dave McGinnis, SWM maintenance lead worker submitted his letter of resignation. Dave worked for the City for 20 years. Management has accepted the letter and his last official day will be May 15th. We wish him well on the next chapter of his life. We are grateful for his service to the City and it's residents.
- Staff prepared a draft letter for the Mayor to send on behalf of the City Council regarding questions and concerns related to the upcoming formation of the Poverty Bay Shellfish Protection District. King County staff will be briefing the City Council on 5/11.

COMMUNITY DEVELOPMENT

- The updated Development and Engineering Services Fee Schedule became effective May 1st.
- Routed Design Review submittal for the Olympic Interim High School project (LUA2017-0017).
- Approved three (3) residential reviews for Blueberry Lane.
- Approved the Doxon Swimming Pool Shoreline Substantial Development Permit (LUA2016-0037) on 5/1.
- Issued Design Review Decision for BeBe Nails Mixed Use at 22602 MVD S (LUA2015-0043) on 5/2.
- Met with Richmond American homes to discuss residential setback requirements.
- Met with DEVCO to discuss items related to the WaterView Crossing civil plan review
- Attended Sound Transit FWLE RFP Prep Meeting and discussed landscaping requirements.
- Prepared Council Agenda Item related to SEPA Thresholds.

BUILDING DIVISION

- There were 38 applications submitted and processed, including building permits, land use activity permits, fire permits, and business license applications.
- Total construction valuation of the building permits - \$2,262,530.
- Total revenue for permits and business licenses - \$45,900.57.
- There were 80 plan reviews conducted with comments.
- There were 166 field inspections conducted.
- The Building Division worked with the client to finalize plans for the Banzai Sushi business moving into Building 3B in the business park. Their tenant space will be located in 2141, Suite G. Once plans are approved, they are hoping to be under operation by the July or August.
- The plans for Highline College's substantial renovation of Building 26 are nearing completion. Once plans are complete, the College will go out to bid during the month of July. This 17.3 million dollar project is slated to take approximately 14-16 months to complete.
- The front counter is very busy this time of year with new construction applications and homeowners and businesses remodeling or expanding their homes or businesses.