

City Manager's Office

July 22, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from July 16 - July 22, 2017.

CITY MANAGER'S OFFICE

- Ride along with Police Officer Courtney Duncan.
- Attended the Marina Parking meeting.
- Met with Robert Holmes to discuss next steps in Marina development process.
- Attended Mayor's Roundtable meeting.
- Organized and participated in meeting at the Airport on: Final DNS, Concourse D Hardstand Holdroom.
- Spent a large part of the week on 2018 City budget and preparation for the City Council Budget Retreat.

LEGAL DEPARTMENT

- Issued notice letters to property owners in Pacific Ridge that have been identified as high crime properties as part of Pacific Ridge Strategic Improvement Plan.
- Researched and drafted initial complaint for potential City initiated legal matter.
- Assisted the Police Department with legal issues regarding pending public records requests.

CITY CLERK'S OFFICE

- Forty-six (46) public record requests received.
- Seven (7) requests still outstanding.

FINANCE DEPARTMENT

- Audit support for Federal Grant audit.
- City Manager Budget Revenue Forecasts 2018-2022
- Meetings with City Manager, COO and Department Directors to discuss Department Budget Requests.
- Paid Parking credit card reconciliation: issue analysis and problem solving.

PARKS, RECREATION AND SENIOR SERVICES

- CSI Kids Camp was sold out on July 20.
- Camp KHAOS averaged 124 kids per day.
- Recreation staff, Camp KHAOS and Des Moines Legacy Foundation walked in the Waterland Parade to inform the public about “No Kids Left Inside” Des Moines Play Area Project.
- Weekend rentals and events went very smooth at the Marina and Beach Park despite paid parking gate issues. Event Staff was ready with the Park and Rec. Shuttle in case it was needed to shuttle from 6th Ave. S. and 7th Ave. S. Beach Park staff were able to utilize Marina parking for a large Auditorium rental after Wheels and Keels events ended on Sunday afternoon.
- REI event was a success and client complimented staff and facilities. Event staff accommodated 350 cars in the Beach Park and Marina north lot.
- Senior Services staff held their annual staff retreat to plan 2018 programs, events and services.
- Senior Services Manager and center participant Marge Murtha, retired COO at Valley Medical Center, participated in the newly reorganized Quality First committee for Wesley Homes on Tuesday, July 18th.
- Senior Services Advisory Committee met on Thursday, July 20th. They have reached out to the new owner of Des Moines Drug about installing a medicine take back container and will announce to the community when it is installed.
- Second quarter human services agency reports were reviewed by the Human Services Advisory Committee and Senior Services Manager.
- First Draft Rec N Roll Magazine program information and calendars were compiled and submitted.
- Staff working with Reach Out Des Moines on National Night Out at Midway Park to include an outdoor movie Moana.
- Beach Park Concert on Wednesday, July 19th was attended by 775.
- Clean and Sober Softball Tournament July 22-23 with 18 teams and over 1,000 spectators.

POLICE DEPARTMENT

- Chief Delgado met with citizens from the Pac Ridge area to discuss National Night Out and plans to maintain open communication beyond the event.
- Chief Delgado met with Police Chief's from surrounding cities to talk about violent crime in their jurisdictions and efforts being made to address those issues. Regional efforts are resulting in increased success.
- Training officers from the department report that the two recently hired officers are making excellent process and are fitting in well. They're both ahead of schedule in meeting benchmarks toward training program completion.

MARINA

- Day 11 thru 17 for the new pay parking system. The number of calls for assistance from the lanes continued to decline. There was a Concert in the Park on Wednesday along with the Farmers Market Food Pod and a "regular" Farmers Market on Saturday.
- The chip that controls the clock in the Beach Park Entry Boxx failed on the 15th. Parking Boxx sent a new chip overnight. On the 21st the chip failed again. The Entry Boxx on 227th experienced the same failure before the system went live on the 6th. That problem was solved when Parking Boxx replaced the entire control unit. The staff has asked them to replace the control unit in the Beach Park unit also.
- Entry/Exit Report show that there were 7915 visitor entrances during the week and 5182 card holder entrances for a total of 13,907 vehicles in the lots. The staff believes that the visitor and card holder numbers are becoming more accurate because there are fewer problems in the lanes that require the staff to open the gates.
- Parking revenue was \$759 cash and \$4,192 credit/debit for a total of \$4,951 for the week.
- Cash sales to-date are \$2,445, (18% of sales) and credit sales to-date are \$11,554, (82% of sales), for a total of \$13,999. Total sales average \$800/day.
- Staff has sold 430 resident frequent user passes, 45 non-resident frequent user passes and 37 pier passes. Total pass revenue to-date is \$9,570.
- Total revenue from paid parking received to date is \$23, 569.

PUBLIC WORKS

- Engineering staff is staying engaged with the Puget Sound Regional Council's Transportation Alternatives Program (TAP) as there will be an upcoming call for non-motorized projects.
- Engineering staff met with the City of SeaTac to discuss the future South 216th Street bridge over I-5 ultimate lane configuration which will be built by WSDOT in the SR-509 project.
- The intersection of Marine View Drive and South 240th Street was converted to an all-way stop on Tuesday July 18th. Staff will be monitoring operations and compliance over the next several weeks.

COMMUNITY DEVELOPMENT

- Sound Transit – Staff attended bi-weekly Sound Transit meeting related to the project requirements and RFP.
- WaterView Crossing – Staff completed Civil Plan/Grading Permit reviews and preparing documents for issuance.
 - Planning approval of 7 buildings with comments sent on 2 buildings.
- Staff attended Verbal De-escalation training.
- Held two pre-application meetings:
 - Robinson-Laico Stop Work (PA2017-0019) related to a deck addition and installation of a spa pool (BCE2017-0008)
 - Fred's Refuge (PA2017-0018) related to a proposed duplex development on a site with an existing single family residence

BUILDING DIVISION

- There were 58 applications submitted and processed, including building permits, land use activity permits, fire permits, and business license applications.
- Total construction valuation of the building permits - \$1,724,695.28.
- Total revenue for permits and business licenses - \$90,211.80.
- There were 36 plan reviews conducted with comments.
- There were 232 field inspections were conducted.
- The Building Division is working on a number of fire repair and restoration permits.
- In general, due to the current building climate, Building Plan revisions (changes to permits that have been issued) are at an all-time high.
- The Building Division has issued 1,043 building permits this year alone. If this permit activity continues, as we anticipate, the number of permits will eclipse last year's all time total by a large margin.