

City Manager's Office

August 12, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from July 30 – August 12, 2017.

CITY MANAGER'S OFFICE

- Met with Robert Hodgman-WSDOT
- Met with Bob Pond regarding Zoning Changes in Pacific Ridge.
- Dr. Susan Enfield Tour of the City of Des Moines.
- Met with David Moody.
- Skip Swenson Tour of the City of Des Moines.
- Met with School District regarding Council Study Session.
- Met with Normandy Park Mayor, City Manager and Police Chief regarding Public Safety Cooperation.
- Prepared for and attended Council Budget Retreat.
- ACE Fund Pre-Submittal Conference
- Gave Debra Entenman (Adam Smith's Aide) a Tour of the City
- Tour of the City with M. Yang, Albert and Matt
- 223rd Alley Utility Undergrounding meeting
- School District and Pool District at Study Session
- SCORE at Study Session
- Staff Budget Retreat

LEGAL DEPARTMENT

- Updated the City's telecommunications franchise application.
- Met with outside legal consultant to begin process of drafting amendments to telecommunications franchise ordinance.
- Provided calls for service information to several property owners in Pacific Ridge whose properties have been identified as requiring excessive public safety resources. City staff

will continue dialogue with owners to support efforts to reduce criminal activity and promote owners responsibility for property.

- Prepared a formal notice of breach regarding a vendor the City has a contractual relationship with. Following presentation of the notice, the vendor cured the breach.
- Drafted a conflict public defender appointment template for the Court to use when new public defenders are assigned to conflict cases.
- Reviewed existing development agreement and provided legal advice on options for termination. Assisted in drafting necessary documents to be presented to Council.

CITY CLERK'S OFFICE

- Fifty-five (55) public record requests received.
- Four (4) requests still outstanding.
- Compiled and proofed City Currents for Fall Edition.

FINANCE DEPARTMENT

- Regular month end closing processes.
- Council Budget Retreat preparation and presentation.

PARKS, RECREATION AND SENIOR SERVICES

- Staff reaching out to citizens at summer concerts, outdoor movies and community events to inform them about No Kids Left Inside.
- Staff is in the editing phase of publishing the next Rec N Roll.
- Parks, Recreation and Senior Services Department partnered with the Highline Schools Foundation for the 4th annual Des Moines Back to School Resource Fair on Thursday, August 3rd, 10am-12noon at Steven J. Underwood Park. Twenty non-profit agency resource booths, 500 backpacks of school supplies distributed to low income students in Des Moines. Camp KHAOS provided entertainment.
- Facilities and Events is working with Seattle Southside Regional Tourism Authority and REI Contacts on a possible collaboration event called parkrun a free weekly run/walk event organized by volunteers and community members. More information is available at: <https://youtu.be/LEAcSPyp8Ak>
- Camp KHAOS averaged 112 kids per day for week #8.
- Free Movie in the Park (Sing) had 150 viewers.
- Facilities was busy rebuilding rates in DASH after loss due to conversions.
- Food Trucks Nibbles and Galaxy Donuts are doing well being located in the Promontory Parking lot of Beach Park during the Concerts. They have agreed to return for the balance of the concert through 08-23-17.

POLICE DEPARTMENT

- Department personnel participated in National Night by attending events throughout the City. The event culminated in a larger community event and Movie Night at Midway Park.
- Department command team and department training staff are preparing for emergency vehicle operations training in the coming weeks. All sworn officers will participate.

- Commander Graddon participated in the Highline Community College Violent Intruder Campus Forum, which included the FBI and HCC Director of Security & Emergency Management. The Panel Forum answered student questions after Highline College conducted their violent intruder drill.
- Command Staff met with the FAA Law Enforcement Assistance Program Manager and the Facility Security Specialist for the new FAA Building. This meeting was a meet and greet to begin the process of working together as they prepare to move into their new building in late January 2018.
- Assistant Chief Bohl attended the Regional Gang & Gun Violence Meeting in Auburn. This is an unprecedented partnership between all of the South King County Agencies.

MARINA

Paid Parking Statistics:

- 77,416 vehicles entered the Marina and Anthony's lots between July 6th and August 15th.
- 47,353 vehicles used tickets, 30,063 vehicles used frequent user passes.
- Pay at the gate parking revenue collected during that period was \$30,756.
- 656 Frequent Users Passes were sold totaling \$12,285. Pass type breakdown was:
 - 542 Resident Frequent User Passes
 - 65 Non-Resident Frequent User Passes
 - 49 Fishing Pier Passes
- Total operating revenue was \$43,041 for the first 41 days of operation.
- Entry/Exit Report show that there were 15,062 visitor entrances during the two week period and 10,313 card holder entrances for a total of 25,375 vehicles in the lots during the reporting weeks.
- Parking revenue was \$1,622 cash and \$8,468 credit/debit for a total of \$10,090 for the two week period.
- Cash sales to-date are \$9,541 (17% of sales) and credit sales to-date are \$48,327 (83% of sales), for a total of \$57,868. Percentage of cash sales seems to be holding steady at 17-18% of total sales.
- A Parking Boxx technician was on-site in the Marina during the week. The tech was installing new generation control units in the entry lanes and directed the Marina crews while they installed more detection loops in the exit lanes. Both improvements will make the system more reliable.

PUBLIC WORKS

- Engineering and Planning staff met with representatives from Sound Transit, City of Kent, and Highline College to discuss the design elements of South 236th Lane related to the new ST station area improvements.
- Trevor Bonholzer was appointed as the SWM Maintenance Specialist and will be responsible for ensuring the City continues to meet the NPDES inspection permit requirements under the City's stormwater permit from DOE. Trevor officially begins his new duties on August 16th.

- Parkside Park Soil Remediation and Park Improvement Project construction is now underway.
- Public Works crews caught up on shoulder mowing and related vegetation issues, as well as pruning and bark work at the Activity Center and Underwood Field Park.
- Engineering and Planning staff met with representatives from Sound Transit and Highline College to discuss the design elements of the west end of South 236th Lane related to the new ST station area improvements.
- Publics Works staff supported an open house to discuss tree removals in the Woodmont neighborhood on 8/8.
- Engineering staff supported a Sound Transit neighborhood community meeting for a portion of the Pacific Ridge neighborhood on 8/7 related to landscape buffers, noise walls, and construction impacts.
- Staff met with the developers of the Theater project as well as PSE to discuss project status.

COMMUNITY DEVELOPMENT

- Pre-Application meeting (PA2017-0020) was held for a proposed commercial development in the B-P Zone located south of S. 216th Street in the South Subarea of the North Central Neighborhood. The applicant desires to establish a headquarters for a recycling business “RACE Recycling” which is a specialty contractor that rents and leases recycling equipment to small business customers; purchases, refurbishes and sells recycling equipment; repairs equipment at customer sites; and transports recyclables materials. Applicant noted that recyclable materials will not be stored on site.
- Combined Shoreline Exemption, Environmentally Critical Areas Development Exception and SEPA Exemption was approved for emergency slope stabilization for a residence on 8th Place South (LUA2017-0026) that is adjacent to the landslide that occurred in 2015.
- WaterView Crossing Lot Line Adjustment (LUA2015-0013) review comments sent.
- Shoopman Short Subdivision (LUA2015-0026) Final Plat review comments sent.
- Prepared release of title documents for Highline Place (LUA2015-0006) for recording.
- Staff attended Sound Transit’s Station Area Technical Workshop for the Kent-Des Moines Station Area.
- Pre-Application meeting (PA2017-0022) held for a residential addition and renovation requiring shoreline permitting.
- One single-family residence approved Highline View Estates.
- Emergency retaining wall approved at the Boushey Residence (BLD2017-0931).
- Shoreline Exemption approved for the Olson single family residence (LUA2017-0020).

BUILDING DIVISION

- There were 110 applications submitted and processed, including building permits, land use activity permits, fire permits, and business license applications.
- Total construction valuation of the building permits - \$1,360,603.00.
- Total revenue for permits and business licenses - \$535,094.51.
- There were 174 plan reviews conducted with comments.
- There were 357 field inspections conducted.

- An application for stabilization and repair of the landslide damage, located at 25121 8th Pl S, was received and is being processed.
- Herc Rentals, 22868 PacHwy S, received a conditional approval to conduct a commercial and industrial rental business at this location.
- The Waterview Crossing development, located at 21800 Pacific Highway S, was issued a Grading Permit and a Building Permit for retaining walls; three Permits for the first three buildings at Waterview Crossing have been issued. As yet, a contractor has not been chosen. Once this is done, a construction timeline for this nine building(s) project will be generated.
- Multiple Building permits for Phase IV in the Business Park are under review.
- Earthwork and grading work is underway for Phase IB, the “Brownstone” building at Wesley Gardens.
- Restoration work on three separate fire damaged homes is underway.