

City Manager's Office

October 7, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from October 1 – October 14, 2017.

CITY MANAGER'S OFFICE

- Phone conversation with Congressman Adam Smith's Aide, Christine Nhan.
- Attended State of the City at the Des Moines Activity Center with Mayor Pina.
- Toured Argosy Boat in Downtown Seattle in preparation for Marina Development Open House.
- Preparation of City Manager's Recommended 2018 Budget to present to City Council.
- Several tours of the City with prospective developers.
- Participated in Des Moines Gateway Celebration and Ribbon Cutting regarding transportation infrastructure improvements on 216th, development of the Des Moines Creek Business Park, Transportation Gateway Project & Community Connections Pilot Project.
- Meeting with Port of Seattle regarding infrastructure improvements for the 216th frontage and internal roadway access for the 20 acres of land the Port owns to the West of the Des Moines Creek Business Park.

LEGAL DEPARTMENT

- Reviewed several business expense and non-travel expense policies. Began drafting policy for presentation to the City Council.
- Received draft telecommunications franchise codes updates from City retained consultants. Initiated staff review.
- Reviewed legal issues regarding No Contact Order violations occurring at SCORE jail.
- Provided legal analysis to DMPD and will continue to engage with partner jurisdictions regarding investigation and criminal prosecution.
- City Attorney attended Washington State Association of Municipal Attorneys (WSAMA) fall conference. Topics included updates in personnel law, land use, and public records.
- Drafted amendment to the 2017 Farmers Market contract to reflect reductions in rental rates.

- Drafted contract termination documents in order to exit existing contract used for collection of payments to the court. This termination was necessitated by the failure of the vendor to provide necessary hardware.

CITY CLERK'S OFFICE

- Seventy-three (73) public record requests received.
- Twelve (12) requests still outstanding.
- Toured Argosy Boat in Downtown Seattle in preparation for Marina Development Open House.
- Attended Des Moines Marina Tenant Association's Annual Meeting.
- Attended Des Moines Gateway Celebration and Ribbon Cutting.

FINANCE DEPARTMENT

- Completed and published the City Manager's Preliminary Budget document.
- Continued coverage of Payroll vacancy.
- Re-design of Marina end of day reporting to create efficiencies for both operations and Finance.
- Staff Accountants & Finance Director attended the Washington Finance Officers Association Governmental Accounting classes.
- Worked on the additional 0.36% COLA retro for the General and Exempt employees.

PARKS, RECREATION AND SENIOR SERVICES

- The Activity Center hosted the "State of the City of Des Moines" on Tuesday evening, October 3rd for the general community. Mayor Pina, along with City Manager Michael Matthias presented an update with a PowerPoint presentation of all that is happening in our City.
- Des Moines Legacy Foundation President, Gene Achziger, provided an overview of the foundation, its mission, accomplishments and goals for 2018 at the City Council study session on Thursday, October 5th. Since its creation in 1999 to support parks, recreation and senior services in our community, the Foundation has given close to \$2 million dollars to the community.
- The Activity Center's 20th annual food fest was held Friday, October 6th, 5 p.m. -7 p.m. After 18 years of spaghetti nights, our sponsor Chef from Normandy Park Senior Living provided an excellent BBQ dinner at no cost to the City. All proceeds support the programs and services at Des Moines Senior Activity Center. Co- sponsor Eco Systems, provided door prizes for the event.
- The Senior Services Manager is working on the 3rd quarter report for the City of Normandy Park senior center funds.
- The Senior Services Manager reported to her Director that Catholic Community Services has confirmed to continue providing the congregate meal program for the Des Moines and Normandy Park senior community in fiscal year 2018 and 2019. Beginning January 1, the suggested donation amount will raise from \$3 to \$4. This is the first raise for the program in 9 years.

- Dr. Alex Szabo was thanked by the Mayor and City Council for his service to the city's human services advisory committee at their October 12th meeting. Ms. Susan B. Barber was appointed to fulfill Dr. Szabo's second term at the same meeting.
- The department's new registration software, DASH went live September 1 and to date there are 1,716 customers.

POLICE DEPARTMENT

- DMPD attended the Coffee with a Cop sponsored by Highline College Public Safety. Des Moines personnel joined officers from Normandy Park, and King County.
- Chief Delgado and CM Michael Matthias met with personnel from the King County Office of Emergency Management to talk about mitigation efforts at the Des Moines Marina.
- PD Personnel conducted a number of initial interviews of potential officer candidates in an effort to fill current vacancies.
- Chief Delgado met with a citizen's group to talk about community safety, and to hear their ideas on what police can do to communicate steps they're taking to address crime.
- PD Staff attended a meeting on regional police response to manmade and natural disasters.

MARINA

- Entry/Exit Report show that there were 6,904 visitor entrances during the week and 7,910 card holder entrances for a total of 14,814 vehicles in the lots during the reporting week.
- Parking revenue was \$708 cash and \$3,417 credit/debit for a total of \$4,125 for the two week period.
- Cash sales to-date are \$10,868 (18% of sales) and credit sales to-date are \$49,559 (82% of sales), for a total of \$60,427. Total sales average \$592/day.
- Marina staff completed the North Lot pay station kiosk.
- To date the staff has sold 702 frequent user passes and 199 fishing pier passes. Pass sales to date total \$17,700.
- November 6th will mark four months of operation for pay parking. Total revenue from in lane parking fees and pass sales to date is \$78,127.
- Marina staff has been working on several weather related issues with the parking equipment and designing and ordering permanent signs for the parking lots

PUBLIC WORKS

- The North Marina Bulkhead consultant review team selected a consultant. Staff is currently in the process of developing a scope and fee and hopes to bring forward the design contract to Council in November.
- A representative of the Engineering staff attended the fall WA State American Public Works Association conference in Kennewick, WA.

- Staff continued participation in the Regional Transportation System Initiative (RTSI) technical committee with a focus this month on legislative funding strategies to rehabilitate our regions' aging infrastructure.
- Public Works crew worked on the 7th Ave median south of 236th Street.
- Fleet maintenance staff spent the week finishing up street ready preparations for the last of the 2017 Police Department vehicle purchases.
- Public Works and Engineering staff facilitated a ribbon cutting ceremony for the 216th Segment 1a project on Thursday October 12.
- Public Works completed the 7th Ave median removals south of 236th Street.
- Public Works crews completed shut down of irrigation systems in City landscape strips and Parks.
- The Boy Scouts were recognized on October 12th for their efforts to establish the Barnes Creek Nature Trail between 216th and 220th. A dedication/ribbon cutting is planned for Saturday October 21st.
- Buckley Nursery replanted the Lower Massey Creek Project area except for the "triangle" area adjacent to Kent-Des Moines Road east of Taco Time that suffered a high die-off of the shrubs and trees. Adolfson Associates is developing a replanting plan for this area given the high water table and poor draining soils that will need to be approved by the permitting agencies. The plan will need to meet the project mitigation requirements and will focus on replacing the plants with more suitable species and creating mounded areas with areas between planted as grass (as was before the project).



Gateway Celebration, October 12, 2017



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COMMUNITY DEVELOPMENT

- Received final plat submittal for Warren Short Plat (LUA2015-0022).
- Received resubmittal for the Stober shoreline variance (LUA2015-0057).
- Received resubmittal for the Jenna Miller SFR and hillside critical area review (LUA2016-0018 & BLD2016-0380).
- Issued revised MDNS for Blueberry Lane II Short Plat to respond to comments from Port of Seattle (LUA2017-0029).
- Issued preliminary plat review comments for BB Lane II SP (LUA2017-0029).
- Issued comments on Rainier Ridge Lot Line Adjustment (LUA2017-0030).
- Submitted formal City comment letter on the New Zenith Elementary School Mitigated DNS and SEPA Checklist.
- Approved Saltwater State Park Restroom Replacement (BLD2017-0688 & LUA2017-0013) critical area review, SEPA adoption, design review, and building permit.
- Held Pre-application meeting for the Boushey remodel and after-the-fact permits (LUA2017-0025).
- Held preconstruction meeting and received revised photometric plans for Olympic Interim High School (BLD2014-1145 & LUA2017-0017).
- Met with potential development team to discuss next steps for completing the Crestwood Park PUD project (LUA06-056).
- Attended Metropolitan Solid Waste Management Advisory Committee meeting for continuing review of preliminary draft 2019 King County Solid Waste Division Comprehensive Plan.
- Provided technical support for the Marina Development Open House preparation.

BUILDING DIVISION

- There were 184 applications submitted and processed, including building permits, land use activity permits, fire permits, and business license applications.
- Total construction valuation of the building permits - \$2,282,757.85.
- Total revenue for permits and business licenses - \$167,156.24.
- There were 116 plan reviews conducted with comments.
- There were 371 field inspections conducted.
- All departments are working towards the upcoming partial occupancy of the Adriana project.
- Phase IV of the business park has elements that are moving along at a fast pace.
- The Building and Planning Divisions have been working with the upcoming Seascape project and the Des Moines Theater project in anticipation of the submittal for their building permits.
- In general, there is a push of applications for permits as owners and contractors try to keep ahead of the fall and winter season.