

# *City Manager's Office*

November 4, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from October 29 – November 4, 2017.

## **CITY MANAGER'S OFFICE**

- Walk through of the Marina regarding Emergency Management options and resources.
- Meeting with Andrea Ray, Southside Chamber of Commerce regarding future collaboration between the City and the Chamber.
- Soundside Alliance Policy Committee.
- City Manager breakfast at Highline School District.
- Multiple meetings on Emergency Management with Mr. Kevin Neary, Federal Emergency Management Agency. Meetings comprised discussion about:
  - the north marina bulkhead infrastructure renovation and the role of the Marina in Emergency Management,
  - Regional approaches to Emergency Management
  - Ins service training with essential City staff involved in emergency management preparedness and response/recovery
  - Two hour discussion with City Council regarding emergency management strategies for the City.

## **LEGAL DEPARTMENT**

- Received summons and complaint for a lawsuit filed against the City and the prosecuting attorney for allegations of unlawful arrest and prosecution regarding arrest of plaintiff for patronizing a prostitute. The lawsuit was tendered to WCIA and counsel was assigned. Some claims will be defended by outside counsel and some by the City Attorney's Office.
- Assisted several departments with legal questions related to pending public records requests.
- Prepared memorandum for SCORE detailing prior issues with billing under existing court services Interlocal Agreement. Discussions to continue regarding back payment for services provided by the City.

### **CITY CLERK'S OFFICE**

- Forty (40) public record requests received.
- Twenty (20) requests still outstanding.
- Attended Key Steps in Crisis Communication for Public Information Officers at the Criminal Justice Training Center.

### **FINANCE DEPARTMENT**

- Prepared ordinance and agenda item for 2018 property tax levy.
- Prepared ordinance and agenda item for 2017 budget amendment.

### **PARKS, RECREATION AND SENIOR SERVICES**

- Eric and Josh are helping cover the Facilities office Monday thru Saturday while Sonja trains with the Marina Office on their systems and Shannon is back at 100% after hand surgery.
- The Halloween Carnival has held at the Field House on October 31<sup>st</sup>, and had over 300 participants.
- The Legacy Foundation Bayside Brunch was held at Anthony's Homeport on November 5<sup>th</sup>, and raised \$15,000 for the City's Senior Services Programs and \$12,000 for Youth Programs.

### **POLICE DEPARTMENT**

- Chief Delgado and Assistant Chief Bohl met with the emergency management director for the new FAA building to discuss response to calls for service and emergency management issues, along with overall training and collaboration.
- Officer Seaberry lead the Block Watch Captains meeting on Saturday Nov 4<sup>th</sup>. Commander Jenkins was in attendance. From the meeting the team is looking at ways to continue to expand communication and provide training and recommendations to the Des Moines community.

### **MARINA**

- Entry/Exit Report show that there were 3,386 visitor entrances during the week and 3,747 card holder entrances for a total of 7,133 vehicles in the lots during the reporting week.
- Parking revenue was \$259 cash and \$1,681 credit/debit for a total of \$1,940 for the week.
- Cash sales to-date are \$11,693 (17% of sales) and credit sales to-date are \$54,135 (82% of sales), for a total in-lane sales of \$65,828. Total in-lane sales average \$540/day.
- To date the staff has sold 1,106 frequent user and fishing pier passes. Pass sales to date total \$21,910.
- November 6<sup>th</sup> will mark four months of operation for pay parking. Total revenue from in-lane parking fees and pass sales to date is \$90,738.
- Public works crews installed parking enforcement signage in the Marina during the week.

## **PUBLIC WORKS**

- Staff coordination with Highline Water District to finalize an Interlocal Agreement to prepare a joint project for the City's S 223rd Street Roadway rehabilitation work anticipated in 2018.
- Staff continued participation in the King County Regional Transportation System Initiative where a regional network of roadways has been determined with an ongoing financial need identified. Presentation of the findings will occur for elected officials who participate in the group on December 1<sup>st</sup>.

## **COMMUNITY DEVELOPMENT**

- Luzee Preliminary Short Plat (LUA2017-0014) approved on November 3<sup>rd</sup>.
- SEPA DNS Addendum for Highline View Estates Subdivision (LUA07-004) approved on November 3<sup>rd</sup>.
- ALQ application LUA2017-0038 approved on October 30<sup>th</sup>.
- Millennial Builders Lot Line Adjustment (LUA2017-0030) approved for signature and recording on November 7<sup>th</sup>.
- South 216<sup>th</sup> Street – Segment 3 (LUA2017-0039) Notice of Application and DNS sent to printer, mail house and Seattle Times.
- Waterview Crossing (LUA2015-0013) – met with applicant to discuss changes to the locations for Buildings 1, 2 and 3 that were necessitated by Puget Sound Energy setback requirements for the powerlines along Pacific Highway South.
- Staff attended the WA Ecology Community Assistance Meeting regarding Floodplain Management.
- Staff attended the FEMA Emergency Management meeting.
- Conducted interviews for Land Use Planner I position.

## **BUILDING DIVISION**

- There were 55 applications submitted and processed, including building permits, land use activity permits, fire permits, and business license applications.
- Total construction valuation of the building permits - \$2,529,579.00.
- Total revenue for permits and business licenses - \$130,327.74.
- There were 48 plan reviews conducted with comments.
- There were 138 field inspections conducted.
- Work continues on the slope stabilization for the 2015 landslide at 25121 8<sup>th</sup> Pl S
- The Highline place project is preparing to pour concrete for the first level “post tensioned” slab.
- The Des Moines Theater project is in under plan review.