

## **AGENDA**

**DES MOINES CITY COUNCIL  
RETREAT  
City Council Chambers  
21630 11<sup>th</sup> Avenue S, Des Moines, Washington**

**October 29, 2016 – 10:00 a.m. to 2:00 p.m.**

- 10:00 a.m. Welcome  
Mayor Matt Pina
- 10:00-10:45 a.m. Building Trust: Through Cooperation, Collaboration, Communication
- Discussion of team building and Council/Manager form of Government
- 10:45-11:30 a.m. Who We Are: 2017 Vision, Mission Statement and Goals
- Reference 2016
- 11:30-12:00 p.m. Legislative Priorities: New format
- Key City Interests
    - North bulkhead replacement: emphasize value of north parking lot as an emergency management staging area for air, land and sea operations
    - Relief of DNR annual lease
    - Provide for WSDOT 509 right-of-way surplus to go back into the 509 project
    - Public safety: increase resources TO SPEED UP Police Academy process
  - Regional Interest: AWC issues on positions
- 12:00-12:15 p.m. Break and Lunch (working lunch)
- 12:15-1:00 p.m. Community Feedback: Citizen's Advisory Committee Follow up
- 1:00-1:45 p.m. Administration Presentation: City Government Functionality
- 1:45-2:00 p.m. Closing thoughts

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## **Strategic Objectives**

### **Short Term**

- Aggressively remediate nuisance properties.
- Implement and practice the City's Emergency Management Plan.
- Finalize and begin implementation of a Marina, Beach Park, and Redondo Business Plan.
- Create and implement a financial sustainability plan for the Marina, including a public input process.
- Ensure that infrastructure is in place to support Marina District development.
- Aggressively pursue alternative revenue sources, including restoration of the state's Sales Tax Equalization program.
- Increase opportunities to recognize community members/organizations and City staff.
- Review and modify as needed regulations along commercial corridors.
- Develop and implement a written, measurable communications plan.
- Continue and enhance the City's collaborations with the educational communities.
- Develop and implement an economic development strategic plan, to include business retention and attraction and a marketing/branding program for the City.
- Work with our neighboring cities, Highline College, and Sound Transit to develop the best Link Light Rail alternative and connecting services for Des Moines.
- Continue to support development opportunities on Port of Seattle-owned property in Des Moines.

### **Long Term**

- Support on-going programs to improve public safety.
- Aggressively remediate nuisance properties.
- Pursue Mass transit and other multi-modal transportation options
- Maintain the Police Department's accreditation.
- Develop and implement an economic development strategic plan, to include business retention and attraction and a marketing/branding program for the City.
- Continue and enhance the City's collaborations with the educational communities
- Develop a comprehensive facilities, infrastructure, and technology replacement and maintenance plan to include collaboration with other community partners/entities.
- Continue to educate the business and development community to City process improvements and innovations.

### **Process**

Educational Communities

Neighborhood Advisory Committee/Community Engagement

Criminal Justice Summit (early 2016): Police, Prosecution, Defense, Court and Jail

Communications/Civic Engagement/User Interactions

Study Sessions (Series): City Government 101 (comprehensive series, recorded for posting at the website)

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# 2016 DES MOINES CITY COUNCIL

Adopted December 10, 2015 by the  
Des Moines City Council

*Pictured Standing L-R:*

DAVE KAPLAN, ROBERT K. BACK,  
VIC PENNINGTON, JEREMY NUTTING

*Pictured Seated L-R:*

MELISSA MUSSER, MATT PINA, LUISA BANGS



## VISION

An inviting, livable, safe waterfront community embracing change for the future while preserving our past

## MISSION STATEMENT

We protect, preserve, promote, and improve the community by providing leadership and services reflecting the pride and values of Des Moines citizens

## GOALS

- Protect people and property
- Promote economic stability, growth, and vitality
- Improve and enhance the City's transparency through community communications
- Maintain, and when possible, enhance the City's infrastructure
- Provide efficient and effective customer-oriented City Services
- Preserve and celebrate the historic elements of the City
- Encourage community involvement
- Preserve livability for all generations
- Participate in regional and state issues and decisions
- Protect the natural environment

## STRATEGIC OBJECTIVES

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### PROCESS

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- Neighborhood Advisory Committee/Community Engagement
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# 2017 Legislative Session City Priorities

**In order for Washington State to be its best and attract the best, our 281 cities and towns must be strong.**

- Cities are where more than 4.6 million people call home, and this number is growing quickly.
- Cities are where the majority of the state’s revenues are generated, including \$1.3 billion in property taxes, and \$7.5 billion in sales tax.
- Cities contain the state’s economic engines, where 69% of job-generating businesses are located.

**The 2017 legislative session will be lengthy and difficult. In light of competition for the state’s limited resources, this session could be a game changer for cities and communities around the state. In order to help solve our shared critical challenges and maintain Washington’s vibrant communities, the Legislature must:**



Update the Public Records Act so cities can continue to provide open and transparent government services to Washington residents.



Respect city local authority with regards to revenue, taxes, licensing, and home rule; city officials are elected and must have the authority to solve local challenges.



Support and enhance actions to increase affordable housing, decrease homelessness, and improve a strained mental and behavioral health system.



Maintain the city-state partnership for shared revenues to fund key services.



Revitalize key infrastructure assistance programs to support job creation, our health and safety, economic vitality, and quality of life.



Provide adequate and sustainable funding to maintain high-quality statewide training for law enforcement personnel.



Maintain funding for the Municipal Research and Services Center (MRSC) to provide vital support for local government performance.

Founded in 1933, the Association of Washington Cities (AWC) is a private, nonprofit, nonpartisan corporation that represents Washington’s cities and towns before the state legislature, the state executive branch and with regulatory agencies. Membership is voluntary. However, AWC consistently maintains 100% participation from Washington’s 281 cities and towns.

Contact:

**Dave Williams**  
Director of Government Relations  
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**Citizens Advisory Committee**  
**Neighborhood Concerns**

Meeting Date: October 6, 2016

**DEVELOPMENT**

1. Economic development & support for local business – Central Des Moines
2. Future development – South Des Moines
3. Empty store fronts – Business Owner
4. Downtown development/beautification – Marina District
5. Establish a shared view and vetted plan created by both the City and our residents for Marina District/Downtown – Marina District
6. Communication of development activities – Business Owner
7. Lack of city infrastructure for high density developments – Woodmont
8. Businesses in town/too many empty spaces/how hard is it to get the permit
9. Establish a Marina floor development plan that is right sized to support an operating marina and preserve a large gathering spot for City events
10. We don't have a master development plan?
11. More "Can Do" permitting process/helping applicant to be successful under the rules – Central Des Moines
12. Downtown grocery – Central Des Moines
13. Businesses relocating to Normandy Park – Central Des Moines
14. Is Des Moines not biz friendly?
15. Cause more community involvement in creating the City's Development plans
  - a. Residents don't feel informed. They feel left out
  - b. They are not part of the development process – no one is asking for their opinions/views
  - c. The concern is that they are being overlooked
  - d. The City favors developers first. The City seems too eager for *any* development vs. the *right* development to get more development
16. Tourism development with Link Rail Station – South Des Moines
17. Redondo Square developments. Who will we be welcoming to the community? Anything new with the Starbucks and Woodmont/Valley Cities Property?
18. Landmark on the Sound. What is the latest on the Masonic Landmark on the Sound building? In other cities, it would be impossible to lose this treasure...what efforts have been made to have historic registry status?

**CLEANLINESS**

1. No park in North Hill/Aviation High School? – North Hill
2. General cleanliness/park maintenance/illegal dumping – Pacific Ridge
3. Camping in cars – Redondo
4. Loitering/drugs/alcohol/graffiti in Wooton Park – Redondo
5. Downtown aesthetics/appearance/continuity – Central Des Moines
6. Litter – Redondo
7. People leaving alcohol containers thrown on the side of the road, especially down Woodmont Drive.

## **MARINA**

1. Electrical/surfaces/bulkhead
2. A coordinated paid parking plan that also addresses the Marina District parking
3. The Marina's long and short term financial plan
4. Implement paid parking at Marina **and** a traffic/parking mitigation plan for Marina District Neighborhood – Marina District
5. Managed approach to Pokémon Go at Marina – need plan
6. Updated master traffic and parking plan for the Downtown Marina District area to address the significant increase in population density expected in the next 3-5 years

## **BRANDING**

1. Permitting/Business perp./Chamber of Comm./Security/Council – Zenith
  - a. Tourism destination
  - b. Have it feel like this is Des Moines
2. City identity/bedroom community for Kent/Seattle or its own City? – Central Des Moines

## **TRAFFIC & PEDESTRIAN SAFETY**

1. General Speeding on 30<sup>th</sup> (Pete's Towing drivers speeding) – Pacific Ridge
  - a. Speed bumps put in and/or 30<sup>th</sup> become restricted to commercial traffic cutting through.
2. Speeding on Redondo Beach Drive – Redondo
3. Pedestrian safety on major roads – North Hill
4. Improve alleyway to address increased density and traffic – Marina District
  - a. Resurfacing/signage/traffic of alleyways
5. Rules for Boardwalk-bikes, skateboards, rollerblades, etc. allowed? – Redondo
6. Speed control/speed bumps – North Hill
7. Deploy pedestrian infrastructure (sidewalks, crosswalks, signage) – Marina District
8. Deploy additional City/public garbage cans to help reduce litter– Marina District
9. Street lights – too dim/need more – Pacific Ridge
10. Traffic wayfinding signage – Business Owner
11. Traffic on 16<sup>th</sup> Avenue S has increased - Woodmont
  - a. Residents are having difficult problems getting onto 16<sup>th</sup> Avenue
  - b. More traffic using 16<sup>th</sup> as a thoroughfare when Pacific Highway or I5 are backed up
  - c. Maybe additional light between 260<sup>th</sup> and 272<sup>nd</sup>?
  - d. When traffic backs up on 16<sup>th</sup> Ave S., People use the 268<sup>th</sup>/12<sup>th</sup> Avenue S to beat traffic down to Marina View Drive S. This would not necessarily be such a big issue, but there are no sidewalks available. People also pick up speed and race down this road.
  - e. Difficult time seeing cars headed North on 16<sup>th</sup> Avenue, just before 262<sup>nd</sup> Place. The trees that line East side of 16<sup>th</sup> block the view when trying to turn out of the neighborhood. Same problem when turning right from 260<sup>th</sup> the big stone rockery blocks the view so you have to creep past the cross walk to get a view of oncoming traffic.
  - f. Ever since the islands separated N & S bound lanes on 99 were put in, the one that seems the most dangerous is the one when going north on 99 to turn on to

- 16<sup>th</sup> Ave. The shrubbery on the island blocks the view of south bound vehicles. I have a truck that sits fairly high and the cars disappear behind the shrubs especially when they are in the fast lane of that stretch.
- g. Speeding down 16<sup>th</sup> Ave South despite the school zone.
  - h. Semi-trucks and commercial rigs are using 16th Avenue South as a major arterial as opposed to using 99.
12. Sidewalks are inconsistent/good sidewalk to no sidewalk to open ditches – Zenith
  13. Storm drains failure and deep ditches – North Hill
  14. Traffic and parking plan to address the coming increased density to Marina District – Marina District
  15. Avoid construction impact that causes roads to be closed – Marina District
  16. Boardwalk regulations and hours – Redondo
    - a. Curfew/regulations – something to watch
  17. 260<sup>th</sup> light at Pacific Highway – Zenith
    - a. Turn light too short

### **CRIME/POLICE**

1. Crime reduction and prevention – North Hill
2. Crime (1) ? (2) Homes – Woodmont
3. Police short staffed/crime/nuisance properties – Pacific Ridge
4. Deploy 24/7 security at the Marina coupled with regular police sweeps
5. Improved marina security/night security/locking guest docks
6. Lack of police presence in Woodmont area. Need Federal Way, Kent and Des Moines Police to cover ground? - Woodmont
7. Late night activity in parks – Redondo
8. Increased police staffing – Marina District
9. Can there be a strategic plan to integrate neighborhood watch
10. Marina crime and police
11. Code Enforcement/should ease up if no one is complaining – Zenith
12. Crime is hot in Woodmont. There is a group of people who drive though our neighborhood in teams slowly circling and then break into autos & steal cars. It is the new way to welcome neighbors "welcome to Des Moines". It has been caught on surveillance cameras.
13. Concern about DUI's and people leaving alcohol containers thrown on the side of the road, especially down Woodmont Drive.
14. Questionable activities at the corner of 272 & Pac Hwy, especially at the Castaway Tavern.
15. We NEED more Officers now. The car prowling's, mail thefts, etc. Are getting out of CONTROL. It's almost daily I read on one of the FB pages or Next door that something else has happened. It's ridiculous really.
16. recent car prowling in the 257th and 18th to 20th ave area
17. The traffic on 16th Ave S (between 272nd and Woodmont Dr. S) heading in both directions is very congested. It is so busy most of the time that I am unable to turn out of the neighborhood without having to wait 5-10 minutes. The way our neighborhood streets were designed we can only turn out of the neighborhood onto 16th from 268th, unless you are headed down to Redondo where we can enter onto 272nd/Marine View Dr. This leads to increased congestion, unsafe use of the turning lanes and long wait

times. It would really help our neighborhood if a light was placed at the intersection of 268th and 16th Ave. S. It would also increase pedestrian safety especially in those periods of high traffic and when the school children are walking to and from school.

### **POLICY**

1. Establish a homeless policy and program that can handle location/oversight of tent living structures or encampment areas – Marina District
2. City involvement increased airplane traffic – Woodmont
  - a. Being pro-active on the port expansion rather than just sit by and do nothing
  - b. City's involvement in increased air noise
  - c. Airplane noise complaints are currently being filed.
3. Pokémon Go policy with Marina – South Des Moines
  - a. Understanding these types of events and how to manage them in the future

### **SOCIAL/WELLNESS**

1. Some of Pacific Ridge kids are going to SeaTac schools which causes issues with after school programs and excludes us from financial scholarships – Pacific Ridge
2. Better night out events/community policing – Pacific Ridge
3. More social service programs – Pacific Ridge

### **TOP THREE PRIORITIES:** (transcribed directly as submitted)

#### **NORTH HILL**

1. Traffic and Pedestrian Safety
2. Crime/Police
3. Development and Cleanliness (particularly a request for the old high school to become a park for North Hill, the neighborhood is willing to be part of such a process if possible).

#### **MARINA TENANTS** (more information on attached memo)

1. Marina Finance and Business Plan
2. Security, Crime and Police
3. Marina Master Plan

#### **WOODMONT**

1. Many citizens do not feel heard in their need for change. How can you fix that?
2. Des Moines needs council's support with our air traffic problems and the looming growth of Sea-Tac. If our city will not stick up for themselves, then we will become the scapegoat.
  - a. Living under 80% of all air traffic provided for King, Pierce, Snohomish and Thurston counties.
  - b. Lower property values and quality of life.
  - c. Higher taxes to compensate for our declining property values.

3. We need a Mayor leading our council that understands positive economic development, and is willing to do what it takes. Mayor Pina, are you willing to become the impressive individual that creates this change?

#### ZENITH

1. Transportation & Pedestrian Safety
2. Economic/Business Development
3. Marina

#### MARINA DISTRICT

1. Implement the Traffic and Parking Mitigation Actions that are necessary for the Marina District as the City rolls out its paid parking project at the Marina. The Marina District's recommended actions were previously provided to the City Council for evaluation and implementation. (Relevance: A significant priority because our neighborhood has an imminent/immediate impact coming from paid parking in the Marina. Mitigation actions need to go into effect in conjunction with the paid parking project.)
2. Establish a Marina District Vision and Development Plan that is vetted with the stakeholders in the Marina District Neighborhood and focuses on attracting new business as well as addressing key issues of increased population density, traffic/parking needs, and pedestrian infrastructure. (Relevance: Without a full understanding of what is required to make the Marina District good for business and good for living, we will have a high probability of having a mess for residents and businesses. Engagement and coordination with City planning and neighborhood residents is critical to ensuring success.)
3. Strengthen Public Safety and Law Enforcement with increased staffing for the police department and other elements of the judicial departments supporting that law enforcement process. (Relevance: We have crime occurring in the neighborhood. Without a safe city/community, no one will want to live or visit Des Moines.)

TO: Des Moines City Council  
FR: Ben Stewart (Citizens Advisory Committee - Des Moines Marina)  
RE: Des Moines Marina Priorities for the City Council and CAC

October 18, 2016

The below outline is a representation of our CAC meetings and the views of Des Moines Marina tenants. Our three priorities are the Marina Business Plan, Security and the Marina's Master plan. Item number four in this outline notes several items our marina tenants have said they would like addressed.

**1. Marina Finance and Business Plan**

- Marina revenue plans should be updated and monitored each year.
- Marina re-capitalization should reflect the realistic maintenance needs of the entire marina.
  - This money should be documented in the city / marina yearly budgets and financial plans.
- City and Marina staff should be held accountable to maintain revenue and spending goals.

**2. Security, Crime and Police**

- The marina and the marina parking lots should be monitored much more often for security purposes.
  - Recent tenant surveys have rated the security of our tenant docks, guest docks and the south parking lot as very low.
- The marina guest docks should have locking gates and should be locked at night.
- The city needs to update the number of police to provide for more security at the marina.
  - Des Moines officers per 10,000 is well below the national average, at around **10**.
  - The national average is between 17 to 20.
  - A complete study of the Des Moines police workload should be conducted to help set the minimum number of police (and support staff) for our marina and city.

**3. A Marina Master Plan should be developed as part of our city's master plan (in writing)**

- Develop a marina master plan that includes these critical issues:
  - Marina traffic flow and parking should be coordinated with the downtown and the marina districts.
  - A marina floor master plan should be developed and reviewed with tenants and marina district residents.

**4. The following issues have consistently come up as priorities for our marina tenants.**

- Maintaining a significant number of dry sheds for smaller boats.
- Several finger piers need to be replaced for safety. (M dock and others)
- Upgrade the restrooms.
- Electrical upgrades to the marina complex and docks should be completed.
- All bulkhead and dock repairs and replacements need to be part of the long term repair schedule. Money for these repairs should be set aside in the marina's balance sheet. Repairs include dock replacements, dock surfaces, flotation, pilings, and electrical outlets.
- The marina and city need to continue to address the DNR lease.
- The south parking lot 24/7 security. The south lot should be used for parking, not parties and crime.
- The south marina parking lot surfaces and drainage.
- More marina tenant parking should be provided for A, B, C and D docks.
- Distractive driving in the south marina parking lot has become a significant and dangerous problem.

## ADMINISTRATION CITY MANAGER

1. Communication With Council
2. Communication with Community
3. Relationship with other agencies (State, Port, County, etc.)
4. Economic Development
5. Media relations
6. Resolve complaints and issues
7. Budget
8. CEO of Organization
  - a. Support all staff in being successful
9. Citizens Advisory Committee support
10. Review Council agenda packets
  - a. Future agendas with Mayor
11. Review agendas for Council committee with Chair
12. Work with public safety/fire management
  - a. Emergency management
13. WCIA varying issues
14. King County City Manager Association
15. Weekly report/quarterly report

## HUMAN RESOURCES

1. Assist staff with HR/payroll/benefit issues
2. Recruitment and selection
  - a. Applicant Pro
  - b. Job postings/testing
  - c. Criminal history/background checks
  - d. New employee orientation
  - e. Civil Service assistance
3. Labor and employee relations
  - a. Member of bargaining teams
  - b. Survey/research
  - c. Draft contract language/proposals
  - d. Contracts/resolutions
4. Benefits
  - a. Plan changes
  - b. Administration
  - c. Open enrollment
  - d. Etc.
5. HR legal compliance
  - a. FLSA
  - b. OSHA/WISHA
  - c. Workers Comp

- d. FMLA
  - e. EEOC
  - f. LEOFF 1 Board
  - g. Unemployment
  - h. PERS
  - i. ICMA
6. Employee development/coaching
  7. Assist Directors/Supervisors/Managers with coaching and discipline
  8. Training
    - a. Personnel policies
  9. WCIA alternate delegate
  10. Compensation and job classifications
    - a. Reclassification studies
    - b. Draft job description
    - c. Conduct salary/benefit surveys
  11. Advise City Manager on HR and employee issues
  12. Employee recognition
  13. Wellness
  14. Safety

#### ADMINISTRATIVE

1. Assist City Manager/Council with schedule/calendar
2. Executive Orders
3. Correspondence
4. HR Assistance
  - a. Personnel
  - b. Recruitment
  - c. Job postings
  - d. Applicant Pro
  - e. Personnel and medical records
5. Risk management
6. Open enrollment/benefits
7. Back up City Clerk
  - a. Council meetings
  - b. Other items (claims, public records, etc.)

#### CITY CLERK

1. Custodian of all official records of the City
  - a. Ordinances
  - b. Resolutions
  - c. ILA's
  - d. Contracts/agreements
  - e. Land use files

- f. Vehicle titles
  - g. Legal opinions
  - h. Executive orders
  - i. Real property/deed/easements
  - j. Historic
  - k. Council
2. Council
    - a. Meetings
      - i. Audio/visual
    - b. Agendas and Future agendas
    - c. Minutes
    - d. Advisory Committee
    - e. Calendar
    - f. Communication
      - i. Council
      - ii. Community
      - iii. Internal
    - g. Proclamations
    - h. Public Notices
  3. Records Management
    - a. Over 1,156 PRR's through August
    - b. Maintain inventory/records destruction
    - c. Advise departments
    - d. Legal compliance
  4. Claims
    - a. Legal services
  5. Hearing Examiner
  6. Bid Openings
  7. City Currents
  8. Commute Trip Reduction
  9. Payroll
  10. Mail/office supplies/bank deposits (fill in)
  11. Communication
    - a. Web updates
    - b. Web design
    - c. Facebook
  12. Admin support to City Manager
  13. On-going training certifications
    - a. Public Records Act
    - b. Staying current with state law
    - c. City Clerk certification
    - d. Notary

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# DES MOINES MUNICIPAL COURT

## JUDGE

### Judicial Duties (see, esp. General Rule 29)

1. Fulfill constitutional and statutory duties to provide every individual a full, fair, and impartial forum to resolve their cases
2. Guarantee the right to jury trial within speedy trial limits
3. Preside over evidentiary / motions hearings
4. Set bail and/or conditions of release
5. Consider requests for issuance or recall of domestic violence no-contact orders
6. Impose sentence following conviction
7. Determine conditions of probation at sentencing – treatment, classes, etc.
8. Impose fines for criminal convictions and committed civil traffic infractions
9. Review applications for search warrants – available 24/7 to take calls from law enforcement
10. Preside over jury and bench trials, contested and mitigation hearings (on infractions)
11. Review various written pleadings submitted by defendant post-conviction (mot. To vacate, set aside default, etc.)
12. Keep abreast of changes in law and procedure, as well as reporting requirements

### Administrative Duties

1. Manage court budget
2. Develop and implement court policies and procedures
3. Determine personnel needs – hiring/firing, working conditions, hours, and duties
4. Participate in union negotiations
5. Fulfill obligations under Normandy Park court services contract
6. Identify efficiencies to better manage case flow, staff, or admin workload
7. Oversee court-related financial accounting and mandatory reporting
8. Draft and implement local court rules
9. Oversee probation department
10. Community outreach – representing the justice system throughout the community
11. Note: Judge works closely with Court Administrator in fulfilling these duties

## COURT ADMINISTRATOR (KEY MEMBER OF COURT LEADERSHIP)

### Manage daily operations

1. Daily citation input/caseload
2. ATS caseload/caseload
3. Interpreters
4. Juror management
5. Track jail monitoring / SCORE video calendar

### Manage Accounting and Financial Record-keeping or Court

1. Generate daily and monthly accounting reports
2. Daily deposits for Dunbar
3. Bail bonds
4. Witness and juror fees
5. Jail costs
6. Manage budget for court and probation
7. Bankruptcy

### Implement Policy and Procedure set by Judge

1. Work with Judge to develop policies and procedures
2. Track legislative changes, esp. as relate to current procedures
3. Keep forms updated

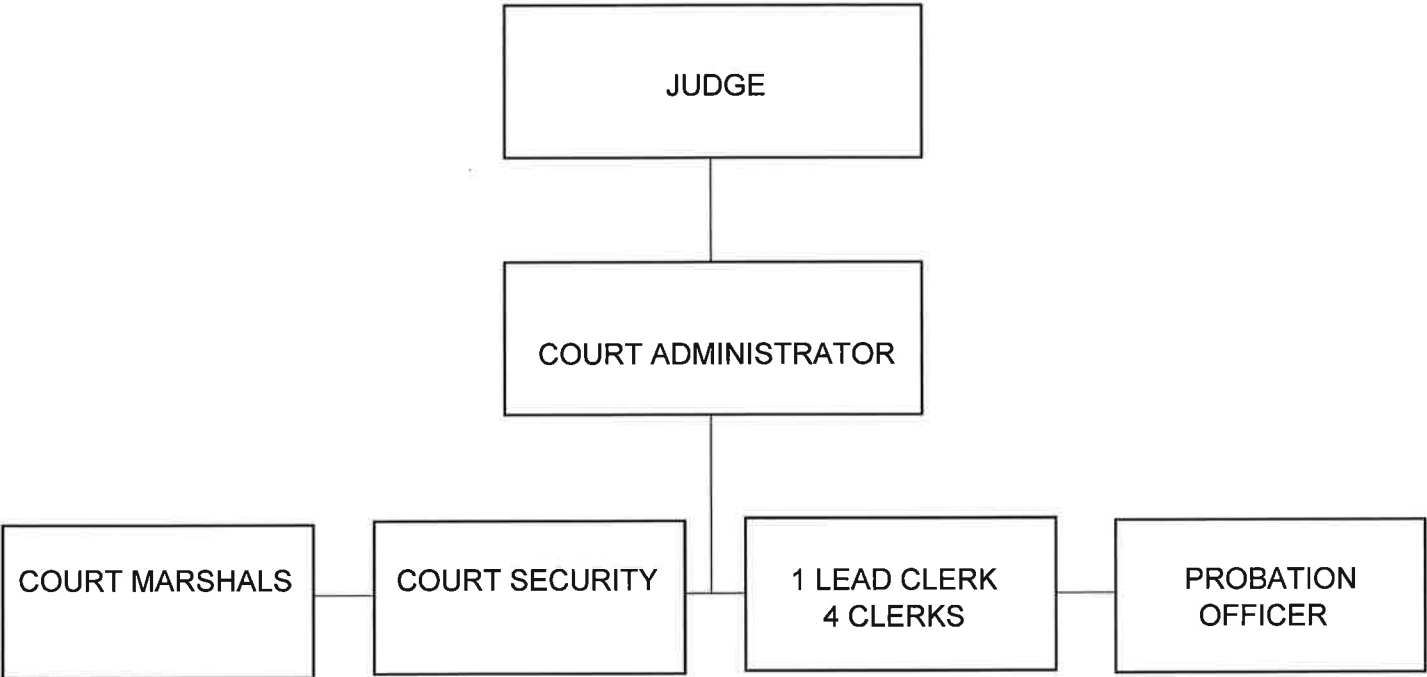
### Administrative Duties

1. Manage Normandy Park court services contract
2. Monitor public defender caseload
3. Maintain search warrant log
4. Monitor SCORE population / video calendar
5. Track and submit required monthly reports
  - a. Failure to appear
  - b. Parking
  - c. Time-pay, collections, write offs, CSL
  - d. Case closures
  - e. Bail bonds
  - f. Monthly court reports: FTA, parking, closure, collections, timepay, bail bond, write offs, CSL
  - g. Track and fulfill public disclosure requests

### Personnel Management

1. Manage staff on a day-to-day basis
2. Review and submit time-sheets
3. Conduct performance reviews (with the input of Judge)
4. Participate in union negotiations

# DES MOINES MUNICIPAL COURT



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## FINANCE

1. Debt management and reporting
2. Audit
  - a. Internal controls
  - b. SAO
3. Construction Accounting/Budget
  - a. Grant reimbursement
4. Payroll checks/benefits reconcile
5. Vendor checks
  - a. P-cards
6. Cash receipts
7. A/R and LID billings/collection
8. Payroll/contract/auditing
9. Postage management
10. Unclaimed property
11. Fuel pricing
12. Database reconciliations
13. (Comp systems)
14. Bank reconciliations/"cash" controls
15. Polestar (benefits)
16. Microflex (auditing)
17. Budgeting-sustainable analysis
  - a. Payroll pay plan
  - b. I/F cost analysis
  - c. Revenue projections
  - d. Fund balance management/analysis
  - e. Communication-balancing resolution
  - f. Monitoring
  - g. Reporting
  - h. CAFR
  - i. Tax reporting
  - j. Monthly
  - k. Quarterly
  - l. Surveys

## INFORMATION TECHNOLOGY

1. PC Replacement
  - a. Desktops
  - b. Servers
  - c. PD cars
  - d. Building Department cars
2. Phone system
  - a. Fixed

- b. Mobile
- 3. Building access
- 4. Cameras
  - a. Buildings/Marina security
  - b. Council recording
  - c. PD in-car
- 5. Software support/implementation
- 6. City web-site
- 7. Fuel systems
- 8. Disaster recovery
- 9. Public records requests
- 10. Email systems
  - a. Archives
- 11. PC/Server maintenance
- 12. GIS functions
- 13. General help desk
- 14. Data analysis and reports
- 15. Copiers/printers

## LEGAL

### CIVIL

1. Advise Council, Administration and staff in all legal matters
2. Represent City in all legal actions -

#### DMMC 2.08.030

3. Supports all departments
  - a. Draft/review/finalize Ordinances and Resolutions
  - b. Code updates/amendments
  - c. Draft/review contracts
  - d. Draft/review franchise agreements
  - e. Draft/review public works bids
  - f. Zoning/land use
  - g. PRA requests
  - h. Code Enforcement
  - i. Abatements
  - j. Forfeitures
  - k. Risk management
  - l. Claims
  - m. Litigation
  - n. Personnel
  - o. Labor negotiations
4. Advise Council
5. Advise City Manager
6. Advise Police Department
7. Advise other staff
8. General research
9. Problem solving
10. Anticipate future issues/problems
11. Address emerging issues
12. Customer service
13. Continued education/licensing
14. Provide training for staff when needed

### CRIMINAL

City is responsible for prosecution of misdemeanor and gross misdemeanor offenses committed by adults within the City -

#### RCW 39.34.180

Provides prosecution services for Des Moines; as well as Normandy Park under contract

1. Review police reports

2. File criminal charges in court
3. Court appearances
  - a. Arraignments
  - b. Pre-trial hearing
  - c. Trial
  - d. Motions
  - e. Appeal
  - f. Reviews
4. Make recommendations for bail or conditions of release
5. Plan offers and sentence recommendations
6. Provide Discovery
7. Infractions/animal violations
8. Statistics
9. Records management
10. Victim support/communication
11. Restitution
12. Warrant review
13. Keep current on law
14. Advice Police Department in field/during investigation
15. Assist in obtaining search warrants
16. Work/coordinate with other prosecutors
17. Do Justice

# MARINA

## MARINA AND REDONDO

1. Janitorial
  - a. Marina and Redondo
    - i. 4 restroom facilities once to three times daily
    - ii. Garbage cans once to twice daily
    - iii. Several acres of parking lots once to twice daily
    - iv. Promenade and sidewalks
  - b. Fishing Piers – Marina and Redondo
    - i. Garbage one to twice daily
    - ii. Blowing of pier daily
  - c. Beach Park Trail
    - i. Garbage twice a week
  - d. Wooten Park
    - i. Rounds
  - e. Docks
    - i. Pressure washing of all Marina docks
    - ii. Yearly removal, repair and installation of all Redondo docks
2. Maintenance and Repair
  - a. All Marina electrical (repair/design/installation)
  - b. All Marina plumbing
  - c. All Marina roofs
  - d. All Marina dock replacement and floatation repair
  - e. Dry shed repairs
  - f. Parking lot crack seal/painting
  - g. All Marina painting
  - h. Seawall repair
  - i. All concrete work
3. Fuel Sales and Guest Moorage
  - a. Fuel purchasing, pricing and inventory
  - b. Maintaining the fuel delivery system
  - c. State and Federal fuel system compliance
  - d. Guest moorage sales
  - e. Yacht Club sales/reservations and services
  - f. Winter moorage program
4. Tenant Services
  - a. Compliance
  - b. Boat launch retrieval
  - c. Vessel towing service
  - d. Pump out service
  - e. 24 hour call out emergency service
  - f. Haz mat
  - g. Sale of electricity
5. Landscaping
  - a. Marina

- b. Redondo
- 6. Administration
  - a. Account management
    - i. Monthly billing and payment receipt
  - b. Moorage management
    - i. Sales
    - ii. Processing moorage customers
  - c. Cash receipting and deposits
  - d. Marketing
    - i. Website
    - ii. Social media
    - iii. Boat Show
  - e. Industry research
    - i. NMTA
    - ii. PCC
  - f. Lease Management
    - i. Boat Yard
    - ii. Classic
    - iii. DMYC
    - iv. Vendors
    - v. Future businesses
- 7. Rentals and Events
  - a. Events in Marina
    - i. Farmer's Market
    - ii. Strong Man
    - iii. Boat and Car Show
    - iv. 4<sup>th</sup> of July
  - b. Events at Redondo
    - i. Dive Around the Clock
    - ii. Earth Day
    - iii. Squid-A-Rama
    - iv. MaST Festival
  - c. Parking lot and Pavilion rentals
- 8. Capital Projects
  - a. Planning
  - b. Management
- 9. Pay Parking
- 10. Marina Security
- 11. Training and Education

## PLANNING, BUILDING AND PUBLIC WORKS

### PLANNING

1. Long range/comprehensive
2. Council policy work
3. Policy/legislative
4. Regional planning
5. Regional land use and permitting
6. Environmental/land use (SEPA, Shoreline, Critical areas)
7. Agency Coordination
  - a. Sound Transit
  - b. Commerce
  - c. Ecology
  - d. Corps
  - e. PSRC
8. Solid waste/recycle/grants/city coordination
9. Community involvement
10. Pre-app meetings
11. Economic development

### ENGINEERING

1. Operations and safety/built environmental
2. Development reviews
3. Capital asset management
4. Capital projects
5. Special events
6. Utility coordination
7. Design
8. Emergency management
9. Management/permit right-of-way
10. Contract management/C.A.
11. Comp. plan and long range
12. Transit coord.

### SURFACE WATER

1. Storm system
2. Asset management
3. Permit review
4. Inspections
5. Dev. Review
6. Capital projects/water quality imp.
7. Regional planning and coordination
8. Comp plan and long range

## BUILDING

1. Permitting
2. Plan reviews
3. Inspections
4. Fire admin. And enforcement
5. Building facilitation
6. Fire and life safety/enf. For fire
7. King County Assessor
8. Electrical review and inspection
9. Addressing
10. Code administration and outreach
11. Interpretation/Codes

## PUBLIC WORKS

1. Storm
  - a. System maint. And repair
  - b. NPDES
  - c. Inspec. And maint.
  - d. Street sweeping
2. Streets
  - a. Repair and maintenance roadways and right of ways
  - b. Sign asset management
  - c. Snow and ice
3. Parks
  - a. Park asset maint.
  - b. Recreation support
  - c. Records management
  - d. Contract management
4. Facilities
  - a. Building and maintenance and HVAC
  - b. Plumbing
  - c. Electrical
  - d. Janitorial
  - e. Litter control
5. Fleet
  - a. Vehicle repair, maintenance and purchasing
  - b. Fuel system

## ADMINISTRATION

1. Public records
2. City Hall reception
3. Request for services
4. Code Enforcement-add divisions
5. Grant writing
6. Citizen req/interaction
7. Business licenses

8. Fee intake
9. Records management and retention
10. GIS coordination
11. Consultant management
12. Council packets
13. Budget
14. Human resources
15. Coordination with neighboring jurisdictions
16. Claims and lawsuits
17. Other duties as assigned

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## POLICE

1. 32 Commissioned staff
2. 1 vacant
3. 11 support staff
  - a. Records
    - i. 5 specialists
    - ii. 1 office manager
    - iii. 24 hour operations
  - b. Animal Control
  - c. Crime Prevention
  - d. Evidence and Administrative support
  - e. 8 volunteers
4. Support Services
  - a. Public disclosure
  - b. Data entry/transcription
  - c. Public contact 24 hours lobby
  - d. Process all warrants, orders, reports
  - e. Most internal audit function
  - f. Accreditation maintenance
  - g. Database administration
  - h. Internal investigations
  - i. PIO
  - j. Training
    - i. Quartermaster
5. Investigations
  - a. Provide initial review
  - b. F/U investigations
  - c. Felony filings
  - d. Major crime scene response
  - e. Evidence processing/maintenance
  - f. Sex offender monitoring and compliance
6. Community Outreach
  - a. CSO's/Code Enforcement
  - b. SRO
  - c. Animal Control
7. Operations
  - a. Varies daily (first responders)
  - b. Protect safety of citizens
  - c. Collect evidence
  - d. Use of force and complaint review
  - e. OSA Liaison

## ADMINISTRATIVE SUPPORT

1. Organize command staff calendars
2. Public records officer
3. Confidential secretary
  - a. Assist with internal investigative process
    - i. Transcription
    - ii. Notices to Guild and defendant
4. Records management
5. Maintain vital records
6. Personnel action monitoring and maintenance
7. Department communications
  - a. Web-site maintenance
  - b. Facebook
  - c. Memos, letters, notices
8. Conduct research and statistical reports for Chief of Police
9. Research grant potential
10. Public notary
11. Badge City staff
12. Facilitate department supervisor meetings and take minutes
13. Stay current with ongoing issues to advise Police Chief
14. Ongoing certification and training requirements
15. Legal compliance
16. Assist with accreditation and police development
17. Police Foundation Liaison
18. Community outreach/event planning
19. King County Police Chief Association secretary
20. Hand travel arrangements for department staff
21. Code invoices/monitor expenditures
22. Maintain Patrol Operations purchase card and Costco card
23. Order supplies, equipment and other items

# PARKS, RECREATION & SENIOR SERVICES DEPARTMENT

## CITY COUNCIL APPOINTED COMMITTEES

Department staff provides support to the following efforts:

1. Arts Commission
  - a. 9 Members, Council liaison
  - b. 12+ meetings annually
  - c. 11 community events annually
  - d. Fundraising, marketing, contracting, executing events, recruit volunteers and sponsors
  - e. Collaborations with 4Culture, Destination Des Moines, Highline College MasT Center, Farmers Market, multiple business and community sponsors
  - f. Allocates annual Arts Commission funds with Council approval
2. Senior Services Advisory Committee
  - a. 6 Members, Council liaison
  - b. 6+ meetings annually
  - c. Annual goals and Sr. projects
  - d. Reports to Council annually
3. Human Services Advisory Committee
  - a. 6 Members, Council liaison
  - b. 6 meetings annually
  - c. Bi-annual grant review, selection, contracting and monitoring 19 Human Services Agency programs
  - d. Allocates annual Human Services funds with Council approval
4. Lodging Tax Advisory Committee
  - a. 5 Members, includes Council member
  - b. 1+ meeting annually
  - c. Interagency Agreement review and collaboration with SSRTA
  - d. Recommends annual allocation of 1% Lodging Tax funds with Council approval
  - e. Apply to SSRTA for the use of 1% Lodging Tax funds
5. Landmarks Committee
  - a. 1 Member to King County Landmarks Commission
  - b. Sits on Landmarks Design Review Committee
  - c. City pay annual contract fee for City landmark reviews
6. Des Moines Legacy Foundation
  - a. Mission to support City's Parks, Recreation & Senior Services (PRSS) including: City Arts Commission, Human Services, Sonju Garden
  - b. Has raised \$1.5M for Department programs since 1999
  - c. Partners include:
    - i. Rotary Club of Des Moines and Normandy Park
    - ii. Sound Generations
    - iii. Des Moines Municipal Pool District

- iv. Des Moines Area Food Bank
- v. 4Culture
- vi. Des Moines Waterfront Farmers Market

## RECREATION PROGRAMS DIVISION

1. \$900 REVENUE
2. Camps
  - a. KHAOS and K-2 summer camps
  - b. Break camps
  - c. Food Bank summer feeding program at Field House Park
3. Classes
  - a. Fitness
  - b. Dog Obedience
  - c. Youth Cultural & Self Defense
4. Youth Leagues/Sports
  - a. Soccer
  - b. Basketball
  - c. T-Ball
5. Adult Leagues/Sports
  - a. Seniors
  - b. Co-Ed
  - c. Field rentals
  - d. Tournaments
6. Outreach
  - a. Before & After School Club KHAOS
  - b. Preschool
  - c. Youth Council/Teen dances & community events
  - d. Reach Out Des Moines Collaboration @ Pacific Middle School
  - e. K-Fit (Healthy Eating Active Living)
  - f. Summer feeding program/Food Bank/Recreation collaboration at Midway Park
7. Community Special Events
  - a. Movies in the Park
  - b. Spring Egg Hunt
  - c. Breakfast with Santa
  - d. Parents Night Out
  - e. Halloween Carnival
  - f. Bonfires
8. Volunteers Youth Sports Coaches
  - a. \$250,000 program savings
  - b. 6,500 volunteer hours
9. Sponsors
  - a. 30+
  - b. \$16,000 donations
10. Staff Development/Training
  - a. 2 FTE's
  - b. 2 - .72 FTE's

- c. 10.2 FTE's extra hires = over 100 part time positions annually
  - d. Operates 7 days week/17 hours day
11. Youth Scholarship Program Management

## EVENTS AND FACILITIES DIVISION

Events and Facilities provides support to the following efforts:

1. Facility Rentals
  - a. \$315 revenue
  - b. Five buildings, 2 shelters, Meadow, Promontory, Marina Floor
2. Special Event Permits Management
  - a. 25 event applications/annually
3. Arts Commission liaison
  - a. Negotiate contracts for Summer Concerts in the Park including Sound Tech, bands, food and beverage
  - b. Negotiate contract for Shakespeare in the Park
  - c. Provide support staff for events
  - d. Apply for and manage 4Culture grants
4. Food Truck Pod contracting recruiting and web site management
5. Staff Development Training
  - a. 1 FTE
  - b. .72 FTE
  - c. 2.78 FTE's extra hires = over 12 part time positions annually
  - d. Extra hires work only 14 hours week
  - e. Event Center operates 7 days a week/17 hours minimum per day
  - f. Open all holidays, weekends, etc.
6. Additional service provided include
  - a. Facility and meadow set up fees and tear down fees
  - b. Equipment inventory and rental
  - c. Marketing including social media, web pages, trade shows
  - d. Manage [www.tothebeachwa.com](http://www.tothebeachwa.com)

## SENIOR SERVICES DIVISION

Senior Services staff provides support to the following efforts:

1. Trips and classes
2. Wellness programs
  - a. Enhance Fitness, Yoga, Tai Chi
  - b. Flu shots
  - c. Foot care
  - d. Livingwell workshops
3. Nutrition
  - a. Meals on Wheels
  - b. Hot lunch 4 days/week

4. Drop in activities
5. Volunteers
  - a. Trip drivers
  - b. Lunch servers, cooks
  - c. Office staff
  - d. Program data entry
  - e. Special events
6. Independent living skills
7. Special events
  - a. BBQ Dinner
  - b. Bayside Brunch
  - c. Volunteer appreciation
  - d. Re-gifting
  - e. Holiday events
  - f. 2 raffles
8. Partners
  - a. Judson Park
  - b. Wesley Homes
  - c. SeaMar Community Health Center
  - d. Catholic Community Services
  - e. Normandy Park Sr. Living
  - f. Sound Generations
  - g. City of Normandy Park
  - h. Stafford Healthcare
  - i. Staff development/training
9. Staff development/training
  - a. 1 FTE
  - b. 1 - .72 FTE
  - c. 1 - .5 FTE

## PARKS, RECREATION & SENIOR SERVICES ADMINISTRATION

Department Director and Administration staff provides support to the following efforts:

1. Parks, Recreation and Landmarks Planning and Capital Improvements
2. Support to Municipal Facilities Committee
3. Department Budget
4. Department Human Resources Management and Payroll
  - a. 6 FTE's
  - b. 3.39 FTE's = 5 RPT's
  - c. 14.7 FTE = 126 extra hire positions through the third quarter
5. Department finance and accounting
6. Department program, customer service and registration management and interdepartmental triage
7. Citizen communication
  - a. Face to face

- b. Phone
  - c. E-mail and text
  - d. Highline School District, Federal Way Public Schools and Highline College Outreach
  - e. Special event attendance
  - f. Rec and Roll Magazine/City Currents
  - g. Constant Contact
  - h. Participant e-blasts
  - i. Tothebeachw.gov web-site and brochures
  - j. Social media
  - k. Web-sites
8. Grants
- a. Heritage
  - b. Parks and facilities
9. Seattle Southside Regional Tourism Authority Collaboration
10. Community Engagement
- a. Volunteer administration
  - b. Volunteer recruitment
  - c. Volunteer compliance and tracking hours for L&I
11. Destination Des Moines/Main Street Collaboration
12. Community events liaison
13. Banners and benches (Marina District and Park sponsorships)
14. Des Moines Legacy Foundation Office/Secretary

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