



Small Town. Real Life.

Mayor of Duvall's bi-monthly update to the community

March 14, 2015

Mayor's office:

Today I attended the 45th district legislative town hall meeting. The topics ranged from transportation and tolling to education to health care. With respect to transportation, I felt confident that the house and the senate will pass a transportation package this session.

I spent time with Dr. Anthony Smith, Riverview School District Superintendent, on future meeting space for the council. He agreed to write up an ILA that would allow the council to use the district's board room for our future meetings. If council wishes to go in that direction, we will need to move our meetings to the first and third Tuesday's of the month. I will bring this up for discussion at our next council meeting.

Council member Nixon and I met with the group that will grow Marijuana for wholesale use, outside the City limits. The location is off Odell road. The PR firm they hired will develop a briefing packet that I will distribute to council when I receive it. In addition, I asked that the group invite the police department to visit the site when they get up and running. Finally, I asked that they brief the council in the fall on their project.

When you stop by City Hall you will see Alana and Anne helping out in the front. The City Clerk's interviews are complete and we have continued Jodi's interim role until July 1st. To back fill her old position, temporarily, we reached out to current staff that are working part time and offered them the opportunity. The reason I selected July 1st was to allow the new City Administrator to help with the evaluation and selection of the Clerk.

Speaking of City Administrator, currently we have 13 candidates that have applied. The position closes on April 5th. At the first council meeting in April, I will ask the consultant to brief the council on the candidates that have applied and the next steps. We are on track to hold interviews, May 6-7th.

I continue to support the police department on filling the vacant positions as well as working with Public Works on the sale of the tech center buildings and property. I feel we are close to wrapping this one up.

Finally, I was asked by Elizabeth Hill to see what the City would sell the Visitor Center for, if the group decided that the offer from Westcott was not acceptable. I will work with staff on the value and discuss it with council.

City departments:

The City has five key departments, Police, Planning, Public Works, Finance and City Clerk. Each department works on key programs and projects.

Police:

Submitted by: Chief Carey Hert

- Among many other things, Sgt. Batiot beginning to work on our 2nd Annual National Night Out Event, in hopes of making an even bigger success than last year. If anyone has ideas or would like to help with the event, please let Sgt. Batiot know.
- Officer Rhodes is progressing nicely through his FTO period and should be ready for solo patrol in about 4 weeks.
- Officer Clark will be joining our Police Department on March 23rd, starting with Phase 1 of his FTO period.
- Public Safety Testing has completed their background investigation for our Police Commander candidate. We are anticipating our Commander to begin his employment on April 1st.
- Chief Hert has been working on several items, to include new policies for FMLA and on-duty related injuries, inventory and serviceability of our police equipment, and most importantly, preparing for an upcoming Awards Ceremony honoring Sgt. Michael DeBock and Officer Joseph Eaton. This ceremony will be held at the Riverview School District Office, beginning at 5:30pm on Tuesday, March 24, 2015. Please come and join us for this special event, and help us honor these well-deserving officers.

Our Civil Service Commission meet last week and discussed a variety of topics, to include provisional promotional assignments, updating of our current Civil Service Rules, police staffing and hiring, background investigations and contracts with our current public safety hiring firm. This was the last meeting for Commissioner Ken Sharp. Commissioner Sharp has served in this role for over 20 years and will be missed.

Planning Department:**Submitted by: Lara Thomas, Planning Director****Current Development:**

- Duvall Village- - Westcott Homes provided a counter offer to the Duvall Foundation for the Arts this week (DFA). DFA will consider the offer at its next board meeting (3/17). Both parties provided a positive message to staff.
- The Rio Vista developer will host a Community Open House the week of April 20th. Rio Vista expects to submit a preliminary plat in six weeks. Stay tuned for meeting details.
- Toll Brothers – planning has a site meeting with the applicant’s team on 3/20. The developer anticipates submitting a pre-application meeting request in the next two weeks along with an amendment to the existing development agreement.

Long Range:

- Community attendance for long range planning activities has been very low so staff is brainstorming on creative ways to boost civic engagement for future meetings.
- The Planning Commission will host a Community Open House for the Watershed Plan on March 18, 2015 from 7:00-9:00PM at the Visitors Center. The flier is on the home page. <http://www.duvallwa.gov/>
- The Watershed Plan documents can be found at <http://wa-duvall.civicplus.com/350/Watershed-Plan>
- Take a look at the Planning Department page and tell us what you think. <http://www.duvallwa.gov/134/Planning-Department>
- Planning is scoping a work plan to complete the Shoreline Master Program with assistance from ESA.
- The City Council will host a joint workshop from 5:00-7:00 on April 14th for the Watershed Plan and the Environment and Sustainability Element.
- The Snoqualmie Watershed Inter local Agreement is due for renewal. Watershed staff will provide a presentation and Q and A at the April 21st meeting.
- Planning is working with its consultant teams BHC and ESA to finalize a meeting calendar for the remainder of the Comprehensive Plan Update, Watershed Plan, and Shoreline Master Program Update. Planning will email a calendar when available.

Finance Department:**Submitted by: Colleen Lasley, Acting Finance Director**

- Finance participated in the Office 365 training put on by the City of Snoqualmie IT staff. They appear both knowledgeable and personable.
- Snoqualmie's Council signed off on their side of the ILA agreement, they will formally start offering support for Duvall's IT functions as of April 9.
- Finance met as a group to discuss the upcoming Springbrook software migration. Although the company will be responsible for ensuring that the changes in their systems and data transfers will not affect the accuracy of the software, Finance needs to double check the business/accounting functions to make sure the results make sense. Various procedures will be evaluated as there is time.
- There are two public information requests which Finance is currently responding to.

City Clerk:**Submitted by; Jodi Wycoff, Interim City Clerk****Special Events:**

Three new applications since last report:

- Duvall Days – Saturday, June 6th – downtown Duvall
- Irwin Group Easter Egg Hunt – Saturday, April 4th - McCormick Park
- Irwin Group Movies in the Park – Saturdays, August 8th and 15th – McCormick Park

In General:

- Jodi worked with the Snoqualmie Valley Governments Association (SVGA) President, Councilmember Ockerlander, to organize and notice the upcoming meeting. September and March meetings were switched with City of Snoqualmie so Duvall is hosting the March 25th meeting at The Grange Café. Invitations were sent to the membership and Jodi is gathering and coordinating RSVPs.
- Jodi will be attending the Washington Municipal Clerks Association's Annual Conference the week of March 16-20. She has been prepping and training other staff to fill in during her absence.

Training:

- Jodi recently became a member of Washington Association of Public Records Officers (WAPRO) which is an organization that provides information and education related to public records and public disclosure. She will be attending a one-day training session in April which

will be partially funded by a scholarship. Public Records, Public Disclosure, and Retention has become - and will remain - a very large part of all of our jobs and positions as public servants and public officials and any and all training on the subject is very useful.

Public Works Department:

Submitted by: Steve Leniszewski, Public Works Director

Mayor, on behalf of myself, the Public Works Director and the entire PW department, I am pleased to inform you that we have been working on:

Utilities:

- Staff completed NPDES-required Storm water Education at Cherry Valley Elementary including education and storm water training for the 4th grade classes on March 11th and March 12th.
- We have completed the annual NPDES report and presented a general overview to the City Council on March 10th. We will host a public comment hearing at the March 24th City Council meeting, and submit the final report to the State by the March 31st deadline.
- We continue to work on two submitted Purchase and Sale Agreement (PSA) for the Tech Center buildings and Tech Center Yard properties. Responses have been submitted to the purchasers and both parcels still have an active negotiation ongoing.

Project / Engineering Activities:

- Public Works plans on hosting an open house for discussion with the Community of the Main Street Reconstruction project (Valley Street to Big Rock Road) in late March – March 31st, 2015 at 6:30pm-8:30pm, Duvall Visitors Center - Message being shared via Facebook (City and PD), Chamber, posters, Valley View (front page), City Webpage.
- The City Engineer and Project Manager attended the pre-construction meeting on 3/12/15 for the WSDOT led, Coe-Clemens Creek replacement project. When more definitive timelines are made available we will share them with you and the community. The 7-10 day full road closure of SR203 will be of interest to all. WSDOT may send a representative to our community open house for Main Street.
- Public Works will be taking water fountains out of winterization soon.
- I have recently had a meeting with two separate groups from Redemption Church.
 - The first group is interested in donating a water fountain for installation at Judd Park. Stay tuned (2/24/15). Staff is investigating this.

- The second group is interested in assisting with entryway fencing and mowing of the unofficial off-leash dog area at the south end of McCormick Park. Stay tuned (3/10/15).
- Public Works is planning an all-volunteer Earth Day Event at McCormick Park on Saturday April 25, 2015. Please contact Boyd Benson if you wish to participate in this fun event.
- Public Works submitted a grant for \$1.8 million for Main Street South through PSRC's multi-county 2015 Rural Town Centers and Corridors Program. Selection of King County projects for consideration in the overall competition will be completed in late March with the final project selection in June.
- The Sally Port project is complete and Police will move in ASAP.
- At the February 24th Council meeting it was requested that Public Works investigate adding street lights within the Batten Road corridor north of NE 144th Street. Staff was able to meet with Puget Sound Energy and receive estimates on lighting improvements. PSE will be cleaning the light fixture inside and out on NE 144th and Batten Road to help increase brightness. There is a light fixture at NE 144th and Batten Road and the fixture is acceptable for that road as is. The city could consider adding light fixtures to the following areas if resources became available:
 - Adding luminaires: We could add a pole mounted fixture on the northwest corner of NE 144th and Batten Road. \$8,000 + tax.
 - NE 148th block on Batten Road. There are no existing utility poles so a new pole is ~\$6,000 plus tax **AND** electrical connection which varies significantly depending on where the underground electrical conduit actually is located (\$2,000-\$5,000).
 - In places where there are existing power utility poles it is approximately \$500 + tax for lights to be installed.
 - With any light installation there will be a monthly recurring electrical charge (~\$10 / month / light)
- I attended the monthly Seattle Public Utility (SPU) Operating Board meeting on Thursday, March 5th. The bulk of the meeting was dedicated to updating members on the water supply outlook from SPU. Although our snowpack is at record low levels, the rainfall we are receiving is normal. SPU has begun recovering and accumulating water knowing snow melt volumes will be effectively zero in early summer. At this time SPU is not concerned about a possible drought this summer and has proactively begun mitigating the impacts of the reduced snowpack accumulation. Please review the stories and videos related to SPU operations.
 - <http://www.kirotv.com/news/news/despite-low-snowpack-seattle-says-there-will-be-pl/nkKYW/>

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➤ <http://cliffmass.blogspot.com/2015/03/will-seattle-have-enough-water-this.html>

- Depot Painting. The painting work is close to complete. A reminder (photos included) that the Duvall Cultural Commission at the request of Ray and Tove Burhen reviewed paint colors for the building and have approved the “Historic” color palette for the structure. It will be as it was upon its initial installation in 1911 (orange with burgundy trim, colors exact from the *Washington State Department of Historic Preservation*). We are upgrading the functionality of the existing lights on the building as well as adding some motion sensor lights on the north and south sides to assist with access in the evenings.

Before:



After:



- TBD's: Some items to consider in addition to the Transportation Benefit District (TBD) information included in the previous Council packet. Currently our legislators are considering changes to TBD's. Changes being considered are allowing for Council-matic action on tabs from \$20 to \$50, making the sales tax portion collection of TBD fees Council-matic and changing TBD's to street utilities which has other types of financing mechanisms potentially allowed. Stay tuned for updates.
- Downtown street operations Update: Staff has been working with homeowners actively in assessing the old town (Kennedy – Cherry Valley & First & Third) roadway network for sight distance and operations. The process is taking a little longer than expected but the cooperation and communication between the homeowner involved and the City has been great. The current plan is:
 - First: Assess each intersection- done.
 - Second: Write specific letters to each homeowner (24) where attention along their frontage is needed- done.
 - Third: Send out letters to each homeowner – done.
 - Fourth: Meet or converse at owners request on each intersection – ongoing.
 - *At this time we have 16 of the 24 homeowners (67%) who have completed the work. Some are still working and others have asked for a little more time.*
 - Fifth: Follow up letters to homeowners we have not heard from or have not completed the work. Week of 3/16, City will conduct some work.
 - Last: Reassess each intersection after trimming – consult with engineer on potential direction and operational changes to roads in all of old town.
 - Upon final draft, begin work on Duvall Municipal code section 7.04.040 specifically changing listed signed intersections.
 - Communicate to public if any changes to the roadway operations are recommended and supported by the Mayor and Council.

Changes in site distance and safety on the corners where work has been completed are noticeable and an improvement. We hope to have the reminder of the work completed by late- March
- Public Works maintenance staff has begun to crack seal roadways. We have sealed 0.8 miles of roadway so far. We are moving along quite well at this point. (One lays sealer the other squeegee's the sealer into the roadway crack) This process reduces water transport to the subgrade extending the life of our roads.



Items in the future:

In the next few weeks council will discuss Duvall Village and the DA. Depending on what direction the DFA goes, the foundation of the DA may change.

Please pass the word along to your friends on the March 24th council meeting. It will be a special meeting for the police department and it would be great to have a strong turnout at the meeting.