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

April 14, 2015

Mayor's office:

I have been working with Prothman and Company on the City Administrator (CA) and Finance Director search. Greg Prothman will be at the council meeting on Tuesday night to update the council on the CA search. The Finance Director applications close on April 26th. I will provide an update to council on the 28th of how that search is progressing. I have reviewed the list of semifinalist and I am confident we will find a great candidate.

I have been working with Senator Andy Hill, on the Public Works Trust Fund Loan Program. Within the Senate budget Senator Hill converted the 1.5 million dollar loan to a GRANT. This is huge for Duvall. The next step is the Senate and the House to negotiate budget. I will continue to work with him to keep the grant within the budget.

Steve Anderson has returned from his vacation. He will be at the council meeting on April 14th.

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

- Our Police Department has been working diligently on recruiting and hiring new staff to replace officers that have transitioned to other agencies. This has been a very demanding process, especially when the department has had officers out with injuries and unexpected emergency leave. Chief Hert is pleased to report that staffing levels are almost back to where they need to be. With the hiring of Police Commander, Mark Lewis, our department has also hired (3) three lateral officers. Brandon Rhodes was the first lateral hire. Officer Rhodes has completed his Field Training Program, and will begin solo patrol this week. Cory Clark was the second lateral

hire. Officer Clark is in Phase 2 of his Field Training Program and is progressing at an above average pace. Mark Blazer is the last lateral hire. Officer Blazer will begin his employment on Monday, April 20, 2015, with Phase 1 of his Field Training Program. In addition to this, one of our injured officers has returned to work. For the past couple of months, our police department and its officers have been working a considerable amount of shifts/overtime, to provide adequate police coverage to our citizens. In addition to this, the Enumclaw Police Department has been a great resource for us. Enumclaw has provided officers to work overtime for us, allowing our officers to take some well-deserved time off.

The past couple of months have not been an easy transition for us; however, our Police Department and its staff has persevered through these trying times, ensuring continued safety to our community. Chief Hert would like to thank the Mayor, Council, our Community, and of course all City staff for their continued support during these transitions.

Chief Hert and Mayor Ibershof are looking forward to hosting an open house for the new sally port in May, where everyone will have an opportunity to meet our new staff members.

- Officer Eaton would like to thank Councilmember Nixon for attending the recent D.A.R.E. Graduation, and showing her continued support for this program. Officer Eaton has taught the D.A.R.E. curriculum for the past 6 years and has done an outstanding job. This will likely be his last year as our D.A.R.E. instructor.
- Chief Hert is excited to announce that in May of this year, the Federally Funded COPS Hiring Program will once again be offering their competitive grant program. Working with Mayor Ibershof and the Riverview School District, Chief Hert will be applying for this grant opportunity, to provide a full-time SRO to our schools. If accepted, the program will provide 75 percent of the approved entry-level salaries and fringe benefits of the officer, up to \$125,000, over the three year grant period. Once the application process opens, more details will be provided.
- Civil Service Commissioner, Ken Sharp, has decided to retire from his position, after serving over 20 years. Mr. Sharp's resignation was effective last week. Mayor Ibershof will be appointing his replacement, Jaime Kemper, at our next City Council Meeting, on Tuesday, April 14, 2015.

In addition to this, our long-standing Civil Service, Chief Examiner/Secretary, Barb Smith, has also resigned her position. The Civil Service Commission, along with Chief Hert and Mayor

Ibershof, are working to replace Ms. Smith with a current City of Duvall employee. Given the amount of record keeping and requirements for our Civil Service records, we all believe it is in the City's best interest to have a staff member fill this role.

- Sergeant Lori Batiot has been working with Kass Holdeman and Margie Coy on the upcoming Duvall Days event. As they work through the logistics of road closures, etc., we are anticipating another successful event. Sergeant Batiot has also been focusing efforts on our 2nd Annual National Night Out Event.
- Chief Hert would like to thank our local Rotary Organization for the grant funding they have provided to our Police Department. The provided funding was through a grant application to purchase Automated External Defibrillator (AED) equipment for our patrol vehicles. Our local Rotary Organization provided funds in excess of \$4,000.00 for this project.

Planning Department:

Submitted by: Lara Thomas, Planning Director

Current Development: -

- Duvall Village - Westcott submitted a revised development agreement (DA) for staff and Duvall Foundation for the Arts to review (DFA). The proposed DA includes the DFA as a party to the agreement. Staff will summarize the new and remaining items at the next Land Use Committee and City Council Meeting.
- A public hearing for the Duvall Village Development Agreement will be scheduled for May and a preliminary plat hearing for June.
- Rio Vista and Toll Brothers will host a Community Open House April 22nd. The meeting will be located at the Duvall Visitor Center, 15619 Main St NE, from 6:00p.m.-9:00 p.m.
- Toll Brothers – The Development Review Committee completed a pre-application for residential and nonresidential lots. Toll Brothers has a development agreement that expires in two years. Toll Brothers anticipates amending the DA late spring.
- Rio Vista will submit a preliminary plat application the last week of April.

Long Range:

- The City Council will host a joint workshop from 5:00p.m.-7:00p.m. on April 14th for the Watershed Plan and the Environment and Sustainability Element.
- The Snoqualmie Watershed Interlocal Agreement is due for renewal. Watershed staff will provide a presentation and Q & A at the April 28th meeting.
- Planning, Engineering and administrative staff are reviewing the Watershed Plan for possible policy implications. A staff briefing for the Mayor and Council will be prepared and presented in May.
- The Watershed Plan and the Environment and Sustainability Element will be sent to the Department of Commerce for their 60-day review process in the next few weeks.

Finance Department:

Submitted by: Colleen Lasley, Acting Finance Director

- Negotiations with Microsoft for Office 365 licenses are complete and Finance is working on completing the purchases.
- Snoqualmie IT kicked off their assumption of IT support services for Duvall by offering several sessions of “meet and greet”. The focus was on outlining services offered and setting expectations for both sides of the relationship. This looks to be a good match.
- Two three-hour interactive Web-based sessions were held with Springbrook, finally introducing staff to the look and feel of Springbrook version 7. While Finance staff were the primary attendees, several staff members from groups impacted by the upgrade also attended. The verdict is still out on version 7 – some upgrades look good while some are more problematic.
- We are on schedule for the Springbrook migration to occur May 7th. Springbrook will be unavailable between the 7th and about the 13th (worst-case scenario) while the upgrade is installed and features are tested on-site to ensure everything is working as expected. There will be at least two Springbrook technicians on-site during the week of May 11th and potentially the following week as well to ensure the process goes smoothly. Further details about timing and how critical work will be managed during this period will come out as we get closer to the deadline.
- Finance is currently working hard on completing the financial reports due to the State Auditor’s Office for 2014 year-end. Reports are not due until the end of May, in part as some of the required data is not available until late March. Most of the components are complete (thank you to Jennifer Anderson and Shelley Sweet for their hard work on this) and being checked for accuracy. Once the

final two components are done and have been checked, the report will be submitted on-line at the State Auditor's Office web site.

- Finance is also working on a report due to the Department of Commerce in mid-May. This is a state-required annual report on local government outstanding debt. Data provided by local jurisdictions are used by the Department of Commerce to publish their debt capacity calculations and each local jurisdiction's statutory debt capacity.

City Clerk

Submitted by; Jodi Wycoff, Interim City Clerk

Special Events:

Two new Special Event applications since last report:

- Duvall Days Kid Zone – Saturday, June 6th – Riverview Plaza parking lot
- Special Recycle Collection Event – Saturday, July 18th – Holy Innocents Church parking lot

We also received an application for a fireworks stand to be located just south of the old Union Bank building from Rotary Club of Duvall and staff is processing the application.

In General:

- The Clerk's office has received a number of public disclosure requests recently and is working with appropriate staff to fulfill those requests.
- The Clerk's office is working to come up with a contract routing sheet that requires everyone to have a signed routing cover sheet on any contract that they process. This routing sheet will also require the signer to document which allowable process was used in determining and authorizing the signing of the contract.

Recycling:

- Ms. Wycoff has started planning the Annual Special Recycle Collection Event (SRCE) scheduled for July 18th. This includes submitting all necessary permit applications, contacting contractors and staff, and setting the calendar leading up to the event.

Training:

- Ms. Wycoff will attend two training opportunities next week. The first is training for new Notaries of Public. As a new notary, this training will give Ms. Wycoff the knowledge and tools needed to fulfill this new duty. The second training is through King County Clerk's Association during their quarterly meeting. King County Elections will be there to discuss the upcoming elections and what local jurisdiction's responsibilities may be during the process.
- Ms. Wycoff will attend a third training opportunity the following week. She will be going to the Washington Association of Public Records Officers' Annual Conference. This is a great opportunity to receive the latest information and updates on Public Records, Public Disclosure, and Retention which has become - and will remain - a very large part of all of our jobs and positions as public servants and public officials.

Public Works Department

Submitted by: Steve Leniszewski, Public Works Director

- The City of Duvall has had a Wellness committee since 2008. The members of the committee are Shaun Tozer (Public Works), Jodi Wycoff (Clerk's Office), Shelley Rowe (Police Department) and Gavin Harrold (Public Works). I am proud to announce that the City of Duvall has earned the 2015 WellCity Award! This means we met all of the Association of Washington Cities (AWC) Employee Benefit Trust's WellCity standards and achieved 65% participation in the Health Questionnaire, earning a 2% discount on all AWC Trust medical premiums in 2016! This equates to an annual budgetary savings of ≈\$30,000 for medical benefits.

A big THANK YOU to the Committee for running our Wellness program and maintaining our WellCity status!!

- Puget Sound Regional Council (PSRC) funding update: We were notified that our application to PSRC's Rural Town Centers & Corridors (RTCC) program has been moved forward from the County competition to the Regional (King, Kitsap, Pierce, and Snohomish counties) competition. This means that we will be making a presentation (scheduled May 1st) to PSRC's staff and Project Advisory Committee. That group will score the regional applications and proposals, and then make a funding recommendation to PSRC's Transportation Policy Board in June. The RTCC has \$3 million in funding to award. Our request was for \$1.8 million in construction funding for our Main Street reconstruction project.

- We are working with a potential tenant for the Valley Tech Center rental of Suite A1 and A3. Once Use and Occupancy can be approved, a lease agreement will be presented to the City Council for decision. If this suite occupies, the Valley Tech Center will no longer have a vacancy. A fully leased space is ideal for our budgets as long as we are the owner and could assist the new owner with financing once the purchase and sale agreement is signed.

Utilities:

- An older water main service failed on Big Rock Road on the weekend of April 5th. The Public Works crew repaired the service the day after the leak was reported with minimal interruption in water service to the affected property.
- We continue to work on two submitted Purchase and Sale Agreements (PSA) for the Tech Center buildings and Tech Center Yard properties and hope to finalize them in the next week. Council will be presented a counter offer for the Tech Center Yard on Tuesday, April 14th. The steps after an approved contract would be for the sites to be inspected and appraised by the potential buyers prior to closing the sales.

Project / Engineering Activities:

- Public Works hosted an open house for discussion with the Community of the Main Street Reconstruction project (Valley Street to Big Rock Road) March 31st at 6:30pm-8:30pm in the Duvall Visitors Center.
 - We shared the event via Facebook (City and Police Department), Chamber of Commerce Rotary presentation, posters around town, Valley View newspaper (front page), City Webpage, City utility bill and also were allowed by the Riverview School District to include 1,000 flyers in the local elementary student's daily take home folders.
 - We had a great turnout with good questions and comments from the approximately 35+ citizens that attended the event.

(picture of March 31st Main Street Open House)



Mayor's office - Items in the future:

In May, the Police Department will host a BBQ/meet and greet event. The event is designed for the council to see the new sally port, meet the new members of the department and hear from the team on the different programs and projects they are working on. It will be scheduled during a Committee of the Whole meeting.

I will be asking those council members who can dedicate a whole day to participate in the interviews for the City Administrator. We are looking at May 7th for the interviews. The evening before, we will host an open house. The first hour will be for the council to meet the candidates and the second hour for the community to meet the candidates.

Finally, with the help of the Clerk's office, we will bring forward a couple of policies the council would like to wrap up, the social media and ombudsman policies. In addition, I will be asking council if they have wrapped up their review of the council procedures.