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

April 24, 2015

Mayor's office:

Last week, a majority of council met with the consultant retained to assist with the City Administrator search. The group narrowed the candidate pool to 5. In speaking with the consultant, all 5 are looking forward to the interviews. We have scheduled the visitor center for the council workshop and community reception for May 6th. We are finalizing the panels for May 7th. Council, please confirm with the City Clerk, that you can attend the interviews on May 7th.

The consultant is actively recruiting for a Finance Director. This search is a bit more challenging. The position is scheduled to close on April 26th. I believe we will extend that date.

In this report I have added a section for IT. As you know we have consulted with the City of Snoqualmie for services. PJ from Snoqualmie, has been attending the department head meetings as well as working closely with the City on different projects.

We will be scheduling two different retreats in the next 90 days. The first, in late May will be the budget retreat. Prior to that I will share with council on how 2014 ended and how 2015 is shaping up. The second retreat will be in late July, designed for new City Administrator and Finance Director to hear from council on key priorities and review the current goals. In addition, so council can spend time with the new department heads.

Finally, I attended the Earth Day event on Saturday. I want to thank City staff for helping out. Ben and Boyd were in attendance as well as Councilmember Walker.

City departments:

The City has five key departments, Police, Planning, Public Works, Finance and City Clerk. Each department works on key programs and projects. In addition we utilize the services of the City of Snoqualmie for IT.

Police:

Submitted by: Commander Mark Lewis

- Our Police Department continues moving forward with new personnel being trained and deployed. I am becoming more comfortable with my surroundings and am enjoying getting to know both the personnel on the department and residents in the community. Rhodes has completed his Field Training Program, and began solo patrol this week. Cory Clark was the second lateral hire. 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. Blazer began 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 has 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 you will all have an opportunity to meet our new staff members.

- 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 (School Resource Officer) 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.
- Sgt. Batiot continues to work with Kass and Margie on our upcoming Duvall Days event. As they work through the logistics of road closures, etc., we are anticipating another successful

event. Sgt. Batiot has also been focusing efforts on our 2nd Annual National Night Out Event.

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 (DFA) to review. Staff, Mayor and the Land Use Committee (LUC) reviewed the DA. The parties have not been able to come to final terms of the DA to date. The parties have been invited to a group meeting next week. Items that will be discussed at the meeting include; **MOU** - DFA and the City signed the Memorandum of Understanding (MOU) several months ago but the developer has not signed the MOU to date. The city requested signature of the MOU by May 1st or staff will remove the MOU from the DA and notify Council. **Main Street (SR-203 Improvements)** - Timing of Main Street Improvements relative to the timing of plat improvements. **Private Agreements between Developer and DFA** - Terms of the agreement related to private agreements between the DFA and Developer were added to the most recent agreement. The City is concerned that we could be placed in the middle in the event there was a dispute to mediate or enforce the terms of the DA for separate private agreement(s) between the two parties. **Satisfaction of Prior Agreements** - The City has requested a release of prior agreements (i.e. Amended Pre-Annexation Agreement). The DA now reads that the release will not occur until DFA pays the Developer and DFA receives the C3 parcel. Planning staff will report back to Council on May 12th. The Mayor and staff are hopeful that we will be able to forward Council a recommended DA in May.
- The **Rio Vista** developer held a Community Open House on April 22nd at the Visitor Center. The project is located on NE 143rd Place and 272nd Place NE. Several adjacent residents came to the meeting to pre-view the project and ask questions. Community Questions included: how many trees will be saved, will there be sidewalks on 272nd Place NE, where is sewer and storm water system going to be located, off-site drainage questions, what is the public process for the project, what are the allowed construction hours, what are the setbacks for the project and what does that mean, how is the project transitioning density from the R-12 (12 units per acre) zone to the R-4 (4 units per acre) zone.



- The **Toll Brothers** developer held a Community Open House on April 22nd at the Visitor Center. The project is located on Big Rock Road and east of 268th Avenue NE (also known as 3rd Avenue). This meeting had several residents in attendance. Both Rio Vista and the Toll Brothers projects are within close proximity to one another. Community questions were very similar but also included questions related to park improvements and the city two acre parcel.

Long Range:

- The City Council hosted a joint workshop on April 14th for the Watershed Plan and the Environment and Sustainability Element. Staff will be coming back to Planning Commission and City Council over the next eight weeks to discuss the merits of the plan, proposed goals and policies, policy implications, and final direction. At the April 28th Committee of the Whole (COW) meeting the Executive Summary and Chapter 8, Land Use Strategies for Urban Growth Areas, will be discussed.
- The Snoqualmie Watershed Interlocal Agreement is due for renewal at the end of this year. Watershed/King County staff will provide a presentation and Q and A at the April 28th meeting.
- Planning, engineering/public works, the Technical Advisory Committee, and Planning Commission will continue to review the Watershed Plan for possible policy implications and final recommendations. A staff briefing for the Mayor and Council will be prepared and presented May-June.

Finance Department:

Submitted by: Colleen Lasley, Acting Finance Director

- Managers and Department Heads: Security access will change after the Springbrook software migration. All employees and their timecard-approving supervisors will need to be aware of the changes. Managers and Department Heads will be given training on how to enter and approve timecards. As there is time, Finance may be able to assist (DO NOT count on it). You will receive information from Finance regarding the Timesheet module; you will also be asked what additional modules you and your employees would like to have read-only (informational) access.
- Springbrook software is currently planned to shut down May 7th while upgrades are installed and local testing begins. Springbrook staff will be on-site the weeks of May 11th and May 18th to ensure the migration goes well.
 - Staff who need information from the database please pull data before May 7th, as you will not have access until (potentially) May 14th. Finance will have read-only access May 11th to May 13th if there is an emergency. However, most of Finance's time will be focused on testing the revised software to ensure Duvall's data is being processed correctly.
- Snoqualmie IT staff set up the new Springbrook dedicated server and verified it is correctly formatted for Springbrook version 7. Physically, the hardware on Duvall's end is ready to go. Snoqualmie IT staff will be on-site to assist in the migration the week of May 11th.
- Finance is meeting for a detailed planning session April 29th on the Springbrook migration. Staff will verify pending changes and work that is still outstanding. Other Duvall employees who are interested in getting information about the Springbrook changes should contact Finance to be added to the information list.
- Utility Billing and the City Clerk are reviewing the current invoice and informational forms to ensure that when we migrate to the new version of Springbrook, the reports will still fit on our forms. The Springbrook Company will verify checks print correctly while they are on-site. If adjustments cannot be made, new blank forms will be ordered.
- Finance is working with part-time staff from other departments as well as temporaries to build the number of people knowledgeable about the front desk cashiering function.
- Pending Finance reports to be submitted either in May, June or July:
 - 2014 Year End reports (State Auditor's Office)
 - Annual General Obligation Debt Survey (Commerce)
 - Risk Assessment (Commerce)
 - Local Highway Finance Tracing (WSDOT)

City Clerk

Submitted by; Jodi Wycoff, Interim City Clerk

In addition to the regular duties which include filing, business licenses, Council packets, Council Meeting minutes, website updates, etc. Below are a few items of note:

City Clerk:

Special Events:

Two new applications since last report:

- Big Rock Classic Car Show – Saturday, June 6th – Safeway parking lot

In General:

- The Clerk's office continues to work with staff to fulfill public disclosure requests.
- City of Duvall is upgrading their finance software including utility billing. This will require new utility bill forms and Jodi is working with the utility billing clerk to order all of the necessary forms.
- Jodi is assisting with the logistics needed for the City Administrator and Finance Director interview processes.
- Jodi is training a new temporary employee, Pamela, to cover the front office on Tuesdays, Wednesdays, and Thursdays through at least July 1st.

Recycling:

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

Training:

- Jodi will attend the Washington Association of Public Records Officers' Annual Conference this week. 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

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

- The City of Duvall has been notified by the State Department of Ecology that we were successful in our grant request for the reconstruction of the Parkwood Estates detention pond. The grant is for \$203,000 and we plan on performing the work in 2016.
- The Mayor and I met with Josh Brown, Executive Director of the Puget Sound Regional Council (PSRC) on 4/25/15. This was his first visit to Duvall and he was very complimentary of the City and our participation in their programs over the last twenty years.
- I attended a workshop presented by the Transportation Improvement Board (TIB) Executive Steve Gorcester and hosted at KPG's offices on 4/23/15. The topic was the TIB grant process, upcoming changes and new programs.
 - Changes are coming to how projects are selected throughout all programs offered. The overall score is no longer the prime driver in becoming a successful agency; the program has begun utilizing scores within each section to select projects. Rating sections include: Safety, Growth & Development, Mobility, and Physical condition.
 - TIB, with state budget approval, plans on adding a Street Light conversion program to their offerings. The program was created after TIB research showed that many small cities are spending \$25,000 to \$85,000 annually on street light utility charges out of their operations budget leaving little to no money for necessary roadway repairs or grant match. The TIB has negotiated with PSE new rates upon installation saving cities 50% or more on monthly utility bills.
- Public Works Staff, with assistance from ESA Consulting and Councilmember Jason Walker, submitted an application for a National Estuary Program grant for the "City of Duvall Storm water Element Update and Retrofit Pre-Design Project." The grant request is for \$199,674 and, if successful, will satisfy multiple City requirements including the planned 2015 Storm Water Comprehensive Plan Update.
- The Public Works department currently has several positions open. We lost two employees this week, both to the City of Redmond. Unfortunately a lot of time had to be invested this week in

dealing with vacancies, workload/flow management and preparing for the job advertisements. We will begin searching for a PW Maintenance worker (1), Building Inspector / Plans Examiner (1) and filling one additional vacancy for a summer seasonal worker. You will find the advertisement in numerous places including the Association of Washington Cities website (AWC), Seattle Times, Washington Association of Building Officials (WABO) and the City's website. Spread the word please.

Utilities:

- We have finalized a Purchase and Sale Agreement (PSE) for the Tech Center buildings. The purchaser now has opportunity to inspect the property and begin final paperwork. Last steps include processing a boundary line adjustment and recording easements and use agreements.

Project / Engineering Activities:

- The Taylor Park Wall project is designed and the bid package is currently being finalized. We hope to advertise for construction within the next month. The project proposed is to construct a soldier pile retaining wall immediately south of the playground to stabilize the soils within the failing hillside. There is no immediate danger but we want to ensure the safety of our citizens as well as keep the park intact for future generations. It's a great park and we want to keep it that way. The park will most likely be closed during construction this summer during the fish-window construction season associated with Coe Clemons Creek. There will be more information coming soon.
- Public Works Staff will meet with WSDOT, Utility Providers, and PCL contractors on 4/27/15 at the Coe Clemons Creek Culvert Replacement Project. Significant construction and a 7 to 10 day full-time closure of SR-203 at the culvert crossing will occur in July 2015. Nightly closures will occur until the project is completed in approximately September 2015.
- Public Works continues to assess and try and determine a prudent repair for the Big Rock Ball Fields. With some discussions with landscape and turf professionals it appears that without significant reconstruction Fields #1 and 2 may be in disrepair. They can of course be used in drier months but fields will quickly dry out or become muddy depending on weather, even in the summer. Note: The new Field #3 which had appropriate soils, drainage and proper materials used in construction is unaffected and functioning extremely well (not shown).



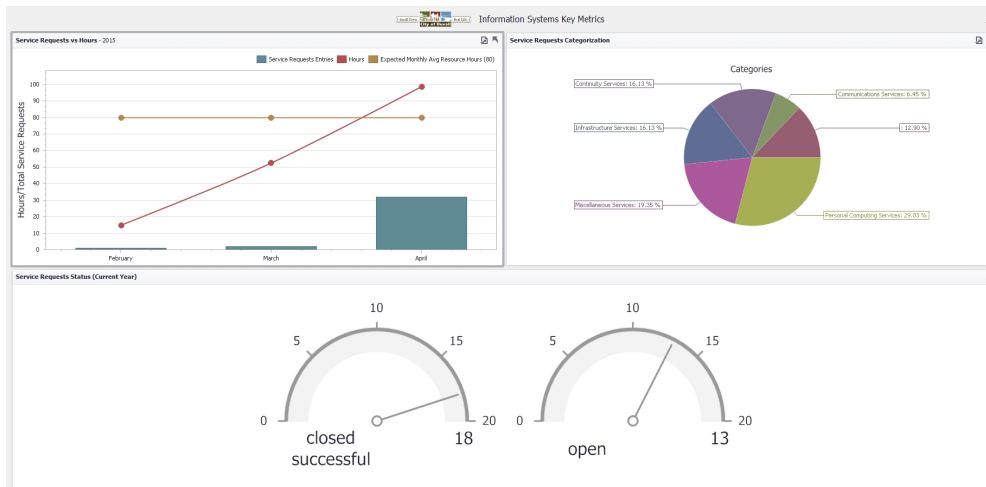
IT Department:

Submitted by: PJ Rodriguez

Summary:

- Information Technology services started on April 9, 2015
- Resolved several outstanding technology issues to include Duvall Police Department issues affecting Spillman RMS access
- Facilitated public disclosure requests regarding emails. Trained key personnel on search and access methodologies
 - We recommend formalizing this process
- Attended ACCIS (Association of County and City Information Systems) conference in Spokane
 - Discussed security vulnerabilities of smaller agencies and how to mitigate
 - MRSC (Municipal Research and Service Center) and the State OCIO (Office of the Chief Information Officer) has put together a panel of IT Managers of which we have been asked to participate
 - Text Messaging policies were discussed and the ability to satisfy a public records request
- On Going Projects Status
 - Office 365 Migration – licenses purchased – awaiting license delivery
 - Springbrook Migration – in progress – nothing blocking at this time
 - Windows HyperV Server Migration – in progress – nothing blocking at this time

IT Performance Metrics: Service Requests [April 09 – April 24]:



Mayor's Office - Items in the future:

I will be spending time this week with DFA (Duvall Foundation of the Arts) and the developer for Duvall Village. I hope to work out the final issues. In addition, I will be working with the Finance Department on the 2014 year-end report as well as how the first quarter closed out and how these results affect the five year projection. I appreciate Council's patience on these reports as we work on completing them.