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

May 10, 2015

Mayor's office:

Last week, a majority of Council, staff and a couple of community members interviewed the candidates for City Administrator. I am in discussions with one of the candidates. I should have more information the week of May 18th to share.

I have received a list seven candidates for the Finance Director position. The goal is to review the list and invite 4-5 for an interview. I will be working with Greg Prothman and Steve Anderson this week on which candidates to invite for an interview. I am looking at May 28th to interview the candidates. I will ask the department heads to participate. If we have a contract wrapped up for the City Administrator, I will invite him as well.

Staff is working with the school district on an ILA for the use of their board room for our future council meetings.

Finally, I have spent time with the finance department. At the May 12th Council meeting, I will present how 2014 ended, how that affected the five year projection, and how the first quarter of 2015 looks with revenues and expenditures. The goal is to provide Council with the necessary information that will help facilitate a great discussion on May 19th and the 21st as we start the budget season.

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: Chief Carey Hert

- Our Police Department has successfully filled all open police officer positions, with the exception of one. We are hopeful to fill this last position, with an entry-level candidate, in the next month or two. Our current lateral hires are progressing through their field training, and becoming acclimated with our department and City, and we are anxious for them to complete their training and become a vital part of our agency and our community.
- On Monday, May 4, 2015, officers located a stolen vehicle, occupied by three suspects, at one of our local businesses. All three occupants were arrested at gunpoint, without incident. Upon further investigation, officers also located items of stolen property, within the vehicle, and are working to identify the property owners. The suspects are not members of our community.
- Sgt. Batiot has been working diligently, preparing for Duvall Days, our 2nd Annual National Night Out Event, as well as providing police presence at Cedarcrest High School. Additionally, Sgt. Batiot is currently exploring a new program that will assist us with enhanced investigative capabilities. More information will follow in the coming months.
- Commander Lewis has been familiarizing himself with our current policies/procedures, and has started working on our Lexipol Policy Manual. This manual will provide great benefit to our officers and staff, as well as ensure adequate policy knowledge by all. Additionally, the implementation of this new policy manual will substantially decrease our overall liabilities. We are hopeful to have this manual completed in the next 8-12 months.
- Chief Hert will be meeting soon with Dr. Anthony Smith, furthering the partnership between the Riverview School District, the Police Department, and our City. Discussions will include the continued partnership that currently provides police presence in our High School. Additionally, Federal grant opportunities will be available in mid-May that, if awarded, will provide a full-time School Resource Officer for our district and community. Once the opportunity becomes available, Chief Hert will review the criteria and have discussions with Mayor Ibershof and Dr. Smith, to obtain direction on whether or not the program is feasible to move forward. More information will follow in the coming months.
- Chief Hert recently participated with interviews of candidates for our City Administrator position, and is excited that our City is moving forward with this.
- On Friday, May 8, 2015, Chief Hert, Commander Lewis, Sgt. Batiot, Sgt. Eaton, Officer Wilkerson, and Reserve Officer Reife attended an awards ceremony in Olympia, where Sgt. DeBock received the Medal of Honor. The event was well attended, and Sgt. DeBock was well deserving of this award.
- On Tuesday, May 12, 2015, Chief Hert and the police department will host the regularly scheduled Committee Of The Whole, beginning at 5:30 p.m. at the Police Department. Mayor

and Council will tour the new sally port addition, as well as meet the new police staff that was recently hired, and hear from a few officers regarding things they are working on, in an effort to increase efficiencies and keep our community safe.

- On Wednesday, May 13, 2015, Chief Hert will be attending the monthly Civil Service Meeting. There have been several changes within our Civil Service, including the resignation of long-time commissioner, Ken Sharp, and long-time Secretary/Chief Examiner, Barbara Smith. Ken Sharp's position was recently filled by Mayor appointee, Jamie Kemper. Currently, our Civil Service Commission is accepting applications to replace Barbara Smith's position. Applications are being accepted from current City employees only. Both Ken and Barbara have done a great job for our community in their respective positions and they will be missed.

Planning Department:

Submitted by: Lara Thomas, Planning Director

Current Development: -

- **Duvall Village Development Agreement (DA)** – Staff, Mayor, Westcott, and Duvall Foundation for the Arts had several very productive conversations and meetings. Westcott signed the Memorandum of Understanding last week. The signature allowed staff to complete revisions to the DA and prepare for the May 12th Council meeting and the May 20th Planning Commission meeting. Public Hearings have been set for June 3rd and 9th.
- **Rio Vista (R-12)** – Staff received a draft preliminary plat site plan for a formal pre-application meeting. The project is located off of NE 143rd Place and 272nd Place.
- **26537 Stephens Street (R-8)** – Planning has scheduled a pre-application for an infill short subdivision (two lots).
- **Cherry Valley Village/Allen Street Village (R-12)** – Planning staff met with the project team to review elevation drawings.
- **Toll Brothers (R-12 and MUI)** – Staff continues to work with their project team on design of the plat.
- **Plat off of NE 152nd Place and 275th (R-4)** – Staff continues to work with their project team on plat design for a future pre-application meeting.

- **North Urban Growth Area Annexation (NUGA) 275th Avenue NE** – Staff met with two property owners of the NUGA. They will host a property owner meeting to garner interest in a group effort to master plan the area and begin the pre-annexation agreement process.

Long Range:

- Planning received the proposed Riverview School District Capital Facilities Plan last week. The new plan identifies a new K-5 school in Duvall (location TBD) at the end of the six year planning period. Staff will work with District representatives to schedule a presentation at Council in the next 6-8 weeks.
- Watershed Plan – Planning staff completed a workshop on Urban Growth Area and Reserve Areas at the April 28th meeting. Planning staff reviewed and Council discussed policy options.
- Planning Commission completed a draft of the *2015 Comprehensive Plan Vision Statement* –The Land Use Committee reviewed the draft and had some minor suggestions. At the May 20th Planning Commission meeting they will finalize the vision statement and forward to City Council.

Draft 2015-2025 Comprehensive Plan Vision Statement:

Duvall is an evolving city that honors its rural and agricultural heritage, while remaining on the cutting edge of technology, innovation, and sustainability. Duvall is a family-friendly community with an abundance of trails, parks, and open space. Duvall's vibrant Old Town overlooks the Snoqualmie River and offers something for everyone. New businesses and the entrepreneurial spirit are encouraged, providing residents unique local services and products. Residents gather year-round to enjoy the arts, music, and community events, celebrating Duvall's distinctive culture, all while embracing the natural beauty of the Snoqualmie Valley.

Finance Department:

Submitted by: Colleen Lasley, Acting Finance Director

- Managers and Department Heads: Springbrook 6 is currently down (hopefully forever) for migration to version 7. The company hopes to have the system back up by Monday for testing purposes. Our first priorities will be to 1) make sure Payroll works correctly (besides the obvious employee impact, it manages the most complex data set in the system), then to 2) make sure items such as Utility Billing that affect our customers extensively are operating correctly. Please have everyone keep their timecards individually for the PPE through May 18 – either hard-copy or excel spreadsheet.

- Two technicians from Springbrook will be here all week, plus one of our IT technicians from Snoqualmie will be on-site and available to help most of the week.
- Notices went up on the Merchant Transact system and in multiple places on Duvall's website regarding the scheduled outage. As best as possible, we have tried to let the customers know they will be unable to make their payments on-line for a few days. To be on the cautious side, notices indicate the on-line systems are unavailable through May 13th. Hopefully, that is an extremely pessimistic guess.
- Scheduling training for Directors, Managers and staff on the new version of Springbrook will be somewhat fluid. Finance would really appreciate your cooperation as we try and ensure critical functionality is covered during the transition.
 - The week of May 11th we will attempt to ensure anyone with timecard-approval responsibilities receives enough one-on-one attention to become comfortable with changes in the Payroll system – the next PPE is May 18th. You should plan on assisting your employees yourself in learning the new payroll system as Finance may not be able to cover everything.
- Finance is completing required reports for 2014 Year End as well as 2015 1st Quarter actuals. Results will be shared with Council at their May 12th meeting, as well as over their budget planning retreats on May 19th and May 21st.
- Due to the Springbrook migration, no check run will be made for Council's next meeting (May 12th). A short-run of critical items (loan payments) was made earlier in the week. Any non-time sensitive items were held aside and will be posted during the next regular check run on May 26th.

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:

- Sandblast – Saturday, July 18th & Sunday, July 19th – McCormick Park
- Metcalf Chiropractic Health Center (during Duvall Days) – Saturday, June 6th

In General:

- Ms. Wycoff assisted with the logistics needed for the City Administrator interview process and will assist, if needed, with the Finance Director interview processes.
- City Hall staff had a half day cleaning day this week which included prepping files for archiving or destruction and general organization.
- Ms. Wycoff reviewed the proposed Council procedures and provided recommended edits for consideration.
- Ms. Wycoff is assisting the Snoqualmie Valley Government Association (SVGA) President, Councilmember Ockerlander, to organize and notice the upcoming SVGA meeting which is Wednesday, May 27th hosted by City of North Bend.

Recycling:

- The Annual Special Recycle Collection Event (SRCE) is scheduled for July 18th. Ms. Wycoff has confirmed with all participating vendors and is working on the flyer sent to all 98019 residents to advertise the event.

Training:

- Ms. Wycoff has earned enough education and experience points to apply for the Certified Municipal Clerk designation from the International Institute of Municipal Clerks. She will be applying for the certification in the near future.

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 presented our Main Street project to the Puget Sound Regional Council's Rural Town Centers and Corridors (RTCC) program review board on Friday May 1st. Our project was competing with ten other projects in the Puget Sound region. We had asked for \$1.8 million in funding (\$3 million available in the program) for the Main Street South project. We hope to have an answer on the board's recommendation sometime the week of May 11th.
- The Main Street South project was the feature of the Eastside Transportation Partnership's monthly meeting held on May 8th. Public Works staff presented the project's history and details

with the members in attendance. The presentation was well received with good follow-up questions and discussion.

- Historic Seattle will be providing a tour of significant heritage sites in the Snoqualmie Valley to focus attention on the importance of preserving remnants of the county's agricultural roots and conserving open space as the area adapts to the demise of large scale dairying. Along the way the tour will stop in Duvall. The tour actually starts in Seattle but it was interesting that they were visiting Duvall. For more information please visit <http://historicseattle.org/event/architecture-agriculture/>

An article showing the Dougherty Farm was also published in the Seattle Daily Journal of Commerce on May 6th, 2015 <https://www.djc.com/news/ae/12077348.html?query=snoqualmie+valley+architecture&searchtype=all>

- Public Works staff completed approximately 2,800 linear feet of roadway crack seal treatment this week and they are scheduled to work Saturday as well to seal as many cracks as possible before the weather heats up. The warmer the weather, the smaller the cracks get so the process is most effective when you fill the cracks early in the season while evening temperatures are still cool. When winter comes back around the cracks grow again and if you sealed at the wrong temperature the work will all be for not and the sealing agent will fail. Crack sealing is a very important strategy in pavement management.
- Public Works submitted a required Pre-application to the TIGER program on April 30th. This means that the City will be eligible to submit a funding application and compete for funding for the Main Street South project. TIGER submittals require a significant amount of work and staff will determine whether to proceed pending the PSRC RTCC decision. Project proposals are due on June 5th.
- The Public Works department currently has several positions open:
 - The Building Inspector / Plans Examiner (1) position closes May 11, 2015
 - The PW Maintenance worker (1) position closes on May 13, 2015
 - The summer Seasonal PW Worker (2) is expected to close on May 13, 2015.

You will find the advertisement in numerous places including the Association of Washington Cities website (AWC), Seattle times online, Washington Association of Building Officials

(WABO) and the City's website. Please spread the word and don't forget to include local youth for the summer positions.

Utilities:

- We have finalized a Purchase and Sale Agreement (PSA) 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.
- We have finalized a Purchase and Sale Agreement (PSA) for the Tech Center yard. The purchaser now has opportunity to sign and submit the final offer for our approval. Last steps include processing a boundary line adjustment and recording easements and use agreements.
- Staff is negotiating the Permanent Storm drainage easement on private property located at NE Kennedy and Main Street after aged and unknown pipe materials were discovered.
- Staff has submitted a letter to the Chardonnay Place Home Owners Association regarding the City's plans to reconstruct the storm drainage pond fence. If you receive calls or questions please let us know.

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.
- Staff is in the process of completing pre-application paperwork for a King County Community Development Block Grant. The application is in the City Council packet for review at the upcoming meeting. We will discuss and hope for approval at the following meeting as Council support is required to be eligible for application. The request is for \$50,000.⁰⁰ to construct American with Disabilities Act (ADA) compliant curb ramps in "Old Town" beginning at Brown Avenue and NE Richardson Street. The required match will be staff time to manage the project. [No effect to the City budget]

- Public Works Staff met with WSDOT, Utility Providers, and PCL contractors on April 27th 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.
- Main Street design contract amendment #2, which was approved by Council on March 24, 2015, is going to be modified based on recommendations from our WSDOT Local Programs Engineer. Amendment #2 will be reduced by separating the additional Right of Way services into a new contract. This will ensure that there is a clear separation of the federally funded design contract and the City and State funded Right of Way acquisition phase of the project. The scope of services and overall dollar amounts will remain the same as what was previously approved.
- City of Duvall staff participated in the Carnation-Duvall Citizen Corps Wildfire Drill on Saturday May 2nd. The drill included registration and deployment, staffing and treatment of simulated burn victims (approximately 14 school district students and adults) at a Field-Treatment center at KCFD45 Station 68, evacuation route signage and traffic management activities, a shelter at the Riverview Educational Service Center, and a volunteer appreciation lunch. Citizen Corps groups, King County Fire District 45, Riverview School District, City of Duvall Police, King County Sheriff, and King County Office of Emergency Management also participated in the event.
- Staff has been in contact with a small business owner who is interested in presenting a proposal for use of the Depot Building. He would like to see if there is City support to utilize the Depot as a Bicycle repair and rental shop. It would be a business as well as a stop for bicycle clubs, tourists and more. He will be meeting with the Mayor on Wednesday May 13th and if it is appealing, we will provide information to the Council and see if there is interested in a Request for Proposal process.
- Staff has continued to advertise, show space, and work with potential clients on negotiating and executing lease agreements for the Tech Center building. There is one remaining suite (A-3) which was shown on Thursday, May 7th with high potential for lease. Staff is taking care of “loose ends” to minimize any maintenance issues at the time of sale.

IT Department:

Submitted by: PJ Rodriguez

I did not receive a report from PJ, yet I know his team is hard at work on the Springbrook upgrade as well as working with City staff on a number of small projects.

One item that has been deferred is the roll out of Office 365. We have had challenges with the vendor and staff is working out the kinks.

Finally, IT has helped me with the best type of smart phone for council. I know how challenging the current City issued phone is for council. Therefore at the upcoming council meeting, I will be passing out smart phones to those council members who have expressed an interest in one. This phone will be a Galaxy 4. It will allow Council to send and receive e-mails. The phones themselves will be charged and working, what may take a few days is to set up their email.

Mayor's Office - Items in the future:

It is my goal to present a contract for the City Administrator at the May 26th Council meeting. The contract should mirror the offer that Council provided me to negotiate with the preferred candidate. I am working with the candidate and the City Attorney on the agreement.

At the May 19th and 21st workshops on the 2016 budget, I will ask Council for their patience in the process this year. We are starting the process 3 weeks early to give the Finance department time to work with the Council on the budget goals for staff. My objective is to bring back the 2016 budget goals to Council at the May 26th meeting. Once they are finalized, I will provide staff with a memo outlining the direction they need to take as they write their respective budgets.