



Small Town. Real Life.

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

May 23, 2015

### **Mayor's office:**

Recently the City Council and I met to discuss the priorities for the 2016 budget. It was a great discussion and I want to apologize to Council that I was not able to talk, due to really bad cough. Maybe that is why the discussion was focused and robust in a couple of areas, community grants and economic development. Over the coming months, I will be updating Council on these as well as the other priorities that were discussed.

We started the budget process early this year to give the department heads and the finance department time to complete the work needed to write a program budget. Council will see a similar budget to what they received last year.

Last week the project committee for the Puget Sound Regional Council ranked the rural corridor projects. There is 3 million dollars in the project fund. Duvall was awarded \$1,050,000 for our Main Street project. The project was ranked number one. The next step is the Executive committee of PSRC to vote on the project list at their July board meeting. I will keep Council updated on this grant as the summer progresses.

Finally, at the May 26, 2015 council meeting, I will ask council to approve a contract for the City Administrator. Matt Morton is looking forward to working with Council, and staff in the coming months. His start date will be July 20, 2015. Matt will be in town this Thursday for the Finance Director interviews. If any council member wishes to participate, please contact the City Clerk.

## **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**

- Shelley Rowe recently completed another successful RAD class for our community. Each time Ms. Rowe provides this course to our community, our office becomes overwhelmed with appreciation from the participants. I thought I would share one of the most recent comments from a student, so everyone can share in the value this program offers.

"I am in awe of the training and instructors offered through the RAD program! The class that I just finished in Duvall was outstanding.

Shelley Rowe of Duvall is a wonderful instructor - patient, encouraging, clear, good assessment skills! I cannot say enough good things....

Nigel Draveling of Snoqualmie is also an outstanding instructor - very good at putting the student at ease and encouraging, full of information, and good communication skills.

And the sacrifice made by John Lievero of Normandy Park, to let students practice wailing on him, was phenomenal - above and beyond the call of duty!

Having lost my husband in November I felt vulnerable in a way that I have not felt before. Now I feel more confident, even if I am gimped up a bit that the training will kick in if needed. If I ever get up the courage to have my hip replaced I will probably need to come back for training with renewed strength, and I am so grateful that the program allows this.

There is no way I could have ever afforded commercial classes and I am forever grateful that you provide this valuable service to us."

- Chief Hert met with our Civil Service Commission on the 12<sup>th</sup> of this month, welcoming our newest commissioner, Jamie Kemper. During this meeting, Ray Labate was selected as the new Chairman. Additionally, the commission discussed the progress being made to update our Civil Service Rules, as well as the process involved with entry-level officer testing, oral interview questions and certification of a the candidate list. Our Civil Service will be conducting entry-level testing sometime in June or July and certifying a new candidate list for future hiring.
- On May 18<sup>th</sup>, Chief Hert received his Executive Level Certification from the Washington State Criminal Justice Commission, after meeting all necessary training requirements.
- On Thursday, May 28<sup>th</sup>, Chief Hert will be participating with other key City leaders, as they interview and prepare to select a new City Finance Director.
- Chief Hert will also be meeting with key City leaders this month to discuss healthcare options for our City employees as we move into future years. It is our hope that we can obtain a healthcare package that is both beneficial to our staff, as well as feasible for all those involved.
- Sgt. DeBock has been providing oversight for our field training program, ensuring that our new officers are receiving, absorbing and retaining their field training requirements. Sgt. Joe Eaton, Officer Steve Sabourin and Officer Shawn Wilkerson have been instrumental in providing the necessary field training to our new staff. Currently, we only have one officer remaining in our field training program. Without the dedication and commitment from these officers, we would not be able to ensure we are retaining good quality officers for our community. Thanks to all of them for their hard work.
- If you haven't seen the news story that Kiro 7 aired recently (this past week), it can be found on their website. They met with Sgt. DeBock, regarding his shooting in September of last year, and the story turned out great!
- Commander Lewis has been diligently working on updating our police policies and procedures, focusing on those policies with the greatest liability impacts, first. Additionally, he has been getting to know our community and citizenry, as well as learning the different types of personalities that exist within our agency. Commander Lewis is scheduled to attend Middle Manager training in July, at the Criminal Justice Training Commission in Burien.

- On the horizon...

Our department is busy preparing for Duvall Days, Saturday June 6<sup>th</sup>. Main street will be closed from approximately 7:30am until 3:00pm. On Sunday, June 7<sup>th</sup>, officers will be assisting with the Duvall Run, and partaking in the Fire Department's pancake breakfast.

## **Planning Department:**

**Submitted by: Ben Swanson, Senior Planner**

### **Current Development:**

- **Duvall Village** – On April 30, 2015, Westcott Homes signed the Memorandum of Understanding allowing City staff to move forward with work on the Development Agreement. The public hearing for the Duvall Village Development Agreement is scheduled for June 3 with Duvall's Planning Commission. The Commission will forward their recommendation to City Council for action at the June 9 meeting. Following this, on June 30, 2015, a public hearing for 1303-WLD Duvall Village LLC (Westcott Homes) preliminary plat, site plan review, and shoreline substantial development permit will take place in front of the City's Hearing Examiner. The scope of the project includes subdividing 24.1 acres, of 30.8 acres, into 99 attached single-family lots in 23 separate buildings, three commercial lots, and one 13-acre sensitive area/open space tract. The remaining 6.7 acres west of the Snoqualmie Valley Trail will be purchased by the City with grant money received from the King County Flood District and King County Conservation Futures and Parks Levy. This area will be used for parks and open space.
- **Rio Vista** – After the open house on April 22, 2015, the developer presented staff with a conceptual layout of the development at a pre-application meeting on May 13<sup>th</sup>. At the meeting, the developer proposed 69 fee simple lots containing single-family and attached (duplex and triplex) units. The proposed units are in addition to the 5.5 acres of park property to be dedicated to the City at final plat. The developer anticipates a full preliminary plat submittal in approximately three weeks. The project is located on NE 143rd Place and 272nd Place NE and zoned R12 (12 units per acre).

- **Hower Hill** – The City held a pre-application meeting for the property located at 15321 275<sup>th</sup> Ave NE in the R4 (4 units per acre) zone. The developer is proposing to subdivide the parcel into approximately 16 single-family lots. As proposed, the subdivision would access from 275<sup>th</sup> Ave NE. A formal preliminary plat submittal is anticipated in approximately one month.
- **Allen Street Village and Cherry Valley Village** – These contiguous preliminary subdivisions are located in the vicinity of Cherry Valley Road and Ne Allen Street. Over the last year, City staff worked with the owner/developer of both projects to approve the construction drawings. The owner/developer anticipates beginning construction on the infrastructure improvements for both preliminary plats this summer. The resulting construction will extend First Avenue NE to Cherry Valley Road. The combined projects total 23 fee simple lots containing a mix of single-family and duplex units.
- **Toll Brothers** – The project located in the R12 and MUI zones is pending preliminary plat submittal.

#### **Long Range:**

- **Watershed Plan** – Over the past month, staff presented the Executive Summary and Chapters 6 and 8 of the Watershed Plan to City Council. At the May 26<sup>th</sup> Committee of the Whole (COW) meeting, staff brought forward Chapters 5 and 7 to discuss the proposed goals and policies, policy implications, and final direction. After receiving feedback from Planning Commission and City Council, staff will work with the City's consultant to modify the plan by incorporating the feedback received. Following this, staff will bring the revised document back to City Council on June 9<sup>th</sup> for review.
- **Comprehensive Plan Environmental Impact Statement (EIS)** – Staff and the consultant are in the final stages of developing the Draft EIS. The draft will contain four preliminary EIS alternatives that would be presented to the public at an EIS scoping meeting in June or July. Following the scoping meeting, the City may choose to revise the alternatives for evaluation in the Draft EIS.
- **Comprehensive Plan Vision Statement** – Planning Commission approved a final version of the *2015 Comprehensive Plan Vision Statement*. This version will be reviewed by the City Council at the May 26<sup>th</sup> meeting.

## **Finance Department:**

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

I did not receive a report from the finance department.

## **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:**

There are quite a few Special Events coming up in the next few weeks. Here is a summary:

- Evergreen Health 7 Hills of Kirkland bicycle ride – May 25<sup>th</sup>
- Alaska Airlines Flying Wheels Century bicycle ride – May 30<sup>th</sup>
- American Diabetes Association Tour de Cure bicycle ride – May 31<sup>st</sup>

\*\*The above mentioned rides do not necessarily go through downtown Duvall, but they will affect the residents and drivers in the area. Please watch out for bicyclists.

- Duvall Days – June 6<sup>th</sup>
- Big Rock Car Show – June 6<sup>th</sup>
- Duvall Fun Runs – June 7<sup>th</sup>
- Firefighters' Pancake Breakfast – June 7<sup>th</sup>

### **In General:**

- Ms. Wycoff is assisting with the logistics needed for the Finance Director Interview process.
- Ms. Wycoff is assisting with the coordination of an Interlocal Agreement with Riverview School District for use of their facilities for future City Council and Planning Commission meetings. This change in venue also requires changing the dates for their meetings which will be done by resolution. Ms. Wycoff is drafting the necessary documents for Council approval.

- Ms. Wycoff is assisting the Snoqualmie Valley Government Association (SVGA) President, Councilmember Ockerlander, to notice the upcoming SVGA meeting which is Wednesday, May 27<sup>th</sup> hosted by City of North Bend.

**Recycling:**

- The Annual Special Recycle Collection Event (SRCE) is scheduled for July 18<sup>th</sup>. Ms. Wycoff is working on the flyer that will be sent to all 98019 residents to advertise the event. This includes working with the printer and getting current route counts from the Post Office.

**Training:**

- Ms. Wycoff submitted for scholarship reimbursement from Cities Insurance Association of Washington for her attendance to the Washington Municipal Clerks Association conference and the Washington Association of Public Records Officers conference earlier this year.

**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 the Main Street (SR203 Reconstruction) project to the Puget Sound Regional Council's (PSRC) Rural Town Centers and Corridors (RTCC) program review board on Friday May 1<sup>st</sup>. Our project competed with ten other projects in the Puget Sound region. Our grant proposal was for \$1.8 million in funding for the Main Street South project. The grant program had a total of \$3 million available. We were notified Friday, May 15<sup>th</sup> that we were the highest ranked project and the regional board has awarded us **\$1,052,073** for the project. The June 11<sup>th</sup> policy board will introduce the item for public comment and a final vote will be taken at the PSRC Executive Board meeting on July 23<sup>rd</sup>. After and if the grant is formally approved we will have access to the funds in mid-August 2015. This grant revenue was not recognized in any budgeting for the project and will offset expenditures we had planned.
- **King County Trail use advisory:** The City just learned that a portion of the Snoqualmie Valley Trail will be closed approximately 1.5 miles south of the SR203 and NE 124<sup>th</sup> Street Roundabout this summer for repairs. An image is attached for you viewing and sharing if you see fit. The Duvall 5/10k Director has been notified and has made contact with the County. We will be

requesting signage be placed at the Car Park and McCormick Park area so that local users are aware of the closure.

**King County**

## SNOQUALMIE VALLEY TRAIL

### PARTIAL CLOSURE: JUNE 1 – OCTOBER 31

#### DUE TO TRAIL AND RIVER BANK REPAIR CONSTRUCTION

- **Closure dates:** June 1 – October 31, 2015
- **Closure location:** Approximately 1.5 miles south of NE 124<sup>th</sup> Street and 2.2 miles north of Stillwater.
- **Safety:** Due to unsafe conditions, there are no detour routes around the construction site.
- **Alternatives:** Please consider using the southern end of the trail from Tolt MacDonald Park to Snoqualmie Falls as an alternative option. For more trail information, go to [www.kingcounty.gov/parks](http://www.kingcounty.gov/parks).
- **About construction:** Approximately 1,200 feet of the Snoqualmie River bank's revetment known as Sinnema Quaale Upper (a.k.a., "car body curve") will be reconstructed to protect the trail and State Route 203 from erosion and slope instability. Trail and user safety improvements will also be done. For Sinnema Quaale Upper Revetment Reconstruction project details, go to [www.kingcounty.gov/rivers](http://www.kingcounty.gov/rivers).
- **Contact:** KK Soi, Capital Project Manager, at 206-477-4587 or [karan.soi@kingcounty.gov](mailto:karan.soi@kingcounty.gov).

**We appreciate your patience as we work to build a better trail!**

**King County**  
**PARKS**  
Your Big Backyard

- Public Works staff has completed approximately 18,000 feet of crack sealing to date. Staff will continue to take advantage of mild temperatures and continue crack sealing efforts. 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.
- The Building Department has received six (6) new home building permits since April 1<sup>st</sup> for a total of twelve (12) year to date. A total of 139 permits have been processed year to date.
- The Public Works department is currently reviewing applications for the following positions:
  - The Building Inspector / Plans Examiner (1) position closed May 11<sup>th</sup>.
  - The PW Maintenance worker (1) position closed on May 13<sup>th</sup>.
  - The summer Seasonal PW Worker (2) closed on May 13<sup>th</sup>.

Utilities:

- Staff is performing the Boundary Line Adjustment process for the Tech Center Buildings and Yard. Final surplus documents will be coming to City Council in the next few weeks.
- Staff is working on an updated Coliform Monitoring and Response Plan and Standard Operating procedures for the water system with input from the Department of Health.

Project / Engineering Activities:

- The Taylor Park Wall project is out for bid and online at [www.bxwa.com](http://www.bxwa.com). We have the bid opening scheduled for May 28<sup>th</sup> at 10:00 am. Currently there are six (6) registered bidders and two (2) contractors attended the pre-bid meeting held on May 21<sup>st</sup>.
  - Briefly, the project proposes to install 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 working on a contract and bid for the sewer bypass work related to the WSDOT Coe Clemons Creek project. We hope to share information for this project at the upcoming Council meeting.
- Restoration has been completed on the Main Street Cedar Plank Art Panels. The panels will be re-installed prior to Duvall Days.
- Public Works Staff continues to correspond with WSDOT, Utility Providers, and PCL contractors on 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.

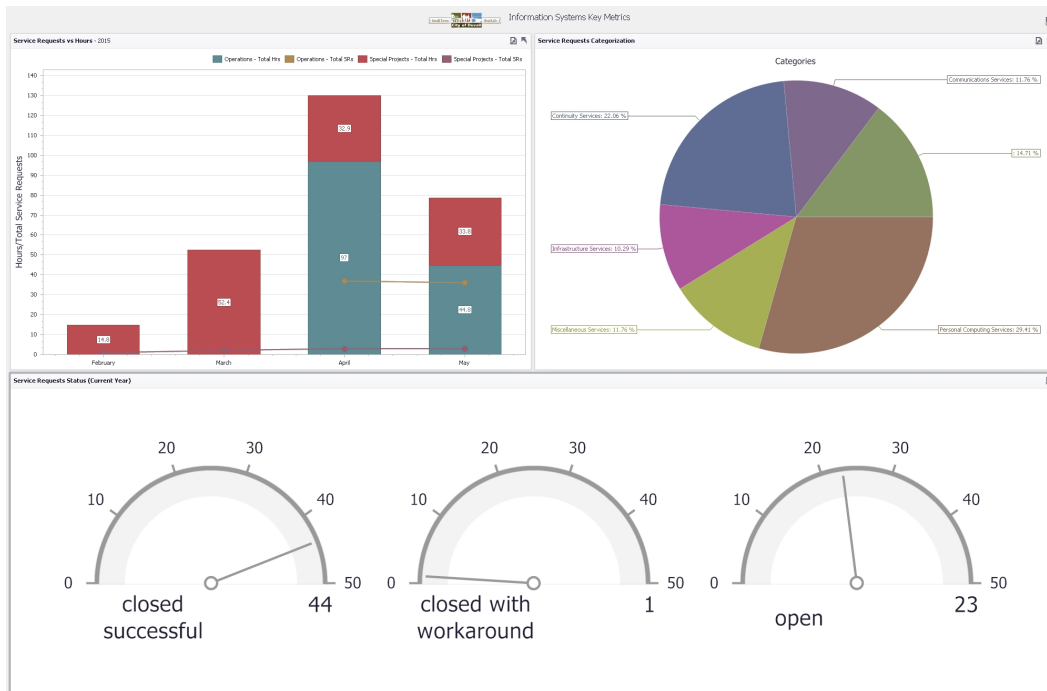
## IT Department:

Submitted by: PJ Rodriguez

### Summary:

- Working with city personnel on on-going public records requests
- On Going Projects Status
  - NEW – Phone System service provider migration – nothing blocking at this time
  - Office 365 Migration – licenses purchased – licenses have been delivered – in process of setting up tenant configuration
  - Springbrook Migration – in progress – no blocking at this time – proposed streamlining access and control based on roles
  - Windows HyperV Server Migration – in progress – still on going

### IT Performance Metrics: Service Requests To Date:



### **Mayor's Office - Items in the future:**

We need to work with the school district on the Interlocal Agreement (ILA) for their board room. There are a couple of items we need resolve before we take action on the item. I am confident we can resolve them.

In future meeting in June, I will bring forward a contract for the Finance Director. This of course is dependent if we find a great candidate and they accept an offer to work with Duvall.

This fall, I will work with staff and we will bring back the pavement management plan for council discussion. Prior to that I will present legislation for a Transportation Benefit District (TBD). The formation of the TBD is not dependent of a funding mechanism, yet it will be something we need to discuss.