



Small Town. Real Life.

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

July 3, 2015

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

The discussion continues on fireworks. The fire department will have extra crews on hand and I have authorized a 3<sup>rd</sup> officer for the 4<sup>th</sup>. Lori has been pushing comments out to the community on Facebook, letting folks know that citations will be issued if you are lighting off illegal fireworks. As you may have noticed two banners were put up on Main Street yesterday.

On a different note, I had lunch with the new Finance Director and the new City Administrator this week. Both are really looking forward to joining our team. Dean Rohla, Finance Director, will be at the Committee of the Whole meeting on Tuesday to introduce himself to 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. In addition we utilize the services of the City of Snoqualmie for IT.

### **Police:**

#### **Police Department:**

**Submitted by: Chief Carey Hert**

- Our police department has been working with our local fire department to send a strong message for the 4<sup>th</sup> of July weekend, regarding the extreme drought-like temperatures and the risks that come with discharging of fireworks. Though fireworks are legal on the 4<sup>th</sup> of July, within the City limits of Duvall, it is strongly recommended that our community refrain from discharging them; rather, it is recommended that citizens attend a public display this year.
- Chief Hert and Sgt. Batiot recently met with members of our Northeast District Court, located in Redmond. Discussions focused on what our court has to offer, and what their focus is for alternatives to incarceration, when offenders are identified to have social and mental health

behavioral issues. Chief Hert will be working to schedule a time for a presentation from Northeast District Court, at an upcoming City Council meeting.

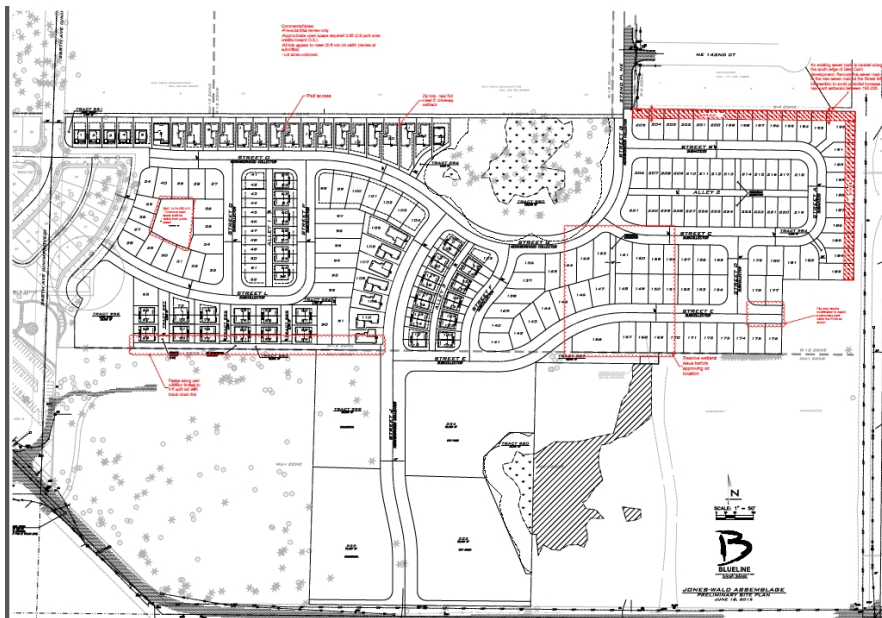
- The Civil Service Commission meeting, scheduled for this past Wednesday, July 1, 2015 was cancelled, due to other commitments/absences for commissioners. The meeting has been rescheduled for Wednesday, July 8, 2015 beginning at 6:00 p.m. at our local Fire Station.
- Police Staff have been working to provide Chief Hert with program budgets for the upcoming fiscal year, so he can prepare the overall police budget for 2016.
- In August, our insurance carrier, Clear Risk Solutions, formerly Canfield & Associates, will be setting up the Firearms Training Simulator (FATS) at our police department. Our officers will undergo simulated use of force scenarios utilizing verbal commands, as well as simulated tasers, handguns and rifles. Our staff conducts this training annually, to keep them up to date with the use of force options available to them, as they make effective judgement decisions based on the interactive scenarios.
- Commander Lewis continues to familiarize himself with our agency and City, as well as work on our new policies and procedures.
- Sgt. Batiot recently assisted one of our CSPA partners, Issaquah Police Department, with an assessment center, as they tested for the position of Police Sergeant. The assessment center was two days in duration, as almost ten officers tested for this position.
- Sgt. Hawley has been busy as the vehicle maintenance officer, department training coordinator, department quartermaster, as well as conducting an audit on all citations and infractions, as we prepare to issue the State mandated, updated version of these forms to our officers.
- During the past two weeks, officers have responded to 105 calls for service, ranging from citizens assists, neighbor disputes, suspicious circumstances, unwanted persons and traffic offenses and accidents.
- Additionally, police staff are working on putting together our 2<sup>nd</sup> Annual National Night Out, established a distracted driving campaign that will educate our community on the dangers involved, as well as taking enforcement actions, once adequate educational opportunities have been provided.
- So far we are off to a great summer, and our police department hopes that you will all stay safe, be respectful to others, and enjoy yourselves.

## Planning Department:

Submitted by: Lara Thomas, Planning Director

### Current Development:

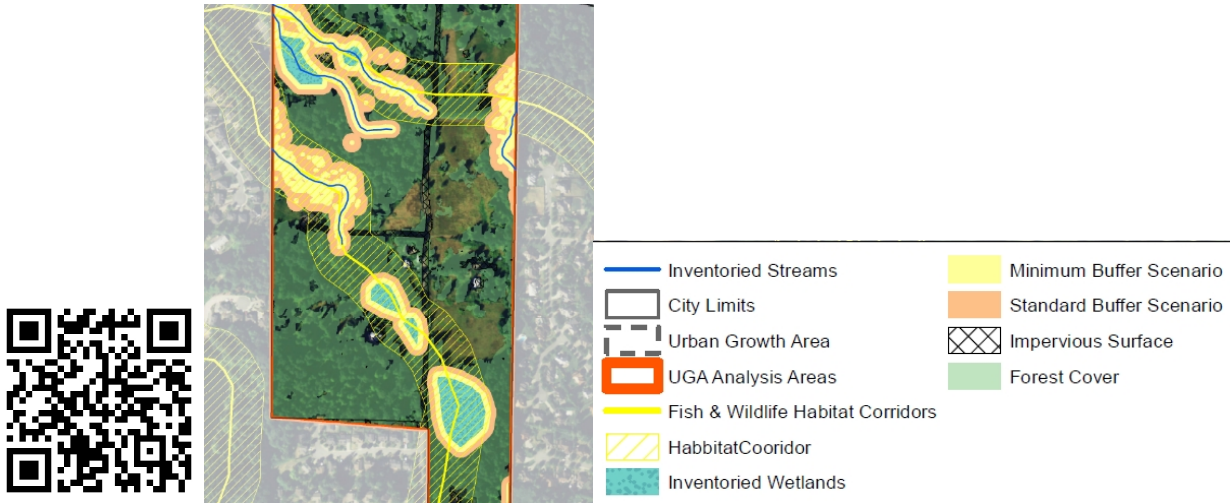
- **Duvall Village** –a public hearing was held on June 30<sup>th</sup> for the preliminary plat of the Thayer property (143<sup>rd</sup> and Main Street). The hearing examiner will render a decision within 21 days.
- **Rio Vista** the preliminary plat was submitted and the Planning Department will issue a notice of complete application next week.
- **Toll Brothers** – submitted a conceptual site and staff provided comments on the site plan (we call comments redlines –image below). Staff utilizes the zoning code and the comprehensive plan **police** to review projects.



### Long Range:

- **Watershed Plan** –After receiving feedback from Planning Commission and City Council, staff worked with the City’s consultant to modify the plan by incorporating the feedback received at previous meetings. The Planning Commission held a workshop on July 1<sup>st</sup> and Council will discuss the plan at the July 7<sup>th</sup> Committee of the Whole. Please click on the QR code to review the **DRAFT**

**WATERSHED PLAN.** Please consider taking time to review the draft plan. This plan will help guide the City on how it **GROWS** in the future. Below is a snapshot of our North Urban Growth Area. Please email comments to [lara.thomas@duvallwa.gov](mailto:lara.thomas@duvallwa.gov).



## Finance Department:

Submitted by: **Jennifer Anderson, Accountant**

- May Bank Reconciliation was finally completed after several issues were taken care of due to temp employee errors and Springbrook upgrade.
- Starting to close out for June and then will work on quarterly investment report.
- June 30<sup>th</sup> payroll was processed.
- Riverview School District was invoiced for police services per the interlocal agreement. We are expecting payment of \$15,740.
- On 6/29/15, a bond matured and \$1,000,000 was deposited into our account. New Finance Director will reinvest.
- Working on the 2016 budget salary worksheet.
- Processing A/P invoices for the 7/7/15 council meeting.
- Working on quarterly payroll taxes and leasehold excise taxes
- June 2015 Sales Tax Report will be included in the 7/7/15 Committee of the Whole packet.
- Continuing to have issues with Springbrook upgrade. (Utility Billing, Payroll and A/P Modules)
- Utility bills were sent out the last week of June. Still not able to export radio read meters into Sensus without getting error messages due to the Springbrook upgrade.
- Springbrook has been acquired by Accela, Inc.

## **City Clerk**

**Submitted by; Jodi Wycoff, City Clerk**

A report was not submitted.

## **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:

- We wanted to say thanks to Ben Swanson, Senior Planner. Your hard work, collaboration and dedication will be missed. Good luck in Snoqualmie!

### Utilities:

- Storm drainage work starts on July 6<sup>th</sup>. Public Works is planning to begin our yearly catch basin cleaning work during the month of July. We will utilize a rented vacor truck and perform the work with city staff. While renting the equipment is estimated to cost \$15,000 or less; we have utilized contractors to perform this work in the past at roughly three times the cost.
- The City of Duvall purchases water wholesale from Seattle Public Utilities (SPU) for distribution to our customers. SPU has reported for June that the water supply outlook is “good”. The amount of water storage was increased early in the winter in preparation for the dry summer forecast. We are recommending that customers be conscious of how much water they use and please fix leaks as soon as possible if you have them. There are free leak test kits as City Hall for those interested.
- The “no wake” signs are up along the river as well new signage regarding “no lifeguard on duty”. With the warm weather McCormick Park is very busy. We have inquired to the Corps of Engineers about a “slow, no wake” buoy but have yet heard back. Please be safe at all times on the river. It only takes a second for an accident to occur.

- With the unprecedented dry weather we are running low on budget for the maintenance of green grass at the Big Rock Park fields. The proposed budget which was reduced for watering will not accommodate watering enough to maintain green grass....
- Staff has submitted the Boundary Line Adjustment for the Tech Center Buildings and Yard. We will close on the parcels when the BLA is recorded ( $\approx$ 45 days).
- PW maintenance staff repaired another water system leak last week. This leak was off of an irrigation line on Third Avenue and Dorothy Place.
- PW staff has completed the following to prepare for the 4<sup>th</sup> of July Weekend:  
1) Shoulder/landscape strip mowing; 2) maximized water storage at the 2.2 million gallon tank; 3) set pump station on standby for potential fire flow emergencies; 4) coordinate effort with Police and Fire for messaging regarding fire danger and placing banners; 5) place second staff member on Holiday standby in case of emergency.

Project / Engineering Activities:

- Main Street Construction Update: WSDOT has begun work and contractors from PSE have mobilized and begun work this week and next. The current task is for cutting and capping the gas main in preparation for the culvert work next month. Traffic will be reduced to one lane at times while this work is completed. We anticipate additional minor preparatory work to occur over the coming weeks.
- The Taylor Park Wall project was recently awarded to Pile Contractors Inc. in the amount of \$326,886. The project will install a 200-foot long Soldier Pile wall on the south side of Taylor Park Playground and provide long term stabilization along the slope. The project will include the removal of four large trees and temporary park closure beginning in August through September. We are very aware of the high use and attendance at this park and are working with the Contractor to limit the amount of closure. The park will have a notice posted onsite next week.
- Cherry Valley Tennis Court: These tennis courts will be closed for minor surface repair (a follow up to last year's re-surfacing) and crack filling. The court will be closed Friday 7/4 – Monday 7/6 and a notice has been posted.

- Public Works Staff continues to correspond with WSDOT, Utility Providers, and PCL contractors on the Coe Clemons Creek Culvert Replacement Project. Significant construction activity, and a 7 to 10 day full-time closure of SR-203 at the culvert crossing, will begin in late July and August. Nightly closures will occur until the projects estimated completion in September 2015.
- Public Works Staff is continuing to work on permitting and design activities for the Main Street South project.
- Public Works Staff is preparing an invitation for quotes on the NE Stephens Street Overlay project with minor paving alternates. There is some budget for the work; however, we do expect prices for the work we are requesting to be over our budgeted amount. We will bring the item to council for discussion once the bids are received.
- Public Works Staff continues to follow up with property management duties at the Valley Tech Center to assist with tenants, lease payments and prepare for the sale of the property.
- Public Works Staff is preparing an invitation to quote for the WWTP roof replacement/repair of the generator and chlorinator buildings with siding improvements included.
- Public Works Staff is working on the project Closeout of the Bandscreen Installation at the WWTP.
- Construction has commenced at the Cherry Valley/Allen Street Village Plat located at the intersection of Cherry Valley Road and the 1<sup>st</sup> Ave NE corridor. Construction to date for this 23-lot residential development includes installation of erosion control measures and mass grading.
- The preliminary plat hearing for the Duvall Village project was completed on June 30, 2015. The hearing examiner stated on the record that the preliminary plat will be approved and that the staff report was “one of the most thorough, easy to read, excellent staff reports that I’ve seen for a long time from any jurisdiction.”

If you have any question about items listed herein please contact our office at any time to discuss.

**IT Department:**

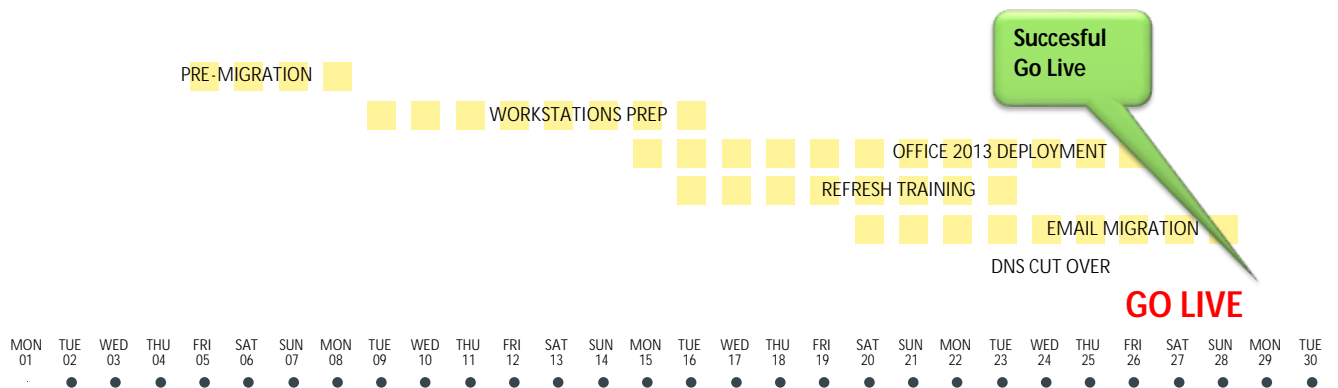
**Submitted by: PJ Rodriguez**

Summary:

- On Going Projects Status
  - Office 365 Migration – COMPLETED
    - The City went live on Office 365 as scheduled on **June 29, 2015**
    - We have remote folks that still need a walkthrough on how to access the new system
  - Desktop Replacement/Upgrade
    - In progress—quotes generated and funding requirements being researched
  - Electeds MS Surface Implementation
    - In progress—quotes generated and approval process in work

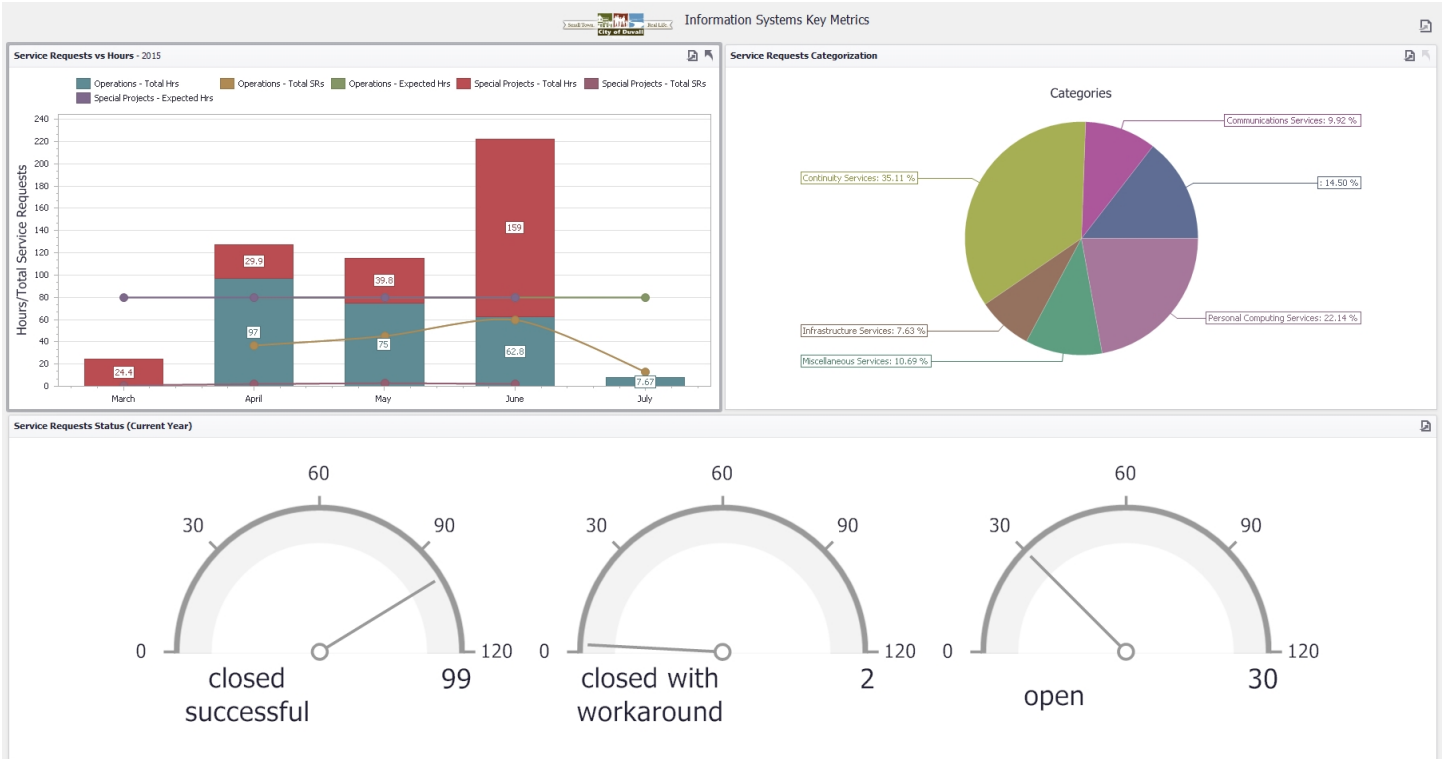
Office 365 Migration Timeline

# CoD Office 365 Migration Timeline



**GO LIVE**

IT Performance Metrics To Date:



**Mayor’s Office - Future Items:**

The big change for the Council meetings will start next week, when we meet on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday’s at the Riverview School District Board Room. I want to thank the school district for working with the City on an ILA to allow us to meet there.

Matt Morton will join the Council in a discussion on Economic Development on July 13<sup>th</sup> from 6:30-8:30pm at the Duvall Visitor Center. This will be an opportunity for Council to hear from the new City Administrator and allow Matt the opportunity to interact with the council.