



Small Town. Real Life.

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

August 1, 2015

Mayor's Office:

The big item for this week and the month is the closure of SR203 for work at Coe Clemons Creek. It will start this Sunday night with nightly road closures from 9:00 p.m. until 5:00 a.m. through Thursday the 6th. Then starting August 17th the road will be closed 24 hours a day through August 24th. The City has posted information about the project and detour routes on the website as well as Facebook.

I serve on the Association of Washington Cities Board of Trustees for the health trust. This trust manages the health care program for 2/3 of the cities in Washington. At the board retreat last week there was a discussion on future rate increases and how to manage the changes with the Affordable Health Care Act. Tentatively, our City is looking at a 5% increase in health care.

City departments:

The City has five key departments, managed by the City Administrator. The departments are 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.

City Administrator:

- The City Administrator's first day of work was July 20th.
- The City Administrator completed a City Wide Government Facilities and Property tour to better understand the geography and site-specific opportunities within the community.
- The City Administrator has been working with Department Heads and the Finance Director on elements of the 2016 Budget.
- The City Administrator attended and advocated for better access and resources for Duvall during the King County Metro Long Range Plan Technical Advisory Committee held on July 21, 2015 at the Kenmore, WA City Hall. More information can be found at <http://metro.kingcounty.gov/advisory-groups/long-range-plan-tech-committee/> .
- The City Administrator attended the July 22nd SummerStage Event 'Austin Jenckes & Friends' developed by the Duvall Cultural Commission with the support of many community sponsors. It was a great opportunity to meet the community at large and observe the interagency and interdepartmental cooperation needed to make the event such a tremendous success.
- The City Administrator has been meeting with various department heads and staff members to begin to understand challenges and opportunities that exist within existing and/or proposed operations.
- The City Administrator has begun to develop key contacts and make introductions with our many regional partners including; King County Council, Puget Sound Regional Council, Sound Cities Association, King County Metro, Seattle Public Utilities and others.
- The City Administrator has begun identifying and meeting with key community leaders with the goal of opening lines of communication and engaging the community in frank discussion.

Police Department:**Submitted by: Chief Carey Hert**

- July marks 4 full months of employment for Commander Lewis. During these four months, Cmdr. Lewis has been focused on increasing the consistency and accountability of our first level supervision, by meeting with them regularly and providing leadership and guidance that continues to improve our proficiency. Additionally, Cmdr. Lewis has been working diligently to enhance our policies and procedures, as we continue work toward a complete policy transition, to LEXIPOL. Along with this, Cmdr. Lewis has been meeting with and developing relationships with other local service providers, as well as learning about our community and their needs.
- Officer Eaton spent the past 4 months in a provisional sergeant role. During this time, Eaton learned the role of a first level supervisor, and acted in this role, as he provided direct supervision, leadership and

direction for our patrol staff. Additionally, Eaton was tasked with developing a program that will provide our officers and department with more effective ways to supervise and develop patrol staff, inspiring them to set goals and benchmarks, as well as getting them more involved with our Community. Eaton presented his program ideas to Chief Hert and Cmdr. Lewis this past week. As we move into the fall months, we are hopeful to have this program implemented.

- Effective August 1, 2015, Officer Steven Sabourin will be appointed to the provisional sergeant role, for a period ending November 27, 2015. Sergeant Sabourin will be provide with the same opportunities as Officer Eaton was, and will be expected to develop an additional program for our department. Sergeant Sabourin's program is focused on distracted driving education and enforcement for our community.
- Chief Hert has been working with our Civil Service Commission on several projects. First and foremost, they have been working on updating the Civil Service Rules. Additionally, they have been preparing for oral boards for officer candidates for our City. Oral boards will be held all day on Friday, August 7, 2015. From this, a certified entry-level hiring list will be established, and used to fill vacancies as needed. Also, as part of their provisional sergeant appointments, Eaton and Sabourin will be provided an opportunity to go through an assessment center, testing their abilities to become Sergeants on a permanent basis. Civil Service is working with Chief Hert to determine a testing date and location, with hopes of getting this done in September or October of this year. This is all part of the Police Department's commitment to ensuring effective succession planning. The next meeting of our Civil Service Commission will be Wednesday, August 5, 2015 beginning at 6:00 p.m., at our Local Fire Station.
- Chief Hert has also been working on establishing a training curriculum for our officers, with a strong emphasis on responding to high risk incidents, primarily active shooter incidents to our schools. There are short and long term goals being established, to ensure its success. The training will begin with classroom and practical training exercises for patrol staff, then transitioning to tabletop exercises for supervisory staff, including working with our local Fire Department. Lastly, all stakeholders will come together, likely in the summer of 2016, and conduct a full response exercise at Cedarcrest High School.
- Chief Hert and Police Clerk/Evidence Tech, Shelley Rowe have also been preparing for an evidence destruction, in an effort to free up space in our evidence vault. Additionally, Rowe has been diligently working on updating our Police Clerk/Evidence Tech procedures manual, as well as completing numerous records requests.
- Though getting better, staffing continues to be a challenge for our department. We still have a vacancy, another officer in Field Training, and another officer out on extended sick leave. From the oral boards this coming Friday, we are hopeful to select another candidate for the current vacancy.
- Sergeant Batiot will be returning from a much needed/deserved vacation, this coming week, and will hit the ground running, preparing for Duvall's National Night Out, which will be held on Saturday, August 8, 2015, in the location of our Police Department and McCormick Park.
- During the past 2 weeks, our officers responded to 109 calls for service, including Citizen Assists, Suspicious Activities, Unsecured Premises, Warrant Services, Alarms, Shoplifting and Traffic Offenses.

Planning Department:**Submitted by: Lara Thomas, Planning Director**

No report was submitted. The Planning Director is on vacation.

Finance Department:**Submitted by: Dean Rohla, Finance Director**

- Analyzing fund balances and investments for funding options and sources for Main Street project.
- Finance Director Surface installation.
- Work with departments on preparing 2015 3rd quarter Budget Amendment.
- Updating the 2016 budget salary and benefits worksheet. 2016 CPI numbers - 1.6% and 1.1%.
- Prepare estimates of final 2015 revenues and taking a look at the 2016 estimated revenue.
- Reviewing submitted 2016 budget worksheets and entering them into Springbrook.
- July Sales Tax Report for 8/4/15 Committee of the Whole.
- Completed June's financials including account reconciliations and Impact Fees
- August 5th payroll preparation.
- Processing A/P invoices for the August 5th council meeting.
- Held task group meeting with all union representatives and AWC regarding current health plan being phased out January 2018.
- Continuing to experience numerous challenges related to the Springbrook upgrade. (Utility Billing-meter import/export, Payroll and A/P Modules) Continue to work with customer support to resolve issues. This is progressing slower than the team would like.
- Completed 2nd quarter payroll taxes (had to wait for Springbrook to fix a report)
- Utility Billing records archiving project. Finance records to follow.
- Continue revisions to the Utility Billing Procedures manual re: update for the version 7.17 of Springbrook. Cash Receipting Procedures update to follow.
- Bi-annual water meter audit. Review accounts with no consumption.
- Assisting City Clerk with reviewing applications and interviews for Administrative Assistant position which closes August 7th.

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

In General:

- Each department head was required to submit their line item budgets to Finance by July 21st. Ms. Wycoff completed the budget items she was responsible for and sent them to Finance. The next step will be to update the narratives for the budget.
- Ms. Wycoff has posted the job description for the Administrative Assistant (front desk position) on the City website and AWC JobNet. The closing date for applications is August 7th. We have received a handful of applications to date.
- Ms. Wycoff will be working with CivicPlus and other City staff to train on the Agenda Center module for the website. This change will provide greater efficiency in creating Council packets for the web. This new module will also help the City towards their goal of going paperless for packets and other correspondence between Council and Staff by the end of the year.
- The Wellness Committee is getting ready for the Health Questionnaires campaign. The City must have at least 50% HQs completed in order to qualify as a Well City from Association of Washington Cities which can save the City money on benefit premiums.
- Ms. Wycoff is working to find and secure a facilitator for Open Public Meetings Act and Public Records Act training for Council and Commission and Board members. The goal is to have this training completed by the end of the third quarter.

Recycling:

- The Annual Special Recycle Collection Event (SRCE) was on Saturday, July 18th. Based on the number of surveys turned in to us by participants, we had at least 450 people come through to recycle various items. This event is fully funded by grants from King County Local Hazardous Waste Management Program (LHWMP) and Solid Waste divisions.
- The City received an amendment to the LHWMP grant to include funds for 2016. Ms. Wycoff will be bringing the amendment to Council for review and approval in August.

Public Works Department:**Submitted by: Steve Leniszewski, Public Works Director**

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

Utilities:

- The City of Duvall purchases water wholesale from Seattle Public Utilities (SPU) for distribution to our customers. SPU has changed the water supply outlook from “good” to “fair” and this week activated their (and our) Water Shortage Response Plan at the “Stage 1” level (

<http://duvallwa.gov/DocumentCenter/View/2383>). This is an **advisory** stage and is intended to inform customers in hopes that everyone will pitch in when it comes to water conservation to make our water last. SPU has not enacted water use restrictions but urges everyone to use water wisely. 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 at City Hall for those interested. Please see the [Saving Water Partnership](#) website for a summary.

- 2015 to 2017 NPDES Capacity Grant: City applied for \$50,000 pass-through (discretionary) grant for the Storm Water Management Program (catch basin cleaning, public education, other).
- Storm drainage work continues this week. Public works is performing our annual catch basin cleaning work. We have found significant savings by renting a vactor truck and utilizing city staff to run the equipment. 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 has installed a drinking water fountain at Judd Park. The fountain was purchased by the Redemption Church of Duvall as a gift to our great community. If you have an opportunity to thank them, please do. It's a much needed feature at the park and will be utilized by everyone! Please drink responsibly, dogs too.



- Additionally, I am pleased to report that the replacement parts for the teeter totter at Judd Park have arrived and been reinstalled. Thank you for your patience.

- We are in the final stage of the purchase and sale process, negotiating the final terms of the contract. Staff has complete the Boundary Line Adjustment for the Tech Center Buildings and Yard. We will record the BLA when the final documents arrive from the Surveyor. (≈15 days).

Project / Engineering Activities:

- Great news arrived this week. If you recall, we applied for and presented the turf rehabilitation project to the RCO Board on 8/12/14. At that time we were notified that we finished as the third alternate and were not selected for funding. But this week that changed, the City was awarded \$500,000 for the Big Rock Ballfields Turf replacement project. It has been explained to us that the state legislature had shuffled some projects around and we are now a SUCCESSFULLY funded project. More details to come at the next Council meeting (8/4).



- Public Works Staff is continuing to work on permitting and design activities for the Main Street South project. 90% plans are here for review and Right of Way work is underway.
- 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. An update will be provided at the next City Council meeting (8/4).

- Sadly we must report that on August 28th a porto-potty was vandalized at Taylor Park and it was lit on fire. The Fire Department was called in around 0400 and they arrived on site and were able to put out the fire that had spread to adjacent trees saving us from a huge catastrophe. A replacement will be provided as soon as possible. There is a posting on the site to report this incident. It was **Arson** and there is a number to call if you have any information about the crime.



- **Duvall Car Park:** To clear us some local urban legend, the existing Car Park sign, originally created by local artist Dan Cautrell, has been removed on purpose and was not “lit on fire”.

Briefly, the City has been working with King County Metro on ways to improve service in Duvall as well as bringing other programs to our community (<http://metro.kingcounty.gov/outreach/duvall/>) and in doing so we noticed the old Car Park sign was in need of a lot of repairs and was at the end of its service life. The sign was not carved out of solid wood, which would have value but it was layered lumber and not conducive to repairs.

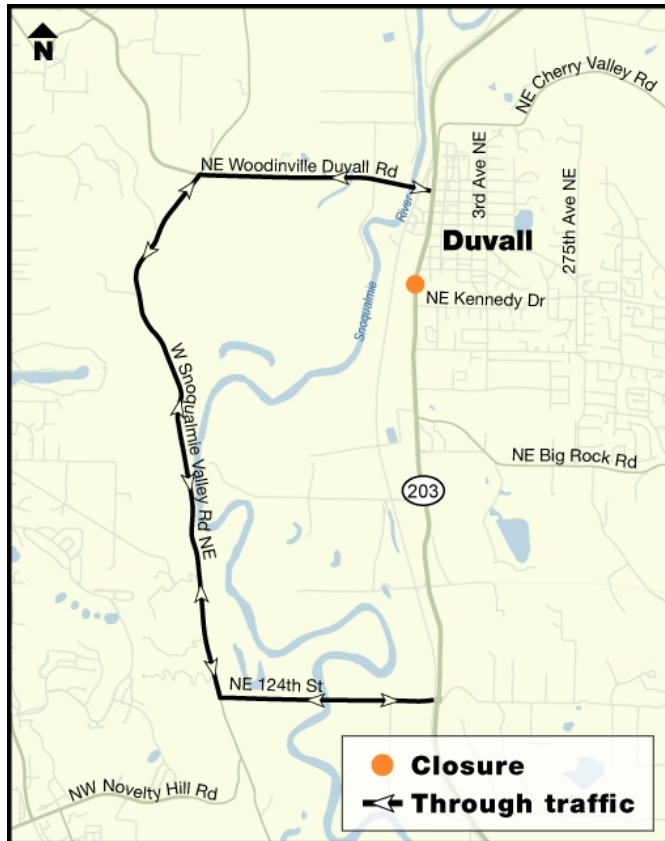
We did contact the artist to see if he could repair the sign or wanted it. We offered to get the old sign to him (which weighed about 350 pounds) but he was not interested. Metro is willing to and is providing a new sign which should be installed in the next couple of weeks. The City did remove the sign about two weeks ago preparing for the new one.

- 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. Please familiarize yourself with detour options and spread the word (<http://www.wsdot.wa.gov/Projects/SR203/CoeClemonsCreekCED/DetourMap.htm>)

Local Detour



Truck Detour



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

IT Department:

Submitted by: PJ Rodriguez

No report was submitted.

Mayor’s Office - Future Items:

In the coming weeks the City Council will discuss funding plans for two key projects. The SR203 sidewalk project and the Big Rock Ball Fields project. In addition, the department heads have submitted their respective budgets and the finance department is hard at work at building the 2016 preliminary budget.

Finally, in the month of August the IT consultant will begin rolling out the Microsoft Surfaces to the department heads and the City Council. We are starting with the department heads to work out any bugs or kinks.