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Mayor of Duvall's Monthly update to the community

January 11, 2017

**Mayor's Office:**

Welcome to a new year. I hope all of you enjoyed the holidays with family and friends. This year we will see a couple of key community engagement projects. The first is a short video after each council meeting that highlights the meeting. Every two weeks I will be broadcasting a short video with a council member on the items discussed and decided upon at the council meetings. We hope this will keep folks informed about our City. Secondly, we will be hosting a series of town hall meetings. The first will be on annexations and development. These town halls will be a way for the community to ask questions, hear from staff and share their perspective on the issue with council. When we select the date, we will send a notice out to the community.

**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, Matthew Morton:**

For me, New Year's always ushers in feelings of hope and optimism that stem from intense self-examination and reflection. Pausing, to take stock of success and failure of the year-past and then trying to discern what different actions, activities or habits will make the coming year both more successful and fulfilling. I believe it too is a time to acknowledge the genuine gratitude I feel for the many people, experiences and challenges that lend meaning and clarity.

The New Year has ushered in a New Mayor Pro Tem for the City Council, and already the general professionalism, focus and attitude of the Council has shifted toward new ideas, new leadership and a renewed focus on transparency, clarity and integrity in public service. It isn't that these concepts did not exist, or were not practiced before, but the new energy and experience brought to the City Council by Mayor Pro Tem Amy Ockerlander, along with her competency, intelligence and regional connections will, I believe, help staff, myself and the City realize the achievement of many longstanding goals in this coming year. Similarly, Mayor Ibershof remains as committed as ever to the success of Duvall and is a great partner for the council and guides staff to ever be more efficient, creative and committed to and for this community.

Along the same lines, the City Senior Staff continue to be a strong asset to the future of this City. We continually ask Senior Staff to grow personally and professionally, to be visionary, to lead change and to implement the will of the citizens as articulated through the City Council. Senior Staff is not content with ordinary success and is always looking at strategies, means and ways to keep this city 'extraordinary'. 2017 is sizing up to be a challenging year, a year of change and transition, but I believe our Senior Staff Team remains strong and able to do the work of the City in a way that keeps us poised for success.

Lastly, I want to thank the Community for the Passage of Proposition 1. We have been working hard to lay the framework for implementation of the three stated objectives; a full time school resource officer, a turf and lighted Big Rock Ballfield, and key infrastructure and service improvements to our information technology systems. As these items move forward we will be clearly communicating goals, objective and timelines. We thank the community for their trust and investment in the future of Duvall, and will work to keep that trust by delivering on the promises made!

**Police Department: Chief Carey Hert,**

- On December 6<sup>th</sup>, Chief Hert attended the monthly Civil Service Meeting to discuss current eligibility lists for police candidates, and requested an oral board for entry-level candidates, to establish a new hiring eligibility list.
- On December 21<sup>st</sup>, oral boards were conducted by police staff, along with a panel member from Cedarcrest High School, and overseen by Civil Service. (10) ten candidates were invited to the interviews.
- On January 5, 2017, through a special meeting of our Civil Service Commission, a new entry-level police officer candidate list will be certified, and our police department will begin processing background investigations in hopes of finding (2) two qualified candidates to begin police academy training in the next few months. (1) one of the candidates will be employed to fill the newly acquired position of full-time School Resource Officer, and the second candidate will be employed to fill an up-coming vacancy for a police officer that is retiring.
- On January 4, 2017, Chief Hert and City Administrator Morton met with School District Officials to discuss the timeline for implementing a full-time School Resource Officer for Cedarcrest High School, for the 2017-2018 school year. This process will include advertising internally for a qualified candidate, assessment testing for interested candidates, training, and hiring of new staff. More information will be provided in the coming weeks and months.
- On January 17, 2017, our police department will be providing (2) two presentations at the regularly scheduled Committee of the Whole Meeting at the Riverview School District. The presentations will outline (2) two new educational and enforcement programs that the department has been working on, to include Crosswalk Safety and Enforcement, as well as Distracted Driving. Also, at this same meeting, we will be celebrating the retirement of long-time City of Duvall Police Sergeant, Kevin Hawley. Sergeant Hawley will be retiring in the first week of February, 2017.
- Our new D.A.R.E. Instructor, Officer Cory Clark, will soon be scheduling classes to be taught at Cherry Valley Elementary and Eagle Rock Schools. Officer Clark will be teaching (5) five classes this year, to these schools.
- During the month of December, officers have responded to over 200 calls for service, ranging from C.O.P. Activities, citizen assists, fugitive arrests, car prowls, domestic violence, noise complaints, road rage, shoplifting, harassment, trespassing, alarms and traffic violations/collisions.
- Our Police Department would like to take this opportunity to wish you all a Happy New Year! Please remember to review our Police Facebook Page for police updates and future events.

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

**General Information:**

- Welcome Michelle Hogg to the Planning Commission. We are excited to have you join the team.
- The Planning Department has started “Ask the Planner” series this month. Please email [lara.thomas@duvallwa.gov](mailto:lara.thomas@duvallwa.gov) questions that you may have about Planning in Duvall and the State of Washington and we will include them in the February issue.

**Current Development:**

**New Projects**

- **Big Rock Annexation submitted a petition for annexation:** The area contains three parcels adjacent to Big Rock Ball Fields. Two of the parcels are north of the park and one parcel south of the park. Features of the annexation include upgrades to stormwater pond and joint detention facilities, trails within the neighborhood and to the park, park land dedication (approximately 3 acres on the south side of the park). Park features include additional parking, dog park, trails, and saved native vegetation (trees/shrubs).





**Comprehensive Plan and Code Amendments Zoning Map Update:**

- **2015 Comprehensive Plan Certification and Transportation Plan Update:** January 5<sup>th</sup> the Growth Management Policy Board recommended conditional certification of the 2015 Comprehensive Plan. The Executive Board will make the final decision soon.

**ASK THE PLANNER SERIES**

*“What is the process of annexation and how long does it typically take?”*

This is a great question. Annexations include multiple steps and typically take a year or more. Some basic facts of annexation:

- To annex an area, it needs to be located in an urban growth area.
- The City prioritizes its annexation areas to better manage growth.
- The city has urban growth areas and reserve areas – reserve areas are areas that the city looks at annexing 7-10 + years down the road.
- The first step in the annexation process is to submit a 10% petition. This is a document that 10% of the assessed value of properties in the annexation area must sign to be a valid petition. During this process the city is required to hold a public hearing within 60 days. Both the Planning Commission and Council review the annexation. The Council is the final decision maker on the

petition. The city adopts a resolution that outlines the process for the annexation to move forward to the next step.

- The second step is for the applicant to submit a 50 or 60% petition for annexation. This is a lengthy step in the process. The applicant typically has to complete several tasks including a pre-annexation agreement, a fiscal analysis (cost benefit analysis), concept of development, environmental studies, stormwater planning, tree protection concept, road layout, open space and park concept, etc. Staff review the annexation for consistency with growth management policies, King County Planning Policies, City Policies, and the regions regional growth strategies. This step includes public hearings at Planning Commission and Council. Council adopts a resolution approving the pre-annexation agreement and then the annexation.
- The third step is the annexation package is forwarded to the King County Boundary Review Board for review and approval. The Board has the authority to hold a public hearing prior to approval. The Board transmits the approval to the city.
- The final step is to send final annexation documents to agencies and conduct a census.

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

On behalf of the Finance Department, I am pleased to provide the following community update on behalf of the team that efficiently pays the bills, pays 41 employees, administers the budget, bills for Water/Sewer/Storm Utilities, accounts for the assets, debts, and provides financial reporting for the City of Duvall.

Now catching our collective breaths after completing budget season this year. In November/December 2016 we rolled directly into Audit season preparing the numerous data requests required by the State Auditor's Office to assist them with conducting our 2014 and 2015 fiscal year audits.

In addition to preparing for and beginning field work on our two-year audit, Finance is managing cash flows related to the Main Street Reconstruction Project. Duvall required interfund loans for immediate cash flow needs to accommodate the large payments to our project contractors. The interfund loan was short-term financing in preparation for our next large Finance project which is securing long-term financing for the City. The validation of the November election results for Proposition 1 directed Finance to proceed on financing Duvall's portion of a second large capital project with the addition of the Big Rock Ballfield renovation project.

Quarter 1 of each year is Finance's busiest time of the year with year-end closing reconciliations, double accounts payable runs, W2's, 1099's, quarterly reports, new Utility Billing rates, updated fees, audit, annual reports and filings, adjusting accounts, implementing the new budget, and sending out Requests for Proposals for bank selection for issuing long-term debt in February.

**Clerk's Department: Jodi Wycoff, City Clerk**

The Clerk's Department consists of Jodi Wycoff, City Clerk and Cheri James, Administrative Assistant. In addition to regular duties which include filing, business licenses, Council packets, Council Meeting minutes, website updates, cash receipting, etc. Below are a few items of note:

**In General:**

- Ms. James & Ms. Wycoff had a very successful and productive 2016 and we look forward to another great year in 2017! Time has flown and although we had lofty goals to get everything perfect in our little world...it just doesn't work that way, especially in the world of customer service in which we work. Below is a summary of accomplishments for 2016; and our goals for 2017.
- 2016 Accomplishments
  - File clean up – reorganized electronic files including email files for better efficiency and began process of reorganizing Clerk files.
  - Created templates for City forms – updated various forms and applications to reflect updated needs. This will continue as forms and applications are discovered that need to be updated to the new format.
  - Update Public Records Policy – passed by Council June 21, 2016.
- Goals for 2017
  - Revamp the Special Event Policy and associated forms – the current policy and forms need to be updated to reflect new processes. This project began in 2016 and is currently in the review phase before going to Council.
  - Continue file clean up – work on reorganizing Clerk files. This will include additional training for records archiving/retention.
  - Revamp Job Descriptions – the majority of our job descriptions are current and just need to be reformatted. This process will likely also start a process of updating the job application and hiring processes for non-police employees.
  - Contract Routing Processes – create a Contract Routing Form which will streamline the approval process and create efficiencies throughout the entire contract routing process. This will also include training through MRSC scheduled for the first quarter of 2017.
  - Create fee resolution – this would combine the various fee resolutions and ordinances we currently have into one comprehensive document.
  - Continue training – this could include internal cross-training between City Clerk, Administrative Assistant and Utility Billing Clerk, as well as outside training and conferences closely related to our job duties.

**Special Events:**

- The Annual Tree Lighting Event was a wonderful success!
- The Hopelink Giving Tree Campaign wrapped up (no pun intended) on December 16<sup>th</sup>. Hopelink reported that over 500 children were given gifts thanks to this great effort! A special thanks to Anne Wright-Cunniff and her Community Van volunteers for helping us gather and deliver gifts this year!
- We have received two applications for 2017 events: March of the Vegetables in March and the annual REF Run in June.

**Wellness:**

- The Wellness Committee once again hosted the annual holiday luncheon for staff. This was a fun event where city staff competed in a fun game of BINGO, had a great potluck with the season's traditional fare and exchanged gifts white-elephant style. It's a great way to wrap up the year and thank staff for all of their hard work throughout the year.

**Training:**

- Ms. Wycoff attended the WAPRO (Washington Association of Public Records Officers) fall conference. It was another great conference with lots of updates on recent legislation and case law that affect how we respond to requests under the Public Records Act.
- Ms. Wycoff will be attending a two-day training on purchasing and contracts put together by MRSC. This training will be instrumental in one of this year's goals of revamping the contract routing process.
- Ms. Wycoff is also planning to attend the WMCA (Washington Municipal Clerks Association) spring academy and conference in March.

**Recycling:**

- Ms. James assisted the area Boy Scout troops with their Annual Tree-cycling fundraiser by editing and distributing the flyers advertising the event. The Scouts will be chipping Christmas trees on Saturday, January 7<sup>th</sup> and will pick up trees from residents within Duvall city limits starting at 9:00 a.m. that day.
- Ms. James finalized the grant reimbursement requests for 2016. The City received two grants from King County to assist with recycling efforts.

**Public Works Department:** Boyd E. Benson, City Engineer/Interim Public Works DirectorMAINTENANCE:

- The crew has been busy with cold weather related activities including de-icing and sanding.
- The maintenance crew has also been busy with storm work including facility inspection, maintenance and leaf removal from streets and storm drains. The City completed a 97% inspection rate on public and private stormwater facilities that exceeds National Pollutant Discharge Elimination System (NPDES) requirements.

CAPITAL PROJECTS:

- Main Street South: Work continues to progress around the site with multiple crews working on various activities. Joint Utility Trench work continues south of NE 145<sup>th</sup> Street. The contractor is working to minimize traffic impacts as possible including plans to install temporary lane-shift striping in the south portion of the project to free up work area. We continue to do outreach and update the public primarily using social media, but also the City website and a weekly progress update.
- Big Rock Sports Park: Staff and the City consultant are working on the bid package with anticipated bid advertisement in the first week of February 2017. Staff and Administration are also working with Snoqualmie Valley Youth Soccer Association, Sno-Valley North Little League, Junior Redwolves football, and lacrosse representatives interested in using the proposed new turf fields.

DEVELOPMENT ENGINEERING ACTIVITIES:

- Construction, North Hill Subdivision, Pulte Homes, 112 lot plat north of Legacy Ridge: The majority of the on-site infrastructure improvements have been completed including curb/gutter and paving along with some sidewalk installation. Work on the sewer pump station is near complete and the developer anticipates completing all final plat requirements by February.
- Construction Drawing Review, Duvall Village, Westcott Homes, 99 attached units west of SR-203 and NE 143<sup>rd</sup> Place: Staff is waiting for final resubmittal of construction drawings.
- Construction, Cherry Valley Village, 23 units, north of Allen Street on First Avenue: Pavement and sidewalk installation has been completed with final plat submittal anticipated in January.
- Construction, Willows Ridge Lot 21, 14 units, north of Virginia Street on First Avenue: Foundation construction is underway for the first three units (attached) at the project.

BUILDING:

- New Residential Permits:
  - New SFR/MFR home construction permits year to date (December 31): 33.
  - New SFR/MFR home construction permits picked up in November: 1
  - New SFR/MFR home construction permits to be picked up: 9.
  - Total of all permits year to date (December 31): 391

### PROGRAMS AND UTILITIES

- Pedestrian Safety: Staff is working with WSDOT to evaluate short and long-term safety measures at un-signalized pedestrian crossings on Main Street.
- Storm and Surface Water Plan: Mapping and background technical work has been completed as well as a draft of the background (technical summary). Staff has completed a Public Participation Plan and will soon request participants for the Technical Review Committee.
- Transportation Plan Update: Transportation model work has been completed and a draft Capital Improvement Program (CIP) and cost estimate based on the transportation model will be ready for presentation to City Council in the first week of February.

If you have any questions about these items please contact our office at any time for additional information.

**IT Department:** PJ Rodriguez, IT Director

No report submitted.

### **Mayor's office-Future Items:**

The council hosts its retreat in 10 days. There will be a great discussion on a number of topics. I will highlight the discussions in a future newsletter. In addition, senior staff is working hard at designing the framework for the upcoming town hall meetings. I am really excited with the work they are accomplishing and I will be engaging council on the framework shortly.