



Small Town. Real Life.

Mayor of Duvall's Monthly update to the community

April 4, 2017

Mayor's Office:

The next couple of months will be an especially busy time for City Council and City Staff. During the first meeting in April there will be a discussion on the Big Rock annexation as well as a 6-month residential development moratorium. Both issues have received a great deal of feedback from the community both for and against them.

In addition, I am working with the Council and staff on several community tours. The first is on April 4th, where the group will look at new development projects. The second community tour is scheduled for April 18th where there will be a community ground breaking ceremony and celebration at the Big Rock Ball Fields. Following these, we will be working on scheduling a tour of the Main Street Project, followed by the wastewater treatment plant and then our city parks. I believe hosting these tours as part of the Council Committee of the Whole meeting and inviting the community can help provide a fresh perspective and greater understanding of the issues and concerns our community is facing.

Finally, there is a new section to the report titled "community events". This month lists the tentative schedule for SummerStage. I have asked our contract community coordinator, Lizzy Billington, to attend the Council meeting on April 18th to update Council on great plans for this year's SummerStage.

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:

It feels to me that at the National level we are at a cultural flashpoint, where it's never been more important for the Federal Government to pick up the ball it has so obviously fumbled in the realm of purposeful change and meaningful inclusion. I recently had the opportunity to attend a "Ted" style talk (short, powerful talk) focused on the subject of purposeful inclusion; which is the idea creating broad access to government platforms, generating ideas for and then conducting meaningful change. In Duvall we have been trying to increase purposeful inclusion in all areas of local government.

However, this exercise is a two-way street. It takes the entire community being committed to these principles in order for meaningful change to be organic, fair, inclusive and representative of the whole community. For this to happen we all must be willing to accept disagreement, criticism and the possibility that our preference or solution to a problem may not be the only one, or it may not work for 'everyone'.

The "Ted" talk examined this idea from the perspective that our entire digital lives, and the very world around us, is continuously conspiring to make us more 'like ourselves'. It seeks to reinforce everything we like about ourselves and everything we think is right, while removing things we don't like, and of more concern, removing diverse opinions and ideas from our daily consciousness. Our Facebook feeds operate on sophisticated algorithms that deliver news, stories and pictures that we like. Facebook suggests 'new friends' based off the likes and dislikes we intentionally or unintentionally reveal in our taste in movies, books, political candidates and hobbies. In other words, it seeks to surround us, well, with more of us.

Similarly, our cloud music players do the same thing; like a song and you will hear many 'like it', hit thumbs down and that song [and others like it] will be banished to the digital ether never to be heard from again. 'Google' or 'Bing' a product or service and ad banners for that product or service will frustratingly surround every page you visit for days or weeks to come.

This homogeneity, however, is not reflective of the real world; a world populated with many ideas, beliefs, philosophies and preferences. Accepting people; that is respecting them and purposefully including them, doesn't necessarily mean that we will, or must, always agree.

We do not by any means presume to have it all figured out; however, we are committed to diversity and purposeful inclusion in our services, programs and resources we provide. Through our Council, Town Hall and other meetings, we will be looking for ways to promote the engagement of our community members to reach higher levels of success and with a greater degree of inclusion and consideration.

Police Department: Chief Carey Hert,

- On March 22, 2017, with the oversight of our Civil Service Commission, our Police Department conducted oral interviews of six (6) potential lateral officer candidates. Our Civil Service Commission will be meeting on April 5, 2017 to review the candidate scores and certify an eligibility list for hiring. From this list, our Police Department is hoping to begin background investigations for two (2) open officer positions.
- The 2017 D.A.R.E. curriculum is almost complete, with scheduled graduations on April 6, 2017 at Eagle Rock, beginning at 2:30pm, and April 21, 2017 at Cherry Valley Elementary, beginning at 10:00am. Finally, our Police Department, City and Police Officer's Association will be hosting the 1st Annual D.A.R.E. Graduation Celebration BBQ on April 23, 2017, at Depot Park. Please refer to our Duvall Police Facebook page for additional information.
- Our Police Department has been working diligently with Duvall Public Works, regarding crosswalk safety education and emphasis in our downtown corridor. These efforts will continue throughout the spring and summer months, with additional safety enhancements as allowable. You can find additional information regarding these efforts on our Duvall Police Facebook page.
- Our Police Department's newest employee, Kaitlin Fisher, will begin her law enforcement training on April 18, 2017, entering the Basic Law Enforcement Academy in Burien. Recruit Fisher will undergo 720 hours of police training, with an anticipated graduation date of August 23, 2017.
- Our Police Department has been working to re-implement our Child Safety Seat Inspection/Installation program, and will be certifying a new technician in the upcoming weeks. Additionally, Chief Hert has located certified technicians from the surrounding area, and will begin scheduling monthly inspection/installation events for our community. Please follow our Duvall Police Facebook page for further information.
- Our police officers have responded to over 250 calls for service in the past month, including COP activities, traffic violations, citizen assists, alarms, warrant services, theft, assault, domestic violence, etc.

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. Wycoff is supporting the City of Snoqualmie IT Department (Duvall's contracted IT provider) in their efforts to procure new copier/printer equipment for the majority of Duvall's departments. Equipment leased almost five years ago is failing and it will be more cost-effective to lease newer, more efficient equipment.
- The Clerk's office continues to receive a number of Public Records Requests and is working diligently to complete them in a timely manner.
- 'Tis the Season... for Solicitors – businesses that want to go door-to-door to sell their service or product are required to get a Solicitor's Permit from City Hall (DMC 5.03) and each person who will be soliciting is required to have an individual permit with their name on it. The City conducts a WATCH (Washington Access To Criminal History) background check on all Solicitor Permit applicants. If someone comes knocking on your door and you are not sure if they are legitimate, ask to see their Solicitor's Permit.

Special Events:

- Applications received since last report:
 - D.A.R.E. BBQ – Sunday, April 23, 2017
 - Steps Toward a Cure (5K) – Saturday, May 6, 2017
 - EvergreenHealth 7 Hills of Kirkland (bike ride) – Monday, May 29, 2017
 - Cycle for Life (bike ride) – Saturday, July 29, 2017

Wellness:

- The Wellness Committee will be kicking off the AWC Colorful Choices (eating a variety of fruits and produce) campaign on April 1st and will be celebrating with an employee Smoothie Day (using "colorful" produce of course). This is tentatively scheduled for April 6th.
- Ms. James attended a Healthy Worksite Summit on March 22nd and 23rd put on by Association of Washington Cities as well as a Well City Academy. Below is her report:
 - There were great keynote speakers and several breakout sessions were attended. Topics covered were:
 - Key note addresses were; "Applying the Test of Change" (TOC) to our lives and our Wellness programs. This covered trying new things a little at a time, then expanding if desired and All You Need is Love, which outlined how connectedness, and compassion in the workplace can create better employee health. "Achieving Purposeful Health Promotion" explained research that show how happier people are healthier. "RX It's Good to Be Good" touched on scientifically based evidence showing that helping others in a meaning way results in much happier, healthier workers.

- Breakout session “Take 5 and Thrive” covered coming up with activities to complete throughout the day, taking up little time, but having big results.
- Breakout session “Putting the I Back in Risk” basically talked about the importance of taking care of ourselves before we can take good care of others.
- Breakout session “Striving for Financial Wellness” discussed how financial struggles can have a big impact on employees and how to bring resources into the workplace to education and assist staff to be more financially well.
- The information presented was very helpful and inspiring. I will be sharing what I learned with other committee members and hopefully be able to bring new programs to City of Duvall staff members that promote well rounded wellness.

Training:

- Ms. Wycoff attended the WMCA (Washington Municipal Clerks Association) spring academy and conference March 20th – 24th. The conference was filled with great classes directly related to what clerks deal with day in and day out including public records and customer service. The networking with fellow clerks is just as, if not even more, important and valuable as the classes.
- Ms. James attended a one day Notary seminar on March 7th. It was a good refresher/confidence boosting course for executing notarial acts.
- Ms. Wycoff attended a webinar class to learn how to use the new eDiscovery tool from Microsoft. This tool is used to search email boxes for records responsive to a public records request. The training was a great refresher while teaching some new techniques as well.
- Ms. Wycoff has registered for the “Building Supervisory Skills” training series hosted by the City’s insurance carrier. She took the “101” class last year and will finish the series by June of this year.

Community Events: Lizzy Billington

New Event Planning Elements

- *SummerStage* - planning commenced, 3 bands committed:
July 12th Cherry Cherry (Neil Diamond cover band)

July 19th Vaudville Ettiquette (folk rock)

July 26th The Davano's (Classic & Contemporary Rock & Roll)

August 2nd DoctorfunK (Soul Music)

August 9th 8 Second Ride (Country Dance)

August 16th Heart by Heart (pending agreement)

3 Food trucks committed, Spoke with Kevin Haughlie from Rotary about Beer & Wine Garden-planning well under way. Visit to Rotary upcoming on Kevin's invitation. Design on Summer Stage flyer and marketing piece under way. April 7th date to have finalized marketing materials. Recommendation from community members to include more vendors this summer. Children's area under review, looking at community partnerships to enhance this area. Report due to Duvall City Council on April 18th on all progress regards SummerStage.

- *National Night Out*-Planning for event date anticipated August 5th. Will work with officer heading up event.

Duvall Cultural Commission Updates

- *Next DCC meeting April 6th reminder and agenda sent to commissioners*
- *Next steps: recommendations from city staff and commissioners on persons of interest to fill empty seats on commission, asking commissioners to speak to raise the stage, educational movie series and other DCC goals with action item outcomes*
- *DCC budget to be reviewed at upcoming meeting*
- *Ordinance on commissions missions and goals copied to commissioners*

Partnership and Sponsorship Updates

- Sponsorship requests going out week of April 4th. Some time spent searching for sponsor contacts, moving forward with sponsor letters, asks both monetary and in kind.

Partners (Internal and External)

- Planning to meet with NJ Shelby, Duvall Chamber of Commerce for general partnerships.
- Met with Kevin Haughlie, visiting Rotary to touch base on beer tent planning updates

Logistical Updates

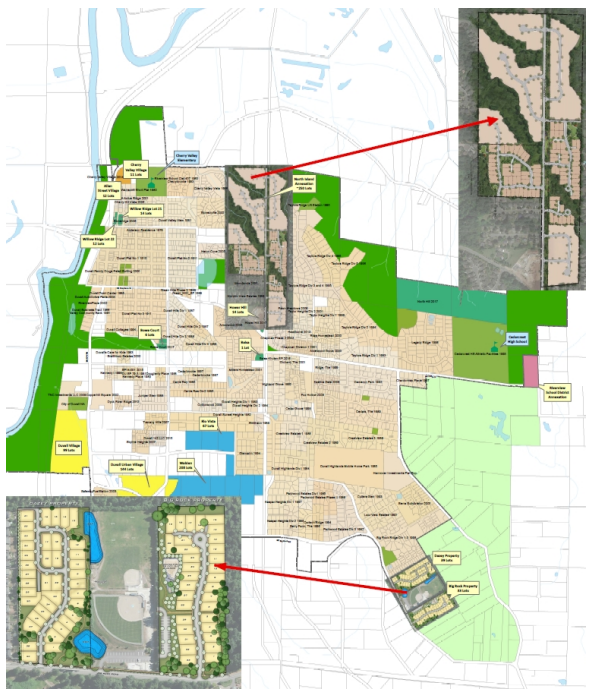
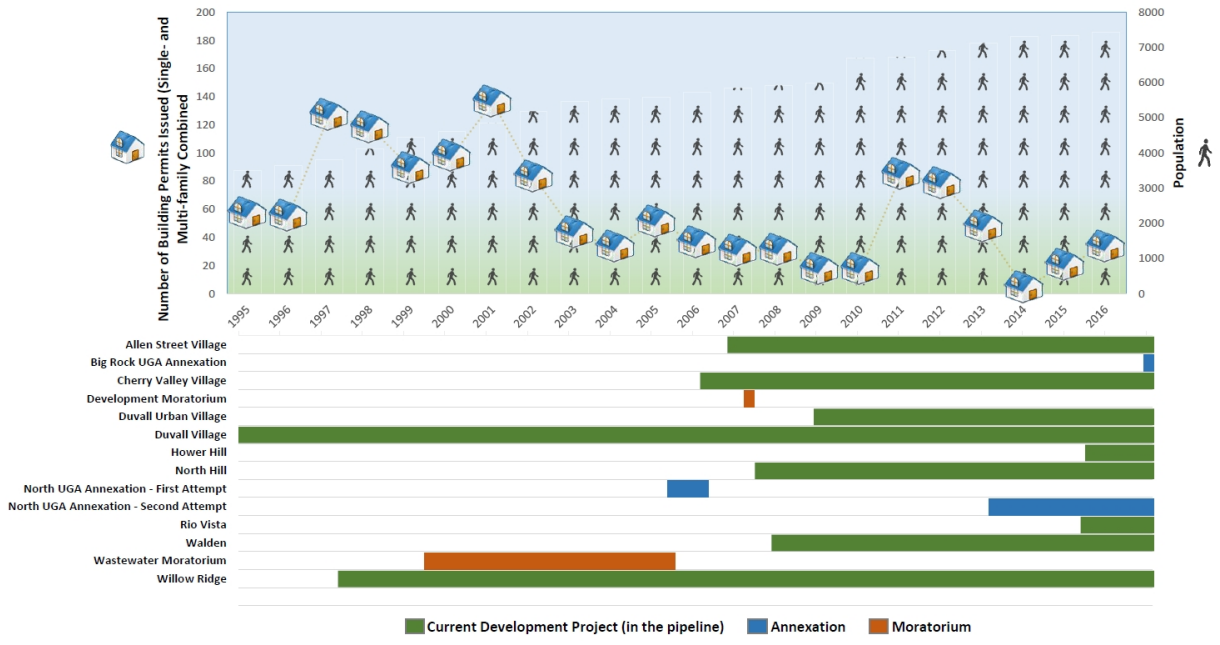
- Infrastructure improvement impacts to SummerStage and Duvall Days being assessed and recommendations given by Shaun Tozer. Will tour park, road areas and parking with city staff for event map plan and advance communication to community.

Planning Department: Lara Thomas, Planning Director

General Information:

- Town Hall meeting on Growth and Annexations** – Thank you for making our 1st Town Hall Meeting a success! We had over 125 attendees. Below are a few of the popular items from the meeting. The first illustration shows the increase in population and the number of building permits issued since 1995. The second illustration shows the two annexations under consideration and the pipeline projects. You can find all the materials @ duvallwa.gov.

**Population and Building Permits Issued, 1995-2016
Current Development Timeline, 1995-2017**



- **Walden at Big Rock Community Park Meeting –**

Toll Brothers and the Planning Department held a community meeting to help design two new city parks (a one-acre park and a two-acre park) that will be constructed by Toll Brothers. Approximately 25 citizens attended the meeting and completed a visual preference survey. Below are some of the takeaways from the meeting and the location of the new parks. The dots represent the community's input. The **BIG** takeaway – residents would like a water feature and like the concept of **NATURE PLAY**.



NATURE PLAY



PARK PROGRAM ELEMENTS



WALDEN at BIG ROCK
CITY PARKS WORKSHOP

MARCH 29, 2017



CLIMBING/ADVENTURE



SAND AND WATER



WALKING/ACTIVITY LOOPS



● **New Project**

Ring Street Cottages -The City received its first cottage development application. These are units that are less than 1,300 square feet and include low impact development techniques.



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 43 employees, administers the \$40.8M budget, bills for Water/Sewer/Storm Utilities, accounts for the assets, debts, and provides financial reporting for the City of Duvall.

March is the end of the first quarter for Finance. Early in the year, Washington cities survive on utility taxes, shared state revenues, sales tax, and cash reserves until the first Property Tax distribution occurs in April/May.

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, new salary schedules, updated fees, annual reports and filings, adjusting accounts, and implementing the new budget. Q1 2017 included issuing \$4.9M in debt to help fund the Main Street and Big Rock Ballfield projects.

Budget-Related:

2017:

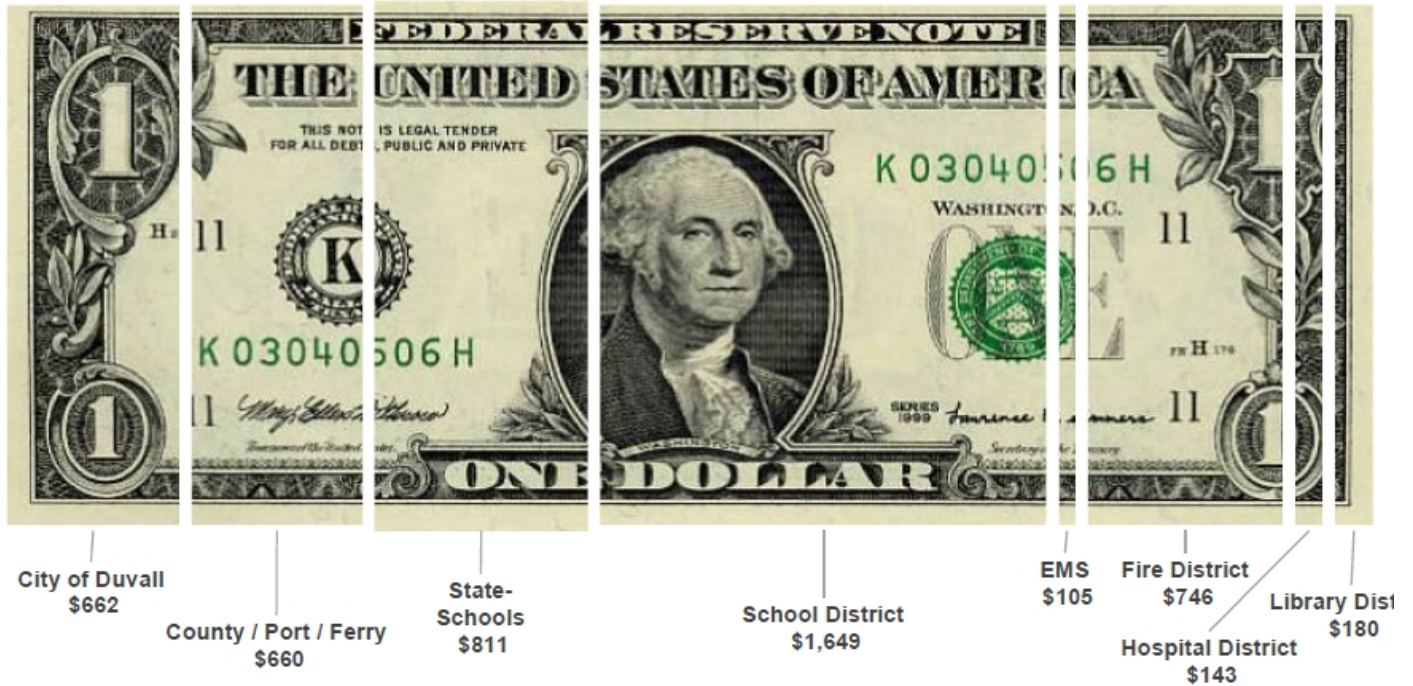
- Finance presented first quarter budget amendments to Council in March for adoption in early April. This amendment primarily adopts the 2016 year ending fund balances into the 2017 beginning fund balances. This year it also includes updating the budget for our February debt issuance and how we are going to pay it back.
- Both the **2017 Budget** and the "**2017 Budget Summary**" or "**At a Glance**" brochure are available online at <http://www.duvallwa.gov/356/Budget-Documents>. Hard copies are available to be viewed at Duvall City Hall or at the Duvall Library reference desk.

Finance Team:

- March 2nd and 20th payroll preparation.
- March 7th and 21st vendor payment runs.
- Prepared March Sales Tax report (*see below*).
- Prepared 4th Quarter 2016 Financial Report and presented to Council 3/21/17 (*see below*)
 - The full 4th Quarter report and annual audit reports may be viewed online [HERE](#).
- Closed the month of February.
- Finance filled-in for City Clerk at 3/21/17 Council meeting and Minutes preparation.

Ever wonder where your property taxes go? Below is a graphical demonstration of where property taxes for an “average” Duvall home go:

2017 City of Duvall Property Tax Allocation
 Assumes Median House Assessed Value = \$399,000
 and a \$4,955 annual property tax liability



March 2017 **Sales Tax Report highlights** include:

- Received \$65,533 in sales tax revenue in March 2017.
 - \$13,793 more than March 2016 (\$51,740).
 - Highest receipts ever received by the City in the month of March.
- Year-to-date sales tax revenues are up 27.7% or \$50,277 compared to last March.
 - Construction and Retail Trade classifications lead the surge accounting for 79% of the \$50,277.
- Year-to-date sales tax revenues are at 32.42% of the 2017 budget of \$715,000 (3/12th = 25%)
- March tax revenues represent sales for January 2017 as there is a two-month lag before we receive the sales tax revenue.

Utility Billing Team statistics thru March:

	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17
# DIRECT DEBITS	364	386	393	392	397	403	407
# OF NEW METERS INSTALLED	4	2	-	1	-	1	3
# OF ACCOUNTS BILLED	2,613	2,609	2,610	2,596	2,613	2,594	2,589
# OF UTILITY BILLS PRINTED	2,315	2,312	2,290	2,295	2,289	2,289	2,284
JR Mailings	2,259	2,259	2,248	2,250	2,250	2,254	
# OF E-BILL CUSTOMERS	433	433	439	441	443	447	446
# of disconnections	34	29	12	11	14	13	20
# of past due notices	396	271	278	295	218	228	240
# of shut off notices	88	71	72	57	55	54	63

EXHIBIT 10 from [2016 4th Quarter Financial Report](#):

**CITY OF DUVALL
2016 REVENUE AND EXPENSE SUMMARY**

Quarter ended 12/31/2016

Fund	Description	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance	Net Change		
001	General Fund	\$ 1,064,235.51	\$ 4,422,275	\$ 4,238,269	\$ 1,248,241.50	\$ 184,005.99	318,684.99	General Fund
002	Contingency Fund	28,014.90	152,679	18,000	162,693.90	134,679.00		
101	Street Fund	121,133.28	456,842	466,002	111,973.14	(9,160.14)	(11,185.27)	Special Revenue Funds
106	Big Rock Ball Park Maintenance	27,760.21	65,888	68,113	25,535.21	(2,225.00)		
107	Sensitive Areas Mitigation Fund	38,419.08	200	-	38,618.95	199.87		
206	2016 LTGO - Main St Debt Svc	-	-	-	-	-	-	Debt Svc Fd
304	Real Estate Excise Tax Fund 1	431,383.06	499,904	240,051	691,236.24	259,853.18	307,459.76	Capital Project Funds
305	Real Estate Excise Tax Fund 2	327,438.18	499,169	315,492	511,115.42	183,677.24		
306	Main Street Improvement	-	2,516,789	2,310,456	206,333.51	206,333.51		
307	Street CIP Fund	686,620.77	231,646	604,131	314,135.64	(372,485.13)		
308	Parks CIP Fund	750,122.25	170,119	140,038	780,203.21	30,080.96		
401	Water Fund	2,773,668.46	1,937,315	1,874,220	2,836,763.53	63,095.07	(1,111,045.81)	Proprietary Funds
402	Sewer Fund	1,906,400.73	2,295,824	2,104,993	2,097,231.51	190,830.78		
404	Storm Drainage Fund	535,478.50	715,909	613,827	637,559.89	102,081.39		
407	Water CIP Fund	356,606.54	251,259	228,577	379,289.08	22,682.54		
408	Sewer CIP Fund	1,512,014.69	471,796	1,965,710	18,100.18	(1,493,914.51)		
409	Storm Drainage CIP Fund	20,235.92	2,400	34	22,601.90	2,365.98		
410	Bond Redemption Fund	17,068.85	441,554	440,705	17,917.94	849.09		
411	Bond Reserve Fund	262,343.73	1,364	400	263,307.58	963.85		
501	Equipment Fund	514,700.94	139,753	127,878	526,576.37	11,875.43	107,532.33	Internal Service Funds
502	IT Fund	41,487.67	205,228	150,962	95,754.18	54,266.51		
503	Building Maintenance Fund	34,419.47	138,102	96,711	75,809.86	41,390.39		
TOTAL		\$ 11,449,552.74	\$ 15,616,016	\$ 16,004,570	\$ 11,060,998.74	\$ (388,554.00)		(388,554.00)

$$\underbrace{\$ 11,449,552.74 + \$ 15,616,016}_{\$ 27,065,568.26} = \underbrace{\$ 16,004,570 + \$ 11,060,998.74}_{\$ 27,065,568.26}$$

Public Works Department: Boyd E. Benson, City Engineer/Public Works Director

Mayor, on behalf of the Public Works (PW) department, I am pleased to inform you of current PW related activities and projects:

MAINTENANCE:

- Water system activities include Pressure Reducing Valve work associated with our Tolt 1 tap, meter repair work, and overnight repair of a meter-service line failure. Work in progress also includes:
 - 2.2 Million Gallon Reservoir inlet/outlet evaluation.
 - Tolt 2 Pipeline Replacement evaluations.
 - System Control and Data Acquisition (SCADA) and Telemetry analysis.
- Roadway activities include pavement patching work (temporary and permanent) continues including NE 148th Place west of 280th Ave NE subgrade and pavement repair.
- Storm utility activities include continued stormwater facility maintenance and completion and submittal of the Annual National Pollution Discharge Elimination System (NPDES) report.

CAPITAL PROJECTS:

Main Street South: Work continues rapidly on the project including:

- Curb placement is planned for the first week of April. Completion of curblines signifies the end of most of the underground work and the first phase of surface improvements.
- Many of the project walls have been completed except for top-cap placement.
- The NE Kennedy Place regrade is currently scheduled for the week of April 24th.
- Wave has completed much of their cable placement with PSE scheduled to commence work April 4th and Frontier scheduled to start work mid-April.
- Sewer slip-lining of the existing sewer pipe has been postponed until later in the project. This activity is done at night when sewer flows are typically lighter. Traffic control will be set-up throughout the work but we are not anticipating any major impact to traffic or with noise levels.

Big Rock Sports Park: The project pre-construction meeting is planned for April 4, 2017. Staff is busy completing in-house design and permitting for possible restroom installation at the park.

DEVELOPMENT ENGINEERING ACTIVITIES:

- **Construction Drawing Review, Duvall Village, Westcott Homes, 99 attached units west of SR-203 and NE 143rd Place:** Final construction drawing review has been completed.
- **Construction, Willows Ridge Lot 21, 14 units, north of Virginia Street on First Avenue:** Framing for the first building (3 units) is near completion and foundation construction has been completed for the second building.

BUILDING:

- Please congratulate Brian Kehler! Brian passed his plans examiner test and has been promoted to Building Department Plans Examiner. Brian has already commenced in-house review of new residential permits which saves the City third-party review costs of approximately \$450 for each residence.
- The building Department is very busy with increased residential development. Public Works and Engineering staff are assisting as possible.
- New Residential Permits:
 - New SFR/MFR home construction permits year to date (March 31st): 10.
 - New SFR/MFR home construction permits waiting to be picked up: 17.
 - New SFR/MFR home construction permits under review: 20
 - Total permits issued year to date (all permit types): 81

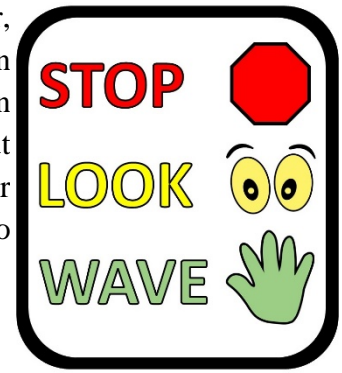
PROGRAMS AND UTILITIES

- Water Utility: Engineering consultant work has commenced on water system improvements including telemetry improvements, water tank improvements, and water system connection to the Seattle Public Utility (SPU) supply line.
- Sewer Utility: Staff is preparing a work plan for raising sewer manholes and removing obstructions prior to Cured In-Place Pipe (CIPP) work within old-town alleys. Installation of CIPP pipe will reduce inflow and infiltration to the wastewater treatment plant (reduces treatment load).
- Storm and Surface Water Plan: Mapping and background technical work has been completed and a draft of background (technical summary) was distributed to the Technical Stakeholder group's first meeting on January 31st.
- Dougherty Farmstead:
 - Clayton Kristiansen will be completing his Eagle Scout project at the Dougherty Farmstead. His project will replace the Farmhouse picket fence and repair the ADA ramp with new material and paint.
 - The Dougherty Farm Milk shed was highlighted in the future Press Release.
- Transportation:
 - Staff has completed a draft outline for the Transportation Open House planned for May 17th. Stay tuned for additional information
 - 2017 Transportation Plan updates are near completion and Staff plan to present the draft plan update to the Planning Commission in April and City Council in May.
 - The City of Duvall is participating in a Regional Transportation System Initiative program to discuss regional transportation issues, concerns, and gaps with a unified voice.



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- Stop, Look, Wave: Public Information Officer, Shaun Tozer, assisted Police Sergeant Mike DeBock and Officer Brandon Rhodes in creating a critically acclaimed video about pedestrian crossing safety. Public Works has also contacted PSE about possible street light improvements at the crossings. Stay tuned for new “Stop, Look, Wave” signs to be installed within the next two weeks followed by improved crossing flags later in the year.



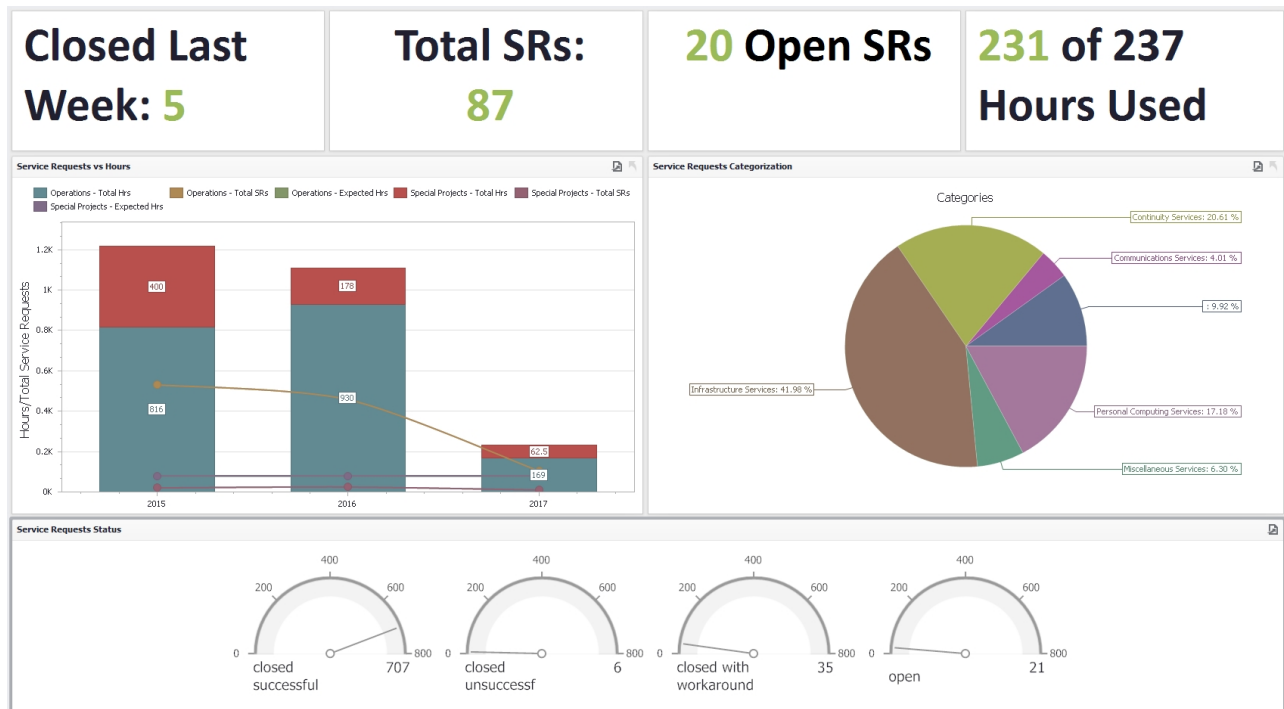
If you have any questions about these items please contact our office at any time for additional information.

IT Services, provided by the City of Snoqualmie. PJ Rodriguez, IT Director

Summary of Current Projects:

Projects	Status	% Completion
Copier Replacements	<ul style="list-style-type: none"> Proposals analyzed Recommendation submitted to City for moving forward to Council 	50%
Core Switch Replacement	<ul style="list-style-type: none"> Migrating PD VLAN and devices 	30%
PD Conference Room Modification	<ul style="list-style-type: none"> Finalizing minor details 	90%
PD Badge System Upgrade	<ul style="list-style-type: none"> Canvassing vendors Scoping requirements 	10%
PMP Software Upgrade	ON HOLD	
Telephony Upgrade	ON HOLD	
Group Policy	ON HOLD	
Network Reconfiguration	ON HOLD	
File Server Redesign	ON HOLD	

Technology Operations Snapshot to Date



Mayor's Office-Future Items:

In the coming weeks, Council will begin to hear from the two technical groups on proposed future regulations related to tree protection and storm water. In addition, Council will host a retreat for the soon to be new council members.

Finally, the staff and I are working hard on the next Town Hall Meeting scheduled for May 17th. It will be a great discussion on transportation.