



# Maple Valley City Update

March 11, 2019

## Events & Activities

From the Desk of Laura Philpot

Mar 6	<ul style="list-style-type: none"><li>● Planning Commission</li></ul>
Mar 7	<ul style="list-style-type: none"><li>● Library Advisory Board</li><li>● Public Arts Commission—CANCELLED</li></ul>
Mar 11	<ul style="list-style-type: none"><li>● City Council Meeting</li></ul>
Mar 12	<ul style="list-style-type: none"><li>● Economic Development Commission</li></ul>
Mar 14	<ul style="list-style-type: none"><li>● Public Arts Commission Special Meeting</li></ul>
Mar 20	<ul style="list-style-type: none"><li>● Finance Committee</li><li>● Planning Commission</li><li>● Parks &amp; Recreation Commission</li></ul>
Mar 25	<ul style="list-style-type: none"><li>● City Council Meeting</li></ul>

## 2019-2020 GOALS & OBJECTIVES

### Economic Development

- Finance the Legacy Site Master Plan and provide funding to begin implementation
- Engaging the whole community, to develop a new brand for Maple Valley
- Increase tourism visibility to take advantage of the outdoor recreation opportunities the Greater Maple Valley area has to offer
- Work with the Chamber to find ways to support and grow our existing businesses
- Bring in new businesses to grow employment opportunities for our residents
- Increase our community engagement through expansion of our social media posts
- Bring private entertainment to Maple Valley providing options for local families to stay in Maple Valley

### Parks & Recreation

- Support the Parks staff in their efforts to complete the construction of the Summit Park
- Finalize new park rules including scheduling priorities and policies for the new athletic fields
- Provide enough funding to maintain our park infrastructure
- Finalize plans to improve Lake Wilderness Golf Course
- Support the addition of parking at Lake Wilderness Park
- Continue to support community events such as Music in the Park, Family 4th of July at the Park

### Public Safety

- Continue to work with the King County Sheriff's Office in providing good police services to City citizens through the existing contract
- Participate in localized emergency preparedness drills utilizing the City's newly updated Emergency Preparedness Plan and the new Emergency Operations Center
- Work with the City Police Department and our Domestic Violence Advocate to increase community awareness of the issues pertaining to domestic violence
- Increase patrols in our growing city, including the trails system in and around the city

### Public Works

- Support the implementation of the City's 6-Year Transportation Improvement Plan and staff's efforts to seek grant funding
- Support staff to improve right of way landscaping using temporary staff when needed
- Continue to support City staff's effort to use programs that will keep Maple Valley NPDES compliant
- Continue to support the Public Works staff in efforts to improve water quality of storm runoff
- Continue involvement in regional groups dealing with transportation issues

### Quality City Services

- Improve the City's customer service and public opinion of their local government
  - Increase public art and other cultural activities for our community
  - Continue to support efforts of Black Diamond, Covington, and Maple Valley in identifying opportunities where the three communities can work together/share resources to maximize efficiencies and better use public funds
  - Continue strong participation in the Sound Cities Association and associated committees
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The City Council and City Manager represent the City's interests in a wide variety of meetings, both local and regional. Over the last month this representation has been active in the following:

#### **SEAN P. KELLY, MAYOR**

- City Council Meetings
- Agenda Review Meetings
- Retirement Celebration for Sgt. Reid Johnson
- Maple Valley Youth Symphony Orchestra Gala
- Maple Valley Days—Meet the New President
- Maple Valley Rotary PM Meeting
- Meeting with Former Seahawk Norm Johnson
- KC Charter Commission Community Outreach Meeting(s)
- Tri-City Mayors Meeting
- Special Meeting with Tahoma We The People
- Special Meeting-Library Advisory Board Youth at Large Interview
- City Council Special Meeting
- Tahoma Coalition to Olympia
- Joint Community Organizations Meeting
- Meeting with Rep. Bill Ramos
- Meeting with Rep. Jake Fey
- Meeting with Rep. Lisa Callan
- Meeting with Rep. Pat Sullivan
- Meeting with Sen. Mark Mullet
- Meeting with Sen. Steve Hobbs

#### **LINDA JOHNSON, COUNCILMEMBER**

- City Council Meetings
- Agenda Review
- SCATBd Meeting
- Historical Society Speaker

#### **ERIN WEAVER, COUNCILMEMBER**

- City Council Meetings
- Audit Committee
- Council Meeting with We The People
- Library Youth Advisory Board Interview

#### **LES BURBERRY, COUNCILMEMBER**

- City Council Meetings
- Meetings with Legislators in Olympia

#### **LINDA OLSON, COUNCILMEMBER**

- City Council Meetings
- Council Sub-Committee Meeting with Snoqualmie Mayor Matt Larson
- Meetings with Legislators in Olympia

#### **DANA PARNELLO, DEPUTY MAYOR**

- City Council Meetings
- Agenda Review Meetings
- Conference Call with Doris O'Neal/DVA YWCA
- Meeting with Maple Valley Days President
- Council Meeting with We The People
- Library Youth Advisory Board Interview
- Meetings with State Legislators in Olympia
- Homelessness Task Force Meeting

#### **SYD DAWSON, COUNCILMEMBER**

- City Council Meetings
- Coffee with Council
- Council Sub-Committee Meeting with Snoqualmie Mayor Matt Larson
- Audit Committee
- Legislator Meetings in Olympia

#### **LAURA PHILPOT, CITY MANAGER**

- City Council Meetings
- Agenda Review Meetings
- Conference Call with Doris O'Neal/DVA YWCA
- Call with Sen. Mark Mullet & Rep. Bill Ramos
- Call with Jim Hedrick, Lobbyist
- Meeting with New Maple Valley Days President
- City Managers & Administrators Meeting
- Meeting with Puget Sound Regional Fire Authority
- Maple Valley Rotary Meetings
- Council Sub-Committee Meeting with Snoqualmie Mayor Matt Larson
- Maple Valley Days Logistics Meeting
- Meetings with Norm Johnson
- Rotary First Harvest Volunteer
- Winter Weather Webinar/Meeting/Conference Calls
- AWC Action Days Live Event
- Meeting Regarding Hayes Pit
- Police 2018 of the Year Awards
- Meetings with Legislators in Olympia

### FACT (Future Actions, Conversations & Tasks)

**FACT—Future Actions, Conversations & Tasks**

Date Source	Item	Description	Due Date Department	Date Resolved	Notes
1/9/17	Homeless Discussion	Originally scheduled for 2/27/17 Council meeting.	City Attorney / Police January 2019		City Attorney is reviewing new case law and how it will affect Maple Valley.
5/15/17	Surplus Property	Review options for removing existing covenants on the Henry Switch property.	City Manager/ Parks December 2017		Working with King County Staff.
7/24/17	Student Traffic Court	Work with Tahoma High School Administration to develop a student court for traffic citations.	Police Department		Draft plan created. Will work with new prosecutor for implementation.
3/26/18	Commission Appointment Process	Council provided direction to staff to have the full Council participate in the interview process.	City Manager		Council appointed a committee to review changes prior to bringing back for full council consideration.
5/19/18	Council Procedures	Update Council policies and procedures based on direction received at May Council Retreat.	City Attorney		<b>Reviewed at Council meeting on January 14, 2019.</b>
6/25/18	SR-169 Traffic Speed Study	The WSDOT completed a speed study and the analysis is at headquarters pending approval prior to distribution to the City.	August 2018 Public Works		<b>We have heard from WSDOT. We have approval. Ordinance scheduled to come before Council on February 25, 2019.</b>
7/9/18	Oakpoint Agreement Review	Provide a presentation to Council reviewing the agreement with Oakpoint related to 10 Trails Development in Black Diamond.	Legal/Public Works		<b>Sending to Council to review.</b>
7/23/18	Lake Wilderness Arboretum / Community Center Property	Research restrictions on property and report back to Council.	Parks & Recreation		
7/23/18	Heating & Cooling Center Policies	Bring back to Council for review.	Emergency Management		Until City facilities have generators, this is not possible.

### FACT (Future Actions, Conversations & Tasks)

**FACT—Future Actions, Conversations & Tasks**

Date Source	Item	Description	Due Date Department	Date Resolved	Notes
10/8/18	Street Trees	Evaluate current street tree standards.	Community Development / Public Works Spring 2019		Currently being reviewed by Planning Commission.
10/8/18	Stormwater Ponds & Raingardens	Look at storm water standards and look at potential updates to regulations improving aesthetics and potentially increasing the use of rain gardens in lieu of ponds.	Public Works 2019		
11/13/18	Business License Code	Review and update the City's Business License Code.	Finance/ Attorney Beginning of 2019		
11/13/18	Art Requirements and/or Incentives	Review the municipal code and development regulations to encourage and/or incentivize more public art within our city.	Community Development 2019 Work Plan		Placing on Planning Commission Work Plan
11/26/18	Commission Interview Questions	Review the interview questions used by Council when interviewing commissions and boards.	Human Resources and Associated Department 1 <sup>st</sup> Quarter 2019		
11/26/18	Neighborhood Reinvestment Program	Bring back the history of the program to Council.	City Clerk		
12/3/18	Red Light Enforcement	Research red light violations and bring back recommendations regarding potential enforcement emphasis.	Police		

## DEPARTMENT UPDATE

### Meetings/Seminars/Conferences/Conference Calls/ Networking

- Conference Call with Gina Estep - Community Development Director for the City of Covington, related to the Port of Seattle Economic Development Grant Program and Greater Seattle Partners Membership
- Met with Jane Lanford (Make Sure Realty) as a follow-up to the recent trampoline park presentation
- Meeting with Lara Lindersmith (Future Ready Program) and Erica Dial (Chamber of Commerce) to discuss the two upcoming Tahoma High School events to be held on March 5 (career preparation) and April 17 (job fair).
- Tour of City of Kenmore's Business Incubator Building
- Discussed various Tourism Advertising Programs with Liz Utley from SagaCity Media (*Visit Seattle Guide and Washington State Visitors Guide*)
- Attended the Special Meeting with City Council and the Planning Commission
- Senior staff members met with Aaron Tyerman (Puget Sound Fire) and D.J. Nesel (Maple Valley Police) to discuss a possible joint partnership on a new building that would include City Hall, Fire Station, and Police Department. A study will be conducted to determine the feasibility of this development involving all three entities.
- Attended the bi-monthly Planning Commission meeting to hear the discussion on Incentive Zoning
- Attended the FIABCI Lunch in Issaquah titled, **"State of Capital Markets and the Macro Environment"** given by Guest **Speaker Steven Flewelling**. **Mr. Flewelling** is a Team Private Wealth Manager with Merrill Lynch. In this role, Mr. Flewelling is responsible for team business development such as working with internal and external partners to identify new opportunities to better serve his clients. **FIABCI-USA**, the International Real Estate Federation – **U.S.** Chapter is a multi-discipline, networking organization for all professionals associated with real estate transactions. **FIABCI-USA** also enjoys Special Consultative Status with the Economic and Social Council of the United Nations.
- Attended **Recreation Northwest's Base Camp** networking event in Seattle: This was an opportunity to get together with colleagues in the outdoor recreation industry in Washington State and developing new business ideas.
- **Maple Valley Farmers' Market Board Meeting**, 6:00pm, Wednesday, February 20th
- Met with Taylor Shimizu from Intersection, an advertising agency, who organizes transit advertising for King County Metro, Sound Transit, and the light rail/sounder stations.
- Attended the **King County Parks Regional Trails Coalition Committee** on Vision/Coalition Building: The goal of the meeting was to develop goals

### Business Recruitment & Development

- Made an inquiry with **AUVSI (Association of Unmanned Vehicle Systems International)**, the world's largest non-profit organization dedicated to the advancement of unmanned systems and robotics and represents corporations and professionals from over 60 countries involved in industry, government, and academia. My inquiry was related to autonomous vehicle testing facilities across the U.S. Are these facilities currently being built and if so, where are they located?

## DEPARTMENT UPDATE (continued)

### Client Assistance/Research

- Issued the Branding RFP
- Placed an advertisement in the Seattle Daily Journal of Commerce to list the Branding RFP. The ad ran on Feb. 8 and Feb. 15
- Submitted the Port of Seattle Economic Development Grant Application
- Conducted research on other cities as it pertains to developing a Street Naming Policy.
- Answered questions that were submitted from interested Consultants regarding the Branding RFP. The deadline for submittals is Friday, February 22.
- Met with Karisa Freeman and Lauren Powell with Powell Development to update them on what is happening in Maple Valley

### Professional Development

- Attended the **2019 UW Tacoma Urban Studies Forum** (Learning from other Cities)
- “Learning from other Cities,” the theme for the 2019 Urban Studies Forum, will bring together key presentations from three other cities, whose practices could inform our local approaches to governance and community development. This year’s forum includes leadership from three cities: Bristol, U.K. (inclusive governance); New York, NY (coalition building and community development); Long Beach, CA (urban planning in a port city) All presentations focused on the role of inclusivity and coalition building in shaping policy, planning, and governance environments that advance urban conditions and create a more participatory decision making process. In addition to representatives from the invited cities, the keynote speaker discussed coalition building cases studies from various jurisdictions in the U.S.
- Weekly **Planetizen Course Lunch** and Learn Seminar

## DEPARTMENT UPDATE

### Meetings/Seminars/Conferences/

#### Networking Events

- Marketing Meeting for Weddings at the Arboretum
- All Staff Meeting
- Bi-monthly meeting with Tim Morgan

#### Press Releases Issued

- CrimeReport.com Online
- Recology Storm Service
- Community Police Academy
- Parks & Rec Software

#### Other

- Photos at the Lodge Wedding Open House
- Promoted launch of new Parks & Rec Software
- **# of Facebook followers increased by 15% in February**
- **97K people had City content on their Facebook feed in February**

### Social Media Update February 2019

	January
Total Page Followers (EOM)	2,910
Net New Followers	341
Total Page Likes (EOM)	2,794
Net New Page Likes	326
Total Page Views	1,860
Total People Who Viewed	1,369
Organic Reach (# of People who had any page content reach their screen)	97,339
Post with most clicks	Reader Board Signs—Ice Ice Baby & Its Frickin Freezing (6.4K)
Post with most reactions	Reader Board Signs—Ice Ice Baby & Its Frickin Freezing (2.8K)
Event with most responses	Wedding Open House at Lake Wilderness Lodge (233)

Communications





## DEPARTMENT UPDATE

### Finance

- Staff supported Parks & Recreation with PerfectMind Go-Live on Thursday and Friday 2.
- 2018 Year-End journal entries and reconciliations are being completed.
- Staff attended the Finance Committee Meeting. The topic was Investing 101.
- Staff met to outline a “process flow” training for staff. The training is tentatively scheduled for the second half of April.
- Work on updating the 6 year forecast model with the most current information is in progress.
- Staff is working to develop a purchasing process including setting thresholds and criteria for issuing purchase orders.
- Staff met with the IT Manager and the City Clerk to discuss IT needs relative to the Generator project.
- Continued work on developing an asset policy including purchasing, tracking, maintenance, depreciation, replacement reserves and disposition of replaced assets.
- Year-end processes are in progress and preliminary work on the 2018 Comprehensive Annual Financial Report has begun
- Staff continue to work with PerfectMind technical representative(the new Recreation software) to develop a report/process that will enable financial data entry into Incode (financial software) to facilitate bank reconciliation processes
- Staff participated in a “Accounting for Capital Assets” webinar training.

### Information Technology

- Developed IT specifications for consideration for a generator in City Hall.
- Implemented a City Hall server resource utilization solution, allowing IT to spot server performance issues early.
- IT has welcomed an intern.
- Completed the Heart & Concussion form digitization project in collaboration with Parks & Recreation.
- Completed the installation of fiber between the Lodge and the Beach House. The next step is to purchase network switches to light the fiber.
- Began the evaluation of an alternative City cell phone provider.
- A project to audit all City IT Assets has been started.
- Improvements to the City Hall Server Room physical security and space organization are underway.
- Met with a promising vendor regarding business process digitization. Test environments are being prepared to compare top vendors.
- Collaborated with Parks & Recreation to deploy three iPads for emergency form use during recreation events. A fourth iPad is in process.
- Purchased computers for this year’s computer equipment replacements.

## DEPARTMENT UPDATE (continued)

### Geographic Information Systems

- Elements account created for Kerri Crawford and employee can now log Citizen Requests and Report Problems received by citizens and create work orders for Public Works.
- Updated ArcServer services within Geocortex mapping application.
- Surface Water Management (SWM) Activities
  - Updated catch basin map service to include maintenance zone information when catch basins are identified on the map.
  - Completed Underground Vaults and Tanks map for SWM Manager.
  - Completed Filter Cartridge map for SWM Manager.
  - Completed Maintenance Zone map for SWM Manager.
  - Worked on data conversion and data validation tasks related to PerfectMind launch.
  - Updated maintenance zone boundary map service to reflect maintenance zone boundary change by SWM Manager.

Finance / IT/ GIS

## DEPARTMENT UPDATE

The Clerk's Office daily activity includes passports, notary, contracts processing, website updates, peddler's license, records management, public disclosure requests, supporting City Council meetings, and emergency management. This last month the Clerk's Office had a new team member start, Jessica Christiansen and congratulated Becky Munson for her moved into full time Human Resources. She will be missed but luckily, she is just down the hall. Kym Sulman will move to the morning shift and Jessica will cover the afternoon hours. As well, all are still too familiar; there was an inordinate amount of snowfall in the City over the course of two very long weeks. Between a cancelled Council meetings, cancelled AWC Action Days, cancelled regional meetings, closure of City Hall, the Lodge and Tahoma Schools, it was quite a challenge for all. Luckily, no matter how bad it was our Public Works and Parks Maintenance team was taking care of our roads and safety! There was the opportunity to test communications, the Emergency Operations Center, the generator at the Public Works Maintenance Facility, and the intergovernmental collaboration with King County, City of Covington, City of Black Diamond, Maple Valley Fire, Puget Sound Regional Fire Authority, PSE, King County Sheriff's Office and the Washington State Department of Emergency Management. We have some triumphs and lessons learned. Staff will continue to build community resiliency, work with partners and the tri-city emergency managers to prepare and monitor for winter weather conditions or whatever else the City could experience, and develop ways to engage the community to plan for individual and family preparedness.

Stats for the month of February are as follows:

Passports: February - 36

Pet Licenses: February - 7

Website Updates: February – 200 +

Public Records Requests: February - 23

City Clerk

## STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS

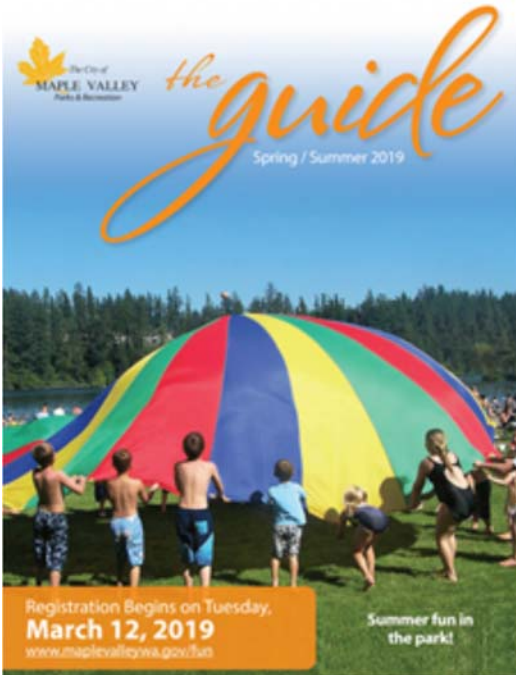
### Summit Park

- Project site shut down due to snow from February 4th – 15th.
- Water line connection delayed due to freezing temperatures, now re-scheduled for Monday February 25th & Tuesday evening February 26th.
- Softball field sub-grade work now complete, field is ready for concrete curbs and fencing to start week of February 25th.
- Restroom building foundation is complete.
- Weather delays will push substantial completion of the project into June 2019.



## DEPARTMENT UPDATE

# Parks & Recreation



When staff wasn't dealing with snow, down branches, icy roads, and program cancellations, this month Parks & Recreation members have been focused on putting final plans in place for another great summer of fun activities. "The Guide" is finished and registration will begin March 12th. Staff members are excited to be able to offer a number of new activities, including Trailblazers Youth Running Club, Youth Girls' Slowpitch Softball, Hindi Language Class, Beginning Ukulele Class, Wilderness Adventure Camp, Pickleball Lessons, and Ultimate Frisbee League. The Parks & Recreation Department is especially proud to introduce some Inclusive Recreation classes for youth and young adults of varying abilities.

Mark your calendars for the following Special Events:

- **Bike Challenge/Rodeo** June 22, 10 - 12:00pm
- **Swim Beach Opens** June 22, 12:00pm
- **Maple Valley Family 4th** July 4, 4:00 - 10:20pm
- **Kids' Festival** July 13, 11:00 – 3:30pm
- **Shakespeare in the Park** July 21 and August 4, 5:00pm
- **Music in the Park Concerts** July 25, August 1, August 8 (6:30), August 18 (5:30)

Please notice that the 4th of July event has been re-branded. The events will continue as they have in the past with the addition of a "Community Sing-along" to the event. The re-branding is more reflective of the event.



## STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS

### SR 169 Widening (from Witte Road SE to SE 240th Street) (T39)

**Design Consultant:** David Evans & Associates (DEA)

**Construction Contract:** TBD

**Est. Construction Date:** June 2019

#### **Description:**

This project scope includes the installation of an additional north-bound travel lane, a bike lane, retaining walls, and sidewalk on the east side of Maple Valley Highway from Witte Road to SE 240th Place. Additionally, this project will provide intersection improvements along this section of the SR 169 corridor, as well as surface water drainage enhancements. This will provide for enhanced traffic capacity by eliminating a serious bottleneck as well as also provide enhanced safety for pedestrians and other non-motorized traffic.

#### **Current Status:**

- Construction contract awarded to Johansen Construction Company for \$4,609,800.
- Engineers Estimate was \$5,813,000.
- Selected KBA Inc. to provide Construction Management Services for the project.

#### **Past Milestones:**

- Right of Way acquisition has been completed and approved by Council.
- TIB Bid Authorization approved and granted.
- Construction Contract Advertised – Bids due on February 19, 2019.
- Solicited for professional services (RFQ) to hire a Construction Management firm.
- TIB Grant was awarded on November 16, 2018 for \$4,000,000.
- TIB Grant was submitted requesting \$4,000,000.
- 100% Plans have been submitted by the consulting engineer.
- Finalizing WSDOT Chan Plan approval.
- 90% plans have been submitted to the City and staff is reviewing them.
- SEPA application process begun.
- Finalized coordinating with the Maple Valley Public Arts Commission for decorative design of the proposed wall face between Witte Road and SE 240th Street.
- ROW acquisition is ongoing; appraisals have been completed.
- Coordinated utility plan elements with Cedar Creek Water District. The District indicated that they will be abandoning a short section of line near Witte Road, relocating two fire hydrants, and other minor modifications coincident with this project.
- Staff met with TIB representatives whom provided direction on improving the project's grant competitiveness for the next funding cycle.
- 90% plan revisions have begun.
- Final Chan Plan sent to WSDOT.
- Staff reviewing 60% plans and specifications.
- Presented project and solicited citizen input at November 30, 2017 CIP Public Open House.

## STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS (Continued)

- City did not receive TIB grant funding for the project construction.
  - Delays construction timeline to 2019.
  - Design and permitting approvals will continue to completion – “Shovel Ready Project”.
  - Project should be more competitive for state and federal funding sources as “Shovel Ready”.
  - Public Works staff will be consulting with TIB staff to review application to ensure application is as competitive as possible for resubmittal.
- WSDOT review of the draft Channelization Plan and Basis of Design Report completed.
- Completed project geotechnical subsurface investigation.
- Completed engineering survey for the project.
- Initiated initial meeting with affected property owners (for access management).
- Additional counts and turning movements have been analyzed specific to the Chevron at Wilderness Village to understand access characteristics unique to that business. Results and potential mitigation have been coordinated and discussed with the owner.
- Staff has reviewed and given feedback on 30-percent design plans (PS&E) in October of 2017.
- Staff submitted a State TIB grant in August 2017 in the amount of \$4.5 million for the project. Project was not selected for funding.
- Environmental documents are completed/submitted to the regulatory agencies for approval.

### Witte Road –SE 249th Place to SE 256th Street (T28b PHASE II)

<b>Design Consultant:</b>	PBS
<b>Construction Contract:</b>	TBD
<b>Est. Construction Date:</b>	June 2021

#### **Description:**

Phase II includes development of a full-road diet for the Witte Road corridor north of the realigned SE 256th Street intersection through SE 249th Place; specific project enhancements include pavement upgrade, sidewalk installation, bike lanes, drainage improvements, retaining walls, and intersection upgrades.

#### **Current Status:**

- Final design to be completed in first quarter of 2019 to bring the project to a ‘shovel ready status’.
- Anticipate right of way acquisition of permanent easements in the first quarter of 2019.

#### **Past Milestones:**

- Current design status is approximately 90% complete.
- Presented project and solicited citizen input at the November 30, 2017 CIP Public Open House.

## STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS (Continued)

### Kent-Kangley Road/242nd Avenue SE Signalization (T-44)

<b>Design Consultant:</b>	KPG Inc.
<b>Construction Contract:</b>	TBD
<b>Est. Construction Date:</b>	July 2019

#### **Description:**

The intersection at Kent-Kangley Road and 242nd Avenue SE, located behind Safeway, has had continued congestion and safety concerns as traffic in this area has increased. The project includes reconfiguring the intersection to establish a traffic signal, full pedestrian crossing facilities, bike lanes, and channelization.

#### **Current Status:**

- Selected KPG Inc. to provide Engineering Services for the design of the signal project.
- Developed scope and fee for approval by City Council in the amount of \$174,964.

#### **Past Milestones:**

- Project pre-planning efforts are on-going
- Solicit for professional services for design and construction support.
- Updated project priority on the 6-Year Transportation Plan.

### Lake Wilderness Parking Lot – Phase 2 (P-16)

<b>Design Consultant:</b>	DMP Inc.
<b>Construction Contract:</b>	TBD
<b>Est. Construction Date:</b>	May 2019

#### **Description:**

Complete Phase 2 of the Lake Wilderness Lodge parking lot. The new paved parking lot will be located adjacent to the Arboretum on both sides of the main entrance road and will create approximately 115 new lots. The driveway approach to the disk golf parking lot and Maintenance road will be improved and paved to reduce the pot holes and loose gravel issues at these entrances.

#### **Current Status:**

- Scope of work developed to finalize design and produce bid ready documents.

#### **Past Milestones:**

- Preliminary plan developed in 2014 – 60% design.

## DEPARTMENT UPDATE - PUBLIC WORKS/COMMUNITY DEVELOPMENT

### Surface Water Management

#### NPDES Phase II Permit

The 2018 NPDES Phase II Annual Report and 2019 Surface Water Management Plan are complete and entered into Ecology's online form. The Annual Report will be submitted in early March.

#### Cedar Downs Div. 3 Drainage Improvement Project (S-12)

This project includes the removal and replacement of existing, deteriorated storm water pipes and catch basins. Other work includes removing sediment, overgrown vegetation, and trees located within the existing detention pond. The project's scope also includes expanding the pond's volume in order to increase its capacity and improve water quality treatment. On March 27, 2017, the City's Council approved a Purchase and Sale Agreement with King County for property that will be used for a future outlet from an existing privately owned pond to Pipe Lake. Staff continues working with the property owner, who currently owns the Cedar Downs Division 3 Detention Pond, in the negotiation of additional Right-of-Way and/or easements in support of future storm water projects that were scheduled for 2019. Additional property acquisition will be required as part of the project completion.

#### **Current Status:**

- Currently moving forward with appraisal of property.

#### 2019-2021 Stormwater Infrastructure Cleaning and Professional Services Contract

A new contract for Stormwater Infrastructure Cleaning and Professional Services is required to maintain compliance with stormwater facility and catch basin cleaning requirements from the NPDES Phase II permit. This new contract will cover all catch basins needing to be cleaned from 2019 to 2021 and cleaning of all stormwater vaults and pipes and replacement of filter cartridges in all filter vaults owned by the City. The total cost for the 3-year contract is expected to be approximately \$450,000.

#### **Current Status:**

- Bid opening is on February 22, 2019 at 1:30 PM.
- The contract is expected to be awarded at the March 11, 2019 Council Meeting.

#### 2017-2019 Stormwater Capacity Grant

This grant from the Washington State Department of Ecology provides \$50,000 towards implementation of the NPDES Phase II permit requirements. This includes any activity or purchase that is required by the permit.

#### **Current Status:**

- The final payment request was reviewed and approved by Ecology.
- The close-out report will be submitted to Ecology in early March.



## DEPARTMENT UPDATE - PUBLIC WORKS/COMMUNITY DEVELOPMENT (Continued)

### **2019 Storm Water Ponds Retrofit Project**

This project scope includes retrofitting seven existing storm water retention ponds that will improve surface water quality within the City. The preliminary scope of work includes the removal of accumulated sediment, the re-installation of low permeable liners and treatment liners, the modification of existing inlets and outlets needed to enhance wildlife habitat, as well as to improve the aesthetic appeal of these facilities. Staff applied for and was awarded a Metropolitan King County Water Quality Improvement grant totaling \$20,000.

#### **Current Status:**

- Began in-house evaluation and design of water quality improvements. Design should be completed by the end of spring of 2019 with construction completion possible by summer 2019. Total project costs are anticipated to be \$180,000.

### **2019-2021 Witte Road/Lake Wilderness Golf Course Water Quality Pre-Construction Grant**

This project scope includes a feasibility study and design of stormwater quality Best Management Practices (BMPs) to treat infiltration or discharge currently untreated stormwater runoff from Witte Road adjacent to the Lake Wilderness Golf Course and the Golf Course itself, prior to the runoff discharging to the Jenkins Creek Headwaters. The City was awarded a grant from the department of Ecology for \$75,000 towards the study, design, and permitting for this project.

#### **Current Status:**

- Ecology has provided a draft agreement to the City for this project. The agreement is in review and an updated version will be sent to Ecology in early March.
- Ecology is expected to finalize the agreement in March and a Design Consultant is expected to be selected by the end of March.

### **Lakes Program**

- The Lake Wilderness Citizen Advisory Committee Meeting was held on Tuesday, February 26, 2019 at 6-7 PM at the Lake Wilderness Lodge. The Committee elected the 2019 Chair and Vice Chair, took action to approve former meeting minutes, and discussed the 2019 work plan.

### **Public Works Maintenance**

- Provided snow and ice control during the February snow and ice event. Crews worked 12 hour shifts for a two week timeframe.
- Crews performed maintenance and routine checks of all snow and ice equipment to ensure proper operation before next snow event.
- Crews will be cleaning up broken trees and branches left by the snow and ice event citywide.

## DEPARTMENT UPDATE - PUBLIC WORKS/COMMUNITY DEVELOPMENT (Continued)

### Solid Waste

- Staff attended the Metropolitan Solid Waste Advisory Committee (MSWAC) meeting on February 8, 2019 via an online phone-in option provided due to weather uncertainties. Agenda topics included a legislative update, a solid waste division update, a cart tagging campaign presented by the City of Kirkland, and a review of the Responsible Recycling Task Force Goals for 2019. Additionally it is anticipated that the Regional Policy Committee may adopt the 2019 King County Solid Waste Comprehensive Plan in early March 2019 which would trigger the opening of the 120-day adoption period for cities to adopt the plan.
- Staff and Recology participated in a garbage and recyclables drop off event at the Public Works Maintenance Facility on Saturday, February 16, 2019 where 181 vehicle loads of material were dropped off. Customers were also able to drop off material Wednesday-Friday February 13 – 15, 2019 at the site. Those days were not publicized, however, to avoid disruption to the 24 hour emergency operations being conducted by Maintenance crews. Overall, approximately six tons of garbage and one ton of recyclables were dropped off in an attempt to help mitigate the volume of material customers had from inclement weather missed collections over the prior two weeks.
- Republic Services coordinated with Mayor Kelly to stage a collection vehicle at the Tahoma High School Bus Lane to collect garbage on Friday, February 15, 2019 from residents in the Maple Woods and the Maple Ridge Highlands neighborhoods.



### Community Development

The Planning Department is staying busy with building permit review and intake. Single family resident permits continue to be issued for Fox Pointe (237th and SE 248th Place) and Overlook at Summit Park, and are now coming in for the 130 lot Northpoint at Maple Center development. Staff has completed the Bonaventure Senior Living review and the customer has been notified that their permit is ready to be issued; we anticipate holding a pre-construction meeting within several weeks. Marques at Maple Valley, a new six-story mixed-use project on SE 240th Way and SR-169, will account for 183 of the 200 available multi-family units allowed under the current Interim Zoning. Staff continues to work with CVS to get their project going on the corner of Witte Road and SR 169. Staff received an application for development of the Hayes Gravel Pit into two warehouse uses totaling approximately 250,000 square feet. The notice of application was issued on February 22, 2019.

### Planning Commission

The Commission began their year with an introduction of the concept of “incentive zoning” as well as an overview of the landscaping and tree code located in title 18 of the Municipal Code. Staff is working with the City Manager to plan a joint meeting with the Council and the Economic Development Commission to discuss the nature and intent of incentive zoning in our City.

## Residential Subdivisions and Available Lots

File Number	Plat Name	Pre-Plat Approval	Potential Building Lots	Pre-Plat Expiration	Final Plat Approval	Approved Lots	Site Under Const.	Building Permits Issued				Available Building Lots
								Prior to 2017	2017	2018	2019	
CD0406-013	Ridge at Lake Wilderness	6/30/2004		N/A	2/25/2005	11	N/A	9	0	0		2
CD1309-002	Jordan's Crossing	7/31/2007		N/A	3/24/2014	15	N/A	14	0	0		1
CD0602-005	Edgestone Div I (Arbors 3)	7/18/2007		N/A	2/23/2017	48	N/A		27	16		5
CD0602-005	Edgestone Div II (Arbors 4)	7/18/2007		N/A	2/23/2017	9	N/A			8		1
CD0702-001	South Fork (Sunshine Grove)	7/31/2007		N/A	4/25/2017	10	N/A		9			1
CD1506-007	Canton Crossing (Shavano)	2/9/2016		2/7/2021	5/22/2017	51	N/A		41	7		3
CD1308-004	Yellow Rock Road	4/1/2014		3/30/2021	8/24/2016	6	yes		1	4		1
CD0601-017	Wilderness Hills 4	2/12/2018	16	2/11/2023	No		No					0
CD0601-010	Wilderness Hills 3	12/11/2007		12/8/2017	2/12/2018	22	No			21		1
CD0702-010	Fox Pointe (aka Malloy)	10/5/2007		10/2/2017	Yes	42	Yes			12		30
PSP1801-001	Sun Ridge at Elk Run 4 D 2	11/30/2018	9	11/28/2025	No		No					0
CD1602-001	Overlook at Summit Park	3/22/2017	70	3/21/2022	Phase 1 7/30/2018	55	Yes			19	1	35
CD1610-005	Northpoint at Maple Centre	3/28/2017	110	3/27/2022	No		Yes					0
CD1604-003	Cedar Peak	6/29/2017	17	6/28/2022	No		No					0
CD1507-006	Rainier Ridge	6/29/2017	71	6/28/2022	No		No					0
CD1609-007	Elk Run 8	6/17/2017	84	6/17/2022	Phase 1 2/26/2018	19	Yes			15		4
CD1801-001	Meadowridge Park	7/10/2018	49	7/9/2023								
<b>Total</b>			<b>426</b>			<b>288</b>		<b>23</b>	<b>78</b>	<b>102</b>	<b>1</b>	<b>84</b>

### Commercial Projects

File Number	Commercial Projects	Square Feet	Type	Status
DR1805-001	Marques Mixed Use	186 Residential Units	New construction	Approved
CD1501-005	St. George Episcopal	5,000	New construction	Site Development Review
CD1707-003	Bonaventure at Maple Valley	180,212	New construction	Approved
CD1709-002	CVS-Wilderness Village	13,162	New construction	Design Review
<b>Total:</b>		<b>198,374</b>		

### Pre-Application Conferences

Type	2019 1st Quarter	2019 2nd Quarter	2019 3rd Quarter	2019 4th Quarter	2019 YTD
Commercial					0
Residential	2				2
Other Review Meetings					0
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>



