



# Maple Valley City Update

October 14, 2019

## Events & Activities

Oct 2	<ul style="list-style-type: none"> <li>• Planning Commission</li> <li>• Open House for PRAOS Plan</li> </ul>
Oct 3	<ul style="list-style-type: none"> <li>• Library Advisory Board</li> </ul>
Oct 5	<ul style="list-style-type: none"> <li>• City Council Special Meeting—Legacy Site Tour</li> </ul>
Oct 7	<ul style="list-style-type: none"> <li>• Volunteer Recognition Event</li> </ul>
Oct 14	<ul style="list-style-type: none"> <li>• City Council Meeting</li> </ul>
Oct 15	<ul style="list-style-type: none"> <li>• Economic Development Commission</li> <li>• Lake Wilderness Citizen Advisory Committee</li> </ul>
Oct 16	<ul style="list-style-type: none"> <li>• Finance Committee</li> <li>• Planning Commission</li> <li>• Parks &amp; Recreation Commission</li> </ul>
Oct 21	<ul style="list-style-type: none"> <li>• City Council Special Meeting</li> </ul>
Oct 26	<ul style="list-style-type: none"> <li>• Make A Difference Day</li> <li>• Fall Recycling Collection Event</li> </ul>

## From the Desk of Laura Philpot

*"It was not raining when Noah built the ark."  
~Howard Ruff*

Are you ready for an emergency? National Preparedness Month, is recognized each September to promote family and community disaster and emergency planning now and throughout the year. The 2019 theme was "**Prepared, Not Scared.**" Our team put on a great Emergency Preparedness Fair at the final 2019 Farmer's Market on September 28th. It was a great event with a lot of important information. We enjoyed seeing so many of our residents taking advantage and learning what they can do be ready if and when a disaster strikes our region.

Here are some great tips if you missed the fair or are still looking to:

### Save Early for Disaster Costs

- Check your insurance coverage and review the Document and Insure Property guide
- Visit Floodsmart.gov to learn more about flood insurance and how to protect your home or business
- Plan financially for the possibility of disaster
- Complete an Emergency Financial First Aid Kit (EFFAK)



### Make a Plan

- Make an Emergency Plan
- Sign up for alerts and warnings in your area
- Learn your evacuation zone and have an evacuation plan
- Make and practice Your Plan graphics



### Get Involved in Your Community's Preparedness

- National Voluntary Organizations Active in Disaster
- National Safety Council
- Community Emergency Response Teams (CERT)
- State and Local Information

It really is everyone's responsibility to have a plan and be ready to take care of themselves if something happens. Government will not be able to attend to every need of every citizen. Public safety crews will be focused on life and death situations, roads and other infrastructure needs. It is each of our individual responsibility to make sure our own homes, families and neighbors are prepared. Our winter storm in February gave us some small foresight into what that could look like for Maple Valley.

## 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 & Study Sessions
- Agenda Review Meetings
- Maple Valley Rotary PM Meeting
- Maple Valley Farmer's Market
- Webelos Scouts Pack 737 Meeting
- SCA Public Issues Committee
- Welcomed FIABCI Site Selector Group
- Puget Sound Regional Fire Authority Open House
- MV Lions Oktoberfest
- Chamber Luncheon
- Mayor's Day of Concern
- King County Charter Review Commission Meeting
- Emergency Preparedness Fair
- PSRFA Annual Banquet

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

- City Council Meetings & Study Sessions
- Agenda Review Meetings
- Library Guild
- Coffee with Council
- Dan Nichols' Memorial Service
- Chamber Luncheon
- Scout Discussion on Politics
- Chamber Gala
- SCA Networking Dinner
- Emergency Preparedness Fair
- Farmers Market

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

- City Council Meetings & Study Sessions
- Coffee with Council
- SR-169 Widening Meeting
- EMAC
- SCATBd Meeting
- Finance Committee Meeting
- Chamber Gala
- Mayor's Day of Concern
- SCA Networking Dinner
- Emergency Preparedness Fair

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

- City Council Meetings & Study Sessions

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

- City Council Meetings & Study Sessions
- Agenda Review Meetings
- Conference Call with PROS Consultant
- Economic Development Lunch and City Tour
- WRIA 8—Cedar River Salmon Recovery Council
- Farmers Market—Larry Baumgart Recognition
- Emergency Preparedness Fair

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

- City Council Meetings & Study Sessions
- T-45 SR 169 Widening Project Open House
- Finance Committee
- Planning Commission Meeting
- Chamber Gala
- Mayor's Day of Concern
- Emergency Preparedness Fair

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

- City Council Meetings & Study Sessions

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

- City Council Meetings & Study Sessions
- Agenda Review Meetings
- Maple Valley Rotary Meetings
- City Manager & Administrator Meeting
- Meetings regarding Branding
- Meeting with TSD regarding ILA
- Wellness Committee Lunch
- Dan Nichols' Memorial Service
- FIABCI Meeting, Lunch and Tour
- Police Oversight Committee Meeting
- Meeting with Courseco
- Meeting with Fire Chief Morris
- Meetings regarding Ikola Property
- Chamber Luncheon
- Emergency Preparedness Fair

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

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

Date	Item	Description	Due Date Department	Date Resolved	Notes
1/9/2017	Homeless Discussion	Originally scheduled for 2/27/17 Council meeting	City Attorney/ Police January 2019		Direction given by Council in July Study Session. Will bring back to Council on October 28, 2019.
5/15/2017	Surplus Property	Review options for removing existing covenants on the Henry Switch property.	City Manager/ Parks December 2017		Working with King County staff.
7/24/2017	Student Traffic Court	Work with Tahoma High School Administration to develop a student court for traffic citations.	Police Department	September 2019	Draft plan created. Will work with new prosecutor for implementation.
7/23/2018	Lake Wilderness Arboretum/ Community Center Property	Research restrictions on property and report back to Council.	Parks & Recreation		
10/8/2018	Street Trees	Evaluate current tree standards.	Community Development/ Public Works Spring 2018		Currently being reviewed by Planning Commission.
11/13/2018	Business License Code	Review and update the City's Business License Code.	Finance/ Attorney Beginning of 2019		
11/13/2018	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.
12/3/2018	Red Light Enforcement	Research red light violations and bring back recommendations regarding potential enforcement emphasis.	Police Department		Future Study Session.
1/28/2019	Council Movie Viewing	Schedule a viewing of the movie: " All the Queen's Horses". It is a move about the importance of having financial safeguards.	Finance		Scheduled for November Council Retreat.
3/25/2019	Keys to the City Policies	Develop sample policies for Council to consider for awarding keys to the City.	City Clerk		

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

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

Date	Item	Description	Due Date Department	Date Resolved	Notes
5/28/2019	Police Ride Along	Schedule a police ride along with Mayor sometime in the month of July.	Police	October 2019	
5/28/2019	Economic Development Commission Code	Bring back the EDC code to review whether members should be voting or non-voting members.	City Manager	September 9, 2019	Scheduled for September 9, 2019.
6/24/2019	Schedule Meeting with State Legislators	Work to schedule a council meeting with our state legislators. This may be our September study session.	City Manager		Scheduled for October 21, 2019.
7/8/2019	Online Fireworks Complaint System	Look for online fireworks complaint system where citizens can use their phones to report.	Police		
7/8/2019	Golf Course Concerns	Review concerns raised by Phillip Worthimer regarding golf course concerns.	Parks		
7/8/2019	Snow/Ice Response Plan	Provide an update to Council regarding our Snow/Ice Response plan.	October 2019 Public Works		
7/8/2019	Court Observations for Council Committee	Schedule court observations for Council Committee (Olson, Parnello, Burberry)			Scheduled for October 30, 2019.
9/9/2019	Tree Retention	Bring tree retention code back to Council for review.	Public Works/Community Development		
9/9/2019	FACT Sheet Policies	Bring back formal policies to Council regarding the use of the FACT Sheet.	City Manager		

## DEPARTMENT UPDATE

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

- Conference call with Steve Chandler (ChandlerThinks) to review the research content that will be presented on Monday, September 9.
- Attended the Regional Hazard Mitigation Planning Team meeting
- Meeting with Mark Hoben (*new President of the Maple Valley Farmers Market*) to discuss the timeline for the moving of the market to the Legacy Site in 2020.
- Attended a meeting with Darren Peugh (J.R. Hayes), and staff from a local developer who is the proposed purchaser for the gravel pit site.
- Webex Meeting with ChandlerThinks staff to discuss the Branding Research that will be presented on Monday, September 9.
- WEDA Legislative Committee Call monthly conference call. Topics of discussion revolved around the top legislative priorities: 1) *Strengthening the Economic Development Ecosystem*; 2) *Fostering Catalysts for Job Growth & Competitiveness*; 3) *Increasing Prosperity Across All of Washington*
- Aquatic/Recreation Center Feasibility Study Meeting with Covington Parks Staff. Discussed the draft RFQ that will be issued soon.
- Attended the Future of Retail Summit (Washington Retail Association)
- Attended the Metropolis Magazine Perspective - Sustainability Seminar
- Meeting with Jim Hedrick to discuss Tax Increment Financing and Commercial Office Space Legislation
- Quarterly Tri-Cities Economic Development Meeting: Topics included: Transportation Updates; Development Updates; Port of Seattle Economic Development grant (*is there an opportunity for city collaboration on any projects in 2020?*); Greater Seattle Partners; and Regional Aquatic / Indoor Recreation Facility Feasibility Study
- September EDC meeting: Reviewed Business Survey Results; Reviewed new Econ Dev. Microsoft on the City' website, and began preparing for annual update to City Council in November
- Attended The **South King County Arts Coalition Summit** at SeaTac Community Center (SoCo Culture). Topic was discussing a long-term strategy for the growth of arts in King County. Attended the **King County Parks Forest Conservation Plan** meeting
- Attended Greater Seattle Partners – Tech Talk London event (*a 10-company tech delegation visits the greater Seattle region*). Sponsored by the Mayor of London's International Business Program, this tech delegation is organized by London and Partners, whose goal is to support London-based companies to internationalize. The delegation will visit the West Coast of the U.S., stopping initially in the Bay Area, and then visiting greater Seattle for 1.5 days, to learn about our local tech ecosystem here. Many of these firms are considering establishing a West Coast office at some point.

### Business Recruitment & Development

- FIABCI - Site Selector Tour
- Meeting with Tim Dutter (City of Issaquah) and Beth Javens (Visit Issaquah) to discuss marketing partnerships for 2020 revolved around outdoor recreation.
- Ironman Brainstorming session with Senior Staff to discuss logistics of hosting a 70.3 event.
- Met with Ryan Dotson with King County Parks to discuss the **Trail Direct Program** and whether Maple Valley can be a part if their network. They are slowly growing.

## DEPARTMENT UPDATE (continued)

- Met with Kim Bowden (owner of the Bitney property) to discuss the zoning and the proposed plans for the site to be submitted by a developer that he is working with.
- Met with Community Development staff to review the four bids that were submitted for the Farmers Market relocation to the Legacy Site.
- Meeting with Pallis Development to learn about a proposed retail development project in the Four Corners area.
- Met with Ironman Triathlon officials to discuss the potential of hosting a 70.3 (half triathlon) in September 2020 at Lake Wilderness.

### Client Assistance/Research

- Met with Kristen Lomax, Business Development Lead, from Society of Financial Awareness (SOFA) to discuss how she can participate in the Workforce Development aspect of Economic Development.
- Pre-application Meeting with Jas Deng to discuss parking and the playground area for a proposed child day care center in the south area of town.
- Branding Research Presentation meetings
- Attended the **Port of Seattle Economic Development Partnership Meeting** featuring the Seattle Chamber and "Tools for Economic Development" We toured the "Makers Space" at the Bellevue Library
- Attended the September Chamber of Commerce Luncheon
- **Greater Seattle Partners/King County Business Development Monthly Conference Call** to review business leads.
- Attended the Big Tent Outdoor Recreation Coalition Board of Directors Meeting in Seattle - Topics Discussed were: 1) Finance Report; 2) New Board of Director Candidates; 3) Data Study Reviews Analysis; 4) Outdoor Caucus Meetings in Olympia; 5) Advocacy; 6) Preliminary 2020 Budget Discussion
- Attended the King County Parks Regional Trails Coalition Meeting in Seattle – Topics Discussed were: 1) Group discussion regarding the Coalition Leadership Group (size, frequency of meetings, make-up of group and how membership should be determined); 2) Selection of Leafline Logo Options (new brand); 3) Electric Bicycle Policy; 4) TRACK Trail – Kids in Parks
- Farmers Market Project – Legacy Site visit. Escorted Ray Johnston, Todd Bronk, Bill Helsley, and Amber French

### Professional Development

- Attended the staff seminar titled, "Race-The Power of an Illusion Episode 1; The Difference Between Us"
- Attended Race-The Power of an Illusion Episode 2; The Story We Tell with City staff
- Webinar: Warning Signs and Preparations: A primer for a potential downturn organized by the Commercial Observer publication: Commercial Real Estate industry leaders shared insights and strategies to help lenders, investors and developers mitigate risk.
- Attended **EPA Webinar** on Local Foods, Local Places grant application. The webinar provided an overview of the Local Foods, Local Places program and selection criteria for the 2019-2020 grant application.

## DEPARTMENT UPDATE

### SEPTEMBER 2019

#### Press/News Releases Issued

- SR 169 Safety Open House with WSDOT Feedback (website & Facebook)
- City’s response to rumored development (press release, website & Facebook)
- Dog Park “Soft Open” (Facebook)
- Safest Cities in Washington (website & Facebook)
- City’s stormwater project grant (press release, website & Facebook)
- Road Closure & Construction Notices (website & Facebook)

#### Other

- Website updates
- Editing photos and video for multiple summer events
- Branding presentation/City Council Meeting (ChandlerThinks)
- Took photos at FIABCI - Site Selector Tour lunch
- Launched Communications Survey
- Scheduled Facebook posts in advance of vacation
- Conference Call with ChandlerThinks (Branding)
- Prepared and launched Communications Survey
- **# of Facebook followers increased by 3.5% in September**
- **# of Facebook followers increased by 45.8% since January 1, 2019**
- **# of Facebook followers increased by 65.5% since September 30, 2018**

### Social Media Update September

	March
Total Page Followers (EOM)	3,690
Net New Followers	110
Total Page Likes (EOM)	3,396
Net New Page Likes	95
Total Page Views	1,286
Total People Who Viewed	778
Organic Reach (# of People who had any page content reach their screen)	71,153
Post with most clicks	City Response to Rumored Development (5.6K)
Post with most reactions	City Response to Rumored Development (574)
Event with most responses	Emergency Preparedness Fair 2019 (758K)

Communications

## DEPARTMENT UPDATE

### Software Implementation and Updates -

- As part of the 2019-2020 budget adoption, the City Council approved the purchase of a budget software package. As part of the implementation process staff are working with the vendor set parameters and to populate the software with city's 2019-2020 budget data as a baseline in anticipation of the 2021-2022 budget preparation.
- Finance staff met with ClearGov to discuss the possible addition of dashboards to simplify the presentation of information to the public.
- Staff is working with Muncast to provide updated information for the 6 year forecast.

Training – In an ongoing effort to remain current with software capabilities and functionality changes, processes changes in by other agencies with whom the City interacts, changes in Generally Accepted Accounting Principles, etc., city staff participate in various trainings and conferences throughout the year. These include attendance at the Washington Finance Officers Association Conference, Department of Retirement Systems training, Risk Based Analysis webinar provided by the Government Finance Officers Association, and budget software implementation and operational training.

Assets – Finance staff is evaluating fixed assets process and polices and reconciling fixed assets and replacement reserves. Finance staff also met with recreation staff to discuss Lake Wilderness assets budgeting for 2020.

Meetings - The Finance Director attended a meeting of Finance Directors from cities in King County to discuss the reality of Cyber Security from a Finance perspective and the Finance Committee meeting. The Finance Director also attended the Chamber Gala and volunteered at the Mayor's Day of Concern which is held each year in support of the Maple Valley Food Bank.

Accountability - The Washington State Auditors are on-site performing the annual accountability audit. Staff are responding to requests for information and documentation.

Financial Reporting - Staff completed the 2<sup>nd</sup> Quarter Financial Report.

Grants - The Finance and City Attorney offices are collaborated in the process of developing a new Community Services/Event Sponsorship/Cultural-Other application form. The departments are continuing work to develop an agreement/contract for grant recipients.

Year End Budget Amendments – Staff is working with City departments to identify adjustments for which funding will be requested for the 2019 and 2020.

## DEPARTMENT UPDATE

### Geographic Information Systems

#### Data Collection –

- GIS staff collected data on Gaffney Grove Disc Golf course features, processed data and stored the data in the City's Geodatabase. Staff also worked on new Gaffney's Grove Disc Golf Course map for information kiosk stations at the course. Staff also collected data on new residences within the City boundaries for 2020 Census New Construction Program request. Other collections include:
- Irrigation system components in Lake Wilderness Park with GPS unit
- Additional assets in Dog Park area of Summit Park with GPS unit
- Storm Water Management data
- Trails and fixed assets in Elk Run property with GPS unit, post-processed and stored new features in City's geodatabase
- Disc Golf Course features including fixed assets and golf tees and baskets
- GPS locations of property asset items in Elk Run
- GPS locations of trail system adjacent to the Arboretum
- Extracted data from GPS unit and edited data in ArcMap

#### Updates–

- The address for parcel # 1545803310 in the Parcel layer, Address Points layer, and
- Waste Disposal Contracts map per PW Program Coordinator request
- WCIA asset table for upcoming property assessment
- WCIA asset map with new features
- Landscape responsibility layer and routes to include new information provided by community development.
- Parcel boundaries for 42 parcels in Fox Pointe (Malloy) development and for 6 parcels for Pipe Lake Short Plat.

#### Other Projects:

- Added additional address point to address point layer for commercial parcel #5107110010 in four corners area per information received from the Fire Marshal
- Digitized critical areas and buffers for streams and lakes within the City
- Provided GIS data to Parks Dept. contractor working on the new Parks, Recreation, Arts and Open Space Plan including new lakes and streams critical areas/buffers, steep slopes, and designated bike routes and lanes within the city.
- Provided updated map of landscaping routes and landscape responsibility by subdivision to Public Works Maintenance Manager for planning purposes
- Finished collecting all planter beds within Maple Valley Arboretum using new Trimble GPS unit.
- Post-processed GPS collected data of planter beds, fixed assets, and trails/walkways within Maple Valley Arboretum, this data is now in the City's geodatabase for future mapping and application needs.
- Created a map of mosquito permit coverage area for SWM Manager
- Created Waste Disposal Contracts by Subdivision map per PW Program Coordinator request to provide waste disposal companies information for when new City residents contact them for services

## DEPARTMENT UPDATE

- Worked on Arboretum Kiosk map
- Created draft version of an Arboretum web map and sent off to Arboretum staff to get additional information and feedback
- Corrected/Updated SWM pond features that were determined to be incorrect by the SWM Inspection Technician and SWM Manager
- Created Maintenance Asset map of Take-a-Break Park for Parks Maintenance Staff

### Information Technology

#### Disaster Recovery -

- Staff began disaster recovery testing with Barracuda and Veeam Backup systems.
- Staff participated in a virtual nationwide cybersecurity review hosted by CI Security and the monthly security webinar with the Multi-State Information Sharing & Analysis Center (MS-ISAC).
- The project to install a 'phish alert' button on City computers was completed.
- Staff met with a security vendor as part of the exploration of obtaining a network access control solution to improve cybersecurity to remain in compliance with State Auditor's Office recommendations.
- Installed new system backup hardware

#### Projects –

- Put two new procedures into effect
  - 2019.7 Appropriate Administrative Access Use
  - 2019.6 Username Convention
- Met with CD/PW Departments to discuss the update to the TrakIT permitting software
- Upgraded the wireless access points in City Hall to allow improved encryption.
- Updated the permitting software, TrakIT, to latest version for Community Development
- IT collaborated with Economic Development to publish data and business investment tools to the [website](#), and discuss them during the Economic Development Council meeting.
- The kickoff meeting with the vendor conducting the Business Impact Analysis was held on Monday.
- Updated IT internal Assets Tracking for Software

## DEPARTMENT UPDATE

Fall is definitely here!! The Emergency Preparedness Fair was a wonderful success for our community thanks to many!! Luckily, they kept our staff safe during the rescue demonstration. Thank you to City Manager Laura Philpot, Deputy City Clerk Andrew Dacuag, and Puget Sound Regional Fire Authority Emergency Management Specialist Jenny Keizer for their willingness (they were all smiles, truth be told.)

City Clerk



## DEPARTMENT UPDATE

The Clerk's Office daily activity include passports, notary, contracts processing, website updates, peddler's license, records management, public disclosure requests, supporting City Council meetings, and emergency management. Staff has updated passport processing hours in an effort to provide better service to the community and staff. The records management program for 2019 continues as staff makes its way to year end. We still have records are being scanned, filmed, and microfilmed by the State Archives Office. The work to dispose of records that have met their retention life continue to either be transferred to the State Archives or destroyed per the approved Retention Schedule. The Contracts of the City have been many this year, a great sign of progress!!

The tri-city Emergency Managers and special purpose district staff continue to collaborate on the work on the Regional Hazard Mitigation Plan (RHMP) 2019 update. Staff received feedback during its multiple public outreach opportunities. Staff is still working on Emergency Management Planning Grant (EMPG) application for more technology and equipment to assist the City during an event or disaster. Lastly, bids for the City Hall generator project are due October 9, 2019 and staff hopes to have documents for Council to review by the October 28, 2019 Regular Business meeting.

### Stats for the month of September are as follows:

- Passports: September - 34
- Pet Licenses: September - 9
- Notaries: September - 15
- Website Updates: September - 300
- Public Records Requests: September - 10

## DEPARTMENT UPDATE

### Summit Park – Dog Park

The Summit Park Dog Park had a soft opening on Friday, September 20<sup>th</sup> at noon. There were 13 dogs who showed up and frolicked in the open off leash area. Once the grass areas are established the remainder of the dog park will open.



Summit Dog Park

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## Parks & Recreation

### Lake Wilderness Park Parking Project

The new parking project is going well at Lake Wilderness Park. There will be parking on both sides of Gaffney Road when entering the Lodge area. The Arboretum is excited about the project. It should be completed by the end of October.



North Side Parking Lot

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South Side Parking Lot

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## DEPARTMENT UPDATE

### Hometown Holidays

The Hometown Holidays event is quickly approaching. We are pleased to announce that Johnson's Home & Garden, Maple Valley Edward Jones Group, and Wilderness Animal Hospital will be the title sponsors for this year's event. Community partners have increased their generous levels of support this year, bringing the sponsorship level over \$7,000. This year's event will host youth dancers from Dance Expressions, a chorus from Dace's Rock n More and a Barbershop Quartet from Tahoma High School, just to name a few. The annual traditions of train rides, live reindeer, horse-drawn carriage rides will continue and Santa will arrive on the fire truck before all of the wondering eyes. The event on Thursday, Dec 5<sup>th</sup> will open at 6pm with the Tree Lighting ceremony at 6:30pm. Staff are excited to see this community event take roots and continue to grow each year.



### Recreation Cargo Van

The Department welcomed a new vehicle; a Dodge Ram Cargo Van. It is shiny new and smells good too. Staff have amazing plans for this van to wrap it with exciting marketing info and fill it with recreation supplies and equipment in order to bring recreation out to the community.



## STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS

### SR 169 Widening (from Witte Road SE to SE 240th Street) (T-39)

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

**Construction Management: KBA**

**Construction Contract: Johansen Construction Company**

**Construction Bid Award: \$4,609,800.**

**Construction Date: June 2019 to December 2019 (Est.)**

#### **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:**

- The soldier pile wall concrete work is completed. Minor touchup and pigment sealer will follow. A fence will be installed on top.
- The sidewalk along the south section from 225th Avenue SE to SE 240th Street has been placed.
- Totem Electric and Highmark are working on the intersection improvements at SE 240th Street in preparation for the new signal pole due to arrive later this month.
- Paving is expected to occur the third week of October, weather permitting.

#### **Past Milestones:**

- Soldier Pile Wall:
  - Soldier piles and lagging have been completed.
  - North half of the fascia panels has been completed.
  - Installation of wall rebar is complete.
- Curb and gutter between SE 225<sup>th</sup> Avenue and SE 240<sup>th</sup> Place complete.
- Pedestrian signal enhancements and curb ramp changes currently being installed.
- Stormwater improvements on SR 169 complete (stormwater in medians remaining).
- Stormwater infiltration system has been installed and covered (SE 225th Avenue to SE 240th Street)
- Construction start: April 15, 2019.
- Project survey and control complete.
- Lane shift and traffic control in place and refined.
- Tree removal, clearing, and grubbing complete.
- Wall excavation begun.
- Held project open house to answer question from the public and share project information.
- Processing preliminary project contractor submittals and RFI's.
- Cedar River Water District water line relocation (in project limits) completed.
- 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.
- Right of Way acquisition has been completed and approved by Council.

## STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS (continued)

### Public Works / Community Development

- 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.
- 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.
- Final Chan Plan sent to WSDOT.
- Presented project and solicited citizen input at November 30, 2017 CIP Public Open House.
- WSDOT review of the draft Channelization Plan and Basis of Design Report completed.
- 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. The project was not selected for funding.
- Environmental documents are completed/submitted to the regulatory agencies for approval.



## STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS (continued)

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

**Design Consultant:** KPG Inc.

**Construction Management:** PBS

**Construction Contract:** ACI Construction

**Construction Bid Award:** \$766,766

**Est. Construction Date:** September 2019 to December 2019 (Est)

#### **Description:**

The intersection at Kent-Kangley Road and 242<sup>nd</sup> 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:**

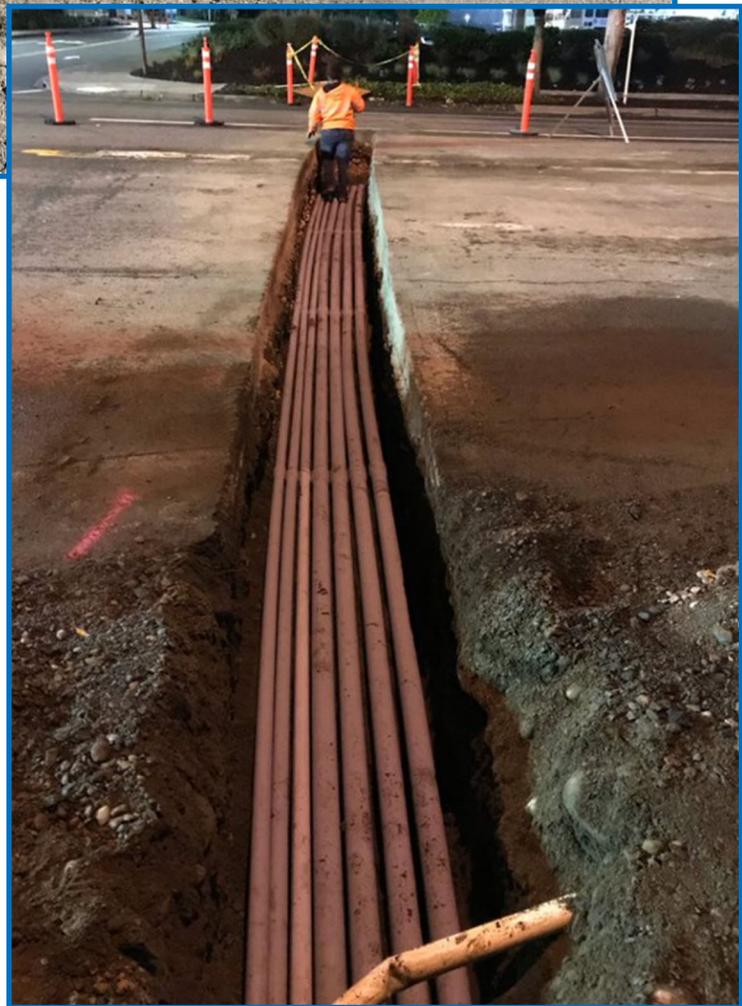
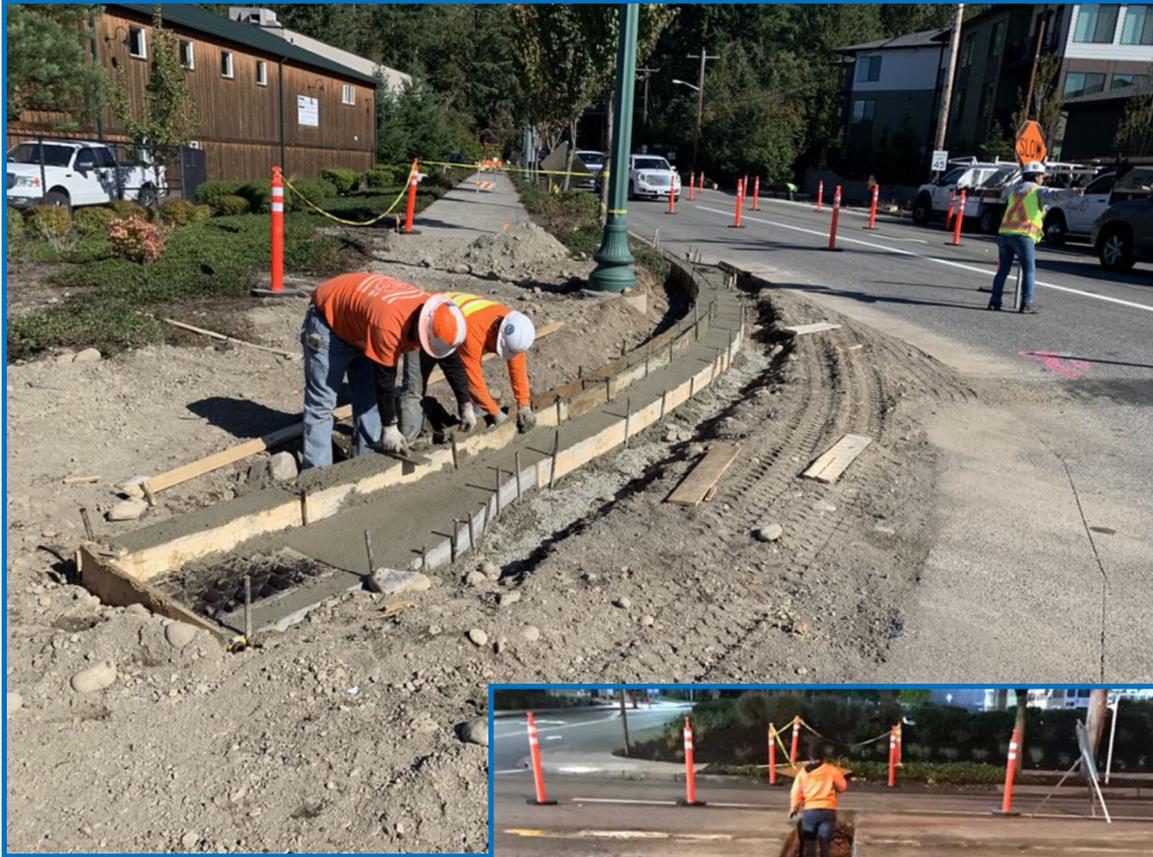
- Clearing and grading complete.
- Underground conduit crossings complete.
- Curb, gutter, and stormwater revisions underway.

#### **Past Milestones:**

- Held construction coordination meeting with contractor to discuss project milestones and anticipate critical issues before preconstruction meeting/start in September.
- Submittals for long lead items have been approved.
- Project start anticipated for mid-September.
- 100% Plans and Specifications have been approved by the City.
- Construction project was advertised on June 13, 2019.
  - Seven contractors on the plan holders list.
  - Bid opening scheduled for July 1, 2019.
  - Construction starts between August 1 and September 20, 2019, as requested by the contractor.
- Signal poles have a confirmed delivery date of September 20, 2019.
- Received 90% design plans and specifications; city 80% complete with review comments.
- Bid ready plans expected mid-June to advertise for a September construction start date.
- PSE agreements for attaching aerial communication fiber submitted to PSE.
- Received 30% design plans; currently under City review.
- Analyzing signal phasing and traffic modelling.
- Sent out bid for pre-order of signal poles & mast arms (long lead time items).
- 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.
- 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.

## STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS (continued)

### Public Works / Community Development



## STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS (continued)

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

**Design Consultant:** PBS Engineering and Environmental, Inc.

**Construction Management:** TBD

**Construction Contract:** TBD

**Construction Bid Award:** TBD

**Est. Construction Date:** June 2020

#### **Description:**

Phase II includes development of a full-road rehabilitation 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, utility undergrounding, and intersection upgrades.

#### **Current Status:**

- Construction anticipated in 2020.
- Staff prepared project design update for upcoming October City Council meeting.
- Permanent and temporary easements locations are being identified.
- 60% design review scheduled for mid-October.
- The City has been awarded a \$225,000 grant from the King County Flood Control District for the daylighting of Jenkins Creek under 220<sup>th</sup> Avenue SE as part of this project.

#### **Past Milestones:**

- Held utility coordination meeting with PSE (power, gas, Intolight), Covington Water District, and Century Link.
- The City is applying for a 2019 King County Flood Control grant for the removal of the 220<sup>th</sup> Avenue SE connection, daylighting Jenkins Creek. The application will be submitted by June 14, 2019 and the City should be notified whether it has received funding by late summer or early fall of 2019.
- Held City Council workshop to review value engineering efforts and design options refine direction to the consulting engineer to finalize plans. Council gave its concurrence to:
  - Add the center left turn lane at SE 256th (in addition to SE 254th) into design.
  - Remove the vehicular connection at 220th Avenue SE (reroute to SE 256th) to address safety and alignment conflict considerations.
  - Simplify the cross section to include a two lane street with five foot bike lanes on each side and a five foot sidewalk with intermittent planter strip.
- Presented project and solicited citizen input at the November 30, 2017 CIP Public Open House.

### Annual Asphalt Overlay Program – 2019

The City completed the Annual Asphalt Overlay Program during the last part of August through the City's inter-local agreement with King County Public Works. The following streets were paved under this year's contract:

- SE 236th Place
- SE 237th Street
- SE 238th Street
- SE239th Street

## DEPARTMENT UPDATE - PUBLIC WORKS/COMMUNITY DEVELOPMENT

### Public Works Maintenance

- Storm water crews have been finishing up the maintenance of all storm water facilities City-wide.
- The Public Works crew has been finishing up some minor sidewalk replacements in the Valley Meadows neighborhood.
- The Public Works crew has also worked with the Police Department to get new furniture and desks set up in the extension office in Four Corners.
- The process of creating new office spaces for each full time employee of the Public Works crew is moving forward and should be completed soon.
- The Public Works team took delivery of a new sander for snow and ice, capable of sanding, salting, and applying liquid deicer. It should be fully functional in the next couple weeks.
- The City's boom truck was inspected and repaired and is fully functional and currently waiting for control decals to be operated.
- The Public Works crew is working with King County and "Keep it Clean" recycling to dispose of old, contaminated petroleum products.
- The Public Works Department has been discussing the replacement of a building that was damaged beyond repair during this year's storms.
- The Public Works Department is holding interviews for a Maintenance Worker I full time position on Monday October 7, 2019.

### Surface Water Management

#### NPDES Phase II Permit

- The following inspections were completed in September:
  - 39 ponds
  - 1 detention vault
  - 1 filtration vault
  - 32 oil water separators
  - 156 catch basins

#### SWM Rate Study

The City has hired a consultant, FCS Group, to analyze the City's current SWM program and SWM rates to determine potential changes or increases necessary to meet growing demands.

#### **Current Status:**

- FCS Group and staff presented to City Council at the September 16, 2019 Study Session on the proposed rate scenarios and rate structure change.
- City Council selected a preferred rate change scenario that is on the October 14, 2019 Council agenda.
- Council also requested additional information on the rate structure change using the preferred rate change scenario to provide the rate per ESU. This information will be presented to Council at the October 28, 2019 meeting.

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

- An amendment to FCS Group's contract to allow for the additional presentation and cost associated with additional updates to the rate scenarios is on the October 14, 2019 Council agenda.
- The City will need to provide King County with the 2020 SWM rates by December 15, 2019 and decision on whether to move forward on a rate structure change for 2021 by October 31, 2019.

### **S-10 2019 Storm Water Ponds Retrofit Project**

This project scope includes retrofitting seven existing stormwater 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:**

- PLS completed survey of the seven stormwater ponds and design of the retrofits is being developed.
- Due to delays, construction is being postponed until late spring/early summer of 2020 to ensure dry weather.

### **S-15 2019 Stormwater Pond Fencing**

This project scope includes evaluating which City-owned ponds currently are not fenced, determining whether fencing is required or would be beneficial, and hiring a contractor to install fencing where needed. \$200,000 has been allocated to fund fencing projects in 2019.

#### **Current Status:**

- At the September 9, 2019 City Council authorized signing of the contract with Commercial Fencing Corporation in the amount not to exceed \$184,053.19.
- Commercial Fencing Corporation is expected to begin work by October 14, 2019.

### **S-12 Misc. Storm Drainage Improvements**

The City has kicked off a drainage study of Cedar Downs and Cedar Downs Village areas to identify flow control retrofit opportunities on private property and in the right of way to reduce flooding issues.

#### **Current Status:**

- Qualifications for study and design consultants were received on August 29, 2019.
- The City selected Parametrix as the preferred design consultant for this project.
- Staff met with the Project Manager and Principal-In-Charge for Parametrix on October 3, 2019 for a pre-scoping meeting.
- Authorization to sign a Professional Services Contract with Parametrix will be on the October 28, 2019 Council agenda.

### **S-16 Witte Road Storm Drainage Improvements**

This project scope includes a feasibility study and design of stormwater quality Best Management Practices (BMP's) 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.

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

### Current Status:

- The professional archaeologist submitted the Cultural Resources Survey to Ecology on September 16, 2019.
- PBS provided the 30% Design documents. Staff reviewed and provided comments.
- PBS is working on revising the Design Report for resubmittal to Ecology. All comments should be incorporated by October 4, 2019.
- Prior to the deadline of October 15, 2019, the City will apply for a Department of Ecology Water Quality grant for construction of this project.



### Lakes Program

- The Lake Wilderness swimming beach monitoring program ended with the final routine sampling occurring on Monday, September 16, 2019. That sample, which followed a wet week with 5 inches of accumulated precipitation, resulted in a swim beach closure due to high bacteria levels. Staff arranged for two additional samples the following week. Bacteria counts dropped significantly and the swim beach closure was lifted on Thursday, September 26, 2019.
- Staff facilitated the Lake Wilderness Citizen Advisory Committee special meeting held on September 1, 2019 at Lake Wilderness Lodge. This was the third quarter meeting that was rescheduled after the August 20, 2019 meeting was cancelled due to a lack of a quorum.
- Staff prepared the Lake Wilderness Citizen Advisory Committee recruitment material to fill two regular voting member positions and one or more alternate positions. Three applications were received.
- Nature Vision taught Watershed Dynamics workshops to 125 student in the month of September 2019.

### Solid Waste

- The residential recycling event flyers were finalized and posted to the City's website for the fall event that will be held at Rock Creek Elementary parking lot on Saturday, October 26, 2019.
- Recology CleanScapes Inc., will change their name to Recology King County, Inc., effective November 1, 2019.
- Recology CleanScapes hosted an educational booth at the Maple Valley Preparedness Fair on September 28, 2019 and handed out kitchen composters, bio bag samples, and Recycle More reusable totes.
- Staff attended a quarterly meeting with Recology CleanScapes on September 17, 2019. Topics of discussion included the proposed recycling rate adjustment and recent developments that resulted in deleting residential recycling cart inspections as a method to identify and reduce contamination, and funding opportunities for schools for waste reduction small projects, and staffing changes at the city.
- CAF Outdoor Cleaning conducted a litter clean up on September 12, 2019. They picked litter along SR169 from SE 240<sup>th</sup> Street northward to beyond SE 231<sup>st</sup> Street.

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

### Community Development

The Planning Department is continuing to stay 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 Northpoint at Maple Centre development. Staff is working with the developers of the Bonaventure Senior Living Center to facilitate a revision to the building and site plan; they hope to begin construction soon. Marques at Maple Valley, including the new UW Medical Center and Retail stores, was issued and construction is under way. Staff continues to work with CVS to get their project going on the corner of Witte Road and SR 169. Staff is working with JR Hayes for the facilitation of an application for development of the Hayes Gravel Pit into two warehouse uses.

- Monthly Permit/Inspections Metrics
  - o Permit Applications Received: 81
  - o Permits Issued:68
  - o Projects Submittals: 4
  - o Inspections Completed: 570

### Planning Commission

The Commission continued review and deliberation of the draft Sign Code amendments at their October 2, 2019 meeting. The Commission meeting of October 16, 2019 is cancelled due to staff attending the annual state planning conference. It is anticipated that the Commission will give the draft one last review of the Sign Code and vote on a recommendation to Council at the November 6, 2019 Planning Commission meeting. Staff also introduced the Downtown Design Standards and Guidelines project. Several Commissioners volunteered for the workgroup committee. Council will select the Commissioners for the workgroup at their October 14, 2019 meeting.

### Legacy Site

The City is moving forward with the temporary relocation of the Farmer's Market onto the Legacy Site. Staff issued a Request for Qualifications to six qualified firms selected off the Washington State MSRC Roster. Four firms submitted Statements of Qualifications and Johnston Architects was selected as the most qualified consultant to design the Farmer's Market Relocation Project. Johnston Architects was the design consultant for the Maple Valley King County Library which has been praised by the City Council as the type of construction they envision for the Farmer's Market Relocation Project. Staff anticipates bringing the Professional Services Agreement to Council at the October 14 meeting for approval.

Staff also began researching the Public Private Partnership (P3) procurement process. This process will be used for the RFP and contract agreement process for development of the Legacy Site. Staff intends to have a draft RPR ready for discussion during the City Council retreat.

### 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	1	4
CD0602-005	Edgestone Div II (Arbors 4)	7/18/2007		N/A	2/23/2017	9	N/A			8	1	0
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	16	No				16	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	8	22
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	126	3/21/2022	Ph1 7/30/ Ph2 3/1/19	126	Yes			19	30	77
CD1610-005	Northpoint at Maple Centre	3/28/2017	110	3/27/2022	No	110	Yes				63	47
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	0
CD1801-001	Meadowridge Park	7/10/2018	49	7/9/2023								0
FP1810-002	Edinburgh	5/19/2017	84		6/11/2019	84	Yes				15	69
<b>Total</b>			<b>566</b>			<b>569</b>		<b>23</b>	<b>78</b>	<b>102</b>	<b>138</b>	<b>228</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	2	3	2		7
Residential	7	6	3		16
Other Review Meetings					0
<b>Totals</b>	<b>9</b>	<b>9</b>	<b>5</b>	<b>0</b>	<b>23</b>



# Current Development Projects

