



# Maple Valley City Update

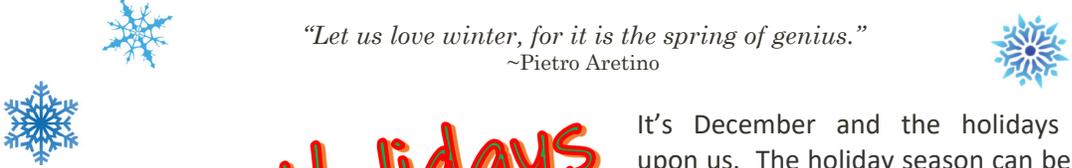
December 2, 2019

## Events & Activities

Dec 4	<ul style="list-style-type: none"> <li>• Planning Commission</li> </ul>
Dec 5	<ul style="list-style-type: none"> <li>• Maple Valley Hometown Holidays</li> <li>• Library Advisory Board</li> </ul>
Dec 9	<ul style="list-style-type: none"> <li>• City Council Meeting</li> </ul>
Dec 17	<ul style="list-style-type: none"> <li>• Economic Development Commission</li> </ul>
Dec 18	<ul style="list-style-type: none"> <li>• City Manager's Business Breakfast</li> <li>• Finance Committee</li> <li>• Planning Commission</li> <li>• Parks &amp; Recreation Commission</li> </ul>
Dec 23	<ul style="list-style-type: none"> <li>• City Council Meeting Cancelled</li> </ul>
Dec 25	<ul style="list-style-type: none"> <li>• City Offices Closed Christmas Day</li> </ul>

## From the Desk of Laura Philpot

*"Let us love winter, for it is the spring of genius."*  
~Pietro Aretino



**HAPPY HOLIDAYS**

It's December and the holidays are upon us. The holiday season can be the most joyous time of the year, but it can also be very stressful for some people. As we muddle through this season, it's more important than ever to take time for ourselves. As you make plans, be sure to set reasonable and realistic expectations. Trying to be everywhere or seeking perfection is unhealthy and unrealistic, and can cause us to feel burned out. Remember that by having reasonable expectations and by not over-extending ourselves, we can sometimes accomplish even more. We often try to make our "events" and our "gifts" perfect, but in reality we should be focused on making time for family and friends and choosing to be kind to one another. No matter what you celebrate this season, remember to take time to remember the intended spirit of the holidays.

## Winter is Coming

Our crews are geared up and ready for winter weather. But, as we learned during the February winter storm, we all need to be prepared when winter storms hit are area. The impacts of winter weather conditions - wind, rain, and freezing temperatures - can leave your family isolated or in the dark for hours or days at a time. It's important to plan ahead so you are ready to take winter by storm. Take these simple steps:

1. **Make a plan.** Know how you and your loved ones will communicate when communication systems are down, and where you will meet if separated.
2. **Build a kit.** Include food, water, medications, toiletries, a first aid kit, flashlight and extra batteries, warm blankets and clothing, and other essential supplies for every member of your household (including pets). Keep a kit at home and in your car.
3. **Stay informed.** Monitor local radio stations for important safety information and updates. Be sure to have a battery-operated radio and extra batteries on hand.

It's also a good idea to get to know your neighbors. During winter emergencies you can help each other and share needed resources. Find more tips and checklists at [www.takewinterbystorm.org](http://www.takewinterbystorm.org).



## 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
- Art Beat—MVCAC
- Council Retreat
- Trail Tour with King County Councilmember Reagan Dunn
- Meeting with PSFA Chief Morris & Deputy Mayor Parnello
- King County Charter Commission Meeting
- Meeting with City Clerk Shaunna Lee-Rice
- Storm 5k Chase
- Tahoma National Cemetery Veterans Day Event
- City Council Special Meeting with EDC
- SCA Public Issues Committee
- Meeting with Malia Hollowell, TSD School Board
- SCA South End Mayors Meeting
- Chamber Luncheon
- Maple Valley Rotary Meeting
- Explorer Appreciation Party
- Meeting with THS Students about SE169 Crashes
- Summit Park Filming
- Joint Community Organizations Meeting
- Planning Commission Discussion with Tawni Dalziel
- TSD School Board Meeting Recognition of Mary Jane Glaser
- TSD School Board Meeting Recognition of Didem Pierson

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

- City Council Meetings & Study Sessions
- Council Retreat

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

- City Council Meetings & Study Sessions
- Council Retreat

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

- City Council Meetings & Study Sessions
- Agenda Review Meetings
- City Council/Economic Development Commission Special Meeting
- Council Retreat
- Trail Tour with King County Councilmember Reagan Dunn
- Lunch with Mayor & Puget Sound Fire Chief Morris
- Golf Course Design Consultant Interviews
- Branding Conference Call
- AWC Cities on Tap Legislative Event
- TSD School Board Meeting
- Brand Logos Follow-up Conference Call

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

- City Council Meetings & Study Sessions
- Council Retreat
- Tahoma School Board Director Farewell
- Maple Valley Historical Society Volunteer Appreciation & Annual Meeting
- Explorer Reception
- Tahoma School Board Meeting

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:

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

- City Council Meetings & Study Sessions
- Agenda Review Meetings
- Council Retreat
- Community Center Visioning Meeting
- Library Guild
- Golf Course Interviews
- AWC Meeting
- SCATBd
- Chamber Luncheon
- School Board Proclamation

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

- City Council Meetings & Study Sessions
- Council Retreat
- SEAL-TC
- Johnson's Ladies Night
- Finance Committee Meetings (3)
- Witte Road Open House
- EMAC Caucus
- EMAC
- City Branding Conference Call
- Cities on Tap 9AWC)
- SCATBd Meeting
- Explorer Appreciation Dinner
- Chamber Luncheon

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

- City Council Meetings & Study Sessions
- Agenda Review Meetings
- Maple Valley Rotary Meetings
- Food Bank Board Meeting
- Council Retreat
- Trail Walk with King County
- Trail Tour with King County Councilmember Reagan Dunn
- Green River Scholarship Dinner
- City Manager/Administrator Meeting
- Meetings with City Engineer Applicants
- Angst Film
- Golf Course Design Consultant Interviews
- Meeting with Parks & Recreation Commission Chair & Staff Liaison
- Finance Committee
- Witte Road Open House
- Meeting with Public Arts Commission Chair & Staff Liaison
- Telephone Meeting with Jim Hedrick
- Meeting with Library Advisory Board Chair & Staff Liaison
- Storm Chase 5k
- Meeting with Economic Development Commission Chair & Staff Liaison
- Branding Conference Call
- Meeting with Planning Commission Chair & Staff Liaisons
- AWC Cities on Tap
- Meeting with King County Parks
- Meeting with Lake Wilderness Citizen Advisory Committee Chair & Staff Liaison
- T-45 (253rd Place Intersection) Conference Call
- Joint Community Organizations Meeting
- Bike Course Review

## 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		Draft ordinance first read on November 25, 2019. Will bring back for further discussion in January 2020.
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.
7/23/2018	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		
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		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 movie about the importance of having financial safeguards.	Finance		Councilors to watch on own time. Email sent to Council with viewing instructions.
3/25/2019	Keys to the City Policies	Develop sample policies for Council to consider for awarding keys to the City.	City Clerk		Draft is with City Manager. Will bring to Council 1st Quarter 2020.

## FACT (Future Actions, Conversations & Tasks)

### FACT—Future Actions, Conversations & Tasks

Date	Item	Description	Due Date Department	Date Resolved	Notes
7/8/2019	Online Fireworks Complaint System	Look for online fire-works 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	July 31, 2019	Signage re: golfers responsibility have been installed at #1 and #10 tee as golfers begin their round. They have also been placed on other key holes, including #12.
7/8/2019	Snow/Ice Response Plan	Provide an update to Council regarding our Snow/Ice Response plan.	Public Works		
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		
10/14/2019	Special Needs	Schedule a meeting with special needs community with council committee of Dawson, Olson, Kelly.	Parks / City Manager	November 14, 2019	Parks & Recreation staff have met with Special Needs group to learn of their programs, and is working to schedule a meeting with Council Committee before end of 2019.
10/28/2019	Reichert Way	Write letter to WSDOT formally requesting Reichert Way sign be placed on the mast arm at SR169 and SE 231st.	City Manager		
10/28/2019	Community Grants	Work with Finance Committee to review community grant applications and bring back recommendation to full Council.	Finance / City Manager 1st meeting scheduled for Nov. 7th	November 25, 2019	

## FACT (Future Actions, Conversations & Tasks)

### FACT—Future Actions, Conversations & Tasks

Date	Item	Description	Due Date Department	Date Resolved	Notes
10/28/2019	TSB Awards	Procure Maple Leaf paperweight awards to present to outgoing Tahoma School Board members.	City Manager November 26, 2019	November 26, 2019	
10/28/2019	Planning Commission Work Plan	Bring back to Council an update of the Planning Commission Work Plan and progress made in 2019. Also, include information of which meetings have been cancelled and why.	Community Development	November 12, 2019	
10/28/2019	Contracting Ordinance	Take proposed contracting authority ordinance to Finance Committee for recommendations before bringing back to full Council.	Finance / City Manager		
11/12/2019	Summit Park Plaque	Plaque recognition at Summit Park	Parks	November 22, 2019	Language verified and plaque ordered for Summit Park and Lake Wilderness Beach House
11/12/2019	EDC	Reuse EDC code to add a student member.	EDC/Attorney		
11/12/2019	Tree Retention	Add "Review tree retention code" to Planning Commission 2020 Work Plan.	Community Development		
11/12/2019	Budget Award	Press release for budget award	Communications	November 19, 2019	
11/12/2019	Mental Health Information	Place "Mental Health and Parks" on a future agenda.	Parks City Manager		
11/12/2019	Letter to Lake Forest Estates	Respond to Lake Forest Estates' letter and copy City Council.	Public Works Community Development		
11/25/2019	PSOC	Place "Public Safety Oversight Committee" on a future agenda.	Council		

## DEPARTMENT UPDATE

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

- November Economic Development Commission Meeting
- Attended the November Chamber of Commerce Luncheon
- Attended the Mountains to Sound Greenway Annual Dinner
- King County REACH Monthly Update Call. Through the REACH (Retention, Expansion, and Collaboration Hub) King County program, the Seattle Chamber of Commerce assists King County cities with business retention and expansion
- City Council Special Meeting – **EDC Annual Report**
- Attended the **South Sound Alliance** meeting at UW Tacoma. The purpose of this meeting is as follows: *Share and learn about current issues that are of common interest; Develop regional strategies to improve the well-being of current and future residents; Build a support network for regional policies that elevate the entire South Sound; Reduce competition, create regional alignments and increase on-going collaboration*
- **Greater Seattle Partners – Economic Development Managers Conference Call** – reviewed business leads, upcoming trade shows, and overseas business recruitment strategy.

### Business Recruitment & Development:

- King County REACH Monthly Update Call. Through the REACH (Retention, Expansion, and Collaboration Hub) King County program, the Seattle Chamber of Commerce assists King County cities with business retention and expansion
- Assisted a representative from a national television show with filming logistics for their upcoming visit to Maple Valley.

### Client Assistance/Research:

- Assisted a representative from a national television show with filming logistics for their upcoming visit to Maple Valley.
- **Webex meeting with ChandlerThinks, LLC:** Discuss Maple Valley brand story and review first round of logo designs

### Professional Development:

- **Attended the 2019 PNWER Economic Leadership Forum in Seattle**
- **Sessions included:** Executive Committee & Delegate Council Meeting; Opening Banquet - What ties us together? Celebrating the common bonds in PNWER; Accelerating the Pacific Northwest Economy through Innovation; Innovation Ecosystems Leading to Economic Growth; Smart Grids; Out of this World: The Emerging Space Cluster in the PNW; Transportation of Tomorrow; Smarter Regions for the Future; Roundtable of upcoming legislative sessions; Building the Border of the Future; What's All the Buzz About? What is the Future of Drones?; Tour of Amazon Spheres
- Attended the **Northwest Events Show** at the Washington State Convention Center
- **Webinar: Ask the Brokers: Market Insights from Retail Tenant Rep Specialists** - *The brokers answered questions from attendees, discussing national and regional retail trends, and discussing things you can do as community leaders to help drive new retail and engage new retail tenants.*
- Watched AWC Webinar titled, "Responding to the Passage of I-976" Webinar

## DEPARTMENT UPDATE

### NOVEMBER 2019

#### Press/News Releases Issued

- You Matter Marathon (website & Facebook)
- Youth Basketball Registration (website & Facebook)
- Road Closure & Construction Notices (website & Facebook)
- New Lake Wilderness Golf Course GM (newspaper, website & Facebook)
- Hometown Holidays (newspaper, website & Facebook)
- Distinguished Budget Award (newspaper, website & Facebook)

#### Other

- Website updates
- Editing photos for photo library
- Took photos/video at Treats & Trucks
- Scheduled Facebook posts in advance of holidays
- Conference Call with ChandlerThinks (Branding)
- Parks & Recreation Sponsorship Packages Brochure
- Took photos of LW Lodge meeting rooms
- **# of Facebook followers increased by 1.1% in November\***
- **# of Facebook followers increased by 50.9% since January 1, 2019**
- **# of Facebook followers increased by 61.0% since November 30, 2018**

Communications

### Social Media Update November

March	
Total Page Followers (EOM)	3,820
Net New Followers	39
Total Page Likes (EOM)	3,516
Net New Page Likes	37
Total Page Views	701
Total People Who Viewed	341
Organic Reach (# of People who had any page content reach their screen)	23,889
Post with most clicks	Water main repair work on Kent Kangley (1.2k)
Post with most reactions	Thank you to Park Maintenance for decorating tree (91)
Event with most responses	Witte Road Improvement Project Public Open House (19)

\*November figures include dates 11/1/19 -11/19/19

## DEPARTMENT UPDATE

### Finance:

- Finance staff attended the November Puget Sound Finance Officers Association meeting. The topic was Fraud & Internal Controls with Robert Goehring, Internal Auditor for the City of Kent, providing a presentation.
- The department is in the last stages of implementing new budget software and mapping the security set-up within the software. A user manual will be developed and training provided to staff that will be participating in the development of the 2021-2022 budget.
- Data has been extracted from previously used financial software to provide additional trending as the City's 6 year forecast is developed. As the State has made various changes in account coding over time, staff is also working to correlate the account codes used in prior years to current account coding.
- Reconciling asset depreciation and replacement reserves has also been a priority for staff.
- Finance staff facilitated the mid mid-biennial budget amendments and met with the City Manager for the final 2019-2020 budget amendment review.
- Finance and Recreation worked together to reconcile Incode Financial Systems with the Recreation software, PerfectMind.
- Staff worked with the Economic Development Manager and Publics Work consultant to coordinate and provide backup documentation for the various grant reimbursement requests.
- The Department coordinated a baby shower for IT Manager David Hartline and his wife Morgan. Baby boy Hartline was supposed to be a Halloween baby (which would have been awesome!).
- Finance Staff facilitated meeting with the Finance Committee and with the Finance Committee (Subcommittee)
- Staff worked with the City Manager, City Attorney and the City Council to establish an application and review process for grant requests submitted by agencies/organizations
- Staff worked on accounts payable records retention.

### Information Technology:

- Staff updated TrakIT software reports for Community Development.
- Staff participated in a demonstration to evaluate permitting software options.
- Staff are working on developing an asset inventory for mobile devices.
- A remaining annual hardware refresh was prepared for deployment.
- Asset auditing was done to assist Human Resources with the documentation of cell phones.
- Staff are working to improve offline backup solutions, including new hardware options.
- The firewall settings at all city locations were audited for policy compliance.
- Staff began reviewing the warranty status of critical infrastructure.
- Staff continues to monitor the occurrences of Ransomware attacks on public institutions. An article and interactive map "Ransomware Attacks Map chronicles a growing threat" showing 247 ransomware attacks on public sector institutions since 11/2013 was reviewed; <https://statescoop.com/ransomware-attacks-map-state-local-government/>.
- Homeland Security agreed to provide City employees with Government Emergency Telecommunication Service training.
- Staff collaborated with a consultant on estimating costs for a terminal server for remote access.

## DEPARTMENT UPDATE (continued)

### Geographic Information Systems:

- Staff collected inspection gallery port feature in storm water features in Arbors @ Rock Creek developments.
- Bollard locations were collected in Lake Wilderness Park and along intersections of main roads and Lake Wilderness Trail.
- A database diagram was created and samples of tables of the Elements database were exported for Cityworks staff to be able to provide estimate for data migration portion of project to get Cityworks established for Public Works.
- Control Structures features were updated and corrected per information provided by the SMW Manager.
- As-builts of Summit Park were scanned into the Plan Depot and provided to the Human Resources Manager for WCIA data inquiry regarding Summit Park.
- Staff completed address updates, created from boundary line changes from the Fire Marshal, for 4 new parcels.
- Staff updated parcels, site address point, and address query layers with new address information.
- ArcServer services were refreshed so new address information would be available in Geocortex application.
- Trails in the Legacy site were created from boundary line changes with PW Director, processed GPS data and created a map of these trails to use in legacy site planning.
- Completed update to Arboretum map and sent to Arboretum staff for comments
- Collected location of new sign location, a new planter bed and new pathway in Arboretum
- Staff attended a TrackIT demonstration with Community Development.
- Staff completed catch basin cleaning map of selected catch basins for SWM Manager.
- Work was started on catch basin vactoring map book of all public catch basins in maintenance zone 1 per request from SWM Manager.
- Staff updated catch basin attributes for newly collected catch basin features.
- An update to the Lake Wilderness Arboretum map was request by Arboretum staff.
- Staff worked on edits/updates, as provided by Parks & Rec Director, to Gaffney's Grove Disc Golf Course map.
- Staff developed a Turkey Trot 5K race map.
- A quote was received for new asset management software purchase, and forwarded Public Works staff to gather any questions for the vendor.
- Staff completed a catch basin cleaning map of selected catch basins for the Storm Water Management (SWM) Manager.
- Staff began work on a catch basin vactoring map book of all public catch basins in maintenance zone 1 as requested by the SWM Manager.
- Staff updated catch basin attributes for newly collected catch basin features.

## DEPARTMENT UPDATE

Greetings from the beautiful gem of the South, Savannah, Georgia International Association of Emergency Managers. There are over 1,700 emergency management professionals in attendance. It is quite a gathering of some of the most dynamic government officials responsible for the safety of communities throughout the world.

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. The records management program for 2019 is continuing winding down as staff makes its way to year end. The last of the records being scanned, filmed, and microfilmed by the State Archives Office are coming back to City Hall in the coming weeks. 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.

Our teams are working on the implementation of that Agreement now and should have those radios online soon. Staff has completed final draft of the Regional Hazard Mitigation Plan (RHMP) 2019 updated Annex. Staff was notified of our award of the 2019/2020 Emergency Management Planning Grant (EMPG) which Council approved the Agreement this month. Those funds will be used for more technology and equipment to assist the City during an event or disaster.

Our stats for the month of November are as follows:

- Passports: November - 31 ( No passport appointments the week of Thanksgiving.)
- Pet Licenses: November - 9
- Notaries: November - 9
- Website Updates: November - 100
- Public Records Requests: November - 17
- Contracts: November - 15

## DEPARTMENT UPDATE

### Special Needs Programs

The Department continues to work with community groups and parents to find creative and fun solutions to help meet some of the special population recreation needs in the greater Maple Valley. New classes this winter include Life and Leisure Skills, and Movie Making. The Department continues to look into further partnerships with community groups and instructors for additional opportunities next year.

### 2019 Hometown Holidays

Department staff has been busy “decking the halls” in preparation for the Hometown Holiday Event December 5. Over 40 vendors and sponsors are confirmed for the event with over \$8,000 in donations. In addition to all the favorites from past events (train rides, Santa, reindeer, holiday snacks etc.), this year there will be new entertainment groups joining the celebration including Dance Expressions, THS Barbershop Choir and Dace’s Rock n’ More Holiday Choir.



### 2020 Bike Challenge

The 2020 Bike Challenge will feature some changes. Staff have been working with the Tahoma Mountain Bike (TMB) team to partner in hosting the event. This partnership will expand the short course/practice area and add an official strider bike race for racers ages 2-6. TMB will provide chip timing that will allow racers to see real time results and parents can track their racer’s results on a phone app! Staff is pleased to have assistance in designing a new, much longer main course in 2020.



Strider Bike

### Summit Park Fire Lane

Fire lanes were marked at Summit Park to ease the traffic jams that were happening at the park. The fire lanes have helped and participants are using the High School parking lot as over flow parking.



Summit Park Drive near Concession Stand



Summit Skate Park

## DEPARTMENT UPDATE

### Lake Wilderness Park & Arboretum Parking Lot

Lake Wilderness Park and the Arboretum have a new parking lot. 114 parking stalls adds capacity, particularly during peak times at the park. It also provides safer access for visitors. The main entrance for the Arboretum will now be off of the new parking lot.



East Parking Log

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West Parking Log

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Arboretum Entrance

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## STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS

### STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS – NOVEMBER 2019

#### 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 Start: April 2019**

**Construction Substantial Completion: March 2020**

**Construction Final Completion: Spring 2020 for final pavement and channelization**

#### **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 has been painted with Mt. Baker color pigmented sealer.
- The black vinyl chain link fence is being installed on top.
- All of the curb and gutter has been installed along the project (median curbs are pending).
- All of the base paving asphalt for widening has been placed along the new curb section, Witte Road to 240th.
- Totem Electric is waiting for the new signal pole to be delivered, then it will be installed at 240th in December.
- The center median islands will be constructed shortly.
- The asphalt overlay will take place when night temperatures allow for paving (spring 2020).
- Irrigation, landscaping, street light installation, and sidewalks will continue as weather allows.

#### **Past Milestones:**

- Highmark Construction has placed curb and gutter along the wall section (Witte to 225th).
- Asphalt was placed along the new curb section, 225th to 240th.
- 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.
- 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.

## STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS (continued)

- 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.
- 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

**Construction Start:** September 2019

**Construction Substantial Completion:** January 2020 (Traffic signals to be energized)

**Construction Final Completion:** Spring 2020 for final channelization

#### **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:**

- The signal poles have arrived. The cabinet is at WSDOT being tested and will be installed when all the systems check out.
- Signal control cabinets will be ready in January 2020, which is the anticipated time frame for full signal operation.

#### **Past Milestones:**

- The asphalt paving has been completed.
  - Curb and sidewalks have been poured.
  - Clearing and grading complete.
  - Underground conduit crossings complete.
  - Curb, gutter, and stormwater revisions underway.
  - 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.
  - Solicited for professional services for design and construction support.
  - Updated project priority on the 6-Year Transportation Plan.

## 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.
- The City was awarded the King County Subregional Opportunity Fund Grant for the Jenkins Creek culvert in the amount of \$432,698.00.
- Staff submitted review of 60% plans, specifications, and estimates to consultant.
- Staff presented design elements to City Council at the Regular Council Meeting on October 28, 2019. Council verbally approved design elements except asked staff to assess a roundabout option at SE 254th Place.
- PBS is reviewing the comments from Staff and preparing the 90% plans.
- Staff held a Public Open House on November 7, 2019 at Lake Wilderness Golf Course Banquet Room from 6 PM to 8 PM.
- Staff will begin the Right of Way acquisition process as identified in the 60% plans
- PBS is working on the waterline relocation design with Covington Water District
- Staff and the design team are coordinating with Soos Creek Water and Sewer and PSE.

#### **Past Milestones:**

- Permanent and temporary easement locations have been identified.
- 60% design review completed.
- 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.
- A utility coordination meeting was held 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 to 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 the 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 an intermittent planter strip.
- Presented the project and solicited citizen input at the November 30, 2017 CIP Public Open House.

## STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS (continued)

### SR 169 Widening – SE 253<sup>rd</sup> Place to SE 260<sup>th</sup> Street (T-45)

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

**Construction Management:** TBD

**Construction Contract:** TBD

**Construction Bid Award:** TBD

**Est. Construction Date:** June 2022

**Description:**

This section of the SR 169 corridor improves access and amenities in the vicinity of the Legacy Site commercial area. Improvements include two lanes in both directions, transit facilities, sidewalks, bicycle lanes, street lighting, stormwater enhancements, and a roundabout or signalized intersection in the vicinity of Rock Creek Elementary school and the Legacy Site entrance (formerly T-46).

**Current Status:**

- Team is preparing to submit a traffic analysis to WSDOT.
- Staff provided a written response to October 31, 2019 letter from Lake Forest Estates HOA.

**Past Milestones:**

- Public Open House No. 1 was held on September 10, 2019.
- Topographic survey is mostly complete.
- Traffic counting is complete.

### SR 169 Widening – SE 240<sup>th</sup> Street to SE 244<sup>th</sup> Street (T-36)

**Design Consultant:** David Evans and Associates

**Construction Management:** TBD

**Construction Contract:** TBD

**Construction Bid Award:** TBD

**Est. Construction Date:** June 2021

**Description:**

The second segment in the series of capacity improvements on the SR 169 corridor; this project adds an additional lane in both directions to include center turn lanes, sidewalks, bicycle lanes, improved transit stops, street lighting, and enhanced storm drainage. This eliminates a bottleneck for traffic traveling to and from SR 18 and Wilderness Village shopping area.

**Current Status:**

- Traffic analysis has concluded signal warrant met at SE 244<sup>th</sup> Street.
- The Consultant will be assessing a roundabout and signal at this intersection consistent with WSDOT Intersection Control Evaluation (ICE).

**Past Milestones:**

- Topographic survey is complete.
- Traffic counts have been completed.

### 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
- SE 239th Street

## DEPARTMENT UPDATE

### Public Works Maintenance

- The Public Works Dept. outfitted one of the Ford 550's work trucks with a new sander equipped with the pre-wet deicer system
- The Public Works crew members also prepped all snow and ice equipment and did routine maintenance.
- The Public Works Crew worked with the King County Noxious Weed Division to initiate a fall weed preventive plan for noxious weeds in storm water facilities and right of ways.
- The Public Works Department participated in the Trick or Truck event at the Maple Valley community center.
- The Public works Department worked with "Keep it Clean Recycling" to remove all stored contaminated petroleum products for the public works facility.
- Crews completed muck out/sediment removal in storm water facilities near Kent Kanglely as well as in the Spring Haven neighborhood.
- Public Works Maintenance crew aided the parks Department in a sewer line investigation project.
- Crews responded to an oil spill in Highlands of Lake Wilderness, as well as one at the Maple Valley City Hall and U.S. Postal service building.
- Crews continue to clean up the Public Works yard and organize it for better efficiency and have also continued to perform vehicle and equipment maintenance.
- Crews continue to survey City property for damaged trees, as well as trees that are vulnerable to inclement weather, and maintain as necessary.
- The Public Works Department continues to survey City-owned drainage systems to ensure functionality during the fall leaf season.

### Surface Water Management

#### NPDES Phase II Permit

- The following inspections were completed in November (through November 19<sup>th</sup>):
  - 1 detention vault
  - 9 filtration vaults
  - 7 infiltration chambers
  - 1 infiltration vault
  - 8 tanks
  - 5 wet vaults
- 2019 public MS4 inspections are 85% complete.
- 2019 private stormwater facility inspections are 100% complete.

#### 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 has submitted the draft Utility Rate Study Report to the City, which is currently under review.

#### 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.

## DEPARTMENT UPDATE

### Current Status:

- PLS completed the 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.
- King County has provided an amendment to the WaterWorks grant agreement to allow for the extension to November 30, 2020.

### 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:

- Commercial Fencing Corporation has received a Notice to Proceed.
- The pre-construction meeting occurred on November 19, 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:

- The contract with Parametrix is being routed for signature.
- The City has passed along as-builts of the area for Parametrix to review and begin developing their gap analysis.
- The City has reached out to the president of the Cedar Downs HOA to set up a time to present at an HOA meeting and gather input about flooding experiences.

### 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.

### Current Status:

- PBS is preparing updates for the Design Report for resubmittal to the Department of Ecology and the 90% design Plans, Specs, and Estimates.
- This project was discussed as part of the T28b Phase 2 project at the Open House held on November 7, 2019.

### Lakes Program

- The City Council interviewed and selected two new voting members and one alternate to the Lake Wilderness Citizen Advisory Committee.
- Staff met with Terry McNabb from Aquatechnics to discuss the lake management program for 2020.

### Solid Waste

- City Council provided direction to staff to extend the contract for Recology Cleanscapes for an additional four years. Staff sent Recology the notification of contract extension via certified mail.

## DEPARTMENT UPDATE

### 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 the Fox Pointe (237th and SE 248th Place) and Overlook at Summit Park, and Northpoint at Maple Centre developments. Rainier Ridge is just ramping up as well. 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 continues. Staff has been verbally notified that CVS will not be moving forward; we have reached out to the applicants for written notification of permit withdrawal. Staff is working with J. R. Hayes for the facilitation of an application for development of the Hayes Gravel Pit into two warehouse uses.

- Monthly Permit/Inspections Metrics (MTD through 11/20/19)
  - Permit Applications Received: 62
  - Permits Issued:46
  - Projects Submittals: 2
  - Inspections Completed: 308

### Planning Commission

The Commission continued review and deliberation of the draft Sign Code amendments at their November 20th, 2019 meeting. The Commission also discussed topics of interest for the agenda of the future joint Planning Commission and Economic Development Commission meeting, yet to be scheduled. The Commission meeting of November 6th was cancelled due to a lack of Commissioner quorum. Staff will be advertising for the two open Alternate Commissioner positions twice during the month of December, with anticipated Council appointment in January.

### Legacy Site

At the November 2, 2019 City Council Retreat, staff provided City Council with an update on the procurement process for development of the Legacy Site. Staff will issue an RFQ and select a shortlist of master developers who will help us refine the terms of the public private partnership. Zoning and appraisal of the Legacy Site will precede issuance of a competitive Request for Proposals. Staff anticipates the selection of a master developer in September 2020 with negotiation of the developer agreement through the end of 2021. City Council also identified and prioritized the list of public amenities desired at the Legacy Site, as well as a list of allowed for profit amenities. Staff is continuing to finalize a draft RFQ anticipated to be advertised in January 2020.

On November 12, 2019, staff also presented to City Council an update of the Farmer's Market Relocation project. The project is still on schedule to be constructed and ready in June 2020.

## 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	36	71
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				23	61
		<b>Total</b>	<b>566</b>			<b>569</b>		<b>23</b>	<b>78</b>	<b>102</b>	<b>152</b>	<b>214</b>

### Commercial Projects

File Number	Commercial Projects	Square Feet	Type	Status
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
SEPA1909-001	Maple Valley Business Park SEPA Revision	387,218	New construction	Under Review
<b>Total:</b>		<b>585,592</b>		

### Pre-Application Conferences

Type	2019 1st Quarter	2019 2nd Quarter	2019 3rd Quarter	2019 4th Quarter	2019 YTD
Commercial	2	3	2	0	7
Residential	7	6	3	1	17
Other Review Meetings					0
<b>Totals</b>	<b>9</b>	<b>9</b>	<b>5</b>	<b>1</b>	<b>24</b>



# Current Development Projects

