



# Maple Valley City Update

October 12, 2020

## Events & Activities

Oct 1	<ul style="list-style-type: none"> <li>Library Advisory Board</li> </ul>
Oct 6	<ul style="list-style-type: none"> <li>Special Public Arts Commission Meeting</li> </ul>
Oct 7	<ul style="list-style-type: none"> <li>Planning Commission</li> </ul>
Oct 10	<ul style="list-style-type: none"> <li>Council Budget Retreat</li> </ul>
Oct 12	<ul style="list-style-type: none"> <li>City Council Meeting</li> </ul>
Oct 20	<ul style="list-style-type: none"> <li>Economic Development Commission</li> </ul>
Oct 21	<ul style="list-style-type: none"> <li>Finance Committee</li> <li>Planning Commission</li> <li>Parks &amp; Recreation Commission</li> </ul>
Oct 24	<ul style="list-style-type: none"> <li>Make A Difference Day</li> </ul>
Oct 26	<ul style="list-style-type: none"> <li>City Council Meeting</li> </ul>

## From the Desk of Laura Philpot

*“The future belongs to those who believe in the beauty of their dreams.”*  
– Eleanor Roosevelt

I’m not sure where 2020 has gone. Every time I look at the calendar I’m surprised to see what month we are in. With so many things canceled this year it feels as if each day looks the same and we don’t have our big milestone events to remind us of where we are on the calendar.

We are measuring this year by closures, protests, riots, news of hurricanes and wildfire smoke. One thing 2020 can’t take from us is the changing seasons. I think I’m more aware of the smell of fall in the air than I have ever been. Fall is my favorite season and the woes of 2020 won’t change that. I love how the colors change on the trees. I love the cool evenings and mornings. I love the ability to wear sweaters and plan for the upcoming holidays.

At work, it’s a time when we wrap up the summer rush for our park system and for our roadway construction. We start to shift to winter preparedness. Every two years it marks the deep dive discussions about our budget, work plan and goals for the future of the City. It’s a time we look forward. This year is no exception.

So if you mourn the passing of another summer, remember to enjoy the gifts of fall that are all around us and use this time to look towards the great things yet to come.



## 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**

- Council Meetings
- Agenda Review & Check-in Meetings
- Community Leader Meetings
- Maple Valley Rotary Meetings
- Communications Committee Meeting
- SCA Virtual Networking Event
- SCA Public Issues Committee
- SCA Racial Equity & Justice Series
- Phone Call w/ Senator Mark Mullet
- South End Mayors Meeting
- Phone Call w/ KC Councilmember Reagan Dunn
- King County Town Hall Meeting
- Zoom Meeting w/ KC Councilmember Zahilay
- Community Center Senior Food Drive-Thru Delivery
- Arboretum Plant Sale
- Farmers Market
- SCA South Caucus Mayors Check-In
- Joint Community Organizations Meeting
- MVAR Ham Radio Repeaters
- Cloth Mask Giveaway by MV Creative Arts Council
- Special Meeting-Interviews for Boards, Commissions, & Committees

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

- Council Meetings
- Agenda Review & Check-in Meetings

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

- Council Meetings
- Golf Course Clubhouse Meeting
- SCATBd Meeting
- Round-About Meeting with Tawni
- GMVCC Senior Lunch Ambassador
- Special Meeting-Interviews for Boards, Commissions, & Committees

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

- Council Meetings
- Council Communications Committee
- Finance Committee
- Greater Maple Valley Community Center Board Meeting
- Senior Lunch Handouts at Community Center
- Maple Valley Food Bank Food Truck Roundup
- Maple Valley Creative Arts Council Mask Handout
- SCA—Growth Management Planning Council Meeting
- Special Meeting-Interviews for Boards, Commissions, & Committees

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

- Council Meetings
- Special Meeting-Interviews for Boards, Commissions, & Committees

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

- Council Meetings
- Special Meeting-Interviews for Boards, Commissions, & Committees

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

- Council Meetings
- Special Meeting-Interviews for Boards, Commissions, & Committees

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

- Council Meetings
- Agenda Review & Check-in Meetings
- SCA CM/CA Meetings
- Diversity & Inclusion Committee Meetings
- Community Partners Meetings
- SCA Virtual Networking Event
- Branding Video
- Police Oversight CM Meeting
- All Staff Meeting
- Council Communications Committee Meeting
- Iconic Artwork Selection Panel Meetings
- Maple Valley Rotary Meetings
- Meeting with Mike Hanson
- Golf Course Clubhouse Project Meeting
- SCA Racial Equity & Justice Series— Communities of Opportunity
- Budget Meetings
- Camp Wild 2.0 Meeting w/ Mike Hanson, Lori Cloud, Robert Eaton & Mark Ratcliffe
- Food Bank Board Meeting
- SCA Board Meeting
- Chamber Luncheon
- Meeting with King County Councilmember Zahilay, Mayor Kelly & Deputy Mayor Parnello
- Community Center Drive-Thru Delivery
- ICMA Virtual Annual Conference
- Brand Implementation Committee Meeting
- SCA Partner Forum with PSE & Lumen
- Sound Cities Finance Committee Meeting
- SCA HB 1590 Discussion
- Council Retreat Subcommittee Meeting

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

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

Initiated By	Date	Item	Description	Due Date Department	Date Re-solved	Notes
	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. Staff reviewed all historical documents (City's and County's) regarding existing covenants and/or development restrictions on the property and has made contact with King County staff to begin looking at the feasibility of revising said restrictions and what that process entails.
	7/23/2018	Lake Wilderness Arboretum / Community Center Property	Research restrictions on property and report back to Council.	Parks & Recreation		
	11/13/2018	Business License Code	Review and update the City's Business License Code.	Economic Development Commission / Finance		Council requested the Economic Development Commission do the review. 1st Quarter, 2021.
	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 / Economic Development		The Planning Commission work plan is filled for the remaining of 2020. This may be a product that comes out of the Downtown Standards and Multifamily work that PC has on their plan for the remainder of 2020. If it is not adequately addressed this can be placed on the 2021 PC work plan. Staff will recommend work is included as part of 2021 Planning Commission work plan.
	12/3/2018	Red Light Enforcement	Research red light violations and bring back recommendations regarding potential enforcement emphasis.	Police Department		Agenda Item for PSOC.

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Initiated By	Date	Item	Description	Due Date Department	Date Re-solved	Notes
	3/25/2019	Keys to the City Policies	Develop sample policies for Council to consider for awarding keys to the City.	City Clerk		First draft was reviewed by City Council in January 2020. Due to COVID this was tabled, and staff will bring back in 4th quarter of 2020.
	7/8/2019	Online Fireworks Complaint System	Look for online fireworks complaint system where citizens can use their phones to report.	Police/ IT		Our new SEE IT, CLICK IT, FIX IT will be able to work for this function. We are working between Police and IT to implement.
	9/9/2019	Tree Retention	Bring tree retention code back to Council for review.	Public Works/ Community Development		This PC work will be completed after Downtown Design and Interim Zoning review is completed in 2021. Staff will recommend work is included as part of 2021 Planning Commission work plan.
	9/9/2019	FACT Sheet Policies	Bring back formal policies to Council regarding the use of the FACT Sheet.	City Manager		
	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		This sign is scheduled for install by the end of this year.
	10/28/2019	Contracting Ordinance	Take proposed contracting authority ordinance to Finance Committee for recommendations before bringing back to full Council.	Finance / City Manager		This was in the queue to be brought back to Council at the March 23, 2020 Council Meeting. Due to COVID it was tabled. Staff will bring back to Council in 4th quarter 2020.
	11/12/2019	EDC	Redo EDC code to add a student member.	EDM/Attorney		
	11/12/2019	Mental Health Information	Place "Mental Health and Parks" on a future agenda.	Parks City Manager		

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

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

Initiated By	Date	Item	Description	Due Date Department	Date Resolved	Notes
	12/2/2019	Community Grants	Review and revise the Community Grant process. Make recommendation back to full Council before completing the 2021/2022 budget process.	Finance Committee		Finance Committee has completed the review and analysis of the Community Grants process and will report to Council at the 9/28/2020 Council Meeting. Council approved the resolution authorizing the recommended changes to the process at the 9/28/20 Council meeting.
	12/2/2019	Park Bench Program	Develop draft policy for a memorial bench program.	Parks & Recreation	9/28/2020	Presented to Council on 9/28/2020.
	1/6/2020	All Way Stop Evaluation	Investigate stop sign request for the intersection of 228th Avenue SE and SE 270th Place and bring back to Council.	Public Works	9/14/2020	Stop signs installed week of 9/14/2020.
	1/21/2020	Public Arts Update	Bring a report / update back to Council on PAC work plan and include status of SR169 Wall Art.	City Manager		23 artists responded to the Call to Artists. Three artists were selected as finalists and presented proposals to the Selection Panel. The Selection Panel has scheduled further discussion with one of the finalists prior to making the final selection.
	1/21/2020	Evaluate Short Term Rentals	Review short term rental activity (such as Airbnb and VRBO) within City limits.	City Manager/ Economic Development		

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

Initiated By	Date	Item	Description	Due Date Department	Date Resolved	Notes
	1/21/2020	Street lights at 231st and SR169	Look for options to provide more lighting at the northern crosswalk that serves the Park and Ride and Bus Stop on SR169.	Public Works		King County Metro will be installing retroreflective signs and poles at the bus stop. Street lighting is already on all utility poles near the bus stop.  City Staff will follow up with the new Metro Director.  A Doodle Poll was sent out for available dates for meeting with Metro Director.
	7/13/2020	Fireworks Ban in Tri Cities Discussion	Place fireworks ban discussions on future Tri City agenda to discuss with Black Diamond and Covington.			
	7/27/2020	Shrubs and Groundcover Standards	Consider putting shrubs and groundcover standards on a future planning commission work plan.	Community Development		
	8/24/2020	You Matter Campaign	Council requested staff bring back the You Matter Campaign to share with our community.	City Manager		
	8/24/2020	Joint meeting between Tahoma School Board and the Maple Valley City Council.	Schedule for some time in 4th quarter of 2020.	City Manager/ City Clerk		

## DEPARTMENT UPDATE

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

- **Roll-out of the new City Brand**
- **WEDA Legislative Committee Virtual Meeting:** Topics: Final 2020 Session Budgets (Operating, Capital & Transportation), Key Legislation; Senate Economic Recovery Special Committee; Agency Budget Submittals; General Fund budget challenges/revenue; economic recovery, transportation funding; upcoming elections; discussion of DRAFT 2021 legislative agenda
- **GSP COVID-19 Response and Recovery Economic Developer's Call:** Dr. Lisa Brown and Chris Green from the Washington State Commerce Department provided an update on state recovery efforts and willingness to answer questions on CARES Act funding
- **Brand Implementation Committee (first meeting):** Discussed timeline and priority list for brand implementation
- **EDC September Meeting** – Topics: Community Development Update (*Amy Taylor*); discussed business types for downtown area as an incentive for developers if multi-family is built; Community Event Grant Application Design; Updates to EDC Goals & Objectives; 2<sup>nd</sup> round of CARES Act Grant Funds;
- **Webinar: 12 Arguments for Change – Shaping King County's Post COVID Future (Sessions 1,2,3)** King County Executive Dow Constantine hosted Community Leaders in panel discussions to explore how King County's COVID-19 recovery work can best address many of the persistent challenges that perpetuate inequities in our communities. The panels looked at issues of economic inequality, racism, healthcare, climate, jobs and small business recovery, housing, education, childcare, food access, and transportation, and will ask the question: How can we make our region's post-COVID future better than the pre-COVID past?
- **Seattle Chamber of Commerce ADO Meeting:** Discussed Working Washington Small Business Emergency Grant; Federal CARES Act Small Business Emergency Grant Overview & Update; Information & Resource Sharing; Business Attraction Leads Update
- **Joint EDC/Planning Commission Meeting:** Met with Community Development staff to discuss agenda items for this meeting to be held on Wednesday, October 21
- **Port of Seattle Economic Development Partnership Meeting** – Topics: Port of Seattle updates including next steps on the Economic Development Partnership program; Updates on the regional economic recovery plan from Greater Seattle Partners; 2-minute city economic development updates for each city
- **Association of Washington Business \*HOT TOPICS\* in Olympia Presentation:** Items to be discussed in the 2021 session: a) Reduction in B & O Tax; b) Capital Gains Tax – a tax on small businesses; c) State Income Tax; d) Payroll Tax (\$150,000 or more); e) Transportation Package
- **King County Public Health Business Outreach Taskforce Webinar:** Discussed how to apply for loan forgiveness for the Paycheck Protection Program (*Steven Burke from the Washington Small Business Development Center and Mark Costello and Janie Sacco from the Small Business Administration*). The Seattle Metropolitan Chamber will also share information about a new Working Washington grant opportunity.
- **South Sound Alliance Monthly Meeting:** Reviewed the unemployment and job posting data to see the patterns and trends. Job postings for King & Pierce Counties (January – July 2019 and 2020); Weekly Unemployment Claims (January – July 2020)
- **Attended the Planning Commission Meeting:** Topic: Downtown Design Guidelines and Interim Zoning
- **Maple Valley Famers' Market Board Meeting** – Topics included extending the market into late October; vendor placement within the market.

## DEPARTMENT UPDATE (continued)

### • **WEDA Membership COVID-19/Economic Response & Recovery Meeting:**

Update from Washington State Commerce: Chris Green, WA Commerce • State of Play: *Safe Start Washington* Phased Reopening; • Resources for Communities Facing Wildfires: <https://mil.wa.gov/wildfire>; • Resources for ADOs, EDOs and Employers: [www.coronavirus.wa.gov](http://www.coronavirus.wa.gov); • *Safe Work and Economic Recovery* Community Leaders Group and Long-Term Recovery Planning; • New CARES Act Funding - \$20M for Regional Economic Development and Small Businesses; • Potential Upcoming State Budget Reductions; • Real Estate Industry Update & Discussion - Steve Francks, CEO, Washington REALTORS - [www.warealtor.org](http://www.warealtor.org); • Best Practice Examples/Member Exchange; • Jennifer Baria, Executive Director, Mason County Economic Development Council [www.choosemason.com](http://www.choosemason.com)

### Client Assistance/Research

- **Hotel Developer:** Conversation with Erica Dial (Chamber) and a hotel developer who has expressed an interest in Maple Valley. An extended stay hotel with 45 to 65 rooms.
- Notified businesses and commuter residents of the Business and Resident Survey being conducted by the UW Tacoma. Final results will be presented on Monday, November 9.
- **Developer Meetings (Legacy Site):** A-P Hurd (Skipstone): A-P is recognized as a thought leader in land use, transportation and housing policy; Matt Anderson (Heartland) Matt's projects range from large-scale land development to site acquisition and disposition assignments to finding innovative ways to integrate and leverage real estate economics and planning/policy objectives; **Mithun and Main Street LLC**: Collected input and feedback from them as it pertained to the original RFQ that we issued last February. The input will be used to help formulate an RFP for later this year or early 2021; **Legacy Site Active Forest Meeting**: Met with Brad Halbach (*High Trek Adventures*) on his continued interest in setting up a zipline/challenge course operation on the Legacy Site and the next steps in the RFP process.
- **Community Event Grant Application:** Worked with the EDC to develop the Community Event Grant Application as it pertains to events and developed an Event Criteria Scorecard to help grant reviewers score the application.
- **Project Home Business Lead:** (Cross Laminated Timber manufacturing) Responded to this Greater Seattle Partner (GSP) business lead. It has been determined that the project is categorized as heavy industrial rather than light industrial. There is no zone where heavy industry is allowed in Maple Valley.
- **Meeting with Pete Nelson and his architect Daniel Ash from Nelson Tree House & Supply** on the Legacy Site to give them a tour and to get their input on what type of development projects would interest them on this site. They are very interested in talking to the City further. This meeting occurred after my efforts for a year to get Pete to visit Maple Valley.
- **HUB Design Standards Review** with Tawni Dalziel, Amy Taylor, and Jeff Potter (Integrity Design) This meeting was not a formal pre-app, but an early discussion of how this proposed project relates to the City's currently proposed design standards.
- **Business Investment Tools Meeting** with Lee Anderson (*Local Intel*) to get an update on the website tools which we have on our website.
- **Planning Commission Meeting** – Gave a brief presentation to the Planning Commission on business types to consider as incentives for the downtown area.

### Professional Development:

- **Webinar: City Building Conference:** Cities in the time of COVID-19; Inclusive Placemaking & Development; How social infrastructure can help fight inequality, polarization, and the decline of civic life.
- **Webinar: Beyond Borough Borders: Re-envisioning the American Mall System**
- **Puget Sound Economic Summit** (3 days) **September 15-17:** Day 1: Path to Recovery: Equity and Inclusion in the Economy; Day 2: Meetings and Events; Day 3: Tourism and Travel
- **ICSC Webinar - The Impact of COVID-19 on the Office Sector:** Office Space will be in demand depending on location (*urban or suburban*) and the type of office space.

## DEPARTMENT UPDATE

### News Releases Issued:

- September is National Preparedness Month – Disasters Don't Wait. Make Your Plan Today.
- Notice of Mitigated Determination of Non-Significance – MV Logistics – SEPA1901-001
- HIGH FIRE DANGER – MV Police Department
- Air Quality Alert still in effect
- Construction Update – T28b Ph 2 – September 14, 2020
- City Seeks Volunteers for Economic Development Commission
- City Seeks Volunteers for Public Arts Commission
- City Seeks Volunteers for Boards & Commissions
- Maple Valley Adopts 311 App to Help Citizens Notify the City of Issues
- City Announces Reminder of Survey Deadline
- Lake Wilderness Aquatic Vegetation Survey
- King County ADO Announces New Round of Federal Grant Funding
- City Announces New All-Way Stop Intersection at 228<sup>th</sup> Ave SE/SE 269<sup>th</sup> St
- Business and Resident Survey Deadline this Sunday, September 27
- City Seeks Parks & Recreation Commission Volunteers
- 2021 Community Service Grants Applications are now available
- Leafline Trails Coalition Launch
- City Council Adopts Resolutions Pertaining to King County Sheriff Ballot Measures

### Other:

- Completed employee orientation meetings with department heads
- Participated in an all staff meeting to discuss launching the new brand – created a Brand Implementation Committee to help with the process
- Had first meeting with Council Communication Committee – discussed council mailer
- Met with Parks & Recreation staff and with Arboretum staff
- Discussed and planned citywide You Matter campaign
- Held first meeting with Brand Implementation Committee – discussed variety of topics, started work to begin launching new brand
- Finished filming for brand video

### Social Media Updates:

Total page followers (EOM): 4,902

Net new followers: 80 – down 20% since month prior

Total page likes (EOM): 4,571

Net new page likes: 80 – down 15% since month prior

Total page views (Sept. 1 – Sept. 29): 875

Total people who viewed (Sept. 1 – Sept. 29): 549

Organic reach (# of people who had any page content reach their screen): 45,011

Post with most clicks: September 5 – Come down to the Legacy Site and check out the relocated Gnome Trail. The Gnomes have been rehomed & the trail is open for exploring! #MVGnomeTrail (2.3K clicks)

Post with most reactions: September 5 – Come down to the Legacy Site and check out the relocated Gnome Trail. The Gnomes have been rehomed & the trail is open for exploring! #MVGnomeTrail (585 reactions)

Event with most responses: N/A

## DEPARTMENT UPDATE

### Finance

- Each year the Washington State Auditors perform financial statements and accountability audits. Finance Staff have worked throughout the month providing documentation to verify and substantiate the data within the financial statements and ensuring that best practices are being followed to protect the integrity of the City's financial systems and processes.
- The Finance department worked to complete the Comprehensive Annual Financial Report.
- Finance staff worked diligently to complete a preliminary 2021-2022 Budget to provide to the City Manager and the Council for review.
- Quarterly Reports for 4<sup>th</sup> Quarter, 2019 and 1<sup>st</sup> Quarter, 2020 were completed.
- Day to Day operations , including but not limited to, Payroll and benefits, Accounts Payable and Accounts Receivable, reconciliations, journal entries, reporting, research, auditing and fixed assets, are being processed.
- The Community Grants application and process the Finance Committee developed and recommended have been approved by Council.
- Senior Analyst Julie Stutzke has accepted a position with Pierce Transit. She has been an outstanding employee and will be hard to replace. Julie has been a joy to work with and she will be greatly missed! A recruitment is in progress to fill the position.
- The Finance Department is working with the City Manager, City Clerk and Economic Development Manager in relation to the CARES ACT Funding.

### Geographic Information Systems

- Worked with ESRI Tech Support to solve new SQL Server database connection issue with connecting to ArcGIS Desktop and ArcGIS Server.
- Created 4 new SQL Server databases on new server, ran the geoprocessing tasks to make them function as geodatabases and started to migrate city's GIS data from old SQL Server Express geodatabases to new SQL Server geodatabases.
  - One geodatabase has been completely migrated from the old server to the new and 1 other geodatabase has been about 50% migrated, I anticipate completing this project by the middle to end of next week.
- Worked with SeeClickFix Tech Support to solve issue with old service requests in SeeClickFix showing up in app that were created before we went live with the system. Service requests were from 2014, 2017, and one was from 8/2020. Each service request was closed with a note to the requestor that the system was now live and if the issue was still a problem they were asked to resubmit their request.
- Collected new SWM data with Trimble GPS with the SWM Manager.
  - Collected and post-processed two new oil water separators and pushed this data into the city's geodatabase.
- Worked with Cityworks PM to get universal custom field for capturing public or private inspections values in the inspections templates within Cityworks. This universal custom field will allow users to create maps and search based on public or private inspection types and then be able to show only those inspection types that have passed or failed on a map or in a table.
- Customized Parks Maintenance Manager's Cityworks Inbox with custom search for Service Request types and a map of these service requests.
- Created new work order for C-Curbing repairs and work in Cityworks for Public Works Maintenance crews.

## DEPARTMENT UPDATE (continued)

- Customized Cityworks Inboxes of PW Maintenance Manager, and SWM Manager.
- Updated permissions for City Clerk staff to edit service requests after creation to add additional details to service requests in Cityworks.
- Worked on technical issue with Cityworks app on SWM Inspection Technicians phone, contacted Cityworks support, was able to resolve issue after trying a few troubleshooting methods.
- Provided over-the-phone Cityworks technical support to PW Maintenance Manager and staff with regards to questions about service requests, work orders, and the Cityworks map.
- Monitored Cityworks application and SeeClickFix application to make sure integration between the two systems was continuing to work as the SeeClickFix application was launched to the public on Tuesday.
- Provided Cityworks technical support to City Clerk staff regarding a service request entry and how to find a specific place on the map and attach this location to the service request.
- The city received its first two service requests via the SeeClickFix application within 24 hours of releasing the information about this new service to the public. These two service requests are now in Cityworks and are being worked on by CD and PW Maintenance staff members.
- Completed S-15 2020 Storm Water Fencing Project map for SWM Manager.
- Customized Cityworks Inbox for PW Maintenance Manager adding custom search results and maps for this user.
- Completed GIS analysis of city geospatial data to provide answers to HR/Risk Manager for Annual Liability Exposure Questionnaire for City Insurance purposes.
- Completed public records request for zoning GIS data.
- Provided Cityworks tech support to Parks Maintenance staff.
- Customized Cityworks Inbox for SMW Inspection Technician adding custom search results and maps for this user.
- Provided GIS support to Census worker working in the area trying to locate Latitude/Longitude coordinates given to her by the Census for houses right outside the city boundary who's occupants have not responded to the 2020 Census.
- Completed app branding and website app branding for SeeClickFix application for public launch of the application to maple valley citizens.
- Provided Cityworks tech support to City Clerks staff.
- Updated Cityworks Inspection forms to use the Resolution function to make it easier to search for Inspections that have Passed and or Failed Inspection.
- Updated question about a feature's lid in SWM Inspection forms in Cityworks to make the question more clear for inspection technician.
- Added missing bio-swale to city's geodatabase to be able to include this bio-swale in an inspection in Cityworks.

### Information Technology

- Staff attended various meetings and participated in trainings
- Processed service requests including issues such as power, financial software problems, virus alerts, etc.
- Provided remote access support to city staff.
- As part of the City's budget process, the IT Division reached out to nearby cities to discuss network security projects, associated costs and priorities, being included in budget requests.

## DEPARTMENT UPDATE (continued)

- IT staff participated in the first brand implementation committee meeting.
- Staff met with the Deputy Parks Director and the vendor regarding the parks security cameras. Three cameras were successfully configured to send 'intrusion' alerts. After testing and verification, the remaining cameras will be configured and alerts integrated with the Police.
- At the City Manager's request, a virtual suggestion box was implemented.
- A new employee orientation was provided for Sarah Brendan, the City's new Communications Specialist to insure she had the equipment, software and network access she will need.
- Staff met with a VMWare server virtualization representative to discuss opportunities to improve recovery and failover options.
- Met with the SeamlessGov/SeamlessDocs representative regarding usage over the past year, future plans, and upcoming improvements.
- Compiled data for a summary of IT COVID-19 spending.
- Proposed options for upgrading Council mobile devices.
- Met with OpenGov and Community Development about software deployment.
- Began Training on Darktrace appliance.
- New laptops were deployed for Parks and Recreation Staff.
- Continued to provide support for City Hall Staff remote work.
- Began Security Audit of city online accounts to insure best practices are being followed.
- Audited email logs for security incidents from previous weekend.
- Assisted Communications Specialist with accessing social media accounts.
- Processing Laptops for Parks and Rec Department.
- Working on OpenGov Implementation and Data Collection.
- Processed documents for OpenGov Project.

## DEPARTMENT UPDATE

Maple Valley Police Department (MVPD) is preparing to partnership with DAWN (Domestic Abuse Women's Network). DAWN supports, empowers, and shelters survivors of domestic abuse in South King County.

Police

MVPD has informational pamphlets for U-Visa & T-Visa Immigration Relief for Victims of Qualifying Crimes, a provision from the King County Sheriff's Office Legal Unit. What are U-Visas & T-Visas? It is what allows victims of crimes the ability to access protections available to them under law. The U-Visa & T-Visa allow immigration protection for victims of qualifying crimes and their qualifying family members, who are helpful to law enforcement in the detection, investigation or prosecution of criminal activity. Victims do not have to have lawful immigration status. These pamphlets are available in several different languages.

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## DEPARTMENT UPDATE

Fall is here! We are ready for Pumpkin Spice, fall leaves, and earthquake drills! October is not only Breast Cancer Awareness Month but also Shake Out Drill on October 15 at 10:15! More details to follow.

The Clerk's Office daily activity still includes remote communications, website updates, virtual peddler's license, records management, public disclosure requests, supporting City Council meetings, Economic Development Commission meetings, Planning Commission, and emergency management. The staff have been busy with many of the same tasks as pre COVID-19 however, now with different expectations and service delivery methods. Passports appointments will continue to be delayed until Phasing advances.

Clerk's staff is working to finalize the records management program for 2020. Clerk's staff is working with the newly REACH group, as well as, the new branding committee. Staff continues to work with Puget Sound Regional Fire and the Tri-City emergency managers on COVID-19 response plans and updates. Staff continues to participate in the COVID-19 response, as well as, planning for the next Phase, which will include re-opening to the public, and in person meetings.

Stats for the month of September are as follows:

- Passports: September - 0
- Notaries: September - 3
- Public Records Requests: September - 16
- Pet Licenses: September - 0
- Website Updates: September - 200+
- Contracts: September - 20

City Clerk

## DEPARTMENT UPDATE

### Camp Wild 2.0

Camp Wild 2.0 began on September 14 and is a new learning extension of Camp Wild, which provides supervision, educational support with online learning and camp activities, arts and crafts. The camp currently has registrants through October 30, and staff is awaiting further information from Tahoma School District regarding in-person learning for the November and December program dates. Staff have been coordinating with Tahoma School District’s Director of Equity to maximize program capacity and meet the needs of the community.



Children personalized & decorated their own privacy boards



Lava lamp craft activity



Welcome Board in Camp Wild 2.0 Classroom

## Parks & Recreation

### Parks Maintenance

A new pathway has been installed behind the gate from the neighboring daycare that leads to Summit Park’s Playground to improve their access to the park and playground.

Crew cleaned up and prepped the trail area for the new Gnome Trail opening on 9/5.



A new pergola was installed via an Eagle Scout project to help indicate the entrance into the Arboretum from the parking lot. The project was completed by Quinn Faulk.

In response to the very unhealthy air quality levels, parks were closed for a week mid-month for employee and patron health and safety.

## DEPARTMENT UPDATE (continued)

Parks staff completed the very large in-house improvement project at the Elk Run Natural Area entrance on 228<sup>th</sup> which included split rail fencing and spreading all stump grindings. It turned out great!



### Capital Improvement Projects

Entering into contract with vendor for the Arboretum Irrigation capital improvement project. The work is tentatively scheduled for the last weeks of October.

### Community Resources

The Community Resource Coordinator has been part of the planning committee for the Maple Valley You Matter Campaign, which launched in October and will continue until November 28<sup>th</sup>. There is a focus to engage the community, while also supporting local businesses and organizations. The goal of this program is to enhance and promote wellness within the greater Maple Valley area. The Community Resource Coordinator attended the Maple Valley Farmers Market on Sept. 19<sup>th</sup> – joined by representatives from the Tahoma School District and Maple Valley Food Bank. This provided an opportunity to speak directly to residents regarding resources and programs pertaining to wellness. And in a collaborated effort between the Tahoma Schools Foundation, The Tahoma School District, and the City, an OSPI grant application was submitted with plans to provide additional support for student learning during the 2020/2021 school year.

## Parks & Recreation



Community Resource Coordinator, Stephanie Williams, with Tahoma School District and Maple Valley Food Bank representatives at the Farmers Market on September 19th.

## CAPITAL IMPROVEMENT PROJECTS

### Public Works Transportation 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 Start:** April 2019

**Construction Substantial Completion:** April 2020

**Construction Final Completion:** Fall 2020

#### **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 Street. 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 project is at substantial completion.
- Contractor completed landscaping punch list items.
- Contractor is working on providing as-built record drawings.
- Staff is working on resolving WSDOT punch list items.
- Staff is working with TIB on project close out.

#### **Past Milestones:**

- Center medians are completed.
- Street lights have been installed.
- New signal pole on SE 240<sup>th</sup> Street was installed.
- 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 240<sup>th</sup> 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
- Highmark Construction has placed curb and gutter along the wall section (Witte to 225<sup>th</sup>).
- Asphalt was placed along the new curb section, 225<sup>th</sup> to 240<sup>th</sup>.
- 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 225<sup>th</sup> Avenue SE to SE 240<sup>th</sup> Street has been placed.
- Totem Electric and Highmark are working on the intersection improvements at SE 240<sup>th</sup> 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.

## CAPITAL IMPROVEMENT PROJECTS (continued)

- Stormwater improvements on SR 169 complete (stormwater in medians remaining).
- Stormwater infiltration system has been installed and covered (SE 225<sup>th</sup> Avenue to SE 240<sup>th</sup> 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.
- 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.
- SR 169 was opened with two northbound and two southbound travel lanes.
- The City suspended the contract until April when the contractor came back to grind and overlay the road and provided final striping.
- Final striping and channelization are completed.

## 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:** April 2020

**Construction Final Completion:** Fall 2020

**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:**

- Contractor is currently working on the signal interconnect system to SR 169 intersection.
- Contractor is also working on the punch list items.
- Staff continues to monitor the new signal operation and working on the agreement with WSDOT for signal maintenance.

**Past Milestones:**

- The signal poles have been installed with street lights.
- Mast arms with signal heads will be installed when signal cabinets are ready.
- Curb and sidewalks have been poured.
- Clearing and grading is complete.
- Underground conduit crossings are 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 2019.
- 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 2019 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.
- Due to the back log of orders from supplier demand and Covid-19, the cabinet/controller was ready for installation in July.
- Grinding and repaving of failed asphalt at intersection is completed in April.
- The new signal was turning on in August.

## CAPITAL IMPROVEMENT PROJECTS (continued)

### Witte Road – SE 249th Place to SE 256th Street (T28b PHASE 2 – Utility Relocation and Undergrounding)

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

**Construction Management:** KBA

**Construction Contract:** Pivetta Brothers Construction

**Construction Bid Award:** \$1,377,121.20

**Est. Construction Date:** July 2020

**Construction Substantial Completion:** November 2020

**Construction Final Completion:** December 2020

**Description:**

Phase 2 includes installation of Join Utility Trenches (JUT) for utility relocation and undergrounding in preparation for the Phase 3 corridor improvement project. The work also includes relocation of the water main and rehabilitation of a stormwater pond.

**Current Status:**

- Contractor completed watermain relocation.
- Contractor is currently working on JUT installation and the stormwater pond rehabilitation.

**Past Milestones:**

- Staff acquired private property easements in August 2020.
- Design team presented City Council with options for construction traffic management.
- City Council directed staff to move forward with full closure option on Witte Road during construction and to work with Lake Wilderness Country Club Drive residents on traffic control plan.
- Staff discussed feasibility of roundabout at SE 254<sup>th</sup> Place with Council at the January 13, 2020 study session. City Council directed staff to provide more information on traffic.
- Staff received Qualifications for the Construction Management portion of this project as well as qualifications for the geotechnical support (materials testing) portion of this project and other on-call services. Staff is reviewing the qualifications and interview information and plans to select a firm in February and request award in March.
- Staff met with Soos Creek Water and Sewer District to plan for sewer force main relocation by the District.
- Schedule 74 was signed with PSE to underground overhead power. PBS is coordinating with PSE on design for the joint use trench.
- PBS submitted a feasibility and cost estimate for the roundabout on Witte Road and SE 254<sup>th</sup> Place.
- Design team developed options for construction traffic management.
- The City was awarded the King County Sub regional 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 254<sup>th</sup> 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.

## CAPITAL IMPROVEMENT PROJECTS (continued)

- 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.
- Bids were opened in June 2020
- Construction started in July 2020.

### Witte Road – SE 249th Place to SE 256th Street (T28b PHASE 3)

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

**Construction Management:** TBD

**Construction Contract:** TBD

**Construction Bid Award:** TBD

**Est. Construction Date:** TBD

**Construction Substantial Completion:** TBD

**Construction Final Completion:** TBD

#### **Description:**

Phase 3 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. Phase 3 also includes installation of a roundabout at the intersection of Witte Road/254<sup>th</sup> Place and the culvert replacement crossing 254<sup>th</sup> Place.

#### **Current Status:**

- Staff is reviewing design options for the roundabout with the design team.
- Staff provided city council an update on the roundabout project in September. Staff communicated Council's comments on design to the design team.
- Staff is working on Right of Way Procurement Procedures with WSDOT.

#### **Past Milestones:**

- Council awarded design contract to PBS for the roundabout and culvert replacement project at 254<sup>th</sup> Place.
- Design kick off meeting was conducted.
- Staff submitted the TIB grant application for the roundabout project.

## 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:** TBD

**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:**

- Staff has requested the consultant temporarily pause work. The project is not expected to start up again until 2021 based on the adopted 2021-2026 Six Year TIP.

**Past Milestones:**

- Team submitted a traffic analysis to WSDOT with intersection improvement alternatives.
- Staff met with Lake Forest Estates HOA and discussed intersection improvement alternatives.
- Staff provided a written response to the October 31, 2019 letter from Lake Forest Estates HOA.
- Public Open House No. 1 was held on September 10, 2019.
- Topographic survey is mostly complete.
- Traffic counting is complete.
- Staff met with school district to discuss options for school entrance.

### 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:** TBD

**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:**

- Staff has requested the consultant temporarily pause work. The project is not expected to start up again until 2022 based on the adopted 2021-2026 Six Year TIP.

**Past Milestones:**

- The Consultant submitted Intersection Control Evaluation (ICE) to WSDOT.
- Staff submitted Area of Potential Effect letter to WSDOT.
- Consultant completed geotechnical exploration on SR 169.
- The Consultant is assessing a roundabout and signal at SE 244<sup>th</sup> ST intersection consistent with WSDOT Intersection Control Evaluation (ICE).
- Traffic analysis has concluded signal warrant met at SE 244<sup>th</sup> Street.
- Topographic survey is complete.
- Traffic counts have been completed.
- WSDOT provided comments on ICE evaluation.

## CAPITAL IMPROVEMENT PROJECTS (continued)

### Public Works Capital Projects (Non-Transportation)

#### Farmers Market Relocation Project (F03)

**Design Consultant:** Johnston Architects

**Construction Management:** In-house

**Construction Contract:** Ceccanti

**Construction Bid Award:** \$1,166,497.58

**Est. Construction Date:** May 2020

**Construction Substantial Completion:** July 2020

**Construction Final Completion:** September 2020

#### **Description:**

Make improvements to clearing, grubbing, and paving of a parking lot and pad for market booths, tree protection and retention of identified trees, construction of dispersion and infiltration trenches, and building of an 1,800 square foot covered pavilion with associated power and water.

#### **Current Status:**

- Final occupancy approval for the pavilion has been completed.
- Small works PW project bid was selected for the new gate at the parking lot entrance. Installation scheduled for November.
- Landscaping screening is scheduled for planting on north end of parking lot in October.

#### **Past Milestones:**

- Farmers Market construction started in May 2020.
- Construction completed for Market opening day on July 11, 2020.
- The Farmers Market Relocation Project was advertised for construction on February 7, 2020. Bids were opened on February 28, 2020. Bid award is anticipated to go to Council on the March 9, 2020 Regular City Council Meeting. Staff has submitted an application for PSE to run power to site as well as an application for water availability. Staff is preparing for a groundbreaking ceremony of site in late March before the start of construction in April.
- Staff met with the Legacy Site Council Committee to finalize the RFQ. The Legacy Site Public Private Partnership procurement process included the issuance of a Request for Qualifications (RFQ) to developers on February 14, 2020. Developer proposals are due March 13, 2020.
- Staff attended a Public Private Partnership (P3) Government Conference which expanded on the research we have done to make a P3 project successful. We are beginning to outline a public outreach strategy to engage the public on the procurement process.
- 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 (RFP). 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 an update of the Farmer's Market Relocation project to City Council. The project is still on schedule to be constructed and ready in June 2020.

## CAPITAL IMPROVEMENT PROJECTS (continued)

### Public Works Surface Water Capital Improvement Projects

#### **S-10 2020 Storm Water Ponds Retrofit Project**

This project scope includes retrofitting thirteen existing stormwater retention ponds that will improve surface water quality within the City. The scope of work includes lining of the treatment cells, re-establishment of slopes, berms, and access to facilitate maintenance, installation of spill control, and the removal of accumulated sediment, debris, and vegetation. The City was awarded \$20,000 from the King County WaterWorks grant program in 2017. The City was awarded an additional \$45,000 from the King County WaterWorks grant program in 2019. In total, the City has \$54,640 in grant funding remaining. Design began in January and construction is planned for summer and early fall of 2020 for 9 locations, and summer of 2021 for the remaining 4.

#### **Current Status:**

- Scotty's General Construction has completed all construction work, seeded the pond areas, and has removed erosion control and construction fencing. All punch list items have been completed. Close-out of this contract is planned for October.
- City Public Works Crews have begun the improvements of the 3 remaining ponds and will complete the work in early October 2020.

#### **S-15 2020 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.

#### **Current Status:**

- The bid for the 2020 Stormwater Pond Fencing Installation and Repair Project occurred on September 8<sup>th</sup> and bids were opened on September 22<sup>nd</sup>. The low bidder was Judah of Lion Landscaping and Services with a bid of \$77,456.78. Award of this contract is planned to occur at the October 12<sup>th</sup> City Council Meeting.
- Construction is planned for mid-October through November.

#### **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 and construction of the selected water quality improvements. The City was awarded a grant from the Department of Ecology for \$75,000 towards the study, design, and permitting for this project. Design began in April of 2019. The City was awarded a grant from the Department of Ecology for \$163,337 for construction of this project. Construction is planned for Summer 2021 as part of the T-28b Phase 3 project.

#### **Current Status:**

- The City is working with the Department of Ecology to finalize the construction grant agreement. This agreement will be brought to Council in November.
- The City is working with PBS to update designs for the facilities based on the modification of the T-28b Phase 3 project to include a roundabout.

#### **S-17 Cedar Downs and Cedar Downs Village Water Quality Improvement Project**

This project includes a drainage study of Cedar Downs and Cedar Downs Village areas to identify flow control retrofit opportunities to reduce flooding issues and improve three existing water quality facilities. The City contracted with Parametrix to perform the study of this area and provide an alternatives analysis as part of the first phase of this project in early 2020. Based on the alternatives proposed and the cost impact, the City plans to move into phase 2 of design with Parametrix in late-2020 and determine the schedule for construction of the projects.

## CAPITAL IMPROVEMENT PROJECTS (continued)

### Current Status:

- Parametrix provided the City with the finalized Alternatives Analysis and Basis of Design Report, completing their deliverables for Phase 1.
- Parametrix is drafting a scope and fee estimate for Phase 2 of the project which will include design through bid documents, permitting support, and construction management support. This is expected to be completed by the first week of October and the Amendment brought to Council in November.

### S-19 SE 254<sup>th</sup> PI Culvert Replacement

The culvert that conveys South Fork Jenkins Creek under SE 254<sup>th</sup> PI has been determined to be undersized for flow conveyance as well as fish passage and is damaged which has reduced capacity. The City plans to design and install a box culvert to replace the existing culvert to provide both flood reduction and ecological benefits. Due to the modification to project T-28b Phase 3 to include a roundabout at SE 254<sup>th</sup> PI, this project has been prioritized and will be designed by PBS Engineering and Environmental as part of the T-28b Phase 3 project in 2020 and 2021 with planned construction in 2021. The City has been awarded a \$150,000 grant from the King County Flood Control District for the design and construction of this project.

### Current Status:

- Staff applied for Sub-Regional Opportunity (SRO) Funding totaling \$38,580 from the King County Flood Control District to supplement funding for this project. SRO funds are allocated annually by the Flood Control District and can be applied towards stormwater management and flood control projects within the jurisdiction.
- PBS plans to hand off the conceptual designs of the culvert to representatives from the Muckleshoot Tribe during the first week of October to discuss the project plans and hopefully expedite permit review once applications are prepared.

## DEPARTMENT UPDATE

### Neighborhood Traffic Management

- Staff responded to 14 citizen action requests regarding traffic concerns, signage, parking, and pavement markings.
- Staff worked with the Maple Ridge HOA on installation of no parking signs and speed limit sign.
- Staff worked with King County to complete the installation of 4-way stop signs at intersection of 227<sup>th</sup> Ave SE/SE 269<sup>th</sup> St in Meadows at Rock Creek HOA.

### Public Works Maintenance

The Public Works Maintenance Department has continued to ride the 2020 roller coaster through the month of September. Crews responded to the first wind event of the fall season, as well as the first significant rainfall since summer. Neither event posed much of a challenge for crews. The rain couldn't have come at a better time. Crews monitored storm water facilities as well as checked storm drainage conveyance systems during the heavy rain fall to minimize any potential flooding issues. During the poor air quality week due to the fires around Maple Valley, crews worked alternating days indoors and utilized that time to catch up on CityWorks training, pesticide credits, as well as vehicle and shop maintenance. The Maintenance crew did a wonderful job wrapping up the Cedar Downs drainage project this month. The project involved roughly 300ft of 12 inch ductile iron pipe, four downspout collector connections and four driveway crossings. The project also involved every employee from the maintenance staff as well as scheduling and communication with contractors for services like core drilling and paving. Public Works also worked closely with John Upshaw, the city's Surface Water Inspector to insure proper installation of the drainage improvements.



## DEPARTMENT UPDATE (continued)

With the approach of fall and the winter months within reach, the Public Works team has also spent time preparing the maintenance facility as well as vehicles for snow and ice. During late summer a second shelter was built on the maintenance facility site to hold salt during the winter. This was an additional building next to the current sand shelter and now will allow the city to have sand and salt available onsite. The Public Works team has prepared the new shelter for a concrete floor and anticipate the completion by the end of October. Crews also repaired and performed maintenance on the de-icer applicator.

2020 continues to be a struggle for every department. The Public Works team has continued to provide great customer service to the citizens of Maple Valley. When crews weren't working on the projects mentioned above they were turning off the cities irrigation, landscaping Maple Valley Highway, installing street signs, and responding to citizens requests using our new asset management program CityWorks.

### Surface Water Management

- The City has been participating in *Puget Sound Starts Here Month* by utilizing Facebook posts to educate residents about how they can modify their everyday activities to prevent negative impacts to streams, lakes and ultimately the Puget Sound.
- Maple Valley contributed to a social media advertising campaign as part of STORM (Stormwater Outreach for Regional Municipalities) group. Ads covered the most interacted with graphics and videos covering stormwater/surface water protection in a pilot program and were targeted based on zip codes. The consulting company that was hired by STORM is evaluating the number of views, clicks, and other interactions with the ads by zip code as well as breaking these interactions down by sex, age group, and language used.
- Staff completed all private property stormwater facility inspections required by the NPDES Permit for 2020.

### Lakes Program

- Staff attended the city council interview of a potential LWCAC member.
- Staff worked on the LWCAC meeting minutes and the agenda for the next meeting.
- Staff created a draft annual report for review by the LWCAC.
- Staff attended the King County Noxious Weed Control webinars.
- Staff attended the Foundations of Implicit Bias webinars.

### Solid Waste

- Staff attended the Metropolitan Solid Waste Management Advisory Committee meeting.
- Staff created an education and outreach memo discussing the illegal dumping of yard waste that will be sent to nearby residents. Signs to deter this illegal yard waste dumping were ordered and will be placed at the dumping locations.
- Staff is working with the consultant to review location and date options for the fall recycling event.

## DEPARTMENT UPDATE (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 Overlook at Summit Park and Northpoint at Maple Centre developments. Tahoma Ridge (formerly Rainier Ridge) is beginning to ramp up as well. Meadowridge Park (48 senior duplexes) has received final plat approval and construction is going strong. Marques at Maple Valley, including the new UW Medical Center and Retail stores, was issued and construction is almost complete. Staff is reviewing permits for 73 apartments on this site as well. Staff issued a SEPA Mitigated Determination of Non-Significance and we are reviewing permits for the development of the Hayes Gravel Pit as a mobility and logistics (distribution center) now known as Maple Valley Logistics. A SEPA appeal of this project was filed recently. Staff will continue review of the Design Review so that a consolidated hearing may be held. Staff received an application for a large daycare (The Learning Experience) and a 35,000 square foot commercial building (tenant unknown) located on the empty parcel next to TRM Wood Products.

The electronic submittal review process is moving along nicely and adjusting as necessary. Customers love the ability to be able to submit electronically as it is more efficient and cost effective.

### Monthly Permit/Inspections Metrics

- Permit Applications Received: 67
- Permits Issued: 64
- Projects Submittals: 4
- Building Inspections Completed: 539
- Fire Inspections Completed: 9

### Planning Commission

Staff introduced a proposed schedule for the Commission to consider detailed review of the Downtown Design Standards and Guidelines as well as Interim Zoning moving forward. The Commission held their first deliberation on the Downtown Design Standards to discuss allowed uses in the Downtown area. The second meeting to discuss connectivity and pedestrian access was to be held on September 23, 2020, but because of technical difficulties involving Zoom, the meeting was postponed until September 30, 2020.

### Legacy Site Development

Staff provided a summary to the City Council at the July 20, 2020 City Council meeting on the RFQ. The City only received one submittal responding to the RFQ and the Council formally rejected that submittal at the July 27, 2020 meeting. In August the Council subcommittee and staff met with David McFadden and Brian McGowen, two local experts in commercial development who recommended more discussion with developers is needed. Staff continued to conduct the industry review process with developers and consultants. We have scheduled a meeting with Legacy Site Council Committee to summarize information collected and to determine next steps.

### 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 2018	2018	2019		2020
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		7	1	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
FP2006-001	Momiji Grove (MV216)	8/30/2019	39	8/28/2024	No	39	yes				2	37
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	9	2	19
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	37	15	55
CD1610-005	Northpoint at Maple Centre	3/28/2017	110	3/27/2022	No	110	Yes			74	13	23
CD1604-003	Cedar Peak	6/29/2017	17	6/28/2022	No		No					0
CD1507-006	Rainier Ridge	8/3/2017	71	8/2/2022	No		No				1	-1
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		49					10	39
FP1810-002	Edinburgh	5/19/2017	84		6/11/2019	84	Yes			23	11	50
<b>Total</b>			<b>589</b>			<b>641</b>		<b>101</b>	<b>101</b>	<b>149</b>	<b>55</b>	<b>235</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
SEPA1909-001	Maple Valley Business Park SEPA Revision	387,218	New construction	Under Review
DR1912-001	The Learning Experience	10,122	New construction	Under Review
<b>Total:</b>		<b>582,552</b>		

### Pre-Application Conferences

Type	2020 1st Quarter	2020 2nd Quarter	2020 3rd Quarter	2020 4th Quarter	2020 YTD
Commercial	0		0		0
Residential	0		0		0
Other Review Meetings					0
<b>Totals</b>	0	0	0	0	0

# Current Development Projects

