

**CITY OF DUVALL  
SPECIAL COUNCIL MEETING/BUDGET WORKSHOP  
May 31, 2016  
6:00 P.M. – Duvall Visitor Center  
15619 Main Street NE**

**The Special City Council Meeting/Budget Workshop was called to order by Acting Mayor Pro Tem Ockerlander at 6:01 P.M.**

**Roll Call:** Amy Ockerlander, Scott Thomas, Gary Gill, Becky Nixon, Jason Walker, Leroy Collinwood (absent: Dianne Brudnicki)

**Staff Present:** Matthew Morton, Dean Rohla, Lara Thomas, Boyd Benson, Jodi Wycoff

**I. Additions or Corrections to the Agenda:**

Add Approve Payroll.

**II. Adoption of Council Agenda:**

*It was moved and seconded (Nixon-Collinwood) to adopt the 05/31/16 Special Council/Budget Workshop Agenda. The motion carried (6 ayes).*

**III. Approve Payroll and Claims:**

Under Payroll add: Payroll in the amount of \$38,440.85; under Claims add: Claims in the amount of \$97,871.65.

*It was moved and seconded (Nixon-Walker) to approve Payroll Checks #24066-24068 in the amount of \$38,440.85 including EFTs in the amount of \$35,334.35 and Claims Checks #24073-24103 and #24069-24072 in the amount of \$97,871.65 including EFTs in the amount of \$11,949.56. The motion carried (6 ayes).*

**IV. Comments from the Audience:**

*There were no comments from the audience.*

**V. Unfinished Business:**

**1. (AB16-31) Approve Resolution adopting the 2015 Comprehensive Plan.**

*It was moved and seconded (Nixon-Thomas) to approve Resolution adopting the 2015 Comprehensive Plan. After discussion consideration of the motion was postponed to the June 7, 2016 meeting.*

**2. (AB16-32) Adopt Ordinance amending and affirming the City's official Zoning Map consistent with the City's 2015 Comprehensive Plan; providing for severability; and establishing an effective date.**

*This item will be considered at the June 7, 2016 Council meeting under Unfinished Business.*

**3. (AB16-19) Adopt Ordinance amending various ordinances as codified in Duvall Municipal Code (DMC) Title 14 “Unified Development Regulations,” to update the City’s development regulations for compliance with the City’s 2015 Comprehensive Plan.**

*This item will be considered at the June 7, 2016 Council meeting under Unfinished Business.*

**4. (AB16-27) Approve and Authorize the Mayor to sign Contract # 2016-19 with Transpo Group for the Transportation Plan Update.**

*It was moved and seconded (Collinwood-Nixon) to approve and authorize the Mayor to sign Contract # 2016-19 with Transpo Group for the Transportation Plan Update. The motion carried (6 ayes).*

**5. (AB16-30) Approve Resolution approving the Baisa-Khulan Final Short Plat (SU16-001).**

*It was moved and seconded (Nixon-Collinwood) to approve Resolution approving the Baisa-Khulan Final Short Plat (SU16-001). The motion carried (6 ayes).*

**6. Main Street Project Update**

Boyd Benson, Interim Public Works Director, said that they are still working through the obligation process with Washington State Department of Transportation (WSDOT) and hope to have that completed in the next couple weeks. The goal is to go to bid mid-June. Mr. Benson said that the culvert sections for the Thayer Creek culvert have been purchased and they are in daily contact with WSDOT regarding the project. Mr. Benson stated that due to the time sensitivity of the project, staff is asking Council to pre-approve the Mayor to sign a construction contract for the project for no more than the construction estimate. Lastly, Mr. Benson stated that staff may also ask Council to approve a higher change-order approval authority for the Mayor after the contract is signed.

**VI. 2017 Budget Workshop**

**1. Set 2017 Budget Calendar**

Dean Rohla, Finance Director, handed out and reviewed the draft budget calendar for the 2017 Budget process. The only major change from last year is the date that the preliminary budget will be made available to Council will be slightly later than in past years. The date is still well within State requirements but allows staff and the Mayor a little more time to work on the preliminary budget.

**2. Review 2016 Budget Goals & Priorities**

Dean Rohla, Finance Director, showed a presentation reviewing the 2016 Budget goals and priorities and where each goal and priority stands as far as completion. Some goals and priorities such as “Continue Core Services” are ongoing; whereas, other goals and priorities such as “Public Disclosure Policy” have a level of completion that can be measured.

**3. Set 2017 Budget Goals & Priorities**

Dean Rohla, Finance Director, Matthew Morton, City Administrator, and Mayor Ibershof led a discussion seeking feedback and ideas for goals and priorities for the 2017 Budget. Council discussed various ideas including, but not limited to, transitioning to a biennial (two year) budget process, focus on the Main Street Washington program, Right of Way lease

options, focus on Economic Development, focus on and encourage tourism, and move towards a sustainable budget model. Council asked staff to create a model showing how much a standard home in Duvall brings in for one-time and ongoing revenue. Mr. Rohla said that he will compile the list to bring back to Council for further discussion and final goal/priority setting for the 2017 Budget.

**VII. Adjournment:**

*It was moved and seconded (Nixon-Thomas) to adjourn the meeting. The meeting adjourned at 8:23 P.M.*

Signed \_\_\_\_\_  
Amy Ockerlander, Acting Mayor Pro Tem

Attest \_\_\_\_\_  
Jodi Wycoff, City Clerk