

**CITY OF DUVALL
CITY COUNCIL**

**COUNCIL RETREAT MINUTES
June 30, 2020 – 5:30 p.m.
Virtual Only Meeting via Zoom**

Due to public health emergency, this meeting was held remotely. All Councilmembers and staff attended via Zoom meeting.

Mayor Pro Tem Remington called the retreat to order at 5:33 p.m.

Council present: Amy McHenry, Dorothy Lengyel, Michelle Hogg, Mike Remington, Jennifer Knaplund, Matthew Eyer, Dianne Brudnicki

Staff present: Jodi Wycoff

I. Items:

1. Open Discussion – City Council Priorities for 2021-2022 Biennial Budget

Consultant Mike Bailey led a discussion on Council priorities for the upcoming biennial budget. A summary of the discussion is as follows:

Adoption of budget is key role of City Council. This planning exercise is designed to help develop budget priorities from a best case (increased revenues) and worst case (scarce resources) scenarios.

From a policy perspective – What and How Much.

- I. Question One posed to Council Members – What would you hope to emphasize as a city in the next biennium budget?
 - a. Sustainable budget; Maintain current levels of staffing (this was mentioned as more to have proper staffing levels which may mean more than just maintaining current levels)
 - b. Consider other revenue sources – emphasize return to citizens
 - c. Human Services Funding – look at options other than just grant funding
 - d. Consider grants and rental fee opportunities
 - e. Infrastructure, Facilities, Water, Streets, etc.
 - f. City Administrator position, Other support positions
 - g. Utilize Parks, YMCA, Additional revenues from renting facilities; Partnerships with community and organizations. Leverage what we have
 - h. Financial practices – planning for replacement of buildings, build organizational capacity
 - i. Other:
 - I. Maintenance of Infrastructure
 - II. Safety, P.D., sidewalks, street lighting

- III. Rent vacant buildings
- IV. Capital investment
- V. Measure outcomes – return on investment
- VI. Work plans that match priorities
- VII. Parks & Trails; may create financial liability from need for extra funding
- VIII. Economic Development; Support for businesses
- IX. Set up structure = how we function, takes a while to accomplish
- X. Responsive and Accessible Government

II. Question Two posed to Council Members – What would you be willing to de-emphasize in the next budget?

- a. Big Capital Projects – may have some consequences
- b. General Fund – Special Events, scope/size of events, partnerships/sponsors to help fund
- c. With COVID-19 impacts, look at reducing community special events and other tourism-related work
- d. Attorney fees, look at how we “use” them and a way to monitor
- e. Consider making special City events private sponsored events
- f. Smarter about how we use Professional Services
- g. Reduce Capital Projects that have on-going costs (ie. Maintenance)
- h. Better use of technology to reduce staff time and improve public access to information + automation of systems
- i. Long term financial planning to support Admin/Council and assure we have sustainability
- j. Other:
 - I. Have monitoring and controls in place for travel, training and overtime
 - II. Look at “low hanging fruit” and make small reductions (ie. RSD room rental)
 - III. Review long-running programs – do we still need them

III. Size of Pie

- a. Ask citizens if they want to help fund special events
- b. Do not see huge growth in businesses in Duvall
- c. General Fund is where the hard choices are – needs to stand on its own
- d. Economic Development, Tourism
- e. Support businesses
- f. Property tax level will level off at some point, growth limited
- g. Look at possible sales tax for Police budget support
- h. Any new tax needs to go to voters
- i. Look at how Land-use supports or does not support our goals

- j. CDFI monies; Get technical assistance
- k. Stay conservative; Good may be good enough
- l. Empower employees to help focus on savings. Can we do OK with less?

IV. Final Thoughts

- a. Budget in line with known and sustainable revenues
- b. Budget conservatively
- c. Basic services may have to be good enough
- d. Needs vs. Wants
- e. Focus on efficiencies
- f. Reconsider automatic assumption of increases
- g. Have a base budget with possible additions / subtractions tied to thresholds

Mayor Ockerlander

Technical advancements are a key need in the City
Maintain Summer Stage
Increased revenues through fees

Mike Bailey

Measurable outcomes
Collaborative conversation is more productive
Benefit of the community

II. Adjournment

The Council Retreat adjourned at 7:00 p.m.

ATTEST:

Michael Remington, Mayor Pro Tem

Jodi Wycoff, City Clerk