

**CITY OF DUVALL  
CITY COUNCIL**

**SPECIAL WORKSHOP MINUTES  
October 13, 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 workshop to order at 5:32 p.m.

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

**Staff present:** Lara Thomas, Carey Hert, Dana Mason, Steve Leniszewski, Brian Kehler, Steve Sabourin, Jodi Wycoff

**I. Items:**

**1. Preliminary 2021-2022 Biennial Budget – Department Presentations**

All presentations included, at a minimum, a department overview, expenditure summary, staffing changes, if any, new items for the biennium, State or local mandates, carry over, if any, from the previous biennium and items that were reduced or postponed due to economic cuts or staffing capacity.

Dana Mason, Finance Director, explained the figures shown in the expenditure summaries and reviewed changes this biennium that affect all funds. Ms. Mason said that almost all items that were previously in the Non-Departmental department were moved into other departments' budgets. Ms. Mason also explained that each department now has an internal services line which is the department's allocation for the equipment, information technology and building funds. Lastly, Ms. Mason explained that insurance premium costs have been split among departments based on full time equivalent (FTE) counts.

**a. Finance & Administration**

Dana Mason, Finance Director, and Jodi Wycoff, City Clerk, reviewed the budget presentation for Finance & Administration and answered questions from Council.

**b. Community Development (Planning and Building)**

Brian Kehler, Interim Building Official, reviewed the budget presentation for the Building Department and Lara Thomas, Community Development Director, reviewed the budget presentation for the Planning Department. Ms. Thomas and Mr. Kehler then answered questions from Council.

**c. Engineering**

Steve Leniszewski, Public Works Director, reviewed the budget presentation for the Engineering Department and answered questions from Council.

**d. Parks**

Steve Leniszewski, Public Works Director, reviewed the budget presentation for the Parks Department and answered questions from Council.

**e. Executive**

Mayor Ockerlander reviewed the budget presentation for the Executive Department and answered questions from Council.

**f. Legislative**

Jodi Wycoff, City Clerk, and Dana Mason, Finance Director, reviewed the budget presentation for the Legislative Department and answered questions from Council.

**g. Police**

Carey Hert, Police Chief, reviewed the budget presentation for the Police Department. Steve Sabourin, Lieutenant, reviewed the training requirements for the Police Department. Chief Hert and Lieutenant Sabourin then answered questions from Council.

**h. Non Staffed Departments**

*Due to time constraints, this item is moved to the next special workshop.*

**II. Adjournment**

The Special Workshop adjourned at 7:29 p.m.

ATTEST:

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Michael Remington, Mayor Pro Tem

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Jodi Wycoff, City Clerk