

**CITY OF DUVALL CITY COUNCIL
MEETING MINUTES
JUNE 29, 2022**

COMMITTEE OF THE WHOLE MEETING

**Duvall Visitor's Center
15619 Main St.
Duvall, WA 98019**

Virtual Option Provided

Call to Order – Committee of the Whole

The Duvall City Council Committee of the Whole Meeting of June 29, 2022, was called to order by Mayor Pro Tem McHenry at 4:00 p.m. The meeting was quorate. Mayor Amy Ockerlander also was present.

Council Present: Rick Shaffer, Amy McHenry, Romn Mercer, Michelle Hogg, and Jennifer Knaplund.

Staff Present: Lara Thomas, Dana Mason, Mike DeBock, and Sara McMillon (virtual).

Guests Present: Kevin Smith and Shawn Somers, City of Snoqualmie, Information Technology

A. Values Exercise

The Council discussed values and voted for which values were most important for the Duvall community. The highest ranked values were:

1. Safety (5 votes);
2. Transparency (4 votes);
3. Welcoming (3 votes);
4. Progressive (3 votes); and
5. Integrity (3 votes).

Accountability, community togetherness, diversity, equity, family, friendliness, inclusiveness, livability, natural resources, parks and recreation for all, positivity, preparedness, preservation and enhancement of natural environment, professionalism, renewable, small-town community, and sustainability all received one vote.

Councilmembers and staff then discussed the question, “What is something you appreciate in our community today that exists thanks to the decisions and efforts of people here more than ten years ago?”

The following answers were provided:

- Main Street connection improvements
- Big Rock Ballfield (turf, improvements, expansion, etc.)
- Phase 1 of Main Street, led to centennial project
- City stage
- Rapport established with community because of what’s been done in the past
- Addition of sidewalks and missing links
- The way the community is building out, bringing people to Duvall who share our values of community and togetherness
- Expansion of community events
- Public safety, unique that we have kids safe on streets and sidewalks
- Arts, SummerStage
- Public works grants and planning
- Small town feel, historic downtown not redeveloped

B. Long Term Budget Priorities

Participants stated their top budget priorities. *Mayor Ockerlander* said staffing that meets the needs of the community, infrastructure maintenance, and a state legislative and federal lobbyist.

Chief DeBock said facilities updates and maintenance, staffing effectively, paperless records management, addressing traffic and trouble intersections and parking at parks and other locations.

Director Thomas said updating long range planning policies such as the Comprehensive Plan, stability within the existing workforce, a highway 203 corridor study, code enforcement and resources for economic development.

Councilmember Mercer said investment in strategic planning, people and culture, long term placemaking planning such as subarea planning and planning for gathering places, public wi-fi, a year-round farmers market and trail connections, and addressing mental health issues through creating safe spaces, planning, funding organizations, and creating youth oriented gathering spaces.

Councilmember Shaffer stated managing growth and legislative advocacy.

Councilmember Hogg said investment in facilities and the Big Rock Ball Field expansion.

City Clerk McMillon said investment in a records and information management program, increasing public transparency with hiring of a communications manager, hiring of a records and information manager, software upgrades for email records management and digitizing paper records.

Councilmember Knaplund said a parks and open space plan, increasing native trees throughout Duvall and building relationships with youth organizations.

Information Technology Manager Smith advocated for investment in an information technology department.

Finance Director Mason said the City needs to hire a contract and procurement manager or analyst.

Mayor Pro Tem McHenry said a parks plan and park board, and website improvements are her budget priorities.

C. Short Term Goals to Work Toward Long Term Budget Priorities

Meeting participants had a discussion of short-term goals for accomplishing long term priorities. The following is a list of notes from the conversation:

Meeting Staffing Needs of Community

- Community engagement
- Contract and procurement analyst/specialist
 - Potentially grant writer
- Maintenance position
- Workforce Analysis
- Parks
- Use consultants as appropriate/needed
- Records manager
- Code enforcement
- Planning position, three years
- Full time versus limited term or temporary employees
- Who will be Public Information Officer
- Human Resources
- Information technology

Facilities Upgrades/Maintenance

- Public Works upgrade
- Police department
- Public building safety (bio safety as well)

- Safe adequate meeting spaces for community and properly house all employees
- Energy efficiency (heat pumps?)
- ARC facilities plan is forthcoming
- Partnerships with organizations and other partners in community
- Information technology hardware – where/what/cost
- Which buildings are open to public for rentals?

Manage Growth

- Follow Comprehensive Plan
- Advocacy at county, state, federal levels
- Resolutions stating not interested in annexing urban growth areas and have a backup plan
- Focus on growing gracefully (look at infill development)
- Design guidelines, tree code
- Internal policies to prepare for what's coming
- Net density, floor area ratio
- Accessory dwelling unit policy

Protect Vibrant, Historic Downtown

- Conversation with attorney
- Inventory of culturally significant buildings
 - Features that make them unique
- Midtown, south of Main, Big Rock to maintain consistencies
- Research different pathways
 - Easiest and most impactful
- Partnerships and incentives

Parks and Open Spaces/Sub Area Plan/Long Term Place Making

- Identify locations for native and/or potentially larger trees (mini forest)
- Invasive species control
 - Replace with native plantings and pollinator friendly plants
- Partnerships with correction facility for maintenance
- Plans for specific parks like McCormick, etc.
- Parks board
- Shoreline Stabilization
- Lobbyist
- Talk to Environmental consultant to look for other grants
- Connectivity: soft scape tie-ins to hardscape

- Long term maintenance and upgrades to existing parks
- Disc golf
- Buy additional property including in north and south Urban Growth Areas

Information Technology

- Workforce analysis
- Not long term
- Issue request for proposals for IT services
- Outsource backend services
 - More expensive but may work better for us
- Two full time employees and desktop support
- Cyber security is a separate service

Stabilize Workforce

- Workload analysis
- Work-life-family balance
- Flexible schedule (work from home/hybrid)
 - Teleconferencing upgrades and other technology solutions
- Remote work helps fill gaps
- What does the workspace look like?
 - Comfort, safety, health, happiness
- Make time for training
- EAP benefits with discretion
- Human resources
- Culture, wellness activities and access
- Morale and its relationship to salaries
- Managers getting more 1:1 time with employees, time for check-ins

Economic Development

- Wayfinding signage
- Brand/consistent signage for parks, etc.
- Update logo? Style and colors outdated
- Partner with Chamber, Rotary, MOPs, PTAs
- Retail strategies
- Leverage events to improve economic development
 - Cultural commission

Parking

- SummerStage
- Refresh wayfinding
- Create parking map
- Code changes?
 - Development design standards, etc.
- Code enforcement
- Mid-town corridor
 - 2nd Avenue Parking?
- Problems by schools, with drop off and pick ups
 - Talk to Renton School District (RSD)
- Big Rock Ballfields
 - Temporary parking in the new lot?
- Partnerships with churches, RSD, businesses, etc.
- Education campaign
- Parking study
- Close ties with economic development

Long Range Planning

- SMP by end of year; HNHAP by June 2023; Department of Natural Resources June 2023
 - Combo of in house and consultants
- Transportation; Annexation; PTOS and Comp
 - By the end of 2024
- Employee manual
- Downtown Subarea Plan
 - Entry points
- Workload analysis
- Municipal financial planning
 - Infill development
- Use university student groups

Records Management

- Fact find where/what data is out there currently (inventory)
- Catch up on records destruction
- Policies/procedures for records
- Software to increase efficiency
- Data retention policy
- Consulting services?


- Destroy what can be then digitize/send off to archive

Traffic

- Washington State Department of Transportation signal timing
- 203 corridor study
 - Include in the scope of queuing
- Continue to identify problem intersections
- Crossing safety
- Lobbyist for state and federal
- Transportation plan update
 - Highlight key intersections
 - 203/Woodinville-Duvall
 - W. Snoqualmie/124th
 - W. Snoqualmie/Woodinville-Duvall
- Pedestrian issues on Main Street
- Watershed Improvement District partnership
 - Improve flooding sensors
- Automated flood alerts
- CivicPlus website has widget we could use

Committee Adjournment

The City Council Committee of the Whole meeting adjourned at 6:55 p.m.

Signed 
[Amy Ockerlander \(Aug 16, 2022 17:21 PDT\)](#)

Amy Ockerlander, Mayor

Attest 

Sara McMillon, City Clerk






2022-06-29_Council Minutes_COW Retreat

Final Audit Report

2022-08-17

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