

**CITY OF DUVAL CITY COUNCIL
MEETING MINUTES
AUGUST 16, 2022**

**COMMITTEE OF THE WHOLE AND
SPECIAL MEETING**

**Fire District 45 Headquarters
15600 1st Ave. NE
Duvall, WA 98019**

Virtual Option Provided

Call to Order – Committee of the Whole

The Duvall City Council Committee of the Whole Meeting of August 16, 2022, was called to order by Councilmember Hogg at 5:32 p.m. The meeting was quorate. Mayor Amy Ockerlander also was present.

Council Present: Rick Shaffer, Ronn Mercer (virtual), Michelle Hogg, John Isaacson (virtual) and Jennifer Knaplund.

Council Excused: Amy McHenry and Corey Lovett.

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

A. Good of the Order

There were no comments.

B. Review of Regular Meeting Agenda

Councilmembers briefly reviewed items on the consent agenda for the regular meeting.

C. Discussion Items

1. Parks Discussion

Councilmember Shaffer said the Council discussed the possibility of additional land acquisitions near Big Rock Park and some Councilmembers requested more information. Since acquisition might affect the design of park expansion, work that is currently in process, it seemed important to receive the information now. Public

Works Director Leniszewski reviewed some possible options. Boundary line adjustments or development trades might be alternatives to outright purchase. These alternatives take more time but are less costly. Councilmember Knaplund said Big Rock Park is more regional in nature, serving both Duvall residents and people living in King County, so partnership with the county could be appropriate. Director Leniszewski said this kind of cooperation starts with communication between city and county officials about the need. Community Development Director Thomas said the City would be eligible for grants if the Parks, Recreation and Open Space Plan was updated.

Mayor Ockerlander discussed prioritization of funding for projects. The City of Duvall requires a new City Hall and an emergency operations center to continue serving residents, which will cost millions. She urged the Council to consider the bigger picture before funding land acquisitions for parks. An anticipated slowing of the economy amid high inflation may delay critical infrastructure upgrades even more in the near term.

Councilmember Shaffer agreed the City should proceed with assessing the condition of its facilities. However, it might be simple to continue gathering information for possible park land acquisition by asking adjacent property owners if they would be interested in selling. Councilmember Mercer said he is hesitant to approach property owners without knowing anything about the market value of the land or having a plan in place.

Councilmembers Mercer and Isaacson spoke in favor of reviewing planned projects and priorities to see where funding should be allocated. Councilmember Knaplund said gathering information and planning for park land acquisition should be pursued. There may be programs and partnerships available to supplement City funding. Without an updated parks plan, funding partnerships may prove challenging, Director Thomas said. Councilmember Hogg said some additional information on possible boundary line adjustments would seem possible to obtain quickly.

Public Works Director Leniszewski spoke about planning for updated and consistent park signage throughout the City. New park signage is a small investment with a big impact on the cityscape. Councilmembers Shaffer and Mercer said consistent signage would go a long way in improving the appearance of the community. The Council expressed support for proceeding.

2. Biennial Budget Format

Finance Director Mason showed the City budget's current format and some sample formats from other cities. Councilmember Knaplund said even though the City budgets on a biennial basis, she would find it useful to see and discuss each year of the biennial budget separately. When the budget is presented and reported on, it is less confusing to see it on an annual basis, she said. Mayor Ockerlander said the reason the City switched to biennial budgeting was for the Council to view the

longer-term picture and forecast. New financial software will make it easier for the Council to access information and create reports. Biennial budgeting also is more efficient for operations. Councilmember Isaacson said if the Council can access granularity using the software, then this provides the transparency. Councilmember Mercer agreed. Councilmember Knaplund emphasized that she is in favor of biennial budgeting but finds it less confusing to consider each year separately. Some other cities show biennial budgets this way. Councilmember Hogg said she finds annual budgeting simpler.

Finance Director Mason said she is committed to following best practices and will continue to find ways to provide the Council with information and analysis needed to make the best decisions.

D. Reports

The Council reviewed the planning calendar for upcoming meetings.

Adjournment

The City Council Committee of the Whole meeting adjourned at 7:02 p.m.

Call to Order – Regular Meeting

The Duvall City Council Regular Meeting of August 16, 2022, was called to order by Mayor Amy Ockerlander at 7:05 p.m. The meeting was quorate.

Council Present: John Isaacson (virtual at 7:10 p.m.), Rick Shaffer, Ronn Mercer (virtual), Michelle Hogg and Jennifer Knaplund.

Council Excused: Amy McHenry and Corey Lovett.

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

A. Flag Salute

Mayor Ockerlander led the flag salute.

B. Roll Call

City Clerk McMillon conducted roll call.

C. Additions and Corrections to the Agenda

None.

D. Adoption of the Agenda

It was moved by Shaffer to adopt this evening's agenda. The motion carried (4 ayes).

The Council approved the agenda for the regular City Council meeting of August 16, 2022, as presented.

E. Comments from the Audience

None.

F. Consent Agenda

It was moved by Shaffer to approve this evening's consent agenda. The motion carried (4 ayes).

The Council approved:

1. Minutes for Committee of the Whole and Regular Meetings August 1, 2022;
2. Payroll and Claims Approval in the Amount of \$558,636.06;
3. AB22-73 Amendment to Interlocal Agreement with SCORE for Inmate Housing;
4. AB22-74 Contract with Blueline for Housing Action Plan and Needs Assessment;
5. AB22-75 Engineering Design Contract for Third Avenue Pedestrian Improvements;
6. AB22-76 Citywide Hydrant Painting and Maintenance Contract; and
7. AB22-77 Lakeside Paving Contract Amendment for Annual Overlay Program.

G. Scheduled Items

1. Mayor's Report

Mayor Ockerlander said she recently attended her first Association of Washington Cities executive committee meeting as the secretary. She said the City's SummerStage concerts were excellent this year, and she thanked contractor Kass Holdeman for again organizing the events.

2. King County Fire District 45 Report

No report.

3. Duvall Police Report

Police Chief DeBock provided an update on hiring efforts. The Fourth of July holiday was relatively calm with three fireworks complaints. Two additional complaints occurred in the time period near the holiday. Several interlocal agreement updates will be presented to the Council in the coming months reflecting increased jail rates, revisions to the contracts for dispatch and public defender services, and new interlocal agreements for mental health service and storage of watercraft.

Chief DeBock said the National Night Out Against Crime event was well attended. Officers also enjoyed attendance at the SummerStage concerts. The public also has interacted positively with the police during river patrols. Chief DeBock commended an officer who assisted a young person in distress on the river.

4. Council Committee Reports

a. Finance and Administration

Councilmember Knaplund reported on a meeting held August 11. The committee was briefed on a request for proposals issued for an information technology assessment. July sales tax numbers and a fourth quarter financial report were reviewed.

b. Land Use

No report.

c. Public Safety

No report.

d. Public Works

Councilmember Shaffer said at the last meeting, the committee had a good discussion about parks. Committee members received an update on the Public Works building remodel and discussed other Public Works projects like overlay and hydrant painting. The committee is discussing possible Main Street improvements, including a possible outdoor sound system.

e. Ad-Hoc Committees

i. Council Procedures Update/Code of Conduct

No report.

5. Other Council Reports

Councilmember Shaffer reported on an educational tour of Port of Seattle facilities.

6. Administration

a. General Updates

Deputy City Administrator Thomas reported that OpenGov utility billing will be implemented in the next week or so. The utility statement will have a new look and there will be a new payment portal. So far 31 new home permits have been issued through the OpenGov building permit module.

Ms. Thomas said final site plan review was granted for a one-acre park in the Ridge at Big Rock. One proposal was submitted for the facilitator retreat from a qualified respondent. Staff will be meeting with the company concerning scope of work in the coming weeks.

b. City Administrator Recruitment

Deputy City Administrator Thomas reported 25 applications were received, with 10 from well qualified people. Five applicants meet minimum qualifications. Recruitment will close August 12. No new applications were received for the open Associate Planner position.

c. Public Works Department Update

Public Works Director Leniszewski said the 142nd Street sidewalk project will soon be constructed. Implementation of supervisory control and data acquisition (SCADA) systems for water and wastewater monitoring operations is wrapping up. Interviewing of candidates for the Stormwater Program Coordinator position will begin at the end of the month.

H. Special Presentations

None scheduled.

I. Public Hearings

None scheduled.

J. Unfinished Business

1. AB22-71 Resolution Adopting Employee Recruitment Policy – Personnel Policies HR2022-001

Deputy City Administrator Thomas said the proposed policy, discussed by the Council at the August 8 meeting, provides an incentive program for the recruitment of employees in certain job classifications. Once a classification has been designated as “difficult to recruit”, the policy would enable the Mayor or designee to authorize

hiring incentives. Since the review of the first draft, language was added to allow a designee to authorize incentives. The expiration of the policy was changed from two years to five years at the request of the Mayor. An internal recruitment incentive providing a monetary reward if an existing employee assists in recruiting was added.

It was moved by Shaffer to approve Agenda Bill 22-71, approving the resolution establishing an employee recruitment incentive policy. After further discussion and proposed amending motions, the motion carried (3 ayes).

The Council approved **Resolution No. 22-18**, “A Resolution of the City of Duvall, Washington, Approving an Employee Recruitment Incentive Policy; Providing for Severability; and Establishing an Effective Date.”

2. AB22-78 Ordinance Adopting Revised Salary Schedule for Non-Represented Employees

The Council by unanimous consent postponed consideration of this item to the September 6, 2022, regular meeting.

K. New Business

1. AB22-79 Interlocal Agreement for King County-Cities Climate Collaboration

Mayor Ockerlander said the proposed interlocal allows the City to join a partnership that includes King County and 18 area cities to cooperate on outreach, solutions and resources for effectively addressing climate change. In the future the City will increasingly face difficult decisions, and the consortium provides access to expertise that would not otherwise be available.

It was moved by Shaffer to approve Agenda Bill 22-79, approving an interlocal for participation in the King-County Cities Climate Collaboration. The motion carried (3 ayes, 2 abstentions).

2. AB22-80 Ordinance Adopting Revised Term of Office for Mayor Pro Tem

City Clerk McMillon said the proposed ordinance resolves a conflict between the municipal code, which said the term of office for the Mayor Pro Tem is one year, and the adopted Council Rules of Procedure, which state the term of office is two years.

It was moved by Hogg to approve Agenda Bill 22-80, adopting an ordinance changing the term of office of the Mayor Pro Tem from one year to two years, and repealing Ordinance 746. The motion carried (5 ayes).

The Council approved **Ordinance No. 1307**, “An Ordinance of the City of Duvall, Washington, Amending Chapter 2.01 of the Duvall Municipal Code to Extend the

Term of Office of the Mayor Pro Tempore; Providing for Severability; and Establishing an Effective Date.”

L. Executive Session

No executive session was held.

M. Adjournment

There being no further business and hearing no objections, Mayor Ockerlander adjourned the meeting at 7:54 p.m.

Signed



Amy Ockerlander, Mayor

Attest



Sara McMillon, City Clerk