



# City of Duvall City Council Meeting

## Minutes

September 19, 2023  
15619 Main Street, NE  
Duvall, WA 98019

Remote Option Made Available

### Members Present:

Amy Ockerlander, Mayor (Remote)  
Amy McHenry, Mayor Pro Tempore  
Rick Shaffer  
Jennifer Knaplund  
John Isaacson  
Ronn Mercer  
Mike Supple

### Staff Present:

Cynthia McNabb, City Administrator  
Michael DeBock, Chief of Police  
Steven Leniszewski, Director of Public Works  
John Botero, City Clerk  
Asela Chavez, Assistant Planner (Remote)  
Niomi Montes de Oca, Senior Planner  
Lara Thomas, Director of Comm. Dev.

### Guests Present:

Daniel P. Kenny, City Attorney  
William Chappell, Planning Commission  
Cyrus Oswald, Atwell  
Sharon Snook, Atwell  
Denise Stiffarm, Riverview SD  
Meisha Robertson, Riverview SD  
James Webster  
Tina Blade  
Crystal Frasier  
Jenn Hernandez  
Morgan Henley  
Kass Holdeman  
Marc Hoffman

Axton Burton  
Buddy Buck (Remote)  
Jeff Hansen (Remote)  
Sigrid von Krosigk (Remote)  
Art Kuller  
Jones Webster  
Michael Crefles  
Ray LaBate, Civil Service Commission  
Kim Piira  
Eldon Slife



## **Part I – Committee of the Whole Meeting.**

- A. Good of the Order.** Mayor Pro Tempore Amy McHenry opened the meeting at 17.31 and welcomed all attendees.
- B. Review of Regular Meeting Agenda.** Mayor Pro Tempore McHenry asked all Councilmembers present to review the agenda and propose any changes thereto; there were no comments from the Council. At the request of staff and our City Attorney, item # 2 on the agenda for the Committee of the Whole meeting would go first, and item # 2 would go second.
- C. Riverview School District Presentation on Capital Facilities Plan.** Denise Stiffarm, counsel for the Riverview School District, presented on this topic regarding their plans for expansion based on demographic data collected by the school district. Despite declining enrollment, the school district sees an increase in elementary and middle school numbers, which is essential for future planning. The school district is looking to create a proposal in 2025 for a bond that would include building an elementary school. Based on current calculations, the school plans to bring this item to voters in February 2025, and they expect the bond to be \$ 46 million. The impact fee is going to increase to \$ 13,904 for single-family dwellings; it should be noted that this number includes the 25% discount, and it should be worth noting that the current impact fee is \$ 12,368. Ms. Stiffarm then opened the floor to questions made by Council members and supplemented by City staff members.
- D. City Administrator's Report.** After discussions on a presentation on the agenda and the lack of Planning Commissioners present at the meeting, it was decided to continue with other items and leave the presentation by Mr. Kenny, City Attorney, for a later time during the meeting.

Ms. McNabb presented to Council about the Snoqualmie Valley Government Association to be held on 27 September online. She asked Council whether to have a special Committee of the Whole meeting on October 10, to which Councilmembers said it was unnecessary to have the said meeting. Director of Community Development Lara Thomas then proceeded to present updates from her department. A presentation from the Director of Public Works, Steven Leniszewski, followed Ms. Thomas' report. Ms. McNabb concluded her presentation with an update on the start date of the new Finance Director and that there were seven applicants for the Cultural Commission for Council to consider. The City Administrator concluded her presentation by taking questions from different Councilmembers.

- E. Finance Policies.** City Administrator Cynthia McNabb presented this item and reviewed the comments that Council members submitted. Ms. McNabb went one comment at a time and, after reading it, opened the floor for discussion, particularly with the purchasing policy, which was the main item of discussion. After discussion, Councilmembers asked to adopt specific changes, suggested others, and agreed on final versions of some changes. Finally, the City Administrator will include these



changes and bring this item back to the Council for discussion.

**F. Adjournment.** After Ms. McNabb finished her presentation on the finance policies, Mayor Pro Tempore McHenry adjourned the Committee of the Whole meeting at 18.54.

## **Part II – City Council Regular Meeting.**

**A. Call to Order and Flag Salute.** Mayor Amy Ockerlander called the meeting to order remotely at 19.03 and asked all attendees to rise to salute the flag.

**B. Roll Call.** The City Clerk called all Council members to record their attendance. All Council members except Mr. Lovett were present at the meeting.

**C. Additions and Corrections to the Agenda.** Mayor Ockerlander asked Councilmembers to review the agenda. Mayor Pro Tempore Amy McHenry informed the Mayor that the City Administrator Report was completed and asked to include Mr. Kenny’s presentation under new business. Mayor Pro Tempore McHenry moved to approve the agenda, seconded by Mr. Mercer. The motion passed unanimously without any opposition from members present.

**D. Proclamations.** Mayor Ockerlander asked the City Clerk to read the proclamations for American Businesswomen’s Day and the National Good Neighbor Day on the record.

**E. Comments from the Audience.** The Mayor opened the floor for members of the public to comment. Messrs. Slife and Crefles commented to the Council that Mayor Ockerlander invited members attending the meeting remotely to speak. Finally, she asked the City Clerk to read comments received from the public via post or e-mail.

**F. Consent Agenda.** Mayor Ockerlander asked for the approval of the items contained in the consent agenda, namely:

1. Payroll and Claim Approval in the amount of \$ 984,694.55
2. Approval of Minutes from September 5, 2023, Council Meeting
3. Employment Contract for Incoming Finance Director, Agenda Bill 23-39
4. Wellness Support Resolution, Agenda Bill 23-61
5. WWTP Upgrade Change Order Number 3 – VFD replacement Agenda Bill 23-65
6. Amendment # 2 to Interlocal Cooperation Agreement Regarding the Community
7. Development Block Grant with King County, Agenda Bill 23-64
8. Waste Management Rate Adjustment Contract Amendment, Agenda Bill 23-49
9. 2023-2024 Inflow and Infiltration Planning Design contract with Parametrix, Agenda Bill 23-63

Mr. Shaffer moved to approve the consent agenda, and the Mayor Pro Tempore seconded—the motion carried by six ayes and zero nays.



- G. Mayor's Report.** Mayor Ockerlander acknowledged that she is behind on e-mails she has received from the public and mentioned that she will respond as soon as possible. She also reported attending an AWC conference and highlighted the discussed points.
- H. Citizens' Award.** City Administrator Cynthia McNabb presented different volunteers and community members with a token of appreciation from the City for their hard work and contributions to Duvall. These individuals were Kass Holdeman, Morgan Henley, and Ray LaBate, who received an additional token of appreciation from Chief of Police Michael DeBock. Ms. Kim Piira arrived later to receive her recognition present from the City.
- I. Presentation from Acres of Diamonds.** Executive Director Jennifer Paddock presented to the Council their expansion plans, their current work, and the number of people they help. They gave a rendition of what they envision their main campus to look like and encouraged members of Council to continue their support for this institution. Ms. Paddock presented Council with additional material attached to this document as exhibit A.
- J. Agenda Bill 23-59, Housing Action Plan.** Director of Community Development Lara Thomas started the discussion on this item, inviting staff from Atwell to present the methodology and findings. Mr. Cyrus Oswald then proceeded to explain. Mr. Oswald then moved to answer different questions from the Council. Following Mr. Oswald, Niomi Montes de Oca, Senior Planner, offered her own, discussing proposed changes by Council. Ms. Montes de Oca asked Council to approve this item with the caveat that the final document would clarify the housing action plan purpose and provide an option to review comments, concerns, and questions. She then proceeded to open the floor for comments and questions. With the caveat of the changes that need to be made to the final document, Councilmember Isaacson moved to approve, and Mr. Shaffer seconded. All Councilmembers present voted aye, and there was no opposition.
- K. Agenda Bill 23-55, Code Change to Title 2 § 28 - Duvall Cultural Commission.** Director of Community Development presented this item, stating that the proposed changes by Council were adopted and presented to it with the material for this meeting. Mayor Ockerlander recommended that the Council approve this change and have a check-in assessment in a year's time. The Council then proceeded to go through the draft document and the suggested edits to language and policy, an effort that City Administrator McNabb led. Council then instructed staff to review the document, make the proposed modifications, and put it up for a vote at a future meeting. Mayor Pro Tempore McHenry indicated that this item be put on the consent agenda at a future meeting, to which all members present agreed.
- L. Public Art Policy.** City Administrator McNabb asked Council to wait to bring this policy back up so that staff can continue working. There was no opposition.
- M. Presentation on Content-Neutral Case Law in Government Speech.** City



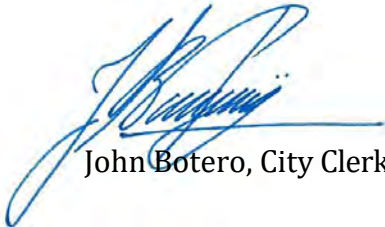
Attorney Daniel P. Kenny presented this item to Council. He took the opportunity to provide Council with the background information of a case, namely [Reed v Town of Gilbert](#), which would affect how the city updates and adopts its updated sign policy. Mr. Kenny then explained the different signs and the duration they can be exposed to the public. The City Attorney then explained to Council the impact of *Gilbert* and followed up on the next steps the City of Duvall should take to update its code. Mr. Kenny then proceeded to answer questions from Council and explain in more detail the items he presented.

**N. Agenda Bill 23-53, Use of Allocated Funds for a Different Project.** City Administrator McNabb presented this item and provided background information on it, namely, that Council approved funds for e-mail retention software and, as staff feels the said software is no longer necessary, wanted to deploy these funds that Council already approved on contract management software. Ms. McNabb then proceeded to explain the significant features of this software and how it would benefit the management of the same. Ms. McNabb also explained that staff contacted other vendors and that the current vendor was selected based on cost, which was less than the Council initially appropriated for the e-mail retention software. Mr. Shaffer then moved to approve this agenda bill and authorize Mayor Ockerlander to sign a contract with the provider. Mayor Pro Tempore seconded this motion; the vote was all ayes and no nays. The motion carried.

**O. Adjournment.** Having no other business, the Mayor adjourned the meeting at 21.40. There was no opposition to the meeting being adjourned.

---

Respectfully Submitted,



John Botero, City Clerk



# Exhibit A

SAVE THE DATE  
SEPTEMBER 23, 2023

# DIAMOND DINNER

HYATT REGENCY BELLEVUE

*Help homeless moms and  
kids rebuild their lives*

**Acres**  
of Diamonds

Hope for Homeless Women and Children





## FORMAL INVITATION TO FOLLOW

**Want to learn more about sponsoring the event or hosting a table?**

Please contact Megan Crawford at [megan@acresofdiamonds.org](mailto:megan@acresofdiamonds.org)

**Interested in donating to our silent or live auction?**

Please contact our Auction Team at [auction@acresofdiamonds.org](mailto:auction@acresofdiamonds.org)

**Other questions?**

Please contact Taylor West at [taylor@acresofdiamonds.org](mailto:taylor@acresofdiamonds.org)  
or visit our website <https://acresofdiamonds.ejoinme.org/event>



## BEYOND HOUSING: ENDING THE CYCLE FOR HOMELESS FAMILIES

*“People don't become homeless when they run out of money, at least not right away. They become homeless when they run out of relationships. And this means that the solution to homelessness necessarily involves a reestablishment of relationships and community.” (ICPHUSA & New City Institute 2020)*

### OUR STORY

Since 1995, Acres of Diamonds has been creating lasting life changes for homeless moms and their kids. Acres provides a safe place to recover, rebuild and break the cycles of poverty and homelessness. Although, each family's journey to independence is different, each one is rewriting their story moving from mere survival to stability and permanency.

### OUR APPROACH

Acres of Diamonds serves homeless moms and their children who have experienced chronic broken relationships and generational poverty resulting in domestic violence, abuse, addictions, and other adverse experiences leading to cyclical homelessness. To address all those issues and barriers with an outcome of financial independence, stable housing and thriving children, Acres provides a deeper, holistic, continuum of care that goes beyond common transitional or rapid rehousing.

**Rebuilding Lives** – What makes Acres unique is that we are more than “a safe place to live”. A community-based transitional housing model is linked to comprehensive wrap-around services, mentoring, healthy relationships and life skills classes.

**Healing Moms & Children** – Acres uniquely provides trauma informed integrated care for both moms and children while living at Acres to directly combat the trauma and effects of homelessness.

**Uplifting Families** – Essential to sustainable life change is the reconnection to God, self, family, and community. Families are undergirded by on-going case management, mentoring and classes covering topics like budgeting, parenting, nutrition and maintaining a household.

**Financial Independence** – Career development is one of the key elements of Acres' program that helps women overcome barriers to sustainable employment.

### WHY NOW?

1. The number of homeless families continues to rise in our state based on the number of school-aged children without a permanent address (WA State's Homeless Student Data 2018).
2. Currently no space exists for essential, high demand trauma-informed Child Day Care. The nearest alternative local Day Care is nine miles. However, it has limited space, with rules that alienate children with a history of homelessness.

3. Families that arrive at Acres suffer from a history of emotional and psychological trauma. Acres case managers and counselors currently provide relational support for women working through their difficult past. However, in many cases, more intensive mental health services are required.

4. Current facility has limited space for staff and volunteers to work more closely together. We need specifically designed areas for more effective collaboration, and relational case management and activities, as well as a large common area for community & skill building.

#### **CAMPAIGN HIGHLIGHTS (OR FEATURES):**

- Expanded Housing Capacity on the Duvall Campus for homeless families
- On-site trauma-informed Child Day Care services focused on kids surviving trauma
- Expanded on-site access to mental health resources & counseling
- Expanded program space to enhance current programs and allow for growth

#### **BY INVESTING IN THE FUTURE OF ACRES, WE WILL:**

- Increase our Duvall campus capacity by 32%, adding 24 new housing units
- Offer state of the art, trauma-informed Day Care to over 60 children per year and expanded play therapy
- Triple the number of counseling hours and double the number of case management hours
- Significantly improve and track children's outcomes in the areas of academic success, social skills, and school attendance, which will increase the likelihood of high school graduation

*"I realize that having boys that have witnessed domestic violence have a higher rate of becoming abusers themselves. As their mother, I owe it to them and society to get the proper help to change and stop domestic violence in my family."*  
*Janelle, Zach's mom, 2019*

#### **IMPACT**

If family homelessness is not dealt with, it will lead to youth/young adult homelessness and adult homelessness, creating a vicious cycle without end. The yearly cost of confining ONE delinquent youth in WA State is over \$95,000/year ([www.justicepolicy.org](http://www.justicepolicy.org)). The National Alliance to End Homelessness reports that a chronically homeless person costs the taxpayer an average of close to \$40,000/year.

#### **WHY ACRES?**

1. Proven Track Record: Our Community Transitional Housing model works and is being acknowledged at the national level as MOST effective for the young families we serve (Beyond Housing Conference January 2020, New York City, NY).

2. A Great Return on Investment: Reaching children as early as possible after a traumatic experience, or preventing one from happening at all, costs less than remediation later in life. Investing in the 'front end' of a child's life saves the public dollars that could otherwise be spent on drug treatment, unemployment, or prison. "Research has proven the return on investment can be as great as \$7 saved for every \$1 invested in early childhood." ([CenterforChildrenandFamilies.org](http://CenterforChildrenandFamilies.org)).

# Acres of Diamonds



## Family Renewal Home



**ACRES OF DIAMONDS CAMPUS REMODEL - PHASE 2**

RESCUE HOME  
SITE & PARKING IMPROVEMENTS

**DRAWING INDEX**

- 1.0 COVER SHEET
- 1.1 ARCHITECTURAL SITE PLAN
- RESCUE HOME
- 2.0 FIRST FLOOR PLAN
- 2.1 SECOND FLOOR PLAN
- 2.2 THIRD FLOOR PLAN
- 3.0 EXTERIOR ELEVATIONS
- 3.1 EXTERIOR ELEVATIONS

**CHESMORE|BUCK**  
Architecture

FAX: 425-679-0604  
PHONE: 425-679-0607

27 100TH AVENUE NE, SUITE 100  
BELLEVUE, WA 98004

PRELIMINARY

NOT FOR  
CONSTRUCTION

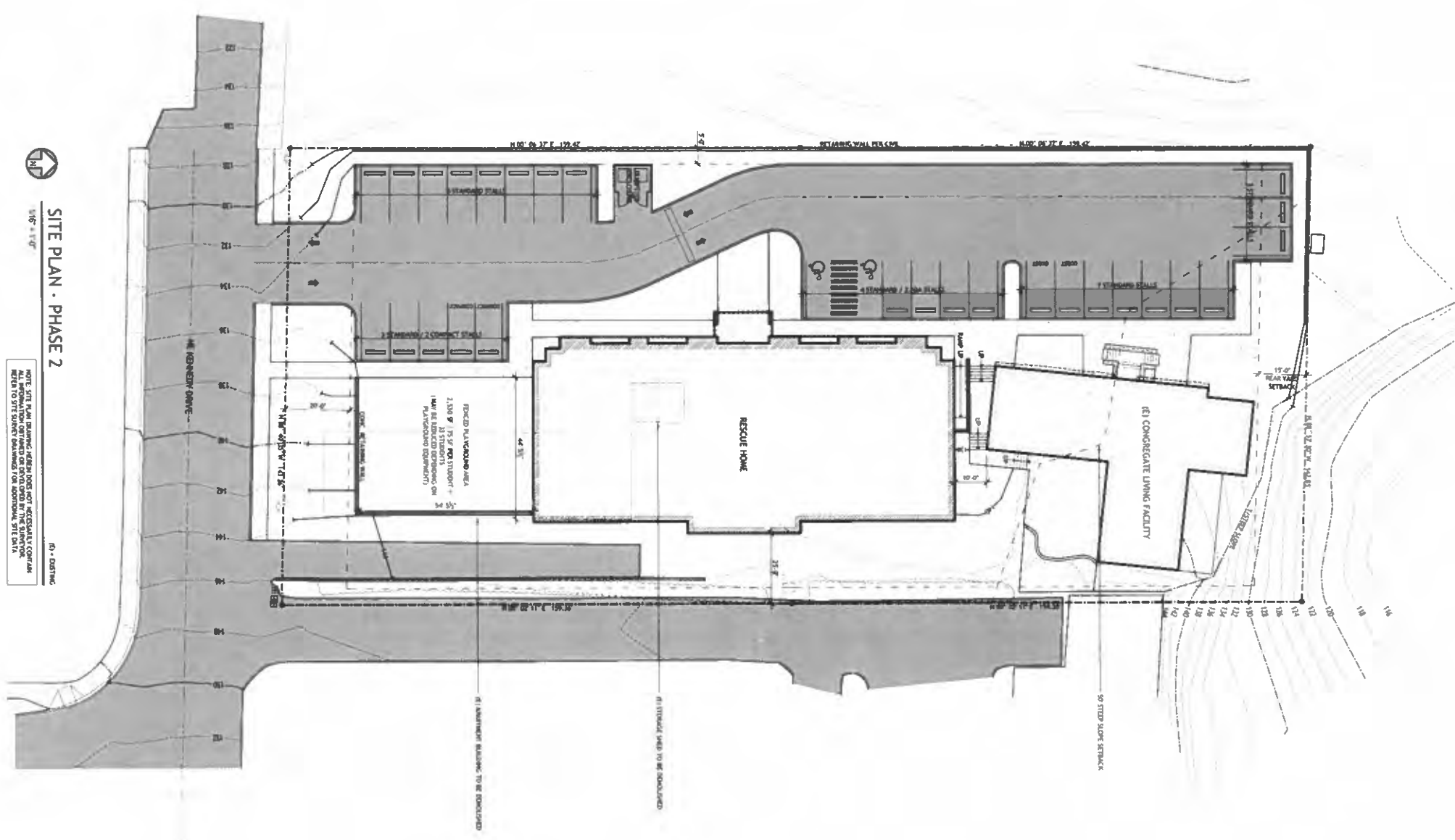
No. Date Revision

**ACRES OF DIAMONDS - PHASE II**

26326 NE KENNEDY DRIVE  
DUVALL, WA 98019

COVER SHEET

Sheet No. 1.0  
Project No. 1906  
Date. 06/19/2023




  
 SITE PLAN - PHASE 2

NOTE: SITE PLAN DRAWING REFERS TO ALL INFORMATION CONTAINED  
 HEREIN TO SITE SURVEY DOCUMENTS FOR ADDITIONAL SITE DATA.

10 - EXISTING

# ACRES OF DIAMONDS - PHASE II

26326 NE KENNEDY DRIVE  
DUVALL, WA 98019

ARCH.  
SITE PLAN

Sheet No. 1.1  
 Project No. 1906  
 Date: 06/19/2023

No.	Date	Revision

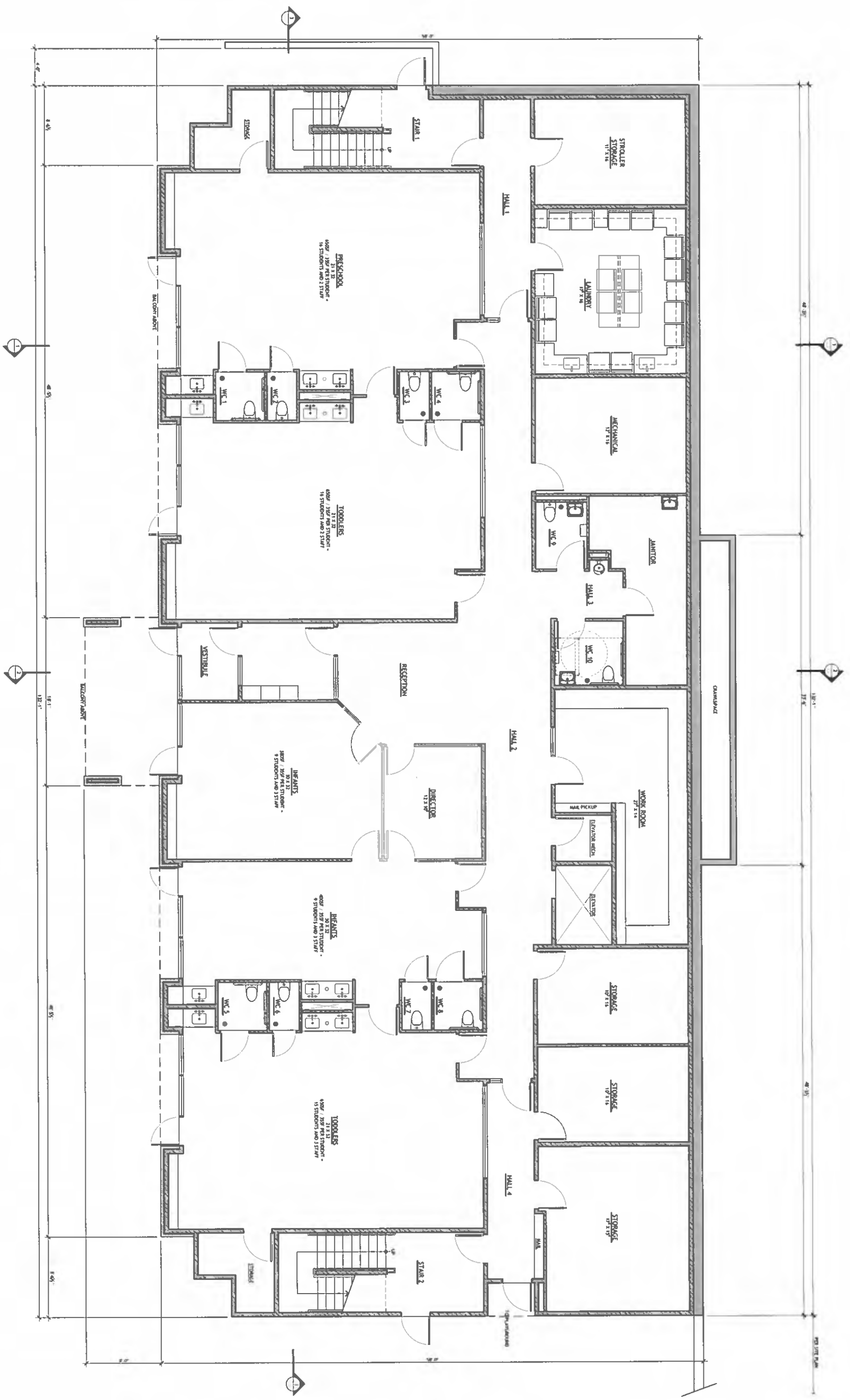
NOT FOR  
CONSTRUCTION

PRELIMINARY

**CHESMORE BUCK**  
 architecture

27 100TH AVENUE NE, SUITE 100  
 BELLEVUE WA 98004

FAX 425-679-080  
 PHONE 425-679-090




  
**FIRST FLOOR PLAN**
  
 1/4" = 1'-0"
   
 7,047 SQ. FT. THIS FLOOR
   
 21,153 SQ. FT. TOTAL

# ACRES OF DIAMONDS - PHASE II

26326 NE KENNEDY DRIVE  
 DUVALL, WA 98019

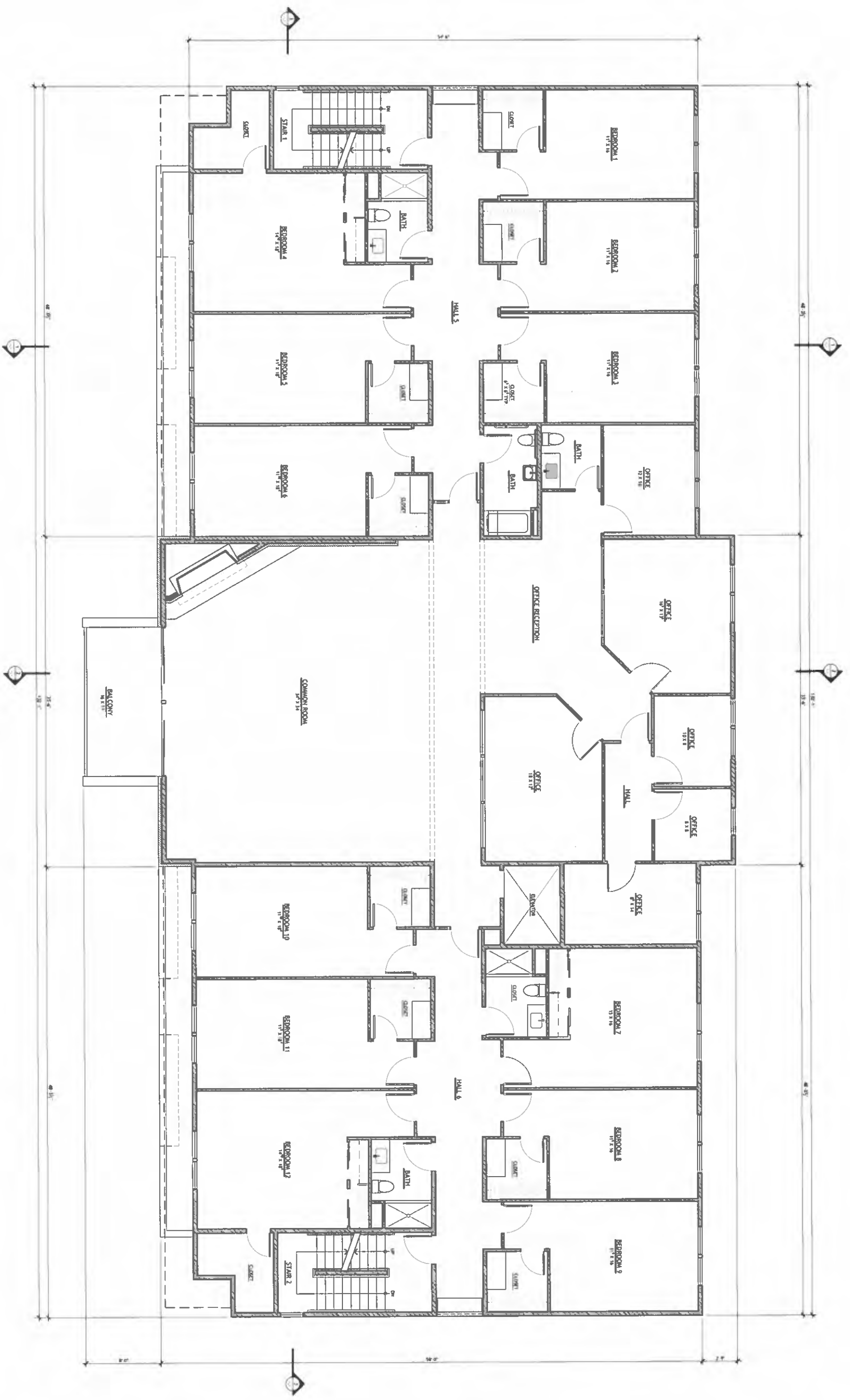
**FIRST FLOOR PLAN**  
 Sheet No. **2.0**  
 Project No. 1906  
 Date: 08/19/2023

PRELIMINARY  
 NOT FOR CONSTRUCTION  
 No Date Revision

**CHESMORE|BUCK**  
 architecture

27 100TH AVENUE NE SUITE 100  
 BELLEVUE WA 98004

FAX: 425-679-080  
 PHONE: 425-679-090




  
 SECOND FLOOR PLAN
   
 1/4" = 1'-0"
   
 7,232 SQ. FT. THIS FLOOR
   
 21,153 SQ. FT. TOTAL

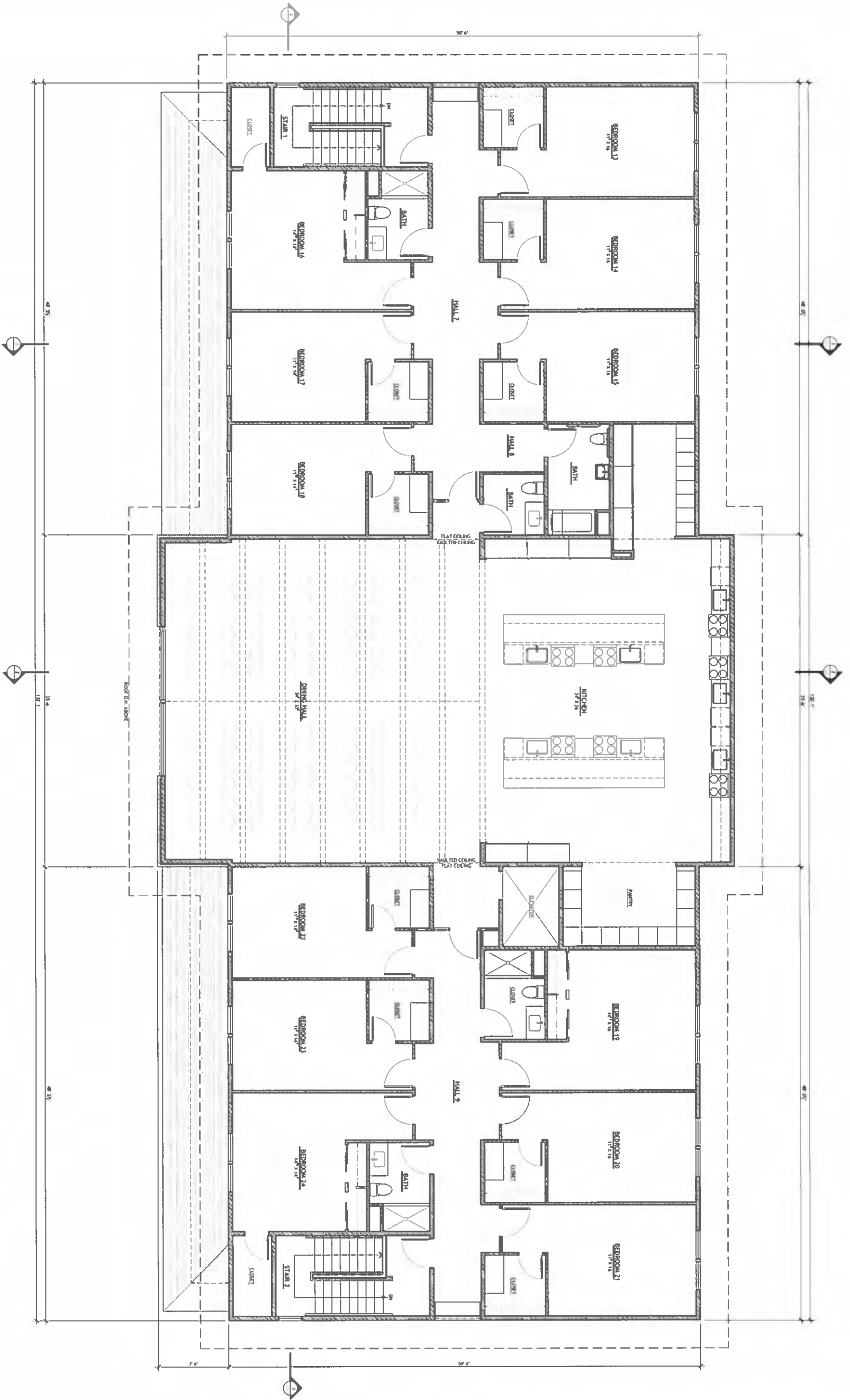
**ACRES OF DIAMONDS - PHASE II**
  
 26326 NE KENNEDY DRIVE
   
 DUVALL, WA 98019

SECOND FLOOR PLAN

Sheet No. 2.1
   
 Project No. 1806
   
 Date: 06/19/2023

NOT FOR CONSTRUCTION
   
 PRELIMINARY

**CHESMORE|BUCK**
  
 architecture
   
 27 100TH AVENUE NE, SUITE 100
   
 BELLEVUE, WA 98004
   
 FAX 425-679-0804
   
 PHONE 425-679-0500




  
 THIRD FLOOR PLAN
   
 1/8" = 1'-0"
   
 6,874 SQ. FT. THIS FLOOR
   
 21,151 SQ. FT. TOTAL

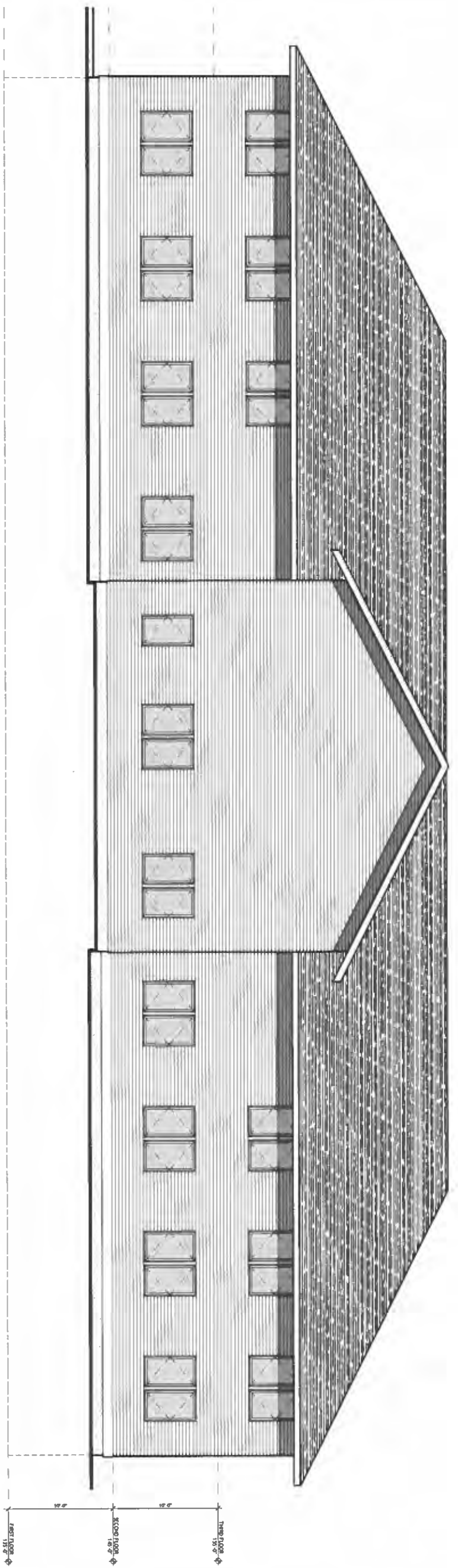
**ACRES OF DIAMONDS - PHASE II**
  
 26326 NE KENNEDY DRIVE
   
 DUVALL, WA 98019

THIRD FLOOR PLAN
   
 Sheet No. **2.2**
  
 Project No. 1906
   
 Date 06/19/2023

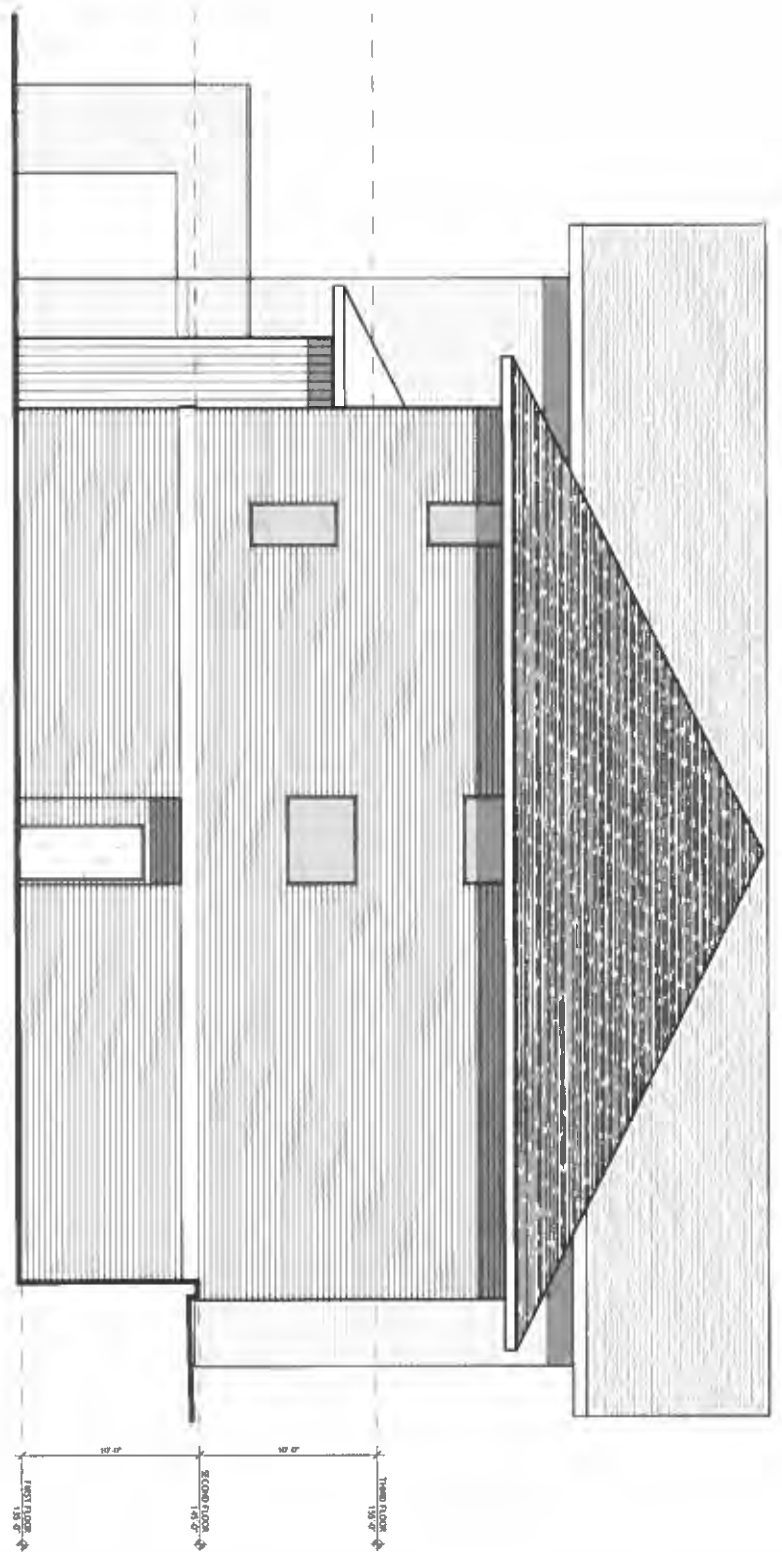
PRELIMINARY
   
 NOT FOR CONSTRUCTION

**CHESMORE | BUCK**
  
 architecture
   
 27 100TH AVENUE NE, SUITE 100
   
 BELLEVUE, WA 98004
   
 FAX: 425-679-0804
   
 PHONE: 425-679-0907





EAST ELEVATION  
1/4" = 1'-0"



SOUTH ELEVATION  
1/4" = 1'-0"