BLACK DIAMOND CITY COUNCIL MINUTES
Council Special Meeting of September 30, 2021
Virtual Meeting Via Zoom

CALL TO ORDER, FLAG SALUTE:

Mayor Benson called the special meeting to order at 6:00 p.m. and led us all in the Flag Salute.

ROLL CALL:

PRESENT: Councilmembers Deady, Wisnoski, de Leon, O'Donnell, and Page.

ABSENT: Councilmembers Oglesbee and Mulvihill (excused)

Staff present were: Mayene Miller, Finance Director; Jamey Kiblinger, Police Chief; Shane O'Neill, Deputy Finance Director, and Brenda L. Martinez, City Clerk/HR

NEW BUSINESS:

1) **AB21-060** – Resolution Regarding Agreement with Black Diamond Community Center for Disbursement of ARPA Funds for Rent and Utility Assistance

City Attorney Linehan reported on this item.

There was discussion between Councilmember and staff.

Councilmember Page **moved** to approve Resolution No. 21-1443, allocating $100,000 in funding for an economic hardship grant program for Black Diamond residents to assist with rent and/or utility bills, and authorizing the Mayor to sign an agreement with the Black Diamond Community Center to administer the grant program; **second** Councilmember de Leon. Motion **passed** with all voting in favor (5-0).

WORK SESSION:

2) **Review of Current Year Revenues and Expenditures as Adopted in the 2020 Budget and Review of 2021 Preliminary Budget Summary for all Funds**

Finance Director Miller shared how much she enjoys this time of year in preparing the Budget. She thanked Mayor Benson for being so supportive and staff too. She also thanked Craig Goodwin for allowing us to use his wonderful photos.

She discussed with Council the timeline that is established by RCW regarding budget adoption and what needs to be covered tonight.

She stated this is the first budget meeting and she will be reviewing the 2021 revenues and expenditures of the operating funds for General Fund, Street Fund, Water Fund, Sewer Fund, and Stormwater Funds. She stated this review also helps us determine if any budget changes will be needed. She discussed using information from MRSC, staff, and the CIP to provide guidance in preparing the operating funds estimated total revenues and expenditures for 2021 which in turn formed the overview for the preliminary 2022 budget. Also included in this review is an early estimate of the total operating and capital budgets for 2022. She shared that as we move forward in the process the next two meetings will be more in depth and numbers will change as more information is known. She noted that Department Heads will be present at these meetings to go over their budgets and to answer questions from Council.

Ms. Miller reviewed the following funds and documents with Council.

- General Fund Revenue Projections for 2021 – Each revenue source was reviewed with Council with certain areas being highlighted regarding trends and increases/decreases.
- General Fund Expenditure Projections for 2021 – Expenditures for each department were reviewed.
- Street Fund – Revenues came in slightly higher than anticipated and we will be transferring in money from REET and the general fund. She noted expenditures have grown in this fund and we need to keep our eyes on it.
- Water Fund – Revenues are increasing and as we get more citizens from the Eagle Creek Apartments it will continue to grow. This fund's budget is stable even though expenditures are going up and gave the examples of water meter purchases, legal fees, and the Tacoma franchise agreement in operating expenditures.
- Sewer Fund – King County Metro increased rates this year and the City didn't find out until July, and it was a surprise. Sewer charges are coming in slightly higher, however this fund will have no transfers going out. She suggested looking into a rate increase next year.
- Stormwater Fund – Discussed the revenue sources for this fund. It was noted the collection being transferred to King County through property tax billing has helped to collect these fees from residents. We will be able to transfer money out to a capital fund.
- Combined 2022 Preliminary Budget for All Funds – Finance Director Miller noted this page lists all funds and the finance department estimates the beginning balances and then estimates expenditures and what will be left. She highlighted certain areas and noted some numbers will change as we move forward in the process.
- Debt Service – Reviewed the City's debt and repayment schedules.
- Ms. Miller reviewed the budget calendar regarding upcoming meetings and noted the next meeting is October 21 at 5:30 p.m. Staff will be present at this meeting and on October 28.
-

Councilmember O'Donnell noted the City being fortunate to have Ms. Miller as our Finance Director. He noted the increases we are experiencing are not sustainable revenue and Council has the responsibility to make the right judgement to remain financially sound. He shared a few observations. He hopes department heads are looking at succession planning, looking at funding a City Administrator, facility planning, the cemetery being an asset and maintaining it at the highest level, and fleet succession planning. He thanked the finance team for all their hard work.

Councilmember de Leon asked a clarifying question that future subsequent meetings will be around staffing. Finance Director Miller responded yes.

ADJOURNMENT:

Councilmember Wisnoski **moved** to adjourn the meeting; **second** Councilmember Deady. Motion **passed** with all voting in favor (5-0).

The meeting ended at 7:39 p.m.

ATTEST:

Carol Benson

Carol Benson, Mayor

Brenda L Martinez

Brenda L. Martinez, City Clerk