

# CITY OF BLACK DIAMOND CITY COUNCIL RETREAT NOTES

**March 22, 2014**

Black Diamond Bakery, 32805 Railroad Avenue, Black Diamond, Washington

Mayor Gordon called the meeting to order at 8:30 a.m.

**PRESENT:** Councilmembers Deady, Edelman, Morgan, Benson and Taylor.

**ABSENT: None**

Staff present: Andy Williamson, Economic Development Director; May Miller, Finance Director; Aaron Nix, Natural Resources/Parks Director; Seth Boettcher, Public Works Director; Christy Todd, City Administrator; and Brenda L. Martinez, City Clerk/HR Manager.

City Administrator Todd welcomed everyone and discussed the schedule for the Retreat. She introduced Randy Young from Henderson, Young & Company.

## **City Finances/General Government Issues**

Mr. Young discussed the following:

- Annual Budget
- Capital Improvement Plan (CIP)
- Development Agreements
- Fiscal Impact
- Funding Agreement-
  - Fiscal Impact Analysis
  - Mitigation of Various Impacts
- Analysis of the three buckets of the Development Agreement

Finance Director Miller discussed the following:

- 2015-2020 CIP

City Administrator Todd discussed the MDRT meetings she has been attending and also working with staff and Mr. Young on Phase 2 and how the 2014 MDRT work plan ties to the CIP and not putting unrealistic number in the plan.

Finance Director Miller discussed with Council the REET 1 and REET II funds and their allowed expenses.

Discussion on Fire Department and the need for a new Fire Station and equipment – growth related.

Finance Director Miller continued with discussion on the following:

- 2013 Finance Review
- General Fund
  - Budget vs. Actual Summary
  - Sales Tax increases
  - General Fund expenditure savings
  - General Fund excess of budget+
- 1<sup>st</sup> Quarter Budget Change
- Reserve Policy
- Financial next steps

### **Council Chamber Space Planning**

Public Works Director Boettcher discussed the following:

- Goals
  - Set Priorities
  - Understand constraints
  - Review alternative
  - Make a recommendation on workable plan

Mr. Boettcher showed slides and gave background.

- Planning/Review Alternatives
  - Alternative 1
  - Alternative 2
  - Alternative 3

### **General Government Issues with Eric Svaren, Groupsmith (Facilitator)**

Mr. Svaren recapped the interviews that were conducted and noted a common theme:

#### NOW:

- Frustration with input process and decisions
- Controversy and confrontation
- Questioning intentions
- Divided community
- Strong feelings

#### FUTURE:

- Openness, honesty and transparency
- Mutual respect
- Collaboration
- Professionalism
- Support each other in their roles

Mr. Svaren discussed the following:

- Game plan
- Personal Introduction exercise
- Is it Policy or Administration
- Issues on:
  - How to use the staff form for resources

- Appointment Process of Commissions
- CC on emails
- Work plans

**Ground Rules** – discussed getting appointment process put in place and memorialized in a resolution. Start in Committee and then go to workstudy.

**Working Agreement –**

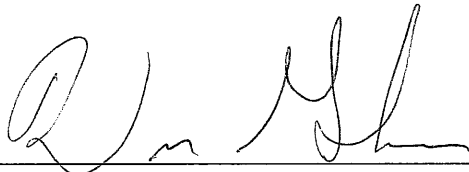
- Council Action Bills to include pictures, maps, attorney review, been through Planning Commission (review necessary?)
- Active listening and paraphrasing without interruption
- Respect the outcome of the vote
- Minimize surprises both ways (of elected officials and of staff)
- Freedom to explore the unpopular view or question
- Agree to disagree without being disagreeable
- Remove the emotion from the conversation
- Handle disputes directly
- Show respect for one another, greet them, introduce yourself, smile

**Action Plan –**

- Workstudy to design all-inclusive appointment process (for all positions)
- Review working agreement at work session in 3-6 months
- Councilmember Edelman to send revised, draft of Council Rules
- Councilmember Edelman to create a first draft on appointment process
- Tweaks to Council Action Bill (Ms. Todd and Ms. Martinez)

**ADJOURNMENT:**

The retreat ended at 4:30 p.m.



Dave Gordon, Mayor

ATTEST:



Rachel Pitzel, Deputy City Clerk