

**BLACK DIAMOND CITY COUNCIL  
SPECIAL MEETING MINUTES**

**October 17, 2019**

Council Chamber, 25510 Lawson Street, Black Diamond, Washington

**CALL TO ORDER, FLAG SALUTE:**

Mayor Benson called the special meeting to order at 5:32 p.m. and led us all in the Flag Salute.

**ROLL CALL:**

**PRESENT:** Councilmembers Deady, Oglesbee, Edelman, Stout, Wisnoski, Nelson and Paige.

Staff present were: Mayene Miller, Finance Director; Stephanie Metcalf, Court Administrator; Jamey Kiblinger, Police Chief; Seth Boettcher, Public Works Director; Kevin Esping, Facilities Equipment Coordinator; Shane O'Neill, Deputy Finance Director, and Deputy City Clerk, Carina Thornquist.

**1) WORK SESSION**

- a. Review of 2020 Preliminary Budget of Revenues and Expenditures for the General Fund

Mayor Benson welcomed everyone and stated that tonight's work session is on the general fund portion of the 2020 preliminary budget. She then turned the meeting over to Finance Director Miller.P

**Highlights/Topics of Discussion**

- Review of general fund sources and expenditures which shows sources and how the money is used.
- 2020 proposed general fund expenditures and revenues. Finance Director Miller noted the ending balance for the general fund is at 24.3% which is needed for cash flow as the most important thing is to have cash in the bank to pay bills until the property tax money comes in.

**Revenue**

- General Fund functions supported by types of revenue
- Top twenty General Fund revenue sources
- General Fund taxes (i.e. property tax, sales tax, utility taxes)
- Discussion on property tax and how the calculation works
- Review of sales tax and how it is distributed

- Intergovernmental revenue
- Community Development revenue
- Police Department revenue
- Municipal Court revenue
- Cable franchise and business license fees
- Other general fund revenue (i.e. Lake Sawyer parking fee, gym and cemetery revenue, passports, and investments)
- Funding Agreement revenue
- Beginning General Fund Balance
- Total General Fund sources of revenue

### **Expenditure**

Finance Director Miller reviewed with Council the General fund expenditure comparisons by function. She noted the 2020 total general fund operating expenditure budget is \$6,543,232 with public safety using 51.6% of that amount.

The following General Fund department budgets were reviewed:

- Legislative (City Council)
- Executive (Mayor's Office)
- Administrative Services (Clerk, Finance, HR, Utility Billing, IT and Central Services)
- Legal
- Municipal Court
- Police Department
- Fire Department
- Community Development
- MDRT
- Parks Department
- Cemetery
- Facilities, Grounds Department and Special Programs
- Ending General Fund balance


Finance Director Miller reviewed the budget calendar and noted the next meeting is Thursday 10/24 on public works funds, special revenue and internal service funds, and capital project funds.


There was back and forth discussion regarding the Community Center asking for 60% more than they did in 2019. Councilmember Edelman expressed that she has a hard time justifying this amount of increase within one year when there are staff members that have not had a raise in 10 years. The consensus was to keep it at the same dollar amount as 2019 (\$15,000) and it would be revisited next year after having more communication between the City and the Community Center and what their needs and concerns are.

**ADJOURNMENT:**

Councilmember Stout **moved** to adjourn the meeting; **second** Councilmember Deady. Motion **passed** with all voting in favor (7-0).

The meeting ended at 6:56 p.m.

  
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Carol Benson, Mayor

ATTEST:  
  
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Carina Thornquist, Deputy City Clerk