

**CITY OF BLACK DIAMOND CITY COUNCIL  
WORKSTUDY NOTES  
August 16, 2012  
Council Chamber, 25510 Lawson Street, Black Diamond, Washington**

Mayor Olness called the meeting to order at 5:30 p.m.

**PRESENT:** Councilmembers Deady, Goodwin, May, Benson and Taylor (late).

**ABSENT:** None

Staff present: Andy Williamson, Executive Director of Economic Development and Engineering Services, Mayene Miller, Finance Director; Pete Butkus, Interim City Administrator and Rachel Pitzel, Deputy City Clerk.

Mayor Olness reported that most of these topics came out of Committee meetings and hands the meeting over to Interim City Administrator Butkus.

### **Way Finding Signs**

Interim City Administrator Butkus reported that this is not at policy level, he is looking for other input that Council may have regarding way finding signs that work best in Black Diamond. He referenced the memo that was provided to Council in their packet material.

Topics discussed:

- Liked the look of the Chehalis sign
- Including Regional Park and Boat Launch
- Policy of Way Signs and Code Sign (for businesses) being different

Councilmember Taylor enters meeting at 5:35 p.m.

- Open House to get citizens input
- Two district signs (Historic District and Hwy. 169 Business District)

### **Budget Process**

Interim City Administrator Butkus summarized memo in the packet material; emphasizes the other local governments that are not alone in facing some of the same issues as pointed out in the Mayor's budget memo of August 7<sup>th</sup>.

Topics discussed:

- General Fund #001
- Funding for the City Administrator Position
- Street Fund #001

- Capital Funds
- Utility Funds
- Committee as a Whole (*There was Council consensus that Council would like to meet as a whole on the budget, not just the Finance Committee.*)
- FAQs

### Communication Enhancements

Interim City Administrator Butkus discusses his matrix and the following topics were discussed:


- Email Response
- Council meeting with Staff prior to Council meetings
- Council Rules
- Regular Department Reports (outside of Council meetings)(*There was Council consensus that there was no need for this as they do not feel they are lacking in Department Reports.*)
- Weekly Email from Mayor or City Administrator (*There was Council consensus that the Mayor or City Administrator would send out a weekly email of the City's happenings.*)
- Kent Model

A **motion** was made by Councilmember May and **seconded** by Councilmember Deady to adjourn the meeting. Motion **passed** with all voting in favor (5-0).

### ADJOURNMENT:

The workstudy ended at 6:54 p.m.

ATTEST:

  
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 Rebecca Olness, Mayor

  
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 Rachel Pitzel, Deputy City Clerk