

**BLACK DIAMOND CITY COUNCIL
SPECIAL MEETING MINUTES**

October 18, 2018

Council Chamber, 25510 Lawson Street, Black Diamond, Washington

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 Oglesbee, Edelman, Stout and Wisnoski.

ABSENT: Councilmember Deady (excused)

Staff present were: Mayene Miller, Finance Director; Judge Swain; Stephanie Metcalf, Court Administrator; Deanna Humphreys, Police Clerk; Jamey Kiblinger, Police Chief; Larry Colagiovanni, Police Commander; Rob Reed, IS Manager; and Brenda L. Martinez, City Clerk.

1) WORK SESSION

- a. Review of 2019 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 2019 preliminary budget. She then turned the meeting over to Finance Director Miller.

Highlights/Topics of Discussion

- Review of general fund sources and expenditures which shows sources and how the money is used.
- 2019 proposed general fund expenditures and revenues. Finance Director Miller noted the ending balance for the general fund is at 21.8% 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 pursuing water and sewer utility tax form Covington Water District and Soos Creek. Finance Director Miller noted she is working the City Attorney on this.
- 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 revenue
- Total General Fund sources of revenue

Expenditure

Finance Director Miller reviewed with Council the General fund expenditure comparisons by function. She noted the 2019 total general fund expenditure budget is \$5,662,798 with public safety making 53.4% of that number.

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 fund balance

Finance Director Miller reviewed the budget calendar and noted the next meeting is Thursday 10/25 on public works funds, special revenue and internal service funds, and capital project funds.

Following the presentation on the budget from Ms. Miller Mayor Benson shared a couple of questions from Councilmember Deady asking if there was money in the budget for the community center and also money allocated for the insurance cost for closing Hwy 169 for the Labor Day parade.

Councilmember Edelman asked Council to think about hiring a professional marketing person to make brochures and other material to welcome residents to our community.

Councilmember Stout inquired about budget dollars and the work being done to launch a new website. IS Manager Reed noted it is on the list and hopeful we can get it completed before the end of the first quarter in 2019.

Councilmember Wisnoski asked about revenues other cities receive from cannabis. He also suggested a casino being another future revenue source for the city.


There was discussion on commercial businesses coming into the city and timing.

ADJOURNMENT:

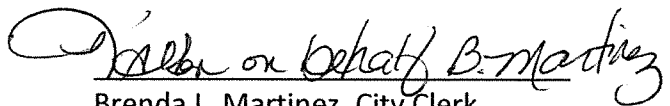
Councilmember Edelman **moved** to adjourn the meeting; **second** Councilmember Oglesbee. Motion **passed** with all voting in favor (4-0).

The meeting ended at 6:53 p.m.

ATTEST:



Carol Benson, Mayor



Brenda L. Martinez, City Clerk