

**BLACK DIAMOND CITY COUNCIL
SPECIAL MEETING MINUTES
September 26, 2019**

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 Deady, Oglesbee, Edelman, Stout, Wisnoski, Nelson, and Paige.

ABSENT: None

Staff present were: May Miller, Finance Director; Shane O'Neill, Deputy Finance Director, and Brenda L. Martinez, City Clerk/HR

Mayor Benson welcomed everyone and announced the work session is on review of current year revenues and expenditures and review of the 2019 preliminary budget. She then turned the meeting over to Finance Director Miller.

1) Review of Current Year Revenues and Expenditures as Adopted in the 2019 Budget and Review of 2020 Preliminary Budget Summary for all Funds

Finance Director Miller discussed with Council the timeline that is established by RCW regarding budget adoption. She noted using the MRSC Budget Suggestion document to set the dates Council adopted by Resolution for the 2020 Budget process. She then reviewed that calendar with Council.

She stated this is the first budget meeting and she will be reviewing the 2019 revenues and expenditures of the operating funds for General Fund, Street Fund, Water Fund, Sewer Fund, and Stormwater Funds. She discussed using information from MRSC, staff, and the CIP to provide guidance in preparing the operating funds estimated total revenues and expenditures for 2019 which in turn formed the overview for the preliminary 2020 budget. Also included in this review is an early estimate of the total operating and capital budgets for 2020. Moving forward in the process the next meetings will be more in depth and not many numbers will change.

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

- General Fund Revenues – Each revenue source was reviewed with Council with certain areas being highlighted regarding trends and increases.
- General Fund Expenditures – Expenditures for each department were reviewed.
- General Fund Function Supported by Types of Revenue – Ms. Miller reviewed what revenues pay for public safety, general government and MDRT.
- Street Fund – Revenues are mostly from gas tax and permitting, with a transfer in for the \$20 car tab fees.
- Water Fund – Revenues are increasing and as we get more citizens it will continue to rise.
- Sewer Fund – It was noted the sewer rates need to be looked at as there is still a transfer in for operating costs.
- Stormwater Fund – Discussed the revenue sources for this fund. It was noted this fund is in good shape due to the increased rate and the inflationary increase.
- Combined 2020 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 noted these numbers will change as we move forward in the process.
- Debt Service – Reviewed the City’s debt and repayment schedules.

In closing, Finance Director Miller stated to Council that if they have questions to please contact her as she is always available.

ADJOURNMENT:

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

The meeting ended at 6:58 p.m.

ATTEST:

Carol Benson, Mayor

Brenda L. Martinez, City Clerk