

BLACK DIAMOND CITY COUNCIL MINUTES
Council Special Meeting of October 20, 2022
Hybrid Meeting Via Zoom and In-Person
Council Chamber, 25510 Lawson Street, Black Diamond, Washington

CALL TO ORDER, FLAG SALUTE:

Mayor Benson called the special meeting to order at 5:30 p.m. and led us all in the Flag Salute.

ROLL CALL:

PRESENT: Councilmembers Deady, Mulvihill, de Leon, O'Donnell, Page. (Councilmember O'Donnell was not present during roll call and entered the meeting at 5:32 p.m. Councilmember Smith was not present during roll call and entered the meeting at 5:35 p.m.)

ABSENT: None

Staff present: Mayene Miller, Finance Director; Stephanie Metcalf, Court Administrator; Jamey Kiblinger, Police Chief; Brian Martinez, Commander; Mona Davis, Community Development Director; IS Manager, Rob Reed, and Brenda L. Martinez, City Clerk/HR

WORK SESSION:

- 1) Review of 2023 Budget for General Fund Revenues and Expenditures including Possible Increase in Property Tax - Ms. Miller

Finance Director Miller stated that tonight's work session is only on the general fund portion of the budget and next week she will be presenting the Public Works side of the budget.

Ms. Miller noted she will be going through the revenues for the General Fund and that Directors are here to answer questions about their budgets. She shared with Council that when developing the budget, the goal is to match revenues to expenditures, so we live within our means, however this year expenditures are higher.

Highlights/Topics of Discussion

- Review of general fund sources and expenditures which shows sources and how the money is used.
- 2023 proposed general fund expenditures and revenues. Finance Director Miller noted that next year's revenue is expected to decrease while the 2023 budgeted expenditures are projected to increase at a higher level due to the economy. She also noted that even with the city using reserves to balance the budget the ending

fund balance for the general fund is at a healthy amount as this is needed for cash flow at the beginning of the year. She expressed how important it is to have cash in the bank to pay bills until the property tax money comes in.

Revenues

- 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
- Utility Tax and Miscellaneous Revenue
- 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, and investments)
- Funding Agreement revenue
- Beginning General Fund Balance
- Total General Fund sources of revenue

Expenditures

Finance Director Miller reviewed the general fund expenditure comparisons by function. It was noted that the 2023 total general fund operating expenditure budget is \$10,387,134 with public safety using 52% 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)
- Police Department
- Fire Department
- Legal Department
- Municipal Court
- Community Development
- Master Development Review Team
- Parks Department
- Cemetery
- Facilities, Grounds Department and Special Programs
- 2023 Salary Schedule
- 2023 Employee Allocations by Funding Source

In closing, Ms. Miller noted the next meeting on the budget will be October 27, 2022 and she also reviewed other upcoming meeting dates.

Following the presentation there was discussion on grants and grant writing.

ADJOURNMENT:

Councilmember Smith **moved** to adjourn the meeting; **second** Councilmember Mulvihill. Motion **passed** with all voting in favor (6-0). The meeting ended at 6:56 p.m.



Carol Benson, Mayor

ATTEST:



Brenda L. Martinez, City Clerk