



CITY OF BLACK DIAMOND
October 1, 2008 Workstudy Agenda
25510 Lawson St., Black Diamond, Washington

7:00 P.M. – CALL TO ORDER, FLAG SALUTE, ROLL CALL

1.) 2009 Budget – Expenditure Overview – General Fund

Ms. Miller

ADJOURNMENT:

General Fund Summary

	2008 Budget	2009 Proposed	Chg \$ 2008- 2009	Change %
<i>REVENUE</i>				
Taxes	1,691,886	1,754,176	62,290	3.7%
Licenses and Permits	153,950	157,140	3,190	2.1%
Intergovernmental Revenue	455,058	250,590	-204,468	-44.9%
Charges for Service	185,276	280,965	95,689	51.6%
Court Fines and Fees	168,100	213,000	44,900	26.7%
Miscellaneous Revenue	65,100	53,750	-11,350	-17.4%
<i>Sub-total Operating Revenue</i>	2,719,370	2,709,621	-9,749	-0.4%
Funding Agreement and Master Plan Dev.	3,171,822	2,117,652	-1,054,170	-33.2%
Beginning Fund Balance	252,609	250,000	-2,609	-1.0%
Total General Fund Sources	6,143,801	5,077,273	-1,066,528	-17.4%
<i>EXPENDITURES</i>				
Executive	14,109	15,072	963	6.8%
Legislative	12,355	12,827	472	3.8%
Administration	321,195	304,214	-16,981	-5.3%
City Clerk	81,364	84,747	3,383	4.2%
Finance	254,605	300,470	45,865	18.0%
Information Services	143,411	149,315	5,904	4.1%
Legal	112,000	87,000	-25,000	-22.3%
Municipal Court	277,501	292,812	15,311	5.5%
Police Department	1,641,694	1,688,036	46,342	2.8%
Fire Department	633,173	459,540	-173,633	-27.4%
Community Development	503,988	527,702	23,714	4.7%
Natural Resources	166,278	174,382	8,104	4.9%
Economic Development	139,458	155,812	16,354	11.7%
Facilities	87,284	98,622	11,338	13.0%
Parks	72,673	60,801	-11,872	-16.3%
Cemetery	17,320	17,659	339	2.0%
Central Services and Emp Benefits	30,939	48,432	17,493	56.5%
Studies, Funding and Deposits	1,634,454	599,830	-1,034,624	-63.3%
Total General Fund Expenditures	6,143,801	5,077,273	-1,066,528	-17.4%



BLACK DIAMOND BUDGET FACTS 2009

Legislative Department

October 1, 2008

Overview

The Legislative section of the operating budget provides funding for the legislative branch of the City Government, which consists of five Councilmembers who are elected to serve four-year terms at large, representing all who live in the City. The City Council accomplishes its business during regular meetings and workstudy meetings each month. Additionally, Councilmembers serve on Council Committees which meet on an as needed basis. Council duties include setting City policies, approval of annual budget, authorizing inter-local agreements, contracts, ordinances and resolutions. Salaries and benefits for this department are funded from General Fund sources including sales tax and property tax.

Budget Statistics

Below outlines a comparison of the 2007 and 2008 budgeted versus actual amounts and the 2008 budgeted amount compared to the 2009 request.

Legislative Department - City Council					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$11,105	\$10,875	\$11,105	\$10,977	-\$128
Telephone and Postage	150		150	150	0
Meals, Mileage and Lodging	250		350	600	250
Training and Memberships	250		650	1,000	350
Miscellaneous	100		100	100	0
Legislative Total	\$11,855	\$10,875	\$12,355	\$12,827	\$472

Budget Requests

In order to keep the Council up to date on training there is a combined total of \$600 in additional funds requested for 2009 for training and memberships, meals, mileage and lodging.



BLACK DIAMOND BUDGET FACTS 2009

Executive Department - Mayor

October 1, 2008

Overview

The Executive section of the operating budget provides funding for the Mayor who is the Chief Executive Officer for the City of Black Diamond. The Mayor is directly elected by popular vote of the citizens of Black Diamond for a four-year term. Mayoral duties include overseeing City administration, presiding over all meetings of the Council, signing and enforcing all ordinances, appointing and removing appointed officials and signing contracts entered into by the City.

Budget Statistics

Below outlines a comparison of the 2007 and 2008 budgeted versus actual amounts and the 2008 budgeted amount compared to the 2009 request.

Executive Department - Mayor					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$13,150	\$12,948	\$13,109	\$13,022	-\$87
Telephone and Postage		401	100	500	400
Meals, Mileage and Lodging	500	171	400	750	350
Training and Memberships	150		450	750	300
Miscellaneous	50	32	50	50	0
Executive Total	\$13,850	\$13,552	\$14,109	\$15,072	\$963

Budget Requests

In order to keep the Mayor current and up to date on training there is a combined total of \$650 in additional funds requested for 2009 for meals, mileage, lodging, training and memberships. Also, an additional \$400 is being requested in 2009 for telephone and postage as this line item was under budgeted in both 2007 and 2008.



BLACK DIAMOND BUDGET FACTS 2009

Administration Department

October 1, 2008

Overview

The Administration section of the operating budget provides funding for the overall management of the City of Black Diamond. Salaries and benefits cover two employees—the City Administrator and the Assistant City Administrator. Additional expenses for training, office supplies, etc., for the Assistant City Administrator are in the City Clerk’s budget. In 2008, the funding agreement with YarrowBay covered 30% of the City Administrator’s and 100% of the Assistant City Administrator’s salary and benefits.

In 2009 the City Administrator has been allocated 20% to the utilities and 50% to the General Fund plus the 30% from the funding agreement.

Budget Statistics

It is difficult to compare year-to-year as the previous City Administrator was also acting as Police Chief, primarily paid out of the Police Department’s budget, and there was no Assistant City Administrator charged to the budget in 2007. However, see below for a comparison of the 2007 and 2008 budgeted versus actual amounts and the 2008 budgeted amount compared to the 2009 request.

Administration Department					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$74,322	\$108,394	\$303,995	\$289,767	-\$14,228
Office and Operating Supplies	750	2,748	3,650	650	-3,000
Professional Svcs	1,500	2,655	2,500	500	-2,000
Telephone and Postage	2,700	1,995	2,000	2,000	0
Meals, Mileage and Lodging	500	370	1,000	2,000	1,000
Training and Memberships	500	625	6,600	6,600	0
Miscellaneous	200	83	250	250	0
Insurance	1,150	1,124	1,200	2,447	1,247
Capital Outlay	15,000	4,340			0
Administration Total	\$96,622	\$122,334	\$321,195	\$304,214	-\$16,981

Budget Requests

There is \$1,000 in additional funds requested for 2009 for meals, mileage and lodging to cover already budgeted training expenses. Other expense categories were amended to eliminate the budget impact. Other cost increases are due to cost-of-living adjustments and increases in costs for benefits and insurance.



BLACK DIAMOND BUDGET FACTS 2009

City Clerk Department

October 1, 2008

Overview

The City Clerk Department is responsible for records management, personnel management, web page development and maintenance as well as all of the responsibilities as set forth by state statute. Specific responsibilities involve managing all of the City's official records, including retention, archival and destruction, and processing all requests for public records; oversight of Council meetings, including agenda development and transcribing the official minutes; providing legal notices to the public regarding City business; coordinating elections; maintaining personnel files, interpretation of personnel policies and procedures, and supporting the recruiting process and also maintaining and developing the City's website.

Budget Statistics

This is the first year of the City Clerk's Department. In previous years this department was combined with Finance in the form of a Clerk-Treasurer position. This department currently consists of the Assistant City Administrator/City Clerk and the Deputy City Clerk. The Deputy City Clerk is allocated 70% to the General Fund and 30% to Public Works funds. This budget reflects only the General Fund salaries and benefits for the Deputy City Clerk, with the Assistant City Administrator/City Clerk salary and benefits being budgeted in the Administration Department Budget. This budget does reflect expenses for training, office supplies, and other expenditures for both positions. The budget in 2008 did not reflect the Deputy City Clerk's benefits fully, and has now been adjusted.

City Clerk Department					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$0	\$0	\$62,014	\$59,004	-\$3,010
Voter Registration & Elect Costs			5,000	10,200	5,200
Office and Operating Supplies			2,000	2,000	0
Professional Svcs			5,000	6,500	1,500
Telephone and Postage			1,200		-1,200
Meals, Mileage and Lodging			750	2,000	1,250
Training and Memberships			1,500	2,300	800
Miscellaneous (incl printing & advertising & repairs/maint)			3,200	2,200	-1,000
Insurance			700	543	-157
City Clerk Total	\$0	\$0	\$81,364	\$84,747	\$3,383

Budget Requests

A significant increase for 2009 is requested in the elections line item to adequately fund the planned special election in May for the Public Safety Levy. Other increases requested include additional funding for training, memberships and lodging for both the Assistant City Administrator/City Clerk and Deputy to attend the Washington State Municipal Clerks Association Annual Conference and for memberships to the International Institute of Municipal Clerk (IIMC) and the Washington State Municipal Clerks Association (WMCA). In addition, an increase of \$1,500 is being requested for a semi-annual update to the Municipal Code book, due to the numerous code amendments that will be adopted in preparation for moratorium exit.

2009 Budget Request Adjustments		
City Clerk	Reductions	Comments
Professional Svcs	\$ 2,000.00	Eliminated Budget
Telephone	\$ 500.00	Charged to Facility Budget
Postage	\$ 500.00	Charged to Facility Budget
Miscellaneous	\$ 200.00	Eliminate Budget
Printing & Binding	\$ 1,500.00	Eliminate Budget; Process - in house
Total Reductions	\$ 4,700.00	



BLACK DIAMOND BUDGET FACTS 2009

Finance Department October 1, 2008

Overview

The Finance Department is responsible for safeguarding and protecting the City's assets by insuring maximum utilization of revenues, providing financial support to City departments and recording and reporting accurate and timely financial information to the State, elected officials and to the Citizens of Black Diamond.

This Department provides vital services such as financial planning and reporting, accounting, accounts receivable, accounts payable, utility billing, payroll processing, cost accounting, business licensing, utility tax collections, cash and investment management and debt service.

Finance prepares the Annual Budget, the Comprehensive Annual Financial Report, Capital Improvement Program reports and monthly financial updates.

This department has a Finance Director and a Deputy Finance Director supported by a funding agreement and a part time (75%) accounting position. The $\frac{3}{4}$ time position is allocated 70% to the General Fund and 30% to Public Works funds.

Budget Statistics

The Finance Department increased by one full time employee in 2008 which allowed for the transfer of the payroll function from the City Clerk's office to the Finance Department. Payroll duties grew during 2008 from 23 to 32 employees, a 39% increase. Also, additional elective insurance options were offered to employees including a range of Aflac options and a Flex 125 plan in 2008.

Project management for the BD Partners Funding Agreement and Water Systems Facility Funding Agreement has become increasingly complex and involves careful financial tracking, regular reconciliation and reporting. The amount of time necessary for these tracking and reconciliation functions will continue to increase in 2009. Considerable time has also been spent on water and sewer rate analysis and possible storm water utility implementation in 2009.

A Capital Improvement Program 2008 – 2013 is currently in the process of review, and will become part of the City's fiscal plan. This plan is critical to the City, as certain State grants can't be applied for, and REET monies cannot be used without published CIP identifying projects first. The Finance staff and Executive Directors devoted a good deal of time in 2008 to this important document.

The Finance Department's volume and scope of work increased in 2008 in almost every other area as well. There are increasingly more vendors to pay and additional reconciliations to do. There have been new software systems to evaluate, a review of the City's fiscal policies, and work on general improvements in communication and transparency.

Finance Department					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$178,219	\$134,663	\$248,255	\$284,009	\$35,754
Office and Operating Supplies	2,800	3,324	1,000	2,500	1,500
Professional Svcs	1,200	17,310	1,000		-1,000
State Audit Fees	10,000	3,371		5,250	5,250
Tax Tool Services				1,200	1,200
Communications	3,000	2,570	1,200	300	-900
Meals, Mileage and Lodging	500	753	750	1,200	450
Advertising	3,300	1,420	100		-100
Insurance	1,350	1,333	700	2,111	1,411
Miscellaneous	250	111	200	300	100
Workshops and Training	1,200	465	900	3,600	2,700
Repairs and Maint.-Ext.	1,000				0
Repairs and Maint. -Int.	500				0
Admin. Book Publishing	2,000	843			0
Printing and Binding	2,000		500		-500
Records Grant Exp.		182			0
Election Costs	10,000	5,257			0
Capital Outlay Finance/Comp.		1,368			0
Finance Total	\$217,319	\$172,971	\$254,605	\$300,470	\$45,865

Budget Requests

Budget for the State Audit was not needed in 2008 as the City is on a two year schedule with \$5,250 in the 2009 Budget. Additional audit costs are included in Public Works budget. The City contracted a sales tax analysis service, Tax Tools in 2008. This service provides important information for the City's financial planning and economic development programs. Additional budget has been requested for training to attend workshops and conferences for the three positions. These classes are located in the Puget Sound area.

2009 Budget Request Adjustments		
Finance	Reductions	Comments
Office Supplies	\$ 500.00	Reduce to 2,500
Professional Svcs	\$ 1,000.00	Eliminate Budget
Advertising	\$ 100.00	Eliminate Budget
Printing & Binding	\$ 1,500.00	Eliminate Budget
Total Reductions	\$ 3,100.00	



BLACK DIAMOND BUDGET FACTS 2009

Information Services Department October 1, 2008

Overview

The City of Black Diamond's Information Services Department is responsible for the procurement, administration and maintenance of the informational systems used by all of the City's departments. Additionally, we provide on-line information for the public relating to our website and databases.

Emphasis for 2008 has been on infrastructure upgrades. Telecommunications, network servers, printers, PCs and all the interconnections are included. Most of the upgrades are now in place. 2009 will be a year of expanding IS services relating to City departments and the public.

This department has one full time regular employee funded by the YarrowBay agreement.

Budget Statistics

We doubled the number of computers and servers (to 50) in 2008. This next year will not follow that same pattern. See below for a comparison of the 2007 and 2008 budgeted versus actual amounts and the 2008 budgeted amount compared to the 2009 request.

Information Services Department					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$0	\$0	\$124,011	\$135,127	\$11,116
Office and Operating Supplies			500	250	-250
Small Tools & Minor Equip				1,000	1,000
Professional Svcs			10,000	2,000	-8,000
Professional Svcs. Web, Software, Misc.			5,000	5,000	0
Communications			500		-500
Lodging, Meals and Mileage			1,600	1,600	0
Insurance				1,088	1,088
Repairs and Maintenance				500	500
Miscellaneous			250		-250
Training and Memberships			1,400	2,750	1,350
Printing and Binding			150		-150
Information Services Total	\$0	\$0	\$143,411	\$149,315	\$5,904

Budget Requests

2009 Information Services requests are to provide additional supplies repairs and training. Additional increases are for insurance which is an allocated amount. See below for a comparison of the 2007 and 2008 budgeted versus actual amounts and the 2008 budgeted amount compared to the 2009 request.

2009 Budget Request Adjustments		
IS	Reductions	Comments
Professional Svcs	\$ 5,500.00	Reduce from 7,500 to 2,000
Communication	\$ 1,200.00	Eliminate - Budgeted in funding
Telephone	\$ 400.00	Eliminate - Budgeted in funding
Repairs	\$ 500.00	Reduce from 1,000 to 500
Miscellaneous	\$ 250.00	Eliminate
Printing	\$ 250.00	Eliminate
Total Reductions	\$ 8,100.00	



BLACK DIAMOND BUDGET FACTS 2009

Legal Department

October 1, 2008

Overview

The legal division represents the office of the City Attorney. The City Attorney provides Black Diamond with representation on a myriad of issues, including but not limited to providing legal analysis on civil issues, property acquisitions, land use issues, comprehensive plan issues, personnel matters, etc. The workload of the City Attorney generally includes providing general civil legal service, preparing and review ordinances, contracts and other legal documents to which the City is a party, maintaining up-to-date legal research materials including pending and adopted state legislation with municipal impact. This department is currently contracted with Loren D. Combs, VSI Law Group.

Budget Statistics

Outlined below

Legal Department					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
General Services	\$55,000	\$54,241	\$57,500	\$40,000	-\$17,500
Civil & Employment Svc	350	14,158	5,500	5,500	0
Prosecuting Attorney	39,000	47,071	39,000	39,000	0
Legal Other (contracts, etc.)	10,000	6,935	10,000	2,500	-7,500
Total Legal Department	\$104,350	\$122,404	\$112,000	\$87,000	-\$25,000

Budget Requests

The 2009 budget was held at the 2008 level of \$57,500 of this amount \$17,500 was allocated to the Street Fund, Water Fund and Sewer Fund for legal services provided to these functions. This left a base Legal budget of \$40,000 for 2009. The Legal budget also includes \$39,000 for the Prosecuting Attorney and \$8,000 for Legal Service on Franchise Agreements as well as funds for Employment matters.

2009 BUDGET ADJUSTMENTS		
Legal	Reductions	Comments
Legal Contract	\$6,475.00	Reduce to 57,500 to 2008 level
Civil Service	\$ 500.00	Reduce to 500
Legal Svcs. - Police Contract	\$5,000.00	Eliminate Budget - Complete in 2008
Total Reductions	\$11,975.00	



BLACK DIAMOND BUDGET FACTS 2009

Municipal Court October 1, 2008

Overview

The Black Diamond Municipal Court is a court of limited jurisdiction, managing a caseload of approximately 1,500 to 2,400 cases each year. In 2008 the Court has experienced a significant decrease in infraction filings which makes it difficult to project the 2009 revenue and purposed court expenditures.

Our goal in 2009 is to advertise an amnesty program which allows an old collection account to be paid directly to the Court. This will elevate collection fees added to accounts that have not been paid within the last eight years.

Court is in session, and is open to the public the 2nd, 3rd and 4th Wednesday of the month. The Court office is open Monday through Friday from 8:30 a.m. to 5:00 p.m. We welcome all to view our judicial system at work.

Budget Statistics

See below for a comparison of the 2007 and 2008 budgeted versus actual amounts and the 2008 budgeted amount compared to the 2009 request.

Municipal Court					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$119,822	\$125,187	\$169,616	\$184,943	\$15,327
Office and Operating Supplies	4,000	4,277	4,000	5,000	1,000
Professional Svcs - Judge	33,000	52,690	45,000	45,000	0
Professional Svcs - Protem		1,770	2,400	2,000	0
State Auditor	4,000	405			0
Court Interpreter		2,211	2,000	2,000	0
Court Conflict Counsel		500			0
Computer Tech Service		463			0
Court - Legal Service		280			0
Temp Help		960			0
Video Conferencing			14,000		0
Telephone and Postage	3,000	3,478	6,300	6,500	200
Meals, Mileage and Lodging			800	800	0
Training and Memberships	1,500	2,279	3,500	3,500	0
Advertising		70	1,000		0
Miscellaneous				500	500

Municipal Court, Cont.

Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Insurance	1,250	1,213	1,000	1,569	569
Jury Fees	1,500	898	1,500	1,500	0
Printing/Binding	3,000	2,531	4,000	5,000	1,000
Shredding Service		150	1,000	1,000	0
Brinks Security			1,000	500	-500
Capital Outlay	8,000	4,959	3,041		-3,041
Police Security/OT		7,821	7,344	18,000	10,656
Public Defender	15,000	18,103	10,000	15,000	5,000
Municipal Court Total	\$194,072	\$230,245	\$277,501	\$292,812	\$30,711



BLACK DIAMOND BUDGET FACTS 2009

Police Department October 1, 2008

Overview

The City of Black Diamond's Police Department provides twenty four hour law enforcement services to the citizens of Black Diamond and its visitors. The department's responsibility is to provide assistance to the public and to gain their cooperation and compliance with established regulations, city ordinances, and Washington State laws. All dispatch services are contracted through Valley Communications. Core services include responding to calls for service, proactive patrol, special operations, traffic enforcement, marine services, records, evidence, crime prevention, narcotics and criminal investigations.

The Black Diamond Police Department employs 12 full time employees; a Chief, Commander, two patrol Sergeants and eight Officers. In addition to normal patrol duties and assignments, we currently provide extended marine patrol, teach traffic safety education classes, provide court security, home and business security checks, and numerous other community safety programs such as block watch, national night out and D.A.R.E.

Budget Statistics

The year 2008 has shown to be a bit of a struggle dealing several retirements and the resignation of several officers. Despite all the change, we are well on our way to an entirely new and very dedicated police department. I am excited about the challenge this brings and am confident in all of our staff. In the past two months, we finally filled our Commander position. We also recently promoted our second Sergeant. For the first time in many years, we have almost every shift with a supervisor on duty. Both Sergeants will be covering late swing or graveyard shifts, which are very important being that most of our officers are new.

Police Department Summary					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Police Operating	\$1,472,985	\$1,526,998	\$1,277,519	\$1,402,175	\$124,656
Police Communications	17,000	74,483	83,500	108,573	25,073
Police Capital Projects	41,741	17,042	76,711	500	-76,211
Prisoners and Detention	22,000	28,988	33,091	40,000	6,909
Police Building Costs	8,000	710	25,500	24,300	-1,200
Police Marine	70,954	31,110	145,373	112,488	-32,885
Law Enforcement Total	\$1,632,680	\$1,679,332	\$1,641,694	\$1,688,036	\$20,226

Police Department - Operating					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$1,237,210	\$1,311,368	\$1,126,579	\$1,264,146	\$137,567
Overtime	20,000	52,822	30,000	12,000	-18,000
Uniforms	6,700	13,390	7,000	9,000	2,000
Operating Supplies	4,000	11,652	8,000	13,959	5,959
Fuel	28,000	32,528	30,000	51,000	21,000
Fuel Marine-Alloc.		-1,959			0
Firearms Program	2,000	5,891	15,840	5,000	-10,840
Traffic Safety Equip.-Radar & FS		196	2,500		-2,500
2006-WASPC Traffic Safety Eq.	1,645				0
Professional Services	65,000	33,580	9,500	6,000	-3,500
State Examiner- Audit Fees	1,000	2,023			0
Civil Service Testing Costs	5,000			600	600
Officer Contracts	20,000				0
Firearms Outside Overtime			5,000		-5,000
Civil Service Testing Fees			8,000		-8,000
Lodging, Meals and Mileage	2,500	1,044	2,500	4,000	1,500
Advertising			300	400	100
Lease Payments	46,380				0
Insurance	20,500	18,130	19,600	11,970	-7,630
Repairs and Maint.-Auto	8,000	25,053	8,000	10,000	2,000
Repairs and Maint.-Radios		4,403			0
Repairs and Maint.-Copier				300	300
Miscellaneous	250	8,299	500	1,000	500
Training and Memberships	2,300	3,722	3,700	11,800	8,100
Printing	500	2,797	500	1,000	500
122 Fund (K-9)	2,000	2,058			0
Prisoners and Detention	22,000	28,988	33,091	40,000	6,909
Police Communication Expenses	17,000	74,483	83,500	108,573	25,073
Police Building Costs	8,000	710	25,500	24,300	-1,200
Police Capital Projects	8,200	17,042	76,711	500	-76,211
Police Total	\$1,528,185	\$1,648,222	\$1,496,321	\$1,575,548	\$79,227

Law Enforcement-Police Marine

This category covers costs associated with police coverage of Lake Sawyer. In an effort to provide the maximum amount of coverage to the lake residents, this was the first year that all marine shifts were overtime shifts. We provided 457 hours strictly to marine patrol so far this year and have handled 125 marine details. Overtime for marine is not currently included in the 2009 budget. The rest of the expenditures in this category should remain relatively consistent with years past. Other costs in this area include operating supplies (bouys, rope, vests etc), fuel, small equipment, meals and mileage (associated w/marine training-3 new officers to train), advertising, repairs and maintenance, and training which are detailed below. It is also important to note that we are one of only 3 cities in King County that receive grant monies from the Washington State Parks Office.

Police Department - Police Marine					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$44,817	\$25,735	\$88,912	\$102,223	\$13,311
Operating Supplies	1,500	548	800	300	-500
Fuel	350	2,130	350	4,080	3,730
Marine Small Equipment	200		200	2,260	2,060
Lodging, Meals and Mileage	500	892	1,000	1,725	725
Marine Advertising				400	400
Repairs and Maintenance	650	1,163	800	1,200	400
Training	442	240	200	300	100
Boat Vessel Exp.	22,495				0
Boat Launch Improvements		403			0
Police Marine, Boat			53,111		-53,111
Police Marine Total	\$70,954	\$31,110	\$145,373	\$112,488	\$20,226

Budget Requests

A few of the big differences for 2009 are firearms and jail funds. Historically, the Black Diamond Police Department never had a firearms program. This is one area that is critical that the City provide to ensure not only the safety of the officers, but the citizens and the City. In 2008, Officer Ed Volpone became our firearms instructor. This was the start of our first ever firearms program. Tasers are also included in the firearms portion of the budget. One big difference includes the purchase of three additional rifles. Historically, I was the only administrator that carried a patrol rifle, however, I strongly believe that every police officer should carry one. As you know, most active shooter situations occur during the day, when administrators are going to be the first to respond. Some of these costs are also off-set through the CIP.

The jail budget is extremely difficult to predict, however, I believe that based on our current numbers and cases coming up, I am estimating the 2009 costs at \$40,000, an increase from the 2008 budget of \$32,841.00. We recently signed an agreement with Okanogan County for a daily rate of \$47.00, which we will use for long term commitments.

Training is also a very important part of our 2009 budget. Since you have an entirely new administration and several new officers, training becomes vital to our success. The State requires a minimum of 24 hours per officer/per year. We also have state mandates on our supervisors who have to complete certification processes. All of this takes time and money.

Dispatch fees through Valley Communications have increased approximately \$1.00 per call, which accounts for our increase in communications.

Officer Kris Chatterson and Sabre make up Black Diamond's K-9 team. They have been extremely successful both on and off the street. They have had over 3200 finds since they started in 2007. Officer Chatterson and Sabre also play a huge role in educating the young. He often gives presentations to local schools and daycares on safety issues. This year Officer Chatterson and Sabre received the 'Civil Servant of the Year' award, which they are very deserving. The K-9 fund consists of his overtime, training costs, Association membership (\$45.00) and care of the dog. This program has been self supporting. He has received over four different grants from local businesses and rotary clubs around the area totaling over \$6000.00 so far this year. As stated previously, this program should once again be self-supporting for the year 2009. He also recently seized \$3000.00 off of a cocaine suspect.

2009 Budget Request Adjustments

Police	Reductions	Comments
Professional Svcs	\$ 3,500.00	Reduce from 9,500 to 6,000
Auto Repair	\$ 5,000.00	Reduce from 15,000 to 10,000
Training	\$ 2,500.00	Reduce from 12,500 to 10,000
Marine Maintenance	\$ 1,240.00	Reduce from 2,400 to 1,200
Records Software Maintenance	\$ 17,500.00	Reduce from 30,000 to 12,500
Law Officer	\$ 85,000.00	Leave at 12 officers
Overtime	\$ 38,610.00	Leave at 28,750
Total Reductions	\$ 153,350.00	
Other Items Funded in Other Area		
2 Police Cars	\$ 97,000.00	CIP
Personal Computers	\$ 1,500.00	CIP
Fire Arm Program	\$ 30,000.00	CIP
Total Reductions	\$ 128,500.00	
Net Reductions	\$ 281,850.00	



BLACK DIAMOND BUDGET FACTS 2009

Fire Department

October 1, 2008

Overview

The City of Black Diamond contracts with Mountain View/Black Diamond Fire Department, King County Fire District No. 44, for fire services. The department's responsibilities include providing staff 24 hours a day, seven days a week in Black Diamond and providing rescue, firefighting, fire prevention, emergency medical services, disaster services and public education activities to citizens.

Budget Statistics

In past years Black Diamond provided Fire Service for Fire District 17 (in Lake Sawyer area). In the spring of 2008 Fire District 17 citizens voted to join Fire District 44 effective January 1, 2009. This reduced both Revenue and Expenditure in the 2009 Budget.

Fire Department					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Fire contract	\$608,400	\$606,506	\$631,373	\$457,540	-\$173,833
Fire Investigation		1,753	1,800	2,000	200
Insurance	22,600	22,525			0
Miscellaneous		846			0
Total Fire Department	\$631,000	\$631,630	\$633,173	\$459,540	-\$173,633

Budget Requests

The Fire Department budget covers the contract with Fire District 44 less approximately \$200,000 that covered Fire District 17 costs in 2008. The contract increases annually by an agreed upon COLA, currently proposed at June Consumer Priced Index-West (CPI-W). Black Diamond also has a contract with Fire District 44 to provide Fire Investigation Services. The net effect is an increase of 6.2% in 2009.



BLACK DIAMOND BUDGET FACTS 2009

Community Development Department

October 1, 2008

Overview

The Community Development section of the operating budget provides funding for the City's long-range planning and land use and building permitting functions. The Department also provides staffing to the City Planning Commission and performs code enforcement activities to address nuisances, code violations, and other issues. This section currently includes four (4) FTEs in salaries and benefits (Director; City Planner; Permit Supervisor; Permit Technician) and one (1) contract employee (Building Official/Code Enforcement Officer). Currently, all salaries and benefits are being paid by the funding agreement with YarrowBay, except for building plan review and inspection services (which are funded through application fees) and 100% of the City Planner position, which is funded from the General Fund. Code enforcement activities (2 days per week) are funded through the YarrowBay funding agreement. The remainder of expenses (such as training, memberships, office supplies, as well as allocated costs) are funded from General Fund sources, including sales tax and property tax.

Budget Statistics

The Department has grown this past year with the filling of the Permit Supervisor and Director's positions in March and April, respectively. In addition, an existing employee was promoted to the position of Permit Technician, which also resulted in increased salaries and benefit costs. Since the Building Official position is a contract position and the amount of time spent in building plan review and permit inspection activities varies with construction activity, those costs tend to vary from year to year. Given the current nation-wide housing slump and general lack of lots available for development, this position is recommended to remain as a contracted position for 2009. Assuming the development moratorium is lifted later this year, staff may be requesting creating a permanent Building Official position for 2010. See below for a comparison of the 2007 and 2008 budgeted vs. actual amounts and the 2008 budgeted amount compared to the 2009 request. These figures combine the various divisions that comprise the Community Development Department.

Community Development Summary					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
CD Administration			\$117,492	\$137,370	\$19,878
CD Planning			94,942	102,625	7,683
CD Permitting	\$174,445	\$109,127	235,554	236,457	903
Code Enforcement			50,000	25,600	-24,400
Hearing Examiner			6,000	25,000	19,000
Planning Commission				650	650
Comm. Development Total	\$174,445	\$109,127	\$503,988	\$527,702	\$23,714

Community Development - Administration					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$0	\$0	\$114,032	\$131,904	\$17,872
Operating Supplies, Books and Periodicals			1,250	1,250	0
Fuel			200	600	400
Professional Services			0	2,000	2,000
Telephone and Postage			500	0	-500
Meals, Mileage and Lodging			250	250	0
Training and Memberships			700	450	-250
Miscellaneous			100	100	0
Insurance & Pass Thru			460	816	356
Administration Total	\$0	\$0	\$117,492	\$137,370	\$19,878

Community Development - Planning					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$89,345	\$47,682	\$85,682	\$89,227	\$3,545
Operating Supplies, Books and Periodicals	1,350	4,217	1,250	2,530	1,280
Fuel	250		200		-200
Advertising	1,500	761	500	600	100
Professional Services	15,000	13,777	4,500	2,000	-2,500
Telephone and Postage	15,000	2,048	500	1,200	700
Meals, Mileage and Lodging	250	0	750	1,200	450
Training and Memberships	500	549	1,000	2,825	1,825
Miscellaneous	500	0	100		-100
Printing				2,500	2,500
Insurance & Pass Thru	3,050	820	460	543	83
Planning Total	\$126,745	\$69,854	\$94,942	\$102,625	\$7,683

Community Development - Permitting					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$139,045	\$43,478	\$162,594	\$178,810	\$16,216
Operating Supplies and Periodicals	800	3,446		2,700	2,700
Fuel					0
Permit Software Maintenance		538		6,500	6,500
Inspections & Plan Check	30,000	52,711	72,000	40,000	-32,000
Communication - Public Notice		249		2,400	2,400
Advertising				2,400	2,400
Meals, Mileage and Lodging	1,250	28	250	1,000	750
Repairs and Maintenance		2,476			
Training and Memberships	1,900	170	250	1,080	830
Miscellaneous		21			0
Insurance & Pass Thru	1,450	6,010	460	1,567	1,107
Permitting Total	\$174,445	\$109,127	\$235,554	\$236,457	\$903

Budget Requests

The Department's budget also includes funding for the Hearing Examiner, estimated to be approximately \$25,000 for next year. These will all be pass-through funds, as the adopted fee schedule provide for full cost recuperation.

Other new (or increased) general fund requests include:

- \$7500 for the annual maintenance contract for the recently purchased permitting software;
- funding to allow for the purchase of public notice boards for use in land use actions (the cost of these will be charged to applicants);
- increased budget for advertising notice of land use actions (this is consistent with Council's direction as part of its review of the new Zoning Code);
- funds to cover the expense of printing copies of the new Comprehensive Plan, Zoning Code and Design Standards (copies for Council, Commission, staff and for sale to the public);
- funding for Planning Commissioners' membership in the American Planning Association;
- increases in professional development for memberships, training, conferences (reflective of larger staff).



BLACK DIAMOND BUDGET FACTS 2009

Natural Resources Department October 1, 2008

Overview

The City of Black Diamond's Natural Resources Department manages the purchase, restoration and maintenance of the City's Natural Resources and providing guidance in balancing the protection of the environment and a strong, vibrant economy. Inherent to the Natural Resources Department is significant overlap with the City of Black Diamond's Parks, Recreation and Open Space Program. The Natural Resources Department has and will continue to provide back-up in the development of the City's Comprehensive Parks, Recreation and Open Space Plan as components to this program fall under the responsibilities of the Department.

Stewardship responsibilities involve management of the City's Transfer of Development Rights (TDR's) Program and helping to ensure the quality of life residents of Black Diamond have come to expect and is part of the City's vision for the future. The Natural Resources Director is the single full time employee in this department, and is supported by the funding agreement with YarrowBay.

Budget Statistics

This was a new position in the City filled full time in May 2008. However 2008 was budgeted for a full year, so a comparison of the 2008 budgeted vs. the 2009 request is available.

Natural Resources Department					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits			\$121,168	\$132,609	\$11,441
Office Supplies				500	500
Plotter Supplies			500	1,500	1,000
PSE/School Recycle	\$500	\$499			0
In Concert w/Enviro. Education			500	500	0
Professional Services			750		-750
Communications			500		-500
Lodging, Meals and Mileage			1,200	1,285	85
Insurance			460	816	356
Maintenance and Repair-Plotter				2,800	2,800
Miscellaneous			250		-250
Training and Memberships			1,450	1,450	0
Printing and Binding			500	500	0
Stewardship/Water Quality	5,215	5,553	5,300		-5,300
K/C Wtr. Qual-Lk. Sawyer		5,971		6,000	6,000

Natural Resources, Cont.					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
WIRA 9 Membership	3,700	4,066	3,700	3,735	35
PS Clean Air Assmt.	1,900	1,824	2,000	2,187	187
Env. Prot. Rev- MKT Gravel Op		24,200	10,000		-10,000
Recycling Program Grant	18,437	17,436	18,000	18,000	0
Invasive Plant Removal				2,500	2,500
Natural Resources Total	\$29,752	\$59,549	\$166,278	\$174,382	\$8,104

Budget Requests

No significant increases or decreases are proposed for the Natural Resources Department other than standard increases for insurance. A small amount will be allocated towards the development of the City's Invasive Species Removal Program, none of which will be utilized for staff, but as seed money for other grant opportunities to make a dent in this city-wide problem, with impacts to both public and private land ownership.

2009 Budget Request Adjustments		
Natural Resources	Reductions	Comments
Professional Svcs	\$ 2,000.00	Eliminate
Communication	\$ 500.00	Eliminate
Maintenance	\$ 200.00	Eliminate
Miscellaneous	\$ 250.00	Eliminate
Printing	\$ 500.00	Reduce from 1,000 to 500
Recycle	\$ 1,260.00	Eliminate
Invasive Plants	\$ 2,500.00	Reduce from 5,000 to 2,500
Other Items Funded in Other Areas		
Water Quality	\$ 6,000.00	Waste Water
Total Reductions	\$ 13,210.00	
Adjustments		
Plotter Supplies	\$ (1,500.00)	Add Supplies for new Plotters
Net Reductions	\$11,710.00	



BLACK DIAMOND BUDGET FACTS 2009

Economic Development Department October 1, 2008

Overview

The City of Black Diamond's Economic Development Department provides a bridge between private and public sectors to assist with the economic growth of the community in areas of job creation and retention through recruitment and expansion of businesses and developments.

The Economic Development Department responsibilities involve implementing strategies that will aid in business attraction. The goal is to increase the job base while maintaining the current jobs in Black Diamond, and to develop and maintain Economic Development related data and databases necessary for business recruitment.

Economic Development also has the primary responsibility to develop and enhance partnerships with agencies, utilities, transportation, and other economic development allies. This department also manages land acquisitions and project planning for City owned development projects.

The Economic Development Director is the single full time employee in this department and is supported by the BP Funding Agreement.

Budget Statistics

See below for a comparison of the 2007 and 2008 budgeted versus actual amounts and the 2008 budgeted amount compared to the 2009 request.

Economic Development Department					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$55,250	\$32,116	\$132,248	\$144,524	\$12,276
Office and Operating Supplies		88	1,000	1,350	350
Professional Svcs			2,000	2,000	0
Telephone and Postage		223	500	1,000	500
Meals, Mileage and Lodging		477	1,350	2,000	650
Training and Memberships		735	1,450	3,450	2,000
Miscellaneous			450	400	-50
Insurance			460	1,088	628
Economic Development Total	\$55,250	\$33,639	\$139,458	\$155,812	\$16,354



BLACK DIAMOND BUDGET FACTS 2009

Capital Facilities Department October 1, 2008

Overview

The City of Black Diamond's Capital Facilities Department is responsible for the long term planning of the City's building and equipment needs, and to handle the daily needs of all departments in repair, replacement and installation of fixtures, furniture and equipment.

The Capital Facilities Department has one full time regular employee supported by the Funding Agreement.

Budget Statistics

See below for a comparison of the 2007 and 2008 budgeted versus actual amounts and the 2008 budgeted amount compared to the 2009 request.

Capital Facilities Department					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$0	\$0	\$87,284	\$93,822	\$6,538
Uniforms				200	200
Fuel				2,400	2,400
Small Tools and Equipment				500	500
Rentals				1,200	1,200
Training				500	500
Capital Facilities Department	\$0	\$0	\$87,284	\$98,622	\$11,338

Budget Requests

The new items that are being requested for this department are a uniform allowance, small tools, and rental for equipment the City does not own. Some training has been added so that the department is current on best practices in repair, planning and maintenance.



BLACK DIAMOND BUDGET FACTS 2009

Parks Department October 1, 2008

Overview

The City of Black Diamond's Park Department provides maintenance of the three active parks including the Eagle Creek park that provides a basket ball court and benches, a BMX track, a boat launch facility on Lake Sawyer and the down town park that provides tennis courts, picnicking, and a skate board facility. In addition to the active parks the City has two passive parks including the Union Stump historical marker and the Coal Car Triangle historical marker. The City also has a 168 acre undeveloped park at the south end of Lake Sawyer. The Parks Department has 27.2% of a full time employee dedicated to the maintenance of the City parks supported by the General Fund.

Budget Statistics

In total the City has 173.5 acres of park property. See below for a comparison of the 2007 and 2008 budgeted versus actual amounts and the 2008 budgeted amount compared to the 2009 request.

Item	Parks and Recreation				
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$10,594	\$11,475	\$45,273	\$36,231	-\$9,042
Historical Electric	\$3,000	\$3,986	3,200	5,000	1,800
Portable Restroom Facility	1,350	1,262	2,500	2,500	0
Operating Supplies	1,500	1,905	2,500	2,500	0
Park Signage			500	450	-50
50th Anniversary Supplies			2,000		-2,000
Fuel				1,000	1,000
Professional Services	1,000	1,395	1,000	1,000	0
Prof. Svs.-50th Anniversary			3,000		-3,000
Communications				600	600
Rental of Equipment				600	600
Insurance Allocation	4,000	5,283	5,600	7,920	2,320
Utilities		118	100	1,000	900
Repairs and Maintenance Ext.	350	951	1,000		-1,000
Repairs and Maintenance Int.	500	186	1,000	1,000	0
Miscellaneous	1,706	591		500	500
Park Improvements	23,000	19,948	3,500		-3,500
Parks Equipment			1,500	500	-1,000
Parks and Recreation Total	\$47,000	\$47,100	\$72,673	\$60,801	-\$11,872

Budget Requests

No additional requests.

2009 Budget Request Adjustments		
Parks	Reductions	Comments
Signs	\$ 150.00	Reduce from 600 to 450
50th Anniversary	\$ 4,000.00	Use 2008 Budget
Equipment	\$ 1,000.00	Fund in CIP
Total Reductions	\$ 5,150.00	



BLACK DIAMOND BUDGET FACTS 2009

Cemetery Department

October 1, 2008

Overview

The City of Black Diamond's Cemetery Department provides operations and maintenance of the cemetery. This involves coordinating burials, sale of cemetery plots, providing physical burial services and maintaining the cemetery grounds. The burial fees cover the costs associated with the burial. The Cemetery Department has 17% of a full time employee dedicated to the cemetery functions. The cemetery is supported by the General Fund.

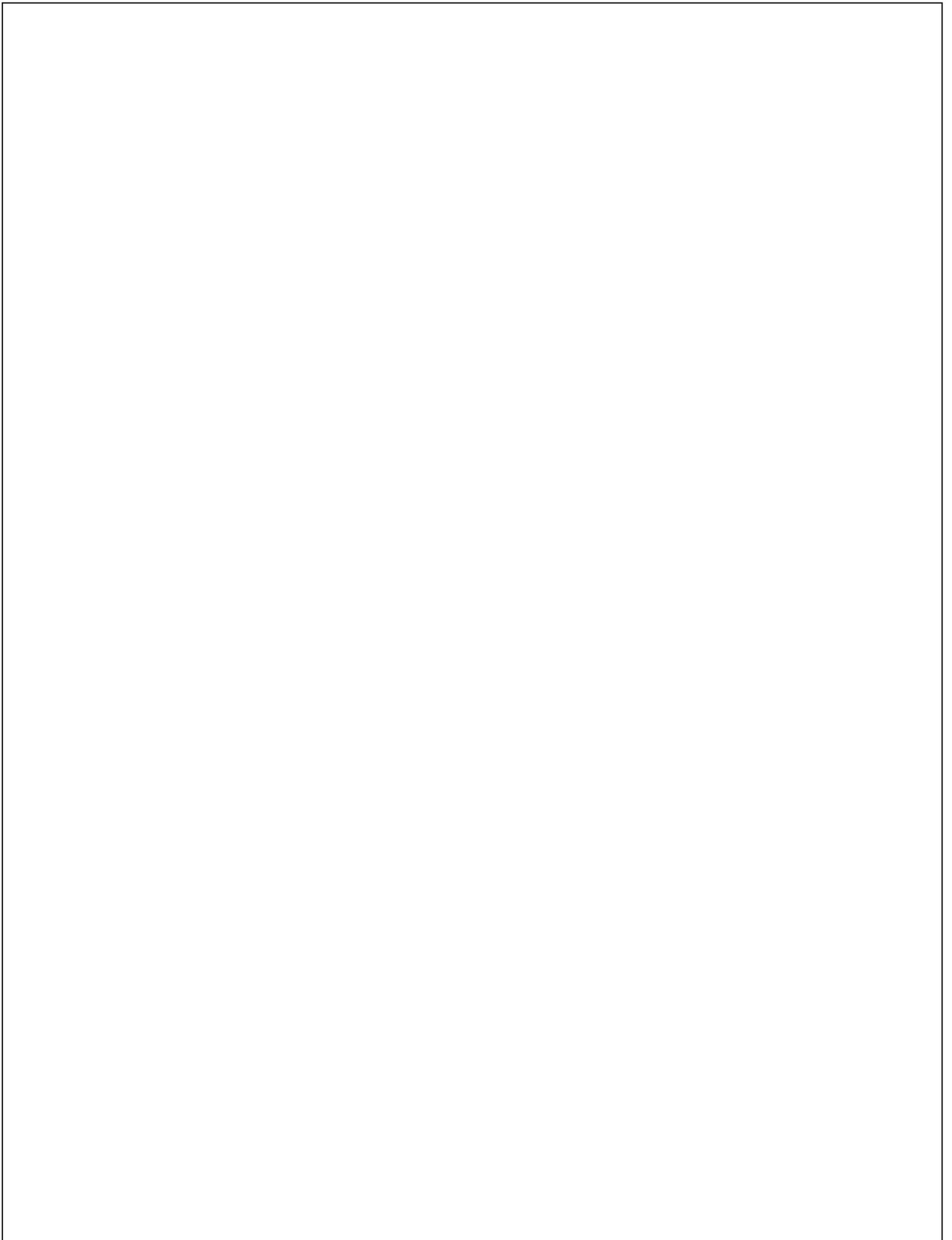
Budget Statistics

The City mows and trims the cemetery once a week during the heavy grass growing months and once every two weeks for the drier months during the growing season. See below for a comparison of the 2007 and 2008 budgeted versus actual amounts and the 2008 budgeted amount compared to the 2009 request.

Cemetery					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$13,901	\$14,587	\$13,100	\$14,121	\$1,021
Operating Supplies	500	114	500	500	0
Vaults and Liners	3,400	330	500	500	0
Fuel	500	\$490	350	500	150
Insurance	1,600	1,569	1,700	838	-862
Repairs and Maintenance Ext.	500	52	500	500	0
Repairs and Maintenance Int.	250	76	500	500	0
Miscellaneous	50	11	50		-50
Cemetery Sales Excise Tax	\$60	\$148	\$120	\$200	\$80
Cemetery Improvements		\$537			
Cemetery Total	\$20,761	\$17,913	\$17,320	\$17,659	\$339

2009 Budget Request Adjustments

Cemetery	Reductions	Comments
Supplies	\$ 100.00	Reduce from 600 to 500
Vaults	\$ 100.00	Reduce from 600 to 500
Fuel	\$ 200.00	Reduce from 700 to 500
Communication	\$ 100.00	Eliminate
Miscellaneous	\$ 100.00	Eliminate
Mower	\$ 4,000.00	Fund in CIP
Total Reductions	\$ 4,600.00	





BLACK DIAMOND BUDGET FACTS 2009

Central Services and Employee Benefits

October 1, 2008

Overview

This is the budget area that captures shared costs for various departments, including office and operating supplies, copier costs, postage, utilities, custodial services, building insurance, etc.

Budget Statistics

Below outlines a comparison of the 2007 and 2008 budgeted versus actual amounts and the 2008 budgeted amount compared to the 2009 request.

Central Services and Employee Benefits					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Central Services					
Office and Operating Supplies	4,000	5,124	250	4,500	4,250
Communications (Tele/Post)		3,362		7,320	7,320
Utilities	8,000	11,217		1,300	1,300
Copier Maintenance	2,200	2,283		4,000	4,000
Prof Services	\$10,000	\$12,003	\$15,000	\$4,500	-10,500
Custodian	\$5,700	\$7,200			0
Insurance			\$4,500	\$9,862	5,362
Miscellaneous, Printing & Memberships	\$1,250	\$3,081	\$8,189	\$8,450	261
Employee Benefits					
Recognition and Awards	\$500	\$4,233	\$500	\$3,500	\$3,000
Travel and Training - Retreat	2,500		2,500	5,000	2,500
Central Svcs and Emp Ben.					
Total	\$34,150	\$48,503	\$30,939	\$48,432	\$17,493

Budget Requests

Costs that benefit a variety of departments are paid from Central Services and then allocated through cost allocations. Also include are employee and elected official recognitions and awards and an annual banquet. The 2009 budget includes \$5,000 Council/Department Retreat.



BLACK DIAMOND BUDGET FACTS 2009

Funding Agreement, Studies, Deposits and Interfund Transfers October 1, 2008

Overview

The final grouping for the 2009 budget includes one time only cost, transfers, deposits, studies and the Funding Agreement, maintenance and legal costs.

Budget Statistics

See below for a comparison of the 2007 and 2008 budgeted versus actual amounts and the 2008 budgeted amount compared to the 2009 request.

Interfund Transfers, Studies, Deposits and Funding					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Professional Services	\$11,700	\$4,313			\$0
Capital Outlay		13,434	25,000		-\$25,000
Transfers	37,961	27,332	29,000		-\$29,000
Studies & SEPA	281,590	131,427	751,230	80,000	-\$671,230
Deposits	200,000	153,165	10,000		-\$10,000
Master Plan Development				185,830	\$185,830
Funding Agreement (Legal and Maintenance)	424,074	243,560	819,224	334,000	-\$485,224
Total Misc, Funding, Etc.	\$955,325	\$573,231	\$1,634,454	\$599,830	-\$1,034,624

Budget Requests

The 2009 budget includes \$80,000 for legal service for SEPA, as well as professional service and legal for the Lawson and Village master Plan Development. Also included for 2009 is legal service of \$175,000 for the BD Partners Funding Agreement and the allowed funding agreement allocations for facility leases and costs.