



**CITY OF BLACK DIAMOND**  
**March 5, 2015 Regular Business Meeting Agenda**  
25510 Lawson St., Black Diamond, Washington

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

**APPOINTMENTS, ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS:**

**CONSENT AGENDA:**

- 1) **Claim Checks** – March 5, 2015, No. 41992 through No. 42037 and EFTs in the amount of \$134,340.25
- 2) **Minutes** – Council Meeting of February 19, 2015, Special Meeting of February 19, 2015 and Special Meeting of February 21, 2105

**PUBLIC COMMENTS:** Persons wishing to address the City Council regarding items of new business are encouraged to do so at this time. When recognized by the Mayor, please come to the podium and clearly state your name and address. Please limit your comments to 3 minutes. If you desire a formal agenda placement, please contact the City Clerk at 360-886-5700. Thank you for attending.

**PUBLIC HEARINGS:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

- 3) **AB15-026** – Resolution Authorizing the Extension of the Scope of Work for the Joint Ad Hoc Committee with Mountain View Fire District Councilor Taylor
- 4) **AB15-027** – Ordinance Amending the 2015 Salary Schedule to Add a New Position Ms. Miller
- 5) **AB15-028** – Resolution Authorizing MOU #2 with the Police Officers Association Ms. Martinez

**DEPARTMENT REPORTS:**

**MAYOR’S REPORT:**

**COUNCIL REPORTS:**

A. Council Standing Committees and Regional Committees

- Councilmember Deady – Chair – Public Safety Committee; Budget, Finance and Administration Committee; Domestic Violence Committee
- Councilmember Morgan – Planning and Community Service Committee; Cemetery and Parks Committee; Water Resource Inventory Area Committee (WRIA 9)
- Councilmember Edelman – Chair - Budget, Finance, Administration Committee; Chair - Planning and Community Service Committee; Public Issues Committee (PIC)
- Councilmember Goodwin – Cemetery and Parks Committee; Public Works Committee

- Councilmember Taylor, Chair - Public Works Committee; Public Safety Committee

**ATTORNEY REPORT:**

**PUBLIC COMMENTS:**

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

# CITY COUNCIL AGENDA BILL

City of Black Diamond  
Post Office Box 599  
Black Diamond, WA 98010

ITEM INFORMATION		
<b>SUBJECT:</b> <b>AB15-026</b>  <b>Resolution extending the Fire Protection Joint Ad Hoc Committee to explore a Pre-Annexation Agreement with Mountain View Fire District</b>	<b>Agenda Date: March 5, 2015</b>	
	<b>AB15-026</b>	
	Mayor Carol Benson	
	City Administrator	
	City Attorney Carol Morris	
	City Clerk – Brenda L. Martinez	
	Com Dev/Nat Res – Aaron Nix	
	Finance – May Miller	
	MDRT/Ec Dev – Andy Williamson	
	Police – Chief Kiblinger	
Fund Source: --	Public Works – Seth Boettcher	
Timeline:	Court – Stephanie Metcalf	
	Councilmember Taylor	<b>X</b>
<b>Agenda Placement:</b> <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Two Councilmembers <input type="checkbox"/> Committee Chair <input type="checkbox"/> City Administrator		
<b>Attachments: Resolution No. 15-1018; Resolution No. 13-883</b>		
<b>SUMMARY STATEMENT:</b>  At the February 21, 2015 special meeting the Fire Protection Joint Ad Hoc Committee gave their recommendation to the City Council and Board Commissioners regarding options for long-term fire protection and emergency medical service models. In accordance with the adopted formation of this Ad Hoc Committee this report and recommendation fulfilled their scope of work.  During this work session there was Council consensus for staff to prepare a new resolution extending the work of the Fire Protection Joint Ad Hoc Committee to explore a pre-annexation agreement with Mountain View Fire District and also acknowledging support to fund a study by an outside independent consultant for a concept and financial analysis. This study would be funded 50/50 by the District and the City.  <b>FISCAL NOTE (Finance Department):</b> There is no money set aside at this time to fund the City's portion of the study.		
<b>COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:</b>		
<b>RECOMMENDED ACTION: MOTION to adopt Resolution No. 15-1018, extending the Fire Protection Joint Ad Hoc Committee to explore a pre-annexation agreement with the District.</b>		
RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
March 5, 2015		

**CITY OF BLACK DIAMOND  
WASHINGTON**

**RESOLUTION NO. 15-1018**

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**A RESOLUTION OF THE CITY OF BLACK DIAMOND,  
WASHINGTON, AUTHORIZING THE EXTENSION OF  
THE SCOPE OF WORK FOR THE AD HOC JOINT  
COMMITTEE OF THE CITY COUNCIL WITH  
MOUNTAIN VIEW FIRE DISTRICT BOARD OF FIRE  
COMMISSIONERS TO EXPLORE A PRE-ANNEXATION  
AGREEMENT BETWEEN THE CITY OF BLACK  
DIAMOND AND MOUNTAIN VIEW FIRE DISTRICT**

**WHEREAS**, the City of Black Diamond currently contracts with Mountain View Fire District (the “**District**”) for fire protection and emergency medical services; and

**WHEREAS**, on August 1, 2013 Resolution No. 13-883 was adopted by the City Council authorizing establishment of an Ad Hoc Joint Committee of the City Council with the District Board of Fire Commissioners to explore long-term fire protection and emergency medical services models; and

**WHEREAS**, on February 21, 2015 at a special meeting the Fire Protection Joint Ad Hoc Committee gave their final report and recommendation to both the City Council and District Board of Commissioners fulfilling their scope of authority; and

**WHEREAS**, it is the City Council and Board of Commissioners desire to extend the scope of work for the Fire Protection Joint Ad Hoc Committee to include exploration of a pre-annexation agreement between the City of Black Diamond and Mountain View Fire District;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. The **FIRE PROTECTION JOINT AD HOC COMMITTEE** will continue to be composed of Tamie Deady and Ron Taylor appointed members of the City Council, and the two appointed members of the Fire District Board of Fire Commissioners. The purpose of the Fire Protection Joint Ad Hoc Committee will be to explore a pre-annexation agreement between the City of Black Diamond and Mountain View Fire District. The Fire Protection Joint Ad Hoc Committee will continue to meet and all meetings shall comply with the open public meetings act and shall be advertised by both the City and the District. The Fire Protection Joint Ad Hoc Committee will terminate upon completion of its report and recommendation to the City Council and the Board of Fire Commissioners.

Section 2. The City Council acknowledges that it agrees to engage and share the cost of an outside third party consultant related to annexation of the City into the Fire District.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 5<sup>TH</sup> DAY OF MARCH, 2015.

CITY OF BLACK DIAMOND

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Carol Benson, Mayor

ATTEST/AUTHENTICATED:

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Brenda L. Martinez, City Clerk

Approved as to form:

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Carol A. Morris, City Attorney

Filed with the City Clerk:  
Passed by the City Council:  
Resolution No.:  
Date Posted:

Sponsored by: *Council Member Ron Taylor*  
*Council Member Tamie Deady*

**CITY OF BLACK DIAMOND  
WASHINGTON**

RESOLUTION NO. 13-883

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**A RESOLUTION OF THE CITY OF BLACK DIAMOND,  
WASHINGTON, AUTHORIZING ESTABLISHMENT OF  
AN AD HOC JOINT COMMITTEE OF THE CITY  
COUNCIL WITH THE KING COUNTY FIRE DISTRICT  
NO. 44 BOARD OF FIRE COMMISSIONERS TO EXPLORE  
LONG-TERM FIRE PROTECTION AND EMERGENCY  
MEDICAL SERVICE MODELS**

**WHEREAS**, the City of Black Diamond currently contracts with King County Fire District 44 (the “District”) for fire protection and emergency medical services; and

**WHEREAS**, the current model of contracting with the District for such services does not appear to be sustainable for the long-term because the City has little control over the future contract rates charged by the fire district and, the City has no capital reserves with which to fund fire service improvements; and

**WHEREAS**, the City Council Public Safety Committee has recommended that the City Council support exploration and study of the viability, sustainability, and financial impact of various long-term fire protection models to provide fire protection and emergency medical services within the City, including, but not be limited to, the annexation of the City to the District; and

**WHEREAS**, the Public Safety Committee has further recommended that, because the District is already providing such services within the City and has knowledge, resources and expertise in the area of providing fire protection and emergency medical services, the City should engage in joint efforts with the District to explore and study fire protection models for the City; and

**WHEREAS**, the City Council having considered and concurred in the recommendation of the Public Safety Committee;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND,  
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

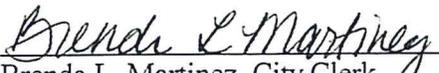
Section 1. Creation of Ad Hoc Joint City Council Fire District Committee. That there is hereby created an Ad Hoc Joint Committee of the City Council and King County Fire District No. 44 Fire Commissioners to be known as the **FIRE PROTECTION JOINT AD HOC COMMITTEE** and to be composed of two members of the City Council, nominated and appointed by the City Council, and two members of the Fire District Board of Fire Commissioners, nominated and appointed by the Board of Fire Commissioners. The purpose of the Fire Protection Joint Ad Hoc Committee will be to explore and study the viability, sustainability, and financial impact of various long-term fire protection models to provide fire protection and emergency medical services within the City, including, but not be limited to, the annexation of the City to the District. The Fire Protection Joint Ad Hoc Committee shall be constituted upon the appointment of all four members and shall thereupon meet and appoint a chair and establish a meeting schedule, order of business and, procedural rules. All meetings shall comply with the open public meetings act and shall be advertised by both the City and the District. The Fire Protection Joint Ad Hoc Committee will terminate upon completion of its report and recommendation to the City Council and the Board of Fire Commissioners.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 1ST DAY OF AUGUST, 2013.

CITY OF BLACK DIAMOND

  
\_\_\_\_\_  
Rebecca Olness, Mayor

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Brenda L. Martinez, City Clerk

Approved as to form:

\_\_\_\_\_  
Chris Bacha, City Attorney

Filed with the City Clerk: 8/2/13  
Passed by the City Council: 8/1/13  
Resolution No.: 13-883  
Date Posted: 8/2/13

# CITY COUNCIL AGENDA BILL

City of Black Diamond  
Post Office Box 599  
Black Diamond, WA 98010

ITEM INFORMATION		
<b>SUBJECT:</b> <b>AB15-027</b>  <b>Ordinance amending the 2015 salary schedule to add a Capital Project/Program Manager Position</b>  Cost Impact (see also Fiscal Note): \$11,000 Fund Source: --Capital Projects Timeline: Right away.	<b>Agenda Date: March 5, 2015</b>	
	<b>AB15-027</b>	
	Mayor Carol Benson	
	City Administrator	
	City Attorney Carol Morris	
	City Clerk – Brenda L. Martinez	
	Com Dev/Nat Res – Aaron Nix	
	Finance – May Miller	X
	MDRT/Ec Dev – Andy Williamson	
	Police – Chief Kiblinger	
Public Works – Seth Boettcher		
Court – Stephanie Metcalf		
<b>Agenda Placement:</b> <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Two Councilmembers <input type="checkbox"/> Committee Chair <input type="checkbox"/> City Administrator <b>Attachments: Ordinance No. 15-1051; Salary Schedule (Exhibit A); Job Description</b>		
<b>SUMMARY STATEMENT:</b>  In reviewing job descriptions and becoming aware of the higher level of work and responsibility being performed by Scott Hanis in support of the Public Works Department, The Public Works Director in consultation with the Mayor, City Clerk and Finance is recommending that a new position should be added to the salary grid so that Scott could be appropriately promoted.  Through continued success with pulling in grant funding for capital projects, the work load, responsibility and funding is available to warrant and fund the position.  FISCAL NOTE (Finance Department): The cost of the Capital Project/Program Manager Position is anticipated to be covered by allocations to Capital Projects.		
<b>COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:</b> The Finance Committee reviewed this item at their February 24, 2015 Finance Committee Meeting and recommended approval.		
<b>RECOMMENDED ACTION: MOTION to adopt Ordinance No. 15-1051, amending the 2015 salary schedule to add a Capital Project/Program Manager position.</b>		
RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
March 5, 2015		

**ORDINANCE NO. 15-1051**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, AMENDING THE 2015 SALARY SCHEDULE TO ADD A CAPITAL PROJECT AND PROGRAM MANAGER**

**WHEREAS**, the Finance Committee of the City of Black Diamond met on February 24, 2015 and recommended the addition of a Capital Project/Program Manager position to existing city salary schedule and accepted staff's recommendation; and

**WHEREAS**, it is necessary to make adjustments to Exhibit A, 2015 Salary Schedule, attached to Ordinance No. 14-1043, to add the new position and range; and

**WHEREAS**, the additional cost will be covered by charges to Capital projects and therefore there is no anticipated change to 2015 fund balances as adopted in 2015 Budget;

**WHEREAS, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, DO ORDAIN AS FOLLOWS;**

**Section 1.** The 2015 Salary Schedule (Exhibit A) attached to Ordinance No. 14-1043 is hereby amended as attached.

**Section 2.** This Ordinance shall be in full force and effect five days after its passage, approval, posting and publication in summary form as provided by law.

Introduced this 5<sup>th</sup> day of March, 2015.

Passed by a majority of the City Council at a meeting held on the 5th day of March, 2015.

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Carol Benson, Mayor

Attest:

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Brenda L. Martinez, City Clerk

# CITY COUNCIL AGENDA BILL

City of Black Diamond  
Post Office Box 599  
Black Diamond, WA 98010

ITEM INFORMATION		
<b>SUBJECT:</b> <b>AB15-028</b> <b>Resolution authorizing the Mayor to execute the second Memorandum of Understanding with the Police Officers Association regarding adding additional life insurance with members responsible for the payment of this added benefit</b>	<b>Agenda Date: March 5, 2015</b>	
	<b>AB15-028</b>	
	Mayor Carol Benson	
	City Administrator	
	City Attorney Carol Morris	
	City Clerk – Brenda L. Martinez	X
	Com Dev/Nat Res – Aaron Nix	
	Finance – May Miller	
	MDRT/Ec Dev – Andy Williamson	
	Police – Chief Kiblinger	
Public Works – Seth Boettcher		
Court – Stephanie Metcalf		
Cost Impact (see also Fiscal Note): \$ None		
Fund Source: --		
Timeline: April 2015		
<b>Agenda Placement:</b> <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Two Councilmembers <input type="checkbox"/> Committee Chair <input type="checkbox"/> City Administrator		
<b>Attachments: Resolution No. 15-1018; Memorandum of Understanding; Association's Request</b>		
<b>SUMMARY STATEMENT:</b>  The Black Diamond Police Officers Association is requesting to add \$100,000 Life/AD&D/Seat Belt benefit offered by CIGNA at the rate of an additional \$24 per month. The Association has 100% agreement from its members and they have also agreed to have this amount deducted monthly from their paychecks. The City will still continue to contribute dollars (\$97.09 monthly per officer – 2015 rate) to the WACOPS benefits we provide to all police officers.		
<b>FISCAL NOTE (Finance Department):</b> There is no budget impact as the officers are responsible for the added cost of this benefit.		
<b>COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:</b>		
<b>RECOMMENDED ACTION: MOTION to adopt Resolution No. 15-1019, authorizing the Mayor to execute the second Memorandum of Understanding with the Police Officers Association regarding adding additional life insurance coverage with the members being responsible for the payment of this added benefit.</b>		
RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
March 5, 2015		

**RESOLUTION NO. 15-1019**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE THE SECOND MEMORANDUM OF UNDERSTANDING TO THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF BLACK DIAMOND AND BLACK DIAMOND POLICE OFFICERS ASSOCIATION**

**WHEREAS**, the Black Diamond Police Officers Association (the "Association") is the authorized bargaining representative for the Black Diamond Police Officers; and

**WHEREAS**, the Association was formed in 2008; and

**WHEREAS**, on February 19, 2015 the City and the Association executed a Collective Bargaining Agreement ("CBA") effective August 31, 2014 through December 31, 2016; and

**WHEREAS**, the Association members have agreed to add additional life insurance coverage at each members expense; and

**WHEREAS**, it is mutually understood and agreed by and between the parties that all Association members will participate in the additional life insurance coverage offered by WACOPS through CIGNA at such costs as established by the insurer;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

**Section 1.** The City Council hereby authorizes the Mayor to execute the Second Memorandum of Understanding to the Collective Bargaining Agreement, substantially in the form attached hereto as Exhibit A.

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 5TH DAY OF MARCH, 2015.**

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Carol Benson, Mayor

Attest:

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Brenda L. Martinez, City Clerk

SECOND MEMORANDUM OF UNDERSTANDING  
CITY OF BLACK DIAMOND  
AND  
BLACK DIAMOND POLICE OFFICERS' ASSOCIATION

1. Date of Agreement. This Second Memorandum of Understanding (MOU-2) is effective upon execution by the City of Black Diamond (City) and the Black Diamond Police Officers' Association (Association).
  
2. Background and Purpose.
  - 2.1 The Parties have executed a Collective Bargaining Agreement for the period from August 31, 2014 to December 31, 2016 (CBA)
  - 2.2 The Association members have agreed to add additional life insurance coverage.
  
3. Additional Agreed Coverage
  - 3.1. It is mutually understood and agreed by and between the parties that all Association members will participate in the following additional coverage offered by WACOPS through CIGNA at such costs as established by the insurer:
    - \$100,000 Life/AD&D/Seat Belt

This additional coverage shall be at the employees' sole expense and cost. A summary of the life insurance coverage is attached to this MOU-2 as Exhibit A.

4. Confirmation of Agreement Terms. All other terms and conditions of the CBA shall remain unchanged and in full force and effect.

CITY OF BLACK DIAMOND

BLACK DIAMOND POLICE OFFICERS'  
ASSOCIATION

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Carol Benson  
Mayor

\_\_\_\_\_  
Brian A. Martinez  
President

CIGNA – Long Term Disability and Life Insurance Program  
As of  
**January 01, 2015**

DISABILITY FEATURES	BASIC PLAN	BASIC PLUS	ENHANCED PLAN	ENHANCED PLUS
Maximum Salary Requirement	\$12,500	\$11,250	\$12,500	\$11,250
Benefit %	60%	66 2/3%	60%	66 2/3%
Maximum Benefit	\$7,500 <sup>1</sup>	\$7,500 <sup>1</sup>	\$7,500 <sup>1</sup>	\$7,500 <sup>1</sup>
Minimum Benefit	10% or \$100	10% or \$100	10% or \$100	10% or \$100
Elimination Period				
Off the Job	30 days	30 days	30 days	30 days
On the Job	180 days	180 days	180 days	180 days
Definition of Disability				
Own Occupation	24 months	24 months	36 months	36 months
Any Occupation	Age 67, SSNRA	Age 67, SSNRA	Age 67, SSNRA	Age 67, SSNRA
Income Protection				
Own Occupation	80%	80%	80%	80%
Any Occupation	80%	80%	80%	80%
Survivor Benefits	3 Months	3 Months	24 Months <sup>2</sup>	24 Months <sup>2</sup>
Benefit Offsets				
Sick Pay Received	Yes	Yes	Yes	Yes
L&I	Yes	Yes	Yes	Yes
Social Security	Primary <sup>3</sup>	Primary <sup>3</sup>	Primary <sup>3</sup>	Primary <sup>3</sup>
Employer Dis./Retirement Benefits	Yes	Yes	Yes	Yes
Return to Work Earnings	Benefit & Work = 100% <sup>4</sup>			
Child Care Credit	None	None	24 Months	24 Months
<b>LIFE INSURANCE BENEFITS</b>	<b>BASIC</b>	<b>BASIC PLUS</b>	<b>ENHANCED</b>	<b>ENHANCED PLUS</b>
Line of Duty AD&D Insurance	\$25,000	\$25,000	\$50,000	\$50,000
Life Insurance	\$10,000	\$10,000	\$15,000	\$15,000
AD&D Insurance	\$30,000	\$30,000	\$30,000	\$30,000
Dependent Life Insurance	\$2,000	\$2,000	\$2,000	\$2,000

DISABILITY/LIFE PLAN RATES <sup>5</sup>	BASIC	BASIC PLUS	ENHANCED	ENHANCED PLUS
Rates 01/01/15 to 12/31/15	\$64.56	\$84.16	\$74.58	\$97.09

Additional cost per Month for Guild to add:		Everyone in Guild must participate	
\$5,000 Life/AD&D/Seat Belt	\$1.20	\$50,000 Life/AD&D/Seat Belt	\$12.00
\$10,000 Life/AD&D/Seat Belt	\$2.40	\$75,000 Life/AD&D/Seat Belt	\$18.00
\$15,000 Life/AD&D/Seat Belt	\$3.60	\$100,000 Life/AD&D/Seat Belt	\$24.00
\$20,000 Life/AD&D/Seat Belt	\$4.80		

<sup>1</sup> Lifetime benefit for drug & alcohol is 24 months. <sup>2</sup> Payable at 3 times monthly amount if disability benefits paid less than 12 months.

<sup>3</sup> Dependents Social Security benefits would be paid in addition to the 60 % or 66 2/3% benefit. <sup>4</sup> For the first 24 months. After those 24 months, the Benefit Offset is one-half your Work Earnings. <sup>5</sup> Non-WACOPS rates are higher than shown.

**CIGNA – Long Term Disability and Life Program**

*CIGNA and affiliated companies provide this coverage. This coverage summary is a simplified overview for descriptive purposes only of the insurance coverage and does not interpret or supersede the policy conditions. The precise coverage afforded is subject solely to the terms, conditions, warranties and exclusions of the policies issued. Please note that the policy terms and conditions must be followed precisely or coverage may be void. Please read the policies carefully.*

## Definition of Terms

DISABILITY FEATURES	Definition
Maximum Salary Requirement	This amount is the maximum monthly salary that caps the benefit at the Maximum Benefit amount. (i.e., \$11,250 x 66 2/3%= \$7,500)
Benefit %	This is the percentage of your salary that you will receive as a claim. The Benefit is designed to less than 100% replacement as an incentive to return to work. It should be noted that tax consequences make this gap less than it appears. The higher the number, the better the plan.
Maximum Benefit	This is the maximum Benefit per Month that a Claimant can receive. The higher the number, the better the plan.
Minimum Benefit	This is the Minimum Benefit per Month that a Claimant can receive. The higher the number, the better the plan.
Elimination Period Off the Job On the Job	The Elimination Period is effectively a “Time” Deductible. For example, a 30 day Elimination Period requires 30 days off work prior to perfecting a claim. Injuries occurring “Off the Job” have a shorter Elimination Period than those occurring “On the Job” because there are usually other benefits available “On the Job” such as Workers Compensation, Sick Time and Short-Term Liability policies. A shorter Elimination Period allows Benefits to pay sooner. The lower the number, the better the plan.
Def. of Disability Own Occupation Any Occupation	This helps define the extent of a Disability. A claimant can be disabled so that they can no longer perform the normal duties required in their Own Occupation. Or it can be worse so they no longer can perform the duties required in Any Occupation. There are times and age limits that further help define the degree of disability. The shorter the time limit and longer the age limit, the broader the benefit. The higher the number, the better the plan.
Income Protection Own Occupation Any Occupation	This is an earnings test to also help define the disability. The coverage is triggered if your income drops below a certain percentage. The higher the number, the better the plan.
Survivor Benefits	This Benefit provides continued payments to the survivor in the event of the claimant’s death. The longer the payout, the better the plan.
Benefit Offsets Sick Pay Received L&I Soc. Sec. Employer Dis./Retirement Benefits Return to Work Earnings	Income from other sources offset the claim payments. This provision requires other sources of income to be used first or in conjunction with the Benefit. The intent is to lower the possibility of a claimant receiving more money when disabled than they received when they were healthy. Each Benefit Offset has subtleties and the policy should be reviewed carefully. The less number and restrictiveness of the Offsets, the better the plan.

### CIGNA – Long Term Disability and Life Program

*CIGNA and affiliated companies provide this coverage. This coverage summary is a simplified overview for descriptive purposes only of the insurance coverage and does not interpret or supersede the policy conditions. The precise coverage afforded is subject solely to the terms, conditions, warranties and exclusions of the policies issued. Please note that the policy terms and conditions must be followed precisely or coverage may be void. Please read the policies carefully.*

## Definition of Terms

LIFE INSURANCE BENEFITS	
Line of Duty AD&D Insurance	AD&D Insurance provides a lump sum payment if the claimant suffers an accidental death or dismemberment. The amount paid is scheduled based on the type and severity of injury. "Line of Duty" requires the accident to occur on the job. The higher the limit, the better the plan.
Life Insurance	Life insurance pays a lump sum to the deceased estate upon proof of death of an insured. The higher the limit, the better the plan.
AD&D Insurance	See above AD&D definition. This limit will pay if the accident occurs on or off the job. Cigna will pay this amount in addition to the Line of Duty benefit above if the accident occurs on the job. The higher the limit, the better the plan.
Dependent Life Insurance	This Life insurance pays a lump sum to the deceased estate upon proof of death of a dependent spouse. The higher the limit, the better the plan.
Life/AD&D/Seat Belt	This coverage pays if the insured is injured in a car accident and is wearing their seatbelt. This is an optional coverage and requires additional premium. The higher the limit, the better the plan.

*CIGNA and affiliated companies provide this coverage. This coverage summary is a simplified overview for descriptive purposes only of the insurance coverage and does not interpret or supersede the policy conditions. The precise coverage afforded is subject solely to the terms, conditions, warranties and exclusions of the policies issued. Please note that the policy terms and conditions must be followed precisely or coverage may be void. Please read the policies carefully.*

## Rachel Pitzel

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**From:** Brian A Martinez  
**Sent:** Friday, February 06, 2015 10:57 AM  
**To:** Brenda Martinez  
**Cc:** Brian Lynch; Kris Chatterson  
**Subject:** RE: Life Insurance Question  
**Attachments:** 2015 WACOPS Program Summary.pdf

Thanks Brenda!

Okay the guild is looking at adding the \$100,000 Life/AD&D/Seat Belt benefit at \$24 per month. We have 100% agreement from the guild and have agreed to have it deducted monthly from our checks. This of course does not change our prior agreement with the city in regards to the WACOPS benefits that are already provided. We understand that we will be paying the \$24 for this added benefit.

I've included the 2015 rate sheet which shows the cost and summarizes the plan.

Thanks for handling this, we all appreciate it!

Brian M.

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**From:** Brenda Martinez  
**Sent:** Thursday, February 05, 2015 1:02 PM  
**To:** Brian A Martinez  
**Subject:** Life Insurance Question

Hi Brian,

I talked with our personnel attorney and she suggested that rather than change the contract it would be better for the Association and the City to enter into an MOU for this. Give me a call or stop by when you are free and we can discuss further.

Oh and I didn't get a chance to talk with you much at the fundraiser you put on for Greg, but I wanted to thank both you and your beautiful wife for a job well done – it was an amazing night! Greg and his family are so blessed to have you both.

Take care,

***Brenda L. Martinez, CMC***

City Clerk/Human Resource Manager

City of Black Diamond

PO Box 599

24301 Roberts Drive

Black Diamond, WA 98010

Phone: 360-886-5700

Fax: 360-886-2592

Email: [bmartinez@ci.blackdiamond.wa.us](mailto:bmartinez@ci.blackdiamond.wa.us)

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APPROVED AS TO FORM:

\_\_\_\_\_  
Carol Morris, City Attorney

Published: \_\_\_\_\_  
Posted: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

**City of Black Diamond 2015 Budget Ordinance 15-1051 Exhibit "A"**

<b>2015 Salary Schedule</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>5 &amp; On</b>
City Administrator	9,345	9,649	10,112	10,478	10,848
Assistant City Administrator	8,033	8,435	8,837	9,238	9,640
Court Administrator	5,891	6,159	6,427	6,694	6,962
Interim Court Administrator	5,305	-	-	-	-
Court Clerk (50% hourly)	18.54	20.09	21.63	23.18	24.72
Accounts Payable Clerk (Hourly)	17.91	19.34	20.89	22.56	24.93
MDRT & Economic Director	7,498	7,899	8,301	8,703	9,104
City Attorney	8,161	8,569	8,997	9,447	9,919
City Clerk/HR Manager	7,498	7,899	8,301	8,703	9,104
Deputy City Clerk	4,499	4,814	5,128	5,443	5,757
Finance Director	7,498	7,899	8,301	8,703	9,104
Deputy Finance Director	6,631	7,013	7,396	7,778	8,161
Utility Clerk	3,213	3,481	3,749	4,017	4,284
Senior Accountant 75% (hourly)	25.79	27.08	28.43	29.86	31.35
Accountant 1 Journey (hourly)	17	17	18	19	20
Administrative Assistant 2	3,213	3,481	3,749	4,017	4,284
Administrative Assistant 1	2,356	2,544	2,731	2,919	3,106
Information Services Manager	6,962	7,364	7,766	8,167	8,569
Police Chief	10,236	10,585	11,008	11,287	11,692
Police Commander	8,422	8,702	8,984	9,264	9,588
Police Sergeant	8,292	8,757	-	-	-
Police Officer	5,037	5,645	6,255	6,863	7,440
Police Records Coordinator	4,499	4,814	5,128	5,443	5,757
Police Clerk 62.5% (hourly)	15.05	16.51	17.96	18.98	20.87
Facilities Equipment Coordinator	4,499	4,814	5,128	5,443	5,757
Human Resources Director	7,498	7,899	8,301	8,703	9,104
Community Dev/Natural Resources Dir	7,498	7,899	8,301	8,703	9,104
Permit Center Supervisor	5,891	6,159	6,427	6,694	6,962
Permit Technician	4,499	4,814	5,128	5,443	5,757
Permit Technician (Hourly)	25.96	27.77	29.59	31.40	33.22
Compliance Officer	4,499	4,814	5,128	5,443	5,757
Senior Planner	5,355	5,622	5,903	6,198	6,508
Planner	4,499	4,814	5,128	5,443	5,757
Associate Planner	4,482	4,707	4,942	5,189	5,448
Assistant Planner	4,181	4,391	4,610	4,840	5,082
Building Official	6,962	7,364	7,766	8,167	8,569
Parks Department Director	7,498	7,899	8,301	8,703	9,104
Public Works Director	7,498	7,899	8,301	8,703	9,104
Utilities Superintendent	6,962	7,364	7,766	8,167	8,569
Capital Project/Program Manager	5,355	5,622	5,903	6,198	6,508
Construction Inspector	6,962	7,364	7,766	8,167	8,569
Public Utilities Operator	4,713	4,794	4,889	4,982	5,076
Public Works Administrative Asst 3	4,250	4,463	4,686	4,920	5,167
Utility Worker-Facility/Eq/Utility Worker	3,323	3,644	3,965	4,287	4,629
Utility Worker Seasonal (hourly)	13.24	-	-	-	-

## CITY OF BLACK DIAMOND, WASHINGTON

### JOB DESCRIPTION

Job Title: **Capital Project/Program Manager**  
Department: Public Works  
Reports to: Public Works Director  
Compensation: \$5,355 – \$6,508 per month  
FLSA Status: Non-exempt

#### **SUMMARY:**

This position has the primary responsibility of providing high level management of capital projects, NPDES permit requirements, grant applications, grant administration, GIS records and programs, department logistics, reporting to the Public Works Director. Incumbents may also provide clerical and support to various staff members to contribute to efficient operations.

#### **SCOPE:**

This position primarily provides and assures efficient capital project implementation, stormwater permit compliance and GIS support for public works. capital project activities including grant applications, cost estimating, consultant selection processes, contract negotiation, legal and council coordination, grant reporting, billing and cost accounting, permitting, state agency coordination, bidding processes, contract requirements for notice to proceed, review of contractor requests for approval of materials or equipment, administration during construction, some project management, and project closeout. stormwater permit compliance activities include: Inspection of temporary erosion and sediment control compliance at construction sites, planning and implementing public education, ensuring proper public involvement in stormwater management program planning, development of stormwater management program plan, permit activity reporting and records, public works activities meet best management practices, ensuring the city stays up to date with stormwater codes,. GIS related activities include developing and maintaining GIS database, developing custom maps for City use, preparation of graphics, development of GIS standards:

In addition to the above primary functions this position takes care of office operations, some purchasing, and timely production of public works business through local administration and legislative processes. This position will meet the needs of public and interdepartmental contact and the pressure to meet strict deadlines. This position may work with detailed, complex and sensitive materials; exercising considerable judgment and human relation skills as a routine part of the job. This position will disseminate a wide variety of emails, reports, applications, letters and other information and take the appropriate action to the highest level possible within the proper judgment, ability and appropriate authority.

**Reports to:** Public Works Director

### **WORK ENVIRONMENT:**

Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Physical effort is needed to move, lift and carry office equipment, supplies and materials. Basic communication skills such as talking, seeing and hearing are needed for frequent person-to-person contacts and telephone usage. The nature of the work has frequent interruptions; contact with the public and staff require strong communication skills.

### **ESSENTIAL FUNCTIONS:**

- Prepares agenda bills, resolution and gathers supporting documentation as directed.
- Prepare plans and specifications for assigned capital projects.
- Implement or administer project scope of work, schedule, budget and contract requirements.
- Perform contract administration for assigned capital projects.
- Develops RFPs/RFQs for clearly defined services and consistency with City policies.
- Prepare annual budgeting information for capital projects.
- Coordinates the preparation and review of specifications for contracts.
- Ensure compliance with City approved contract forms.
- Monitors and facilitates the progress of projects through contract review, bid process, and all phases of contract completion.
- Coordinates the review and inspection of contractual specifications for compliance with Federal and State requirements.
- Monitors department operating and project budgets; projects financial needs necessary to provide capital for project requirements.
- Preparation of pre-construction meeting agendas and attendance at pre-construction meetings.
- Compiles data from a variety of sources and prepares summary reports as directed. May involve statistical calculations, graphing or summarizing the data gathered.
- Field data collection including collection via GPS equipment.
- Maintains records on vital departmental operations, activities, employee training, work orders, inventory or other departmental information.
- May assist with the purchasing of supplies, tools, or equipment according to the City of Black Diamond purchasing policies.
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- Performs special projects as assigned; conducts research, assesses findings and may present findings to management.
- May be responsible for the acquisition of and release of various bonds related to public works construction.
- Composes and prepares committee meeting agendas, packet material and notes.
- May prepare newsletter articles.

- Responsible for compliance and coordination with various Federal, State and local agencies involved in the funding or permitting process.
- Coordinates public information for projects, ordinances, planning documents, and other public works activities to facilitate good communication with the public and meet public involvement and notice requirements.
- Coordinates grant procurement and administration; identify, research and evaluate grant sources; prepare grant applications.
- Provides assistance and back up to other staff as needed.
- Performs other duties as required or assigned.
- Maintains inventory and supplies necessary for office operations.
- Provides customer service to both internal and external customers.

### **QUALIFICATIONS:**

#### **Education and Training:**

4 year college degree in engineering, business or public administration, accounting, or sciences; four years of experience working with capital projects, stormwater management, GIS, or related; experience working in a public works department preferred; or any equivalent combination of education and experience which would provide the desired knowledge, abilities and skills.

#### **Licensing and Certification:**

Certified Erosion and Sediment Control Lead, GIS,

#### **Knowledge, Skills, and Abilities:**

- Thorough knowledge of public works services.
- Thorough knowledge of the process for implementing a public works project from design to project closeout.
- Familiarity with water systems, sewer systems, streets and stormwater systems.
- Government contracting and purchasing, including contracting for public works projects.
- Thorough knowledge of Department of Ecology Stormwater permitting requirements
- Medium proficiency in office software and GIS.
- Knowledge of business communications.
- Knowledge of standard office practices, procedures and equipment.
- Knowledge of basic methods and techniques of customer service.
- Knowledge of Microsoft Office applications, including Word, Excel, PowerPoint, Access, and Project.
- Knowledge of special software including ArcGIS, Vision Municipal Solutions, and State of Washington (SAW) online reporting applications, as needed.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform a variety of clerical work requiring exercise of judgment.
- Ability to maintain records and to prepare standard reports.
- Ability to make basic arithmetic computations.

- Ability to operate a variety of office equipment, including computers and other electronic equipment.
- Technical report/document writing and letter writing skills.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Maintain accurate records, reports and files.
- Interpret and follow oral and written instructions with attentiveness to detail.
- Ability to work in a fast paced environment with frequent interruptions.
- Correct English usage, spelling, grammar, punctuation, and sentence structure.
- Plan, organize and schedule work assignments to meet deadlines.
- Ability to correctly interpret and apply City policies and procedures.
- Principles and practices of geographic information systems including database design and maintenance.

*The statements contained herein reflect general details as necessary to describe the principal functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

ORIGINATION DATE: February 2015