

**City of Black Diamond, Washington
City Council Workshop**

2010 General Fund

Preliminary Budget Expenditures



October 22, 2009

2010 General Fund Expenditures
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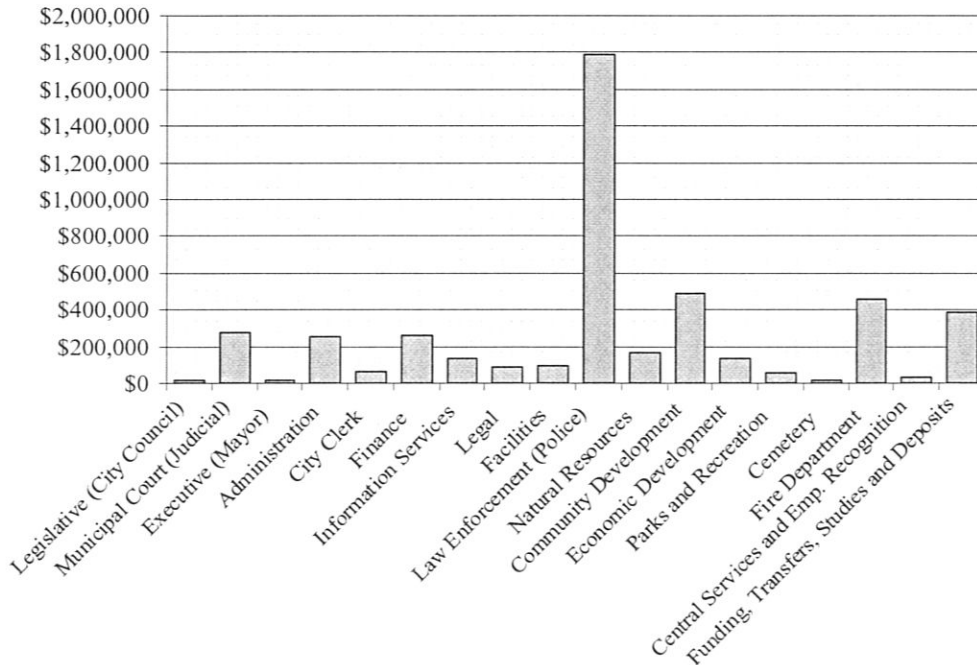


City of Black Diamond Preliminary Budget 2010

General Fund Expenditure Summary

| TOTAL GENERAL FUND | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|--|--------------------|--------------------|--------------------|--------------------|--------------------------|---------------------------|
| Legislative (City Council) | \$12,755 | \$12,103 | \$12,827 | \$5,655 | \$12,592 | (235) |
| Municipal Court (Judicial) | 288,861 | 239,182 | 298,636 | 213,280 | 276,910 | (21,726) |
| Executive (Mayor) | 14,409 | 14,188 | 14,832 | 10,027 | 14,429 | (403) |
| Administration | 322,495 | 304,030 | 286,402 | 209,180 | 254,453 | (31,949) |
| City Clerk | 81,064 | 42,525 | 81,598 | 55,518 | 65,024 | (16,574) |
| Finance | 256,105 | 237,161 | 288,075 | 199,851 | 257,471 | (30,604) |
| Information Services | 144,511 | 106,648 | 143,294 | 97,023 | 136,169 | (7,125) |
| Legal | 141,100 | 124,391 | 99,772 | 65,831 | 89,560 | (10,212) |
| Facilities | 87,284 | 87,763 | 94,336 | 70,133 | 93,613 | (723) |
| Law Enforcement (Police) | 1,660,994 | 1,562,823 | 1,753,700 | 1,237,587 | 1,785,258 | 31,558 |
| Natural Resources | 166,628 | 114,334 | 157,225 | 125,835 | 166,171 | 8,946 |
| Community Development | 505,888 | 385,495 | 509,343 | 317,948 | 485,481 | (23,862) |
| Economic Development | 140,108 | 140,951 | 149,317 | 103,336 | 137,366 | (11,951) |
| Parks and Recreation | 73,173 | 62,066 | 54,553 | 39,446 | 58,978 | 4,425 |
| Cemetery | 17,320 | 12,794 | 15,800 | 10,269 | 15,210 | (590) |
| Fire Department | 633,173 | 632,225 | 459,540 | 208,137 | 459,540 | |
| Central Services and Emp. Recognition | 61,579 | 42,849 | 30,482 | 111,175 | 31,879 | 1,397 |
| Subtotal Operations | 4,607,447 | 4,121,528 | 4,449,732 | 3,080,230 | 4,340,104 | (109,628) |
| Funding, Transfers, Studies and Deposits | 2,373,084 | 1,480,749 | 1,270,368 | 1,051,577 | 385,000 | (885,368) |
| General Fund Total | \$6,980,531 | \$5,602,277 | \$5,720,100 | \$4,131,808 | \$4,725,104 | (994,996) |

2010 General Fund Expenditure Summary



2010 Employee Allocations by Funding Source

| Positions | Full Time Equivalent (FTE) | Funding Agreement | General Fund | Criminal Justice | Street Fund | Water Fund | Sewer Fund | Storm Water Fund |
|-------------------------------------|----------------------------------|----------------------|-----------------|---------------------|----------------|---------------|---------------|------------------------|
| Municipal Court | | | | | | | | |
| Court Administrator | 1.0 | | 1.00 | | | | | |
| Court Clerk | 1.0 | | 1.00 | | | | | |
| Total Court | 2.0 | | 2.0 | | | | | |
| Administration | | | | | | | | |
| City Administrator | 1.0 | 0.30 | 0.40 | | 0.03 | 0.09 | 0.09 | 0.09 |
| City Clerk/Asst City Administrator | 1.0 | 1.00 | | | | | | |
| Admin Assistant 1 | 1.0 | | 0.10 | | | 0.3 | 0.3 | 0.3 |
| Total Administration | 3.0 | 1.30 | 0.5 | | 0.0 | 0.4 | 0.4 | 0.4 |
| City Clerk | | | | | | | | |
| Deputy City Clerk | 1.0 | | 0.60 | | 0.04 | 0.12 | 0.12 | 0.12 |
| Total City Clerk | 1.0 | | 0.6 | | 0.0 | 0.1 | 0.1 | 0.1 |
| Finance Department | | | | | | | | |
| Finance Director | 1.0 | 1.00 | | | | | | |
| Deputy Finance Director | 1.0 | 1.00 | | | | | | |
| Senior Accountant | 0.75 | | 0.45 | | 0.03 | 0.09 | 0.09 | 0.09 |
| Total Finance | 2.75 | 2.00 | 0.45 | | 0.03 | 0.09 | 0.09 | 0.09 |
| Information Services | | | | | | | | |
| Information Services Manager | 1.0 | 1.00 | | | | | | |
| Total Information Services | 1.0 | 1.00 | | | | | | |
| Police Department | | | | | | | | |
| Police Chief | 1.0 | | 1.00 | | | | | |
| Police Commander* | 1.0 | | 1.00 | | | | | |
| Sergeant | 2.0 | | 2.00 | | | | | |
| Senior Police Officer | 6.0 | | 5.00 | 1.00 | | | | |
| Police Officer | 2.0 | | 2.00 | | | | | |
| Police Records Coordinator | 1.0 | | 1.00 | | | | | |
| Police Clerk | 0.63 | | 0.63 | | | | | |
| Total Police Department | 13.63 | | 12.63 | 1.00 | | | | |
| Community Development | | | | | | | | |
| Community Development Dir | 1.0 | 1.00 | | | | | | |
| City Planner | 1.0 | | 1.00 | | | | | |
| Permit Technician Supervisor | 1.0 | 1.00 | | | | | | |
| Permit Tech | 1.0 | 1.00 | | | | | | |
| Total Community Development | 4.0 | 3.00 | 1.00 | | | | | |
| Economic Development | | | | | | | | |
| Econ Development Director | 1.0 | 1.00 | | | | | | |
| Total Economic Development | 1.0 | 1.00 | | | | | | |
| Facilities Department | | | | | | | | |
| Facilities Equipment Coordinator | 1.0 | 1.00 | | | | | | |
| Total Facilities | 1.0 | 1.00 | | | | | | |
| Stewardship | | | | | | | | |
| Stewardship Director | 1.0 | 1.00 | | | | | | |
| Total Stewardship | 1.0 | 1.00 | | | | | | |
| Public Works | | | | | | | | |
| Public Works Director | 1.0 | 1.00 | | | | | | |
| Utilities Supervisor | 1.0 | | 0.10 | | 0.15 | 0.25 | 0.25 | 0.25 |
| Utility Worker | 1.0 | | 0.10 | | 0.15 | 0.25 | 0.25 | 0.25 |
| Utilities Operator | 1.0 | | 0.10 | | 0.15 | 0.25 | 0.25 | 0.25 |
| Seasonal Help for Parks | 0.2 | | 0.02 | | 0.03 | 0.05 | 0.05 | 0.05 |
| Total Public Works | 4.2 | 1.00 | 0.32 | | 0.48 | 0.80 | 0.80 | 0.80 |
| Grand Total Budget Positions | 34.58 | 11.30 | 17.50 | 1.00 | 0.58 | 1.40 | 1.40 | 1.40 |

*Note: Police Commander is a frozen vacant position

The Mayor and City Council are supported by the General Fund



City of Black Diamond Preliminary Budget 2010

Legislative Department

This section of the General Fund operating budget provides funding for the legislative branch of the City government. The department consists of five Councilmembers who are elected to serve four-year terms at large, and represent all Black Diamond residents.

The City Council accomplishes City business during regular meetings and workstudies each month. Councilmembers also serve on Council Committees which meet on an as-needed basis. Council duties include approving the annual budget, authorizing inter-local agreements and contracts and deliberating on and passing ordinances and resolutions to set City policies. Four Councilmembers receive a stipend of \$160 per month, with the Mayor Pro Tem receiving \$200 per month.

| LEGISLATIVE DEPARTMENT | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$11,105 | \$10,904 | \$10,977 | \$5,443 | \$10,892 | (85) |
| Telephone and Postage | 150 | 81 | 150 | | | (150) |
| Meals, Mileage and Lodging | 350 | 123 | 600 | 52 | 600 | |
| Training and Memberships | 1,050 | 980 | 1,000 | 160 | 1,000 | |
| Miscellaneous | 100 | 14 | 100 | | 100 | |
| Legislative Total | \$12,755 | \$12,103 | \$12,827 | \$5,655 | \$12,592 | (235) |



City of Black Diamond Preliminary Budget 2010

Executive Department

This General Fund department contains the Mayor's budget. The Mayor is the Chief Executive Officer of Black Diamond and is directly elected by popular vote by 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, signing contracts entered into by the City, and representing the City in meetings and events held outside of Black Diamond.

The Mayor is paid a stipend of \$1,000 per month. Other costs associated with the Mayor include communications, travel, training and other miscellaneous expenses.

| EXECUTIVE DEPARTMENT | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|--------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$13,009 | \$12,961 | \$13,022 | \$9,728 | \$12,969 | (53) |
| Telephone and Postage | 500 | 456 | 500 | | | (500) |
| Meals, Mileage and Lodging | 400 | 379 | 510 | 140 | 510 | |
| Training and Workshops | 450 | 350 | 750 | 150 | 750 | |
| Miscellaneous and Operating Supplies | 50 | 41 | 50 | 9 | 200 | 150 |
| Executive Total | \$14,409 | \$14,188 | \$14,832 | \$10,027 | \$14,429 | (403) |



City of Black Diamond Preliminary Budget 2010

City Administration

Administration is part of the General Fund operating budget and provides funding for the overall management of the City of Black Diamond. This budget holds salary and benefits for 70% of the City Administrator and 100% of the Assistant City Administrator. Additional expenses for training, office supplies, etc., for the Assistant City Administrator are in the City Clerk's budget.

In 2010 the City Administrator is allocated 30% to the utilities, 40% to the General Fund and 30% to the YarrowBay funding agreement. The Assistant position is 100% funded through the funding agreement.

| ADMINISTRATION DEPARTMENT | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$303,995 | \$296,941 | \$283,390 | \$205,438 | \$255,788 | (27,602) |
| Furlough (10 day 2009, 13 day 2010) | | | (10,347) | | (11,268) | (921) |
| Office and Operating Supplies | 3,650 | 1,046 | 650 | 676 | 300 | (350) |
| Professional Services | 2,500 | | 500 | | | (500) |
| Telephone and Postage | 2,000 | 1,131 | 2,000 | 55 | 100 | (1,900) |
| Meals, Mileage and Lodging | 1,000 | 837 | 2,000 | 1,031 | 1,800 | (200) |
| Training and Memberships | 6,600 | 1,629 | 5,512 | 1,969 | 5,100 | (412) |
| Insurance | 2,500 | 2,447 | 2,447 | | 2,533 | 86 |
| Miscellaneous | 250 | | 250 | 10 | 100 | (150) |
| Administration Total | \$322,495 | \$304,030 | \$286,402 | \$209,180 | \$254,453 | (31,949) |

Positions:

1.0 City Administrator: 40% General Fund, 30% Funding Agreement, 30% Utility Allocation

1.0 Assistant City Administrator: 100% Funding Agreement

2.0



City of Black Diamond Preliminary Budget 2010

City Clerk Department

The City Clerk Department is responsible for managing 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, supporting the recruiting process and also maintaining and developing the City's website.

This department includes the Assistant City Administrator/City Clerk and the Deputy City Clerk. The Deputy City Clerk is allocated 60% to the General Fund and 40% to Public Works funds. This budget reflects only the General Fund salary and benefits for the Deputy City Clerk, with the Assistant City Administrator/City Clerk salary and benefits being budgeted in Administration. Also reflected in this budget are expenses for training, office supplies, and other expenditures for both positions.

| CITY CLERK | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$62,014 | \$25,633 | \$58,269 | \$42,126 | \$49,658 | (8,611) |
| Furlough (10 day 2009, 13 day 2010) | | | (1,633) | | (2,251) | (618) |
| Office and Operating Supplies | 2,000 | 1,888 | 2,000 | 131 | 500 | (1,500) |
| Telephone and Postage | 1,200 | 15 | | 2 | | |
| Code Update | 3,000 | 3,656 | 6,500 | 1,138 | 5,000 | (1,500) |
| Voter Registration Costs | 5,000 | 4,614 | 9,700 | 5,724 | 6,000 | (3,700) |
| Election Costs | | 1,960 | 500 | | | (500) |
| Printing and Binding | 1,000 | | | | | |
| Records Management Grant | | | | 3,409 | | |
| Professional Services | 500 | 156 | | | | |
| Meals, Mileage and Lodging | 750 | 440 | 2,000 | 63 | 1,800 | (200) |
| Training and Memberships | 1,500 | 769 | 1,686 | 925 | 1,500 | (186) |
| Repairs and Miscellaneous | 700 | 57 | | 143 | | |
| Insurance | 400 | 377 | 376 | | 317 | (59) |
| Advertising | 3,000 | 2,960 | 2,200 | 1,858 | 2,500 | 300 |
| City Clerk Total | \$81,064 | \$42,525 | \$81,598 | \$55,518 | \$65,024 | (16,574) |

Positions:

1.0 Deputy City Clerk: 60% General Fund, 40% Utility Allocation

1.0



City of Black Diamond Preliminary Budget 2010

Finance Department

The Finance Department is responsible for safeguarding 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 the services of 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 the YarrowBay funding agreement and a part time (75%) Senior Accountant position. The $\frac{3}{4}$ time position is allocated 60% to the General Fund and 40% to Public Works funds.

| FINANCE DEPARTMENT | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$247,155 | \$229,175 | \$281,505 | \$196,278 | \$260,861 | (20,644) |
| Furlough (10 day 2009, 13 day 2010) | | | (9,483) | | (11,897) | (2,414) |
| Office and Operating Supplies | 2,100 | 2,060 | 2,500 | 148 | 700 | (1,800) |
| Professional Services | 1,000 | 1,213 | 6,450 | 1,938 | 2,600 | (3,850) |
| Telephone and Postage | 1,000 | 301 | 300 | 17 | 100 | (200) |
| Meals, Mileage and Lodging | 950 | 930 | 1,200 | 585 | 1,200 | |
| Training and Memberships | 900 | 740 | 2,920 | 860 | 2,540 | (380) |
| Printing, Binding and Misc. | 700 | 532 | 300 | 25 | 100 | (200) |
| Insurance | 2,200 | 2,175 | 2,383 | | 1,267 | (1,116) |
| Advertising | 100 | 34 | | | | |
| Finance Total | \$256,105 | \$237,161 | \$288,075 | \$199,851 | \$257,471 | (30,604) |

Positions:

- 1.0 Finance Director: 100% Funding
- 1.0 Deputy Finance Director: 100% Funding
- .75 Senior Accountant: 60% General Fund, 40% Utility Allocation
- 2.75



City of Black Diamond Preliminary Budget 2010

Information Services

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. This department also provides on-line information for the public via the City website and databases.

This department has one full-time regular employee funded through the YarrowBay funding agreement.

| INFORMATION SERVICES | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$124,011 | \$80,955 | \$134,015 | \$96,866 | \$133,594 | (421) |
| Furlough (10 day 2009, 13 day 2010) | | | (4,252) | | (5,725) | (1,473) |
| Office Supplies and Minor Equip. | 500 | 182 | 1,250 | 113 | 550 | (700) |
| Professional Services | 15,000 | 24,387 | 7,000 | | 3,000 | (4,000) |
| Telephone and Postage | 500 | 22 | | 43 | 400 | 400 |
| Meals, Mileage and Lodging | 1,600 | | 1,600 | | 800 | (800) |
| Training and Memberships | 1,400 | 15 | 2,094 | | 2,100 | 6 |
| Insurance | 1,100 | 1,087 | 1,087 | | 950 | (137) |
| Repairs and Miscellaneous | 400 | | 500 | | 500 | |
| Information Services Total | \$144,511 | \$106,648 | \$143,294 | \$97,023 | \$136,169 | (7,125) |

Position:

1.0 Information Services Manager: 100% Funding



City of Black Diamond Preliminary Budget 2010

Legal Department

The Legal Department 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 and personnel matters.

The workload of the City Attorney generally includes providing civil legal service, preparing and review of ordinances 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.

The General legal services are allocated 60% to the General Fund and 40% to Public Works funds. The budget for prosecution is a contracted service.

| LEGAL DEPARTMENT | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|---------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Legal Services General | \$57,500 | \$58,029 | \$40,000 | \$23,940 | \$34,560 | (5,440) |
| Legal Services Employment | 6,500 | 5,887 | 5,000 | | 3,000 | (2,000) |
| Civil Service | 500 | 945 | 500 | | | (500) |
| Prosecuting Attorney | 45,000 | 40,609 | 39,000 | 28,000 | 48,000 | 9,000 |
| Legal - Police Contract | 10,000 | 6,539 | 3,461 | 2,883 | 3,000 | (461) |
| Legal - Lawsuits | 20,000 | 7,377 | | | | |
| Legal Other | 1,600 | 5,005 | 11,811 | 11,008 | 1,000 | (10,811) |
| Legal Total | \$141,100 | \$124,391 | \$99,772 | \$65,831 | \$89,560 | (10,212) |



City of Black Diamond Preliminary Budget 2010

Municipal Court

The Black Diamond Municipal Court is a court of limited jurisdiction, managing a caseload of approximately 1,500 to 2,400 cases each year. These cases involve infractions, misdemeanors and gross misdemeanors. Other matters such as felony cases are filed and disposed of in King County Superior Court.

Court is in session, and is open to the public the 2nd, 3rd and 4th Wednesday of each month. The Court office is open Monday through Friday from 8:30 a.m. to 5:00 p.m.

Budget for the Court includes a full time Court Administrator, one full time Court Clerk, and contracted services provided by a Judge and Public Defender. Prosecution costs are budgeted in the Legal Department.

| MUNICIPAL COURT | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|--------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$168,616 | \$147,595 | \$182,148 | \$131,435 | \$178,083 | (4,065) |
| Furlough (10 day 2009, 13 day 2010) | | | (5,436) | | (6,978) | (1,542) |
| Court Overtime | 1,000 | | 1,000 | | | (1,000) |
| Office and Operating Supplies | 4,000 | 4,686 | 3,200 | 1,765 | 2,500 | (700) |
| Professional Services - Judge | 50,000 | 42,282 | 45,000 | 26,144 | 40,000 | (5,000) |
| Professional Services - Protem Judge | 2,400 | 1,275 | 2,000 | 2,445 | 2,000 | |
| Court Intrepreter | 2,000 | 2,946 | 2,000 | 5,679 | 4,000 | 2,000 |
| Other Professional Services | | 1,709 | | 597 | 500 | 500 |
| Witness, Jury Fees | 1,500 | 800 | 1,500 | 2,118 | 1,500 | |
| Video Conferencing | 14,000 | | | | | |
| Telephone and Postage | 6,300 | 4,209 | 5,000 | 2,819 | 5,000 | |
| Meals, Mileage and Lodging | 800 | 988 | 800 | 204 | 200 | (600) |
| Training and Memberships | 3,500 | 1,335 | 2,500 | 1,062 | 1,000 | (1,500) |
| Advertising | 1,000 | 25 | | | | |
| Insurance | 1,360 | 1,359 | 2,596 | | 1,855 | (741) |
| Printing, Binding and Forms | 3,000 | 1,527 | 5,000 | 1,850 | 3,500 | (1,500) |
| Shredding, Alarms and Misc | 2,000 | 1,217 | 1,500 | 1,250 | 1,750 | 250 |
| Merchant Card Fees | | | | 621 | 1,000 | 1,000 |
| Court Furniture and Capital Outlay | 3,041 | 1,646 | 1,395 | 88 | | (1,395) |
| Police Security Overtime | 10,344 | 10,361 | 20,000 | 15,555 | 18,000 | (2,000) |
| Public Defender | 14,000 | 15,223 | 28,433 | 19,648 | 23,000 | (5,433) |
| Municipal Court Total | \$288,861 | \$239,182 | \$298,636 | \$213,280 | \$276,910 | (21,726) |

Positions:

1.0 Court Administrator: 100% General Fund

1.0 Court Clerk: 100% General Fund

2.0



City of Black Diamond Preliminary Budget 2010

Police Department

The Black Diamond Police Department is currently operating with a Chief of Police, a patrol Sergeant, and nine patrol officers. We have one full time records manager and a part time records clerk. Due to budget constraints this year, the Commander's position was frozen.

The Black Diamond Police Department strives to maintain the trust and confidence of our citizens through proactive policing and demonstration of our core values.

| LAW ENFORCEMENT SUMMARY | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|--------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Police Operating | \$1,266,819 | \$1,203,056 | \$1,492,448 | \$1,074,250 | \$1,561,673 | 69,225 |
| Police Communications | 97,500 | 101,577 | 108,573 | 83,222 | 114,385 | 5,812 |
| Police Capital Projects | 76,711 | 81,349 | 20,904 | 3,329 | | (20,904) |
| Prisoners and Detention | 41,091 | 36,676 | 53,296 | 35,235 | 41,000 | (12,296) |
| Police Building Costs | 25,500 | 22,998 | 24,300 | 16,283 | 22,550 | (1,750) |
| Police Marine | 145,373 | 112,517 | 53,579 | 24,968 | 40,550 | (13,029) |
| Civil Service | 8,000 | 4,650 | 600 | 300 | 5,100 | 4,500 |
| Law Enforcement Total | \$1,660,994 | \$1,562,823 | \$1,753,700 | \$1,237,587 | \$1,785,258 | 31,558 |

| POLICE OPERATING | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|---|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$1,126,579 | \$1,024,297 | \$1,435,640 | \$988,033 | \$1,460,887 | 25,247 |
| \$200 month cut 09 & Furlough 10,13 day | | | (31,360) | | (17,060) | 14,300 |
| Overtime | 30,000 | 101,536 | 27,000 | 68,361 | 45,000 | 18,000 |
| Overtime and Benefit Reimbursement | | -42,824 | -51,074 | (37,204) | (46,000) | 5,074 |
| Office and Operating Supplies | 15,000 | 21,487 | 22,959 | 17,549 | 19,550 | (3,409) |
| Fuel | 30,000 | 33,124 | 36,000 | 14,160 | 30,000 | (6,000) |
| Firearms | 15,840 | 11,506 | | | 15,000 | 15,000 |
| Traffic Safety Equipment | 2,500 | 1,310 | | 4,941 | | |
| Professional Services | 10,500 | 8,916 | 6,000 | 6,029 | | (6,000) |
| Lodging, Meals and Mileage | 2,500 | 1,630 | 4,000 | 157 | 4,000 | |
| Insurance | 20,900 | 20,831 | 23,783 | | 30,836 | 7,053 |
| Advertising and Miscellaneous | 800 | 706 | 1,400 | 304 | 900 | (500) |
| Repairs and Maintenance | 8,000 | 17,438 | 10,300 | 8,264 | 8,300 | (2,000) |
| Training and Memberships | 3,700 | 2,397 | 6,800 | 1,919 | 9,000 | 2,200 |
| Printing | 500 | 702 | 1,000 | 1,537 | 700 | (300) |
| Merchant Fee Card Services | | | | 201 | 560 | 560 |
| Police Operating Total | \$1,266,819 | \$1,203,056 | \$1,492,448 | \$1,074,250 | \$1,561,673 | 69,225 |



City of Black Diamond Preliminary Budget 2010

| POLICE COMMUNICATIONS | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Valley Comm Dispatch | \$65,150 | \$69,347 | \$74,498 | \$53,260 | \$74,500 | 2 |
| Valley Comm MDT's | 2,700 | 2,609 | 2,340 | 1,440 | 2,340 | |
| King County 800 MHZ Radio | 10,600 | 10,540 | 11,345 | 9,795 | 11,345 | |
| Other Access Charges | 1,150 | 1,513 | 1,600 | 1,447 | 1,600 | |
| Postage and Telephone | 9,700 | 9,643 | 11,150 | 11,420 | 16,600 | 5,450 |
| WSP Access | 3,000 | 2,789 | 2,640 | 1,320 | 2,500 | (140) |
| King County I NET | 4,200 | 4,125 | 4,500 | 3,375 | 4,500 | |
| Radio Maintenance and Repair | 1,000 | 1,013 | 500 | 1,165 | 1,000 | 500 |
| Police Communications Total | \$97,500 | \$101,577 | \$108,573 | \$83,222 | \$114,385 | 5,812 |

| POLICE CAPITAL COSTS | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|----------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Furniture | \$500 | \$1,180 | \$500 | | | (500) |
| Vehicles | 76,211 | 76,303 | | | | |
| CTED Grant Equipment | | | 9,999 | | | (9,999) |
| Technology (computers/equipment) | | 3,866 | | | | |
| Traffic Safety Equipment | | | 10,405 | 3,329 | | (10,405) |
| Police Capital Total | \$76,711 | \$81,349 | \$20,904 | \$3,329 | | (20,904) |

| PRISONERS AND DETENTION | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|--------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Jail Costs | \$40,841 | \$36,420 | \$53,296 | \$33,405 | \$40,000 | (13,296) |
| Electronic Monitoring Costs | 250 | | | 1,084 | | |
| Medical Costs for Incarcerated | | 256 | | 496 | 1,000 | 1,000 |
| Miscellaneous | | | | 250 | | |
| Prisoners and Detention Total | \$41,091 | \$36,676 | \$53,296 | \$35,235 | \$41,000 | (12,296) |

| POLICE BUILDING COSTS | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Maintenance Supplies | \$1,000 | \$823 | \$1,000 | \$830 | \$1,000 | |
| Custodial Cost | 6,000 | 6,526 | 7,200 | 4,414 | 6,000 | (1,200) |
| Utilities | 12,000 | 11,965 | 15,000 | 10,195 | 14,450 | (550) |
| Building Repairs | 4,500 | 2,369 | 500 | 384 | 500 | |
| Building Alarm Security | 2,000 | 1,315 | 600 | 460 | 600 | |
| Police Buildings Total | \$25,500 | \$22,998 | \$24,300 | \$16,283 | \$22,550 | (1,750) |



City of Black Diamond Preliminary Budget 2010

| POLICE MARINE | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$88,912 | \$50,613 | \$43,314 | \$23,489 | \$34,000 | (9,314) |
| Office and Operating Supplies | 1,350 | 1,814 | 6,640 | 1,479 | 3,250 | (3,390) |
| Vehicle Maintenance | 800 | 1,875 | 1,200 | | 1,000 | (200) |
| Training | 200 | 453 | 300 | | 300 | |
| Lodging, Meals and Mileage | 1,000 | 1,135 | 1,725 | | 1,800 | 75 |
| Marine Boat | 53,111 | 56,440 | | | | |
| Advertising | | 188 | 400 | | 200 | (200) |
| Police Marine Total | \$145,373 | \$112,517 | \$53,579 | \$24,968 | \$40,550 | (13,029) |

| CIVIL SERVICE | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|----------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Testing Fees | \$8,000 | \$4,650 | \$600 | \$300 | \$3,000 | |
| Cost of Tests | | | | | 600 | 600 |
| Civil Service Legal | | | | | 1,500 | 1,500 |
| Civil Service Total | \$8,000 | \$4,650 | \$600 | \$300 | \$5,100 | 4,500 |

Positions:

- 1.0 Police Chief: 100% General Fund
- 2.0 Sergeant Positions: 100% General Fund
- 8.0 Police Officers: 100% General Fund, Criminal Justice Fund transfer in \$100,000
- 1.0 Police Records Coordinator
- .63 Police Clerk
- 12.63

- 1.0 Commander Position Frozen
- 13.63



City of Black Diamond Preliminary Budget 2010

Fire Department

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. Fire Investigation Services are contracted through the King County Sheriff's Department.

| FIRE DEPARTMENT | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Fire District Professional Services | \$631,373 | \$631,373 | \$457,540 | \$202,963 | \$457,540 | |
| Fire Investigations | 1,800 | | 2,000 | 1,788 | | (2,000) |
| Utilities | | 69 | | 503 | 653 | 653 |
| Miscellaneous | | 784 | | 398 | 1,347 | 1,347 |
| Capital Outlay | | | | 2,485 | | |
| Fire Department Total | \$633,173 | \$632,225 | \$459,540 | \$208,137 | \$459,540 | |



City of Black Diamond Preliminary Budget 2010

Community Development Department

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 includes four full time employees; a Director, City Planner, Permit Supervisor and Permit Technician, and two contract employees. One contract employee serves as the Building Official/Code Enforcement Officer, and the other is a half-time Planner.

Most of the employee salary and benefits are paid by the funding agreement with YarrowBay except for building plan review and inspection services, funded through application fees, and the City Planner position which is paid out of the General Fund. Code enforcement activities of approximately two days per week are funded through the YarrowBay funding agreement and the half-time Planner is being funded through Master Planned Development fees. The remainder of expenses such as training, memberships, office supplies, and allocated costs are General Fund expenditures. The Community Development Administration budget is allocated to the respective divisions of Code, Planning, Building and Permitting.

| COMMUNITY DEVELOPMENT SUMMARY | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|--------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------------|----------------------------|
| Administration | \$118,392 | \$104,461 | \$130,959 | \$96,640 | | (130,959) |
| Planning | 95,042 | 91,942 | 98,575 | 66,416 | 171,770 | 73,195 |
| Permitting | 236,454 | 155,342 | 228,559 | 138,880 | 236,528 | 7,969 |
| Code Enforcement | 50,000 | 32,507 | 25,600 | 16,013 | 52,183 | 26,583 |
| Hearing Examiner | 6,000 | 1,242 | 25,000 | | 25,000 | |
| Plannning Commission | | | 650 | | | (650) |
| Comm. Development Total | \$505,888 | \$385,495 | \$509,343 | \$317,948 | \$485,481 | (23,862) |

| COMM. DEV ADMINISTRATION | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------------|--------------------|--------------------|--------------------|-----------------------|---------------------------|----------------------------|
| Wages and Benefits | \$114,032 | \$99,717 | \$130,725 | \$95,653 | \$129,610 | (1,115) |
| Furlough (10 day 2009, 13 day 2010) | | | (4,720) | | (5,827) | (1,107) |
| Office and Operating Supplies | 1,450 | 2,024 | 1,850 | 336 | 2,360 | 510 |
| Professional Services | | | 2,000 | 29 | | (2,000) |
| Communications | 500 | 191 | | 21 | 100 | 100 |
| Lodging Meals and Mileage | 250 | 80 | 250 | 58 | 1,300 | 1,050 |
| Insurance | 1,360 | 1,360 | 816 | | 1,944 | 1,128 |
| Training and Memberships | 700 | 1,090 | -62 | 465 | 1,550 | 1,612 |
| Misc. and Cost Allocation | 100 | | 100 | 78 | -131,037 | (131,137) |
| CD Administration Total | \$118,392 | \$104,461 | \$130,959 | \$96,640 | | (130,959) |



City of Black Diamond Preliminary Budget 2010

Community Development Department, Cont.

| COMM. DEV PLANNING | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$85,682 | \$87,422 | \$88,280 | \$63,730 | \$86,460 | (1,820) |
| Furlough (10 day 2009, 13 day 2010) | | | (3,104) | | (4,001) | (897) |
| Office and Operating Supplies | 1,450 | 1,630 | 2,530 | 498 | | (2,530) |
| Professional Services | 4,500 | 180 | 2,000 | 559 | | (2,000) |
| Communications | 500 | 615 | 1,200 | | | (1,200) |
| Lodging Meals and Mileage | 750 | 72 | 1,200 | 32 | | (1,200) |
| Insurance | 560 | 544 | 544 | | 317 | (227) |
| Training and Memberships | 1,000 | 320 | 2,825 | 650 | | (2,825) |
| Misc, Printing and Binding | 600 | 716 | 3,100 | 798 | 1,200 | (1,900) |
| Cost Allocation | | | | | 87,794 | 87,794 |
| CD Planning Total | \$95,042 | \$91,499 | \$98,575 | \$66,266 | \$171,770 | 73,195 |

| COMM. DEV PERMITTING | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$162,594 | \$126,706 | \$176,984 | \$127,606 | \$175,721 | (1,263) |
| Furlough (10 day 2009, 13 day 2010) | | | (5,739) | | (7,496) | (1,757) |
| Office and Operating Supplies | | 3,077 | 2,700 | 619 | 1,800 | (900) |
| Professional Services | 72,000 | 23,410 | 46,500 | 9,410 | 28,600 | (17,900) |
| Communications | | | 2,400 | 33 | 500 | (1,900) |
| Lodging Meals and Mileage | 250 | 400 | 1,000 | 483 | 1,000 | |
| Advertising | | | 2,400 | 165 | 500 | (1,900) |
| Insurance | 1,360 | 1,359 | 1,567 | | 2,243 | 676 |
| Training and Memberships | 250 | 390 | 747 | 565 | 900 | 153 |
| Cost Allocation | | | | | 32,760 | 32,760 |
| CD Permitting Total | \$236,454 | \$155,342 | \$228,559 | \$138,880 | \$236,528 | 7,969 |

Positions:

- 1.0 Community Development Director: 100% Funding Agreement
- 1.0 City Planner: 100% General Fund
- 1.0 Permit Technician Supervisor: 100% Funding Agreement
- 1.0 Permit Technician: 100% Funding Agreement
- 4.0



City of Black Diamond Preliminary Budget 2010

Natural Resources Department

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 this Department.

Natural Resource Department responsibilities involve management of the City's Transfer of Development Rights (TDR's) Program and to help ensure the quality of life that residents of Black Diamond have come to expect. Environmental sensitivity is also 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.

| NATURAL RESOURCES | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$121,168 | \$78,433 | \$131,451 | \$100,850 | \$142,573 | 11,122 |
| Furlough (10 day 2009, 13 day 2010) | | | (4,575) | | (5,827) | (1,252) |
| Office and Operating Supplies | 500 | 1,389 | 2,000 | 384 | 1,250 | (750) |
| Professional Services | 1,250 | 2,134 | 500 | 585 | 500 | |
| Telephone and Postage | 500 | | | | | |
| Meals, Mileage and Lodging | 1,200 | | 890 | | 500 | (390) |
| Training | 1,150 | | 1,150 | 254 | 750 | (400) |
| Miscellaneous and Memberships | 550 | 611 | 300 | 192 | 150 | (150) |
| Printing and Binding | 500 | | 500 | 435 | 500 | |
| Maintenance and Repair | | | | 465 | | |
| Puget Sound Clean Air Assessment | 2,000 | 2,016 | 2,187 | 2,187 | 2,190 | 3 |
| WIRA 9 Membership | 3,700 | 4,427 | 3,735 | 2,733 | 3,735 | |
| Water Stewardship Quality | 5,300 | | | | | |
| Recycling Program Grant | 18,000 | 17,838 | 18,000 | 17,751 | 18,900 | 900 |
| Envir. Prot. MKT Gravel Ops | 10,000 | 6,399 | | | | |
| Insurance | 810 | 1,087 | 1,087 | | 950 | |
| Natural Resources Total | \$166,628 | \$114,334 | \$157,225 | \$125,835 | \$166,171 | 9,083 |

Position:

1.0 Stewardship/Parks Director 100% Funding Agreement



City of Black Diamond Preliminary Budget 2010

Economic Development Department

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.

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 YarrowBay funding agreement.

| ECONOMIC DEVELOPMENT DEPT | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$132,248 | \$131,124 | \$143,371 | \$99,906 | \$135,381 | (7,990) |
| Furlough (10 day 2009, 13 day 2010) | | | (4,539) | | (5,815) | (1,276) |
| Office and Operating Supplies | 1,000 | 1,279 | 1,350 | 722 | 1,150 | (200) |
| Professional Services | 2,000 | | 2,000 | | | (2,000) |
| Telephone and Postage | 500 | 285 | 1,000 | | 1,000 | |
| Meals, Mileage and Lodging | 1,350 | 5,573 | 2,000 | 1,101 | 1,900 | (100) |
| Training and Memberships | 1,450 | 1,604 | 2,648 | 1,552 | 2,350 | (298) |
| Insurance | 1,110 | 1,087 | 1,087 | | 950 | (137) |
| Miscellaneous | 450 | | 400 | 56 | 450 | 50 |
| Economic Development Total | \$140,108 | \$140,951 | \$149,317 | \$103,336 | \$137,366 | (11,951) |

Positions:

1.0 Economic Development Director: 100% Funding Agreement



City of Black Diamond Preliminary Budget 2010

Capital Facilities Department

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 YarrowBay funding agreement.

| FACILITIES DEPARTMENT | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$87,284 | \$87,763 | \$93,322 | \$67,574 | \$93,247 | (75) |
| Furlough (10 day 2009, 13 day 2010) | | | (3,050) | | (3,751) | (701) |
| Office and Operating Supplies | | | 3,100 | 1,964 | 2,650 | (450) |
| Vehicle Maintenance | | | | 390 | 400 | 400 |
| Insurance | | | 544 | | 317 | (227) |
| Training | | | 420 | 55 | 100 | (320) |
| Rentals | | | | | 500 | 500 |
| Advertising | | | | 150 | 150 | 150 |
| Facilities Total | \$87,284 | \$87,763 | \$94,336 | \$70,133 | \$93,613 | (723) |

Position:

1.0 Facilities Coordinator: 100% Funding Agreement



City of Black Diamond Preliminary Budget 2010

Parks and Recreation Department

The City of Black Diamond's Park Department provides maintenance of the three active parks including the Eagle Creek Park that provides a basketball court and benches, a BMX track, a boat launch facility on Lake Sawyer and the downtown 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. In total the City has 173.5 acres of park property.

The Public Works crew and seasonal summer help maintain the city park areas. They are allocated 8% to this area. This amounts to a 30% allocation to Parks.

| PARKS & RECREATION | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$45,273 | \$36,539 | \$35,106 | \$25,802 | \$34,972 | (134) |
| Furlough (10 day 2009, 13 day 2010) | | | (4,341) | | (484) | 3,857 |
| Museum Electric & Ins. Costs | 3,200 | 3,703 | 5,000 | 3,071 | 6,592 | 1,592 |
| Portable Restrooms | 2,500 | 2,242 | 2,500 | 1,797 | 2,500 | |
| Office and Operating Supplies | 5,000 | 6,403 | 5,822 | 2,880 | 2,150 | (3,672) |
| Communications | | 448 | 600 | 261 | 700 | 100 |
| Professional Services | 4,000 | 3,028 | 1,600 | 2,458 | 2,800 | 1,200 |
| Utilities | 100 | 614 | 1,000 | 1,964 | 2,690 | 1,690 |
| Insurance | 6,100 | 6,104 | 5,266 | | 4,708 | (558) |
| Repairs and Maintenance | 2,000 | 1,096 | 1,000 | 613 | 1,500 | 500 |
| Merchant Fees and Miscellaneous | | 439 | 500 | 601 | 850 | 350 |
| Capital Outlay | 5,000 | 1,450 | 500 | | | (500) |
| Parks and Recreation Total | \$73,173 | \$62,066 | \$54,553 | \$39,446 | \$58,978 | 4,425 |

Positions:

.34 Park Department: 34% of a full time equivalent employee allocated to the General Fund

.34



City of Black Diamond Preliminary Budget 2010

Cemetery Department

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 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. The Cemetery Department has .28% of a full time employee dedicated to the cemetery functions. This is allocated among the utility employees, seasonal help and partially to City Hall's front counter assistant. The City is supported by the General Fund.

| CEMETERY DEPARTMENT | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|-------------------------------------|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| Wages and Benefits | \$13,100 | \$11,501 | \$13,450 | \$9,792 | \$13,545 | 95 |
| Furlough (10 day 2009, 13 day 2010) | | | (1,188) | | (307) | 881 |
| Telephone and Postage | | 57 | | 65 | | |
| Office and Operating Supplies | 1,350 | 750 | 1,500 | 239 | 1,350 | (150) |
| Insurance | 1,700 | | 838 | | 332 | (506) |
| Utilities | | 44 | | 76 | 140 | 140 |
| Repairs and Maintenance | 1,000 | 266 | 1,000 | 89 | | (1,000) |
| Tax and Miscellaneous | 170 | 177 | 200 | 8 | 150 | (50) |
| Cemetery Total | \$17,320 | \$12,794 | \$15,800 | \$10,269 | \$15,210 | (590) |

Positions:

.28 Cemetery Department: 28% of a full time equivalent employee allocated to the General Fund
.28



City of Black Diamond Preliminary Budget 2010

Central Services and Employee Recognition

Central Services and Employee Recognition budget captures shared costs for various departments, including office and operating supplies, copier costs, postage, utilities, custodial services and building insurance.

Costs that benefit a variety of departments are paid from Central Services and then allocated through cost allocations. Employee recognition budget includes employee and elected official recognition, awards and an annual banquet.

| CENTRAL SVCS & EMPLOYEE RECOGNITION | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|--|--------------------|--------------------|--------------------|-----------------------|---------------------------|----------------------------|
| Office and Operating Supplies | \$6,250 | \$5,645 | \$3,171 | \$3,575 | \$4,250 | 1,079 |
| Telephone and Postage | 7,200 | 5,590 | 3,000 | 2,702 | 4,000 | 1,000 |
| Fuel | 600 | 599 | 500 | 245 | 500 | |
| Utilities | 1,200 | 992 | 200 | 97 | 200 | |
| Custodial | 500 | 214 | | | | |
| Memberships | 6,275 | 6,161 | 5,450 | 5,841 | 6,700 | 1,250 |
| Copier Maintenance | 5,400 | 4,744 | 1,000 | | | (1,000) |
| Insurance | 9,500 | 9,476 | 4,661 | 93,248 | 4,469 | (192) |
| Professional Services | 5,200 | 396 | | | | |
| Software Maintenance | 7,040 | 1,686 | 4,500 | 2,010 | 4,500 | |
| Printing and Miscellaneous | 6,914 | 4,676 | 2,000 | 2,384 | 2,400 | 400 |
| Lodging, Meals and Mileage | 400 | 212 | | | | |
| Vehicle Repairs and Maintenance | 1,100 | 361 | | 35 | | |
| Employee Recognition Program | 500 | 743 | 3,500 | 9 | 1,500 | (2,000) |
| Council Retreat | 2,500 | 399 | 1,500 | | 1,000 | (500) |
| King County Mental Health | 1,000 | 954 | 1,000 | 722 | 960 | (40) |
| Merchant Fees | | | | 308 | 1,400 | 1,400 |
| Central Svcs and Emp Recog. Total | \$61,579 | \$42,849 | \$30,482 | \$111,175 | \$31,879 | 1,397 |



City of Black Diamond Proposed Budget 2010

Funding Agreement, Studies, Deposits and Interfund Transfers

This area of the General Fund budget includes one time only cost, transfers, deposits, studies, maintenance and legal costs and the Funding Agreement.

| FUNDING, STUDIES, DEPOSITS, TRANSFERS AND OTHER MISC | 2008 Budget | 2008 Actual | 2009 Budget | 2009 Thru Sept | 2010 Prelim Budget | 09-10 Budget Change |
|---|------------------------|------------------------|------------------------|---------------------------|-----------------------------------|------------------------------------|
| FUNDING | | | | | | |
| Maintenance | \$180,000 | \$180,000 | \$180,000 | \$114,874 | \$180,000 | |
| Legal | 310,000 | 310,206 | 116,225 | 34,714 | 75,000 | (41,225) |
| Computer Software and Maintenance | 227,500 | 130,258 | 82,725 | 80,144 | 10,000 | (72,725) |
| Facility Move and Equipment | 252,288 | 179,425 | | | | |
| Total Funding | 969,788 | 799,889 | 378,950 | 229,732 | 265,000 | (113,950) |
| OTHER | | | | | | |
| Other Transfers | 29,000 | 29,000 | | | | |
| Loan for Equipment | 113,636 | 75,000 | | | | |
| Deposits and Studies | 20,000 | 14,956 | | 6,906 | 10,000 | 10,000 |
| MPD Annexation and EIS | 855,452 | 220,022 | 858,843 | 790,070 | 110,000 | (748,843) |
| YarrowBay Consultants | 348,208 | 303,557 | 32,575 | 24,869 | | (32,575) |
| Capital Outlay Previous Yr | 37,000 | 37,645 | | | | |
| Interest Previous Yr | | 680 | | | | |
| Total Other | 1,403,296 | 680,860 | 891,418 | 821,845 | 120,000 | (771,418) |
| FUNDING AND OTHER TOTAL | \$2,373,084 | \$1,480,749 | \$1,270,368 | \$1,051,577 | \$385,000 | (885,368) |

**CITY OF BLACK DIAMOND
2010 BUDGET CALENDAR**

| INTERNAL DATE | STATE LAW LIMITATIONS | BUDGET PREPARATION STEPS |
|---|-------------------------------|---|
| August 3 | None | Finance formulates message to accompany department budget requests |
| August 4 | September 14 | Departmental budget requests distributed |
| August 28 | None | Salary and Benefits projections for 2010 |
| August 28 | September 28 | Department request estimates to be filed with Finance |
| August 28 | October 1 | Revenue projection for all funds; estimate of General Fund ending balance for December 31, 2009 |
| September 21 | October 1 | Finance submits to CAO the proposed preliminary budget setting forth the complete financial program |
| September 24 | None | Finance provides expenditure budgets for October 1 Council packet |
| October 1 (Workstudy) | October 5 | CAO provides Council with current info on revenue from all sources as adopted in 2009 budget, and provides them with the proposed preliminary budget setting forth the proposed General Fund revenue |
| October 22 (Workstudy) | None | Mayor, Finance and Department heads review General Fund expenditures budgets with Council |
| October 29 (Workstudy) | None | Council reviews Public Works budgets for revenues and expenditures for all Public Works budgets, including street, water, wastewater, stormwater and all associated funds. Also reviews overall budget. |
| November 3 and November 10 | November 3 and November 10 | City Clerk publishes Notice of Public Hearings on 2010 budget once a week for two consecutive weeks and publishes filing of preliminary budget |
| November 19 | November 20 | Copies of Preliminary Budget made available to public |
| November 19 (Workstudy) | November 19 | City Council workstudy at 6 p.m. to review proposed 2010 budget for revenues and expenditures for all funds, including projects from CIP |
| November 19 (Regular Mtg.) | November 19 | City Council holds public hearing on revenue sources and expenditures for the upcoming budget year including possible increases in property tax revenue |
| November 19 (Regular Mtg.) | November 19 | Property tax public hearing |
| November 19 (Regular Mtg.) | November 19 | City Council adopts preliminary property tax levy for 2010 budget (possibly hold 2 nd in December due to delays in information from the County – Must be done by November 30. |
| December 3 (Regular Mtg.) | December 3 | City Council holds final public hearing on 2010 budget |
| December 3 or 17, (Regular Mtgs.) | December 3 or 17 | City Council adopts Final 2010 budget and transmits to the State Auditor's Office |