



CITY OF BLACK DIAMOND
October 19, 2017 Special Meeting Agenda
25510 Lawson Street, Black Diamond, Washington

5:30 P.M. – CALL TO ORDER, FLAG SALUTE, ROLL CALL

WORK SESSION

- 1) Preliminary Draft 2018 General Fund Budget**
 - a) Introduction – Mayor Benson
 - b) Presentation – Ms. Miller

2) ADJOURNMENT

***Black
Diamond
General Fund
Preliminary
Budget***

2018

Celebrating Pacific Northwest Wildlife



Black Bear Cubs

If you spend time outdoors, your chances of seeing a black bear in Washington are fairly good.

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Photos in this document are courtesy of the National Wildlife Foundation

Black Diamond Elected Officials

Mayor
Carol Benson
Expires 12/31/2017

Position 3
Janie Edelman
Expires 12/31/2019

Position 1
Tamie Deady
Expires 12/31/2019

Position 4
Brian Weber
Expires 12/31/2017

Position 2
Erika Morgan
Mayor Pro-tem
Expires 12/31/17

Position 5
Pat Pepper
Expires 12/31/2019



There are two species and four subspecies of deer that occur in Washington; on the west side of the Cascade Mountains the **Columbian Black-tailed Deer** (*Odocoileus hemionus columbianus*) is the dominant sub-species.

History of Black Diamond, Washington – Coal Town

Black Diamond incorporated in 1959, but has had a much longer history as a historic town in Washington. Black Diamond was first established as a community in the late 1880s for the mining of coal. At the turn of the century the town was a major exporter of coal in the region. The Pacific Coast Coal Company in Black Diamond became the largest coal mining operations on the West Coast. Some historic buildings retain their original locations. In 2010, Black Diamond’s historic Railroad Avenue was updated and refurbished making a great improvement to the Historic Museum and Black Diamond Bakery area.

Black Diamond offers a warm and friendly small town atmosphere with spectacular mountain views. The city is nestled in the foothills within a few miles of the beautiful Green River Gorge and Flaming Geysers Park.

The city is on the verge of growth. At 4,335 citizens, population projections may reach above 20,000 in the next 20 years. Over past years, major annexations have increased the population and acreage of Black Diamond. The annexation of the Lake Sawyer area in 1998 doubled the number of citizens. More recent annexations in the city’s urban growth area have increased the city’s size by approximately 1,600 acres.

Form of Government

Black Diamond is a “Code City” as described under Title 35A in the Revised Code of Washington. The city operates under a strong mayor form of government with five elected council members serving staggered four-year terms. The Mayor serves as the chief administrative officer of the city. The City Council acts as the legislative body. When the city reaches a population of 5,000 state law requires expansion to a seven-member council. The city is served by Congressional District 8 and Legislative District 5.

Budget Process

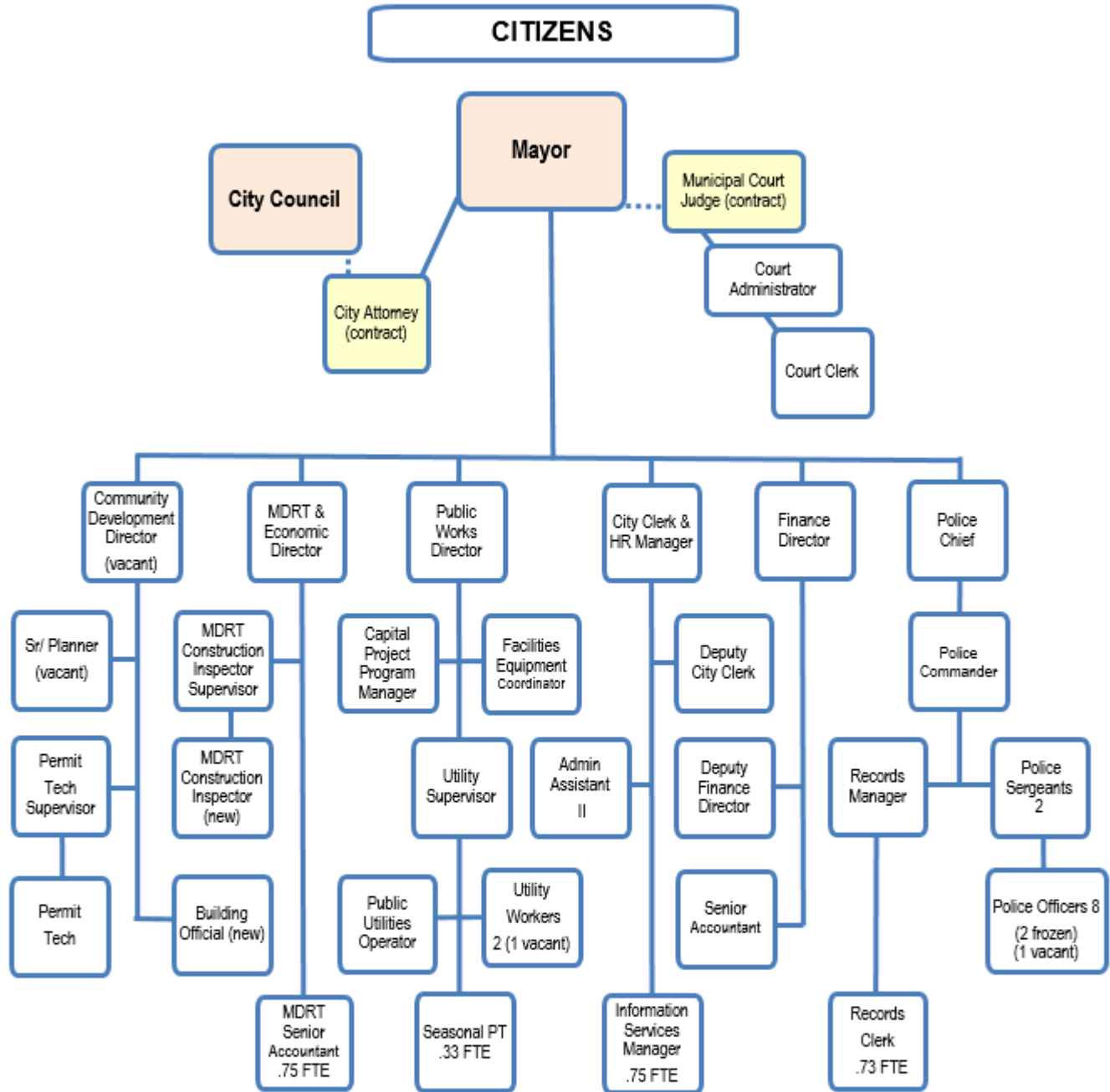
Budgeting is an essential element of the financial planning, control and evaluation process of government. The planning process involves determining the types and levels of services to be provided by the various departments, programs and functions.

The City of Black Diamond budgets annually on the calendar year beginning January 1 and ending December 31. Budget adjustments are limited by state law (35A.33.120). Allocations are made based on a fund structure, limiting uses outside of each fund. Funds are segregated to carry on specific objectives. Funds are budgeted on a cash basis in accordance with the Revised Code of Washington, RCW 35.33. Appropriations in the budget constitute maximum expenditure authorizations during the year and cannot be legally exceeded until subsequently amended by the City Council.

How Black Diamond Serves the Community

The City of Black Diamond strives to provide a safe and enjoyable environment for residents, businesses and visitors alike. Foremost, safety is a priority in Black Diamond. Our city’s Police Department and Mountain View Fire and Rescue employees are both dedicated and top notch. City employees provide other important services such as road maintenance, planning, permitting, code enforcement, a municipal court, parks maintenance, water utility services, stormwater management and a sewer utility.

City of Black Diamond Preliminary 2018 Organization Chart



This Chart represents budgeted positions for 2018 =36.56 FTE

Each position is filled by 1 FTE, unless otherwise noted.

Black Diamond is served by Mountain View Fire and Rescue

- Elected Positions
- Contract

2018 Preliminary Employee Allocations by Funding Source							
Positions	Full Time Equivalent (FTE)	Funding Agreement	General Fund	Street Fund	Water Fund	Sewer Fund	Storm water Fund
1 Administration							
2 Administrative Assistant II	1.00		0.10		0.30	0.30	0.30
3 Total Administration	1.00		0.10		0.30	0.30	0.30
4 City Clerk							
5 City Clerk/HR Manager	1.00		0.70		0.10	0.10	0.10
6 Deputy City Clerk	1.00		0.50	0.04	0.15	0.15	0.16
7 Total City Clerk	2.00		1.20	0.04	0.25	0.25	0.26
8 Finance Department							
9 Finance Director	1.00		0.70		0.10	0.10	0.10
10 Deputy Finance Director	1.00		0.72		0.09	0.10	0.09
11 Senior Accountant	1.00		0.60	0.04	0.12	0.12	0.12
12 Total Finance	3.00		2.02	0.04	0.31	0.32	0.31
13 Information Technology							
14 Information Service Manager	0.75	0.10	0.41	0.02	0.08	0.08	0.06
15 Total Info Technology	0.75	0.10	0.41	0.02	0.08	0.08	0.06
16 Police Department							
17 Police Chief	1.00		1.00				
18 Police Commander	1.00		1.00				
19 Sergeant	2.00		2.00				
20 Police Officers (1 unfrozen)	6.00		6.00				
21 Police Records Coordinator	1.00		1.00				
22 Police Clerk	0.73		0.73				
23 Total Police Department	11.73		11.73				
24 Municipal Court							
25 Court Administrator	1.00		1.00				
26 Court Clerk	1.00		1.00				
27 Total Court	2.00		2.00				
28 Community Development							
29 Community Development Director	1.00		1.00				
30 Sr. Planner	1.00		1.00				
31 Building Official (new)	1.00		1.00				
32 Permit Technician Supervisor	1.00		1.00				
33 Permit Technician	1.00		1.00				
34 Total Community Development	5.00		5.00				
35 Master Dev Review Team (MDRT)							
36 MDRT & Economic Dev Director	1.00	1.00					
37 Construction Supervisor	1.00	1.00					
38 Construction Inspector (new)	1.00	1.00					
39 Senior Accountant	0.75	0.75					
40 Total MDRT Review Team	3.75	3.75					
41 Facilities Department							
42 Facilities Equipment Coordinator	1.00		0.80	0.05	0.05	0.05	0.05
43 Total Facilities	1.00		0.80	0.05	0.05	0.05	0.05
44 Public Works							
45 Public Works Director	1.00		0.06	0.26	0.23	0.23	0.22
46 Capital Project/Program Manager	1.00			0.25	0.25	0.25	0.25
47 Utilities Supervisor	1.00		0.05	0.23	0.24	0.24	0.24
48 Utility Worker	2.00		0.10	0.4	0.5	0.5	0.5
49 Utilities Operator	1.00		0.10	0.15	0.25	0.25	0.25
50 Seasonal Maintenance	0.33		0.16	0.06	0.06		0.05
51 Total Public Works	6.33		0.47	1.35	1.53	1.47	1.51
52 Total Budget Positions (FTE's)	36.56	3.85	23.73	1.50	2.52	2.47	2.49

General Fund

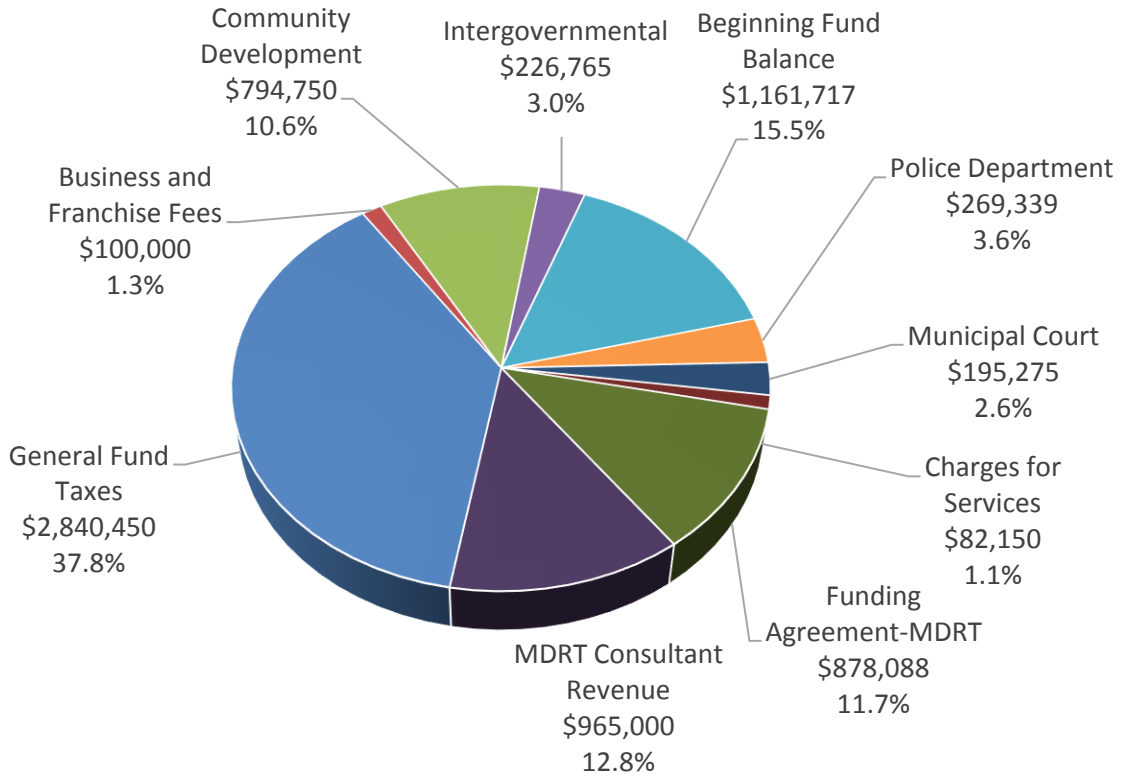
The General Fund is the primary fund of the city. It is similar to a firm's general ledger account, and records all assets and liabilities of the entity that are not assigned to a special purpose fund. It provides the resources necessary to sustain day-to-day city activities.



Cougars (*Puma concolor*) are sleek and graceful solitary animals rarely seen in the wild. Also known as Mountain lions or pumas, cougars are known for their strength, agility, and awesome ability to jump.

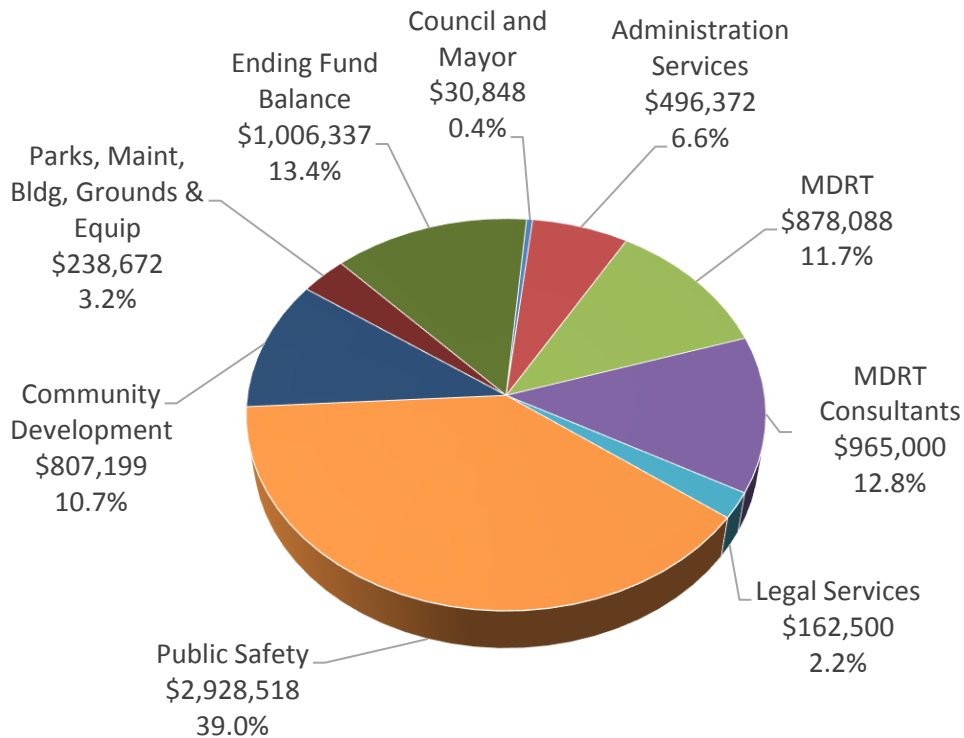
2018 DRAFT General Fund Sources

\$7,513,534



2018 DRAFT General Fund Uses

\$7,513,534



General Fund Draft Preliminary Budget 2018						
	2017 Budget	2017 thru August	2017 Est. Year End	2018 Prelim Budget	2018 to 2017 Budget Diff	% Diff
REVENUE						
1 Total Beginning Cash and Investments	1,303,353	1,455,070	1,455,070	1,161,717	(141,636)	-10.9%
2 Property Tax	1,490,100	797,175	1,508,646	1,543,800	53,700	3.6%
3 Sales Tax	385,000	383,359	557,000	655,000	270,000	70.1%
4 Utility & Gambling Tax	603,250	433,990	611,250	641,650	38,400	6.4%
5 Business & Other Licenses & Fees	23,500	23,180	23,500	23,500	0	0.0%
6 Cable Franchise Fees	76,000	56,984	75,000	76,500	500	0.7%
7 Land Use and Permitting Fees	380,950	172,915	270,000	794,750	413,800	108.6%
8 Liquor Tax & Profits	56,481	33,317	55,657	57,265	784	1.4%
9 State Sales Tax Assistance	95,000	41,275	82,500	95,000	0	0.0%
10 KC EMS Levy, Recycle Grants & misc	66,000	60,058	66,000	74,500	8,500	12.9%
11 Police Grants, Criminal Justice and Misc.	239,447	150,061	230,000	269,339	29,892	12.5%
12 Court Fines and Fees	193,275	57,694	95,000	195,275	2,000	1.0%
13 Charges for Services	22,150	3,266	6,000	16,250	(5,900)	-26.6%
14 Parks Revenue	34,940	23,843	27,800	36,900	1,960	5.6%
15 Cemetery Fees & Charges	12,600	4,920	5,000	12,600	0	0.0%
16 Miscellaneous Revenue	8,850	12,562	12,000	16,400	7,550	85.3%
17 Subtotal Operating Revenue	4,990,896	3,709,669	5,080,423	5,670,446	679,550	13.6%
18 Funding Agreement-MDRT	829,475	379,420	708,475	878,088	48,613	5.9%
19 Total Operating Revenue	5,820,371	4,089,089	5,788,898	6,548,534	728,163	12.5%
20 Developer Reimb-MDRT Consultants	438,000	340,644	677,000	965,000	527,000	120.3%
21 Total General Fund Sources	6,258,371	4,429,734	6,465,898	7,513,534	1,255,163	20.1%
EXPENDITURES						
23 Legislative-Council	15,814	6,855	13,314	15,881	67	0.4%
24 Executive-Mayor	14,877	9,191	13,477	14,967	90	0.6%
25 Admin Services (City Clerk/HR/Fin/IT/Cent Svc)	458,757	277,976	445,259	496,372	37,615	8.2%
26 Legal Services - General/Union Contracts	90,000	30,985	83,000	72,500	(17,500)	-19.4%
27 Legal Services - Lawsuits and Public Disclosure	20,000	100,949	200,000	90,000	70,000	350.0%
28 Legal - Prosecutor and Public Defender	61,250	33,750	53,750	85,250	24,000	39.2%
29 Municipal Court	232,041	118,929	199,041	275,255	43,214	18.6%
30 Police Department	1,897,480	1,102,032	1,747,480	1,998,756	101,276	5.3%
31 Fire Department	534,905	257,665	515,905	540,300	5,395	1.0%
32 EMS/Recycle/Air Quality/Mental Hlth/Anim Cont	29,466	15,110	20,500	28,957	(509)	-1.7%
33 Master Development Review Team	748,975	434,856	677,975	878,088	129,113	17.2%
34 Community Development	480,608	198,775	439,973	807,199	326,591	68.0%
35 Facilities Department	124,593	79,779	121,093	124,931	338	0.3%
36 Parks Department	81,363	49,396	79,463	94,494	13,131	16.1%
37 Cemetery	18,951	9,987	16,951	19,247	296	1.6%
38 Total Operating Expenditures	4,809,080	2,726,234	4,627,181	5,542,197	733,117	15.2%
39 Developer MDRT-Consultants	438,000	295,740	677,000	965,000	527,000	220.3%
40 Total Expenditures	5,247,080	3,021,974	5,304,181	6,507,197	1,260,117	24.0%
41 Ending Cash & Inv Bal Gen Govt	620,179	1,016,648	770,605	569,253	(50,926)	-8.2%
42 Designated Contingency	266,112	266,112	266,112	267,084	972	0.4%
43 Ending Cash & Inv Bal Developer	125,000	125,000	125,000	170,000	45,000	36.0%
44 Total Ending Cash and Investments	1,011,291	1,407,760	1,161,717	1,006,337	(4,954)	28.2%
45 Total General Fund Uses	6,258,371	4,429,734	6,465,898	7,513,534	1,255,163	20.1%

Functions Supported by Operating Revenue Sources					Public Safety	General Govt	MDRT
	2017 Budget	2018 Budget	\$ Change	% Change			
Beginning Cash and Investments	1,303,353	1,161,717	(141,636)	-13.2%		991,717	170,000
REVENUE							
1 Public Safety Revenue Support							
2 Property Tax	1,490,100	1,543,800	53,700	3.7%	1,543,800		
3 Utility and Gambling Tax	603,250	641,650	38,400	6.4%	641,650		
4 Criminal Justice Sales Tax	116,532	126,639	10,107	8.7%	126,639		
5 Liquor Tax & Profits	56,481	57,265	784	1.4%	57,265		
6 Court Fines and Fees	193,275	195,275	2,000	1.0%	195,275		
7 EMS Levy Taxes	56,000	57,000	1,000	1.8%	57,000		
8 Police Grants, Charges for Service, Misc	122,895	142,700	19,805	16.1%	142,700		
9 Subtotal Public Safety Revenue	2,638,533	2,764,329	125,796	4.8%	2,764,329		
10 General Government Support							
11 Sales Tax	385,000	655,000	270,000	70.1%		655,000	
12 Land Use and Permitting Fees	380,950	794,750	413,800	108.6%		794,750	
13 State Sales Tax Assistance	95,000	95,000	0	0.0%	95,000		
14 Recycle and Misc. Grants	10,000	22,500	12,500	125.0%		22,500	
15 Cable Franchise Fees	76,000	76,500	500	0.7%		76,500	
16 Parks and Cemetery Fees	47,540	44,500	(3,040)	-6.4%		44,500	
17 Business License Fees	23,500	23,500	0	0.0%	23,500		
18 Passports & Misc. Fees and Charges	31,020	32,650	1,630	5.3%		32,650	
19 Subtotal General Govt Revenue	1,049,010	1,744,400	229,459	21.9%	118,500	1,625,900	
20 Subtotal Operating Revenue	4,990,896	5,670,446	679,550	13.6%	2,882,829	2,617,617	170,000
21 Developer Funding Agreement	829,475	878,088	48,613	5.9%			878,088
22 Total General Fund Operating Sources	5,820,371	6,548,534	728,163	12.5%	2,882,829	2,617,617	1,048,088
EXPENDITURES							
24 Police Department	1,897,480	1,998,756	101,276	5.3%	1,998,756		
25 Fire Department	534,905	540,300	5,395	1.0%	540,300		
26 EMS Mgmt/Recycle/Air Qual/Mntl Hlth/etc.	29,466	28,957	(509)	-1.7%	28,957		
27 Municipal Court	232,041	275,255	43,214	18.6%	275,255		
28 Legal-Pros Atty & Pub Defender	61,250	85,250	24,000	39.2%	85,250		
29 Subtotal Public Safety Expenditures	2,755,142	2,928,518	255,221	9.3%	2,928,518		
30 Legislative-Council	15,814	15,881	67	0.4%		15,881	
31 Executive-Mayor	14,877	14,967	90	0.6%		14,967	
32 Admin Services (city clerk/fin/IT/cent svc)	458,757	496,372	37,615	8.2%		496,372	
33 Legal Service (General/Unions)	90,000	72,500	(17,500)	-19.4%		72,500	
34 Legal Service (Lawsuits & PDRs, etc.)	20,000	90,000	70,000	350.0%		90,000	
35 Master Dev Review Team and FF&E	748,975	878,088	129,113	17.2%			878,088
36 Community Development	480,608	807,199	326,591	68.0%		807,199	
37 Facilities-Staff, Bldgs, Equipment	124,593	124,931	338	0.3%		124,931	
38 Parks	71,363	84,494	13,131	18.4%		84,494	
39 Community Center Supplement	10,000	10,000	0	0.0%		10,000	
40 Cemetery	18,951	19,247	296	1.6%		19,247	
41 Subtotal Gen Govt Expenditures	2,053,938	2,613,679	559,741	27.3%	0	1,735,591	878,088
42 Total Operating Expenditures	4,809,080	5,542,197	733,117	15.2%	2,928,518	1,735,591	878,088
43 Ending Cash & Investment Gen Govt	620,179	569,253	(50,926)	-8.2%	(45,689)	614,942	
44 Designated Contingency	266,112	267,084	972	0.4%		267,084	
45 Developer Ending C & I	125,000	170,000	45,000	36.0%			170,000
46 Ending C & I Balance	1,011,291	1,006,337	(4,954)	-0.5%	(45,689)	882,026	170,000
47 Total GF Operating Uses	5,820,371	6,548,534	728,163	12.5%	2,882,829	2,617,617	1,048,088

Note: Analysis does not include MDRT Consultant Revenues and Expenses, in 2018, \$965,000.

General Fund Revenue

The General Fund budget refers to the expenditures and revenues associated with the delivery of City services in Black Diamond that are funded with property, sales, and utility taxes, charges & fees, and state shared revenues. Services provided under the General Fund include police and fire, municipal court, parks maintenance, building permits, development review and administrative functions in the City. The General Fund includes close to one half of Black Diamond's total budget.

Top Twenty General Fund Revenue Sources		Budget 2018
1	General Property Taxes	1,543,800
2	Sales Taxes	655,000
3	Building Permits	508,500
4	Electrical Tax	250,000
5	Plan Check Review Fees	190,000
6	Court Traffic Infractions	130,000
7	Local Criminal Justice Funds	120,000
8	Police Traffic School Fee	100,000
9	Sales Tax Assistance from State	95,000
10	Cable TV Utility Tax	89,000
11	Cable Franchise Fees	76,500
12	Telephone Tax	75,000
13	Stormwater Utility Tax	72,000
14	KC EMS VLS Contract	57,000
15	Sewer Utility Tax	53,000
16	Water Utility Tax	50,000
17	Solid Waste Tax	48,500
18	Liquor Board Profits	35,937
19	Lake Sawyer Parking Fee	25,000
20	Business License	23,500

General Fund Taxes

Locally levied taxes represent Black Diamond’s largest portion of revenues of \$2,840,450 or 50.1% of the city’s General Fund operating revenue. Taxes include real and personal property tax, local sales tax, utility taxes on utility services (water, sewer, stormwater, electric, gas, cable and telephone) and gambling taxes. A 14.6% increase of \$362,100 is estimated in 2018. The sales tax estimate increase of 70% is largely due to anticipated construction in the new development. Property taxes have increased 3.6%, with 2.6% of that due to anticipated new construction. Estimates for electrical and utility taxes have been budgeted with a growth factor.

General Fund Tax Revenue	Actual 2015	Actual 2016	Budget 2017	Year End Est 2017	2018	Budget \$ Change	Budget %
					Prelim Budget		Change inc/(dec)
1 General Property Taxes	1,460,777	1,481,893	1,490,100	1,508,646	1,543,800	53,700	3.6%
2 Sales Taxes	311,927	447,147	385,000	557,000	655,000	270,000	70.1%
3 Electrical Tax	214,323	225,324	235,000	230,000	250,000	15,000	6.4%
4 Water Utility Tax	45,137	46,620	43,400	45,000	50,000	6,600	15.2%
5 Stormwater Utility Tax	64,348	66,346	66,600	66,600	72,000	5,400	8.1%
6 Sewer Utility Tax	45,400	47,192	50,400	50,400	53,000	2,600	5.2%
7 Solid Waste Tax	36,716	44,744	42,000	47,500	48,500	6,500	15.5%
8 Cable TV Utility Tax	78,378	82,922	80,000	87,600	89,000	9,000	11.3%
9 Telephone Tax	96,506	85,883	82,000	80,000	75,000	(7,000)	-8.5%
10 Gas Utility Tax	289	212	250	250	250	-	0.0%
11 Pull Tabs and Punch Board Tax	2,866	3,907	3,600	3,900	3,900	300	8.3%
12 Total General Fund Taxes	2,356,666	2,532,192	2,478,350	2,676,896	2,840,450	362,100	14.6%



Mountain Goats (*Oreamnos americanus*), occur only in northwestern North America, and is the only genus and species of its kind in the world. Mountain goats are usually found in high elevation cliffs and broken terrain, which provide escape cover from predators and which they navigate well with their padded and flexible hooves.

Property taxes make up 54.4% of the General Fund’s tax revenue and estimated to generate \$1,543,800 in revenue for the city in 2018. All revenues from property taxes go directly to the General Fund to support public safety for police, fire protection and emergency services. Black Diamond depends heavily on property tax collections, as the city has a small commercial base for generating sales tax revenue.

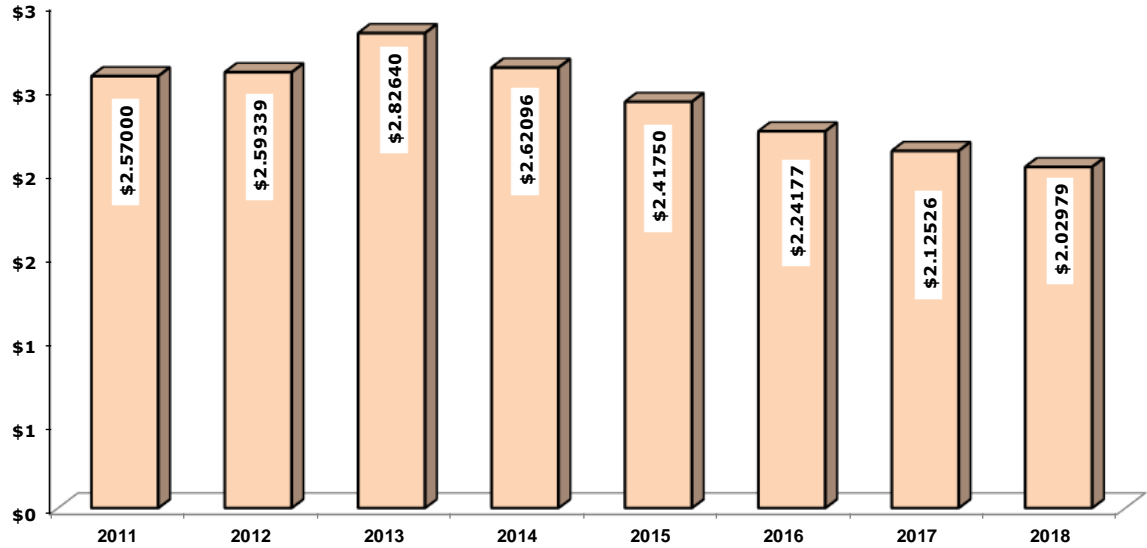
In Washington cities such as Black Diamond, property tax increases are limited to a 1% total dollar annual increase per year unless voters approve a lid-lift or larger percent increases. King County sets assessed valuation on property and calculates levy rates. Each taxing authority receives a portion of the tax amount, which King County collects and then passes on. In Black Diamond, there are four school districts with separate rates, so depending on which school district the property is in, the taxing amount will vary.



School districts in Black Diamond

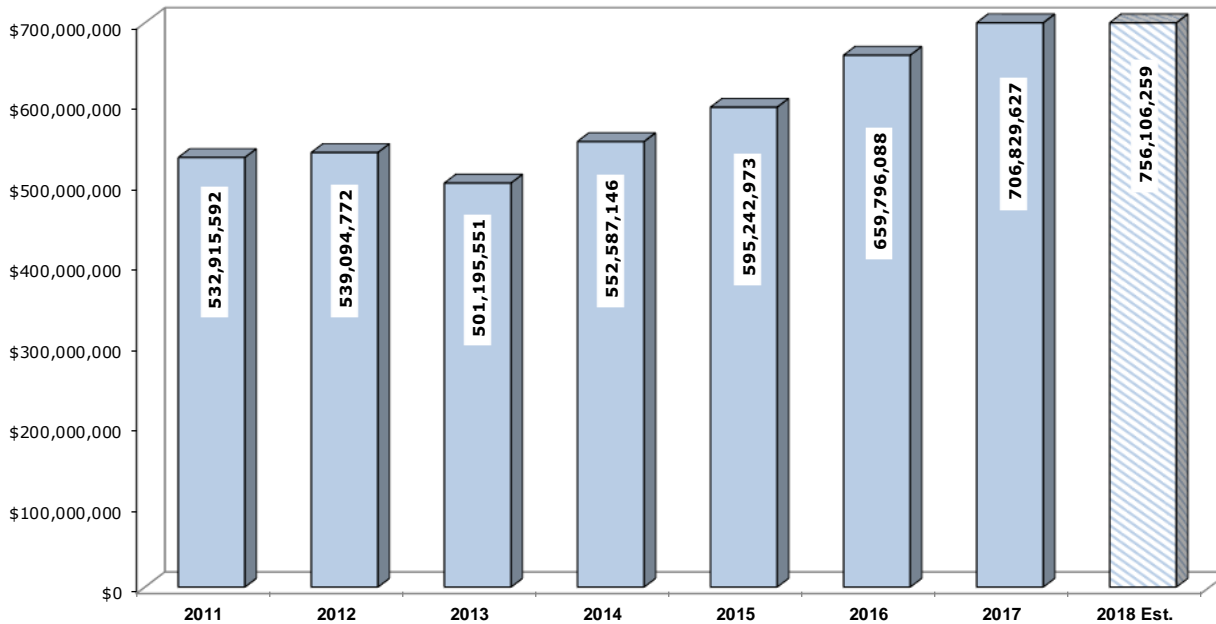
The total property tax rates in Black Diamond vary because of the four different school districts within our city limits. 2017 Rates	Enumclaw	Tahoma	Kent	Auburn
Local School District	4.53	5.83	4.82	6.74
Washington State for Schools	2.03	2.03	2.03	2.03
King County	1.38	1.38	1.38	1.38
City of Black Diamond	2.13	2.13	2.13	2.13
Port of Seattle	.15	.15	.15	.15
Library District	.45	.45	.45	.45
Emergency Medical Services	.26	.26	.26	.26
King County Flood Levy	.12	.12	.12	.12
Total Levy Rate	\$11.05	\$12.36	\$11.35	\$13.27
<i>Last Year's Levy Rate</i>	<i>11.79</i>	<i>13.13</i>	<i>12.30</i>	<i>12.79</i>

Property Tax Levy Rates and the 2018 Budget



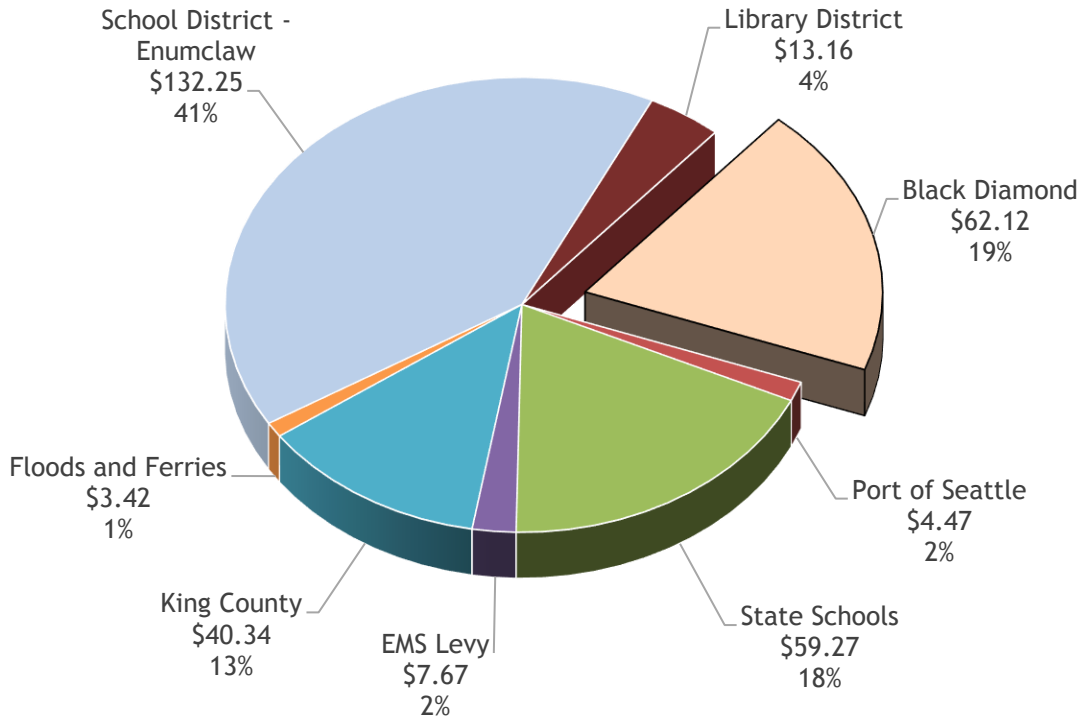
	2011	2012	2013	2014	2015	2016	2017	2018	Estimate
Regular Levy Base	998,553	1,360,492	1,373,558	1,400,391	1,438,114	1,462,890	1,481,033	1,508,687	
1% Increase	9,986	13,605	13,736	14,004	14,381	14,629	14,810	15,087	
New Construction	3,147	6,461	4,256	11,833	3,145	11,905	13,378	5,149,391	
Annexations	0								
Adjustments	348,806	-6,999	8,841	11,886	5,137	-14,074	-534		
Total Property Taxes	\$1,360,492	\$1,373,558	\$1,400,391	\$1,438,114	\$1,460,777	\$1,475,350	\$1,508,687	\$6,673,165	
Levy Rate per \$1000 AV	\$ 2.57000	\$ 2.59339	\$ 2.82640	\$ 2.62096	\$ 2.41750	\$ 2.24177	\$ 2.12526	\$ 2.02979	
Allowable Levy	3.10	3.10	3.10	3.10	3.10	3.10	3.10	3.10	3.10
Assessed Valuation	\$532,915,592	\$539,094,772	\$501,195,551	\$552,587,146	\$595,242,973	\$659,796,088	\$706,829,627	\$756,106,259	

Assessed Valuation History



Base Assessed Valuation	529,857,064	536,580,666	499,553,614	548,399,243	593,190,272	654,878,592	700,633,535	750,956,868
New Construction	3,058,528	2,514,106	1,641,937	4,187,903	2,052,701	4,917,496	6,196,092	5,149,391
Final Assessed Valuation	532,915,592	539,094,772	501,195,551	552,587,146	595,242,973	659,796,088	706,829,627	756,106,259
% change from prior year	-4.0%	1.2%	-7.0%	10.3%	7.7%	10.8%	7.1%	7.0%
Population	4,180	4,190	4,160	4,160	4,170	4,200	4,330	4,600
Property Tax Rate	2.570	2.593	2.826	2.621	2.418	2.242	2.125	2.030

MONTHLY 2017 Property Taxes on a \$350,000 appraised home in Black Diamond (in Enumclaw School District) Monthly Cost \$322.70



Property Taxes King County Taxing District	Levy Rate per \$1000 in Value	Percent of Property Taxes Collected	2017 Annual Tax on a \$350,000 Home	Monthly Tax on a \$350,000 Home
Port of Seattle	.15334	1%	\$53.67	\$4.47
State Schools	2.03205	18%	\$711.22	\$59.27
EMS Levy	.26305	2%	\$92.07	\$7.67
King County	1.38294	13%	\$484.03	\$40.34
Floods and Ferries	.11740	1%	\$41.09	\$3.42
School District - Enumclaw	4.53433	41%	\$1,587.02	\$132.25
Library District	.45117	4%	\$157.91	\$13.16
Subtotal	8.93		\$3,127.01	\$260.58
Black Diamond	2.12965	19%	\$745.38	\$62.12
Total	11.06	100%	\$3,827.39	\$322.70

Sales Tax revenue for the 2018 budget is forecast to be \$655,000 or 23% of General Fund tax revenue. For every \$100 spent in Black Diamond, \$8.60 is collected by the State and is shared by various jurisdictions. These jurisdictions include our city, Washington State, King County and Criminal Justice programs. Black Diamond receives a bit less than 10% of the total.

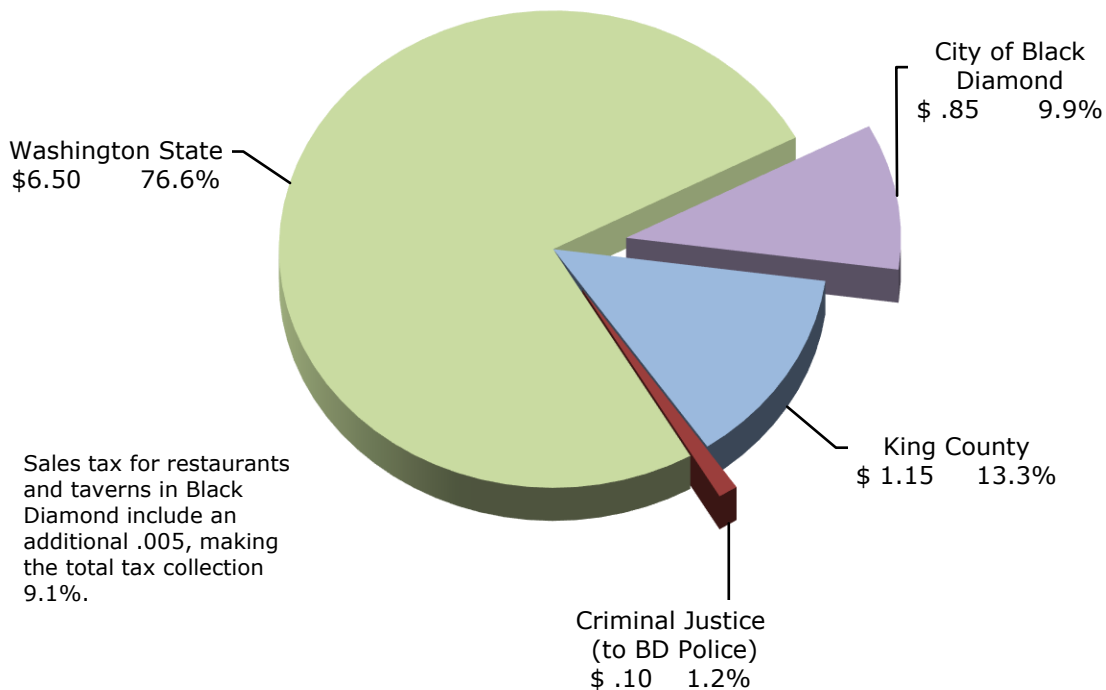
Black Diamond’s sales tax revenues are dependent on retail sales of products and services sold or delivered to Black Diamond, as well as tax on new construction material. In fact, a considerable portion of our sales taxes are collected for construction services such as installing, repairing, cleaning, improving and other home services. Sales Tax Collection in Black Diamond since 2011:

2011	2012	2013	2014	2015	2016	2017 Est	2018 Budget
\$297,333	\$262,974	\$290,795	\$302,927	\$311,927	\$447,147	\$557,000	\$655,000

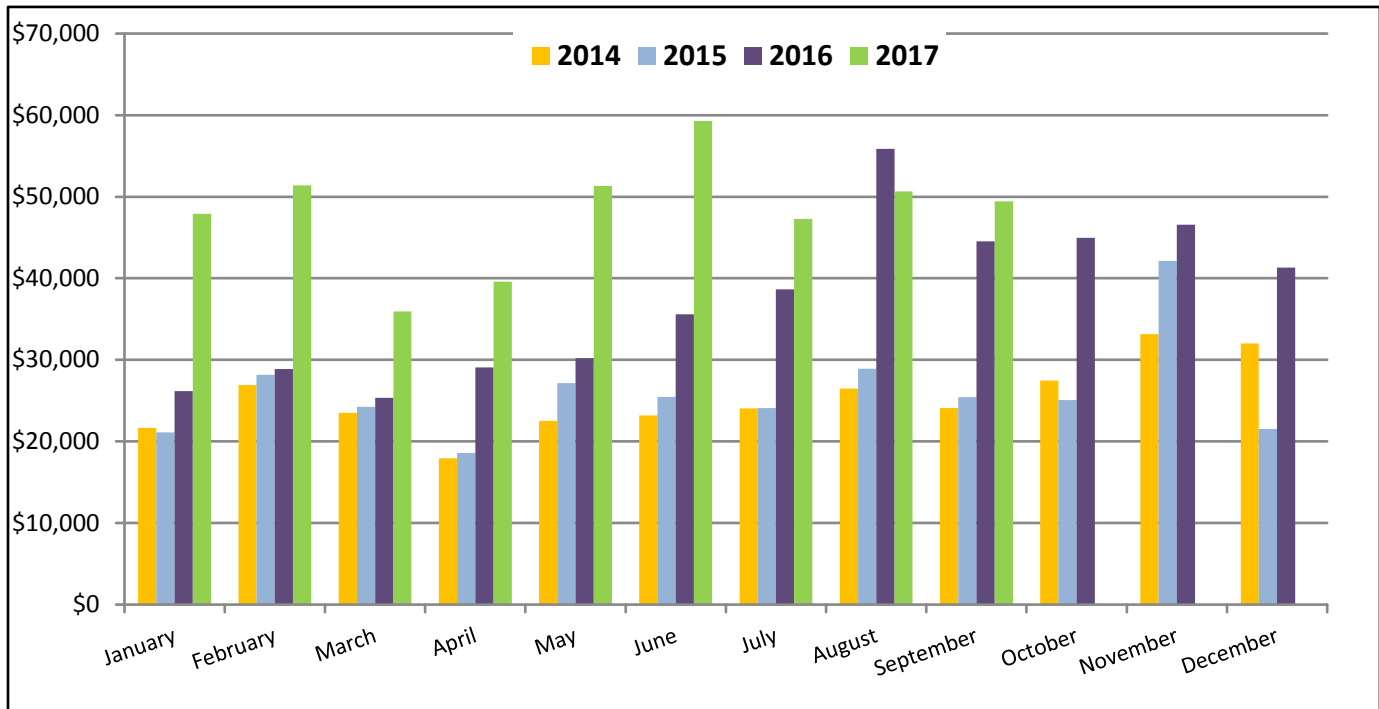
**City of Black Diamond
2017 Sales Taxes**

Taxed amount is 8.6% of retail sales

Based on a \$100 sale, retail sales tax collected is \$8.60, and is distributed the following way:



Black Diamond Sales Monthly Tax History



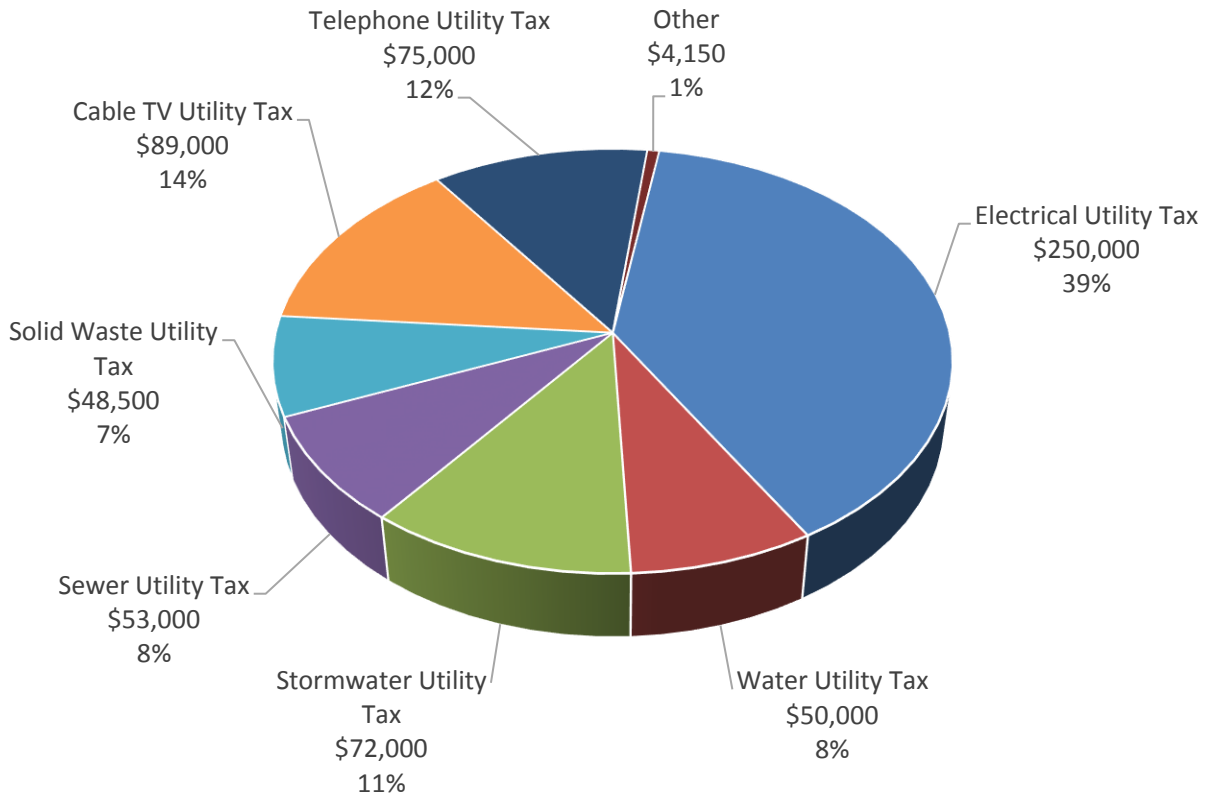
Sales Taxes	2014		2015		2016		2017		Change from prior YTD 2016 to 2017	
	Month	Monthly	YTD	Monthly	YTD	Monthly	YTD	Monthly		YTD
January		21,648	21,648	21,108	21,108	26,157	26,157	47,902	47,902	83.1%
February		26,907	48,555	28,157	49,265	28,893	55,050	51,403	99,304	80.4%
March		23,494	72,049	24,264	73,529	25,356	80,406	35,950	135,254	68.2%
April		17,926	89,975	18,596	92,125	29,067	109,473	39,585	174,839	59.7%
May		22,527	112,502	27,148	119,273	30,198	139,671	51,299	226,139	61.9%
June		23,171	135,673	25,454	144,726	35,573	175,244	59,293	285,432	62.9%
July		24,052	159,725	24,092	168,818	38,663	213,907	47,268	332,700	55.5%
August		26,478	186,203	28,923	197,741	55,869	269,776	50,659	383,359	42.1%
September		24,086	210,289	25,410	223,151	44,537	314,313	49,452	432,810	37.7%
October		27,480	237,769	25,076	248,227	44,974	359,287			
November		33,150	270,919	42,141	290,368	46,588	405,875			
December		32,008	302,927	21,561	311,929	41,301	447,176			
TOTAL		302,927		311,929		447,176		432,810		

Criminal Justice taxes are an additional local sales/use tax of 0.1 percent to be used for criminal justice programs. This tax is levied by the county and is imposed countywide, but the receipts are shared with King County cities, based on population. Of the revenues collected for criminal justice, 1 percent is retained for administration, 10 percent is distributed to the county and 90 percent goes to cities on a per-capita basis based on their official April 1 populations. Black Diamond’s population is currently 4,335.

Utility Taxes are collected for the city at the rate of 6% for electrical, telephone, cable TV, sewer, water and gas utilities. The stormwater utility tax is 18%. Overall in 2018, utility taxes have been estimated to include growth associated with the new Ten Trails development, as well as by current trend.

General Fund Utility Taxes		Actual 2015	Actual 2016	Budget 2017	Year End Est 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1	Electrical Tax	214,323	225,324	235,000	230,000	250,000	15,000	6.4%
2	Water Utility Tax	45,137	46,620	43,400	45,000	50,000	6,600	15.2%
3	Stormwater Utility Tax	64,348	66,346	66,600	66,600	72,000	5,400	8.1%
4	Sewer Utility Tax	45,400	47,192	50,400	50,400	53,000	2,600	5.2%
5	Solid Waste Tax	36,716	44,744	42,000	47,500	48,500	6,500	15.5%
6	Cable TV Utility Tax	78,378	82,922	80,000	87,600	89,000	9,000	11.3%
7	Telephone Tax	96,506	85,883	82,000	80,000	75,000	(7,000)	-8.5%
8	Gas Utility Tax	289	212	250	250	250	-	0.0%
9	Pull Tabs and Punch Board Tax	2,866	3,907	3,600	3,900	3,900	300	8.3%
10	Total GF Utility Taxes	583,962	603,152	603,250	611,250	641,650	38,400	6.4%

2018 Utility Tax Revenue \$641,650



Intergovernmental Revenue includes grants, entitlements, shared revenues and payments for goods and services provided to the city from the State or other governmental entities. They include per capita distributed revenues such as liquor excise and profit taxes and state and federal grants.

The city receives State assistance funds approved by the passage of ESSB 6050. This legislation was intended to provide ongoing financial assistance to cities and counties that have a low sales tax base and are having difficulty providing basic services. These funds were created by diverting a small portion of the Washington State real estate excise tax from the Public Works Trust Fund. As State taxes increase, they can share more with cities.

General Fund							2018		Budget %
Intergovernmental Rev		Actual	Actual	Budget	Year End	Prelim	Budget \$	Change	Change
		2015	2016	2017	Est 2017	Budget	Change		inc/(dec)
1	Sales Tax Assistance from State	89,563	93,843	95,000	82,500	95,000			
2	Liquor Excise Tax	11,380	19,596	20,104	19,280	21,328	1,224		6.1%
3	Liquor Board Profits	36,626	36,180	36,377	36,377	35,937	(440)		-1.2%
4	Recycle Grants	15,991	16,036	10,000	10,000	10,000			
5	Court Public Defender Grant					7,500	7,500		
6	KC EMS VLS Contract	55,302	55,994	56,000	56,000	57,000	1,000		1.8%
7	Total Intergovernmental Rev	208,862	221,649	217,481	204,157	226,765	9,284		4.3%

Community Development Revenue includes fees related to land use and construction activities such as plan checks and land use fees, building, mechanical and plumbing permits. This revenue does not include revenues from the Master Plan Development staff reviews. Estimates next year are promising, as the city anticipates significant increases in building activity.

Community							2018		Budget %
Development Revenue		Actual	Actual	Budget	Year End	Prelim	Budget \$	Change	Change
		2015	2016	2017	Est 2017	Budget	Change		inc/(dec)
1	Building Permits	71,224	186,154	164,750	84,000	470,500	305,750		185.6%
2	Mechanical Permits	7,313	5,558	12,000	9,000	20,000	8,000		66.7%
3	Plumbing Permits	4,439	2,994	7,000	7,000	18,000	11,000		157.1%
4	Other Permits	3,883	6,083	5,900	7,643	13,000	7,100		120.3%
5	Total Permits	86,858	200,788	189,650	107,643	521,500	331,850		175.0%
6	Plan Check Review Fees	3,187	47,138	110,000	42,000	150,000	40,000		36.4%
7	Fire Plan Check Fees	2,005	2,276	3,000	2,410	10,000	7,000		233.3%
8	Zoning/Subdivision Fees	45,616	235	300		300			0.0%
9	Various Land Use Fees	4,375	13,548	30,000	20,000	20,000	(10,000)		-33.3%
10	Various Shoreline Fees	4,069	14,318	20,000	5,000	15,000	(5,000)		-25.0%
11	CD Staff Review Fees	136	6,590	8,000	5,000	10,000	2,000		25.0%
12	SEPA Checklist/Plan Appeals	105	4,821	5,500	6,000	10,000	4,500		81.8%
13	Other Landuse Fees	3,030	3,839	4,800	1,100	2,350	(2,450)		-51.0%
14	Total Land Use and Misc. Fees	62,522	92,764	181,600	81,510	217,650	36,050		19.9%
15	Hearing Examiner Fees	880	880	1,000	5,000	5,000	4,000		400.0%
16	Technology Cost Recovery Fee	7,407	11,556	8,500	10,000	20,000	11,500		135.3%
17	Copying Services, Map Sales, etc	7,550	220	200	306	600	400		200%
18	Deposits	13,629	9,105		41,500	30,000	30,000		
19	Total Community Dev. Rev	178,846	315,313	380,950	245,959	794,750	413,800		108.6%

Police Department Revenue includes largely intergovernmental funding including grants, criminal justice funds and payments for police services provided by the city to other governmental entities. Other revenue includes traffic school, gun permits and fingerprinting revenue as well as donations and other minor sources. An increase in the criminal justice distribution is also expected next year.

In 2018, the Department is hoping to receive grants from the following agencies:

Washington State Parks – Marine Grant: the City receives annual monies from the State, divided amongst King County agencies, from VRF (vessel registration fees). In 2017, we received \$11,533 and an additional \$11,738 in federal grant funds to support our efforts on Lake Sawyer. We were selected for the federal grant monies based on the amount of vessel inspections we conducted the year prior.

Traffic Safety Equipment funds – The WA. State Traffic Safety Commission usually offers grant money to purchase traffic safety equipment such as radars, lidars, and portable breath tests. In 2017, we received \$1,000 for a new radar and over \$3,000 for additional sector units and a solar powered radar feedback sign.

Traffic Safety - (including DUI/seatbelt emphasis) and CIT Crisis Intervention Training (staffing reimbursement for backfill) – This funding is received through the WA. State Traffic Safety Commission for overtime to conduct emphasis patrols. These patrols typically cover a target area of DUI enforcement, seatbelt, distracted driving, and speed. The amount varies every year but ranges between \$2,500 and \$4,000.

Police Department Revenue	Actual 2015	Actual 2016	Budget 2017	Year End Est 2017	2018	Budget \$ Change	Budget %
					Prelim Budget		Change inc/(dec)
1 Criminal Justice Distribution	112,697	121,268	116,532	121,150	126,639	10,107	8.7%
2 Police Traffic School Fee	23,672	83,435	95,000	50,000	100,000	5,000	5.3%
3 Vessel Registration Boat Safety	12,515	12,073	12,515	11,533	13,000	485	3.9%
4 Police Grants	5,154	16,776	5,200	10,430	18,500	13,300	255.8%
5 Work Crew Screen and Fees	660	-	200	200	200		
6 Electronic Home Monitoring	3,080	583	1,000	500	1,000		
7 Police Finger Print Fee	-	350	500	500	500		
8 Police Records and Services	585	359	500	500	500		
9 Gun Permits and Fingerprinting	1,357	2,172	1,800	2,100	2,800	1,000	55.6%
10 Donations	500	510	500	500	500		
11 Reimbursements & Refunds	24,918	12,236	5,700	17,200	5,700		
12 Total Police Revenue	185,138	249,762	239,447	214,613	269,339	29,892	12.5%

Porcupine (*Erethizon dorsatum*) move slowly and do not see clearly, although their strong senses of hearing and smell serve them well. They climb trees to escape predators, but when threatened, the quills rise, spread out, and are released with just a light touch.



Municipal Court Revenue includes all revenue associated with the Black Diamond Municipal Court. As the Police Department is able to rehire frozen and unfilled positions, they are better able to concentrate on traffic control and increase revenue to the Court.

Municipal Court Revenue	Actual	Actual	Budget	Year End	2018	Budget \$	Budget %
	2015	2016	2017	Est 2017	Prelim Budget	Change	Change inc/(dec)
1 Court Traffic Infractions	62,561	65,634	130,000	63,900	130,000		0.0%
2 Administration/Correction Fees	21,425	24,176	25,000	15,500	25,000		0.0%
3 Court Mand. Insurance Costs	2,544	7,870	9,000	1,100	9,000		0.0%
4 Court Parking Fines	9,294	4,680	6,000	2,740	8,000	2,000	33.3%
5 Court Criminal Traffic Misd.	4,070	6,378	7,000	3,000	7,000		0.0%
6 Court Interest	4,540	4,503	6,000	3,500	6,000		0.0%
7 Court Cost Recoupment	4,302	3,130	5,000	3,200	5,000		0.0%
8 Court DUI Fines	3,168	3,536	3,000	2,500	3,000		0.0%
9 Court Other Fees	659	1,783	2,275	395	2,275		0.0%
10 Total Mun. Court Revenue	112,563	121,691	193,275	16,435	195,275	2,000	1.0%

Cable Franchise Fees and Business Licenses are collected from a 5% cable franchise fee. Business license revenue helps cover the cost of public safety.

Cable Franchise Fees & Business Licenses	Actual	Actual	Budget	Year End	2018	Budget \$	Budget %
	2015	2016	2017	Est 2017	Prelim Budget	Change	Change inc/(dec)
1 Cable Franchise Fees	67,171	71,833	76,000	75,000	76,500	500	0.7%
2 Business License	23,090	23,190	23,500	23,500	23,500	-	0.0%
3 Total Franchise/Bus License Rev	90,261	95,023	99,500	98,500	100,000	500	0.5%

Other General Fund Revenue sources include parking fees at Lake Sawyer, passport revenue, gym rental, the cemetery, and allocation of revenue from other city funds, for General Fund services and supplies.

Other GF Revenue	Actual	Actual	Budget	Year End	2018	Budget \$	Budget %
	2015	2016	2017	Est 2017	Prelim Budget	Change	Change inc/(dec)
1 Lake Sawyer Parking Fee	24,214	21,222	25,000	21,500	25,000		
2 Gym Revenue	6,829	5,845	9,940	6,300	11,900	1,960	19.7%
3 Cemetery Revenue	6,267	7,700	12,600	6,900	12,600		
4 Passports	19,319	15,409	21,900	6,000	16,000	(5,900)	-26.9%
5 Investment Interest	2,489	7,800	7,450	12,450	14,500	7,050	94.6%
6 Other and Miscellaneous	41,648	3,138	1,650	4,270	2,150	3,610	
7 Total Other Revenue	100,766	61,114	78,540	57,420	82,150	3,610	4.6%

The **Funding Agreement Revenue** is Master Planned Development revenue that covers ongoing costs in 2018.

Funding Agreement Revenue	Actual 2015	Actual 2016	Budget 2017	Year End Est 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1 Bldg Prtnr-Funding Agreement	764,250	690,367	829,475	750,000	878,088	48,613	5.9%
2 Total Funding Agreement Rev	764,250	690,367	829,475	750,000	878,088	48,613	5.9%

Funding Agreement Consultant Rev	Actual 2015	Actual 2016	Budget 2017	Year End Est 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1 MDRT-Bldg & Plan Check Services					400,000	400,000	
2 MDRT-Fiscal Reimbursement	731	-	3,000	-	10,000	7,000	233.3%
3 MDRT-Civil Engr Reimburse	380,810	137,782	250,000	500,000	375,000	125,000	50.0%
4 MDRT-Traffic Reimbursement	(11,400)	14,114	30,000	25,000	15,000	(15,000)	-50.0%
5 MDRT-Legal Reimbursement	47,937	19,483	50,000	50,000	50,000	-	0.0%
6 MDRT- Environmental Reimburse	22,733	4,435	30,000	10,000	30,000	-	0.0%
7 MDRT-Geotech Reimbursement	3,660	19,066	25,000	75,000	15,000	(10,000)	-40.0%
8 MDRT-Surveyor Reimbursement	7,385	1,674	20,000	7,000	30,000	10,000	50.0%
9 MDRT-Hearing Examiner Reimb	16,724	32,459	30,000	10,000	40,000	10,000	33.3%
10 Total Funded Consultants	468,581	229,013	438,000	677,000	965,000	527,000	120.3%

Beginning General Fund Revenue is the money in the city's cash and investment accounts that carry over from the prior year's ending balance after all expenditures.

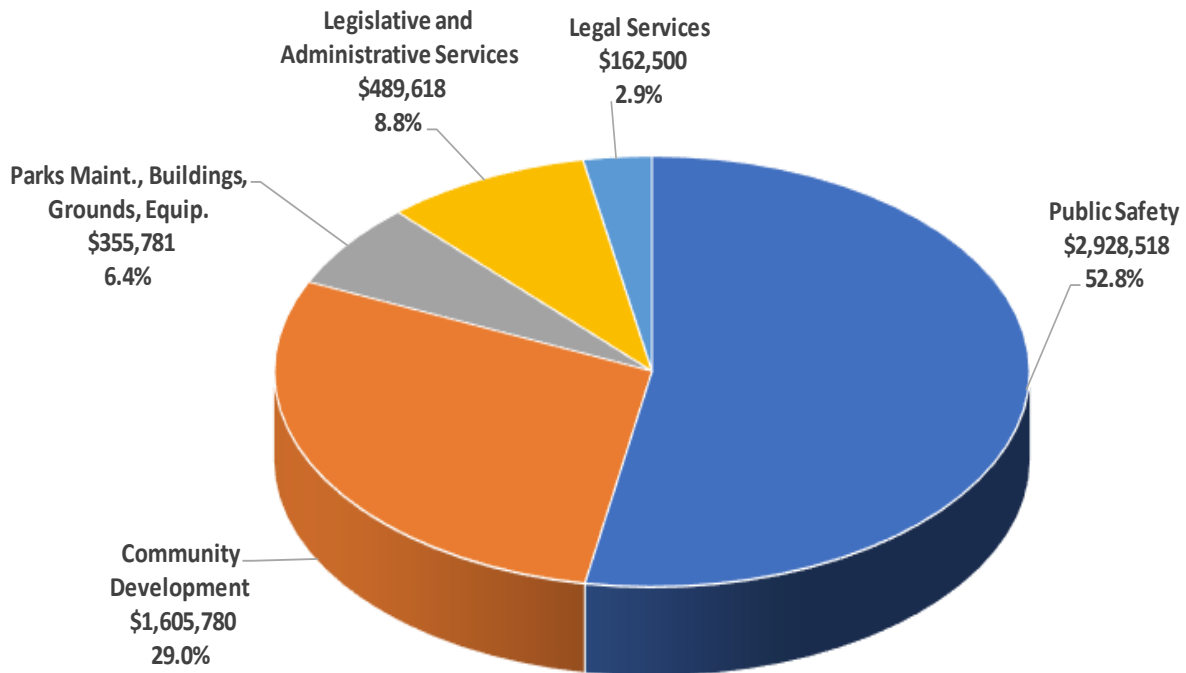
Beginning Cash and Investments	Actual 2015	Actual 2016	Budget 2017	Year End Est 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1 Beg Cash & Investments	842,524	1,045,376	1,178,353	1,336,570	1,036,717	(141,636)	-12.0%
2 Beg Cash Developer	190,103	192,700	125,000	118,500	125,000	-	
3 Total Beginning Fund Balance	1,032,627	1,238,076	1,303,353	1,455,070	1,161,717	(141,636)	-10.9%

Total General Fund Revenue	Actual 2015	Actual 2016	Budget 2017	Year End Est 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1 Grand Total Gen Fund Sources	5,498,562	5,755,975	6,258,371	6,396,050	7,513,534	1,255,163	20.1%

General Fund Expenditures

General Fund DRAFT Expenditures Functional Summary					
Functional Comparisons for 2015 - 2018					
	2015 Actual	2016 Actual	2017 Budget	2018 Budget	% of Total
1 Public Safety	2,300,154	2,431,015	2,755,142	2,928,518	52.8%
2 Development of Community	797,290	725,418	1,229,583	1,605,780	29.0%
3 Parks Maint., Buildings, Grounds, Equip.	251,663	281,669	266,817	355,781	6.4%
4 Legislative and Administrative Services	427,649	443,698	447,538	489,618	8.8%
5 Legal Services	47,991	90,279	110,000	162,500	2.9%
6 Total General Fund Operations	3,824,747	3,972,078	4,809,080	5,542,197	100%

2018 Total GF Budgeted Expenditures - Operating \$5,542,197



General Fund – Department Level Expenditure Summaries

Legislative – City Council - Expenditures

This department budget supports the 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 work studies each month. 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, and the Mayor Pro Tem receives \$200 per month.

Legislative - City Council Expenditures		Actual 2015	Actual 2016	Budget 2017	Thru August 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1	Salaries and Benefits	10,910	10,915	10,914	5,453	10,916	2	0.0%
2	Charge for Services	1,076	1,983	4,900	1,402	4,965	65	1.3%
3	Total Legislative Expenditures	11,986	12,897	15,814	6,855	15,881	67	0.4%

Executive – Mayor’s Office - Expenditures

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 include travel and fees for the Association of Washington Cities Annual Conference and Mayor’s Exchange.

Executive - Mayor's Office Expenditures		Actual 2015	Actual 2016	Budget 2017	Thru August 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1	Salaries and Benefits	13,055	13,077	13,077	8,704	13,067	(10)	-0.1%
2	Operating Supplies					100	100	
3	Charge for Services	1,961	1,335	1,800	487	1,800		0.0%
4	Total Executive Expenditures	15,016	14,412	14,877	9,191	14,967	90	0.6%



Coho Salmon (*Oncorhynchus kisutch*) are a very popular sport fish in Puget Sound. This species uses coastal streams and tributaries, and is often present in small neighborhood streams.

Administrative Services - Expenditures

This department includes the City Clerk, Finance, Human Resources, Utility Billing, Information Technology and Central Services, which captures shared costs for General Fund departments such as software maintenance costs, copier costs, postage, advertising, utilities, custodial services, building insurance, credit card and banking fees. Costs that benefit a variety of departments are paid from Central Services and then allocated through cost allocations.

The increase in Administrative Services is due to fully funding the expansion of the Senior Accountant position from part time to full time, salary step progression, and an addition to State Auditor costs. In addition, benefits were added for the IT Manager. The accounting for the City Clerk’s clerical support of the master plan development in allocation costs reduced the overall budget for the City Clerk’s office.

Administrative Services - Expenditures		Actual 2015	Actual 2016	Budget 2017	Thru August 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1	Wages	305,831	303,450	292,885	191,219	348,807	55,922	19.1%
2	Benefits	94,608	89,163	93,160	61,434	113,455	20,295	21.8%
3	Allocations	(45,769)	(38,412)	(30,000)	(17,478)	(70,000)	(40,000)	133.3%
4	Total Salaries and Benefits	354,670	354,201	356,045	235,175	392,262	36,217	10.2%
5	Operating Supplies	7,392	6,426	8,100	(5,348)	9,500	1,400	17.3%
6	Charge for Services	66,324	66,372	94,612	51,723	69,610	(25,002)	-26.4%
7	Capital Outlay (Pool Vehicle)					25,000	25,000	
8	Total Administrative Services	428,386	426,998	458,757	281,551	496,372	37,615	8.2%
By Department								
9	City Clerk	215,151	197,552	190,428	117,018	154,780	(35,648)	-18.7%
10	Finance	176,002	184,573	212,773	133,183	241,406	28,633	13.5%
11	Information Technology	27,739	34,264	41,910	24,020	62,584	20,674	49.3%
12	Central Services	9,494	10,609	13,646	7,330	37,602	23,956	175.6%
13	Total Administrative Services	428,386	426,998	458,757	281,551	496,372	37,615	8.2%



The species *Anatidae* include ducks and most duck-like waterfowl, such as geese and swans. Forty-seven species of *Anatidae* have been recorded in Washington.

Legal Department – Expenditures

The City Attorney provides 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 and personnel matters. A percentage of legal costs are shared with the MDRT, Street and Utility Fund budgets. The increase in lawsuits and public disclosure in 2018 is based on recent trend and the decrease in union representation costs are due to new contracts in place by then.

Legal Services	Actual 2015	Actual 2016	Budget 2017	Thru August 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1 General Government	17,933	52,952	60,000	26,951	60,000		0.0%
2 Lawsuits and Public Disclosure	2,380	18,675	20,000	100,756	90,000	70,000	350.0%
3 Employment and Union Contracts	27,679	18,652	30,000	4,226	12,500	(17,500)	-58.3%
4 Total Legal Service Expenditures	47,992	90,279	110,000	131,934	162,500	52,500	47.7%

Municipal Court - Expenditures

The Black Diamond Municipal Court is one of limited jurisdiction. The Court operates adjacent to the Police Department on Lawson Street. Court 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 and 4th Wednesday of each month. Budget for the Court includes contracted services provided by a Judge, a Court Administrator and a full time Court Clerk. Budget is also provided for security and other miscellaneous expenses such as interpreters, office supplies and training.

In 2018, the Court expects increasing activity due to more Police Officers on traffic control. The Judge and associated Court expenses increased about 50% due to anticipated expansion of court days per month, with an overall increase to the Court of 18.6% in 2018.

Municipal Court	Actual 2015	Actual 2016	Budget 2017	Thru August 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1 Wages	86,355	86,414	128,544	64,192	145,481	16,937	13.2%
2 Benefits	24,547	25,540	47,105	21,494	50,616	3,511	7.5%
3 Salaries and Benefits	110,902	111,954	175,649	85,686	196,097	20,448	11.6%
4 Operating Supplies	1,579	1,087	2,600	637	4,100	1,500	57.7%
5 Charge for Services	17,701	14,046	18,992	10,557	23,058	4,066	21.4%
6 Judge	24,315	24,210	24,800	16,390	37,000	12,200	49.2%
7 Police Security	8,966	8,444	10,000	5,658	15,000	5,000	50.0%
8 Total Municipal Court	163,463	159,741	232,041	118,929	275,255	43,214	18.6%

Police Department – Expenditures

OUR VISION

With our values at the forefront, the Black Diamond Police Department will be an open, friendly, and community-minded organization devoted to quality public service. We aspire to be a model of character and service. We will emphasize the development of professional knowledge and leadership skills at every level of our organization. We will promote an atmosphere of public trust and confidence through professional conduct, being responsive to community needs, and accountable to those we serve.

MISSION

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

Integrity - Committed to providing quality service by consistently holding ourselves to the highest moral and ethical principles.

Professionalism - Committed to providing the community with exceptional law enforcement by developing our personnel through effective training and leadership.

Excellence - Committed to providing innovative solutions to issues by working in partnership with our community.

Teamwork - Committed to providing a quality work environment by promoting coordination, cooperation, and communication with our members.

Police Expenditures	Actual 2015	Actual 2016	Budget 2017	Thru August 2017	2018	Budget \$ Change	Budget % Change inc/(dec)
					Prelim Budget		
1 Wages	874,826	922,491	1,011,189	609,342	1,050,139	38,950	3.9%
2 Benefits	316,796	329,354	423,124	221,196	397,780	(25,344)	-6.0%
3 Total Salaries and Benefits	1,191,622	1,251,845	1,434,313	830,537	1,447,919	13,606	0.9%
4 Operating Supplies	44,651	39,798	48,200	22,252	56,150	7,950	16.5%
5 Charge for Services	78,626	96,770	86,323	60,303	82,974	(3,349)	-3.9%
6 Capital Outlay	7,760		2,500	5,117	3,000	500	20.0%
7 Debt Service to Sewer					35,200	35,200	
8 Total Police Operating Expenditures	1,322,659	1,388,413	1,571,336	918,210	1,625,243	53,907	3.4%
9 Jail Costs	64,295	63,279	43,000	30,511	53,100	10,100	23.5%
10 Building Maintenance	20,653	21,228	23,460	12,397	23,200	(260)	-1.1%
11 Civil Service	1,036	9,880	7,000	6,835	4,100	(2,900)	-41.4%
12 Communications	164,478	173,398	207,784	98,451	234,063	26,279	12.6%
13 Marine Program	11,480	17,538	15,400	14,285	28,700	13,300	86.4%
14 Criminal Justice	21,620	18,956	29,500	21,690	30,350	850	2.9%
15 Total Police Department Expenditures	1,606,221	1,692,692	1,897,480	1,102,379	1,998,756	101,276	5.3%

In 2018, the department proposes unfreezing an officer position, by adding a 10th fully commissioned officer halfway through the year. Communication usage charges through Valley Com, personnel equipment and uniform budgets have been increased accordingly. These increases were partially offset by a reduction in employee medical benefits, due to current family sizes. This budget also includes an increase in hours for the part-time Police Records Clerk. The repayment of a loan from Sewer in 2017 for four vehicles begins in 2018 with the first of five installments. The overall amount of increase in 2018 is 5.3%.

City of Black Diamond Equipment Replacement Debt Service 2018

Issue Date	Issue Amount	Type	Purpose	Maturity Date	Loan Balance	Payments		Total Debt Service
						Principal	Interest	
					12/31/2017			2018
2017	160,000	Internal	Police Vehicles	2022	160,000	32,000	3,200	35,200
					12/31/2018			2019
					128,000	32,000	2,560	34,560
					12/31/2019			2020
					96,000	32,000	1,920	33,920
					12/31/2020			2021
					64,000	32,000	1,280	33,280
					12/31/2021			2022
					32,000	32,000	640	32,640
Total Equipment Replacement Fund Debt Service (2018 - 2022)								169,600

Fire Department - Expenditures

The City of Black Diamond contracts with Mountain View Fire and Rescue, formerly King County Fire District No. 44, for fire services. The department’s responsibilities include providing a minimum of two personnel on duty 24 hours a day, seven days a week in Black Diamond and providing rescue, fire suppression, fire prevention, fire marshal services, emergency medical services, disaster services, hazardous materials response, dispatch services, administrative services and public education activities to citizens. Fire investigation services are contracted through the King County Sheriff’s Department.

An increase of 3% over estimated actuals this year was built into the 2018 budget to recognize cost of living adjustments agreed to in the 2008 interlocal agreement between the city and fire district.

Fire Department Expenditures	Actual 2015	Actual 2016	Budget 2017	Thru August 2017	2018 Prelim Budget	Budget \$ Change	Budget %
							Change inc/(dec)
1 Fire Dist 44 Prof Serv	460,710	495,010	514,825	252,455	520,100	5,275	1.0%
2 PR Svcs KC Fire Investigation	1,214	957	2,000	-	2,000		0.0%
3 Other Operating Costs	3,224	2,915	18,080	5,209	18,200	120	0.7%
4 Total Fire Expenditures	465,148	498,882	534,905	257,665	540,300	5,395	1.0%

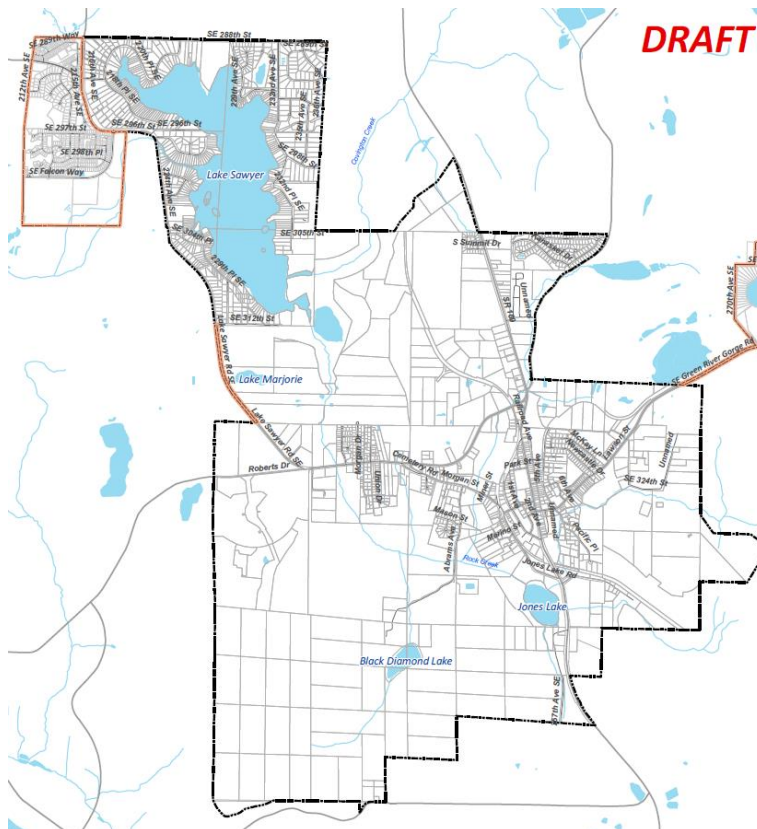
Community Development - Expenditures

This department provides 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.

Community Development Expenditures	Actual 2015	Actual 2016	Budget 2017	Thru August 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1 Wages	77,665	77,339	217,582	78,389	412,653	195,071	89.7%
2 Benefits	21,333	20,771	100,895	27,504	191,322	90,427	89.6%
3 Total Salaries and Benefits	98,999	98,110	318,477	105,892	603,975	285,498	89.6%
4 Operating Supplies	1,524	2,219	2,450	941	3,600	1,150	46.9%
5 Charge for Services	160,239	149,690	154,681	89,496	159,624	4,943	3.2%
6 Capital Outlay (permitting software)					35,000	35,000	
7 Hearing Examiner		615	5,000	2,446	5,000		0.0%
8 Total Community Dev. Expenditures	260,762	250,633	480,608	198,775	807,199	326,591	68.0%

The significant increase in Community Development in 2018 is due to the anticipated permitting demands from the new construction in the Ten Trails development. There is budget for a new Building Official and an upgrade of the vacant position of Planner to Senior Planner. There is also budget provided for the Permit Technician Supervisor position that had replaced a 60% Permit Technician position in 2017. Capital outlay in 2018 includes new permitting software.

Black Diamond Planning Area



Master Development Review Team – Expenditures

This department was established to provide specific focus on the Master Planned Developments. There are two developments, Ten Trails and Lawson Hills. The review team and MDRT consultants are 100% funded by the developer. The team works closely with consultants hired to assist with financial analysis, civil and traffic engineering, environmental, surveying and geotechnical services. Their services are used to provide consulting and review of the Master Plan Developments according to the development agreements.

Infrastructure is in, and model homes will be built shortly, with some commercial properties already in planning stages. The increase in MDRT expenditures reflects this growth.

MDRT Team Expenditures	Actual	Actual	Budget	Thru	2018	Budget \$	Budget %
	2015	2016	2017	August 2017	Prelim Budget	Change	Change inc/(dec)
1 Wages	296,640	314,936	443,913	240,955	508,678	64,765	14.6%
2 Benefits	123,987	128,626	186,504	89,019	176,415	(10,089)	-5.4%
3 Total Salaries and Benefits	420,627	443,561	630,417	329,974	685,093	54,676	8.7%
4 Operating Supplies	2,439	3,126	5,500	2,569	14,000	8,500	154.5%
5 Charge for Services	26,671	28,098	36,191	47,218	39,488	3,297	9.1%
6 Capital Outlay	32,904				60,000	60,000	
7 Building Maintenance	53,933	75,618	76,867	49,441	79,507	2,640	3.4%
8 Total MDRT Team Expenditures	536,574	550,403	748,975	429,202	878,088	129,113	17.2%

MDRT Consultant Expenditures	Actual	Actual	Budget	Thru	2018	Budget \$	Budget %
	2015	2016	2017	August 2017	Prelim Budget	Change	Change inc/(dec)
1 MDRT- Prof Svcs - Planning	55,233				200,000	200,000	
2 MDRT Legal Services	44,811	20,642	50,000	26,088	50,000		0.0%
3 MDRT Fiscal Analysis			3,000		10,000	7,000	233.3%
4 MDRT Civil Engineering	266,740	224,889	250,000	248,142	375,000	125,000	50.0%
5 MDRT Traffic Engineering	5,929	17,780	30,000	8,866	15,000	(15,000)	-50.0%
6 MDRT Environmental Consultant	19,563	2,325	30,000	2,370	30,000		0.0%
7 MDRT Geotech	4,740	61,516	25,000	3,750	15,000	(10,000)	-40.0%
8 MDRT Surveyor	6,620	1,674	20,000	3,326	30,000	10,000	50.0%
9 MDRT Engineering-UTRC	17,165						
10 MDRT Hearing Examiner	14,892		30,000	3,197	40,000	10,000	33.3%
11 MDRT Bldg Insp/Bld Off/Plan Exam					200,000	200,000	
12 Total MDRT Consultant Expenditures	435,693	328,826	438,000	295,740	965,000	527,000	120.3%

Parks Department - Expenditures

The Parks Department operates and maintains the following amenities: a basketball court, tennis court, skate park, three picnic areas, a boat launch, five coal car city entry monuments, BMX bike track, swimming area, 143 acres of passive lake front park with trails, city center viewing park, the historical monument park, two playground facilities and landscaping around the police building. The Parks Department provides the insurance, utilities and maintenance for the Recreation Center (gym), and utilities plus insurance coverage for the local historical museum. Costs associated with the ownership of resource lands also falls to the Parks Department.

This year the city continues to set aside \$10,000 to supplement Black Diamond’s Community Center budget. The gym’s expenditures increased \$6,600 largely due to upgrading lighting, courtesy of a King County grant. In addition, \$7,000 has been set aside to transfer to equipment reserves for Public Works equipment replacement.

Parks Department Expenditures		Actual 2015	Actual 2016	Budget 2017	Thru August 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1	Wages	15,848	21,050	24,360	13,928	25,003	643	2.6%
2	Benefits	6,249	7,958	8,699	5,091	8,341	(358)	-4.1%
3	Total Salaries and Benefits	22,097	29,008	33,059	19,019	33,344	285	0.9%
4	Operating Supplies	4,026	4,388	7,153	2,904	6,084	(1,069)	-14.9%
5	Charge for Services	11,197	11,771	14,819	6,492	15,487	668	4.5%
6	Museum Expenditures	10,811	7,645	7,826	4,703	7,473	(353)	-4.5%
7	Community Center Insurance	-	136	10,000	10,000	10,000		0.0%
8	Gym Expenditures	9,109	9,885	8,506	6,277	15,106	6,600	77.6%
9	Transfer to Equipment Reserves					7,000	7,000	
10	Total Parks Expenditures	57,241	62,833	81,363	49,396	94,494	13,131	16.1%



Bald Eagles (*Haliaeetus leucophalus*) are present year-round throughout most parts of Washington with the highest densities in the Puget Sound region. Individuals occur in the Puget Sound basin as migrants, winter residents and members of the breeding population.

Black Diamond Cemetery - Expenditures

Black Diamond Historical Cemetery is located in Black Diamond. The cemetery was founded in 1884. It sits on Cemetery Hill Road, off Roberts Drive.

The earliest gravestone dates back to 1880 and now contains over 1,100 graves. The tombstones show cultural diversity and tragedy that existed in town when coal mining was at its peak. At least half a dozen graves belong to those of mine workers who died in explosions in 1902, 1910 and 1915. Graves mark residents who came from countries such as Italy, Australia, Russia and Germany. A Civil War veteran was laid to rest there, as well as children who died in the early 1900s due to epidemics of small pox and influenza.

The city operates and maintains the historic Black Diamond Cemetery. This involves coordinating burials, sale of plots, providing physical burial, and maintaining the grounds. The burial fees are set to cover the costs associated with the services. The Public Works crew mows and trims the cemetery once a week during the heavy grass growing months and once every two weeks or so for the drier months during the growing season. Public Works staff provides the planning and administration services for the Cemetery Department.

Cemetery Expenditures	Actual 2015	Actual 2016	Budget 2017	Thru August 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1 Wages	9,537	9,840	10,152	6,442	10,724	572	5.6%
2 Benefits	3,973	4,205	4,548	2,727	4,381	(167)	-3.7%
3 Total Salaries and Benefits	13,510	14,045	14,700	9,169	15,105	405	2.8%
4 Operating Supplies	951	560	1,845	156	1,845		
5 Charge for Services	1,805	1,274	2,406	662	2,297	(109)	-4.5%
6 Total Cemetery Expenditures	16,266	15,879	18,951	9,987	19,247	296	1.6%



Great Blue Herons (*Ardea herodias*) are beautiful and are the largest of the Herons, easily spotted in coastal areas.

Facilities, Grounds Department and Special Programs - Expenditures

The City of Black Diamond's 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, equipment and two vehicles.

Facilities, Grounds and Special Programs Expenditures		Actual 2015	Actual 2016	Budget 2017	Thru August 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1	Wages	57,108	57,398	57,236	37,955	58,953	1,717	3.0%
2	Benefits	20,898	20,772	18,600	11,062	16,934	(1,666)	-9.0%
3	Allocations	(2,603)	(39,942)	(34,380)	(25,720)	(39,348)	(4,968)	14.5%
4	Total Salaries and Benefits	75,403	38,228	41,456	23,297	36,539	(4,917)	-11.9%
5	Operating Supplies	1,362	2,304	2,016	1,574	3,000	984	48.8%
6	Charge for Services	9,515	8,128	8,100	3,591	8,550	450	5.6%
7	Building Rental, Maint. & Equip Lease	45,273	68,070	73,021	43,390	76,842	3,821	5.2%
8	Total Facilities Expenditures	131,553	116,730	124,593	71,853	124,931	338	0.3%
9	Emergency Management	277	1,374	5,100	126	5,200	100	2.0%
10	Recycling	14,991	15,436	13,055	9,965	12,000	(1,055)	-8.1%
11	Clean Air Assessment	2,910	3,311	3,111	1,678	3,432	321	10.3%
12	Animal Control	10,795	2,961	7,000	2,621	7,125	125	1.8%
13	Mental Health	962	1,118	1,200	847	1,200		0.0%
14	Total Facilities and Other Expenditures	161,488	140,929	154,059	87,089	153,888	(171)	-0.1%

Ending Fund Balance and General Fund Totals		Actual 2015	Actual 2016	Budget 2017	Thru August 2017	2018 Prelim Budget	Budget \$ Change	Budget % Change inc/(dec)
1	Ending Cash & Invest Unreserved	1,045,376	1,336,570	620,179	1,026,180	569,253	(50,926)	-8.2%
2	Ending Cash & Invest Developer	192,700	118,500	125,000	125,000	170,000	45,000	36.0%
3	Contingency \$.375 per \$1000 AV			266,112	266,112	267,084	972	0.4%
4	Total Ending Fund Balance	1,238,076	1,455,070	1,011,291	1,417,292	1,006,337	(4,954)	-0.5%
5	Total General Fund Uses	5,498,562	5,755,975	6,258,371	4,429,734	7,513,534	1,255,163	20.1%



Barn Owls (*Tyto Alba*) are common throughout the Pacific Northwest. These are Owlets.

Positions in the 2018 Budget	2018 Proposed Salary Schedule	Step 1	Step 2	Step 3	Step 4	5 & On
	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
	Court Clerk (hourly)	18.54	20.09	21.63	23.18	24.72
✓	Court Clerk	3,213	3,482	3,749	4,017	4,284
	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	4,499	4,814	5,128	5,443	5,757
✓	Senior Accountant (hourly)	25.95	27.77	29.59	31.40	33.22
	Accountant I Journey (hourly)	16.61	17.43	18.30	19.22	20.18
✓	Administrative Assistant II	3,213	3,481	3,749	4,017	4,284
	Administrative Assistant I	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	9,194	9,514	9,794	10,074	10,398
✓	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 (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/Nat Resources Director	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)	25.95	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
✓	Construction Inspector Supervisor	6,962	7,364	7,766	8,167	8,569
✓	Construction Inspector	5,570	5,892	6,213	6,534	6,855
✓	Public Utilities Operator	4,713	4,794	4,889	4,982	5,076
✓	Capital Projects Program Manager	5,355	5,622	5,903	6,198	6,508
	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	13.90	-	-	-



CITY OF BLACK DIAMOND

2017 Calendar for 2018 Budget Meetings As Adopted by Resolution 17-1178

	Process	Internal due date	Work Study	City Council	State Law Limitations
1	Budget CALL: Budget requests and instructions go out to all departments	Aug 7 or sooner			By Sept 11
2	Estimates to be filed with Finance/ City Clerk	Aug 14			Before Sept 25
3	<u>Special Meeting</u> Workstudy 6pm - CAO provides Council with current info on Revenue from all sources as adopted in 2017 Budget, provides the Clerk's proposed Prelim 2018 Budget for General Fund and 2018 Budget totals for all funds including debt service.	Sept 20	Sept 28		October 2
4	City Clerk Submits to CAO the proposed prelim budget setting forth the complete financial program	Sept 20			October 2
5	Workstudy Meeting 5:30 – General Fund Budget REV and EXP for Public Safety, Com Dev, Parks etc.	Oct 10	Oct 19		Oct 16 – Nov 15
6	<u>Special Meeting</u> - Workstudy – Public Works Budgets for REV and EXP for Street, Water, Sewer, Stormwater, REET 1&2 and Gen Govt, Utilities, Capital Projects and Debt Service.	Oct 20	Oct 26		Oct 16 – Nov 15
7	Mayor prepares Preliminary Budget and message and files with Council and Clerk			Nov 2	Nov 2
8	City Clerk publishes notice of Public Hearing on 2018 Budget and filing of Preliminary Budget – once a week for 2 consecutive weeks				Nov 2 – Nov 20
9	<u>Special Meeting</u> - Public Hearing on Revenue Sources including possible increases in Property Tax.			Nov 9	Oct 16 – Nov 15
10	Copies of Preliminary Budget made available to the public	Nov 10		Nov 16	Nov 20
11	Preliminary 2018 Budget Document ready. City Council holds 1 st Public Hearing on 2018 Budget	Nov 10		Nov 16	Nov 2 – Nov 29
12	Adopt Property Tax 2018, forward to King County by 11/30/2017	Nov 10		Nov 16	Nov 30
13	<u>Special Meeting</u> - Final Budget Hearing on 2018 Budget	Nov 28		Dec 4	Dec 4
14	File Property tax worksheet and Ordinances with King County	Dec 4			Dec 4
15	City Council adopts Final 2018 Budget and submits to State Auditor and Association of Washington Cities			Dec 7 or 21	Dec 29