

CITY COUNCIL AGENDA BILL

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

ITEM INFORMATION		
SUBJECT:	Agenda Date: December 17, 2015	AB15-093
Ordinance No. 15-1069 adopting the 2016 Budget	Mayor Carol Benson	
	City Attorney Carol Morris	
	City Clerk – Brenda L. Martinez	
	Com Development – Barbara Kincaid	
	Finance – May Miller	X
	MDRT/Econ Dev – Andy Williamson	
	Police – Chief Kiblinger	
	Public Works – Seth Boettcher	
Cost Impact (see also Fiscal Note):	Court Administrator – Stephanie Metcalf	
Fund Source: Various		
Timeline: Public Hearing		
Agenda Placement: <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Two Councilmembers <input type="checkbox"/> Committee Chair <input type="checkbox"/> City Administrator		
Attachments: Ordinance No. 15-1069; Exhibit A - 2016 Salary Schedule, & worksheets -pages 10 & 12 from the 2016 Budget Document		
SUMMARY STATEMENT:		
<p>The City of Black Diamond Council has reviewed the 2016 Budget at work study sessions on October 1, 2015 and October 29, 2015 and held public hearings on November 19, 2015 and December 7, 2015.</p> <p>The City Council did not pass the 2016 Budget Ordinance 15-1067 at their December 7, 2015 Special Council Meeting. The Council held an additional work study session on December 10, 2015 to re-examine the 2016 Budget and answer any additional questions.</p> <p>At the December 10, 2015 Workstudy meeting, Council members requested an additional \$20,000 be added to the General Fund Fire Budget for a total of \$25,000 for the City’s half of the costs of an annexation Financial Study. The funds will come from the General Fund ending Fund balance, which will be reduced to \$734,115 and this will reduce the increase from 2015 budget from \$109,035 to \$89,035. This will not change the ordinance, but will change the summary pages 10 and 12, which will be attached to reflect the change.</p> <p>Ordinance 15-1069 was prepared for Council to adopt the 2016 Budget at the December 17, 2015 meeting.</p> <p>State law requires that a 2016 Budget be adopted by December 31, 2015 to give the city authority to pay employees and bills effective January 1, 2016.</p> <p>Mayor Benson’s 2016 Budget is in balance for all operating and capital funds. The Ordinance adopting the 2016 Budget at the fund level and Exhibit A- 2016 Salary Schedule and support pages 10 and 12 are attached.</p> <p>The Budget Document is referenced and is available at City Hall or on the City website.</p>		
FISCAL NOTE (Finance Department):		
The Mayor’s proposed 2016 budget document includes balanced sources and uses for each		

operating and capital fund.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: the Finance Committee reviewed the 2016 Proposed Budget Document at their December 7, 2015 Finance Committee Meeting.

RECOMMENDED ACTION: **MOTION to approve Ordinance 15-1069, adopting the 2016 Budget.**

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
December 17, 2015		

ORDINANCE NO. 15-1069

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF BLACK DIAMOND, KING COUNTY, WASHINGTON,
ADOPTING THE BUDGET FOR CALENDAR YEAR 2016

WHEREAS, the Preliminary Budget was submitted to the City Council by the Mayor on October 1, 2015; and

WHEREAS, the City Council held public hearings on the Budget on November 5 and 19th, and December 7, 2015; and work sessions were held on October 1, and the 29th, 2015; and

WHEREAS, the City Council did not approve Ordinance No. 15-1067 to adopt the 2016 Budget at their December 7, 2015 special meeting; and

WHEREAS, the City Council held an additional special work session meeting on December 10, 2015 to review the 2016 Budget again, and

WHEREAS, the 2016 Budget must be adopted by 12/31/2015 for the City to have legal authority to pay employees and/or bills beginning January 1, 2016; and

WHEREAS, a copy of the Budget document was on file with the City Clerk for examination by the public during the time it was being considered by the City Council; now, therefore,

THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY,
WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. The annual budget of the City of Black Diamond for the 2016 calendar year, a reference copy of the document which is on file with the City Clerk and is posted on the city website, is hereby adopted at the fund level as the annual budget for the City of Black Diamond for the calendar year 2016.

Section 2. The budget and information contained herein remain provisional to the extent they are subject to mandatory bargaining with the City's collectively bargained employees as required by Washington law.

Section 3. The total estimated revenue from all sources and expenditures by fund as set forth in the 2016 budget document is adopted as follows:

Fund #	Fund Name	Estimated Revenues	Estimated Expenditures
001	General fund	5,586,502	5,586,502
101	Street Fund	328,979	328,979
107	Fire Impact Fees	61,605	61,605
108	Trans. Benefit District Fund	60,000	60,000
401	Water Fund	959,883	959,883
407	Sewer Fund	963,901	963,901
410	Stormwater Fund	455,738	455,738
310	Gen. Government CIP Fund	327,243	327,243
311	REET 1 Gen Govt	228,491	228,491
320	Street CIP Fund	2,043,211	2,043,211
321	REET 2 Street Projects	211,144	211,144
402	Water Supply and Facility Fund	630,150	630,150
404	Water Capital Fund	716,701	716,701
408	Sewer Capital Fund	737,540	737,540
410	Stormwater Capital Fund	50,000	50,000
510	Equipment Reserve Fund	384,402	384,402
	Total All Funds	13,745,490	13,745,490

Section 4. This Ordinance shall include the 2016 Salary Schedule as shown in the attachment as Exhibit A.

Section 5. This Ordinance shall be in full force and effect five days after its passage, approval, posting and publication in summary form as provided by law.

Passed by a majority of the City Council at a regular meeting on 17th day of December, 2015.

Mayor Carol Benson

Attest:

Brenda L. Martinez, City Clerk

APPROVED AS TO FORM:

Carol Morris, City Attorney

Published:
Posted:
Effective Date:

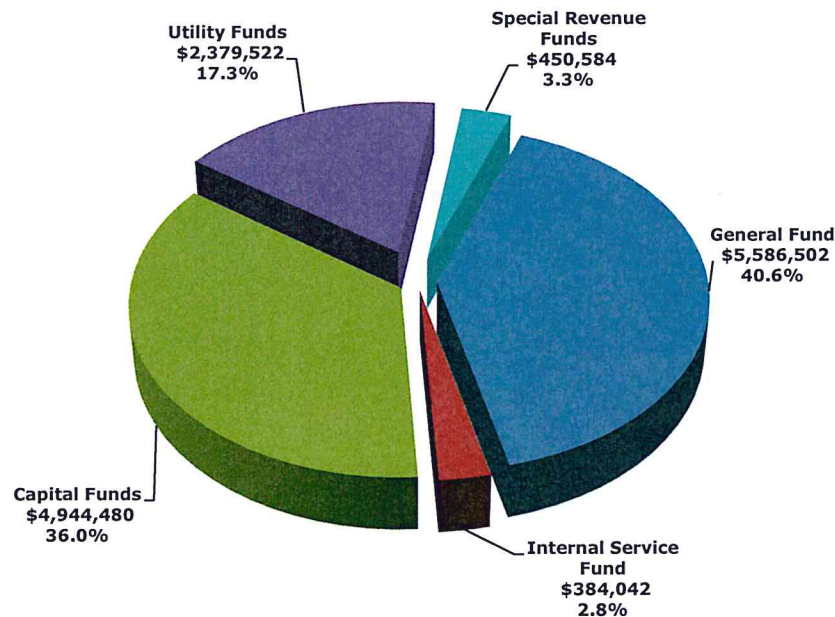
2016 City of Black Diamond Salary Schedule

Exhibit A

2016 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
Interim Court Administrator	5,305	-	-	-	-
Court Clerk (24% hourly)	18.54	20.09	21.63	23.18	24.72
Accounts Payable Clerk (hourly)	17.91	19.34	20.89	22.56	24.93
MDRT & Economic Director	7,498	7,899	8,301	8,703	9,104
City Attorney	8,161	8,569	8,997	9,447	9,919
City Clerk/HR Manager	7,498	7,899	8,301	8,703	9,104
Deputy City Clerk	4,499	4,814	5,128	5,443	5,757
Finance Director	7,498	7,899	8,301	8,703	9,104
Deputy Finance Director	6,631	7,013	7,396	7,778	8,161
Utility Clerk	3,213	3,481	3,749	4,017	4,284
Senior Accountant 73% (hourly)	25.79	27.08	28.43	29.86	31.35
Accountant 1 Journey (hourly)	16.61	17.43	18.30	19.22	20.18
Administrative Assistant 2	3,213	3,481	3,749	4,017	4,284
Administrative Assistant 1	2,356	2,544	2,731	2,919	3,106
Information Services Manager	6,962	7,364	7,766	8,167	8,569
Police Chief	10,236	10,585	11,008	11,287	11,692
Police Commander	8,422	8,702	8,984	9,264	9,588
Police Sergeant	8,292	8,757	-	-	-
Police Officer	5,037	5,645	6,255	6,863	7,440
Police Records Coordinator	4,499	4,814	5,128	5,443	5,757
Police Clerk 62.5% (hourly)	15.05	16.51	17.96	18.98	20.87
Facilities Equipment Coordinator	4,499	4,814	5,128	5,443	5,757
Human Resources Director	7,498	7,899	8,301	8,703	9,104
Community Dev/Natural Resources Dir	7,498	7,899	8,301	8,703	9,104
Permit Center Supervisor	5,891	6,159	6,427	6,694	6,962
Permit Technician	4,499	4,814	5,128	5,443	5,757
Permit Technician (60% hourly)	25.96	27.77	29.59	31.40	33.22
Compliance Officer	4,499	4,814	5,128	5,443	5,757
Senior Planner	5,355	5,622	5,903	6,198	6,508
Planner	4,499	4,814	5,128	5,443	5,757
Associate Planner	4,482	4,707	4,942	5,189	5,448
Assistant Planner	4,181	4,391	4,610	4,840	5,082
Building Official	6,962	7,364	7,766	8,167	8,569
Parks Department Director	7,498	7,899	8,301	8,703	9,104
Public Works Director	7,498	7,899	8,301	8,703	9,104
Utilities Superintendent	6,962	7,364	7,766	8,167	8,569
Capital Project/Program Manager	5,355	5,622	5,903	6,198	6,508
Construction Inspector	6,962	7,364	7,766	8,167	8,569
Public Utilities Operator	4,713	4,794	4,889	4,982	5,076
Public Works Administrative Asst 3	4,250	4,463	4,686	4,920	5,167
Utility Worker-Facility/Eq/Utility Worker	3,323	3,644	3,965	4,287	4,629
Utility Worker Seasonal (hourly)	13.24	-	-	-	-

All Funds Budget Summary		Beginning Fund Balance	2016 Revenue	Total Sources	2016 Expenditures	Ending Fund Balance	Total Uses
1	General Fund 001	1,072,660	4,513,842	5,586,502	4,697,387	889,115	5,586,502
2	Special Revenue Funds						
3	101 Street Fund	111,645	217,334	328,979	215,291	113,688	328,979
4	107 Fire Impact Fees	43,575	18,030	61,605		61,605	61,605
5	108 Trans. Benefit District Fund		60,000	60,000	60,000		60,000
6	Utility Funds			-			-
7	401 Water Fund	161,635	798,248	959,883	790,943	168,940	959,883
8	407 Sewer Fund	117,641	846,260	963,901	874,239	89,662	963,901
9	410 Stormwater Fund	105,818	349,920	455,738	370,796	84,942	455,738
10	Capital Funds			-			-
11	310 Gen. Government CIP Fund	170,819	156,424	327,243	327,243		327,243
12	311 REET 1 Gen Govt	133,341	95,150	228,491	128,000	100,491	228,491
13	320 Street CIP Fund	225,967	1,817,244	2,043,211	2,043,211		2,043,211
14	321 REET 2 Street Projects	116,024	95,120	211,144	110,000	101,144	211,144
15	402 Water Supply and Facility Fur	70,000	560,150	630,150	560,000	70,150	630,150
16	404 Water Capital Fund	287,700	429,001	716,701	560,771	155,930	716,701
17	408 Sewer Capital Fund	711,000	26,540	737,540	153,000	584,540	737,540
18	410 Stormwater Capital Fund		50,000	50,000	50,000		50,000
19	Internal Service Fund 510			-			-
20	1 - Fire Equipment Reserve Fund	48,876	25,050	73,926	73,926		73,926
21	2 - Street Equipment Reserve Fur	253,096	47,200	300,296	76,000	224,296	300,296
22	3 - Police Equipment Reserve Fur	9,800	20	9,820	9,820		9,820
23	Total All Funds	3,639,597	10,105,533	13,745,130	11,100,627	2,644,503	13,745,130

Total Budget
\$13,750,130



General Fund 2016 Final Budget

	2013 Actual	2014 Actual	2015 Budget	Estimate Year End 2015	2016 Budget	Budget \$ Change inc/(dec)	Budget % Change inc/(dec)
REVENUE							
1 Property Tax	1,400,391	1,438,112	1,436,203	1,436,000	1,465,908	29,705	2.1%
2 Sales Tax	290,796	302,927	280,000	310,750	326,250	46,250	16.5%
3 Utility & Gambling Tax	546,510	582,921	581,400	570,040	563,500	(17,900)	-3.1%
4 Business & Other Licenses & Fees	23,070	21,995	23,500	22,110	22,000	(1,500)	-6.4%
5 Cable Franchise Fees	61,563	62,438	61,000	64,000	66,000	5,000	8.2%
6 Land Use and Permitting Fees	80,068	112,715	86,970	135,000	181,310	94,340	108.5%
7 Liquor Tax & Profits	40,278	44,887	35,700	41,200	54,750	19,050	53.4%
8 State Sales Tax Assistance	61,645	72,195	60,000	70,000	78,460	18,460	30.8%
9 KC EMS Levy, Recycle Grants & misc	70,630	70,648	70,125	71,293	71,991	1,866	2.7%
10 Charges for Services, Passport	88,393	92,298	114,430	113,611	101,400	(13,030)	-11.4%
11 Parks Parking Fees	16,313	22,274	21,000	25,000	25,000	4,000	19.0%
12 Gym Revenue				6,100	9,940	9,940	
13 Cemetery Fees & Charges	9,128	10,371	12,700	10,100	12,600	(100)	-0.8%
14 Police Grants, Crim Justice & Misc	162,180	153,933	131,850	154,882	152,215	20,365	15.4%
15 Court Fines and Fees	104,826	114,777	125,000	108,175	109,521	(15,479)	-12.4%
16 Miscellaneous Revenue	8,676	7,108	1,975	8,000	2,500	525	26.6%
17 Subtotal Operating Revenue	2,964,467	3,109,599	3,041,853	3,146,261	3,243,345	201,492	11.9%
18 Insurance Recovery-Legal Svcs				25,000	-	-	
19 Funding Agreement-MDRT	1,412,069	1,310,097	1,045,069	830,688	822,497	(22,572)	-21.3%
20 Total General Fund Op Revenue	4,376,536	4,419,696	4,086,922	4,001,949	4,065,842	(21,080)	-0.5%
21 Developer Reimb-SEPA Legal	51,420	4,263	10,000	200	10,000	-	0.0%
22 Developer Reimb-MDRT Consultants	270,325	342,972	470,000	470,000	438,000	(32,000)	-6.8%
23 Developer Reimb-Makers Consulting	79,400	92,233		-			
24 Grand Total Revenue	4,777,681	4,859,164	4,566,922	4,472,149	4,513,842	(53,080)	-1.2%
25 Beg Cash & Inv Bal General Govt	397,817	644,198	601,492	842,526	912,660	311,168	51.7%
26 Beg Cash & Investment By Dev	261,219	299,129	278,000	190,103	160,000	(118,000)	-42.4%
27 Total Sources	5,436,717	5,802,491	5,446,414	5,504,778	5,586,502	140,088	2.6%
EXPENDITURES							
28 Legislative-Council	3,876	11,782	14,702	14,000	15,711	1,009	6.9%
29 Executive-Mayor	13,924	14,507	14,950	14,500	15,118	168	1.1%
30 Administration	105,545	117,435	-	-	-	-	
31 City Clerk/Human Resources	238,595	220,118	220,309	225,000	227,588	7,279	3.3%
32 Finance	243,879	268,152	173,477	190,000	181,014	7,537	4.3%
33 Information Services	143,454	45,659	49,700	53,700	31,175	(18,525)	-37.3%
34 Legal Service	66,564	110,594	75,400	60,000	55,000	(20,400)	-27.1%
35 Legal Services-Investigation/Other		122,263					
36 Legal-Pros Atty & Pub Defender	24,000	61,000	61,250	37,000	61,250	-	0.0%
37 Municipal Court	151,901	139,944	160,208	160,000	168,769	8,561	5.3%
38 Police Department	1,553,562	1,652,792	1,639,816	1,600,000	1,700,472	60,656	3.7%
39 Fire Department	448,264	454,496	483,526	464,000	530,375	46,849	9.7%
40 Natural Resources	148,077	76,382					
41 Recycle/Air Qual/Mntl Hlth/Animal Cont	27,595	27,344	28,800	25,800	32,166	3,366	11.7%
42 Master Development Review Team	451,226	442,931	714,381	500,000	657,325	(57,056)	-8.0%
43 Hearing Examiner-SEPA	2,791	709	10,000	5,000	5,000	(5,000)	-50.0%
44 Comm Deve-Permitting	168,143	121,283	122,992	128,706	201,688	78,696	64.0%
45 Comm Deve-Planning		91,177	79,080	118,294	119,636	40,556	51.3%
46 Facilities-Staff & Misc	98,239	89,780	82,322	88,000	47,876	(34,446)	-41.8%
47 Facilities Bldg Mtc-Staff & Equip	112,222	110,373	75,236	90,000	73,200	(2,036)	-2.7%
48 Emergency Management	3,714	184	2,500	-	5,000	2,500	100.0%
49 Parks	33,674	37,228	44,432	42,000	51,206	6,774	15.2%
50 Parks Museum	7,710	7,394	8,090	6,870	7,551	(539)	-6.7%
51 Parks Community Center	2,967	3,169	2,696	13,815	-	(2,696)	-100.0%
52 Parks Gym	2,043	2,502	2,147	9,000	11,316	9,169	427.1%
53 Cemetery	15,768	17,680	15,285	16,000	18,598	3,313	21.7%
54 Cntrl Svcs Reimb-Paper, Post, Print Cks	29,221	31,276	30,035	30,000	32,353	2,318	7.7%
55 Insurance and Unanticipated Costs				15,000			
56 Total General Fund Op Exp	4,096,954	4,278,154	4,111,334	3,906,685	4,249,387	138,053	3.4%
57 Developer Exp-GFC-Prior Year Planning	106,705	55,168		55,233			
59 Developer MDRT-Consultants	245,220	426,603	470,000	470,000	438,000	(32,000)	-6.8%
60 Developer Legal SEPA Reimb	44,511	9,937	10,000	200	10,000	-	0.0%
61 Total Expenditures	4,493,390	4,769,862	4,591,334	4,432,118	4,697,387	106,053	2.3%
62 Ending Cash & Inv Bal Gen Govt	644,198	842,526	645,080	912,660	729,115	84,035	13.0%
63 Ending Cash & Inv Bal Developer	299,129	190,103	210,000	160,000	160,000	(50,000)	-23.8%
64 Total Uses	5,436,716	5,802,491	5,446,414	5,504,778	5,586,502	140,088	2.6%