



**CITY OF BLACK DIAMOND**  
**November 20, 2008 Workstudy Agenda**  
25510 Lawson St., Black Diamond, Washington

**6:00 P.M. – CALL TO ORDER, ROLL CALL**

**1.) Department of Ecology Presentation of Sensitive Areas Ordinance**

Richard K. Robohm,  
Department of Ecology

**2.) Adjournment**

**Black Diamond City Council  
Critical Areas Ordinance  
November 20, 2008**

**Wetland Ratings, Buffers,  
and Best Available Science**

Richard Robohm  
Wetland Specialist  
**Department of Ecology  
Shorelands & Environmental  
Assistance Program**





# Washington State Wetland Rating System for Western Washington

*Revised*



Ecology Publication # 04-06-025

# Wetland Rating System

- Developed in early 90s, updated 2004.
- 4 Categories (I to IV) reflecting the level of protection and management needed.
- Used to prescribe criteria for avoidance, buffer widths, and mitigation ratios.
- Qualifies as “best available science.”



# Wetland Rating System (cont.)

- Assesses wetland functions in three main groups:
  - **Habitat** (for the many wetland-dependent plant and animal species).
  - **Water quality improvement** (removing sediments, nutrients, toxicants).
  - **Hydrologic functions** (reducing flooding & erosion, recharging groundwater, supporting baseflow).

# Wetlands in Washington State

*Volume 2: Guidance for Protecting  
and Managing Wetlands*



## Management Options

- Analyzing wetlands & the landscape
- Characterizing risk
- Managing wetlands
  - ✓ Plans & policies
  - ✓ Nonregulatory tools
  - ✓ Adaptive management
- Regulatory tools
  - ✓ Avoiding impacts
  - ✓ Buffers
  - ✓ Mitigation ratios

# BAS & Buffers

- Scientific literature very consistent
- Buffers perform many key functions and are critical to maintaining wetlands
- Factors that should determine buffer widths:
  - Wetland type & functions (category)
  - Intensity of impacts from land use
  - Character of buffer (slope, soils, vegetation)

# BAS & Buffers

## ➤ Scientific literature reports ranges for different buffer functions:

- Removing coarse sediment → 10 - 50 ft.
- Removing fine sediment → 100 - 300 ft.
- Removing Nitrogen or Phosphorus → 30 - 200 ft.
- Screening wildlife → 50 - 150 ft.
- Habitat for wetland-dependent spp. → 100 - 1200 ft.

## ➤ “Within the range of BAS”

- Meaningful only when you ask: For what functions? What level of risk is acceptable?

# Regulating Buffers

- Challenge for local governments is to choose an approach based on:
  - Reliance on buffers (vs. other means) to protect functions
  - Level of risk
  - Balancing predictability and flexibility

# Alternative 1:

## Buffers based only on rating

Wetland Category	Buffer Width
IV	50 ft
III	150 ft
II	300 ft
I	300 ft

NOTE: Wider buffers needed for only some wetlands within each rating



# Impacts of adjacent land use

High	Commercial, industrial, residential >1 unit/acre, High-intensity recreation
Moderate	Residential $\leq 1$ unit/acre Moderate-intensity recreation Paved trails
Low	Forestry Low-intensity recreation

Jurisdiction can use zoning designations & basin conditions to refine land use impacts

# Alternative 2:

## Buffers based on rating & intensity of impacts

Category of Wetland	Low-Impact Land Use	Moderate-Impact Land Use	High-Impact Land Use
IV	25 ft	40 ft	50 ft
III	75 ft	110 ft	150 ft
II	100 ft	150 ft	300 ft
I	150 ft	225 ft	300 ft

# Alternative 3:

**Buffers based on rating, intensity of impacts, & wetland functions or sensitivity**

- **Offers flexibility & predictability**
- **Includes criteria to increase, decrease & average buffers**
- **Represents moderate risk**
- **Developed with input from guidance group**

# Alternative 3

## Category I & II

### Intensity of Impact

<b>High habitat score</b> (29-36 pts)	High	-	300 ft
	Mod	-	225 ft
	Low	-	150 ft
<b>Mod habitat score</b> (20-28 pts)	High	-	150 ft
	Mod	-	110 ft
	Low	-	75 ft
<b>Low habitat score</b> (<20 pts)	High	-	100 ft
	Mod	-	75 ft
	Low	-	50 ft

# Alternative 3

## Category 3 & 4

Intensity of Impact	
<b>Category 3</b> Mod habitat score (20-28 pts)	High - 150 ft Mod - 110 ft Low - 75 ft
<b>Category 3</b> Low habitat score (< 20 pts)	High - 80 ft Mod - 60 ft Low - 40 ft
<b>Category 4</b>	High - 50 ft Mod - 40 ft Low - 25 ft

# Alternative 3

## Examples of reducing land use impacts

Examples of disturbance	Land uses that cause disturbance	Measures to minimize impacts
Lights	Parking lots, residential, warehouses, commercial	Shield & direct lights away from wetland
Noise	Parking lots, residential, warehouses, commercial	Locate noisy activities away from wetland, build fence or berm
Runoff	Parking lots, residential, warehouses, commercial	Low-impact devlpmt, treat & infiltrate runoff, reduce watering & use of pesticides & fertilizers





Runoff from poor  
erosion control  
during  
construction...

Yellow Lake, Klahanie Master Planned Development



bypasses buffers  
and fouls  
downstream  
waters.



# Buffers work *in conjunction with* stormwater management & other programs

Lewis Creek discharge into Lake Sammamish



Photo by Tim Heneghan Jan 1, 1990

# Summary

- Baseline: Protect existing functions.
- Goal is not to eliminate nonconforming uses, but to avoid increasing them.
- Setting buffer widths is an exercise in risk management.
- Buffer Alternative 3:
  - ✓ Big scary buffers apply only in limited circumstances.
  - ✓ Flexible & site specific; developed in collaboration with local governments, planners, and consultants.



**CITY OF BLACK DIAMOND**  
**November 20, 2008 Meeting Agenda**  
25510 Lawson St., Black Diamond, Washington

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

**PUBLIC COMMENTS:** Persons wishing to address the City Council regarding items of new business are encouraged to do so at this time. When recognized by the Mayor, please come to the podium and clearly state your name and address. Please limit your comments to 3 minutes. If you desire a formal agenda placement, please contact the City Clerk at 253-631-0351. Thank you for attending this evening.

**PUBLIC HEARINGS:**

- |  |            |
|--|------------|
| 1.) <b>AB08-117</b> – Ordinance Setting 2009 Property Tax Levy<br>(Council action may follow the public hearing) | Ms. Miller |
| 2.) <b>AB08-118</b> – 2009 Preliminary Budget  | Ms. Miller |
| 3.) <b>AB08-119</b> – Proposed Water Rate Increases  | Ms. Miller |
| 4.) <b>AB08-120</b> – Ordinance Setting Sewer Rate Increases<br>(Council action may follow public hearing)       | Ms. Miller |

**APPOINTMENTS, PRESENTATIONS, ANNOUNCEMENTS: None**

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

- |   |                  |
|---|------------------|
| 5.) <b>AB08-121</b> – Resolution Authorizing Addendum #2 to Parametrix EIS Contract                     | Mr. Pilcher      |
| 6.) <b>AB08-122</b> – Resolution Authorizing Addendum #2 to Fire District #44 Interlocal Agreement      | Ms. Voelpel      |
| 7.) <b>AB08-123</b> – Resolution Authorizing Supplement to Hammond Collier Wade<br>Livingstone Contract | Mr. Boettcher    |
| 8.) <b>AB08-124</b> – Resolution Authorizing Purchase of Two Police Vehicles                            | Commander Miller |
| 9.) <b>AB08-125</b> – Resolution Authorizing Contract Agreement for Shooting Range Services             | Commander Miller |

**DEPARTMENT REPORTS:**

**Police** – Commander Miller

**Economic Development** – Mr. Williamson

**MAYOR'S REPORT:**

**COUNCIL REPORTS:**

**ATTORNEY REPORT:**

**PUBLIC COMMENTS:**

**CONSENT AGENDA:**

- 10.) **Claim Checks** – November 20, 2008 No. 32533 through 32539 and 32542 through 32595, 32600 through 32603, 32605 through 32607 (voided checks 32596 through 32599 and 32604) in the amount of \$485,285.25.
- 11.) **Payroll Warrants** – October 2008, No. 15300 through 15374 in the amount of \$271,283.56.
- 12.) **Minutes** – Workstudy Notes of November 5<sup>th</sup> and 6<sup>th</sup> 2008 and Council Minutes of November 6, 2008.

**EXECUTIVE SESSION:** Potential Litigation and Property Acquisition

**ADJOURNMENT:**

# CITY COUNCIL AGENDA BILL

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

ITEM INFORMATION			
<b>SUBJECT:</b> <b>Ordinance No. 08-876,</b> <b>specifying the 1% Property Tax</b> <b>Increase, and Ordinance No.</b> <b>08-876A, setting the Property Tax</b> <b>Levy Dollars for 2009.</b>	<b>Agenda Date: November 20, 2008</b>		<b>AB08-117</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Howard Botts		
	City Administrator –Gwen Voelpel		
	City Attorney – Loren D. Combs		
	City Clerk – Brenda L. Streepy		<b>X</b>
	Finance – May Miller	<b>X</b>	
	Public Works – Seth Boettcher		
	Economic Devel. – Andy Williamson		
	Police – Jamey Kiblinger		
Court – Kaaren Woods			
Cost Impact: NA			
Fund Source- NA			
Timeline: ASAP			
<b>Attachments: State Form Ordinance No 08-876A and Ordinance No. 08-876, King County Preliminary Levy Limit Worksheet, Public Hearing Notice and Exhibit A Property Tax History, Exhibit B Property Tax Distribution</b>			
<b>SUMMARY STATEMENT:</b>  <p>In keeping with the voter's approval of Initiative 747 in the State of Washington the Mayor and staff recommend that the City Council approve the allowable 1% increase to the 2008 City of Black Diamond regular property tax levy of \$951,399. The result of the 1% increase would be \$9,514 added to the tax levy that the City collected last year. This increase is in addition to the increase resulting from new construction in the approximate amount of \$18,379 including improvements to existing properties and increases in the value of state-assessed property, less \$631 for prior year refunds and corrections. This equals the preliminary levy amount of \$978,661, which is attached.</p> <p>An additional amount of \$20,000 is requested to cover any increase that may be included in the final levy, which is expected from King County by December 10, 2008. This amounts to a total request of \$998,661 that must be submitted to King County by November 30, 2008. The amount can be decreased after the final amount is known, but not increased.</p> <p>The Auditor's Office require two ordinances be adopted, one for the 1% increase and a second one for the maximum dollar amount. Both State ordinance forms are included.</p> <p>The Mayor recommends that the proceeds of the increase to the tax levy be used to support anticipated expenditures in the General Fund.</p>			
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b>			
<b>RECOMMENDED ACTION: MOTION to adopt Ordinance No. 08-876, specifying the 1% Property Tax increase for 2009 and Ordinance No. 08-876A, setting the Property Tax Levy Dollars for 2009.</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	
November 20, 2008			

**ORDINANCE NO. 08-876**

**AN ORDINANCE OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON FIXING THE AMOUNT OF TAX LEVY NECESSARY TO RAISE THE AMOUNT OF MONEY NEEDED TO MEET THE ESTIMATED EXPENSES FOR THE YEAR 2009 LESS THE ESTIMATED REVENUE FROM SOURCES OTHER THAN TAXATION, FOR THE GENERAL AND SPECIAL FUNDS OF THE CITY OF BLACK DIAMOND FOR THE YEAR 2009 AND TO LEVY THE ANNUAL AD VALOREM TAXES OF THE CITY OF BLACK DIAMOND FOR THE FISCAL YEAR 2009 AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, the City Council has properly given notice of the public hearing held November 20, 2008 to consider the City's current expense budget for the 2009 calendar year, pursuant to RCW 84.55.120; and

**WHEREAS**, the City may increase the regular property tax levy from the previous year by up to one percent; and

**WHEREAS**, the City Council, after having reviewed the revenue projections for calendar year 2009, finds that there are not sufficient projected revenues for the City to sustain the current level of City services without increasing the previous year tax levy by one percent; and

**WHEREAS**, to not provide, at a minimum, the current level of City services would have an adverse impact on the public health, safety and/or welfare and thus finds that there is substantial need for the increase; and

**WHEREAS**, a public hearing was held on November 20, 2008, regarding the City budget and the proposed increase in the levy; now, therefore

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

**Section 1.** A regular property tax is hereby levied for the year 2009 in the amount of \$998,661 against the value of the properties in the City of Black Diamond. This tax shall be used to support expenditures of the General Fund under RCW 84.69.020.

**Section 2.** This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.



Attest:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Loren D. Combs, City Attorney

Published: \_\_\_\_\_

Posted: \_\_\_\_\_

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



**Ordinance / Resolution No.** 08-876A  
**RCW 84.55.120**

**WHEREAS**, the Council of City of Black Diamond, has met and considered  
(Governing body of the taxing district) Washington  
(Name of the taxing district)  
its budget for the calendar year 2009 ; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$ 951,399.00 ; and,  
(Previous year's levy amount)

**WHEREAS**, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,  
(Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy  
is hereby authorized for the levy to be collected in the 2009 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 9,514.00  
which is a percentage increase of one % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,  
any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 20 day of November, 2008 .

ATTEST:

CITY OF BLACK DIAMOND

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# PRELIMINARY

## LEVY LIMIT WORKSHEET – 2009 Tax Roll

**TAXING DISTRICT:**      **City of Black Diamond**

*The following determination of your regular levy limit for 2009 property taxes is provided by the King County Assessor pursuant to RCW 84.55.100.*

Annexed to Library District

(Note 1)

Estimated Library rate: 0.36120

Using Limit Factor For District	Calculation of Limit Factor Levy	Using Implicit Price Deflator
951,399	Levy basis for calculation: (2008 Limit Factor) (Note 2)	951,399
<b>1.0100</b>	x Limit Factor	<b>1.0453</b>
960,913	= Levy	994,469
11,134,961	Local new construction	11,134,961
0	+ Increase in utility value (Note 3)	0
11,134,961	= Total new construction	11,134,961
1.65059	x Last year's regular levy rate	1.65059
18,379	= New construction levy	18,379
<b>979,292</b>	Total Limit Factor Levy	<b>1,012,848</b>
<b>Annexation Levy</b>		
0	Omitted assessment levy (Note 4)	0
979,292	Total Limit Factor Levy + new lid lifts	1,012,848
644,140,873	÷ Regular levy assessed value less annexations	644,140,873
1.52031	= Annexation rate (cannot exceed statutory maximum rate)	1.57240
0	x Annexation assessed value	0
<b>0</b>	= <b>Annexation Levy</b>	<b>0</b>
<b>Lid lifts, Refunds and Total</b>		
0	+ First year lid lifts	0
979,292	+ Limit Factor Levy	1,012,848
<b>979,292</b>	= Total RCW 84.55 levy	<b>1,012,848</b>
2,592	+ Relevy for prior year refunds (Note 5)	2,592
981,884	= Total RCW 84.55 levy + refunds	1,015,440
(3,223)	Levy Correction: Year of Error 2005 (+or-)	(3,223)
<b>978,661</b>	<b>ALLOWABLE LEVY (Note 6)</b>	<b>1,012,217</b>
<b>Increase Information (Note 7)</b>		
1.51933	Levy rate based on allowable levy	1.57142
949,099	Last year's ACTUAL regular levy	949,099
11,814	Dollar increase over last year other than N/C – Annex	45,370
1.24%	Percent increase over last year other than N/C – Annex	4.78%
<b>Calculation of statutory levy</b>		
	Regular levy assessed value (Note 8)	644,140,873
	x Maximum statutory rate	3.23880
	= <b>Maximum statutory levy</b>	<b>2,086,243</b>
	+Omitted assessments levy	0
	=Maximum statutory levy	<b>2,086,243</b>
	Limit factor needed for statutory levy	Not usable

ALL YEARS SHOWN ON THIS FORM ARE THE YEARS IN WHICH THE TAX IS PAYABLE.

*Please read carefully the notes on the reverse side.*

Please publish in the next two (2) consecutive editions of the Voice of the Valley

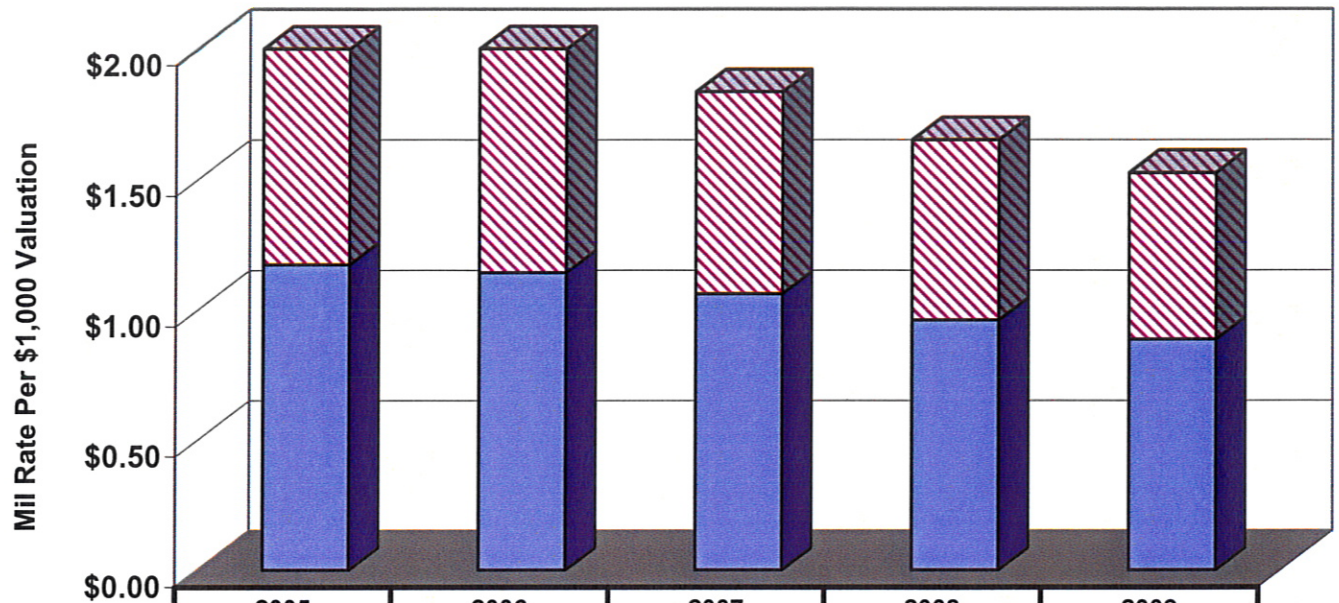
**CITY OF BLACK DIAMOND  
NOTICE OF PUBLIC HEARINGS**

Notice is hereby given that the Black Diamond City Council will be holding three public hearings, 1) 2009 Property Tax Levy, 2) 2009 Proposed Budget and 3) Water and Sewer rate increases. The hearings will take place on Thursday, November 20, 2008 at 7:00 p.m. at the Black Diamond City Council Chambers, 25510 Lawson Street, Black Diamond, WA. The purpose of these hearings is to hear public testimony on possible increases in property tax revenue, parts of the proposed 2009 budget, and proposed water and sewer rate increases. Written comments may be submitted to the Clerk's office at 24301 Roberts Drive, PO Box 599, Black Diamond, WA, 98010 no later than noon on November 20, 2008.

Dated this 31<sup>st</sup> day of October 2008.

Brenda L. Streepy, CMC  
City Clerk

# City of Black Diamond Property Tax Levy History Exhibit A



Voted Public Safety	0.86	0.86183	0.77489	0.69134	0.6384
Regular	1.172	1.141	1.06	0.959	0.886

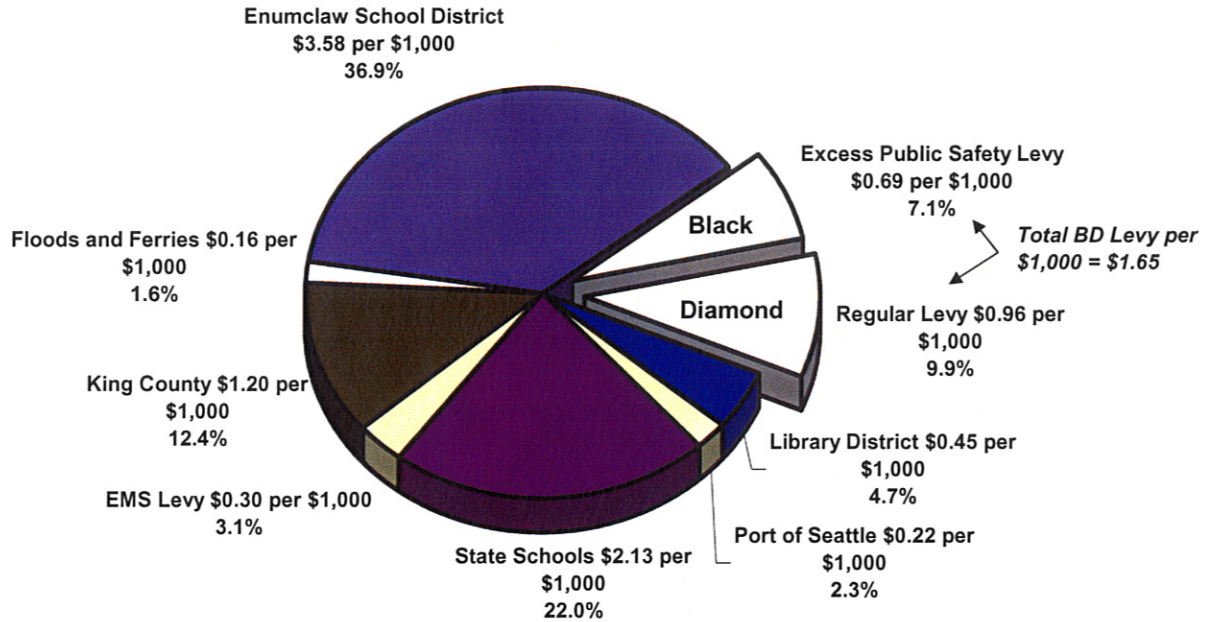
Total Mil Rate	2.032	2.003	1.835	1.65	1.52
----------------	-------	-------	-------	------	------

Tax \$					
Voted Public Safety	371,187	386,823	391,522	395,437	411,037
Regular	505,632	516,165	537,412	553,662	567,624
Total	\$876,819	\$902,988	\$928,934	\$949,099	\$978,661
Allowable Levy					3.24
Total Allowable Tax					\$2,086,243
Assessed Valuation	\$431,612,820	\$449,793,888	\$505,566,937	\$575,076,069	\$644,140,873
% Incr from Prior Year		4.21%	12.40%	13.75%	12.01%
\$ of new construction	\$4,372,118	\$3,578,995	\$2,397,737	\$6,012,156	\$11,134,961
\$ Utilities new const				\$1,302,322	
Annexations			\$7,131,841		
Population	4,000	4,080	4,085	4,120	4,155

# City of Black Diamond 2008 Property Tax Distribution Exhibit B

Taxed amount is per each \$1,000 in assessed value

*Note that for every \$100 paid in property taxes, only \$17.00 comes back to Black Diamond to support municipal services.*



*Note: This graph reflects the core Black Diamond area, as not all properties within Black Diamond city limits pay the same levies (school & fire district differences). The average Black Diamond total levy is \$9.69 per each \$1,000 in AV. Total property taxes on a \$300,000 parcel would be \$2,907 for 2008, with \$495 of that coming back to our City.*



# CITY COUNCIL AGENDA BILL

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

ITEM INFORMATION			
<b>SUBJECT:</b> <b>PUBLIC HEARING</b> <b>2009 Preliminary Budget</b>	<b>Agenda Date: November 20, 2008</b>		<b>AB08-118</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Howard Botts		
	City Administrator –Gwen Voelpel		
	City Attorney – Loren D. Combs		
	City Clerk – Brenda L. Streepy		<b>X</b>
	Finance – May Miller	<b>X</b>	
	Public Works – Dan Dal Santo		
	Economic Devel. – Andy Williamson		
	Police –		
Cost Impact:	Court – Kaaren Woods		
Fund Source:			
Timeline:			
<b>Attachments: 2009 Preliminary Budget</b>			
<b>SUMMARY STATEMENT:</b>  Public Hearing on the 2009 Preliminary Budget.			
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b>			
<b>RECOMMENDED ACTION: None, public hearing.</b>			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	
November 20, 2008			

# CITY OF BLACK DIAMOND



## 2009 PRELIMINARY BUDGET

JANUARY 1, 2009 THROUGH DECEMBER 31, 2009

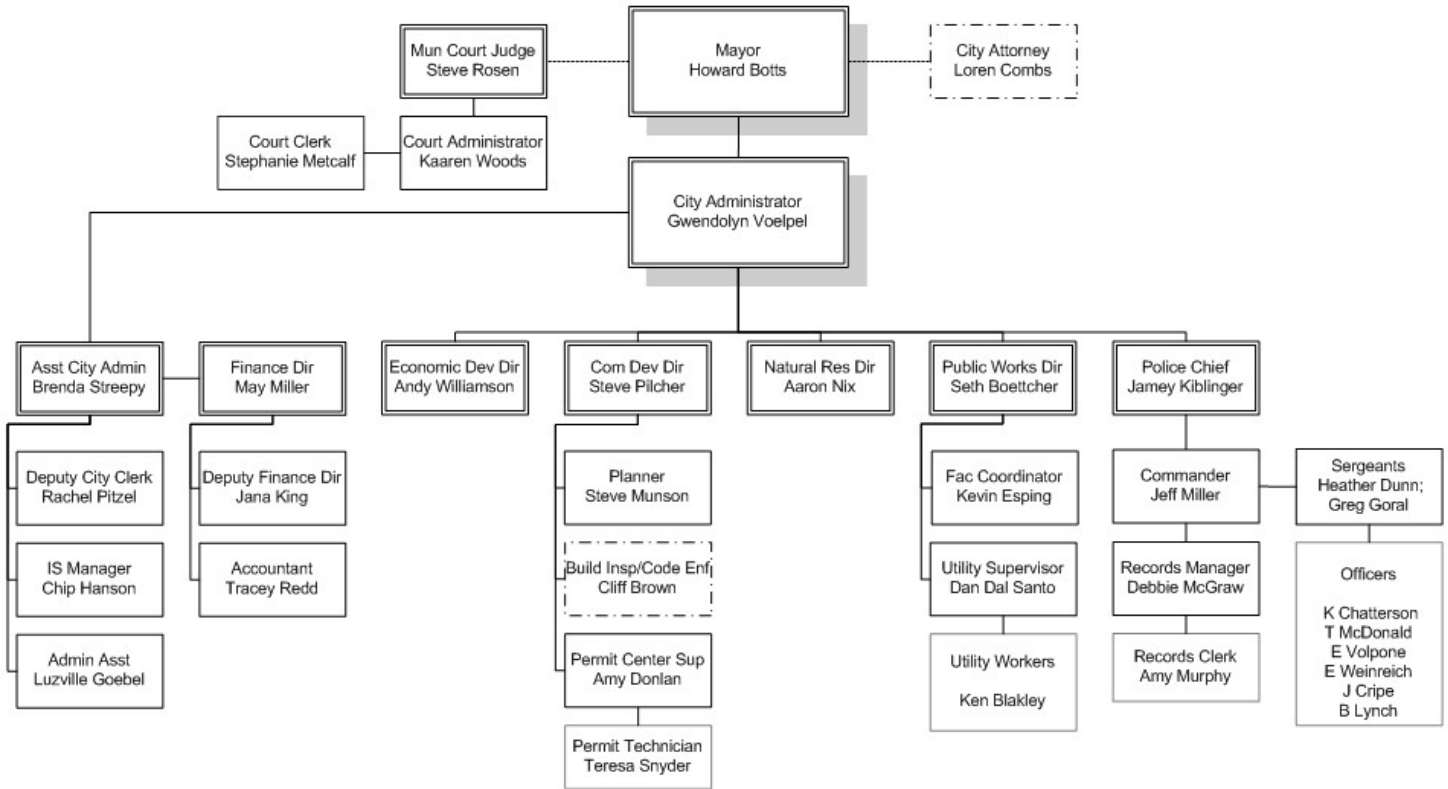
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# City of Black Diamond Departmental Organization (Personnel)

Tuesday, September 23, 2008



Note: Black Diamond is served by King County Fire District #44



Consultant

Vacant Position

## 2009 Employee Allocations by Funding Source

Positions	Full Time Equivalent (FTE)	Funding Agreement	General Fund	Criminal Justice	Street Fund	Water Fund	Wastewtr Fund	Stormwtr Fund
<b>Municipal Court</b>								
Court Administrator	1.0		1.00					
Court Clerk	1.0		1.00					
<b>Total Court</b>	<b>2.0</b>	<b>0.00</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Administration</b>								
City Administrator	1.0	0.30	0.50		0.02	0.06	0.06	0.06
Asst City Administrator/City Clerk	1.0	1.00						
Admin Assistant 1	1.0		0.10			0.3	0.3	0.3
<b>Total Administration</b>	<b>3.0</b>	<b>1.30</b>	<b>0.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.4</b>	<b>0.4</b>	<b>0.4</b>
<b>City Clerk</b>								
Deputy City Clerk	1.0		0.70		0.03	0.09	0.09	0.09
<b>Total City Clerk</b>	<b>1.0</b>	<b>0.00</b>	<b>0.7</b>	<b>0.0</b>	<b>0.0</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>
<b>Finance Department</b>								
Finance Director	1.0	1.00						
Deputy Finance Director	1.0	1.00						
Accountant 1	0.75		0.53		0.022	0.066	0.066	0.066
<b>Total Finance</b>	<b>2.75</b>	<b>2.00</b>	<b>0.53</b>	<b>0.00</b>	<b>0.02</b>	<b>0.07</b>	<b>0.07</b>	<b>0.07</b>
<b>Information Services</b>								
Information Services Manager	1.0	1.00						
<b>Total Information Services</b>	<b>1.0</b>	<b>1.00</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Police Department</b>								
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					
<b>Total Police Department</b>	<b>13.63</b>	<b>0.00</b>	<b>12.63</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Community Development</b>								
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						
<b>Total Community Development</b>	<b>4.0</b>	<b>3.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Economic Development</b>								
Econ Development Director	1.0	1.00						
<b>Total Economic Development</b>	<b>1.0</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Facilities Department</b>								
Facilities Equipment Coordinator	1.0	1.00						
<b>Total Facilities</b>	<b>1.0</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Stewardship</b>								
Stewardship Director	1.0	1.00						
<b>Total Stewardship</b>	<b>1.0</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Public Works</b>								
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	0.4		0.04		0.06	0.1	0.1	0.1
<b>Total Public Works</b>	<b>4.4</b>	<b>1.00</b>	<b>0.34</b>	<b>0.00</b>	<b>0.51</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>
<b>Grand Total Budget Positions</b>	<b>34.78</b>	<b>11.30</b>	<b>17.80</b>	<b>1.00</b>	<b>0.58</b>	<b>1.37</b>	<b>1.37</b>	<b>1.37</b>

\* The Mayor and City Council are supported by the General Fund



## 2009 Budget Summary - Operating and Capital Funds

Fund	Beginning Fund Balance	Revenue	Total Sources	Expenses	Ending Fund Balance	Total Uses
<b>General Fund 001</b>	256,397	4,813,064	5,069,461	5,069,461		5,069,461
<b>General Fund Total</b>	<b>256,397</b>	<b>4,813,064</b>	<b>5,069,461</b>	<b>5,069,461</b>	<b>0</b>	<b>5,069,461</b>
<b>Fire Equipment Reserve Fund 002</b>	55,843	1,000	56,843		56,843	56,843
<b>Fire Equipment Res Total</b>	<b>55,843</b>	<b>1,000</b>	<b>56,843</b>	<b>0</b>	<b>56,843</b>	<b>56,843</b>
<b>Street Fund 101</b>	450,000	135,635	585,635	188,393	397,242	585,635
<b>Street Fund Total</b>	<b>450,000</b>	<b>135,635</b>	<b>585,635</b>	<b>188,393</b>	<b>397,242</b>	<b>585,635</b>
<b>Street Equipment Reserve Fund 102</b>	122,000	42,500	164,500		164,500	164,500
<b>Street Equipment Res Total</b>	<b>122,000</b>	<b>42,500</b>	<b>164,500</b>	<b>0</b>	<b>164,500</b>	<b>164,500</b>
<b>REET Fund 1 104</b>	924,792	63,872	988,664	468,200	520,464	988,664
<b>REET Fund 1 Total</b>	<b>924,792</b>	<b>63,872</b>	<b>988,664</b>	<b>468,200</b>	<b>520,464</b>	<b>988,664</b>
<b>REET Fund 2 105</b>	1,089,595	66,344	1,155,939	662,057	493,882	1,155,939
<b>REET Fund 2 Total</b>	<b>1,089,595</b>	<b>66,344</b>	<b>1,155,939</b>	<b>662,057</b>	<b>493,882</b>	<b>1,155,939</b>
<b>Criminal Justice 122</b>	20,000	110,550	130,550	126,229	4,321	130,550
<b>Criminal Justice Fund Total</b>	<b>20,000</b>	<b>110,550</b>	<b>130,550</b>	<b>126,229</b>	<b>4,321</b>	<b>130,550</b>
<b>General Government CIP Fund 310</b>		523,200	523,200	523,200		523,200
<b>General Govt CIP Total</b>	<b>0</b>	<b>523,200</b>	<b>523,200</b>	<b>523,200</b>	<b>0</b>	<b>523,200</b>
<b>Street CIP Fund 320</b>		1,895,000	1,895,000	1,895,000		1,895,000
<b>Street CIP Total</b>	<b>0</b>	<b>1,895,000</b>	<b>1,895,000</b>	<b>1,895,000</b>	<b>0</b>	<b>1,895,000</b>
<b>Water Fund 401</b>	100,000	1,374,455	1,474,455	1,355,495	118,960	1,474,455
<b>Water Fund Total</b>	<b>100,000</b>	<b>1,374,455</b>	<b>1,474,455</b>	<b>1,355,495</b>	<b>118,960</b>	<b>1,474,455</b>
<b>Water Supply and Facility Fund 402</b>	70,000	1,332,000	1,402,000	1,330,000	72,000	1,402,000
<b>Water Supply and Facility Total</b>	<b>70,000</b>	<b>1,332,000</b>	<b>1,402,000</b>	<b>1,330,000</b>	<b>72,000</b>	<b>1,402,000</b>
<b>Water Capital Fund 404</b>	675,000	27,000	702,000	205,000	497,000	702,000
<b>Water Capital Fund Total</b>	<b>675,000</b>	<b>27,000</b>	<b>702,000</b>	<b>205,000</b>	<b>497,000</b>	<b>702,000</b>
<b>Wastewater Fund 407</b>	180,000	638,009	818,009	684,663	133,346	818,009
<b>Wastewater Fund Total</b>	<b>180,000</b>	<b>638,009</b>	<b>818,009</b>	<b>684,663</b>	<b>133,346</b>	<b>818,009</b>
<b>Wastewater Capital Fund 408</b>	1,300,000	365,400	1,665,400	530,000	1,135,400	1,665,400
<b>Wastewater Capital Fund Total</b>	<b>1,300,000</b>	<b>365,400</b>	<b>1,665,400</b>	<b>530,000</b>	<b>1,135,400</b>	<b>1,665,400</b>
<b>Stormwater Fund 410</b>	30,000	371,052	401,052	348,926	52,126	401,052
<b>Stormwater Fund Total</b>	<b>30,000</b>	<b>371,052</b>	<b>401,052</b>	<b>348,926</b>	<b>52,126</b>	<b>401,052</b>
<b>Grand Total All Funds</b>	<b>5,273,627</b>	<b>11,759,081</b>	<b>17,032,708</b>	<b>13,386,624</b>	<b>3,646,084</b>	<b>17,032,708</b>
<b>Grand Total All Funds</b>	<b>5,273,627</b>	<b>11,759,081</b>	<b>17,032,708</b>	<b>13,386,624</b>	<b>3,646,084</b>	<b>17,032,708</b>

*Funds marked with a black box are additions to this document.*



# City of Black Diamond Preliminary Budget 2009

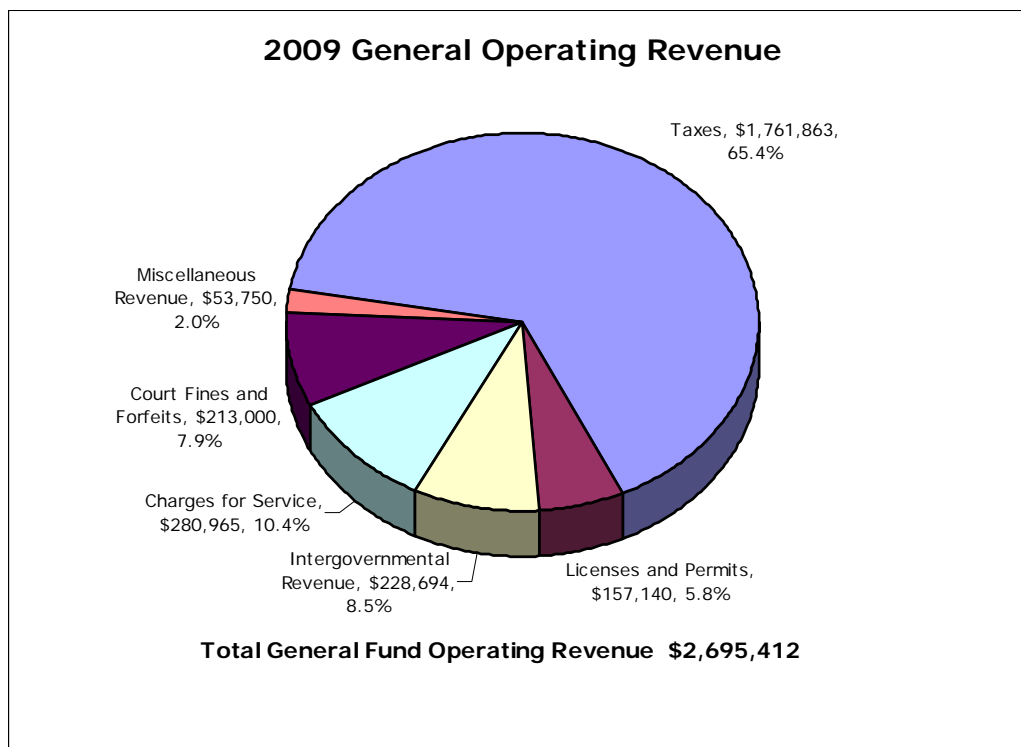
## General Fund Total Summary

	2008 Budget	2009 Proposed	Chg \$ 2008- 2009	Change %
<b>REVENUE</b>				
Taxes	1,691,886	1,761,863	69,977	4.1%
Licenses and Permits	153,950	157,140	3,190	2.1%
Intergovernmental Revenue	455,058	228,694	(226,364)	-49.7%
Charges for Service	185,276	280,965	95,689	51.6%
Court Fines and Fees	168,100	213,000	44,900	26.7%
Miscellaneous Revenue	65,100	53,750	(11,350)	-17.4%
<b>Sub-total Operating Revenue</b>	<b>2,719,370</b>	<b>2,695,412</b>	<b>(23,958)</b>	<b>-0.9%</b>
Funding Agreement and Master Plan Dev.	3,171,822	2,117,652	(1,054,170)	-33.2%
Beginning Fund Balance	252,609	256,397	3,788	1.5%
<b>Total General Fund Sources</b>	<b>6,143,801</b>	<b>5,069,461</b>	<b>(1,074,340)</b>	<b>-17.5%</b>
<b>EXPENDITURES</b>				
Executive	14,109	15,072	963	6.8%
Legislative	12,355	12,827	472	3.8%
Administration	321,195	298,530	(22,665)	-7.1%
City Clerk	81,364	84,580	3,216	4.0%
Finance	254,605	300,539	45,934	18.0%
Information Services	143,411	149,314	5,903	4.1%
Legal	112,000	87,000	(25,000)	-22.3%
Municipal Court	277,501	293,839	16,338	5.9%
Police Department	1,641,694	1,699,849	58,155	3.5%
Fire Department	633,173	459,540	(173,633)	-27.4%
Community Development	503,988	527,703	23,715	4.7%
Natural Resources	166,278	168,653	2,375	1.4%
Economic Development	139,458	155,811	16,353	11.7%
Facilities	87,284	99,166	11,882	13.6%
Parks	72,673	58,147	(14,526)	-20.0%
Cemetery	17,320	17,659	339	2.0%
Central Services and Employee Recognition	30,939	41,402	10,463	33.8%
Studies, Funding and Deposits	1,634,454	599,830	(1,034,624)	-63.3%
<b>Total General Fund Expenditures</b>	<b>6,143,801</b>	<b>5,069,461</b>	<b>(1,074,340)</b>	<b>-17.5%</b>

## 2009 General Fund Revenue Sources

Total General Fund revenue sources are estimated at \$5,069,461 for 2009. The following chart reflects the draft 2009 General Operating Revenue budget of \$2,695,412. This is a decrease of \$23,958 from 2008. A graph on the last page includes all General Fund revenue sources.

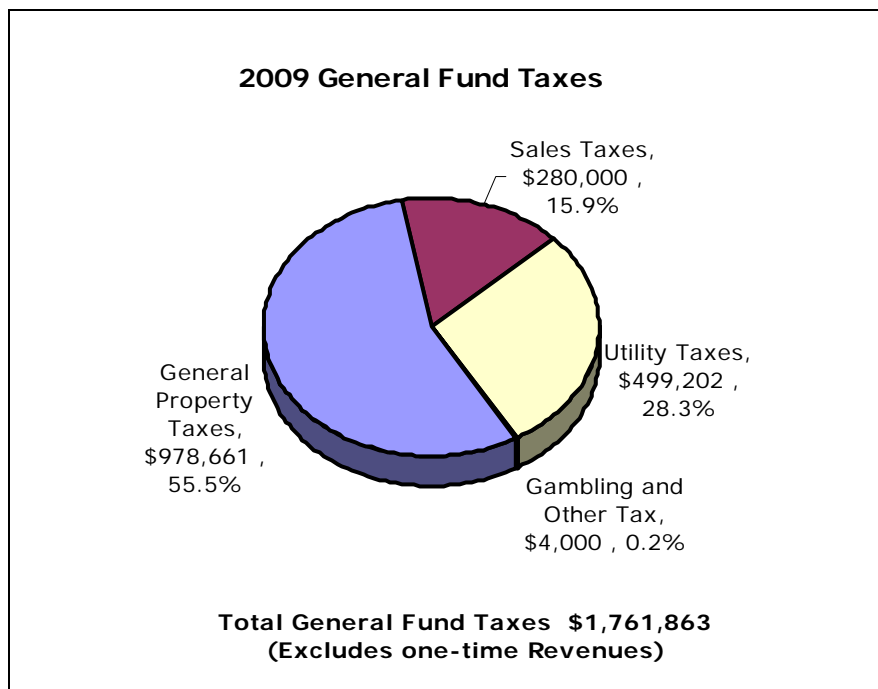
General Fund Sources						
	2007 Budget	2007 Actual	2008 Budget	2009 Proposed	Chg \$ 2008- 2009	Change %
Taxes	1,712,519	1,773,367	1,691,886	1,761,863	69,977	4.1%
Licenses and Permits	116,825	183,646	153,950	157,140	3,190	2.1%
Intergovernmental Revenue	417,696	400,742	455,058	228,694	(226,364)	-49.7%
Charges for Service	179,850	163,094	185,276	280,965	95,689	51.6%
Court Fines and Forfeits	175,000	190,997	168,100	213,000	44,900	26.7%
Miscellaneous Revenue	61,500	80,335	65,100	53,750	(11,350)	-17.4%
<b>Total Operating Revenue</b>	<b>2,663,390</b>	<b>2,792,181</b>	<b>2,719,370</b>	<b>2,695,412</b>	<b>(23,958)</b>	<b>-0.9%</b>
Funding Agreement Large Development Review,	865,000	815,639	1,691,834	1,673,652	(18,182)	-1.1%
Deposits, and One time	524,134	218,851	1,479,988	444,000	(1,035,988)	-70.0%
<b>Total Revenue</b>	<b>4,052,524</b>	<b>3,826,671</b>	<b>5,891,192</b>	<b>2,117,652</b>	<b>(1,054,170)</b>	<b>-17.9%</b>
Beginning Fund Balance	423,050	1,518,973	252,609	256,397	3,788	1.5%
<b>Total General Fund Sources</b>	<b>7,138,964</b>	<b>8,137,826</b>	<b>8,863,171</b>	<b>5,069,461</b>	<b>(1,074,340)</b>	<b>-12.1%</b>



## General Fund Taxes

Locally levied taxes represent Black Diamond's largest portion of revenues of \$1,761,863 or 65.4%. Taxes include real and personal property tax, local sales tax, utility taxes on utility services (water, sewer, electric, gas, cable and telephone) and gambling taxes. An overall increase of \$69,977 or 4.1% is anticipated for the 2009 Budget.

General Fund Sources						
	2007 Budget	2007 Actual	2008 Budget	2009 Proposed	Chg \$ 2008- 2009	Change %
<b>Taxes</b>						
General Property Taxes	928,919	940,948	948,226	978,661	30,435	3.2%
Sales Taxes	244,900	305,497	280,000	280,000		
B & O Tax	115,000	82,758	15,000		(15,000)	-100.0%
<b>Utility Taxes</b>						
Solid Waste Tax	21,200	24,749	30,000	29,750	(250)	-0.8%
Cable TV Utility Tax			9,600	10,000	400	4.2%
Telephone Tax	132,000	142,513	140,000	135,000	(5,000)	-3.6%
Gas Utility Tax				5,600	5,600	n/a
Electrical Tax	215,000	203,405	210,000	240,000	30,000	14.3%
Water Utility Tax	19,000	29,098	21,800	23,900	2,100	9.6%
Stormwater Utility Tax				18,452	18,452	n/a
Wastewater Utility Tax	31,000	41,908	33,660	36,500	2,840	8.4%
<b>Sub-Total Utility Taxes</b>	<b>418,200</b>	<b>441,674</b>	<b>445,060</b>	<b>499,202</b>	<b>54,142</b>	<b>12.2%</b>
Gambling and Other Tax	5,500	2,490	3,600	4,000	400	11.1%
<b>TOTAL TAXES</b>	<b>1,712,519</b>	<b>1,773,367</b>	<b>1,691,886</b>	<b>1,761,863</b>	<b>69,977</b>	<b>4.1%</b>



## **Property Tax**

Property taxes are 55.5% of General Fund tax revenue and expected to generate \$978,661 in revenue for the City in 2009. This includes a 1% tax levy increase of \$9,514 and \$20,921 in new construction taxes and other adjustments.

All revenues from property tax go directly to the General Fund in support of services such as police and fire protection. In 2008, 42% of property taxes or \$397,526 comes from a voted public safety levy that will expire in 2010. The levy vote for the City has gone down from 2.0315 per \$1,000 assessed valuation in 2005 to 1.5193 per \$1,000 in 2009. That equals an approximate 25% decrease in four years, due to Referendum 747 limiting the increase in property taxes to 1% above the previous year.

## **Sales Tax**

Sales tax for the 2009 Budget is \$280,000 or 15.9% of tax revenue. For every \$100 spent in Black Diamond, \$8.60 is collected and is shared by various jurisdictions with Black Diamond receiving .85 cents.

Black Diamond's sales tax revenues are dependent on retail sales of products and services sold in Black Diamond as well as new construction. As Black Diamond does not possess a large retail sales tax base, annual revenues fluctuate due to construction activity. Sales tax revenue for 2009 is conservatively estimated as the economic climate going forward is uncertain at best.

## **Utility Tax**

Utility taxes for Black Diamond are \$499,202 or 28.3% of General Fund taxes. Black Diamond levies a 6% tax on all public and private utilities such as electric, natural gas, water, sewer, telephone, and 5% on cable services. The 2009 Budget includes a 6% utility tax on stormwater, and increases in electrical. Adding a stormwater utility tax in 2009 has increased overall revenue projections by almost 12.2% or \$54,162.

## **Gambling Tax**

The City of Black Diamond levies taxes on gambling activities as allowed by the State of Washington. Currently, the City receives gambling taxes on activities such as pull-tabs and amusement devices. Receipts from this tax are anticipated to increase by \$400 in 2009 based on current trend.

## Licenses and Permits

Licenses and permits are designed to cover the cost of administration, inspection and other services for those occupations, trades and activities regulated by the City. These revenues include fees related to construction activities such as building, mechanical and plumbing permits, business licenses and franchise agreements with the garbage and cable companies. A 2.1% increase is projected based on development projections over 2008. Licenses and permits are forecasted to bring to the City \$157,140 in receipts in 2009.

	General Fund Sources					
	2007 Budget	2007 Actual	2008 Budget	2009 Proposed	Chg \$ 2008- 2009	Change %
<b>Licenses and Permits</b>						
Business and Occupation Licenses	26,000	16,085	28,000	27,800	(200)	-0.7%
Cable Franchise Fees	40,225	48,229	48,000	49,000	1,000	2.1%
Building and Land Use Permits	50,000	118,405	77,150	78,340	1,190	1.5%
Gun Permits and Fingerprinting	600	927	800	2,000	1,200	150.0%
<b>TOTAL LICENSES AND PERMITS</b>	<b>116,825</b>	<b>183,646</b>	<b>153,950</b>	<b>157,140</b>	<b>3,190</b>	<b>2.1%</b>

## Intergovernmental Revenue

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. This source decreased in 2009 largely due to the merging of Fire District 17 to Fire District 44 in 2008, with a loss of \$185,935 from Fire District 17 reimbursement for 2009 plus a decrease of \$21,896 in King County EMS revenue due to loss of Fire District 17. With the Fire District removed, the actual change in intergovernmental revenue shows a decrease of \$18,533, largely due to a decrease of City assistance from the State and some grant revenue in the Court that is not anticipated in 2009.

The City does receive local government assistance funds approved by the passage of ESSB 6050. This legislation is intended to provide ongoing financial assistance to cities and counties that have a low tax base and are having difficulty providing basic services. These funds are created by diverting small a portion of the real estate excise tax from the Public Works Trust Fund. The 2009 Budget anticipates a cut to 80% of 2008 level due to a decrease in State revenue. Actual revenue may even be as low as 60% of 2008.



General Fund Sources						
	2007 Budget	2007 Actual	2008 Budget	2009 Proposed	Chg \$ 2008- 2009	Change %
<b>Intergovernmental Revenue</b>						
Fire District 17	164,700	158,910	185,935		(185,935)	-100.0%
King County EMS BLS Contract	46,359	50,087	70,413	53,104	(17,309)	-24.6%
Local City Assistance	92,000	98,675	90,000	80,000	(10,000)	-11.1%
Vessel Regis. Boat Safety	43,995	22,495	23,000	24,000	1,000	4.3%
Recycle Grants	18,437	18,436	18,435	18,435		
Liquor Board Tax and Profits	47,835	48,494	50,520	48,000	(2,520)	-5.0%
Other Grants and Intergov.	4,370	3,645	16,755	5,155	(11,600)	-69.2%
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>417,696</b>	<b>400,742</b>	<b>455,058</b>	<b>228,694</b>	<b>(226,364)</b>	<b>-49.7%</b>

## Charges for Service

This category includes charges and fees for various services the City performs such as plan check and zoning fees, traffic and marine schools, records services, copies, maps and publications, as well as charges for the Black Diamond Cemetery and Lake Sawyer parking fees. The \$95,689 increase in this revenue area is primarily due to the expansion of the Police traffic school to a full year. The Central Service allocation includes street, water, sewer and stormwater portion of cost for copier, postage, paper, plotter maintenance, supplies, permitting system maintenance and supplies which increased \$32,059. The 2009 Budget also includes the addition of passport services for \$3,000.

General Fund Sources						
	2007 Budget	2007 Actual	2008 Budget	2009 Proposed	Chg \$ 2008- 2009	Change %
<b>Charges for Service</b>						
Plan Check and Land Use Fees	51,000	70,347	36,100	33,400	(2,700)	-7.5%
Hearing Examiner			6,000	25,000	19,000	316.7%
Lake Sawyer Parking Fees			22,000	22,000		
Cemetery Fees			9,800	10,800	1,000	10.2%
Other Charges for Service	18,850	3,214	20,200	4,030	(16,170)	-80.0%
Police Traffic School	110,000	66,168	45,000	90,000	45,000	100.0%
Comprehensive Plan Amendment				9,000	9,000	
MPD Fees and Lot Charges			7,500		(7,500)	-100.0%
Annexation East				11,000	11,000	
TDR's			8,000	10,000	2,000	25.0%
Central Services Reimbursements		23,365	30,676	62,735	32,059	104.5%
Passport Services				3,000	3,000	
<b>TOTAL CHARGES FOR SERVICE REV</b>	<b>179,850</b>	<b>163,094</b>	<b>185,276</b>	<b>280,965</b>	<b>95,689</b>	<b>51.6%</b>

## Court Fines and Forfeitures

This represents the City's portion of fines and forfeits collected on citations and other Municipal Court fees.

This is always a difficult area to budget as these revenues are based on citations issued, court decisions and of course the defendant's ability to pay. Due to anticipated credit card use of collection of fines, an increase in fees and infraction revenue is projected for 2009. Overall, this budget for 2009 increased by \$43,900 or 26%. However, this is only increased by about 10% over the level of 2008 collections.

	General Fund Sources					
	2007 Budget	2007 Actual	2008 Budget	2009 Proposed	Chg \$ 2008- 2009	Change %
<b>Court Fines and Forfeits</b>						
Court Traffic Fees and Infractions	126,200	141,475	109,300	151,500	42,200	38.6%
Court Non Traffic Fees and Infractions	9,100	10,192	12,600	4,800	(7,800)	-61.9%
Court Correction, Admin and Other Fees	39,700	39,331	47,200	56,700	9,500	20.1%
<b>TOTAL COURT FINES AND FORFEITS</b>	<b>175,000</b>	<b>190,997</b>	<b>169,100</b>	<b>213,000</b>	<b>43,900</b>	<b>26.0%</b>

## Miscellaneous Revenue

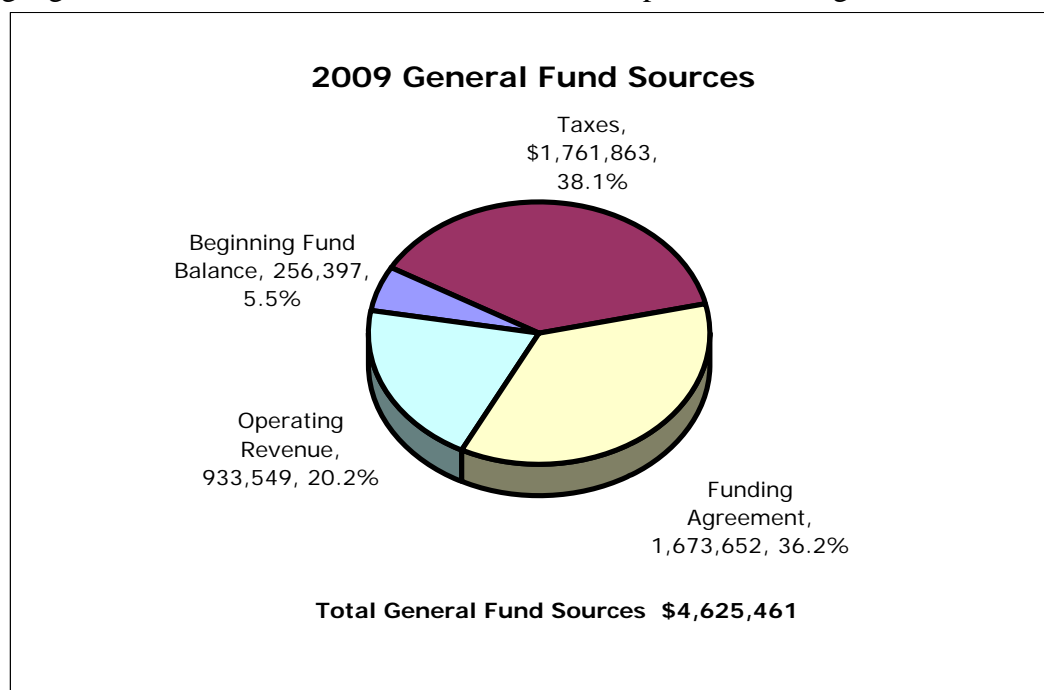
Miscellaneous revenue includes interest on investments and property and sales tax proceeds prior to their distribution. A decrease is projected in interest collected due to anticipated continued reduction in interest rates; also included is a sale of surplus equipment, which were the police boat and police cars.

	General Fund Sources					
	2007 Budget	2007 Actual	2008 Budget	2009 Proposed	Chg \$ 2008- 2009	Change %
<b>Miscellaneous Revenue</b>						
Sale of Surplus Equipment		4,206	21,000	15,000	(6,000)	-28.6%
Interest	61,000	65,508	42,500	36,500	(6,000)	-14.1%
Other Miscellaneous	500	10,621	1,600	2,250	650	40.6%
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>61,500</b>	<b>80,335</b>	<b>65,100</b>	<b>53,750</b>	<b>(11,350)</b>	<b>-17.4%</b>

The Budget for Funding Agreement of ongoing costs for 2009 is \$1,673,652, which is a slight decrease from 2008 due to budgeting for actual costs. This category also includes the various one-time costs of the furniture, equipment and move of City facilities as well as the many studies and deposits and Master Plan Development fees for Lawson and the Villages.

General Fund Sources					Chg \$	Change
	2007 Budget	2007 Actual	2008 Budget	2009 Proposed	2008- 2009	%
Funding and Other Revenue						
Building Partner Funding Agreement						
Staff	600,000	576,113	1,336,834	1,308,652	(28,182)	-2.1%
Maintenance and Operations	90,000	90,000	180,000	180,000		
Legal	175,000	149,526	175,000	175,000		
Training and Miscellaneous				10,000	10,000	
Sub-Total Funding Agreement	865,000	815,639	1,691,834	1,673,652	(18,182)	-1.1%
Deposits and Studies	23,639	64,633	509,686	10,000	(499,686)	-98.0%
Facilities Furniture and Moves			341,552		(341,552)	-100.0%
Legal for SEPA			628,750	80,000	(548,750)	-87.3%
Large Development Review, Deposits	500,495	154,218				
Master Planned Development-Lawson				82,500	82,500	
Master Planned Development-The Villages				271,500	271,500	
Sub-Total one-time only Revenue	524,134	218,851	1,479,988	444,000	(1,035,988)	(3)
TOTAL FUNDING AND OTHER REVENUE	1,389,134	1,034,490	3,171,822	2,117,652	(1,054,170)	(3)

The chart below reflects the draft 2009 General Fund Revenue from page one plus the ongoing Funding Agreement revenue for staff, maintenance and operation and legal fees.



## General Fund Expenditure Summary

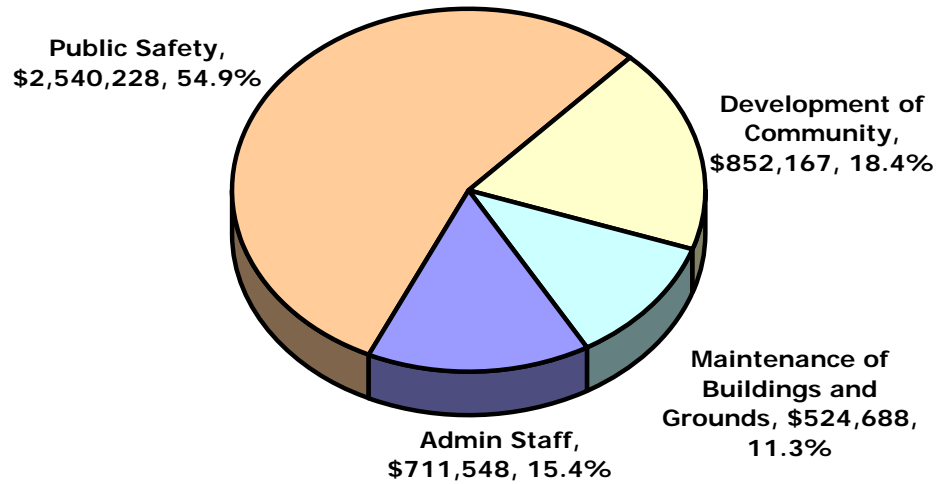
	2007 Budget	2007 Actuals	2008 Budget	2009 Proposed	Chg \$ 2008- 2009	Change %
<b><i>EXPENDITURES</i></b>						
<b><i>Public Safety</i></b>						
Legal	104,350	122,404	112,000	87,000	-25,000	-22.3%
Municipal Court	194,072	230,245	277,501	293,839	16,338	5.9%
Police Department	1,632,680	1,679,332	1,641,694	1,699,849	58,155	3.5%
Fire Department	631,000	631,630	432,629	459,540	26,911	6.2%
<b>Total Public Safety</b>	<b>2,562,102</b>	<b>2,663,611</b>	<b>2,463,824</b>	<b>2,540,228</b>	<b>76,404</b>	<b>3.1%</b>
<b><i>Maintenance of Buildings and Grounds</i></b>						
Information Services	0	0	143,411	149,314	5,903	4.1%
Facilities	39,004	23,171	87,284	99,166	11,882	13.6%
Parks	47,000	47,101	72,673	58,147	-14,526	-20.0%
Cemetery	20,761	17,883	17,320	17,659	339	2.0%
Central Services and Employee Rec	34,150	48,503	30,939	41,402	10,463	33.8%
Facilities M & O			180,000	159,000	-21,000	-11.7%
<b>Total Maintenance of Buildings and Grounds</b>	<b>140,915</b>	<b>136,658</b>	<b>531,627</b>	<b>524,688</b>	<b>(6,939)</b>	<b>-1.3%</b>
<b><i>Development of Community</i></b>						
Community Development	385,849	263,789	503,988	527,703	23,715	4.7%
Natural Resources	29,752	59,549	166,278	168,653	2,375	1.4%
Economic Development	55,250	33,638	139,458	155,811	16,353	11.7%
<b>Total Development of Community</b>	<b>470,851</b>	<b>356,976</b>	<b>809,724</b>	<b>852,167</b>	<b>42,443</b>	<b>5.2%</b>
<b><i>Administrative Staff</i></b>						
Executive Mayor	13,850	13,552	14,109	15,072	963	6.8%
Legislative Council	11,855	10,875	12,355	12,827	472	3.8%
Administration	96,622	122,369	321,195	298,530	-22,665	-7.1%
City Clerk	0	0	81,364	84,580	3,216	4.0%
Finance	217,319	172,971	254,605	300,539	45,934	18.0%
<b>Total Administrative Staff</b>	<b>339,646</b>	<b>319,767</b>	<b>683,628</b>	<b>711,548</b>	<b>27,920</b>	<b>4.1%</b>
<b>Total Operating General Fund</b>	<b>3,513,514</b>	<b>3,477,012</b>	<b>4,488,803</b>	<b>4,628,631</b>	<b>139,828</b>	<b>3.1%</b>
Studies and Deposits				440,830		
<b>Total General Fund</b>				<b>5,069,461</b>		

# General Fund Net Operating Expenditures

	2009 Proposed	Less Funding Agreement	Net Expenses
<b><i>EXPENDITURES</i></b>			
<b><i>Public Safety</i></b>			
Legal	87,000		87,000
Municipal Court	293,839		293,839
Police Department	1,699,849		1,699,849
Fire Department	459,540		459,540
<b>Total Public Safety</b>	<b>2,540,228</b>		<b>2,540,228</b>
<b><i>Maintenance of Buildings and Grounds</i></b>			
Information Services	149,314	135,127	14,187
Facilities	99,166	98,622	544
Parks	58,147	11,312	46,835
Cemetery	17,659	2,829	14,830
Central Services and Emp Recognition	41,402		41,402
Facilities M & O	159,000	159,000	0
<b>Total Maintenance of Buildings and Grounds</b>	<b>524,688</b>	<b>406,890</b>	<b>117,798</b>
<b><i>Development of Community</i></b>			
Community Development	527,703	353,514	174,189
Natural Resources	168,653	132,609	36,044
Economic Development	155,811	148,524	7,287
<b>Total Development of Community</b>	<b>852,167</b>	<b>634,647</b>	<b>217,520</b>
<b><i>Administrative Staff</i></b>			
Executive Mayor	15,072		15,072
Legislative Council	12,827		12,827
Administration	298,530	200,772	97,758
City Clerk	84,580		84,580
Finance	300,539	251,343	49,196
<b>Total Administrative Staff</b>	<b>711,548</b>	<b>452,115</b>	<b>259,433</b>
<b>Total Operating General Fund</b>	<b>4,628,631</b>	<b>1,493,652</b>	<b>3,134,979</b>
Studies and Deposits	440,830		
<b>Total General Fund</b>	<b>5,069,461</b>		

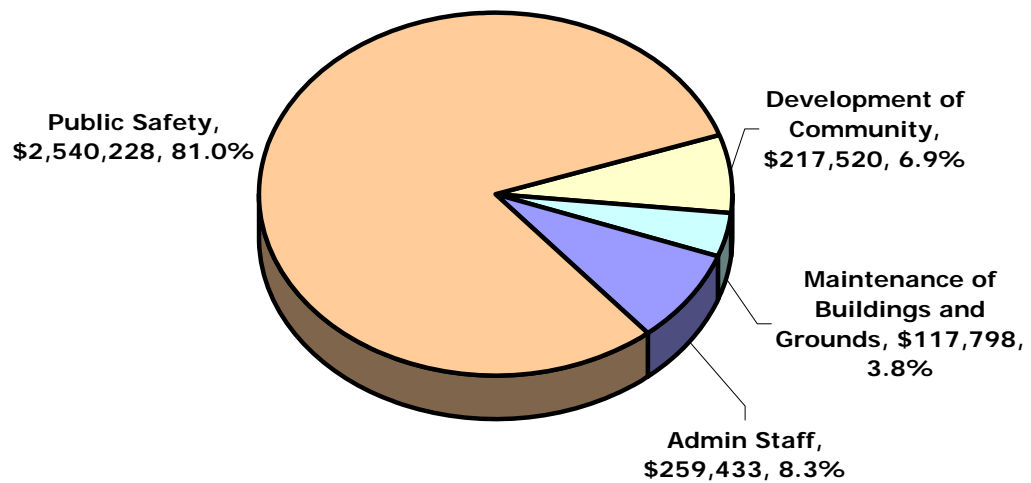
## 2009 General Fund Operating Expenditures

Total \$4,628,631



## 2009 General Fund NET Operating Expenditures

Total \$3,134,979







# City of Black Diamond Preliminary Budget 2009

## 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 setting City policies, approval of the annual budget, authorizing inter-local agreements, contracts, ordinances and resolutions.

Four Councilmembers receive a stipend of \$160 per month, with the Mayor Pro Tem receiving \$200 per month. Additional training and travel budget has been added in 2009 for the City Council.

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



# City of Black Diamond Preliminary Budget 2009

## Executive Department

This part of the General Fund holds the Mayor's departmental 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. The budget increased in 2009 in most of these areas to reflect actual costs under budgeted in 2007 and 2008.

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



# City of Black Diamond Preliminary Budget 2009

## 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 80% 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 2009 the City Administrator is allocated 20% to the utilities, 50% to the General Fund and 30% to the Yarrow Bay funding agreement. The Assistant position is 100% funded through the funding agreement. Additional funding of \$1,000 has been added for meals, mileage and lodging to provide travel for administration training, offset by reductions elsewhere. Because of the City Administrator allocation change, this budget decreased in 2009 by \$22,665.

Administration Department					
Expense Type	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$74,322	\$108,394	\$303,995	\$284,083	-\$19,912
Office and Operating Supplies	750	2,748	3,650	650	-3,000
Professional Svcs	1,500	2,655	2,500	500	-2,000
Telephone and Postage	2,700	1,995	2,000	2,000	0
Meals, Mileage and Lodging	500	370	1,000	2,000	1,000
Training and Memberships	500	625	6,600	6,600	0
Miscellaneous	200	83	250	250	0
Insurance	1,150	1,124	1,200	2,447	1,247
Capital Outlay	15,000	4,340			0
<b>Administration Total</b>	<b>\$96,622</b>	<b>\$122,334</b>	<b>\$321,195</b>	<b>\$298,530</b>	<b>-\$22,665</b>



# City of Black Diamond Preliminary Budget 2009

## 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.

In years prior to 2008, this department was combined with Finance in the form of a Clerk-Treasurer position. This department includes the Assistant City Administrator/City Clerk and the Deputy City Clerk. The Deputy City Clerk is allocated 70% to the General Fund and 30% to Public Works funds. This budget reflects only the General Fund 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.

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

City Clerk Department					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$0	\$0	\$62,014	\$59,004	-\$3,010
Voter Registration & Election Costs			5,000	10,200	5,200
Office and Operating Supplies			2,000	2,000	0
Professional Services			5,000	6,500	1,500
Telephone and Postage			1,200		-1,200
Meals, Mileage and Lodging			750	2,000	1,250
Training and Memberships			1,500	2,300	800
Miscellaneous (incl printing & advertising & repairs/maint)			3,200	2,200	-1,000
Insurance			700	376	-324
<b>City Clerk Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$81,364</b>	<b>\$84,580</b>	<b>\$3,216</b>



# City of Black Diamond Preliminary Budget 2009

## 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%) Journey Accountant position. The  $\frac{3}{4}$  time position is allocated 70% to the General Fund and 30% to Public Works funds. The Finance Department increased by one full time employee in 2008 which allowed for the transfer of the payroll function from the City Clerk's office to Finance. Project management for the YarrowBay funding agreement and Water Systems Facility Funding Agreement has become increasingly complex involving careful financial tracking, regular reconciliation and reporting.

Budget was added in 2009 for the State Auditor, not needed in 2008 as the City is on a two year schedule. The City contracted a sales tax analysis service; Tax Tools in 2008 previously unbudgeted. This service provides important information for the City's financial planning and economic development programs. Additional budget has been requested for training to attend workshops and conferences for the three positions. These classes are located in the Puget Sound area.

Finance Department					
Expense Type	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$178,219	\$134,663	\$248,255	\$283,806	\$35,551
Office and Operating Supplies	2,800	3,324	1,000	2,500	1,500
Professional Svcs	1,200	17,310	1,000		-1,000
State Audit Fees	10,000	3,371		5,250	5,250
Tax Tool Services				1,200	1,200
Communications	3,000	2,570	1,200	300	-900
Meals, Mileage and Lodging	500	753	750	1,200	450
Advertising	3,300	1,420	100		-100
Insurance	1,350	1,333	700	2,383	1,683
Miscellaneous	250	111	200	300	100
Workshops and Training	1,200	465	900	3,600	2,700



## City of Black Diamond Preliminary Budget 2009

Finance Department, Cont.					
Expense Type	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Repairs and Maint.-Ext.	1,000				0
Repairs and Maint. -Int.	500				0
Admin. Book Publishing	2,000	843			0
Printing and Binding	2,000		500		-500
Records Grant Exp.		182			0
Election Costs	10,000	5,257			0
Capital Outlay Finance/Comp.		1,368			0
<b>Finance Total</b>	<b>\$217,319</b>	<b>\$172,971</b>	<b>\$254,605</b>	<b>\$300,539</b>	<b>\$45,934</b>





# City of Black Diamond Preliminary Budget 2009

## 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.

Infrastructure upgrades were the emphasis in 2008 as the number of computers and servers were doubled to 50. Upgrades included telecommunications, network servers, printers, PCs and all interconnections. 2009 will be a year of expanding Information Services relating to City departments and the public.

This department has one full time regular employee funded through the YarrowBay funding agreement. Budget changes in 2009 include modest increases in repairs, training and allocated insurance offset by some reductions in professional services. Salary and benefits were adjusted to reflect cost of living adjustments.

Information Services Department					
Expense Type	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$0	\$0	\$124,011	\$135,127	\$11,116
Office and Operating Supplies			500	250	-250
Small Tools & Minor Equip				1,000	1,000
Professional Svcs			10,000	2,000	-8,000
Professional Svcs. Web, Software, Misc.			5,000	5,000	0
Communications			500		-500
Lodging, Meals and Mileage			1,600	1,600	0
Insurance				1,087	1,087
Repairs and Maintenance				500	500
Miscellaneous			250		-250
Training and Memberships			1,400	2,750	1,350
Printing and Binding			150		-150
<b>Information Services Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$143,411</b>	<b>\$149,314</b>	<b>\$5,903</b>



# City of Black Diamond Preliminary Budget 2009

## 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 2009 budget was held at the 2008 level of \$57,500 of this amount \$17,500 was allocated to the Street, Water, Wastewater and Stormwater Funds for legal services provided to these functions. This left a base Legal budget in the General Fund of \$40,000 for 2009. The Legal budget also includes \$39,000 for the Prosecuting Attorney and \$8,000 for legal service on franchise agreements as well as funds for employment matters.

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



# City of Black Diamond Preliminary Budget 2009

## 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 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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, Prosecutor and Public Defender. Budget is also needed for security and other miscellaneous expenses such as interpreters, office supplies, and training and travel costs. Security and public defender budgets have been increased in 2009 to accommodate actual costs.

It is part of the plan in 2009 to advertise an amnesty program allowing old collection accounts to be settled directly to the Court. This will alleviate collection fees added to accounts that have not been paid within the last eight years.

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



## City of Black Diamond Preliminary Budget 2009

Municipal Court, Cont.					
Item	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Insurance	1,250	1,213	1,000	2,596	1,596
Jury Fees	1,500	898	1,500	1,500	0
Printing/Binding	3,000	2,531	4,000	5,000	1,000
Shredding Service		150	1,000	1,000	0
Brinks Security			1,000	500	-500
Capital Outlay	8,000	4,959	3,041		-3,041
Police Security/OT		7,821	7,344	18,000	10,656
Public Defender	15,000	18,103	10,000	15,000	5,000
<b>Municipal Court Total</b>	<b>\$194,072</b>	<b>\$230,245</b>	<b>\$277,501</b>	<b>\$293,839</b>	<b>\$16,338</b>



# City of Black Diamond Preliminary Budget 2009

## Police Department

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

The Black Diamond Police Department employs 13.63 full time employees; a Chief, Commander, two Patrol Sergeants, eight Officers, a Police Records Coordinator and a part time Police Clerk. In addition to normal patrol duties and assignments, we currently provide extended marine patrol, teach traffic safety education classes, court security, home and business security checks, and numerous other community safety programs such as block watch, national night out and D.A.R.E.

The 2009 budget has incorporated a couple of changes that include a firearms program and jail funds. Historically, the Black Diamond Police Department never had a firearms program. This is one area that is critical that the City provide to ensure not only the safety of the officers, but the citizens and the City.

In 2009 the department will purchase three additional rifles. Historically, the Chief was the only administrator that carried a patrol rifle; however, every police officer should carry one. Most active shooter situations occur during the day, when administrators are going to be the first to respond. Some of these additional costs are off-set through the Capital Improvement Program.

The jail budget is extremely difficult to predict, however, based on current numbers 2009 costs have been estimated at \$40,000, an increase from the 2008 budget of \$32,841. We recently signed an agreement with Okanogan County for a daily rate of \$47, which we will use for long term commitments.

Training is also a very important part of the 2009 Police budget. The State requires a minimum of 24 hours per officer/per year. We also have state mandates on supervisors who have to complete certification processes. Dispatch fees through Valley Communications have increased approximately \$1.00 per call, which accounts for an increase in communications. The K-9 team has been extremely successful both on and off the street. They have had over 3,200 finds since they started in 2007 and recently seized \$3,000.

The K-9 Officer and dog play a huge role in educating the young. They often visit schools to give presentations on safety issues. This officer and dog team recently received the 'Civil Servant of the Year' award, which they are very deserving. The K-9 fund consists of overtime, training costs, association membership and care of the dog. This program has been self supporting. The program has received over four different grants from local businesses and rotary clubs around the area totaling over \$6,000 in 2008.



## City of Black Diamond Preliminary Budget 2009

Police Department Total Summary					
Expense Type	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Police Marine (see below)	\$70,954	\$31,110	\$145,373	\$112,488	-\$32,885
Police Operating (see below)	1,472,985	1,526,998	1,277,519	1,413,988	136,469
Police Communications	17,000	74,483	83,500	108,573	25,073
Police Capital Projects	41,741	17,042	76,711	500	-76,211
Prisoners and Detention	22,000	28,988	33,091	40,000	6,909
Police Building Costs	8,000	710	25,500	24,300	-1,200
<b>Law Enforcement Total</b>	<b>\$1,632,680</b>	<b>\$1,679,332</b>	<b>\$1,641,694</b>	<b>\$1,699,849</b>	<b>\$58,155</b>

### Police Marine

This part of the Police Department covers costs associated with patrolling Lake Sawyer. In an effort to provide the maximum amount of coverage to the lake residents, 2008 was the first year that all marine shifts were overtime shifts. The City provided 457 hours to marine patrol through summer and handled 125 marine details. Other than overtime, expenditures in this category should remain relatively consistent with years past. Costs in this area include operating supplies (buoys, rope, vests etc), fuel, small equipment, meals and mileage (associated w/marine training with 3 new officers to train), advertising, repairs and maintenance. It is important to note that we are one of only three cities in King County that receive grant monies from the Washington State Parks Office.

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



## City of Black Diamond Preliminary Budget 2009

Law Enforcement- Police General Operating Expenses					
Expense Type	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$1,237,210	\$1,311,368	\$1,126,579	\$1,264,146	\$137,567
Overtime	20,000	52,822	30,000	12,000	-18,000
Uniforms	6,700	13,390	7,000	9,000	2,000
Operating Supplies	4,000	11,652	8,000	13,959	5,959
Fuel	28,000	32,528	30,000	51,000	21,000
Fuel Marine-Alloc.		-1,959			0
Firearms Program	2,000	5,891	15,840	5,000	-10,840
Traffic Safety Equip.-Radar & FS		196	2,500		-2,500
2006-WASPC Traffic Safety Eq.	1,645				0
Professional Services	65,000	33,580	9,500	6,000	-3,500
State Examiner- Audit Fees	1,000	2,023			0
Civil Service Testing Costs	5,000			600	600
Officer Contracts	20,000				0
Firearms Outside Overtime			5,000		-5,000
Civil Service Testing Fees			8,000		-8,000
Lodging, Meals and Mileage	2,500	1,044	2,500	4,000	1,500
Advertising			300	400	100
Lease Payments	46,380				0
Insurance	20,500	18,130	19,600	23,783	4,183
Repairs and Maint.-Auto	8,000	25,053	8,000	10,000	2,000
Repairs and Maint.-Radios		4,403			0
Repairs and Maint.-Copier				300	300
Miscellaneous	2,250	10,357	500	1,000	500
Training and Memberships	2,300	3,722	3,700	11,800	8,100
Printing	500	2,797	500	1,000	500
<b>Police Total Operating Expenses</b>	<b>\$1,472,985</b>	<b>\$1,526,997</b>	<b>\$1,277,519</b>	<b>\$1,413,988</b>	<b>\$136,469</b>





# City of Black Diamond Preliminary Budget 2009

## 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.

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

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

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



# City of Black Diamond Preliminary Budget 2009

## 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 currently includes four full time employees; a Director, City Planner, Permit Supervisor and Permit Technician, and one contract employee serving as the Building Official/Code Enforcement Officer.

Currently, all salaries and benefits are being paid by the funding agreement with YarrowBay, except for building plan review and inspection services, funded through application fees, and 100% of 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. The remainder of expenses such as training, memberships, office supplies, and allocated costs are General Fund expenditures.

The Department grew in 2008 with the filling of the Permit Supervisor and Director's positions in March and April, respectively. In addition, an existing employee was promoted to the position of Permit Technician, which also resulted in increased salary and benefit costs. Since the Building Official position is a contract position and the amount of time spent in building plan review and permit inspection activities varies with construction activity, those costs tend to vary from year to year. Once the development moratorium has been lifted, a permanent Building Official position may be necessary by 2010.

The Department's budget includes funding for the Hearing Examiner, estimated to be approximately \$25,000 in 2009. These will all be pass-through funds, as the adopted fee schedule provides for full cost recuperation.

Other new or increased General Fund expenditures include:

- \$6,500 for the annual maintenance contract for the recently purchased permitting software
- Funding to allow for the purchase of public notice boards for use in land use actions (the cost of these will be charged to applicants)
- Increased budget for advertising notice of land use actions (this is consistent with Council's direction as part of its review of the new Zoning Code)
- Funds to cover the expense of printing copies of the new Comprehensive Plan, Zoning Code and Design Standards (copies for Council, Commission, staff and for sale to the public)
- Funding for Planning Commissioners' membership in the American Planning Association
- Increases in professional development for memberships, training, conferences (reflective of larger staff)



## City of Black Diamond Preliminary Budget 2009

Community Development Summary					
Expense Type	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
CD Administration			\$117,492	\$137,370	\$19,878
CD Planning			94,942	102,626	7,684
CD Permitting	\$174,445	\$109,127	235,554	236,457	903
Code Enforcement			50,000	25,600	-24,400
Hearing Examiner			6,000	25,000	19,000
Planning Commission				650	650
<b>Comm. Development Total</b>	<b>\$174,445</b>	<b>\$109,127</b>	<b>\$503,988</b>	<b>\$527,703</b>	<b>\$23,715</b>

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



## City of Black Diamond Preliminary Budget 2009

Community Development - Planning					
Expense Type	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$89,345	\$47,682	\$85,682	\$89,227	\$3,545
Operating Supplies, Books and Periodicals	1,350	4,217	1,250	2,530	1,280
Fuel	250		200		-200
Advertising	1,500	761	500	600	100
Professional Services	15,000	13,777	4,500	2,000	-2,500
Telephone and Postage	15,000	2,048	500	1,200	700
Meals, Mileage and Lodging	250	0	750	1,200	450
Training and Memberships	500	549	1,000	2,825	1,825
Miscellaneous	500	0	100		-100
Printing				2,500	2,500
Insurance & Pass-Thru	3,050	820	460	544	84
<b>Planning Total</b>	<b>\$126,745</b>	<b>\$69,854</b>	<b>\$94,942</b>	<b>\$102,626</b>	<b>\$7,684</b>

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



# City of Black Diamond Preliminary Budget 2009

## 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.

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

Natural Resources Department					
Expense Type	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits			\$121,168	\$132,609	\$11,441
Office Supplies				500	500
Plotter Supplies			500	1,500	1,000
PSE/School Recycle	\$500	\$499			0
In Concert w/Enviro. Education			500	500	0
Professional Services			750		-750
Communications			500		-500
Lodging, Meals and Mileage			1,200	1,285	85
Insurance			460	1,087	627
Maintenance and Repair-Plotter				2,800	2,800
Miscellaneous			250		-250
Training and Memberships			1,450	1,450	0
Printing and Binding			500	500	0
Stewardship/Water Quality	5,215	5,553	5,300		-5,300
K/C Wtr. Qual-Lk. Sawyer		5,971			0



## City of Black Diamond Preliminary Budget 2009

Natural Resources Department, Cont.					
Expense Type	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
WIRA 9 Membership	3,700	4,066	3,700	3,735	35
PS Clean Air Assmt.	1,900	1,824	2,000	2,187	187
Env. Prot. Rev- MKT Gravel Op		24,200	10,000		-10,000
Recycling Program Grant	18,437	17,436	18,000	18,000	0
Invasive Plant Removal				2,500	2,500
<b>Natural Resources Total</b>	<b>\$29,752</b>	<b>\$59,549</b>	<b>\$166,278</b>	<b>\$168,653</b>	<b>\$2,375</b>



# City of Black Diamond Preliminary Budget 2009

## 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 Department					
Expense Type	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$55,250	\$32,116	\$132,248	\$144,524	\$12,276
Office and Operating Supplies		88	1,000	1,350	350
Professional Svcs			2,000	2,000	0
Telephone and Postage		223	500	1,000	500
Meals, Mileage and Lodging		477	1,350	2,000	650
Training and Memberships		735	1,450	3,450	2,000
Miscellaneous			450	400	-50
Insurance			460	1,087	627
<b>Economic Development Total</b>	<b>\$55,250</b>	<b>\$33,639</b>	<b>\$139,458</b>	<b>\$155,811</b>	<b>\$16,353</b>





# City of Black Diamond Preliminary Budget 2009

## 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. New items requested for this department include a uniform allowance and additional tools and budget for equipment rental. Some training has been added so that the department is current on best practices in repair, planning and maintenance.

Capital Facilities Department					
Expense Type	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$0	\$0	\$87,284	\$93,822	\$6,538
Uniforms				200	200
Fuel				2,400	2,400
Small Tools and Equipment				500	500
Insurance				544	544
Rentals				1,200	1,200
Training				500	500
Capital Facilities Total	\$0	\$0	\$87,284	\$99,166	\$11,882



# City of Black Diamond Preliminary Budget 2009

## 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. The Parks Department has 35.2% of a full time employee dedicated to the maintenance of the City parks and supported by the General Fund. In total the City has 173.5 acres of park property.

Parks and Recreation					
Expense Type	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
Salaries and Benefits	\$10,594	\$11,475	\$45,273	\$36,231	-\$9,042
Historical Electric	\$3,000	\$3,986	3,200	5,000	1,800
Portable Restroom Facility	1,350	1,262	2,500	2,500	0
Operating Supplies	1,500	1,905	2,500	2,500	0
Park Signage			500	450	-50
50th Anniversary Supplies			2,000		-2,000
Fuel				1,000	1,000
Professional Services	1,000	1,395	1,000	1,000	0
Prof. Svs.-50th Anniversary			3,000		-3,000
Communications				600	600
Rental of Equipment				600	600
Insurance Allocation	4,000	5,283	5,600	5,266	-334
Utilities		118	100	1,000	900
Repairs and Maintenance Ext.	350	951	1,000		-1,000
Repairs and Maintenance Int.	500	186	1,000	1,000	0
Miscellaneous	1,706	591		500	500
Park Improvements	23,000	19,948	3,500		-3,500
Parks Equipment			1,500	500	-1,000
<b>Parks and Recreation Total</b>	<b>\$47,000</b>	<b>\$47,100</b>	<b>\$72,673</b>	<b>\$58,147</b>	<b>-\$14,526</b>



# City of Black Diamond Preliminary Budget 2009

## 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 Cemetery Department has 18.8% of a full time employee dedicated to the cemetery functions. The cemetery is supported by the General Fund. 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.

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



# City of Black Diamond Preliminary Budget 2009

## Central Services and Employee Benefits

Central Services and Employee Benefits 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 Benefit budget includes employee and elected official recognition, awards and an annual banquet.

Central Services and Employee Benefits					
Expense Type	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008 - 2009
<b>Central Services</b>					
Office and Operating Supplies	4,000	5,124	250	4,500	4,250
Communications (Tele/Post)		3,362		7,320	7,320
Utilities	8,000	11,217		1,300	1,300
Copier Maintenance	2,200	2,283		4,000	4,000
Prof Services	\$10,000	\$12,003	\$15,000	\$4,500	-10,500
Custodian	\$5,700	\$7,200			0
Insurance			\$4,500	\$6,332	1,832
Miscellaneous, Printing & Memberships	\$1,250	\$3,081	\$8,189	\$8,450	261
<b>Employee Benefits</b>					
Recognition and Awards	\$500	\$4,233	\$500	\$3,500	\$3,000
Travel and Training - Retreat	2,500		2,500	1,500	-1,000
<b>Central Svcs and Emp Ben. Total</b>	<b>\$34,150</b>	<b>\$48,503</b>	<b>\$30,939</b>	<b>\$41,402</b>	<b>\$10,463</b>



# City of Black Diamond Preliminary Budget 2009

## 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.

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

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



# City of Black Diamond Preliminary Budget 2009

## Fire Equipment Reserve Fund 002

The Fire Equipment Reserve Fund was established when Black Diamond had a Fire Department. Black Diamond currently contracts with Fire District 44 for fire service. Under that contract Fire District 44 is responsible for equipment replacement. Black Diamond is however responsible for engines, one aid car, one brush truck and two support vehicles. This reserve fund can be used to offset future fire vehicle replacements.

Fire Equipment Reserve Fund 002 - Revenue					
	2007	2007	2008	2009	Difference
	Budgeted	Actual	Budgeted	Request	2008-2009
<b>REVENUE</b>					
Investment Interest		\$1,003		1,000	1,000
Subtotal Revenue	\$0	\$1,003	\$0	\$1,000	\$1,000
Beginning Cash and Investments		\$53,512		\$55,843	
<b>Total Fire Equipment Fund Revenue</b>	<b>\$0</b>	<b>\$54,515</b>	<b>\$0</b>	<b>\$56,843</b>	<b>\$1,000</b>

Fire Equipment Reserve Fund 002 - Expenditures					
	2007	2007	2008	2009	Difference
	Budgeted	Actual	Budgeted	Request	2008-2009
<b>EXPENSES</b>					
Ending Cash and Investments Unreserved		54,515		56,843	56,843
Ending Cash and Investments Reserved					0
<b>Total Fire Equipment Fund Expenses</b>	<b>\$0</b>	<b>\$54,515</b>	<b>\$0</b>	<b>\$56,843</b>	<b>\$56,843</b>



# City of Black Diamond Preliminary Budget 2009

## Street Department

The Street Department is responsible for maintaining and upgrading public streets and sidewalks, street lighting, traffic control signs, signals and pavement markings to provide the public with a convenient and safe street system in Black Diamond.

### Street Fund Revenue

Revenue has been projected down slightly in 2009 to \$23.41 per capita of 4,155 citizens, due to high gasoline prices and consequential downward effect on miles driven. A decrease in interest collected on investments is also forecast for 2009. The funding reimbursement is less due to allocation of staff to the Stormwater utility.

Street Department - Operating Revenue					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>Operating Revenue</b>					
Street Gas Tax	\$101,921	\$98,981	\$104,318	\$101,424	-\$2,894
Licenses and Permits	8,500	6,875	8,500	4,000	-4,500
<b>Total Street Operating Revenue</b>	<b>\$110,421</b>	<b>\$105,856</b>	<b>\$112,818</b>	<b>\$105,424</b>	<b>-\$7,394</b>

Street Department - Other Revenue					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>Other Street Revenue</b>					
Interest	\$9,400	\$19,331	\$15,000	\$9,000	-\$6,000
Grants	37,550	37,550			
Funding Reimbursement			35,874	21,211	-14,663
Beginning Cash and Investments		544,968		450,000	450,000
<b>Subtotal Other Street Sources</b>	<b>46,950</b>	<b>601,849</b>	<b>50,874</b>	<b>480,211</b>	<b>429,337</b>
<b>Total Street Fund Sources</b>	<b>\$157,371</b>	<b>\$707,705</b>	<b>\$163,692</b>	<b>\$585,635</b>	<b>\$421,943</b>





# City of Black Diamond Preliminary Budget 2009

## Street Operating Expenses

No increase in level of service is proposed. The Street Department accounts for about 15% of the Public Works staff costs. The distribution of uniforms, supplies, fuel and training and central service allocations were redistributed for a more equitable share of costs between the Street Department and utility funds.

Street Department - Operating Expenses					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>EXPENSES</b>					
<b>Operating Expenses</b>					
Salary and Benefits	\$61,589	\$60,558	\$74,782	\$75,324	\$542
Uniforms and Office Supplies	750	433	750	300	-450
Operating Supplies	4,550	5,174	12,000	8,500	-3,500
Fuel	2,500	3,209	2,500	4,000	1,500
Street Lighting	27,000	23,769	24,500	24,500	0
Street Signs	1,000	1,100	1,000	2,000	1,000
Street Striping	4,500	3,252	4,500	4,500	0
Traffic Signal Maintenance	2,500	2,554	3,500	3,500	0
Repairs and Maintenance	5,750	3,431	3,500	4,500	1,000
Professional Services	17,777	3,922	8,500	6,880	-1,620
FEMA Reimb	19,505	19,505			0
Utilities	650	1,073	2,600	3,750	1,150
Miscellaneous, Training, Meals	500	295	2,000	1,700	-300
Insurance	1,300	2,257	1,600	2,664	1,064
Central Service Allocation				6,275	6,275
<b>Total Street Operating Expenses</b>	<b>\$149,871</b>	<b>\$130,532</b>	<b>\$141,732</b>	<b>\$148,393</b>	<b>\$6,661</b>

## Street Other Expenses

These funds are proposed to be transferred to the Equipment Reserve Fund and to street capital projects.

Street Department - Other Expenses					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>Other Expenses</b>					
Transfer to Capital Street Preser.				\$30,000	\$30,000
Transfer to Street Equip Cap Res.	\$7,500	\$7,500	\$7,500	10,000	2,500
Transfer to TIB Grant Matching	107,500		107,500		-107,500
Ending Cash and Investments		569,673		397,242	
<b>Subtotal Other Uses</b>	<b>115,000</b>	<b>577,173</b>	<b>115,000</b>	<b>437,242</b>	<b>-75,000</b>
<b>Total Street Fund Uses</b>	<b>\$264,871</b>	<b>\$707,705</b>	<b>\$256,732</b>	<b>\$585,635</b>	<b>-\$68,339</b>



# City of Black Diamond Preliminary Budget 2009

## Street Equipment Reserve Fund 102

The Street Equipment Reserve Fund was established to collect funds from Street, Water, Wastewater and Stormwater for future shared equipment replacement. Some examples are vehicles and slope mower replacements.

Street Equipment Reserve Fund 102 - Revenue					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>REVENUE</b>					
Transfer In - Water Capital		\$38,750	\$7,500	\$10,000	\$2,500
Transfer In - Wastewater Capital		38,750	7,500	10,000	2,500
Transfer In - Stormwater Capital				10,000	10,000
Transfer In - Street Fund		7,500	7,500	10,000	2,500
Investment Interest		492		2,500	2,500
<b>Subtotal Revenue</b>	<b>0</b>	<b>85,492</b>	<b>22,500</b>	<b>42,500</b>	<b>20,000</b>
<b>Beginning Cash and Investments</b>		<b>12,637</b>		<b>122,000</b>	
<b>Total Street Equipment Fund Revenue</b>	<b>\$0</b>	<b>\$98,129</b>	<b>\$22,500</b>	<b>\$164,500</b>	<b>\$20,000</b>

Street Equipment Reserve Fund 102 - Expenditures					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>EXPENSES</b>					
Ending Cash and Investments Unreserved		\$98,129	\$22,500	\$164,500	\$142,000
Ending Cash and Investments Reserved					
<b>Total Street Equipment Fund Expenses</b>	<b>\$0</b>	<b>\$98,129</b>	<b>\$22,500</b>	<b>\$164,500</b>	<b>\$142,000</b>



# City of Black Diamond Preliminary Budget 2009

## Real Estate Excise Tax 1 (REET 1) - 104 Fund

The Real Estate Excise Tax is authorized by RCW 8245.010 and can be used for capital projects. Cities must use these funds as long as they are identified in a capital improvement plan.

Specifically, one quarter percent of the real estate excise tax is collected then transferred to Fund 310 to be used for general government capital projects. These projects were adopted November 6, 2008 in a 2008 – 2013 Capital Improvement Plan.

### Real Estate Excise Tax 1 (REET 1) Fund 104 - Revenue

	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>REVENUE</b>					
Real Estate Excise Tax 1	\$80,600	\$111,744	\$80,000	\$50,000	-\$30,000
Investment Interest	\$12,000	\$35,229	32,000	13,872	-18,128
<b>Subtotal Revenue</b>	<b>\$92,600</b>	<b>\$146,973</b>	<b>\$112,000</b>	<b>\$63,872</b>	<b>-\$48,128</b>
Beginning Cash and Investments	\$56,850	\$842,406	\$988,292	\$924,792	
<b>Total REET 1 Revenue</b>	<b>\$149,450</b>	<b>\$989,379</b>	<b>\$1,100,292</b>	<b>\$988,664</b>	<b>-\$48,128</b>

### Real Estate Excise Tax 1 (REET 1) Fund 104 - Expenditures

	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>EXPENSES</b>					
Transfer out to General Govt Capital Fund 310	\$56,850	\$1,088		\$468,200	\$468,200
Ending Cash and Investments Unreserved	92,600	988,291	1,100,292	270,464	-829,828
Ending Cash and Investments Reserved				250,000	250,000
<b>Total REET 1 Operating Expenses</b>	<b>\$149,450</b>	<b>\$989,379</b>	<b>\$1,100,292</b>	<b>\$988,664</b>	<b>-\$111,628</b>



# City of Black Diamond Preliminary Budget 2009

## Real Estate Excise Tax 2 (REET 2) - 105 Fund

The Real Estate Excise Tax is authorized by RCW 8245.010 and can be used for capital projects. This part of the real estate excise tax may only be levied by cities that plan under the Growth Management Act.

Specifically, one quarter percent of the real estate excise tax is to be used for public works projects for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, planning, construction, reconstruction, repair, rehabilitation, or improvement of parks. REET 2 monies in Black Diamond are transferred to Fund 320 for Street and Public Works capital projects.

Real Estate Excise Tax 2 (REET 2) Fund 105 - Revenue					
	2007	2007	2008	2009	Difference
	Budgeted	Actual	Budgeted	Request	2008-2009
<b>REVENUE</b>					
Real Estate Excise Tax 2	\$80,600	\$111,744	\$80,000	\$50,000	-\$30,000
Investment Interest	\$12,200	\$35,491	35,000	16,344	-18,656
<b>Subtotal Revenue</b>	<b>\$92,800</b>	<b>\$147,235</b>	<b>\$115,000</b>	<b>\$66,344</b>	<b>-\$48,656</b>
Beginning Cash and Investments		\$867,630	\$1,014,596	\$1,089,595	
<b>Total REET 2 Revenue</b>	<b>\$92,800</b>	<b>\$1,014,865</b>	<b>\$1,129,596</b>	<b>\$1,155,939</b>	<b>-\$48,656</b>

Real Estate Excise Tax 2 (REET 2) Fund 105 - Expenditures					
	2007	2007	2008	2009	Difference
	Budgeted	Actual	Budgeted	Request	2008-2009
<b>EXPENSES</b>					
Transfer out to Street Capital Fund 320		\$270		\$662,057	\$662,057
Ending Cash and Investments Unreserved	82,150	1,014,595	1,129,596	243,882	-885,714
Ending Cash and Investments Reserved				250,000	250,000
<b>Total REET 2 Operating Expenses</b>	<b>\$82,150</b>	<b>\$1,014,865</b>	<b>\$1,129,596</b>	<b>\$1,155,939</b>	<b>\$26,343</b>



# City of Black Diamond Preliminary Budget 2009

## Criminal Justice Fund

The Criminal Justice Fund was established to account for the financial resources to be used for programs relating to Criminal Justice activity. Financial resources primarily come from the State through RCW 82.14.330 that is based on per capita data and the crime rates. Monies are to be used for Criminal Justice activities through innovative law enforcement programs.

Criminal Justice revenue includes criminal justice tax money, state shared revenue (former Community Trade and Economic Development or CTED funds), criminal justice population revenue, revenue from the sale of seized property from non-drug felony cases and small grants. These monies are determined by the State each year. The Criminal Justice Fund primarily supports one full time officer assigned to Criminal Justice. Additional funds are used for special training, the Police K9 (dog) program, our policy and procedure manual, training and some communication costs.

<b>Criminal Justice - Revenue</b>					
	<b>2007 Budgeted</b>	<b>2007 Actual</b>	<b>2008 Budgeted</b>	<b>2009 Request</b>	<b>Difference 2008-2009</b>
<b>Revenue</b>					
Beginning Cash and Investments		\$47,055	\$17,000	\$20,000	\$3,000
Local Criminal Justice Funds	\$89,870	100,315	101,000	103,000	2,000
Criminal Justice Population	1,000	1,944	1,000	1,000	0
Special Programs	3,104	3,147	3,200	3,800	600
Grants and Donations	1,000	100	100	250	150
Confiscated and Forfeited		2,562	2,000	1,500	-500
Interest	1,950	3,527	1,118	1,000	-118
<b>Criminal Justice Operating Sources</b>	<b>\$96,924</b>	<b>\$158,650</b>	<b>\$125,418</b>	<b>\$130,550</b>	<b>\$5,132</b>

<b>Criminal Justice - Expenses</b>					
	<b>2007 Budgeted</b>	<b>2007 Actual</b>	<b>2008 Budgeted</b>	<b>2009 Request</b>	<b>Difference 2008-2009</b>
<b>Expenditures</b>					
Salaries and Benefits	\$58,053		\$78,105	\$102,223	\$24,118
Operating Supplies	500	\$580	1,750	1,000	-750
Investigations	6,500	3,263	1,773		-1,773
Communications	8,000	7,662	8,000	3,300	-4,700
Lodging, Meals, Mileage	500		500		-500
Training & Training Bldg Rent	5,000	8,186	5,000	9,434	4,434
K9 Program	1,500		1,000	3,507	2,507
Capital Outlay (includes vehicles)		65,172	21,340		-21,340
Lexipol			7,950	5,950	-2,000
Insurance				815	815
Ending Cash and Investments		73,787		4,321	
<b>Total Criminal Justice Uses</b>	<b>\$80,053</b>	<b>\$158,650</b>	<b>\$125,418</b>	<b>\$130,550</b>	<b>\$811</b>



# City of Black Diamond Preliminary Budget 2009

## General Government Capital Fund 310

Black Diamond adopted the first 2008 – 2013 Capital Improvement Plan November 6, 2008. The 2008 and 2009 projects that were approved as part of the General Government portion of the plan are listed here with the source of funding.

General Government Capital Fund 310 - Revenue					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>REVENUE</b>					
Real Estate Excise Tax Transfer In			\$138,500	\$468,200	\$329,700
Investment Interest					0
Grants	167,150	167,150	50,000	55,000	5,000
Police Records Loan			212,003		-212,003
Private Contribution	50,000				0
Miscellaneous Revenue			38,350		-38,350
<b>Subtotal Revenue</b>	<b>\$217,150</b>	<b>\$167,150</b>	<b>\$438,853</b>	<b>\$523,200</b>	<b>\$84,347</b>
Beginning Cash and Investments					
<b>Total Government Capital Sources</b>	<b>\$217,150</b>	<b>\$167,150</b>	<b>\$438,853</b>	<b>\$523,200</b>	<b>\$84,347</b>

General Government Capital Fund 310 - Expenses					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>EXPENSES</b>					
Metal Building Upgrades			\$30,000	\$20,000	-\$10,000
City Hall and Court Remodel			60,000	70,000	10,000
City Technology Upgrades			3,500	15,000	11,500
Police Technology Upgrades			45,000	56,000	11,000
Patrol Car Replacement Program				80,000	80,000
Police Firearms Equipment				30,000	30,000
Police Records System			212,003	49,000	-163,003
Skate Park Improvements				25,000	25,000
Union Stump Memorial Park Improvements				15,000	15,000
Grant Matching Funds				50,000	50,000
Trail System Development			9,350	20,000	10,650
BMX Park Course				20,000	20,000
Park and Cemetery Mowers and Equipment				8,200	8,200
Eagle Creek Park Improvements				25,000	25,000
Lake Sawyer Boat Launch Improvements				40,000	40,000
Past Projects	217,150	167,150	79,000		-79,000
<b>Total Government Capital Uses</b>	<b>\$217,150</b>	<b>\$167,150</b>	<b>\$438,853</b>	<b>\$523,200</b>	<b>\$84,347</b>



# City of Black Diamond Preliminary Budget 2009

## Street Capital Projects Fund 320

Black Diamond adopted the first 2008 – 2013 Capital Improvement Plan November 6, 2008. The 2008 and 2009 projects that were approved as part of the Street Capital part of the plan are listed here with the source of funding.

Streets Capital Fund 320 - Revenue					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>REVENUE</b>					
Real Estate Excise Tax Transfer In				\$662,057	\$662,057
Investment Interest					0
Grants	967,943	271	190,000	1,202,943	1,012,943
Street Fund Transfer In	107,500		40,000	30,000	-10,000
<b>Subtotal Revenue</b>	<b>\$1,075,443</b>	<b>\$271</b>	<b>\$230,000</b>	<b>\$1,895,000</b>	<b>\$1,665,000</b>
<b>Beginning Cash and Investments</b>					
<b>Total Street Capital Sources</b>	<b>\$1,075,443</b>	<b>\$271</b>	<b>\$230,000</b>	<b>\$1,895,000</b>	<b>\$1,665,000</b>

Streets Capital Fund 320 - Expenses					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>EXPENSES</b>					
Street Maintenance - Chip, Seal and Patch			\$30,000	30,000	\$0
Railroad Avenue Reconstruction			100,000	1,505,000	1,405,000
Street Impact Fee Study				80,000	80,000
233rd Ave SE Repair				35,000	35,000
Lak Sawyer Overlay Project			100,000		-100,000
Lawson & Newcastle Intersection Repair				25,000	25,000
Morgan Street Sidewalk Extension Phase 2				120,000	120,000
Auburn Black Diamond Overlay				100,000	100,000
Past Projects	10,650	271			0
<b>Total Street Capital Uses</b>	<b>\$10,650</b>	<b>\$271</b>	<b>\$230,000</b>	<b>\$1,895,000</b>	<b>\$1,665,000</b>



# City of Black Diamond Preliminary Budget 2009

## Water Department

The Water Department provides clean, safe and reliable drinking water to the residents of Black Diamond. This Department is responsible to efficiently plan, design, construct and maintain the water system to ensure and provide a safe and dependable water supply for our water customers and for the Fire Department.

### Operating Revenue

Monthly billing for the water utility is used to pay for the monitoring, testing, pumping, maintenance and replacement of the existing water system. Revenue has increased very little even with growth because of lower per household water consumption due to a wet and cool summer, and from old meters that are suspect of running slower with age. A rate increase will be considered by the City Council along with the budget.

Water Department - Operating Revenue					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>Operating Revenue</b>					
User Charges	\$343,200	\$348,758	\$351,600	\$346,000	-\$5,600
Rate Increase 15%				51,750	51,750
<b>Water Operating Revenue</b>	<b>\$343,200</b>	<b>\$348,758</b>	<b>\$351,600</b>	<b>\$397,750</b>	<b>\$46,150</b>

### Other Revenue

New service fees and capital facility charges cover the cost of expanding the water system to meet the needs of new customers and are used for capacity projects. This revenue has been moved to the Water Capital Fund. Because of the slow economy and the troubled housing market, meter installation charges are estimated at a conservatively low level in 2009.

Water Department - Other Revenue					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>Other Revenue</b>					
YarrowBay PW Reimb			37,415	35,352	-2,063
Late Charges/name changes	11,950	10,553	8,000	9,500	1,500
Meters-Installations chg	22,500	20,750	1,000	200	-800
Investment Interest	22,500	29,426	8,000	1,100	-6,900
Connection Charges	163,250	200,209	12,000		-12,000
Developer Debt Contribution	910,851	910,850	853,114	805,553	-47,561
Transfer Water Capital Debt Svcs			253,900	125,000	-128,900
<b>Subtotal Other Revenue</b>	<b>\$1,131,051</b>	<b>\$1,171,788</b>	<b>\$1,173,429</b>	<b>\$976,705</b>	<b>-\$196,724</b>
<b>Beginning Cash and Investments</b>		<b>\$658,032</b>		<b>\$100,000</b>	<b>\$100,000</b>
<b>Total Water Sources</b>	<b>\$1,474,251</b>	<b>\$2,178,578</b>	<b>\$1,525,029</b>	<b>\$1,474,455</b>	<b>-\$50,574</b>





## City of Black Diamond Preliminary Budget 2009

### Water Department Operating Expenses

Although some of the traditional staff allocation shifted over to the new Stormwater Fund there is an addition of general fund administration for a more equitable cost share of administrative support resulting in minimal change in salary expense. Insurance, supplies/fuel and training were reduced primarily because of establishing a set distribution of costs between the various public works funds. The cost allocation was increased to cover an equitable share of office and city hall costs. The utility tax increased to reflect the proposed water rate increase.

Water Department - Operating Expenses					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>EXPENSES</b>					
<b>Operating Expenses</b>					
Salary and Benefits-Direct	\$197,824	\$183,855	\$146,126	\$150,593	\$4,467
Supplies/fuel	24,850	29,845	5,750	4,800	-950
Caustic	10,000	6,731	10,000	8,800	-1,200
New Hook up meters	20,000	0	10,000	2,000	-8,000
Insurance	26,000	25,778	28,000	21,972	-6,028
Professional Services	5,000	13,352	5,000	5,248	248
Water Testing	3,000	3,119	3,000	3,300	300
Health Dept Permit				1,600	1,600
Repairs & Miscellaneous	20,283	6,091	8,750	1,750	-7,000
Travel, memberships, training	3,250	42	2,750	2,000	-750
Utilities	27,500	32,874	22,140	30,000	7,860
Legal Services				4,140	4,140
Audit	4,000	4,315		5,000	5,000
Central Service Cost Allocation	0	12,894	1,500	18,820	17,320
Taxes - City Utility 6%	36,000	47,032	23,500	29,400	5,900
Taxes - State Utility 3.5%			21,500	17,150	-4,350
<b>Total Water Operating Expenses</b>	<b>\$377,707</b>	<b>\$365,929</b>	<b>\$288,016</b>	<b>\$306,573</b>	<b>\$18,557</b>



## City of Black Diamond Preliminary Budget 2009

### Water Department Other Expenses

The debt service was reallocated between water operating and the water capital fund. The Meter Replacement Program has been shifted to the capital fund.

Water Department - Other Expenses					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>Other Expenses</b>					
Transfer for Equipment-CIP	80,000	38,750	7,500		-7,500
Transfer to Water Reserves		300,000			0
Debt Services Water Portion	250,851	250,851	254,197	243,369	-10,828
Debt Services Developer Portion	910,851	910,850	853,114	805,553	-47,561
Debt Services-Pay off Rev Bond			32,000		-32,000
Meter Replacement Program			5,000		-5,000
Water Rights			20,000		-20,000
<b>Subtotal Other Expenditures</b>	<b>\$1,241,702</b>	<b>\$1,500,451</b>	<b>\$1,171,811</b>	<b>\$1,048,922</b>	<b>-\$122,889</b>
<b>Ending Fund Balance</b>		<b>\$312,198</b>		<b>\$118,960</b>	<b>\$118,960</b>
<b>Total Water Uses</b>	<b>\$1,619,409</b>	<b>\$2,178,578</b>	<b>\$1,459,827</b>	<b>\$1,474,455</b>	<b>\$14,628</b>



# City of Black Diamond Preliminary Budget 2009

## Water Facility and Supply Fund 402

Black Diamond adopted the first 2008 – 2013 Capital Improvement Plan November 6, 2008. Part of the plan includes water related projects. The Springs Project will be funded by developer contributions and will prepare capacity and transmission in preparation for City growth. The Capital Improvement Plan includes more detail on this project.

Water Facility and Supply Fund 402 - Revenue					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>REVENUE</b>					
Developer/Private Contributions			\$548,150	\$1,330,000	\$781,850
Investment Interest		39,695	16,000	2,000	-14,000
Subtotal Revenue	0	39,695	564,150	1,332,000	767,850
Beginning Cash and Investments	\$3,044,282	3,105,927		70,000	\$70,000
<b>Total Water Facility and Supply Sources</b>	<b>\$3,044,282</b>	<b>\$3,145,622</b>	<b>\$564,150</b>	<b>\$1,402,000</b>	<b>\$837,850</b>

Water Facility and Supply Fund 402 - Expenses					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>EXPENSES</b>					
Springs Project				\$1,330,000	\$1,330,000
Prior Projects	3,044,282	3,009,920	548,150		-\$548,150
Ending Cash and Investments		135,702	16,000	72,000	\$56,000
<b>Total Water Facility and Supply Uses</b>	<b>\$3,044,282</b>	<b>\$3,145,622</b>	<b>\$564,150</b>	<b>\$1,402,000</b>	<b>\$837,850</b>



# City of Black Diamond Preliminary Budget 2009

## Water Capital Fund 404

Black Diamond adopted the first 2008 – 2013 Capital Improvement Plan November 6, 2008. Part of the plan includes water related projects. In 2009 monies from this fund will be used to pay water debt service, a meter replacement project and to fund equipment reserves for the shared use of purchased equipment.

Water Capital Fund 404 - Revenue					
	2007	2007	2008	2009	Difference
	Budgeted	Actual	Budgeted	Request	2008-2009
<b>REVENUE</b>					
Public Works Trust Fund Loan	\$168,109				\$0
Investment Interest	\$18,600	27,587	16,000	27,000	11,000
Water Connection Fees					0
Transfer in from Water Fund		300,000			0
<b>Subtotal Revenue</b>	<b>186,709</b>	<b>327,587</b>	<b>16,000</b>	<b>27,000</b>	<b>11,000</b>
Beginning Cash and Investments		545,193	253,900	675,000	421,100
<b>Total Water Capital Sources</b>	<b>\$186,709</b>	<b>\$872,780</b>	<b>\$269,900</b>	<b>\$702,000</b>	<b>\$432,100</b>

Water Capital Fund 404 - Expenses					
	2007	2007	2008	2009	Difference
	Budgeted	Actual	Budgeted	Request	2008-2009
<b>EXPENSES</b>					
Principal on Loan	168,109			\$125,000	\$125,000
Transfer to Equipment Reserve				10,000	10,000
Meter Replacement Project				70,000	70,000
Transfer out to Water			253,900		-253,900
<b>Ending Cash and Investments</b>	<b>18,600</b>	<b>872,780</b>	<b>16,000</b>	<b>497,000</b>	<b>481,000</b>
<b>Total Water Capital Uses</b>	<b>\$186,709</b>	<b>\$872,780</b>	<b>\$269,900</b>	<b>\$702,000</b>	<b>\$432,100</b>



# City of Black Diamond Preliminary Budget 2009

## Wastewater Department

The Wastewater Department provides for the maintenance and replacement of the sewer collection system, customer billing and payment collection. Also this Department provides contract administration for Soos Creek Water and Sewer and King County for transmission and treatment of sewage from Black Diamond.

### Operating Revenue

The increase in revenue is due to a pass through of a King County Sewer rate from \$27.95 to \$31.90 per month and a Soos Creek rate increase of \$0.14 a month. There is no local rate increase proposed for sewer.

Wastewater Department - Operating Revenue					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>Operating Revenue</b>					
Pass-Through Metro Charges				\$377,332	\$377,332
Pass-Through Soos Creek Charges				42,043	\$42,043
City Charges	\$540,000	\$554,752	\$589,360	179,682	-\$409,678
Reimbursement Hook-Up Charges	3,700	4,370	2,100		-2,100
<b>Wastewater Operating Revenue</b>	<b>\$543,700</b>	<b>\$559,122</b>	<b>\$591,460</b>	<b>\$599,057</b>	<b>\$7,597</b>

### Other Revenue

Connection Charges are now accounted for in the Wastewater Capital Fund. Investment interest is down due to anticipated lower interest rates on City investments next year.

Wastewater Department - Other Revenue					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>Other Revenue</b>					
YarrowBay PW Reimbursement			\$74,830	\$35,352	-\$39,478
Investment Interest	43,000	64,366	16,000	3,600	-12,400
Connection Charges	16,000	52,000	12,600		-12,600
Metro Reimbursement		78,251			0
<b>Subtotal Other Rev</b>	<b>\$59,000</b>	<b>\$194,617</b>	<b>\$103,430</b>	<b>\$38,952</b>	<b>-\$64,478</b>
<b>Beginning Cash and Investments</b>		<b>\$926,727</b>		<b>\$180,000</b>	<b>\$180,000</b>
<b>Total Wastewater Sources</b>	<b>\$602,700</b>	<b>\$1,680,466</b>	<b>\$694,890</b>	<b>\$818,009</b>	<b>\$123,119</b>



## City of Black Diamond Preliminary Budget 2009

### Wastewater Department Operating Expenses

Twenty five percent of the Public Works staff is allocated to the Wastewater Fund after this year's transfer of 25 percent of Public Works staff to the Stormwater Fund. An equitable share of administration and office support was also allocated to the Wastewater Fund which increased salary and benefit expenses. The allocation of uniforms, fuel, tools, insurance and training were reduced and redistributed fairly to the Water, Wastewater, Street and Stormwater Departments. The reduction in repairs and maintenance is due to the manhole sealing and infiltration and inflow reduction programs being shifted to the capital project fund.

Wastewater Department - Operating Expenses					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>EXPENSES</b>					
<b>Operating Expenses</b>					
Salary and Benefits	\$117,879	\$83,982	\$137,169	\$150,590	\$13,421
Operating Supplies	3,250	538	3,250	2,300	-950
Safety Supplies and Uniforms	1,000	303	2,500	2,300	-200
Fuel	2,500	3,209	2,500	2,000	-500
Tools	1,500	1,120	2,000	1,000	-1,000
Insurance	8,000	8,837	8,900	7,791	-1,109
Professional Services	23,500	9,155	6,000	2,000	-4,000
Repairs and Miscellaneous	7,000	4,434	43,140	6,000	-37,140
Travel, memberships, training	850	341	450	1,500	1,050
Utilities	5,600	4,040	3,400	3,600	200
Legal Services	29,536	26,898	20,000	4,140	-15,860
Audit	4,000	3,237		5,000	5,000
Cost Allocation		9,671	5,000	18,820	13,820
Taxes Utility	32,000	37,003	33,500	36,447	2,947
Taxes B&O and Excise	2,800	12,207	13,000	3,800	-9,200
<b>Subtotal City Operating Expenses</b>	<b>239,415</b>	<b>204,975</b>	<b>280,809</b>	<b>247,288</b>	<b>-33,521</b>
Metro	365,000	364,328	372,000	377,332	5,332
Soos Creek	48,000	42,750	45,672	42,043	-3,629
<b>Total Operating Expenditures</b>	<b>\$652,415</b>	<b>\$612,053</b>	<b>\$698,481</b>	<b>\$666,663</b>	<b>-\$31,818</b>



## City of Black Diamond Preliminary Budget 2009

### Wastewater Department Other Expenses

The amount of \$18,000 in 2009 has been allocated for Capital improvements to the Wastewater Treatment Plant site and also for manhole rehabilitation work.

<b>Wastewater Department - Other Expenses</b>					
	<b>2007 Budgeted</b>	<b>2007 Actual</b>	<b>2008 Budgeted</b>	<b>2009 Request</b>	<b>Difference 2008-2009</b>
<b>Other Expenses</b>					
Trans to Capital Fund	\$816,000	\$800,000	\$7,500		-\$7,500
Trans to Capital for Wastewater Treatment Plant				\$15,000	15,000
Trans to Capital for Manhole Repl.				3,000	3,000
Trans to Equip. CIP	38,750	38,750			0
<b>Subtotal Other Expenditures</b>	<b>\$854,750</b>	<b>\$838,750</b>	<b>\$7,500</b>	<b>\$18,000</b>	<b>\$10,500</b>
<b>Ending Fund Balance</b>		<b>\$229,663</b>		<b>\$133,346</b>	
<b>Total Wastewater Uses</b>	<b>\$1,507,165</b>	<b>\$1,680,466</b>	<b>\$705,981</b>	<b>\$818,009</b>	<b>\$112,028</b>



# City of Black Diamond Preliminary Budget 2009

## Wastewater Capital Fund 408

Black Diamond adopted the first 2008 – 2013 Capital Improvement Plan November 6, 2008. Part of the plan includes Wastewater related projects. This fund contains these Wastewater Capital projects planned for 2009.

Wastewater Capital Fund 408 - Revenue					
	2007	2007	2008	2009	Difference
	Budgeted	Actual	Budgeted	Request	2008-2009
<b>REVENUE</b>					
Stormwater loan repayment				\$20,400	\$20,400
Investment Interest	\$23,000	\$24,262	50,000	15,000	-35,000
Developer Contribution				300,000	300,000
Wastewater Connection Fees				12,000	12,000
Transfer in from Wastewater Operating	800,000	800,000		18,000	18,000
<b>Subtotal Revenue</b>	<b>823,000</b>	<b>824,262</b>	<b>50,000</b>	<b>365,400</b>	<b>315,400</b>
Beginning Cash and Investments		549,593	230,564	1,300,000	1,069,436
<b>Total Wastewater Capital Sources</b>	<b>\$823,000</b>	<b>\$1,373,855</b>	<b>\$280,564</b>	<b>\$1,665,400</b>	<b>\$1,384,836</b>

Wastewater Capital Fund 408 - Expenses					
	2007	2007	2008	2009	Difference
	Budgeted	Actual	Budgeted	Request	2008-2009
<b>EXPENSES</b>					
Loan to Stormwater Fund			\$100,000		-\$100,000
Transfer to Wastewater Operating			130,564		-130,564
West BD Lift Station				300,000	300,000
Infiltration and Inflow Reduction Program				50,000	50,000
Preserve Wastewater Treatment Plant				30,000	30,000
Replace Lawson Lift Station				50,000	50,000
Wastewater Comprehensive Plan				80,000	80,000
Manhole Rehabilitation				10,000	10,000
Transfer out to Equipment Reserve				10,000	10,000
<b>Ending Cash and Investments</b>	<b>823,000</b>	<b>1,373,855</b>	<b>50,000</b>	<b>1,135,400</b>	<b>1,085,400</b>
<b>Total Wastewater Capital Uses</b>	<b>\$823,000</b>	<b>\$1,373,855</b>	<b>\$280,564</b>	<b>\$1,665,400</b>	<b>\$1,384,836</b>





# City of Black Diamond Preliminary Budget 2009

## Stormwater Department

The Stormwater Department protects the natural environment from the impacts of stormwater run off by properly maintaining the City stormwater system and implementing the City's Stormwater Management Plan.

### Revenue

Revenues are proposed to cover the cost of operating the Stormwater utility and these costs spread to all the citizens and commercial properties within the City.

Stormwater Department - Operating Revenue					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>Operating Revenue</b>					
User Charges @\$13.00x11 months				\$335,500	\$335,500
<b>Operating Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$335,500</b>	<b>\$335,500</b>

Stormwater Department - Other Revenue					
	2007 Budgeted	2007 Actual	2008 Budgeted	2009 Request	Difference 2008-2009
<b>Other Revenue</b>					
YarrowBay PW Reimbursement				35,352	35,352
Interest				200	200
<b>Subtotal Other Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,552</b>	<b>\$35,552</b>
<b>Beginning Cash and Investments</b>				<b>\$30,000</b>	<b>\$30,000</b>
<b>Total Stormwater Sources</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$401,052</b>	<b>\$401,052</b>



## City of Black Diamond Preliminary Budget 2009

### Stormwater Department Operating Expenses

Twenty five percent of the Public Works staff expenses will now be covered by the Stormwater utility. The fuel, tools, professional services, training, and general service cost allocation were distributed equitably between the Public Works funds. The King County Water Quality expenditure is for monitoring and testing as required by the Department of Ecology for Lake Sawyer. Included in the expenditures is a 6% utility tax is proposed which is the same rate as the water utility.

Stormwater Department - Operating Expenses					
	2007	2007	2008	2009	Difference
	Budgeted	Actual	Budgeted	Request	2008-2009
<b>EXPENSES</b>					
<b>Operating Expenses</b>					
Salary and Benefits			\$143,421	\$150,402	\$6,981
Operating Supplies				1,000	1,000
KC Water Quality				6,000	6,000
Fuel				2,000	2,000
Tools				500	500
Insurance				2,647	2,647
Professional Services			2,000	3,765	1,765
Repairs and Miscellaneous			1,050	2,000	950
Travel, memberships, training				1,500	1,500
Utilities				2,300	2,300
Legal Services				4,140	4,140
Audit				5,000	5,000
Central Service Cost Allocation				18,820	18,820
Taxes - City Utility				18,452	18,452
<b>Operating Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$146,471</b>	<b>\$218,526</b>	<b>\$72,055</b>



## City of Black Diamond Preliminary Budget 2009

### Stormwater Department Other Expenses

The amount of \$100,000 is for implementation of NPDES Phase II as required by State mandate. \$10,000 has been reserved for future capital. The debt repayment is to cover the \$100,000 loan from the Wastewater Fund.

Stormwater Department - Other Expenses					
	2007	2007	2008	2009	Difference
	Budgeted	Actual	Budgeted	Request	2008-2009
<b>Other Expenses</b>					
NPDES Phase II				\$100,000	\$100,000
Trans to Strmwtr Cap Equip Fund				10,000	10,000
Debt Payment to repay Wastewater				20,400	20,400
<b>Subtotal Other Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>130,400</b>	<b>130,400</b>
<b>Ending Fund Balance</b>				<b>52,126</b>	<b>52,126</b>
<b>Total Stormwater Uses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$146,471</b>	<b>\$401,052</b>	<b>\$254,581</b>

# CITY COUNCIL AGENDA BILL

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

ITEM INFORMATION			
<b>SUBJECT:</b>  <b>PUBLIC HEARING</b>  <b>Proposed Water Rate Increase</b>	<b>Agenda Date: November 20, 2008</b>		<b>AB08-119</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Howard Botts		
	City Administrator –Gwen Voelpel		
	City Attorney – Loren D. Combs		
	City Clerk – Brenda L. Streepy		<b>X</b>
	Finance – May Miller	<b>X</b>	
	Public Works – Seth Boettcher		
	Economic Devel. – Andy Williamson		
	Police – Jamey Kiblinger		
Cost Impact: See attachments	Court – Kaaren Woods		
Fund Source: See attachments			
Timeline:			
<b>Attachments: Water User Rates Study</b>			
<p><b>SUMMARY STATEMENT:</b></p> <p>Black Diamond’s water user rates were last increased February 19, 1998, by ordinance 639A. The City Council approved a contract with PacWest Engineering in 2008 to complete a rate study and recommend updated rates for 2009. Water user rates provide the Water Fund revenue to cover operating costs, debt service and maintenance or improvements to the current water system.</p> <p>After an extensive study and financial review, three alternatives were presented to the City Council at a work study session on October 23, 2008. Since rates have not been increase since 1998, alternative A was the most comprehensive and demonstrated that a 27% increase for each of the next three years would catch the water fund up to current level and provide all the necessary revenue to cover operation, all of debt service and maintenance costs. However, that rate increase lacked a conservation portion and was deemed to be too expensive for citizens.</p> <p>Alternative B included a tiered commodity rate increase and fully funded debt service from user charges. That increase of 23% a year for three years was also not recommended because of its impact on citizens.</p> <p>Alternative C covered operating costs, some capital improvements and assumed debt service costs would be split between user rates and new customer connections charges, which lowered the rates to 15% each year over three years beginning in 2009. The rate also contained a commodity charge increase to encourage conservation. Although this rate increase would take three to fours years to fully cover anticipated costs, staff and Council at the October 23rd study session felt that the Alternative C rate increase would be the most acceptable rate increase for the Water Fund. The proposed rate would increase a customer with average consumption or 479 cubic feet of water from the 1998 rate of \$23.17 per month to a 2009 rate of \$26.60 per month, a</p>			

\$3.43 a month increase. A schedule showing other jurisdictions and comparable rates is included.

Tonight's public hearing is conducted to receive public input and comments. The water rate increase and technical ordinance are scheduled for the December 4, 2008, Council meeting. The increase would be effective on the first billing cycle after January 1, 2009, and be on customers' bills mailed around the end of January. If you have any question, please call May Miller, Finance Director at 253-631-0351 or Seth Boettcher, Public Works Director at 360-886-2560.

COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION: None-Public Hearing.

### RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
November 20, 2008		

# City of Black Diamond Water User Rates Study

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## BACKGROUND & PURPOSE

PacWest Engineering has been retained by the City to complete a water rate study and recommend updated rates for adoption by the City Council. The City is currently operating under a development moratorium which is anticipated to be lifted in late 2008. Significant growth is anticipated to occur within the City following the removal of the moratorium. The City desires to adopt updated water rates to ensure that the City's water rates adequately cover existing and projected costs associated with operating a water utility and providing adequate water service to its customers.

The City's water rates are comprised of two components: 1) User rates based on monthly meter rates as well as charges based on actual water consumption; and 2) Connection charges (also known as capital facility charges) which fund system improvements required as a result of new growth. This report analyzes the City's Water User Rates. An analysis of the City's Water Connection Charges is covered in a separate report.

## ANALYSIS METHODOLOGY

Water rates have been analyzed for a three year period from 2009 to 2011. Since there are many assumptions incorporated into these rates based on projections of new development, it is recommended that a rate study be conducted in the future for years beyond this planning period.

A water billing consumption history for the period of June 2006 through May 2007 was utilized in developing user rate revenue assumptions. It is assumed that this time period is representative of the City of Black Diamond's water use and does not include lower than average or higher than average use due to irregular weather patterns or use consumptions.



An annual population growth rate of 2.85% has been utilized for growth projections within the existing developed City for the period following the removal of the moratorium. Additionally, the addition of new customers has been projected based on conversations with Yarrow Bay due to the fact that significant development is anticipated to occur within the City of Black Diamond during the period of analysis covered by this Water Rate Study.

Growth projections for new development are based on conversations with Yarrow Bay regarding potential build rates for development that is anticipated to occur within the City of Black Diamond. A two-year delay in projected growth has been included to provide for a more realistic assumption in projected revenues. Projections for growth have assumed a water consumption rate of 230 gallons per day per single family residence, as this is the established amount calculated for one ERU (equivalent residential unit) in the agreements between developers and the City of Black Diamond. It is assumed that connections to the system will be made in one calendar year and user rates will be charged for the new ERU's in the following year. No credit for partial years has been assumed.

<b>PROJECTED NEW ERU CONNECTIONS</b> (User rates assumed to begin billings in following year)				
<b>ERU Type</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
ERU's (with connection charge credit)	0	0	0	0
ERU's (without connection charge credit)	0	33	34	35
<b>TOTAL NEW ERU'S</b>	<b>0</b>	<b>33</b>	<b>34</b>	<b>35</b>

## **WATER FUNDS STRUCTURE & RESERVE RECOMMENDATIONS**

The City of Black Diamond currently operates with three water-related funds, as follows: Fund 401 – Water Fund; Fund 402 – Water Supply & Facility Fund; and Fund 404 – Water Reserve Fund.

It is recommended that the City restructure their water funds into the following three funds: Operating Fund; Capital Fund; and Developer Contribution Fund. The Operating and Capital funds should maintain a reserve within the fund rather than as a separate fund.

**Operating Fund:** The Operating Fund shall be funded by monies collected for Water User Rates and shall fund the City's Water Operations and Maintenance Program. The State requires that the City maintain a minimum reserve equivalent to 1/8 of its annual operating budget which is the equivalent of 1.5 months reserve. It is recommended that the City maintain an operating reserve that is equivalent to three months. The City currently has sufficient cash on hand to meet this reserve recommendation. This reserve helps balance cash flows due to lower revenues during winter months.

**Capital Fund:** The Capital fund shall be funded primarily by Water Connection Charges and shall fund expenditures related to the City's Water Capital Improvements Program. Additional funding sources such as grants and loans may supplement connection charges. Also, transfers from the Operating fund should occur to support those capital projects deemed to benefit the existing rate base.

The State requires an Emergency reserve that is equivalent to the City's most vulnerable water system facility component. The City of Black Diamond has an insurance policy which covers the transmission main crossing the Green River (the most vulnerable component of the system), which is sufficient to meet the emergency reserve requirement. In addition to the emergency reserve, the Capital fund should also maintain a reserve based on any outstanding debt service. It is recommended that a capital reserve in the amount of 50% of the annual debt service requirements be maintained in the capital fund.

**Developer Contribution Fund:** The City currently maintains a developer contribution fund (Fund 402 – Water Supply & Facility Fund). It is recommended that this fund be utilized to receive developer contributions for capital projects, but that the contributed funds be transferred to the capital fund as needed in support of the capital project for which the funds were contributed.

## CURRENT RATES

The City's current rates are a flat structure rate and do not promote conservation by the customers. The City of Black Diamond's current user rates are as shown below:

CURRENT RATES			
Meter Size	Meter Rate	Meter Rate per Additional Unit	Commodity Charge per 100 CF
5/8" or 3/4"	\$15.55	\$13.00	\$1.58
1"	\$19.65	\$13.00	\$1.58
1 1/2"	\$21.20	\$13.00	\$1.58
2"	\$37.00	\$13.00	\$1.58
3"	\$44.88	\$13.00	\$1.58
4"	\$84.30	\$13.00	\$1.58

## BUDGET REQUIREMENTS

The following are the projected budget requirements for a three year period. They have been developed based on the City's draft 2009 budget, which includes forecasts for 2010 and 2011. It should be noted that there are significant increases in the projected Operations and Maintenance budget over this time period. A portion of these increases is due to an additional staff person that is projected to be assigned half-time to the water system starting in 2011.

The City of Black Diamond is estimated to have approximately \$1,000,000 in reserve funds between the three existing water funds at the beginning of 2009. It is recommended that the City assign \$81,000 of the existing reserves as the three-month Operations and Maintenance reserve. Unless specified otherwise in the description of the alternatives, the remaining balance of the existing reserve funds are recommended to be placed in the Capital fund to augment the City's water connection charges in paying off debt and funding



capital projects. The revenue generated by these water user rates is intended to fund system operational costs only.

<b>BUDGET REQUIREMENTS</b>			
	<b>2009</b>	<b>2010</b>	<b>2011</b>
Operations, Maintenance, & Administration	\$324,000	\$344,000	\$404,000
Project costs / Transfer to Capital Fund (improve existing deficiencies)	\$0*	\$0*	\$0*
O&M Reserve	\$0 **	\$5,000	\$15,000
Debt Service	\$243,000	\$241,000	\$239,000
Yarrow Bay PWD Reimbursement	-\$36,000***	-\$38,000***	-\$40,000***
<b>TOTAL – O&amp;M FUND REQ.</b>	<b>\$567,000</b>	<b>\$590,000</b>	<b>\$658,000</b>
<p>* Proposed project improvements have been included in the City's Water System Plan (draft). Costs have not been included in the water rate budget requirements as it is recommended that these projects improvements be delayed and be completed as funds are available.</p>			
<p>** The initial O&amp;M reserve balance of \$81,000 recommended to be funded by existing reserve funds and preserved. Amounts shown reflect the necessary annual increase.</p>			
<p>*** The reimbursement for Public Works Director salary expenses is included for informational purposes only. This credit has not been included in the water user rate establishment as it is a temporary credit that will soon expire. It is recommended that these funds be utilized to fund capital projects to address existing deficiencies.</p>			

## USER RATES ANALYSIS

The Municipal Water Law was passed by the Washington State Legislature in 2003 and included language that all municipal water suppliers must use water more efficiently in exchange for water right certainty and flexibility to help them meet future demands. The City of Black Diamond is required to develop and monitor a Water Use Efficiency (WUE) program. One component of the City's Water Use Efficiency Program is to evaluate rate structures that promote water savings.

Several alternative water rates were evaluated for the City of Black Diamond. Details regarding each of the alternatives considered, as well as a summary of projected revenue for each alternative are listed on the following pages:

**Alternative "A" – Debt Service (Fixed Rates & Commodity Rates increase at same percent – Constant increase over 3 years):**

Alternative "A" evaluated a 27% increase in rates for each of the three years. The increase was applied to all components of the user rate calculations (meter rate, meter rate per additional unit, and commodity charges). Alternative "A" meets the City's Operation and Maintenance budget needs and also addresses debt service requirements. It is a "rate predictable" alternative. Alternative "A" does not encourage conservation by the customers.

ALTERNATIVE "A" - 2009			
Meter Size	Meter Rate	Meter Rate per Additional Unit	Commodity Charge per 100 CF
5/8" or 3/4"	\$19.75	\$16.51	\$2.01
1"	\$24.96	\$16.51	\$2.01
1 1/2"	\$26.92	\$16.51	\$2.01
2"	\$46.99	\$16.51	\$2.01
3"	\$57.00	\$16.51	\$2.01
4"	\$107.06	\$16.51	\$2.01
6"	\$276.86	\$16.51	\$2.01

ALTERNATIVE "A" – ANNUAL % INCREASES		
Year	% Increase (Meter Rates)	% Increase (Commodity Charge)
2008 to 2009	27%	27%
2009 to 2010	27%	27%
2010 to 2011	27%	27%

ANTICIPATED REVENUE ANALYSIS – IF CURRENT RATES WERE MAINTAINED FOR THE NEXT THREE YEARS				
	2009	2010	2011	2009 - 2011
Anticipated Revenue	\$354,000	\$366,000	\$379,000	\$1,099,000

ANTICIPATED REVENUE ANALYSIS – ALTERNATIVE "A"				
	2009	2010	2011	2009 - 2011
Anticipated Revenue	\$450,000	\$590,000	\$775,000	\$1,815,000
Budget Requirements	\$567,000	\$590,000	\$658,000	\$1,815,000
Difference	-\$117,000	\$0	\$117,000	\$0



**Alternative "B" – Conservation Rates + Debt Service (Fixed Rates & Commodity Rates increase at same percent – Constant increase over three years):**

Alternative "B" evaluated a tiered commodity rate system to encourage conservation efforts. Base meter rates and rates for additional units increased at the same percentage (23%) as the first tier for commodity charges (0-600 CF). Meter rates and commodity charge rates continue to increase at this same rate for the subsequent two years. Subsequent tiers increase at a 15% increase per tier in order to generate sufficient revenue to fund current debt service payments. It is assumed that existing reserve funds would be utilized to fund debt service costs initially and these monies would be repaid as rate revenues were received.

ALTERNATIVE "B" – 2009 RATES					
Meter Size	Meter Rate	Meter Rate per Additional Unit	Commodity Charge per 100 CF (0-600 CF)	Commodity Charge per 100 CF (601 – 1,200 CF)	Commodity Charge per 100 CF (1,200+ CF)
5/8" or 3/4"	\$19.13	\$15.99	\$1.94	\$2.23	\$2.57
1"	\$24.17	\$15.99	\$1.94	\$2.23	\$2.57
1 1/2"	\$26.08	\$15.99	\$1.94	\$2.23	\$2.57
2"	\$45.51	\$15.99	\$1.94	\$2.23	\$2.57
3"	\$55.20	\$15.99	\$1.94	\$2.23	\$2.57
4"	\$103.69	\$15.99	\$1.94	\$2.23	\$2.57
6"	\$268.14	\$15.99	\$1.94	\$2.23	\$2.57

ALTERNATIVE "B" – ANNUAL % INCREASES		
Year	% Increase (Meter Rates)	% Increase (Commodity Charge – Tier 1)
2008 to 2009	23%	23%
2009 to 2010	23%	23%
2010 to 2011	23%	23%

ALTERNATIVE "B" – COMMODITY CHARGE % INCREASES		
Year	% Increase (Tier 1 to Tier 2)	% Increase (Tier 2 to Tier 3)
2009	15%	15%
2010	15%	15%
2011	15%	15%

ANTICIPATED REVENUE ANALYSIS – ALTERNATIVE "B"				
	2009	2010	2011	2009 - 2011
Anticipated Revenue	\$467,000	\$594,000	\$754,000	\$1,815,000
Budget Requirements	\$567,000	\$590,000	\$658,000	\$1,815,000
Difference	-\$100,000	\$4,000	\$96,000	\$0



**Alternative "C" – Conservation Rates + Debt Service (Fixed Rates & Commodity Rates increase at same percent – Constant Increase over three years – Debt service partially subsidized by existing fund balance):**

Alternative "C" is similar in structure to Alternative "B", with the exception that \$243,000 of the debt service is assumed to be funded by the existing fund balance over the three year period. This results in an annual increase of 15% in order to generate sufficient funds. Any additional monies, such as revenues for growth beyond that which is assumed, or the funding of the Public Works Director could also be used to help fund the debt service.

<b>ALTERNATIVE "C" – 2009 RATES</b>					
<b>Meter Size</b>	<b>Meter Rate</b>	<b>Meter Rate per Additional Unit</b>	<b>Commodity Charge per 100 CF (0-600 CF)</b>	<b>Commodity Charge per 100 CF (601 – 1,200 CF)</b>	<b>Commodity Charge per 100 CF (1,200+ CF)</b>
5/8" or 3/4"	\$17.88	\$14.95	\$1.82	\$2.09	\$2.40
1"	\$22.60	\$14.95	\$1.82	\$2.09	\$2.40
1 1/2"	\$24.38	\$14.95	\$1.82	\$2.09	\$2.40
2"	\$42.55	\$14.95	\$1.82	\$2.09	\$2.40
3"	\$51.61	\$14.95	\$1.82	\$2.09	\$2.40
4"	\$96.95	\$14.95	\$1.82	\$2.09	\$2.40
6"	\$250.70	\$14.95	\$1.82	\$2.09	\$2.40

<b>ALTERNATIVE "C" – ANNUAL % INCREASES</b>		
<b>Year</b>	<b>% Increase (Meter Rates)</b>	<b>% Increase (Commodity Charge – Tier 1)</b>
2008 to 2009	15%	15%
2009 to 2010	15%	15%
2010 to 2011	15%	15%

<b>ALTERNATIVE "C" – COMMODITY CHARGE % INCREASES</b>		
<b>Year</b>	<b>% Increase (Tier 1 to Tier 2)</b>	<b>% Increase (Tier 2 to Tier 3)</b>
2009	15%	15%
2010	15%	15%
2011	15%	15%

<b>ANTICIPATED REVENUE ANALYSIS – ALTERNATIVE "C"</b>				
	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2009 - 2011</b>
Anticipated Revenue	\$437,000	\$519,000	\$616,000	\$1,572,000
Budget Requirements	\$486,000	\$509,000	\$577,000	\$1,572,000
<b>Difference</b>	<b>-\$49,000</b>	<b>\$10,000</b>	<b>\$39,000</b>	<b>\$0</b>



### Comparison of Alternatives:

ANTICIPATED REVENUE – RATE ALTERNATIVES				
	2009	2010	2011	2009-2011
"A"	\$450,000	\$590,000	\$775,000	\$1,815,000
"B"	\$467,000	\$594,000	\$754,000	\$1,815,000
"C"	\$437,000	\$519,000	\$616,000	\$1,572,000

COMPARISON OF ALTERNATIVES					
Alternative	Meet O&M Budget Needs	Meet Exist. Deficiency Budget Needs	Max of 10% Increase +/-	Funds Debt Service	Encourage Conservation
"A"	Yes	No	No	Yes	No
"B"	Yes	No	No	Yes	Yes
"C"	Yes	No	No	Yes	Yes

### USER RATE RECOMMENDATIONS

It is recommended that the City of Black Diamond adopt updated water user rates as outlined in Alternative "C" above. Alternative "C" represents a 15% annual increase across the board (meter rates, meter rates per additional units, and commodity charges).

Alternative "C" will provide sufficient revenue from user rates to support the City's project Operations and Maintenance budget needs, as well as to pay off debt. This alternative also promotes conservation with a 15% increase between tiers on the commodity charges.

Alternative "C" does not address funding of projects to address existing system deficiencies. However, none of the alternatives considered generate sufficient revenue. Revenues collected in excess of budget expenses can be dedicated to capital projects and may allow for an opportunity to begin early design or construction of some projects. The City has not raised their rates in quite some time and a larger increase would be required in order to fully fund all system needs. However, due to the financial effects on customers, it is recommended that the City push back some of these improvement projects to later years or utilize reserve funds and adopt these lower rates and continue to adjust the rates as necessary in order to eventually have the water user rates be in line with the budgetary needs.

The revenue assumptions included in this study are conservative in that they assume only residential users with a single meter. In reality, there is a mix of user types which will result in increased revenues due to higher meter rates for larger meter sizes, as well as the additional revenues associated with meter rates for additional units. These conservative assumptions help to offset any reductions in anticipated revenues due to a reduction in water use. A tiered water rate system which encourages conservation could result in a decrease of water use typically in the range of two to five percent.

RECOMMENDED WATER USER RATES – YEAR 2009					
Meter Size	Meter Rate	Meter Rate per Additional Unit	Commodity Charge per 100 CF (0-600 CF)	Commodity Charge per 100 CF (601 – 1,200 CF)	Commodity Charge per 100 CF (1,200+ CF)
5/8" or 3/4"	\$17.88	\$14.95	\$1.82	\$2.09	\$2.40
1"	\$22.60	\$14.95	\$1.82	\$2.09	\$2.40
1 1/2"	\$24.38	\$14.95	\$1.82	\$2.09	\$2.40
2"	\$42.55	\$14.95	\$1.82	\$2.09	\$2.40
3"	\$51.61	\$14.95	\$1.82	\$2.09	\$2.40
4"	\$96.95	\$14.95	\$1.82	\$2.09	\$2.40
6"	\$250.70	\$14.95	\$1.82	\$2.09	\$2.40

### BUDGET ANALYSIS

The water user rates that have been recommended for the City of Black Diamond are adequate to meet anticipated budget expenses as summarized in the following table. It should be noted that the revenue predictions are a conservative estimate and assume that all future growth will be single family residential growth. Any multi-family or commercial growth will result in additional revenue generated. It is recommended that the rates be re-evaluated in the future should actual growth vary greatly from these assumptions.

BUDGET EXPENSES VS REVENUE				
Alternative	2009	2010	2011	2009-2011
Operations, Maintenance, & Administration Expenses	\$324,000	\$344,000	\$404,000	\$1,072,000
O&M Reserve funded by Rates*	\$0	\$5,000	\$15,000	\$20,000
Debt Service	\$243,000	\$241,000	\$239,000	\$723,000
<b>Subtotal Expenses</b>	<b>\$567,000</b>	<b>\$590,000</b>	<b>\$658,000</b>	<b>\$1,815,000</b>
Anticipated Revenue	\$437,000	\$519,000	\$616,000	\$1,572,000
Debt Service Revenue funded by Existing Fund Balance	\$130,000	\$71,000	\$42,000	\$243,000
<b>Revenue less Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
*Initial balance of \$81,000 recommended to be funded by existing reserve funds and preserved. The amounts shown reflect the necessary annual increase.				

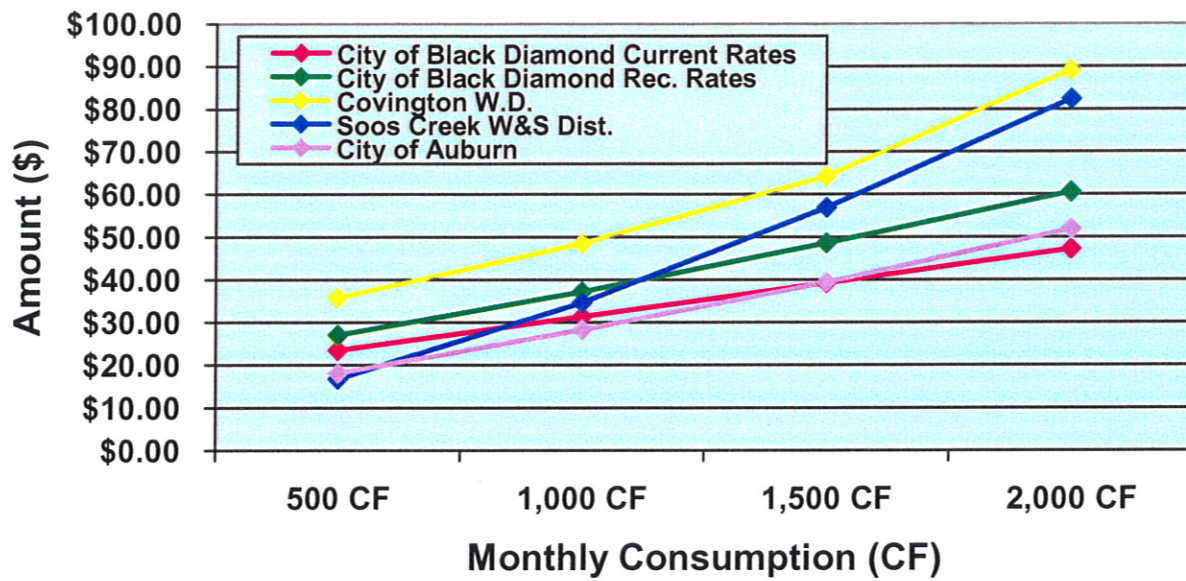


It is recommended that the City dedicate any excess funds that may be collected from water user rates towards capital project expenses that address existing system deficiencies and are not typically funded by connection charges. Additionally, it is recommended that the temporary Yarrow Bay Reimbursement of the Public Works Director salary be dedicated towards capital project expenses as well. Should a lower amount of revenue be collected than anticipated, these excess funding will also be available to fund Operations and Maintenance expenses if necessary. These funds are able to cover any fluctuations in rate collections.

## JURISDICTIONAL COMPARISON OF USER RATES

The water user rates that have been recommended for the City of Black Diamond are consistent with rates that have been adopted by nearby jurisdictions of similar size. The City of Black Diamond is in the middle of the range for low consumption users for both the current user rates and the recommended user rates. With the current rates, the City of Black Diamond is at the bottom of the range for high users. With the recommended rates, the City will be in the middle of the range for high users, while still significantly below Covington Water District and Soos Creek Water and Sewer District. The following table provides a comparison of monthly water user rates between a typical single family residential user for various levels of consumption.

JURISDICTIONAL COMPARISON (SFR USER)					
	City of Black Diamond (Current Rates)	City of Black Diamond (Rec. Rates)	Covington Water (Summer Rates)	Soos Creek (Summer Rates)	City of Auburn
Adopted / Recommended Rates					
Meter Base Rate	\$15.55	\$17.88	\$25.00	\$8.85	\$9.08
Consump. Rate for 500 CF	\$1.58	\$1.82	\$2.15	\$1.58	\$1.80
Consump. Rate for 1,000 CF	\$1.58	\$2.09	\$3.15	\$3.56	\$2.21
Consump. Rate for 1,500 CF	\$1.58	\$2.40	\$3.15	\$4.46	\$2.21
Consump. Rate for 2,000 CF	\$1.58	\$2.40	\$5.45	\$5.10	\$2.50
Typical Monthly Bill					
500 CF	\$23.45	\$26.98	\$35.75	\$16.75	\$18.08
1,000 CF	\$31.35	\$37.16	\$48.50	\$34.55	\$28.31
1,500 CF	\$39.25	\$48.54	\$64.25	\$56.85	\$39.36
2,000 CF	\$47.15	\$60.54	\$89.20	\$82.35	\$51.86





# Sample Monthly Utility Bills

## Current Rates vs. Proposed Rates

These sample bills assume that all customers are residential users with a single meter unless otherwise noted. These sample bills are based on consumption data for July 2008.

WATER USE	Number of Customers	Total Monthly Consumption	Average Consumption
0-1,000 CF	496	237,338	479
1,001-1,500 CF	150	182,512	1,217
1,500+ CF	199	529,795	2,662

WATER	Monthly Bill with Current Rates	Monthly Bill with Proposed Rates	Increase
Average "Low Consumer" (479 CF)	\$23.17	\$26.60	\$3.43
Average "Medium Consumer" (1,217 CF)	\$34.78	\$41.75	\$6.97
Average "High Consumer" (2,662 CF)	\$57.61	\$76.43	\$18.82

STORM	Monthly Bill with Current Rates	Monthly Bill with Proposed Rates	Increase
Single Family Residential	\$0.00	\$13.00	\$13.00
Duplex	\$0.00	\$26.00	\$26.00
Triplex	\$0.00	\$39.00	\$39.00
Commercial (10,000 SF)	\$0.00	\$52.00	\$52.00

Commercial (\$13.00 / ERU); 1 ERU = 2,500 SF impervious surface

# CITY COUNCIL AGENDA BILL

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

ITEM INFORMATION			
<b>SUBJECT:</b> <b>Public Hearing and adoption of Ordinance 08-877 for the pass-through 2009 Sewer Rate Increase for King County-Metro and Soos Creek Water and Sewer District</b>	<b>Agenda Date: November 20, 2008</b>		<b>AB08-120</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Howard Botts		
	City Administrator –Rick Luther		
	City Attorney – Loren D. Combs		
	City Clerk – Brenda L. Streepy		X
	Finance – May Miller	X	
	Public Works – Dan Dal Santo		
	Police – Chief Luther		
Cost Impact:	Court – Kaaren Woods		
Fund Source:	Commander Kiblinger		
Timeline: Effective January 1, 2009			
<b>Attachments: Ordinance No. 08-877, King County letter, Soos Creek letter, Exhibit A-Rate Analysis</b>			
<b>SUMMARY STATEMENT:</b>  <p>The public hearing will review the proposed pass-through 2009 sewer rate increases from King County Metro and Soos Creek Water and Sewer District. The City portion of the rate is not proposed to increase in 2009.</p> <p>The King County Metro portion of the sewer rate is proposed to increase from \$27.95 a month to \$31.90 monthly. This \$3.95 increase is a pass-through rate increase that was approved by King County Metro. This will remain in effect for two years, for an average annual increase of 7 percent.</p> <p>The Soos Creek Water and Sewer District portion of the pass-through rate is proposed to increase from \$3.59 per month to \$3.73 per month. The \$.14 increase is approximately 3.8%. The overage charge for use over 750 cubic feet is increasing from \$3.98 to \$4.13 per month.</p> <p>The City portion of the rate of \$15.29 per month will remain the same. The 2008 base rate of \$46.83, including the King County Metro, Soos Creek and City portion will increase to \$50.92 in January 2009, an 8.7% overall increase. The proposed rate increases will be effective January 1, 2009, and be reflected in the utility bills that are mailed out toward the end of January 2009.</p>			
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b>			
<b>RECOMMENDED ACTION: MOTION to adopt Ordinance 08-877 to increase the King County Metro and Soos Creek Water and Sewer District pass-through rate increases effective January 1, 2009.</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	
November 20, 2008			

ORDINANCE NO. 08-877

AN ORDINANCE OF THE CITY OF BLACK DIAMOND,  
KING COUNTY, WASHINGTON, AMENDING SECTION  
13.24.010 OF THE BLACK DIAMOND MUNICIPAL CODE  
RELATING TO SEWER RATES

WHEREAS, the City is in need of increasing its revenue by the imposition of new sewer rates in order to meet current obligations to the Soos Creek Water and Sewer District and King County Metro; now, therefore

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

Section 1. Section 13.24.010 of the Black Diamond Municipal Code is hereby amended to read as follows:

13.24.010 Monthly Rates Designated. Effective January 1, 2009 sewer service charges shall be as follows:

A. For residential customers served by a single meter to the residence, \$50.92;

B. For all other users, including but not limited to commercial users, multi-family residences and mobile home parks, served by a single water meter, \$50.92 per month for the first unit, plus \$10.00 for each additional unit served by that water meter, plus \$4.13 for each 100 cubic feet of water consumed per month in excess of 750 cubic feet. For purposes of this section, the word "unit" shall be defined as any dwelling unit, home, condominium, mobile home, manufactured home or location at which business is conducted.

C. Any user subject to an overage charge may apply to the City for installation of a separate meter to monitor water usage solely for irrigation and landscaping purposes. The individual or entity requesting such a meter shall pay the City for the cost of the meter and cost of installation. Water consumed for these purposes shall not be subject to the overage charge.

D. For purposes of this chapter home occupations shall not be considered a second use.

E. Federal, State and local taxes, where applicable, shall be added to the sums as set forth above.

2. Section 2. This Ordinance shall be in full force and effect five days after its passage, approval, posting and publication as provided by law. A summary of this Ordinance may be published in lieu of publishing the Ordinance in its entirety.

3. Section 3. If any provision of this Ordinance is determined to be invalid or unenforceable for any reason, the remaining provisions of this Ordinance shall remain in force and effect.

Introduced the 20th day of November, 2008.

Passed by a majority of the City Council at a meeting held on the 20th day of November, 2008.

\_\_\_\_\_  
Mayor Howard Botts

Attest:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Loren D. Combs, City Attorney

Published: \_\_\_\_\_

Posted: \_\_\_\_\_

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



**King County  
Financial Management Section**

KC Administration Building  
500 4<sup>th</sup> Avenue Room 620

Seattle WA 98104-2387 Phone no. (206) 296-1484 Fax no. (206)296-1495 E-mail–Carla.Beck@kingcounty.gov

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November 3, 2008

TO: All Component Agencies

FROM: Carla Beck  
Accounts Receivable Section

SUBJECT: 2009 Sewer Rate

The sewer rate for 2009 will be \$31.90 per residential customer or residential customer equivalent per month.

If you have any questions, please contact me at (206) 296-1484.

Thank you.

# ***SOOS CREEK WATER & SEWER DISTRICT***

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14616 S.E. 192nd St. • P.O. Box 58039 • Renton, WA 98058-1039 • Phone (253) 630-9900 • Fax (253) 630-5289

November 6, 2008

## **CERTIFIED MAIL**

Ms. Brenda Streepy, City Clerk  
City of Black Diamond  
P. O. Box 599  
Black Diamond, WA 98010

RE: 2009 Residential Equivalent Unit Rates

Dear Brenda:

The monthly Residential Equivalent Unit rate for the year 2009 will be \$3.73 per R.E.U., effective January 1, 2009. This represents a 3.8% increase over the 2008 rate.

If you have any questions, please call.

Sincerely,



Ron Speer  
District Manager

RS:lks

## Exhibit A

### CITY OF BLACK DIAMOND, WASHINGTON

#### Base Monthly Sewer Rate Analysis

2008-2009

	Base monthly rate	proposed Increase	Base monthly rates <b>2009</b> Inc	%	
Combined monthly rate	2008				
King County Metro	27.95	3.95	<b>31.90</b>	14.1%	
Soos Creek Water & Sewer D.	3.59	0.14	<b>3.73</b>	3.8%	<b>rates for 2009 &amp; 2010</b>
Black Diamond portion	15.29	0.00	<b>15.29</b>	0.0%	
Total	46.83	4.09	<b>50.92</b>	8.7%	

The City portion of the rate will remain the same.

# CITY COUNCIL AGENDA BILL

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

ITEM INFORMATION			
<b>SUBJECT:</b> <b>Resolution No. 08-553, authorizing the Mayor to sign a contract Addendum #2 with Parametrix to conduct additional analysis in preparation of two EIS documents for The Villages and Lawson Hills MPDs.</b>	<b>Agenda Date: November 20, 2008</b>		<b>AB08-121</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Howard Botts		
	City Administrator –Gwen Voelpel		<b>X</b>
	City Attorney – Loren D. Combs		
	City Clerk – Brenda L. Streepy		
	Finance – May Miller		
	Public Works – Seth Boettcher		
	Economic Devel. – Andy Williamson		
	Police – Jamey Kiblinger		
Timeline: <b>work on EISs continues</b>	Court – Kaaren Woods		
	Comm. Development – Steve Pilcher	<b>X</b>	
<b>Attachments: Resolution No. 08-553, proposed contract addendum #2 materials</b>			
<p>SUMMARY STATEMENT:</p> <p>On April 17, 2008, the City Council passed Resolution 08-496, which authorized the Mayor to enter into a contract (professional services agreement) with Parametrix to manage the public participation process and prepare Environmental Impact Statements (EISs) for two YarrowBay Master Planned Developments (The Villages and Lawson Hills). Since Yarrow Bay had conducted significant amounts of background data collection regarding their projects, the concept was for Parametrix to conduct “peer review” of those materials and determine if they were adequate or if additional analysis was necessary. For several areas of the environment, Parametrix has determined that additional analysis is needed in order to prepare EIS documents that will both meet the expectations of the City and will be defensible. This contract amendment will allow that additional work to occur.</p> <p>The Lawson Hills Draft EIS document is scheduled to be complete on 3/31/09; the DEIS for The Villages will follow approx. 6 weeks later (5/10/09).</p>			
COMMITTEE REVIEW AND RECOMMENDATION: <b>None.</b>			
RECOMMENDED ACTION: <b>MOTION to adopt Resolution 08-553, authorizing the Mayor to execute contract addendum #2 with Parametrix, originally authorized under Resolution 08-496, for the purposes of completing additional analysis in preparation of Environmental Impact Statements for The Villages and Lawson Hills MPDs.</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	
November 20, 2008			



RESOLUTION NO. 08-553

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
BLACK DIAMOND, KING COUNTY, WASHINGTON  
RELATING TO THE PREPARATION OF ENVIRONMENTAL  
IMPACT STATEMENTS FOR ANTICIPATED MASTER  
PLANNED COMMUNITIES AND AUTHORIZING THE MAYOR  
TO EXECUTE THE SECOND ADDENDUM TO THE  
PROFESSIONAL SERVICES AGREEMENT BETWEEN  
PARAMETRIX, INC. AND THE CITY OF BLACK DIAMOND

WHEREAS, the City and Parametrix entered into a Professional Services Agreement regarding Environmental Services dated April 17, 2008 (the "Agreement") for the preparation of Environmental Impact Statements (EIS) relating to the potential impacts of contemplated developments known as the Lawson Hills and the Villages Master Planned communities (the "Project"); and

WHEREAS, the City and Parametrix entered into a First Addendum to the Agreement on May 15, 2008 in order to include the preparation of a critical areas ordinance; and

WHEREAS, when the City and Parametrix entered into the Agreement, it was assumed that the developer for the master planned communities had available significant environmental data so that the EIS work to be performed by Consultant could use that data as base data for its work, after limited peer review; and

WHEREAS, it now appears that this assumption was not accurate, and thus the scope, schedule and budget for the Agreement need to be amended to reflect the need for the Consultant to perform the additional work necessary to complete the draft EIS documents; now, therefore;

BE IT RESOLVED that the Mayor is hereby authorized to execute the Second Addendum to the Agreement in the form attached hereto as Exhibit A;

BE IT FURTHER RESOLVED that the Mayor is authorized to make minor changes to said Agreement in order to take into account scrivener's corrections or administrative matters that do not affect the substance of the Agreement and are within his authority as the City's Chief Administrative Officer.

ADOPTED by the City Council at an open public meeting held on the 20<sup>th</sup> day of November, 2008.

---

Howard Botts, Mayor

Attest:

---

Brenda Streepy, City Clerk

**SECOND ADDENDUM**  
**To**  
**PROFESSIONAL SERVICES AGREEMENT**  
**Between**  
**CITY OF BLACK DIAMOND**  
**And**  
**PARAMETRIX, INC.**  
**Regarding**  
**ENVIRONMENTAL SERVICES**

1. **Date and Parties.**

1.1 This document ("2d Addendum"), for reference purposes, is dated the 20<sup>th</sup> day of November, 2008, and is entered into by and between the CITY OF BLACK DIAMOND, a Washington municipal corporation ("City") and PARAMETRIX, INC. ("Consultant").

2. **General Recitals.**

2.1 The City and Consultant entered into a Professional Services Agreement regarding Environmental Services dated April 17, 2008 (the "Agreement") for the preparation of Environmental Impact Statements (EIS) relating to the potential impacts of contemplated developments known as the Lawson Hills and the Villages Master Planned communities (the "Project").

2.2 The parties entered into a First Addendum to the Agreement on May 15, 2008 to modify the terms and conditions of the Agreement to include the preparation of a critical areas ordinance.

2.4 When the City entered into the Agreement, the parties assumed that the developer for the master planned communities had available significant environmental data so that the EIS work to be performed by Consultant could use that data as base data for its work, after limited peer review. That assumption has proven to be inaccurate, and thus the scope, schedule and budget for the Agreement need to be amended to reflect the need for Consultant to perform the additional work necessary to complete the draft EIS documents.

3. **Modification to Agreement Terms and Conditions.**

3.1 It is the intent of this 2d Addendum to modify the scope, schedule and budget of the Agreement in order to reflect the increased work that is necessary for the draft EIS documents to be completed. The terms of the Agreement are incorporated herein by reference.

However, for ease of reference it is intended that the scope, schedule and budget set forth in the Agreement be incorporated into the scope, schedule and budget of the 2d Addendum. The First Addendum is not modified by the 2d Addendum, as it relates to a “stand alone” project that will be completed independently of the EIS process and thus its scope; schedule and budget do not need to be modified.

4. **Scope, Schedule and Budget.**

4.1 The Scope of Work set forth in Agreement Exhibit A is hereby replaced by the Scope of Work attached hereto as Exhibit A. Any reference to Scope of Work in the Agreement or the 2d Addendum shall be a reference to the Exhibit A attached to the 2d Addendum and the Consultant shall perform the Scope of Work.

4.2 Compensation for the services to be performed by the Consultant as set forth in the Scope of Work shall be within the budget set forth in Exhibit B-1 attached hereto using the fees for services attached hereto as Exhibit B-2, as appropriate. Exhibits B-1 and B-2 attached to the Agreement are replaced by the Exhibits B-1 and B-2 attached to this 2d Addendum. Any reference to budget or to Exhibits B-1 and B-1 in the Agreement shall be a reference to the budget and Exhibits B-1 and B-2 set forth in this 2d Addendum. The Budget Amount, as referenced in Agreement paragraph 3.1 is hereby amended to the amount of \$225,320.

4.3 The Schedule set forth in Agreement Exhibit C is hereby replaced by the Schedule attached hereto as Exhibit C. Any reference to Schedule in the Agreement or the 2d Addendum shall be a reference to Exhibit C attached to the 2d Addendum. The Consultant shall perform the services described in the Scope of Work in accordance with the Schedule attached hereto as Exhibit C.

5. **Other Terms Unchanged.**

5.1 Except as modified in paragraphs 4.1, 4.2 and 4.3, all of the Agreement terms remain unchanged.

6. **Authority to Execute.**

6.1 The Mayor was authorized to execute this Agreement on behalf of the City by the adoption of City of Black Diamond Resolution 08-553 on November 20, 2008.

6.2 The Consultant is authorized to execute this Agreement pursuant to the terms of their respective Operating Agreement, or resolution of the members. Proof of Owners' signatory authority shall be provided to the City, and remain on file with the City as a public record.

CITY OF BLACK DIAMOND

CONSULTANT

By: \_\_\_\_\_

Howard Botts

Its: Mayor

Date: November 20, 2008

By: \_\_\_\_\_

Printed Name: Susan M. Graham

Its: Project Manager

Date: November \_\_\_, 2008

Attest:

By: \_\_\_\_\_

Brenda Streepy

City Clerk

## **ATTACHMENT A**

---

### **City of Black Diamond**

### **The Villages and Lawson Hills Environmental Impact Statement**

#### **Phase I Scope**

Parametrix, Inc.

**Amendment 2**  
**November 7, 2008**

**This Scope of Work replaces and supersedes the previous version, dated April 9, 2008.**

#### **BACKGROUND**

The City of Black Diamond has required the preparation of Environmental Impact Statements for The Villages and Lawson Hills Master Plan Developments (MPD), which were recently acquired by the YarrowBay Group. The Villages includes 1,170 acres southwest of the town center, and is proposed for mixed use development to include residential, retail, commercial, office, educational, recreational, and open space. The Lawson Hills MPD includes 376 acres, located to the north and east of downtown. Proposed uses are consistent with those for The Villages. Specific site design and layout, total square footage by use, and other details have not yet been identified. During the course of the EIS for both MPDs, several alternatives will be developed. These alternatives, and their associated impacts and mitigation, will be open for public input and comment. At the culmination of the EIS process, a preferred alternative for each MPD will be identified.

#### **ENVIRONMENTAL IMPACT STATEMENT**

Environmental documentation for The Villages and Lawson Hills will include preparation of an Environmental Impact Statement (EIS) and related supporting documents and materials as described in the following items. The EISs will be prepared to meet the requirements of the State Environmental Policy Act (SEPA) and Black Diamond municipal code 19.04. Primary guidance for the EIS will be the SEPA Guidelines WAC 197-11. If the City deems that sufficient analysis is available, the EIS will be prepared as Planned Action, as defined by SEPA guidelines.

This Scope of Work provides for:

- Task One – Project Management
- Task 2: Scoping (Identification of key issues; public outreach plan)
- Task 3 -Affected Environment Preliminary Investigation (peer review)
- Task 4, Draft EIS (DEIS) – Identification of Alternatives, including impacts and mitigation
- Task 5, Final EIS (FEIS) – Address public comments on DEIS; SEPA Official approval; publish final document

***Assumptions applicable to all tasks:***

- The Consultant will provide deliverables to the City electronically in MS Word or pdf format (CD).
- For each deliverable, the Consultant contact will collate comments and work with City staff to resolve conflicts among reviewers.
- For each applicable deliverable there will be two opportunities for City staff to comment on the documents produced in this scope of work, unless otherwise specified. The first review sequence for the preliminary draft will be comprehensive and will raise all substantive issues. Up to three additional review sequences may be needed.
- The scope assumes that all GIS products that will be used in the analysis by the Consultant will be based on King County GIS system data.
- The applicant (YarrowBay Group) will provide the Consultant with all existing information and technical studies on the site and on features of the proposal in electronic document format (MS Word, CADD, & GIS where available) or hard copy.
- Review by a project proponent of any analysis prepared by the Consultant will be entirely at the discretion of the City. The City will provide a project proponent copies of Consultant work it deems appropriate for review and/or comment. The City will direct the Consultant as to the action to be taken in addressing comments.
- This scope does not include technical analysis at a level of detail that is likely to be required for preparation and negotiation of a Master Development Agreement. The City may elect to retail additional consulting services should they deem necessary.

**TASK 1 - PROJECT MANAGEMENT**

***Goal:***

Maintain constant and thorough communications with the City of Black Diamond, to maximize teamwork and productivity. Maintain control of the project scope, budget, and schedule. Provide quality service and products to the client.

***Approach:***

- Schedule and coordinate the work of all team members and assure that work is completed accurately and within scope and budget.
- Hold monthly team meetings to coordinate schedule requirements and review technical data and other matters of significance to the progress of the work.

Coordinate project documentation, including:

- Prepare necessary project correspondence to support the project work. Maintain electronic using Parametrix FTP site) and hard copy central files for written materials and deliverables.
- Provide all work products to the client for review in accordance with the scope and schedule.
- Assure that the Draft and Final EIS and all other deliverables are in compliance with the scope of work and professional standards and provide meaningful input into the design process.

Coordinate with City staff on all aspects of project completion, including the following:

- Prepare and submit monthly progress billings to City Administrator.
- Provide additional identification of issues and proposed solutions if unforeseen issues arise
- Keep a log of Consultant team contact with other agencies and the public, and transmit cc's of emails and other correspondence to the City Project Manager

***Deliverables:***

- Project Management Plan
- Monthly progress reports. The monthly report, addressing progress of the work, shall include, as appropriate:
  - A summary of actual versus scheduled cost
  - A summary of actual versus scheduled progress
  - A narrative to define unanticipated issues, responsive action requirements by the Consultant
- Additional progress reports or identification of unanticipated issues as needed

***Assumptions:***

- The duration of contract is April 2008 through June 2009. Delays due to unforeseen circumstances (i.e. additional meetings, hearings, extended review periods) may result in additional effort necessary for project management and administration.
- *Project* budgets will be tracked at the Phase level. The individual *products* (DEIS and FEIS for Lawson Hills and The Villages MPDs) will not be tracked separately

## **TASK 2 - SCOPING**

Phase 1 will apply to both The Villages and Lawson Hills collectively. Separate scoping meetings and documentation review are not required in order to solicit public comment and to review existing materials for adequacy in impact analysis. However, public comment will be categorized and summarized by MPD area, to the extent that a specific MPD is mentioned. Public comment on general topics, such as land use and cumulative impacts, will be compiled and included in both MPD files. Technical analysis that can be applied to both MPD areas will also be identified in this Phase. A strategy for preparing individual MPD analysis that also addresses the cumulative impacts will be prepared in Phase 1.

***Goal:***

To meet procedural and substantive requirements of the State Environmental Policy Act (SEPA) WAC 197-11-500 and BDMC 19.04 and ensure that the public, cooperating agencies and other agencies with expertise over elements of the environment or permit jurisdiction have input to assure complete and timely analysis.

***Approach:***

The scoping process identifies the range of alternatives and impacts and the significant impacts to be addressed in the EIS. Scoping allows the agency to identify potential environmental concerns or controversy early in the project development. SEPA rules require scoping during preparation of the draft EIS (WAC 197-11-408).

## **Preparation for Public Scoping Meeting**

### ***Public Notice:***

Parametrix will prepare Notice of Scoping Meeting

### ***Informational Displays:***

Parametrix will prepare mounted displays for the meeting consisting of:

- Vicinity on an aerial photo of the general area;
- Project Preliminary Plans – one for each MPD(to be provided by YarrowBay)
- Road and or lot map of the area in the immediate vicinity
- Preliminary list of project issues organized by element of the environment.

### ***Informational Handouts:***

Parametrix will prepare a scoping information packet for attendees consisting of:

- Vicinity Map, or inset.
- Project Preliminary Plans for both The Villages and Lawson Hills
- Preliminary list of project issues organized by element of the environment.
- Questionnaire that can be filled out at the meeting or mailed into the city.

## **Attendance at Public Scoping Meeting**

Up to four (4) Parametrix staff will attend the scoping meeting, answer questions and make a presentation as directed by the City.

## **Agency Scoping Meeting**

Prepare for and attend Agency scoping meeting.

## **Scoping Determination**

***Scoping Comment Tracking:*** Parametrix will compile and summarize public and agency comments received by element of the environment for inclusion in Scoping Determination. Parametrix will utilize our Comment Management Resource Tool (CMART) for comment tracking during Scoping and DEIS comment periods.

***Revised Scoping Determination:*** Parametrix will provide a DRAFT Scoping Determination, consisting of additions to the DS and Scoping Determination.

### ***Assumptions:***

- Parametrix will prepare and the city will publish newspaper notices, print and mail notices, and post the property in accordance with city regulations and procedures.



- One public scoping meeting and one agency scoping meeting will be held. The agency scoping meeting will be convened at a city-owned facility.
- Up to four (4) Parametrix staff persons shall attend the public scoping meeting to make presentations and answer questions as necessary. Two (2) Parametrix staff will attend the agency scoping meeting.
- The public and agency meeting locations will be arranged by the City.
- The Applicant shall provide electronic versions of the concept plans at least 10 calendar days prior to the Scoping Meetings.
- The City and the Applicant shall provide comments from previous public meetings held in January and February of 2008. These comments will be included in preparing the initial list of issues to address.
- This scope and fee estimate assumes that approximately two hundred (200) comments will be received from agencies and the public.
- No more than two review cycles will be required for all draft materials.

***Deliverables:***

- Informational Displays
- Informational Handouts
- Attendance at Scoping Meetings
- Scoping Comment Tracking – by individual MPD and for cumulative impacts using CMART
- Revised Scoping Determination.

***Additional Work:***

- Prepared revised DS due to dwelling unit count increase
- Attended two additional transportation scoping meetings

**Public Outreach Plan**

***Goal:***

Prepare a Public Outreach Plan that encourages public input quarterly throughout the EIS process. This includes those activities required by SEPA (hearings), but also includes additional meaningful opportunities for input, education, and involvement.

***Approach:***

Starting with input gathered at previous public meetings (both applicant and City hosted), and building upon input received during scoping, prepare an Outreach Plan that offers varied methods for input and comment at key decision points throughout the EIS processes.

***Deliverables:***

- Public Outreach Plan Document
- Quarterly project updates for posting to City website (in Newsletter PDF format)

- Meeting announcement and postcard invitations

***Assumptions:***

- City staff will arrange for meeting rooms and locations
- Updated City website will be available for use as “Project Information Center”

**TASK 3 – AFFECTED ENVIRONMENT PRELIMINARY INVESTIGATIONS (PEER REVIEW)**

***Goal:***

Compile and conduct peer review of technical information related to existing conditions and all technical studies performed to date, to assure that the EISs are based on adequate information to provide a full assessment of potential impacts and appropriate mitigation for both The Villages and Lawson Hills MPDs.

***Approach:***

Investigate existing information sources in order to:

- Expedite preparation of the EIS without unnecessary delay during the scoping process;
- Assess existing information from the applicant, agencies and other sources to determine if additional technical studies, field work, or data is needed.
- Scope dated November 7, 2008 includes necessary additional field work and technical study for development of the DEIS.

**BUILT ENVIRONMENT**

**Land Use and Housing**

Review applicable local and regional land use plans, policies, and regulations and policies including the existing Black Diamond Comprehensive Plan, zoning regulations, as well as current drafts of the proposed Comprehensive Plan and zoning, and King County planning documents including UGA policies as they pertain to regional issues. Assess the adequacy of the county GIS system and building permit records to characterize past development trends.

**Aesthetics/Light and Glare**

Collect and review pertinent documents that define the visual quality and aesthetics issues related to the site and vicinity. These reports include the Land Use Regulations and Policies, local comprehensive plans and policies, the City’s proposed night/dark skies ordinance, and open space, pedestrian/bicycle routes, and recreation plans.

**Historic and Cultural Preservation**

Cultural resources will be addressed through research of existing secondary information prepared for the applicant and information in the files of the State Office of Archaeology and Historic Preservation.

## **Transportation**

Collect and review primary and secondary information including the transportation analysis prepared for the applicant, existing city, county, state and regional transportation plans, existing traffic count data, future traffic projections from WSDOT, King County and the City, accident data, non-motorized facilities, city and county records of maintenance activities and cost, assess character and use of the local traffic circulation system. Contact schools and emergency response personnel to identify existing problems, if any.

Collected information will be confirmed by site reconnaissance.

## **Parks and Recreation**

Identify existing and planned public park and recreation facilities. Identify sources and adequacy of information on existing patterns of off-road use. Identify restriction on use of public and private lands, including Open Space Protection Agreement with King County.

## **Public Services**

Identify public service facilities provided to the area, including the type of service provided, service area boundaries, level of use, access requirements, barriers to providing service and other significant characteristics or values associated with each of the following public services:

- Fire
- Emergency Medical Service
- Police
- Schools

## **Utilities**

Identify the location of public service facilities provided to the area, the type of service provided, service area boundaries, existing numbers of users, capacity of the system, established levels of service, regulatory approvals required, and other significant characteristics associated with:

- Water
- Wastewater
- Stormwater
- Solid waste
- Communications
- Cable television
- Electric power
- Natural Gas
- Mail and other Government services

## **Economic/Fiscal Analysis**

This task will also include collecting available analysis prepared by applicant or other sources regarding impacts of proposed MPDs on the economic and fiscal conditions of Black Diamond, including impacts on public services and utilities.

### ***Deliverables:***

- Summary of information gathered is to be maintained in an “open-file” format.

## **Natural Environment**

### **Earth**

Collection and review of existing studies, including studies prepared by or for the applicant, and other readily available information on soils, geology, surface topography, and sensitive areas including Coal Mine Hazards. Readily available information will be reviewed including, the soil survey, any soil log information in the vicinity, geologic surveys by USGS and WADNR, file information at the University of Washington, and geotechnical reports and Coal Mine Hazard reports that may have been prepared for other projects in the vicinity. One reconnaissance level field visit will take place.

### **Air Quality**

Collection and review of existing air quality information from the local Clean Air Authority, Department of Ecology and others, including boundaries of past and present non-attainment areas and maintenance areas. Review existing meteorological information for relevance in assessing impacts of construction and operation including use of wood stoves.

### **Water**

Collection and review of water resources issues information to address:

- Surface water locations, including existing drainage pathways and stormwater outfall locations;
- Water body typing, water quality classifications, Clean Water Act listing status, WRIA plans or other identified management strategies;
- Relation to geologic setting, soils class, and characteristics, erosion/sedimentation impacts of site development;
- Spill data (historical record of major spills, locations, extent, etc.);
- Relationship of surface water to wetlands;
- Characterization of the groundwater resources and groundwater use including:
  - Review of Ecology well logs
  - Review of Ecology assessments related to new groundwater rights applications
  - Review of City of Black Diamond and Covington Water District well logs and records
  - Review of existing geological and groundwater reports
  - Review of file information at the University of Washington,

- Lake Sawyer is a TMDL monitoring site

One reconnaissance level field visit is presumed.

### **Vegetation and Wetlands**

Collection and review of existing studies and resources on existing vegetation in the project vicinity will include studies prepared by or for the applicant, review of recent aerial photos, and existing literature and a reconnaissance-level field visit. The characterization will include whether existing information is adequate for identification of the vegetation classes, dominant species, successional stage, human disturbance, and current use.

One reconnaissance level field visit will take place. No delineation or classification will be prepared or verified.

### **Wildlife, Fish, Endangered Species**

Collection and review of existing information will include the baseline of existing environmental conditions for the area potentially affected by the proposal. Fish and wildlife species potentially affected by the project will be identified along with any potential suitable habitat, critical habitat. The nearest location of threatened, endangered or priority species and habitats will be identified through the WDFW Priority Habitat and Species (PHS) data. WDFW personnel will be contacted and phone interviewed.

One reconnaissance level survey of habitat conditions will take place.

### **Energy and Natural Resources**

Existing information on woodstove use in the area will be collected from air quality agency or fire officials. Existing use of quarry and similar resources in the area will be assessed through city, county and DNR records.

### **Environmental Health/Noise**

Noise conditions in the area will be characterized by review of existing studies and collection of noise monitoring information from up to four (4) sites in the vicinity consisting of 15 minute readings at locations to be coordinated with city staff.

One field reconnaissance visit is presumed.

### **Climate Change**

Collect any analysis prepared by the applicant or other sources with regards to impacts on climate change. Review the proposed King County methodology for applicability.

## **TASK 4 -PREPARATION OF DRAFT EIS (DEIS)**

Two separate DEIS and FEIS documents will be prepared – one for each MPD, The Villages and Lawson Hills. The EISs will run along somewhat concurrent paths, with Lawson Hills commencing first. The intent of the project schedule is to follow the same public and agency review schedules for both projects, including joint hearings and scoping meetings to the extent practical and possible.

A cumulative impacts analysis will be prepared for key elements of the environment, including transportation, that assesses the impacts of both proposals. This analysis is anticipated to be reproduced in both EISs.

The following tasks will be undertaken for each MPD:

## **Development of Alternatives**

### ***Goal:***

The integration of environmental considerations in the public decision making process is one of the primary goals of SEPA. The development of alternatives is one of the key steps in both the project development and environmental process. The purpose of alternatives is to incorporate measures that would reduce impacts upon the environment.

### ***Approach:***

Three alternatives will be analyzed in The Villages EIS:

1. ***Alternative 1 (No Action)*** is based on current zoning and includes 3,260 single family dwelling units. The total number of dwelling units was calculated by reducing the gross acreage by sensitive areas (544 acres), and assuming a minimum lot size of 7,200sf. There are no multi-family units or commercial/office land uses proposed in Alternative 1. Technical data regarding impacts of this scenario will be compiled qualitatively by Parametrix during the Draft EIS development. Technical documentation previously provided by Yarrow Bay and their consultants may also be used.
2. ***Alternative 2 (MPD)*** represents the current MPD proposal provided by the Yarrow Bay Group. There are 3,600 single family and 1,200 multi family units proposed, for a total of 4,800 dwelling units on 440 residential acres; a portion of the 42 acre commercial area would accommodate multi-family uses. In addition, this scenario includes 975,000sf of land devoted to commercial and office use. Technical data to determine impacts and mitigation has largely been provided by Yarrow Bay, although it may need to be supplemented.
3. ***Alternative 3 (Avoidance)*** will be developed during the EIS process as a means to avoid and minimize impacts to the natural and human environment. The number of dwelling units has not yet been determined. Alternative 3 will be developed in accordance with the City's MPD ordinance, and will therefore include provision for 50% open space. No technical data has been prepared to analyze this Alternative.

Parametrix considers these Alternatives to provide a meaningful range of development alternatives for consideration of the public, neighboring agencies, and other interested parties, per SEPA regulations. Alternative 1 has fewer (32%) dwelling units, no multi-family or commercial uses, and assumes 554 acres of untouched sensitive areas. Alternative 2 includes 4,800 total residential units, and 975,000 square feet of commercial/office uses, two schools, and substantial open space. Alternative 3 will look to avoid impacts while still achieving MPD standards.

Three alternatives will be analyzed in the Lawson Hills EIS:

1. ***Alternative 1 (No Action)*** is based on current zoning and includes 1,300 single family dwelling units. The total number of dwelling units was developed by reducing the gross acres (376) to remove sensitive areas (117 acres), with an assumed minimum lot size of 7,200sf. There are no multi-family units or commercial/office land uses proposed in Alternative 1. Technical data

regarding impacts of this scenario will be complied qualitatively by Parametrix during the Draft EIS development. Technical documentation previously provided by Yarrow Bay and their consultants may also be used.

2. **Alternative 2 (MPD)** represents the current MPD proposal provided by the Yarrow Bay Group. There are 930 single family and 320 multi family units proposed, for a total of 1250 dwelling units on 115 acres devoted to residential development. In addition, this scenario includes 390,000 square feet of land devoted to commercial and office use. Technical data to determine impacts and mitigation has largely been provided by Yarrow Bay, although it may need to be supplemented.
3. **Alternative 3 (Avoidance)** will be developed during the EIS process as a means to avoid and minimize impacts to the natural and human environment. The number of dwelling units has not yet been determined. Alternative 3 will be developed in accordance with the City's MPD ordinance, and will therefore include provision for 50% open space. No technical data has been prepared to analyze this Alternative.

Parametrix considers these Alternatives to provide a meaningful range of development alternatives for consideration of the public, neighboring agencies, and other interested parties, per SEPA regulations. Alternative 1 has a higher number of dwelling units, but at a lower intensity of development, and assumes 117 acres of untouched sensitive areas. Alternative 2 includes multi-family and commercial/office uses, and sets aside significant open space. Alternative 3 will look to avoid impacts while still achieving MPD standards.

After the development of the Draft Description of Existing Conditions and an initial analysis of potential impacts of the proposal, the Consultant shall evaluate the potential alternatives in view of the information about existing conditions and prepare a revised memorandum for staff review. After receipt of city staff direction, the Consultant shall prepare a Draft Description of Alternatives for staff review and approval prior to proceeding with detailed impact analysis in WAC 197-11-440(5)(d) for a reasonable alternative for a private proposal.

***Deliverables:***

- Draft Description of the Proposal
- Final Description of the Proposal addressing review comments for analysis.
- Memorandum evaluating preliminary information about potential impacts and recommending parameters for the Compilation of Mitigation Measures Alternative
- Final description of the No-Action Alternative and the Compilation of Mitigation Measures Alternative for analysis

***Assumptions:***

- For Alternative 2, Yarrow Bay will provide a description of proposed land use and density by use; projected build-out period; and proposed restrictions on use, any market research, or other information supporting the applicant's projections.
- The graphic illustrations of Alternative 2 (site conceptual layout) will be provided by Yarrow Bay.

## **Built Environment (Affected Environment, Impacts, Mitigation)**

### **Land Use and Housing**

#### ***Goal:***

Address land use in relationship to policies of the Growth Management Act, the Black Diamond Comprehensive Plan (current draft), other applicable plans, and in reference to Growth Management Hearing Board decisions.

#### ***Approach:***

##### **Affected Environment**

The existing applicable local and regional land use plans, policies, and regulations will be described, including the Black Diamond Comprehensive Plan and zoning regulations.

A description of the existing character of the site and vicinity will be provided based on parcel and topographic maps, aerial photos, and existing planning proposals as prepared by the applicant.

Past development trends in the area will be assessed from census, building permit records, and assessor records.

##### **Impacts Analysis**

The analysis will address impacts of the proposal. Analysis will not address compliance with plans, policies and regulations or include findings relating to the zoning or other applications.

Indirect and cumulative impacts will be assessed in relation to potential changes in development trends based on development of similar character uses on other lands in the vicinity, land capacity and projected future population, as well as the potential demands for uses such as commercial services, based on the range of potential occupancy.

The need for infrastructure will be addressed in public services and utilities.

##### **Mitigation**

Mitigation will be identified for features of the proposal that do not fully respond to regional and local plans and policies. Site mitigation measures will be identified largely in relation to the alternatives considered.

#### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment).
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section.

#### ***Assumptions:***

- The applicant will provide a description of past land use actions including zoning and land use permits;; mining activities; a description of the proposed densities and uses; projected build-out



period; and proposed restrictions on use; and any market research or other information supporting the applicant's projections.

- The analysis will be based on existing information and the best professional judgment of Parametrix planning staff.

As of November 7, 2008, the following documents have been received and reviewed by Parametrix:

- Blumen- Proposed Project Description, Ch. 2 (Lawson)
- Blumen- Proposed Project Description, Ch. 2 (Villages)

Based on Parametrix' technical review, the following additional analysis is needed:

- Revisions based on increase in dwelling units
- Revisions based on updated Comprehensive Plan and Zoning

## **Aesthetics/Light and Glare**

### ***Goal:***

Address impacts of the proposal on scenic resources enjoyed by residents in the area, scenic resources that contribute to the character of the area, and scenic resources enjoyed by the public.

### ***Approach:***

#### **Affected Environment**

Pertinent documents that define the visual quality and aesthetics issues related to the site and vicinity will be summarized including local comprehensive plans and policies; the City's proposed night/dark sky ordinance, open space, pedestrian/bicycle routes; recreation plans land use regulations; policies relating to public land; and policies relating to public highways.

Visual impacts will be assessed qualitatively from up to four locations for each development proposal.

#### **Impacts Analysis**

Impact analysis will be based primarily on the proposal. Impacts of the alternatives will consist of order of magnitude comparison with the proposal. The analysis will rely upon the visual simulations of the proposal prepared for Yarrow Bay. Visual impacts of other alternatives will be qualitatively described in relation to visual elements of the proposal.

#### **Mitigation**

Mitigation measures will include primarily reference to the differences in layout and density between the alternatives, differences in building bulk for non-residential and multi-family uses as well as vegetation management and other methods (reduction of light pollution).

### ***Deliverables:***

- Technical Memorandum assessing viewpoint selection for City staff concurrence.
- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)

- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

***Assumptions:***

- For the purposes of this analysis, visual quality and aesthetics are analogous terms.
- The analysis will rely upon the visual simulations of the proposal prepared for Yarrow Bay. No additional visual simulations will be prepared for other alternatives. Visual impacts of other alternatives will be qualitatively described in relation to visual elements of the proposal. Building scale in relation to surrounding uses is projected to be generally smaller for alternatives than the proposal.

**Historic and Cultural Resources**

***Goal:***

Address impacts of the proposal on Native American cultural resources dating from pre-European contact and historic cultural resources.

***Approach:***

**Affected Environment**

The cultural resources assessment will be based on the report prepared for the applicant and information in the files of the State Office of Archaeology and Historic Preservation.

**Impacts Analysis**

Assessment of potential impacts on historic era resources will be based upon the survey provided by the applicant and overlay of features of the proposal.

**Mitigation**

Standard mitigation from unearthing of cultural resources during construction or use will include compliance with reporting, assessment, and conservation standards of the Office of Archaeology and Historic Preservation. Mitigation of historic resources may include avoidance, conservation, or preparation of interpretive materials or displays

***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

***Assumptions:***

- No field work will be conducted by the Consultant.
- No additional cultural resources will be identified on the site from the files of the State Office of Archaeology and Historic Preservation.

- Federal Section 106 documentation will not be prepared. Coordination with the Office of Archaeology and Historic Preservation will be through distribution of the Draft EIS.

## **Transportation**

### **Regional Transportation Working Group Meetings**

#### ***Goal:***

Facilitate periodic meetings of a Transportation Working Group including staff from Maple Valley, Covington, Auburn, Enumclaw, WSDOT, Kent, and King County

#### ***Approach:***

Parametrix staff will assist the City of Black Diamond with facilitating and directing discussion topics at each meeting including reaching consensus on decisions. This will include follow-up meetings with each neighboring jurisdiction (in groups of 2-3) to confirm the scope of off-site traffic impact analysis. Meeting notes summarizing key discussion topics and decisions made will be prepared after each meeting.

#### ***Assumptions:***

- Conduct up to 3 meetings with groups of neighboring jurisdictions to confirm the scope of the off-site traffic impact analysis (meetings will be grouped by impact area, e.g. Maple Valley/Covington, Enumclaw/Auburn)
- Facilitate up to 3 combined working group meetings
- Attend up to 3 follow up meetings with Yarrow Bay Development and City staff

#### ***Deliverables:***

- Meeting materials and summary notes for each meeting

### **Black Diamond Staff/Consultant Team Meetings**

#### ***Goal:***

Conduct periodic meetings with Black Diamond staff to review draft analysis results and EIS documentation

#### ***Approach:***

Parametrix staff will attend internal meetings with Black Diamond staff to review the results of the traffic analysis

#### ***Assumptions:***

- Attendance at up to 3 meetings with City of Black Diamond staff

***Deliverables:***

- Charts, graphs, and other information for the meetings

**Existing Conditions**

***Goal:***

To document existing conditions in the study area

***Approach:***

Parametrix staff will compile information on the existing transportation system for the Affected Environment section of the EIS. Information will include: street and intersection descriptions, existing daily and peak hour traffic volumes, non-motorized facilities, transit service, and planned transportation improvements. Existing level of service (LOS) at study area intersections and study segments will also be calculated and summarized in this section.

***Assumptions:***

- Information available from the Transpo Group analysis will be used as a starting point for this section.
- Existing PM peak hour level of service at the 22 intersections in the City of Black Diamond evaluated by Transpo will be verified and documented.
- Parametrix staff will conduct PM peak hour LOS at up to 20 additional intersections outside of Black Diamond city limits. We have assumed that PM peak hour turning movements would be available at 5 intersections, resulting in new counts needed at up to 15 intersections. These intersections include:
  - SR 169/Maple Ridge Dr
  - SR 169/SR 516
  - SR 169/SE 240th St
  - SR 169/Witte Rd
  - SR 169/SE Wax Rd
  - SR 169/SE 231st St
  - SR 18 Eastbound Ramps/SE 231st St
  - SR 18 Westbound Ramps/SE 231st St
  - Kent Kangley Rd/SE Ravensdale Way/Landsburg Rd SE
  - SR 18 Eastbound Ramps/Issaquah Hobart Rd SE
  - SR 18 Westbound Ramps/Issaquah Hobart Rd SE
  - SR 516/216th Ave SE
  - SR 516/Witte Rd SE
  - SR 516/SE Wax Rd
  - SR 516/172nd Ave SE
  - SR 18 Eastbound Ramps/SR 516
  - SR 18 Westbound Ramps/SR 516
  - SE Auburn Black Diamond Rd/SE Green Valley Rd
  - Two additional intersections identified after meeting with neighboring jurisdictions
- Parametrix staff will conduct AM peak hour LOS at up to 5 intersections in the study area.
  - SR 169/Lawson St

- SR 169/Rail Road-Lawson Connector
- SR 169/North Connector
- SR 169/Black Diamond Ravensdale Rd
- One additional intersection identified after meeting with neighboring jurisdictions

***Deliverables:***

- Transportation affected environment section of the EIS

**Project Trip Generation, Distribution, and Assignment**

***Goal:***

To prepare project trip generation, distribution, and assignment assumptions for the Villages and Lawson Hills MPD's

***Approach:***

The project trip generation, distribution, and assignment will be based on previous assumptions made by Transpo, and agreed to by City of Black Diamond staff. This information will be used to estimate project-generated traffic volumes at all study area intersections and study segments.

***Assumptions:***

- Information on the trip generation, distribution, and assignment assumptions will be obtained from Transpo and independently verified.

***Deliverables:***

- Project trip assignments for the Villages and Lawson Hills MPD's

**Conduct Future Year Traffic Impact and Mitigation Analysis**

***Goal:***

To estimate future level of service at study area intersections with and without the projects and determine appropriate mitigation to meet City of Black Diamond and neighboring jurisdiction LOS standards

***Approach:***

Future LOS analysis will be conducted at all study area intersections. At intersections operating worse than the City of Black Diamond's LOS C standard, intersection improvements needed to achieve LOS C or better conditions will be identified. At off-site intersections, local jurisdiction LOS thresholds will be used to determine if intersection mitigation may be required. At intersections where LOS thresholds have been exceeded, improvements to mitigate the impact will be identified. This will include a calculation of project-generated traffic divided by total future traffic to estimate a reasonable percent contribution towards mitigating an impact from the project.

In addition to the intersection LOS analysis, we will also compile a list of planned transportation improvement projects in each of the neighboring jurisdictions that will be impacted by project-generated traffic from the Villages or Lawson Hills. This will include a calculation of project-generated traffic

divided by total future traffic to estimate a reasonable percent contribution towards mitigating an impact from the project.

***Assumptions:***

- Initial LOS analysis and mitigation from Transpo will be used as a starting point for this work, but will be updated to reflect the City of Black Diamond's anticipated approval of a LOS C threshold for mitigation.

***Deliverables:***

- Transportation impact sections for the Villages and Lawson Hills EIS's

**Prepare Draft and Final Transportation Technical Report and EIS Summary Section**

***Goal:***

Prepare the Draft and Final Transportation Technical Report and EIS Summary section for the Villages and Lawson Hills EIS's

***Approach and Deliverables:***

Work will be documented in separate draft transportation technical reports for the Villages and Lawson Hills. A final transportation technical report will be prepared and will respond to comments from City of Black Diamond and Yarrow Bay Development staff on the draft report. A summary transportation section will also be prepared for each EIS.

**Parks and Recreation**

***Goal:***

Address impacts of the proposal on parks and recreation resources as outlined below.

***Approach:***

**Affected Environment**

Identify existing and planned public park and recreation facilities including, but not limited to, city, county, and facilities, National Forest facilities, and other facilities open to the public. Identify restrictions on use of public and private lands for informal use such as for hiking, mountain biking, and horseback riding.

**Impacts Analysis**

Impacts on recreation resources will include assessment of recreation demands in reference to facilities on site and the supply of facilities in the proposal and the standards in the Comprehensive Plan and development codes. The effects of the project on existing recreation practices will also be assessed.

The impact analysis will be based primarily on the proposal. Impacts of the alternatives will consist of order of magnitude comparison with the proposal.

## Mitigation

On-site and off-site mitigation measures will be identified for all impacts to the extent that mitigation is feasible. Where possible, a range of mitigation measures or strategies will be identified.

### ***Deliverables:***

- A description of preliminary affected environment and impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

### ***Assumptions:***

- Information on park and recreation facilities will be provided by contact with facilities managers.
- Information on park facilities of the proposal will be based on plans and descriptions current as of November 10, 2008.
- Existing patterns of off-road and mountain bike use will be identified from secondary sources. No on-site surveys will be conducted.
- Federal Section 106 documentation will not be prepared.

## Public Service

### ***Goal:***

Address impacts of the proposal on public services including demands, services, and facilities provided.

### ***Approach:***

#### Affected Environment

Identify existing public service facilities provided to the area, including the type of service provided, service area boundaries, level of use, access requirements, barriers to providing service and other significant characteristics, or values associated with each of the following public services:

- Fire
- Emergency Medical Service
- Police
- Schools
- Mail Service
- Other Governmental Services

#### Impacts Analysis

The Draft EIS will address impacts for each public service that examines:

1. Adopted level of service standards for public services;
2. Current provision of service and any identified inadequacies;
3. Direct demands of the project at build-out and effects on the ability to provide service that meets the level of service standard, including the need for additional facilities or staffing, associated maintenance cost and the adequacy of funding resources.
4. Potential cumulative impacts, including effects on the ability to provide service that meets the level of service standard, including the need for additional facilities or staffing and the adequacy of funding resources.
5. Features of the local context, such as the road circulations system, or features of the project that affect the delivery of public services.

Impact analysis will be based primarily on the proposal. Impacts of the Alternatives will consist of order of magnitude comparison with the proposal.

Specific impacts identified for specific public services will include:

#### **Fire Protection**

Specific issues for fire services include personnel resources, access during adverse weather; fire flow, increased risk of forest fire and increased exposure due to additional residents, and additional cost of fire protection.

Mitigation will include compliance with the Urban Wild-Land Interface Code requirements for defensible space and ignition-resistant construction materials.

#### **Schools**

Impacts on schools will include assessment of probable increases in enrollment and resulting effects on demand under each of the potential alternatives for the characteristics of use. Analysis of impacts will focus on one scenario chosen in conjunction with city staff as either the most likely or worst case.

#### **Mitigation**

Mitigation measures will be identified for all impacts to the extent that mitigation is feasible. Where possible, a range of mitigation measures or strategies will be identified.

#### ***Deliverables:***

- A description of preliminary affected environment and impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

#### ***Assumptions:***

- Information on service provider service standards, current services provided including number of responses, personnel numbers and deployment, facilities and facility capacity, funding sources, and budgets from 2000 to 2007 will be provided by the service providers.



- Assessment of fiscal impacts will be based on continuation of existing funding sources and levels, and existing multipliers for personnel on a per capita (or per student) or per response basis. Potential for economies or diseconomies of scale will be assessed qualitatively. Order of magnitude projections of facility needs will be made; specific facility needs and costs will not be identified.
- Funding sources will be identified. Funding strategies or plans will not be developed.
- Work to be completed by ECS (See attached scope of work, dated October 30, 2008)

## **Public Utilities**

### ***Goal:***

Address impacts of the proposal on utilities.

### ***Approach:***

#### **Affected Environment**

Address impacts for the following utilities:

- Water
- Sewer
- Stormwater
- Solid waste
- Communications
- Cable television
- Electric power, including local distribution
- Natural Gas

Identify the location of public service facilities provided to the area, the type of service provided, service area boundaries, existing numbers of users, capacity of the system, established levels of service, any identified inadequacies, regulatory approvals required, and other significant characteristics associated with service provision.

### **Impacts**

Direct demands of the project for utility services at build-out will be projected together with effects on the ability of the utility to provide service that meets the level of service standard, including the need for additional facilities or staffing and the adequacy of funding resources. Cumulative impacts will include the general need for additional facilities or expansion of facilities such as substations, exchanges, cellular towers and other facilities.

Impact analysis will be based primarily on the proposal. Impacts of the Alternatives will consist of order of magnitude comparison with the proposal.

***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

***Assumptions:***

- Information on service provider service standards, current services provided, and facilities will be provided by the utilities and gathered through phone and email contact. This includes City Water and Sewer Comp Plans.
- Assessment of impacts on water and sewer utilities will be based primarily on reports submitted by the applicant, and subject to peer review and the professional judgment of the engineer performing the review. No substantial design calculations or quantitative assessment of risk will be performed.

As of November 7, 2008, the following documents have been received and reviewed by Parametrix:

- Triad- Villages & Lawson Hills EIS Infrastructure Phasing Plan
- Triad- Water & Sewer ERU Calculations (Villages, Lawson)
- Triad- Stormwater Concept (Lawson)
- Triad- Water & Sewer Utilities Memo (Lawson)
- Triad- Preliminary Technical Information Report (Lawson)
- Triad- Stormwater Concept Report (Villages)

Based on Parametrix’ technical review, the following additional analysis is needed:

- Revisions to reflect the Comprehensive Plan updates
- Revisions to clarify ERU Calculations
- Review calculations/methodologies for water & sewer demand

**Fiscal Impacts and Economic Analysis**

***Goal:***

Characterize the City’s economy, identify potential local economic and business impacts, and discuss implications for the City’s tourism industry and potential private investment.

***Approach:***

The analysis will identify the sources and calculate projected amounts of revenue expected to be generated to the City by the proposal, along with its effect on the cost of providing governmental services and operations.

***Deliverables:***

Report for inclusion in Technical Appendices (to be prepared by Ben Frerichs). Report will include existing conditions, impacts of proposal, and suggested mitigation. Impacts for no-action and Alternative 1 will be expressed in changes based on order of magnitude.

***Assumptions:***

Applicant will provide existing fiscal/economic analysis conducted to date

## **Natural Environment (Affected Environment, Impacts, Mitigating Measures)**

Existing technical studies, field work, and plans provided by applicant will be subject to peer review by the Consultant (Task 3). If information is determined to be inaccurate or incomplete, revision to the scope may be required.

### **Earth**

#### ***Goal:***

Provide analyses of affected environment, potential impacts, and mitigation development for earth-related elements of the environment.

#### ***Approach:***

##### **Affected Environment**

This section of the Draft EIS will include a summary of geological and soils information based on materials provided by the applicant.

##### **Impacts Analysis**

Impacts will be assessed in relation to short-term and long-term impacts on geology and soils based on the assessment of existing conditions for each of the alternatives.

The EIS will address geology, soils topography, unique features and erosion in relation to short-term and long-term impacts resulting from development at build out, and associated with the use of the proposal. Impacts will be assessed in relation to short-term and long-term impacts, including the extent and amount of alteration of physical characteristics and the likely effects of such alteration on processes such as erosion hazards and landslide and rock fall hazards.

The effects will cross reference with the effects on vegetation, hydrology, and surface water impacts.

Analysis will include reference to policies of the Comprehensive Plan and regulation for critical areas including geologically hazardous areas; however, compliance with specific code provisions will not be assessed.

Impact analysis will be based primarily on the proposal. Impacts of the alternatives will consist of order of magnitude comparison with the proposal.

##### **Mitigation**

Construction impact mitigation will include a qualitative summary of construction best management practices (BMPs) for erosion and sediment control based on standard references such as the (2005 Ecology) Stormwater Manual and other industry and public documents. Evaluation of mitigation and BMPs will be limited to the areas within the project limits.

Operational impact mitigation will include measures to reduce impacts including reducing the disturbance of vegetation and earth movement, avoiding potential mitigation of landslide or rock fall hazards, as well as methods for implementing and ensuring the effective operation of mitigation measures.

***Deliverables:***

- Technical Memo to be prepared by Icicle Creek Engineers, to be based upon applicant-provided geotechnical information.
- Preliminary affected environment and impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

***Assumptions:***

The scope and budget for this task assumes the following:

- Applicant will provide the Geotechnical report prepared for the project.
- No field visit or sampling will be conducted.

Collection and review of existing studies, including studies prepared by or for the applicant, and other readily available information on soils, geology, surface topography, and sensitive areas including Coal Mine Hazards. Readily available information will be reviewed including, the soil survey, any soil log information in the vicinity, geologic surveys by USGS and WADNR, file information at the University of Washington, and geotechnical reports and Coal Mine Hazard reports that may have been prepared for other projects in the vicinity. One reconnaissance level field visit will take place. Evaluate information on adequacy to describe factors such as terrain, geology, soil types, and limits on development.

As of November 7, 2008, the following documents have been received and reviewed by Parametrix:

- Golder - Geology, Soils & Groundwater report (Lawson)
- AESI - Geology, Soils & Groundwater report (Villages)
- Golder - Executive Summary of Mine Hazard Study (Villages)
- Golder - Mine Hazard Assessment (Lawson)
- Golder - Results of Subsurface Investigation of Coal Mines (Lawson)

Based on Parametrix’ technical review, the following additional analysis is needed:

- See revised Scope of Work from Icicle Creek Engineers (ICE)

**Air Quality*****Goal:***

Provide analyses of affected environment, potential impacts, and mitigation development for air quality.

***Approach:*****Affected Environment**

Existing air quality standards and non-attainment areas, maintenance areas, and attainment areas for various regulated pollutants will be described.

Existing information on climate change as it relates to residential development will be briefly characterized.

The likely extent of existing emissions from the site, including odors, will be qualitatively described. The emissions from vehicles will be qualitatively characterized based on trip generation and compared to regional emissions.

### Impacts Analysis

The likely extent of discharges from the site, including odors, will be qualitatively described. The emissions from vehicles will be qualitatively characterized based on trip generation. The emissions from the site and the relation to regional emissions will be compared to standards for pollutants and the likely contribution to exceedance of standards will be qualitatively described.

The contribution of the development to cumulative impacts of climate change will be characterized in accordance with current King County and/or Puget Sound Regional Council standards and guidelines.

Analysis will include reference to policies of the King County Comprehensive Plan policies for air quality and climate change.

Impact analysis will be based primarily on the MPD Concept Plan and transportation analysis.. Impacts of the alternatives will consist of order of magnitude comparison with the Concept Plan. The construction impacts analysis will address temporary effects during all phases of construction.

### Mitigation

Measures to reduce construction impacts will summarize BMPs incorporated in the proposal, as well as potential additional measures that would reduce air quality impacts.

### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

### ***Assumptions:***

The scope and budget for this task assumes the following:

- Air quality dispersion analysis of transportation related emissions will be based on the cumulative impacts scenario of both the Lawson Hill and Villages proposal.
- Dispersion analysis will be limited to up to four (4) intersections likely to represent the worst case based on a combination of criteria including the highest increase in traffic, and/or the highest overall volumes, an/or the worst LOS as determined by the professional judgment of the consultant.
- The air quality analysis will be adequate to characterize the magnitude of potential impacts but will not be sufficient to document compliance with FHWA or NEPA standards for future construction of roadway improvements.
- All contact with Ecology staff and other agencies will be by phone.

Collection and review of existing air quality information from the local Clean Air Authority, Department of Ecology and others, including boundaries of past and present non-attainment areas and maintenance areas. Review existing meteorological information for relevance in assessing impacts of construction and operation including use of wood stoves.

As of November 7, 2008, the following documents have been received and reviewed by Parametrix:

- Environ - Air Quality Report (Lawson)
- Environ – Air Quality Report (Villages)

Based on Parametrix' technical review, the following additional analysis is needed:

- Evaluate air quality impacts when revised transportation analysis is complete
- As part of climate change section, perform qualitative evaluation of land use and transportation impacts when transportation analysis is complete
- Additional technical analysis not assumed; peer review not yet conducted

## **Water**

### **Surface Water (Waterways, Floodplains, Water Quality)**

#### ***Goal:***

Provide analyses of affected environment, potential impacts, and mitigation for surface water resources.

#### ***Approach:***

##### **Affected Environment**

Existing surface water resources information will be used to address:

- The hydrologic cycle under natural conditions and as currently functioning on-site and in the vicinity
- Surface water locations, including existing drainage pathways and stormwater outfall locations
- Water body typing, water quality classifications, Clean Water Act listing status, Water Resource Inventory Area (WRIA) plans or other identified management strategies
- Relationship of surface water to wetlands on-site and off-site (off-site wetlands will be based on secondary resources)
- Relationship of surface water resources in the vicinity to Green River flows
- Surface water rights and withdrawals in the Green River Basin based on existing studies and records of recent restrictions on junior surface water withdrawals

##### **Impacts Analysis**

Short-term and long-term impacts of the proposal will include an assessment of:

- Typical impacts of urban development on the hydrologic cycle, including infiltration, interflow, aquifer recharge, streamflow, and other characteristics of existing streams and other waterways in the vicinity
- Construction impacts on water quality from erosion/sedimentation of discharge of hazardous materials

- Runoff impacts on surface water quantity groundwater recharge, flooding and potential erosion and downgradient impacts on receiving surface water channels will be assessed qualitatively. Compliance with King County surface water management standards will be presumed.
- Long-term impacts on water quality from use of the site including pollutants and nutrients in runoff will be based on literature that documents typical constituents of runoff from residential development

Impact analysis will be based on the proposal and through technical data as supplied by the applicant, and also through additional professional review and qualitative analysis performed by the engineer. Impacts of the alternatives will consist of order of magnitude comparison with the proposal.

This analysis will provide one of the parameters for analysis of impacts on aquatic resources and related wildlife habitat value in other sections.

### **Mitigation**

Measures to reduce construction impacts will summarize best management practices (BMPs) incorporated in the proposal requirements of city, county codes and Ecology NPDES nonpoint discharge statewide permit, as well as potential additional measures that would reduce impacts.

Measures to control long-term impacts will include surface water management measures not required by King County codes and a brief description of Low Impact Development (LID) practices that could be implemented, together with an order of magnitude characterization of effectiveness.

### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

### ***Assumptions:***

- Characterization of the regional watershed context will be provided by WRIA documents.
- Characterization of local surface water features will be based on topography, DNR stream maps, information in the applicant’s submittals and field reconnaissance.
- Existing literature will be used to characterize typical pollutants in runoff. No sampling will be conducted. No field work is included.
- Calculation of runoff volumes and required or proposed detention volumes or storm conveyance capacity will not be performed. This will be provided by applicant, and supplemented as needed to address level of detail for DEIS.
- Surface water rights in the regional watershed will be based on assessment in WRIA documents.
- Surface water rights in the vicinity will be based on the Ecology water rights database.

As of November 7, 2008, the following documents have been received and reviewed by Parametrix:

- Triad - DRAFT (07/04/08) Stormwater Concept (Villages)



- Triad - Preliminary Stormwater TIR (Villages)
- Triad - Stormwater Concept (Lawson Hills)
- Triad - Stormwater Concept (Villages)
- Golder - Horseshoe Lake Water Levels memo
- Herrera - Horseshoe Lake Surface & Groundwater Project Site Characterization and Hydrologic Modeling
- Herrera - Horseshoe Lake Surface & Groundwater Alternatives Analysis and Final Recommendation
- AC Kindig - Water Quality TIR (Lawson)
- AC Kindig - Water Quality TIR (Villages)
- AC Kindig - Water Quality TIR Supplemental Memorandum (Lawson)

Based on Parametrix' technical review, the following additional analysis is needed:

- Evaluate potential increases in temperature and phosphorus loading expected with the use of traditional BMPs could be mitigated
- Evaluate stormwater for consistency with basin planning approach.
- Review all of the cross-referenced assumptions in various reports as related to hydrology and determine if foundation assumptions are valid

## **Groundwater Movement/Quantity/Quality**

### ***Goal:***

Provide analyses of affected environment, potential impacts, and mitigation for groundwater resources.

### ***Approach:***

#### **Affected Environment**

Existing groundwater resources information will be used to characterize groundwater resources including:

- Depth and character of aquifer (unconsolidated and consolidated)
- Estimated productivity and transmissivity based on pump test of public water supply wells in the vicinity
- Recharge characteristics of existing overburden on the site and immediate vicinity
- Connection to local surface water resources and wetlands in the vicinity
- Relationship to flow in the Green River and other surface water resources
- Estimated existing local withdrawal and known trends on depth and potential over withdrawal
- Location of public water supply wells and capacity, as well as potential relationship with nearby wells.

Existing groundwater rights and withdrawals in the vicinity will be characterized in terms of total certificated and non-certificated withdrawals based on Ecology records and WRIA sources. Potential relationships of local groundwater resources with surface water rights will be characterized to the extent feasible with existing information.

#### **Impacts Analysis**

Short-term and long-term impacts of the proposal will include assessment of:

- Potential construction impacts on groundwater quality from discharge of materials that might reach groundwater
- Typical impacts of urban or rural development on aquifer recharge due to interception by impervious surfaces and diversion to runoff
- Water quantity impacts on nearby wells from increased withdrawal of water from public water supply wells
- Long-term impacts on groundwater quality from use of the site for residential purposes including pollutants and nutrients applied to the surface based on literature sources that document long-term changes in water quality from urban development.
- Utilization of existing public water supply water rights will be evaluated based on the development potential of lands currently within the water district and the sufficiency of existing water rights to serve cumulative demand. The potential for use of wells exempt from water rights certification will be assessed if existing water rights are not sufficient for cumulative demand.

Impact analysis will be based primarily on the proposal. Impacts of the alternatives will consist of order of magnitude comparison with the proposal.

### Mitigation

Measures to reduce construction impacts will summarize BMPs for groundwater protection.

Measures to control long-term groundwater impacts will include general LID practices that encourage infiltration to groundwater and provide water quality, as well as specific measures based on specific impacts.

### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

### ***Assumptions:***

The scope and budget for this task assumes the following:

- Characterization of the local aquifer and groundwater resources will be based on existing information, including:
  - Review of Ecology well logs
  - Review of Ecology assessments related to new groundwater rights applications
  - Review of City Water well logs and records
  - Review of existing geological and groundwater reports
  - Review of file information at DNR Geological Survey library, and the University of Washington as accessed by web search
  - Characteristics of the overburden will be based on NRCS soil survey, well logs, and any soil information provided by the County Health Department from on-site sewage disposal permits

- No on-site investigation, including test pits or borings, will be performed
- No groundwater modeling will be performed
- Characterization of the regional groundwater context and potential relationships between groundwater and surface water will be provided by WRIA documents and existing USGS, DNR Geological Survey, and Ecology reports
- Groundwater water rights in the vicinity will be based on the Ecology water rights database.

As of November 7, 2008, the following documents have been received and reviewed by Parametrix:

- Golder - Geology, Soils & Groundwater report (Lawson)
- AESI - Geology, Soils & Groundwater report (Villages)
- Golder - Aquifer Testing and Sampling Results (Villages)
- Herrera - Horseshoe Lake Surface & Groundwater Project Site Characterization and Hydrologic Modeling
- Herrera - Horseshoe Lake Surface & Groundwater Alternatives Analysis and Final Recommendation

Based on Parametrix' technical review, the following additional analysis is needed:

- Analyze groundwater quality data received from monitoring wells
- Pay particular attention to groundwater recharge in the Villages as related to Muckleshoot Fisheries scoping input

## **Plants and Animals; Habitat, Wetlands**

### ***Goal:***

Provide analyses of affected environment, potential impacts, and mitigation for vegetation communities and wetlands and characterization of their function as wildlife habitat, use by wildlife, including migration routes, and potential impacts on unique, threatened, or endangered species.

### ***Approach:***

#### **Affected Environment**

Describe plant communities in relation to wildlife habitat and the hydrologic cycle, which may indirectly affect the conditions that support plant and animal species, including wetlands.

Wetlands will be discussed in terms of functions and classification based on field reconnaissance of the site. Wetland boundaries will not be delineated. Wetlands will be classified in accordance with King County and Ecology rating systems.

The analysis will be based upon data provided by the applicant. If this analysis is considered insufficient based on review of the data and field reconnaissance, additional wetland work will be required. This additional work will be considered an amendment to this contract, and is not included in this scope.

#### **Impacts Analysis**

Impacts discussed will include displacement; degradation of wetland function; hydrologic impacts related to changes in stormwater volumes, infiltration, or water quality; and buffers and indirect impacts including noise and artificial light that could reduce habitat suitability for wildlife. Buffers will be

evaluated based on City and County codes and Ecology guidelines, as well as in reference to any specific functions provided.

### **Mitigation**

Mitigating measures will be identified for all impacts, to the extent that mitigation is feasible including potential opportunities to avoid, minimize, and compensate for impacts of the project, including buffers, restoration, and enhancement of vegetation and wetlands.

### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

### ***Assumptions:***

- There will be one (1) reconnaissance-level survey of vegetation and wetlands to review wetland classifications and delineations provided by the applicant.
- No classification or delineation will be performed. If field review indicates a need for additional analysis or delineations, contract revisions will be required.
- Collection and review of existing studies and resources on existing vegetation in the project vicinity will include studies prepared by or for the applicant, review of recent aerial photos, and existing literature and a reconnaissance-level field visit. The characterization will include whether existing information is adequate for identification of the vegetation classes, dominant species, successional stage, human disturbance, and current use.
- One reconnaissance level field visit will take place. No delineation or classification will be prepared or verified.

As of November 7, 2008, the following documents have been received and reviewed by Parametrix:

- Wetland Resources, Inc - Wetland Assessment (Lawson)
- Wetland Resources, Inc - Plants and Animals Assessment (Lawson)
- Wetland Resources, Inc - Wetland Assessment (Villages)
- Wetland Resources, Inc - Plants and Animals Assessment (Villages)

Based on Parametrix’ technical review, the following additional analysis is needed:

- Reevaluate buffer impacts in each development based on draft SAO.
- Review hydrologic analyses and determine validity of assumptions relating to wetlands.

### **Wildlife, Fish, Endangered Species**

#### ***Goal:***

Provide analyses of wildlife habitat, use by wildlife, including migration routes, and potential impacts on unique, threatened, or endangered species.

### ***Approach:***

#### **Affected Environment**

The analysis will be based upon technical documentation provided by the applicant.

The functions and values of habitat will be assessed on-site as well as in relation to off-site conditions, including the status of the site as portion of a corridor for animal movement. Habitat functions and value will be discussed in relationship to local state and federal policies for threatened, endangered, and priority species and habitat conservation areas.

The assessment of existing conditions and the impact analysis will be based upon report data provided by the applicant. Additional information on affected environment will include:

- Update of Priority Habitat Species (PHS) data
- Supplement information from documented elk use by local residents and WDFW. Characterize in terms of corridors for use and movement during the fall rutting season and during early winter

#### **Impacts Analysis**

Impacts addressed will include a range of potential impacts including, but not limited to removal of habitat and habitat fragmentation; direct effects on wildlife from construction or use, such as direct mortality, noise disturbance, or other disruption of habitat areas, including from domestic animals; interference to critical life functions; effects on migration or dispersal; and impacts on reproduction, rearing, and other lifecycle stages. The discussion of water resources including streams and other waterways and floodplains in the vicinity will be integrated with the discussion of habitat. Fish and aquatic organisms will be discussed in terms of the extent to which groundwater impacts may affect low summer flows and temperature. Potential impacts of erosion and sedimentation will be discussed as it may affect fish-bearing streams in the immediate vicinity.

Additional impact analysis will include

- Review additional information from WDFW biologists and other studies of fish and wildlife use of the area, particularly the function of the site and vicinity in wildlife movement
- Conduct review of recent peer-reviewed literature on effects of residential development on wildlife (particularly elk and forest carnivores) to assist in evaluating impact of different densities and clustering
- Review existing stream and fisheries data sources for streams on, and downgradient of, the property

#### **Mitigation**

Mitigation measures will be identified for all impacts, to the extent that mitigation is feasible, including potential opportunities to avoid, minimize, and compensate for impacts of the project, including buffers, restoration, and enhancement of vegetation and habitat.

### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

***Assumptions:***

- WDFW personnel will be contacted and phone interviewed.
- No field work is included in this Task

Collection and review of existing information will include the baseline of existing environmental conditions for the area potentially affected by the proposal. Fish and wildlife species potentially affected by the project will be identified along with any potential suitable habitat, critical habitat. The nearest location of threatened, endangered or priority species and habitats will be identified through the WDFW Priority Habitat and Species (PHS) data. WDFW personnel will be contacted and phone interviewed.

One reconnaissance level survey of habitat conditions will take place.

As of November 7, 2008, the following documents have been received and reviewed by Parametrix:

- Cedarrock - Fisheries Technical Report (Villages)
- Cedarrock - DRAFT Fisheries Technical Report (Lawson)
- Wetland Resources, Inc - Plants and Animals Assessment (Lawson)
- Wetland Resources, Inc - Plants and Animals Assessment (Villages)

Based on Parametrix' technical review, the following additional analysis is needed:

- Reevaluate buffer impacts in each development based on draft SAO.
- Review hydrologic analyses and determine validity of assumptions relating to streams (impacts to instream flows)
- Telephone interview with WDFW staff
- Incorporate evaluation of PHS data into discussions
- Determine locations of critical habitat for species other than bull trout in the area
- Determine specific locations of EFH

**Environmental Health, Noise**

***Goal:***

Address impacts of the proposal on noise levels in the area including construction noise and long-term noise levels associated with use of the site, as well as the impacts of noise sources in the area on use of the proposal.

***Approach:***

**Affected Environment**

- State and local noise control regulation relevant to this project will be presented, emphasizing any regulations applying to construction as well as to specific uses located on site.
- Ambient noise levels will be characterized by sound level measurements at up to four (4) sites on a typical weekday.

## Impacts Analysis

- A qualitative discussion will be provided of noise levels associated with construction. This will include a description of the sound levels associated with equipment required to complete specific tasks. The range of noise levels expected at properties near the construction site will be described. The difference between an environmental noise impact and the relatively short-term but potentially disruptive nuisance of construction noise will be explained.
- A qualitative discussion will be provided of long term noise impacts from uses proposed on the site.
- Traffic noise related to the proposal will be assessed on major arterials where volumes increase substantially or on new roadways through established residential areas. No traffic noise analysis will be performed internal to the project.
- Noise analysis will be based on the cumulative traffic volume impacts of both Lawson Hills and the villages with the alternative that produces the highest traffic volumes.
- Transportation noise modeling will use a simplified version of the FHWA TNM methodology equivalent to the “look-up table” methodology and may include simplified modeling of typical roadway sections incorporating road configuration gradient and gradient without modeling of topographic variation outside the road prism.
- Noise modeling will be limited to up to six roadway sections providing a worst case

Impact analysis will be based primarily on the proposal. Impacts of the alternatives will consist of order of magnitude comparison with the proposal. The effects of the alternatives for tenure on the frequency of occupancy and related noise will be described.

## Mitigation

- A qualitative discussion will address measures to reduce construction impacts, including a variety of Best Management Practices (BMPs) related to standard construction practices.
- A qualitative discussion will identify measures to reduce activities on the site that affect receivers off-site.
- Mitigation measures for transportation related noise will include the approximate reduction in noise levels produced by noise walls or other measures without modeling of topography or other features between the roadway and typical receivers.

## ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

## ***Assumptions:***

- No modeling will be performed for on-site sound levels. .

- Analysis of transportation related noise will be based on the cumulative impacts scenario of both the Lawson Hill and Villages proposal.
- Transportation noise modeling will use a simplified version of the FHWA TNM methodology equivalent to the “look-up table” methodology and may include simplified modeling of typical roadway sections incorporating road configuration gradient and gradient without modeling of topographic variation outside the road prism. Receptor locations will be based on existing building locations or typical setbacks provided for in land use regulations.
- Transportation related noise analysis will be limited to up to six (6) roadway sections likely to represent the worst case based on a combination of criteria including the highest increase in traffic, and/or the highest overall volumes, and/or most sensitive receptors as determined by the professional judgment of the consultant.
- The noise analysis will be adequate to characterize the magnitude of potential impacts but will not be sufficient to document compliance with FHWA or NEPA standards for future construction of roadway improvements or to establish the cost effectiveness of noise mitigation measures or to establish an estimate of the monetary cost of the measures or the monetary share that might be attributable to the project.

Noise conditions in the area will be characterized by review of existing studies and collection of noise monitoring information from up to four (4) sites in the vicinity consisting of 15 minute readings at locations to be coordinated with city staff.

One field reconnaissance visit is presumed.

As of November 7, 2008, the following documents have been received and reviewed by Parametrix:

- Environ – Noise Report (Lawson)
- Environ – Final Noise Report 10/31/08 (Villages)
- Environ – Final Noise Report 11/4/08 (Villages)

Based on Parametrix’ technical review, the following additional analysis is needed:

- Qualitative-level noise analysis will be conducted when transportation analysis is complete.
- Additional technical analysis not assumed; peer review not yet conducted.

## **DEIS DOCUMENT PREPARATION**

### ***Goal:***

Prepare adequate and complete Draft Environmental Impacts Statement addressing the effects of the proposal. A separate DEIS will be prepared for Lawson Hills and The Villages.

### ***Approach:***

#### **PDEIS Preparation**

The Consultant will prepare a preliminary Draft EIS (PDEIS) following State Environmental Policy Act, Black Diamond Municipal code, and King County Code 20.44.



***Deliverables:***

- Preliminary Draft EIS for City staff review
- Revised print-ready Draft EIS for staff review and approval
- 100 copies of the Draft EIS for distribution

***Assumptions:***

- The Preliminary Draft EIS will be provided in electronic format for review by City staff prior to preparation of the “print ready” document.
- Parametrix to prepare GIS & Graphics for purposes of preparing the DEIS and FEIS.
- Printing costs in this budget assumes that the Draft EIS will include no more than two hundred (200) copies of a document approximately one hundred (100) pages in size printed double sided in 8½” x 11” color format. Technical appendices will not be published in print format, but will be available in CD format as part of the DEIS. Costs may be greater if the document exceeds this size or if additional copies are needed.
- Distribution and legal notice of the DEIS will be provided by the Consultant
- A PDF format version of the DEIS for CD-ROM or web posting will be prepared.
- Up to (2) meetings will be held with City staff to discuss comments on Preliminary Draft. Additional meetings may be billed upon a time and materials basis.
- Up to (2) meetings will be held with affected agencies to discuss comments on Preliminary Draft. Additional meetings may be billed on a time and materials basis.
- Attendance at One (1) Draft EIS Public Hearing;

**TASK 5 - FEIS PREPARATION**

***Goal:***

Prepare adequate and complete Final Environmental Impact Statement.

***Approach:***

**Response to Comments**

All comments received on the DEIS must have a response in the FEIS. General responses will be developed to address commonly raised issues. Detailed or unique comments will require individual responses. Comments will be cataloged according to commenter, element of the environment, and status of response. This item assumes up to two hundred (200) substantive comments will be received and some additional technical analysis may be required.

## PFEIS Preparation

Parametrix will prepare a preliminary Final EIS (PFEIS) for each Lawson Hills and The Villages. The Final EIS will include clarification and explanation of findings in the Draft EIS, but will not include additional substantive analysis. The format of any supplementary information in the FEIS will follow the same section format as the DEIS.

Professional editing of the PFEIS will be conducted.

## FEIS Production

Based on comments by City staff and coordinating agencies, a camera ready Final EIS (FEIS) will be prepared.

### ***Deliverables:***

- Draft Summary of all Comments received on the Draft EIS with recommended responses using CMART
- Preliminary Final EIS provided in electronic format for review by City staff prior to preparation of the “print ready” document
- Revised print-ready Final EIS for staff review and approval
- Final EIS (200 copies)

### ***Assumptions:***

- All DEIS assumptions also apply to the FEIS.
- This scope assumes that approximately comments will be received.
- Response to comments will require additional clarification and explanation of findings in the Draft EIS, but will not require additional substantive analysis.
- The Preliminary Final EIS will be provided for review prior to preparation of the “print ready” document.
- All existing site plans, building plans, and other project maps and graphics will be provided in 8½” x 11” black and white format by the applicant.
- Graphics from existing reports will be published without further graphics beyond formatting to fit the page style of the document.
- The budget for printing and reproduction costs assumes that the Final EIS includes two hundred (200) copies of a document approximately fifty (50) pages in size printed double sided in 8½” x 11color format. Technical Appendices and supporting materials will not be published with the FEIS, but will be available on CD and provided with the FEIS. Costs may be higher if the document exceeds the number of pages assumed or number of copies needed.

- Up to (2) meetings with City staff will be held to discuss DEIS comments and responses and the scope of analysis in the FEIS. Additional meetings may be billed on a time and materials basis.
- Up to (2) agency meetings to review comments may be needed prior to FEIS publication. Additional meetings may be billed on a time and materials basis.
- Attendance at One (1) Public Hearing.
- No appeals or other actions are assumed as part of this scope.

# ICICLE CREEK ENGINEERS

Geotechnical, Geologic and Environmental Services

November 5, 2008

Susan Graham  
Parametrix, Inc.  
1231 Fryar Avenue  
P.O. Box 460  
Sumner, Washington 98390

Revised Scope of Services and  
Budget Update  
Supplemental Services  
Environmental Impact Statement  
Earth and Groundwater Elements  
The Villages and Lawson Hills  
Black Diamond, Washington  
ICE File No. 0333-005/006

## INTRODUCTION

Icicle Creek Engineers (ICE) is pleased to present this Revised Scope of Services and Budget Update for supplemental services related to the Earth and Groundwater elements of the Environmental Impact Statement (EIS) studies for The Villages and Lawson Hills projects in Black Diamond, Washington. ICE previously prepared a Scope of Services and Fee Estimate dated April 11, 2008. In our April 2008 document, our services were included as Tasks 3 and 4 with Task 3 related to peer review of existing Technical Reports (TRs) and Task 4 related to the preparation of the Earth and Groundwater elements of the reader-friendly EIS for each of these projects (The Villages and Lawson Hills).

Task 3 (TR peer review) is complete. We understand that since completion of the TR peer review, the City of Black Diamond has directed that any additional technical work necessary to complete the TRs will be completed by the Parametrix EIS team. The results of our peer review of The Villages and Lawson Hills TRs did not result in the request for additional field data acquisition, but did result in a request for considerable clarification of Sensitive Areas definitions (Erosion, Landslide and Coal Mine Hazards) and Development Standards (mitigation) for these items.

## SUPPLEMENTAL SCOPE OF SERVICES

We expect to complete the following to supplement the existing TRs:

- Discuss the current City of Black Diamond Draft Sensitive Areas Ordinance (SAO) with Parametrix and the City of Black Diamond to resolve standards for definitions and mitigation with respect to Erosion, Landslide and Coal Mine Hazards.
- Revise sensitive areas mapping in accordance with the current City of Black Diamond Draft SAO with respect to Erosion, Landslide and Coal Mine Hazards, including discussion of Seismic Hazards, as appropriate (The Villages and Lawson Hills).
- Revise sensitive areas mitigation description (development standards) to be consistent with the City of Black Diamond Draft SAO (The Villages and Lawson Hills).
- Develop a geologic cross-section through the North Triangle (Lawson Hills) and North Property (The Villages) area.

- Research and develop geologic cross-sections showing subsurface soil and bedrock conditions in the Lawson Mine area (Lawson Hills).
- Research and develop geologic cross-sections showing subsurface soil and bedrock conditions in the No. 12 Mine workings area (Lawson Hills).
- Prepare supplemental Technical Memoranda summarizing the results of the previously described scope items for The Villages and Lawson Hills.
- Attend up to three project team meetings.

In addition to the above-described services, we have provided the following supplemental services through September 26, 2008 as described in ICE Invoice No. 080930-7.

- Consultation with Parametrix regarding coal mine hazards and the City of Black Diamond Draft SAO.
- Review the City of Black Diamond Draft SAO.
- Prepare for and attend project team meeting on September 19, 2008.

#### **BUDGET ASSUMPTIONS**

The following is a list of assumptions which directly impact our supplemental budget:

- Parametrix will provide ICE with a current topographic plan (contour interval – 2 feet) including the property boundary for the Lawson Hill and The Villages sites (in pdf format).
- Parametrix will provide ICE with a slope map showing areas of 0 to 15 percent, 15 to 30 percent, 30 to 40 percent and greater than 40 percent slope areas extending at least 100 feet outside of the property line for Lawson Hill and The Villages sites (in pdf format).
- Parametrix will provide ICE with a current development plan showing the perimeter of proposed development areas (in pdf format).
- We expect there will be coordination with Parametrix and the City of Black Diamond in determining specifics of definitions and development standards.

#### **SUPPLEMENTAL BUDGET**

Our services will be provided on a time-and-expenses basis in accordance with our current Subconsultant Agreement for Professional Services. For services provided after January 31, 2009 (the term of our current agreement), we expect to complete our services in accordance with our 2009 Schedule of Charges. This supplemental budget is should be considered an addition to our current existing budget. Our estimated fee for the scope of services described above is summarized below by project site and other services.

Supplemental Services (Invoice No. 080930-7)	\$ 3,500
The Villages Services	7,000
Lawson Hills Services	12,000
Project Team Meetings	<u>3,600</u>
<b>Total Supplemental Budget</b>	<b>\$ 26,100</b>

\*\*\*\*\*

Susan Graham  
Parametrix, Inc.  
November 5, 2008  
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If you have any questions regarding this Revised Scope of Services and Budget Update, please contact us.

Yours very truly,  
Icicle Creek Engineers, Inc.



Kathy S. Killman, L.E.G.  
Principal Engineering Geologist

Document ID: 0333005/006.revisedscopebudgetupdate



**Financial Impact Analysis  
City of Black Diamond: The Villages and Lawson Hills  
Draft Environmental Impact Statement  
Parametrix-Economic Consulting Services**

**Scope of Services & Budget**

Revised October 30, 2008

The following Scope of Work, Schedule and Budget for a financial impact analysis are intended to be the basis for a work order under the "Master Sub-consultant Services Task Authorization Agreement" between Parametrix Inc.(PMX) and Ben Frerichs, dba Economic Consulting Services (ECS). The financial impact analysis includes work for a Technical Report for the Draft Environmental Impact Statement (DEIS) for the Villages and Lawson Hills in Black Diamond WA. The Technical Report provided by Economic Consulting Services, will include an examination of the impacts of population growth, on the local economy, and the fiscal impacts for public services (the jurisdictions' tax and other revenues changes, as well as public services costs) of the two proposed projects for the DEIS.

**Objectives**

The primary objective of the work order assignment of ECS is to provide data, information, research, analysis and projections to be summarized in a Technical Report to the Villages-Lawson Hills DEIS. The ECS Technical Report will cover existing conditions and estimates of impacts on the population, local economy and financing the public services associated with the two proposed projects covered in relevant sections of the DEIS. The Draft EIS/Technical Report will address impacts for public services that examine:

1. Existing and adopted level of service standards for public services, including those provided by the City of Black Diamond, as well as, fire, school, postal and other special services as appropriate.
2. Current patterns for the provision of service and any identified inadequacies;
3. Direct demands associated with the two projects at build-out and effects on the ability of the City or special service districts to provide services that meets the level of service standard, including the need for additional facilities or staffing, associated maintenance cost and the adequacy of funding resources.
4. Potential cumulative impacts, including effects on the ability to provide service that meets the level of service standard, including the need for additional facilities or staffing and the adequacy of funding resources.

The public services and impact analysis will be based on the proposal for the two proposed separate developments, The Villages and Lawson Hills. Impacts of the Alternatives will consist of order of magnitude comparison and combinations associated with the proposal projects.

## PMX ECS Black Diamond Scope & Budget

The responsibilities of ECS are the economic and financial aspects and will coordinate and utilize the information and work of engineers, traffic/transportation and other scientific staff and/or subcontractors to PMX. ECS responsibilities for this work order do not include response to comments on the DEIS or the FEIS.

The following tasks will be completed by ECS to accomplish the objectives stated above. The tasks will include the entirety of our assignment on behalf of the client, i.e., Parametrix, Inc. and its client the City of Black Diamond.

### **Phase I - Preliminary Review of Affected Environments (Peer Review)**

Tasks to complete this phase include:

1. Meet with staff of PMX to discuss and be briefed on the project description and background, schedule, scope of work, process and procedures for communication/coordination, formatting of deliverables, identify possible sources of information and other matters as appropriate. Discuss and agree how the coordination of information will occur between ECS and PMX staff to coordinate and utilize the information related to public services systems and capital facilities, the work of engineers, planners, traffic/transportation planners, and other scientific staff and/or subcontractors to PMX.
2. Meet with City staff and PMX to review development scenarios, real estate, phasing and timing for alternatives, in lieu of or in addition to an available market analysis provided by project proponent or other source. Market analysis is not the responsibility of ECS.
3. Review data and information sources to be gathered by PMX staff, the City of Black Diamond and/or project proponent.
4. Provide a written Technical Memorandum to PMX, summarizing initial findings based on review of applicant-provided data and other materials provided by PMX.
5. Revise Scope, Schedule & Budget as appropriate.

### **Phase II - Draft Environmental Impact Statement**

The tasks to complete the work for the ECS Technical Report will include the following.

#### Existing Conditions and Fiscal Patterns

1. Review the public documents, plans, policies, regulations of the City of Black Diamond and King County that relate to the City's Comprehensive Plan, UGA's and annexation, as well as previously completed reports, studies, forecasts and other information as may be known to the City and PMX staff and/or project proponent.
2. Review materials describing or related to the demographics of the community and market for residential real estate in eastern King County, buildable lands, population, housing and economic conditions/projections to get a sense of the size, nature and pace of development in the market area, especially information that the project proponents or their representatives may have.
3. Review recent budgets and consolidated annual financial reports of the City of Black Diamond, special district service providers and King County to determine recent budget trends, tax revenue sources, current rates, city spending patterns, and other fiscal information as relates to new development in the city and area.
4. Interview a small sample of real estate and development professionals and public agency staff as appropriate to appreciate the current and possible real estate and economic conditions for the eastern King County area.
5. Review the no action and two alternative development scenarios, as to the timing, absorption and types of dwelling units that would be developed on the parcel, as well as capital facility needs, in



## PMX ECS Black Diamond Scope & Budget

conjunction with PMX staff and team members. This information will be used to describe the pattern and pace of development at the site of the two projects.

6. Meet with the client and/or PMX staff to summarize and consolidate information about the project, of a particular concern is the combination of the two projects and their components that may affect the magnitude of the impacts due to size and scale of the service providers that may or may not be appropriate for analysis of impacts.

## Project Revenue and Public Service Cost Impacts

7. Interview staff and examine documents, studies, reports budgets etc of the various special services districts, city government departments and/or other agency staff as maybe relevant for the public services demands associated with the two proposed projects in Black Diamond.
8. Work with PMX staff to develop a small sample of comparable-sized cities in Washington that have experienced large growth in population; in order to identify patterns that may be applied to the projected growth in Black Diamond,
9. Provide estimates of potential taxes and other public revenues that will accrue to the City of Black Diamond and special services districts during the three phases of the projects development (vacant land, development/construction, full build-out) and development alternatives.
10. Provide estimates of the costs to the City of Black Diamond and special service districts to provide services to the projects during the three phases of development, including meeting with the City finance staff and departmental service providers in the City to confirm preliminary approaches to the estimates of impacts on budgets.

## Technical Report Production

11. Summarize results of the spreadsheet analysis of the net impacts and comparison of these two fiscal (revenues and costs) streams and timing for the City and special services district's budget and comment on the implications for adequacy of financing if any; as well as for funding capital facilities identified as required for the development of the projects by PMX and Team..
12. Provide a draft Technical Report of the DEIS for review by PMX that contains the findings, methods, sources, assumptions, summary and conclusions of the financial impact analysis of ECS.
13. Revise the draft Technical Report as appropriate based on comments from the client and/or City.
14. Provide a final report in Word and electronic (PDF) format.
15. Review, comment, and approve the text in the DEIS prepared by PMX that summarizes the content, impacts and implications of the ECS Technical Report Appendix to the DEIS.
16. The consultant, ECS, will provide the final report in a single hard copy and an electronic copy, one of which will be in a form and format that is reproducible by copying–

Meetings in addition to those specified in the scope/tasks above may be charged at time and expense basis in addition to the fees estimated below. Should a presentation of the results of the ECS analysis be required, it will be considered additional work and is not included in this scope and fee estimate.

## **Budget and Time Estimate**

The following table summarizes the allocation of the budget and the estimated time to complete the Scope of Work and tasks described above.

ECS includes the direct expenses of travel to meetings, etc. in the hourly rates for this type of local project. When travel is required outside of King County or other extraordinary travel or expenses not anticipated in the scope and schedule above are necessary, such a long night meetings, then those tasks/activities are billed at time and actual expenses. In some situations we use a peer review resource

PMX ECS Black Diamond Scope & Budget

that we consult, expenses for that assistance are absorbed by ECS, unless requested by the client. The hourly rate for use of such ECS peer review resource is \$100 per hour plus expenses.

<b>Phase/Tasks</b>	<b>Estimated Time to Complete</b>	<b>Senior Economist  \$125/hour</b>	<b>Senior Research Associate  \$75/ hour</b>	
<b>PHASE I - Peer Review</b>				
Tasks 1, 2		6		\$ 750
Tasks 3, 4, 5		10		1,250
<b>Phase I Total</b>	<b>2-3 weeks</b>	<b>16</b>		<b>\$2,000</b>
<b>Phase II - DEIS</b>				
Existing Conditions & Fiscal Patterns: Tasks 1-6	4-6 weeks	32	16	\$ 5,200
Project Revenue & Public Service Costs Impacts: Tasks 7-10	4-6 weeks	40	64	9,800
Technical Report Production: Tasks 11-16	2-3 weeks	24	24	4,800
<b>Phase II Total</b>	<b>10-15 weeks</b>	<b>96</b>	<b>104</b>	<b>\$19,800</b>
<b>Contract Total</b>	<b>12-18 weeks</b>	<b>112</b>	<b>104</b>	<b>\$21,800</b>

## SCOPE OF WORK

### City of Black Diamond

### Villages and Lawson Hills Environmental Impact Statement

### Phase 1 Scope

### Amendment 1

November 7, 2008

This scope is in addition to the original scope, dated April 9, 2008.  
Scope changes, additional tasks and other revisions are noted as highlighted text.

#### TASK 1- PROJECT MANAGEMENT

No revisions.

#### TASK 2- SCOPING

##### Scoping Determination

##### **Additional Work**

- Prepared revised DS due to dwelling unit count increase
- Attended two additional transportation scoping meetings

#### TASK 3- AFFECTED ENVIRONMENT PRELIMINARY INVESTIGATIONS

No revisions.

#### TASK 4- PREPARATION OF DRAFT EIS (DEIS)

Based upon peer review (Task 3), the following areas need supplemental analysis:

#### **DEVELOPMENT OF ALTERNATIVES** (THIS SECTION COMPLETELY REPLACES PRIOR DEVELOPMENT OF ALTERNATIVES SCOPE)

##### **Goal:**

The integration of environmental considerations in the public decision making process is one of the primary goals of SEPA. The development of alternatives is one of the key steps in both the project development and environmental process. The purpose of alternatives is to incorporate measures that would reduce impacts upon the environment.

##### **Approach:**

Three alternatives will be analyzed in The Villages EIS:

## SCOPE OF WORK (CONTINUED)

1. **Alternative 1 (No Action)** is based on current zoning and includes 3,260 single family dwelling units. The total number of dwelling units was calculated by reducing the gross acreage by sensitive areas (544 acres), and assuming a minimum lot size of 7,200sf. There are no multi-family units or commercial/office land uses proposed in Alternative 1. Technical data regarding impacts of this scenario will be compiled qualitatively by Parametrix during the Draft EIS development. Technical documentation previously provided by Yarrow Bay and their consultants may also be used.
2. **Alternative 2 (MPD)** represents the current MPD proposal provided by the Yarrow Bay Group. There are 3,600 single family and 1,200 multi family units proposed, for a total of 4,800 dwelling units on 440 residential acres; a portion of the 42 acre commercial area would accommodate multi-family uses. In addition, this scenario includes 975,000sf of land devoted to commercial and office use. Technical data to determine impacts and mitigation has largely been provided by Yarrow Bay, although it may need to be supplemented.
3. **Alternative 3 (Avoidance)** will be developed during the EIS process as a means to avoid and minimize impacts to the natural and human environment. The number of dwelling units has not yet been determined. Alternative 3 will be developed in accordance with the City's MPD ordinance, and will therefore include provision for 50% open space. No technical data has been prepared to analyze this Alternative.

Parametrix considers these Alternatives to provide a meaningful range of development alternatives for consideration of the public, neighboring agencies, and other interested parties, per SEPA regulations. Alternative 1 has substantially fewer (32%) dwelling units, no multi-family or commercial uses, and assumes 554 acres of untouched sensitive areas. Alternative 2 includes 4,800 total residential units, and 975,000 square feet of commercial/office uses, two schools, and substantial open space. Alternative 3 will look to avoid impacts while still achieving MPD standards.

Three alternatives will be analyzed in the Lawson Hills EIS:

1. **Alternative 1 (No Action)** is based on current zoning and includes 1,300 single family dwelling units. The total number of dwelling units was developed by reducing the gross acres (376) to remove sensitive areas (117 acres), with an assumed minimum lot size of 7,200sf. There are no multi-family units or commercial/office land uses proposed in Alternative 1. Technical data regarding impacts of this scenario will be compiled qualitatively by Parametrix during the Draft EIS development. Technical documentation previously provided by Yarrow Bay and their consultants may also be used.
2. **Alternative 2 (MPD)** represents the current MPD proposal provided by the Yarrow Bay Group. There are 930 single family and 320 multi family units proposed, for a total of 1250 dwelling units on 115 acres devoted to residential development. In addition, this scenario includes 390,000 square feet of land devoted to commercial and office use. Technical data to determine impacts and mitigation has largely been provided by Yarrow Bay, although it may need to be supplemented.
3. **Alternative 3 (Avoidance)** will be developed during the EIS process as a means to avoid and minimize impacts to the natural and human environment. The number of dwelling units has not yet been determined. Alternative 3 will be developed in accordance with the City's MPD ordinance, and will therefore include provision for 50% open space. No technical data has been prepared to analyze this Alternative.

## SCOPE OF WORK (CONTINUED)

Parametrix considers these Alternatives to provide a meaningful range of development alternatives for consideration of the public, neighboring agencies, and other interested parties, per SEPA regulations. Alternative 1 has a higher number of dwelling units, but at a lower intensity of development, and assumes 117 acres of untouched sensitive areas. Alternative 2 includes multi-family and commercial/office uses, and sets aside significant open space. Alternative 3 will look to avoid impacts while still achieving MPD standards.

After the development of the Draft Description of Existing Conditions and an initial analysis of potential impacts of the proposal, the Consultant shall evaluate the potential alternatives in view of the information about existing conditions and prepare a revised memorandum for staff review. After receipt of city staff direction, the Consultant shall prepare a Draft Description of Alternatives for staff review and approval prior to proceeding with detailed impact analysis in WAC 197-11-440(5)(d) for a reasonable alternative for a private proposal.

### ***Deliverables:***

- Draft Description of the Proposal
- Final Description of the Proposal addressing review comments for analysis.
- Memorandum evaluating preliminary information about potential impacts and recommending parameters for the Compilation of Mitigation Measures Alternative
- Final description of the No-Action Alternative and the Compilation of Mitigation Measures Alternative for analysis

### ***Assumptions:***

- The applicant will provide a description of proposed land use and density by use; projected build-out period; and proposed restrictions on use, any market research, or other information supporting the applicant's projections.
- The graphic illustrations of Alternative 2 (site conceptual layout) will be provided by Yarrow Bay.

## **BUILT ENVIRONMENT**

### **LAND USE AND HOUSING**

#### ***Goal:***

Address land use in relationship to policies of the Growth Management Act, the Black Diamond Comprehensive Plan (current draft), other applicable plans, and in reference to Growth Management Hearing Board decisions.

## SCOPE OF WORK (CONTINUED)

### ***Approach:***

#### **Affected Environment**

The existing applicable local and regional land use plans, policies, and regulations will be described, including the Black Diamond Comprehensive Plan and zoning regulations.

A description of the existing character of the site and vicinity will be provided based on parcel and topographic maps, aerial photos, and existing planning proposals as prepared by the applicant.

Past development trends in the area will be assessed from census, building permit records, and assessor records.

#### **Impacts Analysis**

The analysis will address impacts of the proposal. Analysis will not address compliance with plans, policies and regulations or include findings relating to the zoning or other applications.

Indirect and cumulative impacts will be assessed in relation to potential changes in development trends based on development of similar character uses on other lands in the vicinity, land capacity and projected future population, as well as the potential demands for uses such as commercial services, based on the range of potential occupancy.

The need for infrastructure will be addressed in public services and utilities.

#### **Mitigation**

Mitigation will be identified for features of the proposal that do not fully respond to regional and local plans and policies. Site mitigation measures will be identified largely in relation to the alternatives considered.

### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment).
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section.

### ***Assumptions:***

- The applicant will provide a description of past land use actions including zoning and land use permits;; mining activities; a description of the proposed densities and uses; projected build-out period; and proposed restrictions on use; and any market research or other information supporting the applicant’s projections.
- The analysis will be based on existing information and the best professional judgment of Parametrix planning staff.

To date, the following documents have been received and reviewed by Parametrix:

- Blumen- Proposed Project Description, Ch. 2 (Lawon)

## SCOPE OF WORK (CONTINUED)

- o Blumen- Proposed Project Description, Ch. 2 (Villages)

Based on Parametrix' technical review, the following additional analysis is needed:

- o Revisions based on increase in dwelling units
- o Revisions based on updated Comprehensive Plan and Zoning

### AESTHETICS/LIGHT AND GLARE

#### ***Goal:***

Address impacts of the proposal on scenic resources enjoyed by residents in the area, scenic resources that contribute to the character of the area, and scenic resources enjoyed by the public.

#### ***Approach:***

##### Affected Environment

Pertinent documents that define the visual quality and aesthetics issues related to the site and vicinity will be summarized including local comprehensive plans and policies; the City's proposed night/dark sky ordinance, open space, pedestrian/bicycle routes; recreation plans land use regulations; policies relating to public land; and policies relating to public highways.

Visual impacts will be assessed qualitatively from up to four locations for each development proposal.

##### Impacts Analysis

Impact analysis will be based primarily on the proposal. Impacts of the alternatives will consist of order of magnitude comparison with the proposal. The analysis will rely upon the visual simulations of the proposal prepared for Yarrow Bay. Visual impacts of other alternatives will be qualitatively described in relation to visual elements of the proposal.

##### Mitigation

Mitigation measures will include primarily reference to the differences in layout and density between the alternatives, differences in building bulk for non-residential and multi-family uses as well as vegetation management and other methods (reduction of light pollution).

#### ***Deliverables:***

- Technical Memorandum assessing viewpoint selection for City staff concurrence.
- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the "print ready" Draft EIS section

#### ***Assumptions:***

## SCOPE OF WORK (CONTINUED)

- For the purposes of this analysis, visual quality and aesthetics are analogous terms.
- The analysis will rely upon the visual simulations of the proposal prepared for Yarrow Bay. No additional visual simulations will be prepared for other alternatives. Visual impacts of other alternatives will be qualitatively described in relation to visual elements of the proposal. Building scale in relation to surrounding uses is projected to be generally smaller for alternatives than the proposal.

## HISTORIC AND CULTURAL RESOURCES

### ***Goal:***

Address impacts of the proposal on Native American cultural resources dating from pre-European contact and historic cultural resources.

### ***Approach:***

#### Affected Environment

The cultural resources assessment will be based on the report prepared for the applicant and information in the files of the State Office of Archaeology and Historic Preservation.

#### Impacts Analysis

Assessment of potential impacts on historic era resources will be based upon the survey provided by the applicant and overlay of features of the proposal.

#### Mitigation

Standard mitigation from unearthing of cultural resources during construction or use will include compliance with reporting, assessment, and conservation standards of the Office of Archaeology and Historic Preservation. Mitigation of historic resources may include avoidance, conservation, or preparation of interpretive materials or displays

### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

### ***Assumptions:***

- No field work will be conducted by the Consultant.
- No additional cultural resources will be identified on the site from the files of the State Office of Archaeology and Historic Preservation.



## SCOPE OF WORK (CONTINUED)

- Federal Section 106 documentation will not be prepared. Coordination with the Office of Archaeology and Historic Preservation will be through distribution of the Draft EIS.

### TRANSPORTATION (THIS SECTION COMPLETELY REPLACES PRIOR TRANSPORTATION ELEMENT SCOPE)

#### Regional Transportation Working Group Meetings

***Goal:***

Facilitate periodic meetings of a Transportation Working Group including staff from Maple Valley, Covington, Auburn, Enumclaw, WSDOT, Kent, and King County

***Approach:***

Parametrix staff will assist the City of Black Diamond with facilitating and directing discussion topics at each meeting including reaching consensus on decisions. This will include follow-up meetings with each neighboring jurisdiction (in groups of 2-3) to confirm the scope of off-site traffic impact analysis. Meeting notes summarizing key discussion topics and decisions made will be prepared after each meeting.

***Assumptions:***

- Conduct up to 3 meetings with groups of neighboring jurisdictions to confirm the scope of the off-site traffic impact analysis (meetings will be grouped by impact area, e.g. Maple Valley/Covington, Enumclaw/Auburn)
- Facilitate up to 3 combined working group meetings
- Attend up to 3 follow up meetings with Yarrow Bay Development and City staff

***Deliverables:***

Meeting materials and summary notes for each meeting

#### Black Diamond Staff/Consultant Team Meetings

***Goal:***

Conduct periodic meetings with Black Diamond staff to review draft analysis results and EIS documentation

***Approach:***

Parametrix staff will attend internal meetings with Black Diamond staff to review the results of the traffic analysis

## SCOPE OF WORK (CONTINUED)

### ***Assumptions:***

Attendance at up to 3 meetings with City of Black Diamond staff

### ***Deliverables:***

Charts, graphs, and other information for the meetings

### **Existing Conditions**

### ***Goal:***

To document existing conditions in the study area

### ***Approach:***

Parametrix staff will compile information on the existing transportation system for the Affected Environment section of the EIS. Information will include: street and intersection descriptions, existing daily and peak hour traffic volumes, non-motorized facilities, transit service, and planned transportation improvements. Existing level of service (LOS) at study area intersections and study segments will also be calculated and summarized in this section.

### ***Assumptions:***

- Information available from the Transpo Group analysis will be used as a starting point for this section.
- Existing PM peak hour level of service at the 22 intersections in the City of Black Diamond evaluated by Transpo will be verified and documented.
- Parametrix staff will conduct PM peak hour LOS at up to 20 additional intersections outside of Black Diamond city limits. We have assumed that PM peak hour turning movements would be available at 5 intersections, resulting in new counts needed at up to 15 intersections. These intersections include:
  - SR 169/Maple Ridge Dr
  - SR 169/SR 516
  - SR 169/SE 240th St
  - SR 169/Witte Rd
  - SR 169/SE Wax Rd
  - SR 169/SE 231st St
  - SR 18 Eastbound Ramps/SE 231st St
  - SR 18 Westbound Ramps/SE 231st St
  - Kent Kangley Rd/SE Ravensdale Way/Landsburg Rd SE
  - SR 18 Eastbound Ramps/Issaquah Hobart Rd SE
  - SR 18 Westbound Ramps/Issaquah Hobart Rd SE
  - SR 516/216th Ave SE
  - SR 516/Witte Rd SE
  - SR 516/SE Wax Rd

## SCOPE OF WORK (CONTINUED)

- SR 516/172nd Ave SE
- SR 18 Eastbound Ramps/SR 516
- SR 18 Westbound Ramps/SR 516
- SE Auburn Black Diamond Rd/SE Green Valley Rd
- Two additional intersections identified after meeting with neighboring jurisdictions
- Parametrix staff will conduct AM peak hour LOS at up to 5 intersections in the study area.
  - SR 169/Lawson St
  - SR 169/Rail Road-Lawson Connector
  - SR 169/North Connector
  - SR 169/Black Diamond Ravensdale Rd
  - One additional intersection identified after meeting with neighboring jurisdictions

### ***Deliverables:***

Transportation affected environment section of the EIS

### **Project Trip Generation, Distribution, and Assignment**

#### ***Goal:***

To prepare project trip generation, distribution, and assignment assumptions for the Villages and Lawson Hills MPD's

#### ***Approach:***

The project trip generation, distribution, and assignment will be based on previous assumptions made by Transpo, and agreed to by City of Black Diamond staff. This information will be used to estimate project-generated traffic volumes at all study area intersections and study segments.

#### ***Assumptions:***

- Information on the trip generation, distribution, and assignment assumptions will be obtained from Transpo and independently verified.

### ***Deliverables:***

Project trip assignments for the Villages and Lawson Hills MPD's

### **Conduct Future Year Traffic Impact and Mitigation Analysis**

#### ***Goal:***

To estimate future level of service at study area intersections with and without the projects and determine appropriate mitigation to meet City of Black Diamond and neighboring jurisdiction LOS standards

## SCOPE OF WORK (CONTINUED)

### ***Approach:***

Future LOS analysis will be conducted at all study area intersections. At intersections operating worse than the City of Black Diamond's LOS C standard, intersection improvements needed to achieve LOS C or better conditions will be identified. At off-site intersections, local jurisdiction LOS thresholds will be used to determine if intersection mitigation may be required. At intersections where LOS thresholds have been exceeded, improvements to mitigate the impact will be identified. This will include a calculation of project-generated traffic divided by total future traffic to estimate a reasonable percent contribution towards mitigating an impact from the project.

In addition to the intersection LOS analysis, we will also compile a list of planned transportation improvement projects in each of the neighboring jurisdictions that will be impacted by project-generated traffic from the Villages or Lawson Hills. This will include a calculation of project-generated traffic divided by total future traffic to estimate a reasonable percent contribution towards mitigating an impact from the project.

### ***Assumptions:***

- Initial LOS analysis and mitigation from Transpo will be used as a starting point for this work, but will be updated to reflect the City of Black Diamond's anticipated approval of a LOS C threshold for mitigation.

### ***Deliverables:***

Transportation impact sections for the Villages and Lawson Hills EIS's

## **Prepare Draft and Final Transportation Technical Report and EIS Summary Section**

### ***Goal:***

Prepare the Draft and Final Transportation Technical Report and EIS Summary section for the Villages and Lawson Hills EIS's

### ***Approach and Deliverables:***

Work in tasks 1.3 through 1.5 will be documented in separate draft transportation technical reports for the Villages and Lawson Hills. A final transportation technical report will be prepared and will respond to comments from City of Black Diamond and Yarrow Bay Development staff on the draft report. A summary transportation section will also be prepared for each EIS.

## **PARKS AND RECREATION**

### ***Goal:***

Address impacts of the proposal on parks and recreation resources as outlined below.

## SCOPE OF WORK (CONTINUED)

### ***Approach:***

#### Affected Environment

Identify existing and planned public park and recreation facilities including, but not limited to, city, county, and facilities, National Forest facilities, and other facilities open to the public. Identify restrictions on use of public and private lands for informal use such as for hiking, mountain biking, and horseback riding.

#### Impacts Analysis

Impacts on recreation resources will include assessment of recreation demands in reference to facilities on site and the supply of facilities in the proposal and the standards in the Comprehensive Plan and development codes. The effects of the project on existing recreation practices will also be assessed.

The impact analysis will be based primarily on the proposal. Impacts of the alternatives will consist of order of magnitude comparison with the proposal.

#### Mitigation

On-site and off-site mitigation measures will be identified for all impacts to the extent that mitigation is feasible. Where possible, a range of mitigation measures or strategies will be identified.

### ***Deliverables:***

- A description of preliminary affected environment and impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

### ***Assumptions:***

- Information on park and recreation facilities will be provided by contact with facilities managers.
- Information on park facilities of the proposal will be based on plans and descriptions current as of November 1, 2008.
- Existing patterns of off-road and mountain bike use will be identified from secondary sources. No on-site surveys will be conducted.
- Federal Section 106 documentation will not be prepared.

## **PUBLIC UTILITIES (REPLACES PRIOR SCOPE FOR WATER, SEWER, & STORMWATER ONLY)**

### ***Goal:***

Address impacts of the proposal on utilities.

## SCOPE OF WORK (CONTINUED)

### ***Approach:***

#### Affected Environment

##### Address impacts for the following utilities:

- Water
- Sewer
- Stormwater

Identify the location of public service facilities provided to the area, the type of service provided, service area boundaries, existing numbers of users, capacity of the system, established levels of service, any identified inadequacies, regulatory approvals required, and other significant characteristics associated with service provision.

#### Impacts

Direct demands of the project for utility services at build-out will be projected together with effects on the ability of the utility to provide service that meets the level of service standard, including the need for additional facilities or staffing and the adequacy of funding resources. Cumulative impacts will include the general need for additional facilities or expansion of facilities such as substations, exchanges, cellular towers and other facilities.

Impact analysis will be based primarily on the proposal. Impacts of the Alternatives will consist of order of magnitude comparison with the proposal.

### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

### ***Assumptions:***

- Information on service provider service standards, current services provided, and facilities will be provided by the utilities and gathered through phone and email contact. This includes City Water and Sewer Comp Plans.
- Assessment of impacts on water and sewer utilities will be based primarily on reports submitted by the applicant, and subject to peer review and the professional judgment of the engineer performing the review. No substantial design calculations or quantitative assessment of risk will be performed.

##### To date, the following documents have been received and reviewed by Parametrix:

- Triad- Villages & Lawson Hills EIS Infrastructure Phasing Plan
- Triad- Water & Sewer ERU Calculations (Villages, Lawson)
- Triad- Stormwater Concept (Lawson)

## SCOPE OF WORK (CONTINUED)

- Triad- Water & Sewer Utilities Memo (Lawson)
- Triad- Preliminary Technical Information Report (Lawson)
- Triad- Stormwater Concept Report (Villages)

Based on Parametrix' technical review, the following additional analysis is needed:

- Revisions to reflect the Comprehensive Plan updates
- Revisions to clarify ERU Calculations
- Review calculations/methodologies for water & sewer demand

## NATURAL ENVIRONMENT

### EARTH

Collection and review of existing studies, including studies prepared by or for the applicant, and other readily available information on soils, geology, surface topography, and sensitive areas including Coal Mine Hazards. Readily available information will be reviewed including, the soil survey, any soil log information in the vicinity, geologic surveys by USGS and WADNR, file information at the University of Washington, and geotechnical reports and Coal Mine Hazard reports that may have been prepared for other projects in the vicinity. One reconnaissance level field visit will take place. Evaluate information on adequacy to describe factors such as terrain, geology, soil types, and limits on development.

To date, the following documents have been received and reviewed by Parametrix:

- Golder - Geology, Soils & Groundwater report (Lawson)
- AESI - Geology, Soils & Groundwater report (Villages)
- Golder - Executive Summary of Mine Hazard Study (Villages)
- Golder - Mine Hazard Assessment (Lawson)
- Golder - Results of Subsurface Investigation of Coal Mines (Lawson)

Based on Parametrix' technical review, the following additional analysis is needed:

- See revised Scope of Work from Icicle Creek Engineers (ICE)- Attachment A-1.

## AIR QUALITY

### *Goal:*

Provide analyses of affected environment, potential impacts, and mitigation development for air quality.

### *Approach:*

#### Affected Environment

Existing air quality standards and non-attainment areas, maintenance areas, and attainment areas for various regulated pollutants will be described.

Existing information on climate change as it relates to residential development will be briefly characterized.

## SCOPE OF WORK (CONTINUED)

The likely extent of existing emissions from the site, including odors, will be qualitatively described. The emissions from vehicles will be qualitatively characterized based on trip generation and compared to regional emissions.

### Impacts Analysis

The likely extent of discharges from the site, including odors, will be qualitatively described. The emissions from vehicles will be qualitatively characterized based on trip generation. The emissions from the site and the relation to regional emissions will be compared to standards for pollutants and the likely contribution to exceedance of standards will be qualitatively described.

The contribution of the development to cumulative impacts of climate change will be characterized in accordance with current King County and/or Puget Sound Regional Council standards and guidelines.

Analysis will include reference to policies of the King County Comprehensive Plan policies for air quality and climate change.

Impact analysis will be based primarily on the MPD Concept Plan and transportation analysis.. Impacts of the alternatives will consist of order of magnitude comparison with the Concept Plan. The construction impacts analysis will address temporary effects during all phases of construction.

### Mitigation

Measures to reduce construction impacts will summarize BMPs incorporated in the proposal, as well as potential additional measures that would reduce air quality impacts.

### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

### ***Assumptions:***

The scope and budget for this task assumes the following:

- Air quality dispersion analysis of transportation related emissions will be based on the cumulative impacts scenario of both the Lawson Hill and Villages proposal.
- Dispersion analysis will be limited to up to four (4) intersections likely to represent the worst case based on a combination of criteria including the highest increase in traffic, and/or the highest overall volumes, and/or the worst LOS as determined by the professional judgement of the consultant.
- The air quality analysis will be adequate to characterize the magnitude of potential impacts but will not be sufficient to document compliance with FHWA or NEPA standards for future construction of roadway improvements.



## SCOPE OF WORK (CONTINUED)

- All contact with Ecology staff and other agencies will be by phone.

Collection and review of existing air quality information from the local Clean Air Authority, Department of Ecology and others, including boundaries of past and present non-attainment areas and maintenance areas. Review existing meteorological information for relevance in assessing impacts of construction and operation including use of wood stoves.

To date, the following documents have been received and reviewed by Parametrix:

- Environ - Air Quality Report (Lawson)
- Environ – Air Quality Report (Villages)

Based on Parametrix' technical review, the following additional analysis is needed:

- Evaluate air quality impacts when revised transportation analysis is complete
- As part of climate change section, perform qualitative evaluation of land use and transportation impacts when transportation analysis is complete
- Additional technical analysis not assumed; peer review not yet conducted

### **WATER:**

#### **Surface Water (Waterways, Floodplains, Water Quality)**

##### ***Goal:***

Provide analyses of affected environment, potential impacts, and mitigation for surface water resources.

##### ***Approach:***

##### **Affected Environment**

Existing surface water resources information will be used to address:

- The hydrologic cycle under natural conditions and as currently functioning on-site and in the vicinity
- Surface water locations, including existing drainage pathways and stormwater outfall locations
- Water body typing, water quality classifications, Clean Water Act listing status, Water Resource Inventory Area (WRIA) plans or other identified management strategies
- Relationship of surface water to wetlands on-site and off-site (off-site wetlands will be based on secondary resources)
- Relationship of surface water resources in the vicinity to Green River flows
- Surface water rights and withdrawals in the Green River Basin based on existing studies and records of recent restrictions on junior surface water withdrawals

##### **Impacts Analysis**

Short-term and long-term impacts of the proposal will include an assessment of:

## SCOPE OF WORK (CONTINUED)

- Typical impacts of urban development on the hydrologic cycle, including infiltration, interflow, aquifer recharge, streamflow, and other characteristics of existing streams and other waterways in the vicinity
- Construction impacts on water quality from erosion/sedimentation of discharge of hazardous materials
- Runoff impacts on surface water quantity groundwater recharge, flooding and potential erosion and downgradient impacts on receiving surface water channels will be assessed qualitatively. Compliance with King County surface water management standards will be presumed.
- Long-term impacts on water quality from use of the site including pollutants and nutrients in runoff will be based on literature that documents typical constituents of runoff from residential development

Impact analysis will be based on the proposal and through technical data as supplied by the applicant, and also through additional professional review and qualitative analysis performed by the engineer. Impacts of the alternatives will consist of order of magnitude comparison with the proposal.

This analysis will provide one of the parameters for analysis of impacts on aquatic resources and related wildlife habitat value in other sections.

### Mitigation

Measures to reduce construction impacts will summarize best management practices (BMPs) incorporated in the proposal requirements of city, county codes and Ecology NPDES nonpoint discharge statewide permit, as well as potential additional measures that would reduce impacts.

Measures to control long-term impacts will include surface water management measures not required by King County codes and a brief description of Low Impact Development (LID) practices that could be implemented, together with an order of magnitude characterization of effectiveness.

### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

### ***Assumptions:***

The scope and budget for this task assumes the following:

- Characterization of the regional watershed context will be provided by WRIA documents.
- Characterization of local surface water features will be based on topography, DNR stream maps, information in the applicant’s submittals and field reconnaissance.
- Existing literature will be used to characterize typical pollutants in runoff. No sampling will be conducted. No field work is included.

## SCOPE OF WORK (CONTINUED)

- Calculation of runoff volumes and required or proposed detention volumes or storm conveyance capacity will not be performed. This will be provided by applicant, and supplemented as needed to address level of detail for DEIS.
- Surface water rights in the regional watershed will be based on assessment in WRIA documents.
- Surface water rights in the vicinity will be based on the Ecology water rights database.

To date, the following documents have been received and reviewed by Parametrix:

- Triad - DRAFT (07/04/08) Stormwater Concept (Villages)
- Triad - Preliminary Stormwater TIR (Villages)
- Triad - Stormwater Concept (Lawson Hills)
- Triad - Stormwater Concept (Villages)
- Golder - Horseshoe Lake Water Levels memo
- Herrera - Horseshoe Lake Surface & Groundwater Project Site Characterization and Hydrologic Modeling
- Herrera - Horseshoe Lake Surface & Groundwater Alternatives Analysis and Final Recommendation
- AC Kindig - Water Quality TIR (Lawson)
- AC Kindig - Water Quality TIR (Villages)
- AC Kindig - Water Quality TIR Supplemental Memorandum (Lawson)

Based on Parametrix' technical review, the following additional analysis is needed:

- Evaluate potential increases in temperature and phosphorus loading expected with the use of traditional BMPs could be mitigated
- Evaluate stormwater for consistency with basin planning approach.
- Review all of the cross-referenced assumptions in various reports as related to hydrology and determine if foundation assumptions are valid

### Groundwater Movement/Quantity/Quality

#### ***Goal:***

Provide analyses of affected environment, potential impacts, and mitigation for groundwater resources.

#### ***Approach:***

##### Affected Environment

Existing groundwater resources information will be used to characterize groundwater resources including:

- Depth and character of aquifer (unconsolidated and consolidated)
- Estimated productivity and transmissivity based on pump test of public water supply wells in the vicinity
- Recharge characteristics of existing overburden on the site and immediate vicinity
- Connection to local surface water resources and wetlands in the vicinity

## SCOPE OF WORK (CONTINUED)

- Relationship to flow in the Green River and other surface water resources
- Estimated existing local withdrawal and known trends on depth and potential overwithdrawal
- Location of public water supply wells and capacity, as well as potential relationship with nearby wells.

Existing groundwater rights and withdrawals in the vicinity will be characterized in terms of total certificated and non-certificated withdrawals based on Ecology records and WRIA sources. Potential relationships of local groundwater resources with surface water rights will be characterized to the extent feasible with existing information.

### Impacts Analysis

Short-term and long-term impacts of the proposal will include assessment of:

- Potential construction impacts on groundwater quality from discharge of materials that might reach groundwater
- Typical impacts of urban or rural development on aquifer recharge due to interception by impervious surfaces and diversion to runoff
- Water quantity impacts on nearby wells from increased withdrawal of water from public water supply wells
- Long-term impacts on groundwater quality from use of the site for residential purposes including pollutants and nutrients applied to the surface based on literature sources that document long-term changes in water quality from urban development.
- Utilization of existing public water supply water rights will be evaluated based on the development potential of lands currently within the water district and the sufficiency of existing water rights to serve cumulative demand. The potential for use of wells exempt from water rights certification will be assessed if existing water rights are not sufficient for cumulative demand.

Impact analysis will be based primarily on the proposal. Impacts of the alternatives will consist of order of magnitude comparison with the proposal.

### Mitigation

Measures to reduce construction impacts will summarize BMPs for groundwater protection.

Measures to control long-term groundwater impacts will include general LID practices that encourage infiltration to groundwater and provide water quality, as well as specific measures based on specific impacts.

### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

## SCOPE OF WORK (CONTINUED)

### ***Assumptions:***

The scope and budget for this task assumes the following:

- Characterization of the local aquifer and groundwater resources will be based on existing information, including:
  - Review of Ecology well logs
  - Review of Ecology assessments related to new groundwater rights applications
  - Review of City Water well logs and records
  - Review of existing geological and groundwater reports
  - Review of file information at DNR Geological Survey library, and the University of Washington as accessed by web search
  - Characteristics of the overburden will be based on NRCS soil survey, well logs, and any soil information provided by the County Health Department from on-site sewage disposal permits
- No on-site investigation, including test pits or borings, will be performed
- No groundwater modeling will be performed
- Characterization of the regional groundwater context and potential relationships between groundwater and surface water will be provided by WRIA documents and existing USGS, DNR Geological Survey, and Ecology reports
- Groundwater water rights in the vicinity will be based on the Ecology water rights database.

To date, the following documents have been received and reviewed by Parametrix:

- Golder - Geology, Soils & Groundwater report (Lawson)
- AESI - Geology, Soils & Groundwater report (Villages)
- Golder - Aquifer Testing and Sampling Results (Villages)
- Herrera - Horseshoe Lake Surface & Groundwater Project Site Characterization and Hydrologic Modeling
- Herrera - Horseshoe Lake Surface & Groundwater Alternatives Analysis and Final Recommendation

Based on Parametrix' technical review, the following additional analysis is needed:

- Analyze groundwater quality data received from monitoring wells
- Pay particular attention to groundwater recharge in the Villages as related to Muckleshoot Fisheries scoping input

## VEGETATION AND WETLANDS

### ***Goal:***

Provide analyses of affected environment, potential impacts, and mitigation for vegetation communities and wetlands and characterization of their function as wildlife habitat, use by wildlife, including migration routes, and potential impacts on unique, threatened, or endangered species.

## SCOPE OF WORK (CONTINUED)

### ***Approach:***

#### **Affected Environment**

Describe plant communities in relation to wildlife habitat and the hydrologic cycle, which may indirectly affect the conditions that support plant and animal species, including wetlands.

Wetlands will be discussed in terms of functions and classification based on field reconnaissance of the site. Wetland boundaries will not be delineated. Wetlands will be classified in accordance with King County and Ecology rating systems.

The analysis will be based upon data provided by the applicant. If this analysis is considered insufficient based on review of the data and field reconnaissance, additional wetland work will be required. This additional work will be considered an amendment to this contract, and is not included in this scope.

#### **Impacts Analysis**

Impacts discussed will include displacement; degradation of wetland function; hydrologic impacts related to changes in stormwater volumes, infiltration, or water quality; and buffers and indirect impacts including noise and artificial light that could reduce habitat suitability for wildlife. Buffers will be evaluated based on City and County codes and Ecology guidelines, as well as in reference to any specific functions provided.

#### **Mitigation**

Mitigating measures will be identified for all impacts, to the extent that mitigation is feasible including potential opportunities to avoid, minimize, and compensate for impacts of the project, including buffers, restoration, and enhancement of vegetation and wetlands.

### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

### ***Assumptions:***

- There will be one (1) reconnaissance-level survey of vegetation and wetlands to review wetland classifications and delineations provided by the applicant. This is in addition to site visit in Task 3.
- No classification or delineation will be performed. If field review indicates a need for additional analysis or delineations, contract revisions will be required.

Collection and review of existing studies and resources on existing vegetation in the project vicinity will include studies prepared by or for the applicant, review of recent aerial photos, and existing literature and a reconnaissance-level field visit. The characterization will include whether existing information is adequate for identification of the vegetation classes, dominant species, successional stage, human disturbance, and current use.

## SCOPE OF WORK (CONTINUED)

One reconnaissance level field visit will take place. No delineation or classification will be prepared or verified.

To date, the following documents have been received and reviewed by Parametrix:

- Wetland Resources, Inc - Wetland Assessment (Lawson)
- Wetland Resources, Inc - Plants and Animals Assessment (Lawson)
- Wetland Resources, Inc - Wetland Assessment (Villages)
- Wetland Resources, Inc - Plants and Animals Assessment (Villages)

Based on Parametrix' technical review, the following additional analysis is needed:

- Reevaluate buffer impacts in each development based on draft SAO.
- Review hydrologic analyses and determine validity of assumptions relating to wetlands.

## WILDLIFE, FISH, ENDANGERED SPECIES

### *Goal:*

Provide analyses of wildlife habitat, use by wildlife, including migration routes, and potential impacts on unique, threatened, or endangered species.

### *Approach:*

#### Affected Environment

The analysis will be based upon technical documentation provided by the applicant.

The functions and values of habitat will be assessed on-site as well as in relation to off-site conditions, including the status of the site as portion of a corridor for animal movement. Habitat functions and value will be discussed in relationship to local state and federal policies for threatened, endangered, and priority species and habitat conservation areas.

The assessment of existing conditions and the impact analysis will be based upon report data provided by the applicant. Additional information on affected environment will include:

- Update of Priority Habitat Species (PHS) data
- Supplement information from documented elk use by local residents and WDFW. Characterize in terms of corridors for use and movement during the fall rutting season and during early winter

#### Impacts Analysis

Impacts addressed will include a range of potential impacts including, but not limited to removal of habitat and habitat fragmentation; direct effects on wildlife from construction or use, such as direct mortality, noise disturbance, or other disruption of habitat areas, including from domestic animals; interference to critical life functions; effects on migration or dispersal; and impacts on reproduction, rearing, and other lifecycle stages. The discussion of water resources including streams and other waterways and floodplains in the vicinity will be integrated with the discussion of habitat. Fish and aquatic organisms will be discussed in terms of the extent to which groundwater impacts may affect low summer flows and temperature. Potential impacts of erosion and sedimentation will be discussed as it may affect fish-bearing streams in the immediate vicinity.

## SCOPE OF WORK (CONTINUED)

Additional impact analysis will include

- Review additional information from WDFW biologists and other studies of fish and wildlife use of the area, particularly the function of the site and vicinity in wildlife movement
- Conduct review of recent peer-reviewed literature on effects of residential development on wildlife (particularly elk and forest carnivores) to assist in evaluating impact of different densities and clustering
- Review existing stream and fisheries data sources for streams on, and downgradient of, the property

### Mitigation

Mitigation measures will be identified for all impacts, to the extent that mitigation is feasible, including potential opportunities to avoid, minimize, and compensate for impacts of the project, including buffers, restoration, and enhancement of vegetation and habitat.

### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

### ***Assumptions:***

- WDFW personnel will be contacted and phone interviewed.
- No field work is included in this Task

Collection and review of existing information will include the baseline of existing environmental conditions for the area potentially affected by the proposal. Fish and wildlife species potentially affected by the project will be identified along with any potential suitable habitat, critical habitat. The nearest location of threatened, endangered or priority species and habitats will be identified through the WDFW Priority Habitat and Species (PHS) data. WDFW personnel will be contacted and phone interviewed.

One reconnaissance level survey of habitat conditions will take place.

To date, the following documents have been received and reviewed by Parametrix:

- Cedarrock - Fisheries Technical Report (Villages)
- Cedarrock - DRAFT Fisheries Technical Report (Lawson)
- Wetland Resources, Inc - Plants and Animals Assessment (Lawson)
- Wetland Resources, Inc - Plants and Animals Assessment (Villages)

Based on Parametrix’ technical review, the following additional analysis is needed:

- Reevaluate buffer impacts in each development based on draft SAO.
- Review hydrologic analyses and determine validity of assumptions relating to streams (impacts to instream flows)
- Telephone interview with WDFW staff



## SCOPE OF WORK (CONTINUED)

- Incorporate evaluation of PHS data into discussions
- Determine locations of critical habitat for species other than bull trout in the area
- Determine specific locations of EFH

### ENVIRONMENTAL HEALTH, NOISE

#### ***Goal:***

Address impacts of the proposal on noise levels in the area including construction noise and long-term noise levels associated with use of the site, as well as the impacts of noise sources in the area on use of the proposal.

#### ***Approach:***

##### Affected Environment

- State and local noise control regulation relevant to this project will be presented, emphasizing any regulations applying to construction as well as to specific uses located on site.
- Ambient noise levels will be characterized by sound level measurements at up to four (4) sites on a typical weekday.

##### Impacts Analysis

- A qualitative discussion will be provided of noise levels associated with construction. This will include a description of the sound levels associated with equipment required to complete specific tasks. The range of noise levels expected at properties near the construction site will be described. The difference between an environmental noise impact and the relatively short-term but potentially disruptive nuisance of construction noise will be explained.
- A qualitative discussion will be provided of long term noise impacts from uses proposed on the site.
- Traffic noise related to the proposal will be assessed on major arterials where volumes increase substantially or on new roadways through established residential areas. No traffic noise analysis will be performed internal to the project.
- Noise analysis will be based on the cumulative traffic volume impacts of both Lawson Hills and the villages with the alternative that produces the highest traffic volumes.
- Transportation noise modeling will use a simplified version of the FHWA TNM methodology equivalent to the “look-up table” methodology and may include simplified modeling of typical roadway sections incorporating road configuration gradient and gradient without modeling of topographic variation outside the road prism.
- Noise modeling will be limited to up to six roadway sections providing a worst case

## SCOPE OF WORK (CONTINUED)

Impact analysis will be based primarily on the proposal. Impacts of the alternatives will consist of order of magnitude comparison with the proposal. The effects of the alternatives for tenure on the frequency of occupancy and related noise will be described.

### Mitigation

- A qualitative discussion will address measures to reduce construction impacts, including a variety of Best Management Practices (BMPs) related to standard construction practices.
- A qualitative discussion will identify measures to reduce activities on the site that affect receivers off-site.
- Mitigation measures for transportation related noise will include the approximate reduction in noise levels produced by noise walls or other measures without modeling of topography or other features between the roadway and typical receivers.

### ***Deliverables:***

- Preliminary Affected Environment and Impacts for staff review (to be incorporated in a single Preliminary Draft EIS transmittal with other elements of the environment)
- Incorporation of revisions to respond to staff comments in the “print ready” Draft EIS section

### ***Assumptions:***

- No modeling will be performed for on-site sound levels. .
- Analysis of transportation related noise will be based on the cumulative impacts scenario of both the Lawson Hill and Villages proposal.
- Transportation noise modeling will use a simplified version of the FHWA TNM methodology equivalent to the “look-up table” methodology and may include simplified modeling of typical roadway sections incorporating road configuration gradient and gradient without modeling of topographic variation outside the road prism. Receptor locations will be based on existing building locations or typical setbacks provided for in land use regulations.
- Transportation related noise analysis will be limited to up to six (6) roadway sections likely to represent the worst case based on a combination of criteria including the highest increase in traffic, and/or the highest overall volumes, and/or most sensitive receptors as determined by the professional judgment of the consultant.
- The noise analysis will be adequate to characterize the magnitude of potential impacts but will not be sufficient to document compliance with FHWA or NEPA standards for future construction of roadway improvements or to establish the cost effectiveness of noise mitigation measures or to establish an estimate of the monetary cost of the measures or the monetary share that might be attributable to the project.

## SCOPE OF WORK (CONTINUED)

Noise conditions in the area will be characterized by review of existing studies and collection of noise monitoring information from up to four (4) sites in the vicinity consisting of 15 minute readings at locations to be coordinated with city staff.

One field reconnaissance visit is presumed.

To date, the following documents have been received and reviewed by Parametrix:

- Environ – Noise Report (Lawson)
- Environ – Final Noise Report 10/31/08 (Villages)
- Environ – Final Noise Report 11/4/08 (Villages)

Based on Parametrix' technical review, the following additional analysis is needed:

- Qualitative-level noise analysis will be conducted when transportation analysis is complete.
- Additional technical analysis not assumed; peer review not yet conducted.

## DEIS DOCUMENT PREPARATION

Original scope, dated 4/9/08, assumed:

- All existing site plans, building plans, and other project maps and graphics will be provided in electronic format by the applicant.
- Graphics from exiting reports will be published without further graphics beyond formatting to fit the page style of the document.

Revised scope assumes:

- Parametrix to prepare GIS & Graphics for purposes of preparing the DEIS and FEIS.

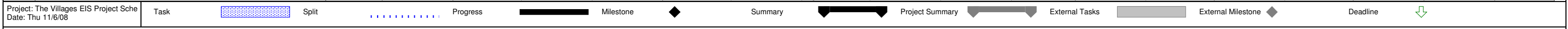
**PROJECT: The Villages and Lawson Hills Environmental Impact Statements**

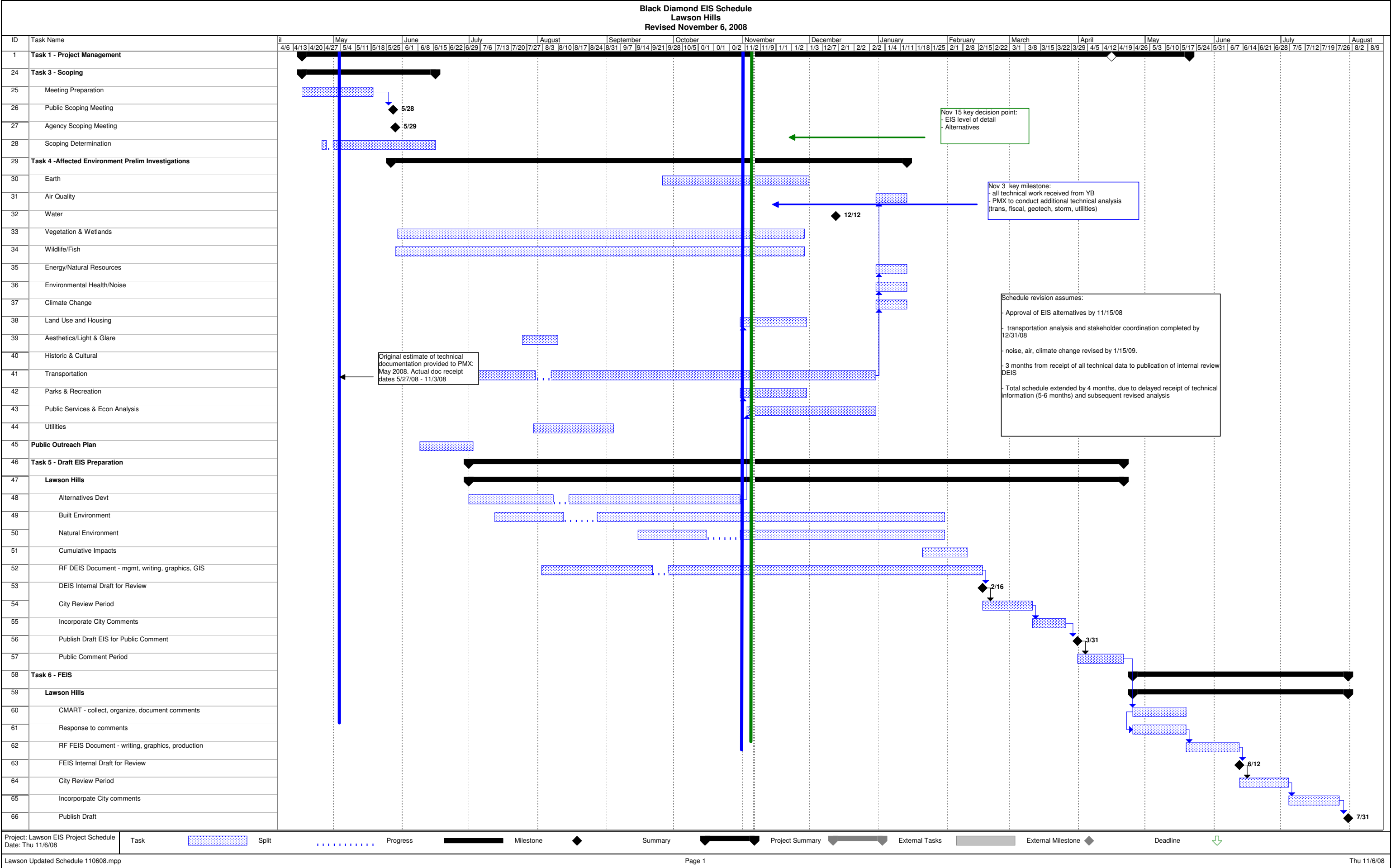
PMX #				STAFF	Susan Graham PIC/PM	David Sherrard Bull Env Lead	Trans Engineer	Sr. Trans Engineer	Stephanie Miller RF Lead	Planner I	Planner II	Derek Chishom Cultural Resources	Christy Bailey wetlands	Planner III	Austin Fisher Engr Lead	Traffic Analysis Engineer I	Traffi Analysis Engineer II	Engineer I	Engineer II	Utilities Engr	GIS	Sr. GIS	Word Proc	Document Mgmt	Admin Support		EIS PREPARATION	
			Multiplier = 1.0	RATES	\$195.00	\$155.00	\$140.00	\$210.00	\$175.00	\$80.00	\$95.00	\$130.00	\$125.00	\$105.00	\$170.00	\$100.00	\$105.00	\$65.10	\$150.00	\$125.00	\$100.00	\$110.00	\$75.00	\$75.00	\$75.00			
PHASE	TASK	IRG CODE	1.00	BILL RATES	\$195.00	\$155.00	\$140.00	\$210.00	\$175.00	\$80.00	\$95.00	\$130.00	\$125.00	\$105.00	\$170.00	\$100.00	\$105.00	\$65.10	\$150.00	\$125.00	\$100.00	\$110.00	\$75.00	\$75.00	\$75.00	HOURS	TASK COST	
1			Project Management /Quality Control (13 months)																									
			Project Administration				40	24			40														40	144	\$18,320	
			Project Meetings (monthly)				40	12	12						12										40	124	\$17,780	
			Council/Planning Commission updates (quarterly)				16																		40	64	\$7,520	
			QA				40																			80	\$14,800	
2			Scoping and Early Coordination (Both MPDs included)																									
	2.1		Mtg Preparation (public and agency)				16	16	8		8				8											56	\$8,720	
	2.2		Meeting Attendance (Public and Agency)				12	12	12						12											60	\$8,880	
	2.3		Scoping Determination				4	4	4						4	16								4	4	40	\$4,540	
	2.4		Public Involvement Plan Devt (assumes quarterly contact)				24				8	40	40			8						40	8		8	176	\$20,040	
3			Affected Environment Preliminary Investigations (Both MPDs)																									
			Built Environment																									
	3.1		Land use/Housing,				2	8			8															26	\$3,670	
	3.2		Aesthetics, Light/Glare				2	8			8															18	\$2,270	
	3.3		Historic and cultural				2	4				8		16												30	\$3,730	
	3.4		Transportation:				2					8			8	16										34	\$4,110	
	3.5		Noise				2	4				8							16							30	\$4,170	
	3.6		Park and Recreation Analysis				2	4				8														14	\$1,650	
	3.7		Public Services				2					8	8													18	\$1,790	
	3.8		Utilities				2					8	8			8				16						42	\$5,150	
	3.9		Economic/Fiscal Impacts				2	8				8														18	\$2,270	
	3.10		Summary of Findings				8	16				8			4							16	16		8	96	\$11,400	
			Natural Environment																									
	3.11		Earth, Geology, Soils				2		4																	6	\$950	
	3.12		Air Quality				2		4										16							22	\$3,350	
	3.13		Waterways, Floodplains, Water Quality				2		4									40								46	\$3,554	
	3.14		Vegetation and Wetlands				2		4				40													46	\$5,950	
	3.15		Wildlife, Fish, Endangered Species				2		40																	42	\$5,990	
	3.16		Energy/Env Health/Climate Change				4	8				8														20	\$2,660	
	3.17		Summary of Findings				4	4	8			8										16			8	52	\$6,220	
4			Draft EIS Preparation (2 Docs - The Villages and Lawson Hills)													8						16			16	40	\$3,760	
	4.1		Alternatives Development (3)				28	28			4	40		4		4			4				16			128	\$16,900	
	4.2		Built Environment																									
	4.3		Land Use/Housing				16	16			6	8	16													62	\$8,810	
	4.4		Aesthetics, Light/Glare				8	16			6	16												16		62	\$7,810	
	4.5		Historic and cultural				4	8			4	8	12											16		52	\$6,240	
	4.6		Transportation (by MPD)				28	8		64	4		8			12	16	374		164		12		10	4	10	714	\$92,110
	4.7		Transportation (Cumulative)				4	8			4	8				12	16							4		56	\$7,420	
	4.8		Noise				8	16			6	16					16							16		78	\$9,410	
	4.9		Park and Recreation Analysis				8	16			6		16											16		62	\$7,810	
	4.10		Public Services				4	8			4	8												4		28	\$3,780	
	4.11		Utilities				4	8			4	8			24	52				40				4		144	\$20,140	
	4.12		Economic/Fiscal Impacts				8	16			6	16												16		62	\$7,810	
	4.13		Cumulative Effects (prepare once, incl in both docs)				4	8			8	8												4		32	\$4,480	
			Natural Environment																									
	4.14		Earth, Geology, Soils				4	2	8		4	8			4									4		34	\$4,530	
	4.15		Air Quality				6		16		8	16												16		62	\$7,290	
	4.16		Waterways,Floodplains,Water Quality				4		8		4	8			12	8	40			8	40				4	136	\$19,201	
	4.17		Vegetation and Wetlands				2		8		4	8		28	8									4		62	\$7,490	

*This budget replaces and supersedes the previous version, dated April 9, 2008*

PMX #			STAFF	Susan Graham PIC/PM	David Sheppard Bull Env Lead	Trans Engineer	Sr. Trans Engineer	Stephanie Miller RF Lead	Planner I	Planner II	Derek Chishom Cultural Resources	Chrisoy Bailey wetlands	Planner III	Austin Fisher Engr Lead	Traffic Analysis Engineer I	Traff Analysis Engineer II	Engineer I	Engineer II	Utilities Engr	GIS	Sr. GIS	Word Proc	Document Mgmt	Admin Support		EIS PREPARATION	
Multiplier = 1.0				RATES	\$195.00	\$155.00	\$140.00	\$210.00	\$175.00	\$80.00	\$95.00	\$130.00	\$125.00	\$105.00	\$170.00	\$100.00	\$105.00	\$65.10	\$150.00	\$125.00	\$100.00	\$110.00	\$75.00	\$75.00	\$75.00		
PHASE	TASK	RG CODE	1.00	BILL RATES	\$195.00	\$155.00	\$140.00	\$210.00	\$175.00	\$80.00	\$95.00	\$130.00	\$125.00	\$105.00	\$170.00	\$100.00	\$105.00	\$65.10	\$150.00	\$125.00	\$100.00	\$110.00	\$75.00	\$75.00	\$75.00	HOURS	TASK COST
	4.18		Wildlife, Fish, Endangered Species		2		16		8	16			36	8									4		90	\$10,950	
	4.19		Energy/Env Health/Climate Change		20	16		8	8				24	30									16		122	\$15,770	
			Cummulative Effects (prepare once, incl in both docs)		4	8		8		8													8		36	\$4,780	
			RF DEIS Document																								
	4.20		mgmt, writing, graphics, GIS		60	80	40	40	80	80				24						100	120	120	120	24	888	\$97,780	
	4.21		Document Production (200 copies)					16	16	16													24	24	96	\$9,200	
	4.22		Public Process (1 open house,2 prelim hearings)		12	12	12		24	24	24			12							12			16	148	\$18,840	
5			Final EIS Preparation (2 Docs - The Villages and Lawson Hills)																					16			
	5.1		CMART - collect, organize, document comments (200)		8	8	8		24	40	40			8									8	8	152	\$17,680	
	5.2		Response to comments		12	12	12		40	80	40			12									40	16	264	\$29,320	
	5.3		RF FEIS Document - writing, graphics, production		24	24	16		40	40	40												60	16	260	\$30,340	
	5.4		Document Production (100 copies)					12	12	12													16	16	68	\$6,600	
	5.5		Public Process (2 hearing)		12	12	12			12	12			12											8	80	\$10,620
6			Public Outreach																								
	6.1		Stakeholder Meetings- Trans		8			8					8	8					6						38	\$5,980	
	6.2		Public Meetings (non-SEPA related)		16	16				16			12												60	\$8,380	
	6.3		Additional Meetings (YBG, etc.)		24	12																			36	\$6,540	
Labor Subtotal					578	490	256	72	390	592	520	28	164	86	252	72	374	52	242	56	112	236	158	424	302	5456	\$677,255
Salary Escalation				Estimated % of project completed before next salary increase																							
				Estimated % of next salary increase																							
In-House Expense				Item	Quantity	Unit Cost	Direct Cost																				
				Mileage	2400	\$0.448					\$1.075													\$1.075			
				Photocopies	1000	\$0.10					\$100													\$100			
Outside Expenses				Description	Direct Cost					Markup %																	
SubConsultant - Icidle Creek Engineers				Geology/soils	\$61,100					10%													\$67,210				
SubConsultant - Ben Frerichs				Economic/Fiscal	\$30,000					10%													\$33,000				
Other Expenses																											

**Black Diamond EIS Schedule**  
**The Villages**  
**Revised November 6, 2008**





*This budget is in addition to the original budget, dated April 9, 2008*

PMX #				STAFF	PIC/PM	Sr. Engineer	Sr. Transp Engineer	RF Lead	Planner I	Planner II	Cultural Resources	Wetlands	Planner III	Engr Lead	Traffic Analysis Engineer	Sr. Engineer	Utilities Engr	GIS Graphics	Word Proc	Document Mgmt	Admin Support		EIS PREPARATION
			Multipier = 1.0	RATES	\$195.00	\$155.00	\$210.00	\$175.00	\$80.00	\$95.00	\$130.00	\$125.00	\$105.00	\$170.00	\$105.00	\$150.00	\$125.00	\$110.00	\$75.00	\$75.00	\$75.00		
PHASE	TASK	RG CODE	1.00	BILL RATES	\$195.00	\$155.00	\$210.00	\$175.00	\$80.00	\$95.00	\$130.00	\$125.00	\$105.00	\$170.00	\$105.00	\$150.00	\$125.00	\$100.00	\$75.00	\$75.00	\$75.00	HOURS	TASK COST
1			Project Management /Quality Control (13 months)																				
			Project Administration																				
			Project Meetings (monthly)																				
			Council/Planning Commission updates (quarterly)																				
			QA																				
2			Scoping and Early Coordination (Both MPDs included)																				
	2.1		Mtg Preparation (public and agency)																				
	2.2		Meeting Attendance (Public and Agency)																				
	2.3		Scoping Determination																				
	2.4		Public Involvement Plan Devt (assumes quarterly contact)																				
3			Affected Environment Preliminary Investigations (Both MPDs)																				
			Built Environment																				
	3.1		Land use/Housing,																				
	3.2		Aesthetics, Light/Glare																				
	3.3		Historic and cultural																				
	3.4		Transportation:																				
	3.5		Noise													16						16	\$2,400
	3.6		Park and Recreation Analysis																				
	3.7		Public Services																				
	3.8		Utilities																				
	3.9		Economic/Fiscal Impacts																				
	3.10		Summary of Findings																				
			Natural Environment																				
	3.11		Earth, Geology, Soils																				
	3.12		Air Quality													16						16	\$2,400
	3.13		Waterways, Floodplains, Water Quality																				
	3.14		Vegetation and Wetlands																				
	3.15		Wildlife, Fish, Endangered Species																				
	3.16		Energy/Env Health/Climata Change																				
	3.17		Summary of Findings																				
4			Draft EIS Preparation (2 Docs - The Villages and Lawson Hills)																				
	4.1		Alternatives Development (3)		20	16			32	</													



*This budget is in addition to the original budget, dated April 9, 2008*

PMX #				STAFF	PIO/PM	Sr. Engineer	Sr. Transp Engineer	RF Lead	Planner I	Planner II	Cultural Resources	Wetlands	Planner III	Engr Lead	Traffic Analysis Engineer	Sr. Engineer	Utilities Engr	GIS Graphics	Word Proc	Document Mgmt	Admin Support		EIS PREPARATION	
			Multplier = 1.0	RATES	\$195.00	\$155.00	\$210.00	\$175.00	\$80.00	\$95.00	\$130.00	\$125.00	\$105.00	\$170.00	\$105.00	\$150.00	\$125.00	\$110.00	\$75.00	\$75.00	\$75.00			
PHASE	TASK	RG. CODE	1.00	BILL RATES	\$195.00	\$155.00	\$210.00	\$175.00	\$80.00	\$95.00	\$130.00	\$125.00	\$105.00	\$170.00	\$105.00	\$150.00	\$125.00	\$100.00	\$75.00	\$75.00	\$75.00	HOURS	TASK COST	
	4.18		Wildlife, Fish, Endangered Species From Applicant									24	8									32	\$3,840	
	4.19		Energy/Env Health/Climate Change Tech Memo/Appendix	4	8							24	30									66	\$8,170	
			Cummulative Effects (prepare once, incl in both docs)																					
			RF DEIS Document																					
	4.20		mngmt, writing, graphics, GIS															100				100	\$10,000	
	4.21		Document Production (200 copies)																					
	4.22		Public Process (1 open house,2 prelim hearings)																					
5			Final EIS Preparation (2 Docs - The Villages and Lawson Hills)																					
	5.10		CMART - collect, organize, document comments (200)																					
	5.2		Response to comments																					
	5.3		RF FEIS Document - writing, graphics, production																					
	5.4		Document Production (100 copies)																					
	5.5		Public Process (2 hearing)																					
6			Public Outreach																					
	6.10		Stakeholder Meetings- Trans	8		8						8	8			6							38	\$5,980
	6.2		Public Meetings (non-SEPA related)	16	16			16				12											60	\$8,380
	6.3		Applicant Meetings	24	12																		36	\$6,540
Labor Subtotal				108	54	72		56				96	86	84	374	242	24	112	10		10	1328	\$175,610	
In-House Expense				Item	Quantity	Unit Cost		Direct Cost																
				Mileage		\$0.448																		
				Photocopies		\$0.10																		
Outside Expenses				Description				Direct Cost	Markup %															
				SubConsultant - Icicle Creek Engineers	Geology/soils		\$26,100		10%															\$28,710
				SubConsultant - Ben Frerichs	Economic/Fiscal																			

# CITY COUNCIL AGENDA BILL

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

ITEM INFORMATION			
<b>SUBJECT:</b> <b>Resolution No. 08-554, authorizing the Mayor to sign Addendum #2 to the Interlocal Agreement for Fire Protection and related emergency services with Fire District #44</b>	<b>Agenda Date: November 20, 2008</b>		<b>AB08-122</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Howard Botts		
	City Administrator –Gwen Voelpel	X	
	City Attorney – Loren D. Combs		
	City Clerk – Brenda L. Streepy		X
	Finance – May Miller		
	Public Works – Dan Dal Santo		
	Economic Devel. – Andy Williamson		
	Police –		
Timeline:	Court – Kaaren Woods		
Cost Impact:			
Fund Source:			
<b>Attachments: Resolution No. 08-554, Addendum #2</b>			
<b>SUMMARY STATEMENT:</b>  <p>The City and King County Fire Protection District No. 17 entered into an interlocal agreement (ILA) dated the 3<sup>rd</sup> day of October 2002. The District 17 Agreement authorized the City to provide fire prevention, education, suppression and emergency medical care service for the property and citizens within District 17.</p> <p>In anticipation of a vote by the citizens to authorize a merger of District 17 into District 44, the two districts and the City entered into a Memorandum of Agreement (MOU) dated the 17th day of April, 2008.</p> <p>The election to merge was held and the merger was approved, and the merger will become effective on January 1, 2009. The merger necessitates the amendment of the ILA in order to eliminate the references to issues that are only relevant while District 17 continued to exist as a separate legal entity.</p>			
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b>			
<b>RECOMMENDED ACTION: MOTION to adopt Resolution No. 08-554, authorizing the Mayor to sign a addendum #2 to the Interlocal Agreement for Fire Protection and related emergency services with Fire District #44.</b>			
<b>RECORD OF COUNCIL ACTION</b>			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	
November 20, 2008			

RESOLUTION NO. 08-554

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON AUTHORIZING THE MAYOR TO AMEND THE EXISTING INTERLOCAL AGREEMENT FOR FIRE PROTECTION AND RELATED EMERGENCY SERVICES BETWEEN KING COUNTY FIRE PROTECTION DISTRICT NO. 44 AND THE CITY OF BLACK DIAMOND BY ADOPTING A SECOND ADDENDUM TO THAT INTERLOCAL AGREEMENT

WHEREAS, the City and King County Fire Protection District No. 44 ("District 44") entered into an Interlocal Agreement dated April 6, 2006 which is still in effect, and under which fire prevention, education, suppression and emergency medical care services (collectively "Fire Department Services") are provided for the property and citizens within the City of Black Diamond; and

WHEREAS, since entering into this Agreement, an election was held in which the voters chose to merge King County Fire Protection District No. 17 ("District 17") with District 44, with the merger to become effective on January 1, 2009; and

WHEREAS, the existing Agreement needs to be amended to reflect the upcoming merger of these two fire districts; and

WHEREAS, the merger also provides an opportunity to simplify the provisions in the Agreement related to determining cost of service; and

WHEREAS, THE City is authorized under RCW 35A.11.040 and Chapter 39.34 RCW to enter into the Second Addendum. Therefore,

BE IT RESOLVED that the Mayor is hereby authorized to enter into the Second Addendum to the Interlocal Agreement for Fire Protection and Related Emergency Services, substantially in the form attached as Exhibit A;

BE IT FURTHER RESOLVED that the Mayor is authorized to make minor changes to said Agreement in order to take into account scrivener's corrections or administrative matters that do not affect the substance of the Agreement and are within his authority as the City's Chief Administrative Officer.

ADOPTED by the City Council at an open public meeting held on the 20<sup>th</sup> day of November, 2008.

---

Mayor Howard Botts

Attest:

---

Brenda Streepy, City Clerk

*VSIClient/BlackDiamondGeneral 18256/RESOL/Resol FireAddendum*

When Recorded, Return To:

Loren D. Combs  
VSI Law Group PLLC  
3600 Port of Tacoma Road, Suite 311  
Tacoma, WA 98424

**SECOND ADDENDUM  
TO THE  
INTERLOCAL AGREEMENT FOR FIRE PROTECTION  
AND RELATED EMERGENCY SERVICES  
BETWEEN  
KING COUNTY FIRE PROTECTION DISTRICT NO. 44  
AND THE CITY OF BLACK DIAMOND**

1. Date and Parties. This Second Addendum (“2nd Addendum”) to the April 6, 2006 Interlocal Agreement for Fire Protection and Related Emergency Services between King County Fire Protection District No. 44 and the City of Black Diamond (“ILA”), for reference purposes only, is dated the \_\_\_\_ day of \_\_\_\_\_, 2008 (“Effective Date”), and is entered into by and between KING COUNTY FIRE PROTECTION DISTRICT NO. 44, herein referred to as “District 44,” and the CITY OF BLACK DIAMOND, herein referred to as the “City.”

2. Authority.

2.1 The ILA was entered into by the City under the authority of RCW 35A.11.040 as authorized by the City Council on the 6<sup>th</sup> day of April, 2006 by the adoption of Resolution No. 399.

2.2 The ILA was entered into by District 44 under the authority of RCW 52.12.031 as authorized by its Board of Commissioners on the 28th day of March, 2006 by the adoption of Resolution No. 405 2006.

10/31/08 THIRD DRAFT FOR COUNCIL and COMMISSION DISCUSSION PURPOSES

2.3 The 2<sup>nd</sup> Addendum complies with the provisions of the Interlocal Cooperation Act as set forth RCW Chapter 39.34, which also provides additional authority for the contracting parties to enter into the 2<sup>nd</sup> Addendum.

2.4 The 2nd Addendum is entered into by the City under the authority of RCW 35A.11.040 as authorized by the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2008 by the adoption of Resolution No. \_\_\_\_.

2.5 The 2nd Addendum is entered into by District 44 under the authority of RCW 52.12.031 as authorized by its Board of Commissioners on the \_\_\_\_ day of \_\_\_\_\_, 2008 by the adoption of Resolution No. \_\_\_\_\_.

3. General Recitals.

3.1 The City and King County Fire Protection District No. 17 ("District 17") entered into an agreement dated the 3<sup>rd</sup> day of October 2002, a true and correct copy of which is attached as Exhibit 1 to the 2nd Addendum ("District 17 Agreement"). The District 17 Agreement authorized the City to provide fire prevention, education, suppression and emergency medical care service (collectively "Fire Department Services") for the property and citizens within District 17.

3.2 The parties hereto entered into the ILA because; 1) District 44 had ( and continues to have) a substantially larger staff than the City, and the economies of scale that would arise by it serving the City and District 17 service areas would allow it to provide better response times to the City and District 17, at a cost that is less than or equal to what was currently costing the City and District 17 to provide the current level of service and 2) it would allow District 44 to provide on behalf of the City and District 17 the Fire Department Services contemplated by the District 17 Agreement.

3.3 In anticipation of a vote by the citizens to authorize a merger of District 17 into District 44, the two districts and the City entered into a Memorandum of Agreement dated the 17th day of April, 2008 ("MOA").

3.4 The election to merge was held and the merger was approved, and the merger will become effective on January 1, 2009.

3.5 The merger necessitates the amendment of the ILA in order to eliminate the references to issues that are only relevant while District 17 continued to exist as a separate legal entity.

3.6. Since the parties are intending to amend the ILA in order to make changes necessitated by the merger, and since both parties to the ILA are pleased with the existing relationship between them they have also decided to add simplified provisions relating to determining the cost of service.

3.7 For ease of reference and ease of use, the parties have set forth in this Amendment all of the provisions of the ILA and the June 15, 2007 First Addendum to the ILA ("First Addendum") that will remain in effect, so that, except for historical purposes, it will no longer be necessary to refer back to the ILA or the First Addendum, but all operative provisions will be set forth in their entirety in this 2nd Addendum.

4. 2ND Addendum Term.

4.1 The ILA term commenced on the April 6, 2006, and the term of the 2nd Addendum, which incorporates the terms of the ILA, except as herein modified, shall remain in effect until terminated by operation of law, or in accordance with sections 4.2, 4.3 or 4.4 below.

4.2 The 2<sup>nd</sup> Addendum may be terminated by District 44 if the City fails to timely make payments required under the 2<sup>nd</sup> Addendum terms. District 44 may seek specific performance of the 2<sup>nd</sup> Addendum or such other equitable relief as may be deemed appropriate by the arbitrator.

4.3 The City may terminate the 2<sup>nd</sup> Addendum if District 44 fails to provide the services required to be provided as set forth in the 2<sup>nd</sup> Addendum. The City may seek specific performance of the 2<sup>nd</sup> Addendum or such other equitable relief as may be deemed appropriate by the arbitrator.

4.4 Either party may terminate the 2nd Addendum, but the effective date for termination shall be the 1<sup>st</sup> day of the calendar year that is at least 1095 days from the date that the written notice of intent to terminate is provided to the other party. The parties may agree, by subsequent written addendum to this 2nd Addendum, to an earlier termination date.

4.5 If either party seeks to terminate the 2nd Addendum pursuant to either paragraph 4.2 or 4.3, then they must first give the other party thirty (30) days notice of the intent to terminate and the reasons therefore. If the other party disputes the legitimacy of the grounds for termination under the terms of the 2nd Addendum, then the 2nd Addendum shall not terminate until such time as the dispute resolution process of paragraph 26 has been completed. If the matter proceeds to arbitration and arbitrator determines the grounds for termination are valid then the 2nd Addendum shall terminate thirty (30) days from the date of the arbitrator's decision.

5. Services to be Provided by District 44 - Generally.

5.1 District 44 will provide to the City, and to the people and property within the City limits, the services provided within District 44's current service area, which includes fire suppression, emergency medical services, hazardous materials incident response, administrative services and dispatching services as further elaborated below. The response time level of service for fire suppression that is being used for purposes of this agreement, and the cost of services related thereto, is for that District 44 arrive at 80 percent of the calls within the City within 9 minutes of the call for service. If the City desires a higher level of service, then the parties will meet to negotiate the fair rate of compensation that will be needed to provide that level of service.

5.2 Such services shall be rendered on the same basis as such services are rendered to other areas within the District or with which the District has contracts, but the District assumes no liability for failure to do so by reason of any circumstances beyond its control. In the event of simultaneous fires or medical aid calls within the City and outside of the City whereby facilities of the District are taxed beyond its ability to render equal protection, then officers and agents of the District shall have discretion as to which call shall be answered first. The District shall be the sole judge as to the most expeditious manner of handling and responding to emergency calls. In such cases, mutual aid from nearby fire agencies shall be requested as per the King County Mutual Aid Agreement.

6. Dispatch Services.

6.1 Dispatch services shall be provided by District 44 through contract with Valley Communications. The fee for this service is included in the cost of service set forth in paragraph 14 below.

7. Fire Suppression Services.

7.1 District 44 shall provide the same fire suppression services it provides elsewhere in District 44 service area, subject to the staffing requirements and equipment requirements set forth below.

8. Fire Prevention Services.

8.1 District 44 will provide fire prevention and education services to the City and to the property owners, residents and businesses within the City. District 44 will provide a minimum of one full-time Public Education/Prevention specialist to assist in providing this service. This person is in addition to the current District staffing in District 44's Prevention Division.



8.2 It is anticipated that the City and District 44 will develop an implementation plan that will highlight the priority events for the City, and District 44 will then prioritize its staffing attention to accommodate that priority scheduling. It is assumed that District 44, will, throughout the year, receive from residents, property owners, and/or business people within the City, requests for other prevention and education services and District 44 will accommodate those requests, as staffing allows, as it would do under similar circumstances for requests within District 44 service area.

9. Emergency Medical Services.

9.1 District 44 will provide emergency medical service at a BLS level of service through the use of EMT certified personnel. In the event a private ambulance unit is needed for patient transport and it is not available, or the anticipated delay in arrival by the private transport would be, in the opinion of District personnel, detrimental to the patient's health and welfare, District 44 will transport the patient in a District aid car. Advance life support will be provided by King County Medic One.

10. Staffing for Emergency Medical Services and Fire Suppression Services.

10.1 District 44 shall provide a minimum staffing level within the City service area, at a City facility, a minimum of two (2) on duty personnel twenty-four hours a day, seven days per week. This shall be referred to as the minimum staffing level.

10.2 It is intended that the minimum staffing level will be met by a combination of career and volunteer personnel. However, District 44, if necessary to meet the minimum staffing level, shall use overtime career personnel at no additional cost to the City. There shall be a minimum of two (2) career personnel from 0600 hours to 1800 hours each day. It is anticipated that there would be a minimum of two (2) volunteer personnel from 1800 hours to 0600 hours each night. Each day from 0600 hours to 1800 hours there shall be at least one (1) career personnel stationed within the City with a rank no lower than lieutenant.

10.3 The minimum staffing personnel shall have the qualifications necessary to meet the emergency service level of service set forth in paragraph 9.1.

10.4 The City and District shall periodically review staffing level needs in order to take into account needed levels of service for the City as its population and commercial base increases.

11. Administrative Services.

11.1 All administrative services currently performed by District 44 for District operations shall also be performed relating to the services provided to the City pursuant to the terms of the 2nd Addendum.

12. Hazardous Materials Incident Response.

12.1 District 44 shall provide operational level hazardous materials response capabilities at the same level currently provided to its service area, either by District employees, or by contract. The service to be provided by District 44 does not include clean up, remediation or cost recovery from hazardous materials.

13. Fire Marshal Services.

13.1 District 44 agrees to provide the following Fire Marshal services within the boundaries of the City, utilizing State Codes and local ordinances as adopted by the City: to include, but not be limited to, Development plan review and approval; witness testing of sprinkler and other fire suppression systems and detection systems in new construction; witness testing of gas pipes in new construction; inspection and witness testing of fire flows in new construction; occupancy inspections; wood stove inspections; fireworks permit and other related permits; code interpretation and enforcement in conjunction with construction; inspection of commercial buildings, and testing of fire alarm systems for certification in new construction; and ongoing existing building, facilities and properties inspections. Such services shall also include periodic meetings with and consulting for appropriate City staff and officials.

13.2 The City shall designate the Fire Marshal for King County Fire District 44 as the Fire Marshal for the City of Black Diamond.

13.3 Code enforcement shall be the responsibility of the City through the City's code enforcement department and staff. District 44 shall report code enforcement violations and problems directly to the City.

13.4 The Fire Marshal will work closely with, consult and meet with City building, planning and code enforcement officials to ensure a coordinated effort.

13.5 All permits shall be issued by and under the authority of the City. District 44 shall work closely with the City as required in the issuance of permits related to fire prevention services.

13.6 Fire Marshall services provided herein shall not include fire investigation services. Fire investigation services will be provided in the City through the City contracting with another agency or providing fire investigation services through some other manner. District 44 will provide, upon request from the City, a copy of any investigation report it creates and will cooperate with the City and its investigators during the course of any and all fire investigations within the City.

14. Cost of Services.

14.1 The City shall pay to District 44 the sum of four hundred thirty thousand eight hundred twenty nine dollars (\$430,829.00) for calendar year 2008, with the first payment required by paragraph 14.2 having been timely made prior to the execution of the 2nd Addendum. In addition, for calendar year 2008 only, the City shall pay two hundred thousand five hundred forty four dollars (\$200,544.00), one half of which has already been paid and the balance will be paid on November 15, 2008. This one-time payment is to reimburse District 44 for services to the District 17 service area in calendar year 2008, prior to its absorption into the District 44 service area that takes effect on January 1, 2009.

14.2 The fee for services for each calendar year shall be paid in equal installments, with the first payment due no later than May 15<sup>th</sup> of the calendar year in which services are provided, and the second payment due no later than November 15<sup>th</sup> in the calendar year in which service is provided.

14.3 Commencing with payment due for services in calendar year 2009, the cost of services shall be increased by the percentage increase in the All Urban Consumers Index (CPI-U) (1982-1984=100) for the Seattle-Tacoma-Bremerton area for that period from June to June of each year, commencing with the 2007-2008 cycle, as specified in the Bureau of Labor Statistics, United States Department of Labor, or its successor index. Provided, if the total amount of this increase would be less than the increase attributable to the total costs associated with increases in the cost of labor for services provided to the City, as a result of increases in a collective bargaining agreement taking effect after the effective date of this agreement, then the amount of increase shall be adjusted to take into effect this additional amount. In addition to any adjustments in the base price for services necessitated as a result of the City requesting a different level of service, or as a result of City growth, as addressed in section 14.6 below, the parties agree to meet in 2013, and each and every 5 years thereafter, to see if additional adjustments to the base rate are appropriate based upon the fair rate of compensation for such services in similarly situated service areas.

14.4 If any local, state, or federal requirements are enacted that will significantly increase the responsibilities to be provided by District 44 personnel, then the City,

10/31/08 THIRD DRAFT FOR COUNCIL and COMMISSION DISCUSSION PURPOSES

at least thirty (30) days before the effective date of the requirement, will meet with District 44 to discuss the financial impact of the new requirement, and shall adjust the fee to take into account the financial impact, if any.

14.5 As consideration for the provision of fire marshal services as described in Section 13 above, the City agrees to pay District 44 the sum of forty five dollars (\$45.00) per hour for services provided through December 31, 2008. Commencing calendar year 2008, the rate of compensation shall be adjusted annually as provided in Section 14.3 above.

14.6 If the nature and scope of fire prevention services increase significantly due to an increase in the size of the City and/or escalation in new construction, requiring District 44 to provide additional resources to perform the work, the City and District 44 shall negotiate an adjustment to the compensation rates to take into account the financial impact to District 44, if any.

14.7 Any other associated costs for fire prevention services for a building, operation or premises, other than those services described in Section 13, such as technical assistance requested by an owner or owner's agent, shall be paid by the owner or agent or as agreed by the City, without additional charge to the City or District as referenced in the International Fire Code.

14.8 There is currently a voted levy for EMS services that the citizens of Black Diamond approved, and the levy amount is currently being collected by King County and paid to the City. The City shall continue to be entitled to retain those funds to assist it in paying the cost of services provided by this agreement. This provision shall also apply to future levys approved by City of Black Diamond voters for EMS or other emergency services and/or equipment.

15. Consultation.

15.1 The Commissioners and the City Council shall meet as frequently as necessary, but no less than once per year, to discuss issues relating to this agreement.

15.2. The Fire Chief shall attend City Council meetings, on an as needed/requested basis in order to apprise the City of District activity and to consult with the City Council relative to the level of response times, service and programs being provided by District 44.

15.3 The City shall consult with District 44 regarding any proposed purchases of fire apparatus, as provided for in the 2nd Addendum, prior to making the decision to purchase

the apparatus. It is intended that although the City shall be the ultimate decision-maker with regard to such matters that District 44 will have timely input with regard thereto.

16. Personnel.

16.1 All personnel associated with performing the services required to be performed by District 44, shall be District 44's responsibility, including managing and training volunteers. District 44 shall only allow personnel properly trained in their respective job duties and functions to perform services required by the 2nd Addendum.

16.2 The Fire Chief of District 44 is hereby designated and appointed the Fire Chief for the City for all intents and purposes.

17. Fire Stations – Staffing.

17.1 The City has two fire stations, Station 98 and Station 99. It is intended that Station 98 will be staffed 24 hours per day, seven days per week, and Station 99 will respond with volunteers.

17.2 If the City builds another Fire Station in the downtown Black Diamond area to replace Station 99, or substantially upgrades Station 99 so that full-time staffing and adequate equipment could be quartered at that station, then it is intended that Station 98 would become the all volunteer station and Station 99 would be staffed at all times.

18. Fire Stations – Maintenance.

18.1. District 44 shall be responsible for grounds maintenance, and normal routine maintenance and repair of all improvements at the Fire Stations, including fixtures and equipment and window and door replacement and repair. The City shall be responsible for major repairs to the structure, and replacement of the roof, unless the necessity for the repair is a result of the negligence of District 44 or its personnel. In the case of damage caused by the negligence of District 44 or its personnel, District 44 shall be required to repair the damage.

18.2 The parties acknowledge that the City may at some time choose to substantially remodel or replace Station 99. The cost of doing so shall solely be the responsibility of the City. District 44 will however, work cooperatively with the City, without additional charge, to provide input to the City and its chosen design team, on the design and equipping of a new or substantially remodeled station.

19. Fire Stations – Use and Control.

19.1 During the 2nd Addendum term, Stations 98 and Station 99 facilities shall be under the direction and control of District 44, subject to the City's right, with reasonable notice, to enter the premises to inspect the facilities and equipment, and to otherwise assure compliance with the terms of the 2nd Addendum and applicable laws and regulations, or to perform work required to be performed by the City pursuant to the 2nd Addendum terms. The City shall retain ownership of the facilities and the real property upon which they are situated, subject to the terms and conditions of the 2nd Addendum. Provided, if the City determines to relocate either Station, then District 44's right to use a facility shall be deemed terminated when the City ceases to authorize the facility's use for fire services.

20. Equipment-Rolling Stock

20.1 The City shall provide, for use by District 44, two engines, one aid car, one brush truck and two support vehicles. District 44 shall provide all other rolling stock necessary to provide acceptable levels of fire suppression services and emergency aid services.

20.2 The parties agree that City Engine 98, City Engine 981 and City Aid unit 98 are the engines and aid car that will be provided by the City to meet the requirements of paragraph 20.1. Each unit will also be equipped by the City with the standard complement of equipment as referenced by NPFA 1901 and WAC 296-305. This equipment shall be replaced at the City's expense when the parties agree that the equipment has reached the end of its useful life.

20.3 City Engine 99 will remain at Station 99 for the District's use, if the District chooses to use City Engine 99. If the City expands Station 99, or builds a new station within the City center to replace Station 99, then City Engine 99 shall be released to the City for disposal as the City deems appropriate. After the Effective Date all City Fire Department rolling stock not mentioned above will be disposed of by the City in such manner as the City deems appropriate.

20.4 All equipment shall be stationed at the fire station that the Fire Chief determines will provide the best coverage for the areas to be served. The Fire District may house other resources that are not the property of the City at City Fire Stations that the Fire Chief determines will best provide service to the areas served and complies with Paragraph 20.

20.5 If the City's growth results in the need for additional rolling stock, such as an engine or special apparatus to serve multiple story buildings, then the City shall be financially responsible for the acquisition of such equipment.

20.6 District 44 shall be responsible for the routine repair and maintenance of all rolling stock.

21. Equipment –Other

21.1 District 44 shall be responsible for providing all other equipment necessary to provide the services contemplated hereunder, except for the equipment to be provided by the City pursuant to the provisions of paragraphs 21.2.

21.2 Any City equipment to be used by District 44 will be marked as City Equipment, but can be used by District 44 as it deems necessary and appropriate to effectively and efficiently provide service. The City equipment used by District 44 shall remain the property of the City. When District 44 determines that the City equipment has reached the end of its useful life, District 44 shall be responsible for replacing the equipment, and shall return City equipment to the City for further use or disposal. The replacement equipment and all other equipment and supplies purchased by District 44 during the term of this agreement shall then be the property of District 44.

22. Mapping for Streets and Hydrants.

22.1 The parties shall cooperatively work to create an accurate set of maps for streets and hydrants so that it can be integrated into District 44's mapping system.

22.2 The City will notify District 44 whenever new streets are added to the City transportation network, and when new hydrants are added to the system, or there is a change in status for an existing hydrant.

23. City Annexations.

23.1 District 44 shall provide the services provided for in the 2nd Addendum to any areas annexed into the City during the 2nd Addendum term.

23.3 The annual cost for services rate set forth in Section 14.1 will be increased according the following procedure. The cost for fire service under the 2nd Addendum per \$1000 of assessed value for the year prior to the year in which the annexation is effective would be determined. This "rate" would then be applied to the newly annexed areas assessed value on the date of annexation. The resulting amount would be the increase in the 2nd Addendum service fee, and that amount would be prorated for the year in which the annexation occurred.

24. Compliance with State Law.

24.1 The City and District 44 shall comply with all applicable laws in carrying out the terms of this agreement, including, but not limited to compliance with the Open Meetings Act.

25. Insurance.

25.1 District 44 shall be responsible for insuring all buildings, equipment, furniture and equipment that are included within the scope of this 2nd Addendum, and shall have the City named as an additional insured with regards thereto.

25.2 The insurance amounts and types shall be the amounts and types used by District 44 for all other property and equipment owned and operated by District 44.

25.3 District 44 shall provide the City with copies of all insurance policies and renewals thereof, showing the policy limits, types and terms, as well as proof that the City is an additional insured with regards thereto.

26. Dispute Resolution.

26.1 The parties are committed to working cooperatively in resolving all matters related to 2nd Addendum implementation and achieving the intent and purpose of the 2nd Addendum. If a dispute should arise, then the parties agree to meet on an informal basis and try to resolve the matter.

26.2 If the parties are unable to resolve their dispute on an informal basis, then the matter shall mediate the dispute using the services of the Washington Arbitration and Mediations Services (WAMS), with each paying one half of the WAMS fee and the mediator's fee. The provisions of paragraph 27.3 shall not apply to fees and costs incurred related to mediation.

26.3. Any dispute arising under the 2nd Addendum that has not been resolved pursuant to the processes set forth in paragraphs 27.1 or 27.2, will be resolved by binding arbitration by a single attorney arbitrator. If the parties cannot agree on the identity of such arbitrator, then either party may apply to the Superior Court of King County for appointment of an arbitrator pursuant to RCW 7.04. The parties shall split equally the arbitrator's fee and all arbitration expenses. The prevailing party at the arbitration is entitled to its costs and attorney fees, in the arbitrator's discretion. A judgment may be entered on the arbitrator's award, pursuant to RCW 7.04. The arbitrator shall include within his/her ruling a statement of the facts found by the arbitrator and the legal principles applied to those facts.



27. Notices.

27.1 Written Notices: All Notices required by the 2nd Addendum shall be considered properly delivered (1) when personally delivered, or (2) when transmitted by facsimile showing date and time of transmittal, or (3) on the day following mailing, postage prepaid, certified mail, return receipt requested, or (4) one (1) day after depositing in overnight carrier, e.g. Federal Express to:

District: King County Fire Protection District No. 44  
32316 148<sup>th</sup> Avenue S.E.  
Auburn, WA 98092  
Facsimile: 253-735-0287

With a copy to: Brian Snure  
Snure Law Office, PSC  
612 South 227<sup>th</sup> Street  
Des Moines, WA 98198  
Facsimile: (206) 824-9096

City: City of Black Diamond  
Attention: City Administrator  
P.O. Box 599  
Black Diamond, WA 98010  
Facsimile: (360) 886-2592

With a copy to: Loren D. Combs  
VSI Law Group PLLC  
3600 Port of Tacoma Road, Suite 311  
Tacoma, WA 98424  
Facsimile (253) 922-5464

28. Indemnification.

28.1 Each Party shall defend, indemnify, and hold harmless the other Party, its officers, officials, employees, agents, and volunteers from and against any and all claims, injuries, damages, losses or suits, including any attorney fees and legal costs and expenses, arising from its own negligent acts, errors, or omissions in performance of the 2nd Addendum. Further, each Party shall be responsible for any claims, injuries, damages, losses, or suits, including any attorney fees and legal costs and expenses, arising solely from its own negligent acts, errors, or omissions in performance of the 2nd Addendum. For the purposes of this indemnification, the Parties specifically and expressly waive any immunity granted under the

Washington Industrial Insurance Act, Title 51 RCW. This waiver has been mutually negotiated and agreed to by the Parties. If a court of competent jurisdiction determines that the 2nd Addendum is subject to RCW 4.24.115, each Party's obligation to defend, indemnify, and hold harmless the other Party, its officers, officials, employees, agents, and volunteers shall be limited to the extent of each Party's negligence or the negligence of each Party's officers, officials, employees, agents, and volunteers. The provisions of this section shall survive the expiration or termination of the 2nd Addendum.

29. Integrated Document.

29.1 This document constitutes the entire agreement of the parties and supersedes any prior agreement or representation of any officer, agent or employee, written or oral, which shall have no effect.

30. Captions.

30.1 The captions in this agreement are for convenience of reference only and shall not define or limit any of the terms or provisions hereof.

31. Governing Law.

31.1 This agreement shall be governed by and construed in accordance with the laws of the State of Washington.

32. Severability.

32.1 The invalidity or unenforceability of any particular provision of this agreement shall not affect the other provisions hereof, and the agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

33. Time of the Essence.

33.1 The time for performance of the parties hereunder is of the essence of the agreement.

34. Binding Effect.

34.1 The 2nd Addendum and the terms, covenants, benefits and duties set forth herein shall inure to the benefit of and be binding upon the parties, their heirs, successors, legal representatives and assigns of each of the parties.

35. No Waiver.

35.1 No waiver of any default under the 2nd Addendum shall constitute or operate as a waiver of any subsequent default hereunder, and no delay, failure or omission in exercising or enforcing any right, privilege or option under the 2nd Addendum shall constitute a waiver, abandonment or relinquishment thereof or prohibit or prevent any election under or enforcement or exercise of any right, privilege or option hereunder.

36. Recording 2nd Addendum.

36.1 In accordance with RCW 39.34.040 the parties acknowledge the Second Addendum, upon execution, will be recorded with the King County Recorder's Office.

37. No Third Party Beneficiary

37.1 The 2nd Addendum is entered into for the benefit of the parties to the 2nd Addendum only and shall confer no benefits, direct or implied, on any third persons.

38. Public Duty Doctrine.

38.1 It is intended that the emergency services to be provided pursuant to the terms of the 2nd Addendum are services provided pursuant to the Public Duty Doctrine, and no special duty as to emergency services beyond that doctrine is created by the 2nd Addendum.

CITY OF BLACK DIAMOND

KING COUNTY FIRE PROTECTION  
DISTRICT NO. 44

\_\_\_\_\_  
Howard Botts, Mayor

\_\_\_\_\_  
James Farrell, Chair  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Brenda Streepy, City Clerk

\_\_\_\_\_  
Gregory M. Smith, Fire Chief

Approved as to form:

\_\_\_\_\_  
Loren. D. Combs  
City Attorney

# CITY COUNCIL AGENDA BILL

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

ITEM INFORMATION			
<b>SUBJECT:</b> <b>Authorize supplement #1 to the Hammond Collier Wade Livingstone contract for engineering design services for the Railroad Avenue project</b>	<b>Agenda Date: November 20, 2008</b>		<b>AB08-123</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Howard Botts		
	City Administrator –Gwen Voelpel		
	City Attorney – Loren D. Combs		<b>X</b>
	City Clerk – Brenda L. Streepy		
	Finance – May Miller		
	Public Works – Seth Boettcher	<b>X</b>	
	Economic Devel. – Andy Williamson		
	Police – Chief Kiblinger		
Cost Impact: \$22,817.50	Court – Kaaren Woods		
Fund Source: Capital budget	Natural Resources – Aaron Nix		
Timeline: by May 2009			
<b>Attachments: Resolution No. 08-555, Supplement Agreement #1, Exhibit A, Exhibit B, Original Contract for reference</b>			
<b>SUMMARY STATEMENT:</b>  <p>In the original Railroad Avenue project scope, off-site treatment and detention of stormwater was not anticipated. Therefore, the design concept of a large subsurface vault and filter cartridge box was developed to meet stormwater discharge requirements.</p> <p>In June, City staff reviewed the on-site subsurface option and rejected it because of the disruption to the residents and businesses in the area, as well as the long-term maintenance expense.</p> <p>In July and August, staff investigated various options for off-site treatment and detention. A suitable site was identified in September but thereafter the proximity to wetlands caused staff to expand the search to other properties. Several suitable sites have now been identified and property negotiations have begun.</p> <p>Staff negotiated and refined the scope of work as attached to efficiently progress with the work toward finalizing the drawings and preparing for construction in the summer of 2009.</p>			
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b>			
<b>RECOMMENDED ACTION: MOTION to adopt Resolution 08-555 authorizing the Mayor to execute supplement #1 to the Railroad Avenue design services contract with Hammond Collier Wade Livingstone.</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	
November 20, 2008			

**RESOLUTION NO. 08-555**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
BLACK DIAMOND, KING COUNTY, WASHINGTON  
AUTHORIZING THE MAYOR TO SIGN A CONTRACT  
SUPPLEMENT WITH HAMMOND COLLIER WADE  
LIVINGSTONE FOR ENGINEERING DESIGN SERVICES  
FOR THE RAILROAD AVENUE STREET IMPROVEMENT  
PROJECT**

**WHEREAS**, The City is in the design process for the Railroad Avenue Improvement Project, and;

**WHEREAS**, the original concept of providing treatment and detention of stormwater under the street presented business disruption, high costs and long term maintenance issues that caused the staff and Public Works committee to explore an off-site alternative, and

**WHEREAS**, several off-site parcels have been identified as potential sites for stormwater facilities and negotiations are underway for the purchase of a stormwater facilities site.

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

**Section 1.** To authorize the Mayor to sign contract supplement #1 with Hammond Collier Wade Livingstone for the additional surveying, design and engineering services needed to complete the design for the Railroad Avenue Improvement Project, in the form attached hereto as Exhibit A.

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 20TH DAY OF NOVEMBER, 2008.**

CITY OF BLACK DIAMOND:

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Howard Botts, Mayor

Attest:

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Brenda L. Streepy, City Clerk

<b>Supplemental Agreement Number 1</b>	Organization and Address Phone: Hammond Collier Wade Livingstone 7502 Lakewood Dr. W. Suite D Lakewood, WA 98499 (253) 472-1992	
Original Agreement Number 07-20-011		
Project Number 07-20-011	Execution Date	Completion Date To Be Determined
Project Title Railroad Avenue Project	New Maximum Amount Payable \$132,823.50	
Description of Work:  The project widens Railroad Avenue and provides paved parking and sidewalks. In addition, storm water will be collected and treated in a new system.		

The Client desires to supplement the agreement entered into with and executed on and identified as Agreement No. 1

All provisions in the basic agreement remain in effect except as expressly modified by this supplement. The changes to the agreement are described as follows:

### I

Section 1, SCOPE OF WORK, is hereby changed to read:

See Exhibit A

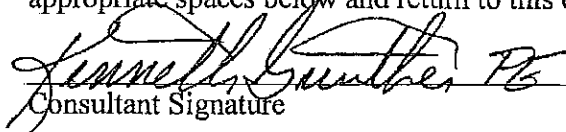
### II

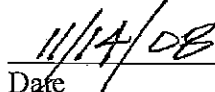
Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: TO BE DETERMINED (see Task 1.1 in Exhibit A)

### III

Section V, PAYMENT, shall be amended as follows:

as set forth in the amount of \$22,817.50 as detailed in Exhibit B. This supplement combined with the original contract amount of \$110,006 brings the total contract amount to \$132,823.50. If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

  
Consultant Signature

  
Date

\_\_\_\_\_  
Approving Authority Signature

\_\_\_\_\_  
Date

**EXHIBIT A**  
**SUPPLEMENT No. 1**  
**to**  
**PROFESSIONAL SERVICES AGREEMENT**  
**BETWEEN**  
**CITY OF BLACK DIAMOND**  
**AND**  
**HAMMOND COLLIER WADE LIVINGSTONE**  
**FOR**  
**PROJECT AREA STORMWATER FACILITY**

**GENERAL DESCRIPTION**

The original contract scope of work was developed to provide PS&E for the design of pedestrian improvements and reconstruction of Railroad Avenue funded under a TIB Grant. This original scope of work also included a regional storm water treatment component. However, the City of Black Diamond, through this Supplement, wishes to expand the scope of services to evaluate storm water treatment needs for just the Railroad Avenue Roadway Improvements project area. The proposed location for the storm water improvements is located approximately 425 feet from the Railroad Avenue project limits.

This supplement's scope of work and fee estimate, attached as Exhibit A, along with the remaining storm facility budget from the original contract, will cover the cost of completing the new storm facility design limited to the Railroad Avenue Roadway Improvements proposed to be located outside the project limits. Any changes in this concept and the following scope of work may require additional fees. This work will be tracked as a separate project from that of the original TIB funded project for Rail Road Avenue.

Hammond Collier will amend the regional concept for treatment presented in the current draft Technical Information Report (TIR) to reflect the change from providing storm water detention and treatment in a pipe in Railroad Avenue to the City's preferred offsite facility. The draft Technical Information Report will be amended and completed in accordance with this supplemental scope of work and include conceptual layout of the facilities and structures associated with the facility. The TIR will summarize the storm water detention and water quality improvements.

This supplement also includes revising the plans and specifications to provide off-site detention and treatment in accordance with the approved Technical Information Report. Hammond Collier will provide a topographic base map of the new off-site storm facility, develop design for the proposed new conveyance, detention and water quality improvements, and integrate new storm water design into the original contract PS&E completed to date.

**Right of Way**

The City will be responsible for all right of way acquisition services including acquiring title reports, appraisals, and parcel negotiation services.

**Soils Investigation**

The City will assist Hammond Collier with the soils investigation. If Hammond Collier determines at that time that a geotechnical investigation is needed, additional services will need to be added to this supplement.

**Wetland Boundaries**

The City will identify the probable wetland boundary. Although the boundary may not be exact the information will provide adequate guidance for early design decisions. It is expected that the wetland will be delineated by King County Waste Water Treatment Division in the near future.

**PROJECT TASKS****Storm Water Design Phase Services****Task 1.0 – Project Management****1.1 – Project Management**

This task includes coordination with the City to complete the services on time and within budget. A project schedule for this work will be developed when the City has acquired legal use of a parcel to design and install an appropriate storm facility.

**1.2 – Progress Meetings**

Up to three (3) progress meetings with the City will be conducted to discuss work completed to date.

**1.3 – Project Administration**

Monthly statements of progress will be prepared identifying work completed to date and a summary of expenses for invoicing.

Quality assurance and quality control (QA/QC) is included in this work element. Deliverables will be reviewed by Hammond Collier prior to release to the City to confirm that they meet industry standards of care.

**Task 2.0 – Field Research**



## 2.1 – Topographical Survey

Hammond Collier has been asked conduct a topographic Survey of the easterly portion of King County parcel 14210600932 and a portion of parcel 142106009084 and along Merino Street in Black Diamond Washington.

The limits of the topographic survey 20 feet beyond the easterly boundary of the parcel and 20 feet beyond the northerly and southerly boundaries and the wetland boundary on the west. And a 30foot wide strip south of and along the north line of King County parcel 142106009084. And from right of way to right of way plus 10' on each side, from 20 feet north of the north line of parcel 142106009084 southerly along Merino St. to where Merino St. turns easterly, then continuing easterly along Merino St. to join the existing topographic survey of Merino St.

The topographic survey will be conducted to an accuracy to support 1 foot contours. The datum that will be used will the datum use for the mapping of Jones Lake Road (NAVD 88 for the vertical datum and NAD83/91 for the horizontal datum).

The features to be located are listed as follows;

- ⊞ Structures and buildings on or adjacent to (within 20 feet from) the site.
- ⊞ Grade breaks (tops and toes of slope).
- ⊞ Drainage courses
- ⊞ Evidence of boundary (fences, boundary markers etc.)
- ⊞ Utilities to include but, not limited to, water, storm and sewer, power, gas, telephone, cable T. V. (a utility locating company will sub contracted to establish location of buried utilities).
- ⊞ Wetland flags (along the limits of the topographic survey).
- ⊞ Trees over 4 inches in diameter.
- ⊞ Edges of pavement and traveled areas.

It is assumed that the wetlands flags will be placed before the start of the survey, that boundary delineation and staking is a task not included in this survey and will be an extra charge

The cost break breakdown is attached in Exhibit B.

### Assumptions:

- Datum for topographic survey will be the same as the Railroad Ave. Roadway Improvement Project.

### City Responsibilities:

- The City will provide access to all sites so that Hammond Collier and APS can completed field visits as scheduled.
- The City will obtain all necessary rights of entry to access all project sites for Hammond Collier and APS representatives.
- The City will provide the as-built drawings to any utility within or immediately adjacent to the proposed storm pond site

## **2.2 – Investigation and Design of Storm Facility Area**

Hammond Collier will investigate the site to verify it is able to accommodate a functional storm detention pond or vault large enough to accept the storm water developing from the new improvements on Railroad Ave.

Hammond Collier's design of the new facility shall include necessary storm modeling and calculations for the new facility, whether a storm pond or vault detention system is utilized.

### City Responsibilities:

- The City will provide access to all sites so that Hammond Collier and APS can completed field visits as scheduled.
- The City will obtain all necessary rights of entry to access all project sites for Hammond Collier and APS representatives.
- The City will provide a backhoe and dig soil log pits for review by Hammond Collier
- The City will collect and deliver soil samples to a certified lab for sieve analysis or other soil tests as requested by Hammond Collier.

## **Task 3.0 – Prepare Stormwater Site Plan Technical Information Report**

### **3.1 – Amend Stormwater Technical Information Report**

This report will incorporate the new storm facility located by the City and within approximately 425 feet from the Railroad Avenue Project limits. When the City has stated where the storm facility will be located, HCWL will research the property for potential drainage issues and implement the findings into the report. The current TIR will be amended identifying all the design criteria, assumptions and calculations for City review and for future reference for developments within the basin.

## **Task 4.0 – Storm Facility Construction Plans**

### **4.1 – Revised Storm Plans**

Hammond Collier will revise the existing storm plans sheets to include the new storm sewer main along Merino St. and detention facility for the Railroad Avenue project area for review by the City. Hammond Collier will provide the City an opportunity to review the preliminary plans when the size of the storm facility has been calculated and located on the site has been determined.

### PROJECT DELIVERABLES:

- Stormwater Site Plan Technical Information Report (3 copies)
- Preliminary Plans (2 copies 22"x34")

[illegible]

**RESOLUTION NO. 08-487**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
BLACK DIAMOND, KING COUNTY, WASHINGTON  
AUTHORIZING THE MAYOR TO EXECUTE THE  
PROFESSIONAL SERVICES AGREEMENT BETWEEN  
HAMMOND COLLIER WADE LIVINGSTONE AND THE  
CITY OF BLACK DIAMOND**

**WHEREAS**, the City desires to retain the services of a consultant skilled in professional engineering design services for the Railroad Avenue Street Improvement Project; and

**WHEREAS**, the City has selected Hammond Collier Wade Livingstone to provide such services and the Consultant is qualified, willing and able to perform the above mentioned services;

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

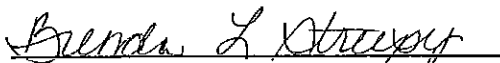
**Section 1.** The Mayor is authorized to execute the Professional Services Agreement with Hammond Collier Wade Livingstone for engineering design services associated with the Railroad Avenue Street Improvement Project as contained in the form attached hereto as Exhibit A.

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 6TH DAY OF MARCH, 2008.**

CITY OF BLACK DIAMOND:

  
Howard Botts, Mayor

Attest:

  
Brenda L. Streepy, City Clerk

## CITY OF BLACK DIAMOND PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the or this "Agreement"), for reference purposes only, is dated February 19, 2008 and is entered into by and between

CITY OF BLACK DIAMOND, WASHINGTON (the "City")

24301 Roberts Drive

Black Diamond, WA 98010

Contact: \_\_\_\_\_ Phone: 360-886-2560 Fax : 360-886-2592

and

Hammond Collier Wade Livingstone (the "Consultant")

7502 Lakewood Dr W, Ste D

Lakewood, WA 98499

Contact: Ken Gunther Phone: 253-472-1992 Fax: 253-472-6558

Tax Id No.: 91-0901393

for professional services in connection with the following project:

Railroad Avenue Project (the "Project"): The project widens Railroad Avenue and provides paved parking and sidewalks. In addition, storm water will be collected and treated in a new system.

### TERMS AND CONDITIONS

#### 1. Services by Consultant

1.1 Consultant shall perform the services described in the Scope of Work attached to this Agreement as Exhibit "A." The services performed by Consultant shall not exceed the Scope of Work nor shall the Consultant be entitled to a greater amount of compensation as that provided in this Agreement without the prior written authorization of the City.

1.2 The City may from time to time require changes or modifications in the Scope of Work. Such changes, including any decrease or increase in the amount of compensation, shall be agreed to by the parties and incorporated in written amendments to this Agreement.

1.3 Consultant represents and warrants that it, its staff to be assigned to the Project, and its subconsultants and their staff have the requisite training, skill, and experience necessary to provide the services required by this Agreement and are appropriately accredited and licensed by all applicable agencies and governmental entities. Services provided by Consultant and its subconsultants under this Agreement will be performed in a manner consistent with that degree

of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances.

## **2. Schedule of Work**

2.1 Consultant shall perform the services described in the Scope of Work in accordance with the Schedule attached to this contract as Exhibit "B."

2.2 Time is of the essence as to the work provided in the Scope of Work. Consultant will diligently proceed with the work and shall assure that it, and its subconsultants, will have adequate staffing at all times in order to complete the Scope of Work in a timely manner. If factors beyond Consultant's control that could not have been reasonably foreseen as of the date of this Agreement cause delay, then the parties will negotiate in good faith to determine whether an extension is appropriate. The Consultant shall provide the City with written notice of any delay, or potential delay that may trigger the need for a time extension within 3 business days after the Consultant becomes aware of the delay or potential delay.

2.3 Consultant is authorized to proceed with services upon written notification from the City of Black Diamond. Completion of this contract shall be May 6, 2008.

## **3. Compensation**

☐ LUMP SUM. Compensation for the services provided in the Scope of Work shall be a Lump Sum of \$\_\_\_\_\_.

☒ TIME AND MATERIALS NOT TO EXCEED. Compensation for the services provided in the Scope of Work shall not exceed \$110,006.00 rates and reimbursable expenses attached hereto as Exhibit "B."

☐ TIME AND MATERIALS. Compensation for the services provided in the Scope of Work shall be on a time and materials basis according to the list of billing rates and reimbursable expenses attached hereto as Exhibit "C."

☐ OTHER. \_\_\_\_\_

## **4. Payment**

4.1 Consultant shall maintain time and expense records and provide them to the City monthly, along with monthly invoices, in a format acceptable to the City for work performed to the date of the invoice.

4.2 All invoices shall be paid by City warrant within sixty (60) days of actual receipt by the City of an invoice conforming in all respects to the terms of this Agreement.

4.3 Consultant shall keep cost records and accounts pertaining to this Agreement available for inspection by City representatives for three (3) years after final payment unless a

longer period is required by a third-party agreement. Consultant shall make copies available to the City on request.

4.4 If the services rendered do not meet the requirements of the Agreement, Consultant will correct or modify the work to comply with the Agreement. The City may withhold payment for such work until the work meets the requirements of the Agreement.

## **5. Discrimination and Compliance with Laws**

5.1 Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

5.2 Consultant and its subconsultants shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

5.3 Any violation of this Section 5 shall be a material breach of this Agreement and grounds for immediate cancellation, termination, or suspension of the Agreement by the City, in whole or in part, and may result in Consultant's ineligibility to conduct further work for the City.

## **6. Suspension and Termination of Agreement**

6.1 The City reserves the right to terminate or suspend this Agreement at any time, without cause, by giving Consultant notice in writing ten (10) days prior to the termination or suspension date. In the event of termination, all finished or unfinished reports, or other material prepared by Consultant pursuant to this Agreement, shall be submitted to the City. In the event the City terminates this Agreement prior to completion without cause, Consultant may complete such analyses and records as may be necessary to place its files in order. Consultant shall be entitled to compensation for any satisfactory work completed on the Project prior to the date of suspension or termination.

6.2 Any notice from the City to Consultant regarding the suspension of this Agreement shall specify the anticipated period of suspension. Any reimbursement for expenses incurred due to the suspension shall be limited to Consultant's reasonable expenses and shall be subject to verification. Consultant shall resume performance of services under this Agreement without delay when the suspension period ends.

## **7. Standard of Care**

7.1 Consultant represents and warrants that it has the requisite training, skill, and experience necessary to provide the services under this Agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities. Services Consultant provides under this Agreement will be performed in a manner consistent with that

degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances.

## **8. Ownership of Work Product**

8.1 Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled, or produced as a result of this Agreement, whether or not completed, shall be vested in the City and shall be submitted to the City upon termination of this Agreement. Any reuse of these materials by the City for projects or purposes other than those that fall within the scope of this Agreement and the Project to which it relates, without written concurrence by Consultant, will be at the sole risk of the City.

8.2 The City acknowledges Consultant's documents as instruments of professional service. Nevertheless, the documents prepared under this Agreement shall become the property of the City upon completion of the work. The City agrees to hold harmless and indemnify Consultant against all claims made against Consultant for damage or injury, including defense costs, arising out of the City's reuse of such documents beyond the use for which they were originally intended without the written authorization of Consultant.

8.3 Methodology, software, logic, and systems developed under this Agreement are the property of Consultant and the City, and may be used as either Consultant or the City see fit, including the right to revise or publish the same without limitation.

## **9. Indemnification/Hold Harmless**

9.1 Consultant shall defend, indemnify, and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising directly or indirectly out of or resulting from the acts, errors, or omissions of Consultant or its subconsultants in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

## **10. Insurance**

10.1 Consultant shall procure and maintain for the duration of the Agreement, and shall provide proof satisfactory to the City that such insurance is procured and maintained by each of its subconsultants, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Consultant, its agents, representatives, or employees.

10.2 Consultant shall procure and maintain the following types and amounts of insurance:

a. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage. This insurance shall have a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.



b. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors, personal injury, and advertising injury. This insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

c. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

d. Professional Liability insurance appropriate to Consultant's profession, with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

10.3 The Automobile Liability, Commercial General Liability, and Professional Liability insurance policies are to contain, or be endorsed to contain, the following provisions:

a. Consultant's insurance coverage shall be primary insurance vis-à-vis the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess over Consultant's insurance and shall not contribute with it.

b. Consultant's insurance shall be endorsed to state that coverage shall not be cancelled, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

10.4 The City shall be named as an additional insured under Consultant's Automobile Liability and Commercial General Liability insurance policies with respect to the work to be performed for the City pursuant to this Agreement.

10.5 Insurance shall be placed with insurers with a current A.M. Best rating of not less than A:VII.

10.6 Declaration pages issued by the insurance carriers for the policies mentioned in this Section 10 showing such insurance to be in force shall be filed with the City not less than ten (10) days following both parties signing this Agreement and before commencement of the work. In addition, the City may request, in writing, a full copy from Consultant of any insurance policy. Consultant must procure and maintain pursuant to this Agreement and Consultant must provide such copy to the City within ten (10) days of Consultant's receipt of the City's request. Any policy or required insurance written on a claims-made basis shall provide coverage as to all claims arising out of the services performed under this Agreement and for three (3) years following completion of the services to be performed. It shall be a material breach of this Agreement for Consultant to fail to procure and maintain the insurance required by this Section 10 or to provide the proof of such insurance to the City as provided for in this Agreement.

## **11. Assigning or Subcontracting**

11.1 Consultant shall not assign, transfer, subcontract, or encumber any rights, duties, or interests accruing from this Agreement without the express prior written consent of the City, which consent may be withheld at the sole discretion of the City.

**12. Independent Contractor**

12.1 Consultant and its subconsultants are, and shall be at all times during the term of this Agreement, independent contractors.

**13. Notice**

13.1 All notices required by this Agreement shall be considered properly delivered when personally delivered, when received by facsimile, or on the third day following mailing, postage prepaid, certified mail, return receipt requested to:

City: City Administrator  
City of Black Diamond  
P.O. Box 599  
Black Diamond, WA 98010  
Fax: 360-886-2592

With a copy to: Loren D. Combs and  

---

VSI Law Group  
3600 Port of Tacoma Rd. Ste. 311  
Tacoma, WA 98424  
Fax: 253-922-5848

Consultant: Hammond Collier Wade Livingstone ("Consultant")  
7502 Lakewood Dr W, Ste D  
Lakewood, WA 98499  
Ph: 253-472-1992  
Fax: 253-472-6558

**14. Disputes**

14.1 Any action for claims arising out of or relating to this Agreement shall be governed by the laws of the State of Washington. Venue shall be in King County Superior Court, Kent, Washington.

**15. Attorney Fees**

15.1 In any suit or action instituted to enforce any right granted in this Agreement, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney fees from the other party.

16. General Administration and Management on Behalf of the City

16.1 The City Administrator for the City, or his designee, shall review and approve Consultant's invoices to the City under this Agreement and shall have primary responsibility for overseeing and approving work or services to be performed by Consultant.

17. Extent of Agreement/Modification

17.1 This Agreement, together with any attachments or addenda, represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may only be amended, modified, or added to by written instrument properly signed by both parties. The parties acknowledge the general contract rule that a clause in a contract, such as this one, prohibiting oral modifications is itself generally subject to oral modification. However, in order to ensure certainty as to the terms and conditions of this Agreement, the parties waive this general contract rule.

CITY OF BLACK DIAMOND

By: 

Howard Botts

Its: Mayor

Date: 3-10-08

CONSULTANT

By: 

Printed Name: Kenneth Gunther

Its: Vice President

Date: 2/20/08

Attest:

By:



Brenda L. Streepy

City Clerk

**EXHIBIT "A"**  
**City of Black Diamond**  
**Railroad Avenue Project**  
**Scope of Work**

Provide professional engineering design services for the Railroad Avenue Project. This project consists of two sections. The first includes approximately 1300 LF of curb, gutter, and sidewalk on both sides of Railroad Avenue from Baker Street to Merino Street, along with storm drainage improvements and a paved parking area. The second portion is from Merino to SR169 and includes reconstructing the existing asphalt roadway and the subgrade, and paving with new asphalt concrete pavement.

The street improvements proposed for this project include:

1. New curb and gutter and 5-1/2 foot concrete or wood sidewalks where stated above.
2. Installation of new storm water facilities utilizing catch basins, storm drainage pipe, etc.
3. Facilitate relocation or addition of above and below ground utility services within the project site as required for construction of the improvements.
4. Realignment and construction of the roadway
5. New street pavement markings, conduit and pull boxes for future use and signage updates as needed

Right-of-way acquisition is not included in this scope of work.

The following tasks will be completed as part of the scope of work:

1. **Project Management / Scoping** – Project management tasks to include client correspondence, coordination with utility companies, schedule maintenance, and QA/QC review and design team and client meetings. Scoping tasks include a field review of project site and discussions with project stakeholders. Definition of storm water / drainage issues, water quality considerations, driveway access requirements, property impacts, transit facilities, utility conflicts and additions, and safety issues.
  - 1.1. Monthly meetings with Client as necessary
  - 1.2. One public meeting at 30% Design Phase – follow up as required with one meeting in the field with impacted property owners.
  - 1.3. Schedule and Fee Tracking
  - 1.4. Invoicing
  - 1.5. QA/QC for duration of project
2. **Topographic Survey** – Secure topographic surveying and field review for location of existing improvements and existing conditions. Survey will utilize state plane and NAD83 coordinate systems. Review for right-of-way centerlines, and existing right-of-way monumentation, existing ground contours and control points for future use. Prepare base maps of project site based upon survey information.
  - 2.1. Research and Calculations
  - 2.2. Coordination with Client
  - 2.3. Topographic and R-O-W Survey

- 2.4. Develop survey Basemap
  - 2.5. Collect and Review As-Built Information on all utilities
3. **Preliminary Engineering** (30% thru 60% Complete PS&E Documents) ~ Evaluate existing drainage and roadway section requirements. Coordinate with the City, TIB, WSDOT and other government offices as required. Evaluate horizontal and vertical alignments based upon proposed cross-sectional impacts and design standards. Address soil conditions where needed. Determine conflicts with existing underground utilities. Provide preliminary engineer's estimate.
- 3.1. Develop Horizontal Alignment
  - 3.2. Develop Vertical Alignment
  - 3.3. Analyze cross-sectional impacts
  - 3.4. Preparation of Preliminary Plan Sheets
  - 3.5. Preliminary Storm Drainage Design Analysis and Technical Information Report
  - 3.6. Preliminary Contact with Utility Representatives
  - 3.7. Preliminary Opinion of Quantities and Cost Estimate
  - 3.8. Temporary Sediment and Erosion Control Plan
  - 3.9. PSE Utility Coordination
  - 3.10 Prepare SEPA Checklist
  - 3.11. Respond to Comments
4. **Design Engineering** – Preparation of completed plans, specifications and estimates for public bidding of the project. Plans to include plan / profile sheets, roadway sections, summary of quantities, drainage profiles and details, traffic control plans, signing plans, and any other details required. Specifications based upon the 2008 APWA / WSDOT Standard Specifications including all necessary State government funding requirements. Final review with City personnel. Hammond Collier quality assurance review at 90% completed plans. Provide advertisement to the City for their publication. Prepare sufficient number of project manuals, including half size plan sheets, to supply to potential bidders, suppliers, and plan centers. Maintain plan-holders list, respond to questions from prospective bidders and prepare and distribute addenda as required. Attend bid opening, tabulate bids and provide award recommendation. This scope of work assumes that all engineering services beyond contract award recommendation will be handled by the City or a supplemental agreement between the City and Hammond Collier will be entered into.
- 4.1. Respond to Client Review
  - 4.2. Finalize Alignments, Sections, Curb Returns
  - 4.3. Finalize Storm Drainage Design
  - 4.4. Utility Relocations
  - 4.5. Utility Conflict Check, Including Water, Sewer, and Storm
  - 4.6. Details and Specifications on Plans
  - 4.7. Preliminary PS&E Package for Review by Client at 60% and 90%
  - 4.8. Submit for Agency Review at 60% and 90%
  - 4.9. Final Quantity Takeoffs and Engineer's Estimate
  - 4.10. Respond to Agency Review Comments and Resubmit for Approval & Permits
  - 4.11. Submit Final PS&E

Landau Associates proposes the following scope of services, which is based on our understanding of the project. We have reviewed the State of Washington Administrative Code (WAC) 197-11-800 (2C) Other Minor New Construction, and assume that the proposed improvements on Railroad Avenue will be categorically exempt from the State Environmental Policy Act (SEPA) and that a SEPA checklist will not be required. Therefore, we did not include a SEPA checklist in our Scope of Work.

#### **Task 5 – Cultural Resources Investigation**

Landau Associates will conduct a cultural/historic resources survey. The work will consist of a pedestrian survey of the project area and documentation of existent historic structures along that segment of the project area that will experience ground disturbance. Historic properties adjacent to the segment of the project area that is targeted for repaving and extends from Merlino Street to SR 169 will be excluded. Based on a review of King County Tax Assessor data, five parcels within the project area have buildings that are older than 50 years and, as such, could be culturally significant. Landau Associates staff will evaluate and prepare Historic Inventory Forms for no more than eight historical buildings within the project area.

We do not expect that the project will require subsurface archaeological testing since the proposed ground disturbance will be within the fill of the existing right-of-way. We do not expect that monitoring of the proposed cores in existing paved areas will be required as the depth of these cores will be commensurate with the thickness of the asphalt and not penetrate into native soils.

Work will consist of the following tasks necessary to be compliant with the requirements of Executive Order 05-05:

- Conduct background research to identify known cultural resources and historic structures within the project area as defined by the client and assess the potential for the project area to contain cultural resources.
- Draft the text for a tribal technical inquiry letter and agency inquiry letters intended for the Governor's Office of Indian Affairs (GOIA) and Washington State Department of Archaeology and Historic Preservation (DAHP). The text for these letters would be forwarded by the City under their letterhead to the identified affected tribe(s) and agencies in question.
- Conduct a pedestrian field reconnaissance to complete the assessment of the historic structures and potential for the project area to contain cultural resources.
- Prepare a technical report of findings with a discussion of impacts of the project on cultural/historic structures and recommendations as to the eligibility of historic structures. The report will include the appropriate survey forms for each structure.

#### *Assumptions:*

- Site access will be reasonable and unrestricted. The City will send notification letters in advance to property owners and provide Landau Associates with Right of Entry letters if needed to access properties for historic building documentation.

- Landau Associates staff will not need to coordinate or participate in any project meetings with the client or affected tribes.
- The affected tribes will be notified by the City. No meetings with tribal staff will be required.
- The client will provide Landau Associates with the most up-to-date project schematics to incorporate into report figures.
- No human skeletal remains or archaeological sites will be identified during the pedestrian survey.
- If the significance of an archaeological site found in the project area cannot be determined from the site survey, additional formal subsurface investigations or other documentation may be required. Such methods, however, are not included in this scope.
- No more than one round of review of the draft cultural resources report will be required by the client.

*Deliverables:*

- An electronic copy (Adobe PDF) and paper copy of the draft cultural resources report.
- An electronic copy (Adobe PDF) on a CD and a paper copy of the final cultural resources report.

## **Task 6 – Geotechnical Investigations**

Geotechnical work will consist of the following elements:

- Complete a total of six, 6-inch diameter cores to characterize existing pavement conditions. Pavement core locations will be selected by Hammond Collier.
- Prepare and submit a traffic control plan for review by the City to handle traffic safety issues on the roadway which may be impacted during pavement coring. Provide necessary traffic control measures.
- Obtain the necessary permits from the City for work within the street right-of-way.
- Prepare and submit a brief data memo summarizing the findings of the pavement cores.

### **Documents to Be Furnished By the Consultant**

Project Plans, Specifications and Bid Documents, and engineer's estimate for public bidding of the project improvements, all in accordance with the 2008 APWA / WSDOT Standard Specifications. Consultant will furnish 8 half-size copies for potential bidding contractors, suppliers, and plan centers. In addition, 8 sets of full-size plans each will be provided to the Contractor and City.

One copy each of cross-sections will be provided to the Contractor and City.

Bid tabulations.

Electronic copies of Plans in AutoCAD format and Specifications in Microsoft Word format.

If necessary, a Copy of Completed SEPA checklist following determination by the City.

### **Items and Services to Be Furnished By the City of Black Diamond**

As-built mapping for existing roadways, right-of-ways and utilities.

Provide meeting location for any stakeholders involvement meeting if requested.

City standard plans and specifications that are to be included in the project manual.

As-built information of existing utilities.

Processing of SEPA and submittal of permit application prepared by consultant.

Review and comment on preliminary design.

Electronic version of instructions to bidders, proposal, bond, and other standard contract documents for inclusion in the project manual.

Review, comment and approval of 90% PS&E documents prior to finalization by consultant.

Legal advertisements as needed.



PROFESSIONAL ENGINEERING SERVICES ESTIMATE  
PREPARED FOR: CITY OF BLACK DIAMOND  
TITLE: RAILROAD AVE REHABILITATION PROJECT  
DATE: JANUARY 15, 2008

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# EXHIBIT B

PROFESSIONAL ENGINEERING SERVICES ESTIMATE  
 PREPARED FOR: CITY OF BLACK DIAMOND  
 TITLE: RAILROAD AVE REHABILITATION PROJECT  
 DATE: JANUARY 15, 2008

TASK NO.	TASK DESCRIPTION	Principal Engineer Ken Gaudier	Project Engineer Brian Coleman	Project Engineer Jason Henry	Survey Manager Les Hildebrand	Project Surveyor Daniel Begley	Surveyor Bill Armstrong	Field Surveyor John Ropha	CADD Operator Melissa Roe	Word Processing Karen Thach	Rec Schedule
1.0	PROJECT MANAGEMENT										
1.1	MEETINGS (Assumes 4)	16	16								
1.2	PUBLIC MEETINGS (Assumes 1)	6	6						4	\$1,461	
1.3	SCHEDULE AND FEE TRACKING								8	\$665	
1.4	INVOICING (Assumes 4)		6						4	\$0	
1.5	QA/QC	64	24	4					4	\$303	
		86	52	4		0	0	0	12	\$4,578	
2.0	TOPOGRAPHIC SURVEY								28	\$6,807	
2.1	RESEARCH AND CALCULATIONS										
2.2	COORDINATION WITH CLIENT			10	12						\$698
2.3	TOPOGRAPHIC AND R.O.W SURVEY	8	8								\$694
2.4	DEVELOP SURVEY BASEMAP					32	32				\$1,479
2.5	COLLECT AND REVIEW AS-BUILT INFORMATION ON ALL UTILITIES		16					32			\$844
											\$615
3.0	PRELIMINARY ENGINEERING (To 30%)	8	24	0	10	12	32	32	0		\$4,331
3.1	DEVELOP HORIZONTAL ALIGNMENT										
3.2	DEVELOP VERTICAL ALIGNMENT		4								
3.3	ANALYZE CROSS-SECTIONAL IMPACTS		4					10			\$418
3.4	PREPARATION OF PRELIMINARY PLAN SHEETS		6					10			\$418
3.5	PRELIMINARY STORM DRAINAGE DESIGN & ANALYSIS		4					16			\$653
								24			\$787
3.6	PRELIMINARY CONTACT WITH UTILITIES & UTILITY RELOCATION COORDINATION			48							\$1,762
			30					4			\$1,259
3.7	PRELIMINARY OPINION OF QUANTITIES AND COST ESTIMATE										
3.8	TEMPORARY SEDIMENT AND EROSION CONTROL PLAN	4	8					8			\$712
3.9	PSE UTILITY COORDINATION		16					8			\$826
3.10	PREPARE SEPA CHECKLIST	8	40								\$1,925
			8								\$508
3.11	SUBMIT 30% PLANS		10								
								8	2		\$632
		12	130	48	0	0	0	88	2		\$9,698



# CITY COUNCIL AGENDA BILL

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

ITEM INFORMATION			
<b>SUBJECT:</b> <b>Resolution No. 08-556, authorizing the purchase of two (2) 2009 Dodge Charger Police vehicles</b>	<b>Agenda Date: November 20, 2008</b>		<b>AB08-124</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Howard Botts		
	City Administrator –Gwen Voelpel		
	City Attorney – Loren D. Combs		
	City Clerk – Brenda L. Streepy		<b>X</b>
	Finance – May Miller		
	Public Works – Seth Boettcher		
	Economic Devel. – Andy Williamson		
	Police – Jeff Miller	<b>X</b>	
Cost Impact: approx. \$56,791.35	Court – Kaaren Woods		
Fund Source:			
Timeline:			
<b>Attachments: Resolution No. 08-556, Dodge Charge Requisition Form</b>			
<p>SUMMARY STATEMENT:</p> <p>This resolution provides authorization to purchase two (2) 2009 Dodge Charger Police vehicles as budgeted and approved in the Capital Improvement Plan (CIP) by City Council on November 6, 2008. The purchase cost is based on the Washington State Government Bid contact. The dealership awarded the contact by the State of Washington is Dwayne Lane’s Fleet Headquarters in Everett, WA.</p>			
COMMITTEE REVIEW AND RECOMMENDATION:			
<p>RECOMMENDED ACTION: <b>MOTION to adopt Resolution No. 08-556, authorizing the Mayor to purchase of two (2) 2009 Dodge Charger Police vehicles.</b></p>			
<b>RECORD OF COUNCIL ACTION</b>			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	
November 20, 2008			

**RESOLUTION NO. 08-556**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
BLACK DIAMOND, KING COUNTY, WASHINGTON  
AUTHORIZING THE PURCHASE OF TWO 2009 DODGE  
CHARGER POLICE VEHICLES**

**WHEREAS**, the City has established a vehicle replacement program and identified a need for two (2) new police vehicles; and

**WHEREAS**, the City has reviewed the Washington State Vehicle Contract bid for the purchase of two (2) 2009 Dodge Charger Police Vehicles, costing approximately \$56,791.35.

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

**Section 1.** Authorizing the purchase of two (2) 2009 Dodge Charger Police vehicles as budgeted and passed in the 2008-2013 Capital Improvement Plan (CIP).

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 20TH DAY OF NOVEMBER, 2008.**

CITY OF BLACK DIAMOND:

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Howard Botts, Mayor

Attest:

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Brenda L. Streepy, City Clerk

**Vehicle Requisition Form**

Full Size Police High Speed Pursuit Sedan

**Dodge Charger**

Instructions: Complete this online form and click on the 'Submit Requisition' button below to transmit your vehicle requisition for processing. (If you want to see what your vehicle will cost without submitting a requisition, complete the equipment portion only and *click* the 'Print Form' button.)

For additional help or instructions, please click on the following symbol ⓘ throughout the order form.

**CONTRACT AND VENDOR INFORMATION**

**Contract #:** 04608 (Word® format - Viewing Word files)

**Dealer:** DWAYNE LANE'S FLEET HQ (W1675)  
10515 Evergreen Way  
Everett WA 98204

**Delivery:** 120 Days

**Payment Terms:** \$100 Per Vehicle Discount For Payment Within 20 Days of Delivery, Net 30

**Sales Tax:** 8.9%

Commodity #	Vehicle Description	Base Price
2319-083-001	Automobile, Full-size Police High Speed Pursuit, 4 Door Sedan 2009 Dodge Charger (LXDH48/29A) with all contract required equipment and the following options: Contract required equipment	\$22,884.00

**EXTERIOR COLORS**

ⓘ **ORDER QUANTITY:** Please enter the vehicle quantity required for each color. The vehicle quantities entered here will be used to calculate the total order cost.

**NOTE:** *Each Vehicle on this order must have the same equipment options.*

Stone White	2	Brilliant Black
Bright Silver		Dark Titanium
Light Sandstone		Torred (Requires 2319-083-036)
Deep Water Blue (Requires 2319-083-036)		Inferno Red (Requires 2319-083-036)
Midnight Blue (Requires 2319-083-037)		Electric Blue (Requires 2319-083-037)
	2	<b>Total Vehicles</b>

**OPTIONS (Click the box next to the desired vehicle options)**

Commodity #	Option Description	Price Ea.
<input type="checkbox"/> 2319-083-010	Credit for pickup from selling Dealer (Orders for Eastern WA) (DLR) (Deduct)	<b>(\$100.00)</b>
<input checked="" type="checkbox"/> 2319-083-011	Credit for pickup from selling Dealer (Orders for Western WA) (DLR) (Deduct)	<b>(\$50.00)</b>
<input checked="" type="checkbox"/> 2319-083-012	Air Bags, Side Impact (CGS)	\$559.00

<input type="checkbox"/>	2319-083-013	Cap, Locking Gas (LGC)*	\$29.00
<input type="checkbox"/>	2319-083-014	Cap, Locking Gas, Fleet Keyed Alike (LKA) *	\$50.00
<input type="checkbox"/>	2319-083-015	Daytime Running Lights (LMK)	\$39.00
<input checked="" type="checkbox"/>	2319-083-016	Factory Intrusion Alarm System (LSA)	\$0.00
<input type="checkbox"/>	2319-083-017	Heater, Engine Block (NHK)	\$39.00
<input type="checkbox"/>	2319-083-018	Manuals (Service, Powertrain Controls/Emission, Electrical Troubleshooting) (CD-Rom) *	\$139.00
<input type="checkbox"/>	2319-083-019	Mirrors, Power Heated, Foldaway(GUK)	\$79.00
<input type="checkbox"/>	2319-083-020	Moldings, Deleted (-K77)(Deduct)	<b>(\$66.00)</b>
<input checked="" type="checkbox"/>	2319-083-021	Mud Flaps, Front & Rear, Plastic (Mopar)(4MF) *	\$149.00
<input type="checkbox"/>	2319-083-022	Power Driver's Seat Delete (-JPR)(Deduct)	<b>(\$339.00)</b>
<input checked="" type="checkbox"/>	2319-083-023	Power Rear Door Lock Linkages and Control Knobs Deleted (Shipped in Trunk) Front Operator Power Locks (CW6)	\$24.00
<input checked="" type="checkbox"/>	2319-083-024	Rubber Floor Covering, HD, instead of carpeting (CKJ)	\$74.00
<input type="checkbox"/>	2319-083-025	Seat, ?AEDEC Prostraint? (Factory Seat & Seat Belts loose in trunk)(ARS)*	\$559.00
<input checked="" type="checkbox"/>	2319-083-026	Seat, ?Laguna 3P Prisoner Transport? (Factory Seat & Seat Belts Loose in Trunk)(add 30 days)	\$599.00
<input type="checkbox"/>	2319-083-027	Body Side Moldings (front doors uninstalled)(K78)	\$0.00
<input type="checkbox"/>	2319-083-028	Spare Wheel, No Tire (SPW)*	\$129.00
<input checked="" type="checkbox"/>	2319-083-029	Spotlight, 6 inch Halogen, Clear Lens, Pillar Mounted Left (Black)(LNF)	\$199.00
<input type="checkbox"/>	2319-083-030	Spotlight, 6 inch Halogen, Clear Lens, Right, to match Left Spotlight (LNA)	\$199.00
<input type="checkbox"/>	2319-083-031	Stock Vehicle Upcharge (Call dealer or SPO for availability) White, Delivery within 7 days when available (STK)*	\$249.00
<input type="checkbox"/>	2319-083-032	Undercoating (U/C)*	\$139.00
<input checked="" type="checkbox"/>	2319-083-033	Universal Keyed Fleet (All vehicles keyed alike)(GX*)	\$39.00
<input type="checkbox"/>	2319-083-034	Vinyl Seat Trim instead of Cloth,(Rear only) (X5DV)	\$110.00
<input type="checkbox"/>	2319-083-035	Wheel Covers, Hubcaps instead of Full (set 4) (-W8A) (Deduct)	<b>(\$27.00)</b>
<input type="checkbox"/>	2319-083-036	Extra Cost Special Paint, (PBS,PRH,PR3)	\$207.00
<input type="checkbox"/>	2319-083-037	Special Paint, Midnight Blue or Electric Blue (Min 5 Vehicles) (P99)	\$500.00
<input checked="" type="checkbox"/>	2319-083-038	Delayed Warranty Start (Dealer to provide form to Fax) (DWS) *	\$0.00
<input checked="" type="checkbox"/>	2319-083-039	Manufacturer to Dealer Order Acknowledgement Document Faxed or E-mailed to Customer (DLR)*	\$0.00
<input checked="" type="checkbox"/>	2319-083-040	Vehicle Partition, Horizontal Sliding Center Section w/Lexan (Include Full Lower Extension Panel)(Installed)(Setina10S)	\$610.00
<input type="checkbox"/>	2319-083-041	Vertical Partition, Double Vertical Weapon System (Horizontal Sliding Center Section w/Lexan, Full Lower Extension Panel, One Standard Shotgun lock, One Adjustable Universal Lock including Key Override and Timer)(Installed)(Setina10RP)	\$1,060.00
<input type="checkbox"/>	2319-083-042	Vehicle Push Bumpers 12? HD Aluminum, Set 2 (Installed) (Setina PB200)	\$270.00
<input type="checkbox"/>	2319-083-043	Vehicle Push Bumpers 16? HD Aluminum, Set 2 (Installed) (Setina PB200)	\$280.00
<input checked="" type="checkbox"/>	2319-083-044	Vehicle Push Bumpers HD w/Welded Oval Cross Support (Setina PB400)	\$389.00
<input checked="" type="checkbox"/>	2319-083-045	Vehicle Push Bumpers Upgrade Fender Protectors (Also Requires purchase of 2319-083-044)(Setina PB5)	\$599.00
<input type="checkbox"/>	2319-083-046	Quantity Price Break, Five (5) or more same vehicle, same	<b>(\$50.00)</b>

	equipment, single point of delivery multiple vehicle order (Deduct)(DLR)*	
<input type="checkbox"/> 2319-083-047	Fire Extinguisher, 2.5# Dry Chemical ABC rated w/Mounting Bracket, Delivered w/Vehicle,Uninstalled (DLR)*	\$49.00
<input type="checkbox"/> 2319-083-048	Flare Kit, 3 Piece Triangle w/Storage Box for Roadside Emergency use, Delivered w/Vehicle, Uninstalled (DLR)*	\$49.00
<input type="checkbox"/> 2319-083-049	Standard 3 Yr/36,000 Mile Warranty In Lieu of Extended 6 Yr/60,000 Warranty (-PPV660)(Deduct)(DLR)*	<b>(\$900.00)</b>
<input type="checkbox"/> 2319-083-050	Alternative Engine, 6 Cylinder, Gas (250 HP) (27A)(Deduct)	<b>(\$790.00)</b>

\* Dealer Option

**Total Vehicles:** 2

**Total Vehicle Cost w/Options:** \$52,150.00

**Sales Tax:** \$4,641.35

[Print Form](#)

[Clear](#)

**Total Order Cost:** \$56,791.35

#### PROCESS VEHICLE ORDER

If you have completed selecting colors and options for your vehicle order, please *Click* the 'Continue >>' button to complete the vehicle order process.

[Continue >>](#)



# CITY COUNCIL AGENDA BILL

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

ITEM INFORMATION			
<b>SUBJECT:</b> <b>Resolution No. 08-557, authorizing the Mayor to execute a contract with Cascade Rifle and Pistol Club for shooting range services.</b>	<b>Agenda Date: November 20, 2008</b>		<b>AB08-125</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Howard Botts		
	City Administrator –Gwen Voelpel		
	City Attorney – Loren D. Combs		
	City Clerk – Brenda L. Streepy		<b>X</b>
	Finance – May Miller		
	Public Works – Seth Boettcher		
	Economic Devel. – Andy Williamson		
	Police – Jeff Miller	<b>X</b>	
Cost Impact:	Court – Kaaren Woods		
Fund Source:			
Timeline:			
<b>Attachments: Resolution No. 08-557, Agreement and Annual Dues invoice</b>			
<b>SUMMARY STATEMENT:</b>  <p>Currently, the Police Department utilizes the City of Issaquah’s indoor shooting range. The range is often unavailable and limited on what kind of training can be conducted. Also, it is difficult to schedule on-duty personnel due to the distance away from Black Diamond. This contract will provide access to use the Cascade Rifle and Pistol Club for the purposes of the firearms training program at a cost of \$1,500 annually. With the recent development of the Police Department’s Firearm Training Program, the need for a locally located outdoor shooting range is needed. The use of the Cascade Rifle and Pistol Club would provide many benefits to Police Department Personnel and the City. Some of the benefits are as follows:</p> <ul style="list-style-type: none"> <li>• Quarterly training for department members</li> <li>• Qualifying and training for new hires</li> <li>• Additional flexible training days for officers having trouble shooting</li> <li>• Allow for one on one training between the instructor and student</li> <li>• Black Diamond Police can host CSPA (multi-agency) training</li> <li>• Rifle/shotgun training</li> <li>• Save us on travel time (overtime) since it is close to the City</li> <li>• Open shoots can be scheduled where officers come on their own time to practice</li> <li>• More flexibility in scheduling range time</li> <li>• Ability to reserve and close a range down</li> <li>• Ability to go shoot on short/no notice</li> <li>• If an officers gun/rifle goes down we can quickly qualify them with a new weapon</li> <li>• Officers can practice immediately before qualification courses</li> <li>• When developing a new qualification course or training, the firearms instructor can plan the logistics at the range before introducing it to the department</li> <li>• Citizen Academy Practical firearm Exercise</li> <li>• The firearms instructor can practice qualifications before performing the prerequisites</li> </ul>			

<p>it takes to get into instructor training courses.</p> <ul style="list-style-type: none"> <li>• Ability to go shoot with on-duty personnel due to the close proximity of the City</li> <li>• It is a large outdoor facility with several ranges that will allow us to do diverse training that could not be done in an indoor range. (Use Patrol vehicle during training/shoot steel target/long distance shooting/no and shoot over a large course)</li> </ul>		
COMMITTEE REVIEW AND RECOMMENDATION: <b>None</b>		
RECOMMENDED ACTION: <b>MOTION to adopt Resolution No. 08-557, authorizing the Mayor to enter into a contract agreement with Cascade Rifle and Pistol Club for shooting range services.</b>		
<b>RECORD OF COUNCIL ACTION</b>		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
November 20, 2008		

**RESOLUTION NO. 08-557**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
BLACK DIAMOND, KING COUNTY, WASHINGTON  
AUTHORIZING THE MAYOR TO ENTER INTO A  
CONTRACT SERVICES AGREEMENT WITH CASCADE  
RIFLE AND PISTOL CLUB FOR SHOOTING RANGE  
SERVICES**

**WHEREAS**, the City has identified a need for use of a locally located firearm shooting range; and

**WHEREAS**, the City has received a contract from the Cascade Rifle and Pistol Club, who agrees to provide the use of their outdoor range at the rate of \$1,500.00 per year.

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

**Section 1.** Authorizing the Mayor to enter into an agreement with Cascade Rifle and Pistol Club to provide use of the outdoor firearm shooting range to the City of Black Diamond Police Department, substantially in the form attached hereto as Exhibit A.

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 20TH DAY OF NOVEMBER, 2008.**

CITY OF BLACK DIAMOND:

\_\_\_\_\_  
Howard Botts, Mayor

Attest:

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



*Promoting Firearm Safety and  
Marksmanship Training Since 1947*

This is to serve as an agreement between the Cascade Rifle and Pistol Club, Inc. (Cascade) and the Black Diamond Police Department (BDPD) for the use of the Cascade outdoor range facilities as an Agency membership. BDPD will have non-exclusive reserved use of Cascade's outdoor facilities, on a scheduled basis, which will not preclude Cascade members from using other outdoor range facilities not being used by BDPD for official scheduled training. BDPD is requested to have the reserved facilities scheduled two (2) months in advance, preferably at the annual scheduling meeting on the last Monday of November. BDPD will pay Cascade the sum of \$750.00 for the time period commencing November 1, 2008 and terminating on April 30, 2009.

BDPD representatives will be required to be processed through a new member orientation prior to being issued any keys to the facilities. BDPD will hold Cascade, its members and officers harmless in the event of injury according to Club Bylaws. BDPD personnel will agree to act in accordance with Cascade Bylaws and Range Standard Operating Procedures.

\_\_\_\_\_  
Terry R. Meyer  
Secretary  
The Cascade Rifle & Pistol Club, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Howard Botts  
Mayor  
Black Diamond, Washington, USA

\_\_\_\_\_  
Date

Cascade Rifle & Pistol Club, Inc.

PO Box 310

Ravensdale, WA 98051-0310

## Agency Annual Dues

Date	Invoice #
9/25/2008	18

Agency
Black Diamond Police Dept Attn: Officer Ed Volpone P.O. Box 309 Black Diamond, WA 98010

P.O. No.	Terms	Renewal Year
	Due on receipt	9/25/2008

Description	Amount
Professional/Agency Membership - F/Y May 1, 2008 - April 30, 2009 The prorated fee for November 2008 - April 2009 is \$750.00	1,500.00

<b>Total</b>	\$1,500.00
<b>Balance Due</b>	\$1,500.00

Phone #	E-mail
425 228-2123	cascade_treasurer@comcast....