



CITY OF BLACK DIAMOND
October 27, 2011 Workstudy Agenda
25510 Lawson St., Black Diamond, Washington

Workstudies are meetings for Council to review upcoming and pertinent business of the City. Public testimony is only accepted at the discretion of the Council.

7:00 P.M. – CALL TO ORDER, ROLL CALL

- 1) 2012 Proposed Public Works Budget for Revenues and Expenditures – Ms. Miller
- 2) Adjournment



2012

Other Funds

Preliminary Budget

October 27, 2011

Table of Contents

Special Revenue Funds

Street Fund 101	1
REET I Fund 104	2
Government Capital Fund 310	3
REET II Fund 105	4
Public Works Capital Fund 320	4

Internal Service Fund

Fire, Police Vehicles and City Equipment Fund 510	5
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Utility Funds

Water Fund 401	7
Water Supply Facility Funding Agreement	8
Water Debt Analysis	9
Water Capital Fund 404	10
Wastewater Fund 407	10
Wastewater Capital Fund 408	12
Stormwater Fund 410a	13
Stormwater Capital Fund 410b	14

All City Employee Positions	15
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Budget Calendar	16
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2012 Preliminary Budget - Other Funds - City of Black Diamond

101 Street Fund		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
REVENUE							
1	Diverted County Road Prop Tax	5,349	6,200	6,200		(6,200)	-100%
2	Right of Way Permit	7,220	5,000	2,750	3,000	(2,000)	-40.0%
3	Street/Sidewalk/Curb Variance	300	400	300	300	(100)	-25.0%
4	Storm Clean UP Grant-Fed			100			
5	Street Gas Tax	90,571	91,500	57,330	85,870	(5,630)	-6.2%
6	LGIP Investment Interest	1,065	900	483	610	(290)	-32.2%
7	FA Reimbursement for PW Staff	20,075	41,338	28,422	42,946	1,608	3.9%
8	Street Miscellaneous			1,520			
9	Subtotal Street Fund Revenue	124,580	145,338	97,105	132,726	(12,612)	-8.7%
10	Beginning Cash & Investments	386,427	323,854	323,854	310,627	(13,227)	-4.1%
11	Total Street Fund Sources	511,007	469,192	420,959	443,353	(25,839)	-5.5%
EXPENDITURES							
13	Street-Wages	57,079	72,817	44,659	70,026	(2,791)	-3.8%
14	Furlough (2010-13 day, 11-5 day, 12-4 day)		(778)		(601)	177	-22.8%
15	Benefits (soc sec, retirement, medical ins, etc)	20,440	27,241	16,578	27,840	599	2.2%
16	Subtotal Salaries and Benefits	77,519	99,280	61,237	97,265	(2,015)	-2.0%
17	Roadside Maintenance Supplies	838	3,500	73		(3,500)	-100%
18	Allocated Office Supplies, Copies, Postage	2,251	1,773	1,184	1,719	(54)	-3.0%
19	Operating supplies and uniforms	454	800	449	800		0%
20	Street Signs	2,408	2,400			(2,400)	-100%
21	Sand & Salt-Snow & Ice	716	1,600	151	1,300	(300)	-18.8%
22	Fuel	1,600	1,900	1,284	2,000	100	5.3%
23	Small Tools & Equipment	867	1,200	56	1,200		0%
24	Subtotal Operating Supplies	9,134	13,173	3,196	7,019	(6,154)	-46.7%
25	Insurance	4,434	4,590		6,423	1,833	39.9%
26	Telephone, DSL and Postage	583	1,350	303	1,950	600	44.4%
27	Prof Services Transportation	5,730			1,000	1,000	100%
28	Traffic Signal Maintenance	3,408	4,000	1,458	3,500	(500)	-12.5%
29	Street Lighting	27,200	29,000	18,342	28,000	(1,000)	-3.4%
30	Street Striping	6,045	7,000			(7,000)	-100%
31	Travel, Memberships and Training	112	1,600	126	1,600		0%
32	Advertising		100	157	200	100	100%
33	Vehicle and Shop Maintenance	2,367	3,000	711	2,500	(500)	-16.7%
34	Utilities (elect,gas,water,waste,stormwtr etc)	1,805	1,860	1,351	1,946	86	4.6%
35	Other Professional Svcs and Miscellaneous	975		134	290	290	100%
36	Legal Costs	10,673	11,000	6,433	11,000		0%
37	State Auditor Services	305	2,500		440	(2,060)	-82.4%
38	PW Administration Cost Allocation	6,863	8,488	5,656	8,700	212	2.5%
39	Subtotal Services and Charges	70,500	74,488	34,672	67,549	(6,939)	-9.3%
40	Total Operating Expenditures	157,153	186,941	99,105	171,833	(15,108)	-8.1%
41	Transfer out to 510 Equipment Reserve	10,000	10,000		10,000		0%
42	Transfer to Street Preservation	20,000					
43	Transfer to 320 Fund Misc Overlay Match		11,239	11,239		(11,239)	-100%
44	Trans in from RR Project 004		(35,274)	(33,463)		35,274	-100%
45	Subtotal Transfers	30,000	(14,035)	(22,224)	10,000	24,035	-171.3%
46	Ending C & I (3 month Reserve)	39,288	46,735		42,960	(3,775)	-8.1%
47	Ending Cash & Investments Unreserved	284,566	249,551	344,078	218,560	(30,991)	-12.4%
48	Subtotal Ending Cash and Investments	323,854	296,286	344,078	261,520	(34,766)	-11.7%
49	Total Street Fund Uses	511,007	469,192	420,959	443,353	(25,838)	-5.5%

2012 Preliminary Budget - Other Funds - City of Black Diamond

Street Fund, continued

2012 Employee Allocations by Funding Source - Street							
Positions supporting Public Works	Full Time Equivalent (FTE)	Funding Agreement	General Fund	Street Fund	Water Fund	Waste water Fund	Storm water Fund
50 Admin Assistant I	1.00		0.10		0.3	0.3	0.3
51 Deputy City Clerk	1.00		0.60	0.04	0.12	0.12	0.12
52 Senior Accountant	0.75		0.45	0.03	0.09	0.09	0.09
PW Support Staff Subtotal	2.75		1.15	0.07	0.51	0.51	0.51
53 Public Works Director - <i>Funding</i>	1.00		0.10	0.15	0.25	0.25	0.25
54 Admin Assistant III- <i>Funding</i>	1.00			0.25	0.25	0.25	0.25
55 <i>Funding - Utilities (20% of Dir & AAIII)</i>		1.70	-0.10	-0.4	-0.4	-0.4	-0.4
56 Utilities Supervisor	1.00		0.10	0.15	0.25	0.25	0.25
57 Utility Worker	1.00		0.10	0.15	0.25	0.25	0.25
58 Utilities Operator	1.00		0.10	0.15	0.25	0.25	0.25
58 Seasonal Help for Parks	0.42		0.04	0.06	0.10	0.10	0.10
59 PW Designated Employees Subtotal	5.42	1.70	0.34	0.51	0.95	0.95	0.95
60 Total Positions (FTE's)	8.17	1.70	1.49	0.58	1.46	1.46	1.46

104 REET I Gen Gov't Fund		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
REVENUE							
61	R1 1.4% REET	45,476	30,000	21,072	38,500	8,500	28.3%
62	LGIP Investment Interest	2,202	1,600	1,004	1,200	(400)	-25.0%
63	Transfer in from REET II		70,000		93,500	23,500	33.6%
64	Subtotal Revenue	47,678	101,600	22,076	133,200	31,600	31.1%
65	Beginning Cash & Investments	710,483	401,486	401,486	321,026	(80,460)	-20.0%
66	Total REET I 104 Fund Sources	758,161	503,086	423,562	454,226	(48,860)	-9.7%
EXPENDITURES							
68	Transfer to 310 Gen Gov't Capital Fund	356,675	139,000	30,000	98,750	(40,250)	-29.0%
69	Trans 510 Fund - Police & Fire Equipment		43,850		79,915	36,065	82.2%
70	Subtotal Expenditures	356,675	182,850	30,000	178,665	(4,185)	-2.3%
71	Ending Cash & Investments	401,486	320,236	393,562	275,561	(44,675)	-14.0%
72	Total REET I 104 Fund Uses	758,161	503,086	423,562	454,226	(48,860)	-9.7%

2012 Preliminary Budget - Other Funds - City of Black Diamond

310 Government Capital Fund*		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
REVENUE							
73	Transfer in REET I	356,675	139,000	30,000	98,750	(40,250)	-29.0%
74	King Co Parks Tax Levy	8,323	8,000	4,461	8,000		0%
75	Tree Mitigation	6,000		650	5,000	5,000	100%
76	Boat Launch Grant KC Conservation District	2,556		2,872			
77	King Co Regional Park Grant				20,000	20,000	100%
78	DOE Grant for Shoreline MP	39,521	20,285	4,385	10,000	(10,285)	-50.7%
79	State Grants for Ginder purchase				175,000	175,000	100%
80	Dept of Ecology Grant for Ginder purchase				125,000	125,000	100%
81	Impact fees, in-kind or developer		7,500		41,250	33,750	450.0%
82	Transfer In REET II - Impact Study Fees		80,000	80,000		(80,000)	-100%
83	Subtotal Revenue	413,075	254,785	122,368	483,000	228,215	89.6%
84	Beginning Cash & Investments	86,178	310,163	310,164		(310,163)	-100%
85	Total 310 Govt Capital Fund Sources	499,253	564,948	432,532	483,000	(81,948)	-14.5%
EXPENDITURES							
87	Ginder Land acquisition				300,000	300,000	100%
88	Trails Projects	1,665	24,094		28,000	3,906	16.2%
89	Boat Launch Project	8,312	49,244	23,295		(49,244)	-100%
90	Shoreline Master Plan	26,804	20,479	7,445	10,000	(10,479)	-51.2%
91	Park Signage	865	16,635	121		(16,635)	-100%
92	Tree Mitigation	1,058	4,941	894	5,000	59	1.2%
93	Prior year park projects	27,690					
94	Council Chambers, Police & Court Building	11,124	132,590	97,155		(132,590)	-100%
95	Police Technology & other	15,876	13,261	4,177	8,000	(5,261)	-39.7%
96	Police record system loan payment - principal	40,000	40,000		40,000		0%
97	Police record system loan - interest	800	2,000		2,000		0%
98	Police records, phones & firearms	18,668					
99	Fire Impact Fees & CF Henderson/Young		14,620	12,105		(14,620)	-100%
100	Fire Station 99 study & design		5,000		25,000	20,000	400%
101	General Government technology	21,844	34,155	8,828	20,000	(14,155)	-41.4%
102	Grant Matching	14,384	103,549	769	10,000	(93,549)	-90.3%
103	Future Facility Site design & analysis		15,000		35,000	20,000	133.3%
104	Impact Study fees		65,380			(65,380)	-100%
105	Way Finding Signs		24,000			(24,000)	-100%
106	Subtotal General Govt Capital Projects	189,088	564,948	154,788	483,000	(81,948)	-14.5%
107	Ending Cash & Investments	310,164		277,744			
108	Total 310 Gen Govt Capital Fund Uses	499,252	564,948	432,532	483,000	(81,948)	-14.5%

109 * Note that fire and police vehicles and equipment are funded out of the 510 Fund

2012 Preliminary Budget - Other Funds - City of Black Diamond

105 REET II Public Works Capital Projects

	Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
REVENUE						
110 R2 1/4% REET Tax	45,476	30,000	21,072	38,500	8,500	28.3%
111 LGIP Investment Interest	2,562	3,500	1,098	2,000	(1,500)	-42.9%
112 Subtotal REET II Fund Revenue	48,037	33,500	22,170	40,500	7,000	20.9%
113 Beg Cash & Investments	819,237	543,991	543,991	530,125	(13,866)	-2.5%
114 Total REET II Fund Sources	867,274	577,491	566,161	570,625	(6,866)	-1.2%
EXPENDITURES						
116 Transfer to REET I		70,000		93,500	23,500	33.6%
117 Transfer out 320 PW Capital	323,283	120,000		148,782	28,782	24.0%
118 Transfer to 320 Fund - Misc Overlays - Match		32,000			(32,000)	-100%
119 Trans Back from RR Project		(153,547)	(145,670)		153,547	-100%
120 Total REET I Fund Expenditures	323,283	68,453	(145,670)	242,282	173,829	253.9%
121 Ending Cash & Investments	543,991	509,038	711,831	328,343	(180,695)	-35.5%
122 Total REET II Fund Uses	867,274	577,491	566,161	570,625	(6,866)	-1.2%

320 REET II Public Works Capital Projects

	Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
REVENUE						
123 Transfers Street Fund	20,000	(22,224)	(22,224)		22,224	-100%
124 Transfers REET II	323,283	6,330	(145,670)	168,782	162,452	2566.4%
125 TIB Grants	908,362	476,132	39,714	100,000	(376,132)	-79.0%
126 CDBG Grant	62,839	300,762	212,520		(300,762)	-100%
127 Transfers to and from Utilities	40,000	(17,715)	(17,715)		17,715	-100%
128 Grant Matching and Reimbursements			79,007	20,000	20,000	100%
129 Subtotal PW Capital Fund Revenue	1,354,484	743,285	145,632	288,782	(454,503)	-61.1%
130 Beginning Cash & Investments	149,741	124,722	41,340		(124,722)	-100%
131 Total PW Capital Fund Sources	1,504,225	868,007	186,972	288,782	(579,225)	-66.7%
EXPENDITURES						
133 288th Paving-Watson Asphalt		112,388	1,226	120,000	7,612	6.8%
134 Roberts Sidewalk/ Morgan St to KC Library		319,218		38,782	(280,436)	-87.9%
135 Railroad Avenue Project	947,265	10,647	10,647		(10,647)	-100%
136 Morgan Street Project	395,725	155,509	90,839		(155,509)	-100%
137 Rock Crk Bridge prelim engr (grant matching)				20,000	20,000	100%
138 Public Works Facilities Design and Engineering				20,000	20,000	100%
139 Elevate Abrahms preliminary engineering				20,000	20,000	100%
140 General Street Preservation	1,729	45,245	3,901	30,000	(15,245)	-33.7%
141 Lawson and Newcastle repair		105,000	360		(105,000)	-100%
142 233rd Ave Street Repair	34,783					
143 Transfer to 310 Fund for Projects		80,000	80,000		(80,000)	-100%
144 Grant Matching - Streets		40,000		40,000		0%
145 Subtotal PW Capital Fund Projects	1,379,503	868,007	186,972	288,782	(579,225)	-66.7%
146 Ending Cash & Investments Unreserved	124,722					
147 Total PW Capital Fund Uses	1,504,225	868,007	186,972	288,782	(579,225)	-66.7%

2012 Preliminary Budget - Other Funds - City of Black Diamond

510 -1 Fire Equipment Reserves		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
REVENUE							
148	LGIP Investment Interest Fire Equipment	173	100	64	100		0%
149	Transfer in REET I				34,915	34,915	100%
150	Fire Fee - Eagle Creek Plat		8,000	8,000		(8,000)	-100%
151	Subtotal Revenue	173	8,100	8,064	35,015		0%
152	Beg Cash & Invest Unreserved - Fire Equip	58,510	56,682	56,682	34,661	(22,021)	-38.9%
153	Total Fire Equipment Revenue	58,682	64,782	64,746	69,676	4,894	7.6%
EXPENDITURES							
155	Fire Truck Repairs & Maintenance		21,627	21,625		(21,627)	-100%
156	Two Fire Support Vehicles				69,500	69,500	100%
157	Subtotal Fire Expenditures		21,627	21,625	69,500	47,873	221.4%
158	Ending Cash & Investments - Fire	58,682	43,155	43,121	176	(42,979)	-99.6%
159	Subtotal 510 Fire Equipment Uses	58,682	64,782	64,746	69,676	4,894	7.6%

510 -2 PW Equipment Reserves		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
REVENUE							
160	LGIP Investment Interest City Equipment	424	525	203	300	(225)	-42.9%
161	Subtotal Interest & Other Revenue	424	525	203	300	(225)	-42.9%
162	Transfer in from Water Fund	10,000	10,000		10,000		0%
163	Transfer in from Wastewater Fund	10,000	10,000		10,000		0%
164	Transfer in from Stormwater Fund	10,000	10,000		10,000		0%
165	Transfer in from Street Fund	10,000	10,000		10,000		0%
166	Transfer in from REET I						
167	Subtotal 510 Fund Transfers	40,000	40,000		40,000		
168	Subtotal 510 Fund Revenue	40,424	40,525	203	40,300	(225)	-0.6%
169	Beg Cash & Invest Unreserved - City Equip	163,675	179,394		114,694	(64,700)	-36.1%
170	Total 510 Fire Equip. Fund Sources	204,099	219,919	203	154,994	(64,925)	-29.5%
EXPENDITURES							
172	Utility Truck Purchase		25,000			(25,000)	-100%
173	Slope Mower		75,000	74,934		(75,000)	-100%
174	Radios for Utilities		5,000			(5,000)	-100%
175	Dump Truck 2010 Purchase	24,705					
176	GPS System		9,192	10,118		(9,192)	-100%
177	Subtotal City Equipment Expenditures	24,705	114,192	85,052		(114,192)	-100.0%
178	Ending Cash & Investments - City	179,394	105,727	94,546	154,994	49,267	46.6%
179	Total 510 City Equip. Fund Sources	204,099	219,919	179,598	154,994	(64,925)	-29.5%

2012 Preliminary Budget - Other Funds - City of Black Diamond

510 -3 Police Vehicle Reserve		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
180	REVENUE						
181	Transfer in REET I		43,850		45,000		100%
182	Subtotal Police Vehicle Revenue		43,850		45,000		100%
183	Beginning Cash & Investments						
184	Total Police Equipment Revenue		43,850		45,000	1,150	100%
185	EXPENDITURES						
186	Police Vehicles (Tahoe in 2011)		43,850	43,851	45,000	1,150	2.6%
187	Total Police Vehicle Expenditures		43,850	43,851	45,000	1,150	2.6%

510 - TOTAL Equipment Reserves		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
188	REVENUE						
189	LGIP Investment Interest Equipment	596	625	268	400	(225)	-36%
190	Other Revenue		8,000	8,000		(8,000)	-100%
191	Transfers in	40,000	83,850		119,915	36,065	43.0%
192	Subtotal Revenue	40,596	92,475	8,268	120,315	27,840	30.1%
193	Beginning Cash & Investments	222,185	236,076	179,394	149,355	(86,721)	-36.7%
194	Total 510 Equip. Fund Sources	262,781	328,551	187,662	269,670	(58,881)	-17.9%
195	EXPENDITURES						
196	Total Expenditures	24,705	179,669	150,528	114,500	(65,169)	-36.3%
197	Subtotal Equipment Expenditures	24,705	179,669	150,528	114,500	(65,169)	-36.3%
198	Ending Cash & Investments - City	238,076	148,882	37,134	155,170	6,288	4.2%
199	Total 510 Equip. Fund Sources	262,781	328,551	187,662	269,670	(58,881)	-17.9%

2012 Preliminary Budget - Other Funds - City of Black Diamond

401 Water Fund		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
REVENUE							
199	Water User Charges	389,262	454,000	281,455	454,000		0%
200	Water Meter & Setting			3,929	4,000	4,000	100%
201	Reimbursible Water Repairs	528	600	86	100	(500)	-83.3%
202	Water Availability Staff Fee			600	600	600	100%
203	Water Late Fees/Name Change Charge	15,838	16,000	10,568	15,000	(1,000)	-6.3%
204	Subtotal Water Operating Revenue	405,627	470,600	296,639	473,700	3,100	0.7%
205	Other Revenue						
206	LGIP Investment Interest	350	500	194	260	(240)	-48.0%
207	FA Reimbursement for PW Staff	33,458	49,613	33,245	45,766	(3,847)	-7.8%
208	Insurance Recoveries		26,585	26,585		(26,585)	-100%
209	Subtotal Other Water Fund Revenue	33,807	76,698	60,024	46,026	(30,672)	-40.0%
210	Transfer in Water Reserves for Debt	125,000	125,000	125,000	125,000		0%
211	Subtotal Water Fund Revenue	564,435	672,298	481,662	644,726	(27,572)	-4.1%
212	Beginning Cash & Investments	150,641	146,061	146,061	151,202	5,141	3.5%
213	Total Water Fund Sources	715,075	818,359	627,723	795,928	(22,432)	-2.7%
214	EXPENDITURES						
215	Water Wages	105,990	122,161	78,946	123,976	1,815	1.5%
216	Furlough (2010-13 day, 11-5 day, 12-4 day)		(1,547)		(1,214)	333	-21.5%
217	Benefits (soc sec, retirement, medical ins, etc)	38,505	43,867	29,176	49,075	5,208	11.9%
218	Subtotal Salaries and Benefits	144,495	164,481	108,122	171,837	7,356	4.5%
219	Operating and Office Supplies & Uniforms	2,393	6,950	4,745	6,978	28	0.4%
220	Allocated office supplies, copies and postage	7,901	6,945	4,632	6,248	(697)	-10.0%
221	Caustic	9,850	15,000	7,467	12,000	(3,000)	-20.0%
222	Fuel	3,279	3,200	2,139	3,250	50	1.6%
223	Small Tools and Safety Equipment	401	1,000	140	1,000		0%
224	Subtotal Supplies	23,824	33,095	19,124	29,476	(3,619)	-10.9%
225	Insurance	18,888	19,551		22,106	2,555	13.1%
226	Telephone, internet, radios & postage	5,186	5,000	2,768	4,500	(500)	-10.0%
227	Professional Svcs & Sensus software support	1,434	4,500	1,577	1,600	(2,900)	-64.4%
228	Water Testing and Sampling	1,486	1,500	499	1,500		0%
229	Health department and other permits	2,758	1,700	1,608	1,700		0%
230	Repairs, maintenance and locates	3,455	5,500	4,313	6,700	1,200	21.8%
231	Travel, memberships and training	865	1,900		1,900		0%
232	Electricity and Gas	32,140	34,000	19,853	32,000	(2,000)	-5.9%
233	Other Utilities (water, wstwtr, waste disp, etc.)	956	1,060	675	1,048	(12)	-1.1%
234	Legal Services	15,970	16,500	9,649	16,500		0%
235	Printing, locates and miscellaneous	1,014	800	643	700	(100)	-12.5%
236	Audit - share of costs	764	6,250		1,100	(5,150)	-82.4%
237	PW Administration Cost Allocation	20,601	25,465	16,976	26,100	635	2.5%
238	Utility Tax	24,333	28,236	17,798	28,422	186	0.7%
239	B & O Taxes	19,087	22,832	14,003	23,822	990	4.3%
240	Subtotal Services and Charges	148,935	174,794	90,362	169,698	(5,096)	-2.9%
241	Subtotal Operating Expenditures	317,254	372,370	217,608	371,011	(1,359)	-0.4%
242	Transfer out to 510 Equipment Reserve	10,000	10,000		10,000		0%
243	Wind damage electric pole replacement		27,585	27,585		(27,585)	-100%
244	Debt service for Water meters		48,300		48,200	(100)	-0.2%
245	PWTF Debt Service	934,420	926,153	925,069	922,075	(4,078)	-0.4%
246	Developer Payment of Debt Service	(692,660)	(686,446)	(684,433)	(683,505)	2,941	-0.4%
247	Subtotal Other Expenditures	251,760	325,592	268,220	296,770	(28,822)	-8.9%
248	Ending C & I (3 month expenditures)	79,286	93,042		92,753	1,504	1.6%
249	Ending Cash & Investments Unreserved	66,775	27,355	141,894	35,394	18,885	69.0%
250	Subtotal Ending Cash & Investments	146,061	120,397	141,894	128,147	7,750	6.4%
251	Total Water Fund Uses	715,075	818,359	627,723	795,928	(22,431)	-2.7%

2012 Preliminary Budget - Other Funds - City of Black Diamond

Water Fund, continued

2012 Employee Allocations by Funding Source - Water							
Positions supporting Public Works	Full Time Equivalent (FTE)	Funding Agreement	General Fund	Street Fund	Water Fund	Waste water Fund	Storm water Fund
252 Admin Assistant I	1.00		0.10		0.3	0.3	0.3
253 Deputy City Clerk	1.00		0.60	0.04	0.12	0.12	0.12
254 Senior Accountant	0.75		0.45	0.03	0.09	0.09	0.09
255 PW Support Staff Subtotal	2.75		1.15	0.07	0.51	0.51	0.51
256 Public Works Director - Funding	1.00		0.10	0.15	0.25	0.25	0.25
257 Admin Assistant III- Funding	1.00			0.25	0.25	0.25	0.25
258 <i>Funding - Utilities (20% of Dir & AAllI)</i>		1.70	-0.10	-0.4	-0.4	-0.4	-0.4
258 Utilities Supervisor	1.00		0.10	0.15	0.25	0.25	0.25
259 Utility Worker	1.00		0.10	0.15	0.25	0.25	0.25
260 Utilities Operator	1.00		0.10	0.15	0.25	0.25	0.25
261 Seasonal Help for Parks	0.42		0.04	0.06	0.10	0.10	0.10
262 PW Designated Employees Subtotal	5.42	1.70	0.34	0.51	0.95	0.95	0.95
263 Total Positions (FTE's)	8.17	1.70	1.49	0.58	1.46	1.46	1.46

402 WSSFA Fund*		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
*Water Supply Facility Funding Agreement							
REVENUE							
264 Springs/Task 3					300,000	300,000	100%
265 Springs/Task 3 - Palmer CC				4,343			
266 Developer Contributions			140,000			(140,000)	-100%
267 Transfer to correct prior year error		53,678					
268 LGIP Investment Interest		43		29			
269 Subtotal WSSFA Revenue		53,721	140,000	4,371	300,000	160,000	114.3%
270 Beg Cash & Investments		14,352	28,881	28,881	122,800	93,919	325.2%
271 Total WSSFA Fund Sources		68,073	168,881	33,253	422,800	253,919	150.4%
EXPENDITURES							
273 Reservoir Construction-Tacoma Water		39,191					
274 Springs/Task 3- Engineering			140,000		300,000	160,000	114.3%
275 Total WSSFA Expenditures		39,191	140,000		300,000	160,000	114.3%
276 Ending Cash & Investments Unreserved		28,881	28,881	33,253	122,800	93,919	325.2%
277 Total WSSFA Fund Uses		68,073	168,881	33,253	422,800	253,919	150.4%

City of Black diamond

Water Debt Analysis

2012													
Issue Date	Issue Amount	Type	Purpose	Maturity Date	12/31/2011 debt owed	2012 Principal	2012 Interest	2012 Debt Svs	Water Operating	Water Capt Res	Total Water	Developer Reimb	Total Debt Service
1995	200,000	PWTF	Wtr Repair	2015	41,600	10,650	2,130	12,780	13,846		13,846	0	13,846
2006	180,000	PWTF	Cor Contrl	2022	123,750	11,250	619	11,869	11,982		11,982	0	11982
2005	3,407,063 2,040,757		Tac 500mg Pump Fac, Res & lines	2024	3,841,341	295,500	19,207	314,707	88,932	125,000	213,932	100,775	314,707
	5,447,820	PWTF											
2004	11,334,510	Tac Water	Tac Wtr 1	2013	1,125,460	562,730	20,000	582,730	0	0	0	582,730	582,730
Totals	17,162,330				5,132,151	880,130	41,956	922,086	114,760	125,000	239,760	683,505	923,265
Total net Water fund 2010 Debt Service									\$114,760	\$125,000	\$239,760		

*Black diamond hold a letter of credit from Palmer Coking for their balance owing of \$1,230,500 of PWTF Loan. Thirteen payments of Approximately \$101,000.

**Black Diamond holds a letter of credit from BD Partners for the \$1,125,460 balance owing To Tacoma Water. Two Payments of Principal & Interest.

2012 Preliminary Budget - Other Funds - City of Black Diamond

404 Water Capital Fund		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
REVENUE							
278	LGIP Investment Interest	1,458	1,000	746	1,000		0%
279	Water Connection Charges		20,000	23,906	20,000		0%
280	CDBG Grant 5th Ave Water Main				175,000	175,000	100%
281	Loan from Wastewater Reserve for meters	230,000					
282	Subtotal Water Capital Fund Revenue	231,458	21,000	24,652	196,000	175,000	833.3%
283	Beg Cash & Investment Unreserved	629,009	780,436	580,436	486,240	(294,196)	-37.7%
284	Total Water Capital Fund Sources	860,467	801,436	605,087	682,240	(119,196)	-14.9%
EXPENDITURES							
286	5th Ave Water Main Replacement				175,000	175,000	100%
287	Meter Replacement Project	101,353	100,000	57,634		(100,000)	-100%
288	Trans back from Railroad Project		(6,225)	(5,905)		6,225	-100%
289	Transfer out to Water Fund 401-for debt	125,000	125,000	125,000	125,000		0%
290	Professional Services - Water				5,000	5,000	100%
291	Previous year WSFFA Transfer	53,678					
292	Subtotal Water Capital Fund Expenditures	280,031	218,775	176,729	305,000	86,225	39.4%
293	Ending Cash & Investments	580,436	582,661	428,358	377,240	(205,421)	-35.3%
294	Total Water Capital Fund Uses	860,467	801,436	605,087	682,240	(119,196)	-14.9%

407 Wastewater Fund		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
REVENUE							
295	Operating Revenue						
296	Wastewater User Charges	597,817	650,402	410,533	650,000	(402)	-0.1%
297	Wastewater Reimbursement Svcs.	1,200	1,000	1,410	1,500	500	50.0%
298	Subtotal Wastewater Operating Revenue	599,017	651,402	411,943	651,500	98	0.02%
299	Other Revenue						
300	LGIP Investment Interest	348	400	118	150	(250)	-62.5%
301	FA Reimbursement for PW Staff	33,458	49,612	33,245	45,766	(3,846)	-7.8%
302	Miscellaneous Rev (recoveries, staff fees, etc)		7,204	922	600	(6,604)	-91.7%
303	Subtotal Wastewater Other Revenue	33,806	57,216	34,285	46,516	(10,700)	-18.7%
304	Transfer from Wastewater Reserves	50,000			50,000	50,000	100%
305	Subtotal Wastewater Fund Revenue	682,823	708,618	446,228	748,016	39,398	5.6%
306	Beginning Cash & Investments	120,137	109,589	109,589	105,500	(4,089)	-3.7%
307	Total Wastewater Fund Sources	802,960	818,207	555,817	853,516	35,309	4.3%

2012 Preliminary Budget - Other Funds - City of Black Diamond

407 Wastewater Fund, cont.		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
EXPENDITURES							
308	Wastewater Wages	105,991	120,147	78,945	122,552	2,405	2.0%
309	Furlough (2010-13 day, 11-5 day, 12-4 day)		(1,525)		(1,214)	311	-20.4%
310	Benefits (soc sec, retirement, medical ins, etc)	38,505	43,758	29,177	49,182	5,424	12.4%
311	Subtotal Salaries and Benefits	144,495	162,380	108,122	170,520	8,140	5.0%
312	Allocated Office Supplies, Copies, Postage	7,901	6,945	4,632	6,248	(697)	-10.0%
313	Office, Operating Supplies & Uniforms	1,445	2,200	775	1,478	(722)	-32.8%
314	Fuel	2,505	3,200	2,139	3,250	50	1.6%
315	Small tools and safety equipment	401	1,500	944	1,000	(500)	-33.3%
316	Subtotal Operating Supplies	12,252	13,845	8,491	11,976	(1,869)	-13.5%
317	Insurance	10,309	10,672		10,626	(46)	-0.4%
318	Repairs and Maintenance	3,136	5,000	4,643	6,500	1,500	30.0%
319	Printing, advertising and security	483		255	500	500	100%
320	Travel and Training	12	1,200		1,375	175	14.6%
321	Electricity and Gas	1,871	2,100	1,237	1,854	(246)	-11.7%
322	Other Utilities	1,025	1,530	900	1,371	(159)	-10.4%
323	Telephone, internet and Postage	5,116	5,300	2,614	4,300	(1,000)	-18.9%
324	Legal Services	17,183	16,500	9,991	17,000	500	3.0%
325	Audit - share of costs	764	6,250		1,100	(5,150)	-82.4%
326	PW Administration Cost Allocation	20,601	25,465	16,976	26,100	635	2.5%
327	Utility Taxes	35,941	38,625	24,753	39,100	475	1.2%
328	State of WA Excise Tax	4,935	6,000	4,369	7,862	1,862	31.0%
329	Subtotal Services and Charges	101,375	118,642	65,738	117,688	(954)	-0.8%
330	Subtotal Operating Expenditures	258,122	294,867	182,350	300,184	5,317	1.8%
331	Soos Creek Sewer Payment	27,472					
332	Metro Sewer Charges	387,776	438,396	297,969	448,000	9,604	2.2%
333	Subtotal Sewer Treatment	415,249	438,396	297,969	448,000	9,604	2.2%
334	Subtotal Operating Expenditures	673,371	733,263	480,320	748,184	14,921	2.0%
335	Other Expenditures						
336	Transfer out to 510 Equipment Reserve	10,000	10,000		10,000		0%
337	Transfer to Wastewater Capital	10,000					
338	Subtotal Other Expenditures	20,000	10,000		10,000		0%
339	Ending C & I (3 month expenditures)	62,555	71,981	75,497	73,484	1,504	2.1%
340	Ending Cash & Investments Unreserved	47,034	2,964		21,848	18,885	637.2%
341	Subtotal Ending Cash & Investments	109,589	74,944	75,497	95,332	20,388	27.2%
342	Total Wastewater Fund Uses	802,960	818,207	555,817	853,516	35,309	4.3%

2012 Employee Allocations by Funding Source - Wastewater							
Positions supporting Public Works	Full Time Equivalent (FTE)	Funding Agreement	General Fund	Street Fund	Water Fund	Waste water Fund	Storm water Fund
343 Admin Assistant I	1.00		0.10		0.3	0.3	0.3
344 Deputy City Clerk	1.00		0.60	0.04	0.12	0.12	0.12
Senior Accountant	0.75		0.45	0.03	0.09	0.09	0.09
345 PW Support Staff Subtotal	2.75		1.15	0.07	0.51	0.51	0.51
346 Public Works Director - Funding	1.00		0.10	0.15	0.25	0.25	0.25
347 Admin Assistant III- Funding	1.00			0.25	0.25	0.25	0.25
348 <i>Funding - Utilities (20% of Dir & AAIII)</i>		1.70	-0.10	-0.4	-0.4	-0.4	-0.4
Utilities Supervisor	1.00		0.10	0.15	0.25	0.25	0.25
Utility Worker	1.00		0.10	0.15	0.25	0.25	0.25
Utilities Operator	1.00		0.10	0.15	0.25	0.25	0.25
351 Seasonal Help for Parks	0.42		0.04	0.06	0.10	0.10	0.10
352 PW Designated Employees Subtotal	5.42	1.70	0.34	0.51	0.95	0.95	0.95
353 Total Positions (FTE's)	8.17	1.70	1.49	0.58	1.46	1.46	1.46

2012 Preliminary Budget - Other Funds - City of Black Diamond

408 Wastewater Capital Fund		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
REVENUE							
354	Connection/Hook up Fees		5,000	6,400	6,400		0%
355	Loan Repay - Stormwater	30,650	30,400		30,400		0%
356	Loan Repay - Technology	40,800	42,000		42,000		0%
357	Loan Repay - Water Meters		46,200		46,200		0%
358	Loan repay, Interfund		2,100		2,100		0%
359	LGIP Investment Interest	2,747	2,750	1,096	1,600	(1,150)	-41.8%
360	Trans in from Wastewater	10,000					0%
361	Wastewater Storage Project		12,000			(12,000)	-100%
362	Subtotal Wastewater Capital Revenue	84,197	140,450	7,496	128,700	(11,750)	-8.4%
363	Beginning Cash & Investments	985,649	731,007	730,308	723,545	(7,462)	-1.0%
364	Total Wastewater Capital Sources	1,069,846	871,457	737,804	852,245	(19,212)	-2.2%
EXPENDITURES							
366	Infil and Inflow Construction				30,000	30,000	100%
367	Infiltration & Inflow Carryover		180,000	1,838		(180,000)	-100%
368	Lawson Lift Station Engineering		50,000			(50,000)	-100%
369	Preserve Wastewater Treatment Plant	5,544	24,456			(24,456)	-100%
370	Sewer Comprehensive Plan	53,995	11,006	5,766		(11,006)	-100%
371	Wastewater Storage Project/RH2 Engineering		12,000			(12,000)	-100%
372	Morganville Wastewater Lift Station				80,000	80,000	100%
373	Transfer out Sewer Operating	50,000			50,000	50,000	100%
374	Loan to Water Capital/Water Meter Project	230,000					
375	Subtotal Wastewater Capital Expenditures	339,539	277,462	7,604	160,000	(117,462)	-42.3%
376	Ending Cash & Investments	730,308	593,995	730,199	692,246	98,251	16.5%
377	Total Wastewater Capital Fund Uses	1,069,846	871,457	737,804	852,246	(19,212)	-2.2%

2012 Preliminary Budget - Other Funds - City of Black Diamond

410 Stormwater Fund		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
378	REVENUE						
379	Stormwater Charges	237,318	268,800	182,163	270,000	1,200	0.4%
380	LGIP Investment Interest	220	350	67	200	(150)	-42.9%
381	FA Reimbursement for PW Staff	33,458	49,612	33,245	45,766	(3,846)	-7.8%
382	Subtotal Operating Revenue	270,995	318,762	215,475	315,966	(2,796)	-0.9%
383	Beginning Cash & Investments	90,872	44,523	44,523	62,934	18,411	41.4%
384	Total Stormwater Fund Sources	361,867	363,285	259,998	378,900	15,615	4.3%
385	EXPENDITURES						
386	Stormwater Wages	105,991	118,965	78,945	120,566	1,601	1.3%
387	Furlough (2010-13 day, 11-5 day, 12-4 day)		(1,536)		(1,214)	322	-21.0%
388	Benefits (soc sec, retirement, medical ins, etc)	38,505	44,362	29,177	48,533	4,171	9.4%
389	Subtotal Salaries and Benefits	144,495	161,791	108,122	167,885	6,094	3.8%
390	Operating Supplies and Uniforms	1,450	1,560	458	1,380	(180)	-11.5%
391	Allocated Office Supplies, Copies, Postage	7,901	6,945	4,632	6,248	(697)	-10.0%
392	Fuel	2,505	3,200	2,139	3,200		0%
393	Small Tools and Safety Equipment	401	600	140	1,000	400	66.7%
394	Subtotal Office and Operating Supplies	12,257	12,305	7,370	11,828	(477)	-3.9%
395	Professional Services	1,812	2,000			(2,000)	-100%
396	KC Water Quality - Testing and Lab	6,305	6,500	7,945	7,000	500	7.7%
397	Dept of Ecology/Stormwater Permit	1,920	2,000	980	2,000		0%
398	Travel, memberships and training	12	1,300		1,400	100	7.7%
399	WRIA 9 Membership		3,735	3,787	3,800	65	1.7%
400	Tele, internet, radio, postage, adver & misc	4,042	3,500	3,135	6,300	2,800	80.0%
401	Utilities (gas, electric, water, sewer, etc.)	1,480	1,850	1,127	1,758	(92)	-5.0%
402	Legal Costs	10,673	16,500	9,263	16,500		0%
403	Audit - share of costs	458	3,750		600	(3,150)	-84.0%
404	Insurance	4,267	4,417		4,593	176	4.0%
405	Vehicle and other maintenance & repairs	1,897	1,800	1,204	1,800		0%
406	PW Administration Cost Allocation	20,601	25,456	16,976	26,100	644	2.5%
407	Utility Taxes	14,239	16,128	10,930	16,200	72	0.4%
408	B & O Taxes	7,634	4,300	2,369	4,860	560	13.0%
409	Subtotal Services and Charges	75,341	93,236	57,716	92,911	(325)	-0.3%
410	Transfer out to 510 Equipment Reserve	10,000	10,000		10,000		0%
411	Transfer to RR Project	40,000					
412	Loan Payment to Wastewater	30,650	30,600		30,400	(200)	-0.7%
413	Subtotal Other Expenditures	80,650	40,600		40,400	(14,681)	-36.2%
414	Subtotal Operating Expenditures	312,743	307,932	173,208	313,024	5,092	1.7%
415	Ending Cash & Investments	45,888	55,353	86,790	65,875	10,522	19.0%
416	Total Stormwater Fund Uses (non-capital)	358,631	363,285	259,998	378,899	15,614	4.3%

2012 Preliminary Budget - Other Funds - City of Black Diamond

Stormwater Fund, continued

2012 Employee Allocations by Funding Source - Stormwater							
Positions supporting Public Works	Full Time Equivalent (FTE)	Funding Agreement	General Fund	Street Fund	Water Fund	Waste water Fund	Storm water Fund
417 Admin Assistant I	1.00		0.10		0.3	0.3	0.3
418 Deputy City Clerk	1.00		0.60	0.04	0.12	0.12	0.12
419 Senior Accountant	0.75		0.45	0.03	0.09	0.09	0.09
PW Support Staff Subtotal	2.75		1.15	0.07	0.51	0.51	0.51
420 Public Works Director - Funding	1.00		0.10	0.15	0.25	0.25	0.25
421 Admin Assistant III- Funding	1.00			0.25	0.25	0.25	0.25
422 Funding - Utilities (20% of Dir & AAlll)		1.70	-0.10	-0.4	-0.4	-0.4	-0.4
423 Utilities Supervisor	1.00		0.10	0.15	0.25	0.25	0.25
424 Utility Worker	1.00		0.10	0.15	0.25	0.25	0.25
425 Utilities Operator	1.00		0.10	0.15	0.25	0.25	0.25
426 Seasonal Help for Parks	0.42		0.04	0.06	0.10	0.10	0.10
PW Designated Employees Subtotal	5.42	1.70	0.34	0.51	0.95	0.95	0.95
427 Total Positions (FTE's)	8.17	1.70	1.49	0.58	1.46	1.46	1.46

410 Stormwater Capital Fund		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
REVENUE							
428 Department of Ecology Grant #1		22,047	24,717	24,717		(24,717)	-100%
429 Department of Ecology Grant #2			81,000		70,000	(11,000)	-13.6%
430 Alternate Site Study Reimburse			24,886			(24,886)	-100%
431 Total Stormwater Capital Revenue		22,047	130,603	24,717	70,000	(60,603)	-46.4%
432 Beginning Cash & Investments							
433 Total Stormwater Capital Sources		22,047	130,603	24,717	70,000	(60,603)	-46.4%
EXPENDITURES							
435 Stormwater Management Program		15,975					
436 Catch Basin Cleaning		9,310					
437 Dept of Ecology Grant #1			14,481	18,910		(14,481)	-100%
438 Dept of Ecology Grant #1 GPS			7,000	5,807		(7,000)	-100%
439 Dept of Ecology Grant #2			81,000		70,000	(11,000)	-13.6%
440 Alternate Site Study			24,886			(24,886)	-100%
441 Total Stormwater Capital Expenditures		25,285	127,367	24,717	70,000	(57,367)	-45.0%
442 Ending Cash & Investments			3,236				
443 Total Stormwater Capital Uses		25,285	130,603	24,717	70,000	(60,603)	-46.4%

Total All Other Funds		Actual 2010	2011 Amended Budget	2011 Act thru August	2012 Preliminary Budget	11 to 12 Budget Change	% Budget Change
445 Total Other Funds Revenue		8,303,037	7,283,503	5,062,246	6,565,285	(718,218)	-9.9%
446 Total Other Funds Expenditures		8,303,037	7,283,503	5,062,246	6,565,285	(718,218)	-9.9%

2012 Employee Allocations by Funding Source

ALL CITY Positions	Full Time Equivalent (FTE)	Funding Agreement	General Fund	Street Fund	Water Fund	Waste water Fund	Storm water Fund
Municipal Court							
Court Administrator	1.00		1.00				
Court Clerk	0.50		0.50				
Total Court	1.50	0.00	1.50	0.0	0.0	0.0	0.0
Administration							
City Administrator, (Frozen & Unfunded)	1.00						
City Clerk/Asst City Administrator	1.00	1.00					
Admin Assistant I	1.00		0.10		0.3	0.3	0.3
Total Administration	3.00	1.00	0.1	0.0	0.3	0.3	0.3
City Clerk							
Deputy City Clerk	1.00		0.60	0.04	0.12	0.12	0.12
Total City Clerk	1.00	0.00	0.6	0.0	0.1	0.1	0.1
Finance Department							
Finance Director	1.00	1.00					
Deputy Finance Director	1.00	1.00					
Senior Accountant	0.75		0.45	0.03	0.09	0.09	0.09
Total Finance	2.75	2.00	0.45	0.03	0.09	0.09	0.09
Information Services							
Information Services Manager	1.00	1.00					
Total Information Services	1.00	1.00	0.0	0.0	0.0	0.0	0.0
Police Department							
Police Chief	1.00		1.00				
Police Commander	1.00		1.00				
Sergeant	1.00		1.00				
Police Officer (1 Frozen & Unfunded)	8.00		7.00				
Police Records Coordinator	1.00		1.00				
Police Clerk	0.63		0.63				
Total Police Department	12.63	0.00	11.63	0.00	0.00	0.00	0.00
Community Development							
Community Development Director	1.00	1.00					
Associate Planner	1.00	1.00					
Permit Technician Supervisor	1.00	1.00					
Total Community Development	3.00	3.00		0.00	0.00	0.00	0.00
Economic Development							
Economic Development Director	1.00	1.00					
Total Economic Development	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Facilities Department							
Facilities Equipment Coordinator	1.00	1.00					
Total Facilities	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Stewardship							
Stewardship Director	1.00	1.00					
Total Stewardship	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Public Works							
Public Works Director - Funding	1.00		0.10	0.15	0.25	0.25	0.25
Admin Assistant III- Funding	1.00			0.25	0.25	0.25	0.25
Funding - Utilities (20% of Dir & AAIH)		1.70	-0.10	-0.4	-0.4	-0.4	-0.4
Utilities Supervisor	1.00		0.10	0.15	0.25	0.25	0.25
Utility Worker	1.00		0.10	0.15	0.25	0.25	0.25
Utilities Operator	1.00		0.10	0.15	0.25	0.25	0.25
Seasonal Help for Parks	0.42		0.04	0.06	0.10	0.10	0.10
Total Public Works	5.42	1.70	0.34	0.51	0.95	0.95	0.95
Grand Total Budget Positions (FTE's)	33.30	11.70	14.62	0.58	1.46	1.46	1.46
Less Frozen and Unfunded	-2.0						
Actual Funded Positions (FTE's)	31.30						



CITY OF BLACK DIAMOND

2012 Budget Calendar for 2011

Process	Internal Due Date	Workstudy	City Council Meetings	State Law Limitations
1 Budget Call and instructions go out to all Departments	Aug 2			Sep 12
2 Finance prepares revenue sources and preliminary expenditures for salaries and benefits	Aug 2			
3 Departments provide budget requests to City Administrator's office	Aug 19			
4 Estimates to be filed with the City Clerk and Administration	Sep 15			Sep 26
5 City Clerk submits to CAO the proposed preliminary budget setting forth the complete financial program	Sept 29			Oct 3
6 CAO provides Council with current info on revenue from all sources as adopted in 2011 budget, and provides the Clerk's proposed preliminary budget setting forth the proposed General Fund revenues. Mayor and department heads review General Fund Expenditure budgets with Council	Sep 29	Oct 12		Nov 2
7 Council reviews Public Works budgets for Revenues And Expenditures for all Public Works budgets, including Street, Water, Sewer, drainage and all Associated funds.		Oct 27		
8 City Clerk publishes Notice of Public Hearing on 2012 Budget for two weeks out & filing of preliminary budget – once a week for two consecutive weeks – Draft budget submittal ready	Oct 25 and Nov 1			
9 Copies of Preliminary Budget made available to Public	Nov 3			
10 City Council holds 1 st public hearing on revenue sources and expenditures for the upcoming budget year including possible increases in property tax revenue			Nov 22	Nov 30
11 Public Hearing and adoption of Property Tax for 2012			Nov 22	Nov 30
12 City Council holds 2 nd final public hearing on 2012 Budget			Dec 1	Dec 5
13 City Council adopts Final 2011 Budget and transmits to the State Auditor's Office (plus possible amendment to property taxes)			Dec 15	Dec 31

Bold = Regular or Special Council Meeting Night