



CITY OF BLACK DIAMOND
October 18, 2012 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.

5:30 P.M. – CALL TO ORDER, ROLL CALL

- 1.) 2013 Preliminary Budget (General Fund) – Mayor Olness, Mr. Butkus, Ms. Miller
- 2.) Adjournment

TO: City Council Members

FROM: Mayor Rebecca Olness

RE: 2013 Preliminary Budget – General Fund

DATE: October 12, 2012

Although I say it every year, this year has truly been the most difficult regarding budget. With revenues continuing to decrease and expenditures increasing, we need to make some hard choices. General Fund expenditures were first projected with all vacant positions filled, the City Administrator as a regular employee with benefits and a search fee included, with union and non-union COLA and step increases, and the elimination of all furlough days. This resulted in an out-of-balance amount of \$734,700.

Projected revenue for 2013 has decreased by 2.9%.

- Property taxes are basically flat. Hopefully, Council will take action later in the budget process to impose the legal maximum of a 1% property tax increase. If not, there will be further adjustments needed.
- Sales tax is expected to remain flat in 2013. Based on actuals through September, the 2012 revenues are projected to be less than in 2011.
- Telephone utility and liquor taxes are expected to decrease.
- Other taxes are projected to remain relatively stable.
- Revenue enhancements were considered and are shown in the attachment entitled “Revenue Options – 2013 Budget.” The options considered for actual revenue enhancements are limited and may be adjusted by Council direction.

Expenditures

- The City’s liability insurance increased 15%; health insurance increased 6% for most employees and 15% for a few (based on their plan).
- The bi-annual audit is scheduled for 2013, which costs approximately \$25,000.
- As per Council input, the City Administrator (CA) position has been unfrozen for 2013. Based on the recommendation of the Interim CA, this position is projected at 80% time and assumes that the Mayor remains as the Chief Executive, thus managing part of the executive workload. This proposal saves substantially on benefits and recruitment costs. If the form of government changes, the budget will need to be adjusted accordingly.
- The budget presented calls for a full 3% Cost of Living Adjustment (COLA) for Black Diamond Police Officers Association members, as per the Collective Bargaining Agreement. The Association was asked to consider opening the Agreement to discuss potential reductions in the wage package and step increases, but declined to do so.

- Discussions are taking place with the Association regarding the reduction of police overtime costs to provide court security. These discussions are on-going, so no result is available. In any event the amount of funds that might be saved is modest - a maximum of \$8,700.
- In accordance with the Loaned Executive Management Assistance Program (LEMAP) recommendation to strengthen police field supervision during the evening hours, the second Police Sergeant position has been filled. The cost differential between a Police Officer and a Sergeant that occurs as a result of this will be partially offset by an offer (accepted) from the Police Commander and the Police Chief to forgo their anticipated COLA for 2013.
- Public works maintenance employees (3 FT, 1PT) are proposed to receive 1% COLA and step increases, if applicable.
- Management employees (Directors and above) are proposed to receive no COLA or step increases, but will be provided additional vacation days. Vacation days are not in the budget but are set forth in the Personnel Manual.
- All other employees are proposed to receive 1% COLA with no step increases.

Reductions:

- All budgets were scrutinized for potential savings given expenditure rate and caseload experiences. Decisions were made down to the micro level of \$50 dollars.
- To make the proposed budget come closer to being balanced, we continued an action from 2011 and held two police officers positions as "frozen." These two positions are authorized but not budgeted.
- The Municipal Court Judge's salary has been reduced by \$7200; the Court Administrator position has been reduced to 80% time; the part-time Court Clerk has been reduced from ½ time to 300 hours for the year and the court office will be closed on Fridays. All court related reductions assume that caseloads will remain down from previous years. If caseloads increase, adjustments in the court hours and compensation for the Judge, Court Administrator, Prosecutor and Public Defender may have to be adjusted upward in 2013. NOTE: Recent changes in Federal law will modify health insurance coverage for the Court Administrator. New standards are that anyone working 30+ hours a week will be provided health care coverage. Thus, a previously-discussed modification to health care coverage by the city is not necessary.
- Budget development began with a goal to eliminate furlough days. As balancing progressed they were put back in the calculation. Most GF employees, other than police and public works maintenance, are proposed to have 2-3 furlough days in 2013. This area is subject to additional refinement.
- As noted above, the City Administrator position is proposed at 80% time and as a contract, not as an employee.

Even with all the above reductions and refinements, we are still out of balance by \$248,783. I am seeking Council input on how to proceed further. Decisions need to be made regarding the following areas:

- City Administrator
 - 80% time - \$127,500 (\$95,625 from general fund)
 - Full time City Administrator with benefits (includes \$15,000 search fee) - \$195,000 (\$146,250 from general fund)
- Police Department
 - Reduce staffing by one officer (\$108,574)
 - Reduce staffing by an additional officer (\$114,205)

Other:

- The water utility is planning a rate review and possible rate adjustment in early 2013. Any utility rate adjustment would affect GF utility tax revenue.
- At this time, we do not know the effect of a State Supreme Court Order (No.25700-A-1008) on caseload restrictions for the contracted Public Defender. This matter is being worked on.
- Tiberon system hardware and software, in the 2012 operating budget, has been moved to “capital” for 2013, reducing the police operating budget by \$15,250.
- The cost of the special election and voter’s pamphlet information for Proposition 1(\$5,500) as well as the general election costs (\$5,100) will be billed by King County next year, thus their inclusion in the 2013 Budget.
- The anticipated cost of the Hearing Examiner for the Villages, Phase 1-A SEPA appeal is expected to be a minimum of \$25,000. This has been budgeted (GF) in the Hearing Examiner portion of the budget. This is only partially offset by the filing fee of \$250. Note: some of these costs may be invoiced and paid for in 2012 instead of 2013.
- Please note the following attachments:
 - General Fund Revenue and Expenditure Detail
 - 2013 Budget Balancing – Actions and Cuts
 - Revenue Options – 2013 Budget
 - 2009-2013 Budget Balancing History (what occurred in years past)
 - Questions that have been asked
 - Compensatory time
 - Professional Association dues
- Finally, the GF summary documents provided are at the macro level. Balancing work continues with additional details to be provided at the Council work study meeting on 18 October. Input received from the Council at that meeting will be incorporated into future drafts of the Preliminary Budget.

Attachments

General Fund Summary - Preliminary

2013 Detail by Category

	2012 Budget	2013 Budget	Chg \$ 2012- 2013	Change %	Public Safety	General Govt	Yarrow Bay
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REVENUE

Public Safety Revenue support

1	Property Taxes	1,383,500	1,397,335	13,835	1.0%	1,397,335		
2	Utility & Gambling Taxes	468,400	470,950	2,550	0.5%	470,950		
3	Criminal Justice Sales Tax	87,000	91,930	4,930	5.7%	91,930		
4	Liquor Tax	19,800	5,000	-14,800	-74.7%	5,000		
5	Liquor Profits	31,800	36,500	4,700	14.8%	36,500		
6	Business License, Cable Franchise Fees and Misc.	81,250	80,100	-1,150	-1.4%	80,100		
7	Fire EMS Taxes	53,511	53,700	189	0.4%	53,700		
8	Grants & Charges for Service & Misc.	79,243	72,990	-6,253	-7.9%	72,990		
9	Subtotal Public Safety Revenue	2,204,504	2,208,505	4,001	0.2%	2,208,505		
General Government Support								
10	Sales Tax	270,000	270,000	0	0.0%		270,000	
11	Court Fines and Fees	135,900	105,000	-30,900	-22.7%		105,000	
12	Land Use and Permitting Fees	72,050	61,290	-10,760			61,290	
13	State Assistance	39,000	32,000	-7,000	-17.9%		32,000	
14	Recycle Grants & Misc. Grants	19,202	15,920	-3,282			15,920	
15	Grant Reimb. & Charges for Service	26,000	15,180	-10,820	-41.6%		15,180	
16	Parks & Cemetery Fees	18,050	21,000	2,950	16.3%		21,000	
17	Passport Fees & Misc Revenue	9,618	10,625	1,007	10.5%		10,625	
18	Alloc for software Mtc, Cr Card Fees, TR/AP post-print	20,463	22,698	2,235	10.9%		22,698	
19	Alloc for code update. It, Fin, Permit Mtc-non YB	87,000	56,349	-30,651	-35.2%		56,349	
20	Subtotal General Government Revenue	697,283	610,062	-87,221	-12.5%		610,062	
21	Subtotal Operating Revenue	2,901,787	2,818,567	-83,220	-2.9%			
22	YarrowBay Funding Agreement - Preliminary	1,526,680	1,574,230	47,550	3.1%			1,574,230
23	Total General Fund Operating Revenue	4,428,467	4,392,797	-35,670	-0.8%	2,208,505	610,062	1,574,230

EXPENDITURES

Public Safety Expenditures

24	Police Department	1,788,860	1,853,054	64,194	3.6%	1,853,054		
25	Fire Department	446,337	459,954	13,617	3.1%	459,954		
26	Subtotal Public Safety Expenditures	2,235,197	2,313,008	77,811	3.5%	2,313,008		
27	Executive	14,076	13,686	-390	-2.8%		13,686	
28	Legislative	12,599	13,408	809	6.4%		13,408	
29	Administration	213,258	259,379	46,121	21.6%		103,128	156,251
30	City Clerk	75,308	80,480	5,172	6.9%		80,480	
31	Finance	283,110	297,470	14,360	5.1%		57,366	240,104
32	Information Services	141,867	143,194	1,327	0.9%		8,294	134,900
33	Legal	56,500	61,750	5,250	9.3%		61,750	
34	Prosecution	48,000	24,000	-24,000	-50.0%		24,000	
35	Municipal Court	204,319	152,934	-51,385	-25.1%		152,934	
36	Natural Resources/Parks	166,094	168,647	2,553	1.5%		22,123	146,524
37	Master Development Review Team	235,231	407,159	171,928	73.1%			407,159
38	Community Development	296,800	237,677	-59,123	-19.9%		44,326	193,351
39	Hearing Examiner(Including SEPA Appeal)	5,000	30,000	25,000	500.0%		30,000	
40	Economic Development	45,864	8,064	-37,800	-82.4%		1,050	7,014
41	Facilities-staff & Misc	99,821	101,477	1,656	1.7%		7,384	94,093
42	Facilities Bldg Mtc-Funding agreement	180,000	180,000	0	0.0%			180,000
43	Animal Control	9,762	8,368	-1,394	-14.3%		8,368	
44	Emergency Management	5,000	5,000	0	0.0%		5,000	
45	Parks	69,323	72,116	2,793	4.0%		57,282	14,834
46	Cemetery	17,277	17,755	478	2.8%		17,755	
47	Central Services and Employee Recognition	36,727	46,008	9,281	25.3%		46,008	
48	Subtotal General Government	2,215,936	4,641,580	112,636	5.1%		754,342	1,574,230
49	Total General Fund Operating Expenditures	4,451,133	4,641,580	190,447	4.3%	2,204,434	754,342	1,574,230
50	Total Out of Balance		-248,783			(104,503)	(144,280)	0
51	Economic Development	45,864	8,064	-37,800	-82.4%			
52	Community Development	301,800	237,677	-64,123	-21.2%			
53	Master Development Review Team	235,231	407,159	171,928	73.1%			
54	Total Comm Deve/Ec Deve/MDRT	582,895	652,900	70,005	12.0%			

2013 Budget Balancing

City of Black Diamond, Wa General Fund only

Original Out of Balance 732,700

Cuts

Keep frozen two Police Officers,	(229,362)
Reduce Court Administrator to 4 days, and half time court clerk to \$7,637	(40,823)
Take out all non-union steps	(40,087)
Reduce non-union Cola's from 3% to 1%	(30,199)
Continue 4 furlough days for non-union	(24,421)
Take out Gen Fund Sal & Bene of FT City Administrator	(134,388)
Take out Hiring costs	(15,000)
Add back GF contracted City Adm-reduced to 4 days	95,625
Department line item cuts	(77,965)
Sub total cuts	(496,620)

Out of Balance October 2, 2012 236,500

additional cuts and additions

Reduce Court Prosecution from 28,800 to 24,000	(4,800)
Move Police Tiberon upgrade & Mtc to Capital Budget	(15,250)
Add additional Insurance for assessment	2,253
Add Special Elections costs for 2011 election billed 2013	5,500
Add Hearing Examiner-SEPA Appeal/Prelim Plat	25,000
Additional (net0 increases	12,703

New Out of Balance October 10, 2012	248,783
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Revenue Options – 2013 Budget

Revenue source	Annual \$	Notes
<p>Increase Utility Tax</p> <p>A. Electrical, Gas, Phone & Garbage</p> <p>B. City (only) water, sewer, stormwater utilities.</p>	<p>A. Based on 01 JULY 2013 implementation an increase from 6% to 7% would generate approximately \$63,000 annually and with 5 months on collection in 2013 \$26,250.</p> <p>B. Based on 01 JULY 2013 implementation (1) All utilities in applicable areas: An increase from 6% to 7% would generate approximately \$14,500 annually and \$6,000 for 5 months collection in 2013.</p> <p>(2) Stormwater only: \$2,720 annually, \$1,133 for 5 Mon.</p>	<p>A. Requires a vote of the electorate for any amount in excess of 6% (the current level) and “special election” costs. KC elections estimate (high end) \$6,000 election and \$850 voter pamphlet.</p> <p>NOTE: election for 12 FEB 13 - Resolution due by 28 DEC 12; election for 23 APR 13 - Resolution due by 08 MAR 13.</p> <p>B. (1) May be done by the Council. For water & sewer, applies only to “old town” and Morganville.</p> <p>(2) Stormwater may apply city-wide.</p>

C. Cable Utility Tax (only), city-wide	C. Cable Utility Tax increase from 1% to 5% would generate approximately \$57,000 annually and \$23,750 for 5 month collection in 2013. Cable already has a 5% Franchise Fee.	C. Cable may apply city-wide. A Council decision. Existing Ordinance is a mix of franchise fee and utility tax – staff suggests the current mix be looked reviewed. A 6% Utility Tax & 5% Franchise would equal an 11% Cable charge.
Establish a Transportation Benefit District and then impose the “car tab tax” at the \$20 level	Based on 01 JULY 2013 implementation (6 mo. delay as / RCW 36.73.065) with 4,794 vehicles in city: \$20/vehicle= \$47,900 in 2013; \$95,800 in 2014. \$40 per vehicle = \$95,880 in 2013; \$191,760 in 2014	Car tax @ \$20 is Council-imposed. A vote of the people required for more than \$20 per vehicle. This gives NO benefit to the General Fund, as there is no GF \$ going to “streets.” The sole benefit is to generate more \$ for street M & O.
Implement B&O Tax	\$20,000 to \$80,000 1%-4% on Local Business	Council approval required, but might cause businesses to close or move, which would then reduce Sales Tax Revenue.
Increase Permit Fees to cover annual cost of Permit software maintenance	A 10% increase in Permit Fees could generate between \$2,500-3,500 toward the Annual Software Maintenance Cost of \$9,000 a year. This amount would increase as building activity increases	Would require Council approval.
Increase Business License	Increase renewals from \$60 a year to \$70 may generate up to \$3,500 a year.	Would require council approval. May discourage businesses from locating in Black Diamond. Minimal \$ received.
Increase Misc. Park & Cemetery Charges	Difficult to estimate ongoing effect of a possible \$1,000 to \$2,000 a year increase	Would require Council approval. Staff now reviewing current fees and charges for later consideration of selected fee increases. Minimal \$ received.

2009-2013 Budget Balancing History

Year	Non-Represented	Non-Represented Utility	Police Association
STEPS			
2009	Yes	Yes	Yes
2010	No	No	Yes
2011	Non-Management only	Non-Management only	Yes
2012	No	No	Yes
2013	None proposed	Yes (proposed)	Yes
COLA			
2009	5%	5%	5% *
2010	Police Chief only 3%	No	3%
2011	Police Chief only 3%	No	3%
2012	Police Chief only 3%	No	3%
2013	1% proposed for non-management only; Police Chief and Commander gave up COLA this year to help offset second sergeant position	1% proposed	3%
FURLOUGH			
2009	13 days	Dan, Ken, Jason exempt	No
2010	13 days	Dan, Ken, Jason exempt	No
2011	5 days; Police Chief and Commander exempt	Dan, Ken, Jason exempt	No
2012	4 days; Police Chief and Commander exempt	Dan, Ken, Jason exempt	No
2013	2 -3 days proposed	Dan, Ken, Jason exempt	No
MEDICAL			
2009	\$50 employee premium sharing	same as non-represented	Per CBA - Article 15 (attached)
2010	Froze at 2009 level of benefit cost with employees picking up the balance	same as non-represented	Per CBA - Article 15
2011	100% premium employee and 75% of premium for dependent coverage; also switched from Plan B to AWC HealthFirst a less costly plan	same as non-represented	Per CBA - Article 15; also switched from Plan B to AWC HealthFirst a less costly plan
2012	100% premium employee and 75% of premium for dependent coverage; except FA positions, they are paid at 100%	same as non-represented	Per CBA - Article 15
2013	100% premium employee and 75% of premium for dependent coverage; except FA positions, they are paid at 100%	same as non-represented	Per CBA - Article 15
STAFFING			
2009	No frozen positions; laid off Commander (8/10)	same as non-represented	same as all non-represented employees; Association gave \$200 per paycheck until a staffing level increase or decrease (4 months) *
2010	Froze City Administrator position and Commander position; reduced Court Clerk to .75 FTE, laid off City Planner (full yr), laid off Permit Technician (1/2 yr); hired Senior Planner (05/10 - FA position)	hired PW Admin Asst. (8/10 - FA position)	Froze one police position
2011	Froze City Administrator position and Commander position; commander position filled - Interim (7/11)	no change in staffing level	Froze one police position
2012	Froze City Administrator position; reduced Court Clerk to .5 FTE - Interim CA is being funded 75% YB and 25% utilities (7/12); Commander position filled - no interim	no change in staffing level; however, senior accountant moved to MDRT	Froze two police positions
2013	Council direction needed		

off shall be done in order of seniority with the most senior employee within rank being recalled first. Seniority shall be defined as the total length of service with the Department. Failure of such employee to report for reinstatement within 10 days of notification of job availability shall result in loss of seniority.

ARTICLE 15 - HEALTH & WELFARE - DENTAL - VISION - PRESCRIPTION DRUG - PENSION - LIFE INSURANCE

15.1 The City shall provide all full time employees and their dependants the option of enrolling in one of two health plans offered by AWC. The first plan is the AWC Plan "B" medical and AWC Plan "A" dental insurance. If the health plans offered by the City allow, the Employee may, at its expense, add vision, orthodontia, or any other benefits offered by the plan that are not covered by the basic medical and dental coverage. The second plan is the AWC sponsored Group Health \$10 co pay plan.

15.2 If the employee opts for the Plan B health insurance option then the City shall pay the premium for the employee and the employee's spouse and dependants. For the Agreement term, each employee, as a monthly payroll deduction, shall reimburse the City for a portion of the premium. For the Agreement term the employee shall contribute \$50.00 per month, plus a percentage of any increase in the premiums over the 2009 premium rate in the years 2010, 2011, 2012, 2013 and 2014. The City shall pay ninety percent (90%) of the increase in premium in each of those years over the base rate for the previous year, and the employee shall pay the remaining ten percent (10%) as a monthly payroll deduction.

15.3 If the employee opts for the Group Health \$10 co pay option, then the City shall pay the premium for the employee and the employee's spouse and dependants. For the Agreement term, the employee shall contribute, as a monthly payroll deduction, a percentage of any increase in the premiums over the 2009 premium rate commencing with the premium for coverage in January 2010, each in the years 2010, 2011, 2012, 2013 and 2014. The City shall pay ninety percent (90%) of the increase in premium in each of those years over the base rate for the previous year, and the employee shall pay the remaining ten percent (10%) as a monthly payroll deduction.

15.4 The City has the right to change health and welfare plans and carriers, but agrees that it shall negotiate the impacts of the changes. If the City anticipates changing a benefit from the plan specified above, it shall give the Association no less than thirty (30) days notice so that the parties may meet and discuss other possible alternatives. The parties acknowledge that the AWC Plan "B" is being terminated in 2011 and thus the parties will negotiate in good faith to find another health plan with similar benefits at the same premium.

15.2 For each Employee that is a member of WACOPS the Employer shall pay the annual premium for the life and disability policy offered by WACOPS.

2013 Budget – Questions asked

QUESTIONS:

- Who is eligible for Overtime Pay or Compensatory Time off?
- What memberships does the City pay for?

RESPONSE: See Personnel Manual # 4-002 and 4-003, below. See also:

- FLSA standards for exempt and non-exempt status
- List of “non-exempt” positions
- List of comp time for employees, excluding commissioned police officers
- Memberships, 2012 and 2013 (last page of this set)

Policy #: 4-002

Effective Date: July 5, 2007

OVERTIME

A. General Provisions

All City employees are designated as either “exempt” or “non-exempt” under state and federal wage and hour laws. Employees will be notified of their status at the time of hire or upon any change in status.

City employees may be required, as a condition of employment, to work overtime when determined necessary by their supervisor. All overtime worked by non-exempt employees must be authorized in writing by the employee’s respective Department Head before the employee works the overtime. Employees working unauthorized overtime will be subject to appropriate disciplinary action, up to and including termination of employment.

B. Non-Exempt Employees

Non-exempt employees are paid one and one-half times their regular rate of pay for hours worked in excess of 40 hours per designated work week in compliance with state and federal law. Holidays, vacation, sick leave, and any other form of paid leave, if granted to an employee, are not treated as time worked for purposes of computing overtime pay.

Overtime compensation of law enforcement personnel shall be established by the Police Departmental rules and procedures in compliance with applicable law.

C. Exempt Employees

Exempt employees are expected to work the hours necessary to complete their job duties. Due to the nature of the job duties of exempt employees, they may be required to work more than forty (40) hours

per week and may be required to work evenings and weekends. Exempt positions, therefore, cannot be limited to a specific number of hours in a workday or workweek. Exempt employees shall be paid a salary and shall not receive overtime pay or compensatory time off for hours worked in excess of 40 per work week.

Exempt employees will not be subject to salary deductions for personal partial day absences (i.e., personal time off for errands or appointments), unless authorized by law, but will be required in appropriate circumstances, as determined in the City's sole discretion, to deduct any partial day absences from their sick leave, vacation leave, or any other applicable leave banks. Full day absences for personal reasons other than sickness or accident may be deducted from the employee's salary or available leave banks, to the extent authorized by law.

While exempt employees have some flexibility in their working hours, it is expected that every exempt employee will generally be present at their assigned work location during regular business hours. It is the responsibility of each exempt employee to notify their supervisor in advance of all absences of a half-day or more. Exempt employees must maintain good work habits, be accountable to the City, and be regularly available during normal business hours in order to allow City business to be accomplished in an orderly and efficient manner. Exempt employees who fail to comply with the foregoing duties, or who abuse their status as an exempt employee, shall be subject to appropriate disciplinary action, up to and including termination of employment.

D. Non-Exempt Regular Part-Time Employees

Non-exempt employees whose regular work schedule is less than forty (40) hours per week shall be compensated at their regular straight time rate of pay for hours worked up to 40 hours per designated work week. All hours worked in excess of forty hours per designated work week shall be paid at the overtime rate required by applicable law as set forth previously in this Policy.

Policy #: 4-003

Effective Date: July 5, 2007

COMPENSATORY TIME OFF

The City, as a public employer, is permitted to offer compensatory time off to its employees in lieu of overtime under certain conditions. Compensatory time off is offered to City employees under the following parameters:

1. Non-exempt employees entitled to overtime pay may voluntarily request compensatory time off instead of cash payment for overtime work. Compensatory time off is considered a benefit to the employee. The City, in accordance with applicable law, will not require any employee to accept compensatory time off in lieu of overtime pay if the employee has not voluntarily made such a request.
2. The decision of whether to grant compensatory time off (in lieu of overtime pay) shall be made on a case-by-case basis by the employee's Department Head as determined appropriate in his/her sole discretion.

3. If an employee chooses to receive compensatory time off, he/she shall be credited with one and one-half times the hours worked in lieu of a cash payment for overtime earned.
4. The maximum accrual of compensatory time shall be limited to 40 hours for eligible employees. After maximum accrual is reached, overtime compensation shall be paid in compliance with applicable law.
5. Employees are encouraged to use accrued compensatory time within 90 days of earning it whenever possible. Employees must provide advance notice to their Department Head regarding their request to use compensatory time off so that the respective department can plan accordingly and ensure City operations will not be unduly impacted. The City reserves the right to control the scheduling of any compensatory time off in order to provide for the City's operational needs. Employees who request to use compensatory time off shall be permitted to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly impact the operations of the City.
6. An employee who has accrued compensatory time off under this Policy shall, upon termination of his/her employment with the City, be paid for any unused compensatory time at the rate of compensation required by applicable law.
7. Exempt employees are not entitled to compensatory time off.

FLSA STANDARDS FOR EXEMPT AND NON-EXEMPT STATUS

The Fair Labor Standard Action (FLSA) requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain testes regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the US Department of Labor regulations. Below is information regarding exemptions for executive, administrative, professional and computer employees.

EXECUTIVE EXEMPTION:

To qualify for the executive employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary basis (as defined in the regulations) at a rate not less than \$455 per week;
- The employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and

- The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

ADMINISTRATIVE EXEMPTION:

To qualify for the administrative employee exemption, all of the following test must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employee's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matter of significance.

PROFESSIONAL EXEMPTION:

To qualify for the learned professional employee exemption, all of the following test must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- The employee's primary duties must be the performance of work requiring advanced knowledge, defined as work which is predominately intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

To qualify for the creative professional employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- The employee's primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

COMPUTER EMPLOYEE EXEMPTION:

To qualify for the computer employee exemption, all of the following tests must be met:

- The employee must be compensated either on a salary basis or fee basis (as defined in the regulations) at a rate not less than \$455 per week or, if compensated on an hourly basis, at a rate not less than \$27.63 an hour;
- The employee must be employed as a computer system analyst, computer programmer, software engineer or other similarly skilled worked in the computer field performing the duties described below;

- The employee's primary duty must consist of:
 1. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specification;
 2. The design, development, documentation, analysis, creation, testing or modifications of computer systems or programs, including prototypes, based on and related to user or system design specifications;
 3. The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
 4. A combination of the aforementioned duties, the performance of which requires the same level of skills.

Non-exempt positions (eligible for OT or Comp time) in the city are:

Administration & Finance

- IS manager
- Deputy City Clerk
- Administrative Assistant
- Deputy Finance Director
- Sr. Accountant

Community Development

- Senior Planner
- Permit Center Supervisor
- MDRT Administrative Assistant/Sr. Accountant

Economic Development & PW

- Administrative Assistant
- Utility operator
- Utility worker
- Facility Coordinator

Police

- Records manager
- Records clerk
- Police Sgts. and Police Officers

Court

- Court Administrator
- Part-time clerk

Comp time earned by employees in the first half of 2012, excluding commissioned police officers:

<u>Position Title</u>	<u>Comp Time Earned</u>
-----------------------	-------------------------

Jan-Jun

Admin. Asst. (City Hall)	0
Deputy City Clerk	3.0
IS Manager *	28.0
Senior Accountant	0
Police Records Manager	0
Police Records Clerk	0
Court Administrator	0
Court Clerk	0
Senior Planner	13.75
Permit Tech Supervisor	0
MDRT Acct/Admin Asst	0
Facilities Coordinator	0
Admin. Asst. (PW)	3.5
Utilities Operator	0.5
Utility Worker	0

*If possible, our IS Manager is asked to flex his time weekly to offset compensatory time earned. His net accrual for Jan through Jun is 6 hours.

Memberships 2012 & 2013

		General Fund	MDRT	Utilities
Administration	Wa City/County Managers Association (2013 Only)	200		
Central Service	Association of Washington Cities (AWC)	2,048		
Central Service	State CO-OP Membership (State Bid Purchasing)	375		
Central Service	Maple Valley/Black Diamond Chamber	225		
Central Service	Suburban Cities Association (SCA)	2,329		
Central Service	Puget Sound Regional Council	557		
Central Service	Office Minority Women in Business (State Law)	100		
Central Service	Black Diamond Elementary PTA	50		
		5,684		
City Clerk	Washington Municipal Clerks Assoc.	150		
City Clerk	International Institute of Municipal Clerks	210		
		360		
Court	District Municipal Court Judge Assoc.	187		
Court	District Municipal Court Management Assoc.	150		
		337		
Finance	Washington Finance Officers Assoc. (WFOA)	150		
Finance	Puget Sound Financial Officers Assoc (PSFOA)	25		
		175		
MDRT	International Council of Shopping Centers (ICSC)		100	
MDRT	Congress for New Urbanism		125	
MDRT	American Planning Association		1,005	
MDRT	Urban Land Institute		525	
			1,755	
Permitting	Washington Assoc. of Permit Techs (WSAPT)	35		
Permitting	International Code Council (ICC)	125		
		160		
Police	FBI Law Enforcement Executive Development Assoc. (Leeda)	50		
Police	International Assoc of Police Chiefs	120		
Police	Washington Assoc of Police Chiefs	120		
Police	Coalation of Small City Police Agencies	300		
Police	Washington State Canine Association	45		
		635		
Stewardship	Washington Lake Protection Association (WALPA)	30		
Stewardship	Washington Recreation & Parks Association (WRPA)	156		
Stormwater	Water Resource Inventory Area 9 (WIRA9)			2,331
Street	Municipal Research & Service Center Small Works Roster (MRSC)			120
Utility Funds	American Public Works Association (APWA)			276
Total Dues as of Oct 11, 2012		7,737	1,755	2,727

Grand Total	12,219
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Brenda Martinez

From: Pete Butkus
Sent: Wednesday, October 17, 2012 4:27 PM
To: Rebecca Olness; Carol Benson; Tamie Deady; Craig Goodwin; Joe May; Ron Taylor
Cc: Brenda Martinez; May Miller; Jamey Kiblinger
Subject: Council Meeting this Thursday - Additional Info
Attachments: Scanner1_20121017_160148.pdf

Mayor & Council:

Several questions and requests for information have come up regarding the first major discussion of the 2013 Budget set for this Thursday. In order to smooth the process, the issues and responses are provided below, in advance of the meeting.

Insurance Costs see pages 1-3 of the scanned document

- Healthcare
- Liability and Property coverage
- Does Yarrow Bay pay the healthcare costs of those employees who are supported by YB payments? Note the hand-written notes on right margin of pages 1 & 2, a "Y" means Yarrow Bay pays and the appropriate % is included – the same % as YB position funding.

Is there money in the proposed Budget for a session of Jurassic Parliament? There is \$1000 in the Council portion of the Budget proposal for "training"

Which local governments in the state have implemented a Transportation Benefit District (TBD)? See scanned pages 4-6

Business License fee for BD and nearby cities BD: \$70 Cov: \$60 Enum: \$50 Map Val: \$10, beginning 2013 NOTE: the three neighboring cities perform or will perform their licensing through the State of WA business licensing web portal

Ballot issue of 2010 – Property Tax Lid Lift A good snippet of past budget practices, pages 7-10 of the scan

Copy of the Maple Valley Police Study – provided by previous e-mail to all members of the Council earlier today (Maple Valley and Burien)

Please advise of status on working with an insurance Broker see page 11 of the scan –these are the questions asked, we are awaiting a response from the broker

How does our insurance (Property & Liability) rate increase compare to others? Here, I compare apples with kumquats – without having an actual "quote" from another pool that compares our insurance claim history, an exact comparison has little value. However, the information is: AWC pool's basic rate increase was 1%, the Washington Cities Insurance Authority pool basic level was -2.8%. Again these are basic rates, without specific history. I do not have the basic rate for our pool, CIAW.

What is the cost of the police K-9 beyond the basic wage paid to the police officer? see scanned page 12

Pete Butkus

Interim City Administrator
Black Diamond, Washington
360/886-5700

Estimated Expenditure Summary

2012 - September

Medical, Dental, Life +
Disability Insurance

001-000-120-512-50-26-00	Medical, Life & Dental Insurance	\$7,798.00	\$7,856.18	\$8,500.00	\$6,374.43	\$8,892.00	Court	Det
001-000-120-51 Total		\$7,798.00	\$7,856.18	\$8,500.00	\$6,374.43	\$8,892.00		paid 100%
001-000-135-514-10-26-00	Medical, Life & Dental Insurance	\$16,946.00	\$17,259.98	\$22,005.00	\$18,240.03	\$25,641.00	adm	Y
001-000-135-51 Total		\$16,946.00	\$17,259.98	\$22,005.00	\$18,240.03	\$25,641.00		
001-000-137-514-30-26-00	Medical, Life & Dental Insurance	\$11,280.00	\$11,364.16	\$12,304.00	\$9,215.46	\$12,951.00	clerk	
001-000-137-51 Total		\$11,280.00	\$11,364.16	\$12,304.00	\$9,215.46	\$12,951.00		
001-000-140-514-10-26-00	Medical, Life & Dental Insurance	\$13,765.00	\$13,857.50	\$16,583.00	\$10,430.04	\$19,182.00	Finance	Y
001-000-140-51 Total		\$13,765.00	\$13,857.50	\$16,583.00	\$10,430.04	\$19,182.00		
001-000-145-518-80-26-00	Medical, Life & Dental Insurance	\$18,977.00	\$19,117.25	\$17,363.00	\$13,120.24	\$17,515.00	IT	Y
001-000-145-518-80-26-00		\$18,977.00	\$19,117.25	\$17,363.00	\$13,120.24	\$17,515.00		
001-000-181-518-30-26-00	Medical, Life & Dental Insurance	\$14,881.00	\$14,946.98	\$15,683.00	\$11,753.73	\$17,707.00	Fac	Y
001-000-210-521-10-26-00	Medical, Life & Dental Insurance	\$196,128.00	\$174,859.35	\$187,057.00	\$134,677.19	\$204,944.00	Police	
001-000-210-521-10-26-01	Retired Leoff1 Medical Kaufman	\$17,005.00	\$17,005.20	\$18,875.00	\$15,754.80	\$21,707.00		
001-000-210-521-10-26-00		\$17,005.00	\$17,005.20	\$18,875.00	\$15,754.80	\$21,707.00		
001-000-230-531-10-26-00	Medical, Life & Dental Insurance	\$213,133.00	\$191,864.55	\$205,932.00	\$150,431.99	\$226,651.00		
001-000-230-531-10-26-00		\$213,133.00	\$191,864.55	\$205,932.00	\$150,431.99	\$226,651.00		
001-000-240-539-10-26-00	Medical, Life & Dental Insurance	\$18,989.00	\$19,129.13	\$24,277.00	\$18,207.63	\$25,597.00	Aaron	Y
001-000-240-539-10-26-00		\$18,989.00	\$19,129.13	\$24,277.00	\$18,207.63	\$25,597.00		
001-000-240-558-10-26-00	Medical, Life & Dental Insurance	\$7,969.00	\$8,027.54	\$0.00	\$650.19	\$913.00	cb	Y
001-000-240-558-10-26-00		\$7,969.00	\$8,027.54	\$0.00	\$650.19	\$913.00		
001-000-240-558-20-26-00	Medical, Life & Dental Insurance	\$7,782.00	\$7,840.80	\$6,309.00	\$5,350.51	\$4,064.00		
001-000-240-559-10-26-00	Medical, Life & Dental Insurance	\$7,834.00	\$7,892.87	\$9,841.00	\$7,485.60	\$9,910.00		
001-000-240-559-10-26-00		\$7,834.00	\$7,892.87	\$9,841.00	\$7,485.60	\$9,910.00		
001-000-245-558-80-26-00	Medical, Life & Dental Insurance	\$23,585.00	\$23,761.21	\$16,150.00	\$12,836.11	\$13,974.00	ED	Y
001-000-245-558-80-26-00		\$23,585.00	\$23,761.21	\$16,150.00	\$12,836.11	\$13,974.00		
001-000-246-558-70-26-00	Medical, Life & Dental Insurance	\$17,767.00	\$18,235.71	\$6,888.00	\$6,355.23	\$1,116.00		
001-000-246-558-70-26-00		\$17,767.00	\$18,235.71	\$6,888.00	\$6,355.23	\$1,116.00		
001-000-270-578-80-26-00	Medical, Life & Dental Insurance	\$5,054.00	\$5,088.53	\$5,280.00	\$4,314.70	\$6,141.00	Parke	Y
001-000-270-578-80-26-00		\$5,054.00	\$5,088.53	\$5,280.00	\$4,314.70	\$6,141.00		

Estimated Expenditure Summary

2012 - September

001-000-280-536-20-26-00	001-000-270-57 Total	\$5,054.00	\$5,088.53	\$5,280.00	\$4,314.70	\$6,141.00
	Medical, Life & Dental Insurance	\$2,412.00	\$2,426.14	\$2,548.00	\$1,989.21	\$2,912.00
001-000-280-53 Total	001-000-280-53 Total	\$2,412.00	\$2,426.14	\$2,548.00	\$1,989.21	\$2,912.00
	Fund Total	\$364,587.00	\$344,907.32	\$372,594.00	\$276,058.37	\$426,178.00
101-000-000-542-90-26-00	Medical/Life/Dental	\$14,997.00	\$15,027.39	\$15,916.00	\$13,216.41	\$20,073.00
101-000-000-54 Total	101-000-000-54 Total	\$14,997.00	\$15,027.39	\$15,916.00	\$13,216.41	\$20,073.00
	Fund Total	\$14,997.00	\$15,027.39	\$15,916.00	\$13,216.41	\$20,073.00
401-000-000-534-80-26-00	Medical, Life & Dental Insurance	\$26,626.00	\$26,364.80	\$32,290.00	\$23,628.25	\$35,182.00
401-000-000-53 Total	401-000-000-53 Total	\$26,626.00	\$26,364.80	\$32,290.00	\$23,628.25	\$35,182.00
	Fund Total	\$26,626.00	\$26,364.80	\$32,290.00	\$23,628.25	\$35,182.00
407-000-000-535-80-26-00	Medical, Life & Dental Insurance	\$26,627.00	\$26,365.55	\$32,960.00	\$23,629.55	\$35,182.00
407-000-000-53 Total	407-000-000-53 Total	\$26,627.00	\$26,365.55	\$32,960.00	\$23,629.55	\$35,182.00
	Fund Total	\$26,627.00	\$26,365.55	\$32,960.00	\$23,629.55	\$35,182.00
410-000-000-538-30-26-00	Medical, Life & Dental Insurance	\$26,627.00	\$26,365.55	\$32,296.00	\$23,629.55	\$35,182.00
410-000-000-53 Total	410-000-000-53 Total	\$26,627.00	\$26,365.55	\$32,296.00	\$23,629.55	\$35,182.00
	Fund Total	\$26,627.00	\$26,365.55	\$32,296.00	\$23,629.55	\$35,182.00
	Grand Total	\$459,464.00	\$439,030.61	\$486,056.00	\$360,162.13	\$551,797.00

Cemetery
Street
Water
Sewer
Shanty
YB 65%
YB 65%
YB 65%
YB 65%

2

City of Black Diamond

2012 CIAW Insurance Allocation

LIABILITY + PROPERTY

Gen Fund Dept	Sal & Ben	%	Liability	Bldg Value	Bldg 2012	Vehicle Values	Inland Marine	Total Veh & In	V & I 2012	Cashier 2012	Total Act 2012
Court	152,363	3.8%	1,715							728	2,444
Adm	260,937	6.5%	2,938								2,938
City Clk	57,176	1.4%	644								644
Fin	282,586	7.1%	3,182								3,182
I/T	138,047	3.5%	1,554								1,554
Police	1,655,092	41.5%	18,635	1,547,506	3,244	391,980	51,150	443,130	18,084	728	40,691
C/D Adm	140,241	3.5%	1,579		0	0			0		1,579
C/D Plan	86,484	2.2%	974		0	0			0		974
Code Enforce		0.0%	0								550
C/D Perm	103,876	2.6%	1,170		0	13,485		13,485	550		550
Ec Dev	145,375	3.6%	1,637		0	4,550		4,550	186	728	2,084
Cent Svs	-	0.0%	0		0	3,925		3,925	160	728	1,637
Rec Building			0	541,384	1,135				0		888
Comm Ctr		0.0%	0	647,857	1,358	1,300		1,300	53		1,135
Fac	92,652	2.3%	1,043		0	10,330		10,330	422		1,411
Nat Rec	146,915	3.7%	1,654		0						1,465
Parks	37,222	0.9%	419	452,547	949		39,800	39,800	1,624		1,654
museum		0.0%	0	517,896	1,086				0		2,992
Ceme	14,903	0.4%	168	6,391	13				0		1,086
Total Gen Fund	3,313,869	83.1%	3,713,581		425,570		90,950	516,520	21,079	2,913	181
YarrowBay		0.0%	0		0			0	0		0
		0.0%	0	553,954	1,161		44,175	44,175	1,803		2,964
		0.0%	0		0			0	0		0
Street	110,970	2.8%	1,249	69,865	146	14,675	94,206	108,881	4,443		5,839
Crim Just		0.0%	0		0				0		0
Water	190,513	4.8%	2,145	8,139,174	17,064	14,675	7,067	21,742	887		20,096
Sewer	186,197	4.7%	2,096	2,133,239	4,472	58,675	17,067	75,742	3,091		9,660
Drain	186,563	4.7%	2,101	69,865	146	14,675	32,551	47,226	1,927		4,174
Total Oth Fund	674,243	16.9%	10,966,097			102,700	195,066	297,766	12,151		
Sub Total	3,988,112	100.0%	44,902	14,679,678	30,776	528,270	286,016	814,286	33,230	2,913	111,821
Mayor	12,972										
Council	10,896										
Grand Total	4,011,980										

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Quick View of Jurisdictions with Transportation Benefit Districts

Jurisdictions are listed in the table below by the year the transportation benefit district was created. The funding source is noted as vehicle license fees or sales tax. The date the funding was first collected is noted in parenthesis. The name of each jurisdiction is linked to related documents and websites listed in the next section.

Jurisdiction	Vehicle License Fee	Sales Tax
Transportation Benefit Districts Passed in 2012		
<u>Bainbridge Island</u> - Has not passed funding provision		
<u>Kenmore</u> - Has not passed funding provision		
<u>Kittitas</u>	\$20 (effective 12/01/2012)	
<u>Royal City</u>	\$20 (effective 11/01/2012)	
<u>Toppenish</u>	\$20 (Ordinance 2012-TBD-02, passed 05/14/2012)	
<u>Waitsburg</u>		\$0.002 sales tax (passed, election 04/17/2012)
<u>Yakima</u> - Has not passed funding provision		
Transportation Benefit Districts Passed in 2011		
<u>Auburn</u> - Has not passed funding provision		
<u>Ferndale</u>		\$0.002 sales tax (passed, election 02/14/2012)
<u>Grandview</u>	\$20 (02/01/2012)	
<u>Mabton</u>	\$20 (12/01/2011)	
<u>Mountlake Terrace</u>	\$20 (passed 12/05/2011, effective 08/01/2012)	
<u>North Bend</u>		\$0.002 sales tax

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		(passed, election 11/08/2011)
<u>Orting</u>	\$20 (effective 02/01/2013 - 01/31/2015, fee applies to all renewals with these registration dates, including renewals paid after 02/31/2015)	
<u>Snohomish County</u>		\$0.002 sales tax (passed 08/16/2011)
<u>Spokane</u>	\$20 (09/01/2011)	
<u>Walla Walla</u>		\$0.002 sales tax (passed, election 02/14/2012)
<u>Wenatchee</u>	\$20 (passed 01/26/2012, effective 08/01/2012)	
<u>Zillah</u>	\$20 (passed 12/19/2011, effective 7/12/2012)	
Transportation Benefit Districts Passed in 2010		
<u>Bellingham</u>		\$0.002 sales tax (04/01/2011)
<u>King County - No funding designated</u>		
<u>Leavenworth</u>		\$0.002 sales tax (04/01/2011)
<u>Lynnwood</u>	\$20 (07/01/2011)	
<u>Seattle</u>	\$20 (05/01/2011)	
<u>Snohomish</u>		\$0.002 sales tax (01/01/2012)
<u>Snoqualmie</u>	\$20 (03/01/2011)	
Transportation Benefit Districts Passed in 2009		
<u>Bremerton</u>	\$20 (12/07/2011 passed, effective 07/01/2012)	
<u>Burien</u>	\$10 (02/01/2010)	
<u>Prosser</u>	\$20 (11/01/2009)	
<u>Shoreline</u>	\$20 (02/01/2010)	

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<u>University Place</u> - No funding designated		
Transportation Benefit Districts Passed in 2008		
<u>Des Moines</u>	\$20 (09/01/2009)	
<u>Edmonds</u>	\$20 (09/01/2009)	
<u>Lake Forest Park</u>	\$20 (09/01/2009)	
<u>Olympia</u>	\$20 (10/01/2009)	
<u>Ridgefield</u>		Sales tax repealed effective 10/01/2012 - \$0.002 sales tax (04/01/2009)
<u>Sequim</u>		\$0.002 sales tax (04/01/2010)
Transportation Benefit Districts Passed Prior to 2008		
<u>Liberty Lake</u> (2002)		
<u>Point Roberts</u> , Whatcom County (1992)		Special gas tax \$0.01/gallon (1992)

ORDINANCE NO. 10-936

AN ORDINANCE OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, RELATING TO FUNDING POLICE, FIRE AND EMERGENCY SERVICES WITH REGULAR PROPERTY TAXES; PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY AT A SPECIAL ELECTION TO BE HELD APRIL 27, 2010, OF A PROPOSITION AUTHORIZING THE CITY TO LEVY REGULAR PROPERTY TAXES IN EXCESS OF THE LIMITATIONS OF CH. 84.55 RCW; SETTING FORTH THE TEXT OF THE BALLOT PROPOSITION; REQUESTING A LOCAL VOTERS' PAMPHLET; DIRECTING PROPER CITY OFFICIALS TO TAKE NECESSARY ACTIONS; AND DECLARING THIS ORDINANCE A PUBLIC EMERGENCY ORDINANCE AND THUS EFFECTIVE IMMEDIATELY; AND PROVIDING FOR OTHER PROPERLY RELATED MATTERS.

WHEREAS, the current City of Black Diamond general property tax levy for public safety services (fire, police and emergency services), approved by the voters in 2004, authorized a six-year temporary rate increase, through 2010; and

WHEREAS, the previously voter approved levy will expire in December, 2010 and, as a result, the City funding available for fire, police and emergency services will be reduced by approximately \$417,000 per year beginning in 2011; and

WHEREAS, the City Council has determined that if the expiring levy is not replaced, significant reductions in public safety services, including, but not limited to fire, police, and emergency services, will be necessary ; and

WHEREAS, other existing City funds and tax revenues are insufficient to offset the necessary reductions in public safety services should a new levy proposition not be submitted to the voters and approved; and

WHEREAS, the City Council has long recognized that the fundamental purpose of the City is to provide for the public safety of its citizens and to this end has utilized up to \$350,000 of cash reserves each year for the last three years to meet public safety funding shortfalls; and

WHEREAS, recognizing that existing cash reserves were insufficient to continue support of public safety to this level in 2010, the City had to reduce the use of cash reserves for public safety and the City is not expected to have cash reserves available for public safety in the foreseeable future; and

WHEREAS, due to depleted cash reserves, declining revenues, and increased costs, the City Council was forced to reduce the public safety budget for 2010, including the elimination of funding for three police officer positions; and

WHEREAS, the City Council has determined that it is essential and necessary for the public health, safety and welfare that the City raise additional funds to support police, fire and emergency services throughout the City; and

WHEREAS, before further reductions are made to already reduced public safety services, the voters of the City should be allowed to determine if they wish to approve property tax funding for police, fire and emergency services; and

WHEREAS, RCW 84.55.050(1) provides for the levy of regular property taxes in an amount exceeding the limitations specified in chapter 84.55 RCW if such increased levy is authorized by a proposition approved by a majority of the voters voting at an election held within the taxing City (a "levy lid lift"); and

WHEREAS, the City Council has determined it is in the best interests of the City and its inhabitants to submit a levy lid lift measure to the voters; and

WHEREAS, the City Council recognizes the need to keep property tax levels at a minimum and therefore does not propose to fully restore previous levels of public safety funding and instead propose a levy rate that will replace only a portion of the funding lost with expiration of the existing levy, and

WHEREAS, the proposed property tax lid lift strikes this balance between minimizing the property tax rate but also providing funds to maintain basic levels of police, fire and emergency services; and

WHEREAS, the conditions here and before set forth create an emergency which requires the holding of a special election in the City and submitting a levy lid lift ballot proposition to the voters is in the best interest of the City and its residents; now, therefore

THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON DOES ORDAIN, AS FOLLOWS:

Section 1. For the purpose of funding public safety services including police, fire and emergency services, the City Council finds that it is in the best interests of the City and its residents to submit to the qualified voters of the City, at a special election to be held April 27, 2010, a proposition authorizing the City to increase its regular property tax levy for collection in 2011 by an amount greater than otherwise permitted under chapter 84.55 RCW. This measure proposes for voter approval or rejection under RCW 84.55.050(1) a levy lid lift that will authorize a regular property tax rate to of \$2.57 per \$1,000 of assessed value for collection in 2011. The dollar amount of the levy in 2011 shall be used for the purpose of computing the limitations for subsequent levies as provided for under chapter 84.55 RCW.

Section 2. The Director of King County Elections as ex officio supervisor of elections in King County, Washington, is hereby requested to call and conduct such special election to be held within the City on April 27, 2010, and submit to the qualified voters of the City for their approval or rejection a proposition in substantially the following form:

**CITY OF BLACK DIAMOND
PROPOSITION NO. 1, Public Safety levy**

The City Council has adopted Ordinance No. 10-936 concerning this proposition to fund police, fire and emergency services. If approved, this proposition shall authorize a regular property tax rate of \$2.57 per \$1,000 of assessed value for collection in 2011 to fund public safety services including police, fire and emergency services. The 2011 levy amount shall be used to calculate subsequent levy limitations in succeeding years. Should this proposition be:

Approved? ☐
Rejected? ☐

Section 3. The City Clerk is hereby authorized and directed, not less than forty-five days prior to such election date, to certify to the King County Department of Elections the proposition described herein and to take such other actions as are necessary so that the proposition should appear on the ballot at the special election date identified herein.

Section 4. The City hereby requests that King County Elections produce a voters' pamphlet for the April 27, 2010 election for the City of Black Diamond Proposition 1 set forth above. The City agrees to pay its legally required costs of such pamphlet. The Mayor is hereby authorized and directed to take such actions, including the execution of written agreements, as are necessary so that a local voters' pamphlet is published by King County.

Section 5. Severability. 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.


Section 6. Effective Date. This Ordinance is hereby designated as a Public Emergency Ordinance necessary for the protection of the public health, safety, public property or the public peace and shall be effective upon adoption. A summary of this ordinance may be published in lieu of publishing the Ordinance in its entirety.

Introduced the 4th day of March, 2010

Passed by the City Council on 4th day of March, 2010.

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Approved by the Mayor on the 4th day of March, 2010.


Rebecca Olness, Mayor

ATTEST:


Brenda L. Martinez, City Clerk

APPROVED AS TO FORM:

Noel Treat, City Attorney

Published: 3/9/10
Posted: 3/5/10
Effective Date: 3/4/10

INSURANCE QUESTIONS AND PRIORITIES

PRIORITY									
HIGH	Understand E-quake insurance benefits and costs. I.e. How does this work with FEMA?	Need detailed information for vehicles showing costs for each category and the effect value over \$25,000 has on our costs; How often should we reduce the value of vehicles i.e. every year, every other year....	When a claim happens does everything go through you and you work with Canfield and the claims department?						
MEDIUM	BD is in the highest (#3) tier for CIAW rate increases. What drives this, what can be done to bring us back to Tier # 2?	Understand the five year rolling amount that keeps us in tier 3. What is the average percentage increase for each tier and how our rate compares.	Would a higher deductible keep costs down?						
LOW	Evaluate deductible, for ex., is there is a sewer flooding claim for \$1200 and the deductible is \$1000, does it just make sense to pay it all and avoid a claim history? Claim history = higher rates in the future.	Self insuring of vehicles or going with a different provider; does this make sense? Can you do any a la carte?	Renewal: In past history the insurance broker in conjunction with staff prepared the yearly renewal for the City. Will you be doing the same?						11

Estimated Expenditure Summary

2012 - September

001-000-216-521-23-18-00	K-9 Overtime Allocation	\$1,000.00	\$0.00	\$500.00	\$0.00	\$0.00
001-000-216-521-23-31-00	K-9 Supplies	\$0.00	\$15.19	\$300.00	\$295.00	\$300.00
001-000-216-521-23-49-00	K-9 Misc. Expenses	\$300.00	\$98.17	\$100.00	\$153.00	\$100.00
001-000-216-521-23-49-02	K-9 Training	\$0.00	\$180.00	\$200.00	\$0.00	\$300.00
001-000-216-521-23-49-03	K-9 Grooming Expense	\$300.00	\$360.00	\$400.00	\$360.00	\$400.00
001-000-216-52 Total		\$1,600.00	\$653.36	\$1,500.00	\$808.00	\$1,100.00
Fund Total		\$1,600.00	\$653.36	\$1,500.00	\$808.00	\$1,100.00
Grand Total		\$1,600.00	\$653.36	\$1,500.00	\$808.00	\$1,100.00

2012
1801.00

2011
1814.50

K-9 Revenue Fund Reversals

Kennel Time = Time Not on Patrol
4 hrs x week - not a cost
But a lack of service cost.

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Brenda Martinez

From: Pete Butkus
Sent: Wednesday, October 17, 2012 5:15 PM
To: Rebecca Olness; Carol Benson; Tamie Deady; Craig Goodwin; Joe May; Ron Taylor
Cc: May Miller; Jamey Kiblinger; Brenda Martinez
Subject: More Budget Info
Attachments: Scanner1_20121017_164928.pdf

Mayor & Council:

ONE: A question was asked yesterday about the reliability of revenue figures.

The response is:

We use the estimates provided to us through AWC or MRSC with "updates" as provided throughout the budget development period. From my experience in municipal budgeting (since the late 70's) this is pretty standard – and has been pretty reliable. Unique local revenues, like utilities, are exclusively a local determination.

The scanned page illustrates one of those "updates" ... an issue for which we have little control: changes by state agencies. What happened here is that we were advised that there would be no L & I rate increase, now, as of yesterday, this is modified to inform us that there will be specific rate adjustments, in our case an 8% increase for police coverage. This is a relatively small part of the police budget (about \$1400) and is provided solely for the purpose of explaining that sometimes the information we rely upon changes. This change will be incorporated in later editions of the General Fund summary.

TWO: Page 12 of the last e-mail scanned package did not indicate the deferred cost of the 4 hours per week of regular time that the K-9 officer is performing kennel duties. This is not an added cost, but is a reduction in time available, i. e., the officer works 9 hours "on the street" and then has one hour of kennel time. On an annual basis that 4 hours per week on kennel duties = \$13,728. This is a standard application of state law regarding kennel time.

Pete Butkus

Interim City Administrator
Black Diamond, Washington
360/886-5700

Pete Butkus

From: AWC News <news@awcnet.org>
Sent: Tuesday, October 16, 2012 4:14 PM
To: Pete Butkus
Subject: L&I police, fire rates | Liquor revenue | Mayors meet new administration

If you have trouble viewing this email, click [here](#) to view this message in your Web browser:



Tuesday, October 16, 2012

Click images below for more info



Remembering Washington's leaders

Two legendary state senators—Sid Snyder and Lorraine Wojal—are remembered for their tenacity, art of compromise and insight leadership.

[More on Sn](#)

[More on Wo](#)



L&I 2013 rate proposal includes increases for police and fire classifications

We reported last month that the Department of Labor and Industries (L & I) proposed no general rate increase for 2013. However, the rates for different risk classifications may be higher or lower than their 2012 rates, due to changes in the frequency and costs of claims in an industry. For most city risk classifications, a 0% base rate increase is proposed. However, increases are proposed for risk classifications 6904 (a 9% increase for fire fighters) and 6905 (an 8% increase for police). Your rates will be based on your claims experience and could be higher or lower than the proposed base rate. Take a look at the proposed 2013 base rates for all risk classifications.

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