



CITY OF BLACK DIAMOND
October 10, 2013 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.) 2014 Preliminary Budget (GF) – Mayor Olness, Mr. Hoppen, Ms. Miller
- 2.) Adjournment



CITY OF BLACK DIAMOND INTEROFFICE MEMO

October 4, 2013

To: City Council

From: May Miller, Finance Director

Re: Council Workstudy meeting October 10, 2013
2014 General Fund Preliminary Budget

The summary pages included will be reviewed at the Council Workstudy session beginning at 5:30 on October 10, 2013.

Included in the packet material are summary comparative pages showing the 2014 Preliminary Budget for the General Fund. The budget is in balance, with 2014 revenues exceeding expenditures by \$100,560 to increase the city's cash and investment ending fund balance.

Several summaries and graphs highlight revenue types covering public safety and other costs. Functional summaries and graphs show where increases and decreases are proposed.

A summary Funding Agreement page highlights both the 2013 as well as the 2014 Funding Agreement reductions for the General Fund.

A page showing the budgeted employees by position and funding source outlines the 2014 budgeted positions.

Additional information will be provided at the workshop, including the estimated December 31, 2013 revenues and expenditures, an estimated ending 2013 fund balance, and a five year General Fund forecast.



CITY OF BLACK DIAMOND

2014 PRELIMINARY BUDGET DRAFT

OCTOBER 10, 2013 WORK STUDY

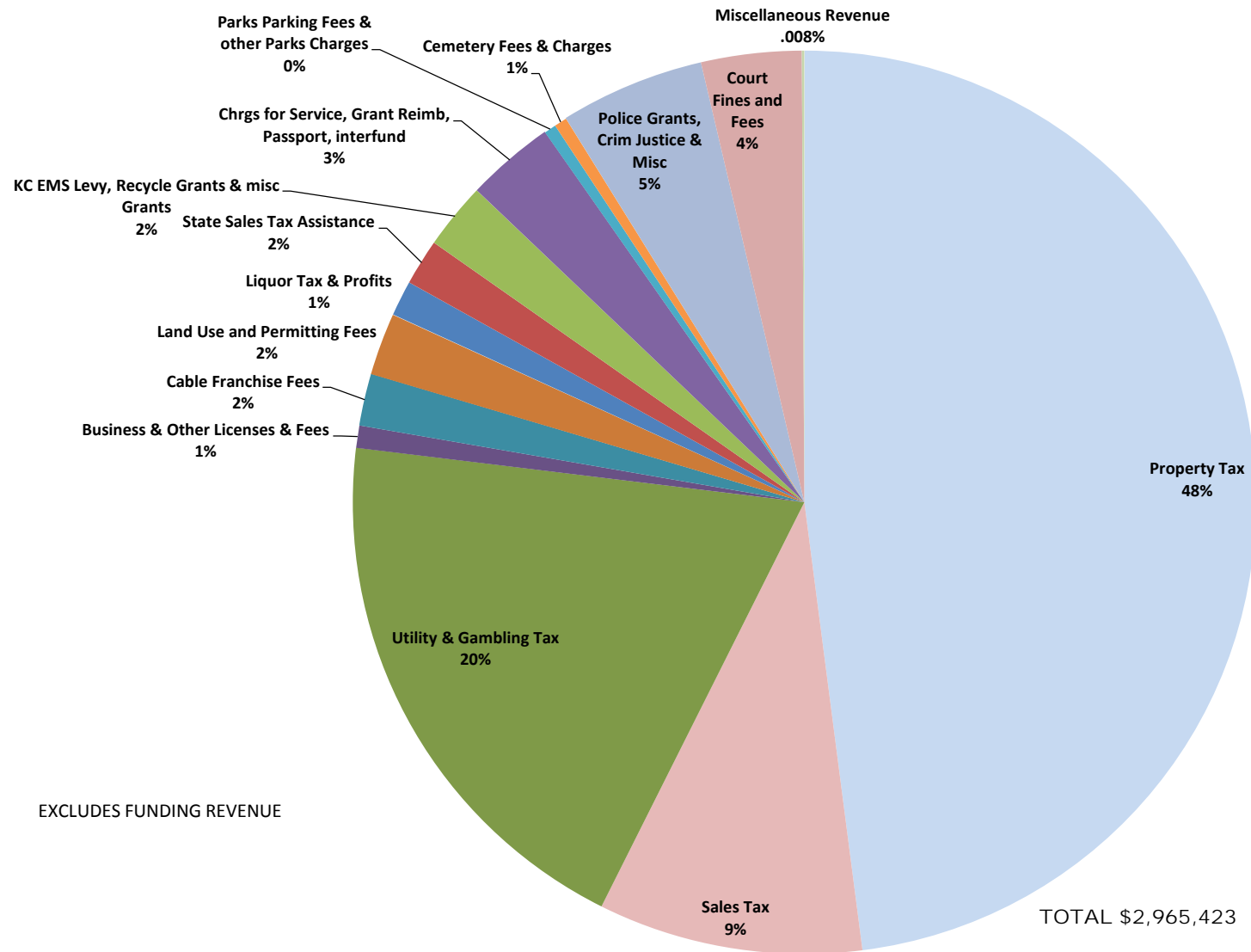
General Fund Summary

DRAFT

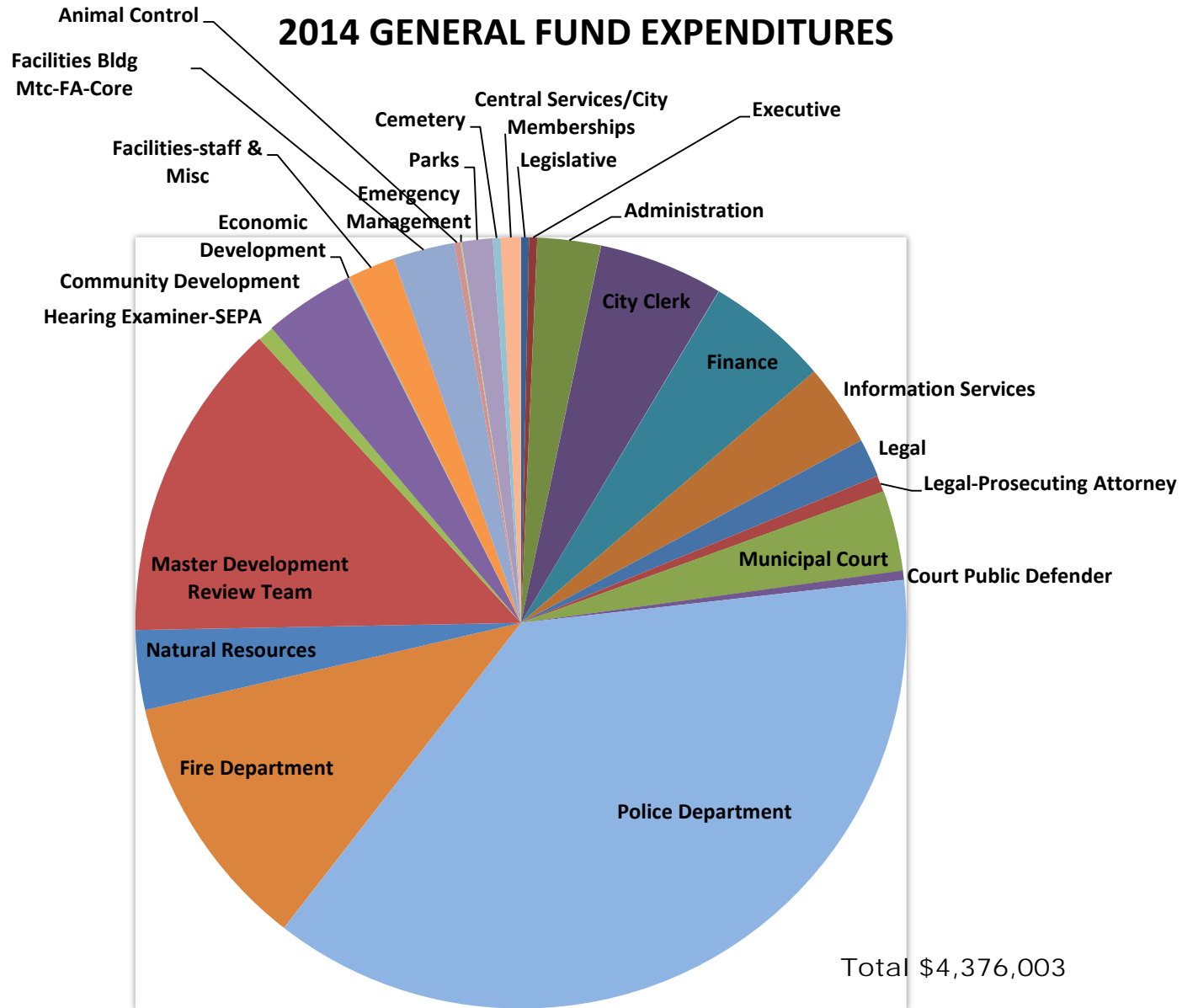
Adjusted Actuals percent
2012 2013 2013 Received
Actual Budget August 31 /Spent
2014 Budget Budget Inc/Dec

| | | | | | | | |
|----|---|------------------|------------------|------------------|--------------|------------------|----------------|
| 1 | REVENUE | | | | | | |
| 2 | Property Tax | 1,373,558 | 1,403,648 | 741,256 | 52.8% | 1,421,983 | 18,335 |
| 3 | Sales Tax | 262,973 | 270,000 | 186,145 | 68.9% | 280,000 | 10,000 |
| 4 | Utility & Gambling Tax | 468,797 | 532,150 | 368,786 | 69.3% | 579,100 | 46,950 |
| 5 | Business & Other Licenses & Fees | 23,445 | 24,500 | 23,030 | 94.0% | 25,700 | 1,200 |
| 6 | Cable Franchise Fees | 58,450 | 57,500 | 46,088 | 80.2% | 55,000 | (2,500) |
| 7 | Land Use and Permitting Fees | 68,631 | 70,290 | 42,618 | 60.6% | 64,295 | (5,995) |
| 8 | Liquor Tax & Profits | 56,818 | 41,500 | 18,741 | 45.2% | 37,500 | (4,000) |
| 9 | State Sales Tax Assistance | 41,769 | 32,000 | 25,263 | 78.9% | 49,000 | 17,000 |
| 10 | KC EMS Levy, Recycle Grants & misc Grants | 75,938 | 69,620 | 72,690 | 104.4% | 70,625 | 1,005 |
| 11 | Chrgs for Service, Grant Reimb, Passport, int | 122,938 | 94,949 | 60,099 | 63.3% | 93,560 | (1,389) |
| 12 | Parks Parking Fees & other Parks Charges | 12,593 | 19,200 | 7,517 | 39.2% | 12,700 | (6,500) |
| 13 | Cemetery Fees & Charges | 22,917 | 8,400 | 8,075 | 96.1% | 13,500 | 5,100 |
| 14 | Police Grants, Crim Justice & Misc | 175,840 | 164,920 | 113,824 | 69.0% | 153,310 | (11,610) |
| 15 | Court Fines and Fees | 96,682 | 105,000 | 68,878 | 65.6% | 106,500 | 1,500 |
| 16 | Miscellaneous Revenue | 7,850 | 2,425 | 1,899 | 78.3% | 2,650 | 225 |
| 17 | Subtotal Operating Revenue | 2,869,199 | 2,896,102 | 1,784,909 | 61.6% | 2,965,423 | 69,321 |
| 18 | Funding Agreement Contribution | 1,434,752 | 1,513,440 | 886,293 | 58.6% | 1,511,140 | (2,300) |
| 19 | Total General Fund Operating Revenue | 4,303,951 | 4,409,542 | 2,671,202 | 60.6% | 4,476,563 | 67,021 |
| 20 | Developer Reimbursement-SEPA legal | 508,738 | 84,000 | 31,814 | 37.9% | 84,000 | |
| 21 | Developer Reimbursement-MDRT Consultants | | 475,000 | 157,164 | | 485,000 | |
| 22 | Developer Reimb-Makers Consulting | | 200,000 | 3,000 | | 100,000 | |
| 23 | Grand Total Revenue | 4,812,689 | 5,168,542 | 2,863,180 | 55.4% | 5,145,563 | |
| 24 | Beg Cash & Inv Balance General Government | 424,069 | 397,417 | 397,417 | | | |
| 25 | Beg Cash & Inv-Gen Govt-add petty cash | | | 400 | | | |
| 26 | Beg Cash & Investment Balance Developer | 497,145 | 261,219 | 261,619 | | | |
| 27 | Total Sources | 5,733,903 | 5,827,178 | 3,522,216 | 60.4% | 5,145,563 | |
| 28 | EXPENDITURES | | | | | | |
| 29 | Legislative | 12,374 | 2,500 | 2,033 | 81.3% | 14,708 | 12,208 |
| 30 | Executive | 13,276 | 13,686 | 9,076 | 66.3% | 14,876 | 1,190 |
| 31 | Administration | 216,679 | 260,345 | 178,218 | 68.5% | 116,299 | (144,046) |
| 32 | City Clerk/Human Resources | 72,703 | 81,378 | 54,774 | 67.3% | 228,749 | 147,371 |
| 33 | Finance | 247,137 | 258,337 | 159,885 | 61.9% | 225,592 | (32,745) |
| 34 | Information Services | 141,329 | 144,109 | 93,639 | 65.0% | 151,051 | 6,942 |
| 35 | Legal | 58,440 | 62,750 | 40,360 | 64.3% | 70,500 | 7,750 |
| 36 | Legal-Prosecuting Attorney | 35,200 | 25,600 | 16,000 | 62.5% | 30,000 | 4,400 |
| 37 | Municipal Court | 169,695 | 132,128 | 86,289 | 65.3% | 147,348 | 15,220 |
| 38 | Court Public Defender | | 15,000 | 11,600 | 77.3% | 17,000 | 2,000 |
| 39 | Police Department | 1,756,830 | 1,630,407 | 1,013,279 | 62.1% | 1,632,382 | 1,975 |
| 40 | Fire Department | 446,609 | 458,729 | 224,013 | 48.8% | 474,711 | 15,982 |
| 41 | Natural Resources | 163,198 | 169,577 | 118,237 | 69.7% | 145,883 | (23,694) |
| 42 | Master Development Review Team | 226,363 | 443,250 | 276,470 | 62.4% | 588,351 | 145,101 |
| 43 | Hearing Examiner-SEPA | 37,155 | 13,100 | 0 | 0.0% | 30,000 | 16,900 |
| 44 | Community Development | 276,016 | 149,538 | 108,175 | 72.3% | 165,008 | 15,470 |
| 45 | Economic Development | 45,345 | 1,050 | 1,084 | 103.2% | 1,550 | 500 |
| 46 | Facilities-staff & Misc | 93,903 | 102,103 | 66,270 | 64.9% | 87,894 | (14,209) |
| 47 | Facilities Bldg Mtc-Core | 177,343 | 180,000 | 113,448 | 63.0% | 112,322 | (67,678) |
| 48 | Animal Control | 11,988 | 8,368 | 8,659 | 103.5% | 11,900 | 3,532 |
| 49 | Emergency Management | 4,880 | 5,000 | 3,714 | 74.3% | 2,500 | (2,500) |
| 50 | Parks | 67,031 | 46,939 | 34,576 | 73.7% | 56,225 | 9,286 |
| 51 | Cemetery | 19,619 | 15,357 | 10,602 | 69.0% | 14,428 | (929) |
| 52 | Central Services/City Memberships | 35,547 | 36,960 | 20,819 | 56.3% | 36,726 | (234) |
| 53 | Total General Fund Operating Expenditu | 4,328,660 | 4,256,211 | 2,651,220 | 62.3% | 4,376,003 | 119,792 |
| 54 | Developer-Refund Dup Appl & Deposit | 305,318 | | | | | |
| 55 | Developer MDRT-Consultants | 282,923 | 475,000 | 126,524 | | 485,000 | 10,000 |
| 56 | Developer Legal SEPA Reimb | 158,366 | 84,000 | 36,874 | | 84,000 | 0 |
| 57 | Developer-Gen Fac-Makers Consult | 0 | 200,000 | 34,959 | | 100,000 | 100,000 |
| 58 | Total Expenditures | 5,075,267 | 5,015,211 | 2,849,577 | 56.8% | 5,045,003 | 29,792 |
| 59 | Ending Cash & Inv Balance General Governm | 397,017 | 550,848 | 544,020 | | 100,560 | |
| 60 | Ending Cash & Inv-General Gov-Petty Cash | | | 400 | | | |
| 61 | Ending Cash & Inv Balance Developer | 261,619 | 261,119 | 128,619 | | | |
| 62 | Total Uses | 5,733,903 | 5,827,178 | 3,522,216 | 60.4% | 5,145,563 | |

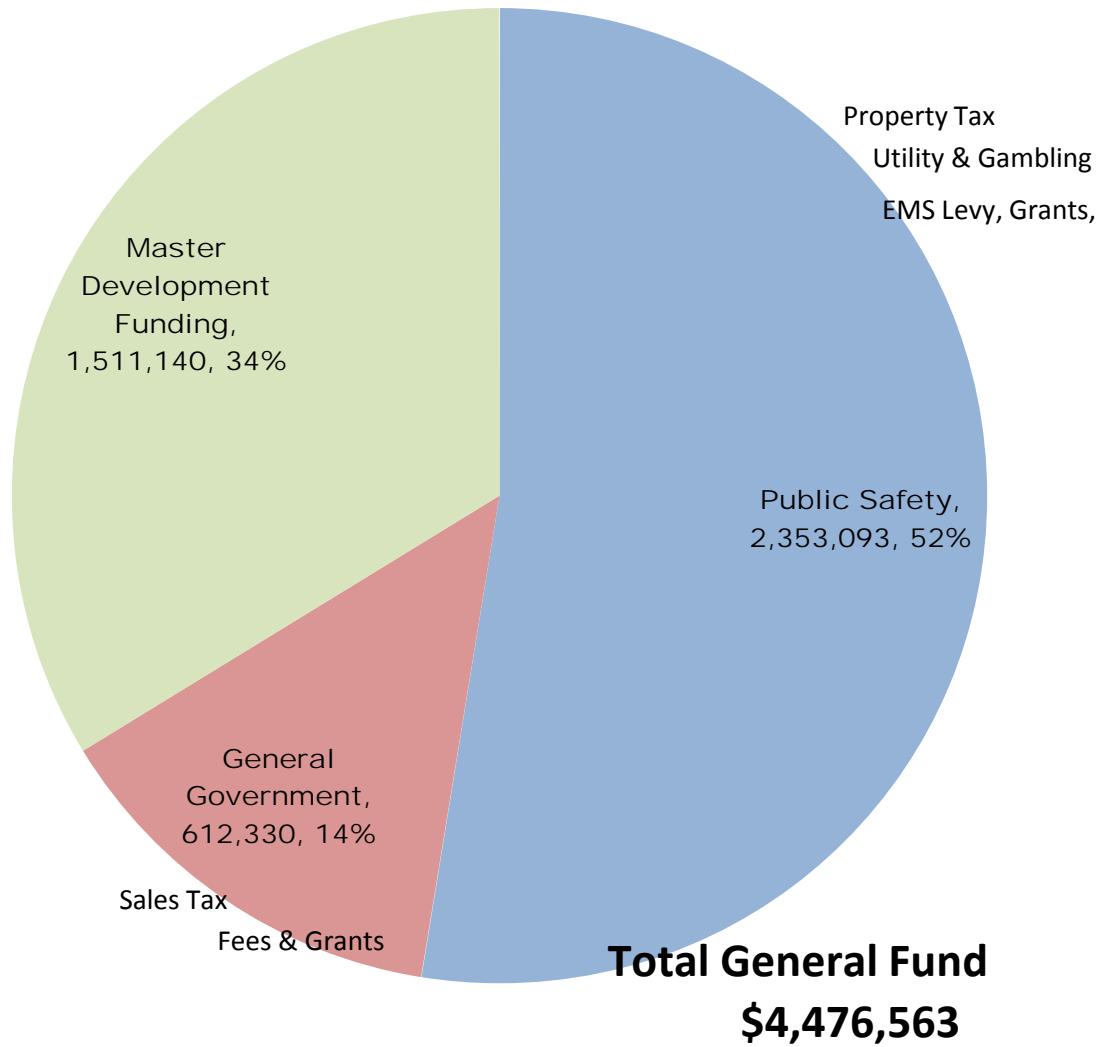
2014 GENERAL FUND OPERATING REVENUE



2014 GENERAL FUND EXPENDITURES



2014 Draft Budget: General Fund Operating Revenue Funding



General Fund Summary - Preliminary

2014 Detail by Category

2013 Budget 2014 Budget Chg \$ 2013-2014 Change %

Public Safety General Govt Yarrow Bay

REVENUE

Public Safety Revenue support

| | | | | | | | |
|---|---|-----------|-----------|---------|---------|-----------|--|
| 1 | Property Taxes | 1,403,648 | 1,421,983 | 18,335 | 1.3% | 1,421,983 | |
| 2 | Utility & Gambling Taxes | 532,150 | 579,100 | 46,950 | 8.8% | 579,100 | |
| 3 | Criminal Justice Sales Tax | 91,930 | 95,700 | 3,770 | 4.1% | 95,700 | |
| 4 | Liquor Tax | 5,000 | 0 | -5,000 | -100.0% | 0 | |
| 5 | Liquor Profits | 36,500 | 37,500 | 1,000 | 2.7% | 37,500 | |
| 6 | Court Fines and Fees | 105,000 | 106,500 | 1,500 | 1.4% | 106,500 | |
| 7 | Fire EMS Taxes | 53,689 | 54,700 | 1,011 | 1.9% | 54,700 | |
| 8 | Police Grants & Charges for Service & Misc. | 72,990 | 57,610 | -15,380 | -21.1% | 57,610 | |

| | | | | | | | |
|---|---------------------------------------|------------------|------------------|---------------|-------------|------------------|--|
| 9 | Subtotal Public Safety Revenue | 2,300,907 | 2,353,093 | 52,186 | 2.3% | 2,353,093 | |
|---|---------------------------------------|------------------|------------------|---------------|-------------|------------------|--|

General Government Support

| | | | | | | | |
|----|--|---------|---------|--------|--------|--|---------|
| 11 | Sales Tax | 270,000 | 280,000 | 10,000 | 3.7% | | 280,000 |
| 12 | Land Use and Permitting Fees | 70,290 | 64,295 | -5,995 | | | 64,295 |
| 13 | State Assistance | 32,000 | 49,000 | 17,000 | 53.1% | | 49,000 |
| 14 | Recycle Grants & Misc. Grants | 15,920 | 15,925 | 5 | | | 15,925 |
| 15 | Cable Franchise Fee | 57,500 | 55,000 | -2,500 | | | 55,000 |
| 16 | Parks & Cemetery Fees | 27,600 | 26,200 | -1,400 | -5.1% | | 26,200 |
| 17 | Passport Fees | 8,000 | 14,600 | 6,600 | 82.5% | | 14,600 |
| 18 | Alloc for software Mtc, Cr Card Fees, TR/AP post-print | 18,400 | 24,930 | 6,530 | 35.5% | | 24,930 |
| 19 | Alloc for code update. It, Fin, Permit Mtc-non YB | 56,349 | 51,930 | -4,419 | -7.8% | | 51,930 |
| 20 | Other Misc Revenue | 39,136 | 30,450 | -8,686 | -22.2% | | 30,450 |

| | | | | | | | |
|----|--|----------------|----------------|---------------|-------------|--|----------------|
| 21 | Subtotal General Government Revenue | 595,195 | 612,330 | 17,135 | 2.9% | | 612,330 |
|----|--|----------------|----------------|---------------|-------------|--|----------------|

| | | | | | | | |
|----|-----------------------------------|------------------|------------------|---------------|-------------|--|--|
| 22 | Subtotal Operating Revenue | 2,896,102 | 2,965,423 | 69,321 | 2.4% | | |
|----|-----------------------------------|------------------|------------------|---------------|-------------|--|--|

| | | | | | | | |
|----|---|-----------|-----------|--------|-------|--|-----------|
| 23 | YarrowBay Funding Agreement - Preliminary | 1,513,440 | 1,511,140 | -2,300 | -0.2% | | 1,511,140 |
|----|---|-----------|-----------|--------|-------|--|-----------|

| | | | | | | | |
|----|---|------------------|------------------|---------------|-------------|------------------|---------------------------------|
| 24 | Total General Fund Operating Revenue | 4,409,542 | 4,476,563 | 67,021 | 1.5% | 2,353,093 | 612,330 1,511,140 |
|----|---|------------------|------------------|---------------|-------------|------------------|---------------------------------|

EXPENDITURES

Public Safety Expenditures

| | | | | | | | |
|----|-----------------------|-----------|-----------|--------|--------|-----------|--|
| 27 | Police Department | 1,630,407 | 1,632,382 | 1,975 | 0.1% | 1,632,382 | |
| 28 | Fire Department | 458,729 | 474,711 | 15,982 | 3.5% | 474,711 | |
| 29 | Municipal Court | 132,128 | 147,348 | 15,220 | 11.5% | 147,348 | |
| | Court Public defender | 15,000 | 17,000 | 2,000 | 13.3% | 17,000 | |
| | Court Prosecution | 25,600 | 30,000 | 4,400 | 17.2% | 30,000 | |
| | Animal Control | 8,368 | 11,900 | 3,532 | 42.2% | 11,900 | |
| | Emergency Management | 5,000 | 2,500 | -2,500 | -50.0% | 2,500 | |

| | | | | | | | |
|----|--|------------------|------------------|---------------|-------------|------------------|--|
| 30 | Subtotal Public Safety Expenditures | 2,275,232 | 2,315,841 | 40,609 | 1.8% | 2,315,841 | |
|----|--|------------------|------------------|---------------|-------------|------------------|--|

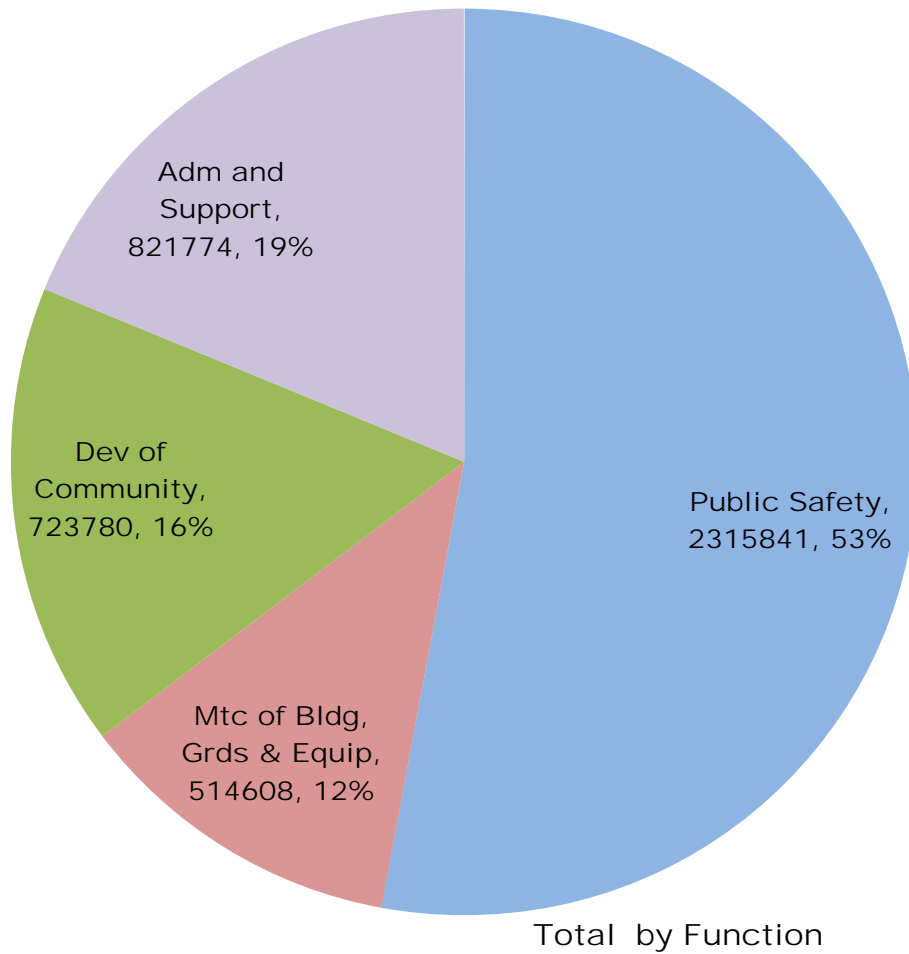
| | | | | | | | |
|----|---|---------|---------|----------|--------|--|----------------|
| 31 | Executive | 13,686 | 14,876 | 1,190 | 8.7% | | 14,876 |
| 32 | Legislative | 2,500 | 14,708 | 12,208 | 488.3% | | 14,708 |
| 33 | Administration | 260,345 | 116,299 | -144,046 | -55.3% | | 116,299 |
| 34 | City Clerk | 81,378 | 228,749 | 147,371 | 181.1% | | 80,632 148,117 |
| 35 | Finance | 258,337 | 225,592 | -32,745 | -12.7% | | 10,421 215,171 |
| 35 | Information Services | 144,109 | 151,051 | 6,942 | 4.8% | | 12,924 138,127 |
| 37 | Legal | 62,750 | 70,500 | 7,750 | 12.4% | | 70,500 |
| 39 | Natural Resources/Parks | 169,577 | 145,883 | -23,694 | -14.0% | | 20,291 125,592 |
| 40 | Master Development Review Team | 443,250 | 527,222 | 83,972 | 18.9% | | 527,222 |
| 41 | Community Development | 149,538 | 165,008 | 15,470 | 10.3% | | 61,967 103,041 |
| 42 | Hearing Examiner(including SEPA Appeal) | 13,100 | 30,000 | 16,900 | 129.0% | | 30,000 |
| 43 | Economic Development | 1,050 | 1,550 | 500 | 47.6% | | 1,550 |
| 44 | Facilities-staff & Misc | 102,103 | 87,894 | -14,209 | -13.9% | | 7,475 80,419 |
| 45 | Facilities Bldg Mtc-Funding agreement | 180,000 | 173,451 | -6,549 | -3.6% | | 0 173,451 |
| 48 | Parks | 46,939 | 56,225 | 9,286 | 19.8% | | 56,225 |
| 49 | Cemetery | 15,357 | 14,428 | -929 | -6.0% | | 14,428 |
| 50 | Central Services and Employee Recognition | 36,960 | 36,726 | -234 | -0.6% | | 36,726 |

| | | | | | | | |
|----|------------------------------------|------------------|------------------|---------------|-------------|--|---------------------------------|
| 51 | Subtotal General Government | 4,256,211 | 2,060,162 | 79,183 | 1.9% | | 549,022 1,511,140 |
|----|------------------------------------|------------------|------------------|---------------|-------------|--|---------------------------------|

| | | | | | | | |
|----|--|------------------|------------------|----------------|-------------|------------------|---------------------------------|
| 52 | Total General Fund Operating Expenditures | 4,256,211 | 4,376,003 | 119,792 | 2.8% | 2,313,348 | 549,022 1,511,140 |
|----|--|------------------|------------------|----------------|-------------|------------------|---------------------------------|

| | | | | | | | |
|----|----------------|--|----------------|--|--|---------------|------------------------|
| 53 | Surplus | | 100,560 | | | 39,745 | 63,308 0 |
|----|----------------|--|----------------|--|--|---------------|------------------------|

2014 Draft Budget: General Fund Expenditures by Function



General Fund Net Budget Comparison 2013 and 2014

| Function | 2013 Adj Bud | 2014 Bud | net Change |
|--------------------------------------|------------------|------------------|-----------------|
| Public Safety | | | |
| Prosecuting Attorney | 25,600 | 30,000 | 4,400 |
| Municipal Court | 132,128 | 147,348 | 15,220 |
| Court Public Defender | 15,000 | 17,000 | 2,000 |
| Police | 1,630,407 | 1,632,382 | 1,975 |
| Fire | 458,729 | 474,711 | 15,982 |
| Animal Control | 8,368 | 11,900 | 3,532 |
| Emergency Management | 5,000 | 2,500 | (2,500) |
| Total Public Safety | 2,275,232 | 2,315,841 | 40,609 |
| Mtc of Bldg, Grds & Equip | | | |
| Bldgs & Grnds Mtc. | 282,103 | 261,346 | (20,757) |
| Parks | 46,939 | 56,225 | 9,286 |
| Cemetery | 15,357 | 14,428 | (929) |
| Natural Resources | 169,577 | 145,883 | (23,694) |
| Central Services | 36,960 | 36,726 | (234) |
| Total Mtc of Bld, Grd, E | 550,936 | 514,608 | (36,328) |
| Dev of Community | | | |
| Com Development | 150,138 | 195,008 | 44,870 |
| Economic Develop | 1,050 | 1,550 | 500 |
| Master Dev Rev Team | 455,750 | 527,222 | 71,472 |
| Total Dev of Comm | 606,938 | 723,780 | 116,842 |
| Adm and Support | | | |
| Legislative-Council | 2,500 | 14,708 | 12,208 |
| Executive-Mayor | 13,686 | 14,876 | 1,190 |
| Administration | 260,345 | 116,299 | (144,046) |
| City Clerk/Human Res | 81,378 | 228,749 | 147,371 |
| Finance | 258,337 | 225,592 | (32,745) |
| Information Technology | 144,109 | 151,050 | 6,941 |
| Legal | 62,750 | 70,500 | 7,750 |
| Total Adm and Support | 823,105 | 821,774 | (1,331) |
| Total General Fund | 4,256,211 | 4,376,003 | 119,792 |

City of Black Diamond, Washington
Funding Agreement Budget Reductions 2013-2014

| | Original 2013 Budget | 2013 Funding Cuts | 2014 Funding Cuts |
|---------------------------------|-------------------------|----------------------------|--|
| General Fund | | | |
| MDRT Staff 3.75 | \$440,237 | (\$50,000) 1/2 yr planner | (\$94,460) Vacant MDRT Sr. Plan |
| MDRT Other Exp | \$85,950 | | |
| Total MDrt Budget | \$526,187 | (\$50,000) | (\$94,460) |
| Core Staff 7.25 | \$894,514 | (\$16,500) Absorb Code | (\$16,500) Absorb code (\$21,795) Red Nat Res to 80% (\$28,466) Red Fin Dir to 80% (\$9,032) Red Asst CA to Clerk (\$14,213) Red Fac Cood to 80% |
| FF&E MDRT & Core | \$180,000 | | (\$6,549) Red Fac Mtc Costs |
| Total General Fund | \$1,600,701 | (\$66,500) | (\$191,015) General Fund Red. |
| Public Work funds | | | |
| Core Staff 2.0 | \$243,604 | (\$53,500) 1/2 Yr Adm Asst | (\$94,365) Util Abs.PW Adm Ast. (\$74,620) Util Abs 1/2 PW Dir |
| Total Public Works | \$243,604 | (\$53,500) | (\$168,985) Public Works Red |
| Total Funding Budget 9.0 | \$1,844,305 | (\$120,000) | (\$360,000) Total 2014 Red |

Recap

| | | |
|----------------------------|-------------|---------------------------------------|
| Original Funding Agreement | \$1,844,305 | (See page 34 in 2013 Budget Document) |
| 2014 Reduction | (\$360,000) | |
| Base 2013 Funding Budget | \$1,484,305 | |

Yarrow Bay added

| | |
|------------------------|------------|
| Construction Inspector | \$123,745 |
| Less MDRT Costs 2014 | (\$22,290) |
| Net 2014 addition | \$101,455 |

Total 2014 Funding Budget \$1,585,760

| | |
|------------------------------|--------------------|
| General Fund | \$1,511,140 |
| Public Works Funds | \$74,620 |
| Total Funding Revenue | \$1,585,760 |

2014 Employee Allocations by Funding Source

| Positions | Full Time Equivalent (FTE) | Funding Agreement | General Fund | Street Fund | Water Fund | Sewer Fund | Storm water Fund |
|--|----------------------------------|----------------------|-----------------|----------------|---------------|---------------|------------------------|
| Municipal Court | | | | | | | |
| Court Administrator | 0.85 | | 0.85 | | | | |
| Court Clerk | 0.14 | | 0.14 | | | | |
| Total Court | 0.99 | 0.00 | 0.99 | 0.0 | 0.0 | 0.0 | 0.0 |
| Administration | | | | | | | |
| City Administrator | 0.80 | | 0.600 | 0.020 | 0.060 | 0.060 | 0.060 |
| Admin Assistant I | 1.00 | | 0.100 | | 0.300 | 0.300 | 0.300 |
| Total Administration | 1.80 | | 0.70 | 0.02 | 0.36 | 0.36 | 0.36 |
| City Clerk | | | | | | | |
| City Clerk | 1.00 | 1.00 | | | | | |
| Deputy City Clerk | 1.00 | | 0.60 | 0.04 | 0.12 | 0.12 | 0.12 |
| Total City Clerk | 2.00 | 1.00 | 0.60 | 0.04 | 0.12 | 0.12 | 0.12 |
| Finance Department | | | | | | | |
| Finance Director | 0.80 | 0.80 | | | | | |
| Deputy Finance Director | 1.00 | 1.00 | | | | | |
| Total Finance | 1.80 | 1.80 | | | | | |
| 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 | 2.00 | | 2.00 | | | | |
| Police Officer (1 Vacant) | 4.00 | | 4.00 | | | | |
| Police Records Coordinator | 1.00 | | 1.00 | | | | |
| Police Clerk | 0.63 | | 0.63 | | | | |
| Total Police Department | 9.63 | 0.00 | 9.63 | 0.00 | 0.00 | 0.00 | 0.00 |
| Community Development | | | | | | | |
| Permit Technician Supervisor | 1.00 | 1.00 | | | | | |
| Total Community Development | 1.00 | 1.00 | | | | | |
| Master Development Review Team (MDRT) | | | | | | | |
| Executive Director Public Works/MDRT | 1.00 | 1.00 | | | | | |
| Exec Dir Community Development | 1.00 | 1.00 | | | | | |
| Utilities Construction Supervisor | 1.00 | 1.00 | | | | | |
| Senior Accountant | 0.75 | 0.75 | | | | | |
| Total Economic Development | 3.75 | 3.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Facilities Department | | | | | | | |
| Facilities Equipment Coordinator | 0.80 | 0.80 | | | | | |
| Total Facilities | 0.80 | 0.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Stewardship | | | | | | | |
| Stewardship Director | 0.80 | 0.80 | | | | | |
| Total Stewardship | 0.80 | 0.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Public Works | | | | | | | |
| Public Works Director - 1/2 Funding | 1.00 | 0.50 | | 0.125 | 0.125 | 0.125 | 0.125 |
| Admin Assistant III | 1.00 | | | 0.25 | 0.25 | 0.25 | 0.25 |
| Total Funding | 2.00 | | 0.00 | 0.375 | 0.375 | 0.375 | 0.375 |
| Utilities Supervisor | 1.00 | | 0.04 | 0.3 | 0.22 | 0.22 | 0.22 |
| 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 | 0.12 | | 0.06 | 0.02 | 0.02 | 0.00 | 0.02 |
| Total Public Works | 3.12 | 0.50 | 0.30 | 0.62 | 0.74 | 0.72 | 0.74 |
| Grand Total Budget Positions (FTE's) | 28.69 | 10.65 | 12.22 | 1.06 | 1.60 | 1.58 | 1.60 |



CITY OF BLACK DIAMOND

2013 Calendar for 2014 Budget

| | Process | Internal Due Date | Workstudy | City Council Meetings | State Law Limitations |
|----|---|-------------------|-----------|-----------------------|-----------------------|
| 1 | Budget requests and instructions go out to all departments | July 30 | | | Sep 9 |
| 2 | Finance prepares revenue sources and preliminary expenditures for salaries and benefits | Aug 21 | | | N/A |
| 3 | Introduction to the 2014 budget process – 5:30 PM | | Aug 15 | | |
| 4 | Departments provide budget requests to City Administrator's office | Aug 15 | | | N/A |
| 5 | Estimates to be filed with the City Clerk and Administration | Sept 11 | | | Sep 23 |
| 6 | City Clerk submits to CAO the proposed preliminary budget setting forth the complete financial program | Sept 25 | | | Oct 1 |
| 7 | CAO provides Council with current info on revenue from all sources as adopted in 2013 budget, and provides the Clerk's proposed preliminary budget setting forth the proposed General Fund revenues | Oct 1 | Oct 10 | | Oct 7 |
| 8 | Mayor and department heads review General Fund expenditure budgets with Council. 5:30 PM | | Oct 10 | | |
| 9 | Council reviews Public Works budgets for revenues and expenditures for all Public Works budgets including street, water, sewer, stormwater and all associated fund. 5:30 PM | | Oct 24 | | Nov 2 |
| 10 | Council workstudy - REET 1 & 2 and Gen Govt, Utilities & Capital Projects. 5:30 PM | | Oct 30 | | |
| 11 | City Clerk publishes notice of public hearing on 2014 Budget and filing of preliminary budget – once a week for two consecutive weeks – Draft budget submittal ready | Oct 25 and Nov 1 | | | Nov 1-15 |
| 12 | Copies of preliminary budget made available to public | | | | Nov 19 |
| 13 | 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 21 | Nov 4-30 |
| 14 | Public hearing and adoption of property tax for 2014 | | | Nov 21 | Nov 30 |
| 15 | City Council holds final public hearing on 2014 Budget – Special Meeting 7:00 PM | | | Dec 2 | Dec 2 |
| 16 | City Council adopts Final 2014 Budget and transmits to the State Auditor's Office (plus possible amendment to property taxes) –Special Meeting | | | Dec 12 | Dec 31 |