



**CITY OF BLACK DIAMOND**  
**August 15, 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.

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

- 1.) 2014 Budget Kick-Off– Mayor Olness, Mr. Hoppen, Ms. Miller
- 2.) Adjournment



# CITY OF BLACK DIAMOND

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Date: August 8, 2013  
To: Mayor Olness and City Council  
From: May Miller, Finance Director

## June 2013 General Fund Financial Report

Second quarter General Fund financial Report shows a summary of the 2013 Adjusted Budgeted Revenue compared to the actual revenue received through June 2013. Also shown are the 2013 Department Expenditure Budgets and their actual expenditures through June 2013. Two prior years of Revenue and expenditures are included as comparable. Since this is the kick off period for the 2014 budget, the basis begins with the updated of current General Fund fiscal data.

### Operating Fund Revenues

The General Fund operating revenue is currently at 52.4% of the 2013 budget, while we are at 50% of the year through June. The following briefly describes the various revenue trends:

Property Tax	Same ratio as 2012
Sales Tax	10.9% or \$17,767 above 2012 collection (there is a two-month lag in remittance)
Utility Tax	PSE & Cable Utility Tax 10% above budget Telephone utility tax at 49%, 1% below trend Slightly ahead of 2012
Business Licenses	Collected quarterly with only April follows trend
Cable Franchise Fees	Two quarters indicated an extra \$20,000 for 2013
State Shared Assistance	Below trend by \$5,000
Liquor Tax & Profit	Approx. \$20,000 above budget for Kahne Civil Plat
Land Use & Permits	June @ 19.9%, majority received in summer & fall
Park Parking Fees	Collection at 48.3% as of June
Court Fines & Fees	

On the positive side, Sales Tax revenue has been running above budget all year and is currently 10.9% above budget through July. I expect this to level out, but we may end the year 3-5% over budget. This would be approximately \$10,000 over budget. Also the State shared revenue is trending about \$20,000 above budget as well as the June receipt of \$23,990 for the Kahne Civil Plat, which was approximately \$20,000 over the amount budgeted in 2013. These additional revenues will offset some that are running below budget and should still show a slightly positive General Fund Revenue increase for 2013.

### **General Fund Expenditures**

The Expenditure trend through June is at 41.9% which is below the same period in 2012, which was at 45.6% for the same time period. Departments continue to spend very cautiously due to the tight economy. Some departments by the timing of their budgets spend a larger amount in the first half of the year, such as Natural Resources, which pays for the spring recycle event and then is reimbursed by Grants. The first half Fire Department reimbursement was not processed until we received the invoice in August. This will be reflected in the next quarterly report.

With estimates for the 2013 General Fund Revenue slightly above trend and expenditures slightly under trend, our Budgeted 2013 Ending General Government Fund Balance of \$550,848 (13%) is expected to be maintained as we begin the 2014 Budget process. Any unforeseen additional 2013 revenue losses or unbudgeted expenditures could change that as we approach the second half of 2013.

The 2014 Budget process has begun as Finance and departments prepare budget requests. As we continue through the process, council and public participation is appreciated. The attached calendar outlines key dates and processes.

If you have any questions about the report, please call May Miller, Finance Director, at 253-886-5700.

May Miller  
Finance Director  
City of Black Diamond

# General Fund Summary

	2011	2012	Adjusted	Actuals	percent
	Actual	Actual	2013 Budget	2013 June 30	Received /Spent
<b>REVENUE</b>					
Property Tax	1,360,491	1,373,558	1,403,648	731,661	52.1%
Sales Tax	297,333	262,973	270,000	142,528	52.8%
Utility & Gambling Tax	474,159	468,797	532,150	302,587	56.9%
Business & Other Licenses & Fees	23,785	23,445	24,500	22,245	90.8%
Cable Franchise Fees	56,899	58,450	57,500	14,979	26.1%
Land Use and Permitting Fees	67,892	68,631	70,290	52,874	75.2%
Liquor Tax & Profits	49,366	56,818	41,500	18,741	45.2%
State Sales Tax Assistance	38,489	41,769	32,000	25,263	78.9%
KC EMS Levy, Recycle Grants & misc Grants	76,773	75,938	69,620	15,926	22.9%
Chrgs for Service, Grant Reimb, Passport, interfund	169,996	122,938	94,949	42,882	45.2%
Parks Parking Fees & other Parks Charges	11,573	12,593	19,200	3,815	19.9%
Cemetery Fees & Charges	3,685	22,917	8,400	1,375	16.4%
Police Grants, Crim Justice & Misc	147,026	175,840	164,920	92,051	55.8%
Court Fines and Fees	120,803	96,682	105,000	50,693	48.3%
Miscellaneous Revenue	3,498	7,850	2,425	1,154	47.6%
<b>Subtotal Operating Revenue</b>	<b>2,901,768</b>	<b>2,869,199</b>	<b>2,896,102</b>	<b>1,518,774</b>	<b>52.4%</b>
Funding Agreement Contribution	1,404,173	1,434,752	1,513,440	628,274	41.5%
<b>Total General Fund Operating Revenue</b>	<b>4,305,941</b>	<b>4,303,951</b>	<b>4,409,542</b>	<b>2,147,048</b>	<b>48.7%</b>
Developer-Dup Plat & land Use Fees	306,250				
Developer Reimbursement	652,224	508,738	759,000	136,638	18.0%
<b>Grand Total Revenue</b>	<b>5,264,415</b>	<b>4,812,689</b>	<b>5,168,542</b>	<b>2,283,686</b>	<b>44.2%</b>
Beg Cash & Inv Balance General Government	178,560	424,069	397,417	397,417	
Beg Cash & Inv-Gen Govt-add petty cash				400	
Beg Cash & Investment Balance Developer	163,790	497,145	261,219	261,619	
<b>Total Sources</b>	<b>5,606,765</b>	<b>5,733,903</b>	<b>5,827,178</b>	<b>2,942,322</b>	<b>50.5%</b>
<b>EXPENDITURES</b>				0	
Legislative	11,877	12,374	2,500	1,683	67.3%
Executive	13,568	13,276	13,686	6,706	49.0%
Administration	147,347	216,679	260,345	129,670	49.8%
City Clerk	69,391	72,703	81,378	44,129	54.2%
Finance	273,882	247,137	258,337	117,343	45.4%
Information Services	139,567	141,329	144,109	68,257	47.4%
Legal	55,479	58,440	62,750	27,478	43.8%
Legal-Prosecuting Attorney	48,200	35,200	25,600	12,000	46.9%
Municipal Court	192,810	169,695	147,128	70,598	48.0%
Police Department	1,632,032	1,756,830	1,630,407	732,409	44.9%
Fire Department	432,165	446,609	458,729	1,108	0.2%
Natural Resources	158,157	163,198	169,577	90,915	53.6%
Master Development Review Team	0	226,363	443,250	213,667	48.2%
Hearing Examiner-SEPA	0	37,155	12,500	0	0.0%
Community Development	373,714	276,016	150,138	82,169	54.7%
Economic Development	135,143	45,345	1,050	1,084	103.2%
Facilities-staff & Misc	95,302	93,903	102,103	48,451	47.5%
Facilities Bldg Mtc-Funding agreement	183,433	177,343	180,000	83,610	46.5%
Animal Control	15,663	11,988	8,368	8,659	103.5%
Emergency Management	502	4,880	5,000	3,714	74.3%
Parks	67,381	67,031	46,939	17,871	38.1%
Cemetery	15,497	19,619	15,357	7,305	47.6%
Central Services/City Memberships	33,266	35,547	36,960	15,651	42.3%
<b>Total General Fund Operating Expenditures</b>	<b>4,094,376</b>	<b>4,328,660</b>	<b>4,256,211</b>	<b>1,784,477</b>	<b>41.9%</b>
Developer Expenditures	591,175	746,607	759,000	116,087	15.3%
<b>Total Expenditures</b>	<b>4,685,551</b>	<b>5,075,267</b>	<b>5,015,211</b>	<b>1,900,564</b>	<b>37.9%</b>
Ending Cash & Inv Balance General Government	424,069	397,017	550,848	781,039	
Ending Cash & Inv-General Gov-Petty Cash				400	
Ending Cash & Inv Balance Developer	497,145	261,619	261,119	261,119	
<b>Total Uses</b>	<b>5,606,765</b>	<b>5,733,903</b>	<b>5,827,178</b>	<b>2,942,722</b>	<b>50.5%</b>





# 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 <sup>st</sup> public hearing on revenue sources and expenditures for the upcoming budget year including possible increases in property tax revenue			Nov 14	Nov 4-30
14	Public hearing and adoption of property tax for 2014			Nov 14	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