



**CITY OF BLACK DIAMOND**  
**October 22, 2020 Special Meeting Agenda – REVISED 10/21/2020**  
**VIRTUAL MEETING VIA ZOOM**

**THIS IS OFFERED AS A ZOOM MEETING ONLY.**  
**CALL IN AND JOINING INFORMATION FOLLOWS:**

**Zoom link to join meeting:**

<https://zoom.us/j/4454477047?pwd=eGxRY3ZEeU14SVM2cGRBcUxCSjdmZz09>

*(Note: You do not need a web cam to join the meeting, but you will need audio to hear the proceedings.)*

Meeting ID: 445 447 7047

Password: Council

**Telephone dial in options:**

+1 253 215 8782 US (Tacoma)

+1 206 337 9723 US (Seattle)

Meeting ID: 445 447 7047

Password:426953 (phone in only)

**5:30 P.M. – CALL TO ORDER, FLAG SALUTE, ROLL CALL**

**WORK SESSION:**

- 1) Discussion on Lease Agreement for City Office Space – Mayor Benson**
- 2) Review of 2021 Preliminary Budget of Revenues and Expenditures for the General Fund -Ms. Miller**

**ADJOURNMENT:**

**RESOLUTION NO. 20-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
BLACK DIAMOND, KING COUNTY, WASHINGTON,  
APPROVING A NEW LEASE FOR CITY HALL**

**WHEREAS**, the City's current administrative offices are spread out among multiple buildings, including two portable trailers and approximately one-fourth of the City Hall building located at 24301 Roberts Drive; and

**WHEREAS**, the owner of the City Hall building, Sorci Family LLC, has expressed its willingness to lease the entire building, consisting of 8,000 square feet, to the City for an eight-year term beginning in 2021, at a favorable rental rate and with an option for a further extension at market rates; and

**WHEREAS**, leasing the entire 8,000 square feet of the City Hall building would allow the City to operate more efficiently, with all administrative staff under one roof, and with more square footage than is presently available to the City under its present lease arrangements; and

**WHEREAS**, the proposed lease terms for the full City Hall building represent a substantial cost savings to the City over its current arrangements and present an opportunity for the City to accommodate additional staff and expanded customer services as the City grows; and

**WHEREAS**, the Sorci Family LLC has agreed to lease the full City Hall building to the City on the terms and conditions set forth in the attached lease agreement, and the City Council finds that proposed lease is financially prudent and in the best interests of the City;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND,  
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

**Section 1.** The Mayor is hereby authorized to execute a new eight-year lease agreement with Sorci Family LLC, allowing the City to occupy the full 8,000 square feet of the current City Hall building at 24301 Roberts Drive, with the lease terms to be substantially as stated in the form attached hereto.

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND,  
WASHINGTON, AT A REGULAR MEETING THEREOF, THIS \_\_\_\_\_<sup>th</sup> DAY OF OCTOBER,  
2020.**

CITY OF BLACK DIAMOND:

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Carol Benson, Mayor

Attest:

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Brenda L. Martinez, City Clerk

COMMERCIAL LEASE AGREEMENT  
FOR CITY HALL BUILDING

This Commercial Lease Agreement ("Lease") is made and entered into as of the \_\_\_ day of \_\_\_\_\_, 2020 ("Effective Date") by and between Sorci Family LLC, a Washington limited liability company ("Lessor"), and the City of Black Diamond, a Washington noncharter code city organized under Title 35A, Revised Code of Washington ("Lessee"). Collectively, Lessor and Lessee are referred to herein as the "Parties," with each being a "Party."

The Parties agree as follows:

1. Leased Premises. Lessor hereby agrees to lease to Lessee, and Lessee hereby agrees to lease from Lessor, the entirety of that certain office building commonly referred to as City Hall ("Leased Premises"), consisting of approximately 8,000 square feet and located at 24301 Roberts Drive, Black Diamond, Washington, situated on the land legally described in Exhibit A to this Lease and identified by the King County Assessor as Parcel No. 1521069093 ("Sorci Parcel"). Lessee agrees and acknowledges that it has inspected the Leased Premises and accepts the same in the current AS IS condition. Lessor shall have no obligation to make any improvements or alterations in connection with Lessee's occupancy, including without limitation any improvements or upgrades required by laws, codes, or regulations, including without limitation the Americans With Disabilities Act. Lessee shall be responsible for making all improvements and alterations to the Leased Premises desired or required in connection with its lease and occupancy of the same.

2. Termination of Prior Lease. Effective as of the Commencement Date (as defined below) of this Lease, that certain Lease For Real Property dated February 20, 2015 (the "Prior Lease"), and previously entered into by the Parties for the lease of approximately 2,000 square feet of the Leased Premises ("Existing Leased Space") will terminate and be superseded by this Lease. No termination fee under the Prior Lease is due, and as of the Commencement Date, all obligations owed by the Parties to each other under the Prior Lease will be superseded by this Lease, except that Section 8 of the Prior Lease, concerning indemnification and insurance, will remain in effect with respect to any claims, suits, actions, or liabilities arising from events occurring prior to the Commencement Date. It is the intent of the Parties that Lessee will continue to occupy the Existing Leased Space and pay full rent and other charges pursuant to the Prior Lease from the Effective Date through the Commencement Date, at which time the Existing Leased Space shall become a part of the Leased Premises pursuant to this Lease.

3. Term. This Lease is for a term of eight (8) years commencing on May 1, 2021 (the "Commencement Date"), and ending on April 30, 2029 (the "Term"). Lessee may extend the Lease for one (1) additional period of five (5) years (the "Extension Term"); provided that written notice of Lessee's intent to extend is provided to Lessor at least nine (9) months prior to expiration of the initial Term. If Lessee's notice of intent to extend is timely given, and if Lessee is not then in default of any material provision of the Lease, then the Lease shall be extended for the Extension Term on the same terms and conditions hereof, subject to adjustment of the Rent, as described below. Notwithstanding the above, in the event latent defects in the structure of the Building that require repair in order for Lessee to occupy the Leased Premises and/or hazardous substances required to be remediated are discovered and result in delay of Lessee's initial improvement and occupancy of the Leased Premises pursuant to Section 5 below, the Commencement Date will be delayed day-for-day for each day that Lessee's improvement and occupancy of the Leased Premises is delayed as a result of such required repairs or remediation, in which event the expiration of the initial Term shall be the date eight (8) years after such delayed Commencement Date.

4. Delivery of Leased Premises/Pre-Commencement Occupancy. Lessor shall deliver the Leased Premises (other than the Existing Leased Space which is already occupied and leased by Lessee) to Lessee on February 1, 2021 for purpose of Lessee's commencement and completion of Lessee's improvements to the Leased Premises pursuant to Section 5 below. For purposes of this Section 4, the Leased Premises, excluding the Existing Leased Space, is divided into two separate areas consisting of (a) the eastern half of the 2nd floor, consisting of approximately 2000 square feet; and (b) the western half of the building ( both 1<sup>st</sup> floor and 2<sup>nd</sup> floor) consisting of approximately 4000 square feet (each a "Segment"). Provided that Lessee does not occupy any Segment of the Leased Premises (i.e. other than the Existing Leased Space) for normal business operations, Lessee's obligation to pay Base Rent and other charges under this Lease with respect to the remaining Segments of the Leased Premises shall not commence until the Commencement Date. Notwithstanding the above, in the event Lessee occupies all or any portion of one or both Segment(s) for normal business operations prior to the Commencement Date, Lessee shall pay rent for the entire pertinent Segment(s) ("Pre-Commencement Rent") in an amount of \$1.125 per square foot of such Segment(s) from the commencement of such beneficial occupancy until the Commencement Date, at which time Base Rent for the entire Leased Premises will commence pursuant to Section 6 below. Pre-Commencement Rent shall be payable monthly in advance prior to Lessee's taking occupancy of the pertinent Segments for business operations.

5. Alterations and Improvements. Lessee will not make changes or alterations to the Leased Premises without Lessor's prior written consent, which consent shall not be unreasonably withheld. To avoid uncertainty, Lessor preapproves the proposed changes and alterations listed on Exhibit B attached hereto. If Lessee desires to make improvements to the interior of the Leased Premises that are not listed on Exhibit B to better accommodate the City's purposes and to improve the functionality of the building for City offices, Lessee shall provide Lessor with plans and specifications for the same and seek Lessor's consent, which shall not be unreasonably withheld. Lessor shall cooperate with Lessee in connection with its making requested improvements and in obtaining necessary permits, so long as Lessee provides adequate assurances to protect the Leased Premises from liens. Lessee agrees to indemnify and hold Lessor harmless from any claims arising from or relating to the interior modifications. Lessee shall not allow any liens to be filed against the Leased Premises or Sorci Parcel in connection with any such work by Lessee.

6. Base Rent.

- a. Initial Term Base Rent. Subject to Lessee's obligation to pay Pre-Commencement Rent if applicable pursuant to Section 4 above, Lessee shall pay Lessor base monthly rent ("Base Rent") under this Lease in advance on or before the eighth (8<sup>th</sup>) day of each calendar month during the Term. Except for delays in the Commencement Date due to the discovery of latent defects or hazardous conditions described in Section 3 above, Lessee's obligation to commence paying Base Rent and other charges hereunder shall not be conditioned on completion of any improvements, receipt of occupancy certificates or other conditions, it being the agreement of the Parties that Lessee will be solely responsible for timely completion of its improvements as required to allow for occupancy of the Leased Premises when desired by Lessee. The initial Base Rent payable by Lessee to Lessor for each of the first twelve (12) months of the Term (April 2021-March 2022) is Nine Thousand and No/100 U.S. Dollars (\$9,000.00) per month. On April 1, 2022 and on April 1 of each year thereafter during the initial Term, the Base Rent payable by Lessee hereunder shall be increased to reflect the increase in the Consumer Price Index for All Urban Workers for the Seattle/Tacoma/Everett metropolitan areas, as published by the US Department of Labor (the "CPI-U"), during the prior twelve (12) month period (i.e. June 1, 2021- June 1, 2022; June 1, 2022 - June 1, 2023, etc.).

Notwithstanding the above, the increase in Base Rent shall not increase by more than five percent (5%) per year on a cumulative basis.

- b. Extension Term Rent. In the event Lessee timely exercises its option to extend pursuant to Section 3 above, the Base Rent for the first twelve (12) months of the Extension Term shall be adjusted to be the fair market rental value of the Leased Premises as of the date of commencement of the Extension Term, with annual CPI-U adjustments as set forth above for each subsequent year of the Extension Term. The Parties shall attempt in good faith to agree on the fair market rent for the Extension Term within the thirty (30) day period after Lessor's receipt of Lessee's election to extend. If the Parties cannot agree on such fair market rent within such thirty (30) day period, the determination of fair market rent for the first year of the Extension Term shall be pursuant to the appraisal procedures attached hereto as Exhibit C.

7. Utilities. In addition to Base Rent, Lessee shall pay one hundred percent (100%) of all electric, gas, solid waste, water, and sanitary sewer charges for services supplied to or with respect to the Leased Premises. Lessee shall also reimburse Lessor for an amount equal to seventy-five percent (75%) of the stormwater charges for the Sorci Parcel. Notwithstanding the foregoing, Lessor remains responsible for one hundred percent (100%) of the amount of any utility assessments charged to the Sorci Parcel for construction of systemwide utility improvements (e.g., local improvement district and utility local improvement district assessments). To the extent not paid directly by Lessee, Lessor shall bill Lessee not less frequently than quarterly and Lessee shall pay the amount therein within thirty (30) days of receipt.

8. Taxes. Lessor shall pay all applicable real property taxes due on the Leased Premises and Sorci Parcel.

9. Parking. Lessor shall provide a minimum of twenty-seven (27) parking stalls in the surface parking area on the Sorci Parcel, the location of which are depicted on Exhibit D attached hereto, for the use of Lessee and its personnel and visitors. Lessor agrees that it will not allow other uses of the Sorci Parcel that would prevent Lessee, its personnel, and visitors full use of such designated parking stalls as provided in this Section. The City, including its personnel and visitors, will also have non-exclusive access to other portions of the surface parking lot for City personnel and visitors to use as overflow parking on an as-available basis when necessary.

10. Maintenance and Repair. Lessor shall at all times keep and maintain the parking lot on the Sorci Parcel, the exterior of the building in which the Leased Premises is located, landscaping and common areas surrounding the Leased Premises and the structural and exterior components of the building, roof and building systems (including the building HVAC system) in good condition and repair, reasonable wear and tear excepted. Lessor shall be responsible for the operation, maintenance, and repair (or replacement if needed) of the backup electrical generator that is currently connected to the Leased Premises. Lessee shall be responsible for maintaining the Leased Premises in good and clean condition and repair, normal wear and tear excepted. In addition, Lessee shall be responsible, at its cost, for any necessary snow and ice removal from the sidewalks, driveways, and parking areas on the Sorci Parcel used by Lessee and its visitors.

11. Insurance.

- a. Lessee Property and Liability Insurance. Lessee shall procure and maintain for the duration of the Term (and any Extension) a policy or policies of insurance insuring Lessee and Lessor against claims for injuries to persons and damage to property that may arise out of or in connection with Lessee's business operations and use of the Leased Premises and/or other parking and other common areas of the Sorci Parcel by Lessee, its agents, employees, vendors, consultants, licensees, and invitees, and from any act of negligence by Lessee, its agents, employees, vendors, consultants, licensees, and invitees. Lessee represents and warrants to Lessor that Lessee is a member of the Association of Washington Cities - Risk Management Services Agency (RMSA), which is a self-insured pool of municipal corporations in the State of Washington, and which has at least \$15,000,000 per occurrence of liability coverage that applies in the event an incident occurs that is attributable to the negligence of a member city. Lessor accepts these limits of coverage in satisfaction of this insurance obligation. Lessee shall also carry all-risk property insurance insuring against loss of Lessee's, furniture, fixtures, equipment and leasehold improvements in the Leased Premises, in an amount of full-replacement cost of such property.
- b. Lessor Property Insurance. Lessor shall be responsible for procuring and maintaining for at least the duration of the Term (and any

Extension Term) a commercially reasonable policy or policies of property insurance covering loss or damage to the Leased Premises.

12. Indemnification. Lessee shall defend, indemnify, and hold Lessor harmless against any and all claims, suits, actions, or liabilities for injury or death to any person, or loss or damage to any property, that arise out of or in connection with (a) Lessee's business operations, occupancy and use of the Leased Premises and/or other parking and other common areas of the Sorci Parcel, by Lessee, its agents, employees, vendors, consultants, licensees, and/or invitees, (b) any wrongful act or negligence by Lessee, its agents, employees, vendors, consultants, licensees, and/or invitees, and (c) any breach of this Lease by Lessee, and (d) from any work or activity done or permitted by Lessee to occur in or on the Leased Premises. However, Lessee is not liable to Lessor for any injury, death, loss, or damage caused by the sole negligence of the Lessor; and if any claims, suits, actions, or liabilities for injury, death, loss, or damage are caused by or arise from the concurrent negligence of Lessee and Lessor, then Lessee's liability is limited to the proportionate share of Lessee's negligence.

13. Assignment and Subletting by Lessee. Lessee shall not assign its interest in this Lease nor sublet all or any portion of the Leased Premises without Lessor's prior written consent, which shall not be unreasonably withheld.

14. Assignment by Lessor. This Lease may be assigned by Lessor without the consent of Lessee. In the event of an assignment of Lessor's interest in the Leased Premises, other than a transfer for security-interest purposes only, then upon the assumption of this Lease by the assignee, Lessor shall automatically be relieved of its obligations accruing from and after the date of such assignment, including any liability for retained security deposits or prepaid rent, for which assignee shall be liable.

15. Use of Premises. Lessee may occupy the Leased Premises for general office, administrative, and reasonable ancillary uses as permitted by law. Lessee agrees not to violate any law, ordinance, rule, or regulation of any governmental authority having jurisdiction over the Leased Premises.

16. Default. Lessee will be in default under this Lease ("Default") in the event:

(a) Base Rent or other amount payable by Lessee is not paid when due and fails to be paid within three (3) business days after written notice by Lessor to Lessee of such failure; or

(b) Lessee fails to comply with any other term, provision, or covenant under this Lease, other than the payment of Rent or other sums of money due hereunder, and such failure is not cured within ten business (10) days after written notice thereof by Lessor to Lessee; provided that if the nature of such cure is such that a longer cure period is required to cure, Lessee shall only be in default if Lessee fails to commence such cure within said ten (10) day period and thereafter to diligently prosecute such cure to completion.

Upon the occurrence of any Default set forth above, in addition to any other remedies available to Lessor at law or in equity, Lessor shall have the right to terminate this Lease and all rights of Lessee hereunder, and/or terminate Lessee's right of possession of the Leased Premises. In the event that Lessor shall elect to so terminate this Lease and/or Lessee's possession, then Lessor shall have the right to recover from Lessee: (i) any unpaid Base Rent and other sums which has been earned at the time of such termination plus interest at the rates contemplated by this Lease, plus (ii) the amount by which the unpaid Base Rent and other sums which would have been payable by Lessee under this Lease after termination and during the Lease Term (or Extension Term if applicable) exceeds the amount of such rental loss that Lessee proves could have been reasonably avoided plus interest at the rates contemplated by this Lease; and (iii) the reasonable costs incurred by Lessor in reletting the Lease Premises.

17. Written Notices. All notices required or allowed under this Lease shall be considered effective when (1) personally delivered to; (2) transmitted by email showing date and time of transmittal to; (3) received by prepaid, certified U.S. Mail, return receipt requested, addressed to; or (4) received by overnight express carrier addressed to:

If to Lessor: Sorci Family LLC  
c/o Mario Sorci  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_

If to Lessee: City of Black Diamond  
Attn: Mayor  
P.O. Box 599  
24301 Roberts Drive  
Black Diamond, WA 98010

18. Force Majeure. Neither Party shall be considered in default of any performance of any obligation under this Agreement if such performance is prevented or delayed by Force Majeure, which means any act of God, riot, civil disturbance, epidemic, strike, governmental control, war, fire, natural calamity, or other act or occurrence beyond the reasonable control of the Party; provided that no such event shall be applied to allow delay in payment of Base Rent or other sums payable by Lessee hereunder as and when due. A Party's performance hereunder (other than obligations to pay rent or other sums) shall be excused or extended for as long as, and to the extent that, the Party's delay in compliance or completion is due to a Force Majeure event, provided that the Party takes all reasonable and practicable steps to effect a prompt resumption and resolution of its responsibilities hereunder.

19. Waiver. A failure to enforce one or more of the covenants, conditions, and promises in this Lease by either Party shall not be construed or deemed to be a waiver of any separate or subsequent breach of the same or another covenant, condition, or promise of this Lease and shall not operate as a waiver, consent, acquiescence, or estoppel against future enforcement.

20. Entire Agreement. The Prior Lease, this Lease, including the Exhibits hereto, contain the entire agreement of the Parties concerning the use and occupancy of the Leased Premises and the Sorci Parcel. No prior or contemporaneous agreements, promises, or understandings pertaining to the subject matter of this Lease is valid or any force or effect and all such prior agreements, promises, and understandings are hereby superseded. This Lease and the obligations of the Parties hereunder shall not be altered or amended except by a subsequent written instrument signed by the duly authorized representatives of the Parties.

21. Governing Law. This Lease is governed by and shall be interpreted, construed, performed, and enforced according to the laws of the State of Washington, excluding its choice-of-law rules.

22. Jurisdiction, Venue, and Attorney Fees. Any dispute concerning the performance, interpretation, or enforcement of this Lease shall be brought exclusively in the Superior Court of King County, Washington, which the Parties acknowledge has personal and subject-matter jurisdiction and shall be the exclusive venue for any such dispute. The substantially prevailing party in any such dispute shall be entitled to recover its reasonable attorney fees and court costs.

23. Severability. The provisions of this Lease are severable. If any provision is for any reason held by a court of competent jurisdiction to be invalid or unenforceable against any person or entity, such invalidity or unenforceability shall not affect the validity of any other provisions of the Lease or its enforceability against any other person or entity.

ACCEPTED AND AGREED TO BY:

**SORCI FAMILY LLC, Lessor**

**CITY OF BLACK DIAMOND, Lessee**

By: \_\_\_\_\_  
Mario Sorci

By: \_\_\_\_\_  
Carol Benson, Mayor

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

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
David A. Linehan, City Attorney

LESSOR ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_ )

: ss.

County of \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that the persons appearing before me and making this acknowledgment are the persons whose true signatures appear on this document.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me personally appeared Mario Sorci, to me known to be the \_\_\_\_\_ of SORCI FAMILY, LLC, a Washington limited liability company, the limited liability company that executed the within and foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said limited liability company, for the uses and purposes therein mentioned, and on oath stated that they were authorized to execute said instrument.

WITNESS my hand and seal hereto affixed the day and year first above written.

\_\_\_\_\_  
Type or Print Name: \_\_\_\_\_

Notary Public in and for the State of  
\_\_\_\_\_, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

LESSEE ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_ )

: ss.

County of \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that the persons appearing before me and making this acknowledgment are the persons whose true signatures appear on this document.

On this \_\_\_\_ day of \_\_\_\_\_, 2020, before me personally appeared Carol Benson, to me known to be the Mayor of CITY OF BLACK DIAMOND, a Washington noncharter code city organized under Title 35A, the noncharter code city that executed the within and foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said limited liability company, for the uses and purposes therein mentioned, and on oath stated that they were authorized to execute said instrument.

WITNESS my hand and seal hereto affixed the day and year first above written.

\_\_\_\_\_  
Type or Print Name: \_\_\_\_\_

Notary Public in and for the State of  
\_\_\_\_\_, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_

EXHIBIT A

LEGAL DESCRIPTION

POR NE 1/4 BEG NE COR TH S ALG E LN 1296.05 FT TH S 89-51-08 W 239.34 FT TAP ON E LN TR DESC AUD # 3031570 & TPOB TH N 87-45-28 W 238.48 FT TO W LN TR DESC AUD #1645619 TH N 3-30-28 W COMMON WITH LN DESC AUD #1645619 240.81 FT TH S 87-45-28 E 180.9 FT TH S 63-12-28 E TO NE COR TR DESC AUD #3031570 TH S 0-08-52 E COMMON WITH LN DESC AUD #3031570 TO TPOB AKA POR OF PCL 1 OF BLACK DIAMOND SP NO 78-007 RECORDING NO 7811039014 TGW N 93 FT OF FOLG DESC PCL - BEG NE COR SD SEC 15 TH S ALG E LN OF SEC 1915.41 FT TH S 89-51-08 W 440.67 FT TO SW COR OF TR CONV UNDER AUD #1645619 & TPOB TH N 03-30-28 W ALG W LN OF SD TR 630.39 FT M/L TO SW COR SD PCL 1 BD SP 78-007 REC #7811039014 TH S 87-45-28 E 178.48 FT M/L TAP 60 FT W FR TR DESC UNDER REC # 7501070376 TH S 0-08-52 E 320 FT M/L PLT W LN OF SD TR TAP 60 FT W FR SW COR THOF TH S 05-45-43 W 308 FT M/L TO SE COR OF TR DESC UNDER AUD #1656204 TH N 87-45-28 W ALG S LN OF TRS DESC UNDER AUD #1656204 & 1645619 DIST 110 FT TO TPOB - SD PCL CONTAINS ALL OF LOT B OF BLACK DIAMOND LLA #90-02 REC #9002280435

**EXHIBIT B**  
**PREAPPROVED IMPROVEMENTS**

Lessee is authorized to proceed with the following interior improvements at Lessee's expense.

1. Interior wall and door changes.
2. Interior Painting
3. Phone and computer data line routing
4. Wiring for additional plugs or circuits
5. Upgrade the HVAC for the computer network room
6. Plumbing fixture upgrades
7. Recarpeting
8. Additional structural support under the flooring of the server room to support the weight of the server and related equipment

## EXHIBIT C

### DETERMINATION OF FAIR MARKET RENT FOR EXTENSION TERM

(i) If the parties are unable to agree upon the Base Rent for the Extension Term within thirty (30) days after Lessee's exercise of its option to extend pursuant to Section 3 of the Lease, each Party, at its own cost and by giving notice to the other Party, shall appoint a real estate appraiser with at least five (5) years' full-time commercial real estate appraisal experience in the area in which the Leased Premises are located to appraise and set Base Rent for the Extension Term. If a Party does not appoint an appraiser within ten (10) days after the other Party has given notice of the name of its appraiser, the single appraiser appointed shall be the sole appraiser and shall set Base Rent for the Extension Term. If each Party shall have so appointed an appraiser, the two appraisers shall meet promptly and attempt to set the rent for the Extension Term. If the two appraisers are unable to agree within thirty (30) days after the second appraiser has been appointed, they shall attempt to select a third appraiser meeting the qualifications herein stated within ten (10) days after the last day the two appraisers are given to set Base Rent. If the two appraisers are unable to agree on the third appraiser within such ten (10) day period, either of the parties to this Lease, by giving five (5) days' notice to the other party, may apply to the then presiding judge of the Superior Court of King County for the selection of a third appraiser meeting the qualifications stated in this paragraph. Each of the Parties shall bear one-half (1/2) of the cost of appointing the third appraiser and of paying the third appraiser's fee. The third appraiser, however selected, shall be a person who has not previously acted in any capacity for either Party.

(ii) Within thirty (30) days after the selection of the third appraiser, a majority of the appraisers shall set Base Rent for the Extension Term. If a majority of the appraisers are unable to agree upon the Base Rent within the stipulated period of time, the three appraisals shall be added together and their total divided by three (3). The resulting quotient shall be the Base Rent for the Premises during the Extension Term. If, however, the low appraisal and/or the high appraisal is/are more than five percent (5%) lower and/or higher than the middle appraisal, the low appraisal and/or the high appraisal shall be disregarded. If only one (1) appraisal is disregarded, the remaining two (2) appraisals shall be added together and their total divided by two (2), and the resulting quotient shall be Base Rent for the Premises during the Extension Term.

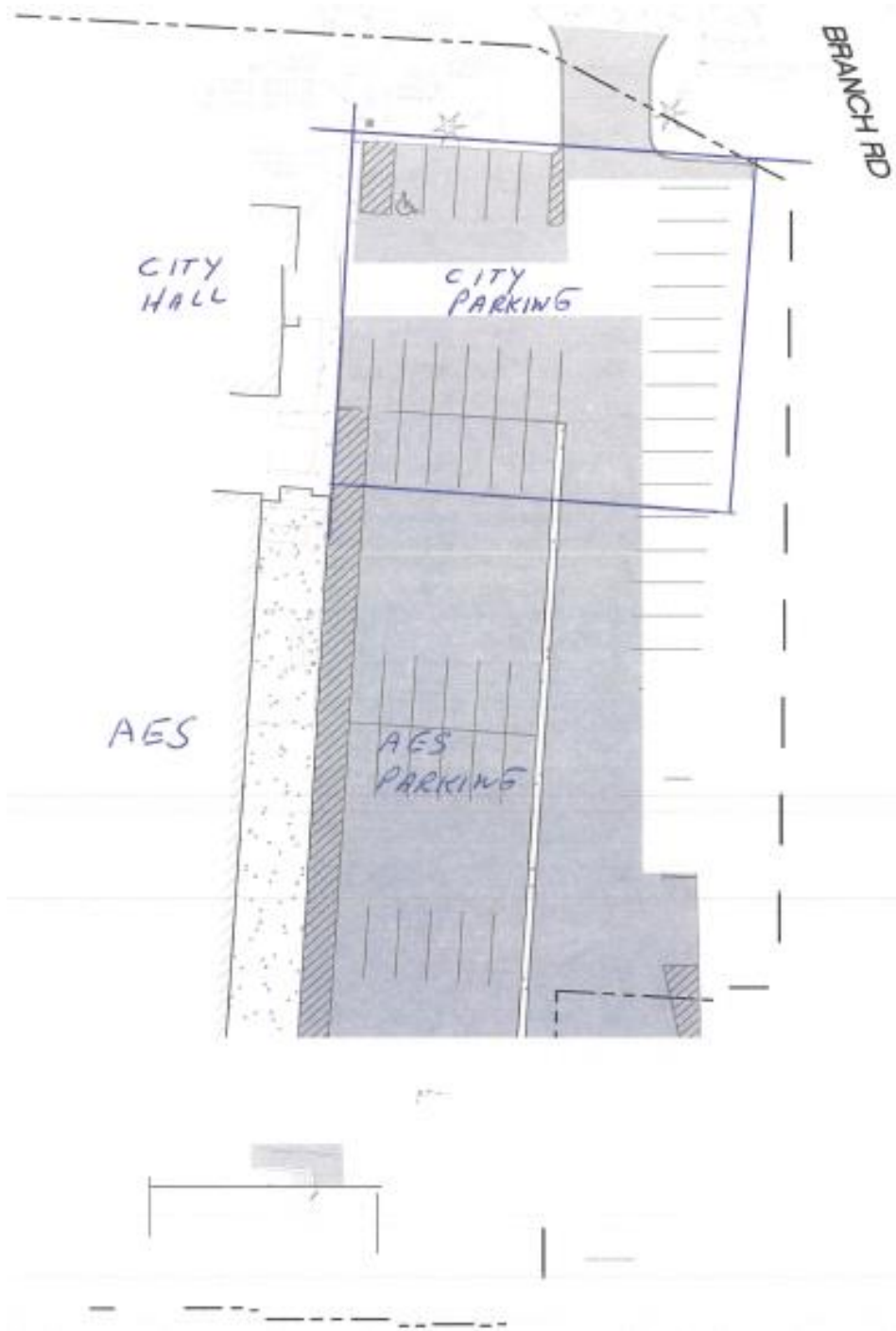
(iii) For purposes of the appraisal, the term "fair market rental value" shall mean an amount equal to one hundred percent (100%) of the rental that a ready and willing tenant would pay, as of the commencement date of the Extension Term, as a Base Rent to a ready and willing landlord of premises in similar office projects in the general geographic are of the Leased Premises of comparable size, quality and level of improvement, if such premises were exposed for lease on the open market for a reasonable period of time.

(iv) If Base Rent for the Extension Term has not been determined prior to the commencement of such Extension Term, Lessee will, until such determination, pay Base Rent at a rate equivalent to a ten percent (10%) increase of the Base Rent in effect immediately prior to the commencement of the Extension Term until the parties agree upon the new Base Rent, or until the Base Rent is determined in arbitration pursuant to this Exhibit C. The amount of the new Base Rent for the Extension Term will be applied retroactively to the beginning of such Extension Term, and any rent adjustment will be made in connection with the next installment of Base Rent due, following conclusion of arbitration.

(v) Upon determination of Base Rent for the Extension Term, Lessor and Lessee shall execute an amendment to this Lease memorializing the same.

EXHIBIT D

DIAGRAM OF PARKING SPACES  
RESERVED FOR CITY HALL PERSONNEL AND VISITORS



# Black Diamond Preliminary Budget

# 2021

## General Fund Budget Work Study

October 22, 2020



'Black Diamond's New Gateway Entrance Sign'

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**Black Diamond Elected Officials  
Adopting 2021 Budget**

Mayor  
Carol Benson  
Expires 12/31/2021

Position 1  
Tamie Deady  
Expires 12/31/2023

Position 2  
Melissa Oglesbee  
Expires 12/31/2021

Position 3  
Chris Wisnoski  
Appointment ends after  
2021 Nov. Election

Position 4  
Erin Stout  
Mayor Protem  
Expires 12/31/2021

Position 5  
Kristiana de Leon  
Expires 12/31/2023

Position 6  
Bernie O'Donnell  
Appointment ends after  
2021 Nov. Election

Position 7  
Steven Paige  
Appointment ends after  
2021 Nov. Election



'Mayor Benson and Council Member Deady at the Completion of the Roberts Dr. Project'

## **History of Black Diamond, Washington – Coal Town**

Black Diamond incorporated in 1959 but has had a much longer history as a historic town in Washington. Black Diamond was first established as a community in the late 1880s for the mining of coal. At the turn of the century the town was a major exporter of coal in the region. The Pacific Coast Coal Company in Black Diamond became the largest coal mining operations on the West Coast. Some historic buildings retain their original locations. In 2010, Black Diamond's historic Railroad Avenue was updated and refurbished making a great improvement to the Historic Museum and Black Diamond Bakery area.

Black Diamond offers a warm and friendly small town atmosphere with spectacular mountain views. The city is nestled in the foothills within a few miles of the beautiful Green River Gorge and Flaming Geyser Park.

Beginning with the Master Plan Development Agreement growth, the city is growing. At 5,205 citizens, population projections may reach above 20,000 in the next 20 years. Over past years, major annexations have increased the population and acreage of Black Diamond. The annexation of the Lake Sawyer area in 1998 doubled the number of citizens.

## **Form of Government**

Black Diamond is a "Code City" as described under Title 35A in the Revised Code of Washington. The city operates under a strong mayor form of government with seven elected council members serving staggered four-year terms. The Mayor serves as the chief administrative officer of the city. The City Council acts as the legislative body. The city expanded to a seven-member council in fall of 2019. The city is served by Legislative Congressional District 8 and Legislative District 5.

## **Budget Process**

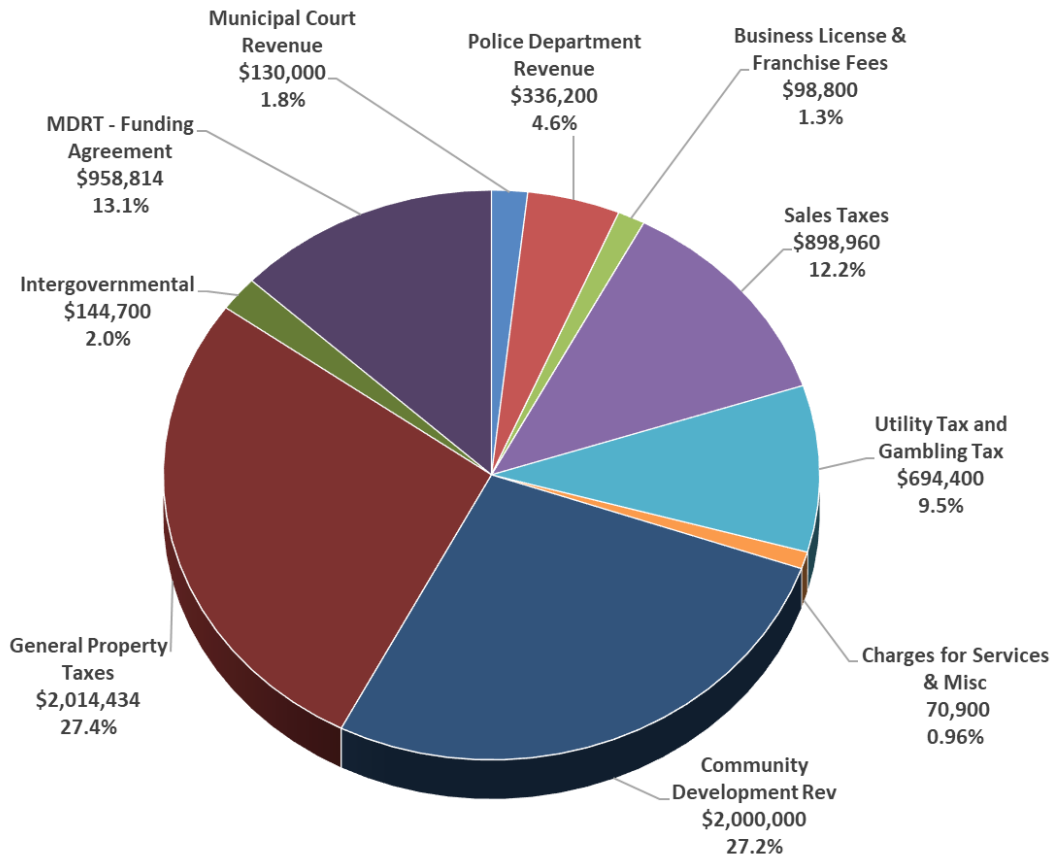
Budgeting is an essential element of the financial planning, control and evaluation process of government. The planning process involves determining the types and levels of services to be provided by the various departments, programs and functions.

The City of Black Diamond budgets annually on the calendar year beginning January 1 and ending December 31. Budget adjustments are limited by state law (35A.33.120). Allocations are made based on a fund level, limiting uses outside of each fund. Funds are segregated to carry on specific objectives. Funds are budgeted on a cash basis in accordance with the Revised Code of Washington, RCW 35.33. Appropriations in the operating fund budgets constitute maximum expenditure authorizations during the year and cannot be legally exceeded until subsequently amended by the City Council.

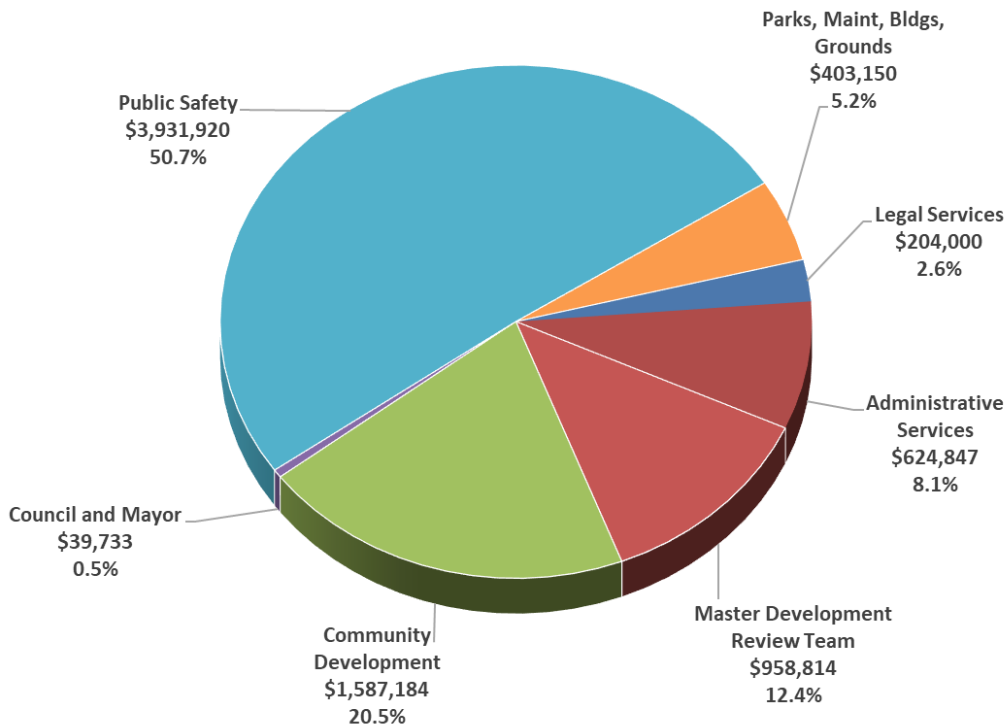
## **How Black Diamond Serves the Community**

The City of Black Diamond strives to provide a safe and enjoyable environment for residents, businesses and visitors alike. Foremost, safety is a priority in Black Diamond. Our city's Police Department and Mountain View Fire and Rescue employees are both dedicated and top notch. City employees provide other important services such as road maintenance, planning, permitting, code enforcement, a municipal court, parks maintenance, water utility services, stormwater management and a sewer utility.

2021 General Fund Operating Revenue  
\$7,347,208



2021 General Fund Operating Expenditure  
\$7,749,648



General Fund Revenue Projection for 2021	2020			2021		
	Budget	Actuals Thru June	Estimated Year End	Prelim Budget	\$ Budget Change	% Budget Change
<b>REVENUES</b>						
1 Beginning Cash and Investments	2,387,486	3,501,660	3,501,660	4,334,539	1,947,053	81.6%
2 General Property Taxes	1,889,434	972,042	1,851,645	2,014,434	125,000	6.6%
3 Sales Taxes	760,000	504,693	946,273	898,960	138,960	18.3%
4 State Sales Tax Assistance	5,000	3,692	4,500	-	(5,000)	-100.0%
5 Utility Tax and Gambling Tax	659,650	389,120	664,100	694,400	34,750	5.3%
6 Cable Franchise Fees	73,000	36,502	73,000	69,350	(3,650)	-5.0%
7 Business License	31,000	16,985	28,830	29,450	(1,550)	-5.0%
8 Liquor Profits & Excise Tax	65,700	31,142	62,300	63,600	(2,100)	-3.2%
9 KC EMS Levy, Recycle Grants & Misc	78,700	2,026	74,000	81,100	2,400	3.0%
10 Community Development Rev	1,202,550	1,103,731	2,300,000	2,000,000	797,450	66.3%
11 Police Department Revenue	362,300	144,529	312,800	336,200	(26,100)	-7.2%
12 Municipal Court Revenue	145,000	49,575	117,500	130,000	(15,000)	-10.3%
13 Parks Revenue	35,400	16,179	29,900	32,200	(3,200)	-9.0%
14 Cemetery Revenue	8,500	1,500	5,500	5,700	(2,800)	-32.9%
15 Charges for Services & misc Rev.	70,300	27,069	35,600	33,000	(37,300)	-53.1%
16 Funding Agreement - MDRT	906,176	343,561	906,176	958,814	52,638	5.8%
<b>17 Total Operating Revenues</b>	<b>6,292,710</b>	<b>3,642,346</b>	<b>7,412,124</b>	<b>7,347,208</b>	<b>1,054,498</b>	<b>16.8%</b>
18 COVID Grants	-	-	213,625	-		
19 AWC 2019 Acct change	-	102,950	205,750	249,500	249,500	
19 Devel Reimb-MDRT Conslt	1,835,000	663,343	1,835,000	1,845,000	10,000	0.5%
<b>20 TOTAL GENERAL FUND SOURCES</b>	<b>10,515,196</b>	<b>7,910,298</b>	<b>13,168,159</b>	<b>13,776,247</b>	<b>3,261,051</b>	<b>31.0%</b>

General Fund Expenditure Projection for 2021	2020			2021		
	Budget	Actuals Thru June	Estimated Year End	Prelim Budget	\$ Budget Change	% Budget Change
<b>EXPENDITURES</b>						
1 Legislative - Council	22,341	8,578	17,800	23,972	1,631	7.3%
2 Executive - Mayor	15,757	6,856	14,150	15,761	4	0.0%
3 Administrative Services	581,476	250,214	537,850	624,847	43,371	7.5%
4 Legal Services	200,000	51,567	140,000	204,000	4,000	2.0%
5 Prosecuting Atty and Public Defender	95,000	34,456	87,500	100,850	5,850	6.2%
6 Municipal Court	322,062	107,916	292,000	348,334	26,272	8.2%
7 Police Department	2,343,031	1,136,473	2,340,000	2,824,483	481,452	20.5%
8 Fire Department	571,376	280,553	605,775	613,853	42,477	7.4%
9 EMS/Recyl/Anim Cont/Mental Health	42,000	4,336	35,200	44,400	2,400	5.7%
10 Master Development Review Team	906,176	389,871	906,176	958,814	52,638	5.8%
11 Community Development	1,091,399	286,172	965,250	1,587,184	495,785	45.4%
12 Facilities	186,708	82,261	162,150	230,305	43,597	23.4%
13 Parks Department	128,146	50,932	118,290	143,338	15,192	11.9%
14 Cemetery	28,760	7,206	24,250	29,507	747	2.6%
<b>15 Total Operating Expenditures</b>	<b>6,534,232</b>	<b>2,697,391</b>	<b>6,246,391</b>	<b>7,749,648</b>	<b>1,215,416</b>	<b>18.6%</b>
16 Covid Costs	-	38,187	213,625	50,000	50,000	
17 AWC Acct. chg for 2019 fr beg cash	-	182,854	182,854	-	0	
18 AWC Insurance 2020 Acct Pmt	-	127	205,750	249,500	249,500	
19 Transfer to Street Fund	-	-	150,000	170,000	170,000	
20 Developer MDRT Consultants	1,835,000	360,289	1,835,000	1,845,000	10,000	0.5%
<b>21 Total Expenditures</b>	<b>8,369,232</b>	<b>3,278,848</b>	<b>8,833,620</b>	<b>10,064,148</b>	<b>1,694,916</b>	<b>20.3%</b>
22 Ending Cash and Investments	2,145,964	4,631,450	4,334,539	3,712,099	1,566,135	73.0%
<b>23 TOTAL GENERAL FUND USES</b>	<b>10,515,196</b>	<b>7,910,298</b>	<b>13,168,159</b>	<b>13,776,247</b>	<b>3,261,051</b>	<b>31.0%</b>

General Fund Functions Supported by Types of Revenue		2020 Budget	2021 Prelim Budget	\$ Change	% Change	Public Safety	General Gov't	MDRT
<b>REVENUES</b>								
1	Beginning Cash and Investments	2,387,486	4,334,539	1,947,053	81.6%	26,531	4,245,008	63,000
2	<b>Public Safety Revenue Funded With:</b>							
3	General Property Taxes	1,889,434	2,014,434	125,000	6.6%	2,014,434		
4	Utility Tax and Gambling Tax	659,650	694,400	34,750	5.3%	694,400		
5	Criminal Justice Sales Tax	138,000	137,500	(500)	-0.4%	137,500		
6	Liquor Excise Tax and Profits	65,700	63,600	(2,100)	-3.2%	63,600		
7	Municipal Court Revenue	145,700	130,000	(15,700)	-10.8%	130,000		
8	EMS Levy Taxes	62,000	65,100	3,100	5.0%	65,100		
9	Business License	31,000	29,450	(1,550)	-5.0%	29,450		
10	Police Charges for Service, Grants, Misc	224,300	198,700	(25,600)	-11.4%	198,700		
11	<b>Total Public Safety Revenue</b>	<b>3,215,784</b>	<b>3,333,184</b>	<b>117,400</b>	<b>3.7%</b>	<b>3,333,184</b>		
12	<b>General Government Funded With:</b>							
13	Sales Taxes	760,000	898,960	138,960	18.3%		898,960	
14	Land Use and Permitting Fees	1,202,550	2,000,000	797,450	66.3%		2,000,000	
15	Cable Franchise Fees	73,000	69,350	(3,650)	-5.0%		69,350	
16	Sales Tax Assist	5,000	-	(5,000)	-100.0%		-	
17	Grants, Passports, Charges for Svs	86,300	49,000	(37,300)	-43.2%		49,000	
18	Parks Revenue	35,400	32,200	(3,200)	-9.0%		32,200	
19	Cemetery Revenue	8,500	5,700	(2,800)	-32.9%		5,700	
20	<b>Total General Government Revenue</b>	<b>2,170,750</b>	<b>3,055,210</b>	<b>884,460</b>	<b>40.7%</b>		<b>3,055,210</b>	
21	Funding Agreement - MDRT	906,176	958,814	52,638	5.8%			958,814
22	<b>Total GF Operating Revenue</b>	<b>6,292,710</b>	<b>7,347,208</b>	<b>1,054,498</b>	<b>16.8%</b>	<b>3,333,184</b>	<b>3,055,210</b>	<b>958,814</b>
<b>EXPENDITURES</b>								
24	Public Safety (Fire, Police, Court)	3,373,469	3,931,920	558,451	16.6%	3,931,920		
25	Community Development	1,091,399	1,587,184	495,785	45.4%		1,587,184	
26	Bldg, Grounds, Parks, Cemetery	343,614	403,150	59,536	17.3%		403,150	
27	Legislative and adm. Services	619,574	664,580	45,006	7.3%		664,580	
28	Legal Services	200,000	204,000	4,000	2.0%		204,000	
28	Master Development Review Team MDRT	906,176	958,814	52,638	5.8%			958,814
29	<b>Total Operating Expenditures</b>	<b>6,534,232</b>	<b>7,749,648</b>	<b>1,215,416</b>	<b>18.6%</b>	<b>\$3,931,920</b>	<b>2,858,914</b>	<b>958,814</b>
30	Trf to Street Fund/2021 COVID \$\$		220,000				220,000	
31	<b>Ending Cash and Investments</b>	<b>2,145,964</b>	<b>3,712,099</b>	<b>1,566,135</b>	<b>73.0%</b>	<b>(572,205)</b>	<b>4,221,304</b>	<b>63,000</b>

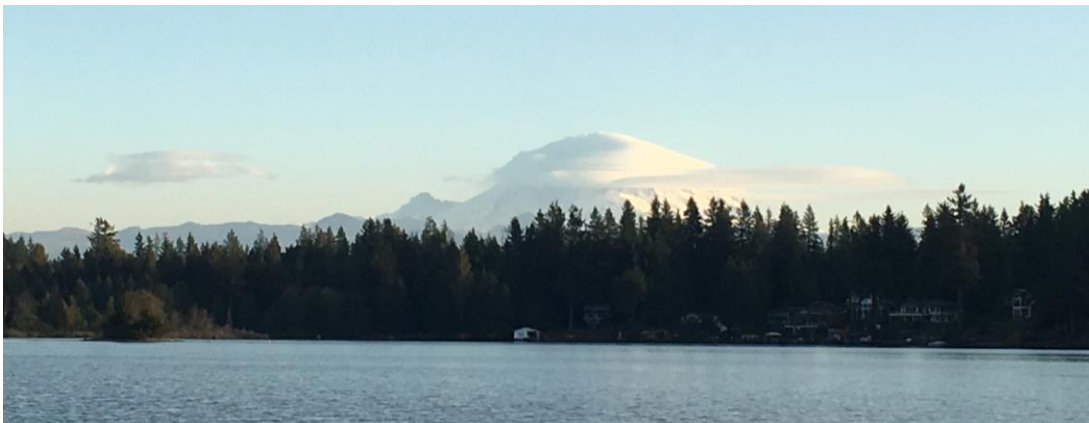
\* Analysis doesn't include MDRT Consultant Revenues and Expenses in 2020 or 2021

**General Fund Revenue**

The General Fund budget refers to the expenditures and revenues associated with the delivery of city services in Black Diamond that are funded with property, sales, and utility taxes, charges & fees, and state shared revenues. Services provided under the General Fund include police and fire, municipal court, parks maintenance, building permits, development review and administrative functions in the city. The General Fund includes close to one half of Black Diamond’s total budget.

**Top Twenty General Fund Revenue Sources**

1	General Property Taxes	2,014,434
2	Community Development Permits & Fees	2,000,000
3	Sales Taxes	898,960
4	Electric & Gas Utility Tax	256,000
5	Local Criminal Justice Funds	137,500
6	Municipal Court Fees	130,000
7	Police Traffic School Fees	126,000
8	Stormwater Utility Tax	100,00
9	Water Utility Tax	81,800
10	Sewer Utility Tax	81,300
11	Cable Utility Tax	75,000
12	Cable Franchise Fees	69,350
13	KC EMS VLS Contract	65,100
14	Liquor Board Profits & Excise Tax	63,600
15	Telephone Utility Tax	53,200
16	Solid Waste Utility Tax	43,000
17	Interest Income	33,000
18	Business License	29,450
19	Lake Sawyer Parking	22,000
20	Police Grants	21700



‘View of Lake Sawyer with Mt. Rainier’

General Fund Taxes

Locally levied taxes represent Black Diamond’s largest portion of revenues of \$3,607,794 of the city’s General Fund operating revenue. Taxes include real and personal property tax, local sales tax, utility taxes on utility services (water, sewer, stormwater, electric, gas, cable and telephone) and gambling taxes. A 9.5% increase of \$298,710 is estimated.

General Fund Tax Revenue	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 General Property Taxes	1,529,826	1,562,767	1,889,434	972,042	2,014,434	125,000	6.6%
2 Sales Taxes	630,007	939,262	760,000	504,693	898,960	138,960	18.3%
3 PSE Electric & Gas Utility Tax	231,896	226,804	240,000	155,647	256,000	16,000	6.7%
4 Water Utility Tax	61,294	77,585	71,500	39,996	81,800	10,300	14.4%
5 Stormwater Utility Tax	70,724	91,730	91,000	52,888	100,000	9,000	9.9%
6 Sewer Utility Tax	55,246	58,707	71,000	37,080	81,300	10,300	14.5%
7 Solid Waste Utility Tax	44,110	42,394	40,000	27,593	43,000	3,000	7.5%
8 Cable TV Utility Tax	76,178	86,166	80,000	44,559	75,000	(5,000)	-6.3%
9 Telephone Utility Tax	75,832	63,421	60,000	29,386	53,200	(6,800)	-11.3%
10 Gas Utility Tax	120	101	150	38	100	(50)	-33.3%
11 Pull Tabs and Punch Board Tax	8,011	6,992	6,000	1,933	4,000	(2,000)	-33.3%
<b>12 Total General Fund Taxes</b>	<b>\$ 2,783,243</b>	<b>\$ 3,155,929</b>	<b>\$ 3,309,084</b>	<b>\$ 1,865,855</b>	<b>3,607,794</b>	<b>\$ 298,710</b>	<b>9.5%</b>

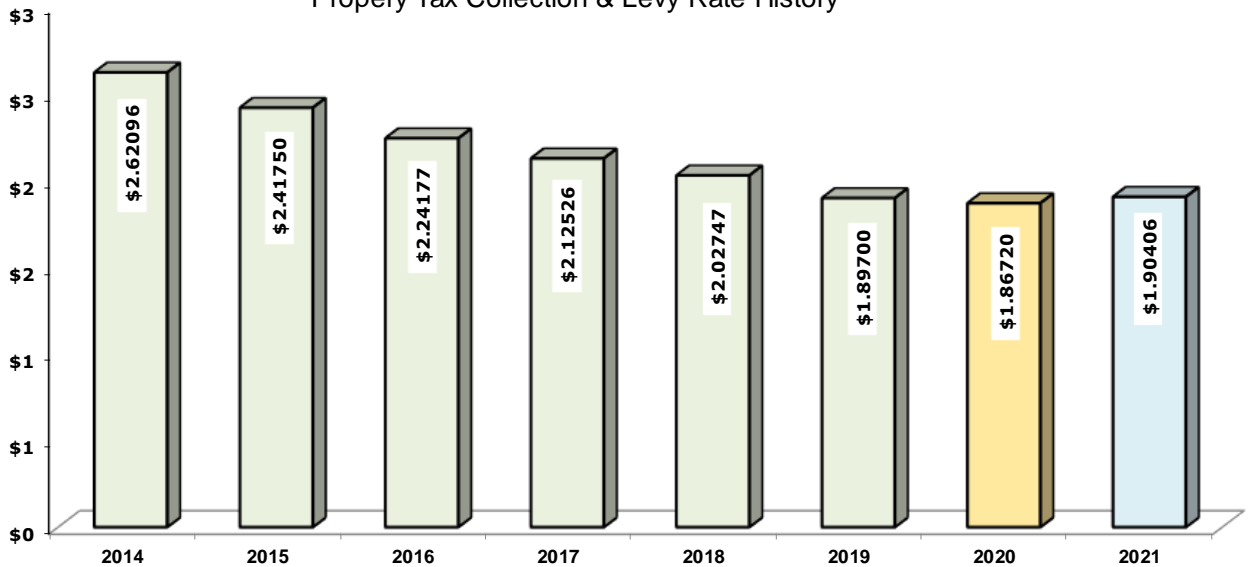


‘Roberts Dr. Walkway and Bridge Completion’

**Property taxes** make up 55% of the General Fund’s tax revenue and estimated to generate \$2,105,244 in revenue for the city. All revenues from property taxes go directly to the General Fund to support public safety for police, fire protection and emergency services. Black Diamond depends heavily on property tax collections, as the city has a small commercial base for generating sales tax revenue.

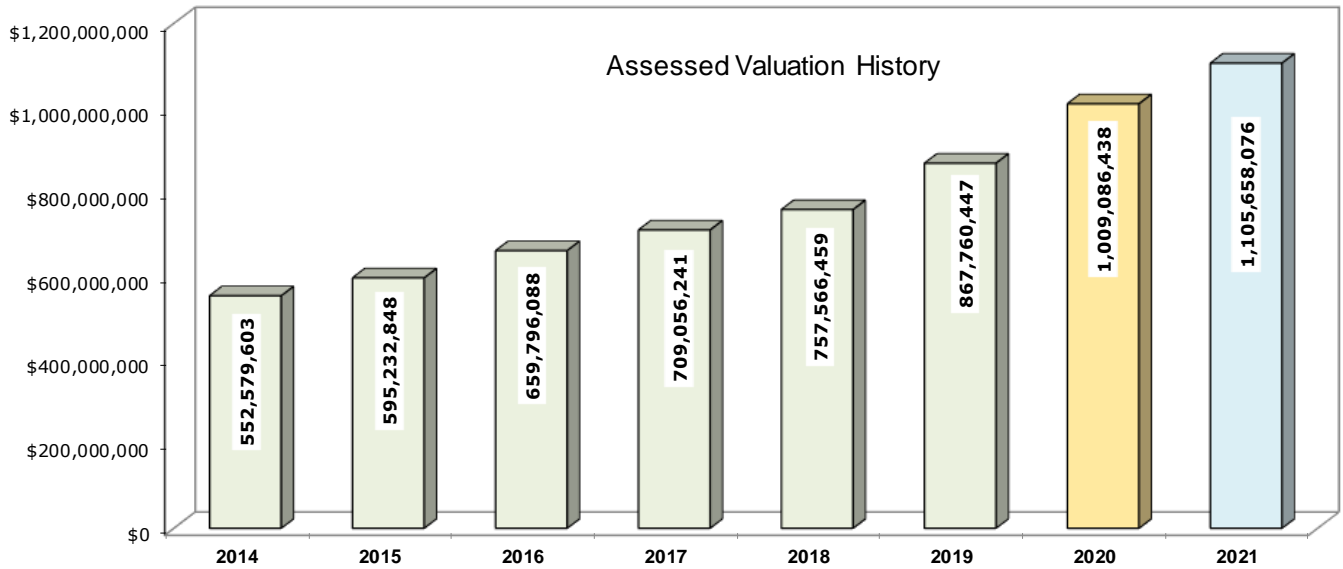
In Washington cities such as Black Diamond, property tax increases are limited to a 1% total dollar annual increase per year unless voters approve a lid-lift or larger percent increases plus any property tax from new construction. King County sets assessed valuation on property and calculates levy rates. Each taxing authority receives a portion of the tax amount, which King County collects and then passes on. In Black Diamond, there are four school districts with separate rates, so depending on which school district the property is in, the taxing amount will vary.

Property Tax Collection & Levy Rate History



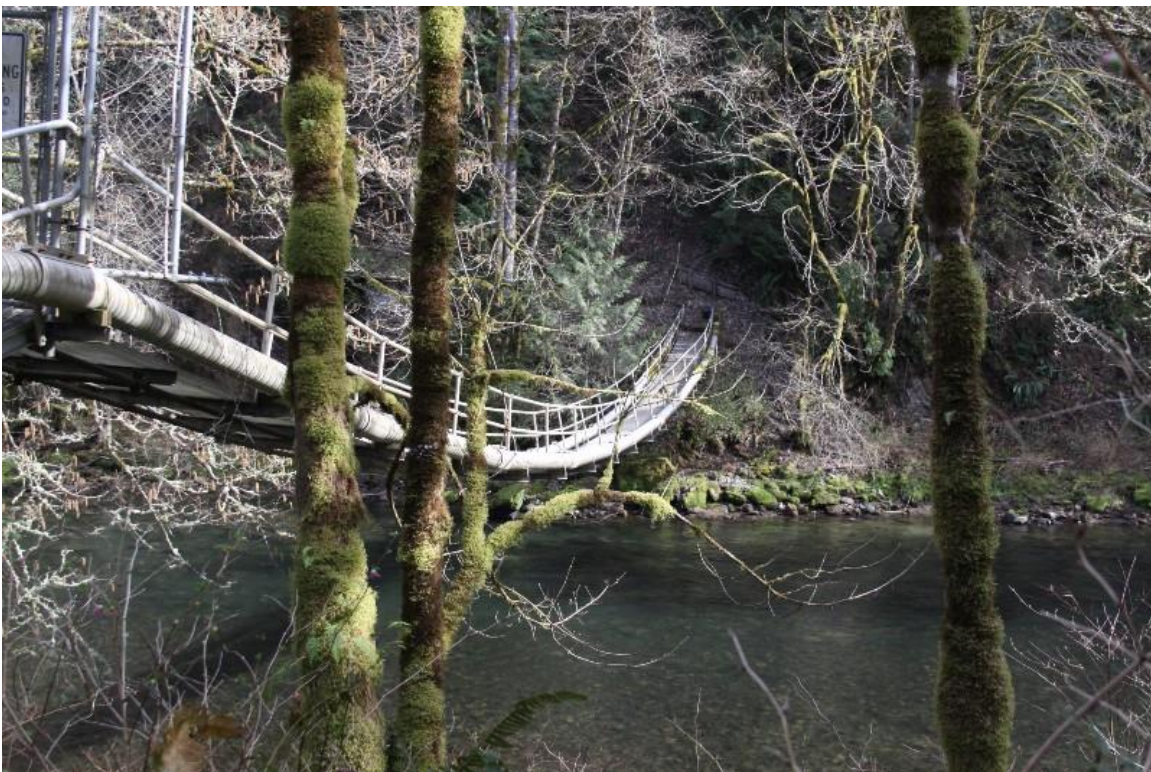
	2014	2015	2016	2017	2018	2019	2020	2021
<b>Regular Levy Base</b>	1,400,391	1,438,114	1,462,890	1,481,033	1,475,350	1,535,244	1,647,702	1,884,197
1% Increase	14,004	14,381	14,629	14,810	14,753	15,352	16,477	18,842
New Construction	11,833	3,145	11,905	13,378	11,470	95,541	219,986	201,069
Annexations								
Adjustments	11,886	5,137	-14,074	-534	698			1,136
<b>Total Property Taxes</b>	\$1,438,114	\$1,460,777	\$1,475,350	\$1,508,687	\$1,502,271	\$1,646,137	\$1,884,165	\$2,105,244
<b>Levy Rate per \$1000 AV</b>	<b>\$ 2.62096</b>	<b>\$ 2.41750</b>	<b>\$ 2.24177</b>	<b>\$ 2.12526</b>	<b>\$ 2.02747</b>	<b>\$ 1.89700</b>	<b>\$ 1.86720</b>	<b>\$ 1.90406</b>
<b>Allowable Levy</b>	3.10	3.10	3.10	3.10	3.10	3.10	3.10	3.10
<b>Assessed Valuation</b>	<b>\$552,579,603</b>	<b>\$595,232,848</b>	<b>\$659,796,088</b>	<b>\$709,056,241</b>	<b>\$757,566,459</b>	<b>\$867,760,447</b>	<b>\$1,009,086,438</b>	<b>\$1,105,658,076</b>

Please note: 2021 numbers are preliminary



<b>Base Assessed Valuation</b>	552,567,770	595,229,703	659,784,183	709,042,863	757,554,989	867,664,906	1,008,866,452	1,105,457,007
New Construction	11,833	3,145	11,905	13,378	11,470	95,541	219,986	201,069
<b>Final Assessed Valuation</b>	<b>552,579,603</b>	<b>595,232,848</b>	<b>659,796,088</b>	<b>709,056,241</b>	<b>757,566,459</b>	<b>867,760,447</b>	<b>1,009,086,438</b>	<b>1,105,658,076</b>
% change from prior year	10%	8%	11%	7%	7%	15%	16%	10%
<b>Population</b>	<b>4,370</b>	<b>4,420</b>	<b>4,450</b>	<b>4,470</b>	<b>4,480</b>	<b>4,500</b>	<b>4,520</b>	<b>5,205</b>
<b>Property Tax Levy Rate</b>	<b>2.621</b>	<b>2.418</b>	<b>2.242</b>	<b>2.125</b>	<b>2.027</b>	<b>1.897</b>	<b>1.867</b>	<b>1.904</b>
<b>Increase in Base value</b>	<b>51,394,641</b>	<b>42,653,245</b>	<b>64,563,240</b>	<b>49,260,153</b>	<b>48,510,218</b>	<b>110,193,988</b>	<b>141,325,991</b>	<b>96,571,638</b>
Percentage increase in base	10%	8%	11%	7%	7%	15%	16%	10%

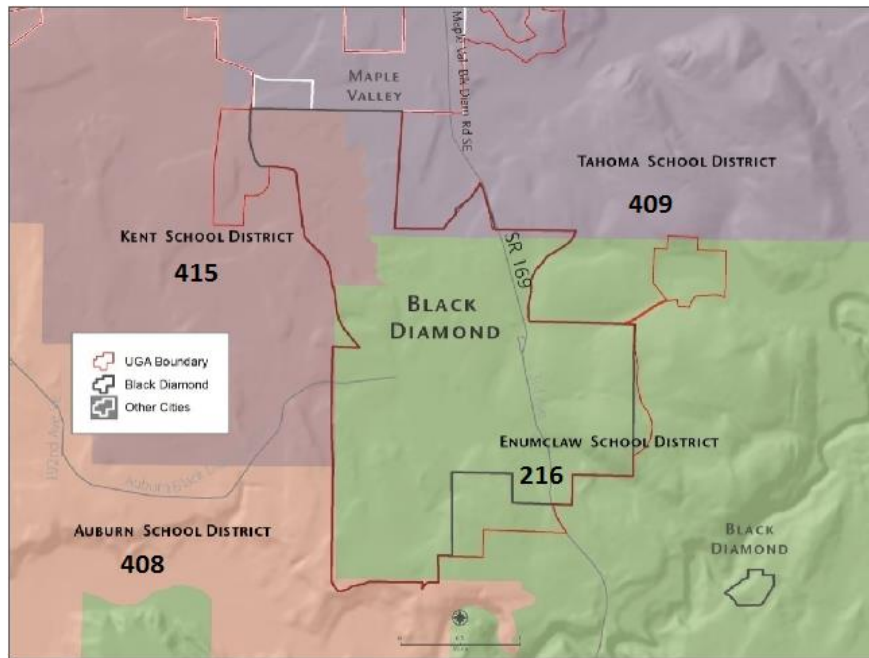
Please Note: 2021 numbers are preliminary



'Swinging Bridge Leading to the Springs Water Source'

School Districts in Black Diamond

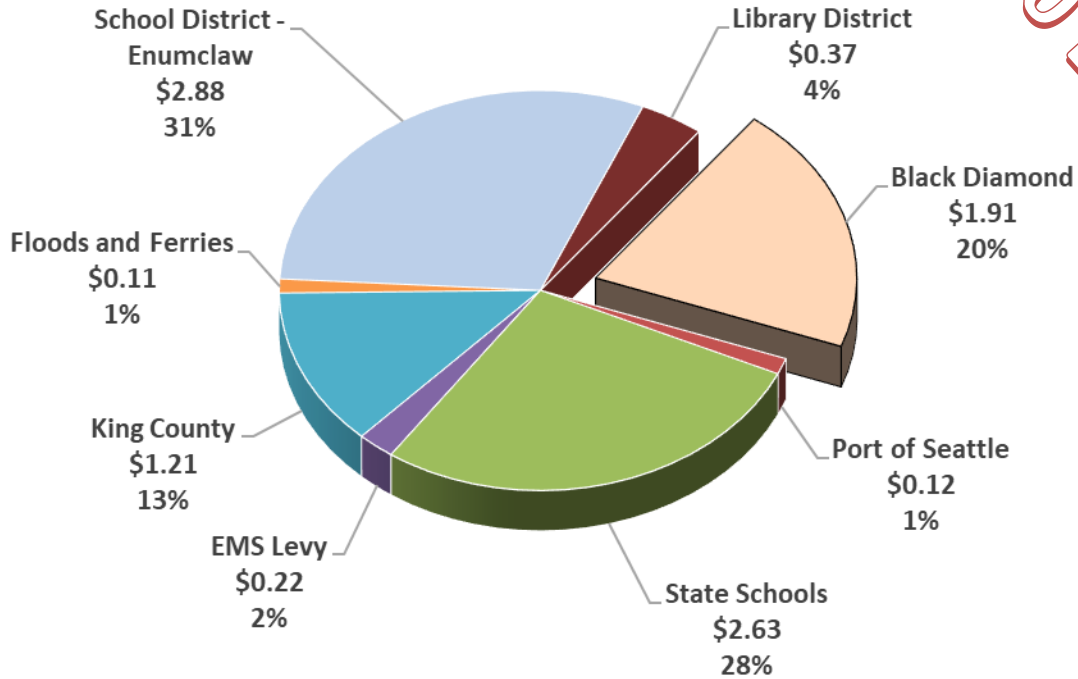
2020 Data



The total property tax rates in Black Diamond vary because of the four different school districts within our city limits.				
	<b>Enumclaw</b>	<b>Tahoma</b>	<b>Kent</b>	<b>Auburn</b>
<b>2020 Rates</b>				
Local School District	2.88	3.47	3.64	3.81
Washington State for Schools Part 1	1.92	1.92	1.92	1.92
*McCleary Decision for Schools Part 2	0.71	1.01	1.01	1.01
King County	1.21	1.21	1.21	1.21
City of Black Diamond	1.91	1.91	1.91	1.91
Port of Seattle	0.12	0.12	0.12	0.12
Library District	0.37	0.37	0.37	0.37
Emergency Medical Services	0.22	0.22	0.22	0.22
King County Flood Levy	0.11	0.11	0.11	0.11
<b>Total Levy Rate 2020</b>	<b>9.45</b>	<b>10.34</b>	<b>10.51</b>	<b>10.68</b>
<b>* McCleary Part 2 was reduced by State</b>				
<b>Total 2019 Levy Rates</b>	<b>11.45</b>	<b>12.60</b>	<b>11.37</b>	<b>13.48</b>

MONTHLY 2020 Property Tax Rates on a \$386,000 Appraised Home  
 Translate to:  
 Total Monthly Taxes of \$298.18  
 Black Diamond's Portion: \$55.57

2020 Data



King County Taxing District	Levy Rate per \$1000 in Value	Percent of Property Taxes Collected	2020 Annual Tax on a \$386,000 Home	Monthly Tax on a \$386,000 Home
Port of Seattle	0.12266	1%	\$47.35	\$3.95
State Schools	2.62922	28%	\$1,014.88	\$84.57
EMS Levy	0.21762	2%	\$84.00	\$7.00
King County	1.20894	13%	\$466.65	\$38.89
Floods and Ferries	0.10672	1%	\$41.19	\$3.43
School District - Enumclaw	2.88249	31%	\$1,112.64	\$92.72
Library District	0.37441	4%	\$144.52	\$12.04
<b>Subtotal</b>	<b>7.54206</b>	<b>80%</b>	<b>\$2,911.24</b>	<b>\$242.60</b>
<b>Black Diamond</b>	<b>1.90542</b>	<b>20%</b>	<b>\$666.90</b>	<b>\$55.57</b>
<b>Total</b>	<b>9.44748</b>	<b>100%</b>	<b>\$3,578.13</b>	<b>\$298.18</b>

**Sales Tax** revenue for the 2021 budget is forecast to be \$898,960 of General Fund tax revenue. For every \$100 spent in Black Diamond, \$8.60 is collected by the State and is shared by various jurisdictions. These jurisdictions include our city, Washington State, King County and Criminal Justice programs. Black Diamond receives a bit less than 10% of the total.

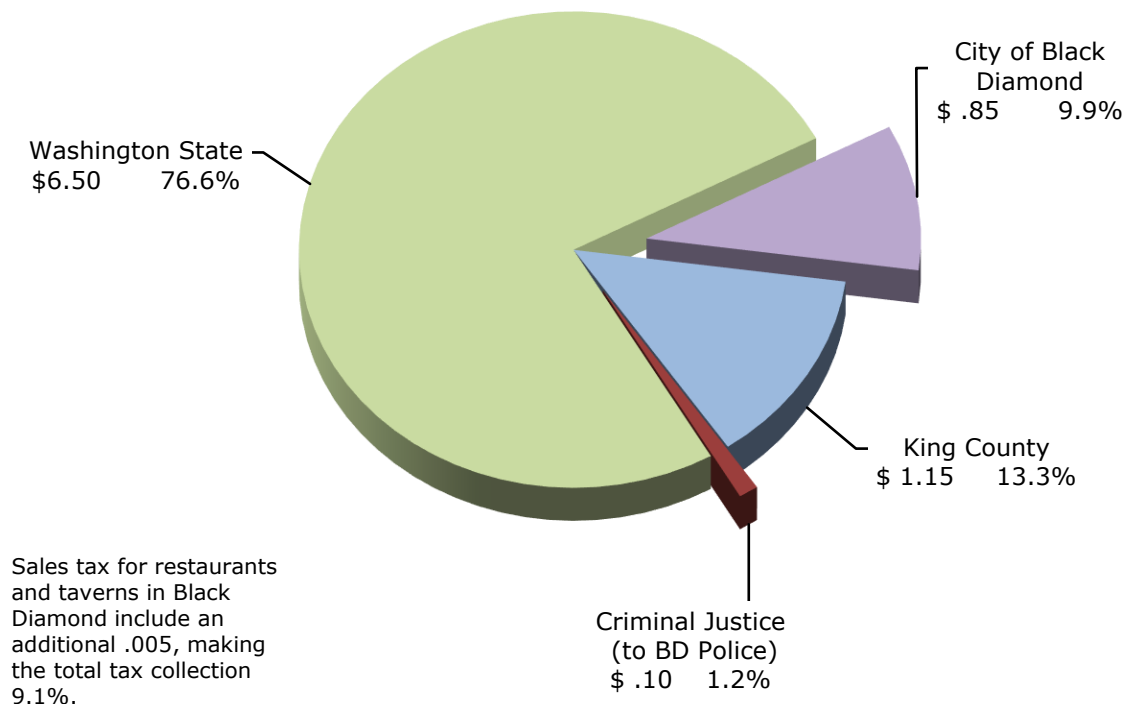
Black Diamond’s sales tax revenues are dependent on retail sales of products and services sold or delivered to Black Diamond, as well as tax on new construction material. In fact, a considerable portion of our sales tax are collected from new construction at the Ten Trails Development for items such as lumber, appliances, roofing etcetera. Our comparison is through 2014.

2014	2015	2016	2017	2018	2019	2020 Est	2021 Budget
\$302,927	\$311,927	\$447,147	\$599,718	\$630,007	\$939,261	\$946,273	\$898,960

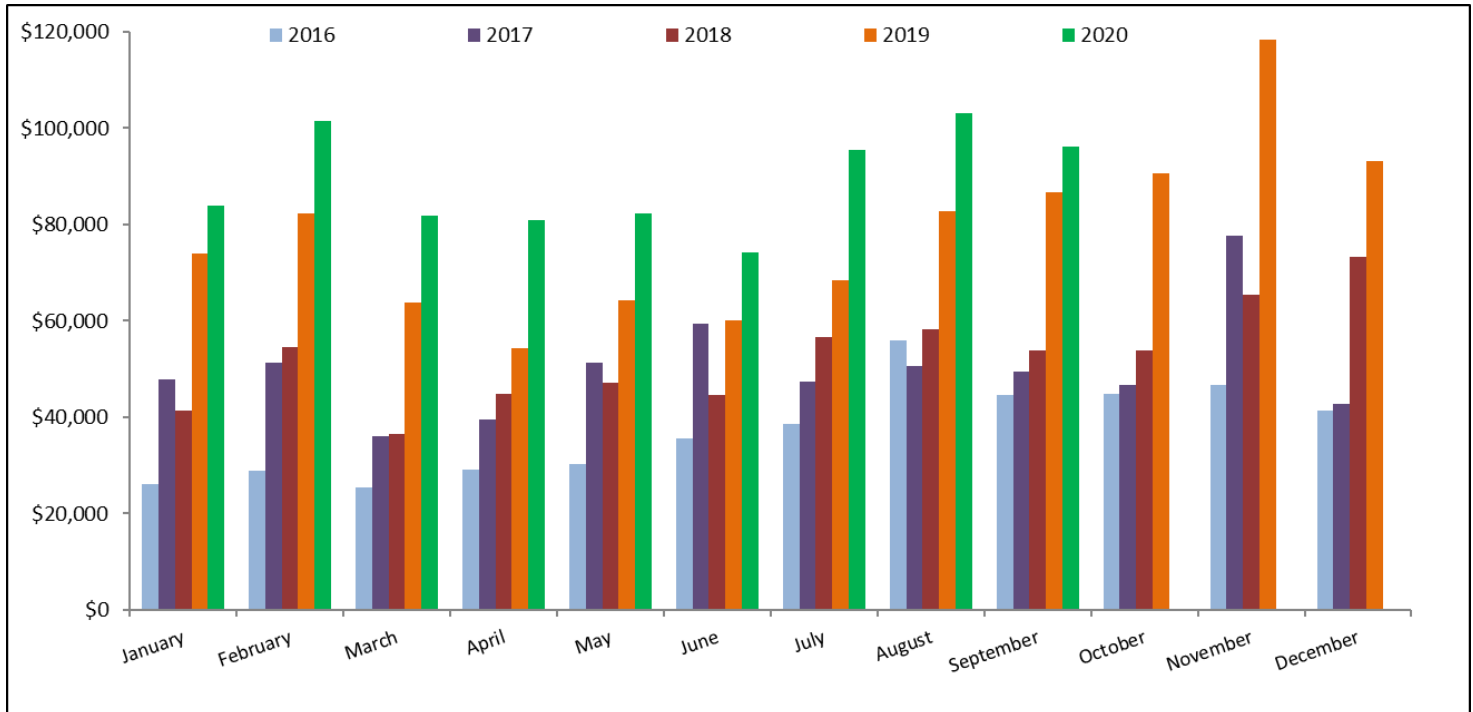
**City of Black Diamond  
2021 Sales Taxes**

Taxed amount is 8.6% of retail sales

Based on a \$100 sale, retail sales tax collected is \$8.60, and is distributed the following way:



Black Diamond Sales Monthly Tax History



Sales Taxes	2016		2017		2018		2019		2020		Change
Month	Monthly	YTD	Monthly	YTD	Monthly	YTD	Monthly	YTD	Monthly	YTD	
January	26,157	26,157	47,902	47,902	41,433	41,433	74,030	74,030	83,937	83,937	23.9%
February	28,893	55,050	51,403	99,304	54,622	96,055	82,302	156,332	101,429	185,367	30.2%
March	25,356	80,406	35,950	135,254	36,471	132,526	63,858	220,189	81,801	267,168	35.4%
April	29,067	109,473	39,585	174,839	44,873	177,399	54,403	274,592	80,920	348,088	41.4%
May	30,198	139,671	51,299	226,139	47,054	224,454	64,235	338,827	82,360	430,448	40.8%
June	35,573	175,244	59,293	285,432	44,560	269,013	60,042	398,869	74,246	504,693	39.3%
July	38,663	213,907	47,268	332,700	56,569	325,583	68,463	467,332	95,439	600,133	40.8%
August	55,869	269,776	50,659	383,359	58,218	383,801	82,833	550,166	103,139	703,272	39.9%
September	44,537	314,313	49,452	432,810	53,745	437,546	86,783	636,949	96,290	799,562	37.2%
October	44,945	359,258	46,642	479,452	53,891	491,437	90,635	727,584			
November	46,588	405,846	77,612	557,064	65,400	556,837	118,487	846,071			
December	41,301	447,147	42,654	599,718	73,172	630,009	93,191	939,262			
<b>TOTAL</b>	<b>447,147</b>	<b>599,718</b>	<b>630,009</b>	<b>939,262</b>	<b>799,562</b>						

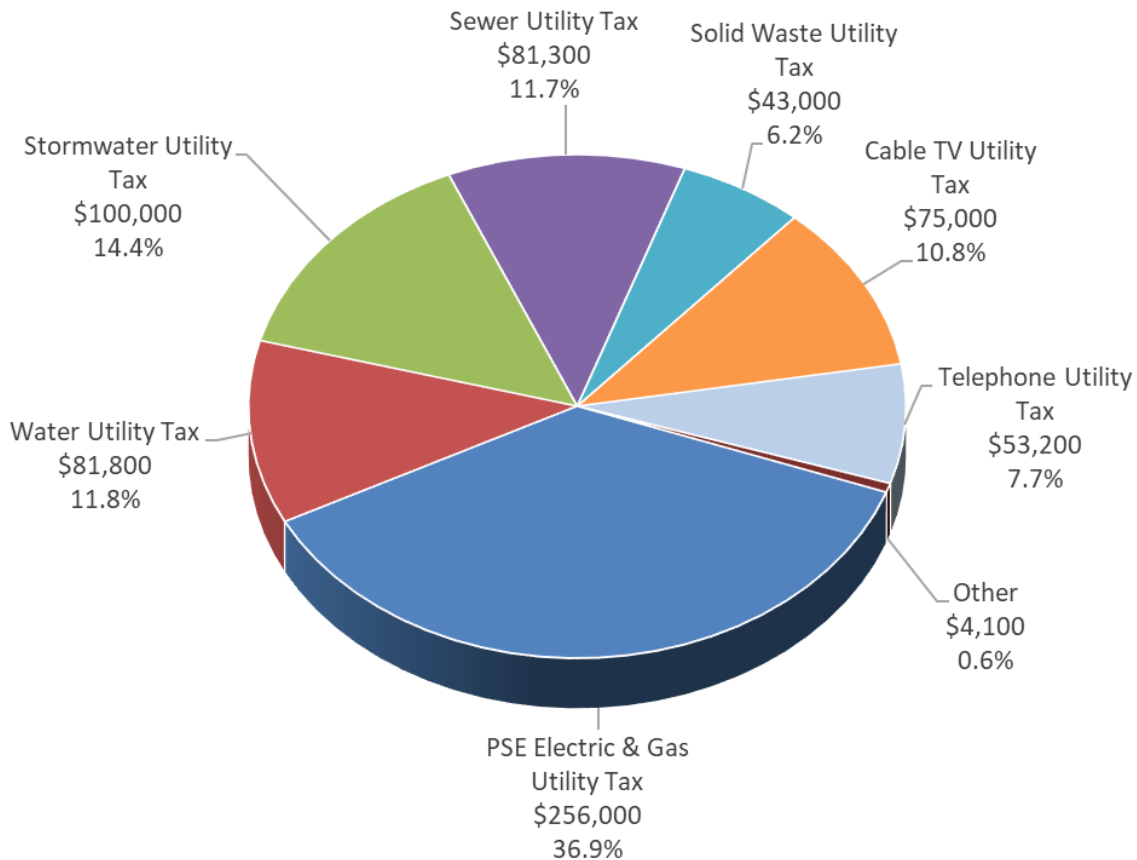
2020 Budget \$760,000 or \$63,333 a month

Criminal Justice taxes are an additional local sales/use tax of 0.1 percent to be used for criminal justice programs. This tax is levied by the county and is imposed countywide, but the receipts are shared with King County cities, based on population. Of the revenues collected for criminal justice, 1 percent is retained for administration, 10 percent is distributed to the county and 90 percent goes to cities on a per-capita basis based on their official April 1 populations. Black Diamond’s population is currently 5,205.

**Utility Taxes** are collected for the city at the rate of 6% for electrical, telephone, cable TV, sewer, water and gas utilities. The stormwater utility tax is 18%. The Ten Trails development is driving the increase in this revenue source, primarily due to increased customer base. Other agencies, such as telephone and cable, are seeing trend decreases.

General Fund Utility Tax & Misc Revenue	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 PSE Electric & Gas Utility Tax	231895.61	226,804	240,000	155,647	256,000	16,000	6.7%
2 Water Utility Tax	61293.51	77,585	71,500	39,996	81,800	10,300	14.4%
3 Stormwater Utility Tax	70723.87	91,730	91,000	52,888	100,000	9,000	9.9%
4 Sewer Utility Tax	55246.49	58,707	71,000	37,080	81,300	10,300	14.5%
5 Solid Waste Utility Tax	44110.3	42,394	40,000	27,593	43,000	3,000	7.5%
6 Cable TV Utility Tax	76177.87	86,166	80,000	44,559	75,000	(5,000)	-6.3%
7 Telephone Utility Tax	75831.97	63,421	60,000	29,386	53,200	(6,800)	-11.3%
8 Gas Utility Tax	119.5	101	150	38	100	(50)	-33.3%
9 Pull Tabs and Punch Board Tax	8011.49	6,992	6,000	1,933	4,000	(2,000)	-33.3%
<b>10 Total Utility Taxes &amp; Misc Revenue</b>	<b>\$ 623,411</b>	<b>\$ 653,900</b>	<b>\$ 659,650</b>	<b>\$ 389,120</b>	<b>694,400</b>	<b>\$ 34,750</b>	<b>5.3%</b>

**General Fund Utility Taxes**  
**\$694,400**



**Intergovernmental Revenue** includes grants, entitlements, shared revenues and payments for goods and services provided to the city from the State or other governmental entities. They include per capita distributed revenues such as liquor excise and profit taxes and state and federal grants. Black Diamond's sales tax collections have exceeded the maximum allowed to be able to receive the state sales tax assistance.

General Fund Intergovernmental	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 State Public Def Grant	4,000	4,000	-	-	-	-	0.0%
2 State Grant-Court Judicial alloc	-	1,292	700	-	-	(700)	-100.0%
3 Sales Tax Assistance from State	15,075	10,290	5,000	3,692	-	(5,000)	-100.0%
4 Liquor Excise Tax	21,915	23,838	29,700	12,981	27,600	(2,100)	-7.1%
5 Liquor Board Profits	35,919	35,542	36,000	18,162	36,000	-	0.0%
6 KC Recycle Grants	22,090	16,230	16,000	-	16,000	-	0.0%
7 KC EMS VLS Contract	58,507	61,927	62,000	2,026	65,100	3,100	5.0%
<b>8 Total Intergovernmental Revenue</b>	<b>\$ 157,506</b>	<b>\$ 153,119</b>	<b>\$ 149,400</b>	<b>\$ 36,860</b>	<b>144,700</b>	<b>\$ (4,700)</b>	<b>-3.1%</b>

**Community Development Revenue** includes fees related to land use and construction activities such as plan checks and land use fees, building, mechanical and plumbing permits. Estimates next year continue to be promising, as the city continues significant increases in building activity.

Community Development	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Building Permits	786,330	960,183	720,000	629,440	1,056,000	336,000	46.7%
2 Mechanic Permits	28,389	51,240	35,000	44,069	60,000	25,000	71.4%
3 Plumbing Permits	32,077	50,884	35,000	52,360	70,000	35,000	100.0%
4 Other Permits	(1,360)	19,247	26,800	8,566	14,000	(12,800)	-47.8%
<b>5 Total Permits</b>	<b>845,436</b>	<b>1,081,554</b>	<b>816,800</b>	<b>734,435</b>	<b>1,200,000</b>	<b>383,200</b>	<b>46.9%</b>
6 Fire Inspection Fee	2,608	1,671	2,500	5,758	6,000	3,500	140.0%
7 MPD Fees	5,277	-	-	-	-	-	0.0%
8 Temp Use/Watchman Fees	4,069	10,581	2,000	532	2,000	-	0.0%
9 CD Staff Review Fees	7,261	9,297	6,750	44,260	9,500	2,750	40.7%
10 CD-Pass Thru Consultant Reimb	-	-	-	-	20,000	20,000	0.0%
11 Code Violations and Fines	1,571	-	-	-	-	-	0.0%
12 Other Land Use Fees	2,990	617,488	334,000	287,849	702,000	368,000	110.2%
<b>13 Total Land Use and Misc Fees</b>	<b>23,776</b>	<b>639,038</b>	<b>345,250</b>	<b>338,399</b>	<b>739,500</b>	<b>394,250</b>	<b>114.2%</b>
14 Technology Cost Recovery Fee	36,262	49,117	40,000	29,115	60,000	20,000	50.0%
15 Copies of Maps, Books, Documents etc	856	250	500	6	500	-	0.0%
16 Deposits	18,193	1,000	-	1,776	-	-	0.0%
<b>17 Total Community Development Rev.</b>	<b>\$ 924,523</b>	<b>\$ 1,770,958</b>	<b>\$ 1,202,550</b>	<b>\$ 1,103,731</b>	<b>2,000,000</b>	<b>\$ 797,450</b>	<b>66.3%</b>

**Police Department Revenue** includes intergovernmental funding from criminal justice funds and payments for police services provided by the city to other governmental entities. Other revenue includes traffic school, which has increased considerably due to recent emphasis on the program, gun permits and fingerprinting revenue as well as donations and other minor sources. An increase in the criminal justice distribution is also expected next year. Grants we are applying for in 2021 include:

- **Marine, Washington State Parks** – the City receives annual monies from the State, divided amongst King County agencies, from VRF (vessel registration fees). In 2021, we continued to receive federal grant funds to support our efforts on Lake Sawyer. Because our officers do an excellent job with our marine program (education, outreach and inspections), we have been able to secure federal grant monies, which has allowed us to carry over our VRF funds for several years. We have applied again for 2020.
- **Traffic Safety Equipment funds** – The WA. State Traffic Safety Commission usually offers grant money to purchase traffic safety equipment such as radars, lidars, and portable breath tests. This year, with funding offered, we will request two new radar units.
- **Traffic Safety (including DUI/seatbelt emphasis) and CIT Crisis Intervention Training (staffing reimbursement for backfill)** – This funding is received through the WA. State Traffic Safety Commission for overtime to conduct emphasis patrols. These patrols typically cover a target area of DUI enforcement, seatbelt, distracted driving, and speed. The amount varies each year.
- **BJA Bulletproof Grant**- This federal grant, when applied for and approved covers the cost of half of a bulletproof vest. We continue to apply for and obtain BJA vest funds every year.

Police Department Revenue	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Criminal Justice Distribution	136,911	143,473	138,000	65,854	137,500	(500)	-0.4%
2 Police Traffic School Fee	181,260	137,463	150,000	39,493	120,000	(30,000)	-20.0%
3 Traffic School Fee - Enumclaw		16,600	12,000	3,100	6,000	(6,000)	-50.0%
4 Marine Lk. Sawyer Boat Safety	12,213	13,250	13,500	3,300	19,300	5,800	43.0%
5 Police Grants	24,389	26,872	22,700	6,368	21,700	(1,000)	-4.4%
6 Electronic Home Monitoring	46	-	100	105	300	200	200.0%
7 Police Records and Misc.	458	485	900	238	900	-	0.0%
8 Gun Permits and Fingerprinting	2,465	1,676	2,100	1,465	2,100	-	0.0%
9 DARE Donations from Private Sources	500	500	500	-	500	-	0.0%
10 Reimbursements & Refunds	22,736	29,453	22,500	24,606	27,900	5,400	24.0%
<b>11 Total Police Department Revenue</b>	<b>\$ 380,977</b>	<b>\$ 369,772</b>	<b>\$ 362,300</b>	<b>\$ 144,529</b>	<b>336,200</b>	<b>\$ (26,100)</b>	<b>-7.2%</b>



'Black Diamond Police Department Insignia'

**Municipal Court Revenue** includes all revenue associated with the Black Diamond Municipal Court. An emphasis on Traffic School has shifted Court revenue to the Police. The economic downturn has also reduced Court revenue

Municipal Court Revenue	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Court Traffic Infractions	87,188	98,469	95,000	35,458	92,000	(3,000)	-3.2%
2 Administration/Correction Fees	28,224	21,318	24,400	7,539	21,400	(3,000)	-12.3%
3 Court Mand. Insurance Costs	1,158	1,067	1,000	403	1,000	-	0.0%
4 Court Parking Fines	3,578	850	1,000	555	1,000	-	0.0%
5 Court Criminal Traffic Misd.	6,912	9,473	8,100	3,116	8,100	-	0.0%
6 Court Cost Recoopment	6,100	5,970	7,000	1,253	3,000	(4,000)	-57.1%
7 Court DUI Fines	3,098	2,716	2,700	920	2,700	-	0.0%
8 Court Other Revenue	3,896	669	5,800	330	800	(5,000)	-86.2%
<b>9 Total Municipal Court Revenue</b>	<b>\$ 140,154</b>	<b>\$ 140,532</b>	<b>\$ 145,000</b>	<b>\$ 49,575</b>	<b>130,000</b>	<b>\$ (15,000)</b>	<b>-10.3%</b>

**Cable Franchise Fees and Business Licenses** are collected from a 5% cable franchise fee. Business license revenue helps cover the cost of public safety.

Cable Franchise Fees and Business Licenses Revenue	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Cable Franchise Fees	72,746	73,286	73,000	36,502	69,350	(3,650)	-5.0%
2 Business License	35,965	29,445	31,000	16,985	29,450	(1,550)	-5.0%
<b>3 Total Franchise/Business License F</b>	<b>\$ 108,711</b>	<b>\$ 102,731</b>	<b>\$ 104,000</b>	<b>\$ 53,487</b>	<b>98,800</b>	<b>\$ (5,200)</b>	<b>-5.0%</b>

**Other General Fund Revenue** sources include parking fees at Lake Sawyer, gym revenue, the cemetery, and investment interest. Passport service has been temporarily suspended due to Covid 19.

Other General Fund Revenue	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Lake Sawyer Parking Fee	20,343	20,448	21,000	10,222	22,000	1,000	4.8%
2 Gym Revenue	18,297	14,574	14,400	5,957	10,200	(4,200)	-29.2%
3 Cemetery Revenue	4,700	16,200	8,500	1,500	5,700	(2,800)	-32.9%
4 Passports	7,037	-	9,000	-	-	(9,000)	-100.0%
5 Investment Interest	34,549	63,057	61,200	24,940	33,000	(28,200)	-46.1%
6 Other and Miscellaneous	986	3,543	100	2,129	-	(100)	-100.0%
<b>7 Total General Other Fund Revenue</b>	<b>\$ 85,912</b>	<b>\$ 117,821</b>	<b>\$ 114,200</b>	<b>\$ 44,748</b>	<b>70,900</b>	<b>\$ (43,300)</b>	<b>-37.9%</b>

**Funding Agreement Revenue** is Master Planned Development Team revenue that covers ongoing costs.

<b>Funding Agreement Revenue</b>	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>Actual 2020 Thru June</b>	<b>2021 Preliminary Budget</b>	<b>Budget \$ Change</b>	<b>Budget % Change</b>
1 Funding Agreement Revenue	981,440	634,500	906,176	343,561	958,814	52,638	5.8%
<b>2 Total Funding Agreement Op. Rev.</b>	<b>\$ 981,440</b>	<b>\$ 634,500</b>	<b>\$ 906,176</b>	<b>\$ 343,561</b>	<b>958,814</b>	<b>\$ 52,638</b>	<b>5.8%</b>

<b>Funding Agreement Consultant Revenue</b>	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>Actual 2020 Thru June</b>	<b>2021 Preliminary Budget</b>	<b>Budget \$ Change</b>	<b>Budget % Change</b>
1 Building & Plan Chec Services	171,528	231,685	550,000	120,184	550,000	-	0.0%
2 Building Inspector	15,101	-	50,000	-	-	(50,000)	-100.0%
3 Fiscal Reimbursements	-	-	20,000	2,033	50,000	30,000	150.0%
4 Civil Engineering Reimbursements	404,659	502,008	575,000	178,155	575,000	-	0.0%
5 Traffic Reimbursements	32,272	75,305	400,000	11,996	400,000	-	0.0%
6 Legal Reimbursements	62,005	85,851	80,000	36,893	100,000	20,000	25.0%
7 Environmental Reimbursements	14,675	36,486	40,000	13,358	30,000	(10,000)	-25.0%
8 Geotech Reimbursements	15,202	36,872	40,000	61,905	50,000	10,000	25.0%
9 Surveyor Reimbursements	18,660	17,109	30,000	7,869	40,000	10,000	33.3%
10 Hearing Examiner Reimbursements	2,480	17,104	50,000	4,515	50,000	-	0.0%
<b>11 Total Funded Consultants</b>	<b>\$ 736,582</b>	<b>\$ 1,002,421</b>	<b>\$ 1,835,000</b>	<b>\$ 436,908</b>	<b>1,845,000</b>	<b>\$ 10,000</b>	<b>0.5%</b>

**Beginning General Fund Revenue** is the money in the city's cash and investment accounts that carry over from the prior year's ending balance after all expenditures.

<b>Beginning Cash and Investments</b>	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>Actual 2020 Thru June</b>	<b>2021 Preliminary Budget</b>	<b>Budget \$ Change</b>	<b>Budget % Change</b>
1 Beg Cash & Invest Unreserved Gen G	1,154,656	1,794,461	2,324,486	3,412,129	4,271,539	1,947,053	83.8%
2 Beg Cash & Inves Unreserved Develo	63,000	63,000	63,000	63,000	63,000	-	0.0%
<b>3 Total Beginning Fund Balance</b>	<b>\$ 1,217,656</b>	<b>\$ 1,857,461</b>	<b>\$ 2,387,486</b>	<b>\$ 3,475,129</b>	<b>4,334,539</b>	<b>\$ 1,947,053</b>	<b>81.6%</b>

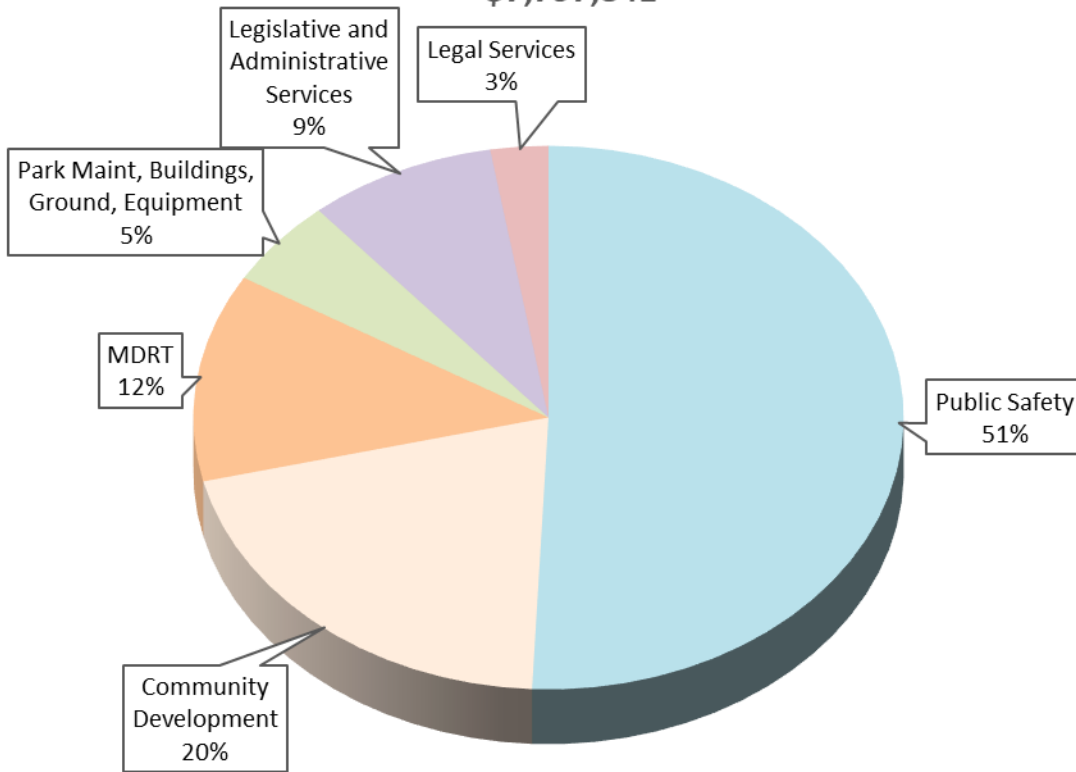
<b>Total General Fund Sources of Revenue</b>	<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>Actual 2020 Thru June</b>	<b>2021 Preliminary Budget</b>	<b>Budget \$ Change</b>	<b>Budget % Change</b>
<b>1 Total General Fund Sources</b>	<b>\$ 7,516,705</b>	<b>\$ 9,884,607</b>	<b>\$ 10,515,196</b>	<b>\$ 7,910,298</b>	<b>13,776,247</b>	<b>\$ 3,261,051</b>	<b>31.0%</b>

### General Fund Expenditures

#### Expenditure Comparisons 2018 - 2021 by Function

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	% of Total
Public Safety	2,881,495	2,925,871	3,373,469	3,931,920	50.7%
Community Development	709,884	568,136	1,091,399	1,587,184	20.5%
MDRT	803,187	780,996	906,176	958,814	12.4%
Park Maint, Buildings, Ground, Equipment	138,450	217,374	343,614	403,150	5.2%
Legislative and Administrative Services	491,758	472,792	619,574	664,580	8.6%
Legal Services	186,732	170,085	200,000	204,000	2.6%
<b>Total General Fund Operations</b>	<b>5,293,713</b>	<b>5,135,253</b>	<b>6,534,232</b>	<b>7,749,648</b>	<b>100.0%</b>

2021 Total GF Operating Expenditure Budget  
\$7,797,841



Public Safety	2018 Actual	2019 Actual	2020 Budget	2021 Budget	% of Total
Fire Department	532,295	567,972	571,376	613,853	15.6%
Police Department	1,971,927	1,994,939	2,343,031	2,824,483	71.8%
Court	344,267	329,530	417,062	449,184	11.4%
EMS/Recyl/Animal Cont/Mental Health	33,006	33,429	42,000	44,400	1.1%
<b>Total Public Safety Operations</b>	<b>2,881,495</b>	<b>2,925,871</b>	<b>3,373,469</b>	<b>3,931,920</b>	<b>100.0%</b>

## General Fund – Department Level Expenditure Summaries

### Legislative – City Council - Expenditures

This department budget supports the Councilmembers who are elected to serve four-year terms at large and represent all Black Diamond residents.

The City Council accomplishes city business during regular meetings and work studies each month. Council duties include approving the annual budget, authorizing inter-local agreements and contracts and deliberating on and passing ordinances and resolutions to set city policies. Seven Councilmembers receive a stipend of \$160 per month, and the Mayor Pro Tem receives \$200 per month. Council positions increased to seven in fall of 2019

Legislative - City Council Expenditures	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Wages	10,080	12,000	13,920	6,800	13,920	0	0.0%
2 Benefits	825	983	1,121	558	1,122	1	0.1%
3 <b>Salaries and Benefits</b>	<b>10,905</b>	<b>12,983</b>	<b>15,041</b>	<b>7,358</b>	<b>15,042</b>	1	0.0%
4 Charges for Services	2,038	3,249	7,300	1,220	8,930	1,630	22.3%
5 <b>Total Legislative Expenditures</b>	<b>\$12,943</b>	<b>\$16,232</b>	<b>\$22,341</b>	<b>\$8,578</b>	<b>\$23,972</b>	<b>\$1,631</b>	<b>7.3%</b>

### Executive – Mayor’s Office - Expenditures

The Mayor is the Chief Executive Officer of Black Diamond and is directly elected by popular vote by the citizens of Black Diamond for a four-year term. Mayoral duties include overseeing city administration, presiding over all meetings of the Council, signing and enforcing all ordinances, appointing and removing appointed officials, signing contracts entered into by the city, and representing the city in meetings and events held outside of Black Diamond.

The Mayor is paid a stipend of \$1,000 per month. Other costs include travel and fees for the Association of Washington Cities Annual Conference and Mayor’s Exchange.

Executive - Mayor's Office Expenditures	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Wages	12,000	12,000	12,000	6,000	12,000	-	0.0%
2 Benefits	1,059	1,053	1,057	528	1,061	4	0.4%
3 <b>Salaries and Benefits</b>	<b>13,059</b>	<b>13,053</b>	<b>13,057</b>	<b>6,528</b>	<b>13,061</b>	4	0.03%
4 Office and Operating Supplies	-	30	100	-	100	0	0.0%
5 Charges for Services	1,321	1,841	2,600	328	2,600	0	0.0%
6 <b>Total Mayors Office Expenditures</b>	<b>\$14,380</b>	<b>\$14,924</b>	<b>\$15,757</b>	<b>\$6,856</b>	<b>\$15,761</b>	<b>\$4</b>	<b>0.0%</b>

**Administrative Services - Expenditures**

This department includes the City Clerk, Finance, Human Resources, Utility Billing, Information Technology and Central Services, which captures shared costs for General Fund departments such as supplies, software maintenance costs, copier costs, postage, advertising, utilities, custodial services, building insurance, credit card and banking fees. Costs that benefit a variety of departments are paid from Central Services and then allocated to various departments. The budget increase is due to salary step progressions, State Auditor costs, and an increase in technology subscriptions and licensing costs.

Administrative Services Expenditures	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Wages	277,896	285,278	319,774	152,128	334,654	14,880	4.7%
2 Benefits	105,061	107,748	147,134	63,716	150,730	3,596	2.4%
<b>3 Total Salaries and Benefits</b>	<b>382,957</b>	<b>393,025</b>	<b>466,908</b>	<b>215,844</b>	<b>485,384</b>	<b>18,476</b>	<b>4.0%</b>
4 Office and Operating Supplies	822	2,777	11,572	(12)	10,500	(1,072)	-9.3%
5 Charges for Services	41,137	34,020	72,996	25,998	98,963	25,967	35.6%
6 Voter Costs and Registration	23,630	11,813	30,000	8,384	30,000	0	0.0%
7 Capital Outlay (pool car in 2018)	15,889	-	-	-	-	0	0.0%
<b>8 Total Administrative Expenditures</b>	<b>\$464,435</b>	<b>\$441,636</b>	<b>\$581,476</b>	<b>\$250,214</b>	<b>\$624,847</b>	<b>\$43,371</b>	<b>7.5%</b>
<b>9 By Department</b>							
10 City Clerk	147,026	129,420	194,729	75,643	199,638	4,909	2.5%
11 Finance Department	230,725	231,447	259,887	116,241	278,592	18,705	7.2%
12 Information Technology	59,483	67,701	98,744	54,653	120,244	21,500	21.8%
13 Central Services	27,201	13,067	28,116	3,676	26,373	(1,743)	-6.2%
<b>14 Total Administrative Expenditures</b>	<b>\$464,435</b>	<b>\$441,636</b>	<b>\$581,476</b>	<b>\$250,214</b>	<b>\$624,847</b>	<b>\$43,371</b>	<b>7.5%</b>



'Black Diamond Staff Wellness Food Drive'

## Legal Department – Expenditures

The City Attorney provides civil legal service, preparing and review of ordinances and other legal documents to which the city is a party, maintaining up-to-date legal research materials including pending and adopted state legislation with municipal impact and personnel matters. A percentage of legal costs are shared with the MDRT, Street and Utility Fund budgets. Increases are due to ongoing legal appeals.

Legal Service Expenditures	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 General Government	36,376	34,613	65,000	13,458	63,000	(2,000)	-3.1%
2 Lawsuits and Public Disclosures	119,313	108,845	77,500	17,368	82,000	4,500	5.8%
3 Union/General Employment	31,042	25,594	27,500	17,998	39,000	11,500	41.8%
4 Code Enforcement	-	1,034	30,000	2,743	20,000	(10,000)	-33.3%
<b>5 Total Legal Service Expenditures</b>	<b>\$186,732</b>	<b>\$170,085</b>	<b>\$200,000</b>	<b>\$51,567</b>	<b>\$204,000</b>	<b>\$4,000</b>	<b>2.0%</b>

## Municipal Court – Expenditures

The Black Diamond Municipal Court is one of limited jurisdiction. The Court operates adjacent to the Police Department on Lawson Street. Court cases involve infractions, misdemeanors and gross misdemeanors. Other matters such as felony cases are filed and disposed of in King County Superior Court.

Court is in session and is open to the public the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month. Budget for Court includes contracted services provided by a Judge, a Court Administrator and a full time and part time Judicial Specialist. Budget is also provided for security and other miscellaneous expenses such as interpreters, office supplies and training. The budget increase is due to progression of salary steps.

Municipal Court Expenditures	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Wages	135,836	131,724	163,350	59,892	177,246	13,896	8.5%
2 Benefits	48,265	43,479	57,382	17,750	61,647	4,265	7.4%
<b>3 Salaries and Benefits</b>	<b>184,101</b>	<b>175,202</b>	<b>220,732</b>	<b>77,642</b>	<b>238,893</b>	<b>18,161</b>	<b>8.2%</b>
4 Office and Operating Supplies	3,018	1,943	4,600	660	4,600	0	0.0%
5 Charges for Services	61,143	64,744	79,730	26,757	87,841	8,111	10.2%
6 Police Security	8,307	11,441	17,000	2,858	17,000	0	0.0%
<b>7 Total Municipal Court Exp</b>	<b>\$256,570</b>	<b>\$253,330</b>	<b>\$322,062</b>	<b>\$107,916</b>	<b>\$348,334</b>	<b>\$26,272</b>	<b>8.2%</b>
Court Legal Services	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
8 Prosecuting Attorney	51,172	38,200	45,500	17,270	45,700	200	0.4%
9 Defense Attorney	36,525	38,000	49,500	17,186	55,150	5,650	11.4%
<b>10 Total Court Legal</b>	<b>\$87,697</b>	<b>\$76,200</b>	<b>\$95,000</b>	<b>\$34,456</b>	<b>\$100,850</b>	<b>\$5,850</b>	<b>6.2%</b>

## Police Department – Expenditures

### OUR VISION

With our values at the forefront, the Black Diamond Police Department will be an open, friendly, and community-minded organization devoted to quality public service. We aspire to be a model of character and service. We will emphasize the development of professional knowledge and leadership skills at every level of our organization. We will promote an atmosphere of public trust and confidence through professional conduct, being responsive to community needs, and accountable to those we serve.

### MISSION

The Black Diamond Police Department will strive to maintain the trust and confidence of our citizens through proactive policing and demonstration of our core values.

Integrity - Committed to providing quality service by consistently holding ourselves to the highest moral and ethical principles.

Professionalism - Committed to providing the community with exceptional law enforcement by developing our personnel through effective training and leadership.

Excellence - Committed to providing innovative solutions to issues by working in partnership with our community.

Teamwork - Committed to providing a quality work environment by promoting coordination, cooperation, and communication with our members.

### Police Budget

The Police budget increases are for union contract settlement, the Valley Com rate increase, a new officer and vehicle. In addition, an increase in building costs has been included for an anticipated new building lease.

Police Department Expenditures	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Wages	1,029,871	1,041,871	1,168,537	630,784	1,353,505	184,968	15.8%
2 Benefits	361,231	353,350	449,356	227,822	525,806	76,450	17.0%
<b>3 Salaries and Benefits</b>	<b>1,391,102</b>	<b>1,395,221</b>	<b>1,617,893</b>	<b>858,606</b>	<b>1,879,311</b>	<b>261,418</b>	<b>16.2%</b>
4 Office and Operating Supplies	62,984	67,154	72,700	30,696	84,800	12,100	16.6%
5 Charges For Services	96,186	102,351	128,128	49,561	141,398	13,270	10.4%
6 Capital Outlay	1,817	1,097	3,000	1,683	68,000	65,000	2166.7%
7 Debt Service to Sewer Reserves	32,800	34,880	34,560	32,960	34,000	(560)	-1.6%
8 Transfer to Equip Replace Fund	50,000	60,000	60,000	60,000	65,000	5,000	0.0%
<b>9 Subtotal Police Expenditures</b>	<b>\$1,634,890</b>	<b>\$1,660,703</b>	<b>\$1,916,281</b>	<b>\$1,033,507</b>	<b>\$2,272,509</b>	<b>356,228</b>	<b>18.6%</b>
10 Jail Costs	80,854	75,599	85,150	10,295	79,650	(5,500)	-6.5%
11 Building Maintenance	25,119	26,890	28,450	12,561	133,225	104,775	368.3%
12 Civil Service	824	5,632	8,300	1,551	6,900	(1,400)	-16.9%
13 Communications	185,938	171,196	241,000	69,400	252,049	11,049	4.6%
14 Marine Program	21,814	30,602	29,000	3,219	28,300	(700)	-2.4%
15 Criminal Justice	22,489	20,260	34,850	5,228	34,850	0	0.0%
16 Evidence Room & Special funds		4,057		712	17,000	2,000	
<b>17 Total Police Department Expenditures</b>	<b>\$1,971,927</b>	<b>\$1,994,939</b>	<b>\$2,343,031</b>	<b>\$1,136,473</b>	<b>\$2,824,483</b>	<b>\$481,452</b>	<b>42.4%</b>

**Police Debt Service**

Issue Date	Issue Amount	Type	Purpose	Maturity Date	Payments			Total Debt Service
					Loan Balance	Principal	Interest	
					12/31/2018		2018	
2017	160,000	Internal	Police Vehilces	2022	160,000	32,000	800	32,800.00
					12/31/2019		2019	
					128,000	32,000	800	32,800.00
					12/31/2020		2020	
					96,000	32,000	800	32,800.00
					12/31/2021		2021	
					64,000	32,000	800	32,800.00
					12/31/2022		2022	
					32,000	32,000	800	32,800.00
Total Equipment Replacement Fund Service (2017 - 2022)								<b>164,000.00</b>

**Fire Department - Expenditures**

The City of Black Diamond contracts with Mountain View Fire and Rescue, formerly King County Fire District No. 44, for fire services. The department’s responsibilities include providing a minimum of two personnel on duty 24 hours a day, seven days a week in Black Diamond and providing rescue, fire suppression, fire prevention, fire marshal services, emergency medical services, disaster services, hazardous materials response, dispatch services, administrative services and public education activities to citizens. Fire investigation services are contracted through the King County Sheriff’s Department. An increase of 7.4% over estimated budget this year was built into the 2021 budget to recognize cost of living adjustments and maintenance expenditures.

Fire Department Expenditures	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 MT. View Fire District Contract	520,058	539,820	552,236	276,118	583,728	31,492	5.7%
2 Charges for Services	12,238	28,152	19,140	4,435	30,125	10,985	57.4%
<b>3 Total Fire Department Expenditures</b>	<b>\$532,295</b>	<b>\$567,972</b>	<b>\$571,376</b>	<b>\$280,553</b>	<b>\$613,853</b>	<b>\$42,477</b>	<b>7.4%</b>



‘Black Diamond Historic Firetruck’

**Community Development - Expenditures**

This department provides for the city’s long-range planning, and land use and building permitting functions. The department also provides staffing to the City Planning Commission and performs code enforcement activities to address nuisances, code violations, and other issues.

Community Development Expenditures	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Wages	190,683	280,584	441,168	155,955	609,614	168,446	38.2%
2 Benefits	78,132	127,057	244,890	79,173	323,754	78,864	32.2%
<b>3 Salaries and Benefits</b>	<b>268,815</b>	<b>407,641</b>	<b>686,058</b>	<b>\$235,128</b>	<b>\$933,368</b>	<b>247,310</b>	<b>36.0%</b>
4 Office and Operating Supplies	3,706	4,827	3,600	2,426	21,500	17,900	497.2%
5 Charges for Services	411,670	154,349	366,741	46,492	567,316	200,575	54.7%
6 Capital Outlay (veh/software)	25,693	1,319	35,000	2,126	65,000	30,000	85.7%
<b>7 Total Community Dev. Expenditures</b>	<b>\$709,884</b>	<b>\$568,136</b>	<b>\$1,091,399</b>	<b>\$286,172</b>	<b>\$1,587,184</b>	<b>\$495,785</b>	<b>45.4%</b>
<b>8 By Department</b>							
9 Code Enforcement	3,829	11,253	105,014	7,760	105,083	69	0.1%
10 Permitting	673,092	482,299	852,605	251,051	1,220,193	367,588	43.1%
11 Long Range Planning	32,963	74,583	133,780	27,361	261,908	128,128	95.8%
<b>12 Total Charges for Services</b>	<b>\$709,884</b>	<b>\$568,136</b>	<b>\$1,091,399</b>	<b>\$286,172</b>	<b>\$1,587,184</b>	<b>\$495,785</b>	<b>45.4%</b>

The significant increase in Community Development in 2021 is due to continued permitting demands from the new construction in the Ten Trails Development. It also includes the addition of a Senior Planner, a Permit Tech a new vehicle and professional consultant services.



‘Black Diamond Historic Museum’

## Master Development Review Team – Expenditures

This department was established to provide specific focus on the Master Planned Developments. There are two developments, Ten Trails and Lawson Hills. The review team and MDRT consultants are 100% funded by the developer. The team works closely with consultants hired to assist with financial analysis, civil and traffic engineering, environmental, surveying and geotechnical services. Their services are used to provide consulting and review of the Master Plan Developments according to the development agreements.

Infrastructure and landscaping are in, and homes are being constructed and sold.

MDRT Funding Agreement Expenditures	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Wages	506,099	516,321	576,350	258,411	610,081	33,731	5.9%
2 Benefits	162,955	170,873	197,941	84,731	202,833	4,892	2.5%
<b>3 Salaries and Benefits</b>	<b>669,054</b>	<b>687,194</b>	<b>774,291</b>	<b>\$343,142</b>	<b>\$812,914</b>	<b>38,623</b>	<b>5.0%</b>
4 Office and Operating Supplies	8,588	7,772	14,600	1,477	14,800	200	1.4%
5 Charges for Service	82,931	86,030	117,285	44,437	131,100	13,815	11.8%
6 Capital Outlay	42,614	-	-	815	-	-	0.0%
<b>7 Total MDRT Expenditures</b>	<b>\$803,187</b>	<b>\$780,996</b>	<b>\$906,176</b>	<b>\$389,871</b>	<b>\$958,814</b>	<b>\$52,638</b>	<b>5.8%</b>

MDRT Funding Agreement Expenditures	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 MDRT Legal Services	69,805	70,636	80,000	46,927	100,000	20,000	25.0%
2 MDRT Fiscal Analysis	-	-	20,000	2,033	50,000	30,000	150.0%
3 MDRT Civil Engineering	341,012	503,361	575,000	126,654	575,000	0	0.0%
4 MDRT Traffic Engineering	41,442	68,414	400,000	12,787	400,000	0	0.0%
5 MDRT Environmental Consultant	15,778	43,549	40,000	7,045	30,000	(10,000)	-25.0%
6 MDRT Geotech	16,462	58,051	40,000	39,976	50,000	10,000	25.0%
7 MDRT Surveyor	13,024	22,416	30,000	10,645	40,000	10,000	33.3%
8 Hearing Examiner	2,480	17,104	50,000	13,690	50,000	0	0.0%
9 MDRT- Prof Svcs - Planning	227,698	277,958	550,000	100,532	550,000	0	0.0%
10 Village at Ten Trails	15,101	-	50,000	-	-	(50,000)	0.0%
<b>11 Total MDRT Consultant Expenditures</b>	<b>\$742,800</b>	<b>\$1,061,489</b>	<b>\$1,835,000</b>	<b>\$360,289</b>	<b>\$1,845,000</b>	<b>\$10,000</b>	<b>0.5%</b>

**Parks Department - Expenditures**

The Parks Department operates and maintains the following amenities: a basketball court, tennis court, skate park, three picnic areas, a boat launch, five coal car city entry monuments, BMX bike track, swimming area, 143 acres of passive lake front park with trails, city center viewing park, the historical monument park, two playground facilities and landscaping around the police building. The Parks Department provides the insurance, utilities and maintenance for the Recreation Center (gym), and utilities plus insurance coverage for the local historical museum. The museum was designated a historical landmark in 2020. Costs associated with the ownership of resource lands also falls to the Parks Department. Increases are due to the progression of salary steps.

Parks Department Expenditures	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Wages	11,444	16,703	45,640	10,846	53,169	7,529	16.5%
2 Benefits	4,733	5,643	9,608	3,571	13,577	3,969	41.3%
<b>3 Salaries and Benefits</b>	<b>16,177</b>	<b>22,346</b>	<b>55,248</b>	<b>\$14,417</b>	<b>\$66,746</b>	<b>11,498</b>	<b>20.8%</b>
4 Office and Operating Supplies	8,620	9,036	10,370	293	10,870	500	4.8%
5 Charges for Services	43,728	49,979	55,528	29,222	58,722	3,194	5.8%
6 Transfer to Equipment Rental	7,000	7,000	7,000	7,000	7,000	0	0.0%
<b>7 Total Parks Expenditures</b>	<b>\$75,525</b>	<b>\$88,361</b>	<b>\$128,146</b>	<b>\$50,932</b>	<b>\$143,338</b>	<b>\$15,192</b>	<b>11.9%</b>
<b>8 By Department</b>							
9 Museum	7,892	9,497	10,536	4,634	11,553	1,017	9.7%
10 Community Center	10,000	15,000	15,000	15,000	15,000	0	0.0%
11 Labor Day/Miner Day	-	2,500	3,000	-	3,000	0	0.0%
12 Gym	16,063	11,559	21,800	4,702	22,701	901	4.1%
13 Parks	41,570	49,805	77,810	26,597	91,084	13,274	17.1%
<b>14 Total Charges for Services</b>	<b>\$75,525</b>	<b>\$88,361</b>	<b>\$128,146</b>	<b>\$50,932</b>	<b>\$143,338</b>	<b>\$15,192</b>	<b>11.9%</b>



‘Black Diamond Skate Park’

### Black Diamond Cemetery - Expenditures

Black Diamond Historical Cemetery is in Black Diamond. The cemetery was founded in 1884. It sits on Cemetery Hill Road, off Roberts Drive.

The earliest gravestone dates back to 1880 and now contains over 1,100 graves. The tombstones show cultural diversity and tragedy that existed in town when coal mining was at its peak. At least half a dozen graves belong to those of mine workers who died in explosions in 1902, 1910 and 1915. Graves mark residents who came from countries such as Italy, Australia, Russia and Germany. A Civil War veteran was laid to rest there, as well as children who died in the early 1900s due to epidemics of smallpox and influenza.

The city operates and maintains the historic Black Diamond Cemetery. This involves coordinating burials, sale of plots, providing physical burial, and maintaining the grounds. The niche and burial fees are set to cover the costs associated with the services. The Public Works crew mows and trims the cemetery once a week during the heavy grass growing months and once every two weeks or so for the drier months during the growing season.

Cemetery Expenditures	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Wages	6,030	7,846	19,154	4,151	19,391	237	1.2%
2 Benefits	2,586	2,972	5,363	1,734	5,517	154	2.9%
<b>3 Salaries and Benefits</b>	<b>8,616</b>	<b>10,817</b>	<b>24,517</b>	<b>\$5,886</b>	<b>\$24,908</b>	<b>391</b>	<b>1.6%</b>
4 Office and Operating Supplies	438	427	1,989	523	1,989	0	0.0%
5 Charges for Services	1,341	1,812	2,154	770	2,510	356	16.5%
6 Excise Taxes	65	35	100	27	100	0	0.0%
7 Cemetery Lot Buy Back	2,500	-	-	-	-	0	0.0%
<b>8 Total Cemetery Expenditures</b>	<b>\$12,961</b>	<b>\$13,090</b>	<b>\$28,760</b>	<b>\$7,206</b>	<b>\$29,507</b>	<b>\$747</b>	<b>2.6%</b>



‘Black Diamond Cemetery Niches’

**Facilities, Grounds Department and Special Programs - Expenditures**

The City of Black Diamond’s Facilities Department is responsible for the long-term planning of the city’s building and equipment needs and to handle the daily needs of all departments in repair, replacement and installation of fixtures, furniture and equipment. The budget increase is due to overlapping rental costs during the move to the City Hall building.

Facilities, Grounds and Building Expenditures	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Wages	18,864	18,234	18,255	14,124	19,603	1,348	7.4%
2 Benefits	17,474	17,807	17,095	9,341	18,948	1,853	10.8%
<b>3 Total Salaries and Benefits</b>	<b>36,339</b>	<b>36,042</b>	<b>35,350</b>	<b>\$23,464</b>	<b>\$38,551</b>	<b>3,201</b>	<b>9.1%</b>
4 Office and Operating Supplies	5,221	5,737	27,700	6,963	29,200	1,500	5.4%
5 Charges for Services	8,406	12,502	13,908	10,059	18,501	4,593	33.0%
6 Build Rental, Maint., Equip Leases	-	61,642	109,750	41,775	144,053	34,303	0
<b>7 Total Facilities Expenditures</b>	<b>\$49,965</b>	<b>\$115,923</b>	<b>\$186,708</b>	<b>\$82,261</b>	<b>\$230,305</b>	<b>\$43,597</b>	<b>23.4%</b>

Special Program Expenditures	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Emergency Management	1,460	943	6,800	49	6,800	0	0.0%
2 Recycling Costs	16,514	16,331	17,300	187	17,500	200	1.2%
3 Clean Air Assessment	3,432	3,429	3,600	3,481	3,700	100	2.8%
4 Animal Control	10,442	11,536	13,000	-	15,000	2,000	15.4%
5 Mental Health	1,159	1,189	1,300	619	1,400	100	7.7%
<b>6 Total Special Program Expenditures</b>	<b>\$33,006</b>	<b>\$33,429</b>	<b>\$42,000</b>	<b>\$4,336</b>	<b>\$44,400</b>	<b>\$2,400</b>	<b>5.7%</b>

Ending Fund Balance and General Fund Totals	Actual 2018	Actual 2019	Budget 2020	Actual 2020 Thru June	2021 Preliminary Budget	Budget \$ Change	Budget % Change
1 Ending Cash and Invest Unreserved	1,857,461	3,412,129	2,082,964	-	3,649,099	1,566,135	75.2%
2 Ending Cash and Invest Developer	-	63,000	63,000	-	63,000	0	0.0%
<b>3 Total Ending Fund Balance</b>	<b>1,857,461</b>	<b>3,475,129</b>	<b>2,145,964</b>	<b>-</b>	<b>3,712,099</b>	<b>1,566,135</b>	<b>73.0%</b>

Total General Fund Uses of Expenditure	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>1 Total General Fund Uses of Expenditure</b>	<b>\$7,893,974</b>	<b>\$9,884,607</b>	<b>\$10,515,196</b>	<b>3,278,848</b>	<b>13,776,247</b>	<b>\$3,261,051</b>	<b>31.0%</b>



‘Kevin Esping at the New Lake Sawyer Parking Pay Station’

Budgeted 2021 Positions	2021 Salary Schedule BOLD = Filled Positions	Step 1	Step 2	Step 3	Step 4	5 & On
	City Administrator	9,345	9,649	10,112	10,478	10,848
	Assistant City Administrator	8,033	8,435	8,837	9,238	9,640
	City Attorney	8,161	8,569	8,997	9,447	9,919
✓	<b>Court Administrator</b>	5,891	6,159	6,427	6,694	6,962
✓	<b>Judicial Specialist II</b>	3,858	4,181	4,502	4,824	5,145
✓	<b>Judicial Specialist I (hourly)</b>	20.23	21.93	23.61	25.30	26.98
	Human Resources Director	7,498	7,899	8,301	8,703	9,104
✓	<b>City Clerk/HR Manager</b>	7,498	7,899	8,301	8,703	9,104
✓	<b>Deputy City Clerk</b>	4,499	4,814	5,128	5,443	5,757
✓	<b>Finance Director</b>	7,498	7,899	8,301	8,703	9,104
✓	<b>Deputy Finance Director</b>	6,631	7,013	7,396	7,778	8,161
✓	<b>Senior Accountant</b>	4,773	5,107	5,440	5,774	6,107
✓	<b>Accounting Clerk/Utility Billing Specialist</b>	4,181	4,391	4,610	4,840	5,082
✓	<b>Administrative Assistant II</b>	3,376	3,658	3,939	4,220	4,501
	Administrative Assistant I	2,356	2,544	2,731	2,919	3,106
	Accounts Payable Clerk (hourly)	17.91	19.34	20.89	22.56	24.93
	Accountant 1 Journey (hourly)	16.61	17.43	18.30	19.22	20.18
✓	<b>Information Services Manager</b>	7,314	7,737	8,159	8,580	9,003
✓	<b>Police Chief</b>	10,702	11,067	11,509	11,800	12,224
✓	<b>Police Commander</b>	9,612	9,947	10,240	10,533	10,871
✓	<b>Police Sergeant</b>	8,669	9,156	-	-	-
✓	<b>Police Officer</b>	5,266	5,902	6,539	7,176	7,779
✓	<b>Police Records Coordinator</b>	4,499	4,814	5,128	5,443	5,757
✓	<b>Police Clerk</b>	3,054	3,350	3,645	3,851	4,234
	Police Clerk (hourly)	17.62	19.33	21.03	22.22	24.43
✓	<b>MDRT &amp; Economic Director</b>	7,498	7,899	8,301	8,703	9,104
✓	<b>Construction Inspector Supervisor</b>	6,962	7,364	7,766	8,167	8,569
✓	<b>Construction Inspector</b>	5,852	6,190	6,528	6,865	7,202
✓	<b>MDRT Senior Accountant (hourly)</b>	27.36	28.73	30.16	31.68	33.26
	MDRT Planner (hourly)	25.95	27.77	29.59	31.40	33.22
✓	<b>Community Dev/Nat Resources Director</b>	7,498	7,899	8,301	8,703	9,104
✓	<b>Building Official</b>	6,962	7,364	7,766	8,167	8,569
✓	<b>Code Compliance Officer/Building Inspector</b>	4,499	4,814	5,128	5,443	5,757
✓	Senior Planner	5,355	5,622	5,903	6,198	6,508
	Permit Technician Supervisor	5,891	6,159	6,427	6,694	6,962
✓	<b>Permit Technician</b>	4,727	5,058	5,388	5,719	6,048
	Permit Technician (hourly)	27.27	29.18	31.09	32.99	34.89
✓	<b>Assistant Planner / Permit Technician</b>	4,499	4,814	5,128	5,443	5,757
	Parks Department Director	7,498	7,899	8,301	8,703	9,104
✓	<b>Facilities Equipment Coordinator</b>	4,727	5,058	5,388	5,719	6,048
✓	<b>Public Works Director</b>	7,498	7,899	8,301	8,703	9,104
✓	<b>Utilities Superintendent</b>	6,962	7,364	7,766	8,167	8,569
✓	<b>Capital Projects Program Manager</b>	5,626	5,907	6,202	6,512	6,837
✓	<b>Public Works Administrative Asst. III</b>	4,465	4,689	4,923	5,169	5,429
✓	<b>Public Utilities Operator</b>	5,145	5,233	5,337	5,438	5,541
✓	<b>Utility Worker-Facility/Eq/Utility Worker</b>	3,576	3,922	4,267	4,614	4,982
	Utility Worker Seasonal (hourly)	15.00	-	-	-	-

2021 Employee Allocations by Funding Source							
Positions	Full Time Equivalent (FTE)	Funding Agreement	General Fund	Street Fund	Water Fund	Sewer Fund	Storm water Fund
1 City Clerk/HR Manager	1.00		0.70		0.10	0.10	0.10
2 Deputy City Clerk	1.00		0.50	0.13	0.13	0.12	0.12
3 Finance Director	1.00		0.70		0.10	0.10	0.10
4 Deputy Finance Director	1.00		0.72		0.09	0.10	0.09
5 Senior Accountant	1.00		0.60	0.04	0.12	0.12	0.12
6 Accounting Clerk/Utility Billing Specialist	1.00		0.15		0.50	0.20	0.15
7 Administrative Assistant II	1.00		0.43	0.03	0.25	0.23	0.06
8 Information Service Manager	1.00		0.68	0.02	0.11	0.11	0.08
<b>9 Total Administration</b>	<b>8.00</b>		<b>4.48</b>	<b>0.22</b>	<b>1.40</b>	<b>1.08</b>	<b>0.82</b>
10 Community Dev/Nat Resources Director	1.00		1.00				
11 Building Official	1.00		1.00				
12 Code Compliance Officer/Building Inspector	2.00		2.00				
13 Sr. Planner	1.00		1.00				
14 Permit Technician	2.00		2.00				
15 Assistant Planner/Permit Technician	1.00		1.00				
<b>16 Total Community Development</b>	<b>8.00</b>		<b>8.00</b>				
17 Facilities Equipment Coordinator	1.00		0.80	0.05	0.05	0.05	0.05
<b>18 Total Facilities</b>	<b>1.00</b>		<b>0.80</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>
19 Police Chief	1.00		1.00				
20 Police Commander	1.00		1.00				
21 Sergeant	2.00		2.00				
22 Police Officers	7.00		7.00				
23 Police Records Coordinator	1.00		1.00				
24 Police Clerk	1.00		1.00				
<b>25 Total Police Department</b>	<b>13.00</b>		<b>13.00</b>				
26 MDRT & Economic Dev Director	1.00	1.00					
27 Construction Inspector Supervisor	1.00	1.00					
28 Construction Inspector	1.00	1.00					
29 Senior Accountant	0.75	0.75					
<b>30 Total MDRT Review Team</b>	<b>3.75</b>	<b>3.75</b>					
31 Court Administrator	1.00		1.00				
32 Judicial Specialist II	1.00		1.00				
33 Judicial Specialist I	0.50		0.50				
<b>34 Total Court</b>	<b>2.50</b>		<b>2.50</b>				
35 Public Works Director	1.00		0.05	0.25	0.28	0.20	0.22
36 Capital Project/Program Manager	1.00			0.25	0.25	0.25	0.25
37 Public Works Administrative Asstant III	1.00		0.04	0.21	0.28	0.22	0.25
38 Utilities Superintendent	1.00		0.04	0.22	0.28	0.22	0.24
39 Utilities Operator	2.00		0.20	0.40	0.50	0.40	0.50
40 Utility Worker	2.00		0.20	0.40	0.50	0.40	0.50
41 Part Time (hourly)	0.15		0.15				
42 Utility Worker Seasonal (hourly)	0.66		0.30	0.13	0.13		0.10
<b>43 Total Public Works</b>	<b>8.81</b>		<b>0.98</b>	<b>1.86</b>	<b>2.22</b>	<b>1.69</b>	<b>2.06</b>
<b>44 Total Budget Positions (FTE's)</b>	<b>45.06</b>	<b>3.75</b>	<b>29.76</b>	<b>2.13</b>	<b>3.67</b>	<b>2.82</b>	<b>2.93</b>



# CITY OF BLACK DIAMOND

## 2020 Calendar for 2021 Budget Meetings

*As Passed by Resolution 20-XXXX*

	Process	Work Study	City Council	State Law Limitations
1	Budget CALL: 2021 Budget requests and instructions go out to all departments			By Sept 7
2	2021 Estimates to be filed with Finance/ City Clerk			By Sept 28
3	<u>Special Meeting</u> Workstudy 6pm - CAO provides Council with current info on Revenue from all sources as adopted in 2020 Budget, provides the Clerk's proposed Prelim 2021 Budget for General Fund and 2021 Budget totals for all funds including debt service & possible Revenue for Property Taxes.	Sept 24		October 5
4	City Clerk Submits to CAO the proposed prelim 2021 budget setting forth the complete financial program			October 1
5	Workstudy- <u>Special Meeting</u> – 5:30 – General Fund Budget REV and EXP for Public Safety, Community Development, Parks etc. & possible Property Taxes increases.	Oct 22		Oct 15 – Nov 14
6	<u>Workstudy- Special Meeting</u> – 5:30 – Public Works 2021 Budgets for REV and EXP for Street, Water, Sewer, Stormwater, REET I&I and Gen Govt, Utilities, Capital Projects and Debt Service.	Oct 29		Oct 15 – Nov 14
7	Mayor prepares 2021 Preliminary Budget and message and files with Council and Clerk		Nov 2	Nov 2
8	City Clerk publishes notice of Public Hearing on 2021 Budget and filing of Preliminary Budget – once a week for two consecutive weeks			Nov 1 - Nov 18
9				
10	Workstudy 6:00- G/F 2021 Revenue Review and Possible Property Tax Increase & Ordinances	Nov 5		Nov 1 – Nov 25
11	1st Public Hearing on 2021 Revenue Sources including possible increases in Property Taxes, & two 2021 Property Tax Ordinances.		Nov 5	Nov 1 – Nov 25
12	Council adopts two 2021 Property Tax Ordinances & send to King County by Nov 30, 2020		Nov 19	Nov 30
13	Preliminary 2021 Budget Document made available to Public.		Nov 19	Nov 20
14	City Council Holds 2 <sup>nd</sup> Public Hearing on 2021 Prelim Budget		Nov 19	Nov 1 – Nov 25
15	Special Meeting on Monday 5:30 -Council holds Final Budget Hearing on 2021 Budget		Nov 30	Dec 7
16	<u>Special Meeting</u> – City Council adopts Final 2021 Budget		Nov 30	Dec 31
7	Special Meeting- Council amends 2020 Budget		Nov 30	Dec 31