



CITY OF BLACK DIAMOND
December 5, 2024 Council Meeting Agenda
Council Chambers, 25510 Lawson St.
Black Diamond, WA 98010

THIS IS OFFERED AS A HYBRID MEETING AND MAY BE ATTENDED IN PERSON AT THE ABOVE NOTED ADDRESS OR BY JOINING VIRTUAL/TELEPHONICALLY. 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

7:00 P.M. CALL TO ORDER, FLAG SALUTE, ROLL CALL

READING OF GUIDING PRINCIPLES:

AGENDA REVIEW AND APPROVAL:

COMMITTEE REPORTS:

1) EMAC Report – Councilmember Mulvihill

DEPARTMENT REPORTS:

2) Finance – 3rd Quarter Financial Report – Mr. Mason

PUBLIC COMMENTS: Persons wishing to address the City Council regarding items of new business are encouraged to do so at this time. When recognized by the Mayor, please come to the podium and clearly state your name. Please limit your comments to 3 minutes. If you desire a formal agenda placement, please contact the City Clerk at 360-851-4500. Thank you for attending.

APPOINTMENTS, ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS:

Presentation – Daughters of the American Revolution (DAR)

CONSENT AGENDA:

3) Claim Checks – November 21, 2024, Check No. 55267 through Check No. 56319 and EFTs, in the amount of \$303,299.75 and December 5, 2024 Check No. 55320 through Check No. 55361 in the amount of \$726,381.20

4) Payroll – October 2024, Check No. 20456 through 20463 and ACHs in the amount of \$597,423.77

5) Minutes– Council Meeting of November 7, 2024

6) AB24-073 – Resolution Granting Approval of Final Plat for The Villages Ten Trails Mountain View
1B Plat A Division 4

Mr. Williamson

7) AB24-081 – Resolution Granting Approval of Final Plat for Ten Trails 2F Div 1 & 2

Mr. Williamson

8) AB24-082 – Ordinance Amending Comprehensive Plan to Incorporate Updated School District Capital Facilities Plans Ms. Kuzaro

9) AB24-083 – Resolution Authorizing Grant Agreement with Department of Commerce Mr. Hanis

PUBLIC HEARINGS:

10) AB24-084 – Final Public Hearing on 2025 Preliminary Budget Mr. Mason

UNFINISHED BUSINESS:

11) AB24-085 - Ordinance Regarding Cannabis Regulations Mr. Love

NEW BUSINESS:

12) AB24-086 – Ordinance Adopting 2025 Budget Mr. Mason

13) AB24-087 – Ordinance Amending 2024 Budget Mr. Mason

14) AB24-088– Resolution Adopting 2025 Fee Schedule Ms. Jewett

15) AB24-089– Resolution Adopting 2025 School Impact Fees Ms. Kuzaro

16) AB24-090 – Ordinance Adopting Sewer Plan Addendum Mr. Hanis

17) AB24-091– Resolution Adopting Comprehensive Emergency Management Plan Mr. Hanis

18) AB24-092 – Resolution Authorizing Mayor to Execute a Fuel Tax Agreement with TIB for the Roberts Drive Reconstruction Project Mr. Hanis

MAYOR'S REPORT:

COUNCIL REPORTS:

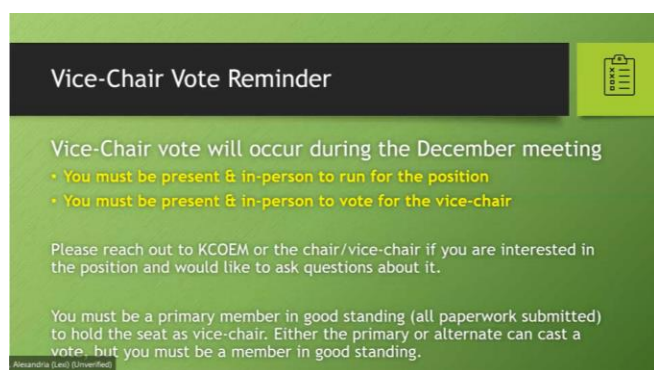
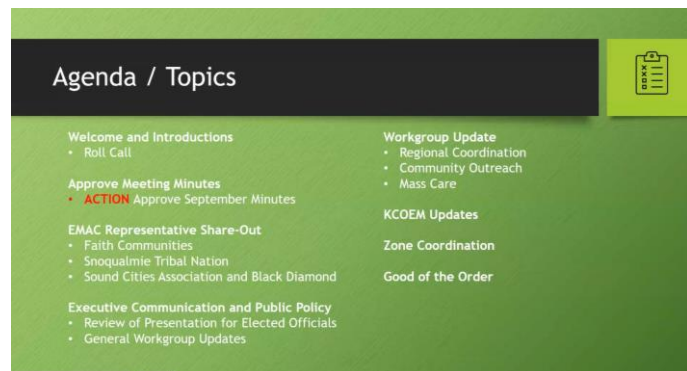
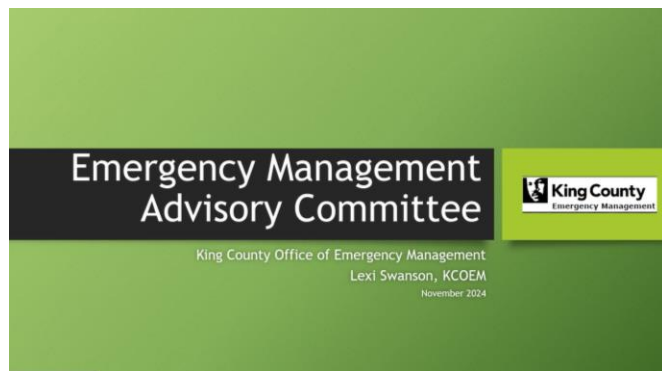
- Councilmember Deady
- Councilmember Douglass
- Councilmember Peterson
- Councilmember Mulvihill
- Councilmember de Leon
- Councilmember Jones
- Councilmember Page

ATTORNEY REPORT:

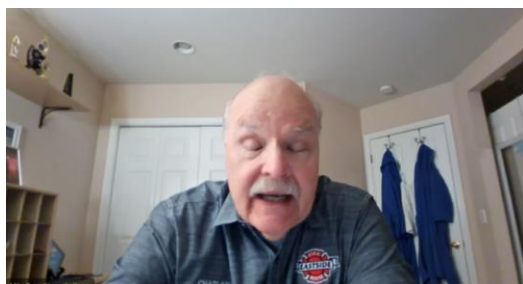
PUBLIC COMMENTS:

EXECUTIVE SESSION:

ADJOURNMENT:



Mike Ryan, KC Chaplain Faith Communities



Faith communities across the area respond to disasters. They provide volunteers and facilities that may be needed. Some specialize in shelter management, supply distribution, and communications. 31 different faith organizations respond to emergency. Mike is the regional leader for the Chaplain organization and work with police and fire. Important to stay in touch. Some members of the Faith Community are Adventist Community Service, Christian Contractors Assoc, LDS, Mercy Core, United Methodist Comm on Relief, and many more.

Snoqualmie Tribe, Steve De Los Angeles, Vice Chair Tribe



Has held several roles within the Tribe. His role is long term planning and resource management including emergency management and public safety. Has been a EMAC member for several years. EMAC is the largest committee in the King County Structure.

SCA

SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

SOUND CITIES ASSOCIATION

Councilmember Leih Mulvihill, Black Diamond
AJ Foltz, SCA Policy Analyst

EMAC Member Share-Out
November 13th, 2024

Founded in the 1970's

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SCA MEMBER CITIES

Algona	Federal Way	Pacific
Auburn	Hunts Point	Redmond
Beaux Arts Village	Issaquah	Renton
Bellevue	Kenmore	Sammamish
Black Diamond	Kent	SeaTac
Bothell	Kirkland	Shoreline
Burien	Lake Forest Park	Skykomish
Carnation	Maple Valley	Snoqualmie
Clyde Hill	Medina	Tukwila
Covington	Mercer Island	Woodinville
Des Moines	Milton	Yarrow Point
Duvall	Newcastle	
Enumclaw	Normandy Park	
	North Bend	



SCA

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ABOUT SOUND CITIES

The Sound Cities Association (SCA) is a nonprofit association representing the cities of King County. Our members collectively represent over one million constituents in King County. SCA helps with populations of under 250,000 act locally and partner regionally to create vital, livable communities through advocacy, education, leadership, mutual support, and networking.



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ABOUT SOUND CITIES

Sound Cities Association (SCA) provides support to member cities through:

- Committee appointments and staffing;
- Policy research, analysis and advocacy;
- Training and education;
- Networking opportunities;
- And more!



SCA

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SCA appoints members to numerous regional boards and committees.



Policy areas include, but are not limited to:

- Transportation
- Land Use
- Affordable Housing
- Public Safety
- Environment
- Public Health

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PUBLIC ISSUES COMMITTEE (PIC)

SCA's Public Issues Committee is the policy decision-making arm of SCA. Each of our 38 member cities has a representative on PIC with equal voice regardless of population size.

The responsibilities of PIC include:

- Makes recommendations on policies and committee appointments to the SCA Board
- SCA's vehicle for bringing policies to member cities, and for member cities to bring policies to SCA
- A place for cities to learn from each other and discuss regional issues



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SCA APPOINTMENTS PROCESS

SCA conducts a nominating process each year to appoint members to boards and committees.

Call for Nominations

Elected officials submit applications to committees of interest

Reviewed by PIC

Approved by SCA Board of Directors

SCA

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EMAC INVOLVEMENT



I spoke on how my involvement with SCA and EMAC enabled me to meet the people I needed to meet to update The City of Black Diamond's Comprehensive Emergency Management Plan aka CEMP.

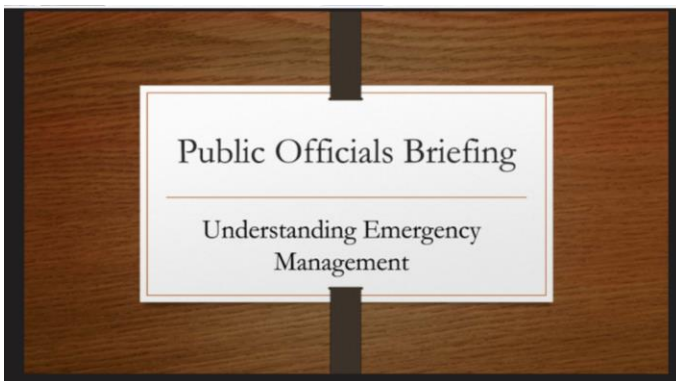
ENGAGING WITH SCA

Please reach out if you would like to engage with Sound Cities!

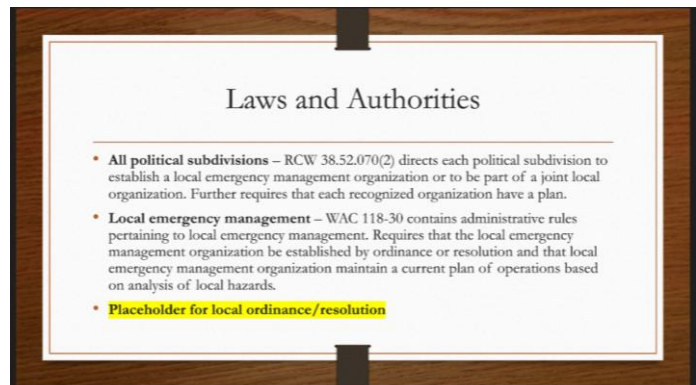
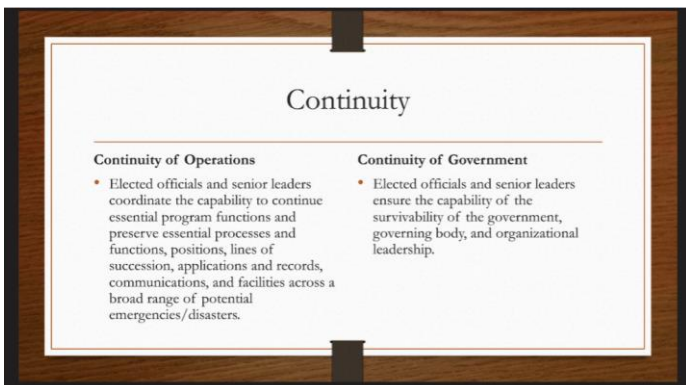
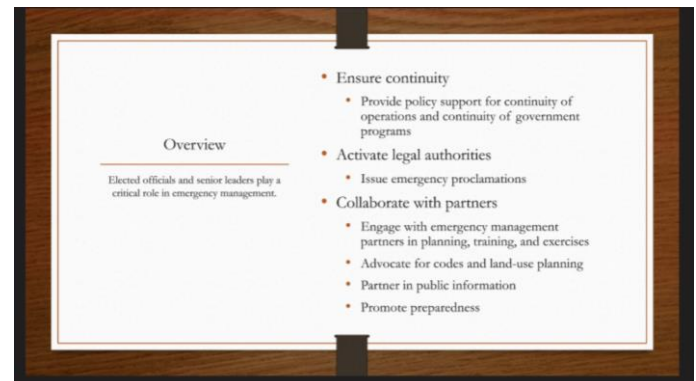
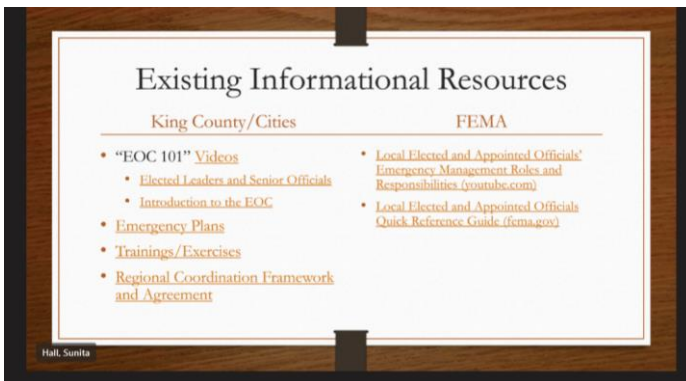
AJ Foltz, Policy Analyst
aj@soundcities.org
206-849-3056



Committees Workgroup Update. Sunita Hall, **Executive Communication & Public Policy**



Brenden McClusky KCEOM

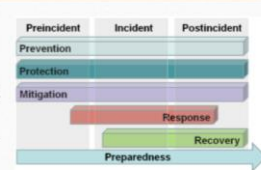


Regional Coordination

- Communication practices
 - Zone Workgroups
 - Emergency Management Advisory Committee
- Agreements
 - Regional Coordination Framework Agreement
 - Local mutual aid agreements

Continuum of Emergency Management

- **Prevention** – Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- **Protection** – Protect our residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations and way of life to thrive.
- **Mitigation** – Reduce the loss of life and property by lessening the impact of future disasters.
- **Response** – Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- **Recovery** – Recover through a focus on the timely restoration, reimagining and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.



Emergency Proclamation & Disaster Declaration

Local Proclamation of Emergency

A proclamation of emergency by local officials to allow immediate and necessary actions to manage the emergency effectively. Limited to the authority of the local jurisdiction. Primarily addresses local concerns. Usually a prerequisite for state or federal emergency measures.

County Proclamation of Emergency

A proclamation of emergency by county officials to allow immediate and necessary actions to manage the emergency effectively. Limited to the authority of the county jurisdiction. Primarily addresses county concerns. Usually a prerequisite for state or federal emergency measures.

State Proclamation of Emergency

An official statement issued by the governor that allows immediate and necessary actions to manage the emergency effectively. Limited to the authority of the state. Addresses emergency that affects multiple jurisdictions or have widespread impact. Addresses state resources and facilities across to federal assistance and resources.

Federal Declaration

An emergency declaration or a major disaster declaration issued by the President allows for deployment of federal resources, including financial resources.



Local Proclamation: what is it and why is it used?

- Official statement made by City/County Executive (Mayor, Council, City Manager, etc.) in response to a significant event
- Allows the local government to take immediate and necessary actions that address:
 - Emergency powers (e.g., special powers to bypass normal procedures for budgeting, contracting, and procurement)
 - Access to resources
 - Public safety measures (e.g., evacuations and curfews)
 - Coordination and communication
 - Duration and termination

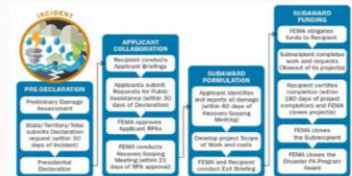
Hall, Sunita

Do all Emergency Operations Center (EOC) activations require a local proclamation?

No, EOC activations do not require an emergency proclamation

Timeline to Receive Federal Assistance

Federal disaster assistance can take a considerable amount of time to be made available due to procedural steps and requirements. While necessary to ensure proper allocation and use of resources, they contribute to delays in delivery of assistance programs that reimburse local response costs and fund recovery.



Assistance Programs

- FEMA Individual Assistance
- FEMA Public Assistance
- Small Business Administration Disaster Assistance
- U.S. Department of Health and Human Services Disaster Assistance
- U.S. Department of Agriculture Emergency Loans
- Washington State Individual Assistance

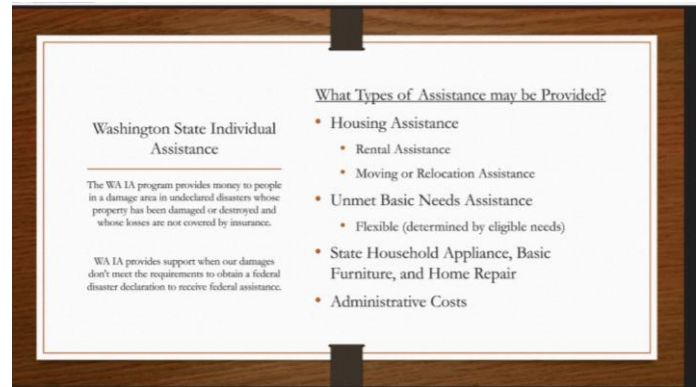
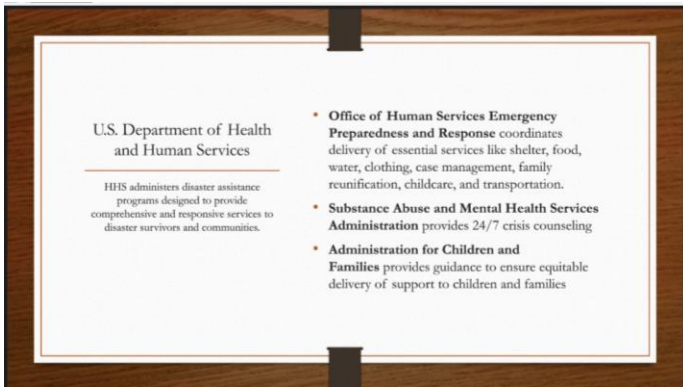
Federal Emergency Management Agency Individual Assistance

Individuals and Households Program
The FEMA IA program provides money and services to people in the declared disaster area whose property has been damaged or destroyed and whose losses are not covered by insurance.

What Types of Assistance may be Provided?

- Temporary Housing
- Repair
- Replacement
- Permanent Housing Construction
- Other Needs Assistance
- Serious Needs Assistance*
- Displacement Assistance*
- Disaster Unemployment Assistance
- Legal Services
- Special Tax Considerations
- Crisis Counseling

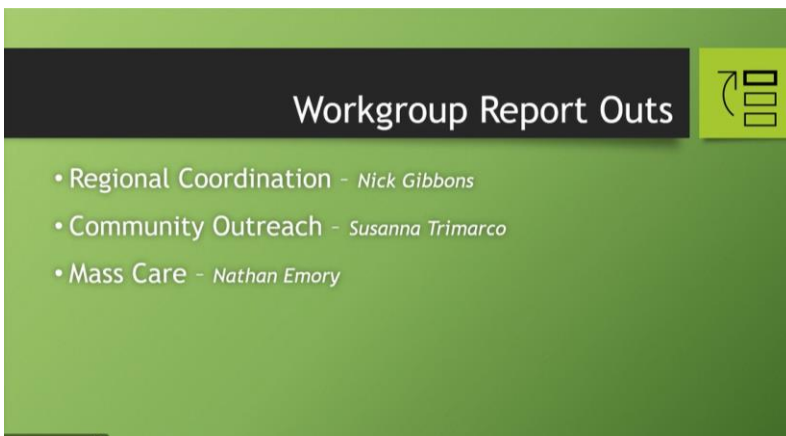
*New – announced Jan 2024 but not yet implemented



Will come to individual cities to make this presentation, given by the Emergency Manager for each jurisdiction.

kingcounty.gov/EOC101 and vimeo.com/784846766/d6958b6c5c

Dec 2nd next meeting



Regional Coordination

12/4 @ 10:30 - [Regional Coordination SharePoint Page](#)

Community Outreach Susanna Trimarco

Next meeting is Nov 14th, provide different materials and trainings. Get Ready King County Workbooks

Mass Care meeting 12/12/24 Nathan Emory

New Staff Member, Andy Dixon New Dam Safety Specialist

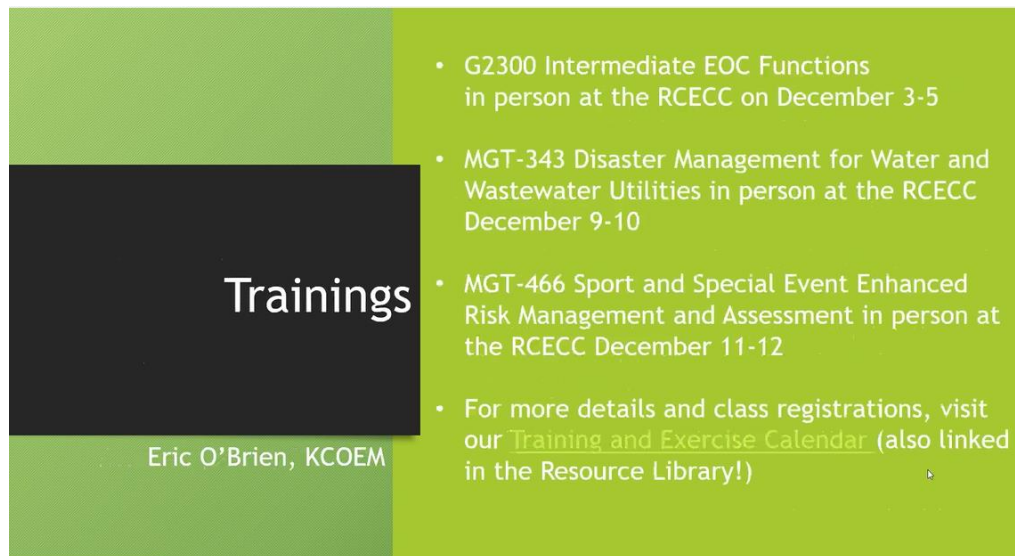


Audry Hoen, KCOEM Cyber Ready Board Game

<https://2025-WACyberConference.eventbrite.com>

Washington Statewide Cybersecurity Conference

Come hear from local, state, and federal non-technical response partners on critical cybersecurity preparedness measures.

A graphic with a green background and a dark green sidebar. The sidebar contains the word "Trainings" in white and "Eric O'Brien, KCOEM" in a smaller font. The main area lists three training events and a link to a calendar.

Trainings

Eric O'Brien, KCOEM

- G2300 Intermediate EOC Functions in person at the RCECC on December 3-5
- MGT-343 Disaster Management for Water and Wastewater Utilities in person at the RCECC December 9-10
- MGT-466 Sport and Special Event Enhanced Risk Management and Assessment in person at the RCECC December 11-12
- For more details and class registrations, visit our [Training and Exercise Calendar](#) (also linked in the Resource Library!)

If you are interested in any of these trainings, contact Eric O'Brien at KCOEM.

A graphic with a green background and a dark green sidebar. The sidebar contains the text "Good of the Order" in white and a small icon of a document with a checkmark. The main area contains a message and a name tag.

Good of the Order

All, please share by unmuting or placing information in chat

Swanson, Alexandra (Lew)

Thai Quyen, Masonry building inventory City of Everett has been completed and next will be City of Tacoma

State Conference in September, [Membership Categories and Benefits – WSEMA](#)
Washington State Emergency Management Assoc (Kevin Esping is a member).

Dec 11th Next Meeting

City of Black Diamond, Washington

Financial Operating Report

For the Third Quarter of

2024





CITY OF BLACK DIAMOND

24301 Roberts Drive ~ PO Box 599
Black Diamond, WA 98010

Phone: (360) 851-4500
Fax: (360) 851-4507

November 05th, 2024

2024 3rd Quarter Financial Report for Operating Funds

The 3rd Quarter Financial Report summarizes the 2024 budgeted revenues and expenditures compared to the actual revenues and expenditures received through September 30, 2024. Prior years' revenue and expenditures are included for the purpose of making comparisons. This report includes statements for the General Fund, Street Fund, Water Fund, Sewer Fund, Stormwater Fund, Balance Sheet, and a report on the City's Investment Portfolio.

General Fund Operating Revenues

The General Fund sub-total operating revenues for the 3rd Quarter of 2024 total to be \$5,528,877 which is 67.9% of what has been budgeted for the year. This is slightly below trend, 75%, largely due to the bi-yearly payment structure of property tax revenues. Municipal Court fines and fees have had strong earnings thus far this year and have exceeded their projected earnings. The following revenue comparisons briefly describe the various revenue highlights and their variances from the 2024 budget.

2024 Revenue Comparisons		
Revenue	Percentage	Comparison to Trend (75%)
Property Tax	56.2%	Beneath trend. The structure of these payments is generally semi-annually. Property tax payments primarily occur within the second and fourth quarters.
Sales Tax	79.4%	Slightly above trend by 4.4%.
State Sales Tax Assistance	0%	The City is no longer eligible for State Sales Tax Assistance. The City was not aware of that until after the 2024 budget passed.
Utility & Gambling Tax	79.4%	Above trend, partially due to the seasonality of water utility tax revenues.
Cable Franchise Fees	67.8%	7.2% below trend. Though is a drop in traditional cable box usage; however, cable franchise fees also include internet service.
Business Licenses	79.1%	4.1% above trend.
Liquor Tax & Profit	75%	Right at trend.
KC Recycle Grants &	54.8%	21% beneath trend. Investments are included in this

Miscellaneous		category.
Municipal Court	113%	38% above trend.
Police Department Revenue	83.8%	8.8% above trend.
Land Use & Permitting Fees	64.9%	10.1% below trend.
Park Fees	82.3%	7.3% above. As expected, Park Fees increased during the summer.
Cemetery Fees & Charges	40.0%	35% below trend.
Funding Agreement	74.1%	0.9% below trend.

General Fund Operating Expenditures

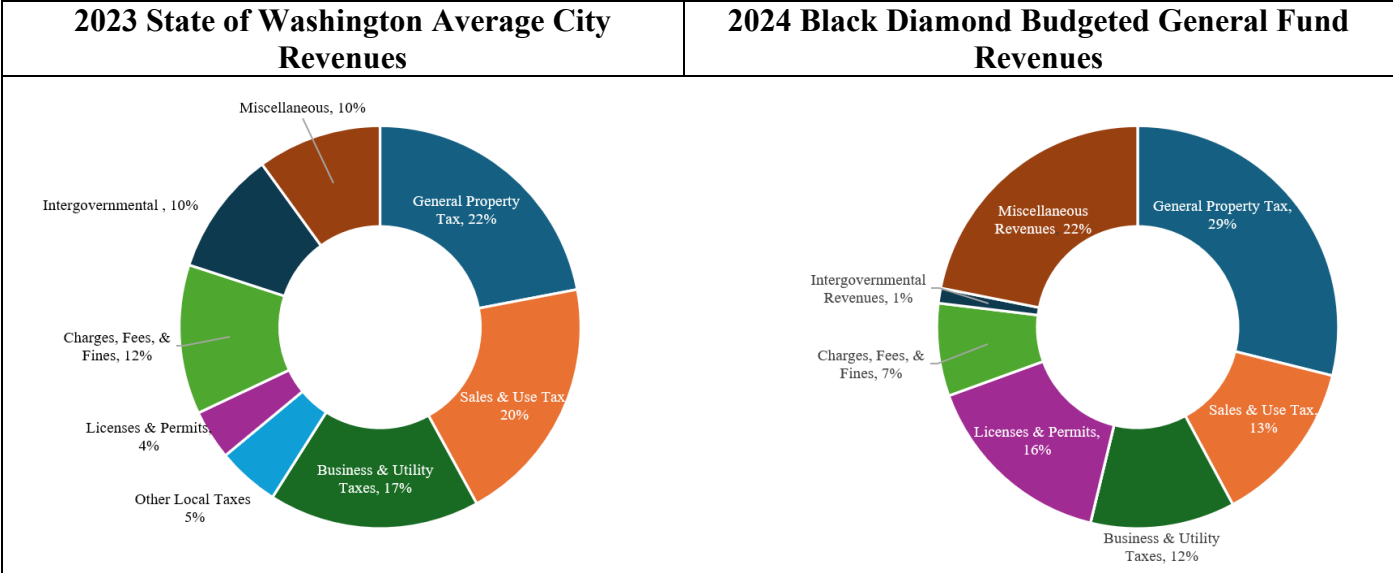
The operating expenditures for the General Fund during the 3rd Quarter of 2024 totals to \$6,465,326 which is 64.1% of what the City has budgeted to spend for the year. This year, we budgeted at a deficit towards the General Fund's cash reserves. At the current rate that we are generating revenues and incurring expenditures, it is likely that the deficit will be lower than we have budgeted for the year.

General Fund Summary

In all, the General Fund total operating expenditures surpass operating revenues by \$936,449. Similarly, total revenues, \$7,642,662, are less than total expenditures, \$7,848,328 by \$205,666. The expectation is that total operating revenues will begin to outpace operating expenditures further in the year when the seasonality of some revenues is considered, and property taxes are paid. At this rate, the City may utilize less than the budgeted amount of cash reserves than we had budgeted, and maybe break-even.

Revenue Comparison

The Association of Washington Cities released a report, *State of the Cities: Washington’s Interconnected Infrastructure*, that depicts the average segmentation of General Fund Revenues across the state. From a very high level and subjective perspective it is interesting to compare the City of Black Diamond and the average city in Washington compares to one another in terms of the composition of General Fund Revenue streams.



Street and Utility Operating Funds

The Street Fund operating revenue for the 3rd Quarter of 2024 was \$148,807 or 91.6% of what has been budgeted for the year. This fund is 14.6% above trend. This fund is heavily supplemented by transfers from the General Fund, REET II, and TBD Car Tab Fees. Operating expenditures for the 3rd Quarter totaled to be \$457,780 or 87.9% of the appropriated budget. As of September, 100% of transfers took place to further support this fund.

The Water Fund operating revenue for the 3rd Quarter of 2024 was \$1,506,252 or 74.9% of what was projected for the year. The operating revenue earnings are right on trend with our budgeted expectations. However, with water usage reducing back to normal levels, it is possible that water revenues may come in a little shorter than anticipated in our budgeted projections. Operating expenditures were at \$1,056,340 or 62.5% of the appropriated budget for the year at the end of the 3rd Quarter.

The Sewer Fund operating revenue for the 3rd Quarter of 2024 was \$1,745,851 or 74.2% of what was projected for the year. Sewer revenue is pretty much on par with our anticipated revenues for the year. Operating expenditures were \$1,747,042 or 69.1% of the appropriated budget, at the end of the 3rd Quarter.

The Stormwater Fund operating revenue for the second quarter of 2024 was \$485,820 or 55.6% of budgeted revenues for 2024. Seemingly, the low amount of revenue could be a cause for concern; however, stormwater charges coincide with property tax payments and those generally occur in the 2nd and 4th quarters. Operating expenditures were at \$647,259 or 63.5% of the appropriated budget for the year at the end of the 3rd Quarter.

Summary of Cash and Investment Balances - 2018 through September 30, 2024

The Cash and Investment Balance Report is a modified balance sheet for cash-based accounting. Black Diamond has a total Cash and Investment Balance of \$19,840,260 as of September 30th, 2024.

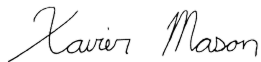
Between December 31, 2023, and September 30, 2024, there has been a decrease of \$104,256 in total cash and investments. As can be seen from the Cash and Investment Balance Report, the funds with the largest increases are the Fire Impact Fees, REET I and Capital Improvements, and Police & Fire Equipment Replacement. The funds that have decreased the most in value are Sewer Operating, Stormwater Operating, and Water Reserve and Capital.

Finance Investment Report

The City's Investment Portfolio has strong earnings this quarter. The City continues to benefit from high interest rates with an average return of 5.44% from the LGIP and 4.33% from longer-term investments. As of June 30th, 2024, the City had 63% of investments in the LGIP and 30% in longer-termed investments.

Overall, the city has a stable and positive financial position.

If you have any questions about the report, please email Xavier Mason, Finance Director, at xmason@blackdiamondwa.gov.



Xavier Mason
Finance Director
City of Black Diamond

2024 General Fund 3rd Quarter Finance Report



	2023 4th Quarter Actual	2024 Budget	2024 3rd Quarter Actual	Budget Balance	% Received or Spent
1 REVENUES					
2 Property Tax	2,729,594	2,830,000	1,589,764	1,240,236	56.2%
3 Sales Tax	1,322,835	1,300,000	1,032,730	267,270	79.4%
4 Utility & Gambling Tax	1,093,406	1,141,100	905,554	235,546	79.4%
5 Cable Franchise Fees	81,498	85,000	57,661	27,339	67.8%
6 Business Licenses	48,000	50,000	39,565	10,435	79.1%
7 Land Use and Permitting Fees	1,187,194	1,403,000	910,360	492,640	64.9%
8 Liquor Tax & Profits	90,069	102,000	76,462	25,538	75.0%
9 State Sales Tax Assistance	-	26,000	-	26,000	N/A
10 Recycle Grants & Misc.	518,905	473,500	259,502	213,998	54.8%
11 Parks Revenue	52,132	75,000	61,714	13,286	82.3%
12 Cemetery Fees & Charges	7,250	4,000	1,600	2,400	40.0%
13 Police Department Rev (Grnts, CJ, Traf School, e	501,453	479,914	402,138	77,776	83.8%
14 Court Fines, Fees and Theraputic Court Grant	98,050	169,720	191,827	22,107	113.0%
15 Subtotal Operating Revenue	7,730,387	8,139,234	5,528,877	2,610,357	67.9%
16 Funding Agreement-MDRT	944,062	1,161,779	860,567	301,212	74.1%
17 Total Operating Revenue	8,674,449	9,301,013	6,389,444	2,911,569	68.7%
18 AWC Insurance and Flex Deposit	390,741	526,045	363,738	162,307	69.1%
19 Developer Reimb-MDRT Consultants	1,085,311	1,905,000	889,480	1,015,520	46.7%
20 Total Revenue	10,150,501	11,732,058	7,642,662	4,089,396	65.1%
21 Beg Cash & Inv Bal General Govt	7,506,059	7,380,687	8,005,313	624,626	108.5%
22 Total General Fund Sources	17,656,560	19,112,745	15,647,975	3,464,770	81.9%
23 EXPENDITURES					
24 Legislative-Council	16,352	25,574	11,423	14,151	44.7%
25 Executive-Mayor	15,827	15,837	11,030	4,807	69.6%
26 City Administrator	-	216,154	-	216,154	0.0%
27 Administrative Services (Clerk/Fin/IT/HR/Cnt	744,868	779,287	562,154	217,133	72.1%
28 Legal Services - Includes Pros. Atty & Public Def	219,965	410,400	203,027	207,373	49.5%
29 Municipal Court	379,704	456,779	352,449	104,329	77.2%
30 Police Department	3,066,686	3,759,373	2,658,913	1,100,461	70.7%
31 Fire Department	1,174,068	1,165,055	603,099	561,956	51.8%
32 Recycle/Animal Cont/Air Qual/Mntl Hlth	48,736	81,200	82,891	(1,691)	102.1%
33 COVID 19 Expenses	-	-	-	-	N/A
34 Master Dev Review Team	947,731	1,161,779	813,118	348,661	70.0%
35 Community Development	1,374,731	1,588,584	902,137	686,447	56.8%
36 Facilities Department	59,696	-	-	-	N/A
37 Parks Department	186,345	363,096	227,533	135,563	62.7%
38 Cemetery	19,633	61,512	37,551	23,961	61.0%
39 Total Operating Expenditures	8,254,343	10,084,630	6,465,326	3,619,304	64.1%
40 Transfer to Street Fund	200,000	200,000	200,000	-	100.0%
41 Transfer to Future Campus	-	-	-	-	
42 Transfer to Fire Study	75,000	-	-	-	
43 AWC Insurance and Flex Deposit	8,176	526,045	385,496	140,549	73.3%
44 Developer MDRT-Consultants	1,127,488	1,905,000	797,501	1,107,499	41.9%
45 Total Expenditures	9,665,007	12,715,675	7,848,323	4,867,352	61.7%
46 Ending C&I @ 35% of Exp.	2,889,020	3,529,621	3,529,621	-	100.0%
47 Ending C&I Developer	63,000	63,000	63,000	-	100.0%
48 Ending C&I for Future Facilities & City Admin	2,000,000	2,157,438	53,443	2,103,995	2.5%
49 Ending C&I for Future Fire, Growth Related costs	3,039,532	647,012	4,153,588	3,506,577	642.0%
50 Total Ending Cash and Investments	7,991,552	6,397,070	7,799,652	2,133,814	23.6%
51 Total General Fund Uses	17,656,560	19,112,745	15,647,975	3,464,770	81.9%

2024 Street Fund 3rd Quarter Finance Report



	2023 Actual	2024 Budget	2024 3rd Quarter Actual	Budget Balance	% Received or Spent
1 REVENUE					
2 Gas Tax	99,858	119,000	100,369	18,631	84.3%
3 Right of Way Permits	14,202	10,000	14,112	4,112	141.1%
4 Other Revenue	45,737	33,500	34,326	826	102.5%
5 Total Operating Revenue	159,797	162,500	148,807	23,569	91.6%
6 Interest	4,434	11,000	15,785	4,785	143.5%
7 Transfer in-REET II	70,000	100,000	100,000	0	100.0%
8 Transfer in Gen Fund	170,000	200,000	200,000	0	100.0%
9 Transfer in- TBD - Car Tab Fee	100,000	200,000	100,000	100,000	50.0%
10 Total Other Revenue	344,434	511,000	415,785	104,785	81.4%
11 Total Revenue	504,231	673,500	564,592	128,354	83.8%
12 Beginning Cash and Investments	325,924	381,576	436,727	55,151	114.5%
13 Total Street Fund Sources	830,155	1,055,076	1,001,319	183,506	94.9%
14 EXPENDITURES					
15 Total Salaries and Benefits	238,656	287,094	279,214	446,250	97.3%
16 Office and Operating Supplies	34,941	28,634	16,095	12,539	56.2%
17 Prof Services	185,916	204,949	162,471	42,478	79.3%
19 Total Operating Expenses	459,513	520,677	457,780	(62,897)	87.9%
20 Transfer to Building Improvement	0	25,000	25,000	0	100.0%
21 Transfer - Equip Replacement	35,000	55,000	55,000	0	100.0%
22 Total Expenditures	494,513	575,677	512,780	(62,897)	89.1%
23 3 Months Operating Cash Bal	123,628	143,919	170,927	27,007	118.8%
24 Ending Cash and Inv	212,014	335,480	317,613	17,867	94.7%
25 Total Ending Cash and Inv	335,642	479,399	488,539	44,875	101.9%
26 Total Street Fund Uses	830,155	1,055,076	1,001,319	53,757	94.9%

2024 Water Fund 3rd Quarter Finance Report



	2023 Actual	2024 Budget	2024 3rd Quarter Actual	Budget Balance	% Received or Spent
1 REVENUES					
2 Water Charges	1,585,575	1,607,000	1,222,773	384,227	76.1%
3 Water Fees	8,779	9,400	8,475	925	90.2%
4 Water Sales - Hydrant & Irrigation Meters Meter Purchases, Setting Fees, Inspections, 5 and Misc.	169,621	215,000	147,478	67,522	68.6%
	128,731	178,700	127,526	51,174	71.4%
6 Total Operating Revenue	2,010,100	2,010,100	1,506,252	503,848	74.9%
7 Interest	26,331	24,000	32,415	8,415	135.1%
8 Permitting-Deposits for consultants	16,933	40,000	(16,920)	56,920	-42.3%
9 Total Other Revenue	43,263	64,000	15,495	48,505	24.2%
10 Total Revenue	2,053,363	2,074,100	1,521,746	552,354	73.4%
11 Beg Cash and Investment Unreserved	704,394	750,133	901,673	151,539	120.2%
12 Total Water Fund Sources	2,757,758	2,824,233	2,423,419	400,814	85.8%
13 EXPENDITURES					
14 Total Salaries and Benefits	457,199	558,061	360,912	197,149	64.7%
15 Total Supplies	66,048	186,185	102,957	83,228	55.3%
16 Total Services and Charges	744,040	927,461	577,629	349,832	62.3%
17 Building & Equipment Leases	20,459	18,160	14,843	3,317	81.7%
18 Total Operating Expenditures	1,287,746	1,689,867	1,056,340	633,527	62.5%
19 Debt Service - Water P & I	298,443	298,442	296,966	1,476	99.5%
20 Consultant and Permitting Expenses	26,319	40,000	8,036	31,964	20.1%
21 Transfers Out - Equipment/Capital Res.	135,000	280,000	80,000	200,000	28.6%
22 Subtotal Other Expenditures	459,762	618,442	385,002	233,440	62.3%
23 Total Expenditures	1,747,508	2,308,309	1,441,342	866,967	62.4%
24 3 Month Operating Cash Balance	316,822	404,012	480,447	76,435	118.9%
25 Unreserved Cash and Investments	596,491	111,912	501,630	389,717	123.3%
26 Total Ending Cash and Investments	1,010,250	515,924	982,077	466,153	190.4%
27 Total Water Fund Uses	2,757,758	2,824,233	2,423,419	400,814	85.8%

2024 Sewer Fund 3rd Quarter Finance Report



	2023 Actual	2024 Budget	2024 3rd Quarter Actual	Budget Balance	% Received or Spent
1 REVENUE					
2 Sewer User Charges-K.C Metro	1,270,405	1,570,200	1,137,804	432,396	72.5%
3 Sewer User Charges-City	625,490	710,200	536,885	173,315	75.6%
4 Permits & Misc Revenue	87,018	71,000	71,161	161	100.2%
5 Total Operating Revenue	1,982,913	2,351,400	1,745,851	605,549	74.2%
6 Total Revenue	1,982,913	2,351,400	1,745,851	605,549	74.2%
7 Beginning Cash and Investments	494,625	605,669	653,097	47,429	107.8%
8 Total Sewer Fund Sources	2,477,538	2,957,069	2,398,948	558,120	81.1%
9 EXPENDITURES					
10 Total Salaries and Benefits	341,852	500,606	305,563	195,043	61.0%
11 Total Supplies	20,406	23,285	10,533	12,752	45.2%
12 Total Services and Charges	299,985	434,599	264,543	170,056	60.9%
13 King County Metro Sewer Charges	1,176,420	1,570,200	1,166,403	403,797	74.3%
14 Total Operating Expenditures	1,838,663	2,528,690	1,747,042	781,648	69.1%
15 Transfer to PW Equip Replace Fund	11,000	35,000	35,000	0	100.0%
16 Subtotal Other Expenditures	11,000	35,000	35,000	0	350.0%
17 Grand Total Expenditures	1,849,663	2,563,690	1,782,042	781,648	69.5%
18 3 Months Operating Cash Balance	924,832	1,264,345	799,649	464,696	63.2%
19 Unreserved Cash and Investments	(296,957)	(870,966)	(182,743)	688,223	21.0%
20 Total Ending Cash & Investments	627,875	393,379	616,906	223,527	156.8%
21 Total Sewer Fund Uses	2,477,538	2,957,069	2,398,948	558,120	81.1%

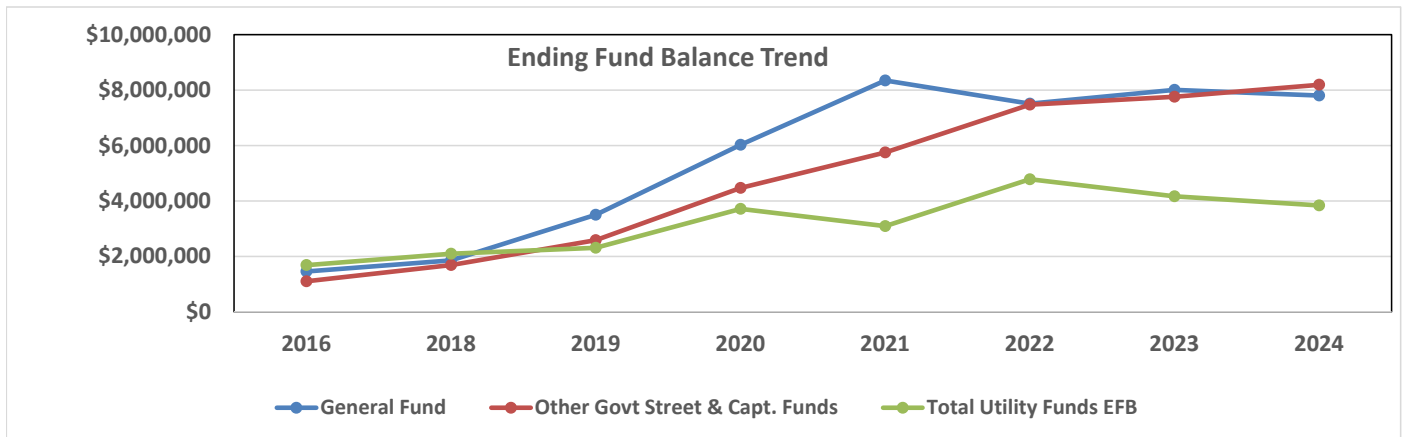
2024 Stormwater Fund 3rd Quarter Finance Report



	2023 Actual	2024 Budget	2024 3rd Quarter Actual	Budget Balance	% Received or Spent
1 REVENUE					
2 Stormwater Charges	813,310	800,000	445,083	354,917	55.6%
3 Stormwater Inspection and Review Fees	49,456	62,790	40,737	22,053	64.9%
4 Total Operating Revenue	862,766	862,790	485,820	376,970	56.3%
5 Interest and Refunds	16,818	14,000	15,036	1,036	107.4%
6 Total Other Revenue	16,818	14,000	15,036	1,036	107.4%
7 Total Revenue	879,585	876,790	500,856	375,934	57.1%
8 Beginning Cash and Investments	414,572	579,241	472,018	107,223	81.5%
9 Total Stormwater Fund Sources	1,294,156	1,456,031	972,874	483,157	66.8%
10 EXPENDITURES					
11 Total Salaries and Benefits	364,016	542,491	357,503	184,988	65.9%
12 Office and Operating Supplies	8,773	24,935	11,951	12,984	47.9%
13 Total Services and Charges	356,410	451,312	277,805	173,507	61.6%
14 Total Operating Expenditures	729,199	1,018,738	647,259	371,479	63.5%
15 Transfer - Capital Project	-	25,000	25,000	0	100.0%
16 Transfer - Capital Equipment Reserve	35,000	55,000	55,000	0	100.0%
17 Total Other Expenditures	35,000	80,000	80,000	0	
18 Total Expenditures	764,199	1,098,738	727,259	371,479	66.2%
19 3 Month Operating Cash Balance	364,600	509,369	215,753	293,616	42.4%
20 Unreserved Cash and Investments	165,358	(152,076)	29,862	181,938	509.3%
21 Total Ending Cash and Investments	529,957	357,293	245,615	475,554	68.7%
22 Total Stormwater Fund Uses	1,294,156	1,456,031	972,874	483,157	66.8%

Cash & Investment Balance Report 3rd Quarter 2024

GOVERNMENTAL FUNDS	2018	2019	2020	2021	2022	2023	2024
General Fund Ending Fund Balance	1,857,462	3,501,660	6,022,285	8,346,574	7,506,059	8,005,313	7,799,652
Gen Govt Capital Funds							
Street Fund	114,449	76,743	188,158	292,205	325,924	436,727	449,652
Fire Impact Fees	497,099	936,627	1,135,891	1,623,301	1,239,869	1,142,030	1,272,800
TBD-Car Tabs	2,155	22,429	33,607	53,427	78,497	60,907	66,173
Traffic Mitigation/Impact Fees	133,404	136,539	170,342	216,654	288,438	118,986	79,242
ARPA Recovery Runds	0	0	0	568,288	151,212	0	0
School Impact Fee Fund	0	0	0	0	0	0	(8,972)
REET I & Gen Govt Cap Proj	483,547	699,890	1,856,948	1,606,887	4,246,747	4,586,993	4,672,308
REET II & PW-Streets	362,624	599,844	915,195	1,275,958	1,034,878	1,334,676	1,488,950
Police & Fire Equipment Replacement	95,073	116,316	168,868	115,771	103,780	76,793	170,132
Other Govt, Street & Capt.	1,688,351	2,588,388	4,469,008	5,752,491	7,469,345	7,757,113	8,190,284
Total Govrnt Ending C&I	3,545,813	6,090,048	10,491,293	14,099,065	14,975,404	15,762,426	15,989,936
UTILITY FUNDS							
Water Operating	497,143	630,271	660,141	626,793	704,394	901,673	982,077
Water/WSFFA	272,486	251,484	1,240,281	498,658	257,340	212,868	204,121
Water Reserve & Capital	413,930	455,748	602,226	521,335	2,251,540	1,169,849	1,089,780
Sewer Operating	195,665	275,999	419,155	494,625	627,875	653,097	557,474
Sewer Reserve & Capital	302,528	235,149	272,463	325,312	372,446	391,799	363,658
Stormwater Operating	101,196	222,421	344,919	428,667	414,572	472,018	253,590
Stormwater Reserves & Capital	40,054	43,543	39,730	12,878	82,913	231,314	223,915
PW Equipment Replacement	269,476	191,231	136,577	183,239	72,304	133,340	159,530
Total Util Funds Ending C&I	2,092,478	2,305,846	3,715,492	3,091,507	4,783,383	4,165,958	3,834,145
Trust Funds-due to others*	204,177	1,441	4,322	8,215	2,475	16,132	16,180
Total Ending-Cash & Inv.**	5,842,468	8,397,335	14,211,107	17,198,787	19,761,262	19,944,516	19,840,260



City Wide -Balance Sheet as of March 31, 2024

	2018	2019	2020	2021	2022	2023	2024
Cash & Investments	5,842,468	8,397,335	14,211,107	17,198,787	19,761,262	19,944,516	19,840,260
Accounts Receivable (2019 excluded Perm	248,702	248,702	776,719	276,103	269,123	269,123	301,237
Fixed Assets & Depreciation (cash cities do	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insured Assets (excl Str & Uti land & infra)							
Vehicles	753,881	856,556	916,827	1,973,498	2,001,289	2,051,793	2,074,507
-Off Road- Mowers, Boats & trailers	381,317	381,317	396,755	416,093	574,694	881,889	1,030,483
Buildings	12,002,871	12,002,871	12,526,300	12,608,615	12,608,615	12,608,615	12,608,615
Total Assets	19,229,239	\$21,886,781	\$28,827,708	\$32,473,096	\$35,214,983	\$35,755,936	\$35,855,102
Outstanding Accounts Payable (bills paid when due)							
Internal Loans							
Water Public Works Trust Fund Loan-short	(\$306,739)	(\$306,739)	(\$306,739)	(\$306,739)	(\$306,739)	(\$306,739)	(\$298,443)
Water Public Works Trust Fund Loan-long	(\$1,817,930)	(\$1,511,191)	(\$1,204,452)	(\$897,713)	(\$590,974)	(\$284,235)	
Total Liabilities	(\$2,124,669)	(\$1,817,930)	(\$1,511,191)	(\$1,204,452)	(\$897,713)	(\$590,974)	(\$298,443)
Black Diamond Fund Position (equity or r	\$ 17,104,570	\$ 20,068,851	\$ 27,316,517	\$ 31,268,644	\$ 34,317,270	\$ 35,164,962	\$ 35,556,659

Date: October 23, 2024
To: Mayor Carol Benson
From: Xavier Mason, Finance Director
Re: Quarterly Finance Investment Report

This report is to transparently report on the City's cash position and investment activity for the quarter just ended. Each investment follows the City's Investment Policy, State Statutes, and the Black Diamond Municipal Code. The City's investment policy was approved by Mayor Benson and then reviewed by City Council on February 1st, 2024.

Total Cash and Investments at the end of the 3rd Quarter the City has a total of \$20,894,641: \$724,800 in depository banks, \$13.669 million in the State LGIP, and \$6.5 million invested in longer termed securities.

The City's Investment Portfolio

The City's investment activities are governed by State regulations and the City of Black Diamond's Investment Policy.

Calls or Maturities: During the last quarter, there were no investments that either matured or were called.

Purchases: The following are the city's list of investments:

Issue	Face Value	Issuer	Date of Maturity	Yield to Maturity
001	\$1,000,000	Fed Farm Credit	02/13/2029	4.16%
002	\$1,000,000	Fed Home Ln Bank	06/09/2028	4.14%
003	\$1,000,000	U.S. Treasury	01/31/2028	4.20%
004	\$1,000,000	U.S Treasury	06/30/2027	4.23%
005	\$1,000,000	Fed Farm Credit	03/21/2029	4.165%
006	\$1,000,000	Fed Farm Credit	06/23/2026	4.81%
007	\$500,000	U.S. Treasury	01/15/2027	4.23%

Portfolio and Benchmark Yield and Maturity (as of September 30th):

Avg. weighted yield of City investments, excluding LGIP:	4.33%
LGIP State Pool 30-day yield:	5.2335%
Weighted average maturity of City investments, excluding LGIP:	3.625 years
Weighted average maturity of LGIP State Pool 30-day yield:	15 Days

When securities are chosen for purchase, there are several factors taken into consideration before a decision is reached. Some of those factors include: cash flows from city operations, debt obligations, liquid and maturing securities.

The City's Investment Portfolio consists of three general tiers which coincide with the primary considerations of prudent investing:

1. The safety portion of the Portfolio consists of funds invested in the Local Government Investment Pool (LGIP, or State Pool) managed by the Washington State Treasurer. Funds from this investment pool can be deposited or withdrawn generally within 48 hours. The liquidity that this investment vehicle provides, has significant cash flow advantages for the City's operations. This allows for us to adjust for unanticipated fluctuations in revenues and expenditures.
2. The liquidity portion of the Portfolio consist of demand deposit (checking) accounts at banks, Umpqua Bank and U.S. Bank which are qualified public depositaries, protected above FDIC-insured balances through the actions of the Washington State Public Deposit Protection Commission (PDPC).
3. The yield portion of the Portfolio consists of a diversified portfolio of Agencies, Treasuries, and/or authorized investments with staggered maturities of up to five years. Based on an analysis of historical cash reserves and budgetary planning, this segment will not be subject to seasonal spending and will continue to be safely invested in the long term.

Current Rates. As of September 30th, the fixed income market still shows an inverted curve with the 1-year Treasury currently at 48 basis points higher than the 5-year Treasury, yielding 3.98% and 3.5% respectively. This is a reduction of 34 basis points from the June 30th and 64 basis points from March 30th. The 90-day yield of the State Pool gross earnings rate decreased from 5.44% to 5.2335% from last quarter.

Economic Outlook. Thus far, this year, there were gains towards reducing inflation nearer to the Federal Reserve's goal of 2%. If inflation were to reach that point, there is an expectation that interest rates would be gradually reduced. Beginning in March, those gains appear to have eased or stagnated. Then, more promising reads on inflation began to occur around August. Since September 30th, two cuts on interest rates have been made in September, 50 basis points, and another one being expected in November 2024.

Strategy Notes. The City of Black Diamond's investments are not typically actively traded, meaning that there are no attempts to "buy low and sell high" or "time the market" are made. Investments purchased with the intent of providing investment income are intended to be held to maturity, relying on following a prudent course of action for income rather than predicting market direction.

Black Diamond Investment Portfolio (as of June 30, 2024)		
		Actual%
LGIP	\$13,669,841	68%
Treasuries	\$2,500,000	12%
Agencies	\$4,000,000	20%
Totals	\$20,169,841	100%

Debt Activity

The city's last debt payment took place in May 2024. The City of Black Diamond is completely debt free. A comprehensive city-wide debt report is attached with current balances.

Interfund Borrowings and Investments

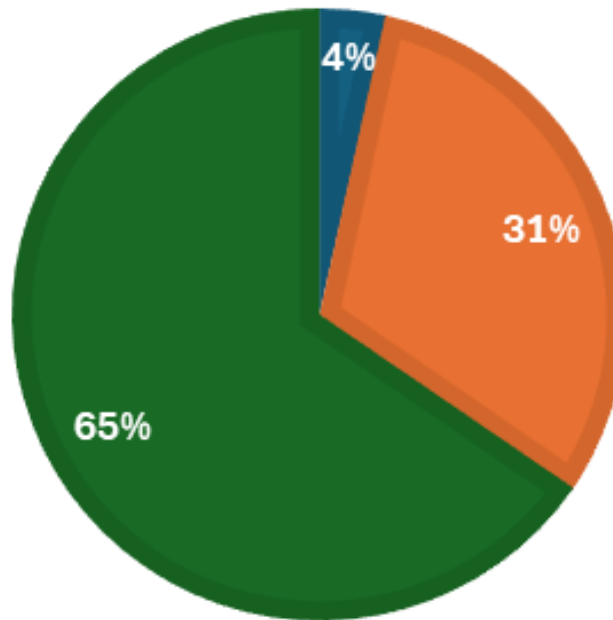
Borrowing between funds is temporary in nature, reviewed periodically by staff and is amended as

circumstances change. Currently, there are no Interfund Loans. The most recent interfund loan issued was in 2017 for \$160,000 to the Police Department (General Fund) from the Equipment Replacement Fund. The General Fund repaid the Equipment Replacement Fund \$160,000 in principle and \$4,00 in interest at a 2.5% interest rate, totaling at \$164.000.

City of Black Diamond Distribution of Cash and Investments

DISTRIBUTION OF CASH AND INVESTMENTS AS OF SEPTEMBER 30, 2024

■ Depository Banks ■ Investment Portfolio ■ Local Government Investment Pool



Investment Portfolio – Inventory by Agency

Investment Portfolio - Inventory by Agency							
Agency	Inv#	Face Value	Price	Coupon	Settle	Maturity	Callable
Federal Farm Credit Bank	001	\$1,000,000	\$999,462	4.16	2/21/2024	2/13/2029	No
Federal Home Loan Bank	002	\$1,000,000	\$971,840	4.14	2/21/2024	6/9/2028	No
United States Treasury	003	\$1,000,000	\$976,921	4.2	2/21/2024	1/31/2028	No
United States Treasury	004	\$1,000,000	\$974,347	4.23	2/21/2024	6/30/2027	No
Federal Farm Credit Bank	005	\$1,000,000	\$955,014	4.165	3/06/2024	3/21/2029	Yes
Federal Farm Credit Bank	006	\$1,000,000	\$991,036	4.81	4/15/2024	6/23/2026	No
United States Treasury	007	\$500,000	\$506,376	4.23%	4/18/2024	1/15/2027	No

Long Term Debt Schedule

Long Term Debt Schedule					
Date Issued	Maturity	Description	Note	Amount of Issue	Current Balance
2005	May 2024	Water Debt Service		\$5,447,820	\$298,442



CERTIFICATION

Finance Committee Meeting
Council Date:

October 31, 2024
November 8, 2024

Check No.'s / EFT	Batch Name	Check / EFT Date	Amount
	October 2024 EFT Batch	10/01.2024 - 10/31/2024	\$ 35,803.46
55267 - 55268	Early 2nd November Batch	11/05/24	\$ 2.00
55269 - 56319	2nd November 2024 Batch	11/22/24	\$ 267,494.29
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		TOTAL	\$ 303,299.75

I, THE UNDERSIGNED DO HEREBY CERTIFY UNDER THE PENALTY OF PERJURY, THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED AND OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF BLACK DIAMOND, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

Xavier Mason
Xavier Mason, Finance Director

CAROL BENSON, MAYOR

DATE: 11/15/2024

DATE



Register

Fiscal: 2024

Deposit Period: 2024 - November, 2024 - October

Check Period: 2024 - November - Early 2nd Nov Batch, 2024 - November - 2nd November Batch, 2024 - October - October 2024 EFT Batch

Number	Name	Print Date	Clearing Date	Amount
Umpqua Bank Check	4026			
<u>55267</u>	CCD Black Diamond Partners LLC	11/5/2024		\$1.00
<u>55268</u>	Lennar Northwest, Inc	11/5/2024		\$1.00
<u>55269</u>	AHBL, Inc.	11/22/2024		\$20,107.50
<u>55270</u>	Allison Ostrer	11/22/2024		\$175.00
<u>55271</u>	Alpine Products	11/22/2024		\$129.05
<u>55272</u>	Alsco	11/22/2024		\$105.84
<u>55273</u>	Amazon Capital Services, Inc.	11/22/2024		\$667.97
<u>55274</u>	Black Diamond Royal Towing	11/22/2024		\$323.14
<u>55275</u>	Carly Gaertner	11/22/2024		\$86.66
<u>55276</u>	CHS/Cenex Inc	11/22/2024		\$3,446.66
<u>55277</u>	City of Black Diamond	11/22/2024		\$1,662.11
<u>55278</u>	City of Issaquah	11/22/2024		\$441.00
<u>55279</u>	Confidential Data Disposal	11/22/2024		\$90.00
<u>55280</u>	Elwalu LLC (Elephant Car Wash)	11/22/2024		\$455.33
<u>55281</u>	Ferrell's Fire Extinguisher Company, Inc.	11/22/2024		\$1,208.00
<u>55282</u>	G.W., Inc	11/22/2024		\$1,020.54
<u>55283</u>	Gunderson Law Firm	11/22/2024		\$4,550.00
<u>55284</u>	Home Depot Credit Service	11/22/2024		\$498.25
<u>55285</u>	Honey Bucket/Northwest Cascade Inc.	11/22/2024		\$294.00
<u>55286</u>	HWA GeoSciences Inc.	11/22/2024		\$4,705.00
<u>55287</u>	Intercom Language Services, Inc.	11/22/2024		\$468.75
<u>55288</u>	Jaydn Bond	11/22/2024		\$700.00
<u>55289</u>	Johnsons Home & Garden	11/22/2024		\$690.84
<u>55290</u>	King County Finance - Wastewater Treat Div.	11/22/2024		\$132,484.44
<u>55291</u>	King County Prosecuting Attorney	11/22/2024		\$247.15
<u>55292</u>	Larsen Sign Co.	11/22/2024		\$108.80
<u>55293</u>	Law Office of Krista White Swain	11/22/2024		\$4,950.00
<u>55294</u>	Madrona Law Group LLC	11/22/2024		\$18,493.00
<u>55295</u>	Olympic Environmental Resources	11/22/2024		\$5,746.69
<u>55296</u>	Orkin Commercial Services	11/22/2024		\$145.78
<u>55297</u>	Palmer Coking Coal Company	11/22/2024		\$2,018.78
<u>55298</u>	Brownwyn Thompson,	11/22/2024		\$176.00
<u>55299</u>	Jeffrey Harmon,	11/22/2024		\$145.00
<u>55300</u>	Precision Concrete Cutting, Inc.	11/22/2024		\$707.20
<u>55301</u>	Puget Sound Energy	11/22/2024		\$826.00

Number	Name	Print Date	Clearing Date	Amount
<u>55302</u>	Regional Animal Services of King County	11/22/2024		\$30.00
<u>55303</u>	Secure Pacific Corporation	11/22/2024		\$229.50
<u>55304</u>	Severson's Building Maintenance	11/22/2024		\$3,050.00
<u>55305</u>	Shope Concrete Products	11/22/2024		\$798.95
<u>55306</u>	Somer Johnson	11/22/2024		\$2,500.00
<u>55307</u>	State Auditor's Office	11/22/2024		\$556.40
<u>55308</u>	Thomson Reuters - West	11/22/2024		\$237.19
<u>55309</u>	Trent Gray, LMHC	11/22/2024		\$1,000.00
<u>55310</u>	United Business Machines of WA Inc	11/22/2024		\$73.47
<u>55311</u>	Valley Communications Center	11/22/2024		\$9,816.10
<u>55312</u>	VenTek International	11/22/2024		\$90.00
<u>55313</u>	Vision Municipal Solutions, LLC	11/22/2024		\$398.25
<u>55314</u>	Wa Association of Sheriffs & Police Chiefs	11/22/2024		\$75.00
<u>55315</u>	Washington State Patrol	11/22/2024		\$119.25
<u>55316</u>	Washington State Treasurer	11/22/2024		\$20,035.37
<u>55317</u>	Water Management Laboratories, Inc.	11/22/2024		\$56.00
<u>55318</u>	Welcome Ramp Systems, Inc	11/22/2024		\$15,131.74
<u>55319</u>	Williams Scotsman, Inc.	11/22/2024		\$5,422.59
<u>EFT Payment 10/08/2024 11:58:38 AM - 1</u>	Merchant Card Services / Vantive Holding, LLC	10/8/2024		\$272.20
<u>EFT Payment 10/09/2024 11:56:02 AM - 1</u>	Dept of Licensing-Firearms Online	10/9/2024		\$578.00
<u>EFT Payment 10/09/2024 11:58:09 AM - 1</u>	Invoice Cloud	10/9/2024		\$90.00
<u>EFT Payment 10/10/2024 12:00:07 PM - 1</u>	US Bank Equipment Finance	10/10/2024		\$1,903.73
<u>EFT Payment 10/22/2024 11:57:26 AM - 1</u>	First Bankcard	10/22/2024		\$21,712.80
<u>EFT Payment 10/22/2024 11:59:33 AM - 1</u>	Umpqua Bank	10/22/2024		\$1,036.03
<u>EFT Payment 10/25/2024 11:59:05 AM - 1</u>	U.S. Postal Service (CMRS-FP)	10/25/2024		\$1,200.00
<u>EFT Payment 10/28/2024 12:00:35 PM - 1</u>	Washington State Department of Revenue	10/28/2024		\$9,010.70
		Total	Check	\$303,299.75
		Total	4026	\$303,299.75
		Grand Total		\$303,299.75



Voucher Directory

Fiscal : 2024 - November, 2024 - October

Council Date : 2024 - November - Early 2nd Nov Batch, 2024 - November - 2nd November Batch, 2024 - November - Nov 2024 EFT Batch, 2024 - October - October 2024 EFT Batch

Vendor	Number	Reference	Account Number	Description	Amount
AHBL, Inc.	55269		2024 - November - 2nd November Batch		
		148056			
			September 2024 Service		
			001-000-240-558-60-41-01	PLN: Prof Serv - Long Range Planning	\$15,600.00
				Planning Consultant/Assistant	
		Total 148056			\$15,600.00
		148123			
			001-000-241-558-60-41-00	PLN: DOE - Middle Housing Grant - PS	\$4,507.50
				CD - Middle Housing Grant	
		Total 148123			\$4,507.50
	Total 55269				\$20,107.50
Total AHBL, Inc.					\$20,107.50
Allison Ostrer	55270		2024 - November - 2nd November Batch		
		11062024 AO			
			November 2024 Service		
			001-000-120-512-51-41-04	CRT: Interpreter	\$175.00
		Total 11062024 AO			\$175.00
	Total 55270				\$175.00
Total Allison Ostrer					\$175.00
Alpine Products	55271		2024 - November - 2nd November Batch		
		TM-228438			
			001-000-270-576-80-31-04	PRK - Signage	\$129.05
		Total TM-228438			\$129.05
	Total 55271				\$129.05
Total Alpine Products					\$129.05
AlSCO	55272		2024 - November - 2nd November Batch		
		LTAC1087505			
			PW - Uniforms		
			101-000-000-542-30-31-04	STRT: Uniforms & Safety Supplies	\$26.46
				Streets - Uniforms	

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-000-534-80-31-05	WTR - Uniform Allowance	\$26.46
			Water - Uniforms		
			407-000-000-535-80-31-04	SWR - Uniform Allowance	\$26.46
			Sewer - Uniforms		
			410-000-000-531-10-31-04	STRM - Uniforms and Safety Supplies	\$26.46
			Storm - Uniforms		
		Total LTAC1087505			\$105.84
	Total 55272				\$105.84
Total AlSCO					\$105.84
Amazon Capital Services, Inc.					
55273					
			2024 - November - 2nd November Batch		
		1C6Q-MDVD-1R79			
		Fin - Supplies			
			001-000-140-514-23-31-00	FIN: Office & Operating Supplies	\$152.31
			Coffee Maker		
		Total 1C6Q-MDVD-1R79			\$152.31
		1JRL-HTPP-D416			
		CH - Supplies			
			001-000-180-518-50-31-00	CEN SVCS - Operating & Office Supplies	\$109.15
			Paper & Envelopes		
		Total 1JRL-HTPP-D416			\$109.15
		1LQV-PCR1-GRKJ			
		Fin - Supplies			
			001-000-140-514-23-31-00	FIN: Office & Operating Supplies	(\$152.31)
			Returned Coffee Maker		
		Total 1LQV-PCR1-GRKJ			(\$152.31)
		1M7F-Y6MR-FJD1			
		PD - Supplies			
			001-000-210-521-10-31-00	PD: Office & Operating Supplies	\$7.92
			Cleaning Supplies		
		Total 1M7F-Y6MR-FJD1			\$7.92
		1R4M-VHQJ-K174			
		CH - Supplies			
			001-000-180-518-50-35-00	CEN SVCS - Small Tools & Equipment	\$446.06
			Coffee Maker		
			001-000-180-518-50-41-04	CEN SVCS - Miscellaneous Costs	\$18.44
			Brk Room Supplies		
		Total 1R4M-VHQJ-K174			\$464.50
		1WW3-7WL4-3RCL			
		PD - Supplies			
			001-000-210-521-10-31-00	PD: Office & Operating Supplies	\$15.91
			PD - Supplies		
		Total 1WW3-7WL4-3RCL			\$15.91

Vendor	Number	Reference	Account Number	Description	Amount
		1XD4-QQ4K-7VDV			
		Fin - Supplies			
		001-000-140-514-23-31-00		FIN: Office & Operating Supplies	\$70.49
				Breakroom Supplies	
		Total 1XD4-QQ4K-7VDV			\$70.49
	Total 55273				\$667.97
Total Amazon Capital Services, Inc.					\$667.97
Black Diamond Royal Towing					
55274				2024 - November - 2nd November Batch	
	32196				
		001-000-210-521-10-49-06		PD: Towing Services	\$323.14
	Total 32196				\$323.14
	Total 55274				\$323.14
Total Black Diamond Royal Towing					\$323.14
Carly Gaertner					
55275				2024 - November - 2nd November Batch	
	11082024 CG				
		Employee Reimbursement			
		001-000-180-518-50-31-03		CEN SVCS - City Wellness Supplies	\$86.66
				Wellness Event Supplies	
	Total 11082024 CG				\$86.66
	Total 55275				\$86.66
Total Carly Gaertner					\$86.66
CCD Black Diamond Partners LLC					
55267				2024 - November - Early 2nd Nov Batch	
	110424 CCD BDP				
		Bill of Sale			
		001-000-246-558-70-49-00		MDRT: Miscellaneous	\$1.00
				Plat 2A Road/Utl PUB19-0041	
	Total 110424 CCD BDP				\$1.00
	Total 55267				\$1.00
Total CCD Black Diamond Partners LLC					\$1.00
CHS/Cenex Inc					
55276				2024 - November - 2nd November Batch	
	128275 10312024 PD				
		October 2024 Fuel			
		001-000-210-521-10-32-00		PD: Fuel	\$3,446.66
				Police	
	Total 128275 10312024 PD				\$3,446.66
	Total 55276				\$3,446.66
Total CHS/Cenex Inc					\$3,446.66

Vendor	Number	Reference	Account Number	Description	Amount
City of Black Diamond	55277				
			2024 - November - 2nd November Batch		
		10312024 COBD			
			October 2024 Billing		
			001-000-212-521-50-47-01	PD: Utilities	\$229.57
			1399.14	Police	
			001-000-240-558-51-47-01	COM DEV: Utilities	\$92.36
			1399.15	2. CD Mod - Com Dev	
			001-000-240-558-60-47-01	PLN: Utilities	\$30.79
			1399.15	1. CD Mod - Planning	
			001-000-248-518-20-47-01	MDRT: Utilities	\$55.52
			1399.19	City Hall / MDRT	
			001-000-254-518-20-47-01	CH: Utilities	\$47.59
			1399.19	City Hall	
			001-000-254-518-21-47-01	MOD: Utilities	\$30.79
			1399.15	3. CD Mod - Admin	
			001-000-254-518-21-47-01	MOD: Utilities	\$83.18
			1399.12	2. Fire Museum - Records	
			001-000-270-575-30-47-01	PRK: Museum Utilities	\$119.83
			1399.18	Train Museum	
			001-000-270-575-30-47-01	PRK: Museum Utilities	\$39.00
			1399.05	Train Museum - Strm	
			001-000-270-575-51-47-01	GYM: Utilities	\$149.84
			1399.00	Gym	
			001-000-270-575-70-47-01	Lake Sawyer: Utilities	\$117.00
			1399.02	Boat Launch	
			001-000-270-576-80-47-01	PRK: Utilities	\$83.18
			1399.12	1. Fire Museum	
			001-000-270-576-80-47-01	PRK: Utilities	\$35.63
			1399.11	Eagle Creek Water	
			001-000-270-576-80-47-01	PRK: Utilities	\$35.63
			1399.13	Coal Car	
			001-000-270-576-80-47-01	PRK: Utilities	\$35.63
			1399.16	Railroad Ave Irrigation	
			001-000-270-576-80-47-01	PRK: Utilities	\$24.05
			1399.09	1. Shop - Parks	
			001-000-280-536-20-47-01	CEM: Utilities	\$35.63
			1399.08	Cemetery	
			001-000-280-536-20-47-01	CEM: Utilities	\$6.01
			1399.09	2. Shop - Cemetery	
			101-000-000-543-50-47-01	STRT: Utilities	\$13.88
			1399.19	City Hall / Streets	
			101-000-000-543-50-47-01	STRT: Utilities	\$45.09
			1399.09	3. Shop - Streets	
			401-000-000-534-80-47-01	WTR: Utilities	\$13.88
			1399.19	City Hall / Water	

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-000-534-80-47-01	WTR: Utilities	\$75.16
			1399.09 4. Shop - Water		
			407-000-000-535-80-47-01	SEW: Utilities	\$84.80
			1399.17 Morgansville / Alpine Sew Pump Stat		
			407-000-000-535-80-47-01	SEW: Utilities	\$75.16
			1399.09 5. Shop - Sewer		
			407-000-000-535-80-47-01	SEW: Utilities	\$13.88
			1399.19 City Hall / Sewer		
			410-000-000-531-10-47-01	STRM: Utilities	\$13.88
			1399.19 City Hall / Storm		
			410-000-000-531-10-47-01	STRM: Utilities	\$75.15
			1399.09 6. Shop - Storm		
		Total 10312024 COBD			\$1,662.11
	Total 55277				\$1,662.11
Total City of Black Diamond					\$1,662.11
City of Issaquah					
	55278			2024 - November - 2nd November Batch	
		24000431			
			Jail Housing for September 2024		
			001-000-211-523-60-49-00	PD: Jail Costs	\$441.00
			3 days		
		Total 24000431			\$441.00
	Total 55278				\$441.00
Total City of Issaquah					\$441.00
Confidential Data Disposal					
	55279			2024 - November - 2nd November Batch	
		228560			
			Nov 2024 Service		
			001-000-180-518-50-49-05	CEN SVCS: Shredding Services	\$45.00
		Total 228560			\$45.00
		228563			
			Nov 2024 Service		
			001-000-120-512-51-49-06	CRT: Shredding Services	\$15.00
			001-000-180-518-50-49-05	CEN SVCS: Shredding Services	\$15.00
			001-000-210-521-10-49-05	PD: Shredding Services	\$15.00
		Total 228563			\$45.00
	Total 55279				\$90.00
Total Confidential Data Disposal					\$90.00

Vendor	Number	Reference	Account Number	Description	Amount
Dept of Licensing-Firearms Online					
		EFT Payment 10/09/2024 11:56:02 AM - 1	2024 - October - October 2024 EFT Batch		
		10172024 DOL			
			October 2024 Service		
			633-000-400-589-30-00-00	CPL Fees for DOL - Firearms EFT	\$578.00
				Concealed Pistol License - \$125.00 Receipt Missing	
		Total 10172024 DOL			\$578.00
		Total EFT Payment 10/09/2024 11:56:02 AM - 1			\$578.00
Total Dept of Licensing-Firearms Online					\$578.00
Elwalu LLC (Elephant Car Wash)					
	55280		2024 - November - 2nd November Batch		
		2070			
			October 2024 Service		
			001-000-210-521-10-48-01	PD: Vehicle/Eq. Mtc. & Repair	\$455.33
				Car Wash & Lube & Oil Service	
		Total 2070			\$455.33
	Total 55280				\$455.33
Total Elwalu LLC (Elephant Car Wash)					\$455.33
Ferrell's Fire Extinguisher Company, Inc.					
	55281		2024 - November - 2nd November Batch		
		39748			
			Nov 2024 Service		
			001-000-180-518-50-31-00	CEN SVCS - Operating & Office Supplies	\$28.00
			001-000-240-558-51-48-00	COM DEV: Bld Repairs & Maintenance	\$14.00
			001-000-240-558-60-48-00	PLN: BLD Repairs & Maintenance	\$14.00
			001-000-248-518-20-31-00	MDRT - Bldg. Supplies	\$70.00
		Total 39748			\$126.00
		39749			
			Nov 2024 Service		
			101-000-000-542-30-31-03	STRT: Operating Supplies	\$193.00
			401-000-000-534-80-31-01	WTR - Operating Supplies	\$193.00
			407-000-000-535-80-31-01	SWR - Operating Supplies	\$193.00
			410-000-000-531-10-31-01	STRM - Operating Supplies	\$193.00
		Total 39749			\$772.00
		39750			
			Nov 2024 Service		
			001-000-210-521-10-31-00	PD: Office & Operating Supplies	\$310.00
		Total 39750			\$310.00
	Total 55281				\$1,208.00
Total Ferrell's Fire Extinguisher Company, Inc.					\$1,208.00

Vendor	Number	Reference	Account Number	Description	Amount
First Bankcard	0				
				2024 - November - Nov 2024 EFT Batch	
		Sweet, R 10.2024			
			101-000-000-542-30-43-00	STRT: Lodging, Meals & Mileage	\$138.00
				Red Lion - APWA Conf Room Registration - Sweet	
			401-000-000-534-80-43-00	WTR - Lodging, Meals & Mileage	\$138.00
				Red Lion - APWA Conf Room Registration - Sweet	
			407-000-000-535-80-43-00	SEW - Lodging, Meals & Mileage	\$138.00
				Red Lion - APWA Conf Room Registration - Sweet	
			410-000-000-531-10-43-00	STRM - Lodging, Meals & Mileage	\$138.00
				Red Lion - APWA Conf Room Registration - Sweet	
		Total Sweet, R 10.2024			\$552.00
Total 0					\$552.00
EFT Payment 10/22/2024 11:57:26 AM - 1				2024 - October - October 2024 EFT Batch	
		Benson, C 10.2024			
			001-000-110-511-60-43-00	COUNC: Lodging, Meals and Mileage	\$55.00
				SCA Network Dinner: Councilmember Mulvihill	
			001-000-130-513-10-43-00	MAYOR: Lodging, Meals & Mileage	\$55.00
				SCA Network Dinner: Mayor Benson	
			001-000-130-513-10-43-00	MAYOR: Lodging, Meals & Mileage	\$16.22
				BD Bakery - So End Mayor's Dinner - BD	
		Total Benson, C 10.2024			\$126.22
		Brandt, A 10.2024			
			001-000-210-521-10-31-04	PD: Uniform Allowance	\$15.22
				Light Charger	
			001-000-210-521-10-31-04	PD: Uniform Allowance	\$42.48
				Clip on Light	
		Total Brandt, A 10.2024			\$57.70
		Brealey, C 10.2024			
			001-000-140-514-23-43-00	FIN: Lodging, Meals & Mileage	\$590.77
				Centenial Hotel - Spokane 2024 Vision Conf 10.01.2024 - 10.4.2024	
			001-000-140-514-23-43-00	FIN: Lodging, Meals & Mileage	\$18.29
				Subway- 2024 Vision Conf 10.01.2024 - 10.4.2024	
		Total Brealey, C 10.2024			\$609.06
		Chatterson, K 10.2024			
			001-000-210-521-10-31-04	PD: Uniform Allowance	\$137.88
				5.11 Tactical - Boots	
		Total Chatterson, K 10.2024			\$137.88
		Davis, M 10.2024			
		Missing Backup			
			001-000-270-575-51-31-02	GYM: KC Equip & Sign Grant Costs	\$5,215.50
				Missing	
		Total Davis, M 10.2024			\$5,215.50
		Garbini, C 10.2024			
			001-000-210-521-10-31-00	PD: Office & Operating Supplies	\$51.66
				Amazon - Batteries	

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-210-521-10-31-00	PD: Office & Operating Supplies Amazon - File Box and Folders	\$54.38
			001-000-210-521-10-31-00	PD: Office & Operating Supplies Amazon - Mop	\$29.37
			001-000-210-521-10-31-00	PD: Office & Operating Supplies Amazon - Pressure Sprayer	\$29.15
			001-000-210-521-10-31-04	PD: Uniform Allowance Solomon - Boots	\$124.03
			001-000-210-521-10-31-04	PD: Uniform Allowance Leaddevilusa.com - Uniform	\$31.66
			001-000-210-521-10-31-04	PD: Uniform Allowance Amazon - Socks, Shirts	\$35.85
			001-000-210-521-10-31-04	PD: Uniform Allowance Vertex - Pants	\$103.55
			001-000-210-521-10-48-01	PD: Vehicle/Eq. Mtc. & Repair Covercraft - Seat Covers	\$107.48
		Total Garbini, C 10.2024			\$567.13
		Gill, D 10.2024			
			001-000-210-521-10-31-04	PD: Uniform Allowance L.L. Bean - Jacket	\$214.44
			001-000-214-521-20-42-03	PD: Postage UPS Store 9.25.2024	\$12.67
			001-000-214-521-20-42-03	PD: Postage UPS Store - Shipping	\$12.67
			001-000-214-521-20-42-03	PD: Postage UPS Store 10/11/2024	\$12.67
			001-000-214-521-20-42-03	PD: Postage UPS - Shipping 10.01.2024	\$12.67
		Total Gill, D 10.2024			\$265.12
		Greve, E 10.2024			
			Missing Backup		
			001-000-210-521-10-31-04	PD: Uniform Allowance missing	\$16.31
		Total Greve, E 10.2024			\$16.31
		Hopkins. G 10.2024			
			001-000-140-514-23-43-00	FIN: Lodging, Meals & Mileage Cent Espresso - 2024 Vision Conf 10.2024	\$13.00
			001-000-140-514-23-43-00	FIN: Lodging, Meals & Mileage Chevron - 2024 Vision Conf 10.2024	\$34.35
			001-000-140-514-23-43-00	FIN: Lodging, Meals & Mileage Centennial Spokane -2024 Vision Conf 10.2024	\$556.55
			001-000-140-514-23-43-00	FIN: Lodging, Meals & Mileage Taco Time - 2024 Vision Conf 10.2024	\$25.31
			001-000-140-514-23-43-00	FIN: Lodging, Meals & Mileage Subway - 2024 Vision Conf 10.2024	\$19.41

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-140-514-23-43-00	FIN: Lodging, Meals & Mileage	\$33.00
				Chevron - Fuel - 2024 Vision Conf 10.2024	
		Total Hopkins, G 10.2024			\$681.62
		Jewett, Lind 10.2024			
			001-000-240-558-51-31-02	COM DEV: Uniforms & Safety Supplies	\$108.69
				LL Bean - Vest for Jodie Barnett	
			001-000-240-558-51-31-02	COM DEV: Uniforms & Safety Supplies	\$435.91
				LL Bean - Sweatshirts	
			001-000-240-558-51-31-03	COM DEV: Books, Maps & Periodicals	\$429.76
				ICC - Code Books	
			001-000-240-558-51-32-00	COM DEV: Fuel	\$34.39
				Safeway Fuel - 2024 WSAPT Fall Conf - Chelan, WA	
			001-000-240-558-51-43-00	COM DEV: Lodging, Meals & Mileage	\$2.25
				Vending Machine - 2024 WSAPT Fall Conf - Chelan, WA	
			001-000-240-558-51-43-00	COM DEV: Lodging, Meals & Mileage	\$14.15
				Starbucks - 2024 WSAPT Fall Conf - Chelan, WA	
			001-000-240-558-51-43-00	COM DEV: Lodging, Meals & Mileage	\$26.63
				Landing - 2024 WSAPT Fall Conf - Chelan, WA	
			001-000-240-558-51-43-00	COM DEV: Lodging, Meals & Mileage	\$367.62
				Campbells Resort - 2024 WSAPT Fall Conf - Chelan, WA	
			001-000-240-558-51-43-00	COM DEV: Lodging, Meals & Mileage	\$28.62
				Campbells Rest - 2024 WSAPT Fall Conf - Chelan, WA	
			001-000-240-558-51-43-00	COM DEV: Lodging, Meals & Mileage	\$12.03
				Starbucks - 2024 WSAPT Fall Conf - Chelan, WA	
			001-000-240-558-51-43-00	COM DEV: Lodging, Meals & Mileage	\$26.83
				Campbells - 2024 WSAPT Fall Conf - Chelan, WA	
			001-000-240-558-51-49-01	COM DEV: Training & Workshops	\$175.00
				WSAPT 2024 Fall Conf Regis - Jodie Barnett	
			001-000-240-558-51-49-02	COM DEV: Dues & Memberships	\$50.00
				WSAPT Membership 2024 - Jodie Barnett	
		Total Jewett, Lind 10.2024			\$1,711.88
		Kiblinger, J 10.2024			
			001-000-216-521-10-43-00	PD: Lodging, Meals & Mileage	\$96.45
				IACP Conference: Airport Parking	
		Total Kiblinger, J 10.2024			\$96.45
		Kuzaro, J 10.2024			
			001-000-240-558-60-49-02	PLN: Dues & Memberships	\$101.00
				American Planning Assoc Membership	
		Total Kuzaro, J 10.2024			\$101.00
		Madeo, C 10.2024			
			001-000-180-518-50-31-03	CEN SVCS - City Wellness Supplies	\$8.68
				Bottled Water for Wellness Event - Museum Walk	
		Total Madeo, C 10.2024			\$8.68
		Martinez, Bre 10.2024			
			001-000-110-511-60-43-00	COUNC: Lodging, Meals and Mileage	\$55.00
				SCA - October Networking Dinner - Page	

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-180-518-50-41-03	CEN SVCS - hiring/Employment costs	\$50.00
				Job Net - Post Com Dev Direct Opening 10/11/2024	
		Total Martinez, Bre 10.2024			\$105.00
		Martinez, Bri 10.2024			
			001-000-216-521-10-43-00	PD: Lodging, Meals & Mileage	\$55.51
				Meal: Bowl Gogi - Kiblinger & Martinez	
			001-000-216-521-10-43-00	PD: Lodging, Meals & Mileage	\$615.06
				Annual Marine Law Enforcement Conf: Chatterson	
			001-000-216-521-10-43-00	PD: Lodging, Meals & Mileage	\$50.67
				Meal: Bowl Gogi - Kiblinger & Martinez	
		Total Martinez, Bri 10.2024			\$721.24
		Mason, X 10.2024			
			001-000-140-514-23-31-01	FIN: Uniform Allowance	\$560.06
				LL Bean - Fin - Logo Wear Uniforms	
			001-000-140-514-23-49-02	FIN: Dues & Memberships	\$150.00
				GFOA - Membership	
			001-000-180-518-50-49-25	CEN SVCS - Bank Merch CC Fees	\$17.75
				WA DOR - Cred Crd Use Serv Chg	
			001-000-210-342-10-01-00	PD: Traffic School Fee	\$507.00
				WA DOR - 2024 Unclaimed Prop Submitted to State	
			101-000-000-542-30-31-04	STRT: Uniforms & Safety Supplies	\$124.80
				LL Bean - PW Logo Wear Uniforms	
		Total Mason, X 10.2024			\$1,359.61
		O'Neill, S 10.2024			
			001-000-140-514-23-49-01	FIN: Training and Workshops	\$175.00
				Jotform/Paypal - Reg 5 Finance Emp. - October 2024 PSFOA Mtg	
			001-000-140-514-23-49-01	FIN: Training and Workshops	\$35.00
				PSFOA Luncheon Registration	
		Total O'Neill, S 10.2024			\$210.00
		Parks, T 10.2024			
			001-000-121-512-51-41-02	CRT: AOC-Therapeutic Grant 07/01/2024 - 06/30/2025	\$700.00
				Court - Therapuetic Grant	
				WSADCP - Conference Registration	
		Total Parks, T 10.2024			\$700.00
		Pittam, J 10.2024			
			001-000-246-558-70-48-01	MDRT: Vehicle Repair & Maintenance	\$10.87
				Eco Wash - Car Wash	
		Total Pittam, J 10.2024			\$10.87
		Redd, T 10.2024			
			001-000-246-558-70-43-00	MDRT: Lodging, Meals & Mileage	\$39.97
				Mountain Mist - Bottled Water Service	
			001-000-246-558-70-43-00	MDRT: Lodging, Meals & Mileage	\$32.29
				Panera: Working Lunch	
		Total Redd, T 10.2024			\$72.26

Vendor	Number	Reference	Account Number	Description	Amount
		Reed, R 10.2024			
			Missing Backup		
			001-000-145-518-80-41-14	IT: Net Motion Support	\$240.00
			DUO MFA		
			001-000-145-518-80-41-15	IT: Web Hosting Cost	\$24.00
			Sweethawk		
			001-000-145-518-80-41-15	IT: Web Hosting Cost	\$325.80
			Zendesk		
			001-000-145-518-80-48-00	IT: Repairs & Mtc costs	\$280.00
			Starlink Internet		
			001-000-145-518-80-48-01	IT: Misc Mtc Fees.	\$500.00
			Missing: AxCrypt		
			001-000-145-518-80-48-01	IT: Misc Mtc Fees.	\$600.00
			Missing: Canva		
			001-000-145-518-80-48-01	IT: Misc Mtc Fees.	\$52.14
			Missing: Home Depot		
		Total Reed, R 10.2024			\$2,021.94
		Riepl, W 10.2024			
			001-000-210-521-10-31-00	PD: Office & Operating Supplies	\$70.93
			Amazon - Shears		
			001-000-210-521-10-31-00	PD: Office & Operating Supplies	\$25.98
			Adobe - Aoftware		
			001-000-210-521-10-49-01	PD: Training	\$4,465.00
			Cellebrite - Virtual Training		
		Total Riepl, W 10.2024			\$4,561.91
		Sloss, J 10.2024			
			001-000-180-518-50-31-03	CEN SVCS - City Wellness Supplies	\$31.98
			Costco - October Wellness Event		
			001-000-180-518-50-31-03	CEN SVCS - City Wellness Supplies	\$50.41
			Safeway - October Wellness Event		
			001-000-210-521-10-49-01	PD: Training	\$429.00
			Full Circle - NIBRS Online Training 11.2024		
		Total Sloss, J 10.2024			\$511.39
		Stavano, J 10.2024			
			101-000-000-542-30-48-06	STRT: Roadside Maint and tree removal	\$127.98
			Black Riv Transf - Dumping Fees		
			401-000-000-534-80-49-01	WTR: Training & Workshops	\$770.00
			WETRC - Backflow Assembly Tester Exam - Stavano		
			401-000-000-534-80-49-01	WTR: Training & Workshops	\$87.00
			WA Certification Svc - Waterwoirks Exam Application		
			510-000-500-594-48-62-00	PW Bldg Related Impr.	\$235.22
			Cal Rents - Roller Rental for Parking Lot		
		Total Stavano, J 10.2024			\$1,220.20
		Thornquist, C 10.2024			
			001-000-110-511-60-43-00	COUNC: Lodging, Meals and Mileage	\$138.73
			Dinner for Council Mtg 10.10.2024		

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-137-514-21-43-00	CLK: Lodging, Meals & Mileage	\$19.31
				Breakfast - WMCA Fall Education Day - Wenatchee, WA 10/2024	
			001-000-137-514-21-43-00	CLK: Lodging, Meals & Mileage	\$18.00
				Applebee's - WMCA Fall Education Day - Wenatchee, WA 10/2024	
			001-000-137-514-21-43-00	CLK: Lodging, Meals & Mileage	\$125.31
				Hilton - WMCA Fall Education Day - Wenatchee, WA 10/2024	
			001-000-137-514-21-43-00	CLK: Lodging, Meals & Mileage	\$1.50
				Water - WMCA Fall Education Day - Wenatchee, WA 10/2024	
			Total Thornquist, C 10.2024		\$302.85
			Williamson, A 10.2024		
			001-000-246-558-70-43-00	MDRT: Lodging, Meals & Mileage	\$83.61
				LOLL1 Planning meeting	
			001-000-246-558-70-43-00	MDRT: Lodging, Meals & Mileage	\$66.31
				Nori Sushi - Com Dev Update Lunch - Williamson, Davis	
			001-000-246-558-70-49-00	MDRT: Miscellaneous	\$51.06
				Spring Kitchen - Sewer Lift Station - Williamson, Hanis	
			Total Williamson, A 10.2024		\$200.98
			Williamson, T 10.2024		
			001-000-137-514-21-49-01	CLK: Training & Workshops	\$60.00
				IIMC - Training - Records Mgmt 1	
			001-000-137-514-21-49-01	CLK: Training & Workshops	\$60.00
				IIMC - Training - Records Mgmt 1	
			Total Williamson, T 10.2024		\$120.00
			Total EFT Payment 10/22/2024 11:57:26 AM - 1		\$21,712.80
			Total First Bankcard		\$22,264.80
G.W., Inc	55282		2024 - November - 2nd November Batch		
		1271775			
			PD - Supplies		
			001-000-210-521-10-35-00	PD: Firearms Program	\$1,020.54
		Total 1271775			\$1,020.54
	Total 55282				\$1,020.54
Total G.W., Inc					\$1,020.54
Gunderson Law Firm	55283		2024 - November - 2nd November Batch		
		1423			
			October 2024 Service		
			001-000-121-512-51-41-02	CRT: AOC-Therapeutic Grant 07/01/2024 - 06/30/2025	\$750.00
				Court - Therapuetic Grant	
				Community Court	
			001-000-151-515-41-41-04	CRT - Legal - Pros Attorney	\$3,400.00
				Monthly Service	

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-151-515-41-41-04	CRT - Legal - Pros Attorney	\$400.00
			Extra Calendar		
		Total 1423			\$4,550.00
	Total 55283				\$4,550.00
Total Gunderson Law Firm					\$4,550.00
Home Depot Credit Service					
55284					
			2024 - November - 2nd November Batch		
		3513603			
			001-000-270-576-80-31-03	PRK - Operating Supplies	\$4.16
			Parks - Operating Supplies		
			001-000-280-536-20-31-02	CEM: Operating Supplies	\$2.49
			Cemetery - Operating Supplies		
			101-000-000-542-30-31-03	STRT: Operating Supplies	\$7.48
			Streets - Operating Supplies		
			401-000-000-534-80-31-01	WTR - Operating Supplies	\$9.14
			Water - Operating Supplies		
			407-000-000-535-80-31-01	SWR - Operating Supplies	\$9.14
			Sewer - Operating Supplies		
			410-000-000-531-10-31-01	STRM - Operating Supplies	\$9.15
			Storm - Operating Supplies		
		Total 3513603			\$41.56
		4010895			
			PW - Supplies		
			510-000-500-594-48-62-00	PW Bldg Related Impr.	\$116.63
		Total 4010895			\$116.63
		4515217			
			PW - Supplies		
			510-000-500-594-48-62-00	PW Bldg Related Impr.	\$61.94
			Caulking, Silicone, Caulking Gun		
		Total 4515217			\$61.94
		6514870			
			EM Supplies		
			001-000-191-525-60-31-00	EM - Supplies	\$16.86
			Water		
		Total 6514870			\$16.86
		7514692			
			PW Supplies		
			101-000-000-542-30-31-03	STRT: Operating Supplies	\$53.62
			401-000-000-534-80-31-01	WTR - Operating Supplies	\$53.62
			407-000-000-535-80-31-01	SWR - Operating Supplies	\$53.62
			410-000-000-531-10-31-01	STRM - Operating Supplies	\$53.61
		Total 7514692			\$214.47

Vendor	Number	Reference	Account Number	Description	Amount
		7514693			
			Cent Svc Supplies		
			001-000-254-518-20-31-00	CH: Office & Operating Supplies	\$46.79
				Fire Extinguisher	
		Total 7514693			\$46.79
	Total 55284				\$498.25
Total Home Depot Credit Service					\$498.25
Honey Bucket/Northwest Cascade Inc.					
55285				2024 - November - 2nd November Batch	
		0554522267			
			November 2024 Service		
			001-000-270-575-70-41-01	Lake Sawyer: Portable Restroom Facility	\$98.00
				Parks-Boat Launch Rental: 145291	
		Total 0554522267			\$98.00
		0554522268			
			November 2024 Service		
			001-000-270-575-70-41-01	Lake Sawyer: Portable Restroom Facility	\$98.00
				Lake Sawyer Regional Park: 71400002	
		Total 0554522268			\$98.00
		0554522269			
			November 2024 Service		
			001-000-270-575-70-41-01	Lake Sawyer: Portable Restroom Facility	\$98.00
				Regional Park w/ Hand Sanitizer: 0071400003	
		Total 0554522269			\$98.00
	Total 55285				\$294.00
Total Honey Bucket/Northwest Cascade Inc.					\$294.00
HWA GeoSciences Inc.					
55286				2024 - November - 2nd November Batch	
		36792			
			October2024 Service		
			001-000-257-558-70-41-05	MDRT - Geotech	\$465.00
		Total 36792			\$465.00
		36793			
			October2024 Service		
			001-000-257-558-70-41-05	MDRT - Geotech	\$4,240.00
		Total 36793			\$4,240.00
	Total 55286				\$4,705.00
Total HWA GeoSciences Inc.					\$4,705.00

Vendor	Number	Reference	Account Number	Description	Amount
Intercom Language Services, Inc.					
	55287		2024 - November - 2nd November Batch		
		24-566			
			October2024 Service		
			001-000-120-512-51-41-04	CRT: Interpreter	\$468.75
		Total 24-566			\$468.75
	Total 55287				\$468.75
Total Intercom Language Services, Inc.					\$468.75
Invoice Cloud					
	EFT Payment 10/09/2024 11:58:09 AM - 1		2024 - October - October 2024 EFT Batch		
		10092024 IC			
			September 2024 Service		
			001-000-210-521-10-49-04	PD: Bank Analysis Fees/Merch CC Fees	\$25.00
				PD Online Portal	
			001-000-240-558-51-49-05	COM DEV: Bank Analysis Fees/Merch CC Fees	\$25.00
				CD Online Portal	
			401-000-000-534-80-49-50	WTR - Bank Analysis Fees/Merch CC/ Lien Fees	\$18.40
				Water Online Portal & Misc	
			407-000-000-535-80-49-50	SEW - Bank Analysis Fees/Merch CC/ Lien Fees	\$18.40
				Sewer Online Portal & Misc	
			410-000-000-531-10-49-50	STRM - Bank Analysis Fees/Merch CC/ Lien Fees	\$3.20
				Storm Online Portal & Misc	
		Total 10092024 IC			\$90.00
	Total EFT Payment 10/09/2024 11:58:09 AM - 1				\$90.00
Total Invoice Cloud					\$90.00
Jaydn Bond					
	55288		2024 - November - 2nd November Batch		
		13 JB			
			October2024 Service		
			001-000-121-512-51-41-02	CRT: AOC-Therapeutic Grant 07/01/2024 - 06/30/2025	\$700.00
				Court - Therapuetic Grant	
		Total 13 JB			\$700.00
	Total 55288				\$700.00
Total Jaydn Bond					\$700.00
Johnsons Home & Garden					
	55289		2024 - November - 2nd November Batch		
		483424			
			101-000-000-542-30-31-03	STRT: Operating Supplies	\$690.84

Vendor	Number	Reference	Account Number	Description	Amount
				Operating Supplies - Streets	
		Total 483424			\$690.84
	Total 55289				\$690.84
Total Johnsons Home & Garden					\$690.84
King County Finance - Wastewater Treat Div.					
55290				2024 - November - 2nd November Batch	
		30039479			
			November 2024 Service		
			407-000-000-535-80-41-04	SEW - Metro Sewer Charges	\$132,484.44
		Total 30039479			\$132,484.44
	Total 55290				\$132,484.44
Total King County Finance - Wastewater Treat Div.					\$132,484.44
King County Prosecuting Attorney					
55291				2024 - November - 2nd November Batch	
		10312024 KCPA			
			October 24 Crime Victims Remittance		
			633-000-100-589-30-00-00	CRT - Fees for King County	\$247.15
				Court Remittance	
		Total 10312024 KCPA			\$247.15
	Total 55291				\$247.15
Total King County Prosecuting Attorney					\$247.15
Larsen Sign Co.					
55292				2024 - November - 2nd November Batch	
		35206			
			PD - Supplies		
			001-000-210-521-10-48-01	PD: Vehicle/Eq. Mtc. & Repair	\$108.80
				Vinyl Decal	
		Total 35206			\$108.80
	Total 55292				\$108.80
Total Larsen Sign Co.					\$108.80

Vendor	Number	Reference	Account Number	Description	Amount
Law Office of Krista White Swain					
	55293		2024 - November - 2nd November Batch		
		10312024 LOKWS			
			October 2024 Service		
			001-000-120-512-51-41-00	CRT: Judge	\$400.00
				Additional Calendar	
			001-000-120-512-51-41-00	CRT: Judge	\$4,200.00
				Regular Calendar	
			001-000-121-334-01-20-02	AOC-Therapeutic Court 07/01/2024 - 06/30/2025	\$350.00
				Court - Therapuetic Grant	
				Therapeutic Court Supplement	
		Total 10312024 LOKWS			
			\$4,950.00		
	Total 55293		\$4,950.00		
Total Law Office of Krista White Swain					\$4,950.00
Lennar Northwest, Inc					
	55268		2024 - November - Early 2nd Nov Batch		
		110424 LN			
			Bill of Sale		
			001-000-246-558-70-49-00	MDRT: Miscellaneous	\$1.00
				Phase 1B Plat A Division 4	
		Total 110424 LN			
			\$1.00		
	Total 55268		\$1.00		
Total Lennar Northwest, Inc					\$1.00
Madrona Law Group LLC					
	55294		2024 - November - 2nd November Batch		
		12804			
			October 2024 Service		
			001-000-150-515-41-41-36	Legal - Code Enforcement	\$368.50
				CD - Code Enforcement	
		Total 12804			
			\$368.50		
		12805			
			October 2024 Service		
			001-000-150-515-41-41-01	Legal Services-General Govt	\$4,586.18
				General City Billing	
			101-000-000-542-30-41-15	STRT: Legal Costs	\$1,019.15
				General City Billing	
			401-000-000-534-80-41-04	WTR - Legal Svcs	\$1,528.73
				General City Billing	
			407-000-000-535-80-41-09	SEW - Legal Costs	\$1,528.73
				General City Billing	
			410-000-000-531-10-41-01	STRM - Legal Costs	\$1,528.71
				General City Billing	
		Total 12805			
			\$10,191.50		

Vendor	Number	Reference	Account Number	Description	Amount
		12806			
			October 2024 Service		
			001-000-150-515-41-41-36	Legal - Code Enforcement	\$730.00
				CD - Code Enforcement - Gokey	
		Total 12806			\$730.00
		12807			
			October 2024 Service		
			001-000-150-515-41-41-02	Legal - Employment	\$912.00
				Employment	
		Total 12807			\$912.00
		12808			
			October 2024 Service		
			001-000-257-558-70-41-00	MDRT - Legal Services	\$5,971.00
				MDRT / OakPoint	
		Total 12808			\$5,971.00
		12809			
			October 2024 Service		
			001-000-150-515-41-41-17	Legal - Public Disc/Oth	\$85.50
				Public Records Requets Advice	
		Total 12809			\$85.50
		12810			
			October 2024 Service		
			001-000-150-515-41-41-41	Legal Costs-TDR'S	\$234.50
				TDR	
		Total 12810			\$234.50
	Total 55294				\$18,493.00
Total Madrona Law Group LLC					\$18,493.00
Merchant Card Services / Vantive Holding, LLC					
	EFT Payment 10/08/2024 11:58:38 AM - 1		2024 - October - October 2024 EFT Batch		
	10082024 MCS				
			September 2024 Service		
			001-000-270-575-70-49-00	Lake Sawyer: Bank Analysis Fees / Merch CC Fees	\$272.20
				Lake Sawyer Pay Station	
	Total 10082024 MCS				\$272.20
	Total EFT Payment 10/08/2024 11:58:38 AM - 1				\$272.20
Total Merchant Card Services / Vantive Holding, LLC					\$272.20

Vendor	Number	Reference	Account Number	Description	Amount
Olympic Environmental Resources					
	55295		2024 - November - 2nd November Batch		
		11072024 OER			
			Fall Recycle Event		
			001-000-182-554-90-41-00	Recycling Program- KC Grant	\$5,746.69
		Total 11072024 OER			\$5,746.69
	Total 55295				\$5,746.69
Total Olympic Environmental Resources					\$5,746.69
Orkin Commercial Services					
	55296		2024 - November - 2nd November Batch		
		267997707			
			PD - Bldg Maint		
			001-000-212-521-50-48-00	PD: Bldg Repairs & Maintenance	\$145.78
		Total 267997707			\$145.78
	Total 55296				\$145.78
Total Orkin Commercial Services					\$145.78
Palmer Coking Coal Company					
	55297		2024 - November - 2nd November Batch		
		92696			
			510-000-500-594-48-62-00	PW Bldg Related Impr.	\$1,226.79
		Total 92696			\$1,226.79
		92724			
			510-000-500-594-48-62-00	PW Bldg Related Impr.	\$791.99
		Total 92724			\$791.99
	Total 55297				\$2,018.78
Total Palmer Coking Coal Company					\$2,018.78
PD - Transient Vendors					
	55298		2024 - November - 2nd November Batch		
		INV20241110205528268		Brownwyn Thompson	
			Traffic School Refund		
			001-000-210-342-10-01-00	PD: Traffic School Fee	\$176.00
				Traffic School Reimbursement	
		Total INV20241110205528268			\$176.00
	Total 55298				\$176.00
	55299		2024 - November - 2nd November Batch		
		INV20241110211436478		Jeffrey Harmon	
			Traffic School Refund		
			001-000-210-342-10-01-00	PD: Traffic School Fee	\$145.00
				Traffic School Reimbursement	
		Total INV20241110211436478			\$145.00
	Total 55299				\$145.00
Total PD - Transient Vendors					\$321.00

Vendor	Number	Reference	Account Number	Description	Amount
Precision Concrete Cutting, Inc.					
	55300		2024 - November - 2nd November Batch		
		23900			
			310-000-037-594-76-64-00	Skate Park: Construction	\$707.20
		Total 23900			\$707.20
	Total 55300				\$707.20
Total Precision Concrete Cutting, Inc.					\$707.20
Puget Sound Energy					
	55301		2024 - November - 2nd November Batch		
		400004081941 11.21.2024			
			November 2024 Service		
			510-000-500-594-48-62-00	PW Bldg Related Impr.	\$826.00
				Electrical Upgrade for PW - Mod	
		Total 400004081941 11.21.2024			\$826.00
	Total 55301				\$826.00
Total Puget Sound Energy					\$826.00
Regional Animal Services of King County					
	55302		2024 - November - 2nd November Batch		
		11062024 RA			
			October 2024 Animal Lic		
			633-000-600-589-30-00-00	Pet License Fees for King County	\$30.00
				357764 & 704042	
		Total 11062024 RA			\$30.00
	Total 55302				\$30.00
Total Regional Animal Services of King County					\$30.00
Secure Pacific Corporation					
	55303		2024 - November - 2nd November Batch		
		425075			
			November 2024 Service		
			001-000-212-521-50-49-04	PD: Security	\$229.50
				PD - Boat Dock	
		Total 425075			\$229.50
	Total 55303				\$229.50
Total Secure Pacific Corporation					\$229.50
Severson's Building Maintenance					
	55304		2024 - November - 2nd November Batch		
		588753			
			October 2024 Service		
			001-000-248-518-20-48-00	MDRT: Bld Repair & Maintenance	\$500.00
				CH / MDRT	
			001-000-254-518-20-48-00	CH: BLD Repair & Maintenance	\$375.00
				CH / Finance	

Vendor	Number	Reference	Account Number	Description	Amount
			101-000-000-543-50-48-00	STRT: Bld Repair & Maintenance Shops	\$125.00
			CH / Streets		
			401-000-000-534-80-48-00	WTR: Bld Repair & Maintenance Shops	\$125.00
			CH / Water		
			407-000-000-535-80-48-00	SEW: Bld Repair & Maintenance Shops	\$125.00
			CH / Sewer		
			410-000-000-531-10-48-00	STRM: Bld Repair & Maintenance Shops	\$125.00
			CH / Storm		
		Total 588753			\$1,375.00
		588754			
			October 2024 Service		
			001-000-240-558-51-48-00	COM DEV: Bld Repairs & Maintenance	\$320.00
			Com Dev Mod / Com Dev		
			001-000-240-558-60-48-00	PLN: BLD Repairs & Maintenance	\$80.00
			Com Dev Mod / Planning		
			001-000-254-518-20-48-00	CH: BLD Repair & Maintenance	\$100.00
			Com Dev Mod / Admin		
		Total 588754			\$500.00
		588755			
			October 2024 Service		
			001-000-212-521-50-41-03	PD: Custodial Cost	\$625.00
			Police / Court		
		Total 588755			\$625.00
		588756			
			October 2024 Service		
			001-000-270-575-51-48-00	GYM: Bld Repair & Maintenance	\$300.00
			Gym		
		Total 588756			\$300.00
		588757			
			October 2024 Service		
			101-000-000-543-50-48-00	STRT: Bld Repair & Maintenance Shops	\$62.50
			PW Shop / Streets		
			401-000-000-534-80-48-00	WTR: Bld Repair & Maintenance Shops	\$62.50
			PW Shop / Water		
			407-000-000-535-80-48-00	SEW: Bld Repair & Maintenance Shops	\$62.50
			PW Shoip / Sewer		
			410-000-000-531-10-48-00	STRM: Bld Repair & Maintenance Shops	\$62.50
			PW Shop / Storm		
		Total 588757			\$250.00
		Total 55304			\$3,050.00
Total Severson's Building Maintenance					\$3,050.00

Vendor	Number	Reference	Account Number	Description	Amount
Shope Concrete Products					
	55305		2024 - November - 2nd November Batch		
		10037319			
			410-000-000-531-10-31-01	STRM - Operating Supplies	\$798.95
		Total 10037319			\$798.95
	Total 55305				\$798.95
Total Shope Concrete Products					\$798.95
Somer Johnson					
	55306		2024 - November - 2nd November Batch		
		154 SJ			
			October 2024 Service		
			001-000-121-512-51-41-02	CRT: AOC-Therapeutic Grant 07/01/2024 - 06/30/2025	\$2,500.00
				Court - Therapuetic Grant	
		Total 154 SJ			\$2,500.00
	Total 55306				\$2,500.00
Total Somer Johnson					\$2,500.00
State Auditor's Office					
	55307		2024 - November - 2nd November Batch		
		I164204			
			October 2024 Service		
			001-000-140-514-23-41-01	FIN: State Auditor Services	\$139.10
			101-000-000-542-30-41-14	STRT: State Auditor Services	\$33.38
			401-000-000-534-80-41-03	WTR - State Auditor Services	\$127.97
			407-000-000-535-80-41-07	SEW - State Auditor Services	\$127.97
			410-000-000-531-10-41-02	STRM - State Auditor Services	\$127.98
		Total I164204			\$556.40
	Total 55307				\$556.40
Total State Auditor's Office					\$556.40
Thomson Reuters - West					
	55308		2024 - November - 2nd November Batch		
		850998296			
			October 2024 Service		
			001-000-210-521-10-41-07	PD: Prof Serv/Leads Online - Pawn Shop	\$237.19
		Total 850998296			\$237.19
	Total 55308				\$237.19
Total Thomson Reuters - West					\$237.19

Vendor	Number	Reference	Account Number	Description	Amount
Trent Gray, LMHC					
	55309		2024 - November - 2nd November Batch		
		137 TG			
			October2024 Service		
			001-000-121-512-51-41-02	CRT: AOC-Therapeutic Grant 07/01/2024 - 06/30/2025	\$1,000.00
				Court - Therapuetic Grant	
		Total 137 TG			\$1,000.00
	Total 55309				\$1,000.00
Total Trent Gray, LMHC					\$1,000.00
U.S. Postal Service (CMRS-FP)					
	EFT Payment 10/25/2024 11:59:05 AM - 1		2024 - October - October 2024 EFT Batch		
		10252024 USPS CRMS FP			
			Postage Refills		
			001-000-180-518-50-42-01	CEN SVCS: Postage	\$600.00
			10/23/2024		
			001-000-180-518-50-42-01	CEN SVCS: Postage	\$600.00
			10/25/2024		
		Total 10252024 USPS CRMS FP			\$1,200.00
	Total EFT Payment 10/25/2024 11:59:05 AM - 1				\$1,200.00
Total U.S. Postal Service (CMRS-FP)					\$1,200.00
Umpqua Bank					
	EFT Payment 10/22/2024 11:59:33 AM - 1		2024 - October - October 2024 EFT Batch		
		10222024 UB			
			3rd Qtr 2024 Bank Fees		
			001-000-120-512-51-49-11	CRT: Bank Analysis Fees	\$74.81
			001-000-180-518-50-49-26	CEN SVCS: City- Bank Analysis Fees	\$96.12
			001-000-240-558-51-49-05	COM DEV: Bank Analysis Fees/Merch CC Fees	\$288.37
			101-000-000-542-30-49-50	Credit Card/Bank Charges	\$96.12
			401-000-000-534-80-49-50	WTR - Bank Analysis Fees/Merch CC/ Lien Fees	\$192.24
			407-000-000-535-80-49-50	SEW - Bank Analysis Fees/Merch CC/ Lien Fees	\$192.24
			410-000-000-531-10-49-50	STRM - Bank Analysis Fees/Merch CC/ Lien Fees	\$96.13
		Total 10222024 UB			\$1,036.03
	Total EFT Payment 10/22/2024 11:59:33 AM - 1				\$1,036.03
Total Umpqua Bank					\$1,036.03
United Business Machines of WA Inc					
	55310		2024 - November - 2nd November Batch		
		INV526938			
			October2024 Service		
			001-000-120-512-51-49-03	CRT: Printing & Binding	\$73.47

Vendor	Number	Reference	Account Number	Description	Amount
				Monthly Per Copy Charge	
		Total INV526938			\$73.47
	Total 55310				\$73.47
Total United Business Machines of WA Inc					\$73.47
US Bank Equipment Finance					
	EFT Payment 10/10/2024 12:00:07 PM - 1		2024 - October - October 2024 EFT Batch		
	10102024 USBE				
		9/10/2024 - 10/10/2024 Copeir Rental			
		001-000-180-591-18-70-03		CEN SVCS: Copier Lease	\$439.38
		CH			
		001-000-180-591-18-70-03		CEN SVCS: Copier Lease	\$372.98
		CLRK			
		001-000-210-591-21-70-03		PD: Copier Lease	\$330.49
		PD			
		001-000-240-591-58-70-03		COM DEV: Copier Lease	\$93.24
		CD			
		001-000-248-591-58-70-03		MDRT: Copier Lease	\$361.52
		MDRT			
		101-000-000-591-95-70-03		STRT: Copier Lease	\$91.84
		STRT			
		401-000-000-591-34-70-03		WTR: Copier Lease	\$107.14
		WTR			
		407-000-000-591-35-70-03		SEW: Copier Lease	\$61.22
		SWR			
		410-000-000-591-31-70-03		STRM: Copier Lease	\$45.92
		STRM			
		Total 10102024 USBE			\$1,903.73
	Total EFT Payment 10/10/2024 12:00:07 PM - 1				\$1,903.73
Total US Bank Equipment Finance					\$1,903.73
Valley Communications Center					
	55311		2024 - November - 2nd November Batch		
		028393			
		001-000-214-521-20-41-00		PD: Valley Comm - Dispatch Service	\$9,816.10
		189.5 calls			
		Total 028393			\$9,816.10
	Total 55311				\$9,816.10
Total Valley Communications Center					\$9,816.10

Vendor	Number	Reference	Account Number	Description	Amount
VenTek International					
	55312		2024 - November - 2nd November Batch		
		146567			
			November 2024 Service		
			001-000-270-575-70-41-00	Lake Sawyer: Ven Tek/Venvue Pay Station	\$90.00
		Total 146567			\$90.00
	Total 55312				\$90.00
Total VenTek International					\$90.00
Vision Municipal Solutions, LLC					
	55313		2024 - November - 2nd November Batch		
		09-15053			
			September 2024 Utility Bills and News Letters		
			001-000-120-512-51-49-03	CRT: Printing & Binding	\$30.26
				News Letters	
			001-000-180-518-50-49-03	CEN SVCS: Printing & Binding	\$30.26
				News Letters	
			001-000-210-521-10-49-03	PD: Printing & Binding	\$30.26
				News Letters	
			001-000-240-558-51-49-03	COM DEV: Printing & Binding	\$30.26
				News Letters	
			001-000-240-558-60-49-03	PLN: Printing & Binding	\$30.26
				News Letters	
			001-000-246-558-70-49-05	MDRT: Printing	\$30.26
				News Letters	
			401-000-000-534-80-49-03	WTR: Printing & Binding	\$488.07
				Printing - Utility Bills	
			401-000-000-534-80-49-03	WTR: Printing & Binding	\$30.26
				News Letters	
			407-000-000-535-80-49-03	SEW: Printing & Binding	\$30.26
				News Letters	
			407-000-000-535-80-49-03	SEW: Printing & Binding	\$488.07
				Printing - Utility Bills	
			410-000-000-531-10-49-03	STRM: Printing & Binding	\$84.88
				Printing - Utility Bills	
			410-000-000-531-10-49-03	STRM: Printing & Binding	\$33.01
				News Letters	
		Total 09-15053			\$1,336.11
		Invoice - 6/24/2024 10:32:29 ADJ			
			Correction for invoice paid twice		
			401-000-000-534-80-49-03	WTR: Printing & Binding	(\$431.42)
				Printing - Utility Bills	
			407-000-000-535-80-49-03	SEW: Printing & Binding	(\$431.42)
				Printing - Utility Bills	
			410-000-000-531-10-49-03	STRM: Printing & Binding	(\$75.02)

Vendor	Number	Reference	Account Number	Description	Amount
Washington State Patrol	55315			2024 - November - 2nd November Batch	
		12502410			
			October 2024 Servie		
			633-000-500-589-30-00-00	PD - CPL Fees for WSP/FBI - Fingerprint	\$119.25
				Fingerprints - CPL	
		Total 12502410			\$119.25
	Total 55315				\$119.25
Total Washington State Patrol					\$119.25
Washington State Treasurer	55316			2024 - November - 2nd November Batch	
		10312024 WST			
			October 24 Court Remittance		
			633-000-200-589-30-00-00	CRT - Fees for WA State Treasurer	\$20,035.37
				Court Remittance	
		Total 10312024 WST			\$20,035.37
	Total 55316				\$20,035.37
Total Washington State Treasurer					\$20,035.37
Water Management Laboratories, Inc.	55317			2024 - November - 2nd November Batch	
		223821			
			401-000-000-534-80-41-02	WTR - Testing and Sampling	\$56.00
		Total 223821			\$56.00
	Total 55317				\$56.00
Total Water Management Laboratories, Inc.					\$56.00
Welcome Ramp Systems, Inc	55318			2024 - November - 2nd November Batch	
		10731			
			PW - Bld Imp		
			510-000-500-594-48-62-00	PW Bldg Related Impr.	\$15,131.74
				Ramp and Stairs	
		Total 10731			\$15,131.74
	Total 55318				\$15,131.74
Total Welcome Ramp Systems, Inc					\$15,131.74
Williams Scotsman, Inc.	55319			2024 - November - 2nd November Batch	
		9022306636			
			November 2024 Rent		
			001-000-240-591-58-70-00	COM DEV: Bld & Property Lease	\$1,938.28
				Com Dev Mod - Permitting	
			001-000-240-591-58-70-01	PLN: Bld & Property Lease	\$484.53
				Com Dev Mod - Planning	

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-254-591-18-70-01	MOD: Bld & Property Lease	\$1,038.12
				Com Dev Mod - Adm	
		Total 9022306636			\$3,460.93
		9022306637			
			November 2024 Rent		
			101-000-000-591-95-70-00	STRT: Bld & Property Lease	\$490.40
				Streets - Rent MDS-653591	
			401-000-000-591-34-70-00	WTR: Bld & Property Lease	\$490.42
				Water - Rent MDS-653591	
			407-000-000-591-35-70-00	SEW: Bld & Property Lease	\$490.42
				Sewer - Rent MDS-653591	
			410-000-000-591-31-70-00	STRM: Bld & Property Lease	\$490.42
				Storm - Rent MDS-653591	
		Total 9022306637			\$1,961.66
	Total 55319				\$5,422.59
Total Williams Scotsman, Inc.					\$5,422.59
Grand Total		Vendor Count	60		\$303,851.75



CERTIFICATION

Finance Committee Meeting
Council Date:

November 27, 2024
December 5, 2024

Check No.'s / EFT	Batch Name	Check / EFT Date	Amount
55320 - 55321	Early 3rd November Batch	11/19/24- 11/21/24	\$ 14,386.79
55322 - 55360	3rd November Batch	12/06/24	\$ 697,887.99
55361	1st December Batch	12/06/24	\$ 14,106.42
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		TOTAL	\$ 726,381.20

I, THE UNDERSIGNED DO HEREBY CERTIFY UNDER THE PENALTY OF PERJURY, THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED AND OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF BLACK DIAMOND, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

Xavier Mason
Xavier Mason, Finance Director

CAROL BENSON, MAYOR

DATE: 11/26/2024

DATE



Register

Fiscal: 2024

Deposit Period: 2024 - December, 2024 - November

Check Period: 2024 - December - 1st December 2024 Batch, 2024 - November - Early 3rd November Batch, 2024 - November - 3rd November 2024 Batch

Number	Name	Print Date	Clearing Date	Amount
Umpqua Bank	4026			
Check				
<u>55320</u>	Cedar County Landscaping, Inc.	11/19/2024		\$12,359.79
<u>55321</u>	Washington State Department of Ecology	11/21/2024		\$2,027.00
<u>55322</u>	Alsco	12/6/2024		\$211.68
<u>55323</u>	BHC Consultants, LLC	12/6/2024		\$5,964.06
<u>55324</u>	Black Diamond Auto Parts	12/6/2024		\$244.64
<u>55325</u>	Canon Solutions America, Inc.	12/6/2024		\$811.65
<u>55326</u>	CHS/Cenex Inc	12/6/2024		\$2,807.55
<u>55327</u>	Comcast	12/6/2024		\$304.20
<u>55328</u>	Core & Main LP	12/6/2024		\$686.11
<u>55329</u>	DCW - Data Center Warehouse	12/6/2024		\$5,521.49
<u>55330</u>	Department of Labor & Industries - Boiler Section	12/6/2024		\$63.60
<u>55331</u>	Firestone Complete Auto Care	12/6/2024		\$782.67
<u>55332</u>	Flock Group, Inc	12/6/2024		\$16,320.00
<u>55333</u>	FP Mailing Solutions	12/6/2024		\$130.56
<u>55334</u>	Home Depot Credit Service	12/6/2024		\$372.04
<u>55335</u>	Joann Sloss	12/6/2024		\$30.82
<u>55336</u>	Johnsons Home & Garden	12/6/2024		\$254.28
<u>55337</u>	King County Finance	12/6/2024		\$15,244.24
<u>55338</u>	King County Finance - I-Net	12/6/2024		\$1,135.00
<u>55339</u>	King County Finance - Water & Land Resources Div.	12/6/2024		\$2,332.15
<u>55340</u>	Long Bay Enterprises, Inc	12/6/2024		\$496.25
<u>55341</u>	Mountain View Fire & Rescue	12/6/2024		\$564,527.25
<u>55342</u>	Palmer Coking Coal Company	12/6/2024		\$1,706.89
<u>55343</u>	Parametrix, Inc.	12/6/2024		\$21,373.77
<u>55344</u>	Brayden Kenyon,	12/6/2024		\$196.00
<u>55345</u>	Perteet Inc.	12/6/2024		\$9,225.00
<u>55346</u>	Puget Sound Energy	12/6/2024		\$19,300.94
<u>55347</u>	Raedeke Associates Inc	12/6/2024		\$3,007.00
<u>55348</u>	Republic Services #176	12/6/2024		\$2,621.85
<u>55349</u>	Ron & Leo's Welding Service	12/6/2024		\$73.55
<u>55350</u>	Seattle Times	12/6/2024		\$1,270.00
<u>55351</u>	Small & Sons Oil Dist. Co	12/6/2024		\$741.05
<u>55352</u>	South Correctional Entity	12/6/2024		\$8,884.08

Number	Name	Print Date	Clearing Date	Amount
<u>55353</u>	Summit Law Group, PLLC	12/6/2024		\$1,742.00
<u>55354</u>	Jennavieve & Amanda Buhmann,	12/6/2024		\$216.28
<u>55355</u>	Luz A Torres Palomea & Julio Cesar Garcia Yanez,	12/6/2024		\$372.84
<u>55356</u>	De'Von Pruiett & Tiana Fernandez,	12/6/2024		\$50.42
<u>55357</u>	Utilities Underground Location Center	12/6/2024		\$89.76
<u>55358</u>	Valley Defenders	12/6/2024		\$7,425.00
<u>55359</u>	Water Management Laboratories, Inc.	12/6/2024		\$196.00
<u>55360</u>	Work-Sports & Outdoors	12/6/2024		\$1,155.32
<u>55361</u>	Sorci Family LLC	12/6/2024		\$14,106.42
		Total	Check	\$726,381.20
		Total	4026	\$726,381.20
		Grand Total		\$726,381.20

City of Black Diamond

Payroll Register - October 2024

Number	Name	Fiscal Description	Amount
20456	BD Police Officers Association	2024 - October - Month End	\$1,200.00
20457	City of Black Diamond Flex	2024 - October - Month End	\$450.00
20458	HRA VEBA Trust	2024 - October - Month End	\$225.00
20459	Joseph Kaufman	2024 - October - Month End	\$192.20
20460	Minnesota Child Support Payment Ctr	2024 - October - Month End	\$520.00
20461	Teamsters Local 117	2024 - October - Month End	\$2,531.10
20462	Trusteed Plans Service CP LTD	2024 - October - Month End	\$130.00
20463	Western States Police Medical	2024 - October - Month End	\$675.00
October 2024 Aflac	Aflac	2024 - October - Month End	\$95.29
October 2024 Draw	Payroll Vendor	2024 - October - Month End	\$56,274.60
October 2024 DRS: DCP	DOR - Deferred Comp	2024 - October - Month End	\$16,697.76
October 2024 DRS: Ret	Dept of Retirement Systems	2024 - October - Month End	\$62,771.56
October 2024 ESD	Employment Security Dept	2024 - October - Month End	\$876.96
October 2024 Fed Taxes	City of Black Diamond Taxes	2024 - October - Month End	\$112,176.25
October 2024 L&I	Dept of Labor and Industries	2024 - October - Month End	\$9,461.76
October 2024 Medical Ins	AWC Employee Benefit Trust	2024 - October - Month End	\$82,187.24
October 2024 Month End	Payroll Vendor	2024 - October - Month End	\$246,242.63
October 2024 PFML	PFML ESD	2024 - October - Month End	\$3,233.39
October 2024 WA Cares	WA Cares ESD	2024 - October - Month End	\$1,483.03
			\$597,423.77

I hereby certify that payroll and benefits have been processed and delivered as required under contract or legal obligation.

Finance Director Xavier Mason

Date 11/01/2024

BLACK DIAMOND CITY COUNCIL MINUTES
Council Meeting of November 7, 2024
Hybrid Meeting Via Zoom and In-Person
Council Chamber, 25510 Lawson Street, Black Diamond, Washington

CALL TO ORDER, FLAG SALUTE:

Mayor Benson called the regular meeting to order at 7:00 p.m. and led us all in the Flag Salute.

ROLL CALL:

PRESENT: Councilmembers Deady, Douglass, Peterson, Mulvihill, de Leon, Jones (zoom), Page

ABSENT: None

Staff present: Andrew Williamson, MDRT/Ec Development and Community Development Director; Xavier Mason, Finance Director; Scott Hanis, Public Works Director; Jake Kapsandy, IT Staff; Jill Kuzaro, Senior Planner; Jamey Kiblinger, Police Chief; David Linehan, City Attorney; Brenda L. Martinez, City Clerk/HR Manager.

READING OF GUIDING PRINCIPLES

AGENDA REVIEW AND APPROVAL:

Councilmember Deady asked that item #12 be moved to after public comments and noted that item #5 on the consent agenda is being removed.

Councilmember de Leon **moved** to approve the amended agenda; **second** Councilmember Mulvihill. Motion **passed** with all voting in favor (7-0).

COMMITTEE REPORTS:

Public Safety Committee Meeting – Councilmember Page shared the items that were discussed at the meeting.

DEPARTMENT REPORTS:

Community Development

MDRT/Ec Dev/Community Development Director Williamson briefed Council the fire impact fees and how those are calculated and adjusted in January. He noted this does not need Council action. He talked about BESS and needing direction from Council as the one-year moratorium expires in February and staff needs to know how Council wants to move forward on this item. It was decided to hold a work session in January to work on this item

further. He also discussed the Comprehensive Plan Docket for 2025, and the city not being done with the 2024 Comprehensive Plan update and noted the process moving forward. He shared that the department does not have the bandwidth to take any 2025 docket changes through the process as their focus is on completing the 2024 update. He added that not taking any 2025 docket changes would require Council approval and wondered if Council would entertain him bringing forward action for this. He explained why the plat approval was pulled from the agenda tonight and shared that Council will be seeing more staff members from the Community Development department presenting items.

City Clerks Department

City Clerk Martinez shared with Council an award that was presented to the City from AWC RMSA for improving our liability claims experience over the past year which earned us RMSA's Claims Improvement Champion Award.

PUBLIC COMMENTS:

Jesse Young, Black Diamond spoke to Council.

Andre Koch, Black Diamond spoke to Council.

Kristen Bryant, Bellevue spoke to Council.

Lisa Liver, Black Diamond spoke to Council.

12) AB24-080 – Professional Services Agreement with Mackenzie, Inc.

Mayor Benson briefed the Council on this item and introduced Brett Hanson from Mackenzie, Inc. Mr. Hanson gave background information on himself and the firm and highlighted who would be involved in this project.

Councilmember Deady **moved** to authorize the Mayor to execute a professional services agreement with Mackenzie, Inc. for Owner's Representative Services, in the amount of \$392,765, substantially in the form attached hereto; **second** Councilmember Douglass. Motion **passed** with all voting in favor (7-0).

APPOINTMENTS, ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS:

Presentation – Daughters of the American Revolution (DAR)

It was noted that this would take place at the November 21st meeting.

CONSENT AGENDA:

Councilmember Deady **moved** to approve the Consent Agenda; **second** Councilmember Mulvihill. Motion **passed** with all voting in favor (7-0). The Consent Agenda was approved as follows:

- 1) **Claim Checks** – November 7, 2024, Check No. 55188 through Check No. 55266 in the amount of \$628,910.96
- 2) **Minutes** – Special Meeting of October 10, 2024, Work Session of October 10, 2024, Town Hall Meeting of October 10, 2024, Special Meeting of October 17, 2024, and Council Meeting of October 17, 2024
- 3) **AB24-071** – Resolution Adopting Addendum to Agreement with Valley Communications
- 4) **AB24-072** – Resolution Adopting Interlocal Agreement with City of Issaquah for Jail Services
- 5) ~~**AB24-073** – Resolution Granting Approval of Final Plat for The Villages Ten Trails Mountain View 1B Plat A Division 4~~
- 6) **AB24-074** – DRC Trust Agreement with Palmer Coking Coal for Use of the City TDR Bank

PUBLIC HEARINGS:

- 7) **AB24-075** – Proposed Cannabis Regulations

Andrew Love contract planner with AHBL briefed the Council on this item

Mayor Benson opened the public hearing at 8:21 p.m.

LouAnn Sawyer, Black Diamond resident as well as the Coalition Coordinator for Enumclaw. noted her goal tonight is to share two things, 1) most recent healthy youth survey data that shows that cannabis is a problem with our youth and it's growing, and 2) talk about proximity regarding the buffer zone and would urge the Council to reconsider that and think in general about proximity with youth and use. Ms. Sawyer distributed to Council the results from the healthy youth survey and highlighted certain areas of the report and noted that current marijuana use in 10 graders in 2021 was 7% and now, in 2023 it's at 12%, which is higher than the state average of 8%. In addition, vaping rates are skyrocketing; in 2021 it was 10% and now they are at 15%. She noted that kids are vaping not only nicotine, but they are also vaping marijuana 21% of the time, and they don't even know what they are vaping. She stressed this is a real significant problem and referred back to the state average of 8% and us being much higher. She touched on perceived availability of marijuana in both their 8th and 10 graders is on the rise; they say it's pretty easy to get. She noted the last piece of data that's super critical is the perception of risk and super scary amongst our youth. In 2023 the numbers have doubled with 23% saying it's not risky to use marijuana. She added additional information that she could send to Council regarding how residing in a zip code with proximity to a non-medical cannabis retailer, especially in a rural zip code does predict a higher probability of cannabis use, substance use disorder within a year. She stated the biggest issue is, why next to our recreation

centers - do we actually want to get it closer versus keeping at least the largest buffer that we can.

Taetum Howard, coworker at Enumclaw Youth Empowered and works directly with the youth that struggle with substance misuse. She shared that data on marijuana availability in 2023 amongst 8th grades. She noted that one of the key data points is that 44% reported that they stole if rom a store. Kids are going into vape shops and swiping the counters and the establishments are not calling police and reporting it, and this is a huge issue. She would like to know more of the regulation around how the stores will be ran, and the security that there will be with youth not being able to into those stores. She shared observations she seen at other stores regarding this. She is concerned with it being close in proximity to different places that youth go to. She talked about siblings buying for younger siblings and then distributing it to other youth in the school, which is something she sees on a daily basis. She added that adding another shop in our district is something that's very scary to her and that is why she wanted to voice her concern. She also added that the Liquor Control Board is having a hard time filling compliance officer positions in our area, meaning there is not enough liquor board personnel in our area to actually have regulations be looked at and have regular compliance checks in our area because of this.

Andre Koch, Black Diamond shared that at his school a few weeks ago cops showed up and a child 5 years old ate their dad's edible gummies and had to go to the hospital. He stated that he is all for increasing the buffer and reducing access.

Tammy Ferrier, Black Diamond shared information from a study the National Library of Medicine posted on marijuana related hospitalizations in California that has zip codes with cannabis dispensaries and over a ten-year period marijuana related hospitalizations increased by 6.8%. would like to see the buffer be outside of our city limits. She shared some people feel that dispensaries if they cater to recreational use can alter the social dynamics of a neighborhood. She added they appear to be less family friendly, attract a different demographic, and that is undesirable. She shared why she moved here from Federal Way – to get away from the cannabis dispensaries that were located near them. She noted being attracted to Black Diamond because of the low crime rate and doesn't think that brining a cannabis dispensary inside our city limits is going to help the crime factors, environmental concerns with the packaging waste, and odor issues. She would appreciate that the buffers be outside our city. She added we should be different than our surrounding communities and just say no.

Tabitha Baker, Black Diamond asked Council to not consider approving this. She stated we love our town and how enchanting and wants it to stay that way. She really does feel like bringing this aspect into our town will really change the dynamic of what we see. She said that her son's favorite thing to do is to meet up with him friends at Eagle Creek Park and worries that right now they look sweet and innocent with their basketballs, but a soon as you bring in those other dynamics, she feels like they'll look suspicious because of all of the implications. She shared that it is true that kids steal vapes, and they go into those shops, and they steal those things. She stressed that she feels like it would not be a good step forward for our community – we want to be a family, friendly, walk your dog, walk the

trails, walk to the parks kind of place and would rather see parks built then marijuana shop and dispensaries and asked Council to please not approve this from her and a lot of other moms in our awesome community.

Emma Mullen, student at Enumclaw High School spoke to the handout Ms. Sawyer distributed. She noted that from the statistics where they measured consumption that from 2021 to 2023 there has been a rapid increase, and it is a problem. She shared that currently at the high school there is only one bathroom open because of situations with students vaping and doing drugs in the bathroom. She shared that in the report it was noted that students didn't know what was in their vapes – who knows – it could be cannabis and that's scary. She stated that it's saddening how blind people are to the effects of bringing this stuff into our community. She added that it feels like it's putting money before the well being of our community. She asked, why are we bringing cannabis stores before an arcade or public parks for our youth and community to enjoy as a whole. Socialization is prevention and youth have nowhere to socialize other than the parks, and if cannabis stores are brought in it can change those parks from being family friendly and fun into a place people meet up and smoke. She added that everywhere you go, you have to be worried about people around you and what they're doing and giving more access to students and people to get a hold of cannabis is not a good thing for our community or our youth. She asked that Council keep their minds open to not only what this is doing to the adults, but also to the youth in our community – it's affecting our schools and children everywhere.

Addison, Black Diamond noted that when Ten Trails was first advertised to the citizens of Black Diamond it was labeled as a family friendly community and stated that we know that drugs are not family friendly – meaning that marijuana shops do not belong here. She shared that kids are curious about how drugs make you feel, and she has had those thoughts too. She is the president of the Mental Health and Drug Prevention Club at Enumclaw High School and has never touched drugs and doesn't plan to. She stressed that by putting in these shops it will create more curiosity and kids' brains are not developed yet and they do not know what they need or what is best for them. Kids are putting their lives in the hands of adults, and they want to make sure that the Council is making the best decision for them and stated that this is not one of those decisions - it will be creating a problem and advertising drug use.

Eric Sawyer, Black Diamond commented on it taking a lot of courage for 16 years to get up and address the City Council and he appreciated them doing that tonight. He wanted to express his concur of the council paving the way for, marijuana dispensaries to operate within the city. He stated he realizes that tonight is about a buffer zone, and he strongly encouraged the Council to reconsider this decision. He added that each of the Councilmembers were elected to represent the City of Black Diamond and the residents and the constituents of Black Diamond and everything they do should be for the betterment of the city and the residents who choose to live here. He noted living here for 15 years and has not heard anybody say that they would like to have a pot shop here and doesn't understand where the need is coming from or the need for it. The only reason he could think of is tax revenue and doesn't think we can afford these due to the increase in

crime rate, access for children, and increased traffic and traffic accidents. In closing he asked Council why they would invite this risk in our community especially when nobody is asking for it. It makes no sense to him and again strongly encourage Council to reconsider their decision.

James Barrier, Black Diamond commented that the people who spoke tonight made some really good points. He added that we heard a great presentation tonight about the zones and what those would mean, but nothing about costs and benefits. He asked why we are doing this and noted hearing a lot tonight about the unintended consequences. He stressed the need to take a stand by not allowing those things in our neighborhood. He shared about the break-ins at pot shops and it is happening more than once. There are costs associated to things like that and this needs to be considered.

Kristen Bryant, Bellevue spoke to the agenda placement of public hearings and the need to change them back to the beginning of the agenda. She commented on the fiscal analysis of the development, comprehensive plan and the future land use map. She suggested that the City does not need the cannabis revenue, but fixing the land use would provide a better financial impact.

Janet Groves, safety and civil campus security person at Enumclaw High School wanted to reiterate what the students here spoke to tonight. She noted her job getting extremely harder. She shared that daily she is addressing this with students whether it's for suspected drug use, it's in their hand or passing it around in the bathroom or to the point where kids are selling it. She commented that they are getting it from their parents and some are using it with their parents – it's become the norm. If this passes and pot shops are brought in, it makes the community feel like it's okay, and it makes the kids think this okay, and it's not okay.

Meaghan Prime, Morgan Creek wanted to reiterate what everyone was saying tonight and asked council to reconsider the boundary to 10,000 feet so it is out of our city.

Lisa Liver, Black Diamond asked the Council to please respect the voice of the people our government was originally set up by we the people and to please actually represent the people of Black Diamond, and to not make this decision based on their own data. Listen to the voice of the people and please don't allow it here – we're the ones that live here.

Mayor Benson closed the public hearing at 8:57 p.m.

8) AB24-076 – Comprehensive Plan Amendment Adding School Capital Facility Plans

Senior Planner Kuzaro reported on this item.

Mayor Benson opened the public hearing at 9:01 p.m.

Kristen Bryant, Bellevue discussed the ordinance that was adopted and specifically the calculation. She commented on how the city's formula allows for it to be divided by 2,

meaning the developer gets a 50% discount over what they could be required to pay. She added the residents, the taxpayers are asked to make up that when they're asked to pass school bonds, and the developer keeps the extra money in their pocket. She added with the massive growth planned for Black Diamond, and voters not passing school bonds it would be wise for Council to explore changing its ordinance to allow the city to collect more per home.

Andre Koch, Black Diamond commented on there being a misconception of school impact fees. He shared that these fees were never meant to pay for new school buildings. He talked about when the master planned development agreement was created, the city did something unique for the community and securing land, and to his knowledge this does not exist in Tehaleh in Bonney Lake area. He also added how difficult it is to pass bonds.

Mayor Benson closed the public hearing at 9:10 p.m.

9) AB24-077 – 2025 Preliminary Budget

Finance Director Mason updated the Council on this item

Mayor Benson opened the public hearing at 9:31 p.m.

Kristen Bryant, Bellevue asked the Council to take a look at the fiscal analysis for the Ten Trails development. She noted while this is being built out there is a lot of one-time revenues and wondered how those revenue were spent in this year's spending and how does it play into next year's spending. She reminded Council that these revenues won't remain when the building is done.

Mayor Benson closed the public hearing at 9:16 p.m.

At 9:16 p.m. Mayor Benson announced a 5-minute recess.

Mayor Benson called the meeting back to order at 9:21 p.m.

UNFINISHED BUSINESS: None

NEW BUSINESS:

10) AB24-078 – Ordinance Adopting Percentage of Increase in 2025 Property Taxes

Finance Director Mason spoke on this item

Councilmember Page **moved** to adopt Ordinance No. 24-1211 approving the Property Tax dollar increase and percentage as calculated by King County for 2025; **second** Councilmember de Leon. Motion **passed** with all voting in favor (7-0).

11) AB24-079 – Ordinance Adopting Total Property Tax Dollars for 2025

Finance Director Mason also spoke on this item

Councilmember de Leon **moved** to adopt Ordinance No. 24-1212, setting the estimated assessed valuation and maximum Property Tax dollar amount for 2025 to be used for Public Safety, including Police, Fire and Emergency Services; **second** Councilmember Mulvihill. Motion **passed** with all voting in favor (7-0).

MAYOR'S REPORT:

Mayor Benson introduced Chief Kiblinger who shared with Council the schedule and process for recruiting our City Administrator.

Mayor Benson reported attending the SEAL TC meeting.

COUNCIL REPORTS:

Councilmember Page no report.

Councilmember Deady shared that in the back of each Councilmembers binder is an updated Council Action Plan. She asked Councilmember to review and reach out to her with any changes. She thanked everyone who came out for public comment tonight.

Councilmember Douglass reported attending a ribbon cutting at Steamboat studio in Maple Valley. He noted believing art is one of the ...and believes this business is a great one for children in the community. He encouraged all to take....He also mentioned having the opportunity to read the Lake Sawyer Park Concept Plan.

Councilmember Peterson no report.

Councilmember Mulvihill reported attending the joint meeting with the ESD and City of Enumclaw and noted it being a nice meeting. She stated her opinion on the 1,000 foot buffer for cannabis, and in her opinion there are three things 1) the residents not wanting this, 2) a minor family member struggling with this, 3) having a facility within the community creates a complacency and normalizes it.

Councilmember de Leon no report.

Councilmember Jones cool way to destress is to take in the natural environment. He noted his son is going to participate in biz town which is running the city for a day.

Councilmember Deady mentioned that the levy lid needs to be talked about and getting in on the agenda for a meeting the first part of January to move onto an agenda to pass and get on the ballot.

ATTORNEY REPORT: None

PUBLIC COMMENTS: None

EXECUTIVE SESSION: None

ADJOURNMENT:

Councilmember de Leon **moved** to adjourn the meeting; **second** Councilmember Deady. Motion **passed** with all voting in favor (7-0). The meeting ended at 9:46 p.m.

ATTEST:

Carol Benson, Mayor

Brenda L. Martinez, City Clerk

CITY COUNCIL AGENDA BILL

City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010

ITEM INFORMATION		
SUBJECT: Resolution authorizing the Mayor to execute the City's written final plat approval for The Villages MPD, Ten Trails Mountain View 1B Plat A Division 4 Final Plat	Agenda Date: December 5, 2024 AB24-073	
	Mayor – Carol Benson	
	City Administrator –	
	City Attorney – David Linehan	
	City Clerk – Brenda L. Martinez	
	Com Dev/Nat Res –	
	Finance – Xavier Mason	
	MDRT/Eco Dev – Andy Williamson	X
	Police – Chief Kiblinger	
	Public Works – Scott Hanis	
Cost Impact (see also Fiscal Note): None	Court – Judge Swain/Tawnya Parks	
Fund Source: n/a		
Timeline:		
Agenda Placement: ☒ Mayor ☐ Two Councilmembers ☐ Committee Chair ☐ City Administrator		
Attachments: Resolution; Staff Report; Plat Map; Performance and Maintenance Bonds		
SUMMARY STATEMENT: The Villages (also referred to as “Ten Trails/Mountain View”) Phase 1B Plat A Division 4 is a 143 lot plat that was granted preliminary plat approval under City File Number PLN20-0107, pursuant to the Hearing Examiner’s July 10, 2023, decision. The plat is located within The Villages Master Planned Development Phase 1B and is zoned Master Planned Development (MPD). The owners, Lennar Northwest LLC, have completed the preliminary plat requirements and now are requesting final plat approval. Staff has worked with the applicants to ensure preliminary requirements have been met. Staff’s written findings and recommendation for approval are documented in a Staff Report for City Council’s review. If the Council determines that the final plat conforms to all terms of the preliminary plat approval set forth by the Hearing Examiner and that adequate bonds have been posted, then by resolution, it shall accept staff’s written findings and authorizes The Mayor to execute the final plat approval by entering the City’s written approval on the face of the plat.		
FISCAL NOTE (Finance Department): N/A		
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A		
RECOMMENDED ACTION: MOTION to adopt Resolution No. 24-1645 approving the Final Plat for Ten Trails/Mountain View 1B Plat A Division 4 (PLN24 -0047).		
RECORD OF COUNCIL ACTION		
Meeting Date	Action	Vote
November 21, 2024	Meeting cancelled	
December 5, 2024		

RESOLUTION NO. 24-1645

A RESOLUTION OF THE CITY OF BLACK DIAMOND, WASHINGTON, GRANTING APPROVAL OF THE FINAL PLAT FOR TEN TRAILS MOUNTAIN VIEW (F/K/A “THE VILLAGES”) PHASE 1B PLAT A DIVISION 4 SUBDIVISION

WHEREAS, on September 20, 2010, the City Council adopted Ordinance No. 10-946 approving a Master Planned Development (“MPD”) permit for applicant CCD Black Diamond Partners LLC’s (“Oakpointe”), f/k/a Yarrow Bay, to develop a master planned community known as “The Villages”; and

WHEREAS, on December 12, 2011, the City Council adopted Ordinance No. 11-970 approving The Villages Development Agreement (“DA”) with Oakpointe setting forth extensively negotiated requirements and agreed conditions governing commercial and residential development activity within The Villages MPD, now known as “Ten Trails”; and

WHEREAS, in a decision dated July 10, 2023, the City’s Hearing Examiner granted Preliminary Plat Approval for the subdivision known as Ten Trails Mountainview Phase 1A (“PP1B”) of The Villages MPD, processed under City File No. PLN18-0078; and

WHEREAS, has applied for final plat approval (File No. PLN24-0047) for Ten Trails Mountain View 1B Plat A Division 4, which lies within Ten Trails PP1A; and

WHEREAS, under the DA, Oakpointe’s application for plat approval of Ten Trails Mountainview Plat 1B is vested to the Black Diamond Municipal Code in effect as of the date of the DA, which is attached as Exhibit E to the DA (“Vested Code”); and

WHEREAS, City staff and members of the Master Developer Review Team (“MDRT”) have reviewed the proposed final plat for Ten Trails Mountain View 1B Plat A Division 4 for compliance with all provisions of state law and the Vested Code, as well as all conditions imposed by the applicable MPD permit, the DA, the Hearing Examiner’s Preliminary Plat Approval, and the MPD Framework Design Standards and Guidelines (collectively, “Conditions of Approval”), and have prepared and provided to the City Council a Staff Report summarizing their findings in detail; and

WHEREAS, City staff and members of the MDRT, based on their review of the final plat application, recommend approval of Ten Trails Mountain View 1B Plat A Division 4 final plat, subject to Lennar’s submission of adequate security to ensure the completion of the remaining work; and

WHEREAS, City staff and members of the MDRT have reviewed and approved the bonds guaranteeing completion and maintenance of the infrastructure improvements required by the Conditions of Approval; and

WHEREAS, section 17.20.060.B of the Vested Code requires the City Council to review the Staff Report and proposed final plat to assure its conformance to all Conditions of Approval and that the required bonds, if applicable, have been posted, and further requires the City Council, by resolution, to make written findings to that effect and thereupon to authorize the Mayor to execute the City Council's approval in writing on the face of the final plat; and

WHEREAS, RCW 58.17.140 and Vested Code section 17.20.060 require that the City Council approve, disapprove, or return the final plat for modification within a limited time period, unless the applicant consents to a longer time; and

WHEREAS, RCW 58.17.195 prohibits the approval of any subdivision unless the City makes a formal, written finding of fact that the proposed subdivision conforms to applicable zoning ordinances and other land-use controls;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Final Plat Approval. The City Council finds, based on its review of the Staff Report and proposed final plat for Ten Trails Mountain View 1B Plat A Division 4, that all Conditions of Approval have been satisfied, or where they have not yet been satisfied, that adequate security has been or will be posted to ensure the full and prompt completion of all required improvements that have not yet been completed. Further, the City Council finds that the proposed subdivision conforms to applicable zoning ordinances and land-use controls of the City. Accordingly, the final plat for Ten Trails Plat 1B Division 4 is hereby approved on condition that Lennar Northwest LLC provides bonds, in a form and amount acceptable to the City, guaranteeing completion of all infrastructure improvements required by the Conditions of Approval that have not yet been completed.

Section 2. Authorization. Upon Lennar's provision of the bond(s) described in Section 1, the Mayor is authorized to sign the final plat for Ten Trails Mountain view 1B Plat A Division 4, signifying the Council's approval.

PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 5TH DAY OF DECEMBER 2024.

CITY OF BLACK DIAMOND:

Carol Benson, Mayor

Attest:

Brenda L. Martinez, City Clerk



CITY OF BLACK DIAMOND

P.O. Box 599
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November 4, 2024

STAFF REPORT – PLN24-0047 Ten Trails MPD – Phase 1B Plat A Division 4 Final Plat

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Administrative Note: References to "Ten Trails" within this final plat application can be used interchangeably with "The Villages." The applicant has re-branded The Villages Master Planned Development as "Ten Trails," however the approved Master Planned Development Permit for The Villages (City File Number PLN09-0017) has not been amended to officially refer to the Master Planned Development as "Ten Trails."

Section I: Application Information

Staff Report Date: November 4, 2024

Name of Subdivision: Ten Trails Master Planned Development Phase 1B Plat A – Division 4

Number of Lots: 143 total lots for residential development and 16 tracts for park, landscape, pedestrian access, access, and utility uses.

Location: Unaddressed King County Parcel Number 152106-9005

Zoning: Master Planned Development (MPD)

Comprehensive Plan Designation: Neighborhood Commercial (NC) with MPD Overlay

Land Owner / Applicant: Lennar Northwest, LLC

Preliminary Plat Approval: The Ten Trails MPD Phase 1B Plat A (also referred to as Mountain View) Preliminary Plat application, processed under City File Number PLN20-0107, was approved by the City's Hearing Examiner on July 10, 2023 subject to 35 conditions of approval. Compliance with the Phase 1B Plat A Preliminary Plat conditions of approval is detailed in Section IV – Project Analysis of this Staff Report.

Final Plat Application: The City initially received an application for final plat approval on August 1, 2024. The final plat application is for Division 4 of Phase 1B Plat A, with 7 divisions remaining to be final platted in the future (Divisions 1, 2, 3, 5, 6, 7, and 8). The applicant provided revised final plat drawings and additional information to the City in October 2024.

Section II: Summary of Request

This application is for the final platting of Division 4 of Ten Trails MPD Phase 1B Plat A (also referred to as Mountain View), which received preliminary plat approval in July 2023. The Phase 1B Plat A – Division 4 final plat contains the following:

- 143 Residential Lots
 - Residential lot sizes range from 1,040 square feet (0.02 acres) to 5,311 square feet (0.12 acres). The average residential lot size is 2,308 square feet (0.13 acres).
- 16 Tracts
 - Tract uses include park, landscape, pedestrian access, access, and utility uses. For individual Tract uses, refer to the Tract Areas table on Sheet 3 of the final plat.
 - Tract 915 is identified as a neighborhood park near the center of the final plat application. Tract 915 is 0.88 acres (38,430 square feet).
 - The total open space contained in this Division 4 Final Plat is 1.77 acres, comprised of 0.88 acres of active open space (Tract 915) and 0.89 acres of passive open space (primarily landscape and pedestrian access tracts)
 - The total area comprised by Tracts within this Division 4 Final Plat is 725,312 square feet (16.65 acres). A majority of this Tract acreage is comprised of Future Development Tracts (Tracts 916, 933, and 934). The cumulative area of Future Development Tracts within this Division 4 Final Plat is 638,515 square feet (14.66 acres).

Section III: Process

The applicant is required to receive preliminary plat approval prior to submittal and approval of a final plat. The Ten Trails Phase 1B Plat A Preliminary Plat was approved by the City’s Hearing Examiner on July 10, 2023 subject to 35 conditions.

The applicant filed a final plat application for Phase 1B Plat A – Division 4 on August 1, 2024 for review by the City. The applicant provided revised final plat drawings and additional information to the City in October 2024. The final plat was reviewed by City Staff and MDRT consultants for compliance with applicable preliminary plat conditions of approval (see Section IV – Project Analysis below). This Staff Report provides written findings related to the Phase 1B Plat A – Division 4 final plat application and a recommendation to the City Council for final plat approval.

It is the City Council’s responsibility to make a final determination on the final plat based on the conditions of preliminary plat approval and applicable laws and regulations. This Staff Report serves to provide Staff’s review of the final plat application and findings regarding compliance with applicable conditions of associated permits, including the preliminary plat application. If the final plat application complies with all applicable conditions and regulations, the City Council is required to enter written findings to that effect and authorize the Mayor to execute the City’s written approval on the face of the plat (BDMC 17.20.060.B and RCW 58.17.170). Final Plat approval is a Type 6 – City Council Decision (BDMC 18.08.030). The Code defines Type 6 decisions as quasi-judicial or other decisions that are made by the City Council following a recommendation by staff (BDMC 18.08.090).

Section IV: Project Analysis

- RCW 58.17.170(1), regarding written approval of Final Plat Applications:

“When the legislative body of the city, town, or county, or such other agency as authorized by RCW 58.17.100, finds that the subdivision proposed for final plat approval conforms to all terms of the preliminary plat approval, and that said subdivision meets the requirements of this chapter, other applicable state laws, and any local ordinances adopted under this chapter which were in effect at the time of preliminary plat approval, it shall suitably inscribe and execute its written approval on the face of the plat. The original of said final plat shall be filed for record with the county auditor. One reproducible copy shall be furnished to the city, town, or county engineer. One paper copy shall be filed with the county assessor. Paper copies shall be provided to such other agencies as may be required by ordinance.”

- BDMC Chapter 17, regarding the City’s Subdivision Ordinance:

The applicant submitted a preliminary plat application for Ten Trails MPD Phase 1B Plat A in compliance with the provisions of Black Diamond Municipal Code Chapter 17.12 under City File Number PLN20-0107. The application was approved by the Hearing Examiner on July 10, 2023, subject to 35 conditions of approval.

This final plat application complies with applicable conditions of approval established by the preliminary plat approval (refer to Section IV – Project Analysis: Compliance with Associated Conditions of Approval – The Phase 1B Plat A Preliminary Plat Conditions of Approval (PLN20-0107) below).

The applicant has submitted final plat drawings in compliance with the provisions of Black Diamond Municipal Code Section 17.20 under this City File Number, PLN24-0047. The submitted final plat drawings include all required contents and standards (as established by BDMC 17.20.020), required surveys and monumentation (as established by BDMC 17.20.030), required certificates (as established by BDMC 17.20.040), and required improvements/bonds (as established by BDMC 17.20.050). Bonds are provided as Exhibit A of this Staff Report.

In summary, the final plat meets all standards established by the City’s Subdivision Ordinance. Written approval from the designated Public Works Director, Surveyor, and Fire Chief are provided as Exhibit B of this Staff Report.

- BDMC 17.20.060, regarding the City’s process for final plat review and decision:

“Final plats shall be approved, disapproved or returned to the applicant for modification or correction within sixty days from the date of filing thereof unless the applicant consents to an extension of such time period.”

This section of the vested Black Diamond Municipal Code further provides for Staff Review and findings (BDMC 17.20.060.A), followed by a City Council decision on the final plat (BDMC 17.20.060.B). Specifically:

“The city council shall review the findings of the public works director or designee and review the proposed final plat to assure that there is conformance with all terms of the preliminary plat approval and, where applicable, MPD approval, the MPD development agreement, and MPD design standards. If the council determines that the final plat conforms with these requirements, and adequate bonds, if applicable, have been posted, then, by resolution, it shall enter written

findings to that effect, and shall authorize the mayor to execute the city’s written approval on the face of the plat.”

Pursuant to BDMC 17.08.010, the public works director is defined as the “person, firm, or corporation appointed or authorized (including contractual authorization) by the mayor of the city to carry out the duties of the public works director as prescribed by the chapter.”

- Compliance with Associated Conditions of Approval

- **Phase 1B Plat A SEPA Environmental Review Mitigation Measures (PLN20-0108)**

The City of Black Diamond prepared a Mitigated Determination of Non-Significance (MDNS) for the Ten Trails Phase 1B Plat A Preliminary Plat application. The Hearing Examiner’s Report and Decision adopted the SEPA Mitigation Measures as Conditions of Approval #1-5 of the preliminary plat application.

The following SEPA Mitigation Measures, as implemented by the Hearing Examiner’s Report and Decision for the Ten Trails Phase 1B Plat A Preliminary Plat (completed under City File Number PLN20-0107), are not applicable to this final plat application since they were specific to the site development activities of the preliminary plat application, which were implemented in association with the utility permit review and approval associated with site construction. The utility permit for site development within Ten Trails Phase 1B Plat A was processed and approved under City File Number PUB21-0108.

SEPA Mitigation Measures #1, 2, 3, and 4

These mitigation measures are specific to on-site construction activities associated with the approved utility permit application (City File Number PUB21-0108) for Division 4 of Phase 1B Plat A.

The following SEPA Mitigation Measure (written verbatim) from the Hearing Examiner’s Report and Decision have been completed or bonded for to the satisfaction of the City’s Master Development Review Team, Community Development Department, and Public Works Department:

SEPA Mitigation Measure #5: Follow/implement preliminary design recommendations regarding site preparation, site grading, structural fill, new foundation designs, retaining walls, construction, drainage, paving, and infiltration feasibility of the Geotechnical Engineering Report dated April 6, 2023, and prepared by Associated Earth Sciences, Inc.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. All of the referenced design recommendations were reviewed in conjunction with utility permit review. Building construction will be reviewed and approved in accordance with this condition through the subsequent building permit process.*

- **Phase 1B Plat A Preliminary Plat Conditions of Approval (PLN20-0107)**

The preliminary plat conditions of approval continue the numbering sequence from the SEPA Mitigation Measures associated with this proposal – preliminary plat specific conditions of

approval begin at #6 of the Hearing Examiner's Report and Decision. The following Phase 1B Plat A Preliminary Plat conditions of approval, as imposed by the Hearing Examiner's approval of the preliminary plat application, are not applicable to this final plat application:

Preliminary Plat conditions of approval #6, 8 – 11, 13, 16, 22, 23, 24, 26 – 29, 32, and 35
These conditions of approval are specific to on-site construction activities associated with the approved utility permit application (City File Number PUB21-0108) for Division 4 of Phase 1B Plat A.

The following Ten Trails Phase 1B Plat A Preliminary Plat conditions of approval (written verbatim) have been completed or bonded to the satisfaction of the City's Master Development Review Team, Community Development Department, and Public Works Department:

Preliminary Plat Condition #7: Infrastructure improvements shall be constructed as required by The Villages Development Agreement Section 11: Project Phasing, applicable implementing project conditions of approval, and applicable SEPA Mitigation Measures.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. Conditions for Final Plat Note #2 on Sheet 4 of the final plat binds all development and construction within the final plat to be consistent with the provisions of the MPD Permit and Development Agreement, including the construction thresholds established in Section 11 of the Development Agreement.*

Preliminary Plat Condition #12: All house address shall be viewable from a fire accessible and compliant roadway.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. This requirement will be enforced at the time of building permit submittal for individual applications.*

Preliminary Plat Condition #14: At the time of building permit application, structures will be required to either have required fire flow available or to have a fire sprinkler system installed to allow for a reduction in required fire flow.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. Conditions for Final Plat Note #5 on Sheet 4 of the final plat states this requirement. This requirement will be enforced at the time of building permit submittal for individual applications.*

Preliminary Plat Condition #15: All alleys shall be posted "No-Parking" with signage according to the International Fire Code; provisions for enforcement of these no parking zones shall be defined and accepted by the Designated Official prior to final plat approval.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. Signage plans showing "No-Parking" sign locations were reviewed in association with the utility permit submittal (PUB21-0108). Additionally, Conditions for Final Plat Note #6 on Sheet 4 of the final plat states this requirement. The CCRs associated with this plat establish enforcement provisions in Sections 6.8, 11.1(c), 11.1 (e), and 8.5.7 of the Residential CC&Rs, and as further made enforceable for this plat through Article 19 of the Mountain*

View at Ten Trails Sub-Association Declaration. The CCRs have been reviewed and approved by the City Attorney (Exhibit D).

Preliminary Plat Condition #17: All easements shall be shown on the final plat.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. All easements associated with this final plat application have been shown on the final plat drawings.*

Preliminary Plat Condition #18: Prior to final plat approval, the applicant shall submit Covenants, Conditions, and Restrictions (CCR) for review and approval by the Designated Official.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. The CCRs have been reviewed and approved by the City Attorney (Exhibit D).*

Preliminary Plat Condition #19: The Master Developer shall comply with Exhibit Q (Maple Valley Transportation Mitigation Agreement) of TV DA.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. Conditions for Final Plat Note #8 on Sheet 4 of the final plat states this requirement.*

Preliminary Plat Condition #20: The Master Developer shall comply with Exhibit R (Covington Transportation Mitigation Agreement) of TV DA.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. Conditions for Final Plat Note #9 on Sheet 4 of the final plat states this requirement.*

Preliminary Plat Condition #21: Tracts 901-936 shall be owned and maintained by the Master Developer (M.D.) or Applicable Owners Association (A.O.A.).

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. The Tract Areas table on Sheet 3 identifies that all tracts are granted and conveyed, including maintenance responsibilities, to the Ten Trails Residential Owners Association or the MPD Master Developer CCD Black Diamond Partners, LLC. Note that only 16 of the 36 tracts identified in the preliminary plat application are included in this final plat application.*

Preliminary Plat Condition #25: In order to facilitate tracking of sewage capacity and assist the City in maintaining the tracking system the applicant shall identify, on the face of each building plan set, the following as applicable; the total building square footage included in that application, the number of fixture units, the Average Dry Weather Flow (ADWF), and the Peak Wet Weather Flow (PWWF) associated with the improvements in that application. The information must be in tabular form.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. This condition will be administered in conjunction with subsequent building permit applications.*

Preliminary Plat Condition #30: Pursuant to TV DA Section 5.2.1(A), the minimum lot size for detached single-family residential development is 2,200 square

feet. Residential lots with an area less than 2,200 square feet will be required to provide either attached single-family residential development or multi-family residential development.

Staff Comment: The applicant has met the requirements of this condition for final plat approval. This condition will be administered in conjunction with subsequent building permit applications.

Preliminary Plat Condition #31: Final plat applications for individual Divisions (as shown on Sheet CV4) may be requested, however individual Divisions must be able to demonstrate that they can meet all final plat requirements needed for that Division.

Staff Comment: The applicant has met the requirements of this condition for final plat approval. This final plat application is for the fourth division of Phase 1B Plat A. Additional final plat applications will be submitted in the future to final plat the remaining Divisions of Phase 1B Plat A. This Division 4 plat has been reviewed to ensure that it can independently meet all final plat review criteria.

Preliminary Plat Condition #33: Pursuant to TV DA 4.9, no final plats exceeding the Base Density of Phase 1B (established in TV DA Table 4-9) will be processed or approved until the Master Developer has acquired title to the needed TDRs and they have been assigned by the Master Developer to applicable Divisions of the plat.

Staff Comment: The applicant has met the requirements of this condition for final plat approval. The Base Density of Phase 1B is 189 units. This is the first final plat application within Phase 1B and contains 143 units. No TDRs are required for this final plat application. Subsequent Phase 1B Plat A final plat applications that exceed the remaining Base Density of Phase 1B will be required to demonstrate compliance with this condition of approval.

Preliminary Plat Condition #34: Street names shown on the Preliminary Plat are non-binding. Pursuant to BDMC Chapter 12.08, the authority to develop and administer a street naming and addressing policy guide rests with the Community Development Department. Accordingly, street names will be formally assigned in association with final plat review and submittal.

Staff Comment: The applicant has met the requirements of this condition for final plat approval. Lot addresses and street names are provided within the Lot Address Table on Sheet 3.

○ **The Villages Master Planned Development Conditions of Approval (PLN09-0017)**

The following MPD Permit conditions of approval, as required by the Hearing Examiner's approval of the MPD Permit application, are not applicable to this final plat application:

MPD Permit conditions of approval #1 – 8 and 10 – 164.

These conditions are implemented by the approved Development Agreement for The Villages Master Planned Development.

The following MPD Permit condition of approval (written verbatim) has been completed to the satisfaction of the City's Master Development Review Team, Community Development Department, and Public Works Department:

MPD Permit Condition #9: Homeowners Association(s) conditions, covenants and restrictions (CCRs) and/or the proposed Architectural Review Committee shall be required to allow the use of green technologies (such as solar panels) in all buildings. In addition, the CCRs shall include provisions, to be enforced by the HOA, prohibiting washing of cars in driveways or other paved surfaces, except for commercial car washes, and limiting the use of phosphorous fertilizers in common areas, so as to limit phosphorous loading in stormwater.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. The Residential CCRs have been reviewed for compliance with this condition and approved by the City Attorney. Sections 6.26, 9.2, and 7.4.2 of the Residential CCRs, and as further made enforceable for this plat through Article 19 of the Mountain View at Ten Trails Sub-Association Declaration, meet the requirements of this condition (Exhibit D).*

- Compliance with The Villages Development Agreement (PLN10-0020/PLN11-0013)

The Ten Trails Phase 1B Plat A – Division 4 final plat application complies with all applicable Sections of the approved Development Agreement for The Villages, as established through the review process of the preliminary plat application. In regards to Section 11 – Project Phasing, the following construction thresholds relating to this final plat approval have been completed or bonded for to the satisfaction of the City's Master Development Review Team, Community Development Department, and Public Works Department:

- The Villages MPD Community Connector (Ten Trails Parkway)

Construction Threshold: The first phase will be constructed or bonded prior to recording Division 1 of Preliminary Plat 1A.

Staff Comment: *This project has been submitted to the City and approved. The applicant has provided the City with a completion bond form for the construction of this project in association with the approved Phase 1A – Division 2 final plat (PLN18-0034).*

- The Ring Road (Willow Avenue SE)

Construction Threshold: The first phase will be constructed or bonded prior to recording Division 1 of Preliminary Plat 1A, but also must be completed and accepted by the City of Black Diamond's Master Development Review Team/Public Works prior to the issuance of the first certificate of occupancy in Division 1 of Preliminary Plat 1A.

Staff Comment: *This project has been completed and approved by the City.*

- Frontage Improvements on SE Auburn-Black Diamond Road (Roberts Drive)

Construction Threshold: The first phase will be constructed or bonded prior to recording Division 1 of Preliminary Plat 1A. The second phase will be constructed prior to occupancy of the 726th

Dwelling Unit in Preliminary Plat 1A. The third phase will be constructed concurrent with the development of the adjacent multi-family parcel 1H of Preliminary Plat 1A.

Staff Comment: *All three phases of the Roberts Drive frontage improvements have been completed and approved by the City.*

- Intersection of Community Connector and SE Auburn-Black Diamond Road
Construction Threshold: Constructed as a single lane roundabout prior to the occupancy of the 726th Dwelling Unit within Preliminary plat 1A, with the second phase of SE Auburn-Black Diamond Road frontage improvements.
Staff Comment: *This project has been completed and approved by the City.*
- Intersection Improvements at SE Auburn-Black Diamond Road (Roberts Drive) and Ring Road (Willow Avenue SE)
Construction Threshold: This project will be constructed or bonded prior to recording Division 1 of Preliminary Plat 1A.
Staff Comment: *This project has been completed and approved by the City.*
- The Villages MPD Small Interim Wastewater Pumping Station
Construction Threshold: This project will be complete and operational prior to issuance of the first building permit for any structure that might discharge sanitary sewer into the utility system.
Staff Comment: *This project has been completed and approved by the City.*
- The Villages MPD Interim Sewer Force Main
Construction Threshold: This project will be complete and operational prior to the issuance of the first building permit for any structure that might discharge sanitary sewer into the utility system.
Staff Comment: *This project has been completed and approved by the City.*
- The Interim Stormwater Pond and Infiltration Facility
Construction Threshold: This project will be constructed in phases as determined necessary by the MDRT / Public Works through final engineering review of each division within Preliminary Plat 1A.
Staff Comment: *This project has been completed and approved by the City.*
- The Village Green (Park at Roundabout)
Construction Threshold: This project will be commenced or bonded prior to recording Division 1 of Preliminary Plat 1A and will be completed no later than when Certificates of Occupancy or final inspection has been issued for 60% of the dwelling units located within ¼ mile of this park.
Staff Comment: *This project has been completed and approved by the City.*
- Civic Park in The Villages MPD

Construction Threshold: This project will be commenced or bonded prior to recording Division 1 of Preliminary Plat 1A and will be completed no later than when Certificates of Occupancy or final inspection has been issued for 60% of the dwelling units located within ¼ mile of this park.

Staff Comment: *This project has been completed and approved by the City.*

- SR169 / Roberts Drive (Interim Improvement)

Construction Threshold: Completed engineering, design, and construction drawings and related application materials necessary for permit issuance for this interim improvement will be submitted to WSDOT prior to the City of Black Diamond's issuance of the first residential or commercial building permit associated with Division 1 of Preliminary Plat 1A.

Staff Comment: *The applicant submitted an application to WSDOT prior to the final platting of Phase 1A – Division 1 (which was processed and approved under City File PLN17-0049). The roundabout has an approved utility permit and is undergoing active construction. The City has approved a schedule for the intersection improvements at SR169/Roberts Drive/Black Diamond-Ravensdale Road (Exhibit C).*

- SR169 / SE Black Diamond-Ravensdale Road (Interim Improvement)

Construction Threshold: Completed engineering, design, and construction drawings and related application materials necessary for permit issuance for this interim improvement will be submitted to WSDOT prior to the City of Black Diamond's issuance of the first residential or commercial building permit associated with Division 1 of Preliminary Plat 1A.

Staff Comment: *The applicant submitted an application to WSDOT prior to the final platting of Phase 1A – Division 1 (which was processed and approved under City File PLN17-0049). The roundabout has an approved utility permit and is undergoing active construction. The City has approved a schedule for the intersection improvements at SR169/Roberts Drive/Black Diamond-Ravensdale Road (Exhibit C).*

- SE 288th Street / 216th Avenue SE Rechannelization

Construction Threshold: The rechannelization shall occur no later than recording of Division 1 of Preliminary Plat 1A.

Staff Comment: *This project has been completed and approved by the City.*

- Water Main Extension (from Black Diamond Library to The Villages MPD)

Construction Threshold: Construction will occur prior to recording of Division 1 of Preliminary Plat 1A. The dual water main must be completed, tested, and in-service prior to the first

occupancy permit being issued for a dwelling unit or commercial use within Preliminary Plat 1A.

Staff Comment: *This project has been completed and approved by the City.*

- Roberts Drive Sidewalk/Safe Pedestrian Connection

Construction Threshold: The Applicant shall construct a safe pedestrian connection across Rock Creek for pedestrian linkage to Morgansville prior to the issuance of the certificate of occupancy of the 200th dwelling unit for The Villages MPD. In lieu of construction, the City shall have a financial commitment in place to complete the improvements within six years of PP1A approval.

Staff Comment: *This project has been completed and approved by the City.*

- Satellite Fire Station

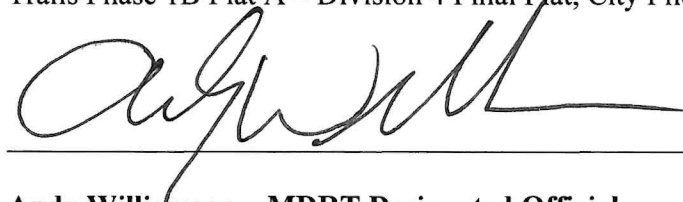
Construction Threshold: The design of the satellite fire station, pursuant to Section 13.4 of TV DA, must be selected, completed, and mutually agreed to by the City and Master Developer no later than the issuance of a Certificate of Occupancy for the 250th Dwelling Unit in The Villages MPD.

Staff Comment: *This siting and site design of the satellite fire station have been approved by the Master Developer, the City, and Mountain View/Black Diamond Fire & Rescue. An approved building permit for the fire station has been issued and is under active construction (City File BLD21-0111).*

Section V: Staff Recommendation

Based on the information and materials provided in the Staff Report, the City's Community Development Department, Public Works Department, and Master Development Review Team have determined that the Ten Trails Phase 1B Plat A – Division 4 Final Plat application meets all applicable requirements for final plat approval.

The City Staff recommends that the City Council adopt the findings in this report and **APPROVE** the Ten Trails Phase 1B Plat A – Division 4 Final Plat, City File Number PLN24-0047.



Date: 11/04/24

Andy Williamson – MDRT Designated Official



Date: 11/04/24

Dan Ervin, PE – MDRT Reviewing Engineer



Date: 11/04/2024

Alex Campbell, AICP – MDRT Reviewing Planner

Section VI: Exhibits

The following Exhibits are hereby incorporated by reference into the findings of this Staff Report:

- Exhibit A: Completion and Maintenance Bond Forms for Ten Trails MPD Phase 1B Plat A – Division 4 Final Plat, prepared by David Evans and Associates on behalf of Oakpointe and reviewed by Varius, Inc – dated 10/03/2024
- Exhibit B: Final Plat Approval Letters, prepared by Varius, Inc., Parametrix, and Mountain View/Black Diamond Fire and Rescue – various dates
- Exhibit C: Completion Schedule Approval for SR169/Roberts Drive/Black Diamond-Ravensdale Road Intersection Improvements, prepared by the City of Black Diamond – dated 08/09/2022
- Exhibit D: CC&R Review Memo, prepared by Madrona Law Group – dated 11/04/2024

THE VILLAGES / TEN TRAILS MPD
PHASE 1B PLAT A – DIVISION 4 FINAL PLAT
PLN24-0047

EXHIBIT A

TITLE: Performance and Maintenance Bond Forms for Ten Trails
Plat 1B Plat A – Division 4 Final Plat

PREPARED BY: David Evans and Associates, Inc. on behalf of
Oakpointe and reviewed by Varius, Inc.

DATE: 10/03/2024



October 3rd, 2024 (Revised)

Andrew Williamson
MDRT Director
PO Box 599
Black Diamond WA 98010

Attn: Andrew Williamson, Director

RE: Final Plat Document – Phase 1B, Mountain View, Division 4 – Bond Review and Approval

Dear Andy:

This letter is your certification, for use during Final Plat review and approval, that the Public Works Director has reviewed the proposed Performance Bond and Maintenance Bond Worksheets for Phase 1B, Mountain View – Division 4 and found them acceptable to complete and warrant the required work.

The Maintenance Bond Worksheets (3 worksheets total, dated July 31st, 2024, and noted for Job Number LENNLENW0001) include line items for the maintenance of the following completed work:

- | | |
|---------------------|----------------|
| 1. Sewer System | \$980,737.22 |
| 2. Roadway | \$840,938.85 |
| 3. ROW Street Trees | \$39,902.08 |
| 4. Water System | \$886,047.84 |
| 5. Storm System | \$1,119,706.08 |

The bond worksheets are attached for reference. The value of the improvements listed is \$3,867,332.07. The **final bond amount of \$966,833.02** is derated to 25% of the actual maintenance costs in accordance with Black Diamond Municipal Code.

The final Maintenance Bond amount for these items totals \$966,833.02.

The Performance Bond Worksheets (3 worksheets total, dated July 31st, 2024 and noted for Job Number LENNLENW0001) include line items for completion of the following uncompleted work:

- | | |
|-----------------------------|--------------|
| 1. Top Lift Paving | \$223,175.00 |
| 2. Stamped/Colored Concrete | \$15,200.00 |
| 3. Survey Monuments | \$30,845.00 |
| 4. Striping | \$75,000.00 |
| 5. Street Lights | \$112,675.36 |
| 6. Street Trees | \$39,902.08 |

The bond worksheets are attached for reference.

The total amount of uncompleted work is \$496,797.44. In accordance with BDMC 14.04.360, a Performance Bond in the amount of 150% of the uncompleted work must be posted. **The final Performance Bond amount for these items totals \$745,196.16.**

Please call or email if you need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Ervin', with a stylized flourish at the end.

Daniel R. Ervin, P.E.

Varius Inc – Executive Vice President

Maintenance Cost Summary

For:

Ten Trails - Phase 1B Plat A, Division 4 (PUB21-0108)



DAVID EVANS
AND ASSOCIATES INC.

Quantity and Cost per Unit Provided by: Pacific Civil & Infrastructure

Cost Summary Provided by: David Evans and Associates, Inc.

Job Number: LENNLENW0001

Date: July 31, 2024

Phase 1B Plat A, Division 4	Amount
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Surface Improvements:

- Roadway	\$840,938.85
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Total	\$840,938.85
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25% Bond Amount	\$210,234.71
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Maintenance Cost Summary

For:

Ten Trails - Phase 1B Plat A, Division 4 (PUB21-0108)



DAVID EVANS
AND ASSOCIATES INC.

Quantity and Cost per Unit Provided by: Pacific Civil & Infrastructure

Cost Summary Provided by: David Evans and Associates, Inc.

Job Number: LENNLENW0001

Date: July 31, 2024

Phase 1B Plat A, Division 4	Amount
-----------------------------	--------

Utilities:

- Sewer System	\$980,737.22
- Storm Sewer	\$1,119,706.08
- Water System	\$886,047.84

Total **\$2,986,491.14**

25% Bond Amount **\$746,622.78**



Maintenance Cost Summary

For:

Ten Trails - Phase 1B Plat A, Division 4 (PUB21-0108)



DAVID EVANS
AND ASSOCIATES INC.

Quantity and Cost per Unit Provided by: Art by Nature, Inc
Cost Summary Provided by: David Evans and Associates, Inc.
Job Number: LENNLENW0001
Date: July 31, 2024

Phase 1B Plat A, Division 4	Amount
-----------------------------	--------

Landscape:

- ROW Street Trees	\$39,902.08
--------------------	-------------

Total **\$39,902.08**

25% Bond Amount **\$9,975.52**



Note: There are 183 street trees in Div. 4 ROW landscaping at \$218.04 a tree, equaling \$39,902 for Mountain View Div. 4 Street Trees.

Opinion of Probable Cost for Remaining Infrastructure
For:
Ten Trails - Phase 1B Plat A, Division 4 (PUB21-0108)



Quantity and Cost per Unit Provided by: Pacific Civil & Infrastructure

Cost Summary Provided by: David Evans and Associates, Inc.

Job Number: LENNLENW0001

Date: July 31, 2024

Phase 1B Plat A, Division 4	Amount
-----------------------------	--------

Surface Improvements:

- 2" HMA Class 1/2" (Top Lift Paving)	\$223,175.00
- Stamped/ colored Crosswalk	\$15,200.00
- Survey Monuments	\$30,845.00
- Striping	\$75,000.00

Total **\$344,220.00**



Opinion of Probable Cost for Remaining Infrastructure
For:
Ten Trails - Phase 1B Plat A, Division 4 (PUB21-0108)



Quantity and Cost per Unit Provided by: Pacific Civil & Infrastructure
 Cost Summary Provided by: David Evans and Associates, Inc.
 Job Number: LENNLENW0001
 Date: July 31, 2024

Phase 1B Plat A, Division 4	Amount
Illumination:	
- Street Lights	\$112,675.36
Total	\$112,675.36



Note: There are 14 street lights in Div. 4 at \$8,048.24 a light, equaling \$136,820.08 for Mountain View Div. 4 Street Lights.

Opinion of Probable Cost for Remaining Infrastructure
For:
Ten Trails - Phase 1B Plat A, Division 4 (PUB21-0108)



Quantity and Cost per Unit Provided by: Art by Nature, Inc
Cost Summary Provided by: David Evans and Associates, Inc.
Job Number: LENNLENW0001
Date: July 31, 2024

Phase 1B Plat A, Division 4	Amount
Landscape:	
- Street Trees	\$39,902.08
Total	\$39,902.08



Note: There are 183 street trees in Div. 4 ROW landscaping at \$218.04 a tree, equaling \$39,902 for Mountain View Div. 4 Street Trees.

THE VILLAGES / TEN TRAILS MPD
PHASE 1B PLAT A – DIVISION 4 FINAL PLAT
PLN24-0047

EXHIBIT B

TITLE: Final Plat Approval Letters

PREPARED BY: Varius, Inc., Parametrix, and Mountain View/
Black Diamond Fire and Rescue

DATE: Various dates



October 30, 2024

Andrew Williamson
MDRT Director
PO Box 599
Black Diamond WA 98010

Attn: Andrew Williamson, Director

RE: Final Plat Document – Phase 1B, Mountain View, Division 4 – Final Plat Review and Approval

Dear Andy:

With this letter I transmit my approval of the Final Plat for Ten Trails, Phase 1B, Division 4 that was posted for review on October 25th, 2023 and revised on October 28th, and based on survey certification provided by Parametrix via email on October 22nd, 2024. The Final Plat meets the requirements of the Preliminary Plat (including the Hearing Examiner Conditions of Approval) the applicable City codes and standards and the Development Agreement. My review was concluded in accordance with BDMC 17.20.060.

Please call or email if you need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Ervin', written over a light gray rectangular background.

Daniel R. Ervin, P.E.

Varius Inc – Executive Vice President

DATE: October 29, 2024
TO: Andrew Williamson
FROM: Justin S. Emery, PLS
SUBJECT: Ten Trails Phase 1B Plat A Division 4 – Second Review
CC:
PROJECT NUMBER: 247-3043-032, Task 39
PROJECT NAME: Ten Trails Phase 1B Plat A Division 4

We have completed our 1st review of the above referenced lot line adjustment and have the following comments:

Sheet 1 of 11

- No comments

Sheet 2 of 11

- No comments.

Sheet 3 of 11

- No comments

Sheet 4 of 11

- No comments

Sheet 5 of 11

- No comments
- .

Sheet 6 of 11

- No comments

Sheet 7 of 11

- No comments

Sheet 8 of 11



- No comments

Sheet 9 of 11

- No comments

Sheet 10 of 11

- No comments

Sheet 11 of 11

- No comments

If you have any questions or need additional information, please contact me at (253) 785-3028 or email jemery@parametrix.com.

Thank you.



M E M O R A N D U M

DATE: October 31, 2024
TO: Andrew Williamson, Economic
Development Director
FROM: Corey Thomas, Lead Plans Review Inspector
SUBJECT: Final Plat Cert. - Ten Trails – Ph 1B, Pl A, Div 4

A review was conducted on behalf of Mountain View Fire and Rescue for the above referenced plat (Ten Trails Phase 1B, Plat A, Division 4) to ensure that all fire code requirements have been addressed prior to final plat acceptance.

The review found that all fire code requirements have been met and Mountain View Fire and Rescue hereby approves this plat for final plat acceptance for the City of Black Diamond.

THE VILLAGES / TEN TRAILS MPD
PHASE 1B PLAT A – DIVISION 4 FINAL PLAT
PLN24-0047

EXHIBIT C

TITLE: Completion Schedule Approval for SR169/Roberts Drive/
Black Diamond-Ravensdale Road Intersection Improvements

PREPARED BY: City of Black Diamond

DATE: 08/09/2022

SR 169 Phase 3 Corridor:

Pipeline Rd. Roundabout/Black Diamond-Ravensdale Rd./Roberts Dr. Roundabout

Design, Review, Approval, and Construction Schedule

Date: August 2022

WSDOT Design Submittal and Review Schedule

- WSDOT Submittal design package: Construction, PFA, BOD, ICE (6th submittal): September 2022
- WSDOT Response design package: Construction, PFA, BOD, ICE: October 2022
- WSDOT Submittal design package: Construction, PFA, BOD, ICE (7th submittal): October 2022
- WSDOT Response design package: Construction, PFA, BOD, ICE: November 2022

City of Black Diamond Phase 2: Stormwater Vault Design Submittal and Review Schedule

- City of Black Diamond Submittal (PUB) Phase 2 (Stormwater Vault – 5th Submittal): August 2022
- City of Black Diamond Response (PUB) Phase 2 (Stormwater Vault): September 2022

City of Black Diamond Phase 3: Corridor Design Submittal and Review Schedule

- ❖ City of Black Diamond Submittal (PUB) Phase 3 (Corridor Plans – 2nd Submittal): August 2022
- ❖ City of Black Diamond Response (PUB) Phase 3 (Corridor Plans): August 2022
- ❖ City of Black Diamond Submittal (PUB) Phase 3 (Corridor Plans – 3rd Submittal): September 2022
- ❖ City of Black Diamond Response (PUB) Phase 3 (Corridor Plans): September 2022
- ❖ City of Black Diamond Submittal (PUB) Phase 3 (Corridor Plans – 4th Submittal): October 2022
- ❖ City of Black Diamond Response (PUB) Phase 3 (Corridor Plans): October 2022

Construction Schedule

- Latest construction start is November 2024* with an estimated completion date of May 7, 2026 (26 months, allow for 6 months of wet weather intermittent work).
- City of Black Diamond SR169 Watermain Replacement Construction Timeline: The City of Black Diamond is proposing to install water improvements infrastructure within the limits of the Corridor project and has instructed that the construction of the Corridor be put on hold until April 2023, see attached letter for more information.

Note: WSDOT provided email (Duffy McColloch) that the Geometrics and ICE submittal package was being passed around for signatures (approved) on 6/2/2021.

*Construction start/completion dates are subject to approval for all design submittal/approval dates.

Hearing Examiner's Traffic Condition No. 4 Decision Upon Reconsideration for Preliminary Plat 2A regarding the SR169/Roberts Drive/Ravensdale Road intersection improvement schedule:

As an alternative to the 327 ERU analysis, the Applicant can implement a schedule approved by staff that assures that needed improvements shall be completed within six years of final plat approval of PP2A (which would be final plat approval of the first phase if PP2A is subsequently divided into phases).

Note that the language identified above ties the 6-year completion date to the approval of the Final Plat for Plat 2A Divisions 1-3 (PLN20-0033), not the date of the preliminary plat Decision. The Final Plat for Div. 1-3 for Plat 2A was approved on May 7, 2020.

 8/9/22
Andy Williamson - MDRT + Economic Dev. Director Date

THE VILLAGES / TEN TRAILS MPD
PHASE 1B PLAT A – DIVISION 4 FINAL PLAT
PLN24-0047

EXHIBIT D

TITLE: CC&R Review Memo

PREPARED BY: Madrona Law Group

DATE: 11/04/2024



MEMORANDUM

TO: Andy Williamson

FROM: David A. Linehan

DATE: November 4, 2024

RE: Ten Trails 1B ("Mountain View") Plat A – Division 4: Final Plat
Conditions implemented through Covenants, Conditions, & Restrictions
(CC&Rs)

This memo addresses Oakpointe's satisfaction of the conditions of approval being implemented in the Ten Trails Phase 1B ("Mountain View") Plat A – Division 4 final plat via provisions of the Covenants, Conditions, and Restrictions (CC&Rs) applicable to the Ten Trails MPD (f/k/a "The Villages"). As explained below, the Ten Trails Residential CC&Rs submitted by Oakpointe, as supplemented by the Mountain View at Ten Trails Sub-Association Declaration, meet all conditions of approval imposed by the MPD Permit and the Hearing Examiner's July 10, 2023, decision approving the Mountain View Plat A preliminary plat (City File No. PLN20-0107). Each applicable condition is set forth below verbatim, followed by an analysis of how that condition has been met in the Residential CC&Rs.

A. Preliminary Plat Conditions Imposed by Hearing Examiner

Condition No. 15: *All alleys shall be posted "No-Parking" with signage according to the International Fire Code; provisions for enforcement of these no parking zones shall be defined and accepted by the Designated Official prior to final plat approval.*

This condition has been met. Note 6 of the Conditions for Final Plat listed on Sheet 4 of the proposed final plat contains this condition verbatim, and Section 6.8 of the Residential CC&Rs contains specific parking prohibitions consistent with this condition: "Parking is prohibited within alleys and on any section of roadway that is twenty (20) feet wide or narrower." The

streets and alleys within Phase 1B Plat A Division 4 are covered by the parking restrictions in Section 6.8 of the Residential CC&Rs, and the Mountain View at Ten Trails Sub-Association Declaration provides a further enforcement mechanism for the Sub-Association in Article 19.

Section 11.1(c) of the Residential CC&Rs authorizes the Residential Association to tow and impound any vehicle parked in violation of the CC&Rs. Section 11.1(e) additionally authorizes the Association board to bring legal action to enforce the parking restrictions. Finally, Section 8.5.7 of the Residential CC&Rs contains “provisions for enforcement” of these no parking zones and all other terms of the CC&Rs by authorizing the Association to “perform such acts, whether or not expressly authorized by this Declaration, as may be reasonably necessary to enforce the provisions of this Declaration” The Mountain View at Ten Trails Sub-Association Declaration provides a further enforcement mechanism for the Sub-Association in Article 19.

Condition No. 18: *Prior to final plat approval, the Applicant shall submit Covenants, Conditions and Restrictions (CCRs) for review and approval by the Designated Official.*

This condition has been met. Oakpointe previously submitted CC&Rs applicable to the residential areas of Ten Trails PP1A Division 1 (recorded under King County Recording No. 20171107001312)¹ and has since submitted Supplemental Declarations sufficient to annex the entire Ten Trails (f/k/a “The Villages”) MPD site, including Phase 1B (“Mountain View”), into the area covered by these CC&Rs (recorded under King County Recording No. 20180619000316 and No. 20171227000507). The Residential CC&Rs and Supplemental Declarations prepared and submitted by Oakpointe satisfy Condition No. 29 of the Hearing Examiner’s preliminary plat approval for Ten Trails Plat 2D.

¹ Declaration of Covenants, Conditions, Restrictions and Easements for Ten Trails Residential Areas (“Residential CC&Rs”).

B. MPD Permit Conditions

Condition No. 9: *Homeowners Association(s) conditions, covenants and restrictions (CCRs) and/or the proposed Architectural Review Committee shall be required to allow the use of green technologies (such as solar panels) in all buildings. In addition, the CCRs shall include provisions, to be enforced by the HOA, prohibiting washing of cars in driveways or other paved surfaces, except for commercial car washes, and limiting the use of phosphorous fertilizers in common areas, so as to limit phosphorous loading in stormwater.*

This condition is met by Section 6.26 of the Residential CC&Rs, which prohibits washing of vehicles on driveways and other paved surfaces, except for licensed and approved commercial car washes, and by Section 9.2, which provides that the Residential Association “shall limit the use of phosphorous fertilizers in Common Areas to the maximum extent practicable.” This condition is further met by Section 7.4.2 of the Residential CC&Rs, which provides that “the Design Review Committee shall not prohibit the use of green technologies (such as solar panels) in all buildings.” As noted above, these requirements are further enforceable via Article 19 of the Sub-Association Declaration for Mountain View at Ten Trails

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TEN TRAILS

PHASE 1B PLAT A DIVISION 4

PORTION OF THE NW 1/4 OF THE NW 1/4 AND THE SW 1/4 OF THE NW 1/4
OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M.,
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

VOL/PG

DEDICATION

KNOW ALL PEOPLE BY THESE PRESENTS THAT WE, THE UNDERSIGNED OWNER OF INTEREST IN THE LAND HEREBY SUBDIVIDED, HEREBY DECLARE THIS PLAT TO BE THE GRAPHIC REPRESENTATION OF THE SUBDIVISION MADE HEREBY AND DO HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER THE HATCHED AREAS DEPICTED ON SHEET 5 OF 11 HERETO AND DEDICATE THE USE THEREOF FOR ALL PUBLIC PURPOSES NOT INCONSISTENT WITH THE USE THEREOF FOR PUBLIC HIGHWAY PURPOSES, INCLUDING THE RIGHT OF THE CITY OF BLACK DIAMOND TO MAKE ALL NECESSARY SLOPES FOR CUTS AND FILLS UPON THE LOTS ADJACENT TO SAID HATCHED AREAS FOR THE ORIGINAL REASONABLE GRADING OF STREETS AND AVENUES. FURTHER, THE UNDERSIGNED OWNER WAIVES FOR THEMSELVES, THEIR HEIRS AND ASSIGNS, AND ANY PERSON OR ENTITY DERIVING TITLE FROM THE UNDERSIGNED, ANY AND ALL CLAIMS AGAINST ANY GOVERNMENTAL AUTHORITY FOR DAMAGES TO SAID ADJACENT LOTS ARISING FROM THE REQUIRED CONSTRUCTION, DRAINAGE AND MAINTENANCE OF THE DEDICATED AREA.

TRACTS 905, 910, 912 AND 913 LANDSCAPE, PEDESTRIAN ACCESS AND UTILITY TRACTS; TRACTS 911 AND 914, ACCESS AND UTILITY TRACTS; TRACT 915, LANDSCAPE, PEDESTRIAN ACCESS, PARK AND UTILITY TRACT; TRACT 919, LANDSCAPE AND PEDESTRIAN ACCESS TRACT, TRACTS 928, 929, 930, 931 AND 932, LANDSCAPE AND UTILITY TRACTS ARE HEREBY GRANTED AND CONVEYED TO THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION.

NOTWITHSTANDING THE DEDICATIONS CONTAINED WITHIN THIS FINAL PLAT, LENNAR NORTHWEST, LLC, A DELAWARE LIMITED LIABILITY COMPANY, A CONVERSION OF LENNAR NORTHWEST INC., RETAINS AND RESERVES UNTO ITSELF CERTAIN RIGHTS WITH RESPECT TO TRACTS 905, 910, 911, 912, 913, 914, 919, 928, 929, 930, 931, 932 AND 934 INCLUDING, WITHOUT LIMITATION, THE RIGHT OF INGRESS, EGRESS AND ACCESS, AND TO CONSTRUCT, RECONSTRUCT, AND MAINTAIN ANY FACILITIES OR IMPROVEMENTS WITHIN SAID TRACTS AND THE RIGHT TO TEMPORARILY SUSPEND PUBLIC ACCESS TO SAID TRACTS FOR PURPOSES OF CONSTRUCTION AND MAINTENANCE.

TRACTS 915, 916 AND 934 ARE HEREBY GRANTED AND CONVEYED TO CCD BLACK DIAMOND PARTNERS LLC, A DELAWARE LIMITED LIABILITY COMPANY, ALONG WITH THE RIGHT OF INGRESS, EGRESS AND ACCESS, AND TO CONSTRUCT, RECONSTRUCT, AND MAINTAIN ANY FACILITIES OR IMPROVEMENTS WITHIN SAID TRACTS AND THE RIGHT TO TEMPORARILY SUSPEND PUBLIC ACCESS, IF APPLICABLE, TO SAID TRACTS FOR PURPOSES OF CONSTRUCTION AND MAINTENANCE.

A LANDSCAPE MAINTENANCE AND RENEWAL EASEMENT IS HEREBY GRANTED AND CONVEYED TO THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION FOR MAINTENANCE AND RENEWAL OF THE LANDSCAPED AREAS WITHIN THE ROADS DEDICATED TO THE PUBLIC WITHIN THIS SUBDIVISION.

THIS SUBDIVISION, DEDICATION AND WAIVER OF CLAIMS ARE MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF SAID OWNER.
IN WITNESS WHEREOF WE SET OUR HANDS AND SEALS.

LENNAR NORTHWEST, LLC, A DELAWARE LIMITED LIABILITY COMPANY, A CONVERSION OF LENNAR NORTHWEST INC.

BY: _____

ITS: _____

BY: _____

COUNCIL APPROVAL

EXAMINED AND APPROVED THIS ____ DAY OF _____, 2024.

COUNCIL RESOLUTION NUMBER _____.

MAYOR, CITY OF BLACK DIAMOND

STATE OF WASHINGTON)
) SS
COUNTY OF KING)

THIS IS TO CERTIFY THAT ON THIS DAY, BEFORE ME THE UNDERSIGNED NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED CAROL BENSON TO ME KNOWN TO BE THE MAYOR OF THE CITY OF BLACK DIAMOND THAT EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAID INSTRUMENT TO BE THE FREE AND VOLUNTARY ACT AND DEED OF SAID CITY, FOR THE USES AND PURPOSES THEREIN MENTIONED, AND ON OATH STATED THAT SHE WAS AUTHORIZED TO EXECUTE THE SAID INSTRUMENT.

WITNESS MY HAND AND OFFICIAL SEAL THIS ____ DAY OF _____, 2024.

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

RESIDING AT _____

MY APPOINTMENT EXPIRES _____

FIRE CHIEF APPROVAL

EXAMINED AND APPROVED THIS ____ DAY OF _____, 2024.

CITY OF BLACK DIAMOND FIRE CHIEF

COMMUNITY DEVELOPMENT DIRECTOR

EXAMINED AND APPROVED THIS ____ DAY OF _____, 2024.

COMMUNITY DEVELOPMENT DIRECTOR

ORIGINAL TAX PARCEL NUMBER

152106-9005

PUBLIC WORKS DIRECTOR

THE PUBLIC WORKS DIRECTOR FOR THE CITY OF BLACK DIAMOND HAS APPROVED THE SURVEY DATA, THE LAYOUT OF THE STREETS, ALLEYS AND OTHER RIGHTS OF WAYS, DESIGN OF BRIDGES, SEWAGE AND WATER SYSTEM AND OTHER STRUCTURES.

EXAMINED AND APPROVED THIS ____ DAY OF _____, 2024.

PUBLIC WORKS DIRECTOR

DEPARTMENT OF ASSESSMENTS

EXAMINED AND APPROVED THIS ____ DAY OF _____, 2024.

KING COUNTY ASSESSOR

DEPUTY KING COUNTY ASSESSOR

TREASURER CERTIFICATE

I HEREBY CERTIFY THAT ALL PROPERTY TAXES ARE PAID, THAT THERE ARE NO DELINQUENT SPECIAL ASSESSMENTS CERTIFIED TO THIS OFFICE FOR COLLECTION AND THAT ALL SPECIAL ASSESSMENTS CERTIFIED TO THIS OFFICE FOR COLLECTION ON ANY OF THE PROPERTY HEREIN CONTAINED, DEDICATED AS STREETS, ALLEYS OR FOR OTHER PUBLIC USE, ARE PAID IN FULL.

EXAMINED AND APPROVED THIS ____ DAY OF _____, 2024.

TREASURER

DEPUTY

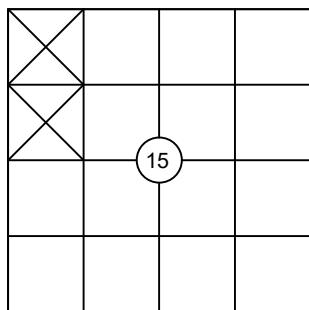
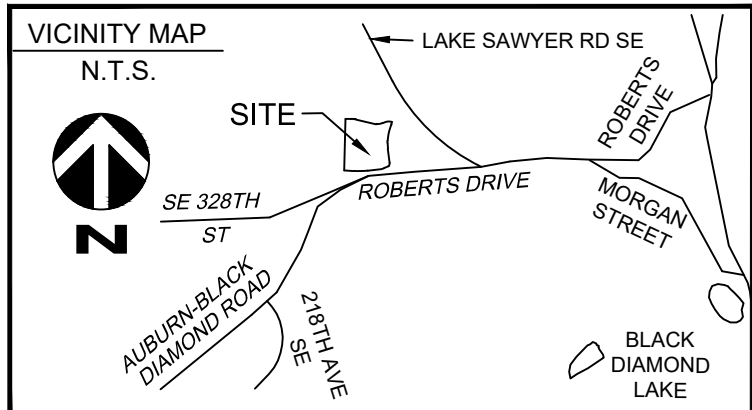
ACKNOWLEDGMENTS

STATE OF WASHINGTON)
) SS
COUNTY OF KING)

ON THIS ____ DAY OF _____, 2024, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON, DULY COMMISSIONED AND SWORN PERSONALLY APPEARED _____ KNOWN TO ME TO BE THE MANAGER OF LENNAR NORTHWEST, LLC, A DELAWARE LIMITED LIABILITY COMPANY, A CONVERSION OF LENNAR NORTHWEST INC., THAT EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAID INSTRUMENT TO BE THE FREE AND VOLUNTARY ACT AND DEED OF SAID CORPORATION, FOR THE PURPOSES THEREIN MENTIONED, AND ON OATH STATED THAT HE WAS AUTHORIZED TO EXECUTE SAID INSTRUMENT.

SIGNATURE OF
NOTARY PUBLIC

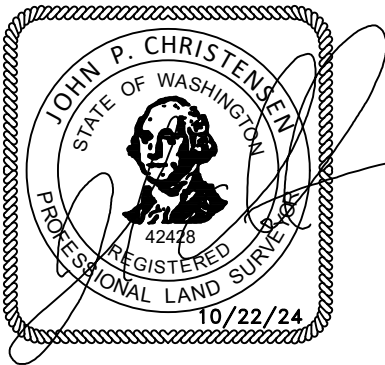
MY APPOINTMENT EXPIRES _____ DATE



INDEXING MAP
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M.

LAND SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT OF TEN TRAILS PHASE 1B PLAT A, DIVISION 4, CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF LENNAR NORTHWEST, LLC, A DELAWARE LIMITED LIABILITY COMPANY, A CONVERSION OF LENNAR NORTHWEST INC., AND SAID SURVEY WAS BASED UPON AN ACTUAL SURVEY OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M. AND THAT THIS PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE LANDS ACTUALLY SURVEYED; THAT THE COURSES AND DISTANCES SHOWN HEREON ARE CORRECT; THAT (1) MONUMENTS AS DESCRIBED AND SHOWN HEREON, UNLESS STATED OTHERWISE HEREON, WILL BE OR HAVE BEEN SET AT ALL LOT CORNERS AS SHOWN; (2) MONUMENTS AS DESCRIBED AND SHOWN HEREON AS "SET" WILL BE OR HAVE BEEN SET; AND (3) ALL MONUMENTS DESCRIBED AND SHOWN HEREON THAT ARE SHOWN "TO BE SET" WITHIN THE RIGHT-OF-WAY, WITHIN AND WITHOUT THE BOUNDARY OF THIS SUBDIVISION, WILL BE SET AFTER THE STREET IS PAVED.



JOHN P. CHRISTENSEN, PLS
SURVEYOR. CERTIFICATE NO. 42428
DAVID EVANS AND ASSOCIATES, INC.
20300 WOODINVILLE SNOHOMISH RD NE
SUITE A-WOODINVILLE, WA 98072
PHONE: (425) 415-2000

RECORDING CERTIFICATE

FILED FOR RECORD AT THE REQUEST OF DAVID EVANS AND ASSOCIATES, INC. THIS ____ DAY OF _____, 2024, AT ____ MINUTES PAST ____ M. AND RECORDED IN VOLUME _____ OF PLATS, PAGE(S) _____, RECORDS OF KING COUNTY, WASHINGTON.

DIVISION OF RECORDS AND ELECTIONS

MANAGER SUPERINTENDENT OF RECORDS

TEN TRAILS, PHASE 1B PLAT A
DIVISION 4
CITY OF BLACK DIAMOND
FILE NUMBER: PLN 24-0047
CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON

PORTION OF THE THE NW 1/4 OF THE NW 1/4 AND OF THE SW 1/4 OF THE NW 1/4 OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

JOB NO. LENNLNW0002 SHEET 1 OF 11

VOL/PG



DAVID EVANS
AND ASSOCIATES INC.

20300 Woodinville Snohomish Rd NE
Suite A • Woodinville, WA 98072
p: 425.415.2000 f: 425.486.5059

CITY OF BLACK DIAMOND FILE NO. PLN 24-0047

TEN TRAILS

PHASE 1B PLAT A DIVISION 4

PORTION OF THE NW 1/4 OF THE NW 1/4 AND THE SW 1/4 OF THE NW 1/4
OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M.,
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

LEGAL DESCRIPTION

(PER FIDELITY NATIONAL TITLE INSURANCE COMPANY, GUARANTEE/CERTIFICATE NO. 24001345-SC, DATED OCTOBER 4TH, 2024 AT 12:00 AM)

LOT 1, CITY OF BLACK DIAMOND LOT LINE ADJUSTMENT NO. PLN 21-0077, RECORDED DECEMBER 20, 2021 UNDER RECORDING NUMBER 20211220900009, RECORDS OF KING COUNTY, WASHINGTON.

EXCEPTIONS NOTED IN TITLE REPORT

(TITLE NOTES CORRESPONDING TO PARAGRAPH NUMBERS FROM SCHEDULE B, PER FIDELITY NATIONAL TITLE INSURANCE COMPANY, GUARANTEE/CERTIFICATE NO. 24001345-SC, DATED OCTOBER 4TH, 2024 AT 12:00 AM)

1.

RIGHTS OF THE PUBLIC, IF ANY, AS TO THE PORTION OF THE PROPERTY LYING WITHIN AUBURN-BLACK DIAMOND ROAD CREATED BY ORDER OF ESTABLISHMENT, JUNE 30, 1914.
2.

RIGHTS OF THE PUBLIC, IF ANY, AS TO THE PORTION OF THE PROPERTY LYING WITHIN LAKE SAWYER-BLACK DIAMOND ROAD.
3.

ANY INTEREST IN ANY OIL, GAS AND/OR MINERALS, AS DISCLOSED BY DOCUMENT:

ENTITLED: DEED TO PLUM CREEK TIMBER COMPANY, L.P.

RECORDING DATE: JULY 7, 1989

RECORDING NO.: 8907070390

THE PRESENT OWNERSHIP OR ANY OTHER MATTERS AFFECTING SAID OIL, GAS AND/OR MINERALS ARE NOT SHOWN HEREIN.

SAID DEED WAS CORRECTED BY DEED RECORDED UNDER RECORDING NUMBER 9301152402.

THE TERMS AND PROVISIONS CONTAINED IN THE DOCUMENT ENTITLED "CONVEYANCE OF OIL AND GAS RESERVED UNDER DEED TO PLUM CREEK TIMBER COMPANY, L.P." RECORDED JULY 7, 1989 AS RECORDING NUMBER 8907070392.

THE TERMS AND PROVISIONS CONTAINED IN THE DOCUMNET ENTITLED "PARTIAL WAIVER OF SURFACE USE RIGHTS" RECORDED JUNE 23, 1992 AS RECORDING NUMBER 9206230401.

NOTE: THE "RESERVED MINERALS" RESERVED BY PCTC, INC. IN THE DEED RECORDED UNDER RECORDING NUMBER 8907070390

AND CONVEYED TO MERIDIAN MINERAL COMPANY UNDER DEED RECORDED UNDER RECORDING NUMBER 8907070391 WERE CONVEYED BY MERIDIAN MINERAL COMPANY TO PLUM CREEK TIMBER COMPANY UNDER DEED RECORDED UNDER RECORDING NUMBER 9112301747, PLUM CREEK TIMBER COMPANY MERGED INTO PLUM CREEK LAND COMPANY AND THE "RESERVED MINERALS" MERGED INTO FEE OWNERSHIP OF THE REAL PROPERTY. PLUM CREEK LAND COMPANY CONVEYED THE ENTIRE FEE INCLUDING THE "RESERVED MINERALS" TO BD VILLAGE PARTNERS LP UNDER DEEDS RECORDED UNDER RECORDING NUMBER 20060922001106, RECORDING NUMBER 20090930002172 AND RECORDING NUMBER 20090930002098.

4.

CONSERVATION EASEMENT DEED

EXECUTED BY: PLUM CREEK LAND COMPANY AND THE CITY OF BLACK DIAMOND

RECORDING DATE: MARCH 23, 2006

RECORDING NO.: 20060323001818 and 20060323001819

5.

MITIGATION AGREEMENT

RECORDING DATE: APRIL 22, 2011

RECORDING NO.: 20110422000249

6.

THE VILLAGE MASTER PLANNED DEVELOPMENT AGREEMENT

EXECUTED BY: CITY OF BLACK DIAMOND AND BD VILLAGE PARTNERS, L.P.

RECORDING DATE: JANUARY 30, 2012

RECORDING NO.: 20120130000655

AMENDED BY INSTRUMENT(S):

RECORDING DATES: SEPTEMBER 6, 2012, JANUARY 3, 2014, NOVEMBER 12, 2014, DECEMBER 6, 2017, OCTOBER 11, 2018, FEBRUARY 28, 2019, AND MARCH 22, 2024

RECORDING NO. 20120906000762, RECORDING NO. 20120906000763, RECORDING NO. 20140103000655, RECORDING NO. 20141112001375, RECORDING NO. 20171206000581, RECORDING NO. 201810111000280, RECORDING NO. 201810111000281, RECORDING NO. 20190228000492, RECORDING NO. 20190228000493, RECORDING NO. 20220210000586 AND RECORDING NO. 20240322000755

7.

NOTICE OF PAYMENT OBLIGATION

RECORDING DATE: DECEMBER 2, 2015

RECORDING NO.: 20151202000632

8.

COVENANTS, CONDITIONS, RESTRICTIONS, RECITALS, RESERVATIONS, EASEMENTS, EASEMENT PROVISIONS, ENCROACHMENTS, DEDICATIONS, BUILDING SETBACK LINES, NOTES, STATEMENTS, AND OTHER MATTERS, IF ANY, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, OR SOURCE OF INCOME, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH ON CITY OF BLACK DIAMOND LOT LINE ADJUSTMENT NO. PLN16-0016:

RECORDING NO: 20161220900005

9.

EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:

GRANTED TO: KING COUNTY

PURPOSE: REGIONAL WASTEWATER STORAGE FACILITY

RECORDING DATE: AUGUST 15, 2017

RECORDING NO.: 20170815000309

AFFECTS: PORTION OF SAID PREMISES
- ### EXCEPTIONS NOTED
- ### IN TITLE REPORT (CONT.)
10.

COVENANTS, CONDITIONS, RESTRICTIONS AND EASEMENTS BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, SOURCE OF INCOME, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MEDICAL CONDITION OR GENETIC INFORMATION, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH IN THE DOCUMENT

RECORDING DATE: NOVEMBER 7, 2017

RECORDING NO.: 20171107001312

AMENDED BY INSTRUMENT(S):

RECORDING DATE: DECEMBER 27, 2017, JUNE 19, 2018, JUNE 27, 2018, AUGUST 22, 2019, DECEMBER 31, 2019, DECEMBER 9, 2021 AND JULY 19, 2024

RECORDING NO. 20171227000507, RECORDING NO. 20180619000316, RECORDING NO. 20180627001396, RECORDING NO. 20190822000857, RECORDING NO. 20191231001205, RECORDING NO. 20211209001073, RECORDING NO. 20230214000603, RECORDING NO. 20230531001470, RECORDING NO. 20231211000818 AND RECORDING NO. 20240719000266

LIMITED ASSIGNMENT OF DECLARANT RIGHTS:
ASSIGNEE: LENNAR NORTHWEST, INC., A DELAWARE CORPORATION

RECORDING DATE: DECEMBER 30, 2021

RECORDING NO.: 20211230000845

11.

COVENANTS, CONDITIONS, RESTRICTIONS AND EASEMENTS BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, SOURCE OF INCOME, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MEDICAL CONDITION OR GENETIC INFORMATION, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH IN THE DOCUMENT

RECORDING DATE: NOVEMBER 7, 2017

RECORDING NO.: 20171107001314

AMENDED BY INSTRUMENT(S):

RECORDING DATES: DECEMBER 27, 2017, JUNE 19, 2018, JUNE 27, 2018 AND DECEMBER 9, 2021

RECORDING NO. 20171227000508, RECORDING NO. 20180619000315, RECORDING NO. 20180627001395 AND RECORDING NO. 20211209001074

12.

COVENANTS, CONDITIONS, RESTRICTIONS, RECITALS, RESERVATIONS, EASEMENTS, EASEMENT PROVISIONS, ENCROACHMENTS, DEDICATIONS, BUILDING SETBACK LINES, NOTES, STATEMENTS, AND OTHER MATTERS, IF ANY, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, OR SOURCE OF INCOME, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH ON CITY OF BLACK DIAMOND LOT LINE ADJUSTMENT NO. PLN 21-0077:

RECORDING NO: 20211220900009

13.

AMENDED AND RESTATED COMPREHENSIVE SCHOOL MITIGATION AGREEMENT, AND THE TERMS AND CONDITIONS THEREOF:

RECORDING DATE: DECEMBER 14, 2021

RECORDING NO.: 20211214000628

14.

DECLARATION OF BUILDER'S COVENANTS, CONDITIONS AND RESTRICTIONS:

DATED: DECEMBER 29, 2021

GRANTOR (BUILDER): LENNAR NORTHWEST, INC.

GRANTEE (SELLER): CCD BLACK DIAMOND PARTNERS LLC

RECORDING DATE: DECEMBER 29, 2021

RECORDING NO.: 20211230000844

15.

TEMPORARY CONSTRUCTION, ACCESS & UTILITY EASEMENTS

EXECUTED BY: LENNAR NORTHWEST, INC. AND CCD BLACK DIAMOND PARTNERS LLC, A DELAWARE LIMITED LIABILITY COMPANY

RECORDING DATE: JANUARY 7, 2022

RECORDING NO.: 20220107001748

16.

EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:

GRANTED TO: CCD BLACK DIAMOND PARTNERS LLC

PURPOSE: SEWER EASEMENT

RECORDING DATE: DECEMBER 11, 2023

RECORDING NO.: 20231211000553

AFFECTS: PORTION OF SAID PREMISES

17.

EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:

GRANTED TO: PUGET SOUND ENERGY, INC.

PURPOSE: UNDERGROUND FACILITIES FOR ELECTRIC TRANSMISSION AND/OR DISTRIBUTION SYSTEM

RECORDING DATE: APRIL 24, 2024

RECORDING NO.: 20240424000452

AFFECTS: PORTION OF SAID PREMISES

SAID INSTRUMENT REPLACES AND SUPERSEDES THAT EASEMENT RECORDED UNDER RECORDING NO. 202311140000793.
- ITEM NOS. 18 THROUGH 20, INCLUSIVE, ADDRESS GENERAL AND SPECIAL TAXES, LIABILITY FOR SEWER TREATMENT CAPACITY CHARGES AND UNRECORDED LEASEHOLDS, AND AS SUCH DO NOT PERTAIN TO THIS PLAT.
- # INDICATES EXCEPTION GRAPHICALLY SHOWN ON MAP SHEETS
- VOL/PG
- ### EASEMENT PROVISIONS
- PUBLIC UTILITY EASEMENTS ARE HEREBY GRANTED AND CONVEYED, UPON THE RECORDING OF THIS PLAT, TO PUGET SOUND ENERGY, ANY TELEPHONE COMPANY, ANY CABLE TELEVISION COMPANY, ANY BROADBAND OR TELECOMMUNICATIONS COMPANY, CITY OF BLACK DIAMOND AND ITS SUCCESSORS AND ASSIGNS, UNDER AND UPON TRACTS 905, 910, 911, 912, 913, 914, 915, 916, 919, 928, 929, 930, 931 AND 932. ALL LOTS DESIGNATED WITH A STRIP FOR PUBLIC UTILITY EASEMENTS IN WHICH TO CONSTRUCT, OPERATE, MAINTAIN, REPAIR, REPLACE AND ENLARGE UNDERGROUND PIPES, CONDUITS, CABLES, CATCH BASINS, MANHOLES, CLEANOUTS, WIRES, WATER METERS AND FIRE HYDRANTS WITH ALL NECESSARY OR CONVENIENT UNDERGROUND OR GROUND-MOUNTED APPURTENANCES THERETO FOR THE PURPOSE OF SERVING THIS SUBDIVISION AND OTHER PROPERTY WITH ELECTRIC, TELEPHONE, GAS, SEWER, STORM, WATER AND OTHER UTILITY SERVICES, TOGETHER WITH THE RIGHT TO ENTER UPON THE LOTS, TRACTS, AND SPACES AT ALL TIMES FOR THE PURPOSE HEREIN STATED. THE LANDS ENTERED UPON FOR THESE PURPOSES SHALL BE RESTORED AS NEAR AS POSSIBLE TO THEIR ORIGINAL CONDITION. NO LINES OR WIRES FOR TRANSMISSION OF ELECTRIC CURRENT OR FOR TELEPHONE USE OR CABLE TELEVISION SHALL BE PLACED OR PERMITTED TO BE PLACED UPON ANY LOT OR TRACT UNLESS THE SAME SHALL BE UNDERGROUND OR IN CONDUIT ATTACHED TO A BUILDING.
- ### RESTRICTIONS
1.

FOLLOWING ORIGINAL REASONABLE GRADING OF ROADS AND WAYS HEREON, NO DRAINAGE WATERS ON ANY LOT OR LOTS SHALL BE DIVERTED OR BLOCKED FROM THEIR NATURAL COURSE SO AS TO DISCHARGE UPON ANY PUBLIC ROAD RIGHTS-OF-WAY TO HAMPER PROPER ROAD DRAINAGE. THE OWNER OF ANY LOT OR LOTS, PRIOR TO MAKING ANY ALTERATION IN THE DRAINAGE SYSTEM AFTER THE RECORDING OF THE PLAT, MUST MAKE APPLICATION TO AND RECEIVE APPROVAL FROM THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS FOR SAID ALTERATION. ANY ENCLOSING OF DRAINAGE WATERS IN CULVERTS OR DRAINS OR REROUTING THEREOF ACROSS ANY LOT AS MAY BE UNDERTAKEN BY OR FOR THE OWNER OF ANY LOT SHALL BE DONE BY AND AT THE EXPENSE OF SUCH OWNER

2.

NO LOT OR PORTION OF A LOT IN THIS PLAT SHALL BE DIVIDED AND SOLD OR RESOLD OR OWNERSHIP CHANGED OR TRANSFERRED WHEREBY THE OWNERSHIP OF ANY PORTION OF THIS PLAT SHALL BE LESS THAN THE AREA REQUIRED FOR THE USE DISTRICT IN WHICH LOCATED.

3.

DECORATIVE TYPE ENTRY SIGNS EITHER FOR BEAUTIFICATION OR ADVERTISEMENT OF THIS PLAT SHALL NOT UNDER ANY CIRCUMSTANCES BE PLACED IN PUBLIC RIGHT OF WAY.

4.

THE PRIVATE STORM DRAINAGE EASEMENTS ARE HEREBY GRANTED TO THE OWNERS OF ALL LOTS THAT BENEFIT FROM THE EASEMENT FOR MAINTENANCE OF THE PRIVATE STORM DRAINAGE, FACILITIES WHICH LIE WITHIN THE EASEMENT AREA, EXCEPT THAT NO OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE, REPAIR, AND/OR RECONSTRUCTION OF THAT PORTION OF THE COMMONLY USED STORM DRAINAGE APPARATUS LOCATED UPSTREAM FROM THE POINT OF CONNECTION OF THAT OWNER'S LOT WHICH SHOULD INCLUDE ACCESS AND MAINTENANCE OBLIGATIONS ON ALL OF THE MUTUALLY BURDENED AND BENEFITED PROPERTIES. EAVE OVERHANGS, PATIOS, AND FENCES SHALL BE ALLOWED WITHIN THE EASEMENT AREA.

5.

LOT 20 SHALL BE SUBJECT TO A PERMANENT EASEMENT ON THE NORTH LINE OF TRACT 912 FOR PURPOSES OF MAINTAINING AND REPAIRING A RETAINING WALL. TRACT 912 SHALL BE SUBJECT TO A PERMANENT EASEMENT ALONG THE WEST AND SOUTH LINES OF LOT 20 FOR PURPOSES OF MAINTAINING AND REPAIRING A RETAINING WALL. THE MAINTENANCE AND REPAIR OF ANY WALL OR PORTION OF ANY WALL ON TRACT 912 SHALL BE THE RESPONSIBILITY OF THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION.
- ### INSTRUMENTATION NOTE
- PRIMARY CONTROL POINTS AND ACCESSIBLE MONUMENT POSITIONS WERE FIELD MEASURED UTILIZING GLOBAL POSITIONING SYSTEM (GPS) SURVEY TECHNIQUES USING TRIMBLE R10 GNSS EQUIPMENT. MONUMENT POSITIONS THAT WERE NOT DIRECTLY OBSERVED USING GPS SURVEY TECHNIQUES WERE TIED INTO THE CONTROL POINTS UTILIZING TRIMBLE VX SPATIAL STATION FOR THE MEASUREMENT OF BOTH ANGLES AND DISTANCES. PROCEDURES USED IN THIS SURVEY WERE FIELD TRAVERSE, MEETING OR EXCEEDING STANDARDS SET BY WAC 332-130-090.
- ### MONUMENT NOTE
- PROPERTY CORNERS SHALL BE SET AS FOLLOWS UNLESS OTHERWISE NOTED:
1.

ALL TRACT CORNERS ARE SET WITH 1/2" X 24" REBAR WITH CAP STAMPED "DEA 42428".

2.

ALL TACK IN LEAD WITH WASHERS ARE SET ON THE STREETWARD PROJECTION OF THE LATERAL LOT OR LOT/TRACT LINES.

3.

SET 1/2" X 24" REBAR WITH CAP STAMPED "DEA 42428" AT ALL SIDE AND REAR LOT CORNERS.
-
- CITY OF BLACK DIAMOND FILE NO. PLN 24-0047
- ## TEN TRAILS PHASE 1B PLAT A DIVISION 4
- CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON
-
- DAVID EVANS
AND ASSOCIATES INC.**
20300 Woodinville Snohomish Rd NE
Suite A • Woodinville, WA 98072
p: 425 415 2000 f: 425 486 5059
- JOB NO. LENNLNW0002
- SHEET 2 OF 11
- VOL/PG

TEN TRAILS

PHASE 1B PLAT A DIVISION 4

PORTION OF THE NW 1/4 OF THE NW 1/4 AND THE SW 1/4 OF THE NW 1/4
OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M.,
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

VOL/PG

CITY OF BLACK DIAMOND CONDITIONS

MINE WORKING WARNING:

WARNING: THE CITY OF BLACK DIAMOND OVERLIES NUMEROUS MINE SHAFTS, TUNNELS, AND OTHER WORKINGS, THE EXACT LOCATION, DEPTH, AND SIZE OF WHICH ARE UNKNOWN. THE LAND ENCOMPASSED BY THIS SUBDIVISION MAY OR MAY NOT OVERLIE SUCH A WORKINGS. IN APPROVING THIS SUBDIVISION, THE CITY OF BLACK DIAMOND MAKES NO REPRESENTATIONS AND ASSUMES NO LIABILITY OR RESPONSIBILITY WITH RESPECT TO THE SUITABILITY OF THIS SITE FOR THE DEVELOPMENT CONTEMPLATED OR THE SUITABILITY OR INTEGRITY OF THE SUBSOIL AGAINST SUBSIDENCE OR COLLAPSE.

APPROVED MPD STATEMENT:

THIS PLAT IS PART OF AN APPROVED MASTER PLANNED DEVELOPMENT (MPD). ALL DEVELOPMENT AND CONSTRUCTION WITHIN THIS PLAT MUST BE CONSISTENT WITH THE APPLICABLE REQUIREMENTS OF THE MPD DEVELOPMENT AGREEMENT, MPD DESIGN STANDARDS, AND MITIGATION REQUIREMENTS.

GENERAL NOTES:

1) UNLESS OTHERWISE NOTED WITHIN THIS PLAT, ALL WATER AND SEWER PIPELINES WILL BE PUBLICLY OWNED AND OPERATED AND WILL BE WITHIN DEDICATED EASEMENT OR RIGHT OF WAY. STORMWATER PIPELINES MAY BE PRIVATELY OWNED AS LONG AS THE AREA SERVED BY THE PIPELINE IS ENTITLED BY EASEMENT AND OWNED BY THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION.

2) WATER CAPITAL FACILITY CHARGES AND SEWER CAPITAL FACILITY CHARGES SHALL NOT BE IMPOSED FOR DEVELOPMENT IN THIS PLAT.

3) MPD CONDITIONS OF APPROVAL: IN THE EVENT THAT THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION FAILS TO PERFORM ANY MAINTENANCE OF PRIVATE ALLEY AS REQUIRED BY SECTION 5.5.7 OF THE VILLAGES MPD DEVELOPMENT AGREEMENT AND, AS A RESULT, THE CITY OF BLACK DIAMOND PERFORMS SAID MAINTENANCE, THE LOT OWNERS OF THE PLAT ACKNOWLEDGE AND AGREE ON BEHALF OF THEMSELVES AND ALL SUCCESSORS AND ASSIGNS THAT, IF NOT PAID WITHIN THIRTY (30) DAYS OF INVOICING BY THE CITY, THE CITY'S TOTAL COST ARISING FROM THE CITY'S PERFORMANCE OF SAID REQUIRED PRIVATE ALLEY OR AUTO COURT PLUS ANY PENALTIES AND INTEREST THEREON AS PROVIDED BY THE VILLAGES MPD DEVELOPMENT AGREEMENT RECORDED UNDER KING COUNTY RECORDING NO. 20120130000655 SHALL BE A LIEN AGAINST ALL PROPERTY, INCLUDING INDIVIDUAL LOTS, WITHIN THIS PLAT, AND SAID LIEN MAY BE FORECLOSED IN THE SAME MANNER PROVIDED FOR THE FORECLOSURE OF LIENS FOR UNPAID SEWER RATES AND CHARGES SET FORTH IN RCW 35.67.220 - .280, AS AMENDED.

4) MPD CONDITIONS OF APPROVAL: IN THE EVENT THAT THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION FAILS TO PERFORM ANY MAINTENANCE OF STREET-SIDE LANDSCAPING FEATURE AS REQUIRED BY SECTION 5.5.7 OF THE VILLAGES MPD DEVELOPMENT AGREEMENT AND, AS A RESULT, THE CITY OF BLACK DIAMOND PERFORMS SAID MAINTENANCE, THE LOT OWNERS OF THE PLAT ACKNOWLEDGE AND AGREE ON BEHALF OF THEMSELVES AND ALL SUCCESSORS AND ASSIGNS THAT, IF NOT PAID WITHIN THIRTY (30) DAYS OF INVOICING BY THE CITY, THE CITY'S TOTAL COST ARISING FROM THE CITY'S PERFORMANCE OF SAID REQUIRED LANDSCAPING MAINTENANCE PLUS ANY PENALTIES AND INTEREST THEREON AS PROVIDED BY THE VILLAGES MPD DEVELOPMENT AGREEMENT RECORDED UNDER KING COUNTY RECORDING NO. 20120130000655 SHALL BE A LIEN AGAINST ALL PROPERTY, INCLUDING INDIVIDUAL LOTS, WITHIN THIS PLAT, AND SAID LIEN MAY BE FORECLOSED IN THE SAME MANNER PROVIDED FOR THE FORECLOSURE OF LIENS FOR UNPAID SEWER RATES AND CHARGES SET FORTH IN RCW 35.67.220 - .280, AS AMENDED.

5) ANY STRUCTURE (INCLUDING RETAINING WALLS 4 FEET OR TALLER) ADJACENT TO A SENSITIVE AREAS SETBACK SHALL COMPLY WITH THE CITY OF BLACK DIAMOND SENSITIVE AREAS ORDINANCE AS FOUND IN EXHIBIT E OF THE VILLAGES MPD DEVELOPMENT AGREEMENT.

LOT AREAS

LOT NO.	AREA	LOT NO.	AREA	LOT NO.	AREA	LOT NO.	AREA	LOT NO.	AREA
1	3,600 SF	30	2,975 SF	59	1,966 SF	88	1,040 SF	117	1,136 SF
2	3,600 SF	31	2,975 SF	60	1,040 SF	89	1,040 SF	118	1,917 SF
3	3,600 SF	32	2,946 SF	61	1,040 SF	90	1,950 SF	119	1,820 SF
4	3,600 SF	33	2,800 SF	62	1,755 SF	91	1,976 SF	120	1,040 SF
5	3,600 SF	34	2,800 SF	63	1,795 SF	92	1,079 SF	121	1,040 SF
6	4,050 SF	35	2,800 SF	64	1,110 SF	93	1,101 SF	122	1,040 SF
7	3,600 SF	36	2,800 SF	65	1,144 SF	94	2,120 SF	123	1,950 SF
8	3,600 SF	37	2,843 SF	66	2,232 SF	95	2,048 SF	124	1,950 SF
9	4,050 SF	38	4,044 SF	67	1,875 SF	96	1,075 SF	125	1,040 SF
10	3,600 SF	39	3,600 SF	68	1,079 SF	97	1,062 SF	126	1,040 SF
11	3,600 SF	40	3,600 SF	69	1,082 SF	98	1,960 SF	127	1,040 SF
12	3,600 SF	41	4,050 SF	70	2,504 SF	99	1,950 SF	128	1,820 SF
13	4,050 SF	42	3,600 SF	71	1,950 SF	100	1,040 SF	129	1,820 SF
14	3,600 SF	43	3,600 SF	72	1,040 SF	101	1,040 SF	130	1,040 SF
15	3,600 SF	44	4,350 SF	73	1,040 SF	102	1,950 SF	131	1,040 SF
16	3,600 SF	45	4,302 SF	74	2,241 SF	103	1,950 SF	132	1,040 SF
17	3,600 SF	46	4,410 SF	75	2,034 SF	104	1,040 SF	133	1,950 SF
18	3,603 SF	47	3,780 SF	76	1,040 SF	105	1,040 SF	134	1,950 SF
19	3,631 SF	48	3,870 SF	77	1,040 SF	106	1,950 SF	135	1,040 SF
20	4,400 SF	49	4,410 SF	78	1,950 SF	107	1,950 SF	136	1,040 SF
21	4,836 SF	50	4,419 SF	79	2,130 SF	108	1,040 SF	137	1,040 SF
22	4,800 SF	51	2,194 SF	80	1,136 SF	109	1,040 SF	138	1,825 SF
23	4,800 SF	52	1,136 SF	81	1,136 SF	110	1,950 SF	139	2,045 SF
24	4,800 SF	53	1,136 SF	82	1,985 SF	111	2,130 SF	140	1,136 SF
25	4,800 SF	54	1,917 SF	83	2,130 SF	112	1,136 SF	141	1,136 SF
26	5,311 SF	55	1,755 SF	84	1,136 SF	113	1,136 SF	142	1,136 SF
27	5,282 SF	56	1,040 SF	85	1,136 SF	114	2,134 SF	143	2,129 SF
28	2,941 SF	57	1,040 SF	86	2,130 SF	115	2,130 SF		
29	2,975 SF	58	1,966 SF	87	1,950 SF	116	1,136 SF		

LOT ADDRESS TABLE

LOT NO.	STREET NAME	ADDRESS	LOT NO.	STREET NAME	ADDRESS	LOT NO.	STREET NAME	ADDRESS
1	MYRTLE STREET SE	32219	49	VINE AVENUE SE	32369	97	SE CASCARA STREET	22884
2	MYRTLE STREET SE	32231	50	VINE AVENUE SE	32455	98	SE CASCARA STREET	22886
3	MYRTLE STREET SE	32247	51	VINE AVENUE SE	32360	99	SE CASCARA STREET	22900
4	MYRTLE STREET SE	32259	52	VINE AVENUE SE	32362	100	SE CASCARA STREET	22902
5	MYRTLE STREET SE	32273	53	VINE AVENUE SE	32364	101	SE CASCARA STREET	22904
6	MYRTLE STREET SE	32287	54	VINE AVENUE SE	32366	102	SE CASCARA STREET	22906
7	MYRTLE STREET SE	32301	55	VINE AVENUE SE	32370	103	SE CASCARA STREET	22910
8	MYRTLE STREET SE	32313	56	VINE AVENUE SE	32372	104	SE CASCARA STREET	22912
9	MYRTLE STREET SE	32325	57	VINE AVENUE SE	32374	105	SE CASCARA STREET	22914
10	MYRTLE STREET SE	32341	58	VINE AVENUE SE	32376	106	SE CASCARA STREET	22916
11	MYRTLE STREET SE	32353	59	VINE AVENUE SE	32390	107	SE CASCARA STREET	22930
12	MYRTLE STREET SE	32367	60	VINE AVENUE SE	32392	108	SE CASCARA STREET	22932
13	MYRTLE STREET SE	32375	61	VINE AVENUE SE	32394	109	SE CASCARA STREET	22934
14	MYRTLE STREET SE	32391	62	VINE AVENUE SE	32396	110	SE CASCARA STREET	22936
15	MYRTLE STREET SE	32403	63	VINE AVENUE SE	32400	111	SE CASCARA STREET	22940
16	MYRTLE STREET SE	32415	64	VINE AVENUE SE	32402	112	SE CASCARA STREET	22942
17	MYRTLE STREET SE	32427	65	VINE AVENUE SE	32404	113	SE CASCARA STREET	22944
18	MYRTLE STREET SE	32439	66	VINE AVENUE SE	32406	114	SE CASCARA STREET	22946
19	MYRTLE STREET SE	32451	67	ANCHOR AVENUE SE	32401	115	ANCHOR AVENUE SE	32436
20	MYRTLE STREET SE	32463	68	ANCHOR AVENUE SE	32403	116	ANCHOR AVENUE SE	32434
21	SE ELM STREET	22839	69	ANCHOR AVENUE SE	32405	117	ANCHOR AVENUE SE	32432
22	SE ELM STREET	22853	70	ANCHOR AVENUE SE	32407	118	ANCHOR AVENUE SE	32430
23	SE ELM STREET	22867	71	ANCHOR AVENUE SE	32381	119	ANCHOR AVENUE SE	32428
24	SE ELM STREET	22889	72	ANCHOR AVENUE SE	32383	120	ANCHOR AVENUE SE	32426
25	SE ELM STREET	22901	73	ANCHOR AVENUE SE	32385	121	ANCHOR AVENUE SE	32424
26	SE ELM STREET	22919	74	ANCHOR AVENUE SE	32387	122	ANCHOR AVENUE SE	32422
27	SE ELM STREET	22933	75	ANCHOR AVENUE SE	32371	123	ANCHOR AVENUE SE	32420
28	SE SITKA STREET	22920	76	ANCHOR AVENUE SE	32373	124	ANCHOR AVENUE SE	32408
29	SE SITKA STREET	22914	77	ANCHOR AVENUE SE	32375	125	ANCHOR AVENUE SE	32406
30	SE SITKA STREET	22902	78	ANCHOR AVENUE SE	32377	126	ANCHOR AVENUE SE	32404
31	SE SITKA STREET	22892	79	ANCHOR AVENUE SE	32361	127	ANCHOR AVENUE SE	32402
32	SE SITKA STREET	22884	80	ANCHOR AVENUE SE	32363	128	ANCHOR AVENUE SE	32400
33	SE SITKA STREET	22876	81	ANCHOR AVENUE SE	32365	129	ANCHOR AVENUE SE	32388
34	SE SITKA STREET	22862	82	ANCHOR AVENUE SE	32367	130	ANCHOR AVENUE SE	32386
35	SE SITKA STREET	22854	83	SE CASCARA STREET	22840	131	ANCHOR AVENUE SE	32384
36	SE SITKA STREET	22848	84	SE CASCARA STREET	22842	132	ANCHOR AVENUE SE	32382
37	SE SITKA STREET	22834	85	SE CASCARA STREET	22844	133	ANCHOR AVENUE SE	32380
38	MYRTLE STREET SE	32348	86	SE CASCARA STREET	22846	134	ANCHOR AVENUE SE	32378
39	MYRTLE STREET SE	32362	87	SE CASCARA STREET	22850	135	ANCHOR AVENUE SE	32376
40	MYRTLE STREET SE	32370	88	SE CASCARA STREET	22852	136	ANCHOR AVENUE SE	32374
41	MYRTLE STREET SE	32386	89	SE CASCARA STREET	22854	137	ANCHOR AVENUE SE	32372
42	MYRTLE STREET SE	32400	90	SE CASCARA STREET	22856	138	ANCHOR AVENUE SE	32370
43	MYRTLE STREET SE	32412	91	SE CASCARA STREET	22870	139	ANCHOR AVENUE SE	32368
44	MYRTLE STREET SE	32424	92	SE CASCARA STREET	22872	140	ANCHOR AVENUE SE	32366
45	VINE AVENUE SE	32425	93	SE CASCARA STREET	22874	141	ANCHOR AVENUE SE	32364
46	VINE AVENUE SE	32411	94	SE CASCARA STREET	22876	142	ANCHOR AVENUE SE	32362
47	VINE AVENUE SE	32397	95	SE CASCARA STREET	22880	143	ANCHOR AVENUE SE	32360
48	VINE AVENUE SE	32383	96	SE CASCARA STREET	22882			

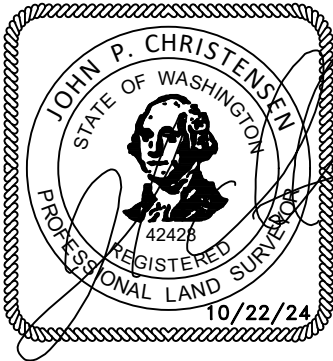
TRACT AREAS

TRACT	AREA	USE	TYPE OF PARK	GRANTED AND CONVEYED TO
905	1,800 SF	LANDSCAPE, PEDESTRIAN ACCESS AND UTILITY		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
910	1,800 SF	LANDSCAPE, PEDESTRIAN ACCESS AND UTILITY		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
911	593 SF	ACCESS AND UTILITY		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
912	15,667 SF	LANDSCAPE, PEDESTRIAN ACCESS AND UTILITY		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
913	13,634 SF	LANDSCAPE, PEDESTRIAN ACCESS AND UTILITY		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
914	8,912 SF	ACCESS AND UTILITY		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
915	38,430 SF	LANDSCAPE, PEDESTRIAN ACCESS , PARK AND UTILITY	NEIGHBORHOOD	CCD BLACK DIAMOND PARTNERS, LLC
916	46,927 SF	FUTURE DEVELOPMENT		CCD BLACK DIAMOND PARTNERS, LLC
919	1,343 SF	LANDSCAPE AND PEDESTRIAN ACCESS		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
928	783 SF	LANDSCAPE AND UTILITY		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
929	1,492 SF	LANDSCAPE AND UTILITY		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
930	869 SF	LANDSCAPE AND UTILITY		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
931	666 SF	LANDSCAPE AND UTILITY		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
932	808 SF	LANDSCAPE AND UTILITY		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
933	531,588 SF	FUTURE DEVELOPMENT		LENNAR NORTHWEST, LLC, A DELAWARE LIMITED LIABILITY COMPANY, A CONVERSION OF LENNAR NORTHWEST INC.
934	60,000 SF	FUTURE DEVELOPMENT		CCD BLACK DIAMOND PARTNERS, LLC

ADDRESSING NOTE

ADDRESSES FOR INDIVIDUAL LOTS HAVE BEEN SHOWN ON THIS PLAT PURSUANT TO BDMC 17.20.020 OF THE VESTED CODE, BUT THESE ADDRESSES WERE ASSIGNED WITHOUT BUILDING OR SITE PLANS AVAILABLE FOR EACH LOT. ANY ADDRESS CHANGES REQUIRED SUBSEQUENT TO RECORDING OF THIS FINAL PLAT SHALL NOT CONSTITUTE A PLAT ALTERATION AS DEFINED IN BDMC 17.20.090.B. OF THE VESTED CODE. REFER TO THE CITY OF BLACK DIAMOND (OR ITS SUCCESSOR AGENCY) BUILDING OR PLANNING DEPARTMENT RECORD ADDRESSES TO CONFIRM BUILDING ADDRESSES.

CITY OF BLACK DIAMOND FILE NO. PLN 24-0047



TEN TRAILS PHASE 1B PLAT A DIVISION 4

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



**DAVID EVANS
AND ASSOCIATES INC.**

20300 Woodinville Snohomish Rd NE
Suite A • Woodinville, WA 98072
p: 425 415 2000 f: 425 486 5059

JOB NO. LENNLNW0002

SHEET 3 OF 11

VOL/PG

TEN TRAILS

PHASE 1B PLAT A DIVISION 4

PORTION OF THE NW 1/4 OF THE NW 1/4 AND THE SW 1/4 OF THE NW 1/4
OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M.,
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

VOL/PG

CONSERVATION EASEMENT DEED PARTIAL RELINQUISHMENT

THE CITY OF BLACK DIAMOND AND LENNAR NORTHWEST LLC, HEREBY AMEND THOSE CERTAIN CONSERVATION EASEMENT DEEDS RECORDED UNDER KING COUNTY RECORDING NOS. 20060323001818 ("CED1"), 20060323001819 ("CED2") AND 20100106000723 ("CED3") AS FOLLOWS:

TRACTS 905, 910, 912, 913, 915, 919, 928, 929, 930, 931 AND 932 ARE HEREBY ESTABLISHED AS AND DECLARED TO BE "CONSERVATION ZONES," AS DEFINED IN CED1.

TRACTS 905, 910, 912, 913, 915, 919, 928, 929, 930, 931 AND 932 ARE LANDSCAPED AREAS CONSISTING OF 86,204 SQUARE FEET. SAID TRACTS PROTECT AND CONSERVE THE CONSERVATION VALUES IDENTIFIED IN CED3 PARAGRAPH 2.3 BY ENHANCING THE VALUE TO THE PUBLIC OF ABUTTING OR NEIGHBORING PARKS OR OTHER OPEN SPACE.

THE APPLICABLE OWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR THE PRESERVATION AND PROTECTION OF THE CONSERVATION VALUES OF THE CONSERVATION ZONE ESTABLISHED HEREBY, AND THE CITY OF BLACK DIAMOND SHALL HAVE THE RIGHT TO ENFORCE SUCH PRESERVATION AND PROTECTION, PURSUANT TO THE COVENANTS, CONDITIONS AND RESTRICTIONS OF THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION AS RECORDED UNDER KING COUNTY RECORDING NO. 20171107001312 AND AS AMENDED BY KING COUNTY RECORDING NOS, 20171227000507, 20180619000316, 20180627001396, 20190822000857, 20191231001205 AND 20211209001073.

THE CITY OF BLACK DIAMOND HEREBY TERMINATES AND RELEASES ALL OF ITS RIGHTS, TITLE AND INTEREST IN CED3 WITH RESPECT TO ALL PROPERTY IN THE PLAT NOT EXPRESSLY ESTABLISHED AS CONSERVATION ZONES HEREIN. THIS RELEASE IS INTENDED TO REMOVE CED3 FROM TITLE TO ALL PROPERTY IN THE PLAT NOT EXPRESSLY ESTABLISHED AS CONSERVATION ZONES HEREIN. THIS AMENDMENT AND RELEASE IS AN ADDENDUM TO CED3.

UPON RECORDING OF THIS AMENDMENT AND RELEASE, THE TOTAL SIZE OF THE CONSERVATION ZONES ESTABLISHED WITHIN THE PLAT AND THE REMAINING MINIMUM SIZE OF CONSERVATION ZONES TO BE ESTABLISHED SUBSEQUENTLY ARE AS FOLLOWS:

SOURCE OF REQUIREMENT: TABLE 9-1 OF THE VILLAGES DEVELOPMENT AGREEMENT	TOTAL CZ ACREAGE REQUIRED	TOTAL CZ ACREAGE ESTABLISHED BY PREVIOUS PLATS OF TEN TRAILS	CZ ACREAGE REMAINING LESS PREVIOUS PLATS	TOTAL CZ ACREAGE ESTABLISHED BY THIS PLAT OF TEN TRAILS	REMAINING MINIMUM CZ ACREAGE TO BE ESTABLISHED BY FUTURE PLATS WITHIN THE WEST ANNEXATION AREA
CED 1	63.3 ACRES	7.44 (PP1A DIV 1) 0.37 (PH2, PLAT C, DIV 1) 1.93 (PP1A DIV 2) 1.14 (V-13) 6.77 (PP1A, DIVS 3-5 AND 8) 3.74 (PH2, PLAT C, DIV 2) 1.55 (V-24) 5.53 (PLAT 2A, DIVS 1-3) 3.26 (PLAT 2A, DIV 4) 0.26 (PP1A, DIV 6) 0.78 (PLAT 2A, DIV 5) 1.70 (PLAT 2E) 0.05 (PLAT 2D, DIV 1) 1.47 (PLAT 2D, DIV 2) 2.18 (PH1, PLAT A, DIVS 1-3, 7-9)	25.13 ACRES	1.77 ACRES	23.36 ACRES
CED 2	91 ACRES	2.11 (PH2, PLAT C, DIV 1) 92.66 (PH2, PLAT C, DIV 2) 1.12 (PLAT 2E) 0.92 (PLAT 2D, DIV 1) 0.17 (PLAT 2D, DIV 2) 1.00 (PLAT 2D, DIV 4)	0 ACRES*	0 ACRES	0 ACRES
CED 3	197.87 ACRES	2.34 (PLAT 2D, DIV 1) 0.08 (PLAT 2D, DIV 3) 8.57 (PLAT 2D, DIV 4)	186.88 ACRES	0 ACRES	186.88 ACRES

* AN EXCESS OF 6.98 CONSERVATION ZONE ACRES LYING WITHIN CED 2 HAS PREVIOUSLY BEEN RECORDED.

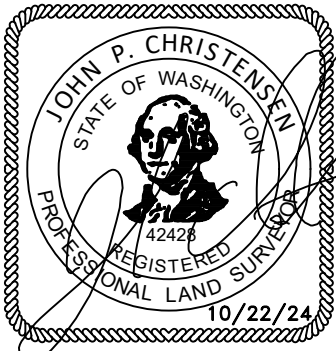
OPEN SPACE TABLE

	GROSS ACRES	BUGAA/ OPEN SPACE REQUIREMENT	MPD REQUIREMENT (IF APPLICABLE)	REQUIRED OPEN SPACE	OPEN SPACE PREVIOUSLY RECORDED	REQUIRED OPEN SPACE LESS PREVIOUS PLATS	OPEN SPACE PROVIDED IN THIS PLAT	REMAINING OPEN SPACE REQUIRED
WEST ANNEXATION AREA					21.59 (PASSIVE) 16.58 (ACTIVE) (PP1A, DIV 1) (PH2, PLAT C, DIV 1) (PP1A, DIV 2) (V-13) (PP1A, DIVS 3-5 and 8) (PH2, PLAT C, DIV 2) (V-24) (PLAT 2A, DIVS 1-3) (PLAT 2A, DIV 4) (PP1A, DIV 6) (PLAT 2A, DIV 5) (PLAT 2E) (PLAT 2D, DIV 1) (PLAT 2D, DIV 2) (PH1, PLAT A, DIVS 1-3, 7-9)	25.13	0.89 (PASSIVE) 0.88 (ACTIVE)	23.36
PARCEL C	54.62							
PARCEL D	225.99	63.30	0	63.3				
PARCEL G	8.06							
PARCEL E	151.15	0	75.58	75.58	95.69 (PASSIVE) 2.29 (ACTIVE) (PH2, PLAT C, DIV 1) (PH2, PLAT C, DIV 2) (PLAT 2E) (PLAT 2D, DIV 1) (PLAT 2D, DIV 2) (PLAT 2D, DIV 3) (PLAT 2D, DIV 4)	0*	0	0
PARCEL BDA	395.74	0	197.87	197.87	10.04 (PASSIVE) 0.95 (ACTIVE) (PLAT 2D, DIV 1) (PLAT 2D, DIV 3) (PLAT 2D, DIV 4)	186.88	0	186.88
TOTAL IN CITY/UGA MPD OPEN SPACE	1196.40	145	336.4	481.4	127.32 (PASSIVE) 19.82 (ACTIVE)	334.26	0.89 (PASSIVE) 0.88 (ACTIVE)	332.49

*AN EXCESS OF 22.40 ACRES OF OPEN SPACE LYING WITHIN PARCEL E HAS PREVIOUSLY BEEN RECORDED.

CONDITIONS FOR FINAL PLAT

- PRELIMINARY PLAT PHASE 1B PLAT A CONDITION #6: THE PROPONENT SHALL MAINTAIN OPERATION OF THE NOISE CONTROL "HOTLINE" TO ALLOW NEIGHBORS AFFECTED BY NOISE TO CONTACT BOTH THE CITY AND THE CONSTRUCTION CONTRACTOR TO ASK QUESTIONS OR TO COMPLAIN ABOUT VIOLATIONS OF THE NOISE REDUCTION PROGRAM PER CONDITION OF APPROVAL #41 OF THE VILLAGES MPD PERMIT.
- PRELIMINARY PLAT PHASE 1B PLAT A CONDITION #7: INFRASTRUCTURE IMPROVEMENTS SHALL BE CONSTRUCTED AS REQUIRED BY THE VILLAGES DEVELOPMENT AGREEMENT SECTION 11: PROJECT PHASING, APPLICABLE IMPLEMENTING PROJECT CONDITIONS OF APPROVAL, AND APPLICABLE SEPA MITIGATION MEASURES.
- PRELIMINARY PLAT PHASE 1B PLAT A CONDITION #8: ALL ROADWAY WIDTHS SHALL MEET THE MINIMUM WIDTH REQUIREMENTS FOR FIRE ACCESS.
- PRELIMINARY PLAT PHASE 1B PLAT A CONDITION #9: ALL INTERSECTION TURNING RADII SHALL MEET THE MINIMUM RADIUS REQUIREMENTS.
- PRELIMINARY PLAT PHASE 1B PLAT A CONDITION #14: AT THE TIME OF BUILDING PERMIT APPLICATION, STRUCTURES WILL BE REQUIRED TO EITHER HAVE REQUIRED FIRE FLOW AVAILABLE OR TO HAVE A FIRE SPRINKLER SYSTEM INSTALLED TO ALLOW FOR A REDUCTION IN REQUIRED FIRE FLOW.
- PRELIMINARY PLAT PHASE 1B PLAT A CONDITION #15: ALL ALLEYS SHALL BE POSTED "NO-PARKING" WITH SIGNAGE ACCORDING TO THE INTERNATIONAL FIRE CODE; PROVISIONS FOR ENFORCEMENT OF THESE NO PARKING ZONES SHALL BE DEFINED AND ACCEPTED BY THE DESIGNATED OFFICIAL PRIOR TO FINAL PLAT APPROVAL.
- PRELIMINARY PLAT PHASE 1B PLAT A CONDITION #18: PRIOR TO FINAL PLAT APPROVAL, THE APPLICANT SHALL SUBMIT COVENANTS, CONDITIONS AND RESTRICTIONS (CCRS) FOR REVIEW AND APPROVAL BY THE DESIGNATED OFFICIAL.
- PRELIMINARY PLAT PHASE 1B PLAT A CONDITION #19: THE MASTER DEVELOPER SHALL COMPLY WITH EXHIBIT Q (MAPLE VALLEY TRANSPORTATION MITIGATION AGREEMENT) OF TV DA..
- PRELIMINARY PLAT PHASE 1B PLAT A CONDITION #20: THE MASTER DEVELOP SHALL COMPLY WITH EXHIBIT R (COVINGTON TRANSPORTATION MITIGATION AGREEMENT) OF TV DA.
- PRELIMINARY PLAT PHASE 1B PLAT A CONDITION #21: TRACTS 901-936 SHALL BE OWNED AND MAINTAINED BY THE MASTER DEVELOPER (M.D.) OR APPLICABLE OWNERS ASSOCIATION (A.O.A.).
- PRELIMINARY PLAT PHASE 1B PLAT A CONDITION #29: THE 20% CUT/FILL LIMIT IMPOSED BY MPD CONDITION #110 SHALL BE CALCULATED USING THE ENTIRE PHASE 1B PLAT A PRELIMINARY PLAT AREA SHOWN IN THIS APPLICATION. THIS WILL REMAIN IN EFFECT EVEN IF UTILITY PERMIT SUBMITTALS ARE FOR A SMALLER AREA OR A PORTION OF THE PLATTED AREA. ALL UTILITY PERMITS MUST INCLUDE THE CUT/FILL BALANCE SHOWN IN THAT PARTICULAR APPLICATION AND THE OVERALL CUT/FILL BALANCE USING THE ENTRIE PHASE 1B PLAT A PRELIMINARY PLAT AREA (ASSUMING THEY ARE DIFFERENT).
- PRELIMINARY PLAT PHASE 1B PLAT A CONDITION #30: PURSUANT TO TV DA SECTION 5.2.1(A), THE MINIMUM LOT SIZE FOR DETACHED SINGLE-FAMILY RESIDENTIAL DEVELOPMENT IS 2,200 SQUARE FEET. RESIDENTIAL LOTS WITH AN AREA LESS THAN 2,200 SQUARE FEET WILL BE REQUIRED TO PROVIDE EITHER ATTACHED SINGLE-FAMILY RESIDENTIAL DEVELOPMENT OR MULTI-FAMILY RESIDENTIAL DEVELOPMENT.
- PRELIMINARY PLAT PHASE 1B PLAT A CONDITION #32: PURSUANT TO TV DA 4.9, THE CITY WILL NOT ISSUE UTILITY PERMITS FOR ANY ROAD OR STORMWATER IMPROVEMENTS FOR ANY DIVISION EXCEEDING THE BASE DENSITY OF PHASE 1B (ESTABLISHED IN TV DA TABLE 4-9) UNTIL THE MASTER DEVELOPER HAS DEMONSTRATED OWNERSHIP OF TDRS NEEDED FOR THE REQUESTED DENSITY OF THAT DIVISION.
- PRELIMINARY PLAT PHASE 1B PLAT A CONDITION #33: PURSUANT TO TV DA 4.0, NO FINAL PLATS EXCEEDING THE BASE DENSITY OF PHASE 1B (ESTABLISHED IN TV DA TABLE 4-9) WILL BE PROCESSED OR APPROVED UNTIL THE MASTER DEVELOPER HAS ACQUIRED TITLE TO THE NEEDED TDRS AND THEY HAVE BEEN ASSIGNED BY THE MASTER DEVELOPER TO APPLICABLE DIVISIONS OF THE PLAT.
- THE VILLAGES MPD DEVELOPMENT AGREEMENT SECTION 7.4.4.A.3: PURSUANT TO CONDITION OF APPROVAL NO. 68 OF THE MPD PERMIT APPROVAL, GALVANIZED AND COPPER AND SIMILAR ROOF AND GUTTER MATERIALS, AS WELL AS ROOF TREATMENTS SUCH AS CHEMICAL MOSS KILLERS ARE PROHIBITED FOR ANY ROOFTOP DRAINING DIRECTLY TO WETLANDS, STREAMS, OR THEIR ASSOCIATED BUFFERS WITHOUT TREATMENT. STORMWATER FROM NON-COPPER OR NON-GALVANIZED ROOFTOPS DOES NOT REQUIRE WATER QUALITY TREATMENT PRIOR TO INFILTRATION OR DISCHARGE UNLESS COMBINED WITH STORMWATER FROM POLLUTION GENERATING SURFACES.



CITY OF BLACK DIAMOND FILE NO. PLN 24-0047

TEN TRAILS PHASE 1B PLAT A DIVISION 4

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



**DAVID EVANS
AND ASSOCIATES INC.**
20300 Woodinville Snohomish Rd NE
Suite A • Woodinville, WA 98072
p: 425 415 2000 f: 425 486 5059

JOB NO. LENNLNW0002
SHEET 4 OF 11

VOL/PG

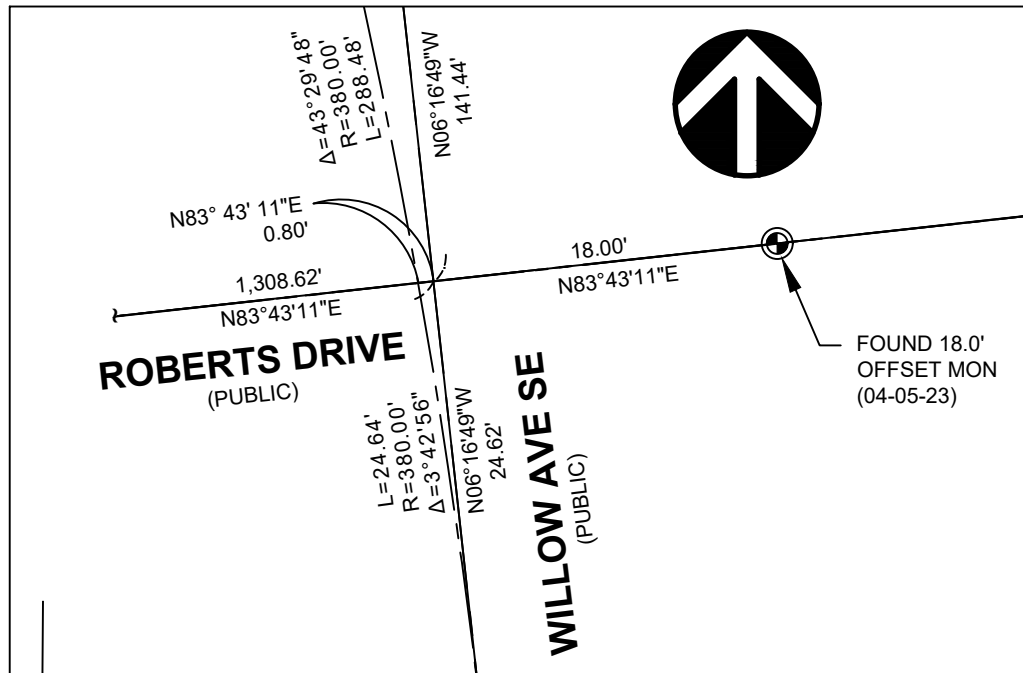
TEN TRAILS

PHASE 1B PLAT A DIVISION 4

PORTION OF THE NW 1/4 OF THE NW 1/4 AND THE SW 1/4 OF THE NW 1/4
OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M.,
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

DETAIL-1

1"=10'



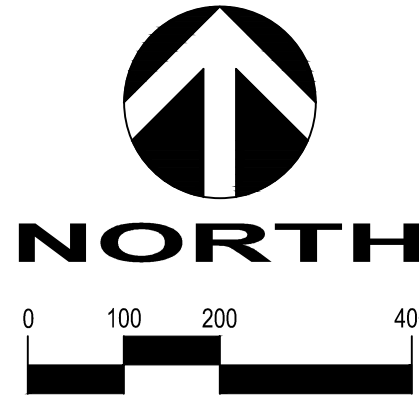
BASIS OF BEARINGS

WASHINGTON NORTH ZONE NAD 83/91
NORTH 01°24'33\"/>

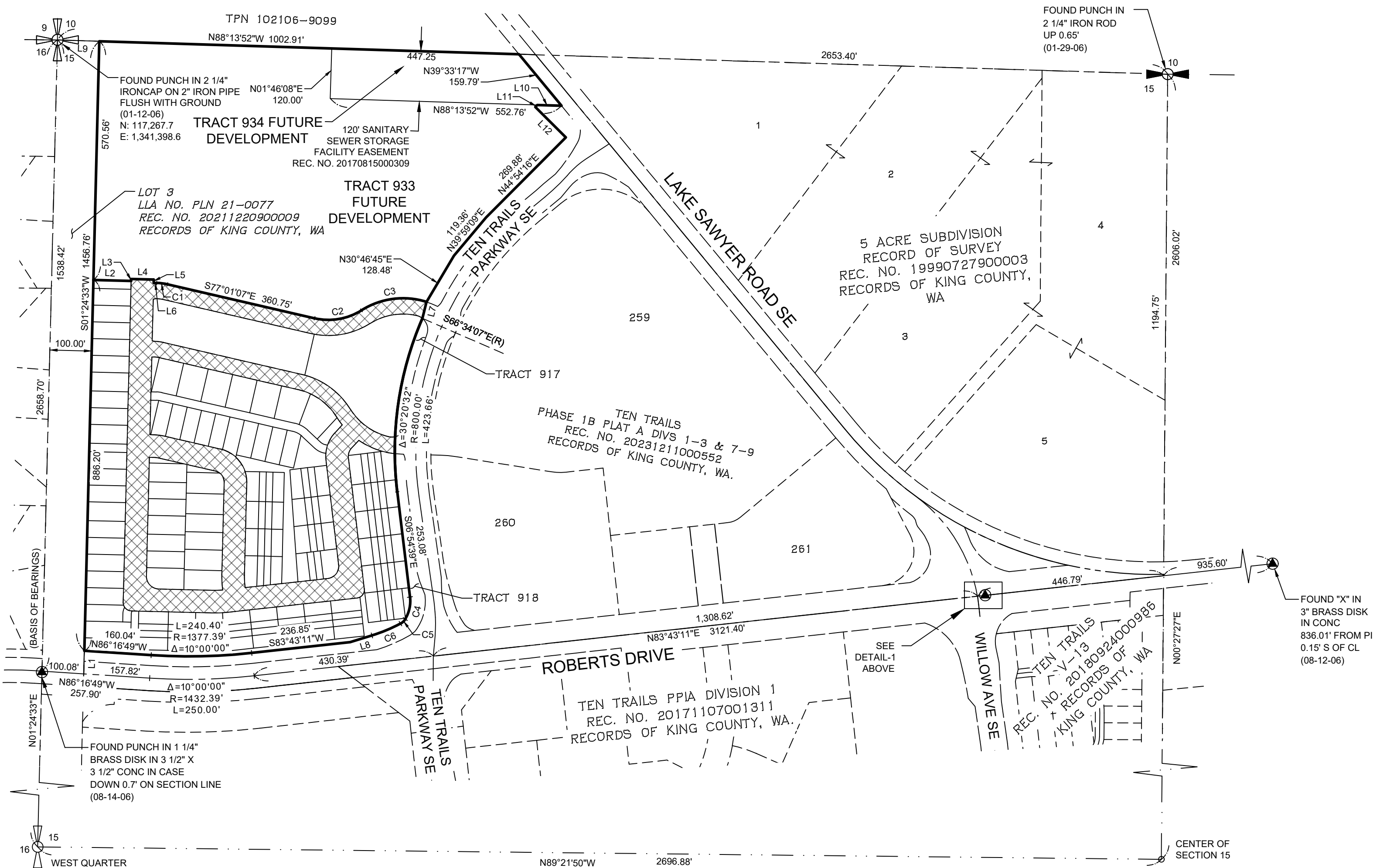
HATCH LEGEND



ROADS HEREBY DEDICATED TO
THE CITY OF BLACK DIAMOND
FOR PUBLIC RIGHT OF WAY



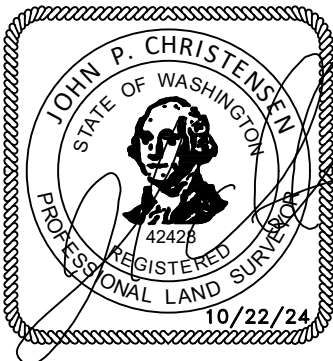
SCALE: 1" = 200'



WEST QUARTER
CORNER-FOUND 1/4\"/>

LINE TABLE		
LINE	DIRECTION	LENGTH
L1	N01°24'33\"/>	55.04
L2	S88°35'27\"/>	90.00
L3	N01°24'33\"/>	4.50
L4	S88°35'27\"/>	54.00
L5	S01°24'33\"/>	8.00
L6	S88°35'27\"/>	7.37
L7	S13°43'40\"/>	40.44
L8	S73°06'16\"/>	54.26
L9	S88°13'52\"/>	100.00
L10	S88°13'52\"/>	57.86
L11	N44°54'16\"/>	6.83
L12	N45°05'44\"/>	102.97

CURVE TABLE			
CURVE	DELTA	RADIUS	LENGTH
C1	$\Delta=011^{\circ}34'20''$	127.00'	25.65'
C2	$\Delta=045^{\circ}11'02''$	148.00'	116.71'
C3	$\Delta=049^{\circ}43'58''$	186.13'	161.56'
C4	$\Delta=038^{\circ}05'08''$	82.50'	54.84'
C5	$\Delta=030^{\circ}35'16''$	30.00'	16.02'
C6	$\Delta=011^{\circ}20'33''$	373.47'	73.93'



TEN TRAILS PHASE 1B PLAT A DIVISION 4

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



**DAVID EVANS
AND ASSOCIATES INC.**
20300 Woodinville Snohomish Rd NE
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p: 425 415 2000 f: 425 486 5059

JOB NO. LENNLNW0002
SHEET 5 OF 11

LEGEND

- ① PUBLIC UTILITY EASEMENT
② PRIVATE STORM DRAINAGE EASEMENT
(SEE RESTRICTIONS NOTE 6 ON SHEET 2)
③ PRIVATE ACCESS EASEMENT
④ PRIVATE WALL AND DRAINAGE EASEMENT
(SEE RESTRICTIONS NOTE 7 ON SHEET 2)
⑤ PUBLIC PEDESTRIAN ACCESS EASEMENT
⑥ SIGHT RESTRICTION EASEMENT
⑦ PRIVATE ACCESS AND PUBLIC UTILITY EASEMENT
⑧ PRIVATE STORM DRAINAGE EASEMENT
(SEE RESTRICTIONS NOTE 5 ON SHEET 2)

LA - LANDSCAPE
UT - UTILITY
PA - PEDESTRIAN ACCESS
SA - SENSITIVE AREA
PK - PARK AREA

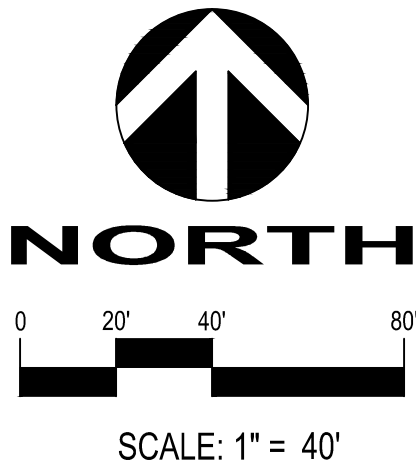
MATCH SHEET 9

TEN TRAILS

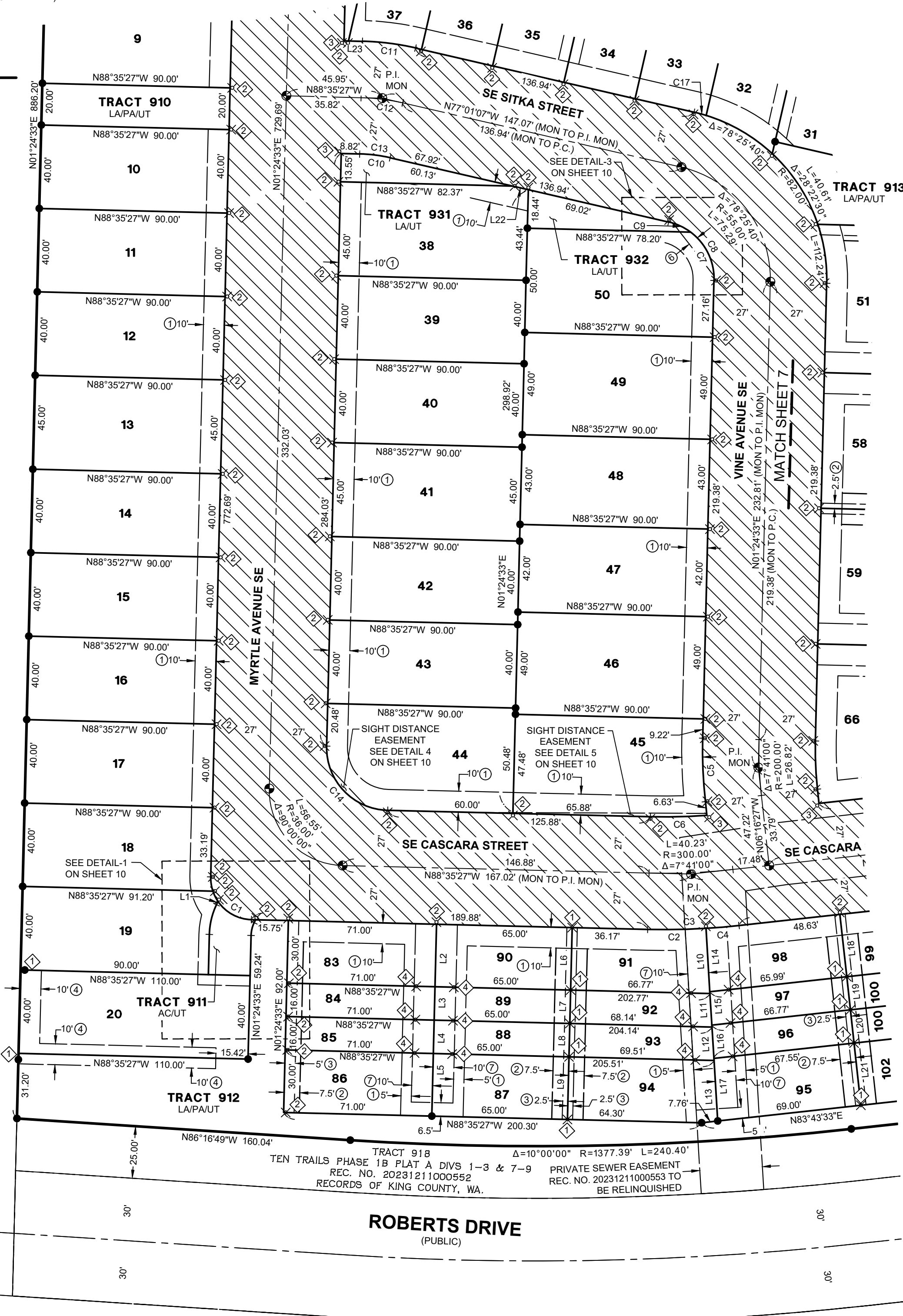
PHASE 1B PLAT A DIVISION 4

PORTION OF THE NW 1/4 OF THE NW 1/4 AND THE SW 1/4 OF THE NW 1/4
OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M.,
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

VOL/PG



LOT 3
CITY OF BLACK DIAMOND
LLA NO. PLN 21-0077
NO. 20211220900009
RECORDS OF KING COUNTY, WA



Line Table			Line Table		
Line #	Direction	Length	Line #	Direction	Length
L1	N25°39'12"E	1.66'	L13	N03°29'25"W	29.07'
L2	N01°24'33"E	30.00'	L14	N03°29'25"W	30.42'
L3	N01°24'33"E	16.00'	L15	N03°29'25"W	16.02'
L4	N01°24'33"E	16.00'	L16	N03°29'25"W	16.02'
L5	N01°24'33"E	30.00'	L17	N03°29'25"W	30.04'
L6	N01°24'33"E	30.00'	L18	N06°16'27"W	30.00'
L7	N01°24'33"E	16.00'	L19	N06°16'27"W	16.00'
L8	N01°24'33"E	16.00'	L20	N06°16'27"W	16.00'
L9	N01°24'33"E	30.00'	L21	N06°16'27"W	30.00'
L10	N03°29'25"W	31.31'	L22	N77°01'07"W	7.78'
L11	N03°29'25"W	16.06'	L23	N88°35'27"W	8.82'
L12	N03°29'25"W	16.06'			

Curve Table			
Curve #	Delta	Radius	Length
C1	090°00'00"	20.00'	31.42'
C2	004°53'58"	327.00'	27.96'
C3	007°41'00"	327.00'	43.85'
C4	002°47'02"	327.00'	15.89'
C5	007°41'00"	227.00'	30.44'
C6	005°41'09"	273.00'	27.09'
C7	054°39'03"	28.00'	26.71'
C8	078°25'40"	28.00'	38.33'
C9	023°46'37"	28.00'	11.62'
C10	011°34'20"	73.00'	14.74'
C11	011°34'20"	127.00'	25.65'
C12	011°34'20"	100.00'	20.20'
C13	011°34'20"	73.00'	14.74'
C14	090°00'00"	30.00'	47.12'

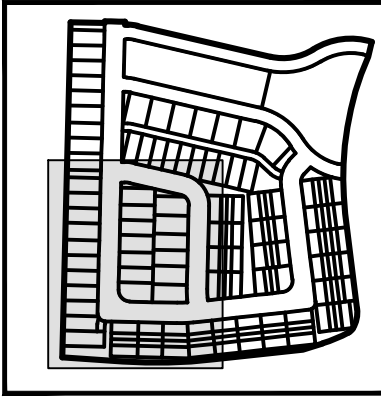
HATCH LEGEND

ROADS HEREBY DEDICATED TO THE CITY OF BLACK DIAMOND FOR PUBLIC RIGHT OF WAY

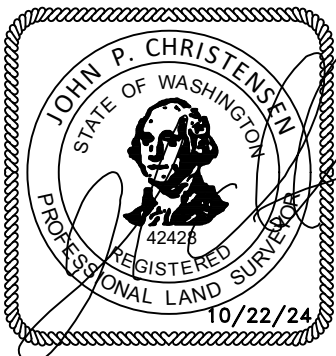
SYMBOL LEGEND

- SET STANDARD CITY OF BLACK DIAMOND ROAD MONUMENT IN CASE
● SET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER
● SET 1.0" OFFSET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428"
✕① SET TACK IN LEAD W/ WASHER ON PROPERTY CORNER
✕② SET 1.0" OFFSET TACK IN LEAD W/WASHER
✕③ SET 1.0" X 1.0" OFFSET TACK IN LEAD W/WASHER
✕④ SET 9.0" OFFSET TACK IN LEAD W/WASHER

KEY MAP



SEE SHEET 3 OF 11
FOR ADDRESSES



TEN TRAILS
PHASE 1B PLAT A
DIVISION 4

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



DAVID EVANS
AND ASSOCIATES INC.
20300 Woodinville Snohomish Rd NE
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p: 425.415.2000 f: 425.486.5059

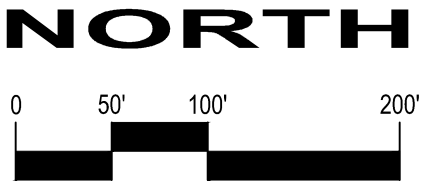
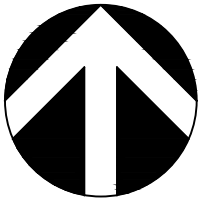
JOB NO. LENNLNW0002
SHEET 6 OF 11

TEN TRAILS

PHASE 1B PLAT A DIVISION 4

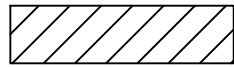
PORTION OF THE NW 1/4 OF THE NW 1/4 AND THE SW 1/4 OF THE NW 1/4
OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M.,
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

VOL/PG



SCALE: 1" = 100'

HATCH LEGEND



ROADS HEREBY DEDICATED TO
THE CITY OF BLACK DIAMOND
FOR PUBLIC RIGHT OF WAY

MATCH SHEET 8

LEGEND

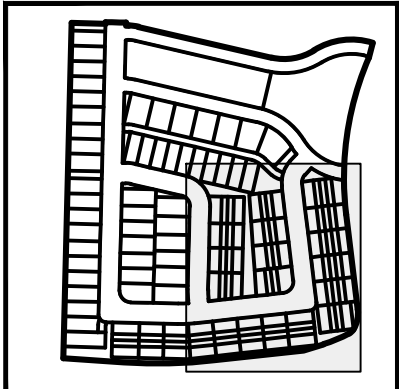
- ① PUBLIC UTILITY EASEMENT
 - ② PRIVATE STORM DRAINAGE EASEMENT
(SEE RESTRICTIONS NOTE 6 ON SHEET 2)
 - ③ PRIVATE ACCESS EASEMENT
 - ④ PRIVATE WALL AND DRAINAGE EASEMENT
(SEE RESTRICTIONS NOTE 7 ON SHEET 2)
 - ⑤ PUBLIC PEDESTRIAN ACCESS EASEMENT
 - ⑥ SIGHT RESTRICTION EASEMENT
 - ⑦ PRIVATE ACCESS AND PUBLIC UTILITY EASEMENT
 - ⑧ PRIVATE STORM DRAINAGE EASEMENT
(SEE RESTRICTIONS NOTE 5 ON SHEET 2)
- LA - LANDSCAPE
UT - UTILITY
PA - PEDESTRIAN ACCESS
SA - SENSITIVE AREA
PK - PARK AREA



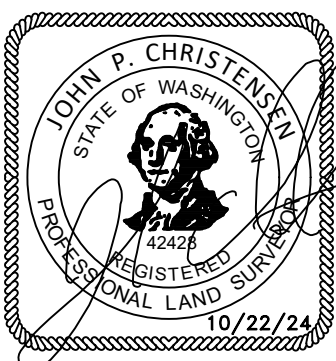
SYMBOL LEGEND

- SET STANDARD CITY OF BLACK DIAMOND ROAD MONUMENT IN CASE
- SET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER
- SET 1.0' OFFSET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER
- ✕① SET TACK IN LEAD W/ WASHER ON PROPERTY CORNER
- ✕② SET 1.0' OFFSET TACK IN LEAD W/WASHER
- ✕③ SET 1.0' X 1.0' OFFSET TACK IN LEAD W/WASHER
- ✕④ SET 9.0' OFFSET TACK IN LEAD W/WASHER
- ✕⑤ SET 2.0' OFFSET TACK IN LEAD W/WASHER

KEY MAP



SEE SHEET 3 OF 11
FOR ADDRESSES



TEN TRAILS PHASE 1B PLAT A DIVISION 4

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



**DAVID EVANS
AND ASSOCIATES INC.**
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p: 425.415.2000 f: 425.486.5059

JOB NO. LENNLNW0002
SHEET 7 OF 11

CITY OF BLACK DIAMOND FILE NO. PLN 24-0047

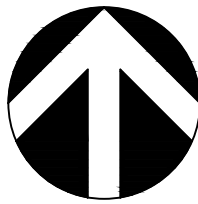
VOL/PG

TEN TRAILS

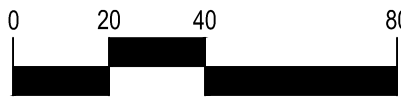
PHASE 1B PLAT A DIVISION 4

PORTION OF THE NW 1/4 OF THE NW 1/4 AND THE SW 1/4 OF THE NW 1/4
OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M.,
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

VOL/PG

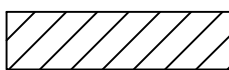


NORTH

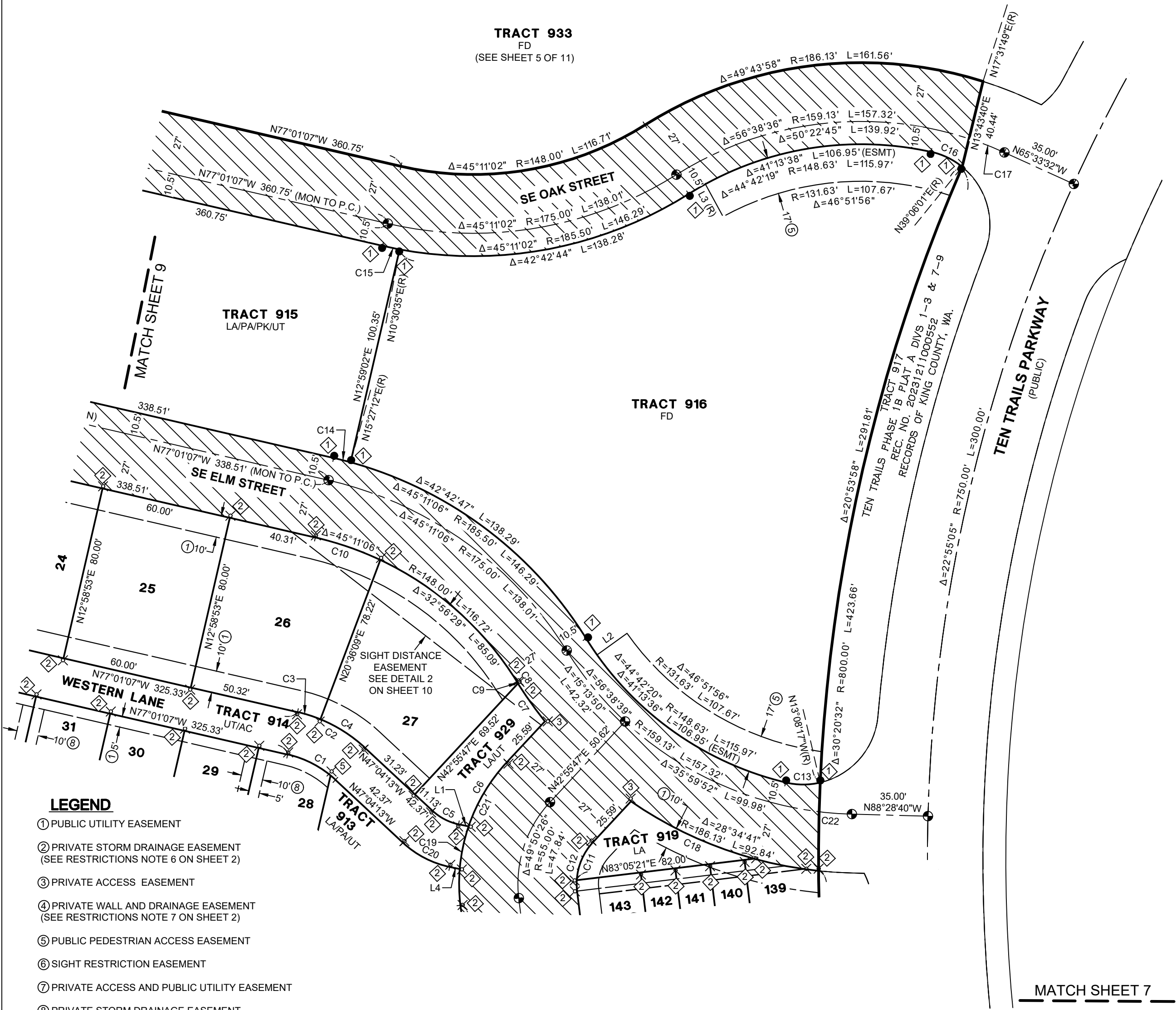


SCALE: 1" = 40'

HATCH LEGEND



ROADS HEREBY DEDICATED TO
THE CITY OF BLACK DIAMOND
FOR PUBLIC RIGHT OF WAY



LEGEND

- ① PUBLIC UTILITY EASEMENT
- ② PRIVATE STORM DRAINAGE EASEMENT
(SEE RESTRICTIONS NOTE 6 ON SHEET 2)
- ③ PRIVATE ACCESS EASEMENT
- ④ PRIVATE WALL AND DRAINAGE EASEMENT
(SEE RESTRICTIONS NOTE 7 ON SHEET 2)
- ⑤ PUBLIC PEDESTRIAN ACCESS EASEMENT
- ⑥ SIGHT RESTRICTION EASEMENT
- ⑦ PRIVATE ACCESS AND PUBLIC UTILITY EASEMENT
- ⑧ PRIVATE STORM DRAINAGE EASEMENT
(SEE RESTRICTIONS NOTE 5 ON SHEET 2)

LA - LANDSCAPE
UT - UTILITY
PA - PEDESTRIAN ACCESS
SA - SENSITIVE AREA
PK - PARK AREA

SYMBOL LEGEND

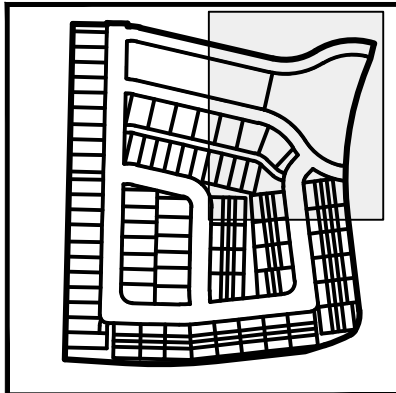
- ⊙ SET STANDARD CITY OF BLACK DIAMOND ROAD MONUMENT IN CASE
- SET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER
- ⬢ SET 1.0' OFFSET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER
- ⊗ SET TACK IN LEAD W/ WASHER ON PROPERTY CORNER
- ⊗ SET 1.0' OFFSET TACK IN LEAD W/WASHER
- ⊗ SET 1.0' X 1.0' OFFSET TACK IN LEAD W/WASHER
- ⊗ SET 9.0' OFFSET TACK IN LEAD W/WASHER

Line Table		
Line #	Direction	Length
L1	N78°15'30"W	4.70'
L2	N54°29'41"E	17.00'
L3	N28°31'53"W	17.00'
L4	N78°15'30"W	4.70'

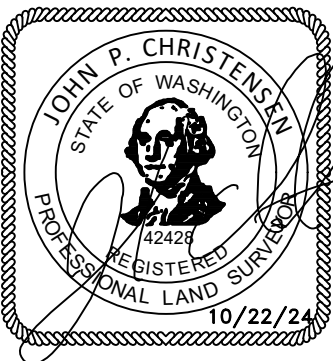
Curve Table				Curve Table			
Curve #	Delta	Radius	Length	Curve #	Delta	Radius	Length
C1	029°56'54"	48.00'	25.09'	C12	049°50'26"	28.00'	24.36'
C2	029°56'54"	68.00'	35.54'	C13	026°35'56"	34.50'	16.02'
C3	007°37'16"	68.00'	9.04'	C14	002°28'18"	185.50'	8.00'
C4	022°19'38"	68.00'	26.50'	C15	002°28'18"	185.50'	8.00'
C5	031°11'17"	25.00'	13.61'	C16	026°35'51"	34.50'	16.02'
C6	024°11'00"	82.00'	34.61'	C17	006°15'51"	159.13'	17.40'
C7	006°34'19"	186.13'	21.35'	C18	019°16'54"	186.13'	62.64'
C8	000°19'27"	186.13'	1.05'	C19	014°00'34"	82.00'	20.05'
C9	000°19'27"	186.13'	1.05'	C20	031°11'17"	45.00'	24.50'
C10	012°14'37"	148.00'	31.63'	C21	049°50'26"	82.00'	71.33'
C11	039°33'57"	28.00'	19.34'	C22	005°24'33"	159.13'	15.02'

MATCH SHEET 7

KEY MAP



SEE SHEET 3 OF 11
FOR ADDRESSES



TEN TRAILS PHASE 1B PLAT A DIVISION 4

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



**DAVID EVANS
AND ASSOCIATES INC.**
20300 Woodinville Snohomish Rd NE
Suite A • Woodinville, WA 98072
p: 425.415.2000 f: 425.486.5059

JOB NO. LENNLNW0002
SHEET 8 OF 11

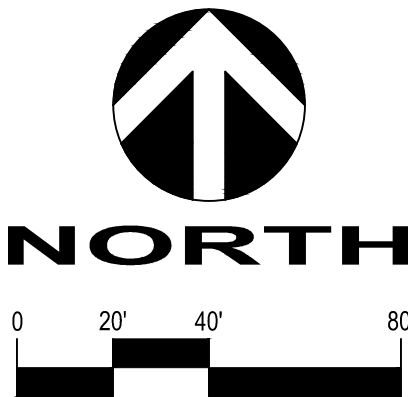
VOL/PG

TEN TRAILS

PHASE 1B PLAT A DIVISION 4

PORTION OF THE NW 1/4 OF THE NW 1/4 AND THE SW 1/4 OF THE NW 1/4
OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M.,
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

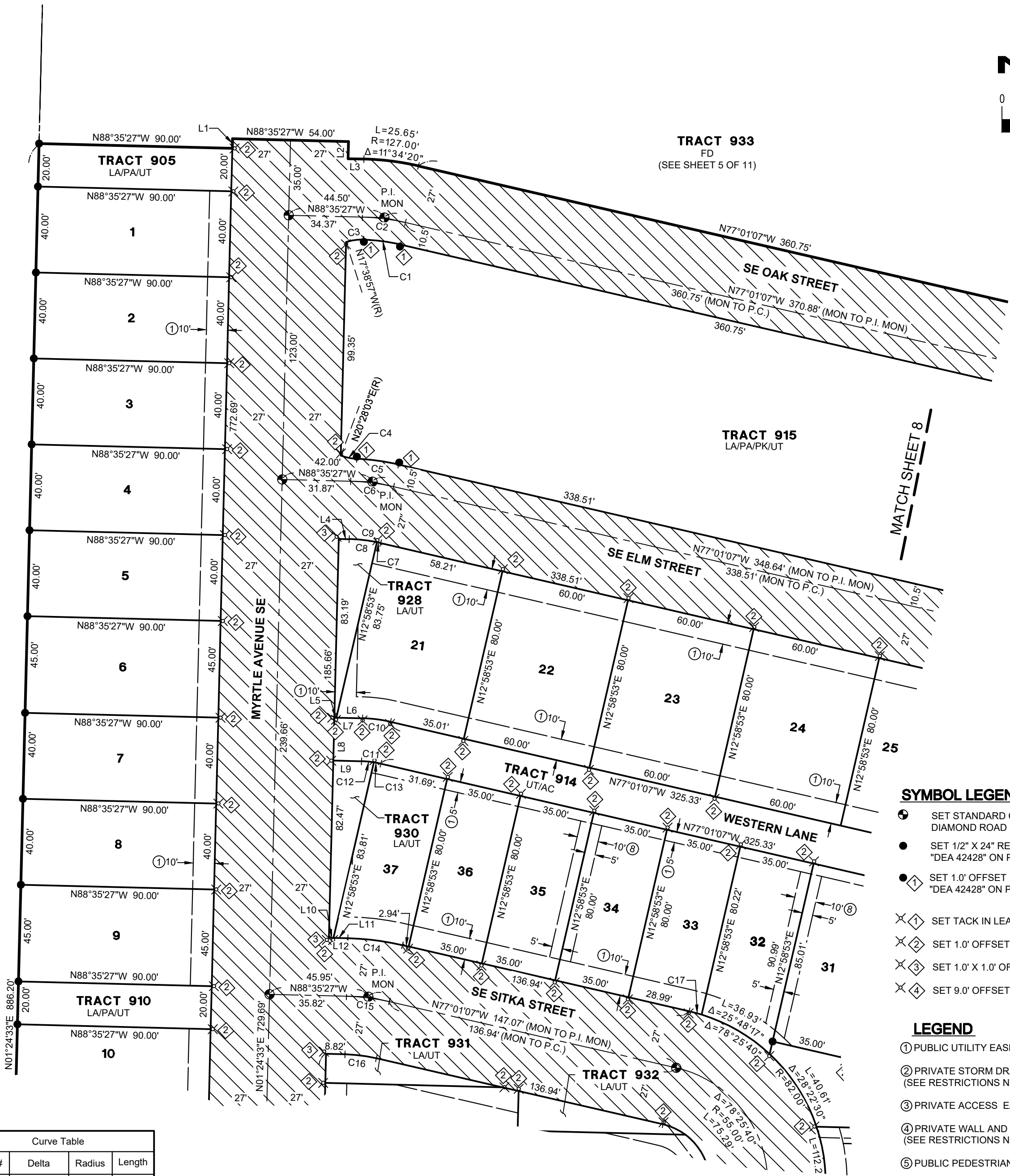
VOL/PG



SCALE: 1" = 40'

LOT 3
CITY OF BLACK DIAMOND
LLA NO. PLN 21-0077
NO. 2021122090009
RECORDS OF KING COUNTY, WA

MATCH SHEET 6



SYMBOL LEGEND

- SET STANDARD CITY OF BLACK DIAMOND ROAD MONUMENT IN CASE
- SET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER
- SET 1.0' OFFSET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER
- ✕ SET TACK IN LEAD W/ WASHER ON PROPERTY CORNER
- ✕ SET 1.0' OFFSET TACK IN LEAD W/WASHER
- ✕ SET 1.0' X 1.0' OFFSET TACK IN LEAD W/WASHER
- ✕ SET 9.0' OFFSET TACK IN LEAD W/WASHER

LEGEND

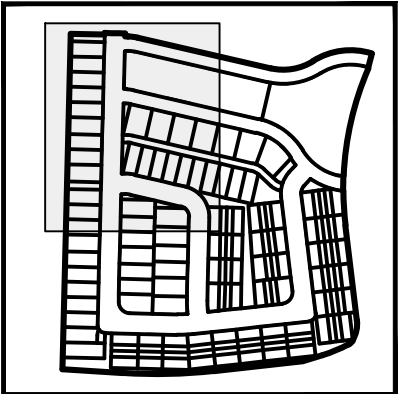
- ① PUBLIC UTILITY EASEMENT
- ② PRIVATE STORM DRAINAGE EASEMENT (SEE RESTRICTIONS NOTE 6 ON SHEET 2)
- ③ PRIVATE ACCESS EASEMENT
- ④ PRIVATE WALL AND DRAINAGE EASEMENT (SEE RESTRICTIONS NOTE 7 ON SHEET 2)
- ⑤ PUBLIC PEDESTRIAN ACCESS EASEMENT
- ⑥ SIGHT RESTRICTION EASEMENT
- ⑦ PRIVATE ACCESS AND PUBLIC UTILITY EASEMENT
- ⑧ PRIVATE STORM DRAINAGE EASEMENT (SEE RESTRICTIONS NOTE 5 ON SHEET 2)

LA - LANDSCAPE
UT - UTILITY
PA - PEDESTRIAN ACCESS
SA - SENSITIVE AREA
PK - PARK AREA

HATCH LEGEND

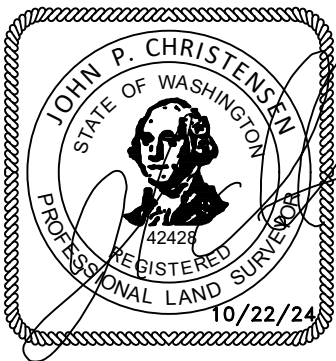
ROADS HEREBY DEDICATED TO THE CITY OF BLACK DIAMOND FOR PUBLIC RIGHT OF WAY

KEY MAP



Line Table			Curve Table			
Line #	Direction	Length	Curve #	Delta	Radius	Length
L1	N01°24'33"E	4.50'	C1	011°00'49"	89.50'	17.20'
L2	N01°24'33"E	8.00'	C2	011°34'20"	100.00'	20.20'
L3	N88°35'27"W	7.37'	C3	019°37'01"	24.50'	8.39'
L4	N88°35'27"W	4.87'	C4	017°43'51"	24.50'	7.58'
L5	N88°35'27"W	0.95'	C5	010°14'41"	110.50'	19.76'
L6	N88°35'27"W	12.20'	C6	011°34'20"	100.00'	20.20'
L7	N88°35'27"W	13.15'	C7	001°24'30"	73.00'	1.79'
L8	N01°24'33"E	20.00'	C8	010°09'49"	73.00'	12.95'
L9	N88°35'27"W	13.15'	C9	011°34'20"	73.00'	14.74'
L10	N88°35'27"W	2.10'	C10	011°34'20"	65.00'	13.13'
L11	N88°35'27"W	6.72'	C11	011°34'20"	45.00'	9.09'
L12	N88°35'27"W	8.82'	C12	007°21'25"	45.00'	5.78'
			C13	004°12'55"	45.00'	3.31'
			C14	011°34'20"	127.00'	25.65'
			C15	011°34'20"	100.00'	20.20'
			C16	011°34'20"	73.00'	14.74'
			C17	004°12'06"	82.00'	6.01'

SEE SHEET 3 OF 11
FOR ADDRESSES



TEN TRAILS PHASE 1B PLAT A DIVISION 4

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



DAVID EVANS
AND ASSOCIATES INC.
20300 Woodinville Snohomish Rd NE
Suite A • Woodinville, WA 98072
p: 425.415.2000 f: 425.486.5059

JOB NO. LENNLENW0002
SHEET 9 OF 11

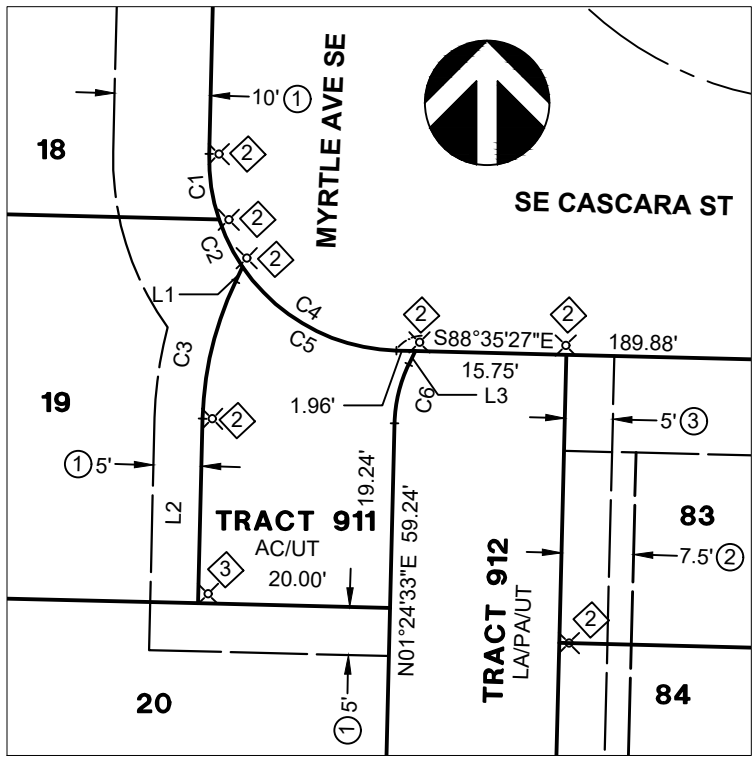
TEN TRAILS

PHASE 1B PLAT A DIVISION 4

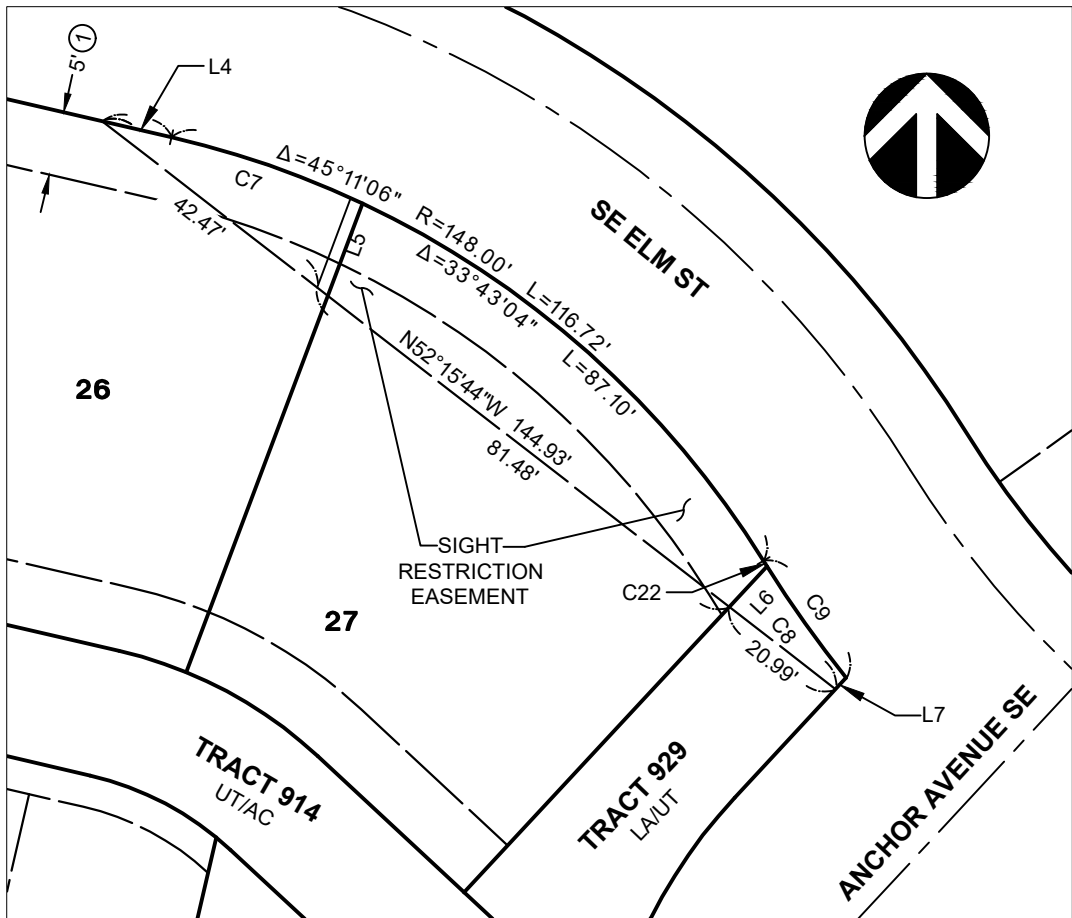
PORTION OF THE NW 1/4 OF THE NW 1/4 AND THE SW 1/4 OF THE NW 1/4
OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M.,
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

VOL/PG

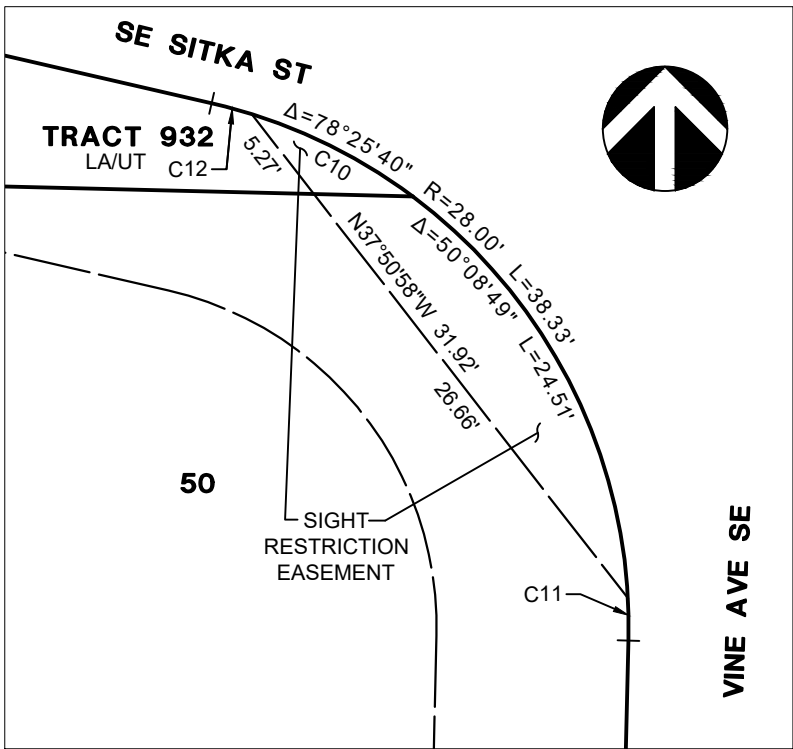
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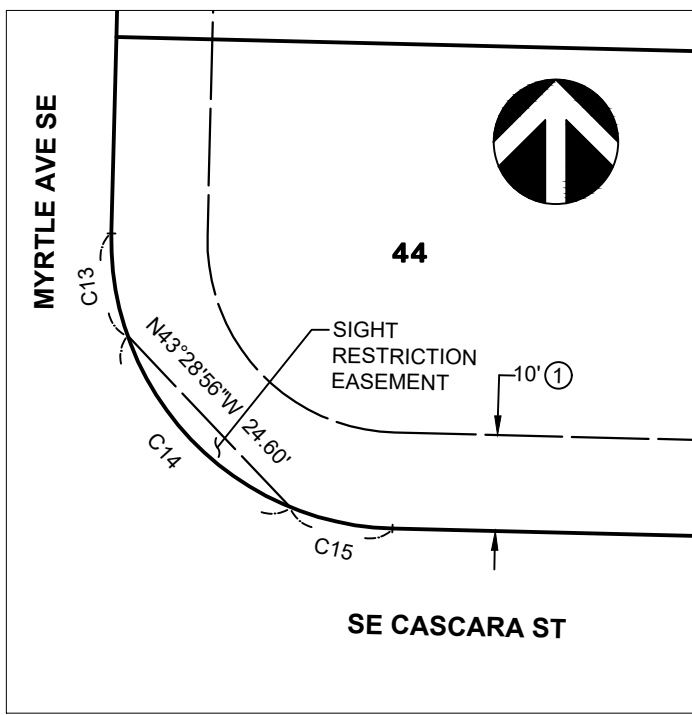
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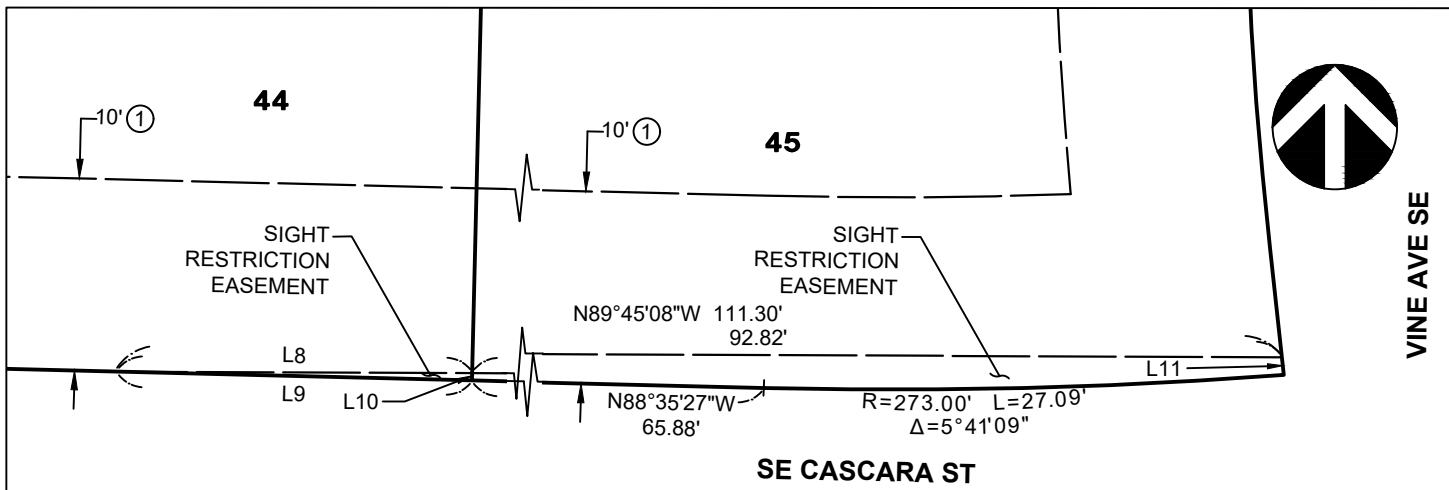
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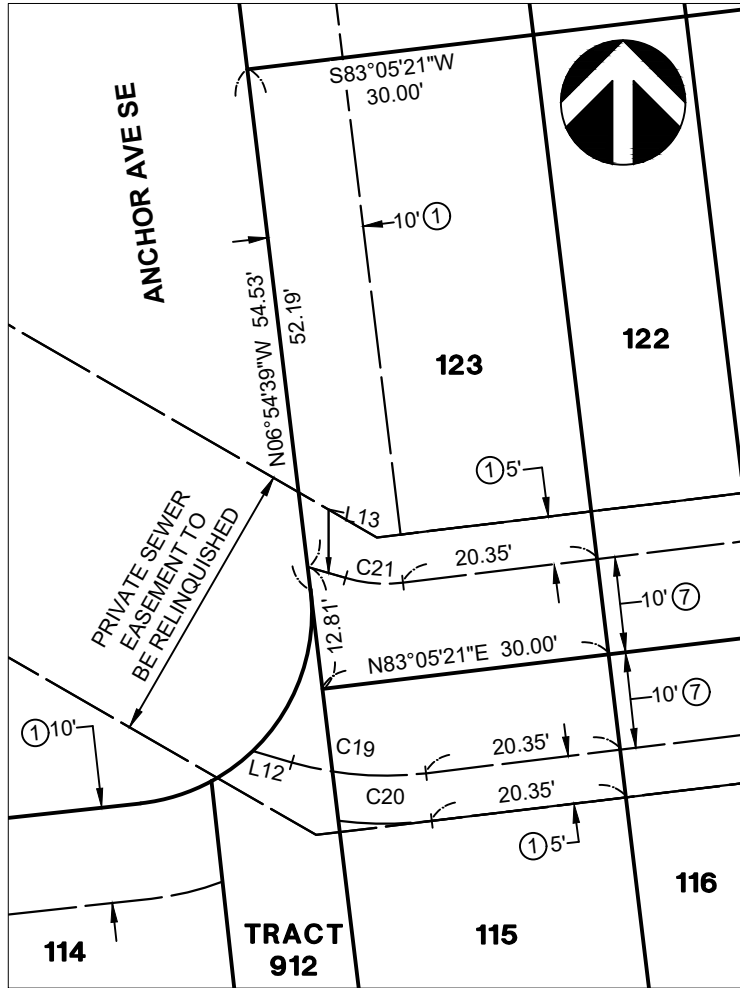
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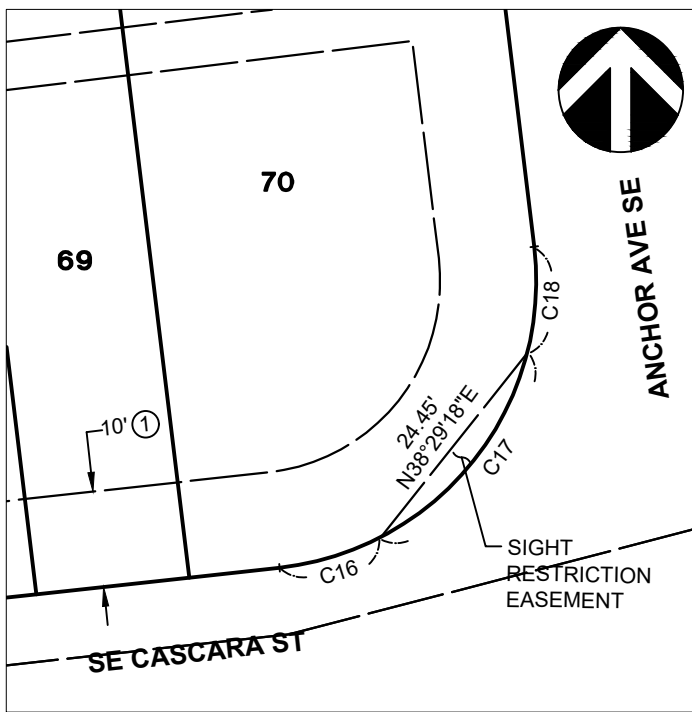
DETAIL-5
1"=10'



DETAIL-7
1"=20'



DETAIL-6
1"=20'



SYMBOL LEGEND

- SET STANDARD CITY OF BLACK DIAMOND ROAD MONUMENT IN CASE
- SET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER
- SET 1.0' OFFSET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER
- SET TACK IN LEAD W/ WASHER ON PROPERTY CORNER
- SET 1.0' OFFSET TACK IN LEAD W/WASHER
- SET 1.0' X 1.0' OFFSET TACK IN LEAD W/WASHER
- SET 9.0' OFFSET TACK IN LEAD W/WASHER

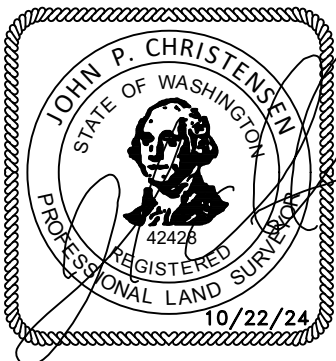
LEGEND

- PUBLIC UTILITY EASEMENT
- PRIVATE STORM DRAINAGE EASEMENT (SEE RESTRICTIONS NOTE 6 ON SHEET 2)
- PRIVATE ACCESS EASEMENT
- PRIVATE WALL AND DRAINAGE EASEMENT (SEE RESTRICTIONS NOTE 7 ON SHEET 2)
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LA - LANDSCAPE
UT - UTILITY
PA - PEDESTRIAN ACCESS
SA - SENSITIVE AREA
PK - PARK AREA

Line Table		
Line #	Direction	Length
L1	N25°39'12"E	1.66'
L2	N01°24'33"E	19.24'
L3	N25°39'12"E	1.55'
L4	N77°01'07"W	11.12'
L5	N20°36'09"E	14.96'
L6	N42°55'47"E	8.62'
L7	N42°55'47"E	2.42'
L8	N89°45'08"W	18.48'
L9	N88°35'27"W	18.47'
L10	N01°24'33"E	0.37'
L11	N06°16'27"W	0.92'
L12	N73°48'55"W	4.25'
L13	N73°48'55"W	4.09'

Curve Table				Curve Table			
Curve #	Delta	Radius	Length	Curve #	Delta	Radius	Length
C1	019°54'48"	20.00'	6.95'	C12	004°24'51"	28.00'	2.16'
C2	015°50'33"	20.00'	5.53'	C13	020°41'12"	30.00'	10.83'
C3	024°14'39"	35.00'	14.81'	C14	048°24'35"	30.00'	25.35'
C4	090°00'00"	20.00'	31.42'	C15	020°54'13"	30.00'	10.95'
C5	054°14'39"	20.00'	18.93'	C16	021°11'18"	30.00'	11.09'
C6	024°14'39"	15.00'	6.35'	C17	048°05'55"	30.00'	25.18'
C7	011°28'02"	148.00'	29.62'	C18	021°20'59"	30.00'	11.18'
C8	006°34'19"	186.13'	21.35'	C19	023°05'43"	35.00'	14.11'
C9	006°53'46"	186.13'	22.40'	C20	013°57'32"	40.00'	9.75'
C10	019°21'46"	28.00'	9.46'	C21	023°05'43"	15.00'	6.05'
C11	004°30'14"	28.00'	2.20'	C22	000°19'27"	186.13'	1.05'



CITY OF BLACK DIAMOND FILE NO. PLN 24-0047

TEN TRAILS PHASE 1B PLAT A DIVISION 4

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



DAVID EVANS
AND ASSOCIATES INC.
20300 Woodinville Snohomish Rd NE
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p: 425.415.2000 f: 425.486.5059

JOB NO. LENNLENW0002
SHEET 10 OF 11

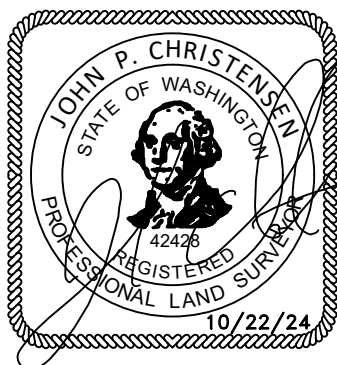
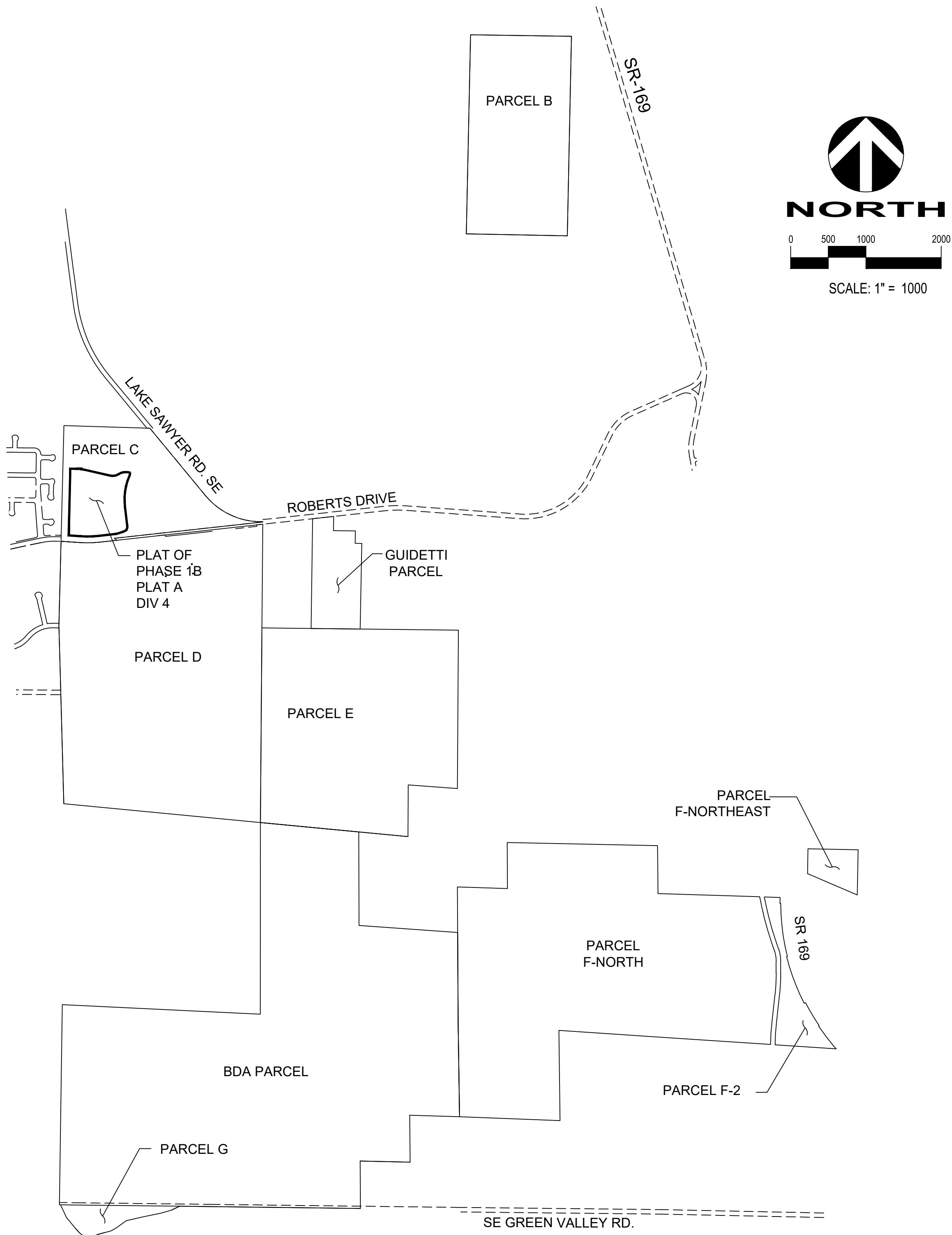
VOL/PG

TEN TRAILS

PHASE 1B PLAT A DIVISION 4

PORTION OF THE NW 1/4 OF THE NW 1/4 AND THE SW 1/4 OF THE NW 1/4
OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M.,
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

VOL/PG



TEN TRAILS PHASE 1B PLAT A DIVISION 4

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



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AND ASSOCIATES INC.**
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JOB NO. LENNLENW0002
SHEET 11 OF 11

CITY COUNCIL AGENDA BILL

City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010

ITEM INFORMATION		
SUBJECT: Resolution authorizing the Mayor to execute the City's written final plat approval for The Villages MPD, Ten Trails Plat 2F Division 1&2 Final Plat	Agenda Date: December 5, 2024 AB24-081	
	Mayor – Carol Benson	
	City Administrator –	
	City Attorney – David Linehan	
	City Clerk – Brenda L. Martinez	
	Com Dev/Nat Res – Andy Williamson	
	Finance – Xavier Mason	
	MDRT/Ec Dev – Andy Williamson	X
	Police – Chief Kiblinger	
	Public Works – Scott Hanis	
Cost Impact (see also Fiscal Note): None	Court – Judge Swain/Tawnya Parks	
Fund Source: n/a		
Timeline:		
Agenda Placement: ☒ Mayor ☐ Two Councilmembers ☐ Committee Chair ☐ City Administrator		
Attachments: Resolution; Staff Report; Plat Map; Performance and Maintenance Bonds		
SUMMARY STATEMENT: The Villages (also referred to as “Ten Trails”) Plat 2F Division 1&2 is a 77-lot plat that was granted preliminary plat approval under City File Number PLN18-0078, pursuant to the Hearing Examiner’s April 23, 2020, decision. The plat is located within The Villages Master Planned Development Phase 2D and is zoned Master Planned Development (MPD). The owners, Oakpointe / CCD Black Diamond Partners LLC, have completed the preliminary plat requirements and now are requesting final plat approval. Staff has worked with the applicants to ensure preliminary requirements have been met. Staff’s written findings and recommendation for approval are documented in a Staff Report for City Council’s review. If the Council determines that the final plat conforms to all terms of the preliminary plat approval set forth by the Hearing Examiner and that adequate bonds have been posted, then by resolution, it shall accept staff’s written findings and authorizes The Mayor to execute the final plat approval by entering the City’s written approval on the face of the plat. FISCAL NOTE (Finance Department): N/A		
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A		
RECOMMENDED ACTION: MOTION to adopt Resolution No. 24-1646 approving the Final Plat for Ten Trails Plat 2F Division 1&2 (PLN24-0064).		
RECORD OF COUNCIL ACTION		
Meeting Date	Action	Vote
November 21, 2024	Meeting cancelled	
December 5, 2024		

RESOLUTION NO. 24-1646

A RESOLUTION OF THE CITY OF BLACK DIAMOND, WASHINGTON, GRANTING APPROVAL OF THE FINAL PLAT FOR TEN TRAILS (F/K/A “THE VILLAGES”) PLAT 2F DIVISION 1&2 SUBDIVISION

WHEREAS, on September 20, 2010, the City Council adopted Ordinance No. 10-946 approving a Master Planned Development (“MPD”) permit for applicant CCD Black Diamond Partners LLC’s (“Oakpointe”), f/k/a Yarrow Bay, to develop a master planned community known as “The Villages”; and

WHEREAS, on December 12, 2011, the City Council adopted Ordinance No. 11-970 approving The Villages Development Agreement (“DA”) with Oakpointe setting forth extensively negotiated requirements and agreed conditions governing commercial and residential development activity within The Villages MPD, now known as “Ten Trails”; and

WHEREAS, in a decision dated December 28, 2023, the City’s Hearing Examiner granted Preliminary Plat Approval for the subdivision known as Ten Trails Phase 2F (“PP2F”) of The Villages MPD, processed under City File No. PLN23-0019; and

WHEREAS, Oakpointe has applied for final plat approval (File No. PLN24-0064) for Ten Trails Plat 2D Division 4, which lies within Ten Trails PP2F; and

WHEREAS, under the DA, Oakpointe’s application for final plat approval of Ten Trails Plat 2F is vested to the Black Diamond Municipal Code in effect as of the date of the DA, which is attached as Exhibit E to the DA (“Vested Code”); and

WHEREAS, City staff and members of the Master Developer Review Team (“MDRT”) have reviewed the proposed final plat for Ten Trails Plat 2F Division 1&2 for compliance with all provisions of state law and the Vested Code, as well as all conditions imposed by the applicable MPD permit, the DA, the Hearing Examiner’s Preliminary Plat Approval, and the MPD Framework Design Standards and Guidelines (collectively, “Conditions of Approval”), and have prepared and provided to the City Council a Staff Report summarizing their findings in detail; and

WHEREAS, City staff and members of the MDRT, based on their review of the final plat application, recommend approval of Ten Trails Plat 2F Division 1&2 final plat, subject to Oakpointe’s submission of adequate security to ensure the completion of the remaining work; and

WHEREAS, City staff and members of the MDRT have reviewed and approved the bonds guaranteeing completion and maintenance of the infrastructure improvements required by the Conditions of Approval; and

WHEREAS, section 17.20.060.B of the Vested Code requires the City Council to review the Staff Report and proposed final plat to assure its conformance to all Conditions of Approval and that the required bonds, if applicable, have been

posted, and further requires the City Council, by resolution, to make written findings to that effect and thereupon to authorize the Mayor to execute the City Council's approval in writing on the face of the final plat; and

WHEREAS, RCW 58.17.140 and Vested Code section 17.20.060 require that the City Council approve, disapprove, or return the final plat for modification within a limited time period, unless the applicant consents to a longer time; and

WHEREAS, RCW 58.17.195 prohibits the approval of any subdivision unless the City makes a formal, written finding of fact that the proposed subdivision conforms to applicable zoning ordinances and other land-use controls;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Final Plat Approval. The City Council finds, based on its review of the Staff Report and proposed final plat for Ten Trails Plat 2F Division 1&2, that all Conditions of Approval have been satisfied, or where they have not yet been satisfied, that adequate security has been or will be posted to ensure the full and prompt completion of all required improvements that have not yet been completed. Further, the City Council finds that the proposed subdivision conforms to applicable zoning ordinances and land-use controls of the City. Accordingly, the final plat for Ten Trails Plat 2F Division 1&2 is hereby approved on condition that Oakpointe provides bonds, in a form and amount acceptable to the City, guaranteeing completion of all infrastructure improvements required by the Conditions of Approval that have not yet been completed.

Section 2. Authorization. Upon Oakpointe's provision of the bond(s) described in Section 1, the Mayor is authorized to sign the final plat for Ten Trails Plat 2F Division 1&2, signifying the Council's approval.

PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 5TH DAY OF DECEMBER 2024.

CITY OF BLACK DIAMOND:

Carol Benson, Mayor

Attest:

Brenda L. Martinez, City Clerk



CITY OF BLACK DIAMOND

P.O. Box 599
24301 Roberts Drive
Black Diamond, WA 98010

Phone: (360) 851-4500
Fax: (360) 851-4501
www.blackdiamondwa.gov

November 14, 2024

STAFF REPORT – PLN24-0064 Ten Trails Master Planned Development Phase 2 Plat F Divisions 1 and 2 Final Plat

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• BDMC 17.20.060, regarding the City’s process for final plat review and decision:.....	4
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Administrative Note: References to “Ten Trails” within this final plat application can be used interchangeably with “The Villages.” The applicant has re-branded The Villages Master Planned Development as “Ten Trails,” however the approved Master Planned Development Permit for The Villages (City File Number PLN09-0017) has not been amended to officially refer to the Master Planned Development as “Ten Trails.”

Section I: Application Information

Staff Report Date: November 14, 2024

Name of Subdivision: Ten Trails Master Planned Development Phase 2 Plat F – Divisions 1 and 2

Number of Lots: 77 total lots for residential development and 13 tracts for park, landscape, pedestrian access, access, sensitive area, and utility uses.

Location: Unaddressed King County Parcel Number 222106-9041

Zoning: Master Planned Development (MPD)

Comprehensive Plan Designation: Low Density Residential with MPD Overlay

Land Owner / Applicant: CCD Black Diamond Partners / Oakpointe, LLC

Preliminary Plat Approval: The Ten Trails MPD Phase 2 Plat F (also referred to as Plat 2F) Preliminary Plat application, processed under City File Number PLN23-0019, was approved by the City's Hearing Examiner on December 28, 2023 subject to 38 conditions of approval. Compliance with the Phase 2 Plat F Preliminary Plat conditions of approval is detailed in Section IV – Project Analysis of this Staff Report.

Final Plat Application: The City initially received an application for final plat approval on October 10, 2024. The final plat application is for Divisions 1 and 2 of Phase 2 Plat F, with 5 divisions remaining to be final platted in the future (Divisions 3, 4, 5, 6, and 7). The applicant provided revised final plat drawings and additional information to the City in November 2024.

Section II: Summary of Request

This application is for the final platting of Divisions 1 and 2 of Ten Trails MPD Phase 2 Plat F (also referred to as Plat 2F), which received preliminary plat approval in December 2023. This application for the Phase 2 Plat F Divisions 1 and 2 final plat contains the following:

- 77 Residential Lots
 - Residential lot sizes range from 4,500 square feet (0.10 acres) to 8,716 square feet (0.20 acres). The average residential lot size is 4,932 square feet (0.11 acres).
- 13 Tracts
 - The total area comprised by Tracts within this Divisions 1 and 2 Final Plat is 32.79 acres (1,428,222 square feet).
 - Tract uses include park, landscape, pedestrian access, access, sensitive area, future development and utility uses. For individual Tract uses, refer to the Tract Areas table on Sheet 3 of the final plat.
 - A majority of the Tract acreage is comprised of Future Development Tracts (Tracts 923, 924, 925, 926, and 927). The cumulative area of Future Development Tracts within this Divisions 1 and 2 Final Plat is 31.98 acres (1,392,911 square feet).
 - Tracts 905 and 922 are identified as pocket parks near the middle of the final plat application. Tract 905 is 0.10 acres (4,235 square feet). Tract 922 is 0.18 acres (7,987 square feet).
 - The total open space contained in this Divisions 1 and 2 Final Plat is 0.81 acres, comprised of 0.49 acres of active open space and 0.32 acres of passive open space (primarily landscape and pedestrian access tracts). Refer to the Open Space Table on Sheet 4 for more information.

Section III: Process

The applicant is required to receive preliminary plat approval prior to submittal and approval of a final plat. The Ten Trails Phase 2 Plat F Preliminary Plat was approved by the City's Hearing Examiner on December 28, 2023 subject to 38 conditions.

The applicant filed a final plat application for Phase 2 Plat F Divisions 1 and 2 on October 10, 2024 for review by the City. The applicant provided revised final plat drawings and additional information to the City in November 2024. The final plat was reviewed by City Staff and MDRT consultants for compliance with applicable preliminary plat conditions of approval (see Section IV – Project Analysis below). This Staff Report provides written findings related to the Phase 2 Plat F Divisions 1 and 2 final plat application and a recommendation to the City Council for final plat approval.

It is the City Council's responsibility to make a final determination on the final plat based on the conditions of preliminary plat approval and applicable laws and regulations. This Staff Report serves to provide Staff's review of the final plat application and findings regarding compliance with applicable conditions of associated permits, including the preliminary plat application. If the final plat application complies with all applicable conditions and regulations, the City Council is required to enter written findings to that effect and authorize the Mayor to execute the City's written approval on the face of the plat (BDMC 17.20.060.B and RCW 58.17.170). Final Plat approval is a Type 6 – City Council Decision (BDMC 18.08.030). The Code defines Type 6 decisions as quasi-judicial or other decisions that are made by the City Council following a recommendation by staff (BDMC 18.08.090).

Section IV: Project Analysis

- RCW 58.17.170(1), regarding written approval of Final Plat Applications:

“When the legislative body of the city, town, or county, or such other agency as authorized by RCW 58.17.100, finds that the subdivision proposed for final plat approval conforms to all terms of the preliminary plat approval, and that said subdivision meets the requirements of this chapter, other applicable state laws, and any local ordinances adopted under this chapter which were in effect at the time of preliminary plat approval, it shall suitably inscribe and execute its written approval on the face of the plat. The original of said final plat shall be filed for record with the county auditor. One reproducible copy shall be furnished to the city, town, or county engineer. One paper copy shall be filed with the county assessor. Paper copies shall be provided to such other agencies as may be required by ordinance.”

- BDMC Chapter 17, regarding the City’s Subdivision Ordinance:

The applicant submitted a preliminary plat application for Ten Trails MPD Phase 2 Plat F in compliance with the provisions of Black Diamond Municipal Code Chapter 17.12 under City File Number PLN23-0019. The application was approved by the Hearing Examiner on December 28, 2023, subject to 38 conditions of approval.

This final plat application complies with applicable conditions of approval established by the preliminary plat approval (refer to Section IV – Project Analysis: Compliance with Associated Conditions of Approval – The Phase 2 Plat F Preliminary Plat Conditions of Approval (PLN23-0019) below).

The applicant has submitted final plat drawings in compliance with the provisions of Black Diamond Municipal Code Section 17.20 under this City File Number, PLN24-0064. The submitted final plat drawings include all required contents and standards (as established by BDMC 17.20.020), required surveys and monumentation (as established by BDMC 17.20.030), required certificates (as established by BDMC 17.20.040), and required improvements/bonds (as established by BDMC 17.20.050). Bonds are provided as Exhibit A of this Staff Report.

In summary, the final plat meets all standards established by the City’s Subdivision Ordinance. Written approval from the designated Public Works Director, Surveyor, and Fire Chief are provided as Exhibit B of this Staff Report.

- BDMC 17.20.060, regarding the City’s process for final plat review and decision:

“Final plats shall be approved, disapproved or returned to the applicant for modification or correction within sixty days from the date of filing thereof unless the applicant consents to an extension of such time period.”

This section of the vested Black Diamond Municipal Code further provides for Staff Review and findings (BDMC 17.20.060.A), followed by a City Council decision on the final plat (BDMC 17.20.060.B). Specifically:

“The city council shall review the findings of the public works director or designee and review the proposed final plat to assure that there is conformance with all terms of the preliminary plat

approval and, where applicable, MPD approval, the MPD development agreement, and MPD design standards. If the council determines that the final plat conforms with these requirements, and adequate bonds, if applicable, have been posted, then, by resolution, it shall enter written findings to that effect, and shall authorize the mayor to execute the city's written approval on the face of the plat."

Pursuant to BDMC 17.08.010, the public works director is defined as the "person, firm, or corporation appointed or authorized (including contractual authorization) by the mayor of the city to carry out the duties of the public works director as prescribed by the chapter."

- Compliance with Associated Conditions of Approval

- **Phase 2 Plat F SEPA Environmental Review Mitigation Measures (PLN23-0020)**

The City of Black Diamond prepared a Mitigated Determination of Non-Significance (MDNS) for the Ten Trails Phase 2 Plat F Preliminary Plat application. The Hearing Examiner's Report and Decision adopted the SEPA Mitigation Measures as Conditions of Approval #1-5 of the preliminary plat application.

The following SEPA Mitigation Measures, as implemented by the Hearing Examiner's Report and Decision for the Ten Trails Phase 2 Plat F Preliminary Plat (completed under City File Number PLN23-0019), are not applicable to this final plat application since they were specific to the site development activities of the preliminary plat application, which were implemented in association with the utility permit review and approval associated with site construction. The utility permit for site development within Ten Trails Phase 2 Plat F was processed and approved under City File Number PUB24-0005.

SEPA Mitigation Measures #1, 2, 3, and 4

These mitigation measures are specific to on-site construction activities associated with the approved utility permit application (City File Number PUB24-0005) for Divisions 1 and 2 of Phase 2 Plat F.

The following SEPA Mitigation Measure (written verbatim) from the Hearing Examiner's Report and Decision has been completed or bonded for to the satisfaction of the City's Master Development Review Team, Community Development Department, and Public Works Department:

SEPA Mitigation Measure #5: Trail alignments within sensitive area buffers shall be flagged and demarcated by the applicant for City review prior to any trail section vegetation disturbance to verify the route of least disturbance to forested areas and native vegetation. The applicant shall submit protocols for trail alignment demarcation, City verification, and construction to minimize vegetation disturbance that is consistent with the provisions of BDMC 19.10.220(B)(3). No vegetation clearing is to occur beyond the approved clearing limits.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. Once trail alignments are proposed by the applicant within the boundary of Plat*

2F, flagging, demarcation, and City review of the proposed alignment (including a site walk) will be conducted prior to construction activities beginning.

○ **Phase 2 Plat F Preliminary Plat Conditions of Approval (PLN23-0019)**

The preliminary plat conditions of approval continue the numbering sequence from the SEPA Mitigation Measures associated with this proposal – preliminary plat specific conditions of approval begin at #6 of the Hearing Examiner’s Report and Decision. The following Phase 2 Plat F Preliminary Plat conditions of approval, as imposed by the Hearing Examiner’s approval of the preliminary plat application, are not applicable to this final plat application:

Preliminary Plat conditions of approval #6, 8, 9, 10, 12, 15, 21 – 24, 26 – 32, 34, 37

These conditions are specific to on-site construction activities associated with the approved utility permit application (City File Number PUB24-0005) for Divisions 1 and 2 of Phase 2 Plat F.

The following Ten Trails Phase 2 Plat F Preliminary Plat conditions of approval (written verbatim) have been completed or bonded to the satisfaction of the City’s Master Development Review Team, Community Development Department, and Public Works Department:

Preliminary Plat Condition #7: Infrastructure improvements shall be constructed as required by

The Villages Development Agreement Section 11: Project Phasing, applicable implementing project conditions of approval, and applicable SEPA Mitigation Measures.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. Sheet 15 of the final plat binds all development and construction within the final plat to be consistent with the provisions of the MPD Permit and Development Agreement, including the construction thresholds established in Section 11 of the Development Agreement.*

Preliminary Plat Condition #11: All house addresses shall be viewable from a fire accessible and compliant roadway.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. This requirement will be enforced at the time of building permit submittal for individual applications.*

Preliminary Plat Condition #13: At the time of building permit application, structures will be required to either have required fire flow available or to have a fire sprinkler system installed to allow for a reduction in required fire flow.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. Conditions for Final Plat Note #1 on Sheet 4 of the final plat states this requirement. This requirement will be enforced at the time of building permit submittal for individual applications.*

Preliminary Plat Condition #14: All alleys shall be posted “No-Parking” with signage according to the International Fire Code; provisions for enforcement of these no parking zones shall be defined and accepted by the Designated Official prior to final plat approval.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. Signage plans showing “No-Parking” sign locations were reviewed in association with the utility permit submittal (PUB24-0005). The CCRs associated with this plat establish enforcement provisions in Sections 6.8, 11.1(c), 11.1 (e), and 8.5.7 of the Residential CC&Rs. The CCRs have been reviewed and approved by the City Attorney (Exhibit D).*

Preliminary Plat Condition #16: All easements shall be shown on the final plat.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. All easements associated with this final plat application have been shown on the final plat drawings.*

Preliminary Plat Condition #17: Prior to final plat approval, the applicant shall submit Covenants, Conditions, and Restrictions (CCRs) for review and approval by the Designated Official.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. The CCRs have been reviewed and approved by the City Attorney (Exhibit D).*

Preliminary Plat Condition #18: The Master Developer shall comply with Exhibit Q (Maple Valley Transportation Mitigation Agreement) of TV DA.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. Conditions for Final Plat Note #3 on Sheet 4 of the final plat states this requirement.*

Preliminary Plat Condition #19: The Master Developer shall comply with Exhibit R (Covington Transportation Mitigation Agreement) of TV DA.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. Conditions for Final Plat Note #4 on Sheet 4 of the final plat states this requirement.*

Preliminary Plat Condition #20: Tracts 901-936 shall be owned and maintained by the Master Developer (M.D.) or Applicable Owners Association (A.O.A.).

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. The Tract Areas table on Sheet 3 identifies that all tracts are granted and conveyed, including maintenance responsibilities, to the Ten Trails Residential Owners Association or the MPD Master Developer CCD Black Diamond Partners, LLC. Note that only 13 of the 36 tracts identified in the preliminary plat application are included in this final plat application.*

Preliminary Plat Condition #25: On the face of all permit submittals that enable building construction, the following sewer information must be presented in tabular format; the total building square footage included in that application, the number of fixture units in that application, the Average Dry Weather Flow (ADWF), and the Peak Wet Weather Flow (PWWF). This condition will be enforced during utility permit review and approval.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. Conditions for Final Plat Note #6 on Sheet 4 of the final plat states this*

requirement. This condition will be administered in conjunction with subsequent building permit applications.

Preliminary Plat Condition #31: Final plat applications for individual Divisions (as identified on Sheet CV3) may be requested, however individual Divisions must be able to demonstrate that they can meet all final plat requirements needed for that Division.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. This final plat application is for the first two divisions of Plat 2F. Additional final plat applications will be submitted in the future to final plat the remaining Divisions of Plat 2F. This application to final plat Divisions 1 and 2 has been reviewed to ensure that it can independently meet all final plat review criteria.*

Preliminary Plat Condition #35: A total of 18 Transfer of Development Rights (TDRs) are required for this application. Pursuant to TV DA 4.9, no final plats exceeding the Base Density of Phase 2 (established in TV DA Table 4-9) will be processed or approved until the Master Developer has acquired title to the needed TDRs and they have been assigned by the Master Developer to applicable Divisions of the plat.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. The Phase 2 Plat F preliminary plat application entitled the development of a total of 123 units. This total unit count exceeded the Base Density of Phase 2 (as identified on TV DA Table 4-9) by 18 units when aggregating the total entitlement of projects in Phase 2 of the MPD. This means that 105 units within Phase 2 Plat F can be developed without the need for TDRs (123 units proposed – 18 units exceeding Phase 2 Base Density = 105 units within Base Density). This final plat application will not require TDRs, however future Phase 2 Plat F final plat applications will require TDRs if the residential unit count for that application exceeds the Phase 2 Base Density.*

Preliminary Plat Condition #36: Street names shown on the Preliminary Plat are non-binding. Pursuant to BDMC Chapter 12.08, the authority to develop and administer a street naming and addressing policy guide rests with the Community Development Department. Accordingly, street names will be formally assigned in association with final plat review and submittal.

Staff Comment: *The applicant has met the requirements of this condition for final plat approval. Lot addresses and street names are provided within the Lot Address Table on Sheet 3.*

Preliminary Plat Condition #38: The CCRs submitted to the Designated Official must include provisions to enforce the age restriction that is identified by the Traffic Impact Study. In the case that the Applicant proposed to construct housing that is not age restricted, the Applicant must revise the CCRs and submit an updated Traffic Impact Study to account for the appropriate traffic generation rate and determine if any additional offsite intersection improvements would be triggered that were not identified in the original TIS. Any

revisions to the CCRs and/or updates to the original TIS must be submitted to, and approved by, the Master Development Review Team (MDRT).

Staff Comment: The applicant has met the requirements of this condition for final plat approval. The Amended and Restated Declaration of Covenants, Conditions, and Restrictions for Regency at Ten Trails (“Regency CC&Rs”) have been reviewed for compliance with this condition and approved by the City Attorney. Article 9 and Sections 10.2, 10.3, and 10.4 of the Regency CC&Rs meet the requirements of this condition (Exhibit D).

○ **The Villages Master Planned Development Conditions of Approval (PLN09-0017)**

The following MPD Permit conditions of approval, as required by the Hearing Examiner’s approval of the MPD Permit application, are not applicable to this final plat application:

MPD Permit conditions of approval #1 – 8 and 10 – 164.

These conditions are implemented by the approved Development Agreement for The Villages Master Planned Development.

The following MPD Permit condition of approval (written verbatim) has been completed to the satisfaction of the City’s Master Development Review Team, Community Development Department, and Public Works Department:

MPD Permit Condition #9: Homeowners Association(s) conditions, covenants and restrictions (CCRs) and/or the proposed Architectural Review Committee shall be required to allow the use of green technologies (such as solar panels) in all buildings. In addition, the CCRs shall include provisions, to be enforced by the HOA, prohibiting washing of cars in driveways or other paved surfaces, except for commercial car washes, and limiting the use of phosphorous fertilizers in common areas, so as to limit phosphorous loading in stormwater.

Staff Comment: The applicant has met the requirements of this condition for final plat approval. The Residential CCRs have been reviewed for compliance with this condition and approved by the City Attorney. Sections 6.26, 9.2, and 7.4.2 of the Residential CCRs meet the requirements of this condition (Exhibit D).

● **Compliance with The Villages Development Agreement (PLN10-0020/PLN11-0013)**

The Ten Trails Phase 2 Plat F Divisions 1 and 2 final plat application complies with all applicable Sections of the approved Development Agreement for The Villages, as established through the review process of the preliminary plat application. In regards to Section 11 – Project Phasing, the following construction thresholds relating to this final plat approval have been completed or bonded for to the satisfaction of the City’s Master Development Review Team, Community Development Department, and Public Works Department:

- The Villages MPD Community Connector (Ten Trails Parkway)
Construction Threshold: The first phase will be constructed or bonded prior to recording Division 1 of Preliminary Plat 1A.

Staff Comment: This project has been submitted to the City and approved. The applicant has provided the City with a completion bond form for the construction of this project in association with the approved Phase 1A – Division 2 final plat (PLN18-0034).

- The Ring Road (Willow Avenue SE)

Construction Threshold: The first phase will be constructed or bonded prior to recording Division 1 of Preliminary Plat 1A, but also must be completed and accepted by the City of Black Diamond's Master Development Review Team/Public Works prior to the issuance of the first certificate of occupancy in Division 1 of Preliminary Plat 1A.

Staff Comment: This project has been completed and approved by the City.

- Frontage Improvements on SE Auburn-Black Diamond Road (Roberts Drive)

Construction Threshold: The first phase will be constructed or bonded prior to recording Division 1 of Preliminary Plat 1A. The second phase will be constructed prior to occupancy of the 726th Dwelling Unit in Preliminary Plat 1A. The third phase will be constructed concurrent with the development of the adjacent multi-family parcel 1H of Preliminary Plat 1A.

Staff Comment: All three phases of the Roberts Drive frontage improvements have been completed and approved by the City.

- Intersection of Community Connector and SE Auburn-Black Diamond Road

Construction Threshold: Constructed as a single lane roundabout prior to the occupancy of the 726th Dwelling Unit within Preliminary plat 1A, with the second phase of SE Auburn-Black Diamond Road frontage improvements.

Staff Comment: This project has been completed and approved by the City.

- Intersection Improvements at SE Auburn-Black Diamond Road (Roberts Drive) and Ring Road (Willow Avenue SE)

Construction Threshold: This project will be constructed or bonded prior to recording Division 1 of Preliminary Plat 1A.

Staff Comment: This project has been completed and approved by the City.

- The Villages MPD Small Interim Wastewater Pumping Station

Construction Threshold: This project will be complete and operational prior to issuance of the first building permit for any structure that might discharge sanitary sewer into the utility system.

Staff Comment: This project has been completed and approved by the City.

- The Villages MPD Interim Sewer Force Main

Construction Threshold: This project will be complete and operational prior to the issuance of the first building permit for any structure that might discharge sanitary sewer into the utility system.

Staff Comment: This project has been completed and approved by the City.

- The Interim Stormwater Pond and Infiltration Facility
Construction Threshold: This project will be constructed in phases as determined necessary by the MDRT / Public Works through final engineering review of each division within Preliminary Plat 1A.
Staff Comment: *This project has been completed and approved by the City.*
- The Village Green (Park at Roundabout)
Construction Threshold: This project will be commenced or bonded prior to recording Division 1 of Preliminary Plat 1A and will be completed no later than when Certificates of Occupancy or final inspection has been issued for 60% of the dwelling units located within ¼ mile of this park.
Staff Comment: *This project has been completed and approved by the City.*
- Civic Park in The Villages MPD
Construction Threshold: This project will be commenced or bonded prior to recording Division 1 of Preliminary Plat 1A and will be completed no later than when Certificates of Occupancy or final inspection has been issued for 60% of the dwelling units located within ¼ mile of this park.
Staff Comment: *This project has been completed and approved by the City.*
- SR169 / Roberts Drive (Interim Improvement)
Construction Threshold: Completed engineering, design, and construction drawings and related application materials necessary for permit issuance for this interim improvement will be submitted to WSDOT prior to the City of Black Diamond's issuance of the first residential or commercial building permit associated with Division 1 of Preliminary Plat 1A.
Staff Comment: *The applicant submitted an application to WSDOT prior to the final platting of Phase 1A – Division 1 (which was processed and approved under City File PLN17-0049). The roundabout has an approved utility permit and is undergoing active construction. The City has approved a schedule for the intersection improvements at SR169/Roberts Drive/Black Diamond-Ravensdale Road (Exhibit C).*
- SR169 / SE Black Diamond-Ravensdale Road (Interim Improvement)
Construction Threshold: Completed engineering, design, and construction drawings and related application materials necessary for permit issuance for this interim improvement will be submitted to WSDOT prior to the City of Black Diamond's issuance of the first residential or commercial building permit associated with Division 1 of Preliminary Plat 1A.

Staff Comment: The applicant submitted an application to WSDOT prior to the final platting of Phase 1A – Division 1 (which was processed and approved under City File PLN17-0049). The roundabout has an approved utility permit and is undergoing active construction. The City has approved a schedule for the intersection improvements at SR169/Roberts Drive/Black Diamond-Ravensdale Road (Exhibit C).

- SE 288th Street / 216th Avenue SE Rechannelization

Construction Threshold: The rechannelization shall occur no later than recording of Division 1 of Preliminary Plat 1A.

Staff Comment: This project has been completed and approved by the City.

- Water Main Extension (from Black Diamond Library to The Villages MPD)

Construction Threshold: Construction will occur prior to recording of Division 1 of Preliminary Plat 1A. The dual water main must be completed, tested, and in-service prior to the first occupancy permit being issued for a dwelling unit or commercial use within Preliminary Plat 1A.

Staff Comment: This project has been completed and approved by the City.

- Roberts Drive Sidewalk/Safe Pedestrian Connection

Construction Threshold: The Applicant shall construct a safe pedestrian connection across Rock Creek for pedestrian linkage to Morgansville prior to the issuance of the certificate of occupancy of the 200th dwelling unit for The Villages MPD. In lieu of construction, the City shall have a financial commitment in place to complete the improvements within six years of PP1A approval.

Staff Comment: This project has been completed and approved by the City.

- Satellite Fire Station

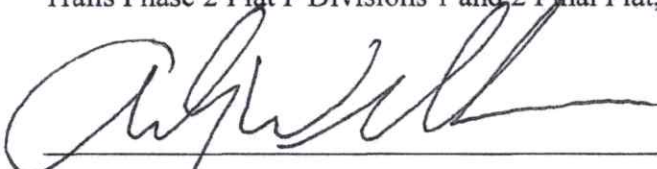
Construction Threshold: The design of the satellite fire station, pursuant to Section 13.4 of TV DA, must be selected, completed, and mutually agreed to by the City and Master Developer no later than the issuance of a Certificate of Occupancy for the 250th Dwelling Unit in The Villages MPD.

Staff Comment: This siting and site design of the satellite fire station have been approved by the Master Developer, the City, and Mountain View/Black Diamond Fire & Rescue. An approved building permit for the fire station has been issued and is under active construction (City File BLD21-0111).

Section V: Staff Recommendation

Based on the information and materials provided in the Staff Report, the City's Community Development Department, Public Works Department, and Master Development Review Team have determined that the Ten Trails Phase 2 Plat F Divisions 1 and 2 Final Plat application meets all applicable requirements for final plat approval.

The City Staff recommends that the City Council adopt the findings in this report and **APPROVE** the Ten Trails Phase 2 Plat F Divisions 1 and 2 Final Plat, City File Number PLN24-0064.



Andy Williamson – MDRT Designated Official

Date: 11/14/2024



Dan Ervin, PE – MDRT Reviewing Engineer

Date: 11/14/2024



Alex Campbell, AICP – MDRT Reviewing Planner

Date: 11/14/2024

Section VI: Exhibits

The following Exhibits are hereby incorporated by reference into the findings of this Staff Report:

- Exhibit A: Completion and Maintenance Bond Forms for Ten Trails MPD Phase 2 Plat F Divisions 1 and 2 Final Plat, prepared by David Evans and Associates on behalf of Oakpointe and reviewed by Varius, Inc – dated 11/12/2024
- Exhibit B: Final Plat Approval Letters, prepared by Varius, Inc., Parametrix, and Mountain View/Black Diamond Fire and Rescue – various dates
- Exhibit C: Completion Schedule Approval for SR169/Roberts Drive/Black Diamond-Ravensdale Road Intersection Improvements, prepared by the City of Black Diamond – dated 08/09/2022
- Exhibit D: CC&R Review Memo, prepared by Madrona Law Group – dated 11/14/2024

THE VILLAGES / TEN TRAILS MPD
PHASE 2 PLAT F – DIVISIONS 1&2 FINAL PLAT
PLN24-0064

EXHIBIT A

TITLE: Performance and Maintenance Bond Forms for Ten Trails
Plat 2 Plat F – Divisions 1 and 2 Final Plat

PREPARED BY: David Evans and Associates, Inc. on behalf of
Oakpointe and reviewed by Varius, Inc.

DATE: 11/05/2024



November 5th, 2024 (Revised)

Andrew Williamson
MDRT Director
PO Box 599
Black Diamond WA 98010

Attn: Andrew Williamson, Director

RE: Final Plat Document – Plat 2F, Division 1 and 2 – Bond Review and Approval

Dear Andy:

This letter is your certification, for use during Final Plat review and approval, that the Public Works Director has reviewed the proposed Performance Bond and Maintenance Bond Worksheets for Plat 2F, Division 1 and 2 and found the bond amounts acceptable to complete and warrant the required work.

The Maintenance Bond Worksheets (3 worksheets total, dated August 30th, 2024, and noted for Job Number OAKPCBDP6001) include line items for the maintenance of the following completed work:

Roadway	\$ 370,600.00
Concrete	\$ 447,127.60
Sewer	\$ 869,078.08
Storm	\$ 1,496,894.08
Water	\$ 1,011,878.08
Street Trees	\$ 47,987.00
Subtotal	\$ 4,243,564.84
25% Bond Amount	\$ 1,060,891.21

The bond worksheets are attached for reference. The value of the improvements listed is \$4,243,564.84. The **final bond amount of \$1,060,891.21** is derated to 25% of the actual maintenance costs in accordance with the Black Diamond Municipal Code.

The final Maintenance Bond amount for these items totals \$1,060,891.21.

The Performance Bond Worksheets (3 worksheets total, dated August 30th, 2024, and noted for Job Number OAKPCBDP6001) include line items for completion of the following uncompleted work:

4" HMA Toplift Asphalt	\$ 159,120.00
Striping	\$ 4,200.00
Street Trees	\$ 47,987.00
Streetlights	\$ 57,237.78
Subtotal	\$ 268,544.78

150% Bond Amount

| \$ 402,817.17

The bond worksheets are attached for reference.

The total amount of uncompleted work is \$268,544.78. In accordance with BDMC 14.04.360, a Performance Bond in the amount of 150% of the uncompleted work must be posted. **The final Performance Bond amount for these items totals \$402,817.17.**

Please call or email if you need additional information.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Daniel R. Ervin', with a stylized, flowing script.

Daniel R. Ervin, P.E.

Varius Inc – Executive Vice President

Maintenance Cost Summary

For:

Ten Trails - Plat 2F, Division 1 & 2 (PUB24-0005)



DAVID EVANS
AND ASSOCIATES INC.

Quantity and Cost per Unit Provided by: Goodfellow Bros., Inc.

Cost Summary Provided by: David Evans and Associates, Inc.

Job Number: OAKPCBDP6001

Date: August 30, 2024

Plat 2F, Division 1 & 2	Amount
-------------------------	--------

Surface Improvements:

- Roadway	\$370,600.00
- Concrete	\$447,127.60

Total **\$817,727.60**

25% Bond Amount **\$204,431.90**



Maintenance Cost Summary

For:

Ten Trails - Plat 2F, Division 1 & 2 (PUB24-0005)



DAVID EVANS
AND ASSOCIATES INC.

Quantity and Cost per Unit Provided by: Goodfellow Bros., Inc.

Cost Summary Provided by: David Evans and Associates, Inc.

Job Number: OAKPCBDP6001

Date: August 30, 2024

Plat 2F, Division 1 & 2	Amount
-------------------------	--------

Utilities:

- Sewer System	\$869,078.08
- Storm Sewer	\$1,496,894.08
- Water System (750 PZ)	\$1,011,878.08

Total

\$3,377,850.24

25% Bond Amount

\$844,462.56



Maintenance Cost Summary

For:

Ten Trails - Plat 2F, Division 1 & 2 (PUB24-0005)



**DAVID EVANS
AND ASSOCIATES INC.**

Cost Provided by: Pacific Landscape Management

Cost Summary Provided by: David Evans and Associates, Inc.

Job Number: OAKPCBDP6001

Date: August 30, 2024

Plat 2F, Division 1 & 2	Amount
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Landscape:

- ROW Street Trees	\$47,987.00
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Total **\$47,987.00**

25% Bond Amount **\$11,996.75**



Opinion of Probable Cost for Remaining Infrastructure

For:

Ten Trails - Plat 2F, Division 1 & 2 (PUB24-0005)



**DAVID EVANS
AND ASSOCIATES INC.**

Quantity and Cost per Unit Provided by: Goodfellow Bros., Inc.

Cost Summary Provided by: David Evans and Associates, Inc.

Job Number: OAKPCBDP6001

Date: August 30, 2024

Plat 2F, Division 1 & 2	Amount
------------------------------------	---------------

Surface Improvements:

- 4" HMA Class 1/2" (Toplift)	\$159,120.00
- Striping	\$4,200.00

Total **\$163,320.00**



Opinion of Probable Cost for Remaining Infrastructure
For:
Ten Trails - Plat 2F, Division 1 & 2 (PUB24-0005)



Quantity and Cost per Unit Provided by: Oakpointe
Cost Summary Provided by: David Evans and Associates, Inc.
Job Number: OAKPCBDP6001
Date: August 30, 2024

Plat 2F, Division 1 & 2	Amount
-------------------------	--------

Landscape:

- Street Trees	\$47,987.00
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Total **\$47,987.00**



Opinion of Probable Cost for Remaining Infrastructure
For:
Ten Trails - Plat 2F, Division 1 & 2 (PUB24-0005)



Quantity and Cost per Unit Provided by: Goodfellow Bros., Inc.
Cost Summary Provided by: David Evans and Associates, Inc.
Job Number: OAKPCBDP6001
Date: August 30, 2024

Plat 2F, Division 1 & 2	Amount
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Illumination:

- Street Lights	\$57,237.78
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Total **\$57,237.78**



THE VILLAGES / TEN TRAILS MPD
PHASE 2 PLAT F – DIVISIONS 1&2 FINAL PLAT
PLN24-0064

EXHIBIT B

TITLE: Final Plat Approval Letters

PREPARED BY: Varius, Inc., Parametrix, and Mountain View/
Black Diamond Fire and Rescue

DATE: Various dates



November 12th, 2024 (Revised)

Andrew Williamson
MDRT Director
PO Box 599
Black Diamond WA 98010

Attn: Andrew Williamson, Director

RE: Final Plat Document – Plat 2F, Division 1 and 2 – Plat Certification

Dear Andy:

With this letter I transmit my approval of the Final Plat for Ten Trails, Plat 2F, Division 1 and 2 based on survey certification provided by Parametrix. The Final Plat meets the requirements of the Preliminary Plat (including the Hearing Examiner Conditions of Approval) the applicable City codes and standards and the Development Agreement. My review was concluded in accordance with BDMC 17.20.060.

Please call or email if you need additional information.

Please call or email if you need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Ervin', with a large, stylized initial 'D'.

Daniel R. Ervin, P.E.

Varius Inc – Executive Vice President

DATE: November 08, 2024
TO: Andrew Williamson
FROM: Justin S. Emery, PLS
SUBJECT: Review of Plat 2F Divisions 1 And 2
CC:
PROJECT NUMBER: 247-3043-032, Task 40
PROJECT NAME: PLN24-0064

We have completed our 2nd review of the above-mentioned Final Plat and have the following comments:

Sheet 1 of 15

- No comments.

Sheet 2 of 15

- No comments.

Sheet 3 of 15

- No comments.

Sheet 4 of 15

- No comments.

Sheet 5 of 15

- No comments.

Sheet 6 of 15

- No comments.

Sheet 7 of 15

- No comments.

Sheet 8 of 15

- No comments.



Sheet 9 of 15

- No comments.

Sheet 10 of 15

- No comments.

Sheet 11 of 15

- No comments.

Sheet 12 of 15

- A No comments.

Sheet 13 of 15

- No comments.

Sheet 14 of 15

- No comments.

Sheet 15 of 15

- No comments.

If you have any questions or need additional information, please contact me at (253) 785-3028 or email jemery@parametrix.com.

Thank you.



11/08/2024



M E M O R A N D U M

DATE: November 13, 2024

TO: Andrew Williamson, Economic
Development Director

FROM: Corey Thomas, Lead Plans Review Inspector

SUBJECT: Ten Trails Ph 2, Plat F Division 1 & 2 Final Plat

A Final Plat review was conducted on behalf of Mountain View Fire and Rescue for the above referenced plat to ensure that all fire code requirements have been completed prior to final recording. The review found no outstanding issues remain to be completed. We recommend proceeding to final acceptance and recording.

THE VILLAGES / TEN TRAILS MPD
PHASE 2 PLAT F – DIVISIONS 1&2 FINAL PLAT
PLN24-0064

EXHIBIT C

TITLE: Completion Schedule Approval for SR169/Roberts Drive/
Black Diamond-Ravensdale Road Intersection Improvements

PREPARED BY: City of Black Diamond

DATE: 08/09/2022

SR 169 Phase 3 Corridor:

Pipeline Rd. Roundabout/Black Diamond-Ravensdale Rd./Roberts Dr. Roundabout

Design, Review, Approval, and Construction Schedule

Date: August 2022

WSDOT Design Submittal and Review Schedule

- WSDOT Submittal design package: Construction, PFA, BOD, ICE (6th submittal): September 2022
- WSDOT Response design package: Construction, PFA, BOD, ICE: October 2022
- WSDOT Submittal design package: Construction, PFA, BOD, ICE (7th submittal): October 2022
- WSDOT Response design package: Construction, PFA, BOD, ICE: November 2022

City of Black Diamond Phase 2: Stormwater Vault Design Submittal and Review Schedule

- City of Black Diamond Submittal (PUB) Phase 2 (Stormwater Vault – 5th Submittal): August 2022
- City of Black Diamond Response (PUB) Phase 2 (Stormwater Vault): September 2022

City of Black Diamond Phase 3: Corridor Design Submittal and Review Schedule

- ❖ City of Black Diamond Submittal (PUB) Phase 3 (Corridor Plans – 2nd Submittal): August 2022
- ❖ City of Black Diamond Response (PUB) Phase 3 (Corridor Plans): August 2022
- ❖ City of Black Diamond Submittal (PUB) Phase 3 (Corridor Plans – 3rd Submittal): September 2022
- ❖ City of Black Diamond Response (PUB) Phase 3 (Corridor Plans): September 2022
- ❖ City of Black Diamond Submittal (PUB) Phase 3 (Corridor Plans – 4th Submittal): October 2022
- ❖ City of Black Diamond Response (PUB) Phase 3 (Corridor Plans): October 2022

Construction Schedule

- Latest construction start is November 2024* with an estimated completion date of May 7, 2026 (26 months, allow for 6 months of wet weather intermittent work).
- City of Black Diamond SR169 Watermain Replacement Construction Timeline: The City of Black Diamond is proposing to install water improvements infrastructure within the limits of the Corridor project and has instructed that the construction of the Corridor be put on hold until April 2023, see attached letter for more information.

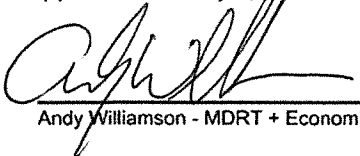
Note: WSDOT provided email (Duffy McColloch) that the Geometrics and ICE submittal package was being passed around for signatures (approved) on 6/2/2021.

*Construction start/completion dates are subject to approval for all design submittal/approval dates.

Hearing Examiner's Traffic Condition No. 4 Decision Upon Reconsideration for Preliminary Plat 2A regarding the SR169/Roberts Drive/Ravensdale Road intersection improvement schedule:

As an alternative to the 327 ERU analysis, the Applicant can implement a schedule approved by staff that assures that needed improvements shall be completed within six years of final plat approval of PP2A (which would be final plat approval of the first phase if PP2A is subsequently divided into phases).

Note that the language identified above ties the 6-year completion date to the approval of the Final Plat for Plat 2A Divisions 1-3 (PLN20-0033), not the date of the preliminary plat Decision. The Final Plat for Div. 1-3 for Plat 2A was approved on May 7, 2020.

 8/9/22
Andy Williamson - MDRT + Economic Dev. Director Date

THE VILLAGES / TEN TRAILS MPD
PHASE 2 PLAT F – DIVISIONS 1&2 FINAL PLAT
PLN24-0064

EXHIBIT D

TITLE: CC&R Review Memo

PREPARED BY: Madrona Law Group

DATE: 11/14/2024



MEMORANDUM

TO: Andy Williamson

FROM: David A. Linehan

DATE: November 14, 2024

RE: Ten Trails Phase 2, Plat F Division 1 & 2 Final Plat: Conditions implemented through Covenants, Conditions, and Restrictions (CC&Rs)

This memo addresses Oakpointe's satisfaction of the conditions of approval that are being implemented in the Ten Trails Phase 2, Plat F ("Plat 2F") Division 1 & 2 final plat via provisions of the Covenants, Conditions, and Restrictions (CC&Rs) applicable to the Ten Trails MPD (f/k/a "The Villages"). As explained below, the Ten Trails Residential CC&Rs submitted by Oakpointe meet all conditions of approval imposed by the MPD Permit and the Hearing Examiner's December 28, 2023, decision approving the Ten Trails Phase 2, Plat F preliminary plat (City File No. PLN23-0019). Each applicable condition is set forth below verbatim, followed by an analysis of how that condition has been met in the Residential CC&Rs.

A. Preliminary Plat Conditions Imposed by Hearing Examiner

Condition No. 14: *All alleys shall be posted "No-Parking" with signage according to the International Fire Code; provisions for enforcement of these no parking zones shall be defined and accepted by the Designated Official prior to final plat approval.*

This condition has been met. Section 6.8 of the Residential CC&Rs contains specific parking prohibitions consistent with this condition: "Parking is prohibited within alleys and on any section of roadway that is twenty (20) feet wide or narrower." The streets and alleys within Plat 2F Division 1 & 2 are covered by the parking restrictions in Section 6.8 of the Residential CC&Rs.

Section 11.1(c) of the Residential CC&Rs authorizes the Residential Association to tow and impound any vehicle parked in violation of the CC&Rs. Section 11.1(e) additionally authorizes the Association board to bring legal action to enforce the parking restrictions. Finally, Section 8.5.7 of the Residential CC&Rs contains “provisions for enforcement” of these no parking zones and all other terms of the CC&Rs by authorizing the Association to “perform such acts, whether or not expressly authorized by this Declaration, as may be reasonably necessary to enforce the provisions of this Declaration”

Condition No. 17: *Prior to final plat approval, the applicant shall submit Covenants, Conditions, and Restrictions (CCRs) for review and approval by the Designated Official.*

This condition has been met. Oakpointe previously submitted CC&Rs applicable to the residential areas of Ten Trails PP1A Division 1 (recorded under King County Recording No. 20171107001312)¹ and has since submitted Supplemental Declarations sufficient to annex the entire Ten Trails (f/k/a “The Villages”) MPD site into the area covered by these CC&Rs (recorded under King County Recording No. 20180619000316 and No. 20171227000507). The Residential CC&Rs and Supplemental Declarations prepared and submitted by Oakpointe satisfy Condition No. 17 of the Hearing Examiner’s preliminary plat approval for Ten Trails Plat 2F.

Condition No. 38: *The CCRs submitted to the Designated Official must include provisions to enforce the age-restriction that is identified by the Traffic Impact Study. In the case that the Applicant proposes to construct housing that is not age-restricted, the Applicant must revise the CCRs and submit an updated Traffic Impact Study to account for the appropriate traffic generation rate and determine if any additional offsite intersection improvements would be triggered that were not identified in the original TIS. Any revisions to the CCRs and/or updates to the original TIS must be submitted to, and approved by, the Master Development Review Team (MDRT).*

¹ Declaration of Covenants, Conditions, Restrictions and Easements for Ten Trails Residential Areas (“Residential CC&Rs”).

This condition has been met. In addition to the CC&Rs Oakpointe previously submitted and recorded (under King County Recording Nos. 20171107001312 and 20180619000316), the final plat application for Plat 2F Division 1 & 2 will be subject to the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Regency at Ten Trails (“Regency CC&Rs”). Article 9 of the Regency CC&Rs (entitled “Use Restrictions”) establishes the necessary age restrictions and related enforcement provisions for Plat 2F Division 1 & 2. Section 10.2 of the Regency CC&Rs restricts unit occupancy in a manner consistent with the Black Diamond Municipal Code (at least one occupant age 55 or older) and corresponding federal and state housing regulations. This section further restricts permanent occupancy by minors without payment of applicable school mitigation fees, and Section 10.3 gives the Enumclaw School District a right of enforcement. Section 10.2.3 also creates a duty of occupants to cooperate in completing periodic surveys and certifications regarding the age-qualified status of units within the subdivision. Additionally, Sections 10.2.4 and 10.2.5 of the Regency CC&Rs require Unit owners to request approval from the Board before transferring ownership of any Unit or leasing any Unit to a new occupant, and a written notice of change in ownership, including the name and age of each occupant, must be provided to the Board. Lessors must also provide the Board a certification that new occupants meet the applicable age restrictions, and any leases must include provisions making a violation of the age restrictions a default of the lease.

Section 10.2.6 of the Regency CC&Rs provides mechanisms for the Board to enforce the age restrictions in the community, including adoption of fines, fees, and other enforcement procedures. Finally, Section 10.4 requires an updated traffic impact study if the developer proposes to construct any housing units for occupancy without the applicable age restrictions provided in the CC&Rs. Any new or updated traffic impact studies or revisions to the Regency CC&Rs must be approved by the MDRT.

Based on the foregoing, the Regency CC&Rs satisfy Condition No. 38 of the Hearing Examiner's preliminary plat approval for Ten Trails Plat 2F.

B. MPD Permit Conditions

Condition No. 9: *Homeowners Association(s) conditions, covenants and restrictions (CCRs) and/or the proposed Architectural Review Committee shall be required to allow the use of green technologies (such as solar panels) in all buildings. In addition, the CCRs shall include provisions, to be enforced by the HOA, prohibiting washing of cars in driveways or other paved surfaces, except for commercial car washes, and limiting the use of phosphorous fertilizers in common areas, so as to limit phosphorous loading in stormwater.*

This condition is met by Section 6.26 of the Residential CC&Rs, which prohibits washing of vehicles on driveways and other paved surfaces, except for licensed and approved commercial car washes, and by Section 9.2, which provides that the Residential Association "shall limit the use of phosphorous fertilizers in Common Areas to the maximum extent practicable." This condition is further met by Section 7.4.2 of the Residential CC&Rs, which provides that "the Design Review Committee shall not prohibit the use of green technologies (such as solar panels) in all buildings."

#

TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

DEDICATION

KNOW ALL PEOPLE BY THESE PRESENTS THAT WE, THE UNDERSIGNED OWNER OF INTEREST IN THE LAND HEREBY SUBDIVIDED, HEREBY DECLARE THIS PLAT TO BE THE GRAPHIC REPRESENTATION OF THE SUBDIVISION MADE HEREBY AND DO HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER THE HATCHED AREAS DEPICTED ON SHEET 5 OF 15 HERETO AND DEDICATE THE USE THEREOF FOR ALL PUBLIC PURPOSES NOT INCONSISTENT WITH THE USE THEREOF FOR PUBLIC HIGHWAY PURPOSES, INCLUDING THE RIGHT OF THE CITY OF BLACK DIAMOND TO MAKE ALL NECESSARY SLOPES FOR CUTS AND FILLS UPON THE LOTS ADJACENT TO SAID HATCHED AREAS FOR THE ORIGINAL REASONABLE GRADING OF STREETS AND AVENUES. FURTHER, THE UNDERSIGNED OWNER WAIVES FOR THEMSELVES, THEIR HEIRS AND ASSIGNS, AND ANY PERSON OR ENTITY DERIVING TITLE FROM THE UNDERSIGNED, ANY AND ALL CLAIMS AGAINST ANY GOVERNMENTAL AUTHORITY FOR DAMAGES TO SAID ADJACENT LOTS ARISING FROM THE REQUIRED CONSTRUCTION, DRAINAGE AND MAINTENANCE OF THE DEDICATED AREA.

TRACTS 901 AND 908, LANDSCAPE AND UTILITY TRACTS; TRACT 904, ACCESS, UTILITY AND PEDESTRIAN ACCESS TRACT; TRACT 905, PARK, LANDSCAPE, UTILITY AND PEDESTRIAN ACCESS TRACT; TRACT 906, SENSITIVE AREA AND PEDESTRIAN ACCESS TRACT; TRACT 907, LANDSCAPE AND PEDESTRIAN ACCESS TRACT; TRACT 921, UTILITY, LANDSCAPE AND SENSITIVE AREA TRACT; TRACT 922, PARK, LANDSCAPE , UTILITY AND PEDESTRIAN ACCESS TRACT, ARE HEREBY GRANTED AND CONVEYED, TOGETHER WITH ALL MAINTENANCE OBLIGATIONS, TO THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION.

NOTWITHSTANDING THE DEDICATIONS CONTAINED WITHIN THIS FINAL PLAT, CCD BLACK DIAMOND PARTNERS LLC, A DELAWARE LIMITED LIABILITY COMPANY, RETAINS AND RESERVES UNTO ITSELF CERTAIN RIGHTS WITH RESPECT TO TRACTS 901, 905, 906, 907, 908 AND 921 INCLUDING, WITHOUT LIMITATION, THE RIGHT OF INGRESS, EGRESS AND ACCESS, AND TO CONSTRUCT, RECONSTRUCT, AND MAINTAIN ANY FACILITIES OR IMPROVEMENTS WITHIN SAID TRACTS AND THE RIGHT TO TEMPORARILY SUSPEND PUBLIC ACCESS TO SAID TRACTS FOR PURPOSES OF CONSTRUCTION AND MAINTENANCE.

A PERMANENT PUBLIC ACCESS AND PEDESTRIAN ACCESS EASEMENT IS HEREBY GRANTED AND CONVEYED TO THE PUBLIC OVER TRACTS 904, 905, 906, 907, 921 AND 922. TRAILS SHALL BE CONSTRUCTED AND MAINTAINED AS DIRECTED IN THE VILLAGES MPD DEVELOPMENT AGREEMENT, RECORDED UNDER RECORDING NUMBER 20120130000655 AND AMENDED UNDER RECORDING NUMBERS 20120906000762, 20120906000763, 20140103000655, 20141112001375, 20171206000581, 20181011000280, 20181011000281, 20190228000492, 20190228000493, 20220210000586, 20240301000312 AND 20240322000755. MAINTENANCE SHALL BE THE OBLIGATION OF THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION.

A LANDSCAPE MAINTENANCE AND RENEWAL EASEMENT IS HEREBY GRANTED AND CONVEYED TO THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION FOR MAINTENANCE AND RENEWAL OF THE LANDSCAPED AREAS WITHIN THE ROADS DEDICATED TO THE PUBLIC WITHIN THIS SUBDIVISION.

A ONE-FOOT EASEMENT IS HEREBY GRANTED AND CONVEYED TO THE CITY OF BLACK DIAMOND UPON THE EXTERIOR ONE FOOT OF LOTS 1, 4, 5, 8, 9, 12, 13, 16, 17, 20 THROUGH 36, INCLUSIVE, LOTS 45 THROUGH 66, INCLUSIVE, LOTS 69, 70, 73, 74 AND 77, AND TRACTS 901, 904, 905, 907, 908, 921 AND 923 ABUTTING ROADS HEREBY DEDICATED TO THE PUBLIC BY THIS SUBDIVISION FOR THE PURPOSES OF CONSTRUCTING, INSTALLING, MAINTAINING, REPLACING AND OPERATING THE CONCRETE AREAS LYING OUTSIDE OF PUBLIC RIGHT-OF-WAY DEDICATED HEREBY FOR THE PUBLIC USE TOGETHER WITH THE RIGHT TO ENTER UPON SAID EASEMENT AT ALL TIMES FOR THE PURPOSES STATED ABOVE. SEE SHEET 3 OF 15 FOR GENERAL DETAIL-1 OF EASEMENT LOCATION OVER INDIVIDUAL SAID LOTS AND TRACTS.

THIS SUBDIVISION, DEDICATION AND WAIVER OF CLAIMS ARE MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF SAID OWNER.
IN WITNESS WHEREOF WE SET OUR HANDS AND SEALS.

CCD BLACK DIAMOND PARTNERS LLC, A DELAWARE LIMITED LIABILITY COMPANY

BY: OAKPOINTE LLC, A WASHINGTON LIMITED LIABILITY COMPANY,
ITS MANAGER

BY: _____
BRIAN ROSS, MANAGER

TOLL BROS., INC., A PENNSYLVANIA CORPORATION

BY: _____
NAME: KELLEY MOLDSTAD, GROUP PRESIDENT

CCF FINANCE LLC, AN ILLINOIS LIMITED LIABILITY COMPANY

BY: _____
ITS: _____

LENNAR NORTHWEST LLC, A DELAWARE LIMITED LIABILITY COMPANY

BY: _____
ITS: _____
BY: _____

COUNCIL APPROVAL

EXAMINED AND APPROVED THIS ____ DAY OF _____, 2024.

COUNCIL RESOLUTION NUMBER _____.

MAYOR, CITY OF BLACK DIAMOND

STATE OF WASHINGTON)
) SS
COUNTY OF KING)

THIS IS TO CERTIFY THAT ON THIS DAY, BEFORE ME THE UNDERSIGNED NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED CAROL BENSON TO ME KNOWN TO BE THE MAYOR OF THE CITY OF BLACK DIAMOND THAT EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAID INSTRUMENT TO BE THE FREE AND VOLUNTARY ACT AND DEED OF SAID CITY, FOR THE USES AND PURPOSES THEREIN MENTIONED, AND ON OATH STATED THAT SHE WAS AUTHORIZED TO EXECUTE THE SAID INSTRUMENT.

WITNESS MY HAND AND OFFICIAL SEAL THIS ____ DAY OF _____, 2024.

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON
RESIDING AT _____
MY APPOINTMENT EXPIRES _____

CITY OF BLACK DIAMOND FILE NO. PLN24-0064

ACKNOWLEDGMENTS

STATE OF WASHINGTON)
) SS
COUNTY OF KING)

ON THIS ____ DAY OF _____, 2024, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON, DULY COMMISSIONED AND SWORN PERSONALLY APPEARED BRIAN ROSS, KNOWN TO ME TO BE THE MANAGER OF OAKPOINTE LLC, THE MANAGER OF CCD BLACK DIAMOND PARTNERS LLC, THE LIMITED LIABILITY COMPANY THAT EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAID INSTRUMENT TO BE THE FREE AND VOLUNTARY ACT AND DEED OF SAID LIMITED LIABILITY COMPANY, FOR THE PURPOSES THEREIN MENTIONED, AND ON OATH STATED THAT HE WAS AUTHORIZED TO EXECUTE SAID INSTRUMENT.

SIGNATURE OF
NOTARY PUBLIC

MY APPOINTMENT EXPIRES _____ DATE

STATE OF WASHINGTON)
) SS
COUNTY OF KING)

THIS IS TO CERTIFY THAT ON THIS ____ DAY OF _____, 2024, PERSONALLY APPEARED KELLEY MOLDSTAD, KNOWN TO ME TO BE THE GROUP PRESIDENT OF TOLL BROS., INC., A PENNSYLVANIA CORPORATION, WHICH CORPORATION HAS EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAID INSTRUMENT TO BE THE FREE AND VOLUNTARY ACT AND DEED OF THE CORPORATION OF WHICH (HE) (SHE) IS AN OFFICER FOR THE USES AND PURPOSE THEREIN MENTIONED AND ON OATH STATED THAT (HE) (SHE) WAS AUTHORIZED TO EXECUTE THE SAID INSTRUMENT AND THAT THE SEAL AFFIXED IS THE CORPORATE SEAL OF THE SAID CORPORATION.

SIGNATURE OF
NOTARY PUBLIC

MY APPOINTMENT EXPIRES _____ DATE

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

ON THIS ____ DAY OF _____, 2024, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC, DULY COMMISSIONED AND SWORN PERSONALLY APPEARED

_____, KNOWN TO ME TO BE THE

_____, OF CCF FINANCE LLC, AN ILLINOIS LIMITED LIABILITY COMPANY, THAT EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAID INSTRUMENT TO BE THE FREE AND VOLUNTARY ACT AND DEED OF SAID LIMITED LIABILITY COMPANY, FOR THE PURPOSES THEREIN MENTIONED, AND ON OATH STATED THAT HE WAS AUTHORIZED TO EXECUTE SAID INSTRUMENT.

SIGNATURE OF
NOTARY PUBLIC

MY APPOINTMENT EXPIRES _____ DATE

STATE OF WASHINGTON)
) SS
COUNTY OF KING)

ON THIS ____ DAY OF _____, 2024, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON, DULY COMMISSIONED AND SWORN PERSONALLY APPEARED _____, KNOWN TO ME TO BE THE MANAGER OF LENNAR CORPORATION, CORPORATION THAT EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAID INSTRUMENT TO BE THE FREE AND VOLUNTARY ACT AND DEED OF SAID CORPORATION, FOR THE PURPOSES THEREIN MENTIONED, AND ON OATH STATED THAT HE WAS AUTHORIZED TO EXECUTE SAID INSTRUMENT.

SIGNATURE OF
NOTARY PUBLIC

MY APPOINTMENT EXPIRES _____ DATE

FIRE CHIEF APPROVAL

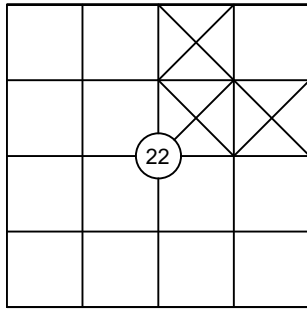
EXAMINED AND APPROVED THIS ____ DAY OF _____, 2024.

CITY OF BLACK DIAMOND FIRE CHIEF

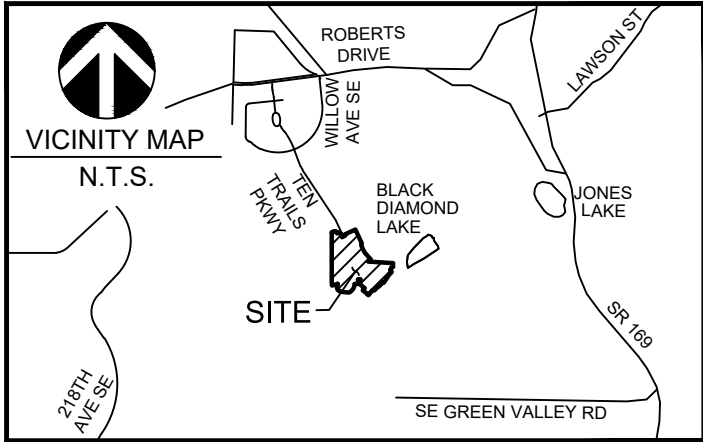
COMMUNITY DEVELOPMENT DIRECTOR

EXAMINED AND APPROVED THIS ____ DAY OF _____, 2024.

COMMUNITY DEVELOPMENT DIRECTOR



INDEXING MAP
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M.



ORIGINAL TAX PARCEL NUMBERS

222106-9035, 222106-9041

PUBLIC WORKS DIRECTOR

THE PUBLIC WORKS DIRECTOR FOR THE CITY OF BLACK DIAMOND HAS APPROVED THE SURVEY DATA, THE LAYOUT OF THE STREETS, ALLEYS AND OTHER RIGHTS OF WAYS, DESIGN OF BRIDGES, SEWAGE AND WATER SYSTEM AND OTHER STRUCTURES.

EXAMINED AND APPROVED THIS ____ DAY OF _____, 2024.

PUBLIC WORKS DIRECTOR

DEPARTMENT OF ASSESSMENTS

EXAMINED AND APPROVED THIS ____ DAY OF _____, 2024.

KING COUNTY ASSESSOR

DEPUTY KING COUNTY ASSESSOR

TREASURER CERTIFICATE

I HEREBY CERTIFY THAT ALL PROPERTY TAXES ARE PAID, THAT THERE ARE NO DELINQUENT SPECIAL ASSESSMENTS CERTIFIED TO THIS OFFICE FOR COLLECTION AND THAT ALL SPECIAL ASSESSMENTS CERTIFIED TO THIS OFFICE FOR COLLECTION ON ANY OF THE PROPERTY HEREIN CONTAINED, DEDICATED AS STREETS, ALLEYS OR FOR OTHER PUBLIC USE, ARE PAID IN FULL.

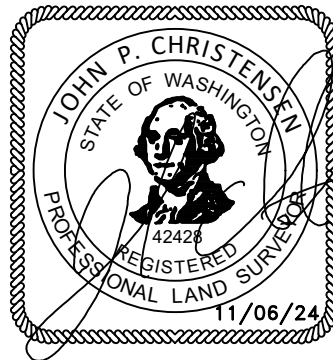
EXAMINED AND APPROVED THIS ____ DAY OF _____, 2024.

TREASURER

DEPUTY

LAND SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT OF TEN TRAILS PLAT 2F DIVISIONS 1 AND 2, CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF CCD BLACK DIAMOND PARTNERS LLC, A DELAWARE LIMITED LIABILITY COMPANY, AND SAID SURVEY WAS BASED UPON AN ACTUAL SURVEY OF SECTION 22, TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M. AND THAT THIS PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE LANDS ACTUALLY SURVEYED; THAT THE COURSES AND DISTANCES SHOWN HEREON ARE CORRECT; THAT (1) MONUMENTS AS DESCRIBED AND SHOWN HEREON, UNLESS STATED OTHERWISE HEREON, WILL BE OR HAVE BEEN SET AT ALL LOT CORNERS AS SHOWN; (2) MONUMENTS AS DESCRIBED AND SHOWN HEREON AS "SET" WILL BE OR HAVE BEEN SET; AND (3) ALL MONUMENTS DESCRIBED AND SHOWN HEREON THAT ARE SHOWN "TO BE SET" WITHIN THE RIGHT-OF-WAY, WITHIN AND WITHOUT THE BOUNDARY OF THIS SUBDIVISION, WILL BE SET AFTER THE STREET IS PAVED.



JOHN P. CHRISTENSEN, PLS
SURVEYOR. CERTIFICATE NO. 42428
DAVID EVANS AND ASSOCIATES, INC.
20300 WOODINVILLE SNOHOMISH RD NE
SUITE A-WOODINVILLE, WA 98072
PHONE: (425) 415-2000

RECORDING CERTIFICATE

FILED FOR RECORD AT THE REQUEST OF DAVID EVANS AND ASSOCIATES, INC. THIS ____ DAY OF _____, 2024, AT ____ MINUTES PAST ____ M. AND RECORDED IN VOLUME _____ OF PLATS, PAGE(S) _____, RECORDS OF KING COUNTY, WASHINGTON.

DIVISION OF RECORDS AND ELECTIONS

MANAGER SUPERINTENDENT OF RECORDS

TEN TRAILS, PLAT 2F DIVISIONS 1 AND 2

CITY OF BLACK DIAMOND
FILE NUMBER: PLN24-0064
CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON

PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4
OF THE NE 1/4 OF SECTION 22, TOWNSHIP 21 NORTH,
RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA

JOB NO. OAKPCBDP6001

SHEET 1 OF 15

VOL/PG



DAVID EVANS
AND ASSOCIATES INC.

20300 Woodinville Snohomish Rd NE
Suite A • Woodinville, WA 98072
p: 425.415.2000 f: 425.486.5059

TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

LEGAL DESCRIPTION

(PER FIDELITY NATIONAL TITLE INSURANCE COMPANY, GUARANTEE/CERTIFICATE NO. 24001706-SC, DATED SEPTEMBER 23RD, 2024 AT 08:00 AM)

LOTS G AND H OF CITY OF BLACK DIAMOND LOT LINE ADJUSTMENT NO. PLN24-0035 2F RECORDED UNDER RECORDING NUMBER 20240923900006, RECORDS OF KING COUNTY, WASHINGTON.

RESTRICTIONS

- FOLLOWING ORIGINAL REASONABLE GRADING OF ROADS AND WAYS HEREON, NO DRAINAGE WATERS ON ANY LOT OR LOTS SHALL BE DIVERTED OR BLOCKED FROM THEIR NATURAL COURSE SO AS TO DISCHARGE UPON ANY PUBLIC ROAD RIGHTS-OF-WAY TO HAMPER PROPER ROAD DRAINAGE. THE OWNER OF ANY LOT OR LOTS, PRIOR TO MAKING ANY ALTERATION IN THE DRAINAGE SYSTEM AFTER THE RECORDING OF THE PLAT, MUST MAKE APPLICATION TO AND RECEIVE APPROVAL FROM THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS FOR SAID ALTERATION. ANY ENCLOSING OF DRAINAGE WATERS IN CULVERTS OR DRAINS OR REROUTING THEREOF ACROSS ANY LOT AS MAY BE UNDERTAKEN BY OR FOR THE OWNER OF ANY LOT SHALL BE DONE BY AND AT THE EXPENSE OF SUCH OWNER
- NO LOT OR PORTION OF A LOT IN THIS PLAT SHALL BE DIVIDED AND SOLD OR RESOLD OR OWNERSHIP CHANGED OR TRANSFERRED WHEREBY THE OWNERSHIP OF ANY PORTION OF THIS PLAT SHALL BE LESS THAN THE AREA REQUIRED FOR THE USE DISTRICT IN WHICH LOCATED.
- THIS PLAT IS SUBJECT TO THE COVENANTS, CONDITIONS, AND RESTRICTIONS OF THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION AS RECORDED UNDER KING COUNTY RECORDING NO. 20171107001312 AND AS AMENDED BY KING COUNTY RECORDING NOS. 20171227000507, 20180627001396, 20191231001205, 20211209001073, 20211220000992, 20220114000079, 20230214000603 AND 20230531001470.
- DECORATIVE TYPE ENTRY SIGNS EITHER FOR BEAUTIFICATION OR ADVERTISEMENT OF THIS PLAT SHALL NOT UNDER ANY CIRCUMSTANCES BE PLACED IN PUBLIC RIGHT OF WAY.

EASEMENT PROVISIONS

PUBLIC UTILITY EASEMENTS ARE HEREBY GRANTED AND CONVEYED, UPON THE RECORDING OF THIS PLAT, TO PUGET SOUND ENERGY, ANY TELEPHONE COMPANY, ANY CABLE TELEVISION COMPANY, ANY BROADBAND OR TELECOMMUNICATIONS COMPANY, CITY OF BLACK DIAMOND AND ITS SUCCESSORS AND ASSIGNS, UNDER AND UPON TRACTS 901, 904, 905, 908, 921, 922 AND 923. ALL LOTS DESIGNATED WITH A STRIP FOR PUBLIC UTILITY EASEMENTS IN WHICH TO CONSTRUCT, OPERATE, MAINTAIN, REPAIR, REPLACE AND ENLARGE UNDERGROUND PIPES, CONDUITS, CABLES, CATCH BASINS, MANHOLES, CLEANOUTS, WIRES, WATER METERS AND FIRE HYDRANTS WITH ALL NECESSARY OR CONVENIENT UNDERGROUND OR GROUND-MOUNTED APPURTENANCES THERETO FOR THE PURPOSE OF SERVING THIS SUBDIVISION AND OTHER PROPERTY WITH ELECTRIC, TELEPHONE, GAS, SEWER, STORM, WATER AND OTHER UTILITY SERVICES, TOGETHER WITH THE RIGHT TO ENTER UPON THE LOTS, TRACTS, AND SPACES AT ALL TIMES FOR THE PURPOSE HEREIN STATED. THE LANDS ENTERED UPON FOR THESE PURPOSES SHALL BE RESTORED AS NEAR AS POSSIBLE TO THEIR ORIGINAL CONDITION. NO LINES OR WIRES FOR TRANSMISSION OF ELECTRIC CURRENT OR FOR TELEPHONE USE OR CABLE TELEVISION SHALL BE PLACED OR PERMITTED TO BE PLACED UPON ANY LOT OR TRACT UNLESS THE SAME SHALL BE UNDERGROUND OR IN CONDUIT ATTACHED TO A BUILDING.

ALL PRIVATE STORM DRAINAGE EASEMENTS SHOWN ON SHEET 12 OF 15 HERETO ARE HEREBY GRANTED AND CONVEYED TO THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION FOR THE PURPOSES OF OPERATING, MAINTAINING, REPAIRING AND RENEWING, AT ITS SOLE ELECTION, THE PRIVATE STORM DRAINAGE FACILITIES AND APPURTENANCES INSTALLED DURING THE INITIAL CONSTRUCTION OF THIS SUBDIVISION.

IN ADDITION THE APPLICABLE ASSOCIATION SHALL BE RESPONSIBLE FOR OPERATING, MAINTAINING, REPAIRING AND RENEWING ALL PRIVATE STORM DRAINAGE FACILITIES AND APPURTENANCES INSTALLED DURING THE INITIAL CONSTRUCTION OF THIS SUBDIVISION LYING WITHIN THE TRACTS OWNED BY SUCH ASSOCIATION IN ACCORDANCE WITH THE TRACT TABLE ON SHEET 3 OF 15.

ALL PRIVATE SANITARY SEWER EASEMENTS SHOWN HEREON ARE HEREBY GRANTED AND CONVEYED, TOGETHER WITH ALL MAINTENANCE OBLIGATIONS, TO THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION FOR THE PURPOSES OF OPERATING, MAINTAINING, REPAIRING AND RENEWING THE PRIVATE SANITARY SEWER FACILITIES AND APPURTENANCES INSTALLED DURING THE INITIAL CONSTRUCTION OF THIS SUBDIVISION IN ACCORDANCE WITH THE TRACT TABLE ON SHEET 3 OF 15.

ALL SINGLE FAMILY RESIDENTIAL LOTS SHALL BE SUBJECT TO AN EASEMENT 5 FEET IN WIDTH, PARALLEL WITH AND ADJACENT TO ALL INTERIOR SIDE LOT LINES, AND 5 FEET IN WIDTH, PARALLEL WITH AND ADJACENT TO ALL REAR LOT LINES, FOR THE PURPOSE OF PRIVATE STORM DRAINAGE AND WALLS. IN THE EVENT LOT LINES ARE ADJUSTED AFTER THE RECORDING OF THIS PLAT, THE EASEMENTS SHALL MOVE WITH THE ADJUSTED LOT LINES. MAINTENANCE OF ALL PRIVATE DRAINAGE EASEMENTS ON THIS PLAT SHALL BE THE RESPONSIBILITY OF ALL LOTS DERIVING BENEFIT FROM SAID EASEMENT. NO STRUCTURES OTHER THAN FENCES AND EAVE OVERHANGS SHALL BE CONSTRUCTED WITHIN THESE EASEMENTS.

ALL PRIVATE STORM DRAINAGE EASEMENTS SHOWN ON SHEETS 9 THROUGH 12, INCLUSIVE, HERETO ARE HEREBY GRANTED AND CONVEYED TO THE ADJOINING LOT OWNERS FOR THE PURPOSES OF OPERATING, MAINTAINING, REPAIRING AND RENEWING THE PRIVATE STORM DRAINAGE FACILITIES AND APPURTENANCES INSTALLED DURING THE INITIAL CONSTRUCTION OF THIS SUBDIVISION.

ALL PRIVATE ACCESS EASEMENTS BENEFIT THE LOTS SERVED AND THE DRIVEWAYS WILL BE MAINTAINED BY THE REGENCY AT TEN TRAILS OWNERS ASSOCIATION.

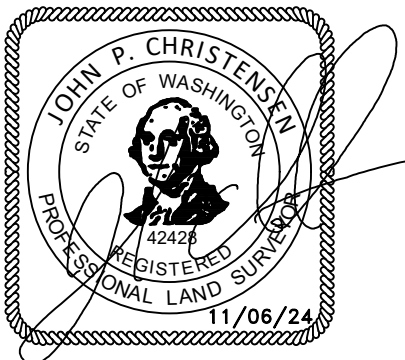
ALL PUBLIC AND PRIVATE UTILITY EASEMENTS BENEFIT THE LOTS SERVED AND THE BENEFITED LOTS ARE RESPONSIBLE FOR MAINTENANCE THEREOF.

OWNERS OF LOTS 27 AND 28 SHALL MAINTAIN A 10 FOOT WIDE MINIMUM EMERGENCY DRAINAGE OVERFLOW ROUTE CENTERED ALONG THE SHARED LOT LINE. FENCES ARE AN ALLOWED STRUCTURE WITHIN THE OVERFLOW ROUTE.

EXCEPTIONS NOTED IN TITLE REPORT

(PER FIDELITY NATIONAL TITLE INSURANCE COMPANY, GUARANTEE/CERTIFICATE NO. 24001706-SC, DATED SEPTEMBER 23RD, 2024 AT 08:00 AM)

- RESERVATION OF ALL COAL, OIL, GAS AND MINERAL RIGHTS, AND RIGHTS TO EXPLORE FOR THE SAME CONTAINED IN THE DEED:
GRANTOR: WEYERHAEUSER COMPANY, A WASHINGTON CORPORATION
RECORDING DATE: JANUARY 4, 1985
RECORDING NO.: 8501040307
AFFECTS: PORTION OF SAID PREMISES
- ANY INTEREST IN ANY OIL, GAS AND/OR MINERALS, AS DISCLOSED BY DOCUMENT:
ENTITLED: DEED TO PLUM CREEK TIMBER COMPANY, L.P.
RECORDING DATE: JULY 7, 1989
RECORDING NO.: 8907070390
THE PRESENT OWNERSHIP OR ANY OTHER MATTERS AFFECTING SAID OIL, GAS AND/OR MINERALS ARE NOT SHOWN HEREIN. SAID DEED WAS CORRECTED BY DEED RECORDED UNDER RECORDING NUMBER 9301152402.
THE TERMS AND PROVISIONS CONTAINED IN THE DOCUMENT ENTITLED "CONVEYANCE OF OIL AND GAS RESERVED UNDER DEED TO PLUM CREEK TIMBER COMPANY, L.P." RECORDED JULY 7, 1989 AS 8907070392.
THE TERMS AND PROVISIONS CONTAINED IN THE DOCUMNET ENTITLED "PARTIAL WAIVER OF SURFACE USE RIGHTS" RECORDED JUNE 23, 1992 AS 9206230401.
NOTE: THE "RESERVED MINERALS" RESERVED BY PCTC, INC. IN THE DEED RECORDED UNDER RECORDING NUMBER 8907070390 AND CONVEYED BY MERIDIAN MINERAL COMPANY UNDER DEED RECORDED UNDER RECORDING NUMBER 8907070391 WERE CONVEYED TO MERIDIAN MINERAL COMPANY TO PLUM CREEK TIMBER COMPANY UNDER DEED RECORDED UNDER RECORDING NUMBER 9112301747, PLUM CREEK TIMBER COMPANY MERGED INTO PLUM CREEK LAND COMPANY AND THE "RESERVED MINERALS" MERGED INTO FEE OWNERSHIP OF THE REAL PROPERTY. PLUM CREEK LAND COMPANY CONVEYED THE ENTIRE FEE INCLUDING THE "RESERVED MINERALS" TO BD VILLAGE PARTNERS LP UNDER DEEDS RECORDED UNDER RECORDING NUMBER 20060922001106, RECORDING NUMBER 20090930002172 AND RECORDING NUMBER 20090930002098.
AFFECTS: PORTION OF SAID PREMISES
- CONSERVATION EASEMENT DEED
EXECUTED BY: PLUM CREEK LAND COMPANY AND THE CITY OF BLACK DIAMOND
RECORDING DATE: JANUARY 6, 2010
RECORDING NO.: 20100106000723
AFFECTS: PORTION OF SAID PREMISES
- CONSERVATION EASEMENT DEED
EXECUTED BY: PLUM CREEK LAND COMPANY AND THE CITY OF BLACK DIAMOND
RECORDING DATE: JANUARY 6, 2010
RECORDING NO.: 20100106000724
AFFECTS: PORTION OF SAID PREMISES
- MITIGATION AGREEMENT
RECORDING DATE: APRIL 22, 2011
RECORDING NO.: 20110422000249



CITY OF BLACK DIAMOND FILE NO. PLN24-0064

EXCEPTIONS NOTED IN TITLE REPORT (CONT.)

- THE VILLAGE MASTER PLANNED DEVELOPMENT AGREEMENT
EXECUTED BY: CITY OF BLACK DIAMOND AND BD VILLAGE PARTNERS, L.P.
RECORDING DATE: JANUARY 30, 2012
RECORDING NO.: 20120130000655.
AMENDED BY INSTRUMENT(S):
RECORDING DATE: SEPTEMBER 6, 2012, JANUARY 3, 2014, NOVEMBER 12, 2014, DECEMBER 6, 2017, OCTOBER 11, 2018, FEBRUARY 28, 2019, MARCH 1, 2024 AND MARCH 22, 2024
RECORDING NO.: 20120906000762, RECORDING NO.: 20120906000763, RECORDING NO.: 20140103000655, RECORDING NO.: 20141112001375, RECORDING NO.: 20171206000581, RECORDING NO.: 20181011000280, RECORDING NO.: 20181011000281, RECORDING NO.: 20190228000492, RECORDING NO.: 20190228000493, RECORDING NO.: 20220210000586, RECORDING NO.: 20240301000312, RECORDING NO.: 20240322000755
- EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS SHOWN IN THE DOCUMENT:
RECORDING DATE: MAY 28, 2015
RECORDING NO.: 20150528000482
PURPOSE: TEMPORARY ACCESS EASEMENT
AFFECTS: PORTION OF SAID PREMISES
AMENDED BY INSTRUMENT(S):
RECORDING DATE: AUGUST 11, 2015, OCTOBER 21, 2015 AND SEPTEMBER 22, 2022
RECORDING NO.: 20150811000652
RECORDING NO.: 20151021001954
RECORDING NO.: 20220922000275
- EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS SHOWN IN THE DOCUMENT:
RECORDING DATE: MAY 28, 2015
RECORDING NO.: 20150528000482
PURPOSE: TEMPORARY ACCESS EASEMENT
AFFECTS: PORTION OF SAID PREMISES
AMENDED BY INSTRUMENT(S):
RECORDING DATE: AUGUST 11, 2015 AND OCTOBER 21, 2015
RECORDING NO.: 20150811000652
RECORDING NO.: 20151021001954
- NOTICE OF PAYMENT OBLIGATION
RECORDING DATE: DECEMBER 2, 2015
RECORDING NO.: 20151202000632
- EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: PUGET SOUND ENERGY, INC.
PURPOSE: TRANSMISSION AND DISTRIBUTION OF GAS AND ELECTRICITY
RECORDING DATE: MAY 18, 2017
RECORDING NO.: 20170518000241
AFFECTS: PORTION OF SAID PREMISES
AMENDED BY INSTRUMENT(S):
RECORDING DATE: MARCH 13, 2018
RECORDING NO.: 20180313000130
- COVENANTS, CONDITIONS, RESTRICTIONS AND EASEMENTS BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, SOURCE OF INCOME, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MEDICAL CONDITION OR GENETIC INFORMATION, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH IN THE DOCUMENT
RECORDING DATE: NOVEMBER 7, 2017
RECORDING NO.: 20171107001312.
AMENDED BY INSTRUMENT(S):
RECORDING DATE: DECEMBER 27, 2017, JUNE 19, 2018, JUNE 27, 2018, AUGUST 22, 2019, DECEMBER 31, 2019, DECEMBER 9, 2021, FEBRUARY 14, 2023 AND JULY 19, 2024
RECORDING NO.: 20171227000507, RECORDING NO.: 20180619000316, RECORDING NO.: 20180627001396, RECORDING NO.: 20190822000857, RECORDING NO.: 20191231001205, RECORDING NO.: 20211209001073, RECORDING NO. 20230214000603, RECORDING NO.: 20240719000370
- COVENANTS, CONDITIONS, RESTRICTIONS, RECITALS, RESERVATIONS, EASEMENTS, EASEMENT PROVISIONS, ENCROACHMENTS, DEDICATIONS, BUILDING SETBACK LINES, NOTES, STATEMENTS, AND OTHER MATTERS, IF ANY, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, OR SOURCE OF INCOME, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH ON CITY OF BLACK DIAMOND LOT LINE ADJUSTMENT NO. PLN 21-0011:
RECORDING NO.: 20210628900003
- AMENDED AND RESTATED COMPREHENSIVE SCHOOL MITIGATION AGREEMENT
EXECUTED BY: CCD BLACK DIAMOND PARTNERS LLC, A DELAWARE LIMITED LIABILITY COMPANY, CITY OF BLACK DIAMOND, A WASHINGTON MUNICIPAL CORPORATION, AND ENUMCLAW SCHOOL DISTRICT NO. 216, A POLITICAL SUBDIVISION OF THE STATE OF WASHINGTON
RECORDING DATE: DECEMBER 14, 2021
RECORDING NO.: 20211214000628
SAID AGREEMENT AMENDS AND RESTATES AGREEMENT RECORDED UNDER RECORDING NUMBER 20110624001156, AND ANY AMENDMENTS THERETO.
- EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: PUGET SOUND ENERGY, INC.
PURPOSE: TRANSMISSION AND DISTRIBUTION OF GAS AND ELECTRICITY
RECORDING DATE: JUNE 4, 2024
RECORDING NO.: 20240604000605
AFFECTS: PORTION OF SAID PREMISES
- COVENANTS, CONDITIONS, RESTRICTIONS, RECITALS, RESERVATIONS, EASEMENTS, EASEMENT PROVISIONS, ENCROACHMENTS, DEDICATIONS, BUILDING SETBACK LINES, NOTES, STATEMENTS, AND OTHER MATTERS, IF ANY, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, OR SOURCE OF INCOME, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH ON CITY OF BLACK DIAMOND LOT LINE ADJUSTMENT NO. PLN24-0035 2F:
RECORDING NO.: 20240923900006

ITEM NOS. 16 THROUGH 22, INCLUSIVE, ADDRESS GENERAL AND SPECIAL TAXES, LIABILITY FOR SEWER TREATMENT CAPACITY CHARGES, DEEDS OF TRUST AND ASSIGNMENTS OF RENTS AND/OR LEASES AND UNRECORDED LEASEHOLDS, AND AS SUCH DO NOT PERTAIN TO THIS PLAT.

TEN TRAILS PLAT 2F DIVISIONS 1 AND 2

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



**DAVID EVANS
AND ASSOCIATES INC.**
20300 Woodinville Snohomish Rd NE
Suite A • Woodinville, WA 98072
p: 425 415 2000 f: 425 486 5059

JOB NO. OAKPCBDP6001
SHEET 2 OF 15

VOL/PG

TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

CITY OF BLACK DIAMOND CONDITIONS

MINE WORKING WARNING:

WARNING: THE CITY OF BLACK DIAMOND OVERLIES NUMEROUS MINE SHAFTS, TUNNELS, AND OTHER WORKINGS, THE EXACT LOCATION, DEPTH, AND SIZE OF WHICH ARE UNKNOWN. THE LAND ENCOMPASSED BY THIS SUBDIVISION MAY OR MAY NOT OVERLIE SUCH A WORKINGS. IN APPROVING THIS SUBDIVISION, THE CITY OF BLACK DIAMOND MAKES NO REPRESENTATIONS AND ASSUMES NO LIABILITY OR RESPONSIBILITY WITH RESPECT TO THE SUITABILITY OF THIS SITE FOR THE DEVELOPMENT CONTEMPLATED OR THE SUITABILITY OR INTEGRITY OF THE SUBSOIL AGAINST SUBSIDENCE OR COLLAPSE.

APPROVED MPD STATEMENT:

THIS PLAT IS PART OF AN APPROVED MASTER PLANNED DEVELOPMENT (MPD). ALL DEVELOPMENT AND CONSTRUCTION WITHIN THIS PLAT MUST BE CONSISTENT WITH THE APPLICABLE REQUIREMENTS OF THE MPD DEVELOPMENT AGREEMENT, MPD DESIGN STANDARDS, AND MITIGATION REQUIREMENTS.

GENERAL NOTES:

- 1) UNLESS OTHERWISE NOTED WITHIN THIS PLAT, ALL WATER AND SEWER PIPELINES WILL BE PUBLICLY OWNED AND OPERATED AND WILL BE WITHIN DEDICATED EASEMENT OR RIGHT OF WAY. STORMWATER PIPELINES MAY BE PRIVATELY OWNED AS LONG AS THE AREA SERVED BY THE PIPELINE IS ENTITLED BY EASEMENT AND OWNED BY THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION.
- 2) WATER CAPITAL FACILITY CHARGES AND SEWER CAPITAL FACILITY CHARGES SHALL NOT BE IMPOSED FOR DEVELOPMENT IN THIS PLAT.
- 3) MPD CONDITIONS OF APPROVAL: IN THE EVENT THAT THE REGENCY AT TEN TRAILS OWNERS ASSOCIATION FAILS TO PERFORM ANY MAINTENANCE OF PRIVATE ALLEY AS REQUIRED BY SECTION 5.5.7 OF THE VILLAGES MPD DEVELOPMENT AGREEMENT AND, AS A RESULT, THE CITY OF BLACK DIAMOND PERFORMS SAID MAINTENANCE, THE LOT OWNERS OF THE PLAT ACKNOWLEDGE AND AGREE ON BEHALF OF THEMSELVES AND ALL SUCCESSORS AND ASSIGNS THAT, IF NOT PAID WITHIN THIRTY (30) DAYS OF INVOICING BY THE CITY, THE CITY'S TOTAL COST ARISING FROM THE CITY'S PERFORMANCE OF SAID REQUIRED PRIVATE ALLEY OR AUTO COURT PLUS ANY PENALTIES AND INTEREST THEREON AS PROVIDED BY THE VILLAGES MPD DEVELOPMENT AGREEMENT RECORDED UNDER KING COUNTY RECORDING NO. 20120130000655 SHALL BE A LIEN AGAINST ALL PROPERTY, INCLUDING INDIVIDUAL LOTS, WITHIN THIS PLAT, AND SAID LIEN MAY BE FORECLOSED IN THE SAME MANNER PROVIDED FOR THE FORECLOSURE OF LIENS FOR UNPAID SEWER RATES AND CHARGES SET FORTH IN RCW 35.67.220 - .280, AS AMENDED.
- 4) MPD CONDITIONS OF APPROVAL: IN THE EVENT THAT THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION FAILS TO PERFORM ANY MAINTENANCE OF STREET-SIDE LANDSCAPING FEATURE AS REQUIRED BY SECTION 5.5.7 OF THE VILLAGES MPD DEVELOPMENT AGREEMENT AND, AS A RESULT, THE CITY OF BLACK DIAMOND PERFORMS SAID MAINTENANCE, THE LOT OWNERS OF THE PLAT ACKNOWLEDGE AND AGREE ON BEHALF OF THEMSELVES AND ALL SUCCESSORS AND ASSIGNS THAT, IF NOT PAID WITHIN THIRTY (30) DAYS OF INVOICING BY THE CITY, THE CITY'S TOTAL COST ARISING FROM THE CITY'S PERFORMANCE OF SAID REQUIRED LANDSCAPING MAINTENANCE PLUS ANY PENALTIES AND INTEREST THEREON AS PROVIDED BY THE VILLAGES MPD DEVELOPMENT AGREEMENT RECORDED UNDER KING COUNTY RECORDING NO. 20120130000655 SHALL BE A LIEN AGAINST ALL PROPERTY, INCLUDING INDIVIDUAL LOTS, WITHIN THIS PLAT, AND SAID LIEN MAY BE FORECLOSED IN THE SAME MANNER PROVIDED FOR THE FORECLOSURE OF LIENS FOR UNPAID SEWER RATES AND CHARGES SET FORTH IN RCW 35.67.220 - .280, AS AMENDED.
- 5) ANY STRUCTURE (INCLUDING RETAINING WALLS 4 FEET OR TALLER) ADJACENT TO A SENSITIVE AREAS SETBACK SHALL COMPLY WITH THE CITY OF BLACK DIAMOND SENSITIVE AREAS ORDINANCE AS FOUND IN EXHIBIT E OF THE VILLAGES MPD DEVELOPMENT AGREEMENT.

LOT AREAS

LOT NO.	AREA	LOT NO.	AREA	LOT NO.	AREA
1	4,725 SF	27	5,000 SF	53	5,000 SF
2	4,725 SF	28	5,287 SF	54	5,000 SF
3	4,725 SF	29	6,026 SF	55	4,990 SF
4	4,725 SF	30	5,410 SF	56	5,500 SF
5	4,725 SF	31	5,066 SF	57	5,000 SF
6	4,725 SF	32	6,000 SF	58	5,000 SF
7	4,725 SF	33	6,000 SF	59	5,000 SF
8	4,725 SF	34	6,000 SF	60	5,069 SF
9	4,725 SF	35	8,716 SF	61	6,847 SF
10	4,725 SF	36	8,409 SF	62	5,001 SF
11	4,725 SF	37	4,750 SF	63	5,000 SF
12	4,725 SF	38	4,749 SF	64	5,000 SF
13	4,725 SF	39	7,200 SF	65	5,400 SF
14	4,725 SF	40	6,000 SF	66	4,725 SF
15	4,725 SF	41	6,000 SF	67	5,075 SF
16	4,725 SF	42	4,500 SF	68	5,075 SF
17	4,725 SF	43	4,500 SF	69	4,725 SF
18	4,725 SF	44	4,500 SF	70	4,725 SF
19	4,725 SF	45	6,007 SF	71	5,075 SF
20	4,837 SF	46	6,879 SF	72	5,075 SF
21	5,004 SF	47	6,108 SF	73	4,725 SF
22	5,000 SF	48	6,000 SF	74	4,725 SF
23	5,000 SF	49	5,000 SF	75	5,075 SF
24	5,000 SF	50	5,000 SF	76	5,075 SF
25	4,500 SF	51	5,000 SF	77	4,725 SF
26	5,000 SF	52	4,500 SF		

TRACT AREAS

TRACT	AREA	USE	TYPE OF PARK	GRANTED AND CONVEYED TO
901	1,350 SF	LANDSCAPE AND UTILITY		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
904	7,377 SF	ACCESS, UTILITY AND PEDESTRIAN ACCESS		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
905	4,235 SF	PARK, LANDSCAPE, UTILITY AND PEDESTRIAN ACCESS	POCKET PARK	TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
906	2,161 SF	SENSITIVE AREA AND PEDESTRIAN ACCESS		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
907	1,970 SF	LANDSCAPE AND PEDESTRIAN ACCESS		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
908	1,400 SF	LANDSCAPE AND UTILITY		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
921	8,831 SF	UTILITY, LANDSCAPE AND SENSITIVE AREA		TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
922	7,987 SF	PARK, LANDSCAPE, UTILITY AND PEDESTRIAN ACCESS	POCKET PARK	TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION
923	942,425 SF	FUTURE DEVELOPMENT		CCD BLACK DIAMOND PARTNERS
924	29,835 SF	FUTURE DEVELOPMENT		CCD BLACK DIAMOND PARTNERS
925	35,213 SF	FUTURE DEVELOPMENT		CCD BLACK DIAMOND PARTNERS
926	114,518 SF	FUTURE DEVELOPMENT		CCD BLACK DIAMOND PARTNERS
927	270,920 SF	FUTURE DEVELOPMENT		CCD BLACK DIAMOND PARTNERS

LOT ADDRESS TABLE

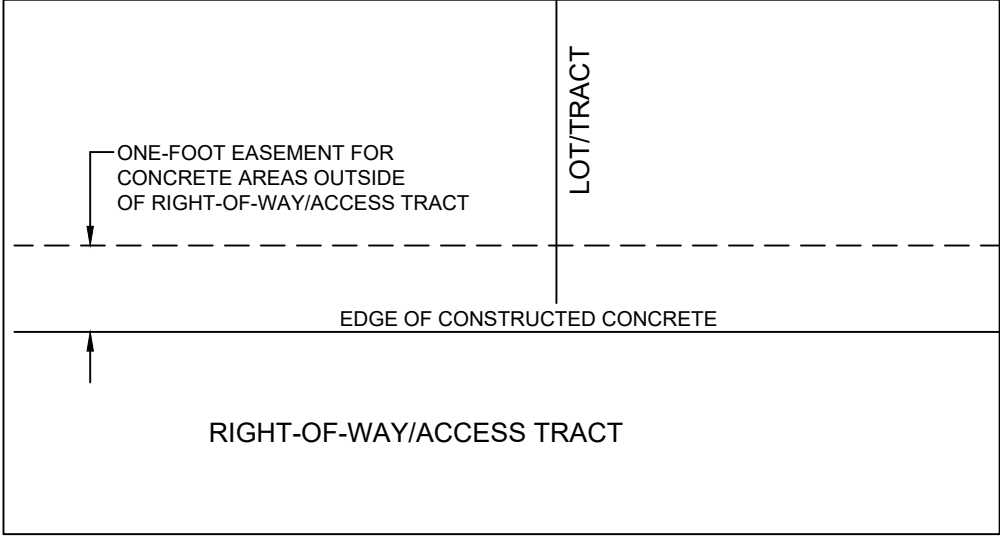
LOT NO.	STREET NAME	ADDRESS	LOT NO.	STREET NAME	ADDRESS	LOT NO.	STREET NAME	ADDRESS
1	BUCKEYE AVE SE	33947	27	BUCKEYE AVE SE	34255	53	SE EMERALD ST	23980
2	BUCKEYE AVE SE	33959	28	BUCKEYE AVE SE	34275	54	SE EMERALD ST	23970
3	BUCKEYE AVE SE	33971	29	BUCKEYE AVE SE	34285	55	SE EMERALD ST	23960
4	BUCKEYE AVE SE	33983	30	BUCKEYE AVE SE	34295	56	BUCKEYE AVE SE	34210
5	BUCKEYE AVE SE	33995	31	SE EMERALD ST	23965	57	BUCKEYE AVE SE	34200
6	BUCKEYE AVE SE	34007	32	SE EMERALD ST	23975	58	BUCKEYE AVE SE	34190
7	BUCKEYE AVE SE	34019	33	SE EMERALD ST	23985	59	BUCKEYE AVE SE	34180
8	BUCKEYE AVE SE	34031	34	SE EMERALD ST	23995	60	BUCKEYE AVE SE	34170
9	BUCKEYE AVE SE	34043	35	SE EMERALD ST	24005	61	BUCKEYE AVE SE	34150
10	BUCKEYE AVE SE	34055	36	MT FREMONT AVE SE	34325	62	BUCKEYE AVE SE	34130
11	BUCKEYE AVE SE	34067	37	MT FREMONT AVE SE	34345	63	BUCKEYE AVE SE	34110
12	BUCKEYE AVE SE	34079	38	MT FREMONT AVE SE	34355	64	BUCKEYE AVE SE	34098
13	BUCKEYE AVE SE	34091	39	MT FREMONT AVE SE	34390	65	BUCKEYE AVE SE	34086
14	BUCKEYE AVE SE	34103	40	MT FREMONT AVE SE	34380	66	BUCKEYE AVE SE	34074
15	BUCKEYE AVE SE	34115	41	MT FREMONT AVE SE	34370	67	BUCKEYE AVE SE	34062
16	BUCKEYE AVE SE	34127	42	MT FREMONT AVE SE	34360	68	BUCKEYE AVE SE	34050
17	BUCKEYE AVE SE	34139	43	MT FREMONT AVE SE	34350	69	BUCKEYE AVE SE	34038
18	BUCKEYE AVE SE	34151	44	MT FREMONT AVE SE	34340	70	BUCKEYE AVE SE	34026
19	BUCKEYE AVE SE	34163	45	MT FREMONT AVE SE	34330	71	BUCKEYE AVE SE	34014
20	BUCKEYE AVE SE	34175	46	SE EMERALD ST	24096	72	BUCKEYE AVE SE	34002
21	BUCKEYE AVE SE	34185	47	SE EMERALD ST	24080	73	BUCKEYE AVE SE	33990
22	BUCKEYE AVE SE	34195	48	SE EMERALD ST	24060	74	BUCKEYE AVE SE	33978
23	BUCKEYE AVE SE	34205	49	SE EMERALD ST	24040	75	BUCKEYE AVE SE	33966
24	BUCKEYE AVE SE	34215	50	SE EMERALD ST	24020	76	BUCKEYE AVE SE	33954
25	BUCKEYE AVE SE	34225	51	SE EMERALD ST	23998	77	BUCKEYE AVE SE	33942
26	BUCKEYE AVE SE	34235	52	SE EMERALD ST	23990			

ADDRESSING NOTE

ADDRESSES FOR INDIVIDUAL LOTS HAVE BEEN SHOWN ON THIS PAGE PURSUANT TO BDMC 17.20.020 OF THE VESTED CODE, BUT THESE ADDRESSES WERE ASSIGNED WITHOUT BUILDING OR SITE PLANS AVAILABLE FOR EACH LOT. ANY ADDRESS CHANGES REQUIRED SUBSEQUENT TO RECORDING OF THIS FINAL PLAT SHALL NOT CONSTITUTE A PLAT ALTERATION AS DEFINED IN BDMC 17.20.090.B. OF THE VESTED CODE. REFER TO THE CITY OF BLACK DIAMOND (OR ITS SUCCESSOR AGENCY) BUILDING OR PLANNING DEPARTMENT RECORD ADDRESSES TO CONFIRM BUILDING ADDRESSES.

DETAIL-1

ONE FOOT WIDE EASEMENT
NOT TO SCALE



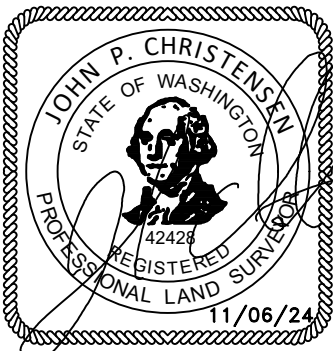
INSTRUMENTATION NOTE

PRIMARY CONTROL POINTS AND ACCESSIBLE MONUMENT POSITIONS WERE FIELD MEASURED UTILIZING GLOBAL POSITIONING SYSTEM (GPS) SURVEY TECHNIQUES USING TRIMBLE R10 GNSS EQUIPMENT. MONUMENT POSITIONS THAT WERE NOT DIRECTLY OBSERVED USING GPS SURVEY TECHNIQUES WERE TIED INTO THE CONTROL POINTS UTILIZING TRIMBLE VX SPATIAL STATION FOR THE MEASUREMENT OF BOTH ANGLES AND DISTANCES. PROCEDURES USED IN THIS SURVEY WERE FIELD TRAVERSE, MEETING OR EXCEEDING STANDARDS SET BY WAC 332-130-090.

MONUMENT NOTE

PROPERTY CORNERS SHALL BE SET AS FOLLOWS UNLESS OTHERWISE NOTED:

- ALL TRACT CORNERS ARE SET WITH 1/2" X 24" REBAR WITH CAP STAMPED "DEA 42428".
- ALL TACK IN LEAD WITH WASHERS ARE SET ON THE STREETWARD PROJECTION OF THE LATERAL LOT OR LOT/TRACT LINES.
- SET 1/2" X 24" REBAR WITH CAP STAMPED "DEA 42428" AT ALL SIDE AND REAR LOT CORNERS.



TEN TRAILS PLAT 2F DIVISIONS 1 AND 2

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



**DAVID EVANS
AND ASSOCIATES INC.**
20300 Woodinville Snohomish Rd NE
Suite A • Woodinville, WA 98072
p: 425 415 2000 f: 425 486 5059

JOB NO. OAKPCBDP6001
SHEET 3 OF 15

TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

CONSERVATION EASEMENT DEED PARTIAL RELINQUISHMENT

THE CITY OF BLACK DIAMOND AND CCD BLACK DIAMOND PARTNERS LLC HEREBY AMEND THOSE CERTAIN CONSERVATION EASEMENT DEEDS RECORDED UNDER KING COUNTY RECORDING NOS. 20060323001818 ("CED1"), 20060323001819 ("CED2") AND 20100106000723 ("CED3") AS FOLLOWS:

TRACTS 901, 904, 905, 907, 908, 921 AND 922 ARE HEREBY ESTABLISHED AS AND DECLARED TO BE "CONSERVATION ZONES," AS DEFINED IN CED3.

TRACTS 901, 905, 907, 908, 921 AND 922 ARE LANDSCAPED AREAS CONSISTING OF 33,150 SQUARE FEET. SAID TRACTS PROTECT AND CONSERVE THE CONSERVATION VALUES IDENTIFIED IN CED3 PARAGRAPH 2.3 BY ENHANCING THE VALUE TO THE PUBLIC OF ABUTTING OR NEIGHBORING PARKS OR OTHER OPEN SPACE.

THE APPLICABLE OWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR THE PRESERVATION AND PROTECTION OF THE CONSERVATION VALUES OF THE CONSERVATION ZONE ESTABLISHED HEREBY, AND THE CITY OF BLACK DIAMOND SHALL HAVE THE RIGHT TO ENFORCE SUCH PRESERVATION AND PROTECTION, PURSUANT TO THE COVENANTS, CONDITIONS AND RESTRICTIONS OF THE TEN TRAILS RESIDENTIAL OWNERS ASSOCIATION AS RECORDED UNDER KING COUNTY RECORDING NO. 20171107001312 AND AS AMENDED BY KING COUNTY RECORDING NOS, 20171227000507, 20180619000316, 20180627001396, 20190822000857, 20191231001205, 20211209001073, 20230214000603 AND 20240719000370.

THE CITY OF BLACK DIAMOND HEREBY TERMINATES AND RELEASES ALL OF ITS RIGHTS, TITLE AND INTEREST IN CED3 WITH RESPECT TO ALL PROPERTY IN THE PLAT NOT EXPRESSLY ESTABLISHED AS CONSERVATION ZONES HEREIN. THIS RELEASE IS INTENDED TO REMOVE CED3 FROM TITLE TO ALL PROPERTY IN THE PLAT NOT EXPRESSLY ESTABLISHED AS CONSERVATION ZONES HEREIN. THIS AMENDMENT AND RELEASE IS AN ADDENDUM TO CED3.

UPON RECORDING OF THIS AMENDMENT AND RELEASE, THE TOTAL SIZE OF THE CONSERVATION ZONES ESTABLISHED WITHIN THE PLAT AND THE REMAINING MINIMUM SIZE OF CONSERVATION ZONES TO BE ESTABLISHED SUBSEQUENTLY ARE AS FOLLOWS:

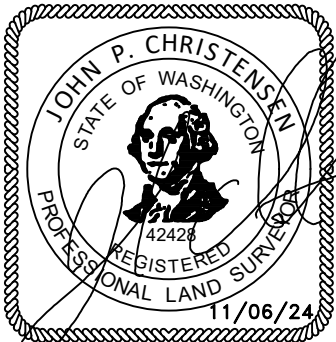
SOURCE OF REQUIREMENT: TABLE 9-1 OF THE VILLAGES DEVELOPMENT AGREEMENT	TOTAL CZ ACREAGE REQUIRED	TOTAL CZ ACREAGE ESTABLISHED BY PREVIOUS PLATS OF TEN TRAILS	CZ ACREAGE REMAINING LESS PREVIOUS PLATS	TOTAL CZ ACREAGE ESTABLISHED BY THIS PLAT OF TEN TRAILS	REMAINING MINIMUM CZ ACREAGE TO BE ESTABLISHED BY FUTURE PLATS WITHIN THE WEST ANNEXATION AREA
CED 1	63.3 ACRES	7.44 (PP1A DIV 1) 0.37 (PH2, PLAT C, DIV 1) 1.93 (PP1A DIV 2) 1.14 (V-13) 6.77 (PP1A, DIVS 3-5 AND 8) 3.74 (PH2, PLAT C, DIV 2) 1.55 (V-24) 5.53 (PLAT 2A, DIVS 1-3) 3.26 (PLAT 2A, DIV 4) 0.26 (PP1A, DIV 6) 0.78 (PLAT 2A, DIV 5) 1.70 (PLAT 2E) 0.05 (PLAT 2D, DIV 1) 1.47 (PLAT 2D, DIV 2) 2.18 (PH1, PLAT A, DIVS 1-3, 7-9) 1.77 (PH1, PLAT A, DIV 4)	23.36 ACRES	0 ACRES	23.36 ACRES
CED 2	91 ACRES	2.11 (PH2, PLAT C, DIV 1) 92.66 (PH2, PLAT C, DIV 2) 1.12 (PLAT 2E) 0.92 (PLAT 2D, DIV 1) 0.17 (PLAT 2D, DIV 2) 1.00 (PLAT 2D, DIV 4)	0 ACRES*	0 ACRES	0 ACRES
CED 3	197.87 ACRES	2.34 (PLAT 2D, DIV 1) 0.08 (PLAT 2D, DIV 3) 8.57 (PLAT 2D, DIV 4)	186.88 ACRES	0.76 ACRES	186.12 ACRES

* AN EXCESS OF 6.98 CONSERVATION ZONE ACRES LYING WITHIN CED 2 HAS PREVIOUSLY BEEN RECORDED.

OPEN SPACE TABLE

	GROSS ACRES	BDUGAA/ OPEN SPACE REQUIREMENT	MPD REQUIREMENT (IF APPLICABLE)	REQUIRED OPEN SPACE	OPEN SPACE PREVIOUSLY RECORDED	REQUIRED OPEN SPACE LESS PREVIOUS PLATS	OPEN SPACE PROVIDED IN THIS PLAT	REMAINING OPEN SPACE REQUIRED
WEST ANNEXATION AREA PARCEL C PARCEL D PARCEL G	54.62 225.99 8.06	63.30	0	63.3	21.59 (PASSIVE) 16.58 (ACTIVE) (PP1A, DIV 1) (PH2, PLAT C, DIV 1) (PP1A, DIV 2) (V-13) (PP1A, DIVS 3-5 and 8) (PH2, PLAT C, DIV 2) (V-24) (PLAT 2A, DIVS 1-3) (PLAT 2A, DIV 4) (PP1A, DIV 6) (PLAT 2A, DIV 5) (PLAT 2E) (PLAT 2D, DIV 1) (PLAT 2D, DIV 2) (PH1, PLAT A, DIVS 1-3, 7-9)	23.36	0	23.36
PARCEL E	151.15	0	75.58	75.58	95.69 (PASSIVE) 2.29 (ACTIVE) (PH2, PLAT C, DIV 1) (PH2, PLAT C, DIV 2) (PLAT 2E) (PLAT 2D, DIV 1) (PLAT 2D, DIV 2) (PLAT 2D, DIV 3) (PLAT 2D, DIV 4)	0*	0	0
PARCEL BDA	395.74	0	197.87	197.87	10.04 (PASSIVE) 0.95 (ACTIVE) (PLAT 2D, DIV 1) (PLAT 2D, DIV 3) (PLAT 2D, DIV 4)	186.88	0.32 (PASSIVE) 0.49 (ACTIVE)	186.07
TOTAL IN CITY/UGA MPD OPEN SPACE	1196.40	145	336.4	481.4	127.32 (PASSIVE) 19.82 (ACTIVE)	332.49	0.32 (PASSIVE) 0.49 (ACTIVE)	331.68

*AN EXCESS OF 22.40 ACRES OF OPEN SPACE LYING WITHIN PARCEL E HAS PREVIOUSLY BEEN RECORDED.



TEN TRAILS PLAT 2F DIVISIONS 1 AND 2

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



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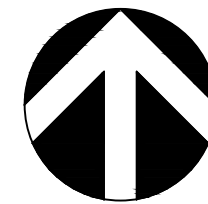
JOB NO. OAKPCBDP6001
SHEET 4 OF 15

TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

VOL/PG



NORTH



SCALE: 1" = 200'

BASIS OF BEARINGS

WASHINGTON NORTH ZONE NAD 83/91
NORTH 01°32'55" WEST BEING THE WEST LINE
OF THE SOUTHWEST QUARTER OF SECTION 15,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M.
REFER TO PLAT OF TEN TRAILS PLAT 2D,
DIVISION 1, RECORDING NO. 20211209000818,
FOR FULL SECTION BREAKDOWN OF SECTIONS
15 AND 22.

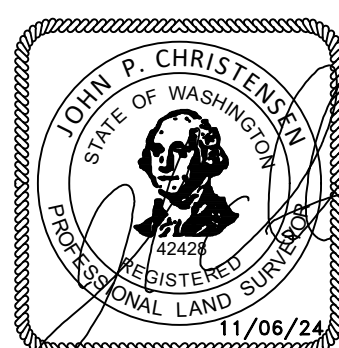
HATCH LEGEND

- WETLAND
- WETLAND BUFFER
- ROADS HEREBY DEDICATED TO
THE CITY OF BLACK DIAMOND
FOR PUBLIC RIGHT OF WAY

Line Table			Line Table		
Line #	Direction	Length	Line #	Direction	Length
L1	N41°52'15"E	15.18'	L22	S38°25'05"W	5.06'
L2	N86°07'43"E	17.62'	L23	S38°18'22"W	7.99'
L3	N66°41'37"E	12.46'	L24	S52°10'00"W	36.46'
L4	S46°55'36"E	25.05'	L25	S43°19'11"W	31.46'
L5	N65°56'09"E	21.76'	L26	S69°50'01"W	27.93'
L6	S82°56'37"E	18.12'	L27	S81°49'05"W	40.27'
L7	S73°11'49"E	20.24'	L28	N15°49'12"E	16.58'
L8	S24°59'49"E	120.05'	L29	N50°52'36"W	30.25'
L9	N65°00'11"E	100.00'	L30	N39°07'24"E	84.32'
L10	N24°59'49"W	35.00'	L31	N85°43'26"W	1.05'
L11	S16°38'12"W	60.21'	L32	S24°24'05"E	14.02'
L12	S27°18'46"E	58.35'	L33	S53°27'56"W	11.85'
L13	S37°44'16"E	20.14'	L34	N66°58'55"W	16.12'
L14	S47°52'12"W	94.16'	L35	N86°36'31"W	15.53'
L15	S06°45'32"W	98.44'	L36	S03°23'29"W	52.86'
L16	S60°15'45"W	47.95'	L37	S62°16'00"W	45.12'
L17	S23°22'24"E	60.27'	L38	N79°06'25"W	53.38'
L18	S40°52'10"W	116.65'	L39	N85°45'41"W	21.05'
L19	S32°25'56"W	42.89'	L40	N39°42'54"W	14.80'
L20	S34°10'29"W	178.29'	L41	N41°55'05"W	20.76'
L21	S40°04'11"W	21.37'	L42	N14°29'49"W	40.81'

Curve Table				Curve Table			
Curve #	Delta	Radius	Length	Curve #	Delta	Radius	Length
C1	021°44'58"	40.00'	15.18'	C15	003°07'47"	225.00'	12.29'
C2	044°15'28"	40.00'	30.90'	C16	010°23'38"	110.00'	19.95'
C3	066°22'47"	40.00'	46.34'	C17	028°14'06"	110.00'	54.21'
C4	039°05'35"	40.00'	27.29'	C18	075°53'50"	60.00'	79.48'
C5	031°07'14"	40.00'	21.73'	C19	005°29'10"	110.00'	10.53'
C6	009°44'48"	40.00'	6.80'	C20	019°02'22"	110.00'	36.55'
C7	007°13'43"	40.00'	5.05'	C21	013°40'42"	110.00'	26.26'
C8	053°30'13"	13.00'	12.14'	C22	029°17'46"	60.00'	30.68'
C9	063°26'56"	61.50'	68.10'	C23	077°52'01"	60.00'	81.54'
C10	064°14'34"	12.00'	13.46'	C24	059°33'09"	60.00'	62.36'
C11	088°59'12"	23.13'	35.92'	C25	023°32'22"	110.00'	45.19'
C12	008°19'48"	231.16'	33.61'	C26	063°55'34"	110.00'	122.73'
C13	010°45'30"	225.00'	42.25'	C27	019°08'23"	110.00'	36.75'
C14	008°11'54"	225.00'	32.19'	C28	008°15'09"	110.00'	15.84'

Radial Bearing Table					
Curve #	Radial Bearing	Curve #	Radial Bearing	Curve #	Radial Bearing
C1	S04°08'19"W	C15	S56°53'43"E	C21	N19°35'07"W
C4	S82°09'59"W	C16	N04°00'45"W	C22	S36°18'09"W
C9	S78°45'57"W	C17	N80°14'34"E	C25	N24°32'33"E
C12	S41°46'27"E	C18	N57°50'35"E	C27	S79°32'07"E
C13	S37°45'58"E	C19	N47°42'07"E	C28	N70°08'18"E
C14	S32°16'38"E	C20	N14°45'49"W		



TEN TRAILS PLAT 2F DIVISIONS 1 AND 2

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



**DAVID EVANS
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p: 425 415 2000 f: 425 486 5059

JOB NO. OAKPCBDP6001
SHEET 5 OF 15

CITY OF BLACK DIAMOND FILE NO. PLN24-0064

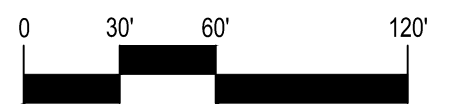
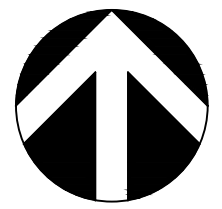
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TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

VOL/PG



SCALE: 1" = 60'

LEGEND

- ① PUBLIC UTILITY EASEMENT
- ② PRIVATE STORM DRAINAGE AND WALL EASEMENT
- ③ PRIVATE ACCESS EASEMENT
- ④ PUBLIC AND PRIVATE UTILITY EASEMENT
- ⑤ PRIVATE STORM DRAINAGE EASEMENT
- ⑥ PUBLIC ACCESS AND UTILITY EASEMENT

LA - LANDSCAPE
UT - UTILITY
PA - PEDESTRIAN ACCESS
SA - SENSITIVE AREA
PK - PARK AREA
FD - FUTURE DEVELOPMENT
AC - ACCESS

SYMBOL LEGEND

- SET STANDARD CITY OF BLACK DIAMOND ROAD MONUMENT IN CASE
- SET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER
- ✕① SET TACK IN LEAD W/ WASHER ON PROPERTY CORNER
- ✕② SET 1.0' OFFSET TACK IN LEAD W/WASHER
- ✕③ SET 1.0' X 1.0' OFFSET TACK IN LEAD W/WASHER
- FOUND 1/2" X 24" REBAR AND CAP MARKED "DEA 36805" ON PROPERTY CORNER

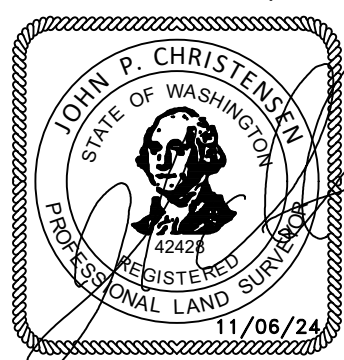
Radial Bearing Table	
Curve #	Radial Bearing
C1	S04°08'19"W
C8	N54°24'00"E

Curve Table			
Curve #	Delta	Radius	Length
C1	021°44'58"	40.00'	15.18'
C2	044°15'28"	40.00'	30.90'
C3	066°22'47"	40.00'	46.34'
C4	039°05'35"	40.00'	27.29'
C5	031°07'14"	40.00'	21.73'
C6	009°44'48"	40.00'	6.80'
C7	007°13'43"	40.00'	5.05'
C8	002°57'45"	327.00'	16.91'
C9	002°29'57"	384.50'	16.77'

Line Table		
Line #	Direction	Length
L1	S41°52'15"W	15.18'
L2	S86°07'43"W	17.62'
L3	S66°41'37"W	12.46'
L4	N46°55'36"W	25.05'
L5	S65°56'09"W	21.76'
L6	N82°56'37"W	18.12'
L7	N73°11'49"W	20.24'
L8	S65°00'11"W	34.50'
L9	S65°00'11"W	31.00'
L10	N65°00'11"E	34.50'
L11	N59°14'06"W	20.00'
L12	N45°02'51"E	2.83'
L13	N00°02'51"E	13.17'
L14	N44°57'09"W	2.83'

TPN 222106-9007

TPN 222106-9010



TEN TRAILS PLAT 2F DIVISIONS 1 AND 2

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



**DAVID EVANS
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p: 425.415.2000 f: 425.486.5059

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SHEET 6 OF 15

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FOR ADDRESSES

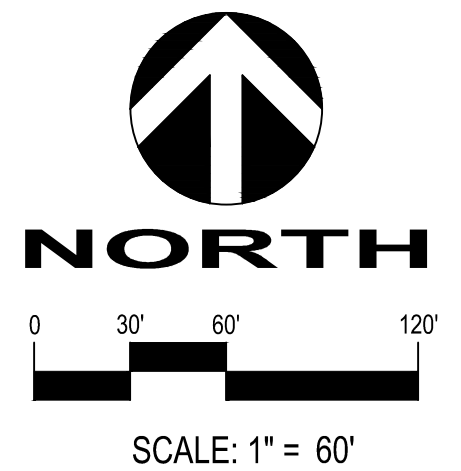
CITY OF BLACK DIAMOND FILE NO. PLN24-0064

TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

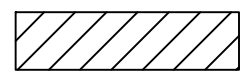
PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

VOL/PG



SCALE: 1" = 60'

NOTE 1



ROADS HEREBY DEDICATED TO
THE CITY OF BLACK DIAMOND
FOR PUBLIC RIGHT OF WAY

SYMBOL LEGEND

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- SET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER
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LEGEND

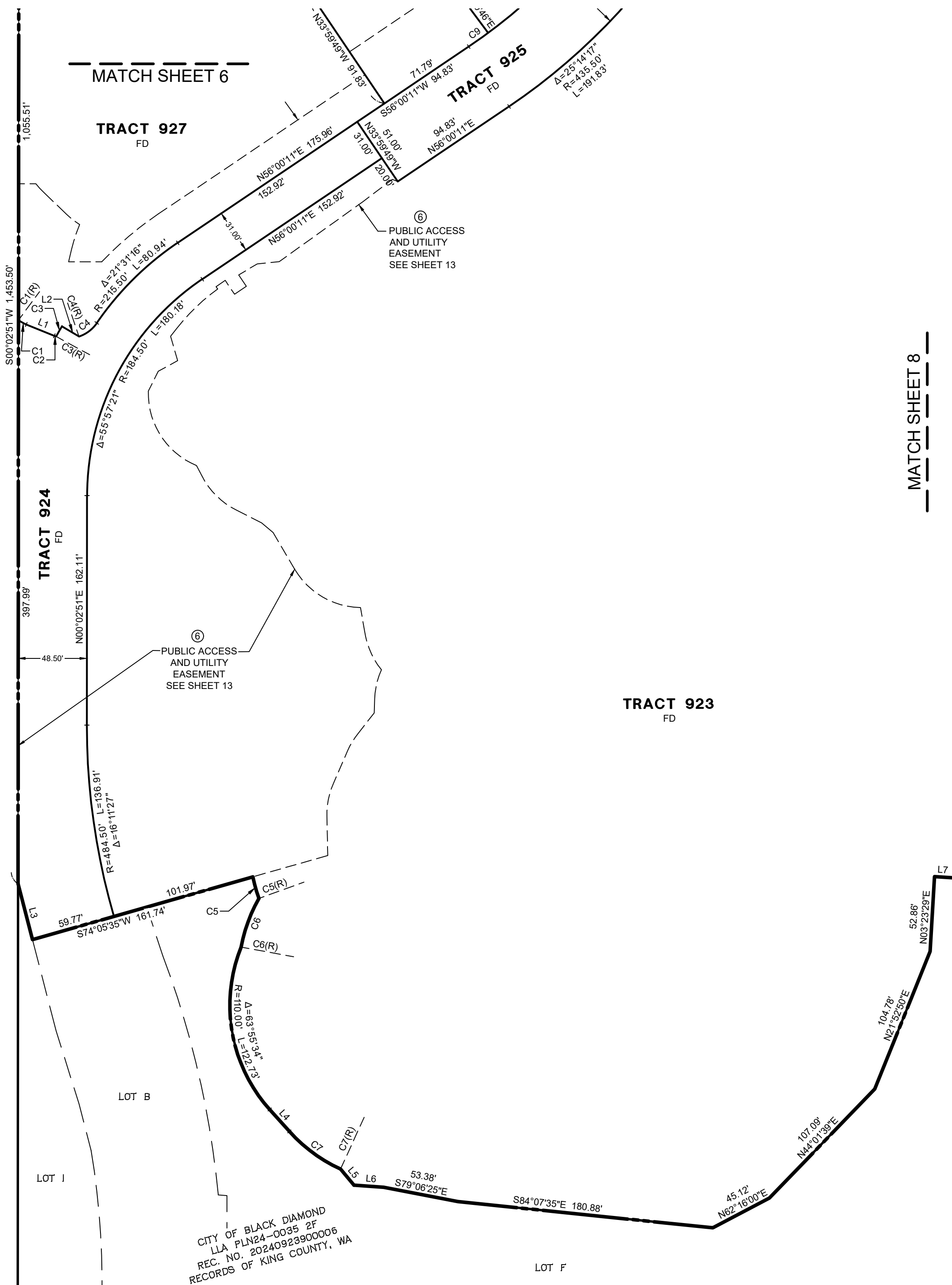
- ① PUBLIC UTILITY EASEMENT
- ② PRIVATE STORM DRAINAGE AND WALL EASEMENT
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- ⑥ PUBLIC ACCESS AND UTILITY EASEMENT

LA - LANDSCAPE
UT - UTILITY
PA - PEDESTRIAN ACCESS
SA - SENSITIVE AREA
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AC - ACCESS

Line Table		
Line #	Direction	Length
L1	S68°00'18"E	21.35'
L2	N59°23'56"W	14.03'
L3	N14°29'49"W	40.81'
L4	S41°55'05"E	20.76'
L5	S39°42'54"E	14.80'
L6	S85°45'41"E	21.05'
L7	S86°36'31"E	15.53'

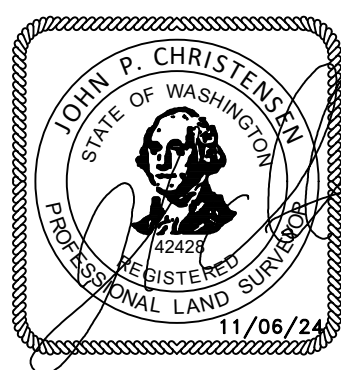
Curve Table			
Curve #	Delta	Radius	Length
C1	014°27'31"	25.00'	6.31'
C2	003°08'43"	25.00'	1.37'
C3	001°59'57"	235.00'	8.20'
C4	036°44'38"	25.00'	16.03'
C5	008°15'09"	110.00'	15.84'
C6	019°08'23"	110.00'	36.75'
C7	023°32'22"	110.00'	45.19'

Radial Bearing Table	
Curve #	Radial Bearing
C1	S36°27'13"W
C3	N61°23'54"W
C4	N18°46'27"W
C5	N70°08'18"E
C6	N79°32'07"W
C7	S24°32'33"W



SEE SHEET 3 OF 15
FOR ADDRESSES

CITY OF BLACK DIAMOND FILE NO. PLN24-0064



TEN TRAILS PLAT 2F DIVISIONS 1 AND 2

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



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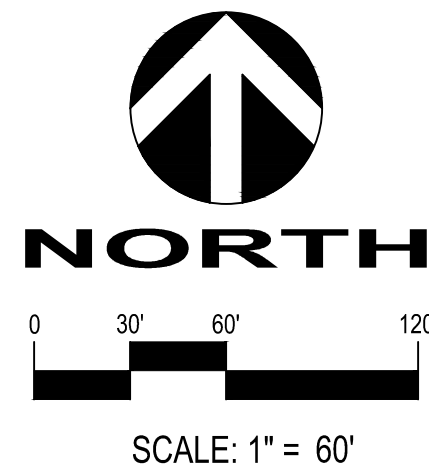
TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

SEE SHEET 3 OF 15
FOR ADDRESSES

VOL/PG



SYMBOL LEGEND

- SET STANDARD CITY OF BLACK DIAMOND ROAD MONUMENT IN CASE
- SET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER
- SET TACK IN LEAD W/ WASHER ON PROPERTY CORNER
- SET 1.0' OFFSET TACK IN LEAD W/WASHER
- SET 1.0' X 1.0' OFFSET TACK IN LEAD W/WASHER
- FOUND 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER

LEGEND

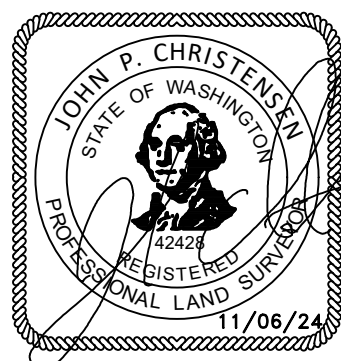
- PUBLIC UTILITY EASEMENT
- PRIVATE STORM DRAINAGE AND WALL EASEMENT
- PRIVATE ACCESS EASEMENT
- PUBLIC AND PRIVATE UTILITY EASEMENT
- PRIVATE STORM DRAINAGE EASEMENT
- PUBLIC ACCESS AND UTILITY EASEMENT
- PUBLIC STORM DRAINAGE EASEMENT

LA - LANDSCAPE
UT - UTILITY
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PK - PARK AREA
FD - FUTURE DEVELOPMENT
AC - ACCESS

Line Table			Line Table		
Line #	Direction	Length	Line #	Direction	Length
L1	S86°58'55"E	16.12'	L13	S46°01'40"W	12.48'
L2	N53°27'56"E	11.85'	L14	S12°52'43"E	32.61'
L3	N24°24'05"W	14.02'	L15	S03°28'30"W	44.02'
L4	S85°43'26"E	1.05'	L16	S32°02'54"W	22.42'
L5	S50°52'36"E	30.25'	L17	S15°03'31"W	21.09'
L6	S15°49'12"W	16.58'	L18	S16°11'04"E	22.28'
L7	S86°36'31"E	15.53'	L19	S38°08'11"W	6.59'
L8	N81°49'05"E	40.27'	L20	S26°40'18"E	41.50'
L9	N69°50'01"E	27.93'	L21	N80°09'22"W	34.85'
L10	N52°10'00"E	36.46'	L22	N71°26'24"W	34.85'
L11	N38°18'22"E	7.99'	L23	N62°07'53"W	38.83'
L12	N38°25'05"E	15.15'	L24	N53°47'18"W	38.76'

Curve Table			
Curve #	Delta	Radius	Length
C1	029°17'46"	60.00'	30.68'
C2	013°40'42"	110.00'	26.26'
C3	019°02'22"	110.00'	36.55'
C4	005°29'10"	110.00'	10.53'
C5	010°23'38"	110.00'	19.95'
C6	003°07'47"	225.00'	12.29'
C7	008°11'54"	225.00'	32.19'
C8	010°45'30"	225.00'	42.25'
C9	008°19'48"	231.16'	33.61'

Radial Bearing Table	
Curve #	Radial Bearing
C1	N36°18'09"E
C2	S19°35'07"E
C3	S14°45'49"E
C4	N47°42'07"E
C5	N04°00'45"W
C6	S56°53'43"E
C7	S32°16'38"E
C8	S37°45'58"E
C9	S41°46'27"E



TEN TRAILS PLAT 2F DIVISIONS 1 AND 2

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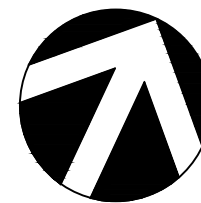
JOB NO. OAKPCBDP6001
SHEET 8 OF 15

TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

VOL/PG



NORTH



SCALE: 1" = 50'

NOTE 1



ROADS HEREBY DEDICATED TO
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FOR PUBLIC RIGHT OF WAY

SYMBOL LEGEND

- SET STANDARD CITY OF BLACK DIAMOND ROAD MONUMENT IN CASE
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- SET TACK IN LEAD W/ WASHER ON PROPERTY CORNER
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- FOUND 1/2" X 24" REBAR AND CAP MARKED "DEA 36805" ON PROPERTY CORNER

LEGEND

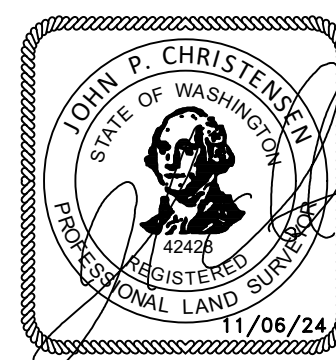
- 1 PUBLIC UTILITY EASEMENT
- 2 PRIVATE STORM DRAINAGE AND WALL EASEMENT
- 3 PRIVATE ACCESS EASEMENT
- 4 PUBLIC AND PRIVATE UTILITY EASEMENT
- 5 PRIVATE STORM DRAINAGE EASEMENT
- 6 PUBLIC ACCESS AND UTILITY EASEMENT

LA - LANDSCAPE
UT - UTILITY
PA - PEDESTRIAN ACCESS
SA - SENSITIVE AREA
PK - PARK AREA
FD - FUTURE DEVELOPMENT
AC - ACCESS

Line Table		
Line #	Direction	Length
L1	N37°44'16"W	20.14'
L2	N37°44'16"W	4.89'
L3	N37°44'16"W	15.25'
L4	N24°59'49"W	10.00'
L5	N24°59'49"W	10.00'
L6	N24°59'49"W	10.00'
L7	N24°59'49"W	10.00'
L8	N24°59'49"W	9.83'

Curve Table			
Curve #	Delta	Radius	Length
C1	002°57'45"	327.00'	16.91'
C2	005°03'16"	273.00'	24.08'
C3	010°36'11"	327.00'	60.51'

Radial Bearing Table	
Curve #	Radial Bearing
C1	N51°26'15"E



TEN TRAILS PLAT 2F DIVISIONS 1 AND 2

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



**DAVID EVANS
AND ASSOCIATES INC.**
20300 Woodinville Snohomish Rd NE
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JOB NO. OAKPCBDP6001
SHEET 9 OF 15

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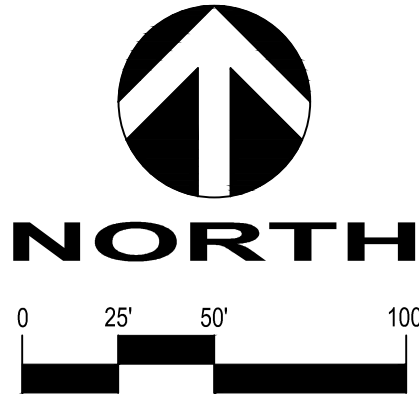
CITY OF BLACK DIAMOND FILE NO. PLN24-0064

TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

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SCALE: 1" = 50'

Line Table		
Line #	Direction	Length
L1	N37°44'16"W	20.14'
L2	N18°46'20"W	8.97'
L3	N54°07'14"E (R)	5.02'
L4	N18°19'20"W (R)	10.00'
L5	S64°24'05"W	19.41'

Curve Table			
Curve #	Delta	Radius	Length
C1	002°57'45"	327.00'	16.91'
C2	000°59'09"	273.00'	4.70'
C3	003°34'03"	327.00'	20.36'
C4	023°04'51"	40.00'	16.11'
C5	067°07'47"	45.00'	52.73'
C6	007°09'21"	35.00'	4.37'
C7	030°33'39"	36.29'	19.36'
C8	030°45'11"	73.00'	39.18'
C9	013°00'46"	73.00'	16.58'
C10	001°14'55"	127.00'	2.77'
C11	017°36'30"	127.00'	39.03'
C12	019°35'01"	127.00'	43.41'
C13	005°19'29"	127.00'	11.80'

Radial Bearing Table	
Curve #	Radial Bearing
C1	N51°26'15"E
C7	N56°09'44"W



NOTE 1



ROADS HEREBY DEDICATED TO
THE CITY OF BLACK DIAMOND
FOR PUBLIC RIGHT OF WAY

SYMBOL LEGEND

- SET STANDARD CITY OF BLACK DIAMOND ROAD MONUMENT IN CASE
- SET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER
- SET TACK IN LEAD W/ WASHER ON PROPERTY CORNER
- SET 1.0' OFFSET TACK IN LEAD W/WASHER
- SET 1.0' X 1.0' OFFSET TACK IN LEAD W/WASHER
- FOUND 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER

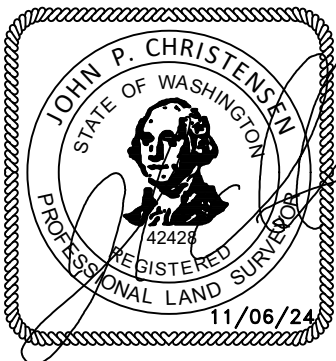
LEGEND

- PUBLIC UTILITY EASEMENT
- PRIVATE STORM DRAINAGE AND WALL EASEMENT
- PRIVATE ACCESS EASEMENT
- PUBLIC AND PRIVATE UTILITY EASEMENT
- PRIVATE STORM DRAINAGE EASEMENT
- PUBLIC ACCESS AND UTILITY EASEMENT
- PUBLIC STORM DRAINAGE EASEMENT

LA - LANDSCAPE
UT - UTILITY
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PK - PARK AREA
FD - FUTURE DEVELOPMENT
AC - ACCESS

SEE SHEET 3 OF 15
FOR ADDRESSES

CITY OF BLACK DIAMOND FILE NO. PLN24-0064



TEN TRAILS PLAT 2F DIVISIONS 1 AND 2

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



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JOB NO. OAKPCBDP6001
SHEET 10 OF 15

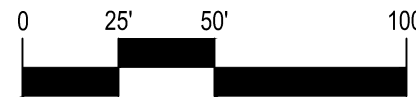
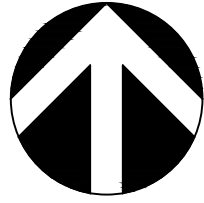
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TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

VOL/PG



SCALE: 1" = 50'

NOTE 1



ROADS HEREBY DEDICATED TO
THE CITY OF BLACK DIAMOND
FOR PUBLIC RIGHT OF WAY

SYMBOL LEGEND

- SET STANDARD CITY OF BLACK DIAMOND ROAD MONUMENT IN CASE
- SET 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER
- SET TACK IN LEAD W/ WASHER ON PROPERTY CORNER
- SET 1.0' OFFSET TACK IN LEAD W/WASHER
- SET 1.0' X 1.0' OFFSET TACK IN LEAD W/WASHER
- FOUND 1/2" X 24" REBAR AND CAP MARKED "DEA 42428" ON PROPERTY CORNER

LEGEND

- PUBLIC UTILITY EASEMENT
- PRIVATE STORM DRAINAGE AND WALL EASEMENT
- PRIVATE ACCESS EASEMENT
- PUBLIC AND PRIVATE UTILITY EASEMENT
- PRIVATE STORM DRAINAGE EASEMENT
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LA - LANDSCAPE
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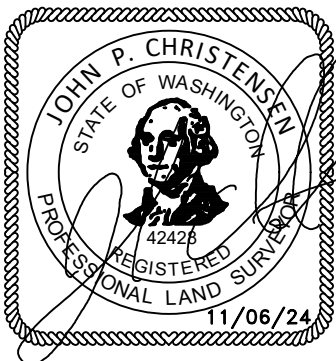
Line Table		
Line #	Direction	Length
L1	N40°04'11"E	21.37'
L2	N38°25'05"E	10.09'
L3	N46°01'40"E	12.48'
L4	N32°02'54"E	22.42'
L5	N15°03'31"E	21.09'
L6	N16°11'04"W	22.28'
L7	N51°51'49"W	22.00'
L8	N38°08'11"E	20.00'
L9	N51°51'49"W	22.00'
L10	N38°08'11"E	6.59'

Curve Table			
Curve #	Delta	Radius	Length
C1	053°30'13"	13.00'	12.14'
C2	064°14'34"	12.00'	13.46'
C3	090°00'00"	28.00'	43.98'
C4	079°41'47"	28.00'	38.95'
C5	090°00'00"	28.00'	43.98'
C6	010°18'13"	28.00'	5.04'
C7	068°55'55"	25.00'	30.08'
C8	020°48'37"	51.50'	18.71'
C9	022°25'18"	51.50'	20.15'
C10	056°44'27"	51.50'	51.00'
C11	087°51'55"	51.50'	78.98'
C12	023°25'33"	51.50'	21.06'
C13	037°40'04"	51.50'	33.86'

Radial Bearing Table	
Curve #	Radial Bearing
C1	N51°26'15"E
C4/C6	N41°33'36"W

SEE SHEET 3 OF 15
FOR ADDRESSES

CITY OF BLACK DIAMOND FILE NO. PLN24-0064



TEN TRAILS PLAT 2F DIVISIONS 1 AND 2

CITY OF BLACK DIAMOND,
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SHEET 11 OF 15

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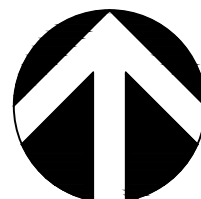
TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

PRIVATE STORM DRAINAGE EASEMENTS DETAIL

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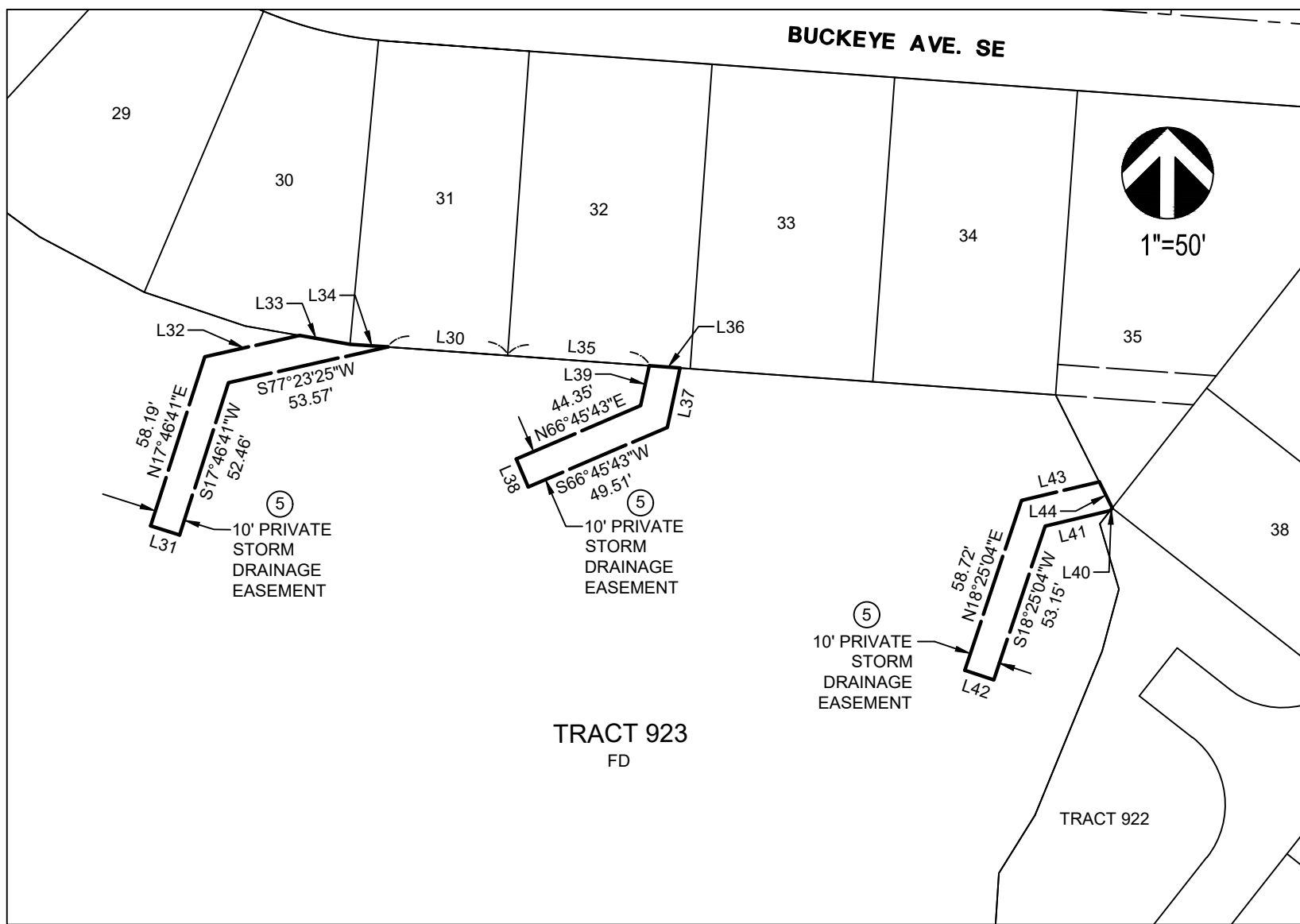
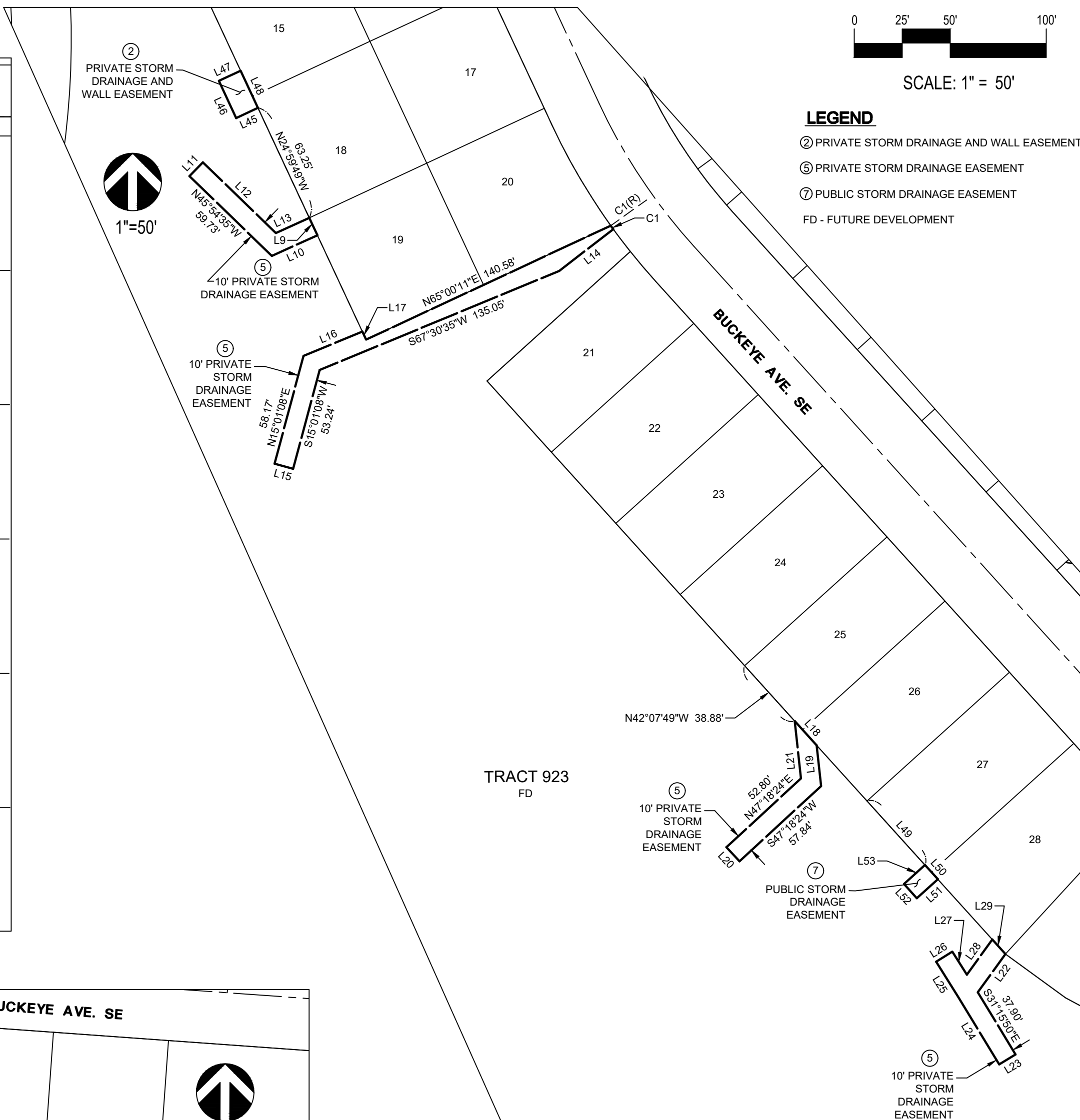
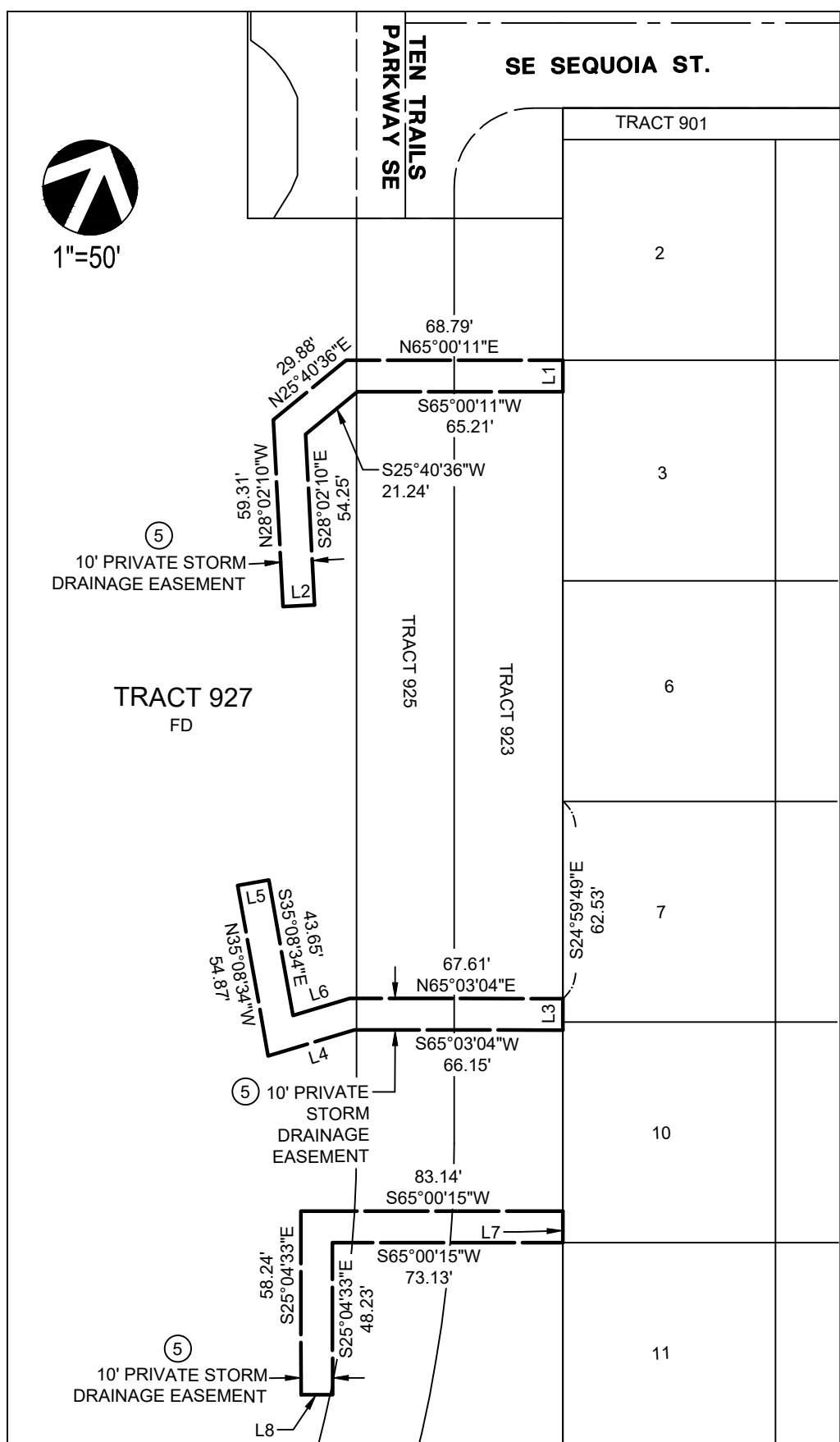
NORTH



SCALE: 1" = 50'

LEGEND

- ② PRIVATE STORM DRAINAGE AND WALL EASEMENT
- ⑤ PRIVATE STORM DRAINAGE EASEMENT
- ⑦ PUBLIC STORM DRAINAGE EASEMENT
- FD - FUTURE DEVELOPMENT



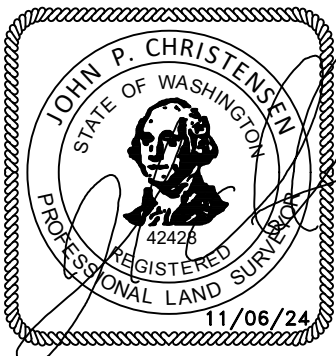
LINE TABLE			LINE TABLE			LINE TABLE			LINE TABLE		
LINE	BEARING	LENGTH	LINE	BEARING	LENGTH	LINE	BEARING	LENGTH	LINE	BEARING	LENGTH
L1	S24°59'49"E	10.00'	L16	N67°30'35"E	33.16'	L31	N72°13'19"W	10.00'	L46	N24°59'49"W	21.39'
L2	S61°57'50"W	10.00'	L17	S24°59'49"E	4.64'	L32	N77°23'25"E	31.83'	L47	N65°00'11"E	12.52'
L3	S24°59'49"E	10.00'	L18	S42°07'49"E	17.04'	L33	S80°09'22"E	16.75'	L48	S24°59'49"E	21.39'
L4	S48°16'30"W	28.55'	L19	S06°11'52"E	21.33'	L34	S85°53'45"E	12.53'	L49	S42°07'49"E	45.00'
L5	N54°51'26"E	10.00'	L20	N42°41'36"W	10.00'	L35	S85°53'45"E	46.55'	L50	S42°07'49"E	10.00'
L6	N48°16'30"E	18.81'	L21	N06°11'52"W	30.08'	L36	S85°53'45"E	10.10'	L51	S47°52'11"W	14.76'
L7	S24°59'49"E	10.00'	L22	S35°51'25"W	24.60'	L37	S12°06'57"W	19.93'	L52	N42°07'49"W	10.00'
L8	S64°55'27"W	10.00'	L23	S58°44'10"W	10.00'	L38	N23°14'17"W	10.00'	L53	N47°52'11"E	14.76'
L9	S24°59'49"E	10.00'	L24	N31°15'50"W	41.24'	L39	N12°06'57"E	13.35'			
L10	S65°35'37"W	26.05'	L25	N32°05'32"W	21.50'	L40	S38°08'11"W	1.11'			
L11	N44°05'25"E	10.00'	L26	N57°54'28"E	10.00'	L41	S76°39'22"W	21.96'			
L12	S45°54'35"E	52.92'	L27	S32°05'32"E	14.18'	L42	N71°34'56"W	10.00'			
L13	N65°35'37"E	19.14'	L28	N35°51'25"E	22.63'	L43	N76°39'22"E	26.19'			
L14	S52°23'10"W	35.60'	L29	S42°07'49"E	10.22'	L44	S26°40'18"E	9.57'			
L15	N74°58'52"W	10.00'	L30	N85°53'45"W	39.22'	L45	S65°00'11"W	12.52'			

CURVE TABLE

CURVE	DELTA	RADIUS	LENGTH
C1	000°24'04"	327.00'	2.29'

Radial Bearing Table

Curve #	Radial Bearing
C1	N54°24'00"E



TEN TRAILS PLAT 2F DIVISIONS 1 AND 2

CITY OF BLACK DIAMOND,
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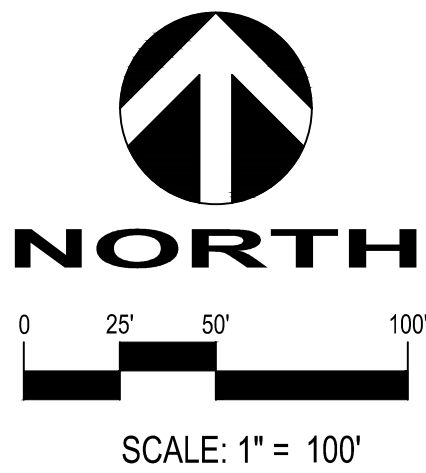
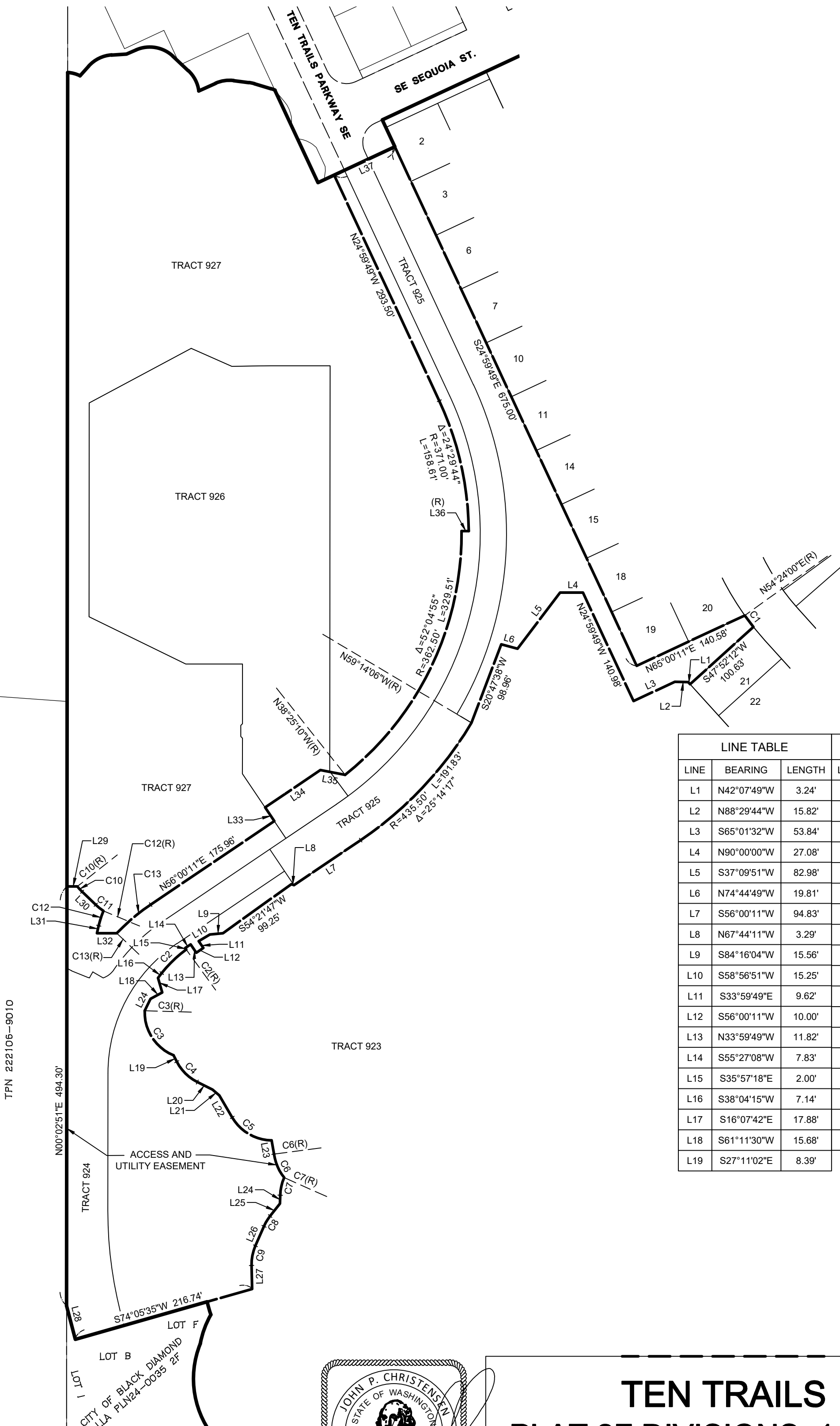
JOB NO. OAKPCBDP6001
SHEET 12 OF 15

TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

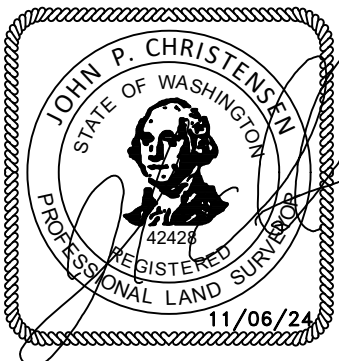
PUBLIC ACCESS AND UTILITY EASEMENT DETAIL



LINE TABLE			LINE TABLE		
LINE	BEARING	LENGTH	LINE	BEARING	LENGTH
L1	N42°07'49"W	3.24'	L20	S63°16'52"E	20.08'
L2	N88°29'44"W	15.82'	L21	S49°46'11"E	10.59'
L3	S65°01'32"W	53.84'	L22	S30°28'00"E	30.02'
L4	N90°00'00"W	27.08'	L23	S10°00'35"E	16.34'
L5	S37°09'51"W	82.98'	L24	S01°42'38"W	9.83'
L6	N74°44'49"W	19.81'	L25	S38°17'01"W	18.71'
L7	S56°00'11"W	94.83'	L26	S23°34'45"W	25.15'
L8	N67°44'11"W	3.29'	L27	S01°15'57"E	27.70'
L9	S84°16'04"W	15.56'	L28	N14°29'49"W	40.81'
L10	S58°56'51"W	15.25'	L29	S89°57'09"E	12.22'
L11	S33°59'49"E	9.62'	L30	S46°14'17"E	22.30'
L12	S56°00'11"W	10.00'	L31	S13°10'43"W	9.14'
L13	N33°59'49"W	11.82'	L32	N90°00'00"E	23.39'
L14	S55°27'08"W	7.83'	L33	N33°59'49"W	19.50'
L15	S35°57'18"E	2.00'	L34	N56°00'11"E	78.59'
L16	S38°04'15"W	7.14'	L35	N79°18'53"W	29.75'
L17	S16°07'42"E	17.88'	L36	N89°29'55"E	8.50'
L18	S61°11'30"W	15.68'	L37	N65°00'11"E	79.00'
L19	S27°11'02"E	8.39'			

CURVE TABLE			
CURVE	DELTA	RADIUS	LENGTH
C1	002°57'45"	327.00'	16.91'
C2	015°54'14"	144.88'	40.22'
C3	069°20'50"	55.00'	66.57'
C4	036°05'50"	55.00'	34.65'
C5	058°33'25"	55.00'	56.21'
C6	031°24'43"	55.83'	30.61'
C7	022°14'14"	55.00'	21.35'
C8	014°42'16"	55.00'	14.12'
C9	024°50'42"	55.00'	23.85'
C10	007°57'08"	60.00'	8.33'
C11	011°08'07"	60.00'	11.66'
C12	009°34'19"	110.00'	18.38'
C13	012°30'15"	240.00'	52.38'

Radial Bearing Table	
Curve #	Radial Bearing
C2	S35°59'24"E
C3	S88°14'51"E
C6	N82°29'36"E
C7	S66°03'09"E
C10	N51°42'51"E
C12	S67°14'58"E
C13	S46°30'04"E



TEN TRAILS PLAT 2F DIVISIONS 1 AND 2

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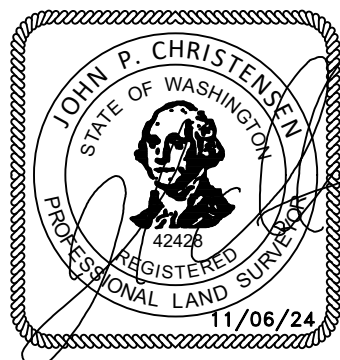
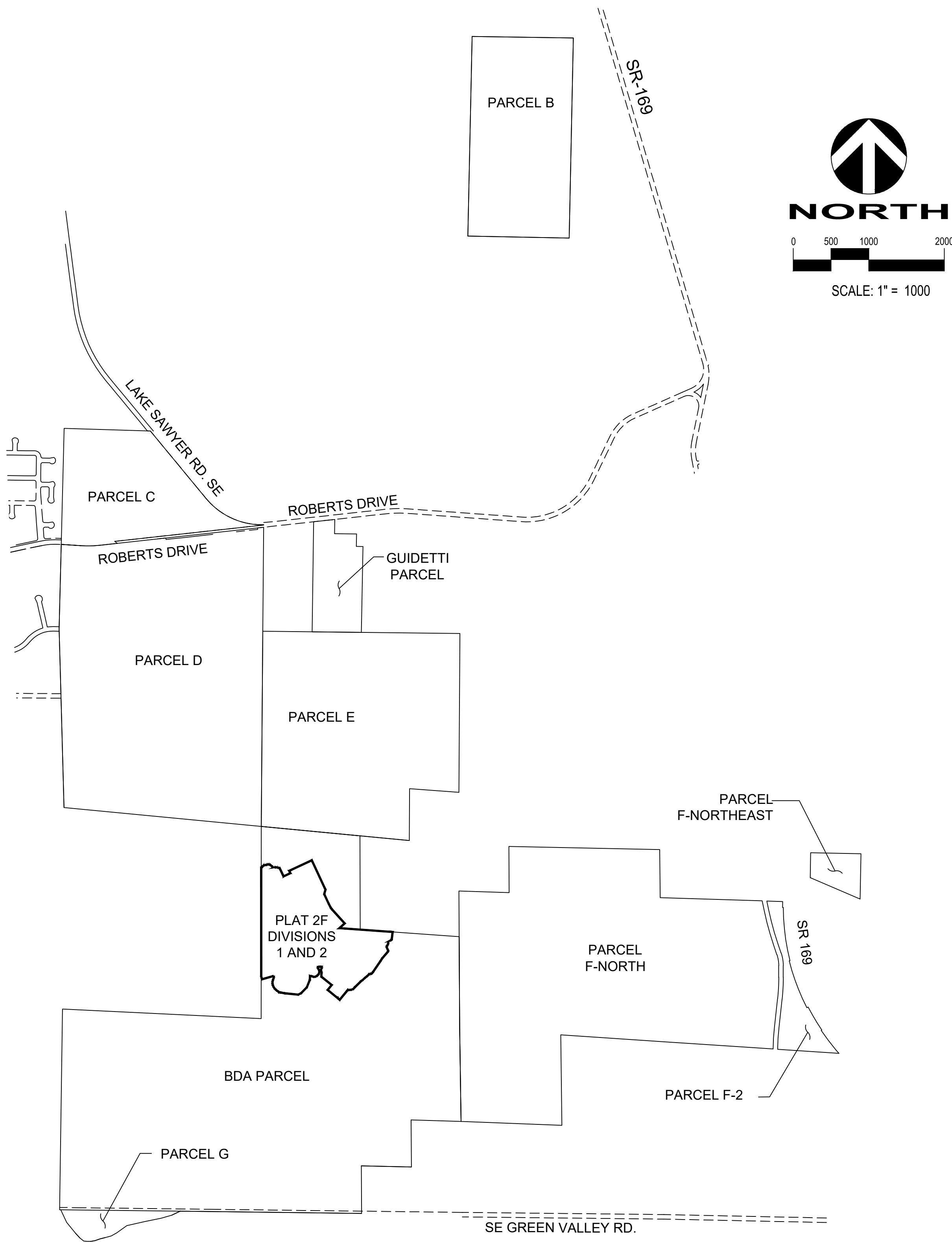
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SHEET 13 OF 15

TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

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TEN TRAILS PLAT 2F DIVISIONS 1 AND 2

CITY OF BLACK DIAMOND,
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SHEET 14 OF 15

TEN TRAILS

PLAT 2F DIVISIONS 1 AND 2

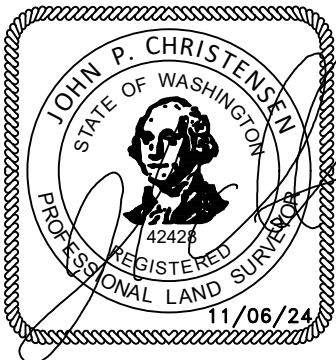
PORTION OF THE NW 1/4, SW 1/4 AND SE 1/4 OF THE NE 1/4 OF SECTION 22,
TOWNSHIP 21 NORTH, RANGE 6 EAST, W.M., CITY OF BLACK DIAMOND, WA
CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON

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INFRASTRUCTURE IMPROVEMENT TIMING

(INFRASTRUCTURE IMPROVEMENTS SHALL BE CONSTRUCTED AS REQUIRED BY THE VILLAGES DEVELOPMENT AGREEMENT SECTION 11: PROJECT PHASING, INCLUDING - BUT NOT LIMITED TO - THE FOLLOWING ITEMS:)

PROJECT IDENTIFICATION	DESCRIPTION	
SATELLITE FIRE STATION	THE SITING AND DESIGN OF THE SATELLITE FIRE STATION SHALL BE PROVIDED BY THE APPLICANT AND AGREED TO BY THE CITY.	NO LATER THAN THE TIME OF ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THE 250TH DWELLING UNIT WITHIN THE VILLAGES.
RING ROAD	PHASE 2: WEST FROM COMMUNITY CONNECTOR TO ROAD G.	PRIOR TO OCCUPANCY WITHIN DIVISIONS G (DIVISION 3), J (DIVISION 6), AND K (DIVISION 5) OF PP1A. DIVISIONS G, J, AND K ARE NOW REFERRED TO AS DIVISIONS 3, 5 AND 6 PER PLAT ALTERATION PLN 16-0059.
COMMUNITY CONNECTOR	EXTEND COMMUNITY CONNECTOR IN SEVERAL PHASES FROM END OF CONSTRUCTION IN PHASE 1A, NEAR INTERSECTION OF VILLAGES PARKWAY SE AND SE DOGWOOD STREET, INCLUDING APPROXIMATELY 2,800 LINEAR FEET OF ROADWAY.	CONSTRUCTED IN PHASES AS NECESSARY TO PROVIDE ACCESS TO EACH PHASE 2 PLAT THAT TAKES ACCESS FROM THE COMMUNITY CONNECTOR. EACH PHASE OF CONSTRUCTION WILL BE COMPLETED THROUGH THE INTERSECTION OF THE STREET THAT PROVIDES ACCESS TO EACH PHASE 2 PLAT WITHIN THE VILLAGES MPD.
NEIGHBORHOOD STREET	CONSTRUCT A NEIGHBORHOOD STREET, INCLUDING 64 FEET OF RIGHT-OF-WAY, TO THE INTERIM LIFT STATION.	THIS NEIGHBORHOOD STREET WITH BIKE LANES WILL BE CONSTRUCTED IN PHASES AS NECESSARY TO SERVE DEVELOPMENT WITHIN PHASE 2 OF THE VILLAGES MPD. THIS ROAD WILL BE CONSTRUCTED TO THE PLAT ENTRANCE TO PHASE 2 PLAT A WITH CONSTRUCTION OF PHASE 2 PLAT A. RIGHT-OF-WAY WILL BE DEDICATED FOR THE REMAINDER OF THE ROAD TO THE SOUTH PROPERTY LINE OF PARCEL D WITH THE RECORDING OF PHASE 2 PLAT A FINAL PLAT. THE REMAINDER OF THIS ROAD WILL BE CONSTRUCTED WITH DEVELOPMENT SOUTH OF PARCEL D OR CONSTRUCTION OF THE ULTIMATE LIFT STATION.
OFF-SITE WATER MAIN PARALLEL LOOP	EXTEND WATER MAIN TO SITE.	PRIOR TO ISSUANCE OF THE CERTIFICATE OF OCCUPANCY FOR THE DWELLING UNIT THAT USES THE 1,019TH ERU, AS NECESSARY TO SUPPLY FIRE FLOW REQUIRED FOR A SPECIFIC IMPLEMENTING PROJECT, OR AS UPDATED MODELING MAY ALLOW.
WASTEWATER STORAGE	CONSTRUCT A WASTEWATER STORAGE FACILITY SUFFICIENT TO SERVE PROPOSAL.	PRIOR TO ISSUANCE OF THE CERTIFICATE OF OCCUPANCY FOR THE DWELLING UNIT THAT USES THE 1,151ST ERU.
PIPELINE ROAD	CONSTRUCT PIPELINE ROAD FROM SR169 TO LAKE SAWYER ROAD SE.	PRELIMINARY DESIGN AND DEDICATION OF RIGHT-OF-WAY MUST BE DONE PRIOR TO BUILDING PERMIT FOR 1,200TH DWELLING UNIT. CONSTRUCTION MUST OCCUR AND THE ROAD OPEN TO TRAFFIC PRIOR TO BUILDING PERMIT FOR 1,746TH DWELLING UNIT (UNLESS REQUIRED EARLIER BY INCREASED DELAY OR LOS IMPACT).
SE AUBURN BLACK DIAMOND ROAD/LAKE SAWYER ROAD SE/RING ROAD INTERSECTION	PHASE 2: CONSTRUCT A RIGHT-TURN SLIP LANE ON THE NORTHWEST CORNER OF THE INTERSECTION.	ONLY NECESSARY IF VILLAGES PARKWAY SE IS NOT CONSTRUCTED BETWEEN ROBERTS DRIVE AND LAKE SAWYER ROAD SE. IF VILLAGES PARKWAY SE IS NOT CONSTRUCTED BETWEEN ROBERTS DRIVE AND LAKE SAWYER ROAD SE, CONSTRUCTION WILL COMMENCE PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THE 1,857TH ERU.
SE COVINGTON-SAWYER RD/216TH AVE SE	CONSTRUCT NORTHBOUND LEFT TURN LANE	CONSTRUCTION WILL COMMENCE PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THE 1,089TH ERU
SR 169/BAKER STREET	FIRST PHASE: CONSTRUCT AN EASTBOUND-TO-NORTHBOUND REFUGE/MERGE LANE AND A NORTHBOUND LEFT TURN LANE FINAL PHASE: SIGNALIZE INTERSECTION	CONSTRUCTION OF THE FIRST PHASE WILL COMMENCE PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY OF THE 1,089TH ERU. CONSTRUCTION OF THE FINAL PHASE WILL COMMENCE PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THE 1,422ND ERU.
SR 169/LAWSON STREET	FIRST PHASE: CONSTRUCT A NORTHBOUND LEFT TURN LANE AND A SOUTHBOUND LEFT TURN LANE FINAL PHASE: SIGNALIZE INTERSECTION	CONSTRUCTION OF THE FIRST PHASE WILL COMMENCE PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY OF THE 1,089TH ERU. CONSTRUCTION OF THE FINAL PHASE WILL COMMENCE PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THE 1,422ND ERU.
ROBERTS DRIVE/TEN TRAILS PLACE	SIGNALIZE INTERSECTION	CONSTRUCTION WILL COMMENCE PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THE 1,422TH ERU



TEN TRAILS PLAT 2F DIVISIONS 1 AND 2

CITY OF BLACK DIAMOND,
KING COUNTY, WASHINGTON



**DAVID EVANS
AND ASSOCIATES INC.**
20300 Woodinville Snohomish Rd NE
Suite A • Woodinville, WA 98072
p: 425 415 2000 f: 425 486 5099

JOB NO. OAKPCBDP6001
SHEET 15 OF 15

VOL/PG

CITY COUNCIL AGENDA BILL

City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010

ITEM INFORMATION		
SUBJECT: Ordinance amending the Comprehensive Plan to incorporate updated School District Capital Facilities Plans; providing for severability; and establishing an effective date.	Agenda Date: December 5, 2024	
	AB24-082	
	Mayor Carol Benson	
	City Administrator	
	City Attorney David Linehan	
	City Clerk – Brenda L. Martinez	
	Com Dev – Andy Williamson	X
	Finance – Xavier Mason	
	MDRT/Ec Dev – Andy Williamson	
Cost Impact (see also Fiscal Note): n/a	Police – Chief Kiblinger	
Fund Source:	Public Works – Scott Hanis	
Timeline:	Court – Judge Swain/Tawnya Parks	
Agenda Placement: ☒ Mayor ☐ Two Councilmembers ☐ Committee Chair ☐ City Administrator		
Attachments: Proposed Ordinance; School District CFPs for Auburn, Enumclaw, Kent, and Tahoma		
SUMMARY STATEMENT: Pursuant to the City's school impact fee program, Chapter 3.70 BDMC, the school districts are required to provide the city with their updated six-year Capital Facilities Plans (CFPs) each year, see BDMC 3.70.040, so that the City Council may consider whether to adjust the school impact fees collected by the City on the districts' behalf, see BDMC 3.70.050. Each of the four school districts that serve Black Diamond provided the city with a copy of their updated CFPs as adopted by their respective school boards by mid-year 2024. The school district's request that the City update its school impact fee schedule to reflect the latest cost projections and local share calculations contained in their CFPs, as determined by the school districts in accordance with the City's approved impact fee formula. However, before the City may update its impact fee schedule, the City Council must first approve a technical amendment to the Capital Facilities element of the City's Comprehensive Plan to specifically reference the most recent versions of the school districts' CFPs, as those CFPs establish the financial basis for determining the amount of impact fees that may be collected. Cities typically undertake these technical amendments to their Capital Facilities elements in the fall, in connection with the annual budget cycle, with the updated impact fees taking effect on January 1 of the next year. FISCAL NOTE (Finance Department): There is no financial impact from this technical amendment to the Comprehensive Plan. School impact fees collected by the city are passed through to the respective school districts.		
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:		
RECOMMENDED ACTION: MOTION to adopt Ordinance No. 24-2013, amending the Capital Facilities element of the City's 2015-2035 Comprehensive Plan to incorporate updated school district capital facilities plans; providing for severability; and establishing an effective date.		

RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
November 7, 2024	Public Hearing and First Reading Only	
December 5, 2024	Motion to approve adoption of the CFPs	

ORDINANCE NO. 24-2013

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, AMENDING THE CAPITAL FACILITIES ELEMENT OF THE CITY'S 2015-2035 COMPREHENSIVE PLAN TO INCORPORATE UPDATED SCHOOL DISTRICT CAPITAL FACILITIES PLANS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, on May 2, 2019, the City Council adopted the 2015-2035 Comprehensive Plan ("Comprehensive Plan") in accordance with RCW 36.70A.130(1)(a), which requires jurisdictions to periodically review and update their comprehensive plans; and

WHEREAS, under the Growth Management Act (GMA), the City of Black Diamond is required to address all public facilities in its Comprehensive Plan, including public schools; and

WHEREAS, there are four school districts providing service within the City: Auburn, Enumclaw, Kent, and Tahoma School Districts. Each school district is responsible for developing its own Capital Facilities Plan (CFP) to project student enrollment rates, establish levels of service, inventory current facilities, identify future needs, and establish a budget for meeting those needs; and

WHEREAS, Chapter 8 of the City's Comprehensive Plan, *Capital Facilities and Utilities*, includes a section pertaining to the public school districts that serve the City, which includes a reference to each of the four school districts' CFPs as adopted in 2019; and

WHEREAS, the City of Black Diamond is currently experiencing significant growth in its residential population, with many new residential units in various stages of planning and development and many more expected in the foreseeable future; and

WHEREAS, the City Council views the provision of a modern, high-quality educational environment, including facilities with adequate capacity for school children, to be an essential objective in promoting the general public welfare and meeting the needs of the citizens of Black Diamond; and

WHEREAS, the four school districts that serve the City have all stressed the importance of collecting impact fees as an essential component of financing new and expanded capital facilities to meet the needs of their expanding student populations; and

WHEREAS, the City's authority to collect school impact fees requires that the Comprehensive Plan identify and incorporate the adopted capital facilities plans of the four school districts that serve the City and on whose behalf the impact fees are collected; and

WHEREAS, pursuant to BDMC 3.70.040, the four school districts have each provided the city with updated six-year CFPs adopted by their respective school boards in 2024 and have requested that the City adjust its school impact fees to reflect the districts' latest cost projections and local shares as calculated by the school districts using the City's approved school impact fee formula; and

WHEREAS, pursuant to BDMC 3.70.050, the city council is required, on at least an annual basis, to review the CFP information submitted by the school districts pursuant to BDMC 3.70.040 and to determine if an adjustment to the amount of the impact fees is necessary and, if so, adjust the amounts in the adopted impact fee schedule; and

WHEREAS, amending the Comprehensive Plan to incorporate the school districts' most recent CFPs will provide the city with necessary authorization to appropriately adjust its school impact fees to offset the impacts of new growth and development projected by the districts' CFPs, as allowed under state law; and

WHEREAS, adopting the school districts' most recent CFPs to enable the collection of the amounts of school mitigation and impact fees requested by each of the four school districts is fully consistent with, and would further the goals and policies of, the City's Comprehensive Plan, and specifically the Capital Facilities and Utilities chapter of the Comprehensive Plan; and

WHEREAS, on November 7, 2024, the City Council held a public hearing on this proposed amendment to incorporate the school districts' latest CFPs into the Capital Facilities and Utilities element of the City's Comprehensive Plan;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. Pursuant to RCW 36.70A.130(2)(a)(iv) and BDMC 16.10.130.C, Chapter 8 of the 2015-2035 City of Black Diamond Comprehensive Plan, relating to Capital Facilities and Utilities, is hereby amended to incorporate by reference the most recently approved capital facilities plans of the four school districts that serve the City of Black Diamond. Copies of the four adopted capital facilities plans are attached hereto as Exhibits A, B, C, and D.

Section 2. Specifically, Section 8.8 of the 2015-2035 City of Black Diamond Comprehensive Plan is amended as shown below, with new language shown in red underline, and deletions shown in strike-through text.

8.8 Public Schools

Black Diamond is within the Auburn, Enumclaw, Kent, and Tahoma School Districts. Each school district is responsible for conducting its own capital facility planning. The City is committed to cooperating with the school districts to maintain a public school system that offers a high-quality educational environment, provides accessibility for all of its student, and ensures adequate school capacity to accommodate enrollment demand. The city adopts and incorporates the following School District Capital Facility Plans into this Comprehensive Plan.

- Auburn School District No. 408 Capital Facilities Plan ~~2023~~2024 through ~~2029~~2030
- Enumclaw School District Capital Facilities Plan ~~2023-2028~~2024-2029
- Kent School District Six-Year Capital Facilities Plan ~~2022-23 through 2028-2029~~2023-24 through 2029-2030
- Tahoma School District No. 409 Capital Facilities Plan ~~2023-2028~~2024 - 2029

The city supports the location of schools within the community because it recognizes that public schools contribute significantly to the community. It is important to residents for their children to attend schools within or near where they live.

Section 3. Pursuant to BDMC 16.10.130.C, the City Council finds that this amendment to the Comprehensive Plan constitutes action for the reasons described in the foregoing recitals, which are adopted as findings of fact and incorporated herein by reference.

Section 4. If any portion of this Ordinance, or its application to any person or circumstance, is determined by final order of a court of competent jurisdiction to be invalid, pre-empted, or otherwise unenforceable for any reason, such determination shall not affect the validity or enforceability of the remaining provisions hereof or its application to other persons or circumstances.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND AT A REGULAR MEETING THEREOF ON THE 5TH DAY OF DECEMBER 2024.

Mayor Carol Benson

ATTEST:

Brenda L. Martinez, City Clerk

APPROVED AS TO FORM:

David Linehan, City Attorney

Filed with the City Clerk:

12/05/24

Date of Publication:

12/XX/24

Effective Date:

12/XX/24



July 10, 2024

(Send Via Email)

Mayor Carol Benson
City of Black Diamond
25510 Lawson St.
Black Diamond, WA 98010
cbenson@blackdiamondwa.gov

Re: 2024 Impact Fees for Residential Dwelling Units
Auburn School District Capital Facilities Plan for 2024 to 2030

Dear Mayor Benson,

The Auburn School District Board of Directors has adopted the school district's 2024-2030 Capital Facilities Plan. This six-year plan was prepared in compliance with the requirements of Washington's Growth Management Act and includes the calculation of Impact Fees on residential dwelling units. These fees are used by the school district to help fund the cost of new school facilities.

This year's Impact Fees are \$4,584.00 for single-family residences and \$8,966.00 for multi-family residences.

A copy of the 2024-2030 Capital Facilities Plans was sent to Brenda Martinez on June 28, 2024. A copy is attached.

Auburn School District respectfully requests the City of Black Diamond adopt the Plan and associated impact fees, and include the Plan as an element in the City's Comprehensive Plan.

Please contact me if you have questions or require additional information.

Sincerely,

Jeffrey L. Grose
Executive Director , Capital Projects

Attachment: Auburn School District 2024-2-30 Capital Facilities Plan

Cc: C. Blansfield – Auburn School District
N. Williams – Auburn School District
B. Martinez – City of Black Diamond



Auburn School District No. 408

Capital Facilities Plan 2024 through 2030



Chinook Elementary School – 2023

*Adopted by the Auburn School District Board of Directors on
June 10, 2024.*



915 Fourth Street SE
Auburn, Washington 98002

(253) 931-4900

Board of Directors

Tracy Arnold
Valerie Gonzales
Arlista Holman
Sheilia McLaughlin
Laura Theimer

Dr. Alan Spicciati, Superintendent

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SECTION 1 – EXECUTIVE SUMMARY

Auburn School District (District) has prepared this six-year Capital Facilities Plan (Plan) in compliance with the requirements of Washington’s Growth Management Act and the ordinances adopted by the counties and cities served by the District. The District reviews and amends the Plan annually. All changes are made pursuant to the Growth Management Act and the local ordinances.

The Plan was prepared using data available in the spring of 2024 unless otherwise noted.

The Plan is consistent with prior long-term capital facilities plans adopted by the District. This Plan is not intended to be the sole plan for all the District’s needs. The District may prepare interim and periodic long-range Capital Facilities Plans consistent with this six-year Capital Facilities Plan.

The Plan will be submitted to jurisdictions located within the District’s service area along with a request to include the plan as an element in the jurisdictions’ Comprehensive Plans. King County, and the Cities of Algona, Auburn, Black Diamond, Kent, and Pacific must adopt this Plan to enable the District to collect impact fees within their jurisdiction. In the past, the Cities of Algona and Pacific have not adopted a school impact fee ordinance or the District’s Capital Facilities Plans.

King County Code 21A allows school districts to assess impact fees on every dwelling unit in the District for which a fee schedule has been established. This Plan provides the data and calculations required by King County and the Cities to establish the District’s school impact fees for 2024. The District’s 2024 impact fee for Single-Family Residences is \$4,584. The 2024 impact fee for Multi-Family Residences is \$8,966.

The Plan establishes the District’s Standard of Service to determine the District’s current and future capacity. While the State Superintendent of Public Instruction establishes square footage guidelines for school capacity, those guidelines do not account for the local program needs of the District. The Growth Management Act and the school impact fee ordinance authorize the District to define its standard of service based on the District’s specific needs.

The District’s Standard of Service is based upon the District’s current student-teacher ratio and service model for special programs. The Standard of Service and District’s school inventory have been used to calculate the capacity of schools in the District. The District’s permanent capacity for the 2024-25 school year is 14,595 students. The number of students enrolled in the District as of October 1, 2023, is 17,239 students.

The following table summarizes changes that are incorporated in the District's 2024-2030 Capital Facilities Plan:

Table 1: 2024 Capital Facilities Plan Changes

ITEM	2023 CFP	2024 CFP	COMMENTS
Classroom Capacity - Elem. Schools	20.33	20.29	Adjusted for Pre-Kindergarten classes
Debt Service Tax Rate	1.84000	1.93178	Per King County
District Average Assessed Value - SFR	\$573,704	\$530,816	Per King County
District Average Assessed Value - MFR	\$270,892	\$232,969	Per King County
District SF Capacity - Permanent	14,230	14,595	Updated calculation
District SF Capacity - Permanent + Portables	17,074	17,541	Updated calculation
District Impact Fee - SFR	\$5,615.82	\$4,584.00	Updated calculation
District Impact Fee - MFR	\$9,223.54	\$8,966.00	Updated calculation
Facility Cost - Middle School	\$143,000,000	\$143,300,000	Construction cost escalation
Facility Cost - Portable Classroom	\$250,000	\$388,165	Based on current portable classroom cost
Facility SF % - Permanent - Elementary	96.16%	97.73%	Adjusted for portable classroom relocations
Facility SF % - Permanent - Middle School	92.45%	91.28%	Adjusted for portable classroom relocations
Facility SF % - Permanent - High School	95.96%	94.87%	Adjusted for portable classroom relocations
Facility SF % - Portables - Elementary	3.84%	2.27%	Adjusted for portable classroom relocations
Facility SF % - Portables - Middle School	7.55%	8.72%	Adjusted for portable classroom relocations
Facility SF % - Portables - High School	4.04%	5.13%	Adjusted for portable classroom relocations
Genl. Obligation Bonds Interest Rate	3.58%	3.48%	Per Bond Buyer Index
OSPI Construction Cost Allowance	\$246.83	\$375.00	Per OSPI
OSPI Match % - District	35.42%	33.14%	Per OSPI
OSPI Match % - State	64.58%	66.86%	Per OSPI
Student Generation Rate - Elementary - SFR	0.303	0.269	Updated housing inventory
Student Generation Rate - Middle School - SFR	0.133	0.107	Updated housing inventory
Student Generation Rate - High School - SFR	0.151	0.117	Updated housing inventory
Student Generation Rate - Elementary - MFR	0.440	0.482	Updated housing inventory
Student Generation Rate - Middle School - MFR	0.150	0.131	Updated housing inventory
Student Generation Rate - High School - MFR	0.172	0.146	Updated housing inventory

SECTION 2 – FACILITY INVENTORY

Auburn School District encompasses 62 square miles in King and Pierce Counties and serves the cities of Auburn, Algona, Pacific, as well as a portion of Unincorporated King County. The District owns 661 acres of property, operates 30 facilities, and utilizes 112 portable classrooms. The 30 facilities include 16 elementary schools, four middle schools, four high schools, and six support facilities. 108 portable classrooms are located at schools and four are located at the District's Administration Building and used for conferences, training, and office space.

The following map shows the District’s boundaries, school locations, major roads, and the Urban Growth Boundary.

Figure 1 – School District Map



The following table identifies the District's school facilities and facility data.

Table 2: School Facility Inventory

FACILITY	ADDRESS	YEAR BUILT	MAJOR MOD.	SITE SIZE (ACRES)	GROSS SF	OSPI SF
ELEMENTARY SCHOOLS						
Alpac	310 Milwaukee Blvd N, Pacific	1972	1987	10.68	48,042	46,592
Arthur Jacobsen	29205 132 nd Ave SE, Auburn	2007	NA	10.02	56,620	56,283
Bowman Creek	5701 Kersey Way SE, Auburn	2020	NA	21.85	75,862	74,413
Chinook	3502 Auburn Way S, Auburn	2022	NA	13.07	75,896	74,496
Dick Scobee	1031 14 th St NE, Auburn	2020	NA	8.90	76,371	74,961
Evergreen Heights	5602 S 316 th St, Auburn	1970	2014 / 2017	10.10	44,231	41,923
Gildo Rey	1005 37 th St SE, Auburn	1969	1988 / 2012	10.05	49,123	47,697
Hazelwood	11815 SE 304 th St, Auburn	1990	NA	13.08	54,906	53,482
Ilalko	301 Oravetz Place SE, Auburn	1992	NA	14.22	54,734	53,310
Lake View	16401 SE 318 th St, Auburn	1980	NA	16.48	54,054	52,252
Lakeland Hills	1020 Evergreen Way SE, Auburn	2006	NA	12.00	54,876	53,454
Lea Hill	30908 124 th Ave SE, Auburn	2022	NA	20.24	75,896	74,384
Pioneer	2301 M St SE, Auburn	2021	NA	11.13	76,758	75,358
Terminal Park	1101 D St SE, Auburn	2023	NA	6.09	77,443	75,793
Washington	20 E St NE, Auburn	1972	1988	5.33	46,378	46,377
Willow Crest	13002 SE 304 th St, Auburn	2021	NA	10.43	75,849	74,405
TOTAL				193.67	997,039	975,180
MIDDLE SCHOOLS						
Cascade	1015 24 th St NE, Auburn	1967	1998	16.94	89,320	89,320
Mt Baker	620 37 th St SE, Auburn	1994	NA	28.98	90,365	90,365
Olympic	839 21 st St SE, Auburn	2019	NA	17.40	107,625	107,625
Rainier	30620 116 th Ave SE, Auburn	1991	NA	25.54	91,321	91,321
TOTAL				88.86	378,631	378,631
HIGH SCHOOLS						
Auburn High – Main Building	711 E Main St, Auburn	2015	NA	20.50	277,229	276,229
Auburn High – TAP Building	501 3 rd St NE, Auburn	2009	NA	0.24	2,662	2,662
Auburn Mountainview	28900 124 th Ave SE, Auburn	2005	NA	39.42	187,542	187,539
Auburn Riverside	501 Oravetz Rd, Auburn	1995	NA	35.32	180,248	180,248
West Auburn	401 W Main St, Auburn	1990	NA	5.26	30,295	30,295
TOTAL				100.74	677,976	676,973
GRAND TOTAL				383.27	2,053,646	2,030,784

The following table identifies the District's support facilities and facility data.

Table 3: Support Facility Inventory

FACILITY	ADDRESS	YEAR BUILT	MAJOR MOD.	SITE SIZE (ACRES)	GROSS SF	OSPI SF
SUPPORT FACILITIES						
Administration Building	915 4 th St NE, Auburn	1968	1987 / 2017	3.50	24,046	NA
Administration Annex	502 4 th St NE, Auburn	1935	1989	0.34	6,557	NA
Auburn Memorial Stadium	405 4 th St NE, Auburn	1978	1980 / 1997	6.60	17,055	NA
Auburn Pool	516 4 th St NE, Auburn	1971	2011	0.74	14,390	NA
Support Services	1302 4 th St SW, Auburn	1996	NA	5.50	41,184	NA
Transportation Center	615 15 th St SW, Auburn	1997	NA	5.90	19,500	NA
TOTALS				22.58	122,732	

The following table identifies the District's portable classrooms that are located at schools.

Table 4: School Portable Classroom Inventory

FACILITY	SINGLE PORTABLE CLASSROOMS	DOUBLE PORTABLE CLASSROOMS	TOTAL PORTABLE CLASSROOMS
ELEMENTARY SCHOOLS			
Alpac	8	0	8
Arthur Jacobsen	0	0	0
Bowman Creek	0	0	0
Chinook	0	0	0
Dick Scobee	0	0	0
Evergreen Heights	4	0	4
Gildo Rey	2	0	2
Hazelwood	2	0	2
Ilalko	2	0	2
Lake View	0	0	0
Lakeland Hills	3	1	5
Lea Hill	0	0	0
Pioneer	0	0	0
Terminal Park	0	0	0
Washington	8	0	8
Willow Crest	0	0	0
MIDDLE SCHOOLS			
Cascade	8	0	8
Mt. Baker	6	3	12
Olympic	8	0	8
Rainier	9	1	11
HIGH SCHOOLS			
Auburn High - Main Building	8	0	8
Auburn High - TAP Building	0	0	0
Auburn Mountainview	10	1	12
Auburn Riverside	6	6	18
West Auburn	0	0	0
TOTALS	84	12	108

The following table identifies the District's inventory of undeveloped property.

Table 5: Undeveloped Property Inventory

SITE NO.	LOCATION	YEAR ACQUIRED	SITE SIZE (ACRES)	BUILDING DEPT. JURISDICTION	URBAN GROWTH BOUNDARY
23A	SE 318th St., Auburn	1948	62.44	King County	Outside
25A	SE Lake Holm Road / 190th Ave. SE, Auburn	1990	23.86	King County	Outside
25B	SE Lake Holm Road / 188th Ave. SE, Auburn	2008	5.00	King County	Outside
33	SE Lake Holm Road / 129th Way SE, Auburn	2005	40.00	King County	Outside
34/39	I St. NE/40th St. NE, Auburn	2002 / 2022	72.28	City of Auburn	Within
35	Sumner Tapps Hwy. E./ 62nd St. SE, Auburn	2009	53.00	City of Auburn	Within
TOTAL			256.58		

SECTION 3 – ENROLLMENT PROJECTIONS

The District's consultant, Davis Demographics, analyzed demographic data relevant to the District's facility planning efforts. The report created by Davis Demographics identifies trends occurring in the community, how these trends may affect future student populations, and assists in illustrating facility adjustments that may be necessary to accommodate student population.

Davis Demographics' ten-year forecast methodology combines historic student population counts, past and present demographic characteristics, and planned residential development to forecast future student populations. Additionally, Davis Demographics uses factors calculating incoming kindergarten classes based upon birth rates, additional students from new housing, the effects of student mobility, and a detailed review of planned residential development within the District.

Historical Enrollment

The following table shows the District's October 1 historical enrollment over the past 20-years. The data reveals an average overall growth of 1.46% during the past 10 years. This includes a 4% decrease in October 2020 enrollment due to the COVID pandemic.

Table 6: Historical Enrollment

GRADE	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24
TK																			127	135
KDG	892	955	940	995	998	1,032	1,010	1,029	1,098	1,170	1,232	1,198	1,237	1,261	1,271	1,291	1,038	1,227	1,341	1,205
1	960	963	1,012	995	1,014	1,033	1,066	1,068	1,089	1,188	1,219	1,279	1,210	1,276	1,290	1,314	1,236	1,185	1,304	1,305
2	992	963	1,001	1,019	1,024	998	1,016	1,097	1,083	1,124	1,196	1,289	1,300	1,251	1,311	1,295	1,243	1,249	1,241	1,320
3	918	1,002	1,031	997	1,048	993	1,013	996	1,111	1,125	1,136	1,232	1,317	1,328	1,275	1,320	1,243	1,264	1,324	1,265
4	1,016	939	1,049	1,057	1,045	1,073	1,024	1,022	1,038	1,123	1,156	1,170	1,237	1,328	1,378	1,316	1,257	1,255	1,322	1,356
5	956	1,065	998	1,077	1,070	1,030	1,079	1,017	1,070	1,075	1,122	1,172	1,199	1,269	1,345	1,361	1,294	1,251	1,296	1,349
6	1,020	1,004	1,061	1,008	1,096	1,040	1,041	1,063	1,041	1,076	1,059	1,116	1,152	1,207	1,275	1,337	1,306	1,233	1,227	1,276
7	1,124	1,028	1,014	1,057	1,034	1,125	1,060	1,032	1,086	1,072	1,091	1,099	1,132	1,194	1,232	1,295	1,319	1,304	1,267	1,230
8	1,130	1,137	1,069	1,033	1,076	1,031	1,112	1,046	1,018	1,116	1,088	1,136	1,108	1,183	1,213	1,236	1,264	1,312	1,315	1,277
9	1,459	1,379	1,372	1,337	1,257	1,245	1,221	1,273	1,200	1,159	1,275	1,229	1,261	1,257	1,372	1,399	1,351	1,386	1,455	1,453
10	1,260	1,383	1,400	1,367	1,341	1,277	1,238	1,168	1,278	1,229	1,169	1,316	1,248	1,300	1,313	1,410	1,376	1,387	1,416	1,507
11	1,019	1,153	1,294	1,305	1,304	1,269	1,212	1,177	1,116	1,187	1,169	1,111	1,248	1,188	1,198	1,218	1,174	1,299	1,300	1,309
12	833	989	1,068	1,176	1,259	1,319	1,251	1,220	1,231	1,186	1,218	1,175	1,104	1,266	1,126	1,113	1,090	1,248	1,251	1,252
TOTALS	13,579	13,960	14,309	14,423	14,566	14,465	14,343	14,208	14,459	14,830	15,130	15,522	15,753	16,308	16,599	16,905	16,191	16,600	17,186	17,239
Change	381	349	114	143	-101	-122	-135	251	371	300	392	231	555	291	306	-714	409	459	53	
Percent Change	2.81%	2.50%	0.60%	0.99%	-0.69%	-0.84%	-0.94%	1.77%	2.57%	2.02%	2.59%	1.49%	3.52%	1.76%	1.84%	-4.22%	2.53%	2.77%	0.31%	
Average Student Gain/Loss for Past 10 years	228																			
Average Student Gain/Loss for Past 10 years	1.46%																			

Projected Enrollment

Based upon the district-wide analysis conducted by Davis Demographics:

- The student population in the District is expected to increase slightly by 0.9% during the next five years and decrease slightly by 0.5% during the following five years.
- The birth rates in the District have fluctuated over the past ten years, but the overall trend is positive.
- An influx in students transitioning into 1st grade and 9th grade is expected. The District anticipates the largest decline in students transitioning into 11th and 12th grades. This is primarily due to students participating in the Running Start program.
- The enrollment projection includes 11 residential development projects with a total of 1,024 units during the next ten years.
- The K-5 resident student population is expected to increase to nearly 7,600 in 2026 and then decline slowly due to diminished housing development and larger kindergarten cohorts moving into middle school. Overall, the K-5 grade group is expected to decrease by 0.8% in the 5-year forecast and 1.4% in the ten-year horizon.
- The 6-8 Grade resident population within the District is expected to increase by 3.3% in the five-year forecast and 0.8% in the ten-year horizon.

- High school student population is expected to experience a slight increase of 1.6% in the five-year forecast while remaining flat with a small decrease of 0.1% towards the tail end of the ten-year horizon.

The following table identifies student enrollment projections for the next six years.

Table 7: Student Enrollment Projections

GRADE	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
IN-DISTRICT STUDENTS						
Pre-K	130	130	130	130	130	130
K	1,129	1,165	1,213	1,188	1,180	1,180
1	1,213	1,190	1,230	1,267	1,240	1,230
2	1,268	1,227	1,208	1,235	1,270	1,242
3	1,296	1,302	1,266	1,232	1,258	1,292
4	1,245	1,322	1,336	1,282	1,247	1,272
5	1,321	1,262	1,342	1,343	1,289	1,252
6	1,272	1,288	1,237	1,299	1,299	1,245
7	1,266	1,291	1,308	1,243	1,306	1,306
8	1,216	1,274	1,304	1,305	1,240	1,301
9	1,287	1,253	1,316	1,340	1,339	1,271
10	1,368	1,318	1,290	1,344	1,367	1,364
11	1,301	1,290	1,243	1,208	1,260	1,279
12	1,169	1,275	1,270	1,215	1,179	1,231
Subtotal	16,479	16,587	16,695	16,629	16,605	16,596
OUT-OF-DISTRICT STUDENTS						
K-5	260	260	262	263	261	259
6-8	95	98	100	98	98	100
9-12	516	517	516	514	518	518
Subtotal	871	875	878	874	877	877
TOTAL STUDENTS						
PreK-5	7,861	7,858	7,988	7,939	7,876	7,857
6-8	3,848	3,951	3,950	3,945	3,943	3,953
9-12	5,641	5,653	5,636	5,620	5,663	5,663
TOTAL	17,350	17,462	17,574	17,503	17,482	17,473

SECTION 4 – STUDENT GENERATION RATES

King County Code 21A establishes a formula to determine school impact fees. Developers of residential properties must pay a school district the impact fee to help compensate the District for the impact of new housing units on school facilities. This King County code was substantially adopted by the Cities of Auburn, Black Diamond, and Kent.

This formula requires the District to establish a “Student Generation Rate”. This rate is the average number of students generated by a residential housing unit and is used to

estimate the number of students that will be added to the District by each new housing unit.

Two sets of data are used to calculate Student Generation Rates - current student enrollment and from recently constructed housing units in the District. This information associates each student with a housing unit. Two general housing categories are analyzed - single-family and multi-family.

The District also uses the Student Generation Rates to estimate anticipated student enrollment in the future. Development data is collected to determine the number of new residential units that may be built in the future. The Student Generation Rates applied to estimate the number of new students that the planned residential developments may yield.

Planned residential development data was obtained through discussions with city agencies, counties, and major developers within the District boundaries. Student population by residence includes all approved and tentative tract maps in addition to any planned or proposed development that may occur within the project timeframe. The planned residential development information is a snapshot of the District currently. The information may change and is updated annually.

The following table provides information about recent single-family residential developments in the District and associated Student Generation Rates.

Table 8: Single-Family Residential Development Summary

SINGLE-FAMILY DEVELOPMENTS	OCCUPANCY DATE	UNITS	OCCUPIED UNITS	TO BE OCCUPIED	2024 STUDENTS				STUDENT GENERATION RATE			
					K-5	6-8	9-12	Total	K-5	6-8	9-12	Total
Bridges	2021	380	380	0	96	32	45	173	0.253	0.084	0.118	0.455
Forest Glen	2021	30	30	0	23	13	6	42	0.767	0.433	0.200	1.400
Greenvale	2023	17	17	0	0	1	0	1	0.000	0.059	0.000	0.059
Greenview Estates	2023	17	17	0	3	2	3	8	0.176	0.118	0.176	0.471
Hastings	2020	10	10	0	5	1	1	7	0.500	0.100	0.100	0.700
Lozier Ranch		18	7	11	1	0	0	1	0.143	0.000	0.000	0.143
Palisades - Homes		16	15	1	5	2	3	10	0.333	0.133	0.200	0.667
River Rock		14	7	7	0	0	0	0	0.000	0.000	0.000	0.000
Seremounte	2019	30	30	0	7	5	4	16	0.233	0.167	0.133	0.533
Vasiliy	2021	8	8	0	2	0	0	2	0.250	0.000	0.000	0.250
Willow Place	2021	11	11	0	1	1	0	2	0.091	0.091	0.000	0.182
TOTALS		551	532	19	143	57	62	262	0.269	0.107	0.117	0.492

The following table provides information about recent multi-family residential developments in the District and associated Student Generation Rates.

Table 9: Multi-Family Residential Development Summary

MULTI-FAMILY DEVELOPMENTS	OCCUPANCY DATE	UNITS	OCCUPIED UNITS	TO BE OCCUPIED	2024 STUDENTS				STUDENT GENERATION RATE			
					K-5	6-8	9-12	Total	K-5	6-8	9-12	Total
Copper Gate Apts.	2021	500	500	0	341	93	103	537	0.682	0.186	0.206	1.074
The Verge Auburn	2022	226	226	0	9	2	3	14	0.040	0.009	0.013	0.062
TOTALS		726	726	0	350	95	106	551	0.482	0.131	0.146	0.759

SECTION 5 – STANDARD OF SERVICE

The School Impact Fee Ordinances adopted by King County and the Cities of Auburn, Black Diamond, and Kent require the District to establish a “Standard of Service” to be eligible to impose school impact fees. The Standard of Service must identify the school program year, class size by grade span, the types of facilities needed to serve its student population, and other Rates identified by the District including the requirements of students with special needs.

CURRENT ENROLLMENT

The District operates 16 elementary schools with pre-school to grade 5, four middle schools with grades 6 to 8, three comprehensive and one alternate education high school with grades 9 to 12. Student enrollments at these schools as of March 2024 are:

- Elementary Schools: 8,569 students
- Middle Schools: 3,656 students
- High Schools: 5,247 students
- Total Enrollment: 17,472 students

CLASS SIZE

Standard class sizes in the District are subject to state regulations, collective bargaining agreements, and student needs. Class sizes also vary based upon grade level and classroom type.

The District’s blended class size standards are as follows:

- Elementary Schools: 20.29 students per classroom
- Middle Schools: 28.02 students per classroom
- High Schools: 28.74 students per classroom
- Self-Contained Special Education: 12.00 students per classroom

PERMANENT CLASSROOMS

Permanent classrooms are located in permanent structures owned and operated by the District. The number of permanent classrooms in the District's 24 schools are:

- Elementary Schools: 507 classrooms
- Middle Schools: 151 classrooms
- High Schools: 221 classrooms
- Total: 879 classrooms

PORTABLE CLASSROOMS

Portable classrooms in the District are modular structures that can be relocated. The District uses portable classrooms when permanent facilities do not have adequate space to accommodate its students and staff. Portable classrooms are also used at the school district's Administration Building for training, conference, and office space. The number of portable classrooms in use and their locations are:

- Elementary Schools: 31 portables
- Middle Schools: 39 portables
- High Schools: 38 portables
- Support Facilities: 4 portables
- Total: 112 portables

TYPES OF CLASSROOMS

The types of classrooms in the District vary based upon grade level, instructional program, and student needs. Classroom types in the District are:

- General Classrooms: Spaces used for general instruction and do not have specialized features or equipment. These classrooms are present in elementary, middle, and high schools.
- Special Education Self-Contained Classrooms: Spaces used for self-contained instruction for students with disabilities. These classrooms are present in elementary, middle, and high schools.
- Specialty Classrooms: Instructional spaces that have unique features or equipment. These classrooms are present in middle and high schools and consist of teaching stations for art, automotive technology, band, business education, career center, choral, construction manufacturing, computer science, culinary arts, drafting, drama, fitness and conditioning, horticulture, kitchen science, marketing, metals, orchestra,

physical education, robotics, science, sports medicine, theater arts, and visual communications.

- Pull-Out Classrooms: Spaces where students receive specialized instruction for a portion of the school day and are comprised of elementary gymnasiums and music, and elementary, middle, and high school multi-lingual, resource, and Title/LAP classrooms. Pull-out classrooms do not contribute to a school's capacity because students visit these classrooms during the school day while excused from their general classrooms.

The standard number of students in a classroom varies based upon grade level and classroom type. Standard class sizes in the District are:

- Elementary General Classroom Pre-Kindergarten: 20 students per classroom.
- Elementary General Classrooms Kindergarten through Grade 3: 17 students per classroom.
- Elementary General Classrooms Grades 4 and 5: 27 students per classroom.
- Middle School General and Specialty Classrooms Grade 6: 27 students per classroom.
- Middle School General and Specialty Classrooms Grades 7 and 8: 28.53 students per classroom.
- High School General and Specialty Classrooms Grades 9 through 12: 28.74 students per classroom.
- Special Education Self-Contained Classrooms Pre-Kindergarten – Grade 12: 12 students per classroom.
- Pull-Out Classrooms Pre-Kindergarten through Grade 12: Class size varies depending on the grade level and type of instruction being provided.

CLASSROOM UTILIZATION

As noted above, the District has established standard student class sizes based upon grade level and classroom use. While the District works diligently to assign students to achieve full classroom capacity, it is not possible to always do so. Consequently, the District applies classroom utilization rates to address inefficiencies in assigning classes. The utilization rates are:

- Elementary Schools: 100% utilization based on the ability to fully assign classes at classroom size standards.
- Middle and High Schools: 76.67% utilization based upon 92% utilization due to elective class sizes x 83% utilization due to classrooms used for planning periods.

SCHOOL CAPACITY

School capacity is determined by the number of teaching stations present at each school, type of teaching station, class size, teaching station capacity, and classroom utilization rate.

The following table identifies the capacity of each school in the District in permanent classrooms.

Table 10 – School Capacities

SCHOOL NAME	GEN. CLRMS.	PRE-K CLRMS.	SPEC. ED. SELF-CONTAINED CLRMS.	PULL-OUT CLRMS.	SPECIALTY CLRMS.	TOTL CLRMS.	GEN. & SPECIALTY CLRM. CAPACITY	SPEC. ED. SELF-CONTAINED CLRM. CAPACITY	CLRM. UTILIZATION RATE	SCHOOL CAPACITY PERMANENT	SCHOOL CAPACITY PERMANENT + PORTABLES
ELEMENTARY SCHOOLS											
Alpac	19	2	0	5	0	26	20.29	12.00	100.00%	426	576
Arthur Jacobsen	20	1	2	5	0	28	20.29	12.00	100.00%	450	450
Bowman Creek	32	1	1	5	0	39	20.29	12.00	100.00%	682	682
Chinook	26	4	2	7	0	39	20.29	12.00	100.00%	633	633
Dick Scobee	25	4	2	8	0	39	20.29	12.00	100.00%	612	612
Evergreen Heights	16	1	1	4	0	22	20.29	12.00	100.00%	357	457
Gildo Rey	17	3	1	4	0	25	20.29	12.00	100.00%	418	443
Hazelwood	22	1	1	4	0	28	20.29	12.00	100.00%	479	529
Ilaliko	20	1	2	5	0	28	20.29	12.00	100.00%	450	450
Lake View	19	1	1	4	0	25	20.29	12.00	100.00%	418	418
Lakeland Hills	21	1	1	5	0	28	20.29	12.00	100.00%	458	533
Lea Hill	27	3	3	6	0	39	20.29	12.00	100.00%	645	645
Pioneer	26	4	2	7	0	39	20.29	12.00	100.00%	633	633
Terminal Park	27	4	2	6	0	39	20.29	12.00	100.00%	653	653
Washington	12	3	2	7	0	24	20.29	12.00	100.00%	328	578
Willow Crest	29	3	1	6	0	39	20.29	12.00	100.00%	661	661
TOTALS	358	37	24	88	0	507				8,303	8,953
MIDDLE SCHOOLS											
Cascade	14	0	1	8	17	40	28.02	12.00	76.67%	675	899
Mt Baker	12	0	2	7	15	36	28.02	12.00	76.67%	598	990
Olympic	12	0	2	9	17	40	28.02	12.00	76.67%	641	865
Rainier	9	0	3	8	15	35	28.02	12.00	76.67%	543	851
TOTALS	47	0	8	32	64	151				2,458	3,606
HIGH SCHOOLS											
Auburn High	23	0	3	15	40	81	28.74	12.00	76.67%	1,416	1,696
Auburn High - TAP	0	0	3	0	0	3	28.74	12.00	76.67%	28	28
Auburn Mountainview	17	0	4	11	30	62	28.74	12.00	76.67%	1,072	1,408
Auburn Riverside	21	0	2	10	29	62	28.74	12.00	76.67%	1,120	1,624
West Auburn	8	0	0	4	1	13	28.74	12.00	76.67%	198	226
TOTALS	69	0	12	40	100	221				3,834	4,982
GRAND TOTALS	474	37	44	160	164	879				14,595	17,541

SECTION 6 - CAPITAL CONSTRUCTION PLAN

Since 1975, the District has regularly performed an in-depth review of its existing facilities and long-term facility needs. The process includes the formation of community-wide citizens' committees to review facility needs and make recommendations for improvements, modernizations, and new facilities.

In 2015, a citizens' committee recommended the District build two new elementary schools, replace one middle and five elementary schools, and acquire property for three elementary schools. In November 2016, the voters approved by 62.38% a \$456,056,000 bond proposition to build and replace these schools. Capital Project reserve funds were used to acquire the elementary school property. The last project in this building program is under construction and will be completed in July 2024.

In 2023, the District completed a 10-year Facilities Master Plan. This plan identified the following facility needs:

- Complete improvements at 22 facilities to address aging equipment, air conditioning, energy conservation, major maintenance, and safety and security improvements within six years.
- Replace Alpac Elementary School within six years.
- Replace Cascade Middle School with six years.
- Build a new middle school within six years.
- Replace Evergreen Heights and Gildo Rey Elementary Schools within seven to 13 years.
- Replace the Administration Building and Administration Annex within seven to 13 years.
- Build a new high school in nine years if current enrollment projections remain accurate.
- Acquire new portable classrooms and relocate existing portable classrooms where needed to accommodate localized enrollment growth at individual schools.

A citizens' committee was convened in the fall of 2023 and recommended completion of the facility improvements, facility replacements, and new school construction identified in the 2023 Facilities Master Plan. The District Board of Directors is considering a November 2024 bond proposition to address facility needs recommended to be completed within six years. The District is eligible for state funding assistance for school replacement projects. The District is not eligible for state funding assistance for a new middle school project.

The new middle school, as part of the District's permanent and portable classroom solution, will provide new capacity to serve growth and is the basis for the District's impact

fees. The District also plans to purchase or relocate portable classrooms to accommodate growth at the middle and high school levels.

These District's six-year facility needs are summarized in the following table.

Table 11 : Six-Year Capital Construction Plan

PROJECT	ADDED CAPACITY	FUND SOURCE	ESTIMATED COMPLETION	ESTIMATED COST (2024)	SIX-YEAR FINANCE PLAN						
					2024	2025	2026	2027	2028	2029	Total
New Middle School	800	Future Bond	Aug. 2027	\$143,300,000	\$1,433,000	\$3,037,960	\$64,404,752	\$95,576,652	\$1,706,726	\$0	\$166,159,090
Alpac Elem. Replacement	224	Future Bond	Aug. 2028	\$89,872,100	\$0	\$952,644	\$1,797,443	\$42,815,644	\$63,538,415	\$1,134,615	\$110,238,761
Cascade MS Replacement	125	Future Bond	Aug. 2028	\$142,587,755	\$0	\$1,511,430	\$3,204,232	\$67,929,719	\$100,807,703	\$1,800,138	\$175,253,222
Improvements at 22 Facilities	0	Future Bond	Aug. 2029	\$55,476,260	\$0	\$5,880,484	\$15,583,281	\$19,821,934	\$17,509,375	\$7,003,750	\$65,798,824
Portable Classrooms	0	Cap. Proj. Fund	Aug. 2024	\$1,750,000	\$1,750,000	\$0	\$0	\$0	\$0	\$0	\$1,750,000
Property Acquisitions	0	Cap. Proj. Fund	NA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS				\$432,986,115	\$3,183,000	\$11,382,518	\$84,989,708	\$226,143,948	\$183,562,219	\$9,938,502	\$519,199,896

SECTION 7 - IMPACT FEES

King County Code 21A allows school districts to assess impact fees on every dwelling unit in the District for which a fee schedule has been established. The fee schedule is based on the school impact fee formula set out in King County Ordinance 11621 Attachment A.

The following table identifies the data used by the District in calculating impact fees for 2024.

Table 12: Impact Fee Data

IMPACT FEE ELEMENTS	SOURCE	SINGLE FAMILY			MULTI FAMILY		
		Elementary	Middle School	High School	Elementary	Middle School	High School
Classroom Capacities	District Standards	20.29	28.02	28.74	20.29	28.02	28.74
Debt Service Tax Rate	King County	1.93178	1.93178	1.93178	1.93178	1.93178	1.93178
District Average Assessed Value	King County	\$530,816	\$530,816	\$530,816	\$232,969	\$232,969	\$232,969
District SF Capacity- Permanent	District Data	997,039	378,631	677,976	997,039	378,631	677,976
District SF Capacity - Portables	District Data	23,200	36,160	36,640	23,200	36,160	36,640
District SF Capacity - Permanent + Portables	District Data	1,020,239	414,791	714,616	1,020,239	414,791	714,616
District Impact Fees	CFP Calculation	\$4,584.00	\$4,584.00	\$4,584.00	\$8,966.00	\$8,966.00	\$8,966.00
Facility Cost - Middle School	District Data	\$0	\$143,300,000	\$0	\$0	\$143,300,000	\$0
Facility Cost - Portable Classroom	District Data	\$388,165	\$388,165	\$388,165	\$388,165	\$388,165	\$388,165
Facility SF % - Permanent Facilities	District Data	97.73%	91.28%	94.87%	97.73%	91.28%	94.87%
Facility SF % - Portable Facilities	District Data	2.27%	8.72%	5.13%	2.27%	8.72%	5.13%
Genl. Obligation Bonds Interest Rate	Bond Buyer Index	3.48%	3.48%	3.48%	3.48%	3.48%	3.48%
OSPI Construction Cost Allowance	OSPI	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00
OSPI Match % - District	OSPI	66.86%	66.86%	66.86%	66.86%	66.86%	66.86%
OSPI Match % - State	OSPI	33.14%	33.14%	33.14%	33.14%	33.14%	33.14%
OSPI Square Footage Per Student	OSPI	90	108	130	90	108	130
School Capacities	District Standards	650	800	1,500	650	800	1,500
Site Acreage	District Standards	12	24	36	12	24	36
Site Cost per Acre	District Standards	\$2,023	\$2,023	\$2,023	\$2,023	\$2,023	\$2,023
Student Generation Rates	CFP Calculation	0.269	0.107	0.117	0.482	0.131	0.146

The following table shows the District's impact fee calculation for single-family residences.

Table 13: Impact Fee Calculation – Single-Family Residences

SCHOOL SITE ACQUISITION COST						
Grade Level	Site Acreage	Cost per Acre	School Capacity	Site Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	12	\$0	650	\$0	0.269	\$0
Middle	24	\$0	800	\$0	0.107	\$0
High	36	\$0	1,500	\$0	0.117	\$0
TOTAL						\$0
SCHOOL CONSTRUCTION COST						
Grade Level	Facility Cost	Student Capacity	Percent Permanent SF	Facility Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	\$0	650	0.9773	\$0	0.269	\$0
Middle	\$143,300,000	800	0.9128	\$163,505	0.107	\$17,495
High	\$0	1,500	0.9487	\$0	0.117	\$0
TOTAL						\$17,495
PORTABLE CLASSROOM COST						
Grade Level	Facility Cost	Student Capacity	Percent Portable SF	Facility Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	\$0	20.29	0.0227	\$0	0.269	\$0.00
Middle	\$388,165	28.02	0.0872	\$1,208	0.107	\$129.26
High	\$388,165	28.74	0.0513	\$693	0.117	\$81.06
TOTAL						\$210.32
STATE MATCH CREDIT						
Grade Level	Construction Cost Allowance	OSPI SF Per Student	State Match %	State Match per Student	Student Gen. Rate	Cost per SFR
Elementary	\$375.00	90	0.6686	\$0	0.269	\$0
Middle	\$375.00	108	0.6686	\$0	0.107	\$0
High	\$375.00	130	0.6686	\$0	0.117	\$0
TOTAL						\$0
TAX CREDIT						
Category	Residential Assessed Value	Debt Service Tax Rate	G.O. Bond Interest Rate	Years Amortized		Tax Credit
Single Family	\$530,816	1.93178	0.0348	10		\$8,537
IMPACT FEE SUMMARY - SINGLE FAMILY RESIDENCE						
Site Cost per Acre	Permanent Facility Cost	Portable Clrm. Cost	State Match Credit	Tax Credit	50% Local Share	Impact Fee SFR
\$0	\$17,495	\$210	\$0	(\$8,537)	0.500	\$4,584

The following table shows the District's impact fee calculation for multi-family residences.

Table 14: Impact Fee Calculation – Multi-Family Residences

SCHOOL SITE ACQUISITION COST						
Grade Level	Site Acreage	Cost per Acre	School Capacity	Site Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	12	\$2,023	650	\$0	0.482	\$0
Middle	24	\$2,023	800	\$0	0.131	\$0
High	36	\$2,023	1,500	\$0	0.146	\$0
TOTAL						\$0
SCHOOL CONSTRUCTION COST						
Grade Level	Facility Cost	Student Capacity	Percent Permanent SF	Facility Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	\$0	650	0.9773	\$0	0.482	\$0
Middle	\$143,300,000	800	0.9128	\$163,505	0.131	\$21,419
High	\$0	1,500	0.9487	\$0	0.146	\$0
TOTAL						\$21,419
PORTABLE CLASSROOM COST						
Grade Level	Facility Cost	Student Capacity	Percent Portable SF	Facility Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	\$0	20.29	0.0227	\$0	0.482	\$0.00
Middle	\$388,165	28.02	0.0872	\$1,208	0.131	\$158.25
High	\$388,165	28.74	0.0513	\$693	0.146	\$101.16
TOTAL						\$259.41
STATE MATCH CREDIT						
Grade Level	Construction Cost Allowance	OSPI SF Per Student	State Match %	State Match per Student	Student Gen. Rate	Cost per SFR
Elementary	\$375.00	90	0.6686	\$0	0.482	\$0
Middle	\$375.00	108	0.6686	\$0	0.131	\$0
High	\$375.00	130	0.6686	\$0	0.146	\$0
TOTAL						\$0
TAX CREDIT						
Category	Residential Assessed Value	Debt Service Tax Rate	G.O. Bond Interest Rate	Years Amortized		Tax Credit
Single Family	\$232,969	1.93178	0.0348	10		\$3,747
IMPACT FEE SUMMARY - SINGLE FAMILY RESIDENCE						
Site Cost per Acre	Permanent Facility Cost	Portable Clrm. Cost	State Match Credit	Tax Credit	50% Local Share	Impact Fee MFR
\$0	\$21,419	\$259	\$0	(\$3,747)	0.500	\$8,966

SECTION 8 – CONCLUSIONS

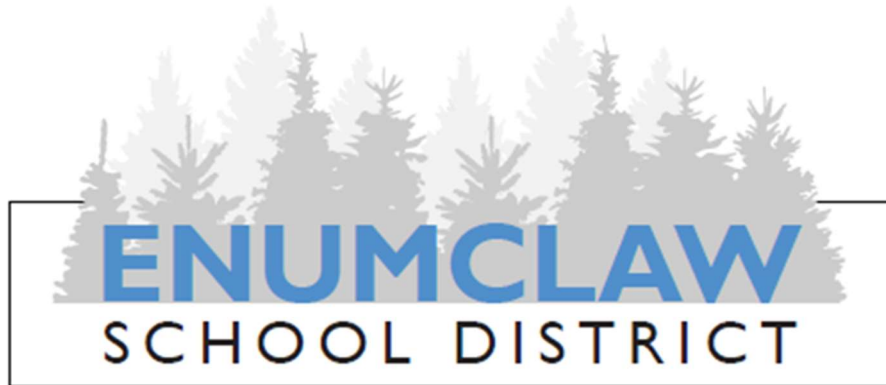
Housing units continue to be built in the District and the student population continues to grow. The student population is projected to increase during the next five years but at a slower rate than in the past 10 years.

The District built two new elementary schools and replaced five elementary schools with larger facilities during the past four years. This increased elementary school capacity so that it fully accommodates current elementary students. However, the District continues to lack permanent classroom space to accommodate middle and high school students, including students from new growth. Consequently, 55 portable classrooms are being used to accommodate middle and high school students and are part of the District's capacity solution.

Because of a shortage of classrooms at middle and high schools, the District is considering placing a bond proposition on the ballot in November 2024 to build an additional middle school. The District is also monitoring annual enrollment levels and bonding capacity to determine when an additional high school should be built.

While new housing units continue to be built in the District, the rate is slowing. Consequently, the District's Student Generation Rates have decreased during the past year. This is the primary factor reducing the District's school impact fees for 2024. This is reflected in a reduction for single-family residences from \$5,615.82 to \$4,584.00 and a reduction for multi-family residences from \$9,223.54 to \$8,966.00.

Auburn School District's 2024-2030 Capital Facilities Plan, including its 2024 impact fee rates, will be submitted to King County and the Cities of Algona, Auburn, Black Diamond, Kent, and Pacific with a request the jurisdictions adopt the plan and include the plan as an element in their Comprehensive Plans.



Capital Facilities Plan 2024-2029

*2929 McDougall Avenue
Enumclaw, Washington 98022
(360) 802-7100*

*Board Adopted:
June 17, 2024*

Six-Year Capital Facilities Plan

2024-2029

Board of Directors

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Director, Facilities, Operations & Athletics

Carolyn Zieske

Director, Student Support Services

Enumclaw School District No. 216

Enumclaw, Washington 98022

CAPITAL FACILITIES PLAN

Approved by Board of Directors

Resolution No. 1136

The Enumclaw School District No. 216 hereby provides to the King County Council, City of Enumclaw and City of Black Diamond, this Capital Facilities Plan documenting present and future school facility requirements of the District. The plan contains all elements required by the Growth Management Act and King Code 21A, including a six (6) year financing plan component.

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Executive Summary

In accordance with King County Code 21A.43, this update has been prepared by the Enumclaw School District No. 216 to reflect current conditions in facility usage and needs.

The District's service area includes areas of unincorporated King County, the City of Black Diamond, and the City of Enumclaw. Currently, the District serves a student population of about 4,294 (October 2023 head count) students in Kindergarten through grade 12 (excluding Transition to Kindergarten and full-time Running Start student populations). Enrollment projections presented herein, indicate that enrollment growth will occur over the next six years.

The District has experienced approximately 3.1% growth per year over the past two years. Enrollment was 4,236 students in October 2022 and 4,046 students in October 2021. The District's enrollment, like most school districts, was affected by closures of schools due to Covid-19. However, the District has seen consistent post-pandemic enrollment growth over the past several years and anticipates continued enrollment gains moving forward because of comparably high birth rates, inward mobility, and continued new residential development projected within the six-year planning period (and anticipated to continue beyond the six-year planning period). The City of Black Diamond has two Master Planned Developments (the "MPDs"), Ten Trails and Lawson Hills, in the process of development with a projected buildout of up to 6,050 dwelling units. Construction of residential dwelling units in Phase IA of the Ten Trails MPD began in 2018 with the construction of approximately 918 single-family units and 237 multi-family units through 2023. An additional 56 single-family units (plus 82 age-qualified units) and 50 multi-family units are anticipated to be constructed in 2024, with a rapid increase in residential unit construction beginning again in 2025-2026. Over the next six years, it is anticipated that 2,227 single-family units and 891 multi-family units (plus 249 age-qualified units) will be constructed in the MPDs through 2029. See Appendix E for Map of MPDs and map of current project buildout. The City of Enumclaw also has several continuing residential construction projects within the city limits. Finally, there is ongoing, though limited, development in the unincorporated area of King County that is located within the District. To accommodate cumulative projected new development, the District added capacity in 2017 at the new Black Diamond Elementary School and added permanent student capacity at Enumclaw High School. Temporary capacity at the elementary and middle school levels will be needed during the six-year planning period, and the District is planning for additional permanent capacity within the six-year planning period. Section IV of this Plan identifies the District's six-year and anticipated long-term planning for school facilities.

As noted above, the District will need substantial capacity additions in the long-term planning period in response to development activity throughout the District and particularly within the City of Black Diamond. Future updates to this Plan will reflect updated planning needs in response to growth.

Section I: Six-Year Enrollment Projection

This plan update is based on the anticipated number of students expected to be enrolled through 2029. The six-year projection (2024-2029) will assist in determining short term needs and form the basis for assessing the need for impact fees.

Enrollment projections are most accurate for the initial years of the forecast period. Moving further into the future, more assumptions about economic conditions and demographic trends in the area affect the projection. In the event that enrollment growth slows, plans for new facilities will likely be delayed. It is much more difficult, however, to initiate new projects or speed projects up in the event enrollment growth exceeds projections. Regular updates of both the enrollment projections and the Capital Facilities Plan (CFP) are essential to good facility planning.

The District relies on two population forecasts for purposes of projecting student enrollment. The first is an estimate by the Superintendent of Public Instruction (OSPI). OSPI estimates future enrollment through 2029 using the cohort survival method. This method estimates how many students in one year will attend the next grade in the following year by relying on previous enrollment trends. Due to the fact that the cohort survival method does not incorporate changes in trends of in-migration, particularly from anticipated new development within the District, these projections are considered highly conservative. The pandemic's anomalous impact on enrollment counts makes the cohort survival projections more unreliable. See Appendix A.

The second forecast is a modified cohort analysis, which uses the cohort projections as a base, incorporates King County live birth data and the District's historic percentage of those births to determine the number of kindergartners entering the system, and further incorporates assumptions based on known new residential development proposals within the District. These numbers are also confirmed by the District's multi-year, professionally conducted demographic study. See Appendix B. Because this analysis incorporates the expected in-migration to the District from new development, the District uses this analysis for purposes of determining capacity needs throughout the six years of this planning period. Using the modified enrollment projections, the District's enrollment is expected to increase at all grade levels over the six years of this Plan.

With regard to the expected enrollment from the anticipated 6,050 dwelling units in Black Diamond, building of residential units did commence in summer 2018, with building and occupancy to continue for a sustained period over several years. As such, the enrollment impacts from the start of these developments are just beginning to show during the early years of this Plan period. Future updates to this Plan will provide additional and updated information regarding these projects and the impacts on District enrollment.

Using the modified cohort survival projections, a total enrollment of 5,311 (HC) is expected by 2029. The District expects the enrollment of 1,017 additional students between 2023 and 2029. See Table 1.

Table 1: Projected K-12 Student Enrollment (2023-2028)

<i>Projection Year</i>	<i>2023*</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>2028</i>	<i>2029</i>	<i>Actual Change</i>	<i>Percent Change</i>
Modified Cohort (Headcount)	4,294	4,397	4,565	4,759	4,920	5,137	5,311	1,017	23.7%

* Actual K-12 enrollment (October 2, 2023) including TTK and excluding RS/OD

Section II: Current Enumclaw School District “Standard of Service”

In order to determine the capacity of the District’s facilities, the King County Code 21A refers to a “standard of service” that each school district must establish in order to ascertain its overall capacity. The standard of service is based upon the number of classrooms available at each school and the desired average class load district-wide. A favorable class size is used to promote the standard and quality of educational programs the residents of the Enumclaw School District expect and support through the passage of levies and bonds.

Rooms designed for special use are not counted as classrooms. Portables used for classrooms are employed on an interim basis only. When additional permanent classrooms are available, portables are removed from service, transferred to other locations, or used for non-classroom purposes.

The District’s standard of service is based on current standards. The Capital Facilities Plan incorporates funded implementation of K-3 class size reduction.

Current Standards of Service for Elementary Students:

We have reduced permanent capacity in several schools to allow for K-3 class size reduction. Average district wide class size for grades K-3 were reduced to 20 students per teacher beginning in the 2019-2021 school year to help meet the 1:17 ratio when specialist and intervention teachers are considered. Elementary school permanent capacity should be between 450 to 600 students. Goals with new construction would be to build permanent capacity to accommodate for growth while still allowing for special programming listed below. Average district wide class size for grades 4 and 5 should not exceed 26 students.

Class size may vary from building to building based upon different influencing factors at each school. Students may be provided music instruction, physical education, and lunch in a separate classroom or facility. Students may have scheduled time in a specialized instructional space such as a computer lab or art space. Special Education for students with disabilities may be provided in a dedicated resource room or a self-contained classroom with a maximum capacity of 10-12 depending on the program.

Identified students will also be provided other educational opportunities in classrooms and/or special spaces for programs designated as follows:

Multilingual Learning Program (MLL)
Integrated Programs & Resource Rooms (for special remedial assistance)
Education for Disadvantage Students (Title 1)
Highly Capable Program
Other Remediation Programs
Learning Assisted Program (LAP)
Behavior Programs for severely behavior-challenged students
Hearing Impaired
Mild, Moderate and Severe Developmental Disabilities
Developmental Preschool

Early Childhood Education Assistance Programs (ECEAP)
Transition to Kindergarten (TTK)

All of the special programs referenced above require specialized classroom space; thus, the full-time student capacity of buildings housing these programs is reduced. Students leave their regular classroom for a period of time to receive instruction in several special programs. When programs change, program capacity fluctuates and the plan is updated annually to reflect the change in program and capacity.

Current Standards of Service for Secondary Students:

The standards of service outlined below reflect only those programs and educational opportunities provided to secondary students, which directly affect the capacity of the school buildings.

Average district-wide class size for grades 6-8 should not exceed 28 students. Middle school permanent capacity should be between 550 to 800 students.

Average district wide class size for grades 9-12 should not exceed 28 students.

Special Education for students with disabilities may be provided in a classroom with a capacity of 10-15 depending on program.

Identified students will also be provided other educational opportunities in classrooms and/or special spaces for programs designated as follows:

Instrumental and Vocal Music
Multicultural Learning and Support
Integrated Programs & Resource Rooms (for special remedial assistance)
Advanced Placement Programs
Basic Skills Programs
Career and Vocational Education Programs

Many of these programs require specialized classroom space and can reduce the permanent capacity of the school buildings.

Each school's available capacity will vary with the type of programs and space utilization in the building. When a large number of portables are added to a site to add student capacity, other support facilities, such as gymnasiums, lunch areas, halls, etc. may become inadequate.

Section III: Inventory and Projected Six-Year Enrollment Capacity of Schools

Currently, the District has permanent program capacity to house 4,807 students based on the District's Standard of Service as set forth in Section II. Portable classroom capacity for 320 students brings the total capacity to 5,127 at the beginning of the 2023-2024 school year.¹ A summary of the current enrollment and capacity, and the breakdown at each grade span follows:

Table 2: Summary of Capacity (2023-24)

2023-2024 Current	Permanent Capacity	Portable Capacity	Total Capacity	Oct. 2023 Enrollment (HC)	Surplus Capacity w/o Portables	Surplus Capacity w/ Portables
Elementary	2,210	96	2,306	1,992	218	314
Middle	1,100	0	1,100	995	105	105
High	1,497	224	1,721	1,307	190	414
District Total	4,807	320	5,127	4,294	513	833

Included in this Plan is an inventory of the District's schools by type, address and current capacity. See Table 3.

In the fall of 2005, the District closed J.J. Smith Elementary due to the age and condition of the building. The District performed facility upgrades in 2015 at J.J. Smith and it was used to temporarily house Black Diamond Elementary students during construction of the new elementary school. In the fall of 2017, J.J. Smith began to house the District's Birth-to-Five program, which houses special education pre-school, ECEAP and our Transition to Kindergarten programs. Students in these three programs at JJ Smith (Currently 198) are not included in the current and projected K-12 numbers within this report.

Black Diamond Elementary, as modernized and expanded, opened in August 2017. This school now has a permanent capacity of 430 students (an increase from the previous permanent capacity of 217). The Enumclaw High School modernization was completed in August of 2019. The updated facility increased permanent capacity by approximately 197 students.

Based on the enrollment forecasts, current inventory, program capacity, current standard of service, and portable capacity, the District has identified the need for additional student capacity in the short term. This reflects new development in the City of Black Diamond and new and potential development in the City of Enumclaw and King County during the six-year planning period, as well as increasing birth rates and inward mobility.

¹ The District's intent is for all students to be served in permanent classroom facilities. As such, portables are intended to be a temporary capacity solution. The District currently has four classrooms in portables at Kibler Elementary and eight available portable classrooms at Enumclaw High School. There are seven portables at Kibler in total and three at Westwood. Portables are also used for book rooms, storage and for administrative purposes.

Table 3: Inventory Summary

An inventory of existing permanent school facilities including the locations and permanent capacities of those facilities is provided below.

<u>Existing Facility</u>	<u>Location</u>	<u>Permanent Capacity</u>
Black Diamond Elementary	25314 Baker Street Black Diamond, WA 98010	430
Byron Kibler Elementary	2057 Kibler Avenue Enumclaw, WA 98022	430
Southwood Elementary	3240 McDougall Avenue Enumclaw, WA 98022	450
Sunrise Elementary	899 Osceola Street Enumclaw, WA 98022	450
Westwood Elementary	21200 SE 416th Enumclaw, WA 98022	450
Enumclaw Middle School	550 Semanski Street S. Enumclaw, WA 98022	550
Thunder Mountain Middle School	42018 264th Avenue E. Enumclaw, WA. 98022	550
Enumclaw High School	226 Semanski Street S. Enumclaw, WA 98022	1497

Table 4 – Projected Enrollment & Capacity*

K-5 Elementary							
	2023	2024	2025	2026	2027	2028	2029
Permanent Capacity	2,210	2,210	2,210	2,210	2,210	2,280	2,880
New Permanent Capacity					70**	600^	
Portable Capacity Available	96	96	96	192	192	192	192
Portable/Purchase, Relocate			96^^				
Total Capacity	2,306	2,306	2,402	2,402	2,472	3,072	3,072
Projected Enrollment*	1,992	2,029	2,073	2,179	2,242	2,293	2,365
Surplus/(Deficit) of Perm. Capacity	218	181	137	31	38	587	515
Surplus/(Deficit) with Portables	314	277	329	223	230	779	707
6-8 Middle School							
	2023	2024	2025	2026	2027	2028	2029
Permanent Capacity	1,100	1,100	1,100	1,100	1,100	1,100	1,100
New Permanent Capacity							
Portable Capacity Available			112	112	112	112	112
Portable/Purchase, Relocate		112					
Total Capacity	1,100	1,212	1,212	1,212	1,212	1,212	1,212
Projected Enrollment*	995	1,040	1,105	1,143	1,206	1,275	1,314
Surplus/(Deficit) of Perm. Capacity	105	60	(5)	(43)	(106)	(175)	(214)
Surplus/(Deficit) with Portables		172	107	69	6	(63)	(102)
9-12 High School							
	2023	2024	2025	2026	2027	2028	2029
Permanent Capacity	1,497	1,497	1,497	1,497	1,497	1,497	1,497
New Permanent Capacity							
Portable Capacity Available	224	224	224	224	224	224	224
Portable/Purchase, Relocate							
Total Capacity	1,721	1,721	1,721	1,721	1,721	1,721	1,721
Projected Enrollment*	1,307	1,328	1,387	1,437	1,472	1,569	1,632
Surplus/(Deficit) of Perm. Capacity	190	169	110	60	25	(72)	(135)
Surplus/(Deficit) with Portables	414	393	334	284	249	152	89

*Reflects actual October 2023 enrollment.

^Reflects construction of new elementary in Ten Trails neighborhood.

**Added capacity at Kibler Elementary School (KES will be rebuilt with added capacity)

^^Addition of 4 portable classrooms at Westwood Elementary for temporary Ten Trails overflow

Section IV: The District's Planning and Construction Plan

Trigger of Construction

Planning for new schools and additions to existing schools are triggered by comparing the enrollment forecasts with District capacity. Projected available student capacity was derived by subtracting projected student enrollment from existing school capacity for each of the six years in the forecast period (2023-2028). Capacity needs are expressed in terms of "Surplus/(Deficit) of Permanent Capacity." A deficit in permanent capacity means there will be unhoused students who will likely be served in portable classrooms, in classrooms where class size exceeds state standards, board expectations and/or contractually negotiated agreements within the local school district. The unhoused student levels are shown in Table 5.

Note: for purposes of assessing capacity, the District has included the capacity improvements that are planned over the six-year planning period. As previously discussed in this Plan, the District intends to monitor development and enrollment growth and will continue to assess the need for any capacity additions in future updates to this Plan.

Facility Needs (2023-2028)

The voters in the District approved a Bond in April 2015 that included replacement and expansion of Black Diamond Elementary School and renovation/expansion of Enumclaw High School. Creating new capacity at Black Diamond Elementary helped to ensure that elementary schools in other areas of the District are not overcrowded and that capacity is available in those schools to serve new development. However, projected enrollment within the six year planning period demonstrates a need for additional permanent capacity. With the growth of the Ten Trails MPD, Black Diamond Elementary is now at capacity, necessitating the transportation of many current Ten Trails area students to Westwood Elementary, our northernmost Enumclaw elementary school. If the District continues to move more Ten Trails area students to Westwood as the MPD builds out (assuming no added elementary capacity in Ten Trails), students who may otherwise attend Westwood may need to be likewise moved to other elementary schools located in the City of Enumclaw.

The projects listed in Table 5 are anticipated based upon information available at the present time. Due to anticipated growth within the cities of Black Diamond and Enumclaw, the District will reallocate portables to both Thunder Mountain and Enumclaw Middle School and will need to purchase and/or relocate additional new portables based on the actual impact of growth. Implementation of the K-3 class size legislation has impacted permanent space at the elementary level. The District anticipates running one or more bonds by 2026 for several projects. These projects will likely include (i) the replacement and modernization (with added capacity) of Byron Kibler Elementary School; (ii) a new elementary school in Black Diamond in the Ten Trails neighborhood to address growth needs; and (iii) a replacement and modernization of the Birth to Five Center at JJ Smith Elementary. The District secured property from the developer for the planned new elementary school in Ten Trails through MPD mitigation.

The District will likely be adding portables at various facilities to serve interim capacity needs. A new agricultural sciences barn has been constructed at Enumclaw High School as part of our CTE program, which will provide a variety of learning opportunities for our growing CTE student population in the coming years. The District also anticipates upgrading the Performing Arts Center at EHS.

Facility Needs (Long Term)

Based upon present information regarding the development activity within the City of Black Diamond, the District is planning for long-term needs in the Black Diamond area. The District anticipates that, based upon service standards and enrollment projections, the two approved master planned development projects will, over the long term, necessitate the need for additional capacity with new schools. The District is uncertain at this time regarding long term additional capacity needs that may result from additional development in Black Diamond and development within the City of Enumclaw and unincorporated King County. The District will continue to monitor development activity and related capacity needs. Future updates to this Plan will reflect the changes needed to respond to long-term growth impacts.

General Considerations

The decision and ability to construct a new school facility involves multiple factors not wholly within the control of the District. The availability of funds is the biggest consideration whether those funds are generated from locally approved bonds, state construction funds, impact fees, mitigation payments, or a combination of the above.

Table 5 - Planned Projects (2024-2029)

Projects Planned and Sites Acquisitions

Enumclaw School District No.216

School/Facility/Site	Location	Type	Status	Projected Completion Date	Approx Added Capacity	Approx % for New Growth
Elementary						
Westwood Elementary Portables***	Enumclaw	New	Planning	2025	96	100%
Ten Trails Elementary^	Black Diamond	New	Planning	2028	600	100%
Byron Kibler Elementary*	Enumclaw	New	Planning	2027	70	15%
Possible BDES Portables^^	Black Diamond	New	Planning	TBD	TBD	100%
Middle School						
EMS Portables**	Enumclaw	Relocate/Renovate	In Process	2024	56	100%
TMMS Portables**	Enumclaw	Relocate/Renovate	In Process	2024	56	100%
High School						
Agricultural Sciences Barn	Enumclaw	New	Complete	2023	N/A	N/A
EHS Renovation (roof/siding at PAC)	Enumclaw	Renovation	Planning	2026	N/A	N/A
Other Sites						
South West Enumclaw (18A)	1009 SE 244th, Enumclaw	New	Existing	Site Bank	0	0
North East Enumclaw (20A)	East of Highway 169	New	Existing	Site Bank	0	0
Black Diamond (various pending)	MPD designated sites	New	Planning		varying	100%

* Replacement/modernization of Byron Kibler Elementary (600 students) will increase permanent capacity as that school is currently above permanent capacity.

** District owned portables have been relocated from EHS to middle schools to expand capacity for growth.

*** Temporary portables will need to be placed at Westwood Elementary for continued growth in Ten Trails until the Ten Trails Elementary school is built.

^ An elementary school in Black Diamond will be built to expand capacity for growth in the Ten Trails community and initial Lawson Hills residents.

^^ Additional portables may be added to Black Diamond Elementary to create increased capacity and overflow for future Ten Trails and Lawson Hills development enrollment needs.

Table 6 – Finance Plan

Estimated Project Cost by Year - in \$millions							Total	Secured	Secured	Unsecured
2024	2025	2026	2027	2028	2029		Cost	Bond/Levy (1)	Other (2)	Other (3)
Improvements Adding Student Capacity										
Elementary School										
Byron Kibler Elementary Replacement (New Construction)*							\$90.40			\$90.40
Black Diamond Elementary Portable Placement**							\$0.50		\$0.25	\$0.25
New Ten Trails Elementary***							\$65.40			\$65.40
Westwood Portable Placement							\$0.75			\$0.75
Middle School										
Portable Placement^							\$0.25		\$0.25	
High School										
Renovation^^							\$2.50			\$2.50
Total	\$0.25	\$1.15	\$2.90	\$90.50	\$65.00		\$159.80		\$0.50	\$159.30

(1) Secured Bond/Levy- Bond and levy funding already approved by voters.

(2) Secured Other - Funds currently available to the District including proceeds from property sales, school mitigation and impact fees, and State School Construction Assistance Program (SCAP) Funds remaining from other projects.

(3) Unsecured future - School mitigation and impact fees not yet collected, bonds and levies not yet approved, SCAP dollars not yet allocated.

* Costs related to new capacity project for Byron Kibler Elementary. Will include a wing for a new Birth to Five center replacing JJ Smith Elementary.

** Possible Black Diamond Elementary portable addition

*** Estimated costs related to the planned new elementary school in Ten Trails Elementary, including survey and design work and construction project costs. Estimated construction costs are used in the impact fee formula.

^ Cost of adding one double portable at each of two middle schools.

^^ Completion of envelope renovations as well as necessary upgrades to existing Performing Arts Center.

District may also add portable facilities at various schools during the six year planning period as needed to meet enrollment growth

Section V: Capital Facilities Financing Plan

The Six-Year Finance Plan shown on Table 6 demonstrates how the District intends to fund new construction and improvements to school facilities for the years of 2024-2029. The financing plan and impact fee calculation formula also differentiate between capacity and non-capacity projects.

The District's ability to accomplish its building program is based on the following funding sources:

- Passage of general obligation bonds by District voters, which was done in the April 2015 election for recently completed projects (Black Diamond Elementary School and Enumclaw High School Renovation/Addition)
- Collection of school mitigation and impact fees
- State School Construction Assistance Program funds
- Passage of future general obligation bonds for planned projects (New ES, Kibler ES replacement w/ Birth to Five addition, portable placements, and EHS PAC renovation)

General Obligation Bonds

Bonds are typically used to fund construction of new schools and other capital improvement projects. A 60% voter approval is required to pass a bond. Bonds are then retired through collection of property taxes. The District's voters approved a \$68.5 million bond to fund the replacement and expansion of the existing Black Diamond Elementary School and the partial renovation and expansion of Enumclaw High School. The District is considering proposing one or more bond packages in the near future to fund the replacement of Byron Kibler Elementary (with a possible Birth to Five addition) and a new elementary school in Black Diamond in the Ten Trails neighborhood. Board decisions and any authorized proposals will be included in future updates to this Capital Facilities Plan.

State School Construction Funding Assistance

State School Construction Funding Assistance comes from the Common School Construction Fund. Bonds are sold on behalf of the fund then retired from revenues accruing predominantly from the sale of renewable resources (i.e. timber) from State school lands set aside by the Enabling Act of 1889. If these sources are insufficient to meet needs, the Legislature can appropriate funds or the State Superintendent of Public Instruction can prioritize funding.

School districts may qualify for School Construction Funding Assistance for specific capital projects. To qualify, a project must first meet a State established criteria of need. This is determined by a formula that specifies the amount of square footage the State will help finance to provide permanent structures for the unhoused enrollment projected for the district. If a project qualifies, it can become part of a State prioritization system. This system prioritizes allocation of available funding resources to school districts statewide based on seven prioritization categories. Funds are then disbursed to the districts based on a formula which

calculates district assessed valuation per pupil relative to the whole State assessed valuation per pupil to establish the percent of the total project cost to be paid by the State. The State contribution can range from less than half to more than 70% of the project's cost.

State School Construction Funding Assistance can only be applied to major school construction projects. Site acquisition and minor improvements are not eligible to receive School Construction Funding Assistance dollars. School Construction Funding Assistance funds are not received by a school district until after a school has been constructed. In such cases, the District must "front fund" a project. That is, the District must finance the complete project with local funds (the future State's share coming from funds allocated to future District projects). When the State share is finally disbursed (without accounting for escalation) the future District project is partially reimbursed.

Because of the method of computing State School Construction Funding Assistance, the official percentage of funds calculated by the State does not typically equal the actual percentage of total facility cost. The State Funding Assistance Percentage for the Enumclaw School District is approximately 55.41%. Notably, this only applies to costs that the State considers eligible for State Funding. Land costs and other development costs are not considered eligible for State School Construction Funding Assistance. Furthermore, the State only allows 90 square feet per elementary student while the District's service standard requires more square feet per student. This additional space must be funded with local dollars. For a typical project that has maximum State funding, less than 50% of the total project costs will be covered by School Construction Funding Assistance dollars.

Mitigation Payments and School Impact Fees

King County, the City of Black Diamond and the City of Enumclaw have adopted school impact fee ordinances. In these jurisdictions, the District requests that an impact fee be collected for the construction of any new residential dwelling unit.

New dwelling units in the Lawson Hills and Ten Trails MPDs are subject to a school mitigation fee assessed pursuant to a Comprehensive School Mitigation Agreement.

Fees assessed are based on the new enrollment growth in the District and related capacity needs. By law, new development cannot be assessed impact fees to correct existing deficiencies.

Impact fees have been calculated utilizing the formula in the King County Ordinance 11621. The resulting figures are based on the District's cost per dwelling unit to purchase land for school sites, make site improvements, construct schools and purchase, install or relocate temporary facilities (Portables). Credits have also been applied in the formula to account for State School Construction Funding Assistance expected to be reimbursed to the District and projected future property taxes to be paid by the owner of a dwelling unit.

The District's cost per dwelling unit is derived by multiplying the cost per student by the applicable student generation rate per dwelling unit. King County Ordinance 11621 defines

“Student Factor” as “the number derived by a school district to describe how many students of each grade span are expected to be generated by a dwelling unit. Student factors shall be based on district records of average actual student generation rates for new developments constructed over a period of not more than five (5) years prior to the date of the fee calculation; provided that, if such information is not available in the district, the data from adjacent districts, districts with similar demographics, or county wide averages may be used.”

Enumclaw School District’s student generation factors are based on the 2024 average of student factors from other school districts in King County. See Table 7.

Table 7 – 2024 Composite Student Generation Rates (SGR)*

Single Family Dwelling Units:

	Auburn	Fife	Issaquah	Lake Washington	Northshore	Renton	Riverview	Average[^]
Elementary	0.269	0.295	0.342	0.345	0.324	0.146	0.239	0.280
Middle	0.107	0.129	0.146	0.155	0.118	0.046	0.104	0.120
High	0.117	0.115	0.153	0.148	0.120	0.089	0.137	0.130
Total	0.492	0.540	0.641	0.648	0.562	0.281	0.479	0.520

Multi-Family Dwelling Units:

	Auburn	Fife	Issaquah	Lake Washington	Northshore	Renton	Riverview	Average[^]
Elementary	0.482	0.084	0.086	0.030	0.071	0.146	0.149	0.150
Middle	0.131	0.038	0.040	0.013	0.027	0.065	0.025	0.050
High	0.146	0.040	0.033	0.011	0.034	0.069	0.033	0.050
Total	0.759	0.162	0.159	0.055	0.132	0.280	0.207	0.250

**Based on the King County countywide student generation rate average using the rates of those districts that prepared their own student generation rate data (Federal Way School District excepted due to anomalous rates). See KCC 21A.06.1260.*

[^]Figures are rounded.

Section VI: Impact Fee Variables and Impact Fees

Student Factors-Single/Multi-Family

Elementary	.280/.150
Middle School	.120/.050
High School	.130/.050

Student Capacity per Facility

Elementary	400-600
Middle School	600-700
High School	1,500

Site Acreage Site

Elementary	15 a
Middle School	25 a
High School	40 a

Site Cost per Acre

Elementary	N/A (<i>secured through mitigation</i>)
Middle School	
High School	

New Facility Construction Cost

Elementary	\$65,000,000
------------	--------------

SPI Square Footage per Student

Elementary (K-5)	90
Middle School (6-8)	108
High School (9-12)	130
Special Education	144

Temporary Classroom Capacity

Elementary	24
Middle School	28
High School	28

Developer Provided Sites/Facilities

Elementary School Site	
------------------------	--

Temporary Facilities Costs

Elementary	
Middle School	\$250,000
High School	

Permanent Square Footage

Elementary	226,126
Middle School	167,254
High School	<u>154,698</u>
Total	548,078

Temporary Square Footage

Elementary	5,440
Middle School	
High School	<u>10,880</u>
Total	16,320

Total Facilities Square Footage

Elementary	231,566
Middle School	167,254
High School	<u>165,578</u>
Total	564,398

State Construction Funding

District Match –	55.41%
Current Construction	
Cost Allocation –	\$375.00

District Average Assessed Value

Single Family Res.	\$581,584
K.C. Assessor, 3/24	

Bond Interest Rate

Current Bond Buyer Index	3.48%
--------------------------	-------

District Average Assessed Value

Multi-Family Res.	\$266,570
K.C. Assessor, 3/24	
Weighted Avg. of Condos and Apts.	

District Debt Service Tax Rate

Current	\$.77581/\$1,000
---------	------------------

The District's proposed school impact fees reflect identified capacity needs and planning at the elementary level. The fees are based on the estimated costs of the planned new elementary school (anticipated, if funding is approved by the voters, to be complete within the six-year planning period).

Using the variables and formula described above, impact fees proposed for the District are summarized in Table 8. See also Appendix C.

Table 8 - School Impact Fees

Housing Type	Impact Fee Per Dwelling Unit*
Single Family	\$10,249
Multi-Family	\$5,634

*Per City of Black Diamond Ordinance 20-1146; discounted at 50%; City of Enumclaw Ordinance 2609 (discounted at 50%); Chapter 21A.43 KCC and Ordinance No. 10162 (discounted at 50%)

Appendix A OSPI Cohort Enrollment Projections

 ICOS		School Facilities and Organization INFORMATION AND CONDITION OF SCHOOLS Enrollment Projections (Report 1049)						ENUMCLAW					
Grade	--- ACTUAL ENROLLMENTS ON OCTOBER 1st ---						AVERAGE % SURVIVAL	--- PROJECTED ENROLLMENTS ---					
	2018	2019	2020	2021	2022	2023		2024	2025	2026	2027	2028	2029
Kindergarten	283	319	268	328	364	300		338	346	354	362	370	378
Grade 1	323	313	298	267	342	342	100.36%	301	339	347	355	363	371
Grade 2	272	338	292	312	304	342	103.29%	353	311	350	358	367	375
Grade 3	301	288	320	297	332	311	102.19%	349	361	318	358	366	375
Grade 4	333	321	276	318	331	355	104.04%	324	363	376	331	372	381
Grade 5	318	350	301	289	334	343	102.44%	364	332	372	385	339	381
K-5 Sub-Total	1,830	1,929	1,755	1,811	2,007	1,993		2,029	2,052	2,117	2,149	2,177	2,261
Grade 6	328	347	327	312	305	347	103.12%	354	375	342	384	397	350
Grade 7	317	321	348	328	321	319	101.18%	351	358	379	346	389	402
Grade 8	303	322	309	347	340	329	100.73%	321	354	361	382	349	392
6-8 Sub-Total	948	990	984	987	966	995		1,026	1,087	1,082	1,112	1,135	1,144
Grade 9	319	325	331	329	344	358	104.18%	343	334	369	376	398	364
Grade 10	317	324	328	328	332	345	100.55%	360	345	336	371	378	400
Grade 11	267	279	288	298	309	296	90.21%	311	325	311	303	335	341
Grade 12	290	257	265	293	278	282	95.50%	283	297	310	297	289	320
9-12 Sub-Total	1,193	1,185	1,212	1,248	1,263	1,281		1,297	1,301	1,326	1,347	1,400	1,425
DISTRICT K-12 TOTAL	3,971	4,104	3,951	4,046	4,236	4,269		4,352	4,440	4,525	4,608	4,712	4,830

Appendix B

Modified Cohort Enrollment Projections

Modified Cohort Projected Enrollment							
	2023*	2024	2025	2026	2027	2028	2029
Grade K	299	310	324	341	347	342	348
Grade 1	342	312	325	344	362	372	365
Grade 2	342	360	333	351	369	393	402
Grade 3	311	345	371	347	364	387	408
Grade 4	355	341	362	404	378	400	422
Grade 5	343	361	358	392	422	399	420
K-5 Headcount	1992	2029	2073	2179	2242	2293	2365
Grade 6	347	348	375	376	409	441	416
Grade 7	319	356	359	390	390	424	455
Grade 8	329	336	371	377	407	410	443
6-8 Headcount	995	1040	1105	1143	1206	1275	1314
Grade 9	358	330	343	380	385	421	417
Grade 10	345	362	339	351	387	401	426
Grade 11	299	342	362	341	355	390	398
Grade 12	305	294	343	365	345	357	391
9-12 Headcount	1307	1328	1387	1437	1472	1569	1632
K-12 Headcount	4294	4397	4565	4759	4920	5137	5311
* Represents actual October 2023 headcount (does not include TTK or RS student populations)							

Appendix C

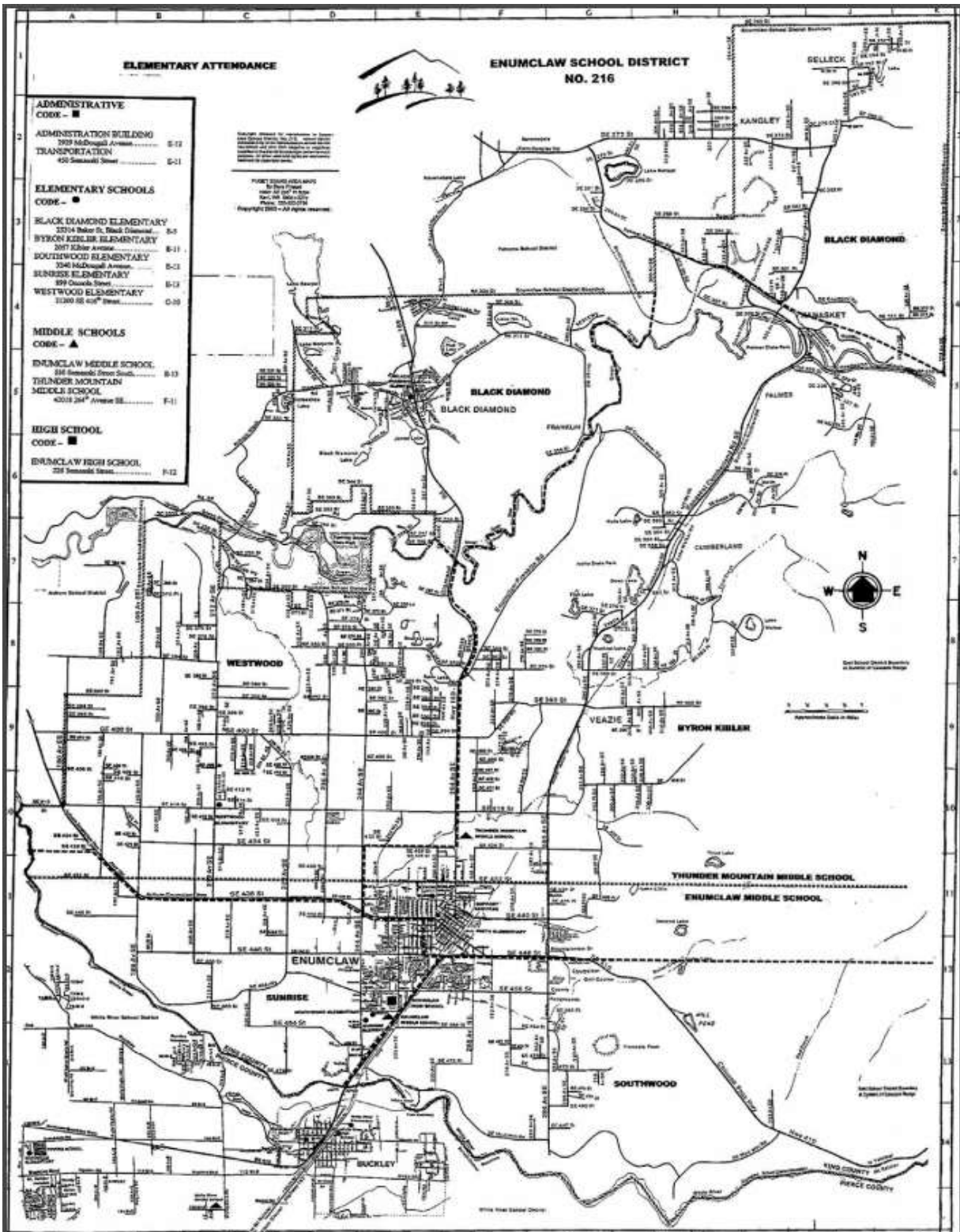
School Impact Fee Calculations

ENUMCLAW SCHOOL DISTRICT							
2024							
School Site Acquisition Cost:							
((Acres x Cost per Acre) / Facility Capacity) x Student Factor							
	Facility Acreage	Cost/Acre	Facility Capacity	Student Factor SFR	Student Factor MFR	Cost/SFR	Cost/MFR
Elementary	0.00	\$ -	600	0.280	0.150	\$0	\$0
Middle	0.00	\$ -	700	0.120	0.050	\$0	\$0
High	0.00	\$ -	1,500	0.130	0.050	\$0	\$0
						\$0	\$0
School Construction Cost:							
((Facility Cost / Facility Capacity) x Student Factor) x (Permanent / Total Sq Ft)							
	%Perm/ Total Sq.Ft.	Facility Cost	Facility Capacity	Student Factor SFR	Student Factor MFR	Cost/SFR	Cost/MFR
Elementary	97.11%	\$ 65,000,000	600	0.280	0.150	\$29,457	\$15,780
Middle	97.11%	\$ -	700	0.120	0.050	\$0	\$0
High	97.11%	\$ -	1,500	0.130	0.050	\$0	\$0
						\$29,457	\$15,780
Temporary Facility Cost:							
((Facility Cost / Facility Capacity) x Student Factor) x (Temporary / Total Square Feet)							
	%Temp/ Total Sq.Ft.	Facility Cost	Facility Size	Student Factor SFR	Student Factor MFR	Cost/SFR	Cost/MFR
Elementary	2.89%	\$ -	20	0.280	0.150	\$0	\$0
Middle	2.89%	\$ 250,000.00	25	0.120	0.050	\$35	\$14
High	2.89%	\$ -	25	0.130	0.050	\$0	\$0
					TOTAL	\$35	\$14
State Funding Assistance Credit:							
CCA x OSPI Square Footage x Funding Assistance % x Student Factor							
	Current CCA	OSPI Square Footage	District Funding %	Student Factor SFR	Student Factor MFR	Cost/SFR	Cost/MFR
Elementary	\$ 375.00	90	55.41%	0.280	0.150	\$5,236	\$2,805
Middle	\$ 375.00	108	0.00%	0.120	0.050	\$0	\$0
Sr. High	\$ 375.00	130	0.00%	0.130	0.050	\$0	\$0
					TOTAL	\$5,236	\$2,805
Tax Payment Credit:							
Average Assessed Value						SFR	MFR
						\$581,584	\$266,570
Capital Bond Interest Rate						3.48%	3.48%
Net Present Value of Average Dwelling						\$4,841,684	\$2,219,194
Years Amortized						10	10
Property Tax Levy Rate						\$0.78	\$0.78
Present Value of Revenue Stream						\$3,756	\$1,722
Fee Summary:							
				Single Family	Multi-Family		
Site Acquisition Costs				\$0	\$0		
Permanent Facility Cost				\$29,457	\$15,780		
Temporary Facility Cost				\$35	\$14		
State Funding Credit				(\$5,236)	(\$2,805)		
Tax Payment Credit				(\$3,756)	(\$1,722)		
ILL (AS CALCULATED)				\$20,499	\$11,268		
FEE (Adjusted 50%)				\$10,249	\$5,634		

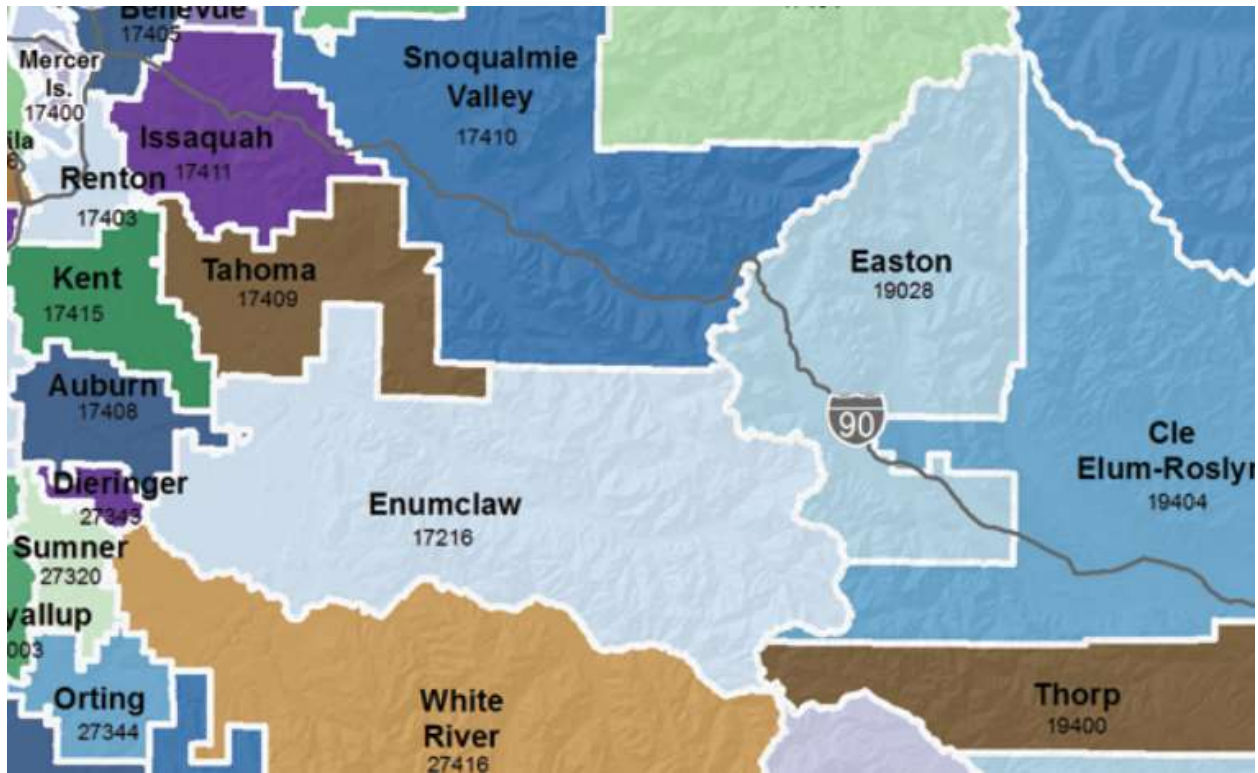
Appendix D

Maps of School Borders and Projects

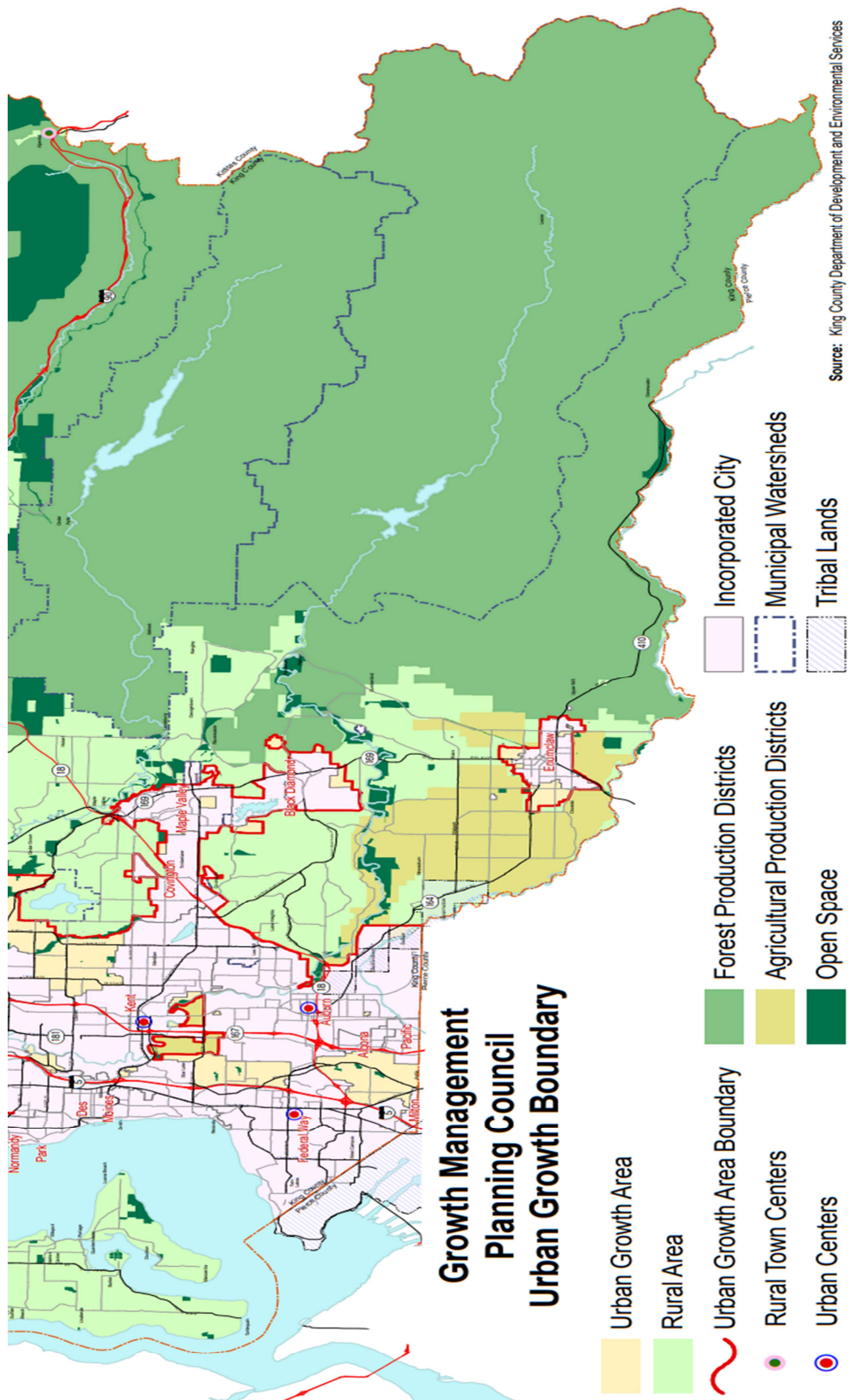
Enumclaw School Boundaries



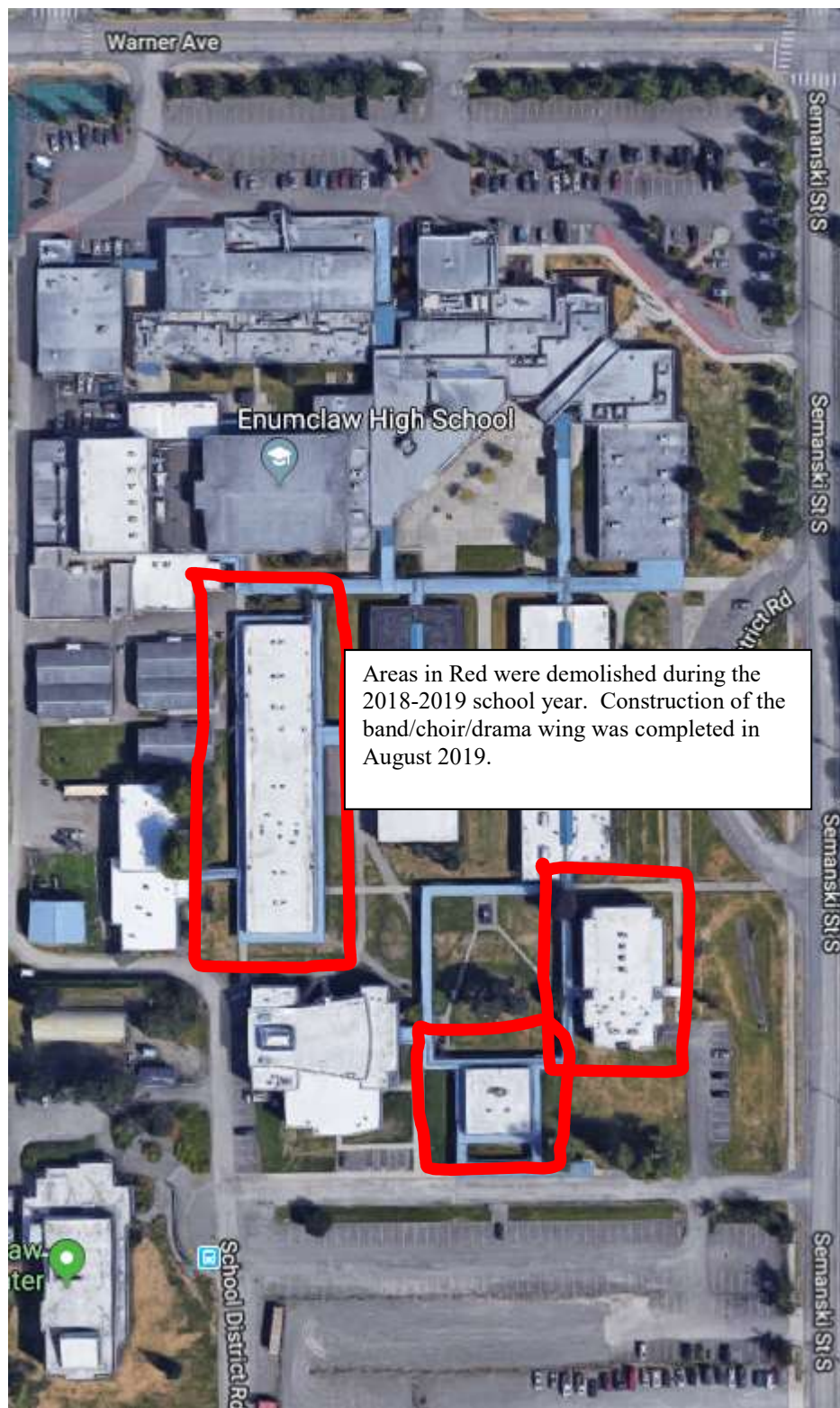
Enumclaw School District Borders



Urban Growth Boundaries



Enumclaw High School Replacement and Modernization
226 Semanski St. Enumclaw, WA 98022



View of Enumclaw High School Project Prior to Completion



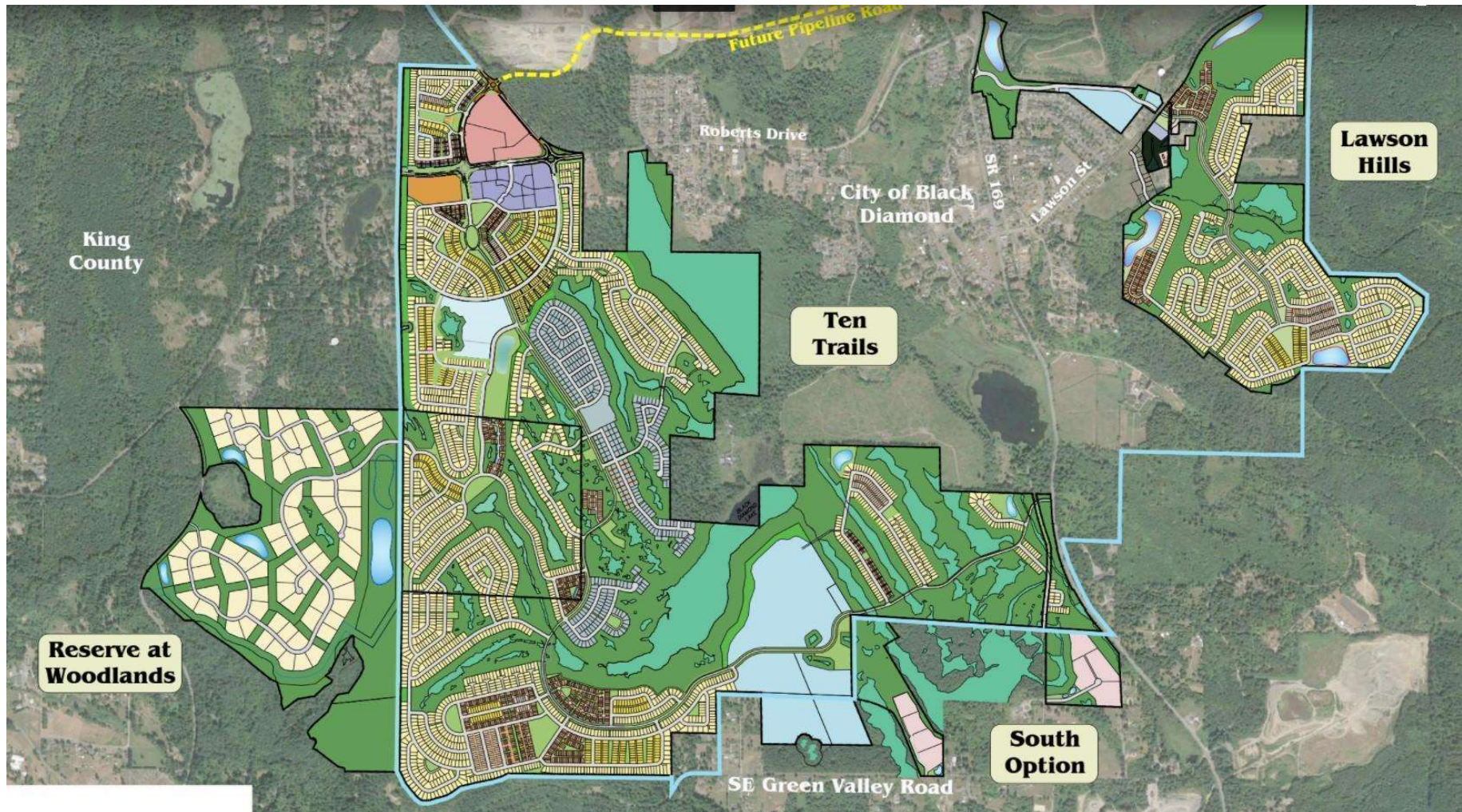
Completed Enumclaw High School Project



Appendix E

Master Plan Development Maps

Ten Trails and Lawson Hills MPDs



Current Buildout Map – Ten Trails





KENT SCHOOL DISTRICT
EQUITY | EXCELLENCE | COMMUNITY

Six-Year Capital Facilities Plan 2023-2024 through 2029-2030

June 2024

Kent School District No. 415
12033 SE 256th Street
Kent, Washington 98030-6643
(253) 373-7526

BOARD of DIRECTORS

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Mr. Awale Farah, Vice President
Mr. Tim Clark, Legislative Representative
Mr. Donald Cook, Director
Mr. Andy Song, Director

ADMINISTRATION

Israel Vela
Superintendent of Schools

Dr. Wade Barringer, Deputy Superintendent
Dave Bussard, Executive Director Operations
Sara Dumlao, Assistant Director of Business Services

Six-Year Capital Facilities Plan

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I - Executive Summary

This Six-Year Capital Facilities Plan has been prepared by the Kent School District as the organization's capital facilities planning document, in compliance with the requirements of Washington's Growth Management Act, King County Code K.C.C. 21A.43 and Cities of Kent, Covington, Renton, Auburn, Black Diamond, Maple Valley, and SeaTac. This annual Plan update was prepared using data available in the spring of 2024 for the 2023-2024 school year. This annual update of the Plan reflects no new major capital projects.

This Plan is consistent with prior long-term capital facilities plans adopted by the Kent School District. This Plan is not intended to be the sole planning document for all the District's needs. The District may prepare interim and periodic Long-Range Capital Facilities Plans consistent with Board Policies, considering a longer or shorter period, other factors and trends in the use of facilities, and other needs of the District as may be required.

Prior Capital Facilities Plans of the Kent School District have been adopted by Metropolitan King County Council and Cities of Kent, Covington, Auburn, and Renton and included in the Capital Facilities Plan element of the Comprehensive Plans of each jurisdiction. This Plan has also been submitted to the cities of Black Diamond, Maple Valley, and SeaTac for their information and inclusion in their Comprehensive Plans.

In order for impact fees to be collected in the unincorporated areas of Kent School District, the Metropolitan King County Council must adopt this Plan and a fee- implementing ordinance for the District. For impact fees to be collected in the incorporated portions of the District, the cities of Kent, Covington, Renton and Auburn must also adopt this Plan and their own school impact fee ordinances.

This Capital Facilities Plan establishes a standard of service in order to ascertain current and future capacity. While the State Superintendent of Public Instruction establishes square footage guidelines for capacity, those guidelines do not account for local program needs in the District. The Growth Management Act, King County and City codes and ordinances authorize the District to make adjustments to the standard of service based on specific needs for students of the District.

This Plan includes the standard of service as established by Kent School District. Functional capacity is based on an average capacity and updated to reflect changes to special programs served in each building. Portables in the interim capacity calculation use the same standard of service as the permanent facilities.

The capacity of each school in the District is calculated based on the District's standard of service and the existing inventory of permanent facilities. The District's program capacity of permanent facilities reflects program changes and the state's mandated reduction of class size to meet the standard of service for Kent School District. Portables provide additional interim capacity.

Kent School District is the fifth largest (FTE basis) district in the state. Enrollment is electronically reported monthly to the Office of the Superintendent of Public Instruction ("OSPI") on Form P-223. Although funding apportionment is based on Annual Average Full Time Equivalent (AAFTE), enrollment on October 1 is a widely recognized "snapshot in time" that is used to report the District's enrollment for the year as reported to OSPI (*See Table 1*).

The District's standard of service, enrollment history and projections, and use of interim facilities are reviewed in detail in various sections of this Plan. The District plans to continue to satisfy concurrency requirements through the interim use of portables.

This Plan currently represents projects in process funded primarily by the Kent School District's 2016 Bond, as well as the 2018 Capital Levy. Additional information about these projects can be found on the District's capital projects homepage ([link](#)). Additionally, project updates sent to our community of stakeholders can be accessed on the KSD website ([link](#)).

Based on revised student generation rates, our capacity and enrollment projections, the District will stay current with non-collection of student impact fee rate for the coming year. For a short overview, see Section IX (Summary of Changes to the June 2024 Capital Facilities Plan).

KENT SCHOOL DISTRICT No. 415

OCTOBER REPORT 1251H (HEADCOUNT) ENROLLMENT HISTORY

For 2024 CFP - Headcount Enrollment History								
LB = Live Births	LB in 2011	LB in 2012	LB in 2013	LB in 2014	LB in 2015	LB in 2016	LB in 2017	LB in 2018
October HC Enrollment	2016	2017	2018	2019	2020	2021	2022	2023
King County Live Births ¹	24,630	25,032	24,910	25,348	25,487	26,011	25,274	24,337
Incr/(Decr)	116	402	(122)	438	139	524	(737)	(937)
Kindergarten / Birth % ¹	8.17%	8.14%	7.98%	7.93%	6.68%	7.06%	7.41%	7.24%
Kindergarten	2,013	2,037	1,989	2,010	1,703	1,836	1,874	1,761
Grade 1	2,067	2,056	2,061	2,036	1,882	1,768	1,945	1,931
Grade 2	2,163	2,077	2,008	2,091	1,980	1,818	1,840	1,966
Grade 3	2,195	2,143	2,043	1,995	2,001	1,938	1,887	1,878
Grade 4	2,195	2,218	2,118	2,038	1,912	1,924	1,953	1,924
Grade 5	2,103	2,189	2,170	2,120	1,937	1,872	1,953	1,973
Grade 6 Middle	1,952	2,119	2,184	2,164	2,024	1,893	1,962	1,948
Grade 7 " "	2,021	1,922	2,044	2,166	2,010	1,925	1,906	1,949
Grade 8 " "	2,021	2,043	1,882	2,073	2,086	1,937	1,956	1,922
Grade 9 High	2,105	2,006	2,003	1,888	2,001	2,042	2,010	1,958
Grade 10 " "	2,099	2,080	1,946	2,034	1,811	1,959	2,048	2,001
Grade 11 " "	1,865	1,823	1,732	1,663	1,743	1,584	1,679	1,729
Grade 12 " "	1,730	1,810	1,653	1,634	1,453	1,655	1,467	1,502
Total Enrollment ²	26,529	26,523	25,833	25,912	24,543	24,151	24,480	24,442
Yearly Headcount Incr/(Decr)	17	(6)	(690)	79	(1,369)	(392)	329	(38)
Cumulative Incr/(Decr)	(302)	(308)	(998)	(919)	(2,288)	(2,680)	(1,959)	(2,718)
¹ This number indicates actual births in King County 5 years prior to enrollment year as updated by Washington State Department of Health, Center for Health Statistics. Kent School District percentage based on actual Kindergarten enrollment 5 years later.								
² Enrollment reported to OSPI on Form P-223 generates basic education funding and excludes Early Childhood Special Education ("ECSE" & "B2" or Birth to 2 Preschool Inclusive Education) and excludes College-only Running Start students.								

II - Six - Year Enrollment Projection

For capital facilities planning, enrollment growth projections are based on cohort survival and student yield from documented residential construction projected over the next six years (*See Table 2*). For this Plan, the District relied substantially on the results from Dr. Les Kendrick's study of long-range enrollment forecasts for the Kent School District in the winter of 2022.

King County live births and the District's relational percentage average were used to determine the number of kindergartners entering the system (*See Table 2*). 7.24% of 24,337 King County live births in 2018 is projected for 1,761 students expected in Kindergarten for October 1, 2023. This is a decrease of 937 live births in King County over the previous year.

Early Childhood Education students (also identified as "ECE"), "Early Childhood Special Education ("ECSE") students are forecast and reported to OSPI separately on Form P-223H for Special Education Enrollment. Capacity is reserved to serve students in the ECE programs at elementary schools.

In addition to live birth data, enrollment projections for October 1, 2024 going forward rely upon the results of the enrollment study by Dr. Kendrick, utilizing the "low growth" methodology.

Within practical limits, the District has kept abreast of proposed developments. The District will continue to track new development activity to determine impact to schools. Information on new residential developments and the completion of these proposed developments in all jurisdictions will be considered in the District's future analysis of growth projections.

The Kent School District serves eight permitting jurisdictions: unincorporated King County, the cities of Kent, Covington, Renton, and Auburn and smaller portions of the cities of SeaTac, Black Diamond, and Maple Valley.

STUDENT GENERATION FACTOR

"Student Factor" is defined by King County code as "the number derived by a school district to describe how many students of each grade span are expected to be generated by a dwelling unit" based on district records of average actual student generated rates for developments completed within the last ten years.

Following these guidelines, the student generation rate for Kent School District is as follows:

Single Family	Elementary	.229
	Middle	.087
	High	<u>.113</u>
	Total	.429
Multi-Family	Elementary	.109
	Middle	.037
	High	<u>.054</u>
	Total	.200

The student generation factor is based on 2,062 new SFD (Single Family Detached) units built between 2017 and 2022. The student generation factor is based on 1,709 new MF (Multi-Family) units built during the same period. The multi-family units consisted of 1,379 apartment units and 330 townhome units.

The District sees an average of 43 students for every 100 single family units that are built and an average of 20 students for every 100 multi-family units that are built. The rate for apartment units is higher than for townhome units. The District sees an average of 23 students for every 100 apartment units and only 6 students for every 100 townhome units.

The student generation rate also varies among apartment developments, based on the number of bedrooms in the unit. Units with three plus bedrooms have much higher student generation rates than units that have two or fewer bedrooms. Noting these differences can help the District when planning for future growth from housing.

In preparing the 2023-2024 to 2029-2030 Capital Facilities Plan the District contracted with Educational Data Solutions, LLC led by Dr. Les Kendrick, a noted expert in demographic studies for school districts, to analyze and prepare the student generation factor.

Within the District's borders there are several income-based and multi-family housing projects coming on-line in 2023/2024. Once developed with occupancy occurring the District does recognize that the student generation for multi-family housing may impact future Capital Facilities Plan updates. At the start of the 2023-24 school year, 2 apartment complexes; Alexan Gateway and Station by Vintage have been excluded from the available multi-family units because the units have not been completed and/or have not been released to be rented.

KENT SCHOOL DISTRICT No. 415 SIX - YEAR ENROLLMENT PROJECTION

2023 - 2029 Enrollment Projections							
Full Day Kindergarten at all Elem	LB in 2018	LB in 2019	LB in 2020	LB in 2021	LB in 2022	LB in 2023	Est. LB in 2024
	ACTUAL ENROLLMENT	PROJECTED ENROLLMENT					
October	2023	2024	2025	2026	2027	2028	2029
King County Live Births	24,337	24,090	23,686	23,390	23,012	23,973	24,428
Incr/(Decr)	(937)	(247)	(404)	(296)	(378)	961	455
Kindergarten / Birth %	7.24%	7.53%	7.60%	7.61%	7.94%	7.75%	7.60%
FD Kindergarten	1,761	1,814	1,801	1,781	1,827	1,857	1,857
Grade 1	1,931	1,893	1,902	1,888	1,849	1,897	1,918
Grade 2	1,966	1,961	1,946	1,955	1,931	1,891	1,930
Grade 3	1,878	2,004	2,017	2,002	2,011	1,986	1,936
Grade 4	1,924	1,861	2,013	2,026	2,010	2,019	1,985
Grade 5	1,973	1,887	1,893	2,047	2,060	2,044	2,043
Grade 6 Middle	1,948	2,009	1,950	1,955	2,114	2,128	2,101
Grade 7 " "	1,949	1,973	2,005	1,946	1,952	2,111	2,114
Grade 8 " "	1,922	1,937	1,991	2,024	1,965	1,970	2,120
Grade 9 High	1,958	1,939	1,993	2,049	2,083	2,022	2,018
Grade 10 " "	2,001	1,990	1,958	2,012	2,069	2,103	2,031
Grade 11 " "	1,729	1,754	1,755	1,726	1,774	1,824	1,845
Grade 12 " "	1,502	1,695	1,678	1,680	1,652	1,698	1,737
Total Enrollment Projection	24,442	24,717	24,902	25,091	25,297	25,550	25,635
Yearly Incr/(Decr)	(38)	275	185	189	206	253	85
Yearly Incr/(Decr) %	-0.16%	1.13%	0.75%	0.76%	0.82%	1.00%	0.33%
Total Enrollment Projection*	24,442	24,717	24,902	25,091	25,297	25,550	25,635
*Does not include iGrad, RS							
Projection Source: Les Kendrick Demographic Study Dec '22 ("Preferred Forecast")							

III - Current Kent School District “Standard of Service”

In order to determine the capacity of facilities in a school district, King County Code 21A.06.1225 references a "standard of service" that each school district must establish in order to ascertain its overall capacity. The standard of service identifies the program year, the class size, the number of classrooms, students and programs of special need, and other factors determined by the district which would best serve the student population.

This Plan includes the standard of service as established by Kent School District. The District has identified schools with significant special needs programs as “impact” schools and the standard of service targets a lower-class size at those facilities. Portables included in the capacity calculation use the same standard of service as the permanent facilities.

The standard of service defined herein will continue to evolve in the future. Kent School District is continuing a long-term strategic planning process combined with review of changes to capacity and standard of service. This process will affect various aspects of the District's standard of service and future changes will be reflected in future capital facilities plans.

Current Standards of Service for Elementary Students

- Class size ratio for grades K - 3 is planned for an average of 23 students per class, not to exceed 26.
- Class size ratio for grades 4 - 5 is planned for an average of 27 students per class, not to exceed 29.

Some special programs require specialized classroom space and the program capacity of some of the buildings housing these programs is reduced. Some students, for example, leave their regular classroom for a short period of time to receive instruction in special programs and space must be allocated to serve these programs.

Students may also be provided with music instruction and physical education in a separate classroom or facility.

Some identified students will also be provided educational opportunities in classrooms for special programs such as those designated as follows:

Career and Technical Education (CTE) – State Program
Closing Educational Achievement Gaps (Title I – Part A) - Federal Program
Highly Capable Students (HiCap) - State Program

Learning Assistance Program (LAP) – State Program
Multilingual Education (MLE) - State Program

Inclusive Education Service for Elementary and Secondary students with disabilities may be provided in a separate or self-contained classroom sometimes with a capacity of 10-15 students, depending on the program.

Current District Standards of Service for Secondary Students

The standards of service outlined below reflect only those programs and educational opportunities provided to secondary students which directly affect the capacity of the school buildings per the negotiated collective bargaining agreement with KEA.

- The average class size ratio for grades 6–8 is 30 students per class and 143 students per day, with a maximum daily class load/enrollment of 150 based on five class periods per day.
- The average class size ratio for grades 9-12 is 32 students per class and 153 students per day, with a maximum daily class load/enrollment of 160 based on five class periods per day.

Like Inclusive Education Programs listed above, many other secondary programs require specialized classroom space which can reduce the functional capacity of the permanent school buildings, such as technology labs, performing arts activities, a variety of career and technical education programs, and other specialized programs.

Space or Classroom Utilization

As a result of scheduling conflicts for student programs, the need for specialized rooms for certain programs, and the need for teachers to have a workspace during their planning periods, it is not possible to achieve 100% utilization of regular teaching stations at secondary schools. Based on the analysis of actual utilization of classrooms, the Kent School District has determined that the standard utilization rate is 66% for secondary schools. Functional capacity at elementary schools reflects 56% utilization at the elementary level.

IV - Inventory and Capacity of Existing Schools

Currently, the District has permanent functional capacity to house 35,494 students and interim (portable) capacity to house 4,238. This capacity is based on the District's Standard of Service as set forth in Section III. Included in this Plan is an inventory of the District's schools by type, address and current capacity (*See Table 3*). The ratio between permanent capacity and portable capacity is 89% - 11%.

The functional capacity is periodically updated for changes in the programs, additional classrooms, and new schools. Functional capacity has been updated in this Plan to reflect program changes implemented in the fall of 2023.

Calculation of Elementary, Middle School and High School capacities are set forth in Appendices A, B, and C. Maps of existing schools are included.

For clarification, the following is a brief description of some of the non-traditional programs for students in Kent School District:

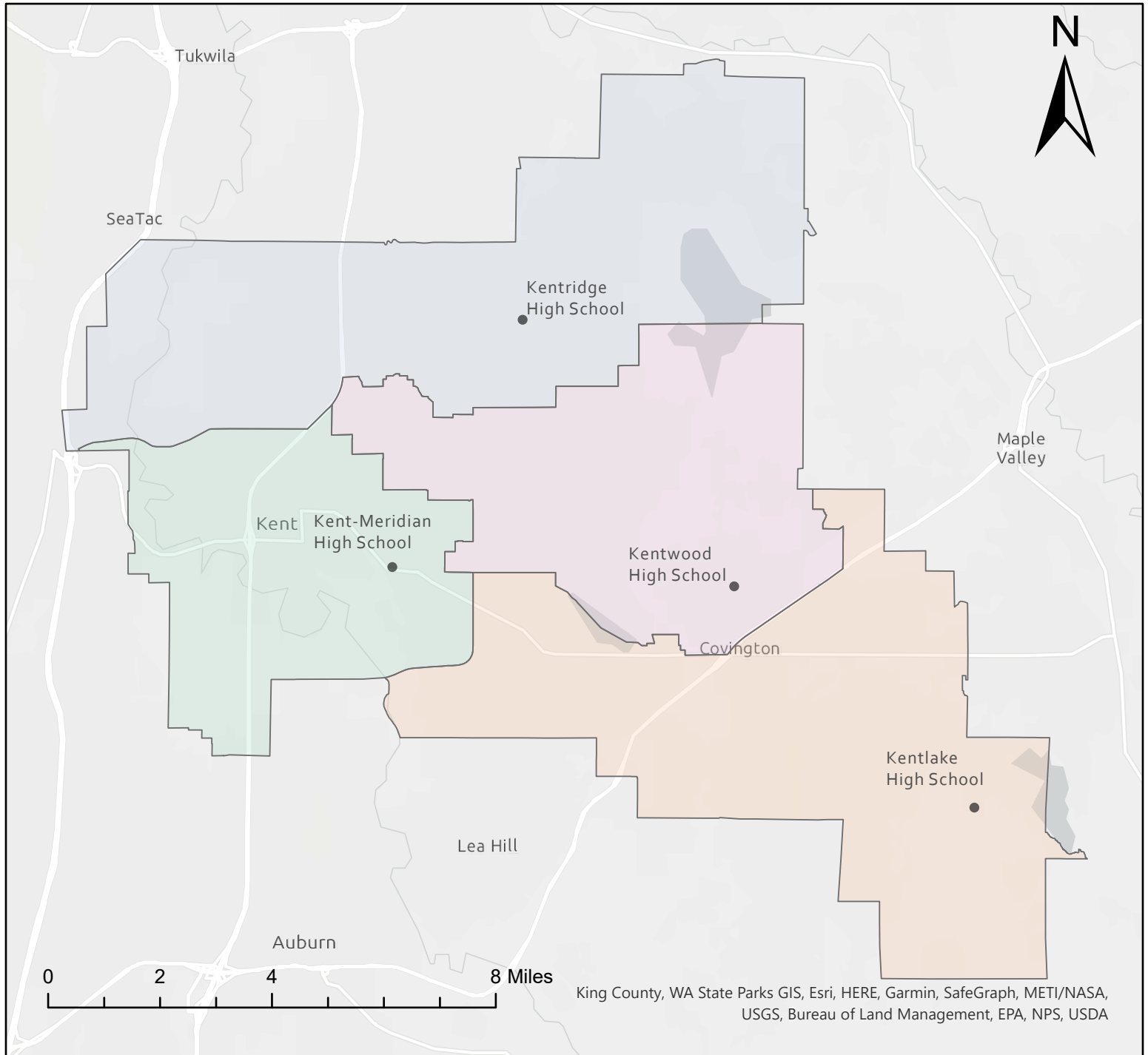
iGrad - Kent School District has developed the Individualized Graduation and Degree Program or "iGrad". iGrad is an Open Door (Drop-out Reengagement) School that offers a second plus chance to students aged 16-21 who have dropped out of high school or are at risk of not earning a high school diploma by age 21. iGrad is not included in this Capital Facilities Plan, because it is served as a leased space at the Kent Hill Plaza Shopping Center. Over the past three years, enrollment in the iGrad program has averaged over 434 students.

Kent Virtual Academy - The Kent Virtual Academy is open to grades 6-12 and is currently serving 108 students. The virtual school offers a flexible learning experience designed to engage students when and where they work best. Each school day includes a combination of live (synchronous) virtual instruction and on-demand (asynchronous) learning opportunities outside of a traditional bell schedule. Students can attend live virtual lessons with their teachers and classmates, participate in live virtual class or small group discussions, check-in or meet with teachers, watch recorded video lessons, work independently on projects and lessons, participate in learning experiences outside the school setting for credit or to meet competencies. Virtual school students may also attend their boundary school for select classes and services.

SCHOOL	Year Opened	ABR	ADDRESS	2023-2024 Functional
Carriage Crest Elementary	1990	CC	18235 - 140th Avenue SE, Renton 98058	626
Cedar Valley Elementary	1971	CV	26500 Timberlane Way SE, Covington 98042	568
Covington Elementary	2018	CO	25811 156th Avenue SE, Covington 98042	744
Crestwood Elementary	1980	CW	25225 - 180th Avenue SE, Covington 98042	629
East Hill Elementary	1953	EH	9825 S 240th Street, Kent 98031	779
Emerald Park Elementary	1999	EP	11800 SE 216th Street, Kent 98031	653
Fairwood Elementary	1969	FW	16600 - 148th Avenue SE, Renton 98058	528
George T. Daniel Elementary	1992	DE	11310 SE 248th Street, Kent 98030	640
Glenridge Elementary	1996	GR	19405 - 120th Avenue SE, Renton 98058	591
Grass Lake Elementary	1971	GL	28700 - 191st Place SE, Kent 98042	595
Horizon Elementary	1990	HE	27641 - 144th Avenue SE, Kent 98042	634
Jenkins Creek Elementary	1987	JC	26915 - 186th Avenue SE, Covington 98042	641
Kent Elementary	1999	KE	24700 - 64th Avenue South, Kent 98032	760
Lake Youngs Elementary	1965	LY	19660 - 142nd Avenue SE, Kent 98042	725
Martin Sortun Elementary	1987	MS	12711 SE 248th Street, Kent 98030	768
Meadow Ridge Elementary	1994	MR	27710 - 108th Avenue SE, Kent 98030	706
Meridian Elementary	1939	ME	25621 - 140th Avenue SE, Kent 98042	793
Millennium Elementary	2000	ML	11919 SE 270th Street, Kent 98030	688
Neely-O'Brien Elementary	1990	NO	6300 South 236th Street, Kent 98032	864
Panther Lake Elementary	2009	PL	12022 SE 216th Street, Kent, 98031	744
Park Orchard Elementary	1963	PO	11010 SE 232nd Street, Kent 98031	701
Pine Tree Elementary	1967	PT	27825 - 118th Avenue SE, Kent 98030	732
Ridgewood Elementary	1987	RW	18030 - 162nd Place SE, Renton 98058	661
River Ridge Elementary	2021	RR	22420 Military Rd. S., SeaTac, WA 98198	886
Sawyer Woods Elementary	1994	SW	31135 - 228th Ave SE, Black Diamond 98010	549
Scenic Hill Elementary	1960	SH	26025 Woodland Way South, Kent 98030	837
Soos Creek Elementary	1971	SC	12651 SE 218th Place, Kent 98031	591
Springbrook Elementary	1969	SB	20035 - 100th Avenue SE, Kent 98031	730
Sunrise Elementary	1992	SR	22300 - 132nd Avenue SE, Kent 98042	719
Elementary TOTAL				20,082
Canyon Ridge Middle	1966	CR	11000 SE 264th Street, Kent 98030	1,110
Cedar Heights Middle	1993	CH	19640 SE 272nd Street, Covington 98042	1,140
Mattson Middle	1981	MA	16400 SE 251st Street, Covington 98042	1,020
Meeker Middle	1970	MK	12600 SE 192nd Street, Renton 98058	1,224
Meridian Middle	1958	MM	23480 - 120th Avenue SE, Kent 98031	1,110
Mill Creek Middle	2005	MC	620 North Central Avenue, Kent 98032	1,200
Northwood Middle	1996	NW	17007 SE 184th Street, Renton 98058	1,140
Middle TOTAL				7,950
Kent-Meridian High	1951	KM	10020 SE 256th Street, Kent 98030	2,595
Kentlake High	1997	KL	21401 SE 300th Street, Kent 98042	2,714
Kentridge High	1968	KR	12430 SE 208th Street, Kent 98031	2,932
Kentwood High	1981	KW	25800 - 164th Avenue SE, Covington 98042	2,917
High TOTAL				11,158
Kent Laboratory Academy	2021	KLA	105 SE 208th St., Kent, WA 98031	542
DISTRICT TOTAL				39,732

Table 3

Kent School District 2023/24 School Year High School Boundaries

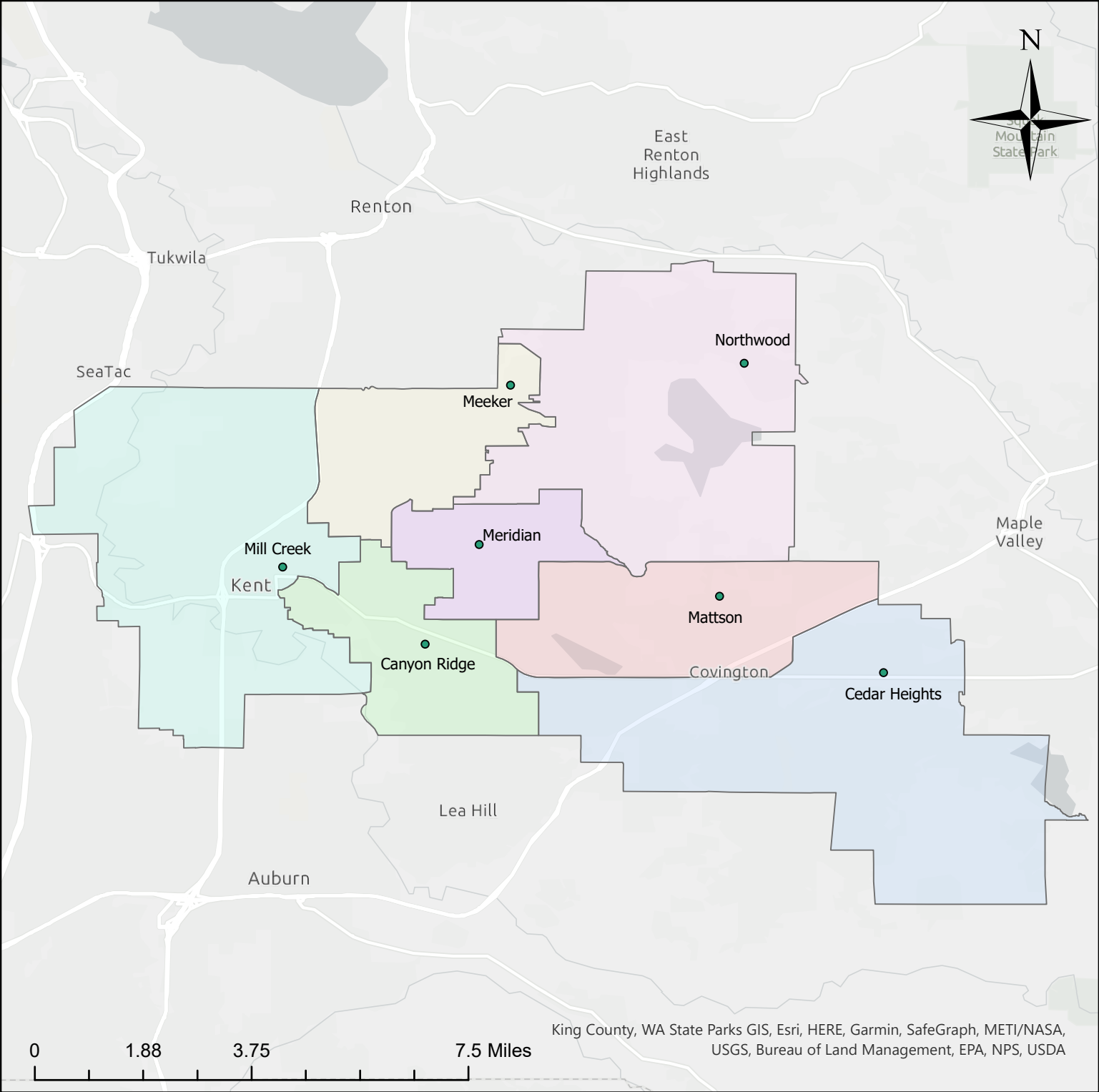


Legend

- | | |
|--|--|
| ● High School Buildings | Kentridge High School |
| Kent-Meridian High School | Kentwood High School |
| Kentlake High School | |

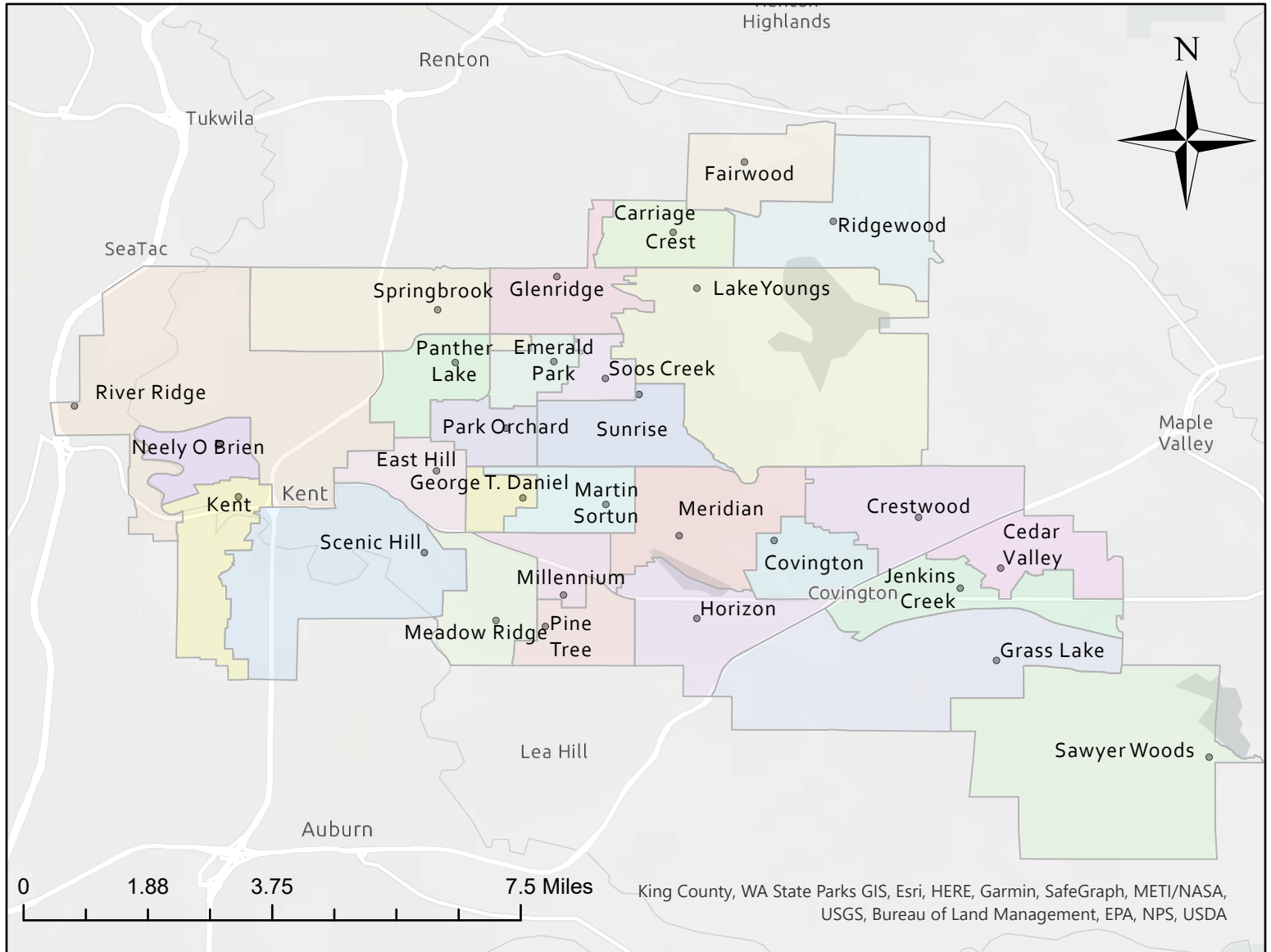
Kent School District 2023/2024 School Year

Middle School Boundaries



- | | | |
|-----------------------------|------------------------|--------------------------|
| ● Middle Schools | Mattson Middle School | Mill Creek Middle School |
| Cedar Heights Middle School | Meeker Middle School | Northwood Middle School |
| Canyon Ridge Middle School | Meridian Middle School | |

Kent School District 2023/2024 School Year Elementary Boundaries



Carriage Crest Elementary	Fairwood Elementary	Meadow Ridge Elementary	Ridgewood Elementary
Cedar Valley Elementary	Glenridge Elementary	Meridian Elementary	River Ridge Elementary
Covington Elementary	Grass Lake Elementary	Millennium Elementary	Sawyer Woods Elementary
Crestwood Elementary	Horizon Elementary	Neely O'Brien Elementary	Scenic Hill Elementary
Daniel Elementary	Jenkins Creek Elementary	Panther Lake Elementary	Soos Creek Elementary
East Hill Elementary	Kent Elementary	Park Orchard Elementary	Springbrook Elementary
Emerald Park Elementary	Lake Youngs Elementary	Pine Tree Elementary	Sunrise Elementary
Martin Sortun Elementary			Elementary Schools

V - Six-Year Planning and Construction Plan

In November [2016](#), the voters of the Kent School District approved a bond measure for \$252 million. This bonding authority provided for the replacement of Covington Elementary school, which opened in August of 2018, the new River Ridge Elementary school, and our new Kent Laboratory Academy, which both opened in August 2021.

As a critical component of capital facilities planning, county and city planners and decision-makers are encouraged to consider safe walking conditions for all students when reviewing applications and design plans for new roads and developments. This should include sidewalks for pedestrian safety to and from schools and bus stops, as well as bus pull-outs and turn-arounds.

Included in this Plan is an inventory of potential projects and sites identified by the District which are potentially acceptable site alternatives in the future (*See Table 4 & Sitemap*).

Voter approved bond issues have included funding for the purchase of sites for future schools and district use; the sites acquired to date are included in this Plan. Some funding is secured for the purchase of additional sites but may also be funded with impact fees as needed. Not all undeveloped properties meet current school construction requirements, and some property may be traded or sold to meet future facility needs.

The Board will continue an annual review of standards of service and those decisions will be reflected in each update of the Capital Facilities Plan.

Our District went out for a Bond Measure in April of 2023 and did not receive enough votes for approval. We reevaluated the District needs and looked at next steps to align with the Strategic Plan which continues to make it a priority to revitalize, rejuvenate and rebuild our aging schools as well as begin a process to remove interim classroom portables and find room or create permanent structures to reduce and eventually eliminate the more than 166 portable classrooms in our District. We will continue to determine capacity versus enrollment as well as programs to ensure this goal to reduce and or eliminate all portables in our District is obtained in the next several years.

As a part of the planning process, the District has been tracking a few major development projects which have affected enrollment and will continue to increase students' forecasts. On Meeker Street in Kent, we have seen several major apartment complexes, ETHOS and Midtown 64 Apartments. These continue to have an impact on enrollment as they fill up their newly built facilities. The Alexian Gateway Project is located on the corner of Military Road and Veterans Drive in Kent and has begun occupying its 283 units in 2023-2024.

In Covington, we are tracking a multi-family house development which has been approved and construction has begun. The 1700-unit Lakepointe Urban Community will fall within our

enrollment boundary and proposed completion of Phase 4 is shown to be 2027. Construction in the Kent School District boundaries have been steadily rising over the last four years and planned communities are now being recognized through the planning teams in multiple city and county jurisdictions we serve.

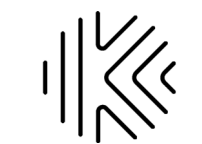
KENT SCHOOL DISTRICT No. 415
Site Acquisitions and Projects Planned to Provide Additional Capacity

							Projected Completion Date	Projected Program Capacity	% for new Growth
SCHOOL / FACILITY / SITE			LOCATION		Type	Status			
# on Map	ELEMENTARY								



APARTMENT PROJECTS WITH MULTIPLE BUILDINGS SHALL HAVE MONUMENT SIGNS ----- SHOWING THE STREET ADDRESSES OF EACH BUILDING AT EACH VEHICLE ENTRANCE TO THE SITE. EACH ETHICAL ENTRANCE SHALL ALSO HAVE AN ILLUMINATED SITE PLAN AND / OR DIRECTLY SIGNS. THE SIGNS SHALL SHOW THE LOCATION OF THE SIGN (THE VIEWER'S CURRENT LOCATION) AND ALL BUILDING ADDRESSES. DWELLING NUMBERS SHALL BE INCLUDED. THE MONUMENT SIGNS SHALL HAVE A CONTRASTING BACKGROUND COLOR. ALL SITE SIGNAGE TO BE PER OWNERS SPECIFICATION AND DESIGN AND UNDER SEPARATE PERMIT.

* INDICATE APPROXIMATE LOCATION OF ILLUMINATED BUILDING ADDRESS SIGNAGE. SIGNAGE FOR BUILDINGS MUST INCLUDE THE ENTIRE BUILDING ADDRESS AND STREET NAME. THE BUILDING ADDRESS SHALL BE NO LESS THAN SIX (6) INCHES IN HEIGHT. THE BUILDING SIGN SHALL HAVE A CONTRASTING BACKGROUND COLOR.



KATERRA

542 1st AVE. SOUTH, FLOOR 4
SEATTLE, WASHINGTON 98104

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Consultant

Owner

TCR
TRAMMELL CROW RESIDENTIAL



1 UNIT NUMBERING PLAN
SCALE: 3/64" = 1'-0"

- LEGEND**
- ONE BEDROOM UNITS
 - TWO BEDROOM UNITS
 - THREE BEDROOM UNITS
 - TYPE A UNITS
 - NO UNIT - GARAGE ONLY
 - BUILDING SIGNAGE
1. UNIT NUMBERS READ TOP TO BOTTOM (FLOOR 1-4) AS INDICATED ON THE UNIT STACK

Key plan

Professional Seal

5356 REGISTERED ARCHITECT
Craig Curtis
STATE OF WASHINGTON

ALEXAN
GATEWAY
APARTMENTS

23000 MILITARY RD S,
KENT, WA 98032

Drawn By RM
Project Manager RM
Job Number 075-18001
Date Of Original 12/13/19

Revisions

Mark	Date	Description
0	06/12/2019	PERMIT SET
2	01/09/2020	REV.3 IT CD UPDATES
6	05/22/2020	PC1 CORRECTIONS

IFC SET
10/30/2020

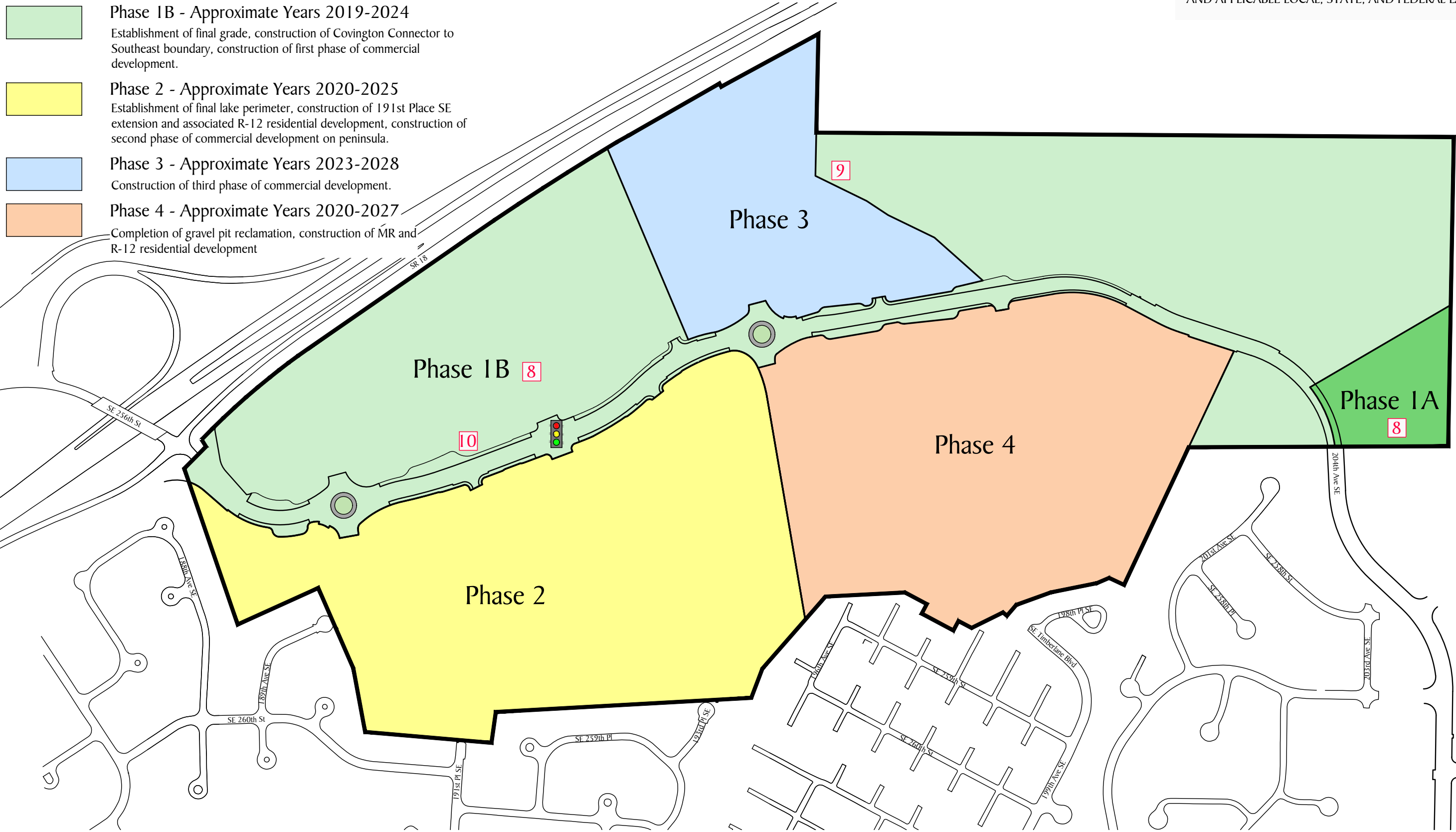
UNIT
NUMBERING/
ADDRESSING
SHEET(1,2,3)

G.00.014

Phasing Legend

- Phase 1A - Maple Hills Division 5
Preliminary Plat approval in third quarter 2021. Construction and Final Plat Recording 2022.
- Phase 1B - Approximate Years 2019-2024
Establishment of final grade, construction of Covington Connector to Southeast boundary, construction of first phase of commercial development.
- Phase 2 - Approximate Years 2020-2025
Establishment of final lake perimeter, construction of 191st Place SE extension and associated R-12 residential development, construction of second phase of commercial development on peninsula.
- Phase 3 - Approximate Years 2023-2028
Construction of third phase of commercial development.
- Phase 4 - Approximate Years 2020-2027
Completion of gravel pit reclamation, construction of MR and R-12 residential development

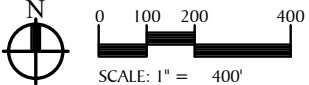
NOTE:
THE LOCATION OF DEVELOPMENT, INCLUDINGS ROADWAYS AND TRAILS, IS APPROXIMATE AND DOES NOT VEST TO THIER SPECIFIC LOCATION. THE LOCATION OF ALL DEVELOPMENT WILL BE BASED ON EXISTING CONDITIONS AT THE TIME OF APPLICATION AND THE TERMS OF THE PLANNED ACTION, THE DEVELOPMENT AGREEMENT, AND APPLICABLE LOCAL, STATE, AND FEDERAL LAWS.



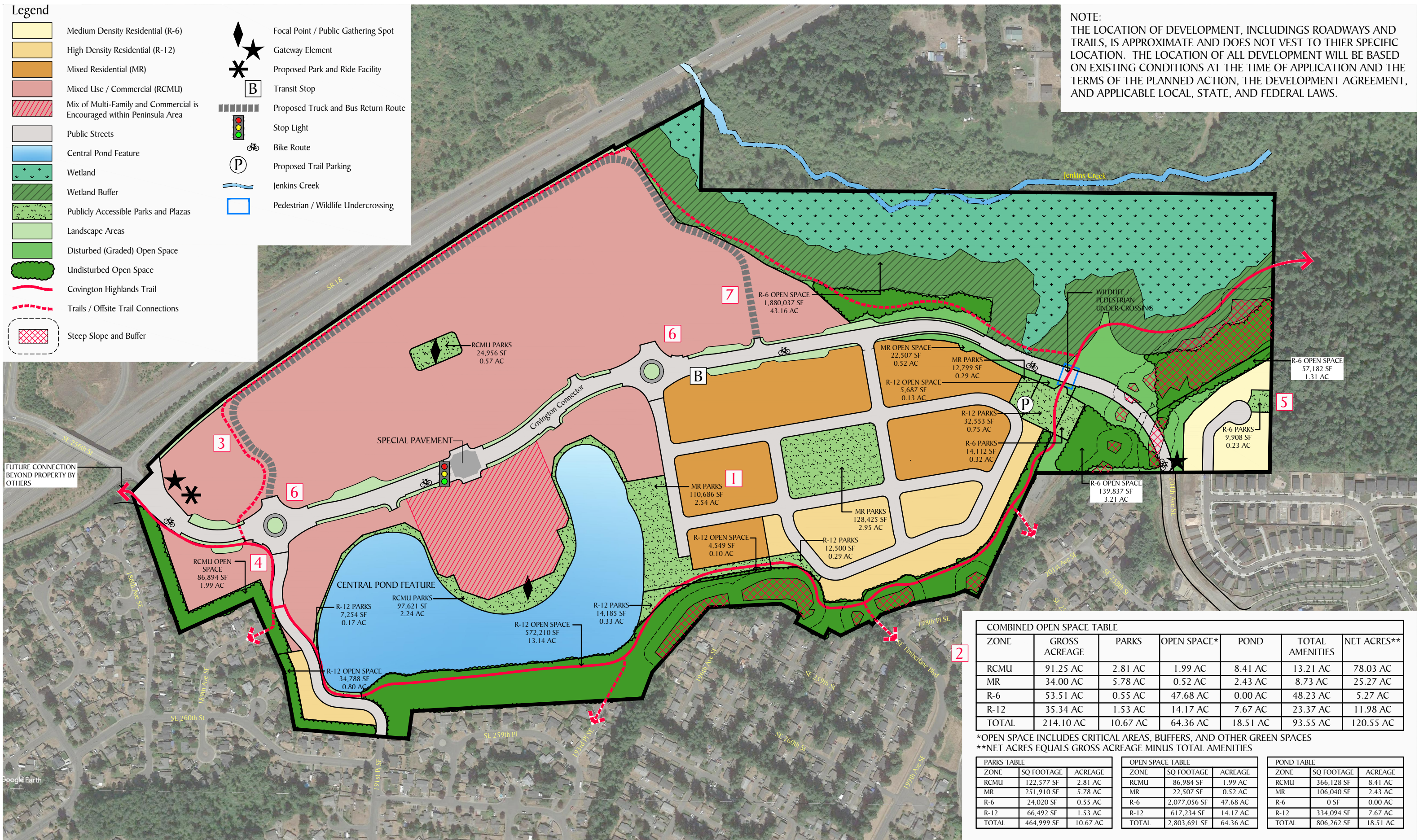
Lakepointe Urban Village



Phasing Map



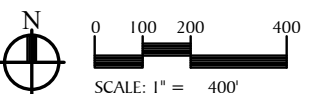
January 30, 2017
Updated September 15, 2021



Lakepointe Urban Village



Master Development Plan



January 30, 2017
Updated September 15, 2021

VI - Portable Classrooms

The Plan references use of portables as interim capacity for facilities.

Currently, the District utilizes portables to house students more than functional capacity and for program purposes at some school locations (*Please see Appendices A, B, C*).

Based on enrollment projections, implementation of full day kindergarten programs, lower state mandated class sizes, functional capacity, and no need for additional interim capacity, the District anticipates no need to purchase or lease additional portables during the next six-year period to ensure capacity requirement (Noted in section V. Six Yr. Planning Construction).

During the time period covered by this Plan, the District does not anticipate that all of the District's portables will be replaced by permanent facilities. During the useful life of some of the portables, the school-age population may decline in some communities and increase in others, and these portables provide the flexibility to accommodate the immediate needs of the community.

Portables may be used as interim facilities:

1. To prevent overbuilding or overcrowding of permanent school facilities.
2. To cover the gap between the times of demand for increased capacity and completion of permanent school facilities to meet that demand.
3. To meet unique program requirements.

Portables currently in the District's inventory are continually evaluated and maintained. The District's goal is to reduce the number of portables so we may provide an equitable learning environment for all.

The Plan projects that the District will use portables to accommodate interim housing needs for the next six years and beyond. The use of portables, their impacts on permanent facilities, life cycle and operational costs, and the interrelationship between portables, emerging technologies, and educational restructuring will continue to be examined.

KENT SCHOOL DISTRICT
FACTORS FOR ESTIMATED IMPACT FEE CALCULATIONS

Student Generation Factors - Single Family

Elementary	(Grades K- 5)	0.229
Middle	(Grades 6- 8)	0.087
High	(Grades 9-12)	0.113
Total		0.429

Student Generation Factors - Multi-Family

Elementary	(Grades K-5)	0.109
Middle	(Grades 6- 8)	0.037
High	(Grades 9-12)	0.054
Total		0.200

Projected Increased Student Capacity

Elementary	0
Middle	0
High (Academy)	0

OSPI - Square Footage per Student, see side chart

Elementary	90
Middle	117
High	130
Special Education	144

Required Site Acreage per Facility

Elementary (required)	12
Middle (required)	25
High (required)	40

Average Site Cost / Acre

Elementary	\$161,678
Middle	\$0
High	\$0

New Facility Construction Cost

Elementary	\$68,000,000
Middle	\$155,000,000
High	\$220,000,000

Temporary Facility Capacity & Cost

Elementary	@ 24	\$315,000
Middle	@ 29	\$315,000
High	@ 31	\$315,000

Temporary Facility Square Footage

Elementary	123,702
Middle	10,256
High	21,296
Total	155,254

State Funding Assistance Credit

District Funding Assistance Percentage	52.88%
--	---------------

Construction Cost Allocation

CCA - Cost/Sq. Ft.	\$375.00
--------------------	-----------------

Permanent Facility Square Footage

Elementary	1,567,594
Middle	760,483
High/Other	1,077,315
Total	3,405,392

District Average Assessed Value

Single Family Residence	\$594,679
-------------------------	------------------

Total Facilities Square Footage

Elementary	1,691,296
Middle	770,739
High/Other	1,098,611
Total	3,560,646

District Average Assessed Value

Multi-Family Residence	\$310,811
------------------------	------------------

Bond Levy Tax Rate/\$1,000

Current Rate / 1,000 Tax Rate	\$1.11
	0.0011

Developer Provided Sites / Facilities

Value	0
Dwelling Units	0

General Obligation Bond Interest Rate

Current Bond Interest Rate	3.48%
----------------------------	--------------

CPI Inflation Factor

5.80%

[Budget Preparations | OSPI \(www.k12.wa.us\)](http://www.k12.wa.us)

KENT SCHOOL DISTRICT

IMPACT FEE CALCULATION for SINGLE FAMILY RESIDENCE

Site Acquisition Cost per Single Family Residence

Formula: $((\text{Acres} \times \text{Cost per Acre}) / \text{Facility Capacity}) \times \text{Student Generation Factor}$

	Required Site Acreage	Average Site Cost/Acre	Facility Capacity	Student Factor	
A 1 (Elementary)	12	\$161,678	0	0.229	
A 2 (Middle)	25	\$0	0	0.087	
A 3 (High)	40	\$0	0	0.113	
Total	77	\$161,678	0	0.429	
				A ⇨	\$0.00

Permanent Facility Construction Cost per Single Family Residence

Formula: $((\text{Facility Cost} / \text{Facility Capacity}) \times \text{Student Factor}) \times (\text{Permanent/Total Square Footage Ratio})$

	Construction Cost	Facility Capacity	Student Factor	Footage Ratio	
B 1 (Elementary)	\$68,000,000	0	0.229	0.903	
B 2 (Middle)	\$155,000,000	0	0.087	0.984	
B 3 (High)	\$220,000,000	0	0.113	0.998	
Total	\$443,000,000	0	0.429		
				B ⇨	\$0.00

Temporary Facility Cost per Single Family Residence (Portables)

Formula: $((\text{Facility Cost} / \text{Facility Capacity}) \times \text{Student Factor}) \times (\text{Temporary} / \text{Total Square Footage Ratio})$

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
C 1 (Elementary)	\$315,000	24	0.229	0.097	\$291.55
C 2 (Middle)	\$315,000	29	0.087	0.016	\$15.12
C 3 (High)	\$315,000	31	0.113	0.020	\$22.96
Total	\$945,000	84	0.429		
				C ⇨	\$329.63

State Funding Assistance Credit per Single Family Residence (formerly "State Match")

Formula: $\text{Area Cost Allowance} \times \text{SFI Square Feet per student} \times \text{Funding Assistance \%} \times \text{Student Factor}$

	Construction Cost Allocation	SFI Sq. Ft. / Student	Assistance %	Student Factor	
D 1 (Elementary)	\$375.00	115	0.5288	0.229	\$5,222.23
D 2 (Middle)	\$375.00	148	0.5288	0.087	\$2,553.31
D 3 (High)	\$375.00	173	0.5288	0.113	\$3,876.57
				D ⇨	\$11,652.11

Tax Credit per Single Family Residence

Average SF Residential Assessed Value (AAV)	\$594,679
Net Present Value (per EQ) (NPV)	8.32
Current Debt Service Rate / 1,000 (r)	0.11%
<i>(Below used to calculate NPV)</i>	
Current Bond Interest Rate	3.48%
Years Amortized (10 Years)- Used in NPV Calculation	10

TC ⇨ \$5,473.99

Developer Provided Facility Credit

Facility / Site Value	Dwelling Units
0	0

FC ⇨ 0

Fee Recap **

A = Site Acquisition per SF Residence	\$0.00
B = Permanent Facility Cost per Residence	\$0.00
C = Temporary Facility Cost per Residence	\$329.63
Subtotal	\$329.63
D = State Match Credit per Residence	\$11,652.11
TC = Tax Credit per Residence	\$5,473.99
Subtotal	\$17,126.10
Total Unfunded Need	(\$16,796.47)
50% Developer Fee Obligation	(\$8,398)
FC = Facility Credit (if applicable)	\$0
District Adjustment	\$8,398
Net Fee Obligation per Residence - Single Family	(\$0.00)

KENT SCHOOL DISTRICT

IMPACT FEE CALCULATION for MULTI-FAMILY RESIDENCE

Site Acquisition Cost per Multi-Family Residence Unit

Formula: ((Acres x Cost per Acre) / Facility Capacity) x Student Generation Factor

	Required Site Acreage	Average Site Cost/Acre	Facility Capacity	Student Factor	
A 1 (Elementary)	12	\$161,678	0	0.109	
A 2 (Middle)	25	\$0	0	0.037	
A 3 (High)	40	\$0	0	0.054	
Total	77	\$161,678	0	0.200	
					A ⇒ <u>\$0.00</u>

Permanent Facility Construction Cost per Multi-Family Residence Unit

Formula: ((Facility Cost / Facility Capacity) x Student Factor) x (Permanent / Total Square Footage Ratio)

	Construction Cost	Facility Capacity	Student Factor	Footage Ratio	
B 1 (Elementary)	\$68,000,000	0	0.109	0.903	
B 2 (Middle)	\$155,000,000	0	0.037	0.984	
B 3 (High)	\$220,000,000	0	0.054	0.998	
Total	\$443,000,000	0	0.200		
					B ⇒ <u>\$0.00</u>

Temporary Facility Cost per Multi-Family Residence Unit

Formula: ((Facility Cost / Facility Capacity) x Student Factor) x (Temporary / Total Square Footage Ratio)

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
C 1 (Elementary)	\$315,000	24	0.109	0.097	\$138.77
C 2 (Middle)	\$315,000	29	0.037	0.016	\$6.43
C 3 (High)	\$315,000	31	0.054	0.020	\$10.97
Total	\$945,000	84	0.200		
					C ⇒ <u>\$156.18</u>

State Funding Assistance Credit per Multi-Family Residence (formerly "State Match")

Formula: Area Cost Allowance x SPI Square Feet per student x Funding Assistance % x Student Factor

	Area Cost Allowance	SPI Sq. Ft. / Student	Equalization %	Student Factor	
D 1 (Elementary)	\$375.00	115	0.5288	0.109	\$2,485.69
D 2 (Middle)	\$375.00	148	0.5288	0.037	\$1,085.89
D 3 (High)	\$375.00	173	0.5288	0.054	\$1,852.52
					D ⇒ <u>\$5,424.10</u>

Tax Credit per Multi Family Residence

Average MF Residential Assessed Value (AAV)	\$310,811	
Net Present Value (per EQ) (NPV)	8.32	
Current Debt Service Rate / 1,000 (r)	0.11%	
(Below used to calculate NPV)		
Current Bond Interest Rate	3.48%	
Years Amortized (10 Years)- Used in NPV Calculation	10	
		TC ⇒ <u>\$2,861.00</u>

Developer Provided Facility Credit

Facility / Site Value	Dwelling Units	
0	0	FC ⇒ <u>0</u>

Fee Recap **

A = Site Acquisition per Multi-Family Unit	\$0.00	
B = Permanent Facility Cost per MF Unit	\$0.00	
C = Temporary Facility Cost per MF Unit	\$156.18	
Subtotal		\$156.18
D = State Match Credit per MF Unit	\$5,424.10	
TC = Tax Credit per MF Unit	\$2,861.00	
Subtotal		\$8,285.10
Total Unfunded Need		(\$8,128.92)
50% Developer Fee Obligation		(\$4,064)
FC = Facility Credit (if applicable)		0
District Adjustment		\$4,064
Net Fee Obligation per Residential Unit - Multi-family		(\$0.00)

VII - Projected Six-Year Classroom Capacity

As stated in Section IV, the functional capacity study is periodically updated for changes in special programs and reflects class size requirements, class size fluctuations etc. As shown in the Inventory and Capacity chart in Table 3, the functional capacity is also reflected in the capacity and enrollment comparison charts (*See Tables 5 & 5 a-b-c*).

Enrollment is electronically reported to OSPI on Form P-223 on a monthly basis and funding apportionment is based on Annual Average FTE (AAFTE). The first school day of October is widely recognized as the enrollment “snapshot in time” to report enrollment for the year.

Kent School District continues to be the fifth largest district (both FTE and headcount basis) in the State of Washington. The P-223 Headcount for October 2023 was 24,442 with kindergarten students counted at 1.0 and excluding ECSE and college-only Running Start students.

In October 2023, there were 1087 students in 11th and 12th grade participating in the Running Start program at different colleges and receiving credits toward both high school and college graduation. Of these students, 560 attended classes only at the college (“college-only”) and are excluded from FTE and headcount for capacity and enrollment comparisons. Kent School District has one of the highest Running Start program participation rates in the state.

Based on the enrollment forecasts, permanent facility inventory and capacity, current standard of service, portable capacity, and future additional classroom space, the District plans to continue to satisfy required capacity through the interim use of portables (*See Table 5 and Tables 5 a-b-c*).

While the District currently shows available capacity to address projected need on a purely statistical basis, there are variety of extenuating factors that need to be considered. The Kent School District currently makes significant use of portables, which we do not consider as part of our permanent standard of service. We have included portable space in our interim capacity figures, and we do not count that as a permanent space solution. Kent is unusual in that it incorporates neighborhoods intersecting with at least 6 municipalities, including Kent, Auburn, Black Diamond, Maple Valley, Renton, and SeaTac. The district covers 73 square miles and includes over 40 schools. Within this large geographic area, we expect to have pockets of localized capacity need that are not necessarily reflected in the aggregate figures. As one example, the Lakepointe Urban Village development in Covington may require new classroom capacity even as space may exist in schools on the far other end of the District’s boundaries.

PROJECTED ENROLLMENT and CAPACITY TOTAL DISTRICT

SCHOOL YEAR	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	Actual	P R O J E C T E D					
Permanent Functional Capacity ¹	35,494	35,494	35,494	35,494	35,494	35,494	35,494
Changes to Permanent Capacity ¹							
Capacity Increase (F)							
Additional Permanent Classrooms	0	0	0	0	0	0	0
Permanent Program Capacity Subtotal	35,494	35,494	35,494	35,494	35,494	35,494	35,494
Interim Portable Capacity							
Elementary Portable Capacity Required	3,255	3,201	3,201	3,201	3,201	3,201	3,201
Middle School Portable Capacity Required	375	375	375	375	375	375	375
High School Portable Capacity Required	608	608	608	608	608	608	608
Interim Portable Capacity Total	4,238	4,184	4,184	4,184	4,184	4,184	4,184
TOTAL CAPACITY ¹	39,732	39,678	39,678	39,678	39,678	39,678	39,678
Total Enrollment/Projection ²	24,385	24,225	24,197	24,201	24,265	24,378	24,348
DISTRICT AVAILABLE CAPACITY	15,347	15,453	15,481	15,477	15,413	15,300	15,330

1 Capacity is based on standard of service for programs provided and is updated periodically to reflect program changes.

2 Projection Source: Les Kendrick Demographic Study, 2022 ("Low Growth Model")

KENT SCHOOL DISTRICT No. 415
PROJECTED ENROLLMENT and CAPACITY

ELEMENTARY: Grades K - 5

	Elementary Grade K-5									
SCHOOL YEAR	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30			
	Actual	P	R	O	J	E	C	T	E	D
Elementary Permanent Capacity ¹	16,827	16,696	16,696	16,696	16,696	16,696	16,696	16,696	16,696	
Additional Permanent Classrooms ²	0	0	0	0	0	0	0	0	0	
Permanent Program Capacity Subtotal	16,827	16,696	16,696	16,696	16,696	16,696	16,696	16,696	16,696	
Interim Portable Capacity	3,255	3,201	3,201	3,201	3,201	3,201	3,201	3,201	3,201	
TOTAL CAPACITY ¹	20,082	19,897	19,897	19,897	19,897	19,897	19,897	19,897	19,897	
ENROLLMENT / PROJECTION ²	11,433	11,420	11,572	11,699	11,688	11,688	11,694	11,694	11,669	
SURPLUS (DEFICIT) CAPACITY	8,649	8,477	8,325	8,198	8,209	8,209	8,203	8,203	8,228	

¹ Capacity is based on standard of service for programs provided and is updated periodically to reflect program changes.

² Projection Source: Les Kendrick Demographic Study, 2022 ("Low Growth Model")

KENT SCHOOL DISTRICT No. 415
PROJECTED ENROLLMENT and CAPACITY

MIDDLE SCHOOL: Grades 6 - 8

	Middle School Grade 6-8						
SCHOOL YEAR	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	Actual	P R O J E C T E D					
Middle School Permanent Capacity ¹	7,575	7,216	7,216	7,216	7,216	7,216	7,216
Changes to Middle School Capacity	0	0	0	0	0	0	0
Permanent Program Capacity Subtotal	7,575	7,216	7,216	7,216	7,216	7,216	7,216

Portable Interim Capacity ¹	375	375	375	375	375	375	375
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TOTAL CAPACITY ¹	7,950	7,591	7,591	7,591	7,591	7,591	7,591
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ENROLLMENT / PROJECTION ²	5,819	5,919	5,946	5,925	6,032	6,209	6,335
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SURPLUS (DEFICIT) CAPACITY	2,131	1,672	1,645	1,666	1,559	1,382	1,256
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1 Capacity is based on standard of service for programs provided and is updated periodically to reflect program changes.

2 Projection Source: Les Kendrick Demographic Study, 2022 ("Low Growth Model")

KENT SCHOOL DISTRICT No. 415
PROJECTED ENROLLMENT and CAPACITY

HIGH SCHOOLS: Grades 9 - 12

SCHOOL YEAR	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30			
	Actual	P	R	O	J	E	C	T	E	D
High Permanent Capacity ¹	10,550	10,097	10,097	10,097	10,097	10,097	10,097	10,097	10,097	
Changes to High School Capacity	0	0	0	0	0	0	0	0	0	
Permanent Program Capacity Subtotal	10,550	10,097	10,097	10,097	10,097	10,097	10,097	10,097	10,097	

Portables Interim Capacity ¹	608	608	608	608	608	608	608	608	608	608
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TOTAL CAPACITY ¹	11,158	10,705	10,705	10,705	10,705	10,705	10,705	10,705	10,705	10,705
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ENROLLMENT / PROJECTION ²	7,195	7,378	7,384	7,467	7,578	7,647	7,631	7,631	7,631	7,631
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SURPLUS (DEFICIT) CAPACITY	3,963	3,327	3,321	3,238	3,127	3,058	3,074	3,074	3,074	3,074
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¹ Capacity is based on standard of service for programs provided and is updated periodically to reflect program changes.

² Projection Source: Les Kendrick Demographic Study, 2022 ("Low Growth Model")

VIII - Finance Plan

The finance plan shown on *Table 6* demonstrates how the Kent School District plans to finance improvements for the years 2023-2024 through 2029-2030. The financing components include secured and unsecured funding and impact fees. The plan is based on future bond issues, state school construction assistance, collection of impact fees under the State Growth Management Act and voluntary mitigation fees paid pursuant to State Environmental Policy Act.

In November 2016, the District held a special election to approve the authorization of \$252,000,000 in bonding authority. The projects described below are part of this authorization. The first series of bonds (\$80 million) were issued in February 2017, which funded the Covington Elementary Replacement School, as well as other infrastructure projects. Impact fees were used at both River Ridge Elementary School and Kent Laboratory Academy projects due to escalation in construction pricing across the Pacific Northwest.

According to RCW 82.02.090, the definition of an impact fee is ". . . a payment of money imposed upon development as a condition of development approval to pay for public facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public facilities, and that is used for facilities that reasonably benefit the new development. 'Impact fee' does not include a reasonable permit or application fee." Mitigation or impact fees can be calculated on the basis of "unhoused student need" or "the maintenance of a district's level of service" as related to new residential development.

A mitigation/impact fee may be imposed based upon a determination of insufficient existing permanent and/or interim portable school space or to pay for permanent and/or newly acquired interim portable school space previously constructed as a result of growth in the district. A district's School Board must first approve the application of the mitigation or impact fees and, in turn, approval must then be granted by the other general government jurisdictions having responsibility within the district, counties, cities and towns (Kent, Covington, Renton, Auburn, Black Diamond, Maple Valley, SeaTac, and Unincorporated King County).

Though the current enrollment projections increase for both elementary and secondary schools are relatively flat, the ongoing need to provide permanent instructional facilities to house students is a driving need as the shifts in our family populations continue, due to ongoing development. Previously collected impact fees may be used to support and address the challenges related to the number of interim instructional facilities currently in use, the replacement of some of these aged facilities, the maintenance of the district's level of services, and the potential expansions to existing facilities in future years.

The Kent School District 2023-2024 CFP update includes continued execution of the 2016 Capital Bond Projects, the 2018 Levy Projects, and the data collection and review of our Facility Assessment Reports. The District Facilities and Capital Planning Teams had come together and joined the Capital

Bond Planning Task Force (CBPTF) which included District personnel, design professionals, teaching staff, student voices, as well as community members who collaborated and discussed the District's needs. The initial plan revealed priorities including school replacement due to age, and the need for added permanent facilities to (1) reduce and eliminate our need for portables and (2) accommodate future growth as housing in the Kent region continues to expand. We started with a list of 2 billion in needs and through itemizing and prioritizing, we brought the list of essential projects to 495 million. This list was brought before the District's Board of Directors for comments, discussion, and approval. A Capital Bond Measure followed and went out to vote in April 2023 and did not pass with voter approval.

After the failure to pass the 2023 Bond, we re-evaluated needs and for next steps. Surveys went out to the community to see what people would like to prioritize from the list of needed projects. A new list of projects was presented through the 2023 Levy in November. This levy did not pass. This list was again taken and revised to prioritize projects that are critical to operations and life safety within our buildings. In April we set forth our 2024 Levy to a vote, which also did not receive the needed support to pass.

Future updates to this Capital Facilities Plan will include details of any adopted planning. With the opening of Canyon Ridge Middle School, our sixth grade moving from elementary to middle school, and our boundary change, we have advanced opportunities to even out capacity at each site to accommodate our programs, district-wide site capacity, and student-based needs.

For the Six-Year Finance Plan, costs of future schools are based on estimates from Kent School District Capital Planning Team. Please see pages 13-14 for a summary of the cost basis.

Cost Basis Summary

For impact fee calculations, construction estimated costs are based on the last elementary school built in Kent, adjusted for inflation, and projected cost future elementary school, as well as average pricing of nearby school districts recently built new middle and new high school projects.

Project	Projected Cost
New Elementary School	\$68,000,000
New Middle School	\$155,000,000
New High School	\$220,000,000

Site Acquisition Cost

The site acquisition cost is based on an average cost of sites purchased or built on within the last ten years. Please see Table 7 for a list of site acquisition costs and averages.

District Adjustment

The impact fee calculations on Appendix B & C result in a zero-dollar impact fee total for this year but may be adjusted if needed per RCW 36.70A.130(2)(b) provision.

**KENT SCHOOL DISTRICT No. 415
SIX-YEAR FINANCE PLAN**

										Secured	Unsecured	Impact
SCHOOL FACILITIES	*	2022	2023	2024	2025	2026	2027	2028	TOTAL	Local & State	State ² or Local ³	Fees ⁵
											Estimated	Estimated
PERMANENT FACILITIES												
No School Projects at this time.									\$0			
TEMPORARY FACILITIES												
Additional portables ³⁻⁴									\$0			
OTHER												
N / A												
Totals		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

* F = Funded U = Unfunded

NOTES:

² The District anticipates receiving some State Funding Construction Assistance for some projects.

³ Facility needs are pending review. Some of these projects may be funded with impact fees.

⁴ Cost of portables based on current cost and adjusted for inflation for future years.

⁵ Fees in this column are based on amount of fees collected to date and estimated fees on future units.

KENT SCHOOL DISTRICT No. 415
Site Acquisitions & Costs
Average of Sites Purchased, Sold or Built on within last 10 Years

Type & # on Map	School / Site	Year Open / Purchased Sold	Location	Acreage	Cost/Price	Avg cost-price/acre	Total Average Cost / Acre
Elementary	No Acquisitions for Elemenary Schools			0.00	\$0		
			Elementary Site Subtotal	0.00	\$0		\$0 Elem site average
Middle School	No Acquisitions for Middle Schools			0.00	\$0		
			Middle School Site Subtotal	0.00	\$0		\$0 Middle Schl Site Avg.
High	No Acquisitions for High			0.00	\$0		\$0
			Senior High Site Subtotal	0.00	\$0		\$0 Sr Hi Site Average
Note: All rural sites were purchased prior to adoption of Urban Growth Area.							
Numbers correspond to locations on Site Bank & Acquisitions Map on Page 17							
1 / Urban	Site - Covington area North (So of Mattson MS)	1984					
2 / Rural	Site - Ham Lake east (Pollard)	1992					
4 / Urban	Site - Shady Lake (Sowers-Blaine-Drahota-Paroline)	1995					
5 / Rural	Site - SE of Lake Morton area (West property)	1993					
9 / Rural	Site - McMillan Assemblage (South of MC)	98 - 04					
10 / Urban	Site - Yeh-Williams (W of 132 Ave SE at SE 288)	1999					
12a / Urban	Site - 156th Ave. SE Covington (Wikstrom)	2004					
12b / Urban	Site - SE 256th St. Covington (West of CO)	2004					
16	Site - 11027 SE Kent-Kangley Kent, WA 98030	2023					
16a	Site - 11109 SE Kent-Kangley Kent, WA 98030	2023					
				Total Acreage & Cost		Total Average Cost / Acre	
				0.00 \$0		#DIV/0!	
				0 0		0	

IX - Summary of Changes to June 2024 Capital Facilities Plan

The Capital Facilities Plan (the "Plan") is updated annually based on previous Plans in effect since 1993. The primary changes from the June 2023 Plan are summarized here.

Capacity changes continue to reflect fluctuations in class size ratio and program changes. Changes in portables or transitional capacity reflect use, lease or purchase, sale, surplus and/or movement between facilities.

The District moved to a K-5 Elementary and 6-8 Middle School model beginning at the 2023-2024 school year. Capacity has been added at the middle school level by reopening the original Sequoia Junior High (now Canyon Ridge Middle School).

The District worked with Educational Data Solutions, LLC to update student generation factors. The updated rates are included in the body of the Plan.

The District expects to receive some State Funding Assistance (formerly called "state matching funds") for projects in this Plan and tax credit factors are updated annually. Unfunded site and facility need will be reviewed in the future.

The impact fees for 2024 calendar year will result in no collection of impact fees for both Single-Family and Multi-Family due to the capacity study completed in spring 2024.

X - Appendices

Changes to Impact Fee Calculation Factors Include:

ITEM	Grade /Type	FROM	TO	Increase/ Decrease	Comments
Student Generation Factor	Elem	0.248	0.229	-0.019	
Single Family (SF)	MS	0.085	0.087	0.002	
	SH	0.107	0.113	0.006	
	Total	0.440	0.429	-0.011	
Student Generation Factor	Elem	0.130	0.109	-0.021	
Multi-Family (MF)	MS	0.049	0.037	-0.012	
	SH	0.056	0.054	-0.002	
	Total	0.235	0.200	-0.035	
State Funding Assistance Ratios ("State Match")		51.86%	52.88%	1.02%	Per OSPI Website
Area Cost Allowance		\$246.83	\$375.00	128.170	Per OSPI Website Link
Average Assessed Valuation (AV)	SF	\$653,485	\$594,679	(58,806)	King County
AV - Average of Condominiums & Apts.	MF	\$290,599	\$310,811	20,212	King County
Debt Service Capital Levy Rate / \$1000		\$1.02	\$1.11	\$0.09	Per King Co. Assessor Report
General Obligation Bond Interest Rate		3.58%	3.48%	-0.10%	Bond Buyers 20 year GO Index
Impact Fee - Single Family	SF	\$0.00	\$0.00	\$0.00	No Change
Impact Fee - Multi-Family	MF	\$0.00	\$0.00	\$0.00	No Change

CAPITAL FACILITIES PLAN

2024 to 2029

**Tahoma School District
No. 409**

Adopted: June 11, 2024

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TAHOMA SCHOOL DISTRICT NO. 409
2024
CAPITAL FACILITIES PLAN - UPDATE

Summary:

In accordance with King County Code 21A.43, this update has been prepared to reflect current conditions in facility usage and needs. District Board Policy 6900 requires that "changing demographic factors shall be monitored in order that students' needs are met when the future becomes the present." A Facilities Planning Committee reviews facility availability and demographics to place students in an environment that meets the educational needs of the students and that is consistent with the educational philosophy and the instructional goals of the District.

The District continues to house a large number of families with children within its boundary area. On average, there are about 56 public school students for every 100 single family homes in the District. This is larger than any other District in the County.

While the District was affected by the pandemic, the District has seen a better recovery in its enrollment than many of its neighbors. Enrollment in October 2023 is just slightly above where it was prior to the start of the pandemic. This does not mean, however, that all the students who were out of school in 2020 have returned. Migration data suggests that more families than usual left during the pandemic and many of these families will not return. The District has also seen higher out-migration at the continuing grades in two of the past three years, suggesting that the pandemic may still be impacting enrollment.

Despite the recovery in the District's enrollment, recent demographic trends suggest that growth has started to slow. There are regional trends, for example, like births, population growth, and home sales that are likely to impact enrollment now and in the near future. The District intends to monitor enrollment and demographic trends closely and will include relevant information in the future updates to this CFP.

Following a period of modest growth, the District continues to receive slight enrollment gains. Tahoma saw a small net gain of 44 students over the past year, much lower than the gains from the previous two years. However, elementary enrollment is still lower than it was prior to the pandemic. In 2015, the total student headcount was 7,913 and in October 2023 the count is 8,873, an increase of 11.9% percent. Current enrollment, along with projections presented herein, indicates that the enrollment growth overall will continue over the next six years, reaching a headcount total of 9,177 by the 2029-30 school year.

The District created a Housing Committee in 2020, composed of staff and community members, to review and propose solutions for long term capacity needs. The Committee delivered initial considerations to the District's Board of Directors in December 2022. Thereafter, the District formed a Bond Advisory Committee to consider the Housing Committee considerations along with other District planning needs.

The BAC recommendations contemplate several capacity and non-capacity proposals. To address short-term enrollment growth and related capacity needs at the middle and high

school levels, the District's Bond Advisory Committee (BAC) has discussed near term additions at Summit Trail Middle School and Tahoma High School. Other recommendations include a new elementary school as well as safety and security projects, playfield improvements, and equitable warm/safe/dry projects throughout the district. The Board is currently reviewing the BAC recommendations and, if approved, the projects would be placed on a future construction bond proposal. The District anticipates that, subject to Board and voter approvals, the two additional projects would be constructed and complete within the six year planning period of this CFP. The District's next Capital Facilities Plan update will provide updated information related to any final Board actions. Based on current enrollment projections and capacity needs, the District anticipates the need for growth-related capacity at the secondary level. The BAC recommended planning solutions are identified in the Facilities Needs and Financial Plan section of this CFP.

SIX-YEAR ENROLLMENT PROJECTIONS

The District consulted with William L. (“Les”) Kendrick Ph.D., an independent demographer, to gain a better understanding of the current reality for Tahoma. The demographer uses, a modified cohort survival method to forecast future enrollment. The method considers a variety of factors to evaluate the potential student population growth for the years 2024 through 2033. These factors include: projected births, projected growth in the K-12 population, and a model which considers growth in population and housing within the District’s boundaries.

K-12 enrollment in the four-county Puget Sound area is still about 23,000 less than what it was in October 2019, prior to the start of the pandemic. King County enrollment is still about 13,000 students below where it was prior to the pandemic.

While our forecast predicts continued growth over the next decade, it is possible that the District could see a net loss in enrollment in the next year or two if we see a more severe slow-down in population growth, and home sales in the region remain low. For now, we are predicting small net gains in enrollment over the next few years with better gains in the latter part of the forecast.

Calculations based on the 2023 enrollment data indicate that growth will occur over the next six years, but at a slower rate. Current enrollment of 8,873 (October 2023) is projected to increase to 9,177 (HC) in the 2024-29 school year – an increase of 4.4% percent. K-5 may see a slight overall decrease while 6-8 and 9-12 may experience enrollment growth.

The District will continue to monitor new residential development given the direct relationship to enrollment increases. Appendix A-1 includes the District’s enrollment history and six-year enrollment projections.

STANDARD OF SERVICE AND AVAILABILITY OF SPACE

The Standard of Service identified by the Tahoma School District in keeping with Board Policy 6900 is to "...accommodate the educational needs of students and be consistent with the educational philosophy and instructional goals of the District." State legislation and contract agreement with the Tahoma Education Association identify the Certificated staff mandate for maximum classroom size.

The District's standard of service is based on funded implementation of K-3 class size reduction. The District has fully implemented All Day Kindergarten.

Standards of Service for Elementary School Students:

1. Class size for grades K-3 average 17 and 4-5 average 26.
2. Special Education is delivered through both pull-out services and self-contained classrooms at all elementary sites.
3. All students are provided Art, STEM, Music, FRS and Physical Education in self-contained classrooms.
5. Gifted education is offered as either pullout or self-contained classes (average class size is 20).
6. Remedial services are offered as pull-out models and utilize space available in each school.
7. The District has/will relocate students of one grade level to facilities of another grade level to take advantage of available excess capacity. The District will continue such actions as necessary.

Standards of Service for Senior and Middle School Students:

1. Class sizes for grades 6-8 average 30 and class sizes for grades 9-12 average 32.
2. Self-contained special education classes are offered in all buildings.
3. Advanced vocational classes have less than average number of enrollees.
4. Classes are utilized during the day for planning and student consultation.
5. Certain specialty classes, such as visual and performing arts, health and fitness, drama, band, and all vocational courses are not always conducive for scheduling general classes. The district utilizes these specialty areas to the greatest extent possible.
6. The District has/will relocate students of one grade level to facilities of another grade level to take advantage of available excess capacity. The District will continue such actions as necessary.

The District recently reviewed the utilization of its school facilities and has adjusted the total capacity numbers for each school to reflect actual building use.

At this time, enrollment figures show the District has facility capacity for the following schools:

Cedar River Elem	K-5	Is under capacity by 181 students in permanent facilities and is 273 students under capacity when considering relocatable facilities.
Glacier Park Elem	K-5	Is over capacity by 195 students in permanent facilities and 81 students under capacity when considering relocatable facilities.
Lake Wilderness Elem	K-5	Is under capacity by 38 students in permanent facilities and 130 students under capacity when considering relocatable facilities.
Rock Creek Elem	K-5	Is over capacity by 100 students in permanent facilities and 130 under capacity when considering relocatable facilities.
Shadow Lake Elem	K-5	Is under capacity by 27 students in permanent facilities and 119 students under capacity when considering relocatable facilities.
Tahoma Elem	K-5	Is over capacity by 80 students in permanent facilities and 58 students under capacity when considering relocatable facilities.
Maple View Middle	6-8	Is under capacity by 142 students in permanent facilities.
Summit Trail Middle	6-8	Is over capacity by 126 students in permanent facilities and under capacity by 31 students when considering relocatable facilities.
Tahoma High	9-12	Is over capacity by 625 students in permanent facilities and over capacity by 514 students when considering relocatable facilities.

INVENTORY OF PERMANENT FACILITIES

Instructional Facilities

			Permanent Capacity	Temporary Capacity	October 23 Head Enrollment
Cedar River Elementary	K-5	22516 Sweeney Road SE Maple Valley, 98038	782	92	601
Glacier Park Elementary	K-5	23700 SE 280 th Maple Valley, 98038	598	276	793
Lake Wilderness Elementary	K-5	24216 Witte Road SE Maple Valley, 98038	759	92	721
Rock Creek Elementary	K-5	25700 Maple Vly-Black Dmd Rd SE Maple Valley, 98038	598	230	698
Shadow Lake Elementary	K-5	22620 Sweeney Road SE Maple Valley, 98038	529	92	502
Tahoma Elementary	K-5	24425 S.E. 216 th Maple Valley, 98038	621	138	681
Maple View Middle School	6-8	18200 SE 240 th Kent, 98042	1,122	0	980
Summit Trail Middle School	6-8	25600 SE Summit-Landsburg Rd. Ravensdale, 98051	992	157	1,118
Tahoma High School	9-12	23499 SE Tahoma Way Maple Valley, 98038	2,154	111	2,779

Support Facilities

Central Services Center	25720 Maple Valley Black Diamond Rd SE Maple Valley, 98038
Transportation	22050 SE Petrovitsky Road Maple Valley, 98038
Central Kitchen	25638 SR 169 Maple Valley, 98038

Technology and Maintenance	18200 SE 240 th Kent, 98042
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PROJECTED ENROLLMENT AND CAPACITY

To address K-5 capacity needs, new permanent modular classrooms were added at Cedar River Elementary School in the spring of 2022, increasing permanent capacity at that school by just over 200 students. Glacier Park Elementary added new temporary portable classrooms in the Summer of 2022 increasing temporary capacity at that school by about 50 students.

The District continues to review enrollment increases and related housing needs, as well as planned capacity improvements. The District currently anticipates capacity additions at Summit Trail Middle School and Tahoma High School. Future updates to this CFP will include any adopted adjustments as well as updated information from the Tahoma School Board related to planned new capacity. Action would be needed by the board to place a bond before the voters; leading to the voter's approval of the construction bond. The District will continue to use relocatable facilities to address growth needs. In particular, the District plans to closely monitor capacity needs and add or adjust (for example, moving portables from one grade level to another grade level, if possible based on site and facility conditions) relocatable capacity as necessary depending on actual enrollment growth. Note that the District uses relocatable capacity as a temporary remedy only.

PROJECTED ENROLLMENT AND CAPACITY (2023-2028)

Elementary (K-5)	2024	2025	2026	2027	2028	2029
Permanent Program Capacity	3,887	3,887	3,887	3,887	3,887	3,887
Total Relocatable Capacity	920	920	920	920	920	920
Total Capacity	4,807	4,807	4,807	4,807	4,807	4,807
Projected Enrollment	4,026	3,997	3,979	3,926	3,924	3,934
Available Capacity (Temp. & Perm. Facilities)	781	810	828	883	881	873

Middle Schools (6-8)	2024	2025	2026	2027	2028	2029
Permanent Program Capacity*	2,114	2,114	2,114	2,114	2,114	2,411^
Total Relocatable Capacity	157	157	157	157	157	157
Total Capacity	2,271	2,271	2,271	2,271	2,271	2,568
Projected Enrollment	2,128	2180	2,245	2347	2319	2311
Available Capacity (Temp. & Perm. Facilities)	144	91	-47	-76	-49	257

*Assumes a 90% utilization factor

^Added permanent capacity at Summit Trail Middle School

High School (9-12)	2024	2025	2026	2027	2028	2029
Permanent Program Capacity*	2,154	2,154	2,154	2,154	2,154	2,498^
Total Relocatable Capacity	111	111	111	111	111	111
Total Capacity	2,265	2,265	2,265	2,265	2,265	2,609
Projected Enrollment	2,775	2,788	2,789	2,766	2,890	2,932
Available Capacity (Temp. & Perm. Facilities)	-510	-522	-539	-501	-501	-323

* Assumes an 80% utilization factor

^Added permanent capacity at Tahoma High School

For the District's internal planning review only, the following chart identifies the projected enrollment and capacity analysis for each grade band using the District's ten-year enrollment projections (through the 2033-34 school year). The chart assumes that the District will not add or adjust any new permanent or temporary capacity, nor adjust programmatic requirements, within the ten-year planning period. It also assumes that the enrollment projections included in Appendix A hold steady through the 2033-34 school year. However, enrollment projections are generally most accurate for the initial years of the forecast period. Moving further into the future, more assumptions about economic conditions, land use, and demographic trends in the area affect the projection. As such, the projected enrollment for 2033-34 should be viewed through that lens. The District will continue to update its projections on a regular basis. The projections below show a high utilization rate for the middle and high school levels. This means that during planning periods, those spaces would be used by another teacher, e.g. "teacher on a cart". It also includes temporary capacity, which is not intended to be a long term or desired capacity solution.

PROJECTED ENROLLMENT AND CAPACITY @ 100% capacity (2033-34 school year)

	K-5	6-8	9-12
Projected Enrollment	4,122	2,293	3,094
Permanent Capacity	3,887	2,349	2,693
Total Capacity (Temp/Perm)	4,807	2,523	2,831
Available Capacity (Temp/Perm)	685	230	-263

A projection of space based on a more recognized capacity usage is shown below. At the middle and high school levels not every classroom is used 100% of the time for the duration of the school day. The available capacities below are shown using an 80% utilization for the high school level and 90% utilization for the middle school level, as this would provide for some teachers to access space during others' planning periods while also taking into consideration that some classrooms cannot accommodate "teacher on a cart" models, e.g. science, P.E., etc. This projection also relies on temporary capacity.

PROJECTED ENROLLMENT AND CAPACITY @ 90% (6-8) and 80% (9-12) capacity (2033-34 school year)

	K-5	6-8	9-12
Projected Enrollment	4,122	2,293	3,094
Permanent Capacity	3,887	2,114	2,154

Total Capacity (Temp/Perm)	4,807	2,271	2,265
Available Capacity (Temp/Perm)	685	-22	-829

FACILITY NEEDS AND FINANCIAL PLAN

Needs Forecast:

To meet expected enrollment increases and to address other facility needs, the District in recent years completed several bond projects and implemented grade reconfiguration. The District is now planning for additional capacity projects at all three grade levels. The middle and high school projects are growth related.

The District's completion of the 2013 bond projects and associated grade reconfiguration help to address continuing enrollment growth. Conversion of the former Tahoma High School to Maple Valley Middle School (grades 6-8), renaming of and grade reconfiguration at the former Tahoma Junior High School to Summit Trail Middle School (grades 6-8), complete in August 2017, resulted in a net 214 new seats at the 6-8 level. The construction, conversion, and grade reconfiguration at the former Tahoma Middle School (to Tahoma Elementary School) and former Cedar River Middle School (to Cedar River Elementary School) were complete in August 2017. The Tahoma Elementary School and Cedar River Elementary School, together with the new Lake Wilderness Elementary School, increased K-5 capacity by nearly 800 net new seats. Tahoma Senior High School and Regional Learning Center added nearly 1,450 net new seats at the 9-12 level when opened in 2017. In the spring of 2022, the District opened a six-classroom permanent modular construction addition (204 new seats) at the Cedar River Elementary School campus.

A District Bond Advisory Committee is working to develop and provide recommendations to the Board of Directors for a future bond to address capacity and facility needs throughout the District. The Committee's recommendations are expected in the spring of 2025, with Board review and action related to a future bond to follow. In the interim, the District is planning for capacity solutions to serve growth at the middle and high school levels, and to plan for long-term growth at the elementary school level. Any projects are subject to final Board review. In addition, action would be needed by the board to place a bond before the voters; and the voters would need to approve the construction bond. Based on the current review and consideration, those solutions could include a new elementary school and additions at the high school and middle school levels. The Cedar River Elementary School addition continues to provide available capacity for growth in the interim. In addition, the District may add or relocate portables for growth-related needs during the six years of this Plan. Future updates to this Capital Facilities Plan will include information regarding the Advisory Committee's recommendations and any related Board actions, as well as the District's refined planning as a result of that work.

FINANCE PLAN

Capacity Projects

Facility	Proposed Start Date	Proposed/ Actual End Date	Location	Capacity Change	% of Facilities to Serve New Growth	Anticipated Source of Funds**	Site Cost*	Construction Cost
STMS	2025	2028	25600 SE Summit Landsburg Rd, Ravensdale, WA 98051	330	100%	Bond	N/A	\$29,450,000
TSHS	2025	2028	23499 SE Tahoma Way, Maple Valley, WA 98038	430	100%	Bond	N/A	\$31,000,000
TOTAL								\$60,450,000

* Previously purchased property paid from earlier bond issues unless otherwise noted.

Non Capacity Projects

Facility	Proposed Start Date	Proposed End Date	Location	Anticipated Source of Funds	Site Cost*	Construction Cost
HVAC – Design and Engineering	3/21	9/24	CR, RC, STMS, GPES, TES, MVMS, SLES	Cap	N/A	\$20,748,000
TOTAL						\$20,748,000

FEE CALCULATIONS

School Impact Fees Under the Washington State Growth Management Act

The Growth Management Act (GMA) authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate new development. Impact fees cannot be used for the operation, maintenance, repair, alteration, or replacement of existing capital facilities used to meet existing service demands.

Methodology and Variables Used to Calculate School Impact Fees

The Tahoma School District calculates school impact fees pursuant to the formula adopted by King County Ordinance No. 10162 and under the authority of Chapter 21A.43 of the King County Code and the Washington State Growth Management Act. The formula calculates fees for single family dwelling units and multi-family dwelling units.

Impact fees are calculated based on the District's cost per dwelling unit for capacity projects that will serve the student from new development (including, as applicable, the purchase of land for school sites, making site improvements, constructing schools and purchasing/installing portable facilities). As required under GMA, credits have also been applied for State Match Funds to be reimbursed to the District and property taxes to fund the projects that will be proposed for future bond measures. Assessed values for single and multi-family housing in the Tahoma School District were provided by the King County Assessor in February 2024.

The King County Ordinance includes a fifty (50) percent "discount rate," which operates to set the final fee at 50% of the calculated unfunded need.

Appendix B includes the District's fee calculation. Single Family Housing will yield a fee of \$7,603 and multi-family housing will yield a fee of \$1,276.

STUDENT FACTORS

The student factor (or student generation rate), a significant factor in determining impact fees, is the average number of students generated by each housing type—single-family and multiple-family housing. The student factors are indicated below.

In the past, the District has relied upon the composite average of student generation rates from other districts in King County. However, in 2023, the District was able to calculate its own student generation factors for single family dwelling units. The District is continuing its use of this student generation factor in this update and will revisit this data in future updates. In accordance with K.C.C. 21A.06.1260, the District has chosen to use the average student generation rate of neighboring school districts in King County for the multi-family student factor.

Single Family Dwelling Units:

Sales Years	Number of Units	Grade Level	Students Generated	Generation Rate
1/1/2017 to 12/31/2021				
SFT->	872	K-5	478	0.548
		6-8	173	0.198
		9-12	158	0.181
		Totals	809	0.928

Multi-Family Dwelling Units:

	Auburn	Fife	Issaquah	Lake Washington	Northshore	Renton	Riverview	Average^
Elementary	0.482	0.084	0.086	0.030	0.071	0.146	0.149	0.150
Middle	0.131	0.038	0.040	0.013	0.027	0.065	0.025	0.050
High	0.146	0.040	0.033	0.011	0.034	0.069	0.033	0.050
Total	0.759	0.162	0.159	0.055	0.132	0.280	0.207	0.250

**For purposes of the MF student generation rates, the FWSD figures are for information only and not used to calculate the MF average.*
^Figures are rounded.

APPENDIX A – ENROLLMENT PROJECTIONS

Medium Range Forecast

Medium Range Forecast (Recommended at this Time)

	<i>Projected Births</i>									
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
King County	24,090	23,638	23,428	23,012	23,003	23,154	23,440	23,582	23,432	24,108
K Enroll as %	2.44%	2.47%	2.48%	2.52%	2.54%	2.57%	2.57%	2.59%	2.63%	2.62%
City of Maple Valley	337	331	328	322	322	324	328	330	328	338
K Enroll % of City	174.4%	176.5%	177.4%	180.0%	181.2%	183.2%	183.4%	185.2%	187.5%	187.4%

	<u>Oct24</u>	<u>Oct25</u>	<u>Oct26</u>	<u>Oct27</u>	<u>Oct28</u>	<u>Oct29</u>	<u>Oct30</u>	<u>Oct31</u>	<u>Oct32</u>	<u>Oct33</u>
K	588	584	582	580	584	594	602	611	615	633
1	618	615	611	609	608	612	624	633	644	648
2	644	648	645	640	639	639	645	657	668	680
3	717	673	676	673	670	669	670	677	692	703
4	710	742	697	700	698	695	696	698	706	721
5	749	735	768	722	727	725	724	725	728	737
6	682	762	748	781	734	739	741	740	741	745
7	706	703	785	771	805	757	765	768	767	768
8	740	715	712	795	780	815	770	778	781	780
9	688	765	740	737	822	806	845	799	809	812
10	763	687	763	738	735	819	806	846	801	811
11	681	703	633	703	680	676	756	745	783	741
12	<u>643</u>	<u>633</u>	<u>653</u>	<u>588</u>	<u>653</u>	<u>631</u>	<u>630</u>	<u>705</u>	<u>696</u>	<u>730</u>
Total	8,928	8,965	9,013	9,038	9,135	9,176	9,276	9,382	9,431	9,509

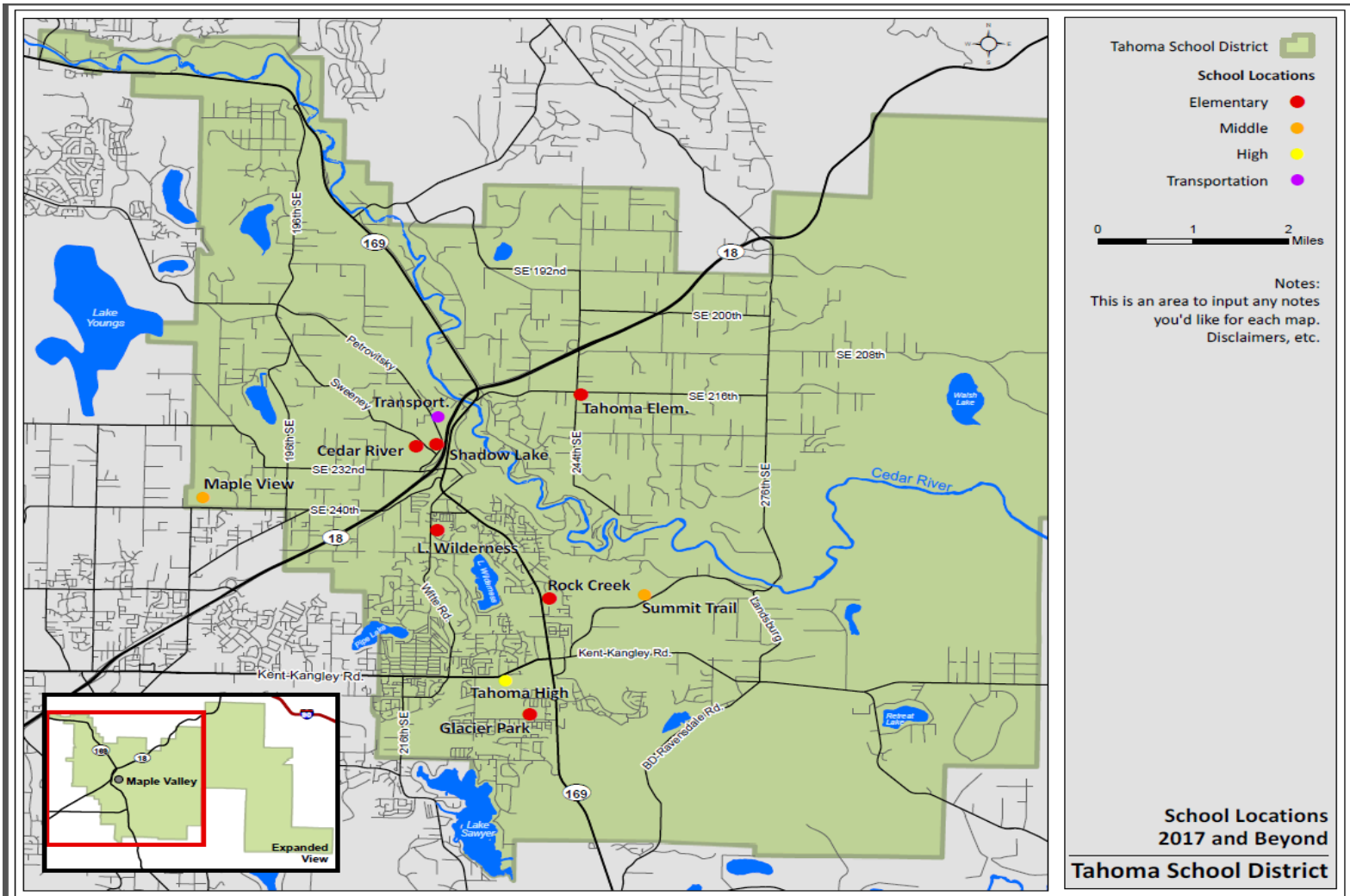
Change	55	36	48	25	97	42	100	106	49	78
% Change	0.6%	0.4%	0.5%	0.3%	1.1%	0.5%	1.1%	1.1%	0.5%	0.8%

K-5	4,027	3,997	3,979	3,924	3,924	3,935	3,962	4,000	4,053	4,122
6-8	2,127	2,180	2,245	2,347	2,320	2,310	2,276	2,287	2,289	2,293
9-12	2,775	2,787	2,789	2,766	2,890	2,931	3,038	3,095	3,088	3,094

APPENDIX B – SCHOOL IMPACT FEE CALCULATION

School Site Acquisition Cost:							
((AcresxCost per Acre)/Facility Capacity)xStudent Factor				Student	Student		
	Facility Acreage	Cost/ Acre	Facility Capacity	Factor SFR	Factor MFR	Cost/ SFR	Cost/ MFR
Elementary	20.00	\$0	204	0.548	0.150	\$0	\$0
Middle	35.00	\$0	800	0.198	0.050	\$0	\$0
High	35.00	\$0	2,693	0.181	0.050	\$0	\$0
						\$0	\$0
School Construction Cost:							
((Facility Cost/Facility Capacity)xStudent Factor)x(Permanent/Total Sq Ft)				Student	Student		
	%Perm/ Total Sq.ft.	Facility Cost	Facility Capacity	Factor SFR	Factor MFR	Cost/ SFR	Cost/ MFR
Elementary	96.11%		204	0.548	0.150	\$0	\$0
Middle	96.11%	\$ 29,450,000	330	0.198	0.050	\$16,983	\$4,289
High	96.11%	\$ 31,000,000	430	0.181	0.050	\$12,541	\$3,464
						\$29,524	\$7,753
Temporary Facility Cost:							
((Facility Cost/Facility Capacity)xStudent Factor)x(Temporary/Total Square Feet)				Student	Student	Cost/ SFR	Cost/ MFR
	%Temp/ Total Sq.ft.	Facility Cost	Facility Size	Factor SFR	Factor MFR		
Elementary	3.89%	\$ -	20	0.548	0.150	\$0	\$0
Middle	3.89%	\$ -	25	0.198	0.050	\$0	\$0
High	3.89%	\$ -	25	0.181	0.050	\$0	\$0
					TOTAL	\$0	\$0
State Funding Assistance Credit:							
CCA x OSPI Square Footage x Funding Assistance % x Student Factor				Student	Student		
	Current CCA	OSPI Square Footage	District Funding %	Factor SFR	Factor MFR	Cost/ SFR	Cost/ MFR
Elementary	\$ 375.00	90	0.00%	0.548	0.150	\$0	\$0
Middle	\$ 375.00	108	0.00%	0.198	0.050	\$0	\$0
Sr. High	\$ 375.00	130	63.29%	0.181	0.050	\$5,585	\$1,543
					TOTAL	\$5,585	\$1,543
Tax Payment Credit:						SFR	MFR
Average Assessed Value						\$713,626	\$299,004
Capital Bond Interest Rate						3.48%	3.48%
Net Present Value of Average Dwelling						\$5,940,933	\$2,489,207
Years Amortized						10	10
Property Tax Levy Rate						\$1.47	\$1.47
	Present Value of Revenue Stream					\$8,733	\$3,659
	Fee Summary:			Single Family	Multi-Family		
	Site Acquisition Costs			\$0	\$0		
	Permanent Facility Cost			\$29,524	\$7,753		
	Temporary Facility Cost			\$0	\$0		
	State Funding Credit			(\$5,585)	(\$1,543)		
	Tax Payment Credit			(\$8,733)	(\$3,659)		
	NET (AS CALCULATED)			\$15,206	\$2,551		
	50% LOCAL SHARE			\$7,603	\$1,276		

APPENDIX C – SCHOOL DISTRICT MAP



TAHOMA SCHOOL DISTRICT NO. 409
Maple Valley, Washington

MEMORANDUM

June 11th, 2024

TO: Tahoma School Board

FROM: Kyle Hood
Director of Operations

Subject: 2024-08 Capital Facilities Plan for 2024/25

Request: Approve Resolution 2024-08 Capital Facilities Plan 2024-2029

Background: The Capital Facilities Plan is a report that comes out every year as a six-year report. The purpose of the report is to look at our facilities and enrollment projections for the coming years and make quality decisions based on the needs and current realities of our facilities. This report is required in order to collect impact fees.

ACTION: Please approve the Resolution 2024-08 Capital Facilities Plan 2024-2029, that include the following attachments

- Capital Facilities Plan
- Determination of Non-Significance
- SEPA Checklist

TAHOMA SCHOOL DISTRICT NO. 409
Maple Valley, Washington

Resolution No. 2024-08 Capital Facilities Plan for 2024/2025

WHEREAS, the Tahoma School District No. 409 is required to adopt the Capital Facilities Plan for the 2024-2029 school years; and,

WHEREAS, the Board of Directors is satisfied with the plan;

THEREFORE, BE IT RESOLVED that the Board of Directors of the Tahoma School District No. 409, on this 11th day of June, 2024, approves the Capital Facilities Plan for the 2024 - 2029 school years.

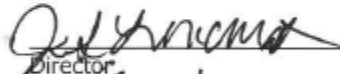
ADOPTED THIS 11th day of June, 2024.



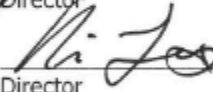
President



Director



Director



Director

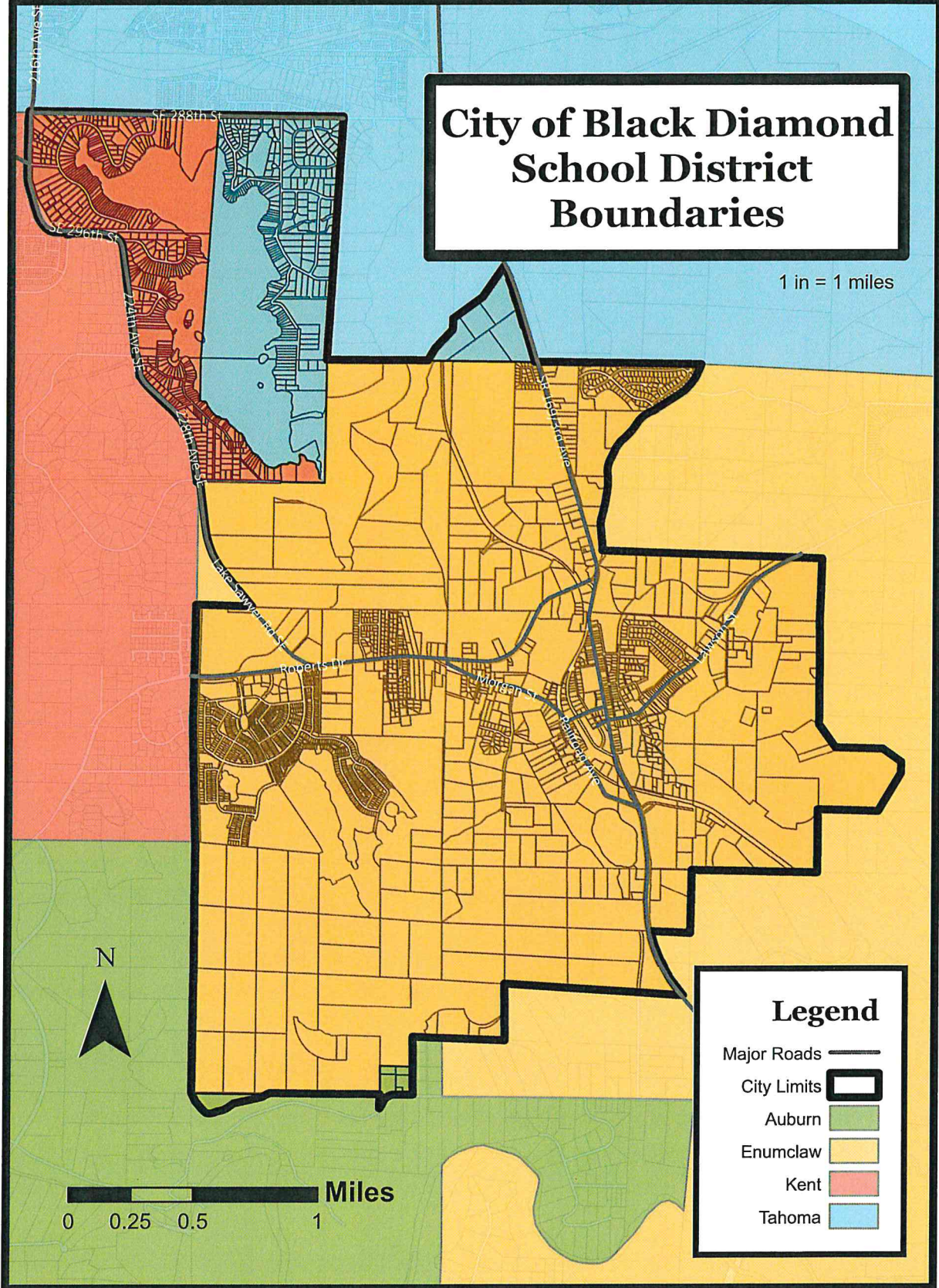
Director

Attest: 

Secretary

City of Black Diamond School District Boundaries

1 in = 1 miles



Legend

- Major Roads —
- City Limits
- Auburn
- Enumclaw
- Kent
- Tahoma

CITY COUNCIL AGENDA BILL

City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010

ITEM INFORMATION		
SUBJECT: Grant agreement with the Department of Commerce through the Local Community Projects Program for the Black Diamond Skatepark.	Agenda Date: December 5, 2024	AB24-083
	Mayor Carol Benson	
	City Administrator	
	City Attorney - David Linehan	
	City Clerk – Brenda L. Martinez	
	Com Dev –Andy Williamson	
	Finance – Xavier Mason	
	MDRT/Ec Dev – Andy Williamson	
	Police – Chief Kiblinger	
Cost Impact (see also Fiscal Note):\$82,450.00 Revenue	Public Works – Scott Hanis	X
Fund Source: Department of Commerce	Court – Judge Swain/Tawnya Parks	
Timeline: Present through June 30, 2025		
Agenda Placement: ☒ Mayor ☐ Two Councilmembers ☐ Committee Chair ☐ City Administrator		
Attachments: Resolution; Grant Agreement		
SUMMARY STATEMENT: Community Development staff applied for the Department of Commerce “Local Community Projects Program” in 2023 and was selected for funding in the amount of \$82,450. Funds awarded under this grant shall be used by the City of Black Diamond for the Black Diamond Community Skatepark project, located at Park Street and SR 169, Black Diamond, Washington 98010 (Project). This will include, but not be limited to, design and construction of a concrete in-ground skatepark. Project components include demolition, grading, drainage, concrete work, viewing area, parking, and landscape improvements. The new skatepark will provide community youth with a recreational outlet and gathering space. Department of Commerce has requested the City to authorize this agreement via DocuSign electronic signature. FISCAL NOTE (Finance Department): N/A		
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:		
RECOMMENDED ACTION: MOTION to adopt Resolution No. 24-1647 authorizing the Mayor to execute a grant agreement with the Department of Commerce of \$82,450 for the Black Diamond Skatepark.		

RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
November 21, 2024	Meeting cancelled	
December 5, 2024		

RESOLUTION NO. 24-1647

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BLACK DIAMOND, KING COUNTY, WASHINGTON
EXECUTING A GRANT AGREEMENT WITH THE
DEPARTMENT OF COMMERCE FOR THE BLACK
DIAMOND SKATEPARK PROJECT**

WHEREAS, the Black Diamond Skatepark Project is currently under construction; and

WHEREAS, the City was awarded a \$82,450 Department of Commerce Local Community Projects Program Grant for the Black Diamond Skatepark project; and

WHEREAS, The new skatepark will provide community members with a recreational outlet and gathering space;

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

Section 1. The City Council hereby accepts Department of Commerce grant funding in the amount of \$82,450 to fund the Black Diamond Skatepark project;

Section 2. The Mayor is hereby authorized to execute the grant agreement via DocuSign with the Department of Commerce, a copy of which is attached hereto.

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK
DIAMOND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS
5TH DAY OF DECEMBER, 2024.**

CITY OF BLACK DIAMOND:

Carol Benson, Mayor

Attest:

Brenda L. Martinez, City Clerk



Grant to

City of Black Diamond

through

The Local Community Projects Program

For

Black Diamond Community Skatepark (Black Diamond)

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FACE SHEET

Grant Agreement Number: 23-96643-007

Project Name: Black Diamond Community Skatepark (Black Diamond)

Washington State Department of Commerce Local Government Division Local Community Projects

1. GRANTEE City of Black Diamond PO BOX 599 BLACK DIAMOND, Washington 98010		2. GRANTEE Doing Business As (optional) N/A	
3. GRANTEE Representative Ryan Sweet (360) 851-4520 rsweet@blackdiamondwa.gov		4. COMMERCE Representative Emily Hafford Program Manager (360) 764-0118 emily.hafford@commerce.wa.gov	
5. Grant Amount \$82,450.00	6. Funding Source Federal: ☐ State: ☒ Other: ☐ N/A: ☐	7. Start Date Upon Final Signature	8. End Date June 30, 2025, if funds are not reappropriated; June 30, 2027, contingent on reappropriation.
9. Federal Funds (as applicable) N/A		Federal Agency N/A	
CFDA Number N/A			
10. Tax ID # 91-6016204	11. SWV # SWV0019081-01	12. UBI # 601140632	13. UEI # N/A
14. Grant Purpose The purpose of this performance-based Grant Agreement is to provide funding for the Black Diamond Community Skatepark project, as described in Attachment A – Scope of Work. COMMERCE, defined as the Washington State Department of Commerce, and the GRANTEE, as defined above, acknowledge and accept the terms of this Grant Agreement and attachments and have executed this Grant Agreement on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant Agreement are governed by this Grant Agreement and the following other documents incorporated by reference: Grant Agreement Terms and Conditions including Attachment A – Scope of Work, Attachment B – Budget, Attachment C – Certification of Availability of Funds to Complete the Project, Attachment D – Certification of the Payment and Reporting of Prevailing Wages, and Attachment E – Certification of Intent to Enter LEED Process, application as submitted for grant funding, applicable Local Community Projects Program Notice of Funding Availability, and applicable Local Community Projects Program Guidelines (as they may be revised from time to time).			
FOR GRANTEE _____ Carol Benson, Mayor _____ Date		FOR COMMERCE _____ Mark K. Barkley, Assistant Director Local Government Division _____ Date TEMPLATE APPROVED AS TO FORM _____ Lisa Koperski, Assistant Attorney General, on 7/22/2024	

SPECIAL TERMS AND CONDITIONS
GENERAL GRANT
STATE FUNDS

THIS GRANT AGREEMENT, entered into by and between the Grantee, a Local Government, and WASHINGTON STATE DEPARTMENT OF COMMERCE, as defined on the Face Sheet of this Grant Agreement, WITNESSES THAT:

WHEREAS, COMMERCE has the statutory authority under RCW 43.330.050(5) to cooperate with and provide assistance to local governments, businesses, and community-based organizations; and

WHEREAS, COMMERCE is also given the responsibility to administer state funds and programs which are assigned to COMMERCE by the Governor or the Washington State Legislature; and

WHEREAS, the Washington State Legislature has, in Laws of 2022, Chapter 296, Section 1026 made an appropriation to support the 2023 Local and Community Projects Program, which was amended and reappropriated in Laws of 2023, Chapter 474, Sections 6052 and 7007, and in Laws of 2024, Chapter 375, Section 6009, and directed COMMERCE to administer those funds; and

WHEREAS, the enabling legislation also stipulates that the GRANTEE is eligible to receive funding for design, acquisition, construction and equipment, or rehabilitation activities of the Project.

GRANTEE and COMMERCE are individually a "party" and, collectively, the "parties."

NOW, THEREFORE, in consideration of covenants, conditions, performances, and promises hereinafter contained, the parties agree as follows:

1. GRANT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Grant Agreement.

2. COMPENSATION

COMMERCE shall pay an amount not to exceed \$82,450.00 for the capital costs necessary for or incidental to the performance of work as set forth in Attachment A (Scope of Work).

3. CERTIFICATION OF FUNDS PERFORMANCE MEASURES

- A.** The release of state funds under this Grant Agreement is contingent upon the GRANTEE certifying that it has expended or has access to funds from non-state sources as set forth in ATTACHMENT C (CERTIFICATION OF THE AVAILABILITY OF FUNDS TO COMPLETE THE PROJECT). Such non-state sources may consist of a combination of any of the following:
- i.** Eligible Project expenditures prior to the execution of this Grant Agreement.
 - ii.** Cash dedicated to the Project.
 - iii.** Funds available through a letter of credit or other binding loan commitment(s).
 - iv.** Pledges from foundations or corporations.
 - v.** Pledges from individual donors.
 - vi.** The value of real property when acquired solely for the purposes of this Project, as established and evidenced by a current market value appraisal performed by a licensed,

professional real estate appraiser, or a current property tax statement. COMMERCE will not consider appraisals for prospective values of such property for the purposes of calculating the amount of non-state matching fund credit.

vii. In-kind contributions, subject to COMMERCE'S approval.

- B. The GRANTEE shall maintain records sufficient to evidence that it has access to or has expended funds from such non-state sources and shall make such records available for COMMERCE's review upon reasonable request.

4. STATE PUBLIC WORKS

For work done at the cost of the State, GRANTEE must comply with public works statutes RCW 39.04 and RCW 39.10, apprenticeship requirements, and the State and local building codes, as applicable. If GRANTEE has questions about compliance, GRANTEE will need to visit the [Washington State Department of Labor & Industries Public Works Projects website](#) for more information.

5. SITE CONTROL

GRANTEES who receive grants for construction, purchase or renovation of facilities must provide written evidence of and maintain site control, either through outright ownership of the subject property or a long-term lease, for a minimum of ten (10) years after the later of: (1) final grant payment; or (2) the date when the facility is made usable to the public for the purpose intended by the Washington State Legislature, including GRANTEE having secured all required licenses, certifications, and/or permits. GRANTEES must provide written evidence of continuing site control as may be requested by COMMERCE.

6. DOCUMENTATION AND SECURITY

The provisions of this Section shall apply to capital projects performed by nonprofit organizations and public benefit corporations that involve the expenditure of over \$250,000 in State funds. The provisions may also apply to Tribes, depending on the location of the Project. Additionally, COMMERCE reserves the right to review all state-funded projects and to require that projects performed by other entity types comply with this Section. Projects for which the grant award or legislative intent documents specify that the state funding is to be used for pre-design or design only are exempt from this Section.

- A. Deed of Trust. This Grant Agreement shall be evidenced by a promissory note and secured by a deed of trust or other appropriate security instrument in favor of COMMERCE (the Deed of Trust). The Deed of Trust shall be recorded in the County where the Project is located, and the original returned to COMMERCE after recordation within 90 calendar days of Grant Agreement execution. The Deed of Trust must be recorded before COMMERCE will reimburse the GRANTEE for any Project costs. The amount secured by the Deed of Trust shall be the amount of the Grant Agreement as set forth on the Face Sheet.
- B. Term of Deed of Trust; Commitment Period. The Deed of Trust shall remain in full force and effect for a minimum period of ten (10) years following the later of: (1) final payment of state funds to the GRANTEE under this Grant Agreement; or (2) the date when:
- i. the facility improved or acquired with grant funds; or
 - ii. a distinct phase of the Project

is made useable to the public for the purpose intended by the Washington State Legislature (the Commitment Period). Upon satisfaction of the Commitment Period term requirement and all other

Grant Agreement terms and conditions, COMMERCE shall, upon written request of the GRANTEE, take appropriate action to reconvey the Deed of Trust.

- C. Title Insurance. The GRANTEE shall purchase an extended coverage lender's policy of title insurance insuring the lien position of the Deed of Trust in an amount not less than the amount of the grant.
- D. Covenant. If the Project will be partially funded by a loan and the term of said loan is less than the Commitment Period as defined in Special Terms and Conditions Section 6(B), COMMERCE may require that GRANTEE record or cause to be recorded a covenant in a superior lien position ahead of the lender's security instrument that restricts use of the facility or property for the purpose(s) stated elsewhere in this Grant Agreement for at least the term of the Commitment Period as defined in Special Terms and Conditions Section 6(B).
- E. Subordination. COMMERCE may agree to subordinate its Deed of Trust upon request from a private or public lender. Any such request shall be submitted to COMMERCE in writing, and COMMERCE shall respond to the request in writing within 30 calendar days of receiving the request.
- F. Deed of Trust on Leased Property. COMMERCE may require, at its sole discretion, a Deed of Trust on the fee interest of the real property where the Project is located, if the Project is on leased property

7. BASIS FOR ESTABLISHING REAL PROPERTY VALUES FOR ACQUISITIONS OF REAL PROPERTY PERFORMANCE MEASURES

When all or part of the grant is used to fund the acquisition of real property, before funds are disbursed, the GRANTEE shall procure and provide to COMMERCE evidence establishing the value of the real property eligible for reimbursement under this Grant Agreement as follows:

- A. GRANTEE purchases of real property from an independent third-party seller shall be evidenced by a current appraisal prepared by a licensed Washington State commercial real estate appraiser or a current property tax statement.
- B. GRANTEE purchases of real property from a subsidiary organization, such as an affiliated LLC, shall be evidenced by a current appraisal prepared by a licensed Washington State commercial real estate appraiser or the prior purchase price of the property plus holding costs, whichever is less.

8. EXPENDITURES ELIGIBLE FOR REIMBURSEMENT

Payments to the GRANTEE shall be made on a reimbursement basis only. The GRANTEE may be reimbursed, at the rate set forth elsewhere in this Grant Agreement, for work associated with the Project expenditures Unless authorized by the Washington State Legislature, only those Project costs incurred after the date of execution, may be reimbursed. Reimbursable cost are determined by the Scope of Work, Attachment A. Generally costs within the following cost categories are considered capital expenditures:

- A. Real property, and costs directly associated with such purchase, when purchased or acquired solely for the purposes of the Project;
- B. Design, engineering, architectural, and planning;
- C. Construction management and observation (from external sources only);
- D. Construction costs including, but not limited to, the following:
 - i. Site preparation and improvements;
 - ii. Permits and fees;
 - iii. Labor and materials;
 - iv. Taxes on Project goods and services;

- v. Capitalized equipment;
 - vi. Information technology infrastructure; and
 - vii. Landscaping.
- E. Other costs authorized through the legislation.

9. BILLING PROCEDURES AND PAYMENT

COMMERCE shall reimburse the GRANTEE for up to 100% of each invoice for eligible Project expenditures, up to the maximum payable under this Grant Agreement. When requesting reimbursement for expenditures made, the GRANTEE shall submit to COMMERCE a signed and completed Invoice Voucher (Form A-19), that documents capitalized Project activity performed – by budget line item – for the billing period. The GRANTEE must submit all Invoice Vouchers and any required documentation electronically. Submissions shall be in accordance with directions provided by COMMERCE. Funds are reimbursement based and cannot be advanced under any circumstance. Disbursements of funds for invoices due and payable within 30 days are not considered advanced payments.

The GRANTEE shall evidence the costs claimed on each voucher by including copies of each invoice received from subgrantees/subcontractors providing Project goods or services covered by the Grant Agreement. The GRANTEE shall also provide COMMERCE with a copy of the cancelled check or electronic funds transfer, as applicable, that confirms that they have paid each expenditure being claimed at the time the voucher is submitted or within 30 calendar days of Commerce's disbursement of payment. The cancelled checks or electronic funds transfers may be submitted to COMMERCE at the time the voucher is initially submitted or within 30 calendar days thereafter.

The voucher must be certified (i.e., signed) by an official of the GRANTEE with authority to bind the GRANTEE. The voucher shall be submitted to COMMERCE within 60 calendar days following the completion of work or other termination of this Grant Agreement, or within 15 calendar days following the end of the State biennium unless Grant Agreement funds are re-appropriated by the Washington State Legislature in accordance with Special Terms and Conditions Section 18 (Reappropriation).

If GRANTEE has or will be submitting any of the invoices attached to a request for payment for partial reimbursement under another contract or grant agreement, GRANTEE must clearly identify such contracts or grant agreements in the transmittal letter and request for payment.

Each request for payment must be accompanied by a Project Status Report, which describes, in narrative form, the progress made on the Project since the last invoice was submitted as well as a report of Project status to date. COMMERCE will not release payment for any reimbursement request received unless and until the Project Status Report is received. After approving the Invoice Voucher and Project Status Report, COMMERCE shall promptly remit a warrant to the GRANTEE. In the event that the award amount in Special Terms and Conditions Section 2 (Compensation) is expended before construction completion of the Project, as identified in Attachment A (Scope of Work), the GRANTEE agrees to continue providing complete Project Status Report updates to their COMMERCE Representative annually or upon request.

COMMERCE will pay GRANTEE upon receipt and approval of properly completed invoices and supporting documentation, which shall be submitted to the Representative for COMMERCE not more often than monthly. After approving the Invoice Voucher and Project Status Report, COMMERCE shall promptly remit a warrant to the GRANTEE. Payment shall be considered timely if made by COMMERCE within 30 calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the GRANTEE.

Notwithstanding the foregoing, COMMERCE may, in its sole discretion, holdback up to the final 10% of grant funds until the Project is complete and the facility has been issued a Certificate of Occupancy

from the appropriate local permitting entity, or for projects without occupiable space, when comparable evidence of Project completion is submitted by GRANTEE. The Certificate of Occupancy /evidence of completion should be submitted with GRANTEE's final request for reimbursement.

10. CLOSEOUT CERTIFICATION

The GRANTEE shall complete and submit a Closeout Certification Form when:

- A.** All activities identified in the Scope of Work shown on Attachment A are complete and the Project is useable to the public for the purpose intended by the Washington State Legislature, or
- B.** When final payment is made and GRANTEE has certified that the Project will be completed and the public benefit described will be maintained for the term of the Commitment Period as defined in Special Terms and Conditions Section 6(B).

Notwithstanding anything in A. or B. above, the right of COMMERCE to recapture funds or seek other remedies for failure to make the Project usable to the public shall survive the closeout or termination of this Grant Agreement.

COMMERCE reserves the right to request additional information related to the Project.

11. INSURANCE

A. Insurance Requirements for Reimbursable Activities

The GRANTEE must have insurance coverage that is substantially similar to the coverage described in Section 11B below for all periods in which GRANTEE performed work for which it will seek reimbursement. The intent of the required insurance is to protect the State of Washington should there be any Claims, suits, actions, costs, damages or expenses arising from any loss or negligent or intentional act or omission of the GRANTEE or subgrantee/subcontractor, or agents of either, while performing under the terms of this Grant Agreement.

B. Additional Insurance Requirements During the Term of the Grant Agreement

- i.** The GRANTEE shall provide proof to COMMERCE of insurance coverage that shall be maintained in full force and effect, as indicated below, and shall submit renewal certificates not less than 30 calendar days prior to expiration of each policy required under this Section:

- a. Commercial General Liability Insurance Policy.** Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of or related to this Grant Agreement but in no less than \$1,000,000 per occurrence. Additionally, the GRANTEE is responsible for ensuring that any subgrantee/subcontractor provide adequate insurance coverage for the activities arising out of or related to subgrants/subcontracts (if any). Commercial General Liability Insurance coverage shall be maintained in full force and effect during the term of this Grant Agreement and throughout the Commitment Period as defined in Special Terms and Conditions Section 6(B). This insurance must be maintained throughout the term of the Grant Agreement and the Commitment Period as defined in Special Terms and Conditions Section 6(B).

- b. Property Insurance.** The GRANTEE shall keep the property insured in an amount sufficient to permit such insurance to be written at all times on a replacement cost basis. Such insurance shall cover the following hazards, as applicable:

- 1. Loss or damage by fire and such other risks;
 - 2. Loss or damage from leakage or sprinkler systems now or hereafter installed in any building on the premises;

3. Loss or damage by explosion of steam boilers, pressure vessels, oil or gasoline storage tanks, or similar apparatus now or hereafter installed in a building or building on the premises.

This property insurance coverage must be maintained in full force and effect throughout the term of this Grant Agreement and the Commitment Period as defined in Special Terms and Conditions Section 6(B).

c. Professional Liability, Errors, and Omissions Insurance. If GRANTEE will be providing any professional services to be reimbursed under this Grant Agreement, the GRANTEE shall maintain Professional Liability or Errors and Omissions Insurance with minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the GRANTEE and licensed staff employed or under contract to the GRANTEE. The State of Washington, the Department of Commerce, its agents, officers, and employees need not be named as additional insureds under this policy. This insurance must be maintained throughout the Commitment Period as defined in Special Terms and Conditions Section 6(B). GRANTEE shall require that any subgrantees/subcontractors providing professional services that are reimbursable under this Grant Agreement maintain Professional Liability or Errors and Omissions Insurance at the coverage levels set forth in this subsection.

d. Fidelity Insurance. Every officer, director, employee, or agent who is authorized to act on behalf of the GRANTEE for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss where:

1. The amount of fidelity coverage secured pursuant to this Grant Agreement shall be \$2,000,000 or the highest of planned reimbursement for the Grant Agreement period, whichever is lower. Fidelity insurance secured pursuant to this paragraph shall name the State of Washington, the Department of Commerce, its agents, officers, and employees as beneficiary.
 2. Subgrantees/subcontractors that receive \$10,000 or more per year in funding through this Grant Agreement shall secure fidelity insurance as noted above. Fidelity insurance secured by subgrantees/subcontractors pursuant to this paragraph shall name the GRANTEE and the GRANTEE's fiscal agent (if any) as beneficiary.
 3. Fidelity Insurance coverage shall be maintained in full force and effect from the start date of this Grant Agreement until GRANTEE has submitted a Closeout Certification Form, subject to the following: Fidelity Insurance must be issued on either (a) a "loss sustained" basis; or (b) if issued on a "loss-discovered" basis, provide coverage for at least 6 months following the date of COMMERCE's receipt of the Closeout Certification Form.
- ii. The insurance required shall be issued by an insurance company authorized to do business within the State of Washington. Except as otherwise set forth in this Section, each insurance policy shall name "the State of Washington the Department of Commerce, its agents, officers, and employees" as additional insureds on all policies. All policies shall be primary to any other valid and collectable insurance. The GRANTEE shall instruct the insurers to give COMMERCE 30 calendar days' advance notice of any insurance cancellation or modification.
 - iii. The GRANTEE shall submit to COMMERCE within 15 calendar days of the Grant Agreement start date, a certificate of insurance which outlines the coverage and limits defined in this insurance section including, without limitation, the type of insurance coverage under the policy, the designated beneficiary, who is covered, the amounts, the period of coverage, and that COMMERCE will be provided 30 days' advance written notice of cancellation. During the term of the Grant Agreement, the GRANTEE shall submit renewal certificates not less than 30 calendar days prior to expiration of each policy required under this Section. Additionally, GRANTEE shall

provide copies of insurance instruments or certifications at COMMERCE's request and until six month after COMMERCE has received a Closeout Certification Form from GRANTEE. Copies of such insurance instruments and certifications will be provided within 15 calendar days of COMMERCE's request unless otherwise agreed to by the parties.

iv. GRANTEES and Local Governments that Participate in a Self-Insurance Program.

Self-Insured/Liability Pool or Self-Insured Risk Management Program – With prior approval from COMMERCE, the GRANTEE may provide the coverage above under a self-insured/liability pool or self-insured risk management program. In order to obtain permission from COMMERCE, the GRANTEE shall provide: (1) a description of its self-insurance program, and (2) a certificate and/or letter of coverage that outlines coverage limits and deductibles. All self-insured risk management programs or self-insured/liability pool financial reports must comply with Generally Accepted Accounting Principles (GAAP) and adhere to accounting standards promulgated by: 1) Governmental Accounting Standards Board (GASB), 2) Financial Accounting Standards Board (FASB), and 3) the Washington State Auditor's annual instructions for financial reporting. GRANTEE's participating in joint risk pools shall maintain sufficient documentation to support the aggregate Claim liability information reported on the balance sheet. The State of Washington, the Department of Commerce, its agents, and employees need not be named as additional insured under a self-insured property/liability pool, if the pool is prohibited from naming third parties as additional insured.

GRANTEE shall provide annually to COMMERCE a summary of coverages and a letter of self-insurance, evidencing continued coverage under GRANTEE's self-insured/liability pool or self-insured risk management program. Such annual summary of coverage and letter of self-insurance will be provided on the anniversary of the start date of this Grant Agreement.

12. ORDER OF PRECEDENCE

In the event of an inconsistency in this Grant Agreement, the inconsistency shall be resolved by giving precedence in the following order:

- 1) Applicable federal and State of Washington statutes and regulations
- 2) Special Terms and Conditions
- 3) General Terms and Conditions
- 4) Attachment A – Scope of Work
- 5) Attachment B – Project Budget
- 6) Attachment C – Certification of the Availability of Funds to Complete the Project
- 7) Attachment D – Certification of the Payment and Reporting of Prevailing Wages
- 8) Attachment E – Certification of Intent to Enter the Leadership in Energy and Environmental Design (LEED) Certification Process
- 9) Application as submitted by the GRANTEE for funding
- 10) Notice of Funding Availability
- 11) Program Guidelines, as revised. GRANTEE acknowledges that the Program Guidelines may be revised by COMMERCE from time to time and agrees that the most recent version of the Guidelines shall be applicable. COMMERCE will post notice on its website <https://www.commerce.wa.gov/building-infrastructure/capital-facilities/> drawing attention to the sections of the Guidelines that have been revised.

13. REDUCTION IN FUNDS

In the event that funds appropriated for the Project contemplated under this Grant Agreement are withdrawn, reduced, or limited in any way by the Governor or the Washington State Legislature, or other funding source, during the Grant Agreement period, the parties understand and agree that COMMERCE may suspend, amend, or terminate the Grant Agreement to abide by the revised

funding limitations. The parties understand and agree that GRANTEE shall be bound by any such revised funding limitations as implemented at the discretion of COMMERCE and shall meet and renegotiate the Grant Agreement accordingly.

14. REAPPROPRIATION

- A. The parties hereto understand and agree that any State funds not expended by the End Date listed on the Face Sheet will lapse on that date unless specifically reappropriated by the Washington State Legislature. If funds are so reappropriated, the State's obligation under the terms of this Grant Agreement shall be contingent upon the terms of such reappropriation.
- B. In the event any funds awarded under this Grant Agreement are reappropriated for use in a future biennium, COMMERCE reserves the right to assign a reasonable share of any such reappropriation for administrative costs.

15. OWNERSHIP OF PROJECT/CAPITAL FACILITIES

COMMERCE makes no claim to any real property improved or constructed with funds awarded under this Grant Agreement and does not assert and will not acquire any ownership interest in or title to the capital facilities and/or equipment constructed or purchased with state funds under this Grant Agreement; **provided, however, that** COMMERCE may be granted a security interest in real property to secure funds awarded under this Grant Agreement. This provision does not extend to Claims that COMMERCE may bring against the GRANTEE in recapturing funds expended in violation of this Grant Agreement.

16. CHANGE OF OWNERSHIP OR USE FOR GRANTEE-OWNED PROPERTY

- A. The GRANTEE understands and agrees that any and all real property or facilities owned by the GRANTEE that are acquired, constructed, or otherwise improved using state funds under this Grant Agreement shall be held and used by the GRANTEE for the purpose or purposes stated elsewhere in this Grant Agreement for the Commitment Period as defined in Special Terms and Conditions Section 6(B).
- B. This provision shall not be construed to prohibit the GRANTEE from selling any property or properties described in this Section; **provided, however, that** any such sale shall be subject to prior review and approval by COMMERCE and that all proceeds from such sale shall be applied to the purchase price of a different facility or facilities of equal or greater value than the original facility and that any such new facility or facilities will be used for the purpose or purposes stated elsewhere in this Grant Agreement.
- C. In the event the GRANTEE is found to be out of compliance with this Section, the GRANTEE shall repay to the state general fund pursuant to General Terms and Conditions Section 34, the principal amount of the funds disbursed under the Grant Agreement, along with interest at the rate of the higher of: (i) five percent (5%) per annum, or (ii) the rate of interest of state of Washington general obligation bonds issued on the date most close in time to the effective date in which legislation authorized funding for the subject facility. Repayment shall be made pursuant to General Terms and Conditions Section 27 (Recapture). This repayment is in addition to any other remedies available at law or in equity.

17. CHANGE OF USE FOR LEASED PROPERTY PERFORMANCE MEASURE

- A. The GRANTEE understands and agrees that any and all real property or facilities leased by the GRANTEE that are constructed, renovated, or otherwise improved using state funds under this Grant Agreement shall be used by the GRANTEE for the purpose or purposes stated elsewhere in this Grant Agreement for a period of the Commitment Period as defined in Special Terms and Conditions Section 6(B).
- B. In the event the GRANTEE is found to be out of compliance with this Section, the GRANTEE shall repay to the state general fund pursuant to General Terms and Conditions Section 34, the principal amount of the funds disbursed under the Grant Agreement, along with interest at the

rate of the higher of: (i) five percent (5%) per annum, or (ii) the rate of interest of state of Washington general obligation bonds issued on the date most close in time to the effective date in which legislation authorized funding for the subject facility. Repayment shall be made pursuant to General Terms and Conditions Section 27 (Recapture). This repayment is in addition to any other remedies available at law or in equity.

18. MODIFICATION TO THE PROJECT BUDGET

- A. Notwithstanding any other provision of this Grant Agreement, the GRANTEE may, at its discretion, make modifications to line items in Attachment B (Project Budget) that will not increase the line item by more than 15%.
- B. The GRANTEE shall notify COMMERCE in writing (by email or regular mail) when proposing any budget modification or modifications to a line item in Attachment B (Project Budget) that would increase the line item by more than 15%. Conversely, COMMERCE may initiate the budget modification approval process if presented with a request for payment under this Grant Agreement that would cause one or more budget line items to exceed the 15% threshold increase described above.
- C. Any such budget modification or modifications as described above shall require the written approval of COMMERCE (by email or regular mail), and such written approval shall amend the Project Budget. Each party to this Grant Agreement will retain and make any and all documents related to such budget modifications a part of their respective Grant Agreement file.
- D. Nothing in this Section shall be construed to permit an increase in the amount of funds available for the Project, as set forth in Special Terms and Conditions Section 2 (Compensation) of this Grant Agreement.

19. SIGNAGE, MARKERS AND PUBLICATIONS

A. Taxpayers of Washington State as participant in funding Project

If, during the period covered by this Grant Agreement, the GRANTEE displays or circulates any communication, publication, or donor recognition identifying the financial participants in the Project, any such communication or publication must identify "The Taxpayers of Washington State" as a participant.

B. Ensure coordinated Climate Commitment Act branding.

If Climate Commitment Act funding is involved in this Grant Agreement, then the following provisions apply to GRANTEE and its subgrantees/subcontractors including, without limitation, any and all contractors, subgrantees/subcontractors, service providers, and others who assist GRANTEE in implementing the Project in order to strengthen public awareness of how CCA funding is used and to ensure consistent branding and funding acknowledgments:

- i. Funding source acknowledgement. - The GRANTEE must display or circulate in any and all communications including, without limitation, on websites and in announcements, press releases, and publications used for media-related activities, publicity, and public outreach that: "The is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov."
- ii. Include the "Climate Commitment Act" logo at climate.wa.gov/brandtoolkit, consistent with the branding guidelines posted at climate.wa.gov/brandtoolkit for:
 - a. any Project website or webpage that includes logos from other funding partners; and/or
 - b. any Project media or public information materials that include logos from other funding partners; and/or
 - c. On-site signage, to the extent possible. By way of example only, this means that for consumer-related projects or programs, a decal may be placed on front of installed heat pump or a logo printed on a delivery tag.

- iii. The GRANTEE is responsible for ensuring that its subgrantees/subcontractors comply with Section 19(B).

20. HISTORICAL AND CULTURAL ARTIFACTS

Prior to approval and disbursement of any funds awarded under this Grant Agreement, GRANTEE shall cooperate with COMMERCE to complete the requirements of Governor's Executive Order 21-02 or GRANTEE shall complete a review under Section 106 of the National Historic Preservation Act, if applicable. GRANTEE agrees that the GRANTEE is legally and financially responsible for compliance with all laws, regulations, and agreements related to the preservation of historical or cultural resources and agrees to hold harmless COMMERCE and the State of Washington in relation to any claim related to such historical or cultural resources discovered, disturbed, or damaged as a result of the Project funded by this Grant Agreement.

In addition to the requirements set forth in this Grant Agreement, GRANTEE shall, in accordance with Governor's Executive Order 21-02 as applicable, coordinate with COMMERCE and the Washington State Department of Archaeology and Historic Preservation (DAHP), including any recommended consultation with any affected tribe(s), during Project design and prior to construction to determine the existence of any tribal cultural resources affected by Project. GRANTEE agrees to avoid, minimize, or mitigate impacts to the cultural resource as a continuing prerequisite to receipt of funds under this Grant Agreement.

The GRANTEE agrees that, unless the GRANTEE is proceeding under an approved historical and cultural monitoring plan or other memorandum of agreement, if historical or cultural artifacts are discovered during construction, the GRANTEE shall immediately stop construction and notify the local historical preservation officer and the State's historical preservation officer at DAHP, and the COMMERCE Representative identified on the Face Sheet. If human remains are uncovered, the GRANTEE shall report the presence and location of the remains to the coroner and local enforcement immediately, then contact DAHP and the concerned tribe's cultural staff or committee.

The GRANTEE shall require this provision to be contained in all subgrants/subcontracts for work or services related to the Project described in Attachment A (Scope of Work).

In addition to the requirements set forth in this Grant Agreement, GRANTEE agrees to comply with RCW 27.44 regarding Indian Graves and Records, RCW 27.53 regarding Archaeological Sites and Resources, RCW 68.60 regarding Abandoned and Historic Cemeteries and Historic Graves, and WAC 25-48 regarding Archaeological Excavation and Removal Permits.

Completion of the requirements of Section 106 of the National Historic Preservation Act shall substitute for completion of Governor's Executive Order 21-02.

In the event that the GRANTEE finds it necessary to amend the Project described in Attachment A (Scope of Work), the GRANTEE may be required to re-comply with Governor's Executive Order 21-02 or Section 106 of the National Historic Preservation Act.

21. TERMINATION FOR FRAUD OR MISREPRESENTATION

In the event the GRANTEE commits fraud or makes any misrepresentation in connection with the grant application or during the performance of this Grant Agreement, COMMERCE reserves the right to terminate or amend this Grant Agreement accordingly, including the right to recapture all funds disbursed to the GRANTEE under the Grant Agreement.

22. FRAUD AND OTHER LOSS REPORTING

GRANTEE shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Grant Agreement immediately or as soon as practicable to the COMMERCE Representative identified on the Face Sheet.

23. PUBLIC RECORDS ACT

Notwithstanding General Terms and Conditions Section 13 (Confidentiality/Safeguarding of Information), COMMERCE is a public agency subject to the Public Records Act, RCW 42.56 (PRA). Under the PRA, all materials relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by COMMERCE or its functional equivalents are considered public records. The PRA requires that public records responsive to a public records request be promptly produced unless the PRA or an "other statute" exempts such records from production. This Grant Agreement is not intended to alter COMMERCE's obligations under the PRA. The parties agree that if COMMERCE receives a public records request for files that may include confidential information under General Terms and Conditions Section 13 (Confidentiality/Safeguarding of Information), COMMERCE may notify the other party of the request and of the date that the records will be released to the requester unless GRANTEE obtains a court order enjoining disclosure. If the GRANTEE fails to obtain the court order enjoining disclosure, COMMERCE may release the requested information on the date specified. If the GRANTEE obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to the PRA, COMMERCE shall maintain the confidentiality of the information per the court order.

24. APPLICABILITY OF COPYRIGHT PROVISIONS TO ARCHITECTURAL/ENGINEERING DESIGN WORK

General Terms and Conditions Section 16 (Copyright Provisions) are not intended to apply to any architectural and engineering design work funded by this Grant Agreement.

25. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. General Terms and Conditions Section 47 (Treatment of Assets) is superseded by this provision.

GENERAL TERMS AND CONDITIONS
GENERAL GRANT
STATE FUNDS

1. DEFINITIONS

As used throughout this Grant Agreement, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "Claim" shall mean any and all claims, losses, costs, damage, expenses, liabilities, liens, actions, causes of action (whether in tort or contract, law or equity, or otherwise), and attorneys' fees and costs.
- C. "COMMERCE" shall mean the Washington State Department of Commerce.
- D. "Grant Agreement" shall mean the entire written agreement between COMMERCE and the GRANTEE, including any attachments, exhibits, documents, or materials incorporated by reference, and any amendments executed by the parties.
- E. "GRANTEE" shall mean the entity identified on the Face Sheet performing service(s) under this Grant Agreement and shall include all employees and agents of the GRANTEE.
- F. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use, or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- G. "State" shall mean the State of Washington.
- H. "Subgrantee/subcontractor" shall mean one not in the employment of the GRANTEE, who is performing all or part of those services under this Grant Agreement under a separate subcontract or subgrant with the GRANTEE. The term "subgrantee/subcontractor" refers to any tier.

2. ACCESS TO DATA

In compliance with RCW 39.26.180, the GRANTEE shall provide access to data generated under this Grant Agreement to COMMERCE, the Joint Legislative Audit and Review Committee, and the Office of the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the GRANTEE's reports, including computer models and the methodology for those models.

3. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this Grant Agreement shall be made by COMMERCE.

4. ALL WRITINGS CONTAINED HEREIN

This Grant Agreement contains all the terms and conditions agreed upon by the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties. No other understandings, oral or otherwise, regarding the subject matter of this Grant Agreement shall be deemed to exist or to bind any of the parties hereto.

5. ALLOWABLE COSTS

Costs allowable under this Grant Agreement are actual expenditures according to an approved budget up to the maximum amount stated on the Grant Agreement Award or Amendment Face Sheet.

6. AMENDMENTS

This Grant Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties. No other understandings, oral or otherwise, regarding the subject matter of this Grant Agreement shall be deemed to exist or to bind any of the parties hereto.

7. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, ALSO REFERRED TO AS THE "ADA" 28 CFR PART 35

The GRANTEE must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

8. ASSIGNMENT

Neither this Grant Agreement nor any Claim arising under this Grant Agreement, shall be transferred or assigned by the GRANTEE without prior written consent of COMMERCE.

9. ATTORNEYS' FEES

Unless expressly permitted under another provision of the Grant Agreement, in the event of litigation or other action brought to enforce Grant Agreement terms, each party agrees to bear its own attorneys' fees and costs.

10. AUDIT

A. General Requirements

COMMERCE reserves the right to require an audit. If required, GRANTEEs are to procure audit services and provide documentation of the audit to COMMERCE based on the following guidelines.

The GRANTEE shall maintain its records and accounts so as to facilitate audits and shall ensure that subgrantees/subcontractors also maintain auditable records.

The GRANTEE is responsible for any audit exceptions incurred by its own organization or that of its subgrantees/subcontractors.

COMMERCE reserves the right to recover from the GRANTEE all disallowed costs resulting from the audit.

Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The GRANTEE must respond to COMMERCE requests for information or corrective action concerning audit issues within 30 calendar days of the date of request.

B. State Funds Requirements

In the event an audit is required, if the GRANTEE is a state or local government entity, the Office of the State Auditor shall conduct the audit. Audits of non-profit organizations are to be conducted by a qualified certified public accountant.

The GRANTEE shall include the above audit requirements in any and all subgrants or subcontracts.

In any case, the GRANTEE's records must be available for review by COMMERCE at any time during the Commitment Period as defined in Special Terms and Conditions Section 6(B).

C. Documentation Requirements

The GRANTEE must send a copy of the audit report described above no later than 9 months after the end of the GRANTEE's fiscal year(s) by sending a scanned copy to comacctooffice@commerce.wa.gov or a hard copy to:

Washington State Department of Commerce
ATTN: Audit Review and Resolution Office
1011 Plum Street SE
PO Box 42525
Olympia, WA 98504-2525

In addition to sending a copy of the audit, when applicable, the GRANTEE must include:

- i. Corrective action plan for audit findings within three (3) months of the audit being received by COMMERCE; and
- ii. Copy of the Management Letter.

If the GRANTEE is required to obtain a single audit consistent with Circular A-133 requirements, a copy must be provided to COMMERCE; no other report is required.

11. BREACHES OF OTHER STATE CONTRACTS

GRANTEE is expected to comply with all other contracts and grant agreements executed between GRANTEE and the State of Washington. A breach of any other contract or grant agreement entered into between GRANTEE and the State of Washington may, in COMMERCE's sole discretion, be deemed a breach of this Grant Agreement.

12. CODE REQUIREMENTS

All construction and rehabilitation projects must satisfy the requirements of applicable local, state, and federal building, mechanical, plumbing, fire, energy and barrier-free codes. Compliance with the Americans with Disabilities Act of 1990 28 C.F.R. Part 35 will be required, as specified by the local building Department.

13. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

A. "Confidential Information" as used in this Section includes:

- i. All material provided to the GRANTEE by COMMERCE that is designated as "confidential" by COMMERCE; and
- ii. All material produced by the GRANTEE that is designated as "confidential" by COMMERCE; and
- iii. All Personal Information in the possession of the GRANTEE that may not be disclosed under state or federal law.

B. The GRANTEE shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The GRANTEE shall use Confidential Information solely for the purposes of this Grant Agreement and shall not use, share, transfer, sell, or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The GRANTEE shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale, or disclosure of Confidential Information or violation of any related state or federal laws. Upon request, the GRANTEE shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such

policies and procedures as they apply to this Grant Agreement whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The GRANTEE shall make the changes within the time period specified by COMMERCE. Upon request, the GRANTEE shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the GRANTEE against unauthorized disclosure.

- C. Unauthorized Use or Disclosure. The GRANTEE shall notify COMMERCE within 5 working days of GRANTEE's discovery of any unauthorized use or disclosure of any confidential information and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

14. CONFORMANCE

If any provision of this Grant Agreement violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.

15. CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, COMMERCE may, in its sole discretion, by written notice to the GRANTEE terminate this Grant Agreement if it is found after due notice and examination by COMMERCE that there is a violation of the Ethics in Public Service Act, RCW 42.52 and RCW 42.23, or any similar statute involving the GRANTEE in the procurement of, or performance under, this Grant Agreement.

Specific restrictions apply to contracting with current or former state employees pursuant to RCW 42.52. The GRANTEE and all subgrantees/subcontractors (if any) must identify any person employed in any capacity by the State of Washington that worked on this Grant Agreement, or any matter related to the Project funded under this Grant Agreement or any other state funded project, including, but not limited to, formulating or drafting legislation, participating in grant procurement, planning and execution, awarding grants, or monitoring grants, during the 24 month period preceding the start date of this Grant Agreement. Any person identified by the GRANTEE and their subgrantees/subcontractors (if any) must be identified individually by name, the agency previously or currently employed by, job title or position held, and separation date. If it is determined by COMMERCE that a conflict of interest exists, the GRANTEE may be disqualified from further consideration for the award of a grant.

In the event this Grant Agreement is terminated as provided above, COMMERCE shall be entitled to pursue the same remedies against the GRANTEE as it could pursue in the event of a breach of the Grant Agreement by the GRANTEE. The rights and remedies of COMMERCE provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which COMMERCE makes any determination under this clause shall be an issue and may be reviewed as provided in Section 18 General Terms and Conditions (Disputes) of this Grant Agreement.

16. COPYRIGHT PROVISIONS

Unless otherwise provided, all Materials produced under this Grant Agreement shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event that the Materials are not considered "works for hire" under the U.S. Copyright laws, the GRANTEE hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, and register as well as the ability to transfer these rights.

For Materials that are delivered under the Grant Agreement, but that incorporate pre-existing materials not produced under the Grant Agreement, the GRANTEE grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The GRANTEE warrants and represents that the GRANTEE has all rights and permissions, including intellectual property rights, moral rights, and rights of publicity, necessary to grant such a license to COMMERCE.

The GRANTEE shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Grant Agreement, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Grant Agreement. The GRANTEE shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the GRANTEE with respect to any Materials delivered under this Grant Agreement. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the GRANTEE.

17. DISALLOWED COSTS

The GRANTEE is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subgrantees/subcontractors.

18. DISPUTES

Except as otherwise provided in this Grant Agreement, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Director of COMMERCE, who may designate a neutral person to decide the dispute.

The request for a dispute hearing must:

- i. be in writing;
- ii. state the disputed issues;
- iii. state the relative positions of the parties;
- iv. state the GRANTEE's name, address, and Grant Agreement number; and
- v. be mailed to the Director and the other party's (respondent's) Grant Agreement Representative within 3 working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement to both the Director or the Director's designee and the requestor within 5 working days.

The Director or designee shall review the written statements and reply in writing to both parties within 10 working days. The Director or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Grant Agreement shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the dispute hearing procedure outlined above.

19. DUPLICATE PAYMENT

COMMERCE shall not pay the GRANTEE, if the GRANTEE has charged or will charge the State of Washington or any other party under any other grant, subgrant/subcontract, contract, or

agreement, for the same services or expenses. The GRANTEE certifies that work to be performed under this Grant Agreement does not duplicate any work to be charged against any other grant, subgrant/subcontract, contract, or agreement.

20. GOVERNING LAW AND VENUE

This Grant Agreement shall be construed and interpreted in accordance with the laws of the State of Washington, and the venue of any action brought shall be in the Superior Court for Thurston County.

21. INDEMNIFICATION

To the fullest extent permitted by law, the GRANTEE shall indemnify, defend, and hold harmless the State of Washington, COMMERCE, agencies of the State, and all officials, agents, employees, and representatives of the State, from and against all Claims for injuries or death arising out of or resulting from the performance of the Grant Agreement.

The GRANTEE'S obligation to indemnify, defend, and hold harmless includes any Claim by any and all of GRANTEE'S agents, employees, representatives, and/or subgrantee(s)/subcontractor(s) (and their agents, employees, and representatives, to the extent that GRANTEE is using any subgrantee/subcontractor for the Project).

The GRANTEE'S obligations shall not include such Claims that may be caused by the sole negligence of the State and its agencies, officials, agents, and/or employees. If the Claims or damages are caused by or result from the concurrent negligence of (a) the State, its agents, and/or employees and (b) the GRANTEE, its subgrantees/subcontractors, agents, and/or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the GRANTEE (and/or its subgrantees/subcontractors) and their agents, officers, representatives, and/or employees.

The GRANTEE waives its immunity under RCW 51 to the extent it is required to indemnify, defend, and hold harmless the State and its agencies, officers, agents, and/or employees.

22. INDEPENDENT CAPACITY OF THE GRANTEE

The parties intend that an independent contractor relationship will be created by this Grant Agreement. The GRANTEE and its employees, officers, representatives, and/or agents performing under this Grant Agreement are not employees or agents of the State of Washington or COMMERCE. The GRANTEE will not hold itself out as or claim to be an officer or employee of COMMERCE or of the State of Washington by reason hereof, nor will the GRANTEE make any claim of right, privilege, or benefit which would accrue to such officer or employee under law. Conduct and control of the work associated with the Project will be solely with the GRANTEE.

23. INDUSTRIAL INSURANCE COVERAGE

The GRANTEE shall comply with all applicable provisions of RCW 51 (Industrial Insurance). If the GRANTEE fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, COMMERCE may collect from the GRANTEE the full amount payable to the Industrial Insurance Accident Fund. COMMERCE may deduct the amount owed by the GRANTEE to the accident fund from the amount payable to the GRANTEE by COMMERCE under this Grant Agreement and transmit the deducted amount to the Department of Labor and Industries (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the GRANTEE.

24. LAWS

The GRANTEE shall comply with all applicable laws, ordinances, codes, regulations, and policies of local and state and federal governments, as now or hereafter amended.

25. LICENSING, ACCREDITATION, AND REGISTRATION

The GRANTEE shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements or standards necessary for the performance of this Grant Agreement.

26. LIMITATION OF AUTHORITY

Only the Authorized Representative or Authorized Representative's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to enter, alter, amend, modify, or waive any clause or condition of this Grant Agreement. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this Grant Agreement is not effective or binding unless made in writing and signed by the Authorized Representative.

27. LOCAL PUBLIC TRANSPORTATION COORDINATION

Where applicable, GRANTEE shall participate in local public transportation forums and implement strategies designed to ensure access to services.

28. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

- A. During the performance of this Grant Agreement, the GRANTEE, including any subgrantee/subcontractor, shall comply with all federal, state, and local nondiscrimination laws, regulations, and policies including, but not be limited to, not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, GRANTEE, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which GRANTEE, or subgrantee/subcontractor, has a collective bargaining or other agreement. The funds provided under this Grant Agreement shall not be used to fund religious worship, exercise, or instruction. No person shall be required to participate in any religious worship, exercise, or instruction in order to have access to the facilities funded by this Grant Agreement.
- B. Obligation to Cooperate. GRANTEE, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that GRANTEE, including any subgrantee/subcontractor, has engaged in discrimination prohibited by this Agreement pursuant to RCW 49.60.530(3).
- C. Default. Notwithstanding any provision to the contrary, COMMERCE may suspend GRANTEE, including any subgrantee/subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until COMMERCE receives notification that GRANTEE, including any subgrantee/subcontractor, is cooperating with the investigating state agency. In the event GRANTEE, or subgrantee/subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), COMMERCE may terminate this Agreement in whole or in part, and GRANTEE, subgrantee/subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. GRANTEE or subgrantee/subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

29. PAY EQUITY

The GRANTEE agrees to ensure that "similarly employed" individuals in its workforce are compensated as equals, consistent with the following:

- A. Employees are "similarly employed" if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed;

- B.** GRANTEE may allow differentials in compensation for its workers if the differentials are based in good faith and on any of the following:
- i.** A seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels; and/or
 - ii.** A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: Consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential; and/or
 - iii.** A bona fide regional difference in compensation level must be: Consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

This Grant Agreement may be terminated by COMMERCE, if COMMERCE or the Department of Enterprise Services determines that the GRANTEE is not in compliance with this Section.

30. POLITICAL ACTIVITIES

Political activity of GRANTEE employees and officers are limited by the Campaign Disclosure and Contribution provisions of RCW 42.17a and the Federal Hatch Act, 5 USC 1501 - 1508.

No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

31. PREVAILING WAGE LAW

The GRANTEE certifies that all subgrantees/subcontractors performing work on the Project shall comply with State Prevailing Wages on Public Works, RCW 39.12, as applicable to the Project funded by this Grant Agreement, including, but not limited to, the filing of the "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" as required by RCW 39.12.040. The GRANTEE shall maintain records sufficient to evidence compliance with RCW 39.12 and shall make such records available for COMMERCE's review upon request. The GRANTEE is advised to consult the Industrial Statistician at the Washington Department of Labor and Industries to determine whether prevailing wages must be paid. COMMERCE is not responsible for determining whether prevailing wage applies to this Project or for any prevailing wage payments that may be required by law.

32. PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION

The funds provided under this Grant Agreement shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such funds or any other approval or concurrence under this Grant Agreement **provided, however, that** reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as Project costs.

33. PUBLICITY

The GRANTEE agrees not to publish or use any advertising or publicity materials in which the State of Washington or COMMERCE's name is mentioned, or language used from which the connection with the State of Washington's or COMMERCE's name may reasonably be inferred or implied, without the prior written consent of COMMERCE.

34. RECAPTURE

In the event that the GRANTEE fails to perform this Grant Agreement in accordance with state or federal laws, and/or the provisions of this Grant Agreement, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance (which may include all funds disbursed under the Grant Agreement, along with interest at the rate of the higher of: (i) five percent (5%) per annum, or (ii) the rate of interest of state of Washington general obligation bonds issued on the date most close in time to the effective date in which legislation authorized funding for the subject facility) in addition to any other remedies available at law or in equity.

COMMERCE's ability to recapture or seek remedies shall survive any receipt of a Closeout Certification Form or termination of this Grant Agreement.

Repayment by the GRANTEE of funds under this Section shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Grant Agreement.

35. RECORDS MAINTENANCE

The GRANTEE shall maintain books, records, documents, data, and other evidence relating to this Grant Agreement and performance of the services described herein, including, but not limited to, accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Grant Agreement.

GRANTEE shall retain such records for a period of 6 years following the date of final payment. At no additional cost, these records, including materials generated under the Grant Agreement, shall be subject at all reasonable times to inspection, review, or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation, or agreement.

If any litigation, Claim, or audit is started before the expiration of the 6 year period, the records shall be retained until all litigation, Claims, or audit findings involving the records have been resolved.

36. REGISTRATION WITH DEPARTMENT OF REVENUE AND SECRETARY OF STATE

If required by law, the GRANTEE shall complete registration with the Washington State Department of Revenue and current with all required filings. Nonprofit and for-profit businesses must also be registered with the Washington Secretary of State.

37. RIGHT OF INSPECTION

At no additional cost, the GRANTEE shall provide right of access to its facilities to COMMERCE, or any of its officers, or to any other authorized agent or official of the State of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Grant Agreement. At no additional cost, the GRANTEE shall also provide any documents related to this Grant Agreement to COMMERCE upon request to assist COMMERCE in the periodic monitoring of this Grant Agreement.

38. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant Agreement and prior to normal completion, COMMERCE may terminate the Grant Agreement under the "Termination for Convenience" clause, without the 10 calendar day notice requirement. In lieu of termination, the Grant Agreement may be amended to reflect the new funding limitations and conditions.

39. SEVERABILITY

The provisions of this Grant Agreement are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Grant Agreement.

40. SITE SECURITY

While on COMMERCE premises, GRANTEE, its agents, employees, and/or subgrantees/subcontractors shall conform in all respects with physical, fire, and other security policies or regulations.

41. SUBGRANTING/SUBCONTRACTING

- A. GRANTEE must execute binding agreements with all subgrantees/subcontractors that will perform work under this Grant Agreement.
- B. GRANTEE must ensure that any and all subgrantees/subcontractors that perform work related to this Project are duly authorized and licensed in Washington State to perform the work contemplated by this Grant Agreement.
- C. Neither the GRANTEE nor any subgrantee/subcontractor shall enter into subgrants/subcontracts for any of the work associated with the Project contemplated under this Grant Agreement without obtaining prior written approval of COMMERCE. In no event shall the existence of the subgrant/subcontract operate to release or reduce the liability of the GRANTEE to COMMERCE for any breach in the performance of the GRANTEE's duties. This clause does not include grants of employment between the GRANTEE and personnel assigned to perform work associated with the Project under this Grant Agreement.
- D. Additionally, the GRANTEE is responsible for ensuring that all terms, conditions, assurances, and certifications set forth in this Grant Agreement are carried forward to any subgrants/subcontracts. Every subgrant/subcontract shall include a term that COMMERCE and the State of Washington are not liable for Claims or damages arising from a subgrantee's/subcontractor's performance of the subgrant/subcontract. GRANTEE and its subgrantees/subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of COMMERCE or as provided by law.
- E. Data Collection - GRANTEE will submit reports, in a form and format to be provided by COMMERCE and at intervals as agreed by the parties, regarding work under this Grant Agreement performed by subgrantees/subcontractors and the portion of grant funds expended for work performed by subgrantees/subcontractors, including, but not necessarily limited to, minority-owned, woman-owned, and veteran-owned business subcontractors. "Subgrantees/subcontractors" shall mean subgrantees/subcontractors of any tier.

42. SURVIVAL

The terms, conditions, and warranties contained in this Grant Agreement that by their sense and context are intended to survive the completion of the performance, cancellation, or termination of this Grant Agreement shall so survive including, without limitation, any Recapture provision in this Grant Agreement.

43. TAXES

All payments accrued on account of payroll taxes, unemployment contributions, the GRANTEE's income or gross receipts, and/or any other taxes, insurance, or expenses for the GRANTEE or its staff shall be the sole responsibility of the GRANTEE.

44. TERMINATION FOR CAUSE

In the event COMMERCE determines the GRANTEE has failed to comply with the conditions of this Grant Agreement in a timely manner, COMMERCE has the right to suspend or terminate this Grant Agreement. Before suspending or terminating the Grant Agreement, COMMERCE shall notify the GRANTEE in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Grant Agreement may be terminated or suspended.

In the event of termination or suspension, the GRANTEE shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Grant Agreement and the replacement or cover Grant Agreement and all administrative costs directly related to the replacement Grant Agreement (e.g., cost of the competitive bidding, mailing, advertising and staff time).

COMMERCE reserves the right to suspend all or part of the Grant Agreement, withhold further payments, or prohibit the GRANTEE from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the GRANTEE or a decision by COMMERCE to terminate the Grant Agreement. A termination shall be deemed a "Termination for Convenience" under General Terms and Conditions Section 45 (Termination for Convenience) if it is determined that the GRANTEE: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Grant Agreement are not exclusive and are in addition to any other rights and remedies provided by law.

45. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Grant Agreement, COMMERCE may, by 10 business days written notice, beginning on the second day after the mailing, terminate this Grant Agreement, in whole or in part. If this Grant Agreement is so terminated, COMMERCE shall be liable only for payment required under the terms of this Grant Agreement for services rendered or goods delivered prior to the effective date of termination.

46. TERMINATION PROCEDURES

Upon termination of this Grant Agreement, COMMERCE, in addition to any other rights provided in this Grant Agreement, may require the GRANTEE to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this Grant Agreement as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the GRANTEE the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the GRANTEE and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this Grant Agreement. COMMERCE may withhold from any amounts due the GRANTEE such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant Agreement.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the GRANTEE shall:

- 1) Stop work under the Grant Agreement on the date, and to the extent specified, in the notice;
- 2) Place no further orders or subgrants/subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Grant Agreement that is not terminated;
- 3) Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the GRANTEE under the orders and subgrants/subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all Claims arising out of the termination of such orders and subgrants/subcontracts;
- 4) Settle all outstanding liabilities and all Claims arising out of such termination of orders and subgrants/subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- 5) Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Grant Agreement had been completed, would have been required to be furnished to COMMERCE;
- 6) Complete performance of such part of the work associated with the Project as shall not have been terminated by the Authorized Representative; and
- 7) Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Grant Agreement, which is in the possession of the GRANTEE and in which COMMERCE has or may acquire an interest.

47. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the GRANTEE, for the cost of which the GRANTEE is entitled to be reimbursed as a direct item of cost under this Grant Agreement, shall pass to and vest in COMMERCE upon delivery of such property by the GRANTEE. Title to other property, the cost of which is reimbursable to the GRANTEE under this Grant Agreement, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Grant Agreement, or (ii) commencement of use of such property in the performance of this Grant Agreement, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the GRANTEE shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this Grant Agreement.
- B. The GRANTEE shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the GRANTEE or which results from the failure on the part of the GRANTEE to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the GRANTEE shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The GRANTEE shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this Grant Agreement

All reference to the GRANTEE under this clause shall also include GRANTEE'S employees, agents or subgrantees/subcontractors.

48. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Grant Agreement unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

ATTACHMENT A - SCOPE OF WORK

Funds awarded under this grant shall be used by the City of Black Diamond for the Black Diamond Community Skatepark project, located at Park Street and SR 169, Black Diamond, Washington 98010 (Project).

This will include, but not be limited to, design and construction of a concrete in-ground skatepark. Project components include demolition, grading, drainage, concrete work, viewing area, parking, and landscape improvements.

The new skatepark will provide community youth with a recreational outlet and gathering space.

Project is expected to be complete in March, 2025.

Costs related to the work associated with the Project will only be reimbursed to the extent the work is determined by Commerce to be within the scope of the legislative appropriation.

CERTIFICATION PERFORMANCE MEASURE

The GRANTEE, by its signature, certifies that the Scope of Work set forth above has been reviewed and approved by the GRANTEE's governing body as of the date and year written below.

GRANTEE

TITLE

DATE

ATTACHMENT B - PROJECT BUDGET

<u>Line Item</u>	<u>Funding Amount</u>
Architecture & Engineering	\$83,069.00
Construction	\$1,451,131.00
Total Project Budget	\$1,534,200.00

CERTIFICATION PERFORMANCE MEASURE

The GRANTEE, by its signature, certifies that the Project Budget set forth above has been reviewed and approved by the GRANTEE's governing body or board of directors, as applicable, as of the date and year written below.

GRANTEE

TITLE

DATE

ATTACHMENT C - CERTIFICATION OF THE AVAILABILITY OF FUNDS TO COMPLETE THE PROJECT

Non-State Fund Sources	Amount	
King County Parks	\$40,000.00	
City of Black Diamond	\$1,061,750.00	
Total Non-State Funds	\$1,101,750.00	
State Funds	Amount	
Recreation and Conservation Office Funding	\$350,000.00	
State Capital Budget	\$82,450.00	
Total State Funds	\$432,450.00	
Total Non-State and State Sources	\$1,534,200.00	
Holdback:	0%	\$0.00

CERTIFICATION PERFORMANCE MEASURE

The GRANTEE, by its signature, certifies that Project funding from sources other than those provided by this Grant Agreement and identified above has been reviewed and approved by the GRANTEE's governing body or board of directors, as applicable, and has either been expended for eligible Project expenses, or is committed in writing and available and will remain committed and available solely and specifically for carrying out the purposes of this Project as described in elsewhere in this Grant Agreement, as of the date and year written below. The GRANTEE shall maintain records sufficient to evidence that it has expended or has access to the funds needed to complete the Project and shall make such records available for COMMERCE's review upon reasonable request.

GRANTEE

TITLE

DATE

ATTACHMENT D - CERTIFICATION OF THE PAYMENT AND REPORTING OF PREVAILING WAGES

CERTIFICATION PERFORMANCE MEASURE

The GRANTEE, by its signature, certifies that all contractors and subgrantees/subcontractors performing work on the Project shall comply with prevailing wage laws set forth in RCW 39.12, as applicable on the date the Project appropriation becomes effective, including but not limited to the filing of the "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" as required by RCW 39.12.040. The GRANTEE shall maintain records sufficient to evidence compliance with RCW 39.12 and shall make such records available for COMMERCE's review upon request.

If any state funds are used by the GRANTEE for the purpose of construction, applicable State Prevailing Wages must be paid.

The GRANTEE, by its signature, certifies that the declaration set forth above has been reviewed and approved by the GRANTEE's governing body as of the date and year written below.

GRANTEE

TITLE

DATE

ATTACHMENT E - CERTIFICATION OF INTENT TO ENTER THE LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) CERTIFICATION PROCESS

CERTIFICATION PERFORMANCE MEASURE

The GRANTEE, by its signature, certifies that it will enter into the Leadership in Energy and Environmental Design certification process, as stipulated in RCW 39.35D, as applicable to the Project funded by this Grant Agreement. The GRANTEE shall, upon receipt of LEED certification by the United States Green Building Council, provide documentation of such certification to COMMERCE.

The GRANTEE, by its signature, certifies that the declaration set forth above has been reviewed and approved by the GRANTEE's governing body or board of directors, as applicable, as of the date and year written below.

GRANTEE

TITLE

DATE

Not Applicable

CITY COUNCIL AGENDA BILL

City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010

ITEM INFORMATION		
SUBJECT:	Agenda Date: December 5, 2024	AB24-084
Final Public Hearing on 2025 Preliminary Budget	Mayor Carol Benson	
	City Attorney David A. Linehan	
	City Clerk – Brenda L. Martinez	
	Community Dev –	
	Finance – Xavier Mason	X
	MDRT & Ec Dev – Andy Williamson	
	Police – Chief Kiblinger	
Cost Impact (see also Fiscal Note):	Public Works – Scott Hanis	
Fund Source: --	Court – Judge Swain	
Timeline:		
Agenda Placement: ☒ Mayor ☐ Two Councilmembers ☐ Committee Chair ☐ City Administrator		
Attachments: 2025 Preliminary Budget including Salary Schedule		
SUMMARY STATEMENT: This is the final public hearing for the preliminary 2025 Budget Document for both the revenues and expenditures for all funds. Previous Council work study sessions were held on September 19, September 26, October 03, and October 17, 2024. A Public hearing was also held on October 17, 2024, on General Fund Revenues and Expenditures and a possible Property Tax increase of 0.8596% percent for 2025. The first public hearing was held on November 07, 2024, and the last one being held on November 21, 2024, with possible adoption that night. The 2025 Preliminary Budget is in balance for all operating and capital funds. The total budget is \$44,929,134, which is an increase of \$2,602,356 or 6.1 percent from last year. The budget for the General Fund totals \$20,915,569. This amount includes the budgeted ending fund balance of \$7,806,290. This balance includes reserved cash and investments that account for 30.0% of budgeted expenditures. The Ending Cash & Investment balance is important for Black Diamond as our primary revenue source is Property Tax, which is only received in April and October each year. Cash carry-over is needed to pay Salaries and Benefits and costs during the non-property tax earning months. The State Auditor’s Office also measures a city’s on-going “fitness” by making sure we maintain a continuing secure Cash & Investment balance. The General Fund, which is the main operating fund of the city, continues to support the safety of our citizens as a priority, with 57.3% of the budget used for Police, Fire, Court, Emergency Management, and other public safety related expenditures. There are several revenue sources that fund public safety expenditures such as property taxes. Utility funds are used for services provided to the public on a user charge basis, similar to the operations of a commercial enterprise in that the revenues must sustain the fund independently of any other fund. The City of Black Diamond offers water, sewer, and stormwater services to our residents. On the capital side of the 2025 Preliminary Budget, there are several large projects that have either		

carried over into the next year or will begin in 2025. The Covington Creek Bridge, carryover, will continue to be worked on. This project is largely funded by our REET I fund and a \$2,293,500 grant from the King County Flood Control. The total amount of funds that will be expended on this project is approximately \$2,602,000. The Skate Park Reconstruction project attained a significant amount of funding in 2024 and will complete construction in 2025.

As with prior budgets, the 2025 preliminary Budget is a conservative budget. With inflation being reigned in considerably since 2022, the expectation is that the decrease in Federal Funds Rate will further reduce mortgage rates. The reduction in rates would ultimately reduce the barrier to entry for those wanting to purchase a home. We do expect an increase in building activity in comparison to 2023 but less than the levels experienced in 2022. Our assumption is that our highly volatile revenues will match this expectation, particularly in sales taxes, building permits, and plan check revenues.

This is the final public hearing on the Preliminary 2025 Budget Document. Public participation and input are encouraged throughout the process. The 2025 Preliminary Budget can be viewed at the city's website. No action is expected at this Public Hearing.

FISCAL NOTE (Finance Department): The Mayor's Preliminary 2025 Budget includes balanced sources and uses for each operating and Capital Fund.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: Council reviewed the budget at four work-study meetings and two the Finance Committee meetings.

RECOMMENDED ACTION: **Public Hearing only.**

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
November 21, 2024	Meeting cancelled	
December 5, 2024		

Preliminary Black Diamond Budget

2025



Black Diamond's Gateway Entrance Sign

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October 10, 2024

Dear Black Diamond City Council and Residents,

As Mayor of the City of Black Diamond, I am proud to present the 2025 Preliminary Budget to both the City Council and the citizens of Black Diamond. Creating this budget was not an easy task and has proved to be very challenging due to the uncertainties with the current political, geopolitical, and economic environments. City staff and I worked very hard to balance this year's budget, and I believe this document does an excellent job of blending the City of Black Diamond's values and goals while always considering the fiscal realities that we face.

The total 2025 Preliminary Budget for operating, capital, and beginning fund balances total \$44,929,134, an increase of \$2,602,356 or 6.1%. The General Fund has a total revenue of \$12,366,891 and total expenditures of \$13,109,279 with an expected ending fund balance to be \$7,806,290, an increase of \$1,557,617 from what was budgeted last year. Similarly, in 2023, when preparing the 2023 budget, we had an expected decrease in the General Fund ending fund balance by \$1,132,014. After an increase in revenues, prudent spending, the ending balance for the General Fund had increased. There is a possibility for the same this year.

Nationally, on a macroeconomic scale we are continuing to see a steady reduction in inflation, coupled with a slight tightening of the labor market. The labor market is a depiction of who can participate in the market (the assumption is that income from employment is necessary to purchase larger items such as a house). For example, the slowdown of Black Diamond's housing market in 2024 compared to 2022, and the reduction of sales tax as a reflection of consumer sentiment both parallel the national trend. Within 2024, we have seen considerable amounts of promising trends in comparison to 2023 and some of that adjusted expectation has been inputted into this year's budgeted revenues.

We are expecting the ending cash reserve for 2024 to increase from what we had originally anticipated during the 2024 budgeting process; however, we need to remain vigilant for a less welcome outcome. Based on our internal analysis, which the 2025 budget reflects, revenues for 2025 will increase roughly 9.4% in the General Fund. With disciplined spending, our estimated operating expenditures for 2025 have increased by \$266,300 or 2.6%. Though our budget and fiscal situation has healthier projections than this time last year, we need to remain focused on our operational and strategic priorities, while remaining flexible enough to address any unforeseen circumstances as the housing market potentially begins to recover to the levels seen in 2022.

To address our continued growth, this budget continues to place an emphasis towards public safety. We need to continue thinking and planning on how to address the public safety structural deficit by addressing the need for public safety personnel, and the pending increase in costs for fire services. While an adequate cash and investment balance is in place for 2025, future budgets will require exploring the significant revenue increase needed to fund future public safety costs. The City will continue working with consultants in the coming months to further explore the need for a property tax levy lid lift, or other sustainable options, so that Black Diamond will continue to prosper in the near and distant futures.

General Fund

The General Fund is the primary fund for city operations. This budget prioritizes the support and safety of our citizens, as demonstrated with the public safety component of expenditures. The General Fund can be segmented into several components in terms of how we use it to fund our daily operations. As depicted on the graph on page 15, the primary costs centers are: Public Safety, Council and Mayor, Community Development, Master Development Review Team, General Government, Legal Services, and Parks. For the 2025 budget, our total budgeted operating expenditures for 2025 are more than what we budgeted for 2024 by 2.6%. Roughly 57.3% of the General Fund will be used towards sustaining and improving public safety within the City of Black Diamond.

The Public Safety segment of the General Fund is comprised of the police department, municipal court, emergency management, contracted fire department services, and several other minor cost centers. Our commitment to public safety, as reflected in our budget, is illustrated in the high priority that we place on filling and retaining the current public safety positions and supporting public safety staff. These departments are funded through General Fund revenues such as property taxes, utility taxes, criminal justice sales taxes, and other minor revenues as listed on page 16.

Thus far, 2024 has been a very exciting year for the City of Black Diamond. This year, we were very fortunate to become debt free. With the final debt payment for Tacoma water rights, the Water Fund has approximately \$300,000 that can be reallocated as working capital. Another exciting development is that construction for the Lawson Hills Fire Station has commenced. As the Lawson Hills Fire Station is being built, we need to carefully and strategically consider how we will fund the staffing and the overall increase in operational and capital expenditures that be incur after it comes online. This year's General Fund capital expenditures for public safety have been reduced significantly after the purchase of the new police department boat from 2023 and the completed construction of the boat launch in 2024. The main public safety capital expenditures for 2025 include saving for the new fire engine, which will be discussed in more detail in the Capital Budget section of this letter.

Special Revenue Funds

Special Revenue Funds are established to collect money that must be used for a specific project or purpose. The City of Black Diamond has several special revenue funds including the: Street Fund, Fire Impact Fund, Transportation Benefit District Fund, Traffic Mitigation Fund, School Impact Fees, and Traffic Impact Fees. All these funds serve a very distinct purpose that assist in improving our quality of life, safety, and education.

The Street Fund provides funding for the City to complete activities such as a roadway striping, traffic signage, pothole repairs, streetlights, paving, sidewalks, and road safety improvements such as tree removal, along with snow and ice maintenance. Sustaining the budget for maintenance and operation of the Street Fund is of continuous importance. This year, City Council increased the car tab fee from \$20 to \$40 to make this fund a bit more sustainable. This increase in

revenue will help fund street maintenance costs which continue to rise as revenues from state gas taxes stagnate. To further sustain this fund, transfers from REET II and the General Fund will continue to finance the cost of street maintenance.

Utility Funds

Utility Funds are used for services provided to the public on a user charge basis. Utility funds operate similarly to a commercial enterprise in that the revenues must sustain the fund independently of any other fund. The City of Black Diamond offers water, sewer, and stormwater services to our residents. In 2024, these three budgets had significant increases in operational costs in maintenance supplies and liability insurance, in addition to being allotted a portion of the City Administrator's salary. Overall, the beginning balance for these funds are low enough to be consistently monitored to ensure their fiscal health and operational stability.

In our effort to further the fiscal stability of these funds, several actions have taken place in recent years. For the sewer fund, we increased the rate by 5% in 2024. Beginning in 2025, sewer rates will be increased in accordance with the annual CPI. For the Water Fund, we have completed our debt payments. The Water Fund's final debt payment has freed up approximately \$300,000 that is being used for capital equipment this year, which will further strengthen the funds operational capacity and bottom-line in future years. Lastly, Public Works has begun a rate study to address the potential need for rate increases. Our goal is to make these utility funds more self-sufficient, so that we can continue offering seamless service to our citizens.

Capital Budget

The 2025 Capital Budget includes the projects that were approved with the initial passage of the 2023-2028 Capital Improvement Plan, in addition to several new items and a few projects that began in prior years but are continued during the 2025 budget cycle (carryovers). In this letter, I will just highlight a few of the exciting projects that we are either undertaking or continuing this year, as our community continues to expand.

- The refurbishing of the Covington Creek Bridge will continue. This project is largely funded by REET I and a \$2,293,500 grant from the King County Flood Control. The total amount of funds to be expended is approximately \$2,602,000
- The Skatepark Reconstruction project attained a significant amount of funding in 2024 and will be allocated an additional \$770,000 from REET II, internal transfers, and grant funding in 2025. The expectation is that the skatepark will be completed in early 2025.
- The new Fire Engine is a capital expenditure that has been on the horizon for some time. With the price of fire engines increasing, to an excess of \$1 million, it is likely that we will save funds for a few years to either acquire this piece of equipment outright or, if necessary, finance it.

Summary

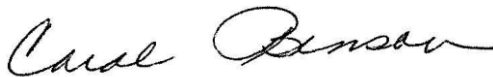
As in years past, this year I am presenting to you a conservative preliminary budget for 2025. Though macro and micro economic conditions have improved since the passing of the 2024 budget, we must remain vigilant with our revenues and

our spending. Nationally, inflation has been reigned in from the highs of 2022. The expectation is that the decrease in Federal Funds Rate will further reduce mortgage rates that in turn would ultimately reduce the barrier to entry for those wanting to purchase a home. We do expect an increase in building activity in comparison to 2023 but less than the levels experienced in 2022. Our assumption is that our highly volatile revenues will match this expectation, particularly in sales taxes, building permits, and plan check revenues. This expected increase in revenues related to construction, will enable us to finer tune the pairing of our budget and our priorities.

Regardless, we must continue to guard against increasing operating costs until more long-term sustainable revenue streams are in place to support permanent costs. These economic challenges and uncertainties provide an excellent opportunity for us to focus on our goals, priorities, and our future as a thriving community.

I thank you in advance for your review and consideration of this preliminary budget and I look forward to your input. I also want to thank all the Black Diamond employees for their hard work and dedication to produce this balanced 2025 preliminary budget. I am proud that during these challenging times, the City has maintained a level of service that is continuing to make Black Diamond a better place to live, work, play, and do business.

Sincerely,



Mayor



'Black Diamond Coal Cart'

Black Diamond Elected Officials Adopting 2025 Budget



Mayor: Carol Benson January 2022 - December 2025	Councilmember No. 1: Tamie Deady January 2024 - December 2027
Councilmember No. 2: Brad Douglass January 2024 - December 2025	Councilmember No. 3: Darcey Peterson July 2024 - Election Certification in November 2025
Councilmember No. 4: Leih Mulvhill January 2022 - December 2025	Councilmember No. 5: Kristiana de Leon January 2024 - December 2027
Councilmember No. 6: Nathan Jones January 2024 - December 2027	Councilmember No. 7: Debbie Page January 2024 - December 2027

City Overview

History of Black Diamond, Washington – Coal Town

Black Diamond was 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 operation 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.

The City is experiencing, rapid growth. According to some sources, we are the fastest growing city in the State of Washington. A significant portion of that growth can be attributed to the Master Plan Development Agreement growth. As of 2024, Black Diamond has an estimated 7,195 citizens, with projections to reach above 20,000 in the next 20 years. The annexation of the Lake Sawyer area in 1998 doubled the number of citizens and acreage. Since then, population growth is increasing due to the Master Plan Development.

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.

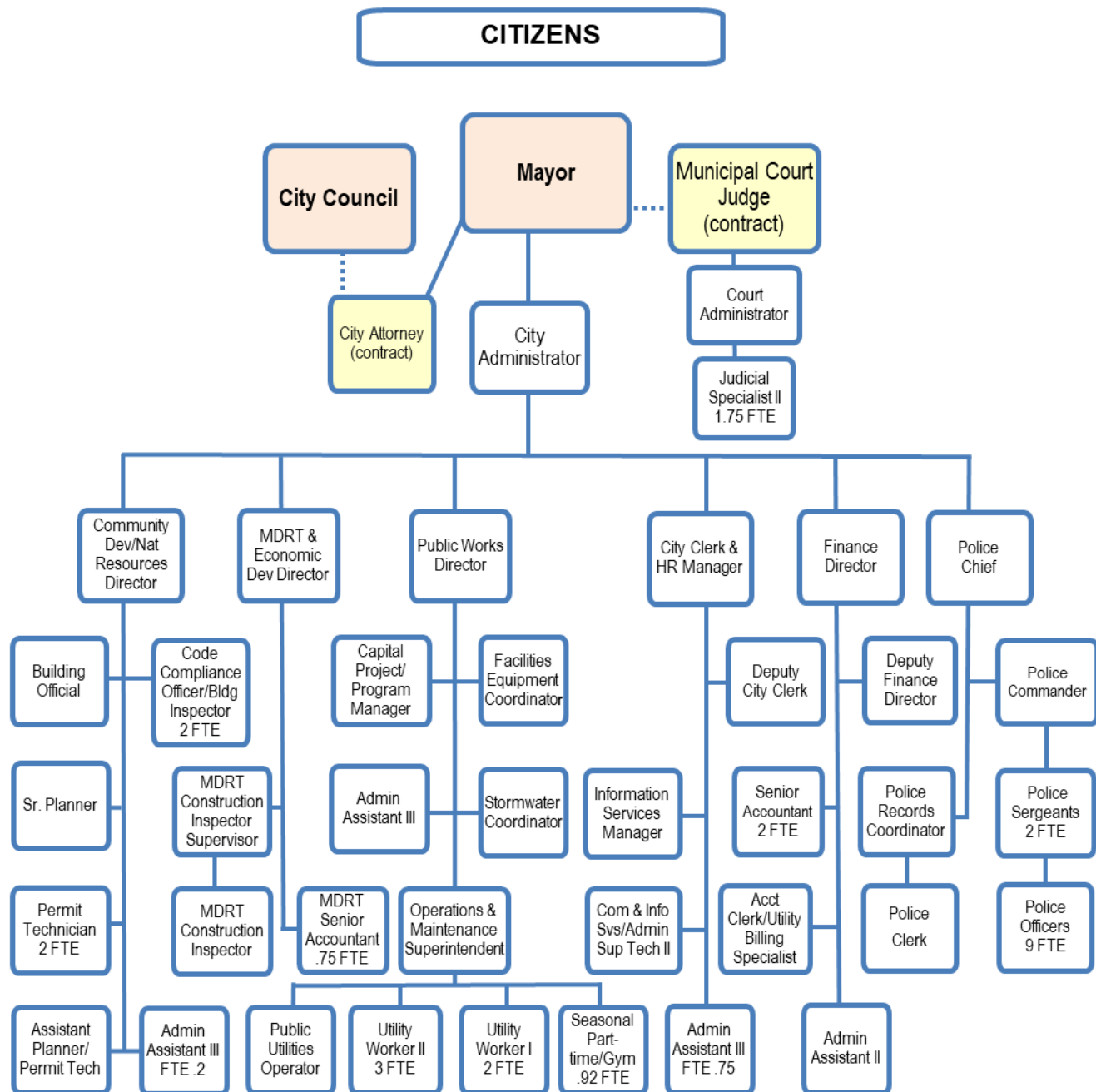
How Black Diamond Serves the Community

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 highly qualified personnel. City employees provide other important services such as road maintenance, planning, permitting, code enforcement, a municipal court, parks maintenance, water utility, stormwater utility, and sewer utility services.



‘View of Lake Sawyer with Mt. Rainier’

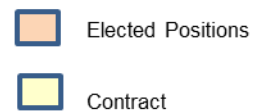
City of Black Diamond 2025 Organization Chart



This Chart represents budgeted positions for 2025 = 53.92 FTE

Each position is filled by 1 FTE, unless otherwise noted.

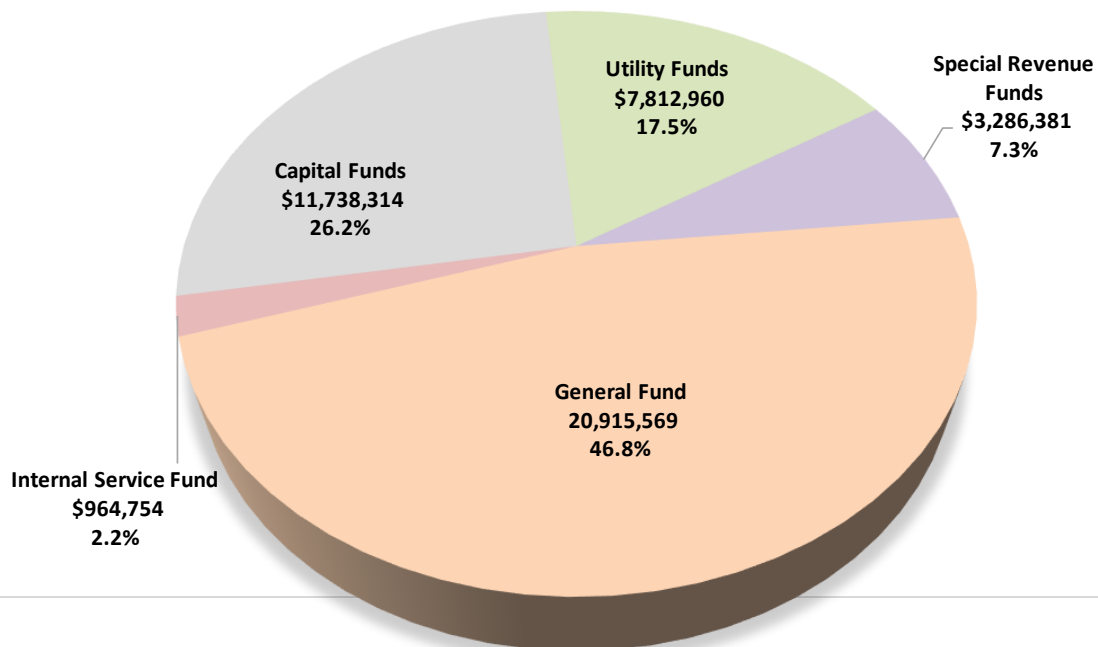
Black Diamond is served by Mountain View Fire and Rescue



Combined 2025 Budget - All Funds

	Beginning Fund Balance	2025 Revenue	Total Sources	2025 Expenditures	Ending Fund Balance	Total Uses
1 General Fund 001	8,548,678	12,366,891	20,915,569	13,109,279	7,806,290	20,915,569
2 Special Revenue Funds						
3 101 Street Fund	310,753	682,500	993,253	814,109	179,144	993,253
4 107 Fire Impact Fees	1,402,030	412,000	1,814,030	1,814,030	-	1,814,030
5 108 Trans. Benefit District Fund	93,907	272,250	366,157	250,000	116,157	366,157
6 109 Traffic Mitigation Fees	2,042	110,900	112,942	-	112,942	112,942
7 110 ARPA Fiscal Recovery Funds	-	-	-	-	-	-
8 111 School Impact Fees	-	-	-	-	-	-
9 112 Traffic Impact Fees	68,155	143,000	211,155	143,000	68,155	211,155
10 Utility Operating Funds						
11 401 Water Fund	966,629	2,462,051	3,428,680	2,276,807	1,151,873	3,428,680
12 407 Sewer Fund	434,785	2,579,370	3,014,155	2,750,767	263,388	3,014,155
13 410 Stormwater Fund	306,125	1,064,000	1,370,125	1,161,426	208,699	1,370,125
14 Capital Funds						
15 310 Gen. Government CIP Fund	845,865	1,429,997	2,275,862	2,265,862	10,000	2,275,862
16 311 REET 1	454,402	461,000	915,402	700,000	215,402	915,402
17 320 Public Works CIP Fund	290,050	2,898,500	3,188,550	3,188,550	-	3,188,550
18 321 REET 2	237,247	461,000	698,247	100,000	598,247	698,247
19 322 Public Works Retainage	22,673	203,500	226,173	226,173	-	226,173
20 402 WSFFA Partners CIP Fund	208,000	2,532,000	2,740,000	2,740,000	-	2,740,000
21 404 Water CIP Fund	619,660	470,000	1,089,660	1,087,000	2,660	1,089,660
22 408 Sewer CIP Fund	372,445	59,000	431,445	120,000	311,445	431,445
23 412 Stormwater CIP Fund	32,976	140,000	172,976	130,000	42,976	172,976
24 Internal Service Fund 510	267,254	697,500	964,754	69,754	895,000	964,754
25 Grand Total All Funds	15,483,675	29,445,459	44,929,134	32,946,756	11,982,377	44,929,134

Total Black Diamond 2025 Preliminary Budget



General Fund

The General Fund is the primary fund of the city. It is similar to a firm's general ledger account and records all revenues and expenditures of the entity that are not assigned to a special purpose fund. It provides the resources necessary to sustain day-to-day city activities.

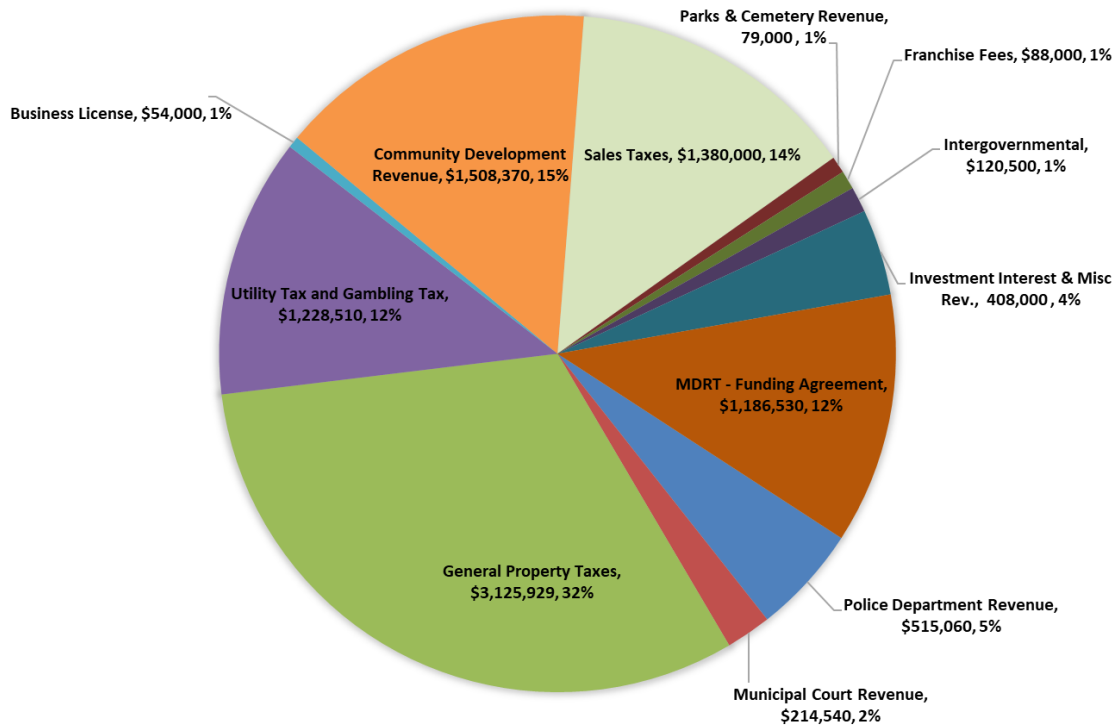


'Black Diamond City Hall'

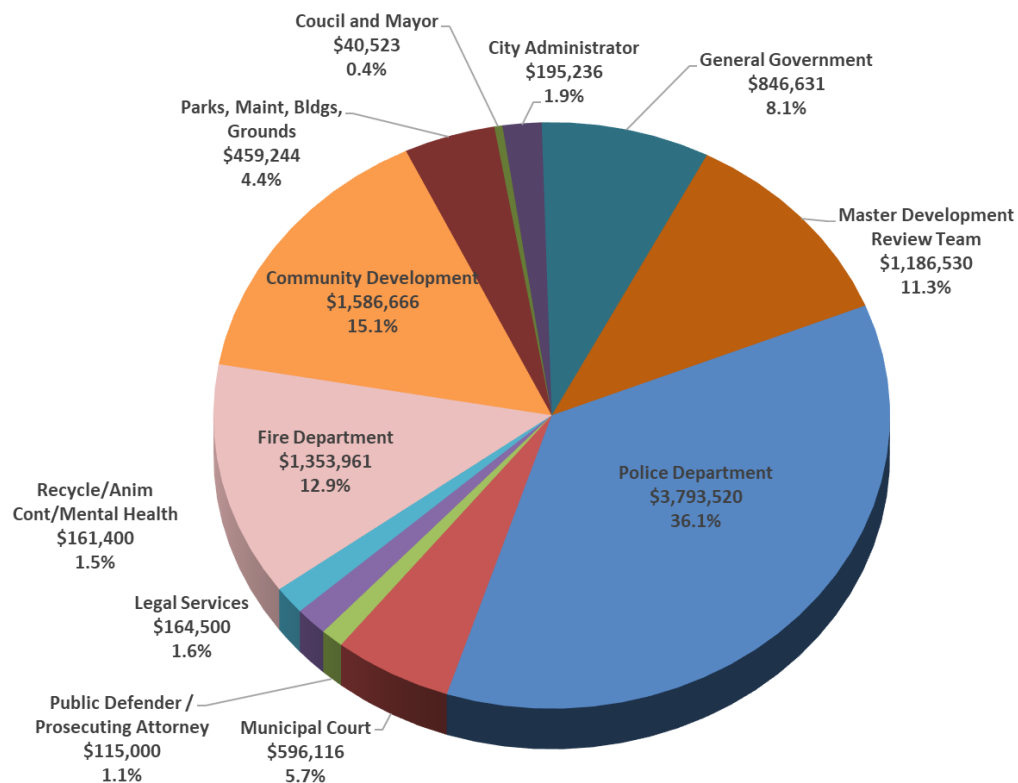
General Fund Revenue Projection	2024			2025		
	Budget	Actuals thru June	Estimated Year End	Budget	\$ Budget Change	% Budget Change
REVENUES						
1 Beginning Cash and Investments	7,380,687	8,005,313	8,005,313	8,548,678	1,167,991	15.8%
2 General Property Taxes	2,830,000	1,547,490	3,094,980	3,125,929	295,929	10.5%
3 Sales Taxes	1,300,000	671,965	1,320,000	1,380,000	80,000	6.2%
4 State Sales Tax Assistance	26,000	-	-	-	(26,000)	-100.0%
5 Utility Tax and Gambling Tax	1,141,100	663,217	1,157,608	1,228,510	87,410	7.7%
6 Cable Franchise Fees	85,000	38,527	85,000	88,000	3,000	3.5%
7 Business License	50,000	27,935	52,000	54,000	4,000	8.0%
8 Liquor Profits & Excise Tax	102,000	49,961	102,000	104,000	2,000	2.0%
9 KC Recycle Grants	16,500	-	16,500	16,500	-	0.0%
10 Municipal Court Revenue	169,720	122,132	192,749	214,540	44,820	26.4%
11 Police Department Revenue	479,914	248,409	520,041	515,060	35,146	7.3%
12 Community Development Rev	1,403,000	814,893	1,489,629	1,508,370	105,370	7.5%
13 Parks Revenue	75,000	29,446	73,000	75,000	-	0.0%
14 Cemetery Revenue	4,000	1,600	1,600	4,000	-	0.0%
15 Investment Interest & Misc Rev.	457,000	125,371	456,110	408,000	(49,000)	-10.7%
16 Funding Agreement - MDRT	1,161,779	579,902	1,087,253	1,186,530	24,751	2.1%
17 Total Operating Revenues	9,301,013	4,920,846	9,648,469	9,908,439	607,426	6.5%
18 AWC Insurance Payment & Flex	526,045	242,547	505,566	603,452	77,407	14.7%
19 Devel Reimb-MDRT Conslt	1,905,000	707,864	1,200,530	1,855,000	(50,000)	-2.6%
20 TOTAL GENERAL FUND SOURCES	19,112,745	13,876,569	19,359,878	20,915,569	1,802,824	9.4%

General Fund Expenditure Projection	2024			2025		
	Budget	June	Year End	Budget	Change	Change
EXPENDITURES						
1 Legislative - Council	25,574	10,934	22,935	24,007	(1,567)	-6.1%
2 Executive - Mayor	15,837	7,491	15,102	16,516	679	4.3%
3 Administration - City Administrator	216,154	-	-	195,236	(20,918)	-9.7%
4 General Government	779,287	339,395	756,714	846,631	67,344	8.6%
5 Legal Services	253,000	79,132	119,800	164,500	(88,500)	-35.0%
6 Public Defender / Prosecuting Attorney	157,400	58,500	105,000	115,000	(42,400)	-26.9%
7 Municipal Court	456,779	221,500	449,362	596,116	139,337	30.5%
8 Police Department	3,770,123	1,788,594	3,554,455	3,793,520	23,397	0.6%
9 Fire Department	1,165,055	573,169	1,151,555	1,353,961	188,906	16.2%
10 Recycle/Anim Cont/Mental Health	81,200	50,843	70,800	161,400	80,200	98.8%
11 Community Development	1,588,584	554,176	1,125,810	1,586,666	(1,918)	-0.1%
12 Facilities	82,647	26,881	50,555	9,132	(73,515)	-89.0%
13 Parks Department	418,096	149,833	402,756	386,155	(31,941)	-7.6%
14 Cemetery	61,512	21,226	45,579	63,957	2,445	4.0%
15 Master Development Review Team	1,161,779	501,965	1,087,243	1,186,530	24,751	2.1%
16 Total Operating Expenditures	10,233,027	4,383,640	8,957,666	10,499,327	266,300	2.6%
17 AWC Insurance Payment & Flex	526,045	385,496	526,045	604,952	78,907	15.0%
18 Transfer to Fire Study	-	-	-	-	-	
19 Transfer to Street	200,000	200,000	200,000	150,000	(50,000)	-25.0%
20 Developer MDRT Consultants	1,905,000	537,063	1,127,488	1,855,000	(50,000)	-2.6%
21 Total Expenditures	12,864,072	5,506,198	10,811,200	13,109,279	245,207	1.9%
22 30% Reserved Cash and Investments	3,069,908	2,511,111	2,687,300	3,149,798	79,890	2.6%
23 Unreserved Cash and Investments	3,178,765	5,859,260	5,861,378	4,656,492	1,477,727	46.5%
24 Total Ending Cash and Investments	6,248,673	8,370,371	8,548,678	7,806,290	1,557,617	24.9%
25 TOTAL GENERAL FUND USES	19,112,745	13,876,569	19,359,878	20,915,569	1,802,824	9.4%

2025 GENERAL FUND OPERATING REVENUE \$9,908,439



2025 General Fund Operating Expenditure \$10,499,327



General Fund Functions Supported by Types of Revenue		2024 Budget	2025 Prelim Budget	\$ Change	% Change	Public Safety	General Gov't	MDRT
REVENUES								
1	Beginning Cash and Investments	7,380,687	8,548,678	1,167,991	15.8%	21,908	8,463,770	63,000
2	Public Safety Revenue Funded With:							
3	General Property Taxes	2,830,000	3,125,929	295,929	10.5%	3,125,929		
4	Utility Tax and Gambling Tax	1,141,100	1,228,510	87,410	7.7%	1,228,510		
5	Criminal Justice Sales Tax	221,114	241,200	20,086	9.1%	241,200		
6	Liquor Excise Tax and Profits	102,000	104,000	2,000	2.0%	104,000		
7	Municipal Court Revenue	169,720	214,540	44,820	26.4%	214,540		
8	Business License	50,000	54,000	4,000	8.0%	54,000		
9	Police Charges for Service, Grants, Misc	258,800	273,860	15,060	5.8%	273,860		
10	Total Public Safety Revenue	4,772,734	5,242,039	469,305	9.8%	5,242,039		
11	General Government Funded With:							
12	Sales Taxes	1,300,000	1,380,000	80,000	6.2%		1,380,000	
13	Land Use and Permitting Fees	1,403,000	1,508,370	105,370	7.5%		1,508,370	
14	Cable Franchise Fees	85,000	88,000	3,000	3.5%		88,000	
15	Sales Tax Assist	26,000	-	(26,000)	-100.0%		-	
16	Reinvested Interest, Grants and Charges for Services	473,500	424,500	(49,000)	-10.3%		424,500	
17	Parks Revenue	75,000	75,000	0	0.0%		75,000	
18	Cemetery Revenue	4,000	4,000	0	0.0%		4,000	
19	AWC Insurance and Flex	526,045	603,452	77,407	14.7%		603,452	
20	Funding Agreement - MDRT	1,161,779	1,186,530	24,751	2.1%			1,186,530
21	Total Gen Fund Operating Revenue	5,054,324	5,269,852	215,528	4.3%		4,083,322	1,186,530
22	Total General Fund Revenue	9,827,058	10,511,891	684,833	14.1%	5,242,039	4,083,322	1,186,530
23	Public Safety: Municipal Court	614,179	711,116	96,937	15.8%	711,116		
24	Public Safety: Police Department	3,770,123	3,793,520	23,397	0.6%	3,793,520		
25	Public Safety: Fire Department	1,165,055	1,353,961	188,906	16.2%	1,353,961		
26	Public Safety: Animal Control/Emergency Management/Mental Health/Recycling	81,200	161,400	80,200	98.8%	161,400		
27	Community Development	1,588,584	1,586,666	(1,918)	-0.1%		1,586,666	
28	Facilities, Parks, Cemetery	562,255	459,244	(103,011)	-18.3%		459,244	
29	Legislative, City Administrator and Administrative Services	1,036,852	1,082,390	45,538	4.4%		1,082,390	
30	Legal Services	253,000	164,500	(88,500)	-35.0%		164,500	
31	AWC Insurance and Flex	526,045	604,952	78,907	15.0%		604,952	
32	Transfer to Street Fund	200,000	150,000	(50,000)	-25.0%		150,000	
33	Master Development Review Team MDRT	1,161,779	1,186,530	24,751	2.1%			1,186,530
34	Total Operating Expenditures	10,959,072	11,254,279	295,207	2.7%	6,019,997	4,047,752	1,186,530
35	Ending Cash & Investments	6,248,673	7,806,290	1,557,617	24.9%	(756,050)	8,499,340	63,000

* Analysis doesn't include MDRT Consultant Revenues and Expenses in 2024 or 2025

General Fund Revenue

The General Fund budget refers to the revenues and expenditures 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.

2025 Top Twenty Estimated General Fund Revenue Sources

1	General Property Taxes	\$3,125,929.00
2	Community Development Permits & Fees	\$1,508,370.00
3	Sales Taxes	\$1,380,000.00
4	Electric & Gas Utility Tax	\$485,000.00
5	Investment Interest and Miscellaneous Revenue	\$408,000.00
6	Local Criminal Justice Funds	\$241,200.00
7	Municipal Court Revenues	\$214,540.00
8	Sewer Utility Tax	\$172,785.00
9	Stormwater Utility Tax	\$160,000.00
10	Water Utility Tax	\$145,683.00
11	Police Traffic School Fees	\$134,500.00
12	Cable Franchise Fees	\$107,000.00
13	Cable TV Utility Tax	\$107,000.00
14	Liquor Board Profits & Excise Tax	\$104,000.00
15	Solid Waste Utility Tax	\$100,000.00
16	Parks Revenue	\$75,000.00
17	Business Licenses	\$54,000.00
18	Telephone Utility Tax	\$45,300.00
19	Police Grants	\$44,500.00
20	Lake Sawyer Parking Fees	\$40,000.00

Highly Volatile Revenues

From an expenditure point of view, the General Fund is composed of three components General Government, Public Safety, and Master Development Review Team (MDRT), as detailed on page 16. MDRT revenues pay entirely for their expenditures. The public safety revenues, primarily composed of taxes, funds public safety services. Then, earned revenues for services that the City does in addition to a few other revenue sources fund the General Government.

A significant portion of the General Fund revenue is highly volatile, due in part, to their correlation with the amount of building and new construction occurring within the City of Black Diamond. The top ten highly volatile revenues, in terms of volatility as a percentage of change per year, represent approximately 41.1% of all General Fund revenues or \$4,079,322. The following is a list of ten of the most volatile revenues (not in terms of dollar amount, but in terms of percentage of change).

Sales Taxes	Building Permits
Mechanic Permits	Plumbing Permits
Copying Services	Plan Check
Zoning/Subdivision Fees	CD-Perm-Pass Thru Cost Reimbursement
PLN – Various Land Use Fees	Investment Interest

These revenues explicitly fund General Government and if necessary, public safety when there is a deficit. Of these revenues – sales taxes, building permits, investment interest, and plan checks are projected to be the highest revenue sources for 2025 within the General Government component of the General Fund. Many of the city's highly volatile revenue streams fall within the Land Use and Permitting Fees line item within the Community Development Department. The City has historically generated these revenues and will likely continue to do so; however, it was not until the current boom in activity from the Master Development Agreement that the volume in activity, and ultimately revenues, has reached the levels that we are seeing today. Understanding the difference in these two revenue segmentations is significant because general government expenditures need to be adequately funded with the realization that the consistency of revenues that fund them may vary greatly in a short period of time due to circumstances outside the City's control.

General Fund Taxes

Locally levied taxes represent Black Diamond's largest portion of revenues of \$5,725,939 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. The 2025 revenues have increased by \$454,839 from last year or 8.8%.

General Fund Tax Revenue	Actual 2022	Actual 2023	Budget 2024	Actual 2024 Thru June	2025 Budget	Budget \$ Change	Budget % Change
1 General Property Taxes	2,118,031	2,729,594	2,830,000	1,547,490	3,125,929	295,929	10.5%
2 Sales Taxes	1,656,828	1,322,835	1,300,000	671,965	1,380,000	80,000	6.2%
3 PSE Electric & Gas Utility Tax	314,199	448,610	440,000	272,145	485,000	45,000	10.2%
4 Water Utility Tax	101,000	116,458	141,000	64,673	145,683	4,683	3.3%
5 Stormwater Utility Tax	127,347	159,225	160,000	130,279	172,785	12,785	8.0%
6 Sewer Utility Tax	93,509	131,278	148,000	83,379	154,042	6,042	4.1%
7 Solid Waste Utility Tax	67,316	90,234	100,000	36,427	100,000	-	0.0%
8 Cable TV Utility Tax	90,912	97,532	102,000	45,513	107,000	5,000	4.9%
9 Telephone Utility Tax	39,131	42,596	41,300	23,113	45,000	3,700	9.0%
10 Gas Utility Tax	97	235	300	-	2,000	1,700	566.7%
11 Pull Tabs and Punch Board Tax	5,726	7,238	8,500	3,750	8,500	-	0.0%
12 Total General Fund Taxes	\$ 4,614,093	\$ 5,145,835	\$ 5,271,100	\$ 2,878,734	5,725,939	\$ 454,839	8.8%

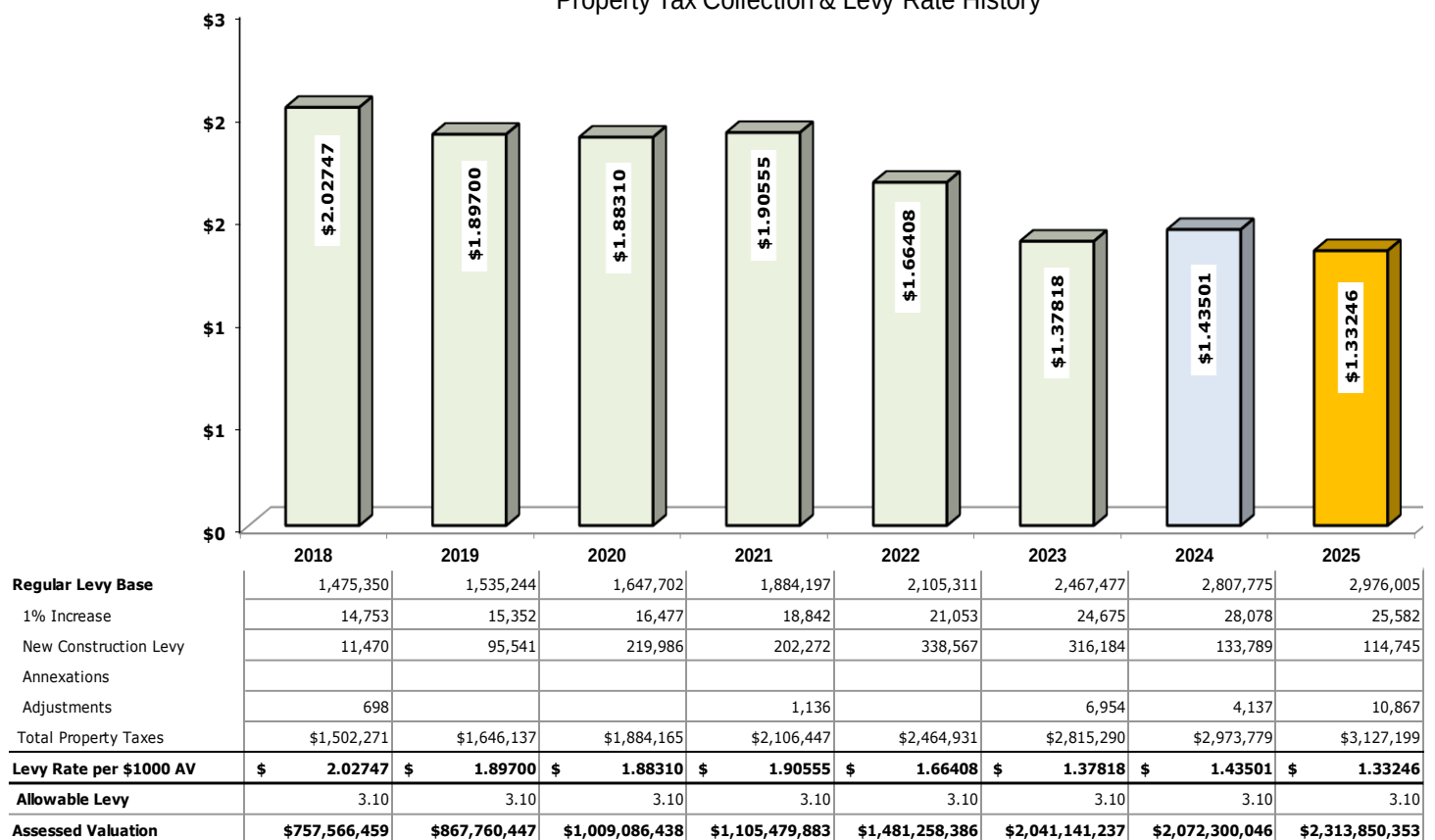


'Roberts Dr. Sidewalk and Bridge Completion'

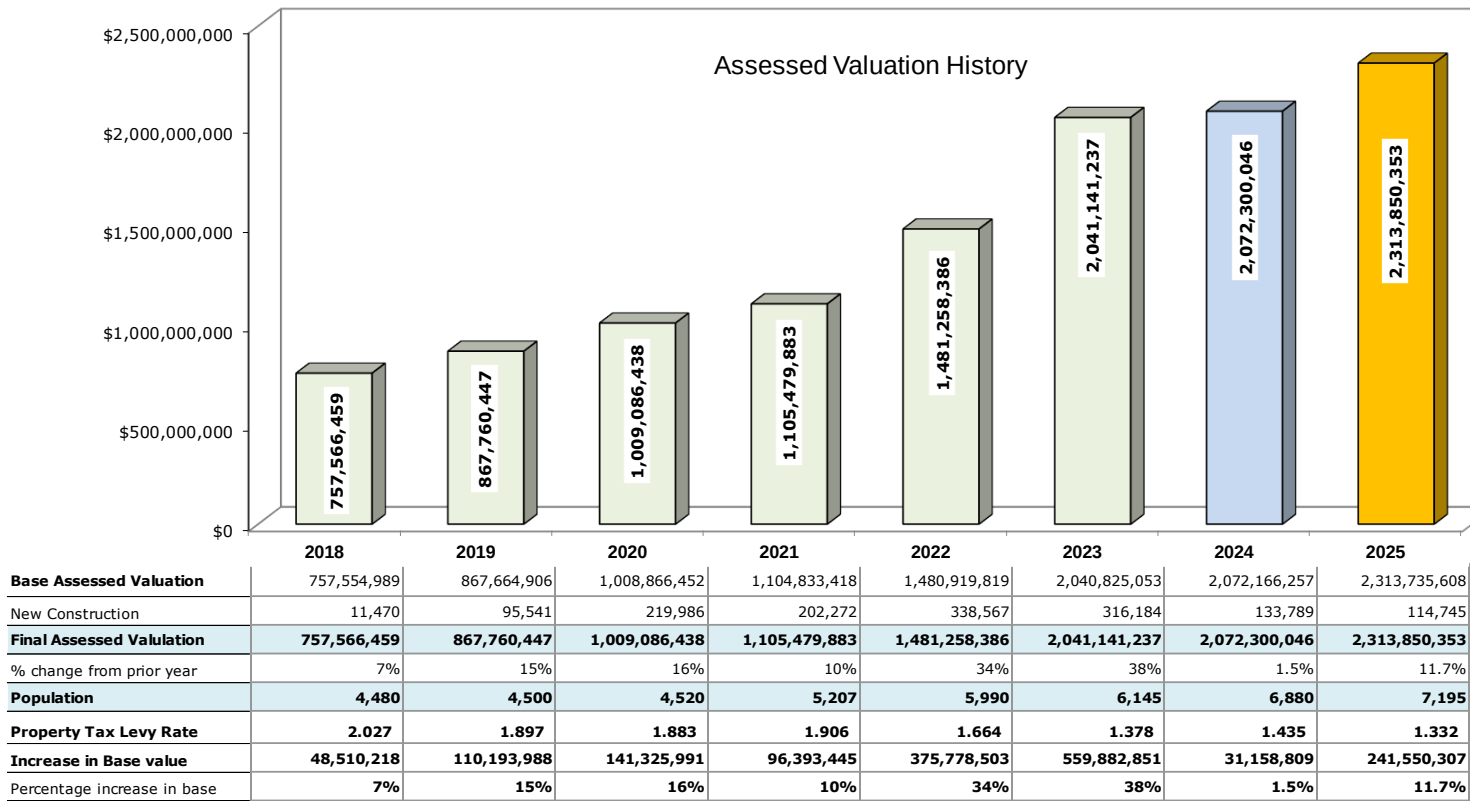
Property taxes make up 54.5% of the General Fund's tax revenue and is estimated to generate \$3,125,929 in revenue for the city. All revenues from property taxes go directly to the General Fund to support public safety for police, fire protection and emergency services. Black Diamond depends heavily 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 valuations 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 tax amount will vary.

Property Tax Collection & Levy Rate History



Please note: 2024 numbers are preliminary

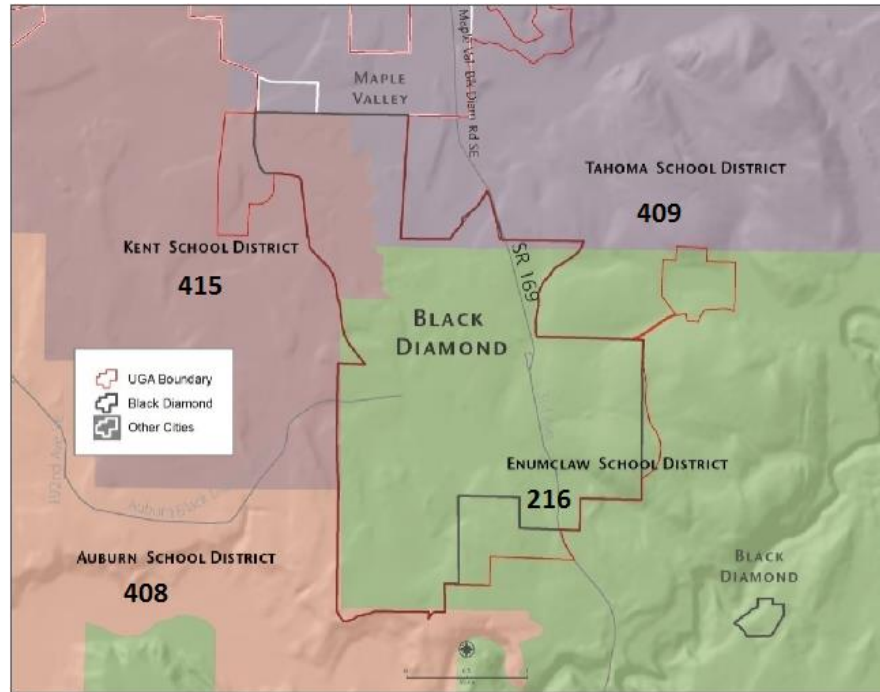


Please Note: 2025 numbers are preliminary



'Swinging Bridge Leading to the Springs Water Source'

School Districts in Black Diamond



The total property tax rates in Black Diamond vary because of the four different school districts within our city limits.				
2024 Levy Rates				
Local School District	2.91	3.82	2.96	4.71
Washington State for Schools Part 1	1.85	1.85	1.85	1.85
McCleary Decision for Schools Part 2	0.97	0.97	0.97	0.97
King County	1.22	1.22	1.22	1.22
City of Black Diamond	1.44	1.44	1.44	1.44
Port of Seattle	0.11	0.11	0.11	0.11
Library District	0.33	0.33	0.33	0.33
Emergency Medical Services	0.25	0.25	0.25	0.25
King County Flood & Ferry Levy	0.09	0.09	0.09	0.09
Total 2024 Levy Rates	9.17	10.08	9.22	10.96
Total 2023 Levy Rates	9.09	9.77	10.03	10.90

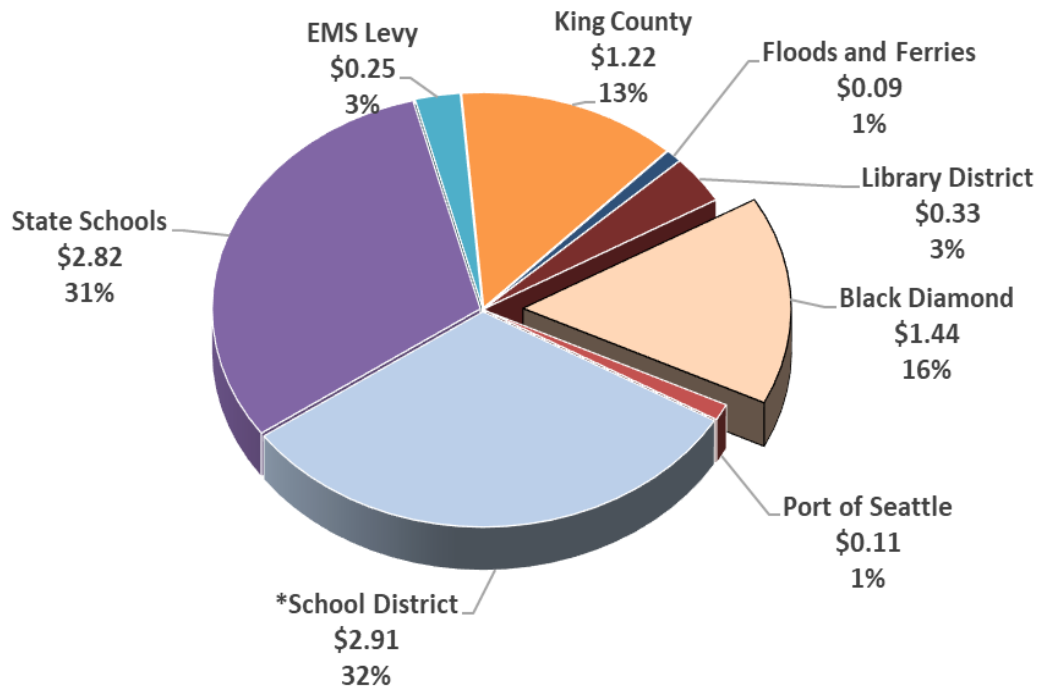
2025 Levy Rates official rates weren't posted as of 10/10/2024

MONTHLY 2024 Property Tax Rates on a \$500,000 Appraised Home

Translate to:

Total Monthly Taxes of \$382.01

Black Diamond's Portion: \$59.79



King County Taxing District	Levy Rate per \$1000 in Value	Percent of Property Taxes Collected	2024 Annual Tax on a \$500,000 Home	Monthly Tax on a \$500,000 Home
Port of Seattle	0.11258	1%	\$56.29	\$4.69
*School District	2.91	32%	\$1,455.34	\$121.28
State Schools	2.82	31%	\$1,410.00	\$117.50
EMS Levy	0.25	3%	\$125.00	\$10.42
King County	1.22	13%	\$610.00	\$50.83
Floods and Ferries	0.09	1%	\$45.00	\$3.75
Library District	0.33	4%	\$165.00	\$13.75
Subtotal	7.73325	84%	\$3,866.63	\$322.22
Black Diamond	1.44	16%	\$717.50	\$59.79
Total	9.16825	100%	\$4,584.13	\$382.01

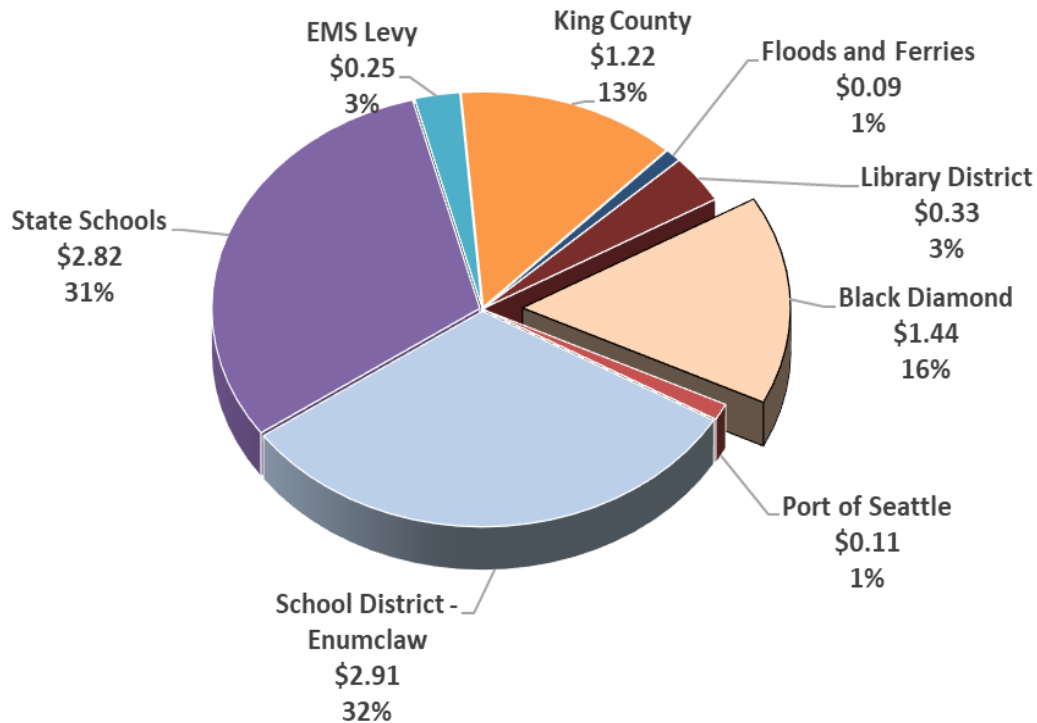
*Based on Enumclaw school district as it covers the majority of Black Diamond 2024 Levy Rates

MONTHLY 2024 Property Tax Rates on a \$750,000 Appraised Home

Translate to:

Total Monthly Taxes of \$573.02

Black Diamond's Portion: \$89.69



King County Taxing District	Levy Rate per \$1000 in Value	Percent of Property Taxes Collected	2024 Annual Tax on a \$750,000 Home	Monthly Tax on a \$750,000 Home
Port of Seattle	0.11258	1%	\$84.44	\$7.04
School District - Enumclaw	2.91	32%	\$2,183.00	\$181.92
State Schools	2.82	31%	\$2,115.00	\$176.25
EMS Levy	0.25	3%	\$187.50	\$15.63
King County	1.22	13%	\$915.00	\$76.25
Floods and Ferries	0.09	1%	\$67.50	\$5.63
Library District	0.33	4%	\$247.50	\$20.63
Subtotal	7.73325	84%	\$5,799.94	\$483.33
Black Diamond	1.44	16%	\$1,076.25	\$89.69
Total	9.16825	100%	\$6,876.19	\$573.02

*Based on Enumclaw school district as it covers the majority of Black Diamond 2024 Levy Rates

Sales Tax revenue for the 2025 budget is forecast to be \$1,380,000 of General Fund tax revenue. For every \$100 spent in Black Diamond, \$8.70 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 little less than 10% of the total.

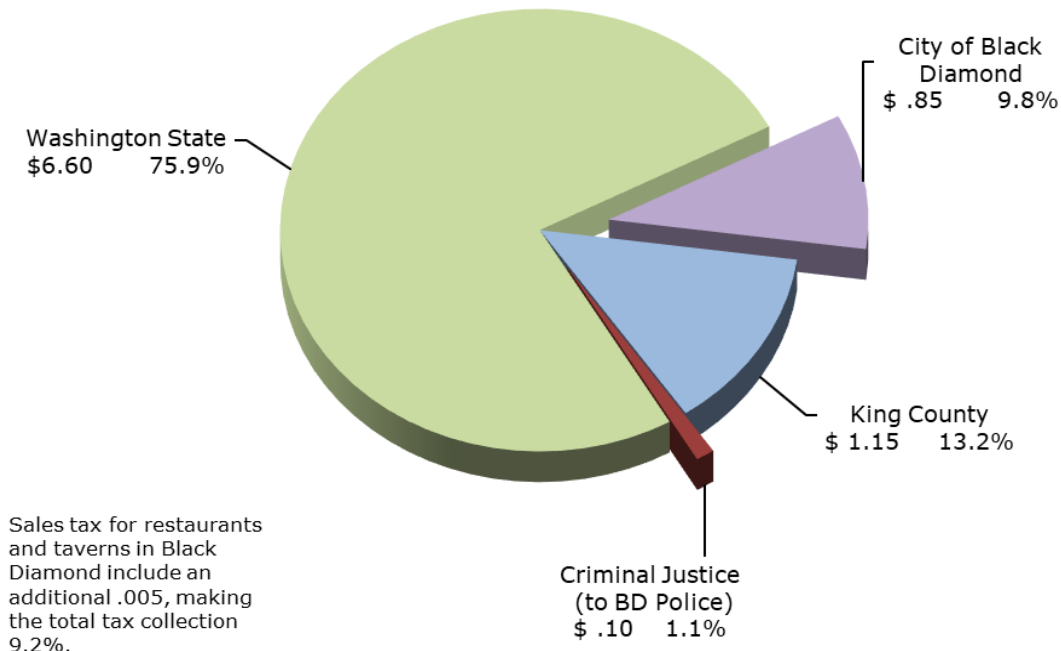
Black Diamond's sales tax revenues are dependent on retail sales of products and services sold or delivered to Black Diamond, as well as tax on new construction material. In fact, a considerable portion of our sales tax is collected from new construction at the Ten Trails development for items such as lumber, appliances, roofing materials, etc. Our comparison is from 2018 through 2025.

2018	2019	2020	2021	2022	2023	2024 Est.	2025 Budget
\$630,009	\$939,262	\$1,134,938	\$1,656,828	\$1,585,395	\$1,322,836	\$1,320,000	\$1,380,000

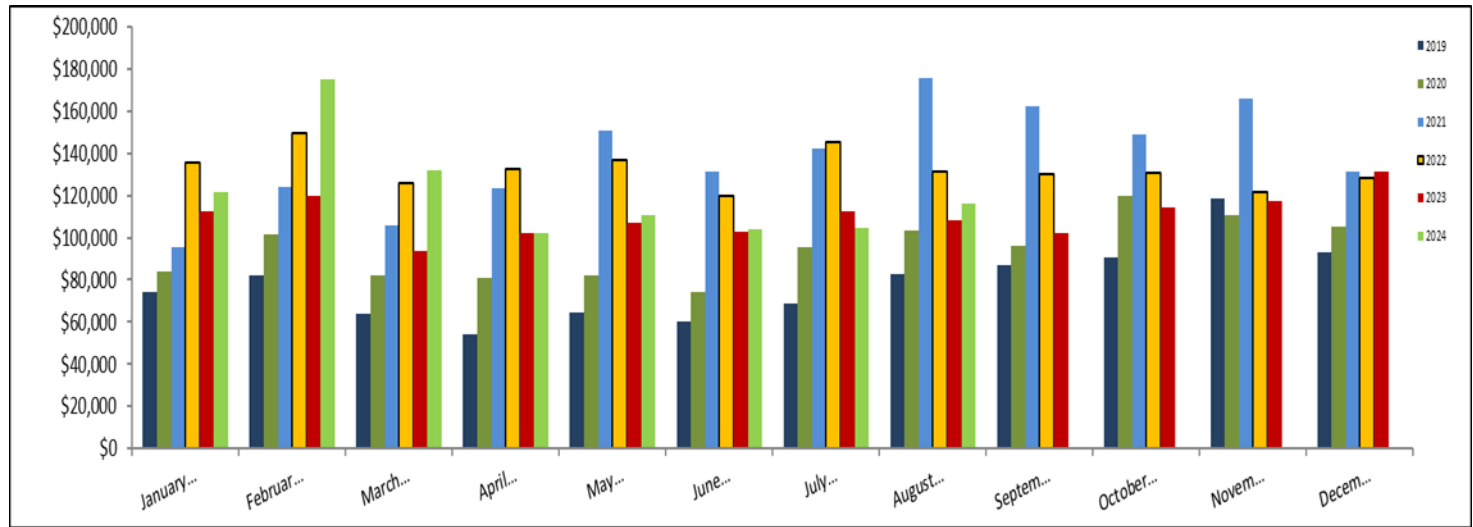
City of Black Diamond 2025 Sales Taxes

Taxed amount is 8.7% of retail sales

Based on a \$100 sale, retail sales tax collected is \$8.70, and is distributed the following way:



Black Diamond Monthly Sales Tax History



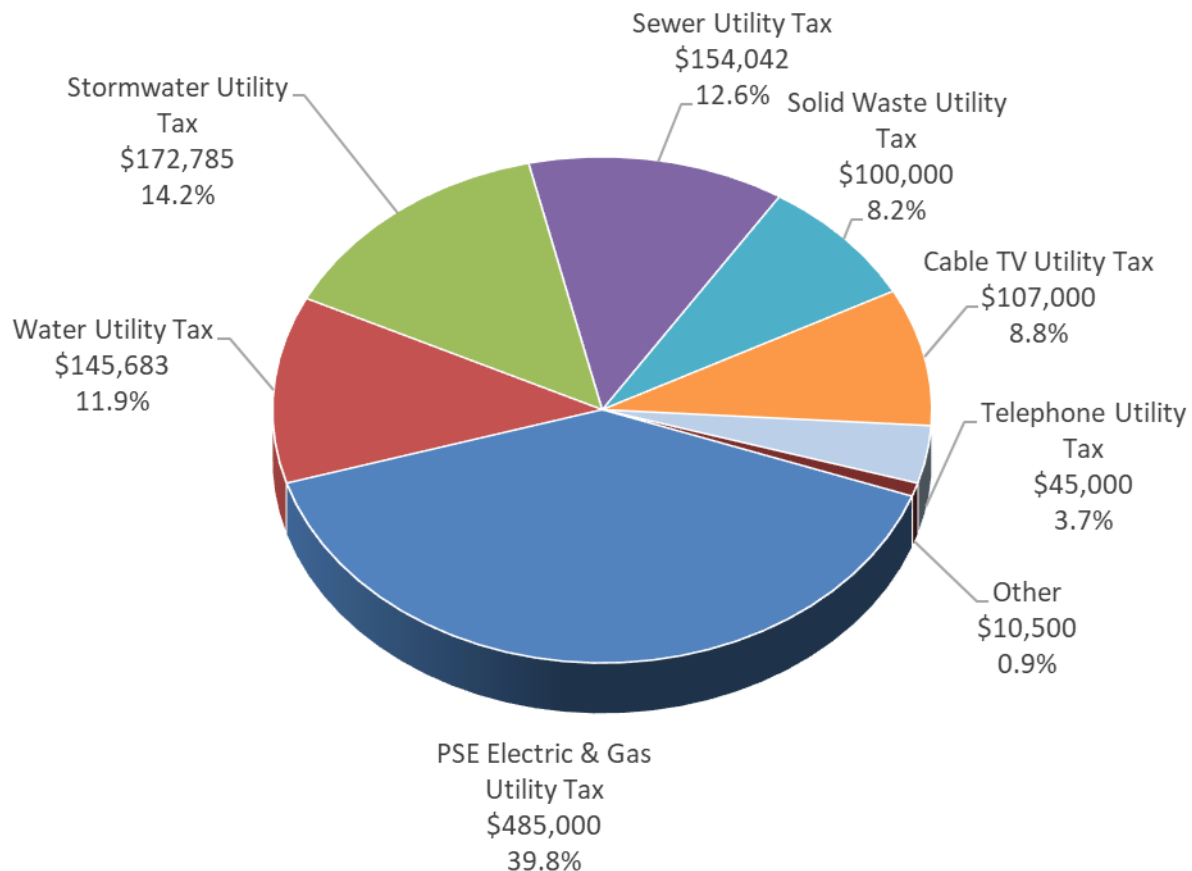
Sales Taxes	2019		2020		2021		2022		2023		2024		
Month	Monthly	YTD	Monthly	YTD	Monthly	YTD	Monthly	YTD	Monthly	YTD	Monthly	YTD	Change
January (from Nov)	74,030	74,030	83,937	83,937	95,529	95,529	135,292	135,292	112,722	112,722	121,670	121,670	7.94%
February (from Dec)	82,302	156,332	101,429	185,367	124,190	219,719	149,361	284,653	119,801	232,523	174,668	296,338	27.44%
March (from Jan)	63,858	220,189	81,801	267,168	105,724	325,443	126,048	410,701	93,534	326,057	131,881	428,219	31.33%
April (from Feb)	54,403	274,592	80,920	348,088	123,518	448,961	132,599	543,300	101,838	427,894	102,332	530,550	23.99%
May (from Mar)	64,235	338,827	82,360	430,448	150,753	599,714	136,619	679,919	106,968	534,863	110,671	641,222	19.89%
June (from Apr)	60,042	398,869	74,246	504,693	131,558	731,272	119,559	799,478	102,850	637,713	104,021	745,242	16.86%
July (from May)	68,463	467,332	95,439	600,133	142,210	873,482	145,233	944,711	112,335	750,047	104,385	849,628	13.28%
August (from Jun)	82,833	550,166	103,139	703,272	175,632	1,049,114	131,242	1,075,953	108,263	858,310	116,261	965,888	12.53%
September (from Jul)	86,783	636,949	96,290	799,562	162,133	1,211,247	129,759	1,205,712	101,998	960,308			
October (from Aug)	90,635	727,584	119,507	919,069	148,582	1,359,829	130,390	1,336,102	114,515	1,074,823			
November (from Sep)	118,487	846,071	110,492	1,029,561	165,974	1,525,803	121,339	1,457,441	117,053	1,191,877			
December (from Oct)	93,191	939,262	105,377	1,134,938	131,025	1,656,828	127,954	1,585,395	130,959	1,322,836			
TOTAL	939,262		1,134,938		1,656,828		1,585,395		1,322,836		965,888		153.26%
2024 Budget 1,300,000													

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 7,195.

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 continuing the increase of this revenue source, primarily due to an increased customer base and vendor rate increases.

General Fund Utility Tax & Misc Revenue	Actual 2022	Actual 2023	Budget 2024	Actual 2024 Thru June	2025 Budget	Budget \$ Change	Budget % Change
1 PSE Electric & Gas Utility Tax	314,199	448,610	440,000	272,145	485,000	45,000	10.2%
2 Water Utility Tax	101,000	116,458	141,000	64,673	145,683	4,683	3.3%
3 Stormwater Utility Tax	127,347	159,225	160,000	130,279	172,785	12,785	8.0%
4 Sewer Utility Tax	93,509	131,278	148,000	83,379	154,042	6,042	4.1%
5 Solid Waste Utility Tax	67,316	90,234	100,000	36,427	100,000	-	0.0%
6 Cable TV Utility Tax	90,912	97,532	102,000	45,513	107,000	5,000	4.9%
7 Telephone Utility Tax	39,131	42,596	41,300	23,113	45,000	3,700	9.0%
8 Gas Utility Tax	97	235	300	-	2,000	1,700	566.7%
9 Pull Tabs and Punch Board Tax	5,726	7,238	8,500	3,750	8,500	-	0.0%
10 Total Utility Taxes & Misc Revenue	\$ 839,235	\$ 1,093,406	\$ 1,141,100	\$ 659,279	1,220,010	\$ 78,910	6.9%

General Fund Utility Taxes \$1,220,010



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.

General Fund Intergovernmental	Actual 2022	Actual 2023	Budget 2024	Actual 2024 Thru June	2025 Budget	Budget \$ Change	Budget % Change
1 Sales Tax Assistance from State	23,795	-	26,000	-	-	(26,000)	-100.0%
2 Liquor Excise Tax	35,377	43,085	50,000	23,992	51,000	1,000	2.0%
3 Liquor Board Profits	41,124	46,984	52,000	25,969	53,000	1,000	1.9%
4 KC Recycle Grants	16,496	-	-	-	-	-	N/A
5 KC Recycle Grant EH 53669	69,489	17,687	16,500	-	16,500	-	0.0%
6 Total Intergovernmental Revenue	\$ 186,281	\$ 107,756	\$ 144,500	\$ 49,961	120,500	\$ (24,000)	-16.6%

Community Development Revenue includes fees related to land use and building construction activities such as plan checks and land use fees, building, mechanical and plumbing permits.

Community Development	Actual 2022	Actual 2023	Budget 2024	Actual 2024 Thru June	2025 Budget	Budget \$ Change	Budget % Change
1 Building Permits	1,319,252	670,745	750,000	416,463	825,000	75,000	10.0%
2 Mechanic Permits	92,175	47,493	55,000	27,839	63,000	8,000	14.5%
3 Plumbing Permits	68,087	39,035	42,000	22,612	47,000	5,000	11.9%
4 Other Permits	15,758	10,627	12,000	10,291	9,000	(3,000)	-25.0%
5 Total Permits	1,495,272	767,900	859,000	477,204	944,000	85,000	9.9%
6 Plan Check Review Fees	733,726	278,653	390,000	265,156	470,000	80,000	20.5%
7 Fire Inspection Fee	12,660	3,355	20,000	2,884	4,000	(16,000)	-80.0%
8 Temp Use/Watchman Fees	532	1,064	2,000	-	1,000	(1,000)	-50.0%
9 Grants/Department of Commerce	58,333	-	-	5,950	-	-	N/A
10 Other Land Use Fees	48,702	49,628	61,300	31,738	41,000	(20,300)	-33.1%
11 Other Misc Permitting Revenue	74,575	74,482	67,700	22,264	48,370	(19,330)	-28.6%
12 Total Community Development Rev.	\$ 2,423,800	\$ 1,175,082	\$ 1,400,000	\$ 805,196	1,508,370	\$ 108,370	7.7%



Museum Park

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, gun permits and fingerprinting revenue as well as donations and other minor sources. An increase in the criminal justice distribution is expected next year. Revenue includes reimbursements for overtime worked for other agencies and entities. The grants that we are applying for in 2025 include:

- **Marine, Washington State Parks** – The City receives annual monies from the State, divided amongst King County agencies, from VRF (vessel registration fees). Our annual vessel registration fees received in 2023 were \$10,839.19. In 2023, we received \$10,329.00 in federal grant funds (a decrease from \$10,348.70 in 2021) to support our marine program on Lake Sawyer. Our officers continue to do an excellent job with education, outreach, and inspections, allowing us to be successful in securing federal grant monies, which has allowed us to carryover some of our VRF funds.
- **Traffic Safety Equipment funds** – The WA. State Traffic Safety Commission typically offers grant money to purchase traffic safety equipment such as radars, lidars, speed signs, and portable breath tests. Depending on our needs, we estimate approximately \$4,000.00.
- **Traffic Safety (including DUI/seatbelt emphasis)** – 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, but we are expecting approximately \$4,000.00 - \$9,000.00.
- **BJA Bulletproof Grant** - This federal grant, when applied for and approved covers the cost of half of a bulletproof vest, up to \$400.00. The average cost of a new vest is just over \$1,000.00. We continue to apply for and obtain BJA vest funds every year.
- **Lexipol Grant** – AWC has continued to offer a grant which covers half the cost of our Lexipol yearly subscription. Lexipol is the subscribing agency for our policies and procedures as well as our daily training bulletins. In 2023, Lexipol cost was \$5,277.000, of which AWC will cover close to \$3,000.

Police Department Revenue	Actual 2022	Actual 2023	Budget 2024	Actual 2024 Thru June	2025 Budget	Budget \$ Change	Budget % Change
1 Criminal Justice Sales Tax Distribution	173,219	235,699	221,114	124,571	241,200	20,086	9.1%
2 PD - Traffic School Fee	160,750	157,813	134,500	90,975	160,000	25,500	19.0%
3 Traffic School Fee - Enumclaw	8,500	5,100	8,000	3,200	6,000	(2,000)	-25.0%
4 Marine Lk. Sawyer Boat Safety	12,034	20,839	21,500	-	14,000	(7,500)	-34.9%
5 Police Grants	42,139	35,687	33,500	6,135	15,500	(18,000)	-53.7%
6 Police Records and Misc.	678	714	600	375	360	(240)	0.0%
7 Gun Permits and Fingerprinting	2,304	2,181	2,200	868	2,000	(200)	-9.1%
8 DARE Donations from Private Sources	-	12,512	500	-	500	-	0.0%
9 Staff Time Reimbursements	42,561	30,909	58,000	22,285	60,500	2,500	4.3%
10 Total Police Department Revenue	\$ 442,186	\$ 501,453	\$ 479,914	\$ 248,409	500,060	\$ 20,146	4.2%

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 court has received multiple grants from the Administrative Office of the Courts for 2025 for therapeutic court and interpreters.

Municipal Court Revenue	Actual 2022	Actual 2023	Budget 2024	Actual 2024 Thru June	2025 Budget	Budget \$ Change	Budget % Change
1 Court Traffic Infractions	86,929	101,019	55,000	69,127	110,000	55,000	100.0%
2 Administration/Correction Fees	19,754	7,052	14,200	2,603	4,180	(10,020)	-70.6%
3 Court Mand. Insurance Costs	432	319	1,000	147	-	(1,000)	0.0%
4 Court Parking Fines	732	2,122	650	240	400	(250)	-38.5%
5 Court Criminal Traffic Misd.	6,934	2,840	6,000	2,082	3,000	(3,000)	-50.0%
6 Court Cost Recoupment	3,234	793	2,500	432	500	(2,000)	-80.0%
7 Court DUI Fines	3,383	1,864	4,500	775	1,500	(3,000)	-66.7%
8 AOC-Therapeutic Court 01/01/2021 - 06/30/2024	-	8,765	81,270	61,783	93,860	12,590	15.5%
9 AOC-Court Interpreter	-	1,798	2,000	4,356	-	(2,000)	0.0%
10 AOC-Court Technology Imp	-	12,680	-	-	-	-	0.0%
11 Court Other Revenue	1,318	1,991	2,600	1,996	1,100	(1,500)	-57.7%
12 Total Municipal Court Revenue	\$ 122,716	\$ 141,242	\$ 169,720	\$ 143,541	214,540	\$ 44,820	26.4%

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 2022	Actual 2023	Budget 2024	Actual 2024 Thru June	2025 Budget	Budget \$ Change	Budget % Change
1 Cable Franchise Fees	75,998	81,498	85,000	38,527	88,000	3,000	3.5%
2 Business License	37,310	48,000	50,000	27,935	54,000	4,000	8.0%
3 Total Franchise/Business License Revenue	\$ 113,308	\$ 129,498	\$ 135,000	\$ 66,462	142,000	\$ 7,000	5.2%

Other General Fund Revenue sources include parking fees at Lake Sawyer, gym revenue, the cemetery, and investment interest. Around mid-2020 the General Fund began receiving School Impact Admin Fees. This budget is expected to decrease because age qualifying housing does not require that School Impact Fees be collected.

Other General Fund Revenue	Actual 2022	Actual 2023	Budget 2024	Actual 2024 Thru June	2025 Budget	Budget \$ Change	Budget % Change
1 Lake Sawyer Parking Fee	25,806	25,390	40,000	15,145	40,000	-	0.0%
2 Gym Revenue	17,342	26,742	35,000	14,301	35,000	-	0.0%
3 Cemetery Revenue	771	7,100	4,000	1,600	4,000	-	0.0%
4 Investment Interest	9,530	497,336	453,000	124,154	404,000	(49,000)	-10.8%
5 School Impact Admin Fees	52,950	2,000	4,000	(200)	4,000	-	0.0%
6 Other Miscellaneous Fees	1,170	1,882	-	1,417	-	-	0.0%
7 Total General Other Fund Revenue	\$ 107,569	\$ 560,450	\$ 536,000	\$ 156,417	487,000	\$ (49,000)	-9.1%

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

Funding Agreement Consultant Revenue	Actual 2022	Actual 2023	Budget 2024	Actual 2024 Thru June	2025 Budget	Budget \$ Change	Budget % Change
1 Building & Plan Check Services	246,715	186,033	400,000	149,408	300,000	(100,000)	-25.0%
2 Building Inspector	-	82,858	-	-	-	-	N/A
3 Fiscal Reimbursements	19,808	23,820	50,000	4,165	50,000	-	0.0%
4 Civil Engineering Reimbursements	263,052	559,812	575,000	327,240	575,000	-	0.0%
5 Traffic Reimbursements	36,585	100,625	400,000	38,465	400,000	-	0.0%
6 Legal Reimbursements	37,200	102,797	200,000	76,100	200,000	-	0.0%
7 Environmental Reimbursements	13,823	26,835	50,000	15,715	50,000	-	0.0%
8 Geotech Reimbursements	24,082	12,900	50,000	10,455	100,000	50,000	100.0%
9 Surveyor Reimbursements	25,895	5,607	80,000	7,035	80,000	-	0.0%
10 Hearing Examiner Reimbursements	-	22,138	100,000	7,000	100,000	-	0.0%
11 Total Funded Consultants	\$ 667,159	\$ 1,123,425	\$ 1,905,000	\$ 635,582	1,855,000	\$ (50,000)	-2.6%

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

Beginning Cash and Investments	Actual 2022	Actual 2023	Budget 2024	Actual 2024 Thru June	2025 Budget	Budget \$ Change	Budget % Change
1 Beg C&I: Restricted- Police Buy Funds	21,908	19,411	25,923	25,923	25,923	(0)	0.0%
2 Beg C&I: Unassigned- General Gov	5,937,377	7,423,648	7,291,764	7,916,390	8,459,755	1,167,991	16.0%
3 Beg C&I: Unassigned- Developer	63,000	63,000	63,000	63,000	63,000	-	0.0%
4 Total Beginning Fund Balance	\$ 6,022,284	\$ 7,506,059	\$ 7,380,687	\$ 8,005,313	8,548,678	\$ 1,167,991	15.8%

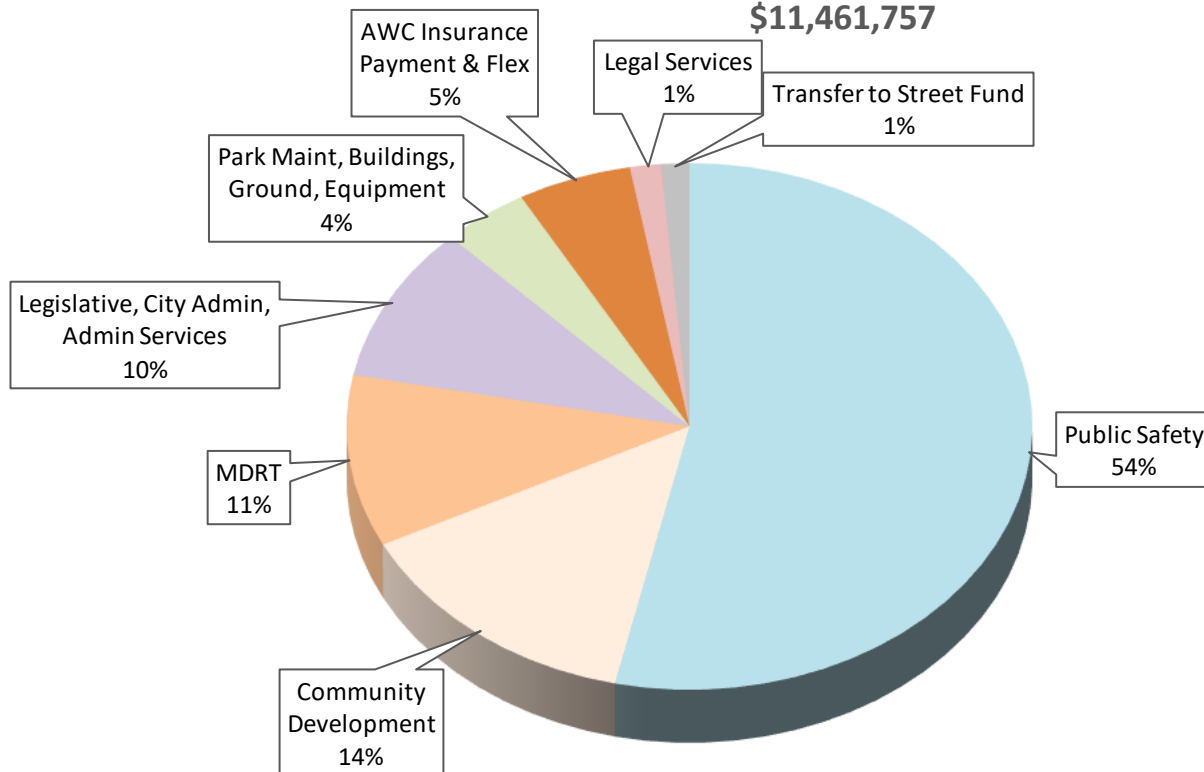
Total General Fund Sources of Revenue	Actual 2022	Actual 2023	Budget 2024	Actual 2024 Thru June	2025 Budget	Budget \$ Change	Budget % Change
1 Total General Fund Sources	\$ 13,164,223	\$ 17,656,560	\$ 19,112,745	\$ 13,876,569	20,915,569	\$ 1,802,824	9.4%

General Fund Expenditures

Expenditure Comparisons 2022 - 2025 by Function

	Actual 2022	Actual 2023	Budget 2024	Budget 2025	% of Total
1 Public Safety	3,500,969	4,728,258	5,600,200	6,019,997	53.5%
2 Community Development	829,783	1,374,731	1,588,584	1,586,666	14.1%
3 MDRT	836,077	943,407	1,334,075	1,186,530	10.5%
4 Legislative, City Admin, Admin Services	602,997	764,820	1,036,852	1,082,390	9.6%
5 Park Maint, Buildings, Ground, Equipment	288,587	343,289	562,255	459,244	4.1%
7 AWC Insurance Payment & Flex	221,700	8,176	526,045	604,952	5.4%
6 Legal Services	197,427	134,290	253,000	164,500	1.5%
8 Transfer to Street Fund	100,000	200,000	200,000	150,000	1.3%
9 Total General Fund Operations	6,577,540	8,496,972	11,101,011	11,254,279	100.0%

2025 Total GF Expenditure Budget Excluding MDRT Consultants \$11,461,757



	Actual 2022	Actual 2023	Budget 2024	Budget 2025	% of Total
10 Public Safety	3,500,969	4,728,258	5,600,200	6,019,997	100.0%
11 Police Department	2,469,171	3,035,896	3,770,123	3,793,520	63.0%
12 Fire Department	605,393	1,174,068	1,165,055	1,353,961	22.5%
13 Court/Prosecuting Attorney & Public Defendor	377,668	437,093	614,179	711,116	11.8%
14 Mental Health/Covid 19/Animal Control	48,736	81,200	50,843	161,400	2.7%
14 Total Public Safety Operations	3,500,969	4,728,258	5,600,200	6,019,997	100.0%

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 sessions 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 the fall of 2019.

Legislative - City Council Expenditures	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 Wages	14,000	13,520	13,920	6,800	13,920	0	0.0%
2 Benefits	1,153	1,161	1,204	576	1,450	246	20.4%
3 Salaries and Benefits	15,153	14,681	15,124	7,376	15,370	246	1.6%
4 Charges for Services	1,138	1,671	10,450	3,544	8,606	(1,844)	-17.6%
5 Total Legislative Expenditures	\$16,291	\$16,352	\$25,574	\$10,920	\$23,976	-\$1,598	-6.2%

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 membership, travel and training fees, including the Association of Washington Cities Annual Conference and Mayor’s Exchange.

Executive - Mayor's Office Expenditures	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 Wages	12,000	12,000	12,000	6,000	12,000	-	0.0%
2 Benefits	1,064	1,123	1,137	561	1,327	190	16.7%
3 Salaries and Benefits	13,064	13,123	13,137	6,561	13,327	190	1.4%
4 Office and Operating Supplies	-	-	100	-	100	0	0.0%
5 Charges for Services	503	2,704	2,600	918	3,062	462	17.8%
6 Total Mayors Office Expenditures	\$13,567	\$15,827	\$15,837	\$7,479	\$16,489	\$652	4.1%

Administration – City Administrator – Expenditures

The total City Administrator budget is \$321,722. 40% of this position's total Salary and Benefit costs have been allocated to the Utility departments (Street, Water, Sewer, and Stormwater).

Administration - City Administrator Expenditures	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 Wages	-	-	115,977	-	125,559	9,582	8.3%
2 Benefits	-	-	42,377	-	43,027	650	1.5%
3 Salaries and Benefits	-	-	158,354	-	168,586	10,232	0.0%
4 Office and Operating Supplies	-	-	4,500	-	2,250	(2,250)	-50.0%
5 Charges for Services	-	-	53,300	-	24,400	(28,900)	-54.2%
6 Total Mayors Office Expenditures	\$0	\$0	\$216,154	\$0	\$195,236	-\$20,918	-9.7%

General Government – Expenditures

In this document, General Government refers to the City Clerk, Finance, Human Resources, Utility Billing, Information Technology and Central Services departments, 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 by Central Services and then allocated to various departments.

General Government Expenditures	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 Wages	369,588	456,051	378,273	185,189	427,891	49,618	13.1%
2 Benefits	130,686	160,132	166,073	73,464	171,803	5,730	3.5%
3 Total Salaries and Benefits	500,274	616,183	544,346	258,653	599,694	55,348	10.2%
4 Office and Operating Supplies	8,725	22,073	13,600	20,691	42,400	28,800	211.8%
5 Charges for Services	47,397	83,242	176,341	60,050	175,537	(804)	-0.5%
6 Voter Costs and Registration	16,742	23,909	45,000	-	29,000	(16,000)	-35.6%
7 Total Administrative Expenditures	\$513,489	\$745,406	\$779,287	\$339,395	\$846,631	\$67,344	8.6%
8 By Department							
9 City Clerk	167,631	192,416	218,991	78,070	231,984	12,994	5.9%
10 Finance Department	273,061	427,320	389,489	190,455	413,676	24,187	6.2%
11 Information Technology	114,012	81,301	103,619	46,409	149,435	45,816	44.2%
12 Central Services	18,435	31,603	67,188	24,461	51,536	(15,652)	-23.3%
13 Total Administrative Expenditures	\$573,139	\$732,640	\$779,287	\$339,395	\$846,631	\$67,344	8.6%

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.

2025 Budget Goals

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.

- Train and develop new staff
- Address equipment needs
- Leverage available technologies
- Prioritize community projects and relationships

Police Budget

The Police budget increases are due to union contract settlement, including a 5% cola, overtime, and other miscellaneous benefit increases, as well as regular step progression, and a liability insurance.

Police Department Expenditures	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 Wages	1,264,821	1,658,028	1,975,444	941,420	1,996,262	20,818	1.1%
2 Benefits	454,685	610,125	746,158	347,276	773,878	27,720	3.7%
3 Salaries and Benefits	1,719,506	2,268,153	2,721,602	1,288,696	2,770,140	48,538	1.8%
4 Office and Operating Supplies	103,622	107,708	139,000	55,514	127,000	(12,000)	-8.6%
5 Charges For Services	139,279	221,460	273,789	115,954	289,687	15,898	5.8%
6 Capital Outlay	-	-	4,000	-	4,500	500	12.5%
7 Debt Service to Sewer Reserves	32,402	-	-	-	-	0	0.0%
8 Transfer to Equip Replace Fund	130,000	100,000	100,000	100,000	100,000	0	0.0%
9 Subtotal Police Expenditures	\$2,124,808	\$2,697,322	\$3,238,391	\$1,560,165	\$3,291,327	52,936	1.6%
10 Jail Costs	101,425	43,738	87,500	52,288	103,000	15,500	17.7%
11 Building Maintenance	28,541	39,951	50,500	19,944	43,000	(7,500)	-14.9%
12 Civil Service	2,774	1,821	18,250	6,011	4,500	(13,750)	-75.3%
13 Communications	157,775	197,929	243,682	105,037	250,445	6,763	2.8%
14 Marine Program	18,427	26,282	33,000	8,906	25,500	(7,500)	-22.7%
15 Criminal Justice	32,924	28,854	62,300	32,264	71,250	8,950	14.4%
16 Evidence Room & Special funds	2,496	-	36,500	-	-	2,000	5.5%
17 Total Police Department Expenditures	\$2,469,171	\$3,035,896	\$3,770,123	\$1,784,614	\$3,789,022	\$18,899	1.1%

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. The increase is due to a 5% cola, which is included in the contract between the City and Mt. View Fire that began in 2022. Breathing Apparatuses & Equipment are now included in Capital Expenditures.

Fire Department Expenditures	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 MT. View Fire District Contract	583,728	1,075,290	1,129,055	564,527	1,283,961	154,906	13.7%
2 Breathing Apparatuses	-	-	-	-	-	0	N/A
3 Charges for Services	21,665	23,778	36,000	8,641	35,000	(1,000)	-2.8%
4 Transfer to Fire Study	-	75,000	-	-	35,000		
5 Total Fire Department Expenditures	\$605,393	\$1,174,068	\$1,165,055	\$573,169	\$1,353,961	\$188,906	16.2%



Black Diamond Aid Car

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. Decreases in this year's budget is due primarily to settled lawsuits and the conclusion of the Union Contract negotiations in 2022, 2023, and 2024.

Legal Service Expenditures	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 General Government	89,938	51,459	100,000	30,023	68,000	(32,000)	-32.0%
2 Appeals, Lawsuits and Public Disclosures	86,327	32,152	87,000	18,655	59,500	(27,500)	-31.6%
3 Union/General Employment	18,179	20,480	41,000	15,419	7,000	(34,000)	-82.9%
4 Code Enforcement	2,984	30,200	25,000	15,036	30,000	5,000	20.0%
5 Total Legal Service Expenditures	\$197,427	\$134,290	\$253,000	\$79,132	\$164,500	-\$88,500	-35.0%

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 2nd, 3rd, and 4th Wednesday of each month with a combination of in person and video hearings. Budget for Court includes contracted services provided by a Judge, a Court Administrator, a full time and part time Judicial Specialist. This budget also provides for security and other miscellaneous expenses such as interpreters, office supplies and training. This budget reflects a state appropriation of \$93,860 dedicated for our Therapeutic Court from the Administrative Office of the Court.

Municipal Court Expenditures	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 Wages	163,690	171,459	207,236	84,810	230,492	23,256	11.2%
2 Benefits	55,329	69,957	63,586	35,657	90,444	26,858	42.2%
3 Salaries and Benefits	\$219,020	\$241,417	\$270,822	\$120,466	\$320,936	50,114	18.5%
4 Office and Operating Supplies	1,267	1,376	2,950	960	4,100	1,150	39.0%
5 Charges for Services	68,907	82,851	120,607	53,147	165,220	44,613	37.0%
6 Police Security	-	4,143	12,000	3,721	12,000	0	0.0%
7 Technology Improvement: AOC Grant	-	4,749	-	-	-	0	N/A
8 Therapeutic Court: AOC Grant	-	16,884	50,400	43,206	93,860	43,460	86.2%
9 Total Municipal Court Exp	\$289,193	\$351,418	\$456,779	\$221,500	\$596,116	\$139,337	30.5%
Municipal Court Legal Services	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
10 Prosecuting Attorney	41,200	40,800	72,500	22,400	45,000	(27,500)	-37.9%
11 Public Defender	47,275	44,875	84,900	36,100	70,000	(14,900)	-17.6%
12 Total Court Legal	\$88,475	\$85,675	\$157,400	\$58,500	\$115,000	-\$42,400	-26.9%

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 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 Wages	422,083	494,220	759,050	263,221	823,293	64,243	8.5%
2 Benefits	177,171	205,368	352,408	100,181	370,049	17,641	5.0%
3 Salaries and Benefits	599,254	699,588	1,111,458	\$363,402	\$1,193,342	81,884	7.4%
4 Office and Operating Supplies	3,206	4,412	10,646	2,807	9,396	(1,250)	-11.7%
5 Charges for Services	206,976	367,811	466,480	163,798	383,928	(82,552)	-17.7%
6 Permitting Software and Technology	20,348	-	-	-	-	0	N/A
7 Vehicles	-	27,920	-	-	-	0	N/A
8 Transfer out for Comp Plan Project	-	275,000	-	-	-	0	N/A
9 Total Community Dev. Expenditures	\$829,783	\$1,374,731	\$1,588,584	\$530,007	\$1,586,666	-\$1,918	-0.1%
10 By Department							
11 Code Enforcement	30,236	28,065	125,070	23,194	71,786	(53,284)	-42.6%
12 Permitting	569,274	753,452	947,772	333,542	1,005,671	57,899	6.1%
13 Long Range Planning	221,173	576,980	495,742	173,270	494,209	(1,533)	-0.3%
14 Hearing Examiner	9,100	16,234	20,000	-	15,000	(5,000)	-25.0%
15 Total Charges for Services	\$829,783	\$1,374,731	\$1,588,584	\$530,007	\$1,586,666	-\$1,918	-0.1%



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.

MDRT Review Team: Funding Agreement Expenditures		Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1	Wages	551,936	574,851	863,854	311,140	720,211	(143,643)	-16.6%
2	Benefits	182,985	190,050	235,830	93,946	212,161	(23,669)	-10.0%
3	Salaries and Benefits	734,921	764,901	1,099,684	\$405,086	\$932,372	(167,312)	-15.2%
4	Office and Operating Supplies	6,137	10,489	16,000	3,324	23,000	7,000	43.8%
5	Charges for Service	95,019	168,018	218,391	89,384	229,258	10,867	5.0%
6	Total MDRT Expenditures	\$836,077	\$943,407	\$1,334,075	\$497,794	\$1,184,630	(\$149,445)	-11.2%

MDRT Consultants: Funding Agreement Expenditures		Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1	MDRT Legal Services	32,790	113,271	200,000	50,439	200,000	0	0.0%
2	MDRT Fiscal Analysis	14,173	24,195	50,000	230	50,000	0	0.0%
3	MDRT Civil Engineering	261,015	602,619	575,000	277,967	575,000	0	0.0%
4	MDRT Traffic Engineering	66,105	95,497	400,000	27,161	400,000	0	0.0%
5	MDRT Environmental Consultant	14,773	31,615	50,000	23,897	50,000	0	0.0%
6	MDRT Geotech	15,396	15,450	50,000	21,993	100,000	50,000	100.0%
7	MDRT Surveyor	38,341	11,036	80,000	1,005	80,000	0	0.0%
8	Hearing Examiner	810	11,213	100,000	5,888	100,000	0	0.0%
9	MDRT- Prof Svcs - Planning	252,000	222,593	400,000	128,485	300,000	(100,000)	-25.0%
10	MDRT Building Inspector	-	-	-	-	-	0	N/A
11	Total MDRT Consultant Expenditures	\$695,402	\$1,127,488	\$1,905,000	\$537,063	\$1,855,000	-\$50,000	-2.6%

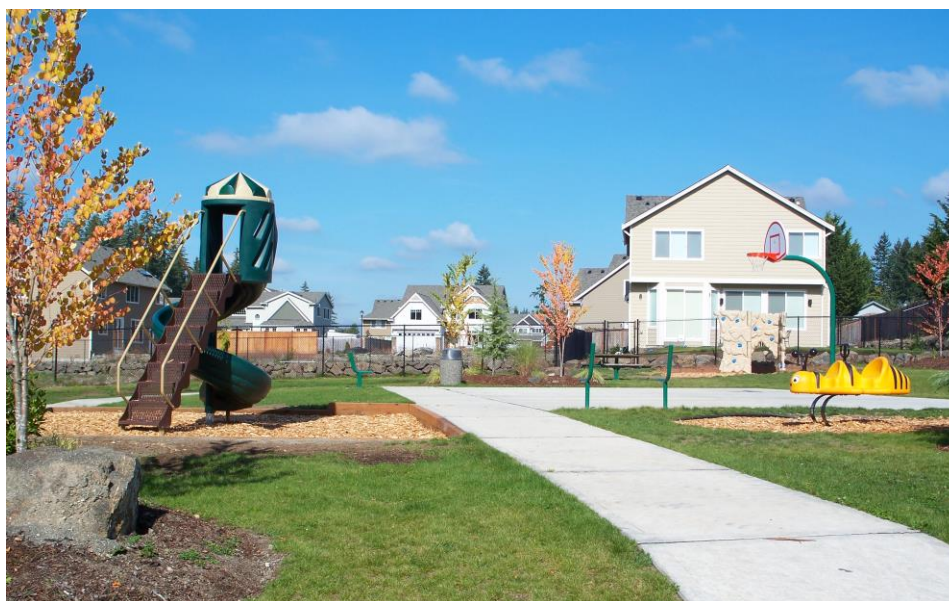


Roundabout with Mt. Rainier
Courtesy of Craig Goodwin

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 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. Budget increases are due to a progression of salary steps, a change in employee allocations, and liability insurance increases, along with an increase in the amount transferred to the equipment replacement fund and Enumclaw mental health funding.

Parks Department Expenditures	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 Wages	35,975	47,479	135,394	49,929	138,391	2,997	2.2%
2 Benefits	9,842	15,984	55,359	17,387	38,755	(16,604)	-30.0%
3 Salaries and Benefits	\$45,818	\$63,463	\$190,753	\$67,315	\$177,146	-\$13,607	-7.1%
4 Office and Operating Supplies	6,460	14,568	20,570	3,602	21,671	1,101	5.4%
5 Charges for Services	64,432	90,531	131,773	58,720	149,838	18,065	13.7%
6 Planning & Mini Development	9,317	8,389	55,000	196	17,500	(37,500)	-68.2%
7 Transfer to Equipment Rental	7,000	17,500	20,000	20,000	20,000	0	0.0%
8 Total Parks Expenditures	\$133,027	\$194,451	\$418,096	\$149,833	\$386,155	-\$31,941	-7.6%
9 By Department							
10 Museum	11,604	17,156	22,994	7,987	20,987	(2,007)	-8.7%
11 Community Event Supplies	1,237	1,068	2,500	1,202	1,500	(1,000)	-40.0%
12 Community Center	15,000	19,000	23,000	23,000	23,000	0	0.0%
13 Labor Day/Miner Day	3,248	3,383	5,000	-	4,000	(1,000)	-20.0%
14 Community Arts Support	-	-	5,000	-	1,000	(4,000)	-80.0%
15 Gym	13,488	20,517	30,376	13,508	39,999	9,623	31.7%
16 Lake Sawyer Maintenance	-	14,196	37,746	15,340	45,087	7,341	0.0%
17 Parks Maintenance	79,133	110,742	236,480	88,602	233,082	(3,398)	-1.4%
18 Parks Planning & Mini Development	9,317	8,389	55,000	196	17,500	(37,500)	-68.2%
19 Total Charges for Services	\$133,027	\$194,451	\$418,096	\$149,833	\$386,155	-\$31,941	-7.6%



Eagle Creek 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.

Budget increases are due to a progression of salary steps, a change in employee allocations, and liability insurance increases.

Cemetery Expenditures	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 Wages	16,625	10,048	36,144	13,781	38,834	2,690	7.4%
2 Benefits	4,235	3,473	15,813	5,181	13,689	(2,124)	-13.4%
3 Salaries and Benefits	20,860	13,521	51,957	\$18,963	\$52,523	566	1.1%
4 Office and Operating Supplies	1,330	2,289	4,200	833	4,340	140	3.3%
5 Charges for Services	4,474	3,823	5,355	1,431	7,094	1,739	32.5%
6 Total Cemetery Expenditures	\$26,664	\$19,633	\$61,512	\$21,226	\$63,957	\$2,445	4.0%



Tomb of the unknown soldier: Never Forget Garden

This garden is a living tribute to all of America's veterans and their families. In silence and respect, this is a place to remember why millions of Americans have fought and died for our liberty and our freedom. Here we renew our mutual pledge to support them with: "Our lives, our fortunes, and our sacred honor."

Facilities, Rent and Maintenance, 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 decrease in this budget is due to a change in employee allocations, as well as the reallocation of other expenditures.

Facilities, Grounds and Building Expenditures	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 Wages	23,404	47,066	-	-	-	0	N/A
2 Benefits	19,043	14,753	-	-	-	0	N/A
3 Total Salaries and Benefits	42,447	61,819	-	\$0	\$0	0	N/A
4 Office and Operating Supplies	7,441	6,829	3,000	1,076	2,000	(1,000)	-33.3%
5 Building Lease & Maint., Equip Leases	13,750	131,298	145,200	-	-	(145,200)	-100.0%
6 Alloc of Bld Lease & Maint., Equip Leases	65,258	(70,741)	(65,553)	2,139	7,132	72,685	-110.9%
7 Total Facilities Expenditures	\$128,897	\$129,205	\$82,647	\$3,215	\$9,132	-\$73,515	-89.0%

The Special Programs budget is lower than prior years due to a decreased focus on emergency management services primarily due to the completion of Covid 19 related expenses. There has been a jump in item 5 "Mental Health". The City has entered an agreement to support the Enumclaw School District with \$100,000 to support mental health and the continuance of the \$1,700 contribution to King County.

Special Program Expenditures	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 Emergency Management	679	3,288	7,700	385	8,700	1,000	13.0%
2 Recycling Costs	16,145	18,675	17,500	3,348	17,000	(500)	-2.9%
3 Clean Air Assessment	3,723	-	6,000	10,797	12,000	6,000	100.0%
4 Animal Control	13,625	-	15,000	35,339	22,000	7,000	46.7%
5 Mental Health	11,481	26,773	35,000	974	101,700	66,700	190.6%
6 COVID-19 Related Costs	67,593	-	-	-	-	0	N/A
7 Total Special Program Expenditures	\$113,245	\$48,736	\$81,200	\$50,843	\$161,400	\$80,200	98.8%

Ending Fund Balance and General Fund Totals	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 Ending Cash and Invest Police Buy Fund	19,411	25,923	19,412	21,908	19,412	0	0.0%
2 Ending Cash and Invest Unreserved	8,264,163	7,916,390	6,166,261	8,463,770	7,723,878	1,557,617	25.3%
3 Ending Cash and Invest Developer	63,000	63,000	63,000	63,000	63,000	0	0.0%
4 Total Ending Fund Balance	8,346,574	8,005,313	6,248,673	8,548,678	7,806,290	1,557,617	24.9%

Total General Fund Uses of Expenditure	Actual 2022	Actual 2023	Budget 2024	Actual 2024 thru June	Budget 2025	Budget \$ Change	Budget % Change
1 Total General Fund Uses of Expenditure	\$15,803,504	\$17,656,560	\$19,112,745	19,359,878	20,915,569	\$1,802,824	9.4%



Kevin Esping at the Lake Sawyer Parking Pay Station

Special Revenue Funds

These are funds established by governments to collect money that must be used for a specific project. Special revenue funds provide an extra level of accountability and transparency to taxpayers that their tax dollars will go toward an intended purpose.



Street Fund

Street Department responsibilities include maintaining, planning, and upgrading public streets and sidewalks. Major maintenance activities include maintaining the street signs, pavement stripes and markings, roadside brush, trees and vegetation control, streetlights, pavement, signals, sidewalks, and shoulder grading. Other activities include managing the right of way, street capital planning, seeking and managing grant funds, and addressing traffic safety issues.

Revenues from gas tax and Transportation Benefit District (TBD) car tab fees are the primary sources of funds for the Street Department. Most Washington cities struggle to pay for street maintenance costs, as shared gas tax revenue doesn't keep pace with the costs.

Street Fund 101	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 REVENUE								
2 Beginning Cash and Investments	292,205	325,924	381,576	436,727	436,727	310,753	(70,824)	-18.6%
3 Street Gas Tax	99,858	113,782	119,000	90,068	120,000	120,000	1,000	0.8%
4 Right of Way Permit	14,202	12,922	10,000	12,029	12,500	12,500	2,500	25.0%
5 Other Permits and Misc Rev	45,260	23,674	33,500	34,326	37,750	39,000	5,500	16.4%
6 Subtotal Operating Revenue	159,319	150,378	162,500	136,423	170,250	171,500	9,000	5.5%
7 LGIP Investment Interest	4,434	13,282	11,000	11,965	12,000	11,000	-	0.0%
8 Transfer in From TBD Fund	100,000	150,000	200,000	100,000	150,000	250,000	50,000	25.0%
9 Transfer in from General Fund	170,000	200,000	200,000	200,000	200,000	150,000	(50,000)	-25.0%
10 Transfer in REET II	70,000	100,000	100,000	100,000	100,000	100,000	-	0.0%
11 Insurance Claim/Recovery	478	5,280	-	-	5,280	-	-	0.0%
12 Total Revenue	504,231	618,939	673,500	548,388	637,530	682,500	9,000	1.3%
13 Total Street Fund Sources	\$796,437	\$944,863	\$1,055,076	\$985,115	\$1,074,257	\$993,253	(\$61,824)	-5.9%

Street Fund 101	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 Expenditures								
2 Wages	172,313	186,177	304,977	120,524	297,293	336,954	31,977	10.5%
3 Benefits	66,342	77,628	141,273	49,583	106,603	126,813	(14,460)	-10.24%
4 Salary and Benefits	238,656	263,806	446,250	170,106	403,896	463,767	17,517	3.9%
5 Supplies	34,941	45,073	65,500	23,681	57,550	65,591	91	0.1%
6 Services & Charges	185,916	161,318	253,645	83,933	201,604	194,509	(59,136)	-23.31%
7 Subtotal Operating Expenditures	459,513	470,196	765,395	277,720	663,050	723,867	(41,528)	-5.4%
8 Copier, Building & Property Lease	-	2,940	-	9,802	20,455	20,242	20,242	N/A
9 Transfer out to PW Building Improvements	-	-	25,000	25,000	25,000	10,000	(15,000)	-60.00%
10 Transfer out to Capital Equip Replacement	11,000	35,000	55,000	55,000	55,000	60,000	5,000	9.09%
11 Subtotal Street Fund Expenditures	470,513	508,136	845,395	367,522	763,505	814,109	(31,286)	-3.7%
12 30% Reserved Operating Cash & Investments	137,854	141,059	229,619	166,632	198,915	217,160	(12,458)	-5.43%
13 Ending Cash & Investments	188,070	295,669	(19,937)	450,961	111,838	(38,017)	(18,079)	90.7%
14 Total Street Fund Uses	\$796,437	\$944,863	\$1,055,076	\$985,115	\$1,074,257	\$993,253	(\$61,824)	-5.9%

Fire Impact Fee Fund

Per City Ordinance 12-980, Fire Impact Fees are charged to new development and building expansions within the City limits. For a new residential home in Black Diamond, the fee is \$1,783.13 for homes without sprinkler systems. An inflationary rate increase to \$2,878.15 was implemented in 2023.

The implementation of the fee came after a 2011 Fire Impact Fee Study, which developed the methodology and to ensure compliance with Washington laws and City Code. Future Fire capital costs will be funded with a combination of impact fees and city funds. The city is accumulating funds to replace growth related fire equipment and facilities.

Fire Impact Fee Fund 107	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 REVENUE								
2 Beginning Cash and Investments	1,623,301	1,239,869	1,133,565	1,142,030	1,142,030	1,402,030	268,464	23.7%
3 Fire Impact Fees - Non MPD	45,369	135,556	150,000	1,727	10,000	150,000	-	0.0%
4 Fire Impact Fees - MPD	272,031	212,446	250,000	238,886	350,000	250,000	-	0.0%
5 Interest Income	31,727	64,184	50,000	44,711	60,000	12,000	(38,000)	-76.0%
6 Subtotal Fire Impact Fee Revenue	349,128	412,186	450,000	285,324	420,000	412,000	(38,000)	-8.4%
7 Total Fire Impact Fee Sources	\$1,972,429	\$1,652,055	\$1,583,565	\$1,427,354	\$1,562,030	\$1,814,030	\$230,464	14.6%

Fire Impact Fee Fund 107	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 Expenditures								
2 Trf Out: MPD - Aid Car & Brush Truck	397,640	-	-	-	-	-	-	0.0%
3 Trf Out: Non MPD - Deposit for New Engine & l	334,920	-	-	-	-	-	-	0.0%
4 Fire Station Land Purchase - MPD	-	510,000	-	-	-	-	-	0.0%
5 Trf Out: Breathing Apparatuses	-	-	160,000	160,000	160,000	-	(160,000)	0.0%
6 Trf Out: Future Fire Equipment and Building	-	-	1,423,565	-	-	1,814,030	390,464	27.4%
7 Subtotal Fire Impact Fee Expenditures	397,640	510,000	1,583,565	160,000	160,000	1,814,030	230,464	0.0%
8 Ending Cash & Investments	1,574,789	1,142,030	-	1,267,354	1,402,030	-	0	0.0%
9 Total Fire Impact Fee Uses	\$1,972,429	\$1,652,030	\$1,583,565	\$1,427,354	\$1,562,030	\$1,814,030	\$230,464	14.6%



Breaking Ground for the New Fire Station

Transportation Benefit District Fund

In 2015 the Black Diamond City Council Enacted Ordinance 15-1057 establishing the Black Diamond Transportation Benefit District (TBD), and Resolution 15-01 establishing the \$20 car tab fee, that was increased to \$40 beginning in January 2025. This revenue is needed to maintain street maintenance, as State gas tax revenues has continued to decline. On October 1, 2015, City Council assumed the rights, powers, functions, and obligations of the TBD as allowed by SSB 5987. This fund receives the \$40.00 Car tab fee that Black Diamond residents pay when they renew their car tabs each year. Black Diamond joined over 90 cities in the State that have utilized the Transportation Benefit District authority to collect car tab fees, to help fund street maintenance activities and street improvement projects. In Black Diamond, this source of revenue supports the maintenance activities on existing Black Diamond city streets. These activities include but are not limited to; roadway striping, traffic signs, pothole repair, vegetation removal, streetlights, pavement maintenance, signals and sidewalks and shoulders and addressing street safety issues. The following Financial Report shows the Financial Car tab fees actual Revenues and Expenditures for 2022 through June of 2024 and Budget for 2025. Additional Financial information can be found in the city's Annual Financial Report posted on the city web site.

Transportation Benefit District Fund (TBD Fund) 108	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 REVENUE								
2 Beginning Cash and Investments	53,427	78,497	63,497	60,907	60,907	93,907	30,410	47.9%
3 TBD Car Tab Fees	123,651	127,962	140,000	102,866	130,000	270,000	130,000	92.9%
4 TBD Investment Interest	1,419	4,447	10,000	2,171	3,000	2,250	(7,750)	-77.5%
5 Subtotal TBD Revenue	125,070	132,410	150,000	105,037	133,000	272,250	122,250	81.5%
6 Total TBD Sources	\$178,497	\$210,907	\$213,497	\$165,944	\$193,907	\$366,157	\$152,660	71.5%

Transportation Benefit District Fund (TBD Fund) 108	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 Expenditures								
2 TBD Transfer to Street Fund	100,000	150,000	200,000	100,000	100,000	250,000	50,000	25.0%
3 Subtotal TBD Expenditures	100,000	150,000	200,000	100,000	100,000	250,000	50,000	25.0%
4 Ending Cash & Investments	78,497	60,907	13,497	65,944	93,907	116,157	102,660	760.6%
5 Total TBD Uses	\$178,497	\$210,907	\$213,497	\$165,944	\$193,907	\$366,157	\$152,660	71.5%



224th Ave Chip Seal

Traffic Mitigation Fund

The Traffic Mitigation Fund was created in August 2016 for the purpose of holding funds collected from developers within the city for traffic mitigation, frontage improvements, and other street mitigation projects. Funds are distributed to projects specific to the purpose they were collected for.

	Traffic Mitigation Fees Fund 109	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1	REVENUE								
2	Beginning Cash and Investments	216,654	283,426	4,500	53,145	53,145	2,042	(2,458)	-54.6%
3	Traffic Mitigation Fees	62,257	145,485	100,000	-	2,000	110,000	10,000	10.0%
4	Income Interest	4,515	3,752	4,000	458	500	900	(3,100)	-77.5%
5	Subtotal Traffic Mitigation Revenue	66,772	149,236	104,000	458	2,500	110,900	6,900	6.6%
6	Total Traffic Mitigation Sources	\$283,426	\$432,662	\$108,500	\$53,604	\$55,645	\$112,942	\$4,442	4.1%

	Traffic Mitigation Fees Fund 109	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1	Expenditures								
2	Traffic Impact Mitigation	-	379,517	108,500	53,145	53,603	-	(108,500)	-7.8%
3	Transfer Out to Intersection Improvements	-	-	-	-	-	-	0	N/A
4	Subtotal Traffic Mitigation Expenditures	-	379,517	108,500	53,145	53,603	-	(108,500)	-100.0%
5	Ending Cash & Investments	283,426	53,145	-	458	2,042	112,942	112,942	0.0%
6	Total Traffic Mitigation Uses	\$283,426	\$432,662	\$108,500	\$53,604	\$55,645	\$112,942	\$4,442	4.1%



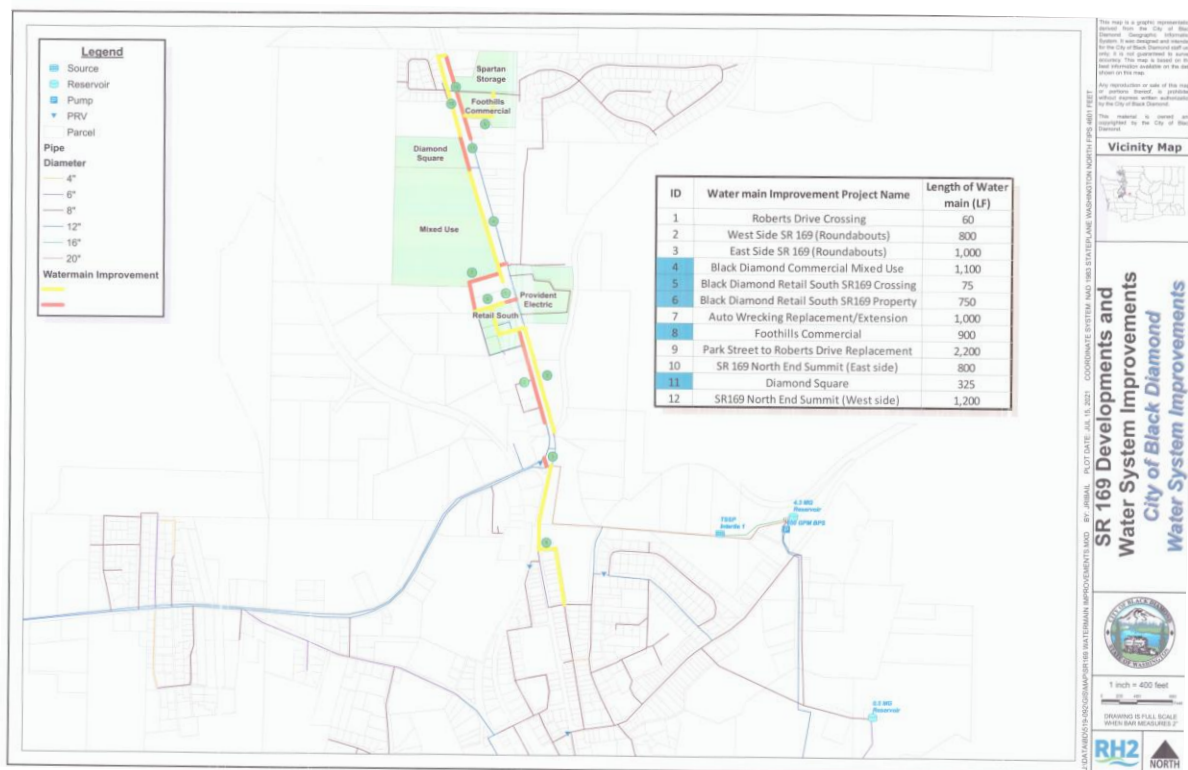
Park Street Intersection Improvements Project

ARPA Fiscal Recovery Funds

In 2021 the City received Federal ARPA funds from the Coronavirus State and Local Fiscal Recovery Funds program to be used to assist the City in recovering from budgetary, economic, and financial impacts of the COVID-19 pandemic. The City received the final ARPA funds in 2022. ARPA funds final usage was a transfer in 2023, to the 3rd Avenue Water Line Completion. This fund reporting has been completed as all funds have been expended.

ARPA Fiscal Recovery Funds 110	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 REVENUE								
2 Beginning Cash and Investments	568,288	151,212	-	-	-	-	-	
3 ARPA Fiscal Recovery Federal Funds	667,955	-	-	-	-	-	-	0.0%
4 ARPA Interest Income	4,969	7,452	-	-	-	-	-	0.0%
5 Subtotal ARPA Fiscal Recovery Funds Revenue	672,924	7,452	-	-	-	-	0	0.0%
6 Total ARPA Fiscal Recovery Funds	\$1,241,212	\$158,664	\$0	\$0	\$0	\$0	\$0	0.0%

ARPA Fiscal Recovery Funds 110	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 Expenditures								
2 ARPA Transfer to 3rd Avenue Water Project	1,025,000	133,664	-	-	-	-	-	0.0%
3 ARPA Funds to Community Center	65,000	25,000	-	-	-	-	-	0.0%
4 Subtotal ARPA Fund Expenditures	1,090,000	158,664	-	-	-	-	0	0.0%
5 Ending Cash & Investments	151,212	-	-	-	-	-	0	0.0%
6 Total ARPA Fiscal Recovery Fund Uses	\$1,241,212	\$158,664	\$0	\$0	\$0	\$0	\$0	0.0%



SR 169 Developments and Water System Improvements

School Impact Fees

In 2020 the City Council adopted legislation for the collection of school impact fees for the four school districts within the City limits. The State Auditor's office now requires that these fees be tracked in a special revenue fund. Thus far during 2024, there hasn't been any new construction that has paid school impact fees.

School Impact Fees 111	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 REVENUE								
2 Beginning Cash and Investments	-	-	-	-	-	-	-	0.0%
3 School Impact Fees	633,102	125,984	250,000	(26,420)	(26,420)	-	(250,000)	-100.0%
4 Total School Impact Fees	\$633,102	\$125,984	\$250,000	-\$26,420	-\$26,420	\$0	(\$250,000)	-100.0%

School Impact Fees 111	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 Expenditures								
2 School Impact Fee Remittance	633,102	125,984	250,000	(13,210)	(26,420)	-	(250,000)	-100.0%
3 Subtotal School Impact Fee Expenditures	633,102	125,984	250,000	(13,210)	(26,420)	-	(250,000)	-100.0%
4 Ending Cash & Investments	-	-	-	-	-	-	0	0.0%
5 Total School Impact Fee Uses	\$633,102	\$125,984	\$250,000	-\$13,210	-\$26,420	\$0	(\$250,000)	-100.0%

Traffic Impact Fees

New development within the City has created additional demands on the transportation system. In 2021 the City Council passed Ordinance 21-1165, requiring new development to pay a share of the cost of new street capacity adding projects. Funds collected by this fee must be spent for capacity adding public road facilities to address traffic congestion and cannot be used for road maintenance or repair. The City is authorized under the State's Growth Management Act (Chapter 36.70A RCW) and RCW 82.02.050.

Traffic Impact Fees 112	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 REVENUE								
2 Beginning Cash and Investments	-	5,012	-	65,841	65,841	68,155	(132,845)	0.0%
3 Traffic Impact Fees	4,983	59,126	200,000	36,497	60,000	140,000	(60,000)	-30.0%
4 Traffic Impact Fee Interest Income	29	1,703	1,000	2,459	1,400	3,000	2,000	200.0%
5 Subtotal Traffic Impact Fee Revenue	5,012	60,829	201,000	38,955	61,400	143,000	(58,000)	0.0%
6 Total Traffic Impact Fee Funds	\$5,012	\$65,841	\$201,000	\$104,796	\$127,241	\$211,155	\$10,155	0.0%

Traffic Impact Fees 112	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 Expenditures								
2 Traffic Impact Improvements	-	-	201,000	26,352	59,086	143,000	(58,000)	-28.9%
3 Subtotal Traffic Impact Fee Expenditures	-	-	201,000	26,352	59,086	143,000	(58,000)	-28.9%
4 Ending Cash & Investments	5,012	65,841	-	78,444	68,155	68,155	68,155	0.0%
5 Total Traffic Impact Fee Uses	\$5,012	\$65,841	\$201,000	\$104,796	\$127,241	\$211,155	\$10,155	5.1%

Internal Service Funds

This fund is used for operations serving other funds or departments within the city. Black Diamond has one such fund, Building Improvement and Equipment Replacement, that collects money from other departments to build up resources to replace capital equipment, such as Police and Fire vehicles as well as General Government and Public Works building improvements and equipment.



Backhoe

Equipment Replacement Funds

Equipment Replacement Funds include Public Works, Police and General Government equipment replacements. Some examples of equipment are police and fire vehicles, utility trucks, and machinery.

PW Equipment Replacement Fund 510-200		2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1	REVENUE								
2	Beginning Cash and Investments	180,239	77,466	129,539	129,539	129,539	125,904	(3,635)	-2.8%
3	Investment Interest	1,326	3,942	2,000	2,427	2,427	-	(2,000)	-100.0%
4	Surplus Sales	-	-	-	12,600	12,600	-	-	0.0%
5	Transfer in From General Fund	7,000	17,500	20,000	20,000	20,000	20,000	-	100.0%
6	Transfer in From REET	40,000	-	-	-	-	-	-	200.0%
7	Transfer in From Water Operating	11,000	35,000	55,000	55,000	55,000	195,000	140,000	254.5%
8	Transfer in From Sewer Operating	11,000	35,000	55,000	55,000	55,000	160,000	105,000	190.9%
9	Transfer in From Stormwater Operating	11,000	35,000	55,000	55,000	55,000	120,000	65,000	118.2%
10	Transfer in From Street Fund	11,000	35,000	55,000	55,000	55,000	60,000	5,000	9.1%
11	Subtotal PW Equipment Revenue	92,326	161,442	242,000	255,027	255,027	555,000	313,000	129.3%
12	Total PW Equipment Sources	\$272,565	\$238,908	\$371,539	\$384,566	\$384,566	\$680,904	\$309,365	83.3%

Public Works Equipment Replacement Fund 510-200		2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1	Expenditures								
2	Surplus Vehicle Costs	-	-	-	32	-	-	-	0.0%
3	Various Mowers and Equipment	-	-	25,000	18,451	-	25,000	-	0.0%
4	Truck and Equipment	48,148	80,758	240,000	230,050	230,050	610,000	370,000	154.2%
5	Computers and Radios	-	-	20,000	-	-	-	(20,000)	0.0%
6	Back Hoe/Excavator	146,952	-	-	-	-	-	-	0.0%
7	Technology	-	8,106	-	-	8,106	20,000	20,000	N/A
8	Sander/De-Icer	-	20,505	-	-	20,505	-	-	0.0%
9	Safety Equipment	-	-	10,000	-	-	-	(10,000)	0.0%
10	Subtotal PW Equipment Expenditures	195,100	109,369	295,000	248,534	258,661	655,000	360,000	122.0%
11	Ending Cash & Investments	77,466	129,539	76,539	136,032	125,904	25,904	(50,635)	-66.2%
12	Total PW Equipment Uses	\$272,565	\$238,908	\$371,539	\$384,566	\$384,566	\$680,904	\$309,365	83.3%



Message Sign with Trailer

PD Equipment Replacement Fund 510-300		2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1	REVENUE								
2	Beginning Cash and Investments	81,203	27,659	76,793	76,793	76,793	101,748	24,955	32.5%
3	Investment Interest	1,355	3,793	2,000	3,484	4,000	2,500	500	25.0%
4	Marine New Boat Grant	26,170	20,000	-	-	-	-	-	0.0%
5	Surplus Sales	-	4,847	1,000	-	2,000	-	(1,000)	-100.0%
6	Transfer in From Gen Fund for Police Cars	140,000	-	100,000	100,000	100,000	100,000	-	0.0%
7	Transfer in From Gen Fund for New Boat	-	100,000	-	-	-	-	-	N/A
8	Insurance Recovery	35,570	-	-	-	-	-	-	0.0%
9	Subtotal Police Equipment Revenue	203,096	128,640	103,000	103,484	106,000	102,500	(500)	-0.5%
10	Total Police Equipment Sources	\$284,299	\$156,298	\$179,793	\$180,277	\$182,793	\$204,248	\$24,455	13.6%

Police Equipment Replacement Fund 510-300		2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1	Expenditures								
2	Surplus Costs	32	213	1,000	98	1,000	-	(1,000)	-100.0%
3	Radios	44,225	45	-	-	45	-	-	N/A
4	Police Car Tab Readers	-	-	17,500	-	-	-	(17,500)	0.0%
5	Police Vehicles	135,736	4,601	100,000	10,776	80,000	200,000	100,000	100.0%
6	Police Boat Replacement	76,647	74,647	32,500	-	-	-	(32,500)	-100.0%
7	Subtotal Police Equipment Expenditures	179,993	4,858	118,500	10,874	81,045	200,000	81,500	68.8%
8	Ending Cash & Investments	27,659	76,793	28,793	169,404	101,748	4,248	(24,545)	-85.2%
9	Total Police Equipment Uses	\$207,652	\$81,651	\$147,293	\$180,277	\$182,793	\$204,248	\$56,955	38.7%



New Black Diamond Police Boat

PW Building Improvements Fund 510-500		2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1	REVENUE								
2	Beginning Cash and Investments	-	33,190	3,801	3,801	3,801	39,601	35,800	941.8%
3	Investment Interest	-	281	-	796	800	-	-	-100.0%
4	Transfer in from Street Operating	-	-	25,000	25,000	25,000	10,000	(15,000)	0.0%
5	Transfer in from Water Operating	-	-	25,000	25,000	25,000	10,000	(15,000)	0.0%
6	Transfer in from Sewer Operating	-	-	25,000	25,000	25,000	10,000	(15,000)	0.0%
7	Transfer in from Storm Water Operating	-	-	25,000	25,000	25,000	10,000	(15,000)	0.0%
8	Transfer in REET II	60,000	-	-	-	-	-	-	0.0%
9	Subtotal PW Building Improvement Revenue	60,000	281	100,000	100,796	100,800	40,000	(60,000)	-
10	Total PW Building Improvement Sources	\$60,000	\$33,471	\$103,801	\$104,597	\$104,601	\$79,601	(\$24,200)	-23.3%

PW Building Improvements 510-500		2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1	Expenditures								
2	PW Bldg Related Improvements	26,810	29,669	100,000	54,833	65,000	40,000	(60,000)	-60.0%
3	Subtotal PW Building Improvement Expenditu	26,810	29,669	100,000	54,833	65,000	40,000	(60,000)	-60.0%
4	Ending Cash & Investments	33,190	3,801	3,801	-	39,601	39,601	35,800	0.0%
5	Total PW Building Improvement Uses	\$60,000	\$33,471	\$103,801	\$54,833	\$104,601	\$79,601	(\$24,200)	-23.3%



PW Workshop and Sand Supply

Utility Funds

Utility funds are used for services provided to the public on a user charge basis, similar to the operations of a commercial enterprise.

Black Diamond has water, sewer and stormwater utilities.



4.3 Mil Gal Water Tank

Water Operating Fund 401

The Water Department provides safe high-quality reliable drinking water to the residents of Black Diamond except for residents on Covington Water in the Lake Sawyer area. The water utility is responsible for the operation and maintenance of the city's springs, fences, access roads, power lines, backup power, control systems, water storage tanks, water treatment systems, pump stations, water main, water quality testing, meter reading, installation and billing. Black Diamond households receive very high-quality drinking water delivered under pressure to their house to drink, wash dishes, wash clothes, and help run their households.

Water Fund 401	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 REVENUE								
2 Beginning Cash and Investments	626,793	704,394	750,133	901,673	901,673	966,629	216,496	28.9%
3 Water Charges	1,455,181	1,585,575	1,607,000	1,230,713	1,607,000	1,900,000	293,000	18.2%
4 Water Late Fees/Name Change Charge	12,486	8,779	9,400	8,525	9,000	12,000	2,600	27.7%
5 Hydrant Water & Irrigation Meter Sales	163,645	169,514	210,000	137,866	209,000	247,000	37,000	17.6%
6 Meter Purchases, Setting Fees, Inspections, misc	214,496	128,838	183,700	137,138	234,300	236,051	52,351	28.5%
7 Subtotal Water Operating Revenue	1,845,809	1,892,706	2,010,100	1,514,242	2,059,300	2,395,051	384,951	19.2%
8 LGIP Investment Interest	7,368	26,331	24,000	28,405	38,000	27,000	3,000	12.5%
9 Palmer Coking Coal Contribution	-	-	-	-	-	-	-	0.0%
10 Permitting Deposit for consultants	36,500	16,933	40,000	(16,920)	(16,900)	40,000	-	0.0%
11 Total Revenue	1,889,677	1,935,969	2,074,100	1,525,727	2,080,400	2,462,051	387,951	18.7%
12 Total Water Fund Sources	\$2,516,470	\$2,640,363	\$2,824,233	\$2,427,400	\$2,982,073	\$3,428,680	\$604,447	21.4%

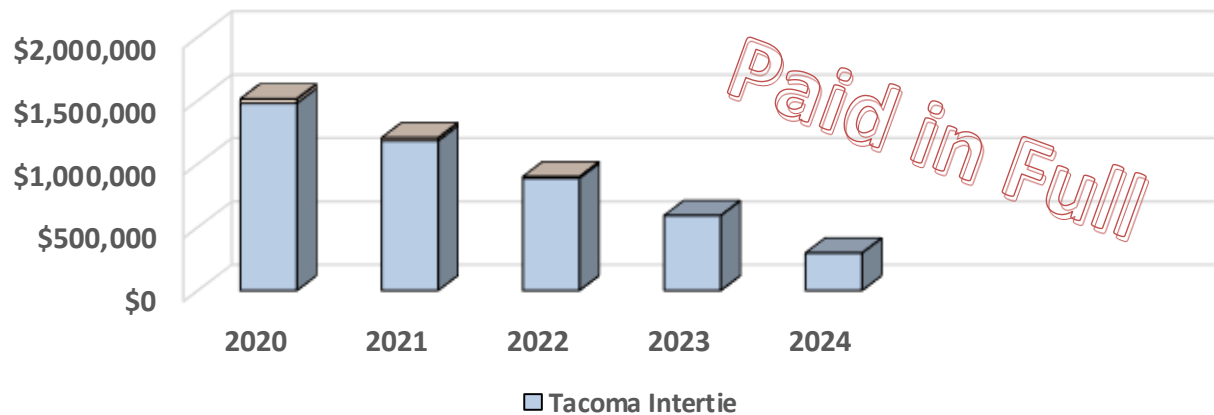
Water Fund 401	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 Expenditures								
2 Wages	315,868	329,048	381,935	157,925	332,384	425,358	43,423	11.4%
3 Benefits	117,499	128,151	176,126	65,017	128,241	160,979	(15,147)	-8.60%
4 Salary and Benefits	433,368	457,199	558,061	222,941	460,625	586,337	28,276	5.1%
5 Supplies	156,429	77,688	186,185	46,116	96,000	184,920	(1,265)	-0.7%
6 Services and Charges	786,281	741,101	927,461	348,895	818,852	792,550	(134,911)	-14.55%
7 Subtotal Operating Expenditures	1,376,077	1,275,988	1,671,707	617,952	1,375,477	1,563,807	(107,900)	-6.5%
8 Copier, Building & Property Lease	-	2,940	-	9,893	23,000	21,000	21,000	N/A
9 Debt Services	311,227	298,443	298,442	296,966	296,966	-	(298,442)	-100.0%
10 Transfer out to Water Capital and Reserve	100,000	100,000	200,000	-	200,000	447,000	247,000	123.5%
11 Transfer out to PW Building Improvement	-	-	25,000	25,000	25,000	10,000	-	0.0%
12 Transfer out to Capital Equipment Reserve	11,000	35,000	55,000	55,000	55,000	195,000	140,000	254.5%
13 PW Permit Deposits	13,772	26,319	40,000	8,036	40,000	40,000	-	0.0%
14 Subtotal Water Fund Expenditures	1,812,076	1,738,690	2,290,149	1,012,848	2,015,444	2,276,807	(13,342)	-0.6%
15 30% Reserved Operating Cash & Investments	412,823	382,797	501,512	370,771	412,643	469,142	(32,370)	-6.45%
16 Ending Cash & Investments	291,571	518,876	32,572	1,043,781	553,986	682,731	650,159	1996.0%
17 Total Water Fund Uses	\$2,516,470	\$2,640,363	\$2,824,233	\$2,427,400	\$2,982,073	\$3,428,680	\$604,447	21.4%

City of Black Diamond - DEBT

Water Debt Service 2024

Issue Date	Issue Amount	Issue Type	Issue Purpose	Maturity Date	12/31/2023 Debt Owed	2024 Principal	2024 Interest	2024 Total Debt Payment
2005	3,407,063	PWTF	Tac 500mg	2024	236,158	236,158	2,362	238,520
	256,064	PWTF	Tac city 1st	2024				
	1,784,693	PWTF	Pump Fac, Res & lines	2024	59,329	59,329	593	59,922
	5,447,820	PWTF			295,487	295,487	2,955	298,442

Water Debt thru 2024 (Principal Only)



Sewer Operating Fund 407

The Sewer Department collects sewage from the homes and businesses in the old section of town for treatment and discharge. The area around Lake Sawyer is primarily served by an individual on-site wastewater disposal septic system, and a small area at the Northwest end of the Lake served by the Soos Creek Sewer system. The sewer utility provides for the planning, operation, and maintenance of 17.5 miles of sewer lines and manholes, as well as five pump stations and provides local customer service and billing. This sewer utility also contracts with King County for transmission to the sewage treatment plant in Renton for treatment, discharge and bio-solids handling.

In 2024, we implemented several budget changes to this fund including partially funding the City Administrator position, Facility and Technology costs, 2 new staff positions, increased Liability Insurance costs, and GIS mapping, plus a 5.75% increase to the King County sewer rate, and a 5% increase to the City sewer rate. Those changes are consistent in 2025.

Sewer Fund 407	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 REVENUE								
2 Beginning Cash and Investments	494,625	627,875	605,669	653,097	653,097	434,785	(170,884)	-28.2%
3 King County Sewer Revenue	1,270,405	1,453,348	1,570,200	1,144,881	1,462,600	1,708,656	138,456	8.8%
4 Black Diamond Sewer Revenue	625,490	666,895	710,200	540,144	656,000	774,264	64,064	9.0%
5 Inspections & Misc	78,697	39,359	46,000	47,089	100,300	71,050	25,050	54.5%
6 Subtotal Sewer Operating Revenue	1,974,592	2,159,601	2,326,400	1,732,114	2,218,900	2,553,970	227,570	9.8%
7 LGIP Interestment Interest	8,321	28,366	25,000	21,634	29,000	25,400	400	1.6%
8 Total Revenue	1,982,913	2,187,967	2,351,400	1,753,748	2,247,900	2,579,370	227,970	9.7%
9 Total Sewer Fund Sources	\$2,477,538	\$2,815,842	\$2,957,069	\$2,406,845	\$2,900,997	\$3,014,155	\$57,086	1.9%

Sewer Fund 407	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 Expenditures								
2 Wages	245,179	253,747	338,439	133,929	297,122	362,957	24,518	7.2%
3 Benefits	96,673	99,536	162,167	56,050	130,852	139,573	(22,594)	-13.93%
4 Salary and Benefits	341,852	353,283	500,606	189,979	427,975	502,530	1,924	0.4%
5 Office and Operating Supplies	20,406	15,903	23,285	6,188	15,400	16,425	(6,860)	-29.5%
6 Services and Charges	299,985	312,849	434,599	176,565	349,838	332,156	(102,443)	-23.57%
7 Subtotal Operating Expenditures	662,243	682,035	958,490	372,732	793,213	851,111	(107,379)	-11.2%
8 Metro Sewer Charges	1,176,420	1,442,770	1,570,200	775,398	1,572,000	1,708,656	138,456	8.8%
9 Copier, Building & Property Lease	-	2,940	-	9,620	21,000	21,000	21,000	N/A
10 Transfer out to PW Building Improvement	-	-	25,000	25,000	25,000	10,000	(15,000)	0.0%
11 Transfer out to Equipment Reserve	11,000	35,000	55,000	55,000	55,000	160,000	105,000	190.9%
12 Subtotal Sewer Fund Expenditures	1,849,663	2,162,744	2,608,690	1,237,749	2,466,213	2,750,767	142,077	5.4%
13 30% Reserved Operating Cash & Investments	198,673	204,611	287,547	223,639	237,964	255,333	(32,214)	-11.20%
14 Cash & Investment Balance	429,202	448,487	60,832	945,457	196,821	8,054	(52,777)	-86.8%
15 Total Sewer Fund Uses	\$2,477,538	\$2,815,842	\$2,957,069	\$2,406,845	\$2,900,997	\$3,014,155	\$57,086	1.9%

Stormwater Operating Fund 410

The Stormwater Utility maintains nine storm ponds, nine miles of storm pipe, 572 catch basins, two bio-infiltration systems, one stormwater filter system and approximately 20 miles of ditches and flow paths. These activities help preserve the public road system and protect the environment. The city also oversees activities dealing with controlling storm water quality including education, enforcing stormwater codes on construction and new development, monitoring private stormwater systems maintenance, monitoring the effectiveness of city programs, monitoring water quality in the city, participation in the WRIA 9 Water Quality Initiative, providing coverage for the Endangered Species Act claims, and reporting to the Department of Ecology.

The Stormwater Utility mitigates the stormwater impact of urban living on the environment for \$19.50 per month per household.

In 2024, we made changes to include an allocation of the City Administrator, Facility costs and Technology costs, as well as 2 new staff positions, increased Liability Insurance costs, and GIS mapping. Those changes remain in this budget.

Stormwater Fund 410	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 REVENUE								
2 Beginning Cash and Investments	428,667	414,572	579,241	472,018	472,018	306,125	(273,115)	-47.2%
3 Stormwater Charges	746,883	813,310	800,000	439,012	850,000	875,000	75,000	9.4%
4 Ecology and Other Grants	-	-	-	-	-	-	-	0.0%
5 Stormwater Inspection/Civic Fees	37,944	54,456	67,790	40,737	54,700	75,000	7,210	10.6%
6 Subtotal Stormwater Operating Revenue	784,828	867,766	867,790	479,749	904,700	950,000	82,210	9.5%
7 LGIP Interest and Misc.	5,475	16,818	14,000	13,736	15,000	14,000	-	0.0%
8 Stormwater Capacity Grant	-	-	-	22,842	-	100,000	100,000	0.0%
9 Total Revenue	790,303	884,585	881,790	516,328	919,700	1,064,000	182,210	20.7%
10 Total Stormwater Fund Sources	\$1,218,970	\$1,299,156	\$1,461,031	\$988,345	\$1,391,718	\$1,370,125	(\$90,905)	-6.2%

Stormwater Fund 410	2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1 Expenditures								
2 Wages	246,306	261,483	364,508	148,359	331,733	426,042	61,534	16.9%
3 Benefits	90,182	102,533	177,983	64,224	137,361	173,607	(4,376)	-2.46%
4 Salary and Benefits	336,488	364,016	542,491	212,583	469,093	599,649	57,158	10.5%
5 Office and Operating Supplies	22,475	8,773	24,935	7,605	21,500	17,225	(7,710)	-30.9%
6 Services and Charges	324,436	356,410	476,312	228,390	429,499	384,452	(91,860)	-19.29%
7 Subtotal Operating Expenditures	683,398	729,199	1,043,738	448,579	920,092	1,001,326	(42,412)	-4.1%
8 Copier, Building & Property Lease	-	2,940	-	9,528	10,500	20,100	20,100	N/A
9 Transfer out to Storm Capital Project	110,000	60,000	75,000	-	75,000	10,000	(65,000)	-86.7%
10 Transfer out to PW Building Improvement	-	-	25,000	25,000	25,000	10,000	(15,000)	0.0%
11 Transfer out to Equipment Reserve	11,000	35,000	55,000	55,000	55,000	20,000	(35,000)	-63.6%
12 Transfer out to Equipment Reserve: Capacity G	-	-	-	-	-	100,000	100,000	N/A
13 Subtotal Stormwater Fund Expenditures	804,398	827,139	1,198,738	538,107	1,085,592	1,161,426	(37,312)	-3.1%
14 30% Reserved Operating Cash & Investments	205,020	218,760	313,121	269,147	276,028	300,398	(12,724)	-4.06%
15 Ending Cash & Investments	209,552	253,258	(50,829)	181,090	30,098	(91,698)	(40,870)	80.4%
16 Total Stormwater Fund Uses	\$1,218,970	\$1,299,156	\$1,461,031	\$988,345	\$1,391,718	\$1,370,125	(\$90,905)	-6.2%

Capital Project Funds

Capital project funds are used to account for the improvement, construction or acquisition of buildings, equipment, and roads. Depending on its use, a fixed asset may instead be financed by a special revenue fund or a proprietary fund. Each capital project fund budget carries over every year until the completion of that project.



Presentation of the Gomer Evans Memorial Park

Real Estate Excise Tax I – 311 (REET I)

Washington State levies a real estate excise tax (REET) on all property sales of 1.28% of a property's full selling price. A locally imposed tax is also authorized, although the rate and uses of the funds differ by population size and whether the city or county is planning under the Growth Management Act (GMA). All cities are allowed to levy a 0.0025% tax on property sales (REET I). Cities and counties that are planning under the GMA may also levy a second quarter percent tax (REET II).

This Fund is primarily to be used for General Government Capital Projects, Fund 310, and General Government Capital Expenditures in the 510 Fund. This budget anticipates the continuation of construction and sale of homes and land.

General Government REET I Fund - 311		2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1	REVENUE								
2	Beginning Cash and Investments	593,105	596,844	625,772	625,772	625,772	454,402	(171,370)	-27.4%
3	1/4% Real Estate Excise Tax	979,267	519,950	400,000	352,565	400,000	450,000	50,000	12.5%
4	LGIP Investment Interest	3,912	28,978	20,050	18,125	28,630	11,000	(9,050)	-45.1%
5	Subtotal REET I Revenue	983,179	548,927	420,050	370,691	428,630	461,000	40,950	9.7%
6	Total REET I Sources	\$1,576,284	\$1,145,772	\$1,045,822	\$996,462	\$1,054,402	\$915,402	(\$130,420)	-12.5%

General Government REET I Fund- 311		2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1	Expenditures								
2	Transfer to Fire Equipment	94,440	-	-	-	-	-	-	-
3	Transfer to 310 Fund	885,000	520,000	600,000	600,000	600,000	700,000	100,000	16.7%
4	Subtotal REET I Expenditures	979,440	520,000	600,000	600,000	600,000	700,000	100,000	16.7%
5	Ending Cash & Investments	596,844	625,772	275,524	396,462	454,402	215,402	(60,123)	-21.8%
6	Total REET I Uses	\$1,576,284	\$1,145,772	\$875,524	\$996,462	\$1,054,402	\$915,402	\$39,877	4.6%

Real Estate Excise Tax II – 321 (REET II)

The collection of REET II is authorized by RCW 8245.010 can be used for capital projects. This part of the real estate excise tax may only be levied by cities that plan under the Growth Management Act.

Specifically, one quarter percent of the real estate excise tax is to be used primarily for public works projects for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.

Midyear in 2011 the Washington State Legislature authorized for five years the usage of up to \$100,000 of REET monies for the maintenance of capital assets. REET II monies in Black Diamond are transferred to Fund 320 for Street and Public Works capital projects or maintenance in utility funds. This budget anticipates the continuation of construction and sale of homes and land.

General Government REET II Fund - 321		2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1	REVENUE								
2	Beginning Cash and Investments	900,389	504,297	522,247	522,247	522,247	237,247	(285,000)	-54.6%
3	1/4% Real Estate Excise Tax	976,297	519,950	400,000	352,565	400,000	450,000	50,000	12.5%
4	LGIP Investment Interest-Misc.	11,611	23,000	20,000	12,981	20,000	11,000	(9,000)	-45.0%
5	Subtotal REET II Revenue	987,908	542,949	420,000	365,546	420,000	461,000	41,000	9.8%
6	Total REET II Sources	\$1,888,297	\$1,047,247	\$942,247	\$887,793	\$942,247	\$698,247	-\$244,000	-25.9%

Total General Government REET II Fund - 321		2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1	Expenditures								
2	Transfer to Street Fund	70,000	100,000	100,000	100,000	100,000	100,000	-	0.0%
3	Transfer to Capital Projects	1,214,000	325,000	605,000	605,000	605,000	-	(605,000)	-100.0%
4	Transfer to Stormwater	-	-	-	-	-	-	-	N/A
5	Transfer out to PW Facilities for Projects	100,000	100,000	-	-	-	-	-	0.0%
6	Transfer out to Construction Rules Update	-	-	-	-	-	-	-	100.0%
7	Subtotal REET II Expenditures	1,384,000	525,000	705,000	705,000	705,000	100,000	(605,000)	-85.8%
8	Ending Cash & Investments	504,297	522,247	215,861	182,793	237,247	598,247	382,385	177.1%
9	Total REET II Uses	\$1,888,297	\$1,047,247	\$920,861	\$887,793	\$942,247	\$698,247	(\$222,615)	-24.2%

Public Works Retainage Fund 322

The State Auditor's office now requires that these fees be tracked in a special revenue fund.

General Government REET II Retainage- 322		2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1	REVENUE								
2	Beginning Cash and Investments	84,393	43,639	46,803	46,803	46,803	22,673	(24,131)	0.0%
3	Retainage Deposits	80,103	56,459	200,000	16,886	16,886	200,000	-	0.0%
4	LGIP Investment Interest	1,368	1,240	5,000	-	4,147	3,500	(1,500)	-30.0%
5	Subtotal REET II Revenue	81,472	57,698	205,000	16,886	21,033	203,500	(1,500)	-0.7%
6	Total REET II Sources	\$165,865	\$101,337	\$251,803	\$63,690	\$67,837	\$226,173	(\$25,631)	-10.2%

General Government Retainage Fund- 322		2022 Actual	2023 Actual	2024 Budget	2024 Thru June	Estimated Year End	2025 Prelim Budget	Budget \$ Change	Budget % Change
1	Expenditures								
2	Return Retainage Deposits	120,858	53,294	246,803	2,850	41,017	203,000	(43,803)	-17.7%
3	Return Retainage Interest	1,368	1,240	5,000	204	4,147	-	(5,000)	-100.00%
4	Subtotal Retainate Expenditures	122,226	54,534	251,803	3,054	45,164	203,000	(48,803)	-19.4%
5	Ending Cash & Investments	43,639	46,803	-	60,636	22,673	23,173	23,173	0.0%
6	Total Retainage Uses	\$165,865	\$101,337	\$251,803	\$63,690	\$67,837	\$226,173	(\$25,631)	-10.2%



Black Diamond Historical Society Museum

Capital Improvement Projects

Fund 310 - General Government Capital Projects												
Project Name	Project		Source of Revenue					Source of Expenditures			Ending Fund Balance	Total Uses
	CIP #	Note	Beg C&I	REET I Trf In	Grant/Don./ Trails Rev	Trf In	Total Revenue	Expenditure	Trf Out	Total Expenditure		
1 Campus Improvements	G2	Updated	337,626	106,000			443,626	443,626		443,626	0	443,626
2 Future Campus Planning			1,693,013	0	0	0	1,693,013	1,693,013		1,693,013	0	1,693,013
3 KC Parks Tax Levy to Skate Park	P6				110,000		110,000		110,000	110,000	0	110,000
4 Grant Matching/Parks, Gen Gvt	P2		390,000	50,000			440,000	440,000		440,000	0	440,000
5 Eagle Creek Park Planning			50,000				50,000	50,000		50,000	0	50,000
6 Way Finding Signs			45,000				45,000	45,000		45,000	0	45,000
7 Fire Equipment & Vehicles			0	144,000			144,000	144,000		144,000	0	144,000
8 Fire Station Bldg Improvements			0	50,000			50,000	50,000		50,000	0	50,000
9 Fire Engine			369,566	150,000			519,566	519,566		519,566	0	519,566
9 Fiscal & Fire Study			45,000			35,000	80,000	80,000		80,000	0	80,000
11 Fire Station 99 Restoration					304,580		304,580	304,580		304,580	0	304,580
10 Skate Park Reconstruction	P9		977,000	200,000	460,000	110,000	1,747,000	1,747,000		1,747,000	0	1,747,000
12 Comp Plan Update			14,000				14,000	14,000		14,000	0	14,000
13 Total Gen Govt Projects			3,921,205	700,000	874,580	145,000	5,640,785	5,530,785	110,000	5,640,785	0	5,640,785
Fund 320 - Public Works Capital Projects												
Project Name	Project		Source of Revenue					Source of Expenditures			Ending Fund Balance	Total Uses
	CIP #	Note	Beg C&I	REET II Trf In	Grants-KC Fld Contrl	Developer	Total Revenue	Expenditure	Trf Out	Total Expenditure		
1 Gen Street Improvements	T1	Updated	275,000	165,000			440,000	440,000		440,000	0	440,000
2 Grant Matching/Streets	T2	Updated	390,000	100,000			490,000	490,000		490,000	0	490,000
3 Downtown Public Parking	T8	Carry-over	88,000				88,000	88,000		88,000	0	88,000
4 Traffic Impact/Code Study			43,000				43,000	43,000		43,000	0	43,000
5 Sawyer/Wood Sidewalks-Desg	T16	Updated	103,000				103,000	103,000		103,000	0	103,000
6 Covington Creek Bridge	T17	updated	109,000	100,000	2,393,000		2,602,000	2,602,000		2,602,000	0	2,602,000
7 Update Construction Standards			85,000				85,000	85,000		85,000	0	85,000
8 Neighborhood Improvements			85,000	85,000			170,000	170,000		170,000	0	170,000
9 Total PW Capital Projects			1,178,000	450,000	2,393,000	0	4,021,000	4,021,000	0	4,021,000	0	4,021,000
Fund 402 - WSFFA Partners												
Project Name	Project		Source of Revenue					Source of Expenditures			Ending Fund Balance	Total Uses
	#	Note	Beg C&I		Grants	Partners	Total Revenue	Expenditure	Trf Out	Total Expenditure		
1 WSFFA Deposit			86,691				86,691	86,691		86,691	0	86,691
2 Spring Source Rehab	W1	Update	116,000			2,554,000	2,670,000	2,670,000		2,670,000	0	2,670,000
3 Total WSFFA Projects				0	0	370,000	2,756,691	2,756,691		2,756,691		2,756,691
Fund 404 - Water Capital Projects												
Project Name	Project		Source of Revenue					Source of Expenditures			Ending Fund Balance	Total Uses
	#	Note	Beg C&I	Trf In Wtr Res	Conn Chg/Int Inc/Trf Op	Trf in ARPA/REET II	Total Revenue	Expenditure	Trf Out	Total Expenditure		
1 Water Capital Reserve Fund			130,000		517,000		647,000	175,000	200,000	375,000	272,000	647,000
2 4.3 Mil Gal tank Mtc	W3	Carryover	35,000				35,000	35,000		35,000	0	35,000
3 Telemetry System Imp	W10		18,000				18,000	18,000		18,000	0	18,000
4 Water Comp Plan			213,000				213,000	213,000		213,000	0	213,000
5 Fire Flow Loop/169	W2	Updated	861,000	200,000			1,061,000	1,061,000		1,061,000	0	1,061,000
6 Wtr Power Gen Facility		Carryover	52,000				52,000	52,000		52,000	0	52,000
7 Total Water Capital Projects			1,309,000	200,000	517,000	0	2,026,000	1,554,000	200,000	1,754,000	272,000	2,026,000

Fund 408 - Sewer Capital Projects

		Project		Source of Revenue					Source of Expenditures				
		#	Note	Beg C&I	Trf In Sewer Res	Loan Repay	Int & Conn Chg	Total Revenue	Expenditure	Trf Out	Total Expenditure	Ending Fund Balance	Total Uses
1	Sewer Capital Reserves Fund			300,000				300,000	0		0	300,000	300,000
2	Infiltration & Inflow			15,000				15,000	15,000		15,000	0	15,000
3	Cedarbrook Sewer Main Project	S1		35,000				35,000	35,000		35,000	0	35,000
4	Morganville PS Valve/Grease		Added	15,000				15,000	15,000		15,000	0	15,000
5	Total Sewer Capital Projects			365,000	0	0	0	365,000	65,000	0	50,000	300,000	365,000

Fund 412 - Stormwater Capital Projects

		Project		Source of Revenue					Source of Expenditures				
		#	Note	Beg C&I	Storm Capt Trf.	State DOE Grant	Trf from Storm Op	Total Revenue	Expenditure	Trf Out	Total Expenditure	Ending Fund Balance	Total Uses
1	Storm Capital Fund			210,000			10,000	220,000	220,000		220,000	0	220,000
3	Ginder Creek Headwall	D2		100,000				100,000	100,000		100,000	0	100,000
4	Total Stormwater Capital Prj.			310,000	0	0	10,000	320,000	320,000	0	320,000	0	320,000



View From the Pedestrian Bridge Over Rock Creek

2025 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 Administrator	1.00		0.60	0.10	0.10	0.10	0.10
2 Total Court	1.00	0.00	0.60	0.10	0.10	0.10	0.10
3 Court Administrator	1.00		1.00				
4 Judicial Specialist II	1.50		1.50				
5 Judicial Specialist I	0.00						
6 Total Court	2.50	0.00	2.50	0.00	0.00	0.00	0.00
7 City Clerk/HR Manager	1.00		0.60	0.10	0.10	0.10	0.10
8 Deputy City Clerk	1.00		0.50	0.13	0.13	0.12	0.12
9 Administrative Assistant III	0.75		0.75				
10 Finance Director	1.00		0.60	0.10	0.10	0.10	0.10
11 Deputy Finance Director	1.00		0.60	0.10	0.10	0.10	0.10
12 Senior Accountant	2.00		1.04	0.24	0.24	0.24	0.24
13 Accounting Clerk/Utility Billing Specialist	1.00		0.15		0.50	0.20	0.15
14 Administrative Assistant II	1.00		0.25	0.10	0.30	0.25	0.10
15 Information Service Manager	1.00		0.65	0.06	0.11	0.11	0.07
16 Communications & Info Svs/Admins Sup Tech I	1.00		0.65	0.06	0.11	0.11	0.07
17 Total Administration	10.75	0.00	5.79	0.89	1.69	1.33	1.05
18 Police Chief	1.00		1.00				
19 Police Commander	1.00		1.00				
20 Sergeant	2.00		2.00				
21 Police Officers	9.00		9.00				
22 Police Records Coordinator	1.00		1.00				
23 Police Clerk	1.00		1.00				
24 Total Police Department	15.00	0.00	15.00	0.00	0.00	0.00	0.00
25 MDRT & Economic Dev Director	1.00	1.00					
26 Construction Inspector Supervisor	1.00	1.00					
27 Construction Inspector	1.00	1.00					
28 Senior Accountant	0.75	0.75					
29 Total MDRT Review Team	3.75	3.75	0.00	0.00	0.00	0.00	0.00
30 Community Dev/Nat Resources Director	1.00		1.00				
31 Building Official	1.00		1.00				
32 Code Compliance Officer/Building Inspector	2.00		2.00				
33 Sr. Planner	1.00		1.00				
34 Permit Technician	2.00		2.00				
35 Assistant Planner/Permit Technician	1.00		1.00				
## Total Community Development	8.00	0.00	8.00	0.00	0.00	0.00	0.00
### Public Works Director	1.00		0.10	0.225	0.225	0.225	0.225
### Operations & Maintenance Superintendent	1.00		0.10	0.22	0.24	0.23	0.21
### Capital Project/Program Manager	1.00			0.25	0.25	0.25	0.25
### Stormwater Coordinator	1.00			0.05		0.20	0.75
### Facilities Equipment Coordinator	1.00		0.52	0.12	0.12	0.12	0.12
### Public Works Administrative Asstant III	1.00		0.10	0.25	0.40	0.10	0.15
### Utilities Operator	1.00		0.05	0.20	0.28	0.27	0.20
### Utility Worker II	3.00		0.45	0.60	0.66	0.69	0.60
### Utility Worker I	2.00		0.50	0.40	0.40	0.30	0.40
### Gym Maintenance (hourly)	0.17		0.17				
### Utility Worker Seasonal (hourly)	0.75		0.35	0.15	0.15		0.11
## Total Public Works	12.92	0.00	2.34	2.47	2.73	2.39	3.01
## Total Budget Positions (FTE's)	53.92	3.75	34.23	3.46	4.52	3.82	4.16

Budgeted 2025 Positions	2025 Salary Schedule = Filled Positions	BOLD	Step 1	Step 2	Step 3	Step 4	5 & On
✓	City Administrator		14,347	15,065	15,818	16,609	17,439
	Assistant City Administrator		8,820	9,262	9,703	10,144	10,585
	City Attorney		8,961	9,409	9,879	10,373	10,891
✓	Court Administrator		7,385	7,754	8,142	8,549	8,978
✓	Judicial Specialist II		4,837	5,240	4,723	6,048	6,450
	Judicial Specialist I (hourly)		25	28	30	32	34
✓	Human Resources Director		9,400	9,902	1,090	10,906	11,413
✓	City Clerk/HR Manager		9,400	9,902	1,090	10,906	11,413
✓	Deputy City Clerk		5,639	6,034	6,428	6,822	7,217
✓	Administrative Assistant III		5,596	5,877	6,172	6,479	6,805
✓	Finance Director		10,266	10,778	11,318	11,883	12,478
✓	Deputy Finance Director		8,423	8,790	9,269	9,750	10,230
✓	Senior Accountant		6,349	6,666	7,000	7,350	7,715
✓	Accounting Clerk/Utility Billing Specialist		5,240	5,505	5,779	6,067	6,370
✓	Administrative Assistant II		4,742	4,978	5,228	5,489	5,764
	Administrative Assistant I		2,586	2,793	2,998	3,205	3,410
	Accounts Payable Clerk (hourly)		25	26	28	29	30
	Accountant 1 Journey (hourly)		18	19	20	21	22
✓	Information Services Manager		9,168	9,699	10,228	10,756	11,286
✓	Comm. & Infor. Svs/Admin Sup.Tech II		6,349	6,666	7,000	7,350	7,715
	Comm. & Infor. Svs/Admin Sup.Tech I		4,742	4,978	5,228	5,489	5,764
✓	Police Chief		13,485	13,944	14,501	14,868	15,402
✓	Police Commander		12,111	12,534	12,902	13,271	13,697
✓	Police Sergeant		10,923	11,536	-	-	-
✓	Police Officer		7,436	8,239	9,041	9,801	-
✓	Police Records Coordinator		5,639	6,034	6,428	6,822	7,217
✓	Police Clerk		4,852	5,095	5,350	5,617	5,897
	Police Clerk (hourly)		28	29	31	32	34
✓	MDRT & Economic Director		10,125	10,632	11,165	11,721	12,308
✓	Construction Inspector Supervisor		8,728	9,231	9,735	10,237	10,742
✓	Construction Inspector		7,336	7,759	8,184	8,605	9,027
✓	MDRT Senior Accountant (hourly)		37	38	40	42	45
	MDRT Planner (hourly)		28	30	32	34	36
✓	Community Dev/Nat Resources Director		10,125	10,632	11,165	11,721	12,308
✓	Building Official		8,728	9,231	9,735	10,237	10,742
✓	Code Compliance Officer/Building Inspector		6,214	6,525	6,852	7,194	7,552
✓	Senior Planner		7,115	7,469	7,844	8,234	8,647
	Permit Technician Supervisor		7,221	7,550	7,878	8,207	8,535
✓	Permit Technician		5,924	6,341	6,754	7,170	7,581
	Permit Technician (hourly)		34	37	39	41	44
✓	Assistant Planner / Permit Technician		5,639	6,034	6,428	6,822	7,217
	Parks Department Director		8,233	8,673	9,115	9,556	9,996
✓	Public Works Director		10,125	10,637	11,170	11,729	12,315
✓	Operations & Maintenance Superintendent		8,728	9,231	9,735	10,237	10,742
✓	Capital Projects Program Manager		8,399	8,820	9,259	9,723	10,209
✓	Stormwater Coordinator		7,115	7,364	7,621	7,888	8,205
✓	Facilities Equipment Coordinator		5,950	6,341	6,754	7,170	7,584
✓	Public Works Administrative Asst. III		5,596	5,877	6,172	6,479	6,805
✓	Public Utilities Operator		6,334	6,650	6,982	7,333	7,698
✓	Utility Worker II		5,659	5,665	6,240	6,553	6,880
✓	Utility Worker I		4,808	5,048	5,301	5,562	5,843
✓	Utility Worker Seasonal (hourly)		19.00	23.00	-	-	-



CITY OF BLACK DIAMOND

2024 Calendar for 2025 Budget Meetings

As Passed by Resolution 24-1628

	Process	Work Session	City Council	State Law Limitations
1	Budget CALL: 2025 Budget requests and instructions go out to all departments			By Sept 9
2	2025 Estimates to be filed with Finance/ City Clerk			By Sept 22
3	City Clerk Submits to CAO the proposed preliminary 2025 budget setting forth the complete financial program			October 1
4	Special Meeting - Work Session 6pm - CAO provides Council with current info on Revenue from all sources as adopted in 2024 Budget, provides the Clerk's proposed Prelim 2025 Budget for General Fund and 2025 Budget totals for all funds including debt service & possible Revenue for Property Taxes.	Sept 19		October 7
5	Special Meeting - Work Session 5:30 – General Fund Budget REV and EXP for Public Safety, Community Development, Parks etc. & possible Property Taxes increases.	Sept 26		Mid Oct- Mid Nov
6	Special Meeting – Work Session 6:00 – Public Works 2025 Budgets for REV and EXP for Street, Water, Sewer, Stormwater, REET I&II and Gen Govt, Utilities, Capital Projects, and Debt Service.	Oct 3		Oct 14 – Nov 18
7	Mayor prepares 2025 Preliminary Budget and message and files with Council and Clerk			Nov 2
8	City Clerk publishes notice of Public Hearing on 2025 Budget and filing of Preliminary Budget – once a week for two consecutive weeks			Nov 1 - Nov 18
9	Preliminary 2025 Budget Document made available to Public at least 6 weeks before Jan. 1, 2025			Nov 21
10	Special Meeting – Work Session 6:00- G/F 2025 Revenue Review and Possible Property Tax Increase & Ordinances	Oct 17		Nov 1 – Nov 30
11	1st Public Hearing on 2025 Revenue Sources including possible increases in Property Taxes, & two Property Tax Ordinances.		Oct 17	Nov 1 – Nov 25
12	Council adopts two 2025 Property Tax Ordinances & send to King County by Nov 30, 2024		Nov 7	Nov 30
13	City Council Holds 2nd Public Hearing on 2025 Prelim Budget		Nov 7	Nov 1 – Nov 30
14	Council holds Final Budget Hearing on 2025 Budget		Nov 21	Dec 2
15	Council adopts Final 2025 Budget		Nov 21	Dec 31
16	Council amends 2024 Budget		Nov 21	Dec 31

CITY COUNCIL AGENDA BILL

City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010

ITEM INFORMATION		
SUBJECT:	Agenda Date: December 5, 2024	AB24-085
Ordinance amending zoning regulations to allow for cannabis-oriented businesses	Mayor Carol Benson	
	City Administrator	
	City Attorney David Linehan	
	City Clerk – Brenda L. Martinez	
	Com Dev – Andy Williamson	X
	Finance – Xavier Mason	
	MDRT/Ec Dev – Andy Williamson	
	Police – Chief Kiblinger	
Cost Impact (see also Fiscal Note):	Public Works – Scott Hanis	
Fund Source:	Court – Tawnya Parks	
Timeline:		
Agenda Placement: ☐ Mayor ☒ Two Councilmembers ☐ Committee Chair ☐ City Administrator		
Attachments: Proposed Ordinance, Code Amendments (Attachment A), Public Hearing Exhibits (Staff Report, Planning Commission Recommendation Sept. 2023, Sensitive Use Definitions, Planning Commission Recommendation Sept. 2024, Cannabis Buffers Research, Maps of Potential Buffers)		
SUMMARY STATEMENT: The City Council previously repealed the prohibitions on cannabis-oriented businesses in the City of Black Diamond, effective as of January 1, 2025. The Council requested that the Planning Commission study potential changes to the zoning code that would be desirable to accommodate cannabis-oriented businesses that may want to locate in Black Diamond once the repeal takes effect. The Planning Commission analyzed the issues requested and, after a public hearing, has provided recommendations for various updates to the zoning code, including creation of a new chapter 18.62 that would apply to cannabis businesses in the City. On October 3, 2024, the City Council conducted additional deliberations on the proposed cannabis regulations, including whether to allow reductions to the buffer distances required between cannabis-related uses and various categories of “sensitive” uses. Under state law, a minimum 1,000 buffer is required between cannabis businesses and elementary schools, secondary schools, and playgrounds, but the buffer can be reduced to as low as 100 feet between cannabis businesses and the other six categories of “sensitive” uses (child-care centers, transit centers, libraries, game arcades, parks, and recreation centers or facilities). On November 7, 2024, the City Council held another public hearing on the updated draft cannabis regulations shown on Attachment A to the proposed ordinance. The City Council needs to determine whether to approve the proposed code amendments to Title 18, including whether to maintain the 1,000-foot default buffers provided in state law or provide a reduced buffer distance in the proposed new BDMC 18.62.020.B. FISCAL IMPACT: There are no immediate fiscal impacts. The repeal of the existing prohibitions on siting of cannabis-related businesses in the City may result in the City being eligible to receiving additional tax revenues from the state and the generation of additional local sales tax from future cannabis retail and		

provide funding for City Council-approved mental health program sponsors.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION: **A MOTION to adopt Ordinance No. 24-2014, amending Title 18 of the Black Diamond Municipal Code to allow cannabis-oriented uses in various zoning districts and to create a new Chapter 18.62 to regulate cannabis-oriented uses in the City; providing for severability; and establishing an effective date.**

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
November 21, 2024	Meeting cancelled	
December 5, 2024		

ORDINANCE NO. 24-2014

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, AMENDING CHAPTERS 18.20, 18.36, 18.38, 18.42, AND 18.44 OF THE BLACK DIAMOND MUNICIPAL CODE TO ALLOW CANNABIS-ORIENTED USES IN VARIOUS ZONING DISTRICTS; CREATING A NEW CHAPTER OF THE ZONING CODE REGULATING CANNABIS-ORIENTED USES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, in 2015, pursuant to Ordinance No. 1047, the City Council adopted Chapter 20.08 of the Black Diamond Municipal Code (BDMC), which, among other things, prohibited the ownership, operation, or siting of any business within the City of Black Diamond that produces, processes, or sells recreational marijuana; the use of any land or structure in the City of Black Diamond to cultivate marijuana; and the leasing or rental of any premises for marijuana retail, processing, or production operations; and further prohibited the City from issuing any business licenses for recreational marijuana businesses; and

WHEREAS, in 2015, pursuant to Ordinance No. 1048, the City Council adopted Chapter 20.04 of the BDMC, which, among other things, prohibited medical marijuana dispensaries and collective gardens within the City of Black Diamond, as well as the lease or rental of any premises to be used for a medical marijuana dispensary or collective garden in the City of Black Diamond; and

WHEREAS, upon review of the experiences of other municipalities in the region who have allowed the siting and operation of cannabis retail businesses within their jurisdictions, the City Council concluded that the prohibition on the siting and operation of cannabis-oriented businesses in Black Diamond should be lifted; and

WHEREAS, pursuant to Ordinance No. 23-1198, the City Council repealed Chapters 20.04 and 20.08 BDMC, which takes effect at 12:01 a.m. on January 1, 2025; and

WHEREAS, the City Council's consideration of whether to lift the prohibition on retail cannabis businesses in Black Diamond reflects, in part, the Council's objectives of increasing sales tax collections and other potential cannabis-related revenue sources available to the City, as well as creating local jobs and employment opportunities; and

WHEREAS, because the City Council desires to ensure that the potential siting and operation of cannabis-related businesses in the City is subject to thoughtful and well-planned regulations, the City Council requested the Planning Commission's assistance

in reviewing potential updates to zoning, licensing, and public safety regulations that will apply to cannabis-related businesses; and

WHEREAS, a first draft of new cannabis regulations to be added to the City's zoning code (Title 18 BDMC) was brought before the Planning Commission during a special meeting on August 20, 2024; and

WHEREAS, after adding some additional security measures based on feedback from Black Diamond Police Chief Jamey Kiblinger, a Public Hearing was held on the draft cannabis regulations during the regular Planning Commission meeting on September 10, 2024; and

WHEREAS, after receiving no comments from the public hearing, the Planning Commission sent its recommendations to City Council on September 20, 2024; and

WHEREAS, upon conducting additional research into state licensing requirements for cannabis-oriented businesses, City staff has suggested additional revisions to the proposed cannabis regulations to eliminate the conditional use permit (CUP) process recommended by the Planning Commission for varying the size of buffers from the default buffer of 1,000 feet from certain categories of "sensitive" uses; and

WHEREAS, during its regular business meeting on October 3, 2024, the City Council conducted additional deliberations regarding the proposed cannabis regulations to be added to Title 18, including analysis of proposed buffer distances; and

WHEREAS, the City Council held an additional public hearing on November 7, 2024, to receive public testimony regarding the draft cannabis regulations and proposed buffer distances between cannabis-oriented businesses and various categories of sensitive uses as defined by state law; and

WHEREAS, the City Council now desires to amend Title 18 BDMC to incorporate new zoning regulations for cannabis-oriented businesses, as shown in Attachment A hereto; and

WHEREAS, on September 10, 2024, a SEPA threshold determination of non-significance (DNS) for the proposed cannabis regulations was issued and posted to the City's website, published in the Seattle Times, uploaded to the statewide SEPA register, and emailed to agencies with jurisdiction, and no comments were received on the proposed regulations during the 14-day comment period;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. BDMC Chapters 18.20, 18.36, 18.38, 18.42, and 18.44 Amended.
Sections 18.20.010, 18.36.020, 18.38.020, 18.42.020, and 18.44.020 of the Black Diamond Municipal Code are hereby amended as shown in Attachment A hereto.

Section 2. New BDMC Chapter 18.62 Created. A new Chapter 18.62 entitled “Cannabis Regulations” is hereby added to the Black Diamond Municipal Code, as shown in Attachment A hereto.

Section 3. Severability. If any section, paragraph, sentence, clause, or phrase of this Ordinance, or its application to any person or circumstance, is declared unconstitutional or otherwise invalid for any reason, or if any portion of this Ordinance is pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force at 12:01 a.m. on January 1, 2025.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND AT A REGULAR MEETING THEREOF ON THE 5TH DAY OF DECEMBER, 2024.

CITY OF BLACK DIAMOND

Carol Benson, Mayor

Attest:

Brenda L. Martinez, City Clerk

Approved as to form:

David Linehan, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Ordinance No.
Date of Publication:
Effective Date: January 1, 2025

Chapter 18.20 Zoning Use Matrix

18.20.010 Zoning use matrix.

- A. The zoning use matrix below combines the uses permitted in all zones within the city. For further information on each zone, see the zone-specific chapters in Chapters 18.30—18.44.
- B. The table lists the zones in the vertical columns and the land use activities in the horizontal rows. If no symbol appears in the box at the intersection of a row and column, the use is not allowed and is prohibited unless otherwise noted.
- C. If the letter "P" appears in the box, the use is permitted outright subject to the provisions of this title. If the letter "C" appears in the box, the use is conditional and is only allowed with a conditional use permit. If the box contains a number, the corresponding footnote further specifies the conditions applicable to the use in the zone.

Use	R4	R6	MDR8	NC	CC	TC	B/IP	I	PUB
Accessory uses per BDMC 18.50	P	P	P	P	P		P	P	P
Adult oriented business per BDMC 18.60							C	C	
Agricultural stands for sales of produce/ plants grown onsite	P	P							
Agricultural uses	p ¹³	p ¹³							
Any expansion of light manufacturing spaces that existed before 6/27/2009				C					
Automobile fueling stations				C	P				
Automobile wrecking yards								C	
Bed and breakfasts	C	C	C	C					
Business support services							p ¹⁵	p ¹⁶	
<u>Cannabis processing and/or production facilities per BDMC 18.62</u>							<u>P</u>	<u>P</u>	
<u>Cannabis research per BDMC 18.62 and RCW 69.50.372</u>							<u>P</u>	<u>P</u>	
<u>Cannabis retail establishments per BDMC 18.62</u>				<u>P</u>	<u>P</u>				
Childcare, including nursery schools and day care centers	p ¹² / C ¹⁰	p ¹² / C ¹⁰	p ¹² / C ¹⁰			C	P		
Drive through facilities				C	P				

Use	R4	R6	MDR8	NC	CC	TC	B/IP	I	PUB
Entertainment/ cultural facilities				p ⁹	P	P	C		
Essential public facilities				C	C		C	C	C
General office				p ⁸		P	p ¹⁸	p ¹⁷	
Group Homes			C						
Heavy Industry								P	
Home Occupations per BDMC 18.54	P	P	P						
Hotels/motels/ visitor lodging					P				
Hybrid wholesale/ retail establishments					C				
Light manufacturing							p ^{1, 19}	P	
Major institutions					C	C	C	C	C
Mini storage facilities					C				
Office activities							p ¹		
Other or related uses									P
Parking structures (not associated with primary use)						C	C		
Parks							C		P
Personal and professional services				p ⁷	P	P			
Pet daycare					P				
Pet stores				p ²⁰					
Private clubs, fraternal lodges and similar						C			
Private schools, K-12	C	C	C				P	P	
Public uses/facilities	C	C	C	C	P	P ² /C	C	P	P
Religious Institutions	C ¹¹	C ¹¹	C ¹¹	C	P	C	C		
Research and development							p ¹	P	
Residential									
Accessory dwelling units per BDMC 18.56	P	P	P						
Caretakers quarters									P
Cottage housing			P						
Duplexes	C ¹⁴	C ¹⁴							
Elderly housing			C						
Manufacture home park			C						
Manufactured housing per BDMC 18.90	P	P	P						
Mixed use				p ⁴	p ⁵	p ⁵			
Multi-family up to 6 units			P						

Use	R4	R6	MDR8	NC	CC	TC	B/IP	I	PUB
Single family structures	P	P	P						
Senior housing			C	C		C			
Retail				p ⁶	p ³	P			
Technology, biotechnology, and medical equipment							P		
Temporary uses per BDMC 18.52	P	P	P	P	P		P	P	P
Utilities, above ground	C	C	C	C	C	C	C	P	C
Utilities, below ground	P	P	P	P	P	P	P	P	P
Veterinary clinics				p ²⁰	P				
Warehousing / distribution								P	
Wholesaling							P	P	

- ¹ That do not create significant noise, emissions, risk of explosion or release of hazardous materials, or air or water pollution.
- ² Permitted limited to general administrative offices, otherwise a conditional use.
- ³ Including uses involving outdoor product display or storage.
- ⁴ In attached structures if included as an element of mixed-use site development or on upper floors of a mixed-use structure.
- ⁵ Either in separate buildings or on the upper floors of a mixed-use building; provided that, residential is not allowed at street level within buildings fronting an arterial street.
- ⁶ Supermarket and grocery stores limited to forty thousand square feet, typical neighborhood retail uses limited to ten thousand square feet per individual use and one building not to exceed one hundred thousand square feet excludes drive throughs and gas stations.
- ⁷ Personal services provided primarily to neighborhood residents limited to four thousand square feet per business.
- ⁸ Limited to four thousand square feet per business and excluding drive throughs.
- ⁹ Limited to five thousand square feet or capacity of not more than 100 patrons per business, whichever is greater and excluding drive-throughs.
- ¹⁰ For more than twelve children.
- ¹¹ Not to exceed ten thousand square feet.
- ¹² Up to twelve children.
- ¹³ Including farms, nurseries, and community gardens/ pea patches. Greenhouses, storage sheds, and similar buildings accessory to such uses are also permitted.
- ¹⁴ Provided the minimum lot size is 1.5 times that required for a single-family structure; only one duplex shall be permitted per lot; the lot shall not be within three hundred feet of any other lot containing a

duplex or multi-family structures or constitute more than ten percent of the dwelling units in a single block; subject to design standards.

- ¹⁵ Such as technology services and support, copy centers, and eating and drinking establishments to serve the occupants of the business park. The total gross floor area of such uses is not to exceed twenty percent of the total project gross floor area and a five thousand square feet maximum for any individual use.
- ¹⁶ Including eating establishments primarily serving the immediate work force. The total gross floor area of such uses is not to exceed twenty percent of the total district area and a five thousand square feet maximum for any individual use.
- ¹⁷ Associated with primary manufacturing use.
- ¹⁸ Including call centers and other customer service communication centers.
- ¹⁹ Provided all production and storage activity is conducted indoors.
- ²⁰ No boarding of dogs or outdoor kennels allowed.

Chapter 18.36 NEIGHBORHOOD CENTER—NC**18.36.020 Permitted uses.**

- A. Retail. Only the following uses are allowed:
1. Supermarket and grocery stores: Limited to not more than forty thousand square feet gross floor area.
 2. Cannabis retail establishments as provided in Chapter 18.62: Limited to not more than ten thousand square feet.
 - ~~2.3.~~ All other typical neighborhood retail uses: Limited to not more than ten thousand square feet gross area for each individual use, whether in a separate building or combined with other uses in one building, not to exceed one hundred thousand square feet gross floor area in total; and excluding drive-through facilities and automobile fueling stations.
- B. Personal services provided primarily to neighborhood residents: Limited to not more than four thousand square feet gross floor area per business.
- C. General offices: Limited to not more than four thousand square feet gross floor area per business and excluding drive-through facilities.
- D. Entertainment/culture: Limited to not more than five thousand square feet gross floor area or capacity of not more than one hundred patrons per business, whichever is greater, and excluding drive-through facilities.
- E. Residential uses in attached structures if included as an element of mixed use site development or on upper floors of a mixed use structure.
- F. Utilities, below ground.
- G. Existing light manufacturing uses, provided no expansion is allowed.
- H. Veterinary clinics and pet stores; no boarding of dogs or outdoor kennels allowed.
- I. Other or Related Uses:
1. Accessory uses and structures as provided in Chapter 18.50.
 2. Temporary uses as provided in Chapter 18.52.

Chapter 18.38 COMMUNITY COMMERCIAL DISTRICT—CC**18.38.020 Permitted uses.**

- A. Retail, including automobile fueling stations ~~and~~, uses involving outdoor product display or storage, and cannabis retail establishments as provided in Chapter 18.62.
- B. Personal and professional services.
- C. Entertainment/cultural.
- D. Religious institutions.
- E. Drive through facilities, including automobile fueling stations.
- F. Hotels, motels, and other visitor lodging.
- G. Residential, if developed as an element of mixed use site development, either in separate buildings or on the upper floors of a mixed use building; provided that, residential is not allowed at street level within buildings fronting an arteria0-l street.
- H. Veterinary clinics and pet daycare.
- I. Public uses/facilities.
- J. Utilities, below ground.
- K. Other or related uses:
 - 1. Accessory uses and structures as provided Chapter 18.50; and
 - 2. Temporary uses as provided in Chapter 18.52.

Chapter 18.42 BUSINESS/INDUSTRIAL PARK—B/IP**18.42.020 Permitted uses.**

- A. Office, research and technology and light manufacturing activities that do not create significant noise, emissions, risk of explosion or release of hazardous materials, or air or water pollution;
- B. General office, including call centers and other customer service communication centers;
- C. Research and development;
- D. Technology, biotechnology and medical equipment;
- E. Light manufacturing, providing all production and storage activity is conducted indoors;
- F. Wholesaling;
- G. Business support services, such as technology services and support, copy centers, and eating and drinking establishments to serve the occupants of the business park. The total gross floor area of such uses is not to exceed twenty percent of the total project gross floor area and a five thousand gross square feet maximum for any individual use;
- H. Child care, including nursery schools and day care centers, when integrated within a development;
- I. Utilities, below ground;
- J. Private schools;~~and~~
- K. Cannabis processing and/or production facilities as provided in Chapter 18.62;
- L. Cannabis research as provided in Chapter 18.62 and authorized by RCW 69.50.372; and
- ~~K-M.~~ Other uses:
 - 1. Accessory uses as provided in Chapter 18.50.
 - 2. Temporary uses as provided in Chapter 18.52.

Chapter 18.44 INDUSTRIAL DISTRICT—I**18.44.020 Permitted uses.**

- A. Heavy industry.
- B. Light manufacturing.
- C. Research and development.
- D. General office associated with a primary manufacturing use.
- E. Wholesaling.
- F. Warehousing and distribution.
- G. Business support services including eating establishments primarily serving the immediate work force; the total gross floor area of such uses shall not exceed twenty percent of the total district area and a five thousand gross square feet maximum area for any individual use.
- H. Utilities.
- I. Public uses/facilities.
- J. Private schools.
- K. Cannabis processing and/or production facilities as provided in Chapter 18.62.
- L. Cannabis research as provided in Chapter 18.62 and authorized by RCW 69.50.372.
- ~~K-M.~~ Other uses:
 - 1. Accessory uses as provided in Chapter 18.50; and
 - 2. Temporary uses as provided in Chapter 18.52.

Chapter 18.62 CANNABIS REGULATIONS

18.62.010 Findings and Purpose.

- A. The purpose of this Chapter is to establish where cannabis producers, processors, researchers, and retail establishments may locate in the City, and to describe the restrictions upon such uses. In addition to compliance with this Chapter, every cannabis processor, producer, and retailer shall obtain a City business license under Chapter 2.58 of the Black Diamond Municipal Code.
- B. No part of this Ordinance is intended to or shall be deemed to conflict with federal law, including but not limited to, the Controlled Substances Act, 21 U.S.C. Section 800 et seq., the Uniform Controlled Substances Act (chapter 69.50 RCW) nor to otherwise permit any activity that is prohibited under either Act, or any other local, state or federal law, statute, rule or regulation. Nothing in this Ordinance shall be construed to supersede Washington state statutory or common law prohibiting or otherwise regulating the acquisition, possession, manufacture, sale, or use of medical cannabis or recreational cannabis in any manner not authorized by chapter 69.51A RCW or chapter 69.50 RCW. This Chapter's intention is to be compatible with federal and state enactments and in furtherance of the public purposes that those enactments encompass.

18.62.020 Location Criteria for Cannabis Uses.

- A. No cannabis producer, processor, research use, or retail establishment may locate within one thousand feet of elementary or secondary schools and playgrounds. For the purposes of this standard, these uses are defined in WAC 314-55-010.
- B. No cannabis producer, processor, research use, or retail establishment may locate within [REDACTED] feet of recreation centers or facilities, child care centers, public parks, public transit centers, libraries, and any game arcade where admission is not restricted to persons twenty-one years of age or older. For the purposes of this standard, these uses are defined in WAC 314-55-010.
- C. The distances described above shall be computed by direct measurement as stated in WAC 314-55-050(10) as follows:
The distance shall be measured as the shortest straight-line distance from the property line of the cannabis producer, processor, or retail establishment to the property line of the elementary or secondary school, playground, recreation center or facility, child care center, public park, public transit center, library, or arcade where admission is not restricted to persons age twenty-one years of age and older.
- D. No cannabis producer, processor, researcher, or retailer may locate within any residential or residential/commercial mixed-use building in the City. This includes home occupations.

18.62.030 Performance Standards

- A. All performance standards of licensed premises shall comply with the requirements of WAC 314-55-075, WAC 314-55-077, and WAC 314-55-079 (and all applicable rules and regulations, including those promulgated under WAC 314-55 as currently enacted or subsequently amended).
- B. Odors and ventilation.
1. All cannabis uses shall be ventilated so that the odor of cannabis shall not be detectable from a public place, including but not limited to, sidewalks, roads, and parking lots; or from a property owned or leased by another person.

2. Cannabis uses located in buildings that have, or have the potential to have, other tenants shall have separate heating, cooling, and ventilation systems.

C. Producers and production facilities.

1. A cannabis producer license allows the licensee to produce cannabis for sale at wholesale to cannabis processor licensees and to other cannabis producer licensees. Cannabis production must take place within a fully enclosed secure indoor facility or greenhouse with rigid walls, a roof, and doors.
2. The maximum amount of space for cannabis production is limited to two million square feet state-wide. Applicants must designate on their operating plan the size category of the production premises and the amount of actual square footage in their premises that will be designated as plant canopy. There are three categories as follows:
 - a. Tier 1 - Less than two thousand square feet;
 - b. Tier 2 – Two thousand square feet to 9,999 square feet; and
 - c. Tier 3 – Ten thousand square feet to thirty thousand square feet.
3. Outdoor production is prohibited. Production shall be fully enclosed in a secure structure.

D. Processors and processing facilities.

1. A cannabis processor license allows the licensee to process, package, and label usable cannabis and cannabis-infused products for sale at wholesale to cannabis retailers. A cannabis processor is allowed to blend tested usable cannabis from multiple lots into a single package for sale to a cannabis retail licensee providing the label requirements for each lot uses in the blend are met and the percentage by weight if each lot is also included on the label.
2. A processor shall meet the requirements as set forth in WAC 314.55.077.
3. A processor building footprint shall not exceed ten thousand square feet in size and all activities of said use shall be conducted indoors. A processor must meet the security requirements described in WAC 314-55-083, which shall be confirmed for compliance by the City prior to issuance of a building permit.

E. Retailers and retail establishments.

1. A cannabis retailer license allows the licensee to sell only usable cannabis, cannabis-infused products, and cannabis paraphernalia in retail establishments to persons twenty-one years of age and older.
2. Cannabis extracts, such as hash, hash oil, shatter, and wax can be infused in products sold in a cannabis retail establishment, but RCW 69.50.354 does not allow the sale of extracts that are not infused in products. A cannabis extract does not meet the definition of a cannabis-infused product per RCW 69.50.101.
3. Marijuana retail uses shall not include drive-throughs, exterior, or off-site sales. Internet sales and delivery of product is prohibited.
4. No sampling or consuming of cannabis, cannabis-infused products, or cannabis paraphernalia shall occur on premises of licensed retail establishments and retailers must meet the security requirements described in WAC 314-55-083, which shall be confirmed for compliance by the City prior to issuance of a building permit.

F. Crime prevention through environmental design (CPTED).

- 1. Each application for a cannabis related business shall be required to complete a CPTED review by the Black Diamond police department and to implement any CPTED measure directed. Each applicant shall be required to provide certification of CPTED completion, as well as evidence of compliance with required CPTED measures.**
- 2. All city officials shall have free access to cannabis related businesses licensed under the provisions of this chapter for the purposes of inspecting and enforcing compliance with the provisions of the chapter, including periodic CPTED review and compliance required CPTED measures as directed by the Black Diamond police department.**

G. Entry prohibitions for certain persons. It is unlawful for the owner, proprietor, manager, or person in charge of any cannabis related business licensed under the provisions of this chapter, or for any employee of said place, to allow entry or admission to any person under twenty-one years of age, any lewd or dissolute person, any drunken or boisterous person, or any person under the influence of any intoxicant.

H. Law enforcement officers entry right. It is unlawful for the owner, proprietor, manager, or person in charge of any cannabis related business licensed under the provisions of this chapter to refuse admission to any police officer of the city or of the state, or any officer of the United States government charged with the duty of enforcing the police laws of the United States. Said officers shall have free access at all times to any cannabis related businesses licensed under the provisions of this chapter.

18.62.040 Business License Required.

- A. A valid, current license is required from the Washington State Liquor and Cannabis Board for operation of any cannabis producer, processor, or retail establishment.**
- B. A business license is required from the City for operation of any cannabis producer, processor, or retail establishment.**

18.62.050 Signs and Advertising.

All signage and advertising for a cannabis producer, processor, or retail establishment shall comply with all applicable provisions of the Black Diamond Municipal Code and WAC 314-55-155 (and all applicable rules and regulations promulgated thereunder).

18.62.060 Security Requirements.

- A. Security measures at all licensed premises shall comply with the requirements of WAC 314-55-083 (and all applicable rules and regulations promulgated thereunder).**
- B. The City shall require producers, processors, and retail establishments to install additional security features where feasible, including but not limited to, security gates over windows and/or doors, glass break sensors included in the alarm system, motion detectors, bollards, and additional site lighting to deter criminal activity. These additional security measures will be evaluated at site plan review and/or building permit review.**

18.62.070 No City Liability - Indemnification.

By accepting a permit issued pursuant to this Chapter, all licensees (as defined in WAC 314-55-010(19), jointly and severally, if more than one, agree to indemnify, defend and hold harmless the City, its

officers, elected officials, employees, volunteers and agents, insurers and self-insurance pool against all liability, claims and demands on account of any injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever arising out of or in any manner connected with the operation of the cannabis business that is the subject of the license.

18.62.080 Adoption by Reference.

The City hereby adopts WAC 314-55 by reference, as well as RCW 69.50.101.

18.62.090 Definitions.

The City adopts the definitions in WAC 314-55-010 and RCW 69.50.101, except “retail outlet” and “retail establishment” may be used interchangeably.



CITY OF BLACK DIAMOND

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EXHIBIT 1 – CITY COUNCIL STAFF REPORT

Project Name:	Cannabis Regulations Code Amendments
Applicant:	City of Black Diamond
Date of Staff Report:	October 24, 2024
Staff Recommendation:	Approval
City Staff Contact:	Andrew Love, AICP Contract Planner alove@blackdiamondwa.gov (360) 851-4530
Public Comment Period:	August 28 through September 10, 2024, following notice of Planning Commission Public Hearing; September 10 through September 24, 2024, following SEPA DNS; October 24 through November 7, 2024, following notice of City Council Public Hearing
Public Notice:	Type 5 applications do not require notice of application per BDMC 18.08.120 (A). Notices for both Public Hearings were published in the Seattle Times and posted to the City's website under Public Notices.

EXHIBITS

1. Staff Report, dated October 24, 2024
2. Planning Commission Recommendations on Resolution No. 23-1555, dated September 22, 2023
3. Sensitive Uses defined in [WAC 314-55-050\(2\)](#)
4. Planning Commission Recommendation to City Council, dated September 20, 2024
5. Cannabis Buffers Research
6. Maps of three potential Cannabis Buffers (100, 500, and 1,000 feet), dated October 23, 2024
7. Proposed Cannabis Regulations Code Amendments, dated October 24, 2024



FINDINGS OF FACT

Background/Process

During a regular City Council meeting held on July 6, 2023, Council discussed potentially lifting the City's moratorium on medical and recreational marijuana outlined in Chapters 20.04 and 20.08 of the Black Diamond Municipal Code (BDMC) and adopting new marijuana regulations (now referred to as cannabis for consistency with state legislation). Councilmember Page presented information on a social equity program where the state was looking to issue additional licenses. On that same evening, City Council passed Resolution No. 23-1555 that requested that the Planning Commission hold one or more public hearings, receive testimony, conduct deliberations, and make recommendations to City Council in regard to allowing cannabis businesses and/or research to be sited within the City.

The Planning Commissioners reviewed each of the five specific questions in the resolution at the August 8, 2023 regular meeting, and then held a public hearing at the September 12, 2023 regular meeting to gather public input prior to deliberation. In a letter dated September 22, 2023, Planning Commission addressed the five questions outlined in Resolution No. 23-1555 (see **Exhibit 2**).

During the December 4, 2023 regular meeting, City Council passed Ordinance No. 23-1198, repealing Chapter 20.04 and 20.08 BDMC, using a portion of cannabis-related tax revenue for drug education, and providing for severability, with an effective date and time of 12:01 a.m. on January 1, 2025. Since then, staff have been working internally and with Planning Commission to create draft cannabis regulations, using the framework of previous decisions, discussions, public input, and review of peer city regulations.

The first draft of cannabis regulations was brought before Planning Commission during a special meeting on August 20, 2024. This original draft included a Conditional Use Permit process to lower buffers down to no lower than 100 feet around eight uses (unofficially defined as "sensitive uses" by city staff) as described in [WAC 314-55-050\(2\)](#), except that two of the listed uses, (a) elementary or secondary schools and (b) playgrounds shall retain a 1,000-foot buffer per WAC 314-55-050(3)(a). Definitions of these uses can be found in WAC or as defined in **Exhibit 3**.

After adding some additional security measures based on feedback from Chief Jamey Kiblinger (Black Diamond Police Department), a Public Hearing was held on the draft cannabis regulations during the regular Planning Commission meeting on September 10, 2024. There were no public comments, and Planning Commission was ready to forward a recommendation to City Council. The recommendation is dated September 20, 2024 (see **Exhibit 4**).

Since the last review by Planning Commission and their recommendation, city staff noted additional requirements in the state legislation. In regard to lowering the buffers around the six uses, WAC 314-55-050(3)(b) states the following:

[WAC 314-55-050 \(3\)\(b\)](#): If an applicant applies for a cannabis license at a location less than 1,000 feet of a recreation center or facility, child care center, public park, public transit center, library, or game arcade, the applicant must provide the LCB [Washington State Liquor and Cannabis Board] with a copy of the local ordinance that describes the distance required by the city or county where the facility will be located.



This section of the WAC essentially means the city would be required to have clearly defined buffers, which matches the process of other cities in Washington. The LCB would need proof of the local ordinance that defines the buffers, rather than relying on a decision of the Hearing Examiner. Further, the draft cannabis regulations go beyond what many cities require regarding additional safety and security, so it would be a challenge to determine what other criteria to use in a CUP process to reduce the buffer. Therefore, with the support of our City Attorney, the current draft of the cannabis regulations provides firm buffers like all other cities researched. **Exhibit 5** outlines the buffer requirements of other cities around Washington.

In order to resolve this inconsistency, city staff asked the City Council for guidance on what buffer distance(s) should be allowed for the six of the sensitive uses, as 1,000 feet is already set for elementary or secondary schools and playgrounds. Feedback ranged from 100 feet and 1,000 feet. Ultimately, the City Council recommended 100 feet during the regular October 3, 2024 meeting, with the understanding that the regulations still need to go through one more public hearing (and potentially another change) prior to adoption. The proponents of the 1,000-foot buffers wanted to uphold the maximum distance between sensitive uses and also match the requirements of an adjacent city, Maple Valley, does. It is important to note that while Maple Valley does not reduce the buffers from 1,000 feet, their cannabis regulations are very short compared to the City's draft regulations. The proponents of the reduced buffers cited economic development, improved access to customers, and limited retail space, especially along State Route 169. Another Councilmember thought the lower buffers more closely align with restrictions on other regulated businesses, like liquor stores. In addition, one Councilmember iterated that the buffers are measured parcel to parcel and not door to door. Finally, larger buffers could unravel the work that was spent into allowing cannabis businesses into the city.

For this reason, it is apparent that City Council and the public would benefit from maps of potential buffers around the eight sensitive uses. In **Exhibit 6**, City staff created three unofficial maps depicting 100-foot, 500-foot, and 1,000-foot buffers around the six sensitive uses which could be adjusted. The zoning depicted is conceptual, as city staff feels it is important to include areas of MPD land that may be rezoned to Community Commercial when the Comprehensive Plan Periodic Update is adopted. Areas of right-of-way or other areas that will likely not be developed were removed, for example the Tammaron plat at 216th Avenue SE and SE 292nd Street. It is also important to note that these maps do not account for potential land divisions in the future, especially the larger parcels.

Notably, if the buffers are only reduced to 500 feet, the Neighborhood Center zone would no longer be able to accommodate cannabis retailers and there would only be one Business/Industrial Park parcel to accommodate the production, processing, and research uses (not including a large parcel off SR 169, which may change to Community Commercial in 2025 in order to be consistent with the City's Future Land Use Map).

If the buffers were to be 1,000 feet for all eight sensitive uses, then both the Neighborhood Center and Business/Industrial Park zones would be obsolete for allowing cannabis businesses. This would also remove a significant amount of Industrial and Community Commercial land as potential sites for cannabis businesses. If only one of the sensitive uses were to move into the Ten Trails commercial area or on State Route 169, for example childcare, then this could preclude most areas of Community Commercial as well.



Summary of Title 18 Changes

- **REVISED:** Chapter 18.20 Zoning Use Matrix (starting on Page 1 of 12, **Exhibit 7**)
The Zoning Use Matrix is proposed to be updated to permit cannabis processing, production, and/or research uses in the Business/Industrial Park (B/IP) and Industrial (I) zones. In addition, cannabis retail establishments would be allowed in Community Commercial (CC) and Neighborhood Center (NC) zones. These changes comply with the initial Planning Commission recommendation following Resolution No. 23-1555 (see Exhibit 2).
- **REVISED:** Chapters 18.36 (NC), 18.38 (CC), 18.42 (B/IP), and 18.44 (I) (starting on Page 5 of 12, **Exhibit 7**)
These four zoning chapters are amended to include the respective cannabis uses in accordance with the changes to the Zoning Use Matrix and the recommendation from Planning Commission.
- **NEW:** Chapter 18.62 Cannabis Regulations (starting on Page 9 of 12, **Exhibit 7**)
This new chapter was purposely numbered 18.62 to occur after Chapter 18.60 (Adult-Oriented Businesses). It provides guidance on location criteria for cannabis uses, additional performance standards, and more. The buffers for elementary or secondary schools are to remain 1,000 feet, whereas the buffers for the other six uses described in WAC 314-55-050(2) are proposed to be 100 feet, which is what the City of Buckley allows. Community Development staff met with the Chief Kiblinger of the Black Diamond Police to ensure there were additional measures to deter criminal activity. In order to mitigate against potential criminal cases associated with future cannabis businesses, the draft regulations include robust performance standards in Section 18.62.030 and extra security features in Section 18.62.060, which go above and beyond what is already required in [WAC 314-55-083](#). For example, we will require bollards to deter smash and grabs. Although not required, these additional standards give good reason for reducing buffers.

PUBLIC HEARING

A public hearing for the Cannabis Regulations code amendments was held on September 10, 2024. No public comments were received. It is important to note that the recommendation from Planning Commission occurred prior to the change from a Conditional Use Permit process to outright establishing the buffers.

SEPA DETERMINATION

After review of the environmental checklist, a SEPA Determination of Non-Significance (DNS) was issued on September 10 with a 14-day comment period ending on 5:00 pm, September 24, 2024. On September 10, 2024, the notice of determination was published in the Seattle Times, posted to the City's website, uploaded to the SEPA register, and emailed to the agencies with jurisdiction.

Pursuant to BDMC 19.04.260, there was no administrative appeal for the SEPA threshold determination. In addition, no comments were received.



COMMERCE REVIEW

The Department of Commerce approved the City's request for expedited review of the cannabis regulations showing the 100-foot buffers on October 24, 2024.

STAFF RECOMMENDATION

Staff recommends approval of the code amendments as proposed with the 100-foot buffers.

APPEALS

Code amendments are a Type 5, legislative decision made by the City Council. The process includes a Public Hearing before the Planning Commission, which occurred on September 10, 2024. There are no administrative appeals of Type 5 decisions, but they may be appealed to the Washington State Growth Management Hearings Board.



City of Black Diamond **PLANNING COMMISSION**

September 22, 2023

Mayor Carol Benson,
Councilmember Tamie Deady,
Councilmember Brad Douglass,
Councilmember Therron Smith,
Councilmember Leih Mulvihill,
Councilmember Kristina de Leon,
Councilmember Nathan Jones,
Councilmember Debbie Page

RE: Resolution No. 23-1555

Dear Mayor and Council,

On behalf of the Black Diamond Planning Commission, I am submitting our recommendations for Resolution No. 23-1555. The Planning Commission was asked to review the marijuana prohibitions outlined in Title 20 of the Black Diamond Municipal Code regulations. The City Council proposed to keep the scope relatively narrow and to focus on five issues outlined in Resolution No. 23-1555 related to the potential of allowing cannabis retail, production, processing, and/or research businesses to be cited in the City limits.

At the August 8th Planning Commission meeting Director Davis reported that the City Council had asked the Planning Commission to review the Marijuana Regulations and to bring back a recommendation at the October City Council meeting. At his meeting Director Davis gave an extensive background summary and provided documents relating to the current zoning map and information regarding setbacks.

The Planning Commission held a Public Hearing on September 12, 2023, to hear testimony and gather public input on the items that were submitted. This meeting was attended by six of the seven members of the Planning Commission. At this meeting there was no public comments regarding the topic. After the public hearing, the Planning Commission deliberated on the five issues outlined in Resolution No. 23-1555.

COMMISSIONERS

John Olson	Chair
Carol Morgan	V. Chair
Kelley Sauskojus	POSN 1
Steve Jensen	POSN 2
Knut Syverson	POSN 3
Pam McCain	POSN 4
Darcey Petersen	POSN 5



City of Black Diamond **PLANNING COMMISSION**

Item #1

Which of the City's current zoning districts would be best suited for the siting of cannabis retail, production, processing, and/or research uses, either as a permitted or conditional use.

The Planning Commission recommends that cannabis retail be restricted to Community Commercial and Neighborhood Commercial. The production/processing/research aspect to be restricted to Business Industrial and Industrial.

Item #2

Whether any additional zones should be created where cannabis retail, production, processing, and/or research would be a permitted and/or conditional use.

The Planning Commission does not recommend additional zones to be created at this time.

Item #3

Whether any additional review criteria should be adopted by ordinance and applied by City Staff when considering cannabis retail, production, processing, and/or research as a conditional use within a specified zone.

The Planning Commission recommends additional review criteria to be included such as lighting, indoor and outdoor employee safety, indoor and outdoor security, looking at the maximum amount of cash which can be onsite, and working with an on-site security company to provide an assessment before any operations could take place

Item #4

Whether the buffers established in state law regarding placement of cannabis-related business near certain other types of establishments should be reduced or expanded.

The Planning Commission recommends keeping the 1,000' buffer on all zones and requiring a conditional use permit to reduce the buffer below 1000' feet.

Item #5

Such other and related land-use issues as the Community Development Director finds would be helpful to the City Council in analyzing the foregoing issues and the potential siting of cannabis retail, producing, processing, and/or research businesses in the City.

The Planning Commission recommends authorizing the Community Development Director to make decisions on such other and related land-use issues that they find would be helpful to the City Council in analyzing the foregoing issues and the potential siting of cannabis retail, producing, processing, and/or research businesses in the City.

Based on the presentation and information provided by City staff, public comments, and the Commissions deliberations, the Planning Commission officially recommends and transmits the recommendations regarding Resolution No. 23-1555.

Sincerely,

A handwritten signature in black ink, appearing to read "JOHN OLSON".

John Olson
Chair
Black Diamond Planning Commission

Exhibit 3 – Sensitive Uses Definitions

The following definitions are from [WAC 314-55-010](#) and are adopted by reference in the proposed cannabis regulations.

1,000-FOOT BUFFERS REQUIRED

"Elementary school" means a school with a physical location for early education that provides the first four to eight years of basic education and recognized by the Washington state superintendent of public instruction.

"Secondary school" means a high and/or middle school with a physical location: A school for students who have completed their primary education, usually attended by children in grades seven to 12 and recognized by the Washington state superintendent of public instruction.

"Playground" means a public outdoor recreation area for children, usually equipped with swings, slides, and other playground equipment, owned and/or managed by a city, county, state, federal government, or metropolitan park district.

CAN BE REDUCED DOWN TO NO LOWER THAN 100 FEET:

"Recreation center or facility" means a supervised center that provides a broad range of activities and events intended primarily for use by persons under 21 years of age, owned and/or managed by a charitable nonprofit organization, city, county, state, federal government, or metropolitan park district.

"Child care center" means an entity that regularly provides child day care and early learning services for a group of children for periods of less than 24 hours licensed by the Washington state department of early learning under chapter 170-295 WAC.

"Public park" means an area of land for the enjoyment of the public, having facilities for rest and/or recreation, such as a baseball diamond or basketball court, owned and/or managed by a city, county, state, federal government, or metropolitan park district. Public park does not include trails.

"Public transit center" means a facility located outside of the public right of way that is owned and managed by a transit agency or city, county, state, or federal government for the express purpose of staging people and vehicles where several bus or other transit routes converge. They serve as efficient hubs to allow bus riders from various locations to assemble at a central point to take advantage of express trips or other route to route transfers.

"Library" means an organized collection of resources made accessible to the public for reference or borrowing supported with money derived from taxation.

"Game arcade" means an entertainment venue featuring primarily video games, simulators, and/or other amusement devices where persons under twenty-one years of age are not restricted.



CITY OF BLACK DIAMOND

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www.blackdiamondwa.gov

September 20, 2024

TO: Mayor and City Council

FROM: Planning Commissioners

SUBJECT: Proposed Cannabis Regulations – Code Amendments

Dear Mayor and Council,

On behalf of the Black Diamond Planning Commission, I am forwarding our recommendation for a proposal to amend the Black Diamond Municipal Code (BDMC) Title 18 for the purpose of allowing Cannabis Establishments as permitted use.

On August 20, 2024, at a special meeting of the Planning Commission, Director Mona Davis provided draft amendments for consideration. The Commissioners reviewed the proposed code amendments to revise BDMC Section 18, Zoning Matrix, and all applicable chapters. New regulations were created and added to new BDMC Section 18.62, which address Findings and Purpose, Location Criteria, Performance Standards, Business Licenses, Signage, and Security Requirements.

The Planning Commission held a Public Hearing during a Regular Meeting on September 10, 2024. At this meeting there were no public comments regarding proposed changes to the zoning code as presented.

Based on the information provided by the city staff, deliberation by the Commissioners, and public comments, the Planning Commission officially recommends and transmits the proposed amendments to the Section 18 Zoning Code for consideration by the City Council.

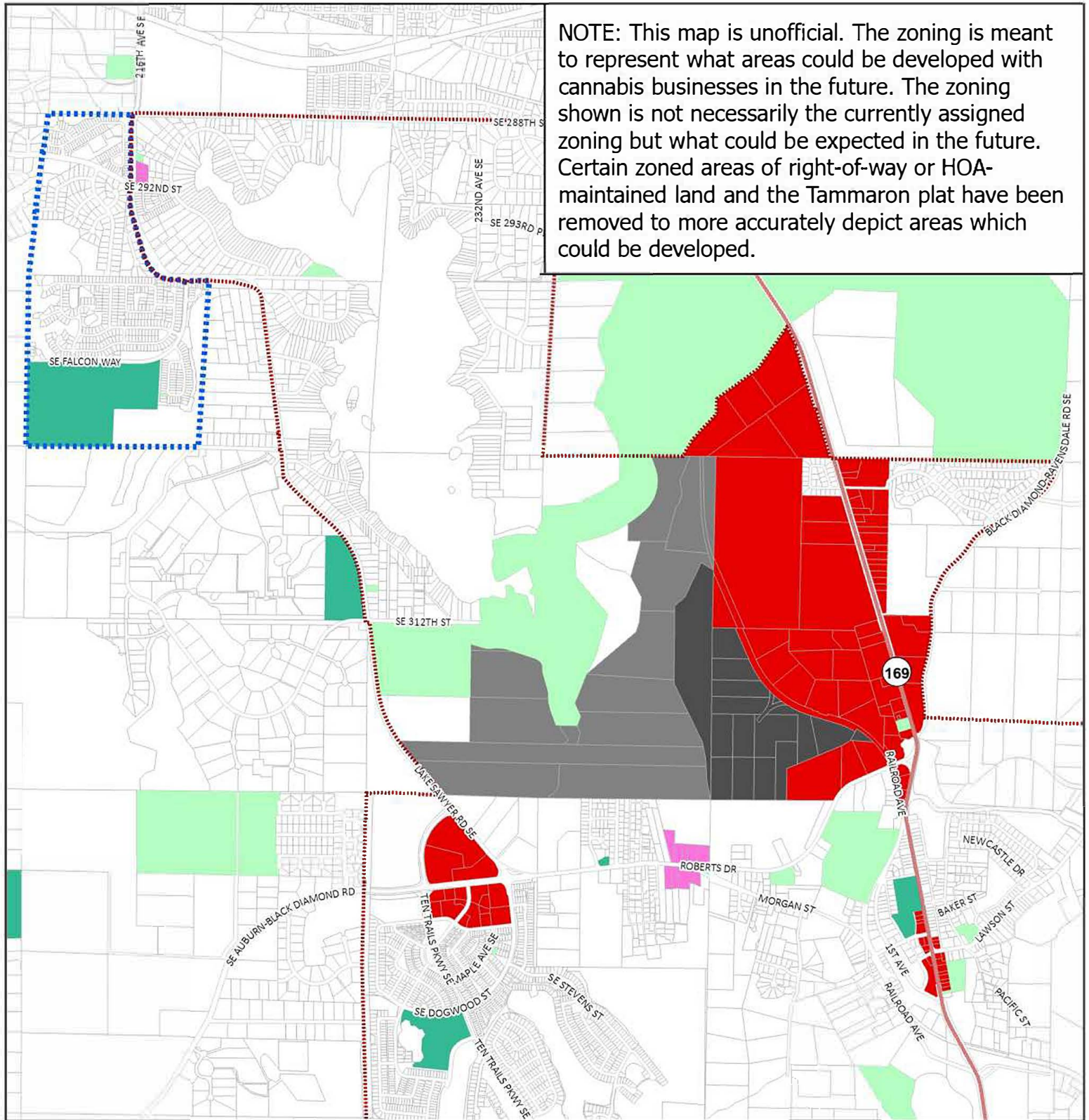
Sincerely,

Carol Morgan
Chair
Black Diamond Planning Commission

Exhibit 5 - Table of cannabis buffers of other cities in Washington

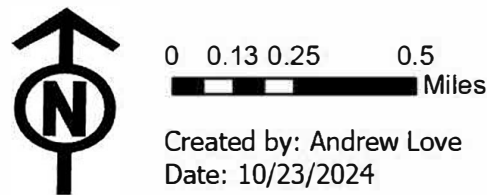
Bellevue, Carnation, Des Moines, Issaquah, Spokane, Maple Valley, Pullman, North Bend, Vancouver, Yakima, Ocean Shores, Aberdeen, Forks maintain the 1,000-foot maximum buffer around all eight sensitive uses described below.

<i>Processors = Pc Producers = Pd Researchers = Rs Retailers = Rt</i>	Buckley (Rt)	Covington (Rt)	Covington (Pc, Pd)	Auburn (Pc, Pd, Rt)	Seattle (Rt)	Seattle (Pc, Pd)	Cle Elum (Pc, Pd, Rs, Rt)	Olympia (Pc, Pd, Rt)	Shelton (Rt)	Shelton (Pc, Pd, Rs)	Tacoma (Rt)	Tacoma (Pc, Pd, Rs)
Elementary or secondary school	1,000	1,000	1,000	2,640	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Playground	1,000	500 <i>(this should be 1,000)</i>	1,000	2,640 <i>(includes private)</i>	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Recreation center or facility	100	500	1,000	2,640 <i>(includes private)</i>	250 or 500 <i>(dependent on zone)</i>	250	500	500	1,000	500	500 or 1,000 <i>(dependent on zone)</i>	1,000
Child care center	100	1,000	1,000	2,640	250 or 500 <i>(dependent on zone)</i>	250	500	500	1,000	500	500 or 1,000 <i>(dependent on zone)</i>	1,000
Public park	100	500	1,000	2,640 <i>(includes private)</i>	250 or 500 <i>(dependent on zone)</i>	250	500	500	1,000	500	500 or 1,000 <i>(dependent on zone)</i>	1,000
Public transit center	100	500	1,000	1,320	250 or 500 <i>(dependent on zone)</i>	250	500	500	1,000	500	100	1,000
Library	100	500	1,000	1,320	250 or 500 <i>(dependent on zone)</i>	250	500	500	1,000	500	500 or 1,000 <i>(dependent on zone)</i>	1,000
Game arcade (<21)	100	500	1,000	2,640	250 or 500 <i>(dependent on zone)</i>	250	500	500	1,000	500	500 or 1,000 <i>(dependent on zone)</i>	1,000



NOTE: This map is unofficial. The zoning is meant to represent what areas could be developed with cannabis businesses in the future. The zoning shown is not necessarily the currently assigned zoning but what could be expected in the future. Certain zoned areas of right-of-way or HOA-maintained land and the Tammaron plat have been removed to more accurately depict areas which could be developed.

Exhibit 6 - Cannabis Buffer Maps
Map 1: Depicting Sensitive Uses for Reference Only
(no buffers)



Legend

- City Limits
- UGA
- Sensitive Uses - 1,000ft
- Sensitive Uses - 100ft to 1,000ft
- Neighborhood Center
- Community Commercial
- Business/Industrial Park
- Industrial

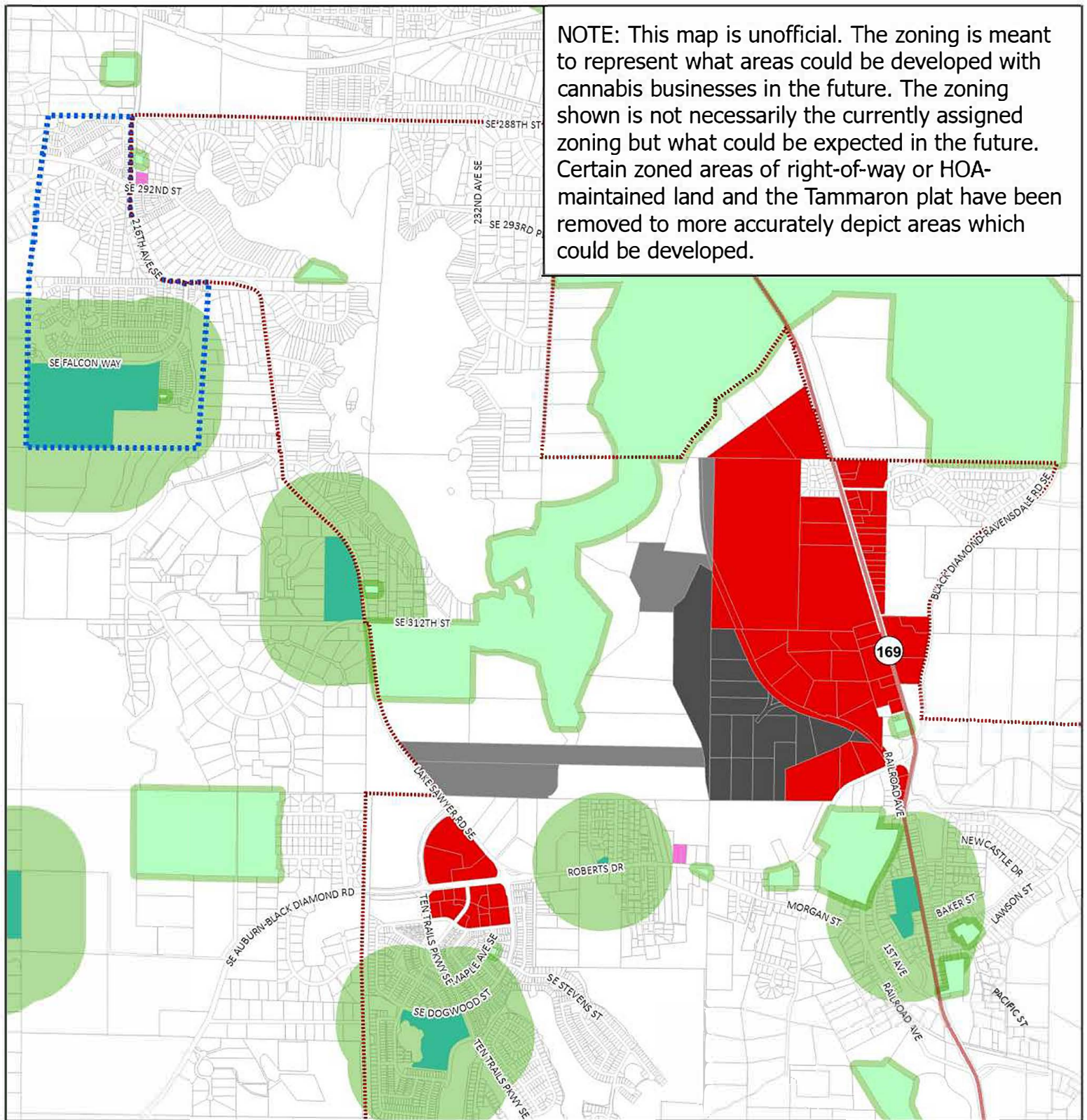
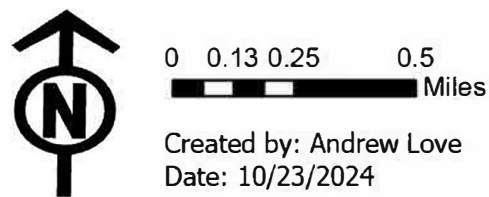


Exhibit 6 - Cannabis Buffer Maps
Map 2: 100-Foot Buffers
 (where applicable)



Legend

- | | |
|-----------------------------------|--------------------------|
| City Limits | Neighborhood Center |
| UGA | Community Commercial |
| Buffers | Business/Industrial Park |
| Sensitive Uses - 1,000ft | Industrial |
| Sensitive Uses - 100ft to 1,000ft | |

NOTE: This map is unofficial. The zoning is meant to represent what areas could be developed with cannabis businesses in the future. The zoning shown is not necessarily the currently assigned zoning but what could be expected in the future. Certain zoned areas of right-of-way or HOA-maintained land and the Tamaron plat have been removed to more accurately depict areas which could be developed.

Created by: Andrew Love
Date: 10/23/2024

	City Limits		Community Commercial
	UGA		Business/Industrial Park
	Buffers		Industrial
	Sensitive Uses - 1,000ft		
	Sensitive Uses - 100ft to 1,000ft		

NOTE: This map is unofficial. The zoning is meant to represent what areas could be developed with cannabis businesses in the future. The zoning shown is not necessarily the currently assigned zoning but what could be expected in the future. Certain zoned areas of right-of-way or HOA-maintained land and the Tamaron plat have been removed to more accurately depict areas which could be developed.

Created by: Andrew Love
Date: 10/23/2024

	City Limits		Sensitive Uses - 100ft to 1,000ft
	UGA		Community Commercial
	Buffers		Industrial
	Sensitive Uses - 1,000ft		

CITY COUNCIL AGENDA BILL

City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010

ITEM INFORMATION		
SUBJECT: Ordinance adopting the 2025 Budget	Agenda Date: December 5, 2024	AB24-086
	Mayor Carol Benson	
	City Administrator	
	City Attorney David A. Linehan	
	City Clerk – Brenda L. Martinez	
	Community Dev – Andy Williamson	
	Finance – Xavier Mason	X
	MDRT & Ec Dev – Andy Williamson	
	Police – Chief Kiblinger	
Cost Impact (see also Fiscal Note):	Public Works – Scott Hanis	
Fund Source: Various	Court – Judge Swain/Tawnya Parks	
Timeline:		
Agenda Placement: ☒ Mayor ☐ Two Councilmembers ☐ Committee Chair ☐ City Administrator		
Attachments: Ordinance; 2025 Final Budget Document; Exhibit A - 2025 Salary Schedule		
SUMMARY STATEMENT: The City of Black Diamond Council has reviewed the 2025 Budget at work-study meetings held on September 19, 2024, September 26, 2024, October 3, 2024, October 17, 2024. Additionally, Public Hearings were held on November 7, 2024 and November 21, 2024. A work-study council meeting was held on October 17, 2024; to review General Fund Revenue and Expenditures and a possible one percent Property Tax increase and a Public Hearing was held on October 17, 2024, to hear public input of the possible property tax increase. Public Hearings were held on November 7 and November 21, 2024, on the 2025 Budget Document and Attachment A 2025 Salary Schedule. The 2025 Budget document was available on the city website before all public hearings. The 2025 Budget is in balance for all Operating, Special and Capital funds. The Ordinance adopting the 2025 Budget is adopted at the fund level along with Exhibit A -for the 2025 Salary Schedule which is attached. State law requires that our 2025 Budget be adopted by December 31 of each year, which then authorized the city to pay employees and bills and other expenditures effective during 2025. FISCAL NOTE (Finance Department): The Mayor’s proposed 2025 budget document includes balanced sources and uses for each of the cities Funds.		
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: Numerous work session and Public Hearing meetings were held on the 2025 Preliminary Budget.		
RECOMMENDED ACTION: MOTION to approve Ordinance No. 24-2015 adopting the 2025 Budget.		
RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
December 5, 2024		

ORDINANCE NO. 24 -2015

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF BLACK DIAMOND, KING COUNTY, WASHINGTON,
ADOPTING THE BUDGET FOR CALENDAR YEAR 2025**

WHEREAS, the Preliminary Budget was submitted to the City Council by the Mayor on November 7, 2024, and

WHEREAS, the City Council held Work Session on the 2025 Budget on September 19, 2024, September 26, 2024, October 3, 2024, October 17, 2024, and on November 7, 2024 and November 21, 2024 Public Hearings were held; and

WHEREAS, the 2025 Budget must be adopted by 12/31/2024 for the City to have legal authority to pay employees and/or bills beginning January 1, 2025; and

WHEREAS, a copy of the Budget document was on file with the City Clerk for examination by the public during the time it was being considered by the City Council; now, therefore,

THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. The annual budget of the City of Black Diamond for the 2025 calendar year, a reference copy of the document which is on file with the City Clerk and is posted on the city website, is hereby adopted at the fund level as the annual budget for the City of Black Diamond for the calendar year 2025.

Section 2. The budget and information contained herein remain provisional to the extent they are subject to mandatory bargaining with the City's collectively bargained employees as required by Washington law.

Section 3. The total estimated revenue from all sources and expenditures by fund as set forth in the 2025 budget document is adopted as follows:

City of Black Diamond 2025 Preliminary Budget		Estimated Sources	Estimated Uses
001	General Fund	\$20,915,569	\$20,915,569
101	Street Fund	\$993,253	\$993,253
107	Fire Impact Fee Fund	\$1,814,030	\$1,814,030
108	Transportation Benefit District Fund	\$366,157	\$366,157

109	Traffic Mitigation Fee Fund	\$112,942	\$112,942
110	ARPA Fiscal Recovery Funds	\$0	\$0
111	School Impact Fees	\$0	\$0
112	Traffic Impact Fees	\$211,155	\$211,155
310	General Government Capital Projects Fund	\$2,275,862	\$2,275,862
320	Street and Public Works Capital Projects Fund	\$3,188,550	\$3,188,550
401	Water Fund	\$3,428,680	\$3,428,680
407	Sewer Fund	\$3,014,155	\$3,014,155
410	Stormwater Fund	\$1,370,125	\$1,370,125
510	Internal Service Fund	\$964,754	\$964,754
	Total 2025 Budget	\$44,929,134	\$44,929,134

Section 4. This Ordinance shall include the 2025 Salary Schedule as shown in the attachment as Exhibit A.

Section 5. This Ordinance shall be in full force and effect five days after its passage, approval, posting and publication in summary form as provided by law.

Passed by a majority of the City Council at a regular meeting on this 5th day of December 2024.

Mayor Carol Benson

Attest:

Brenda L. Martinez, City Clerk

APPROVED AS TO FORM:

David Linehan, City Attorney

Published:

Posted:

Effective Date:

Exhibit A: City of Black Diamond Salary Schedule

Budgeted 2025 Positions	2025 Salary Schedule	Step 1	Step 2	Step 3	Step 4	5 & On
✓	City Administrator	14,347	15,065	15,818	16,609	17,439
	Assistant City Administrator	8,820	9,262	9,703	10,144	10,585
	City Attorney	8,961	9,409	9,879	10,373	10,891
✓	Court Administrator	7,385	7,754	8,142	8,549	8,978
✓	Judicial Specialist II	4,837	5,240	4,723	6,048	6,450
	Judicial Specialist I (hourly)	25.36	27.51	29.60	31.72	33.82
	Human Resources Director	9,400	9,902	10,405	10,906	11,413
✓	City Clerk/HR Manager	9,400	9,902	10,405	10,906	11,413
✓	Deputy City Clerk	5,639	6,034	6,428	6,822	7,217
✓	Administrative Assistant III	5,596	5,877	6,172	6,479	6,805
✓	Finance Director	10,266	10,778	11,318	11,883	12,478
✓	Deputy Finance Director	8,423	8,790	9,269	9,750	10,230
✓	Senior Accountant	6,349	6,666	7,000	7,350	7,715
✓	Accounting Clerk/Utility Billing Specialist	5,240	5,505	5,779	6,067	6,370
✓	Administrative Assistant II	4,742	4,978	5,228	5,489	5,764
	Administrative Assistant I	2,586	2,793	2,998	3,205	3,410
	Accounts Payable Clerk (hourly)	25.07	26.33	27.64	29.02	30.48
	Accountant 1 Journey (hourly)	18.24	19.14	20.09	21.10	22.16
✓	Information Services Manager	9,168	9,699	10,228	10,756	11,286
✓	Comm. & Infor. Svs/Admin Sup.Tech II	6,349	6,666	7,000	7,350	7,715
	Comm. & Infor. Svs/Admin Sup.Tech I	4,742	4,978	5,228	5,489	5,764
✓	Police Chief	13,485	13,944	14,501	14,868	15,402
✓	Police Commander	12,111	12,534	12,902	13,271	13,697
✓	Police Sergeant	10,923	11,536	-	-	-
✓	Police Officer	7,436	8,240	9,041	9,801	-
✓	Police Records Coordinator	5,639	6,034	6,428	6,822	7,217
✓	Police Clerk	4,852	5,095	5,350	5,617	5,897
	Police Clerk (hourly)	28.00	29.39	30.86	32.41	34.02
✓	MDRT & Economic Director	10,125	10,632	11,165	11,721	12,308
✓	Construction Inspector Supervisor	8,728	9,231	9,735	10,237	10,742
✓	Construction Inspector	7,336	7,759	8,184	8,605	9,027
✓	MDRT Senior Accountant (hourly)	36.63	38.46	40.39	42.40	44.51
	MDRT Planner (hourly)	28.49	30.49	32.49	34.48	36.47
✓	Community Dev/Nat Resources Director	10,125	10,632	11,165	11,721	12,308
✓	Building Official	8,728	9,231	9,735	10,237	10,742
✓	Code Compliance Officer/Building Inspector	6,214	6,525	6,852	7,194	7,552
✓	Senior Planner	7,115	7,469	7,844	8,234	8,647
	Permit Technician Supervisor	7,221	7,550	7,878	8,207	8,535
✓	Permit Technician	5,924	6,341	6,754	7,170	7,581
	Permit Technician (hourly)	34.18	36.59	38.97	41.37	43.74
✓	Assistant Planner / Permit Technician	5,639	6,034	6,428	6,822	7,217
	Parks Department Director	8,233	8,673	9,115	9,556	9,996
✓	Public Works Director	10,125	10,637	11,170	11,729	12,315
✓	Operations & Maintenance Superintendent	8,728	9,231	9,735	10,237	10,742
✓	Capital Projects Program Manager	8,399	8,820	9,259	9,723	10,209
✓	Stormwater Coordinator	7,115	7,364	7,621	7,888	8,205
✓	Facilities Equipment Coordinator	5,950	6,341	6,754	7,170	7,581
✓	Public Works Administrative Asst. III	5,596	5,877	6,172	6,479	6,805
✓	Public Utilities Operator	6,334	6,650	6,982	7,333	7,698
✓	Utility Worker II	5,659	5,944	6,240	6,553	6,880
✓	Utility Worker I	4,808	5,048	5,301	5,562	5,843
✓	Utility Worker Seasonal (hourly)	19.67	23.81	-	-	-

CITY COUNCIL AGENDA BILL

City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010

ITEM INFORMATION		
SUBJECT: Ordinance amending the 2024 Budget Ordinance 23-1197 to add excess revenues and grants received during 2024 and their related expenditures in excess of estimates.	Agenda Date: December 5, 2024 AB24-087	
	Mayor Carol Benson	
	City Administrator	
	City Attorney David A. Linehan	
	City Clerk – Brenda L. Martinez	
	Community Dev – Andy Williamson	
	Finance – Xavier Mason	X
	MDRT & Ec Dev – Andy Williamson	
	Police – Chief Kiblinger	
Cost Impact (see also Fiscal Note): \$1,034,199		
Fund Source: --Various	Public Works – Scott Hanis	
Timeline: 12/31/2024	Court – Judge Swain/Tawnya Parks	
Agenda Placement: ☒ Mayor ☐ Two Councilmembers ☐ Committee Chair ☐ City Administrator		
Attachments: Ordinance; Exhibit A & Detailed Budget Adjustment		
SUMMARY STATEMENT: Washington State law RCW 35A.120 allows budget amendments for funds or grants received more than estimates during the fiscal year. The 2024 budget amendment ordinance needs to be approved to provide the necessary Budgets for the additional revenues and expenditures before December 31, 2024, to avoid exceeding expenditure budgets and possible financial audit issues. A significant portion of the amendments recur around capital projects and transfers that were not anticipated at the outset of the 2024 budget year, such as transfers for the continuation of the Community Development Comprehensive Plan and Future Campus Planning. Additionally, the budget amendment covers the inclusion of excess revenue in the General Fund and the operating funds in Streets, Water, Sewer, and Stormwater that have excess 2024 revenue that is needed to cover costs that were not anticipated when the budgets were adopted last year. All additional costs are covered by grants, or excess revenue per the requirements of the RCW's. FISCAL NOTE (Finance Department): The \$1,034,199 Budget Amendment Ordinance for 2024 needs to be adopted before 12/31/2024 to cover the excess unanticipated revenues and expenditures for 2024.		
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: The Finance Committee reviewed the 2024		

budget amendment Ordinance at their November 14, 2024, finance committee meeting.		
RECOMMENDED ACTION: MOTION to approve Ordinance No. 24-2016 adopting the 2024 Budget Amendment.		
RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
November 21, 2024	Meeting cancelled	
December 5, 2024		

ORDINANCE NO. 24-2016

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, AMENDING THE BUDGET FOR CALENDAR YEAR 2024 AS ADOPTED BY ORDINANCE 23-1197 FOR MEANS OF APPROPRIATIONS, ADJUSTMENTS AND TRANSFERS WITHIN VARIOUS FUNDS IN ACCOUNTS IN THE 2024 BUDGET

WHEREAS, RCW 35A.33.120(4) allows budget amendments to be authorized by ordinance for funds received in excess of estimated Revenues during the fiscal year if those amounts exceed the amounts set forth in Ordinance No. 23-1197; and

WHEREAS, it is necessary to adjust those accounts and/or funds by means of appropriation adjustments and transfers for the 2024 Budget.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 3 of Ordinance 23-1197 for the 2024 Budget is hereby amended with the following additions:

City of Black Diamond 2024 Budget Amendment			
Fund	Name	Revenues	Expenditures
001	General Fund	\$435,000	\$435,000
101	Street Fund	\$0	\$0
109	Traffic Mitigation Fee Fund	\$0	\$0
110	ARPA Fiscal Recovery Funds	\$0	\$0
310	General Fund Capital Improvement Fund	\$529,824	\$529,824
320	Public Works Capital Improvement Fund	\$14,775	\$14,775
401	Water Fund	\$17,500	\$17,500
407	Sewer Fund	\$7,100	\$7,100
410	Stormwater Fund	\$30,000	\$30,000
510	Internal Service Fund	\$0	\$0
	Total 2024 Budget	\$1,034,199	\$1,034,199

Section 2. This Ordinance shall be in full force and effect five days after its passage, approval, posting and publication in summary form as provided by law.

Introduced on 5th day of December 2024.

Passed by a majority of the City Council at a Regular Council meeting held on this 5th day of December 2024.

Mayor Carol Benson

Attest:

Brenda L. Martinez, City Clerk

APPROVED AS TO FORM:

David Linehan, City Attorney

Published:

Posted:

Effective Date:

Out of Budget Expenditures

Budget Change Detail Worksheet - November 2024

	REVENUE			EXPENSES			Approved Resolution	
	Was	Should Be	Rev Bud Change	Was	Should Be	Exp Bud Change		
	General Fund 001							
1	Property Taxes	2,830,000	3,094,980	264,980				
2	Sales Taxes	1,300,000	1,320,000	20,000				
	Community Development Revenue	1,403,000	1,489,629	86,629				
3	DOE Middle Housing Grant	0	25,000	25,000				
	Police Department Revenue	479,914	518,305	38,391				
4	Animal Control Professional Services			15,000	40,000	25,000		
5	Middle Housing Grant			0	25,000	25,000		
6	Long Range Planning			125,000	160,000	35,000		
7	Transfer to Comp Plan update			0	150,000	150,000		
	Transfer to Future Campus Planning			0	200,000	200,000		
8	Total General Fund Budget Change	6,012,914	6,447,914	435,000	140,000	575,000	435,000	
9								
10	Street Fund 101							
11	Gas Tax & Interest income							
12	Street Signs							
13	Traffic Signal Mtc							
14	Total Street Fund Budget Change	0	0	0	0	0	0	
15								
16	Traffic Mit Fund 109							
17	Traffic Mit. Fees							
18	Traffic Improvements exp							
19	Total Traffic Mit. Fund Budget Change	0	0	0	0	0	0	
20								
21								
22	General Fund Capital Improvement Funds 310							
23	Investment Interest	0	47,241	47,241				
24	2024 Comp Plan DOE Grant & Update	0	62,500	62,500				
25	2024 Comp Plan Transfer from General Fund	0	150,000	150,000				
26	REET I Transfer for Boat Dock & Lift Project	0	54,018	54,018				
	General Fund Transfer for Future Campus Plannning	0	200,000	200,000				
27	Community Development Comprehensive Plan				125,259	385,000	259,741	
28	Dock & Boat Shelter Staff Cost				0	8,000	800	
29	Dock & Boat Shelter Cost				184,628	237,846	53,218	
30	Cemetary Rehab Grant	0	16,065	16,065				
31	Cemetary Rehab Supplies				0	5,000	5,000	
32	Cemetary Rehab Projection Cost				0	11,065	11,065	
	Future Campus Planning				1,698,119	1,898,119	200,000	
33	Total Gen Govt Capt Projects Budget Change	0	529,824	529,824	2,008,006	2,545,029	529,824	
34								
35	Public Works Capital Projects 320							
36	CIP Investment Interest	0	14,775	14,775				
37	Downtown Pedestrian and Bike Study				39,225	48,000	8,775	
38	Preservation Management Costs				0	6,000	6,000	
39	Total Public Works Capital Budget Change.	0	14,775	14,775	39,225	54,000	14,775	
40								
41	Water Utility Fund 401							
42	Water, Hydrant, Irrigation & misc Rev							

43	Water Investment Interest	24,000	38,000	12,000			
44	Water Review, Inspection, Eng	14,000	19,500	5,500			
45	Tacoma Water Purchase						
46	Gym & Shop Water Main Extension				0	17,500	17,500
47	Total Water Fund Budget Change	38,000	57,500	17,500	0	17,500	17,500
48							
49	Sewer Funds 407						
50	Interest Income	0	7,100	7,100			
51	Chopper Pump Installation				35,000	42,100	7,100
52	Total Sewer Fund Budget Change	0	7,100	7,100	35,000	42,100	7,100
53							
54	Stormwater Funds						
55	Stormwater Capacity Grant	0	30,000	30,000			
56	Stormwater Professional Services Engineer Review				30,000	40,000	10,000
57	Building and Property Lease				0	20,000	20,000
58	Trf out to Storm Reserve						
59	Stormwater Mgmt. Action Plan						
60	Total Stormwater Fund Budget Change	0	30,000	30,000	30,000	60,000	30,000
61							
62	Equipment Replacement Funds						
63	Fire Equip-close old fund						
64	Trf to 310-031 current Fire Equip Fund						
65	Pw Beg C&I						
66	PW Major Equip Repair						
67	Fed Grant for Marine Boat Replacement						
68	Total Equipment Replacement Fund Budget Change	0	0	0	0	0	0
69							
70	Total 2024 Budget Change	6,050,914	7,087,113	1,034,199	2,252,231	3,293,629	1,034,199

**City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010**

[illegible]

RESOLUTION NO. 24-1648

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BLACK DIAMOND, KING COUNTY, WASHINGTON,
AMENDING THE CITY FEE SCHEDULE AND INCLUDE
THE 2025 UTILITY RATE SCHEDULE**

WHEREAS, the Black Diamond City Council last amended the City Fee Schedule by Resolution No. 23-1528 on December 4, 2023; and

WHEREAS, the City needs to update its Fee Schedule annually to include the new Utility Rate Schedule, and which is set to take effect on January 1, 2025; and

WHEREAS, on November 21, 2024, the City held a public meeting on the proposed new 2025 Fee Schedule and 2025 billing rates for the City's utility services;

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

Section 1. The City Council hereby amends the City Fee Schedule to include the updated Utility Rate Schedule, reflecting the utility rates for the City's water, sewer, and stormwater utility services, as adopted in Ordinance and approving the 2025 Utility Rate Schedule.

PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 5TH DAY OF DECEMBER 2024.

CITY OF BLACK DIAMOND:

Carol Benson, Mayor

Attest:

Brenda L. Martinez, City Clerk

2025 FEE SCHEDULE



Adopted by Council
11/21/2024
Resolution No.
24-xxxx

City of Black Diamond 2025 Fee Schedule

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Utility Rate Schedule & Fees (2025)	Last Page
School, Traffic, & Fire Impact Fees can be found within the BDMC	

LINE NUMBER	FEE TITLE	DESCRIPTION	FEE
1	POLICE		
2	Fingerprinting		\$25
3	Concealed Pistol License	Original license	Per state law
4	Renewal	Valid license renewal	\$32
5	Late	Within 90 Days after expiration	\$42
6	Replacement		\$10
7	Process Service	Civil and Court	\$25
8	Mileage for process service		Current IRS rate
9	False Alarm Responses	First occurrence	None
10		Second occurrence per year	\$50
11		Third or more occurrence per year	\$75
12	Discovery - Copies	No charge for one copy of documents provided in compliance with Defense Requests on Municipal Court Cases	None
13	Traffic School Fee	Equal to amount of unscheduled traffic as set forth in IRLJ 6.2, plus statutory costs and assessments. All assessments and other costs that are required by statute or rule to be added to the base penalty.	Same as infraction penalty amount
14	Police Reports	Per Case Reports	\$.15/page
15	Off-Duty Rates	Minimum 3-hour rate applies	\$137.50/hour, except for command level staff or higher, or will bill at their actual rates
16	Photograph Copies	Each	\$0.15
17	CD Reproduction	Each	\$1.50
18	Firearms Dealer Fee	Annual - set by US Government	\$125
19	Firearms Clearance Letter	For foreign countries	\$15
20	Local Record Clearance Letter	In-house records check	\$15
21	Staff Redaction Time for Body-Worn Camera Recordings	Time spent redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of a body-worn camera recording. The city will charge all requestors requesting body-worn camera footage except those listed in RCW 42.56.240(e)(i). These charges are based on the average per-minute salary of the City employee responsible for video redaction.	\$1.00/min.
22	Work Crew	Screening fee (non-refundable)	\$25
23		Per day, state fee	\$15
24	Work Release	Per day, payable in advance	Per contract
25	BUSINESS LICENSES		
26	Fees paid through the Department of Revenue: http://secure.dor.wa.gov/home/		

27	CEMETERY		
28	Casket Burial	Coordination, excavation; liner and installation; casket placement; backfill and compaction; landscaping	\$1,500
29	Tent for Service in the Rain	Set-up the tent, take-down, dry in warehouse	\$200
30	Vault		Actual Cost
31	Saturday Service Fee	Additional charge to be added to burial costs	\$1,000
32	Placement of Cremated Remains	Site measurements, location records, excavation, and restoration	\$200
33	Saturday Placement of Cremated Remains	Site measurements, location records, excavation, and restoration	\$600
34	Plot	Per plot	\$1,500
35	Niche Purchase		\$600
36	Niche Remain Placement	Open/close; secure and record	\$200
37	Saturday Niche Remain Placement	Open/close; secure and record	\$600
38	Headstone Placement	Excavation and setting according to cemetery standards. Normal up to 44" x 20" (880 sq. in.)	\$250
39	Headstone Placement - Large	Larger than 44" x 20" (example 45" x 21") 45x21=945sq. in. 945-880=65sq. in x \$.50=\$32.50	\$.50 per square inch in excess of 880sq. in.
40	Exhumation		\$5000 or actual contract cost, whichever is greater
41	PARKS		
42	Park Use		\$250
43	Gym Rental	Drop-in, over 18	\$3 per person
44		Sports or special events	\$40 per hour
45		Contract events	Per Contract
46		Cancellation fee (24-hr notice required for cancellation)	50% of Rental Fee (min. \$20)
47	Daily Parking Fee at Boat Launch	Per vehicle	\$10
48	Annual Parking Pass - Lake Sawyer	Per vehicle (non-transferable)	\$120
49	Annual Parking Pass - Lake Sawyer	Per vehicle for senior citizen (65-yr and older)	\$70
50	Annual Parking Pass - Lake Sawyer	Per vehicle for persons with a valid state of Washington disabled vehicle permit	\$70
51	Lost Parking Pass Replacement or Change in Vehicle		\$10
52	MISCELLANEOUS		
53	Methods of Release of Records		
54	Inspection of Records	Inspection of agency records on agency public internet website or scheduled at agency	No fee
55		Access or downloading records posted on City's public internet website	No fee
56	Standard Copies of Physical Records		
57		8.5x11 black and white or color	\$.15 per printed page
58		8.5x14 black and white or color	\$.15 per printed page
59		11x17 black and white or color	\$.15 per printed page
60		Outsourced copies any size	Actual cost*
61		Large formatting plan and maps	Actual cost*

62	Electronic Records		
63		Use of FTP or cloud drive service or emailing records	\$.10 per gigabyte; no charge if less than 1GB or \$.05 per every 4 files
64		Scanning physical records to electronics format	\$.10 per page (single or double sided)
65		USB or other storage device	Actual cost*
66		Video or audio tape reproduction	Actual cost*
67		Mailing of physical records or electronics on storage device	Cost of device plus the actual cost of envelope and postage
68		Date compilations prepared or access as a customize service (cost is in addition to copy fees above)	Actual cost*
69		Copy charges above may be combined to the extent more than one type of charge applies to copies released in response to a particular records request	
70		*Actual cost may fluctuate based on current purchase prices	
71	Photocopying	Materials copied on the copier on legal, letter, or ledger size paper (includes packet material, ordinances, resolutions, minutes, contract, etc.)	\$.15/page
72	Transcription Preparation		Actual cost
73			\$300
74	City Clerk Certification of Documents		\$1
75	King Co. Recording Fee		Actual cost from King County
76	Return Check Fee/NSF Fee		\$35
77	Public Notice Boards (BDMC 18.08)		Actual cost
78	Newspaper Advertising		Actual cost
79	Liquor Use Permit		\$25
80	Maps and Plans		
81		Oversized 18x24 or larger (black and white)	\$5
82		Color	\$7
83		11x17	\$3
84	Code/Comprehensive Planning Documents Reproduction		
85	Zoning Code		Actual cost
86	Comprehensive Plan		Actual cost
87	Water Comprehensive Plan		Actual cost
88	Sewer Comprehensive Plan		Actual cost
89	Engineering Design and Construction Standards/Guidelines		\$100
90		Each section	\$10
91	Municipal Code		Actual cost
92	Technology Fee	The technology fee for permit tracking software costs is applied to all applications	\$45 + \$3 per \$10,000 in project valuation
93	Referrals to Collection Agency		Total debt referred
94		Assigned accounts	Total debt referred, + 20% per RCW 19.16.500
95		Legal accounts	Total debt referred, + 30% per RCW 19.16.500
96	Solicitor License		\$100

97	CITY STAFF RATES		
98	Staff rates are based on hourly rates provided by Finance department at time of billing, or per contract for contract employees.*Additional 10% admin fee applies*		
99	PLANNING/LAND USE		
100	Preliminary Plat	Base application fee	\$2,388
101		Per lot charge	\$100
102		Public Works per lot charge	\$100
103		Plat revision	\$1,812
104		Time extension - 1 year	\$1,050
105	Final Plat	Base application fee	\$4,238
106		Plat alteration	\$1,812
107		Public Works Engineering review per lot charge	\$100
108	Binding Site Plan	Base application fee	\$2,918
109		Public Works Engineering review	\$1,945
110	Preliminary Short Plat	Base application fee	\$1,944
111		Public Works base application fee	\$1,944
112	Short Plat Revision		\$1,944
113	Final Short Plat	Application fee	\$1,040
114		Public Works Engineering final review	\$100/lot
115	Lot Line Adjustment	Application fee	\$1,019
116		Public Works Engineering final review	\$152
117	Lot Line Elimination	Application fee	\$442
118		Public Works Engineering final review	\$152
119	Master Planned Development	Application fee	\$26,250
120		Per acre charge	\$100
121	Development Agreement	Application fee	\$1,575
122		Staff review time	Staff hours
123	Annexation		\$10,000 deposit, cost
124	Postage		Actual cost
125	Conditional Use Permit	Application fee	\$2,918
126		Public Works Engineering review	\$500
127	Conditional Use Permit - Administrative		\$1,459
128	Variance	Single family lot	\$1,944
129		All others	\$2,384
130	Variance - Administrative		\$1,504
131	Accessory Dwelling Unit		\$1,064
132	Shoreline Exemption		\$487
133	Shoreline Substantial Development		\$2,824
134	Shoreline Variance		\$2,824
135	Shoreline Conditional Use		\$2,824
136	Site Plan Review		\$2,824
137		Public Works Engineering review per acre	\$100
138	Comprehensive Plan Amendment	Application fee	\$2,734
139	Text Amendment, Title 16-19	Application fee	\$2,734
140	Rezone	Application fee	\$2,734
141	SEPA Checklist		\$597
142	Additional Reports	For each additional study	\$267

143	In the review of land-use permit application including but not limited to environmental (SEPA) review, the City may determine that such review requires the retention of professional consultant services. In addition to the above development fees that an applicant is required to submit, the applicant shall also be responsible for reimbursing the City for the cost of professional consultant services if the City determines that such services are necessary to complete its review of the application submittal. The City may also require the applicant to deposit an amount with the City, which is estimated, at the discretion of the Community Development Director, to be sufficient to cover anticipated costs of retaining professional consultant services and ensure reimbursement to the City for such costs.		
144	Environmental Impact Statement	Per consultant contract	Contract
145	Appeal of Administrative Decision, SEPA Decision, and/or Notice of Violation Fee (filing fee is \$690.00, which must be paid before the appeal deadline)	Where the appellant prevails in the appeal, reimbursement may be requested of the city	\$690
146	Temporary Use Permit	Application fee	\$532
147	Transfer Development Rights		
148	Development Right Certificate	BDMC 19.24.060(D)(4)	\$525
149	Transfer Fee	Per development credit BDMC 19.24.090	\$50
150	Treasured Place Status		\$263
151	Reasonable Use Exception	Application fee	\$487
152	Sensitive Areas Permit	Application fee	\$1,147
153	Sensitive Area Utility Exception	Application fee	\$1,050
154	Formal Code Interpretation/Lot Status	Application fee	\$487
155	Pre-Application Meeting	1 hour meeting/review	\$267
156		Additional Meetings	Staff time
157	Hearing Examiner	Hearing Fee	\$1,800
158		Plus Examiner Costs	Actual cost
159	Public Notice Boards	Per BDMC 18.08	Actual cost
160	BDMC 2.62.012 may require the posting of a deposit and payment of actual city costs for certain permits.		
161	Late Fee (if not paid within 30 days of invoicing)	Per month	\$25
162	SIGNS, TREES, FIREWORKS & SPECIAL EVENTS		
163	Sign Permit	Wall/Awning, Electric	\$225
164		Wall/Awning, Non-Electric	\$205
165		Freestanding/Ground/Monument, Electric	\$265
166		Freestanding/Ground/Monument, Non-Electric	\$245
167	Street Sign Charge	Sign Post	Actual cost
168		Installation	\$138
169	Tree Permit	Exemption review	\$110
170		Level 1 Tree Removal	\$267
171		Level 2 Tree Removal	\$487
172	Heritage Tree		\$250
173	Fireworks Display	Plan review and inspection fee	Per contract
174	Temporary Fireworks Stand	Permit fee	\$200
175		Fire review	Per contract
176		Fire inspection	Per contract
177	Special Event Permit		\$100
178		Deposit required for events over 150 people	Amount set by size/length of event (\$500 - \$10,000)

179	BUILDING PERMIT FEES		
180	On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the Fee Schedule as established by the applicable governing authority. The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official.		
181	General		
182	Total Project Valuation	\$1.00 to \$500	\$35
183		\$501 to \$2,000	\$35 for first \$500, + \$7 per each additional \$100 or fraction thereof up to and including \$2,000
184		\$2,001 to \$25,000	\$140 for first \$2,000, + \$17 per each additional \$1,000 or fraction thereof up to and including \$25,000
185		\$25,001 to \$50,000	\$531 for the first \$25,000, + \$14 per each additional \$1,000 or fraction thereof up to and including \$50,000
186		\$50,001 to \$100,000	\$881 for the first \$50,000, + \$13 per each additional \$1,000 or fraction thereof up to and including \$100,000
187		\$100,001 to \$500,000	\$1,531 for the first \$100,000 + \$13 per each additional \$1,000 or fraction thereof up to and including \$500,000
188		\$500,001 to \$1,000,000	\$6,731 for the first \$500,000, + \$9 per each additional \$1,000 or fraction thereof up to and including \$1,000,000
189		\$1,000,000 and up	\$11,231 for the first \$500,000, + \$9 per each additional \$1,000 or fraction thereof
190	Building Plan Review Fee (state surcharges may apply)		65% of the permit fee, see above based on project valuation per ICC current valuation table
191	Other Inspections and Fees		\$138 per hour
192	Change of Use	Permit fee and plan review fee (65% of permit fee)	Based on project valuation per ICC current valuation table
193	Tenant Improvement	Permit fee and plan review fee (65% of permit fee)	Based on project valuation per ICC current valuation table
194		Annual fire inspection	Per contract
195	Re-Roof Permit - Residential	Permit fee	\$138
196	Re-Roof Permit - Commercial/MF	Permit fee and plan review fee (65% of permit fee)	Based on project valuation per ICC current valuation table
197	Miscellaneous Permit	Permit fee	\$100 deposit and actual cost
198	Working Without a Permit	Permit fee	Double required permit fees
199	Temporary Certificate of Occupancy		\$263
200	Permit Expiration Extension	Per BDMC	50% of permit fee
201	Application Extension	90-day extension	\$50
202	Consultant/Peer Review	Consultant fees	Per contract
203	Coal Mine Hazard Report Review		\$138
204	Inspections outside of normal business hours (minimum 2 hours)		\$138/hr
205	Reinspection Fees/Lost Inspection Card		\$138

206	Inspections for which no fee is specifically indicated (minimum 1 hour)		\$138/hr
207	Additional Plan Review due to additions or revisions to Plan (minimum 1 hour)	Building Review	\$130/hr
208		Clerical fee	Staff hourly rate
209	Additional Plan Review due to deferred submittals (minimum of 1 hour)		\$130/hr
210	For use of outside consultants for plan checking and inspections or both		Actual cost
211	Or the total hourly cost to the jurisdiction whichever is the greatest. The cost shall include supervision, equipment, hourly wage and fringe benefits of the employees involved		Actuals
212	Demolition Permit	Permit fee and deposit, plus Public Works fees for inspections, as applicable	\$120 permit, \$1,000 deposit
213	Manufactured Home Placement/Relocation Permit		Permit fee based on valuation, plus review fee of 65% of permit fee Based on project valuation per ICC
214	Registered Plan Submittal Fees		
215	Base Plan	No permit fee assessed	Plan review fee based on valuation
216	Site Plan	Revisions on issued permits will be granted after full plan review fee & additional revision fee are applied	Permit fee, plus review fee of 50% building permit fee
217	MECHANICAL		
218	Commercial Permit Valuation Table		Permit fee
219	*Commercial Mechanical Permits are stand-alone permits only	\$1 - \$500	\$141
220		\$501 - \$2,000	\$141 for first \$501, + \$3 for each additional \$500 up to \$2,000
221		\$2,001 - \$25,000	\$186 for first \$2,001, + \$11 for each additional \$1,000 up to \$25,000
222		\$25,001 - \$50,000	\$439 for first \$25,001, + \$10 for each additional up to \$100,000
223		\$50,000 - \$100,000	\$689 for first \$50,001, + \$8 for each additional up to \$100,000
224		\$100,000+	\$1,089 for first \$100,001, + \$17 for each additional thereof
225	Commercial Mechanical Plan Review Fee		65% of permit fee per valuation table above
226	Residential Mechanical Permit Review combined with a Building Permit	Permit fee	\$250
227	Residential Stand-Alone Permit	Permit fee	\$138
228	The following fixture counts are collected for stand-alone residential mechanical permits only		
229	For each appliance or piece of equipment regulated by the Mechanical Code, but not classed in other appliance categories or for which no other fee is listed in the table		\$14
230	Furnaces	For the installation or relocation of forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance up to and including 100,000 btu/h (29.3kW)	\$25
231		For the installation and relocation of each suspended heater, recessed wall heater or floor mounted air unit heater	\$26

232	Appliance Vents	For the installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit	\$23
233	Repairs or Additions	For the repair of, alteration or, addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$17
234	Compressors and Absorption Systems	For the installation or relocation of each Residential compressor to and including 3 horsepower (10.6kW) or each absorption system to and including 1,000,000 btu/h	\$22
235		For the installation or relocation of each Residential compressor over 3 horsepower (10.6kW) to and including 15 horsepower (52.7kW) or each absorption system over 500,000 btu/h (293.1kW) to and including 1,000,000 btu/h (293.1kW)	\$36
236		For the installation or relocation of each Commercial compressor over 15 horsepower (105kW) to and including 20 horsepower (176kW) or each absorption system over 1,000,000 btu/h (293.1kW) to and including 1,750,000 btu/h (512.9kW)	\$51
237		For the installation or relocation of each Commercial compressor over 30 horsepower (105kW) to and including 50 horsepower (176kW) or each absorption system over 1,000,000 btu/h (293.1kW) to and including 1,750,000 btu/h (512.9kW)	\$73
238		For the installation or relocation of each Commercial compressor over 50 horsepower (175kW) or each absorption system over 1,750,000 btu/h (512.9kW)	\$120
239	Air Handlers	For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto (note: this fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance cooling system, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code	\$15
240		For each air-handling unit over 10,000 cfm (4719 L/s)	\$26
241	Evaporative Cooler - Commercial	For each evaporative cooler other than a portable type	\$15
242	Ventilation and Exhaust	For each ventilation fan connected to a single duct	\$12
243		For each ventilation system which is not a portion of any heating or air-condition system authorized by a permit	\$15
244		For the installation of each hood which is served by a mechanical exhaust, including the ducts for each hood	\$15
245	Incinerators	For the installation or relocation of each domestic-type incinerator	\$26
246		For the installation or relocation of each commercial-type incinerator	\$30
247	Gas Piping	1-5 outlets	\$15
248		For each additional outlet over 5	\$6
249	Hazardous Process Piping System (HPP)	1-5 outlets	\$10
250		For each additional outlet over 5	\$6

251	Miscellaneous	Inspections outside of normal business hours, per hour (minimum charge 2 hours)	\$240
252		Inspections for which no fee is specifically indicated, per hour (minimum charge 1 hour)	\$138
253		Revisions to plans or to plans for which an initial review has been completed (minimum charge 1 hour)	\$130
254	PLUMBING		
255	Commercial Permit Valuation Table		
256		\$1 - \$500	\$141
257		\$501 - \$2,000	\$141 for first \$501, + \$3 for each additional \$500 up to \$2,000
258		\$2,001 - \$25,000	\$186 for first \$2,001, + \$11 for each additional \$1,000 up to \$25,000
259		\$25,001 - \$50,000	\$439 for first \$25,001, + \$10 for each additional \$1,000 up to \$100,000
260		\$50,001 - \$100,000	\$689 for first \$50,001, + \$8 for each additional \$100 up to \$100,000
261		\$100,000+	\$1,089 for the first \$100,001, + \$17 for each additional \$1,000 thereof
262	Commercial Plumbing Permit Review Fee		65% of permit fee see above valuation table
263	Med-Gas	For each medical gas piping system service 1-5 inlet(s) for a specific gas	\$75
264		For each additional medical gas inlet(s)/ outlet(s)	\$10/each
265	Grease Interceptor	Review and inspection	\$120
266	Residential Plumbing Permit Review combined in a Building Permit	Permit fee	\$250
267	Residential Stand-Alone Permit		\$138
268	The following fixture counts are collected for stand-alone residential mechanical permits only		
269		For each additional plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping, & backflow protection thereof)	\$12
270		For each building sewer and each trailer park sewer	\$23
271		For each water heater and/or vent	\$10
272		For each industrial waste pretreatment interceptor including its trap and vent except kitchen-type grease interceptors functioning as fixture traps	\$25
273		For each installation, alteration, or repair or water piping and/or water treatment	\$25/each
274		For each repair or alteration of a drainage or vent piping	\$12/each
275	For atmospheric-type vacuum breakers not included in item 9	1-5 units	\$10
276		For each additional unit over 5	\$6
277	For initial installation and testing for a reclaimed water system		\$40
278	For each annual cross-connection testing of a reclaimed water system (excluding initial test)		\$40

279	FIRE PERMITS		
280	Commercial Building Permit	Plan review and inspection fee	Per contract
281	Multi-Family Building Permit	Plan review and inspection fee	Per contract
282	Single-Family Building Permit	Plan review and inspection fee	Per contract
283	Annual Code Enforcement Inspection		Per contract
284	Final and Correction Inspections		Per contract
285	Fire Permit	Base fee	\$105
286	Fire Sprinkler/Alarm System Review	Plan review and inspection fee	Per contract
287	Fuel/Oil Tank Decommission/Remove	Base permit fee	\$138
288		Plan review and inspection fee	Per contract
289	LPG Tanks	Base permit fee	\$126
290		Tank under 125 gal.	\$46
291		126-500 gal.	\$74
292		501 gal. and up, additional	\$100
293		Each 500 gal. additional	\$126
294	PUBLIC WORKS		
295	Civil Plan	Engineering Plan Review Fee	\$4,000 base fee + \$400/sheet for first 10 sheets; \$350/sheet for next 5 sheets; \$200/sheet for next 16+ sheets
296	Permit Expiration Extension		50% of permit fee
297	As-Built Review Fee		\$500
298	Plan Change Request	Amending an approved permitted civil plan set	\$400/sheet
299	Standards Deviation	Engineering alternative methods request (per item)	\$500
300	Stormwater Tech Report Review		\$5,000
301	GeoTechnical Report Review - Minor		\$3,650
302	GeoTechnical Report Review - Major		\$6,000
303	Admin and Clerical Fee		\$1,439
304	Inspection Fee	Public and private	3% of total infrastructure construction cost
305	Driveway (standalone)	Expansion and new	\$250
306	Message Board Daily Rental	Deposit, rental, delivery, & setup	Deposit \$5,000 + \$130/day
307	Message Board Weekly Rental	Deposit, rental, delivery, & setup	Deposit \$5,000 + \$520/week
308	Message Board Monthly Rental	Deposit, rental, delivery, & setup	Deposit \$5,000 + \$1,300/month

309	UTILITIES		
310	Meter Testing Charge	One hour	\$76
311	Lifeline Utility Relief Rate	City Water, Sewer, and Stormwater only (excluding KC Metro)	50%
312	Delinquency Notice		\$10
313	Door Hanger with Shutoff/Turn On	During working hours 8am-5pm	\$45
314	Customer Requested Turn Off	After working hours	\$175
315	3/4" Meter Rental/Water Purchase	Collect deposit, rental fee, & water purchase	Deposit \$150
316	See BDMC 13.04.280	Base rental fee, plus double the current water rate	Rental \$15/day
317		Base rental fee, plus double the current water rate	Rental \$60/week
318		Base rental fee, plus double the current water rate	Rental \$150/month
319		Administrative time, field coordination, backflow testing certification	\$100
320	2" Meter Rental/Water Purchase	Collect deposit, rental fee, and water purchase	Deposit \$1,000
321	See BDMC 13.04.280	Base rental fee, plus double the current water rate	Rental \$25/day
322		Base rental fee, plus double the current water rate	Rental \$100/week
323		Base rental fee, plus double the current water rate	Rental \$250/month
324		Administrative time, field coordination, backflow testing certification	\$150
325	4" Meter Rental/Water Purchase	Collect deposit, rental fee, & water purchase	Deposit \$2,000
326	See BDMC 13.04.280	Base rental fee, plus double the current water rate	Rental \$500/day
327		Administrative time, field coordination, backflow testing certification	\$225
328	Chlorination Injector Pump Rental	Collect deposit & rental fee	Deposit \$2,000 + Rental \$500/day
329	Chlorination Injector Pump Associated Costs	Administrative time & field coordination	\$150
330	Non-Account Water Purchase		Double the current water rates
331	Emergency Repair	Working hours - if prior locate	Time + materials
332		Working hours - if no locate requested	Time + materials x3
333		After hours, if prior locate	Time + materials x1.5
334	CLEAR & GRADE		
335	The Clearing and Grading Permit shall be calculated by adding applicable amounts from the Clearing and Grading Fee Tables. *Covers Civil Construction Permit Inspections.		
336	Clearing Area	<1 acre	\$680
337		1 - 10 acre	\$680 - \$1,112
338		11 - 40 acre	\$1,112 - \$2,702
339		41 - 120 acre	\$2,702 - \$3,352
340		>120 acre	\$4,452
341	Grading Volume	0 - 100 cubic yards	\$0
342		101 - 1,000 cubic yards	\$432 - \$720
343		1,001 - 10,000 cubic yards	\$720 - \$2,160
344		10,001 - 100,000 cubic yards	\$2,160 - \$4,860
345		>100,000 cubic yards	Time + Expense
346	Plan Revision Fee		\$138 + hourly fee

347	STREET FEES		
348	Right-of-Way Use Permit Type A	Base amount PW fee	\$60
349		2 inspections and 1/2hr City Review	\$263
350	Right-of-Way Use Permit Type B	Base amount PW fee	\$60
351		2 inspections and 1/2hr City Review	\$263
352	Right-of-Way Use Permit Type C	Base amount PW fee	\$60
353		2 inspections and 1/2hr City Review	\$187
354		Enforcement fee (up to 40sq. ft. and in one location)	\$120/year
355	Right-of-Way Use Permit Type D	Base amount PW fee	\$60
356		2 inspections and 1/2hr City Review	\$187
357	Right-of-Way Extra Inspection	1hr minimum	\$138
358	Right-of-Way Extra City Staff Review	1hr minimum	\$138
359	Failure to Call for Inspection		\$50
360	Right-of-Way Work without a Permit		Double permit fee
361	Street Cleaning		Actual cost
362	Right-of-Way Vacations Processing	Application fees	\$1,000
363	ULID or LID	City costs	Actual cost
364	WATER		
365	Water Connection Fee	Per BDMC 13.04.295	Per BDMC 13.04.295
366	Drop-In Meter Charges	City installed	Cost of meter + \$500
367	5/8 - 3/4" meter	City installed	Cost of meter + \$500
368	1" meter	City installed	Cost of meter + \$500
369	1 1/2" meter	City installed	Cost of meter + \$500
370	2" meter	City installed	Cost of meter + \$500
371	3" meter and larger	City installed	Cost of meter + \$750
372	Cross Connection Control - Review of Proposed Backflow Device if needed	Per occurrence	\$138
373	Backflow Device Inspection		\$138
374	Annual Backflow Device Test	Fee will be added to water bill	Actual cost
375	Backflow Device Repair	Fee will be added to water bill	Actual cost
376	In-Fill Lots Installation of Water Service Charges	Homeowner incurs ALL costs, plus deposit per BDMC 13.040.050	Deposit \$1,000
377	Water Service Line Review/Inspection Fee		\$138
378	Unauthorized Connection Fine	No meter present or bypassing	\$1,200
379	Water Investigation Needs Report	Residential (not required for lots within approved city subdivisions and short plats)	\$105
380		Multi-Family, Commercial, Industrial, Public	\$210
381	Hydraulic Model for Water System	Note: some applications will require the use of outside consultants. See BDMC 2.60.050	Actual cost
382		Deposit	\$500
383	Water Equipment & Parts		Actual Cost
384	SEWER		
385	Grease Interceptor	Per occurrence	\$138
386	Reinsertion Fee	Per occurrence	\$138
387	Sewer Connection Fee		Per BDMC 13.20.080
388	Sewer Investigation Certificate	Residential	\$138
389		Multi-Family, Commercial, Industrial, Public	\$300
390	Side Sewer Review/Inspection		\$138
391	Sewer Video Inspection		\$138 labor & admin + \$30 camera fee
392	Inspections for which no fee is specifically indicated	Witness corrections following failed	\$69/hr, minimum charge 2hrs
393	Engineered Hydraulic Flows to Sewer System	Deposit cost	Deposit \$1,000

394	STORMWATER		
395	Stormwater Drainage	Plan review per single family lot	\$138
396	Stormwater Downspout Inspection	Inspection per single family lot	\$138
397	Stormwater Footing Drain Inspection	Inspection per single family lot	\$138
398	Stormwater Infiltration Inspection	Inspection per single family lot	\$138
399	Oil Water Separator	Per occurrence	\$138
400	Commercial Stormwater System Inspection	Per inspection	\$138
401	OTHER INSPECTIONS & FEES		
402	Public Works Final Inspection Building Permit	Inspect meter, sewer cleanout, driveway, stormwater, damage to public sidewalks, removal of TESC, etc.	\$238
403	Deviation of Public Works Standards	Application fee	\$300
404	Traffic Engineer Review Fees	Note: some applications will require the use of outside consultants, see BDMC 2.60.050	Actual cost
405		Deposit	As per BDMC
406	Traffic Administrative Determination Fee		\$162
407	Review of Resubmittal/Reinspection	Per occurrence	\$138
408	Inspections outside Business Hours		Time + expense
409	Equipment Fee without Operator	City dump truck	\$75/hr
410		City vehicle	\$50/hr
411		City backhoe	\$75/hr
412		Miscellaneous small utility equipment	\$30/hr
413		Shoulder mower	\$75/hr
414		Riding mower	\$30/hr
415		Parts	Actual cost
416	Temporary Erosion Sediment Control	Per inspection	\$176
417	Temporary Erosion Sediment Control Plan Review		\$35
418	Site Stabilization		\$138
419	Water Service Line Capping		\$138
420	Sewer Service Capping		\$138
421	Inspections outside of normal business hours (minimum 2hrs)		\$240
422	Re-Inspection Fee		\$138
423	Inspections for which no fee is specifically indicated		\$138
424	Engineer Consultant Review		Per contract, minimum 1hr
425	Additional Plan Review required by changes, additions or revisions to approved plans (minimum 1/2hr)		\$130



CITY OF BLACK DIAMOND UTILITY RATES & INFORMATION 2025

The City of Black Diamond services water, sewer, and stormwater utilities. Water meters are read approximately 1 week prior to the end of each month. Bills containing water, sewer, and stormwater charges are combined and sent out on the first day of the following month.

Water

For Single Family Residential Customers, the water rate is determined by the size of the water meter plus water consumption. Water consumption is measured in volume based on one hundred cubic feet.

Meter size	Base Monthly Charge	Lifeline Discount
5/8" and 3/4"	\$35.63	50% = (\$17.82)
1"	\$45.05	50% = (\$22.53)
1 1/2"	\$48.59	
2"	\$84.80	
3"	\$102.89	
4"	\$193.22	
6"	\$499.96	

*For Multiple Residential Customers, such as manufactured home parks, apartments or other multi-family residential structures connected to a single meter, as well Commercial Customers with multiple units with a single water meter, each permitted unit will be charged a base monthly charge. Along with this monthly charge, each unit will receive a full water consumption allotment.

Water Consumption	Rate per 100 cu. ft.	Lifeline Discount per cu. Ft.
0 – 600	\$2.76	50% = (\$1.38)
601 – 1,200	\$3.17	50% = (\$1.59)
Over 1,200	\$3.65	50% = (\$1.83)

2025 Utility Rates (Base Bill, No Consumption):			
(2024 rate comparison)			
Water:	\$ 35.63	\$35.63	\$ 0.00
City Sewer:	\$ 27.50	\$26.50	\$ 1.00
King Co. Sewer:	\$ 58.28	\$55.11	\$ 3.17
Stormwater:	\$ 19.50	\$19.50	\$ 0.00
Total:	\$140.91	\$136.74	\$ 4.17

Black Diamond Sewer

Sanitary Sewer Utility operates and maintains the City's sewer collection lines and pump stations.

Sewer Type	Base Monthly Charge	Lifeline Discount
Residential Sewer	\$27.50	50% = (\$13.75)
Commercial Sewer	\$27.50	(No Discount)

*For Multiple Residential Customers, such as manufactured home parks, apartments or other multi-family residential structures connected to a single meter, each permitted unit will be charged a base monthly charge. Commercial Customers will receive an additional \$13.00 per unit charge for multiple units attached to a single meter.

King County Sewer (Metro)

King County charges each agency a monthly amount for providing wastewater treatment. That amount is based on King County's monthly sewer rate and the number of customers served by the local agency. In turn, the local agencies pass along those charges to the residences, businesses, and industries in their wastewater collection system.

Sewer Type	Monthly Charge	Lifeline Discount
King County	\$58.28	(No Discount)

*King County applies an additional \$58.28 flat charge to Residential customers for each additional dwelling unit, such as a mobile home or apartment unit.

*King County applies an additional consumption charge to Commercial customers for all usage exceeding 750 cubic feet at \$9.52 per 100 cu. ft.

Stormwater

Stormwater rate will be billed monthly to each parcel of improved property within the City. The rate is based on service charges for the stormwater and surface water management utility. Some properties are billed directly through King County, while others are billed through the City of Black Diamond. If you do not see "Stormwater" on your utility bill, the charge is included in your property tax from King County, shown as "Surface Water".

	Monthly charge	Lifeline Discount
Single Family Residential Customers are 1 ERU	\$19.50 per ERU	50% = (\$9.75) per ERU
Multiple Residential Customers up to 4 ERUs	\$19.50 per ERU	50% = (\$9.75) per ERU*
Commercial and Multiple Residential Customers (above 4 ERUs) number of ERUs are based on actual impervious surface - (exempting gravel)		

*Lifeline Discounts for Multiple Residential Customers will be calculated on a case-by-case basis.

Other Charges

• Account Setup Fee: \$10.00 • Delinquency Notice Fee: \$10.00 • Turn On Fee: \$45 • NSF Check Penalty: \$35.00

Payments

The City of Black Diamond accepts the following payment methods:

- Cash is only accepted in person at City Hall.
- Checks and money orders are accepted in person, by mail or by our drop box.
- Debit/Credit Cards & ACH/EFT payments are accepted (in person* excluding Visa), by phone at (844) 286-1781 or online at www.blackdiamondwa.gov**

** For Utility Bills, there is third party convenience fee of \$3.00 with a maximum transaction amount of \$400.00 that will be charged for all debit/credit card transactions, or a \$0.95 flat fee for ACH/EFT (Automated Clearing House/Electronic Funds Transfer) payments.

After Hours Drop Box

You can make your payment after hours in our drop box located at the City of Black Diamond, 24301 Roberts Drive, in front of the Community Development building. Payments placed in the drop box will be posted the next business day. Please **DO NOT** place cash in the drop box.



CITY OF BLACK DIAMOND

Physical Address: 24301 Roberts Drive
Mailing Address: PO Box 599
Black Diamond, WA 98010

Phone: (360) 851-4447
Fax: (360) 851-4501
www.blackdiamondwa.gov

Meeting Date: November 21, 2024

Staff Memo Date: November 8, 2024

To: Mayor and City Council

From: Andy Williamson, Interim Community Development Director

Subject: 2025 Fee Schedule Update

Please find the proposed 2025 Fee Schedule in your packet. This memo serves to outline some of the minor revisions and fee adjustments to the proposed fee schedule to take effect January 1, 2025.

Police

- Line 2: Fingerprinting for non-resident \$15 has been changed to fingerprinting for anyone \$25 (line 3 was removed which addressed fingerprinting for residents).
- Electronic Monitoring services have been removed (was previously lines 4-6).
- Line 16: Off-Duty Rates increased from \$125.00/hour to \$137.50/hour. Removed the verbiage "including vehicle".
- Line 22: Staff Redaction Time for Body-Worn Camera Recordings increased from \$.77/min to \$1.00/min.

Passports

Removed all fees associated with passports.

Miscellaneous Fees

- Line 96: Added Solicitor License fee of \$100

Signs, Trees, Fireworks & Special Event Permits

- Line 172: Added Heritage Tree processing fee of \$250

Utility Rates

- New annual rates applied from Public Works & Finance.

Please reach out should you have any questions or need additional information.

CITY COUNCIL AGENDA BILL

City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010

ITEM INFORMATION		
SUBJECT: Resolution adopting a revised school impact fee schedule for 2025	Agenda Date: December 5, 2024	
	AB24-089	
	Mayor Carol Benson	
	City Administrator	
	City Attorney David Linehan	
	City Clerk – Brenda L. Martinez	
	Com Dev – Andy Williamson	X
	Finance – Xavier Mason	
	MDRT/Ec Dev – Andy Williamson	
Cost Impact (see also Fiscal Note): n/a	Police – Chief Kiblinger	
Fund Source:	Public Works – Scott Hanis	
Timeline:	Court – Judge Swain/Tawnya Parks	
Agenda Placement: ☒ Mayor ☐ Two Councilmembers ☐ Committee Chair ☐ City Administrator		
Attachments: Proposed Resolution; School CFPS; School Impact Fee Schedule		
SUMMARY STATEMENT: Pursuant to the City’s school impact fee program (Chapter 3.70 BDMC), the school districts are required to provide the City with updated six-year Capital Facilities Plans (CFPs) each year (see BDMC 3.70.040), so that the City Council may consider whether to adjust the school impact fees collected by the City on the Districts’ behalf (see BDMC 3.70.050). Each of the four school districts that serve Black Diamond provided the city with a copy of their most recent CFPs, as adopted by their respective school boards in 2024. At a previous City Council meeting on November 7, 2024, the City Council held a public hearing and first reading to adopt an ordinance amending the capital facilities element of the City’s Comprehensive Plan to incorporate these latest CFPs from the four school districts. The districts have requested that the City update its school impact fee schedule to reflect the latest cost projections and local share calculations contained in their CFPS, in accordance with the City’s approved impact fee formula. Cities typically adjust their school impact fee schedules in the fall, in connection with the annual budget cycle, with the updated impact fees taking effect on January 1 of the next year. FISCAL NOTE (Finance Department): N/A. There is no financial impact to the City. School impact fees collected by the City are passed through to the respective school districts.		
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:		

RECOMMENDED ACTION: **MOTION to approve Resolution No. 24-1649 adopting a revised school impact fee schedule, to be effective January 1, 2025.**

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
November 21, 2024	Meeting cancelled	
December 5, 2024		

RESOLUTION NO. 24-1649

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, ADOPTING A REVISED SCHOOL IMPACT FEE SCHEDULE

WHEREAS, the City has authority to adopt impact fees to address the impact on school facilities caused by new development, pursuant to RCW 82.02.050 through 82.02.100; and

WHEREAS, the City Council desires to ensure that new residential development in the City bears its fair and proportionate cost of new school facilities necessitated by such development, so as to ensure adequate and appropriate facilities for educating students residing in the City; and

WHEREAS, Chapter 3.70 of the Black Diamond Municipal Code authorizes the imposition and collection of school impact fees and further requires the City Council to annually review the adopted school impact fees and to adjust the school impact fees by resolution if an adjustment is deemed necessary by the Council; and

WHEREAS, the Auburn School District has provided the City with a copy of its 2024 – 2030 Capital Facilities Program (CFP), which the City has incorporated by reference into the capital facilities element of the City's Comprehensive Plan, and requests that the City assess school impact fees in the Auburn attendance area in the amounts of \$4,584.00 per single-family dwelling unit and \$8,966.00 per multi-family dwelling unit beginning in the year 2025, based on the formula set forth in BDMC 3.70.140; and

WHEREAS, the Enumclaw School District has provided the City with a copy of its 2024–2029 CFP, which the City has incorporated by reference into the capital facilities element of the City's Comprehensive Plan, and requests that the City assess school impact fees in the Enumclaw attendance area in the amounts of \$10,249.00 per single-family dwelling unit and \$5,634.00 per multi-family dwelling unit for the year 2025, based on the formula set forth in BDMC 3.70.140; and

WHEREAS, the Kent School District has provided the city with a copy of its 2023–2024 through 2029–2030 CFP, which the City has incorporated by reference into the City's Comprehensive Plan, and requests that the City assess no school impact fees in the Kent attendance area for the year 2025, based on the formula set forth in BDMC 3.70.140; and

WHEREAS, the Tahoma School District has provided the City with a copy of its 2024–2029 CFP, which the City has incorporated by reference into the City's Comprehensive Plan, and requests that the City assess school impact fees in the Tahoma attendance area in the amounts of \$7,603.00 per single-family dwelling unit and

\$1,276.00 per multi-family dwelling unit for the year 2025, based on the formula set forth in BDMC 3.70.140; and

WHEREAS, the City Council held a public hearing on November 7, 2024, to receive public input on an amendment to the capital facilities element of the City's Comprehensive Plan to incorporate the four school districts' CFP's by reference, including input on the school districts' proposed impact fee amounts; and

WHEREAS, the City Council has reviewed the impact fee adjustments requested by the four school districts and finds that they represent a fair and appropriate local share of the costs of new school capital facilities necessitated by anticipated new residential development in the city, and that assessing such fees would help to ensure that students in the City of Black Diamond enjoy a high-quality educational environment with adequate facilities to meet their needs;

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

Section 1. School Impact Fees for Auburn School District. Pursuant to BDMC 3.70.070, the City hereby adopts the school impact fees proposed by the Auburn School District in the amount of \$4,584.00 per single-family dwelling unit, and \$8,966.00 per multi-family dwelling unit constructed within the geographic boundary of the Auburn School District within the City.

Section 2. School Impact Fees for Enumclaw School District. Pursuant to BDMC 3.70.070, the City hereby adopts the school impact fees proposed by the Enumclaw School District in the amount of \$10,249.00 per single-family dwelling unit, and \$5,634.00 per multi-family dwelling unit constructed within the geographic boundary of the Enumclaw School District within the City.

Section 3. School Impact Fees for Kent School District. Pursuant to BDMC 3.70.070, the City hereby adopts the school impact fees proposed by the Kent School District in the amount of \$0 per single-family dwelling unit, and \$0 per multi-family dwelling unit constructed within the geographic boundary of the Kent School District within the City.

Section 4. School Impact Fees for Tahoma School District. Pursuant to BDMC 3.70.070, the City hereby adopts the school impact fees proposed by the Tahoma School District in the amount of \$7,603.00 per single-family dwelling unit, and \$1,276.00 per multi-family dwelling unit constructed within the geographic boundary of the Tahoma School District within the City.

Section 5. Updating the School Impact Fee Schedule and Administrative Surcharge. Pursuant to BDMC 3.70.050, the City's fee schedule shall be updated effective January 1, 2025 to reflect the foregoing adjustments to the school impact fees, which shall be assessed and collected in accordance with Chapter 3.70 BDMC and applicable state laws. Additionally, the City Finance Director is authorized to determine

and impose a fair and reasonable administrative surcharge, pursuant to BDMC 3.70.100.B, to compensate the City for staff time incurred in administering the school impact fee program on behalf of the participating school districts. This surcharge shall be collected at the same time that the school impact fees are collected from the building permit applicant. Once determined, this administrative surcharge shall be reflected in the City's fee schedule without need for further Council action.

PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 5TH DAY OF DECEMBER, 2024.

CITY OF BLACK DIAMOND

Carol Benson, Mayor

Attest:

Brenda L. Martinez, City Clerk



July 10, 2024

(Send Via Email)

Mayor Carol Benson
City of Black Diamond
25510 Lawson St.
Black Diamond, WA 98010
cbenson@blackdiamondwa.gov

Re: 2024 Impact Fees for Residential Dwelling Units
Auburn School District Capital Facilities Plan for 2024 to 2030

Dear Mayor Benson,

The Auburn School District Board of Directors has adopted the school district's 2024-2030 Capital Facilities Plan. This six-year plan was prepared in compliance with the requirements of Washington's Growth Management Act and includes the calculation of Impact Fees on residential dwelling units. These fees are used by the school district to help fund the cost of new school facilities.

This year's Impact Fees are \$4,584.00 for single-family residences and \$8,966.00 for multi-family residences.

A copy of the 2024-2030 Capital Facilities Plans was sent to Brenda Martinez on June 28, 2024. A copy is attached.

Auburn School District respectfully requests the City of Black Diamond adopt the Plan and associated impact fees, and include the Plan as an element in the City's Comprehensive Plan.

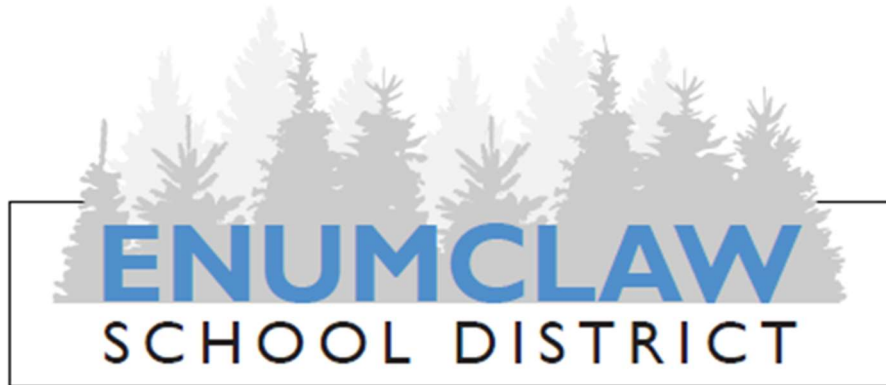
Please contact me if you have questions or require additional information.

Sincerely,

Jeffrey L. Grose
Executive Director , Capital Projects

Attachment: Auburn School District 2024-2-30 Capital Facilities Plan

Cc: C. Blansfield – Auburn School District
N. Williams – Auburn School District
B. Martinez – City of Black Diamond



Capital Facilities Plan 2024-2029

*2929 McDougall Avenue
Enumclaw, Washington 98022
(360) 802-7100*

*Board Adopted:
June 17, 2024*

Six-Year Capital Facilities Plan

2024-2029

Board of Directors

Paul Fisher

Julianne DeShayes

Tyson Gamblin

Scott Mason

Ben Stouffer

Administration

Dr. Shaun Carey

Superintendent

Jill Burnes

Deputy Superintendent

Kyle Fletcher

Director, Business & Finance

Jessica McCartney

Director, Communications

Stephanie Berryhill

Director, Human Relations

Lindsey Marquardt

Director, Teaching & Learning

Phil Engebretsen

Director, Facilities, Operations & Athletics

Carolyn Zieske

Director, Student Support Services

Enumclaw School District No. 216

Enumclaw, Washington 98022

CAPITAL FACILITIES PLAN

Approved by Board of Directors

Resolution No. 1136

The Enumclaw School District No. 216 hereby provides to the King County Council, City of Enumclaw and City of Black Diamond, this Capital Facilities Plan documenting present and future school facility requirements of the District. The plan contains all elements required by the Growth Management Act and King Code 21A, including a six (6) year financing plan component.

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Executive Summary

In accordance with King County Code 21A.43, this update has been prepared by the Enumclaw School District No. 216 to reflect current conditions in facility usage and needs.

The District's service area includes areas of unincorporated King County, the City of Black Diamond, and the City of Enumclaw. Currently, the District serves a student population of about 4,294 (October 2023 head count) students in Kindergarten through grade 12 (excluding Transition to Kindergarten and full-time Running Start student populations). Enrollment projections presented herein, indicate that enrollment growth will occur over the next six years.

The District has experienced approximately 3.1% growth per year over the past two years. Enrollment was 4,236 students in October 2022 and 4,046 students in October 2021. The District's enrollment, like most school districts, was affected by closures of schools due to Covid-19. However, the District has seen consistent post-pandemic enrollment growth over the past several years and anticipates continued enrollment gains moving forward because of comparably high birth rates, inward mobility, and continued new residential development projected within the six-year planning period (and anticipated to continue beyond the six-year planning period). The City of Black Diamond has two Master Planned Developments (the "MPDs"), Ten Trails and Lawson Hills, in the process of development with a projected buildout of up to 6,050 dwelling units. Construction of residential dwelling units in Phase IA of the Ten Trails MPD began in 2018 with the construction of approximately 918 single-family units and 237 multi-family units through 2023. An additional 56 single-family units (plus 82 age-qualified units) and 50 multi-family units are anticipated to be constructed in 2024, with a rapid increase in residential unit construction beginning again in 2025-2026. Over the next six years, it is anticipated that 2,227 single-family units and 891 multi-family units (plus 249 age-qualified units) will be constructed in the MPDs through 2029. See Appendix E for Map of MPDs and map of current project buildout. The City of Enumclaw also has several continuing residential construction projects within the city limits. Finally, there is ongoing, though limited, development in the unincorporated area of King County that is located within the District. To accommodate cumulative projected new development, the District added capacity in 2017 at the new Black Diamond Elementary School and added permanent student capacity at Enumclaw High School. Temporary capacity at the elementary and middle school levels will be needed during the six-year planning period, and the District is planning for additional permanent capacity within the six-year planning period. Section IV of this Plan identifies the District's six-year and anticipated long-term planning for school facilities.

As noted above, the District will need substantial capacity additions in the long-term planning period in response to development activity throughout the District and particularly within the City of Black Diamond. Future updates to this Plan will reflect updated planning needs in response to growth.

Section I: Six-Year Enrollment Projection

This plan update is based on the anticipated number of students expected to be enrolled through 2029. The six-year projection (2024-2029) will assist in determining short term needs and form the basis for assessing the need for impact fees.

Enrollment projections are most accurate for the initial years of the forecast period. Moving further into the future, more assumptions about economic conditions and demographic trends in the area affect the projection. In the event that enrollment growth slows, plans for new facilities will likely be delayed. It is much more difficult, however, to initiate new projects or speed projects up in the event enrollment growth exceeds projections. Regular updates of both the enrollment projections and the Capital Facilities Plan (CFP) are essential to good facility planning.

The District relies on two population forecasts for purposes of projecting student enrollment. The first is an estimate by the Superintendent of Public Instruction (OSPI). OSPI estimates future enrollment through 2029 using the cohort survival method. This method estimates how many students in one year will attend the next grade in the following year by relying on previous enrollment trends. Due to the fact that the cohort survival method does not incorporate changes in trends of in-migration, particularly from anticipated new development within the District, these projections are considered highly conservative. The pandemic's anomalous impact on enrollment counts makes the cohort survival projections more unreliable. See Appendix A.

The second forecast is a modified cohort analysis, which uses the cohort projections as a base, incorporates King County live birth data and the District's historic percentage of those births to determine the number of kindergartners entering the system, and further incorporates assumptions based on known new residential development proposals within the District. These numbers are also confirmed by the District's multi-year, professionally conducted demographic study. See Appendix B. Because this analysis incorporates the expected in-migration to the District from new development, the District uses this analysis for purposes of determining capacity needs throughout the six years of this planning period. Using the modified enrollment projections, the District's enrollment is expected to increase at all grade levels over the six years of this Plan.

With regard to the expected enrollment from the anticipated 6,050 dwelling units in Black Diamond, building of residential units did commence in summer 2018, with building and occupancy to continue for a sustained period over several years. As such, the enrollment impacts from the start of these developments are just beginning to show during the early years of this Plan period. Future updates to this Plan will provide additional and updated information regarding these projects and the impacts on District enrollment.

Using the modified cohort survival projections, a total enrollment of 5,311 (HC) is expected by 2029. The District expects the enrollment of 1,017 additional students between 2023 and 2029. See Table 1.

Table 1: Projected K-12 Student Enrollment (2023-2028)

<i>Projection Year</i>	<i>2023*</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>2028</i>	<i>2029</i>	<i>Actual Change</i>	<i>Percent Change</i>
Modified Cohort (Headcount)	4,294	4,397	4,565	4,759	4,920	5,137	5,311	1,017	23.7%

* Actual K-12 enrollment (October 2, 2023) including TTK and excluding RS/OD

Section II: Current Enumclaw School District “Standard of Service”

In order to determine the capacity of the District’s facilities, the King County Code 21A refers to a “standard of service” that each school district must establish in order to ascertain its overall capacity. The standard of service is based upon the number of classrooms available at each school and the desired average class load district-wide. A favorable class size is used to promote the standard and quality of educational programs the residents of the Enumclaw School District expect and support through the passage of levies and bonds.

Rooms designed for special use are not counted as classrooms. Portables used for classrooms are employed on an interim basis only. When additional permanent classrooms are available, portables are removed from service, transferred to other locations, or used for non-classroom purposes.

The District’s standard of service is based on current standards. The Capital Facilities Plan incorporates funded implementation of K-3 class size reduction.

Current Standards of Service for Elementary Students:

We have reduced permanent capacity in several schools to allow for K-3 class size reduction. Average district wide class size for grades K-3 were reduced to 20 students per teacher beginning in the 2019-2021 school year to help meet the 1:17 ratio when specialist and intervention teachers are considered. Elementary school permanent capacity should be between 450 to 600 students. Goals with new construction would be to build permanent capacity to accommodate for growth while still allowing for special programming listed below. Average district wide class size for grades 4 and 5 should not exceed 26 students.

Class size may vary from building to building based upon different influencing factors at each school. Students may be provided music instruction, physical education, and lunch in a separate classroom or facility. Students may have scheduled time in a specialized instructional space such as a computer lab or art space. Special Education for students with disabilities may be provided in a dedicated resource room or a self-contained classroom with a maximum capacity of 10-12 depending on the program.

Identified students will also be provided other educational opportunities in classrooms and/or special spaces for programs designated as follows:

Multilingual Learning Program (MLL)
Integrated Programs & Resource Rooms (for special remedial assistance)
Education for Disadvantage Students (Title 1)
Highly Capable Program
Other Remediation Programs
Learning Assisted Program (LAP)
Behavior Programs for severely behavior-challenged students
Hearing Impaired
Mild, Moderate and Severe Developmental Disabilities
Developmental Preschool

Early Childhood Education Assistance Programs (ECEAP)
Transition to Kindergarten (TTK)

All of the special programs referenced above require specialized classroom space; thus, the full-time student capacity of buildings housing these programs is reduced. Students leave their regular classroom for a period of time to receive instruction in several special programs. When programs change, program capacity fluctuates and the plan is updated annually to reflect the change in program and capacity.

Current Standards of Service for Secondary Students:

The standards of service outlined below reflect only those programs and educational opportunities provided to secondary students, which directly affect the capacity of the school buildings.

Average district-wide class size for grades 6-8 should not exceed 28 students. Middle school permanent capacity should be between 550 to 800 students.

Average district wide class size for grades 9-12 should not exceed 28 students.

Special Education for students with disabilities may be provided in a classroom with a capacity of 10-15 depending on program.

Identified students will also be provided other educational opportunities in classrooms and/or special spaces for programs designated as follows:

Instrumental and Vocal Music
Multicultural Learning and Support
Integrated Programs & Resource Rooms (for special remedial assistance)
Advanced Placement Programs
Basic Skills Programs
Career and Vocational Education Programs

Many of these programs require specialized classroom space and can reduce the permanent capacity of the school buildings.

Each school's available capacity will vary with the type of programs and space utilization in the building. When a large number of portables are added to a site to add student capacity, other support facilities, such as gymnasiums, lunch areas, halls, etc. may become inadequate.

Section III: Inventory and Projected Six-Year Enrollment Capacity of Schools

Currently, the District has permanent program capacity to house 4,807 students based on the District's Standard of Service as set forth in Section II. Portable classroom capacity for 320 students brings the total capacity to 5,127 at the beginning of the 2023-2024 school year.¹ A summary of the current enrollment and capacity, and the breakdown at each grade span follows:

Table 2: Summary of Capacity (2023-24)

2023-2024 Current	Permanent Capacity	Portable Capacity	Total Capacity	Oct. 2023 Enrollment (HC)	Surplus Capacity w/o Portables	Surplus Capacity w/ Portables
Elementary	2,210	96	2,306	1,992	218	314
Middle	1,100	0	1,100	995	105	105
High	1,497	224	1,721	1,307	190	414
District Total	4,807	320	5,127	4,294	513	833

Included in this Plan is an inventory of the District's schools by type, address and current capacity. See Table 3.

In the fall of 2005, the District closed J.J. Smith Elementary due to the age and condition of the building. The District performed facility upgrades in 2015 at J.J. Smith and it was used to temporarily house Black Diamond Elementary students during construction of the new elementary school. In the fall of 2017, J.J. Smith began to house the District's Birth-to-Five program, which houses special education pre-school, ECEAP and our Transition to Kindergarten programs. Students in these three programs at JJ Smith (Currently 198) are not included in the current and projected K-12 numbers within this report.

Black Diamond Elementary, as modernized and expanded, opened in August 2017. This school now has a permanent capacity of 430 students (an increase from the previous permanent capacity of 217). The Enumclaw High School modernization was completed in August of 2019. The updated facility increased permanent capacity by approximately 197 students.

Based on the enrollment forecasts, current inventory, program capacity, current standard of service, and portable capacity, the District has identified the need for additional student capacity in the short term. This reflects new development in the City of Black Diamond and new and potential development in the City of Enumclaw and King County during the six-year planning period, as well as increasing birth rates and inward mobility.

¹ The District's intent is for all students to be served in permanent classroom facilities. As such, portables are intended to be a temporary capacity solution. The District currently has four classrooms in portables at Kibler Elementary and eight available portable classrooms at Enumclaw High School. There are seven portables at Kibler in total and three at Westwood. Portables are also used for book rooms, storage and for administrative purposes.

Table 3: Inventory Summary

An inventory of existing permanent school facilities including the locations and permanent capacities of those facilities is provided below.

<u>Existing Facility</u>	<u>Location</u>	<u>Permanent Capacity</u>
Black Diamond Elementary	25314 Baker Street Black Diamond, WA 98010	430
Byron Kibler Elementary	2057 Kibler Avenue Enumclaw, WA 98022	430
Southwood Elementary	3240 McDougall Avenue Enumclaw, WA 98022	450
Sunrise Elementary	899 Osceola Street Enumclaw, WA 98022	450
Westwood Elementary	21200 SE 416th Enumclaw, WA 98022	450
Enumclaw Middle School	550 Semanski Street S. Enumclaw, WA 98022	550
Thunder Mountain Middle School	42018 264th Avenue E. Enumclaw, WA. 98022	550
Enumclaw High School	226 Semanski Street S. Enumclaw, WA 98022	1497

Table 4 – Projected Enrollment & Capacity*

K-5 Elementary							
	2023	2024	2025	2026	2027	2028	2029
Permanent Capacity	2,210	2,210	2,210	2,210	2,210	2,280	2,880
New Permanent Capacity					70**	600^	
Portable Capacity Available	96	96	96	192	192	192	192
Portable/Purchase, Relocate			96^^				
Total Capacity	2,306	2,306	2,402	2,402	2,472	3,072	3,072
Projected Enrollment*	1,992	2,029	2,073	2,179	2,242	2,293	2,365
Surplus/(Deficit) of Perm. Capacity	218	181	137	31	38	587	515
Surplus/(Deficit) with Portables	314	277	329	223	230	779	707
6-8 Middle School							
	2023	2024	2025	2026	2027	2028	2029
Permanent Capacity	1,100	1,100	1,100	1,100	1,100	1,100	1,100
New Permanent Capacity							
Portable Capacity Available			112	112	112	112	112
Portable/Purchase, Relocate		112					
Total Capacity	1,100	1,212	1,212	1,212	1,212	1,212	1,212
Projected Enrollment*	995	1,040	1,105	1,143	1,206	1,275	1,314
Surplus/(Deficit) of Perm. Capacity	105	60	(5)	(43)	(106)	(175)	(214)
Surplus/(Deficit) with Portables		172	107	69	6	(63)	(102)
9-12 High School							
	2023	2024	2025	2026	2027	2028	2029
Permanent Capacity	1,497	1,497	1,497	1,497	1,497	1,497	1,497
New Permanent Capacity							
Portable Capacity Available	224	224	224	224	224	224	224
Portable/Purchase, Relocate							
Total Capacity	1,721	1,721	1,721	1,721	1,721	1,721	1,721
Projected Enrollment*	1,307	1,328	1,387	1,437	1,472	1,569	1,632
Surplus/(Deficit) of Perm. Capacity	190	169	110	60	25	(72)	(135)
Surplus/(Deficit) with Portables	414	393	334	284	249	152	89

*Reflects actual October 2023 enrollment.

^Reflects construction of new elementary in Ten Trails neighborhood.

**Added capacity at Kibler Elementary School (KES will be rebuilt with added capacity)

^^Addition of 4 portable classrooms at Westwood Elementary for temporary Ten Trails overflow

Section IV: The District's Planning and Construction Plan

Trigger of Construction

Planning for new schools and additions to existing schools are triggered by comparing the enrollment forecasts with District capacity. Projected available student capacity was derived by subtracting projected student enrollment from existing school capacity for each of the six years in the forecast period (2023-2028). Capacity needs are expressed in terms of "Surplus/(Deficit) of Permanent Capacity." A deficit in permanent capacity means there will be unhoused students who will likely be served in portable classrooms, in classrooms where class size exceeds state standards, board expectations and/or contractually negotiated agreements within the local school district. The unhoused student levels are shown in Table 5.

Note: for purposes of assessing capacity, the District has included the capacity improvements that are planned over the six-year planning period. As previously discussed in this Plan, the District intends to monitor development and enrollment growth and will continue to assess the need for any capacity additions in future updates to this Plan.

Facility Needs (2023-2028)

The voters in the District approved a Bond in April 2015 that included replacement and expansion of Black Diamond Elementary School and renovation/expansion of Enumclaw High School. Creating new capacity at Black Diamond Elementary helped to ensure that elementary schools in other areas of the District are not overcrowded and that capacity is available in those schools to serve new development. However, projected enrollment within the six year planning period demonstrates a need for additional permanent capacity. With the growth of the Ten Trails MPD, Black Diamond Elementary is now at capacity, necessitating the transportation of many current Ten Trails area students to Westwood Elementary, our northernmost Enumclaw elementary school. If the District continues to move more Ten Trails area students to Westwood as the MPD builds out (assuming no added elementary capacity in Ten Trails), students who may otherwise attend Westwood may need to be likewise moved to other elementary schools located in the City of Enumclaw.

The projects listed in Table 5 are anticipated based upon information available at the present time. Due to anticipated growth within the cities of Black Diamond and Enumclaw, the District will reallocate portables to both Thunder Mountain and Enumclaw Middle School and will need to purchase and/or relocate additional new portables based on the actual impact of growth. Implementation of the K-3 class size legislation has impacted permanent space at the elementary level. The District anticipates running one or more bonds by 2026 for several projects. These projects will likely include (i) the replacement and modernization (with added capacity) of Byron Kibler Elementary School; (ii) a new elementary school in Black Diamond in the Ten Trails neighborhood to address growth needs; and (iii) a replacement and modernization of the Birth to Five Center at JJ Smith Elementary. The District secured property from the developer for the planned new elementary school in Ten Trails through MPD mitigation.

The District will likely be adding portables at various facilities to serve interim capacity needs. A new agricultural sciences barn has been constructed at Enumclaw High School as part of our CTE program, which will provide a variety of learning opportunities for our growing CTE student population in the coming years. The District also anticipates upgrading the Performing Arts Center at EHS.

Facility Needs (Long Term)

Based upon present information regarding the development activity within the City of Black Diamond, the District is planning for long-term needs in the Black Diamond area. The District anticipates that, based upon service standards and enrollment projections, the two approved master planned development projects will, over the long term, necessitate the need for additional capacity with new schools. The District is uncertain at this time regarding long term additional capacity needs that may result from additional development in Black Diamond and development within the City of Enumclaw and unincorporated King County. The District will continue to monitor development activity and related capacity needs. Future updates to this Plan will reflect the changes needed to respond to long-term growth impacts.

General Considerations

The decision and ability to construct a new school facility involves multiple factors not wholly within the control of the District. The availability of funds is the biggest consideration whether those funds are generated from locally approved bonds, state construction funds, impact fees, mitigation payments, or a combination of the above.

Table 5 - Planned Projects (2024-2029)

Projects Planned and Sites Acquisitions

Enumclaw School District No.216

School/Facility/Site	Location	Type	Status	Projected Completion Date	Approx Added Capacity	Approx % for New Growth
Elementary						
Westwood Elementary Portables***	Enumclaw	New	Planning	2025	96	100%
Ten Trails Elementary^	Black Diamond	New	Planning	2028	600	100%
Byron Kibler Elementary*	Enumclaw	New	Planning	2027	70	15%
Possible BDES Portables^^	Black Diamond	New	Planning	TBD	TBD	100%
Middle School						
EMS Portables**	Enumclaw	Relocate/Renovate	In Process	2024	56	100%
TMMS Portables**	Enumclaw	Relocate/Renovate	In Process	2024	56	100%
High School						
Agricultural Sciences Barn	Enumclaw	New	Complete	2023	N/A	N/A
EHS Renovation (roof/siding at PAC)	Enumclaw	Renovation	Planning	2026	N/A	N/A
Other Sites						
South West Enumclaw (18A)	1009 SE 244th, Enumclaw	New	Existing	Site Bank	0	0
North East Enumclaw (20A)	East of Highway 169	New	Existing	Site Bank	0	0
Black Diamond (various pending)	MPD designated sites	New	Planning		varying	100%

* Replacement/modernization of Byron Kibler Elementary (600 students) will increase permanent capacity as that school is currently above permanent capacity.

** District owned portables have been relocated from EHS to middle schools to expand capacity for growth.

*** Temporary portables will need to be placed at Westwood Elementary for continued growth in Ten Trails until the Ten Trails Elementary school is built.

^ An elementary school in Black Diamond will be built to expand capacity for growth in the Ten Trails community and initial Lawson Hills residents.

^^ Additional portables may be added to Black Diamond Elementary to create increased capacity and overflow for future Ten Trails and Lawson Hills development enrollment needs.

Table 6 – Finance Plan

Estimated Project Cost by Year - in \$millions							Total	Secured	Secured	Unsecured
2024	2025	2026	2027	2028	2029		Cost	Bond/Levy (1)	Other (2)	Other (3)
Improvements Adding Student Capacity										
Elementary School										
Byron Kibler Elementary Replacement (New Construction)*							\$90.40			\$90.40
Black Diamond Elementary Portable Placement**							\$0.50		\$0.25	\$0.25
New Ten Trails Elementary***							\$65.40			\$65.40
Westwood Portable Placement							\$0.75			\$0.75
Middle School										
Portable Placement^							\$0.25		\$0.25	
High School										
Renovation^^							\$2.50			\$2.50
Total	\$0.25	\$1.15	\$2.90	\$90.50	\$65.00		\$159.80		\$0.50	\$159.30

(1) Secured Bond/Levy- Bond and levy funding already approved by voters.

(2) Secured Other - Funds currently available to the District including proceeds from property sales, school mitigation and impact fees, and State School Construction Assistance Program (SCAP) Funds remaining from other projects.

(3) Unsecured future - School mitigation and impact fees not yet collected, bonds and levies not yet approved, SCAP dollars not yet allocated.

* Costs related to new capacity project for Byron Kibler Elementary. Will include a wing for a new Birth to Five center replacing JJ Smith Elementary.

** Possible Black Diamond Elementary portable addition

*** Estimated costs related to the planned new elementary school in Ten Trails Elementary, including survey and design work and construction project costs. Estimated construction costs are used in the impact fee formula.

^ Cost of adding one double portable at each of two middle schools.

^^ Completion of envelope renovations as well as necessary upgrades to existing Performing Arts Center.

District may also add portable facilities at various schools during the six year planning period as needed to meet enrollment growth

Section V: Capital Facilities Financing Plan

The Six-Year Finance Plan shown on Table 6 demonstrates how the District intends to fund new construction and improvements to school facilities for the years of 2024-2029. The financing plan and impact fee calculation formula also differentiate between capacity and non-capacity projects.

The District's ability to accomplish its building program is based on the following funding sources:

- Passage of general obligation bonds by District voters, which was done in the April 2015 election for recently completed projects (Black Diamond Elementary School and Enumclaw High School Renovation/Addition)
- Collection of school mitigation and impact fees
- State School Construction Assistance Program funds
- Passage of future general obligation bonds for planned projects (New ES, Kibler ES replacement w/ Birth to Five addition, portable placements, and EHS PAC renovation)

General Obligation Bonds

Bonds are typically used to fund construction of new schools and other capital improvement projects. A 60% voter approval is required to pass a bond. Bonds are then retired through collection of property taxes. The District's voters approved a \$68.5 million bond to fund the replacement and expansion of the existing Black Diamond Elementary School and the partial renovation and expansion of Enumclaw High School. The District is considering proposing one or more bond packages in the near future to fund the replacement of Byron Kibler Elementary (with a possible Birth to Five addition) and a new elementary school in Black Diamond in the Ten Trails neighborhood. Board decisions and any authorized proposals will be included in future updates to this Capital Facilities Plan.

State School Construction Funding Assistance

State School Construction Funding Assistance comes from the Common School Construction Fund. Bonds are sold on behalf of the fund then retired from revenues accruing predominantly from the sale of renewable resources (i.e. timber) from State school lands set aside by the Enabling Act of 1889. If these sources are insufficient to meet needs, the Legislature can appropriate funds or the State Superintendent of Public Instruction can prioritize funding.

School districts may qualify for School Construction Funding Assistance for specific capital projects. To qualify, a project must first meet a State established criteria of need. This is determined by a formula that specifies the amount of square footage the State will help finance to provide permanent structures for the unhoused enrollment projected for the district. If a project qualifies, it can become part of a State prioritization system. This system prioritizes allocation of available funding resources to school districts statewide based on seven prioritization categories. Funds are then disbursed to the districts based on a formula which

calculates district assessed valuation per pupil relative to the whole State assessed valuation per pupil to establish the percent of the total project cost to be paid by the State. The State contribution can range from less than half to more than 70% of the project's cost.

State School Construction Funding Assistance can only be applied to major school construction projects. Site acquisition and minor improvements are not eligible to receive School Construction Funding Assistance dollars. School Construction Funding Assistance funds are not received by a school district until after a school has been constructed. In such cases, the District must "front fund" a project. That is, the District must finance the complete project with local funds (the future State's share coming from funds allocated to future District projects). When the State share is finally disbursed (without accounting for escalation) the future District project is partially reimbursed.

Because of the method of computing State School Construction Funding Assistance, the official percentage of funds calculated by the State does not typically equal the actual percentage of total facility cost. The State Funding Assistance Percentage for the Enumclaw School District is approximately 55.41%. Notably, this only applies to costs that the State considers eligible for State Funding. Land costs and other development costs are not considered eligible for State School Construction Funding Assistance. Furthermore, the State only allows 90 square feet per elementary student while the District's service standard requires more square feet per student. This additional space must be funded with local dollars. For a typical project that has maximum State funding, less than 50% of the total project costs will be covered by School Construction Funding Assistance dollars.

Mitigation Payments and School Impact Fees

King County, the City of Black Diamond and the City of Enumclaw have adopted school impact fee ordinances. In these jurisdictions, the District requests that an impact fee be collected for the construction of any new residential dwelling unit.

New dwelling units in the Lawson Hills and Ten Trails MPDs are subject to a school mitigation fee assessed pursuant to a Comprehensive School Mitigation Agreement.

Fees assessed are based on the new enrollment growth in the District and related capacity needs. By law, new development cannot be assessed impact fees to correct existing deficiencies.

Impact fees have been calculated utilizing the formula in the King County Ordinance 11621. The resulting figures are based on the District's cost per dwelling unit to purchase land for school sites, make site improvements, construct schools and purchase, install or relocate temporary facilities (Portables). Credits have also been applied in the formula to account for State School Construction Funding Assistance expected to be reimbursed to the District and projected future property taxes to be paid by the owner of a dwelling unit.

The District's cost per dwelling unit is derived by multiplying the cost per student by the applicable student generation rate per dwelling unit. King County Ordinance 11621 defines

“Student Factor” as “the number derived by a school district to describe how many students of each grade span are expected to be generated by a dwelling unit. Student factors shall be based on district records of average actual student generation rates for new developments constructed over a period of not more than five (5) years prior to the date of the fee calculation; provided that, if such information is not available in the district, the data from adjacent districts, districts with similar demographics, or county wide averages may be used.”

Enumclaw School District’s student generation factors are based on the 2024 average of student factors from other school districts in King County. See Table 7.

Table 7 – 2024 Composite Student Generation Rates (SGR)*

Single Family Dwelling Units:

	Auburn	Fife	Issaquah	Lake Washington	Northshore	Renton	Riverview	Average[^]
Elementary	0.269	0.295	0.342	0.345	0.324	0.146	0.239	0.280
Middle	0.107	0.129	0.146	0.155	0.118	0.046	0.104	0.120
High	0.117	0.115	0.153	0.148	0.120	0.089	0.137	0.130
Total	0.492	0.540	0.641	0.648	0.562	0.281	0.479	0.520

Multi-Family Dwelling Units:

	Auburn	Fife	Issaquah	Lake Washington	Northshore	Renton	Riverview	Average[^]
Elementary	0.482	0.084	0.086	0.030	0.071	0.146	0.149	0.150
Middle	0.131	0.038	0.040	0.013	0.027	0.065	0.025	0.050
High	0.146	0.040	0.033	0.011	0.034	0.069	0.033	0.050
Total	0.759	0.162	0.159	0.055	0.132	0.280	0.207	0.250

**Based on the King County countywide student generation rate average using the rates of those districts that prepared their own student generation rate data (Federal Way School District excepted due to anomalous rates). See KCC 21A.06.1260.*

[^]Figures are rounded.

Section VI: Impact Fee Variables and Impact Fees

Student Factors-Single/Multi-Family

Elementary	.280/.150
Middle School	.120/.050
High School	.130/.050

Student Capacity per Facility

Elementary	400-600
Middle School	600-700
High School	1,500

Site Acreage Site

Elementary	15 a
Middle School	25 a
High School	40 a

Site Cost per Acre

Elementary	N/A (<i>secured through mitigation</i>)
Middle School	
High School	

New Facility Construction Cost

Elementary	\$65,000,000
------------	--------------

SPI Square Footage per Student

Elementary (K-5)	90
Middle School (6-8)	108
High School (9-12)	130
Special Education	144

Temporary Classroom Capacity

Elementary	24
Middle School	28
High School	28

Developer Provided Sites/Facilities

Elementary School Site	
------------------------	--

Temporary Facilities Costs

Elementary	
Middle School	\$250,000
High School	

Permanent Square Footage

Elementary	226,126
Middle School	167,254
High School	<u>154,698</u>
Total	548,078

Temporary Square Footage

Elementary	5,440
Middle School	
High School	<u>10,880</u>
Total	16,320

Total Facilities Square Footage

Elementary	231,566
Middle School	167,254
High School	<u>165,578</u>
Total	564,398

State Construction Funding

District Match –	55.41%
Current Construction	
Cost Allocation –	\$375.00

District Average Assessed Value

Single Family Res.	\$581,584
K.C. Assessor, 3/24	

Bond Interest Rate

Current Bond Buyer Index	3.48%
--------------------------	-------

District Average Assessed Value

Multi-Family Res.	\$266,570
K.C. Assessor, 3/24	
Weighted Avg. of Condos and Apts.	

District Debt Service Tax Rate

Current	\$.77581/\$1,000
---------	------------------

The District's proposed school impact fees reflect identified capacity needs and planning at the elementary level. The fees are based on the estimated costs of the planned new elementary school (anticipated, if funding is approved by the voters, to be complete within the six-year planning period).

Using the variables and formula described above, impact fees proposed for the District are summarized in Table 8. See also Appendix C.

Table 8 - School Impact Fees

Housing Type	Impact Fee Per Dwelling Unit*
Single Family	\$10,249
Multi-Family	\$5,634

*Per City of Black Diamond Ordinance 20-1146; discounted at 50%; City of Enumclaw Ordinance 2609 (discounted at 50%); Chapter 21A.43 KCC and Ordinance No. 10162 (discounted at 50%)

Appendix A OSPI Cohort Enrollment Projections

 ICOS		School Facilities and Organization INFORMATION AND CONDITION OF SCHOOLS Enrollment Projections (Report 1049)						ENUMCLAW					
Grade	--- ACTUAL ENROLLMENTS ON OCTOBER 1st ---						AVERAGE % SURVIVAL	--- PROJECTED ENROLLMENTS ---					
	2018	2019	2020	2021	2022	2023		2024	2025	2026	2027	2028	2029
Kindergarten	283	319	268	328	364	300		338	346	354	362	370	378
Grade 1	323	313	298	267	342	342	100.36%	301	339	347	355	363	371
Grade 2	272	338	292	312	304	342	103.29%	353	311	350	358	367	375
Grade 3	301	288	320	297	332	311	102.19%	349	361	318	358	366	375
Grade 4	333	321	276	318	331	355	104.04%	324	363	376	331	372	381
Grade 5	318	350	301	289	334	343	102.44%	364	332	372	385	339	381
K-5 Sub-Total	1,830	1,929	1,755	1,811	2,007	1,993		2,029	2,052	2,117	2,149	2,177	2,261
Grade 6	328	347	327	312	305	347	103.12%	354	375	342	384	397	350
Grade 7	317	321	348	328	321	319	101.18%	351	358	379	346	389	402
Grade 8	303	322	309	347	340	329	100.73%	321	354	361	382	349	392
6-8 Sub-Total	948	990	984	987	966	995		1,026	1,087	1,082	1,112	1,135	1,144
Grade 9	319	325	331	329	344	358	104.18%	343	334	369	376	398	364
Grade 10	317	324	328	328	332	345	100.55%	360	345	336	371	378	400
Grade 11	267	279	288	298	309	296	90.21%	311	325	311	303	335	341
Grade 12	290	257	265	293	278	282	95.50%	283	297	310	297	289	320
9-12 Sub-Total	1,193	1,185	1,212	1,248	1,263	1,281		1,297	1,301	1,326	1,347	1,400	1,425
DISTRICT K-12 TOTAL	3,971	4,104	3,951	4,046	4,236	4,269		4,352	4,440	4,525	4,608	4,712	4,830

Appendix B

Modified Cohort Enrollment Projections

Modified Cohort Projected Enrollment							
	2023*	2024	2025	2026	2027	2028	2029
Grade K	299	310	324	341	347	342	348
Grade 1	342	312	325	344	362	372	365
Grade 2	342	360	333	351	369	393	402
Grade 3	311	345	371	347	364	387	408
Grade 4	355	341	362	404	378	400	422
Grade 5	343	361	358	392	422	399	420
K-5 Headcount	1992	2029	2073	2179	2242	2293	2365
Grade 6	347	348	375	376	409	441	416
Grade 7	319	356	359	390	390	424	455
Grade 8	329	336	371	377	407	410	443
6-8 Headcount	995	1040	1105	1143	1206	1275	1314
Grade 9	358	330	343	380	385	421	417
Grade 10	345	362	339	351	387	401	426
Grade 11	299	342	362	341	355	390	398
Grade 12	305	294	343	365	345	357	391
9-12 Headcount	1307	1328	1387	1437	1472	1569	1632
K-12 Headcount	4294	4397	4565	4759	4920	5137	5311
* Represents actual October 2023 headcount (does not include TTK or RS student populations)							

Appendix C

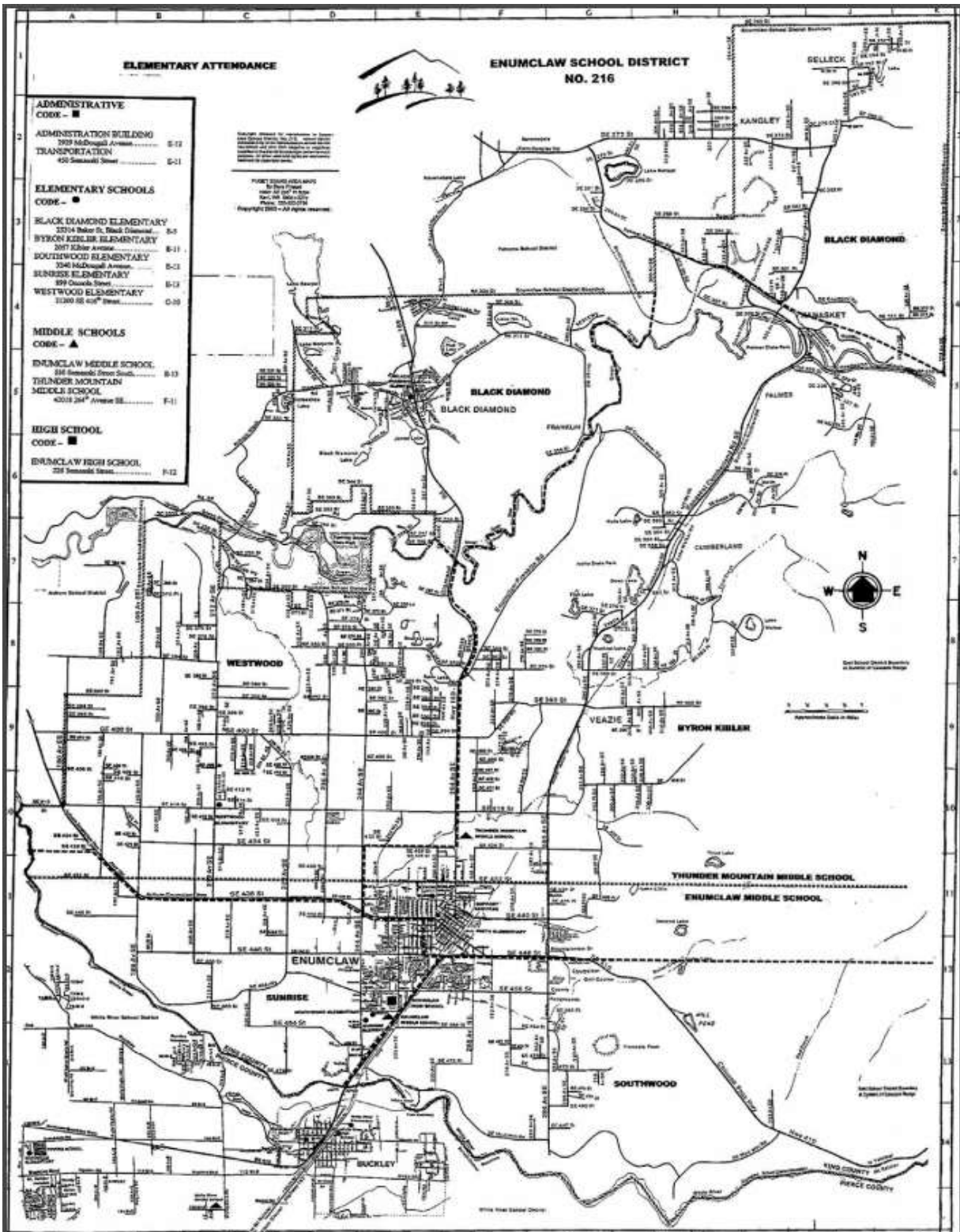
School Impact Fee Calculations

ENUMCLAW SCHOOL DISTRICT							
2024							
School Site Acquisition Cost:							
((Acres x Cost per Acre) / Facility Capacity) x Student Factor							
	Facility Acreage	Cost/Acre	Facility Capacity	Student Factor SFR	Student Factor MFR	Cost/SFR	Cost/MFR
Elementary	0.00	\$ -	600	0.280	0.150	\$0	\$0
Middle	0.00	\$ -	700	0.120	0.050	\$0	\$0
High	0.00	\$ -	1,500	0.130	0.050	\$0	\$0
						\$0	\$0
School Construction Cost:							
((Facility Cost / Facility Capacity) x Student Factor) x (Permanent / Total Sq Ft)							
	%Perm/ Total Sq.Ft.	Facility Cost	Facility Capacity	Student Factor SFR	Student Factor MFR	Cost/SFR	Cost/MFR
Elementary	97.11%	\$ 65,000,000	600	0.280	0.150	\$29,457	\$15,780
Middle	97.11%	\$ -	700	0.120	0.050	\$0	\$0
High	97.11%	\$ -	1,500	0.130	0.050	\$0	\$0
						\$29,457	\$15,780
Temporary Facility Cost:							
((Facility Cost / Facility Capacity) x Student Factor) x (Temporary / Total Square Feet)							
	%Temp/ Total Sq.Ft.	Facility Cost	Facility Size	Student Factor SFR	Student Factor MFR	Cost/SFR	Cost/MFR
Elementary	2.89%	\$ -	20	0.280	0.150	\$0	\$0
Middle	2.89%	\$ 250,000.00	25	0.120	0.050	\$35	\$14
High	2.89%	\$ -	25	0.130	0.050	\$0	\$0
					TOTAL	\$35	\$14
State Funding Assistance Credit:							
CCA x OSPI Square Footage x Funding Assistance % x Student Factor							
	Current CCA	OSPI Square Footage	District Funding %	Student Factor SFR	Student Factor MFR	Cost/SFR	Cost/MFR
Elementary	\$ 375.00	90	55.41%	0.280	0.150	\$5,236	\$2,805
Middle	\$ 375.00	108	0.00%	0.120	0.050	\$0	\$0
Sr. High	\$ 375.00	130	0.00%	0.130	0.050	\$0	\$0
					TOTAL	\$5,236	\$2,805
Tax Payment Credit:							
Average Assessed Value						SFR	MFR
						\$581,584	\$266,570
Capital Bond Interest Rate						3.48%	3.48%
Net Present Value of Average Dwelling						\$4,841,684	\$2,219,194
Years Amortized						10	10
Property Tax Levy Rate						\$0.78	\$0.78
Present Value of Revenue Stream						\$3,756	\$1,722
Fee Summary:							
			Single Family	Multi-Family			
Site Acquisition Costs				\$0	\$0		
Permanent Facility Cost				\$29,457	\$15,780		
Temporary Facility Cost				\$35	\$14		
State Funding Credit				(\$5,236)	(\$2,805)		
Tax Payment Credit				(\$3,756)	(\$1,722)		
ILL (AS CALCULATED)				\$20,499	\$11,268		
FEE (Adjusted 50%)				\$10,249	\$5,634		

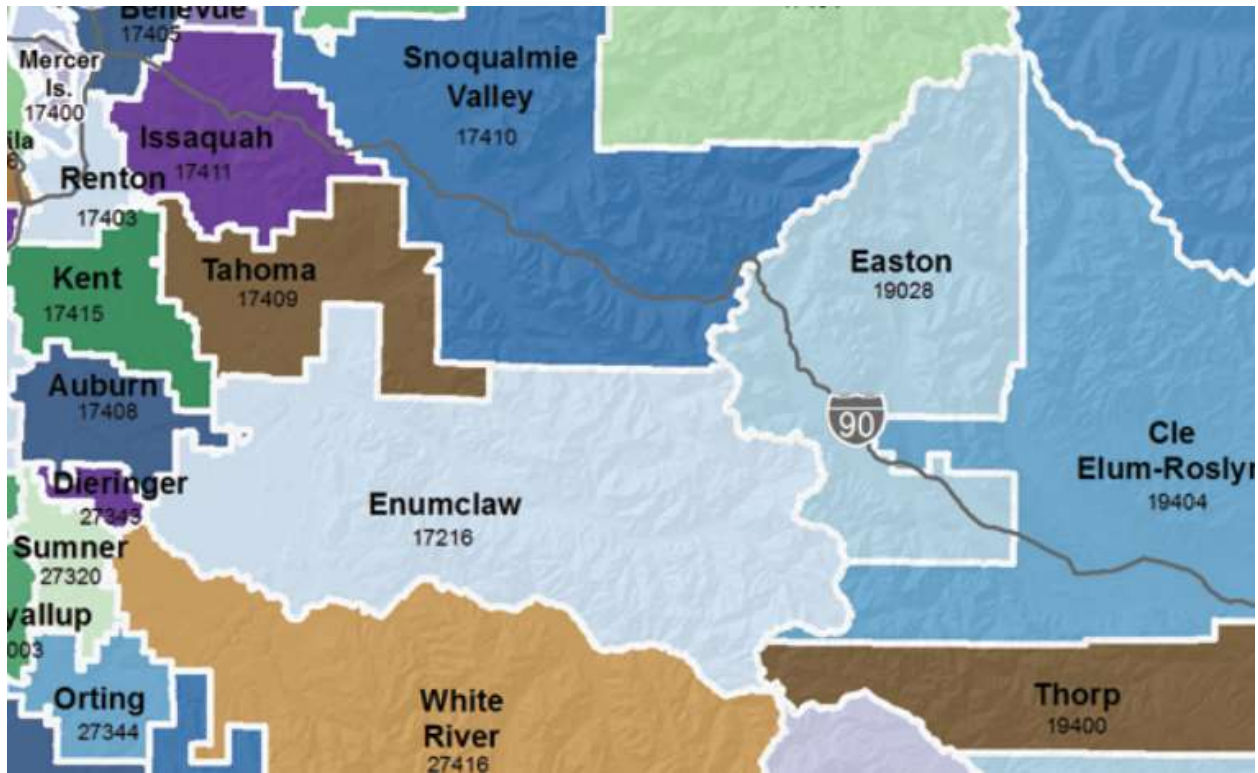
Appendix D

Maps of School Borders and Projects

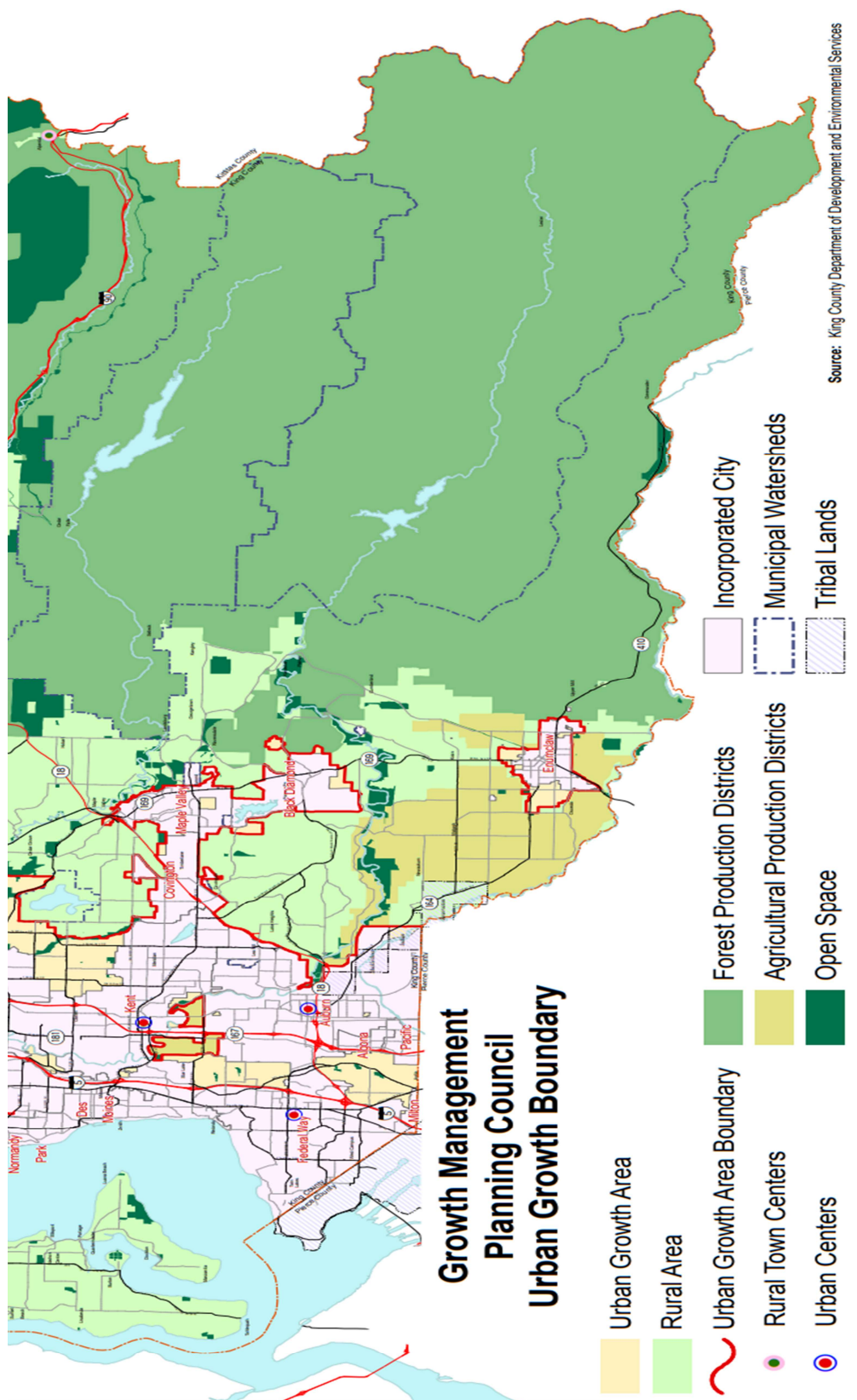
Enumclaw School Boundaries



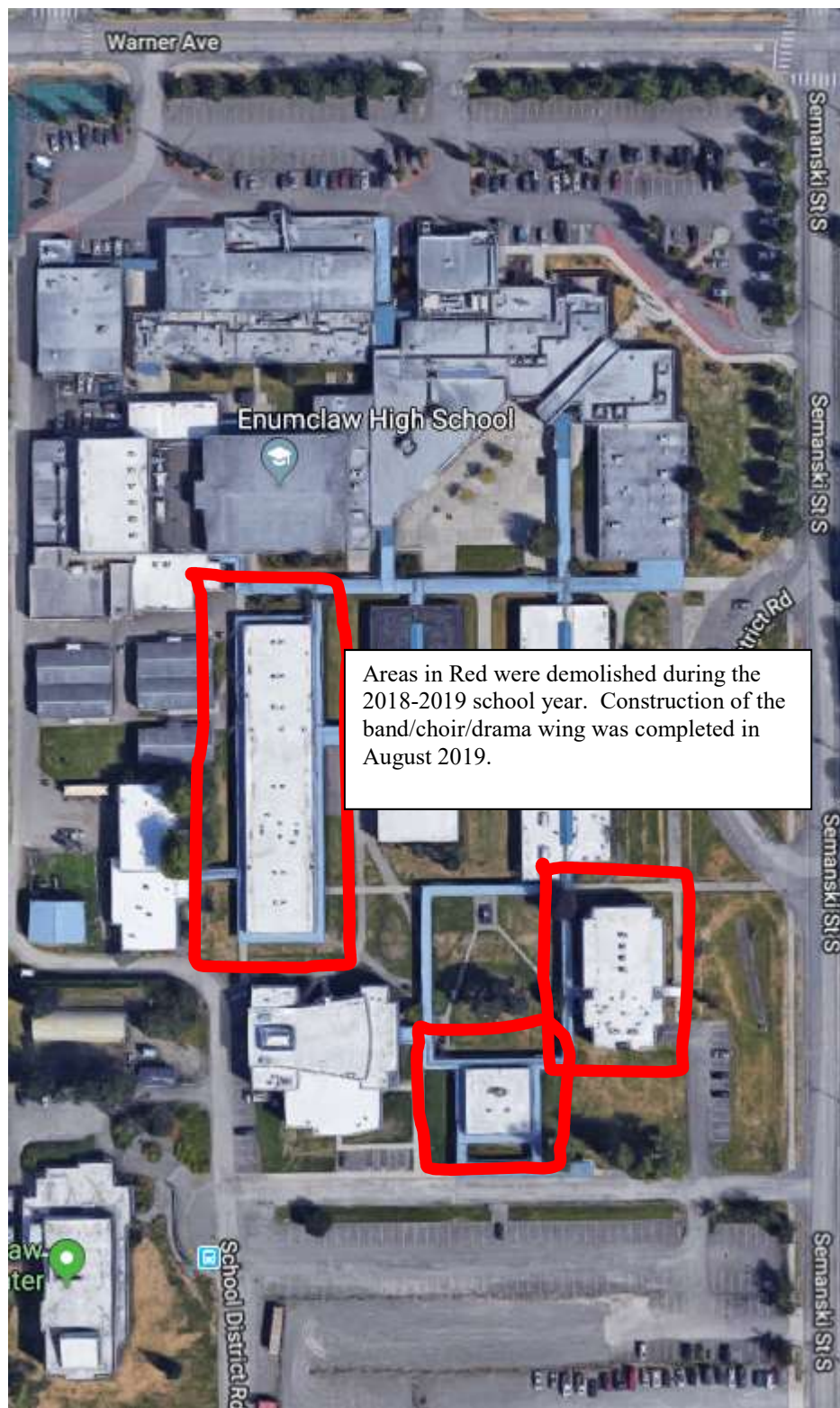
Enumclaw School District Borders



Urban Growth Boundaries



Enumclaw High School Replacement and Modernization
226 Semanski St. Enumclaw, WA 98022



View of Enumclaw High School Project Prior to Completion



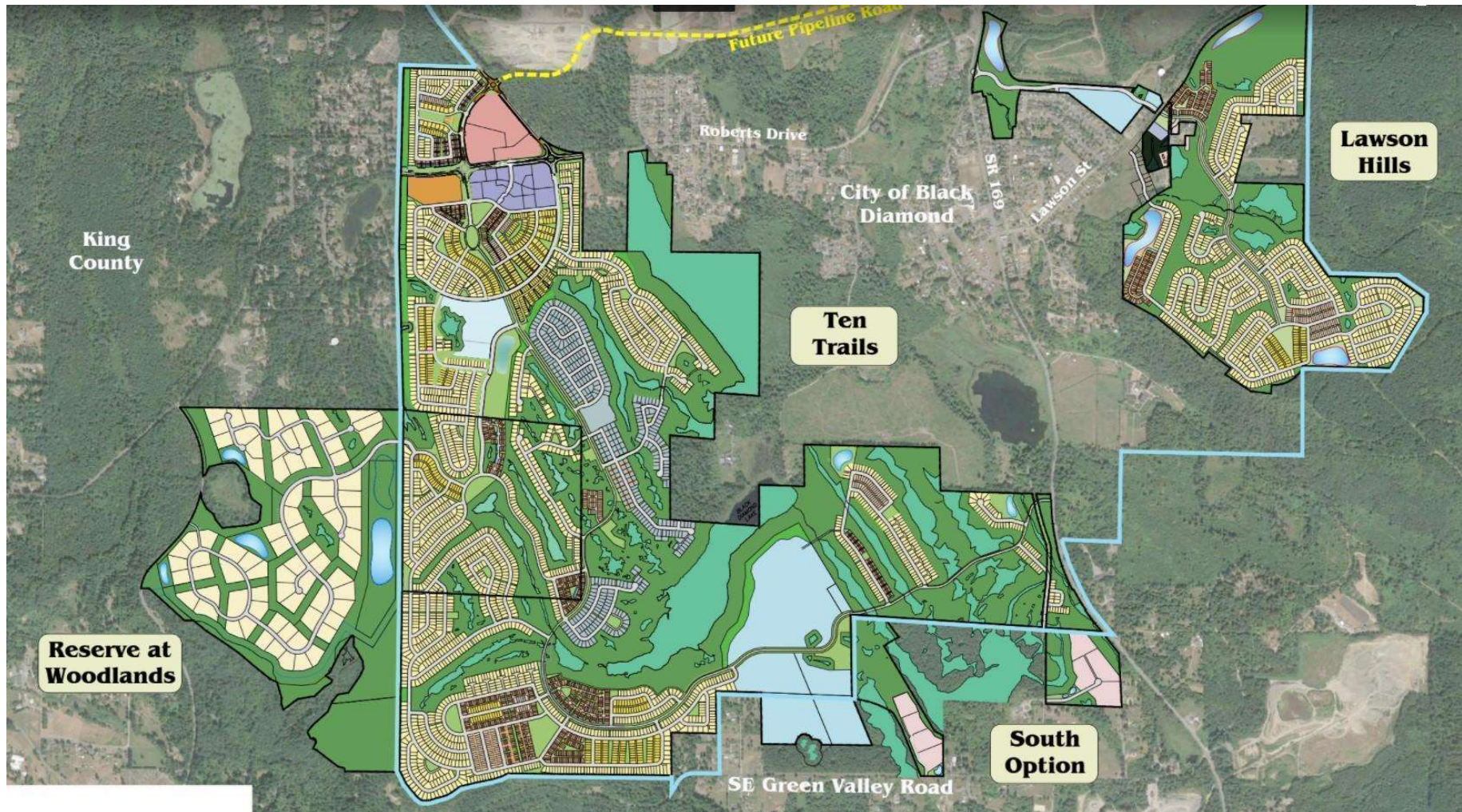
Completed Enumclaw High School Project



Appendix E

Master Plan Development Maps

Ten Trails and Lawson Hills MPDs



Current Buildout Map – Ten Trails





Auburn School District No. 408

Capital Facilities Plan 2024 through 2030



Chinook Elementary School – 2023

*Adopted by the Auburn School District Board of Directors on
June 10, 2024.*



915 Fourth Street SE
Auburn, Washington 98002

(253) 931-4900

Board of Directors

Tracy Arnold
Valerie Gonzales
Arlista Holman
Sheilia McLaughlin
Laura Theimer

Dr. Alan Spicciati, Superintendent

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SECTION 1 – EXECUTIVE SUMMARY

Auburn School District (District) has prepared this six-year Capital Facilities Plan (Plan) in compliance with the requirements of Washington’s Growth Management Act and the ordinances adopted by the counties and cities served by the District. The District reviews and amends the Plan annually. All changes are made pursuant to the Growth Management Act and the local ordinances.

The Plan was prepared using data available in the spring of 2024 unless otherwise noted.

The Plan is consistent with prior long-term capital facilities plans adopted by the District. This Plan is not intended to be the sole plan for all the District’s needs. The District may prepare interim and periodic long-range Capital Facilities Plans consistent with this six-year Capital Facilities Plan.

The Plan will be submitted to jurisdictions located within the District’s service area along with a request to include the plan as an element in the jurisdictions’ Comprehensive Plans. King County, and the Cities of Algona, Auburn, Black Diamond, Kent, and Pacific must adopt this Plan to enable the District to collect impact fees within their jurisdiction. In the past, the Cities of Algona and Pacific have not adopted a school impact fee ordinance or the District’s Capital Facilities Plans.

King County Code 21A allows school districts to assess impact fees on every dwelling unit in the District for which a fee schedule has been established. This Plan provides the data and calculations required by King County and the Cities to establish the District’s school impact fees for 2024. The District’s 2024 impact fee for Single-Family Residences is \$4,584. The 2024 impact fee for Multi-Family Residences is \$8,966.

The Plan establishes the District’s Standard of Service to determine the District’s current and future capacity. While the State Superintendent of Public Instruction establishes square footage guidelines for school capacity, those guidelines do not account for the local program needs of the District. The Growth Management Act and the school impact fee ordinance authorize the District to define its standard of service based on the District’s specific needs.

The District’s Standard of Service is based upon the District’s current student-teacher ratio and service model for special programs. The Standard of Service and District’s school inventory have been used to calculate the capacity of schools in the District. The District’s permanent capacity for the 2024-25 school year is 14,595 students. The number of students enrolled in the District as of October 1, 2023, is 17,239 students.

The following table summarizes changes that are incorporated in the District's 2024-2030 Capital Facilities Plan:

Table 1: 2024 Capital Facilities Plan Changes

ITEM	2023 CFP	2024 CFP	COMMENTS
Classroom Capacity - Elem. Schools	20.33	20.29	Adjusted for Pre-Kindergarten classes
Debt Service Tax Rate	1.84000	1.93178	Per King County
District Average Assessed Value - SFR	\$573,704	\$530,816	Per King County
District Average Assessed Value - MFR	\$270,892	\$232,969	Per King County
District SF Capacity - Permanent	14,230	14,595	Updated calculation
District SF Capacity - Permanent + Portables	17,074	17,541	Updated calculation
District Impact Fee - SFR	\$5,615.82	\$4,584.00	Updated calculation
District Impact Fee - MFR	\$9,223.54	\$8,966.00	Updated calculation
Facility Cost - Middle School	\$143,000,000	\$143,300,000	Construction cost escalation
Facility Cost - Portable Classroom	\$250,000	\$388,165	Based on current portable classroom cost
Facility SF % - Permanent - Elementary	96.16%	97.73%	Adjusted for portable classroom relocations
Facility SF % - Permanent - Middle School	92.45%	91.28%	Adjusted for portable classroom relocations
Facility SF % - Permanent - High School	95.96%	94.87%	Adjusted for portable classroom relocations
Facility SF % - Portables - Elementary	3.84%	2.27%	Adjusted for portable classroom relocations
Facility SF % - Portables - Middle School	7.55%	8.72%	Adjusted for portable classroom relocations
Facility SF % - Portables - High School	4.04%	5.13%	Adjusted for portable classroom relocations
Genl. Obligation Bonds Interest Rate	3.58%	3.48%	Per Bond Buyer Index
OSPI Construction Cost Allowance	\$246.83	\$375.00	Per OSPI
OSPI Match % - District	35.42%	33.14%	Per OSPI
OSPI Match % - State	64.58%	66.86%	Per OSPI
Student Generation Rate - Elementary - SFR	0.303	0.269	Updated housing inventory
Student Generation Rate - Middle School - SFR	0.133	0.107	Updated housing inventory
Student Generation Rate - High School - SFR	0.151	0.117	Updated housing inventory
Student Generation Rate - Elementary - MFR	0.440	0.482	Updated housing inventory
Student Generation Rate - Middle School - MFR	0.150	0.131	Updated housing inventory
Student Generation Rate - High School - MFR	0.172	0.146	Updated housing inventory

SECTION 2 – FACILITY INVENTORY

Auburn School District encompasses 62 square miles in King and Pierce Counties and serves the cities of Auburn, Algona, Pacific, as well as a portion of Unincorporated King County. The District owns 661 acres of property, operates 30 facilities, and utilizes 112 portable classrooms. The 30 facilities include 16 elementary schools, four middle schools, four high schools, and six support facilities. 108 portable classrooms are located at schools and four are located at the District's Administration Building and used for conferences, training, and office space.

The following map shows the District’s boundaries, school locations, major roads, and the Urban Growth Boundary.

Figure 1 – School District Map



The following table identifies the District's school facilities and facility data.

Table 2: School Facility Inventory

FACILITY	ADDRESS	YEAR BUILT	MAJOR MOD.	SITE SIZE (ACRES)	GROSS SF	OSPI SF
ELEMENTARY SCHOOLS						
Alpac	310 Milwaukee Blvd N, Pacific	1972	1987	10.68	48,042	46,592
Arthur Jacobsen	29205 132 nd Ave SE, Auburn	2007	NA	10.02	56,620	56,283
Bowman Creek	5701 Kersey Way SE, Auburn	2020	NA	21.85	75,862	74,413
Chinook	3502 Auburn Way S, Auburn	2022	NA	13.07	75,896	74,496
Dick Scobee	1031 14 th St NE, Auburn	2020	NA	8.90	76,371	74,961
Evergreen Heights	5602 S 316 th St, Auburn	1970	2014 / 2017	10.10	44,231	41,923
Gildo Rey	1005 37 th St SE, Auburn	1969	1988 / 2012	10.05	49,123	47,697
Hazelwood	11815 SE 304 th St, Auburn	1990	NA	13.08	54,906	53,482
Ilalko	301 Oravetz Place SE, Auburn	1992	NA	14.22	54,734	53,310
Lake View	16401 SE 318 th St, Auburn	1980	NA	16.48	54,054	52,252
Lakeland Hills	1020 Evergreen Way SE, Auburn	2006	NA	12.00	54,876	53,454
Lea Hill	30908 124 th Ave SE, Auburn	2022	NA	20.24	75,896	74,384
Pioneer	2301 M St SE, Auburn	2021	NA	11.13	76,758	75,358
Terminal Park	1101 D St SE, Auburn	2023	NA	6.09	77,443	75,793
Washington	20 E St NE, Auburn	1972	1988	5.33	46,378	46,377
Willow Crest	13002 SE 304 th St, Auburn	2021	NA	10.43	75,849	74,405
TOTAL				193.67	997,039	975,180
MIDDLE SCHOOLS						
Cascade	1015 24 th St NE, Auburn	1967	1998	16.94	89,320	89,320
Mt Baker	620 37 th St SE, Auburn	1994	NA	28.98	90,365	90,365
Olympic	839 21 st St SE, Auburn	2019	NA	17.40	107,625	107,625
Rainier	30620 116 th Ave SE, Auburn	1991	NA	25.54	91,321	91,321
TOTAL				88.86	378,631	378,631
HIGH SCHOOLS						
Auburn High – Main Building	711 E Main St, Auburn	2015	NA	20.50	277,229	276,229
Auburn High – TAP Building	501 3 rd St NE, Auburn	2009	NA	0.24	2,662	2,662
Auburn Mountainview	28900 124 th Ave SE, Auburn	2005	NA	39.42	187,542	187,539
Auburn Riverside	501 Oravetz Rd, Auburn	1995	NA	35.32	180,248	180,248
West Auburn	401 W Main St, Auburn	1990	NA	5.26	30,295	30,295
TOTAL				100.74	677,976	676,973
GRAND TOTAL				383.27	2,053,646	2,030,784

The following table identifies the District's support facilities and facility data.

Table 3: Support Facility Inventory

FACILITY	ADDRESS	YEAR BUILT	MAJOR MOD.	SITE SIZE (ACRES)	GROSS SF	OSPI SF
SUPPORT FACILITIES						
Administration Building	915 4 th St NE, Auburn	1968	1987 / 2017	3.50	24,046	NA
Administration Annex	502 4 th St NE, Auburn	1935	1989	0.34	6,557	NA
Auburn Memorial Stadium	405 4 th St NE, Auburn	1978	1980 / 1997	6.60	17,055	NA
Auburn Pool	516 4 th St NE, Auburn	1971	2011	0.74	14,390	NA
Support Services	1302 4 th St SW, Auburn	1996	NA	5.50	41,184	NA
Transportation Center	615 15 th St SW, Auburn	1997	NA	5.90	19,500	NA
TOTALS				22.58	122,732	

The following table identifies the District's portable classrooms that are located at schools.

Table 4: School Portable Classroom Inventory

FACILITY	SINGLE PORTABLE CLASSROOMS	DOUBLE PORTABLE CLASSROOMS	TOTAL PORTABLE CLASSROOMS
ELEMENTARY SCHOOLS			
Alpac	8	0	8
Arthur Jacobsen	0	0	0
Bowman Creek	0	0	0
Chinook	0	0	0
Dick Scobee	0	0	0
Evergreen Heights	4	0	4
Gildo Rey	2	0	2
Hazelwood	2	0	2
Ilalko	2	0	2
Lake View	0	0	0
Lakeland Hills	3	1	5
Lea Hill	0	0	0
Pioneer	0	0	0
Terminal Park	0	0	0
Washington	8	0	8
Willow Crest	0	0	0
MIDDLE SCHOOLS			
Cascade	8	0	8
Mt. Baker	6	3	12
Olympic	8	0	8
Rainier	9	1	11
HIGH SCHOOLS			
Auburn High - Main Building	8	0	8
Auburn High - TAP Building	0	0	0
Auburn Mountainview	10	1	12
Auburn Riverside	6	6	18
West Auburn	0	0	0
TOTALS	84	12	108

The following table identifies the District's inventory of undeveloped property.

Table 5: Undeveloped Property Inventory

SITE NO.	LOCATION	YEAR ACQUIRED	SITE SIZE (ACRES)	BUILDING DEPT. JURISDICTION	URBAN GROWTH BOUNDARY
23A	SE 318th St., Auburn	1948	62.44	King County	Outside
25A	SE Lake Holm Road / 190th Ave. SE, Auburn	1990	23.86	King County	Outside
25B	SE Lake Holm Road / 188th Ave. SE, Auburn	2008	5.00	King County	Outside
33	SE Lake Holm Road / 129th Way SE, Auburn	2005	40.00	King County	Outside
34/39	I St. NE/40th St. NE, Auburn	2002 / 2022	72.28	City of Auburn	Within
35	Sumner Tapps Hwy. E./ 62nd St. SE, Auburn	2009	53.00	City of Auburn	Within
TOTAL			256.58		

SECTION 3 – ENROLLMENT PROJECTIONS

The District's consultant, Davis Demographics, analyzed demographic data relevant to the District's facility planning efforts. The report created by Davis Demographics identifies trends occurring in the community, how these trends may affect future student populations, and assists in illustrating facility adjustments that may be necessary to accommodate student population.

Davis Demographics' ten-year forecast methodology combines historic student population counts, past and present demographic characteristics, and planned residential development to forecast future student populations. Additionally, Davis Demographics uses factors calculating incoming kindergarten classes based upon birth rates, additional students from new housing, the effects of student mobility, and a detailed review of planned residential development within the District.

Historical Enrollment

The following table shows the District's October 1 historical enrollment over the past 20-years. The data reveals an average overall growth of 1.46% during the past 10 years. This includes a 4% decrease in October 2020 enrollment due to the COVID pandemic.

Table 6: Historical Enrollment

GRADE	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24
TK																			127	135
KDG	892	955	940	995	998	1,032	1,010	1,029	1,098	1,170	1,232	1,198	1,237	1,261	1,271	1,291	1,038	1,227	1,341	1,205
1	960	963	1,012	995	1,014	1,033	1,066	1,068	1,089	1,188	1,219	1,279	1,210	1,276	1,290	1,314	1,236	1,185	1,304	1,305
2	992	963	1,001	1,019	1,024	998	1,016	1,097	1,083	1,124	1,196	1,289	1,300	1,251	1,311	1,295	1,243	1,249	1,241	1,320
3	918	1,002	1,031	997	1,048	993	1,013	996	1,111	1,125	1,136	1,232	1,317	1,328	1,275	1,320	1,243	1,264	1,324	1,265
4	1,016	939	1,049	1,057	1,045	1,073	1,024	1,022	1,038	1,123	1,156	1,170	1,237	1,328	1,378	1,316	1,257	1,255	1,322	1,356
5	956	1,065	998	1,077	1,070	1,030	1,079	1,017	1,070	1,075	1,122	1,172	1,199	1,269	1,345	1,361	1,294	1,251	1,296	1,349
6	1,020	1,004	1,061	1,008	1,096	1,040	1,041	1,063	1,041	1,076	1,059	1,116	1,152	1,207	1,275	1,337	1,306	1,233	1,227	1,276
7	1,124	1,028	1,014	1,057	1,034	1,125	1,060	1,032	1,086	1,072	1,091	1,099	1,132	1,194	1,232	1,295	1,319	1,304	1,267	1,230
8	1,130	1,137	1,069	1,033	1,076	1,031	1,112	1,046	1,018	1,116	1,088	1,136	1,108	1,183	1,213	1,236	1,264	1,312	1,315	1,277
9	1,459	1,379	1,372	1,337	1,257	1,245	1,221	1,273	1,200	1,159	1,275	1,229	1,261	1,257	1,372	1,399	1,351	1,386	1,455	1,453
10	1,260	1,383	1,400	1,367	1,341	1,277	1,238	1,168	1,278	1,229	1,169	1,316	1,248	1,300	1,313	1,410	1,376	1,387	1,416	1,507
11	1,019	1,153	1,294	1,305	1,304	1,269	1,212	1,177	1,116	1,187	1,169	1,111	1,248	1,188	1,198	1,218	1,174	1,299	1,300	1,309
12	833	989	1,068	1,176	1,259	1,319	1,251	1,220	1,231	1,186	1,218	1,175	1,104	1,266	1,126	1,113	1,090	1,248	1,251	1,252
TOTALS	13,579	13,960	14,309	14,423	14,566	14,465	14,343	14,208	14,459	14,830	15,130	15,522	15,753	16,308	16,599	16,905	16,191	16,600	17,186	17,239
Change	381	349	114	143	-101	-122	-135	251	371	300	392	231	555	291	306	-714	409	459	53	
Percent Change	2.81%	2.50%	0.60%	0.99%	-0.69%	-0.84%	-0.94%	1.77%	2.57%	2.02%	2.59%	1.49%	3.52%	1.76%	1.84%	-4.22%	2.53%	2.77%	0.31%	
Average Student Gain/Loss for Past 10 years	228																			
Average Student Gain/Loss for Past 10 years	1.46%																			

Projected Enrollment

Based upon the district-wide analysis conducted by Davis Demographics:

- The student population in the District is expected to increase slightly by 0.9% during the next five years and decrease slightly by 0.5% during the following five years.
- The birth rates in the District have fluctuated over the past ten years, but the overall trend is positive.
- An influx in students transitioning into 1st grade and 9th grade is expected. The District anticipates the largest decline in students transitioning into 11th and 12th grades. This is primarily due to students participating in the Running Start program.
- The enrollment projection includes 11 residential development projects with a total of 1,024 units during the next ten years.
- The K-5 resident student population is expected to increase to nearly 7,600 in 2026 and then decline slowly due to diminished housing development and larger kindergarten cohorts moving into middle school. Overall, the K-5 grade group is expected to decrease by 0.8% in the 5-year forecast and 1.4% in the ten-year horizon.
- The 6-8 Grade resident population within the District is expected to increase by 3.3% in the five-year forecast and 0.8% in the ten-year horizon.

- High school student population is expected to experience a slight increase of 1.6% in the five-year forecast while remaining flat with a small decrease of 0.1% towards the tail end of the ten-year horizon.

The following table identifies student enrollment projections for the next six years.

Table 7: Student Enrollment Projections

GRADE	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
IN-DISTRICT STUDENTS						
Pre-K	130	130	130	130	130	130
K	1,129	1,165	1,213	1,188	1,180	1,180
1	1,213	1,190	1,230	1,267	1,240	1,230
2	1,268	1,227	1,208	1,235	1,270	1,242
3	1,296	1,302	1,266	1,232	1,258	1,292
4	1,245	1,322	1,336	1,282	1,247	1,272
5	1,321	1,262	1,342	1,343	1,289	1,252
6	1,272	1,288	1,237	1,299	1,299	1,245
7	1,266	1,291	1,308	1,243	1,306	1,306
8	1,216	1,274	1,304	1,305	1,240	1,301
9	1,287	1,253	1,316	1,340	1,339	1,271
10	1,368	1,318	1,290	1,344	1,367	1,364
11	1,301	1,290	1,243	1,208	1,260	1,279
12	1,169	1,275	1,270	1,215	1,179	1,231
Subtotal	16,479	16,587	16,695	16,629	16,605	16,596
OUT-OF-DISTRICT STUDENTS						
K-5	260	260	262	263	261	259
6-8	95	98	100	98	98	100
9-12	516	517	516	514	518	518
Subtotal	871	875	878	874	877	877
TOTAL STUDENTS						
PreK-5	7,861	7,858	7,988	7,939	7,876	7,857
6-8	3,848	3,951	3,950	3,945	3,943	3,953
9-12	5,641	5,653	5,636	5,620	5,663	5,663
TOTAL	17,350	17,462	17,574	17,503	17,482	17,473

SECTION 4 – STUDENT GENERATION RATES

King County Code 21A establishes a formula to determine school impact fees. Developers of residential properties must pay a school district the impact fee to help compensate the District for the impact of new housing units on school facilities. This King County code was substantially adopted by the Cities of Auburn, Black Diamond, and Kent.

This formula requires the District to establish a “Student Generation Rate”. This rate is the average number of students generated by a residential housing unit and is used to

estimate the number of students that will be added to the District by each new housing unit.

Two sets of data are used to calculate Student Generation Rates - current student enrollment and from recently constructed housing units in the District. This information associates each student with a housing unit. Two general housing categories are analyzed - single-family and multi-family.

The District also uses the Student Generation Rates to estimate anticipated student enrollment in the future. Development data is collected to determine the number of new residential units that may be built in the future. The Student Generation Rates applied to estimate the number of new students that the planned residential developments may yield.

Planned residential development data was obtained through discussions with city agencies, counties, and major developers within the District boundaries. Student population by residence includes all approved and tentative tract maps in addition to any planned or proposed development that may occur within the project timeframe. The planned residential development information is a snapshot of the District currently. The information may change and is updated annually.

The following table provides information about recent single-family residential developments in the District and associated Student Generation Rates.

Table 8: Single-Family Residential Development Summary

SINGLE-FAMILY DEVELOPMENTS	OCCUPANCY DATE	UNITS	OCCUPIED UNITS	TO BE OCCUPIED	2024 STUDENTS				STUDENT GENERATION RATE			
					K-5	6-8	9-12	Total	K-5	6-8	9-12	Total
Bridges	2021	380	380	0	96	32	45	173	0.253	0.084	0.118	0.455
Forest Glen	2021	30	30	0	23	13	6	42	0.767	0.433	0.200	1.400
Greenvale	2023	17	17	0	0	1	0	1	0.000	0.059	0.000	0.059
Greenview Estates	2023	17	17	0	3	2	3	8	0.176	0.118	0.176	0.471
Hastings	2020	10	10	0	5	1	1	7	0.500	0.100	0.100	0.700
Lozier Ranch		18	7	11	1	0	0	1	0.143	0.000	0.000	0.143
Palisades - Homes		16	15	1	5	2	3	10	0.333	0.133	0.200	0.667
River Rock		14	7	7	0	0	0	0	0.000	0.000	0.000	0.000
Seremounte	2019	30	30	0	7	5	4	16	0.233	0.167	0.133	0.533
Vasiliy	2021	8	8	0	2	0	0	2	0.250	0.000	0.000	0.250
Willow Place	2021	11	11	0	1	1	0	2	0.091	0.091	0.000	0.182
TOTALS		551	532	19	143	57	62	262	0.269	0.107	0.117	0.492

The following table provides information about recent multi-family residential developments in the District and associated Student Generation Rates.

Table 9: Multi-Family Residential Development Summary

MULTI-FAMILY DEVELOPMENTS	OCCUPANCY DATE	UNITS	OCCUPIED UNITS	TO BE OCCUPIED	2024 STUDENTS				STUDENT GENERATION RATE			
					K-5	6-8	9-12	Total	K-5	6-8	9-12	Total
Copper Gate Apts.	2021	500	500	0	341	93	103	537	0.682	0.186	0.206	1.074
The Verge Auburn	2022	226	226	0	9	2	3	14	0.040	0.009	0.013	0.062
TOTALS		726	726	0	350	95	106	551	0.482	0.131	0.146	0.759

SECTION 5 – STANDARD OF SERVICE

The School Impact Fee Ordinances adopted by King County and the Cities of Auburn, Black Diamond, and Kent require the District to establish a “Standard of Service” to be eligible to impose school impact fees. The Standard of Service must identify the school program year, class size by grade span, the types of facilities needed to serve its student population, and other Rates identified by the District including the requirements of students with special needs.

CURRENT ENROLLMENT

The District operates 16 elementary schools with pre-school to grade 5, four middle schools with grades 6 to 8, three comprehensive and one alternate education high school with grades 9 to 12. Student enrollments at these schools as of March 2024 are:

- Elementary Schools: 8,569 students
- Middle Schools: 3,656 students
- High Schools: 5,247 students
- Total Enrollment: 17,472 students

CLASS SIZE

Standard class sizes in the District are subject to state regulations, collective bargaining agreements, and student needs. Class sizes also vary based upon grade level and classroom type.

The District’s blended class size standards are as follows:

- Elementary Schools: 20.29 students per classroom
- Middle Schools: 28.02 students per classroom
- High Schools: 28.74 students per classroom
- Self-Contained Special Education: 12.00 students per classroom

PERMANENT CLASSROOMS

Permanent classrooms are located in permanent structures owned and operated by the District. The number of permanent classrooms in the District's 24 schools are:

- Elementary Schools: 507 classrooms
- Middle Schools: 151 classrooms
- High Schools: 221 classrooms
- Total: 879 classrooms

PORTABLE CLASSROOMS

Portable classrooms in the District are modular structures that can be relocated. The District uses portable classrooms when permanent facilities do not have adequate space to accommodate its students and staff. Portable classrooms are also used at the school district's Administration Building for training, conference, and office space. The number of portable classrooms in use and their locations are:

- Elementary Schools: 31 portables
- Middle Schools: 39 portables
- High Schools: 38 portables
- Support Facilities: 4 portables
- Total: 112 portables

TYPES OF CLASSROOMS

The types of classrooms in the District vary based upon grade level, instructional program, and student needs. Classroom types in the District are:

- General Classrooms: Spaces used for general instruction and do not have specialized features or equipment. These classrooms are present in elementary, middle, and high schools.
- Special Education Self-Contained Classrooms: Spaces used for self-contained instruction for students with disabilities. These classrooms are present in elementary, middle, and high schools.
- Specialty Classrooms: Instructional spaces that have unique features or equipment. These classrooms are present in middle and high schools and consist of teaching stations for art, automotive technology, band, business education, career center, choral, construction manufacturing, computer science, culinary arts, drafting, drama, fitness and conditioning, horticulture, kitchen science, marketing, metals, orchestra,

physical education, robotics, science, sports medicine, theater arts, and visual communications.

- Pull-Out Classrooms: Spaces where students receive specialized instruction for a portion of the school day and are comprised of elementary gymnasiums and music, and elementary, middle, and high school multi-lingual, resource, and Title/LAP classrooms. Pull-out classrooms do not contribute to a school's capacity because students visit these classrooms during the school day while excused from their general classrooms.

The standard number of students in a classroom varies based upon grade level and classroom type. Standard class sizes in the District are:

- Elementary General Classroom Pre-Kindergarten: 20 students per classroom.
- Elementary General Classrooms Kindergarten through Grade 3: 17 students per classroom.
- Elementary General Classrooms Grades 4 and 5: 27 students per classroom.
- Middle School General and Specialty Classrooms Grade 6: 27 students per classroom.
- Middle School General and Specialty Classrooms Grades 7 and 8: 28.53 students per classroom.
- High School General and Specialty Classrooms Grades 9 through 12: 28.74 students per classroom.
- Special Education Self-Contained Classrooms Pre-Kindergarten – Grade 12: 12 students per classroom.
- Pull-Out Classrooms Pre-Kindergarten through Grade 12: Class size varies depending on the grade level and type of instruction being provided.

CLASSROOM UTILIZATION

As noted above, the District has established standard student class sizes based upon grade level and classroom use. While the District works diligently to assign students to achieve full classroom capacity, it is not possible to always do so. Consequently, the District applies classroom utilization rates to address inefficiencies in assigning classes. The utilization rates are:

- Elementary Schools: 100% utilization based on the ability to fully assign classes at classroom size standards.
- Middle and High Schools: 76.67% utilization based upon 92% utilization due to elective class sizes x 83% utilization due to classrooms used for planning periods.

SCHOOL CAPACITY

School capacity is determined by the number of teaching stations present at each school, type of teaching station, class size, teaching station capacity, and classroom utilization rate.

The following table identifies the capacity of each school in the District in permanent classrooms.

Table 10 – School Capacities

SCHOOL NAME	GEN. CLRMS.	PRE-K CLRMS.	SPEC. ED. SELF-CONTAINED CLRMS.	PULL-OUT CLRMS.	SPECIALTY CLRMS.	TOTL CLRMS.	GEN. & SPECIALTY CLRM. CAPACITY	SPEC. ED. SELF-CONTAINED CLRM. CAPACITY	CLRM. UTILIZATION RATE	SCHOOL CAPACITY PERMANENT	SCHOOL CAPACITY PERMANENT + PORTABLES
ELEMENTARY SCHOOLS											
Alpac	19	2	0	5	0	26	20.29	12.00	100.00%	426	576
Arthur Jacobsen	20	1	2	5	0	28	20.29	12.00	100.00%	450	450
Bowman Creek	32	1	1	5	0	39	20.29	12.00	100.00%	682	682
Chinook	26	4	2	7	0	39	20.29	12.00	100.00%	633	633
Dick Scobee	25	4	2	8	0	39	20.29	12.00	100.00%	612	612
Evergreen Heights	16	1	1	4	0	22	20.29	12.00	100.00%	357	457
Gildo Rey	17	3	1	4	0	25	20.29	12.00	100.00%	418	443
Hazelwood	22	1	1	4	0	28	20.29	12.00	100.00%	479	529
Ilaliko	20	1	2	5	0	28	20.29	12.00	100.00%	450	450
Lake View	19	1	1	4	0	25	20.29	12.00	100.00%	418	418
Lakeland Hills	21	1	1	5	0	28	20.29	12.00	100.00%	458	533
Lea Hill	27	3	3	6	0	39	20.29	12.00	100.00%	645	645
Pioneer	26	4	2	7	0	39	20.29	12.00	100.00%	633	633
Terminal Park	27	4	2	6	0	39	20.29	12.00	100.00%	653	653
Washington	12	3	2	7	0	24	20.29	12.00	100.00%	328	578
Willow Crest	29	3	1	6	0	39	20.29	12.00	100.00%	661	661
TOTALS	358	37	24	88	0	507				8,303	8,953
MIDDLE SCHOOLS											
Cascade	14	0	1	8	17	40	28.02	12.00	76.67%	675	899
Mt Baker	12	0	2	7	15	36	28.02	12.00	76.67%	598	990
Olympic	12	0	2	9	17	40	28.02	12.00	76.67%	641	865
Rainier	9	0	3	8	15	35	28.02	12.00	76.67%	543	851
TOTALS	47	0	8	32	64	151				2,458	3,606
HIGH SCHOOLS											
Auburn High	23	0	3	15	40	81	28.74	12.00	76.67%	1,416	1,696
Auburn High - TAP	0	0	3	0	0	3	28.74	12.00	76.67%	28	28
Auburn Mountainview	17	0	4	11	30	62	28.74	12.00	76.67%	1,072	1,408
Auburn Riverside	21	0	2	10	29	62	28.74	12.00	76.67%	1,120	1,624
West Auburn	8	0	0	4	1	13	28.74	12.00	76.67%	198	226
TOTALS	69	0	12	40	100	221				3,834	4,982
GRAND TOTALS	474	37	44	160	164	879				14,595	17,541

SECTION 6 - CAPITAL CONSTRUCTION PLAN

Since 1975, the District has regularly performed an in-depth review of its existing facilities and long-term facility needs. The process includes the formation of community-wide citizens' committees to review facility needs and make recommendations for improvements, modernizations, and new facilities.

In 2015, a citizens' committee recommended the District build two new elementary schools, replace one middle and five elementary schools, and acquire property for three elementary schools. In November 2016, the voters approved by 62.38% a \$456,056,000 bond proposition to build and replace these schools. Capital Project reserve funds were used to acquire the elementary school property. The last project in this building program is under construction and will be completed in July 2024.

In 2023, the District completed a 10-year Facilities Master Plan. This plan identified the following facility needs:

- Complete improvements at 22 facilities to address aging equipment, air conditioning, energy conservation, major maintenance, and safety and security improvements within six years.
- Replace Alpac Elementary School within six years.
- Replace Cascade Middle School with six years.
- Build a new middle school within six years.
- Replace Evergreen Heights and Gildo Rey Elementary Schools within seven to 13 years.
- Replace the Administration Building and Administration Annex within seven to 13 years.
- Build a new high school in nine years if current enrollment projections remain accurate.
- Acquire new portable classrooms and relocate existing portable classrooms where needed to accommodate localized enrollment growth at individual schools.

A citizens' committee was convened in the fall of 2023 and recommended completion of the facility improvements, facility replacements, and new school construction identified in the 2023 Facilities Master Plan. The District Board of Directors is considering a November 2024 bond proposition to address facility needs recommended to be completed within six years. The District is eligible for state funding assistance for school replacement projects. The District is not eligible for state funding assistance for a new middle school project.

The new middle school, as part of the District's permanent and portable classroom solution, will provide new capacity to serve growth and is the basis for the District's impact

fees. The District also plans to purchase or relocate portable classrooms to accommodate growth at the middle and high school levels.

These District's six-year facility needs are summarized in the following table.

Table 11 : Six-Year Capital Construction Plan

PROJECT	ADDED CAPACITY	FUND SOURCE	ESTIMATED COMPLETION	ESTIMATED COST (2024)	SIX-YEAR FINANCE PLAN						
					2024	2025	2026	2027	2028	2029	Total
New Middle School	800	Future Bond	Aug. 2027	\$143,300,000	\$1,433,000	\$3,037,960	\$64,404,752	\$95,576,652	\$1,706,726	\$0	\$166,159,090
Alpac Elem. Replacement	224	Future Bond	Aug. 2028	\$89,872,100	\$0	\$952,644	\$1,797,443	\$42,815,644	\$63,538,415	\$1,134,615	\$110,238,761
Cascade MS Replacement	125	Future Bond	Aug. 2028	\$142,587,755	\$0	\$1,511,430	\$3,204,232	\$67,929,719	\$100,807,703	\$1,800,138	\$175,253,222
Improvements at 22 Facilities	0	Future Bond	Aug. 2029	\$55,476,260	\$0	\$5,880,484	\$15,583,281	\$19,821,934	\$17,509,375	\$7,003,750	\$65,798,824
Portable Classrooms	0	Cap. Proj. Fund	Aug. 2024	\$1,750,000	\$1,750,000	\$0	\$0	\$0	\$0	\$0	\$1,750,000
Property Acquisitions	0	Cap. Proj. Fund	NA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS				\$432,986,115	\$3,183,000	\$11,382,518	\$84,989,708	\$226,143,948	\$183,562,219	\$9,938,502	\$519,199,896

SECTION 7 - IMPACT FEES

King County Code 21A allows school districts to assess impact fees on every dwelling unit in the District for which a fee schedule has been established. The fee schedule is based on the school impact fee formula set out in King County Ordinance 11621 Attachment A.

The following table identifies the data used by the District in calculating impact fees for 2024.

Table 12: Impact Fee Data

IMPACT FEE ELEMENTS	SOURCE	SINGLE FAMILY			MULTI FAMILY		
		Elementary	Middle School	High School	Elementary	Middle School	High School
Classroom Capacities	District Standards	20.29	28.02	28.74	20.29	28.02	28.74
Debt Service Tax Rate	King County	1.93178	1.93178	1.93178	1.93178	1.93178	1.93178
District Average Assessed Value	King County	\$530,816	\$530,816	\$530,816	\$232,969	\$232,969	\$232,969
District SF Capacity- Permanent	District Data	997,039	378,631	677,976	997,039	378,631	677,976
District SF Capacity - Portables	District Data	23,200	36,160	36,640	23,200	36,160	36,640
District SF Capacity - Permanent + Portables	District Data	1,020,239	414,791	714,616	1,020,239	414,791	714,616
District Impact Fees	CFP Calculation	\$4,584.00	\$4,584.00	\$4,584.00	\$8,966.00	\$8,966.00	\$8,966.00
Facility Cost - Middle School	District Data	\$0	\$143,300,000	\$0	\$0	\$143,300,000	\$0
Facility Cost - Portable Classroom	District Data	\$388,165	\$388,165	\$388,165	\$388,165	\$388,165	\$388,165
Facility SF % - Permanent Facilities	District Data	97.73%	91.28%	94.87%	97.73%	91.28%	94.87%
Facility SF % - Portable Facilities	District Data	2.27%	8.72%	5.13%	2.27%	8.72%	5.13%
Genl. Obligation Bonds Interest Rate	Bond Buyer Index	3.48%	3.48%	3.48%	3.48%	3.48%	3.48%
OSPI Construction Cost Allowance	OSPI	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00
OSPI Match % - District	OSPI	66.86%	66.86%	66.86%	66.86%	66.86%	66.86%
OSPI Match % - State	OSPI	33.14%	33.14%	33.14%	33.14%	33.14%	33.14%
OSPI Square Footage Per Student	OSPI	90	108	130	90	108	130
School Capacities	District Standards	650	800	1,500	650	800	1,500
Site Acreage	District Standards	12	24	36	12	24	36
Site Cost per Acre	District Standards	\$2,023	\$2,023	\$2,023	\$2,023	\$2,023	\$2,023
Student Generation Rates	CFP Calculation	0.269	0.107	0.117	0.482	0.131	0.146

The following table shows the District's impact fee calculation for single-family residences.

Table 13: Impact Fee Calculation – Single-Family Residences

SCHOOL SITE ACQUISITION COST						
Grade Level	Site Acreage	Cost per Acre	School Capacity	Site Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	12	\$0	650	\$0	0.269	\$0
Middle	24	\$0	800	\$0	0.107	\$0
High	36	\$0	1,500	\$0	0.117	\$0
TOTAL						\$0
SCHOOL CONSTRUCTION COST						
Grade Level	Facility Cost	Student Capacity	Percent Permanent SF	Facility Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	\$0	650	0.9773	\$0	0.269	\$0
Middle	\$143,300,000	800	0.9128	\$163,505	0.107	\$17,495
High	\$0	1,500	0.9487	\$0	0.117	\$0
TOTAL						\$17,495
PORTABLE CLASSROOM COST						
Grade Level	Facility Cost	Student Capacity	Percent Portable SF	Facility Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	\$0	20.29	0.0227	\$0	0.269	\$0.00
Middle	\$388,165	28.02	0.0872	\$1,208	0.107	\$129.26
High	\$388,165	28.74	0.0513	\$693	0.117	\$81.06
TOTAL						\$210.32
STATE MATCH CREDIT						
Grade Level	Construction Cost Allowance	OSPI SF Per Student	State Match %	State Match per Student	Student Gen. Rate	Cost per SFR
Elementary	\$375.00	90	0.6686	\$0	0.269	\$0
Middle	\$375.00	108	0.6686	\$0	0.107	\$0
High	\$375.00	130	0.6686	\$0	0.117	\$0
TOTAL						\$0
TAX CREDIT						
Category	Residential Assessed Value	Debt Service Tax Rate	G.O. Bond Interest Rate	Years Amortized		Tax Credit
Single Family	\$530,816	1.93178	0.0348	10		\$8,537
IMPACT FEE SUMMARY - SINGLE FAMILY RESIDENCE						
Site Cost per Acre	Permanent Facility Cost	Portable Clrm. Cost	State Match Credit	Tax Credit	50% Local Share	Impact Fee SFR
\$0	\$17,495	\$210	\$0	(\$8,537)	0.500	\$4,584

The following table shows the District's impact fee calculation for multi-family residences.

Table 14: Impact Fee Calculation – Multi-Family Residences

SCHOOL SITE ACQUISITION COST						
Grade Level	Site Acreage	Cost per Acre	School Capacity	Site Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	12	\$2,023	650	\$0	0.482	\$0
Middle	24	\$2,023	800	\$0	0.131	\$0
High	36	\$2,023	1,500	\$0	0.146	\$0
TOTAL						\$0
SCHOOL CONSTRUCTION COST						
Grade Level	Facility Cost	Student Capacity	Percent Permanent SF	Facility Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	\$0	650	0.9773	\$0	0.482	\$0
Middle	\$143,300,000	800	0.9128	\$163,505	0.131	\$21,419
High	\$0	1,500	0.9487	\$0	0.146	\$0
TOTAL						\$21,419
PORTABLE CLASSROOM COST						
Grade Level	Facility Cost	Student Capacity	Percent Portable SF	Facility Cost per Student	Student Gen. Rate	Cost per SFR
Elementary	\$0	20.29	0.0227	\$0	0.482	\$0.00
Middle	\$388,165	28.02	0.0872	\$1,208	0.131	\$158.25
High	\$388,165	28.74	0.0513	\$693	0.146	\$101.16
TOTAL						\$259.41
STATE MATCH CREDIT						
Grade Level	Construction Cost Allowance	OSPI SF Per Student	State Match %	State Match per Student	Student Gen. Rate	Cost per SFR
Elementary	\$375.00	90	0.6686	\$0	0.482	\$0
Middle	\$375.00	108	0.6686	\$0	0.131	\$0
High	\$375.00	130	0.6686	\$0	0.146	\$0
TOTAL						\$0
TAX CREDIT						
Category	Residential Assessed Value	Debt Service Tax Rate	G.O. Bond Interest Rate	Years Amortized		Tax Credit
Single Family	\$232,969	1.93178	0.0348	10		\$3,747
IMPACT FEE SUMMARY - SINGLE FAMILY RESIDENCE						
Site Cost per Acre	Permanent Facility Cost	Portable Clrm. Cost	State Match Credit	Tax Credit	50% Local Share	Impact Fee MFR
\$0	\$21,419	\$259	\$0	(\$3,747)	0.500	\$8,966

SECTION 8 – CONCLUSIONS

Housing units continue to be built in the District and the student population continues to grow. The student population is projected to increase during the next five years but at a slower rate than in the past 10 years.

The District built two new elementary schools and replaced five elementary schools with larger facilities during the past four years. This increased elementary school capacity so that it fully accommodates current elementary students. However, the District continues to lack permanent classroom space to accommodate middle and high school students, including students from new growth. Consequently, 55 portable classrooms are being used to accommodate middle and high school students and are part of the District's capacity solution.

Because of a shortage of classrooms at middle and high schools, the District is considering placing a bond proposition on the ballot in November 2024 to build an additional middle school. The District is also monitoring annual enrollment levels and bonding capacity to determine when an additional high school should be built.

While new housing units continue to be built in the District, the rate is slowing. Consequently, the District's Student Generation Rates have decreased during the past year. This is the primary factor reducing the District's school impact fees for 2024. This is reflected in a reduction for single-family residences from \$5,615.82 to \$4,584.00 and a reduction for multi-family residences from \$9,223.54 to \$8,966.00.

Auburn School District's 2024-2030 Capital Facilities Plan, including its 2024 impact fee rates, will be submitted to King County and the Cities of Algona, Auburn, Black Diamond, Kent, and Pacific with a request the jurisdictions adopt the plan and include the plan as an element in their Comprehensive Plans.



KENT SCHOOL DISTRICT
EQUITY | EXCELLENCE | COMMUNITY

Six-Year Capital Facilities Plan 2023-2024 through 2029-2030

June 2024

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Six-Year Capital Facilities Plan

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I - Executive Summary

This Six-Year Capital Facilities Plan has been prepared by the Kent School District as the organization's capital facilities planning document, in compliance with the requirements of Washington's Growth Management Act, King County Code K.C.C. 21A.43 and Cities of Kent, Covington, Renton, Auburn, Black Diamond, Maple Valley, and SeaTac. This annual Plan update was prepared using data available in the spring of 2024 for the 2023-2024 school year. This annual update of the Plan reflects no new major capital projects.

This Plan is consistent with prior long-term capital facilities plans adopted by the Kent School District. This Plan is not intended to be the sole planning document for all the District's needs. The District may prepare interim and periodic Long-Range Capital Facilities Plans consistent with Board Policies, considering a longer or shorter period, other factors and trends in the use of facilities, and other needs of the District as may be required.

Prior Capital Facilities Plans of the Kent School District have been adopted by Metropolitan King County Council and Cities of Kent, Covington, Auburn, and Renton and included in the Capital Facilities Plan element of the Comprehensive Plans of each jurisdiction. This Plan has also been submitted to the cities of Black Diamond, Maple Valley, and SeaTac for their information and inclusion in their Comprehensive Plans.

In order for impact fees to be collected in the unincorporated areas of Kent School District, the Metropolitan King County Council must adopt this Plan and a fee- implementing ordinance for the District. For impact fees to be collected in the incorporated portions of the District, the cities of Kent, Covington, Renton and Auburn must also adopt this Plan and their own school impact fee ordinances.

This Capital Facilities Plan establishes a standard of service in order to ascertain current and future capacity. While the State Superintendent of Public Instruction establishes square footage guidelines for capacity, those guidelines do not account for local program needs in the District. The Growth Management Act, King County and City codes and ordinances authorize the District to make adjustments to the standard of service based on specific needs for students of the District.

This Plan includes the standard of service as established by Kent School District. Functional capacity is based on an average capacity and updated to reflect changes to special programs served in each building. Portables in the interim capacity calculation use the same standard of service as the permanent facilities.

The capacity of each school in the District is calculated based on the District's standard of service and the existing inventory of permanent facilities. The District's program capacity of permanent facilities reflects program changes and the state's mandated reduction of class size to meet the standard of service for Kent School District. Portables provide additional interim capacity.

Kent School District is the fifth largest (FTE basis) district in the state. Enrollment is electronically reported monthly to the Office of the Superintendent of Public Instruction ("OSPI") on Form P-223. Although funding apportionment is based on Annual Average Full Time Equivalent (AAFTE), enrollment on October 1 is a widely recognized "snapshot in time" that is used to report the District's enrollment for the year as reported to OSPI (*See Table 1*).

The District's standard of service, enrollment history and projections, and use of interim facilities are reviewed in detail in various sections of this Plan. The District plans to continue to satisfy concurrency requirements through the interim use of portables.

This Plan currently represents projects in process funded primarily by the Kent School District's 2016 Bond, as well as the 2018 Capital Levy. Additional information about these projects can be found on the District's capital projects homepage ([link](#)). Additionally, project updates sent to our community of stakeholders can be accessed on the KSD website ([link](#)).

Based on revised student generation rates, our capacity and enrollment projections, the District will stay current with non-collection of student impact fee rate for the coming year. For a short overview, see Section IX (Summary of Changes to the June 2024 Capital Facilities Plan).

KENT SCHOOL DISTRICT No. 415

OCTOBER REPORT 1251H (HEADCOUNT) ENROLLMENT HISTORY

For 2024 CFP - Headcount Enrollment History								
LB = Live Births	LB in 2011	LB in 2012	LB in 2013	LB in 2014	LB in 2015	LB in 2016	LB in 2017	LB in 2018
October HC Enrollment	2016	2017	2018	2019	2020	2021	2022	2023
King County Live Births ¹	24,630	25,032	24,910	25,348	25,487	26,011	25,274	24,337
Incr/(Decr)	116	402	(122)	438	139	524	(737)	(937)
Kindergarten / Birth % ¹	8.17%	8.14%	7.98%	7.93%	6.68%	7.06%	7.41%	7.24%
Kindergarten	2,013	2,037	1,989	2,010	1,703	1,836	1,874	1,761
Grade 1	2,067	2,056	2,061	2,036	1,882	1,768	1,945	1,931
Grade 2	2,163	2,077	2,008	2,091	1,980	1,818	1,840	1,966
Grade 3	2,195	2,143	2,043	1,995	2,001	1,938	1,887	1,878
Grade 4	2,195	2,218	2,118	2,038	1,912	1,924	1,953	1,924
Grade 5	2,103	2,189	2,170	2,120	1,937	1,872	1,953	1,973
Grade 6 Middle	1,952	2,119	2,184	2,164	2,024	1,893	1,962	1,948
Grade 7 " "	2,021	1,922	2,044	2,166	2,010	1,925	1,906	1,949
Grade 8 " "	2,021	2,043	1,882	2,073	2,086	1,937	1,956	1,922
Grade 9 High	2,105	2,006	2,003	1,888	2,001	2,042	2,010	1,958
Grade 10 " "	2,099	2,080	1,946	2,034	1,811	1,959	2,048	2,001
Grade 11 " "	1,865	1,823	1,732	1,663	1,743	1,584	1,679	1,729
Grade 12 " "	1,730	1,810	1,653	1,634	1,453	1,655	1,467	1,502
Total Enrollment ²	26,529	26,523	25,833	25,912	24,543	24,151	24,480	24,442
Yearly Headcount Incr/(Decr)	17	(6)	(690)	79	(1,369)	(392)	329	(38)
Cumulative Incr/(Decr)	(302)	(308)	(998)	(919)	(2,288)	(2,680)	(1,959)	(2,718)
¹ This number indicates actual births in King County 5 years prior to enrollment year as updated by Washington State Department of Health, Center for Health Statistics. Kent School District percentage based on actual Kindergarten enrollment 5 years later.								
² Enrollment reported to OSPI on Form P-223 generates basic education funding and excludes Early Childhood Special Education ("ECSE" & "B2" or Birth to 2 Preschool Inclusive Education) and excludes College-only Running Start students.								

II - Six - Year Enrollment Projection

For capital facilities planning, enrollment growth projections are based on cohort survival and student yield from documented residential construction projected over the next six years (*See Table 2*). For this Plan, the District relied substantially on the results from Dr. Les Kendrick's study of long-range enrollment forecasts for the Kent School District in the winter of 2022.

King County live births and the District's relational percentage average were used to determine the number of kindergartners entering the system (*See Table 2*). 7.24% of 24,337 King County live births in 2018 is projected for 1,761 students expected in Kindergarten for October 1, 2023. This is a decrease of 937 live births in King County over the previous year.

Early Childhood Education students (also identified as "ECE"), "Early Childhood Special Education ("ECSE") students are forecast and reported to OSPI separately on Form P-223H for Special Education Enrollment. Capacity is reserved to serve students in the ECE programs at elementary schools.

In addition to live birth data, enrollment projections for October 1, 2024 going forward rely upon the results of the enrollment study by Dr. Kendrick, utilizing the "low growth" methodology.

Within practical limits, the District has kept abreast of proposed developments. The District will continue to track new development activity to determine impact to schools. Information on new residential developments and the completion of these proposed developments in all jurisdictions will be considered in the District's future analysis of growth projections.

The Kent School District serves eight permitting jurisdictions: unincorporated King County, the cities of Kent, Covington, Renton, and Auburn and smaller portions of the cities of SeaTac, Black Diamond, and Maple Valley.

STUDENT GENERATION FACTOR

"Student Factor" is defined by King County code as "the number derived by a school district to describe how many students of each grade span are expected to be generated by a dwelling unit" based on district records of average actual student generated rates for developments completed within the last ten years.

Following these guidelines, the student generation rate for Kent School District is as follows:

Single Family	Elementary	.229
	Middle	.087
	High	<u>.113</u>
	Total	.429
Multi-Family	Elementary	.109
	Middle	.037
	High	<u>.054</u>
	Total	.200

The student generation factor is based on 2,062 new SFD (Single Family Detached) units built between 2017 and 2022. The student generation factor is based on 1,709 new MF (Multi-Family) units built during the same period. The multi-family units consisted of 1,379 apartment units and 330 townhome units.

The District sees an average of 43 students for every 100 single family units that are built and an average of 20 students for every 100 multi-family units that are built. The rate for apartment units is higher than for townhome units. The District sees an average of 23 students for every 100 apartment units and only 6 students for every 100 townhome units.

The student generation rate also varies among apartment developments, based on the number of bedrooms in the unit. Units with three plus bedrooms have much higher student generation rates than units that have two or fewer bedrooms. Noting these differences can help the District when planning for future growth from housing.

In preparing the 2023-2024 to 2029-2030 Capital Facilities Plan the District contracted with Educational Data Solutions, LLC led by Dr. Les Kendrick, a noted expert in demographic studies for school districts, to analyze and prepare the student generation factor.

Within the District's borders there are several income-based and multi-family housing projects coming on-line in 2023/2024. Once developed with occupancy occurring the District does recognize that the student generation for multi-family housing may impact future Capital Facilities Plan updates. At the start of the 2023-24 school year, 2 apartment complexes; Alexan Gateway and Station by Vintage have been excluded from the available multi-family units because the units have not been completed and/or have not been released to be rented.

KENT SCHOOL DISTRICT No. 415 SIX - YEAR ENROLLMENT PROJECTION

2023 - 2029 Enrollment Projections							
Full Day Kindergarten at all Elem	LB in 2018	LB in 2019	LB in 2020	LB in 2021	LB in 2022	LB in 2023	Est. LB in 2024
	ACTUAL ENROLLMENT	PROJECTED ENROLLMENT					
October	2023	2024	2025	2026	2027	2028	2029
King County Live Births	24,337	24,090	23,686	23,390	23,012	23,973	24,428
Incr/(Decr)	(937)	(247)	(404)	(296)	(378)	961	455
Kindergarten / Birth %	7.24%	7.53%	7.60%	7.61%	7.94%	7.75%	7.60%
FD Kindergarten	1,761	1,814	1,801	1,781	1,827	1,857	1,857
Grade 1	1,931	1,893	1,902	1,888	1,849	1,897	1,918
Grade 2	1,966	1,961	1,946	1,955	1,931	1,891	1,930
Grade 3	1,878	2,004	2,017	2,002	2,011	1,986	1,936
Grade 4	1,924	1,861	2,013	2,026	2,010	2,019	1,985
Grade 5	1,973	1,887	1,893	2,047	2,060	2,044	2,043
Grade 6 Middle	1,948	2,009	1,950	1,955	2,114	2,128	2,101
Grade 7 " "	1,949	1,973	2,005	1,946	1,952	2,111	2,114
Grade 8 " "	1,922	1,937	1,991	2,024	1,965	1,970	2,120
Grade 9 High	1,958	1,939	1,993	2,049	2,083	2,022	2,018
Grade 10 " "	2,001	1,990	1,958	2,012	2,069	2,103	2,031
Grade 11 " "	1,729	1,754	1,755	1,726	1,774	1,824	1,845
Grade 12 " "	1,502	1,695	1,678	1,680	1,652	1,698	1,737
Total Enrollment Projection	24,442	24,717	24,902	25,091	25,297	25,550	25,635
Yearly Incr/(Decr)	(38)	275	185	189	206	253	85
Yearly Incr/(Decr) %	-0.16%	1.13%	0.75%	0.76%	0.82%	1.00%	0.33%
Total Enrollment Projection*	24,442	24,717	24,902	25,091	25,297	25,550	25,635
*Does not include iGrad, RS							
Projection Source: Les Kendrick Demographic Study Dec '22 ("Preferred Forecast")							

III - Current Kent School District “Standard of Service”

In order to determine the capacity of facilities in a school district, King County Code 21A.06.1225 references a "standard of service" that each school district must establish in order to ascertain its overall capacity. The standard of service identifies the program year, the class size, the number of classrooms, students and programs of special need, and other factors determined by the district which would best serve the student population.

This Plan includes the standard of service as established by Kent School District. The District has identified schools with significant special needs programs as “impact” schools and the standard of service targets a lower-class size at those facilities. Portables included in the capacity calculation use the same standard of service as the permanent facilities.

The standard of service defined herein will continue to evolve in the future. Kent School District is continuing a long-term strategic planning process combined with review of changes to capacity and standard of service. This process will affect various aspects of the District's standard of service and future changes will be reflected in future capital facilities plans.

Current Standards of Service for Elementary Students

- Class size ratio for grades K - 3 is planned for an average of 23 students per class, not to exceed 26.
- Class size ratio for grades 4 - 5 is planned for an average of 27 students per class, not to exceed 29.

Some special programs require specialized classroom space and the program capacity of some of the buildings housing these programs is reduced. Some students, for example, leave their regular classroom for a short period of time to receive instruction in special programs and space must be allocated to serve these programs.

Students may also be provided with music instruction and physical education in a separate classroom or facility.

Some identified students will also be provided educational opportunities in classrooms for special programs such as those designated as follows:

Career and Technical Education (CTE) – State Program
Closing Educational Achievement Gaps (Title I – Part A) - Federal Program
Highly Capable Students (HiCap) - State Program

Learning Assistance Program (LAP) – State Program
Multilingual Education (MLE) - State Program

Inclusive Education Service for Elementary and Secondary students with disabilities may be provided in a separate or self-contained classroom sometimes with a capacity of 10-15 students, depending on the program.

Current District Standards of Service for Secondary Students

The standards of service outlined below reflect only those programs and educational opportunities provided to secondary students which directly affect the capacity of the school buildings per the negotiated collective bargaining agreement with KEA.

- The average class size ratio for grades 6–8 is 30 students per class and 143 students per day, with a maximum daily class load/enrollment of 150 based on five class periods per day.
- The average class size ratio for grades 9-12 is 32 students per class and 153 students per day, with a maximum daily class load/enrollment of 160 based on five class periods per day.

Like Inclusive Education Programs listed above, many other secondary programs require specialized classroom space which can reduce the functional capacity of the permanent school buildings, such as technology labs, performing arts activities, a variety of career and technical education programs, and other specialized programs.

Space or Classroom Utilization

As a result of scheduling conflicts for student programs, the need for specialized rooms for certain programs, and the need for teachers to have a workspace during their planning periods, it is not possible to achieve 100% utilization of regular teaching stations at secondary schools. Based on the analysis of actual utilization of classrooms, the Kent School District has determined that the standard utilization rate is 66% for secondary schools. Functional capacity at elementary schools reflects 56% utilization at the elementary level.

IV - Inventory and Capacity of Existing Schools

Currently, the District has permanent functional capacity to house 35,494 students and interim (portable) capacity to house 4,238. This capacity is based on the District's Standard of Service as set forth in Section III. Included in this Plan is an inventory of the District's schools by type, address and current capacity (*See Table 3*). The ratio between permanent capacity and portable capacity is 89% - 11%.

The functional capacity is periodically updated for changes in the programs, additional classrooms, and new schools. Functional capacity has been updated in this Plan to reflect program changes implemented in the fall of 2023.

Calculation of Elementary, Middle School and High School capacities are set forth in Appendices A, B, and C. Maps of existing schools are included.

For clarification, the following is a brief description of some of the non-traditional programs for students in Kent School District:

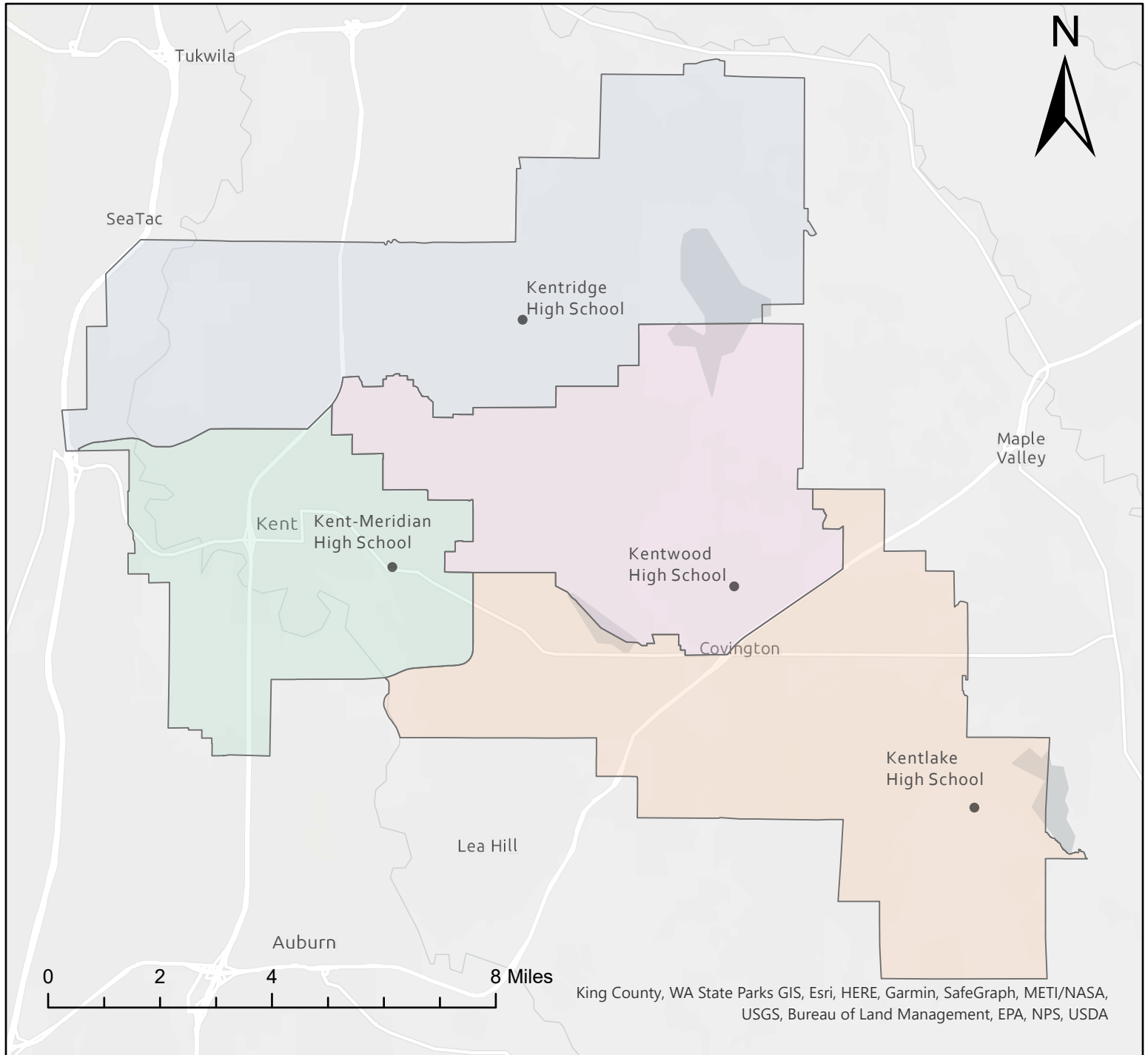
iGrad - Kent School District has developed the Individualized Graduation and Degree Program or "iGrad". iGrad is an Open Door (Drop-out Reengagement) School that offers a second plus chance to students aged 16-21 who have dropped out of high school or are at risk of not earning a high school diploma by age 21. iGrad is not included in this Capital Facilities Plan, because it is served as a leased space at the Kent Hill Plaza Shopping Center. Over the past three years, enrollment in the iGrad program has averaged over 434 students.

Kent Virtual Academy - The Kent Virtual Academy is open to grades 6-12 and is currently serving 108 students. The virtual school offers a flexible learning experience designed to engage students when and where they work best. Each school day includes a combination of live (synchronous) virtual instruction and on-demand (asynchronous) learning opportunities outside of a traditional bell schedule. Students can attend live virtual lessons with their teachers and classmates, participate in live virtual class or small group discussions, check-in or meet with teachers, watch recorded video lessons, work independently on projects and lessons, participate in learning experiences outside the school setting for credit or to meet competencies. Virtual school students may also attend their boundary school for select classes and services.

SCHOOL	Year Opened	ABR	ADDRESS	2023-2024 Functional
Carriage Crest Elementary	1990	CC	18235 - 140th Avenue SE, Renton 98058	626
Cedar Valley Elementary	1971	CV	26500 Timberlane Way SE, Covington 98042	568
Covington Elementary	2018	CO	25811 156th Avenue SE, Covington 98042	744
Crestwood Elementary	1980	CW	25225 - 180th Avenue SE, Covington 98042	629
East Hill Elementary	1953	EH	9825 S 240th Street, Kent 98031	779
Emerald Park Elementary	1999	EP	11800 SE 216th Street, Kent 98031	653
Fairwood Elementary	1969	FW	16600 - 148th Avenue SE, Renton 98058	528
George T. Daniel Elementary	1992	DE	11310 SE 248th Street, Kent 98030	640
Glenridge Elementary	1996	GR	19405 - 120th Avenue SE, Renton 98058	591
Grass Lake Elementary	1971	GL	28700 - 191st Place SE, Kent 98042	595
Horizon Elementary	1990	HE	27641 - 144th Avenue SE, Kent 98042	634
Jenkins Creek Elementary	1987	JC	26915 - 186th Avenue SE, Covington 98042	641
Kent Elementary	1999	KE	24700 - 64th Avenue South, Kent 98032	760
Lake Youngs Elementary	1965	LY	19660 - 142nd Avenue SE, Kent 98042	725
Martin Sortun Elementary	1987	MS	12711 SE 248th Street, Kent 98030	768
Meadow Ridge Elementary	1994	MR	27710 - 108th Avenue SE, Kent 98030	706
Meridian Elementary	1939	ME	25621 - 140th Avenue SE, Kent 98042	793
Millennium Elementary	2000	ML	11919 SE 270th Street, Kent 98030	688
Neely-O'Brien Elementary	1990	NO	6300 South 236th Street, Kent 98032	864
Panther Lake Elementary	2009	PL	12022 SE 216th Street, Kent, 98031	744
Park Orchard Elementary	1963	PO	11010 SE 232nd Street, Kent 98031	701
Pine Tree Elementary	1967	PT	27825 - 118th Avenue SE, Kent 98030	732
Ridgewood Elementary	1987	RW	18030 - 162nd Place SE, Renton 98058	661
River Ridge Elementary	2021	RR	22420 Military Rd. S., SeaTac, WA 98198	886
Sawyer Woods Elementary	1994	SW	31135 - 228th Ave SE, Black Diamond 98010	549
Scenic Hill Elementary	1960	SH	26025 Woodland Way South, Kent 98030	837
Soos Creek Elementary	1971	SC	12651 SE 218th Place, Kent 98031	591
Springbrook Elementary	1969	SB	20035 - 100th Avenue SE, Kent 98031	730
Sunrise Elementary	1992	SR	22300 - 132nd Avenue SE, Kent 98042	719
Elementary TOTAL				20,082
Canyon Ridge Middle	1966	CR	11000 SE 264th Street, Kent 98030	1,110
Cedar Heights Middle	1993	CH	19640 SE 272nd Street, Covington 98042	1,140
Mattson Middle	1981	MA	16400 SE 251st Street, Covington 98042	1,020
Meeker Middle	1970	MK	12600 SE 192nd Street, Renton 98058	1,224
Meridian Middle	1958	MM	23480 - 120th Avenue SE, Kent 98031	1,110
Mill Creek Middle	2005	MC	620 North Central Avenue, Kent 98032	1,200
Northwood Middle	1996	NW	17007 SE 184th Street, Renton 98058	1,140
Middle TOTAL				7,950
Kent-Meridian High	1951	KM	10020 SE 256th Street, Kent 98030	2,595
Kentlake High	1997	KL	21401 SE 300th Street, Kent 98042	2,714
Kentridge High	1968	KR	12430 SE 208th Street, Kent 98031	2,932
Kentwood High	1981	KW	25800 - 164th Avenue SE, Covington 98042	2,917
High TOTAL				11,158
Kent Laboratory Academy	2021	KLA	105 SE 208th St., Kent, WA 98031	542
DISTRICT TOTAL				39,732

Table 3

Kent School District 2023/24 School Year High School Boundaries

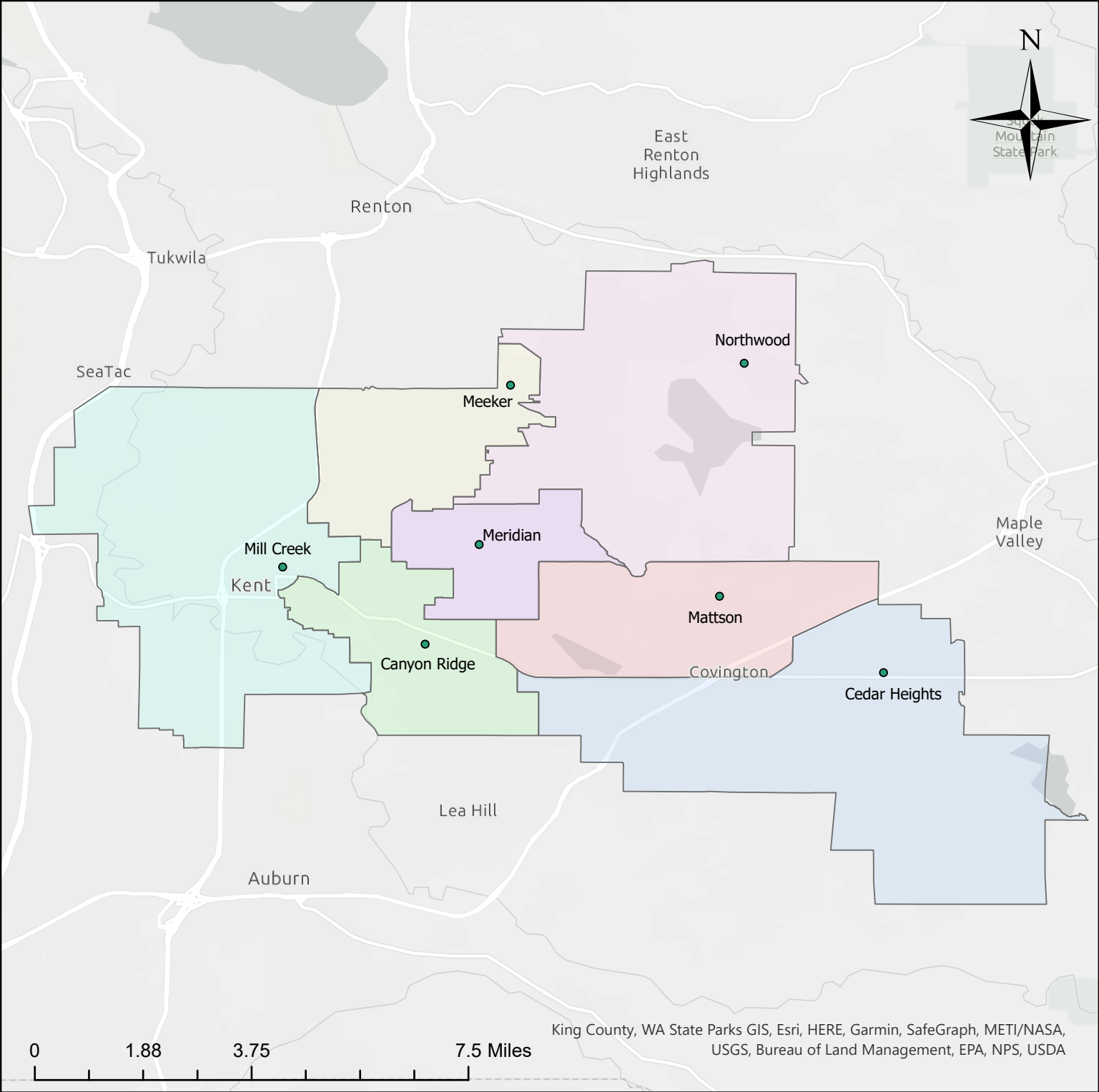


Legend

- | | |
|---|---|
| ● High School Buildings | Kentridge High School |
| Kent-Meridian High School | Kentwood High School |
| Kentlake High School | |

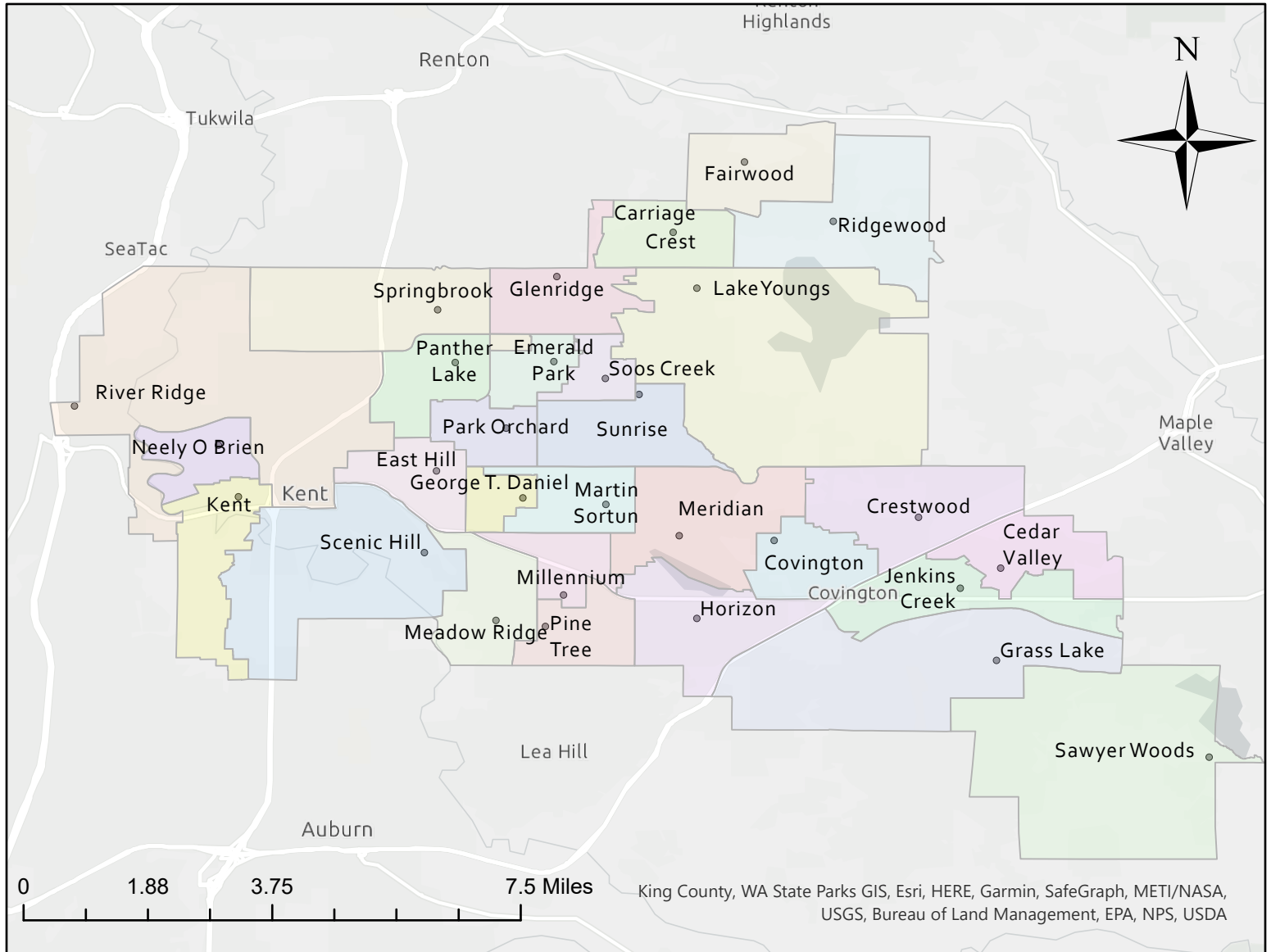
Kent School District 2023/2024 School Year

Middle School Boundaries



- | | | |
|-----------------------------|------------------------|--------------------------|
| Middle Schools | Mattson Middle School | Mill Creek Middle School |
| Cedar Heights Middle School | Meeker Middle School | Northwood Middle School |
| Canyon Ridge Middle School | Meridian Middle School | |

Kent School District 2023/2024 School Year Elementary Boundaries



V - Six-Year Planning and Construction Plan

In November [2016](#), the voters of the Kent School District approved a bond measure for \$252 million. This bonding authority provided for the replacement of Covington Elementary school, which opened in August of 2018, the new River Ridge Elementary school, and our new Kent Laboratory Academy, which both opened in August 2021.

As a critical component of capital facilities planning, county and city planners and decision-makers are encouraged to consider safe walking conditions for all students when reviewing applications and design plans for new roads and developments. This should include sidewalks for pedestrian safety to and from schools and bus stops, as well as bus pull-outs and turn-arounds.

Included in this Plan is an inventory of potential projects and sites identified by the District which are potentially acceptable site alternatives in the future (*See Table 4 & Sitemap*).

Voter approved bond issues have included funding for the purchase of sites for future schools and district use; the sites acquired to date are included in this Plan. Some funding is secured for the purchase of additional sites but may also be funded with impact fees as needed. Not all undeveloped properties meet current school construction requirements, and some property may be traded or sold to meet future facility needs.

The Board will continue an annual review of standards of service and those decisions will be reflected in each update of the Capital Facilities Plan.

Our District went out for a Bond Measure in April of 2023 and did not receive enough votes for approval. We reevaluated the District needs and looked at next steps to align with the Strategic Plan which continues to make it a priority to revitalize, rejuvenate and rebuild our aging schools as well as begin a process to remove interim classroom portables and find room or create permanent structures to reduce and eventually eliminate the more than 166 portable classrooms in our District. We will continue to determine capacity versus enrollment as well as programs to ensure this goal to reduce and or eliminate all portables in our District is obtained in the next several years.

As a part of the planning process, the District has been tracking a few major development projects which have affected enrollment and will continue to increase students' forecasts. On Meeker Street in Kent, we have seen several major apartment complexes, ETHOS and Midtown 64 Apartments. These continue to have an impact on enrollment as they fill up their newly built facilities. The Alexian Gateway Project is located on the corner of Military Road and Veterans Drive in Kent and has begun occupying its 283 units in 2023-2024.

In Covington, we are tracking a multi-family house development which has been approved and construction has begun. The 1700-unit Lakepointe Urban Community will fall within our

enrollment boundary and proposed completion of Phase 4 is shown to be 2027. Construction in the Kent School District boundaries have been steadily rising over the last four years and planned communities are now being recognized through the planning teams in multiple city and county jurisdictions we serve.

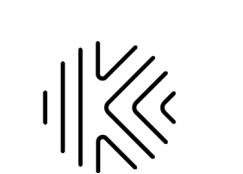
KENT SCHOOL DISTRICT No. 415

Site Acquisitions and Projects Planned to Provide Additional Capacity

							Projected Completion Date	Projected Program Capacity	% for new Growth
SCHOOL / FACILITY / SITE			LOCATION		Type	Status			
# on Map	ELEMENTARY						Approximate	Approximate	
MIDDLE & HIGH									
TEMPORARY FACILITIES								Additional Capacity	
# on Map	2 OTHER SITES ACQUIRED								
12	256th - Covington (Halleson)		25435 SE 256th, Covington 98042		Rural	Sold	King County		
12a	156th - Covington (Wikstrom)		25847 156th Ave. SE, Covington 98042		Rural	To be sold	King County		
16	White House - Kent (Top)		11027 SE Kent-Kangley Kent, WA 98030		Commercial	Purchased	King County		
16a	Green Building - Kent (iGrad)		11109 SE Kent-Kangley Kent, WA 98030		Commercial	Purchased	King County		
Notes:									
None									

APARTMENT PROJECTS WITH MULTIPLE BUILDINGS SHALL HAVE MONUMENT SIGNS ----- SHOWING THE STREET ADDRESSES OF EACH BUILDING AT EACH VEHICLE ENTRANCE TO THE SITE. EACH ETHICAL ENTRANCE SHALL ALSO HAVE AN ILLUMINATED SITE PLAN AND / OR DIRECTLY SIGNS. THE SIGNS SHALL SHOW THE LOCATION OF THE SIGN (THE VIEWER'S CURRENT LOCATION) AND ALL BUILDING ADDRESSES. DWELLING NUMBERS SHALL BE INCLUDED. THE MONUMENT SIGNS SHALL HAVE A CONTRASTING BACKGROUND COLOR. ALL SITE SIGNAGE TO BE PER OWNERS SPECIFICATION AND DESIGN AND UNDER SEPARATE PERMIT.

* INDICATE APPROXIMATE LOCATION OF ILLUMINATED BUILDING ADDRESS SIGNAGE. SIGNAGE FOR BUILDINGS MUST INCLUDE THE ENTIRE BUILDING ADDRESS AND STREET NAME. THE BUILDING ADDRESS SHALL BE NO LESS THAN SIX (6) INCHES IN HEIGHT. THE BUILDING SIGN SHALL HAVE A CONTRASTING BACKGROUND COLOR.



KATERRA

542 1st AVE. SOUTH, FLOOR 4
SEATTLE, WASHINGTON 98104

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Consultant

Owner

TCR
TRAMMELL CROW RESIDENTIAL



1 UNIT NUMBERING PLAN
SCALE: 3/64" = 1'-0"

- LEGEND**
- ONE BEDROOM UNITS
 - TWO BEDROOM UNITS
 - THREE BEDROOM UNITS
 - TYPE A UNITS
 - NO UNIT - GARAGE ONLY
 - BUILDING SIGNAGE
1. UNIT NUMBERS READ TOP TO BOTTOM (FLOOR 1-4) AS INDICATED ON THE UNIT STACK

Key plan

Professional Seal

5356 REGISTERED ARCHITECT
Craig Curtis
STATE OF WASHINGTON

ALEXAN
GATEWAY
APARTMENTS

23000 MILITARY RD S,
KENT, WA 98032

Drawn By RM
Project Manager RM
Job Number 075-18001
Date Of Original 12/13/19

Revisions

Mark	Date	Description
0	06/12/2019	PERMIT SET
2	01/09/2020	REV.3 ITCD UPDATES
6	05/22/2020	PC1 CORRECTIONS

IFC SET
10/30/2020

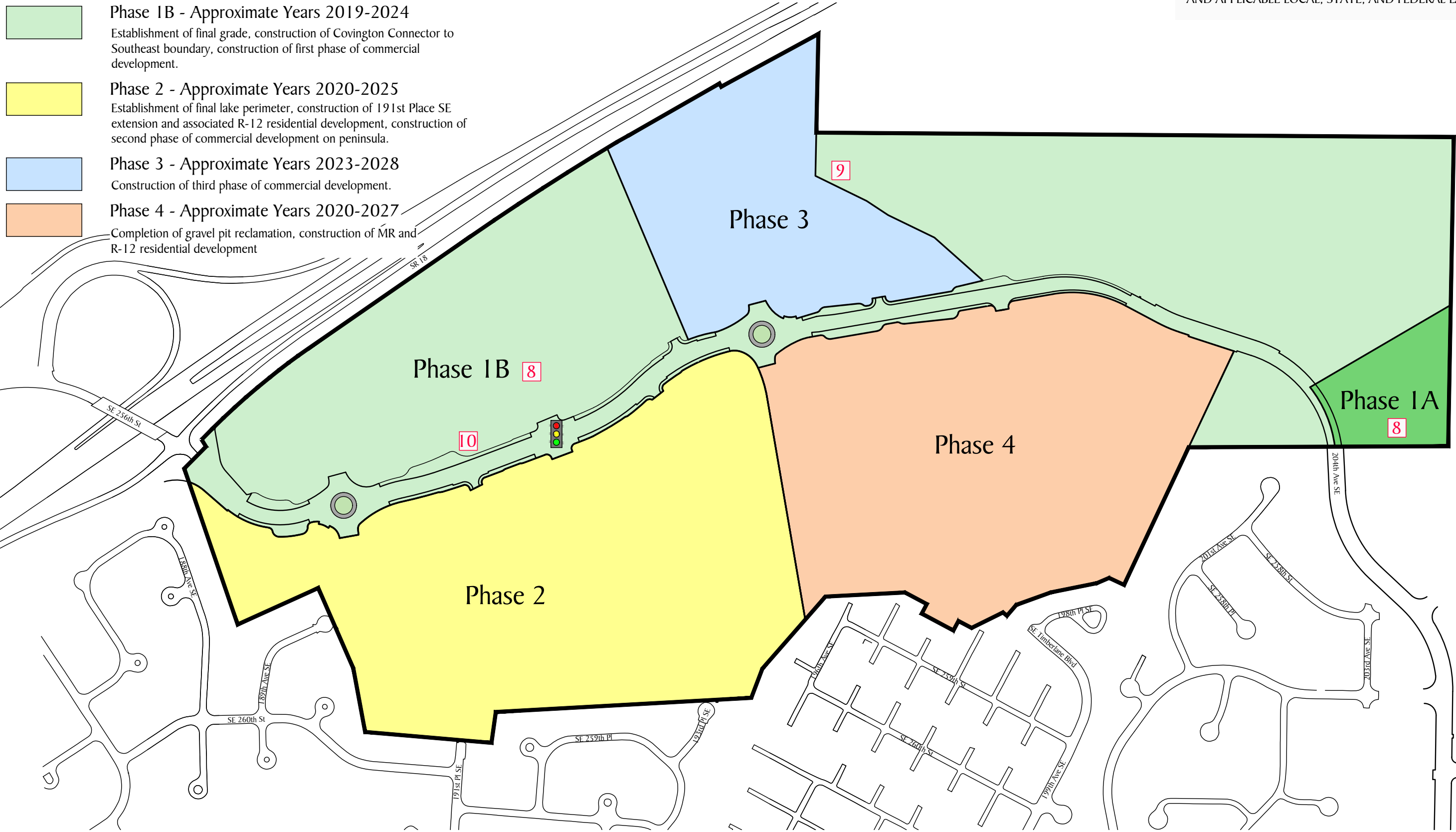
UNIT
NUMBERING/
ADDRESSING
SHEET(1,2,3)

G.00.014

Phasing Legend

- Phase 1A - Maple Hills Division 5
Preliminary Plat approval in third quarter 2021. Construction and Final Plat Recording 2022.
- Phase 1B - Approximate Years 2019-2024
Establishment of final grade, construction of Covington Connector to Southeast boundary, construction of first phase of commercial development.
- Phase 2 - Approximate Years 2020-2025
Establishment of final lake perimeter, construction of 191st Place SE extension and associated R-12 residential development, construction of second phase of commercial development on peninsula.
- Phase 3 - Approximate Years 2023-2028
Construction of third phase of commercial development.
- Phase 4 - Approximate Years 2020-2027
Completion of gravel pit reclamation, construction of MR and R-12 residential development

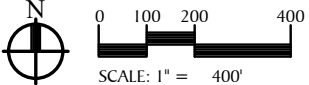
NOTE:
THE LOCATION OF DEVELOPMENT, INCLUDINGS ROADWAYS AND TRAILS, IS APPROXIMATE AND DOES NOT VEST TO THIER SPECIFIC LOCATION. THE LOCATION OF ALL DEVELOPMENT WILL BE BASED ON EXISTING CONDITIONS AT THE TIME OF APPLICATION AND THE TERMS OF THE PLANNED ACTION, THE DEVELOPMENT AGREEMENT, AND APPLICABLE LOCAL, STATE, AND FEDERAL LAWS.



Lakepointe Urban Village



Phasing Map

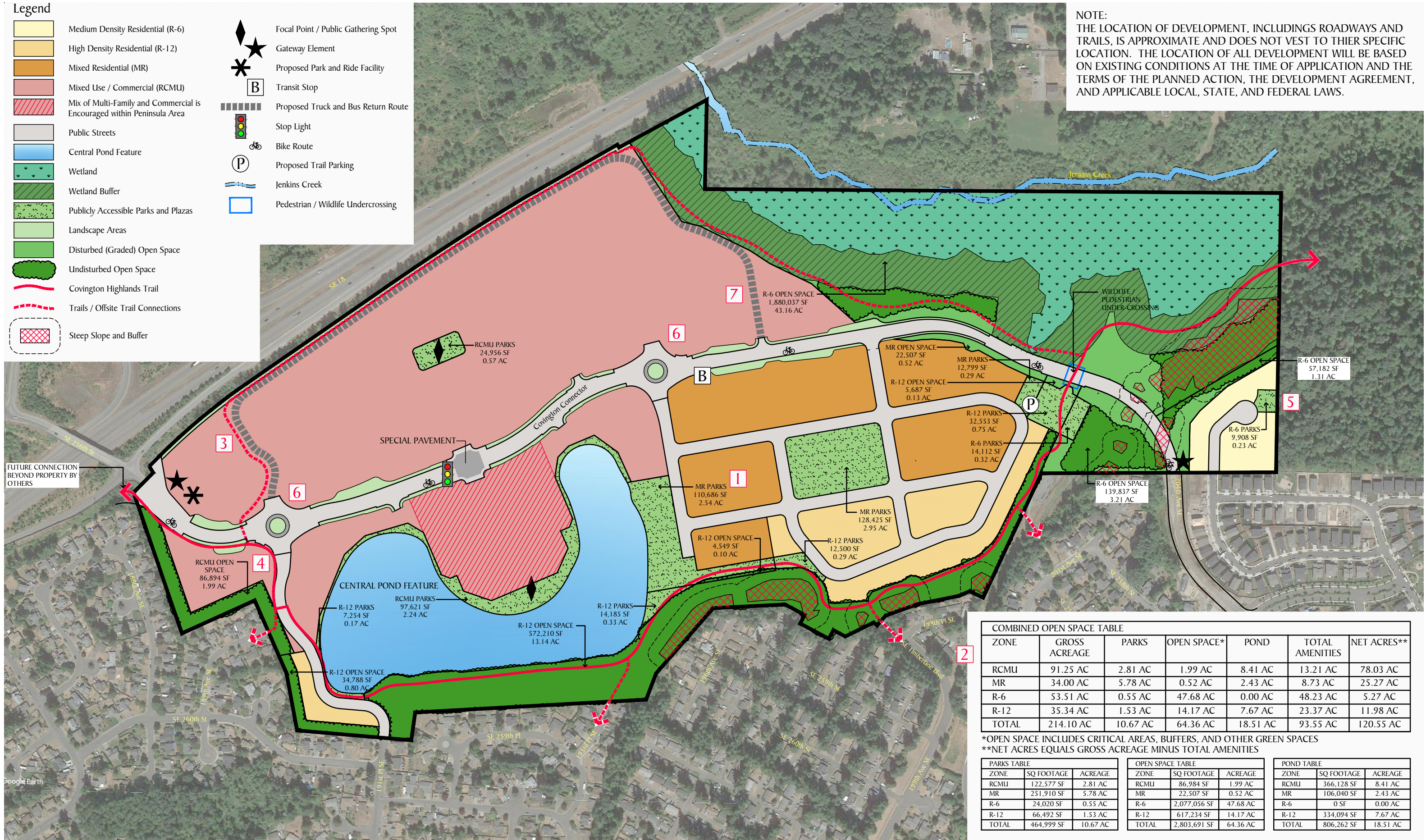


January 30, 2017
Updated September 15, 2021

	Medium Density Residential (R-6)
	High Density Residential (R-12)
	Mixed Residential (MR)
	Mixed Use / Commercial (RCMU)
	Mix of Multi-Family and Commercial is Encouraged within Peninsula Area
	Public Streets
	Central Pond Feature
	Wetland
	Wetland Buffer
	Publicly Accessible Parks and Plazas
	Landscape Areas
	Disturbed (Graded) Open Space
	Undisturbed Open Space
	Covington Highlands Trail
	Trails / Offsite Trail Connections
	Steep Slope and Buffer

	Medium Density Residential (R-6)		Focal Point / Public Gathering Spot
	High Density Residential (R-12)		Gateway Element
	Mixed Residential (MR)		Proposed Park and Ride Facility
	Mixed Use / Commercial (RCMU)		Transit Stop
	Mix of Multi-Family and Commercial is Encouraged within Peninsula Area		Proposed Truck and Bus Return Route
	Public Streets		Stop Light
	Central Pond Feature		Bike Route
	Wetland		Proposed Trail Parking
	Wetland Buffer		Jenkins Creek
	Publicly Accessible Parks and Plazas		Pedestrian / Wildlife Undercrossing

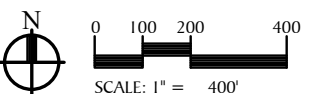
NOTE:
THE LOCATION OF DEVELOPMENT, INCLUDING ROADWAYS AND TRAILS, IS APPROXIMATE AND DOES NOT VEST TO THEIR SPECIFIC LOCATION. THE LOCATION OF ALL DEVELOPMENT WILL BE BASED ON EXISTING CONDITIONS AT THE TIME OF APPLICATION AND THE TERMS OF THE PLANNED ACTION, THE DEVELOPMENT AGREEMENT, AND APPLICABLE LOCAL, STATE, AND FEDERAL LAWS.



Lakepointe Urban Village



Master Development Plan



January 30, 2017
Updated September 15, 2021

VI - Portable Classrooms

The Plan references use of portables as interim capacity for facilities.

Currently, the District utilizes portables to house students more than functional capacity and for program purposes at some school locations (*Please see Appendices A, B, C*).

Based on enrollment projections, implementation of full day kindergarten programs, lower state mandated class sizes, functional capacity, and no need for additional interim capacity, the District anticipates no need to purchase or lease additional portables during the next six-year period to ensure capacity requirement (Noted in section V. Six Yr. Planning Construction).

During the time period covered by this Plan, the District does not anticipate that all of the District's portables will be replaced by permanent facilities. During the useful life of some of the portables, the school-age population may decline in some communities and increase in others, and these portables provide the flexibility to accommodate the immediate needs of the community.

Portables may be used as interim facilities:

1. To prevent overbuilding or overcrowding of permanent school facilities.
2. To cover the gap between the times of demand for increased capacity and completion of permanent school facilities to meet that demand.
3. To meet unique program requirements.

Portables currently in the District's inventory are continually evaluated and maintained. The District's goal is to reduce the number of portables so we may provide an equitable learning environment for all.

The Plan projects that the District will use portables to accommodate interim housing needs for the next six years and beyond. The use of portables, their impacts on permanent facilities, life cycle and operational costs, and the interrelationship between portables, emerging technologies, and educational restructuring will continue to be examined.

**KENT SCHOOL DISTRICT
FACTORS FOR ESTIMATED IMPACT FEE CALCULATIONS**

Student Generation Factors - Single Family

Elementary	(Grades K- 5)	0.229
Middle	(Grades 6- 8)	0.087
High	(Grades 9-12)	0.113
Total		0.429

Student Generation Factors - Multi-Family

Elementary	(Grades K-5)	0.109
Middle	(Grades 6- 8)	0.037
High	(Grades 9-12)	0.054
Total		0.200

Projected Increased Student Capacity

Elementary	0
Middle	0
High (Academy)	0

OSPI - Square Footage per Student, see side chart

Elementary	90
Middle	117
High	130
Special Education	144

Required Site Acreage per Facility

Elementary (required)	12
Middle (required)	25
High (required)	40

Average Site Cost / Acre

Elementary	\$161,678
Middle	\$0
High	\$0

New Facility Construction Cost

Elementary	\$68,000,000
Middle	\$155,000,000
High	\$220,000,000

Temporary Facility Capacity & Cost

Elementary	@ 24	\$315,000
Middle	@ 29	\$315,000
High	@ 31	\$315,000

Temporary Facility Square Footage

Elementary	123,702
Middle	10,256
High	21,296
Total	155,254

State Funding Assistance Credit

District Funding Assistance Percentage	52.88%
--	---------------

Construction Cost Allocation

CCA - Cost/Sq. Ft.	\$375.00
--------------------	-----------------

Permanent Facility Square Footage

Elementary	1,567,594
Middle	760,483
High/Other	1,077,315
Total	3,405,392

District Average Assessed Value

Single Family Residence	\$594,679
-------------------------	------------------

Total Facilities Square Footage

Elementary	1,691,296
Middle	770,739
High/Other	1,098,611
Total	3,560,646

District Average Assessed Value

Multi-Family Residence	\$310,811
------------------------	------------------

Bond Levy Tax Rate/\$1,000

Current Rate / 1,000 Tax Rate	\$1.11
-------------------------------	---------------

Developer Provided Sites / Facilities

Value	0
Dwelling Units	0

General Obligation Bond Interest Rate

Current Bond Interest Rate	3.48%
----------------------------	--------------

CPI Inflation Factor

5.80%

[Budget Preparations | OSPI \(www.k12.wa.us\)](http://www.k12.wa.us)

KENT SCHOOL DISTRICT

IMPACT FEE CALCULATION for SINGLE FAMILY RESIDENCE

Site Acquisition Cost per Single Family Residence

Formula: $((\text{Acres} \times \text{Cost per Acre}) / \text{Facility Capacity}) \times \text{Student Generation Factor}$

	Required Site Acreage	Average Site Cost/Acre	Facility Capacity	Student Factor	
A 1 (Elementary)	12	\$161,678	0	0.229	
A 2 (Middle)	25	\$0	0	0.087	
A 3 (High)	40	\$0	0	0.113	
Total	77	\$161,678	0	0.429	
				A ⇨	\$0.00

Permanent Facility Construction Cost per Single Family Residence

Formula: $((\text{Facility Cost} / \text{Facility Capacity}) \times \text{Student Factor}) \times (\text{Permanent/Total Square Footage Ratio})$

	Construction Cost	Facility Capacity	Student Factor	Footage Ratio	
B 1 (Elementary)	\$68,000,000	0	0.229	0.903	
B 2 (Middle)	\$155,000,000	0	0.087	0.984	
B 3 (High)	\$220,000,000	0	0.113	0.998	
Total	\$443,000,000	0	0.429		
				B ⇨	\$0.00

Temporary Facility Cost per Single Family Residence (Portables)

Formula: $((\text{Facility Cost} / \text{Facility Capacity}) \times \text{Student Factor}) \times (\text{Temporary} / \text{Total Square Footage Ratio})$

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
C 1 (Elementary)	\$315,000	24	0.229	0.097	\$291.55
C 2 (Middle)	\$315,000	29	0.087	0.016	\$15.12
C 3 (High)	\$315,000	31	0.113	0.020	\$22.96
Total	\$945,000	84	0.429		
				C ⇨	\$329.63

State Funding Assistance Credit per Single Family Residence (formerly "State Match")

Formula: $\text{Area Cost Allowance} \times \text{SFI Square Feet per student} \times \text{Funding Assistance \%} \times \text{Student Factor}$

	Construction Cost Allocation	SFI Sq. Ft. / Student	Assistance %	Student Factor	
D 1 (Elementary)	\$375.00	115	0.5288	0.229	\$5,222.23
D 2 (Middle)	\$375.00	148	0.5288	0.087	\$2,553.31
D 3 (High)	\$375.00	173	0.5288	0.113	\$3,876.57
				D ⇨	\$11,652.11

Tax Credit per Single Family Residence

Average SF Residential Assessed Value (AAV)	\$594,679
Net Present Value (per EQ) (NPV)	8.32
Current Debt Service Rate / 1,000 (r)	0.11%
<i>(Below used to calculate NPV)</i>	
Current Bond Interest Rate	3.48%
Years Amortized (10 Years)- Used in NPV Calculation	10

TC ⇨ \$5,473.99

Developer Provided Facility Credit

Facility / Site Value	Dwelling Units
0	0

FC ⇨ 0

Fee Recap **

A = Site Acquisition per SF Residence	\$0.00	
B = Permanent Facility Cost per Residence	\$0.00	
C = Temporary Facility Cost per Residence	\$329.63	
Subtotal		\$329.63
D = State Match Credit per Residence	\$11,652.11	
TC = Tax Credit per Residence	\$5,473.99	
Subtotal		\$17,126.10
Total Unfunded Need		(\$16,796.47)
50% Developer Fee Obligation		(\$8,398)
FC = Facility Credit (if applicable)		\$0
District Adjustment		\$8,398
Net Fee Obligation per Residence - Single Family		(\$0.00)

KENT SCHOOL DISTRICT

IMPACT FEE CALCULATION for MULTI-FAMILY RESIDENCE

Site Acquisition Cost per Multi-Family Residence Unit

Formula: ((Acres x Cost per Acre) / Facility Capacity) x Student Generation Factor

	Required Site Acreage	Average Site Cost/Acre	Facility Capacity	Student Factor	
A 1 (Elementary)	12	\$161,678	0	0.109	
A 2 (Middle)	25	\$0	0	0.037	
A 3 (High)	40	\$0	0	0.054	
Total	77	\$161,678	0	0.200	
					A ⇒ <u>\$0.00</u>

Permanent Facility Construction Cost per Multi-Family Residence Unit

Formula: ((Facility Cost / Facility Capacity) x Student Factor) x (Permanent / Total Square Footage Ratio)

	Construction Cost	Facility Capacity	Student Factor	Footage Ratio	
B 1 (Elementary)	\$68,000,000	0	0.109	0.903	
B 2 (Middle)	\$155,000,000	0	0.037	0.984	
B 3 (High)	\$220,000,000	0	0.054	0.998	
Total	\$443,000,000	0	0.200		
					B ⇒ <u>\$0.00</u>

Temporary Facility Cost per Multi-Family Residence Unit

Formula: ((Facility Cost / Facility Capacity) x Student Factor) x (Temporary / Total Square Footage Ratio)

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
C 1 (Elementary)	\$315,000	24	0.109	0.097	\$138.77
C 2 (Middle)	\$315,000	29	0.037	0.016	\$6.43
C 3 (High)	\$315,000	31	0.054	0.020	\$10.97
Total	\$945,000	84	0.200		
					C ⇒ <u>\$156.18</u>

State Funding Assistance Credit per Multi-Family Residence (formerly "State Match")

Formula: Area Cost Allowance x SPI Square Feet per student x Funding Assistance % x Student Factor

	Area Cost Allowance	SPI Sq. Ft. / Student	Equalization %	Student Factor	
D 1 (Elementary)	\$375.00	115	0.5288	0.109	\$2,485.69
D 2 (Middle)	\$375.00	148	0.5288	0.037	\$1,085.89
D 3 (High)	\$375.00	173	0.5288	0.054	\$1,852.52
					D ⇒ <u>\$5,424.10</u>

Tax Credit per Multi Family Residence

Average MF Residential Assessed Value (AAV)	\$310,811	
Net Present Value (per EQ) (NPV)	8.32	
Current Debt Service Rate / 1,000 (r)	0.11%	
(Below used to calculate NPV)		
Current Bond Interest Rate	3.48%	
Years Amortized (10 Years)- Used in NPV Calculation	10	
		TC ⇒ <u>\$2,861.00</u>

Developer Provided Facility Credit

Facility / Site Value	Dwelling Units	
0	0	FC ⇒ <u>0</u>

Fee Recap **

A = Site Acquisition per Multi-Family Unit	\$0.00	
B = Permanent Facility Cost per MF Unit	\$0.00	
C = Temporary Facility Cost per MF Unit	\$156.18	
Subtotal		\$156.18
D = State Match Credit per MF Unit	\$5,424.10	
TC = Tax Credit per MF Unit	\$2,861.00	
Subtotal		\$8,285.10
Total Unfunded Need		(\$8,128.92)
50% Developer Fee Obligation		(\$4,064)
FC = Facility Credit (if applicable)		0
District Adjustment		\$4,064
Net Fee Obligation per Residential Unit - Multi-family		(\$0.00)

VII - Projected Six-Year Classroom Capacity

As stated in Section IV, the functional capacity study is periodically updated for changes in special programs and reflects class size requirements, class size fluctuations etc. As shown in the Inventory and Capacity chart in Table 3, the functional capacity is also reflected in the capacity and enrollment comparison charts (*See Tables 5 & 5 a-b-c*).

Enrollment is electronically reported to OSPI on Form P-223 on a monthly basis and funding apportionment is based on Annual Average FTE (AAFTE). The first school day of October is widely recognized as the enrollment “snapshot in time” to report enrollment for the year.

Kent School District continues to be the fifth largest district (both FTE and headcount basis) in the State of Washington. The P-223 Headcount for October 2023 was 24,442 with kindergarten students counted at 1.0 and excluding ECSE and college-only Running Start students.

In October 2023, there were 1087 students in 11th and 12th grade participating in the Running Start program at different colleges and receiving credits toward both high school and college graduation. Of these students, 560 attended classes only at the college (“college-only”) and are excluded from FTE and headcount for capacity and enrollment comparisons. Kent School District has one of the highest Running Start program participation rates in the state.

Based on the enrollment forecasts, permanent facility inventory and capacity, current standard of service, portable capacity, and future additional classroom space, the District plans to continue to satisfy required capacity through the interim use of portables (*See Table 5 and Tables 5 a-b-c*).

While the District currently shows available capacity to address projected need on a purely statistical basis, there are variety of extenuating factors that need to be considered. The Kent School District currently makes significant use of portables, which we do not consider as part of our permanent standard of service. We have included portable space in our interim capacity figures, and we do not count that as a permanent space solution. Kent is unusual in that it incorporates neighborhoods intersecting with at least 6 municipalities, including Kent, Auburn, Black Diamond, Maple Valley, Renton, and SeaTac. The district covers 73 square miles and includes over 40 schools. Within this large geographic area, we expect to have pockets of localized capacity need that are not necessarily reflected in the aggregate figures. As one example, the Lakepointe Urban Village development in Covington may require new classroom capacity even as space may exist in schools on the far other end of the District’s boundaries.

PROJECTED ENROLLMENT and CAPACITY TOTAL DISTRICT

SCHOOL YEAR	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	Actual	P R O J E C T E D					
Permanent Functional Capacity ¹	35,494	35,494	35,494	35,494	35,494	35,494	35,494
Changes to Permanent Capacity ¹							
Capacity Increase (F)							
Additional Permanent Classrooms	0	0	0	0	0	0	0
Permanent Program Capacity Subtotal	35,494	35,494	35,494	35,494	35,494	35,494	35,494
Interim Portable Capacity							
Elementary Portable Capacity Required	3,255	3,201	3,201	3,201	3,201	3,201	3,201
Middle School Portable Capacity Required	375	375	375	375	375	375	375
High School Portable Capacity Required	608	608	608	608	608	608	608
Interim Portable Capacity Total	4,238	4,184	4,184	4,184	4,184	4,184	4,184
TOTAL CAPACITY ¹	39,732	39,678	39,678	39,678	39,678	39,678	39,678
Total Enrollment/Projection ²	24,385	24,225	24,197	24,201	24,265	24,378	24,348
DISTRICT AVAILABLE CAPACITY	15,347	15,453	15,481	15,477	15,413	15,300	15,330

1 Capacity is based on standard of service for programs provided and is updated periodically to reflect program changes.

2 Projection Source: Les Kendrick Demographic Study, 2022 ("Low Growth Model")

KENT SCHOOL DISTRICT No. 415
PROJECTED ENROLLMENT and CAPACITY

ELEMENTARY: Grades K - 5

	Elementary Grade K-5									
SCHOOL YEAR	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30			
	Actual	P	R	O	J	E	C	T	E	D
Elementary Permanent Capacity ¹	16,827	16,696	16,696	16,696	16,696	16,696	16,696	16,696	16,696	
Additional Permanent Classrooms ²	0	0	0	0	0	0	0	0	0	
Permanent Program Capacity Subtotal	16,827	16,696	16,696	16,696	16,696	16,696	16,696	16,696	16,696	
Interim Portable Capacity	3,255	3,201	3,201	3,201	3,201	3,201	3,201	3,201	3,201	
TOTAL CAPACITY ¹	20,082	19,897	19,897	19,897	19,897	19,897	19,897	19,897	19,897	
ENROLLMENT / PROJECTION ²	11,433	11,420	11,572	11,699	11,688	11,688	11,694	11,694	11,669	
SURPLUS (DEFICIT) CAPACITY	8,649	8,477	8,325	8,198	8,209	8,209	8,203	8,203	8,228	

¹ Capacity is based on standard of service for programs provided and is updated periodically to reflect program changes.

² Projection Source: Les Kendrick Demographic Study, 2022 ("Low Growth Model")

KENT SCHOOL DISTRICT No. 415
PROJECTED ENROLLMENT and CAPACITY

MIDDLE SCHOOL: Grades 6 - 8

	Middle School Grade 6-8						
SCHOOL YEAR	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	Actual	P R O J E C T E D					
Middle School Permanent Capacity ¹	7,575	7,216	7,216	7,216	7,216	7,216	7,216
Changes to Middle School Capacity	0	0	0	0	0	0	0
Permanent Program Capacity Subtotal	7,575	7,216	7,216	7,216	7,216	7,216	7,216

Portable Interim Capacity ¹	375	375	375	375	375	375	375
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TOTAL CAPACITY ¹	7,950	7,591	7,591	7,591	7,591	7,591	7,591
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ENROLLMENT / PROJECTION ²	5,819	5,919	5,946	5,925	6,032	6,209	6,335
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SURPLUS (DEFICIT) CAPACITY	2,131	1,672	1,645	1,666	1,559	1,382	1,256
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1 Capacity is based on standard of service for programs provided and is updated periodically to reflect program changes.

2 Projection Source: Les Kendrick Demographic Study, 2022 ("Low Growth Model")

KENT SCHOOL DISTRICT No. 415
PROJECTED ENROLLMENT and CAPACITY

HIGH SCHOOLS: Grades 9 - 12

SCHOOL YEAR	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30			
	Actual	P	R	O	J	E	C	T	E	D
High Permanent Capacity ¹	10,550	10,097	10,097	10,097	10,097	10,097	10,097	10,097	10,097	
Changes to High School Capacity	0	0	0	0	0	0	0	0	0	
Permanent Program Capacity Subtotal	10,550	10,097	10,097	10,097	10,097	10,097	10,097	10,097	10,097	

Portables Interim Capacity ¹	608	608	608	608	608	608	608	608	608	608
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TOTAL CAPACITY ¹	11,158	10,705	10,705	10,705	10,705	10,705	10,705	10,705	10,705	10,705
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ENROLLMENT / PROJECTION ²	7,195	7,378	7,384	7,467	7,578	7,647	7,631	7,631	7,631	7,631
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SURPLUS (DEFICIT) CAPACITY	3,963	3,327	3,321	3,238	3,127	3,058	3,074	3,074	3,074	3,074
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¹ Capacity is based on standard of service for programs provided and is updated periodically to reflect program changes.

² Projection Source: Les Kendrick Demographic Study, 2022 ("Low Growth Model")

VIII - Finance Plan

The finance plan shown on *Table 6* demonstrates how the Kent School District plans to finance improvements for the years 2023-2024 through 2029-2030. The financing components include secured and unsecured funding and impact fees. The plan is based on future bond issues, state school construction assistance, collection of impact fees under the State Growth Management Act and voluntary mitigation fees paid pursuant to State Environmental Policy Act.

In November 2016, the District held a special election to approve the authorization of \$252,000,000 in bonding authority. The projects described below are part of this authorization. The first series of bonds (\$80 million) were issued in February 2017, which funded the Covington Elementary Replacement School, as well as other infrastructure projects. Impact fees were used at both River Ridge Elementary School and Kent Laboratory Academy projects due to escalation in construction pricing across the Pacific Northwest.

According to RCW 82.02.090, the definition of an impact fee is ". . . a payment of money imposed upon development as a condition of development approval to pay for public facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public facilities, and that is used for facilities that reasonably benefit the new development. 'Impact fee' does not include a reasonable permit or application fee." Mitigation or impact fees can be calculated on the basis of "unhoused student need" or "the maintenance of a district's level of service" as related to new residential development.

A mitigation/impact fee may be imposed based upon a determination of insufficient existing permanent and/or interim portable school space or to pay for permanent and/or newly acquired interim portable school space previously constructed as a result of growth in the district. A district's School Board must first approve the application of the mitigation or impact fees and, in turn, approval must then be granted by the other general government jurisdictions having responsibility within the district, counties, cities and towns (Kent, Covington, Renton, Auburn, Black Diamond, Maple Valley, SeaTac, and Unincorporated King County).

Though the current enrollment projections increase for both elementary and secondary schools are relatively flat, the ongoing need to provide permanent instructional facilities to house students is a driving need as the shifts in our family populations continue, due to ongoing development. Previously collected impact fees may be used to support and address the challenges related to the number of interim instructional facilities currently in use, the replacement of some of these aged facilities, the maintenance of the district's level of services, and the potential expansions to existing facilities in future years.

The Kent School District 2023-2024 CFP update includes continued execution of the 2016 Capital Bond Projects, the 2018 Levy Projects, and the data collection and review of our Facility Assessment Reports. The District Facilities and Capital Planning Teams had come together and joined the Capital

Bond Planning Task Force (CBPTF) which included District personnel, design professionals, teaching staff, student voices, as well as community members who collaborated and discussed the District's needs. The initial plan revealed priorities including school replacement due to age, and the need for added permanent facilities to (1) reduce and eliminate our need for portables and (2) accommodate future growth as housing in the Kent region continues to expand. We started with a list of 2 billion in needs and through itemizing and prioritizing, we brought the list of essential projects to 495 million. This list was brought before the District's Board of Directors for comments, discussion, and approval. A Capital Bond Measure followed and went out to vote in April 2023 and did not pass with voter approval.

After the failure to pass the 2023 Bond, we re-evaluated needs and for next steps. Surveys went out to the community to see what people would like to prioritize from the list of needed projects. A new list of projects was presented through the 2023 Levy in November. This levy did not pass. This list was again taken and revised to prioritize projects that are critical to operations and life safety within our buildings. In April we set forth our 2024 Levy to a vote, which also did not receive the needed support to pass.

Future updates to this Capital Facilities Plan will include details of any adopted planning. With the opening of Canyon Ridge Middle School, our sixth grade moving from elementary to middle school, and our boundary change, we have advanced opportunities to even out capacity at each site to accommodate our programs, district-wide site capacity, and student-based needs.

For the Six-Year Finance Plan, costs of future schools are based on estimates from Kent School District Capital Planning Team. Please see pages 13-14 for a summary of the cost basis.

Cost Basis Summary

For impact fee calculations, construction estimated costs are based on the last elementary school built in Kent, adjusted for inflation, and projected cost future elementary school, as well as average pricing of nearby school districts recently built new middle and new high school projects.

Project	Projected Cost
New Elementary School	\$68,000,000
New Middle School	\$155,000,000
New High School	\$220,000,000

Site Acquisition Cost

The site acquisition cost is based on an average cost of sites purchased or built on within the last ten years. Please see Table 7 for a list of site acquisition costs and averages.

District Adjustment

The impact fee calculations on Appendix B & C result in a zero-dollar impact fee total for this year but may be adjusted if needed per RCW 36.70A.130(2)(b) provision.

**KENT SCHOOL DISTRICT No. 415
SIX-YEAR FINANCE PLAN**

										Secured	Unsecured	Impact
SCHOOL FACILITIES	*	2022	2023	2024	2025	2026	2027	2028	TOTAL	Local & State	State ² or Local ³	Fees ⁵
											Estimated	Estimated
PERMANENT FACILITIES												
No School Projects at this time.									\$0			
TEMPORARY FACILITIES												
Additional portables ³⁻⁴									\$0			
OTHER												
N / A												
Totals		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

* F = Funded U = Unfunded

NOTES:

² The District anticipates receiving some State Funding Construction Assistance for some projects.

³ Facility needs are pending review. Some of these projects may be funded with impact fees.

⁴ Cost of portables based on current cost and adjusted for inflation for future years.

⁵ Fees in this column are based on amount of fees collected to date and estimated fees on future units.

KENT SCHOOL DISTRICT No. 415
Site Acquisitions & Costs
Average of Sites Purchased, Sold or Built on within last 10 Years

Type & # on Map	School / Site	Year Open / Purchased Sold	Location	Acreage	Cost/Price	Avg cost-price/acre	Total Average Cost / Acre
Elementary	No Acquisitions for Elemenary Schools			0.00	\$0		
			Elementary Site Subtotal	0.00	\$0		\$0 Elem site average
Middle School	No Acquisitions for Middle Schools			0.00	\$0		
			Middle School Site Subtotal	0.00	\$0		\$0 Middle Schl Site Avg.
High	No Acquisitions for High			0.00	\$0		\$0
			Senior High Site Subtotal	0.00	\$0		\$0 Sr Hi Site Average
Note: All rural sites were purchased prior to adoption of Urban Growth Area.							
Numbers correspond to locations on Site Bank & Acquisitions Map on Page 17							
1 / Urban	Site - Covington area North (So of Mattson MS)	1984					
2 / Rural	Site - Ham Lake east (Pollard)	1992					
4 / Urban	Site - Shady Lake (Sowers-Blaine-Drahota-Paroline)	1995					
5 / Rural	Site - SE of Lake Morton area (West property)	1993					
9 / Rural	Site - McMillan Assemblage (South of MC)	98 - 04					
10 / Urban	Site - Yeh-Williams (W of 132 Ave SE at SE 288)	1999					
12a / Urban	Site - 156th Ave. SE Covington (Wikstrom)	2004					
12b / Urban	Site - SE 256th St. Covington (West of CO)	2004					
16	Site - 11027 SE Kent-Kangley Kent, WA 98030	2023					
16a	Site - 11109 SE Kent-Kangley Kent, WA 98030	2023					
				Total Acreage & Cost		Total Average Cost / Acre	
				0.00 \$0		#DIV/0!	
				0 0		0	

IX - Summary of Changes to June 2024 Capital Facilities Plan

The Capital Facilities Plan (the "Plan") is updated annually based on previous Plans in effect since 1993. The primary changes from the June 2023 Plan are summarized here.

Capacity changes continue to reflect fluctuations in class size ratio and program changes. Changes in portables or transitional capacity reflect use, lease or purchase, sale, surplus and/or movement between facilities.

The District moved to a K-5 Elementary and 6-8 Middle School model beginning at the 2023-2024 school year. Capacity has been added at the middle school level by reopening the original Sequoia Junior High (now Canyon Ridge Middle School).

The District worked with Educational Data Solutions, LLC to update student generation factors. The updated rates are included in the body of the Plan.

The District expects to receive some State Funding Assistance (formerly called "state matching funds") for projects in this Plan and tax credit factors are updated annually. Unfunded site and facility need will be reviewed in the future.

The impact fees for 2024 calendar year will result in no collection of impact fees for both Single-Family and Multi-Family due to the capacity study completed in spring 2024.

X - Appendices

Changes to Impact Fee Calculation Factors Include:

ITEM	Grade /Type	FROM	TO	Increase/ Decrease	Comments
Student Generation Factor	Elem	0.248	0.229	-0.019	
Single Family (SF)	MS	0.085	0.087	0.002	
	SH	0.107	0.113	0.006	
	Total	0.440	0.429	-0.011	
Student Generation Factor	Elem	0.130	0.109	-0.021	
Multi-Family (MF)	MS	0.049	0.037	-0.012	
	SH	0.056	0.054	-0.002	
	Total	0.235	0.200	-0.035	
State Funding Assistance Ratios ("State Match")		51.86%	52.88%	1.02%	Per OSPI Website
Area Cost Allowance		\$246.83	\$375.00	128.170	Per OSPI Website Link
Average Assessed Valuation (AV)	SF	\$653,485	\$594,679	(58,806)	King County
AV - Average of Condominiums & Apts.	MF	\$290,599	\$310,811	20,212	King County
Debt Service Capital Levy Rate / \$1000		\$1.02	\$1.11	\$0.09	Per King Co. Assessor Report
General Obligation Bond Interest Rate		3.58%	3.48%	-0.10%	Bond Buyers 20 year GO Index
Impact Fee - Single Family	SF	\$0.00	\$0.00	\$0.00	No Change
Impact Fee - Multi-Family	MF	\$0.00	\$0.00	\$0.00	No Change

CAPITAL FACILITIES PLAN

2024 to 2029

**Tahoma School District
No. 409**

Adopted: June 11, 2024

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TAHOMA SCHOOL DISTRICT NO. 409
2024
CAPITAL FACILITIES PLAN - UPDATE

Summary:

In accordance with King County Code 21A.43, this update has been prepared to reflect current conditions in facility usage and needs. District Board Policy 6900 requires that "changing demographic factors shall be monitored in order that students' needs are met when the future becomes the present." A Facilities Planning Committee reviews facility availability and demographics to place students in an environment that meets the educational needs of the students and that is consistent with the educational philosophy and the instructional goals of the District.

The District continues to house a large number of families with children within its boundary area. On average, there are about 56 public school students for every 100 single family homes in the District. This is larger than any other District in the County.

While the District was affected by the pandemic, the District has seen a better recovery in its enrollment than many of its neighbors. Enrollment in October 2023 is just slightly above where it was prior to the start of the pandemic. This does not mean, however, that all the students who were out of school in 2020 have returned. Migration data suggests that more families than usual left during the pandemic and many of these families will not return. The District has also seen higher out-migration at the continuing grades in two of the past three years, suggesting that the pandemic may still be impacting enrollment.

Despite the recovery in the District's enrollment, recent demographic trends suggest that growth has started to slow. There are regional trends, for example, like births, population growth, and home sales that are likely to impact enrollment now and in the near future. The District intends to monitor enrollment and demographic trends closely and will include relevant information in the future updates to this CFP.

Following a period of modest growth, the District continues to receive slight enrollment gains. Tahoma saw a small net gain of 44 students over the past year, much lower than the gains from the previous two years. However, elementary enrollment is still lower than it was prior to the pandemic. In 2015, the total student headcount was 7,913 and in October 2023 the count is 8,873, an increase of 11.9% percent. Current enrollment, along with projections presented herein, indicates that the enrollment growth overall will continue over the next six years, reaching a headcount total of 9,177 by the 2029-30 school year.

The District created a Housing Committee in 2020, composed of staff and community members, to review and propose solutions for long term capacity needs. The Committee delivered initial considerations to the District's Board of Directors in December 2022. Thereafter, the District formed a Bond Advisory Committee to consider the Housing Committee considerations along with other District planning needs.

The BAC recommendations contemplate several capacity and non-capacity proposals. To address short-term enrollment growth and related capacity needs at the middle and high

school levels, the District's Bond Advisory Committee (BAC) has discussed near term additions at Summit Trail Middle School and Tahoma High School. Other recommendations include a new elementary school as well as safety and security projects, playfield improvements, and equitable warm/safe/dry projects throughout the district. The Board is currently reviewing the BAC recommendations and, if approved, the projects would be placed on a future construction bond proposal. The District anticipates that, subject to Board and voter approvals, the two additional projects would be constructed and complete within the six year planning period of this CFP. The District's next Capital Facilities Plan update will provide updated information related to any final Board actions. Based on current enrollment projections and capacity needs, the District anticipates the need for growth-related capacity at the secondary level. The BAC recommended planning solutions are identified in the Facilities Needs and Financial Plan section of this CFP.

SIX-YEAR ENROLLMENT PROJECTIONS

The District consulted with William L. (“Les”) Kendrick Ph.D., an independent demographer, to gain a better understanding of the current reality for Tahoma. The demographer uses, a modified cohort survival method to forecast future enrollment. The method considers a variety of factors to evaluate the potential student population growth for the years 2024 through 2033. These factors include: projected births, projected growth in the K-12 population, and a model which considers growth in population and housing within the District’s boundaries.

K-12 enrollment in the four-county Puget Sound area is still about 23,000 less than what it was in October 2019, prior to the start of the pandemic. King County enrollment is still about 13,000 students below where it was prior to the pandemic.

While our forecast predicts continued growth over the next decade, it is possible that the District could see a net loss in enrollment in the next year or two if we see a more severe slow-down in population growth, and home sales in the region remain low. For now, we are predicting small net gains in enrollment over the next few years with better gains in the latter part of the forecast.

Calculations based on the 2023 enrollment data indicate that growth will occur over the next six years, but at a slower rate. Current enrollment of 8,873 (October 2023) is projected to increase to 9,177 (HC) in the 2024-29 school year – an increase of 4.4% percent. K-5 may see a slight overall decrease while 6-8 and 9-12 may experience enrollment growth.

The District will continue to monitor new residential development given the direct relationship to enrollment increases. Appendix A-1 includes the District’s enrollment history and six-year enrollment projections.

STANDARD OF SERVICE AND AVAILABILITY OF SPACE

The Standard of Service identified by the Tahoma School District in keeping with Board Policy 6900 is to "...accommodate the educational needs of students and be consistent with the educational philosophy and instructional goals of the District." State legislation and contract agreement with the Tahoma Education Association identify the Certificated staff mandate for maximum classroom size.

The District's standard of service is based on funded implementation of K-3 class size reduction. The District has fully implemented All Day Kindergarten.

Standards of Service for Elementary School Students:

1. Class size for grades K-3 average 17 and 4-5 average 26.
2. Special Education is delivered through both pull-out services and self-contained classrooms at all elementary sites.
3. All students are provided Art, STEM, Music, FRS and Physical Education in self-contained classrooms.
5. Gifted education is offered as either pullout or self-contained classes (average class size is 20).
6. Remedial services are offered as pull-out models and utilize space available in each school.
7. The District has/will relocate students of one grade level to facilities of another grade level to take advantage of available excess capacity. The District will continue such actions as necessary.

Standards of Service for Senior and Middle School Students:

1. Class sizes for grades 6-8 average 30 and class sizes for grades 9-12 average 32.
2. Self-contained special education classes are offered in all buildings.
3. Advanced vocational classes have less than average number of enrollees.
4. Classes are utilized during the day for planning and student consultation.
5. Certain specialty classes, such as visual and performing arts, health and fitness, drama, band, and all vocational courses are not always conducive for scheduling general classes. The district utilizes these specialty areas to the greatest extent possible.
6. The District has/will relocate students of one grade level to facilities of another grade level to take advantage of available excess capacity. The District will continue such actions as necessary.

The District recently reviewed the utilization of its school facilities and has adjusted the total capacity numbers for each school to reflect actual building use.

At this time, enrollment figures show the District has facility capacity for the following schools:

Cedar River Elem	K-5	Is under capacity by 181 students in permanent facilities and is 273 students under capacity when considering relocatable facilities.
Glacier Park Elem	K-5	Is over capacity by 195 students in permanent facilities and 81 students under capacity when considering relocatable facilities.
Lake Wilderness Elem	K-5	Is under capacity by 38 students in permanent facilities and 130 students under capacity when considering relocatable facilities.
Rock Creek Elem	K-5	Is over capacity by 100 students in permanent facilities and 130 under capacity when considering relocatable facilities.
Shadow Lake Elem	K-5	Is under capacity by 27 students in permanent facilities and 119 students under capacity when considering relocatable facilities.
Tahoma Elem	K-5	Is over capacity by 80 students in permanent facilities and 58 students under capacity when considering relocatable facilities.
Maple View Middle	6-8	Is under capacity by 142 students in permanent facilities.
Summit Trail Middle	6-8	Is over capacity by 126 students in permanent facilities and under capacity by 31 students when considering relocatable facilities.
Tahoma High	9-12	Is over capacity by 625 students in permanent facilities and over capacity by 514 students when considering relocatable facilities.

INVENTORY OF PERMANENT FACILITIES

Instructional Facilities

			Permanent Capacity	Temporary Capacity	October 23 Head Enrollment
Cedar River Elementary	K-5	22516 Sweeney Road SE Maple Valley, 98038	782	92	601
Glacier Park Elementary	K-5	23700 SE 280 th Maple Valley, 98038	598	276	793
Lake Wilderness Elementary	K-5	24216 Witte Road SE Maple Valley, 98038	759	92	721
Rock Creek Elementary	K-5	25700 Maple Vly-Black Dmd Rd SE Maple Valley, 98038	598	230	698
Shadow Lake Elementary	K-5	22620 Sweeney Road SE Maple Valley, 98038	529	92	502
Tahoma Elementary	K-5	24425 S.E. 216 th Maple Valley, 98038	621	138	681
Maple View Middle School	6-8	18200 SE 240 th Kent, 98042	1,122	0	980
Summit Trail Middle School	6-8	25600 SE Summit-Landsburg Rd. Ravensdale, 98051	992	157	1,118
Tahoma High School	9-12	23499 SE Tahoma Way Maple Valley, 98038	2,154	111	2,779

Support Facilities

Central Services Center	25720 Maple Valley Black Diamond Rd SE Maple Valley, 98038
Transportation	22050 SE Petrovitsky Road Maple Valley, 98038
Central Kitchen	25638 SR 169 Maple Valley, 98038

Technology and Maintenance	18200 SE 240 th Kent, 98042
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PROJECTED ENROLLMENT AND CAPACITY

To address K-5 capacity needs, new permanent modular classrooms were added at Cedar River Elementary School in the spring of 2022, increasing permanent capacity at that school by just over 200 students. Glacier Park Elementary added new temporary portable classrooms in the Summer of 2022 increasing temporary capacity at that school by about 50 students.

The District continues to review enrollment increases and related housing needs, as well as planned capacity improvements. The District currently anticipates capacity additions at Summit Trail Middle School and Tahoma High School. Future updates to this CFP will include any adopted adjustments as well as updated information from the Tahoma School Board related to planned new capacity. Action would be needed by the board to place a bond before the voters; leading to the voter's approval of the construction bond. The District will continue to use relocatable facilities to address growth needs. In particular, the District plans to closely monitor capacity needs and add or adjust (for example, moving portables from one grade level to another grade level, if possible based on site and facility conditions) relocatable capacity as necessary depending on actual enrollment growth. Note that the District uses relocatable capacity as a temporary remedy only.

PROJECTED ENROLLMENT AND CAPACITY (2023-2028)

Elementary (K-5)	2024	2025	2026	2027	2028	2029
Permanent Program Capacity	3,887	3,887	3,887	3,887	3,887	3,887
Total Relocatable Capacity	920	920	920	920	920	920
Total Capacity	4,807	4,807	4,807	4,807	4,807	4,807
Projected Enrollment	4,026	3,997	3,979	3,926	3,924	3,934
Available Capacity (Temp. & Perm. Facilities)	781	810	828	883	881	873

Middle Schools (6-8)	2024	2025	2026	2027	2028	2029
Permanent Program Capacity*	2,114	2,114	2,114	2,114	2,114	2,411^
Total Relocatable Capacity	157	157	157	157	157	157
Total Capacity	2,271	2,271	2,271	2,271	2,271	2,568
Projected Enrollment	2,128	2180	2,245	2347	2319	2311
Available Capacity (Temp. & Perm. Facilities)	144	91	-47	-76	-49	257

*Assumes a 90% utilization factor

^Added permanent capacity at Summit Trail Middle School

High School (9-12)	2024	2025	2026	2027	2028	2029
Permanent Program Capacity*	2,154	2,154	2,154	2,154	2,154	2,498^
Total Relocatable Capacity	111	111	111	111	111	111
Total Capacity	2,265	2,265	2,265	2,265	2,265	2,609
Projected Enrollment	2,775	2,788	2,789	2,766	2,890	2,932
Available Capacity (Temp. & Perm. Facilities)	-510	-522	-539	-501	-501	-323

* Assumes an 80% utilization factor

^Added permanent capacity at Tahoma High School

For the District's internal planning review only, the following chart identifies the projected enrollment and capacity analysis for each grade band using the District's ten-year enrollment projections (through the 2033-34 school year). The chart assumes that the District will not add or adjust any new permanent or temporary capacity, nor adjust programmatic requirements, within the ten-year planning period. It also assumes that the enrollment projections included in Appendix A hold steady through the 2033-34 school year. However, enrollment projections are generally most accurate for the initial years of the forecast period. Moving further into the future, more assumptions about economic conditions, land use, and demographic trends in the area affect the projection. As such, the projected enrollment for 2033-34 should be viewed through that lens. The District will continue to update its projections on a regular basis. The projections below show a high utilization rate for the middle and high school levels. This means that during planning periods, those spaces would be used by another teacher, e.g. "teacher on a cart". It also includes temporary capacity, which is not intended to be a long term or desired capacity solution.

PROJECTED ENROLLMENT AND CAPACITY @ 100% capacity (2033-34 school year)

	K-5	6-8	9-12
Projected Enrollment	4,122	2,293	3,094
Permanent Capacity	3,887	2,349	2,693
Total Capacity (Temp/Perm)	4,807	2,523	2,831
Available Capacity (Temp/Perm)	685	230	-263

A projection of space based on a more recognized capacity usage is shown below. At the middle and high school levels not every classroom is used 100% of the time for the duration of the school day. The available capacities below are shown using an 80% utilization for the high school level and 90% utilization for the middle school level, as this would provide for some teachers to access space during others' planning periods while also taking into consideration that some classrooms cannot accommodate "teacher on a cart" models, e.g. science, P.E., etc. This projection also relies on temporary capacity.

PROJECTED ENROLLMENT AND CAPACITY @ 90% (6-8) and 80% (9-12) capacity (2033-34 school year)

	K-5	6-8	9-12
Projected Enrollment	4,122	2,293	3,094
Permanent Capacity	3,887	2,114	2,154

Total Capacity (Temp/Perm)	4,807	2,271	2,265
Available Capacity (Temp/Perm)	685	-22	-829

FACILITY NEEDS AND FINANCIAL PLAN

Needs Forecast:

To meet expected enrollment increases and to address other facility needs, the District in recent years completed several bond projects and implemented grade reconfiguration. The District is now planning for additional capacity projects at all three grade levels. The middle and high school projects are growth related.

The District's completion of the 2013 bond projects and associated grade reconfiguration help to address continuing enrollment growth. Conversion of the former Tahoma High School to Maple Valley Middle School (grades 6-8), renaming of and grade reconfiguration at the former Tahoma Junior High School to Summit Trail Middle School (grades 6-8), complete in August 2017, resulted in a net 214 new seats at the 6-8 level. The construction, conversion, and grade reconfiguration at the former Tahoma Middle School (to Tahoma Elementary School) and former Cedar River Middle School (to Cedar River Elementary School) were complete in August 2017. The Tahoma Elementary School and Cedar River Elementary School, together with the new Lake Wilderness Elementary School, increased K-5 capacity by nearly 800 net new seats. Tahoma Senior High School and Regional Learning Center added nearly 1,450 net new seats at the 9-12 level when opened in 2017. In the spring of 2022, the District opened a six-classroom permanent modular construction addition (204 new seats) at the Cedar River Elementary School campus.

A District Bond Advisory Committee is working to develop and provide recommendations to the Board of Directors for a future bond to address capacity and facility needs throughout the District. The Committee's recommendations are expected in the spring of 2025, with Board review and action related to a future bond to follow. In the interim, the District is planning for capacity solutions to serve growth at the middle and high school levels, and to plan for long-term growth at the elementary school level. Any projects are subject to final Board review. In addition, action would be needed by the board to place a bond before the voters; and the voters would need to approve the construction bond. Based on the current review and consideration, those solutions could include a new elementary school and additions at the high school and middle school levels. The Cedar River Elementary School addition continues to provide available capacity for growth in the interim. In addition, the District may add or relocate portables for growth-related needs during the six years of this Plan. Future updates to this Capital Facilities Plan will include information regarding the Advisory Committee's recommendations and any related Board actions, as well as the District's refined planning as a result of that work.

FINANCE PLAN

Capacity Projects

Facility	Proposed Start Date	Proposed/ Actual End Date	Location	Capacity Change	% of Facilities to Serve New Growth	Anticipated Source of Funds**	Site Cost*	Construction Cost
STMS	2025	2028	25600 SE Summit Landsburg Rd, Ravensdale, WA 98051	330	100%	Bond	N/A	\$29,450,000
TSHS	2025	2028	23499 SE Tahoma Way, Maple Valley, WA 98038	430	100%	Bond	N/A	\$31,000,000
TOTAL								\$60,450,000

* Previously purchased property paid from earlier bond issues unless otherwise noted.

Non Capacity Projects

Facility	Proposed Start Date	Proposed End Date	Location	Anticipated Source of Funds	Site Cost*	Construction Cost
HVAC – Design and Engineering	3/21	9/24	CR, RC, STMS, GPES, TES, MVMS, SLES	Cap	N/A	\$20,748,000
TOTAL						\$20,748,000

FEE CALCULATIONS

School Impact Fees Under the Washington State Growth Management Act

The Growth Management Act (GMA) authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate new development. Impact fees cannot be used for the operation, maintenance, repair, alteration, or replacement of existing capital facilities used to meet existing service demands.

Methodology and Variables Used to Calculate School Impact Fees

The Tahoma School District calculates school impact fees pursuant to the formula adopted by King County Ordinance No. 10162 and under the authority of Chapter 21A.43 of the King County Code and the Washington State Growth Management Act. The formula calculates fees for single family dwelling units and multi-family dwelling units.

Impact fees are calculated based on the District's cost per dwelling unit for capacity projects that will serve the student from new development (including, as applicable, the purchase of land for school sites, making site improvements, constructing schools and purchasing/installing portable facilities). As required under GMA, credits have also been applied for State Match Funds to be reimbursed to the District and property taxes to fund the projects that will be proposed for future bond measures. Assessed values for single and multi-family housing in the Tahoma School District were provided by the King County Assessor in February 2024.

The King County Ordinance includes a fifty (50) percent "discount rate," which operates to set the final fee at 50% of the calculated unfunded need.

Appendix B includes the District's fee calculation. Single Family Housing will yield a fee of \$7,603 and multi-family housing will yield a fee of \$1,276.

STUDENT FACTORS

The student factor (or student generation rate), a significant factor in determining impact fees, is the average number of students generated by each housing type—single-family and multiple-family housing. The student factors are indicated below.

In the past, the District has relied upon the composite average of student generation rates from other districts in King County. However, in 2023, the District was able to calculate its own student generation factors for single family dwelling units. The District is continuing its use of this student generation factor in this update and will revisit this data in future updates. In accordance with K.C.C. 21A.06.1260, the District has chosen to use the average student generation rate of neighboring school districts in King County for the multi-family student factor.

Single Family Dwelling Units:

Sales Years	Number of Units	Grade Level	Students Generated	Generation Rate
1/1/2017 to 12/31/2021				
SFT->	872	K-5	478	0.548
		6-8	173	0.198
		9-12	158	0.181
		Totals	809	0.928

Multi-Family Dwelling Units:

	Auburn	Fife	Issaquah	Lake Washington	Northshore	Renton	Riverview	Average^
Elementary	0.482	0.084	0.086	0.030	0.071	0.146	0.149	0.150
Middle	0.131	0.038	0.040	0.013	0.027	0.065	0.025	0.050
High	0.146	0.040	0.033	0.011	0.034	0.069	0.033	0.050
Total	0.759	0.162	0.159	0.055	0.132	0.280	0.207	0.250

**For purposes of the MF student generation rates, the FWSD figures are for information only and not used to calculate the MF average.*
^Figures are rounded.

APPENDIX A – ENROLLMENT PROJECTIONS

Medium Range Forecast

Medium Range Forecast (Recommended at this Time)

	<i>Projected Births</i>									
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
King County	24,090	23,638	23,428	23,012	23,003	23,154	23,440	23,582	23,432	24,108
K Enroll as %	2.44%	2.47%	2.48%	2.52%	2.54%	2.57%	2.57%	2.59%	2.63%	2.62%
City of Maple Valley	337	331	328	322	322	324	328	330	328	338
K Enroll % of City	174.4%	176.5%	177.4%	180.0%	181.2%	183.2%	183.4%	185.2%	187.5%	187.4%

	<u>Oct24</u>	<u>Oct25</u>	<u>Oct26</u>	<u>Oct27</u>	<u>Oct28</u>	<u>Oct29</u>	<u>Oct30</u>	<u>Oct31</u>	<u>Oct32</u>	<u>Oct33</u>
K	588	584	582	580	584	594	602	611	615	633
1	618	615	611	609	608	612	624	633	644	648
2	644	648	645	640	639	639	645	657	668	680
3	717	673	676	673	670	669	670	677	692	703
4	710	742	697	700	698	695	696	698	706	721
5	749	735	768	722	727	725	724	725	728	737
6	682	762	748	781	734	739	741	740	741	745
7	706	703	785	771	805	757	765	768	767	768
8	740	715	712	795	780	815	770	778	781	780
9	688	765	740	737	822	806	845	799	809	812
10	763	687	763	738	735	819	806	846	801	811
11	681	703	633	703	680	676	756	745	783	741
12	<u>643</u>	<u>633</u>	<u>653</u>	<u>588</u>	<u>653</u>	<u>631</u>	<u>630</u>	<u>705</u>	<u>696</u>	<u>730</u>
Total	8,928	8,965	9,013	9,038	9,135	9,176	9,276	9,382	9,431	9,509

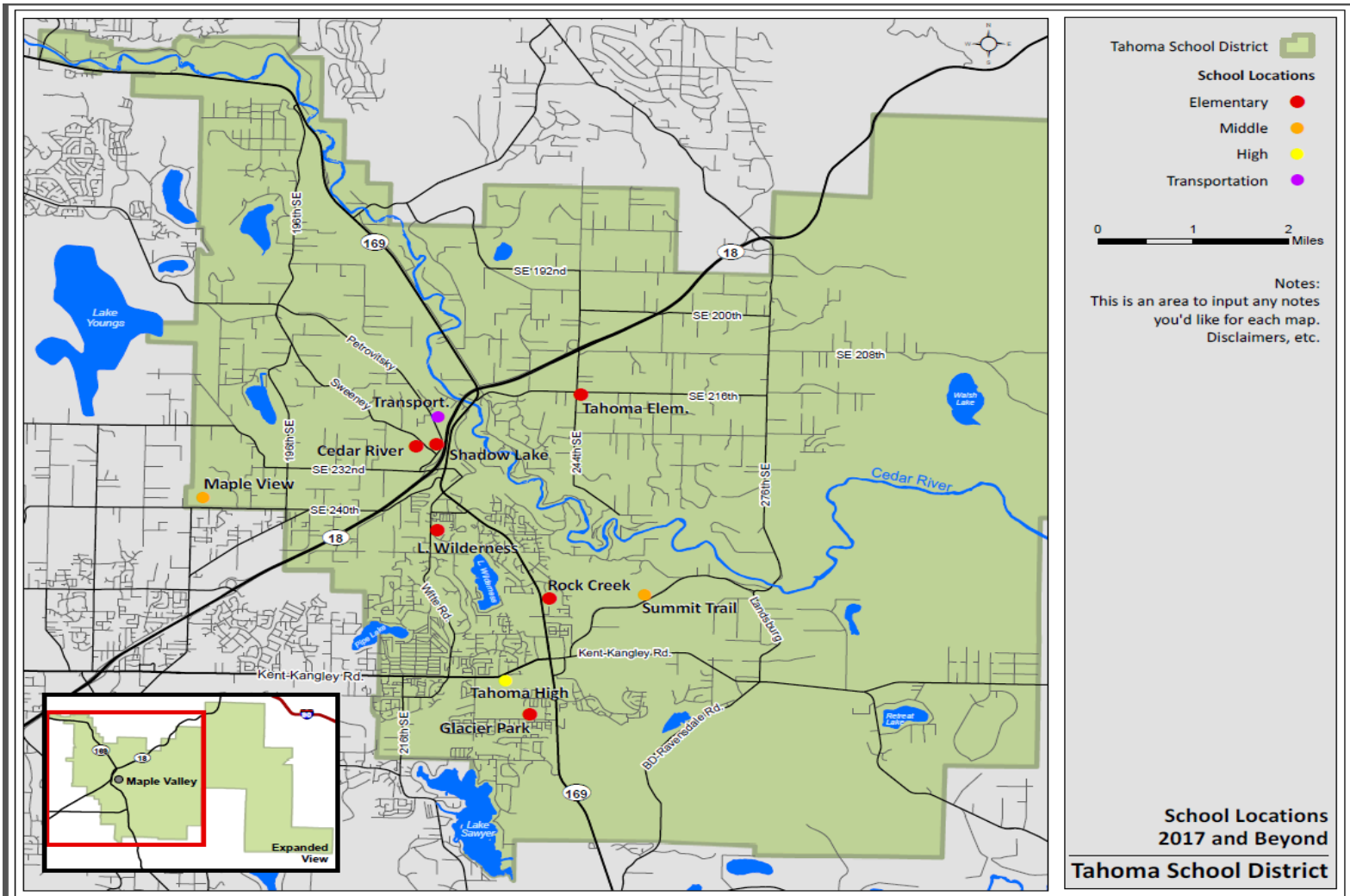
Change	55	36	48	25	97	42	100	106	49	78
% Change	0.6%	0.4%	0.5%	0.3%	1.1%	0.5%	1.1%	1.1%	0.5%	0.8%

K-5	4,027	3,997	3,979	3,924	3,924	3,935	3,962	4,000	4,053	4,122
6-8	2,127	2,180	2,245	2,347	2,320	2,310	2,276	2,287	2,289	2,293
9-12	2,775	2,787	2,789	2,766	2,890	2,931	3,038	3,095	3,088	3,094

APPENDIX B – SCHOOL IMPACT FEE CALCULATION

School Site Acquisition Cost:							
((AcresxCost per Acre)/Facility Capacity)xStudent Factor				Student	Student		
	Facility Acreage	Cost/ Acre	Facility Capacity	Factor SFR	Factor MFR	Cost/ SFR	Cost/ MFR
Elementary	20.00	\$0	204	0.548	0.150	\$0	\$0
Middle	35.00	\$0	800	0.198	0.050	\$0	\$0
High	35.00	\$0	2,693	0.181	0.050	\$0	\$0
						\$0	\$0
School Construction Cost:							
((Facility Cost/Facility Capacity)xStudent Factor)x(Permanent/Total Sq Ft)				Student	Student		
	%Perm/ Total Sq.ft.	Facility Cost	Facility Capacity	Factor SFR	Factor MFR	Cost/ SFR	Cost/ MFR
Elementary	96.11%		204	0.548	0.150	\$0	\$0
Middle	96.11%	\$ 29,450,000	330	0.198	0.050	\$16,983	\$4,289
High	96.11%	\$ 31,000,000	430	0.181	0.050	\$12,541	\$3,464
						\$29,524	\$7,753
Temporary Facility Cost:							
((Facility Cost/Facility Capacity)xStudent Factor)x(Temporary/Total Square Feet)				Student	Student	Cost/ SFR	Cost/ MFR
	%Temp/ Total Sq.ft.	Facility Cost	Facility Size	Factor SFR	Factor MFR		
Elementary	3.89%	\$ -	20	0.548	0.150	\$0	\$0
Middle	3.89%	\$ -	25	0.198	0.050	\$0	\$0
High	3.89%	\$ -	25	0.181	0.050	\$0	\$0
					TOTAL	\$0	\$0
State Funding Assistance Credit:							
CCA x OSPI Square Footage x Funding Assistance % x Student Factor				Student	Student		
	Current CCA	OSPI Square Footage	District Funding %	Factor SFR	Factor MFR	Cost/ SFR	Cost/ MFR
Elementary	\$ 375.00	90	0.00%	0.548	0.150	\$0	\$0
Middle	\$ 375.00	108	0.00%	0.198	0.050	\$0	\$0
Sr. High	\$ 375.00	130	63.29%	0.181	0.050	\$5,585	\$1,543
					TOTAL	\$5,585	\$1,543
Tax Payment Credit:						SFR	MFR
Average Assessed Value						\$713,626	\$299,004
Capital Bond Interest Rate						3.48%	3.48%
Net Present Value of Average Dwelling						\$5,940,933	\$2,489,207
Years Amortized						10	10
Property Tax Levy Rate						\$1.47	\$1.47
	Present Value of Revenue Stream					\$8,733	\$3,659
	Fee Summary:			Single Family	Multi-Family		
	Site Acquisition Costs			\$0	\$0		
	Permanent Facility Cost			\$29,524	\$7,753		
	Temporary Facility Cost			\$0	\$0		
	State Funding Credit			(\$5,585)	(\$1,543)		
	Tax Payment Credit			(\$8,733)	(\$3,659)		
	NET (AS CALCULATED)			\$15,206	\$2,551		
	50% LOCAL SHARE			\$7,603	\$1,276		

APPENDIX C – SCHOOL DISTRICT MAP



TAHOMA SCHOOL DISTRICT NO. 409
Maple Valley, Washington

MEMORANDUM

June 11th, 2024

TO: Tahoma School Board

FROM: Kyle Hood
Director of Operations

Subject: 2024-08 Capital Facilities Plan for 2024/25

Request: Approve Resolution 2024-08 Capital Facilities Plan 2024-2029

Background: The Capital Facilities Plan is a report that comes out every year as a six-year report. The purpose of the report is to look at our facilities and enrollment projections for the coming years and make quality decisions based on the needs and current realities of our facilities. This report is required in order to collect impact fees.

ACTION: Please approve the Resolution 2024-08 Capital Facilities Plan 2024-2029, that include the following attachments

- Capital Facilities Plan
- Determination of Non-Significance
- SEPA Checklist

TAHOMA SCHOOL DISTRICT NO. 409
Maple Valley, Washington

Resolution No. 2024-08 Capital Facilities Plan for 2024/2025

WHEREAS, the Tahoma School District No. 409 is required to adopt the Capital Facilities Plan for the 2024-2029 school years; and,

WHEREAS, the Board of Directors is satisfied with the plan;

THEREFORE, BE IT RESOLVED that the Board of Directors of the Tahoma School District No. 409, on this 11th day of June, 2024, approves the Capital Facilities Plan for the 2024 - 2029 school years.

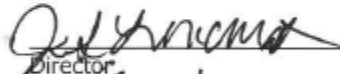
ADOPTED THIS 11th day of June, 2024.



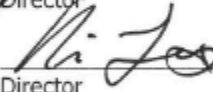
President



Director



Director



Director

Director

Attest: 

Secretary

School Impact and Mitigation Fees

BDMC 3.70.050 - Annual council review

On at least an annual basis, the city council shall review the information submitted by the district pursuant to BDMC 3.70.040. This review shall occur in conjunction with any update of the capital facilities plan element of the city's comprehensive plan. The city council may also at this time determine if an adjustment to the amount of the impact fees is necessary and, if so, adjust the amounts in the adopted impact fee schedule by resolution.

School District	SF/MF	2024		2025 proposed	
Auburn	single-family	\$	5,957.02	\$	4,584.00
	multi-family	\$	9,913.64	\$	8,966.00
Enumclaw	single-family	\$	12,909.00	\$	10,249.00
	multi-family	\$	7,576.00	\$	5,634.00
Enumclaw Mitigation Fees	single-family	\$	12,453.00	\$	10,249.00
	multi-family	\$	4,003.00	\$	4,003.00
Kent	single-family		\$0.00		\$0.00
	multi-family		\$0.00		\$0.00
Tahoma	single-family	\$	7,952.00	\$	7,603.00
	multi-family	\$	2,366.00	\$	1,276.00

CITY COUNCIL AGENDA BILL

City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010

ITEM INFORMATION		
SUBJECT: Ordinance amending Section 13.16.010 of the Black Diamond Municipal Code regarding the General Sewer System Plan	Agenda Date: December 5, 2024	
	AB24-090	
	Mayor Carol Benson	
	City Administrator	
	City Attorney David Linehan	
	City Clerk – Brenda L. Martinez	
	Com Dev – Andy Williamson	
	Finance – Xavier Mason	
	MDRT/Ec Dev – Andy Williamson	
	Police – Chief Kiblinger	
Cost Impact (see also Fiscal Note): 0	Public Works – Scott Hanis	X
Fund Source: N/A	Court – Judge Swain/Tawnya Parks	
Timeline: October 2024		
Agenda Placement: ☒ Mayor ☐ Two Councilmembers ☐ Committee Chair ☐ City Administrator		
Attachments: Ordinance; General Sewer Plan Addendum 1; December 2012 General Sewer Plan		
SUMMARY STATEMENT: The City updated and adopted the General Sewer Plan, dated April 2024, through Ordinance 24-1207 on July 11, 2024, which was to replace the previous General Sewer Plan, dated December 2012. For the General Sewer Plan to fully take effect, it would need approval from the King County Council. The King County Council requires an approval recommendation from the King County Utilities Technical Review Committee (UTRC) prior to their consideration. In working with the UTRC for their recommendation, UTRC advised City staff they will not recommend approval due to discrepancies with King County’s adopted growth targets for the City. Other King County agencies, such as the wastewater division, have planned for and agreed with the City’s growth projections. The City is continuing to work out the discrepancies in the growth targets. The driving force behind the 2024 Sewer Plan Update is to provide options in the Capital Improvement Plan portion of the Sewer Plan as to how the City can route sewer from various basins in the City and how sewer will be sent to King County for treatment. Discussions with the UTRC brought a favorable option of adopting an addendum to the Capital Improvement section of the December 2012 General Sewer Plan, which would not require approval from the King County Council but UTRC will have the authority to approve administratively. This would allow the City to move forward with having other options for sewage conveyance while we work with King County Growth Management to adjust growth targets. This addendum was prematurely adopted as the SEPA comment period had not been completed. The comment period expired at 5:00 pm on November 21, 2024. This ordinance repeals the previous ordinance (24-1210).		

This addendum requires the City to re-adopt the 2012 General Sewer Plan along with addendum 1. A public hearing was held October 3, 2024. Adoption will allow City staff to bring this amendment to the UTRC for their December meeting. The ordinance will include language that the 2024 General Sewer Plan will replace and supersede the 2012 Plan once adopted by King County.

FISCAL NOTE (Finance Department): N/A

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION: **MOTION to approve Ordinance No. 24-2017, adopting the December 2012 General Sewer System Plan as amended with Addendum 1 dated September 2024, which will remain in effect until the 2024 General Sewer Plan is approved by King County, and amending Section 13.16.010 of the Black Diamond Municipal Code.**

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
November 21, 2024	Meeting cancelled	
December 5, 2024		

ORDINANCE NO. 24-2017

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, READOPTING AND AMENDING THE 2012 GENERAL SEWER PLAN PENDING KING COUNTY APPROVAL OF THE 2024 GENERAL SEWER PLAN; AMENDING SECTION 13.16.010 OF THE MUNICIPAL CODE; REPEALING ORDINANCE NO. 24-1210; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Black Diamond owns and operates a wastewater collection system within the State of Washington; and

WHEREAS, in May 1981 the City adopted a Comprehensive General Sewer Plan for the planning and construction of the wastewater collection system, which plan was adopted by the City Council pursuant to City Ordinance No. 245; and

WHEREAS, in February 2013, pursuant to City Ordinance 13-998, the City adopted an update to the General Sewer Plan, dated December 2012 (“2012 General Sewer Plan”); and

WHEREAS, City staff prepared and completed the proposed 2024 General Sewer Plan in conformance with the requirements outlined in WAC 173-240-050; and

WHEREAS, on July 11, 2024, the City Council adopted the 2024 General Sewer Plan by Ordinance No. 24-1207;

WHEREAS, City staff has addressed and answered comments, coordinated review from the Washington State Department of Ecology, King County Utilities Technical Review Committee (UTRC), and Soos Creek Water & Sewer District regarding the 2024 General Sewer Plan; and

WHEREAS, City staff submitted the adopted 2024 General Sewer Plan to the King County UTRC for their recommendation for King County Council approval, which is required for the Sewer Plan to take effect; and

WHEREAS, King County UTRC has advised City staff that it will not move the 2024 General Sewer Plan to the King County Council for adoption at this time due to discrepancies with King County’s adopted growth targets for the City; and

WHEREAS, the 2012 General Sewer Plan remains in effect and the City needs to update the 2012 General Sewer Plan to reflect the intention for wastewater from the Lawson Hills MPD to be routed to the upgraded Jones Lake Sewer Lift Station; and

WHEREAS, King County UTRC has advised that it can administratively approve an addendum to the Capital Improvement Plan portion of the 2012 General Sewer Plan, which remains in effect until the 2024 General Sewer Plan can be approved by the King County Council; and

WHEREAS, this addendum to show Lawson Hills MPD wastewater being routed to the Jones Lake Sewer Lift Station will provide for enhanced public health and safety by implementing an equivalent or superior system of conveyance, without adversely affecting City maintenance costs, aesthetics, or future development or redevelopment in the City; and

WHEREAS, the City staff, the Public Works Committee of the Council, the public and the full Council has had opportunity to review, provide comment, and/or provide input into the development of the proposed addendum to the 2012 General Sewer Plan; and

WHEREAS, a formal public hearing to consider this addendum was held by the City Council on October 3, 2024; and

WHEREAS, a SEPA Determination of Non-Significance was issued November 5, 2024 and the 14-day comment period closed on November 21, 2024; and

WHEREAS, it is in the best interest of the public health, safety and welfare to re-adopt the 2012 General Sewer Plan, along with addendum 1, which General Sewer Plan upon adoption shall remain in effect until the 2024 General Sewer Plan takes effect pursuant to King County approval;

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

Section 1. The 2012 General Sewer Plan, with addendum 1, as attached hereto, is hereby adopted and shall be in effect until the 2024 General Sewer Plan, adopted pursuant to Ordinance 24-1207, is approved by King County.

Section 2. Section 13.16.010 of the Black Diamond Municipal Code is amended to read as follows:

13.16.010 – Adopted.

The City of Black Diamond General Sewer Plan dated December 2012 and as amended with addendum 1, dated September 2024, and on file with the office of the City Clerk is hereby adopted by this reference and incorporated as though fully set forth herein. The General Sewer Plan as adopted herein, replaces and supersedes the general sewer

plan previously adopted by the City Council pursuant to Ordinance No. 24-1207.

Section 3. Repeal of Prior Ordinance. Ordinance No. 24-1210, adopted by the City Council on October 3, 2024, is hereby repealed. Said ordinance was prematurely adopted before expiration of the comment period for the SEPA threshold determination.

Section 4. Severability. Each and every provision of this Ordinance shall be deemed severable. In the event that any portion of this Ordinance is determined by final order of a court of competent jurisdiction to be void or unenforceable, such determination shall not affect the validity of the remaining provisions thereof, provided the intent of this Ordinance can still be furthered without the invalid provision.

Section 5. Effective date. This Ordinance shall be in full force and effect five (5) days after publication as required by law. A summary of this Ordinance may be published in lieu of the entire Ordinance, as authorized by state law.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF
ON THE 5TH DAY OF DECEMBER, 2024.**

Mayor Carol Benson

ATTEST:

Brenda L. Martinez, City Clerk

APPROVED AS TO FORM:

David Linehan
City Attorney

Published: _____

Posted: _____

Effective Date: _____



CITY OF BLACK DIAMOND

General Sewer System Plan

Addendum 1

September 2024



Engineers Certification

I hereby certify that this General Sewer Plan Addendum for the City of Black Diamond, Washington has been prepared under the supervision and direction of the undersigned, Daniel R. Ervin, whose seal as a Licensed Professional Engineer of the State of Washington is affixed below.



Varius Inc.
13533 NE 190th Place,
Woodinville WA 98072
www.variusinc.com



The City's 2012 General Sewer Plan (GSP) identified Capital Projects for system extensions by developers. In that plan, sewage flows from the BD East Basin would be directed to the existing Jones Lake Lift Station where it would be pumped through existing city piping to a point of connection with the King County regional sewer interceptor in Lake Sawyer Road.

Since the adoption of the 2012 General Sewer Plan, significant development has occurred in the City under the Ten Trails Development Agreement. That development has enabled sewer service opportunities that were not available when the 2012 plan was adopted and this Addendum to the 2012 General Sewer Plan is intended to enable those opportunities which will improve level of service and reduce operating costs.

The City is in the process of updating the entire General Sewer Plan, however, the City does not anticipate that the update will be available within the time needed to take benefit of the opportunities for service in the BD East Basin. This Addendum is intended to bridge the gap between the approval of the General Sewer Plan update and pending development in the BD East Basin under the Lawson Hills Development Agreement.

BD East Basin

The BD East Basin, shown in **Figure 1 - Drainage Basins in Black Diamond**, is largely undeveloped and is expected to be developed under the Lawson Hills MPD Development Agreement. All wastewater facilities (collection system and interceptor pipes) will be provided by a Master Developer, Oakpointe, under a Development Agreement. All planning considerations and design standards are included in the Lawson Hills Development Agreement.

This basin is expected to reach saturation development within the next 15 years and ultimately will serve 1,258 ERU (**Figure 2 - BD East Basin Growth**).

The discharge location for sewage from this basin is dependent upon the timing of other improvements that will be provided by the Master Developer under the Ten Trails Development Agreement, namely the construction of Pipeline Road.

If Pipeline Road is complete before development in the BD East Basin, then this Basin will discharge directly to the King County interceptor in Lake Sawyer Road. It is expected that this Basin will discharge into an interceptor pipe that traverses the Rock Creek Basin (presumably following the southern boundary of that basin). That pipe might be pressurized or gravity-flow at the developer's discretion. In addition, flows from this Basin might discharge directly to the King County Interceptor or they might discharge to a new lift station located in the Palmer Gravel quarry near Rock Creek. This final design configuration will be based on the opportunities available for combining BD East Basin facilities with the future Rock Creek Basin facilities.

If Pipeline Road is not complete or is not available for construction of an interceptor pipe, then sewage from the BD East Basin will discharge to the Jones Lake Lift Station through a combination of new and existing piping. Some existing piping may need to be replaced or oversized based on capacity or condition. If this discharge location option is selected, then King County will likely need to upgrade the capacity of the Lift Station.

The Capital Improvement Projects needed for the BD East Basin are shown below in Figures 3 and 4 (labelled projects 10 through 14).¹

¹ Note, the CIP Project numbers in the Addendum (10 through 14) are consistent with project numbers in a pending General Sewer Plan Update and have been preserved here to minimize confusion when that plan is adopted.

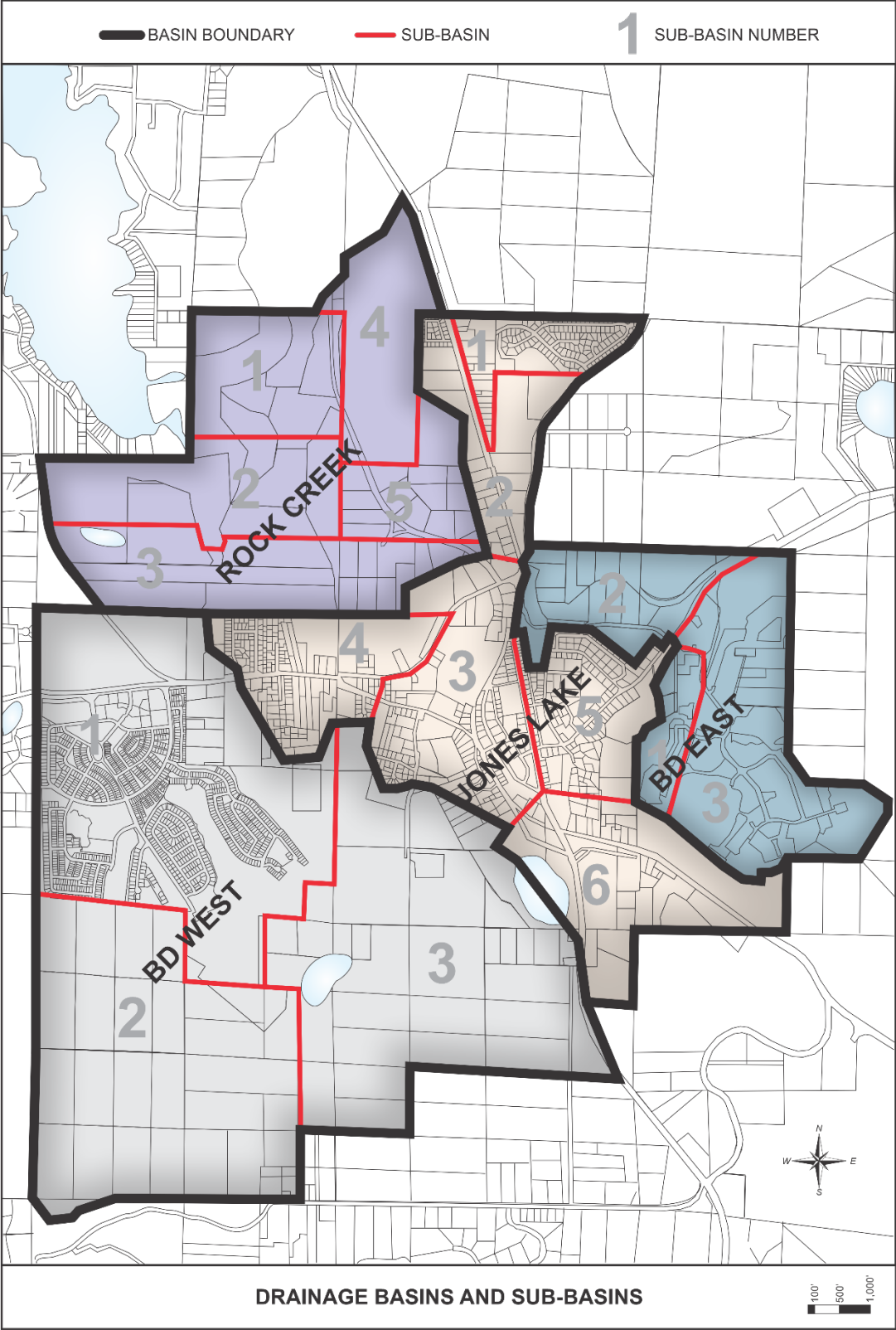


Figure 1 - Drainage Basins in Black Diamond

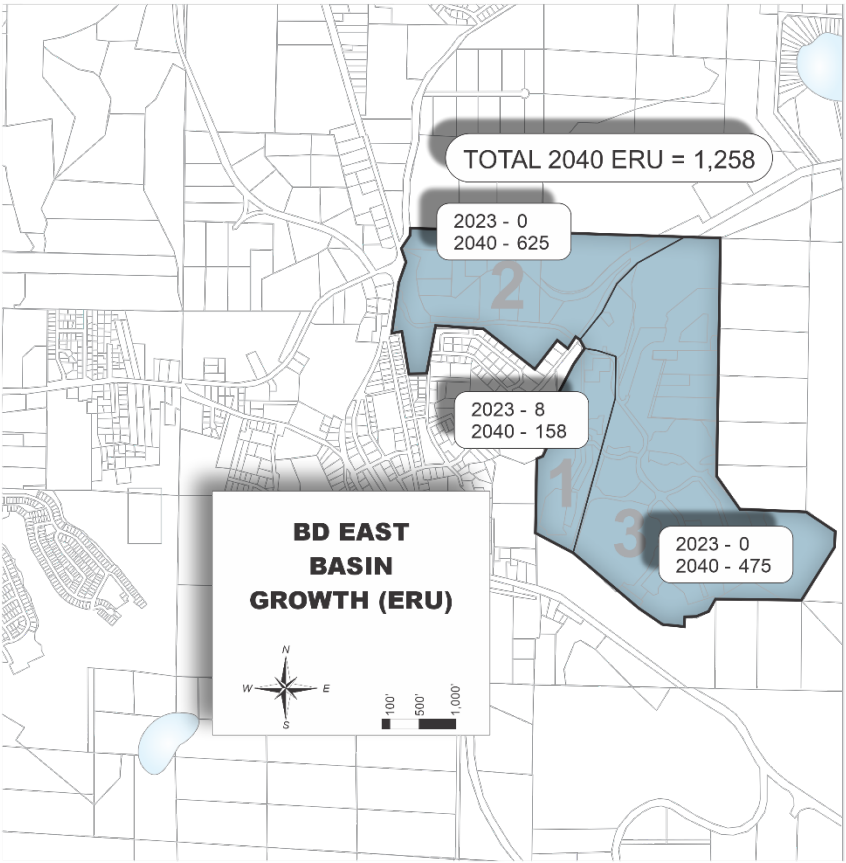


Figure 2 – BD East Basin Growth

Black Diamond East Basin Improvements

Figure 3 - BD East Alt 1 CIP

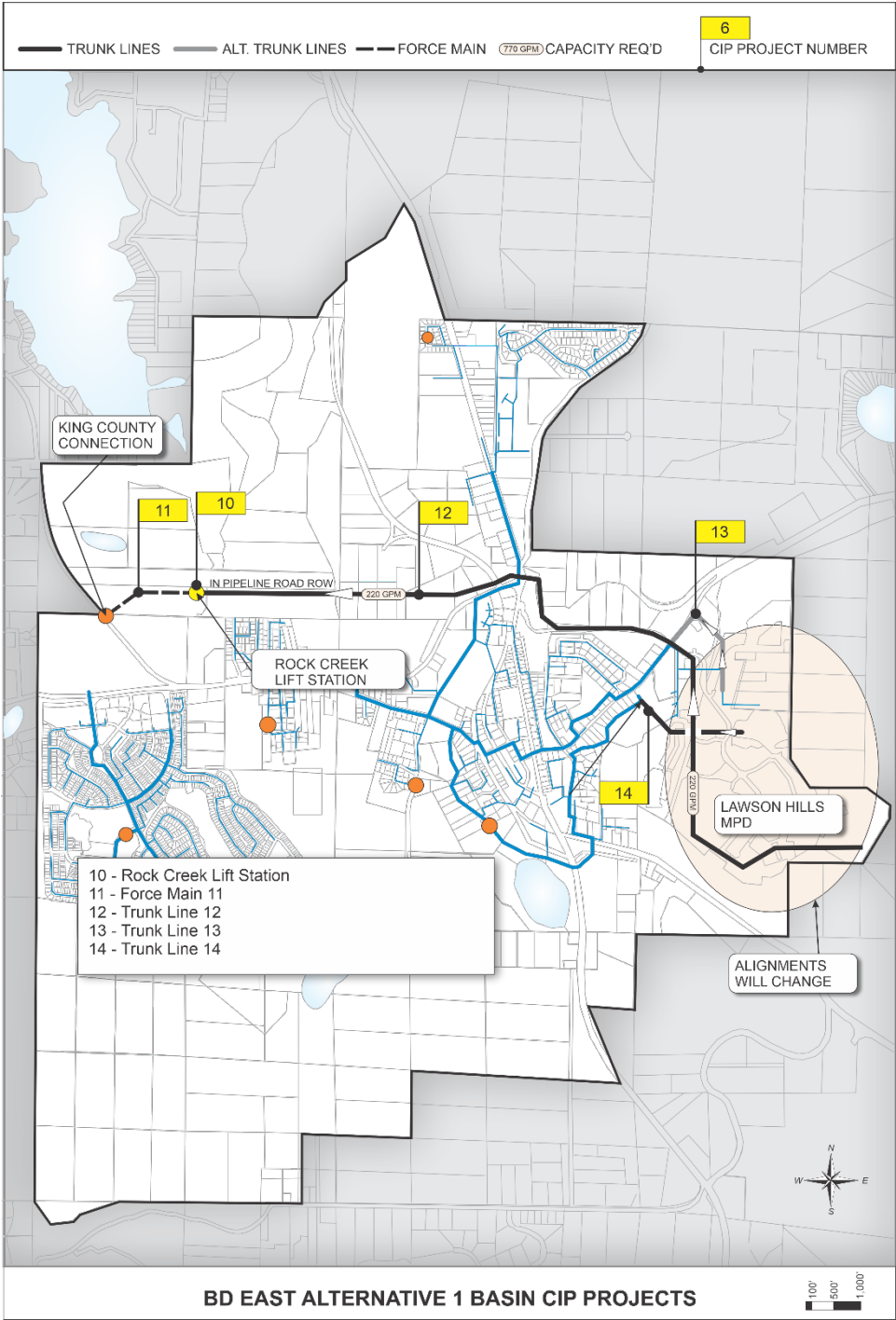
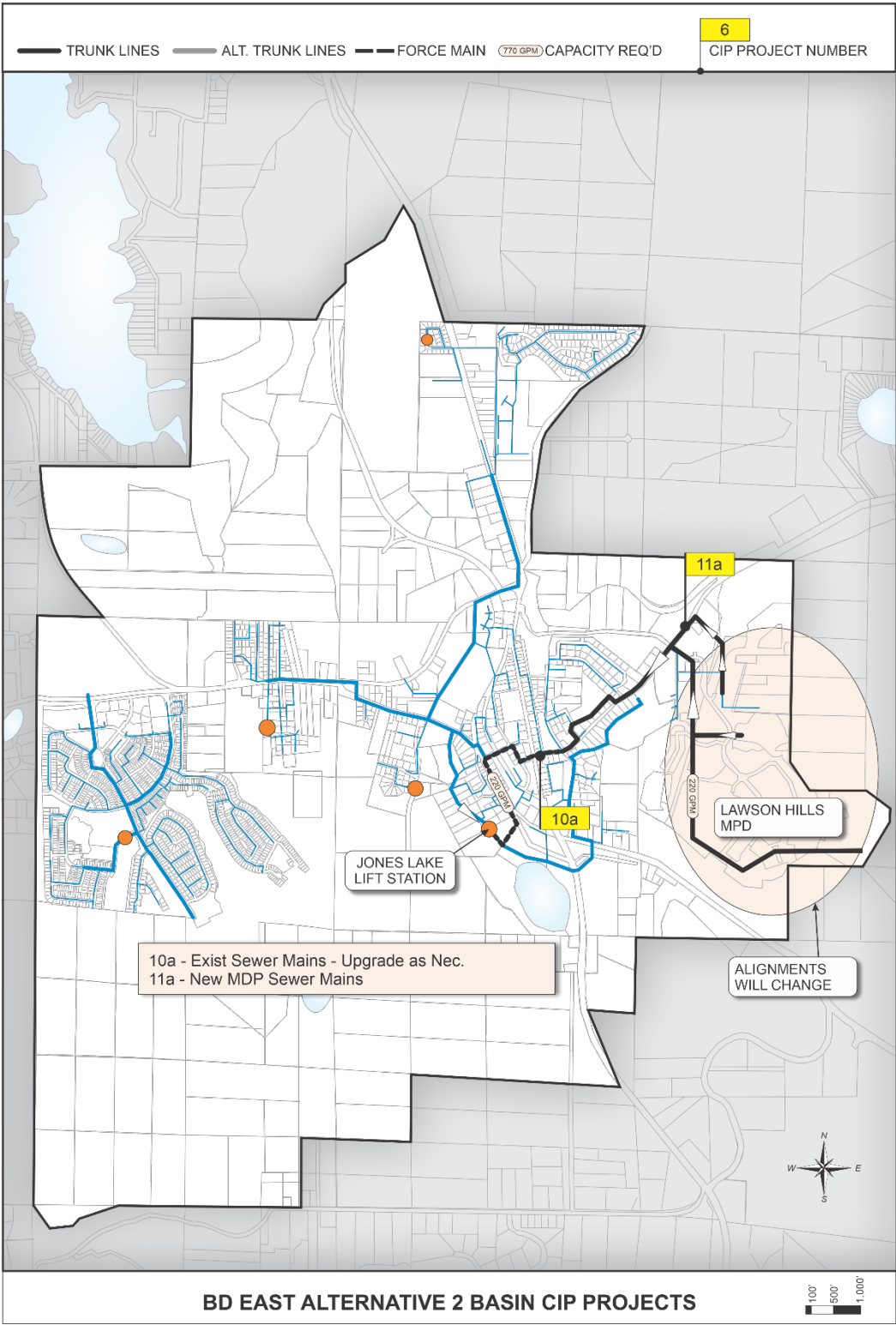


Figure 4 - BD East Alt 2 CIP



CIP 10 – Rock Creek Lift Station

This project includes the construction of a new regional-scale lift station near Rock Creek within the Palmer Quarry area. This location allows a single lift station to serve the Rock Creek Basin and the BD East Basin. This station is likely to be a 1,000-gpm capacity facility (if it serves the flows from both basins) and constructed in conjunction with development under the Lawson Hills Development Agreement. There is a possibility that the pumps and motors that are used for the Ten Trails Regional Lift Station will be the same as those for this station and efforts should be made to use duplicate pumps and motors between the two facilities to minimize spare parts requirements.

Even though this station is funded by the Developer, it can be overlain with a Latecomer's Agreement to equitably distribute the costs among the benefitted parties.

Project Start	2026	Project Completion	2027
---------------	------	--------------------	------

FINANCE	ACTIVITY	BUDGET
2026	Planning and Design	\$400,000
2027	Construction	\$3,000,000
		\$3,400,000.00
Source of Funds – Developer Funded		

CIP 10a – Upgrade Existing Jones Lake Sewers

This project includes the construction of a new pipeline from the Lawson Hills MPD to the Jones Lake Lift Station as necessary to increase capacity to meet saturation flows from the Lawson MPDs.

These upgrades will be developer funded in conjunction with development in Lawson Hills.

Project Start	2026	Project Completion	2027
---------------	------	--------------------	------

FINANCE	ACTIVITY	BUDGET
2026	Planning and Design	\$100,000
2027	Construction	\$1,500,000
		\$1,600,000.00
Source of Funds – Developer Funded		

CIP 11 – Force Main 11

This project includes the construction of a new force main to connect the Rock Creek Regional Lift Station to the King County Interceptor in Lake Sawyer Road. The force main is expected to be 12” diameter ductile iron capable of 1,000 gpm flow rates. This piping will be constructed by the Developer in conjunction with housing under the Lawson Hills Development Agreement.

Even though this force main is funded by the Developer, it can be overlain with a Latecomer’s Agreement to equitably distribute the costs among the benefitted parties.

Project Start	2026	Project Completion	2027
----------------------	-------------	---------------------------	-------------

FINANCE	ACTIVITY	BUDGET
2026	Planning and Design	\$150,000
2027	Construction	\$400,000
		\$550,000.00
Source of Funds – Developer Funded		

CIP 11a – New MPD Sewer Mains

This project includes the construction of collection system piping to connect the Lawson Hills MPD to the Jones Lake Lift Station. This piping will be constructed by the Developer in conjunction with housing under the Lawson Hills Development Agreement.

Project Start	2028	Project Completion	2030
----------------------	-------------	---------------------------	-------------

FINANCE	ACTIVITY	BUDGET
2028	Planning and Design	\$200,000
2029	Construction	\$1,200,000
		\$1,400,000.00
Source of Funds – Developer Funded		

CIP 12 – Trunk Line 12

This project includes the construction of collection system piping to connect the BD East Basin to the Rock Creek Regional Lift Station. This piping will be constructed by the Developer in conjunction with housing under the Lawson Hills Development Agreement. This pipeline is expected to be approximately 10,000 lineal feet with a capacity of 200 GPM (not including any contributions from the Rock Creek basin).

Even though this force main is funded by the Developer, portions of it can be overlain with a Latecomer's Agreement to equitably distribute the costs among the benefitted parties.

Project Start	2028	Project Completion	2030
----------------------	-------------	---------------------------	-------------

FINANCE	ACTIVITY	BUDGET
2028	Planning and Design	\$400,000
2029	Construction	\$2,000,000
2030	Construction	\$2,500,000
		\$4,750,000.00
Source of Funds – Developer Funded		

CIP 13 – Trunk Line 13

This project includes the construction of new collection system piping to connect up to 1,258 ERUs from the BD East Basin to the Jones Lake Lift Station in the event that the Alt. 1 CIP projects are selected but they are not available in time to coincide with house completions. This piping will be constructed by the Developer in conjunction with housing under the Lawson Hills Development Agreement.

This Trunk Line is expected to be approximately 1,500 feet in length and 8" diameter size.

Project Start	2028	Project Completion	2030
----------------------	-------------	---------------------------	-------------

FINANCE	ACTIVITY	BUDGET
2028	Planning and Design	\$200,000
2029	Construction	\$1,200,000
		\$1,400,000.00
Source of Funds – Developer Funded		

CIP 14 – Trunk Line 14

This project includes the construction of collection system piping to connect up to 1,258 ERUs from the BD East Basin to the Jones Lake Lift Station in the event that the Alt 1 CIP projects are selected. This piping will be constructed by the Developer in conjunction with housing under the Lawson Hills Development Agreement.

This Trunk Line is expected to be approximately 3,000 feet in length and 8" diameter size.

Project Start	2028	Project Completion	2030
---------------	------	--------------------	------

FINANCE	ACTIVITY	BUDGET
2028	Planning and Design	\$300,000
2029	Construction	\$2,200,000
		\$2,500,000.00
Source of Funds – Developer Funded		

CITY OF BLACK DIAMOND

GENERAL SEWER PLAN

Prepared by:
Public Works Department
City of Black Diamond
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PO Box 599
Black Diamond, WA 98010
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December 2012

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CITY OF BLACK DIAMOND

GENERAL SEWER PLAN

PREPARED BY:

Seth Boettcher, PE, Public Works Director

APPROVED BY:

MAYOR

Rebecca Olness, Mayor

&

CITY COUNCIL MEMBERS

Tamie Deady

Craig Goodwin

Joe May

Carol Benson

Ron Taylor

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ENGINEER'S CERTIFICATION

I hereby certify that this General Sewer Plan for the City of Black Diamond, Washington has been prepared under the supervision and direction of the undersigned, whose seal as a Licensed Professional Engineer of the State of Washington is affixed below.



Seth Boettcher, PE

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EXECUTIVE SUMMARY

This City of Black Diamond General Sewer Plan provides a long-term planning document for the City of Black Diamond's sewer system. It evaluates the system over a twenty-year planning horizon, and develops a list of recommended project improvements with a six-year financing plan. This plan has been prepared in accordance with Washington State Department of Ecology requirements as outlined in the Washington Administrative Code Chapter 173-240-050.

The City of Black Diamond owns all of the public sewer gravity lines, force mains, manholes, pump stations, and other system facilities that are within its service area. Additionally, the City maintains ownership of the transmission line leading from the Auburn-Black Diamond Road and Lake Sawyer Road intersection up to Soos Creek Water and Sewer District's Lift Station 11B which will handle the City's sewage needs well into the future.

The City and Soos Creek Water and Sewer District entered into an agreement for Soos Creek to provide conveyance of Black Diamond's wastewater flows through district facilities to the King County Waste Water Division collection system above Kent, however this obligation has now been assumed by King County Wastewater Treatment Division.

The City has an agreement with and relies on King County Wastewater Treatment Division (WTD) for regional conveyance of sewage from the discharge to the Jones Lake Pump Station to Renton and sewage treatment and disposal for our current customers and the future growth within our sewer service area. The City's agreement with King County Waste Water Division assigns the operation, maintenance and repair of the Jones Lake Pump Station, associated sewer force main and sewage trunk line that runs from the City to the Covington Pump Station to King County as regional facilities.

The City sewer system currently consists of approximately 22.1 miles of gravity mains and 2.5 miles of force mains. The City has four operating pump stations that vary in size. These sewage pump stations pump the sewage from local low areas to the City of Black Diamond gravity sewer collection system that all drains to the King County maintained regional Jones Lake Pump Station. Sewage is pumped from the Regional Jones Lake Pump Station by force main to a gravity sewer transmission main in Lake Sawyer Road S.E., which drains to the Soos Creek system and then on to King County sewer facilities.

The City sewer system currently serves a population of approximately 2516 people (932 residences). The City has recently approved two major Master Planned Developments known as Lawson Hills and The Villages for 6000 residential units cumulatively plus 1.5 million square feet of commercial/office/retail. As a result, the City is preparing to experience substantial growth. The City's sewer system currently serves about 930 residential customers plus commercial. The City's sewer system will need to be enlarged and extended to serve approximately 6,216 new residential customers plus new commercial/industrial at current growth projections. This General Sewer Plan includes an

evaluation of projected future sewer flows and proposed improvements to serve the future growth.

Wastewater flow monitoring has been conducted by both the City of Black Diamond at the Black Diamond Pump Station, as well as by King County WTD near the Covington Pump Station. Flow monitoring shows that the City sewer system is experiencing stormwater **inflow** and groundwater **infiltration** (I & I) into the sewer system at or just above the EPA threshold level for I & I. The City is proposing a significant annual expenditure to keep I & I under control as good stewardship of the City's sewer collection system.

Hydraulic modeling of the existing sewer system was completed to assess the capacity and sizing of the current system to convey flows. With the routing of new sewer flows to points in the western portion of the City the model shows that the existing sewer collection system has adequate capacity to meet the needs of the infill within the areas currently served by sewer. The model will allow the City to perform hydraulic analysis for interim connections from the Master Planned Development areas, commercial customers with very high water use or other future growth scenarios in response to specific development proposals received by the City.

The City of Black Diamond has approved the two Master Planned Developments discussed above and has negotiated and approved development agreements with the developer. The development agreements require that the developer provide all of the capacity adding projects required to serve the new developments. The City's Capital Improvement Plan includes the major local facility improvements for the un-sewered areas, maintenance projects, capacity projects, and equipment/facility improvement projects. Additionally, the proposed CIP for informational purposes also shows the planned sewage storage facility to be constructed by King County WTD to provide additional downstream conveyance capacity by reducing the peak flows. At some point beyond the 6 year period addressed in the CIP, King County will also need to construct an additional sewage transmission main from Black Diamond to points downstream in their system or provide local treatment options.

The current cash reserves are sufficient to meet the needs of the City funded portion of the planned capital program, provided that rates are set at a level so that cash reserves are protected. The financial outlook for the sewer fund will be stable. As King County raises their rates, Black Diamond will need to pass on those rate increases to Black Diamond customers. As the customer base grows, the cost of service per customer goes down. Once the number of sewer customers about doubles, revenue will exceed costs and funds can begin to be directed toward picking up the funding of the Public Works Director and Public Works Administrative Assistant positions.

The City of Black Diamond is committed to providing reliable quality service to its customers. The City is anticipating substantial growth in population over the next twenty-year planning period and this plan provides a means for ensuring the City sewer system is able to accommodate current and future customers at stable local rates.

ACRONYMS & DEFINITIONS

AAF Average Annual Flow	Average flow computed from year-long flow records and most commonly expressed in terms of millions of gallons per day.
ADF Average Design Flow (Maximum Month)	Average monthly flow of the maximum month, estimated for the design year of the sewage works.
ADWF Average Dry Weather Flow	ADWF is the sewage flow for an average day occurring in dry weather months of May through October and represents the baseline of sewage flow for the service area including infiltration and inflow during that season.
AWWF Average Wet Weather Flow	AWWF Average daily flow occurring in wet weather months of November through April
BOD Biochemical Oxygen Demand	A measurement of dissolved oxygen used by microorganisms in the biochemical oxidation of organic matter, typically measured over a 5-day period. This characteristic defines the strength of a wastewater and often determines the type and degree of treatment which must be provided to produce a required effluent quality.
City	City of Black Diamond
Combined Sewer	A sewer which receives both wastewater and storm or surface water. Combined sewers are not allowed in the City of Black Diamond.
Diurnal Curve	The curve or graphical representation of the cyclical rise and fall of wastewater flow during a 24-hour period in response to variation in water usage. When used in a general sense, it does not include inflow from storm events.
DAILY FLOW	The amount of flow pumped from the Black Diamond Pump Station at Jones Lake in one day as recorded by King County
DOE	Washington State Department of Ecology
DOH	Washington State Department of Health

ACRONYMS & DEFINITIONS

ERU	Equivalent Residential Unit = 187 gallons of sewage generated per household per day. This figure is the average of water metered during the wet season months by the residential customers. <i>Discussion: In recent years the tiered water rates, improved plumbing fixtures and the economy has reduced household water consumption. It is expected that the City will reduce the ERU figure for the water system with the next update of the water comprehensive plan.</i>
Fecal Coliform	The group of coliform bacteria of fecal origin. <i>Escherichia coli</i> is generally used as the measure of fecal contamination.
Firm Capacity	The available capacity when the largest unit is out of service.
Force Main	A sewer pipeline that flows full under pressure, discharging from a pump station (as opposed to an inverted siphon).
Fps	Feet per second
GPM	Gallons per minute
I & I	Infiltration and inflow
Infiltration	Groundwater that enters the sewer system through such methods as cracks, pipe joints, or porous pipe.
Inflow	Surface water that enters the sewer system through such methods as manhole covers or illegal connections such as footing drains, roof drains, area drains, and sump pumps.
Interceptor	A sewer that receives flow from a number of main or trunk sewers, force mains, etc.
Inverted Siphon	A sewer that dips below the hydraulic grade line to avoid an obstruction such as a creek or canyon.
MDF Maximum Daily Flow	Greatest total flow in a single day
MG	Million Gallons
MGD	Million gallons per day
PCC	Palmer Coking Coal Company

ACRONYMS & DEFINITIONS

Peak Wet Weather Flow PWWF	The largest 60 minute flow rate over a 60 minute period from the study data set.
Peak Design Flow	Largest estimated flow rate sustained over a 60-minute period in the design year of the sewage works.
Sewage	The water-carried human wastes from residences, buildings, industrial establishments or other places together with such industrial wastes or underground, surface, storm, or other water, as may be present. The terms sewage and wastewater are used interchangeably.
SS	Suspended Solids
SSMH	Sanitary Sewer Manhole
STEP	Septic Tank Effluent Pump
Suspended Solids	An approximate measure of the quantity of sludge that will be removed from wastewater by sedimentation (clarification), typically expressed as mg/l. Suspended solids include solids that will settle to the bottom of a cone-shaped container in a 60-minute period.
Volatile Suspended Solids	The organic content of suspended solids. Volatile solids are that portion which will oxidize & be driven off as gas at 600 degrees C.
Wastewater	See sewage.
WTD	Wastewater Treatment Division (King County)
WWTP Wastewater Treatment Plant	A water pollution control facility engineered and constructed to remove pollutants from wastewater.

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1.0 INTRODUCTION

1.1 BACKGROUND AND PURPOSE

This “General Sewer Plan” provides a collection, measurement, inventory update, mapping and compilation of the relevant information on the City’s existing sanitary sewer program and recommends a comprehensive sanitary sewer plan for the City. This plan presents capital facilities needed to accommodate existing and future growth, and proposes strategies to address Sewer system needs consistent with the Black Diamond Comprehensive Plan and compatible with local needs and values.

The following are some of the primary topics covered within this plan:

- Sewer System Inventory
- Planning for Growth
- Sewer Model of Existing Conditions
- Sewer Model of Future Conditions
- Identification of System Deficiencies
- Recommendation of Capital Projects
- Financial Outlook and Recommendations

1.2 REGULATORY REQUIREMENTS

This General Sewer Plan has been prepared in conformance with the requirements for the preparation of general sewer plans as outlined in Washington Administrative Code (WAC) 173-240-050. Approval of this plan is required by the Department of Ecology (DOE).

It is the City’s intent to comply with the Clean Water Act and any water quality management plan that may be adopted under the Federal Water Pollution Control Act as amended. The adoption of this General Sewer Plan is in keeping with good environmental practice. Providing for a well functioning local sewer collection utility will help protect local creeks, lakes and wetlands.

This General Sewer Plan was reviewed by the local SEPA official. A Declaration of Non Significance was issued on September 12, 2012. No comments were received from an individual or another agency. A copy of the SEPA checklist, the Declaration of Non Significance and the affidavit of publication are included in **Appendix A SEPA Determination and Checklist**.

This General Sewer Plan is also consistent with the Growth Management Act. Although the King County Sewer Transmission main from Black Diamond passes outside the Urban Growth Area to carry City sewage to King County regional sewer facilities, the City does not allow any sewer connections outside of the Urban Growth Area or outside the City sewer service area.

The design of local sewer systems will follow the practices described in the Department of Ecology’s Criteria for Sewage Works Design (Orange book) and more specifically the

1.0 INTRODUCTION

City's most recent publication of the Black Diamond Engineering Design and Construction Standards.

1.3 LOCATION

The City of Black Diamond is located approximately 30 miles southeast of Seattle, Washington. Black Diamond community was established in 1880 and developed as a coal mining town over the next fifty years. Black Diamond was incorporated as a city in 1959. The City is located along State Route 169, just west of the Cascade Mountains. **Figure 1.1 Vicinity Map (Washington State)** illustrates the location of Black Diamond in the State of Washington. **Figure 1.2 Vicinity Map (King County)** illustrates the location of Black Diamond within King County.



Figure 1.1 Vicinity Map (Washington State)

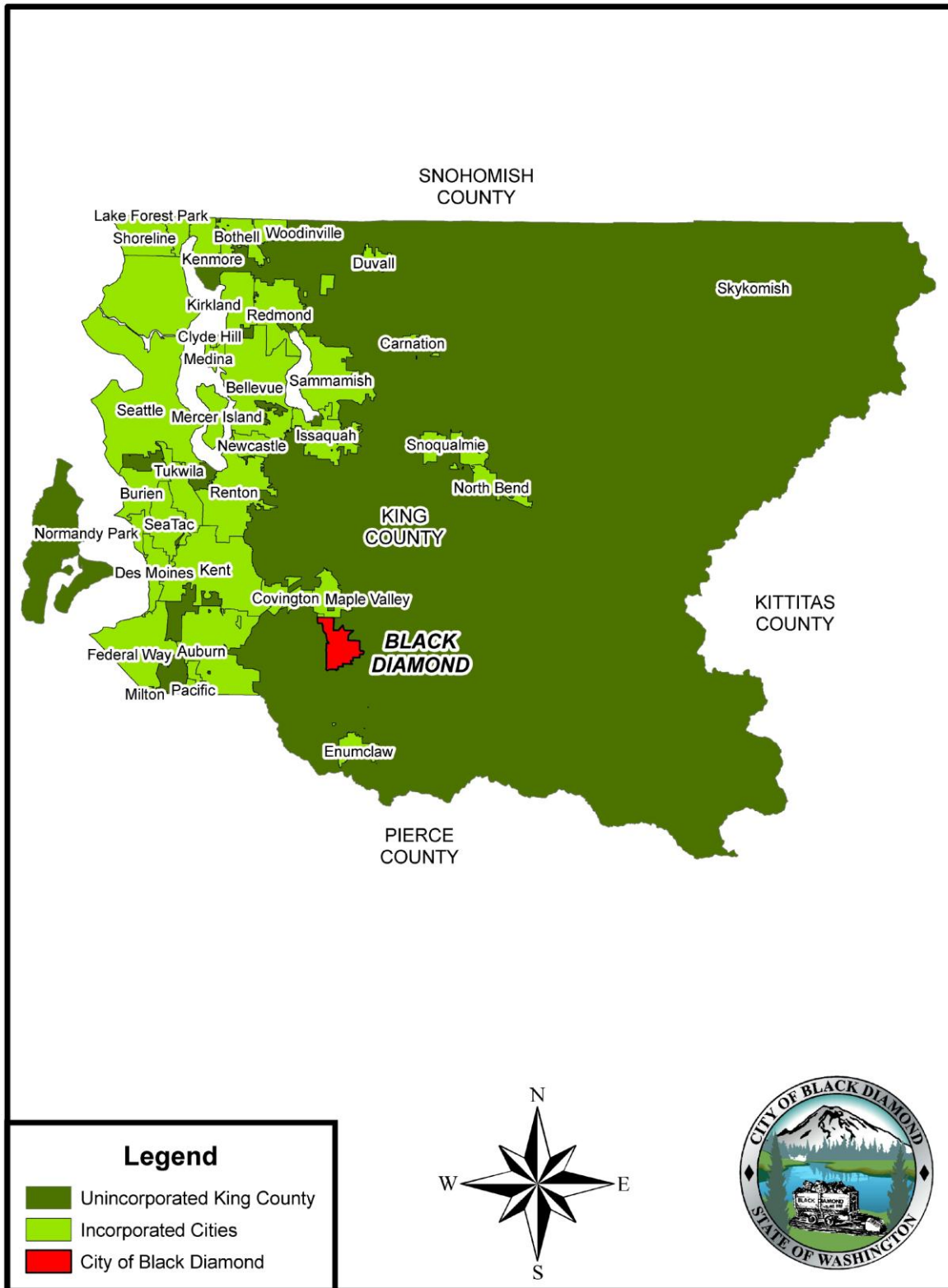


Figure 1.2 Vicinity Map (King County)

1.4 OVERVIEW OF EXISTING SYSTEM

A summary of the City's sewer system is included in **Table 1.1 Sewer System Summary**.

Table 1.1 Sewer System Summary

DESCRIPTION	DATA
Total length of gravity mains	116,500 ft (22.1 miles)
Total length of force mains	13,300 ft (2.5 miles)
Number of sewer manholes	485
Number of pump stations	4
Jones Lake Basin Service Area ¹	897.14 acres
Rock Creek Basin Service Area ¹	749.04 acres
West Black Diamond Basin Service Area ¹	1,624.17 acres
East Black Diamond Basin Service Area ¹	432.43 acres
Area currently served	692.65 acres
Jones Lake Basin Remaining Developable Area ²	156.03 acres

1.5 ENVIRONMENTAL REVIEW

This General Sewer Plan has undergone an environmental review as required by WAC 173-240-050(3). A copy of the environmental determination for this General Sewer Plan has been included in **Appendix A – SEPA Determination and Checklist**.

¹ Refer to Figure 7.1 – Sewer Collection Basin Planning Areas

² Refer to Figure 7.2 – Potential Development within the Jones Lake Basin

2.0 SEWER SERVICE AREA

2.1 SERVICE AREA

The City of Black Diamond's existing sanitary sewer service area consists of all areas within the Urban Growth Boundary, except for the area around Lake Sawyer that is served by the Soos Creek Water and Sewer District. See **Figure 2.1 Black Diamond Sewer Service Area**. There are no proposed changes to the City's Sewer service area.

2.2 ADJACENT PURVEYORS

The Soos Creek Water and Sewer District is an adjacent purveyor to the City of Black Diamond Sewer System. **Figure 2.1 Black Diamond Sewer Service Area** shows the location of sewer purveyors adjacent to the Black Diamond Service Area.

The Soos Creek Water and Sewer District has been serving south King County since 1939. Formerly Water District 58 and Cascade Sewer District, the two merged in 1987. The Soos Creek Water and Sewer District encompasses over 35 square miles and provides water and sewer service to almost 100,000 people in southeast King County. The sanitary sewer system includes 30 pump stations. The sewer system conveys wastewater to the King County facilities in Kent and ultimately to the King County Wastewater Treatment Plant in Renton for treatment and disposal.

2.3 SEWERAGE COORDINATION AGREEMENTS

KING COUNTY WASTE WATER TREATMENT DIVISION

The City of Black Diamond entered into an agreement with King County WTD (then known as Metro) on September 12, 1990 to provide for regional conveyance and treatment of all sewage from Black Diamond after the failure of the City's treatment plant that discharged into the Rock Creek core wetland complex. The abandonment of the City sewage treatment plant and connection to the King County regional sewer system was funded by a DOE grant and an EPA grant. The agreement specifies that the City owns and King County operates, maintains, repairs, replaces and improves as needed the Black Diamond Pump Station at Jones Lake and force main to Lake Sawyer Road SE and the sewage trunk line that runs from the City to the Soos Creek Sewer District System. The City's agreement with King County runs until July 2036. A copy of the interagency agreement between the City and King County WTD and amendments thereto is included in **Appendix B – King County Metro Agreement for Disposal**.

SOOS CREEK WATER & SEWER DISTRICT

The City of Black Diamond entered into an interagency agreement with the Soos Creek Water and Sewer District on September 5, 1990 to relay Black Diamond sewage to the King County Waste Water Division facilities and it was later amended on April 21, 1999. The agreement and the amended agreement are included in **Appendix C – Soos Creek, King County, Black Diamond: Conveyance of Black Diamond Wastewater Flows**.

2.0 SEWER SERVICE AREA

The agreement was entered into after the failure of the City's treatment plant and the agreement outlines that the Soos Creek Water and Sewer District will provide for conveyance of Black Diamond Wastewater Flows through district facilities to the King County regional collection facilities. The agreement allows for conveyance of flows in the amount of 990,000 gallons per day (equivalent to a population equivalent of 3,600 assuming flows of 275 gallons per capita per day).

KING COUNTY / SOOS AGREEMENT

In 2006, King County entered into an agreement with the Soos Creek Water and Sewer District, assuming Black Diamond's obligations to Soos Creek Water and Sewer District, for wheeling of sewage through the Soos Creek system (see **Appendix D – Soos Creek Agreement for the Conveyance of Sewage**). In July of 2010 King County did in fact assume the Black Diamond obligations to Soos Creek for sewage conveyance. With King County taking over Black Diamond's obligations to the Soos Creek Sewer District for conveyance of Black Diamond Flows to County facilities in July 2010, the implications of Black Diamond's agreement with Soos Creek are largely irrelevant. As a housekeeping and clarity measure, the City will amend its agreements with King County and Soos Creek to reflect the current operation, practice and agreement between Black Diamond and Soos Creek Water and Sewer District.

2.0 SEWER SERVICE AREA

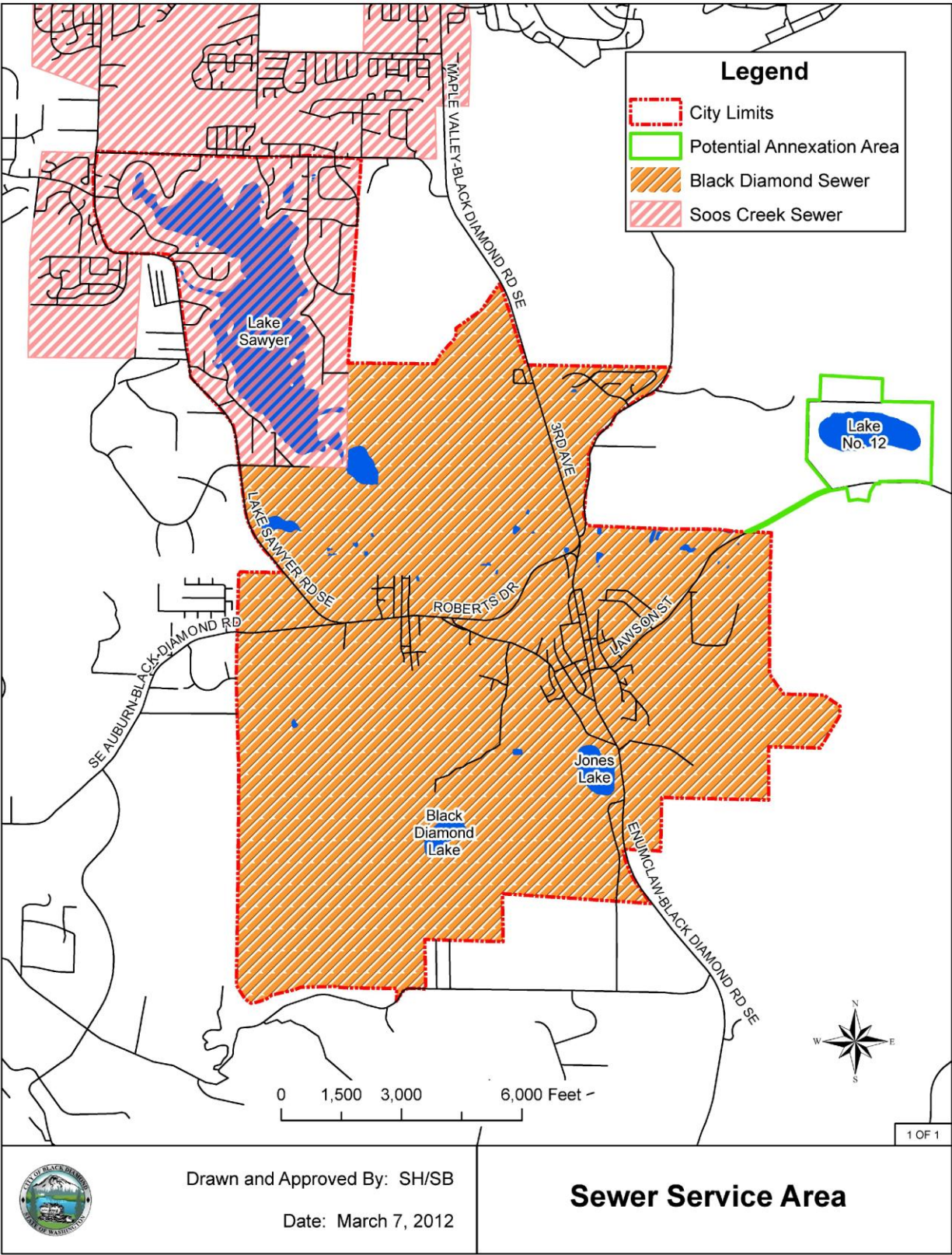


Figure 2.1 Black Diamond Sewer Service Area

2.4 PHYSICAL ENVIRONMENT³

Planning for the future sanitary sewer system requires a basic understanding of the physical environment of the area. A working knowledge is useful in identifying any constraints which may affect the development of the sewer system. Physical characteristics which influence planning and design include topography, geology and soils, surface water, wetlands and climate. Descriptions of these characteristics, as well as a summary of mining lands and environmentally sensitive areas in the City are as follows:

2.4.1 TOPOGRAPHY

The City is situated on an upland plateau bounded on the south and southeast by the Green River and on the northeast by the Cascade Range. Depressions and hummocks characterize the rolling glacial terrain. **Figure 2.2 Black Diamond Topography** shows the topographic characteristics within the City.

The Black Diamond Sewer Service area is divided from the northwest to the southeast by Rock Creek and the Rock Creek core wetland complex. The area northeast of the Rock Creek drainage rises significantly and can easily be served by gravity to the low area (in the Palmer Coking Coal Company (PCC) gravel pit) dividing the City's sewer service area. The area to the southwest of the Rock Creek Drainage system gently rises to an upland plateau with high elevations around 600 to 770 feet. Between the gentle rises in the plateau are depressions that limit gravity collection of sewage from this area to the Rock Creek area or to the Jones Lake area. The low point nearest the largest developable area of land is on the western boundary of the sewer service about one quarter mile north of the southwest corner of the city. Elevations within the existing City limits vary between approximately 500 feet at Morganville to 1,000 feet at the eastern perimeter. Most of the existing buildings within the City are located at lower elevations, between approximately 500 and 700 feet.

³ City of Black Diamond, [City of Black Diamond Water System Plan](#), 2008.

2.0 SEWER SERVICE AREA

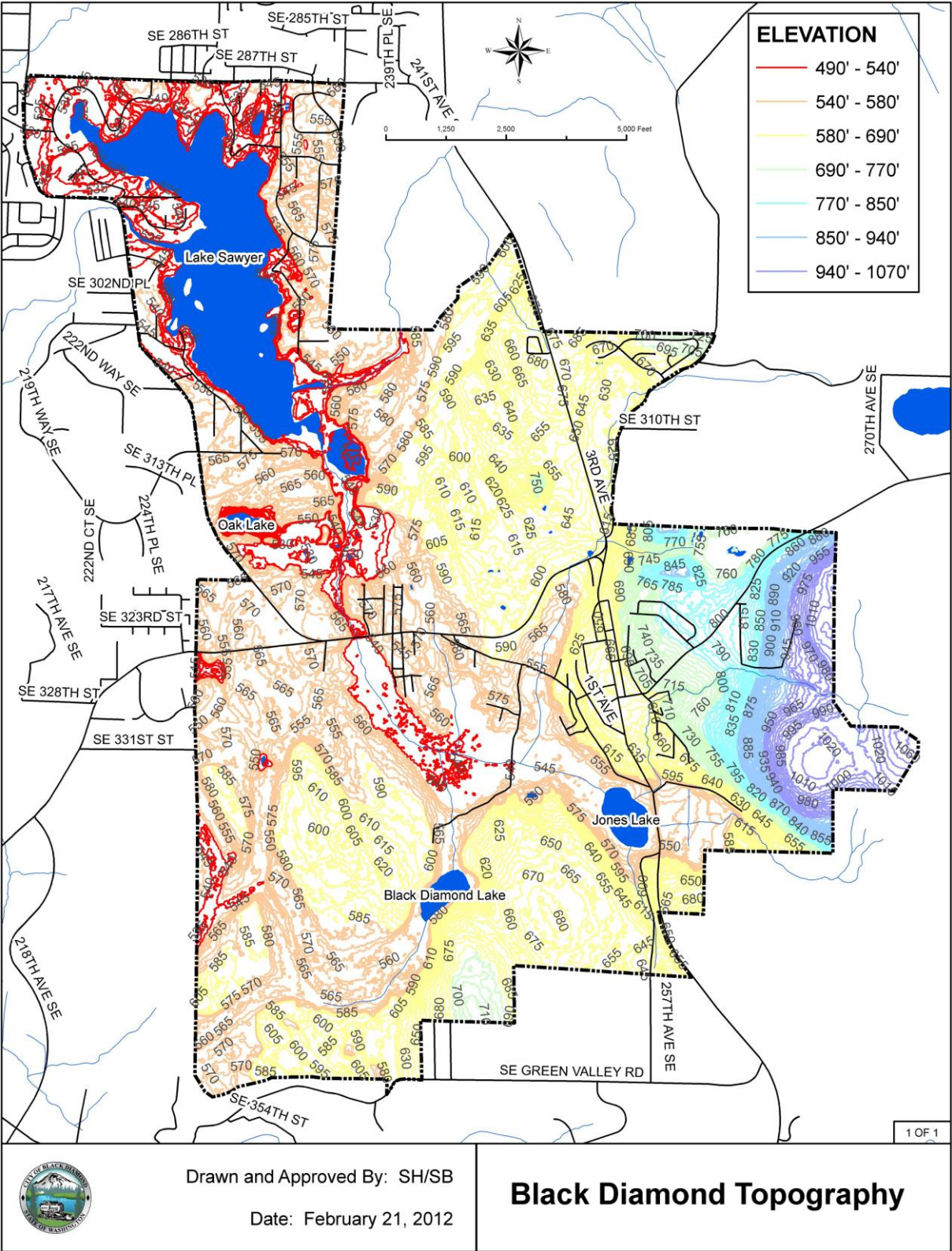


Figure 2.2 Black Diamond Topography

2.4.2 GEOLOGY

The surficial geology and landforms in the Black Diamond area, located on the Covington Drift Plain, are the result of the most recent regional glaciation, the Vashon Stage of the Fraser glaciation. The Vashon ice sheet completely melted from the Black Diamond area approximately 10,000 years ago. During the maximum extent of the Vashon Stage, the planning area was covered with up to 2,000 feet of ice.

Since the last glaciation, urbanization, rural development, logging, gravel mining activities, erosion, and sedimentation have modified the land surface. Weathering and erosion of native soils has resulted in the development of topsoil and colluvium at the ground surface. The topsoil in undeveloped areas consists of a few inches of silt and sand with decayed roots and leaves. The weathered soils underlying the topsoil consists of silty sand and gravel with roots, generally extending 2 to 6 feet. Topographic depressions and low gradient stream channels have accumulated soft organic silt and peat. In general, the areas underlain by organic silt and peat are within wetland areas.

Vashon recessional outwash mantels much of the west portion of the City. The soil consists of sand and gravel with variable amounts of silt and cobbles deposited by the rivers emanating from the melting front of the Vashon ice sheet.

Vashon till is at the ground surface in some areas of the east portion of the City. Till consists of unstratified silt, sand, gravel and cobbles that are in a very dense condition because of being overridden by the glacial ice. Till is usually 20 to 40 feet thick and probably underlies the recessional outwash but may be absent where eroded during deglaciation meltwater runoff episodes.

Pre-Vashon glacial and interglacial sediments underlie the Vashon till in the west portion of the City area where bedrock is deep. The pre-Vashon glacial and interglacial sediments consist of inter-bedded and/or stratified silt, gravel and till. These soils are not exposed at the ground surface in the City, but are exposed in the upper walls of the Green River gorge, south of the City, and are penetrated by water wells in the west portion of the area.

Bedrock of the Puget Group underlies the City and surrounding area. The bedrock is locally exposed at the surface in the east portion of the area and in the walls of the Green River gorge. The bedrock consists of sedimentary sandstone, mudstone, shale and coal. Based on elevations of surface exposures and the interpretation of well water logs by Icicle Creek Engineering, Inc., bedrock underlies the property at a depth of 200 feet or more in the west portion of the City.

2.4.3 SOILS

Figure 2.3 Black Diamond Soils Figure 2.3 shows the various major soil type groups found in the City of Black Diamond. The darker shades of the same color represent the same soil type but steeper slopes. The various soil types are discussed in more detail below. For technical information about soils, refer to **Appendix E – Soil Descriptions**.

Everett Series Soil Most of western Black Diamond has an Everett Series soil type. This soil typically contains various grades of gravelly sand or sandy gravels with very little gravelly loamy sand top soil. These areas are very well drained. The water tables are typically deeper than 15 feet except in low elevations near Lake Sawyer, Oak Lake, Frog

2.0 SEWER SERVICE AREA

Lake or Horseshoe Lake. Typically drainage is very good and water tables in the range of normal depth of sewer collection systems are non-existent.

Alderwood Series Soil The area through the middle of the City north and south of the Rock Creek core wetland complex has an Alderwood Series Soil type. These soils are characterized by approximately 3' to 5' of gravelly sandy loam overlying very dense and slowly permeable glacial till. Where the slopes are shallow the ground water will tend to perch on the glacial till and drain laterally subsurface during high winter water table conditions. Wherever there are local depressions, wetlands tend to form.

The soils along the Rock Creek wetlands and the Ginder Creek wetlands are either **Billingham Silt Loams or Seattle Muck.**

Beausite Series Soil The soils on the higher elevations in the old part of Black Diamond and the higher elevations in east Black Diamond have a Beausite soil type. These soils are characterized by gravelly loams and gravelly sandy silt loams over impermeable sandstone. Since the underlying restricting layer is impermeable and the overlying soil is typically slowly permeable the high winter water tables tend to rise close to the surface. The runoff from the Beausite soil areas is typically very high during high winter water table conditions.

Indianola Series Soil *Figure 2.3 Black Diamond Soils* shows there is small spot of Ragnar-Indianola series soil in the Morganville area. Actually the Indianola series soil covers much more of the Morganville area than the map shows but both the Everett and Indianola series soil in this area are well drained soils with deep water tables. An Indianola Series soil is characterized by 18 inches of light brown loamy medium sand over clean medium to fine sand. The east edge of the Indianola soils transitions to Alderwood approximately 200 to 300 feet east of the east boundary of the cemetery.

2.0 SEWER SERVICE AREA

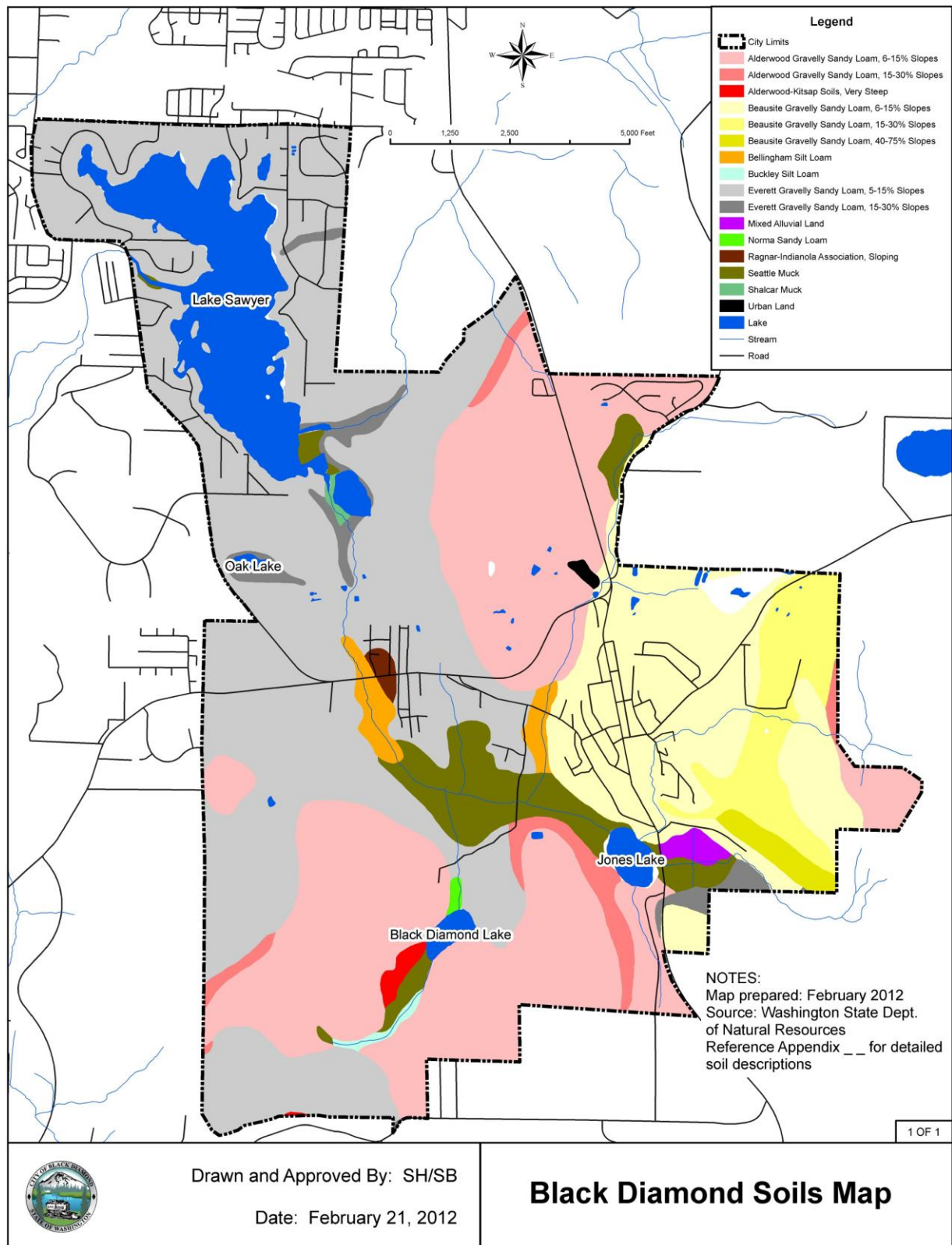


Figure 2.3 Black Diamond Soils (refer to Appendix E – Soil Descriptions)

2.4.4 SURFACE WATERS

The City's service area lies within the Duwamish/Green River drainage basin. A number of lakes, wetlands, and creeks lie within the service area. Black Diamond Lake and Jones Lake are located in the southern part of the City limits. Ginder Lake and Lake No. 12 are located east of the City limits. Two smaller lakes, Oak Lake and Frog Lake, are located within the western part of the City limits. Lake Sawyer is one of the largest lakes in terms of size and volume in the Green River basin and it discharges to Covington Creek which in turn discharges to Big Soos Creek. The Big Soos Creek flows into the Green River near the City of Auburn. Lake levels of Lake Sawyer are controlled by a privately owned and operated concrete dam near the intersection of SE 296th Street East and 224th Ave SE.

Rock Creek is the principal drainage basin in the City and flows west from Jones Lake area and then north to Lake Sawyer just west of Morganville. Ginder Creek, Lawson Creek and three smaller tributary creeks drain into Rock Creek.

The Green River originates in the western Cascade range approximately 30 linear miles east of the City. The Green River flows westerly about a quarter mile south of the Green Valley Road south of the City. Flows in the river result largely from rainfall runoff and snowmelt but now glacial flows from Mount Rainier contribute to the Green River. Flows are regulated approximately 20 miles upstream of the City by a flood control structure operated by the Corps of Engineers known as the Howard Hanson Dam. Approximately 3 miles downstream from the dam, the City of Tacoma operates a water intake structure capable of diverting water to the McMillin Reservoir near South Hill Puyallup.

2.4.5 CLIMATE

Annual precipitation ranges from 45 to 70 inches, averaging approximately 55 inches. More than 80% of the precipitation occurs October through May and 50% from November through February. Total evaporation averages approximately 25 inches per year with approximately 75% occurring during the months of May through August. Precipitation and evaporation were measured at the Landsburg weather station located approximately 5 miles north northeast of the City of Black Diamond.

Available temperature data is also from the Landsburg weather station. Low temperatures in December and January average 30° to 33° F and the highs range from 41° to 46° F. In July and August the average low temperature is approximately 50° F and the high 75° F. The lowest recorded temperature from 1976 to 1993 was 0° F in February 1989 and the highest recorded temperature was 102° F in August 1981 and May 1983.

2.4.6 MINING ACTIVITY

There are many abandoned, underground mines present in the Black Diamond area that have been documented by the State. The John Henry Coal Mine adjacent and northeast of the city is still under permit but has been inactive for over 10 years. The mining company is now under an order to proceed with mine reclamation activities. Projects located in the vicinity of abandoned coal mines may require geotechnical evaluation to determine the risks that an abandoned underground coal mine might present.

2.0 SEWER SERVICE AREA

PCC has an active gravel pit in the area noted as light industrial on the land use and zoning maps, see **Figure 2.6 Black Diamond Future Land Use** and **Figure 2.7 Black Diamond Zoning**.

2.4.7 ENVIRONMENTALLY SENSITIVE AREAS

The Black Diamond Municipal Code Chapter 19.10 establishes regulations for development in environmentally sensitive areas. Specific information on the location and extent of sensitive areas within the City can be obtained from the City while sensitive area information for other areas is available from King County.

Environmentally sensitive areas include wetlands, fish and wildlife habitat conservation areas and geologically hazardous areas. Geologically hazardous areas include areas that are not suitable to development due to their susceptibility to erosion, sliding, earthquake or other geological events. Fish and wildlife conservation areas within the City include Rock Creek and Ginder Creek corridors, open water ponds, lakes and riparian forests. Geologically hazardous areas include steep slope and past coal mine working areas.

The City's Sensitive Areas ordinance increased buffers to all wetlands and establishes mitigation requirements where impacts cannot practically be avoided. See **Figure 2.4 Wetlands & Wetland Buffers Map**. The wetlands within the Master Planned Developments have already been identified, flagged and ground survey located so that development planning can avoid most impacts.

2.4.8 PUBLIC WATER SERVICE

The City of Black Diamond owns and operates a municipal public water system serving a population of approximately 2600 people plus commercial customers (approximately 1130 ERU) covering the same service area as the City sewer service area. **Figure 2.5 Public Water Service** shows the City water service area, the extent of the existing water distribution system, wells, water reservoirs and water pump stations. The City has enough water supply to provide the buildout of the water service area within the City. The Black Diamond water system has excess water storage capacity to meet the needs for the next 20 years of development. The City has an intertie with the City of Tacoma Pipeline providing the City with back up redundant water supply. The City's water system comprehensive plan was accepted by the Black Diamond City Council and approved by King County and the Department of Health in 2009. See **Figure 2.5 Public Water Service**.

2.0 SEWER SERVICE AREA

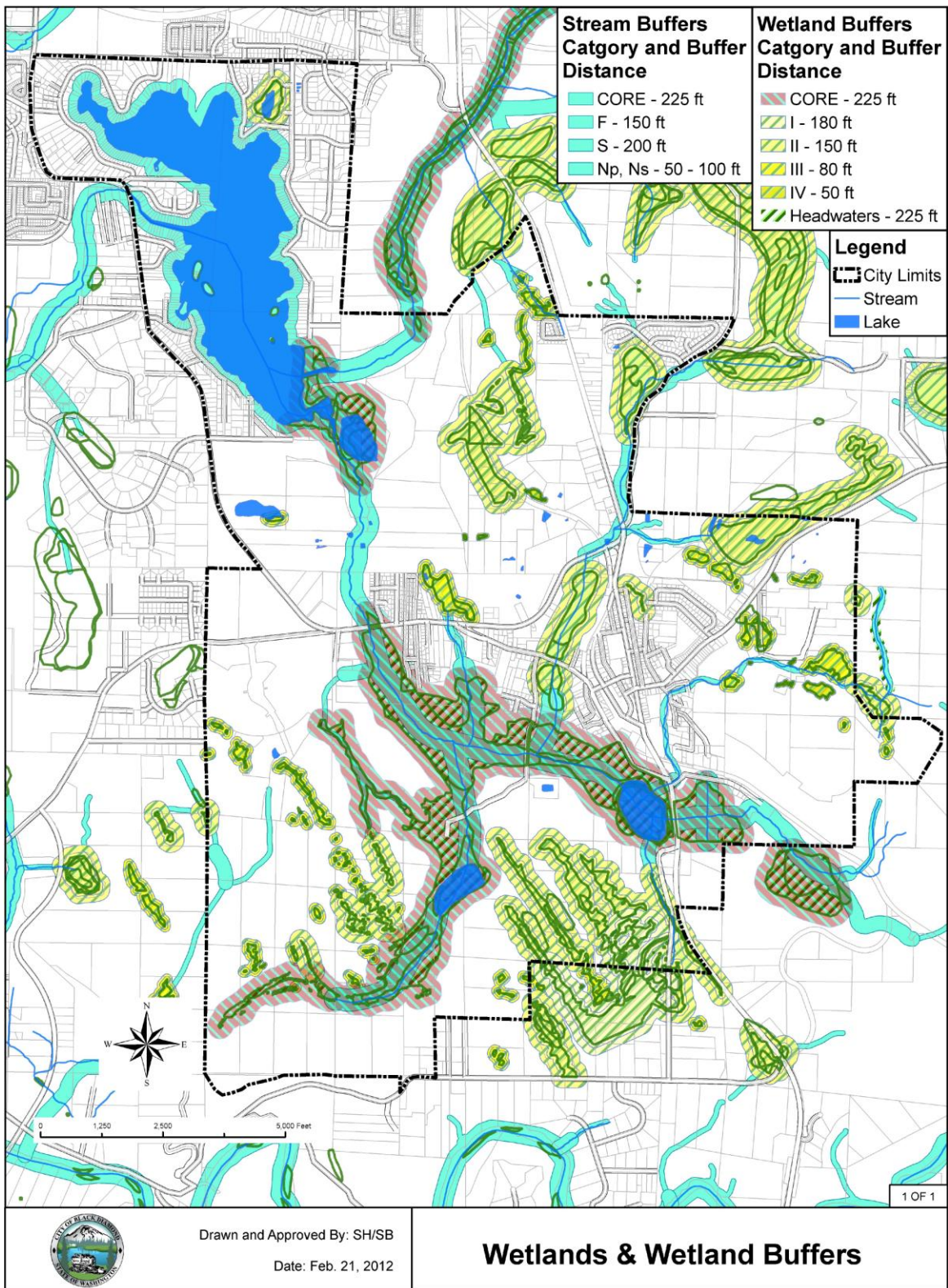


Figure 2.4 Wetlands & Wetland Buffers Map

2.0 SEWER SERVICE AREA

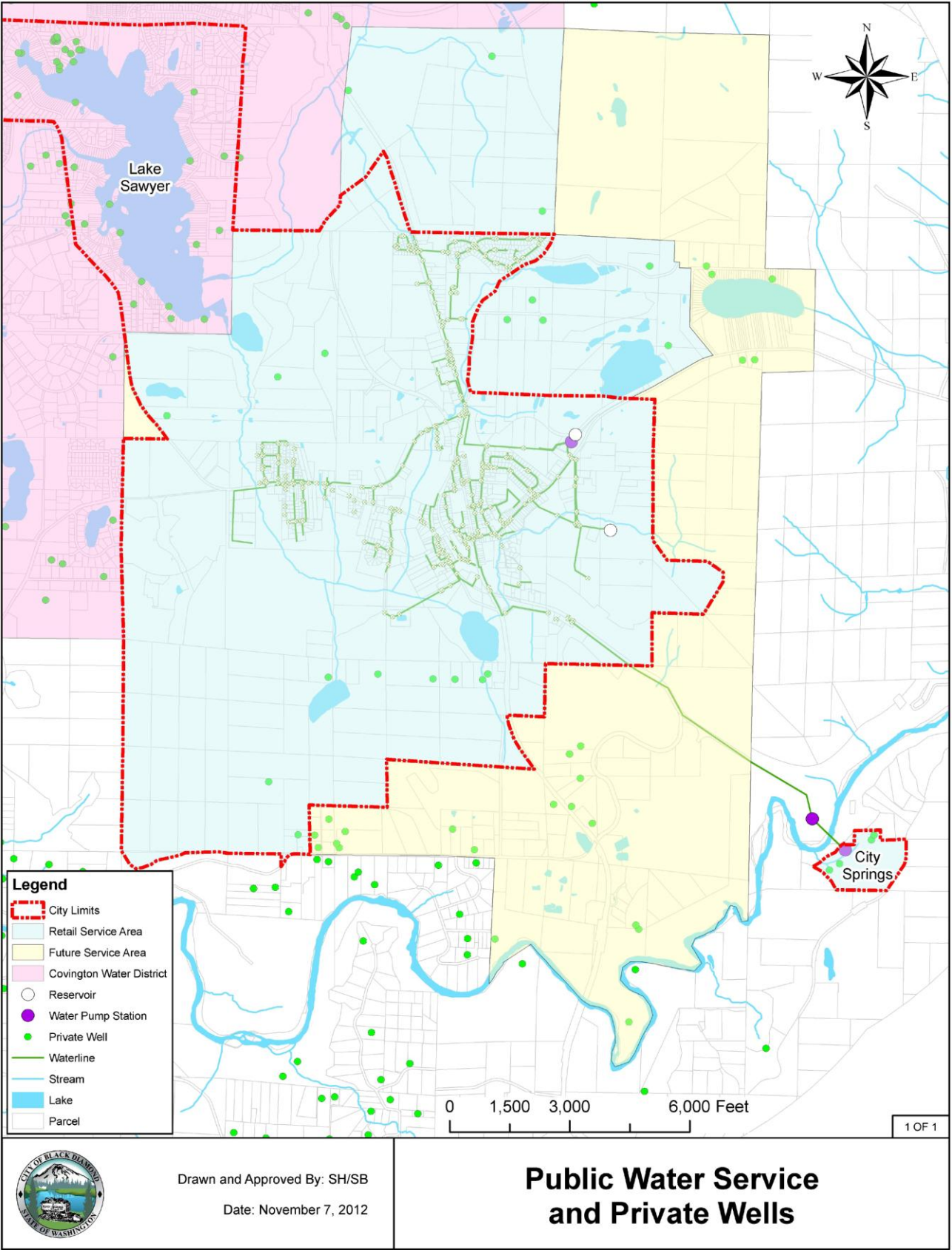


Figure 2.5 Public Water Service

2.5 LAND USE & ZONING

Land use and zoning play an important role in determining growth patterns, and therefore future sewer system development patterns and requirements. Future land use, variations in use, and changing population densities, as determined by applicable zoning ordinances, can significantly impact the City of Black Diamond's future sewer system development patterns and needs.

Figure 2.6 Black Diamond Future Land Use is the proposed land use for the City as included in the City of Black Diamond Comprehensive Plan. This figure shows designated land use within incorporated Black Diamond and the portions of unincorporated King County that are planned for master developments and may be annexed into the City in the future. Current land uses are primarily residential uses, with some light industrial and commercial areas. The majority of the future development within the time frame of this plan in the City of Black Diamond will be in the Master Planned Development zoned areas. The planning for those areas is more specifically defined in the Master Planned Development Applications that have been approved. See **Appendix F – Proposed MPD Land Use from Development Agreements**.

Figure 2.7 Black Diamond Zoning includes the City's zoning as adopted by the City in June 2009. Zoning definitions are as follows:

B/IP – Business/Industrial Park
CC – Community Commercial District
I – Industrial District
MDR8 – Medium Density Residential District
MPD – Master Planned Development
NC – Neighborhood Center
PUB – Public
R4 – Single-Family Residential District: 4 dwelling units per acre maximum
R6 – Single-Family Residential District: 6 dwelling units per acre maximum
TC – Town Center

Zoning details can be found in the Black Diamond Municipal Code under Title 18 "Zoning".

Figure 2.8 King County Land Use includes the designated land uses for the area of unincorporated King County surrounding Black Diamond.

Figure 2.9 King County Zoning includes the zoning designations as defined by King County for the area of unincorporated King County surrounding Black Diamond.

2.0 SEWER SERVICE AREA

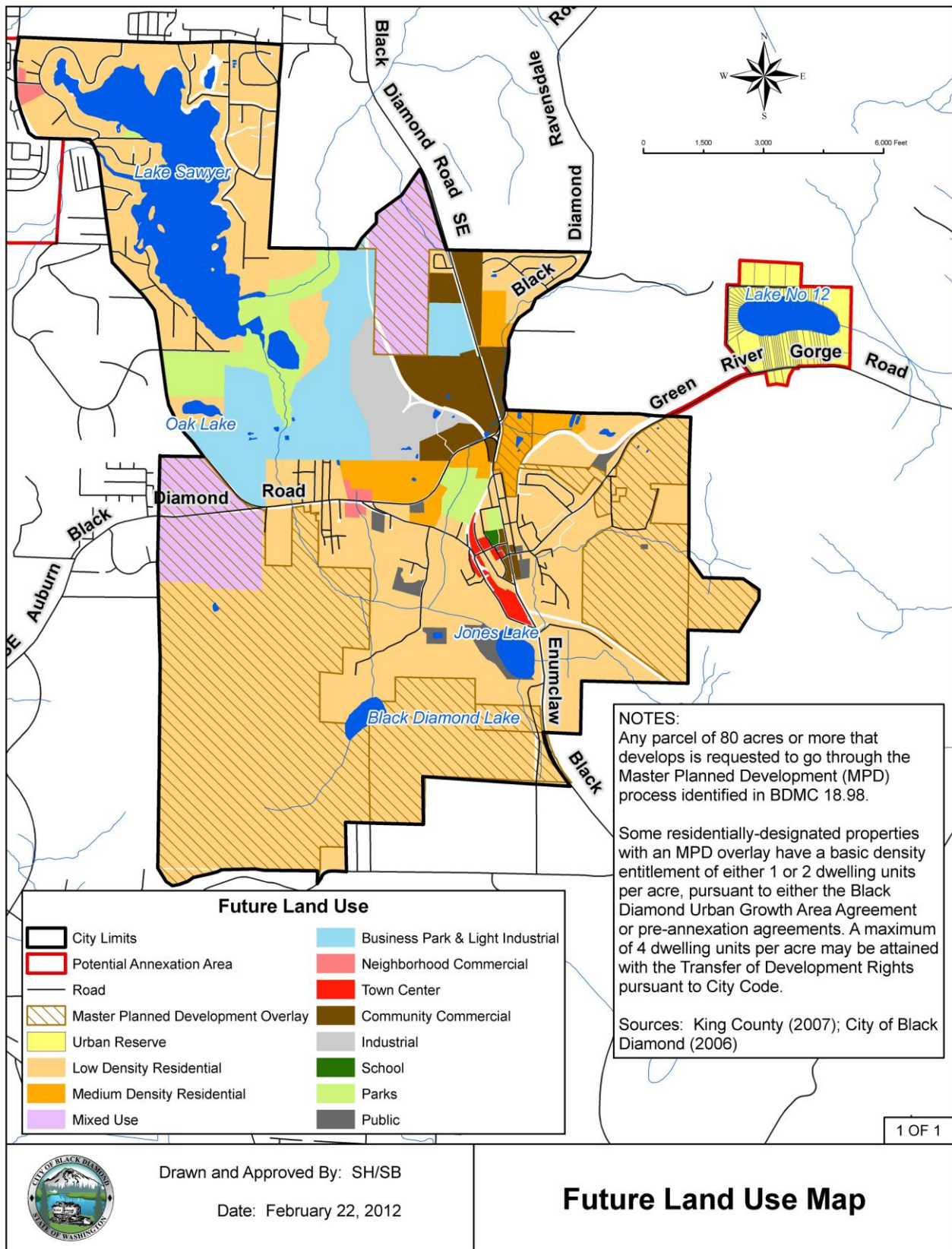
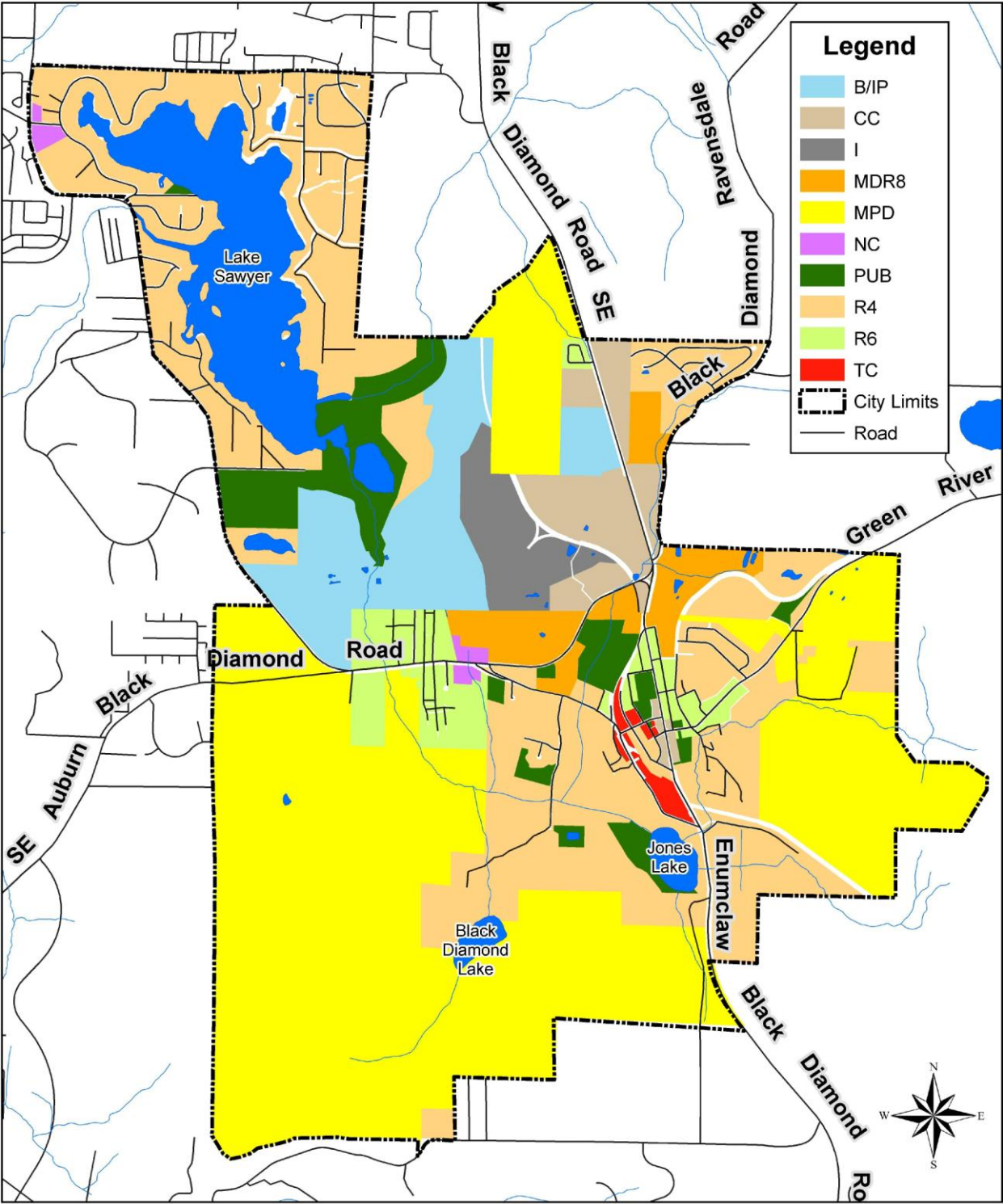


Figure 2.6 Black Diamond Future Land Use



Map updated: November 2012



City of Black Diamond Zoning Map

Figure 2.7 Black Diamond Zoning

CURRENT KING COUNTY LAND USE

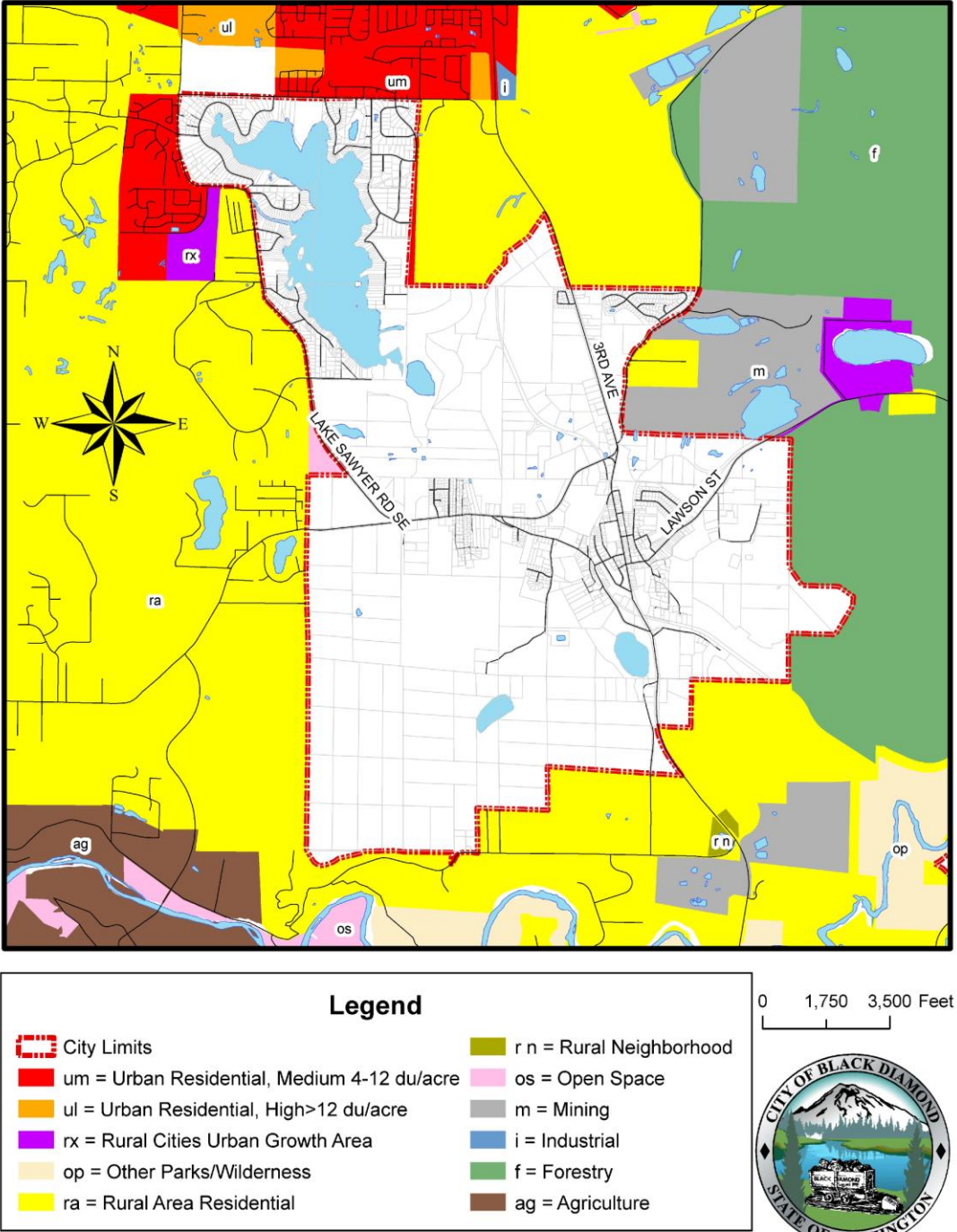


Figure 2.8 King County Land Use

CURRENT KING COUNTY ZONING

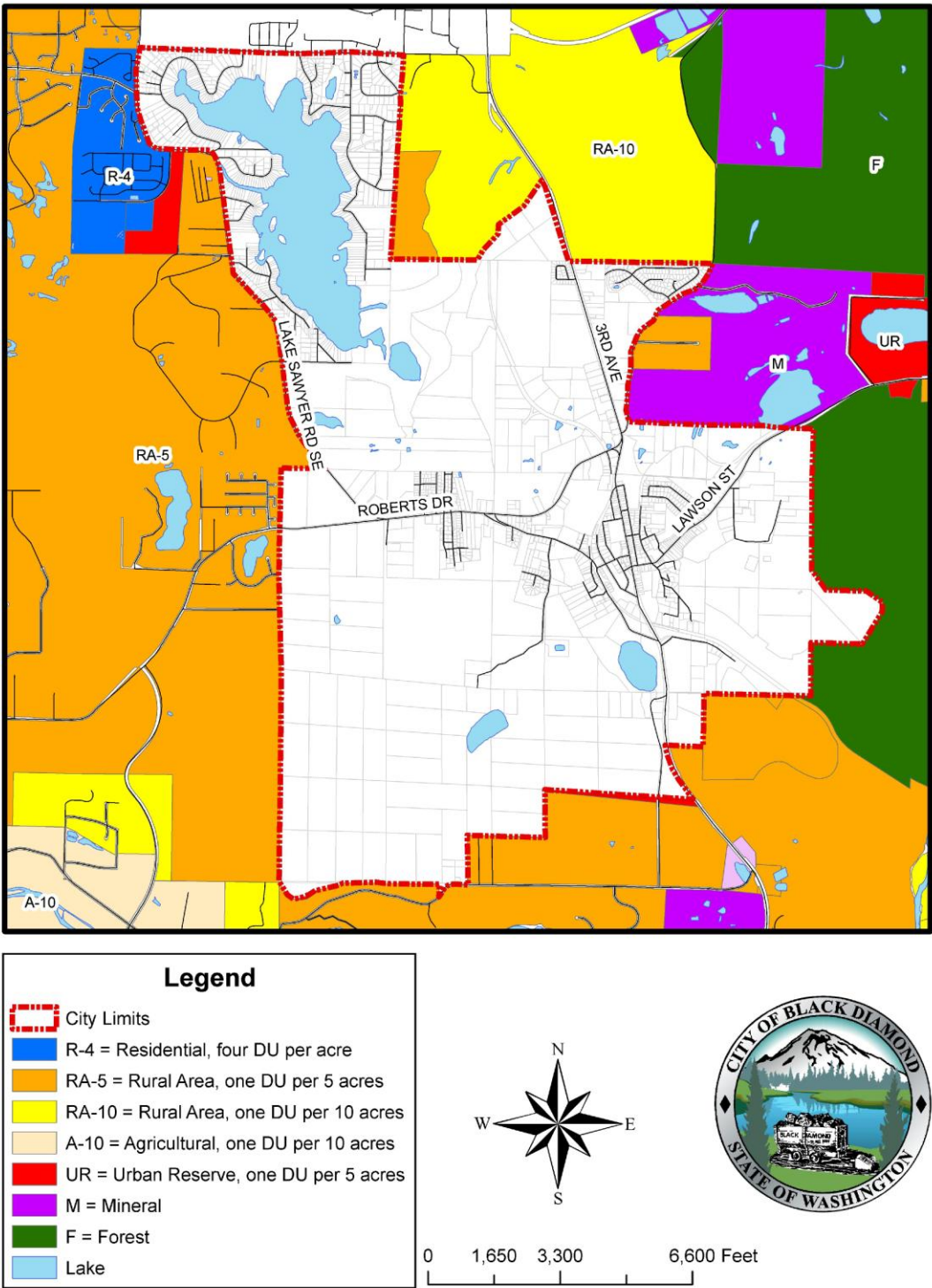


Figure 2.9 King County Zoning

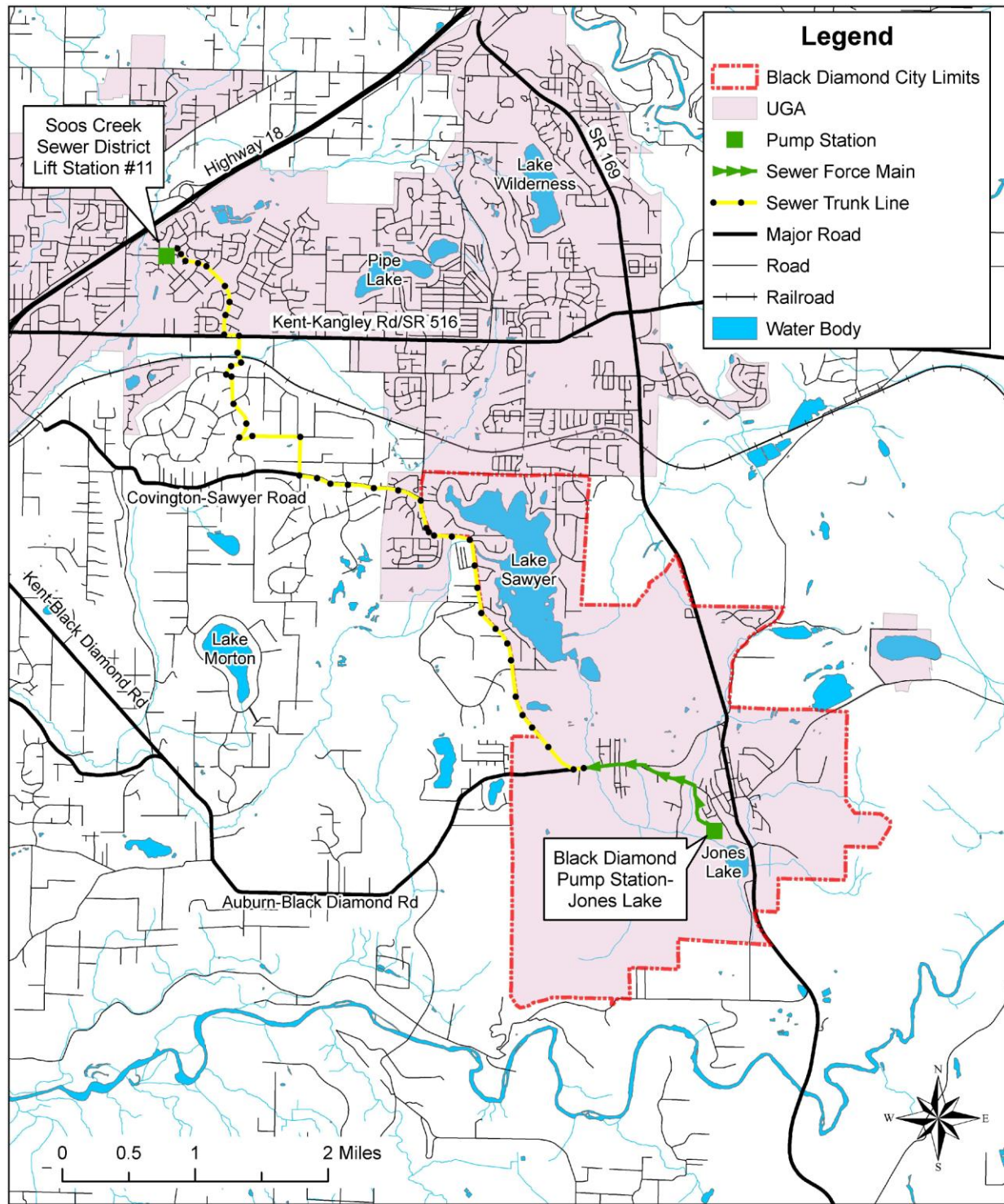
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3.0 EXISTING FACILITIES

3.1 SEWER SYSTEM OWNERSHIP

The City of Black Diamond owns all of the public sewer gravity lines, force mains, manholes, pump stations, and other system facility that are located within its service area. Additionally, the City maintains ownership of the transmission line leading from the Black Diamond to the Covington pump station located within the Soos Creek Water & Sewer District sewer service area (***See Figure 3.1 City-Owned Facilities***).

3.0 EXISTING FACILITIES



**City-Owned
King County Operated
and Maintained Facilities**
Figure 3.1 City-Owned Facilities

3.0 EXISTING FACILITIES

3.2 SEWER SYSTEM OPERATION & MAINTENANCE

King County WTD has the responsibility, by contract (see **Appendix B – King County Metro Agreement for Disposal**), to operate, maintain and repair the Black Diamond Pump Station at Jones Lake and sewer force main and sewage trunk line that runs from the City to Soos Creek until July 2036 (**See Figure 3.1 City-Owned Facilities**). All other local public sewer facilities within the City's service area are operated and maintained by the City of Black Diamond.

3.3 HISTORY OF SEWER SYSTEM⁴

The residents of Black Diamond used individual on-site septic systems from the 1860's when Black Diamond was settled until the mid 1980's. In the 1960's the City initiated plans for the first public sewer system after public health concerns arose from approximately 500 failing septic systems. Several studies were completed between 1970 and 1981 and in 1981 the city accepted a sewerage plan which included a city-wide collection system and an aerated lagoon treatment plant. Construction of the collection system and treatment plan was mainly accomplished between 1981 and 1983 with an EPA Innovative and Alternative grant.

After a substantial commitment had been made to the treatment plant project and the original plant design, the City was informed that the permits necessary to construct the marsh portion of the treatment could not be obtained. The facility was redesigned and included a natural marsh, which was classified as "innovative" technology by the Environmental Protection Agency (EPA) and was funded through an EPA grant. In 1984 it was determined that the natural marsh was not operating efficiently and was causing intense algae blooms downstream in Lake Sawyer. The EPA hired consultants to evaluate the situation and it was concluded that the natural marsh system had failed to remove phosphorous as designed. DOE then ordered that the treatment plant be upgraded or the outfall to Rock Creek (which drains to Lake Sawyer) be abandoned. The situation was again evaluated and it was recommended that the City abandon the improperly functioning treatment plant and construct a connection to the King County WTD system through Soos Creek Water and Sewer District, funded by a Modification or Replacement Grant from EPA and DOE. This connection was constructed in 1992 and the treatment plant was taken out of service later that same year.

3.4 INVENTORY OF EXISTING FACILITIES

PIPES

The City has approximately 24.5 miles of sewer pipes, including collection lines, trunk lines, and force mains. There are approximately 2.5 miles of force main throughout the system. A majority of the system is 8-inch diameter gravity main, totaling over 13 miles.

Table 3.1 Gravity Sewer Pipes summarizes gravity pipes by diameter. **Table 3.2 Sewer Force Mains** summarizes force mains by diameter.

⁴ "City of Black Diamond, Comprehensive Sewer System Plan" 2002

3.0 EXISTING FACILITIES

Table 3.1 Gravity Sewer Pipes

SIZE	LINEAL FEET (APPROX.)
6"	1,900
8"	68,700
10"	5,700
12"	11,100
15"	26,800
18"	2,300
TOTAL	116,500

Table 3.2 Sewer Force Mains

SIZE	LINEAL FEET (APPROX.)
2.5"	4,300
4"	1,200
6"	3,300
10"	3,800
12"	700
TOTAL	13,300

Figure 3.2a System Map (1 of 2), Figure 3.2b System Map (2 of 2) are overall system maps showing the general layout and configuration of the sewer system.

Appendix G – System Maps contains a large-scale version of the maps.

MANHOLES

There are 485 manholes throughout the City's sewer system. The majority of these manholes were constructed in the early 1980's.

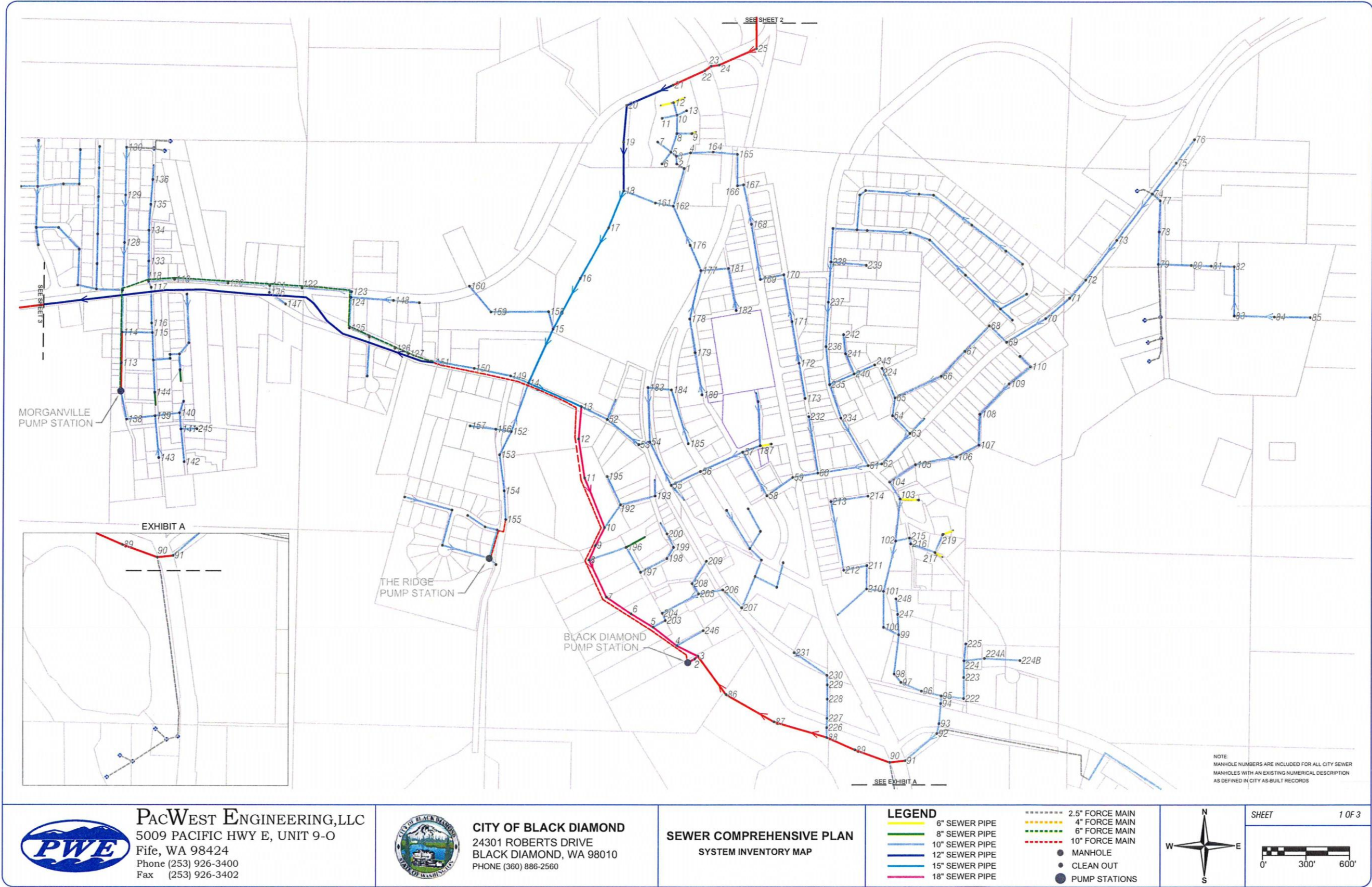


Figure 3.2a System Map (1 of 2)

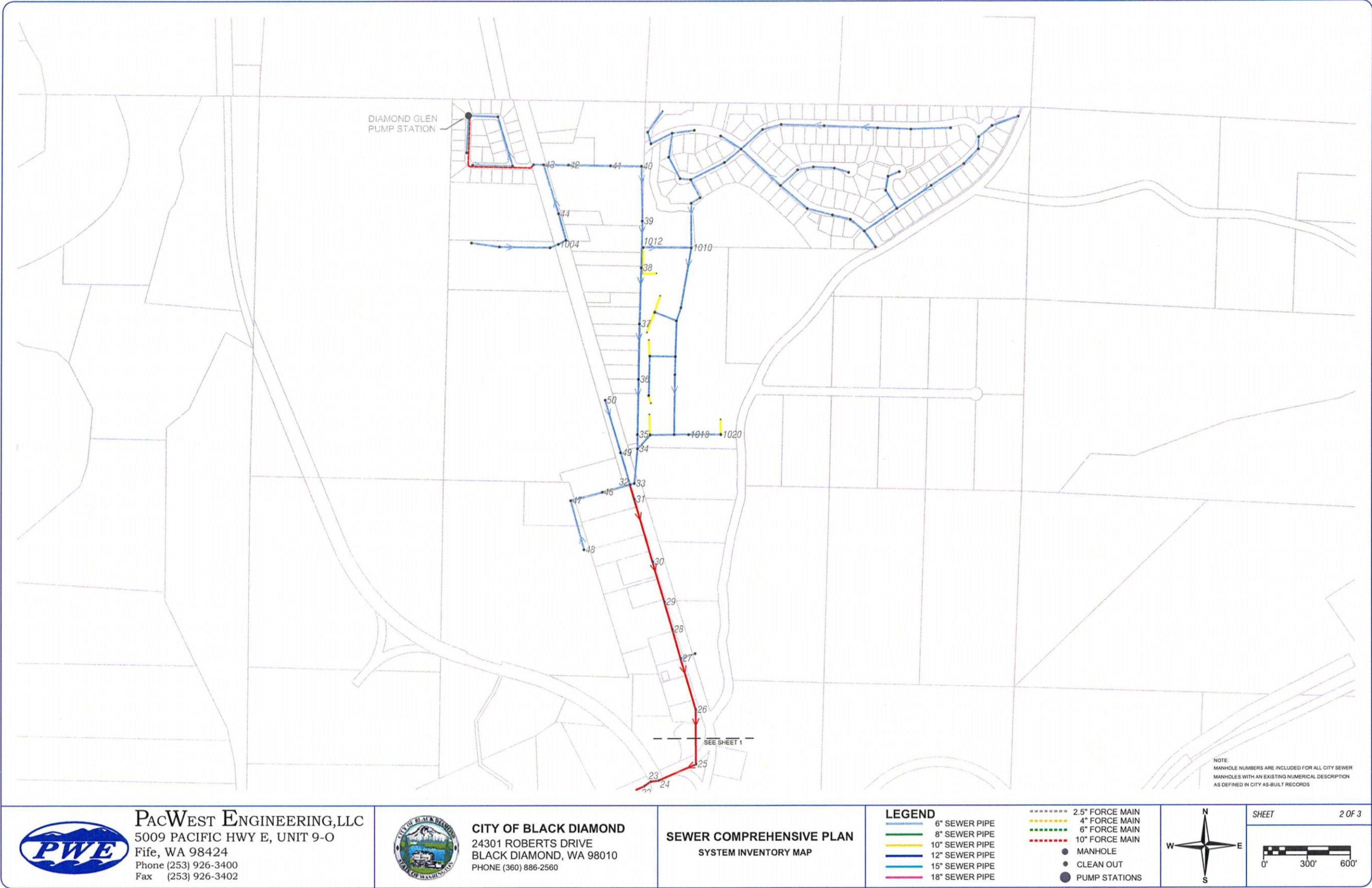


Figure 3.2b System Map (2 of 2)

3.0 EXISTING FACILITIES

PUMP STATIONS

There are four public pump stations within the City of Black Diamond that serve properties that are too low in elevation to be served by typical gravity sewer. The location of these pump stations are shown on **Figure 3.2a System Map**. Details regarding the age and capacity of the pump stations are included in **Table 3.3 Pump Stations**.

Table 3.3 Pump Stations

PUMP STATION	YEAR BUILT	PUMPS	APPROX. CAPACITY
RIDGE P.S.	1993	Two 1.5 HP pumps	105 GPM
DIAMOND GLEN P.S.	1981	Two 1.5 HP pumps	94 GPM
MORGANVILLE P.S.	1980 (new pumps and electrical in mid-1990's)	Two 20 HP pumps	313 GPM
JONES LAKE P. S. aka BLACK DIAMOND P.S.	1992	Two 50 HP pumps	1,180 GPM
OLD LAWSON STEP SYSTEM	Unknown	One ½ HP pump	20 GPM

INDIVIDUAL PRESSURE SEWERS⁵

There are currently approximately 13 individual septic tank effluent pumps that pump into a small diameter pressure sewer force mains before discharging into the City's gravity sanitary sewer system. These pressure sewers use septic tank effluent pumps to discharge into the gravity sewer collections system while solids are allowed to settle in a septic tank. These arrangements are used to serve individual collections which are otherwise too low in elevation or remote to be connected to the City's gravity collection system. The City is responsible for maintaining these pumps and septic tanks, and the septic tanks are pumped approximately every four years.

TREATMENT & DISPOSAL

As previously mentioned, the City of Black Diamond abandoned their wastewater treatment plant in 1992. Since that time, Black Diamond sewage has been conveyed from the Black Diamond Pump Station at Jones Lake, through an approximately 7 mile city owned trunk line to the Covington Pump Station within the Soos Creek Water and Sewer District. The Black Diamond sewage then flows through Soos Creek Water and Sewer District facilities to King County Facilities in Kent where the sewage is pumped to King County Waste Water Division's Renton Wastewater Treatment Plant for final treatment and disposal.

⁵ "City of Black Diamond, Comprehensive Sewer System Plan" 2002

3.5 ODOR AND CORROSION

The City's sewer collection system has not had a major odor problem. The pump stations will tend to turn slightly anaerobic in the late summer and generate a small amount of hydrogen sulfide gas. The City has not received any complaints, but occasionally odors have been noticed on the sidewalk near the intersection of Abrams and Morgan Street in the late summer, but only when the Abrams pump station happens to be running. The City is not planning any odor control project at this time.

Most of the City's grinder pumps discharge into manhole 90 and manhole 92. These manholes show slight signs of a corrosive environment. There is no need for mitigating actions on these two manholes in the next six years. The manholes that accept discharges from pump stations are also in reasonably good condition. The City is not planning any manhole rehabilitation due to corrosion or any corrosion control actions.

4.0 POPULATION & GROWTH

4.1 CURRENT POPULATION

The 2011 population within the City of Black Diamond is 4,180 per the Washington State Office of Financial Management (OFM). Approximately 1,500 people of this total amount are located in the Lake Sawyer area and are not included in the City of Black Diamond's sewer service area.

4.2 CITY DEVELOPMENT AND GROWTH

The City of Black Diamond was established in the late 1800's as a coal mining town and developed into various clusters of urban level development separated by lower density or opens space. The city encompasses approximately 4,500 acres or 7.1 square miles which includes the Lake Sawyer area. This portion of the City was annexed in 1998 and has a population of approximately 1,500. The Lake Sawyer area is currently served by the Soos Creek Water & Sewer District and is not included in the Black Diamond Sewer Service Area.

LAKE 12 AREA The city in recent years has annexed all of its urban growth area except for the area around Lake 12 (***See Figure 2.1 Black Diamond Sewer Service Area***). The area around Lake 12 was developed as vacation homes on wells and septic systems. Most of the homes now are lived in year around. King County would like to see this area served by sewer because of water quality problems in the Lake and the risk to contamination of the local wells. Currently there are approximately 40 to 50 homes around the lake. The city has not been interested in annexing this area because of the poor road conditions, lack of water system infrastructure, disconnected location from the City and the lack of sewers.

LAWSON HILLS MPD In June of 2009 the City ended a moratorium that had been in place for many years prohibiting development of Master Planned Developments and large subdivisions. When the moratorium was lifted, Yarrow Bay Development Inc. submitted two large Master Planned Developments. "Lawson Hills at Black Diamond" is a master planned community which includes approximately 1,200 new residential units, as well as retail development. "Lawson Hills at Black Diamond" is located on over 325 acres, east of Highway 169 and south of Lawson Street. See Appendix F and K

VILLAGES MPD The second large scale development that was submitted to the City in the summer of 2009 is "The Villages at Black Diamond". This master planned community includes 4,800 new residential units at build out, as well as retail, office, and other amenities. "The Villages at Black Diamond" is located on 950 acres, west and south of Rock Creek and the Rock Creek core wetland complex. Both Master Planned Developments also have a separate commercial portion of development on the north edge of the city west of State Route 169. See **Appendix F Proposed MPD Land Use from Development Agreements** and **Appendix K MPD Site Plans from Development Agreements**.

4.0 POPULATION & GROWTH

After the public hearings and environmental review process, the city council unanimously approved both Master Planned Developments in August 2010. The Development Agreements for both Master Planned Developments were approved by the city council in December 2011. Although there are pending legal actions, financing challenges and uncertain economic markets; this General Sewer Plan assumes that the projects are expected to move forward with initial development starting with infrastructure construction in 2012 and home permitting and construction in approximately 2013. (*Note: As time has passed since the General Sewer Plan effort was started the development has not progressed as projected. The infrastructure construction is now (Dec 2012) expected to be constructed in 2013 and the first homes constructed in 2014.*)

As the City may face rapid growth, this plan will address efficient collection of sewage within Black Diamond as well as possible interim solutions to conveying sewage to King County Regional Facilities.

4.3 PROJECTED POPULATION GROWTH

The number of sewer equivalent residential units expected to be added to the sewer system was projected for the twenty-year planning horizon. The new yearly ERU connections were developed based on the best estimates received by the Master Developer of the Villages MPD and Lawson Hills MPD plus a very small amount of infill connections from other areas of the city for the 20 year planning period. This General Sewer Plan anticipates that the Master Planned Developments will reach build-out within the 20 year time frame of this plan. This growth rate is consistent with the Comprehensive Plan. The City of Black Diamond growth has been nearly stagnant for 5 years and prior to that growth has been severely limited by infrastructure issues and limited land available for development. In two years, the sewer system is expected to experience substantial growth depending on the housing market and economic conditions.

Assumptions included in this General Sewer Plan for these large-scale developments are based on conversations with the proposed development company and are subject to change based on the actual rate development occurs. As previously mentioned, the Lawson Hills Development consists of 1,200 residential units at build-out plus commercial development. The Villages at Black Diamond development consists of 4,800 residential units at build-out plus commercial development.

As a result of the substantial population growth projected for the City of Black Diamond, the anticipated growth rates associated with the proposed development were utilized in the preparation of this General Sewer Plan, rather than the growth targets included in the King County Annual Growth Report. These population projections are included in **Table 4.1**

Projected Populations & ERU's. ERU's Population projections utilized in the sewer system analysis does not include the population of approximately 1,500 persons within the Lake Sawyer Area as this area is currently being served by the Soos Creek Water & Sewer District.

The sewage service demand of each customer class can be expressed in terms of equivalent residential units (ERU's) for planning purposes. One ERU is equal to the sewage generated from an average single family residence.

4.4 PROJECTED COMMERCIAL, INDUSTRIAL, INSTITUTIONAL GROWTH

In the next 20 years, this plan projects development of 250 acres of commercial, industrial and institutional growth. Of this growth, 145 acres will be in the Master Planned Developments, and the remaining commercial/industrial growth is expected on approximately 68 acres of PCC property and 37 acres of commercial property along SR 169 that could drain to the Rock Creek basin. A factor of 2,500 gallons per acre per day (gpad) and 187 gpd/ERU (See Section 5.3) was used to determine the ERU's of sewage service demand. The commercial growth shown in the **Table 4.1 Projected Populations & ERU's** was assumed to be on a steady basis at about 256 ERU's per year after the residential population begins to build up. The commercial growth also shows an initial surge with the MPD's then a surge on non MPD property and then a late surge from the MPD's.

Table 4.1 Projected Populations & ERU's

CURRENT			TOTAL ERU	RESIDENTIAL	OTHER	POPULATION
			1,130	932	198	2,516
Year	MPD Residential	Infill Residential	MPD Commercial, Industrial, Institutional	Infill Commercial, Industrial, Institutional	Cumulative ERU's	Population on City Sewer
2012	0	3			1,133	2,525
2013	256	3			1,392	3,224
2014	256	10			1,658	3,942
2015	256	10			1,924	4,660
2016	447	10			2,381	5,894
2017	221	10	256		2,868	6,518
2018	225	10	256		3,359	7,152
2019	224	10	217	40	3,850	7,784
2020	224	10	137	120	4,341	8,416
2021	224	10	137	120	4,832	9,048
2022	461	10	137	120	5,560	10,319
2023	458	10	57	200	6,285	11,583
2024	458	10	110	147	7,010	12,847
2025	458	10	110	147	7,735	14,110
2026	458	10	110	147	8,460	15,374
2027	458	10	110	147	9,185	16,637
2028	458	10	157	100	9,910	17,901
2029	458	10	210	47	10,635	19,165
2030		25	5		10,660	19,219
2031		25	5		10,685	19,273
TOTAL	6,000	216	2,014	1,335		

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5.0 EXISTING WASTEWATER FLOWS

5.1 CUSTOMER TYPES

Most all of the sewage flows on the Black Diamond sewer system come from residential customers. Of the 1,130 Equivalent Residential Units connected 932 connections are residences. The remaining 198 ERU's of sewer service connections are commercial, schools and public buildings.

The one industry within the City limits is the Palmer Coking Coal (PCC) gravel pit. Although they do wash gravel they do not discharge the wash water into the sanitary sewer. The PCC industrial business has a NPDES industrial discharge permit with DOE. All of the industrial zoned property within the City is owned by PCC. PCC is expecting to have the remaining gravel mined out of the industrial zoned property in the next 15 to 20 years. PCC has about 115 acres of commercial and industrial vacant property that currently outside the active mining area. Once the Pipeline road and other infrastructure is installed through the middle of this area some level of commercial/industrial development is expected. It is not certain what types of industry or commercial might locate on this property, but the City might encourage a water-intensive business as the City has excess water supply. A factor of 2500 gpad was used to project the flows from the commercial and industrial land expected to develop within the 20 year time frame.

5.2 HISTORIC SEWER FLOWS

This plan uses the sewer flow records from the Black Diamond Pump Station at Jones Lake as that is the point where the responsibility shifts from the City to King County. These flows are graphically displayed in **Figure 5.1 Daily Average Flows (MGD)** below.

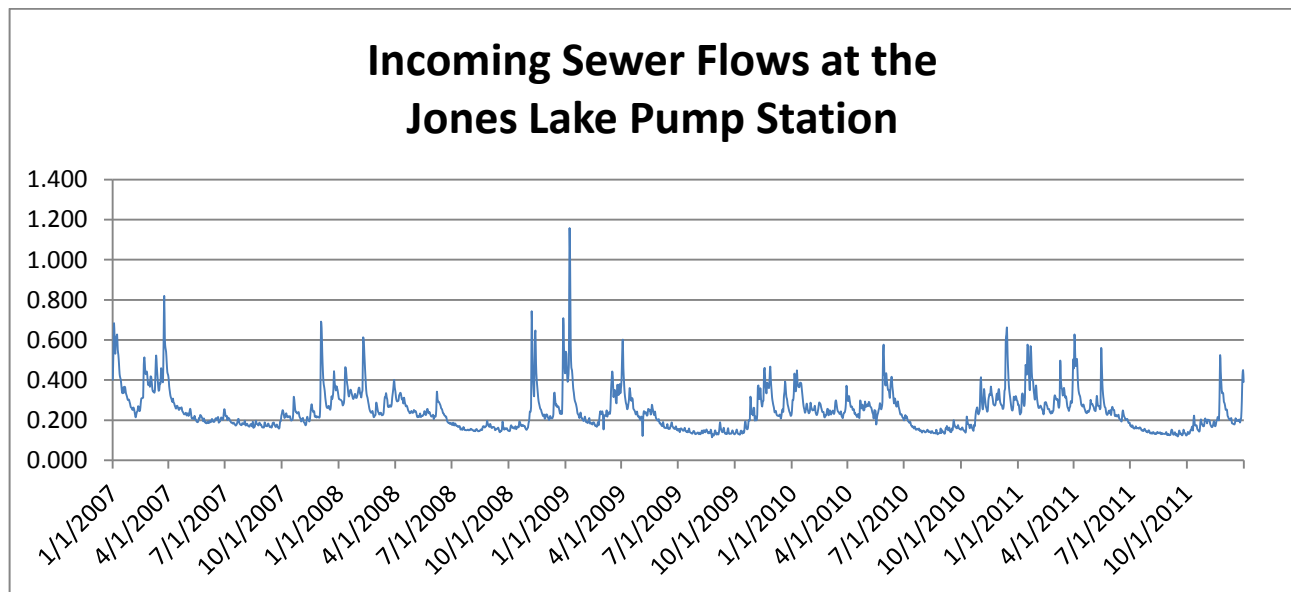


Figure 5.1 Daily Average Flows (MGD)

5.0 EXISTING WASTEWATER FLOWS

Table 5.1 Historic Flows summarizes historical sewer flows for the Black Diamond Sewer system, measured at the Black Diamond Pump Station at Jones Lake. Data summarized in this **Table 5.1 Historic Flows** is from the year 2007 through 2011.

Table 5.1 Historic Flows⁶

FLOW TYPE	FLOW IN GPD	GPD / ERU
Average Dry Weather Flow	163,540	
Average Wet Weather Flow	286,520	
Base Flow	211,310	187
Average Annual Flow	244,990	217
Average Day of the Max Month Flow	437,097	
Maximum Daily Flow	1,139,330	
Peak Hour Flow	1,580,000	
EPA peak flow threshold	839,000	

Discussion of Table 5.1 Flow Parameters

Average Dry Weather Flow Dry weather flows were calculated as an average for the typical dry weather period of July 1st – October 31st from 2007 through 2011. It might be noted that the dry weather flow is less than the base flow figure of 187 gallons per ERU per day. This may explained by:

- The main reason for the dramatically lower flows in the summer is due to the lower water tables and periods of no rain which greatly reduces inflow and infiltration
- Not all water used within the home turns into wastewater. 10 to 15% is lost through evaporation in house plant watering, showering, cleaning, dishwashing, and clothes washing, cooking and consumption.
- The use of household water and sewer during the summer months may be lower due to fewer showers and clothes washing when school is out.
- The school is closed in the summer.
- There are typically many people on vacation and out of town in the summer.

⁶ Flow data utilized for Figure 5.1, Table 5.1 and 5.2 comes from 2008 -2011 flows as recorded by King County at the Black Diamond Pump Station at Jones Lake. 2007 flow data is from the from King County flow monitoring station in Covington just prior to discharge to the Soos Creek pump station and the data has been adjusted to reflect the I & I between Black Diamond and Covington.

5.0 EXISTING WASTEWATER FLOWS

- There may be lower water use due to residents enjoying outdoor eating and using more disposable plates therefore using less kitchen water.
- Black Diamond has had higher vacancy rates and empty homes in recent years showing lower usage than the number of connections might predict.
- Some businesses have closed and the restaurants used to have a much more robust business in the summer months.

It is expected that the Average Dry Weather Flow will be closer to the Base Flow as the economy improves.

Base Flow Using the 187 gpd / ERU and the City's current number of sewer connections the theoretical amount of sewage generated each day would be $187 \text{ gpd/ERU} \times 1130 \text{ ERU} = \underline{211,310 \text{ gpd}}$. This is a slightly conservative figure.

Average Wet Weather Flow Wet weather flows were calculated as an average for the typical wet weather period of November 1st – June 30th from 2007 through 2011. The Average Wet Weather Flow is about 35% greater than the base flow.

Average Annual Flow The Average Annual Flow of 245,000 gpd was calculated from the flow data from 2007 – 2011. The Average Annual Flow figure is sometimes used in financial analysis for sewer utilities.

Average Day of the Maximum Month The Average Flow for the Maximum Month is typically used for treatment plant analysis and design.

Maximum Daily Flow The largest City sewer trunk line carrying 90 to 95 % of the City sewer flows has a capacity of 2,800,000 gpd or about 2.5 times the capacity of the Maximum Daily Flow recorded on Jan 7, 2009. This peak day flow occurred after back to back 2 year storms which would be a probability of about a 25 year storm event

EPA Peak Flow Threshold

The United States Environmental Protection Agency released Ecology Publication 97-03, *Inflow/Infiltration: I & I Analysis and Project Certification*, in May 1985. This document establishes the rate of 275 gallons per capita per day (gpcd) as the threshold between systems with excessive and non excessive I & I. This volume per capita identified by EPA is about 4 times what a typical residential flow would be with no I&I or what is commonly known as "base flow". Applying this factor to all sewer connections commercial or residential on an Equivalent Residential Unit basis and 2.7 persons per household yields the EPA threshold figure. $(1130 \times 2.7 \times 275) = 839,000 \text{ gpd}$

5.0 EXISTING WASTEWATER FLOWS

Table 5.2 Top Ten Highest Sewer Flows^{7, 8}

RANK	FLOW (GPD)	DATE
1	1,139,330	1/7/09
2	990,825	1/8/09
EPA threshold	839,000	----
3	819,811	3/25/07
4	743,396	11/7/08
5	708,827	12/28/08
6	691,509	12/3/07
7	683,962	1/3/07
8	659,434	12/4/07
9	658,459	12/14/10
10	647,170	11/13/08

Table 5.2 Top Ten Highest Sewer Flows⁷ lists the ten highest flows for the period between January 2007 and August 2011. Earlier past records show that several major storm events have resulted in peak flows higher than the January 7, 2009 1.1 mgd peak day event. This plan did not evaluate the circumstances or recurrence level of the earlier events. Several illegal storm water connections have been located and disconnected in recent years and improvements to storm water systems may also explain the improvement in peak day events. The review of the peak day events does show that the existing City sewer collection system still has an I & I problem that will require continued diligence to keep under control. The Maximum Daily Flow event was preceded by 3 days of significant rain storms, and then a storm of 2.8 inches of rain hit on the January 7. Evaluation of this storm event shows recurrence probability of the entire storm event is approximately a 25 year event. This type of storm tends to produce higher levels of I & I because the period of rain leading up to the storm raises the water tables so when the larger event hits at the end more water turns to runoff and raises the water tables even higher increasing infiltration and inflow greatly.

5.3 EQUIVALENT RESIDENTIAL UNIT (ERU)

To determine the amount of average sewage flow generated from a typical residence in Black Diamond, the number of single family residences divided by the water use records for all of the single family residences over the 2011 year divided by 365 days. This resulted in an ERU figure of 187 gallons per day per residence. While this figure does include some irrigation, it has been noted that irrigation has been much lower in recent wet

⁷ Flows as recorded by King County at the Jones Lake Pump Station.

⁸ Flow data from the Jones Lake Pump Station not available for November 7, 2008. Amount calculated using a factor of 1.06 less than flow recorded by King County at Soos Creek's Lift Station #11. The 1.06 factor was determined from existing data by calculating an average difference between wet weather flows recorded at the Soos Creek station and the Jones Lake station.

5.0 EXISTING WASTEWATER FLOWS

summers and since the implementation of tiered water rates. As the economy improves water and sewer use is expected to increase as well. The most recent year of data was used to reflect the most current water and sewer use trends. It is apparent that in recent years the tiered water rates, improved plumbing fixtures and the economy has reduced household water consumption. It is expected that the City will reduce the ERU figure for the water system with the next update of the water comprehensive plan. The sewer ERU calculations for Black Diamond matches up with King County's RCE figure (Residential Customer Equivalent). A RCE is the same as an ERU, just King County's label for the same thing.

5.4 DISTRIBUTION OF DAILY FLOWS

Figure 5.2 *Diurnal Curve* represents the expected peaks during the day on an average wet weather day.

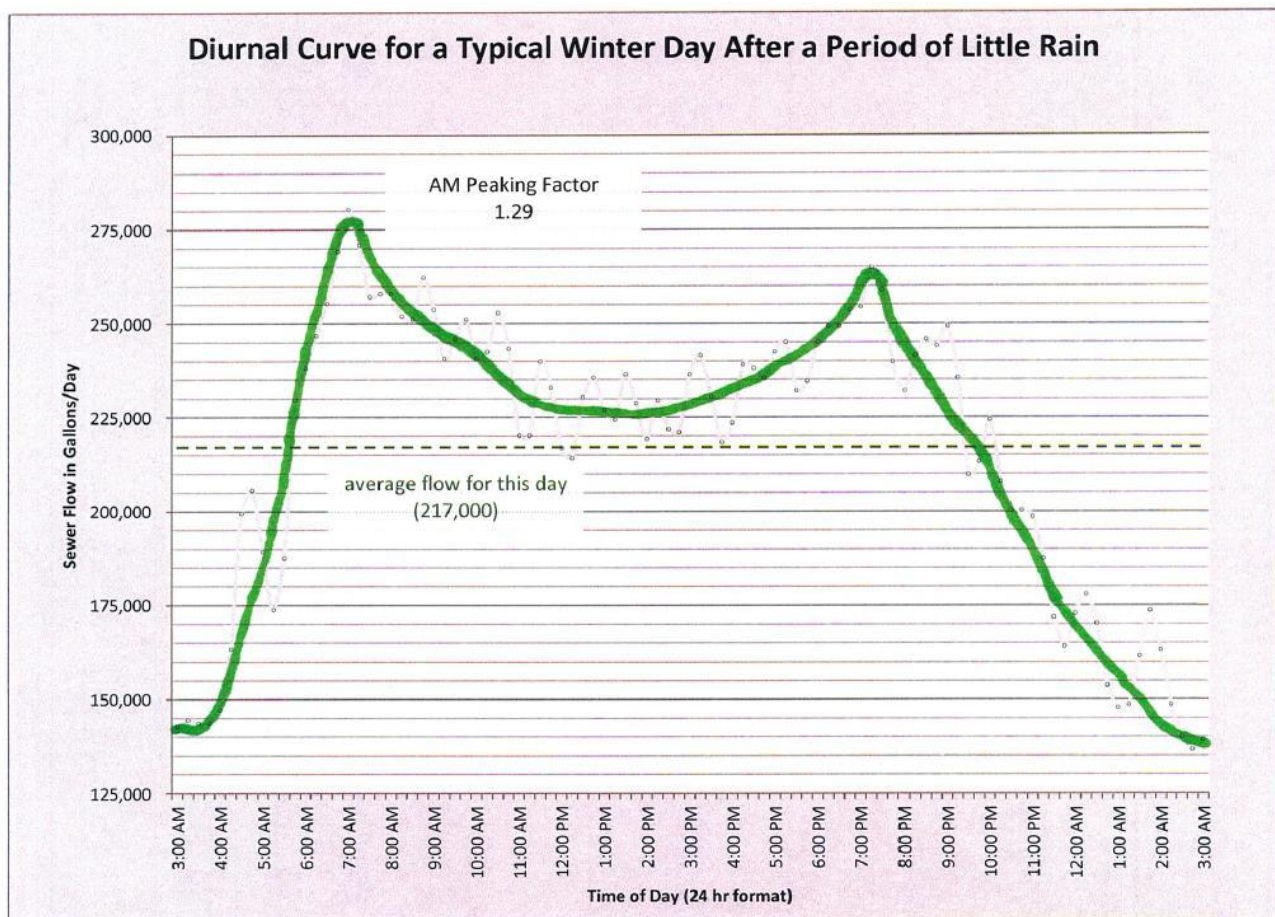


Figure 5.2 *Diurnal Curve*

5.5 INFILTRATION / INFLOW

Infiltration & Inflow (I & I) is the volume of wastewater that enters the sanitary sewer system from the ground through pipe joints and cracks or from other points of entry such as manholes, cross connections, and storm or yard drains. The amount of I & I can be significant at times in some wastewater systems, particularly during months when

5.0 EXISTING WASTEWATER FLOWS

precipitation is the highest. The addition of Infiltration and Inflow can produce heavy peak flows in the sewer system during large rain events. The resultant flows must be received, handled without pump station or local collection overflow, and then treated and conveyed through the treatment plant without affecting the treatment process. I & I into the collection system increases the cost needs for the sewer system as a whole.

The top 10 peak flow events shows that in recent years the City has exceeded the EPA peak flow threshold during one storm event. (See **Table 5.2 Top Ten Highest Sewer Flows**) A comparison to statistical storm events of the major early January 2009 storm shows a recurrence probability of about 25 years. The data tends to show that the largest peaks are associated with time frames when the water tables are high and then a series of wet days accompanied by a large storm. These peak flows are therefore most probably associated with primarily inflow (stormwater discharges from direct connections) boosted by high water tables and some additional infiltration that is only introduced when low areas begin to flood. While the City needs to diligently work to control I & I in the Jones Lake basin, this peak will be less significant to the peak flows for the City as a whole as the City controls the degradation of the existing sewer and constructs high quality tight sewer collection systems as it grows.

Past Inflow and Infiltration Reduction Efforts and Recommendations

Over the past 10 years the City has had limited staff and budget to deal with inflow and infiltration. More recently the City has set aside funding to deal with I / I and has started on initial investigation efforts. The City should prioritize an Infiltration and Inflow program with the following goals in mind:

- Avoid capacity replacement of existing sewer mains
- Preserve the structural integrity of the existing sewer system
- Compare I / I costs to the costs of diverting sewer flows to where capacity is available
- Share the cost of this system maintenance with new connections to the existing system

The City shall establish an annual Infiltration and Inflow program that may include some or all of the following:

1. System Investigation Including Manhole inspections, sewer videos, smoke testing, and flow monitoring
2. Manhole repairs determined from investigation
3. Require homeowners to repair or replace their side sewers that are contributing to Infiltration.
4. Require illegal storm water connections to the sanitary sewer system to be disconnected
5. Regularly evaluate and consider new construction standards that will minimize Inflow and Infiltration.
6. Monitor manholes in areas with flooding potential and seal all manholes that have the potential of being flooded.
7. Seek to improve area drainage with extending the storm water systems to keep water tables in urban areas under control.

5.0 EXISTING WASTEWATER FLOWS

In 2012, I & I activities have identified 10 manholes to rehabilitate in 2013. In 2013, the City expects to TV several sections of sewer in search of inflow connections and pipe problems for action the following year. The investigation effort of one year will lead to the rehabilitation projects of the next year. The City expects to keep the existing sewer collection system from further degradation and expects to hold I & I from the Jones Lake Basin at approximately current levels.

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6.0 EXISTING SYSTEM EVALUATION

6.1 SYSTEM CAPACITY EVALUATION

A hydraulic model of the Black Diamond municipal sewer system was developed in conjunction with this update to the City's General Sewer Plan. The model was initially developed by Pacific West Engineering using GIS-based manhole and invert information, existing as-built data and field investigations. System flows were assigned and modeled using the diurnal curve shown in **Figure 6.2 Projected Diurnal Factor for Master Planned Development** and the model criteria shown in **Table 6.1 Model Assumptions**. Flows were distributed based on ERU and unit counts from billing records and field investigations and converted into Service Areas which are areas of similar or synergistic flows (**Figure 6.1 Existing Sewer Trunk Line Capacity and Sub-basins**). Since the initial construction the City has assumed ownership of the model and has converted from HYDRA (the original math engine) to SewerCAD. The City will maintain and use the model to test the impacts of various development scenarios and growth assumptions. In addition, the model will be used to plan and manage the Capital Facility Plan and to evaluate the effectiveness of the I & I reduction program.

Figure 6.1 Existing Sewer Trunk Line Capacity and Sub-basins shows the main sewer trunk lines of the City's existing sewer collection system and the sub-basins they serve. The limiting section of each trunk line was identified and labeled. All of the trunk lines of the existing sewer collection system have more than enough capacity to serve the infill within the Jones Lake Basin. **Figure 6.1 Existing Sewer Trunk Line Capacity and Sub-basins**

6.0 EXISTING SYSTEM EVALUATION

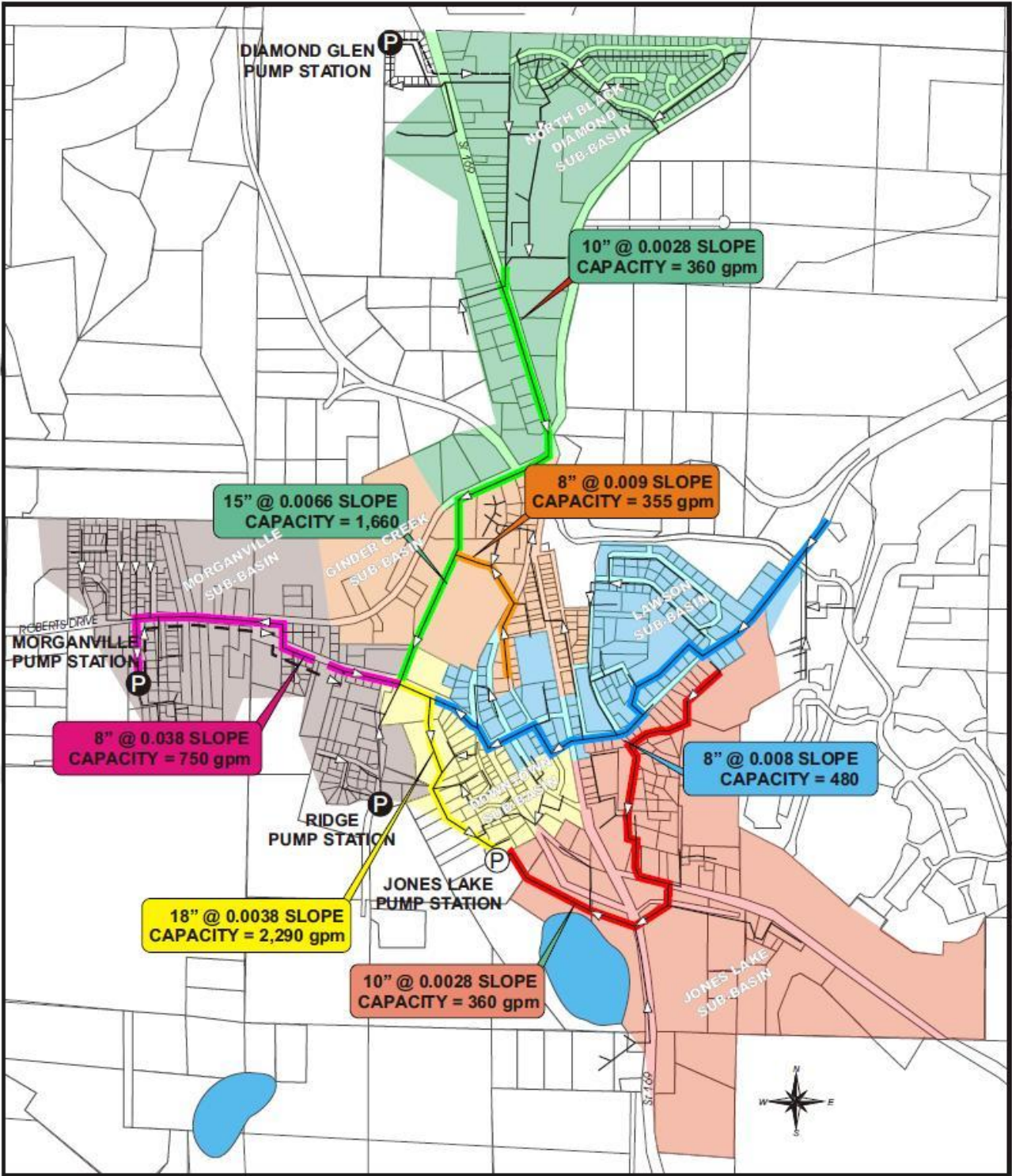


Figure 6.1 Existing Sewer Trunk Line Capacity and Sub-basins

6.0 EXISTING SYSTEM EVALUATION

6.2 MODEL ASSUMPTIONS

The following assumptions were utilized in the development of the sewer model:

Table 6.1 Model Assumptions

SYSTEM ELEMENT	ASSUMPTION
Gravity Pipes	• Manning's n = 0.013 (PVC) ; 0.013 (RCP); 0.013 (DI) • Minimum Velocity = 2.0 fps • d/D = 0.8 • Pipe diameters and inverts were taken from as-built records
Manholes	• Manhole rim elevations were collected by GPS or approximated using available as-built records or digitized contour elevations. • Pipe inverts were taken from as-built records
Force mains	• Hazen & Williams Coefficient "C" = 100

6.3 SIMULATION OF FLOWS

In analyzing sewer systems, it is important to consider peaks and lows throughout the day. A diurnal curve represents hourly flows for the system as a whole.

Figure 6.2 Projected Diurnal Factor for Master Planned Development shows a diurnal curve similar to that used in the sewer model to represent Black Diamond's daily flows. This diurnal curve is representative of urban bedroom communities with very little commercial development. The City should re-evaluate the flow characteristics in the City after a substantial amount of commercial development has been added to the City.

6.0 EXISTING SYSTEM EVALUATION

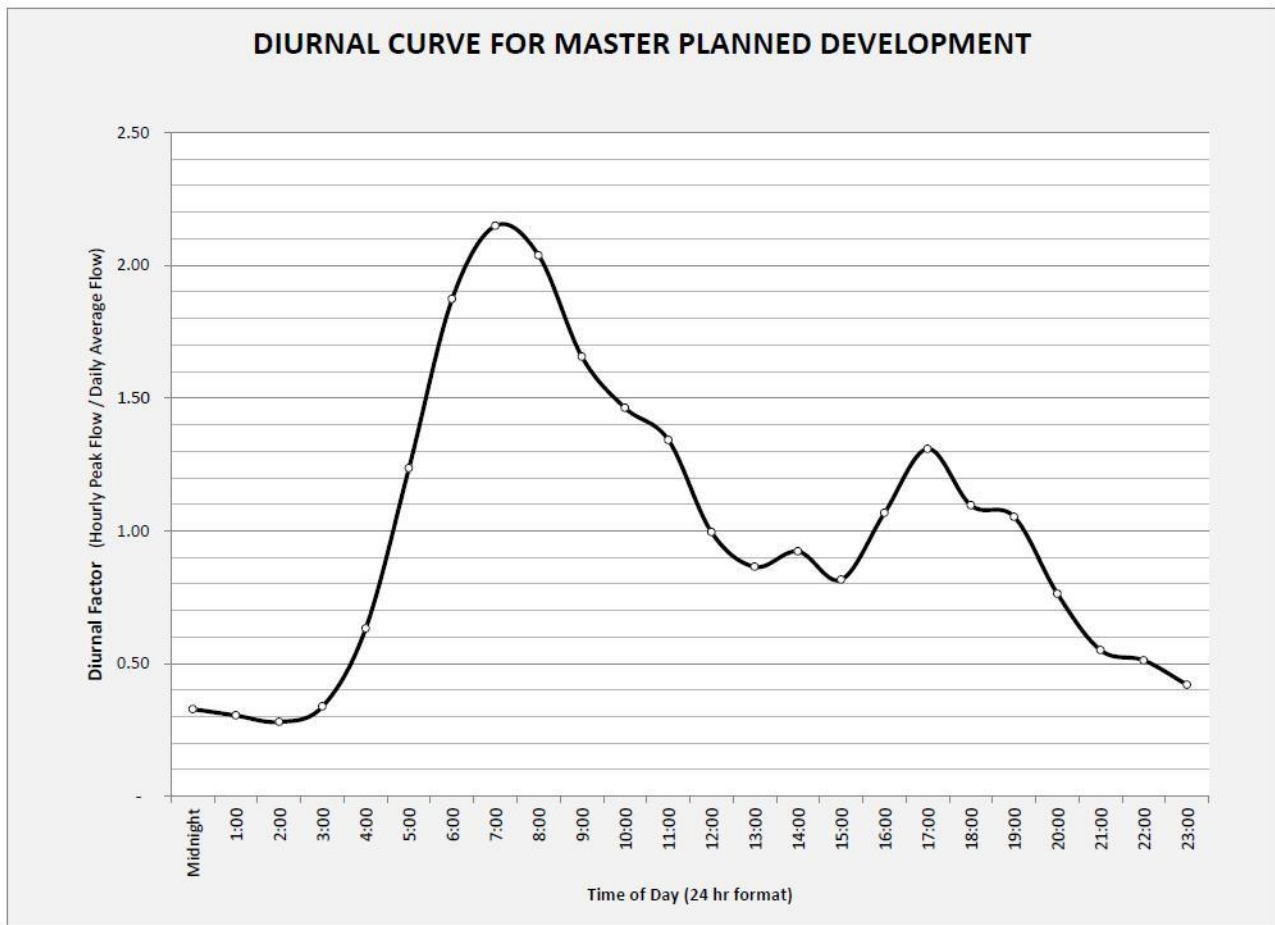


Figure 6.2 Projected Diurnal Factor for Master Planned Development⁹

Two types of flow are simulated in the sewer model – average day flow for both dry weather conditions and wet weather conditions. Inflow and Infiltration flows were distributed throughout the system in terms of gallons per mile of pipe per day. Sewage flows are intended to reflect existing sewer conditions.

Flows were distributed throughout the existing system based on actual demands from water billing records. Flows were refined and calibrated to match measured flow data at the Jones Lake Pump Station.

6.4 EXISTING SYSTEM MODEL RESULTS

Collection system constraints.

1. **Gravity sewer mains.** The sewer system capacity analysis demonstrates that the existing system has sufficient capacity to handle current flow conditions. Additionally the main trunk lines of the existing sewer collection system also

⁹ A composite from municipal sanitary sewer systems with similar land use types, sizes and customers – from RH2 Engineering.

6.0 EXISTING SYSTEM EVALUATION

have more than enough excess capacity to handle all of the infill within the area of the existing system as defined by the Jones Lake Basin in **Figure 7.1**

Sewer Collection Basin Planning Areas to buildout.

2. MPD Growth The existing 18 inch sewer trunk line north of the Jones Lake Pump Station does not have enough capacity to handle all of the growth from the MPD's. The 10 inch sewer trunk line running east of the Jones Lake Pump station also does not have enough capacity for all of the flows from the future Lawson Hills MPD. Rather than reconstruct these sewer lines or construct new lines along and across wetlands to Jones Lake, this General Sewer Plan collects most all of the new growth flows to a new connection point with King County Regional Facilities in western Black Diamond.
3. Interim Connection Although the main sewer trunk lines leading to the Jones Lake Pump Station are not large enough to carry all of the flows from the MPD's, there is sufficient excess conveyance capacity in the existing sewer collection system to allow connection of sewer flows from the MPD's on an interim basis. Additional modeling and the time frames will need to be evaluated for interim connections to the existing sewer collection system as well as coordination with King County. Although interim connections to the existing sewer collection system will be considered, the construction of the sewer collections system according to the sewer collection conceptual plan required by this plan must be provided for by the developer at the developer's expense.
4. Areas beyond the existing sewer collection system The areas on the west and south side of Rock Creek do not have any collection system available. A collection system and pump station will need to be constructed. Additional sewer system modeling will be required to determine the sizing of the major collection trunk lines, pump stations and force mains with the engineering reports for the first phases of development.

The area around the PCC gravel pit does not have any collection system available. A collection system and pump station will need to be constructed. Additional sewer system modeling will be required to determine the sizing of the major collection trunk lines, pump stations and force mains with the engineering reports for the first phases of development.

The Lawson Hills area east of the old part of Black Diamond has sewer collection lines stubbed out to it but some of the lines do not have adequate capacity to handle the entire development. Additional modeling will be required to analyze interim connections and inverted siphon sizing and configuration.

5. Downstream Constraints Although there are future limitations to the existing King County waste water conveyance system downstream of Black Diamond's sewer collection system, the County has the capital planning in place and the contractual obligation to construct the facilities needed to provide capacity for the City of Black Diamond as the city grows. The City of Black Diamond has been periodically providing King County with updates of growth

6.0 EXISTING SYSTEM EVALUATION

projections as the Master Planned Developments continue to move through the permitting process so that King County can plan for capacity upgrades as needed for the City's growth needs and according to City's agreement with King County. King County evaluates their sewer system needs each year and updates their capital improvement plan accordingly. With the completion of the City's General Sewer Plan and the progress of the Villages Master Planned Development, needed improvements to the county regional system are expected to be added to the King County Capital Improvement Plan with the next update.

7.0 EVALUATION OF FUTURE CONDITIONS

7.1 FUTURE GROWTH

As previously discussed in this plan, there are two large-scale Master Planned Developments proposed within the City of Black Diamond's sewer service area. These developments are the 'Lawson Hills' MPD and 'The Villages' MPD. The City currently serves 1,130 equivalent residential units (ERU's) and this number is projected to grow to about 10,685 ERU's of sewer connections over the next twenty years. The primary driver of growth will be the Master Planned Development projects. There will be some infill growth in the old part of Town but the City is also expecting that some of the growth potential in the old part of Black Diamond will be purchased by the Master Planned Developer for the Transfer of Development Rights as needed for their projects.

7.2 BASIN PLANNING AREAS

Currently all of the sewage generated in Black Diamond is collected to one point and discharged to King County maintained regional facilities at the Jones Lake Pump Station. One of the main considerations for accommodation of the future growth into the City sewer collection system planning is the location where the growth is occurring. It is estimated that 66% of the MPD growth will be in west Black Diamond on the south and east side of Rock Creek and the Rock Creek core wetland complex. The topography of the City of Black Diamond lends itself to gravity collection of sewer to two new low collection points both in western Black Diamond. See also the topography discussion in Chapter 2. **See Figure 7.1 Sewer Collection Basin Planning Areas**

The **Rock Creek Basin** is 749.04 acres and is largely unsewered. Most of the basin is an active gravel mine and gravel processing operation. The mining of the remaining gravel is expected to take another 15 years. Eventually this gravel mine area is expected to develop but probably after the time frame of this plan. The Lawson Hills MPD and the Villages MPD have about 770,000 square feet of future commercial development areas designated in the northern part of this basin with a small amount of multi-family. This commercial area is expected to develop in the time frame of this plan. The MPD development at the north end of this basin is expected to generate about 2200 ERU's of sewage. Additionally, the City is planning for approximately 100 ERU's of commercial / industrial development in the eastern portion of this basin. **Appendix F Proposed Land Use from Development Agreements** shows the northern MPS parcels approved for development within this basin.

The pump station location in this basin shown in **Figure 7.3 Future Capacity Projects** was selected for the following reasons:

- The general pump station location has already been cleared during the mining of the surrounding area
- The entire sewerable area of this basin can gravity to the pump station location.

7.0 EVALUATION OF FUTURE CONDITIONS

- The pump station location is in a flat gravel outwash area which will provide opportunity to incorporate an overflow containment area that will not discharge into Rock Creek.

The City should consider interim connection of the initial MPD sewer flows to the Jones Lake Basin rather than adding the cost of operation and maintenance of the Rock Creek Pump Station prematurely. Interim connections of new sewer flows from the Rock Creek Basin to the Jones Lake basin sewer collection system will need to be evaluated further to determine if there is available conveyance capacity from the north portion of the Jones Lake basin to the Jones Lake Pump Station.

The **West Black Diamond basin** is undeveloped but is approved for approximately 4660 residential units plus 1100 ERU's of sewer for commercial development for a total of 5760 ERU's of sewer. The area of the West Black Diamond basin is 1,624.17 acres. A pump station will be required to pump to King County Facilities.

The pump station 1 location shown in **Figure 7.3 Future Capacity Projects** was chosen for the following reasons:

- The low point and the best point for central collection of the basin is on the western boundary of this basin
- 90% of the basin can drain by gravity to low point at the pump station 1 location.
- The location is in a gravel outwash area and will present minimal risk to surface water if there ever was an overflow at the pump station site. It is recommended that a surface overflow containment be constructed to prevent overland flow of sewage should an overflow ever occur.
- The proposed location is outside of all sensitive area buffers. Although the sensitive areas map shows a surface water flow path near the pump station 1 location, on site investigations of the area to the west show no evidence of surface water flows even during heavy rain events. The topographic creek channel is a historic creek channel and does not carry surface water (**see Figure 7.1 Sewer Collection Basin Planning Areas**).

•

The far eastern portion of the West Black Diamond Basin will not be developed for many years, (15 years + or -). As the Master Planned Develop is further along and in future updates of the General Sewer Plan the sewer service to the far eastern area of this basin should be reviewed comparing the impacts costs and benefits of directing the sewage to the Jones Lake Pump Station by gravity (Coordination with King County) or pumping the small area to the west to the gravity sewer trunk line 4.

7.0 EVALUATION OF FUTURE CONDITIONS

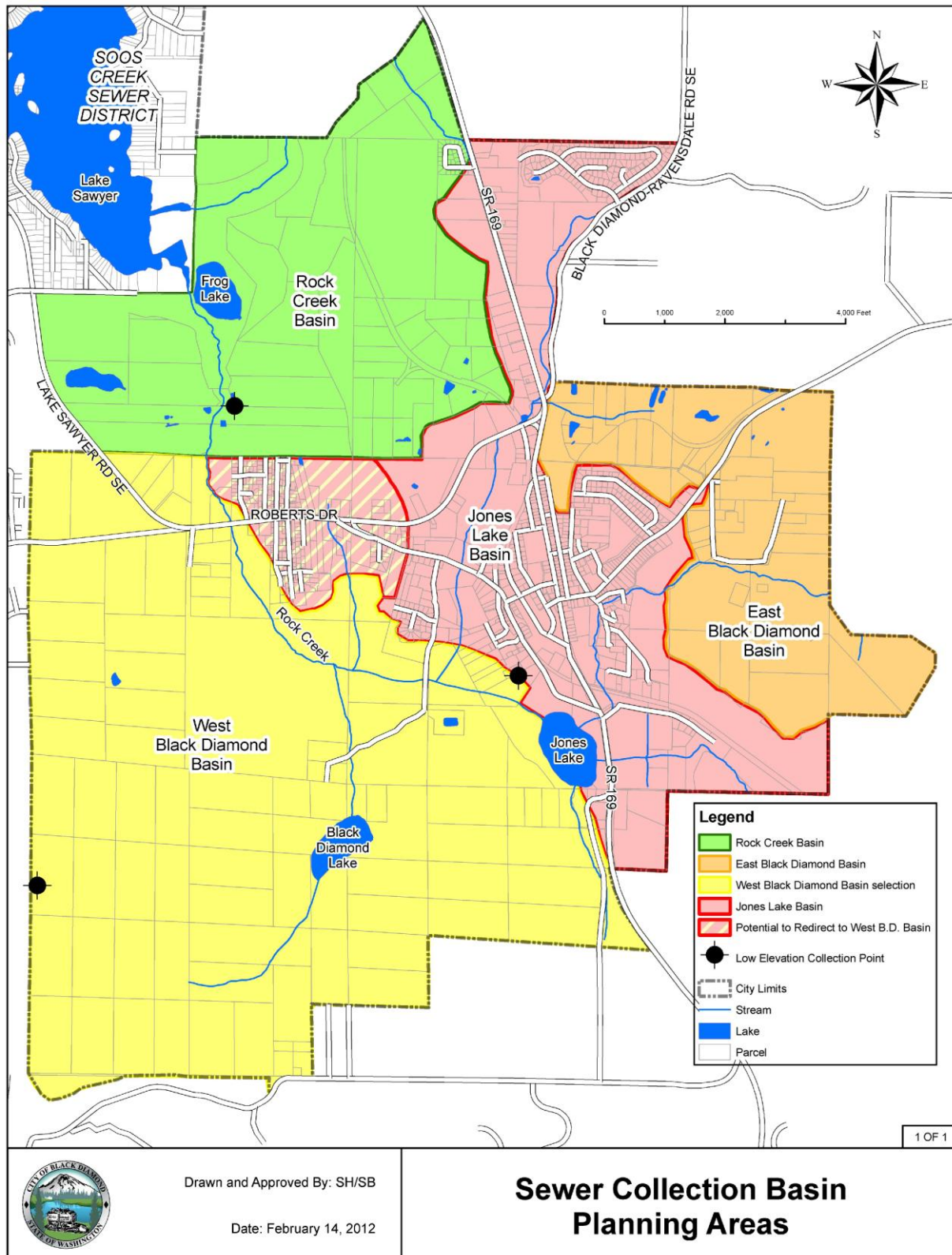


Figure 7.1 Sewer Collection Basin Planning Areas

7.0 EVALUATION OF FUTURE CONDITIONS

The **East Black Diamond** basin is largely undeveloped. Existing gravity sewer is available at the lower western boundary of this area. If this area is connected to the closest existing sewer, the flow would be directed to the Jones Lake Pump Station in the sewer trunk line that roughly follows Lawson Creek. However this trunk line does not have the capacity to accept all of the flows from the Lawson Hills MPD. The East Black Diamond Basin sewer flows could easily be routed to any basin in the City. So the decision of where to direct the flows from this basin should be related to the impact to the existing collection system and King County capacity considerations. The area of the East Black Diamond basin is 432.43 acres.

The area of the **Jones Lake Basin** is 897.14 acres. **Figure 7.2 Potential In-fill Development - Jones Lake Basin** shows that is a small percentage of remaining developable land remaining in the Jones Lake Basin. Additionally large areas of the Jones Lake Basin are sending areas for the Transfer of Development Rights to the Master Planned Development areas. This is expected to reduce the redevelopment to higher densities in the old part of Black Diamond. The Jones Lake Pump Station is partially within a wetland. This plan recommends directing all new development outside of the Jones Lake Basin direct to King County facilities. As stated in chapter 6 the existing sewer collection system has excess capacity. The City may consider interim connection of sewer flows from the Master Planned Developments to the Jones Lake Basin system as long as existing collection system capacity issues are mitigated.

The City may redirect the Morganville area (see cross hatched area in **Figure 7.3 Future Capacity Projects**) to the West Black Diamond Basin if the capacity is needed in the Jones Lake Pump Station or other part of the Jones Lake Collection system.

7.0 EVALUATION OF FUTURE CONDITIONS

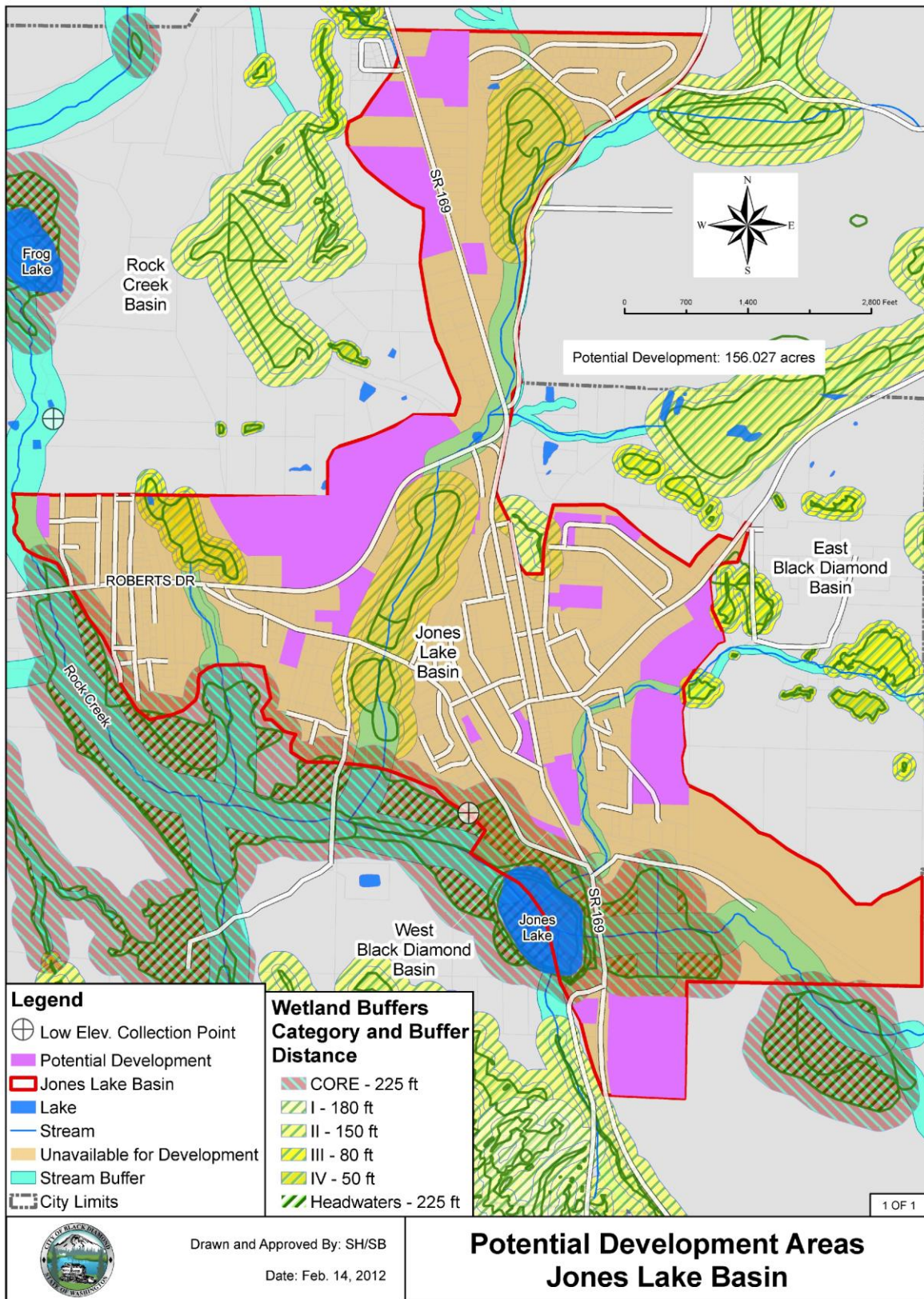


Figure 7.2 Potential In-fill Development - Jones Lake Basin

7.0 EVALUATION OF FUTURE CONDITIONS

7.3 POINTS OF DISCHARGE TO KING COUNTY FACILITIES

Currently all of the City sewage flows are discharged to King County facilities at the Jones Lake Pump Station. Since the Master Planned Developments are shifting into major new undeveloped areas, a second point of connection to King County Regional Facilities was considered. The following are points of consideration applicable to this decision:

1. The City has a right to apply for a second point of connection to the King County Regional Sewer System as provided for in section 1.b of the King County Wastewater Division's agreement with the City of Black Diamond for sewage disposal.
2. The large majority of all sewage from future growth will be directed to one of two central low points (see **Figure 7.1 Sewer Collection Basin Planning Areas**) in western Black Diamond by the nature the topography. **Figure 7.3 Future Capacity Projects** shows the proposed pump station locations and main sewer trunk line routings. Pump Station 1 is on the opposite side of the wide core wetland from the Jones Lake Pump Station. Furthermore additional areas currently flowing to the Jones Lake basin can easily be rerouted to a number of points in western Black Diamond.
3. A second western connection point to King County Facilities will avoid unnecessary construction disruption to existing neighborhoods by avoiding reconstructing major key sewer trunk lines in and adjacent to sensitive areas.
4. The Villages MPD contemplates a sewer connection direct to King County Regional Facilities.
5. The Lawson Hill MPD sewer planning route F is also compatible with a second point of connection to King County regional facilities in western Black Diamond.
6. A second point of connection to King County regional facilities avoids unnecessary double pumping of sewage flows. If the sewer flows are pumped to Jones Lake, the sewage then must be pumped again back out west where most of the sewage flow was generated.
7. The City does not want to pump large volumes of sewage to the Jones Lake Pump Station, which is located in the City core wetland complex.

7.4 COMPATIBILITY WITH CITY COMPREHENSIVE PLAN AND APPROVED MASTER PLANNED DEVELOPMENT PROJECTS AND AGREEMENTS

Early City sewer planning efforts reflect the collection point decisions discussed in **7.2 BASIN PLANNING AREAS**. The City's Comprehensive Plan (see **Appendix J – Comprehensive Plan Figure 8.2 – Sewer Capacity Projects**) reflects the same general sewer collection plan as discussed in **Section 7.2 BASIN PLANNING AREAS**.

The Master Planned Developments were reviewed and approved in accordance with the City Comprehensive Plan. The Master Planned Development applications show their sewer service plans in more detail and include interim projects, alternative projects and commitments to the City's planned routing for sewer collection. See **Appendix H Conceptual MPD Sewer Plans**

7.0 EVALUATION OF FUTURE CONDITIONS

7.5 COMPATIBILITY WITH KING COUNTY CAPACITY PROJECTS

The Black Diamond pump Station at Jones Lake has a pumping capacity of approximately 1.7 mgd. The gravity trunk line from Black Diamond to the Soos Creek Water and Sewer District facilities has an approximate capacity limit of 1.7 mgd. Recognizing the future capacity limitations of the regional sewer system, King County has planned improvements to address the capacity needs for the City. The first capacity improvement project planned by King County Wastewater Division will be the design, construction, ownership, and operation of a proposed sewage storage facility to reduce peak flow discharges (see **Appendix I – Task 360: Alternatives Analysis Report**). King County's initial pre-design report identified five alternatives and concepts for storage. All of these alternatives were located around the Jones Lake Pump Station. The City has suggested several alternatives for sewer equalization storage in western Black Diamond that have been unacceptable to King County because of operational issues. The City staff, City Council, and City consultants support a western storage option for the following reasons:

1. The City's core wetland, buffer and Sensitive areas ordinance is not respected by a storage option in the Jones Lake area which will have a significant impact to the wetland and the buffer.
2. A large construction project in the Jones Lake area is likely to be disruptive to and have a significant adverse impact to the existing neighborhood.
3. Sewer overflows at the Jones Lake site, discharge into the core wetland and will be irretrievable causing degradation to the Rock Creek core wetland complex and contributing to phosphorus loading to Lake Sawyer. A sewer overflow on the gravelly soils in western Black Diamond would soak into the soil and the solids could be cleaned up. Any spilled wastewater would be treated to some degree before reaching a water table. Overflows from a western sewer storage option would have less of an environmental impact than a sewer storage facility at the Jones Lake Pump Station.
4. The City's preferred point of discharge to King County Facilities may not be possible if King County locates their sewage storage facility at Jones Lake. Locating the sewer storage facility at Jones Lake adversely affects the sewer system planning summarized above in section 7.3 and introduces negatives to the local sewer system planning points 7.3.1- 4.
5. Beyond local concerns and from a regional sewer customer perspective the Jones Lake storage location will be a more costly project in the following respects:
 - Higher property acquisition costs (10 owners vs. one willing seller)
 - Higher wetland mitigation costs (x acres vs. zero acres at west location)
 - Higher construction costs (soft organic soil conditions and high water water table conditions as compared to gravel in the west location)
6. The western storage location provides a long term advantage to King County and all of the regional customers in the following respect: According to King County planning documents, a Pump Station in the western location will be needed at some point. Alternatively the locating of the storage facility adjacent to the Rock Creek core wetland complex may also introduce an additional future project of an upgrade to the Jones Lake Pumping Facility and additional construction in the buffer for additional sewer force main in the very area the City is trying to protect.

7.0 EVALUATION OF FUTURE CONDITIONS

The City and King County are committed to resolving the sewer connection point and the location of the King County sewage storage location project upon completion of this local sewer planning effort. Various engineering reports regarding the siting of the sewer storage facility can be found in **Appendix I – Task 360: Alternatives Analysis Report**.

ALTERNATIVES

Another alternative to King County Downstream Capacity Improvements would be a local sewage treatment plant owned and operated by the City. Sewage Treatment Technology has increased tremendously since the 1980's. Drinking water quality treatment levels are now possible. Small footprint, efficient treatment systems with off-the-shelf design are available. Advantages to a City-owned treatment plant are:

- Local high wage jobs
- High-quality water that could be used to improve the local aquatic environment
- Local control and protection of sensitive areas and neighborhoods
- Improved City finances

Any consideration of a local City owned sewage treatment plant would require agreement between King County and the City and an amendment to the City's contract which commits the City to delivering all sewage collected to King County through 2036.

7.6 FUTURE WASTEWATER FLOWS

Population projections and ERU projections were previously included in

Table 4.1 Projected Populations & ERU's-. With the implementation of a good Inflow and Infiltration program and with superior collection system construction in primarily gravel outwash areas of low water table, the current I & I issue will diminish in significance to the total future sewer flows from the City of Black Diamond. The City expects to be able to keep the existing sewer collection from further degradation and may be able to reduce the I & I peak from the old part of the City with the implementation of the I & I program recommendations. The flows from the Jones Lake Basin are expected to grow very slowly. The City also has the ability to redirect major portions of the Jones Lake basin to west if necessary.

Water Conservation

The City has an adopted water conservation plan in the City's Water Comprehensive Plan with a goal of reducing customer demand by 1% per year for the 6 years of the plan. The City has also by development agreement required the Master Planned Developer of the Villages and Lawson Hills to implement a water conservation plan by limiting irrigated areas and utilizing efficient plumbing fixtures. The intent of the water conservation plan is to reduce the current existing average water use of 187 gpd per ERU by 10%. The Development Agreement also requires monitoring and update of the water conservation plan if the goals are not met and further monitoring until the goal is met. This plan assumes 187 gpd for flow growth as a conservative figure for planning purposes. In the next general sewer plan update the City should re-evaluate the base flow per ERU to determine the effectiveness of conservation efforts.

Flow estimates from all other basins.

The city expects to be able to construct and maintain a high quality tight sewer system and is therefore estimating I & I to be controlled at 700 gallons per developed acre per day.

7.0 EVALUATION OF FUTURE CONDITIONS

This will result in a peak day flow from the entire City sewer service area (new development plus the flows from the existing system) of 3,534,000 gpd. In the next general sewer plan update the City should re-evaluate the effectiveness of the I & I program and the degradation levels of the newly constructed sewers and adjust the I & I figures in the sewer flow projections.

Table 7.1 **Projected Future Flows from Black Diamond Sewer Area in 2031**
(see assumptions below)

FLOW DESCRIPTION	FLows FROM NEW DEVELOPMENT	FLows FROM ENTIRE SEWER SERVICE AREA
BASE FLOW	1,800,000 gpd	2,000,000 gpd
ANNUAL DAILY AVERAGE	2,100,000 gpd	2,300,000 gpd
MAXIMUM DAILY	2,400,000 gpd	3,500,000 gpd
PEAK HOUR	3,600 gpm	4,700gpm

These figures were generated based on the following assumptions and data:

- Population, development and ERU's as projected in **Table 4.1** **Projected Populations & ERU's** at the build out year.
- Base Flow was estimated based on 187 gpd / ERU
- Annual Daily Average Flow was estimated based on 217 gallons per day. This is a conservative estimate as the annual average for new development is based on the annual average for the current leaky system
- The Maximum Daily Flow was estimated based on 924 developed acres and 700 gallons per acre per day to account for I & I and additive to base flow. For the existing flows the current maximum day of 1,100,000 gpd was added to the New development max daily flow
- The peak hour flow for new development was estimated using a peaking factor of 2.5 applied to the average daily flow. The peaking factor from the Water Agency Design Guidelines was compared to the Department of Ecology Sewage Works Design Figure C1-1. Since the two methods yielded similar results, the average and minimum peaking factor of 2.5 was used. Within continuing reinvestment in the existing sewer system and implementation of the I & I program the City is expecting to keep the existing sewer system from degrading further. To determine the Peak Hour Flow for growth plus development, the highest peak hour from the study data set was added to the Peak Hour Flow from new development.

7.0 EVALUATION OF FUTURE CONDITIONS

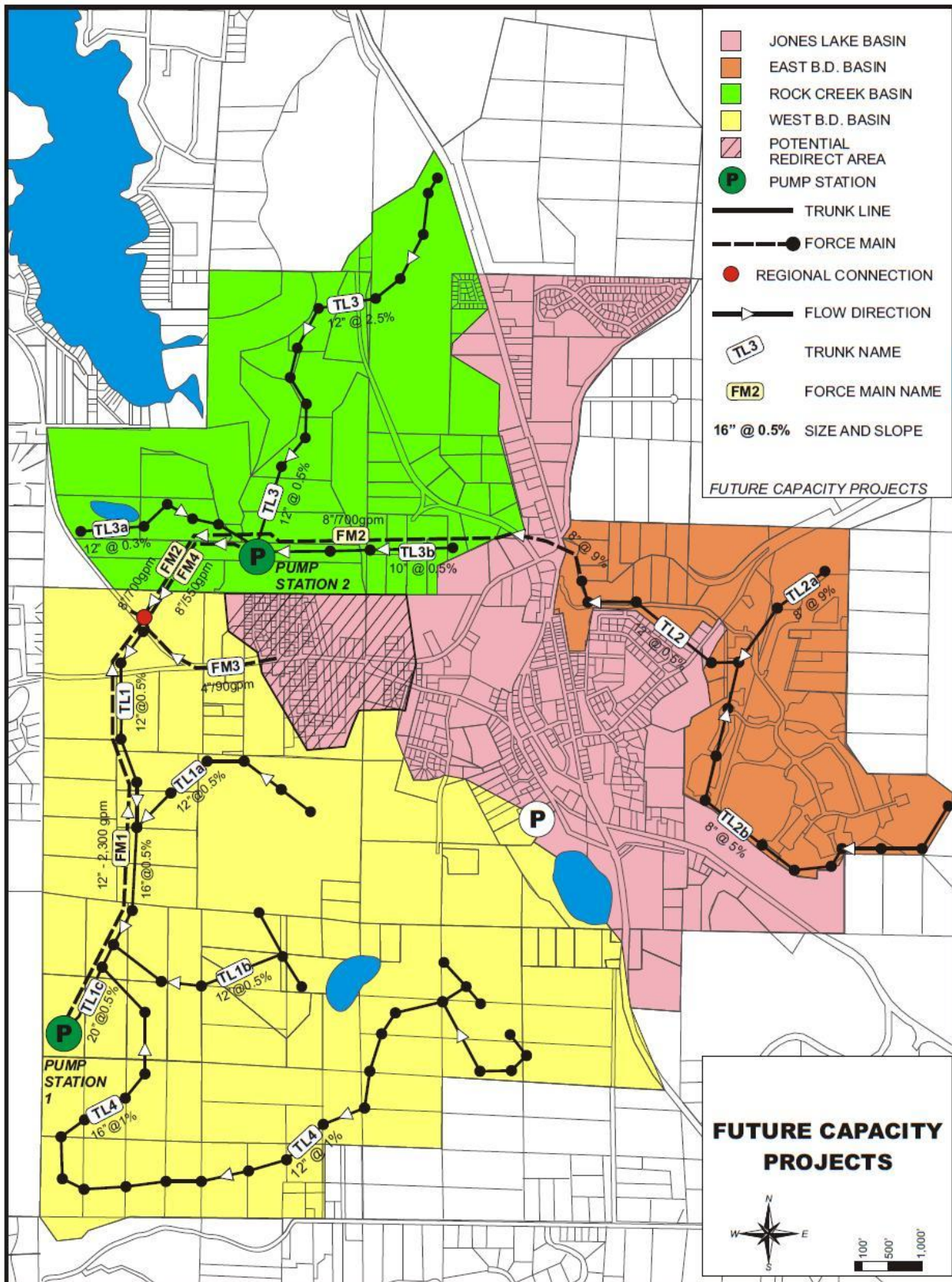


Figure 7.3 Future Capacity Projects

7.0 EVALUATION OF FUTURE CONDITIONS

Future Capacity Project Planning

The trunk line alignments shown in **Figure 7.3 Future Capacity Projects** were planned to minimize excavation depth, serve the developable area and avoid crossing wetlands or buffers if possible. The slopes were averaged over major sections of sewer trunk line. Sewer Trunk lines were sized to carry the buildout flows from the basin areas. The sewer force main labeling in **Figure 7.3 Future Capacity Projects** shows the peak hour flows generated in each basin at the end of the planning period and the appropriate size of force main to carry the flows from that basin. The sewer force mains were sized at a minimum size of that will flush the line at least once per day with a scouring flow of two feet per second and no more than 8 feet per second for a maximum flow velocity. The **Table 7.2 Force Main Flow Rates** identifies the capacities of various force main sizes.

Table 7.2 Force Main Flow Rates

Size	Minimum Flow (gpm)	Maximum Flow (gpm)
4"	78	300
6"	175	690
8"	320	1,250
12"	710	2,800

7.7 PLANNING LOCAL SEWER TRUNK LINE COLLECTION

Table 7.3 Projected Future Trunk Line Capacities

Trunk Line	Capacity in GPM (assuming capacity = 70% full)
TL 1 16" @ 0.5%	1,730 gpm
TL 1a 12" @ 0.5%	795 gpm
TL 1b 12" @ 0.5%	795 gpm
TL 1c 20" @ 0.5%	3,125 gpm
TL 2 12" @ 0.5%	795 gpm
TL 2a 8" @ 0.5%	265 gpm
TL 2b 8" @ 9.0%	1,145 gpm
TL 3 12" @ 0.5%	795 gpm
TL 3a 12" @ 0.3%	620 gpm
TL 3b 10" @ 0.5%	485 gpm
TL 4 16" @ 1.0%	2,430 gpm

7.0 EVALUATION OF FUTURE CONDITIONS

7.8 TRUNK LINE FLOWS

Table 7.4 Projected Future Flows from Black Diamond Trunk Lines
(see assumptions below)

2017 Flows		
	Daily Average	Peak Hour
FM 1	*320,000 gpd	556 gpm
FM 2	0	0
FM 3	0	0
FM 4	0	0
TL 1	320,000 gpd	556 gpm
TL 2	0	0
TL 3	0	0
TL 4	0	0
* Because the new sewer system will have very little I & I, base flow was used for Daily Average		
2023 Flows		
	Daily Average	Peak Hour
FM 1	**823,500 gpd	1,430 gpm
FM 2	0	0
FM 3	0	0
FM 4	276,500 gpd	512 gpm
TL 1	823,500 gpd	1,430 gpm
TL 2	0	0
TL 3	276,500 gpd	512 gpm
TL 4	0	0
** Used base flow and a 10% degradation factor		
End of Planning Period Flows – 2031		
Expected Flows from Various Basins	Daily Average	Peak Hour
West Black Diamond Basin – FM 1	1,320,000 gpd	***2,290 gpm
East Black Diamond Basin – FM 2	405,000 gpd	***704 gpm
Morganville Sub-Basin – FM 3	42,100 gpd	90 – 120 gpm
Rock Creek Basin – FM 4	304,000 gpd	***550 gpm
TL 1	790,000 gpd	1,143 gpm
TL 2	405,000 gpd	704 gpm
TL 3	304,000 gpd	530 gpm
TL 4	530,000 gpd	1,144 gpm

***Note that the Peak Hour flows in **Table 7.4 Projected Future Flows from Black Diamond Trunk Lines** reflect the sewage flows coming from the various basins at the end of the planning period. There will be some attenuation through the pump stations and the flow rates of the pumps will control the actual peak hour flows delivered.

8.0 SYSTEM OBJECTIVES AND POLICIES

8.1 CURRENT EXISTING SYSTEM OBJECTIVES AND POLICIES

The City has previously established objectives and policies to guide the growth, operation, and maintenance of the City's sewer utility and incorporated them into the City's Comprehensive Plan. This plan suggests several new policies and or changes to existing code.

New policies that should be considered:

- | | |
|---------------|---|
| New Policy 1: | Capital Facility Charges for Commercial development shall be charged on an ERU basis consistent with King County methodology.

<i>Discussion: This will provide equity between commercial and residential and be consistent with capital facility charges for the water department. Lot area and the number of bathrooms are not good predictors of the volume of sewage that can be generated from a Commercial establishment.</i> |
| New Policy 2: | Monthly sewer rates for any residential customer shall be the same regardless of the housing type.

<i>Discussion: Each housing type whether town house, mobile home, apartment, or detached single family homes inhabit a variety of family sizes with a variety of sewage use habits and variety of plumbing efficiency. Additionally, most all residential customers have similar use patterns and similar sewage strength which impact the sewer system in much the same way.</i> |
| New Policy 3: | The Cash Reserves for the Sewer Operating Fund should be equivalent to 3 months of operating expenses. |
| New Policy 4: | A minimum \$200,000 minimum reserve should be established for the Capital Fund. |
| New Policy 5: | Establish a goal of dedicating 5% of the Operations Budget to the Capital Fund on a yearly basis to fund Repair and Replacement Projects. |
| New Policy 6: | As the City continues with I & I efforts and if it becomes apparent that significant stormwater contributions to the sewer |

8.0 SYSTEM OBJECTIVES AND POLICIES

system is coming from failing side sewers, the City should adopt a side sewer reconstruction assistance fund and require replacement of deteriorated side sewers.

New Policy 7: Update the capital facility charge and base the charge on the amount of expected sewage use by equivalent residential unit of sewage flow (ERU).

Discussion: The current city code is based more on lot sizes and building sizes rather than actual sewage flow produced. The current code can under estimate sewage flows that will actually be generated from businesses and high density housing.

New Policy 8: Capital Facility Charges for residential housing shall be based on an equivalent residential unit (ERU). The determinations of equivalent residential units shall be consistent with King County's methodology.

Discussion: Residential use patterns are typically all the same and therefore generate peaks to the system at about the same time. The City should be consistent with King County in the methodology for the accounting of sewer capacity. The lot area component of current code does not predict the amount of sewage from a residence.

9.0 CAPITAL IMPROVEMENT PLAN

9.1 PROJECT IDENTIFICATION METHODOLOGY

This chapter presents the proposed projects and schedule for the City of Black Diamond's Capital Improvement Plan (CIP). This Capital Improvement Plan does not address local sewer collection facilities that will be by developer extension with implementing subdivisions. The projects were selected to address repair and replacement needs, routing flows for:

- the most efficient collection of sewage
- meet the needs of expected growth
- avoid undue disruption of existing neighborhoods
- minimize the upgrades of existing sewer mains
- and minimize the impacts to wetlands and buffers

The major capacity adding developer funded projects are also shown in this plan as the City will direct the primary aspects of design of these facilities. The City retains the flexibility to reschedule, expand, or reduce the projects included in the CIP and to add new projects to the CIP, as best determined by the City when new information becomes available for review and analysis. For example: the Infiltration and Inflow Program may identify a section of sewer that will warrant and require total replacement. Should such a section of severely damaged sewer be discovered, the City will reprioritize the Capital Improvement Plan to address the issue.

9.2 PROJECT COST ESTIMATES

The cost estimates for the Capital Program are based on general comparisons to recent construction costs to develop a general cost per foot for various size sewers or cost per pump station depending on the size. An additive 45% factor was added for design, permitting, project management, inspection, overhead, project administration, surveying and contingency. Final project costs will depend on actual labor and materials costs, actual site conditions, productivity, competitive market conditions, the final project scope and schedule, engineering design, and other variable factors.

9.3 RECOMMENDED PROJECTS

In general, the existing collection system for the City of Black Diamond is performing adequately to meet system needs. The top priorities to be addressed are implementing a strong Infiltration and Inflow program and providing oversight of the major developer improvements for the western Black Diamond basin to meet the needs of future growth. Detailed project descriptions are included below.

Projects have been developed from a variety of sources including: the City's recently updated Comprehensive Plan (see **Appendix J – Comprehensive Plan Figure 8.2 – Sewer Capacity Projects**); utility planning documents prepared by representatives for the 'Lawson Hills MPD' and 'The Villages MPD' (see **Appendix H – Conceptual MPD Sewer**

Plans and Appendix K – MPD Site Plans from Development Agreements); the City's previous General Sewer Plan (on file with the City Clerk); planning studies completed by King County Wastewater Treatment Division (see **Appendix I – Task 360: Alternatives Analysis Report**); and staff investigations conducted in support of the analysis and modeling efforts of the existing system. All efforts have been made to respect these previous efforts and to dovetail these recommendations in with all other recommendations included in this plan. This document is intended to be consistent with rather than conflict with the City's other planning documents such as the overall Comprehensive Plan.

It is intended that this General Sewer Plan contain an inclusive list of recommended system improvements; however additional projects may need to be added or removed from the list as growth occurs and/or conditions change.

Projects have been categorized as: Wastewater Treatment Improvements; System Rehabilitation Projects; or System Capacity Improvements.

WASTEWATER TREATMENT IMPROVEMENTS

Complete close out of the Old Treatment Plant

The previous owner (PCC) of the sewer lagoon site has the right to repurchase the property once the City is no longer using the property for sewer treatment purposes and has requested the City return the property according to the purchase and sale agreement conditions. (See **Appendix L – Statutory Warranty Deed – Palmer Coking Coal Company**) The City has been using the old sewage treatment plant to treat the remaining bio-solids. A period of anaerobic treatment is now complete. The bio-solids in the bottom of the old sewer lagoon need to be tested and a determination made as to remaining treatment and disposal options. Once the remaining bio-solids have been properly tested and approved for final disposal, the City will permit for trucking or process a permit for land application. Once the bio-solids are removed and the site meets environmental standards, the property can be turned back over to PCC.

SYSTEM REHABILITATION PROJECTS

Inflow / Infiltration Annual Program

In 2011, the City had a sewer maintenance company photo inspect most of the city's sewer manholes and some of the suspect sewer mains. Although the City anticipated finding some major inflows or infiltration leaks, the investigation indicates that there are multiple small inflows and infiltration leaks throughout the system. The good news is that the main structural integrity of the City's sewer system is in reasonable condition. The challenge will be to continue to investigate the condition of portions of the sanitary sewer system, looking for ways to efficiently reduce inflow and infiltration. Repairs and improvements to the system shall than be addressed through an annual I & I program. The first area of focus will be manhole sealing. The City staff recently has had some training in manhole repair techniques.

The continuing investigation of the sewer system may utilize such techniques as smoke testing; dye testing; visual inspection of manholes and/or pipe video. Flow monitoring

may also be helpful in determining major areas of I & I but recent investigation does not show that one area of the sewer system is significantly better or worse than another area of the sewer collection system. The control of I & I inflow into the system will stabilize the flows from the older portions of the City's sewer collection system and prevent further degradation of the sewer collection system. There are a variety of rehabilitation/repair techniques that the city may utilize to address the I & I flows into the system. The City may wish to use a combination of the following techniques based on the location and severity of I & I inflows discovered through on-going annual investigations.

- **Manhole Rehabilitations** - manhole grouting, spray-on cement liners; epoxy liners; manhole inserts; cure-in-place liners; manhole lid replacement.
- **Pipe Rehabilitation / Replacement** – Pipe replacement (dig & replace); Trenchless methods (pipe bursting, cure-in-place pipe liner, slip liner, fold and form liner). This is probably only cost effective where sewer main are in extremely bad condition where water tables are high.
- **Private side sewer replacement** - City staff suspects that many of the original sewer connections only went as far as the septic tanks when the conversion was made to sewers in the 80's. There may be portions of old clay side sewers that are contributing ground water infiltration into the sewer system.
- **Enforcement Actions to Disconnect Illegal Stormwater Connections** There may be many private side sewers that have storm water connections to the sanitary sewer system. If these can be identified through smoke testing or other methods, they should be disconnected.

Cedarbrook Sewer Main Repairs.

Morgan Creek, a 129-lot residential development, lies in the northeast portion of the City. Sewage from this development flows into a sewer main draining to the south through the Cedarbrook Mobile Home Park. The Cedarbrook Sewer Main was never dedicated to the City. The sewer main through Cedarbrook Mobile Home Park was constructed next to a large wetland connected to Ginder Creek. More investigation is needed to determine the condition of the sewer line, provide adequate access for maintenance, and improve manholes to protect the sewer system from surface water inflow. Relocation of the sewer main may also be part of the solution.

The Cedarbrook Mobile Home Park owner is interested in redevelopment of the Mobile Home Park. Any redevelopment of the Mobile Home Park would require upgrades and potentially reconstruction of the sewer collection system on this property. The necessary repairs, easements and or reconstruction may be completed with the redevelopment of the Cedarbrook Mobile Home Park. If the Mobile Home Park remains long term, the City will eventually need to address the informal discharge of public sewer through the private sewer mains and the condition of the private sewer mains.

SYSTEM CAPACITY IMPROVEMENTS

Extensive work has been completed in recent years to determine the best plan for collection of sewage to serve the proposed growth. All efforts have been made to respect these previous efforts and to dovetail these recommendations in with protecting existing

neighborhoods, preserving sensitive areas and their buffers, and avoiding the cost of replacing existing infrastructure and all other recommendations included in this plan.

Figure 7.3 Future Capacity Projects¹⁰ illustrates the major projects proposed to serve future capacity needs of the undeveloped sewer basins in the City. The improvements shown in **Figure 7.3 Future Capacity Projects** identify the City's preferred best plan for the collection of sewage and are consistent with the City's Comprehensive Plan.

NPS1 (New Pump Station #1): New Pump Station #1 will receive flows from 'The southwestern portion of the City, primarily the 'Villages MPD' (Trunk line #1 & Trunk line #4). From here, sewer flows will be pumped north to the proposed King County storage facility at a location proposed by the City of Black Diamond and acceptable to the Villages Developer west of Lake Sawyer Road. The pump station shall be designed to pump 1,450,000 gpd daily average flow and 2,450 gpm.

NPS2 (New Pump Station #2): New Pump Station #2 will ultimately receive flows 'The North Triangle' (Trunk line #3) and the PCC gravel pit basin. From here, sewer flows will be pumped to the King County proposed storage facility. Pump Station #2 is not expected to be constructed until the development of the PCC gravel pit. Other interim facilities may be considered as long as the ultimate sewer collection plan is not compromised. The ultimate pump station shall be designed for 530,000 gpd average daily flow and a peak hour flow of 940 gpm. Once 10% to 20% of the industrial area in the Rock Creek Basin has been developed, flow generation projections for this basin should be re-evaluated.

Trunk Line #1: Trunk Line #1 will collect sewage from the initial phases of 'The Villages MPD' in western Black Diamond and route the sewage to NPS1. The main stem of this trunk line is 12" diameter and the last segments are 16" and 20" before discharging to the NPS1. Trunk Line #1 system has two 12 inch contributing sub trunk lines 1a and 1b segments on the main stem. The total trunk line 1 system is 13,850 feet and has an average slope of about 0.5%.

Trunk Line #2: Trunk Line #2 will collect sewage from the East Black Diamond Basin ('Lawson Hills MPD') along the south boundary of the basin. The middle section of this trunk line has a 0.5% slope before the steep pitch down the Lawson Parkway to a Force Main #2 that routes the sewage from SR 169 to King County regional facilities in Lake Sawyer Road SE. Trunk Line #2 is estimated to be 12,200 lineal feet of 8 inch sewer main and 1500 feet of 12-inch sewer main. The sewer main must go under Lawson Creek at the south end of Botts Drive.

Trunk Line #3: Trunk Line #3 will collect sewage from the north triangle and portions of the Morgan Kame Pit delivering sewage to NPS2. Trunk Line #3 is estimated to be 7000 lineal feet of 12-inch sewer. Because NPS2 will not be constructed for many years, the City will accept an interim pump station above the Morgan Kame Terrace Mine to service the north portion of the city and pump the sewage to the existing sewer main in SR 169 to provide interim sewer service until the mining is complete and the mined out area is

¹⁰ Source: Final EIS – The Villages Master Planned Development

9.0 CAPITAL IMPROVEMENT PLAN

developed depending on available capacity in the existing SR-169 10 inch sewer trunk line. The Trunk line 3 system has two other contributing trunk lines 3a and 3b in the east and west portion of the Rock Creek Basin. The total footage of the trunk line 3 system is 12,800 lineal feet.

Trunk Line #4: Trunk Line #4 will collect sewage from the south area of the West Black Diamond Basin (later phases of 'The Villages MPD') and deliver the sewage to the west to NPS1. Trunk Line #4 is estimated to be about 14,750 lineal feet of 12-inch and 16 inch sewer main at an average of 0.5%. Some of the south east portion of the City can be serviced by gravity directly to the King County Pump station at Jones Lake as an alternative. If the City were to consider routing the south east area of the city to the Jones Lake facility, the City would need to reassess this concept based on the capacity of the County facility in future years and the ability to acquire needed easements.

Force Main #1: Force Main #1 will deliver sewage from NPS1 to the proposed King County storage facility on Lake Sawyer Road. The force main is estimated to be about 6600 lineal feet.

Force Main #2: Force Main #2 will deliver sewage from the 'Lawson Hills MPD' gravity line to the proposed storage facility on Lake Sawyer Road. Portions of this force main would operate as an inverted sewer pressure siphon. Force Main #2 is sized at 8 inches and will follow the future pipeline road. No gravity direct connections will be allowed below 5th Street. The total length of Force Main #2 is 7800 feet.

Force Main #3: Force Main #3 is the rerouting of the sewer flows from the Morganville area to the western sewage storage tank site. Currently, sewage flows for the Morganville area are pumped from the Morganville Pump Station to the Black Diamond Pump Station at Jones Lake via a combination of approximately 3,200 lineal feet of force main and approximately 3,200 lineal feet of gravity sewer. Force Main #3 is 2100 feet of 6 inch force main in Roberts Drive and Lake Sawyer Road SE, rerouting Morganville sewage flows to a western connection to King County regional facilities). Rerouting Morganville flows will provide for additional capacity at the Black Diamond Pump Station for any infill in the Jones Lake basin if needed.

Force Main #4: Force Main #4 will deliver sewage from the Rock Creek Basin to the western connection to King County regional facilities. The force main is 2100 feet and sized as an 8 inch force main.

Storage Project #1: A 750,000 gallon wastewater storage facility is proposed to be constructed by the King County Wastewater Treatment Division to reduce peak flows and extend the capacity of the downstream regional conveyance system. This project is included in the City's capital Improvement Program only because the location has such a significant impact to the City's sewer capacity project planning and is of high interest to the local policy makers because of the impact to wetlands. This project is considered part of King County's regional system and as such will be funded by King County. For additional details, refer to **Section 7.5** *Compatibility with King County Capacity Projects*.

9.0 CAPITAL IMPROVEMENT PLAN

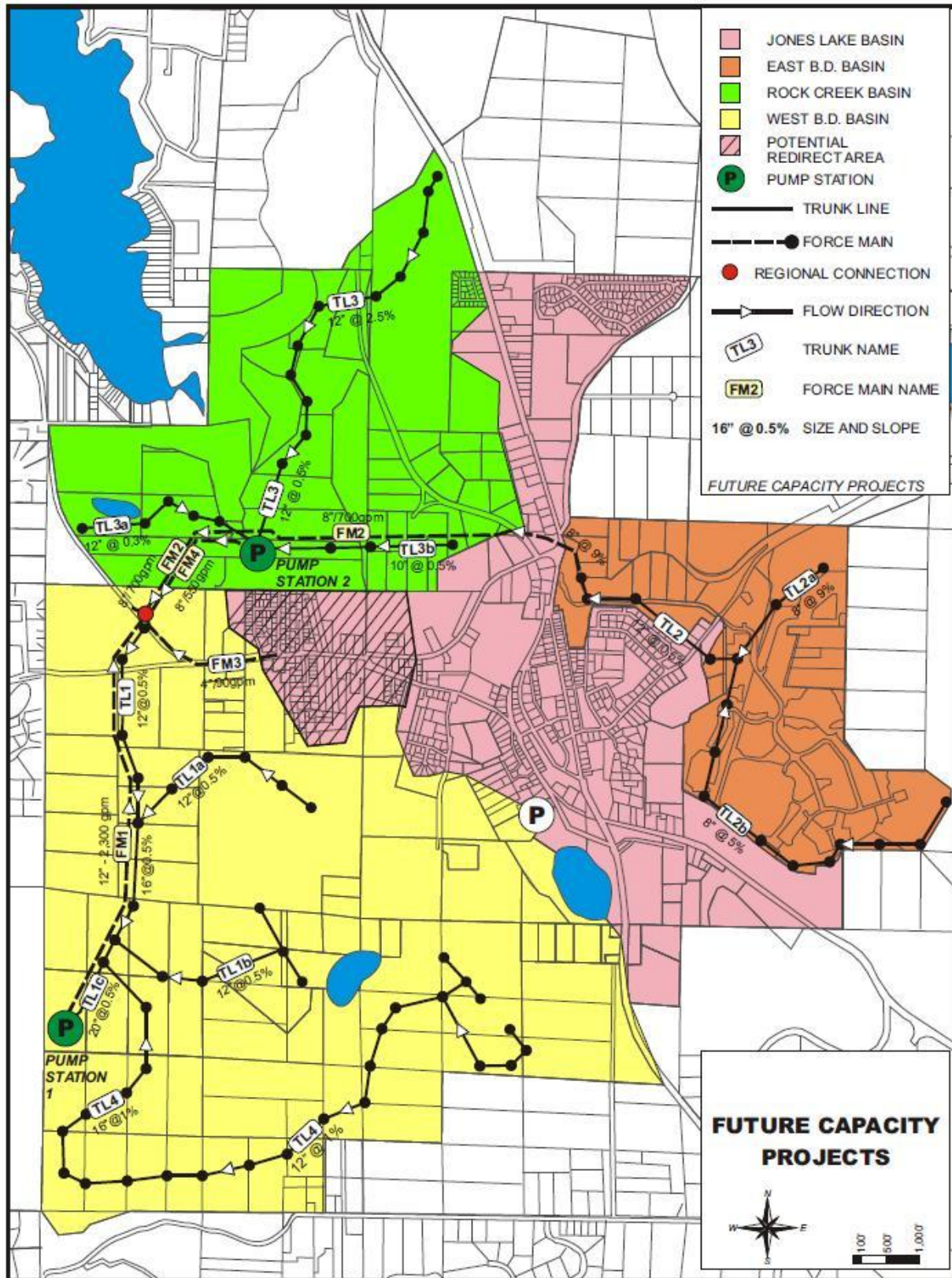


Figure 7.3 Future Capacity Projects

9.0 CAPITAL IMPROVEMENT PLAN

Table 9.1 Capital Improvement Plan

PROJECT	ESTIMATED TOTAL COST	2012	2013	2014	2015	2016	2017	2018-2031
		Costs are in 2010 Dollars						
Decommission the Old Treatment Plant	\$30,000	\$10,000	\$20,000					
Morganville Sewer Pump station rehab.	\$80,000	\$80,000						
Inflow/Infiltration Annual Program	\$180,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	reassess
Cedarbrook Sewer Main Repairs	\$ 250,000					\$250,000		
Morganville Sewer Reroute to the west; Force main #3	\$460,000						\$460,000	
PW Building, Vac Truck, Shop & Materials storage Handling	\$300,000						\$300,000	\$50,000/yr saving plan
New Pump Station #1	\$1,500,000			\$ 1,500,000				
New Pump Station #2	\$1,500,000							\$1,500,000
Trunk Line #1	\$3,700,000			\$3,700,000				
Trunk Line #2	\$2,800,000							\$2,800,000
Trunk Line #3	\$3,400,000							\$3,400,000
Trunk Line #4	\$ 4,000,000							\$ 4,000,000
Force Main #1	\$ 1,000,000			\$ 1,000,000				
Force Main #2	\$ 1,100,000							\$1,100,000
Force main #4	\$300,000							\$300,000
Storage Project #1	King County							
TOTALS		\$120,000	\$50,000	\$5,300,000	\$30,000	\$280,000	\$790,000	No total as new projects will be identified

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10.0 FINANCES

10.1 SEWER FUND STRUCTURE

The City of Black Diamond operates with two sewer-related funds, as follows: Fund 407 – Wastewater Operating Fund; and Fund 408 – Wastewater Capital Fund. All expenses for on-going day to day services and costs of running the utility are funded by monthly service charges to the City's wastewater customers.

The effective and successful implementation of the sewer operations and maintenance activities and a successful reinvestment and improvement of the existing wastewater system is dependent on sound policies and adequate revenues to support the utility. This Plan presents a financial outlook of both the sewer operations and maintenance fund and the sewer capital improvement fund for a growth and no growth scenario.

The basis for analyzing the Finances for the Sewer Utility are:

1. The accounting history of the Operation and Maintenance Costs
2. The revenue history generated from existing customers
3. Growth projection assumptions from **Table 4.1 Projected Populations & ERU's**
4. The current amount of cash reserves
5. The future obligations identified in Chapter 9.0 in the Capital Improvement Plan, **Table 9.1 Capital Improvement Plan** and the associated revenue sources identified in **Table 10.1 CIP Project Costs & Funding Sources**.
6. The full cost of any King County Wastewater Division increase will be passed on to the customer. In the analysis the King County rates are assumed fixed for greater simplicity in analyzing local finances. King County Waste Water Treatment Division has planned rate increases of 10 percent in 2015 and 1 percent from 2016 – 2018. Though changes to King County sewage disposal rates are not known beyond 2018 it should be expected that they will not remain fixed over time.
7. No changes to staffing level are included in the in either scenario, however;
 - a. Layoffs or rate increases or both will be needed in the no growth scenario.
 - b. Additional staff will be needed in the growth scenario.
8. Both the growth and no growth scenario end the Yarrow Bay funding of Public Works positions through the funding agreement in the middle of 2014.
9. Supplies and other expenditures not linked to growth are increased at a 3% inflation rate.
10. Growth related expenditures like utility tax are increased at the rate of growth
11. Wages are increased at 1% per year.
12. Operation and Maintenance costs will increase by 2 to 3 % per year.
13. Infill growth will pay the current minimum capital facility charge to connect at \$1600 per ERU.

14. In the no growth scenario, the Morganville Reroute and the Cedarbrook Sewer Project are delayed beyond the six years and the Public Works Facility and Equipment Project is reduced to \$50,000.
15. The MPD growth will not be paying capital facility charges as the developer will not be utilizing the existing sewer system and will be constructing their own facilities to deliver sewage direct to the Regional King County System.

10.2 CIP FUNDING

The City of Black Diamond is planning to experience significant population growth as the result of two master planned developments (MPD's). This General Sewer Plan anticipates routing sewer in new trunk lines, pump stations and force mains direct to King County facilities. According to the Development Agreement approved by the City Council, the developer will fund and construct the needed capacity additions independent of the existing City sewer system. If the developer temporarily utilizes existing facilities, they will be responsible for any impact to the existing sewer system. The Development agreement therefore appropriately exempts the MPD's from the City Capital Facility Charge. **Table 10.1 CIP Project Costs & Funding Sources** summarizes the City's CIP project list, including estimated project costs and possible funding sources.

Table 10.1 CIP Project Costs & Funding Sources

PROJECT	ESTIMATED COST (2011 DOLLARS)	TYPE OF FUNDING	CITY CAPITAL FUNDING	DEVELOPER FUNDING
Preserve & Protect Old Treatment Plant for Future Use	\$30,000	Rates and Cash Reserves	\$30,000	
Morganville Pump Station Upgrade	\$80,000	Rates and Cash Reserves	\$80,000	
Inflow/Infiltration Annual Program	\$30,000 / year	Rates, Cash Reserves & I & I program	\$180,000	
Cedarbrook Sewer Main Repairs	\$250,000	City/Developer/CFC	\$250,000	
Morganville sewer reroute to west Force Main #3	\$460,000	City rates & cash reserves	\$460,000	Partial funding a possibility
New Pump Station #1	\$1,500,000	Developer		\$1,500,000
New Pump Station #2	\$1,500,000	Developer		\$1,500,000
Trunk Line #1	\$3,700,000	Developer		\$3,700,000
Trunk Line #2	\$2,800,000	Developer		\$2,800,000
Trunk Line #3	\$3,400,000	Developer		\$3,400,000
Trunk Line #4	\$4,000,000	Developer		\$4,000,000
Force Main #1	\$1,000,000	Developer		\$1,000,000
Force Main #2	\$1,100,000	Developer		\$1,100,000
Force Main #4	\$300,000	Developer		\$300,000
Storage Project #1	King County	King County		--
Public Works Facilities and Equipment	\$300,000 in first 6 years, then reassess	City Rates, Cash Reserves and Gen Facility charge	\$300,000	
		TOTAL	\$1,300,000	\$19,300,000

10.3 FINANCE OUTLOOK WITH NO MPD GROWTH

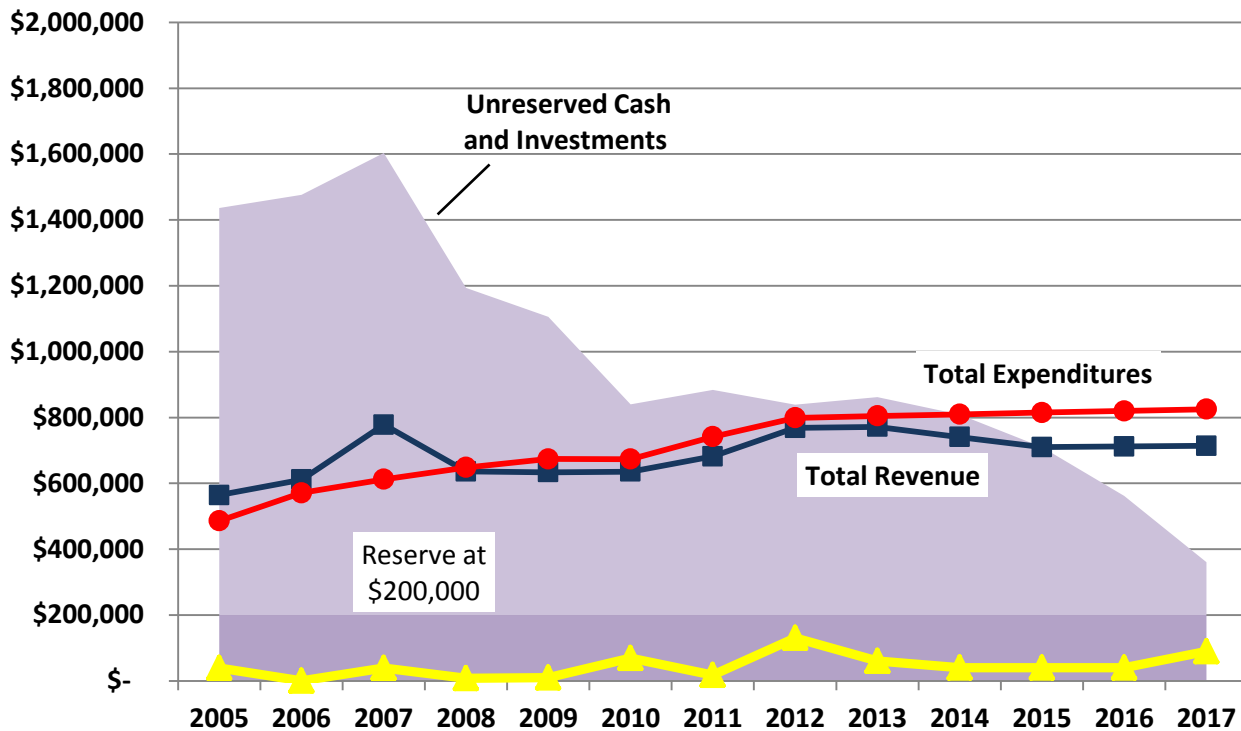


Figure 10.1 Finance Outlook with No MPD Growth

Financial information for the previous six years 2005 – 2011 and the current budget year was reviewed to evaluate the past performance of the utility. The City's sewer utility has traditionally operated with a significant reserve and has no debt. A summary of historical revenue and expenses for years 2005- 2011 are included in **Appendix M – Historical Financial Summary**. The sewer utilities finances have been fairly stable but with rising costs and insufficient rate increases to cover the rising costs the utility began to lose money in 2008. The Operating fund has been subsidized by the Capital Fund the past 2 years. Although some small rate increases passed the utility continued to operate in the red to the present. As the Sewer Utility was the only fund in the City with cash reserves set aside and other funds have not had the funds available for large expenditures, the Sewer Utility has loaned money to other funds which are now paying back the loans over a period of years. The drop in cash in the capital fund from 2007 to 2010 is due to these loans.

With no growth and the support from the Master Planned Developer going away it is apparent that substantial rate increases and some layoffs will be needed to make up the \$ deficit and provide a 5% support of the capital program for repair and replacement projects. This financial picture of the Wastewater Utilities situation is not detailed enough to set rates. This analysis provides an overall picture of the health of the Wastewater Utility. The Capital Fund cash level gives the City a year or two of time to see what growth levels will be in order to set the rates for the long term. A no growth scenario shows that available funds will be depleted if rates are not raised in the near future.

10.4 FINANCE OUTLOOK WITH MPD GROWTH

The following graph shows the expected growth in revenues and expenditures for the sewer utility over the next 6 years.

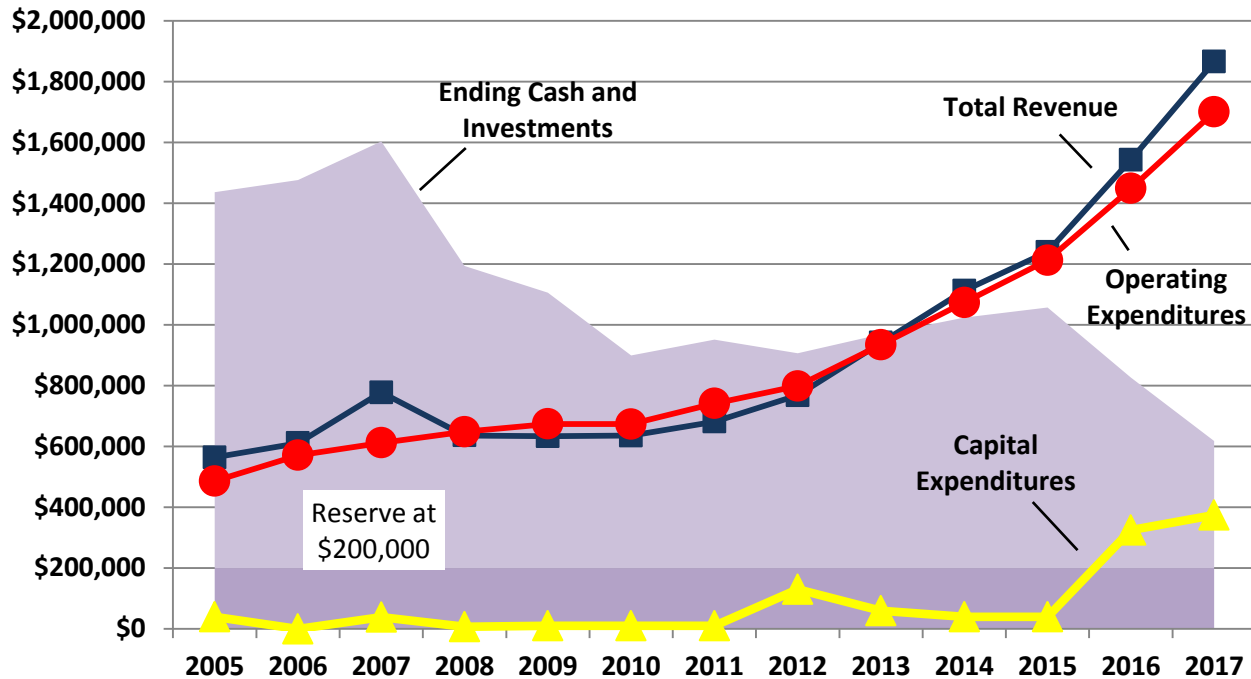


Figure 10.2 Finance Outlook with MPD Growth

Note that in year 2013 the utility no longer is losing money but begins to generate a small amount of funds needed for contribution to the CIP for Repair and Replacement projects. It is recommended that the surplus initially go toward funding the Public Works Director Position and the Public Works Technical Assistant. Once those positions are fully funded, then a small percentage of funds should be transferred to the capital fund for repair and replacement of existing infrastructure. The goal should be to reach a point of contributing approximately 5 % of the Operation and Maintenance budget to the Capital Fund for repair and replacement. Although the cash reserves declines over the 6 years of this plan, additional City project burden in the future is expected to be small.

Table 10.2 Local Monthly Cost per Service – 6 Year Outlook

Year Ending	Revenue	*Operating Expenses	Local Operating Expenses	ERU's	Monthly Local Collection Cost per Service
2012	\$768,162	\$799,000	\$308,184	1,133	\$22.67/ERU
2013	\$941,237	\$934,752	\$331,738	1,392	\$19.86/ERU
2014	\$1,112,441	\$1,073,564	\$355,318	1,658	\$17.86/ERU
2015	\$1,239,598	\$1,212,446	\$378,969	1,924	\$16.41/ERU
2016	\$1,542,697	\$1,448,545	\$417,096	2,381	\$14.60/ERU
2017	\$1,865,693	\$1,699,977	\$457,559	2,868	\$13.29/ERU

* Includes King County Metro sewer charges

Note that the trend for the cost of service per ERU is going down over time. This trend is expected to continue as the new infrastructure will require very little maintenance and the larger customer base will provide greater economy of scale over time. Since the City does not need to issue loans to implement the capital improvement plan and the improvements can be funded by cash without dropping the reserves below \$200,000, no additional expense for capital improvements was added to the cost of service.

10.5 MONTHLY SEWER SERVICES RATES

User rates should be set to cover the cost operations, maintenance and administrative costs for the sewer utility and a portion of the capital improvement plan associated with repair and replacement. The monthly charges are set at a fixed rate for each residential equivalent except that commercial accounts also pay for the amount of sewage discharged to the sewer system. (Water meter flow less any irrigation if metered separately).

The largest portion of the user rates is the King County Wastewater Treatment Division portion of the bill (\$36.10/month) that covers the transport of sewage from Black Diamond to Redmond and the treatment and discharge of the waste water once it gets there. Costs associated with King County's sewage conveyance and treatment services are passed through to the City's sewer customers and are covered by City's user rates. The City shows the component of the City charge that is from King County on the customer's bill. A residential sewer bill in Black Diamond currently is \$55.26/month.

Table 10.3 Current Sewer User Rates 2012 The cost breakdown is provided for each of the components – King County WTD, and Black Diamond. Lifeline relief is a program offered by the City of Black Diamond which provides utility rate reductions for up to 50% for water, sewer, and stormwater charges for qualifying residents (low-income seniors and low-income disabled residents).

Table 10.3 Current Sewer User Rates 2012

RATE COMPONENT	MONTHLY CHARGE	LIFELINE RELIEF RATES
King County WTD	\$36.10	\$36.10
Black Diamond Sewer	\$19.16	\$9.58
Total	\$55.26	\$45.68
All users, other than detached single family homes, are also charged for the water consumed in excess of 750 cubic feet per month, at a rate of \$5.36 per one hundred cubic feet.		

Rate increases and or growth is needed in order generate enough funds to direct money back to the Capital Fund to support Repair and Replacement projects. **Table 10.4 Local Monthly Cost Per Service – 6 Year Outlook** shows that the cost of local sewer collection service will actually go down as many new customers will be added to new low maintenance infrastructure.

Table 10.4 Local Monthly Cost Per Service – 6 Year Outlook

Year Ending	Revenue	*Operating Expenses	Local Operating Expenses	ERU's	Monthly Local Collection Contribution
2012	\$768,162	\$799,000	\$308,184	1,133	\$22.67
2013	\$941,237	\$934,752	\$331,738	1,392	\$19.86
2014	\$1,112,441	\$1,073,564	\$355,318	1,658	\$17.86
2015	\$1,239,598	\$1,212,446	\$378,969	1,924	\$16.41
2016	\$1,542,697	\$1,448,545	\$417,096	2,381	\$14.60
2017	\$1,865.693	\$1,699,977	\$457,559	2,868	\$13.29

* Includes King County Metro sewer charges

Note that the trend for the cost of service per ERU is going down over time. This trend is expected to continue as the new infrastructure will require very little maintenance and the larger customer base will provide greater economy of scale over time. Since the City does not need to issue loans to implement the capital improvement plan and the improvements can be funded by cash without dropping the reserves below \$200,000, no additional expense for capital improvements was added to the cost of service.

10.6 CAPITAL FACILITY CHARGES

Capital Facility Charges (also known as Connection charges) fund system improvements required as a result of new growth. These are one time charges are collected at the time of building permitting. These funds are deposited directly to the Capital Improvement Fund and used for capacity adding projects. This plan recommends adjusting how the sewer connection charges are levied. The current code is based on a minimum fee plus lot area or square footage and number of bathrooms in commercial buildings. This plan

recommends keeping the Capital Facility Charges (Connection Charges) for sewer at the current minimum level but shifting to an Equivalent Residential Unit as a base for calculation of the fee. The Capital Facility charge recommended is \$1600 per ERU. Additional funding sources such as grants and loans occasionally may supplement the Capital Fund.

10.7 CURRENT CAPITAL FACILITY CHARGE AND RECOMMENDATION

The current Connection Charge for residential is based on \$0.14 (fourteen cents) per square foot of lot area with a minimum charge of \$1600. Any lot smaller than 11,428 square feet would pay \$1,600 for a sewer connection. Whereas most city sized lots are less than 11,428 square feet and would pay \$1600 for a sewer connection, this plan accepts \$1600 per ERU as a fixed Capital Facility Charge for residential connections. The current amount of Capital Funds, expected capital revenue and capital project balance out fairly well leaving a \$350,000 emergency reserve. Since the recommended changes in Capital Facility charges are not adjusting the amount collected but rather fixing the amount to Equivalent Residential Units and removing some variables that are only loosely tied to the amount of sewage generated and the capital program is in balance, a further Capital Facility Charge study is not recommended.

The existing sewer system has adequate hydraulic capacity to serve all of the expected infill; therefore additional capacity adding projects for the infill in the Jones Lake basin is not anticipated. Needed capacity outside the Jones Lake Basin will be entirely funded by the Master Planned Development developer. The City should hire a consultant to evaluate the capital facility charge level at the next major update of the sewer capital improvement plan.

Table 10.5 Recommended Sewer Capital Facility Charges

CUSTOMER TYPE	CAPITAL FACILITY CHARGE
Single Family Residential	\$1,600 per ERU
Multi-Family Residential	\$1600 per ERU
Commercial, Industrial, & Public Buildings	\$1600 per ERU for each business plus \$1600 per ERU of the maximum sewage use for that business.
Recreational Vehicle Connections	\$50 plus the cost of inspection by city staff as set forth in the City's fee schedule. Unit must be equipped with a locking device provided by the applicant and approved by the public works supervisor

10.8 SUMMARY, FINDINGS, AND CONCLUSIONS

1. Without growth significant rate increases and layoffs will be necessary.
2. Capital Facility Charges should be set at the minimum level of \$1600 per ERU and other variables eliminated
3. 5% of the Operations Budget needs to be dedicated to the Capital Fund on a yearly basis to fund Repair and Replacement Projects.
4. A \$200,000 minimum reserve should be established for the Capital Fund
5. The City should complete a rate study after the first year of home sales in the MPDs. The City will then have a better idea of future growth rates and can plan accordingly.

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CITY COUNCIL AGENDA BILL

City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010

ITEM INFORMATION		
SUBJECT: Adoption of the 2024 Comprehensive Emergency Management Plan	Agenda Date: December 5, 2024 AB24-091	
	Mayor Carol Benson	
	City Administrator	
	City Attorney David Linehan	
	City Clerk – Brenda L. Martinez	
	Com Dev –	
	Finance – Xavier Mason	
	MDRT/Ec Dev – Andy Williamson	
	Police – Chief Kiblinger	
	Public Works – Scott Hanis	X
Cost Impact (see also Fiscal Note): --	Court – Judge Swain/Tawnya Parks	
Fund Source: --		
Timeline: Effective upon adoption		
Agenda Placement: ☒ Mayor ☐ Two Councilmembers ☐ Committee Chair ☐ City Administrator		
Attachments: Resolution; CEMP		
SUMMARY STATEMENT: The Emergency Management Plan provides City leaders with the basic framework for coordinating the planning efforts, implementing emergency response activities, mitigation efforts as the event carries on, and recovery efforts once the incident is under control. This plan also provides City leaders with a coordinated strategy on how best to work with other local agencies, the State Office of Emergency Services, and the Federal Emergency Management Agency to ensure the community has full access to all available resources during these difficult times. This Plan will help the City qualify for FEMA reimbursements in the event of a declared emergency. Finally, the plan establishes an emergency operational structure and assigns specific duties to City Staff to ensure we are providing the most effective services possible to the citizens, business owners and visitors when disaster strikes. FISCAL NOTE (Finance Department): There are no costs associated with this Plan.		
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:		
RECOMMENDED ACTION: MOTION to adopt Resolution No. 24-1650 adopting the November 2024 Comprehensive Emergency Management Plan.		
RECORD OF COUNCIL ACTION		
Meeting Date	Action	Vote
November 21, 2024	Meeting cancelled	
December 5, 2024		

RESOLUTION NO. 24-1650

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BLACK DIAMOND, KING COUNTY, WASHINGTON
ADOPTING THE NOVEMBER 2024 UPDATE OF THE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

WHEREAS, City of Black Diamond officials recognize their responsibility to provide protection of life and property before, during, and after a disaster; and

WHEREAS, the latest Comprehensive Emergency Management Plan was adopted in August 2010; and

WHEREAS, City officials have prepared an updated Comprehensive Emergency Management Plan to ensure the most effective and economical use of all resources, material, and personnel for the maximum benefit and protection of the City's population in times of emergency; and

WHEREAS, City officials recognize that the basic tenets of emergency preparedness are self-help and mutual aid; the policies, principles, concepts, and procedures of the Plan are designed to provide the basis for the City's emergency organization and emergency operations; and

WHEREAS, the objectives of this Plan are to incorporate all facilities and personnel of the City into an efficient organization capable of reacting swiftly and adequately in the face of disaster; and

WHEREAS, the City is committed to the coordination of such operations as the nature of the disaster dictates, whether it is to combat a local emergency or to assist other jurisdictions should they suffer an emergency;

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

Section 1. The City Council hereby adopts the November 2024 update of the Comprehensive Emergency Management Plan for the City of Black Diamond as the basis for responding to and managing all types of disasters, both natural and manmade.

PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 5TH DAY OF DECEMBER, 2024.

CITY OF BLACK DIAMOND:

Carol Benson, Mayor

Attest:

Brenda L. Martinez, City Clerk



Comprehensive Emergency Management Plan

City of Black Diamond

Updated November 2024



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Page reserved for City Resolution

Promulgation

To: Officials, Employees, and Citizens of the City of Black Diamond

The preservation of life, property, and the environment is an inherent responsibility of local, state, and federal government. The City of Black Diamond has prepared this Comprehensive Emergency Management Plan (CEMP) to ensure the most effective allocation of resources for the protection of people and property in time of an emergency.

While no plan can completely prevent injuries and damage, good plans carried out by knowledgeable and well-trained personnel can reduce losses. This plan established the emergency organization, assigns responsibilities, specifies policies, and provides for coordination of planning efforts for the various emergency staff and service elements using the Emergency Support Function (ESF) concept.

The objective of this plan is to incorporate and coordinate the facilities and personnel of the city into an efficient organization capable of responding effectively to an emergency.

The City will periodically review and exercise the plan and revise it as necessary to meet changing conditions.

The City of Black Diamond elected officials give its full support to this plan and urge all officials, employees, and the citizens to do their part in the total emergency preparedness effort.

This letter promulgates the City of Black Diamond Comprehensive Emergency Management Plan, constitutes the adoption of the plan, and the adoption of the National Incident Management System (NIMS). This emergency plan becomes effective by the Mayor and the City Council.

Carol Benson

Mayor, City of Black Diamond

Approval and Implementation

City government is required by RCW and WAC to establish and maintain a program for disaster prevention, mitigation, preparedness, response, and recovery. The purpose of the Comprehensive Emergency Management Plan is to help with the mission of minimizing the impacts of emergencies and disasters on the people, property, environment, and economy to the City of Black Diamond.

This plan addresses, as much as possible, all emergency response functions of local governmental departments and agencies, public officials, and other public and private organizations, during emergencies or disasters. This plan was developed with input from all local government departments, agencies, and organizations that play a pivotal and functional role in emergencies or disasters.

The Comprehensive Emergency Management Plan incorporates the planning policies and requirements of Washington State to ensure that mitigation efforts are enhanced; preparedness is encouraged; responsiveness is assured and recovery is achieved, efficiently and effectively, before, during and after natural, technological and man-made disasters that can occur in the City of Black Diamond.

The Incident Command System is the coordination and resource management method used during emergency and disaster response and recovery operations. The Plan addresses the four phases of emergency management (*Preparedness, Response, Recovery, and Mitigation*) and parallels federal activities set forth in the “National Response Framework (NRF),” and describes how local, state, and federal resources will be coordinated to supplement local response and recover capability and addresses National Incident Management System (NIMS) Compliance.

The city does not use the Emergency Support Function (ESF) format when organizing roles and responsibilities. Most staff are not familiar with ESFs, so for clarity and ease of use, the city maintains a departmental organization and identifies which ESFs most closely align with the department’s capabilities.

The primary location for direction and control is the Emergency Operations Center located at City Hall, 2nd Floor Conference Room, 24301 Roberts Dr., Black Diamond, WA. Alternate Emergency Operations sites are identified in the plan.

This plan consists of a Basic Plan, which defines emergency management in the City of Black Diamond, City Department Annexes, that describe the roles and responsibilities of each department as they relate to emergency management, and several supporting documents.

Periodic review and revision as well as training and exercise are required to assure that the plan can be effectively implemented in a time of emergency. This plan dated May 2024 supersedes all Previous Plans.

Brenda Martinez
City of Black Diamond
Deputy City Clerk/Emergency Services Director

Record of Changes

[illegible]

Record of Distribution

Agency / Organization / Department	Name	Date of Delivery: MM/YYYY	Number of Copies/Format
City Clerk Office	Brenda Martinez		(1) ☐ Hardcopy (1) ☐ Digital
Finance Office	Xavier Mason		(1) ☐ Hardcopy (1) ☐ Digital
Police Department	Chief Jamey Kiblinger		(1) ☐ Hardcopy (1) ☐ Digital
Police Department	Commander Brian Martinez		(2) ☐ Hardcopy (1) ☐ Digital
City Mayor	Carol Benson		(1) ☐ Hardcopy (1) ☐ Digital
Mountain View Fire & Rescue	Chief Dawn Jenkin		(2) ☐ Hardcopy (1) ☐ Digital
Fire Station 98	Dustin Trout, Deputy Chief		(1) ☐ Hardcopy (1) ☐ Digital
Public Works - Director	Scott Hanis		(1) ☐ Hardcopy (1) ☐ Digital
Community Development	OPEN		(1) ☐ Hardcopy (1) ☐ Digital
Economic Development	Andrew Williamson		(1) ☐ Hardcopy (1) ☐ Digital
Public Works - Utilities	Jesse Stavano		(1) ☐ Hardcopy (1) ☐ Digital
City Council	Tamie Deady Mayor Pro Temp		(7) ☐ Hardcopy (7) ☐ Digital
Legal	David Linehan, City Attorney		(0) ☐ Hardcopy (1) ☐ Digital
Public Works Capital Projects	Ryan Sweet		(1) ☐ Hardcopy (1) ☐ Digital
Enumclaw School District	Dr. Shaun Carey		(0) ☐ Hardcopy (1) ☐ Digital
Building Department	Jill Kuzaro		(1) ☐ Hardcopy (1) ☐ Digital
City Hall	Carina Thornquist		(1) ☐ Hardcopy (1) ☐ Digital

Emergency Management	Kevin Esping		(1) ☐ Hardcopy (1) ☐ Digital
Municipal Court	Tawnya Parks		(1) ☐ Hardcopy (1) ☐ Digital
City Administrator	none		(0) ☐ Hardcopy (0) ☐ Digital
Washington Emergency Management	Kim Mask		(0) ☐ Hardcopy (1) ☐ Digital
King County Office of Emergency Management	Sally Calengor Zone 3 Rep.		(#) ☐ Hardcopy (1) ☐ Digital

Introduction

Mission

To provide the emergency organization, programs, training, and resources necessary to maximize population survival and preservation of property in the City of Black Diamond in the event of a natural and/or man-made disaster.

It is the policy of the government of Black Diamond, in order to preserve lives and property, to take appropriate actions to mitigate, prepare for, respond to, and recover from, all natural and man-made disasters and emergencies within its jurisdiction.

This policy is implemented cooperatively with the Black Diamond/Mountain View Fire & Rescue (MVFD) and the Enumclaw School District.

It shall further be the policy of the City of Black Diamond to encourage its citizens to prepare for emergencies and disasters in order to be self-sufficient for a minimum of 14 days following such an event.

Purpose

This plan will facilitate restoration of basic City government operations following disasters as defined in the City's Hazard Identification and Vulnerability Analysis (HIVA).

This plan will establish appropriate governmental response and recovery actions to emergencies and disasters and will delineate what resources will and will not be available from the City of Black Diamond.

The basic plan provides an overview of the jurisdiction's approach to emergency operations. It identifies emergency response policies, describes the response organization, and assigns tasks. Although the basic plan guides the development of the more operationally-oriented annexes, its primary audience consists of the jurisdiction's senior official, his or her staff, agency heads, and the community. The elements listed in this section should meet the needs of this audience while providing a solid foundation for the development of supporting annexes.

Authorities

Local

Black Diamond Municipal Code (BDMC) 2.92 Emergency Management Services

Inter-local Cooperative Agreement for Emergency Management among King County, Covington, Maple Valley, Black Diamond, Enumclaw and the Muckleshoot Indian Tribe

State

Chapter 38.52 Revised Code of Washington (RCW): Emergency Management

RCW 35.34 RCW: Biennial Budgets

RCW 39.34 Interlocal cooperation act

RCW 43.43 RCW: Washington State Patrol

RCW 68.08 RCW: Human Remains

RCW 49.60 Discrimination – Human Rights Commission

RCW 40.14 Preservation and destruction of public records

RCW 42.12 Vacancies

RCW 42.14 Continuity of government act

Washington Administrative Code (WAC) Title 118: Military Department, Emergency Management

Federal

The Disaster Relief Act of 1974, Public Law 93-288 as amended

The Superfund Amendments and Reauthorization Act of 1986, Public Law 99-499 as amended

Emergency Planning and Community Right-to-know Act

42 USC 5151 Nondiscrimination in disaster assistance

42 USC Ch. 68 Disaster Relief Code of Federal Regulations (CFR): Title 44. Emergency Management and Assistance

Federal Civil Defense Act of 1950, Public Law 81-920 as amended

Volunteer Protection Act of 1997, Public Law 105-19 as amended

Homeland Security Act of 2002, Public Law 107-296 as amended

Incident Command System

The City of Black Diamond Emergency Operations Center operates under the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS).

Scope

The City of Black Diamond Comprehensive Emergency Management Plan encompasses all major incidents, emergencies, and disasters, which occur within city limits, and those situations, which may involve neighboring jurisdictions and require activation of special procedures for coordination of resources. The policies and procedures prescribed here, and the concept of operations established for disaster response and recovery, will apply to all hazards, regardless of the nature and scope. This plan uses structures and formats consistent with the Comprehensive Preparedness Guide 101, National Response Framework, the King County CEMP and the Washington CEMP.

This plan applies to all City of Black Diamond government and cooperating agencies. It provides a foundation for: Establishing mutual understanding among government agencies, the business community, volunteers, and the public; Utilizing government and private sector resources efficiently and effectively; Coordinating with the emergency management plans and programs of the federal government, the State of Washington, emergency management jurisdictions within the county, and surrounding jurisdictions; Developing and maintaining disaster response capabilities; Identifying and applying hazard mitigation strategies; Educating the public, the business community, volunteers, and government; and Encouraging resident self-sufficiency.

Situation Overview

The City of 7,000 population lies within the Seattle-Tacoma-Bremerton Metropolitan Statistical Area and is poised on the verge of significant, rapid growth. Population projections reach above 20,000 for the next twenty-year period. Black Diamond is positioned to allow for its growth in a well-planned, environmentally sensitive manner that protects the rural character of our community. The City was first established as a community in the late 1880s for the mining of coal. Incorporated in 1959, Black Diamond had the legacy of a major exporter of coal in the region at the turn of the century. The Pacific Coast Coal Company in Black Diamond became the largest coal mining operation on the West Coast. Some historic buildings retain their original charm framing a warm and friendly rural, small-town atmosphere with spectacular mountain views.

The City of Black Diamond is nestled into the foothills of the Cascade Mountain Range of southeastern King County in western Washington State. The City encompass a land mass of approximately 9 square miles bordered approximately by the Green River to the south, the City of Maple Valley to the north, and unincorporated King County to the west and east. The city is nestled in the foothills within miles of the beautiful Green River Gorge and Flaming Geyser State Park.

Through a process of hazard vulnerability analysis, it has been determined that the City of Black Diamond is vulnerable to the damaging effects of numerous natural and technological hazards. Natural hazards are defined as events that are caused by nature, and include earthquakes, volcanic activity, floods, severe weather events, wild fires, and landslides. Technological hazards are defined as events that are caused by people and refer to transportation accidents, hazardous materials releases, riots, dam failures, aircraft crashed, urban wild fires and resource shortages in utilities, communications, and food or energy products.

Additionally, technological hazards include threats of terrorism both from domestic and foreign sources. Black Diamond has conducted a risk analysis of these hazards under the Hazard Identification and Vulnerability Assessment (HIVA).

Hazard Assessment Summary

The City of Black Diamond is exposed to a variety of hazards with the potential to cause casualties, damage to private property and critical infrastructure. Black Diamond's hazards include but are not limited to earthquakes, severe weather, epidemic, wild fire, hazardous materials, civil disturbance, some flooding, and to some extent volcanic eruption. Hazards can occur simultaneously or consecutively, such as a winter storm with flooding or an earthquake followed by an influenza epidemic. Impacts may occur from hazards occurring outside the city due their effect on the supply of goods and services. This may include critical shortages of electricity, petroleum products, natural gas, and food.

Hazard Assessment Chart

Hazard Most Likely to Happen Highest to Lowest

Hazard Rank	Score
HIGH HAZARD	
None	
MODERATELY HIGH HAZARD	
Wildfire	45
Severe Weather	35
Cyber Attack	32
Extreme heat	27
Earthquake	25
MODERATE HAZARD	
Domestic Terrorism	19
Pandemic	15
MODERATELY LOW HAZARD	
Landslide/Avalanche	9
Flood	7
Volcano	5
LOW HAZARD	
Dam Failure	3
Tsunami/Seiche	1

Capabilities Assessment Summary

The Core Capabilities Assessment provides the City of Black Diamond with a baseline understanding of its needs, its current capacities, and activities that need to be implemented in order to bridge those capability gaps. It is a catalyst for the implementation of capability solutions, and the allocation of resources designed to reach or sustain these capability targets. It serves as a baseline assessment upon which progress toward building those capabilities can be tracked annually. In short, the assessment will assist The City of Black Diamond in building capabilities and capacities in a more efficient and effective manner. The City of Black Diamond participates in the Homeland Security Region 3 Capabilities Assessment as part of the State Preparedness Report (SPR).

Planning Assumptions***Emergency Management***

Special purpose jurisdictions (fire, school, hospital, etc.) will develop mitigation, preparedness, response and recovery planning capabilities for their own jurisdictions.

Employees from a variety of city departments and offices are trained to staff the EOC as needed. Some emergencies and disasters occur with sufficient advance notice, providing time to prepare for and mitigate disaster impacts. Other emergencies will occur without notice. If an emergency or disaster occurs with little or no advance warning, it will take time to staff and activate the EOC.

Personal Responsibility

City of Black Diamond residents, businesses and industry will have to utilize their own resources and be self-sufficient following a disaster event for up to 14 days. Priority of response will be to life safety, protection of public property, the economy and the environment. Re-establishment of government functions and basic infrastructure (utilities, transportation, and economy) will be critical to returning to a “normal” situation. Some emergencies or disasters will occur with enough warning that appropriate notification will be achieved to ensure some level of preparation. Other situations will occur with no advanced warning.

It is assumed that any of the noted situations could create significant property damage, injury, and loss of life, panic and disruption of essential services in Black Diamond. These situations may also create significant financial, psychological and sociological impacts on citizens of the community and the City governmental organization itself.

A free-market economy and existing distribution system will be maintained as the primary means for continuing operation of the City’s economic and private sector systems. Normal business procedures may require modification to provide essential resources and services.

Provision of City Services

The city will maintain essential services for as long as possible. Conditions may be of such magnitude and severity that some or all city services may be lost. The city will be unable to fulfill all emergency requests under these conditions. The City of Black Diamond will be unable to satisfy all emergency resource requests during a major emergency or disaster. Shortages of emergency response personnel will exist, creating the need for auxiliary fire, police, search and rescue, emergency medical, transit and public works personnel. Private sector support will be needed to augment government disaster response and recovery efforts.

Black Diamond may be requested to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting this City.

In the event of a widespread disaster there will not likely be any significant assistance from nearby communities, county, state or federal agencies for 72 hours or longer. In this situation the City will need to rely on available City resources and those of private organizations, businesses and residents within the City for initial response operations.

Technological disasters may occur at any time. The initial response to these incidents will be by the normal emergency responders (fire, police, emergency medical, and public works). Specialized training in hazardous materials response is given to a small number of selected personnel that may be overloaded by multiple events. Disasters occurring near or across jurisdictional borders will require

multi-jurisdictional coordination, communications and/or response.

Communication systems will be overloaded and may suffer physical disruption and loss of staff.

An enemy or terrorist attack upon the U.S. is considered possible. Although specific attack objectives cannot be predicted with assurance, it is assumed that military and governmental centers and concentrations of industry/population, and possibly infrastructure would be targets. In acts of terrorism, it is unlikely that warning will be issued. The first terrorist event may serve to warn other areas.

When local resources are exhausted or overwhelmed, the City of Black Diamond may activate mutual aid agreements or request support through the King County ECC or State EOC. In responding to a disaster, the city is prepared to implement the provisions of RCW 38.52.110 regarding utilization of public and private resources.

Federal assistance may be available for disaster response and recovery operations under the provisions of the National Response Framework and Public Law 93- 288, when certain criteria are met.

Limitations

It is the policy of the City of Black Diamond that no guarantee of a perfect response system is implied by this plan or any of its Emergency Support Functions (ESFs), Appendices or Standard Operating Procedures (SOPs).

The City of Black Diamond's assets and systems may be overwhelmed by natural or technological problems that may limit response. The City of Black Diamond can only endeavor to make every reasonable effort to respond based on the situation, information and resources available at the time of the emergency/disaster.

In the event of severe devastation throughout the City, fundamental resources such as basic supplies may be needed. The City does not have sufficient supplies and equipment on hand for long-term use.

The disaster response and relief activities of City government may be limited by:

- Inability of the general citizenry to survive on their own for more than fourteen days without additional supplies of food, water, medical and shelter resources.
- Lack of police, fire, emergency medical and public works response due to damage to facilities, equipment and shortage of personnel.
- The lack of any medical facilities or personnel available in the City, with the exception of volunteers.
- The shortage of trained response personnel and equipment for fire, emergency medical, police,

public works and hazardous materials releases. The impact of these shortages may be felt immediately because of the increased need and the necessity for 24-hour operations sustained over long periods of time.

- Damage to lifelines such as road, rail, and air transportation routes, utilities, petroleum pipelines, and communications networks. This damage will prevent normal distribution of all resources that keep the social and economic infrastructure running.
- Damage to responder communications by equipment damage or overloading of telephone lines into Valley Communication's 9-1-1 center or City communication systems.
- Damage assessment capabilities limited during the response phase because of a lack of trained personnel and support systems.
- The arrival of state and/or federal assistance which may be delayed for several days or weeks after the occurrence.
- RCW 38.52.070(1) states "No political subdivision may be required to include in its plan provisions for the emergency evacuation or relocation of residents in anticipation of nuclear attack."

Policies

Nondiscrimination

It is the policy of the City of Black Diamond that no services will be denied on the basis of race, color, national origin, religion, sex, age, or disability and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of City services. Local activities pursuant to the Federal/State agreement for major disaster recovery will be carried out per Title 44, CFR, and Section 205.16. –Nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.

Suspension of Day-to-Day Activities

Day-to-day functions that do not directly contribute to response and recovery operations may be partially or completely suspended during an emergency or disaster. In those instances, staff may be temporarily reassigned to fill unmet needs.

Duty to Report

Even on the worst days, staff still have a duty to report to work. When an individual is unable to safely report to work, they are required to contact their supervisor for further instructions. When applicable, staff are excused from the duty to report until they verify the health and safety of their immediate family.

Personal Preparedness

As noted previously, there are limitations to the City's ability to respond to an emergency or disaster. Individuals, households, and neighborhoods should plan and prepare to be without any local, state, or federal assistance for two weeks following a major disaster. The emergency management coordinator supplements personal preparedness in the city through a robust public education program.

Concept of Operations

Whole Community

Whole Community is a means by which residents, emergency management practitioners, organizational community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. Whole Community includes individuals and families, including those identified as at-risk or vulnerable populations; businesses; faith-based and community organizations; nonprofit groups; schools and academia; media outlets; and all levels of government, including state, local, tribal, territorial, and federal partners.

Involving the Whole Community is a means by which Black Diamond residents, businesses, non-profit organizations, emergency management practitioners, organizational and community leaders, and government officials at all levels can collectively identify and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. The Whole Community approach attempts to engage the full capacity of the public, private and non-profit sectors. This includes businesses, faith-based and disability organizations, and the public, including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA), people with Limited English Proficiency (LEP), and culturally diverse populations. This engagement is in conjunction with the participation of local, tribal, state, and federal governmental partners. The Whole Community approach is incorporated throughout this CEMP.

Non-Discrimination

State and local governments carrying out emergency response and providing disaster assistance shall comply with all applicable non-discrimination provisions contained in RCW 49.60, Discrimination - Human Rights Commission, as well as in Public Law 110-325, Americans with Disabilities Act (ADA) of 1990 as amended with ADA Amendments Act of 2008.

Recipients of any federal funds must acknowledge and agree to comply with applicable provisions of federal civil rights laws and policies prohibiting discrimination, including, but not limited to: Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of race, color, or national origin. Recipients of federal financial assistance must also take reasonable steps to provide meaningful access for persons with Limited English Proficiency (LEP) to their programs and services.

Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies issue guidance to grant recipients, assisting such organizations and entities in understanding their language

access obligations. The Department of Homeland Security (DHS) published the required grant recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). The guidance provides helpful information such as how a grant recipient can determine the extent of its obligation to provide language services, selecting language services, and elements of an effective plan on language assistance for LEP persons.

The term Access and Functional Needs (AFN) has replaced “special needs,” “vulnerable,” “high-risk,” and similar terms. People with access or functional needs are those who may have additional needs before, during or after an incident in functional areas including, but not limited to: maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, or who are transportation disadvantaged (National Preparedness Goal, September 2015).

The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

General

The City of Black Diamond will be responsible for disaster operations within the City limits. When activated, the Emergency Operations Center (EOC) will be the focal point for emergency management decision-making. Prior to a disaster, preparedness and mitigation activities (including the development of standard operating procedures) are the responsibility of each City department and supporting agencies. The City will respond to preserve life and public property, to mitigate the effects of disaster, and take actions to recover from it.

City of Black Diamond Ordinance No. 573 establishes the City’s emergency management function. It states that the Mayor is directly responsible for the organization, administration, and operation of emergency services within the City. All officers and employees of the City of Black Diamond are part of the emergency services program and have responsibility to carry out tasks and functions during disaster or major emergency in Black Diamond.

Leadership Intent

The Director of Emergency Services and his/her Assistant will implement emergency statutes and ordinances and mobilize and commit City emergency resources as required. In the event that all City resources are committed, and additional resources are required, a request will be made to the King County Office of Emergency Management (OEM). A Proclamation of Disaster must be made by the Mayor prior to this request. (Page 75, APPENDIX 5: SAMPLE PROCLAMATION)

Incident Management

The City of Black Diamond Emergency Operations Center operates under the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS).

Operational Objectives

1. Life Safety
2. Incident Stabilization
3. Property Protection
4. Environmental Conservation
5. Restoration of Essential Utilities
6. Restoration of Essential Program Functions
7. Coordination among appropriate Stake holders

Modular Organization

The Incident Command System (ICS) organizational structure develops in a modular fashion based on the incident's size and complexity. The responsibility for the establishment and expansion of the ICS modular organization rests with the EOC Manager. As the incident grows more complex, the ICS organization may expand as functional responsibilities are delegated.

Span of Control

The optimal span of control, or number of individuals or resources that one supervisor can manage effectively during an incident, is one supervisor to five subordinates. However, effective incident management may require ratios significantly different from this. This ratio is a guideline--incident personnel should use their best judgement to determine the appropriate ratio for an incident.

Common Terminology

Common terminology covers organizational functions, resource descriptions, and incident facilities and allows diverse incident management and support organizations to work together across a wide variety of emergency functions and hazard scenarios.

Desired End-State / Outcome

Following a significant incident, the desired outcome is a stabilized community that is well positioned to begin recovery. Recovery should incorporate, when possible, mitigation and preparedness activities.

EOC Activation

When an incident occurs, activation may occur incrementally depending on the needs of the incident.

Level 3 – Normal Operations: Minor incidents that require interdepartmental coordination but can be addressed using existing City resources. Response does not extend beyond normal or preplanned hours of operation. Typically, 1 to 3 staff.

Level 2 – Partial Activation: Significant incidents that may require the use of mutual aid agreements and multi-jurisdictional response. Response may extend beyond normal hours of operation. Typically, 3 to 5 staff.

Level 1 – Full Activation: Major incidents with long-term impacts, representing a significant threat to life and property. Response extends beyond normal hours of operations and may require 24-hour staffing. Typically, 5 to 15 staff.

Request for a Proclamation of Emergency

A Proclamation of Local Emergency is made by the Mayor and is the legal method which authorizes the use of extraordinary measures to accomplish tasks associated with responding to an incident. The Proclamation is normally a prerequisite to state and federal disaster assistance. The City Council is advised of the Proclamation as soon as practical.

The City of Black Diamond is a non-chartered code city, as such, RCW 35A.38.010 states the succession of authority by which the Proclamation may be issued. In the absence of the Mayor, such proclamation may be made by the Mayor Pro Temp (Council) and in the absence of the Mayor Pro Temp, by the Chief of Police and/or Mountain View Fire Department.

The Proclamation authorizes the City to take necessary measures to respond to an incident, protect lives, property and the environment and exercise the powers vested in RCW 38.52.070.

The EOC Director is responsible for the preparation of the Emergency Proclamation, and once signed, is responsible for the notification of appropriate county, state, and federal agencies following the Proclamation.

Requests to the Governor to declare a State of Emergency are made by the Mayor directly to the Governor or through the King County Emergency Operations Center (KCEOC). Declaration by the Governor is necessary to pursue a Presidential Declaration and federal disaster relief funds.

Direction, Control, and Coordination

General

The Mayor is responsible for the direction and control of all emergency management mitigation, response, preparedness and recovery efforts provided by Black Diamond City government. The Mayor will appoint the “Director of Emergency Services” (Director) who will direct, control and coordinate City emergency services. The Mayor will further appoint an “Assistant Director of Emergency Services” (Assistant) who will assist the “Director” and serve in his/her absence.

The Director of Emergency Services, with assistance from the Assistant Director of Emergency Services, will coordinate City emergency services.

The Director is responsible to the Mayor.

The Director will coordinate decision-making regarding the direction of emergency management activities with the Incident Commander (if other than the Director of Emergency Services) and EOC representatives present during activation.

The City shall use the concept of the Incident Command Systems (ICS) for emergency response within the EOC as required by RCW 38.52.070.

An EOC Manager will assume direction and control of all assigned community resources during the duration of an emergency or disaster. The EOC Manager could be the Director or Assistant Director of Emergency Services, Police Chief, Fire Chief, Public Works Director, or other EOC representative.

The EOC Manager, if other than the Director, is responsible to the Director of Emergency Services.

The EOC Manager shall collect information and provide situation reports to the King County and State’s EOC.

Each City department shall designate staff members who will report to the EOC, if appropriate, to coordinate response efforts and to support field operations.

Representatives (liaisons) of non-government organizations providing services from the EOC will be assigned to a Section Leader under ICS for coordination and accounting purposes.

Facilities

City government will coordinate disaster activities from a central location, referred to as the Black Diamond Emergency Operations Center (EOC). The primary EOC will be located at the second floor, Black Diamond City Hall, 24301 Roberts Drive, and will be the focal point of all disaster response and recovery.

A satellite EOC may be established at the Fire Department or any other City facility.

Multi-Jurisdictional Coordination

The King County Office of Emergency Management Council (KCOEM) facilitates multi-jurisdictional coordination between the County, cities, towns, tribes, as well as coordination with special purpose districts, volunteer agencies, private businesses. King County Emergency Management leads coordination efforts with regional, state, and federal emergency management organizations. However, if necessary, the city can assume those responsibilities.

Response coordination includes in person meetings, video or teleconferencing, phone calls, or other forms of real-time communication. Possible outcomes may include:

- Joint statements or official declarations, including special warnings, instructions, statements.
- Evacuation orders.
- Reentry policies.
- Curfew or the restriction of movement.
- Regulations or allocation of essential goods and services.
- Prioritization of response and recovery resources in the most effective and efficient manner.

Preparedness coordination includes meetings of the KCOEM on a recurring schedule, an annual joint preparedness exposition, semi-annual seminars for executives, the establishment of ad hoc subcommittees, and the creation of periodic work plans to accomplish joint objectives.

Mitigation coordination includes the development and implementation of the Hazard Mitigation Plan for the King County Region.

The National Preparedness Goal

A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.

Preparedness enhances the capacity to respond to an incident by ensuring individuals and organizations are ready when an incident occurs. Preparedness activities may include training, planning, procuring resources.

Five Mission Areas

The five mission areas of Prevention, Protection, Mitigation, Response, and Recovery are broken down into 32 core capabilities. Some core capabilities fall within a single mission area, while others apply to multiple or all mission areas.

Core Capability by Mission Area

Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Intelligence and Information Sharing	Access Control and Identity Verification	Community Resilience	Infrastructure Systems	
Interdiction and Disruption		Long-term Vulnerability	Critical Transportation	Economic Recovery
Screening, Search, and Detection			Environmental Response/Health and Safety	Health and Social Services
Forensics and Attribution			Fatality Management Services	Housing
			Fire Management and Suppression	Natural and Cultural Resources
	Cyber Security	Risk and Disaster Resilience Assessment	Logistics and Supply Chain Management	
	Physical Protective Measures	Threats and Hazards Identification	Mass Care Services	
	Risk Management for Protection Programs and Activities		Mass Search and Rescue Operations	
	Supply Chain Integrity and Security		On-scene Security, Protection, and Law Enforcement	
			Operational Communications	
			Public Health, Healthcare, and Emergency Medical Services	
			Situational Assessment	

Prevention

The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Refer to Department Annexes for greater detail how the Prevention Mission area is pursued in the City of Black Diamond.

Protection

The capabilities necessary to protect citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive. Refer to Department Annexes for greater detail how the Protection Mission area is pursued in the City of Black Diamond.

Mitigation

The capabilities necessary to reduce the loss of life and property by lessening the impact of future disasters. Refer to Department Annexes as well as the King County Region Hazard Mitigation Plan for greater detail how the Mitigation Mission area is pursued in the City of Black Diamond.

Response

- The capabilities necessary to respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Response resources are activated and utilized incrementally as required by the nature and scope of the incident.
- Department emergency response plans and related actions are activated as needed.
- The Fire Chief or designated Emergency Management Coordinator, in consultation with the Mayor or designee, and/or applicable department directors, will evaluate and determine if the EOC needs to be activated and if so, at what level.
- Damage assessment information will be collected and organized in the EOC and forwarded to the County EOC as needed.

Department Sections in the appendix provide greater detail how the Response Mission area is pursued in the City of Black Diamond.

Recovery

The capabilities necessary to recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident. Department Annexes provide greater detail how the Recovery Mission area is pursued in the City of Black Diamond. The King County Regional Disaster Recovery Framework is also currently being developed.

Continuity of Government

Continuity of government is ensured through leadership succession, backup communications systems, alternate operational locations, and preservation of essential records. If a city official charged with specific functions or duties becomes unable to perform, regardless of the cause, lines of

succession have been established by each department to ensure the continuity of emergency operations.

Emergency Management Coordinator

In the absence of an Emergency Management Coordinator appointed by the Fire Chief (Director of Emergency Management), the Fire Chief will retain those duties. In the absence of the Fire Chief, the Assistant Fire Chief will assume those duties. In the absence of the Assistant Fire Chief, the Chief of Police or the Police Commander will assume those duties.

City Department Heads

Each City department head will establish procedures for succession. The department heads will ensure that all designated successors are familiar with their emergency responsibilities.

Temporary Seat of Government

If the primary meeting place of the City Council is not habitable, the EOC is the official location of government. When conditions warrant, relocation to a temporary seat of government in an adjacent city may be necessary. Relocation of other City services may also be necessary when operations cannot be conducted at primary locations.

Emergency Operations Center

Overall direction, control, and coordination of City response to an emergency, under the provisions of this plan, will be carried out at the City EOC. The Emergency Management Coordinator is responsible for ensuring operational readiness of the EOC. The EOC will provide the capability to receive and disseminate warnings and emergency public information to the public, collect and analyze damages, maintain contact with supporting EOCs in the cities of Covington, Maple Valley, Enumclaw, King County, and the State of Washington, provide direction and control of local response and recovery resources, and continue self-sufficient operations for at least fourteen days.

Activation

The following questions assist with determining the need for activation and at what level:

- Does the event require coordination of City resources that expands beyond everyday emergencies?
- Is the situation likely to improve or deteriorate?
- Will current resources become overwhelmed requiring the use of mutual aid agreements and emergency contracts?
- Will the event create unusual anxiety within the community?

The following indicators may also be used to help identify when an incident is escalating in complexity, requiring a more sophisticated response or EOC activation:

- Dynamic operating environment: Weather, daylight, terrain and/or other incident conditions are changing in such a way that the work environment is becoming increasingly hazardous.
- Inadequate resources: The incident requires specialized resources or a larger amount of resources that aren't readily available.

- **Multiple Operational Periods:** The incident appears that it will exceed 8 hours of active response requiring additional operational periods.
- **Incident Action Plan:** The incident is growing in complexity requiring a formal planning process to support multiple operational periods. Failure to generate an Incident Action Plan may result in a loss of situational awareness, poor resource utilization, and/or increased safety risks for responders.
- **Resource Tracking:** As large amounts of resources arrive at the incident there is a need for detailed accountability of those resources. This is particularly true for external resources whose operational costs are not incorporated into the jurisdictions normal budget.
- **Public Information:** The nature of the incident is attracting a significant media presence requiring a formal public information system to manage and provide information to the public.
- **Legal Implications:** A police or L&I investigation is expected, the incident may result in a lawsuit, or an injury or fatality has occurred.

During normal operating hours; the City Administrator, Fire Chief, or the Emergency Management Coordinator will determine if the EOC should be activated. Department directors can request an activation. After hours activations are initiated by the Mountain View Fire Department Duty Officer.

Primary Location

The second floor Conference Room, Black Diamond City Hall, 24301 Roberts Drive, Black Diamond, WA.

Alternate Locations

(Primary Alternate) BD Police Dept., 25510 Lawson St., Black Diamond

A location designated by the Emergency Management Coordinator.

Communications Capability

The EOC is equipped with the communications equipment necessary to effectively mobilize and coordinate City resources, and to communicate with King County OEM and the State EOC. In addition to common communication systems like internet/email and digital voice, the EOC is equipped with landlines and a variety of radio systems.

Facility and Equipment

The EOC has adequate space to accommodate key City officials, department heads, support staff and others who are responsible for ensuring that essential services and functions continue under emergency conditions. The EOC has an emergency generator and a supply of fuel in place to support operations.

EOC Staffing

A EOC staffing list consisting of Emergency Management Committee members and reserve staff is maintained by the Emergency Management Coordinator. Each department provides the necessary personnel to support emergency response and recovery in the city.

Notification

King County Community Alert is a robust alerting system used internal notification as well as public alert and warning. The Emergency Management Coordinator maintains EOC distributions lists in the

systems and is primary administrator for internal and external notifications/alerts. Several other EOC staff have been trained to access the system and administer alerts.

Protection of Essential Records

All departments shall identify records essential for continuity and preservation of government and provide for their protection. Essential records are those records needed in emergency and for the re-establishment of normal operations after a disaster.

Federal Proclamation of Disaster or Emergency

As local incidents progress and state capabilities will likely be exceeded, the Governor can request federal assistance, including assistance under the Disaster Relief Act of 1974, Public Law 93-288 as amended. The Disaster Relief Act authorizes the President to provide financial and other assistance to state and local governments, certain private nonprofit organizations, businesses, and disaster victims to support response, recovery, and mitigation efforts.

1. A major disaster proclamation could result from any natural or manmade event that the President determines warrants supplemental federal aid. A federal emergency proclamation is more limited in scope and does not include the long-term federal recovery programs of a major disaster proclamation.
2. When local conditions are such that a federal disaster proclamation may be appropriate, the Federal Emergency Management Agency (FEMA) will deploy a liaison to the State EOC to provide technical assistance including:
 - a. Assist in coordinating initial regional and field activities.
 - b. Assess the impact of the event, gauge immediate state needs, and make preliminary arrangements to set up operational field facilities.
 - c. Coordinate federal support until a Joint Field Office (JFO) is established.
 - d. Assist in establishing a Joint Information Center (JIC) to provide a central point for coordinating emergency public information activities.
3. The JFO is the central coordination point among local, tribal, state, and federal governments, as well as private sector and nongovernmental entities that are providing recovery assistance. Although the JFO uses an ICS structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support to the disaster recovery that may extend beyond the incident site.

Organization

Mayor Strong or Mayor-Council Form

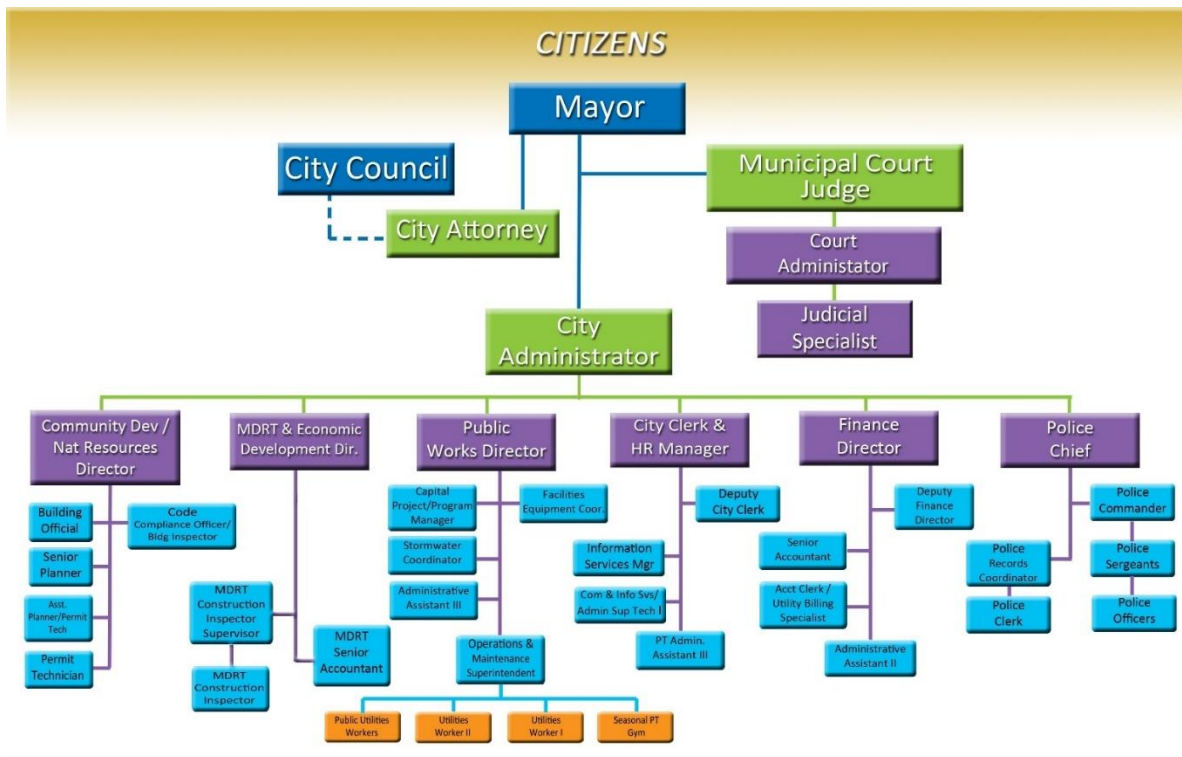
Mayor-council is the oldest and most common form of government in Washington, including small towns and large cities alike. However, while most cities in Washington use the mayor-council system, the vast majority of cities that have incorporated or successfully changed form of government since 1970 have adopted the council-manager system.

The basic structure and organization of mayor-council cities is set out in [chapter 35A.12 RCW](#) for code cities; also see [chapter 35.22 RCW](#) for first class cities, [chapter 35.23 RCW](#) for second class cities, and [chapter 35.27 RCW](#) for towns.

The mayor-council form consists of a mayor elected at-large, who serves as the city's chief administrative officer, and a separately elected council (elected either at-large or from districts) which serves as the municipality's legislative body. This separation of powers is based on the traditional federal and state models in the United States.

Jurisdictional Organizational Structure

City of Black Diamond Organizational Chart



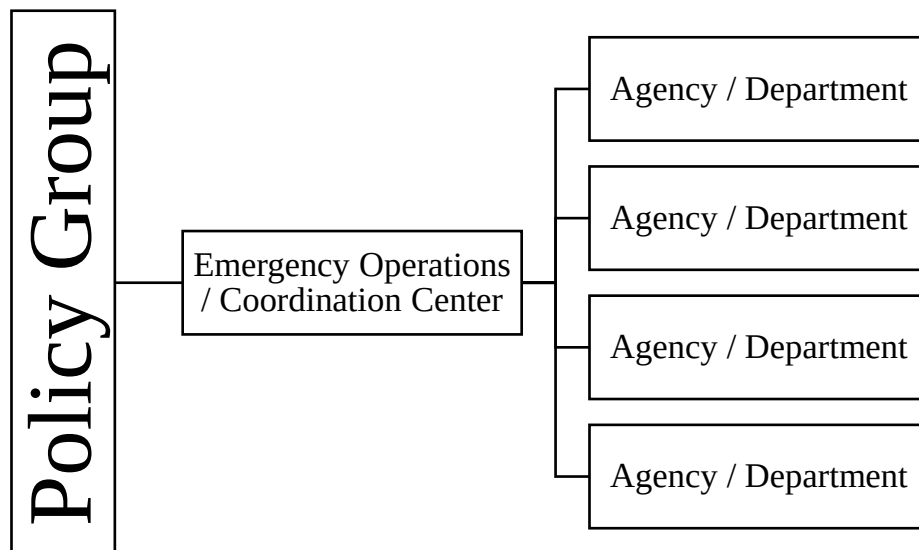
Emergency Organizational Structure

ICS and EOC organizational structures develop in a modular fashion based on an incident's size, complexity, and hazard environment. Responsibility for establishing and expanding ICS organizations and EOC teams ultimately rests with the Incident Commander (or Unified Command) and EOC director.

Responsibility for functions that subordinates perform defaults to the next higher supervisory position until the supervisor delegates those responsibilities. As incident complexity increases, organizations expand as the Incident Commander, Unified Command, EOC director, and subordinate supervisors delegate additional functional responsibilities.

Maintaining an appropriate span of control helps ensure an effective and efficient incident management operation. It enables management to direct and supervise subordinates and to communicate with and manage all resources under their control. The optimal span of control for incident management is one supervisor to five subordinates; however, effective incident management frequently necessitates ratios significantly different from this.

Bringing representatives from various stakeholder and partner organizations together in EOCs optimizes unity of effort and enables staff to share information, provide legal and policy guidance to on-scene personnel, plan for contingencies, deploy resources efficiently, and generally provide whatever support is required. The composition of EOC teams may also vary depending on the nature and complexity of the incident or situation. Regardless of which organizations are represented, all EOC teams receive oversight from elected and/or appointed officials such as governors, tribal leaders, mayors, and city managers. They typically make decisions regarding priorities and on issues such as emergency declarations, large-scale evacuations, access to extraordinary emergency funding, waivers to ordinances and regulations, and adjudication of scarce resources.





Aerial View of City Hall

Emergency Operations Center/Emergency Coordination Center

EOCs are locations where staff from multiple agencies typically come together to address imminent threats and hazards and to provide coordinated support to incident command, on-scene personnel, and/or other EOCs. EOCs may be fixed locations, temporary facilities, or virtual structures with staff participating remotely.

Primary functions of staff in EOCs, whether virtual or physical, include:

- Collecting, analyzing, and sharing information;
- Supporting resource needs and requests, including allocation and tracking;
- Coordinating plans and determining current and future needs; and
- Providing coordination and policy direction.

Agencies and departments also have operations centers. However, these organization-specific operations centers differ from multidisciplinary EOCs. Departmental Operations Center (DOC) staff coordinates their agency or department's activities. While they communicate with other organizations, EOCs, and may exchange liaisons with other agencies, DOC staff are primarily inward looking, focusing on directing their own assets and operations.

Primary/Alternate Location

The City of Black Diamond has established one primary EOC located at City Hall, 24301 Roberts Drive, Black Diamond, WA. The police department, 25510 Lawson St., Black Diamond, has been identified as a possible alternative to the primary EOC; however, there is no formal plan for such contingencies.

Primary EOC characteristics

The primary EOC is located on the Second-Floor conference room in City Hall. This area includes an operations area, kitchen, conference room, main EOC office, and bathrooms.

Emergency power is provided by a propane generator. Back-up power is supplied through the entire building and not limited to certain electrical runs.

City Hall has the capability to house and feed staff for a minimum of 72 consecutive hours. On-site services include kitchen, bathrooms, food supply and one sofa/bed with plans to purchase 5 each sleeping cots/bags.

The Primary EOC is equipped, and technical capabilities are maintained to support an immediate full activation of City personnel during an emergency event.



Stairs to EOC on Left



Entrance to EOC



*EOC Conference Room
East Side*



*EOC Conference Room
West Side*



EOC Office



EOC Office

Activation Process

EOCs are activated for various reasons based on the needs of a jurisdiction, organization, or Incident Commander; the context of a threat; the anticipation of events; or in response to an incident.

Circumstances that might trigger EOC activation include:

- More than one jurisdiction becomes involved in an incident and/or the incident involves multiple agencies;
- The Incident Commander or Unified Command indicates an incident could expand rapidly, involve cascading effects, or require additional resources;
- A similar incident in the past led to EOC activation;
- The EOC director, Fire Chief or elected Mayor directs that the EOC be activated;
- An incident is imminent;
- Threshold events described in the emergency operations plan occur; and/or
- Significant impacts to the population are anticipated.

Activation Levels

Activation Level	Minimum Positions	Triggering Event/Situation (Examples include but not limited to)	Activities
Not Activated	Daily Operations		Normal daily operation including OEM staff monitoring conditions and addressing short-term or narrow scope requests for assistance, in addition to regular work.
Level 3 Minimal Staffing	Emergency Services Coordinator	Small incident or event One site Potential threat of: Flood	Situational Analysis Public Information Response Coordination Resource Coordination

Activation Level	Minimum Positions	Triggering Event/Situation (Examples include but not limited to)	Activities
		Severe Storm Escalating Event	Reporting to the State
Level 2 Partial Activation Partial Staffing	Management, EOC Section Coordinators Branches/Divisions/ Units/Liaisons/ Agency Reps	Large Scale evacuations 2+ incident sites Severe Weather Warnings Earthquake with minor damage Major scheduled event	Situational Analysis Public Information Response Coordination Resource Coordination Logistics Support Reporting to the State
Level 1 Full Activation Full staffing needed	All positions (As required)	Large Winter Storm Terrorist Incident Major Earthquake Regional Disaster Major Wildland Fire in Urban interface	Situational Analysis Public Information Response Coordination Resource Coordination Logistics Support Recovery Operations Sustained Operations Reporting to the State

Deactivation Process

The EOC director deactivates EOC staff as circumstances allow, and the EOC returns to its normal operations/steady state condition. Deactivation typically occurs when the incident no longer needs the support and coordination functions provided by the EOC staff or those functions can be managed by individual organizations or by steady-state coordination mechanisms. EOC leadership may phase deactivation depending on mission needs. EOC staff complete resource demobilization and transfer any ongoing incident support/recovery activities before deactivating.

Preparedness Activities

Preparedness activities include actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. These activities may include, but are not limited to:

- Conduct employee training to enhance response capabilities.
- Conduct public education.
- Conduct emergency planning.
- Develop volunteer resources.
- Develop mutual aid agreements.
- Purchase basic emergency rations to be placed at City facilities.
- Develop a resource inventory.

Mitigation Activities

Mitigation activities involve efforts to eliminate, reduce and remove hazards, or to protect people and property from hazards. These may include, but are not limited to, the following:

- Develop and maintain the City's Comprehensive Emergency Management Plan (CEMP).
- Develop contingency plans and standard operating procedures in support of the Plan.
- Coordinate with other local, county, state and federal agencies to assure cohesive working relationships and compatible emergency plans.
- Conduct mitigation activities to protect City personnel, equipment, supplies, services and properties as appropriate.
- Implement appropriate land use planning and zoning.
- Implement code development and code enforcement regarding land use, building and fire codes and hazardous materials regulations.
- Conduct a hazard and risk analysis.

Response Activities

Response activities are actions taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property and the environment and enhance the effectiveness of recovery.

Response actions may include, but are not limited to:

- Provide warning.
- Recommend evacuation.
- Activate the EOC and coordinating operations, logistics, financial and planning functions.
- Conduct damage assessment and situation analysis.
- Prepare "Proclamation of Local Emergency."
- Provide emergency public information.
- Request outside assistance.
- Initiate actions to protect life and property utilizing available resources.
- Compile event status information and reporting to appropriate agencies.
- Prepare and maintain detailed documentation of events and activities.

Recovery Activities

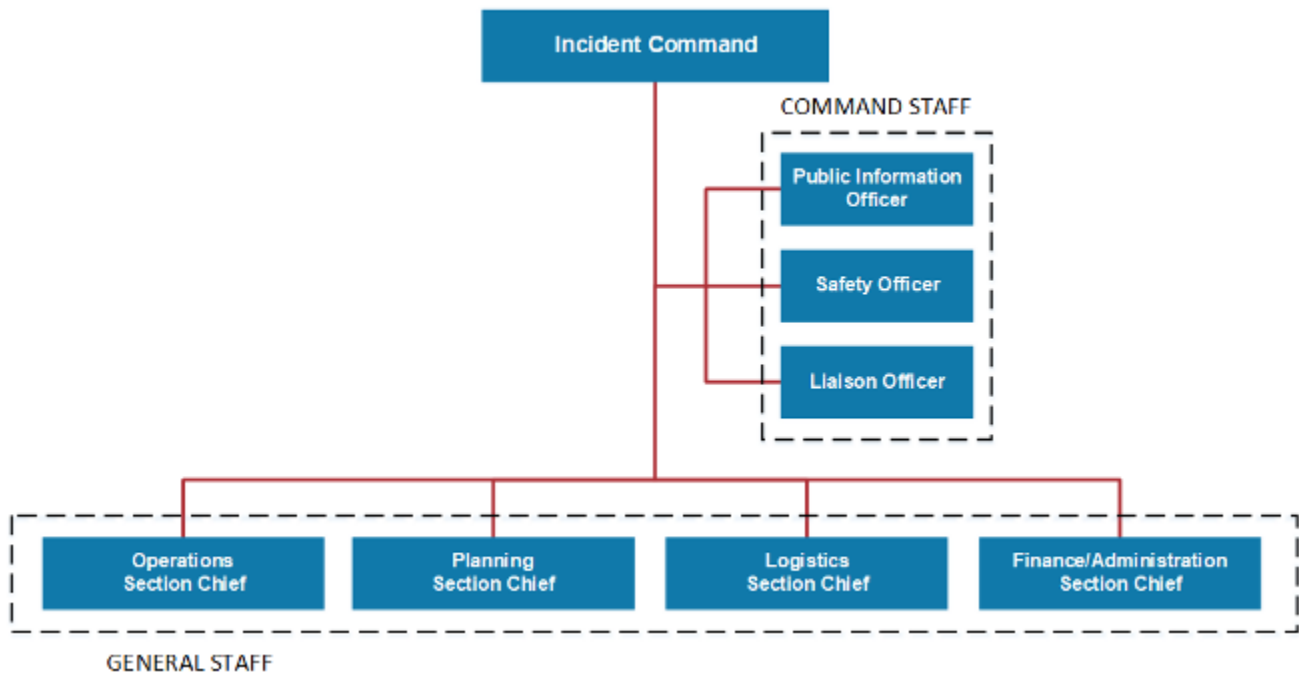
Recovery activities are those that involve restoring essential services (short-term) or rebuilding infrastructure and returning the community to normal conditions (long-term). Short-term recovery is also the restoration of facilities to minimum standards of operation and safety. Long-term recovery may continue for a number of years, including complete redevelopment of damaged areas. Recovery activities may include, but are not limited to:

- Establishing recovery and business resumption goals and priorities.
- Providing information to citizenry concerning recovery programs.

- Preparing applications for federal relief programs, if appropriate.
- Preparing documentation of events, including logs, cost analyses, and estimated recovery costs.
- Assessing special community needs and providing information and assistance where appropriate.
- Conducting debris and waste removal.

Emergency Roles

ICS and EOC organizational structures develop in a modular fashion based on an incident's size, complexity, and hazard environment. Responsibility for establishing and expanding ICS organizations and EOC teams ultimately rests with the Incident Commander (or Unified Command) and EOC director. Responsibility for functions that subordinates perform defaults to the next higher supervisory position until the supervisor delegates those responsibilities. As incident complexity increases, organizations expand as the Incident Commander, Unified Command, EOC director, and subordinate supervisors delegate additional functional responsibilities.



Coordinating

Coordinators oversee the preparedness activities for a particular capability and coordinate with its primary and support agencies. Responsibilities of the coordinator include:

- Maintaining contact with primary and support agencies through conference calls, meetings, training activities, and exercises.
- Monitoring the progress in meeting the core capabilities it supports.
- Coordinating efforts with corresponding private sector, NGO, and Federal partners.
- Ensuring engagement in appropriate planning and preparedness activities.

Primary

Primary agencies have significant authorities, roles, resources, and capabilities for a particular function within a capability. Primary agencies are responsible for:

- Orchestrating support within their functional area for the appropriate response core capabilities and other missions.
- Notifying and requesting assistance from support agencies.
- Managing mission assignments (in Stafford Act incidents) and coordinating with support agencies, as well as appropriate state officials, operations centers, and other stakeholders.
- Coordinating resources resulting from mission assignments.
- Working with all types of organizations to maximize the use of all available resources.
- Monitoring progress in achieving core capability and other missions and providing that information as part of situational and periodic readiness or preparedness assessments.
- Planning for incident management, short-term recovery operations, and long-term recovery.
- Maintaining trained personnel to support interagency emergency response and support teams
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards or to validate and improve capabilities to address changing risks.
- Promoting physical accessibility, programmatic inclusion, and effective communication for the whole community, including individuals with disabilities.

Support

Support agencies have specific capabilities or resources that support primary agencies in executing capabilities and other missions. The activities of support agencies typically include:

- Participating in planning for incident management, short-term recovery operations, long-term-recovery, and the development of supporting operational plans, standard operating procedures, checklists, or other job aids.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to respond to new or emerging threats and hazards, or to improve the ability to address existing threats.
- Coordinating resources resulting from response mission assignments.

Policy Decisions

Whether activated or under normal operations, policy decisions are referred to the Mayor and Leadership Team (City Administrator and Department Directors.) Policy decisions that impact the budget, enter into agreements, make declarations that are brought before city council for final consideration and approval.

Emergency Support Functions

The City does not use the Emergency Support Function (ESF) format when organizing roles and responsibilities. Most staff are not familiar with ESFs, so for clarity and ease of use, the City maintains

a departmental organization and identifies which ESFs, noted below, most closely align with the department's capabilities.

ESF-1: Transportation
 ESF-2: Communications
 ESF-3: Public Works and Engineering
 ESF-4: Fire Fighting
 ESF-5: Emergency Management
 ESF-6: Mass Care, Emergency Assistance,
 Housing, and Human Services
 ESF-7: Logistics Management & Resource
 Support

ESF-8: Public Health and Medical Services
 ESF-9: Search and Rescue
 ESF-10: Oil and Hazardous Materials
 ESF-11: Agriculture and Natural Resources
 ESF-12: Energy
 ESF-13: Public Safety and Security
 ESF-14: Long Term Community
 Recovery/Volunteer Coordination
 ESF-15: External Affairs

The following matrix identifies the departments with primary (P), secondary (S) and coordinating (C) ESF responsibilities.

MISSION AREA	P – Primary S – Support C – Coordinating	Emergency Management	Public Works	Community Development	City Clerk /Communications	Finance	Information Technology	Economic Development	Police	Council		
	CORE CAPABILITIES											
PREVENTION	Planning	P	C	S	C		S		C			
	Public Information & Warning	S	C	S	P				C	S		
	Operational Coordination	C	C	C	C		S		P			
	Intelligence & Information Sharing	C							P	S		
	Interdiction & Disruption						S		P			
	Screening, Search, & Detection								P			
PROTECTION	Forensics & Attribution								P			
	Planning	P	C	S	C		S		S			
	Public Information & Warning	S	C		P				S			
	Operational Coordination		C		C		S		P			
	Intelligence & Information Sharing								P			
	Interdiction & Disruption								P			
	Screening, Search, & Detection								P			
	Access Control & Identity Verification						P		S			
	Cybersecurity						P		S			
	Physical Protective Measures								P			
MITIGATION	Risk Management for Protection Programs								P			
	Supply Chain Integrity & Security								S			
	Planning	P	S	S	C		S		C			
	Public Information & Warning	S	C	S	P				S			
	Operational Coordination	C	P		C				S			
	Community Resilience	C		P								
	Long-term Vulnerability Reduction	C	P	S			S					
RESPONSE	Risk & Disaster Resilience Assessment	S	S		P				C			
	Threats & Hazards Identification	P	S		S				S			
	Planning	P	S		S	S	S		S			
	Public Information & Warning	S			P				S			
	Operational Coordination	C			C				S			
	Infrastructure Systems		P		S		S					
	Critical Transportation		P									

	Environmental Response/Health & Safety	C	C										
	Fatality Management Services	C							S				
	Fire Management & Suppression												
	Logistics & Supply Chain Management	C	P	S		S							
	Mass Care Services								S				
	Mass Search & Rescue Operations	C							S				
	On-scene Security, Protection, & Law Enforcement		S						P				
	Operational Communications	P		S					S				
	Public Health, Healthcare, & EMS	C											
	Situational Assessment	P		S	S	S	S		S				
RECOVERY	Planning	S	S	S	P	S	S	S					
	Public Information & Warning	S		S	P								
	Operational Coordination	P			C				S				
	Infrastructure Systems	S	P				S						
	Economic Recovery				S	S		P					
	Health & Social Services												
	Housing												
	Natural & Cultural Resources												

Table 1: Assignment of Emergency Roles per Core Capability

Roles and Responsibilities

All personnel, services, and facilities of the City of Black Diamond become part of the Incident Command System as needed in times of community crisis. As much as practical, the day-to-day organization of City departments will be maintained for disaster operations, unless otherwise detailed by this plan. The goal is to work together, reviewing plans, agreements, and operational initiatives to ensure the whole community can build, sustain, and improve their capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

Mayor and City Council

The Mayor and City Council are ultimately responsible for public safety and welfare within the City. They shape or modify laws, policies, and budgets to aid preparedness efforts and improve emergency management and response capabilities. They should possess a clear understanding of emergency management roles and responsibilities. When appropriate, the mayor may need to address the public.

City Administrator

The City Administrator works with the Director of Emergency Management to direct and control the emergency management activities of the city. The City Administrator works with the liaison officer to keep the mayor and city council informed during response and recovery efforts.

Department Directors

Department directors and appointed staff support the emergency management coordinator in the development and sustainment of the emergency management program. Directors and appointed staff will participate in training, exercises, and activations and establish department policies and procedures that support coordination of city resources during activations.

Emergency Management Committee

The emergency management committee provides guidance and support in the development and maintenance of an emergency management program and staffs the EOC during activations. The committee is comprised of department heads or their designees and other subject matter experts within the city. The committee also supports recovery efforts. As response shifts to recovery some staff may return to normal operations while other staff are reassigned to the committee.

Disaster Recovery Group

Similar to the Emergency Management Committee, the Disaster Recovery group consists of the City Administrator, supported by as many of the department heads, their designees, or other City personnel as the City Administrator feels are necessary to ensure effective recovery. The Disaster Recovery Group will be convened as soon as designated members are released from emergency response duties to assume active coordination of disaster recovery. Recovery directed activities might overlap emergency response activities provided that the immediate needs of the community are being met. Recovery activities include:

- Organize and staff the recovery effort.
- Coordinate the recovery of vital records and the restoration of record keeping capabilities.
- Coordinate recovery resource procurement.
- Coordinate public information as it relates to the recovery effort.
- Coordinate emergency debris and waste removal.
- Coordinate restoration and salvage.
- Act as the point of contact with the Federal Emergency Management Agency to ensure maximum benefits from disaster programs for individuals and public entities

Emergency Management Coordinator

The emergency management coordinator develops and maintains the City's Emergency Management Program. The coordinator advises executive leadership on matters of disaster prevention, mitigation, preparedness, response, and recovery.

King County

The necessary agreements, plans, and procedures are established to create a mutual aid relationship between the City of Black Diamond and King County. The following assistance can be expected from each participating organization:

Valley Communications

Administrative support of Advanced Life Support services and supplies to city EMS response. The Emergency Medical Services (or Fire Service) Unit at the EOC will coordinate with Valley Communications as needed.

King County Medic One

Administrative support of Advanced Life Support services and supplies to city EMS response. The Emergency Medical Services (or Fire Service) Unit at the EOC will coordinate King County Medic One within the city as needed.

King County Office of Emergency Management (KCOEM)

King County Office of Emergency Management is the primary point of contact for all county preparedness, response, and recovery, and has been established under the provisions of RCW 38.52. King County Office of Emergency Management will:

1. Coordinate acquisition of county mutual aid resources in support of emergency response and recovery in the city.
2. Activate the county EOC as a central direction and control point for all county activities related to the incident.

King County Office of Emergency Management shall coordinate the provision of disaster related humanitarian assistance and services to all residents of the county. Members are:

- American Red Cross
- Northwest Harvest
- Washinton Information Network 2-1-1
- United Way
- Salvations Army
- Faith-based organizations
- Businesses
- Civic organizations
- Animal Services
- Housing Authority

Washington State

Washington State, through its CEMP and the State EOC, coordinates all emergency management activities of the State to protect lives and property and preserve the environment. In addition, the State takes appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters. Washington State is responsible for promoting resilience by implementing legislation that facilitates mitigation in all relevant function components of the government.

State government departments are responsible for providing various services such as specialized skills, technical assistance and training, equipment, and resources in support of state and local government emergency operations. State Government will also work with other states, the Regional FEMA Office and other Federal Agencies for interstate mutual aid, federal resources, and public and private assistance upon the Presidential Declaration of a Disaster.

The United States of America

The federal government shall provide assistance to save lives and to protect property, the economy, and the environment in a timely manner. They are responsible for implementing national laws, regulations, guidelines, and standards as well as to ensure the free flow of commerce and the protection of privacy, civil rights, and civil liberties.

The Nation Response Framework facilitates the delivery of federal response assistance to states to help them respond to and recover from the consequences of significant emergencies and disasters. Some federal agencies are mission tasked with actions that can directly support the county response efforts prior to a federal declaration. Once a federal declaration is issued, all federal agency response efforts will be coordinated through FEMA and the Joint Field Office (JFO).

Mutual Aid

If local government resources prove to be inadequate during a disaster operation; requests will be made for assistance from other local jurisdictions and higher levels of government according to existing or emergency-negotiated mutual aid agreements and compacts. Such assistance may take the form of equipment, supplies, personnel, or other capabilities. All mutual aid agreements and compacts will be entered into by duly authorized officials and will be formalized in writing whenever possible. King County will coordinate with and support other political jurisdictions within and outside King County in emergency and disaster prevention, mitigation, preparedness, response, and recovery efforts as resources allow.

Communications

Leadership, at the incident level and in EOCs, facilitates communication through the development and use of a common communications plan, interoperable communications processes, and systems that include voice and data links. Integrated communications provide and maintain contact among and between incident resources, enable connectivity between various levels of government, achieve situational awareness, and facilitate information sharing. Planning, both in advance of and during an incident, addresses equipment, systems, and protocols necessary to achieve integrated voice and data communications.

The principles of communications and information management, which support incident managers in maintaining a constant flow of information during an incident, are (1) Interoperability; (2) Reliability, Scalability, and Portability; (3) Resilience and Redundancy; and (4) Security. Information and intelligence management includes identifying essential elements of information (EEI) to ensure personnel gather the most accurate and appropriate data, translate it into useful information, and communicate it with appropriate personnel.

Regional Interoperable Communications Plans

The Tactical Interoperability Communication Plan (TICP) establishes the necessary elements for interoperable communications in Tumwater. It is used throughout Homeland Security Region 6, which includes King County. The TICP will provide interoperable communication resources including contact information and compatible frequencies within the region.

Federal

National Emergency Communications Plan (NECP)

The NECP is the Nation's strategic plan for emergency communications that promotes communication and sharing of information across all levels of government, jurisdictions, disciplines, and organizations for all threats and hazards, as needed and when authorized.

State

The Alert and Warning Center (AWC)

The AWC is a function of the State Emergency Operations Center (SEOC) which provides 24-hour, 7 days a week coverage for notifications, alerts, and warnings of emergency events and incidents affecting Washington State. The AWC provides continuous situational monitoring during non-emergency periods as well as in times of disaster and emergency. Federal, state, local and tribal officials are then responsible for further dissemination or action as needed.

Information Management Systems

Washington State maintains information management systems, such as WebEOC, to manage disasters and emergencies and to support and increase public safety information sharing. The system provides the SEOC and local jurisdictions with a platform to receive, process and manage information. The

system is used as a gateway to share information and provide communications among county/city EOCs, the SEOC and state, federal, and local public safety entities. This information sharing allows authorized users to make informed decisions regarding public safety operations during disasters or emergencies and supports statewide collaboration.

- State Radio Amateur Civil Emergency Services (RACES) Plan
- State Telecommunications Service Priority (TSP) Planning Guidance
- Statewide Communications Interoperability Plan (SCIP)
- Washington Statewide AMBER Alert Plan

Alert and Warning

When there is a demonstrated need, particularly if timeliness is critical to protect life and property, the city activates alert and warning systems. Messaging will depend on the nature of the hazard, the quality and quantity of information available, and resources available. The city of Black Diamond is signed up to receive alerts through the King County Office of Emergency Management (KCOEM) Alert System. For more information see the Department Annexes: Executive Department.

Public Information

It is essential that accurate, timely and consistent information be disseminated to the public when the EOC is activated. The EOC's Public Information Officer is the primary point of contact for City messaging when the EOC is activated. For more information see the Executive Department section.

Limited English Proficiency (LEP)

Washington state RCW 38.35.070 (3)(a)(ii) defines "Significant population segment" as "each limited English proficiency language group that constitutes five (5) percent or one thousand, whichever is less, of the populations of person eligible to be served or likely to be affected within a city, town or county". According to the State Office of Financial Management (OFM) data.

Although, the City of Black Diamond does not have population segments that meet this definition, the City of Black Diamond will continue to monitor this data for changes and create an LEP as needed. Black Diamond will follow the King County Inclusive Emergency Communications Plan which is a collaborative effort between King County Emergency Management, Public Health Seattle King County and other stakeholders. This plan is used during emergencies and disaster to communicate life safety messages to targeted populations.

The City of Black Diamond has a variety of systems and communication methodologies that can be leveraged to relay critical, life -safety information, including mass notification systems (Alert King County), TV, radio and social media.

Additional notifications shared through these platforms includes, access to Regional Joint Information System (JIS) and the county Trusted Partner Network (TPN).

The JIS provides consistent, coordinated, accurate, accessible, timely and complete information to the public and stakeholders during emergencies or disaster, while the TPN is a network of individuals and

community organizations who are trusted agents within their community and will transmit messages in the appropriate language to their community and clients.

Appendix: Communicating with Limited English Proficient Populations; Washington State CEMP - ESF 15

Access and Functional Needs

General

- Know your impacted community. Identify the pre-existing vulnerabilities, needs, and assets that exist within the impacted communities.
- Respond in collaboration. Identify and include in the response activation process representatives from the impacted populations who understand the issues of the geographic area and cultural needs.
- Ensure messages are audience appropriate. Make all messages clear, easily understandable, and culturally and linguistically appropriate.
- Reflect target demographic in visuals. Ensure that emergency responders who serve as PIOs/outreach team/speakers include individuals that are representative of the demographics of the impacted community.
- Coordinate with community influencers. Get active, ongoing feedback to confirm message content, language and style, engagement approaches, dissemination platforms, and distribution timing slated for PIO response outreach matches the unique characteristics of the targeted diverse populations' needs and preferences.
- Use targeted outreach platforms. Identify specific, vetted communication channels that will be most effective in reaching the impacted target populations.
- Use multiple outreach channels and methods. Use a wide range of trusted voices and channels, both formal and informal, to ensure messages are received, understood, and acted upon.
- Utilize local trusted and ethnic media outlets. Utilize trusted community voices and channels of communication, such as ethnic media, community-based, and faith-based organizations. Reach immigrants and populations with limited-English proficiency (LEP) using the media outlets that impacted populations normally listen to or will consult and will be supportive of the response outreach.
- Provide access for access and functional needs. Alert individuals with sensory or cognitive disabilities and others with access and functional needs (AFN) in the workplace, in public venues, and in their homes. Print materials should be accessible to persons with disabilities, and electronic materials should be 508 compliant.
- Evaluate the appropriateness of the outreach message and engagement approach. Using individuals that know the culture and language, evaluate the comprehension, retention, and anticipated behavior/desired response actions.

Individual Needs

- Children: May be reluctant to follow instructions from strangers. Should never be separated from an adult caretaker. If alone, should be provided with a caretaker immediately and have their situation communicated to the Department of Child and Family Services.

- Visually Impaired: May be extremely reluctant to leave familiar surroundings when the request for evacuation comes from a stranger. A guide dog could become confused or disoriented in a disaster. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety during a disaster.
- Hearing Impaired: May need to make special arrangements to receive alerts and warnings.
- Mobility Impaired: May need special assistance getting to a shelter.
- Single Working Parent: May need help to plan for disasters and emergencies to ensure child safety.
- Non-English or Limited-English Speaking Persons: May need assistance planning for and responding to emergencies.
- People without Vehicles: May need to make arrangements for transportation. Work with respective County transportation entities regarding AFN and ADA compliant transportation options.
- People with Special Dietary Needs: Should take special precautions to have an adequate emergency food supply.
- People with Medical Conditions: Should know the location and availability of more than one facility if dependent on a dialysis machine or other life-sustaining equipment or treatment.
- People with Intellectual Disabilities: May need help responding to emergencies and getting to a shelter.
- People with Dementia: Should be registered in the Alzheimer's Association Safe Return Program.
- Households with Pets: Extra consideration for evacuation planning and resource needs. Additional communications specific to pet care for preparedness and response. Reunification and care of displaced pets.
- People with Service Animals: Accommodations for service animals at all locations. Precautions for food and care items for animals in addition to human needs.

Communication Challenges and Recommendations

- Communications systems are evaluated at a minimum after any significant exercise or activation. The City of Black Diamond recognizes the importance of identifying challenges in order to reduce any potential risks to the city. Some of the communications based needs the have been identified include:
- Amateur Radio infrastructure is lacking in the EOC. Identify funding to purchase equipment and have it installed by a licensed vendor. Coordinate with local Ham Radio operators to have qualified staff in the EOC during activations.
- The city has the ability to notify the public during emergencies and disasters. However, most notifications require residents to opt in to receive alerts. Consequently, a significant portion of the population will not receive certain types of alerts during an emergency or disaster. To address this need, the City participates in countywide public education efforts. Emergency Management does not currently have access to a satellite phone. Determine the satellite needs of emergency management and identify funding to make a purchase. Translated communications are available, but sometimes the cultural competency of a pure translation is limited. Include additional cultural competency in its existing language access programs.

- The differing levels of familiarity and comfort with technology lead to different types of engagement in the programs designed to support the EOC operations. Increased training and exercise will improve the comfort of responders on the existing technology.
- The city of Black Diamond has a stand-alone VHF Radio System with a Repeater. This system allows staff to communicate via 10 portable radios located at the EOC. Public Works has 5 (soon to be 10) vehicles equipped with mobile radios. City Hall is equipped with a mobile radio being used as a base station. The EOC Manager's Vehicle is equipped with Mobile VHF radio as well as one 800mhz police radio.

Administration

The Governor, Washington Military Department, Emergency Management Division (EMD), and other governmental officials require information concerning the nature, magnitude, and impact of a disaster or emergency. This information allows for evaluating and providing the most efficient and appropriate distribution of resources and services during the response to and recovery from a disaster or emergency. State agencies, local jurisdictions, and other organizations provide these reports including, but are not limited to:

- Situation Reports;
- Requests for Proclamations of Emergency;
- Requests for Assistance;
- Costs/Expenditures Reports;
- Damage Assessment Reports; and/or
- After Action Reports.

Documentation

Records will be kept in such a manner to separately identify incident related expenditures and obligations from general programs and activities of local jurisdictions or organizations. Complete and accurate records are necessary to document requests for assistance, for reimbursement under approved applications pertaining to declared emergencies or major disasters, and for audit reports.

Final documents are submitted either electronically or in hard copy format to be collated into the complete incident records. The EOC may choose to activate the documentation unit leader position in the planning section to assist with the management of all EOC documents and records. This position becomes progressively more important as the size and complexity of the response increases. In the absence of an assigned position, the responsibility falls to the Planning Section Chief.

Retention

The records management program followed by the city is comparable to the program recommended by the State Archivist and includes storage, retention, and preservation of historical and essential records. The City of Black Diamond retention system includes computer backups, fireproof filing cabinets for priority documents, and storage of original ordinances and resolutions in a secure off-site location.

The City Clerk has the responsibility to maintain city records, establish retention schedules, in accordance with city ordinances and state laws, and will consult with city departments in the development of vital record protection procedures.

Preservation

Local government offices may coordinate the protection of their essential records with the state archivist as necessary to provide continuity of government under emergency conditions pursuant to RCW 40.10.010.

Finance

General

Local jurisdictions requesting assistance should assume the resources requested will need to be paid out of local funding. Local jurisdictions may incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2), applicable state statutes and local codes, charters, and ordinances, which may include but are not limited to the following:

- Emergency expenditures for cities with populations less than 300,000. RCW 35.33.081.
- Emergency expenditures for towns and cities with an ordinance providing for a biennial budget. RCW 35.33.081.
- Emergency expenditures for code cities. RCW 35A.33.080 and RCW 35A.34.140.
- Emergency expenditures for counties. RCW 36.40.180.

The Federal Emergency Management Agency (FEMA) requires that state and local governments receiving federal financial assistance under the Stafford Act comply with FEMA's rules prohibiting discrimination, as provided in 44 Code of Federal Regulation (CFR) § 206.11. As a result of this federal requirement, state, and local governments seeking to receive federal disaster assistance will follow a program of non-discrimination and incorporates FEMA's Whole Community approach (discussed in the ***Concept of Operations*** section). This requirement encompasses all state and local jurisdiction actions to the Federal/State Agreement.

All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, physical and sensory limitations, Limited English Proficiency (LEP), or national origin.

As a condition of participation in the distribution of assistance or supplies under the Stafford Act, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the administrator of the Federal Emergency Management Agency (FEMA), and shall comply with such other regulations applicable to activities within an area affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.

The Pets Evacuation and Transportation Standards (PETS) Act amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The PETS Act is operational when a federal disaster declaration is made and can provide reimbursement for allowable, documented services used in the declared emergency. Eligible costs related to pet evacuations and sheltering are in FEMA's Public Assistance Program and Policy Guide (PAPPG).

Incurred Costs Tracking

To provide guidelines for fiscal and administrative functions in support of the City of Black Diamond emergency services during an emergency or disaster. In a disaster/emergency, some procurement processes may need to be altered for life safety purposes, but to the best of the city's ability, all purchases will follow regular procurement rules for the city.

If agencies/departments are making internal purchases related to a disaster, and operational budgets will allow for covering the items, regular daily procedures will be followed. The EOC is authorized to make purchases based on the needs of the event. This fluctuates based on the type of event and the state of the response/recovery.

The EOC uses the ICS structure for tracking and approving costs including a finance section. All EOC purchases will be made using the ICS structure and approval process. Purchases will be approved by EOC Manager.

- Each City Department shall designate personnel to be responsible for documentation of disaster-related expenses.
- Emergency expenditures will come from currently appropriated local funds in accordance with RCE 38.52.070
- The Mayor or designee and the Finance Director or designee will be responsible for identifying sources of funds to meet disaster related expenses when they are incurred.
- Regular "normal" approval procedures for expenditures may be modified to accommodate the circumstances associated with the disaster.
- Records shall be kept in a manner that distinguishes between day-to-day operations and disaster expenses.
- The Finance Director shall appoint staff to coordinate documentation of citywide financial records and expenditures resulting from a disaster.
- Alternative methods of payment and payroll processing will be established in the event of a system failure.

Purchases over the established threshold may need to be approved by the Mayor or Council prior to the funding being made available.

The finance section in the EOC will ensure appropriate documentation is being collected and tracked in compliance with local, state, and federal regulations.

Cost Recovery

Disaster-related expenditures and obligations of state agencies, local jurisdictions, and other organizations may be reimbursed under several federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

Federal Assistance Programs

Public Assistance (PA) Program

FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a Presidential disaster declaration. PA provides grants to state, tribal, territorial, and local governments, and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies. Through the program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly owned facilities, and the facilities of certain PNP organizations. The PA program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process. The federal share of assistance is not less than 75 percent of the eligible cost. The Recipient (usually the state) determines how the non-federal share (up to 25 percent) is split with the subrecipients (eligible applicants).

Individual Assistance (IA) Program

FEMA provides assistance to individuals and households through the Individual Assistance Program, which includes all of the following:

- Mass Care and Emergency Assistance (MC/EA);
- Crisis Counseling Assistance and Training Program (CCP);
- Disaster Unemployment Assistance (DUA);
- Disaster Legal Services (DLS);
- Disaster Case Management (DCM); and
- Individuals and Households Program (IHP).

IHP is comprised of two categories of assistance: Housing Assistance (HA) and Other Needs Assistance (ONA).

Small Business Administration (SBA)

SBA provides low- or no-interest disaster loans to help businesses and homeowners recover from declared disasters. The SBA declaration process has a lower threshold than FEMA and will only assist those who do not meet FEMA requirements. <https://disasterloan.sba.gov/ela/Information/Index>
<https://www.disasterassistance.gov/>

State Assistance Programs

Public Assistance (PA) Program

The Public Assistance (PA) State Administrative Plan (SAP) provides procedures used by the Military Department, Emergency Management Division staff (as Grantee) to administer the Public Assistance Program. Audits of state and local jurisdiction emergency expenditures will be conducted in the normal course of state and local government audits. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

Individual Assistance (IA) and Other Needs Assistance (ONA) Programs

The Individual Assistance (IA) State Administrative Plan (SAP) for the Other Needs Assistance (ONA) Program is used by the State Emergency Management Division staff (as Grantee) to administer the Individual Assistance Program. The IA SAP sets forth the organization, staffing, and procedures for administration of the Individuals and Households Program, Other Needs Assistance, in Washington State subsequent to a major disaster declaration by the President.

Local Assistance Programs

Black Diamond has one local assistance center through the Black Diamond Community Center (BDCC). In 1988 citizens formed a non-profit corporation named the Black Diamond Community Center Association. The Association is an independent organization that is not affiliated with the city.

The BDCC has a food bank and clothing bank that is open Monday and Wednesday 10-3pm. A published list of needs can be found online at blackdiamondcommcenter.org under emergency services.

Puget Sound Energy assistance is available through the BDCC. Households in Black Diamond, Ravensdale, Maple Valley, Black Diamond and east unincorporated Kent (zip 98042) are eligible. Call ahead to make an appointment at 360-886-1011.

The BDCC proved invaluable in assisting the City to vet and distribute ARPA funds during the Covid 19 pandemic.

Logistics

During a disaster/emergency, the city will utilize all available jurisdictional and mutual aid resources. Once those resources are exhausted, the city will promulgate a Declaration of Emergency, and the City EOC will work with the County ECC to request additional resources.

The EOC has qualified staff members assigned to manage logistics and procure resources. If the County ECC cannot fill a particular resource, requests for assistance (RFAs) should then be routed to the State EOC's (SEOC) Logistics Section for additional support.

The directors of City government departments will utilize the services, personnel, equipment, supplies, and facilities normally available to the extent possible.

County government is not a provider of emergency services to the City of Black Diamond but acts as a coordinator of emergency services. As Black Diamond is encompassed by an area that is unincorporated, the city may be asked to provide services to part of the county. The following is a partial list to illustrate the scope of County services:

- Warning
- Communications Support
- Emergency Medical Services
- Search & Rescue
- Public Works
- Emergency Information
- Transportation Support
- Emergency Resource Management
- Radiological Monitoring
- Shelters (In coordination with ARC)

NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, and supplies. Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. Therefore, effective resource management includes leveraging each jurisdiction's resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements.

Procurement Methodology

The Washington Intrastate Mutual Aid System (WAMAS), established in RCW 38.56, provides for in-state mutual assistance among member jurisdictions, to include every county, city, and town of the state. Members of WAMAS are not precluded from entering into or participating in other mutual aid agreements that are authorized by law. WAMAS does not replace current mutual aid agreements; it is a mutual aid tool to use when other agreements do not exist.

Out-of-state mutual aid resources are requested through the Emergency Management Assistance Compact (EMAC), established in Public Law 104-321, or the Pacific Northwest Emergency Management Arrangement (PNEMA), established in Public Law 105-381, both coordinated through Washington Emergency Management Division.

Resources should deploy only when appropriate authorities request and dispatch them through established resource management systems. Resources that authorities do not request should refrain from spontaneous deployment to avoid overburdening the recipient and compounding accountability challenges.

Resource Gaps

Comprehensive and integrated planning can help other levels of government plan their response to an incident within a jurisdiction. By knowing the extent of the jurisdiction's capability, supporting planners can pre-identify shortfalls and develop pre-scripted resource requests.

Resource Requests

Resource requests are tracked throughout their entire life cycle, from the time submitted, until filled (if consumable) or until the resource is demobilized and returned (if non-consumable). Supply chain elements, such as state and local staging areas, reception and integration centers, movement coordination centers, and movement control points activate as appropriate to the situation. State and local staging areas serve as temporary storage areas for the movement of resources to affected areas. Reception and integration centers provide reception, integration, onward movement, and accountability for out-of-state resources.

NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, and supplies. Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. Therefore, effective resource management includes leveraging each jurisdiction's resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements. When the EOC identifies resource needs that cannot be met by City resources or mutual aid, a 213RR will be completed and sent to the King County ECC.

Specialized Resources

A similar process will be used for specialized resources.

Resource Typing

Resource typing is defining and categorizing incident resources by capability. Resource typing definitions establish a common language for discussing resources by defining minimum capabilities for personnel, teams, facilities, equipment, and supplies. Resource typing enables communities to plan for, request, and have confidence that the resources they receive have the capabilities they requested.

FEMA leads the development and maintenance of resource typing definitions for resources shared on a local, interstate, regional, or national scale. Jurisdictions can use these definitions to categorize local assets.

Emergency Worker Program/Liability Protection

RCW 38.52 authorizes the use of emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(7), while provisions addressing the registration, use, classification and coverage of emergency workers are addressed by RCW 38.52.180, RCW 38.52.310 and WAC 118.04.

Demobilization

As response and recovery efforts for an event requiring activation of the EOC are completed, the organization will transition back into normal day-to-day operations. This process will likely occur in stages and resources will be returned to normal functions once their responsibilities and/or tasks are completed or transferred to other personnel or groups.

When the Director of Emergency Services (or designee) determines that activation of the EOC is no longer required, he/she will disseminate instructions for demobilization from emergency management activities.

As a component of demobilization, incident debriefing will occur as soon as possible and if deemed necessary or required, an After-Action Report will be developed to detail operational successes, problems and key issues affecting incident management.

Plan Maintenance

Core Planning and Development

Planning Process

Planning is a continuous process that does not stop when the plan is published. The planning team develops a rough draft of the basic plan or annexes. As the planning team works through successive drafts, they add necessary tables, charts, and other graphics. The team prepares a final draft and circulates it for comment to organizations that have responsibilities for implementing the plan. The written plan should be checked for its conformity to applicable regulatory requirements and the standards of Federal or state agencies and for its usefulness in practice. Once validated, the planning team presents the plan to the appropriate officials for signature and promulgation. The promulgation process should be based on specific statute, law, or ordinance. Once approved, the planner should arrange to distribute the plan to stakeholders who have roles in implementing the plan.

Review Process

Commonly used criteria can help decision makers determine the effectiveness and efficiency of plans. These measures include adequacy, feasibility, and acceptability. Decision makers directly involved in planning can employ these criteria, along with their understanding of plan requirements, not only to determine a plan's effectiveness and efficiency but also to assess risks and define costs.

Adequacy – a plan is adequate if the scope and concept of planned operations identify and address critical tasks effectively; the plan can accomplish the assigned mission while complying with guidance; and the plan's assumptions are valid, reasonable, and comply with guidance.

Feasibility – a plan is feasible if the organization can accomplish the assigned mission and critical tasks by using available resources within the time contemplated by the plan. The organization allocates available resources to tasks and tracks the resources by status (e.g., assigned, out of service). Available resources include internal assets and those available through mutual aid or through existing state, regional, or Federal assistance agreements.

Acceptability – a plan is acceptable if it meets the requirements driven by a threat or incident, meets decision maker and public cost and time limitations, and is consistent with the law. The plan can be justified in terms of the cost of resources and if its scale is proportional to mission requirements. Planners use both acceptability and feasibility tests to ensure that the mission can be accomplished with available resources, without incurring excessive risk regarding personnel, equipment, material, or time. They also verify that risk management procedures have identified, assessed, and applied control measures to mitigate operational risk (i.e., the risk associated with achieving operational objectives).

Completeness – a plan is complete if it:

- Incorporates all tasks to be accomplished;
- Includes all required capabilities;

- Integrates the needs of the general population, children of all ages, individuals with disabilities and others with access and functional needs, immigrants, individuals with limited English proficiency, and diverse racial and ethnic populations;
- Provides a complete picture of the sequence and scope of the planned response operation;
- Makes time estimates for achieving objectives; and
- Identifies success criteria and a desired end-state.

Compliance – the plan should comply with guidance and doctrine to the maximum extent possible, because these provide a baseline that facilitates both planning and execution.

Revision Process

Plans should evolve as lessons are learned, new information and insights are obtained, and priorities are updated. Evaluating the effectiveness of plans involves a combination of training events, exercises, and real-world incidents to determine whether the goals, objectives, decisions, actions, and timing outlined in the plan led to a successful response. Planning teams should establish a process for reviewing and revising the plan. Reviews should be a recurring activity. In no case should any part of the plan go for more than two years without being reviewed and revised.

Generally, revisions to this plan will be submitted to the City Administrator for approval. However, revisions which clarify existing portions of the plan, that reflect changes in state or federal requirements, or that adjust responsibilities to better reflect organizational capabilities or structure may be made if the revisions cannot be construed as establishing or changing city policy, and the City Administrator is advised of any changes prior to their implementation.

Record of Changes and Corrections

See page six of CEMP for the Record of Changes form.

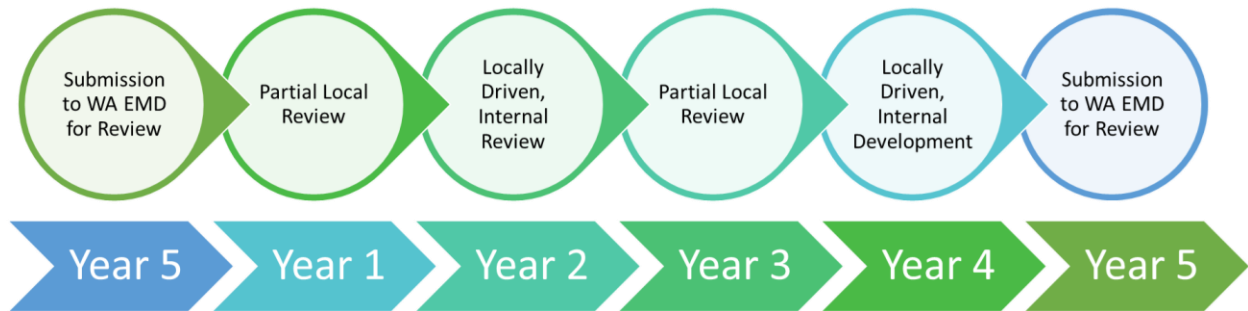
Maintenance Schedule

The Emergency Services Director coordinates the development and maintenance of the City's Comprehensive Emergency Management Plan.

The Comprehensive Emergency Management Plan (CEMP) will be updated periodically as required, to incorporate new Presidential directives, legislative changes and changes to policy or procedures, as a result of lessons learned from activations or annual exercises.

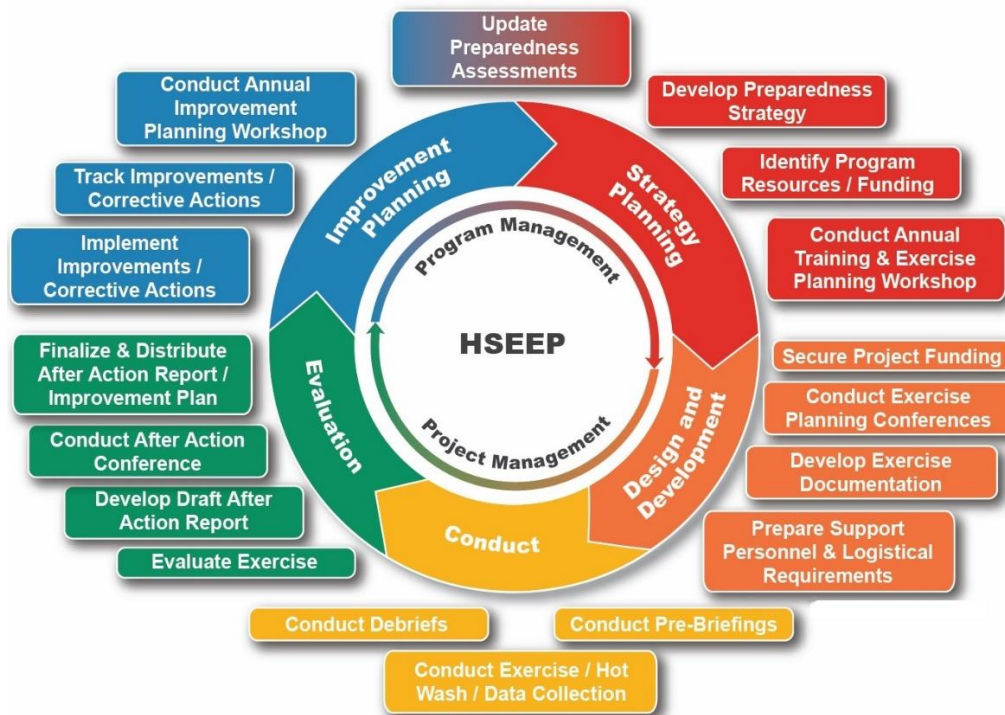
The CEMP will undergo a complete review and update at least every five (5) years. As part of that process, the revised CEMP will be submitted to the Washington State Emergency Management Division for review, prior to formal adoption.

The Black Diamond Comprehensive Emergency Management Plan and any amendments thereto shall be effective when approved.



Training & Exercise Program

Through the implementation of the Homeland Security Exercise and Evaluation Program (HSEEP), organizations can use training and exercises to improve current and required Core Capability levels, identify gaps, and overcome shortfalls. A Capabilities Assessment provides gap analysis, by Core Capability, for each desired outcome and capability target; each of the Homeland Security Regions is required to complete an assessment. After the Capabilities Assessment is completed, it is referenced to determine the priority capabilities for training and exercise planned activities and should be coordinated with the Training and Exercise Plan (TEP) of the state.



Training Program

It is the policy of the City of Black Diamond to hold EOC meetings a minimum of once per year that may also serve as training sessions for participants. King County Office of Emergency Management (OEM) delivers a range of training classes to enhance the emergency planning and response capabilities of government employees, schools, businesses, emergency workers, and the public. The Director of each City Department will coordinate with OEM for City employee participation in these local classes and

with the Washington State Emergency Management Division for City employee's attendance at relevant state training classes.

Credentialing

Nationally standardized criteria and minimum qualifications for positions provide a consistent baseline for qualifying and credentialing the incident workforce. Along with the job title and position qualifications, the position task book (PTB) is a basic tool that underpins the NIMS performance-based qualification process. PTBs describe the minimum competencies, behaviors, and tasks necessary to be qualified for a position. PTBs provide the basis for a qualification, certification, and credentialing process that is standard nationwide.

Exercise Program

Applying the following principles to both the management of an exercise program and the execution of individual exercises is critical to the effective examination of capabilities:

- *Guided by Elected and Appointed Officials* – provide overarching guidance and direction for the exercise and evaluation program as well as specific intent for individual exercises.
- *Capability-based, Objective Driven* – through HSEEP, organizations can use exercises to examine current and required core capability levels and identify gaps; exercises focus on assessing performance against capability-based objectives.
- *Progressive Planning Approach* – a progressive approach includes the use of various exercises aligned to a common set of exercise program priorities and objectives with an increasing level of complexity over time.
- *Whole Community Integration* – encourage exercise planners to engage the whole community throughout exercise program management, design and development, conduct, evaluation, and improvement planning.
- *Informed by Risk* – identifying and assessing risks and associated impacts helps organizations identify priorities, objectives, and core capabilities to be evaluated through exercises.
- *Common Methodology* – enables organizations of divergent sizes, geographies, and capabilities to have a shared understanding of exercise program management, design and development, conduct, evaluation, and improvement planning; and fosters exercise-related interoperability and collaboration.

All City of Black Diamond Departments shall develop training and exercise programs to support their emergency planning, response, and recovery functions. In addition, departments will participate in the various emergency management training courses and exercises.

Departments shall designate qualified employees to coordinate emergency management training programs with the Director of Emergency Services and, participate in exercises with increasing levels of complexity and, participate in at least one functional exercise per year.

After-Action Reporting Process

The After-Action Report (AAR) summarizes key exercise related evaluation information, including the exercise overview and analysis of objectives and core capabilities; however, the AAR can also be used to capture and analyze key incident-related information throughout the phases of an incident. The AAR

should include an overview of performance related to each exercise objective and associated core capabilities, while highlighting strengths and areas for improvement.

Upon completion, the exercise evaluation team provides the draft AAR to the exercise sponsor, who distributes it to participating organizations prior to drafting a formal AAR. Elected and appointed officials, or their designees, review and confirm observations identified in the formal AAR and determine which areas for improvement require further action. Areas for improvement that require action are those that will continue to seriously impede capability performance if left unresolved.

After-action reviews are an important part of understanding how and why emergency actions were successful or could have been more effective. They help the city improve its response and recovery efforts by evaluating the entire event.

After-action reviews will be conducted following an EOC activation or exercise in order to identify lessons learned. All departments, agencies, and key personnel will be involved in the process to provide feedback and identification of areas for improvement and recommendations, as well as to identify what worked well and should be retained. Emergency Management will complete a corrective action plan to capture items learned from the AAR, and assign the responsible department or agency for implementation, and follow up with these parties to ensure that corrective actions are taken.

Per RCW 38.52.070(4) when conducting after-action reviews, local organizations and joint local organizations must evaluate the effectiveness of communication of life safety information and must inform the emergency management division of the Washington military department of technological challenges which limited communications efforts, along with identifying recommendations and resources needed to address those challenges.

Following an event, a debrief is conducted to gather information for the AAR. Information gathered will look at what populations took advantage of services and follow up with the targeted communities to determine what they wish they would have known. This information will be used to determine the efficacy of the messaging being communicated.

Using various forms of technology presents different challenges in communicating messages to the community. Many communication methods are owned by other entities which could delay communications if a regional catastrophic event has occurred. Due to infrastructure failure or radio congestion, it may be difficult for the City to reach the County during these times. Alert King County has the ability to broadcast two languages simultaneously by landline, mobile, text and email. This system cannot direct specific language translations to specific individuals or populations.

Social media is also used to communicate with the public but not without its own challenges, not all of the population are social media users.

Black Diamond continues to monitor communication methods and data from the OFM for languages spoken in the city.

Limitations with technology is always present and can only be fixed by the developers of the software or hardware. Black Diamond can address technology gaps by using as many different communication methods as possible, including community members, agreements already in place, translation (when needed), and door to door communication when needed. Building and maintaining relationships with local businesses and the community will help ensure successful communications.

Corrective Action Program

Corrective actions are concrete, actionable steps that are intended to resolve capability gaps and shortcomings identified in exercises or real-world events. In developing corrective actions, elected and appointed officials and/or their designees should first review and revise the draft AAR, as needed, to confirm that the issues identified by evaluators are valid and require resolution. The reviewer then identifies which issues fall within their organization's authority and assumes responsibility for acting on those issues. Finally, they determine an initial list of appropriate corrective actions to resolve identified issues.

Exercises will include an evaluation by the participants. The Public Works Director will ensure that exercise deficiencies are addressed and corrected as well as incorporated into the plan.

Appendix A

Definitions

A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS) - Statewide law enforcement data network controlled and administered by the Washington State Patrol. Provides capability to send warning and notification of emergencies from state to local jurisdictions.

ADJUTANT GENERAL – TAG or Adjutant General is the senior military officer and de facto commander of a state's military forces. In WA State they are the commander of all Washington Army and Air National Guard forces and Director of the state's Emergency Management and Enhanced 911 programs.

AIR SEARCH AND RESCUE - Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Revised Code of Washington (RCW) 47.68. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. See also SEARCH AND RESCUE.

AMERICAN RED CROSS - Non-Profit organization that can provide Mass Care in disasters and/or emergencies. Also called Red Cross.

ALTERNATE CARE FACILITY - Location, pre-existing or created, that serves to expand the capacity of a hospital in order to accommodate or care for patients when an incident overwhelms local hospital capacity. In an MCI, patients will be triaged and transported to the hospital not the ACF for definitive care.

AUTHORIZED OFFICIAL - An individual authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to direct the activities of emergency workers. These individuals are The Adjutant General of the Military Department or designee, the Director for the Emergency Management Division or designee, the Director or designee of a local emergency management agency, the chief law enforcement officer or designee of a political subdivision, or other such officials as identified in ESF 9 - Search and Rescue of a local comprehensive emergency management plan.

AUTHORIZED ORGANIZATION - A state or local agency authorized under Chapter 38.52 RCW and Chapter 118.04 WAC to register and/or employ emergency workers. These agencies are: the Military Department, Emergency Management Division, local jurisdiction emergency management agencies and law enforcement agencies of political subdivisions.

BASE - Designated parking area for apparatus that are assigned a task or function during an incident.

BIOLOGICAL WARFARE - The intentional use of biological agents as weapons to kill or injure humans, animals, or plants, or to damage equipment.

CATASTROPHE - An expected or unexpected event in which a community, because of the severity of the event, is unable to use its resources or the need for resources has greatly exceeded availability disrupting the social or economic structure of the community, preventing the fulfillment of the community's essential functions and rendering the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

CATASTROPHIC INCIDENT - Any natural or manmade incident, including terrorism, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale and/or government functions.

CHAIN OF COMMAND - A series of command, control, executive, or management positions in hierarchical order of authority.

CHEMICAL AGENT - A chemical substance that is intended for use in military operations to kill, seriously injure, or incapacitate people through its physiological effects. Excluded from consideration are riot control agents, smoke and flame materials. The agent may appear as a vapor, aerosol, or liquid. It can be either a casualty/toxic agent or an incapacitating agent.

CLAIMANT - The individual making a claim or their legal representative.

COLORED FLAGGING - A color-coded identification system used to designate medical priority of patients during a Multiple Casualty Incident.

- Red Flagging (immediate)
- Yellow Flagging (delayed)
- Green Flagging (minor)
- Striped (black/white) Flagging (deceased)
- White Flagging (decontaminated/clean patient)

COMPREHENSIVE EMERGENCY MANAGEMENT NETWORK (CEMNET) - Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.

CONFINED SPACE - Space large enough for a body to work with limited entry and egress. Not designed for continuous habitation.

CONGREGATE CARE CENTER - A public or private facility that is predesignated and managed by the American Red Cross during an emergency, where evacuated or displaced persons are housed and fed.

CONTAGIOUS - Capable of being transmitted from one person to another.

COORDINATE - To advance systematically an analysis and exchange of information among principals who have or may have a need-to-know certain information to carry out specific incident management responsibilities.

COUNTER-TERRORISM - Strategic and/or tactical measures taken, in a collaborative effort, to prevent or respond to acts of terrorism.

CRISIS MANAGEMENT MEASURES - to identify, acquire and plan the use of resources needed to anticipate, prevent and/or resolve a threat, act, or incident. In a terrorist incident, crisis management includes intelligence, surveillance, tactical operations, negotiations, forensics, investigation, agent identification, search, render safe procedures, transfer and disposal, limited decontamination and assurance of public health and safety.

CUTANEOUS - Pertaining to the skin.

DECONTAMINATION - The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing hazardous material.

DEFENSE SUPPORT OF CIVIL AUTHORITIES (DSCA) - is the process by which United States military assets and personnel can be used to assist in missions normally carried out by civil authorities.

DEPARTMENT OF NATURAL RESOURCES (DNR) EMERGENCY COORDINATION CENTER - Site where DNR's Emergency Management Team accomplishes the duties assigned in the Department Emergency Management Plan. The primary office is the Fourth Floor Dispatch Office, 1111 Washington Street Southeast, Olympia, Washington.

DIRECTION AND CONTROL EXERCISE - An activity in which emergency management officials respond to a simulated incident from their command-and-control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.

DISASTER - An event expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.

DISASTER MEDICAL CONTROL CENTER - The DMCC (also known as Hospital Control) is the Hospital responsible for providing Transport with a coordinated distribution of patients to area hospitals based on patient needs and the hospitals capabilities. For the purpose of this plan, Harborview Medical Center will be the primary DMCC for King County with Overlake Hospital as the backup.

DISASTER RECOVERY CENTER (DRC) - A temporary facility where, under one roof, representatives of federal agencies, local and state governments and voluntary relief organizations can explain the disaster recovery programs and process applications from businesses.

DISASTER SEARCH AND RESCUE - Large scale search and rescue operations conducted as a result of a natural or technological (human-caused) emergency, disaster, or catastrophe.

DIRECT FEDERAL ASSISTANCE - Emergency work or assistance, beyond the capability of state and local jurisdictions, which is performed by a federal agency under mission assignment from Federal Emergency Management Agency.

ECONOMIC RECOVERY - Involves economic impact assessment to the City and the business community, support to small businesses from federal and other sources and economic revitalization planning.

EMERGENCY - An expected or unexpected event involving shortages of time and resources that places life, property, or the environment in danger and requires response beyond routine incident response resources.

EMERGENCY ALERT SYSTEM (EAS) - Established to enable the President, federal, state and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

EMERGENCY MANAGEMENT or COMPREHENSIVE EMERGENCY MANAGEMENT - The preparation for and the carrying out of all emergency functions other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological and to provide support for search and rescue operations for persons and property in distress.

EMERGENCY OPERATIONS CENTER (EOC) - A designated site from which government officials can coordinate emergency operations in support of on-scene responders.

EMERGENCY MEDICAL SERVICES - This term refers to medical treatment and care that may be rendered at the scene or any medical emergency or while transporting any patient in an ambulance to an appropriate medical facility, including ambulance transportation between medical facilities. (RCW 70.168.015)

EMERGENCY PLANNING ZONES (EPZs) - The areas for which emergency plans are made to assure that prompt and effective action can be taken to protect the public in the event of a radiological or chemical emergency. In Washington State the first zone is the plume exposure emergency planning zone with an approximate radius of ten miles from the nuclear power plant or chemical depot. The second zone is the ingestion exposure EPZ with an approximate radius of 50 miles. Immediate Response Zone (IRZ) and Protective Action Zone (PAZ) are associated with nuclear and chemical storage facilities.

EMERGENCY SUPPORT FUNCTION (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of

federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

EMERGENCY WORKER - Emergency worker means any person including, but not limited to, an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

EVACUATION - Evacuation can be defined as the removal of persons from the area at risk prior to, during, or after an emergency's impact.

EVACUEE – A member of a region or area that has been advised to leave a threatened or affected area.

EXTRACTION – The process of moving patients out of the hot zone to the treatment and transport areas.

EXTRICATION - The process of removing a patient from an entrapment.

FEDERAL - Of or pertaining to the Federal Government of the United States of America.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) - Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response and recovery. Federal Emergency Management Agency manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

FEDERAL EMERGENCY RESPONSE TEAM - An interagency team consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations, exchanging information and resolving issues related to Emergency Support Functions and other response requirements. Emergency Response Team members respond to and meet as requested by the FCO. The Emergency Response Team may be expanded by the FCO to include designated representatives of other federal departments and agencies as needed.

FEDERAL RADIOLOGICAL EMERGENCY RESPONSE PLAN - The plan that describes the Federal response to the radiological and on-site technical aspects of an emergency in the United States and identifies the lead federal agency for an event. The events include one involving the Nuclear Regulatory Commission or state licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but affecting the United States and one involving radium or accelerator-produced material. Transportation events are included in those involving the U.S.

Nuclear Regulatory Commission, state licensee, U.S. Department of Energy, or U.S. Department of Defense.

FIELD TRIAGE - The process of rapidly categorizing a large number of patients according to their severity of injury in order to prioritize their extrication and/or extraction to the treatment area.

FULL-SCALE EXERCISE - An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The EOC is activated, and field command posts may be established. A full-scale exercise is always formally evaluated.

FUNCTIONAL EXERCISE - An activity designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

FUNCTIONAL NEEDS SUPPORT SERVICES – Defined as services that enable individuals to maintain their independence in a general population shelter. FNSS includes:

- Reasonable modification to policies, practices and procedures
- Durable medical equipment (DME)
- Consumable medical supplies (CMS) • Personal assistance services (PAS)
- Other goods and services as needed
- Children and adults requiring FNSS may have physical, sensory, mental health and cognitive and/or intellectual disabilities affecting their ability to function independently without assistance. Others that may benefit from FNSS include women in late stages of pregnancy, elders and people needing bariatric equipment.

HAZARD - Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

HAZARD MITIGATION GRANT PROGRAM - A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

HIGH (LOW) ANGLE RESCUE - Using rope and other associated rescue devices in above- and below grade situations.

HOSPITAL EMERGENCY ADMINISTRATIVE RADIO (HEAR) - Radio frequency for communications between emergency medical responders.

HUMAN NEEDS RECOVERY - Encompasses disaster-related community outreach, long-term housing, health (physical and mental), human services, assistance to non-profit agencies and problem-solving to address unusual circumstances generated by the disaster for which no existing programs provide assistance.

INCIDENCE – Frequency of disease occurrence.

INCIDENT - An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

INCIDENT COMMAND SYSTEM (ICS)

- An all-hazards, on-scene functional management system that establishes common standards in organization, terminology and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility and accountability and which is a component of the National Interagency Incident Management Systems (NIMS).
- An equivalent and compatible all-hazards, on-scene, functional management system.

INDIVIDUAL ASSISTANCE (IA) - Supplementary federal assistance available under the Stafford Act to individuals, families and businesses, which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief and other services or relief programs (see Individual and Family Grant Program below).

INFECTIOUS - Capable of being transmitted with or without contact. Pertaining to a disease caused by a microorganism. Producing infection.

INGESTION - The process of taking material (particularly food) into the gastrointestinal tract or the process by which a cell takes in foreign particles.

INTERFACE FIRE - Fire that threatens or burns the interface area. Fire affecting both wildland areas and homes.

INTERMIX FIRE - Fire that threatens or has caused damage in areas containing both forestlands and structures.

JOINT FIELD OFFICE (JFO) - The office established in or near the designated area to support federal and state response and recovery operations. The Joint Field Office houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT) and the State Coordinating Officer (SCO) and support staff.

JOINT INFORMATION CENTER (JIC) - A facility that may be used by affected utilities, state agencies, counties, local jurisdictions and/or federal agencies to jointly coordinate the public information function during all hazard's incidents.

JOINT PRIMARY AGENCY - Two state agencies assigned primary responsibilities to manage and coordinate a specific Emergency Support Function (ESF), jointly. Joint primary agencies are designated on the basis of their having shared authorities, resources, capabilities, or expertise relative to accomplishment of the specific ESF activities. Joint primary agencies are responsible for overall planning and coordination with support agencies for the ESF, with ESF delivery assistance, if requested, from the state EOC. An example of Joint Primary Agency activities is the Department of Ecology and the Washington State Patrol for ESF 10, Hazardous Materials.

JURISDICTION - A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal and local boundary lines) or functional (e.g., law enforcement, public health).

LAND SEARCH AND RESCUE - See SEARCH AND RESCUE.

LOCAL DIRECTOR - The director or designee of a county or municipal emergency management agency jurisdiction.

LOCAL EMERGENCY MANAGEMENT AGENCY - The emergency management or emergency services organization of a political subdivision of the state established in accordance with RCW 38.52.070.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) - The planning body designated by the Superfund Amendments and Reauthorization Act, Title III legislation as the planning body for preparing local hazardous materials plans.

LONG TERM RECOVERY - There can be no definitive time period for short or long-term recovery as the process is dictated by the type and scope of event. Typically, a moderate incident may require 6 - 12 months to bring circumstances back to normal functionality. Long-term recovery involves:

- permanent repair and reconstruction of infrastructure, facilities, or property;
- area specific or city-wide redevelopment planning; • economic and business recovery; and
- social/community restoration.

MASS CASUALTY INCIDENT - Sometimes called a Multiple Casualty Incident, an MCI is an event resulting from man-made or natural causes, which results in illness and/or injuries, which exceed the Emergency Medical Services (EMS) capabilities of a locality, jurisdiction and/or region.

MAJOR DISASTER - As defined in federal law, is any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United

States, which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance... in alleviating the damage, loss, hardship, or suffering caused thereby.

MCI UNIT - A mobile unit, which contains large quantities of medical supplies that can be dispatched to a scene of an MCI. MCI units typically treat 50 or more patients.

MULTIPLE CASUALTY INCIDENT - An incident resulting from man-made or natural causes with associated illness or injury to a large number of people. The effect is that patient care cannot be provided immediately to all, and resources must be managed.

MEDICAL NEEDS SHELTERING - These are shelters or components of shelters for individuals who require sustained assistance (or supervision) for medical needs, but do not have an acute condition requiring hospitalization. This is a subset of access and functional needs populations.

MEDICAL STAGING - An area established to maintain medical supplies, personnel and equipment. The Medical Staging Area will not be necessary at all incidents. When it is indicated, Medical will assign a Medical Staging Manager.

MISSION - A distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, catastrophe, or search and rescue operations that occur under the direction and control of an authorized official.

MISSION ASSIGNMENT - A task assigned by the Federal Emergency Management Agency to any capable federal agency to provide necessary disaster assistance not available under other statutory authorities. The task may involve logistical and personnel of federal assistance as well as direct federal assistance to state and local jurisdictions.

MITIGATION - Actions taken to eliminate or reduce the degree of long-term risk to human life, property and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include, but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, equipment or computer tie downs and stockpiling emergency supplies.

MORBIDITY - State of being diseased. The number of sick persons or cases of disease in relationship to a specific population.

MORTALITY - The condition of being mortal. The death rate; the ratio of the number of deaths to a given population.

NATIONAL INCIDENT MANAGEMENT SYSTEM – A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and

compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking and reporting of incident information and incident resources.

NATIONAL RESPONSE FRAMEWORK - Guides how the Nation conducts all-hazards response. The Framework documents the key response principles, roles and structures that organize national response. It describes how communities, States, the Federal Government and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decision-makers and supporting entities to provide a unified national response.

NATIONAL RESPONSE PLAN (NRP) - Renamed National Response Framework (NRF).

NATIONAL WARNING SYSTEM (NAWAS) - The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding and other activities affecting public safety.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) - The provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations and the private sector to work seamlessly to prevent, protect against, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

PUGET SOUND REGION - For the purposes of this plan, the Puget Sound region is defined as the Seattle Urban Area (UA)/Combined Statistical Area (CSA), which includes the eight Puget Sound counties (Island, King, Kitsap, Mason, Pierce, Skagit, Snohomish, King) and select major cities located therein.

PATHOGEN - Any organism (usually living) capable of producing serious disease or death, such as bacteria, fungi and viruses.

POINT-OF-DISTRIBUTION SYSTEM (PODS) - Points of Distribution are centralized locations where the public picks up life sustaining commodities following a disaster or emergency. Commodities usually include shelf stable food and water.

POP-UP SHELTER – A spontaneous shelter with no pre-established resources or trained volunteers.

PRELIMINARY DAMAGE ASSESSMENT (PDA) - The joint local, state and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs and other written information.

PRELIMINARY DAMAGE ASSESSMENT TEAM - An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state and local representatives to do an initial damage evaluation of the sites damaged.

PRE-HOSPITAL - Means emergency medical care and transportation rendered to patients prior to hospital admission or during inter-facility transfer by licensed ambulance or aid service under chapter 18.73 RCW, by personnel certified to provide emergency medical care under chapters 18.71 and 18.73 RCW or by facilities providing Level V trauma care services as provided for in this chapter. (RCW 70.168.015)

PREPAREDNESS - Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include but are not limited to: continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel and warning systems.

PRESIDENTIAL DECLARATION - Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.

PRIMARY AGENCY - A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of who has the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the state EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.

PROTECTION - Any means by which an individual protects their body. Measures include masks, self-contained breathing apparatuses, clothing, structures such as buildings and vehicles.

PUBLIC ASSISTANCE (PA) - Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

PUBLIC ASSISTANCE OFFICER (PAO) - A member of the Federal Emergency Management Agency Regional Director's staff who is responsible for management of the Public Assistance Program.

RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES) - Licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

RADIOLOGICAL CONTAMINATION - Radioactive material deposited on the surface of structures, areas, objects, or persons following a release of any radioactive material.

RECOVERY -

- Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing and full-scale business resumption.
- The extrication, packaging and transport of the body of a person killed in a search and rescue incident.

REGIONAL CATASTROPHIC AGREEMENT - An inter-jurisdictional agreement that is made between governments or organizations, either public or private, to provide aid and assistance during emergency situations where resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation.

REGIONAL RESPONSE REGIONS - The Washington State homeland security planning and coordination structure is divided into nine (9) regions. These regions mirror the State's public health regions. The regions are made up of one or more counties that include cities, towns and tribal nations within regional geographical boundaries. This regional configuration was implemented to distribute Federal grant funds, develop emergency responder equipment priority lists, plan and execute training and exercise programs, create regionally based mutual aid plans and develop volunteer infrastructure to support citizens' involvement in homeland security initiatives. Operations and physical resources are maintained at the local jurisdiction (county, city and tribal) level and coordination and planning are facilitated at the regional level.

RESCUE COORDINATION CENTER (RCC) -

- (Federal) - A unit responsible for promoting efficient organization of search and rescue services and coordinating conduct of search and rescue operations within a search and rescue region (National Search and Rescue Plan).
- (State) - An extension of the state Emergency Operations Center (EOC) activated in an emergency or disaster to support local search and rescue operations by coordinating the state, out-of-state and federal search and rescue resources responding to the incident. The RCC may be co-located with the EOC or deployed to a location in the proximity of the incident site.

RESPONSE - Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization and warning systems activation.

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT (Public Law 93-288, as amended) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

SEARCH AND RESCUE - The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. Includes DISASTER, URBAN and WILDLAND SEARCH AND RESCUE. Also referred to as LAND SEARCH AND RESCUE to differentiate from AIR SEARCH AND RESCUE.

SERVICE ANIMAL - any animal individually trained to do work or perform tasks for the benefit of a person with a disability. Such tasks can include guiding a person with impaired vision, alerting a person with impaired hearing to the presence of people or sounds, pulling a wheelchair, retrieving dropped items, etc. Dogs are most frequently trained as service animals, but sometimes other animals can to this work. (American with Disabilities Act, 1990)

SHORT-TERM RECOVERY – Involves:

- immediate restoration of services and government functions, as well as
- assistance to residents in resuming essential life activities.

Activities may include: sheltering, debris clearance, damage/impact assessment, temporary service provision, traffic control, temporary space for displaced government/business/community functions, public information, inspections and permitting for repairs, volunteer and donations management and initiation of state/federal assistance programs. Immediate mental health, public health or other community issues may also be addressed.

SITUATIONAL ASSESSMENT REPORT - Document that contains confirmed or verified information and explicit details (who, what, where and how) relating to an incident.

SITUATIONAL AWARENESS - The ability to identify, process and comprehend the critical elements of information about an incident.

SPILL RESPONSE - All actions taken in carrying out the Washington State Department of Ecology's responsibilities to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery and program development.

STAFFORD ACT - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. This Act describes the programs and processes by which the Federal Government provides disaster and emergency assistance to State and local governments, tribal nations, eligible private

nonprofit organizations and individuals affected by a declared major disaster or emergency. The Stafford Act covers all hazards, including natural disasters and terrorist incidents.

STAGING - Location where incident personnel and equipment are assigned on an immediately available status.

STATE COORDINATING OFFICER (SCO) - The individual appointed by the Governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery efforts. The SCO may also function as the Disaster Recovery Manager and as the Governor's Authorized Representative.

STATE EMERGENCY OPERATIONS OFFICER (SEOO) - An individual designated as the initial point of contact for state level emergency response and coordination activities for all hazards (natural or human made) that could adversely affect lives, property, environment or the economy of Washington State operating within the Alert and Warning Center at the State Emergency Operations Center (EOC).

STRUCTURAL COLLAPSE - Structures whose ability to remain self-supporting have been compromised.

SUPPORT AGENCY - An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

TABLETOP EXERCISE - An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

TERRORISM - The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

THREAT - An indication of possible violence, harm, or danger.

TITLE III - Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC) - a subcommittee of the Emergency Management Council - and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.

TOXICITY - A measure of the harmful effect produced by a given amount of toxin on a living organism. The relative toxicity of an agent can be expressed in milligrams of toxin needed per kilogram of body weight to kill experimental animals.

TOXINS - A substance, in some cases produced by disease-causing micro-organisms, that is toxic to other living organisms. Numerous organisms including bacteria, fungi, algae and plants produce toxins. Many toxins are extremely poisonous, with a toxicity that is several orders of magnitude greater than the nerve agents. Since toxins have low volatility, they are dispersed as aerosols and then taken up primarily through inhalation. Some examples of toxins include:

TREATMENT AREA - The designated area for the collection and treatment of patients.

- Red: an area where patients require immediate assistance
- Yellow: an area where patient injuries are serious (delayed) but not life-threatening
- Green: an area where patients with minor injuries are kept

TRAUMA - A major single or multisystem injury requiring immediate medical or surgical intervention or treatment to prevent death or permanent disability. (RCW 70.168.015)

TRENCH RESCUE - Narrow excavation below the surface of the earth where the depth is greater than the width at the bottom.

TRIAGE - The screening and classification of sick, wounded, or injured persons during disasters to determine priority needs for the efficient use of medical and nursing personnel, equipment and facilities. Triage is also done in emergency rooms and acute care clinics to determine priority of treatment. The use of triage is essential to save the maximum number of lives, specifically during an emergency situation that produces many more sick and wounded individuals than the available medical care facilities and personnel can handle.

TRIBAL GOVERNMENT (TRIBES) - Authorized representatives of Federally Recognized Tribes that are sovereign governments within the United States. Within Washington State, Tribes interface with the State during disasters in a very similar manner to other types of local government with respect to seeking supplemental response and recovery support.

URBAN FIRE - Fire that is primarily found within the boundaries or limits of a city.

URBAN SEARCH AND RESCUE (USR) - Locating, extricating and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

URBAN SEARCH AND RESCUE TASK FORCE - A 62-member organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

VIRUS - An infectious micro-organism that exists as a particle rather than as a complete cell. Particle sizes range from 20 to 400 nanometers (one billionth of a meter). Viruses are not capable of reproducing outside of a host cell.

VOLATILITY - A measure of how readily a substance will vaporize.

WATER RESCUE - Locating and removing persons from moving or standing bodies of water (to include ice, salt and fresh) both surface and subsurface.

WEAPON OF MASS DESTRUCTION (WMD) (TITLE 18 USC, SECTION 2332a) - Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

WebEOC - Software designed to bring real-time crisis information management to the Washington State Emergency Operations Center (EOC) as well as to other local, state and federal EOCs.

WILDLAND FIRE - Fire that occurs in wildland areas made up of sagebrush, grasses, or other similar flammable vegetation.

WILDLAND SEARCH AND RESCUE - Search and rescue conducted in wildland areas. Due to the increasing wildland urban interface, wildland search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. See SEARCH AND RESCUE, DISASTER SEARCH AND RESCUE and URBAN SEARCH AND RESCUE.

WIND (DF) MESSAGES - Weather information concerning wind direction and speed. The information would be used for fallout forecasting.

APPENDIX B: ACRONYMS

AAR	After-Action Report
ADA	American with Disabilities Act of 1990
AFN	Access and Functional Needs
ALS	Advanced Life Support
AR	Authorized Representative
ARES	Amateur Radio Emergency Services
ASL	American Sign Language
BDPD	Black Diamond Police Department
CAP	Civil Air Patrol
CD	Community Development
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
CISD	Critical Incident Stress Debriefing
COG	Continuity of Government
COOP	Continuity of Operations Plan
COMM	Communications
CP	Command Post
DART	Disaster Assistance Response Team
DC	Designated Contact
DOC	Department Operations Center
DRC	Disaster Recovery Center
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMD	Emergency Management Division
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ESF	Emergency Support Function
ETF	Executive Task Force
FEMA	Federal Emergency Management Agency
HAM	Amateur Radio, a licensed citizen radio system
HAZMAT	Hazardous Materials
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office

JIC	Joint Information Center
JOC	Joint Operations Center
LEP	Limited English Proficiency
LEPC	Local Emergency Planning Committee
LOGS	Logistics
LSR	Lead State Representative
MAA	Mutual Aid Agreement
MASS	Mutual Aid Support System
MOU	Memorandum of Understanding
MRP	Mission Ready Package
MVFD	Mountain View Fire & Rescue
NAWAS	National Warning System
NEMA	National Emergency Management Association
NGO	Non-governmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
OEM	Office of Emergency Management
OFM	Office of Financial Management
PIO	Public Information Officer
POC	Point of Contact
POD	Point of Distribution
PPE	Personal Protective Equipment
PSRFA	Puget Sound Regional Fire Authority
RACES	Radio Amateur Civil Emergency Services
RCW	Revised Code of Washington
RSA	Resource Support Agreement
RTF	Recovery Task Force
SAR	Search & Rescue
SBA	Small Business Administration
SEOC	State Emergency Operations Center
SITREP	Situation Report
SMART	Specific, Measurable, Achievable, Relevant, Time-bound
SOG	Standard Operations Guidelines
SOP	Standard Operating Procedure
SOU	Statement of Understanding
RCECC	Regional Communications Emergency Coordination Center
WAMAS	Washington Mutual Aid System

APPENDIX C: CODES AND REGULATIONS

CITY OF BLACK DIAMOND

- City of Black Diamond Municipal Code Chapter 2.44 – Emergency Management
- Resolution Number _____ NIMS Adoption

WASHINGTON STATE

- RCW 35.33.081 – Emergency Expenditures – Nondebtable Emergencies
- RCW 35.33.091 – Emergency Expenditures – Other Emergencies
- RCW 35.33.101 – Emergency Warrants
- RCW 38.52 – Emergency Management
- RCW 38.56 – Intrastate Mutual Aid System
- RCW 39.34 – Interlocal Cooperation Act
- RCW 40.10.010 – Essential Record Designation
- RCW 42.14 – Continuity of Government
- RCW 49 – Laws Against Discrimination
- WAC 118-04 – Emergency Worker Program
- WAC 118-30 – Local Emergency Management/Services Organizations, Plans & Programs
- WAC 296-843 – Hazardous Waste Operations
- WAC 296-62 – General Occupation Health Standards

FEDERAL

- Public Law 93-288 – Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster and Emergency Assistance Act
- Public Law 96-342 – Improved Civil Defense Act of 1980 as amended
- Public Law 99-499 Title III Superfund Amendment and Re-authorization Act of 1986
- Public Law 107-296 – Homeland Security Act of 2002
- Title 44, CFR, Section 205.16 – Nondiscrimination
- National Incident Management Systems (NIMS)
- Volunteer Protection Act of 1997, Public Law 105-19 as amended
- Homeland Security Act of 2002, Public Law 107-296 as amended
- Homeland Security Presidential Directive 5: Management of Domestic Incidents
- Homeland Security Presidential Directive 8: National Preparedness
- National Response Framework: 4th Edition

PLANS

LOCAL

- Black Diamond Standard Operating Procedures
- City Comprehensive Plan

COUNTY

- King County Regional Hazard Mitigation Plan
- King County Comprehensive Emergency Management Plan

- King County Regional Disaster Plan
- King County Regional Coordination Framework

STATE

- Washington State Comprehensive Emergency Management Plan
- Emergency Management Assistance Compact

FEDERAL

- Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act of 2008, Public Law 110-325
- National Response Framework
- Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308
- CPG 101 A Guide for All Hazard Emergency Operations Planning

APPENDIX D: ROLES AND RESPONSIBILITIES

Executive

Summary

The Executive Department provides executive leadership to the City organization, works with the City Council on goal-setting and public policy, supports other departments in their approach to public involvement work, manages media relations, and produces general information such as the website, social media, newsletters, and publications, hosts educational and community engagement opportunities, supports the City Council scheduling and communications, and works closely with other jurisdictions and outside agencies.

Core Capabilities

The following core capabilities align with the responsibilities of the Executive Department:

All Phases

- Planning
- Public Information and Warning

Mitigation

- Community resilience
- Long-Term Vulnerability Reduction

Recovery

- Economic Recovery
- Health and Social Services
- Housing
- Natural and Cultural Resources

Emergency Support Functions

The city does not use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Executive Department.

- ESF-2: Communications
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Recovery/Volunteer Management
- ESF-15: External Affairs
- ESF-17: Cybersecurity

Public Information and Communications Systems

Introduction

Purpose

To ensure effective dissemination of emergency information and instructions to the public before, during, and after an emergency or disaster. Assign Emergency Public Information and Warning responsibilities to allow for the rapid dissemination of essential information to the population in times of emergency; and to establish a communications system for effective flow of information during an emergency.

Scope

The communication and warning assets of all City organizations including radio, voice, and data links, telephone and cellular systems, amateur radio, and the Emergency Alert System (EAS) and National Warning System (NAWAS). Process, coordinate, and disseminate information for City of Black Diamond, City officials, employees, the media, and the public.

Policies

The city relies on the warning capabilities of federal and state government, and the news media for dissemination of warning information. Where there is a special need that is not being met by standard warning dissemination methods, the city may supplement those systems.

King County Division of Emergency Management is responsible for maintenance of the primary warning reception point for this region, a component of the National Warning System located at KCOEM.

All relevant agencies will work in close cooperation with King County Division of Emergency Management to ensure that warning and emergency public information impacting the city and county are consistent and coordinated.

It is essential that accurate, timely and consistent information be disseminated to the public when the EOC is activated. City Departments and Offices will coordinate the development and dissemination of all disaster related public information through the EOC Public Information Officer.

Situation

Emergency/Disaster Conditions and Hazards

Communications, Information Systems, and Warnings are an essential element in responding to an emergency. Coordination of emergency action, determining the scope of the emergency, links to persons in need, dissemination of emergency information, warning the public of immediate peril, quelling rumors and misinformation, and managing community resources, requires the maximum use of all existing and supplemental communications resources.

Planning Assumptions

1. The dissemination of emergency public information and warning depends on survival and operability of communications equipment and systems, the time of day, the speed of the onset of the threat, conditions within the hazard area, and interpretation of the information by a diverse population, with language and cultural differences, as well as many other unforeseen hindrances.
2. Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited and incomplete information is anticipated from the disaster area until communications can be restored.

3. Sufficient support personnel will be available to coordinate public information and interface with the media and other agencies.
4. Demands for information from media outside the city will be significantly increased in a disaster.
5. Sufficient communications will be established to support public information efforts.
6. Following a disaster, the Emergency Alert System (EAS) will be available to the City of Black Diamond.
7. When appropriate the State Emergency Operations Center will establish a Joint Information Center (JIC) to coordinate federal, state, and local information.

Concept of Operations

The need for rapid dissemination of essential information during an emergency necessitates the activation of a central public information system. The Public Information Officer within the EOC will coordinate this system. The nature of the emergency and the level of EOC activation will define the extent to which this system is engaged. When appropriate the PIO will coordinate their actions with the King County Joint information Center.

Public Information Objectives

1. To warn the public of hazardous situations and impacts.
2. To instruct the public on protective measures that can be taken.
3. To coordinate the City's release of public information to the media.
4. To control rumors and reassure the public.
5. To provide ongoing information about emergency operations and emergency services.
6. To instruct the public on disaster assistance and recovery services and procedures.

Communications Systems Objectives

1. Identify all existing communications assets and capabilities.
2. Plan for the best use of those resources under emergency conditions.
3. Provide for augmenting existing communications with outside resources as needed.

Special Populations including LEP

- There are no non-English speaking communities in the City of Black Diamond. In the event that public information needs to be translated, interpreters will be coordinated through the EOC. Special instructions and provisions may be made for hospitals, nursing homes, schools, or other groups.
- A capability, beyond the existing warning system, for individual dissemination of warnings to the hearing impaired, sight impaired and non-English speaking groups is under development. In addition, King County Emergency Management maintains a page on their website that provides useful preparedness links for non-English speaking groups and individuals with disabilities. The City of Black Diamond also maintains a useful links page on the City website.

National Warning System

The National Warning System established and maintained by the Federal Emergency Management Agency, is the primary means of receiving and disseminating warning to state and local officials within Washington State. The Washington State Division of Emergency Management operates the Washington State warning point 24 hours a day. The King County NAWAS receiving point is KCOEM. Information received via NAWAS that impacts the city is forwarded to the Fire Department on a 24-hour basis. The Fire Department will then notify the Emergency Management Coordinator or a designee when appropriate.

Emergency Alert System

ALERT King County helps residents of King County stay informed about potential hazards and threats in the greater King County area. It is free to sign up. ALERT King County is powered by OnSolve. Residents can at any time Register one or more physical addresses, email addresses, and/or phone numbers to receive important safety information during an emergency.

Coordination

Day-to-day operational communications systems are seldom sufficient to meet the increased communications needs created by a major community emergency. Communications coordination is necessary to provide for the best use of all public, private, and volunteer communications systems, and to ensure that all those systems are linked appropriately to the city EOC. To the extent possible, all departments will operate their communications according to their routine protocols. Linkages to the EOC will be supplemental to standing communications protocols.

Communications Coordinator

The Emergency Management Coordinator will be responsible for establishing and maintaining an emergency communications capability in support of City operations. A Communications Coordinator may be designated for this purpose. Communications Coordinator duties may include:

- Maintaining equipment inventories.
- Maintaining current radio frequencies in use in the Black Diamond area.
- Scheduling tests and exercises to ensure communications readiness.
- Identifying support communications resources and establish agreements and procedures for their use in time of need.
- Assuming operational control of supporting communications systems, in cooperation with KCOEM and King County Emergency Management, this includes allocation of communications resources.
- Coordinating the restoration of communications capabilities in the city following a disaster.

Capabilities

Communications equipment will be established at the EOC for the purpose of maintaining links with the necessary elements of the emergency response organization. The EOC has direct radio communication to all fire, police, emergency medical services, and public works.

Regional Communications

Overall coordination of public safety communications services is the responsibility of KCOEM. KCOEM is the 24-hour direction and control point for routine communications.

Support Communications

Provisions will be made for the use of auxiliary communications systems, including Amateur Radio, Citizens Band, and Business Band radio systems. Amateur Radio resources will be coordinated with King County Office of Emergency Management.

Telecommunications

Emergency 9-1-1 access will remain the responsibility of KCOEM during an emergency. The establishment of a telecommunications capability at the EOC will augment public access. The IT Department of the City of Black Diamond Administration will coordinate the telecommunications needs of Emergency Management in a disaster, including cellular telephone use.

Shelter Communications

The American Red Cross (ARC) will determine the methods for communication between mass care shelters and the EOC. Communications resources will be provided to the American Red Cross through King County Office of Emergency Management.

Communication with the State EOC will be via the following systems:

- Telephone.
- Internet/email.
- Radio Amateur Civil Emergency Services (RACES) statewide network.

- Emergency Radio System Comprehensive Emergency Management Network (CEMNET) via King County Emergency Management.
- National Warning System Hotline (NAWAS) via King County Office of Emergency Management KCOEM
- Runner to the state EOC.

Organization:

- The Public Information Officer will be established in the EOC to coordinate all public information activities.
- The Fire Department will function as the 24-hour warning point for receipt of warning information impacting the city.
- A Communications Team may be established at the Black Diamond EOC to coordinate communications for city operations.

Procedures

Dissemination

- Methods for dissemination of local emergency information and instruction will be determined by the Public Information Officer depending on available means as appropriate to the emergency including radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door.
- Information will also be disseminated to City Council, elected officials, emergency personnel in the field, and other city employees so they know what information and guidance is being released to the public. Dissemination of public information regarding city activities and services relating to an emergency should be reviewed and coordinated with the Public Information Officer.
- Notices may include information for:
 - Evacuation, sheltering, and shelter-in-place
 - General survivor assistance (i.e. medical care, shelter locations)
 - Food and water
 - Public health protection.
- A Joint Information Center (JIC) may be established to coordinate emergency public information where multiple jurisdictions are involved in the emergency response. This facility would be in direct contact with the EOC, may include information officers from other jurisdictions, and may be in conjunction with state/federal information efforts. The location of the JIC will be determined on a case-by-case basis.
- The City EOC and/or City Clerk will maintain up-to-date distribution lists.

Warning

The Warning System provides for immediate dissemination of warnings and alerts to key officials and the general public. It consists of a combination of external sirens, key personnel notification, Emergency Alerting System (EAS) activation, and any other practical means of alerting the public to the presence of an immediate hazard to life and property.

Primary Warning Point

KCOEM/ALERT King County is the primary receiving and reaction point for warning information. All warning information received which impacts the city will be forwarded to the Emergency Management Coordinator or designee at the earliest possible opportunity.

Automatic Activation

The warning system may be activated by KCOEM, without prior authorization from the Emergency Management Coordinator, if the KCOEM Duty Supervisor determines the timely and immediate dissemination of warnings is warranted by the nature of the threat. Policies and procedures will be in place to define the parameters for automatic activation of the warning system.

Prevention and Mitigation:

- Provide information about hazards that may influence the siting of facilities and deployment of resources.
- Develop and implement Public Education campaigns.

Preparedness

- Draft procedures, train on and practice those procedures as discrete drills and tabletop exercises or as part of integrated emergency exercises. Individual support agencies provide preparedness activities that vary with each agency.
- Acquire or identify for future acquisition necessary resources and equipment.

Response

- Media briefings are provided as often as needed, usually twice a day. Social media posts and website updates occur with available staffing on an ongoing basis.
- Maintain concurrent 12-hour operational periods for staffing patterns and cyclic activities for information sharing.
- Share information with Command, General Staff, and the Situation Unit.
- Information needed may be obtained from documents produced by the Planning Section/Situation Unit and from the Logistics section. Details may also be captured from the other Units within the Operations Section.

Recovery

- The recovery process for communications is dispersed amongst the different departments needs and requirements. Recovery information will be disseminated through standard city communication methods and the emergency tools identified.
- Collect damage information in support of the preliminary damage assessment.
- Staff a resident call line for taking reports of damages to private property.

Responsibilities

Public Information Officer (PIO)

- Establish and coordinate an emergency information capability. The PIO will be the primary point of contact for the news media. In times of emergency, the PIO will establish an Emergency Public Information capability and support the public information needs of the incident in cooperation with the Emergency Management Coordinator.
- Prepare and distribute public information releases to the public regarding disaster preparedness, response and recovery. Assume coordination of news media covering the disaster impact in the city.
- Establish a Joint Information Center (JIC) as needed to coordinate emergency public information when multiple agencies are involved in the disaster response. Establish close coordination with state, federal and private sector public information systems.
- Establish rumor control and countermeasures capability.
- Provide for coordination with neighborhood groups.
- Obtain approval for all releases from the EOC Manager.

- Monitor news media coverage of the incident.
- Coordinate the release of public information with King County Department of Emergency Management where appropriate.
- Support the Mayor, Council, City Administrator and department directors in their public information and public confidence roles.

Fire Department: Emergency Management Division

- Develop EOC procedures for coordination of city communications resources in an emergency.
- Develop procedures for the 24-hour receipt and dissemination of warning and emergency public information.
- Develop and maintain notification lists and procedures for alerting key city personnel.
- Develop and maintain procedures for activation of warning systems.
- Coordinate warning plans with King County Emergency Management.
- Coordinate all warning dissemination with King County Emergency Management.
- Determine which warnings are significant to the City of Black Diamond.
- Attempt to provide warning and emergency information to School Districts

Police Department

- Assist with the dissemination of warnings.

Fire Department:

- Receive warning information from diverse sources and forward that information to the Emergency Management Coordinator.
- Assist with the dissemination of information and warnings.

Department of Public Works:

- Provide support communications through department communications resources.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

ESF-15 External Affairs for Joint information System/Joint Information Center and LEP.

Volunteer and Donations Management

Introduction

Purpose

To provide an overview of Volunteer and Donations Management and be a mechanism for navigating regional coordination of spontaneous volunteers and unsolicited donations. Additionally, this is a tool for the city to use for advance planning to have policies and procedures in place to handle spontaneous volunteers and unsolicited donations.

Scope

A framework and guidance on the roles of Federal, State, County, and local governments in the management of large amounts of spontaneous volunteers and unsolicited donations in the aftermath of a catastrophic disaster.

Preparedness

1. There are many varying levels of preparedness among the different public and private organizations located within and around the City of Black Diamond. Some ways to prepare for spontaneous volunteers and unsolicited donations include:
 - a. Create a strong local network for effectively using spontaneous volunteers and unsolicited donations.
 - b. Appoint a lead agency to coordinate with local volunteer groups.
 - c. Develop a Spontaneous Volunteer Management Plan.
 - d. Develop a Donations Management Plan.
 - e. Develop a public education plan specifically targeted at potential volunteers and donors.
 - f. Engage the business community in planning efforts.
 - g. Include spontaneous volunteers and the management of unsolicited donations in Training & Exercises.
2. It is important for the lead agency to establish regular communication with other volunteer agencies to be better prepared. The goal is to affiliate volunteers prior to any event. The city should focus on creating or updating its plans for volunteer and donations management.

Coordination Committee

Establish a Volunteer and Donations Coordination Committee whose primary purpose is to discuss and coordinate spontaneous volunteer and unsolicited donations management activities across the city. Topics for discussion may include:

- Current location of Volunteer Reception Centers.
- The status of processing.
- Capacity to share spontaneous volunteers and unsolicited donations across the region.
- Future projections or trends.
- Assignment of donations coordinators and volunteer coordinators and their roles.

Spontaneous Volunteers

1. Once a disaster occurs, there may be a large influx of spontaneous volunteers. They can be of great help in a dire situation. A spontaneous volunteer is a person who is not affiliated with a locally recognized volunteer organization but offers their help during disaster response and recovery. It is necessary for spontaneous volunteers to go through a registration process so that the skills of the volunteer are matched to a specific request from the community. Being able to effectively organize these volunteers, through the EOC or the use of a Volunteer Reception Center (VRC) will be very helpful. The City of Black Diamond Emergency Management Division will coordinate with King County Emergency Management the establishment of a VRC. The following should be used as a guide when deploying VRCs.
 - a. Small, limited, localized disaster.
 - i. Spontaneous Volunteers will mainly be from surrounding, neighboring areas.
 - ii. No need for a VRC.
 - b. Medium to large disaster.
 - i. Significant media attention.
 - ii. Establish a VRC outside the impact area.
 - c. Very large or catastrophic disaster.
 - i. Volunteer activity will overwhelm the local capacity.
 - ii. Consolidate VRCs to operate more efficiently.
2. Preregistering Volunteers: a. Encourage volunteers to register with local volunteer organizations prior to a disaster. Then, during disasters they can respond to that agency and be covered under their liability coverage.
3. If a VRC is not going to be set up, then the Volunteer Coordinator in the city will handle the processing and referring of spontaneous volunteers. This coordination will occur at the Emergency Operation Centers.

4. The United Way of King County will assist and support community organizations by recruiting and mobilizing additional community volunteers when requested.
5. Demobilization and Recovery: Volunteers and donations are crucial for the response and recovery of a disaster. Once affiliated, volunteers can continue to work with volunteer agencies and organizations under the auspices of that agency.
6. Liability: FEMA has learned from Citizen Corps Councils, volunteer program managers, and volunteers that liability is a significant concern and a potential barrier to volunteer involvement in emergency services. Spontaneous volunteers will be registered in the Volunteer Reception Center (VRC) as Temporary Emergency Workers, and they will need to sign a volunteer liability release form. Temporary workers are not Emergency Workers under Washington State Law.
7. Volunteer Reception Center (VRC):
 - a. A Volunteer Reception Center (VRC) is a location where spontaneous volunteers can be assessed, receive training, and be placed with an agency, organization, or support function needing personnel. Once the volunteer has been assigned to a receiving agency or organization, the volunteer then becomes the responsibility of that agency or organization until he or she is released from assignment. A VRC can be implemented if the need for and supply of volunteers is significant.
 - b. VRC Activities include:
 - i. Formal registration.
 - ii. Interview & Assignment.
 - iii. Safety & Cultural Trainings.
 - iv. Public Information.
 - v. Phone Bank.
 - vi. Demobilization.
 - c. Forms include:
 - i. VRC Arrival Sign In.
 - ii. Volunteer Instructions Checklist.
 - iii. Sample Disaster Volunteer Registration Form.
 - iv. Sample Volunteer Liability Release Form.
 - v. Emergency Worker Registration Card.
 - vi. Safety Training.
 - vii. Sample VRC Floor Plan.

Donations Management

1. If not properly managed, donations can become a disaster within the disaster. Even donation activity for a small level disaster can be overwhelming. The importance of organizing and maintaining donations is crucial in any disaster response and recovery process.
2. During a disaster, the public, including major corporations, give generously to those in need. Often this outpouring of goodwill can overwhelm local government and social agencies.
3. In a regional disaster, the management of donated goods will not only overwhelm government and social agencies, but the goodwill could be so generous, many donated goods may never be used and will require disposal.
4. Donated Goods:
 - a. City of Black Diamond government will coordinate all nationally donated goods with the State EOC.
 - b. The EOC will ensure all donated goods are safely distributed based on need to the neighborhoods of Black Diamond.
 - c. Donated goods are categorized into the following sections:
 - I. Solicited Goods: The impacted community has identified a specific need and requests specific items from either the general public and/or the community. Usually, the request is

for cash donations to be made to the American Red Cross, Salvation Army, or other agency providing major relief efforts to the affected community.

- II. Unsolicited Goods: The public sees or hears of the disaster through the media and is motivated to send a donation and/or donated goods to the impacted area whether it is needed or not. The King County Food Bank will coordinate sorting, storing and distribution of unsolicited goods.

- 5. The level of donations that may accompany each level of disaster.
 - a. Small to medium disaster.
 - i. Few and sporadic donations.
 - b. Medium to large disaster.
 - i. Donations activity is significant.
 - c. Very large or catastrophic disaster, with a State and Federal proclamation of disaster.
 - i. Donations Management Branch or Unit will be established.
- 6. Public Messaging:
 - a. Managing the expectations of the public is critical during a catastrophic disaster. Getting the right messages out early will help limit the unsolicited and often unusable donations.
 - b. A consistent message on where and how to volunteer and what to donate during the disaster needs to be delivered. This can be established through the Joint Information Center (JIC).
 - c. Valuable Public Messages may include:
 - i. Don't call 9-1-1 unless it is an emergency. Call 2-1-1, which will get you to the information you seek without jamming up a critical lifeline for emergencies.
 - d. Donated Goods: FEMA Disaster Assistance Policy provides the criteria by which applicants will be credited for volunteer labor, donated equipment, and donated materials used in the performance of eligible emergency work.

Demobilization

- 1. Volunteer and Donations Management is unique in that it is prominent in both response and recovery operations.
- 2. Demobilization:
 - a. Collect and compile all the documentation of volunteer hours during response activities so they can be utilized towards the Public Assistance federal match requirement.
 - b. Direct volunteers towards longer-term affiliation and community involvement, building larger and stronger networks of affiliated volunteers.

Recovery

Volunteer Management:

After the response phase, a volunteer can continue to support recovery operations through their affiliation with a volunteer organization or with a long-term recovery organization.

Donations Management:

Donations will continue to come in during recovery, but the needs of the impacted community may be different. It is important in the planning process to reevaluate the needs of the community and continue to communicate those needs with the public through ongoing public information.

References

ESF-14 Volunteer Management

Community Development

Summary

The Community Development Department provides permitting services, plan review, inspections, code enforcement, and long-range comprehensive planning for the City of Black Diamond.

Core Capabilities

The following core capabilities align with the responsibilities of the Community Development:

All Phases

Planning

Operational Coordination

Mitigation

Community resilience

Long-Term Vulnerability Reduction

Recovery

Economic Recovery

Health and Social Services

Housing

Natural and Cultural Resources

Emergency Support Functions

The city does not use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Community Development:

- ESF-3: Public Works and Engineering (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-6: Mass Care, Emergency Assistance, Housing, and Human Services (Supporting)
- ESF-14: Long Term Community Recovery

Recovery Planning

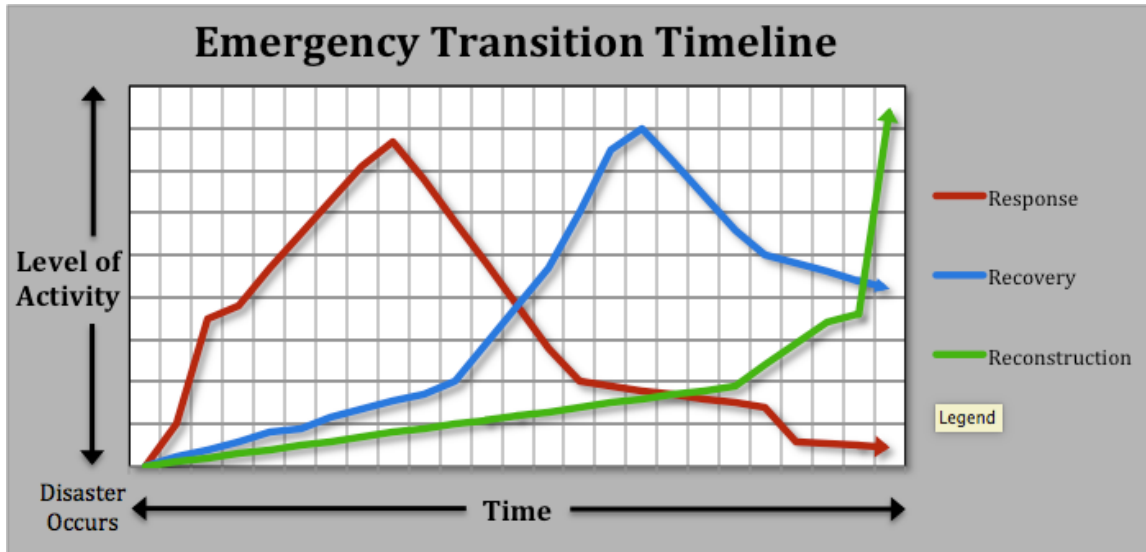
Introduction

Purpose:

The purpose of this annex is to provide guidance when executing recovery measures after an incident has occurred. This document is for reference only, it does not modify or supersede the Comprehensive Emergency Management Plan. For more information on Recovery Planning see Emergency Support Function 14: Long Term Community Recovery.

Emergency Transition Timeline:

Recovery activity occurs in every stage of the incident but begins to accelerate and increase as response activity decreases.



Fiscal Health

After Life safety and Life Sustaining measures are under control, a key concern during Disaster Recovery is the fiscal health of the community. A disaster can produce a short-term recession in the community as permanent property loss caused by the incident decreases tax revenues. Without the return of business and tax revenues, Recovery will be slow at best, and possibly impossible.

Recovery Choices

Generally, Recovery can be executed in the following ways or combination of the three:

1. Repair/rebuild with no significant changes to infrastructure or city/ community design in order to restore needed services as quickly as possible.
2. Repair/rebuild with upgrades to infrastructure and city/community design to mitigate the effects of similar incidents in the future. This may create cost recovery issues for the public as in most cases FEMA only pays to return to pre-existing conditions. It may be possible to force private property owners to rebuild according to updated building codes and regulations.
3. Don't rebuild and relocate the facility or abandon it.

Initiating Recovery

Identify and establish the timing and process for transitioning from Emergency Response activities into Recovery Activities. As seen in the Emergency Transition Timeline, Short-term Recovery efforts should be implemented concurrent with response activities. Balancing Response activity that makes it possible for residents to survive the event and early Recovery activity that keeps the community inhabitable can be a difficult process. Until it is clear that response activity is coming to an end both phases should be monitored closely in case deployment changes are needed.

Recovery Plan

The Recovery Plan should identify city staff that will be involved and differentiate between Short-term, Mid-term, and Long-term Recovery. The Recovery Plan staff should include the following positions and the Recovery Task Force (RTF):

Recovery Manager

The Recovery Manager acts as a coordinator during the recovery process. The Recovery Manager helps push the process forward and may be an appropriate choice for the Recovery Champion as well. The Recovery Manager should not to be confused with the Recovery Task Force Leader.

Recovery Champion

The Recovery Champion stays with the incident through every phase of the process, from the beginning to end. It is important to remember that:

- Recovery will come in phases and subsets.
- Recovery projects should be broken up into workable groups.
- Groups can be made by type of project, location, or funding source i.e. FEMA, FHWA.
- Multiple phases may be involved in recovery.
- The Recovery Champion looks at the big picture and keeps the process moving as one phase ends and another continues until the final goal is reached. Outside agencies and city departments will come and go throughout the process.
- The Recovery Champion needs to be engaged in all phases and able to piece together the history of the Recovery, speak to the residents and City Council, and liaison with the other agencies and entities involved in recovery.

Recovery Task Force:

The RTF is advisory in nature and may be staffed by a number of positions from various departments as needs change. The RTF is designed to be flexible, able to expand and contract as needed. The RTF reviews the following:

- Damage Reports.
- Regulations including zoning, building code, Public Works Standards, and Fire.
- Plans including Land-Water, Sewer, Transportation, and Economic Development.
- Policies including Comprehensive Plan Policies
- Re-build Priorities i.e. Historical v. Re-Development.

In addition, the RTF will:

- Request the City Council provide reaffirmation of the priorities of the Recovery Goals.
- Recommend Economic Recovery programs.
- Initiate recommendations for relocation and acquisition of damaged properties as necessary
- Analyze Structural versus non-structural mitigation measures.
- Identify the Role of Community Groups and Stakeholders.

The following positions may be filled depending on the nature and scope of the event.

- Recovery Task Force Chair.
- Public Works representative.
- Public Information Officer.
- Human Resources representative.
- Legal representative.
- Finance and Administration representative.
- EOC Manager.
- Chamber of Commerce representative.
- Housing and Urban Development representative.
- Community Development representative.

- Recognized Neighborhood Association representatives.

Recovery Task Force Team Leader

Recovery Task Force Team Leader leads the RTF. The position will likely be filled by a Public Works or Community Development (CD) staff member.

Short-term Recovery

Short-term Recovery typically focuses on securing the city so that unsafe areas are not in use. The Primary goals of short-term recovery are:

- Safety.
- Create clear boundaries between safe areas and restricted areas.
- Determine the extent of damage to the City.
- Identify and notify residents of the undamaged or least damaged areas of City where they can find resources.
- Support assisting agencies, non-profits that are providing relief services to the residents.

Short-term Recovery Staff includes:

- EOC staff.
- Individuals and teams from Roads, Utilities, Storm Water Management, Solid Waste, and other staff with specialized technical expertise as needed.

Key concepts

- Assure safety of residents.
- Monitor sheltering activities and use.
- Support traffic flow in undamaged areas.
- Assure utilities continue to function in undamaged areas

Significant collaboration should occur with:

- Responding agencies/Departments.
- Local industries and commercial sectors that require open roads and functioning utilities to conduct daily operations. These entities typically have business continuity plans in place and understand the recovery process. Their operations will benefit the residents in ways the City government can't.
- Schools, once reopened, allow children a place to go during the day and their parents the opportunity to work. Schools should be reopened as soon as possible.

Mid-term Recovery

- Mid-term Recovery typically focuses on restoring critical functions throughout the impacted region. The primary goals of Mid-term recovery are:
- Return to pre-incident pattern of activity as much as possible.
- Restore traffic flow and utilities throughout the city.
- Publish information that supports the community's efforts to recover as individuals, families, and businesses.
- Streamline the permit process, structural inspections, and the approval process on reconstruction and repair of damaged buildings and homes.

Mid-term Recovery Staff includes:

- Short-term Recovery staff.
- Businesses.
- Key demographics.

- The Building and Development Community.
- Other Stakeholders.

Key Concepts:

- Quickly develop a written plan to guide mid-term recovery efforts and identify specific individuals and responsibilities.
- Identify a housing liaison to help residents relocate from shelters to more permanent housing.
- Ensure major grocery and hardware stores can open to provide residents with necessary resources and generate tax revenues.
- Identify a liaison to local small business/specialty stores to provide needed assistance and advocacy throughout the reopening process.
- Identify a liaison to advocate on behalf of residents as it relates to FEMA.
- Identify a liaison that understands plan review and building inspecting and can support structural repair efforts within the community.
- Maintain focus on Mid-term Recovery needs, if allowed, the Long-term Recovery process can easily overshadow Mid-term Recovery.
- Begin to develop the formal Long-term Recovery Plan and work group.

Key Collaborations:

- FEMA.
- Business Community.
- The Building and Development Community.
- Residents.
- King County Office of Emergency Management.

If a Recovery Work Group is in place, transition into Long-term Recovery using a Recovery Task Force (RTF).

Long-term Recovery

Long-term Recovery typically focuses on redesign and restoration of the community. It asks what the “new” community or area should look like and how it should function. The primary goals of Long-term Recovery are:

- Rebuild critical infrastructure to equal or superior pre-event conditions.
- Correct or improve historic traffic flow and utility issues in areas where rebuilding is occurring.
- Require when able and encourage when not more advanced building practices during the permitting and inspection processes.

Staff:

- Mid-term Recovery staff.
- Special Interests Groups.
- Registered Neighborhood and Homeowner Associations.

Key Concepts:

- Adopt a Long-term Recovery plan with Community Development Department as the lead and City Council as the Policy group.
- Assign staff to search for funding opportunities. FEMA’s process for releasing money for long-term recovery is different than its process for reimbursement for response activity, and many other federal players are involved.
- Be prepared to take advantage of short suspense grant opportunities that may have minimal notice periods and short timeframes for applying.
- Continue to search for additional funding opportunities.

Key Collaborations:

- FEMA.
- Business Community.
- Residents.
- King County Office of Emergency Management.

Long-Term Recovery Steps:

- Ensure completion of response, restore essential services, and maintain unaffected services.
- Transition EOC response from short-term recovery to long-term recovery.
- Restore Community Symbols and Services improving livability.
- Re-establish economic and social viability of the community to restore resident confidence.
- Promote mitigation in areas impacted by the event as well as mitigation in unaffected areas.
- Use the event to facilitate interest in mitigation, both structural and non-structural.

Re-development:

- Develop a specific plan for the future use and design of areas that will not be restored.
- Transition into long-term recovery model using the Recovery Task Force.

Educate the Community:

- Develop an account of what happened for members of the public.
- Explain how response was carried out.
- Share ways in which livability is being restored within the community.
- Promote mitigation as a way to prepare for and limit future damage.
- Implement a shared vision for recovery.
- Promote mitigation as a way to prepare for and limit future damage.
- Implement a shared vision for recovery.

Finance and Administrative Services

Summary

The Finance and Administrative Services Departments provide a broad spectrum of services to the public and other City departments. The Finance Department manages utility billing, business licensing, collects court citation payments, and provides budget and financial development and reporting for the public and all City departments.

The Administrative Services Department provides internal support to the City organization. The department provides human resources, safety administration, civil service administration and fleet management services for the City.

Core Capabilities

The following core capabilities align with the responsibilities of the Finance and Administrative Services Departments:

All Phases

Planning

Protection

Cybersecurity

Risk Management for protection programs and activities

Response

Logistics and Supply Chain Management

Recovery

Economic Recovery

Emergency Support Functions

The city doesn't use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Finance and Administrative Services Departments:

- ESF-2: Communications (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

Fire

Summary

The city of Black Diamond contracts with Mountain View Fire & Rescue. The Fire Department consists of Fire Administration, Fire and Emergency Medical Service Operations, Fire Prevention, Wildland Fire and Emergency management.

Core Capabilities

The following core capabilities align with the responsibilities of the Fire Department:

All Phases

Planning

Public Information and Warning

Operational Coordination

Prevention

Forensics and Attribution

Protection

Risk Management for protection programs and activities

Mitigation

Community resilience

Long-Term Vulnerability Reduction

Risk and Disaster Resilience Assessment

Threats and Hazards Identification

Response

Environmental Response/Health and Safety

Fatality Management Services

Fire Management and Suppression

Mass Search and Rescue Operations

Operational Communications

Public Health, Healthcare, and Emergency Medical Services

Situational Assessment

Recovery

Health and Social Services

Emergency Support Functions

The city does not use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the Fire Department:

- ESF-2: Communications (Supporting)
- ESF-4: Fire Fighting
- ESF-5: Emergency Management

- ESF-7: Logistics Management and Resource Support (Supporting)
- ESF-8: Public Health and Medical Services
- ESF-10: Oil and Hazardous Materials (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

Fire Fighting

Introduction

Purpose

Identify procedures for coordination of fire suppression and support resources associated with the incident and for providing a point of contact for all requested external fire department assistance.

Scope

The Mountain View Fire & Rescue, utilizing when necessary mutual aid resources that are available, is responsible for all fire prevention, suppression, and control activities in the City of Black Diamond.

Policies

During emergency situations, the Fire Department will mobilize all the available apparatus and personnel required to cope with the nature and scope of the situation. Mutual Aid Agreements with adjacent jurisdictions are activated when needed. When mutual aid resources are exhausted, the provisions for state fire mobilization may apply.

The provisions of the Washington State Fire Resource Mobilization Plan is the appropriate access point through which to acquire fire resources outside existing mutual aid agreements.

Mutual aid with adjacent firefighting resources will be enhanced by the use of the Incident Command System (ICS).

Situation

Emergency/Disaster Conditions and Hazards

Major structure fires are a potential in an urban environment. Additionally, a disaster event, such as an earthquake, may precipitate multiple fires in several different locations throughout the city. Fire resources may become overwhelmed by the demand for services, and damaged bridges and streets may hamper access.

Planning Assumptions:

1. The Fire departments and districts throughout King County typically provide Emergency Medical Services (EMS). Methods used to mobilize fire resources will often be the same as for mobilization of EMS resources.
2. Demand for services in excess of capabilities may make it necessary for the prioritization of response. Some needs may go unmet due to a lack of resources. Prioritization of response will be made through the EOC and based on the best information available at the time.

Concept of Operations

General:

1. Initial Fire Department response will be in accordance with routine dispatching procedures.

2. The EOC Fire Services Unit will coordinate acquisition of additional fire and EMS resources through activation of existing mutual aid agreements, or the provisions of the Washington State Fire Resource Mobilization Plan.

Organization

A Fire Services Unit will be established in the EOC for coordination of all fire related activities.

Procedures

Mountain View Fire & Rescue defines in detail procedures for the deployment of fire service resources.

Prevention and Mitigation

Promote fire safety and prevention programs.

Preparedness

Provide fire preparedness activities including plans, procedures, training, drills, and exercises.

Response

- Task personnel, as necessary, to accomplish support responsibilities.
- Assume full responsibility for suppression of fires.
- Provide and coordinate firefighting.
- Coordinate requests for firefighting assistance in structural or industrial fire protection operations.

Recovery

- Contribute to the incident after-action report.
- Track and submit costs.
- Make recommendations to landowners for recovery activities.

Responsibilities

Fire Department

- Coordinate all incident related fire services, including all mutual aid supplies, personnel and equipment requested.
- Prioritize fire service response that is consistent with the Incident Action Plan.
- Coordinate light and heavy rescue and extrication.
- Assist with the dissemination of warnings and emergency public information as requested by the Public Information Officer.
- Provide response to hazardous materials incidents, and coordinate with the proper outside authorities for assistance as necessary. Provide qualified personnel to assume the role of on-scene command for hazardous materials incidents.
- Provide lighting for night incidents.

Office of the State Fire Marshal

Administer and implement the State Fire Service Mobilization Plan.

Washington State Patrol

Assist in the administration and implementation of the State Fire Service Mobilization Plan.

King County Fire departments and districts

Provide assistance to the Mountain View Fire & Rescue under existing mutual aid agreements and/or fire mobilization protocols.

Regional Fire Defense Board

As denoted in RCW 43.43.963, assist in providing external firefighting and EMS resources when local and mutual aid capabilities are exhausted in accordance with the Washington State Fire Resource Mobilization Plan.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

Refer to the Mountain View Fire & Rescue emergency response processes.

Emergency Medical Services

Introduction

Purpose

1. Provide for the organization and mobilization of emergency medical and mortuary services during an emergency.
2. Coordinate efforts to provide safe handling of food, water and donated goods following a major emergency or disaster.

Scope

Encompasses the delivery of emergency medical services, coordination with hospital disaster plans, public health, identification and disposition of human remains, and community mental health.

Situation

Emergency/Disaster Conditions and Hazards:

Mass casualty could potentially overwhelm existing services; medical and health care facilities could be structurally damaged or destroyed; a disaster could pose public health threats to food, and water; secondary spills caused by the disaster could result in toxic environmental hazards; and the effects of a major disaster will require mental health crisis counseling for disaster victims and emergency personnel.

Planning Assumptions:

- Mountain View Fire & Rescue (MVFR) responders providing assistance to the City of Black Diamond will operate under the standard King County EMS procedures and protocols.
- Local Mass Casualty plans will detail operational concepts and responsibilities, including coordination of triage and transportation of injured persons and the coordination of available Basic Life Support and Advanced Life Support capabilities in the event of multiple casualties.
- Hospitals will develop and maintain internal disaster plans and protocols.
- If not handled properly, food, water and donated goods can become vehicles for illness and disease transmission. King County Public Health will provide technical assistance to determine the safety of food, water and donated goods distributed to the public.

Concept of Operations

General

1. Activation of Hospital Disaster Plans: Emergency Medical Services Unit will notify the destination hospital of the number, type, and severity of injuries. The hospital disaster plan will be activated

according to need. That plan will identify methods for expanding hospital capabilities reducing patient populations as needed, evacuating hospital facilities, and generally ensuring effective hospital care.

2. **Patient Distribution:** The primary destination hospital will coordinate inter-hospital operations as required to ensure effective casualty distribution. Emergency Medical Services Unit will provide a liaison between the hospital and field EMS resources where necessary to ensure proper patient distribution.
3. **Mass Casualty Incident Plan:** The provisions of the King County area Mass Casualty Incident Plan, published separately, will be observed in response to medical emergencies relating to the incident. That plan includes an inventory of medical facilities, personnel, medical transportation capabilities, communications, and supply sources, as well as protocols for triage and transportation of large numbers of injured persons.
4. **Public Health:** The King County Department of Public Health will be the lead agency responsible for the organization and mobilization of public health services during an emergency. That agency will be responsible for monitoring water supplies, sanitation, food, and potential causes of communicable diseases. The Health Department will provide for inoculations and other measures as needed. The Health Department will also provide information on preventative measures to be taken to reduce contamination of food, water, crops, and livestock, as well as information and recommendations for the safe storage and distribution of emergency food.
5. **Casualties and the Disposition of Human Remains:** The King County Coroner is responsible for the recovery, identification, and disposition of all casualties. Details on the handling of human remains, including transportation, storage, mortuary facilities, and the expansion of mortuary facilities are included in the King County Emergency Management Plan. The Police Department shall assist the King County Coroner with any casualties in the city.
6. **Special Care Facilities:** The local Hospital disaster plan includes provisions for coordinating the use of private immediate care clinics, physicians' offices, mental health care facilities, nursing homes, elderly care facilities, and other similar facilities needed to support hospital care efforts.

Organization

When the EOC is activated, an EMS Unit may be established and staffed to assume overall coordination of Advanced Life Support and Basic Life Support activities in the city associated with the disaster.

Procedures:

Procedures for the delivery of emergency medical services are published separately. The King County Mass Casualty Incident Plan identifies the procedures for dealing with multiple casualties. The King County Department of Public Health coordinates health and sanitation services, including:

1. Identification of health hazards.
2. Identification and control of communicable disease.
3. Vector control.
4. Inspection of food and water supplies for contamination.
5. Ensure compliance with emergency sanitation standards for disposal of garbage, sewage, and debris.
6. Assessment of environmental contamination and public health risk from hazardous materials spills.
7. Mental health services, including stress management services for emergency responders.
8. Keep emergency management personnel informed regarding health conditions, warnings, and advisement.

The King County Coroner has jurisdiction over all human remains per RCW 68.08.010. The Coroner's Office will coordinate support to local mortuary services as needed. Local funeral directors may assist in the processing of human remains at the discretion of the coroner.

Prevention and Mitigation

Attempt to prevent hazards from developing into disasters, or to reduce the effects of disasters when they occur. Actions include communicable disease surveillance, investigation, and community containment; environmental health protective actions such as vector control, environmental sampling, and food product embargoes; and development of medical stockpiles.

Preparedness

Develop operational and tactical plans, train/exercise, and conduct vulnerability assessments as well as ongoing health protection activities such as vaccinations, provider education, and food and water safety assurance.

Response

Response actions are event specific and aligned with the responsibilities outlined.

Recovery

- Make necessary adjustments to resume normal operations.
- Complete necessary facility decontamination.
- Re-stock essential equipment and supplies.
- Ensure operability of Information Technology systems.
- Conduct follow-up communications and debriefings.
- Schedule and conduct follow up and monitoring of staff exposure.
- Complete cost analysis and file for reimbursement.
- Address psychological aftermath of the event by promoting psychological recovery and resilience in the workforce.
- Health, medical, and mortuary services will be restored during the recovery period as soon as practical and within the limitations and capabilities allowed of affected agencies following the emergency.

Responsibilities

Fire Department

- Staff the EMS Unit at the EOC.
- Coordinate all incident related pre-hospital EMS activities.
- Assist the EOC with the coordination and mobilization of all medical, health, and mortuary services during an emergency.
- Prioritize EMS response consistent with the Incident Action Plan.
- Conduct pre-hospital needs assessment based on number, type, and severity of injuries.
- Provide for on-scene triage and treatment of injured persons.
- Coordinate the transportation of injured persons to the appropriate hospitals, staging areas, or medical evacuation sites.
- Coordinate all requests for additional EMS personnel and equipment. Coordinate requests for supplies with the hospitals.
- Assist in coordinating private ambulance resources.
- Assist in coordination of mass casualty response.
- Provide casualty and damage information to the EOC.
- Coordinate with King County Medic One for acquisition of additional supplies.

King County area hospitals

- Maintain procedures for reducing patient population for incidents that may require evacuation of the facility.

- Maintain internal procedures for dealing with major in-house emergencies, including fire, and evacuation.
- Maintain a disaster plan and procedures for receipt, triage, processing, and treatment of multiple casualties.

King County Department of Public Health

- Provide and coordinate the provision of health and sanitation services.
- Where multiple jurisdictions are involved, coordinate health and sanitation services from the King County EOC.

King County Coroner

- Assume responsibility for identification and disposition of human remains and notification of next-of-kin.
- Determine the manner and cause of death and provide information to King County Public Health and Social Services Vital Records Office for issuance of the death certificate.
- Identify suitable facilities for expedient/emergency morgues.
- Provide a representative to the EOC, if requested.
- Obtain additional supplies, as needed, including body bags, tags, and special manpower. Make requests for additional supplies through the EOC.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use for up to 14 days.

References

Refer to the Mountain View Fire & Rescue emergency response processes.

Refer to the King County area Mass Casualty Incident Plan.

Refer to King County's ESF-8: Public Health and Medical Services.

Emergency Management

Introduction

Purpose

To provide guidance on establishing direction and control within the Incident Command System for response to disaster incidents. To provide detailed information on core management and administrative roles and responsibilities within the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section that support the City of Black Diamond Emergency Operations Center (EOC).

Scope

Applies to information collection, analysis, planning, operations, requests for Federal assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management, and other support required to prepare for, respond to, and recover from an emergency or disaster within the City of Black Diamond. These processes are coordinated through the Black Diamond EOC.

Organization

The Black Diamond EOC will use standard ICS positions and functions when open. Any position may be delegated, modified, or eliminated by the EOC Manager as needed to best handle the situation with the available resources. Tasks for each position are included. Typically, the Black Diamond EOC will staff the following ICS positions: EOC Manager, Liaison Officer, Public Information Officer, Operations Section Chief, Planning Section Chief, Logistic Section Chief, and Finance and Administration Section Chief.

Policies

1. As defined by 38.52.010 RCW, Emergency management means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological or human caused, and to provide support for search and rescue operations for persons and property in distress.
2. The Black Diamond EOC will receive and disseminate current and accurate information to other city agencies, adjacent jurisdictions, and the King County and State EOCs during times of activation. The analysis of this information and planning for anticipated resources is critical in the support of emergency or disaster response and recovery activities.
3. Emergency Management is designed to bring order to the chaos of an incident through the gathering, organizing, and distributing of information. This process supports each responding department and streamlines actions during and after an incident allowing the City of Black Diamond to return to normal operations faster and more efficiently.
4. Documentation: All departments and support services will support the Incident Command System by producing documentation and reports as requested or on a scheduled basis when appropriate. The Situation Unit in the Planning Section will coordinate collection of documentation and reports, using the spot report format.
 - a. Requirements for Incident Records:
 - i. Situation Report (SITREP): A compilation of data from the Operations Section and activated Units.
 - ii. Damage Assessment: Compilation of preliminary data from the Damage Assessment Unit.

- iii. Incident Related Expenditures: Separate Records, which identify incident related expenditures and obligations maintained by each department.
 - iv. Declarations: Emergency and Disaster declarations and all supporting resolutions and documentation.
 - v. Unit Logs: The logs of all activated Sections and Units depicting their activities by date and time. Unit logs are consolidated in the Master Log.
 - vi. Maps: Maps and graphics used to display or depict incident related activities.
 - vii. Other Documents: Other incident related documentation necessary for accurate response and recovery records.
 - b. Where information is lacking, the Planning Section may deploy field observers to collect specific disaster intelligence, photograph damage for analysis, or assign field personnel to report on unique events.
5. Incident Action Plan: An Incident Action Plan is a necessary and organized process that addresses all functions of incident response and should be updated regularly to address ineffective, inefficient, or unsafe response actions. The IAP establishes objectives and defines strategy. Under Unified Command, the designated command officials jointly determine objectives, strategy, and priorities. An IAP is developed for each operational period, which is typically 12 or 24 hours. The following basic steps make up the IAP process:
- a. The Operations and Planning Section Chiefs brief on situation and resource status.
 - b. The Liaison Officer discusses safety issues.
 - c. The EOC Manager sets and confirms incident objectives that make up a broad strategy to mitigate or neutralize an incident.
 - d. If the incident requires, the Operations Section Chief develops geographic control lines and division boundaries.
 - e. The Operations Section Chief specifies tasks for each Operations Section Unit that supports incident objectives.
 - f. The Operations and Planning Section Chiefs specify resources needs for the selected strategy and tactics.
 - g. The Operations, Planning, and Logistics Section Chiefs specify facilities and reporting locations.
 - h. The Logistics Section Chief develops resource orders.
 - i. The Planning and Logistics Section Chiefs consider communications, medical, and transportation plans.
 - j. The Finance and Administration Section Chief provides a financial update.
 - k. The Liaison Officer discusses interagency liaison issues.
 - l. The Public Information Officer discusses information issues.
 - m. The EOC Manager finalizes, approves, and implements the IAP.
 - n. All Incident Command System personnel assess the effectiveness of the plan by gathering and analyzing information. The next IAP meeting will make any necessary modifications and updates to strategy and tactics

Situation

Emergency/Disaster Conditions and Hazards

The City of Black Diamond is exposed to a number of hazards with the potential to cause casualties, damage to, and disruption of the community. Specifically, the city is vulnerable to civil disturbances, critical shortages, drought, earthquakes, epidemics, flooding, hazardous material incidents, heat waves, landslides, storms, terrorism, volcanic activity, and wild/forest fires. This list of hazards is not comprehensive but contains hazards that are most likely to directly or indirectly impact the City. Hazards can occur simultaneously or consecutively, such as a winter storm with flooding or an earthquake followed by an influenza epidemic. The City can also

suffer from hazards occurring elsewhere due to their effect on the supply of goods and services. This may include critical shortages of electricity, petroleum products, natural gas, and food.

Planning Assumptions

Accurate, timely, and precise information is essential for responding to community needs following a major emergency. Emergency conditions, however, may result in rumors, inaccurate reports, conflicting and limited information upon which to base emergency response. Collection of information may be hampered by damage to communication systems, overloading of existing networks, damage to transportation routes, and other factors. Multiple public and private structures may be damaged and will require rapid inspection to ensure public safety before re-habitation.

1. Information is the basis for determining the appropriate emergency response. Plans and procedures must be developed to provide for the accurate and timely collection, codification, display, and dissemination of information regarding the nature and scope of the emergency.
2. Every individual responding to the incident and staffing a position within the EOC should make every attempt to gain situational awareness by answering the following questions:
 - a. What is the problem?
 - b. How big is the problem?
 - c. Is the problem getting better or worse?
 - d. What is the plan?
3. It is essential that the City of Black Diamond EOC and the King County EOC share information and coordinate its dissemination.

Concept of Operations

General

Mountain View Fire & Rescue: Emergency Management Division will use standard ICS positions and functions when activating the EOC. Any position may be delegated, modified, or eliminated by the EOC Manager as needed to best handle the situation with the available resources.

Organization and Procedures

Typically, the EOC Manager will staff the Policy/Executive Group, Command Staff, Operations Section, Planning Section, Logistics Section, and Finance and Administration Section.

Policy/Executive Group

The Policy/Executive Group is responsible for overall direction and control of the emergency management organization and provides the legislative and policy support necessary for efficient and effective operations. The Mayor, City Council, and City Administrator make up the Policy/Executive group and are advised by the City Attorney.

1. Mayor:
 - a. Declares a State of Emergency when necessary for the full activation of the provisions of this plan. (RCW 35A.3 & 38.52)
2. Council:
 - a. Appropriates funds to support the emergency management organization, and to meet emergency needs when they occur. Authorizes the expenditure of funds necessary to combat the disaster. (RCW 35.33 & 38.52)
 - b. Fills the vacancies of elected officials, if any, in order to maintain governmental continuity in times of crisis. (RCW 42.14)
 - c. Enacts special legislation, under the emergency rules where appropriate, to support effective disaster response and recovery. (RCW 35.33)

- d. Provides policy direction to the emergency management organization. (RCW 38.52)
- e. Enacts legislation, which commands the services and equipment of private residents as necessary in response to the disaster after a proclamation by the governor. (RCW 38.52)
- f. Conducts public hearings and takes other actions to assist in informing the public and identifying public needs following a major emergency. (RCW 38.52)
- g. Provides continuing oversight and legislative support during the recovery phase and directs resident's requests for assistance to appropriate governmental channels. (PL93-288)
- h. Instills public confidence, and relays public information, as provided by the Public Information Officer.
- i. Enters into intergovernmental agreements with other jurisdictions for mutual aid or recovery assistance.
- j. Instills public confidence, and relays public information, as provided by the Public Information Officer.

3. Mayor or Designee:

- a. Provides overall direction and control of disaster activities under the provisions of this plan.
- b. Chairs or appoints a working chair for the Emergency Management Committee.
- c. Provides a liaison between the emergency management agency and the City Council and ensures that they are adequately briefed on the nature and scope of the incident.
- d. Requests a Declaration of Emergency when needed to activate the full provisions of this plan.
- e. Provides a liaison to State and Federal agencies at the executive level when necessary to facilitate the receipt of disaster relief.
- f. Instills public confidence, and relays public information, as provided by the Public Information Officer.

4. City Attorney:

- a. Provides emergency legal advice to the Mayor and City Council, City Administrator and the Emergency Management Committee.
- b. Reviews emergency agreements, contracts and disaster-related documents.
- c. Drafts a Declaration of Emergency when necessary.
- d. Drafts other emergency ordinances as needed.

Command Staff:

The Command staff is responsible for detailed direction and control of all City and support resources. The EOC Manager, Deputy EOC Manager, Liaison Officer, and Public Information Officer make up the Command Staff and may be activated as the incident requires.

1. EOC Manager: The EOC Manager executes the provisions of the CEMP in times of emergency and assists in the recovery process.

a. Tasks: The EOC Manager is charged with all of the duties associated with the EOC until otherwise delegated.

i. Open the EOC, obtain the EOC Manager's vest, begin acquiring situational awareness to determine initial staffing needs, and initiate contact procedures to assemble a core staff.

ii. Answer the following questions to gain situational awareness:

- 1. What is the problem?
- 2. How big is the problem?
- 3. Is the problem getting better or worse?
- 4. What are the downstream effects on the city?
- 5. What effects is this disaster or our action having outside the city?
- 6. What is the plan?

iii. Appoint staff to positions as they arrive and in the following order for the initial activation needs:

- 1. Logistics Section Chief: to assume staffing responsibilities.

2. Planning Section Chief: to assume situational awareness responsibilities.
3. Public Information Officer: to address inquiries from the media and assume public information responsibilities.
 - a. The State, the County, neighboring cities, the City Administrator, the Assistant City Administrator, department directors, and the public should all be notified when the EOC is open and addressing an incident.
4. Finance and Administration Section Chief: to assume notification responsibilities.
5. Operations Section Chief: to coordinate interdisciplinary response to the incident.
6. Liaison Officer: to provide information to elected officials and facilitate interjurisdictional coordination.

- iv. If necessary, function under Unified Command according to the standards and practices of the Incident Command System.
- v. Determine incident objectives, strategies, and priorities.
- vi. Determine the schedule that will be used during the first few hours of the activation until the Planning Section Chief is prepared to take over this function.
- vii. Create an organization chart for publication.
- viii. Provide an overview of the situation, followed by regular updates.
- ix. Coordinate the activities of Planning, Logistics, Administration, and Operations sections.
- x. Oversee the development of an Incident Action Plan.
- xi. Support staff as they establish their respective Sections and begin accomplishing assigned tasks.
 1. Remind Section Chiefs to use section books.
 2. Remind staff to retrieve the appropriate vest for the section they are assigned to.
 3. Remind staff to "STAY in the BOX" and reinforce the organization chart.
- xii. If necessary, establish a liaison with King County Emergency Management.
- xiii. Prepare a briefing for the City Administrator and elected officials that includes:
 1. Scope of the event.
 2. Actions being taken.
 3. Future expectations and concerns.
 4. Policy support needs.

2. Deputy EOC Commander: Provides shift coverage for the EOC Manager and may be designated to prepare for an expedient transition from the response phase to the recovery phase.
3. Liaison Officer: The Liaison Officer is responsible for facilitating the integration of City Hall, elected officials, the City Administrator, and local and state agency resources into the Incident Command organization and is the primary contact for those resources. The City of Black Diamond also designates Safety Officer responsibilities to the Liaison Officer. If the Liaison Officer is unavailable all responsibilities are deferred to the Finance and Administration Section. The Employee Welfare Unit within the Finance and Administration Section will assume all Safety Officer responsibilities. Safety Officer tasks are included in the Liaison Officer and Employee Welfare Unit task lists. Tasks:
 - a. Obtain a briefing from the EOC Manager.
 - b. Initiate contact with the City Administrator and/or City Council, and appropriate local and state support agencies/representatives, and provide an initial briefing of the incident.
 - c. Identify primary contacts including the communications link and location.
 - d. Work with the PIO to keep City Hall informed so City Council members do not come to EOC for information.
 - e. Monitor incident operations to identify current or potential inter-organizational conflicts.
 - f. Attend planning meetings as required.

- g. Provide input on the coordination with City Hall and outside agency resources.
 - h. Oversee the well-being and safety of personnel in the EOC.
 - i. Advise on any City Hall or assisting agency special needs or requirements.
 - j. Determine if any special reports or documents are required.
 - k. Ensure that all outside agency personnel and/or equipment is properly recorded.
 - l. Ensure that all required outside agency forms, reports, and documents are completed.
 - m. Identify representatives from each responding agency, their location, and the appropriate communications and coordination link.
 - n. Respond to requests from incident personnel for inter-organizational contacts and possibly serve as the primary liaison with the King County EOC.
 - o. Act as a "trouble shooter" for the purpose of maintaining effective, appropriate inter-organizational cooperation.
 - p. Monitor spontaneous response of resources not requested, and integrate those resources into the emergency management system as appropriate or otherwise as required.
 - q. Act as the primary contact point for military assistance to local government.
 - r. Identify corrective actions and ensure implementation. Coordinate corrective action with Command.
 - s. Ensure adequate sanitation and safety in food preparation.
 - t. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. i. Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel.
4. Public Information Officer (PIO): The City Clerk will function as the Public Information Officer. The PIO is charged with distributing appropriate information to the outside world using the media, employee outlook system, city web site, and any other outlets as they see fit to use. Tasks:
- a. Obtain a briefing from the EOC Manager.
 - b. Obtain the PIO vest from the EOC storage locker.
 - c. Ensure that the PIO Office is open, and that the PIO sign is posted on the doorframe.
 - d. Identify additional staff to support the emergency Public Information function.
 - e. Assign responsibilities such as media contacts, resident contacts, City line updates, website updates, and employee contacts to PIO support staff.
 - f. Determine if other Public Information activities are taking place in the city, make contact, coordinate messaging, and determine whom the lead PIO will be.
 - g. Contact the King County EOC and determine what level of cooperation is needed for messaging.
 - h. Contact local media and inform them of the statement and release schedule.
 - i. Present media releases to the EOC Manager for approval prior to release. Not all known information is suitable for public release.
 - j. Establish and coordinate emergency public information prior to, during, and after an emergency.
 - k. Prepare and distribute public information releases regarding disaster preparedness, response, and recovery.
 - l. Review and coordinate releases of information from local, county, and state offices and departments through the EOC.
 - m. Respond to media and public inquiries.
 - n. Provide information to city elected officials and to employees, as necessary.
 - o. Monitor news media coverage of the incident.
 - p. Establish a rumor control capability.
5. Operations Section: The Operations Section assumes coordination of all response activities detailed in the Incident Action Plan. The EOC Manager will activate the Operations Section and Section Units as required by the incident. The Operations Section is charged with responding to the needs of the community with city

resources from Fire, Police, Parks, Transportation & Engineering and Water Resources & Sustainability. The Operations Section Chief is designated to oversee the coordination of the activities in each unit. The work of the Operations Section in the EOC is a coordination of different disciplines, not the actual response or dispatching activity. The Law Enforcement Unit, Fire Services Unit, Emergency Medical Services Unit, Public Works Unit, and Mass Care Unit make up the Operations Section and may be activated, as the incident requires.

- a. Operations Section Chief: Oversees coordination of the Operations Section. Tasks:
 - i. Obtain a briefing from the EOC Manager.
 - ii. Obtain the Operations vest from the EOC storage locker.
 - iii. Ensure that the Operations Section Office is open and that the Operations sign is posted on the doorframe.
 - iv. Staff the section, assign workstations, and supervise.
 - v. Ensure that the mission number and FEMA number are being used.
 - vi. Consider appointing a scribe for the section to maintain constant situational awareness.
 - vii. Post the following information in the Operations Section area:
 - 1. EOC Org Chart including positions names.
 - 2. Incoming and outgoing phone numbers.
 - 3. Road closures.
 - viii. Establish contact with the departments that are/or will be involved in field operations. After contact is established:
 - 1. Inform the responding department that the EOC is open and ready to support them and that the Operations Section Chief is the primary contact for field operations.
 - 2. Communicate that the Operations Section Chief phone number will be the direct link to the EOC for support and two-way information sharing.
 - 3. Ensure that the response departments involved in field response are using the State mission number and FEMA number on all relevant documents. The EOC should have this information posted.
 - 4. Coordinate the interaction of multiple response departments using the Incident Command System.
 - 5. Ensure that proper documentation is occurring.
 - ix. Ensure the Operations Section staff is sharing information within the Section concerning the actions of the different departments involved in field operations.
 - x. Determine the logistics needs of the field responders and report to the Logistics Section for resource procurement including food, supplies, and additional workers.
 - 1. Ensure the Logistics Section is filling logistic requests from the field with the highest priority.
 - xi. Gather and interpret information to provide the Planning Section with expert perspective on the unique characteristics and needs of the incident for incorporation into the planning process.
 - xii. Assembles and disassembles strike teams assigned to the Operations Section.
- b. Law Enforcement Unit:
 - i. Prioritizes law enforcement response consistent with the Incident Action Plan.
 - ii. Coordinates traffic and crowd control.
 - iii. Coordinates perimeter security, including coordination of scene ingress and egress where appropriate.
 - iv. Coordinates evacuation and activates a separate Evacuation sub-Unit when needed.
 - v. Maintains law and order by sustaining normal law enforcement operations wherever possible.
 - vi. Coordinates Search and Rescue.
 - vii. Provides for incident related criminal investigation.

- viii. Provides personnel to assist the King County Coroner with the disposition of human remains.
- ix. Provides personnel to assist with the dissemination of warning and emergency public information.
- x. Coordinates all incident related aircraft activity and activates an Air Operations sub-Unit if circumstances warrant.
- xi. Provides security to the EOC.
- c. Fire Services Unit:
 - i. Coordinates all incident related fire services, including all mutual aid supplies, personnel, and equipment requested.
 - ii. Prioritizes fire service response that is consistent with the Incident Action Plan.
 - iii. Coordinates light and heavy rescue and extrication.
 - iv. Assists with the dissemination of warnings and emergency public information as requested by the Public Information Officer.
 - v. Provides response to hazardous materials incidents, coordinates with the proper outside authorities for assistance as necessary, and provides qualified personnel to assume the role of on-scene command for hazardous materials incidents.
 - vi. Provides lighting for night incidents.
- d. Emergency Medical Services Unit:
 - i. Prioritizes Emergency Medical Services response consistent with the Incident Action Plan.
 - ii. Conducts pre-hospital needs assessment based on number, type, and severity of injuries.
 - iii. Provides for on-scene triage and treatment of injured persons.
 - iv. Coordinates the transportation of injured persons to the appropriate hospitals, staging areas, or medical evacuation sites.
 - v. Coordinates all requests for additional EMS personnel and equipment.
 - vi. Coordinates requests for supplies with the hospitals.
 - vii. Assists in coordinating private ambulance resources.
 - viii. Assists in coordination of mass casualty response.
 - ix. Provides casualty and damage information to the EOC.
 - x. Coordinates with King County Medic One for acquisition of additional supplies.
- e. Public Works Unit:
 - i. Coordinates and prioritizes response activities between TED and WRS Departments that is consistent with the Incident Action Plan and specialized expertise within departments.
 - ii. Provides assistance to the Fire Department in light rescue by providing heavy equipment and other support as needed.
 - iii. Provides for clearance of debris.
 - iv. Coordinates performance of emergency protective measures relating to City property and facilities.
 - v. Coordinates the inspection of City bridges and other public works facilities.
 - vi. Coordinates collection of information regarding the condition of water and wastewater facilities and forwards that information to the Planning Section.
 - vii. Coordinates temporary and permanent repairs to City facilities and structures, including water service, streets and roads, and bridges.
 - viii. Performs or contracts major recovery work to restore damaged public facilities.
 - ix. Provides traffic control signs and barricades for road closures and detours and assists the Police Department in the development of alternate traffic routes around hazard sites.
 - x. Coordinates City flood fighting activities.
 - xi. Coordinates all additional private sector engineering assistance as needed.

- xii. Coordinates emergency equipment rental or replacement with the Logistics Section.
- xiii. Coordinates the disposal of residential and commercial solid waste and debris.
- xiv. Supports containment and disposal of hazardous materials as appropriate.

f. Mass Care Unit:

- i. Determines public care needs and activates the appropriate elements of the mass care system and community shelter plan.
- ii. Coordinates with the American Red Cross (ARC) the transfer of mass care and shelter needs to the ARC as soon as their capabilities are fully activated.
- iii. Coordinates, locates, staffs, and equips relocation centers and emergency shelters as needed.
- iv. Coordinates activities supporting private disaster assistance and social service organizations in carrying out the mass care needs of the community.
- v. Coordinates long-term individual and family disaster recovery programs in collaboration with the American Red Cross and various governmental agencies.
- vi. Coordinates with the Disaster Recovery Group when activated.
- vii. The Department of Parks and Recreation staffs the Mass Care Unit.

6. Planning Section: The Planning Section collects, processes, analyzes, and disseminates information in the EOC. The EOC Manager will activate the Planning Section and Section Units as required by the incident. A Planning Section Chief will be designated to oversee coordination of the Section. The Situation Unit, Documentation Unit, and Damage Assessment Unit make up the Planning Section and may be activated, as the incident requires.

a. Planning Section Chief: The Planning Section Chief is charged with collecting and documenting information, developing situation and status reports, anticipating future needs and prioritizing incidents. None of this can be accomplished until a general understanding or situational awareness of the incident is obtained. Planning has multiple functions. It is imperative that documentation of past, present, and future actions be completed. The tracking and recording of all requests for service and/or messages into the EOC is the first priority of the Planning Section. All messages will need to be logged on the EOC message log. Tasks:

- i. Obtain a briefing from the EOC Manager.
- ii. Obtain the Planning Section vest from the EOC storage locker.
- iii. Staff and supervise the Planning Section.
- iv. Develop and file Sit Reps in the incident activation file and send copies to the county EOC. The first Sit-rep should be sent when the EOC is activated. Sit-reps should be filled out every 6-8 hours or as conditions change and for each identified operational period.
- v. Develop incident logs and forecasting.
- vi. Establish an information gathering and organization system to meet the needs of the Incident.
- vii. Coordinate the development of Incident Action Plans by Operational Period.
- viii. Anticipate incident needs and prepare the EOC to stay ahead of the event.
- ix. Produce, update, and send copies of incident maps to TCOMM, Operations Units, and Dispatch.
- x. Produce and update status boards.
- xi. Log all messages coming into the EOC.
- xii. Provide reports to other sections and the county EOC.
- xiii. Produce the final report on the EOC activation.

b. Situation Unit:

- i. Provides the mechanism for the collection and analysis of information necessary for understanding the nature and scope of the emergency.

- ii. Predicts the probable course of events and prepares alternative strategies that direct operations.
 - iii. Coordinates the collection and organization of incident status and situation intelligence.
 - iv. Collects spot reports from the field as needed.
 - v. Assembles situation and spot reports and prepares required reports to be forwarded to the County.
 - vi. Assists the Planning Section Chief in the preparation of the Incident Action Plan.
 - vii. Makes use of field forces for the collection of essential information.
 - viii. Uses photography, including still photos and videotape, for planning, briefing, and historical recording purposes.
- c. Documentation Unit:
- i. Coordinates the maintenance of complete incident files as a part of the information management system.
 - ii. Provides status display and internal communications in the EOC.
 - iii. Establishes and maintains an incident chronology and master log.
 - iv. Establishes and organizes incident files.
 - v. Prepares incident documentation for the Planning Section Chief when requested.
 - vi. Provides for the collection of historical documentation, including audio and videotapes, photographs, and other historical records.
 - vii. Provides for the filing and long-term storage of incident records in cooperation with the Administrative Services.
 - viii. Assists with clerical and duplication services in the EOC.
- d. Damage Assessment Unit:
- i. Collects information necessary to form a clear understanding of the nature and extent of damage to public and private property, and the estimated cost of repair or replacement. A local Declaration of Disaster may be based on the findings of the initial assessment.
 - ii. Provides for an initial evaluation of damage through a Rapid Visual Assessment of public and private structures and facilities.
 - iii. Carries out initial ATC-20 inspection of damaged structures. Public Works will assist Community Development with this process.
 - iv. Prioritizes the inspection of critical facilities.
 - v. Coordinates detailed damage assessments, in cooperation with the appropriate local, state, and federal agencies and the American Red Cross.
 - 1. Private Property Damage may include damage to:
 - a. Homes.
 - b. Mobile homes.
 - c. Farm homes.
 - d. Multiple family homes.
 - e. Businesses.
 - f. Agricultural losses including loss of crops, livestock, and farm facilities.
 - 2. Public Property Damage is damage to property owned by local governments, non-profit organizations and tribes and may include damage to:
 - a. Non-federal road systems including the need for debris clearance.
 - b. Water and sewer systems.
 - c. Flood control systems.
 - d. Public buildings and equipment.
 - e. Public facilities under construction.
 - f. Private non-profit facilities for education, emergency, utility, medical, and custodial care.

- g. Parks, public recreation facilities.
 - 3. Damage Assessment Phases:
 - a. Initial Local Assessment: Raw data collected by local Damage Assessment Teams to determine the location and extent of damage. Initial assessment includes rough estimates of dollar loss.
 - b. Joint Assessment: If initial assessment discloses that repair and recovery are possibly beyond local and state capability, joint local, state and federal assessments are conducted to obtain more definitive information.
 - 4. Damage Assessment Methods: Damage Assessment Methods will be activated as soon as practical. Initial assessments should be obtained within the first 12 to 24 hours of the disaster. Methods for assessment may include:
 - a. Spot Reports: Information from emergency personnel on scene. Spot reports, by Operational Area, may be requested.
 - b. Spontaneous reports: Information received from the public.
 - c. Aerial Inspection: Use of aircraft for gross damage assessment, may include aerial photographs or videotape.
 - d. Windshield Assessment: Rapid drive through to obtain initial information on the number of structures impacted.
 - e. Detailed Survey: More detailed assessment of the damage areas identified in the Windshield Assessment. Some of this information may also be assembled through a telephone call-in system, or personal interviews at a drop-in center.
- 7. Logistics Section: The Logistics Section acquires the resources necessary for an effective response effort. The EOC Manager will activate the Logistics Section and Section Units as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the Section and Section Units. The Food Unit, Supply Unit, Facilities Unit, and Human Resources Unit make up the Logistics Section and may be activated, as the incident requires.
 - a. Logistics Section Chief: The Logistics Section Chief is charged with supporting the human and material needs of the city during any event that requires more resources than an individual department can provide. Human needs include but are not limited to Food, water, and rest arrangements for City employees deployed in the field or working in the EOC as well as replacement workers for all functions. Material needs can include but are not limited to response teams, tools, equipment, and supplies. Tasks:
 - i. Obtain a briefing from the EOC Manager.
 - ii. Obtain the Logistics Section vest from the EOC storage locker.
 - iii. Staff and supervise the section as dictated by the needs of the incident. 1. Recruit clerical support for the EOC. Two clerical persons will be needed immediately. Assign one to the EOC Manager.
 - iv. Ensure that the entrance to the EOC is secured. The Police Department can assign a cadet for this job.
 - v. Set up additional EOC and front office phones as needed. Instructions are in the EOC security drawers.
 - vi. Order food for the first expected meal break.
 - vii. Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation. Phone books, catalogs, brochures that may be useful for locating items. Coordinate any purchasing through the Finance and Administration Section.
 - viii. Contribute to the Logistics portion of the Incident Action Plan.

- ix. Begin the process of securing food, water, rest arrangements, and shelter for city Employees assigned to respond to the event.
 - x. Develop processes for rotating EOC staff through 12-hour shifts.
- b. Food Unit:
- i. Coordinates the acquisition and distribution of food supplies and provides for the purchase of essential food items from local merchants.
 - ii. Coordinates acquisition and distribution of potable water.
 - iii. Supports the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
 - iv. Establishes food distribution centers.
 - v. Establishes contact with local retail and wholesale food outlets to obtain voluntary controls on distribution of essential food stocks.
 - vi. Coordinates with the Public Information Officer in the development of instructions to the public regarding location of distribution centers.
- c. Supply Unit:
- i. Coordinates the acquisition of equipment and supplies requested by the incident staff.
 - ii. Provides for the reception, storage, accountability, and distribution of ordered supplies and material.
 - iii. Maintains an inventory of supplies.
 - iv. Coordinates purchasing with the Finance and Administration Section and assures that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
 - v. Provides for the coordination of service or repair of non-expendable supplies and equipment.
 - vi. Coordinates transportation resources.
 - vii. Coordinates with King County Emergency Management for use of Intercity Transit and school buses in support of transportation needs.
 - viii. Coordinates allocation of fuel resources.
- d. Facilities Unit:
- i. Coordinates the establishment of incident facilities as required, including public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim and processing facilities.
 - ii. Provides for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.
- e. Human Resources Unit:
- i. Coordinates the acquisition, registration, assignment, and management of spontaneous volunteers.
 - ii. Establishes a volunteer management center and augments staff with qualified volunteers.
 - iii. Establishes a receiving and processing capability for donated goods in cooperation with the Supply Unit.
 - iv. Coordinates with King County Emergency Management in the joint establishment of a donated goods facility as needed.
 - v. Establishes a pool of skilled personnel provided by business, labor organizations, or other sources.
 - vi. Coordinates with the Human Resources Section for the placement of City personnel not otherwise assigned in the emergency plan.
 - vii. Coordinates with the Human Resources Section for the temporary emergency hire of personnel to meet emergency needs.
8. Finance and Administration Section: The Finance and Administration Section provides for the development and monitoring of responsible fiscal policies and procedures during times of emergency. This section also coordinates disaster cost recovery where possible and ensures compliance with state and federal

requirements for disaster relief for our residents. The EOC Manager will activate a Finance and Administration Section as required by the incident. A Finance and Administration Section Chief will be designated to oversee coordination of the activities of this Section.

- a. Administrative Procedures: Normal administrative procedures and practices of city government will be followed to the maximum extent possible. The City Administrator may amend, reduce, or suspend certain administrative and fiscal procedures to provide for efficient emergency response and recovery. This may include temporary reassignment of personnel, extension or modification of working hours, or other measures necessary to provide full response of city resources to the emergency
- b. Coordination of Expenditures:
 - i. Emergency Expenditures: Provisions for emergency/disaster expenditures are not normally included in the budgeting process. Disasters may occur, requiring substantial and necessary unanticipated expenditures. Such obligations and expenditures will be made under the provisions of the appropriate state statutes. Disaster expenditures will be incurred with currently appropriated city funds to the extent possible. The Mayor and the Finance Director will be responsible for identifying other sources of funds to meet disaster related expenses if city budgets are exceeded.
 - ii. Purchasing & Coordination with the Logistics Section: The actual acquisition of supplies, equipment and material in support of the emergency response will be carried out by the appropriate Unit of the Logistics Section.
 1. Purchasing will be streamlined by the adoption of automatic authorization for purchase or rental of certain items by the Logistics Section in time of emergency. That policy may include purchase price thresholds, pre-issued purchase order numbers, or other procedures that provide for expedient purchasing while maintaining essential fiscal control.
 - iii. Financial Records: The city will establish procedures for keeping records necessary to separately identify incident related expenditures and obligations. Such records are necessary in order to substantiate the extent of commitment of local government resources, to document requests for outside assistance, and for possible reimbursement of other financial assistance under a Presidential Proclamation of Disaster. Detailed records will be kept from the onset of the emergency which include:
 1. Work performed by force account (city employees), including appropriate extracts from payrolls; equipment used on the job and associated costs; invoices, warrants, and checks issued and paid for materials and supplies used on the job.
 2. Work performed by contract, including copies of requests for bid, if any; the contract, which is let; invoices submitted by the contractor; warrants authorizing check issuance; and checks issued in payment.
 3. Any other incident related expenditures associated with response to the incident.
 - iv. Mutual Aid Resources: Mutual aid agreements between political jurisdictions, as well as with private sector groups, will be developed whenever possible. Such agreements will define liability, and detail funding and cost arrangements. Where mutual aid agreements do not exist, or other agreements or understandings do not apply, it must be assumed that the City of Black Diamond accepts full responsibility for the cost of requested resources.

- c. **Essential Records:** The City Clerk's Office will coordinate the identification of essential records and establish procedures under the guidance of the state law for preservation of vital records in the event of a major emergency. In addition, each department shall detail the records deemed essential for continuing government functions under emergency conditions. That list should include the location and method of retrieval of those records identified. Provisions shall also be made for access to records required for emergency operations, including utility system maps, location of emergency supplies and equipment emergency plans and procedures, and personnel rosters. Provisions should be made for the recovery of certain vital records in the event of damage to automated records systems.
- d. **City Business Resumption Plan:** Certain city business processes, if not performed, may directly result in lost revenue, significant increased operational costs, costly legal challenges, or safety and health issues not directly related to the disaster incident. A City Business Resumption Plan should be prepared to assist in sustaining or restoring critical functions and business as usual. These factors may be used to identify vital city services, and develop strategies for recovery:
 - i. How will the service interruption impact city customers?
 - ii. How long can the process or service be interrupted before the consequences severely impact business?
 - iii. Do other departments or agencies provide materials, services, or information that would seriously affect the service if not provided on schedule?
 - iv. What resources, including personnel, are needed to sustain the process or service? Will they be immediately available during or immediately after the emergency? Does the service require specialized personnel? Can temporary workers be hired to perform the service effectively?
 - v. What system documentation is available? Can services be provided manually for a short period of time?
 - vi. What kind of support is required, including electrical power, water, computer support, transportation, and public access facilities?
- e. **Emergency Worker Compensation: Liability Coverage for Emergency Workers:** Certain liability coverage is available under RCW 38.52 for emergency workers involved in the protection of life and property during an emergency under the provisions of this plan. Coverage will be activated by the assignment of a mission number by the State Emergency Operations Center, and the proper registration of emergency workers through the volunteer management system. Volunteer emergency workers will be utilized only as specified by state law, WAC 118-04. Workers will be registered as required, to include: name, date of birth, address, the purpose for which they were utilized, and the appropriate dates and times.
- f. **Finance and Administration Section Chief:** The Finance and Administration Section Chief is charged with a variety of functions. These include, contacting City officials and elected members through the Liaison Officer if available, coordinating technical support for the EOC, and managing the documentation of costs during and after an event. Tasks:
 - i. Obtain a briefing from the EOC Manager.
 - ii. Obtain the Finance and Administration vest from the EOC storage locker.
 - iii. Staff and supervise the required elements of the Section and assume the duties of the Section as appropriate should full activation not be required.
 - iv. Establish fiscal control capability.
 - v. Provide input in planning on all financial and cost analysis matters.
 - vi. Ensure that the mission number, designated by the EOC Manager, FEMA number, and the event project number are posted and being used.

- vii. Ensure on-going contact and information dissemination to the City Administrator and City Council occurs. Remember to stress what information is public and what is not yet being released.
- viii. Contact Legal to be available for declarations of emergency or disaster. Drafts are kept in the section book.
- ix. Ensure all Sections are using ICS 214, Unit Logs.
- x. Consider raising credit card limits for EOC cardholders.
- xi. Support the EOC manager in process type decisions such as when to declare a disaster or emergency or when to seat the policy group.
- xii. Be ready to consult with the City Attorney as needed on legal matters.
- g. Procurement Unit: Administrative Services will staff this Unit. The Logistics Section is responsible for acquiring required resources. However, the Procurement Unit provides financial monitoring for those transactions and facilitates the general process. The Procurement Unit:
 - i. Provides for allocation of city financial resources in support of the needs of the incident.
 - ii. Establishes and administers a Purchase Order system to control expenditures in coordination with the Logistics Section.
 - iii. Maintains records of financial obligations relating to the incident.
 - iv. Coordinate all contractual matters regarding vendor contracts and rental agreements and ensure that all obligation documents are properly prepared and executed.
- h. Cost Tracking Unit: Staffed by Finance. The Cost Unit:
 - i. Provides for the real time tracking of all expenditures, obligations, and costs incurred relative to the incident.
 - ii. Establishes a method of collecting the data needed to track costs. All departments will cooperate by maintaining those records necessary to accomplish cost analysis responsibilities.
- i. Telecommunications Unit: Staffed by IT Division of Finance augmented where necessary by other departments. The Telecommunications Unit:
 - i. Provides personnel to the EOC to assist with telecommunications.
 - ii. Provides for duplication services in the EOC.
- j. Information Services Unit: Staffed by Executive augmented where necessary by other departments. The Information Services Unit:
 - i. Provides clerical support to the EOC, to include log keepers, data input services including EIS and other computer aided data collection efforts, and other clerical services as required.
 - ii. Provides for duplication services in the EOC.
- k. Employee Welfare Unit: Staffed by Administrative Services and works in conjunction with Parks and Recreation. The Employee Welfare Unit:
 - i. Provides for the monitoring of employee home and family needs to determine if they were impacted by the emergency.
 - ii. Provides a childcare system for employee families as needed.
 - iii. Coordinates employee disaster relief as needed.
 - iv. Coordinates Post Traumatic Stress debriefings for employees and their families.
 - v. Coordinates workplace disaster safety surveys and modifications.
 - vi. Coordinates all Workman Compensation claims and other issues relating to the incident, including injuries and illnesses.
 - vii. Identifies potentially unsafe acts.

- viii. Identifies corrective actions and ensure implementation. Coordinates corrective action with Command.
- ix. Ensures adequate sanitation and safety in food preparation.
- x. Initiates, maintains, and ensures completeness of documentation needed to support claims for injury and property damage. 1. Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel.

Prevention and Mitigation

- Promote safety and prevention programs.

Preparedness

- Develop and maintain the City CEMP.
- Coordinate and maintain a method of identifying available resources.
- Provide preparedness activities including plans, procedures, training, drills, and exercises.

Response

- Coordinate the City's emergency response with federal, tribal, public and private organizations.
- Communicate and coordinate with local jurisdiction and tribal government EOCs to monitor the situation, gather essential elements of information and identify jurisdictional and tribal needs and requirements.
- Staff the EOC as dictated by the emergency or disaster and the resource needs.
- Develop EOC Action Plans, as required.

Recovery

- Deploy appropriate resources as needed in support of recovery operations.
- Coordinate with state agency, local jurisdiction and tribal government officials on short-term and long-term recovery planning and operations.
- Develop EOC Action Plans and SITREPs as appropriate.
- Distribute recovery information, plans and reports to EOC staff.
- Recommend the activation of the Recovery Task Force (RTF).
- Conduct after-action critique of the overall response and recovery efforts and recommend operational, procedural, or statutory changes to improve future efforts.

Responsibilities

Fire Department: Emergency Management Division

- Establish Incident Command Systems sections as instructed by the EOC Manager.
- Establish appropriate Units as required by the nature and scope of the emergency.

All City Departments:

Develop procedures that detail the department's expected role in emergency response.

King County Office of Emergency Management:

Provides support to the City of Black Diamond in all aspects of emergency response and recovery.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use for up to 14 days.

Hazardous Materials

Introduction

Purpose

To define local responsibilities for hazardous material incident response and management.

Scope

Preparation for and response to incidents in the City involving hazardous substances, including radioactive materials.

Policies

1. Federal law, specifically the Emergency Planning and Community Right-to-know Act, defines how communities will prepare for and respond to incidents involving the release of certain hazardous substances. This plan is consistent with the requirements of the law.
2. The Local Emergency Planning Committee (LEPC) has established a hazardous materials emergency response plan in accordance with federal and state law. That plan is included herein by reference.
3. The Washington State Patrol (WSP) has been designated as the Incident Command Agency for hazardous materials incidents that impact state and interstate highways.

Situation

Emergency/Disaster Conditions and Hazards

The manufacture, transportation, storage, and use of a wide range of hazardous materials in our community pose a threat to life and the environment in the event of an uncontrolled release. Accidents involving rail, waterway and highway transportation of chemicals may occur. An initial disaster, like an earthquake, may result in numerous secondary events such as ruptured or overturned storage tanks, ruptured lines or explosions caused by spilled material.

Planning Assumptions

1. The Fire Department will most likely be the initial responding agency. Fire Department plans and procedures should be developed to define how hazardous materials incidents will be managed and how emergency resources will be mobilized as well as the methods for notifying WSP when appropriate.
 - a. Water Resources & Sustainability Department maintains staff with expertise in spill management and can likely be a resource for the Fire Department if needed.
2. In major events where multiple hazardous materials incidents exist, the Fire Department may have to proceed as the hazardous materials response agency without the assistance or direction of the Washington State Patrol.

Concept of Operations

General

1. A hazardous materials incident will be reported to emergency authorities by the spiller, bystanders, or others becoming aware of a dangerous situation. Most reports will be made to King 9-1-1 (KCOEM).
2. KCOEM has internal procedures for notification of the appropriate emergency response agencies. The Fire Department is the initial response agency for hazardous materials in the city.
3. Initial protective actions will be taken by the Fire Department as required by the nature and scope of the incident. In larger incidents, the EOC may be activated in support of on-scene command.
4. WSP will be notified and will assume Incident Command at the scene according to standing orders.

5. Incident command will determine the appropriate method for handling the incident, including protective measures, personnel safety, cleanup, and protection of downstream resources such as groundwater and surface waters.

Organization

The designated incident command agency will determine the appropriate response organization for handling a hazardous materials (HAZMAT) incident.

Procedures

1. The internal procedures for each response agency will identify how they will respond to a HAZMAT incident.
2. Site-specific incidents will be coordinated on-scene. The City EOC may be activated for multiple simultaneous incidents.
3. The provisions of the King County Hazardous Materials Emergency Response Plan developed and maintained by the Local Emergency Planning Committee, will identify the overall direction, control, and coordination elements of hazardous materials incident response and recovery.

Prevention and Mitigation

- Conduct inspections of facilities where hazardous materials are generated, used, stored, disposed of, or destroyed.
- Manage city-owned aquatic lands and associated habitat to reduce or eliminate the effects of hazardous materials.
- Manage biological, cultural, and natural and structural resources to reduce or eliminate the effects of hazardous materials.

Preparedness

- Develop guidance and emergency procedures for operations.
- Develop and conduct hazardous materials exercises.
- Develop and conduct hazardous materials training for all emergency responders.
- Participate in other local, state, and federal hazardous materials exercises.

Response

- Provide 24-hour response to hazardous material, oil spill, or other release incidents.
- Make emergency notifications.
- Determine the source and course of the incident.
- Identify the responsible party for a hazardous material, oil spill, or release incident.
- Assume responsibility for incident management and cleanup if the responsible party is unavailable, unresponsive, or unidentified.
- Ensure that source control, containment, cleanup, and disposal are accomplished.
- Assist in monitoring and ensuring the safety of first responders and other personnel.
- Initiate enforcement actions, as appropriate.
- Coordinate spill response with other state and federal agencies, and local jurisdictions.
- Establish a JIC with involved agencies and the responsible party to provide current and accurate information to the community.
- Make on-site inspections of hazardous materials, oil spill, or other releases.

Recovery

- Review response procedures following an incident.
- Coordinate the preparation of an after-action report where appropriate for oil and hazardous materials incidents.

- Recommend and oversee long-term remedial actions.
- Follow-up on enforcement actions.

Responsibilities

Washington State Patrol

- Acts as designated Incident Command Agency for hazardous materials.
- Assumes overall direction and control responsibility according to state law.
- Determines the best method of handling the incident, requests outside resources as needed.
- Coordinates with other state agencies, including the Department of Ecology, regarding response and recovery.

Fire Department

- Acts as initial response agency for hazardous materials.
- Identifies the hazard if possible and determines the appropriate initial response methods to mitigate the immediate threat to life and property.
- Confirms notification of the designated incident command agency.
- Confirms notification of the appropriate state agencies.
- Coordinates actions with the LEPC.

Mutual aid fire departments and districts

Provides mutual aid support to the Fire Department or the incident command agency as requested.

Police Department

- Traffic and perimeter control at the scene.
- Assists with identification of hazardous material.
- Coordinates actions with the LEPC.

Washington State Department of Ecology

- Acts as lead agency for spill cleanup.
- Provides technical information on containment, cleanup, and disposal.
- Assists with laboratory analysis and evidence collection for enforcement action.
- Serves as the state on-scene coordinator under the National Contingency Plan for spills impacting the waterways.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

Refer to the Fire Department's emergency response processes.

Legal

Summary

The Legal Department consists of the City Attorney and staff.

Core Capabilities

The following core capabilities align with the responsibilities of the Legal Department:

All Phases

Planning

Emergency Support Functions

The city does not use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of the Legal Department:

- ESF-5: Emergency Management (Supporting)
- ESF-14: Long Term Community Recovery (Supporting)

Police

Summary

The Police Department consists of Operations and Administrative Services.. Operations include Patrol, Investigations, and Training. Administrative Services include records, public disclosure, operations support as well as research and development.

Core Capabilities

The following core capabilities align with the responsibilities of the Police Department:

All Phases

- Planning
- Public Information and communication
- Operational Coordination

Prevention and Protection

- Intelligence and Information Sharing
- Interdiction and Disruption
- Screening, Search, and Detection

Response

- Mass Search and Rescue Operations
- On-scene Security, Protection, and Law Enforcement
- Operational Communications
- Situational Assessment

Emergency Support Functions

The city does not use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of Police Department:

- ESF-2: Communications (Supporting)
- ESF-5: Emergency Management (Supporting)
- ESF-9: Search and Rescue
- ESF-13: Public Safety and Security
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

Search and Rescue

Introduction

Purpose

Procedures to be used for coordination of search and rescue.

Scope

Urban search and rescue operations including ground, air, and water.

Policies

Search and Rescue

RCW 38.52 assigns the responsibility for search and rescue to law enforcement. The Police Department is responsible for coordinating search and rescue in the city. Qualified personnel from the Mountain View Fire & Rescue and the King County Special Operations and Rescue Team are assigned technical rescue responsibilities.

Search and Rescue (SAR) resources

King County SAR resources, and city law enforcement personnel, will conduct searches for missing persons. Where there is a demand for SAR activities, a Search and Rescue Coordinator will be designated by the Police Department. Large-scale SAR operations will be coordinated from the EOC. Additional SAR resources will be obtained through King County Office of Emergency Management.

Situation

Emergency/Disaster Conditions and Hazards

An emergency or disaster can cause buildings to collapse, threaten lives, and require prompt rescue. The search for missing persons under hazardous conditions, including confined space operations, will require specially trained personnel and specialized equipment.

Planning Assumptions

- Search and Rescue (SAR) means the act of searching for, rescuing or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or manmade disaster.
- Where persons are trapped, stranded, or missing as the result of a disaster, spontaneous attempts at rescue by bystanders and others can be anticipated.
- Resident assistance with SAR operations may be appropriate under some circumstances.

Concept of Operations

General

1. The Police Department will assume coordination of all search and rescue operations in the city.
2. Fire Department resources are trained in urban search and rescue operations, including confined space.
3. The Department of Public Works will provide heavy equipment as needed, to augment the urban search and rescue capability.
4. Additional assistance is available from the King County Sheriff's Department. Coordination with this resource should be through King County Emergency Management.

Organization

A Search and Rescue Coordinator may be established at the EOC, depending on the nature and severity of the incident.

Procedures

1. The Police Department will determine the need for search and rescue operations, in concert with the Fire Department where appropriate.
2. Standardized policies and procedures including recognized urban search and rescue methods for identification of structures that need to be searched, or have been searched, will be used.
3. Urban search and rescue task forces made up of qualified city personnel, augmented by resident volunteers where appropriate or outside SAR resources as needed, will be organized and deployed by the SAR Coordinator.

Prevention and Mitigation

Support preventive search and rescue, aviation safety, and survival programs with available resources, when requested.

Develop and present preventive SAR programs through public awareness and school education programs.

Preparedness

Plan to support SAR operations with available resources, when requested.

Response

Provide resources including personnel and equipment for SAR operations, when available.

Recovery

Assist in returning all SAR organizations and personnel to a state of preparedness.

Responsibilities

Police Department

- Staff the SAR Coordinator position at the EOC, as needed.
- Coordinate search and rescue operations and request additional SAR resources and support equipment as necessary.

Fire Department

Provide urban rescue trained personnel to carry out special SAR operations.

Public Works

Support rescue operations with heavy equipment where necessary.

King County Sheriff's Department

Provide additional SAR support to the city when requested, based on availability of trained SAR resources.

King County Office of Emergency Management

Coordinate acquisition of external SAR resources upon request.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

Refer to the Police Department's emergency response processes.

Public Safety

Introduction

Purpose

Provide for the effective coordination of all law enforcement activities associated with the disaster incident, and to ensure that such activities are coordinated to the extent possible with the other responders.

Scope

Coordination of all incident related law enforcement activities. When necessary, utilizing mutual aid resources available to assist.

Policies

- Under emergency conditions, law enforcement is the responsibility of the Police Chief. Law enforcement resources supplied by other jurisdictions will remain under the command of their parent agency but will operate under the direction and control of the Black Diamond Police Department.
- Military personnel, requested to augment or support the Black Diamond Police Department, will remain under command of their parent agency but will operate only at the direction of the Black Diamond Police Department.

Situation

Emergency/Disaster Conditions and Hazards

Disaster conditions will severely strain limited law enforcement resources with multiple demands on services. The ability to respond can be hampered by personnel and equipment shortages, damage to police facilities, interruption of transportation routes, and communications overload.

Planning Assumptions

- Situations requiring law enforcement support from mutual aid agencies may also be impacting those agencies at the same time. Assistance from adjacent jurisdictions may not be available, and the mobilization and deployment of outside aid will be time consuming.
- Agencies responding from a distance may not have the same knowledge of the community as local law enforcement and may require assignments consistent with these limitations.

Concept of Operations

General

1. The Police Department will initially respond to emergency needs with on duty personnel. Provisions for callback of off duty personnel are defined in the internal procedures of the Police Department.
2. Where additional assistance is required, the Police Chief or designee will request specific types of outside aid utilizing existing mutual aid agreements with adjacent jurisdictions.
3. Other law enforcement assistance, not covered by local agreements or understandings, will be requested through the State EOC.

Organization

A Law Enforcement Unit will be established in the EOC to coordinate all the identified actions.

Procedures

Air Operations: Coordination of air resources requested by the city is the responsibility of the Law Enforcement Unit at the EOC. Where multiple aircraft are involved, an Air Operations sub-Unit may be established to provide for safe and efficient use of air resources. The Air Operations sub-Unit will:

- Establish and maintain operational control over all aircraft resources used by the city in connection with the incident.

- Establish communications protocols for safe and efficient coordination of aircraft. Coordinate with King County, Washington State Patrol, hospitals, and any other outside agencies using aircraft in the city, to the extent possible.
- Identify, mark, secure, and manage landing zones where needed.
- Request the acquisition of air resources through the Logistics Section.
- Provide for coordination of news media helicopters, when necessary, with the Public Information Officer.

Prevention and Mitigation

- Develop operational and tactical public safety and security plans, conduct technical security and/or vulnerability assessments, and deploy local public safety and security resources in response to specific threats and potential incidents.

Preparedness

- Develop and maintain emergency management plans and participate in emergency response public education or outreach, training, and exercises.
- Maintain an inventory of equipment needed to deliver primary services and specialty services to service areas.

Response

- The Black Diamond Police Department will coordinate response actions including general law enforcement assistance, access control, site security, traffic and crowd control, and force protection.

Recovery

- Allocate resources for staffing traffic control for re-entry into previously evacuated areas if resources are available.
- Prepare after action reports.
- Investigate fires where fatalities, large property losses, or suspicious circumstances exist.

Responsibilities

Police Department

- Prioritize law enforcement response consistent with the Incident Action Plan.
- Coordinate traffic and crowd control.
- Coordinate perimeter security, including coordination of scene ingress/egress where appropriate.
- Coordinate evacuation. Activate a separate Evacuation sub-Unit when needed.
- Maintain law and order by sustaining normal law enforcement operations wherever possible.
- Coordinate Search and Rescue.
- Provide for incident related criminal investigation.
- Assist the King County Coroner with the disposition of human remains.
- Assist with the dissemination of warning and emergency public information.
- Coordinate all incident related aircraft activity. Activate an Air Operations sub-Unit if circumstances warrant.
- Provide security to the EOC.

King County Sheriff's Department

- Provide law enforcement support in accordance with mutual aid agreements.
- Provide available King County search and rescue units if requested.
- Provide warning and communication support if requested.

Mutual aid law enforcement agencies

Provide law enforcement support in accordance with mutual aid agreements.

Washington State Patrol:

- Provide law enforcement support to the Police Department if requested.
- Assume incident command for hazardous materials incidents.
- Coordinate and maintain a liaison with the appropriate state departments and agencies as identified in the Washington State Comprehensive Emergency Management Plan.

Resource requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use for up to 14 days.

References

Refer to the Police Department's emergency response processes.

Evacuation

Introduction

Purpose

To assist the City of Black Diamond, and other governmental agencies, businesses and first responders in planning, preparing for and conducting evacuations impacting the city.

Scope

Evacuations may result from naturally occurring incidents such as earthquakes, landslides, health related incidents, flooding, volcanic activity, fires or from industrial accidents, dam failure, terrorism, or illegal activities like drug labs and waste dumping. Protection of populations by sheltering in place as well as the traditional movement of people is considered. Any evacuation that extends beyond the city limits should be coordinated with other local, state, and federal plans.

Planning Assumptions

- Disasters and evacuations occur with little or no warning.
- Current warning systems may not reach the entire target population.
- First responder teams may not be available to conduct door-to-door evacuation notifications.
- Evacuation is normally a multiple jurisdiction activity.
- ICS will be used to manage evacuation activities and phases at all levels.
- Evacuations may be spontaneous, without government control.
- Some residents will not evacuate regardless of the hazards.
- Planning for evacuations must include Americans with disabilities/Access and function needs, pets, service animals, and livestock.

Identification of Special Needs

Identification of the Physical, Programmatic, Communications Needs for Individuals with Disabilities and Access / Functional Needs (AFN), and Limited English Proficiency (LEP) populations.

The term Access and Functional Needs (AFN) has replaced "special needs," "vulnerable," "high-risk," and similar terms. AFN is a broad term that describes individuals who may be especially vulnerable to or have additional needs during incidents; the determination of access and functional needs may vary depending on the nature and scope of an incident. In general, this grouping includes individuals with disabilities, living in congregate housing

or assisted living facilities, elderly community members, children, persons in lower socio-economic classes, people experiencing homelessness, and those with LEP. The city recognizes that various populations may require specialized support during an incident; therefore, the City's approach to incident support assesses the wholistic Black Diamond's population to identify needs, and based on finding for a given incident, creating plans to support the whole community, as resources allow.

The city will make every reasonable effort to provide translation services, translated material, and/or access to American Sign Language (ASL) and oral interpretation support for resources and services available to community members during incidents. Additional information about strategies to support whole community messaging can be found in ESF 2: Communications, Information Systems, and Warning.

Identification of the Essential Needs of Household Pets and Service Animals

City incident management objectives and mass care services incorporate the needs of individuals with trained service animals and/or household pets, as appropriate. Trained service animals, per the ADA, are defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability, the task(s) performed by the dog must be directly related to the person's disability. Trained service animals will be allowed to accompany their handler, consistent with daily ADA compliance. Accommodation for trained serviced animals and pets can be found in ESF 6: Mass Care, Housing, and Human Services.

Concept of Operations

General

1. Local response
 - a) The type of incident, the geographic scope of the incident, and the resources available will determine local response.
 - b) Any agency listed may initiate an evacuation in the interest of public safety. Final approval of an evacuation should come from EOC Manager.
 - c) If the incident is small and local in nature, Black Diamond Police, Mountain View Fire & Rescue or Public Works may recommend a limited evacuation and request resources directly through KCOEM.
 - d) Mutual aid may also be affected for larger emergencies or disasters. When multiple agencies and/or multiple jurisdictions are involved, emergency management organizations and emergency operations/coordination centers (EOC/ECCs) may be activated. If this is the case, resources may be coordinated and accounted for by the city, county, or state at the appropriate EOC/ECC.
 - e) In the event of a healthcare facility evacuation the Health and Medical Area Command, will provide medical resource support and coordinate information as needed with the other healthcare organizations, patient families, emergency response agencies, and the public.
2. State Response: Where city and county resources are exhausted, the State of Washington may aid local authorities with large-scale evacuations. This may involve the Washington State Patrol, National Guard, Washington State Health officials, and members of other State agencies, as determined by the Washington State EOC and requesting local authorities.
3. Federal Response: With the exception of the United States Coast Guard, federal agencies are generally not directly involved in evacuations. Federal Agencies may be utilized in the recovery phase of an incident that involves evacuations. In limited circumstances, local military commanders may assist local authorities in evacuation efforts without a presidential disaster proclamation.
4. Americans with Disabilities/Access and Functional Needs.
 - a. Under the Americans with Disabilities Act (ADA Amendments Act of 2008 (P.L. 110-325)), transportation providers must permit passengers with disabilities to be accompanied by their service animals.

- b. The City of Black Diamond will support local agencies in the evacuation of individuals with access and functional needs, the hard of hearing, the deaf, the blind, and unaccompanied children.

5. LEP and PETS

- a. Planning for evacuations must include Limited English Proficiency (LEP) populations, access and functional needs populations, pets, service animals, and livestock.

Organization

The Black Diamond Police Department and Mountain View Fire & Rescue are joint lead agencies for evacuation oversight. They may elect to set up a Field Incident Command Post or use the EOC or the main police station. All city departments will support an evacuation by assisting in the planning process as needed. The EOC will assist by coordinating city resources for the evacuation.

Procedures

Mutual aid resources from tribes, the private sector, and Non-Governmental Organizations (NGOs) will be utilized as needed. When resources from outside the City are requested, or transportation of evacuees and long-term sheltering are needed, mutual aid requests will be activated, as well as a formal proclamation and request for assistance from the Washington State EOC.

Response Actions

Evacuations are cumbersome and time-consuming endeavors. They are resource and personnel intensive and may disrupt local commerce, transportation, governmental, and school activities. The EOC Manager considering evacuation must choose between taking no action, evacuation, or shelter in place.

1. Shelter-in-Place:

- a. Most commonly used during hazardous materials incidents or terrorist chemical attacks, where there may not be enough time or resources to move a population for a short duration incident.

2. Evacuations:

- a. An EOC Manager makes the decision for evacuation of a population or shelter in place based on the disaster. The EOC Manager requests activation of EOC to support the evacuation and notifies appropriate elected officials.
- b. The EOC Manager initiates the warning of affected populations by appropriate methods available.
- c. At the same time that the warning phase is conducted, the incident command team or EOC is coordinating:
 - i. The selection of a safe area to move impacted populations.
 - ii. Defining evacuation routes to the safe area and assembly and triage points to enter and leave the evacuation routes.
 - iii. Notifying jurisdictions and organizations that will receive or “pass through” evacuees.
 - iv. Notifying support jurisdictions and organizations that will be responsible for movement support, sheltering, EMS, Fire, ARC, PH, Hospitals, and Utilities.
- d. The Public Works Department supports road closures and evacuation routes.
- e. The American Red Cross and other non-governmental organizations may provide shelters as needed.
- f. Salvation Army and American Red Cross support local responders, shelters, and evacuees.
- g. TPD supports area security, road closures, and shelters.
- h. Sheltered populations are accounted for and are reunited with loved ones if possible.
- i. Evacuated areas may need to be cleared by appropriate officials before residents are allowed to return.
- j. Evacuated populations must be notified of an “all clear” to return with planned phasing to reduce traffic congestion and accidents.

- k. Evacuated populations may require transportation to return.
- l. All agencies are responsible for their own facility evacuation procedures.

Responsibilities

The agencies and entities described in this section may be called upon to send a representative to the Field Incident Command Post (ICP) or the Black Diamond EOC. The Field ICP and EOC are focal points for coordination of response efforts and resources during evacuations. The lead agency calling for evacuation usually makes recommendations for return to the area.

Black Diamond Police Department

- Ensure that TPD coordinates with the EOC duty officer to activate the EOC for support of the evacuation.
- Act as the Field Incident Commander when appropriate and at suspected or determined crime scenes.
- Provide, direct or command search and rescue resources when appropriate.
- Assist with or call for an evacuation.
- Assist with warning and emergency information.
- Investigate crime scenes and collect evidence.
- Provide a representative to the EOC as requested and if available.
- Maintain evacuation plans for Police facilities.
- Provide crowd and traffic control, site security, and emergency rescue/recovery.

Black Diamond Emergency Management

- Activate the EOC when notified by TPD of the area evacuation.
- Provide EOC planning, logistics, and Finance and Administration support to the TPD ICS structure for evacuation.
- Coordinate support for all phases of evacuation.
- Warn residents of dangers requiring evacuations.
- Coordinate location of safe area(s) for evacuees to relocate.
- Coordinate safe evacuation routes, including assembly and release points from the area of evacuation to the release point at the safe area.
- Support local coordination of short- and long-term shelter and feeding of evacuees.
- Support coordination of accounting for evacuees with families and friends.
- Support local coordination of resource support for field commanders.
- Support the appropriate return of evacuees to their homes and businesses.
- Coordinate with State EOC for evacuation resources as needed.

Community Development

- Coordinate the inspection of buildings for structural integrity.
- Inspect or coordinate the inspection of city governmental structures for safe occupancy.
- Tag unsafe buildings as appropriate and call for their evacuation.
- Recommend evacuation where structural safety is an issue.
- Coordinate security of affected areas with the EOC.
- Maintain evacuation plans for Community Development facilities.

Mountain View Fire & Rescue

- Initiate evacuations or shelter-in-place, when necessary, in coordination with TPD and the EOC.
- Coordinate evacuation activities with the EOC.
- Provide staffing for a unified command structure to coordinate evacuation.
- Provide support with Public Information Officers where appropriate.

- Coordinate with EMS personnel.
- Request transportation as needed for evacuees.
- Request the opening of a shelter for displaced persons.

KCOEM

- Assist response agencies and EOCs in warning for evacuations.
- Provide normal dispatch services for responder organizations.

State Emergency Operations Center

- Provide a functional EOC to provide State resources for the local evacuation.
- Provide Joint Information Center support when requested.

Enumclaw School District

- Provide transportation resources for evacuation if available.
- Provide facilities for shelters if available.

The American Red Cross

- Provide temporary housing and feeding facilities for displaced persons.
- Provide information & financial assistance for immediate needs of evacuees.
- Provide feeding stations for first responders.
- Provide a representative to the EOC as requested.

Resource Requirements

Resources required for evacuation may require transportation vehicles and drivers, a safe area or shelter to take evacuees, food and other accommodations, critical incident stress management and other human services, major or minor medical assistance, interpreters, pet, livestock, and medically fragile population shelters.

Public Works

Summary

For the purposes of this plan Public Works consists of Engineering, Capital Projects, Transportation, Water & Sewer Utilities and Operations & Maintenance Departments.

Core Capabilities

The following core capabilities align with the responsibilities of the Public Works Department:

All Phases

- Planning
- Public Information and Warning
- Operational Coordination

Mitigation

- Community resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

Response

- Infrastructure Systems

- Environmental Response/Health and Safety
- Logistics and Supply Chain Management
- Situational Assessment
- Critical Transportation

Recovery

- Economic Recovery
- Natural and Cultural Resources

Emergency Support Functions

The city does not use the Emergency Support Function (ESF) format. However, the following ESFs align with the responsibilities of TED and WRS:

- ESF-1: Transportation (TED Primary, WRS Supporting)
- ESF-2: Communications (Supporting)
- ESF-3: Public Works and Engineering
- ESF-5: Emergency Management (Supporting)
- ESF-7: Logistics Management and Resource Support
- ESF-8: Public Health and Medical Services (WRS Supporting)
- ESF-12: Energy (TED Primary, WRS Supporting)
- ESF-14: Long Term Community Recovery (Supporting)
- ESF-15: External Affairs (Supporting)

Transportation

Introduction

Purpose

To describe the methods for coordination of transportation resources during a disaster.

Scope

Transportation and evacuation emergency activities including the evacuation of people from their homes, schools, and places of business. Also includes all types of transportation resources.

Policies

In accordance with RCW 38.52.110, in responding to a disaster, the City Council is directed to utilize the services, equipment, supplies, and facilities of existing departments and offices, and all other municipal corporations organized under the laws of the State of Washington. The officers and personnel of all such departments, offices, and agencies are directed to cooperate upon request, notwithstanding any other provisions of law.

Situation

Emergency/Disaster Conditions and Hazards

Disruption of transportation routes, damage to transportation resources, the need for movement of large numbers of persons, distribution of essential goods, and the evacuation of endangered segments of the population require procedures for coordination of transportation efforts.

Planning Assumptions

1. Transportation & Engineering staff will be primary lead for transportation-related elements, with support from Water & Sewer staff as needed and available.
2. All City owned vehicles, not otherwise involved in emergency response, are available for use. The Transportation Coordinator in the Public Works Unit of the EOC will manage use of available vehicles.
3. Because Intercity Transit is a “shared” multi-jurisdiction transportation resource, this plan recognizes King County Emergency Management as the appropriate coordinator of Intercity Transit activities in support of ESF-01.

Concept of Operations

General

- A qualified designee from the Transportation & Engineering Department (TED) may serve as Transportation Coordinator if requested. Water Resources & Sustainability (WRS) Department staff will supplement TED, as needed if available.
- When transportation resources are obtained, every attempt will be made to obtain drivers that are familiar with those vehicles.

Organization

A Transportation sub-Unit within the Public Works Unit will be established in large-scale events when necessary to ensure the effective use of all available transportation resources during an emergency.

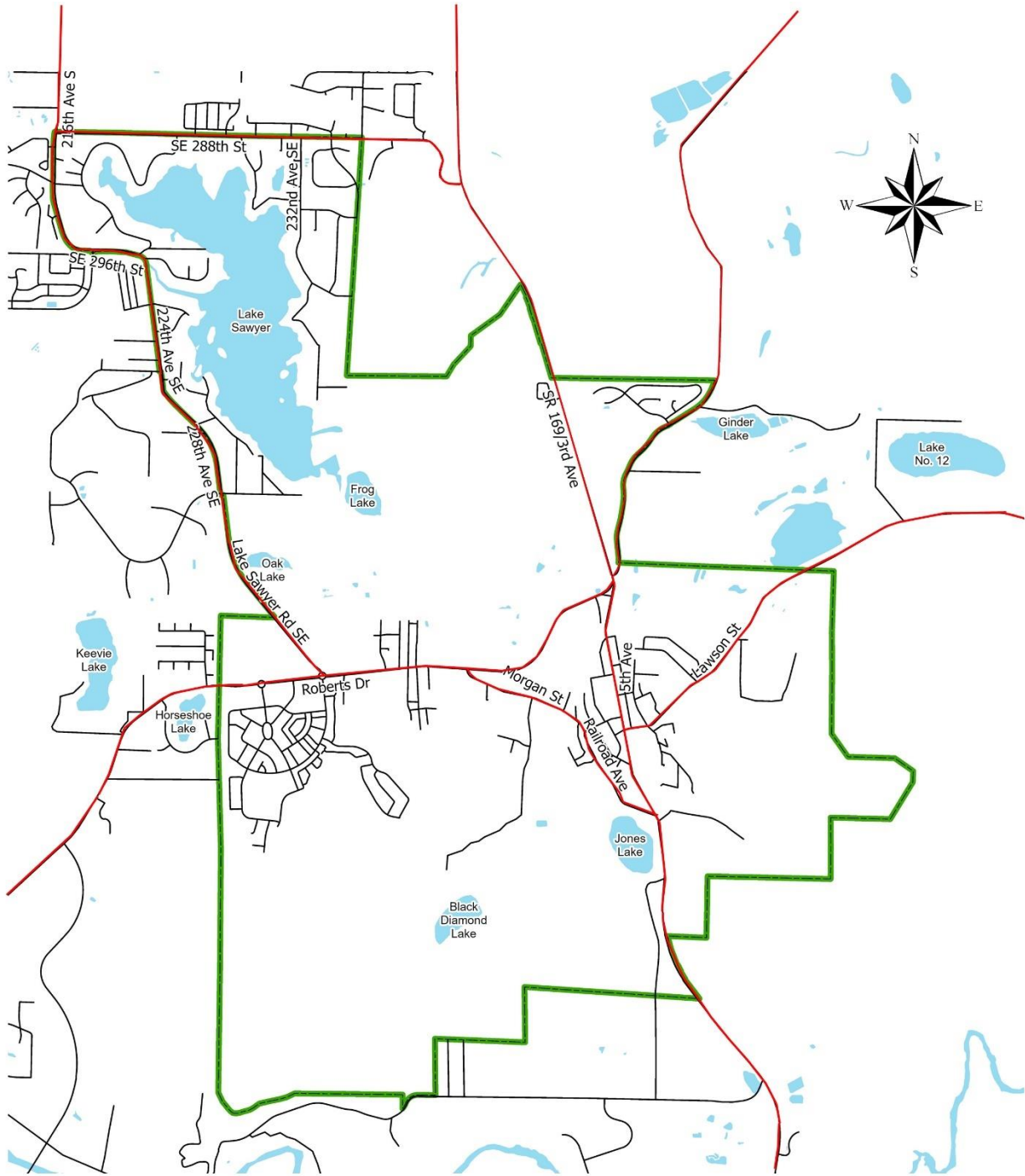
Procedures

1. Evacuation/Shelter-in-Place:
 - a. Recommendation for evacuation and/or shelter-in-place, and the determination of suitable evacuation boundaries will be implemented by the City Council, the Chief of Police, or the Fire Chief when necessary.
 - b. The Public Information Officer and public media will coordinate the dissemination of information and instructions for evacuation and/or shelter-in-place.
 - c. Evacuations that have multi-jurisdictional impact will be coordinated with the King County EOC to ensure consistent instructions to the public.
 - d. Evacuation/shelter-in-place warning and instructions may be accomplished by door-to-door methods utilizing local emergency agencies.
 - e. Population protection methods may include “shelter-in-place” depending upon circumstances.
 - f. Conditions in the evacuation area may prevent effective warning and movement of all persons. Evacuation activities may be prioritized by the EOC in the interest of the greater good.
 - g. Agency Responsibilities for Evacuation/Shelter-in-Place:
 1. Fire Department: Emergency Management Division
 - a. Recommend evacuation/shelter-in-place where appropriate
 - b. Monitor evacuation activities
 - c. Coordinate with the Public Information Officer regarding evacuation routes, conditions and other essential information.
 2. Police Department:
 - a. Crowd and traffic control operations
 - b. Identify and establish evacuation routes
 - c. Assist in the removal of stalled vehicles and equipment from evacuation routes.

- d. Assist in dissemination of evacuation/shelter-in-place instructions to the population.
- 3. Public Works/Transportation:
 - a. Assist in traffic control operations by providing signs and barricades.
 - b. Provide assistance with keeping evacuation routes clear of stall vehicles and equipment
 - c. Provide debris clearance or other maintenance services necessary to keep evacuation routes open. For more information on debris clearance refer to ESF-03: Public Works and Engineering
- 4. Fire Department
 - a. Determine the need for evacuation or shelter-in-place and suitable evacuation boundaries if appropriate to the circumstances
 - b. Assist in the dissemination of evacuation/shelter-in-place instructions to the public.

Priority Lifelines Routes

Routes that must be kept open and accessible at all times but especially during emergencies. The first map is of the entire city while the second and third map are zoomed into the north and south ends of the City. Each route is essential to first responder travel patterns and facilitates critical lifesaving functions.



Author: Scott Hanis

Revised: May 11, 2021

Black Diamond Streets

Evacuation Route Map

Prevention and Mitigation

- Ensure deployed personnel are briefed on the known hazards and incident assignments.
- Provide information about hazards that may influence the siting of facilities and deployment of resources.

Preparedness

- Develop and maintain department All Hazards Plans, procedures, and checklists in support of the City CEMP.
- Coordinate and maintain a method of identifying available transportation resources.

Response

- Staff the City EOC for coordinating transportation-related activities.
- Coordinate the mobilization of personnel and equipment.

Recovery

- Coordinate the reconstruction and repairs of the City transportation system, including the designation of alternate modal routes in coordination with public and private agencies.
- Conduct damage assessment of the City's transportation system and facilities.

Responsibilities

Transportation & Engineering Department (TED)

- Coordinate all transportation resources in support of the incident.
- Coordinate with King County Emergency Management in the case of an incident with multi-jurisdictional impact.
- Make maximum use of public and private transportation resource providers.
- Staff the Transportation sub-Unit within the Public Works Unit in the Operations Section as needed.
- Assign transportation resources.
- Arrange for emergency fuel and service.
- Keep records of incident related transportation expenses.
- Request additional transportation from the King County EOC if local emergency transportation capabilities are exceeded.

Water Resources & Sustainability Department

- Assist, as available and upon request from TED, for transportation-related response priorities.

Washington State Department of Transportation:

- Provide support when state highways are impacted by the incident.

Enumclaw School Districts

- Coordinate with the Transportation sub-Unit for the provision of District transportation assets.

King County Office of Emergency Management

- Coordinate transportation with other local emergency management programs through the Emergency Management Council.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

Public Works All Hazards Plan
Evacuation

Engineering and Water Resources

Introduction

Purpose

To ensure that emergency response efforts within public works are coordinated with franchise utilities and public power resources.

Scope

The coordination of all public works activities with the activities of private utility companies during an emergency. Including the prioritization and restoration of essential services and the acquiring of outside engineering resources as needed to support local operations.

Policies

- The Public Works Unit will be the lead agency for coordination of the effective utilization of resources in the restoration of essential utilities. Prioritization of restoration will be determined cooperatively amongst the responding agencies.
- The City of Black Diamond will provide public works services, including emergency debris clearance and demolition, to lands and facilities under City jurisdiction. Public Works services of any kind may be offered on a case-by-case basis to private property owners.

Situation

Emergency/Disaster Conditions and Hazards

A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or weakened, homes and public buildings may need to be demolished to ensure safety, flooding and/or debris may make streets and highways impassable, public utilities may be damaged or fully inoperable, and bridges may need timely inspection, repair, and/or limitations and closures imposed.

Planning Assumptions

1. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities. Access to disaster areas may be dependent upon re-opening of routes.
 - a. A Debris Management Plan has been developed by the Public Works Department.
 - b. Debris will be disposed of at previously identified sites whenever possible. Legal clearances may be needed for disposal of materials from debris clearance and demolition activities. Consult with Community Development and the City Attorney's Office as needed.
2. The City will use pre-work inspection guidance in the Applied Technology Council, ATC-20-1 field manual for post-earthquake safety evaluation of buildings. Personnel with the necessary engineering skills will be called upon to respond. This may require pulling in resources from outside of Public Works including private contractors.
3. Aftershocks may require re-evaluation of previously assessed structures and damages.

Concept of Operations

General

1. The first priority of all public works and engineering efforts will be to assist public safety personnel in saving lives.
2. Public Works, utilizing available mutual aid resources to assist, is responsible for coordinating all incident related public works and engineering activities.
3. Public and private utilities operating in the City will coordinate the prioritization of restoration of essential services with the Public Works Unit at the City EOC. A Liaison Officer may be appointed to support this coordination when necessary.

Organization

A Public Works Unit may be established in the EOC to coordinate these activities.

Procedures

1. External Resources: Each utility maintains mutual aid agreements and other arrangements necessary to access external resources, including out-of-state services.
2. Coordination: Each utility will perform its own evaluation of systems operational constraints and prioritize the work that is necessary to restore service to critical areas. Coordination with King County Emergency Management is essential. Coordination of work plans will be done through the EOC. Each utility will manage its resources from its own control center. A liaison may be assigned to the City EOC as needed.
3. In the absence of utility providers Public Works will:
 - a. Determine the extent of electrical outages and disruptions.
 - a. Determine the extent of natural gas disruptions.
 - b. Coordinate out of area private and public energy assistance.

Prevention and Mitigation

- Provide staff preparedness training that focuses on the office, home, and family for emergencies or disasters.
- Identify and mitigate the effects of hazards in the workplace to minimize damage, injury, and disruption following an event.
- Ensure that field personnel have proper protection and equipment available in advance of an event.

Preparedness

- Train agency staff in emergency procedures.
- Train licensed professional staff for Post-Earthquake Safety Analysis of Buildings (ATC-20 training).
- Use Municipal Research and Service Center (MRSC) Rosters for a database of architects, engineers, contractors, and equipment suppliers that can provide support during emergencies or disasters.
- Develop, maintain, and distribute a phone notification list and communications process for rapid contact of key division, department, and support agency personnel.
- Conduct periodic training and exercises and participate in City drills and exercises.

Response

- Conducting initial internal facility damage assessments and estimates and report damage estimates to the City EOC.
- Coordinate or conduct facility repair, debris removal, and other measures necessary to re-occupy facilities.
- Task personnel, as necessary, to accomplish support responsibilities.

Recovery

Continue with response and recovery activities until completed.

Responsibilities

Public Works

- Prioritize a Public Works response that is consistent with the Incident Action Plan developed by the Command staff during the incident.
- Assist the Fire Department in light rescue by providing heavy equipment and other support as needed.
- Coordinate performance of emergency protective measures relating to City property and facilities.
- Provide for the inspection of City bridges and other public works facilities.
- Collect information regarding the condition of public works facilities. Forward that information to the Planning Section.
- Coordinate temporary and permanent repairs to City facilities and structures, including water service, streets and roads, and bridges.
- Perform, on contract, major recovery work to restore damaged public facilities.
- Provide traffic control signs and barricades for road closures and detours.
- Assist the Police Department in the development of alternate traffic routes around the hazard site.
- Coordinate City flood fighting activities.
- Provide all additional private sector engineering assistance needed via the City's on call consultant roster.
- Coordinate emergency equipment rental or replacement with the Logistics Section.
- Coordinate the clearance and disposal of residential and commercial solid waste and debris.

Community Development

Provide Engineering and Building inspection personnel and services as needed.

Puget Sound Energy

- Assess the impact of the emergency on public energy facilities.
- Report the status of energy distribution systems to the EOC.
- Coordinate with the EOC in the prioritization of restoration of damaged or disrupted energy facilities.

Telecommunications Providers

- Assess the impact of the emergency on telecommunication facilities.
- Report the status of telecommunications facilities and services to the EOC.
- Coordinate with the EOC in the prioritization of restoration of telecommunications services.

Other Non-City Utilities Providers

Coordinate with the EOC in the prioritization and restoration of effected non-city utility services as needed.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. At a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use up to 14 days.

References

- Public Works All Hazards Plan.
- Debris Management Emergency Response Plan.

Energy

Introduction

Purpose

To provide for the effective utilization of available electric power, natural gas, and petroleum products to meet essential energy needs in the City of Black Diamond during an emergency or disaster, and to provide for the restoration of energy utilities affected by the emergency or disaster.

Scope

Energy systems and utilities services damaged or interrupted by a disaster event. Includes assisting energy suppliers and utilities in the acquisition of equipment, specialized labor, and transportation to repair or restore energy systems as well as obtaining fuel for transportation, communications, emergency operations, and other critical facilities.

Policies

The City of Black Diamond priorities are protecting lives, public property including critical energy and utility systems, and the environment.

Situation

Emergency/Disaster Conditions and Hazards

The transportation and use of a wide range of energy resources in the community poses a threat to life and the environment if those systems are damaged or inoperable. Disruptions to energy sources may occur. An initial disaster, like an earthquake, may result in numerous secondary events such as damaged power lines and relay stations or ruptured natural gas lines.

Planning Assumptions

- A disaster can sever or constrain supply to key energy and utility lifelines, including firefighting, transportation, communication, and others, needed for public health and safety.
- There may be widespread and/or prolonged electric power failure. Without electric power, communications may be affected, and traffic signals may not operate, which could lead to transportation gridlock.
- There may be extensive pipeline failure in gas utilities. These may take days, weeks, months, and even years to repair.
- There may be panic hoarding of fuel in areas with severed pipelines, or from neighboring jurisdictions where shortages have occurred.
- Natural gas lines may break and may erupt in fire.
- City departments may need to go on private property to evaluate and repair utilities that jeopardize public and private property or threaten public health or the environment.

Concept of Operations

General

- The occurrence of a major disaster could destroy or disrupt all or a portion of the City's energy and utility systems.
 - a. The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities that form the Northwest Power Pool. Through such networks, the electrical power industry has developed the capability to provide power under even the most extreme circumstances. All utilities, whether publicly or privately owned, will be expected to manage and operate their utility, providing emergency service repairs, and restoration based on their requirements and capabilities.

- b. Major natural gas companies through common pipelines originating in other states distribute natural gas within Washington.
 - c. The Washington State Department of Transportation can access local petroleum suppliers and major oil companies to facilitate the delivery of adequate amounts of emergency petroleum fuel supplies and may be requested through local emergency management channels.
- Each Utility has its own mutual aid agreements and contractor lists to facilitate repairs in a timely fashion.
- Support resources may be requested for road clearance and debris removal or other government services.

Organization

The designated incident command agency will determine the appropriate response organization for handling an energy incident.

Procedures

1. To the maximum extent possible during a disaster, utility and energy systems will continue to provide services through their normal means.
2. Energy and utility resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail the use of energy or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs.
3. Energy and utility information will be furnished to emergency government officials at all levels to inform the public on proper use of services.
4. As needed or requested, energy and utility representatives will compile post-emergency damage assessment reports and transmit them to Emergency Management.
5. The Governor may direct any state or local governmental agency to implement programs relating to the consumption of energy, as deemed necessary to preserve and protect public health, safety, and general welfare, and to minimize to the fullest extent possible the injurious economic, social and environmental consequences of such energy supply alert. RCW 43.21G.040.

Prevention and Mitigation

Train staff on the Incident Command System and basic EOC operations.

Preparedness

- Prepare and update contingency plans and supporting documents.
- Maintain credentials and contact with all responding government agencies, energy companies, and energy associations.
- Maintain general data, information and knowledge regarding energy systems and system infrastructure locations, criticality, capabilities, operations, vulnerabilities, and ownership.
- Conduct or participate in energy emergency exercises.

Response

- Liaison with applicable entities in the energy sector.
- Contact energy companies for situation reports to address:
 - Infrastructure damage.
 - Assessment of system and customer impacts.
 - Infrastructure repair requirements and restoration estimates.
 - Energy demand and supply estimates.

- Need or potential need for state coordination or assistance.
- Estimates of price or other market impacts.

Recovery

- Continue all response efforts as necessary during any recovery period, including:
 - Maintain damage assessments and restoration profiles.
 - Provide restoration assistance to energy companies.
 - Coordinate with appropriate federal, state, and local agencies

Responsibilities

Puget Sound Energy

- Identify and coordinate restoration priorities for electricity and natural gas.
- Liaison with EOC when requested.
- Provide timely and accurate information to end-users.
- Perform life safety and property preservation operations when indicated.
- Determine location, extent, and restoration of electricity supply and outages or disruptions.
- Determine status of shortages or supply disruptions for natural gas.
- Comply with energy allocations and curtailment programs as determined by the governor.
- Coordinate out-of-area private and public energy assistance.

Fire Department: Emergency Management Division

- Maintain a liaison with local utilities and the ability to communicate on a 24-hour basis.
- Coordinate assistance to support local utility and energy providers, as requested.

Public Works: Fleet Services

Manage City fuel supplies and provide petroleum products for City Vehicles and generators.

Other Utility Providers

- Continue to operate in the tradition of self-help and inter-service mutual aid before calling for area, regional, or state assistance.
- Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.
- In conjunction with the EOC operations, determine priorities among users if adequate utility supply is not available to meet all essential needs.
- Provide information necessary for compiling damage and operational capability reports.

Public Works

In the absence of utility providers, the Public Works will:

- Determine the extent of electrical outages and disruptions.
- Determine the extent of natural gas disruptions.
- Coordinate out of area private and public energy assistance.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use for up to 14 days.

Logistics

Introduction

Purpose

Provide for the effective use, prioritization, and conservation of available resources. Define how supply, equipment, services, and facilities will be provided in support of the incident; and how food and water resources will be coordinated. Define the methods for utilizing military support and civil authorities, when appropriate to augment local efforts.

Scope

Coordination of provision of resources to City organizations including location, procurement, warehousing, distribution, and accountability of material, services, and personnel.

Policies

Disaster Response and Recovery Resources

The personnel, services, equipment, supplies, and facilities of the city are the primary resources available for emergency response and recovery. All departments will make full use of their available internal resources. Supplies and equipment will be provided from current city resources or, if necessary, from commercial sources, emergency supplies will not be stockpiled.

Logistics Support

Additional support, intended to augment existing capabilities, can be obtained through the Logistics Section when activated. Upon formal declaration of emergency by the City Council, the City Administrator may authorize the procurement of additional supplies and equipment needed to meet the critical needs of the community.

Control of Local Private Resources

A free-market system will be used whenever possible in the acquisition of essential material. The administration of certain economic stabilization measures may be required to ensure equitable distribution of emergency resources. This may include rationing of food, petroleum, and other essential items, or the stabilization of prices, rents, and other necessary actions. All economic stabilization measures will be enacted in accordance with federal, state and local laws.

Coordination with King County/Black Diamond

Because of the multi-jurisdictional impact of controls on private resources, coordination with the King County Board of County Commissioners and the City Council is essential. Every effort will be made to ensure that controls imposed by all jurisdictions in the region are consistent. Regional coordination of emergency resource conservation measures will be the responsibility of King County Emergency Management.

Situation

Emergency/Disaster Conditions and Hazards

Emergency conditions may be of such severity as to exhaust the resources under the control of City departments, and require special procedures for acquiring additional material, services, and personnel. Weather conditions, damage to transportation routes, damaged equipment, or other factors may inhibit the use of local equipment and supplies.

Planning Assumptions

1. Resources beyond the capacity of City departments will be coordinated through the EOC.
2. Requests for resource support will be handled on a case-by-case basis and allocation will depend on availability, means of delivery, and fiscal status.

3. Procedures will be in place to pay for certain essential supplies and equipment. Procurement, where financial obligations are required, will be coordinated with the Finance Section.

Concept of Operations

General:

1. Logistics and Emergency Resource Allocation: Policies and procedures will be adopted which provide for the effective utilization and conservation of vital local resources.
2. The Logistics Section Chief, when activated by the EOC Manager/Incident Commander, shall have the responsibility for coordination of resource acquisition and allocation.
3. The Mayor may invoke controls on resources and establish resource allocation priorities during a state of emergency.
4. Resource allocation policies envision the continued operation of a free-market economy and existing distribution systems to the extent possible. Voluntary controls are the preferred method of resource management.
5. Where necessary, under a declaration of emergency, the City Council may consider adoption of an emergency ordinance invoking mandatory controls on local resources on a temporary basis.
6. During the preparedness phase, the Emergency Management Coordinator will identify local industries and other public and private resources that may be needed in a disaster.
7. Volunteer Organizations: The Human Resources Section will make use, of schools, churches, and existing volunteer organizations as a volunteer base, and coordinate with King County Emergency Management, for use of volunteer groups under their direction. Volunteer organizations may include:
 - a. Amateur radio HAM organizations: Communication support
 - b. Salvation Army: supports the American Red Cross in disaster victim care and assistance.
 - c. American Red Cross volunteers: accessed through the ARC headquarters, volunteer section
8. Military Support to Civil Government: Requests for military assistance will be made through the State Emergency Operations Center. Military assistance supplements local resources.
9. Types of Military Assistance Available: When made available by the Governor or other authority, military assets will be attached to the appropriate, requesting functional unit. The Liaison Officer will act as the primary contact to ensure the appropriate use of military resources. The capability of military resources includes, but are not necessarily limited to:
 - e. Assistance with mass feeding.
 - f. Civil disturbance operations/area security patrol.
 - g. Roadblocks and traffic control.
 - h. Limited military engineering.
 - i. Mobile and fixed communications support.
 - j. Delivery of critical supplies and equipment.
 - k. Emergency evacuation/transportation by land, sea, and air.
 - l. Limited emergency electrical power.
 - m. Limited emergency medical aid.
 - n. Limited potable water.
 - o. Aerial reconnaissance/damage assessment.
 - p. Search and rescue.
10. Assistance Available from the Civil Air Patrol (CAP): CAP resources will be coordinated through King County Emergency Management. CAP assistance includes, but is not limited to:
 - a. Courier and messenger services.
 - b. Aerial surveillance.
 - c. Light transportation flights for emergency personnel and supplies.

- c. Aerial photographic and reconnaissance flights.
- d. Communications support.
- e. Search and rescue.

Organization

1. The EOC Manager may activate a Logistics Section as required by the incident. A Logistics Section Chief will be designated to oversee coordination of the activities of the Section.
2. Organization of the Logistics Section: The Functional Units may be established as need. The following units are regularly established during an incident:
 - a. Supply Unit.
 - b. Facilities Unit.
 - c. Food Unit.
 - d. Human Resources Unit
3. Emergency Assistance from Local Religious Groups: The Parks and Recreation Department or the Human Resources section will be the appropriate contact point for services and assistance offered by local religious organizations.

Procedures

1. Logistics Section Chief:
 - a. Staff and supervise the organizational elements of the Section as dictated by the needs of the incident.
 - b. Establish and coordinate an incident support capability to ensure effective emergency resource acquisition and allocation.
 - c. Contribute to the Logistics portion of the Incident Action Plan.
2. Supply Unit:
 - a. Coordinate the acquisition of equipment and supplies requested by the incident staff.
 - b. Provide for the reception, storage, accountability, and distribution of ordered supplies and material.
 - c. Maintain an inventory of supplies.
 - d. Coordinate purchasing with the Finance and Administration Section. Assure that all orders are supported by Purchase Orders issued by the Finance and Administration Section.
 - e. Provide for coordination of service or repair of non-expendable supplies and equipment.
 - f. Coordinate transportation resources. Coordinate with King County Emergency Management as needed for use of Intercity Transit and school buses in support of regional transportation needs.
 - g. Coordinate allocation of fuel resources.
3. Facilities Unit:
 - a. Coordinate the establishment of incident facilities as required, including expedient public shelter facilities, material staging and warehousing, emergency relocation centers, disaster victim and processing facilities.
 - b. Provide for the continuing maintenance and operation of incident facilities until demobilized by Incident Command.
4. Food Unit:
 - a. Coordinate the acquisition and distribution of food supplies. Provide for the purchase of essential food items from local merchants.
 - b. Coordinate acquisition and distribution of potable water.
 - c. Coordinate with the Mass Care Unit by providing food supplies needed for feeding stations and public shelter facilities.
 - d. Establish food stocks distribution centers.

5. Emergency Feeding Stations: The American Red Cross (ARC) is tasked with establishing emergency feeding capabilities. ARC maintains active contracts with local stores and restaurants in order to provide emergency food.

Prevention and Mitigation

Train staff on the Incident Command System and basic EOC operations.

Preparedness

- Prepare and update contingency plans and supporting documents.
- Maintain credentials and contact with all responding government agencies, energy companies, and energy associations.
- Maintain general data, information and knowledge regarding energy systems and system infrastructure locations, criticality, capabilities, operations, vulnerabilities, and ownership.
- Conduct or participate in energy emergency exercises.

Response

- Liaison with applicable entities in the energy sector.
- Contact energy companies for situation reports to address:
 - Infrastructure damage.
 - Assessment of system and customer impacts.
 - Infrastructure repair requirements and restoration estimates.
 - Energy demand and supply estimates.
 - Need or potential need for state coordination or assistance.
 - Estimates of price or other market impacts.

Recovery

Continue all response efforts as necessary during any recovery period, including:

- Maintain damage assessments and restoration profiles.
- Provide restoration assistance to energy companies.
- Coordinate with appropriate federal, state, and local agencies

Responsibilities

Puget Sound Energy

- Identify and coordinate restoration priorities for electricity and natural gas.
- Liaison with EOC when requested.
- Provide timely and accurate information to end-users.
- Perform life safety and property preservation operations when indicated.
- Determine location, extent, and restoration of electricity supply and outages or disruptions.
- Determine status of shortages or supply disruptions for natural gas.
- Comply with energy allocations and curtailment programs as determined by the governor.
- Coordinate out-of-area private and public energy assistance.

Fire Department: Emergency Management Division

Maintain a liaison with local utilities and the ability to communicate on a 24-hour basis.
Coordinate assistance to support local utility and energy providers, as requested.

Public Works: Fleet Services

Manage City fuel supplies and provide petroleum products for City Vehicles and generators.

Other Utility Providers

- Continue to operate in the tradition of self-help and inter-service mutual aid before calling for area, regional, or state assistance.
- Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.
- In conjunction with the EOC operations, determine priorities among users if adequate utility supply is not available to meet all essential needs.
- Provide information necessary for compiling damage and operational capability rep

Public Works

In the absence of utility providers, the Public Works will:

- Determine the extent of electrical outages and disruptions.
- Determine the extent of natural gas disruptions.
- Coordinate out of area private and public energy assistance.

Resource Requirements

Develop and make available, when necessary, the requisite personnel and equipment to fulfill roles and responsibilities identified. As a minimum, all agencies should expect to sustain emergency operations for 72 hours and should have other resources programmed for use for up to 14 days.

Debris Management

Debris Management plan under development.

APPENDIX E: Developing Messages in Alternate Languages

Based on the community demographics in the City of Sammamish, messages may need to be developed in various languages.

A. Translation Resources

The following resources are available to develop messaging materials for alternate languages.

1. Emergency Preparedness

a. What to do to Make it Through <http://makeitthrough.org/>

b. Take Winter by Storm (checklists in many languages) <http://takewinterbystorm.org/>

c. Public Health – Seattle & King County (checklists in many languages)
<http://www.kingcounty.gov/healthservices/health/languages.aspx>

2. Assistance during an Emergency

King County 2-1-1 Community Resources <https://crisisclinic.org/find-help/2-1-1-resources-and-information/>

3. Hearing Speech & Deafness Center <http://www.hsdh.org/>

4. Online translation services <http://www.freetranslation.com/>

B. Special Needs Communications Resources

1. King County Department of Social and Health Services <https://www.dshs.wa.gov/>

2. Washington Relay Service <https://www.dshs.wa.gov/altsa/odhh/telecommunication-relay-services>

APPENDIX F: Media Contact List

Print Media	email	Phone	Fax
Enumclaw Courier Herald	raymond.still@courierherald.com	360-825-2555	
Seattle Times	newstips@seattletimes.com	206-464-2204	206-464-2261
Associated Press Seattle Bureau	apseattle@ap.org	206-682-1812	206-621-1948
TV Media	email	Phone	
KING 5 TV (NBC)	newstips@king5.com	206-477-5555	
KOMO TV (ABC)	tips@komo4news.com	888-477-5666	
KIRO TV (CBS)	newstips@kirotv.com	206-728-7777	
Q13 TV (FOX)	tips@Q13.com	206-674-1313	
Weather Channel (National)	newsdesk@weather.com	770-226-2119	SEVERE WEATHER ONLY
Radio Media	email	Phone	
KIRO Radio	newsdesk@973kiro.com	206-726-5476	97.3 FM & 710 AM
KOMO Radio	comment@komo1000news.com	206-404-5666	1000 AM
KUOW Radio	newsroom@kuow.com	206-685-1136	94.9 FM - NPR
KVI Radio	comment@kvi.com	888-312-5757	570 AM
KPLU Radio	news@kplu.org	206-922-1020	88.5 FM
KDDS FM*	uromero@adelantemediagroup.com	253-735-9700 ext 224	*Spanish Radio
KKMO AM*	edgars@elrey1360seattle.com	206-436-7851	*Spanish Radio

CITY COUNCIL AGENDA BILL

City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010

ITEM INFORMATION		
SUBJECT: Authorizing the Mayor to execute a Fuel Tax Agreement with the Washington State Transportation Improvement Board (TIB) for the Roberts Reconstruction Project.	Agenda Date: December 5, 2024 AB24-092	
	Mayor Carol Benson	
	City Administrator	
	City Attorney David Linehan	
	City Clerk – Brenda L. Martinez	
	Com Dev –Andy Williamson	
	Finance – Xavier Mason	
	MDRT/Ec Dev – Andy Williamson	
	Police – Chief Kiblinger	
Cost Impact (see also Fiscal Note): \$3,565,750 revenue	Public Works – Ryan Sweet	X
Fund Source: Transportation Imp. Board	Court – Judge Swain/Tawnya Parks	
Timeline: 2025-2027		
Agenda Placement: ☒ Mayor ☐ Two Councilmembers ☐ Committee Chair ☐ City Administrator		
Attachments: Resolution ; Fuel Tax Agreement; Award Letter		
SUMMARY STATEMENT: Public Works staff applied for and was selected for an Urban Arterial Program fuel tax grant from the Washington State Transportation Improvement Board (TIB). This project will provide road, storm and pedestrian improvements between Morgan Street and the Ginder Creek Crossing on Roberts Drive. This project will include a crack and seat and widening of the roadway to include facilities for both bike and pedestrian use and will increase mobility around the City. Once this grant agreement is executed, the City may begin incurring reimbursable expenses for this project. The City has already Started design work for this project with Parametrix Engineering. FISCAL NOTE (Finance Department):		
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:		
RECOMMENDED ACTION: MOTION to adopt Resolution 24-1651, authorizing the Mayor to execute a Fuel Tax Agreement for the Roberts Reconstruction Project, TIB # 8-1-800(001)-1.		
RECORD OF COUNCIL ACTION		
Meeting Date	Action	Vote
December 5, 2024		

RESOLUTION NO. 24-1651

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BLACK DIAMOND, KING COUNTY, WASHINGTON
AUTHORIZING THE MAYOR TO EXECUTE A FUEL TAX
AGREEMENT WITH THE WASHINGTON STATE
TRANSPORTATION IMPROVEMENT BOARD FOR THE
ROBERTS RECONSTRUCTION PROJECT**

WHEREAS, the City's grant application for the Transportation Improvement Board Urban Arterial Program was selected for \$3,565,750; and

WHEREAS, Initial concept design work was completed for this projects grant application by Parametrix Engineering; and

WHEREAS, the City has been allocating grant matching funds to complete the construction of this project; and

WHEREAS, a fuel tax agreement with the Washington State Transportation Improvement Board is required to establish the terms of funding for the Roberts Reconstruction Project;

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

Section 1. The City Council hereby accepts grant funding from the Washington State Transportation Improvement Board in the amount of \$3,565,750 to fund the Roberts Reconstruction Project;

Section 2. The Mayor is hereby authorized to execute the fuel tax agreement with the Washington State Transportation Improvement Board for the Roberts Reconstruction Project, TIB # 8-1-800(001)-1, substantially in the form attached hereto.

PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 5TH DAY OF DECEMBER, 2024.

CITY OF BLACK DIAMOND:

Carol Benson, Mayor

Attest:

Brenda L. Martinez, City Clerk

City of Black Diamond
8-1-800(001)-1
Roberts Drive Reconstruction
Morgan St to Ginder Creek Crossing

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of Black Diamond
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the Roberts Drive Reconstruction, Morgan St to Ginder Creek Crossing (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of Black Diamond, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

For the project specified above, TIB shall pay 84.9913 percent of approved eligible project costs up to the amount of \$3,565,750, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW and/or chapter 47.04 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT's Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT's submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

- a) Project Funding Status Form
- b) Bid Authorization Form with plans and engineers estimate
- c) Award Updated Cost Estimate
- d) Bid Tabulations
- e) Contract Completion Updated Cost Estimate with final summary of quantities
- f) Project Accounting History

4.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

5.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

6.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

7.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.

8.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9.0 DEFAULT AND TERMINATION

9.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:

- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

9.3 TERMINATION

a) In the event of default by the RECIPIENT as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.

b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.

c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

10.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue and other revenue sources. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

11.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the maximum payable TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060 and/or WAC 479-10-575. If an increase is denied, the recipient shall be liable for all costs incurred in excess of the maximum amount payable by TIB. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that

maintains the intended ratio between TIB funds and total project costs, as described in Section 1.0 of this Agreement.

12.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

13.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

14.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.

15.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington and/or 47.04 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

16.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

Approved as to Form
Attorney General

By:

Signature on file

Guy Bowman
Assistant Attorney General

Lead Agency

Transportation Improvement Board

Chief Executive Officer

Date

Executive Director

Date

Print Name

Print Name



Washington State Transportation Improvement Board

TIB Members

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Councilmember Sam Low
Snohomish County

Vice Chair
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City of Granger

Susan Carter
Hopelink

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WSDOT

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Whatcom Transportation Authority

Mayor Kim Roscoe
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Office of Financial Management

John Vicente
City of Kenmore

Jennifer Walker
Thurston County

Jane Wall
County Road Administration Board

November 22, 2024

Scott Hanis, P.E.
Public Works Director
City of Black Diamond
Post Office Box 599
Black Diamond, WA 98010-0599

Dear Scott Hanis:

Congratulations! The Transportation Improvement Board (TIB) is pleased to announce the selection of your project, Roberts Drive Reconstruction, Morgan St to Ginder Creek Crossing, TIB project number 8-1-800(001)-1.

TIB is awarding 84.9913% of approved eligible project costs with a maximum grant of \$3,565,750. Your request for a sidewalk deviation for the project was approved.

Before any work is permitted on this project, you must complete and email the following items to your TIB engineer:

- Verify the information on the attached Project Funding Status Form and revise, if necessary. Sign and email a copy.
- Submit the section of your adopted Six-Year Transportation Improvement Plan listing this project.
- Sign and email one copy of the Fuel Tax Grant Distribution Agreement.

You may only incur reimbursable expenses after you receive approval from TIB. **This project must advertise for bids no later than May 1 and construction activities shall start no later than July 1 of the year of scheduled construction, unless TIB provides an extension in writing.**

In accordance with RCW 47.26.084, you must certify full funding by November 22, 2025, or the grant may be terminated. Grants may also be rescinded due to unreasonable project delays as described in WAC 479-05-211.

If you have questions, please contact Greg Armstrong, TIB Project Engineer, at GregA@TIB.wa.gov.

Sincerely,

Ashley Probart
Executive Director

Enclosures

Ashley Probart
Executive Director

P.O. Box 40901
Olympia, WA 98504-0901
Phone: 360-586-1140
www.tib.wa.gov