



CITY OF BLACK DIAMOND

April 18, 2016, 6:30 p.m. – Special Council Meeting and
Budget/Finance/Administration Council Committee Meeting Agenda
25510 Lawson St., Black Diamond, Washington

Pursuant to Rules of Procedure of the City Council of Black Diamond, Washington, Section 18, this Standing Committee Meeting is also noticed as a Special Council Meeting whose agenda is limited to committee business. In this meeting only the rules and procedures applicable to committees apply and not those applicable to the full council meetings.

Agenda

Budget/Finance/Administration Council Committee
(Chair Brian Weber, Pat Pepper, Janie Edelman)

This committee's work scope includes: matters related to the financial issues of the City, including the annual and long term capital budgets and plans including but not limited to revenues and expenditures, sales of bonds, general fiscal and financial conditions, voucher approval, rates and fees, audit and operations of the City, including but not limited to, facilities and properties computerization, periodic budget and financial reports, and policy matters related to personnel. This Committee may also consider matters not included in other Committee's scopes of authority.

CALL TO ORDER, ROLL CALL

APPROVAL OF MINUTES FROM PRIOR MEETING(S)

1) Public Comment on topics in this committee's scope or on agenda items.

2) Claim Checks for April 21, 2016

3) AB16-028 – Resolution Requiring Council Pre-Approval Before Payment of all Claims and Calling for Expedited Compliance with the Requirements of RCW42.24 and BDMC Section 3.23 Payment of City Claims or Obligations

Action may be taken in the form of a recommendation to place this Resolution on the next full council meeting agenda.*

4) AB16-025 – Resolution Approving Collective Bargaining Agreement with Public Works Unit

Action may be taken in the form of a recommendation to place this Resolution on the next full council meeting agenda.*

5) AB16-026 – Resolution Approving an Agreement with DKS

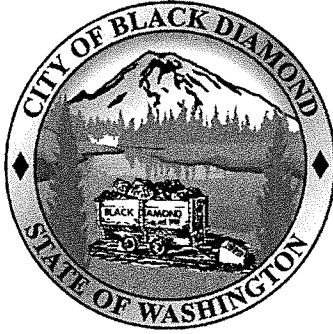
Action may be taken in the form of a recommendation to place this Resolution on the next full council meeting agenda.*

6) Discussion of upcoming Audit Review.

7) Discussion of Committee work program and future agendas.

ADJOURNMENT

* Per Black Diamond City Council Rule of Procedure 18.1.1: No ordinance or resolution shall be placed on the Council Agenda for enactment unless it has received a "do-pass" or "no recommendation" recommendation by a Council Standing Committee.



CERTIFICATION

Date: April 21, 2016

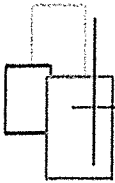
Check No.'s/EFT	Batch Name	Amount
	Early Release Feb Month End EFT's 2/29/16	\$ 699.91
	Early Release Mar Month End EFT's 3/31/16	\$ 944.00
	Early Release Apr Month End EFT's 4/30/16	\$ 5,167.60
43375-43377, 43432	Early Release Cks-Apr 2nd Council 4/21/16	\$ 141,090.37
43378-43431	April 2nd Council 4/21/16	\$ 151,223.17
	Total Vouchers	\$ 299,125.05

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.

May Miller 4-13-2016
MAY MILLER, FINANCE DIRECTOR

DATE

COUNCILMEMBERS



Register

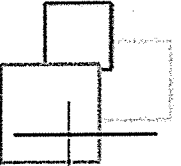
Fiscal: 2016

Deposit Period: 2016 - February

Check Period: 2016 - February - Pre-Council Month End EFT 2/29/16

Number	Name	Print Date	Amount
Columbia Bank	390562401		
Check			
EFT Payment 2/2/20161	U.S. Postal Service (Black Diamond)	2/2/2016	\$699.91
	Total		\$699.91

Voucher Directory



Vendor	Member	Reference	Account Number	Description	Amount
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U.S. Postal Service (Black Diamond)

EFT Payment 2/2/20161

2016 - February - Pre-Council Month End EFT 2/29/16

020216 USPS BD

January Bulk Mailing

401-000-000-534-80-42-01

Postage

\$174.98

407-000-000-535-80-42-01

Postage

\$174.98

410-000-000-531-10-42-01

Postage

\$349.95

Total 020216 USPS BD

\$699.91

Total EFT Payment 2/2/20161

\$699.91

Total U.S. Postal Service (Black Diamond)

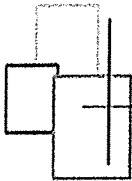
\$699.91

Grand Total

Vendor Count

1

\$699.91



Register

Fiscal: 2016

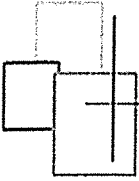
Deposit Period: 2016 - March

Check Period: 2016 - March - Pre-Council Month End EFT 3/31/16

Number	Name	Print Date	Amount
Columbia Bank	390562401		
Check			
<u>EFT Payment 4/13/2016 10:16:28 AM - 1</u>	Dept of Licensing-Firearms Online	3/31/2016	\$144.00
<u>EFT Payment 4/13/2016 10:16:28 AM - 2</u>	U.S. Postal Service (CMRS-FP)	3/31/2016	\$800.00
	Total		\$944.00

Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
Dept of Licensing-Firearms Online					
		EFT Payment 4/13/2016 10:16:28 AM - 1		2016 - March - Pre-Council Month End EFT 3/31/16	
		032516 DOL			
			March CPL's		
			633-000-000-386-11-00-00	Gun Permits to DOL	\$144.00
			BD0000072-83		
		Total 032516 DOL			\$144.00
Total EFT Payment 4/13/2016 10:16:28 AM - 1					
Total Dept of Licensing-Firearms Online					
U.S. Postal Service (CMRS-FP)					
		EFT Payment 4/13/2016 10:16:28 AM - 2		2016 - March - Pre-Council Month End EFT 3/31/16	
		TCD#500015117-105			
			March 16 - March 21		
			001-000-180-518-90-42-00	Postage	\$200.00
		Total TCD#500015117-105			\$200.00
		TCD#500015117-107			
			March 22 - March 29		
			001-000-180-518-90-42-00	Postage	\$200.00
		Total TCD#500015117-107			\$200.00
		TDC#500015117-101			
			March 2 - March 8		
			001-000-180-518-90-42-00	Postage	\$200.00
		Total TDC#500015117-101			\$200.00
		TDC#500015117-103			
			March 9 - March 15		
			001-000-180-518-90-42-00	Postage	\$200.00
		Total TDC#500015117-103			\$200.00
		Total EFT Payment 4/13/2016 10:16:28 AM - 2			\$800.00
		Total U.S. Postal Service (CMRS-FP)			\$800.00
		Grand Total			\$944.00
		Vendor Count	2		



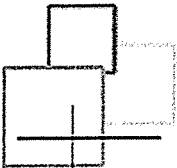
Register

Fiscal: 2016

Deposit Period: 2016 - April

Check Period: 2016 - April - Pre-Council Month End EFT 4/30/16

Number	Name	Print Date	Amount
Columbia Bank	390562401		
Check			
<u>EFT Payment 4/13/2016 9:42:29 AM - 1</u>	First Bankcard	4/14/2016	\$960.12
<u>EFT Payment 4/8/2016 4:58:02 PM - 1</u>	Washington State Department of Revenue	4/8/2016	\$4,207.48
		Total	\$5,167.60



Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
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First Bankcard

EFT Payment 4/13/2016 9:42:29 AM - 1 2016 - April - Pre-Council Month End EFT 4/30/16
031416 1117 Espiring

March Purchases				
001-000-181-518-30-32-00	Fuel			\$52.98
	Facilities-Fuel			
001-000-181-518-30-32-00	Fuel			\$32.78
	Facilities-Fuel			
001-000-181-518-30-35-00	Small Tools & Equipment			\$24.99
	Facilities-Clutch Compact Case			
001-000-181-518-30-35-00	Small Tools & Equipment			\$14.22
	Facilities-Tanner Leather Pouch, LED Flashlight			
001-000-191-525-60-31-00	Emergency Management Supplies			\$51.77
	EOC-Totes			
001-000-191-525-60-31-00	Emergency Management Supplies			\$51.35
	EOC-Totes			
001-000-240-558-51-31-00	Office & Operating Supplies			\$7.87
	CD-Tape Measure, Three-Way Tacker Gun			
001-000-270-575-51-48-00	Gym Facility Repair & Maintenance			\$36.91
	Gym-Vinyl for Stage			
001-000-270-575-51-48-00	Gym Facility Repair & Maintenance			\$14.66
	Gym-Speaker Wire			
001-000-270-575-51-48-00	Gym Facility Repair & Maintenance			\$12.48
	Gym-Speaker Wire (Return and Exchange)			
001-000-270-576-80-31-00	Portable Restroom Facility			\$1.69
	Facilities-Labels Refills for Lable Maker			
001-000-270-576-80-31-01	Parks Office Supplies			\$1.58
	PW Shared-Membership Renewal Fee for Harbor Frieght			
001-000-280-536-20-31-00	Cemetery Office Supplies			\$0.85
	Facilities-Labels Refills for Lable Maker			
001-000-280-536-20-31-00	Cemetery Office Supplies			\$0.80
	PW Shared-Membership Renewal Fee for Harbor Frieght			
101-000-000-542-90-31-00	Office Supplies			\$9.31
	Facilities-Labels Refills for Lable Maker			
101-000-000-542-90-31-00	Office Supplies			\$8.72
	PW Shared-Membership Renewal Fee for Harbor Frieght			
401-000-000-534-80-31-02	Office Supplies			\$10.16
	Facilities-Labels Refills for Lable Maker			

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-000-534-80-31-02	Office Supplies	\$9.51
				PW Shared-Membership Renewal Fee for Harbor Freight	
			407-000-000-535-80-31-02	Office Supplies	\$10.16
				Facilities-Labels Refills for Lable Maker	
			407-000-000-535-80-31-02	Office Supplies	\$9.51
				PW Shared-Membership Renewal Fee for Harbor Freight	
			410-000-000-531-10-31-00	Office Supplies	\$9.51
				PW Shared-Membership Renewal Fee for Harbor Freight	
			410-000-000-531-10-31-00	Office Supplies	\$10.16
				Facilities-Labels Refills for Lable Maker	
			510-000-200-594-48-64-09	4-Wheel Drive Truck	\$47.25
				PW-DOL Vehicle Registration for New PW Truck	
			510-000-200-594-48-64-09	4-Wheel Drive Truck	\$2.00
				PW-DOL Card Fee for Registering New PW Truck	
					\$431.22
				Total 031416 1117 Espring	
				031416 4013 Metcalf	
				March Purchases	
			001-000-120-512-50-42-00	Telephone/DSL	\$7.43
				Court-Conference Calls	
					\$7.43
				Total 031416 4013 Metcalf	
				031416 4329 Kiblinger	
				March Purchases	
			001-000-210-521-10-32-00	Fuel	\$25.49
				Police-Fuel	
			001-000-210-521-10-43-00	Lodging, Meals & Mileage	\$6.70
				Police-CSPA NW Leadership Seminar-Breakfast Beverage	
			001-000-210-521-10-43-00	Lodging, Meals & Mileage	\$23.17
				Police-CSPA NW Leadership Seminar-Dinner	
			001-000-210-521-10-43-00	Lodging, Meals & Mileage	\$6.70
				Police-CSPA NW Leadership Seminar-Breakfast Beverage	
			001-000-210-521-10-43-00	Lodging, Meals & Mileage	\$16.42
				Police-CSPA NW Leadership Seminar-Dinner	
			001-000-210-521-10-43-00	Lodging, Meals & Mileage	\$7.00
				Police-CSPA NW Leadership Seminar-Breakfast Beverage	
					\$85.48
				Total 031416 4329 Kiblinger	
				031416 4360 B Martinez	
				March Purchases	
			001-000-110-511-60-49-01	Miscellaneous	\$36.53
				Council-Roberts Rules Books	
			001-000-137-514-21-31-00	Office Supplies	\$38.00
				Clerk-Name Badges	
			001-000-137-514-21-43-00	Lodging, Meals & Mileage	\$25.00
				Clerk-WMCA Conference Baggage Check at Airport to Conference	

Vendor Number	Reference	Account Number	Description	Amount
		001-000-137-514-21-43-00	Lodging, Meals & Mileage	\$17.39
			Clerk-WMCA Conference Dinner	
	Total 031416 4360 B Martinez			\$116.92
	031416 4829 Martinez			
	March Purchases			
	001-000-210-521-10-32-00	Fuel		\$29.73
	001-000-210-521-10-43-00	Police-Fuel		
		Lodging, Meals & Mileage		\$10.06
	001-000-210-521-10-43-00	Police-NW Law Enforcement Command College Dinner		
		Lodging, Meals & Mileage		\$15.60
		Police-NW Law Enforcement Command College Dinner		
	Total 031416 4829 Martinez			\$55.39
	031416 5176 Redd			
	March Purchases			
	001-000-246-558-70-49-00	Miscellaneous		\$19.76
		MIDRT-Refreshments for Meeting		
	Total 031416 5176 Redd			\$19.76
	031416 7970 Hanis			
	March Purchases			
	001-000-270-576-80-31-09	Plotter Supplies		\$15.20
		PW Split-Plotter Paper		
	101-000-000-542-90-31-10	Plotter Costs		\$15.20
		PW Split-Plotter Paper		
	401-000-000-534-80-31-10	Plotter supplies		\$15.20
		PW Split-Plotter Paper		
	407-000-000-535-80-31-10	Plotter Supplies		\$15.20
		PW Split-Plotter Paper		
	410-000-000-531-10-31-10	Plotter Supplies		\$15.21
		PW Split-Plotter Paper		
	Total 031416 7970 Hanis			\$76.01
	031416 9074 McGraw			
	March Purchases			
	001-000-210-521-10-31-00	Operating Supplies		\$19.23
		Police-Cleaning Supplies		
	001-000-214-521-20-42-03	Police Postage		\$6.74
		Police-Postage		
	001-000-214-521-20-42-03	Police Postage		\$6.74
		Police-Postage		
	Total 031416 9074 McGraw			\$32.71
	031416 9871 Del Santo			
	March Purchases			
	001-000-270-576-80-48-02	Parks Maintenance Repairs		\$135.20
		Parks-Covering for Skate Park Sign		
	Total 031416 9871 Del Santo			\$135.20

Vendor	Reference	Account Number	Date	Amount
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Total EFT Payment 4/13/2016 9:42:29 AM - 1

\$960.12
\$960.12

Total First Bankcard

Washington State Department of Revenue

EFT Payment 4/8/2016 4:58:02 PM - 1

2016 - April - Pre-Council Month End EFT 4/30/16

033116 WSTDOR

March Excise Tax

001-000-181-518-30-35-00	Small Tools & Equipment	\$2.15
001-000-270-362-40-00-00	Gym Rental -Teen Programs/hourly rental	\$133.00
001-000-280-536-20-54-00	Cemetery Sales Excise Tax	\$13.50
401-000-000-534-80-44-01	State of WA Utility Excise Tax	\$2,784.18
401-000-000-534-80-44-01	State of WA Utility Excise Tax	\$26.49
407-000-000-535-80-44-01	State of WA Excise Tax	\$789.06
407-000-000-535-80-44-01	State of WA Excise Tax	\$0.90
410-000-000-531-10-44-01	WA St Excise Taxes	\$458.20

Total 033116 WSTDOR

Total EFT Payment 4/8/2016 4:58:02 PM - 1

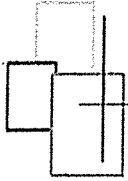
Total Washington State Department of Revenue

Grand Total

Vendor Count

2

\$4,207.48
\$4,207.48
\$4,207.48
\$5,167.60



Register

Fiscal: 2016

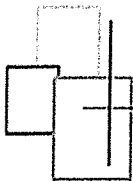
Deposit Period: 2016 - April

Check Period: 2016 - April - Pre-Council April 2nd Council

Number	Name	Print Date	Amount
Columbia Bank	390562401		
Check			
<u>43375</u>	City of Black Diamond/Retained Funds	4/6/2016	\$7,024.02
<u>43376</u>	Iversen and Sons, Inc.	4/6/2016	\$133,456.29
<u>43377</u>	Black Diamond Municipal Court	4/13/2016	\$554.83
<u>43432</u>	Dan Dal Santo	4/13/2016	\$55.23
	Total		\$141,090.37

Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
Black Diamond Municipal Court					
43377		033116 BDMC		2016 - April - Pre-Council April 2nd Council	
				Credit Card Merchant Fees	
			001-000-120-512-50-49-10	Merchant Card Service Fees	\$270.64
			March		
			001-000-120-512-50-49-10	Merchant Card Service Fees	\$284.19
			February		
	Total 033116 BDMC				\$554.83
					\$554.83
					\$554.83
Total Black Diamond Municipal Court					
City of Black Diamond/Retained Funds					
43375		040616 Iversen		2016 - April - Pre-Council April 2nd Council	
			404-000-009-594-34-63-01	DT Wtr Retainage-to BD trust for Iversen	\$7,024.02
				Retainage for Invoice 579	
	Total 040616 Iversen				\$7,024.02
					\$7,024.02
					\$7,024.02
Total City of Black Diamond/Retained Funds					
Dan Dal Santo					
43432		032916 DD		2016 - April - Pre-Council April 2nd Council	
			101-000-000-543-50-35-00	Small Tools & Equipment	\$55.23
				PW-Employee Reimbursement	
	Total 032916 DD				\$55.23
					\$55.23
					\$55.23
Total Dan Dal Santo					
Iversen and Sons, Inc.					
43376		579		2016 - April - Pre-Council April 2nd Council	
			404-000-009-594-34-63-00	Downtown Water Repl Proj	\$133,456.29
				Downtown AC Water Main	
	Total 579				\$133,456.29
					\$133,456.29
					\$133,456.29
Total Iversen and Sons, Inc.					
Grand Total					
		Vendor Count	4		\$141,090.37



Register

Fiscal: 2016

Deposit Period: 2016 - April

Check Period: 2016 - April - 2nd Council

Number	Name	Print Date	Amount
Columbia Bank	390562401		
Check			
<u>43378</u>	ADT Security Services (PA)	4/21/2016	\$49.67
<u>43379</u>	AHBL, Inc.	4/21/2016	\$6,380.00
<u>43380</u>	Alex Tsaruk	4/21/2016	\$35.56
<u>43381</u>	APS, Inc	4/21/2016	\$369.24
<u>43382</u>	Black Diamond Auto Parts	4/21/2016	\$62.92
<u>43383</u>	Blumenthal Uniforms & Equipment	4/21/2016	\$37.83
<u>43384</u>	Bryant Tractor & Mower Inc	4/21/2016	\$27.01
<u>43385</u>	Cadman, Inc.	4/21/2016	\$540.18
<u>43386</u>	CDW Government, Inc	4/21/2016	\$5,177.74
<u>43387</u>	CHS/Cenex	4/21/2016	\$1,004.34
<u>43388</u>	City of Issaquah	4/21/2016	\$291.00
<u>43389</u>	Comcast (34744)	4/21/2016	\$231.14
<u>43390</u>	Comcast (PA)	4/21/2016	\$394.93
<u>43391</u>	Creative Product Sourcing	4/21/2016	\$195.43
<u>43392</u>	Cutters Supply Inc.	4/21/2016	\$10.81
<u>43393</u>	Enumclaw Chrysler Jeep	4/21/2016	\$322.24
<u>43394</u>	Ferrell's Fire Ext. Co. Inc.	4/21/2016	\$43.80
<u>43395</u>	HD Supply Waterworks, Ltd.	4/21/2016	\$4,472.77
<u>43396</u>	Honey Bucket/Northwest Cascade Inc.	4/21/2016	\$87.00
<u>43397</u>	HWA GeoSciences Inc.	4/21/2016	\$13,278.13
<u>43398</u>	Johnsons Home & Garden	4/21/2016	\$177.23
<u>43399</u>	King Co Radio Comm Services	4/21/2016	\$1,326.01
<u>43400</u>	KING COUNTY FINANCE	4/21/2016	\$43,459.02
<u>43401</u>	KING COUNTY TREASURER	4/21/2016	\$1,735.31
<u>43402</u>	Lab/Cor, Inc.	4/21/2016	\$800.00
<u>43403</u>	Lakeside Industries	4/21/2016	\$207.21
<u>43404</u>	Les Schwab Tire Ctr - MV	4/21/2016	\$61.09
<u>43405</u>	Lexipol LLC	4/21/2016	\$3,688.00
<u>43406</u>	Modular Space Corp	4/21/2016	\$5,412.63
<u>43407</u>	Morris Law PC	4/21/2016	\$12,386.00
<u>43408</u>	Northstar Chemical Inc.	4/21/2016	\$2,273.42
<u>43409</u>	O'Brien, Barton, & Hopkins, PLLP	4/21/2016	\$2,500.00
<u>43410</u>	Office Products Nationwide	4/21/2016	\$646.31
<u>43411</u>	Parametrix, Inc.	4/21/2016	\$2,784.97

<u>43412</u>	PMI Truck Bodies, Inc	4/21/2016	\$9,589.38
<u>43413</u>	Professional Service Industries, Inc.	4/21/2016	\$920.00
<u>43414</u>	Puget Sound Clean Air Agency	4/21/2016	\$827.75
<u>43415</u>	Puget Sound Energy	4/21/2016	\$8,060.50
<u>43416</u>	Rainier Asphalt & Concrete	4/21/2016	\$1,504.22
<u>43417</u>	Republic Services, Inc. #176	4/21/2016	\$665.08
<u>43418</u>	RH2 Engineering Inc.	4/21/2016	\$91.52
<u>43419</u>	Safe Security	4/21/2016	\$99.96
<u>43420</u>	Severson's Building Maint	4/21/2016	\$1,900.00
<u>43421</u>	Shred-It USA	4/21/2016	\$44.23
<u>43422</u>	TRM Wood Products Co. Inc.	4/21/2016	\$50.69
<u>43423</u>	US Bank Equipment Finance	4/21/2016	\$1,471.37
<u>43424</u>	VenTek International	4/21/2016	\$90.00
<u>43425</u>	Verizon Wireless	4/21/2016	\$1,606.58
<u>43426</u>	Voice of The Valley	4/21/2016	\$220.00
<u>43427</u>	Washington State Patrol	4/21/2016	\$546.00
<u>43428</u>	Washington State Treasurer	4/21/2016	\$10,347.92
<u>43429</u>	Water Management Laboratories, Inc.	4/21/2016	\$131.00
<u>43430</u>	West Coast Awards	4/21/2016	\$14.78
<u>43431</u>	Yakima County Dept. of Corrections	4/21/2016	\$2,573.25
		Total	\$151,223.17

Weighted front

Average position

Execution Time: 9 second(s)

Vendor	Invoice Number	Reference	Account Number	Description	Amount
City Hall-Postage Machine Supplies					
Total APS, Inc	Total 43381				\$369.24
Black Diamond Auto Parts	43382				\$369.24
	409431			2016 - April - 2nd Council	
				March Purchase	
			001-000-270-576-80-48-03	Vehicle Mtc. & Repair	\$2.37
			001-000-280-536-20-48-03	Vehicle Maintenance & Repair	\$1.18
			101-000-000-543-33-48-03	Street Share-Vehicle & Eq Mtc Costs	\$13.01
			401-000-000-534-80-48-03	Vehicle Maintenance	\$14.19
			407-000-000-535-80-48-04	Vehicle Maintenance	\$14.19
			410-000-000-531-10-48-04	Vehicle Maintenance & Repair	\$14.19
Total 409431	410007				\$59.13
				March Purchase	
			001-000-215-521-10-48-00	Repairs and Maintenance VRF	\$3.79
				Police-Marine Maintenance	
Total 410007					\$3.79
Total Black Diamond Auto Parts	Total 43382				\$3.79
Blumenthal Uniforms & Equipment	43383				\$62.92
	005137728			2016 - April - 2nd Council	\$62.92
			001-000-210-521-10-31-04	Uniforms	\$37.83
				Police-Embroidered Patch, Printed Emblem	
Total 005137728					\$37.83
Total Blumenthal Uniforms & Equipment	Total 43383				\$37.83
Bryant Tractor & Mower Inc	43384				\$37.83
	60700			2016 - April - 2nd Council	
			001-000-270-576-80-48-03	Vehicle Mtc. & Repair	\$1.09
			001-000-280-536-20-48-03	Vehicle Maintenance & Repair	\$0.54
			101-000-000-543-33-48-03	Street Share-Vehicle & Eq Mtc Costs	\$5.94
			401-000-000-534-80-48-03	Vehicle Maintenance	\$6.48
			407-000-000-535-80-48-04	Vehicle Maintenance	\$6.48

VENDOR	NUMBER	REFERENCE	ACCOUNT NUMBER	DESCRIPTION	AMOUNT
Total Bryant Tractor & Mower Inc Cadman, Inc.	Total 43384 43385	Total 60700	410-000-000-531-10-48-04	Vehicle Maintenance & Repair	\$6.48 \$27.01 \$27.01 \$27.01
	5385406		2016 - April - 2nd Council		
			March Purchase		
			320-000-002-595-30-63-01	Chip Seal & Pot Hole Repair	\$85.79
			Capital Facility Project-General Street		
	Total 5385406 5385407				\$85.79
			March Purchase		
			320-000-002-595-30-63-01	Chip Seal & Pot Hole Repair	\$454.39
			Capital Facility Project-General Street		
	Total 5385407				\$454.39
Total Cadman, Inc. CDW Government, Inc	Total 43385 43386		2016 - April - 2nd Council		\$454.39 \$540.18 \$540.18
	CHF8029				
			310-000-011-594-18-64-00	General Government Technology	\$2,791.02
			Technology - Server Hard-Drive and Memory		
	Total CHF8029 CKQ8528				\$2,791.02
			310-000-011-594-18-64-00	General Government Technology	\$2,026.83
			Technology- Server		
	Total CKQ8528 CLB1393				\$2,026.83
			310-000-011-594-18-64-00	General Government Technology	\$321.04
			Technology - Server Updates		
	Total CLB1393 CMQ8421				\$321.04
			310-000-011-594-18-64-00	General Government Technology	\$38.85
			Technology - Part for Server		
	Total CMQ8421				\$38.85
Total CDW Government, Inc	Total 43386				\$38.85 \$5,177.74 \$5,177.74

Vendor	Number	Reference	Account Number	Description	Amount
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CHS/Cenex

43387

033116 CHS

2016 - April - 2nd Council

March Fuel	
001-000-180-518-50-32-01	Fuel-Central Services
001-000-181-518-30-32-00	Fuel
001-000-210-521-10-32-00	Fuel
001-000-246-558-70-32-00	Fuel
001-000-270-576-80-32-00	Fuel
001-000-280-536-20-32-00	Fuel
101-000-000-543-50-32-00	Fuel
401-000-000-534-80-32-00	Fuel
407-000-000-535-80-32-00	Fuel
410-000-000-531-10-32-00	Fuel
Total 033116 CHS	

\$205.00
\$59.00
\$13.00
\$63.77
\$26.54
\$13.27
\$145.99
\$159.25
\$159.26
\$159.26
\$1,004.34
\$1,004.34
\$1,004.34

Total 43387
Total CHS/Cenex
City of Issaquah

43388

04-50008140

2016 - April - 2nd Council

February Jail Services	
001-000-211-523-60-49-00	Jail Costs
Police	
Total 04-50008140	

\$291.00
\$291.00
\$291.00
\$291.00

Total 43388
Total City of Issaquah
Comcast (34744)

43389

8498 34 014 01235628 032616

2016 - April - 2nd Council

April 5 to May 4, 2016 Services	
001-000-254-518-20-42-00	Facilities-Communication
Total 8498 34 014 01235628 032616	

\$231.14
\$231.14
\$231.14
\$231.14

Total 43389
Total Comcast (34744)
Comcast (PA)

43390

41949182

2016 - April - 2nd Council

March Services	
001-000-248-518-20-42-00	MDRT Telephone, Fax, Internet costs
001-000-254-518-20-42-00	Facilities-Communication
101-000-000-542-90-42-01	Telephone/DSL/Radios
401-000-000-534-80-42-00	Telephone/DSL/Radios
407-000-000-535-80-42-00	Telephone/DSL/Radios

\$55.29
\$236.96
\$25.67
\$25.67
\$25.67

Vendor Number	Reference	Account Number	Description	Amount
Total 43390 Creative Comcast (PA) Creative Product Sourcing 43391	Total 41949182	410-000-000-531-10-42-00	Telephone/DSL/Radios	\$25.67 \$394.93 \$394.93 \$394.93
Total 43391 Total Creative Product Sourcing Cutters Supply Inc. 43392	92674 Total 92674	2016 - April - 2nd Council 001-000-216-521-30-31-00	DARE Supplies Police-DARE Elementary Packs	\$195.43 \$195.43 \$195.43
Total 43392 Total Cutters Supply Inc. Enumclaw Chrysler Jeep 43393	93837 Total 93837	2016 - April - 2nd Council 001-000-270-576-80-31-03	Operating Supplies Parks-Fuel Shut-off	\$10.81 \$10.81 \$10.81
Total 43393 Total Enumclaw Chrysler Jeep Ferrell's Fire Ext. Co. Inc. 43394	6051153/1 Total 6051153/1	2016 - April - 2nd Council 001-000-210-521-10-48-01	Vehicle Maintenance & Repair Police-Pool Car Safety Recall/Electrical Repairs	\$322.24 \$322.24 \$322.24
Total 43394 Total Enumclaw Chrysler Jeep Ferrell's Fire Ext. Co. Inc. 43394	25730 Total 25730	2016 - April - 2nd Council Annual Inspections 001-000-270-575-51-48-00	Gym Facility Repair & Maintenance	\$21.90 \$21.90
		Annual Inspections 001-000-270-576-80-48-01 001-000-280-536-20-48-01 101-000-000-543-33-48-02 401-000-000-534-80-48-01 407-000-000-535-80-48-00	Parks Shrd Rep & Mtc Shops Ceme Shrd Mtc. & Rep. Shops Street Share-Shop Costs Repair & Maint Shops Sewer Infil. Repair & Maintenance	\$1.75 \$0.42 \$3.29 \$5.48 \$5.48

Vendor Number	Reference	Account Number	Description	Amount
Johnson's Home & Garden				
43398	403284	2016 - April - 2nd Council		
		401-000-000-534-80-31-01	Operating Supplies	\$21.44
		Water Funds-Bleach		
	Total 403284			\$21.44
	403416	402-000-003-594-34-63-06	Springs/Task 3- Engineering	\$19.49
		PVC Pipe, Primer, Fittings, and Swivel		
	Total 403416			\$19.49
	403625	001-000-270-575-51-48-00	Gym Facility Repair & Maintenance	\$9.32
		Gym-Duck Tape		
	Total 403625			\$9.32
	403647	401-000-000-534-80-31-01	Operating Supplies	\$83.05
		PW-Plug Drain, Metal Tool Boxes		
	Total 403647			\$83.05
	403710	401-000-000-534-80-31-01	Operating Supplies	(\$21.99)
		PW-Return of Tool Box, Bleach		
	Total 403710			(\$21.99)
	403733	001-000-270-575-51-48-00	Gym Facility Repair & Maintenance	\$17.29
		Gym-Standard Key		
	Total 403733			\$17.29
	403852	401-000-000-534-80-31-01	Operating Supplies	\$48.63
		Water Funds-Adapter and Elbow		
	Total 403852			\$48.63
	Total 43398			\$177.23
Total Johnsons Home & Garden				
King Co Radio Comm Services				
43399	10846	2016 - April - 2nd Council		
		March Services		
		001-000-214-521-20-41-03	K/C 800 Mhz Radio Costs	\$1,326.01
	Total 10846			\$1,326.01
	Total 43399			\$1,326.01
Total King Co Radio Comm Services				
				\$1,326.01

Voucher Number	Reference	Account Number	Amount
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KING COUNTY FINANCE

43400

30013228

2016 - April - 2nd Council

Total 30013228

April Services
407-000-000-535-80-41-04 Metro Sewer Charges

\$43,459.02
\$43,459.02
\$43,459.02
\$43,459.02

Total 43400
KING COUNTY FINANCE
KING COUNTY TREASURER
43401

033116 KCT CV

2016 - April - 2nd Council

March Crime Victims
633-000-000-586-00-00-01
Court Remittance

\$149.38
\$149.38

Total 033116 KCT CV
2016 KCT PT

2016 King County Property Taxes

001-000-180-518-90-49-00	Miscellaneous	\$10.90
001-000-180-518-90-49-00	Miscellaneous	\$14.18
001-000-180-518-90-49-00	Miscellaneous	\$12.42
001-000-180-518-90-49-00	Miscellaneous	\$10.91
001-000-180-518-90-49-00	Miscellaneous	\$17.04
001-000-180-518-90-49-00	Miscellaneous	\$12.25
001-000-180-518-90-49-00	Miscellaneous	\$11.02
001-000-180-518-90-49-00	Miscellaneous	\$13.12
001-000-180-518-90-49-00	Miscellaneous	\$12.55
001-000-180-518-90-49-00	Miscellaneous	\$10.91
001-000-180-518-90-49-00	Miscellaneous	\$13.55
001-000-270-576-80-49-00	Miscellaneous	\$38.53
001-000-270-576-80-49-00	Miscellaneous	\$13.29
001-000-270-576-80-49-00	Miscellaneous	\$18.00
001-000-270-576-80-49-00	Miscellaneous	\$10.96
001-000-270-576-80-49-00	Miscellaneous	\$34.48
001-000-270-576-80-49-00	Miscellaneous	\$28.96
001-000-280-536-20-49-00	Miscellaneous	\$13.17
001-000-530-522-10-49-00	KC Prop Tax	\$1,163.21
001-000-530-522-10-49-00	KC Prop Tax	\$12.45
401-000-000-534-80-49-01	Miscellaneous	\$13.03
401-000-000-534-80-49-01	Miscellaneous	\$12.83
401-000-000-534-80-49-01	Miscellaneous	\$10.93
401-000-000-534-80-49-01	Miscellaneous	\$10.87
401-000-000-534-80-49-01	Miscellaneous	\$11.02
401-000-000-534-80-49-01	Miscellaneous	\$44.37

Vendor	Number	Reference	Account Number	Description	Amount
Modular Space Corp					
	43406			2016 - April - 2nd Council	
		501545323			
			April Rental		
			001-000-248-518-20-45-01	MDRT-Bldg Rental-Modspace	\$1,958.06
		Total 501545323			\$1,958.06
		501545332			
			April Rental		
			001-000-254-518-20-45-01	Facilities-Bldg Rental/Modspace	\$3,454.57
		Total 501545332			\$3,454.57
Total Modular Space Corp	43406				\$5,412.63
Morris Law PC					
	43407			2016 - April - 2nd Council	
		033116 ML			
			March Services		
			001-000-150-515-30-41-01	Legal Services-General Govt	\$4,197.60
			001-000-150-515-30-41-10	Legal Lawsuits/Other Charges	\$2,442.00
			001-000-150-515-30-41-17	Legal Costs-Public Disclosure	\$418.00
			001-000-240-558-51-41-07	Enunclaw School Pjt-Leg. Adv, Staff Costs	\$88.00
			001-000-257-558-70-41-00	MDRT Legal Services	\$110.00
			101-000-000-543-30-41-05	Legal Costs	\$932.80
			401-000-000-534-80-41-04	Legal Svcs	\$1,399.20
			407-000-000-535-80-41-09	Legal Costs	\$1,399.20
			410-000-000-531-10-41-01	Legal Costs	\$1,399.20
		Total 033116 ML			\$12,386.00
Total Morris Law PC	43407				\$12,386.00
Northstar Chemical Inc.					
	43408			2016 - April - 2nd Council	
		83040			
			401-000-000-534-80-31-03	Caustic	\$2,273.42
			Water Funds-Sodium Hydroxide		
		Total 83040			\$2,273.42
Total Northstar Chemical Inc.	43408				\$2,273.42
O'Brien, Barton, & Hopkins, PLLP					
	43409			2016 - April - 2nd Council	
		50076			
			March Services		
			001-000-151-515-91-41-00	Court Legal-Public Defender	\$2,500.00
		Total 50076			\$2,500.00
Total O'Brien, Barton, & Hopkins, PLLP	43409				\$2,500.00

Vendor	Number	Reference	Account Number	Description	Amount
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Office Products Nationwide

43410

2016 - April - 2nd Council

835904-0

March Purchase		
001-000-210-521-10-31-00	Operating Supplies	\$220.03
Police Office Supplies		
Total 835904-0		\$220.03

March Purchase

001-000-180-518-90-31-00	Office Supplies City Hall	\$350.28
City Hall Office Supplies		
001-000-180-518-90-31-00	Office Supplies City Hall	\$12.66
City Hall Office Supplies		
001-000-181-518-30-31-00	Office & Operating Supplies	\$38.00
Facilities Office Supplies		
001-000-240-558-51-31-00	Office & Operating Supplies	\$12.67
CD/PW Office Supplies		
001-000-246-558-70-31-00	Office Supplies	\$12.67
MDRT Office Supplies		

Total 836785-0

Total 43410
Total Office Products Nationwide
Parametrix, Inc.

43411

2016 - April - 2nd Council

01-76379

Pass-Thru On Call Work		
001-000-240-558-60-41-01	Prof Serv- Pass Thru Reimbursement	\$1,110.08
Diamond Ridge LLA PLN15-0043		
Total 01-76379		\$1,110.08

Total 01-76641

January 3 to January 30, 2016 Services		
001-000-257-558-70-41-03	MDRT Traffic Engineering-Parametrix	\$1,674.89
The Villages Ph1A Resubmittal		

Total 01-76641

Total 43411
Total Parametrix, Inc.
PMI Truck Bodies, Inc
43412

15907

2016 - April - 2nd Council

510-000-200-594-48-64-09	4-Wheel Drive Truck	\$9,589.38
PV-Install Truck Cargo Box Area, Lining, Install Amber Lights		

Total 15907

Total 43412
Total PMI Truck Bodies, Inc

\$9,589.38
\$9,589.38
\$9,589.38

Execution Time: 10 second(s)

Vendor	Number	Reference	Account Number	Description	Amount
Total Puget Sound Energy					
Rainier Asphalt & Concrete					
	43416				
Total 43415					
		Total 040516 PSE			
			407-000-000-535-80-47-00	Electric/Gas	\$12.61
			410-000-000-531-10-47-00	Electric/Gas	\$24.24
					\$8,060.50
					\$8,060.50
					\$8,060.50
2016 - April - 2nd Council					
	6461		320-000-002-595-30-63-03	Asphalt Patching Preservation	\$1,504.22
				Streets-Repair Various Sites in City	
		Total 6461			\$1,504.22
					\$1,504.22
					\$1,504.22
Total Rainier Asphalt & Concrete					
Republic Services, Inc. #176					
	43417				
Total 43416					
		0176-004660480			
			March Services		
			001-000-254-518-20-47-01	Facilities-Waste Disposal	\$202.25
		Total 0176-004660480			\$202.25
		0176-004660837			
			March Services		
			001-000-270-576-80-47-04	Waste Disposal	\$5.21
			001-000-280-536-20-47-04	Waste Disposal	\$10.42
			101-000-000-543-31-47-04	Waste Disposal	\$57.33
			401-000-000-534-80-47-04	Waste Disposal	\$62.54
			407-000-000-535-80-47-04	Waste Disposal	\$62.54
			410-000-000-531-10-47-04	Waste Disposal	\$62.54
		Total 0176-004660837			\$260.58
		0176-004661001			
			March Services		
			001-000-212-521-50-47-04	Waste Disposal	\$202.25
		Total 0176-004661001			\$202.25
					\$665.08
					\$665.08
Total Republic Services, Inc. #176					
RH2 Engineering Inc.					
	43418				
Total 43417					
		64802			
			March Services		
			402-000-003-594-34-63-06	Springs/Task 3- Engineering	\$91.52
				Phase 102 Project	
		Total 64802			\$91.52
					\$91.52
					\$91.52
Total RH2 Engineering Inc.					

Execution Time: 10 second(s)

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Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
Safe Security					
	43419	15280687	2016 - April - 2nd Council		
			March and April Services		\$99.96
			101-000-000-544-90-48-01	PW Clearing-shared Shop Cost	
			Monthly Monitoring Fee		\$99.96
		Total 15280687			\$99.96
Total Safe Security	Total 43419				\$99.96
Severson's Building Maint	43420	581281	2016 - April - 2nd Council		
			March Services		
			001-000-248-518-20-49-01	MDRT Bldg Custodial Costs	\$675.00
			001-000-254-518-20-49-01	Facilities Building Custodial	\$450.00
		Total 581281			\$1,125.00
		581282	March Services		
			001-000-212-521-50-41-03	Police Custodial Cost	\$625.00
		Total 581282			\$625.00
		581283.	March Services		
			001-000-254-518-20-49-01	Facilities Building Custodial	\$150.00
		Total 581283.			\$150.00
Total Severson's Building Maint	Total 43420				\$1,900.00
Shred-It USA	43421	9410002699	2016 - April - 2nd Council		
			March Services		
			001-000-120-512-50-49-04	Shredding Services	\$14.74
			001-000-180-518-90-49-04	Shredding Services	\$14.75
			001-000-210-521-10-49-05	Shredding Services	\$14.74
		Total 9410002699			\$44.23
			2016 - April - 2nd Council		
			March Purchase		
			001-000-210-521-10-49-01	Training	\$50.69
		328490	March Purchase		
			001-000-210-521-10-49-01	Training	\$50.69
		Total 328490			\$50.69
Total Shred-It USA	Total 43421				\$44.23
TRM Wood Products Co. Inc.	43422				\$44.23

Vendor	Number	Telephone	Account Number	Description	Amount
				Police-Target Practice Materials	
	Total 43422				\$50.69
Total TRM Wood Products Co. Inc.					\$50.69
US Bank Equipment Finance	43423				\$50.69
				2016 - April - 2nd Council	
	301098117				
				March 20 to April 20, 2016 Services	
				001-000-210-521-10-45-00	\$193.03
				001-000-248-594-18-64-00	\$193.03
				001-000-254-518-20-45-04	\$1,085.31
				Lease Payments - US Bank/Copier	\$1,471.37
				MDRT-Computer/Printer	\$1,471.37
				Facilities Copier Maint Lease	\$1,471.37
Total 43423					\$1,471.37
Total US Bank Equipment Finance					\$1,471.37
VenTek International	43424				\$1,471.37
				2016 - April - 2nd Council	
	46678				
				Monthly Subscription	
				001-000-270-576-80-41-02	\$90.00
				Parks-Lk Sawyer	\$90.00
				Venue Pay Station	\$90.00
Total 46678					\$90.00
Total VenTek International					\$90.00
Verizon Wireless	43425				\$90.00
				2016 - April - 2nd Council	
	9761902651				
				March 11 to April 10, 2016 Service	
				001-000-214-521-20-42-00	\$760.79
				Police Telephone/DSL/Air Cards	\$760.79
				Police-Cell Phones	\$760.79
Total 9761902651					\$760.79
9762729753					
				March 24 - April 23, 2016 Services	
				001-000-110-511-60-42-00	\$40.01
				Communications	(\$28.48)
				001-000-130-513-10-42-00	\$314.14
				Telephone/DSL	\$314.14
				001-000-214-521-20-42-00	\$37.46
				Police Telephone/DSL/Air Cards	\$37.46
				001-000-240-558-51-42-00	\$81.26
				Telephone	\$55.32
				001-000-246-558-70-42-01	\$13.84
				Telephones	\$6.92
				001-000-254-518-20-42-00	\$76.14
				Facilities-Communication	
				001-000-270-576-80-42-00	
				Telephone/DSL/Radios	
				001-000-280-536-20-42-00	
				Telephone, DSL & Radios	
				101-000-000-542-90-42-01	
				Telephone/DSL/Radios	

Vendor	Number	Reference	Account Number	Description	Amount
Total Verizon Wireless Voice of The Valley 43426	Total 43425		401-000-000-534-80-42-00 407-000-000-535-80-42-00 410-000-000-531-10-42-00	Telephone/DSL/Radios Telephone/DSL/Radios Telephone/DSL/Radios	\$83.06 \$83.06 \$83.06 \$845.79 \$1,606.58 \$1,606.58
		Total 9762729753			
Total 43426	18044		001-000-240-558-60-41-75	Advertising	\$220.00
			CD Planning-Notice of Application Site Approval		
Total 43426 Washington State Patrol 43427	Total 18044				\$220.00 \$220.00 \$220.00
		00060181	001-000-214-521-20-42-02	WSP Access	\$534.00
			Police-ACCESS User Fee		
		Total 00060181			\$534.00
		116006834	001-000-180-518-90-49-00	Miscellaneous	\$12.00
			Background Check for Solicitors License		
		Total 116006834			\$12.00 \$546.00 \$546.00
Total 43427 Washington State Patrol Washington State Treasurer 43428					
		033116 WST BLDG	2016 - April - 2nd Council		
		Quarter 1 2016			
		633-000-000-586-10-00-00	State Remit-Bldg Permit Fees		\$67.50
		Total 033116 WST BLDG			\$67.50
		033116 WST CRT			
		March Court Remittance			
		633-000-000-586-00-00-01	Treasurers Trust Court		\$10,280.42
		Total 033116 WST CRT			\$10,280.42 \$10,347.92 \$10,347.92
Total 43428 Washington State Treasurer Water Management Laboratories, Inc. 43429					
		147801	2016 - April - 2nd Council		
		March Services			
		401-000-000-534-80-41-02	Water Testing and Sampling		\$21.00

Execution Time: 10 second(s)

Vendor	Number	Reference	Account Number	Description	Amount
				Water Funds-Total Collform MMO-MUG	
		Total 147801			\$21.00
		147971			
			March Services		
			401-000-000-534-80-41-02	Water Testing and Sampling	\$47.00
			Pick Up Fee, Total Collform MMO-MUG		
		Total 147971			\$47.00
		148519			
			April Services		
			401-000-000-534-80-41-02	Water Testing and Sampling	\$63.00
		Total 148519			\$63.00
					\$131.00
					\$131.00
		Total 43429			
		Total Water Management Laboratories, Inc.			
		West Coast Awards			
		43430			
			2016 - April - 2nd Council		
		26437			
			001-000-180-518-90-31-00	Office Supplies City Hall	\$14.78
			Planning Commission Name Plates		
		Total 26437			\$14.78
					\$14.78
		Total 43430			
		Total West Coast Awards			
		Yakima County Dept. of Corrections			
		43431			
			2016 - April - 2nd Council		
		030416 YC DOC			
			February Jail Services		
			001-000-211-523-60-49-00	Jail Costs	\$2,573.25
			Police-Housing 2 inmates at 36 Days		
		Total 030416 YC DOC			\$2,573.25
					\$2,573.25
		Total 43431			\$2,573.25
					\$2,573.25
		Total Yakima County Dept. of Corrections			
		Grand Total			\$151,223.17
		Vendor Count			54

Execution Time: 10 second(s)

CITY COUNCIL AGENDA BILL

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

ITEM INFORMATION		
SUBJECT: Resolution No. 16-0000, requiring Council preapproval before payment of all claims and calling for expedited compliance with the requirements of RCW 42.24 and Black Diamond Municipal code Section 3.23 payment of City claims or obligations	Agenda Date: April 21, 2016	
	AB16-028	
	Mayor Carol Benson	
	City Administrator	
	City Attorney Carol Morris	
	City Clerk – Brenda L. Martinez	
	Com Dev/Nat Res – Barb Kincaid	
	Finance – May Miller	
	MDRT/Ec Dev – Andy Williamson	
	Police – Chief Kiblinger	
Cost Impact (see also Fiscal Note): \$	Public Works – Seth Boettcher	
Fund Source: --	Court – Stephanie Metcalf	
Timeline:	Councilmember Weber	
Agenda Placement: ☒ Mayor ☒ Two Councilmembers ☐ Committee Chair ☐ City Administrator		
Attachments: Resolution No. 16-0000		
SUMMARY STATEMENT: This item was first brought forward at the April 7, 2016 regular business meeting and was referred to the Budget, Finance, and Administration Council Committee.		
FISCAL NOTE (Finance Department):		
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:		
RECOMMENDED ACTION: MOTION to adopt Resolution No. 16-0000, requiring Council preapproval before payment of all claims and calling for expedited compliance with the requirements of RCW 42.24 and Black Diamond Municipal Code section 3.23 payment of City claims and obligations.		
RECORD OF COUNCIL ACTION		
Meeting Date	Action	Vote
April 7, 2016	Motion to refer to committee.	Passed 3-2 (Deady, Edelman)
April 21, 2016		

RESOLUTION NO. 16-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON REQUIRING COUNCIL PREAPPROVAL BEFORE PAYMENT OF ALL CLAIMS AND CALLING FOR EXPEDITED COMPLIANCE WITH THE REQUIREMENTS OF RCW 42.24 AND BLACK DIAMOND MUNICIPAL CODE SECTION 3.23 PAYMENT OF CITY CLAIMS OR OBLIGATIONS.

WHEREAS, Black Diamond Municipal Code Section 3.23 authorizes the finance director, city administrator, city clerk or mayor to issue warrants or checks in payment of claims before the city council has acted to approve the claims only upon meeting all of three conditions; and

WHEREAS, RCW 42.24 authorizes payments before legislative approval only upon the enactment by the Council of four policies and procedures that are substantially the same as those required in Black Diamond Municipal Code Section 3.23; and

WHEREAS, In response to a request from the Chair of the Council's Budget, Finance, and Administration Committee on February 16, 2016, the Mayor wrote that she is the public representative who approves the vouchers. (Exhibit A); and

WHEREAS, In response to a request from the Chair of the Council's Budget, Finance, and Administration Committee on March 29, 2016 requesting documentation that the three requirements of the Black Diamond Code had been met, the Mayor responded that: "This request is totally outside your purview". (Exhibit B); and

WHEREAS, RCW 42.24 and BDMC 3.23 make clear that the procedures for the approval of vouchers, and the approval of the vouchers, are a Council responsibility; and

WHEREAS, BDMC 3.23.030 (C) states that one of the conditions that must be met before claims may be paid prior to Council approval is that: "The Council has

adopted contracting, hiring, purchasing and disbursing policies that implement effective internal control". The Council has not identified, and the Mayor has not provided any evidence, that this requirement has been met at any time since Ordinance 08-850 adopted BDMC 3.23.030 in 2008; and

WHEREAS, BDMC 3.23.030 (B) states that one of the conditions that must be met before claims may be paid prior to Council approval is that: "The finance director, city administrator, city clerk and the Mayor have each furnished a fidelity bond in the amount of fifty thousand dollars for the faithful discharge of each of their duties". The Mayor has not provided any evidence to the Council that this requirement has been met; and

WHEREAS, the Council recognizes that payments of claims prior to Council approval can help enable the efficient operation of the City, reduce the risk of late charges and enable the ability to take advantage of early payment discounts. For this reason the Council supports this practice but only if all legal requirements are fully met; and

WHEREAS, In order to continue to authorize the payments of claims prior to Council approval, the Council must verify through proper documentation that all of the conditions of BDMC 3.23.030 have been met.

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

Section 1. The Mayor and the Finance Director are not authorized to prepay claims until the Council has determined that all three conditions of BDMC 3.23.030 have been met.

Section 2. The Mayor is requested to provide documentation that will allow the Council to verify that all three conditions of the BDMC 3.23.030 have been met.

Section 3. The Mayor is requested to prepare and submit for Council approval recommended contracting, hiring, purchasing and disbursing policies that implement effective internal control.

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND,
WASHINGTON, AT A REGULAR MEETING THEREOF, _____**

CITY OF BLACK DIAMOND

Carol Benson, Mayor

Attest:

Brenda L. Martinez, City Clerk

DRAFT

EXHIBIT A

RE: Budget and Finance Committee Questions

Carol Benson

Sent: Tuesday, February 16, 2016 2:47 PM**To:** Brian Weber**Cc:** Erika Morgan

See blue below.

From: Brian Weber**Sent:** Tuesday, February 16, 2016 2:12 PM**To:** Carol Benson**Cc:** Erika Morgan**Subject:** Budget and Finance Committee Questions

Mayor Benson,

These questions are from the last two Budget and Finance Committee meetings. A response from either yourself or May Miller would be appreciated.

Feb 8, 2016 Meeting:

1. Are the vouchers approved by a public representative outside of a budget committee meeting? Yes, the mayor.
2. Is the City accepting the Ginder Creek improvement as a developer contribution and mitigation for the impact their development will have upon the natural hydrological systems of the Black Diamond landscape?
We do not have a Ginder Creek improvement project. I am not sure what you are referring to.

Feb 15, 2016 Meeting:

1. Can you please explain the EFT expenses paid (what was bought and by which department / fund) for the items described under First Bank EFT payments beginning on Page 6 of 18 and continuing to Page 9 of 18 of the voucher directory? EFT expenses are electronic funds transfers and are the same as a check, but made electronically.
2. What can be done so the public knows how much is left in the various funds and a grand total financial position of the city, and how Black Diamond is performing against the agreed to budget?
Your role is legislative and mine is administrative. You set the budget and I make sure payments are made within the budget. If we exceed any budget, we are required to go to Council to get a budget amendment. This has not happened so far this year.

I have Cc'd Councilmember Morgan since she is the committee Vice Chair.

Thank You,

Brian Weber

Budget, Finance Committee Chair
Black Diamond City Council
Position 4
253-508-0397

"If everyone is thinking alike, then somebody isn't thinking."
George S. Patton

RE: Ordinance 08-850 Information

EXHIBIT B

Carol Benson

Sent: Tuesday, March 29, 2016 1:43 PM**To:** Brian Weber; May Miller**Cc:** Brenda Martinez

You seem to forget that there are three branches of Government: Legislative, Executive and Judicial. Your job is to pass legislation and mine is to enforce it. This request is totally outside your purview. I certify that all processes that satisfy the three requirements of BDDMC 3.23.030 have been met.

Carol Benson

Mayor, City of Black Diamond

"Be kind, for everyone you meet is fighting a battle you know nothing about."

- Wendy Mass, *The Candymakers*

From: Brian Weber**Sent:** Tuesday, March 29, 2016 8:19 AM**To:** May Miller**Cc:** Carol Benson**Subject:** Ordinance 08-850 Information

As a follow-up to some questions raised with regard to Black Diamond Ordinance 08-850, I am requesting documentation and/or documented processes that satisfy the three requirements of Black Diamond Municipal Code 3.23.030. I am looking for more than just the "generalized" Black Diamond Financial Policies.

Since the City Council is responsible for approving expenditures I would like to know that all the necessary requirements are met.

Thank You,

Brian Weber

Black Diamond City Council

Position 4

253-508-0397

"If everyone is thinking alike, then somebody isn't thinking."

George S. Patton

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 Collective Bargaining Agreement between the City of Black Diamond and the Teamsters Union Local No. 117 Public Works Unit	Agenda Date: April 7, 2016	
	AB16-025A	
	Mayor Carol Benson	
	City Administrator	
	City Labor Attorney – Peter Altman	X
	City Clerk – Brenda L. Martinez	
	Com Dev/Nat Res – Barb Kincaid	
	Finance – May Miller	
	MDRT/Ec Dev – Andy Williamson	
	Police – Chief Kiblinger	
Cost Impact (see also Fiscal Note): \$	Public Works – Seth Boettcher	
Fund Source: --	Court – Stephanie Metcalf	
Timeline:		
Agenda Placement: ☒ Mayor ☒ Two Councilmembers ☐ Committee Chair ☐ City Administrator		
Attachments: Proposed Resolution; Collective Bargaining Agreement (Exhibit A); On-Call Policy (Exhibit B)		
SUMMARY STATEMENT: The City's negotiating team consisting of Peter Altman, Summit Law Group, Brenda L. Martinez City Clerk/HR Manager and Police Chief Jamey Kiblinger were able to reach a tentative agreement with the Association for a Collective Bargaining Agreement ("CBA") through December 31, 2017. The Public Works Unit has approved the CBA and the City's negotiating team is recommending ratification by the City Council. In addition, the Public Works Unit has approved the On-Call Policy and the City's negotiating team is recommending approval by the City Council. FISCAL NOTE (Finance Department): The new Collective Bargaining Agreement was negotiated with minimal costs to the City of Black Diamond over the term of the agreement.		
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:		
RECOMMENDED ACTION: MOTION to adopt Resolution No. 16- ? (Clerk to assign number at adoption) authorizing the Mayor to execute a Collective Bargaining Agreement between the City of Black Diamond and the Teamsters Local Union No. 117 Public Works Unit.		
RECORD OF COUNCIL ACTION		
Meeting Date	Action	Vote
April 7, 2016	Motion to refer to committee.	Passed 3-2 (Deady, Edelman)
April 21, 2016		

RESOLUTION NO. 16-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF BLACK DIAMOND AND TEAMSTERS LOCAL UNION NO. 117 PUBLIC WORKS UNIT AND ADOPTING THE ON-CALL POLICY FOR THIS UNIT

WHEREAS, the Teamsters Local Union No.117 is the authorized bargaining representative for the Black Diamond Public Works Unit; and

WHEREAS, the Public Works Unit was formed in 2014; and

WHEREAS, the City negotiating team has reached tentative agreement with the Union for a Collective Bargaining Agreement ("CBA") through December 31, 2017; and

WHEREAS, the City negotiating team has recommended that the Council ratify the CBA; and

WHEREAS, the Council has reviewed the CBA and finds it is in the best interests of the City and its employees to authorize the Mayor to execute the CBA; and

WHEREAS, the Council has reviewed the On-Call Policy and finds it is in the best interests of the City and its employees to approve it;

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

Section 1. The City Council hereby authorizes the Mayor to execute the CBA as attached hereto as Exhibit A.

Section 2. The City Council hereby adopts the On-Call Policy as attached hereto as Exhibit B, incorporated by reference in the CBA.

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS ____ DAY OF ____
_____, 2016.**

CITY OF BLACK DIAMOND:

Carol Benson, Mayor

Attest:

Brenda L. Martinez, City Clerk

AGREEMENT

By and Between

THE CITY OF BLACK DIAMOND

and

**TEAMSTERS LOCAL UNION NO. 117
(PUBLIC WORKS UNIT)**

April __, 2016 – December 31, 2017

Table of Contents

ARTICLE 1 – DEFINITIONS.....	3
ARTICLE 2 – RECOGNITION	4
ARTICLE 3 – UNION SECURITY, MEMBERSHIP, AND DUES	5
ARTICLE 4 – NON-DISCRIMINATION	6
ARTICLE 5 – UNION ACTIVITY.....	7
ARTICLE 6 – MANAGEMENT RIGHTS.....	7
ARTICLE 7 – HOURS OF WORK	9
ARTICLE 8 – SENIORITY	9
ARTICLE 9 – OVERTIME AND CALL-BACK	10
ARTICLE 10 – HOLIDAYS	11
ARTICLE 11 – VACATION LEAVE	13
ARTICLE 12 – SICK LEAVE	15
ARTICLE 13 – OTHER LEAVE	17
ARTICLE 14 – HEALTH AND WELFARE BENEFITS.....	18
ARTICLE 15 – WAGES	20
ARTICLE 16 – DISCIPLINE AND SEPARATION.....	22
ARTICLE 17 – GRIEVANCE PROCEDURE.....	25
ARTICLE 18 – LAYOFF, FURLOUGH, AND RECALL.....	28
ARTICLE 19 – BARGAINING UNIT WORK.....	29
ARTICLE 20 – PERFORMANCE OF DUTIES/NO RIGHT TO STRIKE.....	29
ARTICLE 21 – SCOPE AND DURATION OF AGREEMENT	30

**AGREEMENT BETWEEN
CITY OF BLACK DIAMOND
and
TEAMSTERS LOCAL UNION NO. 117
(PUBLIC WORKS UNIT)**

PREAMBLE

This Agreement is entered into between the City of Black Diamond (the “Employer” or the “City”), a municipal corporation of the State of Washington, and Teamsters Local Union No. 117 (the “Union”), for the purpose of setting forth wages, hours, and working conditions which shall be in effect during the terms of this Agreement for employees in the bargaining unit, as determined by PERC Case 26514-E-14-3873, Decision 12133 (PECB, 2014), and defined in this Agreement.

It is the purpose of this Agreement to achieve and maintain harmonious relations, based upon a mutual respect and using a collaborative approach with the objective of fostering effective cooperation between the Employer and the Union, to provide for contractual conditions of work, to establish agreed standards of wages and hours, and to achieve peaceful and rapid resolution of any differences which may arise in accord with the terms of this Agreement.

ARTICLE 1 – DEFINITIONS

The following terms and phrases used in this Agreement are defined as follows:

“The Employer” or “the City”: The City of Black Diamond, Washington.

“The Union”: Teamster Local Union No. 117 (Public Works Unit).

Bargaining Unit: All regular full-time, regular part-time, seasonal, and initial/promotional probationary employees of the City of Black Diamond Public Works Unit, excluding certain supervisory and confidential employees.

Employees: Regular full-time, regular part-time, seasonal, and initial/promotional probationary employees in the bargaining unit covered by this Agreement, excluding certain supervisors and confidential employees.

Seasonal Employees: Seasonal employees are those employees hired for a limited term of employment, not to exceed six (6) continuous months on an annual basis. The Employer will hire seasonal employees only as needed in response to a temporarily expanded seasonal workload or in response to an emergency. Seasonal employees will not be used to displace

bargaining unit positions and, absent a mutual agreement, will not reduce the number of hours worked by bargaining unit members. Seasonal employees are members of the bargaining unit and subject to initiation/enrollment with Teamsters Local No. 117, however, seasonal employees are not eligible for benefits, do not accrue paid leave or seniority, serve “at will” without recourse to the grievance procedure, and are not entitled to any other benefits bestowed by this Agreement. Seasonal employee may transition to regular full-time or regular part-time status, subject to an initial probationary period of employment as described below.

Initial Probationary Employees: New employees hired by the Employer, serving an initial probationary period of employment prior to achieving regular full-time or regular part-time status.

Initial Probationary Period of Employment: The initial six (6) months of work—including holidays but excluding other leave—each initial employee of the Employer must complete in order to achieve regular full-time or regular part-time employment status. The initial probationary period of employment provides an opportunity for the Employer to evaluate the performance of new employees, and for new employees to evaluate working for the Employer. During the initial probationary period of employment, initial probationary employees serve “at will” and may be terminated with or without cause, and without recourse to the grievance procedure stated in this Agreement. The Employer retains the right to extend the length of the initial probationary period of employment on a case-by-case basis.

Promotional Probationary Employees: Existing employees serving a promotional probationary period of employment.

Promotional Probationary Period of Employment: A probationary period of work—including holidays but excluding other leave—each existing employee of the Employer must complete upon promotion or transfer to a new classification. For employees promoted within their existing department (“street to street” or “office to office” promotions), the promotional probationary period shall be thirty (30) days. For employees receiving a promotion or transfer to a new department (“street to office” promotions or transfers), the promotional probationary period shall be six (6) months. During the promotional probationary period of employment, if the Employer determines that an employee is not satisfactorily performing in a new classification, the Employer shall return to employee to his/her previously-held position. The Employer retains the right to extend the length of the promotional probationary period of employment on a case-by-case basis.

ARTICLE 2 – RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining representative for all employees in the bargaining unit, including all regular full-time, regular part-time, seasonal, and initial/promotional probationary employees in the Public Works Division, excluding all other employees.

ARTICLE 3 – UNION SECURITY, MEMBERSHIP, AND DUES

3.1 - Union Membership

It shall be a condition of employment that all employees of the Employer covered by this Agreement who are members of the Union in good standing on the effective date of this Agreement shall remain members in good standing and those who are not members on the effective date of this Agreement shall, on the thirtieth (30th) day following the effective date of this Agreement, become and remain members in good standing with the Union. It shall also be a condition of employment that all employees covered by this Agreement and hired on or after its effective date shall, on the thirtieth (30th) day following the beginning of such employment become and remain members in good standing in the Union. As used in this Article, "good standing" means that the employee is current in the payment of all required monthly dues and initiation fees.

3.2 - Dues or Fees / Payroll Deduction

The Employer shall deduct Union dues or fees for all employees who individually and voluntarily authorize in writing such payroll deduction for each month's paycheck(s). The Union shall designate the amount to be deducted. Such amount shall be remitted to the Union within a reasonable time, without unnecessary delay by the Employer. Authorization by employees shall be on a form mutually approved by the Employer and Union and may be revoked by the employee upon written request to the Employer and the Union.

3.3 - Equivalent Dues/Fees Payment

In accordance with RCW 41.56.122, objections to joining the Union based on *bona fide* religious tenets or teachings of a church or religious body, or other legally recognized objections determined by the Public Employment Relations Commission (PERC) or a Washington Court, shall be observed. Any such employees shall pay an amount of money equivalent to regular Union dues and initiation fees to a non-religious charity mutually agreed upon by the employee and the Union. The employee shall furnish written proof to the Union that such payment has been made. If the employee and the Union do not reach agreement on such matter, PERC shall designate the charitable organization.

3.4 – Failure to Comply

In the event an employee of the Union, who joins the Union and fails to maintain his/her membership in the Union by regular payment of dues and fees, the Union will notify the Employer, in writing, of such employee's nonpayment. The Employer agrees to advise the employee that his/her employment status with the Employer is in jeopardy, and that failure to meet his/her membership obligation of payment of Union dues will result in termination of employment within five (5) days following the next regular payroll payment date.

3.5 - Notification

The Employer shall annually, or at the specific request of the Union, provide the Union with a current list of all employees in the bargaining unit. The list shall include the name of each employee, date of hire, wage rate, job classification, and employment status.

The Employer will notify the Union of all newly hired employees hired into job classifications covered by this Agreement. The notification shall include the name of the employee, date of hire, wage rate, job classification, and employment status. The Employer will also notify the Union of any employee leaving the bargaining unit because of termination, layoff, promotion, demotion, transfer, or resignation. The notification shall include the name of the employee, date of termination, and job classification.

3.6 – PAC Contributions to D.R.I.V.E.

The Employer agrees to deduct from the paychecks of employees covered by this Agreement voluntary contributions to D.R.I.V.E. (Democrat, Republication, Independent Voter Education). The Union will notify the Employer of the amounts designated by each contributing employee, to be deducted from each paycheck. The Employer shall send to D.R.I.V.E. headquarters, on a monthly basis, a single check for the total amount deducted by employees, along with the name of each employee on whose behalf a deduction is made, the employee's Social Security number, and the amount deducted from each paycheck. Contributions made by employees under this Section are entirely voluntary. By agreeing to this provision, the Employer does not endorse or condemn any particular political views associated with D.R.I.V.E.

The International Brotherhood of Teamsters, Teamster Local Union No. 117, shall reimburse the Employer annually for the Employer's actual costs incurred in administering the payroll deduction plan. Reimbursement shall be paid by the Teamsters within thirty (30) days of submission by the Employer. In the event the Teamsters no longer serve as the bargaining representative of the Public Works Unit, this section of the Article shall automatically terminate.

3.7 - Hold Harmless

The Union agrees to indemnify and hold the Employer harmless for any and all liabilities that arise or by reason of actions taken by the Employer pursuant to this Article.

ARTICLE 4 – NON-DISCRIMINATION

4.1 – Non-Discrimination Based on Union Membership or Union Activity

In accordance with RCW 41.56, the Employer and Union agree that there shall be no discrimination against employees or Union officers because of membership in the Union or lawful union activity.

4.2 – Equal Opportunity, Anti-Harassment, and Non-Discrimination

Neither the Employer nor the Union shall discriminate against any employee or job applicant in violation of local, state, or federal employment laws and regulations. The Employer and the Union acknowledge their commitment and obligation to abide by all equal employment opportunity and non-discrimination laws. There shall be no discrimination, harassment, or retaliation based on race, color, religion, sex, sexual orientation, marital status, national origin, age, or the real or perceived presence of any sensory, mental, or physical disability that does not prevent the proper performance of the job, unless based upon a *bona fide* occupational qualification.

ARTICLE 5 – UNION ACTIVITY

5.1 – Conduct of Union Business

Union business, such as handling grievances or other legitimate routine matters authorized by this Agreement, may be conducted on the Employer's premises provided that such business does not interfere with the Employer's operations or business. The Employer shall not unreasonably deny entry. Scheduled Union meetings may be held in the Employer's facilities subject to the foregoing restrictions.

5.2 – Paid Release Time for Bargaining

One non-exempt employee may be on regular paid status for any bargaining session, or portion thereof, occurring during the employee's scheduled hours of work. If the employee is not on duty during bargaining, then the employee will not be paid by the Employer.

5.3 – Bulletin Boards

The Employer shall provide space in a non-public area for a bulletin board which may be used by the Union for Union-related business. Nothing posted on the bulletin board shall be derogatory toward the Employer, its elected officials, or other personnel. If the Employer determines that a posting is deemed to be derogatory, the Employer shall remove the posting and return it to a Union representative.

ARTICLE 6 – MANAGEMENT RIGHTS

6.1 – Purpose

The Union recognizes the Employer has a legitimate need to operate and manage its affairs in all respects in accordance with its lawful mandate, and the powers and authority which the Employer has not specifically abridged, delegated, or modified by this Agreement are retained by the Employer.

6.2 – Specific Rights Enumerated

In accordance with Washington law and RCW 41.56, the Employer and the Union agree to a specific list of management rights. Most notably, the direction of the workforce is vested exclusively with the Employer. This shall include, but is not necessarily limited to, the right to:

1. Direct and manage employees;
2. Hire, promote, transfer, assign, re-assign, and retain employees;
3. Suspend, demote, discharge, or take other disciplinary action against employees in accordance with the discipline and separation provisions of this Agreement;
4. Relieve employees from duty because of lack of work, budget constraints, or other legitimate reasons;
5. Maintain the efficiency of the Employer's operations;
6. Determine the methods, means, and personnel by which the Employer operates and conducts its business;
7. Develop, amend, and enforce reasonable written policies, procedures, rules, or regulations governing the workplace, including those described in the Employer's personnel policy manual, provided that such policies, procedures, rules, and regulations do not conflict with the provisions of this Agreement, and provided the Union may request to bargain the reasonableness of any amendments to policies, procedures, rules, and regulations impacting the terms and conditions of this Agreement; and
8. Take any reasonable actions necessary in conditions of emergency, regardless of prior commitments, to carry out the duties and mission of the Employer.

Provided, however, that items (1)-(8) above shall not conflict with any terms and conditions stated in this Agreement or other supplemental agreements with the Union.

6.3 – Notice to the Union of the Exercise of Management Rights

The Employer shall provide the Union with reasonable notice of the exercise of any management right that, in the Employer's opinion, may adversely affect wages, hours, or working conditions. The Employer agrees to engage in any impact bargaining over the effects of the exercise of any management right, including the reasonableness of amendments or revisions to its personnel policies impacting the terms and conditions of this Agreement, as required by Washington law and RCW 41.56.

6.4 – Mandatory Collective Bargaining Required

Except as provided in this Agreement, the Employer may neither alter, amend, nor modify any matters subject to mandatory collective bargaining under RCW 41.56 (*i.e.* wages, hours, and working conditions) during the term of this Agreement without first bargaining with the Union.

ARTICLE 7 – HOURS OF WORK

7.1 – FLSA Work Week

For all non-exempt employees, the designated work week shall consist of forty (40) hours within a consecutive seven (7) day period. The work week shall begin at 12:00 a.m. Monday and end at 11:59 p.m. on Sunday, unless otherwise specified.

7.2 – Work Schedule for Non-Exempt Employees

The work week for non-exempt regular full-time employees shall normally be comprised of eight (8) consecutive hours of work, totaling forty (40) hours per work week (a “5/8” schedule). However, the Employer may assign employees to a work schedule different from the 5/8 schedule in order to meet business and customer service needs. In the event of a deviation from the 5/8 schedule, the Employer will provide affected employees with ten (10) working days’ notice, except by mutual agreement. Absent mutual agreement, employees will be provided at least two (2) consecutive days off per work week and will not be required to work split shifts. Nothing in this Article prevents the Employer from changing work schedules in response to emergency situations.

- a. **Meal Period** – Employees are provided with a thirty (30) minute unpaid meal period per regular work shift, to be taken as close to the middle half of each regular work shift as reasonably possible, in no event taken no less than two (2) hours and no more than five (5) hours from the beginning of a work shift. If an employee is required by the Employer to remain on duty during a meal period, the employee shall be paid for the meal period.
- b. **Rest Periods** – Employees are provided with two (2) fifteen (15) minute paid rest breaks per regular working shift, to be taken approximately midway in each half of the regular work shift. An employee required to work beyond ten (10) consecutive hours in any one day shall be provided another fifteen (15) minute rest period after the ten (10) hour threshold. Rest periods shall be scheduled to avoid interfering with the Employer’s operations and service, provided employees are not required to work more than three (3) hours without a rest break.

ARTICLE 8 – SENIORITY

8.1 – Definition of Seniority

- c. **Seniority within the Employer**—the length of continuous employment of a regular full-time employee, regular part-time employee, or promotional probationary employee with the Employer. Seniority within the Employer shall begin on the date of hire.
- d. **Seniority within a Classification**—the length of continuous employment of a regular full-time employee, regular part-time employee, or promotional probationary employee

within a particular job classification. Seniority within a classification shall begin on the date of transfer to a new classification.

8.2 – Employee Classifications

- a. **Regular Full-Time, Regular Part-Time, and Promotional Probationary Employees –** Seniority applies to regular full-time, regular part-time, and promotional probationary employees. Regular part-time employees earn seniority based on a pro-rated percentage of regular full-time employees (for example, a 0.5 regular part-time employee working 20 hours per week will earn 0.5 service credits per month).
- b. **Initial Probationary Employees –** Initial probationary employees shall not have seniority during the initial probationary period of employment. Upon completion of the initial probationary period of employment, an employee's most recent date of hire with the Employer shall be the employee's seniority date.

8.3 – Breaks in Seniority

Seniority shall be broken by resignation, discharge supported by just cause, retirement, layoff of more than twelve (12) months, or failure to return in accordance with the terms of a leave of absence or when recalled from layoff. A break in seniority results in a loss of seniority.

ARTICLE 9 – OVERTIME AND CALL-BACK

9.1 Overtime Eligibility and Requirements

Overtime is provided only to employees who are not exempt from coverage under state and federal wage and hour laws. As a condition of employment, overtime may be required when determined by the Employer. Overtime must be authorized in writing by the Employer before any overtime hours are worked.

9.2 – Overtime Hours

Overtime is defined as hours worked in excess of forty (40) hours in a work week. Hours worked in a work week exclude periods of paid leave, including holidays, vacation, sick leave, and all other forms of paid leave.

9.3 – Overtime Compensation

Overtime is paid at a rate of one and one-half (1.5) times an employee's regular rate of pay.

9.4 – Call-Back

Employees may be called back to work outside of regular working hours. Only designated employees will be subject to mandatory call-back, in accordance with the stand-by provisions of Article 9.5 below and the Employer's stand-by/on-call policy.

9.5 – Stand-By “On-Call”

Employees placed on stand-by receive 0.75 hours of pay at their regular rate for each eight (8) hour stand-by shift. All other terms are stated in the Employer’s stand-by/on-call policy. The Employer agrees to notify the Union of any proposed changes to the stand-by policy impacting wages, hours, or working conditions. Solely for purposes of this section, the parties agree that employees of the Public Works Division, including supervisors, who are not members of the bargaining unit may be assigned to stand-by shifts and any associated on-call/call-back work.

9.6 – Compensatory Time

With the approval and at the discretion of the Employer, non-exempt employees may request to accrue compensatory time in lieu of overtime pay. In such cases, compensatory time shall accrue at the rate of one and one-half (1.5) hours for each overtime hour worked.

Compensatory time is intended as a benefit to employees. Under no circumstances shall an employee be required to accept compensatory time instead of overtime pay.

- a. **Scheduling Compensatory Time Off** - Employees must request to use compensatory time in advance with the Employer. Employees who request compensatory time off shall be permitted to use such time with a reasonable period after making a request, provided the use of compensatory time off does not unduly impact the Employer’s operations. The Employer reserves the right to control the scheduling of compensatory time off to ensure operational and departmental needs are met.
- b. **Maximum Accrual** - The maximum accrual of compensatory time is forty (40) hours. Employees who have reached the maximum accrual will receive pay for additional hours worked at applicable overtime or straight time rates.
- c. **Cash-Out** – Compensatory time not used by November 30, or scheduled by November 30 for use before the end of the calendar year, will be cashed out in the first regular payday following November 30. Compensatory time will also be cashed out for employees who separate, voluntarily or involuntarily, from the Employer. All cash outs will be paid at employees’ straight time rates.

ARTICLE 10 – HOLIDAYS

10.1 – Recognized Holidays

The following holidays are recognized by the Employer for all regular full-time, regular part-time, and initial/promotional probationary employees of the bargaining unit:

New Year’s Day	January 1
Dr. Martin Luther King Jr. Day	3 rd Monday of January
President’s Day	3 rd Monday of February
Memorial Day	4 th Monday of May

Independence Day	July 4
Labor Day	1 st Monday of September
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday of November
Day After Thanksgiving	4 th Friday of November
Christmas Day	December 25
Floating Holiday (1)	Discretionary

Holidays begin at 12:01 a.m. and end at 12:00 p.m. on the designated date.

10.2 – Holidays During Paid Leave

Holidays occurring during employees' absence on paid vacation or paid sick leave shall not be considered part of the vacation or sick leave expended.

10.3 – Holiday Pay for Non-Exempt Employees

Non-exempt regular full-time employees, including initial/promotional probationary employees, not required to work on a holiday are paid their regular rate of pay for the holiday. Non-exempt regular full-time employees, including initial/promotional probationary employees, required to work on a holiday may choose one of two options:

1. The employee may take the next convenient regular work day off, or if less than a full day was actually worked on a holiday, the applicable number of holiday hours worked, if within the same work week. The determination of "convenient" shall be mutually agreed upon by the Employer and affected employee.
2. The employee may be paid at the rate of two (2) times their regular rate of pay for those hours worked falling on a holiday.

Non-exempt regular part-time employees, including initial/promotional probationary employees, will receive a pro-rated portion of holiday pay based on works worked by regular full-time employees. Non-exempt regular part-time employees, including initial/promotional probationary employees, are only eligible to receive holiday pay for holidays falling on days the employees were regularly scheduled to work.

10.4 – Holidays on Saturday and Sunday

Any holiday falling on a Saturday will be celebrated on the preceding Friday. Any holiday falling on a Sunday will be celebrated on the following Monday.

10.5 – Floating Holiday

Regular full-time, regular part-time, and promotional probationary employees who have been employed by the Employer for at least one (1) year may select one (1) floating holiday each calendar year, subject to approval of the Employer. Dates requested by Employees will be approved based on the following criteria:

1. An employee gives at least seven (7) days advance notice to the Employer, unless mutually agreed otherwise.
2. The particular day selected by an employee does not prevent the Employer from providing continued public service or otherwise unduly impact Employer operations.
3. The floating holidays must be taken each calendar year. Floating holidays do not rollover from year to year. At the discretion of the Employer, when an employee has reasonably made requests to use a floating holiday, and those requests have been denied, the floating holiday may be carried over to the earliest convenient date in the next calendar year. The determination of "convenient" shall be mutually agreed upon by the Employer and the affected employee.
4. Regular part-time employees, including promotional probationary employees who work on a part-time basis, will receive a pro-rated portion of floating holiday hours based on works worked by regular full-time employees (for example, a regular 0.5 part-time employee working 20 hours per week earns one-half (0.5) floating holiday per calendar year).

ARTICLE 11 – VACATION LEAVE

11.1 – Vacation Accrual

Regular full-time employees of the bargaining unit, including initial/promotional probationary employees, earn vacation leave as follows:

Year of Employment	Vacation Hours Earned Per Year
0-5 years	12 vacation days per year (8 hours per month) (1 day per month)
6-9 years	15 vacation days per year (10 hours per month) (1.25 days per month)
10-15 years	18 vacation days per year (12 hours per month) (1.5 days per month)
16-19 years	21 vacation days per year (14 hours per month) (1.75 days per month)
20+ years	24 vacation days per year (16 hours per month) (2 days per month)

Regular part-time employees of the bargaining unit, including initial/promotional probationary employees, earn a pro-rated portion of vacation leave based on hours worked by regular full-time employees (for example, a regular 0.5 part-time employee working 20 hours per week, with 0-5 years of seniority, shall earn six (6) vacation days per year).

Vacation time is accrued from the date of hire, but cannot be used by initial probationary employees until the successful completion of the seventh (7th) month of the initial probationary period. If an initial probationary employee separates employment from the Employer (for any reason) prior to completion of the initial probationary period of employment, the cash out of vacation leave shall be granted if the employee separates in good standing (as determined by the Employer).

Vacation leave may not be used in the month it is earned.

11.2 – Vacation Carry-Over

Employees may only carry-over accrued vacation leave from calendar year to calendar year in the amounts set forth below. Once an employee reaches the applicable threshold, the employee shall not accrue any additional vacation leave unless approved by the Employer.

0-5 years	144 hours maximum
6-9 years	180 hours maximum
10-15 years	216 hours maximum
16-19 years	252 hours maximum
20+ years	288 hours maximum

The allowed carry-over of vacation leave for eligible regular part-time employees is based on a pro-rated portion based on the hours worked by regular full-time employees (for example, a regular 0.5 part-time employee working 20 hours per week, with 0-5 years of seniority, shall be permitted to carry over a maximum of 72 hours per calendar year).

11.3 – Vacation Requests

The Employer retains the right to approve and deny vacation requests. Vacation days may not be taken without prior approval from the Employer. Employees are responsible for planning their annual vacation leave and submitting vacation requests to the Employer well in advance of the leave requested so that disruption to the Employer's operations is minimized. Vacation requests shall be submitted in writing to an employee's immediate supervisor. If an immediate supervisor is unavailable, the request shall be submitted to the Public Works Director. Vacation requests shall normally be approved or denied within five (5) working days of their submission, although employees may request expedited processing if warranted by the circumstances. In the event of a bona fide staffing emergency, the Employer retains the right to cancel scheduled vacations. Vacation may be taken in increments of one-half (0.5) hour.

ARTICLE 12 – SICK LEAVE

12.1 – Sick Leave Accrual

Regular full-time employees of the bargaining unit, including initial/promotional probationary employees, earn paid sick leave at the rate of eight (8) hours per month. Paid sick leave is accrued from the date of hire. Absent exigent circumstances, approved by the Employer in advance, initial probationary employees may not use accrued paid sick leave until the successful completion of the seventh (7th) month of the initial probationary period.

Regular part-time employees of the bargaining unit, including initial/promotional probationary employees, earn a pro-rated portion of paid sick leave based on hours worked by regular full-time employees (for example, a regular 0.5 part-time employee working twenty (20) hours weekly earns four (4) hours of paid sick leave per month).

Sick leave that is accrued, but unused, in a calendar year shall be accumulated for subsequent calendar years, up to a maximum accrual of one thousand and forty hours (1,040). Employees granted paid sick leave continue to accrue paid sick leave while on paid sick leave.

12.2 – Permitted Use of Sick Leave

Paid sick leave is a conditional benefit based on qualifying medical conditions or circumstances. Employees may use paid sick leave for the following situations:

1. The employee's own health condition (illness, injury, physical or mental disability, or any period of temporary disability resulting from pregnancy or childbirth).
2. The employee's forced quarantine in accordance with community health requirements.
3. The employee's medical or dental appointments, or those of the employee's immediate family, provided the employee makes a reasonable effort to schedule the appointments at times minimizing a disruption of the Employer.
4. As an extension of bereavement leave, in accordance with the terms of this Agreement governing bereavement leave.
5. Illness of a member of the employee's immediate family which requires the employee to provide care for the immediate family member.
6. The lawful use of a prescription drug which impairs the employee's job performance or safety.
7. Attendance at appointments as part of any Employee Assistance Program (EAP) offered by the Employer.
8. Any other situation where sick leave is required by applicable law or legal authority.

For purposes of this section, "immediate family" includes spouse, domestic partner, children, stepchildren, foster children, siblings, grandparents, parents of the employee or the employee's spouse, grandchildren, and any other familial inhabitant of the employee's household.

12.3 – Sick Leave Procedure

1. Sick leave may not be taken without prior approval from the Employer. To request sick leave, an employee shall inform the Employer as soon as possible and indicate the reason for the sick leave.
2. Sick leave may not be used during the month in which it is earned.
3. For absences in excess of three (3) consecutive sick days, or when the Employer has reason to believe sick leave is being improperly taken, the Employer may require the employee to obtain a doctor's statement verifying the necessity for use of sick leave. The Employer retains the right to request a second opinion from an independent doctor, specified by the Employer, and at the Employer's expense.
4. The Employer may, at its discretion, require that an employee be evaluated by an independent doctor, specified by the Employer, and at the Employer's expense, to determine whether the employee is able to perform the essential functions of their job, to determine any functional limitations the employee's condition may impose on his/her job duties, and to assist in evaluating the employee's return to work options and any reasonable accommodation.
5. Prior to returning to work, the Employer may require a written release from an employee's doctor certifying the employee's fitness to return to duty.
6. Employees who fail to provide proper notice, obtain a doctor's statement when requested, or who otherwise violate this section may be denied paid sick leave and/or may be subject to disciplinary action.

12.4 – Sick Leave Donation

Employees are permitted to donate a portion of their accumulated paid sick leave to other employees in accordance with the terms and conditions stated in the Employer's personnel policy manual.

12.5 – Sick Leave Cash-Out

Upon separation of employment in good standing (as determined by the Employer), regular full-time, regular part-time, and promotional probationary employees may receive compensation for accrued, but unused, paid sick leave based on the following formula:

End of probationary period of employment through Year 1	0% cash-out
Year 1 through Year 5	10% cash-out

Year 6 through Year 12	20% cash-out
Year 13 through Year 20	30% cash-out
Year 21 through Year 24	40% cash-out
Year 25 and over	50% cash-out

ARTICLE 13 – OTHER LEAVE

13.1 – Paid and Unpaid Leave Required by State or Federal Law

The Employer provides employees with family and medical leave, pregnancy disability leave, military leave, and other paid and unpaid leave required by state and federal law, including:

- a. Family and Medical Leave (29 USC § 2601 et seq. and RCW 49.78).
- b. Family Care Act Leave (RCW 49.12.265).
- c. Pregnancy Disability Leave (RCW 49.60).
- d. Leave for Victims of Domestic Violence, Sexual Assault, and Stalking (RCW 49.76).
- e. Leave for Spouses of Deployed Military Personnel (RCW 49.77).
- f. Leave for Certain Emergency Services Personnel (RCW 49.12.460).

Leave eligibility, benefits, and requirements are determined by applicable state or federal law and will be administered according to the Employer's personnel policies manual. In the event the Employer's personnel policies manual conflicts with state or federal law, then the minimum requirements of the law shall apply.

13.2 – Bereavement Leave

Regular full-time, regular part-time, and initial/promotional probationary employees are entitled to up to five (5) days of paid bereavement leave for the death of an immediate family member. The specific length of paid bereavement leave shall be determined by the Employer.

For purposes of this section, "immediate family" includes spouse, domestic partner, children, stepchildren, foster children, siblings, grandparents, parents of the employee or the employee's spouse, grandchildren, and any other familial inhabitant of the employee's household.

For regular full-time and regular part-time employees, including promotional probationary employees but excluding initial probationary employees, any additional bereavement leave needed by an employee may be deducted from any accrued paid time off, including paid vacation leave and paid sick leave, if available. Paid bereavement leave, or other paid leave taken as additional bereavement leave, must be taken within thirty (30) days of the date of death of an immediate family member.

13.3 – Unpaid Religious Leave

Pursuant to RCW 1.16.050(3), an employee is entitled to two (2) unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. Leave will be provided in accordance with Washington law and the Employer's personnel policies manual. In the event the Employer's personnel policies manual conflicts with Washington law, then the minimum requirements of the law shall apply.

13.4 – Jury Duty

Employees are entitled to leave for jury duty service as required by law. Regular full-time and regular part-time employees, including initial/promotional probationary employees, shall be paid their straight time rate of pay for all hours of jury duty occurring during their regular working hours, provided they comply with the following conditions:

1. The employee remits to the Employer all compensation received for jury duty service (excluding travel or other reimbursable expenses).
2. The employee provides his/her jury duty summons to the Employer as soon as possible after it is received. Upon completion of jury duty service, the employee must also provide the Employer with proof of jury service.
3. The employee reports back to work on each day that they are released from jury duty during their regular working hours.

All employees of the bargaining unit receive leave if subpoenaed to testify in a judicial proceeding. The Employer retains the right to treat the leave as unpaid leave, unless the employee is a witness in a lawsuit or legal matter involving the Employer.

13.5 – Other Leaves of Absence

The Employer retains the right to grant an unpaid leave of absence to employees who require a leave of absence not covered by any other type of leave and who have exhausted all available leave banks. The decision to grant unpaid leave is determined by the Employer on a case-by-case basis. The terms of conditions of an unpaid leaves of absence are set by the Employer's personnel policies manual.

ARTICLE 14 – HEALTH AND WELFARE BENEFITS

14.1 – Eligibility for Insurance Benefits

Regular full-time employees, including promotional probationary employees who are employed on a full-time basis, are eligible for enrollment in the Employer's health insurance plans. Regular part-time employees working more than thirty (30) hours per week are also eligible for enrollment in the Employer's health insurance plans. Initial probationary employees are eligible for enrollment in the Employer's health insurance plans in the first full calendar month following the month of hire.

14.2 – Health Insurance Benefits

The Employer offers health insurance to eligible employees, their spouses, and their dependents through the Association of Washington Cities (AWC). The Employer offers the choice of two health plans: (1) AWC HealthFirst “No Deductible,” and (2) AWC Group Health \$10 Co-Pay. The Employer shall pay 100% of the premium for eligible employees and 75% of the premium for spouses and dependents. Eligible employees are responsible for payment of 25% of the premium for spouses and dependents. The terms and conditions of enrollment and coverage are stated in the Employer’s personnel policies manual and/or AWC’s enrollment materials. The Employer reserves the right to make changes to both the insurance carrier and the specific health insurance plans offered to employees, but will bargain the impacts of any such changes.

- a. **AWC Plan Elimination Deadline**—Effective January 1, 2018, the parties agree and understand that both health plans currently offered by the Employer will be terminated by AWC. The parties agree to begin discussions in 2016 or early 2017 concerning replacement plans.
- b. **Re-Opener in 2015** – In September of 2015, or on another date mutually agreed by the parties, the parties agree to reopen contract negotiations for purposes of bargaining movement from AWC health plans to health plans offered by the Washington Teamsters Welfare Trust. Any 2015 cost-savings recognized by movement to the Washington Teamsters Welfare Trust over those rates offered by a comparable AWC plan shall be split 50/50 between the parties, meaning the City will recognize 50% of the cost savings and will apply the remaining 50% into contractual economic enhancements for bargaining unit members (e.g. lump-sum payment, wage increase, reduced cost-sharing, or other proposals).

14.3 – Dental Insurance Benefits

The Employer offers dental insurance through Delta Dental. The Employer pays 100% of the cost of premiums. The Employer reserves the right to change dental insurance carriers and plans assuming benefit levels are not substantially altered.

14.4 – Employee Assistance Program

The health insurance plan selected by employees may offer a voluntary Employee Assistance Program (EAP). The program, if available through the health insurance plan, offers voluntary professional and confidential counseling and assistance to employees whose job performance, health, or well-being are adversely affected by personal reasons. Employees who seek such counseling and assistance may elect to use accrued paid sick or vacation leave for time spent during working hours.

14.5 – Industrial Insurance

Industrial insurance during regular working hours shall be provided in accordance with Washington law.

14.6 – Life Insurance

The Employer provides life insurance through Standard Life and Accident Insurance Company. The Employer pays 100% of the cost of premiums and provides coverage in the amount of \$20,000 per employee and a limited option of up to \$1,000 per spouse/child. The Employer reserves the right to change life insurance carriers and plans assuming benefit levels are not substantially altered.

14.7 – Long-Term Disability Insurance

The Employer provides long-term disability insurance through Standard Life and Accident Insurance Company. The Employer pays 100% of the cost of premiums. The Employer reserves the right to change life insurance carriers and plans assuming benefit levels are not substantially altered.

14.8 – Vision and Orthodontia Coverage

In conjunction with its health insurance plans, AWC offers optional enrollment in vision and orthodontia coverage. The current plan offerings are Vision Service Plan – Full Family (\$25 deductible) and Orthodontia – Plan V. Both plans require 100% participation by the bargaining unit. The bargaining unit, as a whole, may elect to enroll in these plans at their sole expense.

14.9 – Benefits During Leaves of Absence

Unless otherwise required by law, employees on unpaid leaves of absence do not receive or accrue employee benefits. Eligible employees may, however, elect at their sole expense to continue their health insurance coverage at regular rates.

ARTICLE 15 – WAGES

15.1 – Classifications, Wages, and Salary Schedule

Wages, steps, and ranges for all employee classifications in the bargaining unit are listed in Appendix A to this Agreement.

15.2 – Step Dates

Regular full-time, regular part-time, and promotional probationary employees shall have their wages increased to the next step on their step-increase eligibility date, upon a satisfactory performance evaluation, and subject to the availability of funding in their department. For all employees hired on or before June 1, 2015, the step-increase eligibility date is the first day of the month of hire. For all employees after June 1, 2015, including all future employees, the step-increase eligibility date is the first day of the month of hire if hired from the 1st through the 15th of the month, or the first day of the month following the month of hire if hired from the 16th through the 31st of the month.

15.3 – Higher Education Premium

Regular full-time, regular part-time, and initial/promotional probationary employees are eligible for the following higher education premiums added to their regular rate of pay:

- | | |
|------------------------------------|------|
| • Associate Degree (2 year degree) | 2.0% |
| • Bachelor Degree (4 year degree) | 4.0% |
| • Masters, Professional, or PhD | 6.0% |

Premiums for multiple degrees do not compound. Each employee eligible for a higher education premium must present a copy of his/her degree to the Employer. A copy of the degree will be included in the employee's personnel records. The Employer will review each degree to determine whether the degree qualified for a higher education premium. The Employer may verify the legitimacy of any degree presented by an employee.

15.4 – Certification Premium

In lieu of a higher education premium provided by Section 15.3 of this Article, regular full-time, regular part-time, and initial/promotional probationary employees are eligible for certification premiums added to their regular rate of pay. Employees receiving certification premiums shall receive a premium of thirty-five dollars (\$35) per month per eligible certification, to a maximum of one-hundred and forty (\$140) dollars per month.

Certifications held by an employee are eligible for certification premiums only if they exceed the minimum qualifications of the classification held by the employee and provide a benefit to the Employer. In making these determinations, the Employer will review the employee's job description and consider input provided by the employee, the employee's immediate supervisor, and the Public Works Director. If an employee's request for a certification premium is denied, the employee may appeal to the Mayor for a final determination.

Certifications eligible for premium pay may include, but are not necessarily limited to, the following:

- CDL Class A or Class B
- CDL Endorsement for Hazardous Waste
- CDL Endorsement for Tanker
- Water Distribution Specialist (Trainee, I, and II)
- Water Distribution Manager (I, II, III, and IV)
- Waste Water Collection Specialist (I and II)
- Cross Connections Control Specialist
- Water Treatment Plant Operator (I and II)
- Septic System Inspector
- Backflow Prevention Assembly
- Asbestos Pipe
- Traffic Signal Technician

- Roadway Lighting Specialist
- Playgrounds
- Associate Signs & Markings Specialist (I, II, and III)

Any employee seeking certification is personally responsible for initial certification costs. Prior to incurring such costs, an employee should formally receive a determination from the Employer that the certification will qualify for a premium. If an employee is required to attend classes in order to obtain an eligible premium, the employee may request release time (unpaid unless the employee elects to use paid vacation or compensatory time off) or a modified work schedule. The Employer will accommodate requests for release time or a modified work schedule when operationally feasible. Once an employee has received an eligible certification, the Employer shall pay for all subsequent renewal fees. Payment for eligible certifications will become effective at the beginning of the next pay period and will not be paid retroactively. If an employee is promoted or transferred into a new classification, and a certification previously eligible for premium pay becomes a minimum qualification of the new classification, then the premium pay for that certification shall cease.

Multiple certifications held within the same series (*i.e.* CDL Class A and B) only qualify for one premium. Each employee eligible for a certification premium must present a copy of their certification to the Employer, to be included in the employee's personnel file. The Employer may verify the legitimacy of any certification presented by an employee.

15.5 – Pension Contribution

The Employer shall make pension contributions to Washington's Public Employees' Retirement System (PERS) for each eligible employee, based on the terms and conditions imposed by Washington law. Participating employees shall pay any required amounts towards contribution costs by means of a payroll deduction.

15.6 – Deferred Compensation Contribution

The Employer participates in the Washington State Deferred Compensation Program. Regular full-time, regular part-time, and initial/promotional probationary employees may voluntarily participate as an avenue to save for retirement. Each calendar year, the Employer shall determine the amount it will contribute as part of a matching program. As of the signed date of this Agreement, the Employer provides up to a \$25.00 per month matching contribution, although this amount is subject to upward or downward adjustment. Participation in the Washington State Deferred Compensation Program and the Employer's matching program shall be regulated by Washington and guidance from the Internal Revenue Service.

ARTICLE 16 – DISCIPLINE AND SEPARATION

16.1 – In General

All employees of the bargaining unit are expected to comply with the Employer's policies governing anti-harassment, anti-discrimination, and the code of conduct. All discipline and

discharge actions for regular full-time, regular part-time, and promotional probationary employees shall be for "just cause." The Employer retains the right to discipline and initial probationary employees as "at will" employees, with or without cause, and without recourse to the grievance procedure stated in this Agreement.

16.2 – Disciplinary Steps

Disciplinary action may include the following:

- a. Verbal warning.
- b. Written reprimand.
- c. Reassignment resulting in adverse economic impact.
- d. Suspension without pay.
- e. Permanent or temporary demotion.
- f. Discharge.

Progressive discipline is generally preferred, but not required. The Employer may tailor discipline to respond to the nature and severity of the offense and the employee's prior disciplinary record. The steps of the discipline structure will usually be sequential unless the gravity of an offense, or other extenuating circumstances, justify a more severe response.

16.3 – Verbal Warnings and Written Reprimands

- a. **Verbal warning** – The Employer may issue a verbal warning at any time for cause. A verbal warning shall carry no additional penalty. The Employer may record having issued a verbal warning. If the Employer records the instance of a verbal warning, then the record shall reflect the nature and date of the offense, the date of the verbal warning, and the substance of the warning.
- b. **Written reprimand** – The Employer may issue a written reprimand at any time for cause. A written reprimand must state the nature and date of the offense, describe the expected employee behavior, and cite the authority (Employer authority, professional expectations, or the law) for the expected employee behavior. A written reprimand shall carry no additional penalty.
- c. **Grievance procedure** – Verbal warnings are not subject to the grievance procedure. Written reprimands may be grieved through Step 2 of the grievance procedure. If the Union has grieved a written reprimand through Step 2 of the grievance procedure and the Employer later relies on the written reprimand for purposes of imposing a higher level of discipline, then the Union shall have the opportunity at grievance arbitration to contest the merits of the written reprimand alongside the higher level of discipline.

16.4 – Discipline Procedure Other Than Verbal Warning or Written Reprimand

- a. **Notice of Intent to Discipline** – If the Employer intends to impose discipline other than a verbal warning or written reprimand, the Employer shall inform the employee in writing. The written notice shall describe the event or conduct to enable the employee to understand the general nature of the concern or allegations. The Employer may provide written notice either before or after conducting a preliminary investigation.
- b. **Pre-Disciplinary Meeting** – Upon at least twenty-four (24) hours written notice to both the employee and the Union, the Employer may call a pre-disciplinary meeting at which the Employer will state its concerns or allegations, modified by what it has learned to date through any investigation or otherwise, and provide the employee an opportunity to respond. The employee may elect to attend the pre-disciplinary meeting accompanied by a Union representative.
- c. **Disciplinary Decision** – No sooner than the day following the close of a pre-disciplinary meeting, but no later than twenty-one (21) working days after the close of a pre-disciplinary meeting, the Employer shall inform the employee and the Union in writing of the Employer's decision.

16.5 – Employer Investigations

- d. **Duty to Cooperate** – Employees have an obligation to cooperate with any investigation conducted by the Employer. Failure to do so will be considered insubordination and will be grounds for discipline.
- e. **Union Representation** – If the Employer elects to conduct a disciplinary investigation, an employee is entitled, at his/her request, to have Union representation during any investigatory interview conducted by the Employer that the employee reasonably believes may result in his/her discipline or discharge. During such an investigatory interview, a participating Union representative will be given the opportunity to ask questions, offer additional information, and counsel the employee, but may not obstruct the Employer's investigation.
- f. **Administrative Leave** – The Employer may, at its discretion, place employees on paid administrative leave during an investigation. Employees on such paid administrative leave must remain available during their normal hours of work and are not permitted to accept outside employment. Placement on paid administrative leave is not subject to the grievance procedure stated in this Agreement.

16.6 – Resignation and Retirement

Employees are expected to provide a minimum of two weeks' notice of planned resignations or retirements.

16.7 – Right to Inspection of Personnel Files

An employee, upon written request to the Employer, shall have the right to inspect the entire contents of his/her personnel file. The inspection shall take place on the Employer's premises at a date and time mutually agreeable to the Employer and employee.

16.8 – Removal of Disciplinary Records

Employees may request, in writing, the removal of disciplinary records from their personnel files in accordance with the following terms and conditions:

- a. Verbal Warning – Written records of a verbal warning may be removed after twelve (12) months without a reoccurrence of the same or similar conduct giving rise to the verbal warning.
- b. Written Reprimand – Written reprimands may be removed after twelve (12) months without a reoccurrence of the same or similar conduct giving rise to the written reprimand.
- c. Suspensions – Suspensions may be removed after thirty-six (36) months without a reoccurrence of the same or similar conduct giving rise to the written reprimand.

When a disciplinary record is removed from an employee's personnel file, it shall not be considered for purposes of progressive discipline, but may be introduced as evidence by either the Employer or the Union during grievance arbitration. Records of disciplinary action removed from personnel files in accordance with this Article shall be kept by the City as required by Washington state records retention laws and the Employer's records retention policies.

ARTICLE 17 – GRIEVANCE PROCEDURE

17.1 – In General

The Employer and the Union recognize the need for fairness and justice in the adjudication of employee grievances. Employees are encouraged to attempt to resolve complaints through informal discussions with the Employer and any applicable supervisors. An employee presenting an informal grievance shall have the option of being accompanied by a Union representative. If a grievance cannot be resolved informally, the grievance will be settled according to the procedure provided below.

17.2 – Definition of Grievance

A grievance is a dispute between the Employer and the Union, on the Union's own behalf or on behalf of an employee or group of employees, over an alleged violation, misinterpretation, or misapplication of an express Article, section, term, or provision of this Agreement. Verbal warnings are not subject to the grievance procedure. Written reprimands may only be grieved pursuant to the terms of Article 16.3(c).

17.3 – Election of Remedies

The Employer and the Union expect the procedures contained in this Agreement, if applicable, to be the sole remedy for grievances. The Employer and the Union also recognize that employees have legal rights independent of this Agreement. If the Union seeks arbitration of a dispute within the procedure established by this Agreement, that election shall be deemed to have waived external remedies to the extent allowed by state and federal law. If an employee or the Union seeks redress or review from any external body, whether administrative or judicial, then whether or not such body accepts the matter for review, the Union and/or the employee shall have elected the external remedy to the exclusion of all rights under this Agreement.

17.4 – Time Limits

To timely initiate the grievance process, a party must file a formal written grievance within ten (10) working days beginning on the date the party knew, or reasonably should have known, of the events giving rise to the grievance.

For purposes of this Article, “working day” shall be defined as Monday through Friday, excluding holidays recognized by the Employer. Submissions will be considered timely under this Article if they are received by 5:00 p.m. on the last day of an applicable time limit.

The day after the event, act, or omission shall be the first day of a timeline under this Article. In the event a time limit under this Article falls on a weekend or holiday, the deadline will be automatically extended to the following working day.

Time limits within the grievance procedure may be waived or extended by the mutual agreement of the parties. If the Union, on behalf of itself or employees, fails to act or respond within the specified time limits, the grievance shall be considered waived. If the Employer fails to respond within the specified time limits, the grievance shall proceed to the next step of the grievance procedure.

17.5 – Required Content of Grievance

A grievance must satisfy the following conditions:

1. Be submitted in writing.
2. Describe the facts giving rise to the grievance with sufficient particularity to permit the Employer to understand the nature of the grievance.
3. Identify the provision(s) of the Agreement allegedly violated.
4. Identify the aggrieved employee(s).
5. Identify the remedy sought.
6. Be signed and dated by the Union representative and/or the affected employee(s).

17.6 – Grievance Procedure

1. **Step 1** – The grievance procedure shall be initiated by personally serving a grievance upon the Mayor, City Administrator, or the Human Resources Director. The grievance must be served within ten (10) working days beginning on the date the party knew, or reasonably should have known, of the events giving rise to the grievance. Thereafter, the immediate supervisor (if applicable, otherwise, the Human Resources Director) shall respond in writing to the Union and the aggrieved employees within ten (10) working days.
2. **Step 2** – If the grievance is not resolved at Step 1, then within ten (10) working days of the Employer's written response in Step 1, a written appeal, signed by the Union and/or the affected employee(s), shall be personally served upon the Mayor, City Administrator, or the Human Resources Director. The Employer, acting through the Mayor, shall thereafter schedule a meeting with the Union and aggrieved employee(s) within fifteen (15) working days from receipt of the written appeal. During the meeting, aggrieved employees have the right to be accompanied by a Union representative. Thereafter, the Mayor shall respond in writing to the Union and the aggrieved employees within ten (10) working days.
3. **Step 3, Arbitration** – If the grievance is not resolved at Step 2, the parties may proceed to final and binding arbitration. Prior to arbitration, the parties may mutually agree to first proceed with mediation, in which case the timelines for arbitration shall be extended to accommodate the mediation process.
 - a. **Notice** – Within twenty (20) working days following receipt of the Employer's written response in Step 2, the Union shall notify the Employer, in writing, of its intent to proceed with arbitration.
 - b. **Arbitrator Selection** – After the Union has provided timely notice of its intent to proceed with arbitration, the parties shall select an impartial arbitrator within thirty (30) working days. If the parties cannot mutually agree on an impartial arbitrator who is able and willing to serve on a timely basis, the parties will request a list of nine (9) impartial arbitrators able to abide by time limitations. The list will be provided by the Public Employment Relations Commission (PERC) or the American Arbitration Association (AAA). In the event the parties cannot agree on the source of an impartial list, then the list shall be provided by PERC. Once a list has been provided, the parties shall flip a coin to determine who will strike the first name, following with subsequent strikes alternating between the parties, until one (1) name remains. The remaining name will serve as the arbitrator.
 - c. **Decision, Time Limit** – The arbitrator will meet and hear the matter at the earliest possible date after the selection process. After completion of the

hearing, a written decision shall be entered within thirty (30) working days, or as soon as possible thereafter, unless an extension of time is agreed upon by the parties.

- d. **Jurisdiction of Arbitrator** – The grievance submitted to the arbitrator shall be the original written grievance unless the Employer and the Union agree otherwise. Only one (1) grievance may be submitted to the arbitrator at one (1) hearing, unless the Employer and the Union agree otherwise. The arbitrator shall only have the power to interpret and apply the specific terms of the Agreement and/or determine whether there was a violation of the terms of the Agreement. The arbitrator shall also have the authority to receive evidence, question witnesses, and dictate the orderly procedure of the hearing. The arbitrator shall not have the authority to add to, subtract from, alter, change, or modify the provisions of this Agreement, nor limit or impair any common law right of the Employer or the Union.
- e. **Final Binding Award** – The arbitrator's written award shall be final and binding upon the parties. In any arbitration alleging a violation of rights protected by this Agreement, the arbitrator's authority to award monetary damages shall be limited to back pay and related benefits, and shall not include compensatory or punitive damages.
- f. **Costs, Fees, and Expenses** – Each party is responsible for its own costs, fees, and expenses incurred in handling the grievance and presenting its case. The parties agree to equally share in the costs and expenses charged by the arbitrator.
- g. **Challenges to Arbitrability** - Unless otherwise agreed by the parties, challenges to the procedural arbitrability of a grievance shall be resolved in an arbitration proceeding separate from and prior to arbitration on the merits of the grievance. If arbitration is required to determine the procedural arbitrability of a grievance, then the selection of the arbitrator and arbitration procedure shall be based on the steps stated in this section. Within ten (10) working days following receipt of an arbitrator's award ruling that a challenged grievance is subject to arbitration, the parties will begin the process described in Article 17.6(3)(b) to select an arbitrator to rule on the merits of the grievance.

ARTICLE 18 – LAYOFF, FURLOUGH, AND RECALL

18.1 – In General

The Employer retains the right to determine the need for layoffs, furlough days, and the classifications subject to layoff or furlough. In the event of a layoff, initial probationary employees in a classification subject to layoff shall be laid off first. Thereafter, layoffs shall be determined by order of seniority within a classification. Employees who have previously held a

lower classification within the bargaining unit shall have the right to return to such lower classification if their seniority is greater than the employee in such classification and if they meet the qualifications of the position. Employees shall not accrue seniority while on layoff.

18.2 – Recall from Layoff

Laid off employees have the right to recall from layoff. Recall shall be based on seniority within a classification. The period of recalling laid off employees shall be limited to twelve (12) months, beginning on the date of the layoff. The Employer retains the right to extend the twelve (12) month period at its discretion. As a mandatory condition of recall, an employee must be qualified to hold the position. It is the responsibility of each laid off employee to provide current contact information with the Employer. Failure of a laid off employee to report for reinstatement within ten (10) days of notification by the Employer shall result in forfeiture of the right to recall. If, during a layoff, an employee is required to maintain a license or certification necessary to remain qualified for his/her former position with the Employer, the Employer shall reimburse the employee for the cost of the license or certification at the time the employee is reinstated to his/her former position.

18.3 – Furlough Days in 2015

For 2015, the parties recognize the City will be implementing ten (10) furlough days across all departments, and that two classifications in the bargaining unit, Public Works Administrative Assistant (including promotion into a new classification, Capital Projects Program Manager) and Public Works Facilities Equipment Coordinator, will be subject to these furlough days. No other members of the bargaining unit are impacted.

ARTICLE 19 – BARGAINING UNIT WORK

19.1 – Subcontracting

The work of the Union's bargaining unit shall be performed only by employees of the bargaining unit except as otherwise provided in this Agreement or otherwise bargained with the Union.

ARTICLE 20 – PERFORMANCE OF DUTIES/NO RIGHT TO STRIKE

The parties recognize that the Employer provides important public services and has the right to provide such services on an uninterrupted basis. The Union shall not authorize a strike, work stoppage, or slowdown, and the Employer shall not engaged in a lockout during the term of this Agreement. The Union shall take all reasonable means within its power to induce employees engaged in a strike, work stoppage, or slowdown, in violation of this Agreement, to return to work. Every attempt shall be made to settle all disputes or controversies arising under this Agreement under the grievance and arbitration procedures provided herein.

ARTICLE 21 – SCOPE AND DURATION OF AGREEMENT

21.1 Term of Agreement

This Agreement is effective April ____, 2016 and continues through December 31, 2017. If either party desires to negotiate a successor agreement, they shall provide notice to the other party and the parties shall, within a reasonable time frame, set a schedule for contract negotiations. In the event negotiations for a successor agreement have not been completed by the termination date of this Agreement, then the *status quo* shall be maintained to the extent required by Washington law.

21.2 Severability

If any provision of this Agreement, or amendments or addendums thereto, are held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by such tribunal, the remainder of this Agreement, amendments, and addendums shall not be affected thereby, and the parties shall immediately enter into collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement of the invalid provision.

APPENDIX A—WAGE TABLE

Employee	Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Scott Hanis	Capital Project/Program Manager	5,355	5,622	5,903	6,198	6,508
Ken Blakely	Public Utilities Operator	4,713	4,794	4,889	4,982	5,076
<i>Vacant</i>	PW Admin Asst. 3	4,250	4,463	4,686	4,920	5,167
Kevin Esping	Facilities Equipment Coordinator <i>(position closed, Kevin Esping grandfathered)</i>	X	X	X	X	5,757
Jason Pittam	Utility Worker-Facility/Eq/Utility Worker	3,323	3,644	3,965	4,287	4,629
	Utility Worker (Seasonal)	13.24	X	X	X	X

Signed this ____ day of April, 2016.

Signed this ____ day of April, 2016.

SIGNED FOR THE CITY OF BLACK DIAMOND

SIGNED FOR TEAMSTERS LOCAL NO. 117
(Public Works Unit)

Mayor Carol Benson

John Searcy, Secretary-Treasurer
Teamsters Local 117

Jason Pittam

BLACK DIAMOND PUBLIC WORKS DEPARTMENT

STAND-BY / ON-CALL POLICY

A. INTENT

1. The goal of this policy is to provide emergency coverage for the City's utilities, including the water system, sewer system, streets, storm drainage systems, parks, and cemetery.

B. BACKGROUND

1. The City provides 24-hour coverage for all public works utilities described above. This policy is intended to ensure coverage during weekends, holidays, and after regular working hours, by placing employees "on call," available to respond to the City when called upon. Employees placed on-call are provided on-call and call-back compensation as provided below. When other employees are unavailable due to approved leave, approved vacation, or a lack of qualifications for on-call responsibilities, on-call coverage shall remain the responsibility of the Public Works Supervisor.

C. ON-CALL SCHEDULING

1. The Public Works Supervisor shall be responsible for scheduling on-call coverage. On-call coverage is assigned by a rotating list of qualified employees. At the start of each calendar year the rotation from the previous year will continue in sequence, unless another qualified employee is added to the rotation. On-call responsibilities and the on-call schedule shall be clearly identified on the on-call calendar available to all employees. Employees with questions about the schedule and their on-call assignments should consult the Public Works Supervisor.
2. On-call periods last one week, beginning Monday @ 8:00 am through the following Monday @ 8:00 am. Absent a voluntary agreement from the effected employees, in the event of changes to the on-call schedule, employees are generally provided at least four (4) weeks' notice of

scheduled on-call duties. When approved by the Public Works Supervisor, employees may agree to accept on-call responsibilities when provided notice shorter than four (4) weeks. When an employee is on-call and a holiday lands on a Monday, the on-call employee will continue to be on-call until Tuesday morning @ 8:00 am.

3. Employees shall consult the on-call calendar prior to scheduling a vacation and should attempt to schedule vacation around their assigned on-call shifts. When an employee submits a vacation request for days when the employee is assigned to be on-call, the employee shall notify the Public Works Supervisor as soon as possible to assign alternative coverage. With approval from the Public Works Supervisor, the employee may trade his/her scheduled on-call shifts with another employee (a "trade") or have another employee receive additional compensation for taking on the extra on-call shifts (a "substitution"). If no voluntary trades or substitutions can be obtained, the Public Works Supervisor shall delegate the on-call shifts to an available employee, assume coverage of the on-call shifts, or deny the vacation request.
4. Any disputes concerning on-call scheduling, trading, or substitutions that cannot be voluntarily resolved shall be resolved by the Public Works Director in consultation with the Public Works Supervisor.

D. ON-CALL EXPECTATIONS

1. **Response**- During on-call shifts, the employee with on-call responsibility shall be responsible for responding by phone to any utility related emergency calls or pages received on the communications device provided by the City (pager, cell phone, etc.) as soon as possible after receiving the call or page, and shall remain within one (1) hour response time (from the time of the initial page or call) from the City Shop in Black Diamond. The on-call employee is not required to remain at their place of residence while on-call.

2. **Condition**- The on-call employee shall refrain from the use of alcohol or other drugs during the on-call period, and shall otherwise be in a condition fit for response to an emergency situation involving one or more of the City's utilities.
3. **Assistance**- If the on-call employee needs assistance, he/she needs to call the Public Works Supervisor first, the on-call employee shall be responsible for making further calls for assistance from other utility employees, Department Heads, small works list contractors, etc.
4. **Care of Equipment**-The communication devices provided by the City (cell phone, pager, etc.) are property of the City. Employees shall use care in ensuring that these devices are in good working order, and shall immediately report any problems to the Public Works Supervisor.
5. **Emergency Call-Back**- Absent an emergency, employees not scheduled for on-call duties may be called back only on a voluntary basis.

E. ON-CALL / CALL-BACK COMPENSATION

Non-exempt employees are entitled to additional on-call / call-back compensation as provided below.

1. While employees will generally have on-call responsibilities for a full week (Monday @ 8:00 am through the following Monday @ 8:00 am), compensation shall be based upon the number of shifts spent on-call, exclusive of time spent during normal work hours. Each on-call shift lasts eight (8) hours. In general, weekdays, Monday through Friday, have two (2) on-call shifts each per day, Saturday and Sunday each have three (3). A full week (Monday through Monday) would have a total of sixteen (16) on-call shifts.
2. An employee shall be compensated .75 hours of total pay or compensatory time at their base wage rate, per on-call shift, for providing on-call coverage.

Example: A full week (Monday through Monday) of on-call coverage would result in .75 hours x 16 shifts = 12 hours total compensatory time or on-call pay at a rate equal to the employees current base hourly wage.

3. If compensatory time is chosen in lieu of pay, the City's general policies and Public Works collective bargaining agreement governing compensatory time shall apply. Employees are encouraged to use any compensatory time earned within the same month that is earned.
4. When an employee is responsible for providing on-call coverage, and he/she is required to physically respond to the City to handle an emergency or other issues requiring a response (a "call-back"), he/she shall be entitled to a minimum of two (2) hours at the regular rate of pay, or the actual amount of time worked greater than two (2) hours, whichever is greater. Hours worked during on-call coverage, including the two (2) hour minimum guarantee, count towards non-exempt employees' weekly overtime threshold.
5. For employees called-back on a recognized holiday (including two City-sponsored public events: Labor Day Parade and Miner's Day), all hours worked during a call-back shall be paid at the overtime rate, including the minimum guarantee of two (2) hours. Otherwise, call-back pay shall be the regular rate of pay unless the employee is otherwise entitled to overtime under state or federal law.

F. REPORTING

1. An on-call reporting sheet ("Incident Response Report") shall be submitted by each employee as part of their regular time sheets, at the end of each month. Each request shall identify the dates for which on-call time was served, and the total number of shifts spent on-call. Each request shall be reviewed and signed by the Public Works Supervisor.
2. While on-call, each on-call employee shall maintain a weekly on-call shift log noting all on-call activity. This log shall be submitted to the Public Works Supervisor with the employee's time sheet at the end of the pay period.

G. DISCIPLINARY ACTION

1. Failure to respond within or comply with the guidelines set forth above while on-call may result in disciplinary action, up to and including termination of employment, consistent with the City's general discipline policies and the discipline policy stated in the Public Works collective bargaining agreement.

H. EMPLOYEE ACKNOWLEDGMENT

I _____ have read and understand the attached Public Works Stand-By / On-Call Policy of the City of Black Diamond.

Employee Signature

Date

Employee Name

CITY COUNCIL AGENDA BILL

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

ITEM INFORMATION		
SUBJECT:	Agenda Date: April 21, 2016	AB16-026A
Resolution authorizing the Mayor to sign a Professional Services Agreement with DKS Associates for the transportation element in the Comprehensive Plan update	Mayor Carol Benson	
	City Administrator	
	City Attorney Carol Morris	
	City Clerk – Brenda L. Martinez	
	Com Dev/Nat Res – Barbara Kincaid	X
	Finance – May Miller	
	MDRT/Ec Dev – Andy Williamson	
Cost Impact (see also Fiscal Note): \$34,655 fixed rate total includes two optional tasks (1)\$3,615 for Public Open House and (2) \$6,555 to attend Public Hearings	Police – Chief Kiblinger	
Fund Source: - Comp Plan Update-2016 Budget	Public Works – Seth Boettcher	
Timeline: April-June 2016	Court – Stephanie Metcalf	
Agenda Placement: ☒ Mayor ☒ Two Councilmembers ☐ Committee Chair ☐ City Administrator Attachments: Draft Resolution; Professional Services Agreement		
SUMMARY STATEMENT: The City entered into a Professional Services Agreement with BergerAbam in 2014 and agreed to a scope of work and budget to update the Comprehensive Plan as required under the Growth Management Act (GMA). BergerAbam hired DKS Associates as their subconsultant for the transportation element of the Comprehensive Plan. The City terminated the Agreement with BergerAbam in October 2015 before DKS Associates had completed all the tasks in the original scope of work. However, at the time the BergerAbam contract was terminated, DKS had already completed over 90% of the tasks in the scope of work for the transportation element. The City has not been billed for the remaining work in the scope that was not done. The City needs DKS to complete the tasks in the original BergerAbam Agreement scope of work in order for the draft transportation element to be whole. In addition, staff has identified additional tasks that are needed to ensure the final draft transportation element is comprehensive for the public, planning commissioners, and council members. Tasks from the original scope that need to be completed include the following: • Complete the planning level costs for recommended transportation improvements • Respond to the City's review comments and coordination meeting New tasks include: • Traffic simulation modeling • Presentation to staff, Planning Commission, and City Council at joint work session • Presentation of traffic analysis and simulation findings at a Public Open House		

- Attend City Council/Planning Commission Hearings

The timely approval of this Agreement is important because the Comprehensive Plan update is behind the GMA schedule for adoption. This is causing the City to be ineligible for grant funds.

FISCAL NOTE (Finance Department): The funds for the DKS Agreement for \$34,655 are already included in the 2016 Comp Plan Budget.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION: **Motion to adopt Resolution No. 16-0000, (*Clerk to assign number at time of adoption*), authorizing the Mayor to sign a Personal Services Agreement with DKS Associates.**

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
April 7, 2016	Motion to refer to committee.	Passed 3-2 (Deady, Edelman)
April 21, 2016		

RESOLUTION NO. 16-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, KING COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH DKS ASSOCIATES TO COMPLETE THE DRAFT TRANSPORTATION ELEMENT PORTION OF THE COMPREHENSIVE PLAN UPDATE; IN THE AMOUNT OF \$24,485.00 WITH TWO OPTIONAL TASKS THAT, IF AUTHORIZED BY THE CITY, WOULD INCREASE THE CONTRACT AMOUNT TO \$34,655.00

WHEREAS, City of Black Diamond is in need of consulting services to complete the update of its Comprehensive Plan mandated by the State of Washington; and

WHEREAS, in 2014, the City entered into a Professional Services Agreement (Agreement) with BergerAbam, a planning consulting firm, to provide such services under an agreed upon scope of work and budget; and

WHEREAS, BergerAbam began work under the Agreement and subcontracted with DKS Associates for the transportation element of the Comprehensive Plan update;

WHEREAS, the City terminated the Agreement with BergerAbam prematurely, and before DKS completed all of the transportation planning work defined in the scope and budget of the Agreement; and

WHEREAS, the City still needs the remaining transportation planning work to be completed by DKS Associates; and

WHEREAS, the City has also identified additional tasks that are needed in order for the City to be successful in updating its Comprehensive Plan; and

WHEREAS, DKS Associates has provided a scope of work and budget which includes the incomplete tasks from the BergerAbam Agreement together with the newly identified tasks, as needed to complete the transportation element, as described in Exhibit A, attached to the DKS Professional Services Agreement; and

WHEREAS, the proposed contract is in the amount of \$24,485.00 for DKS to complete the work required for the City's Comprehensive Plan update; and

WHEREAS, the proposed contract also includes two "optional" elements (Exhibit A to the Professional Services Agreement attached), which the City could authorize if needed, and which would increase the contract amount to not more than \$34,655.00; and

WHEREAS, the City has identified and budgeted for completion of the Comprehensive Plan update and these amounts in the 2016 budget;

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

Section 1. The Mayor is authorized to execute the attached Professional Services Agreement with DKS Associates for transportation planning services to complete its Comprehensive Plan update, in the amount of \$24,485.00, with two optional tasks that may be authorized by the City and which may increase the contract amount to not more than \$34,655.00.

PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS ____ DAY OF ____, 2016.

CITY OF BLACK DIAMOND:

Carol Benson, Mayor

Attest:

Brenda L. Martinez, City Clerk

CITY OF BLACK DIAMOND PROFESSIONAL SERVICES AGREEMENT

THIS Agreement is made effective as of the _____ day of _____, 2016, by and between the City of Black Diamond, a municipal corporation, organized under the laws of the State of Washington, whose address is:

CITY OF BLACK DIAMOND, WASHINGTON (hereinafter the "CITY")
24301 Roberts Drive
Black Diamond, WA 98010
Contact: Mayor Carol Benson Phone: 360-886-5700 Fax: 360-886-2592

And DKS Associates, a corporation, organized under the laws of the State of Washington, doing business at:

DKS ASSOCIATES (hereinafter the "CONSULTANT")
720 SW Washington St, Suite 500
Portland, Oregon 97205
Contact: Chris Maciejewski, PE Phone: 503-243-3500

for professional services in connection with the following Project:

Black Diamond Comprehensive Plan Update Transportation Element

TERMS AND CONDITIONS

1. Services by Consultant.

A. Consultant shall perform the services described in the Scope of Work attached to this Agreement as Exhibit "A." The services performed by the Consultant shall not exceed the Scope of Work without prior written authorization from the City.

B. The City may from time to time require changes or modifications in the Scope of Work. Such changes, including any decrease or increase in the amount of compensation, shall be agreed to by the parties and incorporated in written amendments to the Agreement.

2. Schedule of Work.

A. Consultant shall perform the services described in the scope of work in accordance with the Schedule attached to this contract as Exhibit "A." If delays beyond Consultant's reasonable control occur, the parties will negotiate in good faith to determine whether an extension is appropriate.

B. Consultant is authorized to proceed with services upon receipt of a written Notice to Proceed.

3. **Terms.** This Agreement shall commence on upon the date that both parties sign this contract and shall terminate on June 30, 2016 unless extended or terminated in writing as provided herein.

Revised 3/30/16

4. Compensation.

- ☒ **FIXED FEE.** Compensation for these services shall be a Fixed Fee of \$24,485. Compensation for optional tasks with City authorization shall be a Fixed Fee of \$3,615 for Task 6 and \$6,555 for Task 7.
- ☐ **TIME AND MATERIALS NOT TO EXCEED.** Compensation for these services shall not exceed \$_____ without written authorization and will be based on billing rates and reimbursable expenses attached hereto as Exhibit C.
- ☐ **TIME AND MATERIALS.** Compensation for these services shall be on a time and material basis according to the list of billing rates and reimbursable expenses attached hereto as Exhibit "_____."
- ☐ **OTHER.** _____

5. Payment.

A. Consultant shall provide monthly invoices in a format acceptable to the City for work performed to the date of the invoice.

B. All invoices shall be paid by City warrant within forty-five (45) days of receipt of a proper invoice. If the City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within fifteen (15) days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

C. Consultant shall keep cost records and accounts pertaining to this Agreement available for inspection by City representatives for three (3) years after final payment unless a longer period is required by a third-party agreement. Copies shall be made available on request.

D. On the effective date of this Agreement (or shortly thereafter), the Consultant shall comply with all federal and state laws applicable to independent contractors, including, but not limited to, the maintenance of a separate set of books and records that reflect all items of income and expenses of the Consultant's business, pursuant to Revised Code of Washington (RCW) 51.08.195, as required by law, to show that the services performed by the Consultant under this Agreement shall not give rise to an employer-employee relationship between the parties, which is subject to Title 51 RCW, Industrial Insurance.

E. If the services rendered do not meet the requirements of the Agreement, Consultant will correct or modify the work to comply with the Agreement. City may withhold payment for such work until the work meets the requirements of the Agreement.

6. Discrimination and Compliance with Laws

A. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the

approval of the City and shall be subject to the City's general right inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state and municipal laws, rules and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

C. Consultant shall obtain a City of Black Diamond business license prior to receipt of written Notice to Proceed.

D. Violation of this Paragraph 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of the Agreement by City, in whole or in part, and may result in ineligibility for further work for City.

7. Relationship of Parties. The parties intend that an independent contractor-client relationship will be created by this Agreement. As the Consultant is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or sub-consultant of the Consultant shall be or shall be deemed to be the employee, agent, representative or sub-consultant of the City. In the performance of the work, the Consultant is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives or sub-consultants of the Consultant. The Consultant will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and sub-consultants during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

8. Suspension and Termination of Agreement

A. Termination without cause. This Agreement may be terminated by the City at any time for public convenience, for the Consultant's insolvency or bankruptcy, or the Consultant's assignment for the benefit of creditors.

B. Termination with cause. The Agreement may be terminated upon the default of the Consultant.

C. Rights Upon Termination.

1. *With or Without Cause.* Upon termination for any reason, all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to City, and Consultant shall be entitled to just and equitable compensation for any satisfactory work completed prior to the date of termination, not to exceed the total compensation set forth herein. Consultant shall not be entitled to any reallocation of cost, profit or overhead. Consultant shall not in any event be entitled to anticipated profit on work not performed because of such termination. Consultant shall use its best efforts to minimize the compensation payable under this Agreement in the event of such termination. Upon termination, the City may take over the work and prosecute the same to completion, by contract or otherwise.

2. *Default.* If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all work called for has been

Revised 3/30/16

fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default.

D. Suspension. The City may suspend this Agreement, at its sole discretion. Any reimbursement for expenses incurred due to the suspension shall be limited to the Consultant's reasonable expenses, and shall be subject to verification. The Consultant shall resume performance of services under this Agreement without delay when the suspension period ends.

E. Notice of Termination or Suspension. If delivered to the Consultant in person, termination shall be effective immediately upon the Consultant's receipt of the City's written notice or such date as stated in the City's notice of termination, whichever is later. Notice of suspension shall be given to the Consultant in writing upon one week's advance notice to Consultant. Such notice shall indicate the anticipated period of suspension. Notice may also be delivered to the Consultant at the address set forth in Section 15 herein.

9. Standard of Care. Consultant represents and warrants that it has the requisite training, skill and experience necessary to provide the services under this agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities. Services provided by Consultant under this agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances.

10. Ownership of Work Product.

A. All data materials, reports, memoranda, and other documents developed under this Agreement whether finished or not shall become the property of City, shall be forwarded to City at its request and may be used by City as it sees fit. Upon termination of this agreement pursuant to paragraph 8 above, all finished or unfinished documents, reports, or other material or work of Consultant pursuant to this Agreement shall be submitted to City.

B. All written information submitted by the City to the Consultant in connection with the services performed by the Consultant under this Agreement will be safeguarded by the Consultant to at least the same extent as the Consultant safeguards like information relating to its own business. If such information is publicly available or is already in Consultant's possession or known to it, or is rightfully obtained by the Consultant from third parties, the Consultant shall bear no responsibility for its disclosure, inadvertent or otherwise.

11. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents and sub-consultants in the performance of the work hereunder, and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

12. Indemnification. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorneys' fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. The City's

inspection or acceptance of any of the Consultant's work when completed shall not be grounds to avoid any of these covenants of indemnification.

Should a court of competent jurisdiction determine that this Agreement is Subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, agents and Volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE CONSULTANT'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER. THE CONSULTANT'S WAIVER OF IMMUNITY UNDER THE PROVISIONS OF THIS SECTION DOES NOT INCLUDE, OR EXTEND TO, ANY CLAIMS BY THE CONSULTANT'S EMPLOYEES DIRECTLY AGAINST THE CONSULTANT.

13. **Insurance.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington and Employer's Liability Insurance.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
4. Employer's Liability insurance each accident \$1,000,000; Employer's Liability Disease each employee \$1,000,000; and Employer's Liability Disease – Policy Limit \$1,000,000.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
3. The City will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City will not waive their right to subrogation. The Consultant's insurance shall be endorsed to waive the right of subrogation against the City, or any self-insurance, or insurance pool coverage maintained by the City.
4. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

14. Assigning or Subcontracting. Consultant shall not assign, transfer, subcontract or encumber any rights, duties, or interests accruing from this Agreement without the express prior written consent of the City, which consent may be withheld in the sole discretion of the City.

15. Notice. Any notices required to be given by the City to Consultant or by Consultant to the City shall be in writing and delivered to the parties at the following addresses:

Carol Benson
Mayor
24301 Roberts Drive
Black Diamond, WA 98010

Phone: 360-886-5700
Fax: 360-886-2592

DKS Associates
Attn: Chris Maciejewski, PE
720 SW Washington St, Suite 500
Portland, Oregon 97205

Phone: 503-243-3500

16. Resolution of Disputes and Governing Law.

A. Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the Mayor, who shall determine the term or provision's true intent or meaning. The Mayor shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

B. If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the Mayor's determination in a reasonable time, or if the Consultant does not agree with the Mayor's decision on a disputed matter, jurisdiction of any resulting litigation shall be filed in King County Superior Court, King County, Washington.

C. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In any suit or action instituted to enforce any right granted in this Agreement, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney's fees from the other party.

17. General Provisions.

A. Non-waiver of Breach. The failure of either party to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein contained in one or more instances, shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be in full force and effect.

B. Modification. No waiver, alteration, modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and the Consultant.

C. Severability. The provisions of this Agreement are declared to be severable. If any provision of this Agreement is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.

D. Entire Agreement. The written provisions of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, the Agreement or the Agreement documents. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and the Exhibits attached hereto, which may or may not have been dated prior to the execution of this Agreement. All of the above documents are hereby made a part of this Agreement and form the Agreement document

Revised 3/30/16

as fully as if the same were set forth herein. Should any language in any of the Exhibits to this Agreement conflict with any language contained in this Agreement, then this Agreement shall prevail.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year set forth above.

CITY OF BLACK DIAMOND,
WASHINGTON

By: _____
Carol Benson
Mayor

Date: _____

Attest:

By: _____
Brenda Martinez
City Clerk

APPROVED AS TO FORM:

By: _____
Carol A. Morris
City Attorney

DKS ASSOCIATES

By: Chris Maciejewski

Name: Chris Maciejewski

Title: Principal

Date: 3/30/16

Exhibit "A" City of Black Diamond Professional Services Agreement

Black Diamond Comprehensive Plan Update Transportation Element Work Schedule

March 7, 2016

Scope Task	Schedule
Task 1 – Planning Level Cost Estimates for recommended transportation improvements	Within 1 month of signed contract
Task 2 – Respond to City Comments	Within 1 month of signed contract
Task 3 – Traffic Simulation Modeling	Within 2 months of signed contract
Task 4 – City Staff Coordination Meeting	Within 3 months of signed contract
Task 5 – Joint City Council/Planning Commission Work Session	Within 3 months of signed contract
Optional Tasks	
Task 6 – Public Open House to present traffic analysis and simulation findings	TBD
Task 7 – City Council/Planning Commission Hearings	TBD