



CITY OF BLACK DIAMOND
February 29, 2016 Special Meeting and Budget/Finance/Administration
Council Committee Agenda
25510 Lawson St., Black Diamond, Washington

Special Meeting:

Pursuant to RULES AND PROCEDURE OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON as amended by Resolution 16-1069 January 21, 2016; Section 18. This Budget/Finance/Administration Council Committee is also noticed as a Black Diamond City Council Special Meeting whose agenda is limited to the committee business. In this meeting only the rules and procedures applicable to committees apply and not those applicable to the full council meetings. No final action will be taken.

6:30 P.M. – CALL TO ORDER, FLAG SALUTE, ROLL CALL

This committee's work scope includes: financial issues of the City, including the annual and long term and 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.

Approval of Minutes: February 15, 2016

ITEMS OF DISCUSSION:

- 1) Public Comment and discussion related to any of the topics in this committee's scope are welcome.
- 2) Public Comment and discussion on financial policies.
- 3) Public Comment and discussion on Vouchers.
- 4) Confirm next meeting and discuss possible agenda items of this Council Committee.

ADJOURNMENT:

MEETING MINUTES: BUDGET/FINANCE/ADMINISTRATION COUNCIL COMMITTEE

6:30 pm Monday, February 15, 2016 Council Chambers

SPECIAL MEETING

Pursuant to RULES AND PROCEDURE OF THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON as amended by Resolution 15-1009 January 21, 2006; Section 18. This Budget/Finance/Administration Council Committee is also noticed as a Black Diamond City Council Special Meeting whose agenda is limited to the committee business. In this meeting only the rules and procedures applicable to committees apply and not those applicable to the full council meetings. No final action will be taken.

Scope of this Committee is:

Discussion of the financial issues of the City, including the annual and long term and 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. Discussion of any ordinances or resolutions that are referred to this Council Committee. No final action will be taken.

Call to Order: 6:30 pm

Flag Salute

Roll Call:

Chair Brian Weber - Present

Erika Morgan - Present (taking notes)

Janie Edelman - Absent

Approval of Minutes:

Minutes from February 8, 2016 were approved with no changes

No staff present due to holiday

Agenda:

1) Public Comment and discussion related to any of the topics in this committee's scope are welcome.

No comments were offered by the public in attendance.

2) Public input on financial policies by:

No comments were offered by the public in attendance. Chair Weber, stated that review of the City financial policies would be an ongoing item to look for possible improvements and efficiencies.

3) Public Comment and discussion of Vouchers.

No comments were offered by the public in attendance. Time was taken to look over the voucher pages. Chair Weber noted that the Packet for the regular council meeting consent agenda that will happen on February 18th included the payroll but our Finance Committee did not contain this page.

Councilmember Morgan would like a full explanation of all the expenses; i.e. what was bought, and by which department / fund were the items used. That is 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. She also noted that no balance amount ever appears in the packet? 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.

4) Confirm next meeting and discuss possible agenda items of this Council Committee.

The next Budget / Finance Meeting will be Monday, February 29, 2016 at 6:30 in the Council Chambers. Chair Weber added that for consistency and ease of planning that future meetings would be held on the Monday prior to the regularly scheduled Thursday Council meeting at 6:30pm in the Council Chambers. This will allow for public / committee member review of the vouchers.

List of possible future agenda items:

Review of vouchers

City Financial Policy discussion

Review of prior meeting minutes

Animal Control Contract

Review Recycle agreement

Format and timing of the voucher pages

Chair Weber also noted that he realized that there was a short turnaround since the Feb 8th meeting but that tonight's meeting was important so it would be in sync with the upcoming council meeting on Thursday.

Tasks assigned:

Public will be reviewing the materials presented at this meeting.

List of questions sent to Mayor Benson:

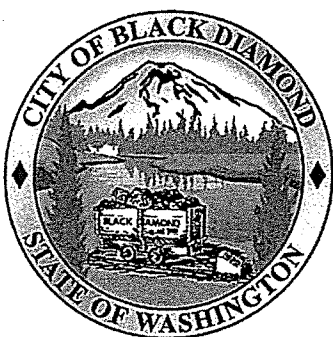
Feb 8, 2016 Meeting:

1. Are the vouchers approved by a public representative outside of a budget committee meeting?
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?

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?
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?

Meeting adjourned at 6:50 pm.

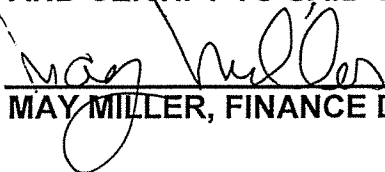


CERTIFICATION

Date: March 3, 2016

Check No.'s/EFT	Batch Name	Amount
Early Release Chks, EFT's -43229-43234	Feb-Month End Cks 2-02/29/16	\$ 59,888.49
43235-43279	Mar-1st Council-03/03/16	\$ 56,496.29
	Total Vouchers	\$ 116,384.78

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.

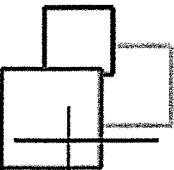


2-23-2016

MAY MILLER, FINANCE DIRECTOR

COUNCILMEMBERS

_____	_____
_____	_____
_____	_____



Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
Art Gamblin Motors	43235	236628	2016 - March - 1st Council		
			January Service		
			001-000-181-518-30-48-00	Facility-Vehicle Mtc. & Repair	\$450.63
			2002 Chev Silverado-Maintenance Repairs		
Total 43235		Total 236628			\$450.63
Total Art Gamblin Motors					\$450.63
Beatriz Jordan	43236	1231 BJ	2016 - March - 1st Council		
			001-000-120-512-50-41-04	Court Interpreter	\$139.96
			Interpreting for 2 Cases/Mileage		
Total 43236		Total 1231 BJ			\$139.96
Total Art Gamblin Motors					\$139.96
Black Diamond Auto Parts	43237	408260	2016 - March - 1st Council		
			001-000-270-576-80-48-03	Vehicle Mtc. & Repair	\$4.50
			001-000-280-536-20-48-03	Vehicle Maintenance & Repair	\$2.25
			101-000-000-543-33-48-03	Street Share-Vehicle & Eq Mtc Costs	\$24.73
			401-000-000-534-80-48-03	Vehicle Maintenance	\$26.97
			407-000-000-535-80-48-04	Vehicle Maintenance	\$26.98
			410-000-000-531-10-48-04	Vehicle Maintenance & Repair	\$26.98
Total 43237		Total 408260			\$112.41
Total Black Diamond Auto Parts		408330			
			001-000-270-576-80-48-03	Vehicle Mtc. & Repair	\$0.65
			001-000-280-536-20-48-03	Vehicle Maintenance & Repair	\$0.33
			101-000-000-543-33-48-03	Street Share-Vehicle & Eq Mtc Costs	\$3.58
			401-000-000-534-80-48-03	Vehicle Maintenance	\$3.90
			407-000-000-535-80-48-04	Vehicle Maintenance	\$3.90
			410-000-000-531-10-48-04	Vehicle Maintenance & Repair	\$3.90
Total 408330		Total 408450			\$16.26
Total Black Diamond Auto Parts					\$25.23
			001-000-210-521-10-48-01	Vehicle Maintenance & Repair	

Vendor	Number	Reference	Account Number	Description	Amount
	Total 43237				\$25.23
Total Black Diamond Auto Parts					\$153.90
Brown's Automotive Inc.					\$153.90
43238					
	5583				
		001-000-210-521-10-48-01		Vehicle Maintenance & Repair	\$928.38
				Police-Replace Brake Control Module	
	Total 5583				\$928.38
Total Brown's Automotive Inc.					\$928.38
Bryant Tractor & Mower Inc					\$928.38
43239					
	72094				
		001-000-270-576-80-31-03		Operating Supplies	\$312.20
				Parks-Blades, Tire and Wheel Assembly	
	Total 72094				\$312.20
	78215				
		001-000-270-576-80-31-03		Operating Supplies	\$97.72
				Parks-Blade Set 44"	
	Total 78215				\$97.72
Total Bryant Tractor & Mower Inc					\$409.92
Christina Westfall					\$409.92
43240					
	021016 CW				
		001-000-210-342-10-01-00		Police Traffic School Fee	\$64.00
				Overpayment of Traffic Safety School	
	Total 021016 CW				\$64.00
Total Christina Westfall					\$64.00
CHS/Cenex					\$64.00
43241					
	013116 CHS PD				
		January Fuel			
		001-000-210-521-10-32-00		Fuel	\$1,606.70
				Police	
	Total 013116 CHS PD				\$1,606.70
Total CHS/Cenex					\$1,606.70
Total 43241					\$1,606.70

Execution Time: 1 minute(s), 4 second(s)

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Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
City of Auburn	43242	16-029126		2016 - March - 1st Council	
			Annual Agreement		\$1,000.00
			001-000-214-521-20-42-02	WSP Access	\$1,000.00
			Police-WSP Access		\$1,000.00
Total City of Auburn	Total 43242	Total 16-029126			
City of Black Diamond	43243	2070 021916		2016 - March - 1st Council	
			Dec 26, 2015 to Jan 28, 2016 Services		\$98.75
			001-000-270-575-30-47-01	Museum Water/Sewer/Storm	\$98.75
			Museum-Water, Sewer		\$98.75
Total City of Black Diamond	Total 43243	Total 2070 021916			
City of Milton	43244	469		2016 - March - 1st Council	
			Extra Services Corrected Billing for December		\$968.00
			001-000-145-518-80-41-01	Inf. Tec. Svs. - Milton	\$228.80
			001-000-248-518-20-49-12	Technology Costs	\$35.20
			101-000-000-543-30-49-12	Technology-Sys, Sec, Email, SW, Etc	\$176.00
			401-000-000-534-80-49-12	Tech-Sys, Sec, Email, SW, etc.	\$176.00
			407-000-000-535-80-49-12	Tech-Sys, Sec, Email, SW, etc.	\$176.00
			410-000-000-531-10-49-12	Tech-Sys, Sec, Email, SW, Etc.	\$1,760.00
Total City of Milton	Total 43244	Total 469			
			January IT Services		\$2,470.12
			001-000-145-518-80-41-01	Inf. Tec. Svs. - Milton	\$583.84
			001-000-248-518-20-49-12	Technology Costs	\$89.82
			101-000-000-543-30-49-12	Technology-Sys, Sec, Email, SW, Etc	\$449.11
			401-000-000-534-80-49-12	Tech-Sys, Sec, Email, SW, Etc	\$449.11
			407-000-000-535-80-49-12	Tech-Sys, Sec, Email, SW, etc.	\$449.11
			410-000-000-531-10-49-12	Tech-Sys, Sec, Email, SW, Etc.	\$4,491.11
Total City of Milton	Total 43244	Total 470			
					\$6,251.11
					\$6,251.11

Vendor	Number	Reference	Account Number	Description	Amount
Comcast (34744)	43245	8798 34 014 0106172 021716	2016 - March - 1st Council		
		February 17-Mar 16, 2016 Services			
		001-000-214-521-20-42-00		Police Telephone/DSL/Air Cards	\$3.28
		Total 8798 34 014 0106172 021716			\$3.28
Total Comcast (34744)	43245				\$3.28
Comcast (PA)	43246	903010764 020916	2016 - March - 1st Council		
		001-000-248-518-20-42-00		MDRT Telephone, Fax, Internet costs	\$55.33
		001-000-254-518-20-42-00		Facilities-Communication	\$237.13
		101-000-000-542-90-42-01		Telephone/DSL/Radios	\$15.80
		401-000-000-534-80-42-00		Telephone/DSL/Radios	\$31.65
		407-000-000-535-80-42-00		Telephone/DSL/Radios	\$27.65
		410-000-000-531-10-42-00		Telephone/DSL/Radios	\$27.65
		Total 903010764 020916			\$395.21
Total Comcast (PA)	43246				\$395.21
DD Printing Solutions	43247	1515	2016 - March - 1st Council		
		401-000-000-534-80-49-04		Printing	\$212.19
		407-000-000-535-80-49-03		Window Envelopes for Utility Billings	\$212.19
		410-000-000-531-10-49-03		Window Envelopes for Utility Billings	\$424.39
		Total 1515			\$848.77
Total DD Printing Solutions	43247				\$848.77
Dept of Health	43248	07220 7	2016 - March - 1st Council		
		2016 Operatoring Permit Fee			\$1,483.95
		401-000-000-534-80-49-05		Permit-Health Dept	\$1,483.95
		Residential and Non Residential Connections			\$1,483.95
		Total 07220 7			\$1,483.95
Total Dept of Health	43248				\$1,483.95

Vendor	Number	Reference	Account Number	Description	Amount
Greater Maple Valley-Black Diamond Chamber of Commerce					
	43229	9398	001-000-180-558-70-44-00	Advertising-Ec Dev	\$950.00
			Black Diamond Directory		
	Total 43229	Total 9398			\$950.00
Total Greater Maple Valley-Black Diamond Chamber of Commerce					
	Johnsons Home & Garden	402320	2016 - March - 1st Council		
	43251				
			001-000-248-518-20-48-00	MDRT-Bldg/Gen Mtc Costs	\$4.32
			MDRT-Locks for Trailer		
	Total 402320				\$4.32
	402321		001-000-270-575-51-48-00	Gym Facility Repair & Maintenance	\$25.81
			Gym-Anti-slip Material for Deck at Back Door		
	Total 402321				\$25.81
					\$30.13
					\$30.13
Total Johnsons Home & Garden					
	Judicial Conference Registrar	021716 JCR	2016 - February - Month End Chks 2-2/29/16		
	43233				
			001-000-120-512-50-49-01	Institute for Court Management Training	\$40.00
			Court-Metcalfe		
	Total 021716 JCR				\$40.00
Total Judicial Conference Registrar					
	Kara Murphy Richards	021916 KMR	2016 - March - 1st Council		
	43252				
			001-000-151-515-30-41-04	March Services	\$2,000.00
				Court Legal-Pros Attorney	\$2,000.00
	Total 021916 KMR				\$2,000.00
Total Kara Murphy Richards					
	KCMCA	021716 KCMCA	2016 - March - 1st Council		
	43253				
			001-000-137-514-21-49-02	Annual Membership	\$40.00
				Memberships	

Vendor	Number	Reference	Account Number	Description	Amount
Total KCMCA KING COUNTY FINANCE 43230	Total 43253	Total 021716 KCMCA	Clerks-Martinez, Bohn		\$40.00
					\$40.00
					\$40.00
Total 43230 43254	Total 30012374	30012374	2016 - February - Month End Chks 2-2/29/16		
Total 020916 KCSW 2067296	Total 020916 KCSW	020916 KCSW	2016 - March - 1st Council		
Total 2067296 2067326	Total 2067296	2067326	4th Quarter 2015		
Total 2067326 71768	Total 2067326	71768	January Services		
Total 71768 72831	Total 71768	72831	January Services		
Total 43254 Total KING COUNTY FINANCE	Total 43254	Total 72831	January Services		

Vendor	Number	Reference	Account Number	Description	Amount
King County Finance I-Net	43255				
		11004227		2016 - March - 1st Council	
			January Services		\$375.00
			001-000-214-521-20-42-01	Police Comm KC I-Net	\$375.00
		Total 11004227			\$375.00
Total 43255					
Total King County Finance I-Net					
Melanie Thomas Dane	43256				
		021916 MD		2016 - March - 1st Council	
			March Services		\$2,000.00
			001-000-120-512-50-41-00	Court Judge	\$2,000.00
		Total 021916 MD			\$2,000.00
Total 43256					
Total Melanie Thomas Dane					
Mike Marsh	43257				
		022216 MM		2016 - March - 1st Council	
			January Services		\$200.00
			410-000-000-531-10-48-03	Stormwater Maintenance & Repair	\$200.00
				Stream Management	\$200.00
		Total 022216 MM			\$200.00
Total 43257					
Total Mike Marsh					
Office Products Nationwide	43258				
		826761-0		2016 - March - 1st Council	
			February Purchases		\$421.80
			001-000-180-518-90-31-00	Office Supplies City Hall	\$421.80
		Total 826761-0			\$421.80
		827538-0			
			February Purchases		\$318.14
			001-000-246-558-70-31-00	Office Supplies	\$318.14
				MDRT Office Supplies	\$318.14
		Total 827538-0			\$318.14
		827575-0			
			February Purchases		\$38.76
			001-000-246-558-70-31-00	Office Supplies	\$38.76
				MDRT Office Supplies	\$38.76
		Total 827575-0			\$38.76

Vendor	Number	Reference	Account Number	Description	Amount
Total 43262					
Puget Sound Electric Supply					
43234					
Total 1701913					
020916 PSE					
2016 - February - Month End Chks 2-2/29/16					
Jan 2 to Feb, 2016 Services					
	001-000-212-521-50-47-00		Police Storage-Acct 200024493906	Electric/gas	\$369.45
	001-000-212-521-50-47-00		Police/Court Elec-Acct 200009377470	Electric/gas	\$441.96
	001-000-212-521-50-47-00		Police/Court Gas-Acct 20000563300	Electric/gas	\$159.19
	001-000-248-518-20-47-00		MDRT Bldg Elec-Acct 200019932462	MDRT Electricity	\$746.83
	001-000-254-518-20-47-00		City Hall-Acct 300000007074	Facilities-Utilities	\$261.68
	001-000-254-518-20-47-00		CD Elec-Acct 200019932462	Facilities-Utilities	\$0.00
	001-000-270-575-30-47-00		Museum-Acct 200001525159	Museum Electric/Gas	\$381.05
	001-000-270-575-51-47-00		Gym-Acct 220006098002	Gym- Electricity and Gas	\$354.46
	001-000-270-576-80-47-00		Lake Sawyer Boat Launch-Acct 300000007140	Electric/Gas	\$32.66
	001-000-270-576-80-47-00		PV Shop-Parks-Acct 200017719507	Electric/Gas	\$4.34
	001-000-280-536-20-47-00		PV Shop-Cemetery-Acct 200017719507	Electric/Gas	\$2.17
	001-000-000-542-63-47-01		Street Lights-Acct 300000003735	Street Lighting	\$4,601.04
	001-000-000-542-63-47-01		Cov Sawyer & 216th-Acct 200008062644	Street Lighting	\$48.20
	001-000-000-542-63-47-01		Kentlake Traffic Signal-Acct 200008062834	Street Lighting	\$264.04
	001-000-000-542-63-47-01		Roberts Drive-Acct 200024810877	Street Lighting	\$31.74
	001-000-000-542-63-47-01		Baker St Crosswalk-Acct 200015449073	Street Lighting	\$14.08

Vendor	Number	Reference	Account Number	Description	Amount
			101-000-000-543-31-47-00	Electric/Gas	\$23.86
			PV Shop-Street-Acct 200017719507		
			401-000-000-534-80-47-00	Electric/Gas	\$26.04
			PW Shop-Water-Acct 200017719507		
			401-000-000-534-80-47-00	Electric/Gas	\$27.46
			Booster Station-Acct 200008062180		
			401-000-000-534-80-47-00	Electric/Gas	\$759.01
			.5 Mil Gal Resv-Acct 200008062404		
			407-000-000-535-80-47-00	Electric/Gas	\$12.31
			Sewer Pump-Acct 200016310662		
			407-000-000-535-80-47-00	Electric/Gas	\$102.59
			Morganville Lift Sta-Acct 200001658101		
			407-000-000-535-80-47-00	Electric/Gas	\$31.71
			Dia Glen Sewer-Acct 200019391925		
			407-000-000-535-80-47-00	Electric/Gas	\$26.03
			PW Shop-Sewer-Acct 200017719507		
			410-000-000-531-10-47-00	Electric/Gas	\$26.03
			PV Shop-Drainage-Acct 200017719507		
	Total 020916 PSE				\$8,747.93
	Total 43234				\$8,747.93
	43263				
		20002538847 021716		2016 - March - 1st Council	
			Jan 4 to Feb 2, 2016 Services		
			401-000-000-534-80-47-00	Electric/Gas	\$1,956.82
			Booster Station-Acct 200002538847		
	Total 20002538847 021716				\$1,956.82
	Total 43263				\$1,956.82
	Total Puget Sound Energy				\$1,956.82
	Regional Animal Services of King County				\$10,704.75
	43264				
		013116 RAS		2016 - March - 1st Council	
			February License		
			633-000-000-589-00-00-01	King County Animal License	\$30.00
	Total 013116 RAS				\$30.00
	Total 43264				\$30.00
	Total Regional Animal Services of King County				\$30.00
	Republic Services, Inc. #176				\$30.00
	43265				
		Invoice - 2/19/2016 4:03:57 PM		2016 - March - 1st Council	
			001-000-212-521-50-47-04	Waste Disposal	\$192.68
			Police		
			001-000-254-518-20-47-01	Facilities-Waste Disposal	\$192.68
			City Hall		

Vendor	Number	Reference	Account Number	Description	Amount
Total Republic Services, Inc. #176 RH2 Engineering Inc. 43266	Total 43265	Total Invoice - 2/19/2016 4:03:57 PM	001-000-270-576-80-47-04	Waste Disposal	\$10.32
			PW-Parks		
			001-000-280-536-20-47-04	Waste Disposal	\$5.16
			PW-Cemetery		
			101-000-000-543-31-47-04	Waste Disposal	\$56.75
			PW-Street		
			401-000-000-534-80-47-04	Waste Disposal	\$61.91
			PW-Water		
			407-000-000-535-80-47-04	Waste Disposal	\$61.91
			PW-Sewer		
Total RH2 Engineering Inc. Safe Security 43267	Total 43266	Total Invoice - 2/19/2016 4:03:57 PM	410-000-000-531-10-47-04	Waste Disposal	\$61.91
			PW-Drainage		
			2016 - March - 1st Council		
			January Services		
			402-000-003-594-34-63-06	Springs/Task 3- Engineering	\$2,108.91
			North Bank Artesian Spring Tap		
			2016 - March - 1st Council		
			February Services		
			101-000-000-544-90-48-01	PW Clearing-shared Shop Cost	\$49.98
			Monitoring-32820 3rd Ave		
Total Safe Security Secure Pacific Corporation 43268	Total 43267	Total Invoice - 2/19/2016 4:03:57 PM	2016 - March - 1st Council		
			Feb 1-Apr 30, 2016 Services		
			001-000-120-512-50-49-05	Security	\$60.85
			001-000-212-521-50-49-05	Security	\$121.70
			2016 - March - 1st Council		
			Feb 1-Apr 30, 2016 Services		
			001-000-120-512-50-49-05	Security	\$182.55
			001-000-212-521-50-49-05	Security	\$182.55
			2016 - March - 1st Council		
			Feb 1-Apr 30, 2016 Services		
Total Secure Pacific Corporation					\$182.55

Vendor	Number	Reference	Account Number	Description	Amount
Sorci Family LLC	43269	021916 SFLLC		2016 - March - 1st Council	
		March Services			
		001-000-248-518-20-45-02		MDRT Property Rental Cost	\$618.00
		001-000-254-518-20-45-02		Facilities-Prop Rental	\$927.00
		001-000-254-518-20-45-05		Facilities City Hall Bldg Rental	\$2,032.00
		Total 021916 SFLLC			\$3,577.00
					\$3,577.00
					\$3,577.00
Total Sorci Family LLC	43270	1771		2016 - March - 1st Council	
South Correctional Entity					
		January Inmate Days			
		001-000-211-523-60-49-00		Jail Costs	\$2,826.00
		Total 1771			\$2,826.00
					\$2,826.00
					\$2,826.00
Total South Correctional Entity	43271	L112582		2016 - March - 1st Council	
State Auditor Office					
		January Services			
		001-000-140-514-23-41-01		State Auditor Services	\$4,717.29
		101-000-000-543-30-41-02		State Auditor Services	\$1,132.15
		401-000-000-534-80-41-03		State Auditor Services	\$4,339.91
		407-000-000-535-80-41-07		State Auditor Services	\$4,339.90
		410-000-000-531-10-41-02		State Auditor Services	\$4,339.90
		Total L112582			\$18,869.15
					\$18,869.15
					\$18,869.15
Total State Auditor Office	43272	0250572-In		2016 - March - 1st Council	
Symbol Arts					
		001-000-210-521-10-31-04		Uniforms	\$120.00
		Total 0250572-In		Police-Badge in Customer Seal	\$120.00
					\$120.00
					\$120.00
Total Symbol Arts	43273	326765		2016 - March - 1st Council	
TRM Wood Products Co. Inc.					
		001-000-270-575-51-48-00		Gym Facility Repair & Maintenance	\$62.60

Vendor	Number	Reference	Account Number	Description	Amount
				Gym-Anti-Slip Material for Deck	
	Total 43273				\$62.60
	Total TRM Wood Products Co. Inc.				\$62.60
	U.S. Postal Service (CMRS-FP)				\$62.60
	EFT Payment 2/23/2016 9:45:13 AM - 2			2016 - February - Month End Chks 2-2/29/16	
	021216 CRMS-FP			02/04/16-02/11/16	
				001-000-180-518-90-42-00	
	Total 021216 CRMS-FP			Postage	\$200.00
	021816 CRMS-FP				\$200.00
				02/12/16-02/17/16	
				001-000-180-518-90-42-00	
	Total 021816 CRMS-FP			Postage	\$200.00
	Total EFT Payment 2/23/2016 9:45:13 AM - 2				\$200.00
	Total U.S. Postal Service (CMRS-FP)				\$400.00
	Utilities Underground				\$400.00
	43274			2016 - March - 1st Council	
	6010104				
				January Services	
				401-000-000-534-80-41-08	
	Total 6010104			Locating Service	\$9.24
	Total 43274				\$9.24
	Total Utilities Underground				\$9.24
	VenTek International				\$9.24
	43275			2016 - March - 1st Council	
	45615				
				001-000-270-576-80-41-02	
				Venue Pay Station	\$585.00
				Yearly Processing Fee and Monthly Subscription	
	Total 45615				\$585.00
	Total VenTek International				\$585.00
	Verizon Wireless				\$585.00
	43231			2016 - February - Month End Chks 2-2/29/16	
	9759451871				
				Jan 24 to Feb 23, 2016 Services	
				001-000-110-511-60-42-00	
				Communications	\$40.01
				001-000-130-513-10-42-00	
				Telephone/DSL	\$55.32
				001-000-214-521-20-42-00	
				Police Telephone/DSL/Air Cards	\$328.89
				001-000-240-558-51-42-00	
				Telephone	\$73.16
				001-000-246-558-70-42-01	
				Telephones	\$139.98

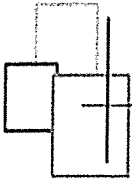
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Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount	
Total Verizon Wireless Vision Municipal Solutions, LLC 43276	Total 43231	Total 9759451871	001-000-254-518-20-42-00	Facilities-Communication	\$55.32	
			001-000-270-576-80-42-00	Telephone/DSL/Radios	\$16.30	
			001-000-280-536-20-42-00	Telephone, DSL & Radios	\$8.15	
			101-000-000-542-90-42-01	Telephone/DSL/Radios	\$89.66	
			401-000-000-534-80-42-00	Telephone/DSL/Radios	\$97.80	
			407-000-000-535-80-42-00	Telephone/DSL/Radios	\$97.81	
			410-000-000-531-10-42-00	Telephone/DSL/Radios	\$97.81	
					\$1,100.21	
					\$1,100.21	
					\$1,100.21	
Total Vision Municipal Solutions, LLC Washington State Department of Revenue EFT Payment 2/23/2016 9:45:13 AM - 3 013116 DOR	Total 43276	Total 022216 VMS	022216 VMS	Registration for Training	\$125.00	
				001-000-140-514-23-49-01	Workshops and Training	\$125.00
					Utility and Cash Management Training-Oosterhof	\$125.00
						\$125.00
						\$125.00
						\$125.00
						\$125.00
						\$125.00
						\$125.00
						\$125.00
Total EFT Payment 2/23/2016 9:45:13 AM - 3 Washington State Department of Revenue Washington State Patrol 43277	Total 013116 DOR	Total 013116 DOR	013116 DOR	January Excise Tax	\$15.31	
				001-000-191-525-60-49-01	Emergency Management Training	\$115.46
				001-000-210-521-10-31-04	Uniforms	\$3,028.40
				401-000-000-534-80-44-01	State of WA Utility Excise Tax	\$34.67
				401-000-000-534-80-44-01	State of WA Utility Excise Tax	\$771.22
				407-000-000-535-80-44-01	State of WA Excise Tax	\$6.30
				407-000-000-535-80-44-01	State of WA Excise Tax	\$438.61
				410-000-000-531-10-44-01	WA St Excise Taxes	\$4,409.97
						\$4,409.97
						\$4,409.97
Total Washington State Department of Revenue Washington State Patrol 43277	Total 16005237	Total 16005237	16005237	January Services	\$12.00	
				633-000-000-586-00-00-06	Due to WSP-FBI Fingerprinting-Background	\$12.00
					Background Check	\$12.00
						\$12.00
						\$12.00
						\$12.00
						\$12.00
						\$12.00
						\$12.00
						\$12.00
Total EFT Payment 2/23/2016 9:45:13 AM - 3 Washington State Department of Revenue Washington State Patrol 43277	Total 16005237	Total 16005237	16005237	January Services	\$29.50	
				633-000-000-586-00-00-06	Due to WSP-FBI Fingerprinting-Background	\$29.50
						\$29.50
						\$29.50
						\$29.50
						\$29.50
						\$29.50
						\$29.50
						\$29.50
						\$29.50

Vendor	Number	Reference	Account Number	Description	Amount
	Total 43277			Background Checks	\$29.50
Total Washington State Patrol					\$41.50
Water Management Laboratories, Inc.	43278			2016 - March - 1st Council	\$41.50
	147148		401-000-000-534-80-41-02	Water Testing and Sampling	\$21.00
			Total Coliform MMO-MUG		
					\$21.00
Total 43278		Total 147148			\$21.00
Total Water Management Laboratories, Inc.					\$21.00
Yakima County Dept. of Corrections	43279			2016 - March - 1st Council	\$21.00
		013116 YCDC			
			January Services		\$602.25
			001-000-211-523-60-49-00	Jail Costs	\$602.25
			11 Inmate Days		\$602.25
					\$602.25
Total 43279		Total 013116 YCDC			\$602.25
Total Yakima County Dept. of Corrections					\$602.25
Grand Total		Vendor Count	52		\$116,384.78



Register

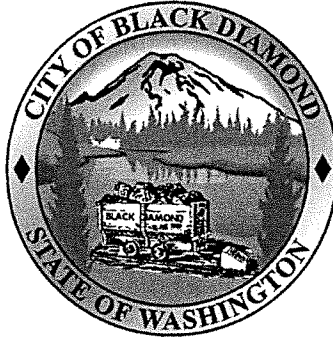
Fiscal: 2016

Deposit Period: 2016 - March, 2016 - February

Check Period: 2016 - March - 1st Council, 2016 - February - Month End Chks 2-2/29/16

Number	Name	Print Date	Amount
Columbia Bank	390562401		
Check			
<u>43229</u>	Greater Maple Valley-Black Diamond Chamber of Commerce	2/29/2016	\$950.00
<u>43230</u>	KING COUNTY FINANCE	2/29/2016	\$43,963.38
<u>43231</u>	Verizon Wireless	2/16/2016	\$1,100.21
<u>43232</u>	DMCJA	2/17/2016	\$187.00
<u>43233</u>	Judicial Conference Registrar	2/17/2016	\$40.00
<u>43234</u>	Puget Sound Energy	2/19/2016	\$8,747.93
<u>43235</u>	Art Gamblin Motors	3/3/2016	\$450.63
<u>43236</u>	Beatriz Jordan	3/3/2016	\$139.96
<u>43237</u>	Black Diamond Auto Parts	3/3/2016	\$153.90
<u>43238</u>	Brown's Automotive Inc.	3/3/2016	\$928.38
<u>43239</u>	Bryant Tractor & Mower Inc	3/3/2016	\$409.92
<u>43240</u>	Christina Westfall	3/3/2016	\$64.00
<u>43241</u>	CHS/Cenex	3/3/2016	\$1,606.70
<u>43242</u>	City of Auburn	3/3/2016	\$1,000.00
<u>43243</u>	City of Black Diamond	3/3/2016	\$98.75
<u>43244</u>	City of Milton	3/3/2016	\$6,251.11
<u>43245</u>	Comcast (34744)	3/3/2016	\$3.28
<u>43246</u>	Comcast (PA)	3/3/2016	\$395.21
<u>43247</u>	DD Printing Solutions	3/3/2016	\$848.77
<u>43248</u>	Dept of Health	3/3/2016	\$1,483.95
<u>43249</u>	Dept of Licensing-Engineer Program	3/3/2016	\$116.00
<u>43250</u>	Granite Telecommunications	3/3/2016	\$41.14
<u>43251</u>	Johnsons Home & Garden	3/3/2016	\$30.13
<u>43252</u>	Kara Murphy Richards	3/3/2016	\$2,000.00
<u>43253</u>	KCMCA	3/3/2016	\$40.00
<u>43254</u>	KING COUNTY FINANCE	3/3/2016	\$848.88
<u>43255</u>	King County Finance I-Net	3/3/2016	\$375.00
<u>43256</u>	Melanie Thomas Dane	3/3/2016	\$2,000.00
<u>43257</u>	Mike Marsh	3/3/2016	\$200.00
<u>43258</u>	Office Products Nationwide	3/3/2016	\$1,269.93
<u>43259</u>	Orkin Commercial Services	3/3/2016	\$231.62
<u>43260</u>	Parametrix, Inc.	3/3/2016	\$3,018.66
<u>43261</u>	Perteet Inc.	3/3/2016	\$525.00
<u>43262</u>	Platt Electric Supply	3/3/2016	\$155.05

<u>43263</u>	Puget Sound Energy	3/3/2016	\$1,956.82	-
<u>43264</u>	Regional Animal Services of King County	3/3/2016	\$30.00	
<u>43265</u>	Republic Services, Inc. #176	3/3/2016	\$643.32	-
<u>43266</u>	RH2 Engineering Inc.	3/3/2016	\$2,108.91	
<u>43267</u>	Safe Security	3/3/2016	\$49.98	
<u>43268</u>	Secure Pacific Corporation	3/3/2016	\$182.55	
<u>43269</u>	Sorci Family LLC	3/3/2016	\$3,577.00	
<u>43270</u>	South Correctional Entity	3/3/2016	\$2,826.00	
<u>43271</u>	State Auditor Office	3/3/2016	\$18,869.15	
<u>43272</u>	Symbol Arts	3/3/2016	\$120.00	
<u>43273</u>	TRM Wood Products Co. Inc.	3/3/2016	\$62.60	
<u>43274</u>	Utilities Underground	3/3/2016	\$9.24	
<u>43275</u>	VenTek International	3/3/2016	\$585.00	
<u>43276</u>	Vision Municipal Solutions, LLC	3/3/2016	\$125.00	
<u>43277</u>	Washington State Patrol	3/3/2016	\$41.50	
<u>43278</u>	Water Management Laboratories, Inc.	3/3/2016	\$21.00	
<u>43279</u>	Yakima County Dept. of Corrections	3/3/2016	\$602.25	
<u>EFT Payment 2/23/2016</u>	Dept of Licensing-Firearms Online	2/29/2016	\$90.00	
<u>EFT Payment 2/23/2016</u>	U.S. Postal Service (CMRS-FP)	2/29/2016	\$400.00	
<u>EFT Payment 2/23/2016</u>	Washington State Department of Revenue	2/29/2016	\$4,409.97	
		Total	\$116,384.78	



City of Black Diamond
Financial Management Policies
Per Resolution 08-560
Updated for Long Term Planning Per Resolution 13-866

Background and Purpose

Financial policies provide guidelines for City of Black Diamond's leaders to ensure sound decision-making that safeguards core services while moving the community forward to achieve its vision. Good financial management ensures the City is able to withstand economic fluctuations, maintain focus on the entire financial picture, and adjust to the changing service needs of the community of Black Diamond.

This policy incorporates past financial practices in defining the current policies to be used by the City to meet its obligations and operate in a financially prudent manner. These policies have been established to provide general fiscal guidelines and are intended to provide sound direction in the management of the City's financial affairs.

Operating Budget Policies

General budget policies ensure service levels are reasonable and attainable and that budget documents detailing revenues and expenditures accurately reflect Council and community goals. The City of Black Diamond budget procedures are in compliance with the Revised Code of Washington, Chapter 35A.33. The City budgets annually on the calendar year beginning January 1st and Ending December 31st. The City Council shall adopt the budget by Ordinance at the fund level. Amendments to the budget that change fund totals will be adopted by the Council through an Ordinance, which is usually done mid-year and year-end.

Citizen Involvement

Citizen involvement shall be encouraged in the budget decision-making process through public hearings and study sessions.

Service Level Determinations

The City Council will establish municipal service levels and priorities for the upcoming year to guide staff in developing goals, objectives and budget proposals.

Conservative Budgeting

The City will use a conservative budgeting approach and accepted analytical techniques including trending, per capita estimates of intergovernmental revenue and sales and property tax estimates based on prior year revenues adjusted for reasonable known growth factors. All positions will be budgeted for a full year.

Long Term Financial Planning

Long-term financial planning is the process of aligning financial capacity with long-term service objectives. Financial forecasting is the process of projecting revenues and expenditures over a long-term period, using assumptions about economic conditions, future spending scenarios, and other salient variables.

The City shall, utilizing best available, cost-effective practices, engage in collaborative long-term financial planning as part of its overall budget process. To provide insight into future financial planning, such long-term financial planning should combine financial forecasting and analysis with a strategic operational perspective. The overall goals of long-term financial planning* are to:

1. Balance-Budgets: Recognize the long-term impacts of today's decisions, setting the stage for balanced budgets in successive years by avoiding temporary solutions.
2. Reduce Conflict During Budgeting: Organize financial planning around a consensus-based set of service and financial goals, which sets boundaries on the budget process and creates an understanding of budget priorities.
3. Manage Growth: Optimize the City's ability to sustain operations and support service levels through a financial strategy that balances the needs of new and existing residents.
4. Stabilize Rates: Identify potential peaks and valleys in future revenues and expenses, allowing the City to take countervailing action ahead of time.
5. Provide Planned Services: Provide a process for making decisions about the level of service that government will provide over a multi-year period.

*Note: See, Government Finance Officers Association, Long-Term Financial Planning for Governments, www.gfoa.org/lftp - ltfp@gfoa.org.

Maintenance of Facilities and Equipment

Adequate maintenance and replacement of the City's facilities, equipment and technology will be provided for in either the operating or capital budget. As practicable, these expenses will be forecasted in an equipment replacement fund in the operating budget.

Sustainable Revenue Sources

Ongoing operating program costs will not exceed the amount of ongoing revenue to finance those costs. The ongoing revenue will be identified along with new program costs. Cash balances in excess of the amount required to maintain strategic reserves will be used to fund one-time or non-recurring costs. In the event a fund has an emergency or economic downturn, resources from reserves may be used provided that they are replaced within the next five years.

Cost Recovery

All taxpayers should not pay for a service that benefits only certain individuals. Therefore, fees will be established where possible to recover costs of such services or programs. Fees for services will be reviewed and adjusted as necessary and at least once a year. Based on Council direction, general taxpayer revenues may be used to subsidize all or a portion of the cost of services.

Fund Balance Reserve Policies

Adequate fund balance and reserve levels help mitigate short-term emergencies and the effect of fluctuations in the economy, as well as assist in the financial strength of the City's bond ratings.

Operating Fund Balance Reserves

The City's goal is to achieve a 10% reserve of anticipated expenditures in the General Fund Balance over the next five years or more. The reserve will be used to meet seasonal cash flow demands, provide a financial cushion in an economic downturn and meet emergency needs. In the event that the fund balance falls below that amount, the City will work to restore the balance with cost reductions, rate increases and other measures within five fiscal years.

Contingency Reserve Fund

A Contingency Reserve Fund may also be maintained in accordance with state law (RCW 35.A.33.145) to meet any municipal extent that could have not been reasonably known at the time of adopting the annual budget. The target balance may be consistent with state law at \$.375 per \$1,000 of assessed valuation, or approximately \$201,866 for Black Diamond in 2012.

Utility Operating Policies

City utilities are enterprise funds and therefore need to maintain a revenue and expense structure that allows them to be self-supporting with adequate revenue that pays for maintenance, operations, debt service and capital costs. Adequate reserves, rate analyses and budgetary policies steer the utilities toward ongoing self-sufficiency.

Utility Rates and Fees

As enterprise funds, all utilities will be self-supporting through rates, connection charges and other fees. Whenever practical, smaller utility increases will be considered more frequently, to avoid large jump in rate payer bills. Revenue will pay maintenance, operation, debt service and provide funds for capital repairs and improvements. Rates and fees will be reviewed at least biennially and adjusted to adequately reflect the cost of services. Every five years a detailed rate analysis will take place to ensure financial solvency of the utilities.

Utility Fund Reserves

All utilities will be operated in a manner to ensure an ending annual reserved fund balance in an amount equal to 90 days of annual operational appropriations. In the event that the fund balance falls below that amount or a new utility is formed, the City will work to restore the balance to that level with cost reductions, rate increases and other measures within five fiscal years. The City may use reserves to “smooth” rate increases over a period of years and avoid large jumps in ratepayer bills.

Debt Management Policies

The City will maintain adequate available debt capacity to ensure funding for major, high priority projects.

The City of Black Diamond is an infrequent issuer of debt. Debt is primarily used to finance large capital investments. Various state laws limit the City’s debt capacity. General obligation debt, backed by the full faith and credit of the City, is limited to 2.5% of the value of all taxable property within the City. That percentage includes councilmatic or non-voted debt (1.5% of property values) and Local Option Capital Asset Lending – a financing contract with the Office of the State Treasurer (39.94 RCW). Revenue bonds rely on a funding source, such as utility revenues, for debt repayment.

Interfund Loans

The City will use interfund borrowing when such borrowing is cost effective, thereby eliminating the administrative cost of borrowing when adequate funds are available internally within the City’s own resources. The City will not charge interest for such interfund loans that are repaid within six months. For loans beyond six months, the City will set a reasonable timeline for repayment of between one and five years and use the State’s Local Government Investment Pool (LGIP) rate.

Interfund loans are permitted to cover cash flow for capital projects, where federal or state grants are approved, but there is a timing issue between city expenditures and the actual reimbursement by the granting agencies. Interfund loans shall be approved by Council with a resolution.

Bond Rating

The City will strive to obtain the best bond rating possible to produce the lowest possible interest rate on each bond sale.

Cash Management and Investment Policies

At any one time the City may have several million dollars in various funds that are not needed until some point in the future for operations, capital purchases or the repayment of debt. By placing these revenues in State's Local Government Investment Pool (LGIP) until the funds are needed, the City is able to earn interest that in turn serves as a revenue source to reduce costs to the community. Cash and investment policies reduce the City's investment risk.

Cash Sufficiency

The City will at all times maintain sufficient cash on hand to meet reasonably expected expenditures for the operating period.

Investment Goals

The City's idle cash will be invested on a continuous basis to maximize income. Priority will be given to legality of investment practices, the safety of the asset, followed by liquidity in case a need arises where the City needs access to the funds, followed by yield or return.

Allocation of Investment Income

Where permitted, the City will pool its cash resources for investment purposes. Investment income will be re-allocated to the participating funds as much as practical.

Alternative Financing Schemes and Derivative Products

The City of Black Diamond shall not utilize alternative financing schemes or derivative products to avoid restrictions imposed by law or to utilize tax loop holes.

Capital Projects and Planning Policies

The City of Black Diamond owns considerable assets in roads, a sewer system, water system, storm water system, parks, buildings, equipment and other capital. The preservation, maintenance and future improvement of these facilities are a primary responsibility of the City. Capital items are defined as those projects and purchases costing more than \$5,000 and lasting three or more years.

Capital Improvement Plan

A Capital Improvement Program (CIP) is a flexible, multi-year plan containing the City's planned capital improvement projects and the recommended financing methods for funding projects. All funds and departments are brought together in a single consolidated plan for an overall view of the City's capital improvement needs. The plan includes the capital facilities element of

the City of Black Diamond Comprehensive Plan required by the Growth Management Act and other capital projects that may not fit into the capital facilities category.

Capital projects typically apply to: 1) one-time costs for acquisition, construction, improvement, replacement or renovation of land, structures and major equipment; 2) expenditures which take place over two or more years; 3) funding with debt because of significant costs to be shared by current and future beneficiaries; and 4) systematic acquisition or repair and maintenance over an extended period of time.

Capital Improvement Plan (CIP) Participation

Citizen participation in the Capital Improvement Program is a priority for the City. Among the activities which shall be conducted to address the need are the following:

- a) The Capital Improvement Plan shall be provided to the City Council in a timely manner to allow time for the Council members to review the proposal with constituents before it is considered for adoption
- b) Council study sessions on the Capital Improvement Plan will occur during the budget deliberations and shall be open to the public and advertised sufficiently in advance of the meetings to allow for the attendance of interested citizens.
- c) Prior to the adoption of the budget and Capital Improvement Plan, the City Council shall hold noticed public hearings to provide opportunities for citizens to express their opinions on the proposed plan.

All projects included in the Capital Improvement Plan shall be consistent with the City's Comprehensive Plan.

Internal Consistency

The CIP will be consistent with the Capital Facilities Element of the Comprehensive Plan covering transportation, water, wastewater, stormwater, parks, recreation and general government facilities.

Funding Sources

City staff will analyze funding sources for all proposed capital improvement projects, including grant opportunities. Under Washington law, the City can only expend revenues from the Real Estate Excise Tax (REET) for capital items. Real estate excise tax of one-quarter of one percent on the sale of real property is currently dedicated to general government capital improvements and a second one-quarter of one percent is allocated to public works projects. Both allocations may be changed by the Council. These designated revenues are collected in the Special Revenue Funds and then transferred to the appropriate funds for expenditures of debt service or capital projects as budgeted. Each REET fund has established a targeted reserve of \$200,000 to \$250,000 to cover an emergency or economic downturn.

Relationship between Operating Budget and Capital Improvement Plan

The Capital Improvement Plan, as distinguished from the Operating Budget, is a multi-year

financial plan for the acquisition, expansion, or rehabilitation of infrastructure, capital assets, or productive capacity of City services. Only those projects scheduled during the first year of the plan are adopted as part of the City's annual budget. Additionally, projects to be funded by bonds or "alternative funding" are budgeted when the funding is secured.

Accounting, Financial Reporting and Auditing Policies

The City was incorporated in 1959, and operates under the laws of the State of Washington applicable to a Non-Charter code City classification adopted in 1990 with a Mayor-Council form of government. The City is a general-purpose governmental entity that provides general government services including law enforcement, fire, street improvement, parks and general administrative services. In addition the City owns and operates a water, sewer and drainage system.

Accounting and Budgeting System

The City of Black Diamond will establish and maintain a high standard of accounting practices. Accounting and budgeting systems will at all times conform to the State of Washington Budgeting Accounting Reporting System (BARS) and federal and state regulations. Cities with populations under 25,000 are classified as category 2 cities and use the allowed accounting. The accounting is single-entry, cash basis accounting, which is a departure from generally accepted accounting principles (GAAP). The city uses the revenue and expenditure classifications contained in the Budgeting, Accounting and Reporting System (BARS) manual. The manual is prescribed by the State Auditor's Office under the authority of Washington State Law, Chapter 43.09 RCW.

Financial Reporting

Reporting frequency –Monthly budget and actual reports are distributed to all departments. Quarterly reports, as a minimum frequency, are presented to the City Council.

Annual Report-Will be completed by May 30th and is distributed to the City Council, departments and the State Auditor's Office.

Reporting Improvements-The City will strive to continue to make improvements in its financial reporting so that information available to the public, the City's governing bodies and other city departments is clear and the best available for sound financial decisions.

Accounting System-A comprehensive accounting system is maintained to provide all financial information necessary to effectively operate the City.

Full Disclosure -All public reports are to contain full and complete disclosure of all material matters.

Audit Policy

The City will assist the State Auditor's Office in whatever way possible in conjunction with the preparation of the audit every two years and will implement modifications identified by the State Auditor to improve the City's internal controls and financial practices.