



**KING COUNTY**  
**Signature Report**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**December 11, 2012**

**FCD Resolution**

**Proposed No. FCD2012-18.1**

**Sponsors**

1           A RESOLUTION authorizing the chair to enter into an amendment  
2           to the contract for accounting services between the King County  
3           Flood Control Zone District and Francis & Company, PLLC.

4           WHEREAS, the King County Flood Control Zone District ("District") entered  
5 into a Contract for Accounting Services ("Contract"); and

6           WHEREAS, the Board of Supervisors of the District has determined that it is in  
7 the best interests of the District to extend the Contract through December 31, 2013;

8           NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
9 SUPERVISORS OF THE KING COUNTY FLOOD CONTROL ZONE DISTRICT:

10          SECTION 1. The chair of the King County Flood Control Zone District is  
11 authorized to enter into the 2013 Amendment to Contract for Accounting Services,  
12

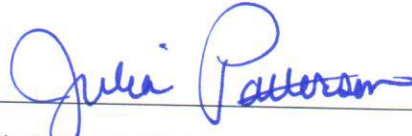
13 Attachment A to this resolution.

14

FCD Resolution was introduced on and passed by the King County Flood Control District on 12/10/2012, by the following vote:

Yes: 8 - Mr. Phillips, Mr. von Reichbauer, Mr. Gossett, Ms. Hague,  
Ms. Patterson, Ms. Lambert, Mr. Dunn and Mr. McDermott  
No: 0  
Excused: 1 - Mr. Ferguson

KING COUNTY FLOOD CONTROL ZONE  
DISTRICT  
KING COUNTY, WASHINGTON



Julia Patterson, Chair

ATTEST:



Anne Noris, Clerk of the District

**Attachments:** A. 2013 Amendment to Contract for Accounting Services

**2013 AMENDMENT TO  
CONTRACT FOR ACCOUNTING SERVICES  
KING COUNTY FLOOD CONTROL ZONE DISTRICT**

THIS AMENDMENT amends Sections 1, 2 and 3 of the Contract for Accounting Services between the King County Flood Control Zone District, King County, Washington, a municipal corporation of the State of Washington ("District") and Francis & Company, PLLC ("Accountant"), as follows:

A. Amendment of Section 1. Effective January 1, 2013, Section 1 of the Contract, as amended by the 2012 Amendment, is further amended as follows:

1. Scope of Services to be Performed by Accountant. The Accountant shall perform the services described in Exhibit "A" to the ~~2012~~2013 Amendment. In performing the services, the Accountant shall comply with all federal, state and local laws and regulations applicable to the services. The Accountant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

B. Amendment of Section 2. Effective January 1, 2013, Section 2 of the Contract, as amended by the 2012 Amendment, is further amended as follows:

2. Compensation and Method of Payment. The Accountant shall request payment for work performed using the billing invoice form at Exhibit "B." The District shall pay the Accountant according to the rates set forth in Exhibit "A" to the ~~2012~~2013 Amendment. The total compensation shall not exceed annual budget appropriations for the services.

The Accountant shall complete and return to the District Exhibit "C," Tax Identification Number," prior to or along with the first billing invoice. The District shall pay the Accountant for services rendered within ten (10) days after voucher approval by the Executive Committee Chair.

C. Amendment of Section 3. Section 3 of the Contract, as amended by the 2012 Amendment, is further amended as follows:

3. Duration of Agreement. This Agreement shall be in force and effect for a period commencing on March 16, 2009 and ending December 31, ~~2013~~ 2012, unless sooner terminated or extended under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

Attachment A

IN WITNESS WHEREOF, the parties hereto have executed this 2013 Amendment on the dates written below:

FRANCIS & COMPANY, PLLC.

KING COUNTY FLOOD CONTROL  
ZONE DISTRICT

By: \_\_\_\_\_  
CEO/Partner

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

By: \_\_\_\_\_  
Board Chair

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



EXHIBIT A  
SCOPE OF WORK AND BUDGET  
Amendment for 2013 Services  
November 26, 2012

Tasks	Scope and Fees
Meetings with Executive Director, Governing Board, Legal Counsel	Partner or Manager work with Executive Director throughout the year as necessary to ensure that accounting and compliance issues are properly considered in the ongoing operation of the District. These services could include attendance at meetings with the Executive Director, Board or Committee meetings, meetings with legal counsel and state auditor and others.
Conduct Accounting	<p>Work with Executive Director to track expenditures, verify expenditures, conduct periodic compliance monitoring, provide monthly financial statement, maintain accounting information within chart of accounts, maintain general ledger, reporting formats, state auditor coordination and interface, internal control policies and procedures, and fixed asset accounting.</p> <p>Conduct accounting necessary for compliance with grant conditions including the use of federal funds.</p> <p>Assist with other financial and banking items such as but not limited to employer ID number, banking, budgeting and payroll service accounts. All services leading to financial close, preparation and delivery of monthly reports from data supplied by District.</p>
Annual Compilation of financial statements with footnotes and reporting to the Board	Produce a full set of year-end financial statements (including management's discussion and analysis and footnotes) in accordance with generally accepted accounting principles for annual audit.
Audit preparation and support services	Accounting and consulting services to support annual audit of the District, including working with King County departments to gather documents for the financial statements. Oversee the audit process including financial and accountability audits. Provide support during the audit, as the primary financial consultant for the District.
Budget Analysis Support	Undertake special assignments to assess financial performance and trends. For 2013, in conformance with FCD2012-09, develop a report by March 31, 2013 to consolidate and reduce administrative costs to operate the District to allow a greater percentage of District funds to be used for capital flood protection projects. The report should outline WLRD division costs, the costs of administering the

	<p>WRIA grant program, and other costs as appropriate, and propose strategies for reducing such costs and duplication. The report should detail the administrative services, costs, and percentages of total district costs. The report should also evaluate whether any potential changes to District operations are appropriate due to the addition of the WRIA grant funding process.</p>
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**Budget:**

Not to exceed approved budget of \$ 97,850

**Fees:**

- Partner \$200
- Manager \$145
- Senior Accountant \$115
- Staff Accountant \$90