



McCleary City Council

PROPOSED AGENDA

September 10, 2008

6:30 Worksession: 2009 Budget Priorities

7:00 Council Meeting

Flag Salute
Roll Call
Minutes
Public Comment
Mayor's Report
Staff Reports:

Busse Nutley, City Administrator
Dan Glenn, City Attorney
Department Heads
July Financial Report

Old Business:

New Business: Ratify Engineering Contract Addendum
Stormwater Pond Ownership and Maintenance Issues
Arndt Alley Vacation – Set Hearing
Consent to Acquisition: Waste Connections Purchase of LeMay

Ordinances:

Resolutions: Annexation Petition Fees
WWTP – Sole Source Bid

Vouchers
Mayor/Council Comments
Public Comment
Executive Session
Adjournment

Americans with Disabilities Act (ADA)
Accommodation is Provided Upon Request

Please Turn Off Cell Phones – Thank You

CITY OF McCLEARY

August 13, 2008
Regular Council Meeting

The regular meeting of the McCleary City Council was called to order at 7:00 PM with the flag salute.

Roll Call: Mayor Wallace Bentley
Council Members: Lake, Vatne, Vessey, Hays and Boling

Staff Present: Attorney Glenn, Administrator Nutley, Police Chief Crumb, Public Facilities Manager Baun, and Engineers Nick Bird and Jon Hinton

Neal King, Kingbuilt Homes, addressed the Council regarding the sidewalk requirements outlined in the City's Development Standards. The standards required for new home construction or the major remodel of a residence, a sidewalk must be constructed. He said such a requirement produces orphan sidewalks on streets with no existing sidewalks. He said he felt it discouraged builders from doing major remodels in McCleary. Councilman Vatne said he felt the requirement should be waived for Mr. King. But Councilwoman Lake and Councilman Boling pointed out that the City has required other developers to build sidewalks, so why should it be waived for Mr. King. Attorney Glenn voiced agreement, as did citizen Mary Stalcup. Attorney Glenn indicated that the issue was not properly brought to Council, as it is the subject of an administrative variance that must be approved or disapproved by the City Engineer.

Resolution No. 571, entitled A RESOLUTION ADOPTING STANDARDS BY REFERENCE IN RELATION TO DEVELOPMENTS AND SYSTEM IMPROVEMENTS OR MODIFICATIONS WITHIN THE CITY; REPEALING RESOLUTION 560; & PROVIDING AN EFFECTIVE DATE, was introduced. It was moved by Councilwoman Lake, seconded by Councilman Boling, to approve the resolution without amendment drawings provided by the City Engineers. Carried.

Administrator Nutley reported on the following:

- 1) Grays Harbor County has extended the moratorium on development over the city's aquifer another six months.
- 2) She met with Larry Birindelli regarding his plans for the Brookside Mobile Home Park he has just purchased.
- 3) She would like the Council to discuss in September the issue of ownership of storm water ponds.

It was moved by Councilman Vessey, seconded by Councilman Hays, to extend Final Plat Approval of Cedar Heights for 90 days to allow Kingbuilt Homes to correct the wheelchair ramp. Carried.

It was moved by Councilman Vessey, seconded by Councilman Vatne, to approve a change order for Pittman Roofing in the amount of \$714.00 due to the increase in the cost of metal roofing materials since the beginning of August when the job was bid. Carried.

Administrator Nutley referred the Council to her memo regarding city signage. She provided a listing of the signs that had been agreed upon, along with cost information and illustrations of how the signs will look.

After some discussion, it was moved by Councilman Vessey, seconded by Councilwoman Lake, to approve the purchase of the signs as outlined, except for exit signs, and to get cost estimates for two 2' by 8' sign for the roof of the City Hall. Carried.

The Police Department has just completed a Technical Security Audit by the Washington State Patrol. It was found to be "not in compliance" with certain aspects of electronic security. Correction includes a computer upgrade at a cost of \$3,333.78 plus a possible monthly fee to Comcast for an additional internet connection. It was moved by Councilman Vessey, seconded by Councilman Vatne, to approve the upgrade at the cost proposed. Carried.

The City put out a request for proposals for an electrical engineering firm to work with McCleary Light/Power personnel on projects. It was moved by Councilman Boling, seconded by Councilman Vessey, to accept the proposal from Elcon Associates and to authorize the Mayor to sign the agreement. Carried.

It was moved by Councilman Vatne, seconded by Councilman Hays, to authorize the Mayor to sign a contract extension between the City and Grays Harbor County for the services of Jim Arthur (not to exceed \$2,500.00) for Wildcat Creek Aquifer issues. Carried.

It was moved by Councilman Vatne, seconded by Councilman Hays, to authorize the Mayor to sign a Memorandum of Understanding between the City and the Teamsters Union for the addition of a new position entitled "Ground Maintenance I," at a starting salary of \$2,388.00. Carried.

It was moved by Councilman Vatne, seconded by Councilman Vessey, to authorize the Mayor to sign a new contract between the City and the Teamsters Union for the duration of 2009 through 2011. Carried.

A property owner on McCleary Road has contacted the City regarding an extension of the City water line to his property. He has said he will agree to the annexation covenants. The proponents would need to hire an engineer for the project, and pay the fee for our engineer to review the plans, the City's Comprehensive Water Plan must be in place, and all fees must be paid by the property owner. After a lengthy discussion, it was moved by Councilman Vessey, seconded by Councilman Vatne, to agree that the City could extend the water line down McCleary Road, as long as all conditions are met. Carried.

The City has been notified by DOT that they will be making some repairs to a portion of SR#8 to correct storm damage done to the highway and surrounding area. This may mean traffic being rerouted through McCleary at night for as much as 35 days. It was moved by Councilman Vatne, seconded by Councilman Boling, to authorize the Mayor to sign an agreement with the State DOT as long as he is satisfied with all the conditions. Carried.

There are two grants that the City could apply for at this time: a TIB Grant that could be applied to one of the projects addressed in the City's Six Year Street Plan, as well as a TIB Grant for sidewalks—both would require matching funds on the part of the City. It was moved by Councilman Vatne, seconded by Councilman Vessey, to authorize the Mayor to apply for both grants. Carried.

The County has now established a Boundary Review Board to review all proposed annexations to make sure they meet certain service standards, financial equity among local governments, and logical boundaries.

Attorney Glenn has drawn up a proposed resolution for Council consideration to impose fees charged by the Boundary Review Board to applicants. He said he felt that the City's best interests could be served by working with the County Board in the future.

With approval of FEMA and WCIA, the City is ready to purchase a new switch for the WWTP to replace the one damaged by the storm last winter. It was moved by Councilman Vatne, seconded by Councilman Hays, to award the bid to Advanced Electrical Testing, Inc. at a cost of \$77,651.10. Carried.

It was moved by Councilman Vessey, seconded by Councilman Vatne, to approve the vouchers as audited. Carried.

Another candidate for County Commissioner, Buck Carter, introduced himself.

Laurie Mansmith said she was glad to hear that the City is working with Elma and Rural Fire District No. 5 to solve the financial problems for ambulance service. Administrator Nutley pointed out that the fire district is running a levy on the November ballot.

It was moved by Councilman Boling, seconded by Councilman Hays, that the meeting be adjourned. Carried.

STAFF REPORT

To: Mayor and City Council
From: Busse Nutley, City Administrator
Date: September 10, 2008
Re: Current Non-Agenda Activity

Personnel

I regret to tell you that Officer Jason Bodine has submitted his resignation, effective September 15. He has been hired by the state Department of Natural Resources and will be working in the Law Enforcement Division. Officer Bodine has been an excellent police officer, and we wish him well in his new endeavor.

Budget

I am and will be “buried” in the budget until sometime in October. Please note that there is a worksession on budget priorities at 6:30. Key staff has been asked to attend the session to hear about your goals for 2009. The Finance Committee met in August to provide a preliminary review.

Goals for 2008 were:

- Prepare for Growth
 - ✓ Improve the maintenance of streets, sidewalks, parks and city facilities
 - ✓ Develop signage for city buildings and properties
 - ✓ Restore cemetery turf, build fence and expand facility
 - ✓ Expand water system capacity
 - ✓ Implement recommendations of Wildcat Creek Aquifer studies
 - ✓ Plan for improved drinking water quality
 - ✓ Plan for completion of Light & Power cutover to new substation
 - ✓ Process applications for new developments to comply with regulations and in a timely manner
- Improve Public Safety and Health
 - ✓ Maintain/enhance current level of police
 - ✓ Increase efforts to eliminate “nuisances” – comply with codes
 - ✓ Begin planning for a new fire station

Although we made significant progress in many of these areas, undoubtedly there is still more to do.

One of the issues that emerged during the year was for the City to develop a more detailed plan about what its role and response should be during a disaster. For example, we have no policies about how to account for employees after an event, or how to set

priorities for City crew responses. In other words, the City needs a plan about how the City will react when a disaster strikes.

Wildcat Creek Aquifer

The County has extended the moratorium to allow for the final “touches” on its regulations. I have not yet heard a proposed date for ending it, but it should be in the next month or so.

Jim Arthur is working on a proposal for a joint City-County committee to make certain that activities related to the aquifer are coordinated.

Subdivisions

The developers of the Rossvale subdivision have indicated they will be submitting a conditional use and binding site plan application for a manufactured home park marketed toward the over-55 age group. We anticipate the application will be submitted sometime next month. The Hearing Examiner will be used for the approval process.

Cedar Heights has been taken back by the bank. I have talked with the trustee, who told me they are negotiating with a new developer and hope to have a sale this fall. I informed him about the status of the plat: the ADA ramp issue needs resolution before the plat is completely final, and we need a solution at the intersection of 2nd Street and McCleary Road.

Remodeling

The remodel of the Clerk-Treasurer’s Office has been completed, and the new carpet was installed in the Council Chambers, the Mayor’s Office and the Building Department. The Mayor’s Office and the hallway also received new coats of paint. The new green metal roof looks like the roof should, so a lot of people have not noticed the change.

Now that the new roof has been installed, it was time for all the windows to be washed. This is a task that had not been done for several years.

Ardyce learned that Simpson will sell us an ADA-compliant entry door for the building at a price much less than the stock glass/metal door we priced at Home Depot. It is appropriate for McCleary City Hall to sport a Simpson door!

Employee Handbook

The new policies and procedures have been nearly completed and received their final staff review. It has been an onerous task, but one that was very necessary. Your copies will be given to you at the Council meeting. Please take the time to review the policies and contact me about any concerns, issues and questions you may have. If it is agreeable with the Council, adoption will be scheduled for September 24.

McCleary Police Department

100 South Third Street • McCleary, WA 98557
(360) 495-3107 • (360) 495-4483 fax

MEMORANDUM

TO: Mayor Bentley / Chief Crumb
FROM: Officer Jason Bodine
DATE: 09-02-2008
RE: Letter of Resignation

Dear Mayor Bentley and Chief Crumb,

I have been offered a position with the Department of Natural Resources Law Enforcement Division. I have accepted the position with DNR and will be giving my two week notice of resignation as of today's date, 09-02-2008. My last scheduled day as an employee for the City of McCleary will be on 09-15-2008 at 2400 hours. I will start with the Department of Natural Resources on 09-16-2008 at 0800 hours.

This has been a difficult decision for me as I have been extremely happy working for the McCleary Police Department. I have learned so much while working here and have been honored to work for this department.

Chief Crumb you have been an inspiration in my life and have helped me to become a good Police Officer. Without your help I would not be where I am today and I will never forget it. Thank you for everything you have done.

I would like to thank you Mayor Bentley for giving me the opportunity to serve this great community. Mayor Bentley you are a great leader for the City of McCleary and I am proud to say I worked for you.

Thanks again for all you have done for me; I will leave here with great memories and friendships that will last forever.

Sincerely,



COPY

MEMORANDUM

TO: MAYOR AND CITY COUNCIL, City of McCleary
FROM: DANIEL O. GLENN, City Attorney
DATE: September 5, 2008
RE: LEGAL ACTIVITIES as of SEPTEMBER 10, 2008.

THIS DOCUMENT is prepared by the City Attorney for utilization by the City of McCleary and its elected officials and is subject to the attorney-client privileges to the extent not inconsistent with laws relating to public disclosure.

1. **ANNEXATION PROCESSING RESOLUTION:** You have before you the "D" draft of this resolution. As you have noticed from reading the various drafts, the goal continues to include the establishment of a consistent written procedure for handling such requests and to insure that the applicant, who or which will have made the decision to seek this particular benefit, internalizes the costs incurred. Implementation of a formal process was made even more appropriate by the County's implementation of the boundary review board process.

In any event, assuming that you desire to go forward, there are several specific areas in which your guidance is needed. Basically, they are in the following areas:

A. **Initial review fee:** This is contained in Section I and is intended to cover the initial staff time to review the completeness and validity of the petition and to make any appropriate recommendation to you. Careful review at this stage as to validity is important since the City must assure such matters as authority of the signers to seek annexation, the presence of adequate signators, and, as you are most aware, contiguity of the properties involved with the City's existing boundaries. For your information, last week Elma set a fee of \$250.00 at this level.

B. **Council Action Level:** Assuming that you exercise your discretion and decide to accept the petition and move forward with the hearing process, there are the additional staff

costs of posting, etc., as well as the publication costs of the notice and, if approved, the ordinance. Elma set a fee of \$350.00 at this level.

C. BRB Compliance Notice: Since every annexation is now subject to submission to the BRB, the draft places the responsibility of submitting a compliant document to the BRB. To avoid wasted time, in Section II.B the draft mandates that the applicant must provide proof of such filing, including paying whatever fee the BRB might require. We have discussed that such confirmation be provided to the City at least 10 days prior to the date of any hearing so it may be considered in the establishment and issuance of the agenda. Of course, you may choose a different time period.

D. Submission of Request for Exemption from the BRB Process: As you are aware, the statute provides that the Chair of a BRB may exempt an application from review by the Board if the area involved is less than 10 acres and has an assessed value of less than two million dollars. (RCW 36.93.110) In Section II.C, I am suggesting that task be one done by the City since it is beneficial for the Council to know if the action of the Council is the final word on an annexation or if the final decision must await the action of the BRB. I have indicated that the City Administrator would be the office responsible for that review and submission. How quickly that request for exemption would be filed by the City needs to be established by you. Since the size and the value of the area involved would be a factor determined during the course of the first phase of review, Elma concluded that ten days after payment of the fee required by Section II was appropriate. However, City staff may have a different suggestion.

E. Hearing Examiner Involvement: I have added Section II.D to deal with the applications, such as the one to be considered by you later in this meeting, in which there is a zoning request. This will usually bring in the Hearing Examiner with the costs associated with that process. In other situations, you may feel it appropriate to refer an application on general principles to the Hearing Examiner for hearing and development of a recommended decision. This draft allows the City Administrator to develop the estimated costs involved. The applicant is then to deposit that estimate with the City. If the actual amount incurred is less, the surplus is refunded. If it is greater, it is to be paid before annexation is finalized.

F. Sanctions: In Section III, certain modifications are proposed. Basically, it sets out a process that, if the applicant does not provide the necessary confirmation of filings or pay the required fees, the petition will be deemed abandoned

after the failure to cure the default following the giving of written notice. How much time they have to cure is another one of those specific decisions for you. Elma chose ten days, but there was discussion about allowing a greater time period for cure.

2. **FIRE DISTRICT #5 NEGOTIATIONS:** Pursuant to the Mayor's authorization, the District was informed that the City was satisfied with the terms and provisions of the existing contract. A request was directed to the District asking for their proposal as to contract terms, since they had given notice of a the desire to commence contract negotiations in June. The indication given in the response was they would not be able to submit a proposal until some time in September after the review was completed by their consultant. That is not going to leave a great deal of time, especially if any element of the proposal is tied to the results of the November levy request they have pending.

In the Commissioner's agenda for their next meeting, a copy of which Busse forwarded to me, there is an indication that staff will be submitting something in relation to this matter to the Commissioners. We will see what that is in terms of contents.

3. **RIGHT OF WAY VACATION PETITION:** In discussions with Busse, one of the matters raised was the fact that a request for vacating certain unopened right of way has been received. I am assuming that the petition before you has been verified by Busse as being assigned by owners of two-thirds of the land abutting the right of way in question. (That likely was pretty easy since Busse indicated that the petitioners owned the property on both sides of the right of way involved.). Unlike a petition to annex property, under the provisions of RCW 35.79, which governs the processing of this type of matter, the holding of a hearing is not discretionary. Given that is the situation, the only matter before you this evening is the scheduling of the hearing on the matter itself. **The applicable statute sets out the earliest date of the hearing is no less than twenty days after adoption of the oral resolution and no more than sixty days after that adoption.**

It should be noted that adopting the resolution setting does not indicate approval or disapproval.

4. **BUDGET PREPARATION:**

A. **General:** As is recognized by all, especially Donnie and the Mayor, the provisions of RCW 35A.33 lay out a time frame which comes upon the City before one anticipates. (For

easy reference, I have attached a copy of the timing mandates, as set out by MRSC for 2009 budgeting purposes.) The time period by which the ordinance setting the property tax levy (ad valorem) must be adopted is still three months away. That process is always a challenging/frustrating process for Donnie and myself since the information as to valuations and limits (the famous 1% lid) received from the Assessor's Officer is, by its nature, subject to change, but the City's ordinance setting the level must be absolute. However, that is not the primary reason I am mentioning this matter.

MRSC has put on its website its publication "Budget Suggestions for 2009." It is a very useful tool in not only understanding the difficulties faced by the Mayor and Donnie in preparing the initial draft, but also the various details and timing elements which are present. You may wish to consider downloading that publication so that, as questions present themselves, you will have a written resource available which will likely provide an answer or at least a guide to a source.

B. Why is 1% sometimes more than 1%?: During this period, one of the questions which not infrequently is raised is if there is a 1% lid on increase in property tax, why do taxes on a property seem to go up more than 1%? That is also a question Carleen and I have asked each year for the last two or three years as our property tax amount increases by a percentage far in excess of one percent. That is especially true in a year such as this in which at least a portion of Grays Harbor County has undergone reassessments which result in modification of tax statements.

The positions of the Assessors, Treasurers, and Department of Revenue are consistent. They indicate that when all else is stripped away, it boils down to the impact of changes in valuation on the properties within the limits of the taxing entity. Some valuations go up and some go down. Thus, while the total revenue which may be generated from the ad valorem tax may increase by only 1% plus the revenue generated from new construction, if you happen to have a piece of property which has an increased valuation, you may well have an increase far exceeding that 1%. In any event, I have attached for your leisure reading an explanation put out by the Department of Revenue.

5. CONFIRMATORY RESOLUTION AS TO WWTP CONTRACT: At the last meeting, you authorized the City to go forward with the entry into a contract for the acquisition, installation, and testing of a new electronic switch for the WWTP. It is my understanding that it is a crucial element in the operation of

the plant. During the course of that discussion, I developed a certain amount of concern that perhaps the methodology under which the selection was made might require greater articulation for any subsequent review by the State Auditor's Office. The rationale for the concern was, since it was a public work and it did not appear that we made the choice through either the Small Works Roster or through the normal bidding process, they might question why we made the choice we did.

I took the opportunity to talk to Ardyce, Vern, and Chris. It was clear the choice had been made on valid grounds, specifically that it was a switching system functionally compatible with the existing construction. However, the process utilized was more along the lines of a sole source process, which normally is authorized by you in advance. To deal with that issue, I have prepared a draft resolution which would explain the rationale of the steps taken and, if approved by you, confirm the action taken.

6. **STORM WATER POND MAINTENANCE**: As you are aware, the City instituted a storm water charge some years ago. With the onset of developments and the presence of storm water ponds within them, we have repeatedly found that, although the plat approval requires that the owners of the lots within the development maintain that pond, there tends to be a pattern of failure to comply. Thus, I was asked whether or not the City could develop and impose area specific storm water charges to handle the costs of maintaining the ponds. I have indicated to Busse that the answer is in the affirmative with at least two statutory chapters authorizing such charges.

As with the base charge, any charge will have to be based upon a reasonable analysis of how much the City will have to expend in maintaining the pond's service areas. However, it does not have to be some very extensive analysis.

7. **WSAMA FALL CONFERENCE**: As you are probably only too aware from my request earlier this year under which you authorized partial funding for my attendance at the Spring Conference, the Washington State Association of Municipal Attorneys holds semi-annual conferences. (Although you authorized my attendance, as the Mayor and Busse are aware, I decided to not attend. Why? I have a philosophical problem with an association composed of Washington municipal attorneys meeting in British Columbia and spending Washington municipal funds to do so. Upon the same basis, I did not attend a conference the organization held in Victoria, B.C., a couple years back.) I will admit the philosophical position was hard to honor since these conferences are so useful given their sole focus on the legal issues we face all the time. As I have referenced before, it

gives me guidance on not only what has gone wrong, but also guidance as to what new risks are out there.

The time for the Fall conference is approaching. This time, it is going to be held in Cle Elum. (They switch back and forth as to the west side (Spring) and the east side (Fall). I would request the Council and Mayor authorize my attendance at this Conference. Due to my 34+ years of representing one or more cities, my membership in the Association itself continues to be without cost. However, the registration fees, housing costs, and travel expenses, etc., still are incurred. As has been historically true, I am asking that the City contribute twenty percent of the "hard" costs of attendance (housing, transportation, registration, food, etc.) The Wednesday to Friday time out of the office it takes to attend the Conference is viewed by me as part of the time I "owe" under the retainer. The other three cities I have the opportunity to represent have historically contributed the remainder of these hard costs.

8. LeMAY CONTRACT ASSIGNMENT REQUEST: Under the contract existing with the LeMay Company, any assignment of rights under it by the Company requires the consent of the City. (Section XI of the Contract.) My understanding is that such a request has been received by the proposed successor, Waste Connections, Inc. Assuming the Council approves the assignment, the new company will assume all of the terms and responsibilities existing under the contract.

As always, this is not meant to be all inclusive. If you have any questions or comments, please direct them to me.

DG/le

Budget Calendar - Cities

Major Steps in Budget Preparation	State Law Time Limitations	Actual 2008 Date
1. Request by city clerk to all department heads and those in charge of municipal offices to prepare detailed estimates of revenues and expenditures for next fiscal year (calendar year). <u>RCW 35.33.031 & 35A.33.030.</u>	By second Monday in September. ¹	September 8
2. Estimates are to be filed with the city clerk. <u>RCW 35.33.031 & 35A.33.030.</u>	By fourth Monday in September.	September 22
3. Estimates are presented to the chief administrative officer (CAO) for modifications, revisions or additions. City Clerk must submit to CAO proposed preliminary budget setting forth the complete financial program, showing expenditures requested by each department and sources of revenue by which each such program is proposed to be financed. <u>RCW 35.33.051 & 35A.33.050</u>	On or before the first business day in the third month prior to beginning of the fiscal year.	October 1:
4. CAO provides the legislative body with current information on estimates of revenues from all sources as adopted in the budget for the current year. CAO also provides the legislative body with the clerk's proposed	No later than the first Monday in October.	October 6

Budget Calendar - Cities

<p>preliminary budget setting forth the complete financial program, showing expenditures requested by each department and sources of revenue by which each such program is proposed to be financed. <u>RCW 35.33.135 & 35A.33.135.</u></p>		
<p>5. The legislative body must hold a public hearing on revenue sources for the coming year's budget, including consideration of possible increases in property tax revenues. <u>RCW 84.55.120.</u> After the hearing, a city may choose to pass an ordinance at the same meeting authorizing a property tax increase in terms of dollars and percent to comply with Referendum 47.</p>	<p>Before legislative body votes on property tax levy. Deadlines for levy setting are in item 8 below.</p>	
<p>6. CAO prepares preliminary budget and budget message² and files with the city legislative body and city clerk. <u>RCW 35.33.055 & 35A.33.052.</u></p>	<p>At least 60 days before the ensuing fiscal year.</p>	<p>November 3</p>
<p>7. Clerk publishes notice of filing of preliminary budget with city clerk and publishes notice of public hearing on final budget once a week for two consecutive weeks. <u>RCW 35.33.061 & RCW 35A.33.060.</u></p>	<p>No later than the first two weeks in November.</p>	<p>November 3 through 14</p>

Budget Calendar - Cities

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8. Setting property tax levies. <u>Ch. 52, Laws of 2005, HB 1048 and RCW 84.52.070.</u>	November 30 for <i>all</i> cities and towns.	
9. The legislative body, or a committee thereof, must schedule hearings on the budget or parts of the budget and may require the presence of department heads. <u>RCW 35.33.057 & 35A.33.055.</u>	Prior to the final hearing.	November 3 through 28 (suggested)
10. Copies of proposed (preliminary) budget made available to the public. <u>RCW 35.33.055 & 35A.33.052.</u>	No later than six weeks before January 1.	November 19
11. Final hearing on proposed budget. <u>RCW 35.33.071 & 35A.33.070.</u>	On or before first Monday of December, and may be continued from day-to-day but no later than the 25th day prior to next fiscal year (December 7).	December 1
12. Adoption of budget for 2008. <u>RCW 35.33.075 & 35A.33.075.</u>	Following the public hearing and prior to beginning of the ensuing fiscal year.	Day of your public hearing through December 31.
13. Copies of final budget to be transmitted to the State Auditor's Office and to MRSC.		After adoption

¹ RCW 35.33.031 actually provides "on or before the second Monday of the fourth month," etc. Therefore, pursuant to the state budget law, that step (and certain others) could be taken before the dates listed here. See also, RCW 35A.33.030. ² RCW 35.33.057 and RCW

Budget Calendar - Cities

35A.33.055 specify that the budget message must contain the following:

1. An explanation of the budget document;
2. An outline of the recommended financial policies and programs of the city for the ensuing fiscal year;
3. A statement of the relation of the recommended appropriation to such policies and programs;
4. A statement of the reason for salient changes from the previous year in appropriation and revenue items;
5. An explanation for any recommended major changes in financial policy.

Daniel Glenn

From: "Judy Cox" <jcox@mrsc.org>
To: "Glenn, Daniel" <glennsatsop@msn.com>
Sent: Wednesday, August 20, 2008 12:14 PM
Subject: Property tax increase example

Dan,

Here is a numerical example of what we discussed yesterday.

Judy Cox

From DOR Web site

<http://dor.wa.gov/Content/GetAFormOrPublication/PublicationBySubject/TaxTopics/PropertyTax>

Q. How does the 1 percent limit affect property taxes on individual homes?

The 1 percent limit applies to the maximum increase in tax revenue levied by an individual taxing district. It does not apply to individual homes, which tend to increase in assessed valuations at varying rates depending on location and other factors. Taxes on individual homes could increase by more or less than 1 percent depending on how they change in value relative to other properties in a district.

Example:

- Home A** increases from \$200,000 to \$220,000 in assessed value within a city (a 10 percent increase);
- Home B** increases from \$200,000 to \$240,000 in assessed value (a 20 percent increase);
- Home C** increases from \$200,000 to \$230,000 in assessed value (a 15 percent increase - the average increase in assessed valuations for all properties.)

The city collected \$1,000,000 in property taxes in 2006 at a rate of \$1.00 per \$1,000 assessed value, on a total valuation of \$1 billion. The city can increase its 2007 levy by 1 percent to \$1,010,000 in 2007 (not counting any additional tax revenue from new construction added to the tax rolls in the past year). The total taxable value of properties in the district increased 15 percent from \$1 billion to \$1.15 billion (not counting new construction). In order to keep from collecting more than 1 percent additional tax on existing properties, the city must lower its tax rate to \$0.878261 from \$1.00 per \$1,000 assessed value.

In 2007, each of these three homes paid \$200 in taxes on \$200,000 of assessed value at the \$1.00 rate. In 2008, the tax depends on how their assessed values change compared to other properties in the city.

- Home A** - value increased by 10 percent; taxes drop to \$193.22 on \$220,000 of assessed value at \$0.878261 rate (3.39% decrease);
- Home B** - value increased by 20 percent; taxes rise to \$210.78 on \$240,000 of assessed value at \$0.878261 rate (5.39% increase);
- Home C** - value increased by 15 percent; taxes rise to \$202.00 on \$230,000 of assessed value at \$0.878261 rate (1% increase).



How The 1 Percent Property Tax Limit Works

Q. What is the 1 percent limit on increases in property taxes?

It limits increases in taxes by individual taxing districts to 1 percent annually. For example, if a city received \$1 million in property taxes one year, it can only receive \$1.01 million the next year, plus any tax revenues generated by new construction added to the tax rolls in the past year.

Q. Does that mean my property taxes cannot rise more than 1 percent a year regardless of how much my assessed value increases?

No, not necessarily. Individual tax bills are based on a number of factors, including how much your property changes in value relative to other property in a taxing district, and whether voters approve tax increases beyond the 1 percent limit.

Q. How is my tax bill calculated?

Your property tax bill is composed of taxes levied by the state, counties, cities, schools, and several other "junior" taxing districts such as fire districts and hospitals. The annual property tax statement you receive in the mail every February usually provides a breakdown of these levies by district. Each district applies a specific rate, and the rates are added together to determine how much tax you will pay on the taxable value of your property. The statewide average levy rate was \$10.48 per \$1,000 assessed value for taxes due in 2007. Of this, the combined local regular tax rate was \$4.45, the local voter-approved rate was \$3.72, and the state school levy was \$2.31.

Q. How does the 1 percent limit affect property taxes on individual homes?

The 1 percent limit applies to the maximum increase in tax revenue levied by an individual taxing district. It does not apply to individual homes, which tend to increase in assessed valuations at varying rates depending on location and other factors. Taxes on individual homes could increase by more or less than 1 percent depending on how they change in value relative to other properties in a district.

Example:

Home A increases from \$200,000 to \$220,000 in assessed value within a city (a 10 percent increase);

Home B increases from \$200,000 to \$240,000 in assessed value (a 20 percent increase);

Home C increases from \$200,000 to \$230,000 in assessed value (a 15 percent increase - the average increase in assessed valuations for all properties.)

The city collected \$1,000,000 in property taxes in 2006 at a rate of \$1.00 per \$1,000 assessed value, on a total valuation of \$1 billion. The city can increase its 2007 levy by 1 percent to \$1,010,000 in

2007 (not counting any additional tax revenue from new construction added to the tax rolls in the past year). The total taxable value of properties in the district increased 15 percent from \$1 billion to \$1.15 billion (not counting new construction). In order to keep from collecting more than 1 percent additional tax on existing properties, the city must lower its tax rate to \$0.878261 from \$1.00 per \$1,000 assessed value.

In 2007, each of these three homes paid \$200 in taxes on \$200,000 of assessed value at the \$1.00 rate. In 2008, the tax depends on how their assessed values change compared to other properties in the city.

Home A - value increased by 10 percent; taxes drop to \$193.22 on \$220,000 of assessed value at \$0.878261 rate (3.39% decrease);

Home B - value increased by 20 percent; taxes rise to \$210.78 on \$240,000 of assessed value at \$0.878261 rate. (5.39% increase);

Home C - value increased by 15 percent; taxes rise to \$202.00 on \$230,000 of assessed value at \$0.878261 rate (1% increase).

Q. How do revaluation cycles affect property taxes?

About half of Washington's 39 counties revalue all properties annually, but the rest are revalued on two-, three- or four-year cycles. Counties with annual revaluation cycles adjust the value of all properties simultaneously, so no shifts in property tax burdens can occur due to one property being revalued while another is not.

That isn't the case in counties with multiple-year cycles. For instance, if a quarter of a county is revalued each year, these property values increase while properties in the remaining three-quarters of the county are unchanged. That means the revalued properties will represent a greater percentage of the total county valuation and will pay a greater percentage of total property taxes, at least for countywide taxes such as county levies or the state school levy. However, if all the revalued properties are within a taxing district (for example a fire or library district), then there is no shift due to one property being revalued while another is not. However, there still could be a shift to the extent one property within that taxing district increases in value more than another in that district.

As the county reassesses other quarters of the county in subsequent years, over time the revaluation shift averages out. The problem with multiple-year revaluations is that property owners can get "sticker shock" when their properties increase substantially in value after no increases in the prior three years.

Q. How is the school district portion of the property tax affected by the 1 percent limit?

Most voter-approved measures, including, but not limited to maintenance and operation and bond levies proposed by school districts, are not subject to the 1 percent limit. The limit only affects regular levies, most of which are not subject to voter approval.

Q. Is the state school levy subject to the 1 percent limit?

Yes, the state school levy is subject to the 1 percent limit. Growth in this levy, which is dedicated to K-12 funding, was limited to the rate of inflation under Referendum 47, which was in effect from 1997 through 2001, and to 1 percent since 2002 under Initiative 747 (I-747) and reenactment by the

Legislature of the 1 percent limit after the Supreme Court ruled I-747 to be invalid. This limit does not include property taxes from new construction added to the tax rolls. As a result, the state levy has shrunk as a percentage of total property taxes. In 2007, the state school levy comprised 22 percent of property taxes statewide, compared to 26 percent in 1997. Meanwhile, the average statewide levy rate has dropped from \$3.59 per \$1,000 assessed value in 1997 to \$2.31 in 2007.

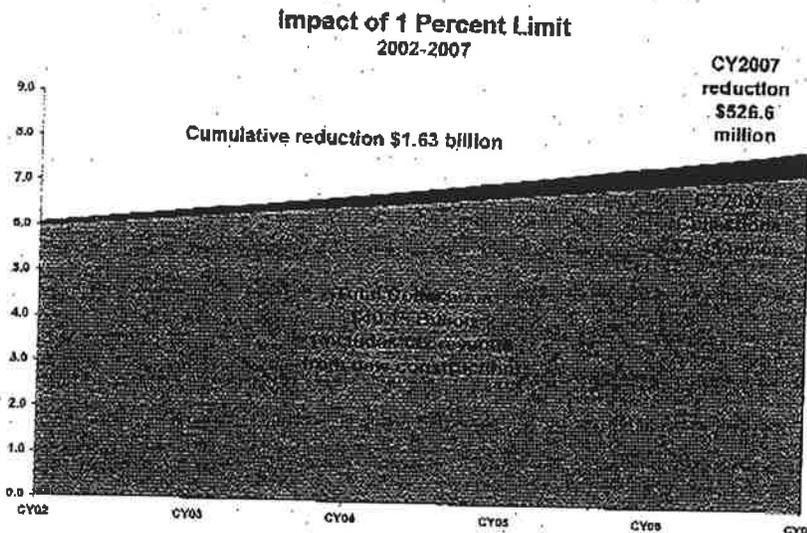
Q. How do levy lid lifts affect property taxes?

Local taxing districts can propose that voters "lift" the 1 percent limit on annual levy increases so the district can collect a higher levy rate, up to the maximum rate for that jurisdiction. These districts have certain statutory maximum rates but many of these districts have had to reduce their rates year after year to avoid collecting more than 1 percent additional revenue as property valuations increase. A levy lid lift lets them increase rates up to the statutory maximum rate.

For example, fire districts generally have a maximum rate of \$1.50 per \$1,000 assessed value. Many fire districts have seen their actual rates drop significantly below that maximum rate. In turn, many fire districts have successfully proposed to voters that they be allowed to increase their rates. This results in an increase in property taxes beyond the 1 percent limit. Voter-approval of levy lid lifts by fire districts and other local districts has steadily increased the percentage of voter-approved property taxes, to 38 percent of all property taxes statewide.

Q. How much has the 1 percent limit saved taxpayers since it took effect in 2002?

Taxpayers have saved an estimated \$1.6 billion in property taxes since the 1 percent limit imposed by I-747 took effect in 2002. This estimate is based on the assumption that if the limit had not been in effect, taxing districts would have continued to collect the same percentage increase in taxes in 2002 and beyond, that they did in 2001. Property taxes are now about 6.6 percent lower than they otherwise would have been. The chart below depicts the cumulative savings compared to property taxes collected.



Property tax revenues were \$526.6 million, or 6.6 percent, lower in 2007 than in 2002 due to the cumulative effects of the 1 percent limit.

Q. Can taxing districts use "banked capacity" to increase taxes beyond 1 percent?

Some taxing districts have levied less than the maximum amount allowed over the years, particularly in the years before the Ref. 47 and I-747 tax limitations took effect. The law allowed these districts to retain the right to use that "banked" capacity at some future date. Many districts have never used that capacity even though they could have done so at any time.

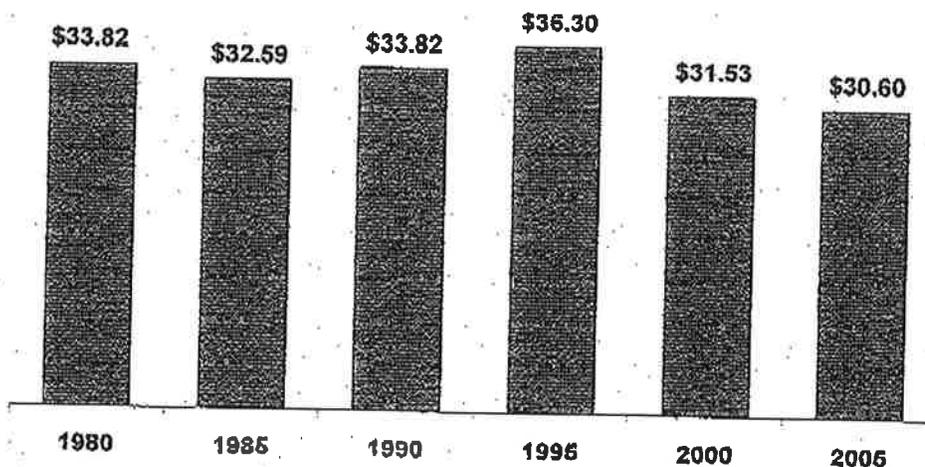
While some districts have the authority to increase taxes beyond the 1 percent limit at some future date, this doesn't allow them to recoup taxes from past years. The Department estimates that altogether, taxing districts have about \$108 million in banked capacity, meaning if every one of these districts decided to use all their banked capacity, property taxes could increase another \$108 million. This is a relatively small amount, 1.4 percent, compared to \$7.7 billion in collections in 2008. Examples of taxing districts with substantial banked capacity include port districts and some cities such as Bellevue, which has enough assessed valuation that it doesn't need to collect all the property taxes it could collect. For more information on banked capacity, please see our banked capacity Q&A and spreadsheet at

<http://dor.wa.gov/content/aboutus/newsroom/html/bankedcapacityqna.aspx>.

Q. How do property taxes stack up against personal income and taxes in other states?

Property taxes relative to income have varied over the years but over time have kept in line with personal incomes. In 2005, the most recent year for which national comparisons are available, Washingtonians paid \$30.60 in property taxes per \$1,000 of personal income. At that time, Washington ranked 28th highest among the states. In 1995, property taxes were \$36.30 per \$1,000 for a ranking of 24th highest. In 1985, they were \$32.59 per \$1,000 of personal income, or 24th highest in national ranking. Thus, Washington usually ranks halfway between the highest and lowest states in property taxes relative to income.

Property Taxes Per \$1,000 Personal Income



Property taxes relative to personal income have remained within a narrow range in the past 25 years.

Q. How are my property taxes spent?

This varies by location, but statewide, 54.6 percent of property taxes were used to finance schools in 2007. Counties receive 17.1 percent for general county government and roads, cities receive 13.9 percent, and junior taxing districts such as fire districts, ports and libraries shared 14.4 percent.

Q. Is there any help available for senior citizens or the disabled?

Yes. Senior citizens and the disabled on limited incomes are eligible for exemption from paying some property taxes, depending on their income levels. More information is available at <http://dor.wa.gov/content/FindTaxesAndRates/PropertyTax/>.

Q. What other information is available on property taxes?

Detailed information on property taxes levied by all taxing districts is available in "Property Tax Statistics," which the Department publishes annually based on information it receives from counties.

STAFF REPORT

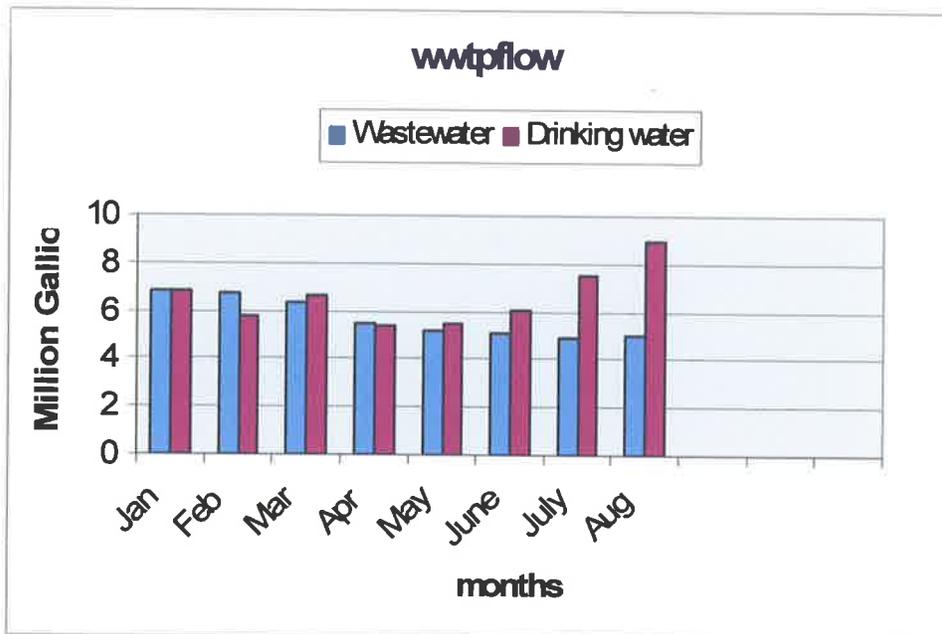
TO: Mayor and City Council
FROM: Jon Ehresmann Water / Wastewater *je*
DATE: September 2008
RE: Monthly Council Report

I have been teaching Andrew Lunsford plant maintenance and operations, lab testing procedures, lift station maintenance, also well operations. I have been focusing on plant control, DOE, DOH, paper work and matters that arise.

We have completed plant annual oil changing on our 15 pumps and motors, in days to come I will empty and clean the equalization basin and the effluent basin. AET is approximately 8 weeks out on getting the automatic transfer switch replaced. They told me if the plant goes down in a storm from now until then I can call day or night for their help on placing the generator on line.

September is the last month to run the plants chiller and I will remove the thermisters from Wild Cat Creek until May start up again for DOE.

SBR # 2 digester sludge pump had a leak detection notice on the plants operations computer screen, Vern and I pulled the pump and took it to Industrial Electric in Aberdeen for seal replacement.



**McCLEARY POLICE DEPARTMENT
REPORT TO COUNCIL MEMBERS**

Reporting Date: 09-10-2008 Wednesday
Close out Report for: 090508 / 1105

Date of Last Report: 08-13-2008

The below is a list of activities and complaints occurring which were either reported to, generated by, responded to or assisted with by the McCleary Police Department.

SUMMARY OF INCIDENTS

1998 Incidents

- 66 Traffic Stops, Subject Stops-
- 7 Speed Infractions-\$936 5-DWLS-court-, 6 -Insurance Violation-\$3300, 3-DUI.
- 31 total infractions and citations(Total Bail / Fine: \$7874)(9 mandatory courts)

VIOLATIONS REPORTED OR INVESTIGATED

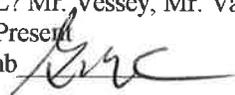
Abuse, Adult or Child	Civil Complaint(s)
Ambulance/9-Fire Response Broadcast	Sex Offense (Adult or Child)
Agency Assist Police	Court Order Service/ Violation)
Harassment	Subject Stop / Pedestrian Stop-
Aid Call	Citizen Assist
Hit & Run	Prowler
Juvi Problem /Found Child/Runaway	Defrauding Public Utility
Alarm(s)	Suspicious= , Vehicle, Circumstances.
Liquor Violation (MIP-minor in possession)	Death Report
Animal Complaint(1 dog bite)	Theft Complaint(s)
Malicious Mischief	DUI
Arrest(s) (Booked)	Threat Complaint(s)
Missing Person/Runaway Report	Disorderly Conduct/person
Arrest(s) (Warrant)	Trespassing Complaint
Man Down-intoxicated sub	Domestic Violence
Motorist assist	Traffic Hazard=/ Reckless / Offence
Arson Report	Unknown Problem
Noise Complaint	HAZMAT
Arrest Juvenile	Verbal Argument/Dispute
Open Window/ -Door	Dog Impounds
Attempted Suicide	DRUGS-VUCSA (Violation Uniform Controlled
Parking Violation/Complaints	Substance Act)
Assault Complaint(s)	Vehicle theft / Prowl / Recovered Stolen.
Possession of Drug Paraphernalia	Fight
Burning Violation(s)	Vehicle = Accident / Disabled- / Abandon
Possession of Stolen Property	Firearm/Weapons complaint
<u>Burglary Complaint(s)</u>	Warrant Service/Transfer
Police Information	Fraud complaint
Controlled Substance Violation(s)	Welfare Check
Public Works Assist (McCleary City)	Found- / Lost Property-
Custody Dispute(s)	911 Hang Up/Open Line
Referral	
Fire Response	

Discussion: Open

Officer Jason Bodine has resigned for employment elsewhere, effective date of loss September 15.

Hoquium Police Department is conducting a background on Officer Randy Bunch for that department.

For now, Grays Harbor Dispatch will monitor our after hour Hit Confirmation terminal and notify the officer on call of a requested confirmation. Times have yet to be specified.

Council Members Present: ALL? Mr. Vessey, Mr. Vatne, Ms. Lake, Mr. Hays, Mr. Boling
Mayor Bentley: Present / Not Present
Officer Reporting : Chief Crumb 

STAFF REPORT

To: Council and Mayor
 From: John Allardin, Maintenance Crew Foreman
 Date: September 05, 2008
 RE: August Status Report



TASK	DESCRIPTION	MONTH		YEAR TO DATE	
		<u>NO.</u>	<u>HOURS</u>	<u>NO.</u>	<u>HOURS</u>
Building maintenance	Park, transit station restrooms, city compound, library, float shed & museum.				537.5
Meetings and appointments	Safety meeting, interviews, public works meetings, outside agencies and contractors.		9		154
Training	Training at W.W.T.P & preparing for state cert.		87	2	125
Water leaks	water leaks	2	19	12	109.5
Water complaints	Dirty, smelly or low water pressure.			7	6
Garbage collection	Down town, park, cemetery, city compound and city park trash cans.		8		100
Grounds maintenance	Gardening, hanging baskets, mowing, raking, baseball field maintenance and pressure washing		115		700.5
Motor pool maintenance	Motor pool maintenance in house and contract work	5	8	5	107
Pot hole program	Did some road shoulder and alley repair.			135	35.5
Utilities locates	Locating underground utilities	2	1	30	21
Meter reading	Three people task includes meter reading, shut off list and re-reads		55		391
Flagging traffic	Flagging for Light and Power crew	1	2	2	10
Citizen requests	Forms generated by requests from citizens	5	8	23	34
Valve exercising program	Checking for valve operation, location, and maintaining proper valve operation			19	40
Sanding streets and street sweeping	sweeping streets			2	7
Hydrant flushing program	Maintenance, flushing and exercising hydrants	2	4	21	56

STAFF REPORT

To: Mayor and City Council
 From: Mick Schlenker, Building Official 
 Date: September 4, 2008
 Re: August Building Activity

Building Permit Activity

	August		Total 2008	
	Current	Fees	YTD	Fees
Customer Service Building Permits Issued	178		1,956	
Nuisance Letters Inspections Performed	7	\$1,560.00	62	\$46,772.00
Plan Reviews	2		18	
Stop Work Issued	76		646	
City Projects	4	Inc in Permit	40	
Complaints	0		10	
Demo Permits	0		3	
Court Issues	5		45	
Fire Projects	0		3	
Cars	0		1	
Craig Ackley Fees waved	1		1	McCleary School
	3		14	
Total	276	\$1,560.00	2,799	\$46,772.00

Summit II

1. 1 Deck permit issued
2. (5) SFR in different stages of construction

Cedar Heights/Kingbuilt Homes

No action at this time.....As you may know, the bank has foreclosed on this project and is now under new management, I have not heard what the bank is planning on doing at this time

1. 4th and Pine New SFR is signed off for framing, plumbing, mechanical, shear walls, insulation, drywall
2. I have been talking with Neal, he would like to put a DBL wide manufactured home on the lot he purchased off of Main St

Beehive

1. They have run into some new changes with their plans, will meet with Fred (superintendent) next week

McCleary School

1. Fire inspection has been done on all (4) units, with a few corrections needed to pass before occupancy
2. Still need skirting inspection and exit ramp inspection before occupancy

Rossvale Plat

No new action at this time

Brookside MH Park

No new action at this time

City Work

1. Front office has some touch up paint and final inspection is completed
2. Rugs have been finished in the council room and building department
3. New roof mansard has been placed on city hall

Thank you

Mick Schlenker
Building Official
City of McCleary
360 495-3667 ext. 5

STAFF REPORT

To: Mayor and City Council
From: Jennie Reed, Court Administrator *JJR*
Date: September 3, 2008
Re: August Report

	Court Filings		Court Fines Paid	
	August	YTD	August	YTD
Traffic Infractions	18	136	\$2,477.00	\$21,264.91
Non Traffic Infractions	0	2	\$25.00	\$25.00
Criminal Traffic	8	59	\$1,056.00	\$7,008.96
Criminal Non Traffic	3	35	\$980.73	\$4,154.96
Collection Fees Collected				\$147.01
TOTAL ISSUED	29	232	\$4,538.73	\$32,600.84

STAFF REPORT

To: Mayor and City Council
From: Todd Baun 
Date: September 5th, 2008
Re: Month of August

Here are the projects I've been working on for August.

- Jerry Morrissette and his associates are making progress on the TIB grant for Simpson Avenue sidewalks. We will be meeting with Jerry and his associates on Friday, September 05 at 10:00 to go over the latest plans.
- Gray and Osborne are still reviewing the YAF (Youth Athletic Facilities) grant. We should have recommendations on the best way to proceed on this project.
- We have received news about the SRFB (Salmon Recovery Funding Board) grant, and unfortunately will not be receiving funds through this grant.
- 2 new TIB grants have been turned in. The projects will come off of the Six Year Transportation Improvement Plan. The first project is to rebuild 4th street from Simpson Ave. to Maple Street. We will add sidewalks, curbs, gutters and Stormwater improvements on both sides of the street. We chose 4th street because it is a low rated road within the city. The second project is adding sidewalks on 3rd street. This is to help system continuity by filling in gaps between sidewalk sections along 3rd street and around the transit station.
- The City Hall remodel is finished except for some touch up painting.
- The signs for city facilities have been ordered. The sign should be here within 21 days.
- I have been working with Jon Hinton on a project involving Andy Mesojednik's property. Mr. Mesojednik is building a home around the area of Wildcat Drive. He will be upgrading a section of water line from a 2" to a 6" and adding a hydrant.
- John Allardin and I have been working on preliminary budget items for Busse.
- We had a resident on E. Oak Street pave a section of our Right of Way without going through the proper process. I will be working with them to make sure the driveway will meet current city standards.
- I have also been working on a new Right of Way form. Our current form, in my opinion, is lacking in information that we need to make the correct charges, comments, and filing.
- I also have been working on a new citizen request form. The new form will be called a Citizen Action Request. It will make it easier for the city to track the projects and make sure they are done in a timely manner.

If you have any questions, don't be afraid to ask. If you see something that needs attention or have any ideas that you would like me to pursue, my door is always open, so please come and talk to me.

CURRENT EXPENSE BUDGET: July 2008				
DESCRIPTION	2008 ADOPTED	END OF July ACTUAL	% OF BUDGETED	COMMENTS
REVENUES				
Beginning Balance				
Begin Net Cash	250,000.00			
Begin Investments	190,000.00			
REET ¹	175,000.00			
Begin City Assistance	0.00			
Total Beginning Balance	615,000.00			
General Property Tax				
Real & Personal Property Tax	142,000.00	79,160.47	55.75%	
Special Levy Property Tax	200.00	17.70	8.85%	
Total General Property Tax	142,200.00	79,178.17	55.68%	Tax received in spring & fall
Retail Sales & Use Tax				
Private Harvest Tax	1,200.00	799.94	66.66%	
Retail Sales & Use Tax	70,000.00	53,732.08	76.76%	
C.J. Sales Tax from County	13,000.00	11,584.00	89.11%	
Total Retail Sales & Use Tax	84,200.00	66,116.02	78.52%	
Private Utility Tax				
Natural Gas	12,500.00	8,084.70	64.68%	
Television Cable	19,000.00	10,091.70	53.11%	
Telephone Tax	13,000.00	6,050.10	46.54%	
Cellular Telephone Tax	16,000.00	10,279.72	64.25%	
Total Private Utility Tax	60,500.00	34,506.22	57.04%	
Total Public Utility Tax	196,000.00	120,795.08	61.63%	
Licenses & Permits				
Building Permits	135,000.00	43,066.99	31.90%	
Platting Fees	2,000.00	0.00	0.00%	
Review Fees	10,000.00	24,996.05	249.96%	
Plat Inspection Fees	8,000.00	4,369.50	54.62%	
Animal Licenses	150.00	120.00	80.00%	
Total Licenses & Permits	155,150.00	72,552.54	46.76%	
Total Direct Federal Grants	0.00	33,121.00	0.00%	
State Entitlements				
City Assistance	30,000.00	20,930.28	69.77%	
Criminal Justice Pop	800.00	750.00	93.75%	
CJ-CTED Programs 1-3	1,200.00	919.21	76.60%	
DUI Cities	500.00	210.95	42.19%	
Liquor Excise Tax	9,000.00	5,531.64	61.46%	
Liquor Board Profits	9,000.00	5,291.88	58.80%	
Total State Entitlements	50,500.00	33,633.96	66.60%	
Total Interlocal Grants	0.00	0.00	0.00%	
Interlocal Gov Payments				
Fire District 12	8,240.00	8,240.00	100.00%	
Mason County Fire	720.00	720.00	100.00%	
Total Interlocal Gov Payments	8,960.00	8,960.00	100.00%	
Charges for Services				
Sales Maps & Publications	0.00	0.00	0.00%	
Printing & Duplicating Services	300.00	0.00	0.00%	
Animal Control & Shelter Fee	100.00	0.00	0.00%	
Total Charges for Services	400.00	0.00	0.00%	

CURRENT EXPENSE BUDGET: July 2008				
DESCRIPTION	2008 ADOPTED	END OF July ACTUAL	% OF BUDGETED	COMMENTS
Fines and Forfeits				
Municipal Court	30,000.00	15,578.48	51.93%	
NSF Fines	800.00	512.00	64.00%	
Total Fines and Forfeits	30,800.00	16,090.48	52.24%	
Miscellaneous Revenues				
Interest Earnings - Investments	13,000.00	19,313.13	148.56%	
Interest - Prop Tax/ Real Estate	800.00	474.20	59.28%	
Rent - Cell Tower	11,000.00	7,323.52	66.58%	
Donations from Private Source	100.00	0.00	0.00%	
Surplus/Junk Sale	0.00	2,543.50	628.50%	Surplus Sale
Other Misc. Revenues	1,500.00	247.30	16.49%	
Total Miscellaneous Revenues	26,400.00	29,901.65	113.26%	
Non-Revenues		13,415.95		
TOTAL CURRENT EXPENSE REVENUES				
	1,370,110.00	508,271.07	37.10%	
EXPENDITURES				
Reserves				
Ending Net Cash	192,112.00	15,000.00		Ambulance transfer
Ending Investments	190,000.00			
REET	155,000.00			
Cumulative Reserve - Equipment	10,000.00			
Unanticipated Expense	20,000.00			
Total Reserves	567,112.00	15,000.00		
Legislative/Council				
Salaries & Wages	6,000.00	3,500.00	58.33%	
Personnel Benefits	600.00	356.30	59.38%	
Travel	200.00	37.44	18.72%	
Miscellaneous	500.00	72.14	14.43%	
Training	200.00		0.00%	
Total Legislative/Council	7,500.00	3,965.88	52.88%	
Judicial				
Salaries & Wages	31,710.00	19,270.50	60.77%	
Personnel Benefits	5,085.00	2,807.19	55.21%	
Office Supplies	750.00	520.32	69.38%	
Professional Services	250.00	285.87	114.35%	Interpreters
Communication	1,100.00	750.00	68.18%	
Travel	50.00	0.00	0.00%	
Miscellaneous	500.00	125.00	25.00%	
Repair & Maintenance	0.00	0.00	0.00%	
Dues	100.00	100.00	100.00%	
Process Serving	0.00	0.00	0.00%	
External Taxes	0.00	0.00	0.00%	
Capital Outlay	250.00	0.00	0.00%	
Total Judicial	39,795.00	23,858.88	59.95%	
Executive/Julyor				
Salaries & Wages	3,600.00	2,100.00	58.33%	
Personnel Benefits	400.00	231.56	57.89%	
Professional Services	50.00	0.00	0.00%	
Travel	150.00	0.00	0.00%	
Miscellaneous	300.00	0.00	0.00%	
Training	300.00	0.00	0.00%	
Total Executive/Julyor	4,800.00	2,331.56	48.57%	

CURRENT EXPENSE BUDGET: July 2008				
DESCRIPTION	2008 ADOPTED	END OF July ACTUAL	% OF BUDGETED	COMMENTS
Finance & Administration				
Salaries & Wages	20,535.00	10,763.63	52.42%	
Personnel Benefits	6,150.00	2,478.84	40.31%	
Supplies - General	6,000.00	4,295.58	71.59%	
Supplies - F & A	3,000.00	4,691.88	156.40%	Underestimated + Bear Festival
Professional Services	7,000.00	23,594.56	337.07%	Ambulance settlement
Communications	7,400.00	225.29	3.04%	
Travel	2,000.00	780.63	39.03%	
Miscellaneous	800.00	3,123.08	390.39%	Newspaper ads (RFP, rosters)
Misc: Special Projects/Legal	14,650.00	4,429.94	30.24%	
Rental/Lease Equipment	3,500.00	2,660.76	76.02%	Change in copy machine/fax
Repair & Maintenance	0.00	0.00	0.00%	
Training	1,500.00	503.00	33.53%	
External Taxes	400.00	186.45	46.61%	
Capital Outlay - Building	11,000.00	2,752.74	25.02%	
Capital Outlay - Equipment	5,000.00	1,991.70	39.83%	Replace computer
Election Services	500.00	0.00	0.00%	
Total Finance & Administration	89,435.00	62,478.08	69.86%	
Legal				
Professional Services	27,520.00	18,939.57	68.82%	
Indigent Defense	7,200.00	4,200.00	58.33%	
Codification	0.00	0.00	0.00%	
Prosecution	7,200.00	2,214.90	30.76%	
Total Legal	41,920.00	25,354.47	60.48%	
Other General Gov Services				
Professional Services	12,000.00	6,155.00	51.29%	
Rent - City Hall	720.00	420.00	58.33%	
Insurance	22,019.00	22,019.00	100.00%	
Misc - AWC/COG/EDC	7,200.00	7,117.30	98.85%	
Total Other General Gov Services	41,939.00	35,711.30	85.15%	
Law Enforcement				
Salaries & Wages	202,510.00	120,893.19	59.70%	
Overtime Wages	25,000.00	24,431.17	97.72%	
Personnel Benefits	101,085.00	75,906.61	75.09%	Overtime benefits
Uniform Allowance	2,400.00	463.86	19.33%	
Overtime Benefits	3,400.00	0.00	0.00%	
LEOFF Retirees - Benefits	24,615.00	0.00	0.00%	
Supplies	9,000.00	2,841.78	31.58%	
Gas	7,500.00	5,828.05	77.71%	
Professional Services	13,000.00	6,683.60	51.41%	
Communications	4,700.00	4,084.24	86.90%	Phones, mail
Travel	500.00	0.00	0.00%	
Advertising	500.00	0.00	0.00%	
Rental/Lease Equipment	1,300.00	517.34	39.80%	
Insurance	5,138.00	5,138.00	100.00%	
Public Utility Services (City)	2,500.00	2,053.81	82.15%	Winter months
Repair & Maintenance	5,000.00	1,994.86	39.90%	
Miscellaneous	500.00	0.00	0.00%	
External Taxes	100.00	310.43	310.43%	
Capital Outlay - Facilities	3,500.00	0.00	0.00%	
Capital Outlay - Equipment	12,000.00	6,759.53	56.33%	car computers
Capital Leases	0.00	0.00	0.00%	
Training	1,000.00	0.00	0.00%	
Total Law Enforcement	425,248.00	257,906.47	60.65%	

CURRENT EXPENSE BUDGET: July 2008				
DESCRIPTION	2008 ADOPTED	END OF July ACTUAL	% OF BUDGETED	COMMENTS
Fire Control				
Salaries & Wages	18,300.00	2,181.00	11.92%	
Personnel Benefits	2,940.00	2,561.22	87.12%	Annual payment
Supplies - Operating	7,500.00	6,358.91	84.79%	
Gas	1,200.00	403.71	33.64%	
FEMA Grant Expenditures	0.00	2,574.76	3949.67%	
Professional Services	1,000.00	1,488.80	148.88%	computer issues, equip tests
Communications	180.00	0.00	0.00%	
Travel	100.00	0.00	0.00%	
Rent - City Hall	420.00	245.00	58.33%	
Insurance	5,138.00	5,138.00	100.00%	
Public Utility Services (City)	1,500.00	1,145.08	76.34%	Winter months
Repair & Maintenance	3,000.00	968.75	32.29%	
Miscellaneous	500.00	0.00	0.00%	
External Taxes	0.00	35.79	0.00%	
Capital Outlay - Building	0.00	0.00	0.00%	
Capital Outlay - System	0.00	0.00	0.00%	
Capital Outlay - Equipment	0.00	3,298.22	0.00%	
Training	1,000.00	0.00	0.00%	
Total Fire Control	42,778.00	26,399.24	61.71%	
Total Detention & Correction	8,000.00	5,735.00	71.69%	Issue to Council in August
Development Services				
Salaries & Wages	32,650.00	19,563.70	59.92%	
Personnel Benefits	11,640.00	6,209.88	53.35%	
Supplies - Operating	3,000.00	851.17	28.37%	
Gas	0.00	405.99	270.67%	
Professional Services	2,500.00	985.34	39.41%	
Professional Services - Engineer	13,000.00	7,575.52	58.27%	
Plat Review Services	30,000.00	15,271.37	50.90%	
Communications	1,550.00	187.84	12.12%	
Dues	175.00	100.00	57.14%	
Training	1,000.00	750.00	75.00%	
Travel	500.00	440.34	88.07%	
Repair & Maintenance	1,000.00	1,286.29	128.63%	Brakes for truck
Miscellaneous - Public Notice	3,000.00	139.49	4.65%	
Capital Outlay - Building	665.00	664.06	99.86%	
Capital Outlay - Equipment	500.00	460.82	92.16%	Moisture meter
Total Development Services	101,180.00	54,891.81	54.25%	
Total Communications (E-911)	9,710.00	6,473.21	66.67%	
Total Pollution Control	693.00	693.00	100.00%	
TOTAL CURRENT EXPENSE EXPENDITURES	1,380,110.00	520,798.90	37.74%	

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PARK & CEMETERY FUND BUDGET: July 2008				
DESCRIPTION	2008 ADOPTED	END OF July ACTUAL	% OF BUDGETED	COMMENTS
Beginning Net Cash	18,000.00			
Beginning Investments	65,000.00			
Beginning Fund Balance	83,000.00			
Real & Personal Property Taxes	54,000.00	30,446.34	56.38%	
Intergovernmental Grants	0.00	0.00	0.00%	
Cemetery Fees	4,500.00	1,417.00	31.49%	
Interest Earnings - Investments	2,500.00	1,792.65	71.71%	
Rent - Equipment	2,000.00	96.00	4.80%	
Rent - Community Center	2,500.00	2,020.00	80.80%	
Donations - Private Source	100.00	80.00	80.00%	
Other Miscellaneous Revenue	500.00	0.00	0.00%	
Miscellaneous Revenues	7,600.00	3,988.65	52.48%	
Transfer from REET	30,000.00	0.00	0.00%	
Transfer from REED	30,000.00	0.00	0.00%	
Total Transfers	60,000.00	0.00	0.00%	
Non-Revenues		5,713.80		
TOTAL PARK AND CEMETERY FUND REVENUES	209,100.00	41,565.79	19.88%	
Ending Net Cash	12,452.00			
Ending Investments	65,000.00			
Unanticipated Expense	4,000.00			
Ending Fund Balance	81,452.00			
Salaries & Wages	14,580.00	7,365.61	50.52%	
Personnel Benefits	4,780.00	2,357.53	49.32%	
Supplies	8,000.00	5,653.94	70.67%	
Gas	1,500.00	890.11	59.34%	
Professional Services	9,000.00	9,642.97	107.14%	restroom repair, park design
Communications	900.00	93.95	10.44%	
Travel	100.00	219.24	219.24%	wrong line - move in Aug.
Training	100.00	0.00	0.00%	
Advertising	0.00	181.92	153.87%	Ads for gardener position
Rental, Lease Equipment	5,000.00	1,173.20	23.46%	
Insurance	5,138.00	5,138.00	100.00%	
Public Utility Services (City)	7,000.00	4,531.72	64.74%	Winter months
Repair & Maintenance	5,000.00	2,533.97	50.68%	
Miscellaneous	800.00	125.00	15.63%	
External Taxes	500.00	51.58	10.32%	
Capital Facilities	65,000.00	2,144.34	3.30%	
Capital Outlay - Equipment	250.00	0.00	0.00%	
TOTAL PARKS AND CEMETERY EXPENSES	209,100.00	42,103.08	20.14%	

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STREET FUND BUDGET: July 2008				
DESCRIPTION	2008 ADOPTED	END OF July ACTUAL	% OF BUDGETED	COMMENTS
Beginning Net Cash	130,000.00			
Beginning Investments	160,000.00			
Beginning Fund Balance	290,000.00			
Real & Personal Property Taxes	22,000.00	12,178.52	55.36%	
Grants	186,525.00	0.00	0.00%	
Motor Vehicle Fuel Tax	38,000.00	20,197.55	53.15%	
Total Intergovernmental Revenue	224,525.00	20,197.55	9.00%	
Investment Interest	6,000.00	4,413.74	73.56%	
Other Miscellaneous Revenue	500.00	0.00	0.00%	
Total Miscellaneous Revenues	6,500.00	4,413.74	67.90%	
Non-Revenues	0.00	1,165.91		Insurance for garage repair
TOTAL STREET FUND REVENUES	543,025.00	37,955.72	6.99%	
Ending Net Cash	105,092.00			
Ending Investments	160,000.00			
Ending Fund Balance	265,092.00			
Salaries & Wages	16,120.00	8,371.46	51.93%	
Personnel Benefits	8,200.00	4,028.20	49.12%	
Supplies	11,000.00	4,174.69	37.95%	
Gas	2,500.00	1,990.12	79.60%	
Professional Services	9,500.00	7,794.62	82.05%	Garage repair (to be reimbursed)
Communications	900.00	93.95	10.44%	
Travel	0.00	0.00	0.00%	
Training	500.00	0.00	0.00%	
Advertising	300.00	7.12	2.37%	
Rental/Lease Equipment	1,500.00	271.41	18.09%	
Insurance	5,138.00	5,138.00	100.00%	
Public Utility Services (City)	3,500.00	2,576.24	73.61%	Winter electric use
Repair & Maintenance	5,000.00	5,936.91	118.74%	Mostly Bobcat repair
Miscellaneous	2,000.00	125.00	6.25%	
External Taxes	0.00	18.33	0.00%	
Capital Outlay - Roadways	211,525.00	10,853.67	5.13%	
Capital Outlay - Equipment	250.00	0.00	0.00%	
Street Cleaning	0.00	0.00	0.00%	
TOTAL STREET FUND EXPENSES	543,025.00	51,379.72	9.46%	

LIGHT & POWER FUND BUDGET: July 2008

DESCRIPTION	2008 ADOPTED	END OF July ACTUAL	% OF BUDGETED	COMMENTS
Beginning Net Cash	65,000.00			
Beginning Investments	150,000.00			
Rural Development Investment	100,000.00			
Beginning Fund Balance	315,000.00			
BPA Conservation	0.00	-400.00	0.00%	
Sales of Electricity	2,300,000.00	1,510,121.80	65.66%	
Charges for Services & Parts	10,000.00	51,600.75	516.01%	Summit Place II
Total Physical Environment	2,310,000.00	1,561,322.55	67.59%	
Total Interest Earnings	25,000.00	14,145.49	56.58%	
Equip, Pole & Vehicle Lease	9,200.00	7,791.00	84.68%	
City Hall Rent	2,040.00	1,190.00	58.33%	
Total Rents & Royalties	11,240.00	8,981.00	79.90%	
Sales of Junk Material	1,200.00	634.79	52.90%	
Other Miscellaneous Revenue	2,000.00	128,028.00	6401.40%	
Total Other Miscellaneous Revenues	3,200.00	128,662.79	4020.71%	BPA payment
Non-Revnuess		1,157.61		
TOTAL LIGHT & POWER FUND REVENUES	2,664,440.00	1,713,111.83	64.30%	
Ending Net Cash	97,820.00			
Ending Investment	150,000.00			
REED Fund	70,000.00			
Ending Fund Balance	317,820.00			
Salaries & Wages	454,365.00	277,876.20	61.16%	
Personnel Benefits	174,455.00	98,824.75	56.65%	
Operating Supplies	55,000.00	17,302.54	31.46%	
Office Supplies	5,000.00	427.33	8.55%	
Gas	7,500.00	3,247.34	43.30%	
Power Purchased for Resale	1,050,000.00	616,839.00	58.75%	Winter months
Transmission Costs	220,000.00	100,023.00	45.47%	
BPA Conservation	14,000.00	0.00	0.00%	
Professional Services	41,500.00	23,031.90	55.50%	Rate Study
Professional Services - Legal	20,000.00	9,498.00	47.49%	
Communications	4,100.00	5,689.48	138.77%	Cost of mail, cell phone
Travel	1,000.00	0.00	0.00%	
Advertising	500.00	167.78	33.56%	
Rental/Lease Equipment	5,000.00	463.01	9.26%	
Insurance	20,550.00	20,665.00	100.56%	
Public Utility Services (City)	22,000.00	15,219.85	69.18%	Winter months
Repair & Maintenance	20,000.00	3,512.74	17.56%	
Training	1,000.00	0.00	0.00%	
Dues	500.00	125.00	25.00%	
Miscellaneous	1,000.00	110.00	11.00%	
External Taxes	85,000.00	56,872.86	66.91%	
Capital Outlay - Building	0.00	0.00	0.00%	
Capital Outlay - Bldg Library	0.00	0.00	0.00%	
Capital Outlay - System	30,000.00	0.00	0.00%	
Capital Outlay - Equipment	114,150.00	3,010.74	2.64%	
TOTAL LIGHT & POWER FUND EXPENSES	2,664,440.00	1,252,906.52	47.02%	

Monthly Budget Report

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GARBAGE FUND BUDGET: July 2008				
DESCRIPTION	2008 PROPOSED	END OF July ACTUAL	% OF BUDGETED	COMMENTS
Beginning Net Cash	5,000.00			
Beginning Investments	7,500.00			
Beginning Fund Balance	12,500.00			
Garbage Fees & Service Charge	220,000.00	129,889.64	59.04%	
Investment Interest	750.00	345.15	46.02%	
TOTAL GARBAGE FUND REVENUES	233,250.00	130,234.79	55.83%	
Ending Net Cash	320.00			
Ending Investments	7,500.00			
Ending Fund Balance	7,820.00			
Salaries & Wages	2,390.00	1,405.95	58.83%	
Personnel Benefits	690.00	614.48	89.06%	
Supplies - Office	50.00	19.42	38.84%	Correction to be made in Aug.
Communications	100.00	0.00	0.00%	
Advertising	20.00	0.00	0.00%	
Rent - City Hall	180.00	105.00	58.33%	
Repair & Maintenance	0.00	0.00	0.00%	
External Taxes	12,000.00	7,277.46	60.65%	
Professional Services	210,000.00	117,024.43	55.73%	
TOTAL GARBAGE FUND EXPENSES	233,250.00	126,446.74	54.21%	

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WATER FUND BUDGET: July 2008				
DESCRIPTION	2008 ADOPTED	END OF July ACTUAL	% OF BUDGETED	COMMENTS
Beginning Net Cash	130,000.00			
Beginning Investment	75,000.00			
Beginning Fund Balance	205,000.00			
Water Sales	241,000.00	139,246.40	57.78%	
Other Charges Related to Water	12,500.00	2,750.00	22.00%	
New Water Connections	73,500.00	23,232.00	31.61%	
Total Charges for Services	327,000.00	165,228.40	50.53%	
Investment Interest	5,000.00	3,257.50	65.15%	
ULID 96-01 Payments	9,000.00	7,377.59	81.97%	
Other Miscellaneous Revenue	100.00	0.00	0.00%	
Miscellaneous Revenues	14,100.00	10,635.09	75.43%	
TOTAL WATER FUND REVENUES	546,100.00	175,863.49	32.20%	
Ending Net Cash	113,917.00			
Ending Investment	75,000.00			
Unanticipated Expense	20,000.00			
Ending Fund Balance	208,917.00			
Salaries & Wages	150,060.00	92,194.66	61.44%	
Personnel Benefits	64,940.00	37,049.41	57.05%	
Supplies	10,000.00	5,247.49	52.47%	
Gas	4,000.00	1,870.61	46.77%	
Professional Services	29,000.00	4,310.04	14.86%	
Professional Services - WSP	2,000.00	14,326.15	716.31%	Delayed from 2007
Communications	3,540.00	354.54	10.02%	
Travel	1,000.00	0.00	0.00%	
Advertising	400.00	0.00	0.00%	
Rental/Lease Equipment	1,000.00	109.98	11.00%	
Insurance	5,138.00	5,138.00	100.00%	
Public Utility Services (City)	11,000.00	5,166.05	46.96%	
Repair & Maintenance	5,000.00	587.69	11.75%	
Training	3,000.00	512.31	17.08%	
State Permits & Fees	1,000.00	1,682.00	168.20%	Higher than expected
Miscellaneous	1,000.00	44.05	4.41%	
External Taxes	12,000.00	6,154.81	51.29%	
Capital Outlay - System	20,000.00	15,302.42	76.51%	2nd half property purchase
Capital Outlay - Equipment	1,125.00	0.00	0.00%	
Capital Outlay - System Ext	0.00	11,979.52	0.00%	
Debt Service	11,980.00	0.00	0.00%	
TOTAL WATER FUND EXPENSES	546,100.00	202,029.73	37.00%	

WASTEWATER FUND BUDGET: July 2008

DESCRIPTION	2008 ADOPTED	END OF July ACTUAL	% OF BUDGETED	COMMENTS
Beginning Net Cash	95,000.00			
Beginning Investment	62,500.00			
Beginning Fund Balance	157,500.00			
Rural Development Grant	0.00	0.00	0.00%	
Total Intergovernmental Revenues	0.00	0.00	0.00%	
Sewer Service Charges	500,000.00	289,806.90	57.96%	
Other Charges Related to Sewer	2,000.00	0.00	0.00%	
New Sewer Connections	147,175.00	48,475.00	32.94%	
Total Charges for Services	649,175.00	338,281.90	52.11%	
Interest Earnings - Investment	7,000.00	2,379.18	33.99%	
Other Miscellaneous Revenue	400.00	14,825.00	3706.25%	Backhoe sale
Total Miscellaneous Revenues	7,400.00	17,204.18	232.49%	
Non-Revenues		523.00		
TOTAL WASTEWATER FUND REVENUES	814,075.00	356,009.08	43.73%	
Ending Net Cash	119,389.00			
Ending Investments	82,500.00			
Unanticipated Expense	10,000.00			
Ending Fund Balance	211,889.00			
Salaries & Wages	200,115.00	113,753.16	56.84%	
Personnel Benefits	83,940.00	44,580.06	53.11%	
Operating Supplies	28,000.00	15,336.35	54.77%	
Office Supplies	2,000.00	74.46	3.72%	
Gas	1,000.00	622.42	62.24%	
Professional Services	30,000.00	17,079.65	56.93%	
Communications	7,050.00	4,142.15	58.75%	
Travel	500.00	59.48	11.90%	
Advertising	200.00	0.00	0.00%	
Rent - City Hall	720.00	420.00	58.33%	
Rental/Lease Equipment	500.00	0.00	0.00%	
Insurance	5,138.00	5,138.00	100.00%	
Public Utility Services (City)	31,000.00	23,755.43	76.63%	Winter months
Repair & Maintenance	7,500.00	2,208.09	29.44%	
Training	3,000.00	458.33	15.28%	
State Permits & Fees	2,000.00	613.90	30.70%	
Miscellaneous	2,000.00	0.00	0.00%	
External Taxes	8,000.00	7,047.71	88.10%	WWTP now paying for water
Capital Outlay - System	20,000.00	20,425.38	102.13%	New structure
Capital System Engineering	0.00	0.00	0.00%	
Capital System Finance Inter	0.00	0.00	0.00%	
Capital Outlay - Equipment	1,125.00	0.00	0.00%	
Capital Outlay - Extension	0.00	0.00	0.00%	
Debt Service	168,398.00	22,014.12	13.07%	
TOTAL WASTEWATER FUND EXPENSES	814,075.00	277,728.69	34.12%	

Monthly Budget Report

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STORMWATER FUND BUDGET: July 2008				
DESCRIPTION	2008 ADOPTED	END OF July ACTUAL	% OF BUDGETED	COMMENTS
Begin Net Cash	50,000.00			
Begin Investments	0.00			
Beginning Fund Balance	50,000.00			
Total Charges for Services	36,000.00	21,021.36	58.39%	
TOTAL STORM WATER REVENUES	86,000.00	21,021.36	24.44%	
Ending Net Cash	45,310.00			
Ending Investments	0.00			
Ending Fund Balance	45,310.00			
Salaries & Wages	16,640.00	8,697.11	52.27%	
Personnel Benefits	8,300.00	4,083.68	49.20%	
Operating Supplies	3,000.00	876.38	29.21%	
Professional Services	12,000.00	4,579.97	38.17%	Videotape lines
External Taxes	500.00	304.82	60.96%	underbudgetted
Capital Outlay - Equipment	250.00	0.00	0.00%	
TOTAL STORM WATER EXPENSES	86,000.00	18,541.96	21.56%	

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AMBULANCE FUND BUDGET: July 2008				
DESCRIPTION	2008 ADOPTED	END OF July ACTUAL	% OF BUDGETED	COMMENTS
Begin Net Cash	0.00			
Begin Investments	0.00			
Beginning Fund Balance	0.00			
Total Charges for Services	36,430.00	11,702.03	32.12%	
Interfund Loans Received	15,000.00	15,000.00	100.00%	
TOTAL AMBULANCE REVENUES	51,430.00	26,702.03	51.92%	
Ending Net Cash	7,355.00			
Ending Investments	0.00			
Ending Fund Balance	7,355.00			
Salaries & Wages	1,435.00	238.62	16.63%	
Personnel Benefits	410.00	382.58	93.31%	correction to be made in Aug.
Supplies	500.00	0.00	0.00%	
Contract Services	41,730.00	22,760.70	54.54%	
Interfund Loans Repaid	0.00	0.00	0.00%	
TOTAL AMBULANCE EXPENSES	51,430.00	23,381.90	45.46%	

Monthly Budget Report

CASH, INVESTMENTS AND CAPITAL PROJECTS: July 2008

DESCRIPTION	CURRENT EXPENSE	PARK & CEMETERY	STREETS	LIGHT & POWER	GARBAGE	WATER	WASTE WATER	STORM	AMBULANCE*
Beginning Balance - January									
Beginning Net Cash	178,347.56	20,136.36	119,537.40	46,020.05	7,996.62	72,639.98	137,615.61	49,475.80	0.00
Beginning Investments	190,000.00	65,000.00	160,000.00	150,000.00	7,500.00	75,000.00	62,500.00	0.00	0.00
Real Estate Excise Tax	175,000.00								0.00
Rural Development Investment				100,000.00					
Total Beginning Balance	543,347.56	85,136.36	279,537.40	296,020.05	15,496.62	147,639.98	200,115.61	49,475.80	0.00
Ending Balance - July 31									
Ending Net Cash	141,784.79	18,001.32	102,365.72	494,667.39	11,483.80	44,157.01	128,421.94	51,955.20	3,320.13
Ending Investments	190,000.00	65,000.00	160,000.00	150,000.00	7,500.00	75,000.00	62,500.00	0.00	0.00
Real Estate Excise Tax	185,962.08								
Fire Mitigation Fees	78,874.70								
Rural Development Investment				100,000.00					
Total Ending Balance	596,621.57	83,001.32	262,365.72	744,667.39	18,983.80	119,157.01	190,921.94	51,955.20	3,320.13

* Ambulance rates not collected as soon as anticipated.

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator
Date: September 8, 2008
Re: Engineering Contract Addendum

Last month the Department of Transportation proposed detouring nighttime traffic through McCleary during shoulder repairs on SR 8. The Council expressed several concerns related to increased traffic, including the lack of a stop sign for eastbound traffic on Simpson Avenue at Summit Road.

The DOT has now indicated that they are no longer interested in detouring the traffic during the repairs. However, the need for the stop sign is still a high priority, and the City still might experience higher traffic volumes from those wishing to avoid the construction area with its traffic slowdowns and stoppages.

Our engineers, Gray & Osborne, took a lead role in the discussions with DOT to help us with this issue. When I asked them to assist us in this second effort, we exceeded the amount of "free" help. The Mayor was on vacation and we needed to move ahead, so I approved a \$500.00 addendum to the contract via email.

Requested Action:

Ratify the \$500.00 contract addendum for Gray & Osborne to assist with traffic issues associated with DOT's repair of SR 8.

Busse Nutley

From: Busse Nutley [bussen@cityofmcclary.com]
Sent: Tuesday, August 26, 2008 11:53 AM
To: 'Jon Hinton'
Cc: 'Wallace Bentley'
Subject: RE: Hwy 8 Lane Closure

Jon:

Please proceed with this review and evaluation of DOT's plans for SR 8 closure and its potential impacts to the City of McCleary. This work needs to be done now, and the Council does not meet again until September 10.

Busse Nutley
City Administrator
City of McCleary

From: Jon Hinton [mailto:jhinton@g-o.com]
Sent: Tuesday, August 26, 2008 11:34 AM
To: bussen@cityofmcclary.com
Subject: Hwy 8 Lane Closure

Hi Busse;

As you know the detour route thru McCleary has been changed to lane revisions and an eastbound lane closure on Hwy 8. To determine what impact this revision has on traffic rerouting thru McCleary to avoid backups on Hwy 8 will involve contacting WSDOT to obtain the work/traffic control plans, evaluating these plans with respect to traffic count information and preparing a summary to discuss with the City.

Since we have already done some work getting the detour changed to a single lane closure, we are requesting the City authorize the expenditure of up to \$500 to obtain, evaluate and report on the most recent WSDOT Work Plan and Traffic Control Plan.

Please advise us of the City's desires in regard to this matter

Jon Hinton, P.E.
Gray & Osborne, Inc.
2102 Carriage Dr. SW
Bldg. I, Suite 102
Olympia, WA 98502

Ph(360)292-7481
Fx(360)292-7517

9/8/2008

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator
Date: September 8, 2008
Re: Stormwater Pond Ownership and Maintenance

During the past few years McCleary has experienced new subdivision growth. One of the differences in standards that has emerged is that stormwater must be detained and “treated” on site, rather than allowing it to be drained through stormwater pipes and released into nearby streams. As we have learned more about the Wildcat Creek Aquifer, we have been exploring even more stringent means of assuring that water runoff from development is allowed to re-enter the ground and recharge our community’s water supply.

Four recent subdivisions have been constructed using stormwater detention ponds. These facilities must be maintained properly to assure that sediment does not build up, that the plants that filter the water are properly growing, and that other plants and tree seedlings are mowed and/or removed to allow the pond to properly function.

These subdivisions are Evergreen 1, Cedar Heights, Summit Place 1 and Summit Place 2. Only the pond in Summit Place 1 has been dedicated to the City for maintenance. The other ponds are still owned in common by the owners of all of the lots in each subdivision. While Cedar Heights and Summit Place 2 are quite new and the ponds are in good shape, the same cannot be said about the pond located in Evergreen 1, at the corner of 1st and Pine. This pond is completely overgrown. The restrictive covenants require the homeowners to maintain the pond, but do not provide any standards, or give the City any enforcement authority.

It is critical that the pond in Evergreen 1 function properly and the City is preparing a letter to each homeowner, informing them of their obligation. However, it might be more effective if the City promised to take over ownership and maintenance of the pond after it is returned to the proper standard.

This is an example of the problems the City may continue to face under the system that we currently use. If the City took ownership of all the development ponds, we could assure a consistent maintenance standard. The problem is that this maintenance is in excess of the normal maintenance the City provides on its main system. The current rate is \$3.40 per month per household, and has an automatic adjustment based on cost of living adjustments.

The law provides the City with the option of putting its utility customers into various classes, based upon the level of service they receive and other factors. We could create a “pond” class of customers, charging them slightly more to pay for the increased maintenance associated with detention ponds.

The developer of Summit Place 2 has expressed interest in having the City take over the maintenance of its three ponds. There will soon be a new owner of Cedar Heights, and it is quite likely they would also want to dedicate its pond (the previous owners wanted to do that).

Requested Action:

1. Decide if the City should pursue ownership of detention ponds.
2. If yes, decide whether the City should look into developing a “class” of utility customers that consist of development lots served by detention ponds and other low impact development facilities.
3. If yes, direct the staff to offer to take over the pond within the Evergreen 1 subdivision once the owners have brought the maintenance up to the proper standard.
4. If yes, direct the staff to talk with the developers of Cedar Heights and Summit Place 2 about dedication of those ponds to the City
5. If yes, direct the staff to modify the Development Standards and other pertinent City regulations to require all new developments to dedicate detention facilities to the city as a condition of approval.

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator
Date: September 8, 2008
Re: Alley Vacation



Gregg and Shannon Arndt, who live on Beck Street, have petitioned the City to vacate the alley that technically exists, and that divides their property. They actually own four lots, with the alley running east-west. In 1967 the City vacated the alley adjoining their property.

According to the statute, the Council must set a hearing date not less than 20 days out to consider such an action. The alley can be vacated through adoption of an ordinance.

The City may ask for payment, and may require an easement for utility purposes.

The staff has calculated the value of the alley at \$3,144. This is based on the average square footage of the adjacent lots and their 2006 assessed value.

Requested Action:

Set a public hearing for October 8, 2008 for the purpose of vacating the alley dividing the Gregg and Shannon Arndt property on E Beck Street.

August 29, 2008

08-29-08P03:50 RCVD

Gregg and Shannon Arndt
321 E Beck Street
McCleary, WA 98557

City of McCleary
ATTN: Besse Nutley, City Administrator
100 S 3rd Street
McCleary, WA 98557

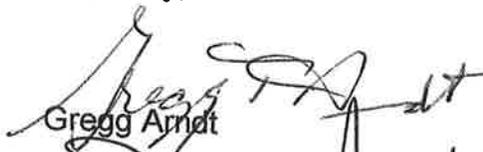
Dear Ms Nutley,

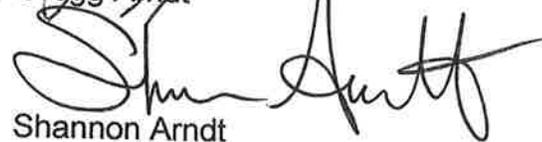
Please vacate the alley running East and West through McCleary 2nd addition block 35 between lots 13 & 2 and 12 & 3. See attached map which identifies our lots (blue) and the alley (red) which will be vacated.

Shannon and I are confident you will approve our petition because the West end connection of the alley to the McCleary street system has already been vacated and there is no planned East end connection of the alley to streets. A 1967 ordinance vacated the unnamed street located between blocks 35 and 36 and the alley located between lots 1 and 14 in block 35. The ordinance is attached for your reference. The attached map also identifies the street and alley which are already vacated (black/yellow).

Let me know if you have additional questions. Also, let me know the date and time of the Council meeting. Shannon and I look forward to working with you.

Sincerely,


Gregg Arndt


Shannon Arndt

PETITION FOR VACATION OF STREET
Pursuant to R.C.W. Chapter 35.79

TO: The City Council of the City of McCleary

I. The undersigned Petitioners request that the following-described alley
~~Street~~ in the City of McCleary by vacated pursuant to R.C.W. Chapter 35.79:

Vacate the alley between lots 13 & 2 and
12 & 3 of block 38 of McCleary 2nd addition.

II. Each of the undersigned Petitioners is the owner of an interest in real estate abutting on the above-described area.

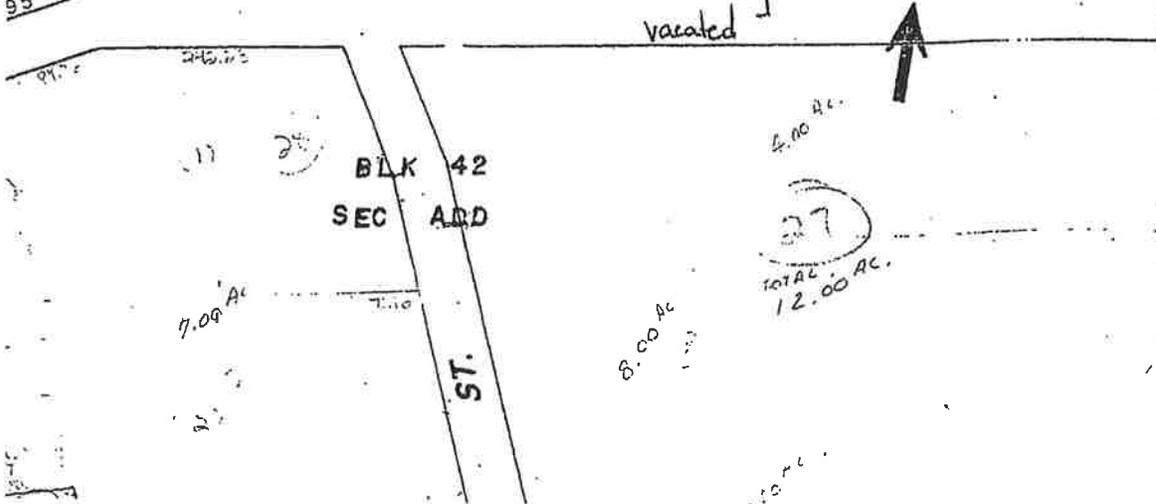
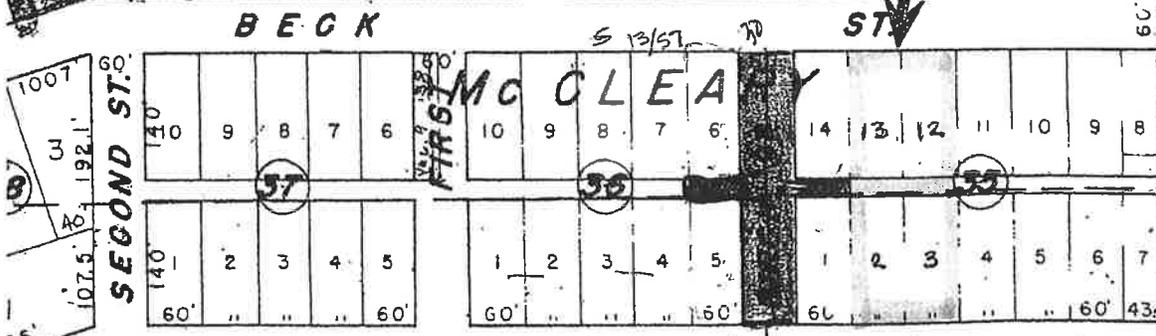
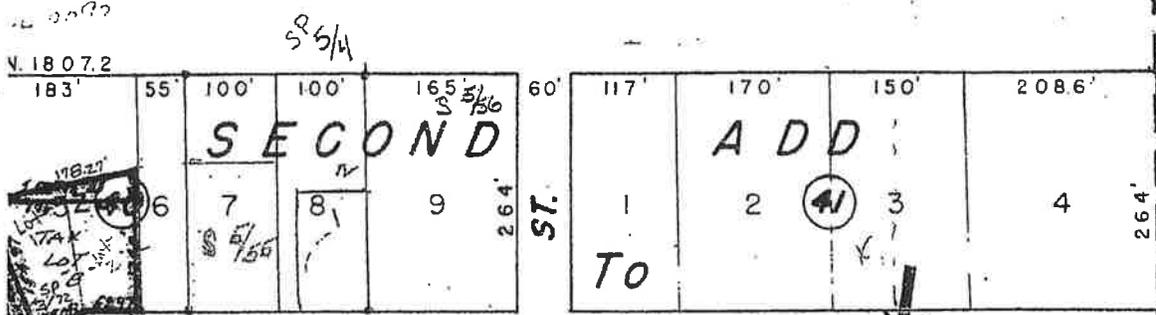
III. 2 persons own property abutting on said area.

IV. The names and addresses of the owners of property abutting on said area are as follows:

Name	Address
<u>Gregg T Arndt</u>	<u>321 E Beck, McCleary</u>
<u>Shannon K. Arndt</u>	<u>321 E Beck, McCleary</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CITY LIMITS

The Company has not surveyed the premises described herein. The sketch is furnished without charge solely for the purpose of assisting in locating said premises and the Company assumes no liability as to the validity, location, or ownership of any easement or other matter shown thereon, nor for the inaccuracies therein, including the accurate location of boundaries, including water boundaries. This sketch does not purport to show all highways, roads and easements adjoining or affecting said premises, nor is it a part or modification of the report, commitment, policy or other evidence to which it may be attached.



Simpson
18

8.67

304

191424

5617

ORDINANCE NO. 249

An ordinance vacating that portion of the unnamed street situated between Blocks 35 and 36 and the alleys abutting Lots 5 and 6, Block 36, and Lots 1 and 14, Block 35 of Second Addition to the Town Site of McCleary

5-44

WHEREAS, on the 23rd day of June, 1967, a petition was presented to the Town Council of McCleary by the owners of all of the property adjacent to the portion of the unnamed street hereinafter described, petitioning the Town Council to vacate that portion of the unnamed street and alleys running East and West therefrom described as follows:

"All of that portion of the unnamed street situated between Blocks 35 and 36 and the alleys abutting on Lots 5 and 6, Block 36, and Lots 1 and 14, Block 35 of Second Addition to the Town Site of McCleary, Grays Harbor County,"

and

WHEREAS, by Resolution No. 109 passed at a regular meeting of the Town Council on the 27th day of June, 1967 the Town Council set a public hearing date for Tuesday, the 25th day of July, 1967 at 7:30 p.m. at the Office of the Town Council as the time and place at which said petition was to be heard and determined, and the Town Clerk was directed to give the required statutory public notice; and

WHEREAS, at the regular meeting of July 25, 1967 for which the required statutory public notice had been given, the date set for the hearing on the vacation of that portion of an unnamed street situated between Blocks 35 and 36 and the alleys abutting on Lots 5 and 6, Block 36, and Lots 1 and 14, Block 35, and at said hearing no person appeared and objected to the same, it was moved by Councilman Schankel seconded by Councilman Hopkins, and carried that the street and alleys heretofore described be vacated; and

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator 
Date: September 8, 2008
Re: Consent to Acquisition: Waste Connections Purchase of LeMay

Waste Connections, Inc. is in the process of purchasing LeMay, Inc, our provider of garbage and recycling service. The City has had a contract for these services with LeMay since December 9, 1998. In order for the acquisition to be completed the City needs to consent to it.

Eddie Westmoreland, Division Vice President of Waste Connections, met with the Mayor and staff on Thursday, September 4 to discuss the effect of the purchase. We were assured that service levels would remain at least the same. Delroy Cox will continue to work with us.

Requested Action:

Authorize the Mayor to sign the consent to acquisition with Waste Connections, Inc.



WASTE CONNECTIONS INC.
Connect with the Future®

August 22, 2008

Donnie Rostedt, Clerk-Treasurer
City of McCleary
100 South 3rd Street
McCleary, WA 98557

Re: LeMay Acquisition Notice

Dear Ms. Rostedt:

Harold LeMay Enterprises, Incorporated ("LeMay"), and the City of McCleary (the "City") are parties to a solid waste contract, dated December 9, 1998 (the "Contract"). Article XI of the Contract grants the City the right to provide its consent prior to the sale to another entity of LeMay's rights, duties, and obligations under the Contract.

Accordingly, we write to provide notice to the City that LeMay and its shareholders have entered into a definitive agreement to sell the stock of LeMay to Waste Connections, Inc. Waste Connections is a publicly-traded (NYSE: WCN), integrated solid waste services company that provides solid waste collection, transfer, disposal and recycling services throughout the United States and has been engaged in operations in Washington state through the various solid waste companies it owns for over a decade. Waste Connections serves approximately 1.5 million residential, commercial and industrial customers from a network of operations in 23 states.

The pending sale will be a seamless transition for the City and its residents with LeMay continuing to provide service under Waste Connections' new ownership.

LeMay and Waste Connections therefore jointly and formally request the City's consent to the acquisition. As time is of the essence in this transaction, any assistance you can provide with scheduling this matter for formal approval, and if applicable, communicating to me a date certain by which this matter can be addressed by the City or your staff, would be greatly appreciated.

Donnie Rostedt, Clerk-Treasurer

August 22, 2008

Page 2

Thank you for your prompt attention to this matter and please do not hesitate to contact us with any questions about the change in ownership of LeMay.

Yours truly,



Edward L. Westmoreland

Division Vice-President

cc: Norm LeMay (Harold LeMay Enterprises, Incorporated)
Scott Penner (Harold LeMay Enterprises, Incorporated)

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator 
Date: September 8, 2008
Re: Annexation Petition Fees

Please see City Attorney Dan Glenn's report (Tab C).

Requested Action:

Adopt the Resolution, with these additions:

1. set the fee in Section I.A. at \$250.00
2. set the fee in Section II.A. at \$350.00
3. set the time frame in Section II.C. at 10 days
4. set the time frame in Section II.F. at 10 days

RESOLUTION NO. _____**A RESOLUTION IN RELATION TO PROCEDURES
INVOLVING THE PROCESSING OF PETITIONS FOR
ANNEXATION OF PROPERTY TO THE CITY.****R E C I T A L S:**

1. Pursuant to applicable statute, the City has the authority to annex real property to within its corporate limits upon request of a property owner and upon other rationales.

2. In 2007, the County adopted a process requiring review of petitions to annex property by a Boundary Review Board.

3. Since that time, the City has undertaken a review of its procedures and deems it appropriate to clarify certain aspects of and the fees related to the processing of an application.

4. Under procedural mandates, an initial review is required of a petition prior to the determination of whether or not a public hearing will be scheduled to consider the matter of the requested annexation.

5. In recognition of the costs incurred, it is the goal of this resolution to establish procedures and to insure to the extent reasonably possible, that the applicant assume the costs in reviewing and processing the applications.

6. In furtherance of those goals, it is deemed appropriate to establish the procedures and to set forth the fees contained within the following provisions.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY, THE MAYOR SIGNING IN AUTHENTICATION THEREOF:

SECTION I: PROCEDURE:

A. Upon presentation of a Petition to Annex to the Clerk-Treasurer, an initial review fee of \$_____ shall be paid. The Petition shall be reviewed by staff who may make a recommendation to the Council as to whether or not to undertake consideration of the Petition. The determination of whether or not to accept the Petition for consideration and to direct a public hearing shall be one in the sole discretion of the Council.

SECTION II: In the event the Council determines it appropriate, pursuant to the provisions of RCW 35A.14, to accept the Petition for consideration and to schedule a public hearing, the following shall occur:

A. A filing fee in the amount of \$_____ shall be paid to the Clerk-Treasurer. In addition, an amount established by the Clerk-Treasurer as the estimated cost of publication of required notices shall be paid at the same time. To the extent the actual cost of publication is less than the estimated cost paid in, it shall be refunded to the applicant. In the event

that it is a higher amount, then that amount shall be paid by the applicant prior to the date of the hearing.

B. The Applicant shall promptly file notice of the Petition with the appropriate agency of the County so as to initiate the time period for review by the Boundary Review Board. The filing fee for such filing shall be paid by the Applicant directly to the County and shall not be deemed included within the filing fee paid to the City pursuant to Section II, A. Proof of such filing shall be provided no less than ten (10) calendar days prior to the date of the hearing before the Council on the petition to annex.

C. To the extent that the land covered by a Petition for Annexation meets the criteria for discretionary exemption under the provisions of RCW 36.93.110, the City Administrator shall submit a request for such discretionary exemption to the Chair of the Boundary Review Board. Documentation confirming the date of the filing of the Petition and of the request for exemption, if applicable, shall be maintained within the records in relation to the Petition. These filings shall be accomplished within _____ days of the payment required under the provisions of Section II, A.

D. In the event that the matter is either referred to the Hearing Examiner by the Council or the Hearing Examiner is required, as a result of an aspect contained within the petition, to hear some element arising from the Petition, then in addition

to the payments required pursuant to the prior sub-sections, the Applicant shall deposit as a deposit with the Office of the Clerk-treasurer such amount as may be established by the City Administrator as the estimated cost of such hearing process, including required notices, publication, and for the Hearing Examiner's professional services. To the extent the actual cost of the process is less than the deposit paid in, it shall be refunded to the applicant. In the event that it is a higher amount, then that amount shall be paid by the applicant prior to any decision or recommendation issued by the Examiner becoming final.

SECTION III: In the event that an applicant does not timely pay the fees or take the actions required pursuant to Sections I and II, then further processing of the Petition, including the publication of notice, shall be held in abeyance and, if not paid or fulfilled within ((a timely manner)) days of written notice of the failure to pay or act sent to the applicant by the Clerk-treasurer, the Petition shall be deemed to have been abandoned.

SECTION IV: In its sole discretion, the Council may waive any provision of this Resolution, this Resolution being for the sole benefit of the City.

PASSED THIS _____ DAY OF _____, 2008, by the City Council of the City of McCleary, and signed in

authentication thereof this _____ day of _____,
2008.

CITY OF McCLEARY:

WALLACE BENTLEY, Mayor

ATTEST:

DONNIE ROSTEDT, Clerk-Treasurer

APPROVED AS TO FORM:

DANIEL O. GLENN, City Attorney

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator 
Date: September 8, 2008
Re: WWTP – Sole Source Bid

Please see City Attorney Dan Glenn's report (Tab C).

Requested Action:

Adopt the Resolution.

RESOLUTION NO. _____

A RESOLUTION IN RELATION TO AWARDING OF A CONTRACT; CONFIRMING THE UTILIZING OF SOLE SOURCE METHODOLOGY FOR THE ACQUISITION AND INSTALLATION OF CERTAIN EQUIPMENT, & MAKING FINDINGS.

1. The City of McCleary maintains a wastewater collection and treatment utility within the course of its operation. This service is core to health and safety of its citizens.

2. Within the course of its prior activities, the City has previously constructed a new treatment plant. As part of that construction, certain electrical equipment which control the functionality of a major element of the plant was installed.

3. During December, 2007, as the result of major storms, events occurred which resulted in the destruction and damage of crucial electrical components which constitute the main control of the treatment plant. That damage put the City at risk, both in terms of being able to provide waste water treatment service to its customers and to penalties for violation

RESOLUTION - 1
8/18/2008
DG/le

CITY OF McCLEARY
100 SOUTH 3RD STREET
McCLEARY, WASHINGTON 98567

of the various governmental permits under which the plant operates.

4. Thereafter, pursuant to requirements of the Federal Emergency and Management Agency and the Washington Cities Insurance Authority, the City Staff undertook a review of the most cost-effective way to restore the operational capabilities of the plant. The search was limited by a number of factors, including the necessity that the replacement switching equipment be totally compatible with the existing system. That led to a conclusion that replacement with a switch of the same nature and manufacturer was required in order to reduce the chance of future damage to the plant and to provide the greatest likelihood of continued effective operation.

5. Staff solicited proposals from the two suppliers which were identified as being provisioners of that switching mechanism with the capability of providing, installing and maintaining the switch. Only one of the entities submitted a proposal, Advanced Electrical Testing, Inc. A copy of that proposal is attached as Exhibit #1.

6. That proposal was reviewed by FEMA and WCIA and found acceptable. Based upon those factors, the Mayor and Council received from the City Administrator at their August 13,

RESOLUTION - 2

8/18/2008

DC/le

CITY OF McCLEARY
100 SOUTH 3RD STREET
McCLEARY, WASHINGTON 98557

2008, meeting a recommendation that the City undertake a sole source acquisition for the following reasons:

By the City acquiring the item in question from the referenced manufacturer, the following benefits are obtained:

(1) Potentiality of error is reduced by the consistency of training and operation.

(2) The City may utilize existing equipment due to the total compatibility.

7. It has been and continues to be the desire and intention of the Mayor and Council to utilize the public bidding process to enhance the value received by the citizens but, under the circumstances of this particular matter, it is recognized as being appropriate to make a specific designation.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY, THE MAYOR CONCURRING:

SECTION I: The elements contained within the recitals stated above, as more fully detailed in the information provided to the Mayor and entire Council by the City Administrator, shall be and are hereby adopted as Findings and Conclusions by the Mayor and Council.

SECTION II: The actions of the City Administrator in soliciting and recommending that certain unit to be provided and

RESOLUTION - 3
8/18/2008
DG/le

CITY OF McCLEARY
100 SOUTH 3RD STREET
McCLEARY, WASHINGTON 98557

installed by the Advanced Electrical Testing, Inc., as more fully described upon Exhibit Number 1, attached hereto and incorporated by this reference, are hereby ratified.

PASSED THIS _____ DAY OF AUGUST, 2008, by the City Council of the City of McCleary, and signed in authentication thereof this _____ day of August, 2008.

CITY OF McCLEARY:

WALLACE BENTLEY, Mayor

ATTEST:

DONNIE ROSTEDT, Clerk-Treasurer

APPROVED AS TO FORM:

DANIEL O. GLENN, City Attorney

RESOLUTION - 4
8/18/2008
DG/la

CITY OF McCLEARY
100 SOUTH 3RD STREET
McCLEARY, WASHINGTON 98557

Memorandum

To: City Administrator, Busse Nutley
CC: Mayor, Bentley and Council Members
From: Ardyce Taylor
Date: 8/12/2008
Re: Automatic Transfer Switch

In January of this year, after our December wind storm, we lost our Transfer Switch at the WWTP. We worked with FEMA and went out to bid. We found that there were only two manufacturers of the switch we needed. The company that proposed the bids, Advanced Electrical Testing, Inc., provided the attached bid proposal.

Vern made the choice to use the same switch that we had and not change to the Zenith.

Advanced Electrical has asked us to sign a Purchase Order to complete the transaction for ordering.



ADVANCED ELECTRICAL TESTING, INC.
14311 29th Street East
Sumner, WA 98390

Phone: (253) 891-2965
(866) 238-2021
Fax: (253) 891-1511

.....
PROVIDING ELECTRICAL SOLUTIONS WORLDWIDE
.....

.....
www.advancedelectricaltesting.com
.....

PROPOSAL FOR

AUTOMATIC TRANSFER SWITCH REPLACEMENT AT MCCLEARY WWTP

January 29, 2008

Attn: Vern Merryman
Phone: 360-495-3217
Fax: 360-495-0514

AET Proposal #: 60-1713

McCleary WWTP

Advanced Electrical Testing, Inc (AET) is pleased to offer this proposal for testing and troubleshooting electrical distribution equipment.

Supply Zenith ATS per section 1.0.....	\$68,850
Supply ASCO ATS per section 1.0.....	\$62,850
Install and test equipment per section 1.0.....	\$8,850

1.0 EQUIPMENT TO BE REPLACED AND TESTED

- 1.1 One (1) Automatic Transfer Switch. Delayed Transition / Bypass Isolation Switch, 4pole, 480V, 1600A
- 1.2 One (1) Siemens SBA 1600 Amp Insulation case circuit breaker.

2.0 PROCEDURES

2.1 Emergency Systems, Automatic Transfer Switches

2.1.1 Visual and Mechanical Inspection

- .01 Inspect physical and mechanical condition.
- .02 Inspect anchorage, alignment, grounding, and required clearances.
- .03 Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
- .04 Verify that manual transfer warnings are attached and visible.
- .05 Verify tightness of all control connections.
- .06 Perform manual transfer operation.
- .07 Verify positive mechanical interlocking between normal and alternate sources.

2.1.2 Electrical Tests

- .01 Verify settings and operation of control devices.
- .02 Calibrate and set all relays and timers in accordance with Section 7.9.
- .03 Perform automatic transfer tests:
- .04 Simulate loss of normal power.
- .05 Return to normal power.
- .06 Simulate loss of emergency power.
- .07 Simulate all forms of single-phase conditions.
- .08 Verify correct operation and timing of the following functions:
 - Normal source voltage-sensing relays.
 - Engine start sequence.
 - Time delay upon transfer.
 - Alternate source voltage-sensing relays.
 - Automatic transfer operation.
 - Interlocks and limit switch function.
 - Time delay and retransfer upon normal power restoration.
- .09 Engine cool down and shutdown feature.

2.1.3 Test Values

- .01 Test Values – Electrical
 - Control devices should operate in accordance with manufacturer’s published data.
 - Relay test results shall be in accordance with Section 7.9.
 - Automatic transfers should operate in accordance with manufacturer’s design.
 - Operation and timing should be in accordance with manufacturer’s and/or system design requirements.

2.2 Circuit-Breakers, Air, Insulated-Case/Molded-Case

2.2.1 Visual and Mechanical Inspection

- .01 Inspect physical and mechanical condition.
- .02 Inspect anchorage and alignment.
- .03 Prior to cleaning the unit, perform as-found tests, if required.
- .04 Clean the unit.
- .05 Operate the circuit breaker to insure smooth operation.
- .06 Inspect bolted electrical connections for high resistance using one of the following methods:

- .07 Use of a low-resistance ohmmeter in accordance with Section 7.6.1.1.2.
- .08 Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method in accordance with manufacturer's published data or Table 100.12.
- .09 Perform a thermographic survey in accordance with Section 9.
- .10 Inspect operating mechanism, contacts, and arc chutes in unsealed units.
- .11 Perform adjustments for final setting in accordance with coordination study provided by end user.
- .12 Perform as-left tests.
- .13 Reset all trip logs and indicators.

2.2.2 Electrical Tests

- .01 Perform resistance measurements through bolted connections with a low-resistance ohmmeter, if applicable, in accordance with Section 7.6.1.1.1.
- .02 Perform insulation-resistance tests for one minute on each pole, phase-to-phase and phase-to-ground with the circuit breaker closed, and across each open pole. Apply voltage in accordance with manufacturer's published data. In the absence of manufacturer's published data, use Table 100.1.
- .03 Perform a contact/pole-resistance test.
- .04 *4. Perform insulation-resistance tests on all control wiring with respect to ground. The applied potential shall be 500 volts dc for 300-volt rated cable and 1000 volts dc for 600-volt rated cable. Test duration shall be one minute. For units with solid-state components, follow manufacturer's recommendation.
- .05 Determine long-time pickup and delay by primary current injection.
- .06 Determine short-time pickup and delay by primary current injection.
- .07 Determine ground-fault pickup delay by primary current injection.
- .08 Determine instantaneous pickup current by primary injection.
- .09 *9. Test functions of the trip unit by means of secondary injection.
- .10 Perform minimum pickup voltage test on shunt trip and close coils in accordance with Table 100.20.
- .11 Verify correct operation of auxiliary features such as trip and pickup indicators, zone interlocking, and trip unit battery condition.
- .12 Verify correct operation of features such as electrical close and trip operation, trip-free, and antipump function. Reset all trip logs and indicators.

3.0 CONDITIONS/ASSUMPTIONS

3.1 AET to provide:

3.1.1 All test and rigging equipment necessary for the above scope of work.

3.1.2 An electronic (PDF Format) copy of the report within 14 days of completion of testing.

3.2 Customer to provide:

3.2.1 All available technical documentation as it pertains to the ATS.

3.2.2 120VAC test power at the testing location.

3.2.3 De-energized & isolated equipment with clear unobstructed access.

Summary:

Advanced Electrical Testing, Inc. (AET) is a full service company focused on providing quality work at a reasonable price. We look forward to working with you on this project.

Sincerely,
Advanced Electrical Testing, Inc.

Randy Heppell
rheppell@advetest.com