



McCleary City Council

PROPOSED AGENDA

June 24, 2009

6:30 Worksession

7:00 Council Meeting

Flag Salute

Roll Call

Minutes

Public Comment

Mayor's Report

Staff Reports: Busse Nutley, City Administrator
Dan Glenn, City Attorney
May Financial Report

Resolutions: Utility Deposit Agreements

Old Business:

New Business: Interlocal Agreement for Solid Waste Plan Update – County
Light & Power Capital Improvement Plan
Water System Grant/Loan – USDA Rural Development

Ordinances:

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

Regular Council Meeting – June 8, 2009
Public Hearing – 6 Year Street Plan

The meeting was called to order at 7:00 PM with the Flag Salute.

Roll call: Wallace Bentley, Mayor
Council Persons: Lake, Boling, Vatne, and Vessey

Staff Present: Attorney Glenn, Administrator Nutley, Police Chief Crumb, Clerk-Treasurer Rostedt, Public Facilities Manager Baun, Utility Accountant Taylor, and Engineers Hinton and Bird

It was moved by Councilwoman Lake, seconded by Councilman Vatne, to excuse Councilman Hays. Carried.

It was moved by Councilman Boling, seconded by Councilman Vatne, to approve the minutes as distributed. Carried.

A letter was read from the local VET's organization thanking the City for all the work done by the City staff at the McCleary Cemetery for Memorial Day. They said it looked its very best for the holiday.

Paving of the City parking lot used by the Fire Department, the Food Bank, the Light/Power facilities, and for public parking at City Hall is done. Finishing work is now underway.

LeMay's (Waste Connections) has proposed a new contract for garbage services in McCleary, Elma and Montesano. Attorney Glenn has suggested that the three cities could jointly meet to negotiate. Mayor Bentley appointed Councilman Vessey to be the City's representative.

There has been a citizen's request for e-mails for Council Members. Attorney Glenn said it would be best to have a City e-mail that Council could access. It was agreed that the City would look into it.

The Public Hearing on the 6 Year Street Plan was called to order at 7:24 PM. The proposed plan is similar to last year's plan. As there were no further questions or comments, the hearing was closed at 7:26 PM.

Resolution No. 591, entitled A RESOLUTION ADOPTING A SIX-YEAR STREET PLAN FOR THE CITY OF McCLEARY, was introduced. It was moved by Councilman Vatne, seconded by Councilman Boling, that the resolution be adopted. Carried.

Engineer Bird explained to the Council the request from Gray and Osborne to authorize the payment of \$2,650.00 to the engineering firm for Amendment No. 10 to Contract for Engineering Services for the Beerbower Park Renovation Project—Grading Plan. It was moved by Councilman Vessey, seconded by Councilman Boling, to authorize the Mayor to sign the amendment. Carried.

It was moved by Councilman Boling, seconded by Councilman Vatne, that the vouchers be approved as audited. Carried.

It was moved by Boling, seconded by Councilman Vessey, that an executive session be held on litigation (the Brogan & Anensen, LLC and the Tami Quimby cases) and an Unfair Labor Practice filed

against the City by the IBEW Union and possible action following the executive session. Carried. The session began at 7:40 and it was announced that it would take approximately 20 minutes. The meeting was reconvened at 8:00 PM.

It was moved by Councilman Vessey, seconded by Councilman Boling, to settle the claim against Vermillion—he will pay the City \$7,000.00. Carried.

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

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STAFF REPORT

To: Mayor and City Council
From: Busse Nutley, City Administrator
Date: June 22, 2009
Re: Current Non-Agenda Activity

Donnie Rostedt's Retirement

After 35 ½ years, Donnie has said it's time to retire! She has been the "face" of the city to its residents through many mayors, councils and staff. This Wednesday will be her last Council meeting. We all wish her the very BEST as she starts her new life!

New City Clerk-Treasurer

When one door closes, another one opens. The Mayor has selected McCleary resident Wendy Collins as the new Clerk-Treasurer. Wendy has an accounting background and has worked for cities, a school district and the state. She tells us she is quite excited about having such a great job – right here where she lives! She reports to work on July 8.

To assist the Mayor with his hiring decision, the interview panel also included Councilmember and Finance Committee member Helen Lake, former McCleary City Administrator and current Hoquiam City Administrator Brian Shay, and myself. Ardyce Taylor also interviewed the candidates separately (Chris Mercer was on vacation) and provided her perspective to the interview panel for its consideration.

Accounting Software

I have been working with our new software vendor – VISIONS – and our computer consultant to coordinate the details of the conversion from the old software to the new. This also involves changes to the counter and filing area of the Clerk's Office to accommodate the new automated cash receipting function (computer, printer, three locked cash drawers, etc). Changes must also meet ADA requirements. All this was anticipated in this year's budget.

Automated Meter Reading

With the expected grant/loan from USDA Rural Development to pay for upgrading all the water meters to be radio-read, we will be going out to bid for the new system that will provide for automated meter reading for all electrical and water meters. The cost will be shared by the two utilities. If all goes well, we could have the entire system converted by the end of the year. I talked with the City Clerk of Coulee Dam the other day because they have the exact same water and electric meters, and have also purchased VISION accounting software. She told me that meter reading for the slightly smaller jurisdiction now takes 20 MINUTES!

Fire Station Space Needs Study – RFP

As you may recall, in this year’s budget we allocated \$20,000 of the Fire Mitigation Fund toward a space needs study for a new fire station. Until we know the size and type of facility we need, we cannot even determine a location. I have drafted a Request for Proposals and it is being reviewed by fire personnel. It will be sent to those firms who qualify for such work on our Professional Services Roster. I anticipate that a proposed consultant could be recommended to the Council by the end of August, with the work being completed before the end of the year.

Simpson Sidewalks

We are still waiting to proceed with the project until we hear from WSDOT about whether additional funding will be provided.

Parking Lot

The contractors still has to hydroseed the swale, and stripe the parking stalls. We are also having “no parking” strips painted in front of Light & Power and the fire station. The crew has created the new planter area that was needed when the power pole was moved into the park area. We brought in sod to assure that the old bus stop area could withstand the Bear Festival traffic; the park now looks very nicely finished with the sod and the new sidewalk. Fencing has been ordered for the ball field side of the swale to ensure that “high fly balls” do not lead outfielders onto uneven ground.

Beerbower Park

All the ball tournaments will be completed by the end of July, so Todd is scheduling the volunteer grading contractor for early August to begin the renovation of the fields. This will allow the grass to be planted at the optimum time and next year the park will be in great shape!

MEMORANDUM

TO: MAYOR AND CITY COUNCIL, City of McCleary
FROM: DANIEL O. GLENN, City Attorney
DATE: June 22, 2009
RE: LEGAL ACTIVITIES as of June 24, 2009

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. **AUDITOR'S "ADEQUATE COMPENSATION REQUIRED"**
POSITION: In prior materials, the matter of the necessity of meeting certain standards in terms of charging entities for use of City facilities has been discussed at some length. That necessity can be a bit frustrating to many. As you may remember, my concern has been based partially on, as summarized in reports made last year, that the Office of the State Auditor had issued a finding against the City of Tenino for leasing a structure to a Food Bank serving its citizens for a nominal sum. Well, the SAO has reached the same conclusion this year. For your information, I am attaching a copy of the article dealing with this matter which appeared in *The Olympian* a few days back.

I raise this area to your attention in light of our current contract with the local Food Bank. I would recommend that the contract be reviewed at your convenience and your conclusions discussed with the Organization.

2. **DRAFT SOLID WASTE PLAN UPDATE INTERLOCAL:** As noted in the last Report, there were a couple of questions in the initial draft. Following my contact with Mr. Baker of the GHPA's office, he made contact with the pertinent County staff. As a result, the City should receive an amended draft making it clear the commitment is to consider the adoption of the final draft. Jim further confirmed the funding is from other grant sources and there is no direct cost to the City, other than the cost of any staff time involved.

Thus, I would recommend the Mayor be authorized to execute the amended interlocal when it is received by Ms. Nutley.

3. UTILITY DEPOSIT PROTOCOL: First, you are aware that two draft resolutions modifying the existing deposit policies were provided prior the last meeting. However, for the reasons set forth below in relation to the desire to review the Centralia approach, the matter was tabled.

As was referenced in discussions, the City staff has reviewed the utility deposit approach utilized by the City of Centralia. As noted, they are a three utility provider as is McCleary. The policy historically followed by Centralia has been that no utility deposits are required if the owner of the property is the recipient of the service. Further, that if the owner submits a written request to allow service to a tenant and requests either that no deposit be required or that a deposit in an amount set by the owner, the City will bill the tenant directly. The Owner must acknowledge that the Owner remains liable for the bill in terms of the City's right to refuse service until the bill is paid. Based upon information provided to me by the Office of the Centralia City Attorney, the City continues a review of that policy. They apparently have not yet made a decision as to whether or not to change that policy.

In the interim, I have prepared drafts of resolutions which would implement the Centralia approach and also deal with certain protocol issues which have arisen in terms of deposit processing.

D Draft: The "D" draft basically implements the Centralia approach in Sections I and II. No deposit would be required of an owner and the amount of any deposit required of a tenant for whom the owner authorizes direct billing would be set by the Owner. I have included language which would allow the City to refuse such a request in its discretion. The rationale is simple. If we have had prior negative experience with a tenant, I would think the City would want some discretion since if the deposit were to be too low, we would have an unpaid debt until the service was reconnected by a subsequent applicant. The remainder of the resolution deals with the deposit protocols about which Ms. Taylor has concerns in administering.

E Draft: This draft differs primarily by the addition in Section I of a sub-paragraph B. It would allow the City to require a deposit of an owner in the event we have had prior bad experience, in effect, with the owner as a customer.

As of this time, Ardyce has not had the opportunity to review Sections I and II of the two drafts. Thus, they should be

considered exactly that, drafts only.

In the event I receive further information from Centralia, I will pass it on.

4. ELCON PROJECT: It is my understanding that Elcon will be providing services in terms of updating our electrical system plan. It is my understanding that it will be an addendum to the contract executed in 2008. The assumption is that the document will be a scope of services document only without changes to the 2008 contract which contained an addendum implementing additions providing additional protections to the City. If so, there is no problem as to "form" of the contract.

5. USDA GRANT/LOAN DOCUMENT: Ms. Nutley indicates that she anticipates receiving the documentation as to this fiscal matter. Obviously, that means that no one has had the opportunity to review. However, I am certain that it will be the usual situation that if you wish the money, you will need to agree to the terms with attempting any clarification or change. Thus, it will be a cost/benefit decision on your part.

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

DG/le

5/19/2009

State still unhappy with lease to food bank

DOLLAR PER YEAR:
Auditor says rent doesn't
reflect value of land

VENICE BUHAIN
The Olympian

RAINIER—The Rainier School District and the State Auditor's Office continue to disagree over whether the district charges enough rent to the group that runs Rainier's food bank. Rainier Area Building Community,

a nonprofit agency that includes the Rainier Historical Society, operates the food bank out of the Old Rainier Schoolhouse. It purchased the school building, which dates to 1915, for \$1 and leases the land it sits on from the district for \$1 a year.

The State Auditor's Office found that the \$1-a-year lease does not reflect the appraised value of the land. The state made the same finding two years ago.

Karen Creamer, a board member of Rainier Area Building Community,

said that the lease agreement makes it possible for the food bank to serve local families. She said the number of families seeking assistance grew from 300 in the fall to 450 in the spring.

"If the state pushes, and the state said we had to pay a huge lease, we'd have to shut down. At that point, we'd have to put away the food bank," Creamer said.

Mindy Chambers, spokeswoman for the state auditor, said the auditor's office isn't an enforcing agency, so the district will not suffer any conse-

quences as a result of the finding and won't be forced to comply.

"Sometimes they just disagree with us, and that's part of it," she said.

District superintendent Dennis Friedrich says that the land has no value because the district has no intention of selling it. Friedrich wrote a letter to the state, included in the finding report, asking the auditor's office to remove the finding. He argued that the auditor's office has not stated what

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LEASE

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the district should charge and that the Rainier community sees the agreement as a positive thing.

"The appraiser we talked to said it would be difficult to come up with an amount" as a purchase price, Friedrich said. "Our constituents seem to be happy with the way it is. It's not a huge controversy in this district."

Creamer said the building houses a thrift store that helps fund the food bank and pay for renovations to the 94-year-old building. The historical society also has been renovating the building to look as it did when it was a schoolhouse, and it plans to establish a library area. Board members plan to approach Timberland Regional Library about establishing a kiosk in their com-

munity.

Creamer said that Rainier Area Building Community members are happy that the school district has gone to bat for the agreement.

"We really appreciate that," Creamer said. "Right now, we can't afford to pay more for a lease. And they understand that we're trying to make a community building. We're not putting in private business or something to make money."

Chambers said that the lease likely was audited because of the past finding, but she added that it might not be audited again.

"They don't intend to correct it, so I'm not sure it would be worthwhile to do it again next year," she said.

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CURRENT EXPENSE BUDGET: May 2009

DESCRIPTION	2009 ADOPTED	May		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
REVENUES						
Beginning Balance						
Begin Net Cash	200,000.00	64,216.43	32.11%	125,639.19	62.82%	
Begin Investments	190,000.00	191,608.81	100.85%	192,016.79	101.06%	
Begin City Assistance	0.00	0.00	0.00%	0.00	0.00%	
Total Beginning Balance	390,000.00	255,825.24	65.60%	317,655.98	81.45%	
General Property Tax						
Real & Personal Property Tax	143,700.00	39,072.51	27.19%	52,583.65	36.59%	
Special Levy Property Tax	15.00	0.48	3.20%	3.63	24.20%	
Total General Property Tax	143,715.00	39,072.99	27.19%	52,587.28	36.59%	
Retail Sales & Use Tax						
Private Harvest Tax	1,250.00	0.00	0.00%	306.61	24.53%	
Retail Sales & Use Tax	78,000.00	14,599.23	18.72%	64,852.85	83.14%	
CJ Sales Tax from County	15,000.00	1,338.77	8.93%	6,500.27	43.34%	
Total Sales & Use Tax	94,250.00	15,938.00	16.91%	71,659.73	76.03%	
Private Utility Tax						
Natural Gas	12,500.00	1,589.85	12.72%	7,964.74	63.72%	
Television Cable	20,000.00	0.00	0.00%	13,527.23	67.64%	
Telephone Tax	13,000.00	2,471.23	19.01%	5,222.49	40.17%	
Cellular Telephone Tax	17,000.00	3,626.58	21.33%	16,954.10	99.73%	
Total Private Utility Tax	62,500.00	7,687.66	12.30%	43,668.56	69.87%	
Total Public Utility Tax	198,000.00	18,237.35	9.21%	90,577.39	45.75%	
Licenses & Permits						
Building Permits	50,000.00	344.15	0.69%	2,372.60	4.75%	
Platting Fees	2,000.00	0.00	0.00%	125.00	6.25%	
Review Fees	30,000.00	789.10	2.63%	6,003.38	20.01%	
Plat Inspection Fees	8,000.00	0.00	0.00%	169.00	2.11%	
Fuel	150.00	15.00	10.00%	115.00	76.67%	
Total Licenses & Permits	90,150.00	1,148.25	1.27%	8,784.98	9.74%	
Total Direct Federal Grants	0.00	0.00	0.00%	0.00	0.00%	
State Entitlements						
City Assistance	30,000.00	0.00	0.00%	3,606.11	12.02%	
Criminal Justice Pop	1,200.00	0.00	0.00%	500.00	41.67%	
CJ-CTED Programs 1-3	1,300.00	0.00	0.00%	623.73	47.98%	
DUI Cities	400.00	0.00	0.00%	138.41	34.60%	
Liquor Excise Tax	7,500.00	0.00	0.00%	3,844.29	51.26%	
Liquor Board Profits	10,000.00	0.00	0.00%	2,578.34	25.78%	
Total State Entitlements	50,400.00	0.00	0.00%	11,290.88	22.40%	
Total Interlocal Grants	0.00	0.00	0.00%	0.00	0.00%	
Fire District 12	8,405.00	4,202.50	50.00%	4,202.50	50.00%	
Mason County Fire	735.00	0.00	0.00%	0.00	0.00%	
Total Interlocal Gov Payments	9,140.00	4,202.50	45.98%	4,202.50	45.98%	
Charges for Services						
Printing & Duplicating Services	300.00	2.11	0.70%	195.08	65.03%	
Animal Control & Shelter Fee	100.00	55.00	55.00%	75.00	75.00%	
Total Charges for Services	400.00	57.11	14.28%	270.08	67.52%	

CURRENT EXPENSE BUDGET: May 2009

		May		YEAR TO DATE	
Fines and Forfeits					
Municipal Court	30,000.00	1,290.48	4.30%	9,518.91	31.73%
NSF Fines	800.00	32.00	4.00%	480.00	60.00%
Total Fines and Forfeits	30,800.00	1,322.48	4.29%	9,998.91	32.46%
Miscellaneous Revenues					
Interest Earnings - Investments	20,400.00	1,162.13	5.70%	3,130.17	15.34%
Interest - Prop Tax/ Real Estate	800.00	69.88	8.74%	267.82	33.48%
Rent - Cell Tower	11,500.00	0.00	0.00%	3,901.10	33.92%
Donations from Private Source	100.00	0.00	0.00%	0.00	0.00%
Surplus/Junk Sale	150.00	0.00	0.00%	0.00	0.00%
Other Misc. Revenues	1,500.00	10.00	0.67%	10.00	0.67%
Total Miscellaneous Revenues	34,450.00	1,242.01	3.61%	7,309.09	21.22%
Non-Revenues	0.00	977.32	0.00%	7,070.75	0.00%
Total Revenues (No Begin Bal)	713,805.00	89,885.67	12.59%	307,420.15	43.07%
TOTAL CURRENT EXPENSE REVENUES	1,103,805.00	345,710.91	31.32%	625,076.13	56.63%
EXPENDITURES					
Reserves					
Ending Net Cash	42,818.00	95,097.55	222.10%	95,097.55	222.10%
Ending Investments	190,000.00	191,608.81	100.85%	191,608.81	100.85%
Unanticipated Expenses	0.00	0.00	0.00%	(35,683.11)	0.00%
Cumulative Reserve - Equipment	0.00	0.00	0.00%	(10,000.00)	0.00%
Total Reserves	232,818.00	286,706.36	123.15%	241,023.25	103.52%
Legislative/Council					
Salaries & Wages	6,000.00	500.00	8.33%	2,500.00	41.67%
Personnel Benefits	600.00	48.90	8.15%	244.50	40.75%
Travel	200.00	0.00	0.00%	0.00	0.00%
Miscellaneous	500.00	0.00	0.00%	0.00	0.00%
Training	200.00	0.00	0.00%	0.00	0.00%
Total Legislative/Council	7,500.00	548.90	7.32%	2,744.50	36.59%
Judicial					
Salaries & Wages	33,910.00	2,825.50	8.33%	14,127.50	41.66%
Personnel Benefits	5,725.00	426.71	7.45%	2,166.77	37.85%
Office Supplies	1,200.00	43.41	3.62%	292.41	24.37%
Professional Services	1,000.00	0.00	0.00%	376.89	37.69%
Communication	1,500.00	100.00	6.67%	550.00	36.67%
Travel	500.00	0.00	0.00%	0.00	0.00%
Miscellaneous	500.00	0.00	0.00%	124.00	24.80%
Miscellaneous - Training	0.00	0.00	0.00%	0.00	0.00%
Miscellaneous - Dues	100.00	0.00	0.00%	62.33	62.33%
External Taxes	0.00	0.00	0.00%	0.00	0.00%
Capital Outlay	250.00	0.00	0.00%	2,684.37	1073.75%
Total Judicial	44,685.00	3,395.62	7.60%	20,384.27	45.62%
Executive/Mayor					
Salaries & Wages	3,600.00	300.00	8.33%	1,500.00	41.67%
Personnel Benefits	400.00	31.48	7.87%	157.40	39.35%
Professional Services	50.00	0.00	0.00%	0.00	0.00%
Travel	150.00	84.88	56.59%	254.64	169.76%
Miscellaneous	300.00	0.00	0.00%	0.00	0.00%
Training	300.00	0.00	0.00%	0.00	0.00%
Total Executive/Mayor	4,800.00	416.36	8.67%	1,912.04	39.83%

Carpet replacement - flooding

CURRENT EXPENSE BUDGET: May 2009

		May		YEAR TO DATE		
Finance & Administration						
Salaries & Wages	9,600.00	790.80	8.24%	3,954.00	41.19%	
Personnel Benefits	4,850.00	252.33	5.20%	2,805.57	57.85%	One-time payment in lieu
Supplies - Office	8,000.00	1,300.26	16.25%	3,787.49	47.34%	
Supplies - Other	9,000.00	249.84	2.78%	4,727.25	52.53%	
Professional Services	6,000.00	1,420.69	23.68%	13,785.88	229.76%	Audit - 2008
Professional Services - Elections	500.00	0.00	0.00%	1,579.00	315.80%	Voter registration - 2008
Communications	1,000.00	93.95	9.40%	373.85	37.39%	
Travel	2,000.00	0.00	0.00%	220.84	11.04%	
Miscellaneous	3,000.00	34.22	1.14%	285.47	9.52%	
Misc: Special Projects	0.00	428.49	0.00%	428.49	0.00%	
Miscellaneous - Dues	800.00	0.00	0.00%	115.00	14.38%	
Miscellaneous - Training	1,500.00	0.00	0.00%	107.64	7.18%	
Rental/Lease Equipment	5,000.00	419.88	8.40%	1,570.58	31.41%	
Advertising	3,000.00	70.33	2.34%	197.49	6.58%	
External Taxes	400.00	91.53	22.88%	196.51	49.13%	
Capital Outlay - Building	0.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Equipment	6,515.00	288.89	4.43%	1,053.89	16.18%	
Total Finance & Administration	61,165.00	5,441.21	8.90%	35,188.95	57.53%	
Legal						
Professional Services	24,000.00	3,322.47	13.84%	15,708.88	65.45%	
Indigent Defense	7,200.00	900.00	12.50%	2,700.00	37.50%	
Codification	3,000.00	0.00	0.00%	0.00	0.00%	
Prosecution	7,200.00	848.70	11.79%	3,229.20	44.85%	
Total Legal	41,400.00	5,071.17	12.25%	21,638.08	52.27%	
Other General Gov Services						
Professional Services	12,000.00	875.00	7.29%	4,375.00	36.46%	
Rent - City Hall	720.00	60.00	8.33%	300.00	41.67%	
Insurance	23,252.00	0.00	0.00%	22,662.00	97.46%	
Misc - AW/C/COG/EDC	7,200.00	2,691.50	37.38%	7,148.48	99.28%	
Total Other General Gov Services	43,172.00	3,626.50	8.40%	34,485.48	79.88%	
Law Enforcement						
Salaries & Wages	221,100.00	15,198.74	6.87%	80,070.96	36.21%	
Overtime Salaries & Wages	36,000.00	5,033.11	13.98%	14,241.26	39.56%	
Personnel Benefits	141,200.00	5,373.62	3.81%	35,497.43	25.14%	
Uniform Allowance	2,400.00	0.00	0.00%	684.33	28.51%	
LEOFF Retirees - Benefits	24,615.00	4,014.39	16.31%	10,044.07	40.80%	
Supplies - Office	6,000.00	7.98	0.13%	521.66	8.69%	
Fuel	12,000.00	392.90	3.27%	1,847.80	15.40%	
Professional Services	14,000.00	806.48	5.76%	3,639.37	26.00%	
Communications	7,000.00	580.10	8.29%	3,041.61	43.45%	
Travel	500.00	0.00	0.00%	0.00	0.00%	
Advertising	500.00	0.00	0.00%	0.00	0.00%	
Rental/Lease Equipment	1,300.00	113.54	8.73%	571.90	43.99%	
Insurance	5,600.00	0.00	0.00%	5,600.00	100.00%	
Utility Services	4,000.00	220.09	5.50%	1,714.59	42.86%	
Repair & Maintenance	5,000.00	214.19	4.28%	1,700.54	34.01%	
Miscellaneous	500.00	0.00	0.00%	0.00	0.00%	
Miscellaneous - Training	1,000.00	0.00	0.00%	0.00	0.00%	
External Taxes	500.00	0.00	0.00%	132.80	26.56%	
Capital Outlay - Building	0.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Equipment	6,500.00	0.00	0.00%	0.00	0.00%	
Total Law Enforcement	489,715.00	31,956.14	6.53%	159,308.32	32.53%	

CURRENT EXPENSE BUDGET: May 2009

		May		YEAR TO DATE	
Fire Control					
Salaries & Wages	19,320.00	327.00	1.69%	1,635.00	8.46%
Personnel Benefits	3,150.00	58.30	1.85%	2,298.17	72.96%
Supplies - Operating	7,500.00	0.00	0.00%	626.27	8.35%
Fuel	1,200.00	0.00	0.00%	367.56	30.63%
FEMA Grant Expenditures	0.00	0.00	0.00%	0.00	0.00%
Professional Services	2,000.00	0.00	0.00%	1,396.81	69.84%
Communications	0.00	0.00	0.00%	0.00	0.00%
Travel	100.00	0.00	0.00%	0.00	0.00%
Rent	420.00	35.00	8.33%	175.00	41.67%
Insurance	5,600.00	0.00	0.00%	5,600.00	100.00%
Utility Services	2,000.00	129.58	6.48%	1,576.73	78.84%
Repair & Maintenance	3,000.00	0.00	0.00%	8,925.50	297.52%
Miscellaneous	500.00	0.00	0.00%	0.00	0.00%
Miscellaneous - Training	1,000.00	0.00	0.00%	0.00	0.00%
External Taxes	250.00	0.00	0.00%	0.00	0.00%
Capital Outlay - Building	3,500.00	0.00	0.00%	0.00	0.00%
Capital Outlay - Equipment	500.00	0.00	0.00%	39,630.22	7926.04%
Total Fire Control	50,040.00	549.88	1.10%	62,231.26	124.36%
Total Detention & Correction	8,000.00	271.42	3.39%	4,109.08	51.36%
Development Services					
Salaries & Wages	32,450.00	2,565.45	7.91%	12,827.25	39.53%
Personnel Benefits	12,300.00	915.71	7.44%	4,420.70	35.94%
Supplies - Operating	1,200.00	36.68	3.06%	289.03	24.09%
Fuel	800.00	25.62	3.20%	185.89	23.24%
Professional Services	2,500.00	0.00	0.00%	1,865.15	74.61%
Professional Services - Engineer	15,000.00	2,972.97	19.82%	3,838.52	25.59%
Prof Services - Review (Reimb)	30,000.00	784.72	2.62%	3,583.82	11.95%
Communications	500.00	38.57	7.71%	187.09	37.42%
Misc. - Dues & Certifications	350.00	0.00	0.00%	175.00	50.00%
Miscellaneous - Training	2,500.00	0.00	0.00%	137.78	5.51%
Travel	1,000.00	0.00	0.00%	0.00	0.00%
Repair & Maintenance	1,500.00	277.69	18.51%	389.83	25.99%
Advertising - Public Notice	3,000.00	110.94	3.70%	271.13	9.04%
Capital Outlay - Building	0.00	0.00	0.00%	0.00	0.00%
Capital Outlay - Equipment	3,300.00	0.00	0.00%	775.31	23.49%
Total Development Services	106,400.00	7,728.35	7.26%	28,946.50	27.21%
Total Communications (E-911)	13,410.00	0.00	0.00%	4,773.03	35.59%
Total Pollution Control	700.00	0.00	0.00%	700.00	100.00%
Non-Expenditures	0.00	0.00	0.00%	7,631.37	0.00%
Total Expenditures (No End Bal)	870,987.00	59,004.55	6.77%	384,052.88	44.09%
TOTAL CURRENT EXPENSE EXPENDITURES	1,103,805.00	345,710.91	31.32%	625,076.13	56.63%

PARK & CEMETERY FUND BUDGET: May 2009						
DESCRIPTION	2009 ADOPTED	May		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Beginning Net Cash	17,000.00	4,197.20	24.69%	25,248.56	148.52%	
Beginning Investments	65,000.00	65,536.07	100.82%	65,675.61	101.04%	
Beginning Fund Balance	82,000.00	69,733.27	85.04%	90,924.17	110.88%	
Real & Personal Property Taxes	66,000.00	18,033.48	27.32%	24,269.39	36.77%	
Intergovernmental Grants	60,940.00	0.00	0.00%	0.00	0.00%	
Cemetery Fees	3,500.00	0.00	0.00%	970.78	27.74%	
Interest Earnings - Investments	1,200.00	0.00	0.00%	279.26	23.27%	
Rent - Equipment	500.00	0.00	0.00%	201.00	40.20%	
Rent - Community Center	3,500.00	85.00	2.43%	1,175.00	33.57%	
Donations - Private Source	100.00	0.00	0.00%	0.00	0.00%	
Other Miscellaneous Revenue	500.00	0.00	0.00%	80.00	16.00%	
Total Miscellaneous Revenues	5,800.00	85.00	1.47%	1,735.26	29.92%	
Transfer From REET	30,000.00	0.00	0.00%	0.00	0.00%	
Non-Revenues	0.00	0.00	0.00%	456.00	0.00%	
Total Revenue (No Begin Bal)	166,240.00	18,118.48	10.90%	27,431.43	16.50%	
TOTAL PARK AND CEMETERY FUND REVENUES	248,240.00	87,851.75	35.39%	118,355.60	47.68%	
Ending Net Cash	2,570.00	9,280.16	361.10%	9,280.16	361.10%	
Ending Investments	65,000.00	65,536.07	100.82%	65,536.07	100.82%	
Ending Fund Balance	67,570.00	74,816.23	110.72%	74,816.23	110.72%	
Salaries & Wages	20,700.00	1,768.31	8.54%	7,940.01	38.36%	
Personnel Benefits	11,200.00	703.29	6.28%	3,157.73	28.19%	
Supplies	11,000.00	275.18	2.50%	6,251.49	56.83%	
Fuel	1,500.00	0.00	0.00%	359.39	23.96%	
Professional Services	9,000.00	0.00	0.00%	913.31	10.15%	
Communications	200.00	19.28	9.64%	106.21	53.11%	Underbudgetted
Travel	100.00	0.00	0.00%	240.03	240.03%	
Advertising	0.00	0.00	0.00%	0.00	0.00%	
Rental, Lease Equipment	4,000.00	20.17	0.50%	78.27	1.96%	
Insurance	5,600.00	0.00	0.00%	5,600.00	100.00%	
Utility Services	7,200.00	645.02	8.96%	3,368.56	46.79%	
Repair & Maintenance	3,000.00	45.42	1.51%	519.62	17.32%	
Miscellaneous	500.00	0.00	0.00%	115.40	23.08%	
Miscellaneous - Training	200.00	0.00	0.00%	189.00	94.50%	
External Taxes	500.00	4.52	0.90%	40.08	8.02%	
Capital Outlay - Facilities	91,100.00	8,995.00	9.87%	13,655.94	14.99%	
Capital Outlay - Building	12,200.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Equipment	2,670.00	159.33	5.97%	159.33	5.97%	
Non-Expenditures	0.00	400.00	0.00%	845.00	0.00%	
Total Expenditures (No End Bal)	180,670.00	13,035.52	7.22%	43,539.37	24.10%	
TOTAL PARKS AND CEMETERY EXPENDITURES	248,240.00	87,851.75	35.39%	118,355.60	47.68%	

STREET FUND BUDGET: May 2009						
DESCRIPTION	2009 ADOPTED	May		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Beginning Net Cash	120,000.00	70,697.79	58.91%	95,524.48	79.60%	
Beginning Investments	160,000.00	161,358.52	100.85%	161,702.07	101.06%	
Beginning Fund Balance	280,000.00	232,056.31	82.88%	257,226.55	91.87%	
Real & Personal Property Taxes	10,750.00	3,005.60	27.96%	4,044.91	37.63%	
Street & Curb Permits	0.00	75.00	0.00%	75.00		
State Grant	196,000.00	0.00	0.00%	904.27	0.46%	
TIB Grant 2009/Sidewalks	0.00	0.00	0.00%	3,866.89		
Motor Vehicle Fuel Tax	38,000.00	2,817.56	7.41%	13,091.91	34.45%	
Total Intergovernmental Revenue	234,000.00	2,892.56	1.24%	17,938.07	7.67%	
Investment Interest	2,800.00	0.00	0.00%	687.56	24.56%	
Other Miscellaneous Revenue	500.00	0.00	0.00%	0.00	0.00%	
Total Miscellaneous Revenues	3,300.00	0.00	0.00%	687.56	20.84%	
Non-Revenues	0.00	0.00	0.00%	144.00	0.00%	
Total Revenue (No Begin Bal)	248,050.00	5,898.16	2.38%	22,814.54	9.20%	
TOTAL STREET FUND REVENUES	528,050.00	237,954.47	45.06%	280,041.09	53.03%	
Ending Net Cash	45,555.00	57,089.67	125.32%	57,089.67	125.32%	
Ending Investments	160,000.00	161,358.52	100.85%	161,358.52	100.85%	
Ending Fund Balance	205,555.00	218,448.19	106.27%	218,448.19	106.27%	
Salaries & Wages	24,900.00	1,984.99	7.97%	10,182.03	40.89%	
Personnel Benefits	14,175.00	1,013.10	7.15%	4,871.11	34.36%	
Supplies	11,000.00	369.85	3.36%	5,833.08	53.03%	
Fuel	4,000.00	79.46	1.99%	613.43	15.34%	
Professional Services	12,000.00	282.35	2.35%	2,424.19	20.20%	
Communications	200.00	19.28	9.64%	106.21	53.11%	Underbudgetted
Fuel	0.00	0.00	0.00%	26.92	0.00%	
Advertising	100.00	0.00	0.00%	0.00	0.00%	
Rental/Lease Equipment	1,000.00	20.17	2.02%	198.71	19.87%	
Insurance	5,600.00	0.00	0.00%	5,300.00	94.64%	
Utility Services	5,300.00	402.70	7.60%	2,337.98	44.11%	
Repair & Maintenance	7,500.00	1,210.03	16.13%	5,343.84	71.25%	
Miscellaneous	500.00	0.00	0.00%	115.40	23.08%	
Miscellaneous - Training	500.00	0.00	0.00%	117.00	23.40%	
External Taxes	250.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Building	200.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Other Improvements	201,600.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Other Imp. - Roadways	30,000.00	13,965.02	46.55%	23,963.67	79.88%	
Capital Outlay - Equipment	3,670.00	159.33	4.34%	159.33	4.34%	
Non-Expenditures	0.00	0.00	0.00%	0.00	0.00%	
Total Expenditures (No End Bal)	322,495.00	19,506.28	6.05%	61,592.90	19.10%	
TOTAL STREET FUND EXPENDITURES	528,050.00	237,954.47	45.06%	280,041.09	53.03%	

LIGHT & POWER FUND BUDGET: May 2009

DESCRIPTION	2009 ADOPTED	May		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Beginning Net Cash	500,000.00	242,463.57	48.49%	552,962.84	110.59%	
Beginning Investments	150,000.00	655,539.13	437.03%	155,122.50	103.42%	
BPA Conservation - Beginning Balance	0.00	0.00	0.00%	38,651.20		
Rural Development Investment	100,000.00	100,000.00	100.00%	100,000.00	100.00%	
Beginning Fund Balance	750,000.00	998,002.70	133.07%	846,736.54	112.90%	
BPA Conservation	(300.00)	(100.00)	0.00%	(610.21)	203.40%	
Sales of Electricity	2,500,000.00	211,938.30	8.48%	1,081,531.40	43.26%	
Charges for Services & Parts	50,000.00	105.00	0.21%	9,454.42	18.91%	
Total Physical Environment	2,649,700.00	211,943.30	8.31%	1,090,376.61	42.76%	
Total Interest Earnings	9,400.00	0.00	0.00%	1,401.78	14.91%	
Equip, Pole & Vehicle Lease	8,000.00	0.00	0.00%	4,039.00	50.49%	
City Hall Rent	2,040.00	170.00	8.33%	850.00	41.67%	
Total Rents and Royalties	10,040.00	170.00	1.69%	4,889.00	48.70%	
Sales of Junk Material	1,000.00	0.00	0.00%	0.00	0.00%	
Other Miscellaneous Revenue	3,000.00	0.00	0.00%	20.00	0.67%	
Total Other Miscellaneous Revenue	4,000.00	0.00	0.00%	20.00	0.50%	
Non-Revenues	0.00	5,166.78	0.00%	5,235.13	0.00%	
Total Revenue (No Begin Bal)	2,573,140.00	217,280.08	8.44%	1,101,921.52	42.82%	
TOTAL LIGHT & POWER FUND REVENUES	3,323,140.00	1,215,282.78	36.57%	1,948,658.06	58.64%	
Ending Net Cash	439,737.00	311,837.30	70.91%	311,837.30	70.91%	
Ending Investment	150,000.00	655,539.13	437.03%	655,539.13	437.03%	
REED Fund	70,000.00	100,000.00	142.86%	100,000.00	142.86%	
Ending Fund Balance	659,737.00	1,067,376.43	161.79%	1,067,376.43	161.79%	
Salaries & Wages	540,150.00	38,140.87	7.06%	190,943.48	35.35%	
Personnel Benefits	229,425.00	15,353.22	6.69%	76,680.95	33.42%	
Supplies - Operating	55,000.00	3,581.93	6.51%	17,306.57	31.47%	
Supplies - Office	1,000.00	0.00	0.00%	643.03	64.30%	
Fuel	7,500.00	244.07	3.25%	1,063.66	14.18%	
Power Purchased for Resale	1,080,000.00	56,273.00	5.21%	398,609.00	36.91%	
Transmission Costs	210,000.00	12,430.00	5.92%	84,277.00	40.13%	
BPA Conservation	0.00	1,663.00	0.00%	1,663.00	0.00%	
Professional Services	45,000.00	872.90	1.94%	8,281.35	18.40%	
Professional Services - Legal	25,000.00	2,152.38	8.61%	8,484.38	33.94%	
Communications	1,000.00	952.11	95.21%	4,606.70	460.67%	Budget error, should be 10,000
Travel	500.00	0.00	0.00%	0.00	0.00%	
Advertising	500.00	254.38	50.88%	957.73	191.55%	
Rental/Lease Equipment	5,000.00	20.17	0.40%	126.32	2.53%	
Insurance	23,253.00	0.00	0.00%	23,253.00	100.00%	
Utility Services	25,000.00	1,797.53	7.19%	11,586.20	46.34%	
Repair & Maintenance	10,000.00	1,180.14	11.80%	13,524.64	135.25%	
Miscellaneous	500.00	0.00	0.00%	264.26	52.85%	
Miscellaneous - Training	1,000.00	0.00	0.00%	117.00	11.70%	
Miscellaneous - Dues	500.00	0.00	0.00%	115.40	23.08%	
External Taxes	100,000.00	8,162.62	8.16%	29,879.67	29.88%	
Capital Outlay - Building	10,000.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Library	0.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Equipment	133,075.00	1,747.54	1.31%	5,817.80	4.37%	
Capital Outlay - Other Improvements	160,000.00	3,080.49	1.93%	3,080.49	1.93%	
Non-Expenditures	0.00	0.00	0.00%	0.00	0.00%	
Total Expenditures (No End Bal)	2,663,403.00	147,906.35	5.55%	881,281.63	33.09%	
TOTAL LIGHT & POWER FUND EXPENDITURES	3,323,140.00	1,215,282.78	36.57%	1,948,658.06	58.64%	

GARBAGE FUND BUDGET: May 2009						
DESCRIPTION	2009 PROPOSED	May		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Beginning Net Cash	7,000.00	13,167.72	188.11%	13,186.65	188.38%	
Beginning Investments	7,000.00	7,092.03	101.31%	7,109.97	101.57%	
Beginning Fund Balance	14,000.00	20,259.75	144.71%	20,296.62	144.98%	
Garbage Fees & Service Charge	232,000.00	19,822.75	8.54%	98,402.07	42.41%	
Investment Interest	200.00	0.00	0.00%	57.18	28.59%	
Non-Revenues	0.00	0.00	0.00%	105.00	0.00%	
Total Revenue (No Begin Bal)	232,200.00	19,822.75	8.54%	98,564.25	42.45%	
TOTAL GARBAGE FUND REVENUES	246,200.00	40,082.50	16.28%	118,860.87	48.28%	
Ending Net Cash	9,825.00	13,762.68	140.08%	13,762.68	140.08%	
Ending Investments	7,500.00	7,092.03	94.56%	7,092.03	94.56%	
Ending Fund Balance	17,325.00	20,854.71	120.37%	20,854.71	120.37%	
Salaries & Wages	2,020.00	159.08	7.88%	795.40		
Personnel Benefits	625.00	50.21	8.03%	252.40	40.38%	
Supplies - Office	50.00	0.00	0.00%	0.00	0.00%	
Communications	0.00	0.00	0.00%	0.00	0.00%	
Advertising	0.00	0.00	0.00%	0.00	0.00%	
Rent - City Hall	180.00	15.00	8.33%	75.00	41.67%	
External Taxes	14,000.00	920.60	6.58%	3,123.49	22.31%	
Capital Outlay - Equipment	1,000.00	0.00	0.00%	0.00	0.00%	
Professional Services	211,000.00	18,082.90	8.57%	93,654.87	44.39%	
Non-Expenditures	0.00	0.00	0.00%	105.00	0.00%	
Total Expenses (No End Bal)	228,875.00	19,227.79	8.40%	98,006.16	42.82%	
TOTAL GARBAGE FUND EXPENDITURES	246,200.00	40,082.50	16.28%	118,860.87	48.28%	

WATER FUND BUDGET: May 2009						
DESCRIPTION	2009 ADOPTED	May		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Beginning Net Cash	30,000.00	(7,763.47)	-25.88%	(2,472.05)	-8.24%	
Beginning Investment	75,000.00	75,940.92	101.25%	75,815.94	101.09%	
Beginning Fund Balance	105,000.00	68,177.45	64.93%	73,343.89	69.85%	
Water Sales	301,340.00	23,158.58	7.69%	115,087.69	38.19%	
Other Charges Related to Water	3,000.00	0.00	0.00%	0.00	0.00%	
New Water Connections	43,300.00	0.00	0.00%	2,112.00	4.88%	
Total Charges for Services	347,640.00	23,158.58	6.66%	117,199.69	33.71%	
Investment Interest	2,000.00	0.00	0.00%	436.20	21.81%	
ULID 98-01 Payments	9,000.00	5,398.72	59.99%	8,312.16	92.36%	
Other Miscellaneous Revenue	100.00	0.00	0.00%	0.00	0.00%	
Miscellaneous Revenues	11,100.00	5,398.72	48.64%	8,748.36	78.81%	
Non-Revenues	0.00	0.00	0.00%	348.20	0.00%	
Total Revenues (No Begin Bal)	358,740.00	28,557.30	7.96%	126,296.25	35.21%	
TOTAL WATER FUND REVENUES	463,740.00	96,734.75	20.86%	199,640.14	43.05%	
Ending Net Cash	47,010.00	(4,628.63)	-9.85%	(4,628.63)	-9.85%	
Ending Investment	75,000.00	75,940.92	101.25%	75,940.92	101.25%	
Ending Fund Balance	122,010.00	71,312.23	58.45%	71,312.23	58.45%	
Salaries & Wages	146,900.00	12,429.99	8.46%	62,208.06	42.35%	
Personnel Benefits	72,925.00	5,171.19	7.09%	25,105.64	34.43%	
Supplies - Operating	10,000.00	2,051.81	20.52%	12,033.62	120.34%	
Fuel	4,000.00	163.05	4.08%	1,199.86	30.00%	
Supplies - Office	500.00	0.00	0.00%	128.90	25.78%	
Professional Services	20,000.00	3,392.48	16.96%	4,915.87	24.58%	
Professional Services - WSP	2,000.00	0.00	0.00%	571.87	28.59%	
Communications	500.00	38.57	7.71%	187.31	37.46%	
Fuel	0.00	0.00	0.00%	78.00	0.00%	
Advertising	0.00	36.71	0.00%	36.71	0.00%	
Rental/Lease Equipment	1,000.00	20.17	2.02%	78.27	7.83%	
Insurance	5,600.00	0.00	0.00%	5,600.00	100.00%	
Utility Services	13,000.00	841.76	6.48%	4,183.96	32.18%	
Repair & Maintenance	1,000.00	0.00	0.00%	3,032.08	303.21%	Hydrant repair
Miscellaneous - Permits & Fees	1,500.00	0.00	0.00%	1,719.10	114.61%	Extra fee for Water Plan
Miscellaneous	500.00	0.00	0.00%	115.40	23.08%	
Miscellaneous - Training	1,000.00	0.00	0.00%	790.00	79.00%	
External Taxes	13,000.00	1,117.46	8.60%	4,109.43	31.61%	
Capital Outlay - Other Improvements	10,000.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Equipment	14,350.00	159.33	1.11%	2,233.83	15.57%	
Capital Outlay - Building	200.00	0.00	0.00%	0.00	0.00%	
Debt Service	23,755.00	0.00	0.00%	0.00	0.00%	
Non-Expenditures	0.00	0.00	0.00%	0.00	0.00%	
Total Expenditures (No End Bal)	341,730.00	25,422.52	7.44%	128,327.91	37.55%	
TOTAL WATER FUND EXPENDITURES	463,740.00	96,734.75	20.86%	199,640.14	43.05%	

WASTEWATER FUND BUDGET: May 2009						
DESCRIPTION	2009 ADOPTED	May		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Beginning Net Cash	140,000.00	82,114.34	58.65%	147,314.21	105.22%	
Beginning Investment	62,500.00	113,194.65	181.11%	63,171.18	101.07%	
Beginning Fund Balance	202,500.00	195,308.99	96.45%	210,485.39	103.94%	
Rural Development Grant	0.00	0.00	0.00%	0.00	0.00%	
Sewer Service Charges	526,000.00	46,743.07	8.89%	230,290.21	43.78%	
Other Charges Related to Sewer	0.00	0.00	0.00%	0.00	0.00%	
New Sewer Connections	86,600.00	0.00	0.00%	0.00	0.00%	
Total Charges for Services	612,600.00	46,743.07	7.63%	230,290.21	37.59%	
Interest Earnings - Investment	1,000.00	0.00	0.00%	419.58	41.96%	
Other Miscellaneous Revenue	8,000.00	0.00	0.00%	0.00	0.00%	
Total Miscellaneous Revenues	9,000.00	0.00	0.00%	419.58	4.66%	
Non-Revenues	0.00	0.00	0.00%	540.00	0.00%	
Total Revenue (No Begin Bal)	621,600.00	46,743.07	7.52%	231,249.79	37.20%	
TOTAL WASTEWATER FUND REVENUES	824,100.00	242,052.06	29.37%	441,735.18	53.60%	
Ending Net Cash	61,157.00	82,816.07	135.42%	82,816.07	135.42%	
Ending Investments	62,500.00	113,194.65	181.11%	113,194.65	181.11%	
Ending Fund Balance	123,657.00	196,010.72	158.51%	196,010.72	158.51%	
Salaries & Wages	226,125.00	19,251.95	8.51%	96,439.10	42.65%	
Personnel Benefits	112,950.00	8,091.54	7.16%	39,497.29	34.97%	
Supplies - Operating	30,000.00	506.60	1.69%	5,664.25	18.88%	
Supplies - Office	500.00	29.26	5.85%	697.32	139.46%	
Fuel	1,200.00	62.50	5.21%	255.95	21.33%	
Professional Services	30,000.00	1,585.04	5.28%	5,569.70	18.57%	
Communications	8,000.00	577.76	7.22%	2,883.00	36.04%	
Travel	500.00	0.00	0.00%	0.00	0.00%	
Advertising	200.00	0.00	0.00%	0.00	0.00%	
Rent - City Hall	720.00	60.00	8.33%	300.00	41.67%	
Rental/Lease Equipment	0.00	0.00	0.00%	0.00	0.00%	
Insurance	5,600.00	0.00	0.00%	5,600.00	100.00%	
Utility Services	45,000.00	2,507.20	5.57%	16,532.04	36.74%	
Repair & Maintenance	5,000.00	43.74	0.87%	2,465.64	49.31%	
Miscellaneous - Training	2,000.00	0.00	0.00%	78.00	3.90%	
Miscellaneous - Permits & Fees	2,000.00	0.00	0.00%	574.20	28.71%	
Miscellaneous	500.00	0.00	0.00%	500.82	100.16%	
External Taxes	12,000.00	966.42	8.05%	3,723.08	31.03%	
Capital Outlay - Building	200.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Other Improvements	0.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Equipment	49,550.00	159.33	0.32%	3,944.07	7.96%	
Debt Service	168,398.00	12,200.00	7.24%	61,000.00	36.22%	
Non-Expenditures	0.00	0.00	0.00%	0.00	0.00%	
Total Expenditures (No End Bal)	700,443.00	46,041.34	6.57%	245,724.46	35.08%	
TOTAL WASTEWATER FUND EXPENDITURES	824,100.00	242,052.06	29.37%	441,735.18	53.60%	

STORMWATER FUND BUDGET: May 2009						
DESCRIPTION	2009 ADOPTED	May		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Begin Net Cash	50,000.00	66,263.74	132.53%	55,620.86	111.24%	
Begin Investments	0.00	0.00	0.00%	0.00	0.00%	
Beginning Fund Balance	50,000.00	66,263.74	132.53%	55,620.86	111.24%	
Total Charges for Services	38,000.00	3,303.40	8.69%	16,510.70	43.45%	
Other Miscellaneous Revenue	0.00	0.00	100.00%	7,596.00	100.00%	
TOTAL STORM WATER REVENUES	88,000.00	69,567.14	79.05%	79,727.56	90.60%	
Ending Net Cash	25,730.00	66,835.22	259.76%	66,835.22	259.76%	
Ending Investments	0.00	0.00	0.00%	0.00	0.00%	
Ending Fund Balance	25,730.00	66,835.22	259.76%	66,835.22	259.76%	
Salaries & Wages	20,950.00	1,614.41	7.71%	8,269.68	39.47%	
Personnel Benefits	12,700.00	839.20	6.61%	3,993.41	31.44%	
Supplies	1,000.00	70.94	7.09%	283.20	28.32%	
Professional Services	12,000.00	0.00	0.00%	0.00	0.00%	
Repair & Maintenance	2,000.00	0.00	0.00%	0.00	0.00%	
External Taxes	750.00	48.04	6.41%	0.00	0.00%	
Capital Outlay - Building	200.00	0.00	0.00%	186.72	93.36%	
Capital Outlay - Other Improvements	8,000.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Equipment	4,670.00	159.33	3.41%	159.33	3.41%	
Non-Expenditures	0.00	0.00	0.00%	0.00	0.00%	
Total Expenditures (No End Bal)	62,270.00	2,731.92	4.39%	12,892.34	20.70%	
TOTAL STORM WATER EXPENDITURES	88,000.00	69,567.14	79.05%	79,727.56	90.60%	

AMBULANCE FUND BUDGET: May 2009						
DESCRIPTION	2009 ADOPTED	May		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Begin Net Cash	3,000.00	3,792.66	126.42%	3,283.21	109.44%	
Begin Investments	0.00	0.00	0.00%	0.00	0.00%	
Beginning Fund Balance	3,000.00	3,792.66	126.42%	3,283.21	109.44%	
Total Charges for Services	47,000.00	4,595.76	9.78%	22,781.19	48.47%	
Interfund Loans Received	0.00	0.00	0.00%	0.00	0.00%	
TOTAL AMBULANCE REVENUES	50,000.00	8,388.42	16.78%	26,064.40	52.13%	
Ending Net Cash	1,280.00	(1,317.25)	-102.91%	(1,317.25)	-102.91%	
Ending Investments	0.00	0.00	0.00%	0.00	0.00%	
Ending Fund Balance	1,280.00	(1,317.25)	-102.91%	(1,317.25)	-102.91%	
Salaries & Wages	510.00	39.77	7.80%	198.85	0.00%	
Personnel Benefits	160.00	16.74	10.46%	83.76	0.00%	
Supplies	50.00	0.00	0.00%	0.00	0.00%	
Contract Services	48,000.00	9,649.16	20.10%	27,099.04	0.00%	
Non-Expenditures	0.00	0.00	0.00%	0.00	0.00%	
Total Expenditures (No End Bal)	48,720.00	9,705.67	19.92%	27,381.65	56.20%	
TOTAL AMBULANCE EXPENDITURES	50,000.00	8,388.42	16.78%	26,064.40	52.13%	

REAL ESTATE EXCISE FUND BUDGET: May 2009						
DESCRIPTION	2009 ADOPTED	May		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Begin Net Cash	197,000.00	1,297.74	0.66%	195,587.54	99.28%	
Begin Investments	0.00	199,000.00	0.00%	0.00	0.00%	
Beginning Fund Balance	197,000.00	200,297.74	101.67%	195,587.54	99.28%	
1/4% Real Estate Excise Tax	10,000.00	2,471.17	24.71%	7,181.37	71.81%	
TOTAL REET REVENUES	207,000.00	202,768.91	97.96%	202,768.91	171.10%	
Ending Net Cash	177,000.00	3,768.91	2.13%	3,768.91	2.13%	
Ending Investments	0.00	199,000.00	0.00%	199,000.00	0.00%	
Ending Fund Balance	177,000.00	202,768.91	114.56%	202,768.91	114.56%	
Capital Outlay - Other Improvements	30,000.00	0.00	0.00%	0.00	0.00%	
TOTAL REET EXPENDITURES	207,000.00	202,768.91	97.96%	202,768.91	97.96%	

FIRE MITIGATION FUND BUDGET: May 2009						
DESCRIPTION	2009 ADOPTED	May		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Begin Net Cash	79,000.00	78,874.70	99.84%	78,874.70	99.84%	
Begin Investments	0.00	0.00	0.00%	0.00	0.00%	
Beginning Fund Balance	79,000.00	78,874.70	99.84%	78,874.70	99.84%	
TOTAL FIRE MITIGATION REVENUES	79,000.00	78,874.70	99.84%	78,874.70	99.84%	
Ending Net Cash	59,000.00	78,874.70	133.69%	78,874.70	133.69%	
Ending Investments	0.00	0.00	0.00%	0.00	0.00%	
Ending Fund Balance	59,000.00	78,874.70	133.69%	78,874.70	133.69%	
Professional Services	20,000.00	0.00	0.00%	20,000.00	100.00%	
TOTAL FIRE MITIGATION EXPENDITURES	79,000.00	78,874.70	99.84%	78,874.70	99.84%	

Monthly Schedule of Cash Activity

May 2009

FUND	DESCRIPTION	BEGINNING BALANCE	ENDING BALANCE
001	Current Expense	62,524.50	93,427.62
002	Current Expense Reserve	1,669.93	1,669.93
101	Park & Cemetery	3,626.03	8,708.99
102	Street	69,291.50	55,683.38
110	Park & Cemetery Reserve	571.17	571.17
120	Street Reserve	1,406.29	1,406.29
301	Excise Tax - Capital Projects	1,297.74	3,768.91
302	Fire Mitigation Fees - Fire Hall	78,874.70	78,874.70
401	Light & Power	238,070.63	307,444.36
403	Garbage	13,057.75	13,652.71
405	Water	(8,422.82)	(5,288.04)
407	Sewer	81,564.95	82,266.68
409	Stormwater	66,263.74	66,835.22
410	Light & Power Reserve	4,392.94	4,392.94
411	REED (L/P Reserve)	0.00	0.00
413	Ambulance	3,792.66	(1,317.25)
421	W & S Bond Retirement	(37,147.34)	(24,947.34)
422	Water Reserve	659.35	659.35
423	Sewer Reserve	549.39	549.39
424	Garbage Reserve	109.97	109.97
600	Consumer Deposits - L & P	13,328.72	12,778.72
610	Consumer Deposits - Water	3,737.96	3,632.96
800	Claims	66,900.16	65,538.62
801	Payroll	81,205.57	88,790.04
TOTAL		747,325.49	859,209.32

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator 
Date: June 22, 2009
Re: Utility Deposit Agreements

A couple of months ago the Council was asked to update the utility deposit from \$195.00 that had been established in 1984. In the discussion of the proposed change, we learned that Centralia has a policy of not requiring deposits for owner-occupied buildings, and to allow the owner to set the deposit amount for tenants.

Please see Dan's report for the background of why he has provided two drafts (D and E) for your consideration.

Requested Action:

Discuss the approaches Dan is suggesting and approve the Resolution that establishes the policy you believe is best for the City.

RESOLUTION NO. _____

A RESOLUTION RELATING TO UTILITY SYSTEM OPERATION, INCLUDING DEPOSITS, ESTABLISHING AMOUNTS AND PROTOCOLS, REPEALING RESOLUTION 240, AND PROVIDING FOR TRANSITION.**R E C I T A L S :**

1. Pursuant to the provisions of Chapter 13.20 MMC, utility deposits are required as a general principal. The amount, if any, of such deposit is authorized to be established by resolution.

2. The protocols governing the amounts required and other operational factors were implemented through the adoption of Resolution 240.

3. In the interim, a variety of factors have made it necessary and appropriate to modify the terms of that resolution, as well as to clarify certain procedures to be followed in the event of a request for a return of a deposit.

4. One of the factors is the receipt of a recommendation from City staff that the elimination of a utility deposit under certain circumstances is appropriate.

5. The Council finds that it is that the public interest will be served by amendment of the existing deposit policy but specifically reserves the right to modify this policy if it is found to be counter-productive to the operation of the utilities.

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

SECTION I:

A. For premises/structures served by the City's water, electric and/or sewer systems or any element thereof, the property owner shall receive and be responsible for the bill, subject to the ability to make the request for direct billing of and payment by a tenant of the premises authorized by sub-paragraph B and acceptance of the conditions of that sub-paragraph and Section II.

B. Upon written application, a property owner may request that the city establish a utility billing account for their tenant. Bills sent to the tenant are for the convenience of the owner and in no way alter the city's lien against the property as described as provided by applicable law or ordinance. This request may be granted by the City in its sole discretion.

SECTION II: In the event the owner of a property to which the services are rendered chooses to authorize direct billing to and payment by the tenant thereof and the request has been granted by the City, the Owner shall execute a written document which (1) acknowledges continuing direct responsibility for payment in the event the tenant fails to pay a bill for utility service to the subject property, (2) sets forth any amount which the Owner sets for as the deposit to be paid by the tenant as a condition of the establishment of such account, and (3) that the property served shall be subject to such lien, whether in the form of denial of

service or otherwise, as may be authorized by the laws of the State of Washington for such services.

SECTION III: In relation to the matter of the transfer or refund of accounts of deposits held by the City pursuant to the provisions of the Code and this Resolution, the following provisions shall apply:

A. As to any customer who or which, at the time of the request for transfer and until the actual date of transfer of service meets the criteria which would authorize that customer to execute a waiver of deposit for another customer, there shall be no additional deposit required to implement a transfer of utility service: PROVIDED THAT, as to any obligation existing at the prior service, that obligation shall be paid in full in a timely manner or a deposit may be required to continue service.

B. As to any customer who or which does satisfy the criteria set out in subparagraph A, any deposit then held by the City upon the existing account may be transferred from the existing account upon its closing to the newly established account: PROVIDED THAT the transfer shall be implemented and the new account opened upon the basis of that transfer only after the existing account has been paid in full. In the event that the deposit required to establish the new account, as determined pursuant to the provisions of Sections I and II, is greater than the amount being transferred, the difference shall be paid prior to the opening of the new account.

SECTION IV: In the event that a deposit required pursuant to the provisions of this Resolution is to be returned to the customer, the following provisions shall apply.

A. A written request shall be submitted to the Office of the Clerk-treasurer upon such form as may be established by that Office.

B. A written confirmation of the amount of deposit held, the eligibility of the account for such return or release, and the party by whom or which it was paid shall be issued.

C. Prior to the issuance of any refund, the documentation shall be submitted to the City Administrator for approval.

D. Upon a quarterly basis or such more frequent basis as may be requested by the Finance Committee, a written summary setting forth in reasonable detail the names, dates, basis for request, and amounts of deposits released or refunded shall be submitted to the Finance Committee by the Office of the Clerk-treasurer.

SECTION V: Resolution 240 shall be repealed as of the date of adoption of this resolution: PROVIDED THAT, any deposit made and held pursuant to the provisions of Resolution 240 shall continue to be held and shall hereafter be subject to the provisions of this Resolution.

PASSED THIS _____ DAY OF _____, 2009, by the City Council of the City of McCleary, and signed in

authentication thereof this _____ day of _____, 2009.

CITY OF McCLEARY:

WALLACE BENTLEY, Mayor

ATTEST:

DONNIE ROSTEDT, Clerk-Treasurer

APPROVED AS TO FORM:

DANIEL O. GLENN, City Attorney

RESOLUTION NO. _____

A RESOLUTION RELATING TO UTILITY SYSTEM OPERATION, INCLUDING DEPOSITS, ESTABLISHING AMOUNTS AND PROTOCOLS, REPEALING RESOLUTION 240, AND PROVIDING FOR TRANSITION.

R E C I T A L S:

1. Pursuant to the provisions of Chapter 13.20 MMC, utility deposits are required as a general principal. The amount, if any, of such deposit is authorized to be established by resolution.

2. The protocols governing the amounts required and other operational factors were implemented through the adoption of Resolution 240.

3. In the interim, a variety of factors have made it necessary and appropriate to modify the terms of that resolution, as well as to clarify certain procedures to be followed in the event of a request for a return of a deposit.

4. One of the factors is the receipt of a recommendation from City staff that the elimination of a utility deposit under certain circumstances is appropriate.

5. The Council finds that it is that the public interest will be served by amendment of the existing deposit policy but specifically reserves the right to modify this policy if it is found to be counter-productive to the operation of the utilities.

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

SECTION I:

A. For premises/structures served by the City's water, electric and/or sewer systems or any element thereof, the property owner shall receive and be responsible for the bill, subject to the ability to make the request for direct billing of and payment by a tenant of the premises authorized by sub-paragraph B and acceptance of the conditions of that sub-paragraph and Section II.

B. So long as the Owner has had no prior accounts in the Owner's name upon which the Owner has breached the responsibility to pay to such an extent that the service was discontinued for non-payment, the Owner shall not be required to provide or maintain a deposit. If there has been such a breach, then the City may require a deposit in such an amount as may be determined by the Clerk-treasurer as representing the equivalent of the average utility billing for a _____ month period.

C. Upon written application, a property owner may request that the city establish a utility billing account for their tenant. Bills sent to the tenant are for the convenience of the owner and in no way alter the city's lien against the property as described as provided by applicable law or ordinance. This request may be granted by the City in its sole discretion.

SECTION II: In the event the owner of a property to which the services are rendered chooses to authorize direct billing to

and payment by the tenant thereof and the request has been granted by the City, the Owner shall execute a written document which (1) acknowledges continuing direct responsibility for payment in the event the tenant fails to pay a bill for utility service to the subject property, (2) sets forth any amount which the Owner sets for as the deposit to be paid by the tenant as a condition of the establishment of such account, and (3) that the property served shall be subject to such lien, whether in the form of denial of service or otherwise, as may be authorized by the laws of the State of Washington for such services.

SECTION III: In relation to the matter of the transfer or refund of accounts of deposits held by the City pursuant to the provisions of the Code and this Resolution, the following provisions shall apply:

A. As to any customer who or which, at the time of the request for transfer and until the actual date of transfer of service meets the criteria which would authorize that customer to execute a waiver of deposit for another customer, there shall be no additional deposit required to implement a transfer of utility service: PROVIDED THAT, as to any obligation existing at the prior service, that obligation shall be paid in full in a timely manner or a deposit may be required to continue service.

B. As to any customer who or which does satisfy the criteria set out in subparagraph A, any deposit then held by the City upon the existing account may be transferred from the existing account upon its closing to the newly established account: PROVIDED

THAT the transfer shall be implemented and the new account opened upon the basis of that transfer only after the existing account has been paid in full. In the event that the deposit required to establish the new account, as determined pursuant to the provisions of Sections I and II, is greater than the amount being transferred, the difference shall be paid prior to the opening of the new account.

SECTION IV: In the event that a deposit required pursuant to the provisions of this Resolution is to be returned to the customer, the following provisions shall apply.

A. A written request shall be submitted to the Office of the Clerk-treasurer upon such form as may be established by that Office.

B. A written confirmation of the amount of deposit held, the eligibility of the account for such return or release, and the party by whom or which it was paid shall be issued.

C. Prior to the issuance of any refund, the documentation shall be submitted to the City Administrator for approval.

D. Upon a quarterly basis or such more frequent basis as may be requested by the Finance Committee, a written summary setting forth in reasonable detail the names, dates, basis for request, and amounts of deposits released or refunded shall be submitted to the Finance Committee by the Office of the Clerk-treasurer.

SECTION V: Resolution 240 shall be repealed as of the date of adoption of this resolution: PROVIDED THAT, any deposit made and held pursuant to the provisions of Resolution 240 shall continue to be held and shall hereafter be subject to the provisions of this Resolution.

PASSED THIS _____ DAY OF _____, 2009, by the City Council of the City of McCleary, and signed in authentication thereof this _____ day of _____, 2009.

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: June 22, 2009

Re: Interlocal Agreement with Grays Harbor County – Solid Waste Plan Update

It is time for the County to update its Comprehensive Solid Waste Management Plan. The Solid Waste Advisory Committee – Councilmember Ray Boling is a member – has been preparing a draft revision to the existing plan. The Department of Ecology now requires that an interlocal agreement be in place for the planning process that identifies the County as the lead. Dan has indicated that the County has made some requested modifications to the agreement, but we do not yet have the new version. The original draft is attached.

Requested Action:

Authorize the Mayor to sign the amended interlocal agreement with Grays Harbor County for the process to update the solid waste plan.

DEPARTMENT OF PUBLIC SERVICES

100 W. BROADWAY, SUITE 31
MONTESANO, WASHINGTON 98563-3614
PHONE (360) 249-4222
FAX (360) 249-3203



F. PAUL EASTER
DIRECTOR

GRAYS HARBOR COUNTY
STATE OF WASHINGTON

CITY OF MCCLEARY

JUN 01 2009

RECEIVED

May 20, 2009

Public Services

Kevin Varness, Asst. Director
Phone: 360-249-4222
Fax: 360-249-3203

Public Works

Russ Esses, Co. Engineer
Phone: 360-249-4222
Fax: 360-249-2153

Planning & Building

Brian Shea, Director
Phone: 360-249-5579
Fax: 360-249-3203

Environmental Health

Jeff Nelson, Director
Phone: 360-249-4413
Fax: 360-249-3203

Utilities & Development

Kevin Varness, Director
Phone: 360-249-4222
Fax: 360-249-3203

Facility Services

Dennis Selberg, Director
Phone: 360-249-4222
Fax: 360-249-2753

**Emergency & Risk
Management**

Anne Sullivan, Manager
Phone: 360-249-3911
Fax: 360-249-3805

Grays Harbor Co. Web Page
co.grays-harbor.wa.us

The Honorable Walt Bentley
Mayor of McCleary
P.O. Box 360
McCleary, WA 98557

Dear Mayor Bentley and City Council:

Grays Harbor County is in the process of updating the 2001 Comprehensive Solid Waste Management Plan. The Solid Waste Advisory Committee and county staff has been working together to prepare a draft revision that uses the state's most recent guidelines, *Guidelines For The Development Of Local Solid Waste Management Plans and Plan Revisions*, December 1999, and reflects the most recent legislative requirements.

We are working to submit a Preliminary Draft of the Plan to the Department of Ecology by the end of June 2009. Ecology now requires that the County have an interlocal agreement with all cities that participate in the countywide plan. Attached is the interlocal agreement that will identify the "County" as the lead in this planning process. We would like to have all the cities sign and return the interlocal agreement no later than the 30th of June. Upon Ecology review and acceptance of this plan we will be sending each city a copy of the plan with a request for review and adoption.

If you have any questions or concerns about this agreement, please feel free to call me at 249-4222.

Sincerely,

Mark Cox
Asst. Manager Solid Waste

**INTERLOCAL AGREEMENT
BETWEEN GRAYS HARBOR COUNTY
AND THE CITIES OF ABERDEEN, COSMOPOLIS, ELMA, HOQUIAM,
MCCLEARY, MONTESANO, OAKVILLE, OCEAN SHORES AND
WESTPORT**

REGARDING COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN

THIS AGREEMENT, made on the last date written below, by and among GRAYS HARBOR COUNTY, a political subdivision of the State of Washington, and THE CITIES OF ABERDEEN, COSMOPOLIS, ELMA, HOQUIAM, MCCLEARY, MONTESANO, OAKVILLE, OCEAN SHORES and WESTPORT, all municipal corporations organized and existing under the laws of the State of Washington.

1. RECITALS/PURPOSE

- 1.1. The parties hereto, being duly organized and existing governmental units acting pursuant to their authority under RCW Chapter 39.34 agree to participate in a joint effort to prepare and implement a Comprehensive Solid Waste Management Plan as authorized by RCW 70.95.080.
- 1.2. Grays Harbor County ("the County") prepared a Comprehensive Solid Waste Management Plan approved by the Washington State Department of Ecology and adopted by the Grays Harbor County Board of Commissioners through Resolution 01-150 on December 3, 2001. The parties hereto agree that this Agreement will authorize the County to update the Plan for consideration and adoption by the Cities as provided herein.

2. DEFINITIONS

- 2.1 "City" means an incorporated City located in Grays Harbor County, Washington.
- 2.2 "Comprehensive Solid Waste Management Plan" means the Grays Harbor County Comprehensive Solid Waste Management Plan, as adopted by Grays Harbor County Resolution 01-150 on December 3, 2001, and as amended thereafter.
- 2.3 "County" means Grays Harbor County, Washington.
- 2.4 "Solid Waste" means solid waste as defined by RCW 70.95.030, as now in effect or as may be hereafter amended.
- 2.5 "Solid waste handling" means the management, storage, collection, transportation, treatment, utilization, processing and final disposal of solid wastes, including the recovery and recycling of materials from solid wastes, the recovery

of energy resources from such wastes, or the conversion of the energy in such wastes to more useful forms or combinations thereof, and including such modification of the term as may be made by subsequent amendment to RCW 70.95.030(17).

3. COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN

- 3.1 During the term of this Agreement, each City shall participate in the Comprehensive Solid Waste Management Plan update process and agrees to make a good faith effort to adopt the plan pursuant to Chapter 70.95 RCW.
- 3.2 During the term of this Agreement, each City authorizes the County to include information in the Comprehensive Solid Waste Management Plan regarding the management of solid waste generated in each City. The Cities agree to provide information on solid waste programs and applicable data pertaining to their individual jurisdiction to the County as needed for solid waste planning purposes.

4. TERM

- 4.1 This Agreement shall continue in full force and effect during the Plan update process and will expire on the latter date of adoption of the updated Plan by the County and approval by the Washington State Department of Ecology, unless earlier terminated as provided in Paragraph 8.

5. NO SEPARATE LEGAL OR ADMINISTRATIVE AGENCY FORMED

- 5.1 No separate legal or administrative agency is created by this Agreement.

6. REPRESENTATIVES

- 6.1 Each party shall appoint one person as its representative for all matters concerning the administration and implementation of this Agreement.

7. MODIFICATION AND TERMINATION

- 7.1 Modification of this Agreement may be accomplished by written agreement of all the parties hereto and no oral understandings or agreements shall suffice to alter the terms of this Agreement.

7.2 Termination of or withdrawal from this Agreement by any party may be accomplished upon thirty (30) days written notice to the other parties stating the reason for said termination or withdrawal.

8. MISCELLANEOUS

8.1 No waiver by any party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach whether of the same or of a different provision of this Agreement.

8.2 No other person or entity shall be entitled to be treated as a third party beneficiary of this Agreement.

8.3 The effective date of this Agreement is the date the last agreeing party affixes its signature. As provided by RCW 39.34.040, this Agreement shall be filed prior to its entry in force.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as duly indicated below.

ADOPTED this ____ day of _____, 2009.

GRAYS HARBOR COUNTY
BOARD OF COMMISSIONERS

Mike Wilson, Chair, Commissioner, District 2

Terry Willis, Commissioner, District 1

Albert A. Carter, Commissioner, District 3

Attest:

Clerk of the Board

Approved as to form:

Prosecuting Attorney

ADOPTED this ____ day of _____, 2009.

CITY OF ABERDEEN

Bill Simpson, Mayor

Attest:

City Clerk

Approved as to form:

Eric Nelson, Corporation Counsel

ADOPTED this ____ day of _____, 2009.

CITY OF COSMOPOLIS

Vickie L. Raines, Mayor

Attest:

City Clerk

Approved as to form:

Steve Hyde, City Attorney

ADOPTED this ____ day of _____, 2009.

CITY OF ELMA

David Osgood, Mayor

Attest:

City Clerk

Approved as to form:

Daniel Glenn, City Attorney

ADOPTED this ____ day of _____, 2009.

CITY OF HOQUIAM

Jack Durney, Mayor

Attest:

City Clerk

Approved as to form:

Steve Johnson, City Attorney

ADOPTED this ____ day of _____, 2009.

CITY OF MCCLEARY

Walt Bentley, Mayor

Attest:

City Clerk

Approved as to form:

Daniel Glenn, City Attorney

ADOPTED this ____ day of _____, 2009.

CITY OF MONTESANO

Ron Schillinger, Mayor

Attest:

City Clerk

Approved as to form:

Daniel O. Glenn, City Attorney

ADOPTED this _____ day of _____, 2009.

CITY OF OAKVILLE

Mitchell Smith, Mayor

Attest:

City Clerk

Approved as to form:

Daniel O. Glenn, City Attorney

ADOPTED this ____ day of _____, 2009.

CITY OF OCEAN SHORES

Dean Bunkers, Mayor

Attest:

City Clerk

Approved as to form:

Art Blauvelt, City Attorney

ADOPTED this ____ day of _____, 2009.

CITY OF WESTPORT

Michael Bruce, Mayor

Attest:

City Clerk

Approved as to form:

Wayne D. Hagen, Jr., City Attorney

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator 
Date: June 22, 2009
Re: Light & Power Capital Improvement Plan

The City has adopted a Combined Capital Improvement Plan that includes water, wastewater, streets and stormwater. This covers all the utilities except for Light & Power. The purpose of such a plan is to inventory the existing services, to project needed system upgrades, to prioritize projects, and to propose how the city should fund the improvements.

Last year we hired a rate consultant to examine Light & Power. He concluded that a capital improvement program needed to be completed and adopted before further steps are taken. For example, the city knows that service currently provided through the "old" substation south of Maple must be "cut over" to the new one north of Simpson. Light & Power has engineering plans for those actions, but there is no general description of the project, no time frame and no funding plan.

A capital improvement plan is a fairly straightforward project that Elcon, our electrical engineer, can complete with the involvement of the city staff. The scope and budget for the work is attached, and the Finance Committee will be reviewing it in detail prior to the Council meeting.

The cost is not to exceed \$27,000 and the budgeted amount is \$30,000.

Requested Action:

Concur with the recommendation of the Finance Committee.

1.0 INTRODUCTION

Elcon Associates, Inc. (Elcon) proposes to develop an electrical system Capital Improvement Plan for the City of McCleary (The City). The plan will address the transmission supply, substations, the distribution system, pole treatment and testing, and major elements of the City's maintenance program. The adequacy of The City's records will also be assessed.

The distribution system portion of the study will include the traditional study process, that is modeling the distribution system and determining the performance of the existing system as existing and future loads are served, developing exploratory plans, and selecting a proposed plan. The distribution system will be reviewed for feeder capabilities and their ability to serve loads during emergency conditions.

The requirements for pole treatment and testing will be developed after comparing City operations against that of other similar sized utilities and determining the benefits and costs of these programs.

After completing the above referenced studies, Elcon will compile a Capital Improvement Plan which includes listing proposed construction items and estimated costs. It will also include recommendations on pole treatment and testing and utility record development.

2.0 PROJECT APPROACH

2.1 Kick-off Meeting

At the initial meeting to be held in the City's office, the project planning steps will be reviewed. Special attention will be given to data collection, and a review of the deliverables.

An important part of the initial meeting will be to discuss performance criteria. Elcon will present various performance criteria used by other utilities in the design and operation of their electrical system for discussion purposes. At the end of the meeting, it is anticipated that agreed upon performance criteria will have been developed.

2.2 Field Data Collection, Data Assembly

After completing the initial meeting, Elcon proposes to assemble data through interviews, a field inspection and requests for pertinent data. Through this process, Elcon will be able to complete an inventory of the assets of the system and determine their condition.

Anticipated data requests are listed below.

1. Load Information

- Historical System Wide Loads; Monthly kW, kWhr, kVARHr
- Historical Loads by Substation; Monthly kW, kWhr, kVARHr
- Historical Large Loads; Monthly kW and kWhr
- City and/or BPA Load Studies & Projections, if available

2. System Information

- Service Area Map
- Geographical System Map showing Transmission Line, Substations and Distribution Feeders
- Substation One-Line Diagrams

3. Performance Criteria

- Voltage, Thermal Capacity
- Capability for Alternate Service
- Outage Hours / Consumer
- System Protection

4. Delivery Point

- BPA Regional System Map
- BPA Long Range Plan

5. Operations

- Areas of Concern

6. Distribution System
 - Feeder Loads
 - Feeder Maps
 - Cable replacement requirements
7. System Protection
 - Current practices
8. Pole Treatment & Testing
 - Current practices, costs
9. Tree Trimming
 - Current practices, costs
10. Substation Maintenance
 - Current Practices, Costs
11. PCB
 - Status of Testing
12. Unit Cost Data

Elcon will interview City operation staff members to obtain their input on areas of concern. Elcon also proposes to interview BPA representatives in order to gain an understanding of BPA's plans for service to the City.

Pertinent data such as reports, maps, and computerized information on the performance of the system will be requested. Some data will be readily available and some may take some time to assemble. Elcon will be conscious of City staff time requirements and formulate requests to minimize staff time requirements. The adequacy of system data (including system maps and drawings) will be noted.

2.3 Load Study

With the information collected in the data assembly phase of the project, Elcon will determine the anticipated system growth. Location and timing of load additions will also be estimated.

Loads will be predicted for 6 years and 20 years in the future. Any special load developments during the next six years will be noted.

2.4 Plan Development

The following general guidelines will be employed as the Capital Improvement Plan is developed:

1. Maximize use of opportunities to improve the quality of service at a minimal cost.
2. Orderly system development to minimize waste due to early obsolescence or inadequacy of facilities.
3. A combination of the best alternatives considering economics, system reliability, safety for City crews and the general public, voltage performance and ease of operation and maintenance.

Elcon envisions the Plan Development phase to require close communication between Elcon staff members and City staff.

Once the load study has been completed as described in Section 2.3, plan development will commence. Required transmission, substation and distribution system improvements for service to predicted 20 year loads will be determined first. Once service plans have been identified and associated costs have been determined, a long range development plan can be selected. After the long range plan has been identified, construction requirements and their associated costs for the next six years, on a year by year basis, will be determined.

Through this process, costs over and above the normal operations and maintenance costs will be determined. Some of this investment will be for specific capital improvements to the system. Annual costs for on-going activities such as pole treatment and testing, tree trimming, maintenance and PCB testing will also be determined.

Major components of overall plan development are described below:

1. Transmission Supply

Elcon will include a study of the costs associated with moving the transmission line to one of four alternate routes as a part of the Capital Improvement Plan. BPA will be contacted to see if their policies may affect transmission supply.

2. Substations

The study will address the phase-out of the 4.16 kV substation as well as development of substation(s) for service to the 12.5 kV system. The adequacy of system protection will be determined.

3. Distribution System

A portion of the City's distribution system is already modeled on Elcon's distribution system analysis package. Elcon will complete the model and determine the performance of the existing system as future loads are served. Capabilities of the distribution system under normal and emergency conditions will be determined. Plans of service to address deficiencies will be developed and compared. The adequacy of system protection will be determined.

4. Maintenance Review

Elcon will review the major maintenance programs – pole treatment and testing, tree trimming, substation maintenance, and PCB testing. A description of each of the programs will be developed. Programs will be compared with those of other utilities and development recommendations will be compiled.

2.5 Complete Draft Report

Having completed the Plan Development, a Draft Report will be created and presented to Cooperative staff for their review.

2.6 Project Review Meeting

At a project review meeting at the City's office, the Draft Report will be reviewed in detail. Elcon will be seeking suggestions for modifications or additions to the Report.

2.7 Completion and Submittal of Final Report

Elcon will incorporate City comments and submit a Final Report.

3.0 DELIVERABLES

Elcon will present to the City a report which includes a description of the existing system, the results of a load study, a listing of performance criteria, a description of the improvement options considered and the Capital Improvement Plan.

The Capital Improvement Plan presentations will include the following:

- Specific Transmission Projects for each of the next six years and for the following thirteen years.
- Specific Substation Projects for each of the next six years and for the following thirteen years.
- Specific Distribution Projects for each of the next six years and for the following thirteen years
- General Distribution Projects on an annual basis
- Recommendations Regarding Record Keeping and Mapping

4.0 SCHEDULE AND COSTS

4.1 Schedule

Elcon will complete the Capital Improvement Plan within four months from project authorization date.

4.2 Not to Exceed Cost

Elcon shall develop the Capital Improvement Plan for a not to exceed cost of \$27,000. Development of the budget is shown below.

5.0 PROJECT TEAM

Elcon will work closely with the City staff to gain an understanding of their concerns related to operation, maintenance and development of the system. Elcon will request assistance from the staff for the following tasks:



1. Collection of system data
2. Inventory of the system
3. Development of Planning Criteria
4. Reviewing the Report

The Elcon team will include the following:

1. **Michael Unger, P.E.** will be project manager. In addition to managing the project, he will be involved in all phases of the project and the primary author of the report. Mr. Unger has been working on system planning studies for about 40 years.
2. **Charles Walker, P.E.** will take the lead in the analysis of the distribution system. He will also contribute to the writing of the report. Mr. Walker has been working on planning studies with Mr. Unger for about 25 years.
3. **Dennis Wilson**, an ex utility manager and engineer, will provide input on typical utility practices regarding pole treatment and testing, tree trimming, AMR, system maintenance and PCB testing.
4. **William Arthur**, an experienced electrical estimator, will assist in cost estimating.

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator 
Date: June 22, 2009
Re: Water System Grant/Loan – USDA Rural Development

This year's capital improvement projects for the water system included an investigation of wells 2 and 3 to determine what their conditions are prior to renovation, and the installation of an automated meter reading system.

We applied to USDA Rural Development and have received preliminary word that they are looking at a 45% grant and a 55% loan for \$105,000 at 3.75% for 20 years. This means we would be borrowing \$57,750 and would have an annual debt service of \$4,109.

The final offer has not yet been received, but because the Council will not be meeting again until July 22 and because we would like to get the system purchased and installed before another winter, it would be appreciated if you would authorize the Mayor to accept such an offer.

Requested Action:

Atuhorize the Mayor to accept a water system upgrade grant/loan from USDA Rural Development if the annual debt service for the loan portion does not exceed \$5,000.