



McCleary City Council

PROPOSED AGENDA

October 28, 2009

6:30 Public Hearing - Revenues

7:00 Council Meeting

Flag Salute
Roll Call
Minutes
Public Comment
Mayor's Report

Staff Reports: Busse Nutley, City Administrator
 Dan Glenn, City Attorney
 October Financial Report
 Department Heads

Old Business:

New Business: Fleet Maintenance Agreement – Light & Power
 Contract Amendment 14 – Gray & Osborne

Resolutions: Ambulance Fees for Hotels

Ordinances: Introduction of Ordinance for Transfer of Funds in Budget

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

STAFF REPORT

To: Mayor and City Council
From: Busse Nutley, City Administrator 
Date: October 26, 2009
Re: Current Non-Agenda Activity

Budget

The Mayor's Preliminary budget was released to the public and delivered to the Council on Friday, October 23. It is available on the city's website. There will be a public hearing on revenues at 6:30 pm, just prior to the Council meeting on Wednesday.

Simpson Sidewalk Bid

Bids for constructing the new sidewalks along Simpson Avenue were opened on Friday, October 23. If the apparent low bidder is okayed by the engineering review, then it is quite possible the entire project could be completed, with a very small amount of participation from the city!

Census

Colin and I met with a representative from the Census. In 2000 Grays Harbor County participation rate in the Census was only 53%. Federal and state funding is contingent on how many people reside in McCleary, so we need to start reminding people how important it is for them to fill out the simple questionnaire for the April 1, 2010 count. All records are absolutely confidential for 72 years, so even undocumented residents should be sure to be counted, as it will influence a lot of governmental policy for years to come.

We are eligible to spend up to \$3,000 for advertising on items such as pencils, bags, etc. Our name, plus the Census will be put on each item. We are working on ideas, such as water bottles for all the McCleary school children.

They have also asked us to adopt a supporting Resolution or issue a proclamation to express the city's support for a full count of all residents.

Flu Season

Both the H1N1 virus and the seasonal flu are expected to affect between 25 and 40 percent of all Americans this winter. If we don't do all we can to prevent the spread of these contagious viruses, it could certainly have a serious adverse effect on the city's ability to deliver services (if a lot of employees are home sick). We are encouraging everyone to practice healthy habits to avoid getting ill. Hands need to be washed

frequently, and surfaces that are touched by more than one person are to be wiped clean with disinfectant often.

We are encouraging people to get vaccinated, but if they do get sick, they are to stay home!

Information about the flu is behind this report.



H1N1 INFLUENZA

CURRENT SITUATION



October 16, 2009

1. The flu season is here. People in our community and some of our co-workers have been ill with fever, cough, and sore throat. It is likely that many of those ill have H1N1 influenza, as we know the virus is circulating in our community. For instance, through our public health surveillance system it has been reported (as of 10/12/09) that a large percentage of children in the Tenino and Rochester School Districts as well as the Evergreen State College are currently ill with influenza symptoms. We have had three people hospitalized and two deaths in Thurston County.
2. Because of the potential for this new flu to hit one-third or more of the population, we are using a community wide response.
 - H1N1 Influenza, also called swine flu, is a new virus. Because of this people do not have immunity.
 - We are working closely with our Emergency Management partners across all jurisdictions and agencies to handle this situation. We are also working closely with area hospitals, clinics and doctors.
 - A regional Incident Management Team is being used to manage the H1N1 response within Thurston County. Using the team frees up local health to do our job of tracking and responding in the most appropriate manner.
 - State and Federal agencies are also partners in reacting to this unusual illness, especially in providing resources like the vaccine, illness surveillance state- and nation-wide, and providing laboratory testing resources when necessary. They are also instrumental in providing information and materials for response to this emergency.
3. Everyone should get an inoculation against seasonal flu as soon as possible.
 - Seasonal flu kills thousands of people in the United State each year.
 - Seasonal vaccine is available now in medical offices, pharmacies, and community clinics.
4. Everyone should get an inoculation against the new H1N1 Flu when available.
 - This new vaccine is safe and will help curb the spread of this novel illness.
 - There is a limited quantity of H1N1 Pandemic Influenza vaccine available in Thurston County.
 - The vaccine is manufactured in two basic forms: intra-nasal and injectable. There are unique indications for use of each type.
 - Our first shipment is the intra-nasal presentation and has been sent to Thurston County Pediatric and larger Family Practices Offices.
 - We expect injectable vaccine to be shipped in the next week.

- The first shipments of vaccine will be for groups at highest risk for complications or death from H1N1 influenza:
 - Pregnant women,
 - Persons between the ages of 6 months and 24 years old,
 - People who live with or care for children younger than 6 months of age,
 - Healthcare and emergency medical services personnel, and
 - People ages of 25 through 64 years of age who have chronic health disorders or compromised immune systems.
 - Additional vaccine will be available in subsequent weeks until we have what is expected to be enough for all those who want it - possibly within 3 months.
5. H1N1 Influenza is a respiratory disease that is spread from person-to-person by coming into contact with the germs spread when someone who is infected coughs or sneezes.
 6. Symptoms of influenza include fever, cough, and sore throat. In addition, fatigue, lack of appetite, runny nose, nausea, vomiting and diarrhea can occur. Fever and cough are key. Influenza is not like the common cold. Call your health care provider if you or a family member is sick enough to need medical care (e.g., has trouble breathing).
 7. It is very important that each of us take responsibility for reducing the spread of the new H1N1 virus.
 - Disinfect common surfaces such as copiers, fax machines, and doorknobs with alcohol- or bleach-based sanitizer daily.
 - Stay home from work, childcare, school or public gatherings when you are sick with a fever and cough.
 - Cough into your sleeve or cover your mouth and nose with a tissue when you cough and sneeze. Dispose of tissues in a covered container and wash your hands.
 - Wash your hands often using soap, warm water, and paper towels. Use a commercially available (alcohol-based) hand sanitizer if soap and water are not available.
 - Keep your hands away from your nose, eyes and mouth.
 - Stay away from people who are sick.
 - Do not share snacks, food, drinks or cigarettes with others.

More information about H1N1 and the vaccine can be found at The Thurston County Public Health web site: <http://www.co.thurston.wa.us/health/personalhealth/influenza/swineflu.html> or by calling the Department's public information line at 360-709-3080.

Home Care Tips for H1N1 (Swine Flu)

Symptoms of H1N1 (swine flu)

Like seasonal flu, H1N1 can cause fever, cough, sore throat, body aches, headache, chills, fatigue, diarrhea and vomiting. Flu symptoms vary from mild to severe. Groups more likely to have severe flu include pregnant women and people with chronic medical conditions.

Help stop the spread of germs

Flu spreads from person to person through coughing, sneezing or touching infected objects. Infection occurs when the flu virus gets into someone's airway, lungs or eyes. To help stop the spread of germs:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands with soap and water frequently, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- If you get sick, stay home and limit contact with others to keep from infecting them.
- Avoid touching your eyes, nose or mouth.

Home care recommendations

If you get sick with flu:

- Stay home for at least 24 hours after your fever is gone (without the use of fever-reducing medicine). In general, a fever means you have a temperature of 100 degrees Fahrenheit (37.8 degrees Celsius) or greater.
- Drink clear fluids (water, broth, sports drinks, electrolyte beverages for infants) to avoid dehydration.
- Get plenty of rest.
- If possible, limit your contact with other people.

If you are the caregiver for someone with flu:

- Throw away tissues and other disposable items used by the sick person.
- Wash your hands after touching used tissues and similar waste.

- Avoid being face to face with the sick person.
- Monitor yourself and other household members for flu symptoms.

Antiviral medications

There are two main antiviral medications that may be effective in reducing the severity and duration of flu symptoms. They are called Tamiflu and Relenza and can be prescribed only by a physician. Most people do not need these antiviral drugs to fully recover from the flu; however, those at higher risk for severe flu complications might benefit from antiviral medications. Contact your health care provider for more information.

Cleaning and disinfecting surfaces

To help prevent the spread of germs in your house:

- Keep hard surfaces like kitchen countertops, desktops and bathroom surfaces clean and disinfected.
- Keep surfaces touched by more than one person clean and disinfected. Examples of these surfaces include doorknobs, refrigerator door handles and microwaves.
- Use disposable sanitizer cloths to wipe electronic items that are touched often, such as phones, computers, remote controls and hand-held games.

When to seek emergency medical care

Call your local emergency number or 9-1-1 right away if the sick person at home:

- Has difficulty breathing or chest pain.
- Has purple or blue discoloration of the lips.
- Is vomiting and unable to keep liquids down.
- Has signs of dehydration such as dizziness when standing, no need to urinate, or in infants, lack of tears when crying.
- Has a seizure.

For more information

- Washington State Department of Health's H1N1 (swine flu) Web site at www.doh.wa.gov/h1n1/
- Federal government's site at www.flu.gov

MEMORANDUM

TO: MAYOR AND CITY COUNCIL, City of McCleary
FROM: DANIEL O. GLENN, City Attorney
DATE: October 26, 2009
RE: LEGAL ACTIVITIES as of OCTOBER 28, 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. **FLEET MAINTENANCE AGREEMENT**: I have been provided a copy of a proposed agreement in relation to maintenance of motorized equipment of the City. Apparently, the City has been utilizing the services of this company for some time without a written agreement and is satisfied with the nature and quality of the services.

Assuming the Mayor and Council feel it appropriate to go forward, my recommendations as to the contract are as follows:

A. **Sections 2 and 15 relating to the term and termination**: Section 2 indicates the term is one year with automatic renewals for the same "subject to earlier termination as otherwise provided in this Agreement with the said term being capable of extension by mutual agreement." If there is an automatic renewal then the language about extension by mutual agreement would seem to be surplus. Also, this language would appear to be inconsistent with Section 15 which indicates that, in order to terminate, either party must give one year notice. That is a lot longer than we normally utilize.

I would suggest the approach be taken that the agreement is an indefinite one with the ability of either party to terminate it upon the giving of a notice of perhaps ninety days. That would involve changes in those two paragraphs.

B. **Section 6 relating to expenses**: Sections 4 and 5 indicate the schedule attached sets out the compensation to be

received. Yet Section 6 talks about the provider being entitled to be "reimbursed for all reasonable necessary expenses incurred...in connection with providing the services." This section should either be eliminated or clarified as to what type of expenses are covered. For instance, I would assume that mileage would not be. However, I have been wrong at least once already this year.

C. Section 17 relating to Governing Law: We would normally make it clear that, if there is litigation between the parties, it must be brought in the courts of Grays Harbor County. That would involve insertion of a sentence so noting.

2. SUPPLEMENTAL BUDGET ORDINANCE: Since the consideration and adoption of the most recent ordinance, additional items have been identified. Since the items identified tie to changes in fund allocations and balances (interfund) rather than changes within a fund itself (intrafund), it was my advice to Ms. Nutley that this would require a budget amendment adopted by ordinance. Thus, this draft for your review.

As you will remember, since this is not one of the "real" emergency changes arising from a specified type of situation but rather a non-emergency emergency, the statute requires the ordinance be introduced at this session and then be acted upon no sooner than a week later. Thus, it will be on for formal consideration at the next meeting, in terms of enactment. In the interim, the statute assumes the opportunity for public review and comment.

3. GRAVATT MATTER: As the Council is aware, Administrative staff have been working with the Gravatts in terms of clarifying and improving the stormwater line which apparently runs under a residence they own in town. It appears the line was likely installed by Simpson when it owned the entire area and thus prior to the incorporation of the Town/City and is not particularly well laid out in terms of location and the like. Thus, we are moving down the path in two ways:

A. An agreement which covers a number of points. Included would be language which would allow the installation of an updated line while making it clear the site tends to be one which has some low spots and the stormwater line is not likely to correct those problems. I have set out at the end of this report the items Mr. Bird has requested be included.

B. The development of a specific description for the easement covering the line.

I would ask that the Council consider authorizing the Mayor to sign an agreement implementing the terms of the agreement so long as it meets his approval. That suggestion arises from the combination of the timing of the next meeting and the onset of our wet fall.

4. **EMS RATE ALLOCATION FOR HOTEL/BED & BREAKFAST FACILITIES:** It is my understanding Ms. Nutley will report upon this in greater detail. As the resolutions/ordinances governing this area stand at this stage, a bread and breakfast facility which has multiple electrical meters will be billed an EMS fee for each meter, even though the sites are not occupied. I have been requested to develop an amendment to the existing resolution which would implement a specific provision under which such a facility will pay only one EMS charge so long as the units are not rented. I will do so.

I would recommend that the broader issue, which may have broader implications for other uses, such as multi-family facilities which are vacant for an extended period of time, be considered by the Finance Committee for a long term "fix."

5. **G & O AMENDMENT #14:** A request has been submitted to modify the amendment which apparently was approved last year. That earlier amendment authorizes the City Administrator to authorize change orders for "minor engineering support services" in the general services contract in an amount of \$500.00 or less up to a maximum of \$4,000.00. The amendment would increase that level to \$5,000.00. In reading the amendment, I noted that, while there is a maximum total amount, there does not appear to be a time period within which this maximum would be "exhausted." I have indicated to Busse that whatever level the Council wishes to authorize, some time frame within which the maximum is reached should be set out. That would be whether the authority is for whatever amount you set to be authorized within a twelve month period, a calendar year, or whatever.

So, the issues in my view, for contractual interpretation purposes, are what total amount do you wish to authorize within what time period and in what increments?

6. **MEETING SCHEDULE:** It is my understanding the November meetings are being consolidated into one meeting with the two regularly scheduled meetings being cancelled. Thus, I would recommend that this meeting be adjourned to the date and time which will represent the consolidated meeting. By doing so, it will be a regular meeting for all purposes and thus will not have the agenda limits that a special meeting would have.

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

DG/le

MR. BIRD'S SUGGESTED INCLUSIONS

1. Mr. Gravatt will provide an easement for the stormwater pipeline through his property (easement will be provided by the City/G&O, with your review of course, unless you would rather prepare it)
2. The City will replace the existing 24" Diameter concrete stormwater conveyance pipeline on his property.
3. Two existing small diameter connections to the east and west of the pipeline will be reconnected to the new pipeline.
4. Repair of the pipeline will absolve the City from any legal responsibility resulting from future flood events on the property not directly related to the stormwater conveyance pipeline.

CURRENT EXPENSE BUDGET: September 2009						
DESCRIPTION	2009 ADOPTED	September		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
REVENUES						
Beginning Balance						
Begin Net Cash	200,000.00	104,760.57	52.38%	125,639.19	62.82%	
Begin Investments	190,000.00	191,058.56	100.56%	192,016.79	101.06%	
Begin City Assistance	0.00	0.00	0.00%	0.00	0.00%	
Total Beginning Balance	390,000.00	295,819.13	75.85%	317,655.98	81.45%	
General Property Tax						
Real & Personal Property Tax	143,700.00	604.60	0.42%	82,318.91	57.29%	
Special Levy Property Tax	15.00	0.00	0.00%	4.88	32.53%	
Total General Property Tax	143,715.00	604.60	0.42%	82,323.79	57.28%	
Retail Sales & Use Tax						
Private Harvest Tax	1,250.00	0.00	0.00%	418.78	33.50%	
Retail Sales & Use Tax	78,000.00	(1,458.59)	-1.87%	102,608.03	131.55%	
CJ Sales Tax from County	15,000.00	246.78	1.65%	12,084.93	80.57%	
Total Sales & Use Tax	94,250.00	(1,211.81)	-1.29%	115,111.74	122.13%	
Private Utility Tax						
Natural Gas	12,500.00	374.83	3.00%	10,300.36	82.40%	
Television Cable	20,000.00	0.00	0.00%	18,584.78	92.92%	
Telephone Tax	13,000.00	0.00	0.00%	5,222.49	40.17%	
Cellular Telephone Tax	17,000.00	3,879.84	22.82%	34,882.68	205.19%	
Total Private Utility Tax	62,500.00	4,254.67	6.81%	68,990.31	110.38%	
Total Public Utility Tax	198,000.00	14,549.61	7.35%	151,809.79	76.67%	
Licenses & Permits						
Building Permits	50,000.00	547.72	1.10%	5,116.03	10.23%	
Platting Fees	2,000.00	0.00	0.00%	125.00	6.25%	
Review Fees	30,000.00	262.00	0.87%	7,369.80	24.57%	
Plat Inspection Fees	8,000.00	0.00	0.00%	271.00	3.39%	
Animal Licenses	150.00	0.00	0.00%	170.00	113.33%	
Total Licenses & Permits	90,150.00	809.72	0.90%	13,051.83	14.48%	
Total Direct Federal Grants	0.00	0.00	0.00%	0.00	0.00%	
State Entitlements						
City Assistance	30,000.00	15,475.35	51.58%	26,104.64	87.02%	
Criminal Justice Pop	1,200.00	0.00	0.00%	750.00	62.50%	
CJ-CTED Programs 1-3	1,300.00	0.00	0.00%	952.66	73.28%	
DUI Cities	400.00	0.00	0.00%	212.06	53.02%	
Liquor Excise Tax	7,500.00	0.00	0.00%	8,339.34	111.19%	
Liquor Board Profits	10,000.00	431.82	4.32%	5,723.15	57.23%	
Total State Entitlements	50,400.00	15,907.17	31.56%	42,081.85	83.50%	
Total Interlocal Grants	0.00	0.00	0.00%	0.00	0.00%	
Fire District 12	8,405.00	0.00	0.00%	4,202.50	50.00%	
Mason County Fire	735.00	0.00	0.00%	735.00	100.00%	
Total Interlocal Gov Payments	9,140.00	0.00	0.00%	4,937.50	54.02%	
Charges for Services						
Printing & Duplicating Services	300.00	0.00	0.00%	195.08	65.03%	
Animal Control & Shelter Fee	100.00	0.00	0.00%	75.00	75.00%	
Total Charges for Services	400.00	0.00	0.00%	270.08	67.52%	

CURRENT EXPENSE BUDGET: September 2009

		September		YEAR TO DATE	
Fines and Forfeits					
Municipal Court	30,000.00	1,332.17	4.44%	16,298.35	54.33%
NSF Fines	800.00	0.00	0.00%	576.00	72.00%
Total Fines and Forfeits	30,800.00	1,332.17	4.33%	16,874.35	54.79%
Miscellaneous Revenues					
Interest Earnings - Investments	20,400.00	843.29	4.13%	7,593.61	37.22%
Interest - Prop Tax/ Real Estate	800.00	(26.07)	-3.26%	393.48	49.19%
Rent - Cell Tower	11,500.00	930.24	8.09%	7,696.15	66.92%
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	200.00	13.33%	220.00	14.67%
Total Miscellaneous Revenues	34,450.00	1,947.46	5.65%	15,903.24	46.16%
Non-Revenues	0.00	893.47	0.00%	26,733.85	0.00%
Total Revenues (No Begin Bal)	713,805.00	39,087.06	5.48%	538,088.33	75.38%
TOTAL CURRENT EXPENSE REVENUES	1,103,805.00	334,906.19	30.34%	855,744.31	77.53%
EXPENDITURES					
Reserves					
Ending Net Cash	42,818.00	81,443.32	190.21%	81,443.32	190.21%
Ending Investments	190,000.00	191,893.23	101.00%	191,893.23	101.00%
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	273,336.55	117.40%	227,653.44	97.78%
Legislative/Council					
Salaries & Wages	6,000.00	500.00	8.33%	4,500.00	75.00%
Personnel Benefits	600.00	48.90	8.15%	440.10	73.35%
Travel	200.00	0.00	0.00%	168.48	84.24%
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%	5,108.58	68.11%
Judicial					
Salaries & Wages	33,910.00	2,825.50	8.33%	25,929.50	76.47%
Personnel Benefits	5,725.00	399.21	6.97%	3,802.09	66.41%
Office Supplies	1,200.00	0.00	0.00%	292.41	24.37%
Professional Services	1,000.00	83.29	8.33%	540.74	54.07%
Communication	1,500.00	50.00	3.33%	900.00	60.00%
Travel	500.00	0.00	0.00%	0.00	0.00%
Miscellaneous	500.00	0.00	0.00%	322.56	64.51%
Miscellaneous - Dues	100.00	0.00	0.00%	62.33	62.33%
Capital Outlay	250.00	0.00	0.00%	2,684.37	1073.75%
Total Judicial	44,685.00	3,358.00	7.51%	34,534.00	77.28%
Executive					
Salaries & Wages	3,600.00	300.00	8.33%	2,700.00	75.00%
Personnel Benefits	400.00	31.48	7.87%	283.32	70.83%
Professional Services	50.00	0.00	0.00%	0.00	0.00%
Travel	150.00	103.60	69.07%	358.24	238.83%
Miscellaneous	300.00	0.00	0.00%	0.00	0.00%
Training	300.00	0.00	0.00%	0.00	0.00%
Total Executive	4,800.00	435.08	9.06%	3,341.56	69.62%

Carpet replacement - flooding

CURRENT EXPENSE BUDGET: September 2009

		September		YEAR TO DATE		
Finance & Administration						
Salaries & Wages	9,600.00	810.65	8.44%	7,653.99	79.73%	
Personnel Benefits	4,850.00	260.00	5.36%	3,846.32	79.31%	One-time payment in lieu
Supplies - Office	8,000.00	230.56	2.88%	5,616.12	70.20%	
Supplies - Other	9,000.00	341.47	3.79%	5,961.43	66.24%	
Professional Services	6,000.00	1,050.72	17.51%	16,673.87	277.90%	Audit - 2008
Professional Services - Elections	500.00	0.00	0.00%	1,579.00	315.80%	Voter registration - 2008
Communications	1,000.00	121.50	12.15%	956.62	95.66%	
Travel	2,000.00	191.28	9.56%	592.82	29.64%	
Miscellaneous	3,000.00	430.23	14.34%	2,297.38	76.58%	
Misc. Special Projects	0.00	0.00	0.00%	428.49	0.00%	
Miscellaneous - Dues	800.00	0.00	0.00%	190.00	23.75%	
Miscellaneous - Training	1,500.00	300.00	20.00%	1,117.64	74.51%	
Rental/Lease Equipment	5,000.00	519.72	10.39%	2,930.00	58.60%	
Advertising	3,000.00	0.00	0.00%	2,038.47	67.95%	
External Taxes	400.00	0.83	0.21%	288.20	72.05%	
Capital Outlay - Equipment	6,515.00	432.92	6.64%	3,086.81	47.38%	
Total Finance & Administration	61,165.00	4,689.88	7.67%	55,257.16	90.34%	
Legal						
Professional Services	24,000.00	3,308.99	13.79%	28,723.24	119.68%	
Indigent Defense	7,200.00	600.00	8.33%	5,100.00	70.83%	
Codification	3,000.00	870.26	29.01%	870.26	29.01%	
Prosecution	7,200.00	414.00	5.75%	5,759.83	80.00%	
Total Legal	41,400.00	5,193.25	12.54%	40,453.33	97.71%	
Other General Gov Services						
Professional Services	12,000.00	875.00	7.29%	7,875.00	65.63%	
Rent - City Hall	720.00	60.00	8.33%	540.00	75.00%	
Insurance	23,252.00	0.00	0.00%	22,662.00	97.46%	
Misc - AWC/COG/EDC	7,200.00	0.00	0.00%	7,148.48	99.28%	
Total Other General Gov Services	43,172.00	935.00	2.17%	38,225.48	88.54%	
Law Enforcement						
Salaries & Wages	221,100.00	15,198.74	6.87%	143,078.66	64.71%	
Overtime Salaries & Wages	36,000.00	5,013.26	13.93%	33,711.37	93.64%	
Personnel Benefits	141,200.00	7,314.16	5.18%	65,441.13	46.35%	
Uniform Allowance	2,400.00	186.24	7.76%	934.32	38.93%	
LEOFF Retirees - Benefits	24,615.00	1,586.20	6.44%	16,645.87	67.62%	
Supplies - Office	6,000.00	35.72	0.60%	1,275.53	21.26%	
Fuel	12,000.00	968.70	8.07%	5,112.82	42.61%	
Professional Services	14,000.00	408.73	2.92%	10,851.19	77.51%	
Communications	7,000.00	524.95	7.50%	5,499.96	78.57%	
Travel	500.00	0.00	0.00%	115.83	23.17%	
Advertising	500.00	0.00	0.00%	0.00	0.00%	
Rental/Lease Equipment	1,300.00	84.12	6.47%	948.61	72.97%	
Insurance	5,600.00	0.00	0.00%	5,600.00	100.00%	
Utility Services	4,000.00	227.62	5.69%	2,596.47	64.91%	
Repair & Maintenance	5,000.00	883.32	17.67%	3,487.75	69.76%	
Miscellaneous	500.00	0.00	0.00%	0.00	0.00%	
Miscellaneous - Training	1,000.00	0.00	0.00%	30.00	3.00%	
External Taxes	500.00	0.00	0.00%	132.80	26.56%	
Capital Outlay - Equipment	6,500.00	0.00	0.00%	2,166.00	33.32%	
Total Law Enforcement	489,715.00	32,431.76	6.62%	297,628.31	60.78%	

CURRENT EXPENSE BUDGET: September 2009						
		September			YEAR TO DATE	
Fire Control						
Salaries & Wages	19,320.00	327.00	1.69%	2,943.00	15.23%	
Personnel Benefits	3,150.00	62.03	1.97%	2,527.32	80.23%	
Supplies - Operating	7,500.00	351.60	4.69%	1,183.14	15.78%	
Fuel	1,200.00	34.17	2.85%	528.90	44.08%	
Professional Services	2,000.00	116.57	5.83%	3,130.63	156.53%	Misc; fire extinguishers; siren
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%	315.00	75.00%	
Insurance	5,600.00	0.00	0.00%	5,600.00	100.00%	
Utility Services	2,000.00	61.82	3.09%	1,870.37	93.52%	
Repair & Maintenance	3,000.00	0.00	0.00%	11,351.60	378.39%	
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	988.19	1.97%	69,080.18	138.05%	
Total Detention & Correction	8,000.00	800.00	10.00%	7,113.24	88.92%	
Development Services						
Salaries & Wages	32,450.00	3,387.05	10.44%	23,910.65	73.68%	
Personnel Benefits	12,300.00	850.94	6.92%	7,802.59	63.44%	
Supplies - Operating	1,200.00	351.81	29.32%	806.67	67.22%	
Fuel	800.00	107.51	13.44%	454.51	56.81%	
Professional Services	2,500.00	183.23	7.33%	2,515.95	100.64%	
Professional Services - Engineer	15,000.00	5,248.88	34.99%	9,882.51	65.88%	
Prof Services - Review (Reimb)	30,000.00	529.50	1.77%	7,911.91	26.37%	
Communications	500.00	38.82	7.76%	340.01	68.00%	
Misc. - Dues & Certifications	350.00	0.00	0.00%	175.00	50.00%	
Miscellaneous - Training	2,500.00	310.00	12.40%	447.78	17.91%	
Travel	1,000.00	0.00	0.00%	0.00	0.00%	
Repair & Maintenance	1,500.00	321.53	21.44%	711.36	47.42%	
Advertising - Public Notice	3,000.00	64.80	2.16%	335.93	11.20%	
Capital Outlay - Equipment	3,300.00	0.00	0.00%	775.31	23.49%	
Total Development Services	106,400.00	11,394.07	10.71%	56,070.18	52.70%	
Total Communications (E-911)	13,410.00	795.51	5.93%	7,955.07	59.32%	
Total Pollution Control	700.00	0.00	0.00%	700.00	100.00%	
Non-Expenditures	0.00	0.00	0.00%	12,623.78	0.00%	
Total Expenditures (No End Bal)	870,987.00	61,569.64	7.07%	628,090.87	72.11%	
TOTAL CURRENT EXPENSE EXPENDITURES	1,103,805.00	334,906.19	30.34%	855,744.31	77.53%	

PARK & CEMETERY FUND BUDGET: September 2009						
DESCRIPTION	2009 ADOPTED	September		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Beginning Net Cash	17,000.00	(6,898.73)	-40.58%	25,248.56	148.52%	
Beginning Investments	65,000.00	65,347.87	100.54%	65,675.61	101.04%	
Beginning Fund Balance	82,000.00	58,449.14	71.28%	90,924.17	110.88%	
Real & Personal Property Taxes	66,000.00	279.05	0.42%	37,993.35	57.67%	
Intergovernmental Grants	60,940.00	0.00	0.00%	6,827.97	11.20%	
Cemetery Fees	3,500.00	0.00	0.00%	1,519.78	43.42%	
Interest Earnings - Investments	1,200.00	0.00	0.00%	279.26	23.27%	
Cemetery - Opening Lot Urns	500.00	0.00	0.00%	403.00	80.60%	
Rent - Community Center	3,500.00	210.00	6.00%	2,175.00	62.14%	
Donations - Private Source	100.00	0.00	0.00%	0.00	0.00%	
Other Miscellaneous Revenue	500.00	11,676.00	2335.20%	11,985.39	2397.08%	
Total Miscellaneous Revenues	5,800.00	11,886.00	204.93%	14,842.65	255.91%	
Transfer From REET	30,000.00	0.00	0.00%	0.00	0.00%	
Non-Revenues	0.00	36.00	0.00%	3,499.23	0.00%	
Total Revenue (No Begin Bal)	166,240.00	12,201.05	7.34%	64,682.98	38.91%	
TOTAL PARK AND CEMETERY FUND REVENUES	248,240.00	70,650.19	28.46%	155,607.15	62.68%	
Ending Net Cash	2,570.00	(78,452.64)	-3052.63%	(78,452.64)	-3052.63%	See footnote
Ending Investments	65,000.00	65,633.35	100.97%	65,633.35	100.97%	
Ending Fund Balance	67,570.00	(12,819.29)	-18.97%	(12,819.29)	-18.97%	
Salaries & Wages	20,700.00	1,699.94	8.21%	14,543.98	70.26%	
Personnel Benefits	11,200.00	644.69	5.76%	6,000.28	53.57%	
Supplies	11,000.00	758.58	6.90%	10,906.45	99.15%	
Fuel	1,500.00	440.42	29.36%	1,085.42	72.36%	
Professional Services	9,000.00	183.23	2.04%	1,242.10	13.80%	
Communications	200.00	19.41	9.71%	184.86	92.43%	
Travel	100.00	0.00	0.00%	240.03	240.03%	
Rental, Lease Equipment	4,000.00	20.78	0.52%	935.07	23.38%	
Insurance	5,600.00	0.00	0.00%	5,600.00	100.00%	
Utility Services	7,200.00	562.45	7.81%	5,728.32	79.56%	
Repair & Maintenance	3,000.00	374.88	12.50%	2,669.45	88.98%	
Miscellaneous - Training	200.00	0.00	0.00%	189.00	94.50%	
Miscellaneous	500.00	0.00	0.00%	115.40	23.08%	
External Taxes	500.00	758.12	151.62%	812.34	162.47%	
Capital Outlay - Facilities	91,100.00	77,366.94	84.93%	116,479.37	127.86%	
Capital Outlay - Building	12,200.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Equipment	2,670.00	640.04	23.97%	799.37	29.94%	
Non-Expenditures	0.00	0.00	0.00%	895.00	0.00%	
Total Expenditures (No End Bal)	180,670.00	83,469.48	46.20%	168,426.44	93.22%	
TOTAL PARKS AND CEMETERY EXPENDITURES	248,240.00	70,650.19	28.46%	155,607.15	62.68%	
NOTE: Ending Cash Balance is negative due to (1) purchase of Brookside Park, but transfer of funds from REET not completed until October; and (2) Beerbower Park restoration grant reimbursement not billed until October, and transfer of match from REET not completed until October.						

STREET FUND BUDGET: September 2009						
DESCRIPTION	2009 ADOPTED	September		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Beginning Net Cash	120,000.00	69,462.52	57.89%	95,524.48	79.60%	
Beginning Investments	160,000.00	160,895.14	100.56%	161,702.07	101.06%	
Beginning Fund Balance	280,000.00	230,357.66	82.27%	257,226.55	91.87%	
Real & Personal Property Taxes	10,750.00	46.51	0.43%	6,332.23	58.90%	
Street & Curb Permits	0.00	0.00	0.00%	259.00		
State Grant	196,000.00	0.00	0.00%	904.27	0.46%	
TiB Grant 2009/Sidewalks	0.00	0.00	0.00%	31,081.96		
Motor Vehicle Fuel Tax	38,000.00	400.51	1.05%	24,963.05	65.69%	
Total Intergovernmental Revenue	234,000.00	400.51	0.17%	57,208.28	24.45%	
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%	6,194.59	0.00%	
Total Revenue (No Begin Bal)	248,050.00	447.02	0.18%	70,422.66	28.39%	
TOTAL STREET FUND REVENUES	528,050.00	230,804.68	43.71%	327,649.21	62.05%	
Ending Net Cash	45,555.00	46,381.07	101.81%	46,381.07	101.81%	
Ending Investments	160,000.00	161,598.04	101.00%	161,598.04	101.00%	
Ending Fund Balance	205,555.00	207,979.11	101.18%	207,979.11	101.18%	
Salaries & Wages	24,900.00	2,532.97	10.17%	18,656.27	74.92%	
Personnel Benefits	14,175.00	1,029.57	7.26%	8,770.74	61.87%	
Supplies	11,000.00	324.15	2.95%	7,605.06	69.14%	
Fuel	4,000.00	672.27	16.81%	3,203.63	80.09%	
Professional Services	12,000.00	183.23	1.53%	4,587.84	38.23%	
Communications	200.00	19.41	9.71%	184.86	92.43%	
Travel	0.00	0.00	0.00%	26.92	0.00%	
Advertising	100.00	0.00	0.00%	32.50	32.50%	
Rental/Lease Equipment	1,000.00	566.47	56.65%	2,987.23	298.72%	
Insurance	5,600.00	0.00	0.00%	5,300.00	94.64%	
Utility Services	5,300.00	332.70	6.28%	3,638.70	68.65%	
Repair & Maintenance	7,500.00	2,025.24	27.00%	10,223.12	136.31%	
Miscellaneous	500.00	0.00	0.00%	115.40	23.08%	
Micellaneous - 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	14,499.52	7.19%	25,557.79	0.00%	
Capital Outlay - Other Imp. - Roadways	30,000.00	0.00	0.00%	27,863.67	92.88%	
Capital Outlay - Equipment	3,670.00	640.04	17.44%	799.37	21.78%	
Non-Expenditures	0.00	0.00	0.00%	0.00	0.00%	
Total Expenditures (No End Bal)	322,495.00	22,825.57	7.08%	119,670.10	37.11%	
TOTAL STREET FUND EXPENDITURES	528,050.00	230,804.68	43.71%	327,649.21	62.05%	

LIGHT & POWER FUND BUDGET: September 2009

DESCRIPTION	2009 ADOPTED	September		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Beginning Net Cash	500,000.00	377,632.03	75.53%	552,962.84	110.59%	
Beginning Investments	150,000.00	654,226.64	436.15%	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	1,131,858.67	150.91%	846,736.54	112.90%	
BPA Conservation	(300.00)	0.00	0.00%	(755.21)	251.74%	
Sales of Electricity	2,500,000.00	155,259.22	6.21%	1,760,695.03	70.43%	
Charges for Services & Parts	50,000.00	0.00	0.00%	14,230.31	28.46%	
Total Physical Environment	2,549,700.00	155,259.22	6.09%	1,774,170.13	69.58%	
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%	1,530.00	75.00%	
Total Rents and Royalties	10,040.00	170.00	1.69%	5,569.00	55.47%	
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%	4,625.00	154.17%	
Total Other Miscellaneous Revenue	4,000.00	0.00	0.00%	4,625.00	115.63%	
Non-Revenues	0.00	4,073.62	0.00%	41,224.09	0.00%	
Total Revenue (No Begin Bal)	2,573,140.00	159,502.84	6.20%	1,826,990.00	71.00%	
TOTAL LIGHT & POWER FUND REVENUES	3,323,140.00	1,291,361.51	38.86%	2,673,726.54	80.46%	
Ending Net Cash	439,737.00	380,540.79	86.54%	380,540.79	86.54%	
Ending Investment	150,000.00	656,344.06	437.56%	656,344.06	437.56%	
REED Fund	70,000.00	100,000.00	142.86%	100,000.00	142.86%	
Ending Fund Balance	659,737.00	1,136,884.85	172.32%	1,136,884.85	172.32%	
Salaries & Wages	540,150.00	46,046.68	8.52%	353,127.99	65.38%	
Personnel Benefits	229,425.00	15,392.29	6.71%	135,698.15	59.15%	
Supplies - Operating	55,000.00	1,085.28	1.97%	32,907.97	59.83%	
Supplies - Office	1,000.00	205.91	20.59%	926.89	92.69%	
Fuel	7,500.00	258.28	3.44%	2,073.36	27.64%	
Power Purchased for Resale	1,080,000.00	53,804.00	4.98%	565,759.00	52.39%	
Transmission Costs	210,000.00	13,841.00	6.59%	137,902.00	65.67%	
BPA Conservation	0.00	1,663.00	0.00%	6,652.00	0.00%	
Professional Services	45,000.00	426.81	0.95%	11,948.76	26.55%	
Professional Services - Legal	25,000.00	1,583.00	6.33%	14,606.33	58.43%	
Communications	1,000.00	437.75	43.78%	7,774.69	777.47%	Budget error, should be 10,000
Travel	500.00	0.00	0.00%	0.00	0.00%	
Advertising	500.00	20.25	4.05%	1,000.98	200.20%	
Rental/Lease Equipment	5,000.00	20.79	0.42%	208.86	4.18%	
Insurance	23,253.00	0.00	0.00%	23,253.00	100.00%	
Utility Services	25,000.00	1,666.33	6.67%	18,021.03	72.08%	
Repair & Maintenance	10,000.00	346.33	3.46%	17,647.59	176.48%	
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	14,478.74	14.48%	58,457.52	58.46%	
Capital Outlay - Building	10,000.00	0.00	0.00%	2,079.56	20.80%	
Capital Outlay - System	60,000.00	0.00	0.00%	15,874.49	26.46%	
Capital Outlay - Equipment	133,075.00	3,200.22	2.40%	47,946.90	36.03%	
Capital Outlay - Other Improvements	100,000.00	0.00	0.00%	82,477.96	82.48%	
Non-Expenditures	0.00	0.00	0.00%	0.00	0.00%	
Total Expenditures (No End Bal)	2,663,403.00	154,476.66	5.80%	1,536,841.69	57.70%	
TOTAL LIGHT & POWER FUND EXPENDITURES	3,323,140.00	1,291,361.51	38.86%	2,673,726.54	80.46%	

GARBAGE FUND BUDGET: September 2009						
DESCRIPTION	2009 PROPOSED	September		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Beginning Net Cash	7,000.00	13,645.06	194.93%	13,186.65	188.38%	
Beginning Investments	7,000.00	7,060.91	100.87%	7,109.97	101.57%	
Beginning Fund Balance	14,000.00	20,705.97	147.90%	20,296.62	144.98%	
Garbage Fees & Service Charge	232,000.00	18,878.06	8.14%	177,089.16	76.33%	
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	18,878.06	8.13%	177,251.34	76.34%	
TOTAL GARBAGE FUND REVENUES	246,200.00	39,584.03	16.08%	197,547.96	80.24%	
Ending Net Cash	9,825.00	13,328.41	135.66%	13,328.41	135.66%	
Ending Investments	7,500.00	7,102.56	94.70%	7,102.56	94.70%	
Ending Fund Balance	17,325.00	20,430.97	117.93%	20,430.97	117.93%	
Salaries & Wages	2,020.00	207.92	10.29%	1,480.56		
Personnel Benefits	625.00	53.22	8.52%	445.65	71.30%	
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%	135.00	75.00%	
External Taxes	14,000.00	1,716.07	12.26%	6,836.74	48.83%	
Capital Outlay - Equipment	1,000.00	0.00	0.00%	0.00	0.00%	
Professional Services	211,000.00	17,160.85	8.13%	168,114.04	79.67%	
Non-Expenditures	0.00	0.00	0.00%	105.00	0.00%	
Total Expenses (No End Bal)	228,875.00	19,153.06	8.37%	177,116.99	77.39%	
TOTAL GARBAGE FUND EXPENDITURES	246,200.00	39,584.03	16.08%	197,547.96	80.24%	

WATER FUND BUDGET: September 2009						
DESCRIPTION	2009 ADOPTED	September		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Beginning Net Cash	30,000.00	(2,807.66)	-9.36%	(2,472.05)	-8.24%	
Beginning Investment	75,000.00	75,598.94	100.80%	75,815.94	101.09%	
Beginning Fund Balance	105,000.00	72,791.28	69.33%	73,343.89	69.85%	
Water Sales	301,340.00	25,258.78	8.38%	212,344.01	70.47%	
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	25,258.78	7.27%	214,456.01	61.69%	
Investment Interest	2,000.00	0.00	0.00%	436.20	21.81%	
ULID 96-01 Payments	9,000.00	0.00	0.00%	8,880.80	98.68%	
Other Miscellaneous Revenue	100.00	0.00	0.00%	0.00	0.00%	
Miscellaneous Revenues	11,100.00	0.00	0.00%	9,317.00	83.94%	
Non-Revenues	0.00	223.06	0.00%	3,538.48	0.00%	
Total Revenues (No Begin Bal)	358,740.00	25,481.84	7.10%	227,311.49	63.36%	
TOTAL WATER FUND REVENUES	463,740.00	98,273.12	21.19%	300,655.38	64.83%	
Ending Net Cash	47,010.00	(1,602.10)	-3.41%	(1,602.10)	-3.41%	
Ending Investment	75,000.00	76,117.70	101.49%	76,117.70	101.49%	
Ending Fund Balance	122,010.00	74,515.60	61.07%	74,515.60	61.07%	
Salaries & Wages	146,900.00	14,139.60	9.63%	114,688.13	78.07%	
Personnel Benefits	72,925.00	5,001.30	6.86%	44,800.95	61.43%	
Supplies - Operating	10,000.00	421.40	4.21%	14,151.33	141.51%	
Fuel	4,000.00	72.36	1.81%	1,522.91	38.07%	
Supplies - Office	500.00	0.00	0.00%	128.90	25.78%	
Professional Services	20,000.00	341.06	1.71%	6,425.17	32.13%	
Professional Services - WSP	2,000.00	0.00	0.00%	571.87	28.59%	
Communications	500.00	38.82	7.76%	340.23	68.05%	
Travel	0.00	0.00	0.00%	78.00	0.00%	
Advertising	0.00	0.00	0.00%	59.71	0.00%	
Rental/Lease Equipment	1,000.00	20.78	2.08%	160.78	16.08%	
Insurance	5,600.00	0.00	0.00%	5,600.00	100.00%	
Utility Services	13,000.00	794.33	6.11%	7,836.97	60.28%	
Repair & Maintenance	1,000.00	0.00	0.00%	3,174.09	317.41%	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%	484.91	96.98%	
Miscellaneous - Training	1,000.00	0.00	0.00%	895.00	89.50%	
External Taxes	13,000.00	2,287.83	17.60%	8,648.35	66.53%	
Capital Outlay - Other Improvements	10,000.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Equipment	14,350.00	640.04	4.46%	2,873.87	20.03%	
Capital Outlay - Building	200.00	0.00	0.00%	0.00	0.00%	
Debt Service	23,755.00	0.00	0.00%	11,979.51	50.43%	
Non-Expenditures	0.00	0.00	0.00%	0.00	0.00%	
Total Expenditures (No End Bal)	341,730.00	23,757.52	6.95%	226,139.78	66.17%	
TOTAL WATER FUND EXPENDITURES	463,740.00	98,273.12	21.19%	300,655.38	64.83%	

WASTEWATER FUND BUDGET: September 2009						
DESCRIPTION	2009 ADOPTED	September		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Beginning Net Cash	140,000.00	132,077.29	94.34%	147,314.21	105.22%	
Beginning Investment	62,500.00	113,003.42	180.81%	63,171.18	101.07%	
Beginning Fund Balance	202,500.00	245,080.71	121.03%	210,485.39	103.94%	
Rural Development Grant	0.00	0.00	0.00%	0.00	0.00%	
Sewer Service Charges	526,000.00	47,714.87	9.07%	420,333.59	79.91%	
New Sewer Connections	86,600.00	0.00	0.00%	0.00	0.00%	
Total Charges for Services	612,600.00	47,714.87	7.79%	420,333.59	68.61%	
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	223.06	0.00%	81,381.39	0.00%	
Total Revenue (No Begin Bal)	621,600.00	47,937.93	7.71%	502,134.56	80.78%	
TOTAL WASTEWATER FUND REVENUES	824,100.00	293,018.64	35.56%	712,619.95	86.47%	
Ending Net Cash	61,157.00	140,059.65	229.02%	140,059.65	229.02%	
Ending Investments	62,500.00	113,360.87	181.38%	113,360.87	181.38%	
Ending Fund Balance	123,657.00	253,420.52	204.94%	253,420.52	204.94%	
Salaries & Wages	226,125.00	22,100.03	9.77%	177,592.02	78.54%	
Personnel Benefits	112,950.00	7,829.59	6.93%	70,272.52	62.22%	
Supplies - Operating	30,000.00	1,197.38	3.99%	17,538.56	58.46%	
Supplies - Office	500.00	15.69	3.14%	742.99	148.60%	
Fuel	1,200.00	108.50	9.04%	527.54	43.96%	
Professional Services	30,000.00	978.94	3.26%	12,604.04	42.01%	
Communications	8,000.00	580.34	7.25%	5,166.16	64.58%	
Travel	500.00	86.00	17.20%	86.00	17.20%	
Advertising	200.00	0.00	0.00%	0.00	0.00%	
Rent - City Hall	720.00	60.00	8.33%	540.00	75.00%	
Insurance	5,600.00	0.00	0.00%	5,600.00	100.00%	
Utility Services	45,000.00	3,257.49	7.24%	30,010.12	66.69%	
Repair & Maintenance	5,000.00	530.67	10.61%	5,120.77	102.42%	
Miscellaneous - Training	2,000.00	0.00	0.00%	318.00	15.90%	
Miscellaneous - Permits & Fees	2,000.00	848.50	42.43%	1,422.70	71.14%	
Miscellaneous	500.00	0.00	0.00%	500.82	100.16%	
External Taxes	12,000.00	1,958.95	16.32%	7,655.83	63.80%	
Capital Outlay - Building	200.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - System	0.00	(12,794.00)	0.00%	(12,794.00)	0.00%	
Capital Outlay - Equipment	49,550.00	640.04	1.29%	4,584.11	9.25%	
Debt Service	168,398.00	0.00	0.00%	21,911.25	13.01%	
Non-Expenditures	0.00	0.00	0.00%	0.00	0.00%	
Operating Transfers Out	0.00	12,200.00		109,800.00		
Total Expenditures (No End Bal)	700,443.00	27,398.12	3.91%	349,399.43	49.88%	
TOTAL WASTEWATER FUND EXPENDITURES	824,100.00	293,018.64	35.56%	712,619.95	86.47%	

STORMWATER FUND BUDGET: September 2009						
DESCRIPTION	2009 ADOPTED	September		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Begin Net Cash	50,000.00	96,378.54	192.76%	55,620.86	111.24%	
Begin Investments	0.00	0.00	0.00%	0.00	0.00%	
Beginning Fund Balance	50,000.00	96,378.54	192.76%	55,620.86	111.24%	
Total Charges for Services	38,000.00	3,239.20	8.52%	29,710.60	78.19%	
PWTF Loan Proceeds	0.00	0.00		37,500.00		
Other Miscellaneous Revenue	0.00	0.00	100.00%	7,596.00	100.00%	
Total Revenue (No Begin Balance)	38,000.00	3,239.20	8.52%	74,806.60	196.86%	
TOTAL STORM WATER REVENUES	88,000.00	99,617.74	113.20%	130,427.46	148.21%	
Ending Net Cash	25,730.00	95,366.11	370.64%	95,366.11	370.64%	
Ending Investments	0.00	0.00	0.00%	0.00	0.00%	
Ending Fund Balance	25,730.00	95,366.11	370.64%	95,366.11	370.64%	
Salaries & Wages	20,950.00	2,021.26	9.65%	15,219.07	72.64%	
Personnel Benefits	12,700.00	842.99	6.64%	7,221.56	56.86%	
Supplies	1,000.00	468.04	46.80%	900.61	90.06%	
Professional Services	12,000.00	183.23	1.53%	7,969.07	66.41%	
Repair & Maintenance	2,000.00	0.00	0.00%	604.25	30.21%	
External Taxes	750.00	96.07	12.81%	380.59	50.75%	
Capital Outlay - Building	200.00	0.00	0.00%	0.00	0.00%	
Capital Outlay - Other Improvements	8,000.00	0.00	0.00%	1,966.83	24.59%	
Capital Outlay - Equipment	4,670.00	640.04	13.71%	799.37	17.12%	
Non-Expenditures	0.00	0.00	0.00%	0.00	0.00%	
Total Expenditures (No End Bal)	62,270.00	4,251.63	6.83%	35,061.35	56.31%	
TOTAL STORM WATER EXPENDITURES	88,000.00	99,617.74	113.20%	130,427.46	148.21%	

AMBULANCE FUND BUDGET: September 2009						
DESCRIPTION	2009 ADOPTED	September		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Begin Net Cash	3,000.00	(1,998.84)	-66.63%	3,283.21	109.44%	
Begin Investments	0.00	0.00	0.00%	0.00	0.00%	
Beginning Fund Balance	3,000.00	(1,998.84)	-66.63%	3,283.21	109.44%	
Total Charges for Services	47,000.00	4,591.97	9.77%	41,332.20	87.94%	
Interfund Loans Received	0.00	0.00	0.00%	0.00	0.00%	
TOTAL AMBULANCE REVENUES	50,000.00	2,593.13	5.19%	44,615.41	89.23%	
Ending Net Cash	1,280.00	(2,305.60)	-180.13%	(2,305.60)	-180.13%	
Ending Investments	0.00	0.00	0.00%	0.00	0.00%	
Ending Fund Balance	1,280.00	(2,305.60)	-180.13%	(2,305.60)	-180.13%	
Salaries & Wages	510.00	51.98	10.19%	370.14	72.58%	
Personnel Benefits	160.00	22.17	13.86%	153.51	95.94%	
Supplies	50.00	0.00	0.00%	0.00	0.00%	
Contract Services	48,000.00	4,824.58	10.05%	46,397.36	96.66%	
Non-Expenditures	0.00	0.00	0.00%	0.00	0.00%	
Total Expenditures (No End Bal)	48,720.00	4,898.73	10.05%	46,921.01	96.31%	
TOTAL AMBULANCE EXPENDITURES	50,000.00	2,593.13	5.19%	44,615.41	89.23%	

REAL ESTATE EXCISE FUND BUDGET: September 2009						
DESCRIPTION	2009 ADOPTED	September		YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	ACTUAL	% OF BUDGETED	
Begin Net Cash	197,000.00	6,210.49	3.15%	195,587.54	99.28%	
Begin Investments	0.00	199,000.00	0.00%	0.00	0.00%	
Beginning Fund Balance	197,000.00	205,210.49	104.17%	195,587.54	99.28%	
1/4% Real Estate Excise Tax	10,000.00	1,116.22	11.16%	10,739.17	107.39%	
TOTAL REET REVENUES	207,000.00	206,326.71	99.67%	206,326.71	206.67%	
Ending Net Cash	177,000.00	7,179.04	4.06%	7,179.04	4.06%	
Ending Investments	0.00	199,147.67	0.00%	199,147.67	0.00%	
Ending Fund Balance	177,000.00	206,326.71	116.57%	206,326.71	116.57%	
Capital Outlay - Other Improvements	30,000.00	0.00	0.00%	0.00	0.00%	
TOTAL REET EXPENDITURES	207,000.00	206,326.71	99.67%	206,326.71	99.67%	

FIRE MITIGATION FUND BUDGET: September 2009						
DESCRIPTION	2009 ADOPTED	September		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%	
Transfer to Current Expense - Fire	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

FUND	DESCRIPTION	September	
		BEGINNING BALANCE	ENDING BALANCE
001	Current Expense	103,090.64	79,773.39
002	Current Expense Reserve	1,669.93	1,669.93
101	Park & Cemetery	(7,469.90)	(79,023.81)
102	Street	68,056.23	44,974.78
110	Park & Cemetery Reserve	571.17	571.17
120	Street Reserve	1,406.29	1,406.29
301	Excise Tax - Capital Projects	6,210.49	7,179.04
302	Fire Mitigation Fees - Fire Hall	78,874.70	78,874.70
401	Light & Power	373,239.09	376,147.85
403	Garbage	13,535.09	13,218.44
405	Water	(3,467.01)	(2,261.45)
407	Sewer	131,527.90	139,510.26
409	Stormwater	96,378.54	95,366.11
410	Light & Power Reserve	4,392.94	4,392.94
411	REED (L/P Reserve)	0.00	0.00
413	Ambulance	(1,998.84)	(2,305.60)
421	W & S Bond Retirement	11,652.66	(49,236.34)
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	12,778.72	13,028.72
610	Consumer Deposits - Water	2,872.96	2,872.96
800	Claims	102,968.53	75,015.72
801	Payroll	123,918.39	100,950.12
TOTAL		1,121,527.23	903,443.93

ENDING CASH

	March 09	April 09	May 09	June 09	July 09	August 09	Sept. 09	October 09	Nov. 09	Dec. 09
Current Expense	44,586.21	62,546.50	93,427.62	111,075.78	122,575.23	103,090.64	79,773.39			
CE Reserve Fund	1,669.93	1,669.93	1,669.93	1,669.93	1,669.93	1,669.93	1,669.93			
Total Current Expense	46,256.14	64,216.43	95,097.55	112,745.71	124,245.16	104,760.57	81,443.32	0.00	0.00	0.00
Park & Cemetery Fund	845.95	3,626.03	8,708.99	15,484.34	9,145.15	(7,459.90)	(79,023.81)			
P & C Reserve Fund	571.17	571.17	571.17	571.17	571.17	571.17	571.17			
Total Park & Cemetery	1,417.12	4,197.20	9,280.16	16,055.51	9,716.32	(6,888.73)	(78,452.64)	0.00	0.00	0.00
Street Fund	64,758.84	69,291.50	55,683.38	62,286.39	69,066.57	68,056.23	44,974.78			
Street Reserve Fund	1,406.29	1,406.29	1,406.29	1,406.29	1,406.29	1,406.29	1,406.29			
Total Streets	66,165.13	70,697.79	57,089.67	63,692.68	70,472.86	69,462.52	46,381.07	0.00	0.00	0.00
L & P	74,493.70	238,070.63	307,444.36	384,001.84	428,750.71	373,239.09	376,147.85			
L & P Reserve	4,392.94	4,392.94	4,392.94	4,392.94	4,392.94	4,392.94	4,392.94			
Total L & P	78,886.64	242,463.57	311,837.30	388,394.78	433,143.65	377,632.03	380,540.79	0.00	0.00	0.00
Garbage	(5,554.57)	13,057.75	13,652.71	14,217.81	13,608.60	13,535.09	13,218.44			
Garbage Reserve	109.97	109.97	109.97	109.97	109.97	109.97	109.97			
Total Garbage	(5,444.60)	13,167.72	13,762.68	14,327.78	13,718.57	13,645.06	13,328.41	0.00	0.00	0.00
Water Fund	(17,372.84)	(8,422.82)	(5,268.04)	(16,125.63)	(8,796.12)	(3,467.01)	(2,261.45)			
Water Reserve	659.35	659.35	659.35	659.35	659.35	659.35	659.35			
Total Water	(16,713.49)	(7,763.47)	(4,608.69)	(15,466.28)	(8,136.77)	(2,807.66)	(1,602.10)	0.00	0.00	0.00
Sewer	73,927.28	81,564.95	82,266.68	134,806.05	133,200.10	131,527.90	139,510.26			
Sewer Reserve	549.39	549.39	549.39	549.39	549.39	549.39	549.39			
Total Sewer	74,476.67	82,114.34	82,816.07	135,355.44	133,749.49	132,077.29	140,059.65	0.00	0.00	0.00
Stormwater	57,903.14	66,263.74	66,835.22	64,838.97	96,434.69	96,378.54	95,366.11			
Ambulance	(808.12)	3,792.66	(1,317.25)	(1,492.54)	(1,787.17)	(1,998.84)	(2,305.60)			
REET	519.35	1,297.74	3,768.91	4,797.27	6,210.49	6,210.49	7,179.04			
Fire Mitigation	78,874.70	78,874.70	78,874.70	78,874.70	78,874.70	78,874.70	78,874.70			
Sub-Total	381,532.68	619,322.42	713,416.32	862,124.02	956,641.99	867,335.97	760,812.75	0.00	0.00	0.00
Deposits, Claims, Payroll W/S Bond Retirement						242,538.60	191,837.52			
						11,652.66	(49,236.34)			
TOTAL	381,532.68	619,322.42	713,416.32	862,124.02	956,641.99	1,121,527.23	903,413.93	0.00	0.00	0.00

**ENDING
INVESTMENTS**

	March 09	April 09	39,973.00	40,003.00	40,034.00	40,065.00	Sept. 09	October 09	Nov. 09	Dec. 09
Current Expense	1,571.84	1,261.95	1,261.95	1,087.89	889.13	711.70	1,546.37			
CE Reserve Fund	190,346.86	190,346.86	190,346.86	190,346.86	190,346.86	190,346.86	190,346.86			
Total Current Expense	191,918.70	191,608.81	191,608.81	191,434.75	191,235.99	191,058.56	191,893.23	0.00	0.00	0.00
Park & Cemetery Fund	537.62	431.63	431.63	372.10	304.12	243.43	528.91			
P & C Reserve Fund	65,104.44	65,104.44	65,104.44	65,104.44	65,104.44	65,104.44	65,104.44			
Total Park & Cemetery	65,642.06	65,536.07	65,536.07	65,476.54	65,408.56	65,347.87	65,633.35	0.00	0.00	0.00
Street Fund	1,323.69	1,062.74	1,062.74	916.16	748.78	599.36	1,302.26			
Street Reserve Fund	160,295.78	160,295.78	160,295.78	160,295.78	160,295.78	160,295.78	160,295.78			
Total Streets	161,619.47	161,358.52	161,211.94	161,044.56	161,044.56	160,895.14	161,598.04	0.00	0.00	0.00
L & P	4,242.28	504,809.57	504,809.57	504,339.81	503,803.37	503,497.08	505,614.50			
L & P Reserve	150,729.56	150,729.56	150,729.56	150,729.56	150,729.56	150,729.56	150,729.56			
Total L & P	154,971.84	655,539.13	655,539.07	655,069.37	654,532.93	654,226.64	656,344.06	0.00	0.00	0.00
Garbage	103.50	92.03	92.03	80.57	67.48	60.91	102.56			
Garbage Reserve	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00			
Total Garbage	7,103.50	7,092.03	7,092.03	7,080.57	7,067.48	7,060.91	7,102.56	0.00	0.00	0.00
Water Fund	976.94	784.33	784.33	676.16	552.63	442.35	961.11			
Water Reserve	75,156.59	75,156.59	75,156.59	75,156.59	75,156.59	75,156.59	75,156.59			
Total Water	76,133.53	75,940.92	75,940.92	75,832.75	75,709.22	75,598.94	76,117.70	0.00	0.00	0.00
Sewer	713.53	50,572.86	50,493.85	50,403.62	50,381.63	50,381.63	50,739.08			
Sewer Reserve	62,621.79	62,621.79	62,621.79	62,621.79	62,621.79	62,621.79	62,621.79			
Total Sewer	63,335.32	113,194.65	113,115.64	113,025.41	113,003.42	113,003.42	113,360.87	0.00	0.00	0.00
Stormwater Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
REED	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00			
REET	199,000.00	199,000.00	199,000.00	199,000.00	199,000.00	199,000.00	199,147.67			
Deposits, Claims, Payroll w/S Bond Retirement										
Total Investments	1,019,724.42	1,569,270.13	1,569,270.07	1,568,221.56	1,567,024.15	1,567,024.15	1,701,128.99	0.00	0.00	0.00

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator 
Date: October 26, 2009
Re: Fleet Maintenance Agreement – Light & Power

Light & Power and the Fire Department have used American Fleet Maintenance for several years for their equipment. They are quite satisfied, and the work is done here, on site.

Dan has reviewed the agreement and has questioned the one-year notice of contract termination. We believe this issue can be resolved without affecting other provisions of the agreement.

Requested Action:

Authorize the Mayor to sign an agreement with American Fleet Maintenance for Light & Power and Fire vehicles upon resolution of the clause regarding notice of contract termination.

OCT 19 2009

RECEIVED

American Fleet Maintenance, LLC

18316 Silver Creek Ave East
 Puyallup, Washington 98375
 Phone: 253.847.8385
 Toll Free: 866.629.6047
 Cellular: 425.268.7050
 Fax: 253.847.8385

Loyd Russell, Owner

*Specializing in Emergency
 Vehicles & Equipment*



October 16, 2009

City Of McCleary
 Attn: Colin Mercer
 100 South 3rd Street
 McCleary, Washington 98557

RE: Preventive Maintenance Quote

Dear Colin,

Per your request I am sending this letter to let you know my charges for preventive maintenance and repairs to your city vehicles.

I propose to furnish the following maintenance and repair needs:

Complete oil change, PM & service including filters and oil.
 This is checking all systems including electrical/charging systems
 as well as brake inspection on all small wheeled equipment.
 This does not include additional parts for other repairs.

F450
 \$125.00 per unit

Off-road equipment, and larger vehicles
 (i.e. road graders, backhoes, etc.)

*FIRE TRUCK
 BUCKET TRUCK
 DIGGER DERICK*
 \$250.00 per unit

Other maintenance and/or repairs

\$ 62.00 per hour

I have enclosed a Service Agreement should you decide to use our services based on the above quoted prices. I look forward to hearing from you and helping with your maintenance and repair needs in the future.

Sincerely,

Loyd Russell, Owner
 American Fleet Maintenance, LLC

*ALSO DOES POLICE CAR INSTALLATIONS
 RADIOS LIGHTING. ETC.*

THIS SERVICE AGREEMENT dated this _____ day of _____, 20__

BETWEEN:

City of McCleary, of 100 South 3rd Street, McCleary, Washington, 98557
(the "Customer")

-AND-

American Fleet Maintenance, LLC of 18316 Silver Creek Ave E., Puyallup, Washington, 98375
(the "Service Provider")

Service Agreement

BACKGROUND:

1. The Customer carries on a business primarily consisting of _____

2. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services to the Customer.
3. The Service Provider is agreeable to providing such services to the Customer, on the terms and conditions as set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Engagement

1. The Customer hereby agrees to engage the Service Provider to provide the Customer with services consisting of Vehicle Preventive Maintenance, and such other services as the Customer and the Service Provider may agree upon from time to time (the "Services"), and the Service Provider hereby agrees to provide the Services to the Customer.

Terms of Agreement

2. The terms of this Agreement will begin on the date of this Agreement and will remain in full force and effect on a year-to-year basis subject to earlier termination as otherwise provided in this Agreement, with the said term being capable of extension by mutual written agreement of the parties.

Performance

3. Both parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Compensation

4. For the Services provided by the Service Provider under this Agreement, the Customer will pay to the Service Provider compensation in the following manner: Upon completion of duties; Compensation will be payable upon receipt of the invoice; Prices set forth in Attached Quote. The Customer is entitled to deduct from the Service Provider's compensation any applicable deductions and remittances as required by law.

Additional Compensation

5. The Service Provider acknowledges that compensation as provided for in this Agreement constitutes full monetary compensation for the Services performed (See Attached Quote). Accordingly, there will be no additional compensation.

Expenses

6. The Service Provider will be reimbursed from time to time for all reasonable necessary expenses incurred by the Service Provider in connection with providing the Services hereunder. The Service Provider will furnish statements and vouchers to the Customer for all such expenses.

Provision of Amenities

7. The Customer will not be providing the Service Provider with any amenities.

Assignment

8. This Agreement is a personal one, being entered into in reliance upon and in consideration of the personal skill and qualifications of the Service Provider. The Service Provider will not voluntarily or by operation of law assign or otherwise transfer the obligations incurred pursuant to the terms of this Agreement without the prior written consent of the Customer.

Capacity/Independent Contractor

9. It is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee in providing the Services hereunder. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them.

Modification of Agreement

10. Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

Time of the Essence

11. Time will be of the essence of this Agreement and of every part hereof. Not extension or variation of this Agreement will operate as a waiver of this provision.

Entire Agreement

12. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressed in it.

Severability

13. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Currency

14. Unless otherwise provided for, all monetary amounts referred to herein will be paid in US dollars.

Termination of Agreement

15. The Customer may terminate this Agreement at any time by giving the Service Provider a One Year written notice. The Service Provider may terminate this Agreement at any time by giving the Customer a One Year written notice.
16. The obligations of the Service Provider under this Agreement will terminate upon the earlier of the Service Provider ceasing to be engaged by the Customer or the termination of this Agreement by the Customer or the Service Provider.

Governing Law

17. It is the intention of the parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Washington, without regard to the jurisdiction in which any action or special proceeding may be instituted.

IN WITNESS WHEREOF the parties have duly executed this Service Agreement this _____ day of _____, 20__.

City of McCleary

per: _____ (SEAL)

American Fleet Maintenance, LLC

Witness: _____

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator 
Date: October 26, 2009
Re: Contract Amendment 14 – Gray & Osborne

We always have small issues we need our professional engineer's to help us complete. Nearly a year ago the City entered into a \$4,000 contract amendment with Gray & Osborne to provide assistance with small tasks, each not to exceed a cost of \$500, and to be approved by the City Administrator through email. This system has worked very well, and now the money has been spent. Because we continue to need this work, and because it is a good practice to have each billable task approved in writing, we are proposing Contract Amendment 14 that will be divided into small tasks approved by the City Administrator by email.

Dan has proposed that the amendment include both a budget maximum and a time period. Neither Gray and Osborne nor I agree with this approach, as it could possibly cause more amendments than are necessary because there would be two "triggers" for a new amendment, rather than just one. The original amount (\$4,000) was proposed to allow us to see if this approach was workable and would cause us to stop and evaluate it. In fact, it has been quite successful. The City knows exactly what projects the engineer is working on, including these small ones; the engineer gets compensated for all project work, not just the large ones.

Because this has been a successful trial, I propose that we do not need either "trigger". A contract amendment that authorizes tasks costing less than \$500 makes sense without any restrictions on number of amendments or time periods. The Council can certainly tell the Administrator to not approve any more tasks at any time.

Requested Action:

Authorize the Mayor to sign Contract Amendment 14 with Gray & Osborne without the \$5,000 limitation.

**AMENDMENT NO. 14
TO
CONTRACT FOR ENGINEERING SERVICES**

THIS AMENDMENT, made this day, by and between the City of McCleary, Grays Harbor County, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) June 10, 2008, for additional services related to the General Engineering Services.

SCOPE OF SERVICES

The Agency has a variety of miscellaneous items that require engineering input or review during the course of any given month. The cost and time required to prepare a contract amendment for each of these items would be better spent directly addressing these issues. This Amendment provides a method for the City Administrator to authorize minor engineering support services on an as needed basis without incurring the cost of preparing a contract amendment.

When requested by the Agency, the Engineer shall provide miscellaneous engineering support services. Services that are specifically outlined in the nine tasks identified in Amendment No. 2 will be billed under a unique job number, according to the "not to exceed" costs outlined that Addendum. Services that are not identified in Amendment No. 2 and are estimated to cost more than \$500 will be authorized by separate contract amendment and invoiced under a unique job number. Minor engineering support services covered under this amendment would have an estimated cost of \$500 or less and may include, but are not limited to updating utility base maps and development activity maps, review of utility operational issues, assistance with meeting regulatory requirements, utility rate and SDC reviews, participation in meetings, review of variance requests or other minor support services requested by the Agency.

Costs for all minor engineering support services (\$500 or less per task) shall be tracked by a project number specifically issued for "Minor Engineering Support Services" and billed monthly with a description of the work provided for each engineering support task. The Engineer will provide an estimated cost for each minor engineering support service task to the City Administrator for approval at the time these services are requested. This work will be identified by fund (Water, Wastewater, Parks, Streets, and Stormwater) at the time of request and also in the monthly billing letter.

AGREEMENT

The Scope of Services above are hereby agreed to by the parties signed below. All terms and conditions of the April 2008 contract (dated June 10, 2008 by Agency) for engineering services shall be applicable to this amendment with the following exceptions:

- The current wage rates, overhead multiplier and mileage rate as shown on the attached Exhibit A shall be applicable to all invoices issued pursuant to this amendment.

Compensation for services provided under this Contract Amendment shall be authorized by the City Administrator on a case by case basis and shall not exceed \$500 per each authorized task. The aggregate amount of compensation for all minor engineering support services authorized by the City Administrator under this Contract Amendment shall not exceed **\$5,000** without further authorization from the Agency.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

GRAY & OSBORNE, INC.

CITY OF MCCLEARY

By: _____
(Signature)

By: _____
(Signature)

Name: Thomas M. Zerkel, P.E., President
GRAY & OSBORNE, INC.

Name: _____
(Print)

Date: _____

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT "A"

GRAY & OSBORNE

COMPUTATION OF OVERHEAD MULTIPLIER

Federal, State, and Local Taxes	23.87%
Insurance and Medical	19.27%
Professional Development and Education	6.32%
Vacations and Holidays	13.95%
Administration (Typing, CADD, GIS, Computer)**	46.92%
Rent, Utilities, and Depreciation.....	14.74%
Office Expenses	11.40%
Recruiting.....	1.18%
Professional Services	1.23%
Incentive & Retirement.....	31.57%
Facilities Cost of Capital.....	0.55%
TOTAL:	171%

**PROFESSIONAL ENGINEERING SERVICES CONTRACT
ENGINEER'S REPRESENTATIVE PAYROLL RATES
THROUGH JUNE 15, 2010***

<u>Employee Classification</u>	<u>Payroll Rates</u>		
Draftsman/Technician/Engineering Intern	\$15.00	to	\$33.00
Design/Civil Engineers	18.00	to	36.00
Electrical/Structural Engineers	24.00	to	50.00
Environmental Tech./Specialist	27.00	to	38.00
Project Engineers	25.00	to	48.00
Principal Engineers/Project Managers	32.00	to	56.00
Field Inspectors/Resident Engineers	22.00	to	45.00
Field Survey Crew (2 Person)	43.00	to	75.00
Field Survey Crew (3 Person)	70.00	to	98.00
Professional Land Surveyor	33.00	to	42.00
Secretary/Word Processor		N/A**	

* Updated annually, together with the overhead.

All actual out-of-pocket expenses incurred directly on the project are added to the billing. The billing is based on direct out-of-pocket expenses; meals, lodging, laboratory testing and transportation. The transportation rate is \$0.55 per mile or the current maximum IRS rate without receipt IRS Section 162(a).

** Administration expenses include secretarial and clerical work; GIS, CADD, and computer equipment; owned survey equipment and tools (stakes, hubs, lath, etc. – Note: mileage billed separately at rate noted); miscellaneous administration tasks; facsimiles; telephone; and printing costs, which are less than \$150.

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator
Date: October 26, 2009
Re: Ambulance Fees for Hotels/Bed & Breakfasts

In September, Penny Challstedt requested the Council to provide relief from paying seven ambulance fees for the McCleary Hotel that has not been renting space for some time. She stated that just she and her husband occupy the building. The Resolution resolves the issue by requiring just one ambulance billing, if the establishment is not being used for its commercial designation. It requires notice to the city if the commercial use is recommenced. If notice is not given, the property is required to repay all past charges.

Requested Action:

Adopt the Resolution.

RESOLUTION NO. _____

A RESOLUTION RELATING TO EMERGENCY MEDICAL SERVICE, SETTING FORTH AN EMERGENCY MEDICAL SERVICES UTILITY FEE PURSUANT TO AUTHORITY GRANTED IN RCW 35.21.766; REPEALING RESOLUTION 585; AND PROVIDING AN EFFECTIVE DATE.

R E C I T A L S:

1. Pursuant to the authority granted by RCW 35.21.766, the City has taken the preliminary steps to implement a means of funding a necessary payment in order to provide adequate emergency medical services to its system.

2. Pursuant to the authority granted in Ordinance 748, the actual monthly monetary amount of the EMS utility fee to fund the provision of an ambulance service to its citizens may be established by resolution. This has been done through the adoption of Resolution 579 and Resolution 585.

3. Since the adoption of Resolution 585, a question has arisen as to the methodology to be utilized in the billing of bread and breakfast facilities which are served by multiple meters, but which are currently not in operation.

3. In taking the action provided by Section I, the Council and Mayor have considered the additional fiscal information provided to them by the City Administrator and find there is a need to modify one element the monthly fee.

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. Pursuant to applicable law, including Ordinance Number 748, a fee, hereinafter referred to as an "Ambulance Service Fee", in the amount of Seven Dollars & Seventy-Five Cents (\$7.75) per month per equivalent dwelling unit (EDU) is levied against and shall be collected from each utility customer within the City who or which is served and billed by the City for utility services: PROVIDED THAT, a facility commonly known as a motel or bed and breakfast the units of which are not then being offered for commercial utilization shall, upon written notification to the City, be billed for only one EDU; PROVIDED STILL FURTHER THAT, at such time as commercial utilization is recommenced, the customer receiving this adjusted rate shall immediately notify the City of such recommencement. A failure to do so shall result in the imposition of the charges which would be imposed in the absence of this provision back to the date of the reduction.

B. To the extent applicable, this charge shall be subject to calculation, as to the covered facilities set forth in that section, in the manner provided in Section III of Ordinance 748.

SECTION II: In administering the determination of the fee to be paid by each responsible unit within the City, the provisions of Ordinance 748 shall be utilized.

SECTION III:

A. This resolution shall go into effect immediately. The rate set by Section I shall be applied commencing with the next utility billing period.

B. Resolution 585 shall be repealed as of the date the rates set forth in Section I become applicable: PROVIDED THAT, such repeal shall not affect the validity of any charge accrued prior to that date.

PASSED THIS 11TH DAY OF MARCH, 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 - 3
10-26-09
DG/1a

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

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator 
Date: October 26, 2009
Re: Transfer of Various Funds – Budget Amendment

The Council has approved various transfers of funds to accomplish several goals. Funds from the REET are needed to match the Beerbower Park grant, to buy Brookside Park and to make improvements to the cemetery; the Council approved an interfund loan from Light & Power to Ambulance, and increased rates to pay for the new contract. The ordinance specifically directs that the budget ending balances are adjusted. It must be introduced in one meeting and then action taken at the next.

Requested Action:

Introduce the Ordinance to transfer various funds in the budget.

ORDINANCE NO. _____

AN ORDINANCE ADOPTING A SUPPLEMENTAL BUDGET FOR THE CALENDAR YEAR 2009; AMENDING ORDINANCE 752 AS TO CERTAIN PARTICULAR ELEMENTS; AND DECLARING AN EMERGENCY.

R E C I T A L S:

1. Since the adoption of the budget for 2009, as set out in Ordinance 752, a continuing review of fiscal matters of the City has been carried out. As a result of decisions taken, the necessity of certain modifications in the City's budget have been brought to the attention of the Mayor and Council. Certain of those modifications have been reflected in prior supplemental budgets adopted by ordinance during the course of this year.

2. The most recent information includes detail on transfers necessitated as the result of the acquisition of land for use by the Park and/or Cemetery facilities of the City and the completion of certain capital improvements for the benefit of the Light & Power utility. Additionally, the execution of the contract for emergency services for the year 2009 requires an increase of the amount of funding provided for that service.

3. As a result of the additional information, with the assistance of the City Administrator and the Clerk-treasurer, the Mayor and City Council have undertaken a review of the

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10/26/2009
DG/le

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

anticipated expenditures and revenue of the City in the affected areas for the year 2009.

4. These expenditures were not anticipated at the time of the adoption of Ordinance 752. Thus, this ordinance was introduced at the regular council meeting of October 28, 2009, so as to allow the opportunity for public comment.

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY:

SECTION I: The following portions of the budget adopted pursuant to Ordinance 752 are amended to read as follow:

<u>Park & Cemetery Fund</u>	BARS #101	
Revenue	101. _____	\$ 325,140.00
Expenditure	101. _____	\$ 325,140.00
<u>Ambulance</u>	BARS 413	
Revenue	413. _____	\$ 63,500.00
Expenditure	413. _____	\$ 63,500.00

SECTION II: The Office of the Clerk-treasurer shall be authorized to modify the referenced funds and accounts as may be required and authorized pursuant to the BARS accounting system issued by the Office of the State Auditor to correctly reflect revenues and expenditures.

SECTION III: A. To the extent not amended by Section I, the budget adopted pursuant to Ordinance 752 is reaffirmed.

B. To the extent that the provisions of Section I of this ordinance conflict with the provisions of any ordinance

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10/26/2009
DG/le

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

adopting a supplemental budget for the year 2009 previously adopted, the provisions of this ordinance shall control

SECTION IV: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases had been declared invalid or unconstitutional, and if for any reason this Ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

PASSED THIS ___ day of NOVEMBER, 2009, by the City Council of the City of McCleary, and signed in approval therewith this _____ day of November, 2009.

CITY OF McCLEARY:

WALLACE BENTLEY, Mayor

ATTEST:

WENDY COLLINS, Clerk-Treasurer

APPROVED AS TO FORM:

DANIEL O. GLENN, City Attorney

ORDINANCE -B- 3
10/26/2009
DG/le

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

STATE OF WASHINGTON)
 : ss.
GRAYS HARBOR COUNTY)

I, WENDY COLLINS, being the duly appointed Clerk-Treasurer of the City of McCleary, do certify that I caused to have published in a newspaper of general circulation in the City of McCleary a true and correct summary of Ordinance Number _____ and that said publication was done in the manner required by law. I further certify that a true and correct copy of the summary of Ordinance Number _____, as it was published, is on file in the appropriate records of the City of McCleary.

WENDY COLLINS

SIGNED AND SWORN to before me this _____ day of _____, 2009, by WENDY COLLINS.

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON, Residing at:
My appointment expires:

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10/26/2009
DG/le

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