

STAFF REPORT

To: Mayor and City Council
From: Jennie Reed, Court Administrator
Date: May 6, 2009
Re: April Report

This was not included in the Council packet because I was on vacation.

	<u>Court Filings</u>		<u>Court Fines Paid</u>	
	<u>April</u>	<u>YTD</u>	<u>April</u>	<u>YTD</u>
Traffic Infractions	19	40	\$3,148.56	\$8,600.96
Non Traffic Infractions	1	1	\$0.00	\$81.30
Criminal Traffic	8	16	\$1,020.50	\$3,864.45
Criminal Non Traffic	5	15	\$197.60	\$1,101.96
Collection Fees Collected				\$500.00
TOTAL ISSUED	33	72	\$4,366.66	\$14,148.67

CURRENT EXPENSE BUDGET: MARCH 2009				
DESCRIPTION	2009 ADOPTED	YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	
REVENUES				
Beginning Balance				
Begin Net Cash	200,000.00	125,737.28	62.87%	
Begin Investments	190,000.00	191,918.70	101.01%	
Begin City Assistance	0.00	0.00	0.00%	
Total Beginning Balance	390,000.00	317,655.98	81.45%	
General Property Tax				
Real & Personal Property Tax	143,700.00	2,937.05	2.04%	
Special Levy Property Tax	15.00	1.72	11.47%	
Total General Property Tax	143,715.00	2,938.77	2.04%	
Retail Sales & Use Tax				
Private Harvest Tax	1,250.00	306.61	24.53%	
Retail Sales & Use Tax	78,000.00	38,071.36	48.81%	
C.J. Sales Tax from County	15,000.00	4,005.82	26.71%	
Total Retail Sales & Use Tax	94,250.00	42,383.79	44.97%	
Private Utility Tax				
Natural Gas	12,500.00	4,847.34	38.78%	
Television Cable	20,000.00	8,644.66	43.22%	
Telephone Tax	13,000.00	2,751.26	21.16%	
Cellular Telephone Tax	17,000.00	9,587.20	56.40%	
Total Private Utility Tax	62,500.00	25,830.46	41.33%	
Total Public Utility Tax	198,000.00	59,509.07	30.06%	
Licenses & Permits				
Building Permits	50,000.00	976.90	1.95%	
Platting Fees	2,000.00	125.00	6.25%	
Review Fees	30,000.00	3,426.28	11.42%	
Plat Inspection Fees	8,000.00	169.00	2.11%	
Animal Licenses	150.00	95.00	63.33%	
Total Licenses & Permits	90,150.00	4,792.18	5.32%	
Total Direct Federal Grants	0.00	0.00	0.00%	
State Entitlements				
City Assistance	30,000.00	3,606.11	12.02%	
Criminal Justice Pop	1,200.00	250.00	20.83%	
CJ-CTED Programs 1-3	1,300.00	311.00	23.92%	
DUI Cities	400.00	69.23	17.31%	
Liquor Excise Tax	7,500.00	1,845.92	24.61%	
Liquor Board Profits	10,000.00	2,578.34	25.78%	
Total State Entitlements	50,400.00	8,660.60	17.18%	
Total Interlocal Grants	0.00	0.00	0.00%	
Fire District 12	8,405.00	0.00	0.00%	
Mason County Fire	735.00	0.00	0.00%	
Total Interlocal Gov Payments	9,140.00	0.00	0.00%	
Charges for Services				
Printing & Duplicating Services	300.00	192.97	64.32%	
Animal Control & Shelter Fee	100.00	20.00	20.00%	
Total Charges for Services	400.00	212.97	53.24%	

CURRENT EXPENSE BUDGET: MARCH 2009			
		YEAR TO DATE	
Fines and Forfeits			
Municipal Court	30,000.00	5,892.81	19.64%
NSF Fines	800.00	224.00	28.00%
Total Fines and Forfeits	30,800.00	6,116.81	19.86%
Miscellaneous Revenues			
Interest Earnings - Investments	20,400.00	1,653.93	8.11%
Interest - Prop Tax/ Real Estate	800.00	129.75	16.22%
Rent - Cell Tower	11,500.00	2,934.42	25.52%
Donations from Private Source	100.00	0.00	0.00%
Surplus/Junk Sale	150.00	0.00	0.00%
Other Misc. Revenues	1,500.00	0.00	0.00%
Total Miscellaneous Revenues	34,450.00	4,718.10	13.70%
Non-Revenues	0.00	4,062.39	
Total Revenues (No Begin Bal)	713,805.00	159,225.14	22.31%
TOTAL CURRENT EXPENSE REVENUES	1,103,805.00	476,881.12	43.20%
EXPENDITURES			
Reserves			
Ending Net Cash	42,818.00	27,349.28	63.87%
Ending Investments	190,000.00	172,016.79	90.54%
Total Reserves	232,818.00	199,366.07	85.63%
Legislative/Council			
Salaries & Wages	6,000.00	1,500.00	25.00%
Personnel Benefits	600.00	146.70	24.45%
Travel	200.00	0.00	0.00%
Miscellaneous	500.00	0.00	0.00%
Training	200.00	0.00	0.00%
Total Legislative/Council	7,500.00	1,646.70	21.96%
Judicial			
Salaries & Wages	33,910.00	8,476.50	25.00%
Personnel Benefits	5,725.00	1,296.44	22.65%
Office Supplies	1,200.00	231.86	19.32%
Professional Services	1,000.00	321.33	32.13%
Communication	1,500.00	300.00	20.00%
Travel	500.00	0.00	0.00%
Miscellaneous	500.00	0.00	0.00%
Miscellaneous - Training	0.00	0.00	0.00%
Miscellaneous - Dues	100.00	62.33	62.33%
External Taxes	0.00	0.00	0.00%
Total Judicial	44,435.00	10,688.46	24.05%
Executive/Mayor			
Salaries & Wages	3,600.00	900.00	25.00%
Personnel Benefits	400.00	94.44	23.61%
Professional Services	50.00	0.00	0.00%
Travel	150.00	0.00	0.00%
Miscellaneous	300.00	84.88	28.29%
Training	300.00	0.00	0.00%
Total Executive/Mayor	4,800.00	1,079.32	22.49%

CURRENT EXPENSE BUDGET: MARCH 2009			
		YEAR TO DATE	
Finance & Administration			
Salaries & Wages	9,600.00	2,372.40	24.71%
Personnel Benefits	4,850.00	2,296.56	47.35%
Supplies - Office	8,000.00	2,016.71	25.21%
Supplies - Other	9,000.00	4,045.24	44.95%
Professional Services	6,000.00	8,858.59	147.64%
Professional Services - Elections	500.00	1,579.00	315.80%
Communications	1,000.00	279.90	27.99%
Travel	2,000.00	98.88	4.94%
Miscellaneous	3,000.00	225.46	7.52%
Misc: Special Projects	0.00	0.00	0.00%
Miscellaneous - Dues	800.00	115.00	14.38%
Miscellaneous - Training	1,500.00	107.64	7.18%
Rental/Lease Equipment	5,000.00	752.43	15.05%
Advertising	3,000.00	109.16	3.64%
External Taxes	400.00	104.84	26.21%
Total Finance & Administration	54,650.00	22,961.81	42.02%
Legal			
Professional Services	24,000.00	8,870.42	36.96%
Indigent Defense	7,200.00	1,800.00	25.00%
Codification	3,000.00	0.00	0.00%
Prosecution	7,200.00	1,780.20	24.73%
Total Legal	41,400.00	12,450.62	30.07%
Other General Gov Services			
Professional Services	12,000.00	2,625.00	21.88%
Rent - City Hall	720.00	180.00	25.00%
Insurance	23,252.00	22,662.00	97.46%
Misc - AWC/COG/EDC	7,200.00	4,456.98	61.90%
Total Other General Gov Services	43,172.00	29,923.98	69.31%
Law Enforcement			
Salaries & Wages	221,100.00	46,566.89	21.06%
Overtime Salaries & Wages	36,000.00	9,208.15	25.58%
Personnel Benefits	141,200.00	20,976.48	14.86%
Uniform Allowance	2,400.00	205.60	8.57%
LEOFF Retirees - Benefits	24,615.00	6,029.68	24.50%
Supplies - Office	6,000.00	229.21	3.82%
Fuel	12,000.00	864.93	7.21%
Professional Services	14,000.00	2,035.08	14.54%
Communications	7,000.00	1,744.92	24.93%
Travel	500.00	0.00	0.00%
Advertising	500.00	0.00	0.00%
Rental/Lease Equipment	1,300.00	261.90	20.15%
Insurance	5,600.00	5,600.00	100.00%
Utility Services	4,000.00	807.46	20.19%
Repair & Maintenance	5,000.00	1,002.58	20.05%
Miscellaneous	500.00	0.00	0.00%
Miscellaneous - Training	1,000.00	0.00	0.00%
External Taxes	500.00	0.00	0.00%
Total Law Enforcement	483,215.00	95,532.88	19.77%

CURRENT EXPENSE BUDGET: MARCH 2009			
		YEAR TO DATE	
Fire Control			
Salaries & Wages	19,320.00	981.00	5.08%
Personnel Benefits	3,150.00	2,180.37	69.22%
Supplies - Operating	7,500.00	626.27	8.35%
Fuel	1,200.00	153.82	12.82%
FEMA Grant Expenditures	0.00	0.00	0.00%
Professional Services	2,000.00	1,361.81	68.09%
Communications	0.00	0.00	0.00%
Travel	100.00	0.00	0.00%
Rent	420.00	105.00	25.00%
Insurance	5,600.00	5,600.00	100.00%
Utility Services	2,000.00	1,173.28	58.66%
Repair & Maintenance	3,000.00	8,925.50	297.52%
Miscellaneous	500.00	0.00	0.00%
Miscellaneous - Training	1,000.00	0.00	0.00%
External Taxes	250.00	0.00	0.00%
Total Fire Control	46,040.00	21,107.05	45.85%
Total Detention & Correction	8,000.00	2,000.00	25.00%
Development Services			
Salaries & Wages	32,450.00	7,696.35	23.72%
Personnel Benefits	12,300.00	2,600.39	21.14%
Supplies - Operating	1,200.00	153.66	12.81%
Fuel	800.00	82.11	10.26%
Professional Services	2,500.00	1,809.59	72.38%
Professional Services - Engineer	15,000.00	380.00	2.53%
Prof Services - Review (Reimb)	30,000.00	2,081.74	6.94%
Communications	500.00	109.28	21.86%
Misc. - Dues & Certifications	350.00	75.00	21.43%
Miscellaneous - Training	2,500.00	98.78	3.95%
Travel	1,000.00	0.00	0.00%
Repair & Maintenance	1,500.00	112.14	7.48%
Advertising - Public Notice	3,000.00	160.19	5.34%
Total Development Services	103,100.00	15,359.23	14.90%
Total Communications (E-911)	13,410.00	3,182.01	23.73%
Total Pollution Control	700.00	700.00	100.00%
Non-Expenditures	0.00	3,741.18	0.00%
Capital Outlay			
Judicial - Equipment	250.00	2,684.37	1073.75%
Finance & Admin - Equipment	6,515.00	765.00	11.74%
Law Enforcement - Equipment	6,500.00	0.00	0.00%
Fire Control - Building	3,500.00	0.00	0.00%
Fire Control - Equipment	500.00	0.00	0.00%
Development Svcs - Equipment	3,300.00	775.31	23.49%
Total Capital Outlay	20,565.00	4,224.68	20.54%
Total Expenditures (No End Bal)	870,987.00	224,597.92	25.79%
TOTAL CURRENT EXPENSE EXPENDITURES	1,103,805.00	423,963.99	38.41%

PARK & CEMETERY FUND BUDGET: MARCH 2009				
DESCRIPTION	2009 ADOPTED	YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	
Beginning Balance				
Beginning Net Cash	17,000.00	25,282.11	148.72%	
Beginning Investments	65,000.00	65,642.06	100.99%	
Total Beginning Balance	82,000.00	90,924.17	110.88%	
Real & Personal Property Taxes	66,000.00	1,355.56	2.05%	
Intergovernmental Grants	60,940.00	0.00	0.00%	
Cemetery Fees	3,500.00	970.78	27.74%	
Miscellaneous Revenues				
Interest Earnings - Investments	1,200.00	171.82	14.32%	
Rent - Equipment	500.00	100.00	20.00%	
Rent - Community Center	3,500.00	880.00	25.14%	
Donations - Private Source	100.00	0.00	0.00%	
Other Miscellaneous Revenue	500.00	0.00	0.00%	
Miscellaneous Revenues	5,800.00	1,151.82	19.86%	
Transfer from REET	30,000.00	0.00	0.00%	
Non-Revenues	0.00	456.00	0.00%	
Total Revenue (No Begin Bal)	166,240.00	3,934.16	2.37%	
TOTAL PARK AND CEMETERY FUND REVENUES	248,240.00	94,858.33	38.21%	
Reserves				
Ending Net Cash	2,570.00	9,091.52	353.76%	
Ending Investments	65,000.00	65,675.61	101.04%	
Total Reserves	67,570.00	74,767.13	110.65%	
Expenditures				
Salaries & Wages	20,700.00	4,614.38	22.29%	
Personnel Benefits	11,200.00	1,795.21	16.03%	
Supplies	11,000.00	4,687.94	42.62%	
Fuel	1,500.00	232.21	15.48%	
Professional Services	9,000.00	857.75	9.53%	
Communications	200.00	67.31	33.66%	
Travel	100.00	0.00	0.00%	
Advertising	0.00	0.00	0.00%	
Rental, Lease Equipment	4,000.00	37.57	0.94%	
Insurance	5,600.00	5,600.00	100.00%	
Utility Services	7,200.00	1,487.83	20.66%	
Repair & Maintenance	3,000.00	351.54	11.72%	
Miscellaneous	500.00	0.00	0.00%	
Miscellaneous - Training	200.00	0.00	0.00%	
External Taxes	500.00	24.46	4.89%	
Total Expenditures	74,700.00	19,756.20	26.45%	
Non-Expenditures	0.00	335.00	0.00%	
Capital Outlay				
Building	12,200.00	0.00	0.00%	
Equipment	2,670.00	0.00	0.00%	
Other	91,100.00	0.00	0.00%	
Total Capital Outlay	105,970.00	0.00	0.00%	
Total Expenditures (No End Bal)	180,670.00	20,091.20	11.12%	
TOTAL PARKS AND CEMETERY EXPENSES	248,240.00	94,858.33	38.21%	

STREET FUND BUDGET: MARCH 2009				
DESCRIPTION	2009 ADOPTED	YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	
Beginning Balance				
Beginning Net Cash	120,000.00	95,607.08	79.67%	
Beginning Investments	160,000.00	161,619.47	101.01%	
Total Beginning Balance	280,000.00	257,226.55	91.87%	
Real & Personal Property Taxes	10,750.00	225.92	2.10%	
Intergovernmental Revenue				
Street & Curb Permits	0.00	0.00		
Grants	196,000.00	904.27	0.46%	
Motor Vehicle Fuel Tax	38,000.00	7,716.54	20.31%	
Total Intergovernmental Revenue	234,000.00	8,620.81	3.68%	
Miscellaneous Revenue				
Investment Interest	2,800.00	423.04	15.11%	
Other Miscellaneous Revenue	500.00	0.00	0.00%	
Total Miscellaneous Revenues	3,300.00	423.04	12.82%	
Non-Revenues	0.00	144.00	0.00%	
Total Revenue (No Begin Bal)	248,050.00	9,413.77	3.80%	
TOTAL STREET FUND REVENUES	528,050.00	266,640.32	50.50%	
Reserves				
Ending Net Cash	45,555.00	77,792.79	170.77%	
Ending Investments	160,000.00	161,702.07	101.06%	
Total Reserves	205,555.00	239,494.86	116.51%	
Expenditures				
Salaries & Wages	24,900.00	6,218.80	24.98%	
Personnel Benefits	14,175.00	2,853.86	20.13%	
Supplies	11,000.00	5,346.80	48.61%	
Fuel	4,000.00	257.16	6.43%	
Professional Services	12,000.00	1,769.16	14.74%	
Communications	200.00	67.31	33.66%	
Travel	0.00	0.00	0.00%	
Advertising	100.00	0.00	0.00%	
Rental/Lease Equipment	1,000.00	37.57	3.76%	
Insurance	5,600.00	5,300.00	94.64%	
Utility Services	5,300.00	1,045.59	19.73%	
Repair & Maintenance	7,500.00	4,133.81	55.12%	
Miscellaneous	500.00	115.40	23.08%	
Micellaneous - Training	500.00	0.00	0.00%	
External Taxes	250.00	0.00	0.00%	
Total Expenditures	87,025.00	27,145.46	0.00%	
Non-Expenditures	0.00	0.00	0.00%	
Capital Outlay				
Capital Outlay - Building	200.00	0.00	0.00%	
Capital Outlay - Other Improvements	201,600.00	0.00	0.00%	
Capital Outlay - Other Imp. - Roadways	30,000.00	0.00	0.00%	
Capital Outlay - Equipment	3,670.00	0.00	0.00%	
Total Capital Outlay	235,470.00	0.00	0.00%	
Total Expenditures (No End Bal)	322,495.00	27,145.46	8.42%	
TOTAL STREET FUND EXPENSES	528,050.00	266,640.32	50.50%	

LIGHT & POWER FUND BUDGET: MARCH 2009				
DESCRIPTION	2009 ADOPTED	YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	
Beginning Balance				
Beginning Net Cash	500,000.00	591,764.70	118.35%	
Beginning Investments	150,000.00	154,971.84	103.31%	
Rural Development Investment	100,000.00	100,000.00	100.00%	
BPA Conservation	0.00	38,651.20	100.00%	
Total Beginning Balance	750,000.00	885,387.74	118.05%	
BPA Conservation	(300.00)	(190.21)	63.40%	
Sales of Electricity	2,500,000.00	655,065.87	26.20%	
Charges for Services & Parts	50,000.00	7,330.44	14.66%	
Total Physical Environment	2,549,700.00	662,206.10	25.97%	
Interest Earnings	9,400.00	1,804.92	19.20%	
Equip, Pole & Vehicle Lease	8,000.00	4,039.00	50.49%	
City Hall Rent	2,040.00	510.00	25.00%	
Total Rents & Royalties	10,040.00	4,549.00	45.31%	
Sales of Junk Material	1,000.00	0.00	0.00%	
Other Miscellaneous Revenue	3,000.00	0.00	0.00%	
Total Other Miscellaneous Revenues	4,000.00	0.00	0.00%	
Non-Revenues	0.00	68.35	0.00%	
Total Revenue (No Begin Bal)	2,573,140.00	668,628.37	25.98%	
TOTAL LIGHT & POWER FUND REVENUES	3,323,140.00	1,554,016.11	46.76%	
Reserves				
Ending Net Cash	439,737.00	667,271.53	151.74%	
Ending Investment	150,000.00	155,122.50	103.42%	
REED Fund	60,000.00	100,000.00	166.67%	
BPA Conservation	0.00	38,651.20	100.00%	
Total Reserves	649,737.00	961,045.23	147.91%	
Salaries & Wages	540,150.00	114,657.99	21.23%	
Personnel Benefits	229,425.00	45,640.83	19.89%	
Supplies - Operating	55,000.00	3,647.65	6.63%	
Supplies - Office	1,000.00	643.03	64.30%	
Fuel	7,500.00	533.15	7.11%	
Power Purchased for Resale	1,080,000.00	265,006.00	24.54%	
Transmission Costs	210,000.00	51,720.00	24.63%	
BPA Conservation	0.00	0.00	0.00%	
Professional Services	45,000.00	6,995.82	15.55%	
Professional Services - Legal	25,000.00	4,749.00	19.00%	
Communications	1,000.00	2,242.64	224.26%	Budget error, should be 10,000
Travel	500.00	0.00	0.00%	
Advertising	500.00	0.00	0.00%	
Rental/Lease Equipment	5,000.00	85.62	1.71%	
Insurance	23,253.00	23,253.00	100.00%	
Utility Services	25,000.00	5,336.41	21.35%	
Repair & Maintenance	10,000.00	10,830.35	108.30%	
Miscellaneous	500.00	264.26	52.85%	
Miscellaneous - Training	1,000.00	0.00	0.00%	
Miscellaneous - Dues	500.00	115.40	23.08%	
External Taxes	100,000.00	13,637.20	13.64%	
Total Expenditures	2,360,328.00	549,358.35	23.27%	
Non-Expenditures	0.00	0.00	0.00%	
Capital Outlay				
Building	10,000.00	0.00	0.00%	
Library	0.00	0.00	0.00%	
Equipment	143,075.00	4,070.26	2.84%	
Other Improvements	160,000.00	0.00	0.00%	
Total Capital Outlay	313,075.00	4,070.26	1.30%	
Total Expenditures (No End Bal)	2,673,403.00	553,428.61	20.70%	
TOTAL LIGHT & POWER FUND EXPENSES	3,323,140.00	1,514,473.84	45.57%	

GARBAGE FUND BUDGET: MARCH 2009				
DESCRIPTION	2009 PROPOSED	YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	
Beginning Balance				
Beginning Net Cash	7,000.00	13,193.12	188.47%	
Beginning Investments	7,000.00	7,103.50	101.48%	
Total Beginning Balance	14,000.00	20,296.62	144.98%	
Garbage Fees & Service Charge	232,000.00	59,754.57	25.76%	
Investment Interest	200.00	42.55	21.28%	
Non-Revenues	0.00	0.00	0.00%	
Total Revenue (No Begin Bal)	232,200.00	59,797.12	25.75%	
TOTAL GARBAGE FUND REVENUES	246,200.00	80,093.74	32.53%	
Reserves				
Ending Net Cash	9,825.00	31,040.18	315.93%	
Ending Investments	7,500.00	7,109.97	94.80%	
Total Reserves	17,325.00	38,150.15	220.20%	
Expenditures				
Salaries & Wages	2,020.00	477.24	23.63%	
Personnel Benefits	625.00	151.26	24.20%	
Supplies - Office	50.00	0.00	0.00%	
Communications	0.00	0.00	0.00%	
Advertising	0.00	0.00	0.00%	
Rent - City Hall	180.00	45.00	25.00%	
External Taxes	14,000.00	1,216.42	8.69%	
Professional Services	211,000.00	40,053.67	18.98%	
Total Expenditures	227,875.00	41,943.59	18.41%	
Non-Expenditures	0.00	0.00	0.00%	
Capital Outlay - Equipment	1,000.00	0.00	0.00%	
Total Expenditures (No End Bal)	227,875.00	41,943.59	18.41%	
TOTAL GARBAGE FUND EXPENSES	246,200.00	80,093.74	32.53%	

Monthly Budget Report

5/6/2009

WATER FUND BUDGET: MARCH 2009				
DESCRIPTION	2009 ADOPTED	YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	
Beginning Balance				
Beginning Net Cash	30,000.00	(2,789.64)	-9.30%	
Beginning Investment	75,000.00	76,133.53	101.51%	
Total Beginning Balance	105,000.00	73,343.89	69.85%	
Charges for Service				
Water Sales	301,340.00	68,780.26	22.82%	
Other Charges Related to Water	3,000.00	0.00	0.00%	
New Water Connections	43,300.00	2,112.00	4.88%	
Total Charges for Services	347,640.00	70,892.26	20.39%	
Miscellaneous Revenues				
Investment Interest	2,000.00	240.97	12.05%	
ULID 96-01 Payments	9,000.00	0.00	0.00%	
Other Miscellaneous Revenue	100.00	0.00	0.00%	
Miscellaneous Revenues	11,100.00	240.97	2.17%	
Non-Revenues	0.00	348.20	0.00%	
Total Revenue (No Begin Bal)	358,740.00	71,481.43	19.93%	
TOTAL WATER FUND REVENUES	463,740.00	144,825.32	31.23%	
Reserves				
Ending Net Cash	47,010.00	(4,274.89)	-9.09%	
Ending Investment	75,000.00	75,815.94	101.09%	
Total Reserves	122,010.00	71,541.05	58.64%	
Expenditures				
Salaries & Wages	146,900.00	37,523.58	25.54%	
Personnel Benefits	72,925.00	14,806.40	20.30%	
Supplies - Operating	10,000.00	1,506.08	15.06%	
Fuel	4,000.00	544.64	13.62%	
Supplies - Office	500.00	128.90	25.78%	
Professional Services	20,000.00	1,366.16	6.83%	
Professional Services - WSP	2,000.00	571.87	28.59%	
Communications	500.00	109.50	21.90%	
Travel	0.00	0.00	0.00%	
Advertising	0.00	0.00	0.00%	
Rental/Lease Equipment	1,000.00	37.57	3.76%	
Insurance	5,600.00	5,600.00	100.00%	
Utility Services	13,000.00	1,719.64	13.23%	
Repair & Maintenance	1,000.00	3,032.08	303.21%	
Miscellaneous - Permits & Fees	1,500.00	1,719.10	114.61%	
Miscellaneous	500.00	115.40	23.08%	
Miscellaneous - Training	1,000.00	180.00	18.00%	
External Taxes	13,000.00	1,900.65	14.62%	
Total Expenditures	293,425.00	70,861.57	24.15%	
Non-Expenditures	0.00	0.00	0.00%	
Capital Outlay				
Capital Outlay - Building	200.00	0.00	0.00%	
Capital Outlay - Other Improvements	10,000.00	0.00	0.00%	
Capital Outlay - Equipment	14,350.00	2,074.50	14.46%	
Total Capital Outlay	24,550.00	2,074.50	8.45%	
Debt Service	23,755.00	0.00	0.00%	
Total Expenditures (No End Bal)	341,730.00	72,936.07	21.34%	
TOTAL WATER FUND EXPENSES	463,740.00	144,477.12	31.15%	

Monthly Budget Report

5/6/2009

WASTEWATER FUND BUDGET: MARCH 2009				
DESCRIPTION	2009 ADOPTED	YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	
Beginning Balance				
Beginning Net Cash	140,000.00	147,150.07	105.11%	
Beginning Investment	62,500.00	63,335.32	101.34%	
Total Beginning Balance	202,500.00	210,485.39	103.94%	
Rural Development Grant	0.00	0.00	0.00%	
Charges for Service				
Sewer Service Charges	526,000.00	136,906.78	26.03%	
Other Charges Related to Sewer	0.00	0.00	0.00%	
New Sewer Connections	86,600.00	0.00	0.00%	
Total Charges for Services	612,600.00	136,906.78	22.35%	
Miscellaneous Revenues				
Interest Earnings - Investment	1,000.00	277.00	27.70%	
Other Miscellaneous Revenue	8,000.00	0.00	0.00%	
Total Miscellaneous Revenues	9,000.00	277.00	3.08%	
Non-Revenues	0.00	540.00	100.00%	
Total Revenue (No Begin Bal)	621,600.00	137,723.78	22.16%	
TOTAL WASTEWATER FUND REVENUES	824,100.00	348,209.17	42.25%	
Reserves				
Ending Net Cash	61,157.00	139,566.07	228.21%	
Ending Investments	62,500.00	63,171.18	101.07%	
Total Reserves	123,657.00	202,737.25	163.95%	
Expenditures				
Salaries & Wages	226,125.00	58,205.20	25.74%	
Personnel Benefits	112,950.00	23,386.02	20.70%	
Supplies - Operating	30,000.00	2,848.78	9.50%	
Supplies - Office	500.00	668.06	133.61%	
Fuel	1,200.00	123.80	10.32%	
Professional Services	30,000.00	2,871.71	9.57%	
Communications	8,000.00	1,681.89	21.02%	
Travel	500.00	0.00	0.00%	
Advertising	200.00	0.00	0.00%	
Rent - City Hall	720.00	180.00	25.00%	
Rental/Lease Equipment	0.00	0.00	0.00%	
Insurance	5,600.00	5,600.00	100.00%	
Utility Services	45,000.00	7,231.48	16.07%	
Repair & Maintenance	5,000.00	867.93	17.36%	
Miscellaneous - Training	2,000.00	0.00	0.00%	
Miscellaneous - Permits & Fees	2,000.00	574.20	28.71%	
Miscellaneous	500.00	500.82	100.16%	
External Taxes	12,000.00	1,757.53	14.65%	
Total Expenditures	482,295.00	106,497.42	22.08%	
Non-Expenditures	0.00	0.00	0.00%	
Capital Outlay				
Capital Outlay - Building	200.00	0.00	0.00%	
Capital Outlay - Other Improvements	0.00	0.00	0.00%	
Capital Outlay - Equipment	49,550.00	2,374.50	4.79%	
Total Capital Outlay	49,750.00	2,374.50	4.77%	
Debt Service	168,398.00	36,600.00	21.73%	
Total Expenditures (No End Bal)	700,443.00	145,471.92	20.77%	
TOTAL WASTEWATER FUND EXPENSES	824,100.00	348,209.17	42.25%	

Monthly Budget Report

5/6/2009

STORMWATER FUND BUDGET: MARCH 2009				
DESCRIPTION	2009 ADOPTED	YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	
Beginning Balance				
Begin Net Cash	50,000.00	55,620.86	111.24%	
Begin Investments	0.00	0.00	0.00%	
Total Beginning Balance	50,000.00	55,620.86	111.24%	
Total Charges for Services	38,000.00	9,886.20	26.02%	
Other Miscellaneous Revenue	0.00	96.00	100.00%	
Total Revenue (No Begin Bal)	38,000.00	9,982.20	26.27%	
TOTAL STORM WATER REVENUE	88,000.00	65,603.06	74.55%	
Reserves				
Ending Net Cash	25,730.00	57,962.71	225.27%	
Ending Investments	0.00	0.00	0.00%	
Total Reserves	25,730.00	57,962.71	225.27%	
Expenditures				
Salaries & Wages	20,950.00	5,019.11	23.96%	
Personnel Benefits	12,700.00	2,319.81	18.27%	
Supplies	1,000.00	212.26	21.23%	
Professional Services	12,000.00	0.00	0.00%	
Repair & Maintenance	2,000.00	0.00	0.00%	
External Taxes	750.00	89.17	11.89%	
Total Expenditures	49,400.00	7,640.35	15.47%	
Non-Expenditures	0.00	0.00	0.00%	
Capital Outlay				
Capital Outlay - Building	200.00	0.00	0.00%	
Capital Outlay - Other Improvements	8,000.00	0.00	0.00%	
Capital Outlay - Equipment	4,670.00	0.00	0.00%	
Total Capital Outlay	12,870.00	0.00	0.00%	
Total Expenditures (No End Bal)	62,270.00	7,640.35	12.27%	
TOTAL STORM WATER EXPENSES	88,000.00	65,603.06	74.55%	

AMBULANCE FUND BUDGET: MARCH 2009				
DESCRIPTION	2009 ADOPTED	YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	
Beginning Balance				
Begin Net Cash	3,000.00	3,283.21	109.44%	
Begin Investments	0.00	0.00	0.00%	
Total Beginning Balance	3,000.00	3,283.21	109.44%	
Charges for Services	47,000.00	13,528.19	28.78%	
Interfund Loans Received	0.00	0.00	0.00%	
TOTAL AMBULANCE REVENUES	50,000.00	16,811.40	33.62%	
Reserves				
Ending Net Cash	1,280.00	(807.88)	-63.12%	
Ending Investments	0.00	0.00	0.00%	
Total Reserves	1,280.00	(807.88)	-63.12%	
Expenditures				
Salaries & Wages	510.00	119.31	23.39%	
Personnel Benefits	160.00	50.09	31.31%	
Supplies	50.00	0.00	0.00%	
Contract Services	48,000.00	17,449.88	36.35%	
Total Expenditures	48,720.00	17,619.28	36.16%	
Interfund Loans Repaid	0.00	0.00	0.00%	
Non-Expenditures	0.00	0.00	0.00%	
Total Expenditures (No End Bal)	48,720.00	17,619.28	36.16%	
TOTAL AMBULANCE EXPENSES	50,000.00	16,811.40	33.62%	

REAL ESTATE EXCISE FUND BUDGET: MARCH 2009				
DESCRIPTION	2009 ADOPTED	YEAR TO DATE		COMMENTS
		ACTUAL	% OF BUDGETED	
Beginning Balance				
Begin Net Cash	197,000.00	195,587.54	99.28%	
Begin Investments	0.00	0.00	0.00%	
Total Beginning Balance	197,000.00	195,587.54	99.28%	
1/4% Real Estate Excise Tax	10,000.00	3,931.81	39.32%	
TOTAL REET REVENUES	207,000.00	199,519.35	138.60%	
Reserves				
Ending Net Cash	177,000.00	199,519.35	112.72%	
Ending Investments	0.00	0.00	0.00%	
Total Reserves	177,000.00	199,519.35	112.72%	
Capital Outlay - Other Improvements	30,000.00	0.00	0.00%	
TOTAL REET EXPENSES	207,000.00	199,519.35	96.39%	

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

CASH, INVESTMENTS AND CAPITAL PROJECTS: MARCH 2009

	Beginning Balance - January 1			Ending Balance - March 31				
	Beginning Net Cash	Beginning Investments	Rural Development Investment	Total Beginning Balance	Ending Net Cash	Ending Investments	Rural Development Investment	Total Ending Balance
CURRENT EXPENSE	125,737.28	191,918.70		317,655.98	27,349.28	172,016.79		199,366.07
PARK & CEMETERY	25,282.11	65,642.06		90,924.17	9,091.52	65,675.61		74,767.13
STREETS	95,607.08	161,619.47		257,226.55	77,792.79	161,702.07		239,494.86
LIGHT & POWER	591,764.70	154,971.84	100,000.00	846,736.54	667,271.53	155,122.50	100,000.00	922,394.03
GARBAGE	13,193.12	7,103.50		20,296.62	31,040.18	7,109.97		38,150.15
WATER	(2,789.64)	76,133.53		73,343.89	(4,274.89)	75,815.94		71,541.05
WASTE WATER	147,150.07	83,335.32		210,485.39	139,566.07	63,171.18		202,737.25
STORM	55,620.86	0.00		55,620.86	57,962.71	0.00		57,962.71
AMBULANCE	3,283.21	0.00		3,283.21	(807.88)	0.00		(807.88)
REAL ESTATE EXCISE TAX	195,587.54	0.00		195,587.54	199,519.35	0.00		199,519.35
FIRE MITIGATION	78,874.70	0.00		78,874.70	78,874.70	0.00		78,874.70

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator
Date: May 6, 2009
Re: Bid Award – Electrical Service, Beerbower Park

The electrical service at Beerbower Park is currently at capacity.

The following bids were received:

Hometown Electric	\$2,875.00
Tax	<u>238.63</u>
	\$3,113.63
Grays Harbor Star Electric	\$2,844.40
Tax	<u>236.09</u>
	\$3,080.49

Requested Action:

Award the bid for increased electrical service capacity at Beerbower Park to Grays Harbor Star Electric in the amount of \$3,080.49, including Washington State sales tax.

STAFF REPORT

To: City Council
From: Busse Nutley, City Administrator
Date: May 6, 2009
Re: Bid Award – Accounting Software

The Finance Committee reviewed the bids received for new accounting software this afternoon.

Bids were received from:

BIAS Software

Vision Municipal Solutions

The Request for Proposals asked for a system to provide the following functions:

1. Cash Receipting
2. General Ledger
3. Budgeting
4. Utility Billing
5. Vouchers
6. Purchase Orders
7. Payroll
8. Miscellaneous Receivable Billing
9. Treasury, Cash and Investment Reporting and Reconciliation
10. Compatibility with automated meter reading hardware and software that operates with existing meters
 - a. Water meters are Sensus
 - b. Electric meters are Itron
11. Conversion of historical ASP data
12. On-line and/or telephonic support

In addition, the city asked for these options that could be integrated into the system:

1. Remote timecard entry
2. Building permits
3. Planning/Development permits (Land Use)
4. Project/Grant Management

Criteria for evaluation was:

1. Cost
2. System's ability to fulfill the City's information processing and reporting requirements
3. Identification and understanding of the City's requirements
4. Experience of key personnel
5. Responses by Vendor's references

Requested Action:

Authorize the Mayor to negotiate a contract for accounting software with Vision Municipal Solutions.