

October, 2007



Finance Department Third Quarterly Report

General Fund Status

The General fund's cash balance the end of this quarter is: \$2,143,149 versus \$1,240,505 last year for the same time period. Which is just over \$900,000 more than last year's.

Our total collections for General fund year to date are \$13,225,623 versus this time last year at \$11,742,962. Whereas the expenditures to date are \$11,082,474 versus \$10,502,457 last year for the end of the third quarter.

As you can see that the reve-

nue is up by \$1,482,661, while the expenditures are up just \$580,000!

We know we can no longer rely upon property tax for our main revenue, therefore we have to rely upon sales & use and business & occupation taxes more than ever.

But as we report later our sales & use and business & occupation taxes are of concern.

Therefore because of that we know that our tax system can put us in a vicarious boom or

bust position.

The numbers we see are confusing as our permit dollars indicate high activity; but our sales & use and business & occupation taxes indicate things are slow. So we will keep watching the numbers to keep you comprised.

Our total general fund budget is 71% collected at the three-quarters point, while the expenditure side is 73% spent.

GENERAL FUND DEPARTMENTS BUDGET UPDATE

Department	% of budget	Y-T-D 2007	2007 Budget	Y-T-D 2006	2006 Budget
Administration	76.83	181,933	236,792	167,416	221,118
Development Services	88.48	1,129,098	1,276,089	\$878,251	\$1,201,786
Legal	82.26	204,944	249,146	189,314	263,099
Finance & Administrative Services	76.30	1,428,615	1,872,459	1,294,019	1,698,757
Fire & Emergency Services	70.39	2,203,738	3,130,732	2,033,283	2,894,132
Legislative	73.42	86,819	118,250	109,034	126,626
Parks & Recreation	70.48	714,552	1,013,877	689,556	1,026,680
Human Resources	71.15	213,404	299,940	195,478	283,517
Police	73.22	2,608,768	3,562,832	2,567,469	3,585,545
Planning & Facilities	77.14	1,197,702	1,552,578	1,078,200	1,499,430
Public Works-Engineering & Street	68.49	1,011,978	1,340,406	911,285	1,378,089
Total	75.29	\$10,981,548	\$14,653,101	\$10,113,305	\$14,178,779

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The increase in the Implicit Price Deflator (IPD) is 2.84%, while the increase of the August consumer Price index (CIP) for the US average is 2.8% and the Seattle-Tacoma Bremerton (Thurston County) is 3.0%.

Property Tax

Property tax collections are exactly as we anticipated them at this point. Year-to-date collections are at 54% and at the exact percentage collected last year for the third quarter. (54%)

We have finalized most all of the Mayor's preliminary budget for 2008, and have received the property tax information from the County Assessor. We are looking at just over \$77 million in new construction.

The 2nd half of property tax does not arrive until November, but we have no reason to believe we will not achieve the budgeted amount.

2006	2007
\$1,802,998	\$1,947,529



Retail Sales & Use Tax

This tax stream is not at all where we would have hoped by this time of year. Last year at this time we had collected \$3,195,877, whereas this year it is: \$3,076,489 over **\$119,000 less**. That is over 3% less. Apparently, we are the only city/town in Thurston County with a negative number for sales tax growth. We knew if retail did not grow, or we had any large competition with the retail, and the fact that we have started showing a downward trend of our construction activity we would have trouble. All are happening. When we look at the detail numbers we are showing a slight decrease in construction activity categories, and, all year we have a decrease in our largest retailer from year's past; prior to the retailers new store in Lacey. Earlier this

summer we just started to show a slight improvement in our monthly revenue and then down again this early fall.



The biggest additional change we have to watch for in the future is the sales tax streamlining change that, based upon past studies from the State Department of Revenue, showed the City having a negative impact to our revenue.

Local Business and Occupation Tax

The City's Business & Occupation tax is charged to all businesses that do business in the city, whether or not they are located here. The rate is 1/10 of 1% on the gross receipts and if you are engaged in the business of rendering any type of service the rate is 2/10 of 1%.

As of the end of this quarter we have collected \$1,040,872, which is below our budget and at just 59.5%; whereas last year, at this time we had collected \$1,115,793.

When we look at the detail of this reve-

nue we see a significant portion of the decrease is due to construction activity, and further with our largest retailer as we have stated before. So we, again, have to be very cautious, therefore, we are not optimistic that we will achieve the budget estimates.

Apportionment is the most significant impact forthcoming, that will negatively impact us. There has been significant work with the Business Associations in trying to negotiate a compromise but we have not been successful and the Council will be looking at a new model ordinance to enact the ap-

portionment to this taxing authority. That impact will be a loss of around \$350,000, based upon the study done by the Department of Revenue over 3 years ago. So initially we will be cautious about the revenue as we gain experience with the new initiative that will start with the first quarter of 2008.



Development Fees

Development Fees include all of the fees, and permits charged, other than Impact like fees, to anyone that develops property in the City. Those include: building permits, street plan checks & inspections, utility plan checks and inspections, platting & zoning fees, street vacations and building plan check & inspection fees.

This is where the growth activity shows the most and first. We are seeing why Development Services Department is so very busy. But, we must remember these fees/charges are "one-time" revenues and the activity can actually carryover into another year. The fact that there is an increase is very promising for our future.

Type	2006	2007
Building Permits	\$381,152	\$517,888
Plan Checks	304,848	450,898
Miscellaneous	328,215	329,431
Total	\$1,014,215	\$1,298,217

Utility Taxes



The City of Tumwater imposes a utility tax on telephones, telegraph, electrical energy, natural gas, brokered natural gas, solid waste, water, sanitary sewerage, and storm drainage at the rate of 6 percent.

Council policy direction is that one-half (3%) is to be for the support of general fund and the other half is for the capital improvement fund. There is another division, by dividing the three percent (3%) that goes into the capital program. One third of the three percent (1%) goes for transportation program and two-thirds (2%) of the three percent

Utility	2004	2005	2006	2007
Electric	\$641,225	\$708,814	\$760,140	\$874,826
Natural Gas	232,754	293,795	354,413	408,332
Water	119,415	111,099	132,737	127,962
Sewer	139,225	150,225	158,335	161,156
Storm	32,274	34,838	35,932	41,109
Telephone	349,176	353,211	389,960	432,199
Solid Waste	77,134	78,180	81,902	70,048
Total	\$1,591,203	\$1,730,162	\$1,913,419	\$2,115,633

(3%) goes for the General Governmental portion of the CFP. This reporting is for the entire amount collected.

We have a good revenue stream of utility tax because of the construction

growth in the office industry and single-family homes. Utility rate increases or decreases affect this revenue stream directly, as it is a gross tax on the sales of the utility.

Lodging Tax Status

The sole source of revenue for this program that supports the core "Historical Activities" and "Tourism Activities" is the Hotel/Motel tax. This is a 4% tax on the cost of renting a room in a Hotel or Motel within the city. The first 2% is derived by taking 2% of the state's 6.5% sales tax and



rebating it back to the community for local programs to promote tourism and the additional 2%, that was authorized in 1998, and to be used solely for paying for tourist promotion, acquisition and/or maintenance of tourism-related facilities.

Year	Tax
2004	130,097
2005	149,028
2006	163,601
2007	190,982

The tax stream is slowly increasing each year. This year we are slightly ahead of budget projections, but this is a very good sign for the health of the program.

On the other hand, sale of merchandise is only at 12% of budget, but contributions are at 86%; so overall the revenue for the fund is in very good condition. Expenses are high for this time of the year at a 86% spent. There are two main programs the Historical program, at a total spent of \$108,446; and the Tourism program, that has expended: \$87,584 for a total of \$196,030.

The fund balance at the end of this quarter is: \$169,333 compared to \$176,511 last year.

Both are still significantly less than the policy statement of \$250,000.

REAL ESTATE EXCISE TAX (REET)

Other than utility tax real estate excise tax (R.E.E.T) is the other major funding source for the Capital Improvement Fund. This tax is levied on the all sales of real estate at the rate one-half percent.

All of this revenue goes toward the Transportation portion of the Capital Facilities Plan (CFP). State law has restrictions on

how these monies are spent, "streets" is one of the qualifiers.

We have collected \$630,288 year-to-date versus \$657,665 last year and the year before it was over \$750,000.

This is showing somewhat of a slowing of activity, but because we knew the volatility of this revenue source, we did a conservative forecast.



Tumwater Valley Golf Course

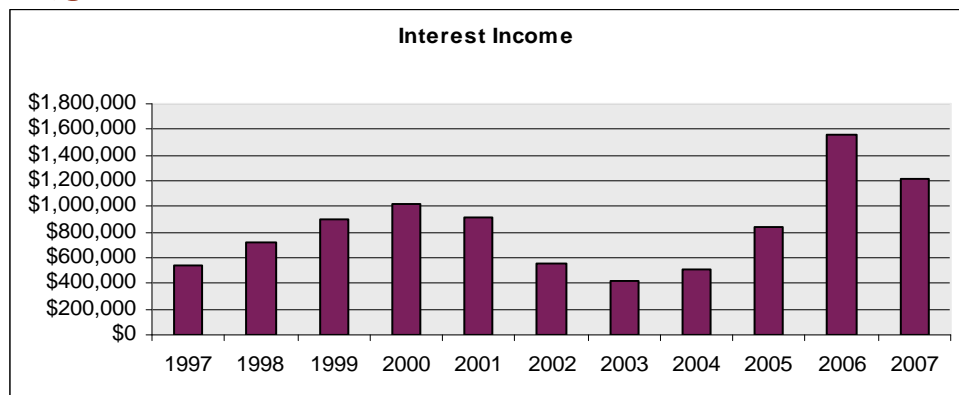
The Tumwater Valley Golf Course has been a member of the city family for 11 years now. We acquired the course in May of 1996. Since that time we have spent considerable time and money in getting the course up to "par". Both the course and the equipment were in bad disrepair. It was allowed to degrade considerably over the years. In fact, the equipment was fully depleted along with the carts, so new carts, sprinkler system, a new electrical system, cart paths and golf course equipment were purchased to name a few.

Because of the seasonal nature of this activity we have a line of credit with the sewer fund that is borrowed against and then paid back over the year. That line of credit is down to \$241,538 against a \$1,000,000 limit; last year at this time it was \$283,555.

Type	2004	2005	2006	2007	% of budget
Green Fees	\$471,006	\$508,878	487,084	515,482	82.5
Pro Shop	140,256	143,382	134,094	170,625	91.9
Cart Rental	118,930	123,142	123,635	108,117	85.6
Driving Range	61,214	64,210	61,009	64,112	75.4
Restaurant Lease	35,298	33,552	33,631	33,472	76.2
Miscellaneous	18,545	7,594	19,506	13,130	79.1
Total Revenues	\$845,249	\$880,758	\$859,959	\$904,939	82.4
Operations	449,192	\$472,527	\$455,932	562,386	94.9
Maintenance	360,675	248,730	327,121	364,623	87.6
Debt	318,542	177,577	285,571	541,091	75.0
Total Expenses	\$1,128,409	\$898,834	\$1,068,624	\$1,468,100	85.8

Interest Income

The City maintains three principles on investments. In priority order they are: safety; liquidity and yield. Even though the Federal Reserve has reduced the rate by fifty basis points (.5%) we have no reason to believe we will not meet our conservative budget estimates. We maximize our investment portfolio even if we are only able to access the investment overnight.



Cultural & Recreational Fees

The revenue here is for all of the recreation and cultural class fees. These fees range from program activity classes, instructional classes, day and over night trips, tours, and special events. Along with those we have collections for the use of the ball fields and the park shelter at the Historical Park.

Type	2004	2005	2006	2007	% of Budget
Ball Field User Fees	\$9,255	\$4,010	\$7,112	\$11,455	76.4
Park User Fees	4,725	4,825	4,975	5,115	78.7
Recreation & Class Fees	71,828	74,117	89,355	86,738	74.8
Total	\$85,808	\$82,952	\$101,442	\$103,308	76.6

Over the years, the importance of the recreational activities has come to the forefront of the city operations.

The Department strives to provide services that are creative, beneficial and responsive to the needs of our community thereby improving and enhancing the overall quality of life.

The major focus is that portion of the program to fulfill the goal of providing programs to ensure our youth get a good start in life.



	Inflows		Outflows		Year-to-date Fund Balance
	<u>2006</u>	<u>2007</u>	<u>2006</u>		
WATER	\$9,494,293	\$11,021,562	\$2,181,721	\$2,186,967	\$8,834,594
SEWER	9,894,484	10,243,564	5,469,386	4,317,628	5,925,936
STORM	2,799,008	3,031,363	628,309	659,322	2,372,041
TOTAL	\$22,187,785	\$24,296,489	\$8,279,416	\$7,163,917	\$17,132,571

Utility Funds

WATER

The Water Fund, has connection fees to date collected of \$893,027, whereas last year at this time that amount was \$771,056. This is another sign of the construction activity, our average over the past few years has been \$325,000 in this category, and again a “one-time” resource.

The water sales are slightly under last year at this time at \$1,971,587, whereas last year, at this time, we had collected \$2,013,089. That is 78% of the budget.

The Administration and Maintenance portion of the budget is right on target

with expenditures for the year, while the capital program of the fund has expended \$234,400 to date.

SEWER

The city’s portion of the sewer service collections for this fund are just slightly ahead at \$864,307 as last year’s collections up through the 3rd quarter were: \$858,750.

The connection fees this year are way ahead last year at this time. This year’s collections are: at \$864,307 versus \$553,260 last year. Only \$320,848 of the construction portion of the budget of \$2,439,748 has been spent while last year at this time \$1,129,812 had been

expended. The Administration and Maintenance portion of the budget are right on target with expenditures for the year.

STORM

Collections in the storm drain fund for monthly fees normally have a very small variable from year to year, but this year to date collections are: \$670,437 whereas last year’s to date number was \$591,754.

\$459,679 in project funds are budgeted for stormwater this year. As of this date \$81,173 has been spent; whereas the Administration & Maintenance portion is right on target.



Departmental Issues

The Financial Services division of the Finance Department has yet to have the 2006 annual audit from the Washington State Auditor's Department. They are here now and we expect it to be complete within the next 45 days as they need to have the audit completed by year end.

The Department is very busy with just the magnitude of activity, but we have had issues with staffing this past year that we thought were over; but we will be dealing with additional issues throughout the rest of this year and into early next year.

Our Melody, the department's Administrative Assistant, like most are the main cog in the organization and she is expecting her first child at the end of October. (A little girl—Zoe!) Additionally, of course, is all the conversions of systems that amongst everything else keeps the staff hopping.

The Municipal Court, function of the Department continues to spark lots of activity. Several staff have a variety of duties to cover this function. We have budgeted \$204,100 in fines

and collected \$175,421 and last year at this time we had collected: \$166,845. So you can see our activity continues to increase.

Our activity this quarter includes 900 infractions; 15 driving under the influence; and 209 criminal (traffic and non-traffic) cases filed with the court.

We held 324 hearings; 216 arraignments and 412 pre-trials before the Court.

In addition, the court found 292 cases to be guilty and dismissed 352 cases.

Asset Management (aka: Equipment Rental & Replacement) Program has two divisions: Information Technology and the Shop division. Information Technology is the division that is part of the Finance & Administrative Services Department. We continue to acquire replacement computers, printers, telephones, etc. And every day we have new, old and unique issues. We have also been very busy this year with all of the software upgrades that require additional input and workload from this division.

Security has become a major portion of what we do every day and continues to be challenging in staying on top of what is going on in the industry.

The other division, the Shop, is all of the "rolling-stock" (cars, trucks, etc.) and they are very busy. We are almost complete on the scheduled replacement vehicles for 2007. Everything is purchased through the State and even though the window for ordering is very narrow; arrival of the vehicles takes several months.

The Risk Management portion of the Department has had average level of activity this past quarter. We have had 69 incidents filed since the first of the year. We have had 32 claims filed, 21 have been paid and 15 out of the 21 were for one incident, which was this year's striping on some of our roads which was done by Thurston County.

We have already met all of our Compact requirements established by the WCIA (Washington Cities Insurance Authority). Those include, payment of assessment on time; city risk management audit; and two mandatory (city-wide) training sessions.

The WCIA self-insures to a \$10 Million layer and then group purchases the "excess" layer from the Insurance Industry. Our annual assessments (premiums) are based upon worker hours, claims/lawsuit activity, and the insurance industry's environment.

The Finance Director serves as the City's Risk Manager and is on the board of the WCIA.

The City Clerk's Office continues to provide excellent service in the maintenance of the city's television reader board and more importantly serving as the city's web page master.

This division of the department continues to provide service to the Administration for the city council agenda preparation and dissemination.

Another major project is continuing to put all our records, current and archived, on a city-wide imaging system. All of the departments are on this system now and many are working on their files concurrently with the City Clerk's files.

We are excited because this technology has now allowed us to provide our public records on the web site. This allows the citizens to access all of our public records more readily than in the past.

2008 Budget process has started. The Management Team has submitted their budget requests and base budgets. Mayor has met with the department directors. The Local Tax Advisory Committee (LTAC) and HSRC have met and made their recommendations.

Council and the Public received the Mayor's Preliminary Budget with his recommendations on October 1st. Our first public review of the Budget will be Monday, November 5th. Then we will be proposing the Ordinance for Ad Valorem rates on Tuesday, November 6th and a hearing on the Preliminary Budget. The next hearing is scheduled for Tuesday, November 20th.

CITY OF TUMWATER
MONTHLY FINANCIAL SUMMARY
REPORT FOR THE MONTH OF - September 2007

Fund	Revenue			Expenditures			Month-End Fund Cash Balance		
	2007 Budget	2006 Carryover	Previous Balance	Current Month Revenue	Total Revenue	2007 Budget		Previously Expended	This Period
Legislative Administration	\$118,250			\$807,616	\$13,225,623	\$118,250	\$80,675	\$6,144	\$86,819
Finance	\$236,792			\$1,678	\$445,468	\$236,792	\$161,541	\$20,392	\$181,933
General Services	\$1,872,459			\$1,317,940	\$1,872,459	\$1,872,459	\$1,317,940	\$110,674	\$1,428,615
Legal	\$299,940			\$194,294	\$299,940	\$299,940	\$194,294	\$19,109	\$213,404
Parks & Recreation	\$249,146			\$183,174	\$249,146	\$249,146	\$183,174	\$21,770	\$204,944
Police	\$1,013,877			\$638,593	\$1,013,877	\$1,013,877	\$638,593	\$75,959	\$714,552
Fire	\$3,662,832			\$2,337,558	\$3,662,832	\$3,662,832	\$2,337,558	\$271,209	\$2,608,768
Engineering	\$3,130,732			\$1,948,242	\$3,130,732	\$3,130,732	\$1,948,242	\$255,496	\$2,203,738
Planning & Facilities	\$175,489			\$92,213	\$175,489	\$175,489	\$92,213	\$11,282	\$103,496
Development Services	\$1,552,578			\$1,063,165	\$1,552,578	\$1,552,578	\$1,063,165	\$134,537	\$1,197,702
Street	\$1,276,089			\$993,735	\$1,276,089	\$1,276,089	\$993,735	\$135,363	\$1,129,068
Fund Equity	\$1,164,917			\$827,798	\$1,164,917	\$1,164,917	\$827,798	\$80,684	\$908,482
GENERAL FUND	\$16,578,479	\$2,183,122	\$12,418,007	\$807,616	\$13,225,623	\$16,578,479	\$9,927,832	\$1,154,642	\$11,082,474
Cumulative Reserve Fund	\$446,616	\$417,616	\$443,790	\$1,678	\$445,468	\$446,616	\$0	\$0	\$445,468
TOTAL GENERAL FUND	\$17,025,095	\$2,600,737	\$12,861,797	\$809,294	\$13,671,091	\$17,025,095	\$9,927,832	\$1,154,642	\$11,082,474
E-Link & Fiber	\$31,958	\$15,958	\$18,224	\$69	\$18,293	\$31,958	\$0	\$0	\$31,958
Domestic Violence Advocacy/Prevention	\$5,718	\$2,718	\$4,392	\$236	\$4,629	\$5,718	\$0	\$0	\$5,718
Drug Monies	\$14,349	\$849	\$849	\$0	\$849	\$14,349	\$0	\$0	\$14,349
K-9 Fund	\$6,809	\$1,809	\$1,879	\$2	\$1,880	\$6,809	\$1,704	\$0	\$1,704
Lodging Tax	\$373,298	\$163,798	\$334,177	\$31,186	\$365,364	\$373,298	\$185,257	\$10,774	\$196,031
Recreation Youth Programs	\$90,849	\$55,849	\$73,654	\$12	\$73,666	\$90,849	\$23,928	\$55	\$23,983
Park Board	\$26,835	\$1,835	\$26,835	\$0	\$26,835	\$26,835	\$2,862	\$0	\$2,862
Historical Commission	\$39,361	\$29,361	\$39,361	\$0	\$39,361	\$39,361	\$11	\$0	\$39,351
Development & Special Fees	\$8,149,604	\$6,544,604	\$7,675,858	\$12,361	\$7,688,218	\$8,149,604	\$1,071,242	\$3,037	\$1,074,279
SPECIAL REVENUE FUNDS	\$8,738,781	\$6,816,780	\$8,175,229	\$43,866	\$8,219,095	\$8,738,781	\$1,285,004	\$13,866	\$1,298,870
Capital Improvement-General Govt.	\$2,867,929	\$1,332,180	\$2,057,727	\$30,268	\$2,087,995	\$2,867,929	\$541,738	\$4,115	\$545,853
Capital Improvement-Street Const.	\$9,180,625	\$1,927,401	\$5,781,554	\$91,020	\$5,872,574	\$9,180,625	\$3,972,971	\$207,141	\$4,180,112
CONSTRUCTION FUNDS	\$12,048,554	\$3,259,581	\$7,839,282	\$121,288	\$7,960,568	\$12,048,554	\$4,514,709	\$211,257	\$4,725,966
Utility Bond Debt Service	\$471,507	\$0	\$48,253	\$0	\$48,253	\$471,507	\$48,253	\$0	\$48,253
Utility Bond Debt Reserve	\$478,006	\$478,006	\$478,006	\$0	\$478,006	\$478,006	\$0	\$0	\$478,006
G.O. Debt Service	\$711,120	\$590,120	\$514,608	\$18,570	\$533,177	\$711,120	\$144,010	\$12,023	\$156,033
DEBT SERVICE FUNDS	\$1,660,633	\$868,126	\$1,140,867	\$18,570	\$1,159,437	\$1,660,633	\$192,263	\$12,023	\$204,286
Water Fund	\$11,443,197	\$7,580,603	\$10,505,374	\$516,188	\$11,021,562	\$11,443,197	\$1,933,586	\$253,381	\$2,186,967
Sewer Fund	\$10,814,796	\$5,244,419	\$9,739,800	\$903,764	\$10,243,564	\$10,814,796	\$3,874,542	\$443,086	\$4,317,628
Storm Drain Fund	\$3,136,749	\$2,234,051	\$2,943,079	\$88,284	\$3,031,363	\$3,136,749	\$544,298	\$115,024	\$659,322
Barnes Lake Management District	\$30,088	\$12,783	\$28,836	\$0	\$28,836	\$30,088	\$2,483	\$0	\$2,483
Golf Course Operations	\$1,811,968	\$1,000	\$1,349,349	\$119,751	\$1,469,100	\$1,811,968	\$1,348,349	\$119,751	\$1,468,100
ENTERPRISE FUNDS	\$27,236,798	\$15,072,856	\$24,566,439	\$1,227,987	\$25,794,425	\$27,236,798	\$7,703,259	\$931,242	\$8,634,501
Fleet & Equipment	\$3,804,366	\$2,170,385	\$3,234,884	\$127,789	\$3,362,673	\$3,804,366	\$1,626,220	\$81,853	\$1,708,073
INTERNAL SERVICE FUNDS	\$3,804,366	\$2,170,385	\$3,234,884	\$127,789	\$3,362,673	\$3,804,366	\$1,626,220	\$81,853	\$1,708,073
Intergovernmental Deposits	\$0	\$361,589	\$1,721,994	\$108,875	\$1,830,870	\$0	\$1,157,437	\$101,696	\$1,259,133
HUD-DICTED CDBG Float Loan Passth	\$0	\$0	\$1,540,000	\$0	\$1,540,000	\$0	\$1,540,000	\$0	\$1,540,000
Police Reserves	\$4,665	\$2,015	\$2,082	\$8	\$2,090	\$4,665	\$0	\$0	\$4,665
Christmas Program	\$21,624	\$16,524	\$17,769	\$67	\$17,836	\$21,624	\$0	\$0	\$21,624
Employee Flexible Benefits	\$97,231	\$17,231	\$39,995	\$2,696	\$42,690	\$97,231	\$28,123	\$1,747	\$29,870
TRUST & AGENCY FUNDS	\$123,520	\$397,361	\$3,321,841	\$111,646	\$3,433,486	\$123,520	\$2,725,560	\$103,443	\$2,829,003
GRAND TOTAL	\$70,637,747	\$31,185,826	\$61,140,338	\$2,460,439	\$63,600,777	\$70,637,747	\$27,974,846	\$2,508,326	\$30,483,173

Cash in Checking
Invested Funds

\$133,852
\$32,983,752
\$33,117,604

EDEN Division of Tyler Technologies Project Status

The Finance & Administrative Services Director has been made the project lead for this project and we have set up a Stakeholders Group that has several participants throughout City Hall. Departments primarily involved are: Public Works; Development Services Department; Planning & Facilities Department; and the Finance & Administrative Services Department. Fire, Police Legal and Administration have also participated. The group has been meeting twice a month; but are now down to once a month meetings. Agendas are developed with minutes being taken and all participants are encouraged to attend and participate. This is the first time that such an undertaking has been done by the City, whereas eventually all departments will have interfacing systems that will exchange information back and forth to serve our citizens and ratepayers. This reporting will be by Module.

General Ledger This includes the basic financial systems including BARS reporting (expense and revenue) and accounts payable/purchasing. These systems are fully running and all departments have access to the system for querying information and tracking their budgets. In the past departments waited up to six weeks for monthly information. The system now allows for each department to query daily if they choose. This eliminates the need to track by hand their budget expenditures. In addition, this includes the full implementation of the automated purchase orders, no longer are they having to be hand written, each department inputs their purchase order in the system and each department has an approval queue that purchases are ran through prior to authorization for payment.

Payroll/Human Resources This system has the capability to automate and provide information between payroll in the FAS department with Human Resources. No longer is the need to duplicate efforts as once HR has hired an employee all of the information is automatically available for payroll—each system tracks what is necessary for their function and shares the rest of the information between departments. This is the first time this process has been automated; thereby eliminating duplication of efforts.

Human Resources web extension Now through the internet all employees have access to their private information such as salary and benefit information; tax information; accruals (such as vacation; sick leave; holiday, etc) this includes what they have used year-to-date and what they have earned and their balances. It also has their pay stubs, last evaluation, any city equipment that has been assigned to them, tracks their training and certification if any. Employees that have signed up for this; have found it to be very valuable and it saves HR and payroll lots of time getting this information for them.

E-Timesheet This module allows for all “non-project” based employees to fill out their timesheets automatically through the

web. Once completed it is sent through the appropriate approvals in each department, time stamping those approvals before it goes on directly to payroll with no need for “re-keying” the payroll into the system as it has been in the past. This is not fully implemented, but we only have a few workgroups left to migrate to this system.

Parcel Manager This module is the mapping module that is the key to many of the other modules as it provides all of the land information. During the implementation the Stakeholders made a decision to include all of the UGA along with the City parcels. Public Works—Administration is the lead on this portion of the project and has worked studiously, as it has a direct link to many of the other modules. (Utility Billing, Customer Request, Special Assessments, Public Works—Operations, and Permit & Inspections)

Permits & Inspections We are now “live” on this module; we are still putting processes into the system; but we are having work parties to complete this phase as the final “go-live” project trip with the trainer is in late November. The decision was to not transfer the existing permits so staff will be working with two systems until those projects are complete. But the Stakeholders made the decision that any process that affects land will be in the system. That includes all planning (long range and short) and engineering that has not been in the system before. So staff has worked very hard in getting this module up and running.

Customer Request This module tracks all concerns, complaints, requests for service or information by citizens or other stakeholders whether in person; on the phone or via the web. It tracks where the request is; who is responsible; and will automatically get back to the requestor. This system will also be used for in-house issues regarding telephones; IT-technology needs and internal facility issues. This will allow managers to track and manage these requests and workloads. Various staff worked hard with the trainer to set-up the system, but

we have not fully implemented the module throughout the city. Later, also, it has a web extension so citizens can request information or report an issue (i.e. street light out, chuck hole, etc) directly to the staff person responsible.

Fixed Assets This module tracks all assets of over \$5,000 at time of acquisition, as required. We are live and up and running.

Utility Billing This module has found to be more complex and time consuming; we have had two setup sessions; and are still in the Operations stage. We don't expect to go live until the 1st quarter of 2008.

Special Assessments This module will track all of our late comer agreements and the annual assessment and billings of the Barnes Lake Management District. We have gone through set-up and will be finalizing the go-live portion later this year. We have every expectation to eliminate the 3rd party billings and go in-house in 2008.

Project Accounting This module tracks all of our proprietary fund projects, while complying with the accounting requirements; it contains budgeting abilities within the projects on both the revenue and expense side. We are live and Public Works is using the module.

Budget & Position Control This module was first used last year and then this year. It provides a much more precise and efficient process.

Annual Report—GASB This module was first used last year and then this year. It provides a much more efficient reporting model for the annual report, this was done by hand before.

Infrastructure Tracking—GBA This module provides the work order tracking system for all project based employees. That includes the Operations division of Public Works and the Facilities division of the Planning & Facilities Department. We have only implemented the Shop portion (mechanics) of this module; the second phase is just starting for the other workgroups. Everyone is very enthusiastic about the effectiveness this will provide.