



Administration and Finance Committee Agenda

February 2, 2017
3:00 PM

SeaTac City Hall – Riverton Room 128

Councilmembers:
Erin Sitterley, Chair
Peter Kwon
Pam Fernald

Note: A quorum of the Council may be present.

Staff Coordinator: Gwen Pilo, Acting Finance Director

ITEM	TOPIC	PROCESS	WHO	TIME
1	Call to Order		Chair	
2	Public Comment	Please raise your hand if you'd like to speak so the Chair can call on you. Public comments are limited to 10 minutes total and three minutes per individual speaker. Time may be reduced for each speaker to stay within the 10-minute time limit.	Chair	10
3	Vacant Positions Update a. City Manager Recruitment	Update	Joe	15
4	Copier Leases	Discussion and Recommendation	Bart	10
5	Town Hall Rules	Discussion and Recommendation	Joe/Gwen	15
6	Senior Programs Donations Fund	Discussion and Recommendation	Larry	20
7	Council Reimbursements & Quarterly Reports Format	Discussion and Recommendation	Gwen	20
8	Policy for Interpreters at Council Meetings	Discussion and Recommendation	Joe	20
9	Future Meeting Schedule /Topics March: Advisory Committee Review Council Admin Policy Changes Council Expense Policies & Procedures Human Services Funding Strategy	Discussion	All	5

	TBD: Ethics for Boards & Commissions Chromecast Standing Committee Alternates SCL & Comcast Updates Council Committee Referral Process Ideas Additional Police Officer Funding Options Council Retreat-Timing & Topics Travel Policy			
10	Adjourn			



MEMORANDUM

To: A&F Committee
From: Bart Perman-Acting Information Systems Director
Date: January 27, 2017
Re: Copier Lease

History:

The City currently leases photocopiers from Konica Minolta Business Solutions (KMBS). The lease ended in July of 2016 and the City has leased these photocopiers on a month to month basis since that time. A Request for Proposals (RFP) was issued in October of 2016. Six vendors submitted proposals in response to the City's RFP, representing four copier manufacturers. A staff committee reviewed the proposals and eliminated three of the vendors due to duplicate manufacturers, price and service levels. The staff committee attended demonstrations of Konica Minolta, Sharp and Canon copiers, and then met once more to review the proposals and features of these copiers.

The City currently pays approximately \$46,100 per year for copier leases. This covers the monthly lease as well as the quarterly maintenance (per copy) cost. All three vendors had similar service standards, so the committee considered pricing and functionality of the copiers. We eliminated Sharp as a choice as the estimated cost would be \$49,300 per year which would be an increase of just over \$3,000 yearly. This left us with KMBS and Canon Solutions America (CSA). The KMBS solution had an estimated cost of \$37,315 per year and the CSA solution had an estimated cost of \$41,454 per year. Both of these show savings from our current lease. Specific features that stood out on the Canon copiers were real time integration with the City's email system, close integration with OnBase, our records management system, control panels that can be customized based on users' and department's needs and the ability to preview copies on the scanner before scanning.

Proposal:

The Selection Committee is requesting the Administration & Finance Committee recommend to the City Council that the City pursue a lease agreement with Canon Solutions America.

Town Hall Meeting Participation Guidelines

- Questions will be taken in numeric order (first come, first serve)
- Councilmembers will do their best to provide complete answers
- If your question is not able to be answered fully today or you have follow-up questions, please email Executive Assistant Lesa Ellis at lkellis@ci.seatac.wa.us. Your question will be forwarded to the City Council.
- Attendees are asked to conduct themselves in a respectful manner.
- If there are continued disruptions, the meeting may be recessed or adjourned
- Individuals continually disrupting meeting may be asked to leave



MEMORANDUM

To: Administration and Finance Committee
Through: Gwen Pilo, Acting Finance Director
From: Kathleen Cummings, Senior Program Supervisor
Lawrence Ellis, Parks, Community Programs and Services Director
Date: January 20, 2017
Re: Senior Program Fundraising Efforts

History:

The Senior Program has had a fundraising component since the programs incorporation in 1993. Initially, funds were allowed to accrue from year to year with the intent to use the funds for a large purchase. Staff worked in conjunction with the Senior Citizen Advisory Committee in both fund raising efforts and expenditures. Any purchases made were approved by the Advisory Committee and noted in the minutes of the committee's meetings.

In the early to mid 90's, funds were raised to help purchase the first senior van. Approximately \$12,000 was raised through donations, dinners and solicitations. Once the van was purchased, fundraising efforts were directed towards kitchen equipment. By the late 90's, the Senior Program began sponsoring a holiday bazaar to raise funds. From the mid 90's through 2005, funds accrued in the amount of \$30,000 to assist with the purchase of kitchen equipment for the kitchen expansion project.

After the 2005 Senior Center expansion, it was determined that due to the cost of monitoring a relatively small amount of money (\$3,000-5,000 annually), funds raised through any fundraising efforts would not be allowed to accrue over the years and must be spent on an annual basis. Ironically, it became a task to spend down the money each year. During this period, purchases included television sets, Nintendo Wii, kitchen equipment, chairs, and food service items; such as tablecloths, placemats, dishes, coffee cups, glasses and utensils. The funds have also paid for entertainment, supplemented the salad bar and holiday dinners, as well as supported Meals on Wheels. When the City switched to a biannual budget, the Advisory Committee asked if they could spend their funds over the two year cycle and Finance approved this request.

In 2015, the Senior Program was notified it had been named as a beneficiary in one of our senior participant's wills. The estate was settled in 2016 and the Senior Program received a check for \$54,000. Since this amount was significantly larger than historical fundraising efforts, staff began to look into options for managing the money over time, instead of trying to spend it in a 1-2 year time frame. The Advisory Committee supported this work and approved looking at available options.

After inquiring with other senior centers, both staff and the Advisory Committee were impressed with the Renton Senior Center handled their fundraising money with the Renton Community

Foundation. The Foundation is a tax-exempt, public charity that focuses on helping donors achieve their philanthropic goals and objectives. Staff and Advisory Committee members met with the Foundation and were pleased with the information received. A foundation, such as the Renton Community Foundation, could manage the funds, help them increase in value, provide an avenue for future donations, and serve as a nonprofit entity for the funds. Funds in accounts set up by the City of SeaTac can only be accessed by the City of SeaTac. Additionally the foundation provides administrative management, including audits and annual reporting. The City would pay the foundation an investment fee of 1-3% of the amount that's in the account, a portion of which goes to the foundation for cost of administration and a portion goes to their bank for fees.

Advantages:

Honoring this generous donation from Lydia LeCompte by having the funds invested with an agency that will increase the portfolio value is an opportunity that maximizes the continued support and success of the Senior Program.

Using an outside agency relieves the City of the auditing and compliance issues that come with restricted funds.

Provides more opportunity for the Senior Program to make a longer term impact than the current 1-2 year spend requirements.

Options:

- 1) Continue City's monitoring of funds requiring Senior Advisory board to expend the total amount every biennium.
- 2) Explore other financial institutions to invest funds.

Proposal:

Staff is requesting a recommendation from the A&F Committee to pursue the option of using the Renton Foundation as a vehicle to manage donated Senior Funds which are restricted for the use of the Senior Program. If approved the Senior Program would continue to follow existing procedures for fundraising and expenditures, such as Advisory Committee and department approval, in addition to any future measures required by the foundation and the City.

RENTON
COMMUNITY
Foundation



INFORMATION PACKET

For those who want to do
good in their community.

"Philanthropy is all about making a positive difference in the world by devoting your resources and your time to causes you believe in." Jeff Skoll

WHEN YOU HAVE SOMETHING TO GIVE

Most of us give back to our community, whether it's through our church, our schools, or one of the many nonprofits that provide a direct service. But you might wish to do more than write the annual check when asked, or buy the cookie dough when the neighbor kid comes to the door. You might actually have a passion for a cause – something that is near and dear to your heart.

That's where we come in. The Renton Community Foundation is a tax-exempt, public charity that focuses on helping donors achieve their philanthropic goals and objectives. We primarily manage a group of individual charitable funds to benefit the Puget Sound Area (although we can make grants anywhere in the country and even internationally). We are different from a private foundation (see chart), in that we are less costly and more efficient. The donor can stay as involved as he/she wants, or leave everything up to the Foundation board.

Donors can establish their own charitable fund with us (minimum gift \$10,000), name it after a loved one or as a family legacy, define the purpose as broadly or narrowly as they wish, and recommend where and when grants are made. It is simple and it is easy. Funds can be established in an hour or two and yet have a lasting impact.

Do you have a favorite cause? Perhaps you want to help children graduate. Provide meals for shut-in seniors. Make sure that every family has a roof over their heads. Give support to domestic violence victims. Provide scholarships to deserving young people. Support finding a cure for a major illness. Or even, provide animal rescue.

Whatever your passion is, we can help. And if you just want to do good, but don't know where to put your emphasis, we can help with that, too.

WHO IS THE RENTON COMMUNITY FOUNDATION

The Renton Community Foundation (RCF) was created in 1999 as the result of a strong partnership between the Renton Chamber of Commerce, Renton Technical College, City of Renton, Renton School District, and Valley Medical Center. In the beginning, there were just two funds and only \$257,000. Today, RCF manages 50 plus funds and over \$8 million to benefit everything from the arts, to healthcare, to education, to seniors, and even pet care! Over our first fifteen years of operation (1999-2015), RCF distributed more than \$6 million back to the community to support a broad array of community needs. Our goal is to find new donors to constantly expand the philanthropic base and to funnel more charitable dollars back to the organizations doing the good work.

No two community foundations are alike, and yet they share common characteristics.

- Unlike commercial charitable funds, community foundations are anchored in the community and can provide a highly personal approach to giving, working with donor(s) to meet their individual goals and objectives.
- Typically, CFs do not champion one cause over another, but rather work on behalf of the *entire community* and a broad array of community needs.
- CFs have deep roots in the community and are committed to serving as a leader, catalyst, and community resource to ensure the health and vibrancy of the community.
- CFs pool assets to increase earning power.
- When you join forces with a community foundation, you join something larger than yourself. You become a part of a community of donors.

FOUNDATION SERVICES

MONTHLY REPORTS: All fund-holders receive individual monthly fund and donor statements.

GRANT MANAGEMENT: RCF will conduct the necessary research prior to the awarding of grants, including conducting site visits to ensure donors' money is being wisely spent. All checks are accompanied by a letter from the Foundation naming the fund and specifying any guidelines or requirements of the grant. RCF staff will also follow up if there are any reporting requirements.

EDUCATION: Fund representatives are invited to attend roundtables and educational events to share information, learn more about fundraising and non-profit management through guest speakers and panel discussions.

PROMOTION: RCF works hard to showcase our funds by including a listing on our website, profiles in E-Connections and on the website, information tables at events, and through special presentations.

RESOURCE SHARING: RCF passes along information on funding opportunities, community needs, and fundraising throughout the year.

ONLINE GIVING: Donors can make secure, online credit card gifts to any of the funds, and RCF offers fund-holders the opportunity to add this capability to their own website. We also have a Square account that funds may borrow for use at a special event.

NETWORKING: The Foundation offers opportunities for fund-holders to attend and participate in a number of annual activities where they can "rub-elbows" with other nonprofits, and state and local community leaders.

PLANNED GIVING: RCF will pay for the professional help necessary to complete complicated planned gifts (charitable remainder trusts life estates, etc.) provided at least 50% of the gift remains with RCF as a permanent fund.

POOLED INVESTMENTS: Funds within RCF are pooled and managed by US Bank Charitable Services Group for enhanced returns. RCF does not try to beat the market, but rather weather market fluctuations and preserve funds for the long-term.

ADVICE & COUNSEL: Our Executive Director has over 30 years of professional non-profit management experience. Fund-holders may access her services on a selective basis to help them make the most of their fund activity.

COMMUNITY FOUNDATION vs. PRIVATE FOUNDATION

Many donors believe that establishing a private, nonprofit foundation is the only way to achieve their charitable goals and objectives. The reality, however, couldn't be more different.

Community foundations provide donors the same opportunities to "personalize" their charitable giving, while providing a safe and flexible vehicle to do so. Additionally, working through a community foundation to establish a charitable fund eliminates all of the headaches, and much of the paperwork and process associated with establishing and managing a separate, private foundation.

Whether your objective and goals are to give disadvantaged youths the opportunity to play sports; provide shelter for the homeless; raise funds health research; or encourage kids to graduate, a community foundation can help you to achieve it. Furthermore, when you work with a community foundation, you are able to retain the support, expertise and guidance that the foundation can provide as your charitable fund continues to grow and evolve over time.

COMMUNITY FOUNDATION OR PRIVATE FOUNDATION?

Advantages of creating a component fund within a community foundation

	Community Foundation	Private Foundation
Nonprofit Corporation	Provided*	Need to provide
Funds required	\$10,000	Varies
Level of complexity to establish	Simple	Complex
Cost to establish	No cost	Varies
Administration Fees	1-3%	Varies (Administration Expenses + excise tax)
Office staff	Provided*	Need to provide
Audit/tax returns	Provided*	Need to provide
Director's liability	Provided*	Need to provide
Investment oversight	Provided*	Need to provide
Grant management	Provided*	Need to provide
Minimum annual distribution	None	5%
Public recognition and promotion	Provided*	Need to provide
Business license	Provided*	Need to provide
Access to community leaders	Provided*	Need to establish
Knowledge about local needs	Provided*	Need to do the research

**"Provided" means the funds created within the community foundation either receive these benefits or have access to them for basic services.*

INVESTMENT INFORMATION

Renton Community Foundation has a strong investment management relationship with US Bank Charitable Services, providing the stability and discipline necessary to navigate turbulent markets and consistently deliver superior long term investment returns. Over the past 14 years, our goal has been to grow our funds in a responsible way – not to beat the market, but to weather market fluctuations and yet still grow. We can provide you with a current performance.

What is RCF's Investment Strategy?

Currently, RCF manages approximately \$8 million in assets. Our donors invest with a purpose. Together we strive to achieve high-impact philanthropy. Our goal is to invest our growing pool of assets to *maximize return while moderating risk*. An investment committee guides the Foundation's investment strategies.

RCF purposely invests in a balanced portfolio (60% equity, 35% fixed income, 5% cash), giving us some insulation from market fluctuation.

Investments are made by professional money managers (currently through US Bank Charitable Service Group) to ensure superior performance and adequate diversification. Donors are invited to an annual Investment Roundtable that details investment performance, earnings and fees.

What are the investment fees?

RCF keeps expenses low by spreading costs over its growing collection of funds, careful management and the use of volunteers. Each fund pays a proportionate share of the investment management fee, which is approximately 0.6%. Administrative fees are in addition to this and are based on the size and type of fund. Currently administrative fees run between 1-3% (see Administrative Fee Chart).

ADMINISTRATIVE FEES

The following fees are based on the size and/or type of fund. There is a built-in incentive for fund-holders to grow their funds and make them permanent (endowments).

- Includes all services provided by the Foundation,
- Does not include an additional fee (.6% or less) for professional investment management by the US Bank, Charitable Services Division.
- Monthly charges based on the asset balance in the fund at that time.

<p><u>ENDOWMENT FUNDS</u></p> <p><i>Under \$500,000</i> 1.5% Annual Fee (\$200 Minimum)</p> <p><i>Over \$500,000</i> 1.25% Annual Fee</p> <p><i>\$1 – 3 million</i> 1.0% Annual Fee</p> <p><i>\$3 – 5 million</i> .75 % Annual Fee</p> <p><i>Over \$5 million</i> .50% Annual Fee</p> <p><u>NON-ENDOWED FUNDS</u></p> <p><i>\$0 - \$25,000</i> 2.0% annual Fee (\$250 Minimum)</p> <p><i>Under \$500,000</i> 1.75% Annual Fee</p> <p><i>\$500,000 - \$1 million</i> 1.5% Annual Fee</p> <p><i>\$1 – 3 million</i> 1.25% Annual Fee</p> <p><i>\$3 – 5 million</i> .85% Annual Fee</p> <p><i>Over \$5 million</i> .70% Annual Fee</p>	<p><u>FISCAL SPONSORSHIP FUNDS</u> (Funds for which RCF serves as the legal tax umbrella.)</p> <p>2.5 - 3.0% Annual Fee (\$300 Minimum) (Depending on level of activity)</p> <p><u>ACTIVE SCHOLARSHIP FUNDS</u> (Funds for which RCF selects and awards the scholarships.)</p> <p>1.75 - 2.0% Annual Fee (\$250 Minimum) (Depending on level of activity)</p> <p><u>SHORT TERM FUNDS</u> (Assets will be distributed w/in one year.) 3.0 -5.0% Fee (\$300 Minimum)</p> <hr style="width: 20%; margin-left: 0;"/> <p>Special Fees Some special fees may be assessed for things such as bequests, matching gifts or specially requested services.</p>
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FUNDS CURRENTLY MANAGED BY THE RENTON COMMUNITY FOUNDATION

Donor-Advised Funds

- **Aaron Adair Memorial Fund** – established in memory of Aaron Adair who died in a tragic accident, this fund supports alcohol and drug recovery programs.
- **Richard Baima Bisiack Fund** – established in memory of Richard Bisiack, this fund is a general benefit fund, as well as a scholarship fund for community college and/or trade school students or undergraduate students pursuing a degree in business, marketing or communications.
- **Sam Chastain Scholarship Fund** – established in memory of Sam Chastain, this fund provides recreational opportunities to low and moderate income youth and families who live within the city limits of Renton or in the Renton School District boundaries.
- **Cugini Family Fund** – provides support to a variety of community organizations and causes.
- **Charles L. Custer Renton Historical Society Fund** – supports programs and services of the Renton Historical Society and the Renton Historical Museum.
- **Charles L Custer Renton Park Department Memorial Fund** – supports programs and services of the Renton Park Department.
- **Beth Donofrio Memorial Endowment Fund** – established in memory of Beth Donofrio, a longtime Soroptimist, the fund focuses primarily on supporting women, children and families in the Greater Renton and South King County communities through Soroptimist. The fund gives some preference to providing assistance for displaced homemakers and special populations such as the Special Olympics, and lending a hand during critical times of the year such as the holiday season.
- **Dolores Gibbons Scholarship Fund** – supports educational purposes beyond high school for any graduate of a Renton high school.
- **First Savings Bank of Renton Fund** – Will support local, Renton, non-profit charities serve the community.
- **First Financial Northwest Foundation Fund** – Will support charitable causes in communities served by First Savings Bank Northwest.
- **Jeremy Gidlund Memorial Scholarship Fund** – funds provide scholarships for special needs students at Lindbergh High School.
- **Harper Engineering Children’s Need Fund** – provides funds for deserving students in the Renton School District.
- **Kohlwes College Scholarship Fund** - provides scholarships for graduates of the Renton School District and for students attending grad school.
- **Maxwell Fund for Youth and Families** – established by Steve & Marcie Maxwell to support organizations and individuals serving the needs and issues of children, education, parenting and families in and around the Greater Renton area.
- **Medzegian Family Philanthropic Fund** – supports charitable organizations and causes in the greater Renton area.

- **Parker Family Memorial Fund** – established in memory of Shannon Parker and Margaret (Bunny) Parker, this fund is used to provide scholarships to students attending Renton Technical College.
- **Joy Poff Fund for Education & Families** - helps to improve the quality of education within the Renton School District and for families of students attending Renton schools.
- **Paul Padgett Fund** – This fund provides support for human service agencies in the Puget Sound area.
- **Randall Rockhill Student Instrumental Music Fund** – provides funds for instrument purchase or repair, fees and support required for music students in the Renton School District.
- **Reeder Family Fund** – this fund supports music and education programs.
- **Searing Family Fund** - established by Tim & Kimberly Searing, this fund is used to support Saint Anthony's School, Renton School District Elementary Education and the City of Renton Parks and Recreation Department.
- **Renton Senior Center Fund** – supporting the volunteers at the Renton Senior Center.

Fiscal Sponsorship Funds

- **Budkis Fund** – helps low-income senior citizens with emergency pet care.
- **Friends of Renton Schools Fund** – supports projects and programs provided by the Renton School District.
- **The Next Curve Fund** - This fund is the result of a group of emerging community leaders making an annual financial contribution to benefit the community in the form of small grants to priority areas of need.
- **RUFF Fund (Renton Unleashed Furry Friends)** – to help maintain Renton's first off-leash dog park.
- **Sister Cities Fund** -- used to benefit any and all activities of the Sister City Committee, for our sister cities in Japan and Mexico.

Designated Funds

- **IKEA Performing Arts Center Fund** – helps fund ongoing operations and improvements at the performing arts center.
- **Norma Denzer Cugini Fund** – supporting the Renton Annual Art Show with student cash awards.
- **Kent Fire Authority Fund** – This fund was created to accept grants and donations on behalf of the Kent Fire Authority to support emergency services programs.
- **Renton Kiwanis Clothes Bank Fund** – provides support to the Renton Kiwanis Clothes Bank for operations and programming.
- **Renton Fire & Emergency Services Fund** – supports community emergency preparedness and education.
- **Renton Senior Activity Center Fund** - supports programs and services of the Renton Senior Activity Center.

Renton Community Foundation Funds

- **Emergency Services Fund** – provides support for local emergency situations due to weather or other disasters.
- **Betty Jacobsen Memorial Scholarship Fund** – provides scholarships to individuals who have attended St. Anthony School (Renton), John F. Kennedy High School (Burien), or Eastside Catholic High School (Bellevue).
- **Carl and Betty Rochet Scholarship Fund** – assists young people pursuing careers in the communications field in achieving their educational goals.
- **Sue Carlson Memorial Scholarship Fund** - provides academic scholarships to women living in Renton who are graduating high school seniors and beyond and who display a strong, entrepreneurial spirit.
- **Helen Dyrdal Memorial Scholarship Fund** - provides academic scholarships to college & graduate students and those pursuing careers through certificate or trade programs.
- **Community Benefit Fund** – This fund was started by the RCF Board to provide a means to accept undesignated money that can be used at the board's discretion to meet emerging needs in the community.

Agency Funds

- **Allied Arts of Renton Fund** – used to encourage interest, knowledge and pride in each of the arts, while infusing the arts into civic life. The Fund also provides for the needs that are often overlooked, but which help enhance the role arts have in the community. Some special emphasis is given to the needs of Renton School District students.
- **Communities in Schools of Renton Fund** – supports CISR as it works to connect needed community resources with schools in order to help young people successfully learn, stay in school and prepare for life.
- **Lindbergh High School Memorial Scholarship Fund** – established to help develop additional resources to support scholarships for Lindbergh High School graduating seniors wishing to continue their education.
- **Puget Sound Group of NW Painters (Rudolph Bundas Memorial Fund)** – supports artistic excellence and community service of the oldest fraternity of professional artists.
- **Frank Raphael Scholarship Fund** – established in honor of Frank Raphael, who owned Service Linen and was a long-time member of Renton Rotary. This fund awards scholarships to any graduate from a Renton High School.
- **Renton Area Youth & Family Services Fund** – supports the charitable purposes of RAYS as it strengthens children and families by helping them learn the skills necessary to be successful in their own lives.
- **Renton River Days Fund** – Will support educational cultural programs of the Renton River Days Festival.
- **Renton Rotary Foundation Fund** – helps the Rotary Club of Renton support worthwhile charities in the Greater Renton area.
- **Renton Rotary Rotacare Fund** – supports operations of the Renton Rotary Rotacare free healthcare clinic held in Renton.
- **Renton Technical College Foundation Fund** -- supports students and higher education programs of the Renton Technical College.

- **St. Matthews Lutheran Church Endowment Fund** – used to benefit community charities.
- **Valley Medical Center Fund** -- supports programs and activities that advance the mission of Valley Medical Center and its clinic network.
- **Vision House** – supports operations of Vision House programs for the homeless.

WE WOULD LOVE TO HAVE YOU JOIN US.

For Good. For Ever.

Give us a call.

CONTACT INFORMATION

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Rev. 4/16

2016 YEAR-TO-DATE

2016 City Council Summary of Expenditures

Description	Account/Bars #	Position 1 Rick Forschler	Position 2 Kathryn Campbell	Position 3 Peter Kwon	Position 4 Tony Anderson	Position 5 Michael Siefkes	Position 6 Pam Fernald	Position 7 Erin Sitterey	Shared Expenditures	Quarterly Expenditures	Budget	Year to Date Expenditures	Balance	Percent Used
Salaries & Wages	001.000.01.511.60.11.000	12,541.67	12,000.00	12,000.00	12,000.00	13,858.33	12,000.00	12,000.00	-	\$ 86,400.00	\$ 87,151.00	\$ 86,400.00	\$ 751.00	96.14%
Councilmember Allowances*	001.000.01.511.60.11.001	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	N/A
Medicare	001.000.01.511.60.21.001	181.85	174.00	174.00	174.00	200.95	174.00	174.00	-	\$ 1,252.80	\$ 1,253.00	\$ 1,252.80	\$ 0.20	99.98%
ICMA - (401a Plan)	001.000.01.511.60.21.003	616.51	589.92	589.92	589.92	661.17	589.92	589.92	-	\$ 4,247.28	\$ 4,247.00	\$ 4,247.28	\$ (0.28)	100.01%
ICMA - 457 Deferred Comp Plan	001.000.01.511.60.21.004	18,456.00	18,456.00	18,456.00	18,456.00	18,000.00	18,000.00	18,000.00	-	\$ 127,824.00	\$ 128,236.00	\$ 127,824.00	\$ 412.00	99.88%
Worker's Compensation	001.000.01.511.60.24.000	17.52	17.51	17.51	17.51	17.51	17.52	17.52	-	\$ 122.60	\$ 363.00	\$ 122.60	\$ 240.40	33.77%
SALARIES AND BENEFITS SUBTOTAL		\$ 31,813.55	\$ 31,237.43	\$ 30,781.44	\$ 31,237.43	\$ 32,757.96	\$ 31,237.43	\$ 30,781.44	\$ -	\$ 219,846.68	\$ 221,250.00	\$ 219,846.68	\$ 1,403.32	99.37%
Office/Operating Supplies	001.000.01.511.60.31.008	96.76	264.69	88.81	7.93	96.77	7.94	88.81	836.95	\$ 1,488.66	\$ 1,800.00	\$ 1,488.66	\$ 311.34	82.70%
Publications	001.000.01.511.60.31.011	-	-	-	-	-	-	-	-	\$ -	\$ 200.00	\$ -	\$ 200.00	0.00%
Food Supplies	001.000.01.511.60.31.013	-	-	-	-	-	-	-	1,412.92	\$ 1,412.92	\$ 2,300.00	\$ 1,412.92	\$ 887.08	61.43%
Clothing With City Logo	001.000.01.511.60.31.023	-	-	62.69	-	62.69	-	-	-	\$ 126.38	\$ 200.00	\$ 126.38	\$ 73.62	62.69%
Volunteer Appreciation Dinner	001.000.01.511.60.31.040	-	-	-	-	-	-	-	2,896.04	\$ 3,600.00	\$ 2,896.04	\$ 703.96	\$ 80.45%	
Small Tools & Minor Equipment	001.000.01.511.60.35.000	229.65	(150.00)	(40.51)	24.62	(150.00)	24.62	(150.00)	-	\$ (236.24)	\$ 500.00	\$ (236.24)	\$ 736.24	-47.25%
Professional Services	001.000.01.511.60.41.000	-	-	-	-	-	-	-	3,470.00	\$ 4,000.00	\$ 4,000.00	\$ 3,470.00	\$ 530.00	86.75%
Postage	001.000.01.511.60.42.029	-	-	-	-	-	-	-	3.50	\$ 80.00	\$ 80.00	\$ 3.50	\$ 76.50	4.38%
Mileage Reimbursements	001.000.01.511.60.43.034	616.51	327.78	-	-	-	-	-	-	\$ 1,076.00	\$ 327.78	\$ 327.78	\$ 748.22	30.46%
Operating Rentals & Leases	001.000.01.511.60.45.000	-	-	-	-	-	-	-	-	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	0.00%
Equipment Repair & Maintenance	001.000.01.511.60.48.049	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	N/A
Subscriptions	001.000.01.511.60.49.053	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	N/A
Filing & Recording	001.000.01.511.60.49.056	-	-	-	-	-	-	-	148.00	\$ 66.00	\$ 149.00	\$ 149.00	\$ (83.00)	225.76%
Printing & Binding	001.000.01.511.60.49.058	145.27	68.99	113.50	68.99	145.27	76.28	68.98	-	\$ 687.28	\$ 400.00	\$ 687.28	\$ (287.28)	171.82%
Memberships (AWC/NLC/SACP/SPRC)	001.000.01.511.60.49.059	-	-	-	-	-	-	-	48,593.08	\$ 53,633.08	\$ 48,593.08	\$ 48,593.08	\$ 5,039.92	90.60%
SUPPLIES AND SERVICES SUBTOTAL		\$ 471.68	\$ 511.46	\$ 265.00	\$ 36.41	\$ 154.73	\$ 108.84	\$ 7.79	\$ 57,361.49	\$ 69,917.40	\$ 69,917.40	\$ 59,917.40	\$ 10,437.60	84.96%
Lodging	001.000.01.511.60.43.031	-	2,674.35	857.44	3,276.48	-	-	-	-	\$ 6,808.27	\$ 6,400.00	\$ 6,808.27	\$ (408.27)	106.38%
Meals	001.000.01.511.60.43.032	-	755.75	178.19	300.54	70.00	175.00	43.19	201.77	\$ 1,724.44	\$ 5,785.00	\$ 1,724.44	\$ 4,060.56	29.81%
Transportation	001.000.01.511.60.43.033	-	1,101.39	643.20	2,320.17	-	-	-	-	\$ 4,064.76	\$ 5,500.00	\$ 4,064.76	\$ 1,435.24	73.90%
Registration	001.000.01.511.60.49.061	125.00	2,080.00	1,170.00	1,225.00	25.00	25.00	-	-	\$ 4,650.00	\$ 6,415.00	\$ 4,650.00	\$ 1,765.00	72.49%
TRAVEL AND MEAL SUBTOTAL		\$ 125.00	\$ 6,611.49	\$ 2,948.83	\$ 7,122.19	\$ 95.00	\$ 200.00	\$ 43.19	\$ 201.77	\$ 17,247.47	\$ 24,100.00	\$ 17,247.47	\$ 6,852.53	71.57%
Cell Phone	001.000.01.511.60.42.028	828.50	689.33	857.17	725.34	689.33	502.01	787.72	-	\$ -	\$ -	\$ -	\$ -	-
Fax	001.000.01.511.60.42.028	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	-
Internet/IPAD Access	001.000.01.511.60.42.028	-	300.00	-	280.26	480.12	480.12	87.78	-	\$ 1,628.28	\$ -	\$ -	\$ -	-
Long Distance	001.000.01.511.60.42.028	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	-
COMMUNICATION SUBTOTAL		\$ 828.50	\$ 989.33	\$ 857.17	\$ 1,005.60	\$ 1,149.45	\$ 982.13	\$ 855.50	\$ -	\$ 6,647.68	\$ 7,000.00	\$ 6,647.68	\$ 352.32	94.97%
GRAND TOTAL		\$ 33,238.73	\$ 39,329.71	\$ 34,752.44	\$ 39,401.63	\$ 34,157.14	\$ 32,528.40	\$ 31,687.92	\$ 57,663.26	\$ 302,659.23	\$ 321,705.00	\$ 302,659.23	\$ 19,045.77	94.08%

*As of 04/07/12, the Councilmember Allowance line is for cell phones only per Ordinance 12-1003.