

Connell City Hall
104 E. Adams Street

**City of Connell, Washington
CITY COUNCIL
PRELIMINARY AGENDA**

REGULAR MEETING
March 6, 2017

REGULAR MEETING

6:00 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CORRESPONDENCE/PRESENTATIONS/APPOINTMENTS
5. CONSENT CALENDAR

All matter listed within the Consent Calendar have been distributed to each member of the Connell City Council for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Calendar and placed on the Regular Agenda by request.

- a) Minutes of the Regular Council Meeting February 21, 2017
 - b) Accounts Payable 3/6/17 for \$39,347.80
 - c) Check Register 3/01/17 for \$211.01
 - d) Payroll Register 2/28/17-3/05/17 for \$92,915.08
6. PRESENTATIONS FOR COUNCILMEMBERS
 7. APPROVAL OF AGENDA

ORDER OF BUSINESS

8. Benton-Franklin Council of Governments – Brian Malley, Stephanie Seamans, Tanna Dole
9. Indirect Cost Allocation Plan - Approval
10. Cost Benefit Analysis – Selection of Consultant

11. COMMITTEE, CITY ADMINISTRATOR, AND DEPARTMENT REPORTS
12. EXECUTIVE SESSION
13. CITIZEN COMMENT/NON-AGENDA ITEMS
14. CITY COUNCIL CLOSING REMARKS
15. ADJOURNMENT

The public is welcome and encouraged to attend this meeting. The City of Connell wishes to provide reasonable access to all public meetings for individuals with disabilities. Please contact the City Clerk at least three business days prior to the meeting for accommodations to be arranged.

MEETING OF THE CITY OF CONNELL, WASHINGTON
CONNELL, FRANKLIN COUNTY, WASHINGTON

February 21, 2017

The regular semi-monthly, meeting of the Connell City Council was called to order by Mayor Blackwell at 6:00 pm in the City Hall and was opened with the Pledge of Allegiance.

ROLL CALL

PRESENT: Mayor Bruce Blackwell, Councilmember's: Mayor Pro Tem Huber, Ray Minor, Rhonda Quinton, Joe Escalera and Attorney Heidi Ellerd.

EXCUSED: Councilmember Quinton moved to excuse Councilmember Silva. Mayor Pro Tem Huber seconded motion. Motion carried unanimously.

STAFF: City Administrator Maria Peña, Public Works Director Larry Turner, City Clerk Treasurer Rose Courneya, Fire Chief Chris Schulte and Police Chief Chris Turner.

VISITORS: Franklin County Graphic; Katherine Bingham Trowbridge.

CONSENT CALENDAR

Motion: Councilmember Minor moved to approve the Consent Calendar as listed:

- a) Minutes of the Regular Council Meeting February 6, 2017
- b) Accounts Payable February 21, 2017 for \$70,077.27
- c) Payroll Register 2/15/17-2/20/17 for \$58,209.04

Mayor Pro Tem Huber seconded motion. Motion carried unanimously.

APPROVAL OF AGENDA

Motion: Councilmember Quinton moved to approve the agenda. Councilmember Escalera seconded motion. Motion carried unanimously.

ORDER OF BUSINESS

UPDATE ON WATER PROJECTS

Public Works Director Larry Turner reported an update on water projects and the future of Well #6. Mr. Turner informed Council that the City had received a loan from DWSRF to put in a new well. He addressed the issues with Well #6 currently located at the old Elementary School grounds. The well had been shut down due to nitrate levels. In seeking plans to fix that issue they discovered that it was drilled crooked. For that reason, the current well could not be fixed and they would need to re drill or relocate the well. He continued to explain that at the beginning of the process they had considered locating the well at the same location at about twenty to twenty-five feet away from the current well site but the contamination issue could continue. Mr. Turner suggested to move and put in the new well at a completely new site on City owned property located at the 3-million-gallon reservoir area. He mentioned that the location had a private well

MEETING OF THE CITY OF CONNELL
Regular Meeting – February 21, 2017

located near the area. Mr. Turner would meet with the City Engineers Anderson Perry to do a site review and look at the best possible places to put a well. He would then give Council an update.

Mr. Turner discussed and presented a slide presentation of the flooding event that occurred in Connell on February 16, 2017. He stated that Mayor Blackwell had declared a city wide emergency which allowed the City of Connell to receive the necessary assistance to respond to the declared emergency. Resolution 2017-01 of this declaration was asked for Council's approval.

Motion: Councilmember Quinton moved to authorize the Mayor to sign Resolution 2017-01 declaring a city-wide emergency. Councilmember Escalera seconded motion. Motion carried unanimously.

RENEWAL OF AGREEMENT FOR USE OF FRANKLIN COUNTY JAIL FACILITIES
Police Chief Chris Turner informed the Council that Franklin County Sheriff's Office had notified him and stated that the previous jail contract had expired and a State Audit review had led with a new rate. The previous contract's daily prisoner incarceration rate was \$45 a day. The Sheriff's Office drafted a new agreement with a new rate at \$62 a day with the addition of a \$45 booking fee. Chief Turner provided the contract for Council's review and approval.

Motion: Councilmember Minor moved to approve the Mayor to sign the Agreement for use of Franklin County Jail Facilities. Councilmember Quinton seconded motion. Motion carried unanimously. Mayor Pro Tem Huber excused himself from vote.

HOTEL/MOTEL 2017 ALLOCATIONS

Council was presented with the following recommendations from the Hotel/Motel Committee which met on February 10, 2017.

The Hotel/Motel Committee recommended the following.

- 1) Chamber of Commerce 1,000 (Committee recommended \$1000)
- 2) Coulee Corridor Consortium requested \$500 (Committee Recommended \$500)
- 3) Columbia Basin Junior Livestock requested \$600 (Committee recommended \$600)
- 4) Miss Connell Scholarship Program requested \$4,500 (Committee recommended \$4,500)
- 5) Fall Festival requested \$3,500 (Committee recommended \$3,500)
- 6) Connell Community Club \$2,500 (Committee recommended \$400)
- 7) City of Connell requested \$2,640 (Committee recommended \$2,640)
- 8) Downtown Development \$1,500 (Committee recommended \$1,500)

MEETING OF THE CITY OF CONNELL

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9) Chamber of Commerce \$2,500 (fireworks) (Committee recommended \$0)

The committee recommended allocating \$14,640.00 for tourism expenditures out of the Hotel/Motel Fund.

Motion: Councilmember Mayor Pro Tem Huber moved to allocate the 2017 Hotel/Motel expenditures as recommended by the Hotel/Motel Committee. Councilmember Minor seconded motion. Motion carried unanimously.

SALES TAX INCREASE FOR TBD – DISCUSSION

City Administrator Maria Peña informed the Councilmembers that it had been almost a year since they had established a Transportation Benefit District and it was time to think once again about how future road projects would be funded. She continued to explain that it was decided that the General Fund should not support the Street Fund with interfund transfers. For this reason, the money was reallocated from the Street Reserve to the Street Operations to cover operations and maintenance. The City currently had a street reserve over \$400,000 and \$247,000 of those funds were designated as matching funds for future street projects. The Street Reserve had gained approximately \$25,000 in 2016. Staff had presented an ordinance the previous year to establish an annual vehicle license fee that was not approved. Former City Administrator Crowther had presented Council with information in regards to funding the TBD with a sales tax increase. City Administrator Peña stated she believed a .2% sales tax increase would generate roughly \$50,000 in additional revenue for the streets. The tax would not be imposed for a period exceeding ten years.

Consensus of the Council was for staff to proceed with placing the sales tax on the ballot.

COMMITTEE / DEPARTMENT REPORTS

CITY ADMINISTRATOR- Maria Peña

- 1) Announced Police Chief Turner would be presenting for the next Connell University taking place at our next Regular Council meeting on March 20, 2017.

CITY COUNCIL CLOSING REMARKS

Councilmember's Remarks

- 1) Thanked Public Works staff for all their hard work.
- 4) Expressed appreciation to staff for the budget book.

MEETING ADJOURNED

There being no further business before the City Council of Connell Mayor Blackwell adjourned the meeting at 7:38 pm.

ATTEST: _____
Marissa Canales, Accounting Clerk

Bruce Blackwell, Mayor

ACCOUNTS PAYABLE

City Of Connell
MCAG #: 0286

As Of: 03/06/2017

Time: 16:54:01 Date: 03/03/2017
Page: 1

Accs Pay #	Received	Date Due	Vendor	Amount	Memo
16512	03/06/2017	03/06/2017	Avista Utilities	3,031.10	Gas Bill Feb.
16467	03/06/2017	03/06/2017	Bank Of America - Visa	1,082.85	FireDept - VISA, Vacuum, Non-slip Tape, PPE Ear Plugs, Lightbulbs, NFPA 3 Year Membership., Visa Bill
16476	03/06/2017	03/06/2017	Bank Of America - Visa	1,622.87	City Hall VISA
16516	03/06/2017	03/06/2017	Bank Of America	1,899.69	City Administrator- VISA
16517	03/06/2017	03/06/2017	Bank Of America	310.87	Police Department- VISA
16518	03/06/2017	03/06/2017	Bank Of America	725.68	4th Quarter 2016/2017 Liquor Tax Billing
16462	03/06/2017	03/06/2017	Benton-Franklin Counties	353.05	Mileage Reimbursement
16488	03/06/2017	03/06/2017	Bernal, Genesis	109.08	Sewer Plant And Radio Tower Feb.
16483	03/06/2017	03/06/2017	Big Bend Electric Cooperative, INC.	1,892.63	WWTP Soil Sampling
16515	03/06/2017	03/06/2017	Blackwell, Bruce A.	15.18	Feb. 2017 Phone Bills
16469	03/06/2017	03/06/2017	Cascade Earth Sciences Ltd	915.50	Ord. 975
16465	03/06/2017	03/06/2017	CenturyLink	379.14	Light Fixtures And Bulbs
16463	03/06/2017	03/06/2017	Code Publishing Company	46.33	#123 Battery
16468	03/06/2017	03/06/2017	Columbia Electric Supply	2,137.91	Miscellaneous Auto Parts
16490	03/06/2017	03/06/2017	Connell Auto Parts	49.17	PD Fuel
16511	03/06/2017	03/06/2017	Connell Auto Parts	507.21	Fire Dept Fuel Consumed
16489	03/06/2017	03/06/2017	Connell Oil Inc./CO-Energy	1,027.95	Cylinder For Clerk/treasurer Office Chair
16491	03/06/2017	03/06/2017	Connell Oil Inc./CO-Energy	69.26	Command College Training
16464	03/06/2017	03/06/2017	Correctional Industries	66.96	Feb. 2017 Computer Services
16479	03/06/2017	03/06/2017	Criminal Justice Training Center, Financial Office	1,200.00	Planning Commission And Ord. 975-2017
16486	03/06/2017	03/06/2017	Devfuzion, Rockwalla IT LLC	1,400.00	Stop Check # 35121 Lost And Replacement Check
16482	03/06/2017	03/06/2017	Franklin Co Graphic	130.20	Sent For 6year Stip, Variance Samsanouk
16487	03/06/2017	03/06/2017	Franklin Co Graphic	389.35	Property Taxes For 2017
16484	03/06/2017	03/06/2017	Franklin Co Treasurer	4,173.06	St Peter Shirt
16478	03/06/2017	03/06/2017	Galls, LLC	56.15	Drills And Bit Set
16470	03/06/2017	03/06/2017	Grainger, Inc.	346.80	Sewer Balls
16471	03/06/2017	03/06/2017	HD Supply Waterworks, LTD	6,327.35	#123 LOF
16477	03/06/2017	03/06/2017	JDT Sales and Repair	43.20	Attorney Fees Misc
16480	03/06/2017	03/06/2017	Kuffel, Hultgrenn,	1,760.00	Colonial Life Reimbursement -Cancelled Policies
16461	03/06/2017	03/06/2017	Lopez, Jose A.	103.56	CC Heater Repair
16472	03/06/2017	03/06/2017	M Campbell & Company, Inc.	625.16	Reimbursement To Customer For Overpayment
16514	03/06/2017	03/06/2017	Martinez, Cecil	639.59	Chlorine For Wells
16474	03/06/2017	03/06/2017	Northstar Chemical, Inc.	1,977.05	Registration For Northwest Regional Managers Conference
16510	03/06/2017	03/06/2017	OCCMA	350.00	Computer Monitor Stand
16466	03/06/2017	03/06/2017	Quill	41.02	Snow Plow Parts
16485	03/06/2017	03/06/2017	Titan Truck Equipment, Inc.	1,016.14	Police Contract
16481	03/06/2017	03/06/2017	Wesley Group, The	1,100.00	March Lease
16513	03/06/2017	03/06/2017	Xerox Corporation	526.74	

ACCOUNTS PAYABLE

City Of Connell
MCAG #: 0286

Time: 16:54:01 Date: 03/03/2017
Page: 2

As Of: 03/06/2017

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
16473	03/06/2017	03/06/2017	366 iWorQ Systems	900.00	Work Management Program
				<u>39,347.80</u>	Report Total:

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Connell and that I am authorized to authenticate and certify to said claim.

() Finance Director () Auditing Officer _____ Date: _____
() Deputy Finance Director

CHECK REGISTER

City Of Connell
MCAG #: 0286

03/01/2017 To: 03/31/2017

Time: 10:55:03 Date: 03/01/2017
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
702	03/01/2017	Claims	7	36024	U.S. Post Office	211.01	Utility Bill Postage 3/1/17
			401 Water Fund			105.51	
			402 Sewer Fund			105.50	
						<u>211.01</u>	Claims: 211.01

WE, the members of the City Council of the City of Connell, Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for payment by the City of Connell Council. DATED this _____ day of _____ 20__.

ATTEST:

Councilmember

Councilmember

Mayor

Finance Director

CHECK REGISTER

City Of Connell
MCAG #: 0286

02/28/2017 To: 03/05/2017

Time: 16:31:47 Date: 03/03/2017
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
711	02/28/2017	Payroll	7	EFT		2,080.86	
712	02/28/2017	Payroll	7	EFT		1,042.67	
713	02/28/2017	Payroll	7	EFT		27.04	
714	02/28/2017	Payroll	7	EFT		27.04	
715	02/28/2017	Payroll	7	EFT		1,788.23	
716	02/28/2017	Payroll	7	EFT		1,307.89	
718	02/28/2017	Payroll	7	EFT		135.21	
719	02/28/2017	Payroll	7	EFT		1,610.64	
720	02/28/2017	Payroll	7	EFT		27.04	
722	02/28/2017	Payroll	7	EFT		27.04	
723	02/28/2017	Payroll	7	EFT		183.91	
724	02/28/2017	Payroll	7	EFT		2,120.36	
726	02/28/2017	Payroll	7	EFT		129.81	
727	02/28/2017	Payroll	7	EFT		1,499.47	
728	02/28/2017	Payroll	7	EFT		1,808.10	
729	02/28/2017	Payroll	7	EFT		196.06	
730	02/28/2017	Payroll	7	EFT		1,374.35	
732	02/28/2017	Payroll	7	EFT		27.04	
733	02/28/2017	Payroll	7	EFT		27.04	
734	02/28/2017	Payroll	7	EFT		2,367.14	
735	02/28/2017	Payroll	7	EFT		1,475.78	
736	02/28/2017	Payroll	7	EFT		1,334.69	
737	02/28/2017	Payroll	7	EFT		1,737.86	
738	02/28/2017	Payroll	7	EFT		1,101.23	
739	02/28/2017	Payroll	7	EFT		1,678.97	
740	02/28/2017	Payroll	7	EFT		2,021.20	
742	02/28/2017	Payroll	7	EFT		944.61	
743	02/28/2017	Payroll	7	EFT		27.04	
744	02/28/2017	Payroll	7	EFT		27.04	
745	02/28/2017	Payroll	7	EFT		1,021.48	
746	02/28/2017	Payroll	7	EFT		2,412.10	
747	02/28/2017	Payroll	7	EFT		2,088.10	
748	02/28/2017	Payroll	7	EFT		27.04	
753	03/05/2017	Payroll	7	EFT	Community First Bank	13,580.47	941 Deposit For 02/28/2017 - 02/28/2017
754	03/05/2017	Payroll	7	EFT	Department Of Retirement	8,422.31	02/28/2017 To 02/28/2017 - PERS 2; 02/28/2017 To 02/28/2017 - LEOFF 2; 02/28/2017 To 02/28/2017 - Deferred Comp; 02/28/2017 To 02/28/2017 - PERS 3
755	03/05/2017	Payroll	7	EFT	MT457-306685	500.00	02/28/2017 To 02/28/2017 - ICMA-457
717	02/28/2017	Payroll	7	36025		27.04	
721	02/28/2017	Payroll	7	36026		1,539.04	
725	02/28/2017	Payroll	7	36027		242.86	
731	02/28/2017	Payroll	7	36028		27.04	
741	02/28/2017	Payroll	7	36029		27.04	
756	03/05/2017	Payroll	7	36030	AFLAC	269.76	02/15/2017 To 02/28/2017 - AFLAC Addtl (AT); 02/15/2017 To 02/28/2017 - AFLAC Pre-Tax
757	03/05/2017	Payroll	7	36031	AWC Employee Benefits Trst	22,988.64	02/15/2017 To 02/28/2017 - AWC; 02/15/2017 To 02/28/2017 - AWC Dental; 02/15/2017 To 02/28/2017 - AWC-Life
758	03/05/2017	Payroll	7	36032	American Legal Services	14.48	02/15/2017 To 02/28/2017 - ALS

CHECK REGISTER

City Of Connell
MCAG #: 0286

02/28/2017 To: 03/05/2017

Time: 16:31:47 Date: 03/03/2017
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
759	03/05/2017	Payroll	7	36033	Colonial Life	850.42	02/15/2017 To 02/28/2017 - Colonial Life Pretax; 02/15/2017 To 02/28/2017 - Colonial Life-aftertax
760	03/05/2017	Payroll	7	36034	NW Admin. Transfer Acct.	9,608.90	02/15/2017 To 02/28/2017 - NW Administrator
761	03/05/2017	Payroll	7	36035	Teamsters Local Union # 839	338.00	02/15/2017 To 02/28/2017 - Union # 839
762	03/05/2017	Payroll	7	36036	Case # 2549720 WA State Support Registry	500.00	02/28/2017 To 02/28/2017 - Child Support
763	03/05/2017	Payroll	7	36037	WSECU	275.00	02/28/2017 To 02/28/2017 - WSECU
						58,239.22	
						3,457.81	
						16,581.39	
						14,636.66	
						92,915.08	Payroll: 92,915.08

WE, the members of the City Council of the City of Connell, Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for payment by the City of Connell Council. DATED this _____ day of _____ 20__.

ATTEST:

Councilmember

Councilmember

Mayor

Finance Director



City of Connell

**EASTERN
WASHINGTON'S
HARVESTLAND**

MEMORANDUM

DATE: MARCH 6, 2017
TO: MAYOR AND COUNCILMEMBERS
FROM: MARIA PEÑA, CITY ADMINISTRATOR
RE: BENTON-FRANKLIN COUNCIL OF GOVERNMENTS (BFCOG)

Brian Malley- Executive Director, Stephanie Seamans- Community & Economic Development Manager, & Tanna Dole – Transportation Programs Manager will all be present at the meeting to talk about the varying processes, frequency and requirements associated with the state and federal designations BFCOG holds.

They hope to provide Council with a better understanding of how they can assist upon individual or regional development efforts and to provide greater understanding of the various tasks they are required to do. They will also be able to discuss recent efforts and any upcoming needs the City may have.



MEMORANDUM

DATE: MARCH 6, 2017
TO: MAYOR AND COUNCILMEMBERS
FROM: MARIA PEÑA, CITY ADMINISTRATOR
RE: INDIRECT COST ALLOCATION PLAN

Attached please find a proposed indirect cost allocation plan for the City. It would be good practice for the City to have in writing how staff allocates indirect cost. Our biggest indirect cost deals with salaries of employees that perform job functions that benefit several funds. The Public Works Department does have several supplies or services that are broken out between Water, Sewer, and Streets if they cannot be directly tied to one fund because they benefit all three. Staff does make a great effort in properly allocating the cost of all expenses. This is something that is monitored very closely by the State Auditor's Office and having an Indirect Cost Allocation Plan was one of their recommendations from our last audit.

RECOMMENDATION: Move to approve the City adopt the Indirect Cost Allocation Plan as presented.

INDIRECT COST ALLOCATION PLAN

AUTHORITY

The Washington State Auditor's Office prescribes the accounting and reporting of local governments in the State of Washington under the Revised Code of Washington (RCW) 43.09.200. Washington State law provides, at RCW 43.09.210, in part:

Separate accounts shall be kept for each department, public improvement, undertaking, institution, and public service industry under the jurisdiction of every taxing body. All services rendered by, or property transferred from, one department, public improvement, undertaking, institution, or public service industry receiving the same, and no department, public improvement, undertaking, institution, or public service industry shall benefit in any financial manner whatever by an appropriation of fund made for the support of another.

The RCW does not specifically address how "full value" is to be determined.

RCW 35A.33.122

Whenever any code city apportions a percentage of the city manager's, administrator's, or supervisor's time, or the time of other management or general government staff, for administration, oversight, or supervision of a utility operated by the city, or to provide services to the utility, the utility budget may identify such services and budget for reimbursement of the city's current expense fund for the value of such services.

The Federal Office of Management and Budget (OMB) Circular A-87

OMB Circular A-87 establishes cost principles for State, local, and Indian Tribal Governments for determining costs for Federal Awards. Item 5 of the Circular states that, "The principles are for determining allowable costs only." In defining allowable costs, the Circular provides a definition of allocable costs at Attachment A, paragraph C.3.a, "A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received." The Circular further outlines costs that are allowable for charging the Federal government and distinguishes those that are specifically excluded from recovery.

Governmental Accounting Standards Board (GASB)

GASB is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments. While GASB is not a governmental agency and does not have enforcement authority, compliance with GASB is tested by the Washington State Auditor's Office's annual audit of the City

ALLOCATION OF COST

The City of Connell desires to comply with all laws and recommendations in calculating and receiving full cost recovery for services rendered to other funds.

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that the City will use to allocate indirect costs to funds that benefit from the services being provided. Costs that are identified as direct costs are charged directly to the program, fund, or activity.

Indirect Cost v Direct Cost

Indirect Costs are costs that have been incurred for common or joint purposes. Indirect costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective. Direct costs are costs specifically identified with a particular cost objective

Types of indirect costs: fringe benefits, central services cost, information technology, Accounting, payroll human resources, budget, facilities operation and maintenance cost, and other general and administrative expenses.

The advantages of an indirect cost allocation plan are basically twofold:

1. The indirect cost allocation plan ensures that programs properly reflect all costs incurred in carrying out the program, not just direct costs.
2. In cases where specific grants allow, the indirect cost allocation plan increases grant funding by including these indirect costs in the cost of the grant-funded program.

Methods of Allocation of Costs

The City has identified a variety of methods to identify and determine an appropriate percentage of indirect costs for allocation to various funds. These methods include:

- Tracking employee work hours on spreadsheets showing time distribution allocating time spent on each task. Each employee's salary is then allocated based on the ratio of time spend on task in each fund to total salaries and is reviewed annually. Fringe benefits, health insurance, and paid leave are allocated in the same manner as salaries and wages.
- Professional Services costs that benefit more than one fund are divided equally by the benefiting funds.
- Costs of supplies that benefit more than one fund are divided equally by the benefiting funds.

The following is the plan to allocate employee payroll costs to the various funds and or departments that utilize those employees.

- Identify employees whose salaries are allocated to various funds and or departments.
- Meet with the Public Works Director and Department heads each year during the budget development process in order to review and adjust the prior year allocations from the above-mentioned ways to determine the appropriate percentages to use in allocating costs to the various funds and or departments.

- Allocate the costs to appropriate departments by percentage ensuring appropriate costs are allocated to the appropriate funds and or departments.

Budget Development

The City of Connell utilizes spreadsheets to compile information related to the distribution of costs among its various funds during the budget process to ensure costs are allocated correctly. The City Clerk/Treasurer is primarily responsible for determining the final percentages allocated to the city funds/departments based on the factors mentioned above.



MEMORANDUM

DATE: MARCH 6, 2017
TO: MAYOR AND COUNCILMEMBERS
FROM: MARIA PEÑA, CITY ADMINISTRATOR
RE: COST BENEFIT ANALYSIS – SELECTION OF CONSULTANT

In continuing to move forward with the Railroad Interchange Project I submitted a grant to Franklin County for 09 Economic Development Funds for a Cost/Benefit Analysis. A Cost/Benefit Analysis is a necessary component for future Fastlane/Tiger Grant applications.

The City was awarded the grant in the amount of \$10,000 and the next step is to make a selection for a consultant to provide the Analysis. I have requested proposals from three consultants off the MRSC Roster that have rail experience. I should have all three, and a recommendation to Council, by Monday's meeting for your approval.