

CITY OF ST. JOSEPH



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# First Quarter Financial Report

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For the Quarter Ending September 30,  
2008

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## OVERVIEW

To date there have been six (6) payroll periods, which indicates that total expenditures for salaries and benefits should be approximately twenty-three percent (23%) Being three months into the fiscal year, revenue and other expenditure items should be approximately twenty-five percent (25%) of the FY2009 budget.

### I. Multi-Fund Revenues and Revenues of Special Interest

#### A. Sales Tax Revenues

Sales tax revenues for the **General Fund** overall are around their budgeted target at 26%, \$102K above trend. The annual sales tax collected 6% more this opening quarter than in the first quarter of Fiscal Year 08. The annual sales tax is a combination of normal sales tax received and City retained tax. The City retained tax includes 50% of the new taxes generated and the base taxes from approved TIFS. The reason for the increase can be attributed to the Commons, additions in EBR, and the redevelopment of East Hills.

The **SIM&R** fund is right at budget for sales tax revenues for the quarter. Annual sales tax is up 5% more than this time last year. Motor Vehicle Fuel Tax is at trend but \$5K less than in FY08. With high levels of fuel prices, consumers are decreasing their use by a variety of means - cutting back on trips, carpooling, remaining at place of work for lunch, etc. This trend has the potential to change over the next couple of months with the temporary decline in fuel prices. Motor Vehicle Sales Tax is on the right track and is above trend by \$4K.

**CIP Sales Tax** has had a good start, collecting \$67K over trend. The voter-approved increase in the **Mass Transit Sales Tax** became effective July 1, 2008. Despite a 60-90 day delay from effective date to the actual date the City begins receiving the money, revenues are \$232K more than this time in FY08. Most of the sales tax revenues are received January through March.

It should be noted, the September receipts were prior to the economy downturn. We are cautiously optimistic that we will meet the projected 3% increase in the adopted budget.

#### B. Real and Personal Tax Revenues

In the General fund, total real estate tax revenues received are \$26K higher than quarter one of FY08. Of that total, \$23K is prior real estate due received with the County's release of 2007 Taxes Paid Under Protest. Prior personal property has already collected 40% of its budget for the year. Compared to year-to-date of the previous year, the Parks fund has received \$17K more this year. Prior real estate for the Public Health fund has gathered 83% of its yearly budget. That fund has also collected 49% of its prior personal property budget. These prior year receipts follow trend of previous years.

Since last year was a re-assessment year, calculations made when the tax levies were set project as much as a 3.9% increase to both real estate and personal property tax revenues over last year. This applies to all funds (General, Parks, Public Health, and Museum).

**C. Utility Taxes** for the General fund are well below target at 15%. A majority of the gap is due to the utility taxes for gas and telephone. With most of the quarter taking place in the summer, natural gas tax revenues are significantly under trend by \$102K. This is still \$8K more than this time in FY08. The revenues are sure to catch up when the colder months arrive. The telephone revenues are below its quarterly goal at 15%, but they are also higher

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(\$16K) than the previous year. Until the final, major cell phone company has settled with Missouri cities, telephone revenues will lag behind trend.

Electric revenues are making up for the slow showing in the other franchise taxes by being above target by \$191K. A big factor in this was the Public Service Commission's recent approval of an 80 cent increase for the average user of Aquila (now KCP&L). This increase was activated starting September 1<sup>st</sup>. Water is also above trend collecting 37% of its budget. Cable revenues, received on a quarterly basis, are on pace at 25% for the year. For the month, the General fund collected almost \$96K more than the same period in FY08.

The Mass Transit fund is above budget at 28%, and collecting \$15K more revenue than the opening quarter of the previous year. The fund is showing similar trends amongst the utilities (low on gas and high on electric).

### **D. Other Major Revenue Sources**

Considering the slumping economy the **Riverboat Gaming** fund is performing pretty well. Overall, the fund is sitting just below the mark at 24%. Only state admission revenues are significantly under trend (\$12K). Although the fund is only marginally under budget, they are \$41K less than this time in FY08. A majority of the difference is state admission and gaming. Combined, they have collected \$39K less revenues than this time last year. Loss limits have just been lifted as a result of the recent election. This is expected to result in higher gaming revenues (if not higher admissions charges).

**Municipal Court** fine revenues are holding steady at 24%. However, \$22K more was collected than this time the previous year. In September alone, \$13K more was received than the previous September. DWI Enforcement and Animal Violation fine revenues also topped their previous year to date. For the quarter, a total of 5,638 violations were filed and 1,421 warrants were issued. These both make up more than 25% and 27% of fiscal year 08's totals respectively.

**Permit fee** revenues are up and down across the board. Garage sale permit fees nearing the end of their season are up at 39%. Boiler/Mechanical permits are \$3K under budget at 21%. The first quarter of the year was a good one for building permits at 27%, and \$14K more than this time in FY08. Electrical permits continue to stay below target at 19%. The wet spring and summer put a delay on construction projects which has resulted in less electrical permits being issued. Permits from plumbing started the year off well, but since then has tailed off to 20%. These revenues are significantly less than a year ago when they were \$21K more.

**Business License fees** will not become a major factor until towards the end of the year when they are billed in May. One fact to note, revenues are almost \$6K less than this time last year. Compared to last year, a significant number of businesses paid their fees on time in FY08. This reduced the amount of revenues coming in this year due to late payments. Liquor licenses are also off the radar until the end of the year, much like the business licenses.

### **E. Special Revenue & Enterprise Funds**

**Parks, Recreation & Civic Facilities** revenues are on track, overall, at 24%. The current major sources of the fund are pools and softball/baseball. These are now beginning to subside or have already done so for the calendar year.

Fall softball league fees have been collected for the season. There seemed to be less interest than expected as they are short of the mark at 76%. Bode Complex revenue is staying above target at 32%, but is \$3K less than this time last year. All pool revenues should be performing at 67% due to their three-month season. The 2008 pool season closed at 63% of their

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budgeted daily fee revenues in July and August. The program could be in even better shape, but it was decided to close the neighborhood pools down a week early due to lack of staff. The early closings also impacted the Aquatic Park as it only brought in a little more than half of the yearly budget. This is \$16K behind the pace of the previous year. They will need a strong opening month in June to hit their target. Pool rentals are coming in at 53% of budget. Punch cards for the pools and the park are down compared to last year by about \$1K.

Ball field and pool concessions are above their quarterly goal, but both are also less than the previous year-to-date (\$12K combined). Pool concessions brought in 56% of its budget (ideal for the pool season). Ball field concessions are also above budget (33%), but also collected less than the prior year's opening month. The early end to the pool season and the wet summer can be attributed to the decrease in revenues compared to FY08.

Once again this year, Muchenberger is proving to be a popular venue for indoor volleyball. Fees for the center are at 41% with the league fees for the volleyball season. These revenues are \$2,200 more than the opening quarter in FY08. Horace Mann rent revenue is following budget projection at 25%. The new Bartlett Center lease did not go into effect until September of FY08. Rental for the Missouri Theatre office is on track for the quarter. Rental for the Theatre itself is off to a slow start at 10% which is almost \$7K under budget. There hasn't been much activity at the Theatre to date, but there are more events scheduled for the fall season. The Civic Arena is on a similar start of only 10% of its year budget. Year-to-date, the arena has only averaged two events per month. The fall and holiday season should bring some business that is much needed for the arena. Quite a number of the higher grossing events occur in the late spring. Equipment rental, promotions, and concessions for the arena reflect the lack of activity. Combined they are \$26K short of the budget (\$18K being concessions).

**Public Health** revenues are slightly above their target at 26%. Dog licenses, due May 30<sup>th</sup> annually, are up 20% compared to the first quarter of FY08 and collected almost \$5K above trend. Municipal Court fines continue where they left last year being above the budget. The increase of enforcement of the vicious dog ordinances continues to make its mark on budget (29%). Pound fees are also above projections at 36% and show an increase of \$2K compared to FY08. The demand for cremation services continue as 37% of the year's budget was received. Revenues for birth/death certificates are slowing down, but still remain above budget at 28%. Traveling season (and the need for passports, thus birth certificates) is coming to an end soon and the economy is not helping matters.

In the **Special Allocations** fund, **EATS** are mostly struggling to make budget with the weakened economy. New additions to the fund that will start to make an impact in FY09 are the Mitchell Avenue Corridor and East Hills. The City will retain the East Hills EATS until a base \$1.4 million is reached. City EATS for North County are close to trend at 23%. There should start to be an increase for North County as they enter into the holiday shopping season. For EBR, the new fiscal year has brought higher targets to reach. City EATS are at only 17% of the budget, but collected \$5K more than this time in FY08. However, at this time last year, only one restaurant was active. Two additional eating spots did not open until later in the year. The Third Street Hotel TDD sales tax is just under budget at 24% and is one month past due on their payment. For the quarter, 19% of the City EATS budget was received for the Commons.

There is no significant activity with **PILOTS** for the month. All 2007 PILOTS have been received. Tax year 2008 is not a reassessment year, so most valuations will remain the same.

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When reviewing the above reported data for EATS and PILOTS it is important to know the following:

EATS are reported by City receipt date and not the business reporting date. There is a lag time of 60 to 90 days between the business reporting month and the actual date the City receives the money from the State of Missouri.

PILOTS are reported by tax year and when the City actually receives the money from the Buchanan County Collector. There is a lag time between 30 and 60 days between the payment to the County and the City receiving the money.

**Aviation** revenues are in line with budget. An increase of 3% was applied to hangar rent of July 1<sup>st</sup>. Sale of gas and oil are on track with budget as well. This can be considered a mild surprise when you take into account the fuel price situation. The fund, in total, is \$1,300 better compared to September year-to-date of FY08.

The **Public Parking** fund is below budget at 21%, but only because of the city sticker fees that have not been received yet. If you remove this line item the fund is actually at 25%. Most of the garages are either close to or above their quarterly goal. The garage at 5<sup>th</sup> and Felix is at 26% year to date. However the garage will soon take a major hit as Family Guidance relocated in October. The impact will be about \$2,700 per month. The budget may need to be reviewed because it does not appear the relocation was taken into account. The garage at 6<sup>th</sup> and Jules is also making budget thanks to a new contract reached with Universal Guardian who uses several lots in the downtown area. Parking violation fines are just above trend at 26%. There has been \$12K more collected to date than this time in FY08. There were 3,071 citations issued for the quarter, 80% of those being issued by the parking staff. The year-to-date total equals to 30% of all of fiscal year 2008. For the month of September, alone, nearly \$20K was collected on citations due to the efforts of the Parking and Financial Services staff.

The **Sewer fund** starts FY09 on the right foot by being in line with budget. With the rate increase last October, revenues are \$77K more this year than for the first quarter of the previous year. Sewer service charges are above trend by \$9K. South SJ sewer district is above budget by \$88K. Sewer service penalties are at 32% of the budget.

The **Municipal Golf** fund, which struggled during FY08, is off to good start this year. The fund overall is at 28%, but is \$3K less than last year's. Daily fees are \$15K above trend, but are 6% less than the previous year at this time. The fund will have a much better year if the weather cooperates a little more this time around.

The **Transit** fund looks to be above trend for the most part. Fare box revenues are significantly above the mark at 33% for the quarter. This increase is due to daily fare rates doubled in mid-year fiscal year 2008. Youth and Senior tickets are both well above trend by a combined \$3K. Only adult ticket sales are a little under the mark at 22%. The monthly passes and book prices remained the same. On October 1, 2008, Transit launches its new night routes. After a six-month period, Transit will analyze the effectiveness of this new program.

The **Landfill** fund is meeting budget at 28% and is \$150K above trend. With the new Deffenbaugh agreement, daily fees are \$532K more than this time in FY08. Recycling revenues are also on the positive side at 46%. This is a 60% increase compared to the first quarter of last year.

## II. Expenditures

**General Fund** - *Although individual areas, discussed below, are seeing expenditures above trend, the amount of General Fund operating budget expended year-to-date overall: 19.8%*

There only appears to be a couple of issues with **personnel costs** in the opening quarter. Property Maintenance is under its salary budget at 16% and Network Support is over its budget at 34%. The two are directly related. The director is budgeted in Property Maintenance and being paid out of Network Support which creates the overage in one and the deficit in the other. The issue is working to be resolved with a personnel action form and a journal entry to correct the payroll. Fire Administration is also dealing with an overage in labor. Wages are more than a third (35%) of their overall budget. This is due to the recent retirement of the fire chief and his payout of vacation and sick time. Also in relation to the retirement of the chief, Retired Consultant's Pay is over budget by a little more than \$4K. There are no savings within the department to offset the deficits, but savings in other areas of the fire division can cover them.

Similar to FY08, Police and Fire have their share of **overtime** issues. Most of these can be negated by significant savings in other areas within the department. Police Operations are over its year-to-date budget by \$24K, but there is enough savings in budgeted wages to washout the deficit. The Detective's Division is \$12K over budget for the year, but plenty of savings exist in salaries to cancel it out. Police Training has used 50% of its overtime for the year, but their budget is only a small amount of \$2,600 and savings in other line items will cover the expense. Fire Suppression has the most significant overage in overtime with almost \$28K. Suppression, as a whole, is over budget and will need to seek assistance from elsewhere within the fire department's budget. The deficits have been explained by such issues as military leave, medical leave, and light duty.

A few areas are experiencing high expenses with **utilities**. The flip side of city electric franchise revenue increases is the fact that departments are paying higher prices for their electricity. City Hall Electric Service is over budget by \$2,500 year-to-date. With the colder months not here yet, there is excess in Gas to cover the deficit. However, this may not be the case when winter arrives. Fire Administration is also a little above their electric budget. There is savings in the little used gas budget, but as previously mentioned, the entire division is over budget and would need to seek savings from sections of the fire budget.

When one-time expenses occur at the beginning of the fiscal year there can be the appearance of looming deficits in certain line items. However, these one-time expenses are anticipated in the budget and include such items as the following.

- Municipal Court has used almost 80% of its total budget for professional services on software fees for its systems expensed in July. These fees are an annual occurrence and were factored into the budget. There should only be minimal activity in the account for the remainder of the year.
- Other Services for Public Information/Communications is over trend at 28%. This is due to advertising fees from Eagle Communications and NPG Newspapers.
- Accounting has nearly used its total budget (98%) on M&R of Office Equipment with annual licensing fee for the IFAS software. There should not be much more activity in this budget, if any, for the remainder of the year.
- Network Services has spent 68% of its budget for M&R Office Equipment for fiscal year 2009 with software and maintenance fees from Accela Inc. These fees are also paid at the beginning of each year and are included in the budget and the expenses in the account should level out in the coming months.

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- Property Maintenance is almost \$7K over their Professional Services budget thru September as the division had budgeted money to be used for temporary help from IMKO to fill in for a vacant clerk position.
- With the purchase of a riding lawn mower, Fire Maintenance has used 76% of its Minor Equipment budget for the year.

One area in which high, first quarter expenditures were not anticipated is in the M&R of Motor Vehicles in Property Maintenance (35%) due to several repairs and replacements including new tires and a fuel pump.

**SIM&R Fund** – *Although individual areas, discussed below, are seeing expenditures above trend, the amount of SIM&R operating budget expended year-to-date overall: 17.2%*

**Overtime** is also a factor for this fund. Street Maintenance finds itself a little over budget after the first quarter at 29%. Out of title pay is also above the quarterly projection at 34%. But there is a sufficient amount of savings in salaries to cancel out the overages in both areas. Traffic has used more than half of its total overtime for the year. This is due to the staff having to work several special events such as Tour of Missouri, Trails West, and the Southside Festival. The division is also conducting numerous traffic studies for the two-way traffic conversion downtown. There is just enough savings in the salary budget to balance out this expense.

Three months into the year, Engineering has used its total overtime budget for the year and has surpassed it by 42%. There is only \$3,500 of overtime projected, but this time last year they had only expensed \$650 of their budgeted overtime. The reason for the excess overtime is attributed to several projects running behind due to the wet June and July. The activity mostly responsible is the second asphalt overlay project. Equipment Support also has utilized a large amount of overtime (43%). At present there are sufficient salary savings elsewhere in the fund to offset the overtime expenditures in these programs.

A few divisions within the fund are experiencing high expenses in **motor fuel** after the first quarter. Traffic and Engineering have both used about a third of their fuel budgets. Equipment Support spent 43% of their budget, putting fuel expenses above trend by \$60K. Recent drops in fuel prices could soon provide some relief to these strained motor fuel budgets.

Street Maintenance is \$5,600 over their **Other Materials and Supplies** budget due to a \$5K expense in August for the Tour of Missouri race. Temporary help from Kelly Services and IMKO also has Street Maintenance over budget (38%) in employment services. Both of these expenses can be covered by savings in supplies and equipment. Traffic is nearly \$9K over budget on **M&R of Building/Facility** with expenses for pavement paint and signs. Snow/Ice Removal has used up its Professional Services budget for the year, and then some. With expenses for weather forecast radar and services, the budget is 50% over its year's allotment.

**Parks, Recreation & Civic Facilities Fund** - *Amount of Parks & Recreation operating budget expended year-to-date: 25.6%*

While many of the expenses discussed below are summer specific and will level out during the "off-season", the fact that the fund is right at budget trend overall (i.e. is not reflecting much overall savings to meet future spending overages), the department director and managers will need to keep an eye on their budgets.



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The seasonal programs are inflated and over budget for **labor and part-time wages** such as Softball/Baseball and Swimming. However, the season for these programs is winding down and most will be dormant until next spring. Parks Concessions is also dealing with high expense for part time help having used 48% of its budget. There really is no "off-season" for concessions, but the summertime is when they do the majority of their business. The budget should begin to even out during the next few months. One other division carrying out its brunt of the work in the summer is Park Maintenance. In order to keep the grass cut and the parks looking nice and clean, part time wages were well above budget at 60%.

No issues with **overtime** after the first quarter. Softball and Baseball had a significant amount of overtime earlier in the year, but that since leveled off with the leagues mostly finished for the season.

Only Parks Maintenance had any significant expense with **motor fuel**. They were over the mark at 34%. With the price increase to fuel over the past year, the department has spent \$6K more than they did this time in FY08.

The fund has a few negative experiences in **utilities**. Water for the Pools is high at 38%, there is some offsets in the electric budget but not enough to fully cover. The program is actually over budget trend for the quarter, but the pools ceased operation in August and will level out over the year. With the opening date of the Nature Center drawing near, water is over budget at 37% for that program. Water for Park Maintenance is on the high side at \$4K over budget, but cooler weather should cause a decrease in usage.

Softball/Baseball has spent 84% of its Recreation Supplies budget for such items as fertilizers and t-shirts for league champions. There shouldn't be much activity again until spring, but at that time they will have less than \$2K remaining for the year. The program is also at 36% of its Professional Services budget for service fees for the St. Joseph Umpires. With the season winding down, the budget will level out and soon return to trend. The Nature Center, in preparation for its opening, has used 80% of its Materials for Resale budget. Most of the expenses will be on the front end of the year in order to stock the gift shop. A majority (91%) of Bode Complex's M&R for Motor Vehicle has been expensed due to repairs to the zamboni machine. The replacement of the dasher board at the ice rink has put a big dent into the M&R of Building budget of the Bode Complex. The board has taken 75% of the budget which is \$56K over trend.

### **Health Fund** - Amount of Health operating budget expended year-to-date: 22.8%

Only one division (Animal Control) is having any sort of issue with **overtime**. The program is at 55% of the budget for the year after utilizing over \$5K of overtime for the quarter. Two staff members are on medical leave and one position is currently vacant so there is more than enough salary savings to washout the expense.

Animal Control is also the only division within the fund that is over budget on **motor fuel** and **utilities**. Motor fuel is at 31% year-to-date due to the high number of calls being responded to. Compared to this time in FY08, \$1,700 more has been spent on fuel. Electric and Gas service are a combined \$1,300 over budget.

Professional Service in WIC Services is over target at 48% as a result of fees from the use of a Spanish Interpreter. The department had attempted to recruit a Spanish-speaking nurse, but was unsuccessful. There is also an annual maintenance charge of \$1,600 from Teletask Inc.

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that significantly impacts this budget up front. Health Administration has nearly exhausted its professional services budget in the first quarter. Service fees for the Health Officer have that line item at 95%, leaving less than \$500 for the remainder of the year. Health Administration is also significantly above budget on M&R of Building & Facilities (68%) due to annual maintenance on their heating & cooling system.

**CDBG Fund** - *Amount of CDBG operating budget expended year-to-date: 9.9%*

No significant issues exist for this quarter.

**Aviation Fund** - *Amount of Aviation operating budget expended year-to-date: 18.6%*

The fund is on track with budget and has no current issues.

**Parking Fund** - *Amount of Public Parking operating budget expended year-to-date: 34.0%*

After only one quarter of the fiscal year, the fund has utilized its entire budget for **overtime** (139%). Most of the overtime is in result of the summer painting of the parking lines in the garages and on the streets. Although they have exceeded the limit, it is only by \$800 given the budget was only \$2,200 to begin the year. Unless something unforeseen occurs, not much more is anticipated for the remainder of the year.

Other Services has also reached its total budget for the year with connection charges for cable and internet. With a \$10K liability claim, Judgment & Claims is \$9K over the total budget for the fiscal year.

The expenses for the fund, as a whole, are over trend by almost \$40K. Expenditures need to be curtailed so that revenues from the garages and parking violation fines can help balance out the program. As mentioned in the Revenue section, Parking revenues are on track, but are not exceeding budget and may even fall below trend with the move of a major user of a parking garage.

**Sewer Fund** - *Although individual areas, discussed below, are seeing expenditures above trend, the amount of Sewer operating budget expended year-to-date overall: 15.3%*

There are a few issues with **overtime** in this fund. WPC Treatment is above budget by more than \$10K as the overflow testing continues. Laboratory has used 62% of its overtime budget, but it is not too significant with a starting budget of \$2K. In Sewer Maintenance, out of title pay is above trend at 14%, but there is more than enough savings in wages to cover the overages in all other divisions.

Sewer Maintenance is nearly \$4K over budget on **motor fuel**. However, with gas prices steadily falling of recent, this may be able to bring it back closer to trend.

WPC Treatment is significantly over budget on gas service for the quarter at 36%. There is not much savings in the other **utilities** as they are all close to budget trend.

Half of the total year budget of Vehicle and Equipment Rental in WPC Treatment has been expensed (51%) as the result of various rental charges from Brooner Construction. M&R of Machinery & Equipment is also significantly above the mark at 47% with several purchases of

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parts for tractors and dump trucks. Laboratory is up to 42% of its Minor Equipment budget with expenses for such items as filters, sealer unit, cap membrane kits, and other various lab items.

### **Golf Fund** - *Amount of Golf operating budget expended year-to-date: 30.6%*

Although the fund is above budget in total expense, it is important to remember the first quarter sees the most active months. It requires more man-power, which equals more expenses. When the crowds and temperatures start to die down, so will the expenses.

With an increased need for labor, expenses are currently high, but should lower once the colder months approach. **Overtime** is significantly above budget at 58% but it is not a large amount of dollars (\$700). Also it is reassuring that the fund had nearly the same amount of overtime this time last year and finished well below trend. More than half of the budgeted part time wages have been expensed (53%). These should start to come down as the fund enters its slower season.

To keep the mowers and carts going, **motor fuel** is over budget at 33%. This too will begin to see a decline with less need in the fall and winter. In fact, the decline has already begun with only \$18 being booked for the month of September. Half of the budget for Water Service has been exhausted during the first quarter.

Recreation Supplies is above their target at 33% with expenses for chemical and fertilizers for the course. The purchase of a ground tiller results in a majority of Minor Equipment booked for the year at 89%. However this only puts the line item at \$900 over trend. Professional Services are close to reaching their year allotment at 90% (\$3K over trend). Most of these expenses have been used on the contract for the golf professional. This has been the pattern in previous years (a spike up front, and then an evening-out as the year progresses).

### **Transit Fund** - *Amount of Transit operating budget expended year-to-date: 22.7%*

As with most funds, motor **fuel** is slightly above trend at 27% (\$11K over). The recent dip in prices could bring them close to budget. The need for new uniforms has Safety Equipment/Clothing \$2,800 above budget for the quarter. Utilities line items are experiencing no problems.

### **Landfill Fund** - *Amount of Landfill operating budget expended year-to-date: 16.0%*

Landfill Operations is over budget trend at 40% with **motor fuel**, which will most likely come down for a period or two with the temporary drop in prices. Electric service is above budget at 30%, but there are savings in Gas to cover the overage.

Office supplies for Landfill Ops are significantly over budget at 40% for the purchase of a Tilco printer part. Machinery & equipment has a monthly charge of \$6K for an equipment lease agreement. These charges have put the budget at 60% (\$10K above). There is only \$30k budgeted for the account. If the lease agreement is year-long, adjustments may need to be made. Close to 100% of the Major Repairs and Replacement has been used with the purchase of a gear box.

With overall expenses low, there is plenty of savings to cover the above mentioned deficits.

**INVESTMENT REPORT**

**COMMENTARY**

The Investment Report is for the twelve month period ended September 30, 2008. The purpose of the report is to keep the reader informed of the diversification and status of the City's investment portfolio. The City's Investment Policy, adopted by the City Council on July 18, 1994, guides investment activities and ensures that City funds are invested in a manner which provides the highest investment return with maximum security while meeting the daily cash flow demands in accordance with all state and local laws.

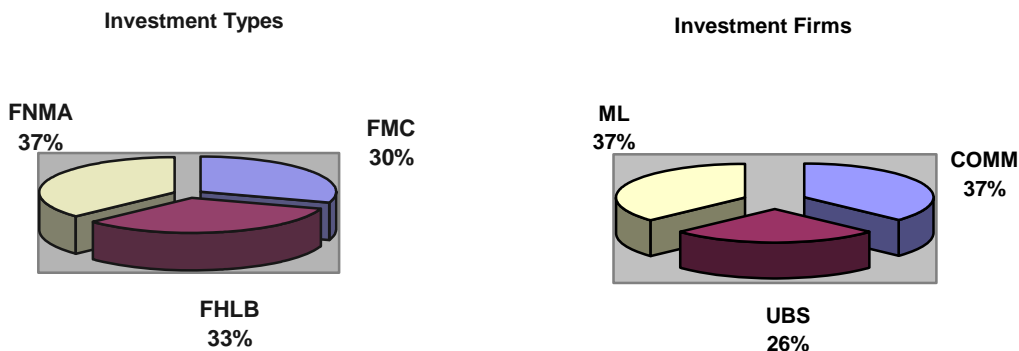
**CASH INVESTMENTS**

As of September 30, 2008, \$33,804,484 of the City's idle cash is invested in U.S. Treasury Bills, Agency Securities, and cash. The majority of the investments purchased are Agency Discount Notes with maturities of 180 days or less. Individual yields on the securities range from 2.08% to 2.90% with a maturity expected weekly. Most City investments are made in instruments of 180 days or less because: 1) the return on longer instruments is not significantly greater to offset the loss in liquidity; and 2) current low fund balances in most funds require that investments be very liquid.

According to City policy, the City may only invest in U.S. Treasury Bills, Agency Discount Notes and interest from the City's checking account. U.S. Treasury Bills (T-Bills) are short-term obligations considered risk free and very liquid. They are backed by the full faith and credit of the U.S. Government. While considered the safest of all types of securities, Treasury Bills provide the lowest yield. Due to the low yield, the City prefers to invest in other, high-yielding, relatively risk-free U.S. Government Securities.

Some Agency Discount Notes are guaranteed by the full faith and credit of the U.S. Government, but most carry only a "moral obligation" of Congress to protect investors. These notes usually have higher yields than Treasury Bills, and include federal agencies such as the Federal National Mortgage Association (Fannie Mae), Federal Home Loan Bank (FHLB) and Federal Farm Credit Bank (FMC).

Safety of principal is the foremost objective of the City's investment program. To achieve this objective, diversification is a necessity for securities and vendors. Investments are competitively bid and purchased from Merrill Lynch, UBS, and Commerce Bank of Kansas City, maturing weekly for cash flow purposes.



**INTEREST INCOME**

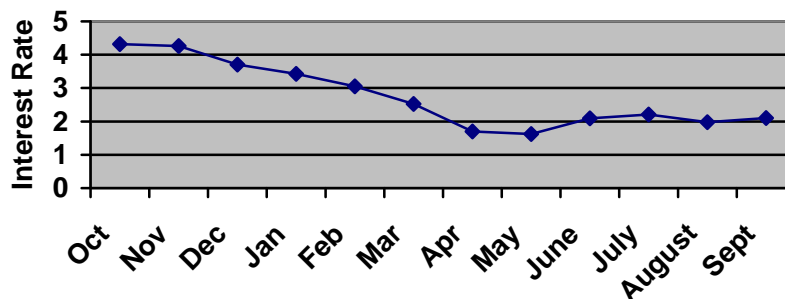
The City also receives interest income on cash balances in its checking account. Interest is distributed to each fund at the end of each month. The interest rate is equal to the average 91

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day Treasury Bills plus .31 points on the City's average collected balance. The rate the City received for the month of September, 2008 was 2.10%. From October, 2007, the rates have decreased each month until June, 2008 which produced a slight rebound. Because of collateral agreements with the banking institution insuring cash balances, this is as safe as investments in U.S. Treasury Bills.

**October 1, 2007 - September 30, 2008**

**Interest Rates**



**Fiscal Year 2008/2009**

Interest earned that has been distributed to the individual funds based upon the cash balance monthly average:

July, 2008	\$ 41,747.94
August, 2008	\$ 56,717.30
September, 2008	\$ <u>60,393.65</u>

**YTD 2009 Total \$ 158,858.89**

**Unrestricted cash deposits and investments** of the City are pooled and include cash held in commercial bank checking accounts and investments held in United States Government Treasury and Agency securities. All funds with a cash balance carry an "Equity in Pooled Cash" balance on the financial statements equal to their respective cash deposit and investment portion of the pool. The individual funds "Equity in Pooled Cash" equals the \$33,804,484 the City records as unrestricted.

**Restricted cash deposits and investments** are restricted for legal purposes or purposes designated by City Administration. In accordance with bond transcripts, the Trustees of the bonds are legally required to hold reserves at their financial institution. Currently, the City has \$35,838,486 held at various locations as instructed by the bond transcripts.

The charts beginning on the next page show the September 30, 2008 status of city cash by type of investment, type of restriction and unrestricted cash balances.

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CASH  
By Type of Investment  
September 30, 2008

Checking Account Balance:		\$7,084,119.59
U.S. Government and Agency Securities:		
Federal Natl Mortgage Association	\$9,896,845.02	
Federal Farm Credit Bank	7,915,773.33	
Federal Home Loan Bank	8,907,746.39	
		<u>26,720,364.74</u>
Cash and Investments		33,804,484.33
Bond Reserves (held at various institutions)		<u>35,838,486.20</u>
		<u><u>\$69,642,970.53</u></u>

CASH  
By Type of Restriction  
September 30, 2008

Unrestricted Cash Balance:		
Cash	\$7,084,119.59	
Investments	26,720,364.74	
		<u>\$33,804,484.33</u>
Restricted Cash Balances:		
Bond Reserves (various institutions)	35,838,486.20	
		<u>35,838,486.20</u>
		<u><u>\$69,642,970.53</u></u>

The label “unrestricted cash” is deceiving. The cash is unrestricted only in the accounting sense of not being legally restricted to a certain use, like bond reserves. The cash is restricted in the sense of what fund it belongs to and what that fund can use it for.

The chart on the following page breaks down the \$33.8 million “unrestricted” cash figure above by fund and designated uses (if any).

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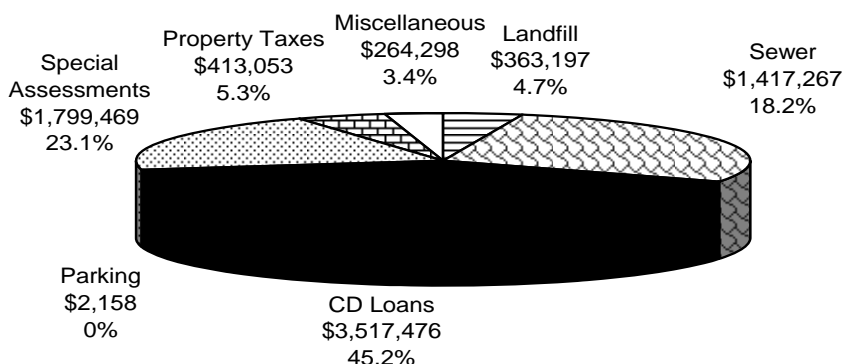
	CASH	
	UNRESTRICTED CASH BY FUND	
	September 30, 2008	
General - Cash	\$2,869,960.19	
Emergency	\$1,025,000.00	
Escrows	210,588.51	
Computer Reserve	(385,916.51)	\$3,719,632.19
SIMR - Cash	1,287,637.14	
Escrows	1,258.85	1,288,895.99
Parks, Recreation & Civic Facilities-Cash	128,671.14	
Escrows	49,987.21	
Senior Center Foundation	1,046.75	
William Morgan Trust	2,885.63	182,590.73
Health - Cash	1,242,960.41	
Escrows	3,623.05	
Public Nursing	56,449.36	
Richardson Trust	29,459.02	1,332,491.84
CDBG - Cash		(295,756.14)
Special Allocation - Cash		2,364,189.37
Riverboat - Cash		215,819.37
Museum		417,774.99
Downtown Business District - Cash		54,719.23
CIP Sales Tax - Cash		8,645,471.94
Aviation - Cash	157,762.07	
Escrows	7,103.00	164,865.07
Parking - Cash	155,790.87	
Escrows	6,695.00	162,485.87
Sewer - Cash	(414,109.93)	
In House Bond Reserve	4,157,026.14	
Escrows	1,650.00	3,744,566.21
Golf - Cash		42,951.75
Mass Transit - Cash		15,108.36
Landfill - Cash	5,915,880.29	
PostClosure	3,269,110.96	9,184,991.25
Worker Compensation - Cash		1,055,774.27
Payroll - Cash		336,400.35
Library - Cash		0.33
CDBG Loan Funds - Cash		1,171,511.36
		\$33,804,484.33

**Accounts and Loans Receivable Report**

**COMMENTARY**

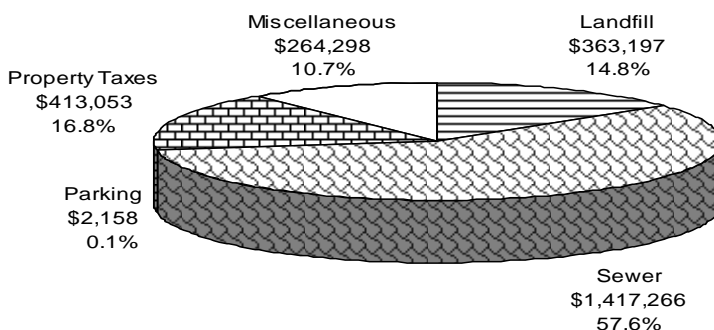
The Accounts and Loan Receivable Report is for the first quarter ended September 30, 2008. The purpose of this report is to identify the various types and amounts of receivables, discuss the City's various collection efforts and provide an estimate of receivable collectability. Total Accounts and Loans Receivable at September 30 are \$7,776,917, broken out as follows.

**Accounts and Loans Receivable  
for Fiscal Year Ended Sept. 30, 2008**



Accounts Receivables are generated from routine services provided to City residents and from taxes, licenses and fees. Loans and Lien Receivables are special payment arrangements created for specific individuals within the community. Details of each type will now be discussed in detail by type.

**Accounts Receivable Report  
for Fiscal Year Ended Sept. 30, 2008**



The Accounts Receivable graph above excludes CDBG loans and Special Assessments receivables due to the varying factors. CDBG loans are spread out over 30-40 years, leaving most of the receivable due into the future and not past due. Special Assessments are liens upon property which are assumed uncollectible at the point of issuance due to the nature of the lien.

**Miscellaneous Receivables** (10.7%) of the Receivables above are billed by Financial Services. Miscellaneous billings include:



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General Fund - LEC charges, fire district contracts, and Administrative fees for Chapter 100 bonds, Heartland Health and Buchanan County shared expenses for maintenance of the communication system; and PILOT taxes due per Chapter 100 agreements;  
 SIM & R Fund – Street/utility cuts, culvert pipe purchased for installation;  
 PRCF – Horace Mann monthly leases, Hockey Club and Figure Skating Club ice rentals;  
 Public Health Department – Birth/Death certificate monthly billings, monthly pound fees for area cities, and Buchanan County Health Contract;  
 Special Allocation Fund – Invoices sent to Buchanan County for County portion of EATS sales tax;  
 Aviation Fund – Monthly hangar leases, land leases, monthly Airport Café lease;  
 Mass Transit Fund – Bus station lease, State of Missouri bus passes purchased;  
 Payroll Fund – Retiree and Cobra insurance billings.

**Municipal Court and Business Licenses/Permits** are also miscellaneous receivables, but not included in the total. Most of these billings are unknown at the time of billing – business licenses because many are based upon gross receipts and Court citations because defendants must have their due process in Court.

**Annual licenses, permits and inspections for business activity** are billed and collected by the Customer Assistance Department and recorded in Permits Plus Software when received.

A total of 950 new and temporary business licenses and permits have been issued since July 1, 2008. The distribution of all new business permits and licenses issued are broken down by type below:

**New Business Licenses and Permits By Type  
 First Quarter Ended Sept. 30, 2008**

Type	New	Temporary	YTD FY09 Revenue	YTD FY08 Revenue
Liquor licenses	25	36	\$3,530	\$8,426
Health permits	60	87	\$10,191	\$13,189
Alarm permits	89	2	\$4,290	\$3,975
Fire Inspection permits	43	3	\$3,255	\$3,810
Trade Licenses	70	20	\$2,095	\$3,056
Business licenses	495	20	\$101,567	\$107,927
Totals	782	168	\$124,929	\$140,383

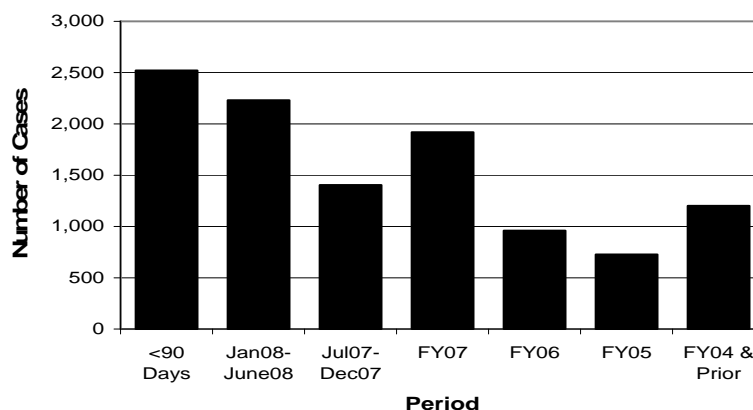
Collection efforts continue for the expired business licenses due on June 30, 2008. To date, these efforts include the original renewal application and delinquent letters. Courtesy phone calls and a summons to Municipal Court will be forthcoming for those failing to renew. To date, 225 of those business licenses remain expired, on hold or a summons.

**Municipal Court** receivables are recorded in the INCODE Court software. Open citations as of September 30, 2008 total 10,963, a decrease of 426 from the previous quarter. Court staff regularly review these citations in regard to collectibles and cases are closed in the proper, timely manner. Court staff continue to remit reports to the State of Missouri, keeping the remittance rate at 100%. Our Municipal Court is held in high regard at the State for this accomplishment.

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The table below shows the aging of open cases. As of September 30, 2008, fiscal year 2009 Court fines and fees collected total \$356,453 compared to \$329,046 for fiscal year 2008, a nine (9%) percent increase. City retained Court revenues are \$304,187 compared to \$279,682 in fiscal year 2008, a eight and eight-tenths (8.8%) percent increase. The citations filed for FY2009 total 5,638, compared to 5,414 for FY2008.

**Municipal Court Open Cases  
as of Sept. 30, 2008**



**Property Tax** receivables (16.8%), include the receivables for tax years 2007 & prior. As of September 30, 2008, property tax receipts total \$185,116, compared to \$150,139 for all funds in fiscal year 2008. This is a twenty-three and three-tenths (23.3%) percent increase over the same period in fiscal year 2008. Most of the increase is due to the settlement of 2007 tax protests filed with the State Tax Commission.

The City 2008 tax levies were set on August 25, 2008 at \$1.1595 per \$100 valuation. The Buchanan County Collector will be mailing out the 2008 tax bills around November 15, 2008. With the current economic conditions, we will be closely monitoring fiscal year 2009 tax receipts.

**Landfill Fund** receivables (14.8%) include hauler accounts set up for monthly billing and land leases approved by contract. These are billed by the Financial Services Department based upon reports provided by Landfill staff. Total billings to date are \$1,082,764.65, an increase of \$ 1,885,527 or ninety six (96%) percent over the same period in fiscal year 2008. Total tipping fee revenues of \$1,463,966 represent an increase of fifty-seven (57%) percent for fiscal year 2008. Outstanding receivables, as of September 30, 2008, total \$366,139. Deffenbaugh Disposal Service remains the largest account, with 35% of the total amount due.

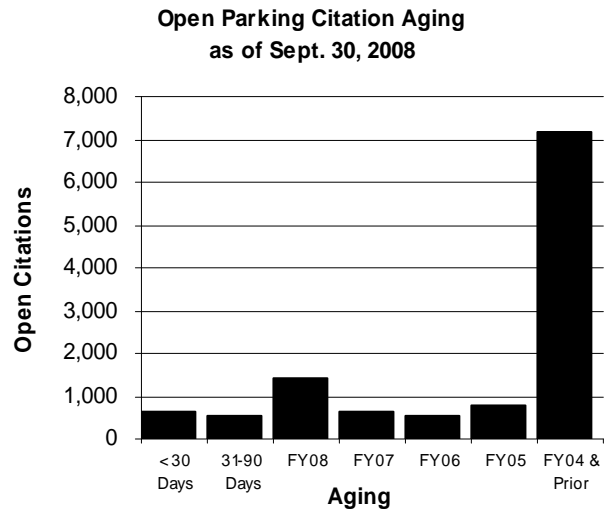
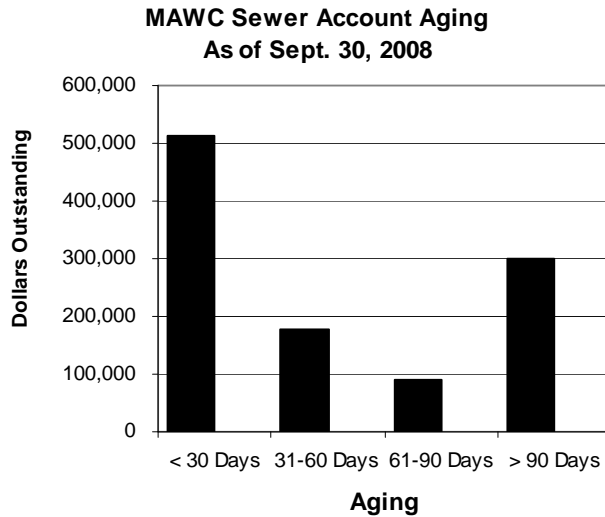
**City Sewer Fund** receivables (57.6%) include City billings to South St. Joseph Industrial District, septic load processing charges, and MAWC sewer use charges. It also includes all sewer user charges billed and collected by Missouri American Water Company per Billing and Collection Agreement. The Missouri American Aging is shown below. Accounts over 90 days are turned over to their third party collection agency. These receivables are reported monthly to the Financial Services Department for recording of revenues, allowance for uncollectible accounts, and collection fees.

Total sewer amounts due of \$1,417,267 (as of September 30, 2008). It is important to note that of the MAWC receivables (\$1,083,443), \$150,522 (14%) belongs to Oak Mill, Inc. A

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Circuit Court case has been filed as a final step to try to collect. Previous attempts to negotiate with Oak Mill and their attorney have gone unanswered.

The remaining City billings total \$333,824 (23.6%), most of which is from the South St. Joseph Sewer District. Per contract, SSJSD has 45 days in which to remit payment of amounts due to the City, remaining on the receivable listing longer than most accounts. Their balance is current.

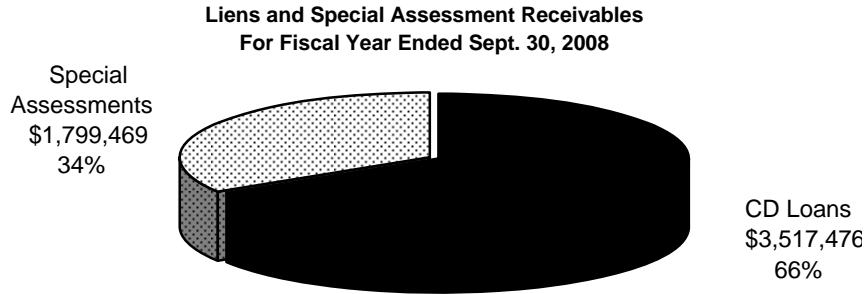


**Public Parking** receivables (<1%) include parking permits billed for City garages. Other receivables include parking citations outstanding recorded in the Parking Access database, but amounts due remain uncertain due to requests for dismissal, those protested in Municipal Court, etc. A total of 3,071 parking citations have been written this fiscal year – 2,448 by public parking staff and 623 written by police officers.

Most revenues collected in the Parking Fund are not included as a receivable due to the possibility of parking tickets being protested, requesting a trial in court, etc. Revenue is recognized when received. To date, total parking fine revenues are \$48,318, of which \$41,446 (85.8%) are fines remitted directly to the City and from collection letters generated by Financial Services. Municipal Court summons have resulted in the remaining \$6,872 (14.2%). A total of 2,183 collection letters have been mailed this fiscal year and 11,685 citations remain open at the end of the period. The aging of these citations is shown in the table above.

The Parking Fund will be losing a major contributor to the monthly permit revenue as Family Guidance completes their move to their new facility on 22<sup>nd</sup> Street. This lost revenue is approximately \$2,700 per month. The Parking Fund continues to receive one half of the motor vehicle fees collected by the Buchanan County Collector and the \$1 fee added to Ticketmaster events at the Civic Arena to assist in parking lot maintenance fees in fiscal year 2008.

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**Lien & Special Assessment** receivables (34%) total \$1,799,469 include demolition liens (\$1,040,602), general code violations for weed and trash liens (\$717,313) and street and sewer improvement/use liens (\$41,554). Demolition and weed and trash liens are billed and collected by the Customer Assistance Department, with demolitions having a ten (10) year period in which to pay back the City. Sewer Improvements and Street Special Assessments are billed and collected by the Financial Services Department.

<b>Aging of Special Assessments - Amount Due</b>		
<b>Period</b>	<b>Dollars</b>	<b>Dollars (%)</b>
Current	36,711	2.0%
31-90 Days	61,328	3.4%
FY08	171,694	9.5%
FY07	205,770	11.4%
FY06	222,950	12.4%
FY05	199,828	11.1%
FY04 & Prior	901,189	50.1%
Total Outstanding	1,799,469	100.0%

Accounts deemed to be collectable may be pursued through additional collection letters and, if necessary, lawsuits filed in Buchanan County Circuit Court as a personal debt of property owners. Inspectors continue to be issue summons to Municipal Court for violations. The City requests restitution for any costs incurred in cleanup of the property. Amounts paid by the defendant include fines for non-compliance and any City restitution for that particular violation.

Fiscal Year 2009 year-to-date revenues collected total \$34,923, compared to \$37,900 or a decrease of \$2,977 (7.9%) for the same period in fiscal year 2008. There has been a decrease in the number of Circuit Court cases filed to date compared to fiscal year 2008.

**Community Development (C.D.) Loan** receivables (66%) are low-interest loans made to low and moderate income residents under regulations promulgated by the Federal Department of Housing and Urban Development (HUD). These loans vary in length from 15 to 40 years. Although total loans outstanding are \$3,517,476, less than one percent (.8%) or \$27,726 are principal and interest due.

The Accounting Division, in the Financial Services Department, bills and monitors these accounts. The C.D. Loan Committee, comprised of Financial Services, Community Development and Legal staff, meet monthly to discuss accounts with balance portions greater than 30 days delinquent and decide upon the collection measures to be used, from general collection letters to foreclosure

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if necessary. The number outstanding accounts and loan amounts due vary by type and are listed below.

<b>Loan Description</b>	<b>Outstanding</b>	<b>Number</b>
Rehabilitation	\$924,929.79	35
Rental Rehab	\$198,809.34	7
Historic Preservation	\$100,304.93	9
Home Program	\$2,293,431.71	27
Loans Reported	<u>\$3,517,475.77</u>	<u>78</u>

**PURCHASE ORDERS (CONTRACTS) BETWEEN \$5,000 AND \$25,000****COMMENTARY**

The City's purchasing policy allows the City Manager to approve contracts between the amounts of \$5,000 and \$25,000. The following lists those contracts issued in the first quarter of Fiscal Year 2008 between those limits.

7/16/2008	Shawnee Mission Ford	\$ 19,801.00	2009 Ford F-250 Regular Cab	Animal Ctl
8/15/2008	MES Mid America	\$ 22,776.00	(6) Scott 4.5 AP75 CBRN	Fire
8/15/2008	MES Mid America	\$ 14,950.00	(50) EPIC Voice Amps & Brackets	Fire
8/19/2008	Shawnee Mission Ford	\$ 23,064.00	2009 Ford F250 Crew Cab	Landfill
9/15/2008	Jones Trailer Company Inc	\$ 13,223.00	Chassis Mount Animal Transport	Animal Ctl
9/15/2008	Leo M Ellebracht Co	\$ 19,532.00	(50) Zico Quick Lock SCBA Brackets	Fire
9/3/2008	United Rentals	\$ 9,797.00	(16) Waile Rails	SIM&R
7/31/2008	Stanley L. Donahoo	\$ 5,450.00	Fence for Lift Station on Ripley	WPC
8/8/2008	The Traffic Safety Store	\$ 5,742.01	(200) 42" Construction Cones	SIM&R
8/21/2008	TSI Incorporated	\$ 11,165.00	PortaCount with N95 & All Supplies	Fire
9/3/2008	Indexx Distribution Corp	\$ 16,700.00	Colilert Reagent Indexx Trays for Lab	WPC
8/25/2008	Galls Inc	\$ 8,459.60	(40) Vehicle Decal Kit for Vehicles	Police
9/2/2008	Guidance Software Inc	\$ 6,604.48	Encase Enterprise Field Intelligence IRCC	Police
9/16/2008	JCI Industries Inc.	\$ 5,384.00	Pump Repairs	WPC
9/4/2008	Cross Midwest Tire	\$ 5,195.60	(20) 275/70R22.5 Continental Tires	Transit

\*\*Does not include individual purchase orders issued within the following since individual purchases are made under the umbrella of a previously approved contract.

Community Development Rehab Loan Projects

Gasoline Purchases

Price Agreement Purchases

Work Orders for Professional Services, approved by a Master Agreement

Annual Maintenance Agreements

**ROUTINE BUDGET TRANSFERS**

**COMMENTARY**

Routine Budget Transfers are allowed under “Administrative Code Sec. 2-1052. Budget Transfers. (abridged & supplemented)” The following statement appears on the Routine Budget Transfer Form.

1. There will be no budget transfers without council authorization from/to salary & wage line items from/to other budget line items....Transfers shall be allowed within these line items.

[If the request is transferring from/to salary line items from/to non salary line items....a budget amendment ordinance is required.]

2. There will be no budget transfers without council authorization from/to employee benefits line items from/to other budget line items ...with the exception of uniform allowance, car/mileage allowance and conference/training/travel.

[If this request is transferring from/to benefit line items from/to non benefit line items...a budget amendment ordinance is required.]

3. There will be no transfers without council authorization from capital outlay line items with the exception that once budget approved capital items are purchased and there are funds remaining, these funds can be transferred. Capital items which have not been approved by the council in the budget and which exceed \$5,000, must receive council approval before they are purchased.

[If this request is transferring from a capital line item to any other line item and all budgeted capital items have not been purchased....a budget amendment ordinance is required. (Please indicate if all items have been purchased.)

[If this request is for the purchase of an unbudgeted capital item exceeding \$1,000, even though there are sufficient budgeted funds....you'll need to prepare a budget amendment ordinance.]

The following report reflects routine budget transfers for the first quarter FY2008, sorted by Fund and Department. Most transfer forms contain several transactions. This is why there can be several lines of adjustments for each Transfer Number. The transfer number is an ID entered by staff when transfers are processed.

The major reason for the transfer is labeled with a short description. When there are multiple transfers per form, any amount over \$1,000 has a notation of the item being increased.

<u>Transfer Number</u>	<u>Object</u>	<u>Expenditures Decrease</u>	<u>Object</u>	<u>Expenditures Increase</u>	<u>Comments</u>
<b><u>001- General Fund</u></b>					
BT008	1305	(540.00)	1470	540.00	Copier Lease
<b><u>26 - Customer Assistance</u></b>					
BT002	1460	(1,600.00)	1483	1,600.00	Radio Maintenance
<b><u>40 - Fire</u></b>					
BT009	1410	(1,546.00)	1478	1,546.00	Weather Warning Siren Repair
<b><u>101- SIMR Fund</u></b>					
BT019	1375	(137,550.00)	1375	137,550.00	Winter Salt Supply

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**105 - Parks Fund**

BT026	1475	(1,500.00)	1340	1,500.00	Parks Employee Uniforms
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**120 - Public Health Fund**

BT010	1620	(398.00)	1630	398.00	Supplies for Outreach Program
-------	------	----------	------	--------	-------------------------------

**398 - CIP Sales Tax Fund**

<b><u>BT006</u></b>	1730	(4,817.00)	1710	4,817.00	Karnes Road Easements
---------------------	------	------------	------	----------	-----------------------

**400 - Airport Fund**

BT012	1390	(250.00)	1490	250.00	Laundry Expense
-------	------	----------	------	--------	-----------------

**420- Sewer Fund**

BT003	1475	(7,200.00)	1498	7,200.00	Biosolid Truck Load
-------	------	------------	------	----------	---------------------

BT025	1475	(13,000.00)	1470	13,000.00	WPC Crane Rental
-------	------	-------------	------	-----------	------------------

**470 - Landfill Fund**

BT024	1410	<u>(14,000.00)</u>	1484	<u>14,000.00</u>	Aljon Gear Box
		\$		\$	
		(182,401.00)		182,401.00	



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**VENDOR SERVICE CONTRACTS BY DEPARTMENT  
COMMENTARY**

The report below lists all of the existing vendor contracts with the City. They are listed in order of current year expiration date.

<b>Service</b>	<b>Service Provider</b>	<b>Orig Contract Periods</b>	<b>Orig Ext Periods</b>	<b># of Ext. Left</b>	<b>CY Contract Ext Expires</b>	<b>Final Ext Expires</b>	<b>Advertise Date Approx.</b>	<b>Date RFP Due Approx.</b>	<b>Dept</b>
Golf Professional	Mike Habermehl St. Joseph, MO	1	5	1	Oct-2008	Oct-2009	Aug-2009	Sep-2009	PR
Uniforms	Walker Towel & Uniform Kansas City, MO	1	3	2	Oct-2008	Oct-2010	Jul-2010	Aug-2010	FS
Professional Design Services - Landfill	SCS Engineers Overland Park, KS	1	4	1	Oct-2008	Oct-2009	Aug-2009	Sep-2009	PW
Tow Contract	R & W Tow & Recovery St. Joseph, MO	1	2	0	Oct-2008	Oct-2008	Jul-2008	Aug-2008	FS
Employee Dental	Ameritas Group Lincoln, NE	1	2	1	Dec-2008	Dec-2009	Jul-2009	Aug-2009	HR
Liability Insurance	MOPERM CBIZ BCKW St. Joseph, MO	1	Annual Renewal	Annual Renewal	Dec-2008	0	None	None	HR
Transit Dental Insurance	CBIZ/BCK&W Agent for Delta Dental Insurance St. Joseph, MO	2	0	0	Dec-2008	Dec-2008	Oct-2008	Nov-2008	MT
Electrical Service at WPC	R.E. Pedrotti Mission, KS	1	2	2	Jan-2009	Jan-2011	Sep-2010	Oct-2010	PW
Softball Officiating Services	St. Joseph Umpires and Scorekeepers Association St. Joseph, MO	1	4	4	Jan-2009	Jan 1, 2013	Nov-2012	Dec-2012	PR
Consultant	CBIZ/BCK&W St. Joseph, MO	1	3	2	Jan-2009	Jan-2011	Oct-2010	Nov-2010	HR

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MO. ANG	Drop Zone Land Lease St. Joseph, MO	5	1 (5 Years)	1 (5 Years)	Jan-2009	Jan-2014	None	None	AV
Utility Cut Contract	Wales Contracting, Inc. St. Joseph, MO	1	3	2	Feb-2009	Feb-2011	Nov-2011	Dec-2011	PW
Transit Janitorial Services	Squeaky Clean St. Joseph, MO	1	2	1	Feb-2009	Feb-2009	Jan-2009	Feb-2009	MT
Copier Rental	Brown Mannschreck Imaging St. Joseph, MO	1	3	2	Apr-2009	Apr-2011	Nov-2010	Dec-2010	FS
Elevator Maintenance	ThyssenKrupp Lenexa, KS	1	2	1	Apr-2009	Apr-2010	Jan-2010	Jan-2010	PH
Lawn Mowing for WPC	Eric George d/b/a EFG Home Improvement St. Joseph, MO	1	2	2	Apr-2009	Apr-2011	Jan-2011	Feb-2011	PW
Exclusive Beverage Sponsorship - Hyde Pool and Complex, Drake/South Park Complex, Krug Pool, Bode Sports Complex and the Water Park	Pepsi Americas St. Joseph, MO	1	4	1	Apr-2009	Apr-2010	Feb-2010	Mar-2010	PR
City Cemetery Mowing	Eric George d/b/a EFG Home Improvement St. Joseph, MO	1	2	2	Apr-2009	Apr-2011	Feb-2011	Mar-2011	PH
Life Net Air Medical Services Land Lease	Will Hedrick St. Joseph, MO	1	4	0	May-2009	May-2009	Feb-2009	Mar-2009	AV
On Call - Professional	Burns & McDonnell Engineering Co Kansas City, MO	1	3	3	May-2009	May-2012	Feb-2012	Mar-2012	PR
Police Pension Investment Custodian	Citizens Bank and Trust Maryville, MO	1	4	3	Jun-2009	Jun-2012	Mar-2012	Apr-2012	FS

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Banking	Citizen's Bank and Trust St. Joseph, MO	1	4	4	Jun-2009	Jun-2013	Feb-2013	Mar-2013	FS
Procurement Cards	Commerce Bank Kansas City, MO	1	4	4	Jun-2009	Jun-2013	Feb-2013	Mar-2013	FS
City-wide Trash Service	Keep It Clean, Inc. St. Joseph, MO	1	2	2	Jun-2009	Jun-2011	Mar-2011	Apr-2011	FS
Auditing	Cochran, Head & Co. Kansas City, MO	1	4	2	Jun-2009	Jun-2011	Feb-2011	Mar-2011	FS
Bond Counsel	Gilmore and Bell Kansas City, MO	1	4	2	Jun-2009	Jun-2011	Feb-2011	Mar-2011	FS
Utility Related Issued	Stinson Morrison Hecker, LLP Kansas City, MO	6	0	0	Jun-2009	Jun-2009	Feb-2009	Mar-2009	L
Long Term Disability	CIGNA Overland Park, KS	2	1	1	Jun-2009	Jun-2010	Mar-2010	Mar-2010	HR
Financial Advisor	Piper Jaffray Leawood, KS	1	4	3	Jun-2009	Jun-2012	Mar-2012	Mar-2012	FS
Police Pension Administrative Svcs	Citizens Bank and Trust Maryville, MO	1	4	3	Jun-2009	Jun-2012	Mar-2012	Apr-2012	FS
Workers' Compensation Third Party Administrator	Thomas McGee, L.C. Kansas City, MO	1	0	0	Jun-2009	Jun-2009	Mar-2009	May-2009	HR
Workers' Compensation Excess Insurance Greater than \$350,000 per claim	Safety National Casualty Co. Brokered by Thomas McGee, L.C.	1	0	0	Jun-2009	Jun-2009	Mar-2009	May-2009	HR
Workers' Comp Bond	Safety National Casualty Co. Brokered by Thomas McGee, L.C.	1	0	0	Jun-2009	Jun-2009	Mar-2009	May-2009	HR

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Property Insurance	Great American Insurance CBIZ BCK&W St. Joseph, MO	1	0	0	Jun-2009	Jun-2009	Mar-2009	May-2009	HR
Boiler & Machinery Insurance	Chubb CBIZ BCK&W St. Joseph, MO	1	0	0	Jun-2009	Jun-2009	Mar-2009	May-2009	HR
Airport Liability Insurance	ACE Property & Casualty CBIZ BCK&W St. Joseph, MO	1	Annual Renewal	Annual Renewal	Jun-2009	0	None	None	HR
Utility Related Issues	Cunningham, Vogel & Rost St. Louis, MO	6	0	0	Jun-2009	Jun-2009	Feb-2009	Mar-2009	L
Flood Insurance	Travelers Cretcher-Lynch & Co. Kansas City, KS	1	Annual Renewal	Annual Renewal	Jul-2008	Jul-2008	None	None	HR
Mapping -GIS	Midland GIS Maryville, MO	4	0	0	Jul-2012	Jul-2012	May-2012	May-2012	PW
Surveying Services	Midland Surveying St. Joseph, MO	1	4	3	Jul-2009	Jul-2012	Mar-2012	Apr-2012	PW
Soft Drink Concession - Heritage Softball Complex	Cadbury Schweppes Bottling St. Joseph, MO	1	4	3	Jul-2009	Jul-2012	May-2012	May-2012	PR
Employee Health	Blue Cross Blue Shield of KC St. Joseph, MO	1	2	0	Jul-2009	Jul-2009	Feb-2009	Mar-2009	HR
Temporary Labor	The Staffing Center St. Joseph, MO	1	2	1	Aug-2009	Aug-2009	May-2010	Jun-2010	PR
Temporary Labor	ADECCO Employment Svcs St. Joseph, MO	1	2	1	Aug-2009	Aug-2009	May-2010	Jun-2010	PR
Temporary Labor	IMKO Staffing St. Joseph, MO	1	2	1	Aug-2009	Aug-2009	May-2010	Jun-2010	PR
Transit Long Term Disability	CBIZ/BCK&W Agent for Hartford Insurance St. Joseph, MO	5	0	0	Aug-2009	Aug-2009	Jun-2009	Jul-2009	MT

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FAA	ATC & Airway Facilities Sector Office FAA Logistics Branch KCMO	5	1	0	Sep-2009	Sep-2009	Jun-2008	Jul-2008	AV
Transit vehicle and General Liability Ins.	CBIZ/BCK&W St. Joseph, MO	1	0	0	Sep-2009	Sep-2009	Jul-2009	Aug- 2009	MT
Transit Life & AD&D Insurance	CBIZ/BCK&W Agent for EMC Insurance St. Joseph, MO	3	0	0	Sep-2009	Sep-2009	Jul-2009	Aug- 2009	MT
Airport Café	Don Leupold St. Joseph, MO	3	2	2	Sep-2009	Sep-2011	None	None	AV
Farmland Lease	Bryan Paden Wathena, KS	5	0	0	Oct-2009	Oct-2009	Jul-2009	Aug- 2009	AV
Transit Drug Screen	OHS - COMPCARE St. Joseph, MO	3	0	0	Dec-2009	Dec-2009	Oct-2009	Nov- 2009	MT
Primary Care for Workers Comp Injuries	OHS - COMPCARE St. Joseph, MO	3	0	0	Dec-2009	Dec-2009	Oct-2009	Nov- 2009	MT
Employee Assistance Program	Catholic Charities St. Joseph, MO	3	1 (3 year period)	1 (3 yr period)	Feb-2010	Feb-2013	Oct-2012	Nov- 2012	HR
Vending Machine Service	Smith Vending St. Joseph, MO	4	0	0	May-2010	May-2010	Mar-2010	Apr-2010	MT
Employee Life	EMC National Life Des Moines, IA	3	0	0	Jun-2010	Jun-2010	Feb-2010	Mar- 2010	HR
Construction and Design Related Issued	Seigfreid, Bingham, Levy, Selzer & Gee, P.C. Kansas City, MO	6	0	0	Jun-2010	Jun-2010	Feb-2010	Mar- 2010	L
Police Pension Investment Management Services	Meritage Overland Park, KS	5	0	0	Jun-2010	Jun-2010	Apr-2010	May- 2010	FS

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Transit Uniform Purchase and Rental	Walker Uniform Kansas City, MO	4	0	0	Jun-2010	Jun-2010	Apr-2010	May-2010	MT
Transit Advertising Signs	Houck Transit Advertising St. Paul, MN	5	0	0	Sep-2010	Sep-2010	Jun-2011	Jul-2011	MT
Transit Pension Actuarial Services	CBIZ Benefits & Insurance Cumberland, MD	3	0	0	Dec-2010	Dec-2010	Oct-2010	Nov-2010	MT
Police Pension Actuarial	Defined Benefits Savannah Mo	5	0	0	Dec-2010	Dec-2010	Oct-2010	Nov-2010	FS
Transport Planning Services	URS Corporation Minneapolis, MN	3	0	0	Apr-2011	Apr-2011	Dec-2010	Jan-2011	PW
Transit Pension Trustee Service	US Bank Institutional Trust Roeland Park, KS	3	0	0	May-2011	May-2011	Mar-2011	Apr-2011	MT
Transit Transfer Center Lease	Jefferson Partners Minneapolis, MN	5	0	0	Sep-2011	Sep-2011	Jul-2011	Aug-2011	MT
MO. ANG	Mtce/Ops Lease (Joint Use Agmt) Land Lease St. Joseph, MO	5	0	0	Sep-2011	Sep-2011	None	None	AV
Legal Services Environmental Issues	The Sessions Law Firm Kansas City, MO	4	0	0	Dec-2011	Dec-2011	Sep-2011	Oct-2011	L
Legal Services Labor and Employment Law	The Lowenbaum Partnership, LLC St. Louis, MO	5	0	0	Jun-2012	Jun-2012	Feb-2012	Mar-2012	L
Soft Drink Concessions - Civic Arena	Cadbury Schweppes Bottling St. Joseph, MO	5	0	0	Jan-2013	Jan-2013	Sep-2012	Oct-2012	PR
TIF Advisory & Bond Counsel (Economic Development)	Williams & Campo, P.C. Lee's Summit, MO King Hershey, P.C. Kansas City, MO	5	0	0	Jun-2013	Jun-2013	Feb-13	Mar-13	L

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Transit Management Services	First Transit Cincinnati, OH	5	0	0	Jun-2013	Jun-2013	Jan-2013	Mar-2013	MT
Legal Services Planning and Zoning Issues	Williams & Campo, P.C. Lee's Summit, MO	6	0	0	Jun-2013	Jun-2013	Feb-2013	Mar-2013	L
Legal Services Planning and Zoning Issues	Cunningham, Vogel I& Rost, P.C. St. Louis, MO	6	0	0	Jun-2013	Jun-2013	Feb-2013	Mar-2013	L
Express Flight, Inc	FBO Gary Patterson St. Joseph, MO	10	0	0	Jan-2014	Jan-2014	None	None	AV
Legal Services Regulatory Issues	William D. Steinmeier, P.C. Jefferson City, MO	7	0	0	Jun-2014	Jun-2014	Feb-2014	Mar-2014	L
FAA	Master Site Lease St. Joseph, MO	20	0	0	Sep-2023	Sep-2023	None	None	AV
Herzog Contracting Company Land Lease	Flight Department St. Joseph, MO	50	0	0	Jul-2043	Jul-2043	None	None	AV
BMS Land Lease	Dan Bayer 100 N. Airport Road	99	0	0	Oct-2067	Oct-2067	None	None	AV
C-1 Aircraft Hangar	Bill Brown St. Joseph, MO	Month to Month Lease	0	0	Month to Month Lease	Month to Month Lease	None	None	AV
MiHo Property Lease	Reddick Farms, Inc. DeKalb, MO	1	On-going 30 days advance written notice to cancel by either party	0	None	None	None	None	PL
Recycling Services	RSP, Inc. St. Joseph, MO	1	On-going 30 days advance written notice to cancel by either party	0	None	None	Not bidding until Recycling Center is relocated.	None	PW

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Drug & Alcohol Testing	Heartland Occupational Medicine St. Joseph, MO	1	Annual Renewal	Annual Renewal	Ongoing Contract Requires 30 Day Written Notice of Cancellation Last Bid in 1997	0	None	None	HR
Work Comp Initial Treatment Services	Heartland Occupational Medicine St. Joseph, MO	1	Annual Renewal	Annual Renewal	Ongoing Contract Requires 30 Day Written Notice of Cancellation Last Bid in 1997	0	None	None	HR
Workers' Comp Actuary	Towers Perrin - Tillinghast Minneapolis MN	1	Annual Renewal	Annual Renewal	Ongoing Contract - Automatic Annual Renewals Requires 30 Day Written Notice of Cancellation Last Bid in 2000	0	None	None	HR
City Health Officer	Sharon Waggoner, MD St. Joseph, MO	1	Annual Renewal	Annual Renewal	Renewal automatic unless 60 days written notification by either party prior to anniversary date. Approved by Council in 1977	0	None	None	PH



**TIF PROJECT UPDATES**  
for the First Quarter Ended September 30, 2008

TIF PROJECT NAME	TYPE	PROJECT STATUS	TOTAL APPROVED REIMBURSABLE COSTS				AMOUNT REIMBURSED TO DATE	PROPERTY TAX PROJECTIONS - 1st Qtr PILOTS AS OF REPORT DATE		SALES TAX PROJECTIONS - 1st Qtr EATS AS OF REPORT DATE		MORE THAN/ (LESS THAN) TREND
			ORIGINAL	1ST AMENDED	2ND AMENDED	3RD AMENDED		ORIGINAL	ACTUAL	ORIGINAL	ACTUAL	
<b>North Shoppes - Phases 1 &amp; 2 of North County TIF district. Approved August 2003. Developers-Bob Johnson, RED Development, Buchanan County</b>	IDA Issued Bonds - Paid off in 2028	646,000 square foot shopping center. Except for one pad site, center is complete and fully operational. Buchanan County still has several projects to complete - sidewalks, Green Acres cul-de-sac, etc.  Reimbursable costs included Northridge Sewer extension, four lane parkway through the development, sidewalks and landscaping throughout the project, façade enhancements, extraordinary grading to prepare the site, stormwater lagoon, Green Acres repaving and cul-de-sac, pedestrian sidewalks on and off-site.	\$24,285,415	\$25,522,391	\$35,884,772	\$38,217,335	\$33,849,653	\$1,105,100	\$0	\$2,248,980	\$438,265	(\$2,915,815)
				Added a portion of Phase 2 into Phase 1 for Theater		Cover additional County costs in Phases 1 & 2.	RED has been reimbursed \$27,957,226. Holding \$236,976 awaiting final punch list. County has been reimbursed \$6,380,207 and has \$65,424 to be disbursed on a Pay as You Go when all bond payments have been made. City reimbursed \$996,008 for our share of Northridge sewer.		All remaining 2007 Taxes Paid Under Protest were received in July, 2008 and posted to the receivable set up as of June 30, 2008.			Real property taxes will be received December, 2008 through February, 2009. Majority of sales tax revenues received between January and March, 2009. Revenues to date 5% over fiscal year 2008 actual.
<b>Stockyards Redevelopment (Triumph Foods, LLC). Approved October 2003.</b>	MDFB Issued Bonds - Paid off in 2025	550,000 square foot pork processing facility. Total investment approximately \$130 million. Fully operational. Current employment - 2,541.	\$7,000,000				\$6,766,097	\$708,555	\$0	\$28,800	\$0	(\$737,355)
							Developer has been completely reimbursed the approved \$5,600,000 for property acquisition, demolition, and site improvements. City has been reimbursed \$1,166,097 for improvements to Stockyards Expressway.				Franchise Tax EATS only. Calculated annually in March.	Triumph donates \$100,000 to SJSD for five years; \$25,000 to SJPD for three years; \$50,000 annually to United Way. Keep their headquarters in SJ or pay City \$1 million.
<b>3rd Street Hotel Development (Holiday Inn) Approved January 2004. Developer: HISJ Holdings LLC</b>	Pay-as-you-go 10-12 years to pay out  Developer created TDD to help generate revenues.	Renovation of 170-room hotel to regain Holiday Inn franchise; restaurant conversion for nationally franchised restaurant; landscaping improvements; parking & exterior lighting improvements. Completed except for exterior façade improvements.	\$2,700,000				\$638,698	\$119,360	\$0	\$176,800	\$25,674	(\$270,486)
			\$2,500,000 certified. \$200,000 withheld for façade.					2007 taxes paid to Buchanan County Collector September, 2008.			Includes City share of add'l Hotel/Motel taxes and 1 cent TDD tax.	

**TIF PROJECT UPDATES**  
for the First Quarter Ended September 30, 2008

TIF PROJECT NAME	TYPE	PROJECT STATUS	TOTAL APPROVED REIMBURSABLE COSTS				AMOUNT REIMBURSED TO DATE	PROPERTY TAX PROJECTIONS - 1st Qtr PILOTS AS OF REPORT DATE		SALES TAX PROJECTIONS - 1st Qtr EATS AS OF REPORT DATE		MORE THAN/ (LESS THAN) TREND	
			ORIGINAL	1ST AMENDED	2ND AMENDED	3RD AMENDED		ORIGINAL	ACTUAL	ORIGINAL	ACTUAL		
<b>Tuscany Towers - Phase 1 TIF Plan only Approved September, 2005. Project yet to be approved. Developer: JSC Development</b>	Pay-as-you-go 23 years after revenue generation begins	Phase 1 - development of 175,000 sq feet of restaurant, hotel, bank/office, and lifestyle retail use. Reimbursement for new lift station and extension of force mains along east side of I-29 to Cook, extended to Corinth subdivision; extending water service and other utilities; stormwater system; and US169 road/intersection improvements. Much of the infrastructure work complete. No buildings constructed or tenants announced as yet.	\$5,549,042				\$0	\$0	\$0	\$0	\$0	\$0	N/A
<b>EBR/HHS Development Approved October 2005 Developers: EBR Enterprises &amp; HHS Properties</b>	Pay-as-you-go	13.2 acres at intersection of Blackwell Rd & Belt Highway. A mixture of retail and office space. Reimbursable expenses for retaining walls, storm water detention, street lighting, sidewalks, Cronkite Road improvements, landscaping, etc. Three restaurants and office/medical bldg now open. HHS Properties now leasing.	\$3,297,232	\$5,529,620			\$149,573	\$69,300	\$0	\$162,400	\$26,016		(\$205,685)
				Add'l phases plus overages on site work. Approved SO 7045-3/26/07			Costs certified to date - \$2,331,276.53 EBR - \$1,387,061.13 HHS - \$ 944,215.40						
<b>Uptown Redevelopment District - Project A Approved March 2005 Developer: St. Joseph Redevelopment Corp.</b>	Pay-as-you-go 23 years	Demolition of old Heartland Hospital west in order to provide a developable area.  Discussions with developer - demolition costs as well as costs related to developing the plan would be reimbursed, however no formal written agreement exists as yet to this effect. Amount would be approx. \$3,072,071 minus any federal grants received for this phase.	See cell under project status description				\$0	\$0	\$0	\$0	\$0		\$0
										No construction on project as yet			No construction on project as yet

**TIF PROJECT UPDATES**  
for the First Quarter Ended September 30, 2008

TIF PROJECT NAME	TYPE	PROJECT STATUS	TOTAL APPROVED REIMBURSABLE COSTS				AMOUNT REIMBURSED TO DATE	PROPERTY TAX PROJECTIONS - 1st Qtr PILOTS AS OF REPORT DATE		SALES TAX PROJECTIONS - 1st Qtr EATS AS OF REPORT DATE		MORE THAN/ (LESS THAN) TREND
			ORIGINAL	1ST AMENDED	2ND AMENDED	3RD AMENDED		ORIGINAL	ACTUAL	ORIGINAL	ACTUAL	
<b>Mitchell Avenue Corridor Approved June 2006</b> Developer: American Family Insurance Company	Pay-as-you-go 23 years	In order to serve an expanded AFI building and to improve access to the entire TIF district, a new gravity flow sewer was installed and improvements to Mitchell Avenue are being completed. Improvements benefit AFI, Mo Western University, and any future development along the Mitchell Avenue Corridor.	\$3,974,270	\$5,272,673			Bonds \$2,311,090.39 Pay as you go \$162,673	\$351,250	\$0	\$0	\$0	(\$351,250)
				Approved by SO 7224 on 12/3/07/bond issuance per SO7361 on 5/19/08.							Franchise Tax EATS only.	
<b>Uptown Redevelopment - Ryan Block Project Approved December 2006</b> Developer: Olin Cox	Pay-as-you-go 23 years	The first project within the Frederick Avenue TIF District established under the Uptown Redevelopment umbrella. The developer intends to rehab two buildings, 1137-1141 Frederick into 3300 sq ft of commercial space below and 6,600 sq ft of apartments on top two floors. The bldg at 1125 Frederick will be demolished to provide a parking lot. Reimbursable costs include lot paving, upgrades to renovations, & facade improv.	\$317,767				\$0	\$0	\$0	\$0	\$0	\$0
							No reimbursement request has been submitted.		PILOTS, if any, not collectible until January 2008	No activity.		No reimbursement request has been submitted.
<b>East Hills Redevelopment Project - TIF Approved Dec, 2007 - Redevelopment Agreement Approved 1/3/08</b>	Bond to be issued	Project to include remodel exterior of JC Penney's, Sears and Dillards. Also includes remodel of three mall entrances, lifestyle center, a new big box store, renovation of existing tenant spaces. Public infrastructure improvements includes traffic signals at Belt & Frederick, Frederick & Sherman. crosswalk signals, upgrade existing right-of-way, public bus stop. The project also will address underground storm water concerns.	Total Reimbursable Costs - \$45,113,678	Total Reimbursable Costs - \$46,539,416 with \$30,897,042 TIF & \$15,642,374 from proposed CID			\$0	\$0	\$0	\$0	\$0	\$0
			Per SO7242 passed 1/3/08.	Per SO7279 passed 2/11/08.			No reimbursement request has been submitted.		PILOTS for improvements made during 2008 would not be assessed until tax year 2009 received January 2010.		CID sales tax (1%) approved effective 10/1/08 - to generate \$15,642,374 for project costs. EATS not projected until late 2009. First CID revenues expected December, 2008.	

**TIF PROJECT UPDATES**  
for the First Quarter Ended September 30, 2008

TIF PROJECT NAME	TYPE	PROJECT STATUS	TOTAL APPROVED REIMBURSABLE COSTS				AMOUNT REIMBURSED TO DATE	PROPERTY TAX PROJECTIONS - 1st Qtr PILOTS AS OF REPORT DATE		SALES TAX PROJECTIONS - 1st Qtr EATS AS OF REPORT DATE		MORE THAN/ (LESS THAN) TREND
			ORIGINAL	1ST AMENDED	2ND AMENDED	3RD AMENDED		ORIGINAL	ACTUAL	ORIGINAL	ACTUAL	
<b>Developer Agreement - The Commons Approved July, 2007 Developer: Earthworks Excavation Company</b>	CID Bonds	Project to include development of 612,780 square feet of retail and office space upon 73 acres of land at intersection of Interstate 29 and South 169 Highway. Under construction.  Commons Community Improvement District (CID) Cooperation Agreement approved per SO7256 (1/14/08). Yet to establish CID tax rate. Approval of bond issuance approved per SO 7257 (1/14/08).	\$6,503,977  City reimburseable \$5,754,977.36 CID tax to pay for \$749,000.00 per SO7255 (1/14/08).				\$237,426	\$7,000	\$0	\$305,000	\$56,506	(\$255,494)  Sonic opened Aug, 2008. Waffle House opened Nov, 2007.
<b>Developer Agreement - Fountain Creek Approved Developer: SDG Developments, LLC &amp; Partners</b>	Pay As You Go	Mixed Use Project including approximately 68 acres of both commercial and residential development with a projected market value of \$45,000,000 upon development at the intersection of Mason Road and South 22nd Street.	City reimburseable \$1,815,454 per Special Ordinance No. 7420, passed 7/28/08.				\$0	\$0	\$0	\$0	\$0	