

MEMO

TO: District Manager

FROM: Finance Manager

SUBJECT: FINANCE DEPARTMENT STATUS REPORT
WEEK ENDING MARCH 13, 2009

DATE: March 13, 2009

RECOMMENDATION:

It is recommended that the Board of Directors review and file the Finance Department status report for the week ending March 13, 2009.

BACKGROUND:

STATUS QUO

Staff continues to work on the normal duties of processing accounts payable, accounts receivable, payroll, customer relations and service calls, etc.

MEETING WITH DATASTREAM

Staff met with our current operating system and software provider, Datastream Business Solutions, Inc. to determine estimated costs for upgrading to automated billing as well as streamlining many other current processes. We are expecting to receive a proposal by the end of this week or early next week.

PROPOSED RATE INCREASE

A public hearing regarding the rate increase was held Thursday, March 5, 2009. It was agreed that the rates would increase 12% for the first year (beginning 3/15/09) and 8% for the second year (beginning 3/15/10).

Karen Alvarez
Finance Manager