

CHEHALIS CITY COUNCIL AGENDA
 CITY HALL
 350 N MARKET BOULEVARD, CHEHALIS, WA 98532

	Dennis L. Dawes, Position at Large Mayor	
Terry F. Harris, District 1, Mayor Pro Tem		Anthony E. Ketchum Sr., District 3
Daryl J. Lund, District 2		Chad E. Taylor, Position at Large
Dr. Isaac S. Pope, District 4		Bob Spahr, Position at Large

Regular Meeting of Monday, June 27, 2016

5:00 p.m.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
1. <u>Call to Order.</u> (Mayor)		
2. <u>Pledge of Allegiance.</u> (Mayor)		

CITIZENS BUSINESS		
This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting.		

PRESENTATIONS		
3. <u>2016 Employee Benefit Trust WellCity Award.</u> (Mayor, Wellness Committee Members)	---	

CONSENT CALENDAR		
4. <u>Minutes of the Regular Meeting of June 13, 2016, and the Special Meetings of June 15 and 16, 2016.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	6
6. <u>Award Bid for Basin 1022 I/I Rehabilitation Project to Michels Corporation in the Amount of \$588,159.36 and Authorize the City Manager to Execute a Contract Agreement for the Same.</u> (City Manager, Public Works Director, Wastewater Superintendent)	AWARD BID TO MICHELS CORPORATION IN THE AMOUNT OF \$588,159.36 AND AUTHORIZE CITY MANAGER TO EXECUTE CONTRACT AGREEMENT FOR THE SAME	7

ADMINISTRATION AND CITY COUNCIL REPORTS		
7. <u>Administration Reports.</u> a. May financial report. (City Manager, Finance Manager)	INFORMATION ONLY	9
8. <u>Council Reports.</u> a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

NEW BUSINESS		
9. <u>Ordinance No. 959-B, First Reading – Amending Section 5.04.120 of the Chehalis Municipal Code Dealing with Special Licenses.</u> (City Manager, Interim Community Development Director)	PASS	15
10. <u>Tentative Offer of Employment and Direct City Manager to Develop Contract Agreement for Consideration on July 11, 2016.</u> (City Manager)	DIRECT CITY MANAGER TO DEVELOP CONTRACT AGREEMENT FOR CONSIDERATION	

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON
OTHER ITEMS NOT LISTED ON THIS AGENDA**

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, JULY 11, 2016

June 13, 2016

The Chehalis city council met in regular session on Monday, June 13, 2016, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Chad Taylor, and Tony Ketchum. Councilor Lund was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Mark Scheibmeir, Assistant City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Ken Cardinale, Fire Chief; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Rick Sahlin, Public Works Director; Don Schmitt, Street/Stormwater Superintendent; Trent Loughheed, Interim Community Development Director; Lilly Wall, Recreation Manager; and David Fleckenstein, Airport Manager. Members of the media included Justyna Tomtas from *The Chronicle*.

1. **Proclamation - "World Wide Knit in Public Day"**. Mayor Dawes presented Nancie Willey with a proclamation declaring June 18 as "World Wide Knit in Public Day" in the city of Chehalis.

2. **Consent Calendar**. Councilor Spahr moved to approve the consent calendar comprised of the following:

a. Minutes of the regular meeting of May 23, 2016, and minutes of the special meeting of June 2, 2016; and

b. Claim Vouchers No. 115809-115923 in the amount of \$980,535.24 dated May 31, 2016; and Payroll Vouchers No. 38836-38891, Direct Deposit Payroll Vouchers No. 7135-7229 and Electronic Federal Tax Payment No. 160 in the amount of \$707,186.88 dated May 31, 2016.

The motion was seconded by Councilor Pope and carried unanimously.

3. **Administration Reports**.

a. **Update on Resolution to Establish Fees for Flood Mitigation Aquatic Species Enhancement Projects within the Chehalis River Floodplain**. City Manager MacReynold reported the council recently passed an ordinance with regard to fill in the Chehalis floodplain. He noted the ordinance requires a resolution to include a list of Chehalis Basin Flood Authority approved projects and a formula for contribution to fund such projects.

Airport Manager David Fleckenstein reported he's working with Watershed Science and Engineering (WSE) to do a study on the airport properties to make sure they structure the resolution correctly. He noted WSE also did the study for the extension road off of Arkansas Way.

Mr. Fleckenstein reported the administration came up with a list of potential projects that are viable and are all pretty much within the city. The projects include:

- Dillenbaugh Culvert Retrofit Improvements
- Demolition and removal of the old wastewater treatment plant from the floodway
- Removal of non-native species from any of the city streams
- Individual development projects, such as pervious sidewalks, bio-swells, and French drains

Mr. Fleckenstein felt the last option might be most acceptable because it would be easy for a contractor to include it in their site plan. He noted another two projects could include:

- Individual improvements to the fish habitat restoration along the Chehalis River, Salzer Creek, Dillenbaugh Creek, Coal Creek, and the Newaukum River for invasive plant and garbage removal
- Expansion of Airport Lake

Mayor Dawes stated he's glad to see there are projects that can be done that provide a useful service without generating a large increase in costs. He stated the council appreciates the work that's been done to date regarding this issue, adding it's been well received by the customers further down in the Chehalis Basin.

June 13, 2016

b. **Update on Green Hill School Parking Agreement.** City Manager MacReynold reported they met with the state regarding the Green Hill School parking lot and they should have an agreement signed by June 17, which will clearly help the parking situation at Recreation Park. He noted Councilor Pope provided a contact at the state, which was very helpful.

Recreation Manager Lilly Wall stated the additional 99 parking stalls will be a great enhancement to the park and they are very excited about that.

Ms. Wall reported they have 32 staff lined up to work at the pool this summer, which opens on June 17. She noted they've had students from the high school in the pool for the last two weeks, and later in the week they will have students visiting from RE Bennett and Olympic.

Councilor Pope asked if all of the work was done on the pool.

Ms. Wall reported they completed the drainage work in both of the locker rooms and everything is working well.

4. **Council Reports.**

a. **Update from Councilor Ketchum.** Councilor Ketchum asked if the administration could look at putting together an ordinance that would permit ice cream trucks within the city of Chehalis.

City Manager MacReynold reported an ordinance was already in the works and would come before the council on June 27.

b. **Update From Mayor Dawes.** Mayor Dawes reported he had a chance to listen to a presentation on the USS Indianapolis at the Veterans Museum, adding it was very informative. He noted one of the survivors was there, as well as the granddaughter of the Japanese submarine commander, and the daughter of the PBY pilot that went into the ocean, against orders, to pick up 56 survivors, one being the gentleman in attendance. Mayor Dawes suggested it would probably be the last time they have a presentation that will include a Veteran because they're all getting older, making it a little more difficult to get around.

Mayor Dawes reported he also attended the Mayors' meeting where they talked about the issues with Central Dispatch. He noted there was language thrown out about the county just disbanding it, but he and others felt they should address the problems to see what can be fixed. Mayor Dawes reported a meeting is being set up in July to discuss the issues and he and City Manager MacReynold will be invited to attend.

Mayor Dawes reported the Community Farmers Market opened on June 7, adding it's a great addition to the downtown area. He also attended the Lewis Economic Development Council membership luncheon with Councilor Spahr on June 9, noting they had the Young Professionals Lewis County give a presentation. Mayor Dawes reported they're seeing more and more kids going away to college, but coming back to put their roots down here, which is very good to see.

Mayor Dawes reported he attended the .09 Committee meeting on June 10, adding the only item on the agenda was approval of funding to do some studies at the Industrial Park at TransAlta. He indicated they have a number of acres over there and it would be nice to see it develop, adding it would be very beneficial for all of Lewis County.

5. **Resolution No. 15-2016, First and Final Reading – Adopting the 2017-2022 Six-Year Transportation Improvement Plan (TIP).** City Manager MacReynold stated, at the last meeting, the council held a public hearing on the 2017-2022 TIP. He noted he and Public Works Director Rick Sahlin and Street Superintendent Don Schmitt were available to answer any questions the council might have.

Councilor Spahr moved to adopt Resolution No. 15-2016 on first and final reading.

The motion was seconded by Councilor Taylor and carried unanimously.

June 13, 2016

6. **Special Meetings.** Mayor Dawes reported a special meeting (executive session) has been scheduled for June 15, at 5:00 p.m., in the city hall council chamber for the council to meet with the four finalists for the city manager position. He noted the executive session would be followed by a reception for the public to meet the finalists from 6:00 – 7:30 p.m.

Mayor Dawes reported a second special meeting for the interview process is scheduled for June 16 starting at 8:00 a.m. He noted the four finalists would be interviewed by the city council, as well as two additional panels consisting of community members and department managers from the city. Mayor Dawes stated a decision would be announced appropriately, depending on what that decision is.

7. **Executive Session.** Mayor Dawes closed the regular meeting at 5:23 p.m. and announced the council would convene into executive session for approximately 45 minutes pursuant to RCW 42.30.110(1)(i) – potential litigation and there would be no decision following conclusion of the executive session.

Following conclusion of the executive session, the regular meeting was reopened at 6:28 p.m., and there being no further business to come before the council, the meeting was immediately adjourned.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of June 13, 2016.

June 15, 2016

The Chehalis city council met in special session on Wednesday, June 15, 2016, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; and Judy Schave, City Clerk.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(g) – evaluate qualifications of applicants for approximately sixty minutes and there would be no decision following conclusion of the executive session.

Following conclusion of the executive session, Mayor Dawes reopened the special meeting at 5:37 p.m., and there being no further business to come before the council, the meeting was immediately adjourned.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the special city council meeting of June 15, 2016.

June 16, 2016

The Chehalis city council met in special session on Thursday, June 16, 2016, in the Chehalis city hall. Mayor Dawes called the meeting to order at 8:00 a.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Ken Cardinale, Fire Chief; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Rick Sahlin, Public Works Director; Patrick Wiltzius, Wastewater Superintendent; David Fleckenstein, Airport Manager; and Caryn Foley, City Manager Administrative Assistant.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(g) – evaluate qualifications of applicants until approximately 2:30 p.m. and there would be no decision following conclusion of the executive session.

Following conclusion of the executive session, Mayor Dawes reopened the special meeting at 3:15 p.m., and there being no further business to come before the council, the meeting was immediately adjourned.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the special city council meeting of June 16, 2016.

CITY OF CHEHALIS
AGENDA REPORT

DATE: June 15, 2016
TO: The Honorable Mayor and City Council
FROM: Judy Pectol, Finance Manager *JP*
PREPARED BY: Michelle White, Accounting Tech II *MW*
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following:

Claim Vouchers No. 115924 through 116072 and Electronic Funds Transfer No. 520161 in the amount of \$546,445.26 dated June 15, 2016 and the transfer of \$164,134.06 from the General Fund, \$16,989.47 from the Dedicated Street Fund – 4% Sales Tax Fund, \$1,047.91 from the Garbage Fund, \$63,884.15 from the Wastewater Fund, \$183,437.14 from the Water Fund, \$2,199.69 from the Storm & Surface Water Utility Fund and \$114,752.84 from the Airport Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the June 15, 2016 Claim Vouchers No. 115924 through 116072 and Electronic Funds Transfer No. 520161 in the amount of \$546,445.26.

SUGGESTED MOTION

I move to approve the June 15, 2016 Claim Vouchers No. 115924 through 116072 and Electronic Funds Transfer No. 520161 in the amount of \$546,445.26.

Reviewed by: *[Signature]*, City Manager

**CITY OF CHEHALIS
AGENDA REPORT**

DATE: June 21, 2016
TO: The Honorable Mayor and City Council
FROM: Rick Sahlin, Public Works Director
Patrick Wiltzius, Wastewater Superintendent
SUBJECT: Acceptance of Bid for the Construction of the Basin 1022 I&I Rehabilitation Project

ISSUE

The administration recently advertised for bids to construct the Basin 1022 I&I Rehabilitation Project. The results of the bidding and a recommendation to award a contract are presented for the council's review and approval.

DISCUSSION

Last year the City received a funding package from Ecology for the Basin 1022 I&I Rehabilitation Project. Council has previously accepted the funding and authorized engineering services to design the project.

The project will consist of the rehabilitation of approximately 7,500 feet of 6 thru 12-inch sewer pipe utilizing the cured in place pipe (CIPP) method along with rehabilitation of 33 manholes and the reconstruction of a small force main over the Salzer Creek bridge. The project is located in the northern end of Chehalis and encompasses the sewer service area from Chamber Way on the east side of I-5 to the City's northern limits. Bids were opened on June 20 and two bids were received. They are summarized below.

Bidder	Bid*
Michels Corporation	\$588,159.36
Rognlin's Inc.	\$969,840.00

* Including sales tax

Our engineering consultant has tabulated the bids and checked references of the lowest bidder. Since Michels Corporation appears to be able to complete the job and is the lowest bidder, the administration recommends they be awarded the contract to complete the work.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council award the contract for the construction of the Basin 1022 I&I Rehabilitation Project to Michels Corporation for \$588,159.36 and authorize the city manager to execute the contract agreement.

SUGGESTED MOTION

I move that the council award the contract for the construction of the Basin 1022 I&I Rehabilitation Project to Michels Corporation for \$588,159.36 and authorize the city manager to execute the contract agreement.

REVIEWED BY:  _____, CITY MANAGER

City of Chehalis - Basin 1022 I/ Rehabilitation Project
 Bid Tabulation

Prepared by: Gibbs & Olson, Inc.

Date: June 21, 2016

Gibbs & Olson Project No. 155.1074



Item No.	Item Description	Quantity	Units	Unit Cost	Engineer's Amount	Michels	Michels Amount	Rognlin's	Rognlin's Amount
1	Miscellaneous Construction	1	FORCE ACCOUNT	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
2	Mobilization/Demobilization	1	LS	\$45,000	\$45,000	\$48,338	\$48,338	\$90,000	\$90,000
3	Traffic Control Supervisor	1	LS	\$1,500	\$1,500	\$17,388	\$17,388	\$55,000	\$55,000
4	Other Temporary Traffic Control	1	LS	\$12,000	\$12,000	\$25,903	\$25,903	\$10,000	\$10,000
5	48" Manhole Coating	33	Each	\$3,500	\$115,500	\$2,245	\$74,085	\$3,000	\$99,000
6	Crack Sealing	1	Allowance	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
7	6" and 8" CIPP	3507	LF	\$42	\$147,294	\$37	\$129,759	\$70	\$245,490
8	12" CIPP	3956	LF	\$47	\$185,932	\$48	\$187,910	\$80	\$316,480
9	Reinstate Service Lines	13	Each	\$200	\$2,600	\$188.00	\$2,444	\$1,000.00	\$13,000
10	Remove and Replace Salzer Creek Forcemain	1	LS	\$12,000	\$12,000	\$8,765	\$8,765	\$19,030	\$19,030
				Subtotal	\$571,800		\$544,592		\$898,000.00
				Sales Tax @ 8.0%	\$45,744		\$43,567.36		\$71,840.00
				TOTAL	\$617,544		\$588,159.36		\$969,840.00



Memorandum

To: Rick Sahlin
From: Michael Marshall, PE *MM*
Date: June 22, 2016
Re: Basin 1022 I/I Rehabilitation Project Contract Award Recommendation

The City advertised for the Basin 1022 I/I Rehabilitation Project on May 16, 2016 to reline 7,183 feet of 6" to 12" aging sewer pipe and coat 33 manholes under the Ecology grant/loan agreement. The City opened the two bids that were submitted by Michels Corporation and Rognlin's, Inc. on June 20, 2016 at 2:00 PM. The bids were \$588,159.36 and \$969,840.00 including sales tax. Michels' bid was less than the Opinion of Probable Cost which is \$617,544 including sales tax. Michels' bid is the low bid submitted and is signed and properly completed and is responsive. I have attached the bid tabulation.

I have verified that Michels is in good standing with the state of Washington. I have also checked their references which were all good.

We recommend that the City award the contract for Basin 1022 I/I Rehabilitation to Michels Corporation.

To: The Honorable Mayor and Council
 Via: Merlin MacReynold, City Manager
 From: Judy Pectol, Finance Manager
 Prepared by: Betty Brooks, Payroll Accountant
 Date: June 22, 2016
 Subject: Monthly Financial Reports for May

City of Chehalis
 Comparative Financial Reports
 May 2015 and 2016

GENERAL FUND (#001) REVENUES	A May 2015		B Actual	C=B/A		D May 2016		E		F=E/D		G		H^A		I=F-G	
	Budget	Actual		Rec'd	%	Budget	Actual	Rec'd	%	Expected % Rec'd*	Expected % Rec'd	Varnc from Expected	%	Variance			
General Property Taxes	\$1,268,579	\$583,822	46.0%	\$1,276,948	\$506,358	39.7%	41.7%	(26,129)	-2.0%								
EMS Property Taxes	238,157	109,746	46.1%	304,886	121,073	39.7%	41.7%	(6,064)	-2.0%								
Sales & Use Tax	3,762,844	1,427,660	37.9%	3,772,472	1,544,558	40.9%	41.7%	(28,563)	-0.8%								
Electricity Tax	440,000	147,854	33.6%	495,100	236,289	47.7%	41.7%	29,832	6.0%								
Gas/Natural Gas Tax	221,000	92,169	41.7%	217,725	107,478	49.4%	41.7%	16,687	7.7%								
Criminal Justice Tax	110,000	42,251	38.4%	106,050	44,115	42.0%	41.7%	309	0.3%								
Water/Sewer Tax	445,000	173,713	39.0%	452,900	193,198	42.7%	41.7%	4,339	1.0%								
Garbage Tax	61,000	31,362	51.4%	81,900	31,748	38.8%	41.7%	(2,404)	-2.9%								
Cable Tax	104,000	51,510	49.5%	133,485	53,363	40.0%	41.7%	(2,300)	-1.7%								
Telephone Tax	270,500	110,138	40.7%	275,000	120,744	43.9%	41.7%	6,069	2.2%								
Leasehold Excise Tax	39,500	9,341	23.6%	41,000	9,508	23.2%	41.7%	(7,589)	-18.5%								
Timber Excise Tax	40	0	0.0%	45	0	0.0%	41.7%	(19)	-41.7%								
Total Tax Revenues	6,960,620	2,779,566	39.9%	7,156,511	2,968,432	41.5%	41.7%	(15,833)	-0.2%								
Licenses & Permits	168,116	74,994	44.6%	157,050	114,694	73.0%	41.7%	49,204	31.3%								
Intergov't Grants/Entitlements	421,400	230,107	54.6%	450,645	51,576	11.4%	41.7%	(136,343)	-30.3%								
Charges for Goods and Svcs.	408,295	88,405	21.7%	371,196	72,883	19.6%	41.7%	(81,906)	-22.1%								
Fines and Forfeitures	163,739	64,290	39.3%	147,420	64,351	43.7%	41.7%	2,877	2.0%								
Interest Earnings	9,990	7,897	79.0%	11,890	8,915	75.0%	41.7%	3,957	33.3%								
Rents & Royalties	88,472	25,791	29.2%	71,280	30,797	43.2%	41.7%	1,073	1.5%								
Donations/Contributions	0	4,775	100.0%	87,000	7,000	8.0%	41.7%	(29,279)	-33.7%								
Misc. Revenue/Insurance	11,850	99,085	836.2%	29,385	19,047	64.8%	41.7%	6,793	23.1%								
Non-Revenues	4,225	1,656	39.2%	124,435	56,690	45.6%	41.7%	4,801	3.9%								
Transfers In	0	0	0.0%	18,000	0	0.0%	41.7%	(7,506)	-41.7%								
Total Non-Tax Revenues	1,276,087	597,000	46.8%	1,488,301	425,953	29.0%	41.7%	(186,329)	-12.7%								
TOTALS	\$8,236,707	\$3,376,566	41.0%	\$8,624,812	\$3,394,385	39.4%	41.7%	(\$202,162)	-2.3%								

Key:
 * The expected percentage is calculated as follows: since the report is for the 5th month of the year, 5 is divided by 12-the number of months in the year.
 ^ To calculate the dollar variance between expected and actual expenditures, the following formula is used:
 H=(D*G) - E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

City of Chehalis
Comparative Financial Reports
May 2015 and 2016

GENERAL FUND (#001) EXPENDITURES	A May 2015		B Actual	C=B/A		D May 2016		E Actual	F=E/D		G Expected % Exp*	H^ Variance from Expected	I=G-F %
	Budget	Actual		% Exp'd	Budget	Actual	% Exp'd		% Exp'd				
City Council	\$111,811	\$46,764		41.8%	\$98,657	\$53,207			53.9%	41.7%	(\$12,067)	-12.2%	
Municipal Court	380,000	147,692		38.9%	522,105	221,828			42.5%	41.7%	(4,110)	-0.8%	
City Manager	266,410	147,950		55.5%	308,708	157,428			51.0%	41.7%	(28,697)	-9.3%	
Finance	203,500	154,844		76.1%	228,295	144,345			63.2%	41.7%	(49,146)	-21.5%	
City Clerk	78,816	40,452		51.3%	78,878	40,760			51.7%	41.7%	(7,868)	-10.0%	
Non-Departmental	461,773	156,535		33.9%	542,916	156,168			28.8%	41.7%	70,228	12.9%	
Human Resources	85,969	52,550		61.1%	85,553	51,746			60.5%	41.7%	(16,070)	-18.8%	
Police	2,717,426	1,101,952		40.6%	2,751,643	1,181,700			42.9%	41.7%	(34,265)	-1.2%	
Fire	1,902,335	752,229		39.5%	2,048,797	853,883			41.7%	41.7%	465	0.0%	
Public Works - Streets	731,360	240,439		32.9%	758,249	168,992			22.3%	41.7%	147,198	19.4%	
Community Development	1,396,330	627,051		44.9%	1,688,294	698,697			41.4%	41.7%	5,322	0.3%	
TOTALS	\$8,335,730	\$3,468,458		41.6%	\$9,112,095	\$3,728,754			40.9%	41.7%	\$70,989	0.8%	

Net Budget/Income/Variance: (\$99,023) (\$91,892) (\$487,283) (\$334,369) (\$131,172)

Key:

* The expected percentage is calculated as follows: since the report is for the 5th month of the year, 5 is divided by 12-the number of months in the year.

^To calculate the dollar variance between expected and actual expenditures, the following formula is used:

H=(D*G) -E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

City of Chehalis
Comparative Financial Reports
May 2015 and 2016

WASTEWATER FUND (#404) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G	
	Budget	May 2015 Actual	%	Rec'd	Budget	May 2016 Actual	%	Rec'd	Expected % Rec'd*	Expected % Rec'd*	Var'nc from Expected	%	Expected % Rec'd*	Expected % Rec'd*	Var'nc from Expected	%		
Intergovernmental Revenues	\$0	\$0	0.0%	0.0%	\$1,400,000	\$0	0.0%	0.0%	41.7%	\$0	0.0%	0.0%	41.7%	(\$583,800)	0.0%			
Wastewater Fees	4,968,202	1,946,035	39.2%	39.2%	4,818,053	2,195,125	45.6%	45.6%	41.7%	185,997	3.9%	41.7%	41.7%	185,997	3.9%			
Sewer Connection/Misc. Fees	10,000	22,119	221.2%	221.2%	30,000	9,999	33.3%	33.3%	41.7%	(2,511)	-8.4%	41.7%	41.7%	(2,511)	-8.4%			
Rentals	3,545	3,545	100.0%	100.0%	3,545	3,545	100.0%	100.0%	41.7%	2,067	58.3%	41.7%	41.7%	2,067	58.3%			
Misc. Revenues/Insurance	4,000	1,294	32.4%	32.4%	3,000	2,212	73.7%	73.7%	41.7%	961	32.0%	41.7%	41.7%	961	32.0%			
Non-Revenue Tax Receipts	0	0	0.0%	0.0%	555	524	94.4%	94.4%	41.7%	293	52.7%	41.7%	41.7%	293	52.7%			
Proceeds of Long-Term Debt	0	1,342	0.0%	0.0%	0	63,535	100.0%	100.0%	41.7%	63,535	100.0%	41.7%	41.7%	63,535	100.0%			
Fines and Forfeitures	0	0	0.0%	0.0%	50,000	23,760	47.5%	47.5%	41.7%	2,910	100.0%	41.7%	41.7%	2,910	100.0%			
Interest Earnings	985	1,016	103.1%	103.1%	2,459	(64)	-2.6%	-2.6%	41.7%	(1,089)	-44.3%	41.7%	41.7%	(1,089)	-44.3%			
Totals:	\$4,986,732	\$1,975,351	39.6%	39.6%	\$6,307,612	\$2,298,636	36.4%	36.4%	41.7%	(\$331,638)	-5.3%	41.7%	41.7%	(\$331,638)	-5.3%			

WASTEWATER FUND (#404) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H [^]		I=G-F	
	Budget	May 2015 Actual	%	Exp'd	Budget	May 2016 Actual	%	Exp'd	Expected % Exp*	Expected % Exp*	Var'nc from Expected	%	Expected % Exp*	Expected % Exp*	Var'nc from Expected	%		
Operating Expenses	\$2,666,292	\$960,873	36.0%	36.0%	\$2,723,260	\$862,912	31.7%	31.7%	41.7%	\$272,687	10.0%	41.7%	41.7%	\$272,687	10.0%			
Capital Outlay	253,000	25,464	10.1%	10.1%	1,467,900	91,199	6.2%	6.2%	41.7%	520,915	35.5%	41.7%	41.7%	520,915	35.5%			
Debt Principal	1,832,390	915,891	50.0%	50.0%	1,834,840	917,111	50.0%	50.0%	41.7%	(151,983)	-8.3%	41.7%	41.7%	(151,983)	-8.3%			
Interest Expense	24,524	12,293	50.1%	50.1%	34,188	11,073	32.4%	32.4%	41.7%	3,183	9.3%	41.7%	41.7%	3,183	9.3%			
Transfers Out	83,784	0	0.0%	0.0%	32,500	0	0.0%	0.0%	41.7%	13,553	41.7%	41.7%	41.7%	13,553	41.7%			
Totals:	\$4,859,990	\$1,914,521	39.4%	39.4%	\$6,092,688	\$1,882,295	30.9%	30.9%	41.7%	\$658,356	10.8%	41.7%	41.7%	\$658,356	10.8%			

Net Budget/Income/Variance: \$126,742 \$60,830 \$214,924 \$416,341 \$326,718

Key:

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^To calculate the dollar variance between expected and actual expenditures, the following formula is used:

H=(D*G) -E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

City of Chehalis
Comparative Financial Reports
May 2015 and 2016

WATER FUND (#405) REVENUES	A May 2015		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	May 2016 Budget	Actual	% Rec'd	% Rec'd*	Var'nc from Expected	% Exp'd	Var'nc from Expected	% Variance		
Water Sales	\$2,566,160	\$935,302	\$2,351,387	\$951,202	36.4%	40.5%	\$2,351,387	\$951,202	\$2,351,387	\$951,202	40.5%	41.7%	(29,326)	41.7%	9,935	-1.2%		
Water Connection/Misc. Fees	10,000	31,017	10,000	14,105	310.2%	141.1%	10,000	14,105	10,000	14,105	141.1%	41.7%	9,935	41.7%	0	99.4%		
Interfund Principal Repayment	83,332	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	41.7%	0	41.7%	0	0.0%		
Misc. Revenues/Insurance	1,000	5,597	2,121	3,394	559.7%	160.0%	2,121	3,394	2,121	3,394	160.0%	41.7%	2,510	41.7%	218	118.3%		
Non-Revenue Tax Receipts	0	0	100	260	0.0%	260.0%	100	260	100	260	260.0%	41.7%	218	41.7%	(610,697)	218.3%		
Proceeds of Long-Term Debt	0	0	1,464,500	0	0.0%	0.0%	1,464,500	0	1,464,500	0	0.0%	41.7%	(610,697)	41.7%	1,147	100.0%		
Fines and Forfeitures	0	0	25,000	11,572	0.0%	46.3%	25,000	11,572	25,000	11,572	46.3%	41.7%	1,147	41.7%	(2,288)	-36.5%		
Interest Earnings	11,073	2,241	6,275	329	20.2%	5.2%	6,275	329	6,275	329	5.2%	41.7%	(2,288)	41.7%	(628,500)	-16.3%		
Totals:	\$2,671,565	\$974,157	\$3,859,383	\$980,862	36.5%	25.4%	\$3,859,383	\$980,862	\$3,859,383	\$980,862	25.4%	41.7%	(628,500)	41.7%	(628,500)	-16.3%		

WATER FUND (#405) EXPENSES	A May 2015		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	May 2016 Budget	Actual	% Exp'd	% Exp'd*	Var'nc from Expected	% Exp'd	Var'nc from Expected	% Variance		
Operating Expenses	\$1,819,713	\$716,456	\$1,888,309	\$660,690	39.4%	35.0%	\$1,888,309	\$660,690	\$1,888,309	\$660,690	35.0%	41.7%	\$126,735	41.7%	683,294	37.0%		
Capital Outlay	979,400	164,119	1,847,000	86,905	16.8%	4.7%	1,847,000	86,905	1,847,000	86,905	4.7%	41.7%	683,294	41.7%	45,910	34.2%		
Debt Principal	133,077	10,000	134,077	10,000	7.5%	7.5%	134,077	10,000	134,077	10,000	7.5%	41.7%	45,910	41.7%	3,694	25.6%		
Interest Expense	26,185	2,825	14,435	2,325	10.8%	16.1%	14,435	2,325	14,435	2,325	16.1%	41.7%	3,694	41.7%	0	0.0%		
Transfers Out	420,000	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	41.7%	0	41.7%	0	0.0%		
Totals:	\$3,378,375	\$893,400	\$3,883,821	\$759,920	26.4%	19.6%	\$3,883,821	\$759,920	\$3,883,821	\$759,920	19.6%	41.7%	\$859,633	41.7%	\$859,633	22.1%		

Net Budget/Income/Variance: (\$706,810) \$80,757 (\$24,438) \$220,942 \$231,133

Key:

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H=(D*G) -E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

City of Chehalis
Comparative Financial Reports
May 2015 and 2016

STORM FUND (#406) REVENUES	A May 2015		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	May 2016 Budget	May 2016 Actual	% Rec'd	Expected % Rec'd*	Var'nc from Expected	% Exp'd	Expected % Exp*	Var'nc from Expected	% Variance				
Storm & Surface Water Fees	\$506,772	\$209,167	\$501,000	\$225,233	41.3%	4,000	0	45.0%	41.7%	\$16,316	41.7%	41.7%	(1,668)	3.3%				
Storm Connection/Misc. Fees	1,000	3,912	4,000	0	100.0%	2,000	0	0.0%	41.7%	(834)	41.7%	41.7%	(834)	-41.7%				
Misc. Revenues/Insurance	825	1,475	275	0	100.0%	4,500	2,214	0.0%	41.7%	(115)	41.7%	41.7%	(115)	-41.7%				
Non-Revenue Tax Receipts	0	0	580	0	0.0%	580	0	49.2%	41.7%	338	41.7%	41.7%	338	100.0%				
Fines and Forfeitures	0	0	0	0	0.0%	0	0	0.0%	41.7%	(242)	41.7%	41.7%	(242)	-41.7%				
Interest Earnings	1,300	227	512,355	\$227,447	17.5%	512,355	\$227,447	44.4%	41.7%	\$13,795	41.7%	41.7%	\$13,795	2.7%				
Totals:	\$509,897	\$214,781	\$512,355	\$227,447	42.1%	\$512,355	\$227,447	44.4%	41.7%	\$13,795	41.7%	41.7%	\$13,795	2.7%				

STORM FUND (#406) EXPENSES	A May 2015		B		C=B/A		D		E		F=E/D		G		H [^]		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	May 2016 Budget	May 2016 Actual	% Exp'd	Expected % Exp*	Var'nc from Expected	% Variance							
Operating Expenses	\$442,590	\$127,356	\$469,176	\$108,559	28.8%	18,000	0	23.1%	41.7%	\$87,087	41.7%	41.7%	7,506	18.6%				
Transfers Out	18,000	0	18,000	0	0.0%	\$487,176	\$108,559	0.0%	41.7%	7,506	41.7%	41.7%	7,506	0.0%				
Totals:	\$460,590	\$127,356	\$487,176	\$108,559	27.7%	\$487,176	\$108,559	22.3%	41.7%	\$94,593	41.7%	41.7%	\$94,593	19.4%				

Net Budget/Income/Variance: \$49,307 \$87,425 \$25,179 \$118,888 \$108,388

Key:

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H=(D*G) -E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

City of Chehalis
Comparative Financial Reports
May 2015 and 2016

AIRPORT FUND (#407) REVENUES	A May 2015		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Exp'd	Budget	Actual	May 2016 Budget	Actual	% Rec'd	% Exp'd	Expected % Rec'd*	Var'nc from Expected	% Variance	Expected % Rec'd*	Var'nc from Expected	% Variance
Intergovernmental Revenues	\$800,000	\$722	\$242,127	\$722	0.1%	46.6%	\$916,600	\$81,539	\$916,600	\$81,539	8.9%	41.7%	41.7%	(300,683)	-32.8%	41.7%	(300,683)	-32.8%
Charges for Goods and Svcs.	520,000	242,127	7,202	242,127	46.6%	47.7%	533,622	191,298	533,622	191,298	35.8%	41.7%	41.7%	(31,222)	-5.9%	41.7%	(31,222)	-5.9%
Interest Earnings	15,085	7,202	0	7,202	0.0%	0.0%	14,000	4,875	14,000	4,875	0.0%	41.7%	41.7%	(963)	-6.9%	41.7%	(963)	-6.9%
Licenses & Permits	0	0	31,945	0	0.0%	33.3%	80,001	34,774	0	0	0.0%	41.7%	41.7%	0	0.0%	41.7%	0	0.0%
Rents & Royalties	96,000	31,945	356,902	31,945	33.3%	40.6%	816,422	395,976	80,001	34,774	43.5%	41.7%	41.7%	1,414	1.8%	41.7%	1,414	1.8%
Capital Lease Receipts	879,651	356,902	337	356,902	40.6%	16.9%	600	0	816,422	395,976	48.5%	41.7%	41.7%	55,528	0.0%	41.7%	55,528	0.0%
Misc. Revenues/Insurance	2,000	337	76	337	16.9%	100.0%	157,373	70,885	600	0	0.0%	41.7%	41.7%	(250)	-41.7%	41.7%	(250)	-41.7%
Non-Revenue Tax Receipts	420,000	0	0	0	0.0%	0.0%	32,500	0	157,373	70,885	45.0%	41.7%	41.7%	76	3.3%	41.7%	76	3.3%
Operating Transfers In	\$2,732,736	\$639,311	\$639,311	\$639,311	23.4%	23.4%	\$2,551,118	\$779,347	\$2,551,118	\$779,347	30.5%	41.7%	41.7%	(\$276,177)	-11.2%	41.7%	(\$276,177)	-11.2%
Totals:																		

AIRPORT FUND (#407) EXPENSES	A May 2015		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	May 2016 Budget	Actual	% Exp'd	% Exp'd	Expected % Exp*	Var'nc from Expected	% Variance	Expected % Exp*	Var'nc from Expected	% Variance
Operating Expenses	\$1,199,816	\$419,686	20,563	\$419,686	35.0%	1.4%	\$1,338,870	\$391,388	\$1,338,870	\$391,388	29.2%	41.7%	41.7%	\$166,921	12.5%	41.7%	\$166,921	12.5%
Capital Outlay	1,455,000	20,563	114,756	20,563	1.4%	49.5%	904,130	249,494	904,130	249,494	27.6%	44.8%	41.7%	127,528	14.1%	41.7%	127,528	14.1%
Principal - G.O. Bonds	231,992	43,347	0	43,347	0.0%	51.5%	278,505	124,695	278,505	124,695	44.8%	57.1%	41.7%	(8,558)	-3.1%	41.7%	(8,558)	-3.1%
Interest Expense	84,215	43,347	\$598,352	43,347	51.5%	20.1%	74,084	42,302	74,084	42,302	57.1%	41.7%	41.7%	(11,409)	-15.4%	41.7%	(11,409)	-15.4%
Totals:	\$2,971,023	\$598,352	\$598,352	\$598,352	20.1%	20.1%	\$2,595,589	\$807,879	\$2,595,589	\$807,879	31.1%	41.7%	41.7%	\$274,482	10.6%	41.7%	\$274,482	10.6%
Net Budget/Income/Variance:	(\$238,287)	\$40,959	(\$44,471)	\$40,959			(\$44,471)	(\$28,532)	(\$44,471)	(\$28,532)				-\$1,696			-\$1,696	

Key:

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H=(D*G) - E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

RECOMMENDATION/COUNCIL ACTION DESIRED

This report is for the Council's information only. No action is necessary.

Reviewed by  , City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: June 15, 2016
TO: The Honorable Mayor and City Council
FROM: Trent J. Lougheed, P.E., Interim Community Development Director
SUBJECT: Ordinance 959-B – Amending Section 5.04.120 of the Chehalis Municipal Code Dealing with Special Licenses

ISSUE

Attached is proposed Ordinance No. 959-B for council consideration.

DISCUSSION

The City Administration has determined that the City of Chehalis would benefit by revising the Chehalis Municipal Code Title 5.04.120. The revisions expressly allow for Mobile Ice Cream Vendors to legally sell frozen novelties within the City’s Right-of-Ways (ROW).

Existing Chehalis Criminal Code sections prohibit the sale of goods and services within the City ROW. Specifically, Section 7.04.130A(1)(k) states:

“Selling, offering for sale, soliciting, peddling, hawking or any other form of merchandising upon any public or private property, business or residence which is not the approved place of business of such seller, without approved permits and/or licenses for such activity;”

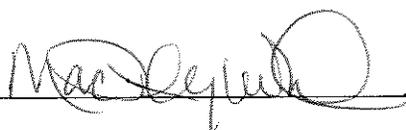
All Mobile Ice Cream Vendors will be required to adhere to all provisions identified in Section 5.04.120E as proposed, as well as all other applicable Chehalis Municipal Codes.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends the council pass Ordinance No. 959-B on first reading.

SUGGESTED MOTION

I move that the council pass Ordinance No. 959-B on first reading.

Reviewed by:  _____, City Manager

ORDINANCE NO. 959-B

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON,
AMENDING CHAPTER 5 OF THE CITY OF CHEHALIS MUNICIPAL
CODE, ADDING A PROVISION FOR MOBILE ICE CREAM
VENDORS, AND PROVIDING FOR SPECIAL REQUIREMENTS
HEREOF.**

THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. General business license provisions, Chapter 5 of the Chehalis Municipal Code (CMC), shall apply to this special license, in addition to provisions listed in this ordinance.

Section 2. Section 5.04 of the Chehalis Municipal Code shall be, and the same hereby is, amended to read as follows:

5.04.120 – Special licenses – Additional requirements

E. Mobile Ice Cream Vendors

1. Definition. “Mobile ice cream vendor” means a person, firm or corporation, either as a principal or agent, which engages in the mobile vending of pre-packaged ice cream and/or frozen novelty items for immediate human consumption who conducts business from a vehicle or other conveyance upon public streets, sidewalks, alleys, or other public ways of the city.

2. Form-Display. All licenses for mobile ice cream vendors issued by the city shall be prominently displayed upon all vehicles from which a mobile ice cream vendor conducts business. No license shall be issued to a mobile ice cream vendor selling from a truck or other motor vehicle unless the vehicle is licensed by the Washington State Department of Labor & Industries (L&I) as a mobile food vending unit and displays the permanent metal insignia issued by L&I upon the vehicle.

3. Restrictions.

a. No mobile ice cream vendor shall sell or vend from his or her vehicle, or conveyance:

1. Within 400 feet of a public or private school grounds during the hours of regular school session, classes, or school-related events in said public or private school, except when authorized by said school.
2. Within 300 feet of a city park, except when authorized by the city.
3. On any main roads, including but not limited to Market Boulevard, Main Street, National Avenue, Kresky Avenue, Chamber Way, Louisiana Avenue, Arkansas Way, State Street, or Jackson Highway.
4. Within the Central Business District of Chehalis

- b. No customer shall be served on the street side of the mobile ice cream unit. All service must be on the curb side when the mobile ice cream unit is on or abutting a public street.
- c. The Hours of operation for mobile ice cream vendors shall be from 10:00 a.m. to dusk.

4. Compliance.

- a. All mobile ice cream vendors shall comply with Lewis County Health Department regulations when applicable (if serving anything other than pre-packaged items).
- b. No mobile ice cream vendor shall conduct business so as to violate any ordinances of the city, including but not limited to those regulating traffic and rights-of-way, obstructing the road, causing a hazard, noise restrictions, or any regulation in Chapter 7 of the CMC, as now in effect or hereafter amended.

Section 3. The effective date of this Ordinance shall be the ____ day of _____, 2016.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public Meeting thereof this ____ day of _____, 2016.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney