

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

Terry F. Harris, District 1, Mayor Pro Tem Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Dennis L. Dawes, Position at Large Mayor	Anthony E. Ketchum Sr., District 3 Chad E. Taylor, Position at Large Bob Spahr, Position at Large
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**Regular Meeting of Monday, August 22, 2016**

**5:00 p.m.**

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

<b>CITIZENS BUSINESS</b>		
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.		
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<b>SPECIAL BUSINESS</b>		
3. <u>Update on ChehalisFest.</u> (Lewis County Historical Museum Executive Director Andy Skinner)	---	

<b>CONSENT CALENDAR</b>		
4. <u>Minutes of the Regular Meeting of August 8, 2016.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	4
6. <u>Award National Avenue TIB Arterial Preservation Project to Granite Construction, in the amount of \$366,080 and Authorize City Manager to Execute Contract Agreement for the Same; and Authorize City Manager to Execute Supplemental Agreement Number 1 with Skillings Connolly, Inc., to include Construction Management Services.</u> (Acting City Manager, Public Works Director, Street/Stormwater Superintendent)	AWARD CONTRACT AND AUTHORIZE CITY MANAGER TO EXECUTE CONTRACT AGREEMENT AND SUPPLEMENTAL AGREEMENT NUMBER 1 TO INCLUDE CONSTRUCTION MANAGEMENT SERVICES	5

<b>ADMINISTRATION AND CITY COUNCIL REPORTS</b>		
7. <u>Administration Reports.</u>		
a. July financial report. (Acting City Manager, Finance Manager)	INFORMATION ONLY	16
b. Update on 2016 chip seal program. (Acting City Manager, Street/Stormwater Superintendent)	INFORMATION ONLY	
c. Briefing on new fire training site. (Acting City Manager, Fire Chief)	INFORMATION ONLY	
8. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

<b>UNFINISHED BUSINESS</b>		
9. <u>Ordinance No. 961-B, Second and Final Reading – Amending Title 17 of the Chehalis Municipal Code Dealing with Allowable Fence Height.</u> (Acting City Manager, Interim Community Development Director)	PASS	22

**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, SEPTEMBER 12, 2016**

August 8, 2016

The Chehalis city council met in regular session on Monday, August 8, 2016, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Dr. Isaac Pope and Daryl Lund. Councilor Taylor participated telephonically and Councilors Harris, Spahr and Ketchum were absent (excused). Staff present included: Merlin MacReynold, City Manager; Brian Kelly, Assistant City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Judy Pectol, Finance Manager; Trent Lougheed, Interim Community Development Director; Rick Sahlin, Public Works Director Don Schmitt, Street/Stormwater Superintendent; and David Fleckenstein, Airport Manager. Members of the media included Justyna Tomtas from *The Chronicle*.

1. **Citizen Business – Camping at Park and Ride on Main Street.** John Panesko (222 SE Spring Street) expressed concern about people living in their junk vehicles at the park and ride on Main Street. He noted it started out with two vehicles and today there are four, adding it looks like a homeless camp at the main entrance of the city. Mr. Panesko indicated he owns property next to the park and ride and the campers are using it as their garbage can and as their bathroom. He reported the nearby expresso stand has had four attempted break-ins since the campers arrived and they frequently crawl under their building to turn on a faucet to get water. Mr. Panesko stated the nearby convenience store described half of the campers as being fairly clean and respectful when they come in to use their bathroom, while the other half are dirty, smelly people who don't care about anyone else. He asked if camping on city property is legal, and if not, how the council plans to address the issue.

Mayor Dawes reported the city has been made aware of the problem. He noted they've been going back and forth with the state about who owns the property and recently determined that it was deeded over to the city a number of years ago. He reported work is underway to get signs posted regarding the amount of time a vehicle can park there and that no type of camping activities will be allowed.

City Manager MacReynold reported the city recognizes there's a problem and is beginning to take action; however, there is also the issue of civil liberties that the city needs to be respectful of.

Mr. Panesko asked if it's possible to inform them that it's illegal to be camping there and take action if they don't obey the law.

City Manager MacReynold stated he believed that could be done, but the city has to post it first.

Mr. Panesko stated he didn't believe you had to post your house as "no trespassing" before you can kick a burglar out, but he would leave that to the city's counsel.

City Manager MacReynold suggested trespassing is a very interesting law.

Police Chief Glenn Schaffer reported camping on public property is a tricky issue. He noted the city currently has ordinances that prohibit camping on public property, but the trend from California heading north is that supreme courts across the country are starting to rule against those ordinances. Chief Schaffer reported they're posting some "no trespassing" signs and will utilize the city's nuisance code to remove the campers from that area. He noted, as far as notifying people, this needs to be done in order to have any luck in prosecuting offenders.

Mr. Panesko suggested they're not talking about trespassing; they're talking about overnight camping.

Chief Schaffer reported it essentially falls under the same thing, and having to notify people of the ordinances is critical in most prosecutions.

Mayor Dawes suggested the best thing to do is to enforce the ordinances that we have on the books until we're notified otherwise. He noted the city limits parking in all of our other city lots to 24 hours and didn't know why we couldn't post it at the park and ride.

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

a. Minutes of the special meetings of June 30, July 12, and July 28, 2016, and the regular meeting of July 25, 2016;

August 8, 2016

b. Claim Vouchers No. 116422-116571 in the amount of \$378,786.94 dated July 29, 2016; and Payroll Vouchers No. 38980-39065, Direct Deposit Payroll Vouchers No. 7325-7420, and Electronic Federal Tax Payment No. 162 in the amount of \$743,686.67 dated July 29, 2016; and

c. Approve Separation Agreement between the city and the current city manager.

The motion was seconded by Councilor Lund and carried unanimously.

### 3. Administration Reports.

a. **Transportation Benefit District Funding.** City Manager MacReynold reported this is an issue that they've talked about for quite a while and plan to move forward over the next couple of months. He briefly outlined the process, noting they're looking at a sales tax increase of two tenths of one percent over a 10-year period that will bring in \$800,000 - \$1 million annually. City Manager MacReynold proposed to first meet with the finance committee to lay out a timeline and would bring it back to the council soon after that.

Mayor Dawes reported this is an item that he asked City Manager MacReynold to bring up, noting the council approved the creation of a Transportation Benefit District in December 2015, but held off on establishing a funding mechanism for it. He indicated he would like to see the council move on this, or at least make a determination if they want to submit something to the taxpayers to vote on. Mayor Dawes stated he also wanted it on record that this is something that the city has been working on for a while, so it doesn't appear that the first thing the new city manager does when she comes on board is to propose a new tax.

Councilor Lund stated he agreed that they needed to get moving on it, noting he had also talked with City Manager MacReynold about it.

Mayor Dawes suggested they schedule a work session to discuss it, adding he would also like to have all seven members of the council present during the discussion.

b. **Special Work Session – Utility Rate Study.** City Manager MacReynold reported a special work session had been scheduled for Monday, August 29, at 5:00 p.m. to discuss utility rates. He noted Public Works Director Rick Sahlin is working with the Financial Consulting Solutions Group to update our analysis and to prepare some options for the council to consider.

### 4. Council Reports.

a. **Update From Mayor Dawes.** Mayor Dawes reported he attended a couple of meetings with the Washington State Department of Transportation (WSDOT) to receive updates on the Chamber Way overpass, which reopened last Thursday. He noted he also attended a small get-together on Friday at the Chamber Office to thank WSDOT and the contracting crew. Mayor Dawes reported the northbound span of the bridge was unfortunately hit again earlier in the day at about 9:25 a.m., but there was no significant damage to report. He noted he was putting some letters together to thank WSDOT and our local representatives who were very instrumental in getting the situation well in hand. Mayor Dawes stated he hoped that the remaining part of the structure will hold up until we can get the bridge replaced in 2023, or sooner if the Legislature is able to move the project up.

Mayor Dawes reported Music in the Park rapped up last week, noting it was very successful and well attended this year. He also reported they would be having their first meeting with Lewis County Fire District #6 on Wednesday, August 10 to discuss the future and the potential of a Regional Fire Authority between the city and the District.

5. **Ordinance No. 961-B First Reading – Amending Title 17 of the Chehalis Municipal Code Dealing with Allowable Fence Height.** City Manager MacReynold reported this is a housekeeping item that will bring our city code into compliance with the International Building Code.

Mayor Dawes reported fences that are not within the right-of-way of the road would now be allowed up to seven feet high, which is the same as what the International Building Code allowed for. He inquired about the setback, wondering if it would remain at four feet.

August 8, 2016

Interim Community Development Director Trent Lougheed reported nothing would change except the actual height of a fence that's permitted within the city, adding all of the other portions of the fence code will stay the same.

Councilor Pope moved to pass Ordinance No. 961-B on first reading.

The motion was seconded by Councilor Lund and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 5:18 p.m.

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Mayor

Attest:  
City Clerk

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**SUGGESTED MOTION**

I move that the council approve the minutes of the regular city council meeting of August 8, 2016.

**CITY OF CHEHALIS**  
**AGENDA REPORT**

DATE: August 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. 116572 through 116732 and Electronic Funds Transfer No. 72016 in the amount of \$437,125.26 dated August 15, 2016 and the transfer of \$167,056.56 from the General Fund, \$32,662.61 from the Dedicated Street Fund – 4% Sales Tax Fund, \$23,308.11 from the Arterial Street Fund, \$883.09 from the Garbage Fund, \$37,953.17 from the Wastewater Fund, \$132,965.23 from the Water Fund, \$2,395.85 from the Storm & Surface Water Utility Fund and \$39,900.64 from the Airport Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the August 15, 2016 Claim Vouchers No. 116572 through 116732 and Electronic Funds Transfer No. 72016 in the amount of \$437,125.26 .

SUGGESTED MOTION

I move to approve the August 15, 2016 Claim Vouchers No. 116572 through 116732 and Electronic Funds Transfer No. 72016 in the amount of \$437,125.26.

Reviewed by: Judith A. Schaefer, City Clerk <sup>for</sup> City Manager

**CITY OF CHEHALIS  
AGENDA REPORT**

**DATE:** August 16, 2016

**TO:** The Honorable Mayor and City Council

**FROM:** Rick Sahlin, Public Works Director  
Don Schmitt, Street Superintendent

**SUBJECT:** Acceptance of Bid for the National Avenue TIB Arterial Preservation Project and Approve a Supplemental Agreement to Include Construction Management.

**ISSUE**

Bids for the National Avenue TIB Arterial Preservation Project were solicited and two bids were received. The results of the bidding and a recommendation to award a contract are presented for the council's consideration and approval. In addition, a supplemental agreement with Skillings Connolly to include construction management is being submitted for council review and consideration.

**DISCUSSION**

Public Works, Skillings Connolly, and the City Clerk recently completed the bidding phase of the National Avenue TIB Arterial Preservation Project. This project includes a two inch grind and overlay of N National Avenue between NE Exhibitor and NE Kresky Avenue, with selected dig-outs, striping, and traffic control. Two bids were received, with Granite Construction submitting the low bid in the amount of \$366,080. The engineers estimate for this project was \$378,000. A TIB grant will cover a majority of the cost, with an estimated local match of \$45,638.

The administration, along with the engineering firm of Skillings Connolly reviewed the bid by Granite Construction and find it to be a responsible bid.

In addition to the bid award, the administration is also presenting an amendment to the engineering contract with Skillings Connolly to include construction management services in the amount of \$ 52,065 increasing the total amount of the agreement to \$105,296.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that the city council award the National Avenue TIB Arterial Preservation Project to Granite Construction., in the amount of \$366,080 and authorize the city manager to execute the amended contract agreement with Skillings Connolly to include construction management.

**SUGGESTED MOTION**

I move the city council award the National Avenue TIB Arterial Preservation Project to Granite Construction., in the amount of \$366,080 and authorize the city manager to execute the amended contract agreement with Skillings Connolly to include construction management.

**REVIEWED BY:** \_\_\_\_\_

CITY MANAGER

**CITY OF CHEHALIS**  
**NATIONAL AVENUE TIB ARTERIAL RESTORATION PROJECT**  
 Bids Opened August 4, 2016 2:00 PM

Project Item #	Description	Quantity	Unit	Engineer's Estimate		Granite Construction		Lakeside Industries	
				Unit Bid Price	Total	Unit Bid Price	Total	Unit Bid Price	Total
1	MOBILIZATION	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00	\$ 35,000.00	\$ 50,000.00	\$ 50,000.00
2	PLANING BITUMINOUS PAVEMENT (PAVEMENT DIG-OUTS)	1,200	SY	\$ 12.00	\$ 14,400.00	\$ 21.00	\$ 25,200.00	\$ 23.00	\$ 27,600.00
3	PLANING BITUMINOUS PAVEMENT (OVERLAY)	15,600	SY	\$ 4.00	\$ 62,400.00	\$ 1.00	\$ 15,600.00	\$ 3.50	\$ 60,840.00
4	HMA CL X IN PG 64-22 (PAVEMENT DIG-OUTS)	290	TON	\$ 120.00	\$ 34,800.00	\$ 145.00	\$ 42,050.00	\$ 210.00	\$ 60,900.00
5	HMA CL X IN PG 64-22 (OVERLAY)	1,920	TON	\$ 90.00	\$ 172,800.00	\$ 96.00	\$ 184,320.00	\$ 103.00	\$ 197,760.00
6	CONCRETE PATCH REMOVAL	1	LS	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00	\$ 2,000.00	\$ 4,720.00	\$ 4,720.00
7	INLET PROTECTION	6	EACH	\$ 100.00	\$ 600.00	\$ 100.00	\$ 600.00	\$ 200.00	\$ 1,200.00
8	PAINT LINE	17,100	LF	\$ 0.25	\$ 4,275.00	\$ 0.25	\$ 4,275.00	\$ 0.30	\$ 5,130.00
9	PLASTIC STOP LINE	10	LF	\$ 20.00	\$ 200.00	\$ 55.00	\$ 550.00	\$ 59.00	\$ 590.00
10	PLASTIC TRAFFIC ARROW	1	EACH	\$ 300.00	\$ 300.00	\$ 600.00	\$ 600.00	\$ 700.00	\$ 700.00
11	TEMPORARY PAVEMENT MARKING - SHORT DURATION	5,900	LF	\$ 1.00	\$ 5,900.00	\$ 0.15	\$ 885.00	\$ 0.05	\$ 295.00
12	PROJECT TEMPORARY TRAFFIC CONTROL	1	LS	\$ 35,000.00	\$ 35,000.00	\$ 40,000.00	\$ 40,000.00	\$ 75,000.00	\$ 75,000.00
13	MINOR CHANGE	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
				Total Bid Amount: \$ 378,175.00		Total Bid Amount: \$ 366,080.00		Total Bid Amount: \$ 489,735.00	

I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the unit bid prices and the total bid amounts.

*Thomas Leyrer*  
 Thomas Leyrer, P.E. 8/5/16



<b>Supplemental Agreement Number 1</b>	Organization and Address	
Original Agreement Number <b>15184</b>	<b>Skillings Connolly, Inc.</b> <b>PO Box 5080</b> <b>Lacey, WA 98509</b>  <b>Phone: 360.491.3399</b>	
Project Number <b>15184</b>		
Project Title <b>National Avenue TIB Arterial Preservation Project</b>	<b>New Billable Amount:</b>	<b>\$105,296.00</b>
Description of Work <b>Construction Inspection and Administrative Work</b>		

The Local Agency of **City of Chehalis** desires to supplement the agreement entered into with **Skillings Connolly, Inc.** and executed on **February 23, 2016** and identified as Agreement No. **15184**.

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

**I**

Section 1, SCOPE OF WORK, is hereby changed to read:

**See Exhibit B and by this reference is made part of this Agreement.**

**II**

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: **December 31, 2016**.

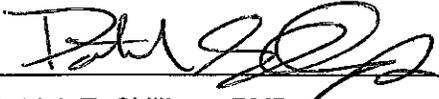
**III**

Section V, PAYMENT, shall be amended as follows:

Original Agreement	\$ 53,231.00
<b>Supplemental Agreement No. 1 – CM and CA</b>	<b><u>52,065.00</u></b>
New Billable Amount	<b><u>\$105,296.00</u></b>

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: 

Patrick E. Skillings, PMP  
Skillings Connolly, Inc.

By: \_\_\_\_\_

Approving Authority Signature

\_\_\_\_\_  
Date

**Exhibit "A"**  
**Summary of Payments**

	Basic Agreement	Supplement #1	Total
Contract Amount	\$53,231.00	52,065.00	\$105,296.00

**EXHIBIT B  
SCOPE OF WORK**

Prepared for:  
**CITY OF CHEHALIS**  
**NATIONAL AVENUE TIB ARTERIAL PRESERVATION PROJECT**  
August 12, 2016

**General Description**

The City of Chehalis has retained Skillings Connolly, Inc. (Consultant) to provide professional services to assist in the construction management of the National Avenue TIB Arterial Preservation Project, which will be funded through a grant from the Washington State Transportation Improvement Board (TIB).

The National Avenue TIB Arterial Preservation Project consists of a two inch grind and overlay of both N National Avenue travel lanes with dig-outs between NE Exhibitor Road and NE Kresky Avenue. Pedestrian improvements are not included in this project.

**Assumptions**

- Consultant will conduct the pre-construction conference
- Consultant will document the Contractor's compliance with the contract documents
- Consultant staff will consist of:
  - Senior Project Engineer
  - Field Inspector(s)
  - Office engineer in Consultant office
  - Documents will be kept electronically and in loose-leaf binders
- The Construction Administration budget submitted with this Scope of Work is based on these assumptions:
  - Contract working days will be 15

Significant changes from these assumptions will be considered extra work and the work hours will be renegotiated as required.

Consultant will be compensated for construction inspection and administrative work for each additional construction day added to construction contract days due to contractor delays and for additional contract days added due to extra work or change orders to construction contract.

**Scope of Work**

The following tasks are anticipated as part of the Consultant's work for the project.

<b>Task 100      Project Management</b>
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**Task Descriptions:**

1. Progress Reports/Invoicing
2. Project Scheduling
3. Review and comment on the Contractor's baseline schedule and updates

#### 4. Coordination of Material Testing Lab

##### **Deliverables:**

- Project update reports and memoranda
- Schedule with updates
- Monthly invoices and earned value reports

<b>Task 200</b>	<b>Construction Management</b>
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##### **Task Description:**

1. Project Management and Coordination
  - a. Prepare the Contract Documents ready for transmittal to the Contractor for execution
  - b. Review Contractor's bond and insurance certificates and transmit to City
  - c. Record of Materials (ROM)
    - i. Review and maintain ROM, or develop ROM
    - ii. Modify ROM to fit LAG and project needs
  - d. Subcontractor Documentation Review
    - i. Review Request to Sublet Work forms
    - ii. Review subcontractor contracts to verify compliance with contract provisions
  - e. Pre-construction photographs
    - i. Pre-construction photographs of the existing conditions
    - ii. Provide digital pre-construction photographs to City
  - f. Assure compliance with contract plans and specifications, i.e. traffic control, construction work schedule
  - g. Maintain daily contact with City and Contractor
  - h. Prepare agendas; conduct weekly progress meetings with the Contractor
  - i. Construction documentation will be provided in accordance with the Local Agency Guidelines (see LAG manual Appendix 53.51 for a complete list)
2. Pre-construction Meeting and Minutes
  - a. Prepare agenda and list of attendees
  - b. Lead pre-construction meeting
  - c. Document and prepare meeting minutes for distribution to attendees
3. RFI Responses
  - a. Provide interpretations of the contract documents in response to the Contractor's requests for information (RFI's)
4. Submittal Reviews
  - a. Receive, log, and circulate submittals
  - b. Review/comment/approve Requests for Approval of Materials Sources
  - c. Review/comment/approve Contractor shop drawings and catalog cuts
  - d. Collect and review Material Certifications and other Contractor submittals
  - e. Review substitute and "or equal" materials submitted by the Contractor and provide the City with a recommendation for approval or rejection
5. Payment Application Reviews
  - a. Prepare monthly progress payment estimates and make payment recommendations to the City

- b. Confirm that Statements of Intent to Pay Prevailing Wages and Affidavits of Wages Paid have been filed for compliance with the contract requirements
  - c. Perform wage interviews and review certified payrolls in accordance with the contract requirements
  - d. Review "Minor Change" claims submitted by the Contractor and provide the City with an analysis and recommendation for resolution
6. Project Closeout
- a. Prior to substantial completion, provide the Contractor with a punch list of items to be completed or repaired before acceptance of the project
  - b. Finalize all pay quantities with the Contractor and the City
  - c. Prepare a Final Estimate for the project and provide to the City with a recommendation to make final payment to the Contractor
  - d. Check L&I website for affidavit of wages paid
  - e. Prepare DRAFT "Notice of Completion of Public Works Contract" for City electronic submission to Washington State Departments of revenue, Labor and Industries, and Employment Security
  - f. DRAFT project completion and acceptance letters for City signature
  - g. Prepare documentation for the City in accordance with Chapter 53 of the Local Agency Guidelines. These include:
    - i. project completion letter
    - ii. materials certificates
    - iii. list of change orders
    - iv. final acceptance date
  - h. Turn over all project documents and files to the City

**Deliverables:**

- Pre-construction meeting agenda and meeting notes
- Pre-construction photographs on a CD
- Approved Request to Sublet forms
- All Construction Phase documentation will be provided in indexed three-ring binders
- Construction photographs
- Weekly statements of working days
- Weekly meeting agendas and minutes
- Change orders with back-up
- Construction documentation per LAG requirements
- Requests for information (RFI's) with responses
- Submittal responses and supporting material
- Monthly progress payment estimate recommendations
- Tracking of material test reports and a report of resolution of deficient test results
- All project-related correspondence
- Punch list
- Completion Letter
- Material Certifications
- Comparison of Quantities
- Project Documents
- Record Drawings.
- DRAFT "Notice of Completion of Public Works Contract"

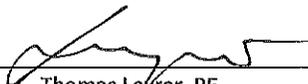
**Task Description:**

1. Field Inspections
  - a. Prepare Inspector's Daily Report (IDR) detailing the contractor's activities performed for each working day the Contractor is on site
    - i. The report will identify quantities of materials installed, equipment and staff on site, working days assessed, etc.
    - ii. The report will include photographs for documentation
  - b. Prepare field note records documenting the work performed, quantities placed, and methods of material acceptance
  - c. Prepare a Construction Ledger documenting measurement and payment for each item in the contract
  - d. Provide digital photographs during the course of construction
  - e. Track material quantities delivered, installed, and on hand
  - f. Coordinate and manage testing firm, Pacific Testing (vendor)
  - g. Collect, label, and deliver material acceptance samples for surfacing aggregates to the laboratory for testing as required
  - h. Document and evaluate results of tests and identify deficiencies; notify the City and the Contractor of any deficiencies. Track remedial work to bring the project into compliance with the contract documents
  - i. Report immediately to the City the occurrence of any accidents on the site, any hazardous environmental conditions, emergencies, and property damaged by fire or other causes

**Deliverables:**

- Inspector's Daily Reports – Submitted to the City two working days or less after the day covered by the report
- For other inspection related deliverables see Construction Management deliverables above

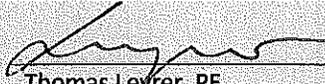
**END SCOPE OF WORK**

Prepared by:  August 12, 2016  
Thomas Leyrer, PE

**EXHIBIT C-1  
CONSULTANT COST COMPUTATION – MAN-HOURS**

PROJECT NAME: 15184 CITY OF CHEHALIS NATIONAL AVENUE TIB ARTERIAL RESTORATION		PRINCIPAL-IN- CHARGE	SENIOR PROJECT ENGINEER	ENGINEER	INSPECTOR	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION					
<b>100</b>	<b>QUALITY CONTROL</b>					
1	Progress Reports/Invoicing	4	4	4		8
2	Project Scheduling		6			
3	Coordination of Material Testing Lab		2			2
<b>200</b>	<b>CONSTRUCTION MANAGEMENT</b>					
1	Project Management and Coordination	6	24			
2	Pre-construction Meeting and Minutes		8		4	
3	RFI Responses		4	12		
4	Submittal Reviews		4	12		
5	Payment Application Reviews		8	8	8	
6	Project Closeout		8	10	16	8
<b>300</b>	<b>CONSTRUCTION INSPECTION</b>					
	Field Inspections		32	50	150	
	<b>HOURS PER DISCIPLINE</b>	<b>10</b>	<b>100</b>	<b>96</b>	<b>178</b>	<b>18</b>

**EXHIBIT C-2  
CONSULTANT COST COMPUTATION – SUMMARY**

<b>NEGOTIATED HOURLY RATE (NHR):</b>					
<u>Classification</u>	<u>Man Hours</u>	<u>X</u>	<u>Rate</u>	<u>=</u>	<u>Cost</u>
PRINCIPAL-IN-CHARGE	10	X	\$160.00	=	\$1,600.00
SENIOR PROJECT ENGINEER	100	X	\$147.00	=	\$14,700.00
ENGINEER	96	X	\$114.00	=	\$10,944.00
INSPECTOR	178	X	\$100.00	=	\$17,800.00
PROJECT ADMINISTRATOR	18	X	\$92.00	=	\$1,656.00
Total Hours =	402				Total NHR = <b>\$46,700.00</b>
<b>REIMBURSABLES:</b>					
Mileage	1,500	X	\$0.540	=	\$810.00
Miscellaneous Expenses	\$555.00	X	0%	=	\$555.00
					Total Expenses= <b>\$1,365.00</b>
<b>SUBCONSULTANT COST (See Exhibit G):</b>					
Pacific Testing	\$4,000.00	X	0%	=	\$4,000.00
Subconsultant 1	\$0.00	X	0%	=	\$0.00
					Total Subconsultants = <b>\$4,000.00</b>
<b>SUB-TOTAL (NHR + REIMBURSABLES + SUBCONSULTANTS):</b>					
					Sub Total = <b>\$52,065.00</b>
<b>MANAGEMENT RESERVE FUND:</b>					
	SUB TOTAL = \$52,065.00	X	0%	=	MRF = <b>\$0.00</b>
<b>GRAND TOTAL</b>					
					<b>GRAND TOTAL = \$52,065</b>
<p><b>PREPARED BY:</b>  Thomas Leyrer, PE</p> <p><b>DATE:</b> August 12, 2016</p>					

**EXHIBIT C-3  
CONSULTANT COST COMPUTATION – EXPENSES**

Item	Description	Basis	Quantity	Rate	Total
1	Telephone	Month			\$0.00
2	Auto Rental	Each			\$0.00
3	Lodging	Day			\$0.00
4	Per Diem-Meal	Day			\$0.00
5	Photo Copies - Blk & White	Each	200	\$0.10	\$20.00
6	Photo Copies - Color	Each	100	\$0.35	\$35.00
7	Half Sized Prints	Each		\$0.50	\$0.00
8	Full Sized Prints	Each		\$6.00	\$0.00
9	Postage	Month			\$0.00
10	Shipping	Month			\$0.00
11	FAXs	Each			\$0.00
12	Miscellaneous Project Costs	Month	1	\$500.00	\$500.00
13	Miscellaneous Survey Costs	Estimated			\$0.00
14	Traffic Control	Estimated			\$0.00
<b>Total Miscellaneous Expenses</b>					<b>\$555.00</b>
	Mileage	Per Mile	1500	0.540	\$810.00
<b>Total Expenses</b>					<b>\$1,365.00</b>
<b>Assumptions</b>					
1	Telephone	Estimated			
2	Auto Rental	Estimated trips			
3	Mileage	21 Trips @ 70 miles/each trip			
4	Lodging				
5	Per Diem-Meal				
6	Photo Copies - Blk & White	Estimated			
7	Photo Copies - Colored	Estimated			
8	Half Sized Prints				
9	Full Sized Prints				
10	Postage	Estimated			
11	Shipping	Estimated			
12	FAXs	Estimated			
13	Miscellaneous Project Costs	Estimated			
14	Miscellaneous Survey Costs	Estimated			
15	Purchase Order	Estimated			
Prepared by: Thomas Leyrer, PE		August 12, 2016			

To: The Honorable Mayor and Council  
 Via: Merlin MacReynold, City Manager  
 From: Judy Pectol, Finance Manager  
 Prepared by: Betty Brooks, Payroll Accountant  
 Date: August 16, 2016  
 Subject: Monthly Financial Reports for July

City of Chehalis  
 Comparative Financial Reports  
 July 2015 and 2016

GENERAL FUND (#001) REVENUES	A July 2015		B Actual		C=B/A %		D July 2016		E Actual		F=E/D %		G Expected % Rec'd*		H^ Varinc from Expected		I=F-G %	
	Budget	Actual	Budget	Actual	Rec'd	%	Budget	Actual	Rec'd	%	Expected % Rec'd*	Expected % Rec'd	Actual	%	Varinc from Expected	%	Variance	
General Property Taxes	\$1,268,579	\$707,131	\$1,276,948	\$690,051	55.7%	54.0%	\$1,276,948	\$690,051	54.0%	58.3%	58.3%	\$690,051	54.0%	(\$54,410)	-4.3%			
EMS Property Taxes	238,157	132,953	304,886	165,304	55.8%	54.2%	304,886	165,304	54.2%	58.3%	58.3%	165,304	54.2%	(12,445)	-4.1%			
Sales & Use Tax	3,762,844	2,084,758	3,772,472	2,215,854	54.9%	58.7%	3,772,472	2,215,854	58.7%	58.3%	58.3%	2,215,854	58.7%	16,503	0.4%			
Electricity Tax	440,000	288,802	495,100	309,315	65.6%	62.5%	495,100	309,315	62.5%	58.3%	58.3%	309,315	62.5%	20,672	4.2%			
Gas/Natural Gas Tax	221,000	109,507	217,725	123,411	49.6%	56.7%	217,725	123,411	56.7%	58.3%	58.3%	123,411	56.7%	(3,523)	-1.6%			
Criminal Justice Tax	110,000	59,936	105,050	62,634	54.5%	59.6%	105,050	62,634	59.6%	58.3%	58.3%	62,634	59.6%	1,390	1.3%			
Water/Sewer Tax	445,000	246,319	452,900	272,882	55.4%	60.3%	452,900	272,882	60.3%	58.3%	58.3%	272,882	60.3%	8,841	2.0%			
Garbage Tax	61,000	47,778	81,900	31,748	78.3%	38.8%	81,900	31,748	38.8%	58.3%	58.3%	31,748	38.8%	(16,000)	-19.5%			
Cable Tax	104,000	77,867	133,485	79,175	74.9%	59.3%	133,485	79,175	59.3%	58.3%	58.3%	79,175	59.3%	1,353	1.0%			
Telephone Tax	270,500	145,882	275,000	145,782	53.9%	53.0%	275,000	145,782	53.0%	58.3%	58.3%	145,782	53.0%	(14,543)	-5.3%			
Leasehold Excise Tax	39,500	18,922	41,000	24,384	47.9%	59.5%	41,000	24,384	59.5%	58.3%	58.3%	24,384	59.5%	481	1.2%			
Timber Excise Tax	40	39	45	43	97.5%	95.6%	45	43	95.6%	58.3%	58.3%	43	95.6%	17	37.3%			
<b>Total Tax Revenues</b>	<b>6,960,620</b>	<b>3,899,894</b>	<b>7,156,511</b>	<b>4,120,583</b>	<b>56.0%</b>	<b>57.6%</b>	<b>7,156,511</b>	<b>4,120,583</b>	<b>57.6%</b>	<b>58.3%</b>	<b>58.3%</b>	<b>4,120,583</b>	<b>57.6%</b>	<b>(51,663)</b>	<b>-0.7%</b>			
Licenses & Permits	168,116	97,141	157,050	125,972	57.8%	80.2%	157,050	125,972	80.2%	58.3%	58.3%	125,972	80.2%	34,412	21.9%			
Intergovt. Grants/Entitlements	421,400	633,363	450,645	189,551	150.3%	42.1%	450,645	189,551	42.1%	58.3%	58.3%	189,551	42.1%	(73,175)	-16.2%			
Charges for Goods and Svcs.	408,295	216,225	371,196	185,657	53.0%	50.0%	371,196	185,657	50.0%	58.3%	58.3%	185,657	50.0%	(30,750)	-8.3%			
Fines and Forfeitures	163,739	84,170	147,420	87,407	51.4%	59.3%	147,420	87,407	59.3%	58.3%	58.3%	87,407	59.3%	1,461	1.0%			
Interest Earnings	9,990	10,900	11,890	13,777	109.1%	115.9%	11,890	13,777	115.9%	58.3%	58.3%	13,777	115.9%	6,845	57.6%			
Rents & Royalties	88,472	42,669	71,280	49,406	48.2%	69.3%	71,280	49,406	69.3%	58.3%	58.3%	49,406	69.3%	7,850	11.0%			
Donations/Contributions	0	4,775	87,000	72,421	100.0%	83.2%	87,000	72,421	83.2%	58.3%	58.3%	72,421	83.2%	21,700	24.9%			
Misc. Revenue/Insurance	11,850	99,648	29,385	20,704	840.9%	70.5%	29,385	20,704	70.5%	58.3%	58.3%	20,704	70.5%	3,573	12.2%			
Non-Revenues	4,225	24,820	124,435	80,415	587.5%	64.6%	124,435	80,415	64.6%	58.3%	58.3%	80,415	64.6%	7,869	6.3%			
Transfers In	0	279,466	18,000	18,000	0.0%	100.0%	18,000	18,000	100.0%	58.3%	58.3%	18,000	100.0%	7,506	41.7%			
<b>Total Non-Tax Revenues</b>	<b>1,276,087</b>	<b>1,493,177</b>	<b>1,468,301</b>	<b>843,310</b>	<b>117.0%</b>	<b>57.4%</b>	<b>1,468,301</b>	<b>843,310</b>	<b>57.4%</b>	<b>58.3%</b>	<b>58.3%</b>	<b>843,310</b>	<b>57.4%</b>	<b>(12,709)</b>	<b>-0.9%</b>			
<b>TOTALS</b>	<b>\$8,236,707</b>	<b>\$5,393,071</b>	<b>\$8,624,812</b>	<b>\$4,963,893</b>	<b>65.5%</b>	<b>57.6%</b>	<b>\$8,624,812</b>	<b>\$4,963,893</b>	<b>57.6%</b>	<b>58.3%</b>	<b>58.3%</b>	<b>\$4,963,893</b>	<b>57.6%</b>	<b>(\$64,372)</b>	<b>-0.7%</b>			

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  
July 2015 and 2016**

GENERAL FUND (#001) EXPENDITURES	A July 2015		B		C=B/A		D July 2016		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Expected	Var'nc from Expected	%	Expected	Var'nc	%
City Council	\$111,811	\$64,100	\$84,100	\$64,100	57.3%	51.6%	\$98,657	\$50,916	\$50,916	\$50,916	51.6%	58.3%	\$6,601	\$6,601	6.7%	\$6,601	\$6,601	6.7%
Municipal Court	380,000	213,837	213,837	213,837	56.3%	57.5%	522,105	300,233	300,233	300,233	57.5%	58.3%	4,154	4,154	0.8%	4,154	4,154	0.8%
City Manager	266,410	219,307	219,307	219,307	82.3%	54.9%	308,708	169,425	169,425	169,425	54.9%	58.3%	10,552	10,552	3.4%	10,552	10,552	3.4%
Finance	203,500	201,736	201,736	201,736	99.1%	48.3%	228,295	110,269	110,269	110,269	48.3%	58.3%	22,827	22,827	10.0%	22,827	22,827	10.0%
City Clerk	78,816	56,003	56,003	56,003	71.1%	48.6%	78,878	38,373	38,373	38,373	48.6%	58.3%	7,613	7,613	9.7%	7,613	7,613	9.7%
Non-Departmental	461,773	242,664	242,664	242,664	52.6%	49.9%	542,916	270,897	270,897	270,897	49.9%	58.3%	45,623	45,623	8.4%	45,623	45,623	8.4%
Human Resources	85,969	72,791	72,791	72,791	84.7%	57.7%	85,553	49,398	49,398	49,398	57.7%	58.3%	479	479	0.6%	479	479	0.6%
Police	2,717,426	1,599,051	1,599,051	1,599,051	58.8%	60.3%	2,751,643	1,658,008	1,658,008	1,658,008	60.3%	58.3%	(53,800)	(53,800)	-2.0%	(53,800)	(53,800)	-2.0%
Fire	1,902,335	1,052,364	1,052,364	1,052,364	55.3%	59.1%	2,048,797	1,209,857	1,209,857	1,209,857	59.1%	58.3%	(15,408)	(15,408)	-0.8%	(15,408)	(15,408)	-0.8%
Public Works - Streets	731,360	335,365	335,365	335,365	45.9%	37.5%	758,249	284,237	284,237	284,237	37.5%	58.3%	157,822	157,822	20.8%	157,822	157,822	20.8%
Community Development	1,396,330	920,155	920,155	920,155	65.9%	62.8%	1,688,294	1,059,964	1,059,964	1,059,964	62.8%	58.3%	(75,689)	(75,689)	-4.5%	(75,689)	(75,689)	-4.5%
<b>TOTALS</b>	<b>\$8,335,730</b>	<b>\$4,977,373</b>	<b>\$4,977,373</b>	<b>\$4,977,373</b>	<b>59.7%</b>	<b>57.1%</b>	<b>\$9,112,095</b>	<b>\$5,201,577</b>	<b>\$5,201,577</b>	<b>\$5,201,577</b>	<b>57.1%</b>	<b>58.3%</b>	<b>\$110,774</b>	<b>\$110,774</b>	<b>1.2%</b>	<b>\$110,774</b>	<b>\$110,774</b>	<b>1.2%</b>

Net Budget/Income/Variance: (\$99,023) \$415,698

(\$487,283) (\$237,684)

\$46,402

**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**  
**July 2015 and 2016**

	A		B		C=B/A		D		E		F=E/D		G		H <sup>A</sup>		I=F-G	
	Budget	July 2015 Actual	% Rec'd	Budget	July 2016 Actual	% Rec'd*	Exp'd	% Exp*	Var'nc from Expected	%	Exp'd	% Rec'd*	Exp'd	% Exp*	Var'nc from Expected	%		
<b>WASTEWATER FUND (#404)</b>																		
Intergovernmental Revenues	\$0	\$0	0.0%	\$1,400,000	\$0	0.0%						0.0%		58.3%	(\$816,200)	0.0%		
Wastewater Fees	4,968,202	2,833,702	57.0%	4,818,053	3,154,254	65.5%						65.5%		58.3%	345,329	7.2%		
Sewer Connection/Misc. Fees	10,000	22,119	221.2%	30,000	14,241	47.5%						47.5%		58.3%	(3,249)	-10.8%		
Rentals	3,545	3,545	100.0%	3,545	3,545	100.0%						100.0%		58.3%	1,478	41.7%		
Misc. Revenues/Insurance	4,000	2,131	53.3%	3,000	2,212	73.7%						73.7%		58.3%	463	15.4%		
Non-Revenue Tax Receipts	0	63	0.0%	555	524	94.4%						94.4%		58.3%	200	36.1%		
Proceeds of Long-Term Debt	0	1,342	0.0%	0	63,535	100.0%						100.0%		58.3%	63,535	100.0%		
Fines and Forfeitures	0	0	0.0%	50,000	34,131	68.3%						68.3%		58.3%	4,981	100.0%		
Interest Earnings	985	1,434	145.6%	2,459	5,540	225.3%						225.3%		58.3%	4,106	167.0%		
<b>Totals:</b>	<b>\$4,986,732</b>	<b>\$2,864,336</b>	<b>57.4%</b>	<b>\$6,307,612</b>	<b>\$3,277,982</b>	<b>52.0%</b>						<b>52.0%</b>		<b>58.3%</b>	<b>(\$399,356)</b>	<b>-6.3%</b>		

	A		B		C=B/A		D		E		F=E/D		G		H <sup>A</sup>		I=G-F	
	Budget	July 2015 Actual	% Exp'd	Budget	July 2016 Actual	% Exp'd	Exp'd	% Exp*	Var'nc from Expected	%	Exp'd	% Rec'd*	Exp'd	% Exp*	Var'nc from Expected	%		
<b>WASTEWATER FUND (#404)</b>																		
Operating Expenses	\$2,666,292	\$1,325,200	49.7%	\$2,723,260	\$1,331,134	48.9%						48.9%		58.3%	\$256,527	9.4%		
Capital Outlay	253,000	35,087	13.9%	1,467,900	124,954	8.5%						8.5%		58.3%	730,832	49.8%		
Debt Principal	1,832,390	915,891	50.0%	1,834,840	917,111	50.0%						50.0%		58.3%	152,601	8.3%		
Interest Expense	24,524	12,293	50.1%	34,188	11,073	32.4%						32.4%		58.3%	8,859	25.9%		
Transfers Out	83,784	0	0.0%	32,500	0	0.0%						0.0%		58.3%	18,948	58.3%		
<b>Totals:</b>	<b>\$4,859,990</b>	<b>\$2,288,471</b>	<b>47.1%</b>	<b>\$6,092,688</b>	<b>\$2,384,272</b>	<b>39.1%</b>						<b>39.1%</b>		<b>58.3%</b>	<b>\$1,167,765</b>	<b>19.2%</b>		
<b>Net Budget/Income/Variance:</b>	<b>\$126,742</b>	<b>\$575,865</b>		<b>\$214,924</b>	<b>\$893,710</b>										<b>\$768,409</b>			

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  
July 2015 and 2016

WATER FUND (#405) REVENUES	A July 2015		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	% Rec'd	Expected % Rec'd*	% Rec'd	Var'nc from Expected	% Variance	Expected % Rec'd*	% Rec'd	Var'nc from Expected	% Variance
Water Sales	\$2,566,160	\$1,402,368	\$2,351,387	\$1,440,029	54.6%	61.2%	\$2,351,387	\$1,440,029	58.3%	61.2%	58.3%	61.2%	69,170	2.9%	58.3%	61.2%	69,170	2.9%
Water Connection/Misc. Fees	10,000	36,953	10,000	20,661	369.5%	206.6%	10,000	20,661	58.3%	206.6%	58.3%	206.6%	14,831	148.3%	58.3%	206.6%	14,831	148.3%
Interfund Principal Repayment	83,332	0	0	0	0.0%	0.0%	0	0	0.0%	0.0%	0.0%	0.0%	0	0.0%	0.0%	0.0%	0	0.0%
Misc. Revenues/Insurance	1,000	14,117	2,121	3,740	1411.7%	176.3%	2,121	3,740	58.3%	176.3%	58.3%	176.3%	2,503	118.0%	58.3%	176.3%	2,503	118.0%
Non-Revenue Tax Receipts	0	41	100	365	0.0%	365.0%	100	365	0.0%	365.0%	0.0%	365.0%	307	306.7%	0.0%	365.0%	307	306.7%
Proceeds of Long-Term Debt	0	0	1,464,500	0	0.0%	0.0%	1,464,500	0	0.0%	0.0%	58.3%	0.0%	(853,804)	100.0%	58.3%	0.0%	(853,804)	100.0%
Fines and Forfeitures	0	0	25,000	17,177	0.0%	68.7%	25,000	17,177	0.0%	68.7%	58.3%	68.7%	2,602	100.0%	58.3%	68.7%	2,602	100.0%
Interest Earnings	11,073	3,424	6,275	7,181	30.9%	114.4%	6,275	7,181	58.3%	114.4%	58.3%	114.4%	3,523	56.1%	58.3%	114.4%	3,523	56.1%
Totals:	\$2,671,565	\$1,456,903	\$3,859,383	\$1,489,153	54.5%	38.6%	\$3,859,383	\$1,489,153	58.3%	38.6%	58.3%	38.6%	(\$760,867)	-19.7%	58.3%	38.6%	(\$760,867)	-19.7%

WATER FUND (#405) EXPENSES	A July 2015		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	% Exp'd	% Exp'd	Expected % Exp*	% Exp'd	Var'nc from Expected	% Variance	Expected % Exp*	% Exp'd	Var'nc from Expected	% Variance
Operating Expenses	\$1,819,713	\$1,089,463	\$1,888,309	\$1,069,370	59.9%	56.6%	\$1,888,309	\$1,069,370	58.3%	56.6%	58.3%	56.6%	\$31,514	1.7%	58.3%	56.6%	\$31,514	1.7%
Capital Outlay	979,400	191,007	1,847,000	277,852	19.5%	15.0%	1,847,000	277,852	15.0%	15.0%	58.3%	15.0%	798,949	43.3%	58.3%	15.0%	798,949	43.3%
Debt Principal	133,077	20,000	134,077	21,000	15.0%	15.7%	134,077	21,000	15.0%	15.7%	58.3%	15.7%	57,167	42.6%	58.3%	15.7%	57,167	42.6%
Interest Expense	26,185	5,400	14,435	4,400	20.6%	30.5%	14,435	4,400	20.6%	30.5%	58.3%	30.5%	4,016	27.8%	58.3%	30.5%	4,016	27.8%
Transfers Out	420,000	0	0	0	0.0%	0.0%	0	0	0.0%	0.0%	58.3%	0.0%	0	0.0%	58.3%	0.0%	0	0.0%
Totals:	\$3,378,375	\$1,305,870	\$3,883,821	\$1,372,622	38.7%	35.3%	\$3,883,821	\$1,372,622	38.7%	35.3%	58.3%	35.3%	\$891,646	23.0%	58.3%	35.3%	\$891,646	23.0%

Net Budget/Income/Variance: (\$706,810)      \$151,033      (\$24,438)      \$116,531      \$130,778

Key:

\* The expected percentage is calculated as follows: since the report is for the 7th month of the year, 7 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  
July 2015 and 2016

STORM FUND (#406) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^A		I=F-G			
	Budget	July 2015 Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	July 2016 Actual	% Rec'd	% Rec'd	Expected % Rec'd*	Expected % Rec'd*	Var'nc from Expected	Expected % Rec'd*	Expected % Rec'd*	Var'nc from Expected	Expected % Rec'd*	Expected % Rec'd*		
Storm & Surface Water Fees	\$506,772	\$292,437	\$501,000	\$316,257	57.7%	63.1%	4,000	0	0.0%	58.3%	58.3%	\$24,174	4.8%	58.3%	58.3%	(2,332)	58.3%	58.3%	-58.3%	
Storm Connection/Misc. Fees	1,000	3,912	2,000	0	100.0%	0.0%	275	0	0.0%	58.3%	58.3%	(1,166)	-58.3%	58.3%	58.3%	(160)	58.3%	58.3%	-58.3%	
Misc. Revenues/Insurance	825	1,475	4,500	3,308	0.0%	73.5%	580	1,163	200.5%	58.3%	58.3%	825	100.0%	58.3%	58.3%	825	58.3%	58.3%	142.2%	
Non-Revenue Tax Receipts	0	0			0.0%															
Fines and Forfeitures	0	0			0.0%															
Interest Earnings	1,300	336			25.8%	62.6%														
Totals:	\$509,897	\$298,160	\$512,355	\$320,728	58.5%	62.6%						\$22,025	4.3%							

STORM FUND (#406) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H^A		I=G-F			
	Budget	July 2015 Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	July 2016 Actual	% Exp'd	% Exp'd	Expected % Exp'd*	Expected % Exp'd*	Var'nc from Expected	Expected % Exp'd*	Expected % Exp'd*	Var'nc from Expected	Expected % Exp'd*	Expected % Exp'd*		
Operating Expenses	\$442,590	\$176,535	\$469,176	\$161,446	39.9%	34.4%	18,000	18,000	100.0%	58.3%	58.3%	\$112,084	23.9%	58.3%	58.3%	(7,506)	58.3%	58.3%	0.0%	
Transfers Out	18,000	3,045	\$487,176	\$179,446	0.0%	36.8%				58.3%	58.3%	\$104,578	21.5%	58.3%	58.3%		58.3%	58.3%	21.5%	
Totals:	\$460,590	\$179,580	\$487,176	\$179,446	39.0%	36.8%														

Net Budget/Income/Variance: \$49,307 \$118,580 \$25,179 \$141,282 \$126,603

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  
July 2015 and 2016

AIRPORT FUND (#407) REVENUES	A July 2015		B		C=B/A		D		E July 2016		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	% Rec'd*	% Rec'd	% Exp	Var'nc from Expected	% Variance				
Intergovernmental Revenues	\$800,000	\$722			0.1%		\$916,600	\$275,336	30.0%	58.3%	30.0%	58.3%	(259,042)	-28.3%				
Charges for Goods and Svcs.	520,000	373,257			71.8%		533,622	292,754	54.9%	58.3%	54.9%	58.3%	(18,348)	-3.4%				
Interest Earnings	15,085	7,263			48.1%		14,000	5,421	38.7%	58.3%	38.7%	58.3%	(2,741)	-19.6%				
Licenses & Permits	0	3,000			0.0%		0	1,350	100.0%	58.3%	100.0%	58.3%	1,350	0.0%				
Rents & Royalties	96,000	46,715			48.7%		80,001	48,465	60.6%	58.3%	60.6%	58.3%	1,824	2.3%				
Capital Lease Receipts	879,651	501,844			57.1%		816,422	551,761	67.6%	58.3%	67.6%	58.3%	75,787	0.0%				
Misc. Rev/Ins/Donations	2,000	486			24.3%		600	180	30.0%	58.3%	30.0%	58.3%	(170)	-28.3%				
Non-Revenue Tax Receipts	0	52,421			100.0%		157,373	100,415	63.8%	58.3%	63.8%	58.3%	76	5.5%				
Operating Transfers In	420,000	0			0.0%		32,500	0	0.0%	58.3%	0.0%	58.3%	(18,948)	0.0%				
Totals:	\$2,732,736	\$985,708			36.1%		\$2,551,118	\$1,275,682	50.0%	58.3%	50.0%	58.3%	(\$201,339)	-8.3%				

AIRPORT FUND (#407) EXPENSES	A July 2015		B		C=B/A		D		E July 2016		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	% Exp'd	% Exp*	% Exp'd	% Exp	Var'nc from Expected	% Variance				
Operating Expenses	\$1,199,816	\$649,451			54.1%		\$1,338,870	\$732,241	54.7%	58.3%	54.7%	58.3%	\$48,320	3.6%				
Capital Outlay	1,455,000	20,563			1.4%		904,130	376,818	41.7%	58.3%	41.7%	58.3%	150,290	16.6%				
Principal - G.O. Bonds	231,992	114,756			49.5%		278,505	127,178	45.7%	58.3%	45.7%	58.3%	35,190	12.6%				
Interest Expense	84,215	43,347			51.5%		74,084	44,267	59.8%	58.3%	59.8%	58.3%	(1,076)	-1.5%				
Totals:	\$2,971,023	\$828,117			27.9%		\$2,595,589	\$1,280,504	49.3%	58.3%	49.3%	58.3%	\$232,724	9.0%				

Net Budget/Income/Variance: (\$238,287)      \$157,591  
(\$44,471)      (\$4,822)  
\$31,386

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: Judith Schware, City Clerk, for City Manager

**CITY OF CHEHALIS**

**AGENDA REPORT**

**DATE:** August 17, 2016  
**TO:** The Honorable Mayor and City Council  
**FROM:** Trent J. Lougheed, P.E., Interim Community Development Director  
**SUBJECT:** Ordinance No. 961-B, Second and Final Reading – Amending Section 17 of the Chehalis Municipal Code Dealing with Allowable Fence Height

**ISSUE**

The existing Chehalis Municipal Code Title 17 limits fence heights to six feet, which conflicts with Section 105.2(2) of the International Building Code, which limits are also adopted by the City.

Attached for second reading is proposed Ordinance No. 961-B for council consideration.

**DISCUSSION**

The City Administration has determined that the City would benefit by revising Title 17 of the Chehalis Municipal Code. The revisions expressly increases the allowable fence height from six (6) feet to seven (7) feet, which will allow the City to be consistent with the International Building Code (current building code adopted by the City).

On August 8, the council passed Ordinance No. 961-B on first reading, as presented.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends the council pass Ordinance No. 961-B on second and final reading.

**SUGGESTED MOTION**

I move that the council pass Ordinance No. 961-B on second and final reading.

Reviewed by: Juditha Schave, for City Manager  
City Clerk

**PETITION FOR AMENDMENT**

*(check only one)*

- Chehalis Comprehensive Plan (July 12, 1999)
- X Chehalis Uniform Development Regulations (March 25, 2002)
- Chehalis Public Works Standards (July, 2005)
- Chehalis Zoning Map (Rezone)
- Other (specify): \_\_\_\_\_

To: The Honorable Mayor and City Council  
Chehalis Planning Commission  
Chehalis Development Review Committee

From: The City of Chehalis, Community Development Department

Date: May 6, 2016

**Subject: Request for Formal Review and Decision on a Proposed Change to the Indicated Document.**

1. The specific location (page number, section number or other identification) of the referenced text or map to be considered for amendment:

17.42.040(B), 17.45.040(B), 17.48.040(B), 17.51.040(B), 17.52.040(B), 17.54.040(B), 17.57.040(B), 17.63.040(B), 17.66.040(A), 17.69.040(A), 17.72.040(B), 17.75.040(B)

2. The specific text proposed to be changed. Use strikethrough format to indicate text proposed to be deleted, and underline format for text proposed to be added. If lengthy, attach additional pages:

17.66.040(A) & 17.69.040(A):

Fences which are not located within any street setback area shall be limited to six seven feet high above adjacent finished grade plus not more than an additional two feet of ornamental, decorative and/or security devices, or fixtures atop a regular fence structure. Height shall be measured from the ground elevation at the location of the fence posts.

17.42.040(B), 17.45.040(B), 17.48.040(B), 17.51.040(B), 17.52.040(B), 17.54.040(B), 17.57.040(B), 17.63.040(B), 17.72.040(B), 17.75.040(B)

Fences which are not located within any street setback area shall be limited to six seven feet high above adjacent finished grade, which shall be measured from the ground elevation at the location of the fence posts.

3. Submit a map for the alternative to the existing map. (Attach). Use dashed lines to indicate new lines proposed to be added or moved, and 'X's on removed or revised lines.

Not applicable

4. The specific reason (in detail) why this change is necessary:

The I.B.C. limitation for fence height has changed since this requirement was put into effect in the Chehalis Municipal Code. The current I.B.C. now allows for fences to be built up to seven feet high without a permit. The proposed change to the Chehalis Municipal Code is to have our local code match the adopted International Code for fence heights allowable without a permit.

5. The anticipated/expected affect of this change on the location, vicinity and/or overall community:

It is anticipated that the public will welcome this update to the Chehalis Municipal Code because it will now be consistent with the I.B.C.

6. **By my signature hereon,** I hereby certify that I have a full understanding of the implications of the above proposal, and request an opportunity to present testimony at any public hearing(s) held on this petition. I further understand that the Chehalis city council will consider this and any other similar petitions only during the second quarter of a calendar year.

Signature (x): Trent J. Loughheed

Printed name: Trent J. Loughheed

Mailing address: 1321 S. Market Blvd.  
Chehalis, WA 98532

Phone #: (360) 345-2227

**OFFICE USE ONLY:**

Received \_\_\_\_\_ By \_\_\_\_\_ File # PFA-2016-001

Fee paid on \_\_\_\_\_ Check #: \_\_\_\_\_ Receipt # \_\_\_\_\_

Submit to the Development Review Committee on: \_\_\_\_\_

Submit to the Planning Commission on: \_\_\_\_\_

Submit to the City Council on: \_\_\_\_\_

SEPA-16-0007

## **SEPA ENVIRONMENTAL CHECKLIST**

### ***Purpose of checklist:***

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

### ***Instructions for applicants:***

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

### ***Instructions for Lead Agencies:***

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

The help links in this checklist are intended to assist users in accessing guidance on the checklist questions. Links are provided to the specific sections of the guidance applicable to the questions. However, the links may not work correctly on all devices. If the links do not work on your device, open the guidance at [www.ecy.wa.gov/programs/sea/sepa/apguide/EnvChecklistGuidance.html](http://www.ecy.wa.gov/programs/sea/sepa/apguide/EnvChecklistGuidance.html) and navigate to the appropriate section.

### ***Use of checklist for nonproject proposals:***

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

## A. Background

1. Name of proposed project, if applicable: **CMC text amendment changes**
2. Name of applicant: **The City of Chehalis Washington, U.S.A.**
3. Address and phone number of applicant and contact person: **1321 S. Market Blvd. Chehalis, WA**
4. Date checklist prepared: **March 31, 2016**
5. Agency requesting checklist: **City of Chehalis**
6. Proposed timing or schedule (including phasing, if applicable): **Annual code update**
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. **Not applicable**
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. **Not applicable**
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.  
**Not applicable**
10. List any government approvals or permits that will be needed for your proposal, if known.  
**Not applicable**
11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)  
**Amend fence height in CMC from 6 feet to 7 feet to coincide with the 2012 International Building Code**
12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

### **Chapter 17 of Chehalis Municipal Codes:**

**17.42.040 (B), 17.45.040 (B), 17.48.040 (B), 17.51.040 (B), 17.52.040 (B), 17.54.040 (B), 17.57.040(B), 17.63.040(B), 17.66.040(A), 17.69.040(A), 17.72.040(B), 17.75.040(B)**

## B. ENVIRONMENTAL ELEMENTS

### 1. Earth

a. General description of the site: **Not applicable**

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other \_\_\_ **Not applicable**

b. What is the steepest slope on the site (approximate percent slope)? **Not applicable**

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. **Not applicable**

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. **Not applicable**

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. **Not applicable**

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

**Not applicable**

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

**Not applicable**

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:  
**Not applicable**

### 2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. **Not applicable**

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. **Not applicable**

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:  
**Not applicable**

3. **Water**

a. Surface Water:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

**Not applicable**

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

**Not applicable**

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

**Not applicable**

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

**Not applicable**

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

**Not applicable**

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

**Not applicable**

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

**Not applicable**

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the

- c. Proposed measures to reduce or control housing impacts, if any: **Not applicable**

#### 10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? **Not applicable**

- b. What views in the immediate vicinity would be altered or obstructed? **Not applicable**

- a. Proposed measures to reduce or control aesthetic impacts, if any: **Not applicable**

#### 11. Light and Glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? **Not applicable**

- b. Could light or glare from the finished project be a safety hazard or interfere with views?  
**Not applicable**

- c. What existing off-site sources of light or glare may affect your proposal? **Not applicable**

- d. Proposed measures to reduce or control light and glare impacts, if any: **Not applicable**

#### 12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?  
**Not applicable**

- b. Would the proposed project displace any existing recreational uses? If so, describe.  
**Not applicable**

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:  
**Not applicable**

#### 13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.  
**Not applicable**

number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

**Not applicable**

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

**Not applicable**

2) Could waste materials enter ground or surface waters? If so, generally describe.

**Not applicable**

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

**Not applicable**

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

**Not applicable**

**4. Plants**

a. Check the types of vegetation found on the site: **Not applicable**

\_\_\_deciduous tree: alder, maple, aspen, other

\_\_\_evergreen tree: fir, cedar, pine, other

\_\_\_shrubs

\_\_\_grass

\_\_\_pasture

\_\_\_crop or grain

\_\_\_Orchards, vineyards or other permanent crops.

\_\_\_wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other

\_\_\_water plants: water lily, eelgrass, milfoil, other

\_\_\_other types of vegetation

b. What kind and amount of vegetation will be removed or altered? **Not applicable**

c. List threatened and endangered species known to be on or near the site. **Not applicable**

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: **Not applicable**

e. List all noxious weeds and invasive species known to be on or near the site. **Not applicable**

## 5. Animals

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. **Not applicable**

Examples include:

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other \_\_\_\_\_

b. List any threatened and endangered species known to be on or near the site. **Not applicable**

c. Is the site part of a migration route? If so, explain. **Not applicable**

d. Proposed measures to preserve or enhance wildlife, if any: **Not applicable**

e. List any invasive animal species known to be on or near the site. **Not applicable**

## 6. Energy and Natural Resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

**Not applicable**

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

**Not applicable**

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

**Not applicable**

## 7. Environmental Health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe. **Not applicable**

1) Describe any known or possible contamination at the site from present or past uses.

**Not applicable**

2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

**Not applicable**

3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

**Not applicable**

4) Describe special emergency services that might be required. **Not applicable**

5) Proposed measures to reduce or control environmental health hazards, if any:

**Not applicable**

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? **Not applicable**

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. **Not applicable**

3) Proposed measures to reduce or control noise impacts, if any: **Not applicable**

8. Land and Shoreline Use

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. **Not applicable**

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use? **Not applicable**

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how: **Not applicable**

- c. Describe any structures on the site. **Not applicable**
- d. Will any structures be demolished? If so, what? **Not applicable**
- e. What is the current zoning classification of the site? **Not applicable**
- f. What is the current comprehensive plan designation of the site? **Not applicable**
- g. If applicable, what is the current shoreline master program designation of the site?  
**Not applicable**
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.  
**Not applicable**
- i. Approximately how many people would reside or work in the completed project?  
**Not applicable**
- j. Approximately how many people would the completed project displace? **Not applicable**
- k. Proposed measures to avoid or reduce displacement impacts, if any: **Not applicable**
- L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: **Not applicable**
- m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any: **Not applicable**

**9. Housing**

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. **Not applicable**
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. **Not applicable**

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. **Not applicable**

- d. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

**Not applicable**

- e. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

**Not applicable**

#### 14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

**Not applicable**

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

**Not applicable**

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

**Not applicable**

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

**Not applicable**

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

**Not applicable**

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

**Not applicable**

g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

**Not applicable**

h. Proposed measures to reduce or control transportation impacts, if any:

**Not applicable**

**15. Public Services**

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

**Not applicable**

b. Proposed measures to reduce or control direct impacts on public services, if any.

**Not applicable**

**16. Utilities**

a. Circle utilities currently available at the site:

electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,  
other \_\_\_\_\_ **Not applicable**

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

**Not applicable**

**C. Signature**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: \_\_\_\_\_

Name of signer \_\_\_\_\_

Position and Agency/Organization \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**D. supplemental sheet for nonproject actions**

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or

at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

**Not applicable**

Proposed measures to avoid or reduce such increases are:

**Not applicable**

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

**Not applicable**

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

**Not applicable**

3. How would the proposal be likely to deplete energy or natural resources?

**Not applicable**

Proposed measures to protect or conserve energy and natural resources are:

**Not applicable**

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

**Not applicable**

Proposed measures to protect such resources or to avoid or reduce impacts are:

**Not applicable**

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

**Not applicable**

Proposed measures to avoid or reduce shoreline and land use impacts are:

**Not applicable**

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

**Not applicable**

Proposed measures to reduce or respond to such demand(s) are:

**Not applicable**

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

**This proposal is to amend the current text in the Chehalis Municipal Code to coincide with adopted state code. No Conflict is anticipated.**

**ORDINANCE NO. 961-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING SECTION 17 OF THE CHEHALIS MUNICIPAL CODE, PROVIDING FOR THE REFERENCE TO FENCE HEIGHT; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.**

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

**Section 1.** Section 17.42.040 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

**"17.42.040 (*R-1 – Single Family, Low Density*) Fences, walls, and hedges.**

"B. Fences which are not located within any street setback area shall be limited to seven feet high above adjacent grade."

**Section 2.** Section 17.45.040 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

**"17.45.040 (*R-2 – Single Family, Medium Density*) Fences, walls, and hedges.**

"B. Fences which are not located within any street setback area shall be limited to seven feet high above adjacent grade."

**Section 3.** Section 17.48.040 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

**"17.48.040 (*R-3 – Multifamily, Medium Density*) Fences, walls, and hedges.**

"B. Fences which are not located within any street setback area shall be limited to seven feet high above adjacent grade."

**Section 4.** Section 17.51.040 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

**"17.51.040 (*R-4 – Multifamily, High Density*) Fences, walls, and hedges.**

"B. Fences which are not located within any street setback area shall be limited to seven feet high above adjacent grade."

**Section 5.** Section 17.52.040 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

**"17.52.040 (R-UGA – Urban Growth Area Residential) Fences, walls, and hedges.**

"B. Fences which are not located within any street setback area shall be limited to seven feet high above adjacent grade."

**Section 6.** Section 17.54.040 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

**"17.54.040 (EPF – Essential Public Facilities) Fences, walls, and hedges.**

"B. Fences which are not located within any street setback area shall be limited to seven feet high above adjacent grade except when a higher fence is required by statute or an agency with jurisdiction."

**Section 7.** Section 17.57.040 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

**"17.57.040 (C-O – Commercial Office) Fences, walls, and hedges.**

"B. Fences which are not located within any street setback area shall be limited to seven feet high above adjacent grade."

**Section 8.** Section 17.63.040 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

**"17.63.040 (C-G – General Commercial) Fences, walls, and hedges.**

"B. Fences which are not located within any street setback area shall be limited to seven feet high above adjacent grade, plus not more than an additional two feet of ornamental, decorative, and/or security devices, or fixtures atop a regular fence structure."

**Section 9.** Section 17.66.040 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

**"17.66.040 (C-F – Commercial Freeway) Fences, walls, and hedges.**

"B. Fences shall be limited to seven feet high above adjacent grade, plus not more than an additional two feet of ornamental, decorative, and/or security devices, or fixtures atop a regular fence structure."

**Section 10.** Section 17.69.040 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

**"17.69.040 (CBD – Central Business District) Fences, walls, and hedges.**

"B. Fences shall be limited to seven feet high above adjacent grade."

**Section 11.** Section 17.72.040 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

**"17.72.040 (I-L – Light Industrial) Fences, walls, and hedges.**

"B. Fences which are not located within any street setback area shall be limited to seven feet high above adjacent grade, plus not more than an additional two feet of ornamental, decorative, and/or security devices, or fixtures atop a regular fence structure."

**Section 12.** Section 17.75.040 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

**"17.75.040 (I-H – Heavy Industrial) Fences, walls, and hedges.**

"B. Fences which are not located within any street setback area shall be limited to seven feet high above adjacent grade, plus not more than an additional two feet of ornamental, decorative and/or security devices, or fixtures atop a regular fence structure."

**Section 13.** Section 17.78.020 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to read as follows:

**"17.78.020 Use chart adopted.**

**USE CHART – Sorted Alphabetically within the UTILITY (ACCESSORY)  
Occupancy Group  
(See Appendix Chapter F for Definitions)**

CODE	USE OR OCCUPANCY	PARKING	R-1	R-2	R-UGA	R-3	R-4	EPF	C-O	C-N	C-G	C-F	CBD	I-L	I-H
U112	Agricultural building 1,000 square feet or less	None	A	A	A	A	A			x			x	A	A
U113	Agricultural building over 1,000 square feet	None			A					x		x	x		
U204	Antenna tower 30 feet high or less //	1				A	A	A	A	A	P	P	P	P	P
U205	Antenna tower over 30 feet high //	1						C						A	A
U201	Fence over 7 feet high	None						A			A	A		A	A

**Section 14.** The effective date of this ordinance shall be the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**PASSED** 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