

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, May 23, 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.		

PUBLIC HEARING		
3. <u>Conduct Public Hearing on the 2017-2022 Six-Year Transportation Program.</u> (City Manager, Public Works Director, Street/Storm Superintendent)	CONDUCT PUBLIC HEARING AND DIRECT THE ADMINISTRATION TO PREPARE A RESOLUTION FOR CONSIDERATION	1

CONSENT CALENDAR		
4. <u>Minutes of the Regular Meeting of May 9, 2016.</u> (City Clerk)	APPROVE	4
5. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	9
6. <u>Resolution No. 14-2016, First and Final Reading – Authorizing the City Manager to Apply for a Recreation and Conservation Grant for the Dillenbaugh Creek Culvert Assessment and Basin Flood Analysis Project.</u> (City Manager, Community Development Director)	ADOPT	10

ADMINISTRATION AND CITY COUNCIL REPORTS		
7. <u>Administration Reports.</u>		
a. April financial report. (City Manager, Finance Manager)	INFORMATION ONLY	15
b. Update on request for smoking ban in city parks. (City Manager, City Attorney)	INFORMATION ONLY	
c. Update on Recreation Park Project and request council to provide policy direction. (City Manager, Recreation Manager, Project Manager Tom Skillings)	PROVIDE POLICY DIRECTION	
8. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

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, JUNE 13, 2016

CITY OF CHEHALIS
AGENDA REPORT

DATE: May 16, 2016

TO: The Honorable Mayor and City Council

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

SUBJECT: Public Hearing and Council direction for the 2017-2022 Six-Year Transportation Improvement Program

ISSUE

The administration is presenting the proposed 2017-2022 Six-Year Transportation Improvement Program (TIP) and will consider all comments during the public hearing regarding future transportation priorities.

DISCUSSION

The administration continues to identify aspects of the city's transportation system needing improvement for the safety and convenience of our citizens and visitors to Chehalis. To be listed on the Washington State Department of Transportation (WSDOT) Statewide Transportation Improvement Program (STIP) the projects must be funded. The city has funding in place for the following projects:

- National Avenue Salzer Creek Bridge Scour Project is funded, with construction scheduled this year.
- National Avenue Grind and Overlay, from Kresky to the city limits, is also funded for construction this year.

Also attached is a list of the projects for the 2017-2022 TIP that the administration will continue to pursue funding sources for.

Developing the TIP is the first step in the annual process required by WSDOT of all local agencies. Projects that receive funding from state or other federal sources are required to be identified on a local TIP and once funding is received, they are placed on the Statewide Transportation Improvement Program, commonly known as the "STIP"

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends the council consider public testimony provided at the public hearing, close the public hearing, and direct the administration to prepare a resolution for their consideration of the 2017-2022 Six-Year Transportation Improvement Program at the June 13 council meeting.

SUGGESTED MOTION

I move that the council direct the administration to prepare a resolution for their consideration of the 2017-2022 Six-Year Transportation Improvement Program at the June 13 council meeting.

REVIEWED BY:



_____, CITY MANAGER

CITY OF CHEHALIS - 2016-2021 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM

Project	General Description	Funding Source	Start Year	Prior Years	2016	2017	2018	2019	2020	2021	2022	Future	Total Cost
National Ave. Bridge Scour	Scour project & Repair, Salzer Creek Crossing	Grants	2014-2015		260,000								260,000
National Ave./ Coal Cr. Improvements	Coal Creek Bridge, intersection, pedestrian improvements	Grants	Future									5,000,000	3,000,000
National Ave. Improvements	Grind, overlay, safety, etc.	Grants	Future									2,500,000	2,500,000
National Ave. Grind & overlay	Grind & overlay, City limits to Kresky Ave.	TIB grant, 4% Dedicated Fund	2016		491,400								491,400
Market Blvd. - Park to N National Ave.	Renaissance streetscape planning	Utility Fund & Twin Transit	Future									2,000,000	2,000,000
Market Blvd - Park St to 13th St	Grind / overlay	Grants & Loans	Future									1,000,000	1,000,000
Market Blvd - 15th to city limits	Grind / overlay	Grants & Loans	Future									750,000	750,000
Savely Ave improvements	Reconstruct 16th to 20th	General Fund, Utility Funds & Twin Transit	Future									2,234,000	2,234,000
Guardrail	Various locations throughout city	General Fund	Future									125,000	125,000
Riverside Dr/Newalbaum Ave repairs	Spot repairs Hwy 6 to Shorey Rd	General Fund	Future									250,000	250,000
Chamber Way Bridge Replacement	Replace Bridge	Grants & Loans	Future									15,000,000	15,000,000
Kresky Ave improvements	Overlay	Grants & Loans	Future									500,000	500,000
Kresky Ave Flood Mitigation	Raise roadway between Exhibitor and Scott Johnson Blvd.	General Fund	Future									2,078,000	2,078,000
Front, Pacific, Park Streets improvements	Grind, overlay/utility/frontage improvements	General Fund, Grants & Loans	Future									2,500,000	2,500,000
Louisiana Ave Repairs	Spot repair & overlay Hwy 6 North	General Fund / TBD	Future									450,000	450,000
					751,400							0	52,387,000
												0	33,138,400

May 9, 2016

The Chehalis city council met in regular session on Monday, May 9, 2016, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Councilor Pope was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Ken Cardinale, Fire Chief; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; and David Fleckenstein, Airport Manager. Members of the media included Justyna Tomtas from *The Chronicle*.

1. **Proclamation.** Mayor Dawes presented Police Chief Glenn Schaffer with a proclamation declaring the week of May 15-21 as 'Police Week' in the city of Chehalis. He noted being a police officer is a very tough job these days and commended our officers, as well as those throughout the state.

Police Chief Glenn Schaffer reported one of the 252 names being added to the wall this year is one of our own, Officer Rick Silva. He noted on Friday he had the honor of being in Olympia to see Officer Silva's name engraved on the Washington State Memorial, and to stand with Office Silva's wife Cindy and family as Officer Silva was awarded the Medal of Honor. Chief Schaffer reported he and Officers Mike Bailey and Matt McKnight will leave for Washington, D.C., later in the week to attend the memorial service and candlelight vigil, and to be by Ms. Silva's side as they go to those events.

2. **Request for Flood Mitigation Funding.** Lewis Economic Development Council (EDC) Executive Director Matt Matayoshi reported the work being done by the Governor's Chehalis Basin Work Group is supported by local government. He noted some of the fruits of the work done by the group include the Programmatic Environmental Impact Statement that reviews all options and alternatives, including water retention as an option to reduce and mitigate flooding in the Chehalis Basin. Mr. Matayoshi also recognized J. Vander Stoep who has put in both paid and unpaid hours to this effort.

Mr. Matayoshi requested \$15,000 in funding that the EDC will monitor and oversee to reimburse Mr. Vander Stoep for his efforts and work on the Chehalis Basin Work Group.

Councilor Lund moved that the council approve the request by the EDC for flood mitigation funding in the amount of \$15,000.

The motion was seconded by Councilor Ketchum and carried unanimously.

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

- a. Minutes of the regular meeting of April 25, 2016;
- b. Claim Vouchers No. 115547-115662 in the amount of \$183,773.58 dated April 29, 2016; and Payroll Vouchers No. 38785-38835, Direct Deposit Payroll Vouchers No. 7041-7134, and Electronic Federal Tax Payment No. 159 in the amount of \$770,358.75 dated April 29, 2016;
- c. Adopt Resolution No. 12-2016 on first and final reading declaring personal property of the city to be surplus;
- d. Adopt Resolution No. 13-2016 on first and final reading authorizing the city manager to apply for Washington Wildlife and Recreation Program grant funding through the Washington State Recreation and Conservation Office on behalf of the Discover! Children's Museum; and
- e. Set date and time of May 23, 2016, at 5:05 p.m. for a public hearing on the city's 2017-2022 Six-Year Transportation Improvement Program.

The motion was seconded by Councilor Lund and carried unanimously.

4. **Briefing on Lewis County Communications Center Services.** City Manager MacReynold reported, over the past few weeks, he's had several conversations with Chief Schaffer and Fire Chief Ken Cardinale about the on-going issues concerning the Lewis County Communications Center. He noted recently it seems like there's been a lot of frustration not only by our chiefs, but by others in the county about the lack of progress in moving forward.

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City Manager MacReynold reported he drafted a letter and sent it to the Board of County Commissioners (BOCC) asking for their leadership to try to get something positive moving forward. He thought it would be helpful to have Chief Schaffer and Chief Cardinale brief the council on what they've done to date.

Mayor Dawes stated this issue is not just with our two chiefs, but also with Lewis County Sheriff Rob Snaza, Centralia Police Chief Carl Nielsen, and Riverside Fire Authority Chief Mike Kytta. He indicated he didn't want people to think this is just a Chehalis issue, adding it appears to be countywide.

Chief Schaffer reported, in September 2015, local fire and police chiefs met to discuss the problems they were experiencing with the Communications Center. He noted some of the issues involve individual dispatchers and how calls are being handled, but more concerning is the ability to go to management to get issues resolved. Chief Schaffer reported, over time, they brought in the former Central Services Director Mike Strozyk and former Communications Manager Craig Larson to discuss the various topics, some being baseline operational issues and others that were more global. For instance:

- Complaints/Concerns/Compliments: There is no clear system on how to deliver these to the communications center, or a system of getting feedback to the agencies about what is going on.
- Follow-up Information: Needs to be relayed to responding law, fire and medic units if conditions are changing and dispatchers become aware of new information.
- Check Compliance with Adopted Dispatch Processing Times: Experiencing some lengthy processing delays in getting calls out to fire and police officers.
- Logging of Correct Times: Time entered into Spillman must be accurate.

Chief Schaffer reported, on a bigger scale, they have no strategic plan and a lot of their communication equipment is at or past its end of life. He thought this problematic because if they're going to spend an incredible amount of money replacing their infrastructure he would imagine some of that is going to come back on the users that are paying for the service.

Chief Schaffer reported another long-term strategic issue that came up is having a Critical Incident Dispatching Plan. He noted this issue came up almost two years ago and they still don't have this plan in place.

Chief Schaffer reported they met with the BOCC to discuss the situation and a short time later Mr. Strozyk and Mr. Larson were no longer with the county. He noted Steve Walton was put in as interim director and has since been made the permanent director of Central Services, and they also appointed Dave Anderson as the interim dispatch manager of the Communications Center.

Chief Schaffer reported they outlined a list of expectations, noting the operations were the primary issues they brought to the table. He stated one of the things that came to light after bringing Mr. Walton in was the financial situation of the 911 Communications Center. Chief Schaffer reported after reviewing a series of spreadsheets provided by Mr. Walton he had no doubt that the situation is grim. He stated they are talking about a 17 percent increase in dispatch fees for 2017, in order for the county to start recovering from some of their financial problems. Chief Schaffer noted there's also been talk about a one-tenth of one percent tax increase to help fund the dispatch center, but he hasn't seen anything come forward on that. He indicated the discussion at the last couple of meetings has been primarily about the financial issues, as opposed to operations.

Chief Schaffer reported last month they had a conversation with Mr. Walton and made it clear that they do not have a lot of confidence in the current dispatch manager. He noted they are hoping that the county will be doing a hiring process soon for this position.

Councilor Harris asked if the 17 percent increase will repair the problem, or just keep up with current expenditures.

Chief Schaffer thought it was to cover current operational costs and that any equipment updates would probably come from the one-tenth of one percent tax increase being talked about.

Councilor Ketchum suggested if something fails and they don't have a backup plan the county would be liable. He stated you would think the word 'lawsuit' would make them want to do something about it.

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Chief Schaffer reported he hasn't given much consideration to the liability, adding the issue he sees is public safety. He noted this is not an attack on the dispatchers, adding they're under a lot of pressure and have a lot to do. Chief Schaffer stated when mistakes are made, or we find a weakness in the procedures, we need to have faith in the management that they are going to address it and resolve it.

Mayor Dawes reported, while dispatchers may make some mistakes, they can also be your best source of information to correct mistakes.

Chief Schaffer agreed.

Councilor Taylor asked if there would ever be a point that the users of the service might decide that the county is not the best place for this service to be hosted.

Chief Schaffer reported he didn't know if they were at that point yet, but those conversations have happened. He stated a group of individuals is looking at the idea of both regionalization and contracting with other dispatch centers. Chief Schaffer noted the inherent problem in doing that is the cost, and if you go to an outside dispatch center you're not their sole focus. He indicated they're still exploring those options, but hoped it wouldn't get to that point.

Councilor Spahr asked if they've always been without a strategic plan, or is it just deteriorating service.

Chief Schaffer stated he didn't believe there's ever been a plan in place for what they call "Critical Incident or Tactical Dispatching." He noted other jurisdictions have specific sections in their manual for when things hit the fan.

Councilor Spahr asked if the chiefs' group would be involved with vetting the new manager.

Chief Schaffer reported they have two representatives on the board and have approached the Central Services Director and the BOCC about sitting on whatever process they put in place to hire the permanent manager.

Chief Cardinale reported this is a management problem and money is not going to solve the issues they're experiencing with the day-to-day operations. He stated they experienced an eight percent increase this year and now they plan to increase the fee by 17 percent, yet the service is still subpar. Chief Cardinale noted until they have an effective manager to set expectations and to hold the employees accountable, the service is not going to improve. He reported they still have issues with dispatchers talking too quickly and not tracking their units out in the field properly, adding that puts our personnel at risk.

Chief Cardinale reported when they met with the BOCC they clearly expressed that they wanted to be involved in the hiring process of the new manager. He indicated the group sent a couple of letters requesting notification of when that process will take place, but to date they have not been notified.

Councilor Lund reported Chehalis has always been a leader and he would like to see the council help fix the problem. He suggested his fellow council members support him in directing the city manager to work with our two chiefs to start a new dispatch center.

Councilor Taylor stated he supported Councilor Lund if that's what they're asking for. He noted he wants to make sure he's part of a group that gives the city manager the tools necessary to fix the problem.

Councilor Harris stated if he was on the receiving end of the letter from City Manager MacReynold, he would take the bullet points provided and use those as his to-do Bible.

Councilor Taylor asked Chief Schaffer if he knew where the Commissioners are on the issue.

Chief Schaffer reported the only time the group met with the BOCC was back in January. He noted that was their initial discussion with the previous director and manager, and to that regard, they were extremely receptive and acted quickly. Chief Schaffer believed after that point it's only been individual conversations.

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Councilor Ketchum asked if their group sent any similar letters to the BOCC with all of their signatures. He noted even though it states other agencies are concerned, it appears to be a Chehalis issue because we stepped up and made the effort to send a letter.

Chief Schaffer stated they did, adding any meeting they've had has been with the fire and police chiefs, as a group.

Chief Cardinale reported every fire and police department is represented in the group, and the document given to the management was a culmination of all of their concerns and complaints. He stated they got the message that this was not just the city of Chehalis.

Mayor Dawes suggested it would be nice to see the city of Centralia and Riverside Fire Authority chime in with a letter stating they were part of the planning process and they agree with the letter 100 percent.

Mayor Dawes stated he was a little alarmed about the funding issue, noting the first thing they throw out is a 17 percent increase, plus the possibility of raising the tax rate one-tenth of one percent. He noted having to pay for the county's mistake doesn't set to well with him as an agency that uses the service, or as a taxpayer. Mayor Dawes agreed that the best solution is to fix the existing dispatch center and make it work, but to make it work you need to have the right people.

Councilor Taylor asked what a reasonable timeframe would be for the county to get it fixed.

Chief Schaffer stated he didn't know if you could put a timeframe on it, adding there are short-term things on the list that can be turned around quite easily and others that might take up to 12 months. He suggested they would be happy if they could just see some progress.

Councilor Taylor thanked Commissioner Edna Fund for attending the meeting and asked if she put an emphasis on taking care of some of the issues outlined in the letter.

Commissioner Fund reported a lot of changes were made last January after hearing from folks about the issues they were dealing with. She talked briefly about the interim process, noting they have a lot of bumps that they're trying to get through. Commissioner Fund stated one of the things the county needs to do is to address the issues outlined in the letter. She stated she would like to see the county provide a written response, to include a timeline and their objectives. Commissioner Fund noted Mr. Walton is in the process of putting together a recruitment process for the dispatch manager position and they would like the chiefs to be part of that process. She noted she would also be talking with the other two Commissioners about setting up a time to work on the issues. Commissioner Fund reported, with regard to any potential increases, she would first want to have a financial workshop with the Central Services Director to explain why they need to do it.

Mayor Dawes stated he would like Commissioner Fund to also question how it got to this point. He reported the purpose of this discussion was to make sure the whole council had the same amount of information, and a chance to give feedback.

5. Council Reports.

a. **Update From Councilor Lund.** Councilor Lund reported he attended the Chehalis Parks Committee meeting, adding it went well.

b. **Update From Councilor Spahr.** Councilor Spahr reported he had a couple of comments from citizens about smoking in and around Penny Playground. He asked if the administration could take a look at what we have in our ordinances regarding smoking in city parks.

City Manager MacReynold reported he's already looking into it and they would be having a discussion about it at the next council meeting.

Councilor Spahr also noted the weeds have overtaken the flowerbeds on Chehalis Avenue.

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City Manager MacReynold introduced Andrew Hunziker, the city's new Property Maintenance Technician II.

Mr. Hunziker reported their seasonal help just came on and they've already started working on cleaning up the flowerbeds around town.

c. **Update From Councilor Harris.** Councilor Harris expressed concern about the large delivery trucks driving down Market Boulevard that are busting up the curbs and watering system while trying to turn onto Boistfort Street. He asked if there is a way to regulate it so the large trucks are not allowed to turn at certain intersections.

Police Chief Schaffer reported it's possible to make it part of a truck route and restrict certain areas, but it would involve more signs.

Councilor Harris stated he's tired of watching all of the shrubs and the hard work everyone does downtown get run over every week, but the last thing he wants to see is more signage.

d. **Update From Mayor Dawes.** Mayor Dawes reported the local Zonta Club held a meeting at the Holiday Inn Express on April 30 and asked if he would be there to welcome them to town. He stated it's great to see those types of events come to Chehalis, adding they had some very nice compliments about our city.

6. **Ordinance No. 958-B, Second and Final Reading - Establishing a Zero-Rise Policy for Development in the Chehalis Floodplain.** City Manager MacReynold reported this is a very progressive and yet cautious effort for the city to be a good partner in the Flood Authority and with our downstream partners in the Chehalis Basin. He thanked the staff, adding they did an exceptional job working with the city attorney and J. Vander Stoep to come up with this approach.

Councilor Ketchum moved to pass Ordinance No. 958-B on second and final reading.

The motion was seconded by Councilor Taylor and carried unanimously.

7. **Executive Session.** Mayor Dawes closed the regular meeting at 6:01 p.m. and announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Following conclusion of the executive session, Mayor Dawes reopened the regular meeting at 6:42 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 May 9, 2016.

CITY OF CHEHALIS
AGENDA REPORT

DATE: May 13, 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. 115663 through 115808 and Electronic Funds Transfer Nos. 42016 and 52016 in the amount of \$569,062.57 dated May 13, 2016 and the transfer of \$195,914.98 from the General Fund, \$9,847.47 from the Dedicated Street Fund - 4% Sales Tax, \$12,431.80 from the Tourism Fund, \$15,140.63 from the 2011 G.O. Bond Fund, \$1,435.18 from the Garbage Fund, \$57,721.59 from the Wastewater Fund, \$26,216.87 from the Water Fund, \$1,537.20 from the Storm & Surface Water Utility Fund and \$248,816.85 from the Airport Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the May 13, 2016 Claim Vouchers No. 115663 through 115808 and Electronic Funds Transfer Nos. 42016 and 52016 in the amount of \$569,062.57.

SUGGESTED MOTION

I move to approve the May 13, 2016 Claim Vouchers No. 115663 through 115808 and Electronic Funds Transfer Nos. 42016 and 52016 in the amount of \$569,062.57.

Reviewed by: *Mark Reynolds*, City Manager

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Trent Lougheed, P.E., Interim Community Development Director

DATE: May 23, 2016

SUBJECT: Resolution No. 14-2016; Authorizing the City Manager to Apply for a Recreation and Conservation (RCO) Grant for the Dillenbaugh Creek Culvert Assessment and Basin Flood Analysis Project

ISSUE

The City has essentially secured an RCO Grant for the Dillenbaugh Creek Culvert Assessment and Basin Flood Analysis Project. A portion of the project requirements are for Council to adopt the proposed resolution (provided by RCO) authorizing the City Manager to apply for the grant.

DISCUSSION

An issue has developed at the State of Washington where unauthorized person(s) have signed on behalf of a grantee that had no authorization to do so. Subsequently, the Washington State Attorney General's Office has required state agencies administering grant funds to have the attached resolution adopted by the grantee designating an authorized representative.

The grant application process requires that the City adopt a resolution as a component of the application package. The resolution must contain text specified by the RCO in order to be acceptable. Resolution No. 14-2016 (attached) has been drafted to satisfy the RCO criteria.

Project Description: The Dillenbaugh Creek Culvert Assessment and Basin Flood Analysis Project will complete an inventory and assessment of culverts along Dillenbaugh Creek and associated tributaries along the lowland reach bordering the City of Chehalis. The existing size, type, and condition will be evaluated for all culverts. The culvert inventory and assessment data will be used to complete an analysis to determine the flow capacity, while identifying deficiencies in capacity of culverts. This will aid in determining which culverts act to limit conveyance, resulting in localized flooding during storm events. The results of the inventory and modeling will be described and documented in a comprehensive report.

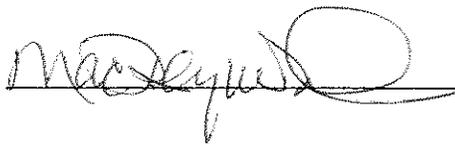
It should be noted that no matching funds are required for this project.

RECOMMENDATION / COUNCIL ACTION DESIRED

The administration recommends that the council adopt Resolution No. 14-2016 authorizing the City Manager to apply for an RCO grant for \$110,000 for the Dillenbaugh Creek Culvert Assessment and Basin Flood Analysis.

SUGGESTED MOTION

I move that the council adopt Resolution No. 14-2016 on first and final reading.

Reviewed:  _____, City Manager

RESOLUTION NO. 14-2016

A RESOLUTION OF THE CITY OF CHEHALIS,
WASHINGTON, AUTHORIZING THE
APPLICATION FOR A RECREATION AND
CONSERVATION OFFICE GRANT FOR THE
DILLENBAUGH CREEK CULVERT
ASSESSMENT PROJECT.

Recreation and Conservation Office
Application Authorization

Organization Name: City of Chehalis

Project Name and Number (s): Dillenbaugh Creek Culvert Assessment (RCO #16-2031)

This form authorizes submitting application(s) for grant funding assistance from the Recreation and Conservation Office.

WHEREAS, state grant assistance is requested to aid in financing the cost of assessing the conditions of the culverts and providing a Basin Flood Analysis of Dillenbaugh Creek; and

WHEREAS, our organization considers it in the best public interest to complete the project described in the application(s).

NOW, THEREFORE, BE IS RESOLVED that:

1. The City of Chehalis City Manager is authorized to make formal application to the Recreation and Conservation Office for grant assistance.
2. Our organization has reviewed the sample project agreement on the Recreation and Conservation Office's web site at: <http://www.rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf> and authorize Merlin G. MacReynold, City Manager to enter into such a project agreement, if funding is awarded. We understand and acknowledge that the project agreement will contain the indemnification (applicable to any sponsor) and waiver of sovereign immunity (applicable to Tribes) and other terms and conditions that are contained in the sample project agreement. The sample project agreement may be revised periodically by the Recreation and Conservation Office. Our organization recognizes that such changes might occur prior to our authorized representative signing the actual project agreement, and we accept the responsibility and the presumption that our authorized representative shall confer with us as to any such changes before he/she executes the project agreement on behalf of our organization and so executes with our authorization.
3. Any grant assistance received will be used for direct costs associated with implementation of the project referenced above.
4. Our organization expects our matching share of project funding will be derived from the City's General Fund. In addition, our organization understands it is responsible for supporting all non-cash commitments to this project should they not materialize.
5. We acknowledge that if the Recreation and Conservation Office approves grant assistance for the project(s), the Recreation and Conservation Office will pay us on only a reimbursement basis, except for a specially approved advance payment. We understand reimbursement basis means that we will only request payment from the Recreation and Conservation Office after we incur eligible and allowable costs and pay them. The Recreation and Conservation Office may also determine an amount of retainage and

hold that amount until the project is complete. The Recreation and Conservation Office may approve advance payments in limited circumstances, pursuant to the policy outlined in *Manual 8, Reimbursements*.

6. *[Acquisition Projects Only]* We acknowledge that any property acquired with grant assistance must be dedicated for perpetuity unless otherwise agreed to by our organization and the Recreation and Conservation Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for conservation easement acquisitions (which documents will be based upon RCO's standard versions of those documents), to be recorded on the title of the property with the county auditor.
7. *[Acquisition Projects Only]* We acknowledge that any property acquired in fee title must be accessible to the public and RCO staff unless the Recreation and Conservation Office Director agrees to other restrictions.
8. *[Development and Renovation Projects Only]* We acknowledge that any property developed or renovated must be maintained for a period of time as identified in the grant program after the project is complete unless otherwise provided and agreed to by our organization and the Recreation and Conservation Office.
9. *[Restoration Projects Only]* We acknowledge that any property restored must be maintained for a period of time as identified in the grant program after the project is complete unless otherwise provided and agreed to by our organization and the Recreation and Conservation Office.
10. *[Non-profit Organizations Only]* Our organization certifies it is a registered nonprofit corporation with the Washington Secretary of State. Should our organization dissolve or disband during the period of this project, we agree to name a successor organization.
11. This application authorization becomes part of a formal application to the Recreation and Conservation Office for grant assistance.
12. We provided appropriate opportunity for public comment on this application.
13. We certify that this resolution was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that the person signing as authorized representative is duly authorized to do so.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof on this 23rd of May, 2016.

Mayor

ATTEST:

City Clerk

Approved as to legal form:

City Attorney

This resolution was adopted by our organization during the meeting held:

Location Chehalis City Hall Date May 23, 2016

Signed and approved by the following authorized representative:

Signed _____

Title Mayor Date May 23, 2016

Washington State Attorney General's Office

Approved as to form Bruce Staller January 29, 2016

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To: The Honorable Mayor and Council
 Via: Merlin MacReynold, City Manager
 From: Judy Pectol, Finance Manager
 Prepared by: Betty Brooks & Judy Pectol
 Date: May 18, 2016
 Subject: Monthly Financial Reports for April

City of Chehalis
 Comparative Financial Reports
 April 2015 and 2016

GENERAL-FUND (#001) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	April 2015 Actual	Actual	Rec'd	%	Budget	April 2016 Actual	Actual	Rec'd	%	Expected	% Rec'd	Expected	Varinc from Expected	%	Variance		
General Property Taxes	\$1,268,579	\$106,911	8.4%	\$1,276,948	\$89,609	7.0%	33.3%	(\$335,615)	-26.3%									
EMS Property Taxes	238,157	20,133	8.5%	304,886	21,011	6.9%	33.3%	(80,516)	-26.4%									
Sales & Use Tax	3,762,844	1,126,828	29.9%	3,772,472	1,229,921	32.6%	33.3%	(26,312)	-0.7%									
Electricity Tax	440,000	147,854	33.6%	495,100	158,258	32.0%	33.3%	(6,611)	-1.3%									
Gas/Natural Gas Tax	221,000	64,008	29.0%	217,725	78,785	36.2%	33.3%	6,282	2.9%									
Criminal Justice Tax	110,000	32,714	29.7%	105,050	34,377	32.7%	33.3%	(604)	-0.6%									
Water/Sewer Tax	445,000	132,264	29.7%	452,900	158,005	34.9%	33.3%	7,189	1.6%									
Garbage Tax	61,000	31,362	51.4%	81,900	15,884	19.4%	33.3%	(11,389)	-13.9%									
Cable Tax	104,000	51,510	49.5%	133,485	53,363	40.0%	33.3%	8,912	6.7%									
Telephone Tax	270,500	93,009	34.4%	275,000	89,878	32.7%	33.3%	(1,697)	-0.6%									
Leasehold Excise Tax	39,500	9,341	23.6%	41,000	9,508	23.2%	33.3%	(4,145)	-10.1%									
Timber Excise Tax	40	0	0.0%	45	0	0.0%	33.3%	(15)	-33.3%									
Total Tax Revenues	6,960,620	1,815,934	26.1%	7,156,511	1,938,598	27.1%	33.3%	(444,520)	-6.2%									
Licenses & Permits	168,116	42,398	25.2%	157,050	88,160	56.1%	33.3%	35,863	22.8%									
Intergovt. Grants/Entitlements	421,400	199,581	47.4%	450,645	49,309	10.9%	33.3%	(100,756)	-22.4%									
Charges for Goods and Svcs.	408,295	65,433	16.0%	371,196	60,321	16.3%	33.3%	(63,287)	-17.0%									
Fines and Forfeitures	163,739	54,036	33.0%	147,420	53,556	36.3%	33.3%	4,465	3.0%									
Interest Earnings	9,990	6,732	67.4%	11,890	7,247	61.0%	33.3%	3,288	27.7%									
Rents & Royalties	88,472	19,705	22.3%	71,280	25,381	35.6%	33.3%	1,644	2.3%									
Donations/Contributions	0	4,775	100.0%	87,000	7,000	100.0%	33.3%	(21,971)	0.0%									
Misc. Revenue/Insurance	11,850	98,985	835.3%	29,385	14,297	48.7%	33.3%	4,511	15.4%									
Non-Revenues	4,225	1,388	32.9%	124,435	46,084	37.0%	33.3%	4,647	3.7%									
Transfers In	0	0	0.0%	18,000	0	0.0%	33.3%	(5,994)	-33.3%									
Total Non-Tax Revenues	1,276,087	493,033	38.6%	1,468,301	351,354	23.9%	33.3%	(137,590)	-9.4%									
TOTALS	\$8,236,707	\$2,308,967	28.0%	\$8,624,812	\$2,289,952	26.6%	33.3%	(\$582,110)	-6.7%									

Key:
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City of Chehalis
Comparative Financial Reports
April 2015 and 2016

GENERAL FUND (#001) EXPENDITURES	A April 2015		B		C=B/A		D April 2016		E		F=E/D		G		H [^] Var'nc from Expected		I=G-F Variance %	
	Budget	Actual	Budget	Actual	Exp'd	%	Budget	Actual	Actual	Exp'd	%	Exp'd	% Exp*	Expected	Expected	Expected	%	
City Council	\$111,811	\$34,626	\$98,657	\$39,890	31.0%	31.3%	\$98,657	\$39,890	\$39,890	40.4%	40.4%	33.3%	33.3%	(\$7,037)	(\$7,037)	-7.1%		
Municipal Court	380,000	114,006	522,105	177,113	30.0%	30.0%	522,105	177,113	177,113	33.9%	33.9%	33.3%	33.3%	(3,252)	(3,252)	-0.6%		
City Manager	266,410	116,891	308,708	126,379	43.9%	43.9%	308,708	126,379	126,379	40.9%	40.9%	33.3%	33.3%	(23,579)	(23,579)	-7.6%		
Finance	203,500	128,370	228,295	120,515	63.1%	63.1%	228,295	120,515	120,515	52.8%	52.8%	33.3%	33.3%	(44,492)	(44,492)	-19.5%		
City Clerk	78,816	31,116	78,878	32,639	39.5%	39.5%	78,878	32,639	32,639	41.4%	41.4%	33.3%	33.3%	(6,372)	(6,372)	-8.1%		
Non-Departmental	461,773	123,838	542,916	114,439	26.8%	26.8%	542,916	114,439	114,439	21.1%	21.1%	33.3%	33.3%	66,352	66,352	12.2%		
Human Resources	85,969	41,215	85,553	41,603	47.9%	47.9%	85,553	41,603	41,603	48.6%	48.6%	33.3%	33.3%	(13,114)	(13,114)	-15.3%		
Police	2,717,426	865,488	2,751,643	961,052	31.8%	31.8%	2,751,643	961,052	961,052	34.9%	34.9%	33.3%	33.3%	(44,755)	(44,755)	-1.6%		
Fire	1,902,335	583,110	2,048,797	694,170	30.7%	30.7%	2,048,797	694,170	694,170	33.9%	33.9%	33.3%	33.3%	(11,921)	(11,921)	-0.6%		
Public Works - Streets	731,360	182,316	758,249	131,739	24.9%	24.9%	758,249	131,739	131,739	17.4%	17.4%	33.3%	33.3%	120,758	120,758	15.9%		
Community Development	1,396,330	484,852	1,688,294	519,996	34.7%	34.7%	1,688,294	519,996	519,996	30.8%	30.8%	33.3%	33.3%	42,206	42,206	2.5%		
TOTALS	\$8,335,730	\$2,705,828	\$9,112,095	\$2,959,534	32.5%	32.5%	\$9,112,095	\$2,959,534	\$2,959,534	32.5%	32.5%	33.3%	33.3%	\$74,793	\$74,793	0.8%		

Net Budget/Income/Variance: (\$99,023) (\$396,861)

(\$487,283) (\$669,582)

(\$507,317)

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City of Chehalis
Comparative Financial Reports
April 2015 and 2016

WASTEWATER FUND (#404) REVENUES	A April 2015		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	% Rec'd	% Rec'd	% Rec'd	% Rec'd*	Expected	Expected	Var'nc from Expected	% Variance	
Intergovernmental Revenues	\$0	\$0	\$1,400,000	\$0	0.0%	0.0%												
Wastewater Fees	4,968,202	1,433,367	4,818,053	1,800,067	28.9%	37.4%												
Sewer Connection/Misc. Fees	10,000	3,030	30,000	0	30.3%	0.0%												
Rentals	3,545	3,545	3,545	3,545	100.0%	100.0%												
Misc. Revenues/Insurance	4,000	1,294	3,000	1,940	32.4%	64.7%												
Non-Revenue Tax Receipts	0	0	555	502	0.0%	90.5%												
Proceeds of Long-Term Debt	0	0	50,000	28,576	0.0%	57.2%												
Fines and Forfeitures	0	0	0	19,659	0.0%	100.0%												
Interest Earnings	985	781	2,459	0	79.3%	0.0%												
Totals:	\$4,986,732	\$1,442,017	\$6,307,612	\$1,854,289	28.9%	29.4%												

WASTEWATER FUND (#404) EXPENSES	A April 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	% Exp'd	% Exp'd	% Exp'd	% Exp'd	% Exp'd*	Expected	Expected	Var'nc from Expected	% Variance	
Operating Expenses	\$2,666,292	\$682,586	\$2,723,260	\$682,758	25.6%	25.1%												
Capital Outlay	253,000	20,947	1,467,900	34,223	8.3%	2.3%												
Debt Principal	1,832,390	91,990	1,834,840	93,081	5.0%	5.1%												
Interest Expense	24,524	11,053	34,188	9,962	45.1%	29.1%												
Transfers Out	83,784	0	32,500	0	0.0%	0.0%												
Totals:	\$4,859,990	\$806,576	\$6,092,688	\$820,024	16.6%	13.5%												

Net Budget/Income/Variance: \$126,742 \$635,441 \$214,924 \$1,034,264 \$962,695

Key:

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City of Chehalis
Comparative Financial Reports
April 2015 and 2016

WATER FUND (#405) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	April 2015 Actual	% Rec'd	Budget	April 2016 Actual	% Rec'd	Budget	Actual	% Exp'd	Expected	% Exp*	Expected	% Exp*	Expected	% Exp*	Expected	% Exp*	Expected
Water Sales	\$2,566,160	\$755,396	29.4%	\$2,351,387	\$818,480	34.8%			34.8%		33.3%			33.3%		35,468		1.5%
Water Connection/Misc. Fees	10,000	9,813	98.1%	10,000	3,535	35.4%			35.4%		33.3%			33.3%		205		2.1%
Interfund Principal Repayment	83,332	0	0.0%	0	0	0.0%			0.0%		33.3%			33.3%		0		0.0%
Misc. Revenues/Insurance	1,000	5,517	551.7%	2,121	3,394	160.0%			160.0%		33.3%			33.3%		2,688		126.7%
Non-Revenue Tax Receipts	0	0	0.0%	100	260	260.0%			260.0%		33.3%			33.3%		227		226.7%
Proceeds of Long-Term Debt	0	0	0.0%	1,464,500	0	0.0%			0.0%		33.3%			33.3%		(487,679)		100.0%
Fines and Forfeitures	0	0	0.0%	25,000	9,534	38.1%			38.1%		33.3%			33.3%		1,209		100.0%
Interest Earnings	11,073	1,904	17.2%	6,275	371	5.9%			5.9%		33.3%			33.3%		(1,719)		-27.4%
Totals:	\$2,671,565	\$772,630	28.9%	\$3,859,383	\$835,575	21.7%			21.7%		33.3%			33.3%		(\$449,600)		-11.6%

WATER FUND (#405) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	April 2015 Actual	% Exp'd	Budget	April 2016 Actual	% Exp'd	Budget	Actual	% Exp'd	Expected	% Exp*	Expected	% Exp*	Expected	% Exp*	Expected	% Exp*	Expected
Operating Expenses	\$1,819,713	\$542,176	29.8%	\$1,888,309	\$522,741	27.7%			27.7%		33.3%			33.3%		\$106,066		5.6%
Capital Outlay	979,400	140,461	14.3%	1,847,000	73,762	4.0%			4.0%		33.3%			33.3%		541,289		29.3%
Debt Principal	133,077	10,000	7.5%	134,077	10,000	7.5%			7.5%		33.3%			33.3%		34,648		25.8%
Interest Expense	26,185	2,825	10.8%	14,435	2,325	16.1%			16.1%		33.3%			33.3%		2,482		17.2%
Transfers Out	420,000	0	0.0%	0	0	0.0%			0.0%		33.3%			33.3%		0		0.0%
Totals:	\$3,378,375	\$695,462	20.6%	\$3,883,821	\$608,827	15.7%			15.7%		33.3%			33.3%		\$684,485		17.6%

Net Budget/Income/Variance: (\$706,810) \$77,168 (\$24,438) \$226,748 \$234,885

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City of Chehalis
Comparative Financial Reports
April 2015 and 2016

STORM FUND (#406) REVENUES	A April 2015		B		C=B/A		D		E		F=E/D		G		H^A		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	April 2016 Budget	Actual	% Rec'd	% Rec'd	Expected % Rec'd*	Expected	Var'nc from Expected	% Variance	Expected	% Variance
Storm & Surface Water Fees	\$506,772	\$166,246			32.8%			\$178,986	\$505,500	0	35.4%	33.3%	33.3%	\$10,654		2.1%		
Storm Connection/Misc. Fees	1,000	489			100.0%		0	0	4,000	0	0.0%	33.3%	33.3%	(1,332)		-33.3%		
Misc. Revenues/Insurance	825	1,475			100.0%		0	0	2,000	0	0.0%	33.3%	33.3%	(666)		-33.3%		
Non-Revenue Tax Receipts	0	0			0.0%		0	0	275	0	0.0%	33.3%	33.3%	(92)		-33.3%		
Fines and Forfeitures	0	0			0.0%		0	1,778	0	1,778	100.0%	33.3%	33.3%	1,778		100.0%		
Interest Earnings	1,300	177			13.6%		0	0	580	0	0.0%	33.3%	33.3%	(193)		-33.3%		
Totals:	\$509,897	\$168,387			33.0%		\$180,764	\$180,764	\$512,355		35.3%	33.3%	33.3%	\$10,149		2.0%		

STORM FUND (#406) EXPENSES	A April 2015		B		C=B/A		D		E		F=E/D		G		H^A		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	April 2016 Budget	Actual	% Exp'd	% Exp'd	Expected % Exp*	Expected	Var'nc from Expected	% Variance	Expected	% Variance
Operating Expenses	\$442,590	\$98,217			22.2%		\$86,298	\$86,298	\$469,176	0	18.4%	33.3%	33.3%	\$69,937		14.9%		
Transfers Out	18,000	0			0.0%		0	0	18,000	0	0.0%	33.3%	33.3%	5,994		0.0%		
Totals:	\$460,590	\$98,217			21.3%		\$86,298	\$86,298	\$487,176		17.7%	33.3%	33.3%	\$75,931		15.6%		

Net Budget/Income/Variance: \$49,307 \$70,170 \$25,179 \$94,465 \$86,081

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City of Chehalis
Comparative Financial Reports
April 2015 and 2016

AIRPORT FUND (#407) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	% Rec'd	Actual	% Rec'd	% Rec'd*	Expected	Var'nc from Expected	%	Variance	
Intergovernmental Revenues	\$800,000	\$722			0.1%		\$916,600	\$59,573	6.5%			33.3%		(245,655)	-26.8%			
Charges for Goods and Svcs.	520,000	188,361			36.2%		533,622	144,573	27.1%			33.3%		(33,123)	-6.2%			
Interest Earnings	15,085	121			0.8%		14,000	0	0.0%			33.3%		(4,662)	-33.3%			
Licenses & Permits	0	0			0.0%		0	0	0.0%			33.3%		0	-33.3%			
Rents & Royalties	96,000	25,974			27.1%		80,001	26,268	32.8%			33.3%		(372)	-0.5%			
Capital Lease Receipts	879,651	290,570			33.0%		816,422	326,294	40.0%			33.3%		54,425	0.0%			
Misc. Revenues/Insurance	2,000	290			14.5%		600	0	0.0%			33.3%		(200)	-33.3%			
Non-Revenue Tax Receipts	0	55			100.0%		157,373	56,958	36.2%			33.3%		76	2.9%			
Operating Transfers In	420,000	0			0.0%		32,500	0	0.0%			33.3%		(10,823)	0.0%			
Totals:	\$2,732,736	\$506,093			18.5%		\$2,551,118	\$613,666	24.1%			33.3%		(\$229,587)	-9.2%			

AIRPORT FUND (#407) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H [^]		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	% Exp'd	% Exp'd	Actual	% Exp'd	% Exp'd*	Expected	Var'nc from Expected	%	Variance	
Operating Expenses	\$1,199,816	\$324,870			27.1%		\$1,338,870	\$324,586	24.2%			33.3%		\$121,258	9.1%			
Capital Outlay	1,455,000	20,563			1.4%		904,130	192,324	21.3%			33.3%		108,751	12.0%			
Principal - G.O. Bonds	231,992	0			0.0%		278,505	3,691	1.3%			33.3%		89,051	32.0%			
Interest Expense	84,215	0			0.0%		74,084	2,979	4.0%			33.3%		21,691	29.3%			
Totals:	\$2,971,023	\$345,433			11.6%		\$2,595,589	\$523,581	20.2%			33.3%		\$340,750	13.1%			

Net Budget/Income/Variance: (\$238,287) \$160,660
(\$44,471) \$90,085
\$111,163

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RECOMMENDATION/COUNCIL ACTION DESIRED

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

Reviewed by  City Manager