

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, February 27, 2017
5:00 p.m.

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

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
SPECIAL BUSINESS		
3. <u>Employee Service Awards - Glenn Schaffer, Police Chief – 10 Years, and Rick Sahlin, Public Works Director – 35 Years.</u> (Mayor)	---	---
4. <u>Chehalis Basin Strategy Update.</u> (J. Vander Stoep)	---	---

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
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.		

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
CONSENT CALENDAR		
5. <u>Minutes of the Regular Meeting of February 13, 2017.</u> (City Clerk)	APPROVE	1
6. <u>Vouchers and Transfers.</u> (City Manager, Finance Manager)	APPROVE	5
7. <u>Change Order No. 1 in the Amount of (\$15,424.56) for the Airport Pump Station Project.</u> (City Manager, Airport Manager)	APPROVE	6
8. <u>Resolution No. 1-2017, First and Final Reading – Declaring Property to be Surplus.</u> (City Manager, City Clerk)	ADOPT	12
9. <u>Reappoint Sue Carmick, Denny Clark, and Etsuko Holmes to the Sister City Committee for 4-Year Terms Expiring December 31, 2020.</u> (City Manager, City Clerk)	APPROVE APPOINTMENTS	15

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
ADMINISTRATION AND CITY COUNCIL REPORTS		
10. <u>Administration Reports.</u>		
a. City Manager update. (City Manager)	INFORMATION ONLY	---
b. Finance Report. (City Manager, Finance Manager)	INFORMATION ONLY	19
11. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	---

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
NEW BUSINESS		
12. <u>Recreation Park Improvement Project.</u> (City Manager, Trent Loughheed, Lilly Wall)	AUTHORIZE CITY MANAGER TO EXECUTIVE CONTRACT WITH SKILLINGS CONNOLLY IN AN AMOUNT NOT TO EXCEED \$85,000	34

EXECUTIVE SESSION		
13. Pursuant to RCW:		
42.30.110(1)(c) – Sale/Lease of Real Estate		
42.30.110(1)(l) – Litigation/Potential Litigation		

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

NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, MARCH 13, 2017.

February 13, 2017

The Chehalis city council met in regular session on Monday, February 13, 2017, 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, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Staff present included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; David Fleckenstein, Airport Manager; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Rick Sahlin, Public Works Director; Glenn Schaffer, Police Chief; Judy Schave, Human Resources/Risk Manager; Don Schmitt, Street Superintendent; and Patrick Wiltzius, Wastewater Superintendent. Members of the media included Justyna Tomtas from *The Chronicle*.

1. **Citizens Business.** Chris Rohr of Flood Valley Brewing (434 NW Prindle Street) addressed the council regarding a requirement to install a fire suppression system in his building by April. Mr. Rohr stated he is trying to work with the building owners, but they are not willing to do anything. The codes requiring the system are using the 5,000 sq. ft. footprint of the building, but he only occupies a portion of the building. The system costs about \$30,000 for a building space that he is leasing. He asked if there was a way to extend the timeline so he does not get shut down because he has invested everything in trying to make his business successful. He would like to have until the end of the year to meet the requirement.

Mayor Dawes stated if laws on the books are not enforced there is potential liability to the city. He asked Mr. Rohr if he's tried working with the fire department. Mr. Rohr stated he was told there should be no problem with a variance and he's already been given five months, but with trying to start his business, he hasn't been able to meet the requirement.

Mayor Dawes wondered if the portion of the building being occupied by Mr. Rohr could be permanently separated from the rest of the building to make the area smaller to meet the criteria.

Councilor Lund believed there was always a way to make things work and he hoped that would happen in this case.

Councilor Ketchum suggested that Mr. Rohr meet with city staff to discuss potential options.

Mayor Dawes stated the city was happy to see Mr. Rohr bring his business back to Chehalis and wanted to see him flourish, but at the same time protect the city's interests.

2. **Special Business.** David Hartz and Annalee Tobey provided an update on CCRT (Chehalis Community Renaissance Team) activities. Mr. Hartz recognized that the CCRT would not be a successful organization without the support of the city council and the city manager. The CCRT's membership in the Main Street Program is driving some organizational changes. In order to take advantage of Main Street B&O (business & occupation) funds, the CCRT needed to hire a paid executive director. As a result, they are looking at combining the CCRT and the Friends of the Chehalis Community Renaissance, which is the non-profit and funding mechanism for Renaissance projects. He provided a handout outlining the four committees of the CCRT, which include Design, Economic Restructuring, Promotion, and Organization. In the past, the city manager appointed the chair of the CCRT, but with the changes being made, that appointment went away. They want the city to have a permanent spot on the Board of Directors (the Organization Committee), so the city manager will be a voting member. In the past, the city manager was a non-voting member. Mr. Hartz asked for the council's "blessing" on the changes before they are put into place. Mr. Hartz introduced Annalee Tobey, the newly appointed Main Street Executive Director.

Ms. Tobey updated the council on Renaissance activities, including new banners on Market Boulevard; the Lewis County Visitor Guide and Chehalis brochure will be sent to print soon; and an empty building inventory of for sale/lease properties was created and is available on the Renaissance page of the city's website. The CCRT now has a physical location at 60 NW Boistfort Street thanks to Daryl Lund. One of the biggest projects currently underway is the remodeling of the downtown public restrooms, which have been closed for quite a few months. In speaking with downtown businesses, the need to reopen the bathrooms was very important. The Renaissance has committed \$25,000 toward the project. The goal is to complete the project before the Farmers Market opens in June. Ms. Tobey also thanked the city for its contribution to the B&O Tax Incentive Program toward Renaissance projects. Between the city's donation, and donations from Callisons, Book 'N Brush, and Security State Bank, the Renaissance received \$71,000. She specifically thanked Finance Manager Judy Pectol for making the city's contribution just after 12:00 am on New Year's Eve. All donation money was spoken for by 6:00 am on January 1, so Judy's willingness to get the city's donation submitted was truly appreciated.

Mayor Dawes expressed his appreciation of the work done by the CCRT. Ms. Tobey noted the bus stop will also be moved within the coming weeks closer to the Colony House, and they are looking at making that space as storage.

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

a. Minutes of the regular meeting of January 23, 2017;

b. January 31, 2017 Payroll Vouchers No. 39359 – 39402, Direct Deposit Payroll Vouchers No. 7902 – 7997, Electronic Federal Tax Payment No. 168 in the amount of \$708,728.30; and January 31, 2017 Claim Vouchers No. 118099 – 118227 in the amount of \$761,402.23;

c. Interlocal Agreement for Riverside Fire Authority to provide fire marshal services to the city of Chehalis; and

d. Intergovernmental Cooperative Purchasing Agreement with Lewis County.

The motion was seconded by Councilor Taylor and carried unanimously.

4. **Administration Reports.**

a. **City Manager Update.** City Manager Anderson introduced Denny Peace, the new administrative assistant to the city manager, a position vacated by the promotion of Caryn Foley to city clerk. Ms. Anderson acknowledged the fire department for the support given to Riverside Fire Authority in a very serious fire in Centralia that resulted in three individuals being airlifted to Harborview in Seattle and two children who were hospitalized locally. It shows the cooperation between the fire agencies to better serve the public. She also noted that public works crews, along with police and fire, were out in the snow and rain – plowing snow at the beginning of the week and on flood watch by the end of the week.

5. **Councilor Reports/Committee Updates.**

a. **Councilor Ketchum.** Councilor Ketchum stated he has a sister city committee meeting tonight. He thanked Caryn Foley for providing support to the sister city program. Denny Peace will take over the duties. A delegation from Inasa, Japan will be visiting Chehalis March 23-28.

b. **Councilor Lund.** Councilor Lund attended the EDC banquet on February 9 and the monthly meeting with Fire District No. 6 on February 8. He wondered what the council thought about having staff really push to get volunteers to help the city's career firefighters. He thought it might be an opportunity for young people to volunteer. Mayor Dawes didn't think anyone on the council would be against that and he agreed with Councilor Lund's suggestion.

c. **Councilor Spahr.** Councilor Spahr also attended the EDC banquet and meeting with District No. 6. He stated a potential merger with the District will take time and really comes down to dollars and how we can make it work.

Councilor Spahr addressed the recent letter to the editor talking about the city's Transportation Benefit District (TBD) ballot measure. The letter stated the city had received \$1 million since 2010, and although a fact, it was not the total story. In 2008 the city collected \$5,111,171 in sales tax and property tax. In 2009, it was \$4,413,323. In 2010, it was \$4,175,730, so at that point in time, there was a deficit of \$2,533,517. He agreed that police and fire still came when called, but today, neither department is at full staffing capacity. Also during that time, staff was cut and management staff took reductions in pay. Parks and recreation was almost gutted, and roads were basically not done for several years. 2016 was the first year the city collected more sales and property taxes toward the general fund than it did in 2008. \$5,289,948 was collected, which provided a \$178,777 plus after nine years. Altogether, the city is down \$4,368,203 since 2008 and that was made up through cuts, cuts, and more cuts. The purpose of the TBD is not only to try and catch up, but to allow for long-range project planning for the city's 54 miles of roads. A portion of National Avenue was recently improved at a cost of \$550,000. Councilor Spahr stated the funds would also be used as grant match money.

d. **Councilor Pope.** Councilor Pope supported Councilor Spahr's comments. He added that the council made a decision as to what would be the best avenue to raise funds for the TBD. Rather than raising property taxes, the council decided on sales taxes because it would be more equitable to our citizens. He stated that 20,000 to 30,000 people come into the city to shop and those purchases would help pay for improvements to roads that they also use.

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It appeared to Councilor Pope that on a couple occasions, the council has been courted to create special tax privileges for one or two business industries in the community. It now appears that the council is being told that it will cause a business to lose a great deal of money. Councilor Pope stated that when he was elected to the city council he believed that he was supposed to represent everyone in the community and do what was in the best interest of everyone. Are we going to make some mistakes? Yes. He stated the city is also a business, and the council has to make the best decisions regarding the city. He stated things don't get done without money, and the city needs to maintain its infrastructure. He thought the sales tax option was the best decision and not geared toward any particular business, and he hoped the community also supports it.

Councilor Spahr stated the amount of tax is 0.02%. As an example, if someone makes a \$35,000 purchase, the additional tax on that amount would be \$70.

e. **Councilor Harris.** Councilor Harris also spoke to the issue, stating it was sometimes difficult to sit on the council. As council members, they have fewer rights than the public. For example, it would be unethical for a council member to call the street department and notify them of the pothole. They have to go through the proper channels to make sure they aren't abusing their position to make it look like they are getting something done more rapidly. However, he stated that council members are allowed to express their opinions. He explained that his problem with the letter was that he's not prone to be a fear monger. The letter states that the proposed sales tax increase would cost hundreds, if not thousands, of dollars to people each year. He stated that if a person spent \$500,000 in one year on retail goods, the additional sales tax it would cost them would be \$1,000. That's after they've spent the other \$40,000 from the rest of the sales tax that they would have to spend. He also had a problem with the part of the letter that stated, "The city wants to raise sales tax and my question this whole time has been why." He stated the issue was not without explanation. The sales tax increase was one of only two possible ways to work on street infrastructure. If the writer of the letter had done his homework, he'd know why the money was needed.

Councilor Taylor stated the "why" wasn't because he didn't know what the increase would be used for. The "why" was why raise taxes? He thought the council members were using a bully pulpit to support the increase. Each council member could have done what he did by telling people why they supported the increase. He stated his opinion and each council member has every right to do that. Councilor Taylor believed there were other ways to raise money besides raising taxes. He stated that just because he has a difference of opinion on how to raise the money doesn't make his opinion invalid or wrong. He stated the council knows how he feels about not raising taxes. A smaller sales tax is a competitive advantage for all businesses in Chehalis, not just a select few. He believed the council thinks he's doing this because of one of his clients or a few of his clients, but the sales tax affects every business, not just the ones he represents. It's a big deal to businesses. All of the council members had the opportunity to inform anybody in any way they wanted. He stated presentations were made and the council had another government entity publicly support it. Councilor Taylor stated he had businesses come and talk to him about it.

f. **Mayor Dawes.** Mayor Dawes attended the TBD open house on January 26, the February 3 mayors' meeting, the February 7 Business Showcase ribbon cutting, and the EDC banquet on the 9th. It was nice to see J. Vander Stoep receive the Gail & Carolyn Shaw Industry Award, the Port of Chehalis received the Golden Shovel Award, Johnny Garcia received the Russ Mohney Recreation Stewardship Award, and Trevor Elliott and Amanda Hubbert received the Economic Development Leadership Award.

Mayor Dawes asked staff to look at the tree hanging down over the street right-of-way on 9th Street.

With regard to the TBD, Mayor Dawes stated the last thing he wanted to do is raise taxes. While he respects opposite opinions, he wanted the whole story told if information is given out. He reiterated that the city lost \$1 million in sales tax between 2008 and 2010, which is 25%. It was finally up in 2016 by a little over \$100,000. To leave out the first two years (2008 and 2009) in the drop and bring in the last years is not right. It's not the full story. He stated he would obviously accept the end result, but there is no one in the room that wants local businesses to survive and do better than the seven council members. He was disappointed with the fact that if there are other ways to raise revenue, he hasn't heard one suggestion from council members. He stated the council members are leaders and elected to represent the people. The streets are not getting in better shape. He noted the city of Lacey is doing the same thing. They are a lot bigger than Chehalis, but both cities rely a lot on sales tax. Lacey provided an example that a family that makes \$50,000 to \$60,000 a year would pay an extra \$25 in sales tax per year. If they were to raise tabs, that's \$40 and just applies to the people that live in the city limits. People come into Chehalis to shop, so is it fair to just burden our own taxpayers? Mayor Dawes stated these were the reasons he supported this. The city had to lay off several personnel and is still not back to the same staffing levels. While he doesn't like to pay more, he needs to

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drive on roads. He asked that if any council member had an idea as to how to otherwise raise the funds, we owe it to staff to give them those ideas. It's easy to say to staff to look at other ways, but sometimes the council needs to take the bull by the horn. He stated the council can disagree and leave it at the table.

Mayor Dawes announced at 5:49 p.m. that the council would take a short recess before going into executive session.

6. **Executive Session.** At 5:51 p.m., Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – Litigation/Potential Litigation not to exceed 20 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 6:07 p.m. and there being no further business to come before the council, the meeting was immediately adjourned.

Dennis L. Dawes, Mayor

Attest:

Caryn Foley, City Clerk

Approved:

Initials: _____

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Judy Pectol, Finance Manager
Michelle White, Accounting Tech II

MEETING OF: February 27, 2017

SUBJECT: Vouchers and Transfers

ISSUE

City Council approval is requested for the Vouchers and Transfers in discussion.

DISCUSSION

The following claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. Requesting City Council approval for Claim Vouchers No. 118228 through 118406 and Electronic Funds Transfer No. 12017 in the amount of \$545,975.12 dated February 15, 2017 and the transfer of \$181,833.71 from the General Fund, \$2,354.52 from the Dedicated Street Fund – 4% Sales Tax, \$66,717.18 from the Wastewater Fund, \$257,556.98 from the Water Fund, \$2,497.68 from the Storm & Surface Water Utility Fund and \$35,015.05 from the Airport Fund.

RECOMMENDATION

It is recommended that the City Council approve the February 15, 2017 Claim Vouchers No. 118228 through 118406 and Electronic Funds Transfer No. 12017 in the amount of \$545,975.12.

SUGGESTED MOTION

I move that the City Council approve the February 15, 2017 Claim Vouchers No. 118228 through 118406 and Electronic Funds Transfer No. 12017 in the amount of \$545,975.12.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: David Fleckenstein, Airport Manager

MEETING OF: February 27, 2017

SUBJECT: Change Order One (1) for the Airport Pump Station Rebuild

ISSUE

Deletion of/or changes to four items included in the pump station rebuild resulting in a reduction of construction costs.

DISCUSSION

Construction team recommended and the consulting geo-tech concurred to using vibratory piling installation in lieu of pile driving: reduces cost by \$5,000. Airport staff noted that roof hatches would be utilized on rare occasions and that portions of the metal roof could be removed if necessary to remove a pump: reduces cost by \$2,500. Airport staff recommended deletion of a hoist. Airport staff can purchase and install if necessary: reduces cost by \$1,782. Rognlin's Inc (prime contractor) reduced the cost of a new gangway following an initial offer to use an on hand gangway: reduces the cost by \$5,000.

Total cost savings \$15,424.56 (including taxes).

FISCAL IMPACT

Reduces current construction costs to \$870,175.44 down from \$885,600.

RECOMMENDATION

It is recommended that the City Council approve Change Order One (1) to delete/change the four items included in the pump station rebuild resulting in a reduction in construction costs for the Airport Pump Station.

SUGGESTED MOTION

I move that the City Council approve Change Order One (1) for the Airport Pump Station Rebuild resulting in a cost savings of \$15,424.56.



Change Order No: 01
Date: 02-16-2017

Agency: City of Chehalis
Contract Number: QG07.1100 Federal Aid No:
Contract Title: Chehalis-Centralia Airport Pump Station Rebuild
Prime Contractor: Rognlin's Inc. Skills Connolly No: 15210

- Ordered by Engineer under the terms of Section 1-04-.4 of the Standard Specifications
- Change proposed by Contractor

Endorsed: <i>Cory Egan</i>	Surety Consent:
Contractor: <i>ROGNLIN'S</i>	Attorney in Fact:
Date: <i>2/17/17</i>	Date:

Original Contract Amount	\$885,600.00
Current Contract Amount	\$885,600.00
Estimated Net Change This Order	(\$15,424.56) Includes sales tax
Estimated Contract Total After Change	\$870,175.44

Original Working Days	
Current Working Days	
Working Days This Change Order	0.0
Working Days After This Change Order	0.0

<input checked="" type="checkbox"/> Approval Recommended	<input type="checkbox"/> Approved	Approved <i>Bill Anderson</i>
Project Engineer: Thomas E. Skillings, PE <i>Thomas E. Skillings</i>	Approving Authority: <i>Bill Anderson, City Manager</i>	
<input type="checkbox"/> Approval Recommended	<input type="checkbox"/> Approved	Other Approval When Required: <i>David Fleckenstein, Airport Manager</i>
By:	Representing: <i>Chehalis Centralia Airport</i>	



Change Order No: 01
Date: 02-16-2017

Agency: City of Chehalis

Contract Number: OG07.1100

Federal Aid No:

Skillings Connolly No: 15210

Contract Title: Chehalis-Centralia Airport Pump Station Rebuild

Prime Contractor: Roginlin's Inc.

Description of Work:

See attached Change Order No.1 description

Measurement:

See attached Change Order No.1 description

Payment Discussion: (See Page 3 for payment details)

See attached Change Order No.1 description

Contract Time:

This change order does not affect the contract time

Chehalis-Centralia Airport Pump Station Rebuild Project

Change Order No. 1 Description:

1. The Contractor may install pilings using an Ice 216 Vibro hammer. The pilings shall be installed to elevation 100 or refusal (if refusal is reached prior to elevation 100). \$5,000 will be deducted from scheduled value "Piling Installation".
2. The supply and installation of the two roof hatches has been deleted from the Contract. The Contractor shall frame the roof openings for future hatch installation (as shown on Contract plans) and install metal roofing over the two openings. The Contractor shall submit a detail drawing of the revised roof framing (including a joist to support the metal roofing over each opening) for the Structural Engineer's review and approval. \$2,500 will be deducted from scheduled value "Siding/Roofing/Trim".
3. The supply and installation of a hoist has been deleted from the Contract. The two hoist beams remain in the Contract. \$1,782 will be deducted from scheduled value "Hoist System".
4. To reduce construction costs by \$5,000, the Contractor proposed to install a used gangway that the Owner inspected and found acceptable, provided it was repaired/refurbished as discussed with Owner prior to installation. The Contractor has since determined that installing the used gangway would be more expensive than to install the gangway included in the Contract. The Contractor will install the gangway as shown in the Contract Documents, but the Contractor will still honor the proposed \$5,000 deduction. \$5,000 will be deducted from scheduled value "Gangway (Access Ramp)".
5. The Owner will decide by July 1, 2017 whether the generator will be installed as part of this project, or whether the generator needs to be removed from the Contract. The generator has a 7-week lead time.
 - a. If the Owner makes the "go/no go" decision on the generator installation early enough, so that the generator can be installed prior to July 28, 2017, then the generator installation will not affect the total Contract amount.
 - b. If the Owner makes the "go" decision on the generator installation too late for a generator installation prior to July 28, 2017, then the Contractor will incur additional generator installation costs because Contractor's crews and equipment will no longer be onsite; the generator shall be installed by September 30, 2017; the generator installation will be exempt from the July 28, 2017 physical completion requirement. In this scenario, \$750 will be added by Change Order to scheduled value "Generator and Platform".
 - c. If the Owner decides by July 1, 2017 that the generator shall not be installed, then the Contractor shall still install the entire generator and power related infrastructure, except that the generator shall be replaced with a manual transfer switch and a generator plug for a portable generator. In this scenario, \$28,500 will be deducted by Change Order from the scheduled value "Generator and Platform".

Vibratory piling installation	\$ (5,000.00)
Delete roof hatches	\$ (2,500.00)
Delete supply of hoist	\$ (1,782.00)
Gangway cost reduction	\$ (5,000.00)
<hr/>	
Subtotal Change Order No.1	\$ (14,282.00)
8% Sales Tax	\$ (1,142.56)
Total Change Order No.1 with Tax	\$ (15,424.56)

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Jill Anderson, City Manager
BY: Caryn Foley, City Clerk
MEETING OF: February 27, 2017
SUBJECT: Resolution No. 1-2017 – Declaring Property to be Surplus

ISSUE

Various departments have certain property that is no longer used or needed.

DISCUSSION

State law requires that property must first be declared surplus by the City Council before being sold, used as trade-in, or disposed of. Resolution No. 1-2017 has been prepared for the City Council's consideration. The property includes mowers, outdated radios and associated equipment, and miscellaneous scrap metal.

FISCAL IMPACT

Most of the surplus items will be sold or used as trade-in.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 1-2017 on first and final reading.

SUGGESTED MOTION

I move that the City Council adopt Resolution No. 1-2017 on first and final reading.

RESOLUTION NO. 1-2017

A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON, DECLARING PERSONAL PROPERTY OF THE CITY OF CHEHALIS TO BE SURPLUS AND OF NO FURTHER USE TO THE CITY, AND DIRECTING THE DISPOSITION THEREOF.

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

Section 1. The following described personal property of the city of Chehalis, Washington, a municipal corporation, shall be, and the same hereby is, declared to be surplus and no longer of necessary use.

Parks & Facilities	City Tag #	Model #	Serial #
Exmark Metro 21" Mower	NA	M216KASPC	224047
Exmark Metro 21" Mower	NA	M216KASPC	225138
Exmark Metro 26" Mower	NA	M56KA26B	714058
Public Works			
Motorola Wall Mount Remote	01846	T1603CM	222CLA0055
Motorola Wall Mount Remote	00954	T1603BM	SU2595
TAIT-TM8110	NA	TMABIA-B101	19352980
Midland Mobil Radio	NA	70-1336B	AK5701336B
Motorola Mobil Radio Radius M1225	NA	M34DGC90E2AA	869FBE0595
Motorola Mobil Radio Radius M1225	NA	M34DGC90E2AA	869FBE0598
Motorola Mobil Radio Radius M1225	NA	M34DGC90E2AA	869FBE6292
Motorola Mobil-Max Trac	NA	D43MJA73A5CK	428TYQ2101
Motorola Mobil Radio Radius M1225	NA	M43DGC90E2AA	869YEA0929
Midland Mobil Radio	NA	70-1340B	AK5701340AB
Midland Mobil Radio	NA	70-1337B	189971
Midland Mobil Radio	NA	70-1337B	216565
Motorola Mobil Radio Radius M100	02509	D33LRA7304AK	492FMS1185
Midland Mobil Radio	NA	70-1337B	198987
Motorola Mobil Radius M120	NA	MA3GMC20A2AA	799TWQA282
Motorola Mobil Radio Radius M100	NA	D33LRA7304AK	492IMQ0942
Motorola Mobil Radius GM300	NA	M43GMC20D2AA	159TT36712
Motorola Mobil CDM750	NA	AAM25KKC9AA1AN	103TBUG677
Midland Mobil Radio	NA	70-1337B	219089
Motorola Portable HT1000	NA	H01KDC9AA3DN	355ABA0636Z
ICOM Hand Held IC-F30LT	NA	IC-F30LT-2	01403
ICOM Hand Held IC-F30LT	NA	IC-F30LT-2	01355
ICOM Hand Held IC-F30LT	NA	IC-F30LT-2	01405

ICOM CHARGING CRADLES	NA	BM96	0002532
ICOM CHARGING CRADLES	NA	BM96	0002559
ICOM CHARGING CRADLES	NA	BM96	0002531
ICOM PORTABLE	1	IC-F3GS-2	102546
ICOM PORTABLE	NA	IC-F3GS-2	102550
ICOM PORTABLE	3	IC-F3GS-2	102547
ICOM PORTABLE	4	IC-F3GS-2	102544
ICOM PORTABLE	5	IC-F3GS-2	102548
ICOM PORTABLE	6	IC-F3GS-2	102549
MOTOROLA MODEL RADIUS M100	02513	D33LRA7304AK	492IMW1472
BENDIX KING PORTABLE	04015	??	??
ICOM CHARGER	NA	BC-144	NA
ICOM CHARGER	NA	BC-144	NA
ICOM CHARGER	NA	BC-144	NA
ICOM CHARGER	NA	BC-144	NA
ICOM CHARGER	NA	BC-144	NA
ICOM CHARGER	NA	BC-144	NA
SUN TELECOM INTL PAGER	NA	MISSING HALF	MISSING HALF
SUN TELECOM INTL PAGER	NA	MISSING HALF	MISSING HALF
MISC SCRAP METAL	NA	NA	NA

Section 2. The personal property described herein shall be disposed of by the City Manager.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this _____ day of _____, 2017.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

**CITY OF CHEHALIS CITY COUNCIL
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Caryn Foley, City Clerk

MEETING OF: February 27, 2017

SUBJECT: Sister City Committee

ISSUE

The terms of three sister city committee members have expired. All three wish to be reappointed.

DISCUSSION

The sister city committee plays an integral role in the planning and coordination of incoming delegation visits.

Sue Carmick, Denny Clark, and Etsuko Holmes have each served on the committee for a number of years and are seeking reappointment. All three have been *very* committed to the sister city program by serving as host families, planning and preparing for Inasa delegations traveling to Chehalis, and traveling to Inasa through the sister city program.

RECOMMENDATIONS/COUNCIL ACTION DESIRED

It is recommended that the City Council reappointment Sue Carmick, Denny Clark, and Etsuko Holmes to new terms, expiring December 31, 2020.

SUGGESTED MOTION

I move that the City Council approve the reappointments of Sue Carmick, Denny Clark, and Etsuko Holmes to new terms expiring December 31, 2020.

City of Chehalis APPLICATION FOR APPOINTMENT

Date 1/30/17

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC, or Resolution for appointment criteria. For more information contact city clerk at 360-345-3225)

I wish to be considered for appointment to the following board, commission, or committee:

- Airport Board (RCW 14.08)
- Sister City Committee (CMC 2.80)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Planning Commission (CMC 2.48)
- Historic Preservation Commission (CMC 2.66)
- Library Board (RCW 27.12)
- Civil Service Commission (CMC 2.56 and RCW 4.108-Fire, RCW 41.12-Police) Other _____

Please print

Name Sue R. Carmick

Present employer Retired Educator

Employer address _____ Phone No. _____

Fax No. _____ E-mail scarmick@gmail.com

Home address 2156 S. Schuber Rd Home Phone No. 360-748-7671
Chehalis

Have you previously or are you now serving on any of the above mentioned? Yes No

If yes, please explain I thought I was already on the Sister City Committee

Date available for appointment any day but Thurs

Available to attend Evening meetings? Yes No Daytime meetings? Yes No

Approximately how many hours each month can you devote to city business? depends on task

Brief statement of qualifications for position and reason for requesting appointment.

My husband Steve and I have gone on two trips to Inasa with committee mbrs. for home stays and have hosted when the Inasa group came to Chehalis.

Signature Sue R. Carmick

Please return completed form to: Office of the City Clerk
350 N Market Blvd Rm 101, Chehalis WA 98532

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) e-mail scarmick@gmail.com

City of Chehalis APPLICATION FOR APPOINTMENT

Date 5/7/17

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC, or Resolution for appointment criteria. For more information contact city clerk at 360-345-3225)

I wish to be considered for appointment to the following board, commission, or committee:

- Sister City Committee (CMC 2.80)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Historic Preservation Commission (CMC 2.66)
- Civil Service Commission CMC 2.56 and RCW 4.108-Fire, RCW 41.12-Police
- Chehalis River Basin Flood Authority
- Planning Commission (CMC 2.48)

Please print

Name Dennis Clark

Present employer retired

Employer address _____ Phone No. _____

Fax No. _____ E-mail clark@toledotel.com

Home address PO Box 2916 Toledo WA 98591 Home Phone No. 360-864-2870

Have you previously or are you now serving on any of the above mentioned? Yes No

If yes, please explain I have been involved with the Inasa-cho/Chehalis sister city program for many years.

Date available for appointment _____

Available to attend Evening meetings? Yes No Daytime meetings? Yes No

Approximately how many hours each month can you devote to city business? _____

Brief statement of qualifications for position and reason for requesting appointment.

Signature Dennis Clark

Please return completed form to: Office of the City Clerk
350 N Market Blvd Rm 101, Chehalis WA 98532

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) clark@toledotel.com

City of Chehalis APPLICATION FOR APPOINTMENT

Date 1-20-17

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC, or Resolution for appointment criteria. For more information contact city clerk at 360-345-3225)

I wish to be considered for appointment to the following board, commission, or committee:

- Airport Board (RCW 14.08)
- Sister City Committee (CMC 2.80)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Planning Commission (CMC 2.48)
- Historic Preservation Commission (CMC 2.66)
- Library Board (RCW 27.12)
- Civil Service Commission (CMC 2.56 and RCW 4.108-Fire, RCW 41.12-Police)
- Other _____

Please print

Name ETSUKO HOLMES

Present employer - Retired -

Employer address _____ Phone No. _____

Fax No. _____ E-mail _____

Home address 102 Sirius Pl Chehalis Home Phone No. 360 748 0692

Have you previously or are you now serving on any of the above mentioned? Yes No

If yes, please explain Sister City Committee

Date available for appointment _____

Available to attend Evening meetings? Yes No Daytime meetings? Yes No

Approximately how many hours each month can you devote to city business? as needed

Brief statement of qualifications for position and reason for requesting appointment.

Because Caryn wants me to

Signature Etsuko Holmes

Please return completed form to: Office of the City Clerk
350 N Market Blvd Rm 101, Chehalis WA 98532

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) terets@comcast.net, 360-269-2683

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Judy Pectol, Finance Manager

MEETING OF: February 27, 2017

SUBJECT: Finance Reports for November, December and 4th Quarter 2016 and January 2017

ISSUE

Staff would like to present the City Council with information regarding the City's financial position and results of operations.

DISCUSSION

The December Financial Reports include the Budget Amendments we discussed at the November 28th and December 12th City Council Meetings. The December data is preliminary; we have not closed the accounting records for 2016. Due to the State Auditor's Office mandatory changes in the State chart of accounts we will be transferring some revenues and expenditures to newly created accounts. None of the changes should have any significant impact of the financials.

For the General Fund and the Dedicated Street Fund, ending 2016 with a lower fund balance than budgeted was due primarily to timing of grant revenues which will be received in 2017 while the expenditures were incurred in 2016. Adjustments to the 2017 estimated revenues will be included in a Budget Amendment later this year.

One issue for December related to a construction project for which a large unbudgeted payment was made in January for a December invoice. With most of the Airport's fund balance being restricted for the final bond payment to be made in June, the Airport needs to be monitored more closely than our other funds. Of the December ending fund balance of \$1,817,938 the restricted portion was \$1,594,237 or 88% of the total.

The January 2017 Financial Reports include the new Facilities & Parks Department, the Planning & Development and Recreation Departments while in 2016 these were all combined in the Community Development Department. Because the City uses the cash basis of accounting in which expenses are recorded when paid rather than earned some departments show large expenses in January. For example, the Finance Department has used 23.7% of its budget because the annual expenditures for our Eden Financial System of \$25,960.81 was paid in

January. As the year passes this expenditure as a percent of total expenditures for the department will decrease.

FISCAL IMPACT

As shown.

RECOMMENDATION

It is recommended that the City Council review this information and let staff know if there are any questions about it.

SUGGESTED MOTION

N/A

City of Chehalis
PRELIMINARY Fourth Quarter Financial Statements - All Funds
 December 31, 2016

	General Fund #001		Dedicated Street Fund #003		Arterial Str Fund #102		TBD Fund #103		Tourism Fund #107	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	1,512,139	1,512,139	92,883	92,883	68,357	68,357	0	0	198,720	198,720
Revs. & Transfers In	9,431,988	9,017,123	593,159	162,217	150,000	159,286	0	0	224,895	246,375
Exps. & Transfers Out	(9,745,599)	(9,390,203)	(640,260)	(242,719)	(130,120)	(123,377)	0	0	(218,380)	(180,514)
Ending Fund Balance	1,198,528	1,139,059	45,782	12,381	88,237	104,266	0	0	205,235	264,581

	CDBG Fund #195		HUD BG Fund #197		2011 G.O. Bond #200		Public Fac. Res. #301		Auto/Eq Reserve #302	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	110	110	57,350	57,350	0	0	0	0	459	459
Revs. & Transfers In	10,136	0	390	155	96,017	95,706	0	0	12,000	1
Exps. & Transfers Out	0	0	0	0	(96,017)	(95,706)	0	0	(12,000)	0
Ending Fund Balance	10,246	110	57,740	57,505	0	0	0	0	459	460

	1st QTR REET Fund #305		2nd QTR REET Fund #306		Garbage Fund #402		Wastewater Fund #404		Water Fund #405	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	155,433	155,433	126,740	126,740	4,554	4,554	3,271,463	3,271,463	5,584,336	5,643,056
Revs. & Transfers In	100,175	101,986	100,150	101,916	6,410	6,592	6,362,612	5,606,359	3,859,383	2,986,400
Exps. & Transfers Out	(40,149)	(40,020)	(31,545)	(31,443)	(4,155)	(3,714)	(5,902,971)	(4,560,354)	(3,883,821)	(3,865,573)
Ending Fund Balance	215,459	217,399	195,345	197,213	6,809	7,432	3,731,104	4,317,468	5,559,898	4,763,883

	Storm/Surface Wtr #406		Airport Fund #407		Firemens Pension #611		City Agency Fund #633		ALL FUNDS TOTALS	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	682,478	682,478	1,899,100	1,901,080	490,266	490,266	8,107	8,000	14,152,495	14,213,088
Revs. & Transfers In	512,355	563,501	2,548,063	2,699,301	151,845	149,158	360,000	343,985	24,519,578	22,240,061
Exps. & Transfers Out	(513,276)	(411,017)	(2,628,899)	(2,782,443)	(74,333)	(37,403)	(360,000)	(342,425)	(24,281,525)	(22,106,911)
Ending Fund Balance	681,557	834,962	1,818,264	1,817,938	567,778	602,021	8,107	9,560	14,390,548	14,346,238

Note: In some instances, ending fund balances include non-cash components, such as prepaid insurance and inventory. Resulting variances are considered immaterial.

To: The Honorable Mayor and Council
 Via: Tracie J Anderson, City Manager
 From: Judy Pectol, Finance Manager
 Prepared by: Betty Brooks, Payroll Accountant
 Date: February 21, 2017
 Subject: Monthly Financial Reports for January

City of Chehalis
 Comparative Financial Reports
 January 2016 and 2017

GENERAL FUND (#001) REVENUES	A January 2016		B Actual		C=B/A		D January 2017		E Actual		F=E/D		G Expected % Rec'd*		H^ Variance Expected		I=F-G % Variance	
	Budget	Actual	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	% Rec'd	% Rec'd	% Rec'd	% Rec'd	% Rec'd	Expected	% Rec'd	Expected	% Rec'd	
General Property Taxes	\$1,276,948	\$3,763	\$1,464,432	\$5,095	0.3%			0.3%						8.3%		(\$116,453)		-8.0%
EMS Property Taxes	304,886	710	328,028	1,150	0.2%			0.4%						8.3%		(26,076)		-7.9%
Sales & Use Tax	3,772,472	301,243	4,044,090	341,406	8.0%			8.4%						8.3%		5,747		0.1%
Electricity Tax	495,100	71,784	505,002	83,423	14.5%			16.5%						8.3%		41,508		8.2%
Gas/Natural Gas Tax	217,725	30,674	240,202	30,077	14.1%			12.5%						8.3%		10,140		4.2%
Criminal Justice Tax	105,050	8,283	106,101	9,220	7.9%			8.7%						8.3%		414		0.4%
Water/Sewer Tax	452,900	37,696	464,727	38,506	8.3%			8.3%						8.3%		(66)		0.0%
Garbage Tax	81,900	0	81,900	16,408	0.0%			20.0%						8.3%		9,610		11.7%
Cable Tax	133,485	26,893	135,500	26,829	20.1%			19.8%						8.3%		15,583		11.5%
Telephone Tax	275,000	19,108	260,000	36,587	6.9%			14.1%						8.3%		15,007		5.8%
Leasehold Excise Tax	41,000	0	43,050	0	0.0%			0.0%						8.3%		(3,573)		-8.3%
Timber Excise Tax	45	0	45	0	0.0%			0.0%						8.3%		(4)		-8.3%
Total Tax Revenues	7,156,511	500,154	7,673,077	588,701	7.0%			7.7%						8.3%		(48,164)		-0.6%
Licenses & Permits	157,050	13,014	210,550	12,392	8.3%			5.9%						8.3%		(5,084)		-2.4%
Intergov't. Grants/Entitlements	445,620	10,401	183,661	11,911	2.3%			6.5%						8.3%		(3,333)		-1.8%
Charges for Goods and Svcs.	371,196	23,273	326,265	30,172	6.3%			9.2%						8.3%		3,092		0.9%
Fines and Forfeitures	147,420	14,143	144,770	8,901	9.6%			6.1%						8.3%		(3,115)		-2.2%
Interest Earnings	11,890	1,292	15,990	1,894	10.9%			11.8%						8.3%		567		3.5%
Rents & Royalties	71,280	10,560	82,100	8,933	14.8%			10.9%						8.3%		2,119		2.6%
Donations/Contributions	0	0	0	0	0.0%			0.0%						8.3%		0		0.0%
Misc. Revenue/Insurance	29,385	120	29,385	835	0.4%			2.8%						8.3%		(1,604)		-5.5%
Non-Revenues	124,435	10,740	148,351	7,335	8.6%			4.9%						8.3%		(4,978)		-3.4%
Total Non-Tax Revenues	1,358,276	83,543	1,141,072	82,373	6.2%			7.2%						8.3%		(12,336)		-1.1%
TOTALS	\$8,514,787	\$583,697	\$8,814,149	\$671,074	6.9%			7.6%						8.3%		(\$60,500)		-0.7%

Key:
 * The expected percentage is calculated as follows: since the report is for the 1st month of the year, 1 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
January 2016 and 2017

GENERAL FUND (#001) EXPENDITURES	A January 2016		B Actual		C=B/A		D January 2017		E Actual		F=E/D		G Expected % Exp*		H^ Variance from Expected		I=G-F Variance %	
	Budget	Actual	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	Actual	% Exp'd	Actual	% Exp'd	Expected % Exp*	Variance	%			
City Council	\$95,657	\$8,614			9.0%	\$92,351	\$8,922	9.7%		8.3%		8.3%	(\$1,257)	-1.4%				
Municipal Court	522,105	57,036			10.9%	480,523	21,168	4.4%		8.3%		8.3%	18,715	3.9%				
City Manager	305,708	29,569			9.7%	312,582	36,137	11.6%		8.3%		8.3%	(10,193)	-3.3%				
Finance	228,295	48,496			21.2%	231,511	54,947	23.7%		8.3%		8.3%	(35,732)	-15.4%				
City Clerk	78,878	7,734			9.8%	79,915	7,422	9.3%		8.3%		8.3%	(789)	-1.0%				
Facilities and Parks	0	0			#DIV/0!	791,001	49,059	6.2%		8.3%		8.3%	16,594	2.1%				
Non-Departmental	463,976	26,039			5.6%	611,351	42,251	6.9%		8.3%		8.3%	8,491	1.4%				
Human Resources	85,553	11,279			13.2%	80,584	9,268	11.5%		8.3%		8.3%	(2,580)	-3.2%				
Police	2,737,263	234,577			8.6%	2,927,678	233,042	8.0%		8.3%		8.3%	9,955	0.3%				
Fire	2,017,257	161,996			8.0%	2,211,515	145,414	6.6%		8.3%		8.3%	38,142	1.7%				
Public Works - Streets	753,224	26,558			3.5%	588,527	25,044	4.3%		8.3%		8.3%	23,804	4.0%				
Planning & Building	0	0			0.0%	359,957	16,095	4.5%		8.3%		8.3%	13,781	3.8%				
Recreation	0	0			0.0%	482,185	34,002	7.1%		8.3%		8.3%	6,019	1.2%				
Community Development	1,414,294	121,128			8.6%	0	0	0.0%		8.3%		8.3%	0	0.0%				
TOTALS	\$8,702,210	\$733,026			8.4%	\$9,249,680	\$682,771	7.4%		8.3%		8.3%	\$84,952	0.9%				

Net Budget/Income/Variance: (\$187,423) (\$149,329) (\$435,531) (\$11,697) \$24,452

Key:
* The expected percentage is calculated as follows: since the report is for the 1st month of the year, 1 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
January 2016 and 2017

WASTEWATER FUND (#404) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	January 2016 Actual	January 2017 Actual	% Rec'd	Budget	Actual	% Rec'd	Expected % Rec'd*	Var'nc from Expected	% Exp'd	Expected % Exp*	Var'nc from Expected	% Variance				
Non-Revenue - Loans	\$1,400,000	\$0	\$0	\$0	0.0%	\$275,000	\$0	0.0%	8.3%	(\$22,825)	0.0%	8.3%	(\$22,825)	0.0%				
Wastewater Fees	4,868,053	442,346	442,346	418,107	9.1%	5,289,972	418,107	7.9%	8.3%	(20,961)	-0.4%	8.3%	(20,961)	-0.4%				
Sewer Connection/Misc. Fees	30,000	0	0	0	0.0%	60,000	0	0.0%	8.3%	(4,980)	-8.3%	8.3%	(4,980)	-8.3%				
Rentals	3,545	0	0	0	0.0%	3,545	0	0.0%	8.3%	(294)	-8.3%	8.3%	(294)	-8.3%				
Misc. Revenues/Insurance	3,000	230	230	296	7.7%	3,000	296	9.9%	8.3%	47	1.6%	8.3%	47	1.6%				
Non-Revenue Tax Receipts	555	18	18	24	3.2%	555	24	4.3%	8.3%	(22)	-4.0%	8.3%	(22)	-4.0%				
Fines and Forfeitures	0	0	0	3,831	0.0%	50,000	3,831	7.7%	8.3%	(319)	-0.6%	8.3%	(319)	-0.6%				
Interest Earnings	2,459	0	0	1,307	0.0%	3,000	1,307	43.6%	8.3%	1,058	35.3%	8.3%	1,058	35.3%				
Totals:	\$6,307,612	\$442,594	\$442,594	\$423,565	7.0%	\$5,685,072	\$423,565	7.5%	8.3%	(\$48,296)	-0.8%	8.3%	(\$48,296)	-0.8%				

WASTEWATER FUND (#404) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	January 2016 Actual	January 2017 Actual	% Exp'd	Budget	Actual	% Exp'd	Expected % Exp*	Var'nc from Expected	% Exp'd	Expected % Exp*	Var'nc from Expected	% Variance				
Operating Expenses	\$2,723,260	\$160,296	\$160,296	\$126,362	5.9%	\$2,804,925	\$126,362	4.5%	8.3%	\$106,447	3.8%	8.3%	\$106,447	3.8%				
Capital Outlay	1,467,900	10,800	10,800	547,885	0.7%	473,000	547,885	115.8%	8.3%	(508,626)	-107.5%	8.3%	(508,626)	-107.5%				
Debt Principal	1,834,840	0	0	0	0.0%	1,846,181	0	0.0%	8.3%	153,233	8.3%	8.3%	153,233	8.3%				
Interest Expense	34,733	0	0	0	0.0%	43,937	0	0.0%	8.3%	3,647	8.3%	8.3%	3,647	8.3%				
Interfund Loan Disbursements	83,784	0	0	0	0.0%	0	0	0.0%	8.3%	0	8.3%	8.3%	0	8.3%				
Totals:	\$6,144,517	\$171,096	\$171,096	\$674,247	2.8%	\$5,168,043	\$674,247	13.0%	8.3%	-\$245,299	-4.7%	8.3%	-\$245,299	-4.7%				

Net Budget/Income/Variance: \$163,095 \$271,498 (\$250,682)
(\$293,595)

Key:

* The expected percentage is calculated as follows: since the report is for the 1st month of the year, 1 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
January 2016 and 2017

WATER FUND (#405) REVENUES	A January 2016		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Exp'd	Budget	Actual	% Rec'd	% Exp'd	Expected % Rec'd*	% Exp'd	Expected % Rec'd*	Expected % Exp'd	Expected	Actual	Variance	% Variance
Intergovernmental Revenues	\$0	\$0	\$0	\$0	100.0%	100.0%	\$0	\$0	0.0%	0.0%	8.3%	0.0%	8.3%	8.3%	\$0	\$0	\$0	100.0%
Water Sales	\$2,376,387	\$133,239	\$2,613,600	\$215,907	5.6%	8.3%	\$2,613,600	\$215,907	8.3%	8.3%	8.3%	8.3%	8.3%	8.3%	(1,022)	(1,022)	(1,022)	0.0%
Water Connection/Misc. Fees	10,000	3,535	75,000	0	35.4%	0.0%	75,000	0	0.0%	0.0%	8.3%	0.0%	8.3%	0	(6,225)	(6,225)	(6,225)	-8.3%
Interfund Principal Repayment	0	0	0	0	0.0%	0.0%	0	0	0.0%	0.0%	8.3%	0.0%	8.3%	0	0	0	0	0.0%
Misc. Revenues/Insurance	2,121	111	2,121	38	5.2%	1.8%	2,121	38	1.8%	1.8%	8.3%	8.3%	8.3%	(138)	(138)	(138)	-6.5%	
Non-Revenue Tax Receipts	100	260	150	0	0.0%	0.0%	150	0	0.0%	0.0%	8.3%	0.0%	8.3%	(12)	(12)	(12)	-8.3%	
Proceeds of Long-Term Debt	555,500	0	1,000,000	0	0.0%	0.0%	1,000,000	0	0.0%	0.0%	8.3%	0.0%	8.3%	(83,000)	(83,000)	(83,000)	-8.3%	
Fines and Forfeitures	0	0	28,000	1,960	0.0%	7.0%	28,000	1,960	7.0%	7.0%	8.3%	8.3%	8.3%	(364)	(364)	(364)	-1.3%	
Interest Earnings	6,275	0	9,750	1,048	0.0%	10.7%	9,750	1,048	10.7%	10.7%	8.3%	8.3%	8.3%	239	239	239	2.4%	
Totals:	\$2,950,383	\$137,145	\$3,728,621	\$218,953	4.6%	5.9%	\$3,728,621	\$218,953	5.9%	5.9%	8.3%	8.3%	8.3%	(\$90,523)	(\$90,523)	(\$90,523)	-2.4%	

WATER FUND (#405) EXPENSES	A January 2016		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	Expected % Exp'd	% Exp'd	Expected % Exp'd	Expected	Actual	Variance	% Variance	
Operating Expenses	\$1,888,309	\$114,892	\$1,930,577	\$117,132	6.1%	6.1%	\$1,930,577	\$117,132	6.1%	6.1%	8.3%	8.3%	8.3%	\$43,106	\$43,106	\$43,106	2.2%	
Capital Outlay	1,847,000	587	1,603,000	0	0.0%	0.0%	1,603,000	0	0.0%	0.0%	8.3%	8.3%	8.3%	133,049	133,049	133,049	8.3%	
Debt Principal	134,077	10,000	135,077	11,000	7.5%	8.1%	135,077	11,000	8.1%	8.1%	8.3%	8.3%	8.3%	211	211	211	0.2%	
Interest Expense	14,435	2,325	12,480	1,800	16.1%	14.4%	12,480	1,800	14.4%	14.4%	8.3%	8.3%	8.3%	(764)	(764)	(764)	-6.1%	
Transfers Out	0	0	0	0	0.0%	0.0%	0	0	0.0%	0.0%	8.3%	8.3%	8.3%	0	0	0	0.0%	
Totals:	\$3,883,821	\$127,804	\$3,681,134	\$129,932	3.3%	3.5%	\$3,681,134	\$129,932	3.5%	3.5%	8.3%	8.3%	8.3%	\$175,602	\$175,602	\$175,602	4.8%	

Net Budget/Income/Variance: (\$933,436) \$9,341 \$89,021 \$85,080

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
January 2016 and 2017

STORM FUND (#406) REVENUES	A January 2016		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	% Rec'd	% Rec'd	% Rec'd	% Rec'd	Var'nc from Expected	% Variance	% Variance	
Storm & Surface Water Fees	\$505,500	\$47,313	0	0	100.0%	9.4%	\$545,910	\$52,183	0.0%	9.6%	8.3%	8.3%	8.3%	\$6,872	1.3%	1.3%		
Storm Connection/Misc. Fees	4,000	0	0	0	100.0%	100.0%	2,000	0	0.0%	0.0%	8.3%	8.3%	(166)	-8.3%	-8.3%			
Misc. Revenues/Insurance	2,000	0	0	0	100.0%	100.0%	0	6,750	100.0%	100.0%	8.3%	8.3%	6,750	91.7%	91.7%			
Non-Revenue Tax Receipts	275	0	0	0	0.0%	0.0%	0	25	100.0%	100.0%	8.3%	8.3%	25	91.7%	91.7%			
Fines and Forfeitures	0	0	0	0	0.0%	0.0%	0	324	100.0%	100.0%	8.3%	8.3%	324	91.7%	91.7%			
Interest Earnings	580	0	0	0	0.0%	0.0%	1,000	311	31.1%	31.1%	8.3%	8.3%	228	22.8%	22.8%			
Totals:	\$512,355	\$47,313	\$47,313	\$47,313	9.2%	9.2%	\$548,910	\$59,593	10.9%	10.9%	8.3%	8.3%	\$14,033	2.6%	2.6%			

STORM FUND (#406) EXPENSES	A January 2016		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	Var'nc from Expected	% Variance	% Variance		
Operating Expenses	\$469,176	\$21,265	0	0	4.5%	4.5%	\$524,898	\$16,204	3.1%	3.1%	8.3%	8.3%	\$27,363	5.2%	5.2%			
Transfers Out	0	0	0	0	0.0%	0.0%	0	0	0.0%	0.0%	8.3%	8.3%	0	8.3%	8.3%			
Totals:	\$469,176	\$21,265	\$21,265	\$21,265	4.5%	4.5%	\$524,898	\$16,204	3.1%	3.1%	8.3%	8.3%	\$27,363	5.2%	5.2%			

Net Budget/Income/Variance: \$43,179 \$26,048 \$24,012 \$43,389 \$41,396

Key:

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City of Chehalis
Comparative Financial Reports
January 2016 and 2017

AIRPORT FUND (#407) REVENUES	A January 2016		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Exp'd	Budget	Actual	Jan 2017 Budget	Actual	% Rec'd	% Exp'd	Expected % Rec'd*	Var'nc from Expected	% Variance			
Intergovernmental Revenues	\$916,600	\$19,869	\$944,587	\$43,402	2.2%	4.6%	\$944,587	\$43,402	\$944,587	\$43,402	4.6%	8.3%	8.3%	(34,989)	-3.7%			
Charges for Goods and Svcs.	533,622	36,054	534,567	15,498	6.8%	2.9%	534,567	15,498	534,567	15,498	2.9%	8.3%	8.3%	(28,871)	-5.4%			
Interest Earnings	14,000	0	5,325	110	0.0%	2.1%	5,325	110	5,325	110	2.1%	8.3%	8.3%	(332)	-6.2%			
Licenses & Permits	0	0	1,450	0	100.0%	100.0%	1,450	0	1,450	0	100.0%	8.3%	8.3%	(120)	91.7%			
Rents & Royalties	80,001	6,701	80,476	8,735	8.4%	10.9%	80,476	8,735	80,476	8,735	10.9%	8.3%	8.3%	2,055	2.6%			
Capital Lease Receipts	816,422	67,110	900,961	73,248	8.2%	8.1%	900,961	73,248	900,961	73,248	8.1%	8.3%	8.3%	(1,532)	-0.2%			
Misc. Rev/Ins/Donations	600	39	700	10	6.5%	1.4%	700	10	700	10	1.4%	8.3%	8.3%	(48)	-6.9%			
Non-Revenue Tax Receipts	157,373	12,355	168,424	12,036	7.9%	7.1%	168,424	12,036	168,424	12,036	7.1%	8.3%	8.3%	76	-1.2%			
Proceeds of Long-Term Debt	0	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	8.3%	8.3%	0	-8.3%			
Operating Transfers In	0	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	8.3%	8.3%	0	-8.3%			
Totals:	\$2,518,618	\$142,128	\$2,636,490	\$153,039	5.6%	5.8%	\$2,636,490	\$153,039	\$2,636,490	\$153,039	5.8%	8.3%	8.3%	(\$63,846)	-2.5%			

AIRPORT FUND (#407) EXPENSES	A January 2016		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	Jan 2017 Budget	Actual	% Exp'd	% Exp'd	Expected % Exp*	Var'nc from Expected	% Variance			
Operating Expenses	\$1,338,870	\$59,032	\$1,327,471	\$59,032	4.4%	4.4%	\$1,327,471	\$59,032	\$1,327,471	\$59,032	4.4%	8.3%	8.3%	\$51,148	3.9%			
Capital Outlay	871,630	31,194	1,184,587	34,421	3.6%	2.9%	1,184,587	34,421	1,184,587	34,421	2.9%	8.3%	8.3%	63,900	5.4%			
Principal - G.O. Bonds	278,505	0	1,597,850	1,262	0.0%	0.1%	1,597,850	1,262	1,597,850	1,262	0.1%	8.3%	8.3%	131,360	8.2%			
Interest Expense	74,084	0	44,382	962	0.0%	2.2%	44,382	962	44,382	962	2.2%	8.3%	8.3%	2,722	6.1%			
Totals:	\$2,563,089	\$90,226	\$4,154,290	\$95,677	3.5%	2.3%	\$4,154,290	\$95,677	\$4,154,290	\$95,677	2.3%	8.3%	8.3%	\$249,129	6.0%			

Net Budget/Income/Variance: (\$44,471) \$51,902 (\$1,517,800) \$57,362 \$185,283

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To: The Honorable Mayor and Council
 Via: Tracie J Anderson, City Manager
 From: Judy Pectol, Finance Manager
 Prepared by: Betty Brooks, Payroll Accountant
 Date: February 17, 2017
 Subject: PRELIMINARY Monthly Financial Reports for December

City of Chehalis
 Comparative Financial Reports
 December 2015 and 2016

GENERAL FUND (#001) REVENUES	A December 2015		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Expected	% Rec'd	Expected	Variance	% Variance	
General Property Taxes	\$1,268,579	\$1,247,319	\$1,276,948	\$1,239,017	98.3%	97.0%	\$1,276,948	\$1,239,017	97.0%	97.0%	100.0%	100.0%		100.0%	(\$37,931)	-3.0%		
EMS Property Taxes	238,157	234,598	304,886	297,504	98.5%	97.6%	304,886	297,504	97.6%	97.6%	100.0%	100.0%		100.0%	(7,382)	-2.4%		
Sales & Use Tax	3,762,844	3,634,476	3,972,472	4,048,620	97.9%	101.9%	3,972,472	4,048,620	101.9%	101.9%	100.0%	100.0%		100.0%	76,148	1.9%		
Electricity Tax	440,000	456,949	495,100	497,791	103.9%	100.5%	495,100	497,791	100.5%	100.5%	100.0%	100.0%		100.0%	2,691	0.5%		
Gas/Natural Gas Tax	191,000	148,136	217,725	171,719	77.6%	78.9%	217,725	171,719	78.9%	78.9%	100.0%	100.0%		100.0%	(46,006)	-21.1%		
Criminal Justice Tax	110,000	108,244	105,050	114,868	98.4%	109.3%	105,050	114,868	109.3%	109.3%	100.0%	100.0%		100.0%	9,818	9.3%		
Water/Sewer Tax	445,000	558,089	452,900	484,843	125.4%	107.1%	452,900	484,843	107.1%	107.1%	100.0%	100.0%		100.0%	31,943	7.1%		
Garbage Tax	61,000	64,002	81,900	64,918	104.9%	79.3%	81,900	64,918	79.3%	79.3%	100.0%	100.0%		100.0%	(16,982)	-20.7%		
Cable Tax	104,000	104,218	133,485	79,175	100.2%	59.3%	133,485	79,175	59.3%	59.3%	100.0%	100.0%		100.0%	(54,310)	-40.7%		
Telephone Tax	270,500	243,942	275,000	265,885	90.2%	96.7%	275,000	265,885	96.7%	96.7%	100.0%	100.0%		100.0%	(9,115)	-3.3%		
Leasehold Excise Tax	39,500	38,348	41,000	47,811	97.1%	116.6%	41,000	47,811	116.6%	116.6%	100.0%	100.0%		100.0%	6,811	16.6%		
Timber Excise Tax	40	99	45	127	247.5%	282.2%	45	127	282.2%	282.2%	100.0%	100.0%		100.0%	82	182.2%		
Total Tax Revenues	6,930,620	6,888,420	7,356,511	7,312,278	99.4%	99.4%	7,356,511	7,312,278	99.4%	99.4%	100.0%	100.0%		100.0%	(44,233)	-0.6%		
Licenses & Permits	168,116	169,612	457,050	431,110	100.9%	94.3%	457,050	431,110	94.3%	94.3%	100.0%	100.0%		100.0%	(25,940)	-5.7%		
Intergov't Grants/Entitlements	480,551	783,090	563,767	259,354	163.0%	46.0%	563,767	259,354	46.0%	46.0%	100.0%	100.0%		100.0%	(304,413)	-54.0%		
Charges for Goods and Svcs.	409,724	343,109	523,296	460,877	83.7%	88.1%	523,296	460,877	88.1%	88.1%	100.0%	100.0%		100.0%	(62,419)	-11.9%		
Fines and Forfeitures	163,739	132,824	147,420	137,232	81.1%	93.1%	147,420	137,232	93.1%	93.1%	100.0%	100.0%		100.0%	(10,188)	-6.9%		
Interest Earnings	9,990	17,162	11,890	23,840	171.8%	200.5%	11,890	23,840	200.5%	200.5%	100.0%	100.0%		100.0%	11,950	100.5%		
Rents & Royalties	79,472	68,474	71,280	93,856	86.2%	131.7%	71,280	93,856	131.7%	131.7%	100.0%	100.0%		100.0%	22,576	31.7%		
Donations/Contributions	5,378	23,706	107,839	123,353	100.0%	114.4%	107,839	123,353	114.4%	114.4%	100.0%	100.0%		100.0%	15,514	14.4%		
Misc. Revenue/Insurance	77,997	108,085	50,500	29,233	138.6%	57.9%	50,500	29,233	57.9%	57.9%	100.0%	100.0%		100.0%	(21,267)	-42.1%		
Non-Revenues	131,670	124,996	124,435	127,990	94.9%	102.9%	124,435	127,990	102.9%	102.9%	100.0%	100.0%		100.0%	3,555	2.9%		
Proceeds of Long-Term Debt	632,000	631,762	18,000	18,000	100.0%	0.0%	18,000	18,000	0.0%	0.0%	100.0%	100.0%		100.0%	0	0.0%		
Transfers In	334,263	304,763	2,075,477	1,704,845	0.0%	82.1%	2,075,477	1,704,845	82.1%	82.1%	100.0%	100.0%		100.0%	(370,632)	-17.9%		
Total Non-Tax Revenues	2,492,900	2,707,583	2,075,477	1,704,845	108.6%	82.1%	2,075,477	1,704,845	82.1%	82.1%	100.0%	100.0%		100.0%	(370,632)	-17.9%		
TOTALS	\$9,423,520	\$9,596,003	\$9,431,988	\$9,017,123	101.8%	95.6%	\$9,431,988	\$9,017,123	95.6%	95.6%	100.0%	100.0%		100.0%	(\$414,865)	-4.4%		

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

City of Chehalis
Comparative Financial Reports
December 2015 and 2016

GENERAL FUND (#001) EXPENDITURES	A December 2015		B Actual		C=B/A		D December 2016		E Actual		F=E/D		G Expected % Exp*		H^ Variance from Expected		I=G-F Variance %	
	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	Actual	% Exp'd	% Exp'd	% Exp'd	Expected	Variance	%		
City Council	\$83,811	\$66,809	79.7%	\$98,657	\$77,802	78.9%	\$77,802	\$77,802	78.9%	\$77,802	100.0%	100.0%	\$20,855	21.1%				
Municipal Court	489,340	474,274	96.9%	522,105	498,295	95.4%	498,295	498,295	95.4%	498,295	100.0%	100.0%	23,810	4.6%				
City Manager	266,410	231,432	86.9%	346,708	279,877	80.7%	279,877	279,877	80.7%	279,877	100.0%	100.0%	66,831	19.3%				
Finance	187,891	159,994	85.2%	228,295	176,521	77.3%	176,521	176,521	77.3%	176,521	100.0%	100.0%	51,774	22.7%				
City Clerk	78,816	61,999	78.7%	78,878	65,540	83.1%	65,540	65,540	83.1%	65,540	100.0%	100.0%	13,338	16.9%				
Non-Departmental	545,942	547,901	100.4%	598,171	484,164	80.9%	484,164	484,164	80.9%	484,164	100.0%	100.0%	114,007	19.1%				
Human Resources	84,242	84,188	99.9%	93,553	75,390	80.6%	75,390	75,390	80.6%	75,390	100.0%	100.0%	18,163	19.4%				
Police	2,717,756	2,691,016	99.0%	2,812,113	2,791,160	99.3%	2,791,160	2,791,160	99.3%	2,791,160	100.0%	100.0%	20,953	0.7%				
Fire	2,535,764	2,415,546	95.3%	2,135,047	2,048,580	96.0%	2,048,580	2,048,580	96.0%	2,048,580	100.0%	100.0%	86,467	4.0%				
Public Works - Streets	725,760	633,674	87.3%	758,249	1,012,384	133.5%	1,012,384	1,012,384	133.5%	1,012,384	100.0%	100.0%	(254,135)	-33.5%				
Community Development	1,818,956	1,707,249	93.9%	2,073,823	1,880,490	90.7%	1,880,490	1,880,490	90.7%	1,880,490	100.0%	100.0%	193,333	9.3%				
TOTALS	\$9,534,688	\$9,074,082	95.2%	\$9,745,599	\$9,390,203	96.4%	\$9,390,203	\$9,390,203	96.4%	\$9,390,203	100.0%	100.0%	\$355,396	3.6%				

Net Budget/Income/Variance: (\$111,168) \$521,921 (\$313,611) (\$373,080) (\$59,469)

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
December 2015 and 2016

	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	December 2016	Actual	% Rec'd	% Rec'd	Expected	% Rec'd*	Expected	Var'nc from Expected	Expected	Variance
WASTEWATER FUND (#404) REVENUES																		
Intergovernmental Loan Revs	\$0	\$0	\$0	\$0	0.0%	0.0%	\$1,400,000	\$0			0.0%	100.0%	100.0%	100.0%	(\$1,400,000)	0.0%		
Wastewater Fees	4,916,386	5,712,837	4,916,386	5,712,837	116.2%	116.2%	4,818,053	5,272,305			109.4%	100.0%	100.0%	100.0%	454,252	9.4%		
Sewer Connection/Misc. Fees	10,000	31,209	10,000	31,209	312.1%	312.1%	30,000	107,262			357.5%	100.0%	100.0%	100.0%	77,262	257.5%		
Rentals	3,545	4,126	3,545	4,126	116.4%	116.4%	3,545	3,545			100.0%	100.0%	100.0%	100.0%	0	0.0%		
Misc. Revenues/Insurance	4,000	28,955	4,000	28,955	723.9%	723.9%	3,000	4,640			154.7%	100.0%	100.0%	100.0%	1,640	54.7%		
Non-Revenue Tax Receipts	600	557	600	557	92.8%	92.8%	555	558			100.5%	100.0%	100.0%	100.0%	3	0.5%		
Intergovernmental Loan Revs	0	0	0	0	N/A	N/A	25,000	6,062			24.2%	100.0%	100.0%	100.0%	(18,938)	-75.8%		
Proceeds of Long-Term Debt	0	35,286	0	35,286	100.0%	100.0%	30,000	139,644			100.0%	100.0%	100.0%	109,644	0.0%			
Fines and Forfeitures	51,816	49,585	51,816	49,585	0.0%	0.0%	50,000	58,923			117.8%	100.0%	100.0%	8,923	17.8%			
Interest Earnings	985	2,880	985	2,880	292.4%	292.4%	2,459	12,420			505.1%	100.0%	100.0%	9,961	405.1%			
Totals:	\$4,987,332	\$5,865,435	\$4,987,332	\$5,865,435	117.6%	117.6%	\$6,362,612	\$5,605,359			88.1%	100.0%	100.0%	100.0%	(\$757,253)	-11.9%		

	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	December 2016	Actual	% Exp'd	% Exp'd	Expected	% Exp*	Expected	Var'nc from Expected	Expected	Variance
WASTEWATER FUND (#404) EXPENSES																		
Operating Expenses	\$2,666,892	\$2,440,674	\$2,666,892	\$2,440,674	91.5%	91.5%	\$2,742,735	\$2,421,619			88.3%	100.0%	100.0%	100.0%	\$321,116	11.7%		
Capital Outlay	253,000	123,106	253,000	123,106	48.7%	48.7%	1,258,708	249,867			19.9%	100.0%	100.0%	100.0%	1,008,841	80.1%		
Debt Principal	1,832,390	1,832,389	1,832,390	1,832,389	100.0%	100.0%	1,834,840	1,834,839			100.0%	100.0%	100.0%	100.0%	1	0.0%		
Interest Expense	24,524	24,524	24,524	24,524	100.0%	100.0%	34,188	21,529			63.0%	100.0%	100.0%	100.0%	12,659	37.0%		
Interfund Loan Disbursements	83,784	83,874	83,784	83,874	0.0%	0.0%	0	0			0.0%	100.0%	100.0%	100.0%	0	100.0%		
Transfers Out - Airport	0	0	0	0	0.0%	0.0%	32,500	32,500			100.0%	100.0%	100.0%	100.0%	0	0.0%		
Totals:	\$4,860,590	\$4,504,567	\$4,860,590	\$4,504,567	92.7%	92.7%	\$5,902,971	\$4,560,354			77.3%	100.0%	100.0%	100.0%	\$1,342,617	22.7%		

Net Budget/Income/Variance: \$126,742 \$1,360,868 \$459,641 \$1,045,005 \$585,364

Key:

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WATER FUND (#405) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G	
	Budget	Actual	December 2015 Budget	December 2015 Actual	% Rec'd	% Exp'd	December 2016 Budget	December 2016 Actual	% Rec'd	% Exp'd	Expected % Rec'd*	Expected % Exp*	Var'nc from Expected	Var'nc from Expected	% Variance			
Intergovernmental Revenues	\$18,406	\$18,406			100.0%	100.0%	\$0	\$0	0.0%	0.0%	100.0%	100.0%	\$0	\$0	100.0%			
Water Sales	\$2,544,160	\$3,770,806			148.2%	148.2%	\$2,351,387	\$2,802,923	119.2%	119.2%	100.0%	100.0%	451,536	451,536	19.2%			
Water Connection/Misc. Fees	10,000	52,149			521.5%	521.5%	10,000	135,021	1350.2%	1350.2%	100.0%	100.0%	125,021	125,021	1250.2%			
Interfund Principal Repayment	83,332	83,874			100.7%	100.7%	0	0	0.0%	0.0%	100.0%	100.0%	0	0	0.0%			
Misc. Revenues/Insurance	8,783	12,565			143.1%	143.1%	2,121	4,323	203.8%	203.8%	100.0%	100.0%	2,202	2,202	103.8%			
Non-Revenue Tax Receipts	25,085	152			0.0%	0.0%	100	425	425.0%	425.0%	100.0%	100.0%	325	325	325.0%			
Proceeds of Long-Term Debt	0	0			0.0%	0.0%	1,464,500	0	0.0%	0.0%	100.0%	100.0%	(1,464,500)	(1,464,500)	-100.0%			
Fines and Forfeitures	22,000	38,061			0.0%	0.0%	25,000	29,432	117.7%	117.7%	100.0%	100.0%	4,432	4,432	17.7%			
Interest Earnings	11,073	6,875			62.1%	62.1%	6,275	14,276	227.5%	227.5%	100.0%	100.0%	8,001	8,001	127.5%			
Totals:	\$2,722,839	\$3,982,888			146.3%	146.3%	\$3,859,383	\$2,986,400	77.4%	77.4%	100.0%	100.0%	(\$872,983)	(\$872,983)	-22.6%			

WATER FUND (#405) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H [^]		I=G-F	
	Budget	Actual	December 2015 Budget	December 2015 Actual	% Exp'd	% Exp'd	December 2016 Budget	December 2016 Actual	% Exp'd	% Exp'd	Expected % Exp*	Expected % Exp*	Var'nc from Expected	Var'nc from Expected	% Variance			
Operating Expenses	\$1,852,581	\$2,153,490			116.2%	116.2%	\$1,888,309	\$2,043,556	108.2%	108.2%	100.0%	100.0%	(\$155,247)	(\$155,247)	-8.2%			
Capital Outlay	997,806	599,969			60.1%	60.1%	1,847,000	1,673,821	90.6%	90.6%	100.0%	100.0%	173,179	173,179	9.4%			
Debt Principal	133,077	133,077			100.0%	100.0%	134,077	134,077	100.0%	100.0%	100.0%	100.0%	0	0	0.0%			
Interest Expense	26,185	16,685			63.7%	63.7%	14,435	14,119	97.8%	97.8%	100.0%	100.0%	316	316	2.2%			
Transfers Out	420,000	231,932			0.0%	0.0%	0	0	0.0%	0.0%	100.0%	100.0%	0	0	0.0%			
Totals:	\$3,429,649	\$3,135,153			91.4%	91.4%	\$3,883,821	\$3,865,573	99.5%	99.5%	100.0%	100.0%	\$18,248	\$18,248	0.5%			

Net Budget/Income/Variance: (\$706,810) \$847,735 (\$24,438) (\$879,173) (\$854,735)

Key:

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STORM FUND (#406) REVENUES	A December 2015		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Exp'd*	Budget	Actual	% Rec'd	% Exp'd*	Expected	Actual	% Rec'd	% Exp'd*	Expected	Actual	Variance	% Variance
Storm & Surface Water Fees	\$498,772	\$500,391	\$501,000	\$549,838	100.3%	109.7%	\$501,000	\$549,838	109.7%	100.0%	\$48,838	\$549,838	100.0%	100.0%	\$48,838	\$549,838	9.7%	9.7%
Storm Connection/Misc. Fees	1,000	7,971	4,000	5,819	100.0%	145.5%	4,000	5,819	145.5%	100.0%	1,819	5,819	100.0%	100.0%	1,819	5,819	45.5%	45.5%
Misc. Revenues/Insurance	825	1,475	2,000	0	100.0%	0.0%	2,000	0	0.0%	100.0%	(2,000)	0	100.0%	100.0%	(2,000)	0	-100.0%	-100.0%
Non-Revenue Tax Receipts	275	0	275	0	0.0%	0.0%	275	0	0.0%	100.0%	(275)	0	100.0%	100.0%	(275)	0	-100.0%	-100.0%
Fines and Forfeitures	8,000	4,701	4,500	5,663	0.0%	125.8%	4,500	5,663	125.8%	100.0%	1,163	5,663	100.0%	100.0%	1,163	5,663	25.8%	25.8%
Interest Earnings	1,300	654	580	2,181	50.3%	376.0%	580	2,181	376.0%	100.0%	1,601	2,181	100.0%	100.0%	1,601	2,181	276.0%	276.0%
Totals:	\$510,172	\$515,192	\$512,355	\$563,501	101.0%	110.0%	\$512,355	\$563,501	110.0%	100.0%	\$51,146	\$563,501	100.0%	100.0%	\$51,146	\$563,501	10.0%	10.0%

STORM FUND (#406) EXPENSES	A December 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*	Expected	Actual	% Exp'd	% Exp'd*	Expected	Actual	Variance	% Variance
Operating Expenses	\$442,865	\$328,822	\$495,276	\$393,017	74.2%	79.4%	\$495,276	\$393,017	79.4%	100.0%	\$102,259	\$393,017	100.0%	100.0%	\$102,259	\$393,017	20.6%	20.6%
Transfers Out	18,000	8,879	18,000	18,000	0.0%	100.0%	18,000	18,000	100.0%	100.0%	0	18,000	100.0%	100.0%	0	18,000	0.0%	0.0%
Totals:	\$460,865	\$337,701	\$513,276	\$411,017	73.3%	80.1%	\$513,276	\$411,017	80.1%	100.0%	\$102,259	\$411,017	100.0%	100.0%	\$102,259	\$411,017	19.9%	19.9%

Net Budget/Income/Variance: \$49,307 \$177,491 (921) \$152,484 \$153,405

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
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AIRPORT FUND (#407) REVENUES	A December 2015		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Exp'd	Budget	Actual	December 2016 Budget	December 2016 Actual	% Rec'd	% Exp'd	Expected % Rec'd*	Expected % Exp*	Varinc from Expected	Varinc from Expected	% Variance	% Variance
Intergovernmental Revenues	\$25,139	\$423,212	\$916,600	\$976,415	1683.5%	106.5%	\$916,600	\$976,415	\$916,600	\$976,415	106.5%	100.0%	100.0%	100.0%	59,815	59,815	6.5%	6.5%
Charges for Goods and Svcs.	520,000	620,592	534,387	485,592	119.3%	90.9%	534,387	485,592	534,387	485,592	90.9%	100.0%	100.0%	100.0%	(48,795)	(48,795)	-9.1%	-9.1%
Interest Earnings	15,085	14,897	10,000	5,824	98.8%	58.2%	10,000	5,824	10,000	5,824	58.2%	100.0%	100.0%	100.0%	(4,176)	(4,176)	-41.8%	-41.8%
Licenses & Permits	0	3,000	0	1,455	100.0%	100.0%	0	1,455	0	1,455	100.0%	100.0%	100.0%	100.0%	1,455	1,455	0.0%	0.0%
Rents & Royalties	96,000	79,824	80,001	81,735	83.2%	102.2%	80,001	81,735	80,001	81,735	102.2%	100.0%	100.0%	100.0%	1,734	1,734	2.2%	2.2%
Capital Lease Receipts	879,651	846,532	848,787	924,116	96.2%	108.9%	848,787	924,116	848,787	924,116	108.9%	100.0%	100.0%	100.0%	75,329	75,329	8.9%	8.9%
Misc. Rev/Ins/Donations	800,269	84	780	23,571	0.0%	3021.9%	780	23,571	780	23,571	3021.9%	100.0%	100.0%	100.0%	22,791	22,791	2921.9%	2921.9%
Fines and Forfeitures	0	30	0	0	0.0%	0.0%	0	0	0	0	0.0%	100.0%	100.0%	100.0%	0	0	0.0%	0.0%
Non-Revenue Tax Receipts	173,500	168,425	157,373	168,093	97.1%	106.8%	157,373	168,093	157,373	168,093	106.8%	100.0%	100.0%	100.0%	76	76	6.8%	6.8%
Proceeds of Long-Term Debt	0	396,269	0	0	0.0%	0.0%	0	0	0	0	0.0%	100.0%	100.0%	100.0%	0	0	-100.0%	-100.0%
Operating Transfers In	420,000	231,932	32,500	32,500	55.2%	100.0%	32,500	32,500	32,500	32,500	100.0%	100.0%	100.0%	100.0%	0	0	0.0%	0.0%
Totals:	\$2,929,644	\$2,784,797	\$2,580,428	\$2,699,301	95.1%	104.6%	\$2,580,428	\$2,699,301	\$2,580,428	\$2,699,301	104.6%	100.0%	100.0%	100.0%	\$108,153	\$108,153	4.6%	4.6%

AIRPORT FUND (#407) EXPENSES	A December 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	December 2016 Budget	December 2016 Actual	% Exp'd	% Exp'd	Expected % Exp*	Expected % Exp*	Varinc from Expected	Varinc from Expected	% Variance	% Variance
Operating Expenses	\$1,271,963	\$1,263,254	\$1,332,939	\$1,348,199	99.3%	101.1%	\$1,332,939	\$1,348,199	\$1,332,939	\$1,348,199	101.1%	100.0%	100.0%	100.0%	(\$15,260)	(\$15,260)	-1.1%	-1.1%
Capital Outlay	1,556,353	1,126,739	943,371	1,093,580	72.4%	115.9%	943,371	1,093,580	943,371	1,093,580	115.9%	100.0%	100.0%	100.0%	(150,209)	(150,209)	-15.9%	-15.9%
Principal - G.O. Bonds	231,992	231,991	278,505	255,792	100.0%	91.8%	278,505	255,792	278,505	255,792	91.8%	100.0%	100.0%	100.0%	22,713	22,713	8.2%	8.2%
Interest Expense	84,215	84,214	74,084	84,872	100.0%	114.6%	74,084	84,872	74,084	84,872	114.6%	100.0%	100.0%	100.0%	(10,788)	(10,788)	-14.6%	-14.6%
Totals:	\$3,144,523	\$2,706,198	\$2,628,899	\$2,782,443	86.1%	105.8%	\$2,628,899	\$2,782,443	\$2,628,899	\$2,782,443	105.8%	100.0%	100.0%	100.0%	(\$153,544)	(\$153,544)	-5.8%	-5.8%

Net Budget/Income/Variance: (\$214,879) \$78,599 (\$48,471) (\$83,142) -\$45,391

Key:

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**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent Lougheed, Community Development Director
Lilly Wall, Recreation Manager

MEETING OF: February 27, 2017

SUBJECT: Recreation Park Improvement Project

ISSUE

This item has been scheduled to provide an update on the plan for improvements at Recreation Park, including Penny Playground, and to request authorization to execute a contract with Skillings Connolly, Inc. in the amount of \$85,000 to initiate detailed engineering design work in order to advance the project design to the 30% level needed to determine construction costs. The proposed funding is Real Estate Excise Taxes that can only be used for capital projects.

BACKGROUND

In February of 2015, with the improvements at the Gail and Carolyn Shaw Aquatics Center complete, city staff provided the City Council a briefing on potential improvements needed at Recreation Park. Skillings Connolly was retained by the City to provide project management services to initiate the planning to upgrade Recreation Park consistent with City Council direction.

As project manager, the Skillings Connolly team conducted a series of interviews with City officials, Parks and Recreation personnel, user groups, and the public to gather input on what the community needed and wanted to upgrade Recreation Park to meet the City Council's vision of a "first class facility." Several issues were identified, including drainage problems, a lack of parking, the aging community buildings, and a general concern for the safety of Penny Playground. Interviews also revealed other issues that need to be addressed, such as overall park safety, lighting, and park access.

MASTER PLAN DEVELOPMENT

The City Council appointed a Recreation Park subcommittee to provide guidance and feedback to the consultants and staff working on the project. This group, made up of Mayor Pro Tem Terry Harris, Councilor Daryl Lund, and Councilor Dr. Isaac Pope, has provided background and ongoing feedback that has been incredibly helpful, particularly through the numerous staff changes that have taken place over the course of the last year.

The design team conducted a condition assessment of the park features, and developed several conceptual park improvement plans to present to the City Council and to the public. Based on the condition assessment, funding limitations, as well as City Council and community feedback, a Master Plan was developed to identify the components of the park that would need to be improved to significantly upgrade Recreation Park. These components included overall site drainage improvements; improvements to existing parking areas; an additional parking area; improvements to the ball fields; a new Penny Playground; new community buildings; new restroom facilities; new picnic shelters; and improved site landscaping.

On November 23, 2015 the City Council approved the recommended concept for the redevelopment of portions of Recreation Park, and further requested that a study be conducted to determine the feasibility of relocating the four ball fields to a different location. Based on the study, the City Council determined that relocation would not be practical due to cost constraints, and that the fields should remain at Recreation Park, and should be included in the Recreation Park Master Plan.

The overall project goals for the Recreation Park Improvement Project include the following elements, which are identified for completion in phases.

Phase I:

- A new Penny Playground in the same location, with new drainage system and an all-weather play surfacing, better lighting and visibility, and a larger structure that is ADA accessible and will accommodate a wider range of ages. The City Council also requested that a similar community design/build process that was implemented with the original playground be followed for the new playground if feasible.
- Improve the ball fields, keeping all four in the same size and configuration as the existing fields.
- Field house to remain the same, with minor improvements/maintenance.
- Drainage improvements for the entire park.
- New parking lot along the park access road adjacent to the railroad track. Also recommended a connector drive from the new parking area along the park access road to the existing parking lot.
- Other park features include more park lighting, ADA accessible pedestrian access, new picnic shelters, and mileage markers and signage to identify the lengths of trails around and through the park.
- Completed: New parking area in the existing Green Hill Academic School parking lot. In order for this parking to be utilized, the City was responsible for constructing the 6' security fence with vehicle access gates. The proposed shared facility consists of 99 parking spaces. ***This item has been implemented through an agreement with Green Hill School and will not be a part of the design as it moves forward.***

The current estimated cost of all of the Phase I components is \$2 million, including \$640,000 for Penny Playground.

Phase II:

- New, 4,200 square feet combined multi-purpose building, with restrooms that have outside access, to eliminate the need for the existing stand-alone restroom building. In order to preserve some of the history of the existing buildings, it was suggested that the names of VR Lee and Fred Hess be somehow incorporated into the new building. The City Council also requested that there was some parking provided close to the front of the building.
- New parking lot along Williams Avenue, with the “buffer” concept to improve safety.
- Frontage improvements along 13th Street.
- Closing off the road at Mills and 13th, and including new crosswalks with crossing beacons and lights.

Phase II improvements can be completed as part of a single phase, or a multi-phase approach could be implemented as funding became available. For example, the new parking lot at Williams Avenue could be completed as part of the same phase as the community building, to ensure that there is adequate parking for the new building, while the landscaping and frontage improvements could be included in a future phase.

NEXT STEPS -- PROJECT PLANNING DISCUSSION

It is recommended that the City Council approve a plan that would complete the project in phases in consideration of limited resources and community priorities. It is further recommended that Phase I be separated into components, so that Penny Playground improvements can be closely managed by staff with input from a playground equipment provider and the community, which invested time, energy and money to build the existing playground more than 20 years ago.

Moving forward, the next step would be to authorize the funding for the 30% Plans, Specifications and Engineering (PS&E) for Phase I, which would provide the first opportunity to evaluate the cost of the project based on actual design details. To date, the cost estimates have been based on conceptual designs and assumptions based on standard costs. The engineer’s opinion of the probable cost to construct the facilities, based on the 30% design will allow the City to evaluate the total anticipated cost of the first phase of the project, less Penny Playground. If the costs are acceptable, the City could then authorize the engineer to proceed with final design, or, in the alternative, reduce the scope of the work to fit within an acceptable budget.

The 30% design can be completed by mid-April. If approved for final design, the project could be ready for bidding in July of 2017 if funding is secured by that time. However, this is an incredibly ambitious schedule and the City would need to fund the estimated \$2 million project upfront, limiting opportunities for community based fundraising for Penny Playground and Recreation Conservation Office Grant applications that cannot be submitted until the next cycle in 2018. The only secured funding source at this time is the \$400,000 generously committed to the project by The Chehalis Foundation for ball fields, which will be paid to the City over a period of four or five years.

If the City uses 2017 to complete the design and work on a funding plan, it is possible that the City could pursue grants, submit a request for Lodging Tax Funds, and work with community members that have expressed enthusiasm regarding a fundraising campaign to build a new Penny Playground in time for the 25th Anniversary in 2019. While this would delay the construction until 2018, it would allow for more complete planning and potentially reduce some of the financial risks.

FISCAL IMPACT

The total cost of the Phase I improvements is currently estimated to be \$2 million, including \$640,000 for Penny Playground.

The cost to complete the 30% design for Phase I Improvements is \$85,000. The cost to complete the 100% Bid Ready Plans for Phase I Improvements is \$171,200. These engineering cost estimates do not include the design of Penny Playground, which is proposed to be a separate project component. With City Council approval, the Skillings Connolly work would include the production of a grading plan and a connection point for the new Penny Playground drainage system to connect to the proposed drainage for the rest of the park, but would not include the design or construction of the playground itself. As the project moves forward, the City would work with the community to design and construct the new playground facility, using the design assistance that is typically provided by playground equipment vendors.

The 2017 Adopted Budget includes \$50,000 for the Recreation Park Project. Approximately \$25,000 has been spent this year, so the estimated balance of \$25,000 could be used for the engineering and design. Real Estate Excise Tax Funds (REET), which are restricted for capital projects, could also be used for the engineering and design work. The City is currently holding approximately \$414,000 in REET funds.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to execute a contract with Skillings Connolly, Inc., in an amount "Not-to-Exceed" \$85,000 to complete the 30% PS&E design work and appropriate \$85,000 from a REET account to fund the work.

When the 30% plans are ready, an update would be provided to the City Council, most likely at the May 8 meeting, to obtain direction regarding moving forward with the remaining 70% design, project timeline, and the development of a funding plan.

SUGGESTED MOTION

I move that the City Council authorize the City Manager to execute a professional services contract with Skillings Connolly, Inc., in an amount "Not-to-Exceed" \$85,000 for 30% complete bid documents and bid phase services for Phase I of the Recreation Park Project, with the option of authorizing the design team to proceed with completing the 30% design level documents, and only when given notice to proceed, will the Consultant be authorized to complete the final design.