

CHEHALIS CITY COUNCIL AGENDA

CITY HALL
350 N MARKET BOULEVARD, CHEHALIS, WA 98532

Dennis L. Dawes, Position at Large Mayor	Terry F. Harris, District 1, Mayor Pro Tem Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	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, March 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>Welcome and Recognition of Chehalis Boy Scout Pack 301.</u> (Mayor)	---	---
4. <u>Welcome and Presentation of Certificates to Visiting Sister City Delegation, and Recognition of Host Families.</u> (Mayor)	---	---
5. <u>Chehalis Wedding Show Report.</u> (Matt Shannon, Lori Kahn)	---	---

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		
6. <u>Minutes of the Regular Meeting of March 13, 2017.</u> (City Clerk)	APPROVE	1
7. <u>Vouchers and Transfers.</u> (City Manager, Finance Manager)	APPROVE	5

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
CONSENT CALENDAR - CONTINUED		
8. <u>Supplemental Grant Agreement with WSDOT in the Amount of \$3,965.08 for the Airport Apron Project.</u> (City Manager, Airport Manager)	AUTHORIZE CITY MANAGER TO ACCEPT SUPPLEMENTAL GRANT	7
9. <u>Award Bid for the Kresky Avenue Sewer Repair Project to DJ's Plumbing in the Amount of \$68,963.40.</u> (City Manager, Public Works Director, Wastewater Superintendent)	APPROVE	13
10. <u>Resolution No. 2-2017, First and Final Reading – Declaring Property to be Surplus.</u> (City Manager, Police Chief)	ADOPT ON FIRST AND FINAL READING	21
11. <u>Set Date and Time of April 10, 2017 at 5:00 p.m. for a Public Hearing regarding an Application to Rezone Property at 1856 SW Hubbard Lane.</u> (City Manager, Community Development Director)	SET PUBLIC HEARING DATE	25

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
ADMINISTRATION AND CITY COUNCIL REPORTS		
12. <u>Administration Reports.</u>		
a. City Manager update. (City Manager)	INFORMATION ONLY	---
b. Finance Report for February 2017. (City Manager, Finance Manager)	INFORMATION ONLY	37
13. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	---

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
NEW BUSINESS		
14. <u>Downtown Restroom Renovation Project.</u> (City Manager, Public Works Director)	APPROVE	45

EXECUTIVE SESSION		
15. Pursuant to RCW 42.30.110(1)(i) – 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, APRIL 10, 2017.

March 13, 2017

The Chehalis city council met in regular session on Monday, March 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, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Tony Ketchum was absent (excused). Staff present included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; David Fleckenstein, Airport Manager; Caryn Foley, City Clerk; Melody Guenther, Court Administrator; Trent Loughheed, Community Development Director; Dale McBeth, Municipal Court Judge; Judy Pectol, Finance Manager; Rick Sahlin, Public Works Director; Glenn Schaffer, Police Chief; Judy Schave, Human Resources/Risk Manager; Mark Scheibmeir, Assistant City Attorney; Don Schmitt, Street Superintendent; and Dave Vasilauskas, Water Superintendent. Members of the media included Justyna Tomtas from *The Chronicle*.

1. **Swearing In of Abraham Meyer as Firefighter and Derrick Paul as Fire Captain.** New Firefighter Abraham Meyer and newly promoted Fire Captain Derrick Paul were sworn into their new positions by Municipal Court Judge Dale McBeth. Family members and fellow firefighters were on hand for the event. Mayor Dawes congratulated Firefighter Meyer and Captain Paul.

2. **Chamber Update.** Alicia Bull updated the council on happenings at the chamber. She thanked the council for their dedication to the chamber by allocating lodging tax revenue for the visitor center at the chamber. The money is used to have the chamber open on Saturdays; 25% of the facility is set up for tourism promotion materials; and an 800 telephone number is available for out-of-area callers interested in visiting our area. The chamber keeps track of all calls, along with visitors to the chamber. The chamber provides a relocation guide, the chamber directory, and all sorts of information about the community. The chamber promotes the Choose Local First campaign with radio spots. Ms. Bull distributed the new chamber directory and pointed out the new insert, which included recognition of businesses that support the chamber. The city is listed as a platinum sponsor, which includes recognition and promotion of Chehalis events on the chamber's electronic reader board. The insert includes a calendar of chamber-sponsored events, including many in the Chehalis. One of the events is the Seattle to Portland Bicycle Classic (STP), and Ms. Bull indicated that they are really trying to "beef up" the STP within the city of Chehalis, including a celebration at Penny Playground last year. The chamber takes care of private housing, luggage, and the food for the one-day riders. They want people to enjoy the space so visitors will want to come back. She stated all of those events are on top of the activities funded by lodging tax. She stated these events are important and the chamber wants to support the city and businesses as best they can.

Mayor Dawes stated there was a recent Senate bill, that died, that would have had an impact on the Chehalis Wedding Show and the city's ability to fund that event, which hoteliers have identified as one of the biggest things that brings people in. The Wedding Show itself may not bring in many visitors, but the resulting weddings do.

Ms. Bull stated she and Chamber president Todd Chaput discussed that, and they definitely want to see the money stay at the local level. She stated they were happy to see the bill go that way and they will continue to stay involved. She stated the chamber's goal is to get people here and help them stay longer, spend more money, and want to come back. When the chamber talks tourism they look at how the communities can be sold together to get people here. They also worry about workforce and education -- making sure our schools are strong. She reiterated how much the chamber appreciates the long-term lease the city has given the chamber for the property where the chamber is located. They value the relationship with the city and want to see that relationship grow.

Councilor Pope shared the history of housing in private homes for the STP. The grange had a big convention here and they needed housing. At the same time an effort was underway to have a performing arts center here. That group developed the private housing for the grange convention and from there, he and his wife set it up for the STP. He stated they had riders stay with them each year and even though they don't ride anymore, they still come and stay with them each year, which is really nice. Ms. Bull stated they also see that; people have formed long-term relationships and friendships.

Councilor Lund thanked Ms. Bull for the great job she's done for the chamber, and as a member he appreciates the information that gets out to the members. Ms. Bull stated they have a lot going on and now have four employees.

Councilor Lund asked Ms. Bull to tell the council about the upcoming fundraiser for the Boys & Girls Club facility that is under construction. Ms. Bull stated that *Brews, Brats and Wine -- First Pitch* will be held March 25 at 4:00 p.m. at the Pacific Athletic Center. Tickets are available on-line or through her.

March 13, 2017

Mayor Dawes agreed that bringing people into the area requires cooperation, not amongst the chamber and the city, but amongst all groups. We need to recognize that the competition is not amongst us in Lewis County. The competition is amongst those around us that want the same things that we do. We've got to learn that there is enough for all of us, so let's be supportive of each other. Ms. Bull concurred and stated what's good for one community is good for all of us.

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

- a. Minutes of the regular meeting of February 27, 2017;
- b. February 28, 2017 Claim Vouchers No. 118407 – 118515 in the amount of \$204,125.25; and February 28, 2017, Payroll Vouchers No. 39403 – 39443, Direct Deposit Payroll Vouchers No. 7998 – 8094, and Electronic Federal Tax Payment No. 169 in the amount of \$726,322.84;
- c. Approve bids for rock, gravel, and asphalt;
- d. Approve engineering services contract with RB Engineering in the amount of \$19,100 for fill and grade of Tract 5A at the Airport;
- e. Approve final acceptance of Salzer Creek Bridge Scour Project and authorize release of retainage in the amount of \$14,951.01 to JamesCo Pro, Inc., after statutory requirements are met;
- f. Approve final acceptance of National Avenue TIB Arterial Preservation Project and authorize release of retainage in the amount of \$16,037.45 to Granite Construction Company after all statutory requirements are met;
- g. Approve amendment No. 4 in the amount of \$35,500 to the professional services agreement with Parametrix, Inc., for SCADA services; and
- h. Authorize City Manager to sign the Chehalis River Basin Flood Authority Interlocal Agreement for Study, Analysis, and Implementation of Flood Hazard Reduction Solutions in the Basin.

The motion was seconded by Councilor Lund.

Councilor Spahr noted the National Avenue TIB Arterial Project came in about \$45,000 under bid. With regard to the High Level Reservoir Project, he asked why the original estimate did not foresee the needed SCADA services? Water Superintendent Dave Vasilauskas stated that when they went to bid for the project they did not know the magnitude of what needed to be upgraded, and the radio frequency needed to be changed. Not knowing all of that, they had to wait until all engineering was done and then implement what was needed.

The motion carried unanimously.

4. **Councilor Reports/Committee Updates.**

- a. **Councilor Lund.** Councilor Lund attended a fair commission meeting and the Pope's Kids Place Gala, which was a wonderful event.
- b. **Councilor Spahr.** Councilor Spahr attended the EDC board meeting and also Pope's Gala.
- c. **Councilor Harris.** Councilor Harris attended the CCRT meeting. He was also busy relating to the Senate bill on lodging tax that Mayor Dawes mentioned earlier in the meeting. It appears that some places in the state are using the funds incorrectly and so we're all having to pay the price. He wished common sense would prevail and that they would realize that communities know what is best for them. The reporting requirements that were in the bill were unattainable. They were asking for exact information about how many heads were put into beds for every single program and that is just not possible. Councilor Harris is now the chair of the Chehalis Basin Partnership. They have lots going on and he wants to look at the 100% consensus

March 13, 2017

requirement that the organization has to deal with. He stated that when you have 20 to 25 members, and the only way you can get anything done is if not a single person says no, you are handcuffed.

With regard to the lodging tax bill, Mayor Dawes agreed that somewhere, someone is upset over the way funds are being spent, so rather than address that particular group, they take the first grade approach and punish everybody.

d. **Mayor Dawes.** Mayor Dawes attended the Mayors' meeting where they discussed the Corps of Engineers and our community being in the Seattle district. He suggested that a letter be drafted to be signed by all mayors and Lewis County commissioners asking that we be put back under Portland's district. A letter was also sent to Senator Braun regarding the lodging tax bill. He suggested that if there are concerns from the hoteliers maybe they need to be the ones that take over the sponsoring of events and manage them because that's what we're trying to do to bring visitors in. A letter also went out to maintain the staffing at the Centralia Amtrak station. They will keep it staffed until the end of this year and it looks fairly promising to keep it staffed the following year, too.

5. **Executive Session.** At 5:42 p.m., Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Real Estate; RCW 42.30.110(1)(i) – Litigation/Potential Litigation; and RCW 42.30.140(4)(a) – Collective Bargaining not to exceed 60 minutes and there would be no decisions following conclusion of the executive session. The regular meeting was reopened at 6:43 p.m. and the Mayor announced the council would be in executive an additional 20 minutes. He again reopened the regular meeting at 7:02 p.m. and announced the council would be in executive session an additional 30 minutes. Mayor Dawes closed the executive session at 7:19 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: March 27, 2017

SUBJECT: Vouchers and Transfers

ISSUE

City Council approval is requested for the Vouchers and Transfers dated March 15, 2017.

DISCUSSION

The March 15, 2017 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 118516-118675 and Electronic Funds Transfer No. 22017 in the amount of \$300,034.08 dated March 15, 2017 and the transfer of \$169,122.70 from the General Fund, \$48,575.59 from the Wastewater Fund, \$36,470.10 from the Water Fund, \$14,059.43 from the Storm & Surface Water Utility Fund and \$31,806.26 from the Airport Fund.

RECOMMENDATION

It is recommended that the City Council approve the March 15, 2017 Claim Vouchers No. 118516-118675 and Electronic Funds Transfer No. 22017 in the amount of \$300,034.08.

SUGGESTED MOTION

I move that the City Council approve the March 15, 2017 Claim Vouchers No. 118516-118675 and Electronic Funds Transfer No. 22017 in the amount of \$300,034.08.

**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: March 27, 2017

SUBJECT: WSDOT Supplemental Grant Agreement for Airport Apron Project

ISSUE

The airport received an increase in funding from the FAA in order to fund change orders and complete the apron project once dryer weather occurs in the spring of 2017. WSDOT will provide 5% in matching funding for the project in the form of a supplemental grant.

DISCUSSION

The airport apron project was winterized due to excessive rain and lower temperatures throughout October that prevented completion of the project. The FAA provided additional funding for change orders (lowering a storm drain pipe and catch basin, filling cracks, and placing a rubberized mat to prevent reflective cracking), winterization, and costs related to mobilization in the spring. The airport requested an amendment to the WSDOT 5% matching grant to reflect the additional costs.

FISCAL IMPACT

WSDOT will provide \$3,965.08 in additional funding as the 5% matching grant. The airport will also provide \$3,965.08 in matching funding from the airport's capital expenses budget.

RECOMMENDATION

- Accept and execute the WSDOT Supplemental Grant in the amount of \$3,965.08
- Authorize expenditure of \$3,965.08 in matching funds to complete the project in spring 2017

SUGGESTED MOTION

I move that the City Council authorize the City Manager to accept and execute the WSDOT Supplemental Grant in the amount of \$3,965.08, and authorize the expenditure of \$3,965.08 in matching funds to complete the Airport Apron Project.



**Washington State
Department of Transportation**

Aviation Division
7702 Terminal St SW
Tumwater, WA 98501
360-709-8015 / FAX: 360-709-8009
Toll Free: 1-800-552-0666
TTY: 1-800-833-6388
www.wsdot.wa.gov

February 22, 2017

David Fleckenstein
Airport Manager
City of Chehalis
P.O. Box 1344
Chehalis, Washington 98532

Re: GCB 2404 Supplemental Agreement No. 1

Dear David,

Enclosed please find the fully executed supplemental grant agreement No. 1 to GCB 2404 which increases the total grant amount to \$48,964.68.

Should you have any questions, please do not hesitate to contact me at (360) 848-7115.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Johnson', written over a horizontal line.

Eric Johnson
Construction and Grants Program Manager

elj:ELJ

cc: -file

**GCB 2404
SUPPLEMENTAL GRANT AGREEMENT No. 1**

**WSDOT AVIATION
WASHINGTON AIRPORT AID PROGRAM**

Airport Name: Chehalis-Centralia Airport

Public Entity and Address: City of Chehalis
P.O. Box 1344
Chehalis, Washington 98532

Original Grant Amount: \$44,999.60

Supplemental Amount Requested: \$ 3,965.08

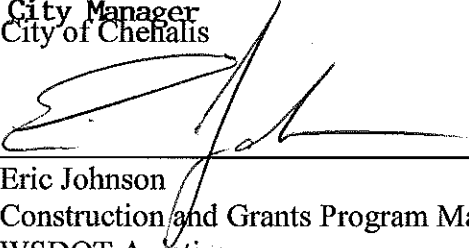
Maximum Payable Amount: \$48,964.68

Reason for Supplemental Request: In September 2016, Washington State Department of Transportation (WSDOT) Aviation awarded Airport Aid grant funds to the City of Chehalis (City) for an Apron Rehabilitation project. During construction, changes were needed to lower a pipe and catch basin, fill cracks and place a rubberized mat to prevent reflective cracking, and winterization of the project caused by record rainfalls. The City has executed change orders totaling \$79,301.47. It was the intent of the original grant agreement (GCB 2404) between WSDOT and the City to fund half of the local match to the FAA's 90% federal grant funds. The total additional amount over the original grant is \$3,965.08 ($\$79,301.47 \times 5\%$). The City has requested an amendment to cover the additional amount. WSDOT feels that the additional costs are reasonable and justified and is hereby increasing the Airport Aid grant with this supplemental agreement. The total payable amount of GCB 2404 with this supplement increases to \$48,964.68.

Accepted by:


Jill Anderson
City Manager
City of Chehalis

Approved by:



Eric Johnson
Construction and Grants Program Manager
WSDOT Aviation

Reviewed by:



Tristan Atkins
Director
WSDOT Aviation

Date of Approval:

2/17/2017



**Washington State
Department of Transportation**

Aviation Division
7702 Terminal St SW
Tumwater, WA 98501
360-709-8015 / FAX: 360-709-8009
Toll Free: 1-800-552-0666
TTY: 1-800-833-6388
www.wsdot.wa.gov

February 7, 2017

David Fleckenstein
Airport Manager
City of Chehalis
P.O. Box 1344
Chehalis, Washington 98532

WSDOT Aviation

FEB 16 2017

Received

Re: GCB 2404 Supplemental Agreement No. 1

Dear David,

Washington State Department of Transportation (WSDOT) Aviation Division has considered your request to amend Airport Aid grant GCB 2404 to provide additional funds for change orders No. 1 and 2 and is hereby amending the agreement to increase the grant by \$3,965.08.

In September 2016, WSDOT Aviation awarded Airport Aid grant funds to the City of Chehalis (City) for an Apron Rehabilitation project. During construction, changes were needed to lower a pipe and catch basin, fill cracks and place a rubberized mat to prevent reflective cracking, and winterization of the project caused by record rainfalls. The City has executed change orders totaling \$79,301.47. It was the intent of the original grant agreement to fund half of the local match to the FAA's 90% federal grant funds. The total additional amount over the original grant is \$3,965.08 (\$79,301.47 x 5%). WSDOT feels that the additional costs are reasonable and justified and is hereby increasing the Airport Aid grant by \$3,965.08.

Enclosed for your signature is Supplement No. 1 to GCB 2404 between the City of Chehalis and WSDOT Aviation. Please return three original signed documents to WSDOT Aviation, 7702 Terminal Street SW, Tumwater, WA 98501-7264; a fully executed copy will be returned for your files.

Should you have any questions, please do not hesitate to contact me at (360) 848-7115.

Sincerely,

Eric Johnson
Construction and Grants Program Manager

elj:ELJ

cc: -file

**CITY OF CHEHALIS CITY COUNCIL
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Rick Sahlin, Public Works Director
Patrick Wiltzius, Wastewater Superintendent

DATE: March 27, 2017

SUBJECT: Award of Bid for the Kresky Avenue Sewer Repair Project

ISSUE

The administration has utilized the Small Works Roster process to request bids for the replacement of a section of sewer line underneath Kresky Avenue. The administration is requesting the City Council award the project to the low bidder.

DISCUSSION

A 105-foot section of 8-inch asbestos cement sewer line that runs underneath Kresky Avenue, near the Washington State Employees Credit Union building, has been in dire shape for years. Staff must continually flush the line and remove debris on a weekly basis in order to prevent the line from plugging and causing a sewer overflow. The sewer line is over 30 years old and recent televising has revealed significant offsets in the pipe. Failure of the pipe could undermine the roadway surface and result in damage to this major arterial.

Because of the depth of the line, its proximity to numerous utilities, and the total cost of the project, the work cannot be performed by city staff. Engineered plans were drawn up and bids requests to seven contractors on the Small Works Roster. Bids closed on March 17 and only two bids were received. One from Rognlin's for \$99,360.00 and the other from DJ's Plumbing for \$68,963.40.

FISCAL IMPACT

\$100,000 was allotted in the 2017 wastewater utility budget for this project.

RECOMMENDATION

- Award bid to DJ's Plumbing in the amount of \$68,963.40
- Authorize City Manager to execute contract agreement
- Authorize additional 10% project budget contingency of \$6,386
- Authorize City Manager to execute change orders that do not exceed total project budget of \$75,349.40

SUGGESTED MOTION

I move that the City Council award the bid to DJ's Plumbing in the amount of \$68,963.40; authorize the City Manager to execute the contract agreement; authorize an additional 10% project budget contingency of \$6,386; and authorize the City Manager to execute change orders that do not exceed the total project budget of \$75,349.40 for the Kresky Avenue Sewer Repair Project.



CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT dated the 17 day of March, 2017, by and between the CITY OF CHEHALIS, WASHINGTON, (hereinafter called OWNER) and D.S.'s Plumbing, LLC (hereinafter called CONTRACTOR). OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. WORK.

CONTRACTOR shall complete all Work as specified or indicated. The Work is generally described as follows: Replace approximately 105 ft of gravity sewer line on Kresky Avenue between manholes 29 & 30 per engineered plans by Gibbs & Olson (attachment A).

Article 2. CONTRACT TIME.

Contractor agrees that the Work will be substantially complete within **sixty (60) calendar days** after the Notice to Proceed is issued.

Article 3. PREVAILING WAGE REQUIREMENT.

This is a public works project and requires that prevailing wage be paid as governed by Chapter 39.12 RCW – Prevailing Wages on Public Works, regardless of the contract amount.

Each individual contractor and subcontractor on a public works project must individually file a "Statement of Intent to Pay Prevailing Wages and an Affidavit of Wages Paid" with the Washington State Department of Labor and Industries for each contract. CONTRACTOR and subcontractor must provide OWNER with compliance documentation.

Article 4. E-VERIFY.

All contracts with a value of \geq \$1,000 shall require that the awarded contractor register with the Department of Homeland Security E-Verify program. Contractors shall have 30 calendar days after the execution of the contract to register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security (DHS) E-Verify program. After completing the MOU the contractor shall have up to 90 calendar days to begin using E-Verify and provide a written record on the authorized employment status of their employees and those of any subcontractor(s) currently assigned to the contract. This procedure does not apply to contracts that are for a period of performance of less than 60 days.

Article 5. PERFORMANCE/PAYMENT BOND.

Pursuant to RCW 39.08.010 the Contractor, prior to commencing work, shall furnish a Performance/ Payment Bond for the full contract sum including sales tax; however, if the Contract Sum does not exceed \$35,000 the Contractor may, in lieu of providing a bond, request the City retain 50% of the Contract amount earned for a period of 45 days following acceptance of the work or until receipt of all necessary releases and settlement of any liens filed under Chapter 60.20 RCW, whichever is later, at which time the City in ordinary course of business will make final payment.

Article 6. LIABILITY INSURANCE.

The Contractor shall, at Contractor's expense, obtain and keep in force at all times during the term of this contract, Comprehensive General Liability, Employer's Liability, Workmen's Compensation, Public Liability and Property Damage insurance with an insurance carrier acceptable to the city, including broad form general liability endorsement and contractual liability on an occurrence basis and comprehensive auto liability, including owned, non-owned and hired vehicles with the limits of not less than ONE MILLION (\$1,000,000) DOLLARS combined single limit insuring City and Contractor against any liability arising out of the use occupancy or maintenance of contract site. The limit of said insurance shall not, however, limit the liability of the Contractor hereunder. The Contractor agrees to furnish the City certificates of insurance or other evidence satisfactory to the City to the effect that such insurance has been procured and is in force prior to starting work.

Article 6. PAYMENT AND RETAINAGE.

Upon completion of the work or no more often than monthly, the Contractor shall submit an invoice for work completed to *City of Chehalis, Attn: Accounts Payable, 1321 S. Market Blvd., Chehalis, WA 98532*. The City will make payment within 30 days of receipt of the Contractor's properly completed invoice or receipt of the goods and services, whichever is later. The City will pay 95% of the amount of the approved invoice and will retain 5% in accordance with Retainage requirements of Chapter 60.28 RCW, unless the Contractor asks the Port to retain 50% of the payment in lieu of bond in accordance with Paragraph 5 above. Payment shall neither waive or release the City's rights nor relieve the Contractor of any obligations under this Contract or by law. Pursuant to Chapter 60.28 RCW, the City will retain 5% of the Contract Sum for a period of 45 days after date of acceptance, or until receipt of all necessary releases and settlement of any liens filed under Chapter 60.28 RCW, whichever is later, at which time the Port in ordinary course of business will make final payment.

Article 7. CONTRACT AGREEMENT PRICE.

OWNER shall pay **CONTRACTOR** for completion of the Work in accordance with the Contract Agreement equal to the amounts determined:

Bid/Quote Amount \$ 63,855⁰⁰
Sales Tax \$ 5,108⁴⁰
TOTAL \$ 68,963⁴⁰

CONTRACTOR ACCEPTANCE

By: Kelly Jensen
Title: Owner
Date: 2/17/17

CITY OF CHEHALIS

By: _____
Title: City Manager
Date: _____

Attest: _____
City Clerk

D.J.'s Plumbing, L.L.C.
2619 Foron Road
Centralia, WA 98531
Phone 360-736-6444
Fax 360-736-6777
CL# DJSPLLL054Q1

March 17, 2017

City of Chehalis
2007 NE Kresky Ave,
Chehalis, WA 98532

Re: Kresky Sewer Line Replacement

Work to include the following:

- Call Underground Utility Locate Services before digging.
- Submit traffic control plan to City and obtain right of way permit.
- Expose existing communications line near manhole.
- Expose sewer line at manhole on East side of Kresky Avenue.
- Plug lines entering manhole temporarily.
- Remove enough sewer line to allow for core driller to core new hole in manhole.
- Install new Kor-n-seal boot in manhole with 8" PVC sewer pipe.
- Dig under next set of communications and gas line.
- Install 8" PVC pipe up to edge of pavement.
- Set up traffic control for single lane closure.
- Cut asphalt on east half of Kresky Avenue.
- Remove and haul away asphalt.
- Dig across this half of road and install 8" sewer pipe with proper bedding.
- Get inspection from engineering tech for Chehalis.
- Back fill with 1 1/4" crushed rock and compact in lifts.
- Place steel plates over road crossing.
- Set up traffic control for other lane closures.
- Cut asphalt on west side into yardbirds parking lot.
- Dig past storm drain, water main and communication lines to manhole #29.
- Have hole cored in manhole.
- Install 8" sewer pipe to manhole.
- Grout penetrations at manholes.
- Have line cleaned and provide video of line to Chehalis Waste Water Dept.

- Arrange for asphalt sub-contractor to hot patch asphalt after acceptance of the line.

For an estimated cost of \$63,855.00
Tax \$5108.40
Total cost of project \$68963.40

Notes: We have figured to use manhole #30 to hold sewage and have Goebels Septic pump when the volume is around 1000 gallons opposed to by passing pumping to manhole #29.

Unforeseen underground conditions or a change in facts or circumstances may result in change of price of this job.

**Written and oral change orders will be used for changes to the above proposal.
Please sign and date proposal upon acceptance. Return a copy to our office.**

Contractor's or Homeowner's / Payer guarantee Signature

Date Accepted

By: KJ/di

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Jill Anderson, City Manager
BY: Glenn Schaffer, Police Chief
MEETING OF: March, 27, 2017
SUBJECT: Resolution No.2-2017 – Declaring Property to be Surplus

ISSUE

The Police Department has 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. 2-2017 has been prepared for the City Council's consideration. The property includes a year 2000 police radar trailer; and a 2009 Crown Victoria, VIN 2FAHP71VX9X139042.

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. 2-2017 on first and final reading.

SUGGESTED MOTION

I move that the City Council adopt Resolution No. 2-2017 on first and final reading.

RESOLUTION NO. 2-2017

**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.

Police Department	VIN #
2000 Radar Trailer	LCAUS0417YT313363
2009 Crown Victoria Car	2FAHP71VX9X139042

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: Trent J. Lougheed, P.E., Community Development Director

DATE: March 27, 2017

SUBJECT: Setting Date and Time of April 10, 2017 at 5:00 p.m. for a Public Hearing Regarding an Application to Rezone 1856 SW Hubbard Lane

ISSUE

The City received an application to rezone 1856 SW Hubbard Lane. Currently, the parcel is zoned R-2 Medium Density Residential. The proposal is to change the zoning to CG Commercial General in order to add the parcel to an existing parcel to the north that is currently zoned CG. This parcel is narrow, which limits development and maneuverability onsite. The parcel is accessed from South Market Boulevard via a shared driveway for the existing commercial zoned parcels. This rezone would expand the existing CG zone.

DISCUSSION

The City of Chehalis Development Review Committee (DRC) reviewed the initial proposal on February 23, 2017. The documents reviewed included:

1. Rezone application
2. SEPA checklist application
3. SEPA DNS
4. Public comments received
5. Maps and photos
6. Notice of public hearing with list of neighboring parcel owners notified

Notice of the public hearing held before the Planning Commission on March 14, 2017 was mailed to the owner/applicant, property owners within 300' of the site and appropriate agencies on February 17, 2017. Notice was published in The Chronicle newspaper on February 25, 2017 and was sent to both KELA and KITI radio stations. The DRC completed the review and provided the recommendation on March 6, 2017. A complete staff report with the DRC comments and recommended conditions is attached for review. The Planning Commission voted unanimously to recommend approval of the proposed application.

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council set April 10, 2017 at 5:00 p.m. for the second required public hearing on the proposed rezone of 1856 SW Hubbard Lane.

SUGGESTED MOTION

I move that the City Council set April 10, 2017 at 5:00 p.m. for the second required public hearing on the proposed rezone of 1856 SW Hubbard Lane.

SUMMARY

Application(s):	Rezone-16-0002	Applicant/Contact:	RB Engineering, Inc.
Site Address:	1856 SW Hubbard Ln.		Attn: Robert Balmelli
Parcel Number:	005604035013		P.O. Box 923
Owner:	Rusty Gill	Report Date:	March 6, 2017
	P.O. Box 416		
	Chehalis, WA 98532		Chehalis, WA 98532
	(360) 508-1129		(360)740-8919

Prepared by: **City of Chehalis Community Development Department**

Request:

This proposal is to rezone tax parcel #005604035013. Currently it is zoned R-2 Medium Density Residential. The proposal is to change the zoning to CG Commercial General. This change of zoning is requested so the parcel may be added to an existing parcel to the north that is currently zoned CG. This parcel is narrow which limits development and maneuverability onsite. The parcel site is accessed from South Market Boulevard via a shared driveway for the existing commercial zoned parcels. This rezone would expand the existing CG zone.

Applicable Regulations:

Chehalis Municipal Code (CMC):

- § 2.50 Hearing Examiner
- §17.09.140 Amendments/Rezoning
- §17.09.130 Public hearings
- § City of Chehalis Comprehensive Plan
- §15.30 Storm Water and Storm water runoff

Analysis:

The City of Chehalis Development Review Committee (DRC) reviewed the initial proposal on February 23, 2017

Documents:

Rezone application, SEPA checklist application, SEPA DNS, Public comments received, Maps, Photos, Notice of Public Hearings, list of neighboring parcel owners notified.

The subject property is zoned **Residential-2 (R-2)**

Public Notice:

Notice of the Public Hearing was mailed to the owner/applicant, property owners within 300' of the site and appropriate agencies on February 17, 2017. Notice was published in The Chronicle newspaper on February 25, 2016 and sent to both KELA and KITI radio stations.

Chehalis Development Review Committee (DRC) Review/Recommendation Date:
March 6, 2017

BACKGROUND AND DRC REVIEW/RECOMMENDATION

The DRC has the following comments and recommended conditions for this rezone:

This lot is currently vacant with no buildings upon it. It was originally subdivided by previous owners who did not follow the Washington state or City of Chehalis zoning/platting regulations at the time. Subsequently it was part of a Boundary Line Adjustment that was approved by the Community Development Dept. and recorded on 10/26/2007.

In September of 2005, this property was cited for a code violation: "*Storm drainage ditch being covered/changed/filled in and replaced by culvert without any approved plans or permits*". As a result of the citation, the owner indicated in a letter received by Community Development that RB Engineering was working on a storm water plan.

In 2006 a stormwater easement was recorded with the Lewis County Auditor's office that described the location of a storm water easement. The easement was not reviewed or approved by the City of Chehalis Community Development Department or the Public Works Department. The recorded document granted the storm water easement to the City of Chehalis, without any review or approval by the City of Chehalis. It referenced two parcels only.

At issue is the existing storm water ditch that is currently conveying storm water runoff to multiple parcels to the south of this property, regularly causing flood like conditions for property owners "downstream". This existing ditch conveys water to sites that were never consulted about this conveyance nor were they approved to receive this stormwater. As it is currently configured, the storm water system does not meet minimum standards for storm water. This storm water system never received the required approvals or inspections prior to being covered up; therefore the City of Chehalis cannot be responsible for this system.

An application for grading was submitted on September 21, 2009 proposing to fill the site in order to make it suitable for temporary parking for commercial purposes. Because this property is located in a residential zone, the permit application was not approved. Several letters explaining the zoning regulations as well as the alternatives and processes involved to comply, were sent. No response was received from the owner or agent.

In December of 2009 this property was cited again for "*FILL/GRADE ACTIVITY WITHOUT THE REQUIRED PERMITS AND USE OF A RESIDENTIAL LOT AS A COMMERCIAL PARKING LOT WITHOUT THE REQUIRED CONDITIONAL USE PERMIT APPROVAL.*" Several notices were sent to the owner, with no response.

In January of 2010 the owner sent a letter to Community Development asking for permission to "clean off vegetation for maintenance purposes". The request was denied by the Director. It was deemed that this site already had "*fill/grade activity without the required permits*". And that the lot was being used as a commercial parking lot without approval. A notice was sent to the owner expressly explaining that the "*Capacity of the existing drainage system is unknown, no further work will be allowed until such time as civil plans are submitted and approved*". Another letter was sent giving the applicant until March of 2010 to comply. There was no further progress made for this site following that letter.

Therefore, the DRC has the following recommended conditions for this rezone:

1. The rezone is feasible, however, the storm water system shall be corrected to meet the minimum requirements of the Chehalis Municipal Code; specifically Chapter 15. This will require a storm water master plan to be submitted and approved incorporating storm water management of all land within this parcel. The storm water master plan shall address the existing non-conforming and/or failing storm water facilities at his site. This shall be fully implemented prior to any other permits being issued for this parcel.
2. Access for ingress/egress shall be allowed only from Market Blvd. and not through the residential neighborhood on SW Hubbard Lane. Easements shall be recorded by the owner of record.
3. Due to the proximity of the parcel to residential lots, it is recommended that a fence be constructed to separate the parcel from residential uses to the south. This fence should be a minimum of five (5) in height. It is also recommended that landscaping be required to be installed to visually separate the two land uses and create a buffer between them.
4. It is not clearly demonstrated that this rezone meets the intent of the code. Therefore it shall be up to the reviewing bodies (Planning Commission and City Council) to decide if this rezone should be granted. For details about the code criteria, see below:

The City of Chehalis Municipal Code has the following criteria that must be met for a rezone:

17.09.140 Amendments/rezones.

For the purpose of establishing and maintaining sound, stable, and desirable development within the city, the rezoning of land is to be discouraged and allowed only under certain circumstances as provided in this section. This policy is based on the opinion of the city council that the map is the result of a detailed and comprehensive appraisal of the city's present and future needs regarding land use allocation and, as such, should not be amended unless to correct a manifest error or because of changed or changing conditions in a particular area or the city in general. Rezoning shall only be allowed if the petitioner demonstrates by clear and convincing evidence that:

1. The land to be rezoned was initially zoned in error and as presently zoned is inconsistent with the policies and goals of the comprehensive plan; or
2. Conditions in the area for which rezoning is requested have changed or are changing to such a degree that it is in the public interest to encourage a redevelopment of the area; or
3. The proposed rezoning is necessary in order to provide land for a community-related use which was not anticipated at the time of the adoption of the comprehensive plan, and that such rezoning will be consistent with the policies of the comprehensive plan. [Ord. 720B § 1, 2002.]

DRC FINDINGS OF FACT

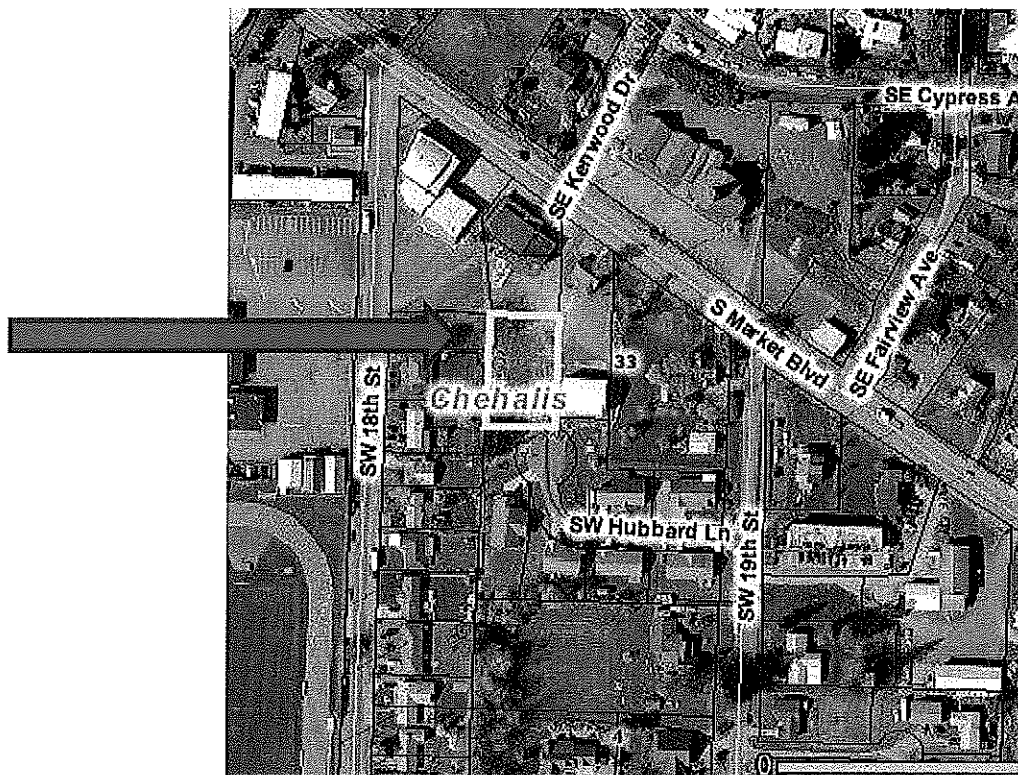
1. The applicant requests a rezone of this parcel from R-2 to CG
2. The applicant has submitted the application in a timely manner
3. This site has an unapproved storm water drainage system that floods neighboring properties
4. It is questionable if this proposal meets the minimum code criteria for a rezone

Vicinity map & general information for 342 SW 16th St. :

Parcel Number **005604035013**
Parcel Address 1856 SW , Chehalis
Use Code 11 Single Unit
TCA 020
Total Acres 0.24 acres

Owner/Taxpayer: Gill, Rusty
 Po Box 416
 Chehalis, WA 98532

Partial Legal Description: Section 33 Township 14N Range 02W PT LOT 5 URQUHART
 COFFMAN KEPNER ADD LOT 8 PT LOT 7 SP 96-027 1400525 B BLA
 05-113 3261286



Site: 1856 SW Hubbard Ln

Zoning Map for 1856 SW Hubbard Ln.



Subject Lot: R-2= Residential 2 zone (pink)

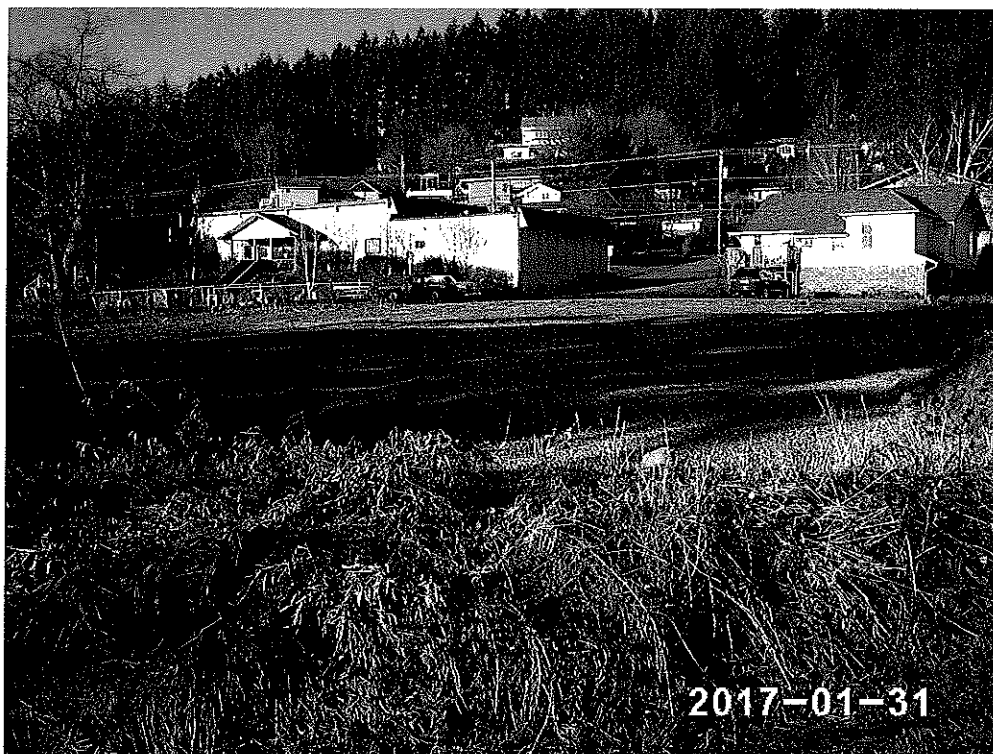
CG=Commercial General (blue)

EPF=Essential Public Facilities (school-green)

Site pictures for 1856 SW Hubbard Lan



Looking South from Market Blvd.



Looking North from Cul-de-Sac on SW Hubbard Ln



Looking east on lot (building is on lot next door)



Looking southeast on lot



Culvert pipe draining water to the south – on a dry day



Drainage ditch conveying storm water to neighboring lots



Storm water runoff going towards residential properties to the south



Storm Water runoff going towards residential neighborhood

**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: March 27, 2017

SUBJECT: Finance Report for February 2017

ISSUE

This item has been scheduled to present the City Council with information regarding the City's financial results of operations for the two months ending February 2017 for the General, Water, Wastewater, Storm, and Airport Funds.

DISCUSSION

After two months of operation, the results are generally what was expected. The first allocation of general fund costs to the proprietary funds will occur in March which will lower total expenses in the City Council, City Manager, Finance, City Clerk and Human Resources Departments. This explains in part why each of these departments shows expenditures which are a greater percent of budget than would appear normal.

FISCAL IMPACT

As shown.

RECOMMENDATION

It is recommended that the City Council review this information and let staff know if there are any questions or comments regarding the financial report.

SUGGESTED MOTION

N/A

To: The Honorable Mayor and Council
 Via: Tracie J Anderson, City Manager
 From: Judy Pectol, Finance Manager
 Prepared by: Jeff Fithen, Police Officer
 Date: March 20, 2017
 Subject: Monthly Financial Reports for February

City of Chehalis
Comparative Financial Reports
February 2016 and 2017

GENERAL FUND (#001) REVENUES	A February 2016		B February 2016		C=B/A		D February 2017		E February 2017		F=E/D		G Expected % Rec'd*		H^ Variance from Expected		I=F-G % Variance	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	% Rec'd	% Rec'd	% Rec'd	% Rec'd	% Rec'd				
General Property Taxes	\$1,276,948	\$6,403	\$1,464,432	\$6,964	0.5%	0.5%	\$1,464,432	\$6,964	0.5%	0.5%	16.7%	16.7%	(\$237,596)	16.2%				
EMS Property Taxes	304,886	1,213	328,028	1,558	0.4%	0.5%	328,028	1,558	0.5%	0.5%	16.7%	16.7%	(53,222)	-16.2%				
Sales & Use Tax	3,772,472	675,869	4,044,090	763,073	17.9%	18.9%	4,044,090	763,073	18.9%	18.9%	16.7%	16.7%	87,710	2.2%				
Electricity Tax	495,100	71,784	505,002	83,423	14.5%	16.5%	505,002	83,423	16.5%	16.5%	16.7%	16.7%	(912)	-0.2%				
Gas/Natural Gas Tax	217,725	31,979	240,202	31,186	14.7%	13.0%	240,202	31,186	13.0%	13.0%	16.7%	16.7%	(8,927)	-3.7%				
Criminal Justice Tax	105,050	18,688	106,101	21,661	17.8%	20.4%	106,101	21,661	20.4%	20.4%	16.7%	16.7%	3,942	3.7%				
Main Street B & O Credit	0	0	0	0	0.0%	100.0%	0	0	0.0%	100.0%	16.7%	16.7%	20,296	83.3%				
Water/Sewer Tax	452,900	74,519	464,727	74,901	16.5%	16.1%	464,727	74,901	16.1%	16.1%	16.7%	16.7%	(2,708)	-0.6%				
Garbage Tax	81,900	15,884	81,900	16,408	19.4%	20.0%	81,900	16,408	20.0%	20.0%	16.7%	16.7%	2,730	3.3%				
Cable Tax	133,485	26,893	135,500	26,829	20.1%	19.8%	135,500	26,829	19.8%	19.8%	16.7%	16.7%	4,201	3.1%				
Telephone Tax	275,000	65,238	260,000	56,327	23.7%	21.7%	260,000	56,327	21.7%	21.7%	16.7%	16.7%	12,907	5.0%				
Leasehold Excise Tax	41,000	9,508	43,050	11,737	23.2%	27.3%	43,050	11,737	27.3%	27.3%	16.7%	16.7%	4,547	10.6%				
Timber Excise Tax	45	0	45	0	0.0%	0.0%	45	0	0.0%	0.0%	16.7%	16.7%	(8)	-16.7%				
Total Tax Revenues	7,156,511	997,978	7,673,077	1,114,363	13.9%	14.5%	7,673,077	1,114,363	14.5%	14.5%	16.7%	16.7%	(167,041)	-2.2%				
Licenses & Permits	157,050	80,013	210,550	43,385	50.9%	20.6%	210,550	43,385	20.6%	20.6%	16.7%	16.7%	8,223	3.9%				
Intergov't: Grants/Entitlements	445,620	10,401	183,661	13,534	2.3%	7.4%	183,661	13,534	7.4%	7.4%	16.7%	16.7%	(17,138)	-9.3%				
Charges for Goods and Svcs.	371,196	44,216	326,265	46,463	11.9%	14.2%	326,265	46,463	14.2%	14.2%	16.7%	16.7%	(8,023)	-2.5%				
Fines and Forfeitures	147,420	27,293	144,770	17,036	18.5%	11.8%	144,770	17,036	11.8%	11.8%	16.7%	16.7%	(7,141)	-4.9%				
Interest Earnings	11,890	3,344	15,990	3,742	28.1%	23.4%	15,990	3,742	23.4%	23.4%	16.7%	16.7%	1,072	6.7%				
Rents & Royalties	71,280	15,513	82,100	12,485	21.8%	15.2%	82,100	12,485	15.2%	15.2%	16.7%	16.7%	(1,226)	-1.5%				
Donations/Contributions	0	0	0	0	0.0%	0.0%	0	0	0.0%	0.0%	16.7%	16.7%	0	0.0%				
Misc. Revenue/Insurance	29,385	230	29,385	8,489	0.8%	28.9%	29,385	8,489	28.9%	28.9%	16.7%	16.7%	3,582	12.2%				
Non-Revenues	124,435	22,452	148,351	14,739	18.0%	9.9%	148,351	14,739	9.9%	9.9%	16.7%	16.7%	(10,035)	-6.8%				
Total Non-Tax Revenues	1,358,276	203,462	1,141,072	159,874	15.0%	14.0%	1,141,072	159,874	14.0%	14.0%	16.7%	16.7%	(30,685)	-2.7%				
TOTALS	\$8,514,787	\$1,201,440	\$8,814,149	\$1,274,237	14.1%	14.5%	\$8,814,149	\$1,274,237	14.5%	14.5%	16.7%	16.7%	(\$197,726)	-2.2%				

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
 February 2016 and 2017**

GENERAL FUND (#001) EXPENDITURES	A February 2016		B		C=B/A		D February 2017		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	% Exp'd	% Exp'd	Var'nc from Expected	% Variance	% Variance	
City Council	\$95,657	\$18,864	\$92,351	\$19,071	19.7%	20.7%	\$92,351	\$19,071	\$92,351	\$19,071	19.7%	20.7%	16.7%	(\$3,649)	-4.0%			
Municipal Court	522,105	97,365	480,523	62,877	18.6%	13.1%	480,523	62,877	480,523	62,877	13.1%	13.1%	16.7%	17,370	3.6%			
City Manager	305,708	60,798	312,582	71,078	19.9%	22.7%	312,582	71,078	312,582	71,078	22.7%	22.7%	16.7%	(18,877)	-6.0%			
Finance	228,295	73,557	231,511	89,687	32.2%	38.7%	231,511	89,687	231,511	89,687	38.7%	38.7%	16.7%	(51,024)	-22.0%			
City Clerk	78,878	15,702	79,915	16,746	19.9%	21.0%	79,915	16,746	79,915	16,746	21.0%	21.0%	16.7%	(3,401)	-4.3%			
Facilities and Parks	0	0	791,001	140,601	0.0%	17.8%	791,001	140,601	791,001	140,601	17.8%	17.8%	16.7%	(8,504)	-1.1%			
Non-Departmental	463,976	54,553	611,351	113,020	11.8%	18.5%	611,351	113,020	611,351	113,020	18.5%	18.5%	16.7%	(10,925)	-1.8%			
Human Resources	85,553	21,388	80,584	21,994	25.0%	27.3%	80,584	21,994	80,584	21,994	27.3%	27.3%	16.7%	(8,536)	-10.6%			
Police	2,737,263	480,426	2,927,678	543,800	17.6%	18.6%	2,927,678	543,800	2,927,678	543,800	18.6%	18.6%	16.7%	(54,878)	-1.9%			
Fire	2,017,257	346,998	2,211,515	408,700	17.2%	18.5%	2,211,515	408,700	2,211,515	408,700	18.5%	18.5%	16.7%	(39,377)	-1.8%			
Public Works - Streets	753,224	58,766	588,527	74,578	7.8%	12.7%	588,527	74,578	588,527	74,578	12.7%	12.7%	16.7%	23,706	4.0%			
Planning & Building	0	0	359,957	55,417	0.0%	15.4%	359,957	55,417	359,957	55,417	15.4%	15.4%	16.7%	4,696	1.3%			
Recreation	0	0	482,185	73,238	0.0%	15.2%	482,185	73,238	482,185	73,238	15.2%	15.2%	16.7%	7,287	1.5%			
Community Development	1,414,294	227,163	0	0	16.1%	0.0%	0	0	0	0	0.0%	0.0%	16.7%	0	0.0%			
TOTALS	\$8,702,210	\$1,455,580	\$9,249,680	\$1,690,807	16.7%	18.3%	\$9,249,680	\$1,690,807	\$9,249,680	\$1,690,807	18.3%	18.3%	16.7%	(\$146,111)	-1.6%			

Net Budget/Income/Variance: (\$187,423) (\$254,140) (\$435,531) (\$416,570) (\$343,836)

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

City of Chehalis
Comparative Financial Reports
February 2016 and 2017

WASTEWATER FUND (#404) REVENUES	A February 2016		B		C=B/A		D		E February 2017		F=E/D		G Expected		H [^] Varinc from		I=F-G	
	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Actual	% Exp'd	% Rec'd	% Exp'd	Expected	Expected	Variance	% Variance	
Non-Revenue - Loans	\$1,400,000	\$0	0.0%	\$275,000	\$498	0.0%	\$498		0.0%		16.7%	16.7%		(\$45,427)	0.0%			
Wastewater Fees	4,868,053	842,631	17.3%	5,289,972	798,103	15.1%	798,103		15.1%		16.7%	16.7%		(85,322)	-1.6%			
Sewer Connection/Misc. Fees	30,000	0	0.0%	60,000	0	0.0%	0		0.0%		16.7%	16.7%		(10,020)	-16.7%			
Rentals	3,545	3,545	100.0%	3,545	3,545	100.0%	3,545		100.0%		16.7%	16.7%		2,953	83.3%			
Misc. Revenues/Insurance	3,000	230	7.7%	3,000	536	17.9%	536		17.9%		16.7%	16.7%		35	1.2%			
Non-Revenue Tax Receipts	555	474	85.4%	555	0	0.0%	0		0.0%		16.7%	16.7%		(93)	-16.7%			
Intergovernmental Receipts	0	0	0.0%	0	8,795	100.0%	8,795		100.0%		16.7%	16.7%		574,953	83.3%			
Proceeds of Long-Term Debt	0	28,576	100.0%	0	574,953	100.0%	574,953		100.0%		16.7%	16.7%		9,106	83.3%			
Fines and Forfeitures	0	0	0.0%	50,000	9,106	18.2%	9,106		18.2%		16.7%	16.7%		756	1.5%			
Interest Earnings	2,459	0	0.0%	3,000	1,307	43.6%	1,307		43.6%		16.7%	16.7%		806	26.9%			
Totals:	\$6,307,612	\$875,456	13.9%	\$5,685,072	\$1,396,843	24.6%	\$1,396,843		24.6%		16.7%	16.7%		\$447,436	7.9%			

WASTEWATER FUND (#404) EXPENSES	A February 2016		B		C=B/A		D		E February 2017		F=E/D		G Expected		H [^] Varinc from		I=G-F	
	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	Actual	% Exp'd	% Exp'd	% Exp'd	Expected	Expected	Variance	% Variance	
Operating Expenses	\$2,723,260	\$334,820	12.3%	\$2,804,925	\$444,816	15.9%	\$444,816		15.9%		16.7%	16.7%		\$23,607	0.8%			
Capital Outlay	1,467,900	20,934	1.4%	473,000	541,098	114.4%	541,098		114.4%		16.7%	16.7%		(462,107)	-97.7%			
Debt Principal	1,834,840	19,773	1.1%	1,846,181	19,773	1.1%	19,773		1.1%		16.7%	16.7%		288,539	15.6%			
Interest Expense	34,733	0	0.0%	43,937	17	0.0%	17		0.0%		16.7%	16.7%		7,320	16.7%			
Interfund Loan Disbursements	83,784	0	0.0%	0	0	0.0%	0		0.0%		16.7%	16.7%		0	16.7%			
Transfers Out - Airport	0	0	0.0%	0	0	0.0%	0		0.0%		16.7%	16.7%		0	16.7%			
Totals:	\$6,144,517	\$375,527	6.1%	\$5,168,043	\$1,005,703	19.5%	\$1,005,703		19.5%		16.7%	16.7%		-\$142,640	-2.8%			

Net Budget/Income/Variance: \$163,095 \$499,929 \$517,029 \$391,139 \$304,795

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
February 2016 and 2017

WATER FUND (#405) REVENUES	A February 2016		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	% Exp [*]	% Rec'd	% Exp [*]	Variance Expected	% Expected	Variance	% Variance
Intergovernmental Revenues	\$0	\$0	\$0	\$0	100.0%	\$0	\$0	\$0	\$0	0.0%	0.0%	16.7%	16.7%	\$0	100.0%	\$0	100.0%	
Water Sales	\$2,376,387	\$411,639	\$2,613,600	\$429,127	17.3%	\$2,613,600	\$429,127	\$2,613,600	\$429,127	16.4%	16.4%	16.7%	16.7%	(7,344)	-0.3%	(7,344)	-0.3%	
Water Connection/Misc. Fees	10,000	3,535	75,000	3,807	35.4%	75,000	3,807	75,000	3,807	5.1%	5.1%	16.7%	16.7%	(8,719)	-11.6%	(8,719)	-11.6%	
Interfund Principal Repayment	0	0	0	0	0.0%	0	0	0	0	0.0%	0.0%	16.7%	16.7%	0	0.0%	0	0.0%	
Misc. Revenues/Insurance	2,121	2,414	2,121	38	113.8%	2,121	38	2,121	38	1.8%	1.8%	16.7%	16.7%	(316)	-14.9%	(316)	-14.9%	
Non-Revenue Tax Receipts	100	260	150	0	0.0%	150	0	1,000,000	0	0.0%	0.0%	16.7%	16.7%	(25)	-16.7%	(25)	-16.7%	
Proceeds of Long-Term Debt	555,500	0	0	0	0.0%	0	0	1,000,000	0	0.0%	0.0%	16.7%	16.7%	(167,000)	-16.7%	(167,000)	-16.7%	
Fines and Forfeitures	0	0	28,000	6,567	0.0%	28,000	6,567	28,000	6,567	23.5%	23.5%	16.7%	16.7%	1,891	6.8%	1,891	6.8%	
Interest Earnings	6,275	0	9,750	1,048	0.0%	9,750	1,048	9,750	1,048	10.7%	10.7%	16.7%	16.7%	(580)	-6.0%	(580)	-6.0%	
Totals:	\$2,950,383	\$417,848	\$3,728,621	\$440,586	14.2%	\$3,728,621	\$440,586	\$3,728,621	\$440,586	11.8%	11.8%	16.7%	16.7%	(\$182,094)	-4.9%	(\$182,094)	-4.9%	

WATER FUND (#405) EXPENSES	A February 2016		B		C=B/A		D		E		F=E/D		G		H [^]		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	% Exp [*]	% Exp'd	% Exp [*]	Variance Expected	% Expected	Variance	% Variance
Operating Expenses	\$1,888,309	\$256,715	\$1,930,577	\$316,894	13.6%	\$1,930,577	\$316,894	\$1,930,577	\$316,894	16.4%	16.4%	16.7%	16.7%	\$5,512	0.3%	\$5,512	0.3%	
Capital Outlay	1,847,000	20,693	1,603,000	231,536	1.1%	1,603,000	231,536	1,603,000	231,536	14.4%	14.4%	16.7%	16.7%	36,165	2.3%	36,165	2.3%	
Debt Principal	134,077	10,000	135,077	11,000	7.5%	135,077	11,000	135,077	11,000	8.1%	8.1%	16.7%	16.7%	11,558	8.6%	11,558	8.6%	
Interest Expense	14,435	2,325	12,480	1,819	16.1%	12,480	1,819	12,480	1,819	14.6%	14.6%	16.7%	16.7%	265	2.1%	265	2.1%	
Transfers Out	0	0	0	0	0.0%	0	0	0	0	0.0%	0.0%	16.7%	16.7%	0	0.0%	0	0.0%	
Totals:	\$3,883,821	\$289,733	\$3,681,134	\$561,249	7.5%	\$3,681,134	\$561,249	\$3,681,134	\$561,249	15.2%	15.2%	16.7%	16.7%	\$53,500	1.5%	\$53,500	1.5%	

Net Budget/Income/Variance: (\$933,436) \$128,115

(\$128,593)

Key:

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City of Chehalis
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STORM FUND (#406) REVENUES	A February 2016		B		C=B/A		D		E February 2017		F=E/D		G		H^		I=F-G		
	Budget	Actual	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd*	Expected	Actual	Expected	% Rec'd	Expected	Actual	Expected	% Rec'd	Expected	Actual	% Variance
Storm & Surface Water Fees	\$505,500	\$90,823	\$545,910	\$99,322	18.0%	\$545,910	\$99,322	18.2%	\$99,322	\$99,322	\$99,322	18.2%	\$99,322	\$99,322	16.7%	\$8,155	\$99,322	\$99,322	1.5%
Storm Connection/Misc. Fees	4,000	0	2,000	0	100.0%	2,000	0	0.0%	0	0	0	0.0%	0	0	16.7%	(334)	0	0	-16.7%
Misc. Revenues/Insurance	2,000	0	0	0	100.0%	0	6,750	100.0%	6,750	6,750	6,750	100.0%	6,750	6,750	16.7%	6,750	6,750	83.3%	
Non-Revenue Tax Receipts	275	0	0	0	0.0%	0	25	100.0%	25	25	25	100.0%	25	25	16.7%	25	25	83.3%	
Fines and Forfeitures	0	0	0	0	0.0%	0	894	100.0%	894	894	894	100.0%	894	894	16.7%	894	894	83.3%	
Interest Earnings	580	0	1,000	311	0.0%	1,000	311	31.1%	311	311	311	31.1%	311	311	16.7%	144	311	144	14.4%
Totals:	\$512,355	\$90,823	\$548,910	\$107,303	17.7%	\$548,910	\$107,303	19.5%	\$107,303	\$107,303	\$107,303	19.5%	\$107,303	\$107,303	16.7%	\$15,635	\$107,303	\$107,303	2.8%

STORM FUND (#406) EXPENSES	A February 2016		B		C=B/A		D		E February 2017		F=E/D		G		H^		I=G-F		
	Budget	Actual	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	Expected	Actual	Expected	% Exp'd	Expected	Actual	Expected	% Exp'd	Expected	Actual	% Variance
Operating Expenses	\$469,176	\$41,578	\$524,898	\$41,783	8.9%	\$524,898	\$41,783	8.0%	\$41,783	\$41,783	\$41,783	8.0%	\$41,783	\$41,783	16.7%	\$45,875	\$41,783	\$41,783	8.7%
Transfers Out	0	0	0	0	0.0%	0	0	0.0%	0	0	0	0.0%	0	0	16.7%	0	0	0	16.7%
Totals:	\$469,176	\$41,578	\$524,898	\$41,783	8.9%	\$524,898	\$41,783	8.0%	\$41,783	\$41,783	\$41,783	8.0%	\$41,783	\$41,783	16.7%	\$45,875	\$41,783	\$41,783	8.7%

Net Budget/Income/Variance: \$43,179 \$49,245 \$24,012 \$65,520 \$61,510

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City of Chehalis
Comparative Financial Reports
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AIRPORT FUND (#407) REVENUES	A February 2016		B Actual	C=B/A		D February 2017		E Actual	F=E/D		G Expected % Rec'd*	H^ Variance from Expected		I=F-G % Variance
	Budget	% Rec'd		Budget	% Rec'd	% Rec'd	% Rec'd		Expected % Rec'd*	Variance from Expected				
Intergovernmental Revenues	\$916,600		\$19,869	2.2%	\$944,587	9.3%	\$87,988		16.7%	(69,758)	-7.4%			
Charges for Goods and Svcs.	533,622		69,595	13.0%	534,567	12.1%	64,707		16.7%	(24,566)	-4.6%			
Interest Earnings	14,000		0	0.0%	5,325	2.0%	109		16.7%	(780)	-14.7%			
Licenses & Permits	0		0	100.0%	1,450	0.0%	0		16.7%	(242)	-16.7%			
Rents & Royalties	896,423		147,095	16.4%	981,437	15.7%	154,473		16.7%	(9,427)	-1.0%			
Misc. Rev/Ins/Donations	600		78	13.0%	700	1.4%	10		16.7%	(107)	-15.3%			
Fines and Forfeitures	0		0	0.0%	0	0.0%	0		16.7%	0	0.0%			
Non-Revenue Tax Receipts	157,373		24,232	15.4%	168,424	15.0%	25,276		16.7%	76	-1.7%			
Proceeds of Long-Term Debt	0		0	0.0%	0	0.0%	0		16.7%	0	-16.7%			
Operating Transfers In	0		0	0.0%	0	0.0%	0		16.7%	0	-16.7%			
Totals:	\$2,518,618		\$260,869	10.4%	\$2,636,490	12.6%	\$332,562		16.7%	(\$104,881)	-4.1%			

AIRPORT FUND (#407) EXPENSES	A February 2016		B Actual	C=B/A		D February 2017		E Actual	F=E/D		G Expected % Exp*	H^ Variance from Expected		I=G-F % Variance
	Budget	% Exp'd		Budget	% Exp'd	% Exp'd	% Exp'd		Expected % Exp*	Variance from Expected				
Operating Expenses	\$1,338,870		\$124,181	9.3%	\$1,327,471	9.7%	\$128,205		16.7%	\$93,482	7.0%			
Capital Outlay	871,630		43,366	5.0%	1,184,587	4.8%	57,085		16.7%	140,741	11.9%			
Principal - G.O. Bonds	278,505		1,227	0.4%	1,597,850	0.2%	2,526		16.7%	264,315	16.5%			
Interest Expense	74,084		996	1.3%	44,382	4.3%	1,921		16.7%	5,491	12.4%			
Totals:	\$2,563,089		\$169,770	6.6%	\$4,154,290	4.6%	\$189,737		16.7%	\$504,029	12.1%			

Net Budget/Income/Variance: (\$44,471) \$91,099 (\$1,517,800) \$142,825 \$399,149

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**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Rick Sahlin, Public Works Director
Andrew Hunziker, Property Maintenance Technician II

DATE: March 27, 2017

SUBJECT: Downtown Restroom Renovation Project

ISSUE

The Chehalis Community Renaissance Team (CCRT) has generously offered to donate \$25,000 toward the renovation of the City's public restrooms located downtown, which are in very poor condition due to vandalism and are currently closed.

DISCUSSION

There has been about a year of discussion between the Police Department, Parks and Facilities Division, CCRT, and Twin Transit to either demolish or renovate the restrooms. It was decided to renovate the restrooms after receiving an offer from the CCRT to donate \$25,000 to the City toward the project.

Bids were solicited to renovate the restrooms and four bids were received ranging in price from \$28,362.56 to \$34,381.00. The low bid was received from JP&KP Enterprises, Inc.

FISCAL IMPACT

Renovating the Downtown restrooms will impact the Parks and Facilities budget by \$3,362.56 that was not budgeted in the 2017 adopted budget.

RECOMMENDATION

It is recommended that the City Council:

- Accept \$25,000 donation from CCRT for the Downtown Restroom Renovation Project
- Award bid to JP&KP Enterprises, Inc., in the amount of \$28,362.56
- Authorize City Manager to execute contract agreement
- Authorize additional 10% project budget contingency of \$2,836
- Authorize City Manager to execute change orders that do not exceed total project budget of \$31,198.56

SUGGESTED MOTION

I move that the City Council accept a \$25,000 donation from the CCRT; award the bid to JP&KP Enterprises, Inc., in the amount of \$28,362.56; authorize the City Manager to execute the contract agreement; authorize an additional 10% project budget contingency of \$2,836; and authorize the City Manager to execute change orders that do not exceed the total project budget of \$75,349.40 for the Downtown Restroom Renovation Project.

JP & KP Enterprises, Inc.

112 DeVereese Rd.
Chehalis, WA 98532

Phone 360.740.0102
Mobile 360.508.6876

PROJECT PROPOSAL

Date: 2-24-2017

Submitted to: CITY OF CHEHALIS Phone: (360) 748-0271

Mailing Address: 1321 S. MARKET BLVD.

Jobsite Address and Directions:

DOWNTOWN CHEHALIS N. MARKET BLVD.

We Hereby submit specifications and estimates for: RENOVATION TO DOWNTOWN WORK TO BE DONE IS AS FOLLOWS:

<u>INSTALLATION OF NEW COMP ROOF WITH SHEETING - NEW SKYLIGHTS</u>	<u>RESTROOMS</u>
<u>INSTALL CONCRETE WALL ENCLOSING OLD BUS STOP WITH METAL DOOR</u>	<u>PAINTING OF EXTERIOR AND INTERIOR WALLS, AND FLOORS</u>
<u>CHANGING ALL METAL DOORS WITH NEW</u>	<u>FLOORS TO BE EPOXY PAINT</u>
<u>CHANGING ALL FIXTURES INCLUDING LIGHTS, SINK, TOILETS, PARTITION WALLS</u>	<u>FLOOR TO BE GROUND</u>
<u>INSTALL NEW WALL HAND DRYERS, CEILING FANS, INSTALL NEW SIDEWALK</u>	<u>NEW RAIN GUTTERS</u>
	<u>ALL MATERIALS, DUMP FEES, AND LABOR ARE 26261.63 + TAX 2100.9</u>
	<u>TOTAL \$28362.56</u>

We propose hereby to perform in accordance with above specifications, for the sum of: 28362.56 INCLUDING TAX _____ dollars (\$) _____ Plus tax

Payment to be made as follows: UPON JOB COMPLETION

50% of estimated project cost is due before materials are ordered or work begins. 100% of all charges and the full amount of contract is due when work is complete per specifications. Any other arrangements must be made in writing before materials and work are ordered. Please don't hesitate to ask for alternative arrangements. All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. Property owner is responsible for underground utilities and security of site and also will hold harmless JP & KP Enterprises, LLC for anything out of our control including Acts of God (rain, flooding, earthquakes, etc.). Our workers are fully covered by Workman's Compensation Insurance. Funds received are non-refundable. Cancellations must be in writing and 2 weeks in advance. Job site Security is the entire responsibility of the customer.

Signed Jim Paulis Note: Proposal good for 30 days.

I ACCEPT THE PROPOSAL:

Cancellations must be in writing.

Signed Jim Paulis 3/16/17 Print Jim Paulis