

CHEHALIS CITY COUNCIL AGENDA
 CITY HALL
 350 N MARKET BLVD | CHEHALIS, WA 98532

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

Regular Meeting of Monday, June 26, 2017
 5:00 p.m.

- | |
|---|
| <ol style="list-style-type: none"> 1. <u>Call to Order.</u> (Mayor) 2. <u>Pledge of Allegiance.</u> (Mayor) |
|---|

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
SPECIAL BUSINESS		
3. <u>Chamber Way Bridge Update.</u> (Bart Treece and Frank Green, Department of Transportation)	INFORMATION ONLY	---

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		
4. <u>Minutes of the Regular Meeting of June 12, 2017.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (City Manager, Finance Manager)	APPROVE	5
6. <u>Amendment 1 in the Amount of \$24,210 from the Department of Ecology for Additional Funding for the Coal Creek Sewer Extension Project.</u> (City Manager, Public Works Director, Wastewater Superintendent)	APPROVE	6
7. <u>Lewis/Grays Harbor County Ambulance Transport Contract with American Medical Response Ambulance Service, Inc., to expire September 1, 2019.</u> (City Manager, Fire Chief)	APPROVE; AUTHORIZE RFA TO SIGN	13

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
UNFINISHED BUSINESS		
8. <u>Ordinance No. 972-B, Second and Final Reading – Amending the Chehalis Comprehensive Plan Dated 2011.</u> (City Manager, Community Development Director)	PASS	19

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
NEW BUSINESS		
9. <u>Ordinance No. 973-B, First Reading – Amending the 2017 Budget.</u> (City Manager, Finance Manager)	PASS	23
10. <u>911 Communications Center Feasibility Study.</u> (City Manager, Police Chief, Fire Chief)	APPROVE FUNDING	31

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
ADMINISTRATION AND CITY COUNCIL REPORTS		
11. <u>Administration Reports.</u>		
a. Finance report. (City Manager, Finance Manager)	INFORMATION ONLY	33
b. City Manager update. (City Manager)	INFORMATION ONLY	---
12. <u>Councilor Reports/Committee Updates.</u> (City Council)		

EXECUTIVE SESSION		
13. Pursuant to RCW:		
a. 42.30.110(1)(c) – Sale/Lease of Real Estate		
b. 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, JULY 10, 2017.**

June 12, 2017

The Chehalis city council met in regular session on Monday, June 12, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm 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 Director; Caryn Foley, City Clerk; Andrew Hunziker, Property Maintenance Technician II; Randy Kaut, Deputy Police Chief; Brian Kelly, Assistant City Attorney; Trent Lougheed, Community Development Director; Judy Pectol, Finance Manager; Rick Sahlin, Public Works Director; Judy Schave, Human Resources/Risk Manager; and Don Schmitt, Street Superintendent. Members of the news media present included Graham Perednia from *The Chronicle*.

1. **Proclamation – W.F. West Lady Bearcats Fastpitch Team.** Mayor Dawes read and presented a proclamation to Head Coach Mike Keen, assistant coaches, and several members of the Lady Bearcats Fastpitch team in recognition of their recent 2A state championship.

2. **Public Hearing – Chehalis Comprehensive Plan.** Trent Lougheed stated the proposed changes are considered minor updates that are required every six years, and include census-related data; references to other planning documents; city's population allocation and projections; maps and photos; and capital improvement plans. Normally, he would be presenting the previous version showing track changes; however, at the beginning of revising the document, it was found that the digital files were not compatible, so the document needed to be retyped. The planning commission previously held a public hearing, as well.

Mayor Dawes recessed the regular meeting and opened the public hearing at 5:12:33 pm. There being no public comment on the proposed Comprehensive Plan, Mayor Dawes closed the public hearing and reopened the regular meeting at 5:13:05 pm.

3. **Special Business – Chehalis Community Renaissance Team (CCRT) Update.** Annalee Tobey, Main Street Executive Director, provided an update on CCRT activities:

Design: Installed six bike racks on Market Boulevard and Chehalis Avenue; additional banners to be displayed; non-profit organization displays in empty storefronts ongoing; and downtown plantings – thanks to city parks crew, Kaija's, and sponsors.

Economic Restructuring: Public restroom improvement project completed – mural to be painted on front of building; empty building tour to take place later this summer; available space inventory posted on city website; and researching the idea of creating a co-working space.

Promotion: Preparing for ChehalisFest July 29; and Chehalis Downtown Business Relocation Guide being designed

Organization: Received a \$10,000 anonymous donation from a local business; and working with the Department of Revenue and Puget Sound Energy to accept a \$2,000 B&O tax donation, which PSE previously pledged to another Main Street community that dropped from the program.

Ms. Tobey thanked all the volunteers who make this all possible. She stated it is a huge team effort between the CCRT and all of its partner organizations, and they are pleased to be working on behalf of the city of Chehalis.

Mayor Dawes noted he received positive comments on the bike racks.

4. **Consent Calendar.** Mayor Dawes stated that item "g" would be addressed separately. Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of May 22, 2017;
- b. May 31, 2017 Claim Vouchers No. 119227-119348 in the amount of \$1,000,721.55; and May 31, 2017, Payroll Vouchers No. 39540-39592, Direct Deposit Payroll Vouchers No. 8292-8392, and Electronic Federal Tax Payment No. 172 in the amount of \$742,956.37;
- c. Approve 2017-2019 Teamsters Local #252 (Non-Uniformed Personnel) Collective Bargaining Agreement;
- d. Appoint City Manager as City representative to Chehalis Community Renaissance Team Board of Directors;

June 12, 2017

- e. Approve Third Amended Interlocal Agreement regarding Centralia landfill closure; and
- f. Award janitorial services contract to Mrs. Klean Janitorial.

The motion was seconded by Councilor Lund and carried unanimously.

- g. Approve purchase and installation of temporary apparatus bay from Central Pierce County Fire and Rescue.

City Manager Anderson stated the administration is continuing to look at options for a temporary fire station in light of the fact that the existing fire station has outlived its useful life and needs some significant repairs. The temporary site would probably be needed for three to five years. Options are being looked at to house equipment and the most cost effective way to do that. The administration believes the temporary apparatus bay is a very good buy and something to take advantage of. City Manager Anderson noted that because they continue to look for cost effective options, in the event that a more cost effective option becomes available, the purchase may not be executed.

Councilor Harris moved to approve the purchase and installation of a temporary apparatus bay not to exceed \$30,000 from Central Pierce County Fire and Rescue. The motion was seconded by Councilor Pope and carried unanimously.

5. Ordinance No. 972-B, First Reading – Amending the Chehalis Comprehensive Plan Dated 2011. Trent Lougheed noted that with development of the Five-Year Management Plan, the administration does plan to have a significant update to the comprehensive plan before the next required six-year update.

Councilor Spahr moved to pass Ordinance No. 972-B on first reading to amend the Chehalis Comprehensive Plan Dated 2011, recognizing that certain additions could be made to the final version of the Plan. The motion was seconded by Councilor Taylor and carried unanimously.

6. Resolution No. 4-2017, First and Final Reading – Adopting the 2018-2023 Six Year Transportation Improvement Program (TIP). City Manager Anderson stated a public hearing was conducted at the last council meeting on the proposed TIP. Don Schmitt noted no public comments were received; however, the council requested a schedule for projects that could be financed with Transportation Benefit District (TBD) funds for the foreseeable future. Mr. Schmitt provided an overview of some of those near term projects:

- Replace foot bridge on National Avenue – 2017
 - Look at temporary and permanent fixes
- Grind and repave downtown parking stalls – 2017, if possible
 - Eliminates present safety hazard
 - Short term plan until a long range downtown revitalization project can be secured to include necessary utility and lighting improvements, and hopefully multiple funding sources
 - Specifications required
- Repair pavement failures on Chehalis Avenue between Main Street and John Street – 2017
 - Contract out due to size and timing
 - Specifications required

Councilor Ketchum asked about potential funding partners, like Lewis County and Darigold, who have facilities in the area needing improvement. Mr. Schmitt stated they could have those discussions. He noted Darigold has also been using John Street, which is a residential street, and it has been destroyed.

Councilor Harris stated that when Rite Aid was constructed it was determined that large delivery trucks could not use 5th Street because it is not designed to handle those kinds of loads. Mr. Schmitt thought the city could probably post the road as “no truck traffic” since the road is not made to handle trucks.

- City-wide Preservation Program
 - Additional funds allocated each year for smaller repairs
 - Contracted repairs and in-house repairs

June 12, 2017

- Examples include concrete panel repairs on concrete streets, 2nd and 3rd Streets; pavement failures outside the normal chip seal rotation

Councilor Ketchum asked if the chip sealing done last year was the same method done in previous years. It seemed as though the gravel was gone in no time. Mr. Schmitt stated the process was the same, but staff saw the same issue. The roads that have open asphalt absorb the oil, so there were patches where there is very little rock. He stated the road has been sealed, but it does not maintain the rock coverage. An option to prevent that from happening is to fog-seal it first and then do the chip sealing.

- Secure consulting services for pavement management and project prioritization
- Secure consulting services for design/specs
 - National Avenue Improvements
 - Market Boulevard from Park Street to 13th Street
 - Newaukum Avenue (pavement repairs and extend sidewalk)
 - Kresky Avenue
 - Chehalis Avenue

Councilor Lund wanted the administration to make sure that any consultants and engineers were doing work on only those properties owned by the city. He clarified that the administration knows what it is doing, and the public works department has not done that, but he was referring to other situations and wanted his comments on the record so it doesn't happen again.

Mr. Schmitt noted some additional observations relating to the coordination of work with other projects underway, such as improvements on 13th Street with the Recreation Park upgrade; waiting until school construction is completed before scheduling any work on 20th Street; and holding off significant work to Louisiana/Airport until I-5 improvements are identified.

Mayor Dawes wasn't sure about improvements to I-5 by the state over the next 10 to 15 years, other than the Chamber Way Bridge replacement, so the city may be able to do some projects. He recalled that once the new school is constructed, the city was planning to move all truck/bus traffic off 19th Street. He noted that Fair Street has a large gouge in it, which he wasn't sure what happened since he didn't believe trucks used that street.

Mayor Dawes asked if the proposed projects were to be financed with TBD funds. Mr. Schmitt stated that, in large part, yes. Mayor Dawes stated the increase in sales tax starts July 1, but the city would not see any money coming in for about two months after that because of the lag time. He wanted to make certain that signs would be placed identifying those projects funded with TBD monies.

Mr. Schmitt encouraged council members to contact him when they see potholes that need to be addressed. Mayor Dawes pointed out that the alley on 4th Street between Market and McFadden needs attention. Mr. Schmitt reported he was aware of the problem and it had been addressed.

Councilor Ketchum moved to suspend the rules requiring two readings of a resolution. The motion was seconded by Councilor Spahr. Mayor Dawes recalled that adopted council procedures provided for only one reading of a resolution. The City Manager indicated that she will check into that. The motion carried unanimously. Councilor Ketchum moved to adopt Resolution No. 4-2017 on first and final reading. The motion was seconded by Councilor Lund and carried unanimously.

7. Administration Reports.

a. **City Manager Update.** City Manager Anderson reported that the property at 684 NE Franklin was red-tagged by the city, which had been housing several sex offenders. The property owner failed to meet the statutory requirements for an appeal.

Councilor Ketchum asked if that meant the residents had to vacate the property. City Manager Anderson indicated that was correct and the house had been vacated. There is the possibility that the individuals may try to go back, so it will be monitored.

June 12, 2017

City Manager Anderson stated the administration has had meetings with county staff relating to the interlocal agreement for permitting in the Urban Growth Area. A meeting is scheduled next week and will include elected officials from both entities to move the process forward.

City Manager Anderson asked David Fleckenstein to update the council regarding an upcoming event. Mr. Fleckenstein stated the 2nd Annual Leap the Levee 5K Walk/Run is this Saturday at 9:00 am at the airport with all benefits going to Discover! Children's Museum. So far, 50 participants are registered.

Councilor Ketchum asked Mr. Fleckenstein how his presentation went today at the Chamber Forum where he spoke about the future of the airport and its associated commercial development. Mr. Fleckenstein felt it went well, with several questions afterward.

City Manager Anderson thought the presentation might be of interest to the council, as well as those citizens who watch the council meetings, so it will be scheduled for a future meeting.

8. Councilor Reports/Committee Updates.

a. **Councilor Spahr.** Councilor Spahr attended the W.F. West High School scholarship presentation and graduation. He was reminded of the generosity of the community and the money that is given through scholarships. About \$1.7 million was given out.

b. **Councilor Lund.** Councilor Lund attended the SWW Fair Commission meeting where they took a class on the State Open Public Meetings Act.

c. **Mayor Dawes.** Mayor Dawes attended the following: June 1 lunch portion of the flood basin tour group with the Governor where things appear to be heading in a forward progression; June 2 mayors meeting; June 6 Farmers Market ribbon cutting; June 8 EDC luncheon presentation on IPAT; and June 9 .09 Committee. While the steam train did not receive funding for their turntable installation, grants were awarded for a water protection district in the Randle area, and to IPAT to prepare property for shovel ready projects.

Councilor Harris asked if the seven appointments to the Governor's Work Group have been announced. City Manager Anderson believed they had. She will confirm the names and provide that information to the council.

9. **Executive Session.** At 5:58 pm, Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Real Estate; and RCW 42.30.110(1)(i) – Litigation/Potential Litigation not to exceed 6:45 pm and there would be no decisions following conclusion of the executive session. Mayor Dawes recessed the regular meeting and the council convened into executive session at 5:59 pm. Mayor Dawes reopened the regular meeting at 6:46 pm and announced the council would continue in executive session not to exceed 7:15 pm. Mayor Dawes reopened the regular meeting at 7:15 pm and announced the council would continue in executive session not to exceed 8:00 pm. The regular meeting was reopened at 7:52 pm, 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: June 26, 2017

SUBJECT: Vouchers and Transfers

ISSUE

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

DISCUSSION

The June 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. 119349-119506 and Electronic Funds Transfer No. 520171 in the amount of \$721,229.70 dated June 15, 2017, which includes the transfer of:

- \$124,948.69 from the General Fund
- \$415.38 from the Dedicated Street Fund – 4% Sales Tax
- \$50.85 from the Arterial Street Fund
- \$3,985.30 from the Tourism Fund
- \$150.00 from the 1982-93 Community Development Block Grant Fund
- \$1,490.27 from the Garbage Fund
- \$84,880.47 from the Wastewater Fund
- \$65,948.37 from the Water Fund
- \$3,944.66 from the Storm & Surface Water Utility Fund
- \$435,415.71 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the June 15, 2017 Claim Vouchers No. 119349-119506 and Electronic Funds Transfer No. 520171 in the amount of \$721,229.70.

SUGGESTED MOTION

I move that the City Council approve the June 15, 2017 Claim Vouchers No. 119349-119506 and Electronic Funds Transfer No. 520171 in the amount of \$721,229.70.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

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

MEETING OF: June 26, 2017

SUBJECT: Coal Creek Sewer Extension Project Funding Agreement Amendment

ISSUE

The Department of Ecology (DOE) has agreed to provide an additional \$24,210 in grant funding for the Coal Creek Sewer Extension Project. An amendment to the agreement is necessary to receive the funds. The administration is requesting authorization for the Wastewater Superintendent to sign the amendment.

DISCUSSION

The City was awarded a funding package by DOE to fund the Coal Creek Sewer Extension Project. City Council accepted the funding package in January 2016. When bids were opened for construction of the project on April 25, all bids were over the funding allotted by DOE. DOE has agreed to provide an additional \$24,210 in grant funding to help cover the overage. It is also necessary to extend the project completion date from March 31, 2017 to September 30, 2017. An amendment to the funding agreement has been provided to reflect these changes. Because DOE has the Wastewater Superintendent as the point of contact for the City for this project, his signature is required on the amendment.

FISCAL IMPACT

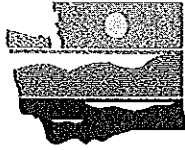
An additional \$24,210 will be provided by DOE to help fund the project thereby reducing the funding shortfall, if any, to be funded by the City.

RECOMMENDATION

The administration recommends the City Council authorize the Wastewater Superintendent to sign Amendment 1 to the Coal Creek Funding Agreement between the City and DOE.

SUGGESTED MOTION

I move that the City Council authorize the Wastewater Superintendent to sign Amendment 1 to the Coal Creek Funding Agreement between the City and DOE.



DEPARTMENT OF
ECOLOGY
State of Washington

AMENDMENT NO. 1
TO AGREEMENT NO. WQC-2016-ChehPW-00013
BETWEEN
THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY
AND
CITY OF CHEHALIS

PURPOSE: To amend the above-referenced agreement (AGREEMENT) between the state of Washington Department of Ecology (ECOLOGY) and City of Chehalis (RECIPIENT) for the Coal Creek Sewer Extension (PROJECT).

This amendment is needed to add money to the construction budget due to the bids for construction coming in substantially higher than the engineers estimate, and to change the completion and initiation of operation dates.

- 1) The LOAN amount remains the same.
- 2) The GRANT Amount is revised from \$295,000 to \$319,210.
- 3) The Initiation of Operation Date is changed from March 31, 2017, to September 30, 2017. Based on this date LOAN repayment will begin no later than September 30, 2018.
- 4) The PROJECT Completion Date is changed from July 31, 2017, to September 30, 2017.

IT IS MUTUALLY AGREED that the AGREEMENT is amended as follows:

Total Cost:

Original: 325,000.00 Amended: 349,210.00

Total Eligible Cost:

Original: 325,000.00 Amended: 349,210.00

Expiration Date:

Original: 07/31/2017 Amended: 09/30/2017

CHANGES TO THE BUDGET

Funding Distribution EL160234

Funding Title: SRF Loan

Funding Type: Loan

Funding Effective Date: 07/10/2015

Funding Expiration Date: 09/30/2017

Funding Source:

Title: CWSRF - SFY16
Type: Blended State/Federal
Funding Source %: 100%
Description: The Clean Water Act (CWA) (33 U.S.C. §1251-1387) established the State Revolving Fund (SRF) low interest loan program (40. C.F.R. Part 31, 35 Sub Part K). Funds come from a combination of Federal Capitalization Grant provided through the Environmental Protection Agency (EPA), state match, and revolved funds from repayments and interest on previous loans.

Approved Indirect Costs Rate: De Minimis Rate per 2 CFR §200.414
Recipient Match %: 0%
InKind Interlocal Allowed: No
InKind Other Allowed: No
Is this Funding Distribution used to match a federal grant? No

Effective Interest Rate: 2.4% **Interest Rate:** 1.4% **Admin Charge:** 1%

Terms: 20 years

Project Start Date: 07/10/2015 **Project Completion Date:** 09/30/2017

Estimated Initiation of Operation date: 09/30/2017

Loan Security: Revenue Secure Lien Obligation of the Recipient

Final Accrued Interest: \$

Final Loan Amount: \$

Repayment Schedule Number: 2403

SRF Loan	Task Total
Change Orders	\$ 0.00
Project Design	\$ 15,000.00

Total: \$ 15,000.00

CHANGES TO THE BUDGET

Funding Distribution EG160232

Funding Title: Centennial Grant

Funding Type: Grant

Funding Effective Date: 07/10/2015

Funding Expiration Date: 09/30/2017

Funding Source:

Title: Centennial - SFY16

Type: State
 Funding Source %: 100%
 Description: The Centennial Clean Water Program provides grants for nonpoint source pollution control activity projects and wastewater facility construction projects in smaller, financially distressed communities.

Approved Indirect Costs Rate: Approved Federally Recognized Indirect Costs Rate: 25%
 Recipient Match %: 0%
 InKind Interlocal Allowed: No
 InKind Other Allowed: No
 Is this Funding Distribution used to match a federal grant? No

Centennial Grant	Task Total
Project Construction	\$ 274,210.00
Construction Management	\$ 30,000.00
Project Administration/Management	\$ 15,000.00

Total: \$ 319,210.00

CHANGES TO THE BUDGET

Funding Distribution EF160237

Funding Title: SRF Forgivable Principle
 Funding Type: Forgivable Loan
 Funding Effective Date: 07/10/2015 Funding Expiration Date: 09/30/2017
 Funding Source:

Title: CWSRF - SFY16
 Type: Blended State/Federal
 Funding Source %: 100%
 Description: The Clean Water Act (CWA) (33 U.S.C. §1251-1387) established the State Revolving Fund (SRF) low interest loan program (40. C.F.R. Part 31, 35 Sub Part K). Funds come from a combination of Federal Capitalization Grant provided through the Environmental Protection Agency (EPA), state match, and revolved funds from repayments and interest on previous loans.

Approved Indirect Costs Rate: De Minimis Rate per 2 CFR §200.414
 Recipient Match %: 0%
 InKind Interlocal Allowed: No
 InKind Other Allowed: No
 Is this Funding Distribution used to match a federal grant? No

SRF Forgivable Principle	Task Total
Project Design	\$ 15,000.00

Total: \$ 15,000.00

CHANGES TO SCOPE OF WORK

Task Number: 4 Task Cost: \$274,210.00

Task Title: Project Construction

Task Description:

A. The RECIPIENT will include ECOLOGY’s specification insert in the bid documents. The RECIPIENT will execute a contract with the low responsive responsible bidder to construct the PROJECT. The RECIPIENT must submit Bid Tabs, the Notice of Award, and a copy of the executed contract before ECOLOGY will provide reimbursement for work performed under this task.

B. The RECIPIENT will complete the construction in accordance with the approved Plans and Specifications. The construction project will include:

1. Supply and installation of grinder pumps and associated electrical upgrades.
2. Valve station for each home.
3. Approximately 1,200 feet of 2-inch to 4-inch force main.
4. Decommissioning of failed septic tanks.

C. The RECIPIENT will conduct a pre-construction conference and invite ECOLOGY staff.

D. As a condition of receiving this funding, the RECIPIENT will prepare a fiscal sustainability plan. The RECIPIENT will certify that a plan that contains at least the minimum required elements listed above has been developed and is being implemented. The plan must include the following elements:

1. An inventory of critical assets that belong to the utility.
2. An evaluation of the condition and performance of the critical assets.
3. A plan to maintain, repair, and replace the critical assets and to fund those activities.
4. A process to evaluate and implement water and energy conservation efforts as part of the plan.

Task Goal Statement:

Version 10/30/2015

To provide a means of sewage disposal for nine properties with failed or failing septic systems to enable continued occupancy of the residences and to eliminate multiple nonpoint discharges to Coal Creek. Construction work will be done following accepted BMPs for such work to minimize the potential for any environmental impact.

Task Expected Outcome:

Physical assets include approximately 1,200 feet of 2 to 4 inch sanitary sewer force main, nine grinder pump systems and associated valve vaults, and the decommissioning of nine septic tanks compliant with County regulations re said decommissioning. This work will enable the residents of nine properties to remain in their homes while at the same time eliminating public health hazards and Coal Creek water quality issues due to raw sewage discharges from failed or failing septic tanks.

Recipient Task Coordinator: Patrick Wiltzius / Construction Management Consultant

Deliverables

Number	Description	Due Date
4.1	Copy of the advertisement for bids and the affidavit of publication.	
4.2	Bid Tabs, the Notice of Award, and a copy of the executed construction contract.	
4.3	Copy of the advertisement for bids and the affidavit of publication.	
4.4	Copy of the notice to proceed.	
4.5	Minutes of the pre-construction meeting.	
4.6	Certification that the Financial Sustainability Plan has been developed and is being implemented.	

AUTHORIZING SIGNATURES

All other terms and conditions of the original Agreement including any Amendments remain in full force and effect, except as expressly provided by this Amendment.

The signatories to this Amendment represent that they have the authority to execute this Amendment and bind their respective organizations to this Amendment.

This amendment will be effective 05/31/2017.

IN WITNESS WHEREOF: the parties hereto, having read this Amendment in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

Washington State
Department of Ecology

City of Chehalis

By: _____

Heather R. Bartlett
Water Quality
Program Manager

Date

By: _____

Patrick J Wiltzius
Wastewater Superintendent

Date

Template Approved to Form by
Attorney General's Office

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Jill Anderson, City Manager
BY: Ken Cardinale, Fire Chief
MEETING OF: June 26, 2017
SUBJECT: Ambulance Transport Service Contract

ISSUE

American Medical Response Ambulance Service, Inc., contract extension.

DISCUSSION

Since 2010, the Chehalis Fire Department has been a participating member of the Lewis/Grays Harbor Counties Ambulance Service Consortium with Riverside Fire Authority (RFA), and Lewis County Fire Districts #6, #11, #13 and #16. The contract provides for a two-year extension and one such extension was executed in 2015, which expires in September 2017. The consortium would like to extend the service contract for the provision of services as defined in the original 2010 contract.

On April 12, 2017, the consortium met and reviewed the contract deliverables with AMR representatives, vetting several items in the attached document. The consortium voted to extend the contract for another two years to September 2019. The affirmative vote was unanimous of those in attendance. Proposed changes include:

- **Article 4.3 Outside Work:** To ensure AMR patient transfer business is not negatively affecting their ability to respond to 911 calls.
- **Article 4.7 City Prisoners:** This provision is not lawful in the medical legal world and has been declared void and unenforceable.
- **Article 5.1, 5.2 Response Standards:** To ensure AMR is meeting the response standards in the contract.
- **Article 6.7 Patient Care Performance Standards Monitoring:** A creation of QA/QI review forum that could be beneficial to ensuring standards are met.

- **Article 7.4 Dispatch Communications:** To ensure Lewis County Dispatch is keeping accurate logging of response times.
- **Article 10.1 CME:** To ensure proper continuing education is being provided for all consortium members.
- **Article 10.3 Life Safety Contributions/Public Education Fund:** Due to legal concerns the original provision is being modified to an education fund.
- **Article 11.3 Billing, Collection, Reporting:** Confirmed that AMR only charges for the level of care they provide so they do not charge for Basic Life Support if only BLS was provided.
- **Section 35 Addresses for Notices:** Updates all contacts.
- **Appendix A Response Time Performance:** Updates RFA zones and LCFD 6 zones.
- **Appendix B Insurance Requirements:** New certificate of liability document from AMR that exceeds original contract requirements.

The Riverside Fire Authority is the lead agency for the consortium and as such is signing authority on behalf of the consortium.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council approve a two-year extension of the Lewis/Grays Harbor County Ambulance Transport Services Contract with American Medical Response Ambulance Service, Inc.

SUGGESTED MOTION

I move that the City Council approve a two-year extension effective September 1, 2017 and expiring September 1, 2019, of the Lewis/Grays Harbor County Ambulance Transport Services Contract with American Medical Response Ambulance Service, Inc., and direct Riverside Fire Authority Chief Mike Kytta to sign the document as the lead agency representative.

April 12, 2017 notes from the comprehensive ambulance contract review

Signature extension page -- changed the AMR authorized signer information

Article 4.3 Outside work

Extensive discussion ensued about the effects of private requests for service on the reliability of AMR performance under the consortium contract. Tony Kuzma provided demand reports indicating that 911 transports account for approximately 66% of their volume with the balance being private requests for service. This is not a change from previous periods but what has changed is the time on task due to the transfers going further away from the service area. There are numerous reasons for this occurring none of which AMR controls. Hospital turnaround time was also discussed as an area of concern and Chief Kinder said the concern has been less recently than in the past. Tony Kuzma said he has made his crews aware of the concern and that coupled with Spillman CAD monitors in the crew stations has helped to reduce some of the delayed roll out times. Tony Kuzma also explained that additional unit hours are being scheduled from 0200-0700 every day except Sunday night into Monday am. LCFD 5 is also being used as backup for out of town transfers and 911 responses into LCFD 11, 13 and 16.

Article 4.7 City Prisoners

This provision is not lawful in the medical legal world and has been declared void and unenforceable.

Article 5.1 5.2 Response standards

Tony Kuzma provided a sample report generated by Lewis County Dispatch and all present agreed that it would be sufficient if provided prior to each quarterly meeting. Tony Kuzma said he has work to do with LC Dispatch to clear up a duplicate incident reporting problem and to setup the response zones with their unique performance measure. We can then look at compliance with contract language by reviewing requests for exception to response time.

Article 6.7 Patient care performance standards monitoring

Was discussed not because of problems but because no attention has been applied to this area and it is thought to be a quasi QA/QI review forum that could be beneficial.

Article 7.4 Dispatch communication

There is a concern that Lewis County Dispatch may not keep recordings long enough to comply, Tony Kuzma will check into this and update us.

Article 10.1 CME

Tony Kuzma confirmed this is available and agencies simply need to contact him for scheduling

Article 10.3 Life safety contribution / NOW responder/public education fund

Due to legality concerns the original provision is being modified to an education fund.

11.3 Billing, collection, reporting

The last paragraph about all ALS billing was questioned. Tony Kuzma confirmed that AMR only charges for the level of care/service provided so they do charge for BLS if only BLS is provided.

Section 35 addresses for notices – page 29

Updated all contacts as necessary

Appendix A response time performance

Updated RFA zones, updated LCFD 6 areas to zones

Appendix B insurance requirements

Attached new certificate of liability document from AMR that exceeds original contract requirements

Section 35 Addresses for Notices.

35.1 All notices to be delivered hereunder shall be in writing and shall be delivered or mailed to the following addresses:

If to the Lead Agency;

Michael Kytta, Fire Chief
Riverside Fire Authority
1818 Harrison Avenue
Centralia, WA 98531

If to AMR;

Johanathan M. Andrews,
Regional Director,
American Medical Response
13075 Gateway Drive, Suite 100
Seattle, WA 98168

With Copy To:

Legal Department
American Medical Response, Inc.
6200 South Syracuse Way, Suite 200
Greenwood Village, CO 80111

If to City of Chehalis Fire Department;
Ken Cardinale, Fire Chief
455 NWPark
Chehalis, WA 98532

If to Lewis County Fire District #6;
Timothy Kinder, Fire Chief
2123 Jackson Hwy
Chehalis, WA 98532

If to Lewis County Fire District #11;
Michael Krafczyk, Fire Chief
205 McCormick Creek Road
Pe Ell, WA 98572

If to Lewis County Fire District #13;
Gwen Turner, Fire Chief
P.O. Box 16
Curtis, WA 98538

If to Lewis County Fire District #16;
Greg Feuchter, Fire Chief
P.O. Box 131
Doty, WA 98539

If to Grays Harbor County Fire
District #1;
William Rodocker, Fire Chief
P.O. Box 6
Oakville, WA 98568

or such other respective addresses as may be specified herein or as either party may, from time to time, designate in writing.

Section 36 Disputes.

36.1 Any disputes or misunderstandings that may arise under this Contract concerning AMR's performance shall first be resolved through amicable negotiations, if

LEWIS/GRAYS HARBOR COUNTY AMBULANCE TRANSPORT SERVICES CONTRACT

This agreement memorializes a two year extension of the Lewis /Grays Harbor County Ambulance Transport Services Contract that was entered into on August 31, 2010. Two year extensions of the Lewis /Grays Harbor County Ambulance Transport Services Contract are permissible as described in Section 3 "SCOPE" of the contract.

By signing below the parties agree to and accept the same terms and conditions as found within the original contract dated August 31, 2010 – with minor modifications that are attached to this form revising the original agreement this contract extension will expire September 1, 2019.

RIVERSIDE FIRE AUTHORITY (LEAD AGENCY)

CONTRACTOR (AMR) (ACCEPTED)

AMERICAN MEDICAL RESPONSE AMBULANCE SERVICE INC.

BY _____

BY _____

Print Name _____

Print name _____

Title _____

Title _____

Date _____

Date _____

ADDRESSES FOR OFFICIAL NOTICES

Michael S. Kytta, Fire Chief

Johanathan M, Andrews, Regional Director

Riverside Fire Authority

American Medical Response Ambulance Service Inc.

1818 Harrison Avenue

13075 Gateway Drive, Suite 100

Centralia, WA 98531

Seattle, WA 98168

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

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

MEETING OF: June 26, 2017

SUBJECT: Ordinance No. 972-B, Second and Final Reading – Amending the Chehalis Comprehensive Plan Dated 2011

ISSUE

Per the Growth Management Act (GMA), the city is required to periodically (every six years) update its Comprehensive Plan. The update allows the city to analyze progress over the past six years, provide new projections, change zoning, update capital improvement programs, and consider expansions to accommodate growth.

DISCUSSION

This update is to be considered a minor update, with no significant changes to zoning or current planning strategy. Due to recent discoveries and events, the city is anticipating developing a more detailed update of the plan within the next couple years.

The following are the general updates completed for the plan:

1. Update of census-related data.
2. Update references to other planning documents.
3. Update the city's population allocation and projections for the next planning period.
4. Update maps and photos.
5. Update of all Capital Improvements Plans for the next planning period.

The attached ordinance is presented for consideration on second and final reading. The GMA requires that the local adoption process be documented within the Plan itself, and the Plan reflects that.

Public hearings on the updates were held by the Planning Commission on March 14, 2017, and by the City Council on June 12, 2017. There have been no citizen comments on the proposal. Ordinance No. 972-B was passed on first reading by City Council on June 12, 2017.

The Notification for 60-Day Review of Comprehensive Plan Amendment was sent to the Washington State Department of Commerce on March 27, 2017, and was officially received on March 30, 2017. The 60-day public comment period ended May 30, 2017.

The city's Capital Improvement Plan (CIP) is included in this proposal. As the current economic challenges affect the city's ability to implement the CIP over time, revisions to this element of the Plan will be presented for consideration. The CIP is a required and significant element of the budgeting process and it will be important for the administration to monitor the provisions of the CIP as it relates to capital expenses each year.

The complete Comprehensive Plan can be viewed on the City's website.

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council pass Ordinance No. 972-B on second and final reading to amend the Chehalis Comprehensive Plan Dated 2011.

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 972-B on second and final reading to amend the Chehalis Comprehensive Plan Dated 2011.

ORDINANCE NO. 972-B

**AN ORDINANCE OF THE CITY OF CHEHALIS,
WASHINGTON, AMENDING THE CHEHALIS
COMPREHENSIVE PLAN DATED 2011, AND
ESTABLISHING AN EFFECTIVE DATE HEREOF.**

WHEREAS, the City of Chehalis is required to develop a Comprehensive Plan and implementing regulations that are consistent with the state Growth Management Act, RCW 36.70A; and

WHEREAS, Chehalis adopted a compliant Comprehensive Plan and Development Regulations in July, 1999; and

WHEREAS, the Chehalis Comprehensive Plan and Development Regulations have been reviewed annually since adoption, and revised as required to be consistent with the Act; and

WHEREAS, Chehalis adopted an update to the Comprehensive Plan and Development Regulations in June 2003 and April 2011; and

WHEREAS, the 2017 amendments to the adopted Comprehensive Plan have been developed and presented to the Chehalis Planning Commission with open public meetings thereof, to update the Plan as required by RCW 36.70A.130; and

WHEREAS, the proposed amendments to the Plan were reviewed under the requirements of the State Environmental Policy Act (SEPA); and

WHEREAS, the Chehalis Planning Commission held a public hearing on the draft amendments to the Plan on March 14, 2017, and subsequently recommended adoption of the proposed amendments; and

WHEREAS, the draft amendments to the Plan were submitted to State agencies on March 27, 2017, for the 60-day state agency review as required by RCW 36.70A.106; and

WHEREAS, no public comments relating to the draft Plan have been received; and

WHEREAS, the proposed amendments to the Plan provide that the City of Chehalis remains consistent with the requirements of the Growth Management Act; now therefore

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

Section 1. The Chehalis Comprehensive Plan dated July, 1999, shall be, and the same hereby is amended to reflect the elements contained in the document titled, "Chehalis

Comprehensive Plan Update - 2017,” which is posted on the City of Chehalis website, and incorporated by reference as if fully set forth herein.

Section 2. The effective day of this Ordinance shall be immediately upon its passage and after five days following the date of publication.

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

Dennis L. Dawes, Mayor

Attest:

Caryn Foley, City Clerk

Approved as to form and for content:

William T. Hillier, City Attorney

**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: June 26, 2017

SUBJECT: Ordinance No. 973-B, First Reading – Amending the 2017 Budget

ISSUE

Ordinance No. 973-B, amending the 2017 Budget, is hereby submitted to reflect the changes in estimates and actual activity of the City. This ordinance is necessary to ensure compliance with state appropriation requirements and to document adjustments to the 2017 Budget.

DISCUSSION

In November, 2016 the City Council approved the 2017 Budget. Since that time the State Auditor's Office made several changes to the Chart of Accounts for cities using the cash basis of accounting. Also since that time, changes have occurred in the City's operations. Some projects have been carried over from 2016 to 2017 for completion. The proposed ordinance reflects most of the known changes to the Budget. It does not include increases related to collective bargaining agreements, nor does it include increases to budget line items related to the fire building. Those and other changes will be brought to City Council at a later date. The proposed amendment includes a net citywide increase in fund balances of \$601,532.

Revenue estimates, donations, and grants not previously included in the 2017 Budget and related expenses are included in the proposed amendment.

Exhibit A summarizes the revenues and expenditures of all City funds and reflects the changes associated with the first requested budget amendment.

RECOMMENDATION

It is recommended that the City Council pass Ordinance No. 973-B on first reading.

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 973-B on first reading.

City of Chehalis
 2017 Budget Amendment No. 1 - Ordinance No. 973-B
 6/20/2017

EXHIBIT A

Fund No. and Name Fund 001 - General Fund	Acct. Name	Reason for Amendment	Revenue		Appropriation		Transfers		Total
			Increase/(Decrease)	960	Increase/(Decrease)	960	In/(Out)	Increase/(Decrease)	
001.361.019.00	Investment Service Fees	State Auditor's Office Recommendation		960					
001.E1.592.014.89.00	Investment Service Fees	State Auditor's Office Recommendation				960			
001.P2.554.090.41.00	Professional Services	Dillenbaugh Creek Culvert Assessment							
001.334.002.70	State Grants	RCO Grant							
001.334.003.82	State Grants	TIB Grant	122,000						
001.369.030.00	Confisc. & Forfeit - Drugs	State Auditor's Office Recommendation	371,367						
001.369.031.00	Confisc. & Forfeit - Drugs	State Auditor's Office Recommendation	10,000						
001.369.090.00	NSF CHECKS	State Auditor's Office Recommendation	(10,000)						
001.359.000.03	Fines & Penalties - NFS Checks	State Auditor's Office Recommendation	(75)						
001.369.090.01	Other Misc Revenue - Non-Taxed	State Auditor's Office Recommendation	75						
001.369.091.01	Other Misc Revenue - Non-Taxed	State Auditor's Office Recommendation	(18,000)						
001.369.090.03	Other Mun Court - NSF Fees	State Auditor's Office Recommendation	18,000						
001.369.091.03	Other Mun Court - NSF Fees	State Auditor's Office Recommendation	(100)						
001.386.000.03	Due to State - Police Dept	State Auditor's Office Recommendation	100						
001.389.030.03	Due to State - Police Dept	State Auditor's Office Recommendation	(250)						
001.386.000.04	Due to State - Sales Tax	State Auditor's Office Recommendation	250						
001.389.030.04	Due to State - Sales Tax	State Auditor's Office Recommendation	(6,000)						
001.386.000.06	Due to State - LET	State Auditor's Office Recommendation	6,000						
001.389.030.06	Due to State - LET	State Auditor's Office Recommendation	(12,500)						
001.386.000.10	Fireworks Stand Deposit	State Auditor's Office Recommendation	12,500						
001.389.010.00	Fireworks Stand Deposit	State Auditor's Office Recommendation	(700)						
001.386.000.12	Due to Other Government - UNIT	State Auditor's Office Recommendation	700						
001.389.030.12	Due to Other Government - UNIT	State Auditor's Office Recommendation	(2,700)						
001.386.000.14	Due to State - Hotel/Motel Tax	State Auditor's Office Recommendation	2,700						
001.389.030.14	Due to State - Hotel/Motel Tax	State Auditor's Office Recommendation	(540)						
001.386.000.24	Due to State - St Bldg Code	State Auditor's Office Recommendation	540						
001.389.030.24	Due to State - St Bldg Code	State Auditor's Office Recommendation	(460)						
001.386.000.83	Due to State - Trauma Care	State Auditor's Office Recommendation	460						
001.389.030.83	Due to State - Trauma Care	State Auditor's Office Recommendation	(2,500)						
001.386.000.91	Due to State - State Permit	State Auditor's Office Recommendation	2,500						
001.389.030.91	Due to State - State Permit	State Auditor's Office Recommendation	(64,000)						
001.386.000.92	Due to State - PSEA	State Auditor's Office Recommendation	64,000						
001.389.030.92	Due to State - PSEA	State Auditor's Office Recommendation	(31,000)						
001.386.000.94	Due to State - Hwy Safety	State Auditor's Office Recommendation	31,000						
001.389.030.94	Due to State - Hwy Safety	State Auditor's Office Recommendation	(600)						
001.386.000.96	Due to State - Lab/Blood	State Auditor's Office Recommendation	600						
001.389.030.96	Due to State - Lab/Blood	State Auditor's Office Recommendation	(3,400)						
001.386.000.97	Due to State - JIS	State Auditor's Office Recommendation	3,400						
001.389.060.97	Due to State - JIS	State Auditor's Office Recommendation	(17,500)						
001.R1.586.004.00.00	Due to State - Sales Tax	State Auditor's Office Recommendation	17,500						
									(4,775)

EXHIBIT A

City of Chehalis
 2017 Budget Amendment No. 1 - Ordinance No. 973-B
 6/20/2017

Fund No. and Name	Acct. Name	Reason for Amendment	Revenue		Appropriation		Transfers		Total
			Increase/(Decrease)		Increase/(Decrease)		In/(Out)	Increase/(Decrease)	
001.R1.589.030.00.04	Due to State - Sales Tax	State Auditor's Office Recommendation			4,775				
001.F2.586.014.00.00	Due to State - Hotel/Motel Tax	State Auditor's Office Recommendation			(540)				
001.F2.586.014.00.00	Due to State - Hotel/Motel Tax	State Auditor's Office Recommendation			540				
001.367.011.75	Donations	CCRT - Renovation of Downtown Restrooms	25,000						
001.F2.576.020.48.00	Capital Repairs	Renovation of Downtown Restrooms			32,000				
001.367.011.76	Donations	Twin Transit Donation - Downtown Restrooms	2,000						
001.11.522.010.41.00	Professional Services	Consolidation Services			7,205				
001.337.009.41	WCIA Grants	Grant Received for facilitation training	2,000						
001.H1.521.040.49.01	Misc - Training Staff	Expenses Reimbursed by WCIA			2,000				
001.f2.518.030.11.00	Advertising	To Correct Budget Line Item for Facilities			(4,000)				
001.f2.518.030.45.00	Rentals	To Correct Budget Line Item for Facilities			4,000				
001.F2.518.030.48.00	Repairs & Maintenance	Re-roofing the Maintenance & Recreation Bldgs			24,245				
001.H1.521.022.31	Supplies	Maintenance Expenses for JNET vehicle			411				
001.367.011.21	Donations	Chehalis Foundation	6,900						
001.H1.521.022.35.00	Small Tools and Equipment	Radar Trailer			6,900				
001.367.011.76	Donations	The Chehalis Foundation	1,125						
001.F2.518.030.35.00	Small Tools and Equipment	Pressure Washer for Lintott Alexander Park			1,125				
001.367.011.76	Donations	Chehalis Little League	1,500						
001.F2.518.030.31.00	Supplies	Supplies for Little League Complex restroom			1,500				
001.369.010.00	Sales of Assets	Sold Scrap Metal	1,537						
001.K1.542.064.31.00	Supplies	Street Supplies			1,537				
Total General Fund			534,389		199,883		-		334,506
Fund 197 - HUD Block Grant									
197.345.090.00	Loan Principal	Received Loan Payment	13,100						13,100
Total HUD Block Grant Fund			13,100		-		-		13,100
Fund 404 - Wastewater Fund									
404.337.000.52	Coal Creek Extension	Local Grant Funds Received	13,500						
404.391.080.03	DOE Funds	Grant	320,000						
404.11.594.035.65.00	Utility Hook Up/Connection	State Auditor's Office Recommendation	(60,000)					70,000	
404.379.000.00	Utility Hook Up/Connection	State Auditor's Office Recommendation	60,000						
404.343.050.30	Due to State - Sales Tax	State Auditor's Office Recommendation							(100)
404.386.000.04									

EXHIBIT A

Fund No. and Name	Acct. Name	Reason for Amendment	Revenue		Transfers		Total Increase/(Decrease)
			Increase/(Decrease)	Increase/(Decrease)	In/(Out)	Increase/(Decrease)	
404.389.030.04	Due to State - Sales Tax	State Auditor's Office Recommendation	100				
404.386.000.06	Leasehold Excise Tax	State Auditor's Office Recommendation	(455)				
404.389.030.06	Leasehold Excise Tax	State Auditor's Office Recommendation	455				
404.391.080.01	SRF Loan/Grant - I&I	I & I Projected Finished in 2017	570,100				
404.11.594.035.65.00	Construction Projects	I & I Projected Finished in 2017		570,100			
Total Wastewater Fund			903,600	640,100	-	-	263,500

Fund 405 - Water Fund

405.361.090.00	Investment Service Fees	State Auditor's Office Recommendation	250				
405.10.592.034.89.00	Investment Service Fees	State Auditor's Office Recommendation		250			
405.379.000.00	Utility Hook Up/Connection	State Auditor's Office Recommendation	(75,000)				
405.343.040.30	Utility Hook Up/Connection	State Auditor's Office Recommendation	75,000				
405.386.000.04	Due to State - Sales Tax	State Auditor's Office Recommendation	(150)				
405.389.030.04	Due to State - Sales Tax	State Auditor's Office Recommendation	150				
Total Water Fund			250	250	-	-	-

Fund 406 - Storm & Surface Water Utility Fund

406.379.000.00	Utility Hook Up/Connection	State Auditor's Office Recommendation	(2,000)				
406.343.010.30	Utility Hook Up/Connection	State Auditor's Office Recommendation	2,000				
406.343.010.30	Utility Hook Up/Connection	Revenue Higher than Budgeted	8,000				
406.343.010.28	Forfeited Disc & Late Charges	State Auditor's Office Recommendation	(5,000)				
406.359.000.00	Late Payment Fees	State Auditor's Office Recommendation	5,000				
Total Storm & Surface Water Utility Fund			8,000	-	-	-	8,000

Fund 407 - Airport Fund

407.347.000.00	Culture & Recreation	State Auditor's Office Recommendation	(945)				
407.347.030.00	Culture & Recreation	State Auditor's Office Recommendation	945				
407.369.060.00	Miscellaneous Revenue-Other	State Auditor's Office Recommendation	(300)				
407.369.091.00	Miscellaneous Revenue-Other	State Auditor's Office Recommendation	300				

EXHIBIT A

Fund No. and Name	Acct. Name	Reason for Amendment	Revenue		Appropriation		Transfers		Total
			Increase/(Decrease)	(160)	Increase/(Decrease)	In/(Out)	Increase/(Decrease)		
407.386.000.00	Rental Car Tax	State Auditor's Office Recommendation	(160)						
407.389.030.00	Rental Car Tax	State Auditor's Office Recommendation	160						
407.386.000.04	Sales Tax	State Auditor's Office Recommendation	(42,690)						
407.389.030.04	Sales Tax	State Auditor's Office Recommendation	42,690						
407.386.000.06	Leasehold Excise Tax	State Auditor's Office Recommendation	(125,574)						
407.389.030.06	Leasehold Excise Tax	State Auditor's Office Recommendation	125,574						
407.395.010.00	Proceed from Sales of Cap Assets	Sale of 1979 Surban	1,440						
407.09.586.004.00.00	Due to State - Sales Tax	State Auditor's Office Recommendation		(42,680)					
407.09.589.030.00.04	Due to State - Sales Tax	State Auditor's Office Recommendation		42,680					
407.09.586.006.00.00	Leasehold Excise Tax	State Auditor's Office Recommendation		(125,574)					
407.09.589.030.00.06	Leasehold Excise Tax	State Auditor's Office Recommendation		125,574					
407.09.586.010.00.00	Rental Car Tax	State Auditor's Office Recommendation		(160)					
407.09.589.030.00.10	Rental Car Tax	State Auditor's Office Recommendation		160					
407.331.020.00	Federal Grants	FFA Airport Improvement Revenues	341,657						
407.334.036.00	Indirect Federal Grants	DOT Grant	18,947						
407.09.594.046.63.00	Other Improvements	Winterized Apron Project Carried to 2017		379,618					
Total Airport Fund			362,044	379,618					(17,574)

Fund 633 - City Agency Fund										
633.386.002.00	Court Deposits/ Prepayments Rec'd	State Auditor's Office Recommendation	(360,000)							(360,000)
633.389.000.00	Custodial Activities	State Auditor's Office Recommendation	360,000							360,000
633.386.002.01.	Court Deposits/Paid Out	State Auditor's Office Recommendation	360,000							360,000
633.00.589.090.00	Custodial Activities	State Auditor's Office Recommendation		360,000						360,000
Total City Agency Fund			360,000	360,000						-

Total of All Funds			2,181,383	1,579,851						601,532
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ORDINANCE NO. 973-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE ANNUAL BUDGET OF THE CITY FOR THE CALENDAR YEAR 2017, BY INCREASING APPROPRIATIONS OF THE GENERAL FUND, THE WASTEWATER FUND, THE WATER FUND, AND THE AIRPORT FUND BY A COMBINED TOTAL OF ONE MILLION FIVE HUNDRED SEVENTY-NINE THOUSAND EIGHT HUNDRED FIFTY-ONE DOLLARS (\$1,579,851) AND DIRECTING THE FINANCE MANAGER TO EFFECT THE BUDGET AMENDMENTS HEREIN PROVIDED.

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

Section 1. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the General Fund's estimated revenues by \$534,389; and increase appropriations by \$199,883.

Section 2. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the HUD Block Grant Fund's estimated revenues by \$13,100.

Section 3. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the Wastewater Fund's estimated revenue by \$903,600 and increase appropriations by \$640,100.

Section 4. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the Water Fund's estimated revenues by \$250 and increase the appropriations by \$250,

Section 5. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the Storm and Surface Water Fund's estimated revenue by \$8,000.

Section 6. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the Airport Fund's estimated revenue by \$362,044 and increase appropriations by \$379,618.

Section 7. The annual budget of the city for the calendar year 2017 shall be, and the same hereby is, amended so as to increase the City Agency Fund's estimated revenue by \$360,000 and increase the appropriations by \$360,000.

Section 8. Attached hereto and identified as Exhibit A, in summary form, are the total of estimated revenues, transfers in, expenditures, and transfers out for each separate fund and the aggregate totals for all such funds combined for the city for the amended 2017 budget which, shows a total estimated ending fund balance of \$12,733,808

PASSED by the city council of the City of Chehalis, Washington, and **APPROVED** on first reading at a regularly scheduled open public meeting thereof this ____ day of _____, 2017.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

EXHIBIT A
CITY OF CHEHALIS AMENDED 2017 BUDGET
2017 Budget Summary Revised with Ordinance #973-B

FUND NAME	Est. Beg. Fund Balance	Revenue	Operating Transfers In	Expenditures	Operating Transfers Out	Est. End. Fund Balance
General Fund	1,462,273	9,348,538	-	9,163,058	286,505	1,361,248
Dedicated Street Fund - 4% Sales Tax	30,000	185	161,764	154,436	-	37,513
Building Abatement Fund	-	200	100,000			100,200
Arterial Street Fund	88,237	155,516	-	149,844	-	93,909
Transportation Benefit Fund	-	-	-	-	-	-
Tourism Fund	245,840	233,500	-	237,000	-	242,340
Community Dev. Block Grant Fund	110	-	-	-	-	110
HUD Block Grant Fund	57,350	13,200	-	-	-	70,550
Federal and State Grant Fund	-	-	-	-	-	-
2011 G.O. Bond Fund	-	-	98,966	98,966	-	-
Automotive/Equip. Res. Fund	459	-	-	-	-	459
1st Quarter REET Fund	228,876	111,025	-	-	41,566	298,335
2nd Quarter REET Fund	212,941	110,950	-	-	32,659	291,232
Garbage Fund	4,500	6,435	-	5,740	-	5,195
Wastewater Fund	3,500,000	6,588,672	-	5,808,143	-	4,280,529
Water Fund	4,600,000	3,728,871	-	3,681,384	-	4,647,487
Storm & Surface Water Fund	600,000	556,910	-	524,898	-	632,012
Airport Fund	1,605,778	2,998,534	-	4,533,908	-	70,404
Firemen's Pension Fund	500,000	172,785	-	78,500	-	594,285
City Agency Fund	8,000	360,000	-	360,000	-	8,000
TOTALS	13,144,364	24,385,321	360,730	24,795,877	360,730	12,733,808

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Glenn Schaffer, Police Chief and Ken Cardinale, Fire Chief

MEETING OF: June 26, 2017

SUBJECT: 911 Communications Center Feasibility Study

ISSUE

Public Safety Police, Fire, and EMS Communications.

DISCUSSION

Over the past two years the Fire and Police Chiefs of Lewis County have been engaged with the management of the Lewis County 911 Communications Center (Center) to improve both performance and equipment within the center. We are presently working with the third director since we started this process.

The equipment infrastructure for the Center is woefully outdated and needs to be replaced and upgraded to meet current and future needs. In addition, the quality and reliability of radio transmissions is diminishing rapidly. A high monetary investment will be needed to replace the equipment.

Our primary goal in this effort is to work diligently with the Director on improvements, and remain in partnership with the current 911 Center. However, in order to meet our responsibilities to our communities and citizens, we are recommending that a study be conducted by an outside communications firm to see if it is feasible to create a joint communications center between the Centralia and Chehalis Police Departments, the Chehalis Fire Department, and Riverside Fire Authority, so we can provide the best options for our elected officials to determine the best way in which to invest in the future of public safety 911 communications.

FISCAL IMPACT

The cost of the study would be \$46,000 and consist of a 60-30-10% to be divided by the three agencies based on use. The City of Chehalis contribution would be \$13,800.

RECOMMENDATION

It is recommended that the City Council approve the allocation of funds to proceed with the feasibility study of a combined 911 Communications Center.

SUGGESTED MOTION

I move that the City Council allocate \$13,800 for the City's portion of the cost to complete a feasibility study of a combined 911 Communications Center.

**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: June 26, 2017
SUBJECT: Finance Report for Five Months Ending May 31, 2017

ISSUE

Staff would like to present the City Council with information regarding the City's financial results of operations for the five months ending May 31, 2017.

DISCUSSION

After five months of operation, the financial condition of the City is within the expected range. However, several line items need adjustments and the actual numbers will look more in-line with the budget once the first budget amendment is posted in the financial software system.

At the end of May for the General Fund we received \$121,479 in grant revenue from the Recreation Conservation Office, \$371,367 in transportation grants, and a few small grants of under \$2,000 each. Year-to-date donations include \$8,019 from the Chehalis Foundation.

FISCAL IMPACT

As shown.

RECOMMENDATION

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

SUGGESTED MOTION

N/A

To: The Honorable Mayor and Council
 Via: Tracie J Anderson, City Manager
 From: Judy Pectol, Finance Manager
 Prepared by: Betty Brooks, Payroll Accountant
 Date: June 20, 2017
 Subject: Monthly Financial Reports for May

City of Chehalis
 Comparative Financial Reports
 May 2016 and 2017

GENERAL FUND (#001) REVENUES	A May 2016		B Actual		C=B/A		D Budget		E May 2017		F=E/D		G Expected % Rec'd*		H^ Var'nc from Expected		I=F-G % Variance		
	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Actual	% Rec'd	Actual	% Rec'd	Expected	% Rec'd*	Expected	% Rec'd*	Expected	% Rec'd*
General Property Taxes	\$1,276,948	\$506,358	39.7%	\$1,464,432	\$562,512	38.4%	\$1,464,432	\$562,512	38.4%	\$562,512	38.4%	\$562,512	41.7%	41.7%	(\$48,156)	41.7%	41.7%	(\$48,156)	-3.3%
EMS Property Taxes	304,886	121,073	39.7%	328,028	134,258	40.9%	328,028	134,258	40.9%	134,258	40.9%	134,258	41.7%	41.7%	(2,530)	41.7%	41.7%	(2,530)	-0.8%
Sales & Use Tax	3,772,472	1,544,558	40.9%	4,044,090	1,757,807	43.5%	4,044,090	1,757,807	43.5%	1,757,807	43.5%	1,757,807	41.7%	41.7%	71,421	41.7%	41.7%	71,421	1.8%
Electricity Tax	495,100	236,289	47.7%	505,002	280,309	55.5%	505,002	280,309	55.5%	280,309	55.5%	280,309	41.7%	41.7%	69,723	41.7%	41.7%	69,723	13.8%
Gas/Natural Gas Tax	217,725	107,478	49.4%	240,202	119,697	49.8%	240,202	119,697	49.8%	119,697	49.8%	119,697	41.7%	41.7%	19,533	41.7%	41.7%	19,533	8.1%
Criminal Justice Tax	105,050	44,115	42.0%	106,101	48,892	46.1%	106,101	48,892	46.1%	48,892	46.1%	48,892	41.7%	41.7%	4,648	41.7%	41.7%	4,648	4.4%
Main Street B & O Credit	0	0	0.0%	0	41,250	100.0%	0	41,250	100.0%	41,250	100.0%	41,250	41.7%	41.7%	41,250	41.7%	41.7%	41,250	58.3%
Water/Sewer B & O Tax	452,900	193,198	42.7%	464,727	225,711	48.6%	464,727	225,711	48.6%	225,711	48.6%	225,711	41.7%	41.7%	31,920	41.7%	41.7%	31,920	6.9%
Garbage Tax	81,900	31,748	38.8%	81,900	33,469	40.9%	81,900	33,469	40.9%	33,469	40.9%	33,469	41.7%	41.7%	(663)	41.7%	41.7%	(663)	-0.8%
Cable Tax	133,485	53,363	40.0%	136,500	52,953	39.1%	136,500	52,953	39.1%	52,953	39.1%	52,953	41.7%	41.7%	(3,551)	41.7%	41.7%	(3,551)	-2.6%
Telephone Tax	275,000	120,744	43.9%	260,000	109,242	42.0%	260,000	109,242	42.0%	109,242	42.0%	109,242	41.7%	41.7%	822	41.7%	41.7%	822	0.3%
Leasehold Excise Tax	41,000	9,508	23.2%	43,050	13,741	31.9%	43,050	13,741	31.9%	13,741	31.9%	13,741	41.7%	41.7%	(4,211)	41.7%	41.7%	(4,211)	-9.8%
Timber Excise Tax	45	0	0.0%	45	0	0.0%	45	0	0.0%	0	0.0%	0	41.7%	41.7%	(19)	41.7%	41.7%	(19)	-41.7%
Total Tax Revenues	7,156,511	2,968,432	41.5%	7,673,077	3,379,861	44.0%	7,673,077	3,379,861	44.0%	3,379,861	44.0%	3,379,861	41.7%	41.7%	180,188	41.7%	41.7%	180,188	2.3%
Licenses & Permits	157,050	114,694	73.0%	210,550	100,579	47.8%	210,550	100,579	47.8%	100,579	47.8%	100,579	41.7%	41.7%	12,780	41.7%	41.7%	12,780	6.1%
Intergov't. Grants/Entitlements	450,645	51,576	11.4%	183,661	549,940	299.4%	183,661	549,940	299.4%	549,940	299.4%	549,940	41.7%	41.7%	473,353	41.7%	41.7%	473,353	257.7%
Charges for Goods and Svcs.	371,196	72,883	19.6%	326,265	90,775	27.8%	326,265	90,775	27.8%	90,775	27.8%	90,775	41.7%	41.7%	(45,278)	41.7%	41.7%	(45,278)	-13.9%
Fines and Forfeitures	147,420	64,351	43.7%	144,770	48,682	33.6%	144,770	48,682	33.6%	48,682	33.6%	48,682	41.7%	41.7%	(11,687)	41.7%	41.7%	(11,687)	-8.1%
Interest Earnings	11,890	8,915	75.0%	15,990	9,318	58.3%	15,990	9,318	58.3%	9,318	58.3%	9,318	41.7%	41.7%	2,650	41.7%	41.7%	2,650	16.6%
Rents & Royalties	71,280	30,797	43.2%	82,100	30,957	37.7%	82,100	30,957	37.7%	30,957	37.7%	30,957	41.7%	41.7%	(3,279)	41.7%	41.7%	(3,279)	-4.0%
Donations/Contributions	87,000	7,000	100.0%	0	11,519	100.0%	0	11,519	100.0%	11,519	100.0%	11,519	41.7%	41.7%	11,519	41.7%	41.7%	11,519	0.0%
Misc. Revenue/Insurance	29,385	19,047	64.8%	29,385	15,591	53.1%	29,385	15,591	53.1%	15,591	53.1%	15,591	41.7%	41.7%	3,337	41.7%	41.7%	3,337	11.4%
Non-Revenues	142,435	56,690	39.8%	148,351	39,379	26.5%	148,351	39,379	26.5%	39,379	26.5%	39,379	41.7%	41.7%	(22,483)	41.7%	41.7%	(22,483)	-15.2%
Total Non-Tax Revenues	1,468,301	425,953	29.0%	1,141,072	896,740	78.6%	1,141,072	896,740	78.6%	896,740	78.6%	896,740	41.7%	41.7%	420,913	41.7%	41.7%	420,913	36.9%
	\$8,624,812	\$3,394,385	39.4%	\$8,814,149	\$4,276,601	48.5%	\$8,814,149	\$4,276,601	48.5%	\$4,276,601	48.5%	\$4,276,601	41.7%	41.7%	\$601,101	41.7%	41.7%	\$601,101	6.8%

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

City of Chehalis
Comparative Financial Reports
May 2016 and 2017

GENERAL FUND (#001) EXPENDITURES	A May 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	Actual	Actual	% Exp'd	% Exp'd	% Exp'd	% Exp'd	Variance	Expected	Variance	% Variance
City Council	\$98,657	\$53,207	\$92,351	\$34,360	53.9%	37.2%	\$92,351	\$34,360	\$34,360	\$34,360	37.2%	41.7%	41.7%	\$4,150	\$4,150	41.7%	\$4,150	4.5%
Municipal Court	522,105	221,828	480,523	175,506	42.5%	36.5%	480,523	175,506	175,506	175,506	36.5%	41.7%	41.7%	24,872	24,872	41.7%	24,872	5.2%
City Manager	308,708	157,428	312,582	84,049	51.0%	26.9%	312,582	84,049	84,049	84,049	26.9%	41.7%	41.7%	46,298	46,298	41.7%	46,298	14.8%
Finance	228,295	144,345	231,511	112,526	63.2%	48.6%	231,511	112,526	112,526	112,526	48.6%	41.7%	41.7%	(15,986)	(15,986)	41.7%	(15,986)	-6.9%
City Clerk	78,878	40,760	79,915	28,028	51.7%	35.1%	79,915	28,028	28,028	28,028	35.1%	41.7%	41.7%	5,297	5,297	41.7%	5,297	6.6%
Facilities and Parks	0	0	791,001	362,126	0.0%	45.8%	791,001	362,126	362,126	362,126	45.8%	41.7%	41.7%	(32,279)	(32,279)	41.7%	(32,279)	-4.1%
Non-Departmental	542,916	156,168	611,351	261,504	28.8%	42.8%	611,351	261,504	261,504	261,504	42.8%	41.7%	41.7%	(6,571)	(6,571)	41.7%	(6,571)	-1.1%
Human Resources	85,553	51,746	80,584	40,374	60.5%	50.1%	80,584	40,374	40,374	40,374	50.1%	41.7%	41.7%	(6,770)	(6,770)	41.7%	(6,770)	-8.4%
Police	2,751,643	1,181,700	2,927,678	1,299,402	42.9%	44.4%	2,927,678	1,299,402	1,299,402	1,299,402	44.4%	41.7%	41.7%	(78,560)	(78,560)	41.7%	(78,560)	-2.7%
Fire	2,048,797	853,883	2,211,515	1,035,870	41.7%	46.8%	2,211,515	1,035,870	1,035,870	1,035,870	46.8%	41.7%	41.7%	(113,668)	(113,668)	41.7%	(113,668)	-5.1%
Public Works - Streets	758,249	168,992	588,527	170,509	22.3%	29.0%	588,527	170,509	170,509	170,509	29.0%	41.7%	41.7%	74,907	74,907	41.7%	74,907	12.7%
Planning & Building	0	0	359,957	144,308	0.0%	40.1%	359,957	144,308	144,308	144,308	40.1%	41.7%	41.7%	5,794	5,794	41.7%	5,794	1.6%
Recreation	0	0	482,185	170,203	0.0%	35.3%	482,185	170,203	170,203	170,203	35.3%	41.7%	41.7%	30,868	30,868	41.7%	30,868	6.4%
Community Development	1,688,294	698,697	0	0	41.4%	0.0%	0	0	0	0	0.0%	41.7%	41.7%	0	0	41.7%	0	0.0%
	\$9,112,095	\$3,728,754	\$9,249,680	\$3,918,765	40.9%	42.4%	\$9,249,680	\$3,918,765	\$3,918,765	\$3,918,765	42.4%	41.7%	41.7%	(\$61,648)	(\$61,648)	41.7%	(\$61,648)	-0.7%

Net Budget/Income/Variance: (\$487,283) (\$334,369) (\$435,531) \$357,836

Key:

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

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

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

City of Chehalis
Comparative Financial Reports
May 2016 and 2017

WASTEWATER FUND (#404) REVENUES	A May 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	May 2017 Budget	Actual	% Rec'd	% Rec'd	Expected % Rec'd*	Expected % Rec'd*	Var'nc from Expected	Expected Variance	% Variance	
Non-Revenue - Loans	\$1,400,000	\$0	\$0	\$0	0.0%	0.0%	\$275,000	\$0	\$0	\$0	0.0%	0.0%	41.7%	41.7%	(\$114,675)	0.0%	0.0%	
Wastewater Fees	4,818,053	2,195,125	2,195,125	2,195,125	45.6%	45.6%	5,289,972	2,263,958	2,263,958	2,263,958	42.8%	42.8%	41.7%	41.7%	58,040	1.1%	1.1%	
Sewer Connection/Misc. Fees	30,000	9,999	9,999	9,999	33.3%	33.3%	60,000	0	0	0	0.0%	0.0%	41.7%	41.7%	(25,020)	-41.7%	-41.7%	
Rentals	3,545	3,545	3,545	3,545	100.0%	100.0%	3,000	3,545	3,545	3,545	100.0%	100.0%	41.7%	41.7%	2,067	58.3%	58.3%	
Misc. Revenues/Insurance	3,000	2,212	2,212	2,212	73.7%	73.7%	3,000	776	776	776	25.9%	25.9%	41.7%	41.7%	(475)	-15.8%	-15.8%	
Non-Revenue Tax Receipts	555	524	524	524	94.4%	94.4%	555	517	517	517	93.2%	93.2%	41.7%	41.7%	286	51.5%	51.5%	
Intergovernmental Receipts	0	0	0	0	0.0%	0.0%	0	13,412	0	13,412	100.0%	100.0%	41.7%	41.7%	13,412	58.3%	58.3%	
Proceeds of Long-Term Debt	0	63,535	63,535	63,535	100.0%	100.0%	0	578,543	0	578,543	100.0%	100.0%	41.7%	41.7%	578,543	58.3%	58.3%	
Fines and Forfeitures	50,000	23,760	23,760	23,760	0.0%	0.0%	50,000	20,196	20,196	20,196	40.4%	40.4%	41.7%	41.7%	(654)	-1.3%	-1.3%	
Interest Earnings	2,459	(64)	(64)	(64)	-2.6%	-2.6%	3,000	10,067	10,067	10,067	335.6%	335.6%	41.7%	41.7%	8,816	293.9%	293.9%	
Tot	\$6,307,612	\$2,298,636	\$2,298,636	\$2,298,636	36.4%	36.4%	\$5,685,072	\$2,891,014	\$2,891,014	\$2,891,014	50.9%	50.9%	41.7%	41.7%	\$520,339	9.2%	9.2%	

WASTEWATER FUND (#404) EXPENSES	A May 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	May 2017 Budget	Actual	% Exp'd	% Exp'd	Expected % Exp*	Expected % Exp*	Var'nc from Expected	Expected Variance	% Variance	
Operating Expenses	\$2,723,260	\$862,912	\$862,912	\$862,912	31.7%	31.7%	\$2,804,925	\$1,055,168	\$1,055,168	\$1,055,168	37.6%	37.6%	41.7%	41.7%	\$114,486	4.1%	4.1%	
Capital Outlay	1,467,900	91,199	91,199	91,199	6.2%	6.2%	473,000	590,899	590,899	590,899	124.9%	124.9%	41.7%	41.7%	(393,658)	-83.2%	-83.2%	
Debt Principal	1,834,840	917,111	917,111	917,111	50.0%	50.0%	1,846,181	918,350	918,350	918,350	49.7%	49.7%	41.7%	41.7%	(148,493)	-8.0%	-8.0%	
Interest Expense	34,188	11,073	11,073	11,073	32.4%	32.4%	43,937	9,887	9,887	9,887	22.5%	22.5%	41.7%	41.7%	8,435	19.2%	19.2%	
Transfers Out	32,500	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	0.0%	41.7%	41.7%	0	41.7%	41.7%	
Tot	\$6,092,688	\$1,882,295	\$1,882,295	\$1,882,295	30.9%	30.9%	\$5,168,043	\$2,574,304	\$2,574,304	\$2,574,304	49.8%	49.8%	41.7%	41.7%	-\$419,230	-8.1%	-8.1%	

Net Budget/Income/Variance: \$214,924 \$416,341 \$517,029 \$316,710 \$101,109

Key:

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

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

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

City of Chehalis
Comparative Financial Reports
May 2016 and 2017

WATER FUND: (#405) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	May 2016 Actual	%	Rec'd	Budget	May 2017 Actual	%	Rec'd	Budget	Actual	%	Rec'd	Expected %	Rec'd*	Expected	Var'nc from Expected	%	Variance
Intergovernmental Revenues	\$0	\$0	100.0%		\$0	\$0	0.0%		\$0		0.0%		41.7%		\$0	100.0%		
Water Sales	\$2,351,387	\$951,202	40.5%		\$2,613,600	\$981,121	37.5%				37.5%		41.7%		(108,750)	-4.2%		
Water Connection/Misc. Fees	10,000	14,105	141.1%		75,000	3,807	5.1%				5.1%		41.7%		(27,468)	-36.6%		
Misc. Revenues/Insurance	2,121	3,394	160.0%		2,121	702	33.1%				33.1%		41.7%		(182)	-8.6%		
Non-Revenue Tax Receipts	100	260	0.0%		150	66	44.0%				44.0%		41.7%		3	2.3%		
Proceeds of Long-Term Debt	1,464,500	0	0.0%		1,000,000	0	0.0%				0.0%		41.7%		(417,000)	-41.7%		
Fines and Forfeitures	25,000	11,572	0.0%		28,000	12,270	43.8%				43.8%		41.7%		594	2.1%		
Interest Earnings	6,275	329	5.2%		9,750	7,768	79.7%				79.7%		41.7%		3,702	38.0%		
Total	\$3,859,383	\$980,862	25.4%		\$3,728,621	\$1,005,734	27.0%				27.0%		41.7%		(\$549,101)	-14.7%		

WATER FUND: (#405) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	May 2016 Actual	%	Exp'd	Budget	May 2017 Actual	%	Exp'd	Budget	Actual	%	Exp'd	Expected %	Exp'd*	Expected	Var'nc from Expected	%	Variance
Operating Expenses	\$1,888,309	\$660,690	35.0%		\$1,930,577	\$804,235	41.7%				41.7%		41.7%		\$816	0.0%		
Capital Outlay	1,847,000	86,905	4.7%		1,603,000	578,570	36.1%				36.1%		41.7%		89,881	5.6%		
Debt Principal	134,077	10,000	7.5%		135,077	11,000	8.1%				8.1%		41.7%		45,327	33.6%		
Interest Expense	14,435	2,325	16.1%		12,480	1,861	14.9%				14.9%		41.7%		3,343	26.8%		
Total	\$3,883,821	\$759,920	19.6%		\$3,681,134	\$1,395,666	37.9%				37.9%		41.7%		\$139,367	3.8%		

Net Budget/Income/Variance: (\$24,438) \$220,942 \$47,487 (\$389,932) (\$409,734)

Key:

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

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

City of Chehalis
Comparative Financial Reports
May 2016 and 2017

STORM FUND (#406) REVENUES	A May 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	Expected % Rec'd*	% Rec'd	Expected % Rec'd*	Expected % Rec'd*	Expected % Rec'd*	Var'nc from Expected	Var'nc from Expected	% Variance
Storm & Surface Water Fees	\$501,000	\$225,233	0	0	45.0%	0.0%	\$545,910	\$267,292	49.0%	0.0%	41.7%	49.0%	41.7%	41.7%	\$39,648	(834)	7.3%	
Storm Connection/Misc. Fees	4,000	0	0	0	0.0%	0.0%	2,000	0	0.0%	0.0%	41.7%	0.0%	41.7%	41.7%	0	0	-41.7%	
Misc. Revenues/Insurance	2,000	0	0	0	0.0%	0.0%	0	0	0.0%	100.0%	41.7%	100.0%	41.7%	41.7%	25	25	58.3%	
Non-Revenue Tax Receipts	275	0	0	0	0.0%	0.0%	0	25	100.0%	100.0%	41.7%	100.0%	41.7%	41.7%	1,984	1,984	58.3%	
Fines and Forfeitures	4,500	2,214	0	0	0.0%	0.0%	1,000	1,723	172.3%	172.3%	41.7%	172.3%	41.7%	41.7%	1,306	1,306	130.6%	
Interest Earnings	580	0	0	0	0.0%	0.0%	1,000	1,723	172.3%	172.3%	41.7%	172.3%	41.7%	41.7%	1,306	1,306	130.6%	
Total	\$512,355	\$227,447	\$548,910	\$271,024	44.4%	0.0%	\$548,910	\$271,024	49.4%	0.0%	41.7%	49.4%	41.7%	41.7%	\$42,129	\$42,129	7.7%	

STORM FUND (#406) EXPENSES	A May 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*	% Exp'd	Expected % Exp*	Expected % Exp*	Expected % Exp*	Var'nc from Expected	Var'nc from Expected	% Variance
Operating Expenses	\$469,176	\$108,559	0	0	23.1%	0.0%	\$524,898	\$143,779	27.4%	0.0%	41.7%	27.4%	41.7%	41.7%	\$75,103	0	14.3%	
Transfers Out	18,000	0	0	0	0.0%	0.0%	0	0	0.0%	0.0%	41.7%	0.0%	41.7%	41.7%	0	0	41.7%	
Total	\$487,176	\$108,559	\$524,898	\$143,779	22.3%	0.0%	\$524,898	\$143,779	27.4%	0.0%	41.7%	27.4%	41.7%	41.7%	\$75,103	\$75,103	14.3%	

Net Budget/Income/Variance: \$25,179 \$118,888 \$24,012 \$127,245 \$117,232

Key:

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City of Chehalis
Comparative Financial Reports
May 2016 and 2017

AIRPORT FUND (#407) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	May 2016 Actual	Budget	Actual	%	Rec'd	Budget	May 2017 Actual	%	Rec'd	%	Exp'd	%	Exp'd	Var'nc from Expected	%	Variance	
Intergovernmental Revenues	\$916,600	\$81,539	\$944,587	\$100,845	8.9%	10.7%			41.7%					(293,048)	-31.0%			
Charges for Goods and Svcs.	533,622	191,298	534,567	182,773	35.8%	34.2%			41.7%				(40,141)	-7.5%				
Interest Earnings	14,000	4,875	5,325	771	34.8%	14.5%			41.7%				(1,450)	-27.2%				
Licenses & Permits	0	0	1,450	0	0.0%	0.0%			41.7%				(605)	-41.7%				
Rents & Royalties	896,423	430,750	981,437	432,865	48.1%	44.1%			41.7%				23,606	2.4%				
Misc. Rev/Ins/Donations	600	0	700	1,705	0.0%	243.6%			41.7%				1,413	201.9%				
Non-Revenue Tax Receipts	157,373	70,885	168,424	70,427	45.0%	41.8%			41.7%				76	0.1%				
Operating Transfers In	32,500	0	0	0	0.0%	0.0%			41.7%				0	-41.7%				
	\$2,551,118	\$779,347	\$2,636,490	\$789,386	30.5%	29.9%			41.7%				(\$310,225)	-11.8%				

AIRPORT FUND (#407) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	May 2016 Actual	Budget	Actual	%	Exp'd	Budget	May 2017 Actual	%	Exp'd	%	Exp'd	%	Exp'd	Var'nc from Expected	%	Variance	
Operating Expenses	\$1,338,870	\$391,388	\$1,327,471	\$472,645	29.2%	35.6%			41.7%					\$80,910	6.1%			
Capital Outlay	904,130	249,494	1,184,587	83,983	27.6%	7.1%			41.7%				409,990	34.6%				
Principal - G.O. Bonds	278,505	124,695	1,597,850	6,339	44.8%	0.4%			41.7%				659,964	41.3%				
Interest Expense	74,084	42,302	44,382	4,779	57.1%	10.8%			41.7%				13,728	30.9%				
	\$2,595,589	\$807,879	\$4,154,290	\$567,746	31.1%	13.7%			41.7%				\$1,164,593	28.0%				
	(\$44,471)	(\$28,532)	(\$1,517,800)	\$221,640									\$854,368					

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