

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, July 24, 2017
5:00 p.m.

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

PROCLAMATIONS/PRESENTATIONS		
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.		
3. <u>Recognition of David Fleckenstein, Airport Director.</u> (Mayor, City Manager)		

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 July 10, 2017.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (City Manager, Finance Manager)	APPROVE	5
6. <u>Amendment No. 1 in the Amount of \$20,000 to the Engineering Services Agreement with Gibbs & Olson for the Coal Creek Sewer Extension Project.</u> (City Manager, Public Works Director, Wastewater Superintendent)	APPROVE	6
7. <u>Reject Bids for Chip Spreader.</u> (City Manager, Public Works Director, Street Superintendent)	APPROVE	8
8. <u>Reject Bids for Airport Tract5A Fill and Grade Project.</u> (City Manager, Airport Director)	APPROVE	9

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
UNFINISHED BUSINESS		
9. <u>Ordinance No. 975-B, Second and Final Reading – Modifying Chehalis Municipal Code 7.04 Relating to Vapor Product Crimes and Cybercrime, and Parking.</u> (City Manager, Police Chief)	PASS	10
10. <u>Ordinance No. 976-B, Second and Final Reading – Adopting the 2015 International Building Code Council Codes.</u> (City Manager, Community Development Director)	PASS	15
11. <u>Ordinance No. 977-B, Second and Final Reading – Amending Chehalis Municipal Code 17.78 Allowing Micro-Breweries and Micro-Wineries in Commercial General and in Central Business District Zones.</u> (City Manager, Community Development Director)	PASS	21
12. <u>Ordinance No. 978-B, Second and Final Reading – Amending Chehalis Municipal Code Chapters 17.42.020, 17.45.020, and 17.48.020 Relating to Adjacent Lot Setbacks.</u> (City Manager, Community Development Director)	PASS	27

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
NEW BUSINESS		
13. <u>Resolution No. 5-2017, First and Final Reading – Establishing an Order of Procedure for City Council Meetings.</u> (City Manager, City Clerk)	ADOPT	32
14. <u>Parking Lot Leases and Parking Fines.</u> (City Manager, Police Chief)	APPROVE RECOMMENDATIONS	39

ADMINISTRATION AND CITY COUNCIL REPORTS		
15. <u>Administration Reports.</u>		
a. Finance report. (City Manager, Finance Director)	INFORMATION ONLY	41
b. City Manager update. (City Manager)	INFORMATION ONLY	---
16. <u>Councilor Reports/Committee Updates.</u> (City Council)		

EXECUTIVE SESSION		
17. Pursuant to RCW:		
a. 42.30.110(1)(c) – Sale/Lease of Real Estate		
b. 42.30.110(1)(i) – Litigation/Potential Litigation		
c. 42.30.140(4)(a) – Collective Bargaining		

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, AUGUST 14, 2017.

July 10, 2017

The Chehalis city council met in regular session on Monday, July 10, 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, Bob Spahr, and Chad Taylor. Councilor Isaac Pope was absent (excused). Staff present included: Jill Anderson, City Manager; David Fleckenstein, Airport Director; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Trent Lougheed, Community Development Director; Judy Pectol, Finance Manager; and Glenn Schaffer, Police Chief. Members of the news media present included Natalie Johnson from *The Chronicle*.

1. **Passing of Chehalis K9, Reign**. Mayor Dawes acknowledged the recent, unexpected passing of the city's K9, Reign, and his service to the department. He recognized Officer Warren Ayers, Reign's handler, the entire department, as well as the community in this loss.

Chief Schaffer stated Reign is already missed by his police department family. They are still awaiting the results of the necropsy being performed at Washington State University. Initial examination didn't show any obvious signs as to why Reign died. Further toxicology and tissue biopsy tests will be completed to determine the cause of death. In speaking with Officer Ayers, something will be done to commemorate and recognize Reign's service. The future of the K9 program will also be discussed. The program provides a benefit and service to the community, not only as a crime-fighting tool, but also as a public service.

2. **Citizens Business – Commissioner Edna Fund**. Commissioner Fund addressed the council on several topics:

a. **Flood Control Zone District**. As a flood control zone supervisor, Commissioner Fund explained there are now two entities – the county commission and the new Chehalis River Basin Flood Control Zone District. A meeting was held last week and the Flood Control Zone District is seeking individuals to volunteer to serve on an advisory committee to advise the Board of Supervisors (the county commissioners) regarding solutions for reducing flood damage and to restore habitat for aquatic species within the basin. One of their first actions was a resolution to sponsor and apply for permits to construct a water retention facility and associated facilities on the upper Chehalis River south of the town of Pe Ell. There are five openings on the board. Interested individuals should call Lara Seiler at 360-740-2660 or lara.seiler@lewiscountywa.gov.

b. **Office of the Chehalis River Basin**. This group met last Friday. The office was created by the legislature to help resolve flooding issues and includes three representatives from the Flood Authority, two from the Governor's office (one of which is J. Vander Stoep), and Commissioner Fund represents as the Flood Authority Representative from the County Commissioners.

c. **2018 Lewis County Budget Process**. Commissioner Fund announced the County Commissioners are looking for county residents to serve on an advisory committee to provide input and guidance as the county sets its 2018 budget. They are looking for residents from each of the three districts. Applications are available on the county website, and questions should be directed to Commissioner Fund.

Mayor Dawes stated there are many groups looking at flooding, and it is confusing which group one should address.

Commissioner Fund explained that the Office of the Chehalis River Basin is located in the Department of Ecology, which is the over-arching entity related to flood mitigation and fish protection. As far as water retention, a sponsor is required to start the process of permitting, which is being done by the Lewis County Flood Control Zone District. There are several individuals on multiple groups and they are going to have to work together. She noted the Board of Supervisors (county commissioners) has to be very separate, having one attorney in the prosecutor's office who represents the Flood Control Zone District and another attorney that represents the commissioners. She added that all of these meetings are open to the public, and there are representatives from both the Chehalis and Quinault Tribes.

Councilor Harris stated he chairs the Chehalis River Basin Partnership that was formed in 1998, following the 1996 flood, to work on flooding. Most of the current entities stemmed from the Partnership, which group is struggling to figure out their role in all of these new programs and organizations. There's a fish mitigation committee within Ecology made up of the Quinault and Chehalis Tribes, and Ecology. He asked that this be taken back to the Governor's group because the wheel doesn't need to be recreated and he thought the six or seven groups currently out there were doing just that. He added that the Partnership had operated on consensus, but some of the other groups are not.

July 10, 2017

Commissioner Fund stated the Flood Control Zone District and the Office of the Chehalis River Basin will both operate on consensus, and will only vote should they come to a loggerhead. She agreed it would be good to list all the groups and what each is supposed to be doing. Councilor Harris thought it should include who each group answers to, and what their authority is.

Commissioner Fund noted the Flood Authority will continue to work on small projects within the counties. Councilor Harris hoped those small projects would receive mitigation credit for when the dam is built.

Commissioner Fund stated lots of studies will need to be done and they are looking at the Office of the Columbia River as an example to find out how they were able to get things done, including dams. She reiterated that everyone needs to work cooperatively and find out where each piece of the pie fits.

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

a. Minutes of the regular meeting of June 26, 2017; and

b. June 30, 2017 Claim Vouchers No. 119507-119661 in the amount of \$220,805.22; and June 30, 2017, Payroll Vouchers No. 39593-39685, Direct Deposit Payroll Vouchers No. 8393-8496, and Electronic Federal Tax Payment No. 173 in the amount of \$882,922.42.

The motion was seconded by Councilor Lund and carried unanimously.

4. **Ordinance No. 973-B, Second and Final Reading – Amending the 2017 Budget.** Judy Pectol noted the ordinance before the council at the last meeting was revised to include money for the 911 communications center feasibility study; a building abatement fund for fencing; expenses related to Flood Authority activities; and drug seizure revenues for training expenses.

Councilor Lund moved to pass Ordinance No. 973-B on second and final reading. The motion was seconded by Councilor Spahr and carried unanimously.

5. **Ordinance No. 974-B, First and Final Reading – Amending Ordinance No. 714-B Relating to Small Works Roster.** David Fleckenstein stated the ordinance realigns the city's current small works roster with what the RCW currently provides. Right now, the city is capped at \$200,000, but the RCW provides for \$300,000. The increase will allow the city to get work done quicker and meet the needs of construction projects.

Councilor Ketchum moved to suspend the rules requiring two readings of an ordinance. The motion was seconded by Councilor Taylor and carried unanimously. Councilor Ketchum moved to pass Ordinance No. 974-B on first and final reading. The motion was seconded by Councilor Taylor and carried unanimously.

6. **Ordinance No. 975-B, First Reading – Modifying Chehalis Municipal Code 7.04 Relating to Vapor Product Crimes and Cybercrime, and Parking.** Chief Schaffer stated the city has adopted many RCWs to be able to utilize in court. Two new ones developed by the state include vapor products that relate to purchase and possession of vapor products and where they are used. The other relates to the Washington Cybercrime Act dealing with computer trespassing and data security. The third part of the ordinance would adopt some new parking ordinances relating to the blocking or obstructing of alleys, driveways, sidewalks, and traffic.

Councilor Ketchum moved to pass Ordinance No. 975-B on first reading. The motion was seconded by Councilor Lund.

Councilor Spahr thought there were already laws on the books as far as obstructing sidewalks. Chief Schaffer stated those regulations pertained to the right-of-way. This ordinance would allow for violations to be brought into the municipal court.

The motion carried unanimously.

July 10, 2017

7. Ordinance No. 976-B, First Reading – Adopting the 2015 International Building Code Council Codes. Trent Lougheed stated this housekeeping item would update the adoption of the 2009 International Building Codes to the 2015 codes. The Washington State Building Code Council adopted the 2015 codes in January 2016. In order to keep in compliance with WACs and RCWs, the administration is recommending that the council adopt the 2015 codes.

Councilor Spahr wondered why it was called an international building code. Mr. Lougheed stated the codes are actually used in many nations in an attempt to standardize building codes.

Councilor Taylor asked if the adoption of the codes would create new things that building owners will have to deal with, such as residential sprinkling systems. Mr. Lougheed stated that in reviewing the itemized list of changes, he didn't see anything of significance.

Mayor Dawes asked if residential sprinkling systems were included in the 2015 codes. Mr. Lougheed stated the codes didn't change; the city is just adopting the master reference list of the codes the city is currently implementing.

Councilor Ketchum moved to pass Ordinance No. 976-B on first reading to amend Chehalis Municipal Code Title 17 Appendix Chapter E and Chapter 9. The motion was seconded by Councilor Taylor and carried unanimously.

8. Ordinance No. 977-B, First Reading – Amending Chehalis Municipal Code Chapter 17.78 Allowing Micro-Breweries and Micro-Wineries in Commercial General and in Central Business District Zones. City Manager Anderson stated the ordinance was prepared at the request of the council to address a growing segment of the hospitality market.

Mr. Lougheed stated the ordinance would add these types of uses as allowable under the zone use charts, so as not to require a conditional use permit in order to obtain this type of business license.

Councilor Lund moved to pass Ordinance No. 977-B on first reading to amend Chehalis Municipal Code Division VI, Use Chart/Zoning Map, Chapter 17.78, Use and Occupancy / Use Chart, and Definitions 17.78.010. The motion was seconded by Councilor Ketchum and carried unanimously.

9. Ordinance No. 978-B, First Reading – Amending Chehalis Municipal Code Chapters 17.42.020, 17.45.020, and 17.48.020 Relating to Adjacent Lot Setbacks. City Manager Anderson stated the ordinance would clarify the code and hopefully make it easier for the public to understand and for staff to administer in terms of clarifying adjacent lot setbacks. Mr. Lougheed provided samples of lot configurations to explain the current problem. He stated he understood the intent of the current regulations, but they are very confusing. The ordinance would standardize the requirements.

Councilor Lund was happy to see this recommendation and moved to pass Ordinance No. 978-B on first reading to amend Chehalis Municipal Code Chapters 17.42.020, 17.45.020, and 17.48.020 Bulk Regulations. The motion was seconded by Councilor Ketchum and carried unanimously.

10. Administration Reports.

b. City Manager Update. City Manager Anderson reported the city had been working with the Friends of the Library and The Chehalis Foundation in regards to ongoing maintenance at the library. The city is responsible for maintaining the building, which is a very costly building to maintain, and some of the design features make it a bit challenging. In recognition of that, the Friends of the Library is offering to help with some of the landscaping activity to prepare for an event in August. The city is working to replace the doors and the flag.

Councilor Ketchum thought the Friends of the Library were to provide maintenance funds for the landscaping and the city provide the maintenance. Bill Hillier stated The Chehalis Foundation did not commit to providing maintenance funding, but the city has come back to The Foundation and the organization is looking into the request to see what they can do to help.

City Manager Anderson reiterated the fact that the city is trying to maintain the landscaping and creating a structure for the ongoing maintenance cost. She stated it was a very cooperative effort. Mayor Dawes asked the city manager to bring this issue to the city budget committee, as well, to see what can be addressed.

July 10, 2017

City Manager Anderson announced the resignation of Airport Director David Fleckenstein effective August 4. David has served the city well and has developed a reputation of an outstanding professional in his field. That was noticed by WSDOT and they have offered him the position of Director of Aviation for WSDOT. Trent Lougheed, the city manager, and the city attorney will oversee airport activities until a new director is selected.

Mayor Dawes wished David the best, and he thought it was a testament when the state and other agencies pluck city staff. It's a testament of the quality of individuals in the employ of the city. He thanked David for what he's done for the airport.

City Manager Anderson wished Mayor Dawes a happy birthday, along with happy anniversary wishes to the Mayor and his wife for over 40 years of marriage.

Councilors Lund, Spahr, and Harris acknowledged David Fleckenstein's service to the city.

There being no further business to come before the council, the meeting was adjourned at 6:45 pm.

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: July 24, 2017

SUBJECT: Vouchers and Transfers

ISSUE

City Council approval is requested for Vouchers and Transfers dated July 14, 2017.

DISCUSSION

The July 14, 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. 119662-119819 and Electronic Funds Transfer No. 62017 and 72017 in the amount of \$688,662.83 dated July 14, 2017, which includes the transfer of:

- \$164,593.52 from the General Fund
- \$49.65 from the Dedicated Street Fund – 4% Sales Tax
- \$26,265.79 from the Arterial Street Fund
- \$14,460.29 from the Tourism Fund
- \$1,019.22 from the Garbage Fund
- \$44,557.50 from the Wastewater Fund
- \$92,715.52 from the Water Fund
- \$3,664.13 from the Storm & Surface Water Utility Fund
- \$341,337.21 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the July 14, 2017 Claim Vouchers No. 119662-119819 and Electronic Funds Transfer No. 62017 and 72017 in the amount of \$688,662.83.

SUGGESTED MOTION

I move that the City Council approve the July 14, 2017 Claim Vouchers No. 119662-119819 and Electronic Funds Transfer No. 62017 and 72017 in the amount of \$688,662.83.

**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: July 24, 2017

SUBJECT: Coal Creek Sewer Extension Project – Engineering Services Agreement
Amendment

ISSUE

An amendment to the engineering services agreement with Gibbs & Olson for the Coal Creek Sewer Extension Project is being presented for City Council's review and approval.

DISCUSSION

In 2016, the City Council approved an engineering services agreement with Gibbs & Olson for Coal Creek Sewer Extension Project design and construction management services for an amount not to exceed \$62,350. Attached is Amendment 1 to that agreement increasing the agreement amount by \$20,000 to cover unforeseen delays/expenses encountered during the design phase of the project. The delays/expenses were a result of the gas company's reluctance to locate two high pressure gas mains on Coal Creek Road in a timely manner and increased levels of effort required for environmental and historical permitting.

FISCAL IMPACT

The resulting cost increases were over the amount allotted by Ecology for the design phase of the project and therefore were not reimbursable under the grant funding. However, Lewis County, who is partnering with the City on this project, has already covered the increased design costs. Thus, there will be no additional fiscal impact to the City if this amendment is approved.

RECOMMENDATION

It is recommended that the City Council approve Amendment 1 to the engineering services agreement with Gibbs & Olson for a total agreement amount not to exceed \$82,350.

SUGGESTED MOTION

I move that the City Council approve Amendment 1 to the engineering services agreement with Gibbs & Olson in the amount of \$20,000 for a total agreement amount not to exceed \$82,350.

AMENDMENT NO. 1

This Amendment No. 1 modifies the Agreement for Engineering Services (Agreement) between Gibbs & Olson, Inc., Longview, Washington (Engineer) and the City of Chehalis, Washington (Client) executed on March 28, 2016, for a project known as the Coal Creek Sewer Project.

We are requesting a budget increase for the design and environmental phase of the project for the following reasons:

- Puget Sound Energy would not field locate their gas mains along NE Coal Creek Road for the design work without being badgered into doing it. Once they did locate the mains, we had to redesign the sewer line along NE Coal Creek Road. This also forced a project delay from last fall construction to this summer.
- The environmental review process was much more involved than we anticipated due to considerable excavation.
- The release from DAHP (Department of Historical Preservation) required photographs and description of all houses within the project area which was not anticipated.

The following modifications are made to the Agreement. All other terms and conditions of the Agreement remain unchanged.

SCHEDULE:

Construction contract award is June 2017 with construction to follow in July through August and contract close out in September 2017.

BUDGET

The budget is hereby increased by \$20,000.00 and the total agreement amount is increased to \$82,350.00 as summarized below.

Original Agreement Amount	\$62,350.00
<u>Amendment No. 1.....</u>	<u>\$20,000.00</u>
Total Agreement Amount	\$82,350.00

CITY OF CHEHALIS

GIBBS & OLSON, INC.

By: _____
T. Jill Anderson, City Manager

By: Richard A. Gushman
Richard A. Gushman, President

Date: _____

Date: June 30, 2017

Copy: File 0155.1076

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

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

MEETING OF: July 24, 2017

SUBJECT: Bids for Chip Spreader

ISSUE

Bids were recently solicited by the city for a new chip spreader and the administration has reviewed the bids received, and is making a recommendation to reject the bids.

DISCUSSION

The administration recently advertised for a new chip spreader. Two bids, from Pape Machinery and Bearcat Manufacturing were received. The Pape Machinery bid amounted to \$265,793.30, but does not meet the bid specifications. Bearcat Manufacturing submitted a bid for \$286,784.10, which met all specifications, but also offered an optional bid for \$264,062.10 utilizing a Tier 3 engine component instead of a Tier 4 engine. Rewriting the bid specifications allowing for a Tier 3 engine would be beneficial for the city, resulting in less maintenance and operational costs.

FISCAL IMPACT

The cost to readvertise the bids will run approximately \$250. The purchase of a new chip spreader is in the 2017 adopted budget, anticipating the city acquiring a loan for the purchase. The current year principal and interest amounts should be reduced due to the timing of the purchase.

RECOMMENDATION

It is recommended that the City Council reject the chip spreader bids, and readvertise for a new chip spreader.

SUGGESTED MOTION

I move that the City Council reject the chip spreader bids, and readvertise for a new chip spreader.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: David Fleckenstein, Airport Director

DATE: July 24, 2017

SUBJECT: Rejection of the Tract 5A Fill and Grade Project Bids

ISSUE

The Chehalis-Centralia Airport requested construction bids to support the fill, compaction, grading, and soil testing of the tract immediately to the east of the Sonic Drive-In located on NW Arkansas Way. The bids received ranged from \$553,986 to \$733,644. Due to the rock specifications called for in the bids, the bids were higher than anticipated.

DISCUSSION

Discussions with a pending tenant for Tract 5A indicate that the specifications can be changed and still meet the construction requirements of the tenant while reducing the cost of the fill.

FISCAL IMPACT

It is estimated that changes to the construction specifications will result in much lower construction costs.

RECOMMENDATION

It is recommended that the City Council rejection the Tract 5A Fill and Grade project bids and authorize the Administration to request bids under the small works roster process with changes to the construction specifications.

SUGGESTED MOTION

I move that the Tract 5A Fill and Grade project bids be rejected and that the Administration request bids under the small works roster with changes to the construction specifications.

**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: July 24, 2017

SUBJECT: Ordinance 975-B, Second Reading – Adopting Selected Provisions of the Revised Code of Washington Pertaining to Vapor Product Crime and Cybercrime, and Creating Additional Ordinances to Prevent Parking Obstructions

ISSUE

The second reading of Ordinance 975-B pertaining to the adoption of certain RCWs into the City's Municipal Code related to vapor product and cybercrime, as well as modifying the City's parking codes.

DISCUSSION

The State of Washington recently developed several new RCWs pertaining to Vapor Product and Cyber Crime enforcement which have not yet been adopted in the City's Municipal Code. The proposed ordinance would adopt the new RCWs and include them into Title 7.04 of the Chehalis Municipal Code.

In addition, the proposed ordinance provides new parking codes which would prohibit blocking or obstructing alleys, blocking or obstructing traffic or sidewalks, and allowing for the impounding of such vehicles.

FISCAL IMPACT

There is no fiscal impact to the passage of this ordinance.

RECOMMENDATION

It is recommended that the City Council pass Ordinance 975-B on second and final reading.

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 975-B on second and final reading.

ORDINANCE NO. 975-B

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON,
MODIFYING CHEHALIS MUNICIPAL CODE TITLE 7.04,
ADOPTING SELECTED PROVISIONS OF THE REVISED CODE
OF WASHINGTON PERTAINING TO VAPOR PRODUCT CRIME
AND CYBERCRIME, AND CREATING ADDITIONAL PARKING
ORDINANCES.**

WHEREAS, the City Council of the City of Chehalis has determined that it is in the best interests of the City and its citizens that Title 7.04 of the Chehalis Municipal Code be expanded.

WHEREAS, the City Council of the City of Chehalis has determined that it is in the best interests of the City and its citizens to amend Title 7.04.005.A of the Chehalis Municipal Code by adopting the following provisions of the of the Revised Code of Washington pertaining to Vapor Product Crimes and Cybercrime, provided, however, that provisions of said Revised Code of Washington defining or relating solely to felony offenses are excluded from such adoption by reference; now, therefore,

WHEREAS, the City Council of the City of Chehalis has determined that it is in the best interests of the City and its citizens to amend Title 7.04.240.

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

Section 1. Title 7.04.005.A of the Chehalis Municipal Code, shall be, and the same hereby is, amended to now include the additional sections of the Revised Code of Washington as listed in Section 2 below.

Section 2. The following provisions of the Revised Code of Washington, as now in force or hereafter amended, added to, or deleted from shall be, and they hereby are adopted by reference, provided, however, that provisions of said titles defining or relating solely to felony offenses are excluded from such adoption by reference:

VAPOR PRODUCTS

RCW 70.345.010 Definitions.

RCW 70.345.030 License required—Must allow inspections—Sale of certain substances prohibited—Penalties

RCW 70.345.080 Vendor assistance required for sales—Exception.

RCW 70.345.140 Purchase or possession by persons under eighteen—Penalty—Jurisdiction.

RCW 70.345.150 Use of products in public places—When prohibited.

WASHINGTON CYBERCRIME ACT

RCW 9A.90.010 Findings—Intent—2016 c 164.

RCW 9A.90.020 Short title—2016 c 164.

RCW 9A.90.030 Definitions.

RCW 9A.90.040 Computer trespass in the first degree.

RCW 9A.90.050 Computer trespass in the second degree.

RCW 9A.90.060 Electronic data service interference.

RCW 9A.90.070 Spoofing.

RCW 9A.90.080 Electronic data tampering in the first degree.

RCW 9A.90.090 Electronic data tampering in the second degree.

RCW 9A.90.100 Electronic data theft.

RCW 9A.90.110 Commission of other crime.

Section 3. Title 7.04.240 of the Chehalis Municipal Code, shall be, and the same hereby is, amended to now include the additional sections 7.04.240.D, listed in Section 4 below.

Section 4. CMC 7.04.240.D

D. Blocking or Obstructing Alleys, Driveways, Sidewalks, or Traffic. The following traffic codes shall be in addition to the “Washington Model Traffic Ordinance,” Chapter 46.90 RCW. A person who violates any portion or subsection of CMC 7.04.240.D is guilty of a traffic infraction.

1. Parking in Driveway Entrance or Alley Entrance. No person shall stand or park a vehicle in front of a public or private driveway within a street or alley or in front of, or in, an alley entrance or within five feet (5') of the end of a constructed driveway return or alley entrance return, or if none, within five feet (5') of the projection of the

edge of the driveway or alley. Violation of this section constitutes a parking violation rather than a moving violation.

2. Parking in Alleys. No person shall stand or park any vehicle, except an authorized emergency vehicle, in any alley or alleyway for a period of time longer than is necessary for the expeditious loading, unloading, pick-up or delivery of materials from such vehicle. Violation of this section constitutes a parking violation rather than a moving violation.

3. Blocking or Obstructing Traffic or Sidewalk – Unoccupied Vehicle. No person shall drive, operate, or park a vehicle upon or along any street or highway in the city, as to needlessly, unnecessarily, and unwarrantedly block, obstruct, or interfere with the orderly flow of traffic on said street or highway. Nor shall any person exit such vehicle when traffic will be unreasonably obstructed thereby, or when, in areas designated for angle parking, the vehicle is of such a length as to obstruct the sidewalk or the adjacent moving traffic lane. Proof that such traffic was blocked, obstructed, or interfered with shall be prima facie evidence that such blocking, obstructing, and interference was needless, unnecessary, and unwarranted. Violation of this section constitutes a parking violation rather than a moving traffic violation.

4. Blocking or Obstructing Traffic or Sidewalk – Occupied Vehicle. No person shall stop, stand, or park a vehicle and remain therein upon or along any street or highway in the city when traffic will be unreasonably obstructed. Violation of this section constitutes a moving violation rather than a parking violation. (RCW 46.61.560)

5. Impounding Vehicles. Any vehicle that is found unattended, on any portion of public property, shall be subject to immediate impound and may be removed by or at the discretion and direction of a police officer under the following circumstances:

- a. The vehicle is a hazard such that it is blocking a crosswalk, alleyway, a public or private driveway, or other similar conduct that poses a danger or risk to the public; or
- b. The vehicle is in violation of any parking regulation in this chapter; or
- c. The vehicle is parked in violation of the terms of an impound warning notice as defined in RCW 46.55.085.

The cost of such impound, removal, and all subsequent storage of the vehicle shall be borne by the operator or owner of the vehicle.

Section 5. The City Clerk shall be, and she hereby is, instructed to amend Title 7.04.005.A of the Chehalis Municipal Code.

Section 6. The City Clerk shall be, and she hereby is, instructed to amend Title 7.04.240 of the Chehalis Municipal Code.

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.

Mayor

Attest:

City Clerk

Approved as to form and for content:

City Attorney

**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: July 24, 2017

SUBJECT: Ordinance No. 976-B, Second and Final Reading – Adopting the 2015 International Building Code Council Codes

ISSUE

The City is currently administering the 2009 building codes. The Washington State Building Code Council adopted the 2015 International Code Council Codes on July 1, 2016. This proposal is to adopt these codes to update Chehalis Municipal Code Title 17. This will allow the City to be in compliance with State regulations WAC 51-50-001 and RCW 19.27.031.

DISCUSSION

This update to the building codes is to be considered a house-keeping update to ensure the City is administering current codes. Staff is unaware of any significant changes that would affect typical development in our community. The following are the proposed updates:

Appendix Chapter E: List of International, Uniform, and SBCC Codes Adopted

A. WAC 51-50 - International Building Code (IBC), ~~2009~~ 2015 Edition, published by the International Code Council, as amended by the SBCC, provided:

1. IBC Section 105.2; Building, and IRC Section R105.2; Building, (exempted work) shall be amended to add the following exemptions:

'A. Non-structural modifications or repairs to any building which do not alter any building line defined herein, alter any required exit way, or otherwise violate any provision of this code, and the valuation or cost of construction does not exceed \$2,500'; and

'B. Non-structural roof recover, including strip and re-sheet projects, consistent with IBC Section 1510 - Reroofing; provided that no framing or other structural modifications are performed.'

B. WAC 51-51 - International Residential Code (IRC), ~~2009~~ 2015 Edition, published by the International Code Council, as amended by the SBCC.

C. WAC 51-52 - International Mechanical Code (IMC), ~~2009~~ 2015 Edition, published by the International Code Council, as amended by the SBCC.

- D. WAC 51-54 - International Fire Code (IFC), 2009 2015 Edition, published by the International Code Council, as amended by the SBCC.
- E. WAC 51-56 and 51-57 - Uniform Plumbing Code and Standards, 2009 2015 Edition, published by the IAPMO, as amended by the SBCC.
- F. WAC 51-11 - Washington State Energy Code, 2009 2015 updated edition, adopted by the SBCC.
- G. WAC 51-13 - Washington State Ventilation and Indoor Air Quality Code, 1997 edition, adopted by the SBCC.
- H. WAC 51-19 - Washington State Historical Building Code, first edition, adopted by the SBCC.
- I. Uniform Code for the Abatement of Dangerous Buildings, 1997 edition, published by the ICBO.
- J. Uniform Housing Code, 1997 edition, published by the ICBO.
- K. 2015 IBC Appendix Chapter 'C', Agricultural Buildings.
- L. 2015 IBC Appendix Chapter 'I', Patio Covers.
- M. 2015 IRC Appendix Chapter 'H', Patio Covers.
- N. 2015 IFC Appendix Chapter 'B', Fire Flow Requirements for Buildings.
- O. 2015 IFC Appendix Chapter 'C', Fire Hydrant Location and Distribution.
- P. 2015 IFC Appendix Chapter 'D', Fire Apparatus Access Roads (and Turnarounds)
- Q. 2015 IFC Appendix Chapter 'E', Hazard Categories.
- R. 2015 IFC Appendix Chapter 'F', Hazard Ranking.
- S. 2015 IFC Appendix Chapter 'G', Cryogenic Fluids.
- T. 2015 IBC Appendix Chapter 'J', Grading
- U. 2015 IRC Appendix Chapter 'G', Piping Standards for Various Applications
- V. WAC-51-50-480000 2015 International Existing Building Code including all appendices

The attached ordinance is presented for consideration on second reading. The Council voted to pass Ordinance No. 976-B on first reading at the July 10, 2017, Regular Council Meeting. The Planning Commission held a public hearing on this proposal on June 13, 2017. There have been no citizen comments on this proposal. The complete staff report is attached to this agenda.

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council pass Ordinance No. 976-B on second and final reading.

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 976-B on second and final reading.

SUMMARY

Application(s): #PFA-2017-001 Petition for Amendment (Code)

Contact: Trent Lougheed
Director Community Development Department
1321 S. Market Blvd.
Chehalis, WA 98532

Report Date: June 5, 2017
Prepared by: City of Chehalis, Community Development Department.

Request:

The proposal is to Amend the Chehalis Municipal Code Title 17 and Appendix E to update the codes used for development within the City and the UGA

Applicable Regulations:

Chehalis Municipal Code (CMC):

§ CMC Title 17 Uniform Development Regulations
§ Appendix Chapter E
§17.09.130 Public hearings

Analysis:

The City of Chehalis Development Review Committee (DRC) reviewed the initial proposal under PFA-2017-001 on May 25, 2017.

BACKGROUND

The Washington State Building Code Council adopted the 2015 International Code Council Codes on July 1, 2016. This proposal is to adopt those codes to the Chehalis Municipal Code Title 17 to be in compliance with state regulations WAC-51-50-001 and RCW 19.27.031

<u>Application</u>	<u>Date Application Submitted</u>
PFA-2017-001	May 22, 2017
<u>Date Application Deemed Complete</u>	<u>Status</u>
May 22, 2017	Planning Commission/Public Hearing scheduled for June 13, 2017

Public Notice:

Notice of the Public Hearing was published in The Chronicle newspaper on June 3, 2017 and sent to both KELA and KITI radio stations.

Chehalis Development Review Committee (DRC) Review/Recommendation Date:
May 25, 2017

DRC REVIEW/RECOMMENDATION

The DRC recommends approval/adoption of the Code update to comply with Washington State.

APPLICABLE TEXT

Appendix Chapter E

List of International, Uniform and SBCC Codes Adopted

- A. WAC 51-50 - International Building Code (IBC), ~~2009~~ 2015 Edition, published by the International Code Council, as amended by the SBCC, provided:
- I. IBC Section 105.2; Building, and IRC Section R105.2; Building, (exempted work) shall be amended to add the following exemptions:
 - 'A. Non-structural modifications or repairs to any building which do not alter any building line defined herein, alter any required exit way, or otherwise violate any provision of this code, and the valuation or cost of construction does not exceed \$2,500'; and
 - 'B. Non-structural roof recover, including strip and re-sheet projects, consistent with IBC Section 1510 - Reroofing; provided that no framing or other structural modifications are performed.'
- B. WAC 51-51 - International Residential Code (IRC), ~~2009~~ 2015 Edition, published by the International Code Council, as amended by the SBCC.
- C. WAC 51-52 - International Mechanical Code (IMC), ~~2009~~ 2015 Edition, published by the International Code Council, as amended by the SBCC.
- D. WAC 51-54 - International Fire Code (IFC), ~~2009~~ 2015 Edition, published by the International Code Council, as amended by the SBCC.
- E. WAC 51-56 and 51-57 - Uniform Plumbing Code and Standards, ~~2009~~ 2015 Edition, published by the IAPMO, as amended by the SBCC.
- F. WAC 51-11 - Washington State Energy Code, ~~2009~~ 2015 updated edition, adopted by the SBCC.
- G. WAC 51-13 - Washington State Ventilation and Indoor Air Quality Code, 1997 edition, adopted by the SBCC.
- H. WAC 51-19 - Washington State Historical Building Code, first edition, adopted by the SBCC.
- I. Uniform Code for the Abatement of Dangerous Buildings, 1997 edition, published by the ICBO.
- J. Uniform Housing Code, 1997 edition, published by the ICBO.
- K. ~~2015~~ IBC Appendix Chapter 'C', Agricultural Buildings.
- L. ~~2015~~ IBC Appendix Chapter 'I', Patio Covers.
- M. ~~2015~~ IRC Appendix Chapter 'H', Patio Covers.
- N. ~~2015~~ IFC Appendix Chapter 'B', Fire Flow Requirements for Buildings.
- O. ~~2015~~ IFC Appendix Chapter 'C', Fire Hydrant Location and Distribution.
- P. ~~2015~~ IFC Appendix Chapter 'D', Fire Apparatus Access Roads (and Turnarounds)
- Q. ~~2015~~ IFC Appendix Chapter 'E', Hazard Categories.
- R. ~~2015~~ IFC Appendix Chapter 'F', Hazard Ranking.
- S. ~~2015~~ IFC Appendix Chapter 'G', Cryogenic Fluids.
- T. ~~2015~~ IBC Appendix Chapter 'J', Grading
- U. ~~2015~~ IRC Appendix Chapter 'G', Piping Standards for Various Applications
- V. ~~WAC-51-50-480000~~ 2015 International Existing Building Code including all appendices
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ORDINANCE NO. 976-B

**AN ORDINANCE OF THE CITY OF CHEHALIS,
WASHINGTON, AMENDING APPENDIX CHAPTER E OF
THE CHEHALIS MUNICIPAL CODE UPDATING THE
LIST OF INTERNATIONAL, UNIFORM AND SBCC
CODES ADOPTED BY THE CITY.**

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

Section 1. Chehalis Municipal Code Appendix Chapter E shall be amended to read as follows:

“A. WAC 51-50 – International Building Code (IBC), 2015 Edition, published by the International Code Council, as amended by the SBCC, provided:

1. IBC Section 105.2; Building and IRC Section R105.2; Building, (exempted work) shall be amended to add the following exemptions:

‘A. Non-structural modifications or repairs to any building which do not alter any building line defined herein, alter any required exit way, or otherwise violate any provision of this code, and the valuation or cost of construction does not exceed \$2,500’; and

‘B. Non-structural roof recover, including strip and re-sheet projects, consistent with IBC Section 1510 – Reroofing; provided that no framing or other structural modifications are performed.’

“B. WAC 51-51 – International Residential Code (IRC), 2015 Edition, published by the International Code Council, as amended by the SBCC.

“C. WAC 51-52 – International Mechanical Code (IMC), 2015 Edition, published by the International Code Council, as amended by the SBCC.

“D. WAC 51-54 – International Fire Code (IFC), 2015 Edition, published by the International Code Council, as amended by the SBCC.

“E. WAC 51-56 and 51-57 – Uniform Plumbing Code and Standards, 2015 Edition, published by the IAPMO, as amended by the SBCC.

“F. WAC 51-11 - Washington State Energy Code, 2015 updated edition, adopted by the SBCC.

“G. WAC 51-13 – Washington State Ventilation and Indoor Air Quality Code, 1997 edition, adopted by the SBCC.

“H. WAC 51-19 – Washington State Historical Building Code, first edition, adopted by the SBCC.

“I. Uniform Code for the Abatement of Dangerous Buildings, 1997 edition, published by the ICBO.

“J. Uniform Housing Code, 1997 edition, published by the ICBO.

“K. 2015 IBC Appendix ‘C’, Agricultural Buildings.

“L. 2015 IBC Appendix ‘I’, Patio Covers.

“M. 2015 IRC Appendix ‘H’, Patio Covers.

- “N. 2015 IFC Appendix ‘B’, Fire Flow Requirements for Buildings.
- “O. 2015 IFC Appendix ‘C’, Fire Hydrant Location and Distribution.
- “P. 2015 IFC Appendix ‘D’, Fire Apparatus Access Roads (and Turnarounds)
- “Q. 2015 IFC Appendix ‘E’, Hazard Categories.
- “R. 2015 IFC Appendix ‘F’, Hazard Ranking.
- “S. 2015 IFC Appendix ‘G’, Cryogenic Fluids.
- “T. 2015 IBC Appendix ‘J’, Grading
- “U. 2015 IRC Appendix ‘G’, Piping Standards for Various Applications.
- “V. WAC-51-50-480000 2015 International Existing Building Code including all appendices.

Section 2. The effective date of this ordinance shall be the _____ day of _____, 2017.

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.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

**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: July 24, 2017

SUBJECT: Ordinance No. 977-B, Second and Final Reading – Amending Chehalis Municipal Code 17.78 Allowing Micro-Breweries and Micro-Wineries in Commercial General and Central Business District Zones

ISSUE

The proposal is to amend the Chehalis Municipal Code Title 17 Zoning Regulations to allow Micro-Breweries and Micro-Wineries to be located in the Commercial General zone and the Central Business District zone.

DISCUSSION

The zoning set forth in the Chehalis Municipal Code allows certain uses in certain zones. Currently Micro-Brewery and Micro-Winery are uses that are prohibited in the Central Business District and the Commercial General zones. This amendment will allow those uses outright in the zoning ordinances without special approval. These uses will still need to meet the requirements of the Building Code and any Washington State regulations in order to operate. This update simply allows these uses in zones where they were not allowed before in order to accommodate this growing segment of the hospitality industry.

The following are the proposed updates:

17.78 ZONING: Micro-Breweries and Micro-Wineries shall be allowed in the Central Business District and in General Commercial zones.

17.78.010 DEFINITIONS: F-2 141 “Micro-Brewery” and “Micro-Winery” means either Beer/Ale or Wine with an alcohol content up to and including 16 percent alcohol content and includes the manufacturing of such not to exceed 60,000 barrels per year of beer or not to exceed 250,000 liters of wine per year.

<u>F143</u>	<p data-bbox="337 205 860 235"><u>MICRO-BREWERY AND MICRO-WINERY</u></p> <p data-bbox="337 268 1453 382"><u>Low hazard manufacturing and production of beer/ale or wine up to and including 16 percent alcohol content. For Beer/Ale this shall not exceed 60,000 barrels per year. For Wine this shall not exceed 250,000 liters per year.</u></p>
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The attached ordinance is presented for consideration on second reading. The City Council passed Ordinance No. 977-B on first reading at the July 10, 2017 regular City Council meeting. The Planning Commission held a public hearing on this proposal on June 13, 2017. There have been no citizen comments on this proposal. The complete Planning Commission agenda report is attached to this agenda.

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council pass Ordinance No. 977-B on second and final reading.

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 977-B on second and final reading.

SUMMARY

Application(s): #PFA-2017-002 Petition for Amendment (Code)

Contact: Trent Lougheed
Director Community Development Department
1321 S. Market Blvd.
Chehalis, WA 98532

Report Date: June 5, 2017
Prepared by: City of Chehalis, Community Development Department.

Request:

The proposal is to Amend the Chehalis Municipal Code Title 17 Zoning Regulations to allow Micro-Breweries and Micro-Wineries to be located in the Commercial General zone and the Central Business District zone.

Applicable Regulations:

Chehalis Municipal Code (CMC):

- § CMC Title 17.78 Zoning
- § CMC Title 17.78.010 Definitions
- §17.09.130 Public hearings

Analysis:

The City of Chehalis Development Review Committee (DRC) reviewed the initial proposal under PFA-2017-002 on June 1, 2017.

BACKGROUND

The zoning set forth in the Chehalis Municipal Code allows certain uses in certain zones. Currently Micro-Brewery and Micro-Winery are uses that are prohibited in the Central Business District and the Commercial General zones. This amendment will allow those uses outright in the zoning ordinances without special approval. These uses will still need to meet the requirements of the Building Code and any Washington State regulations in order to operate. This update simply allows these uses in these zones when it was not allowed before.

<u>Application</u>	<u>Date Application Submitted</u>
PFA-2017-002	May 30, 2017
<u>Date Application Deemed Complete</u>	<u>Status</u>
May 30, 2017	Planning Commission/Public Hearing scheduled for June 13, 2017

Public Notice:

Notice of the Public Hearing was published in The Chronicle newspaper on June 3, 2017 and sent to both KELA and KITI radio stations.

Chehalis Development Review Committee (DRC) Review/Recommendation Date:
June 1, 2017

DRC REVIEW/RECOMMENDATION

The DRC recommends approval and adoption of the zoning amendment.

APPLICABLE TEXT

17.78 ZONING

Micro-Breweries and Micro-Wineries shall be allowed in the Central Business District and in General Commercial zones.

17.78.010 DEFINITIONS

F-2 141 "Micro-Brewery" and "Micro-Winery" means either Beer/Ale or Wine with an alcohol content up to and including 16 percent alcohol content and includes the manufacturing of such not to exceed 60,000 barrels per year of beer or not to exceed 250,000 liters of wine per year.

<u>F143</u>	<p><u>MICRO-BREWERY AND MICRO-WINERY</u></p> <p><u>Low hazard manufacturing and production of beer/ale or wine up to and including 16 percent alcohol content. For Beer/Ale this shall not exceed 60,000 barrels per year. For Wine this shall not exceed 250,000 liters per year.</u></p>
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ORDINANCE NO. 977-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING TITLE 17.78 ZONING OF THE CHEHALIS MUNICIPAL CODE TO AUTHORIZE MICRO-BREWERIES AND MICRO-WINERIES TO BE ESTABLISHED IN THE CENTRAL BUSINESS DISTRICT AND IN COMMERCIAL GENERAL ZONES; AMENDING DEFINITIONS AS SET FORTH IN 17.78.010; AND AMENDING THE USE CHARTS/ZONING MAPS OF CHAPTER 17.78 AND THE USE AND OCCUPANCY USE CHART.

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

Section 1. Micro-Breweries and Micro-Wineries shall be allowed in the Central Business District and in the Commercial General zones of the City of Chehalis.

Section 2. Chehalis Municipal Code Section 17.78.010, Definitions, shall be amended to include:

“F-2 142 Micro-Brewery and Micro-Winery means either Beer/Ale or Wine with an alcohol content up to and including 16 percent alcohol content and includes the manufacturing of such not to exceed 60,000 barrels per year of beer or not to exceed 250,000 liters of wine per year.”

Section 3. The Use Charts/Zoning Maps of Chapter 17.78 and the Use and Occupancy Use Chart shall be amended to be consistent herewith.

Section 4. The effective date of this ordinance shall be the _____ day of _____, 2017.

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.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

**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: July 24, 2017

SUBJECT: Ordinance No. 978-B, Second and Final Reading – Amending Chehalis Municipal Code Chapters 17.42.020, 17.45.020, and 17.48.020 Relating to Adjacent Lot Setbacks

ISSUE

The proposal is to amend the Chehalis Municipal Code Title 17 Zoning Bulk Regulations affecting adjacent lot setbacks. This proposal will amend the code to read: 5 ft. (min).

DISCUSSION

The bulk regulations are regulations that are applicable to multiple code sections and include minimum setbacks for construction of buildings from an adjacent property line. In the residential zones, the current adjacent lot setback states that a building shall be placed at a distance of *“10% of lot width but not more than 10 ft., nor less than 3 ft.”* This verbiage can be confusing and inconsistent, and serves no discernable purpose. This is difficult for the public to understand and difficult for the staff to administer, particularly in the case of oddly shaped lots where the width is not clearly identifiable. Therefore, it is proposed to amend the language so that it makes more sense and is easier for everyone to understand.

The IRC Building code stipulates that a residential building shall be a min. of 3 ft. to another property line, as measured from the foundation of the building, as long as the roof overhang does not exceed 24”. (This is to be measured from the edge of the roof overhang if the roof overhang is greater than 24”). This amounts to a standardized setback for fire/safety reasons. This proposal to establish a 5’ minimum exceeds that requirement and as such will still maintain a safe and manageable setback between residential buildings.

The following are the proposed updates:

17.42.020 BULK REGULATIONS (R-1 ZONE) (R-2 ZONE) (R-3 ZONE)

Minimum Adjacent Lot Setback: ~~10% of lot width but not more than 10’ nor less than 3’~~ 5 feet.

The attached ordinance is presented for consideration on second and final reading. The City Council passed Ordinance No. 978-B on first reading at the July 10, 2017 regular City Council meeting. The Planning Commission held a public hearing on this proposal on June 13, 2017. There have been no citizen comments on this proposal. The complete staff report is attached to this agenda.

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council pass Ordinance No. 978-B on second and final reading.

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 978-B on second and final reading.

SUMMARY

Application(s): #PFA-2017-003 Petition for Amendment (Code)

Contact: Trent Lougheed
Director Community Development Department
1321 S. Market Blvd.
Chehalis, WA 98532

Report Date: June 5, 2017
Prepared by: City of Chehalis, Community Development Department.

Request:

The proposal is to Amend the Chehalis Municipal Code Title 17 Zoning Bulk Regulations affecting adjacent lot setbacks. This proposal will amend the code to read: 5 ft. (min)

Applicable Regulations:

Chehalis Municipal Code (CMC):

§ CMC Title 17.42.020, 17.45.020 and 17.48.020 Bulk Regulations for R-1, R-2 and R-3 zones
§17.09.130 Public hearings

Analysis:

The City of Chehalis Development Review Committee (DRC) reviewed the initial proposal under PFA-2017-003 on June 1, 2017.

BACKGROUND

The bulk regulations dictate the minimum setbacks that buildings are allowed to be built from an adjacent property line. Currently the verbiage is confusing and inconsistent. This serves no discernable purpose. In the residential zones, the current adjacent lot setback states that a building shall be placed at “10% of lot width but not more than 10 ft. nor less than 3 ft.”

This is difficult for the public to understand and difficult for the staff to administer, particularly in the case of oddly shaped lots where the width is not clearly identifiable.

The IRC Building code stipulates that a residential building shall be a min. of 3 ft. to another property line, as measured from the foundation of the building, as long as the roof overhang does not exceed 24”. (This is to be measured from the edge of the roof overhang if the roof overhang is greater than 24”). This amounts to a standardized setback for fire/safety reasons. This proposal exceeds that requirement and as such will still maintain a safe setback between residential buildings.

<u>Application</u>	<u>Date Application Submitted</u>
PFA-2017-003	May 30, 2017
<u>Date Application Deemed Complete</u>	<u>Status</u>
May 30, 2017	Planning Commission/Public Hearing scheduled for June 13, 2017

Public Notice:

Notice of the Public Hearing was published in The Chronicle newspaper on June 3, 2017 and sent to both KELA and KITI radio stations.

Chehalis Development Review Committee (DRC) Review/Recommendation Date:

June 1, 2017

DRC REVIEW/RECOMMENDATION

The DRC recommends approval and adoption of the zoning amendment.

APPLICABLE TEXT

17.42.020 BULK REGULATIONS (R-1 ZONE) (R-2 ZONE) (R-3 ZONE)

Minimum Adjacent Lot Setback: ~~10% of lot width but not more than 10'~~ nor less than 3' 5 feet

ORDINANCE NO. 978-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING 17.42.020, 17.45.020, AND 17.48.020 OF THE CHEHALIS MUNICIPAL CODE PROVIDING FOR MINIMUM SETBACKS AFFECTING ADJACENT LOTS, AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

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

Section 1. Chapters 17.42.020, 17.45.020 and 17.48.020 shall be, and the same hereby are, amended to provide the minimum adjacent lot setback in R-1, R-2 and R-3 Zones to be five (5) feet.

Section 2. The effective date of this ordinance shall be the _____ day of _____, 2017.

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.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Caryn Foley, City Clerk

MEETING OF: July 24, 2017

SUBJECT: Resolution No. 5-2017, First and Final Reading – Establishing an Order of Procedure for City Council Meetings

ISSUE

In recent City Council meetings, certain procedures have been questioned, specifically the process for passing ordinances and adopting resolutions.

DISCUSSION

In 1995, the City Council adopted Resolution No. 1-95, which established an order of procedure for meetings. The resolution included (in part):

Ordinances and resolutions before the City Council for consideration and passage or adoption shall be read by title only at two (2) consecutive meetings of the Council prior to passage . . . and

Nothing contained in this rule of procedure shall prohibit the City Council from enacting an ordinance or adopting a resolution by reason of emergency after a single reading upon suspension of the rules of procedure as provided in Section 17, which section provides that the rules of the Council be may altered, amended, or temporarily suspended by a vote of two-thirds of the members present.

Following passage of Resolution No. 1-95, the City Council altered certain provisions contained in the resolution; however, those changes were not officially voted on by the City Council. The changes included:

1. Second readings of ordinances and resolutions:

The City Council “agreed” to put second readings of fairly routine and noncontroversial ordinances and resolutions on the consent calendar, with the proviso that an item could be pulled for the purpose of discussion. Items such as budget or property tax levy ordinances would have second readings under unfinished business.

2. One reading of resolutions:

The City Council "agreed" that resolutions would only have one reading, unless there was a financial impact.

Resolution No. 5-2017 is presented to the City Council for consideration to officially adopt policy changes made by City Council since adoption of Resolution No. 1-95.

FISCAL IMPACT

N/A.

RECOMMENDATION

It is recommended that the City Council suspend the rules requiring two readings of a resolution and adopt Resolution No. 5-2017 on first and final reading.

SUGGESTED MOTION

1. I move that the City Council suspend the rules requiring two readings of a resolution.
2. I move that the City Council adopt Resolution No. 5-2017 on first and final reading.

RESOLUTION NO. 5-2017

**A RESOLUTION OF THE CITY OF CHEHALIS,
WASHINGTON, ESTABLISHING AN ORDER OF
PROCEDURE FOR CITY COUNCIL MEETINGS; AND
REPEALING RESOLUTION NO. 1-95, ADOPTED THE 23RD
DAY OF JANUARY, 1995.**

WHEREAS, an established order of procedure for City Council meetings appears to be the most expedient means of conducting City Council meetings; and

WHEREAS, this established order of procedure will prevent confusion and aid in the expeditious conduct of city business; and

WHEREAS, the City Council of the City of Chehalis, Washington, desires to establish formal procedure for the conduct of its meetings.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CHEHALIS,
WASHINGTON, DO RESOLVES AS FOLLOWS:**

Section 1. Order of Procedure to Govern. The order of procedure herein contained shall govern the deliberations and meetings of the City Council of the City of Chehalis, Washington.

Section 2. Open Public Meeting. Except as otherwise provided herein, all meetings of the City Council of the City of Chehalis shall be held in compliance with the Open Public Meetings Act of the State of Washington, pursuant to RCW Chapter 42.30. All City Council meetings shall be open and public, and all persons shall be permitted to attend any meeting of the City Council of the City of Chehalis, except as otherwise provided in this rule of procedure.

Section 3. Regular Meeting. Regular meetings of the City Council shall be held as provided for by ordinance.

Section 4. Special Meeting. A special meeting may be called at any time by the Mayor or by a majority of the members of the City Council by delivering written notice of said meeting to each local newspaper of general circulation in the City of Chehalis and to each local radio station. Said written notice shall be delivered not less than twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of such meeting and the nature of business to be transacted. Final disposition shall not be taken on any matter not included as part of the business of said meeting. The notice provided in this paragraph may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to person or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

Section 5. Executive Session. Nothing contained in these rules of procedure shall be construed to prevent the City council of the City of Chehalis from holding executive sessions during regular or special meetings to consider matters as provided for in RCW 42.30.110, establishing the criteria for executive sessions. The City Council may also exclude from such public meetings or executive sessions, during examination of witnesses on any such matter, any or all other witnesses in the matter being investigated by the City Council.

Section 6. Quorum. At all meetings of the City Council, a majority of the Council members shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time and may compel the attendance of absent members in such a manner and under such penalties as may be prescribed by ordinance.

Section 7. Mayor and Mayor-Pro-Tempore to Preside. All meetings of the City Council shall be presided over by the Mayor or in the Mayor's absence by the Mayor Pro-tempore. The appointment of a City Council member as Mayor and Mayor Pro-tempore shall not in any way abridge his or her right to vote upon all questions coming before the City Council.

Section 8. Order of Business. The usual order of business for City Council meetings shall be as follows:

- A. Call to Order
- B. Pledge of Allegiance (flag salute)
- C. Proclamations/Presentations
- D. Consent Calendar (approval of minutes of previous meeting, approval of claim vouches and transfer vouchers, certain resolutions, certain committee appointments, and other matters of a routine, non-controversial business nature)
- E. Public Hearings
- F. Citizens Business (comments or questions about topics not otherwise listed on the agenda)
- G. Unfinished Business (matters, and certain ordinances and resolutions discussed at a recent council meeting)
- H. New Business (matters, ordinances, and resolutions not discussed at a recent council meeting)
- I. City Council/City Manager Reports (includes staff reports, usually for information only)
- J. Executive Session

Section 9. Consent Calendar. The Consent Calendar shall include items of a routine business nature as determined and submitted by the City Manager to be noncontroversial and require no discussion. Matters on the Consent Calendar shall be approved collectively by a single motion, provided, however, any member of the City Council may request a matter on the Consent Calendar to be removed therefrom prior to approval for separate discussion and motion. Any matter so removed shall be discussed and disposed of by motion immediately after approval

of the Consent Calendar.

Section 10. Speaking. No City Council member shall speak more than twice on the same subject without permission of the presiding officer, provided, however, that if this rule of procedure is waived as to one City Council member it shall be deemed as waived to all City Council members. No person, not a member of the City Council, shall speak more than twice on the same subject without permission of the presiding officer, providing, however, if this rule of procedure is waived as to one person it shall be deemed waived as to all persons.

Section 11. Motions. Motions shall be reduced to writing when required by the presiding officer of the City Council. All ordinances and resolutions shall be in writing.

Section 12. Ordinances. Ordinances before the City Council for consideration and passage shall be read by title only at two (2) consecutive meetings of the City Council prior to passage, provided, the City Council, upon proper motion and second by a majority vote, may require the proposed ordinance to be read in its entirety.

Second readings of fairly routine and noncontroversial ordinances will be placed on the Consent Calendar. Second readings of ordinances relating to adoption of the budget or having a financial impact, will be placed under Unfinished Business.

Amendments to any proposed ordinance may be made by a majority vote of the City Council at any time prior to the approval of each reading. The failure to approve each reading of an ordinance shall defeat passage of the ordinance and consideration of the same shall be terminated unless the same shall be presented at a subsequent regular meeting of the City Council.

All ordinances shall be read by the City Attorney, Assistant City Attorney, or City Manager.

Nothing contained in these rules of procedure shall prohibit the City Council from enacting an ordinance by reason of an emergency after a single reading upon suspension of the rules and procedure as provided in Section 18 below.

Section 13. Resolutions. Resolutions before the City Council for consideration and adoption shall be read by title only at one (1) meeting of the City Council prior to adoption, provided, the City Council, upon proper motion and second, by a majority vote, may require the proposed resolution to be read in its entirety.

The reading of fairly routine and noncontroversial resolutions will be placed on the Consent Calendar. Resolutions having a financial impact will have two readings. The first reading shall be placed under New Business. The second reading shall be placed on the Consent Calendar.

Amendments to any proposed resolution may be made by a majority vote of the City

Council at any time prior to the approval of the reading. The failure to approve the reading of a resolution shall defeat adoption of the resolution and consideration of the same shall be terminated unless the same shall be presented at a subsequent regular meeting of the City Council.

All resolutions shall be read by the City Attorney, Assistant City Attorney, or City Manager.

Section 14. Motions to Reconsider. Motions to reconsider must be by a member who voted with the majority and at the same or next succeeding meeting of the City Council.

Section 15. Journal of Proceedings. The City Clerk shall keep a correct journal of all proceedings and at the desire of any City Council member the “ayes” and “nays” shall be taken on any question and entered in the journal.

Section 16. All questions or order shall be decided by the presiding officer of the City Council with the right of appeal to the City Council by any member.

Section 17. Voting. Each member present must vote on all questions put to the City Council except as to matters with respect to which such City Council member has an apparent personal or financial interest.

Section 18. Amendments to Rules. The rules of the City Council may be altered, amended, or temporarily suspended by a vote of two-thirds of the members present.

Section 19. Duties of Presiding Officer. It shall be the duty of the presiding officer of the City Council to:

- A. Call the meeting to order.
- B. Keep the meeting to the order of business.
- C. State each motion and require a second to that motion before permitting discussion.
- D. Handle discussion in an orderly way:
 - 1) Give every City Council member who wishes an opportunity to speak.
 - 2) Permit audience participation at appropriate times.
 - 3) Keep all speakers to the rule and to the question.
 - 4) Give opponents and proponents alternating opportunities to speak.
- E. Put motion to a vote and account the outcome.
- F. Appoint committees when authorized to do so.

Section 20. Robert’s Rules of Order. Robert’s Rules of Order, Newly Revised, shall govern the deliberations of the City Council except when it conflicts with any of the foregoing rules.

Section 21. Repeal. Resolution No. 1-95, adopted the 23rd day of January, 1995, shall

be, and the same hereby is, repealed.

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

**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: July 24, 2017

SUBJECT: Parking Fines and Fees

ISSUE

During the last budget process, members of the budget committee recommended staff look at the current fees being charged for parking lot leases, and parking fines. The purpose of this presentation is to recommend an increase in parking lot lease fees, and parking violation fines.

DISCUSSION

Parking Lot Leases: The city leases parking spaces to residents and businesses in four parking lots located in the downtown area. The leasing and enforcement of these spaces is managed by the Chehalis Police Department. We currently charge \$7.50 per month for residential permits, and \$15.00 per month for businesses. In addition to management and enforcement, the city also pays 12.84% in leasehold excise taxes on a portion of the revenue.

The amount of revenue collected annually by leasing parking spaces varies greatly, but the six-year average is \$19,462. The past three-year average for paid Leasehold Excise Tax was \$2,448, making the city's revenue \$17,014.

The estimated portion of the annual salary and benefits for the parking enforcement/evidence officer's duties related to parking enforcement is \$28,211. Therefore, the revenue collected only accounts for about 60% of this cost.

The City Council is being asked to consider adjusting the rates for parking lot leases. An increase to \$15/Residential and \$25/Business would account for the Leasehold Excise Tax and bring the average revenue to closely match the portion of the employee's salary and benefits for duties related to parking enforcement. While there are not many cities our size that lease parking spaces, the proposed rates would still be considerably less than those that do.

Parking Violation Fines: The Chehalis Police Department also enforces both time and illegal parking violations throughout the city. Currently a time-parking violation fine is \$5.00, and an illegal parking fine is \$15.00.

It is not the philosophy of the police department, nor the intent of this request, to raise the parking violation fines for the purpose of generating further revenue. Parking laws, as well as all traffic laws are enforced to deter certain behavior, and we believe an increase in the parking fines could facilitate that goal. It is unknown when the last time fees or fines were reviewed for potential changes.

The Administration is asking the City Council to consider adjusting the parking violation fines to \$15 for time-parking violations, and \$25 for illegal parking violations. This recommendation would be consistent with, and in many cases much lower than, some of the other jurisdictions researched.

FISCAL IMPACT

The fiscal impact would depend on the direction given by City Council, but could potentially increase parking fee revenue and help to absorb the Leasehold Excise Tax.

RECOMMENDATION

It is recommended that the City Council consider increasing parking lot lease fees to \$15.00 a month for residential permits and \$25.00 per month for business permits.

It is also recommended that the City Council consider increasing parking violation fines to \$15 for time-parking violations, and \$25 for illegal parking violations.

SUGGESTED MOTION

I move that the City Council increase parking lot lease fees to \$15.00 per month for residential permits and \$25.00 per month for business permits.

I move that the City Council increase parking violation fines to \$15 for time-parking violations, and \$25 for illegal parking violations.

**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: July 24, 2017
SUBJECT: Finance Report for the Six Months Ending June 30, 2017

ISSUE

Staff would like to present the City Council with information regarding the City's financial results of operations for the six months ending June 30, 2017.

DISCUSSION

After six months of operation, the financial condition of the City is within the expected range. We still have a few incomplete issues to resolve such as bargaining unit agreements and the final close-out of airport operations with the County which will have an impact on our financial position.

As we begin our 2018 budget preparations we will closely monitor our current year's revenues and expenditures.

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
 Date: July 19, 2017
 Subject: Monthly Financial Reports for June

City of Chehalis
 Comparative Financial Reports
 June 2016 and 2017

GENERAL FUND (#001) REVENUES	A June 2016		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	Budget	Actual	June 2017 Budget	June 2017 Actual	% Rec'd	Expected % Rec'd^	Expected % Rec'd	Var'nc from Expected	Variance	%	Expected	Actual	Variance
General Property Taxes	\$1,276,948	\$686,517	\$1,464,432	\$724,073	53.8%	\$1,464,432	\$724,073	\$1,464,432	\$724,073	49.4%	50.0%	50.0%	(\$8,143)	-0.6%	50.0%	50.0%	(\$8,143)	-0.6%
EMS Property Taxes	304,886	164,493	328,028	172,802	54.0%	328,028	172,802	328,028	172,802	52.7%	50.0%	50.0%	8,788	2.7%	50.0%	50.0%	8,788	2.7%
Sales & Use Tax	3,772,472	1,882,237	4,044,090	2,126,525	49.9%	4,044,090	2,126,525	4,044,090	2,126,525	52.6%	50.0%	50.0%	104,480	2.6%	50.0%	50.0%	104,480	2.6%
Electricity Tax	495,100	236,289	505,002	280,309	47.7%	505,002	280,309	505,002	280,309	55.5%	50.0%	50.0%	27,808	5.5%	50.0%	50.0%	27,808	5.5%
Gas/Natural Gas Tax	217,725	108,960	240,202	120,637	50.0%	240,202	120,637	240,202	120,637	50.2%	50.0%	50.0%	536	0.2%	50.0%	50.0%	536	0.2%
Criminal Justice Tax	105,050	53,220	106,101	58,523	50.7%	106,101	58,523	106,101	58,523	55.2%	50.0%	50.0%	5,473	5.2%	50.0%	50.0%	5,473	5.2%
Main Street B & O Credit	0	0	0	0	0.0%	0	0	0	0	100.0%	50.0%	50.0%	41,250	50.0%	50.0%	50.0%	41,250	50.0%
Water/Sewer B & O Tax	452,900	233,945	464,727	261,181	51.7%	464,727	261,181	464,727	261,181	56.2%	50.0%	50.0%	28,817	6.2%	50.0%	50.0%	28,817	6.2%
Garbage Tax	81,900	31,748	81,900	33,489	38.8%	81,900	33,489	81,900	33,489	40.9%	50.0%	50.0%	(7,461)	-9.1%	50.0%	50.0%	(7,461)	-9.1%
Cable Tax	133,485	53,363	135,500	52,953	40.0%	135,500	52,953	135,500	52,953	39.1%	50.0%	50.0%	(14,797)	-10.9%	50.0%	50.0%	(14,797)	-10.9%
Telephone Tax	275,000	125,123	260,000	123,620	45.5%	260,000	123,620	260,000	123,620	47.5%	50.0%	50.0%	(6,380)	-2.5%	50.0%	50.0%	(6,380)	-2.5%
Leasehold Excise Tax	41,000	24,384	43,050	25,750	59.5%	43,050	25,750	43,050	25,750	59.8%	50.0%	50.0%	4,225	9.8%	50.0%	50.0%	4,225	9.8%
Timber Excise Tax	45	43	45	44	95.6%	45	44	45	44	97.4%	50.0%	50.0%	21	47.4%	50.0%	50.0%	21	47.4%
Total Tax Revenues	7,156,511	3,600,322	7,673,077	4,021,155	50.3%	7,673,077	4,021,155	7,673,077	4,021,155	52.4%	50.0%	50.0%	184,617	2.4%	50.0%	50.0%	184,617	2.4%
Licenses & Permits	157,050	118,906	210,550	108,123	75.7%	210,550	108,123	210,550	108,123	51.4%	50.0%	50.0%	2,848	1.4%	50.0%	50.0%	2,848	1.4%
Intergov't: Grants/Entitlements	450,645	81,852	679,028	577,265	18.2%	679,028	577,265	679,028	577,265	85.0%	50.0%	50.0%	237,751	35.0%	50.0%	50.0%	237,751	35.0%
Charges for Goods and Svcs.	371,196	107,579	326,265	129,348	29.0%	326,265	129,348	326,265	129,348	39.6%	50.0%	50.0%	(33,784)	-10.4%	50.0%	50.0%	(33,784)	-10.4%
Fines and Forfeitures	147,420	76,043	144,770	57,206	51.6%	144,770	57,206	144,770	57,206	39.5%	50.0%	50.0%	(15,179)	-10.5%	50.0%	50.0%	(15,179)	-10.5%
Interest Earnings	11,890	11,576	16,950	11,448	97.4%	16,950	11,448	16,950	11,448	67.5%	50.0%	50.0%	2,973	17.5%	50.0%	50.0%	2,973	17.5%
Rents & Royalties	71,280	38,619	82,100	38,205	54.2%	82,100	38,205	82,100	38,205	46.5%	50.0%	50.0%	(2,845)	-3.5%	50.0%	50.0%	(2,845)	-3.5%
Donations/Contributions	87,000	62,687	36,525	11,519	100.0%	36,525	11,519	36,525	11,519	100.0%	50.0%	50.0%	(6,744)	0.0%	50.0%	50.0%	(6,744)	0.0%
Misc. Revenue/Insurance	29,385	19,191	30,922	15,765	65.3%	30,922	15,765	30,922	15,765	51.0%	50.0%	50.0%	304	1.0%	50.0%	50.0%	304	1.0%
Non-Revenues	142,435	68,230	148,351	49,973	47.9%	148,351	49,973	148,351	49,973	33.7%	50.0%	50.0%	(24,203)	-16.3%	50.0%	50.0%	(24,203)	-16.3%
Total Non-Tax Revenues	1,468,301	584,683	1,675,461	998,852	39.8%	1,675,461	998,852	1,675,461	998,852	59.6%	50.0%	50.0%	161,122	9.6%	50.0%	50.0%	161,122	9.6%
	\$8,624,812	\$4,185,005	\$9,348,538	\$5,020,007	48.5%	\$9,348,538	\$5,020,007	\$9,348,538	\$5,020,007	53.7%	50.0%	50.0%	\$345,738	3.7%	50.0%	50.0%	\$345,738	3.7%

Key:
 * The expected percentage is calculated as follows: since the report is for the 6th month of the year, 6 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
June 2016 and 2017

GENERAL FUND (#001) EXPENDITURES	A June 2016		B		C=B/A		D June 2017		E		F=E/D		G		H [^]		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	Expected	% Exp [*]	Expected	% Exp'd	Expected	% Exp [*]	Variance	from Expected	Variance	%
City Council	\$98,657	\$61,589	\$92,351	\$43,353	62.4%	\$92,351	\$43,353	46.9%	50.0%	50.0%	\$2,823	3.1%						
Municipal Court	522,105	264,617	480,523	213,273	50.7%	480,523	213,273	44.4%	50.0%	50.0%	26,988	5.6%						
City Manager	308,708	184,518	312,582	122,216	59.8%	312,582	122,216	39.1%	50.0%	50.0%	34,075	10.9%						
Finance	228,295	173,331	232,471	143,624	75.9%	232,471	143,624	61.8%	50.0%	50.0%	(27,389)	-11.8%						
City Clerk	78,878	47,626	79,915	36,157	60.4%	79,915	36,157	45.2%	50.0%	50.0%	3,800	4.8%						
Facilities and Parks	0	0	849,871	462,399	0.0%	849,871	462,399	54.4%	50.0%	50.0%	(37,464)	-4.4%						
Non-Departmental	542,916	188,084	611,351	296,551	34.6%	611,351	296,551	48.5%	50.0%	50.0%	9,124	1.5%						
Human Resources	85,553	63,103	80,584	50,640	73.8%	80,584	50,640	62.8%	50.0%	50.0%	(10,348)	-12.8%						
Police	2,751,643	1,413,395	2,944,719	1,516,145	51.4%	2,944,719	1,516,145	51.5%	50.0%	50.0%	(43,785)	-1.5%						
Fire	2,048,797	1,061,061	2,225,620	1,195,047	51.8%	2,225,620	1,195,047	53.7%	50.0%	50.0%	(82,237)	-3.7%						
Public Works - Streets	758,249	225,670	590,064	238,782	29.8%	590,064	238,782	40.5%	50.0%	50.0%	56,250	9.5%						
Planning & Building	0	0	482,332	220,257	0.0%	482,332	220,257	45.7%	50.0%	50.0%	20,909	4.3%						
Recreation	0	0	482,185	218,946	0.0%	482,185	218,946	45.4%	50.0%	50.0%	22,146	4.6%						
Community Development	1,688,294	878,721	0	0	52.0%	0	0	0.0%	50.0%	50.0%	0	0.0%						
	\$9,112,095	\$4,561,715	\$9,464,568	\$4,757,390	50.1%	\$9,464,568	\$4,757,390	50.3%	50.0%	50.0%	(\$25,106)	-0.3%						

Net Budget/Income/Variance: (\$487,283) (\$376,710)

(\$116,030) \$262,617

\$320,632

Key:

* The expected percentage is calculated as follows: since the report is for the 6th month of the year, 6 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
June 2016 and 2017

WASTEWATER FUND (#404) REVENUES	A June 2016		B		C=B/A		D June 2017		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	%	Rec'd	Budget	Actual	Budget	Actual	%	Rec'd	Expected %	Rec'd*	Expected	Var'nc from Expected	%	Variance
Non-Revenue - Loans	\$1,400,000	\$0	\$0	\$0	0.0%	0.0%	\$275,000	\$0	\$0	\$0	0.0%	0.0%	50.0%	50.0%	(\$137,500)	0.0%		
Wastewater Fees	4,818,053	2,752,241	2,752,241	2,752,241	57.1%	57.1%	5,289,972	2,763,734	2,763,734	2,763,734	52.2%	52.2%	50.0%	50.0%	118,748	2.2%		
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%	50.0%	50.0%	(30,000)	-50.0%		
Rentals	3,545	3,545	3,545	3,545	100.0%	100.0%	3,545	3,545	3,545	3,545	100.0%	100.0%	50.0%	50.0%	1,772	50.0%		
Misc. Revenues/Insurance	3,000	2,212	2,212	2,212	73.7%	73.7%	3,000	776	776	776	25.9%	25.9%	50.0%	50.0%	(724)	-24.1%		
Non-Revenue Tax Receipts	555	524	524	524	94.4%	94.4%	555	517	517	517	93.2%	93.2%	50.0%	50.0%	240	43.2%		
Intergovernmental Receipts	0	0	0	0	0.0%	0.0%	333,500	13,412	13,412	13,412	100.0%	100.0%	50.0%	50.0%	(153,338)	50.0%		
Proceeds of Long-Term Debt	0	63,535	63,535	63,535	100.0%	100.0%	570,100	578,543	578,543	578,543	100.0%	100.0%	50.0%	50.0%	293,493	50.0%		
Fines and Forfeitures	50,000	29,057	29,057	29,057	0.0%	0.0%	50,000	25,194	25,194	25,194	50.4%	50.4%	50.0%	50.0%	194	0.4%		
Interest Earnings	2,459	4,619	4,619	4,619	187.8%	187.8%	3,000	10,067	10,067	10,067	335.6%	335.6%	50.0%	50.0%	8,567	285.6%		
Tot	\$6,307,612	\$2,865,732	\$2,865,732	\$2,865,732	45.4%	45.4%	\$6,588,672	\$3,395,788	\$3,395,788	\$3,395,788	51.5%	51.5%	50.0%	50.0%	\$101,452	1.5%		

WASTEWATER FUND (#404) EXPENSES	A June 2016		B		C=B/A		D June 2017		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	%	Exp'd	Budget	Actual	Budget	Actual	%	Exp'd	Expected %	Exp'd*	Expected	Var'nc from Expected	%	Variance
Operating Expenses	\$2,723,260	\$1,066,328	\$1,066,328	\$1,066,328	39.2%	39.2%	\$2,804,925	\$1,264,041	\$1,264,041	\$1,264,041	45.1%	45.1%	50.0%	50.0%	\$138,422	4.9%		
Capital Outlay	1,467,900	111,187	111,187	111,187	7.6%	7.6%	1,113,100	619,218	619,218	619,218	55.6%	55.6%	50.0%	50.0%	(62,668)	-5.6%		
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%	50.0%	50.0%	4,741	0.3%		
Interest Expense	34,188	11,073	11,073	11,073	32.4%	32.4%	43,937	9,899	9,899	9,899	22.5%	22.5%	50.0%	50.0%	12,069	27.5%		
Transfers Out	32,500	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	0.0%	50.0%	50.0%	0	50.0%		
Tot	\$6,092,688	\$2,105,699	\$2,105,699	\$2,105,699	34.6%	34.6%	\$5,808,143	\$2,811,508	\$2,811,508	\$2,811,508	48.4%	48.4%	50.0%	50.0%	\$92,564	1.6%		

Net Budget/Income/Variance: \$214,924 \$760,033 \$780,529 \$584,281 \$194,016

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
June 2016 and 2017

WATER FUND (#405) REVENUES	A June 2016		B Actual	C=B/A		D June 2017	E		F=E/D		G Expected % Rec'd**	H^ Var'nc from Expected	I=F-G % Variance
	Budget	% Rec'd		Budget	% Rec'd		Actual	% Exp'd	Actual	% Rec'd			
Intergovernmental Revenues	\$0	100.0%	\$0	100.0%	\$0	0.0%	\$0	50.0%	0.0%	50.0%	\$0	100.0%	
Water Sales	\$2,351,387	51.1%	\$1,202,225	51.1%	\$2,613,600	49.4%	\$1,291,349	50.0%	49.4%	50.0%	(15,451)	-0.6%	
Water Connection/Misc. Fees	10,000	141.1%	14,105	141.1%	75,000	5.1%	3,807	50.0%	5.1%	50.0%	(33,693)	-44.9%	
Misc. Revenues/Insurance	2,121	176.3%	3,740	176.3%	2,121	33.1%	702	50.0%	33.1%	50.0%	(359)	-16.9%	
Non-Revenue Tax Receipts	100	0.0%	365	0.0%	150	44.0%	66	50.0%	44.0%	50.0%	(9)	-6.0%	
Proceeds of Long-Term Debt	1,464,500	0.0%	0	0.0%	1,000,000	0.0%	0	50.0%	0.0%	50.0%	(500,000)	-50.0%	
Fines and Forfeitures	25,000	0.0%	13,950	0.0%	28,000	59.0%	16,533	50.0%	59.0%	50.0%	2,533	9.0%	
Interest Earnings	6,275	99.8%	6,262	99.8%	10,000	81.8%	8,184	50.0%	81.8%	50.0%	3,184	31.8%	
Total	\$3,859,383	32.1%	\$1,240,647	32.1%	\$3,728,871	35.4%	\$1,320,641	50.0%	35.4%	50.0%	(\$543,795)	-14.6%	

WATER FUND (#405) EXPENSES	A June 2016		B Actual	C=B/A		D June 2017	E		F=E/D		G Expected % Exp*	H^ Var'nc from Expected	I=G-F % Variance
	Budget	% Exp'd		Budget	% Exp'd		Actual	% Exp'd	Actual	% Exp'd			
Operating Expenses	\$1,888,309	44.9%	\$848,367	44.9%	\$1,930,827	50.5%	\$975,032	50.0%	50.5%	50.0%	(\$9,619)	-0.5%	
Capital Outlay	1,847,000	10.8%	199,191	10.8%	1,603,000	39.4%	631,929	50.0%	39.4%	50.0%	169,571	10.6%	
Debt Principal	134,077	7.5%	10,000	7.5%	135,077	8.1%	11,000	50.0%	8.1%	50.0%	56,539	41.9%	
Interest Expense	14,435	16.1%	2,325	16.1%	12,480	15.0%	1,875	50.0%	15.0%	50.0%	4,365	35.0%	
Total	\$3,883,821	27.3%	\$1,059,883	27.3%	\$3,681,384	44.0%	\$1,619,837	50.0%	44.0%	50.0%	\$220,855	6.0%	

Net Budget/Income/Variance: (\$24,438) \$180,764
\$47,487 (\$299,196)
(\$322,939)

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
June 2016 and 2017

STORM FUND (#406) REVENUES	A June 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	\$269,331	0	0	0.0%	53.8%	\$545,910	\$304,908	55.9%	744.8%	50.0%	55.9%	50.0%	50.0%	\$31,953	69,482	694.8%	5.9%
Storm Connection/Misc. Fees	4,000	0	0	0	0.0%	0.0%	10,000	74,482	100.0%	744.8%	50.0%	100.0%	50.0%	50.0%	0	0	50.0%	50.0%
Misc. Revenues/Insurance	2,000	0	0	0	0.0%	0.0%	0	25	100.0%	100.0%	50.0%	100.0%	50.0%	50.0%	25	25	50.0%	50.0%
Non-Revenue Tax Receipts	275	0	0	0	0.0%	0.0%	0	2,617	100.0%	100.0%	50.0%	100.0%	50.0%	50.0%	2,617	2,617	50.0%	50.0%
Fines and Forfeitures	4,500	2,764	0	0	0.0%	165.7%	1,000	1,723	172.3%	172.3%	50.0%	172.3%	50.0%	50.0%	1,223	1,223	122.3%	122.3%
Interest Earnings	580	961	0	0	0.0%	165.7%	1,000	1,723	172.3%	172.3%	50.0%	172.3%	50.0%	50.0%	1,223	1,223	122.3%	122.3%
Total	\$512,355	\$273,056	0	0	0.0%	53.3%	\$556,910	\$383,755	68.9%	68.9%	50.0%	68.9%	50.0%	50.0%	\$105,300	\$105,300	18.9%	18.9%

STORM FUND (#406) EXPENSES	A June 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	\$133,710	0	0	0.0%	28.5%	\$524,898	\$168,462	32.1%	32.1%	50.0%	32.1%	50.0%	50.0%	\$93,987	0	0	17.9%
Transfers Out	18,000	0	0	0	0.0%	0.0%	0	0	0.0%	0.0%	50.0%	0.0%	50.0%	50.0%	0	0	0	50.0%
Total	\$487,176	\$133,710	0	0	0.0%	27.4%	\$524,898	\$168,462	32.1%	32.1%	50.0%	32.1%	50.0%	50.0%	\$93,987	0	0	17.9%

Net Budget/Income/Variance: \$25,179 \$139,346 \$32,012 \$215,293 \$199,287

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
June 2016 and 2017

AIRPORT FUND (#407) REVENUES	A June 2016		B		C=B/A		D June 2017		E		F=E/D		G		H [^]		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Expected % Rec'd*	Expected % Rec'd*	Var'nc from Expected	Var'nc from Expected	% Variance	% Variance
Intergovernmental Revenues	\$916,600	\$175,406	\$1,305,191	\$573,274	19.1%	43.9%	\$1,305,191	\$573,274	534,567	291,707	47.1%	50.0%	50.0%	50.0%	(79,322)	(79,322)	-6.1%	-6.1%
Charges for Goods and Svcs.	533,622	235,956	534,567	291,707	44.2%	47.1%	534,567	291,707	5,325	771	14.5%	50.0%	50.0%	50.0%	(15,576)	(15,576)	-2.9%	-2.9%
Interest Earnings	14,000	5,340	0	0	38.1%	0.0%	1,450	0	981,437	525,041	0.0%	50.0%	50.0%	50.0%	(725)	(725)	-35.5%	-35.5%
Licenses & Permits	0	0	0	0	0.0%	0.0%	0	0	2,140	11,111	53.5%	50.0%	50.0%	50.0%	10,041	10,041	469.2%	469.2%
Rents & Royalties	896,423	452,041	0	0	0.0%	0.0%	0	0	168,424	87,696	52.1%	50.0%	50.0%	50.0%	76	76	2.1%	2.1%
Misc. Rev/ins/Donations	600	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	50.0%	50.0%	50.0%	0	0	-50.0%	-50.0%
Non-Revenue Tax Receipts	157,373	77,673	0	0	0.0%	0.0%	0	0	0	0	0.0%	50.0%	50.0%	50.0%	0	0	-50.0%	-50.0%
Operating Transfers In	32,500	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	50.0%	50.0%	50.0%	0	0	-50.0%	-50.0%
	\$2,551,118	\$946,416	\$2,998,534	\$1,449,600	37.1%	48.3%	\$2,998,534	\$1,449,600							(\$53,151)	(\$53,151)	-1.7%	-1.7%

AIRPORT FUND (#407) EXPENSES	A June 2016		B		C=B/A		D June 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	Expected % Exp*	Expected % Exp*	Var'nc from Expected	Var'nc from Expected	% Variance	% Variance
Operating Expenses	\$1,338,870	\$507,919	\$1,327,471	\$561,141	37.9%	42.3%	\$1,327,471	\$561,141	1,564,205	487,346	31.2%	50.0%	50.0%	50.0%	\$102,594	\$102,594	7.7%	7.7%
Capital Outlay	904,130	318,609	1,564,205	487,346	35.2%	31.2%	1,564,205	487,346	1,597,850	7,617	0.5%	50.0%	50.0%	50.0%	294,757	294,757	18.8%	18.8%
Principal - G.O. Bonds	278,505	125,935	1,597,850	7,617	45.2%	0.5%	1,597,850	7,617	44,382	5,725	12.9%	50.0%	50.0%	50.0%	791,308	791,308	49.5%	49.5%
Interest Expense	74,084	43,286	44,382	5,725	58.4%	12.9%	44,382	5,725	\$4,533,908	\$1,061,828	23.4%	50.0%	50.0%	50.0%	16,466	16,466	37.1%	37.1%
	\$2,595,589	\$995,749	\$4,533,908	\$1,061,828	38.4%	23.4%	\$4,533,908	\$1,061,828							\$1,205,126	\$1,205,126	26.6%	26.6%
	(\$44,471)	(\$49,333)	(\$1,535,374)	\$387,772			(\$1,535,374)	\$387,772							\$1,151,975	\$1,151,975		

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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.)

RECOMMENDATION/COUNCIL ACTION DESIRED

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

Reviewed by _____, City Manager

City of Chehalis
 First Quarter Preliminary Financial Statements - All Funds
 June 30, 2017

	General Fund #001		Dedicated Street Fund #003		Bldg Abatement #004		Arterial Str Fund #102		TBD Fund #103	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	1,137,916	1,137,916	12,382	12,382	0	0	104,266	104,266	0	0
Revs. & Transfers In	9,348,538	5,020,007	161,949	85,158	110,200	50,000	155,516	75,431	0	0
Exps. & Transfers Out	(9,464,568)	(4,757,390)	(154,436)	(11,112)	(10,000)	(9,795)	(149,844)	(45,512)	0	0
Ending Fund Balance	1,021,886	1,400,533	19,895	86,428	100,200	40,205	109,938	134,185	0	0
	Tourism Fund #107		CDBG Fund #195		HUD BG Fund #197		2011 G.O. Bond #200		Auto/Eq Reserve #302	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	264,582	264,582	111	111	57,506	57,506	0	0	461	461
Revs. & Transfers In	233,500	107,172	0	0	13,200	13,219	98,966	14,628	0	0
Exps. & Transfers Out	(237,000)	(48,513)	0	0	0	0	(98,966)	(14,628)	0	0
Ending Fund Balance	261,082	323,241	111	111	70,706	70,725	0	(0)	461	461
	1st QTR REET Fund #305		2nd QTR REET Fund #306		Garbage Fund #402		Wastewater Fund #404		Water Fund #405	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	217,398	217,398	197,213	197,213	7,673	7,673	4,312,826	4,312,826	4,844,780	4,844,780
Revs. & Transfers In	111,025	45,073	110,950	45,035	6,435	5,493	6,588,672	3,395,788	3,728,871	1,320,641
Exps. & Transfers Out	(41,566)	(6,143)	(32,659)	(4,827)	(5,740)	(2,481)	(5,808,143)	(2,811,508)	(3,681,384)	(1,619,837)
Ending Fund Balance	286,857	256,328	275,504	237,421	8,368	10,685	5,093,355	4,897,106	4,892,267	4,545,584
	Storm/Surface Wtr #406		Airport Fund #407		Firemens Pension #61.1		City Agency Fund #633		ALL FUNDS TOTALS	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	834,822	834,822	1,817,718	1,817,718	602,021	602,021	9,560	9,560	14,421,235	14,421,235
Revs. & Transfers In	556,910	383,755	2,998,534	1,449,600	172,785	93,376	360,000	2,000	24,756,051	12,106,374
Exps. & Transfers Out	(524,898)	(168,462)	(4,533,908)	(1,061,828)	(78,500)	(16,564)	(360,000)		(25,181,612)	(10,578,599)
Ending Fund Balance	866,834	1,050,115	282,344	2,205,490	696,306	678,833	9,560	11,560	13,995,674	15,949,010

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