

**CHEHALIS CITY COUNCIL AGENDA**  
 CITY HALL  
 350 N MARKET BOULEVARD, CHEHALIS, WA 98532

Terry F. Harris, District 1 Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Anthony E. Ketchum Sr., District 3 Mayor	Dennis Dawes, Position at Large, Mayor Pro Tem Chad E. Taylor, Position at Large Bob Spahr, Position at Large
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**Regular Meeting of July 26, 2010**

**6:00 p.m.**

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

<b>CITIZENS BUSINESS</b>		
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.		

<b>PUBLIC HEARING</b>		
3. <u>Public Hearing on Proposed 2010 Amendments to the City's Development Regulations.</u> (Community Development Director)	CONDUCT PUBLIC HEARING	1

<b>PROCLAMATIONS / PRESENTATIONS</b>		
4. <u>Valley View Health Center Week August 8-14.</u> (Roberta Bryan)	---	
5. <u>Cascade Country Cook-off 2010.</u> (Jerry Boes, Maretta Berg, Frank and Judy DeVaul)	---	

**CONSENT CALENDAR**

6. <u>Minutes of the Regular Meeting of July 12, 2010.</u> (City Clerk)	APPROVE	13
7. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	15

**STAFF AND CITY COUNCIL REPORTS**

8. <u>Staff Reports.</u>		
a. Second quarter and June financial report. (Finance Manager)	INFORMATION ONLY	16
b. Second quarter sales and use tax report. (Finance Manager)	INFORMATION ONLY	22
c. Community rating system classification change. (Community Development Director)	INFORMATION ONLY	23
9. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

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

**NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, August 9, 2010**

**CITY OF CHEHALIS  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Bob Nacht, Community Development Director  
**DATE:** July 20, 2010  
**SUBJECT:** Public Hearing on Proposed Amendments to the Development Regulations

**ISSUE**

Each year the citizens of the city and its Urban Growth Area are provided an opportunity to request changes to the development regulations and standards. The review and adoption process requires a public hearing on the proposed changes.

**DISCUSSION**

The attached draft ordinance identifies the proposed changes to the regulations and standards. It is presented in ~~strikethrough~~ and underline format for clarity. The formatting will be removed after final passage of the ordinance.

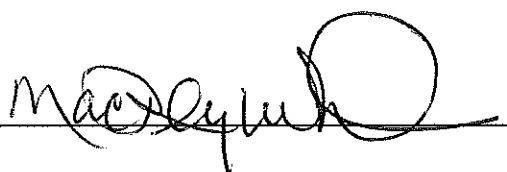
The proposed changes involve several 'housekeeping' issues that result from both changes within the city organization, and new technology in the way developers approach building projects. These issues will be explained at the public hearing.

**RECOMMENDATION / COUNCIL ACTION DESIRED**

The administration recommends that the council conduct the required public hearing on the proposed changes to the city's Development Regulations and Engineering Standards, direct the administration to review the draft ordinance based on comments received, and present a final draft of the ordinance at the next council meeting for the council's consideration.

**SUGGESTED MOTION**

I move that the council direct the administration to present a final draft of the subject ordinance at the next council meeting for the council's consideration.

Reviewed by  City Manager

ORDINANCE NO. 858-B

AN ORDINANCE OF THE CITY OF CHEHALIS,  
WASHINGTON, AMENDING THE CHEHALIS  
MUNICIPAL CODE BY AMENDING TITLE 12  
(STREETS/SIDEWALKS/PUBLIC PLACES), AMENDING  
TITLE 13 (PUBLIC SERVICES), AMENDING TITLE 17  
(UNIFORM DEVELOPMENT REGULATIONS), AND  
ESTABLISHING AN EFFECTIVE DATE HEREOF.

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

**Section 1**

Chapter 12.04.210 of the Chehalis Municipal Code shall be, and the same hereby is, amended to read as follows:

See CMC 12.04.370, 12.04.570, 13.04.520 and 13.08.530. [Ord. 785B § 14 (1.17), 2005.]

**Section 2**

Chapter 12.04.370 of the Chehalis Municipal Code shall be, and the same hereby is, amended to read as follows:

**12.04.370 Design Standards.**

The design of any water extension/connection ~~will~~ shall conform to these standards and all other applicable standards. The layout of extensions ~~will~~ shall be extended to and through the property frontage to be developed to provide for continuation and/or looping of the existing system. The public works department and/or the engineering division has the authority to apply or necessitate items not covered or mentioned in this article.

The general notes that follow must be included on all plans dealing with the city of Chehalis water system.

**General Notes (Water Main Installation)**

1. All workmanship and material will be in accordance with city of Chehalis standards and the most recent copy of the WSDOT/APWA Standard Specifications for Road, Bridge and Municipal Construction, American Water Works Association (AWWA) Standards and ANSI/NSF Standard 60 or 61.
2. A preconstruction meeting will be held with the public works department and the engineering division prior to the start of construction.
3. All water mains will be ductile iron cement mortar lined thickness Class 52.
4. Gate valves will be resilient wedge, NRS (nonrising stem) with O-ring seals. Valve ends will be mechanical joint or ANSI flanges. Valves will conform to AWWA 509-80. Valves will be Mueller, M&H, Kennedy, Clow R/W or American Flow Control Series 2500. Existing valves and all valves

installed directly to and connected to a portion of the active water system are to be operated by city employees only.

5. Fire hydrants will be Mueller Centurion A-423, M&H Reliant Style 129, Clow Medallion, or Kennedy Guardian K81D, Waterous Pacer Model WB-67-250 or AVK 2780. Hydrants will be installed in accordance with the most recent version of the International Fire Code. Hydrants will be bagged and the connecting gate valves left closed until the system has been approved. Hydrants must be painted with sunburst yellow high-grade enamel after installation.

6. All lines will be chlorinated and tested in conformance with the above-referenced specifications (see Note 1).

7. All pipes and services will be installed with continuous tracer tape placed 12 to 18 inches under the proposed finished subgrade. The marker will be of plastic, nonbiodegradable, metal core, or backing marked "WATER" that can be detected by a standard metal detector. Tape will be Terra Tape "D" or approved equal. In addition to tracer tape, toning wire will be installed over all pipe and services. Toning wire will be UL listed, type UF, 14-gauge solid coated copper wire, taped to the top of the pipe to prevent movement during backfilling and laid loose enough to prevent stretching and damage before being brought up and tied off at the valve operating nut or valve box. If the operating nut is not easily accessible from the ground surface, the copper wire will be tied off at the valve box in such a way that the wire is easily accessible from the ground surface. Two feet of slack will be provided to allow for connection to the locator.

A one-pound magnesium anode will be buried with the pipe every 1,000 linear feet maximum for cathodic protection of the toning wire. Toning wire splices and connections to anodes will join wires both mechanically and electrically and will employ epoxy resin or heat-shrink tape insulation. Toning wire will be tested prior to acceptance of the pipe system. A written notice from the contractor to the city must be received two business days prior to when testing is required.

8. The contractor will provide traffic control plan(s) as required in accordance with MUTCD.

9. All water mains will be staked for grades and alignment by an engineering or surveying firm capable of performing such work. Staking will be maintained throughout construction.

10. All service line and water valve locations will be marked on the face of the adjacent curb with a "W" or "WV" embossed one-fourth inch into the concrete.

11. All water system connections serving buildings or properties with domestic potable water, fire sprinkler or irrigation systems will comply with the minimum backflow prevention requirements established by the Department of Health (DOH) and the city of Chehalis cross-connection control program.

12. Call Utilities Underground Location Center at 1-800-424-5555 a minimum of two business days prior to any excavations.

13. The city will be notified five business days prior to scheduling a water system shutdown. The city's water division will perform all water system shutdowns. When connections require "field verification," connection points will be exposed by the contractor and fittings verified by the city two business days prior to the distribution of shutdown notices. Customers involved with or affected by water service interruptions will be notified at least 48 hours in advance. Shutdowns will not be permitted on Fridays, weekends, or holidays without written authorization from the director of public works.

14. When connecting to an existing water line where a new valve is not to be installed, the existing valve must be pressure tested to these standards by the contractor prior to connection. If an existing valve fails to pass the test, the contractor will make the necessary additional provisions to test the new line prior to connecting to the existing system or will install a new valve. New lines will not be connected to the existing system until all required tests have been passed.

[Ord. 785B § 14 (4.02), 2005.]

### **Section 3**

Chapter 12.04.570.A of the Chehalis Municipal Code shall be, and the same hereby is, amended to read as follows:

#### **12.04.570 General Considerations.**

A. General. "Sanitary sewerage" refers to wastewater derived from domestic, commercial and industrial pretreated waste to which storm, surface, and ground water are not intentionally admitted. Pretreatment will follow all the requirements as set forth by city ordinances and public works departmental policies.

Any extension of the city of Chehalis sanitary sewer system must be approved by the public works department and must be consistent with the city of Chehalis comprehensive sewer plan, city of Chehalis general sewer plan, Department of Ecology, and Department of Health requirements.

Within the corporate city limits, where public sewer is available it must be used. Connection is not required; provided, that the sewage from the structure originates more than 200 feet from the public sewer, except in the case of private residential or commercial developments where the developed property abuts a right-of-way in which a public sewer is located or where a service connection is otherwise provided. In this case, connection of all structures generating sewage will be required to connect to the public sewer regardless of distance.

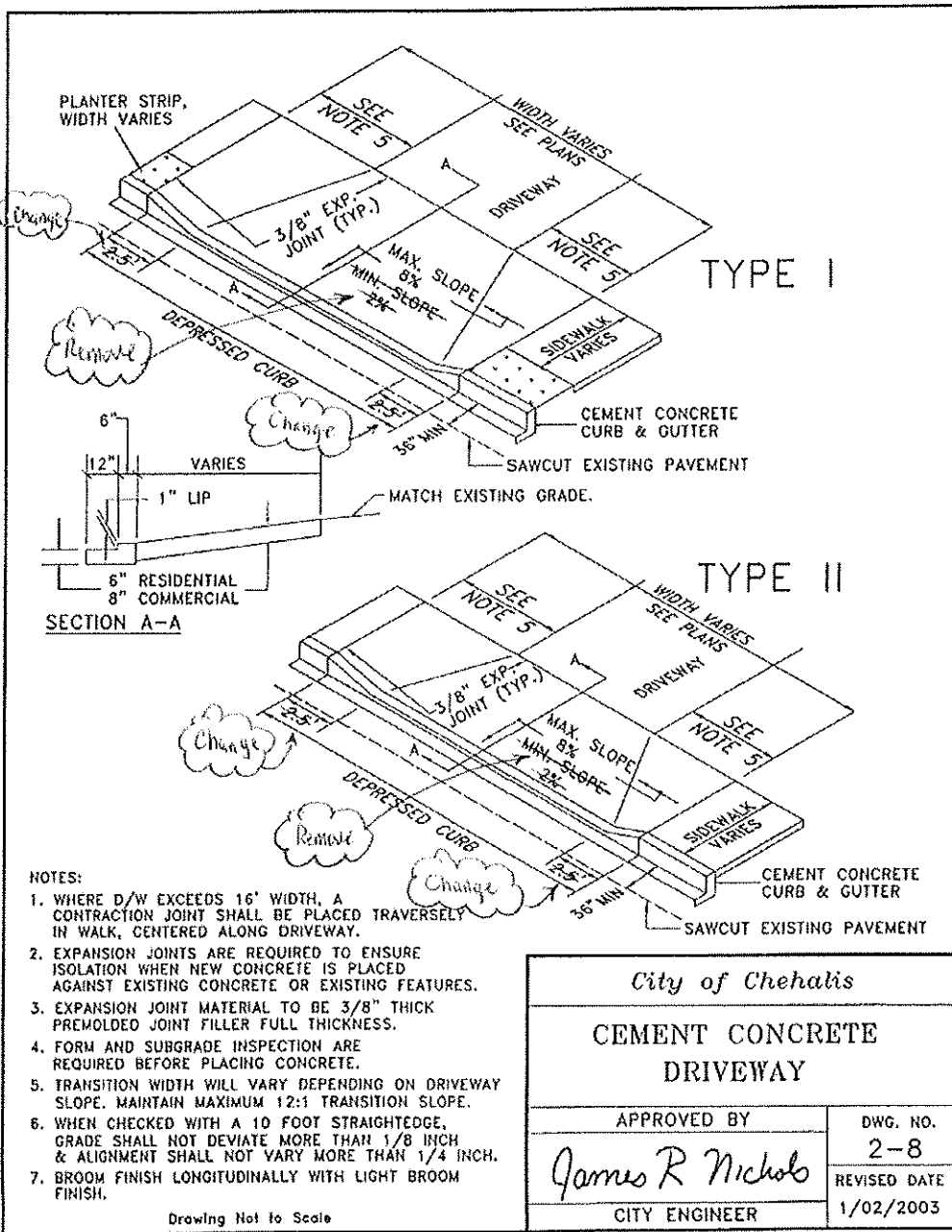
Anyone who wishes to extend or connect to the city sewer system will contact the ~~engineering division~~ Public Works Department for a water/sewer/storm application. If a sewer line extension is being requested, a written request that specifically lists and details the line extension must be submitted to the ~~engineering division~~ Public Works Department. The extension will be extended to and through the extremes of the property frontage being developed for future development provided that further utility extension is possible, as determined by the Public Works Director. After the water/sewer/storm application is ~~returned to the engineering division~~ approved, along with a ~~written request and/or~~ any other information as may be required or requested, city staff will determine ~~costs or estimated costs and/or address council and other approvals as may be required~~ estimated fees.

See CMC 12.04.060 for definitions of specific sewers. Maintenance of the building sewer will be the responsibility of the property owner, while the remaining sewer lateral will be the city's responsibility.

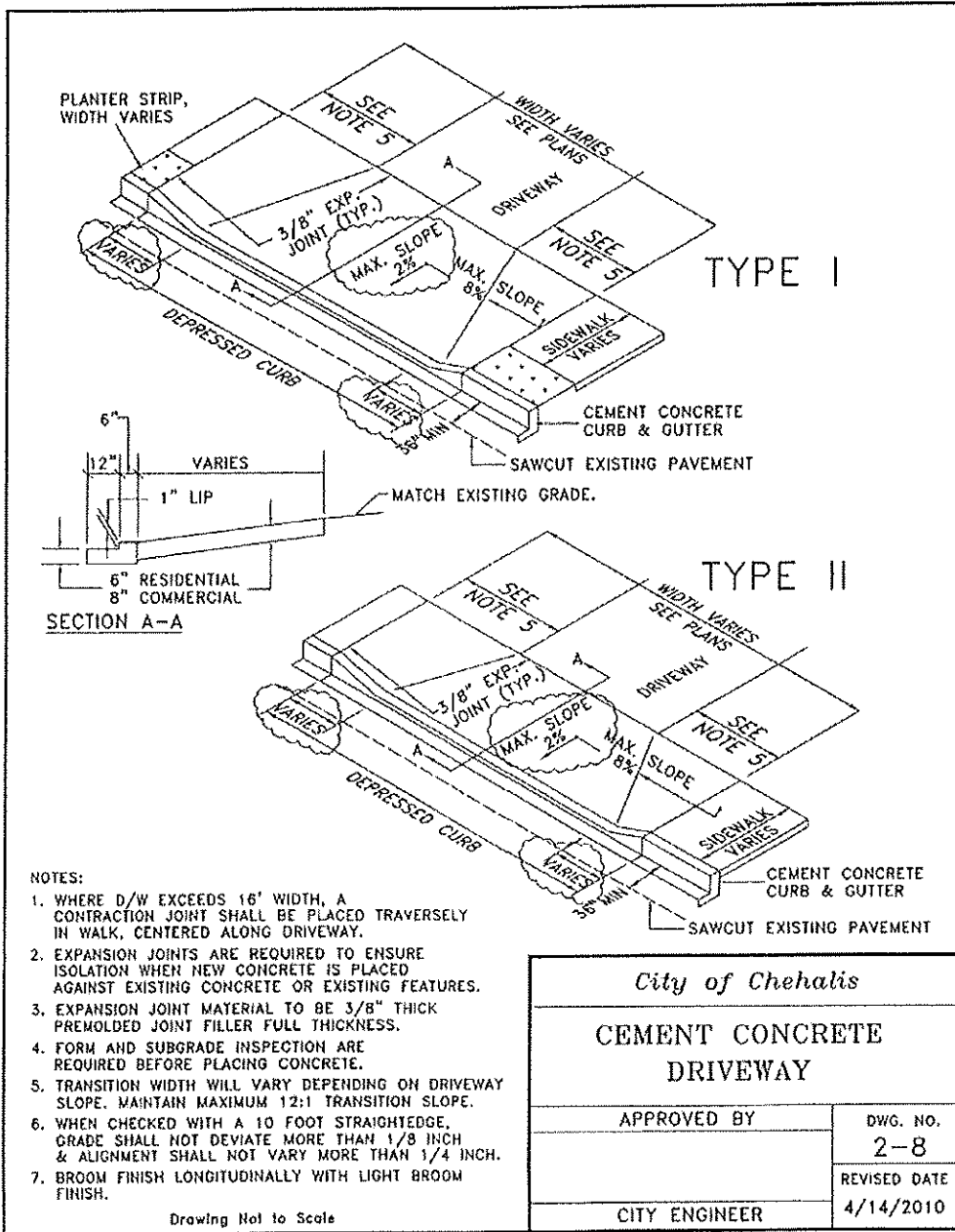
### **Section 4**

Title 12 Article VII Standard Drawings 2-8 Cement Concrete Driveway, shall be, and the same hereby is, amended to read as follows:

# EXISTING DWG 2-8



# PROPOSED DWG 2-8







~~then the person requesting the water main extension shall coordinate arrangements to proceed with the installation of the water main extension with the public works director proposal is acceptable, specific conditions and requirements will be determined by the public works director.~~  
[Ord. 695B, 2001.]

### **Section 7**

Section 13.04.550 of the Chehalis Municipal Code shall be, and the same hereby is, amended to read as follows:

#### **13.04.550 Appeal.**

A. Except for provisions required by local, state, or federal regulations, or by law, any water customer or person applying for water who questions, disputes, or feels aggrieved by the determination or decision of the public works director may submit an appeal in writing to the ~~public works director~~ Development Review Committee as provided in CMC 17.09.150 – Appeals, stating the reasons for the appeal and providing information supporting the basis of the appeal. ~~The public works director will review the appeal to determine if there is justification for amending or reversing the determination or decision previously made. Within the authority designated in this chapter, he may uphold the previously made determination or decision, or may modify or reverse such determination or decision. The public works director will decide upon such written appeals within 10 days.~~

~~B. Any such customer or person that is not satisfied with the decision of the public works director may further appeal the decision by formally petitioning the city manager to review the decision and reasons for disapproval. The city manager may, at his discretion, approve, reverse, or revise the decision of the public works director.~~

~~C. Any such customer or person that is not satisfied with the decision of the city manager may further appeal the decision by formally petitioning the city council at a regular city council meeting. The city council may uphold the previous decision, or may concur with the appeal, or may modify or amend the decision, or may make a decision contingent upon other factors or performance. The decision of the city council will be considered final. [Ord. 695B, 2001.]~~

### **Section 8**

Section 17.12.070 of the Chehalis Municipal Code shall be, and the same hereby is, amended to read as follows:

#### **17.12.070 General Layout of Lots.**

Except as provided in CMC 17.12.470:

A. All lots within a regular subdivision must meet the minimum size and dimension requirements established in the applicable zone for the property pursuant to this title and any other applicable land use regulations. The minimum lot area shall be deemed to have been met if:

1. The average lot area is not less than the minimum lot area required within the applicable zoning district; and

2. No lots contain an area of less than 80 percent of the prescribed minimum for the applicable zoning district (lot averaging).

B. All lots within a short plat must meet the minimum size requirements established in the applicable zone.

C. All lots must be shaped to permit reasonable use and development of the lot and provide for a minimum building dimension of 24 feet by 24 feet without encroaching into any setback area.

D. Not more than 10 percent of any proposed lot which is designated for development may contain environmentally sensitive, critical and/or resource areas (see Division III of this title), including wetland buffers.

E. Not more than two flag lots shall be created from any single lot of record.

F. The “flagpole” portion of any flag lot shall be a minimum of 12 feet wide if serving only one single-family dwelling or duplex; a minimum of 25 feet wide if serving any other residential development of up to nine dwelling units; and a minimum of 40 feet wide if serving any other residential or nonresidential development.

G. In any short plat or subdivision, a lot created for the exclusive purpose of utility fixtures or equipment need not comply with the dimensional standards required by this chapter; provided, that an easement or dedication is recorded for such utility purpose within the approval documents.

H. Mailboxes. Mailboxes shall be installed consistent with the Engineering Development Code (CMC Section 12.04.320.G Mailboxes and associated Figure 2-18).

1. Documentation of consultation with the United States Post Office is required to determine the proper location for the proposed mailbox(es).

2. Any proposed mailbox or mailbox cluster location must be shown on the subdivision or short plat map. [Ord. 847B § 10, 2009; Ord. 769B § 11, 2004; Ord. 720B § 1, 2002.]

### **Section 9**

Section 17.12.410 of the Chehalis Municipal Code shall be, and the same hereby is, amended to read as follows:

#### **17.12.410 Applicability.**

The provisions of this section through CMC 17.12.485 shall apply to real property which is identified in an adopted master plan for development, located within an industrial development district, or owned by the Port of Chehalis, and proposed for segregation by the Port of Chehalis. [Ord. 847B § 10, 2009.]

### **Section 10**

Chapter 17.22.040 of the Chehalis Municipal Code shall be, and the same hereby is, amended to read as follows:

#### **17.22.040 Flood hazard zone created.**

The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled “The Flood Insurance Study for Chehalis,” dated July 17, 2006, (Appendix Chapter W), with associated flood insurance rate maps (FIRMs), is hereby adopted by reference and declared to be a part of this chapter. The FIRMs are on file at the Community Development Department, 1321 S. Market Boulevard. The City of Chehalis shall also be empowered to create special flood hazard zones. Best available information shall also be used to determine the flood hazard zone based on elevation data, topographic information and flood-of-record data. [Ord. 849B § 3, 2009.]

## **Section 11**

Appendices Index of the Chehalis Municipal Code shall be, and the same hereby is, amended to read as follows:

### Appendices

<u>Chapter A</u>	Schedule of Fees and Charges
<u>Chapter B</u>	<del>Sample Forms</del> <u>Applications and Forms</u>
<u>Chapter C</u>	Port of Chehalis Comprehensive Plan
<u>Chapter D</u>	Chehalis/Centralia Airport Master Plan
<u>Chapter E</u>	List of International, Uniform and SBCC Codes Adopted
<u>Chapter F</u>	Definition of Words, Terms and Uses
<u>Chapter G</u>	State Environmental Policy Act (SEPA) Rules [WAC 197-11]
<u>Chapter H</u>	Flood Control Zone
<u>Chapter I</u>	Airport Service District (ASD) Legal Description/Designation
<u>Chapter J</u>	Historic District(s) (HIS) Legal Description/Designation
<u>Chapter K</u>	Foreign Trade Zone (FTZ) Legal Description/Designation
<u>Chapter L</u>	Industrial Development District (IDD) Legal Description/Designation
<u>Chapter M</u>	<del>Wetland Project Mitigation Area (Resolution No. 1-97) (This appendix is not used)</del>
<u>Chapter N</u>	Washington State Wetlands Rating System Manual
<u>Chapter O</u>	Historic District Building Guidelines and Landscape Criteria
<u>Chapter P</u>	Planned Unit Development (PUD) District Legal Description/Designation
<u>Chapter Q</u>	Graphics and Diagrams of Selected Identified Requirements
<u>Chapter R</u>	Shoreline Master Program (Resolution No. 19-81)
<u>Chapter S</u>	<del>Critical and Resource Areas (This appendix is not used)</del>
<u>Chapter T</u>	Priority Habitat and Species Listing (WDF&W)
<u>Chapter U</u>	Chehalis Renaissance Project
<u>Chapter V</u>	Mobile/Manufactured Home Park Development Standards
<u>Chapter W</u>	Flood Insurance Study (2006 FEMA)
<u>Chapter X</u>	State Environmental Policy Act Process and Office of Community Development Requirements for Adoption of this Title
<u>Chapter Y</u>	Criteria for Review and Decision on Specialized Permits and Approvals

Note: Plans, documents, publications, manuals, etc., which are published by agencies other than the city are not included in copies of these appendices. Such copies may be obtained from the Chehalis community development office or the publisher on request.

The appendices are expected to be revised and/or updated frequently. The user must contact the Chehalis community development office to determine the most current adopted version of any appendix.

Code reviser's note: All listed appendices are also available on the city of Chehalis's website.

## **Section 12**

Appendix Chapter 'B' of the Uniform Development Regulations codified in the Chehalis Municipal Code as Title 17 shall be, and the same hereby is, amended to read as follows:

### **Appendix Chapter B**

#### **Sample Forms Applications and Forms**

~~Sample forms in Appendices B-1 through B-9 follow. Applications and Forms are located on the City of Chehalis website by using the following link: [www.cityofchehalis.com](http://www.cityofchehalis.com). Applications and Forms can also be obtained by contacting the Community Development Department, 1321 S. Market Boulevard, Chehalis, WA or at (360) 345-2229.~~

## **Section 13**

Appendix Chapter 'E' of the Uniform Development Regulations codified in the Chehalis Municipal Code as Title 17 shall be, and the same hereby is, amended to read as follows:

### **Appendix Chapter E**

#### **List of International, Uniform and SBCC Codes Adopted**

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

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

D. WAC 51-54 - International Fire Code (IFC), 2009 Edition, published by the International Code Council, as amended by the SBCC.

E. WAC 51-56 and 51-57 - Uniform Plumbing Code and Appendices A, B, and I, 2009 edition, published by the IAPMO, as amended by the SBCC.

F. WAC 51-11 - Washington State Energy Code, 2009 updated edition, adopted by the SBCC.

~~G. WAC 51-13 - Washington State Ventilation and Indoor Air Quality Code, 2006 edition, adopted by the SBCC.~~

~~H. WAC 51-19 - Washington State Historical Building Code, adopted by the SBCC.~~

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

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

K.I. IBC Appendix Chapter 'C', Agricultural Buildings.

L.J. IBC Appendix Chapter 'T', Patio Covers.

- M.K. IRC Appendix Chapter 'H', Patio Covers.
- N.L. IFC Appendix Chapter 'B', Fire Flow Requirements for Buildings.
- Ø.M. IFC Appendix Chapter 'C', Fire Hydrant Location and Distribution.
- P.N. IFC Appendix Chapter 'D', Fire Apparatus Access Roads (and Turnarounds)
- Q.O. IFC Appendix Chapter 'E', Hazard Categories.
- R.P. IFC Appendix Chapter 'F', Hazard Ranking.
- S.Q. IFC Appendix Chapter 'G', Cryogenic Fluids.

**Section 14**

The effective date of this ordinance shall be the 1<sup>st</sup> day of September, 2010.

**PASSED** by the City Council of the city of Chehalis, Washington, and **APPROVED** by it's mayor this 23rd day of August, 2010.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to Form:

\_\_\_\_\_  
City Attorney

**[Scrivenors note: highlighting, strikethrough and underline format for the purpose of clarification and identification will be removed after final passage of this ordinance.]**

July 12, 2010

The Chehalis city council met in regular session on Monday, July 12, 2010, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 6:07 p.m. with the following council members present: Bob Spahr, Daryl Lund, and Chad Taylor. Councilors Dawes, Harris, and Pope were absent (excused). Staff present included: Merlin MacReynold, City Manager; Mark Scheibmeir, Assistant City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Peggy Hammer, Human Resources Administrator; Tim Grochowski, Public Works Director; and Ben Smith, City Intern. Members of the news media included Adam Pearson of *The Chronicle* and Paul Walker of KITI.

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

- a. Minutes of the regular meeting of June 28, 2010;
- b. Claim Vouchers No. 97202-97353 and 52010 in the amount of \$313,108.36 dated June 30, 2010; and Payroll Vouchers No. 33727-33839 and 1551-1618 in the amount of \$761,770.26 dated June 30, 2010;
- c. Approve letter to Chehalis River Basin Flood Authority designating Julie Balmelli-Powe as the city's primary representative and Councilor Taylor as the city's alternate representative; and
- d. Set date and time of July 26, 2010, at 6:05 p.m., for a public hearing on the proposed 2010 amendments to the city's development regulations.

The motion was seconded by Councilor Taylor and carried unanimously.

2. **Staff Reports.**

a. **Follow-up on Automobile Sales and Use Tax Issue.** City Manager MacReynold reported Eva Lindgren followed up on Councilor Taylor's request from the last meeting regarding sales and use tax on vehicles sold in the city of Chehalis. He reported Ms. Lindgren contacted the Department of Revenue and confirmed if a private individual sells their own vehicle the sales and use tax would follow to the address of the new location of the vehicle.

City Manager MacReynold reported the sales and use tax on all new and used vehicles sold at, or by auto dealerships that sell vehicles off-site, should be remitted to the locality of where the purchase was made.

City Manager MacReynold reported Ms. Lindgren also had Microflex follow-up with the dealership that was selling vehicles at Kmart a few weekends ago, to ensure they were complying with the proper reporting. Microflex reported back saying they had talked to the person responsible for the sales and use tax filings, adding they were fully aware of the rules relating to the proper sales and use tax reporting. Councilor Taylor stated that was the only thing he had a concern about.

City Manager MacReynold noted the council was also given a copy of Chehalis Municipal Code 5.04.050 – general provisions for business license requirements, just for their information.

Councilor Spahr stated it seemed odd that something that transfers by title wasn't covered under streamlined sales tax.

b. **2011 Budget Schedule.** City Manager MacReynold briefly talked about the 2011 budget preparation schedule, noting the dates for the departments and programs to present their budgets to the committee members was scheduled for September 14, 16, 17, and 20. He stated they were taking the same 'private sector' approach as last year, which was to build constraint budgets based on the revenues, and have the departments put their budgets together within the constraint budget.

Mayor Ketchum asked that the 2010 budget committee be contacted to see if they wanted to participate in the 2011 process. The 2010 committee members included Councilors Taylor, Dawes, and Harris.

c. **NW Chehalis Avenue Follow-up Public Meeting.** Ben Smith announced there would be a public meeting on Thursday, July 15, at 7:30 a.m., in the city hall basement meeting room, regarding the pilot project on Chehalis Avenue. He noted they would be reviewing the results of the recent survey regarding the temporary on-street parking configuration currently

July 12, 2010

in place. Mr. Smith stated they would be gathering comments from the public and key stakeholders with regards to moving forward with the implementation of permanent on-street changes as directed by the Chehalis Renaissance Plan.

**3. Council Reports.**

a. **Parking Issues.** Councilor Lund reported he had received a complaint that the Community Farmers Market vendors were taking up most of the parking spaces in the 4-hour lot at the north end of the block. He felt by doing that they were taking parking away from the people who normally shop downtown, and wondered why they couldn't have the vendors park in the free lot up on Franklin Avenue, or behind the library.

City Manager MacReynold indicated he would look into the matter. He stated he wasn't sure who they were or how many there were, but noted if the market opened at noon and they stayed the entire time they were probably spending more than just four hours in the lot. Councilor Lund stated even if they're not there past the four hours they were still taking up parking spots for business people.

City Manager MacReynold stated the market manager had been very amenable to help when issues arise and would talk with her to see if they can take a different approach.

b. **Meetings Attended by Councilor Spahr.** Councilor Spahr reported he attended the Cowlitz-Lewis County Economic Development District Board meeting, noting they were currently working on some procedural amendments to their by-laws.

Councilor Spahr also attended the Board of Directors meeting at the Lewis County Economic Development Council. He reported they had some pretty interesting leads, but were not disclosing any names at this time. Councilor Spahr stated that on July 20, they would be interviewing through employment security for the Rib Eye Restaurant, which was going to reopen again and employ about 72 people. He felt it was a welcome sign for all of us.

c. **Events Attended by Mayor Ketchum.** Mayor Ketchum reported he attended the Lewis County Historical Museum Pie Social at Claquato, and again, bought some very expensive pies. He also attended a groundbreaking ceremony for the Seventh Day Adventist youth school up on the hill above Scheuber Road.

There being no further business to come before the council, the meeting adjourned at 6:17 p.m.

\_\_\_\_\_  
Mayor

Attest:



\_\_\_\_\_  
City Clerk

**SUGGESTED MOTION**

I move that the council approve the minutes of the regular city council meeting of July 12, 2010.



**CITY OF CHEHALIS**  
**AGENDA REPORT**

DATE: July 15, 2010  
TO: The Honorable Mayor and City Council  
FROM: Eva Lindgren, Finance Manager   
PREPARED BY: Michelle White, Accounting Tech II   
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

1. Claim Vouchers No. 97354 through 97517 and Claim Voucher 62010 in the amount of \$257,586.31 dated July 15, 2010 and the transfer of \$87,000.55 from the General Fund, \$6,356.87 from the Arterial Street Fund, \$15,896.81 from the Tourism Fund, \$4,000.00 from the 1982-93 Community Development Block Grant Fund, \$100.00 from the HUD Block Grant Fund, \$160.60 from the Automotive Equipment Reserve Fund, \$1,048.52 from the Second Quarter Percent REET Fund, \$1,426.19 from the Garbage Fund, \$90,158.03 from the Wastewater Fund, \$44,693.95 from the Water Fund, \$2,669.24 from the Storm & Surface Water Utility Fund, and \$4,075.55 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the July 15, 2010 Claim Vouchers No. 97354 through 97517 and Claim Voucher No. 62010 in the amount of \$257,586.31.

SUGGESTED MOTION

I move to approve the July 15, 2010 Claim Vouchers No. 97354 through 97517 and Claim Voucher No. 62010 in the amount of \$257,586.31.

Reviewed by:  \_\_\_\_\_, City Manager

**City of Chehalis  
Second Quarter Financial Statements - All Funds  
June 30, 2010**

	General Fund #001		Arterial Street Fund #102		Tourism Fund #107		Compensated Abs. #110		CDBG Fund #195	
	Budget	Actual*	Budget	Actual*	Budget	Actual*	Budget	Actual*	Budget	Actual*
Beginning Fund Balance	1,047,000	1,155,897	163,000	196,883	66,259	82,529	53,238	53,238	2,496	730
Revs. & Transfers In	9,335,083	3,863,823	186,500	88,906	140,500	57,205	25,350	12,500	22,558	11,042
Exps. & Transfers Out	(9,823,995)	(4,218,721)	(348,868)	(167,735)	(151,700)	(43,340)	0	0	(24,558)	(35,965)
Ending Fund Balance	558,088	800,999	632	118,054	55,059	96,394	78,588	65,738	496	(24,193)
<i>non-cash component</i>		(3,315)		0		0		0		0

	HUD Fund #197		Gambling Enforcmt. #198		Public Fac. Res. #301		Auto/Equip. Res. #302		1st Qtr. REET Fund #305	
	Budget	Actual*	Budget	Actual*	Budget	Actual*	Budget	Actual*	Budget	Actual*
Beginning Fund Balance	359,334	375,354	0	0	45,656	45,850	109,883	114,100	109,258	110,703
Revs. & Transfers In	2,000	0	643,028	643,028	200	160	300	250	36,600	30,976
Exps. & Transfers Out	(37,500)	(18,415)	(76,500)	0	0	0	(81,000)	(41,406)	0	0
Ending Fund Balance	323,834	356,939	566,528	643,028	45,856	46,010	29,183	72,944	145,858	141,679
<i>non-cash component</i>		0		0		0		0		0

	2nd Qtr. REET Fund #306		Garbage Fund #402		Wastewater Fund #404		Water Fund #405		Storm/Surface Wtr. #406	
	Budget	Actual*	Budget	Actual*	Budget	Actual*	Budget	Actual*	Budget	Actual*
Beginning Fund Balance	113,113	114,592	2,220	23,343	2,799,797	3,121,905	2,189,129	2,220,322	225,000	254,399
Revs. & Transfers In	36,350	30,976	10,700	7,715	4,206,139	1,770,184	3,078,577	1,064,154	428,000	203,798
Exps. & Transfers Out	(103,180)	(5,926)	(12,467)	(4,565)	(4,159,792)	(2,180,799)	(2,536,380)	(1,305,709)	(449,541)	(175,803)
Ending Fund Balance	46,283	139,642	453	26,493	2,846,144	2,711,290	2,731,326	1,978,767	203,459	282,394
<i>non-cash component</i>		0		(378)		(6,792)		26,657		(3,257)

	Firemens' Pension #611		City Agency Fund	
	Budget	Actual*	Budget	Actual*
Beginning Fund Balance	387,400	407,494	279,257	302,256
Revs. & Transfers In	13,700	12,709	13,700	0
Exps. & Transfers Out	(120,000)	(62,302)	0	0
Ending Fund Balance	281,100	357,901	292,957	302,256
<i>non-cash component</i>		0		0

**Notes:**  
The beginning "actual" fund balances are the unadjusted beginning cash and investment totals for each fund. A few 2009 year-end adjustments remain to be made. Therefore, these are not final numbers. For five funds, the ending fund balances include non-cash balance sheet accounts which are used during the year, such as accounts payable, accounts receivable, and inventory. Those funds for which the ending fund equals ending cash and investments only, the "non-cash component" is zero. Non-cash amounts are listed for the remaining funds.

To: The Honorable Mayor and Council  
 Via: Merlin MacReynold, City Manager  
 From: Eva K. Lindgren, Finance Manager  
 Date: July 20, 2010  
 Subject: Monthly Financial Reports for June

**City of Chehalis**  
**Comparative Financial Reports**  
**June 2009 and 2010**

GENERAL FUND (#001) REVENUES	A June 2009		B Actual		C=B/A		D June 2010		E Actual		F=E/D		G Expected % Rec'd*		H^ Var'nc frm Expected		I=F-G % Variance	
	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Expected % Rec'd*	Var'nc frm Expected	%	Variance					
General Property Taxes	\$1,181,000	\$645,888	54.7%	\$1,212,580	\$639,738	52.8%	\$33,448	50.0%	50.0%	2.8%								
EMS Property Taxes	226,000	122,792	54.3%	230,920	122,449	53.0%	6,989	50.0%	50.0%	3.0%								
Sales & Use Tax	3,700,000	1,653,643	44.7%	3,300,000	1,508,216	45.7%	(141,784)	50.0%	50.0%	-4.3%								
Electricity Tax	370,000	196,747	53.2%	400,000	179,479	44.9%	(20,521)	50.0%	50.0%	-5.1%								
Gas/Natural Gas Tax	261,500	162,932	62.3%	284,000	125,884	44.3%	(16,116)	50.0%	50.0%	-5.7%								
Criminal Justice Tax	110,000	46,587	42.4%	100,000	42,300	42.3%	(7,700)	50.0%	50.0%	-7.7%								
Interfund Water/Sewer Tax	330,200	153,784	46.6%	328,200	157,974	48.1%	(6,126)	50.0%	50.0%	-1.9%								
Garbage Tax	80,000	31,431	39.3%	65,000	30,146	46.4%	(2,354)	50.0%	50.0%	-3.6%								
Cable Tax	85,000	21,103	24.8%	80,000	42,844	53.6%	2,844	50.0%	50.0%	3.6%								
Telephone Tax	350,000	167,548	47.9%	335,000	160,708	48.0%	(6,792)	50.0%	50.0%	-2.0%								
Leasehold Excise Tax	34,000	16,524	48.6%	34,000	16,811	49.4%	(189)	50.0%	50.0%	-0.6%								
Other Taxes	0	17	N/A	0	0	N/A	0	50.0%	50.0%	N/A								
<b>Total Tax Revenues</b>	<b>6,727,700</b>	<b>3,218,996</b>	<b>47.8%</b>	<b>6,369,700</b>	<b>3,026,549</b>	<b>47.5%</b>	<b>(158,301)</b>	<b>50.0%</b>	<b>50.0%</b>	<b>-2.5%</b>								
Licenses & Permits	240,984	25,845	10.7%	66,080	31,953	48.4%	(1,087)	50.0%	50.0%	-1.6%								
Intergov't Grants/Entitlements	2,828,581	1,237,660	43.8%	432,650	130,639	30.2%	(85,686)	50.0%	50.0%	-19.8%								
Charges for Goods and Svcs.	1,069,254	497,416	46.5%	1,052,589	525,164	49.9%	(1,131)	50.0%	50.0%	-0.1%								
Fines and Forfeitures	114,375	51,025	44.6%	96,360	55,265	57.4%	7,085	50.0%	50.0%	7.4%								
Interest Earnings	32,200	17,566	54.6%	28,200	10,980	38.9%	(3,120)	50.0%	50.0%	-11.1%								
Rents/Leases	89,375	28,212	31.6%	64,215	31,935	49.7%	(173)	50.0%	50.0%	-0.3%								
Contributions/Donations	7,090	7,088	100.0%	36,969	32,801	88.7%	14,317	50.0%	50.0%	38.7%								
Misc. Revenue/Insurance	2,700	35,383	1310.5%	3,000	3,271	109.0%	1,771	50.0%	50.0%	59.0%								
Non-Revenues	0	2,506	N/A	3,958	2,766	69.9%	787	50.0%	50.0%	19.9%								
<b>Total Non-Tax Revenues</b>	<b>4,384,559</b>	<b>1,902,701</b>	<b>43.4%</b>	<b>1,784,021</b>	<b>824,774</b>	<b>46.2%</b>	<b>(\$67,237)</b>	<b>50.0%</b>	<b>50.0%</b>	<b>-3.8%</b>								
Proceeds of Long-Term Debt	1,131,362	0	0.0%	1,131,362	0	0.0%	(565,681)	50.0%	50.0%	-50.0%								
Operating Transfers-In	422,240	417,638	98.9%	50,000	12,500	25.0%	(12,500)	50.0%	50.0%	-25.0%								
<b>Total Other Financing Sources</b>	<b>1,553,602</b>	<b>417,638</b>	<b>26.9%</b>	<b>1,181,362</b>	<b>12,500</b>	<b>1.1%</b>	<b>(\$578,181)</b>	<b>50.0%</b>	<b>50.0%</b>	<b>-48.9%</b>								
<b>TOTALS</b>	<b>\$12,665,861</b>	<b>\$5,539,335</b>	<b>43.7%</b>	<b>\$9,335,083</b>	<b>\$3,863,823</b>	<b>41.4%</b>	<b>(\$803,719)</b>	<b>50.0%</b>	<b>50.0%</b>	<b>-8.6%</b>								

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 2009 and 2010**

GENERAL FUND (#001) EXPENDITURES	A June 2009		B Actual		C=B/A		D June 2010		E Actual		F=E/D		G Expected % Exp*		H^ Var'nc frm Expected		I=G-F % Variance	
	Budget	Actual	Budget	Actual	Exp'd %	Exp'd %	Budget	Actual	Exp'd %	Actual	Exp'd %	Exp'd %	Expected % Exp*	Var'nc frm Expected	Exp'd %	Actual	Exp'd %	Variance %
City Council	\$68,801	\$34,883	\$97,431	\$47,516	50.7%	48.8%	\$97,431	\$47,516	48.8%	\$47,516	48.8%	50.0%	\$1,200	1.2%	48.8%	\$47,516	48.8%	1.2%
Municipal Court	320,380	152,964	325,256	156,792	47.7%	48.2%	325,256	156,792	48.2%	156,792	48.2%	50.0%	5,836	1.8%	48.2%	156,792	48.2%	1.8%
City Manager#	166,282	83,093	351,343	178,810	50.0%	50.9%	351,343	178,810	50.9%	178,810	50.9%	50.0%	(3,139)	-0.9%	50.9%	178,810	50.9%	-0.9%
Finance	482,679	260,848	496,314	273,856	54.0%	55.2%	496,314	273,856	55.2%	273,856	55.2%	50.0%	(25,699)	-5.2%	55.2%	273,856	55.2%	-5.2%
City Clerk	97,366	44,689	95,912	47,495	45.9%	49.5%	95,912	47,495	49.5%	47,495	49.5%	50.0%	461	0.5%	49.5%	47,495	49.5%	0.5%
City Attorney#	90,850	46,249	0	0	50.9%	N/A	0	0	N/A	0	N/A	50.0%	0	N/A	0	0	N/A	N/A
Non-Departmental	1,822,941	503,117	1,534,163	172,935	27.6%	11.3%	1,534,163	172,935	11.3%	172,935	11.3%	50.0%	594,147	38.7%	11.3%	172,935	11.3%	38.7%
Human Resources	136,521	68,958	140,962	61,249	50.5%	43.5%	140,962	61,249	43.5%	61,249	43.5%	50.0%	9,232	6.5%	43.5%	61,249	43.5%	6.5%
Police	2,456,673	1,220,960	2,403,537	1,184,048	49.7%	49.3%	2,403,537	1,184,048	49.3%	1,184,048	49.3%	50.0%	17,721	0.7%	49.3%	1,184,048	49.3%	0.7%
Fire	1,899,679	915,198	1,913,269	963,747	48.2%	50.4%	1,913,269	963,747	50.4%	963,747	50.4%	50.0%	(7,113)	-0.4%	50.4%	963,747	50.4%	-0.4%
Public Works - Streets	2,969,551	1,620,561	615,696	212,977	54.6%	34.6%	615,696	212,977	34.6%	212,977	34.6%	50.0%	94,871	15.4%	34.6%	212,977	34.6%	15.4%
Public Works - Engineering	273,257	130,896	289,837	150,044	47.9%	51.8%	289,837	150,044	51.8%	150,044	51.8%	50.0%	(5,126)	-1.8%	51.8%	150,044	51.8%	-1.8%
Economic Development	140,529	107,660	0	0	76.6%	N/A	0	0	N/A	0	N/A	50.0%	0	N/A	0	0	N/A	N/A
Community Development	1,732,287	890,606	1,560,275	769,252	51.4%	49.3%	1,560,275	769,252	49.3%	769,252	49.3%	50.0%	10,886	0.7%	49.3%	769,252	49.3%	0.7%
<b>TOTALS</b>	<b>\$12,657,796</b>	<b>\$6,080,682</b>	<b>\$9,823,995</b>	<b>\$4,218,721</b>	<b>48.0%</b>	<b>42.9%</b>	<b>\$9,823,995</b>	<b>\$4,218,721</b>	<b>42.9%</b>	<b>\$4,218,721</b>	<b>42.9%</b>	<b>50.0%</b>	<b>\$693,277</b>	<b>7.1%</b>	<b>42.9%</b>	<b>\$693,277</b>	<b>42.9%</b>	<b>7.1%</b>

Net Budget/Income: \$8,065 (\$541,347) (\$488,912) (\$354,898)

**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.)

#In 2010, the City Attorney's budget is budgeted for within the City Manager's budget.

(1) Proceeds of long-term debt are dependent upon the issuance of the G.O. Debt.

(2) Inter-fund loan repayment is dependent upon the issuance of G.O. Debt.

City of Chehalis  
Comparative Financial Reports  
June 2009 and 2010

	A		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=F-G	
	Budget	June 2009 Actual	% Rec'd	Budget	June 2010 Actual	% Rec'd	Budget	June 2010 Actual	% Rec'd	Expected % Rec'd*	Var'nc Exp'd	Expected % Rec'd*	Var'nc Exp'd	% Variance				
<b>WASTEWATER FUND (#404)</b>																		
REVENUES																		
Intergovernmental Revenues	\$165,530	\$158,269	96.6%	3,510,208	1,736,920	50.0%	\$0	\$0	N/A	50.0%	\$0	50.0%	\$0	N/A				
Wastewater Fees	3,359,740	1,821,816	54.2%	70,000	17,533	25.0%	3,750	3,750	100.0%	50.0%	(18,184)	50.0%	(18,184)	-0.5%				
Sewer Connection/Misc. Fees	30,000	116,547	388.5%	2,500	1,053	42.1%	565,681	0	0.0%	50.0%	(17,467)	50.0%	(17,467)	-25.0%				
Rentals	0	4,150	N/A	54,000	7,260	13.4%	0	3,668	N/A	50.0%	1,875	50.0%	1,875	50.0%				
Misc. Revenues/Insurance	500	85,350	17070.0%	54,000	7,260	13.4%	0	3,668	N/A	50.0%	(197)	50.0%	(197)	-7.9%				
Interfund Principal Repayment	600,000	34,319	5.7%	54,000	7,260	13.4%	0	3,668	N/A	50.0%	(282,841)	50.0%	(282,841)	-50.0%				
Proceeds from Sale of Capital Assets	0	783	N/A	54,000	7,260	13.4%	0	3,668	N/A	50.0%	3,668	50.0%	3,668	N/A				
Interest Earnings	52,000	27,070	52.1%	54,000	7,260	13.4%	0	3,668	N/A	50.0%	(19,740)	50.0%	(19,740)	-36.6%				
Totals:	\$4,207,770	\$2,248,304	53.4%	\$4,206,139	\$1,770,184	42.1%					(\$332,886)							

(1)

	A		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=G-F	
	Budget	June 2009 Actual	% Exp'd	Budget	June 2010 Actual	% Exp'd	Budget	June 2010 Actual	% Exp'd	Expected % Exp*	Var'nc Exp'd	Expected % Exp*	Var'nc Exp'd	% Variance				
<b>WASTEWATER FUND (#404)</b>																		
EXPENSES																		
Operating Expenses	\$2,119,975	\$1,123,227	53.0%	\$2,292,351	\$1,194,319	52.1%	\$2,292,351	\$1,194,319	52.1%	50.0%	(\$48,144)	50.0%	(\$48,144)	-2.1%				
Capital Outlay	542,300	11,534	2.1%	70,000	10,784	15.4%	70,000	10,784	15.4%	50.0%	24,216	50.0%	24,216	34.6%				
Debt Principal	1,956,098	912,267	46.6%	1,737,660	944,083	54.3%	1,737,660	944,083	54.3%	50.0%	(75,253)	50.0%	(75,253)	-4.3%				
Interest Expense	68,344	45,202	66.1%	59,481	31,613	53.1%	59,481	31,613	53.1%	50.0%	(1,873)	50.0%	(1,873)	-3.1%				
Totals:	\$4,686,717	\$2,092,230	44.6%	\$4,159,492	\$2,180,799	52.4%					(\$101,053)							

Net Budget/Income: (\$478,947)      \$156,074      \$46,647      (\$410,615)

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.)

(1) Inter-fund loan repayment is dependent upon the issuance of G.O. Debt.

City of Chehalis  
Comparative Financial Reports  
June 2009 and 2010

WATER FUND (#405) REVENUES	A June 2009		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Expected % Rec'd*	Expected % Rec'd*	Var'nc frm Expected	% Variance	Expected	% Variance	Expected	% Variance		
Water Sales	\$2,258,873	\$1,024,978	\$2,298,896	\$1,046,521	45.4%	200,000	15,826	7.9%	50.0%	50.0%	(\$102,927)	-4.5%	(84,174)	-42.1%	115	N/A	0	N/A
Water Connection/Misc. Fees	200,000	106,162	0	0	53.1%	0	115	N/A	50.0%	50.0%	0	N/A	0	N/A	0	N/A	0	N/A
Misc. Revenues	0	0	0	0	N/A	0	0	N/A	50.0%	50.0%	0	N/A	0	N/A	0	N/A	0	N/A
Intergovernmental Revenues	2,000	0	0	0	0.0%	0	0	0.0%	50.0%	50.0%	0	N/A	0	N/A	0	N/A	0	N/A
Interfund Principal Repayment	850,000	284,319	565,681	0	33.4%	0	1,692	N/A	50.0%	50.0%	1,692	N/A	1,692	N/A	(7,000)	-50.0%	1,692	N/A
Proceeds from Sale of Capital Assets	0	0	0	0	N/A	0	0	N/A	50.0%	50.0%	0	N/A	0	N/A	0	N/A	0	N/A
Interest Earnings	12,705	1,920	14,000	0	15.1%	14,000	0	0.0%	50.0%	50.0%	0	N/A	0	N/A	(7,000)	-50.0%	1,692	N/A
Totals:	\$3,323,578	\$1,417,379	\$3,078,577	\$1,064,154	42.6%	\$3,078,577	\$1,064,154	34.6%	50.0%	50.0%	(\$475,135)	-15.4%	(\$475,135)	-15.4%	(\$475,135)	-15.4%	(\$475,135)	-15.4%

(1)

WATER FUND (#405) EXPENSES	A June 2009		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	Expected % Exp*	Expected % Exp*	Var'nc frm Expected	% Variance	Expected	% Variance	Expected	% Variance		
Operating Expenses	\$1,910,195	\$855,483	\$1,803,191	\$902,081	44.8%	\$1,803,191	\$902,081	50.0%	50.0%	50.0%	(\$486)	0.0%	(\$486)	0.0%	(\$486)	0.0%	(\$486)	0.0%
Capital Outlay	436,495	240,324	577,000	390,653	55.1%	577,000	390,653	67.7%	50.0%	50.0%	(102,153)	-17.7%	(102,153)	-17.7%	55,732	43.7%	55,732	43.7%
Debt Principal	119,638	14,000	127,464	8,000	11.7%	127,464	8,000	6.3%	50.0%	50.0%	9,388	32.7%	9,388	32.7%	9,388	32.7%	9,388	32.7%
Interest Expense	30,482	10,475	28,725	4,975	34.4%	28,725	4,975	17.3%	50.0%	50.0%	(\$37,519)	-15.5%	(\$37,519)	-15.5%	(\$37,519)	-15.5%	(\$37,519)	-15.5%
Totals:	\$2,496,810	\$1,120,282	\$2,536,380	\$1,305,709	44.9%	\$2,536,380	\$1,305,709	51.5%	50.0%	50.0%	(\$37,519)	-15.5%	(\$37,519)	-15.5%	(\$37,519)	-15.5%	(\$37,519)	-15.5%

(2)

Net Budget/Income: \$826,768 \$297,097 \$542,197 (\$241,555)

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.)

(1) Inter-fund loan repayment is dependent upon the issuance of G.O. Debt.

(2) Capital expenditures are not made evenly throughout the year.

City of Chehalis  
Comparative Financial Reports  
June 2009 and 2010

	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G		
	June 2009		Actual		%		June 2010		Actual		%		Expected		Var'nc frm Expected		%		
<b>STORM FUND (#406)</b>																			
<b>REVENUES</b>																			
Storm & Surface Water Fees	\$405,000	\$204,055	50.4%	\$402,500	\$198,708	49.4%	50.0%	(\$2,542)	50.0%	(\$2,542)	-0.6%								
Storm Connection/Misc. Fees	30,000	14,963	49.9%	24,000	5,090	21.2%	50.0%	(6,910)	50.0%	(6,910)	-28.8%								
Interest Earnings	6,000	0	0.0%	1,500	0	0.0%	50.0%	(750)	50.0%	(750)	-50.0%								
Misc. Revenues	0	48	N/A	0	0	N/A	50.0%	0	50.0%	0	N/A								
<b>Totals:</b>	\$441,000	\$219,066	49.7%	\$428,000	\$203,798	47.6%	50.0%	(\$10,202)	50.0%	(\$10,202)	-2.4%								

	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F		
	June 2009		Actual		%		June 2010		Actual		%		Expected		Var'nc frm Expected		%		
<b>STORM FUND (#406)</b>																			
<b>EXPENSES</b>																			
Operating Expenses	\$384,631	\$178,179	46.3%	\$376,541	\$175,803	46.7%	50.0%	\$12,468	50.0%	\$12,468	3.3%								
Capital Outlay	60,000	3,767	6.3%	73,000	0	0.0%	50.0%	36,500	50.0%	36,500	50.0%								
<b>Totals:</b>	\$444,631	\$181,946	40.9%	\$449,541	\$175,803	39.1%	50.0%	\$48,968	50.0%	\$48,968	10.9%								

Net Budget/Income: (\$3,631) \$37,120 (\$21,541) \$27,995

Key:

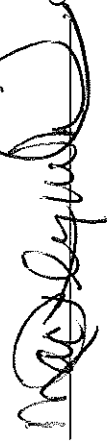
\* The expected percentage is calculated as follows: since the report is for the 6th month of the year, 6 is divided by 12-the number of months in the year.

^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.)

**RECOMMENDATION/COUNCIL ACTION DESIRED**

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

Reviewed by  City Manager

**City of Chehalis  
Sales & Use Tax Revenue**

	Month-by-Month Comparisons						09-10 % Chg
	2005	2006	2007	2008	2009	2010	
January	244,346.77	264,552.49	303,003.96	338,775.84	311,681.25	242,158.24	-22.3%
February	328,762.57	388,722.09	370,242.18	325,708.20	326,987.75	296,867.87	-9.2%
March	208,023.53	254,068.00	275,769.04	352,594.58	247,974.49	269,687.71	8.8%
April	222,298.47	246,106.89	262,854.70	323,886.70	245,182.86	223,636.27	-8.8%
May	257,313.38	350,778.11	309,705.17	366,700.91	255,481.63	246,998.74	-3.3%
June	225,729.39	287,446.83	288,762.68	340,751.01	266,335.35	228,867.63	-14.1%
July	274,225.27	318,763.36	280,090.89	352,426.34	270,324.94		
August	361,378.86	331,608.32	367,841.64	416,021.47	276,851.50		
September	292,417.87	304,839.70	331,262.66	327,171.53	250,448.70		
October	298,905.19	327,097.48	353,302.89	305,787.51	345,695.15		
November	285,548.60	303,346.25	352,562.39	373,132.35	257,314.61		
December	274,668.21	322,768.97	314,120.78	194,375.82	234,399.17		
Inter-year adj.	16,143.47	(16,143.47)	-				
Totals	3,289,761.58	3,683,955.02	3,809,518.98	4,017,332.26	3,288,677.40	1,508,216.46	N/A
<b>As of 6/XX:</b>	<b>1,486,474</b>	<b>1,791,674</b>	<b>1,810,338</b>	<b>2,048,417</b>	<b>1,653,643</b>	<b>1,508,216</b>	<b>-8.8%</b>
<b>2nd Qtr YTD</b>	<b>1,486,474</b>	<b>1,791,674</b>	<b>1,810,338</b>	<b>2,048,417</b>	<b>1,653,643</b>	<b>1,508,216</b>	<b>-8.8%</b>



**CITY OF CHEHALIS  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Bob Nacht, Community Development Director  
**DATE:** July 19, 2010  
**SUBJECT:** Community Rating System (CRS) Classification Change

**ISSUE**

Chehalis, as well as Centralia and Lewis County, participates in the Federal Emergency Management Administration (FEMA) Community Rating System (CRS) in order to provide the greatest level of protection to local residents and businesses from flood damage. The System also provides for reduced flood insurance premiums for properties located in the flood hazard areas

**DISCUSSION**

The city's strategic planner, Ms. Bobbi Boone, continues to assess both the CRS program requirements, and the realistic opportunities within the city to further reduce flood damages during catastrophic flood events. Her diligence has resulted in an increase in the city's CRS classification rating from class six to class five, and reduces new or renewed flood insurance premiums in the city another 5% (for a total of 25% reduction in those premiums).

The annual recertification process and the required field audit every three years is an extremely labor intensive and time consuming process. Bobbi has also worked directly with FEMA to ensure success with the city's grant application for purchase of certain repetitive-loss properties. She was also instrumental in the success of the latest home elevation grant award that will be implemented later this year. Her efforts have helped protect many flood-prone properties from the '100-year' flood events.

The attached audit report reflects some of the areas where the Community Development and Public Works Departments provide increased attention to flood damage reduction for our citizens. While the administration's efforts will not prevent all flood related damage, it will significantly decrease what the damage might have been without participation in the CRS program.

**RECOMMENDATION / COUNCIL ACTION DESIRED**

This report is presented for information only – no council action is necessary.

**SUGGESTED MOTION**

(None)

Reviewed by  City Manager



**FEMA**

JUL 14 2010

Mr Merlin MacReynold  
Chehalis City Manager  
350 North Market Boulevard  
Chehalis, Washington 98532

Dear Mr. MacReynold:

Congratulations! The Department of Homeland Security, Federal Emergency Management Agency (FEMA), has determined that your community will increase to a Class 5 in the National Flood Insurance Program (NFIP) Community Rating System (CRS). The floodplain management activities implemented by your community qualify it for a 25 percent discount in the premium cost of flood insurance for NFIP policies issued or renewed in Special Flood Hazard Areas on or after May 1, 2010. This increase is based on a field verification of your three-year cycle CRS application. I am enclosing the field verification report showing the results of your application review for your records.

Please note Preferred Risk Policies, applicable in Zones B, C, and X, on your community's NFIP Flood Insurance Rate Map are not eligible for the CRS discount. Standard rated flood insurance policies in Zones B, C, X, D, AR, and A99 are limited to a CRS discount of ten percent in Class 1-6 communities and five percent in Class 7-9 communities. The rates for these zones already reflect significant premium reductions.

If there are no NFIP noncompliance actions, the CRS rating for your community will automatically be renewed annually and a notification letter will not be sent to your community. This renewal will occur as long as your community continues to implement the CRS activities you certify each October. If no additional modifications or new CRS activities are added, the next verification visit for your community will be in accordance with its established five-year cycle or three-year cycle for CRS Class 5 or better communities. In the interim, FEMA will periodically send the *NFIP/CRS Update* Newsletter and other notices to your CRS Coordinator to keep your community informed.

I commend you on your community actions and your determination to lead your community to be more disaster resistant. This commitment enhances public safety, property protection, and protects the natural functions of floodplains, and reduces flood insurance premiums.

If you have any questions or need additional information, please contact the FEMA Region X Office, CRS Coordinator, Jeff Woodward, CFM, by telephone at (425) 487-4664.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra K. Knight".

Sandra K. Knight, PhD, PE  
Deputy Federal Insurance and  
Mitigation Administrator, Mitigation

Enclosure

cc: Bobbi Boone, CRS Coordinator



COMMUNITY  
RATING  
SYSTEM

VERIFICATION  
REPORT

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City of Chehalis, WA

NFIP Number: 530104

Date of Verification Visit: May 7, 2009

Verified Class 5

Modification

This Verification Report is provided to explain the recommendations of Insurance Services Office, Inc. (ISO) to DHS/FEMA concerning credits under the Community Rating System (CRS) for the above named community. The modified activity elements are shown in bold text within the activity statement.

A total of 262 credit points are verified for this modification. Along with the 2363 points previously verified, the community now has a total of 2625 credit points. This modification results in a recommendation that the community be improved from CRS Class 6 to a CRS Class 5. The community has met the Class 5 prerequisite with a Building Code Effectiveness Grading Schedule (BCEGS) Classification of 3/3. The following is a summary of our findings based on the submitted modification with the total modified points noted in parenthesis:

**Activity 310 – Elevation Certificates:** The Community Development Department maintains elevation certificates for new and substantially improved buildings. Copies of elevation certificates are made available upon request. Elevation Certificates are also kept for post-FIRM buildings. Elevation Certificates, plans, regulations and other records are maintained in a secure location away from the permit office. (122 points)

**Activity 320 – Map Information Service:** Credit is provided for furnishing inquirers with flood zone information from the community's latest Flood Insurance Rate Map (FIRM), publicizing the service annually and maintaining records. (140 points)

**Activity 330 – Outreach Projects:** A community brochure is mailed to all properties in the community on an annual basis. An outreach brochure is mailed annually to all properties in the community's Special Flood Hazard Area (SFHA). The community also provides flood information through displays at public buildings. (147 points)

**Activity 340 – Hazard Disclosure:** Credit is provided for state and community regulations requiring disclosure of flood hazards. (10 points)

**Activity 350 – Flood Protection Information:** Documents relating to floodplain management are available in the reference section of the Lewis County Public Library. Credit is also provided for floodplain information displayed on the community's website. (71 points)

**Activity 360 – Flood Protection Assistance:** The community provides technical advice and assistance to interested property owners and annually publicizes the service. (66 points)

**Activity 410 – Additional Flood Data:** Credit is provided for conducting and adopting flood studies for areas not included on the flood insurance rate maps and that exceed minimum mapping standards. Credit is also provided for a cooperating technical partnership agreement with FEMA. (262 points)

**Activity 420 – Open Space Preservation:** Credit is provided for preserving approximately 483.61 acres in the Special Flood Hazard Area (SFHA) as open space. Credit is also provided for open space land that is deed restricted and preserved in a natural state. (261 points)

**Activity 430 – Higher Regulatory Standards:** Credit is provided for enforcing regulations that require freeboard for new and substantial improvement construction, protection of critical facilities, other higher regulatory standards, state mandated regulatory standards, and elevation of new and replacement homes in existing manufactured home parks. Credit is also provided for a Building Code Effectiveness Grading Schedule (BCEGS) Classification of 3/3. (402 points)

**Activity 440 – Flood Data Maintenance:** Credit is provided for maintaining and using digitized maps in the day to day management of the floodplain. Credit is also provided for maintaining copies of all previous FIRMs and Flood Insurance Study Reports. (97 points)

**Activity 450 – Stormwater Management:** The community enforces regulations for stormwater management, freeboard in non-SFHA zones, soil and erosion control, and water quality. Credit is also provided for stormwater management master planning. (495 points)

**Activity 510 – Floodplain Management Planning:** Based on the updates made to the NFIP Report of Repetitive Losses as of June 30, 2007, the City of Chehalis has 27 repetitive loss properties and is a Category C community for CRS purposes. All requirements for the 2008 cycle have been met. Credit is provided for the adoption and implementation of the Floodplain Management Plan. Since the City of Chehalis is a Category C community with an approved Floodplain Management Plan, a **progress report must be submitted on an annual basis.** (71 points)

**Activity 520 – Acquisition and Relocation:** Credit is provided for acquiring and relocating buildings from the community's flood hazard area. (264 points)

**Activity 530 – Flood Protection:** Credit is provided for buildings that have been flood proofed, elevated or otherwise modified to protect them from flood damage. (44 points)

**Activity 540 – Drainage System Maintenance:** All of the community's drainage system is inspected regularly throughout the year and maintenance is performed as needed by Chehalis Public Works Department. Records are being maintained for both inspections and required maintenance. The community also enforces a regulation prohibiting dumping in the drainage system. (70 points)

**Activity 610 – Flood Warning Program:** Credit is provided for a program that provides timely identification of impending flood threats, disseminates warnings to appropriate floodplain residents, and coordinates flood response activities. (40 points)

**Activity 630 – Dam Safety:** All Washington communities currently receive CRS credit for the state's dam safety program. (63 points)

Attached is the Community Calculations Worksheet that lists the verified credit points for the Community Rating System.

**CEO Name/Address:**

Merlin MacReynold  
City Manager  
350 N. Market Boulevard  
Chehalis, Washington 98532

**CRS Coordinator Name/Address:**

Bobbi Boone  
CRS Coordinator  
1321 South Market Boulevard  
Chehalis, Washington 98532  
(360) 345-2229

Date Report Prepared: May 7, 2009

AW-720M

**720m COMMUNITY CREDIT CALCULATIONS (Modification) :**

**CALCULATION SECTION :**

Verified Activity Calculations

	Previous Score		Modified Score		Current Credit		Activity Total
c310	122	c310		c310	122		122
c320	140	c320		c320	140		140
c330	147	c330		c330	147		147
c340	10	c340		c340	10		10
c350	71	c350		c350	71		71
c360	66	c360		c360	66		66
c410		c410	238	c410	238	x CGA 1.10 =	262
c420	237	c420		c420	237	x CGA 1.10 =	261
c430	365	c430		c430	365	x CGA 1.10 =	402
c440	88	c440		c440	88	x CGA 1.10 =	97
c450	450	c450		c450	450	x CGA 1.10 =	495
c510	71	c510		c510	71		71
c520	264	c520		c520	264		264
c530	44	c530		c530	44		44
c540	70	c540		c540	70		70
c610	40	c610		c610	40		40
c620		c620		c620			
c630	63	c630		c630	63		63

**722 Community Classification Calculation:**

cT = total of above

cT = 2625

Community Classification (from Appendix C):

Class = 5

**CEO Name/Address:**

Merlin MacReynold  
 City Manager  
 350 N. Market Boulevard  
 Chehalis, Washington 98532

**CRS Coordinator Name/Address:**

Bobbi Boone  
 CRS Coordinator  
 1321 South Market Boulevard  
 Chehalis, Washington 98532  
 (360) 345-2229

Date Report Prepared: May 7, 2009

AW-720M

**CHEHALIS CITY COUNCIL AGENDA**  
 CITY HALL  
 350 N MARKET BOULEVARD, CHEHALIS, WA 98532

Terry F. Harris, District 1 Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Anthony E. Ketchum Sr., District 3 Mayor	Dennis Dawes, Position at Large, Mayor Pro Tem Chad E. Taylor, Position at Large Bob Spahr, Position at Large
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**Regular Meeting of July 26, 2010**

**6:00 p.m.**

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

<b>CITIZENS BUSINESS</b>		
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.		

<b>PUBLIC HEARING</b>		
3. <u>Public Hearing on Proposed 2010 Amendments to the City's Development Regulations.</u> (Community Development Director)	CONDUCT PUBLIC HEARING	1

<b>PROCLAMATIONS / PRESENTATIONS</b>		
4. <u>Valley View Health Center Week August 8-14.</u> (Roberta Bryan)	---	
5. <u>Cascade Country Cook-off 2010.</u> (Jerry Boes, Maretta Berg, Frank and Judy DeVaul)	---	