

# PLEASE NOTE SPECIAL MEETING TIME

## CHEHALIS CITY COUNCIL AGENDA

CITY HALL  
350 N MARKET BOULEVARD, CHEHALIS, WA 98532

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

May 24, 2010

5:00 p.m.

EXECUTIVE SESSION		
1. <u>Executive Session Pursuant to RCW 42.30.110(1)(c) – Lease or Sale of Real Estate, and RCW 42.30.110(1)(i) – Potential Litigation.</u> (City Manager, Community Development Director)	---	

5:50 p.m.

SPECIAL BUSINESS		
2. <u>Interview Applicant for Historic Preservation Commission Vacancy.</u>	---	22

Regular Meeting of May 24, 2010

6:00 p.m.

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

**PUBLIC HEARING**

5. <u>Public Hearing Concerning the 2011-2016 Six-Year Transportation Improvement Program.</u> (Public Works Director, Street Superintendent)	CONDUCT PUBLIC HEARING	1
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**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.

**CONSENT CALENDAR**

6. <u>Minutes of the Regular Meeting of May 10, 2010.</u> (City Clerk)	APPROVE	16
7. <u>Confirm Appointment of David Plotz on the Chehalis Historic Preservation Commission.</u> (Community Development Director)	CONFIRM APPOINTMENT OF DAVID PLOZT TO THE CHEHALIS PRESERVATION COMMISSION FOR A THREE YEAR TERM EXPIRING DECEMBER 31, 2013	22
8. <u>Capital Asset Inventory Contract.</u> (Finance Manager)	AUTHORIZE CITY MANAGER TO EXECUTE CONTRACT AGREEMENT BETWEEN THE CITY AND SUNCORP VALUATIONS, INC.	25

**STAFF AND CITY COUNCIL REPORTS**

9. <u>Staff Reports.</u>		
a. April financial report (Finance Manager)	INFORMATION ONLY	47
10. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	
c. 2011 Council Goals. (Mayor)	INFORMATION ONLY	52

**NEW BUSINESS**

11. <u>Ordinance No. 857-B – First Reading, Implementing Federal E-Verify Requirements for City Contracts.</u> (City Manager, City Clerk, City Attorney)	PASS	53
12. <u>Award Contract for the Chehalis Website Redesign and Development Project and Authorize City Manager to Execute Agreement.</u> (City Clerk)	AWARD CONTRACT TO AHA CONSULTING, INC., AND AUTHORIZE CITY MANAGER TO EXECUTE AGREEMENT	59

**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, JUNE 14, 2010**

CITY OF CHEHALIS

AGENDA REPORT

DATE: May 12, 2010

TO: The Honorable Mayor and City Council

FROM: Tim Grochowski, Public Works Director  
Rick Sahlin, Street/Storm Superintendent

SUBJECT: Public Hearing and Council Direction for the 2011-16 Six-Year  
Transportation Improvement Plan (STIP)

ISSUE

The administration is seeking council and public input to update the city's six-year transportation improvement plan (STIP). We are hereby presenting our preliminary recommendations to the council and will consider additional comments during the public hearing regarding the future transportation priorities to be established in the STIP.

DISCUSSION

The administration continues to identify aspects of the city's transportation system needing improvement for the safety and traveling convenience for our citizens and those who visit Chehalis. Attached are the proposed 2011-2016 Six-Year Transportation Improvement Program and the updated proposed street section of the Capital Improvement Program (CIP) which identifies street projects that the administration believes to be of high importance. In addition to our own analysis of the transportation system, the administration remains open to input from citizens and business owners who have concerns with our infrastructure.

The Chamber Way Channelization project remains on the STIP until the project has been completely closed out (we continue to wait to hear about the \$700,000 of Federal Funds that we included in a Local Agency Agreement Supplement that is waiting for approval).

The extension of NW Louisiana Ave/Airport Road has been included in the STIP as this portion of the city street is a vital part of our regional transportation system (it will be a part of a major north/south frontage road connecting Centralia and Chehalis by-passing the use of Interstate 5). We have partnered with Lewis County and Washington Department of Transportation for grant funding for a portion of this improvement and the City of Centralia supports the project, if all goes as planned the project would be built during the same construction phase as the new Mellen Street Interchange (which is scheduled to begin construction in 2012).

The existing pavement conditions on N National Ave (N Kresky Ave to City Limits) are in dire need of rehabilitation. We have joined with Centralia and applied for a **Federal Appropriations Grant** from Representative Brian Baird's office for a project beginning on Gold Street (at the viaduct in Centralia) and continuing south onto N. National Ave (ending at the N Kresky Ave intersection). This would include funding for asphalt

grinding, asphalt overlay, and guardrail installation along the corridor where it is needed. This project was also submitted to the Lewis County Transportation Strategy Council (TSC) for pavement repairs, overlay and striping for possible funding from the "**Federal Jobs Bill Projects**" it is ranked number three in Lewis County on that list.

The existing pavement on NW Louisiana Ave from Hwy 6 to just south of Chamber Way is in need of repair. A project was submitted to the Lewis County (TSC) for possible funding from the "**Federal Jobs Bill Projects**" for pavement repairs, overlay and striping it is ranked number four on that list of projects.

The existing pavement on SW Riverside Drive/SW Newaukum Ave also needs repair. A project was submitted to the Lewis County (TSC) for funding from the "**Federal Jobs Bill Projects**" for an asphalt overlay and striping this project ranked number two on the second tier list which was less expensive projects if there was monies available.

The Historic Downtown (Old Town) area improvement project/revitalization remains a priority for the council and during the visioning meeting held in February 2005 our downtown merchants requested the city move forward with seeking funding for improving the downtown area. This project has also been identified as a high priority project during the current Renaissance Planning effort.

SW Snively Ave project is also included on the STIP, the administration has tried for funding in the past but has not been successful in securing any funding. We continue to feel that it is an important project. It should be noted that if we are successful in obtaining funding for this project the city will need to purchase additional land from the abutting property owners to increase the right-of-way to meet the required width per WSDOT standards for improvements.

NE Kresky Ave flood mitigation project would raise the section of NE Kresky Ave from NE Exhibitor to NE Scott Johnson so that this portion of street would remain open to traffic longer during flooding occurrences. We have applied for TIB grant funding for this project in the past but have not received any grant funding.

It is important to note that the plan identifies not only projects that maintain our street system, but also the funding sources for these projects. At the last council meeting we informed the council that we are arranging a meeting with a representative from the **USDA** to see if we can qualify for any type of loans to use for transportation projects, we have not had that meeting but will keep the council apprised of the outcome of that meeting.


Although there may be a number of worthwhile transportation priorities throughout the city, if we do not have funds that can be devoted to the work - or at least known outside funding sources from which we expect to secure funding - the projects are not appropriate for inclusion on a STIP.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends the council conduct a public hearing to take public comment.

SUGGESTED MOTION

None at this time.

REVIEWED BY:  \_\_\_\_\_, CITY MANAGER

From 2010 to 2015

Hearing Date: 6/8/2009 Adoption Date: 6/22/2009  
 Amend Date: 3/6/2010 Resolution No.: 6-2010

Agency: Chehalis  
 Co. No.: 21 Co. Name: Lewis Co.  
 City No.: 0190 MPO/RTPO: NON/SWW

Functional Class	Priority Number	Project Identification	Improvement (Type)	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars										Expenditure Schedule (Local Agency)					Federally Funded Projects Only						
							Phase Start		Federal Funding		State Fund Code		State Funds		Local Funds		Total Funds		1st		2nd		3rd		4th Thru 6th		Emph. Type	RWY Required Date (MM/YY)
							01/2000	01/2010	Federal Code	STP(R)	Federal Code	AIP	State Code	809	Local Code	114	2250	16	17	18	19	20	21					
14	1	Chamber of Commerce Way from: Louisiana Ave to: State Ave written and enhance roadway center including signal optimization, 13 on-street parking, illumination, and beautification. Construction initiated in 2009 - completion in 2009.	04 06 07 12	S	.31	U O P T W	10	11	12	1237	0	0	14	15	16	17	18	19	20	21	EA	Yes 4/2008						
00	2	Chehalis Community Pathway from: Part of Chehalis to: Hillburger Road This project is a study for a multi-use community pathway through Chehalis. This project will be included in the newly developed Community Park and Trail Plan.	01 02 06	S	4.30		10	11	12	1237	0	0	14	15	16	17	18	19	20	21	EA	No						
14	3	National Avenue from: NE Krosky Avenue to: Exhibition Road Spot repair of deteriorating areas followed by an overlay and replacement of pavement markings and rumble strips.	07	P	1.03		10	11	12	1237	0	0	14	15	16	17	18	19	20	21	EA	No						
17	4	NW Louisiana Avenue from: Highway 0 to: North 1.15 Miles Spot repair of deteriorating areas followed by an overlay and replacement of pavement markings and rumble strips.	07	P	1.15		10	11	12	1237	0	0	14	15	16	17	18	19	20	21	EA	No						
17	5	SW Riverside Drive from: South City Limits to: Highway 0 Spot repair of deteriorating areas followed by an overlay and replacement of pavement markings.	07	P	.507		10	11	12	1237	0	0	14	15	16	17	18	19	20	21	EA	No						
14	6	Alpner Road Extension from: City Limits (Airport Dike) to: Home Depot Extend Airport Rd from the office to Arkansas (blue lines) and finish five mile road section from Arkansas to Home Depot. New roadway, bike lanes, curb, gutter, drainage, storm, sewer, and streetlights.	01 05 12 04	S	.71	W T A C U O	10	11	12	1237	0	0	14	15	16	17	18	19	20	21	EA	No						
16	7	Downtown Market Boulevard Improvements from: NW Park Street to: N National Ave Planning, design and construction of Old Downtown Street Improvement Project. This project is included in the city's Renaissance Plan.	03 06 07 12 22	P	.20	W T S P O C G	10	11	12	1237	0	0	14	15	16	17	18	19	20	21	EA	No						
<b>Totals</b>							10	11	12	1237	0	0	14	15	16	17	18	19	20	21	EA	No						





## CITY OF CHEHALIS 2010 - 2015 CAPITAL IMPROVEMENT PROGRAM

Project Start Year	General Description Funding Source	Total Cost	Prior Years	2010	2011	2012	2013	2014	2015	Future
<b><u>PUBLIC WORKS DEPARTMENT</u></b>										
<b><u>ENGINEERING - FACILITIES</u></b>										
	<i>Total Engineering - Facilities</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b><u>ENGINEERING - VEHICLES / EQUIPMENT</u></b>										
pickup 2011	replacement 1996 crown vic	\$20,000	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
	<i>Total Engineering - Vehicles</i>	\$20,000	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL ENGINEERING</b>	\$20,000	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
<b><u>WATER UTILITY - PROJECTS</u></b>										
	Centralia Alpha Pump Station future Upgrade water utility	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,000
	Service meter replacement program (on going) 2009 replace 10% yearly with touch-reads water utility	\$150,000	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$0
	Filter plant automation Phase V 2012 upgrade per 1999 pre-design report water utility	\$450,000	\$0	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0
	Jackson Highway watermain bore 2010	\$420,000	\$0	\$420,000	\$0	\$0	\$0	\$0	\$0	\$0
	Water Filter Plant 2011 design and construction of line settling basins water utility	\$380,000	\$0	\$0	\$40,000	\$340,000	\$0	\$0	\$0	\$0

Project Start Year	General Description Funding Source	Total Cost	Prior Years	2010	2011	2012	2013	2014	2015	Future
	South Market 22nd - 11th replace 16" raw watermain from N Fork water utility	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000
	Newgard Addition design and construction of 8" waterline - 2012 add fire protection-loop to high level resv water utility	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000
	SE Sateilte Water Filter Facility future design & construct treatment facility water utility	\$3,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000,000
	High Level Reservoir & High Level Pump Station future replacement design & construction	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
	Chehalis River Crib 2011 rebuild water utility	\$320,000	\$0	\$0	\$320,000	\$0	\$0	\$0	\$0	\$0
	Replace Thomsen Ave water main future water utility	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
	Water system plan update 2009 required six-year update of plan water utility	\$200,000	\$35,000	\$0	\$165,000	\$0	\$0	\$0	\$0	\$0
	Bishop Road I watermain extension future 2200' of 12" Sturdevant to Maurin water utility	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
	Bishop Road II watermain extension future 4400' of 12" Maurin Rd to Borovec on Bishop water utility	\$748,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$748,000
	I-5 watermain extension/connection future Bore 1300' of 12" WarMart to State Street water utility	\$650,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$650,000

Project Start Year	General Description Funding Source	Total Cost	Prior Years	2010	2011	2012	2013	2014	2015	Future
2012	Airport Rd Extension - 12" watermain water utility	\$300,000	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0
	<u>Total Water Utility - Projects</u>	<u>\$10,253,000</u>	<u>\$35,000</u>	<u>\$445,000</u>	<u>\$550,000</u>	<u>\$1,115,000</u>	<u>\$25,000</u>	<u>\$25,000</u>	<u>\$25,000</u>	<u>\$8,033,000</u>

**WATER UTILITY - VEHICLES / EQUIPMENT**

Generator 2012	replacement - 15KW @ North Fork intake water utility	\$40,000	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0
Pickup 2011	replacement - 1996 Chevy - W-14 water utility	\$20,000	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
Dump truck 2015	replacement - 1987 Chevrolet - W-7 water utility	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000	\$0
Generator w/ trailer future	replacement - 60KW on trailer water utility	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
Pickup 2011	replacement - 1989 Chevrolet - W-6 water utility	\$20,000	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
Van future	replacement - 1996 Ford Utility van - W-15 water utility	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Pickup 2012	replacement - 1997 S-10 W-21 water utility	\$25,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
Step-van future	replacement - 2001 Ford utility van - W-9 water utility	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000

Project Start Year	General Description Funding Source	Total Cost	Prior Years	2010	2011	2012	2013	2014	2015	Future
Pickup 2012	replacement 1990 Dodge - W-3 water utility	\$25,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
Pickup 2012	replacement 1997 Ford - W-17 water utility	\$25,000	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
	<u>Total Water - Vehicles / Equipment</u>	<u>\$425,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$40,000</u>	<u>\$115,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$125,000</u>	<u>\$145,000</u>
	<b>TOTAL WATER DIVISION</b>	<b><u>\$10,678,000</u></b>	<b><u>\$35,000</u></b>	<b><u>\$445,000</u></b>	<b><u>\$590,000</u></b>	<b><u>\$1,230,000</u></b>	<b><u>\$25,000</u></b>	<b><u>\$25,000</u></b>	<b><u>\$150,000</u></b>	<b><u>\$8,178,000</u></b>
<b>WASTEWATER UTILITY - PROJECTS</b>										
State Avenue pump station 2010	reconstruct - dry well to submersible pumps wastewater utility	\$290,000	\$0	\$40,000	\$250,000	\$0	\$0	\$0	\$0	\$0
Front Street Pump Station 2012	Upgrade wastewater utility	\$400,000	\$0	\$0	\$0	\$50,000	\$350,000	\$0	\$0	\$0
Sewer Basin No. 1 future	rehab / repair wastewater utility	\$4,725,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,725,500
Sewer Basin No. 3 future	rehab / repair wastewater utility	\$1,911,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,911,000
Sewer Basin No. 4 future	rehab / repair wastewater utility	\$5,557,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,557,500
Sewer Basin No. 10 future	rehab / repair wastewater utility	\$5,382,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,382,000

Project Start Year	General Description Funding Source	Total Cost	Prior Years	2010	2011	2012	2013	2014	2015	Future
2012	Airport Rd Extension sewerline extension wastewater utility	\$350,000	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0
future	Airport Pump Station Upgrade & Force Main	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
	<u>Total Wastewater - Projects</u>	<u>\$19,116,000</u>	<u>\$0</u>	<u>\$40,000</u>	<u>\$250,000</u>	<u>\$400,000</u>	<u>\$350,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$18,076,000</u>
<b>WASTEWATER UTILITY - VEHICLES / EQUIPMENT</b>										
2013	Forklift replacement - 1983 Hyster (WW-9) wastewater utility	\$60,000	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	\$0
2014	Tractor replacement - 1980 bobcat skidsteer wastewater utility	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0
future	Pickup replacement - 1998 Chevrolet wastewater utility	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
2011	Boom Truck replacement - 1980 GMC w/boom wastewater utility	\$150,000	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0
future	Van replacement of 1990 Chevy Van wastewater utility	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
future	Van replacement - 1996 GMC wastewater utility	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
	<u>Total Wastewater - Veh / Equip</u>	<u>\$320,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$150,000</u>	<u>\$0</u>	<u>\$60,000</u>	<u>\$40,000</u>	<u>\$0</u>	<u>\$70,000</u>
	<b>TOTAL WASTEWATER DIVISION</b>	<b>\$19,436,000</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$410,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$18,146,000</b>

Project Start Year	General Description Funding Source	Total Cost	Prior Years	2010	2011	2012	2013	2014	2015	Future
<b>STORMWATER UTILITY - PROJECTS</b>										
	Westside storm capacity reroute future West St to Sitka stormwater utility & grants	\$5,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000,000
	Coal Creek Rd over Coal Creek 2010 box culvert rehab stormwater utility	\$70,000	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0
	Exhibitor Road Bridge future erosion control / protection stormwater utility, grants	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
	20th Street improvements future capacity and re-route to Dillytwig stormwater utility, grants	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000
	National Av Box Culvert over Coal Creek future repair erosion damage stormwater utility, grants, loans	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000
	16th - William to Kelly future storm system replacement	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000
	<u>Total Stormwater utility - projects</u>	<u>\$8,670,000</u>	<u>\$0</u>	<u>\$70,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$8,600,000</u>
<b>STORMWATER UTILITY - VEHICLES / EQUIPMENT</b>										
	Sweeper 2012 1/2 replacement of 1995 -mobile stormwater/auto equip reserve	\$125,000	\$0	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0
	<u>Total Stormwater - veh / equip</u>	<u>\$125,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$125,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	<b>TOTAL STORMWATER DIVISION</b>	<b>\$8,795,000</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,600,000</b>

Project Start Year	General Description Funding Source	Total Cost	Prior Years	2010	2011	2012	2013	2014	2015	Future
<b>STREET DIVISION - PROJECTS</b>										
2011	Airport Rd Extension extend roadway from dike to I-5 Toyota curb,gutter,streetlights,storm etc general fund, utilities, grants	\$2,450,000	\$0	\$0	\$245,000	\$2,205,000	\$0	\$0	\$0	\$0
2012	Chamber Way bridge repair repair west abutment wall general fund	\$35,000	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0
future	Kresky Ave flood mitigation project raise roadway between NE Exhibitor and NE Scott Johnson Blvd general fund	\$2,078,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,078,000
future	Market Blvd - Park to N National Av renaissance streetscape planning utility funds, twin transit	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
future	Snively Ave improvements reconstruct 16th to 20th general fund, utility funds, twin transit	\$2,234,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,234,000
future	Guardrail various location throughout city general fund	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000
2010	National Avenue Repairs - ( JOBS Funds) spot repair & overlay Kresky to Exhibitor	\$349,000	\$0	\$349,000	\$0	\$0	\$0	\$0	\$0	\$0
2012	National Ave overlay grind, overlay, guardrail etc grants	\$1,118,000	\$0	\$0	\$50,000	\$1,068,000	\$0	\$0	\$0	\$0
2010	SW Riverside Drive repairs - (JOBS Funds) spot repair & overlay city limits to hwy 6	\$126,000	\$0	\$126,000	\$0	\$0	\$0	\$0	\$0	\$0

Project Start Year	General Description Funding Source	Total Cost	Prior Years	2010	2011	2012	2013	2014	2015	Future
	Newaukum Ave improvements overlay Hwy 6 to Shorey Rd general fund	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
	Chamber Way bridge replacement replace bridge grants, loans	\$15,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000,000
	Kresky Ave improvements structural rebuild grants, loans	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
	Market Blvd - 13th to city limits grind/overlay grants, loans	\$2,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000
	Front, Pacific, Park Streets improvements grind, overlay/utility/frontage improvements general fund, grants, loans	\$2,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000
	Louisiana Avenue Repairs 2010 spot repair & overlay Hwy 6 North 1.15 mi.	\$360,000	\$0	\$360,000	\$0	\$0	\$0	\$0	\$0	\$0
	Louisiana improvements structural rebuild SR-6 to Chamber Way general fund, grants, loans	\$2,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000
	Washington Ave - Cascade to National future structural rebuild general fund, grants, loans	\$3,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,500,000





Project Start Year	General Description Funding Source	Total Cost	Prior Years	2010	2011	2012	2013	2014	2015	Future
Dump future	replacement - 1985 Ford w/sander/plow auto/equip reserve fund	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
Dump future	replacement - 1980 dump w/sander/plow auto/equip reserve fund	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000
	<u>Total Street Division - Veh / Equip</u>	<u>\$790,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$25,000</u>	<u>\$125,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$640,000</u>
	<u>TOTAL STREET DIVISION</u>	<u>\$46,815,000</u>	<u>\$0</u>	<u>\$835,000</u>	<u>\$320,000</u>	<u>\$3,433,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$42,227,000</u>
	<u>TOTAL PUBLIC WORKS DEPARTMENT</u>	<u>\$85,744,000</u>	<u>\$35,000</u>	<u>\$1,390,000</u>	<u>\$1,330,000</u>	<u>\$5,188,000</u>	<u>\$435,000</u>	<u>\$65,000</u>	<u>\$150,000</u>	<u>\$77,151,000</u>

May 10, 2010

The Chehalis city council met in regular session on Monday, May 10, 2010, in the Chehalis city hall. Mayor Pro-tem Dawes called the meeting to order at 5:18 p.m. with the following council members present: Terry Harris, Bob Spahr, Daryl Lund, and Chad Taylor. Mayor Ketchum and Councilor Pope were absent (excused). Staff present included: Merlin MacReynold, City Manager.

1. **Executive Session.** Mayor Pro-tem Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(g) – public employee performance review for approximately 45 minutes and there would be no decision following conclusion of the executive session.

Mayor Pro-tem Dawes closed the executive session at 6:07 p.m. and announced the council would take a five minute recess and reopen the regular meeting at 6:12 p.m. Additional staff included: Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Kelvin Johnson, Fire Chief; Peggy Hammer, Human Resources Administrator; Bob Nacht, Community Development Director; Eva Lindgren, Finance Manager; Tim Grochowski, Public Works Director; and Rick Sahlin, Street Superintendent. Members of the news media included Adam Pearson of *The Chronicle* and Paul Walker of KITI.

2. **Introductions.** City Manager MacReynold introduced Ben Smith, who recently started doing some temporary/summer intern work for the city. Mr. Smith talked briefly about his background and the work he would be doing for the city. He felt it would be a great experience, and appreciated the opportunity.

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

- a. Minutes of the regular meeting of April 26, 2010; and the special work session of May 3, 2010;
- b. Claim Vouchers No. 96659-96793 in the amount of \$174,967.90 dated April 30, 2010; and Payroll Vouchers No. 33559-33642 and 1413-1481 in the amount of \$703,323.11 dated April 30, 2010; and
- c. Set date and time of May 24, at 6:05 p.m. for a public hearing concerning the city's 2011-2016 Six-Year Transportation Improvement Program.

The motion was seconded by Councilor Spahr and carried unanimously.

4. **Staff Reports.**

a. **National Avenue and Louisiana Avenue Repairs as Requested by the City Council.** City Manager MacReynold reported at the last regular meeting the council requested staff take a look at National Avenue and Louisiana Avenue, to see what we could possibly do to move forward with getting them repaired. He noted they already had a lot of possibilities in the hopper, as noted in the agenda report.

Tim Grochowski reported they had been pursuing grants and funding for the last ten years, at least for National Avenue. He noted Louisiana Avenue had been on the Six-Year Transportation Improvement Program (STIP) two times, but was not eligible for federal funding because it was not a federal route. Mr. Grochowski indicated they had recently submitted paperwork and Louisiana Avenue was now considered a federal route. He noted they had been feverishly trying to get grants and had applied for the federal jobs bill, Representative Brian Baird's federal appropriations request, stimulus funding, and had applied for a joint project with the city of Centralia on National Avenue.

Mr. Grochowski reported they met last week with a representative from the United States Department of Agriculture (USDA) to discuss a loan opportunity for street repairs. He indicated the USDA did a project in Tenino, Washington, as well as some other street projects in other cities. Mr. Grochowski recommended they wait a week or so for the outcome of the grants already applied for, before proceeding to look for other funding sources.

City Manager MacReynold stated as things play out they still need to be looking at other opportunities, and consider long-term funding with reference to the two projects in conjunction with some other projects. He felt a loan was a very real possibility; however, they needed to have an on-going identified revenue stream to pay it off. City Manager MacReynold still hoped they might be able to get some federal funding to do the needed repairs.

May 10, 2010

Mayor Pro-tem Dawes thought the point of identifying a revenue source was appropriate, adding as much as they needed to have it done, he couldn't support it without a way to pay for it. He noted an ounce of prevention was worth a pound of cure, and if they could jump on the cracks and take care of them temporarily they needed to do that, otherwise the streets were just going to become more deteriorated.

b. **Update on E-verify.** Mayor Pro-tem Dawes reported the last time the council spoke on the subject was back in October 2009, and at that time they decided to take a 'wait and see' approach to see what other jurisdictions had done. He noted staff was asking for council direction on the matter.

City Manager MacReynold reported the issue came about from a citizen request, and because so few jurisdictions had moved forward with it, it was recommended we wait. He noted since that time, many more jurisdictions were beginning to use the system.

City Clerk Judy Schave reported she had provided the council with some background information on e-verification, most of which they had seen before. She indicated, to date, the agencies who had signed up or passed ordinances in support of e-verify were: the cities of Washougal, Yakima and Lakewood, and Pierce County. Ms. Schave noted Lewis County recently signed up for e-verification for their employees and would be presenting a resolution to the County Commissioners in the next month or so, requiring e-verification for contracts of \$100,000 or more.

Ms. Schave noted the internet provided a lot of the same information, adding there were those who are in favor of it and those who opposed it; all giving their opinion of what they believed was best. She stated in the end, it would be the council's decision on how they want staff to proceed on the matter. City Manager MacReynold added, based on the discussion, if the council wanted staff to proceed to do e-verify he encouraged them to give that direction, and at the next meeting staff would bring back an ordinance for the council's consideration.

Mayor Pro-tem Dawes reported the last time they discussed the matter it was mostly to do with projects that were \$100,000 or more, or they could set the amount. He noted for employment purposes, he thought the city was already verifying employees. Ms. Schave noted employees were required to fill out an I-9 form, which was not the same as e-verify.

Mayor Pro-tem Dawes stated the two areas they would be looking at were contracts the city administers, and employment, to make sure people who work for the city are legal to work. Councilor Taylor brought up the issue of giving direction on the dollar amount, as well.

Mr. Jack Tipping (2101 Hwy 508) thanked the council for considering e-verify for the city. He spoke in support of e-verify, adding he felt the federal government had let them down in regards to illegal immigration, and believed e-verify was one of the few tools we had at the local level to discourage illegals from coming here. Mr. Tipping brought up other issues, such as jobs, economic and financial costs, and crime. He was convinced the financial burden to the city would be non-eventful and urged the council to adopt e-verify to help protect United States citizens.

Stan Lupkes (310 N. Rock, Centralia) stated he supported e-verify because it was a citizen's duty to obey, uphold and support the law, and felt the council had the responsibility to lead the way. He believed illegals from all countries lent themselves to slave labor practices. Mr. Lupkes also believed it devastated people of Spanish ancestry who had been in this country for more generations than any of our ancestors. He stated it was not right that illegals should be able to jump the line the way they do and get support from the local, state, and federal government.

Scott Hamilton (Graf Road, Centralia) stated he wanted to take e-verify to the contractor level, noting instances of contractors and sub-contractors bringing in crews of non-English speaking persuasion. He noted it was typical for the dry-wall industry to hire illegal workers and charge them union dues, and never have to pay the dues back because they won't be in the country long enough. Mr. Hamilton stated he would like to see e-verify in the sub-contractor level because that was where most of the abuse was taking place, and suggested many of those jobs would be below the \$100,000 mark.

Mayor Pro-tem Dawes stated it was his understanding that e-verify had to do with the total project bid and anyone connected to the project would have to go through the e-verify process, which would include the subs. Ms. Schave stated that was her understanding, as well.

May 10, 2010

Robin Roy (186 Calvier Road, Cinebar) stated as a citizen she had concerns about family, jobs, and homes being in danger of illegal aliens. She noted there were people in the United States who were not bought into the American way, our culture, or our sense of right and wrong. Ms. Roy believed jobs for American citizens were being affected because contractors who use illegal workers are able to underbid other contractors who pay regular wages. She stated she strongly supported e-verify and hoped that each one of the council would act on behalf of the American citizens.

Mayor Pro-tem Dawes thanked the four speakers for coming to the council to give their opinions on the matter. He noted even if enacted, it would not address all their concerns because there were certain things it would not cover.

Mayor Pro-tem Dawes stated he would like to have the council formulate some direction to give to the administration, as to what they would like to have done with it.

Councilor Harris wondered how they would be assured sub-contractors are using the system and proving they meet the criteria. Ms. Schave stated it was her understanding there would be language in the bid document stating they would have to e-verify, and any subcontractors under the contractor would also be subject to the same guidelines. City Attorney Hillier noted there would be a written certification process where subs, as well as the general contractors, certify that they have done a background check on all their employees that are on the job. He noted they could have them update their information if the contract should run over a long period of time.

Councilor Harris felt the problem they had when producing legislation was whether or not they have enough teeth in it. He suggested some sort of fine or percentage penalty be stipulated in the ordinance, so they don't have to come up with something after the fact. He suggested we look at what others have done and add similar language to include some sort of financial or fiscal challenge if the contractors fail to meet the criteria. Mayor Pro-tem Dawes suggested looking at the federal e-verify, adding he thought they would have some type of sanction if someone doing a federal contract violated the provisions they certified.

Councilor Spahr reported it was his understanding the city would have the ability to set parameters on how much was mandatory, and how much was not. He felt if they could put in what they expect and it doesn't cost the city anything, he didn't see why they wouldn't do it.

Councilor Lund stated he supported e-verify and thought all contracts should be included, not just those over \$100,000. He reported there were people out there who are using social security numbers that don't belong to them. Councilor Lund indicated he wanted to see the ordinance tight enough so people that belong to this country could get a job; and to keep illegals who don't deserve them from getting them. He stated it needed to be known the City of Chehalis was not going to put up with it.

Councilor Taylor stated he was going to make the same comment as Councilor Lund, adding any contract from zero to whatever should require e-verify.

Mayor Pro-tem Dawes felt the issue of a penalty for violating the terms should be researched, noting again, the federal e-verify process probably had some kind of penalty clause if provisions were violated. He stated he didn't see any significant cost or workload for the city, other than adding a line to the contract document stating the contractor certifies anybody working under the main contract, or under a sub-contractor would go through the e-verify process.

Mayor Pro-tem Dawes brought up the issue of the dollar amount, noting he knew the city probably issued a few contracts under \$100,000, but felt the annual contracts for rock and like items that we purchase from local vendors would not be an issue. City Attorney Hillier reminded the council about the small works roster, which was used for small contracts where the city just calls and gets three estimates. He stated they could certainly add those types of jobs to the document and require them to follow the same procedures. Mayor Pro-tem Dawes felt the contractors on the small works roster also do bigger contracts elsewhere, and were probably already signed up to do it.

Mayor Pro-tem Dawes stated he was a proponent of e-verify back in October and remained supportive. He noted based on the consensus of the council, there was at least interest from the five council members present for staff to put together an ordinance for their consideration. He noted the ordinance should include any contract that the city issues. Councilor Dawes didn't believe it was going to be that difficult, because a lot of the contractors who do the big dollar jobs were probably already

May 10, 2010

doing it.

Councilor Lund asked if there was a way to require the contractor e-verify all employees, to make sure they were not just sending those who had been verified to do work for us, and continue to use illegal workers to do other work for them. City Attorney Hillier felt by requiring all of them, we would run into difficulties in doing our checks and balances. He also noted, with reference to the penalty, it should not involve shutting the contractor down because that would only penalize the city. City Attorney Hillier suggested the process involve a monetary penalty and/or other requirements if violated. He stated they could make it real interesting because all contracts require a five percent retainage and the city could just set the penalty against it, adding they could iron those details out as they go through the process.

Mayor Pro-tem Dawes thought there was a provision for existing contracts, which noted they could not go back retroactively. He talked briefly about the small works roster, adding they could not go back retroactively on that either, but the next time they call for the small works roster the administration needed to include language stating e-verify would be required.

Councilor Spahr stated it really sounded like it was going to be more on the employer and not so much the city. Mayor Pro-tem Dawes felt Councilor Spahr's point was right, adding it was clearly up to the employer to do the verification.

City Manager MacReynold stated with the information they had, and with more jurisdictions doing it, the steps to make it happen were really pretty clear. He agreed they weren't talking about a lot of staff time; it would just be another step they have to go through.

Councilor Taylor stated he would like to see the ordinance written in a way where it is not realistic for a contractor or anybody to do business with the city and break the rules. He liked the thought of withholding the retainage, adding he also liked the idea of having penalties high enough to deter people from breaking the law. Councilor Lund agreed.

Councilor Harris stated as a businessman, he wanted to know what the process was and what kind of cost was involved for an employer/contractor to implement e-verify. Councilor Taylor noted it was stated earlier that it would take about five minutes per employee. Councilor Harris stated he wasn't speaking against the process, but felt they needed to look at it from all sides and find out what kind of responsibility it was going to put on the contractors. He felt smaller contractors might be taken out of the loop if it took a lot of staff time or work just to do a \$1,500 job.

Mr. Tipping reported there was a tutorial on the internet that takes the employer about an hour-and-a-half to walk through, and after that about five minutes per employee. He noted there was no cost to the employer, but there were companies out there that will do it for a small fee per employee.

City Manager MacReynold noted he could empathize with Councilors Taylor and Lund, with reference to holding the retainage; however, what was worrisome to him was they already required retainage for contracts, and if they were going to require additional retainage to deal with the issue of e-verify it might be too burdensome and discourage contractors from doing work for us, especially the local contractors who already sharpen their pencils as much as they can.

Councilor Spahr asked if it would be useful to start working on an ordinance and then have a work session to review it and pick some of the stuff out. Mayor Pro-tem Dawes stated, as far as the penalty, he would go back to his original thought which was to look at what had been done by other jurisdictions, or look at what the federal e-verify stated as a penalty. He suggested they first look at the draft and if they felt at that time they need to do a work session, they could do that. Councilor Harris stated he would like to see that happen, and would also like to see the retainage in the draft for discussion purposes, with the ability to drop that part out later if they decide to do that.

Councilor Lund stated if a businessman was doing things right, he wouldn't care what the retainage was because if he does the job right, he'll get it all back.

Councilor Taylor noted, for him, it wasn't about the retainage, he just wanted to see the fine or penalty so stiff that it's not worth breaking the law.

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**5. Council Reports.**

a. **Update on Chehalis Flood Authority.** Councilor Taylor reported the Governor was given a budget that had some strings attached to it as to how the flood authority would operate, noting all the projects they do would have to be reviewed and re-reviewed and probably reviewed again. He indicated a letter was sent to the Governor from Grays Harbor, Lewis County, and the flood authority, asking if she would clarify or back off on some of the strings she attached. Councilor Taylor reported the Governor went ahead and signed the budget without changing it, which meant they had to operate under the current language for the next year. He stated they would continue to try to get something done with the budget language, because all it was going to do was add extra steps that were going to cost the taxpayers an extreme amount of money for stuff they were already going to do on a lesser level. Councilor Taylor felt it also gave authority to people who shouldn't have authority over our project. He stated two years ago the Governor said she wanted to be supportive and do what the locals wanted to do, but after she signed the budget with the current language it, was clear she wanted to do what staff and other entities want us to do.

b. **Chehalis River Basin Partnership Update.** Councilor Harris reported he would be chairing the basin partnership meeting next week, noting the Chair and Vice-Chair were not going to be able to attend.

c. **Upcoming High School Musical and Cancer Walk.** Mayor Pro-tem Dawes reported the "Every Other Year" musical was on at the high school if they had a chance to see it, this coming Thursday, Friday and Saturday, at the Chester Rhodes Auditorium, at R.E. Bennett School. He noted he would also be helping out the Lewis County Historical Museum making 'donkey' ears during the Cancer Walk, at Tiger Stadium in Centralia.

6. **Tabled Item - Resolution No. 9-2010, First and Final Reading – Adopting New City Nickname.** Councilor Taylor moved to un-table Resolution No. 9-2010.

The motion was seconded by Councilor Spahr and carried unanimously.

City Manager MacReynold noted the nickname was one of the two recommendations brought before the council a few weeks ago, with reference to a city tagline and nickname. He noted the proposed nickname was being recommended by the Renaissance Committee, and if the council decided not to take any action on the item it would not slow down the process of the committee.

Mayor Pro-tem Dawes noted the two potential actions the council could take were to offer a motion to adopt Resolution No. 9-2010; or, when the chair calls for anything and hears silence he would deem there was no interest on the part of the council to take any action, and it would die.

Councilor Spahr stated he didn't have any problem with the proposed nickname, adding it was interesting that the process had been so complicated and heartfelt by everyone. He noted the media often referred to Chehalis as the 'mint' city and didn't know if they would ever get over the 'mint, rose, or friendly' city when it all happens. Councilor Spahr stated it was interesting it took the path it had taken, but in a way he appreciated it because it showed people's interest in how important it was. Councilor Spahr stated he would just as soon wait to see what they say.

Mayor Pro-tem Dawes called one last time to see if anyone had a motion to offer.

There being no motion, the chair deemed no interest on the part of the council to pursue the item, and the resolution was declared dead.

7. **Ordinance No. 856-B, Second Reading – Amending the 2010 Budget.** Ms. Lindgren reported she had made two minor changes to the ordinance since the first reading, which were identified and highlighted in the report. Ms. Lindgren reported when she went back and reviewed her work, she found they needed additional funding because she had shown a reduction instead of an increase to the budget. She noted the only other item added was a request from the police department to use gambling enforcement funds to purchase two motorcycles for the department.

Mayor Pro-tem Dawes inquired as to what types of bikes were being purchased. Police Chief Glenn Schaffer noted they would both be Kawasaki.

May 10, 2010

Councilor Taylor moved to pass Ordinance No. 856-B on second and final reading.

The motion was seconded by Councilor Spahr and carried unanimously.

8. **Progress on UGA Issues.** Councilor Lund noted Mr. Nacht was an asset to our town and progressive of industry. He inquired about the meeting with the city of Centralia concerning the urban growth area (UGA), wanting to know what they were supposed to do and what the policy was on getting things done. Councilor Lund stated he gets frustrated when he's with a group of businessmen downtown and gets called on the carpet about people wanting to get things done in our community, and being told the city couldn't do anything because staff was too busy with the budget, and now months later nothing's happening.

City Manager MacReynold reported he didn't know about the most recent situation Councilor Lund was referring to, but, with reference to the city of Centralia, in conversations with former City Manager Patrick Sorensen, their position was they were doing some further research, and at that time they were not willing to have a joint meeting with us. He noted since Mr. Sorensen's departure from the city of Centralia, there had been no communication further about it.

Councilor Lund stated he wished people would tell the people concerned from our city that it wasn't us. He added everybody was looking down their nose at him asking why the city wasn't doing anything about it. City Manager MacReynold reported he had that conversation with the engineering firm months ago, after he was told by Centralia that they were not moving forward until they had done more research on their side.

Mr. Nacht stated if anyone had any concerns, as opposed to speculation, about what was going on with a permit application or a project, they needed to come to his office and sit down and discuss it, adding he could give them up to date information as to what was happening. He reported as the rumor mill runs rampant around town they don't know what's happening, and the city can't do anything about it.

City Manager MacReynold reported he would follow up with the engineering firm to confirm they know where we're at. Councilor Lund stated it wasn't them, it was other people. He indicated he just wanted to know what they could do to make something happen. City Manager reported the only contact he had was with the engineer, and not knowing who Councilor Lund was referring to, he didn't know who was upset with what the city was doing, or not doing.

Mayor Pro-tem Dawes stated, with all due respect, if there was property in the UGA or some other jurisdiction, the city certainly had no control over the process. He noted it was very easy to point fingers, but felt City Manager MacReynold had Councilor Lund's points and Councilor Lund was given some updated information, adding they could both address the issue from there.

There being no further business to come before the council, the meeting adjourned a 7:17 p.m.

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Mayor

Attest:

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City Clerk

**SUGGESTED MOTION**

**I move that the council approve the minutes of the regular city council meeting of May 10, 2010.**



**CITY OF CHEHALIS**

**AGENDA REPORT**

DATE: May 14, 2010  
TO: The Honorable Mayor and City Council  
FROM: Bob Nacht, Community Development Director  
SUBJECT: Appointment to the Historic Preservation Commission

**ISSUE**

There is currently a vacancy on the Chehalis Historic Preservation Commission. An application has been submitted by David Plotz to fill that vacant position.

**DISCUSSION**

The Historic Preservation Commission is responsible for reviewing and approving grant applications to the Chehalis Façade Improvement Program. The Commission can also assist citizens with design guidelines to repair or remodel their homes to their original historical significance.

The vacant position was formerly held by Barbara Mason. The term for her position expired December 31, 2009. Ms. Mason was originally appointed to the Commission on December 28, 1998, and has actively participated and made significant contributions to the Historic Preservation Commission. Because Ms. Mason will be spending more time with family and friends, she felt it would be in the best interest for the city to appoint someone who could devote more time and attention to the important issues of historic preservation. Ms. Mason has served the city well and her knowledge and expertise will be greatly missed.

Mr. Plotz is a native of Lewis County, having been raised in Chehalis. He has had the opportunity to also live in other cities around the world and has seen the good and the bad that old cities have to offer. Mr. Plotz would like to be involved in historic preservation in Chehalis and is requesting to be appointed to the Commission.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that the council appoint David Plotz to the Historic Preservation Commission for a three-year term expiring December 31, 2012.

**SUGGESTED MOTION**

I move that the council appoint David Plotz to the Historic Preservation Commission for a three-year term expiring December 31, 2012.

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

**City of Chehalis APPLICATION FOR APPOINTMENT**

Date Feb 9, 2010

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC or Resolution for appointment criteria. For more information contact city clerk at 360-345-1042)

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

- Airport Board (RCW 14.08)
- Sister City Committee (CMC 2.80)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Planning Commission (CMC 2.48)
- Historic Preservation Commission (CMC 2.66)
- Library Board (RCW 27.12)
- Civil Service Commission (CMC 2.56 and RCW 41.08-Fire, RCW 41.12-Police)
- Other \_\_\_\_\_

Please print

Name David Plitz

Present employer Lewis County PUD #1

Employer address 321 N.W. Pacific Ave. Phone No. (360) 748-9261

Fax No. (360) 740-2455 E-mail dnkaplitz@gmail.com

Home address 525 N.W. Pennsylvania Ave. Chehalis Home Phone No. 360 748

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

If yes, please explain \_\_\_\_\_

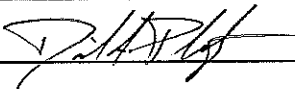
Date available for appointment Immediately

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

Approximately how many hours each month can you devote to city business? 10-15 hours

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

As a native of Lewis County, and having been raised in Chehalis, I understand the importance of continuity and knowing one's roots. I also have the advantage of having lived in great cities around the world, and have seen the good and the bad (architecturally & historically) that these old cities have to offer

Signature  Bob

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

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

**CITY OF CHEHALIS  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Eva Lindgren, Finance Manager  
**DATE:** May 19, 2010  
**SUBJECT:** Capital Asset Inventory

**ISSUE**

For a number of years the City's capital asset inventory has been fragmented and neglected. This is of concern for a number of factors - the most important being the maintenance of internal controls over our assets. In addition, the information derived from a comprehensive inventory will assist us in the systematic planning and budgeting for timely funding and replacement of our assets.

**DISCUSSION**

The City committed to having a capital inventory taken and this was budgeted for in the 2010 budget. Unfortunately, once we went out for quotes, it became apparent that the \$5,000 originally appropriated is insufficient for making significant improvements to the existing asset listing which only includes movable items.

The City requested quotes from three companies: Lockwood Worldwide, RCI Technologies, Inc., and SunCorp Valuations, Inc. Lockwood Worldwide did not respond to our request. RCI Technologies, Inc. and SunCorp Valuations, Inc. both provided quotes for services. The administration reviewed the two quotes and determined that SunCorp Valuations, Inc. should be awarded a contract to inventory the following:

- A) Movable Equipment/Rolling Stock
- B) Fixed Equipment
- C) Buildings/Structures and Land Improvements

for a total inventory cost of \$13,450.

In addition, we would acquire their inventory software application for a single user as outlined in the attachment.

Note that land and infrastructure, such as streets, sidewalks, water and wastewater lines, are excluded from this inventory. The City is internally inventorying and mapping it. Since we are a cash-basis entity we are not required to inventory our infrastructure. However, Public Works will be examining different options for preparing a rudimentary inventory of our infrastructure in-house.


Taking an inventory does not impose internal controls over assets. In conjunction with the inventory, our Intern Ben Smith is working closely with me to develop policies and procedures over capital assets which will be critical to how we handle the acquisition, transfer, maintenance and disposition of our capital assets.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The Administration recommends that the council authorize the city manager to execute a contract with SunCorp Valuations, Inc. to provide inventory services and inventory software as outlined above and attached.

**SUGGESTED MOTION**

I move that the council authorize the city manager to execute a contract with SunCorp Valuations, Inc. for inventory services and inventory software.

Reviewed  \_\_\_\_\_ City Manager

April 20, 2010

Eva Lindgren  
Finance Manager  
City of Chehalis  
1321 South Market Boulevard  
Chehalis WA 98532

Dear Ms. Lindgren:

Suncorp Valuations, Inc. (Suncorp) appreciates the opportunity to submit our recommendations and proposal for appraisal services to the City of Chehalis (City).



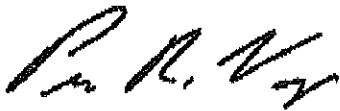
The purpose of the proposed service is to provide the City with an appraisal of its fixed assets to meet management and financial reporting requirements, and to assist in property control and replacement cost budgeting of the appraised assets.

This proposal is based upon information provided by the City.

Suncorp specializes in appraisal and consulting services for public sector entities to assist them in establishing and maintaining their fixed assets records and insurable values. We look forward to working with you on this important project to provide the highest quality appraisal service available.

If you have any questions regarding the attached outline of the appraisal service or require further explanation of any portion within, please contact me.

On behalf of:  
SUNCORP VALUATIONS, INC.



Per R. Vaaga  
Manager, Business Development

Enclosures

PRV/tb

4100 – 194<sup>th</sup> Street SW, Suite 301 Lynnwood, WA 98036-4614  
Ph 425.712.9339 Fx 425.712.9702 Toll Free 1.877.712.9339  
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Edmonton . Saskatoon . Toronto . Vancouver . Philadelphia . Seattle

PROPOSAL FOR  
FIXED ASSET APPRAISAL SERVICES  
TO THE

**CITY OF CHEHALIS**

CHEHALIS, WASHINGTON

**April 20, 2010**

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## ADDENDA

- A. PROPERTY LOCATIONS TO BE APPRAISED/CLIENT LIST
- B. CLIENT LIST



**FIXED ASSET APPRAISAL PROPOSAL  
CITY OF CHEHALIS**

**I. PURPOSE OF THE APPRAISAL**

The purpose of the proposed service is to provide the City Of Chehalis with a comprehensive Fixed Asset Management System which, when completed, will provide a documented, supportable basis for the following:

***Financial Reporting:*** A property accounting system that will assist the City in complying with current fiscal reporting requirements as set forth by Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Principles, (GAAP), and the Governmental Accounting Standards Board (GASB).

***Property Accounting:*** By establishing a new property records basis for fixed assets, the City will be able to meet current requirements for public sector asset accountability, stewardship and audit purposes, as well as assist in replacement cost budgeting for fixed assets.

***Insurance:*** Provide the City with an inventory noting current insurable values of all appraised assets for: insurance placement, maintenance of an effective risk management program, and documentation for proof of loss substantiation, should it ever be required.

**II. PROPERTY TO BE APPRAISED**

The extent of our appraisal service will depend upon the option selected, but at a minimum will include all of the City's movable equipment fixed assets with an individual cost of \$5,000 at the locations specified in Addenda A to this proposal. We are also providing options for an expanded equipment appraisal as well as to include Buildings and Structures.

**III. PROPERTY TO BE EXCLUDED**

Property to be excluded from our appraisal will consist of land, utility undergrounds, assets of an intangible nature, records and drawings, consumable supplies and spare parts, inventory items and personal property of employees.

CITY OF CHEHALIS  
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#### **IV. METHODOLOGY AND COSTING / VALUATION PROCEDURES**

Our investigation of the properties included within the appraisal scope will follow generally accepted appraisal practices and will include use of those techniques necessary to develop acceptable Original Acquisition Cost and Acquisition Dates. During the course of the inventory and the subsequent valuation research, our appraisers will examine all assets and available records to determine date of acquisition, original cost and replacement cost new.

**Original cost** is defined as the amount originally paid to acquire the asset, including such costs as set-up charges, transportation, taxes, engineering and architectural fees, title insurance, etc. If an asset was donated or bought for a nominal sum, GAAP requires that the asset be accounted for at market value as of the date of acquisition.

Where possible, we will use the **Direct Costing** method, utilizing the actual original cost and acquisition date for the property inventoried. When invoices or accurate records are not readily available, we will utilize the Standard Costing or Normal Costing methods, which are defined as follows:

##### **Standard Costing**

Inventoried property units/groups not reconciled to a historical record receive an estimated cost, where possible, based upon a standard cost (a known average installed cost for a like unit) at the estimated acquisition date. The unit's age is estimated based upon observed condition, manufacturers name, model, serial number, age of the facility, and other factors.

##### **Normal Costing**

Where the preceding technique cannot be employed to apply historical cost, cost is estimated based upon the present cost of reproduction new, indexed by a reciprocal factor of the price increase from the estimated date of acquisition to the appraisal date.

Where Normal Costing is utilized to establish the estimated Original Cost, we will first estimate the New Replacement Cost, which is synonymous with the appraisal term Cost of Reproduction New, defined as follows:

**Cost of Reproduction New** is the amount required to reproduce property in like kind and materials, in accordance with current market prices for materials, labor and manufactured equipment, contractor's over-head, profit, and fees, but without provision for overtime or bonuses for labor and premiums for material or equipment, based upon reproducing the entire property at one time.

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## **V. PROJECT PLANNING**

Suncorp staff will hold a brief project planning meeting with the City representatives prior to the start of the field work. It is advisable that members of the administrative staff and others directly involved with the ongoing maintenance of the fixed asset system attend this meeting.

The project planning meeting will begin with a review of the City's objectives and the tasks to be completed by Suncorp Valuations appraisal staff. Specifically, we will review the overall scope of the project, including locations to be appraised, types of property to be included/excluded, methodology, inventory procedures, costing and valuation procedures, database information to be recorded, report format and delivery schedule.

Other topics of discussion will include the physical inventory schedule, accessibility to buildings and locked areas, a contact person at each building or location, a review of useful life tables to be utilized, availability and use of original purchase records and/or previous appraisal reports, and the assignment of master-table code numbers and associated descriptions for campuses/locations, buildings, rooms, classification codes, etc.

This meeting will also lay the foundation for the methods and procedures to be used in recording property transactions occurring after our field inventory and the continued maintenance of the fixed asset system upon delivery of the final reports.

## **VI. TAGGING**

Our fee quote includes the cost for Suncorp personnel to apply tags and record tag numbers of all capitalized equipment assets with an original cost of \$5,000 or more where the asset is not currently tagged.

It is our understanding that the City currently has a supply of bar code asset tags which will be used for the inventory. If this is not the case and the City so desires, Suncorp can assist in the acquisition of quality bar code asset tags. It will be the responsibility of the City to provide the type and quantity of tags needed for this assignment, as well as for perpetuation of the tagging system. If you would like any information regarding our experience with various types of tags and/or names of tag companies, please contact us.

We have found that quality of tags can vary and Suncorp. assumes no responsibility for the durability of tags or their ability to adhere to specific asset surfaces.

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## VII. INVENTORY PROCEDURES

Depending on the appraisal options selected, the included fixed assets will be inventoried by major category as defined below.

### A. *Machinery and Equipment*

A general inspection and field inventory will be conducted at those sites listed under **Properties to be Appraised**. The machinery and equipment items will be inventoried and included in the appraisal based upon the following criteria:

#### *Option 1*

- **Capitalized Fixed Assets – Movable** machinery and equipment items, including vehicles and mobile equipment, with a unit cost of \$5,000 or more and having an estimated useful life of one or more years, will be inventoried by location and individually identified. Suncorp personnel will affix bar code asset tags to each asset and record the number with the associated asset.

#### *Option 2*

- **Capitalized Fixed Assets – Movable and Fixed** machinery and equipment items, including all assets defined under Option 1 and also including fixed equipment and systems, with a unit cost of \$5,000 or more and having an estimated useful life of one or more years, specifically located at the Water and Wastewater Treatment Plants as well as Pump and Lift Stations.

### B. *Buildings and Improvements Other Than Buildings (Optional)*

The buildings subject to our appraisal will be inspected and recorded. Wherever possible, we will utilize architectural drawings to Basic construction components and building features will be identified and valued. A description of each building will be developed and recorded, showing construction type, material used, etc.

Improvements outside a building and particular to a parcel of land will be inventoried and recorded by location. Included are parking lots, fencing, outside lighting, etc.

## VIII. INFORMATION INCLUDED

The information listed below will be included in the master file database for each asset or group of assets:

- a) Bar Code Tag Number
- b) Location/Site Number and Name
- c) Building Number and Name
- d) Fund \*
- e) Department \*
- f) Asset Account Number \*
- g) Quantity
- h) Description
- i) Manufacturer \*\*
- j) Model \*\*

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- k) Serial Number \*\*
- l) Asset Type Code Number and Name
- m) Class Code Number and Name
- n) Useful Life
- o) Date of Acquisition (Actual or Estimated)
- p) Original Cost (Actual or Estimated)

\* Fund, Department, and Account Numbers will be assigned with assistance from City personnel when applicable.

\*\* To be recorded when available on individual Unit Controlled assets.

### **IX. REPORTS**

Our reports will be in an easy-to-read format. We will provide two copies of each report. If requested, the data will be provided in an electronic format, such as Excel at no additional cost. The report will be preceded by a certified letter of transmittal, which will:

- Identify the property appraised.
- State the purpose of the appraisal.
- Specify the appraisal date.
- Define the level of value sought and the premises of value employed.
- Describe the nature of the property included in, and excluded from, the appraisal.
- Discuss the appraisal investigation.
- Indicate the factual data considered.
- Present the conclusions of value.
- Outline the qualifying and limiting conditions.
- Include the signature of an authorized officer of the company.

The standard reports provided will include:

1. Accounting Summary Report
2. Accounting Detail Report
3. Depreciation Summary Report
4. Depreciation Detail Report
5. Physical Location Report
6. Asset Number Report

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**X. SOFTWARE / UPDATING SERVICE**

**A. AMSI Fixed Asset Software**

***ASSET TRACKING FOR STATE AND LOCAL GOVERNMENTS Fixed Asset software***

This Microsoft Access 2000/XP/2007 developed by Asset Management Systems, Inc. (AMSI) software application program satisfies financial reporting (including GASB34), property control and insurance requirements; it also offers detailed additions, retirements and transfer reports, providing a comprehensive audit trail. Additionally, the program can provide replacement forecast reports to assist in budget forecasting, as well as vendor reporting capabilities.

Asset Management Systems, Inc. has developed this application with true 32 bit processing, for the Windows 2000/XP operating systems.

The program is entirely menu-driven. To assist in ease of data entry, the system provides a drop down menu for each 'table field' with the correct code number and the associated description. This allows the data entry person to select 'City Hall' from the drop down menu and the correct information is inserted into the field. This feature is available for all table fields, including Location, Building, Floor/Room, Fund, Department, Account Number, Grant, GASB34 Function and Type, Activity, Custodian, Vendor, Asset Type and Asset Class.

**Reports**

The following reports are among those available in the ***ASSET TRACKING FOR GOVERNMENT*** software application.

- ◆ Accounting Summary Report
- ◆ Accounting Detail Report
- ◆ Depreciation Summary Report
- ◆ Depreciation Detail Report
- ◆ Monthly Depreciation Report
- ◆ GASB34 Reports
- ◆ Current Year Additions Report
- ◆ Current Year Retirements Report
- ◆ Current Year Transfer Report
- ◆ Physical Location Report
- ◆ Replacement Forecast Report
- ◆ Insurance Summary Report
- ◆ Insurance Detail Report
- ◆ Asset Number Report
- ◆ Class Code Report

**B. SCAN UPDATING SERVICE (Optional)**

To ensure that your fixed asset records and insurable values are kept current, we strongly recommend that the following on-site scan updating service be performed for all City assets. This service will provide the greatest accuracy and minimize the work and time required by City staff members and is based on the assumption that the City can/will provide a detailed listing of assets added or retired in the prior year.

On an annual basis, Suncorp Valuations will perform an on-site visitation update. This service will consist of physically scanning all Unit Controlled bar code tagged assets for comparison to the previous year's capital asset inventory. The resulting information will provide the City with exception reports which will identify those assets which:

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- a.) existed in the previous year's inventory but were not found in the current year's inventory scan,
- b.) did not exist in the previous year's inventory but were scanned in the current year's inventory scan, and

Upon completion of this updating option, we will deliver the standard reports, as defined under the Reports section of this proposal, as well as additions, transfers and retirements reports, to provide for proper audit tracking of assets.

#### **XI. TIMING**

Upon receipt of your authorization, we will contact you to determine a mutually agreeable schedule for the project planning meeting and our field investigation. We are normally able to begin the inspection phase within six to eight weeks of authorization. Completion of the final reports may vary upon options selected and other factors, but we would anticipate delivery within four to six weeks of completion of the inventory.

If the above schedule does not satisfy the City's time frame requirements, please inform us and we will make every effort to meet your needs.

#### **XII. PERSONNEL**

The appraisal will be performed by our staff appraisers with extensive experience in public sector fixed asset appraisals.

#### **XIII. TASKS TO BE COMPLETED BY CITY**

The City should:

1. Provide all available data, records and previous appraisals deemed necessary in the search for costs and historical background to our appraisal staff.
2. Clearly identify all equipment not owned by the City (property of staff and others, leased assets, etc.) in advance of the field inventory.
3. Provide listings of musical instruments, radios, cell phones, pagers and vehicles to be included in the database.
4. Provide a listing of assets on loan or off-premises for repair, etc., to the appraiser.
5. Provide building diagrams with room numbers to be used clearly marked.
6. Provide access to all areas to be inventoried. We normally receive master keys of City facilities.
7. Provide coding utilized by the City including; locations, buildings, room numbers, fund and account codes, etc.

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**XIV. FEE AND PAYMENT SCHEDULE**

Based upon our understanding of your requirements and the level of professional skills necessary to complete this project, our fees are as follows:

**Fixed Asset Appraisal Service:**

**Service Level A. – Machinery & Equipment, Rolling Stock**

**Option 1 – Movable Equipment/Rolling Stock ONLY** **\$4,150.00**

**Option 2 – Movable and Fixed Equipment** **\$7,550.00**

Fee split General Government 40%, Public Utilities, 60%

**Service Level B. – Buildings, Machinery & Equipment, Rolling Stock**

**Includes Service Level A, Option 2 as well as all Buildings/Structures, Land Improvements** **\$13,450.00**

Fee split General Government 50%, Public Utilities, 50%

The above stated fees includes any and all expenses (except software installation/training expenses), incurred by Suncorp Valuations in preparation and completion of this appraisal and the resulting reports.

Our payment schedule is as follows: progress invoices, up to 75% of the total fee, will be issued upon completion of the field work, with payment expected prior to delivery of the final report. A final invoice will be issued upon completion and delivery of the report and is due upon receipt of the reports. If our payment schedule does not meet with City payment policies, we would be pleased to discuss other arrangements.

**ASSET TRACKING FOR STATE AND LOCAL GOVERNMENTS Software Application**

<u>Item</u>	<u>Price</u>
1. Fixed Asset Application, Single User *	\$1,545.00
2. Multi-User License (4 additional users)	350.00
3. Annual Support/Application Updates **	350.00
4. Software Installation and Training (plus travel expenses)***	125/hr.

\* Base cost of the software includes 90 minutes of free phone support for three months after initial installation. Upon expiration of the 90 minutes, (unless the user purchases the Annual Support/Application Updates option), the user will be charged at a rate of \$125/hr, billed in five minute increments with a minimum charge of \$50.00 per call.

\*\* Purchase of the Annual Support/Application Updates includes an additional three hours of phone support per year and free version upgrades as they are released.

\*\*\* Software Installation and Training (travel time is considered billable at the stated rate and actual travel expenses will be invoiced including mileage, hotel, meal per diems, car rental, etc.)



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April 20, 2010

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**CONCLUSION**

We look forward to working with the City of Chehalis on this important project. Please signify your acceptance of the service by indicating the appropriate service desired and signing the signature block on the enclosed duplicate copy of this document and return it for our files. If you have any questions regarding the appraisal service, please call us at 425-712-9339 or toll free at 1-877-712-9339.

**CITY OF CHEHALIS**  
April 20, 2010

**AUTHORIZATION FOR SERVICE**

We hereby accept the Fixed Asset Appraisal Service of the City of Chehalis as defined within the attached service outline provided by Suncorp Valuations, Inc. (Please indicate services desired below.)

**Fixed Asset Appraisal Service:**

**Service Level A. - Machinery & Equipment, Rolling Stock**

**Option 1 - Movable Equipment/Rolling Stock ONLY** \$4,150.00 \_\_\_\_\_

**Option 2 - Movable and Fixed Equipment** \$7,550.00 \_\_\_\_\_

Fee split General Government 40%, Public Utilities, 60%

**Service Level B. - Buildings, Machinery & Equipment, Rolling Stock**

**Includes Service Level A, Option 2 as well as all Buildings/Structures, Land Improvements** \$13,450.00 \_\_\_\_\_

Fee split General Government 50%, Public Utilities, 50%

***ASSET TRACKING FOR STATE AND LOCAL GOVERNMENTS Software Application***

<u>Item</u>	<u>Price</u>	
1. Fixed Asset Application, Single User *	\$1,545.00	_____
2. Multi-User License (4 additional users)	350.00	_____
3. Annual Support/Application Updates **	350.00	_____
4. Software Installation and Training (plus travel expenses)***	125/hr.	_____

***ACCEPTED - City of Chehalis***

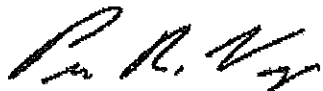
\_\_\_\_\_  
BY:

\_\_\_\_\_  
TITLE:

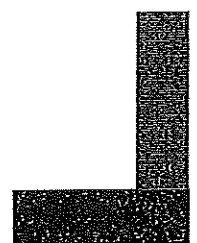
\_\_\_\_\_  
DATE:

Offered by:

**SUNCORP VALUATIONS, INC.**



Per R. Vaaga  
Manager, Business Development  
PRV/tb



**CITY OF CHEHALIS**  
April 20, 2010

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### **GENERAL SERVICE CONDITIONS**

The service(s) to be provided by Suncorp Valuations (referred to as "Suncorp") will be performed in accordance with professional appraisal standards. Our compensation will not be contingent in any way upon the conclusion of value. We will assume, without independent verification, the accuracy of all data that will be provided to us. We will act as an independent contractor and will reserve the right to use subcontractors. All files, working papers, or documents that will be developed by us during the course of the engagement will be our property. We will retain this data for at least seven years.

Our report will only be used only for the specific purpose(s) stated herein and any other use is invalid. No reliance may be made by any third party without our prior written consent. You may show our report in its entirety to those third parties that need to review the information contained therein. No one should rely on the report as a substitute for his or her own due diligence. No reference to our name or our report, in whole or in part, in any document you prepare and/or distribute to third parties may be made without our written consent.

You would agree to indemnify and hold Suncorp harmless from any losses, claims, actions, damages, expenses or liabilities, including reasonable legal fees, to which we may become subject to in connection with this assignment, except for those attributed to our negligence. Your obligation for indemnification and reimbursement shall extend to any director, officer, employee, subcontractor, affiliate, and agent or like individual or group.

We will reserve the right to include your company name in our reference list, however, we will maintain the confidentiality of all conversations, documents provided to us, and the contents of our reports, subject to legal or administrative process or proceedings.

CITY OF CHEHALIS  
April 20, 2010

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## **CONTINGENT AND LIMITING CONDITIONS**

The services provided by Suncorp will be subject to the following contingent and limiting conditions, which are applicable to any building appraisal:

- Sketches, drawings, diagrams, and photographs, if presented in the report, will be included for the sole purpose of illustration, to assist the reader in visualizing the property. We will not survey the subject site, and therefore will not assume responsibility for such matters, nor other technological and engineering techniques that are required to discover any inherent or hidden conditions of the subject property. Architectural drawings provided by the client or their agent will be deemed to be accurate as to the building dimensions and specifications, unless information is received to the contrary.
- Fees for the professional services rendered in conjunction with our appraisal report do not account for any professional time associated with or required to appear in court to give expert witness testimony relative to the subject property. Fees associated with expert witness testimony, if required, will be agreed to with the client at the time they are required.
- It will be assumed, but not verified, that similar density of development, as it currently exists, could be achieved for the subject property under the current zoning regulation. It is suggested that you consult with your insurance broker or agent and/or insurance company to ensure proper coverage. Zoning by-laws are an insurance policy coverage issue, not a valuation issue.
- No responsibility will be assumed for the legal description or for matters including legal or title considerations. Title to the property will be assumed to be good and marketable, and free and clear of any liens and encumbrances, unless otherwise stated.
- No environmental audit or historic use study of the subject property will be conducted as part of this appraisal. It will be assumed that the use of the subject property complies fully with any and all environmental regulations and laws. It will be further assumed that there are no hazardous materials on or in the vicinity of the subject property
- The mechanical and heating systems, piping, plumbing and other building services and equipment, if included in the report, are assumed to be in good working condition and adequate for the building(s). This equipment will not be tested, nor will Suncorp assume any responsibility for testing of such.
- We will reserve the right to alter, revise and/or rescind the values reported should any subsequent or additional information be found, or in the event the engagement parameters are modified to any degree.
- The insurable values concluded in the report will only be valid as at the specified appraisal date. No consideration will be given to future economic factors including inflation/deflation, currency exchange fluctuations, labor, etc.

**ADDENDA  
A**

**PROPERTY LOCATIONS  
TO BE APPRAISED**

**PROPERTY LOCATIONS TO BE APPRAISED/CLIENT LIST  
CITY OF CHEHALIS**

The following facilities list was provided to Suncorp by City staff. The listing includes individual buildings, site improvements, etc., many of which within one location. The locations to be inspected and appraised will ultimately depend on the level of service requested.

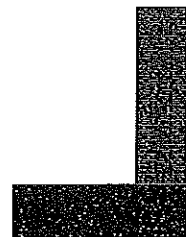
Should additional locations, buildings or structures be added to the appraisal, they will be charged at our standard appraisal rates, and billed in addition to the agreed upon fee. Additional properties to be included within our project scope must be identified and agreed upon by both parties prior to our appraisal of them.

# SUNCORP VALUATIONS

Location No	Location Name	
148	CRWRF FACILITY	
90	WATER TREATMENT PLANT	
91	MAIN RESERVOIR	
15	Library and Fountain	
148	City Hall	
58	PUBLIC SAFETY BLDG.	
68	PUMP STATION	
133	WATER DEPT. OFFICE/STORAGE BLDG.	
92	KENNICOTT RESERVOIR	
67	PUMP STATION	
139	SETTLING BASIN (WTRRB)	
84	PROSPECT PUMP STATION	
86	SOUTHEND PUMP STATION	
6	MUNICIPAL POOL BLDG DRESSING	
<b>Added</b>	<b>Babe Ruth Batting Cage</b>	
<b>Added</b>	<b>Spray Park</b>	
<b>Added</b>	<b>Spray Park Playground</b>	
<b>Added</b>	<b>Big Toy Play Equ. @ Little League</b>	
98	<b>Altered: 210,000 gal. pool &amp; pool deck</b>	
61	PUBLIC WORKS BLDGS	
72	PUMP STATION	
87	CENTRALIA-ALPHA PUMP STATION	
81	CHEHALIS RIVER PUMP STATION	
138	YATES RESERVOIR (500,000 GAL)	
130	PW VEHICLE STORAGE BLDG. #1	
17	SCOUT LODGE	
88	WATER INTAKE FACILITIES	
60	PENNY PLAYGROUND	
101	SHOP, CREW QTRS. & STORAGE	
62	STREETLIGHTS STANDARDS	
140	VALLEY VIEW PUMP STATION	
147	HOUSE	
94	VALLEY VIEW RESERVOIR #1 & #2	
142	MODULAR OFFICE W/RESTROOM 24'X60'	
12	ADMINISTRATION BLDG	
136	STORAGE BLDG., POPLAR TREE PLANTATION	
93	HIGH LEVEL RESERVOIR	
75	PUMP STATION	
10	CARPENTER SHOP/PLUMBING SHOP	
102	POWER SYSTEMS [EMERGENCY]	
132	PW VEHICLE STORAGE BLDG. #3	
63	MARKET/13TH SIGNAL LIGHT	
131	PW VEHICLE STORAGE BLDG. #2	
4	<b>Altered: VR Lee COMMUNITY HALL</b>	
146	PARKING LOT-WALKING PATH	
69	PUMP STATION	
26	BR RESTROOM/CONCESSION	
9	ACTIVITY BLDG	
	<b>Altered: GIRLS LEAGUE CONCESSION</b>	
123	<b>STAND/Restroom</b>	
23	LITTLE LEAGUE BLDG	
	<b>Altered: LL??? CONCESSION</b>	
22	STAND/RESTROOM	
34	KITCHEN & RESTROOMS	
27	BR ATHLETIC FIELD #1 LIGHTS	
31	RV RESTROOMS	
106	PUMP STATION - WALMART	
70	PUMP STATION	
13	Alt: RESTROOM-Penny	
143	RESTROOM, STORAGE ROOM	
83	HIGH LEVEL PUMP STATION	
122	GIRLS LEAGUE POLES & FIXTURES #1	
129	GIRLS LEAGUE POLES & FIXTURES #2	
33	IRRIGATION SYSTEM PUMPS	
100	Alt: BANDSTAND Pavillion	
30	CENTER RESTROOMS	
	<b>Altered: One building: s/b combined with softball restrooms below SOCCER STORAGE BLDG.</b>	
128	<b>STORAGE BLDG.</b>	
76	PUMP STATION	
	<b>Altered: Picnic Shelter #1 ("PUBLIC KITCHEN")</b>	
144	<b>PUBLIC KITCHEN"</b>	
74	PUMP STATION	
71	PUMP STATION	
5	HESS KITCHEN	
35	TIMBER TREATED FOOT BRIDGE	
73	PUMP STATION	
120	LITTLE LEAGUE BATTING CAGE	
121	TRANSMITTER SITE	
	<b>Alt: ??? Rich questions this line items:</b>	
14	CONCESSION STAND & CENTER BLEACHER	
145	PLAYGROUND EQUIPMENT	
	<b>Alt: ??? Is this for Center Area?</b>	
97	PLAYGROUND EQUIPMENT	
32	PLAYGROUND EQUIPMENT	
	<b>Alt: Soccer Storage and SOFTBALL RESTROOMS</b>	
128/29	RESTROOMS	
8	MCKINLEY STUMP	
7	PICNIC SHELTER	
16	18th Street Water Pump Station	
11	12 X 56 Blazer Mobile Office	
<b>Added</b>	<b>Picnic Shelter #2 ("Public Kitchen") NEW</b>	

**ADDENDA  
B**

**CLIENT LIST**





**REPRESENTATIVE LISTING OF  
PUBLIC SECTOR CLIENTS RECENTLY SERVED**

- Chelan County PUD
- City of Arlington
- City of Bellingham
- City of Enumclaw
- City of Monroe
- Coos County
- Deschutes County
- Lake Stevens School District
- Port Angeles School District
- Seattle Community College District
- Shoreline Community College
- Snohomish County Fire District No. 1
- Snohomish County PUD
- Whatcom Transportation Authority
- Yakima School District

To: The Honorable Mayor and Council  
 Via: Merlin MacReynold, City Manager  
 From: Eva K. Lindgren, Finance Manager  
 Date: May 19, 2010  
 Subject: Monthly Financial Reports for April

City of Chehalis  
 Comparative Financial Reports  
 April 2009 and 2010

GENERAL FUND (#001) REVENUES	A April 2009		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	Actual	% Rec'd	% Rec'd <sup>*</sup>	Expected	Expected	Var'nc Expected	firm Expected	% Variance	
General Property Taxes	\$1,181,000	\$89,435	\$1,212,580	\$75,096	7.6%	6.2%	\$1,212,580	\$75,096	6.2%	\$75,096	33.3%	33.3%	(\$329,097)				-27.1%	
EMS Property Taxes	226,000	17,003	230,920	14,359	7.5%	6.2%	230,920	14,359	6.2%	14,359	33.3%	33.3%	(62,614)				-27.1%	
Sales & Use Tax	3,700,000	1,131,826	3,300,000	1,032,350	30.6%	31.3%	3,300,000	1,032,350	31.3%	1,032,350	33.3%	33.3%	(67,650)				-2.0%	
Electricity Tax	370,000	136,100	400,000	119,178	36.8%	29.8%	400,000	119,178	29.8%	119,178	33.3%	33.3%	(14,155)				-3.5%	
Gas/Natural Gas Tax	261,500	109,036	284,000	90,540	41.7%	31.9%	284,000	90,540	31.9%	90,540	33.3%	33.3%	(4,127)				-1.4%	
Criminal Justice Tax	110,000	30,402	100,000	27,867	27.6%	27.9%	100,000	27,867	27.9%	27,867	33.3%	33.3%	(5,466)				-5.4%	
Interfund Water/Sewer Tax	330,200	76,433	328,200	106,548	23.1%	32.5%	328,200	106,548	32.5%	106,548	33.3%	33.3%	(2,852)				-0.8%	
Garbage Tax	80,000	31,431	65,000	30,146	39.3%	46.4%	65,000	30,146	46.4%	30,146	33.3%	33.3%	8,479				13.1%	
Cable Tax	85,000	21,103	80,000	42,844	24.8%	53.6%	80,000	42,844	53.6%	42,844	33.3%	33.3%	16,177				20.3%	
Telephone Tax	350,000	103,882	335,000	108,880	29.7%	32.5%	335,000	108,880	32.5%	108,880	33.3%	33.3%	(2,787)				-0.8%	
Leasehold Excise Tax	34,000	8,318	34,000	8,303	24.5%	24.4%	34,000	8,303	24.4%	8,303	33.3%	33.3%	(3,030)				-8.9%	
<b>Total Tax Revenues</b>	<b>6,727,700</b>	<b>1,754,969</b>	<b>6,369,700</b>	<b>1,656,111</b>	<b>26.1%</b>	<b>26.0%</b>	<b>6,369,700</b>	<b>1,656,111</b>	<b>26.0%</b>	<b>1,656,111</b>	<b>33.3%</b>	<b>33.3%</b>	<b>(467,122)</b>				<b>-7.3%</b>	
Licenses & Permits	240,984	14,735	66,080	20,777	6.1%	31.4%	66,080	20,777	31.4%	20,777	33.3%	33.3%	(1,250)				-1.9%	
Intergov't. Grants/Entitlements	2,828,581	555,404	432,650	75,162	19.6%	17.4%	432,650	75,162	17.4%	75,162	33.3%	33.3%	(69,055)				-15.9%	
Charges for Goods and Svcs.	1,069,254	296,407	1,052,589	336,442	27.7%	32.0%	1,052,589	336,442	32.0%	336,442	33.3%	33.3%	(14,421)				-1.3%	
Fines and Forfeitures	114,375	33,725	96,360	39,354	29.5%	40.8%	96,360	39,354	40.8%	39,354	33.3%	33.3%	7,234				7.5%	
Interest Earnings	32,200	12,133	28,200	7,849	37.7%	27.8%	28,200	7,849	27.8%	7,849	33.3%	33.3%	(1,551)				-5.5%	
Rents/Leases	89,375	16,915	64,215	20,713	18.9%	32.3%	64,215	20,713	32.3%	20,713	33.3%	33.3%	(692)				-1.0%	
Contributions/Donations	7,090	7,088	36,969	29,231	100.0%	79.1%	36,969	29,231	79.1%	29,231	33.3%	33.3%	16,908				45.8%	
Misc. Revenue/Insurance	2,700	3,507	3,000	1,885	129.9%	62.8%	3,000	1,885	62.8%	1,885	33.3%	33.3%	885				29.5%	
Non-Revenues	0	1,867	3,958	1,753	N/A	44.3%	3,958	1,753	44.3%	1,753	33.3%	33.3%	434				11.0%	
<b>Total Non-Tax Revenues</b>	<b>4,384,559</b>	<b>941,781</b>	<b>1,784,021</b>	<b>533,166</b>	<b>21.5%</b>	<b>29.9%</b>	<b>1,784,021</b>	<b>533,166</b>	<b>29.9%</b>	<b>533,166</b>	<b>33.3%</b>	<b>33.3%</b>	<b>(\$61,508)</b>				<b>-3.4%</b>	
Proceeds of Long-Term Debt	1,131,362	0	1,131,362	0	0.0%	0.0%	1,131,362	0	0.0%	0	33.3%	33.3%	(377,121)				-33.3%	
Operating Transfers-In	422,240	417,638	50,000	12,500	98.9%	25.0%	50,000	12,500	25.0%	12,500	33.3%	33.3%	(4,167)				-8.3%	
<b>Total Other Financing Sources</b>	<b>1,553,602</b>	<b>417,638</b>	<b>1,181,362</b>	<b>12,500</b>	<b>26.9%</b>	<b>1.1%</b>	<b>1,181,362</b>	<b>12,500</b>	<b>1.1%</b>	<b>12,500</b>	<b>33.3%</b>	<b>33.3%</b>	<b>(\$381,287)</b>				<b>-32.2%</b>	
<b>TOTALS</b>	<b>\$12,665,861</b>	<b>\$3,114,388</b>	<b>\$9,335,083</b>	<b>\$2,201,777</b>	<b>24.6%</b>	<b>23.6%</b>	<b>\$9,335,083</b>	<b>\$2,201,777</b>	<b>23.6%</b>	<b>\$2,201,777</b>	<b>33.3%</b>	<b>33.3%</b>	<b>(\$909,917)</b>				<b>-9.7%</b>	

Key:  
 \* The expected percentage is calculated as follows: since the report is for the 4th month of the year, 4 is divided by 12-the number of months in the year.  
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 H=(D\*G) - E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

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

GENERAL FUND (#001) EXPENDITURES	A April 2009		B		C=B/A		D		E		F=E/D		G		H <sup>A</sup>		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	Actual	% Exp'd	% Exp'd	% Exp'd	Expected % Exp*	Var'nc Expected	firm Expected	% Variance		
City Council	\$68,801	\$21,448			31.2%	\$97,431	\$33,792	34.7%		33.3%		33.3%	(\$1,315)		-1.4%			
Municipal Court	320,380	99,092			30.9%	325,256	110,027	33.8%		33.3%		33.3%	(1,608)		-0.5%			
City Manager#	166,282	54,149			32.6%	351,343	121,298	34.5%		33.3%		33.3%	(4,184)		-1.2%			
Finance	482,679	181,881			37.7%	496,314	202,483	40.8%		33.3%		33.3%	(37,045)		-7.5%			
City Clerk	97,366	29,278			30.1%	95,912	31,597	32.9%		33.3%		33.3%	374		0.4%			
City Attorney#	90,850	29,935			32.9%	0	0	N/A		33.3%		33.3%	0		N/A			
Non-Departmental	1,822,941	403,230			22.1%	1,534,163	119,086	7.8%		33.3%		33.3%	392,302		25.5%			
Human Resources	136,521	41,962			30.7%	140,962	41,721	29.6%		33.3%		33.3%	5,266		3.7%			
Police	2,456,673	797,114			32.4%	2,403,537	822,984	34.2%		33.3%		33.3%	(21,805)		-0.9%			
Fire	1,899,679	568,792			29.9%	1,913,269	632,861	33.1%		33.3%		33.3%	4,895		0.2%			
Public Works - Streets	2,969,551	738,866			24.9%	615,696	154,937	25.2%		33.3%		33.3%	50,295		8.1%			
Public Works - Engineering	273,257	83,476			30.5%	289,837	103,393	35.7%		33.3%		33.3%	(6,781)		-2.4%			
Economic Development	140,529	58,238			41.4%	0	0	N/A		33.3%		33.3%	0		N/A			
Community Development	1,732,287	531,482			30.7%	1,560,275	514,469	33.0%		33.3%		33.3%	5,623		0.3%			
<b>TOTALS</b>	<b>\$12,657,796</b>	<b>\$3,638,943</b>			<b>28.7%</b>	<b>\$9,823,995</b>	<b>\$2,888,648</b>	<b>29.4%</b>		<b>33.3%</b>		<b>33.3%</b>	<b>\$386,017</b>		<b>3.9%</b>			

Net Budget/Income: \$8,065 (\$524,555) (\$488,912) (\$686,871)

**Key:**

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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) General Property Taxes are not paid evenly throughout the year.
- (2) Proceeds of long-term debt are dependent upon the issuance of the G.O. Debt.
- (3) Inter-fund loan repayment is dependent upon the issuance of G.O. Debt.

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

	A		B		C=B/A		D		E		F=E/D		G		H^A		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	Varnc frm Expected	Varnc frm Expected	% Variance	
<b>WASTEWATER FUND (#404)</b>																		
REVENUES																		
Intergovernmental Revenues	\$165,530	\$158,269			95.6%		\$0		\$0		N/A		33.3%		\$0		N/A	
Wastewater Fees	3,359,740	1,035,545			30.8%		3,510,208	1,216,433	1,216,433		34.7%		33.3%		46,364		1.4%	
Sewer Connection/Misc. Fees	30,000	108,105			360.4%		70,000	8,766	8,766		12.5%		33.3%		(14,567)		-20.8%	
Rentals	0	4,150			N/A		3,750	3,750	3,750		100.0%		33.3%		2,500		66.7%	
Misc. Revenues	500	1,656			331.2%		2,500	1,053	1,053		42.1%		33.3%		220		8.8%	
Interfund Principal Repayment	600,000	0			0.0%		565,681	0	0		0.0%		33.3%		(188,560)		-33.3%	
Proceeds from Sale of Capital Assets	0	0			N/A		0	3,668	3,668		N/A		33.3%		3,668		N/A	
Interest Earnings	52,000	20,257			39.0%		54,000	5,083	5,083		9.4%		33.3%		(12,917)		-23.9%	
Totals:	\$4,207,770	\$1,327,982			31.6%		\$4,206,139	\$1,238,753	\$1,238,753		29.5%		33.3%		(\$163,293)		-3.9%	

	A		B		C=B/A		D		E		F=E/D		G		H^A		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Expected % Exp*	Expected % Exp	Varnc frm Expected	Varnc frm Expected	% Variance	
<b>WASTEWATER FUND (#404)</b>																		
EXPENSES																		
Operating Expenses	\$2,119,975	\$703,729			33.2%		\$2,292,351	\$824,902	\$824,902		36.0%		33.3%		(\$60,785)		-2.7%	
Capital Outlay	542,300	9,182			1.7%		70,000	10,784	10,784		15.4%		33.3%		12,549		17.9%	
Debt Principal	1,956,098	106,538			5.4%		1,737,660	149,968	149,968		8.6%		33.3%		429,252		24.7%	
Interest Expense	68,344	31,974			46.8%		59,481	28,090	28,090		47.2%		33.3%		(8,263)		-13.9%	
Totals:	\$4,686,717	\$851,423			18.2%		\$4,159,492	\$1,013,744	\$1,013,744		24.4%		33.3%		\$372,753		8.9%	

Net Budget/Income: (\$478,947)      \$476,559

\$46,647      \$225,009

Key:

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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) Debt is not paid evenly throughout the year

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

WATER FUND (#405) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	Actual	% Rec'd	% Rec'd	Expected % Rec'd*	Var'nc Expected	% Expected	Var'nc Expected	% Variance	
Water Sales	\$2,258,873	\$684,414	200,000	64,681	30.3%	32.3%	\$2,298,896	\$705,079	30.7%	10,684	5.3%	33.3%	33.3%	(\$61,220)	2	-2.6%		
Water Connection/Misc. Fees	0	0	0	0	N/A	N/A	0	2	N/A	0	N/A	33.3%	33.3%	(55,983)	2	-28.0%		
Misc. Revenues	2,000	0	0	0	0.0%	0.0%	0	0	N/A	0	N/A	33.3%	33.3%	0	0	N/A		
Intergovernmental Revenues	850,000	0	0	0	0.0%	0.0%	565,681	0	0.0%	0	0.0%	33.3%	33.3%	(188,560)	0	-33.3%		
Interest Principal Repayment	0	0	0	0	N/A	N/A	0	1,692	N/A	0	0.0%	33.3%	33.3%	1,692	1,692	N/A		
Proceeds from Sale of Capital Assets	12,705	1,920	0	0	15.1%	0.0%	14,000	0	0.0%	0	0.0%	33.3%	33.3%	(4,667)	0	-33.3%		
Interest Earnings	\$3,323,578	\$751,015	\$3,078,577	\$717,457	22.6%	23.3%	\$3,078,577	\$717,457	23.3%			33.3%	33.3%	(\$308,735)		-10.0%		
Totals:																		

(1)

WATER FUND (#405) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	% Exp'd	Actual	% Exp'd	% Exp'd	Expected % Exp*	Var'nc Expected	% Expected	Var'nc Expected	% Variance	
Operating Expenses	\$1,910,195	\$535,288	436,495	239,237	28.0%	54.8%	\$1,803,191	\$520,089	28.8%	84,325	14.6%	33.3%	33.3%	\$80,975	108,008	18.7%		
Capital Outlay	436,495	7,000	119,638	7,000	5.9%	17.5%	577,000	8,000	6.3%	8,000	17.3%	33.3%	33.3%	34,488	4,600	27.0%		
Debt Principal	30,482	5,325	30,482	5,325	17.5%	31.5%	28,725	4,975	24.3%	\$617,389	24.3%	33.3%	33.3%	4,600	4,600	16.0%		
Interest Expense	\$2,496,810	\$786,850	\$2,536,380	\$617,389	31.5%		\$2,536,380	\$617,389	24.3%			33.3%	33.3%	\$228,071		9.0%		
Totals:																		

(2)

Net Budget/Income: \$826,768      (\$35,835)      \$542,197      \$100,068

Key:

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<sup>^</sup>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  
April 2009 and 2010**

STORM FUND (#406) REVENUES	A April 2009		B Actual	C=B/A		D April 2010		E Actual	F=E/D		G Expected		H^ Var'nc frm Expected		I=F-G	
	Budget	Actual		% Rec'd	Budget	Actual	% Rec'd*		Var'nc frm Expected	%	%	%	%	%	%	Variance
Storm & Surface Water Fees	\$405,000	\$136,114	33.6%	\$402,500	\$132,185	32.8%			32.8%	33.3%	(\$1,982)	-0.5%				
Storm Connection/Misc. Fees	30,000	14,132	47.1%	24,000	489	2.0%			2.0%	33.3%	(7,511)	-31.3%				
Interest Earnings	6,000	0	0.0%	1,500	0	0.0%			0.0%	33.3%	(500)	-33.3%				
Misc. Revenues	0	10	N/A	0	0	N/A			N/A	33.3%	0	N/A				
Totals:	\$441,000	\$150,256	34.1%	\$428,000	\$132,674	31.0%			31.0%	33.3%	(\$9,993)	-2.3%				

STORM FUND (#406) EXPENSES	A April 2009		B Actual	C=B/A		D April 2010		E Actual	F=E/D		G Expected		H^ Var'nc frm Expected		I=G-F	
	Budget	Actual		% Exp'd	Budget	Actual	% Exp'd		% Exp*	%	%	%	%	%	%	Variance
Operating Expenses	\$384,631	\$102,530	26.7%	\$376,541	\$122,379	32.5%			32.5%	33.3%	\$3,135	0.8%				
Capital Outlay	60,000	2,869	4.8%	73,000	0	0.0%			0.0%	33.3%	24,333	33.3%				
Totals:	\$444,631	\$105,399	23.7%	\$449,541	\$122,379	27.2%			27.2%	33.3%	\$27,468	6.1%				

Net Budget/Income: (\$3,631) \$44,857  
(\$21,541) \$10,295

Key:

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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.

Received by  City Manager

## **2011 Council Goals**

1. Street repairs throughout the city: Identify how we're going to get them done
2. Institute taking credit card and electronic payments
3. City take lead in land development at the Barnes property
4. Continue to work on regional flood issues
5. Improve downtown aesthetic and infrastructure
6. Continue to work on 2010 goals not identified as 100 percent complete
7. Pool improvement project (City needs to approach Chehalis Foundation)
8. Consolidation or regionalization of fire services with Fire District #6
9. Improve the quality of our parks
10. Continue to look at relocating the fire station
11. Consider other uses for fire hall building
12. Develop programs for the youth
13. Get more involved with Lewis County campus project
14. Clean up city property on Chehalis Avenue near Green Hill School
15. Develop "Stream Team" to enhance local streams, using youth and volunteers

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

**TO:** The Honorable Mayor and City Council

**FROM:** Bill Hillier, City Attorney  
Merlin MacReynold, City Manager  
Judy Schave, City Clerk,

**DATE:** May 17, 2010

**SUBJECT:** Implementing E-Verify

**ISSUE**

On September 28, 2009, the council was asked to consider implementing an E-Verify ordinance to deal with issues of illegal immigration. Because the subject was so new, the council decided to wait six months before making any kind of decision to see what other jurisdictions were doing. The six months has since passed and the matter was brought back to the council on May 10 for discussion. At the May 10 council meeting the council gave direction to the administration to develop a draft ordinance implementing an E-Verify system for city employees and contracts for their review and consideration.

**DISCUSSION**

E-Verify is an electronic system to confirm employment authorization administered by the U.S. Citizenship and Immigration Service. E-verify has been a voluntary pilot program, and is completed in addition to Form I-9. As of September 8, 2009, many federal contractors and subcontractors are required to begin using E-Verify to check the legal status of all new hires and some existing employees. This is the "E-Verify Federal Contractor Rule." Failure to properly use E-Verify can lead to debarment from federal contracts.

The rule requires the insertion of the E-Verify clause for prime federal contracts with a period of performance longer than 120 days and a value above the simplified acquisition threshold (\$100,000). The clause requires the contractor to use E-Verify to confirm employment eligibility of all new employees hired during the contract term and all current employees assigned to work on a federal job within the U.S. It also allows, but does not require, the federal contractor to use E-Verify to confirm eligibility of all employees, regardless of whether they are assigned to work on a federal job. Currently, use of E-Verify to confirm anyone other than a new hire, including applicants and current employees is prohibited.

The rule only covers subcontractors if a prime contract includes the clause. The rule extends the E-Verify requirement to subcontractors for services or for construction with a value of over \$3,000.

Contractors under Federal E-Verify have 30 day from the date contract is awarded to enroll in E-Verify as a Federal Contractor. Contractor's have 90 days from the enrollment date to initiate verification queries for existing employees who will be working on the contract and



to begin using the system to verify all newly hired employees within three (3) business days after their start date.

Contracts that include only commercially available off-the-shelf (COTS) items and related services are exempt. A COTS item is a commercial item that is sold in substantial quantities in the commercial marketplace and is offered to the government in the same form that it is available in the commercial marketplace, or with minor modifications. Nearly all food and agricultural products, as well as grains and oil are considered to be COTS and are considered exempt.

At the regular council meeting of May 10, 2010, the issue was brought back to the council for discussion. The council took public comment on the matter and after deliberation the consensus of the council present was to have the administration prepare a draft ordinance for their consideration, to include any contract the city issues, implement E-Verify for all new hires for the city and include an enforcement element. The administration worked with the City Attorney to prepare the attached ordinance for the council's consideration and review. This ordinance will require two readings.

**RECOMMENDATION / COUNCIL ACTION DESIRED**

The administration recommends passage of Ordinance No. 857-B on first reading.

**SUGGESTED MOTION**

I move that the council pass Ordinance No. 857-B on first reading.

Reviewed by:



City Manager

**ORDINANCE NO. 857-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, DIRECTING THE CITY'S PARTICIPATION IN THE FEDERAL E-VERIFY PROGRAM; DIRECTING THE VERIFICATION OF NEW HIRE EMPLOYMENT ELIGIBILITY THROUGH THE E-VERIFY PROGRAM; REQUIRING CONTRACTORS AND BUSINESS ENTITIES CONTRACTING WITH THE CITY TO PARTICIPATE IN THE E-VERIFY PROGRAM; DIRECTING THE CITY MANAGER TO CREATE CONTRACTING PROTOCOLS CONSISTENT WITH THE NEW REQUIREMENTS; AND ESTABLISHING AN EFFECTIVE DATE HEREOF.**

**WHEREAS**, the City has an interest in ensuring that those who contract with the City employ only individuals who are employment eligible; and

**WHEREAS**, "E-Verify", an Internet based system operated by the Department of Homeland Security in partnership with the Social Security Administration, is free and voluntary; and

**WHEREAS**, "E-Verify" is the best means available for determining employment eligibility of new hires and the validity of their Social Security number; now, therefore,

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

**Section 1. Definitions.** The words herein shall be defined as follows for the purposes of their interpretation in this ordinance:

A. "Business Entity" means any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit, with the City. The term "business entity" shall include, but not be limited to, partnerships, corporations, contractors, and subcontractors doing business with the City.

B. "Contractor", for purposes of this ordinance, means a person, employer, or business entity that enters into a contract or an agreement with the City to perform any service or work or to provide a certain product in exchange for valuable consideration. For purposes of this ordinance, the term "contractor" shall not include government agencies; legal, architectural, and engineering service providers; those whose contracts would be exempt from competitive bidding under City ordinance; those whose contracts issue under City ordinance; those whose supplies and services are purchased under City ordinance; regulated providers of insurance, bonding, banking, or investment services; or public utilities.

C. "E-Verify" shall mean the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996, Pub. L. No. 104-208, Division C, Title IVY s. 403(a), as amended, and operated by the United States Department of Homeland Security, or a successor electronic verification of work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees pursuant to the Immigration Reform and Contract Act of 1986, Pub. L. No. 99-603.

D. "Unauthorized Alien" means a person who is unauthorized to be lawfully employed in the United States, pursuant to 8 U.S.C. § 1324a(h)(3). The City shall not conclude that a person is an unauthorized alien unless and until an authorized representative of the City has verified with the federal government, pursuant to 8 U.S.C. § 1373(c), that the person is an unauthorized alien.

**Section 2. Application of E-Verify Requirements.**

A. As a condition for the award of any City contract for public works in excess of One Thousand Dollars (\$1,000) or any other City contract in excess of One Thousand Dollars (\$1,000), the contractor shall enroll in the E-Verify program or its successor, and thereafter shall provide the City documentation affirming its enrollment and participation in the program. The conditions of this section shall not apply to contracts that:

1. Are only for work that will be performed outside the United States;
2. Are for a period of performance of less than sixty (60) days; or
3. Are only for:
  - a. Commercially available off-the-shelf items (COTS) as defined by federal law;
  - b. Items that would be COTS items, but for minor modifications;
  - c. Items that would be COTS items if they were not bulk cargo; or
4. Provide commercial services that are:
  - a. Part of the purchase of a COTS item (or an item that would be a COTS item, but for minor modifications);
  - b. Performed by the COTS provider; and

c. Are normally provided for that COTS item.

B. Contractors shall be required to continue participation in the E-Verify program throughout the course of their business relationship with the City.

C. If a contractor described in subsection A uses a subcontractor whose work in connection with the performance of the contract would be subject to the requirements of subsection A were the contract to be with the City of Chehalis, the subcontractor shall, as a condition of the contract, certify to the contractor in a manner that does not violate federal law that the subcontractor has registered and is participating in the E-Verify program and will not knowingly employ or contract with an unauthorized alien.

D. The City shall include specific written notice in all requests for bids or proposals subject to this section that contractors may be required to enroll in the E-Verify program pursuant to subsection A as a condition of award. Contractors are exempt from this section if they received requests for bids or proposals not containing such notice.

E. Nothing provided in this section or any City ordinance shall relieve contractors otherwise subject to federal E-Verify requirements from complying with the requirements of federal law.

**Section 3. Enforcement of E-Verify Contract Terms.**

A. The City Manager or his/her designee shall develop contracting protocols facilitating enforcement of the requirements of this ordinance. The City shall suspend a contract with any business entity or contractor that the United States Attorney General or the Secretary of Homeland Security has found to have been in violation of 8 U.S.C. § 1324a should the business entity or contractor fail to correct the violation within thirty (30) business days of receiving notice of the violation from the United States Attorney General or the Secretary of Homeland Security.

B. The City shall not suspend the contract of any business entity or contractor per subsection A of this section if, prior to the date of the violation, the business entity or contractor verifies the work authorization of any alleged unlawful workers using the E-Verify program and demonstrates the same to the City.

C. The City shall have the additional authority to forfeit a portion of any retainage held by the City on any such contract not to exceed the sum of Five Thousand Dollars (\$5,000) as an added penalty for breach of the compliance requirements of the E-Verify law. In order for this additional penalty to be enforceable, reference to the same must be included in the bid specifications, or notice of acceptance of the contract, provided by the City to the contractor.

**Section 4. Effective Date.** The effective date of this ordinance shall be the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

**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 \_\_\_\_\_, 2010.

\_\_\_\_\_  
Mayor

Attest:

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

Approved as to form and for content:

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

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

**TO:** The Honorable Mayor and City Council

**FROM:** Judy Schave, City Clerk,  
Selection Committee Members: Caryn Foley,  
Larry MaGee, and Allyn Roe

**DATE:** May 12, 2010

**SUBJECT:** Award Website Redesign Project

**ISSUE**

As part of the Chehalis Renaissance Plan, it was recommended the city implement a new Chehalis brand. An element of this rebranding included redesigning the current website to include more focus on visitor information and promotion of business.

**DISCUSSION**

In 2009 the administration put out a request for proposals (RFP) for a website redesign project. The city received three proposals at that time; however, funding for the project was questionable and the project was pushed back to 2010. In March of 2010, the RFP was put out again and the city received 24 proposals ranging from \$2,316 to \$69,950.

A selection committee consisting of myself, Caryn Foley, Administrative Assistant to the City Manager, and Chehalis Community Renaissance Team Chair, Larry McGee, and Co-Chair, Allyn Roe, met regularly to discuss and review all of the proposals. Our goal was to come up with a redesign that was clean, professional, and attractive, without being overly busy and hard to navigate through. Areas of interest were City Government, resident services, tourism and visitor information, promotion of business, and ownership of the site. We also took into consideration pricing, hosting, and on-going maintenance fees.

After our initial review we went on-line and looked at the various website designs the vendors noted in their proposals, as well as other sites they created. We were then able to narrow the field down to three proposals that we felt would best meet the needs of the city and still be reasonable in price. From there, we used the information provided in each of the three proposals to make a list of what they were proposing in their pricing. After that, we called the references and from those conversations we were able to narrow the field down to two vendors, Aha Consulting, Inc., out of Lake Oswego, Oregon, and Tower Innovations, out of Smithville, Missouri.

The two finalists were called and asked to provide an on-site or webcast demonstration of their work and to answer any questions regarding their proposals. The committee, as well as representatives from various departments, including: Becky Fox, Court Administrator, Judi Smith, Public Works Office Manager, Tracey Cox, Recreation Assistant, and Ben Smith, our new intern, sat in on the demonstrations. Aha Consulting, Inc., presented their demo and information in person, while Tower Innovations presented theirs via the internet.

After careful review of what each had to offer, the committee felt the proposal received from Aha Consulting, Inc., would best meet the needs of our request to redesign and develop a new city website. The initial fee for the site design and development is \$9,950, and \$3,000 for the annual hosting, maintenance and support fees. The committee would also recommend the optional on-site kickoff meeting and training (2-3 days), at \$800 per day plus travel expenses, to work face-to-face with Aha to create the look and feel we want for our new website. The committee is recommending the funding for this project, \$15,350, which includes: kick-off meeting and training; website design and development, and annual hosting, maintenance and support, be paid out of the tourism fund. A copy of the proposal has been attached for your review.

One item that was common among most of the proposals was the on-going maintenance, hosting and support fees. As noted above, Aha Consulting, Inc.'s, proposal requires an annual fee of \$3,000 for this service, which includes: hosting of our site using a Rackspace "Cloud" hosting environment in two separate locations (Texas and Oregon); 80GB Disk space; 500GB Bandwidth; daily backup; security upgrades; site monitoring and recovery; and 24/7 customer support. Mr. McGee is familiar with Rackspace. They are a first tier provider with the security, anti-spamming, privacy and virus protections of a first tier hosting provider. The annual fee would be negotiable after three years, and like most technology, would most likely go down in cost. The selection committee believes a portion of the on-going annual fee to be tourism related and funding a portion of it from the tourism fund is recommended. The remainder would be funded out of the City Clerks budget in the general fund starting in 2011.

Aha Consulting, Inc. uses a Drupal web Content Management Solution (open-source software that is owned by the public and avoids proprietary licensing fees). This was a benefit of Aha Consulting, Inc. as compared to other proposals that only offered proprietary content management. Another key point is that with the use of open source software, Chehalis will own the site and if we decide to part ways with Aha, we can move it to our site. Many municipal sites are in effect leased from the Web site developer and not owned by the respective municipality. This locks those cities into expensive switching costs. With Aha we avoid that possible situation.

The committee agreed, the proposal from Aha Consulting, Inc. will address the specific requirements of our request and will be highly interactive and engaging, with a focus on tourism, community and business.

#### **RECOMMENDATION / COUNCIL ACTION DESIRED**

The administration recommends that the council accept the proposal received from Aha Consulting, Inc., to provide website redesign and development services for the city, and authorize the city manager to execute the contract agreement.

#### **SUGGESTED MOTION**

I move that the council accept the proposal received from Aha Consulting, Inc., to provide website redesign and development services for the city, and authorize the city manager to execute the contract agreement.

Reviewed by:



City Manager

## PERSONAL SERVICES AGREEMENT

THIS PERSONAL SERVICES AGREEMENT ("Agreement") is entered into between City of Chehalis ("Client") and Aha Consulting, Inc ("Aha").

### RECITALS

- A. Client requires services that Aha is capable of providing under the terms and conditions hereinafter described.
- B. Aha is able and prepared to provide such services as Client requires under the terms and conditions hereinafter described.

The parties agree as follows:

### AGREEMENT

1. **Term.** The terms of this Agreement, unless sooner terminated pursuant to provisions set forth below, shall be from date of contract signing through July 2011. Any termination of this Agreement shall not extinguish or prejudice Client's right to enforce this Agreement with respect to (i) breach of any warranty; or (ii) any default or defect in Aha's performance that has not been cured.
2. **Compensation.** Client agrees to pay Aha for the services and related expenses required as detailed in Exhibit A, Proposal, attached hereto and by this reference incorporated herein. Services and related payments will adhere to the stipulations of Exhibit A unless modified by both parties using a completed Project Change Request.
3. **Scope of Services.** Aha's services under this Agreement shall consist of services as detailed in Exhibit A.
5. **Integration.** This Agreement, along with the description of services to be performed attached as Exhibit A contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.
6. **Notices.** Any notices, bills, invoices, reports or other documents required by this Agreement shall be sent by the parties by United States mail, postage prepaid or by return receipt email to the addresses listed below. All notices shall be effective when delivered. If mailed, notices shall be deemed effective forty-eight (48) hours after mailing, unless sooner received.



To the Client:

[JSchave@ci.chehalis.wa.us](mailto:JSchave@ci.chehalis.wa.us)

Client: City of Chehalis  
ATTN: Judith A. Schave  
350 N Market Boulevard, Rm 101  
Chehalis, WA 98532

To Aha:

[brian.gilday@ahaconsulting.com](mailto:brian.gilday@ahaconsulting.com) OR

Aha Consulting , Inc.  
ATTN: Brian Gilday  
415 North State Street  
Suite 138  
Lake Oswego, OR 97034

Either party may change the addresses set forth above for purposes of notices under this Agreement by providing notice to the other party in the manner set forth above.

7. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the state of Washington without resort to any jurisdiction's conflicts of law, rules or doctrines.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers on this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

Aha Signature: \_\_\_\_\_

Name and Title: Brian Gilday, President

DATED: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Name and Title: name, title

DATED: \_\_\_\_\_

EXHIBIT "A"



A proposal for:  
The City of Chehalis, Washington  
Website Redesign



Aha Consulting Inc.  
415 North State Street #138  
Lake Oswego, OR 97034  
[www.ahaconsulting.com](http://www.ahaconsulting.com)

Contact: Brian Gilday  
[brian.gilday@ahaconsulting.com](mailto:brian.gilday@ahaconsulting.com)  
Phone: 503-675-5121  
Fax: 888-475-3753



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## 1. Cover Letter

April 14, 2010

City of Chehalis  
ATTN: Judy Schave, City Clerk  
350 North Market Boulevard, Room 101  
Chehalis, Washington 98532

Dear Selection Committee:

Thank you for the opportunity to deliver a proposal for the City of Chehalis website design project. We appreciate the opportunity to share our proposed plan for creating a solution that will enable you to deliver a highly-effective, long-term web solution for the residents, businesses, visitors, and staff of Chehalis.

An organization's website is its voice to the outside world. Aha Consulting understands the importance and benefits that an effective website can deliver. Our principals have delivered effective web solutions to public and private agencies for over 15 years. Our attached proposal outlines our understanding of your requirements, our approach for addressing those requirements, biographies of the core team members that will be dedicated to this project, our methodology, and sample deliverables.

Please do not hesitate to call me at (503)675-5121 if you have any questions or are interested in an online demonstration.

We look forward to the opportunity of working with the City of Chehalis.

Sincerely,

A handwritten signature in black ink that reads "Brian Gilday". The signature is written in a cursive style with a large, looping "y" at the end.

Brian Gilday



## 2. Project Overview

We have read your request for proposal carefully and have prepared a proposal to address your specific requirements.

**City of Chehalis requirements** - It is clear that you must deliver an effective web solution that meets the following objectives:

- ✓ **Highly interactive and engaging:** Obtain a modern public-facing website for the City that contains the key features and functionality found on today's best sites
- ✓ **Community focused:** the site should provide an easy way for residents and visitors to access information regarding community attractions, events, restaurants, shopping, and recreation activities
- ✓ **Business focused** – provides a hub for information regarding business and economic development as well as resources for current and prospective business owners
- ✓ **Consistent Design Templates:** pages should have a consistent, site-wide look and feel
- ✓ **Training** – Current and future staff need to be well-trained on the system

Our Aha FastTrack for Drupal web content management solution will provide your organization with a leading edge website with the latest web technologies that meets and exceeds your above requirements.

**Our solution is easy for staff** - Our solution will provide your organization personnel the capability to immediately update your new site with the latest information on a daily basis without requiring the help of an information technology professional. Staff members with differing levels of technical knowledge will be able to create web pages, add calendar events, attach files and photos, and create new menu links.

**Our solution is easy for site visitors** - Your residents, business owners, and visitors will be able to search the website, download documents, and easily navigate the menu structure.

**We will professionally manage your web design project** – Our expert team will guide and assist you through the entire project. Our project manager will ensure that you understand the timeline and key milestones necessary to successfully complete the project on time.

**Aha Consulting – City Websites Made Easy!**



### 3. Company Overview

Our organization was founded in 2002 as Open Solutions Partners with a focus on delivering enterprise-class web solutions to public and private sector clients. In 2008 Open Solutions Partners merged with Fenway Technology Group – rebranding the merged organization as Aha Consulting, Inc.

Our founders grew up in New England and came from large global consulting firms such as Anderson Consulting, Accenture, Deloitte, IBM, and Oracle. We have a passion for helping organizations leverage the power of the web to improve communication, increase customer self-service, and reduce internal operating costs. We specialize in the following areas:

- ✓ Program and project management
- ✓ Website Design, development, and back-office integration
- ✓ Cities, towns, counties, libraries, and universities
- ✓ Drupal Web Content Management System (CMS) experts

We are based in Lake Oswego, Oregon, which is 10 miles south of Portland. We are currently serving clients in 7 states.

Legal Name: Aha Consulting Inc.  
Company Office: 415 North State Street, Suite 138  
Lake Oswego, OR 97034  
Office: 503-675-5121  
Fax: 888-475-3754

State of Incorporation: Oregon

Primary Point of Contact: Brian Gilday – President  
[brian.gilday@ahaconsulting.com](mailto:brian.gilday@ahaconsulting.com)  
503-675-5121

Company Website: [www.ahaconsulting.com](http://www.ahaconsulting.com)

Years in Business: 7



#### **4. Our Project Team**

Aha Consulting is focused on customer service and have the necessary skills to ensure your project's success. Your team will consist of the following:

##### **Brian Gilday, Project Lead and Chief Information Architect**

Brian is an information technology expert, former U.S. Naval Officer, and former Big 5 consultant with Deloitte Consulting. He has led engagements large and small with budgets ranging from \$5k to \$50M covering a wide spectrum of web and other technologies.

Brian holds a BS in Computer Science with distinction from the United States Naval Academy (Annapolis, MD) and an MS in Computer Information Systems from Boston University. Brian has also served as an Associate Professor at MIT and Boston University. Brian has a knack for staying cool under pressure, insulating his team from distractions, and allowing them to stay focused on achieving the end goal.

Brian understands how to architect local government web solutions with the best of them, and he usually finds ways to streamline an internal business process or two along the way.

##### **Julie Bonaduce, Creative Lead**

Julie has had her fingers in nearly all aspects of design and development. Julie brings over 25 years' experience to the team, with particular strengths in brand identity, digital media, and web interface design. But her skills are more than skin deep aesthetics. Julie's formative years were spent in various business management, executive sales, and administrative roles, so she knows how to run an effective ship. Most importantly, she understands that even the slickest creative rollout must serve practical business objectives. A short list of long-term clients includes Adidas International, Ziba design, Metropolitan Group, and On-Site Financial.

##### **Paul Harkins, Lead Drupal Developer and QA Analyst**

Paul has been working on software systems for years and a strong member of our team. Once your site requirements are finalized, we will turn to Paul for any custom development work that might be required. In addition, Paul has many years experience in quality assurance testing, so he will be acting as Aha's lead tester for the engagement.



## 5. Qualifications and References

For the last 15 years our founders have partnered with municipalities to leverage technology in ways that:

- ✓ Simplify how residents, businesses, and visitors conduct business with a municipality
- ✓ Promote resident self-service
- ✓ Accelerate communications
- ✓ Cut operating costs and streamline internal processes

We have developed a municipal web CMS solution built on open source technology that has features and functionality previously available to only the largest of private enterprises. We have experience working with these Fortune 100 companies and now bring that experience to local government. By building our solution using the popular Drupal open source framework, we can leverage the contributions of over 10,000 web developers across the globe to provide an unparalleled municipal web solution at a very compelling price point. We call our solution *Aha Fast Track for Drupal*.

Companies with private, proprietary municipal systems are finding it hard to compete with the speed at which we can leverage the Drupal community to add new, more powerful Web 2.0 technologies to our *Fast Track* solution. These companies have dozens of employees to work on their proprietary system, but that is no match when compared to the speed and power of thousands of Drupal developers.

By selecting our non-proprietary, open-source *Aha Fast Track for Drupal* solution, you will have made a decision that will benefit you tactically and strategically. You will immediately get a powerful, easy-to-use web CMS that rivals any other in the marketplace. You will also be positioned to strategically expand your Web solution as new web technologies emerge.

Key features of our *Fast Track* solution include:

- ✓ **Simple to use** - simple web-based interface for staff to create and update pages
- ✓ **Distributed Control** – each department manages its own home page, menus, and content
- ✓ **Training** – we train your staff via a combination of onsite training, electronic tutorials, and video
- ✓ **Live Video** – we integrate with Granicus or Webcasting.com and also provide a custom option
- ✓ **Online Web Forms** – create your own custom forms, receive email alerts, export results to Excel
- ✓ **Secure Online Payments** -- promote resident self-service and reduce internal operating costs
- ✓ **Email subscriptions by category** -- daily and weekly digests
- ✓ **Photo Galleries** –department can add photo albums; images automatically scaled and resized
- ✓ **ADA / Section 508 compliance**
- ✓ **Features, features, and more features** – our solution will definitely grow with the City

Aha 'gets' municipalities and we get the web. We're customer-service focused. **We are the Drupal experts for cities.** We will provide a solid, user friendly solution for the City of Chehalis.





CITY HALL 72500 Salamo Rd. West Linn Oregon 97068

telephone: (503) 657 0331 fax: (503) 650 9041

## CITY OF West Linn

August 13, 2008

To Whom It May Concern:

In the fall of 2007, the City selected aHa! Consulting (formerly known as Fenway Technology Group) from over 40 bidders nationwide, to provide professional design and development services to help the City redesign its web site. The new site went live in the summer of 2008.

Throughout the project (which is currently in its second phase), Mr. Gilday demonstrated excellent project management skills in keeping the project on time, on task, and on budget; as well as strong analytical and planning skills and guidance in understanding, defining, and translating the City's requirements for the site into the finished product. In addition, he also demonstrated strong knowledge and awareness of industry trends and techniques that allowed the City to embrace leading-edge technology while working within the City's limited resources. And he and his team continuously went the extra mile by providing value-added services over and above his required deliverables.

Because of his commitment to delivering a quality product and his enthusiasm for helping the City successfully accomplish its goals for the site, I'm very excited in recommending aHa! Consulting for any web and information technology projects that you may have. And I know that you will be as pleased with the results Mr. Gilday and his associates provide, as well as your relationship with them.

Please contact me if you would like any additional information about our experience working with aHa! Consulting or the type of services they provided.

Sincerely,

Steve Arndt, Chief Technology Officer  
City of West Linn, Oregon



CITY HALL 22500 Salamo Rd West Linn Oregon 97068

telephone: (503) 657 0331 fax: (503) 650 9041

## CITY OF West Linn

August 13, 2008

To Whom It May Concern:

I highly recommend aHa! Consulting for your web and information consulting needs. My experience working with aHa! Consulting has exceeded expectations, and resulted in a dynamic, innovative, and creative web site for the City of West Linn.

I often tell people that aHa! Consulting "gets" municipal government. Mr. Gilday and Mr. Tomlinson have a base of understanding about the unique needs of municipalities and the ways that information needs to be arrayed on a web site to fully meet the requirements of public noticing, information requests, and practical usage. aHa! Consulting seeks to understand the needs of the different audiences that visit a government web site, and then tailors web and information architecture solutions that are creative and thoughtful.

Mr. Gilday and Mr. Tomlinson also possess superior project management skills, and the City of West Linn has successfully redesigned and implemented a highly technical and content-rich web site on-time and on-budget. They consistently provided service, guidance, and support that resulted in the successful site launch.

Please contact me if you would like additional information about the exceptional service offered by aHa! Consulting.

Sincerely,

Kirsten Wyatt  
Assistant to the City Manager  
City of West Linn, Oregon



**OREGON  
CITY**

**Geographic Information Systems (GIS)**

320 Warner Milne Road | Oregon City OR 97045  
Ph (503) 657-0891 | Fax (503) 657-6629 | [maps.orcity.org](http://maps.orcity.org)

**September 16, 2009**

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To Whom it May Concern:

I wholeheartedly recommend the services of Aha Consulting for website and technical development work. Our experience with Aha during our 2009 website rewrite was extremely positive. Brian Gilday worked with a disparate web development team and skillfully guided us through a complicated process, and delivered a fantastic website.

Most impressive was that Aha listened to our concerns and observed how our current tools were serving us. They considered the customer, employee, technical, and economic perspective of each decision, and offered creative solutions that laid the groundwork for even more advanced solutions. We never felt "sold" or pushed to go in another direction, except when that direction truly was in the best interest of our website goals.

In all respects I would recommend Aha as a valuable partner – they delivered a fantastic website on time and according to budget. In addition, Brian Gilday truly understands the needs and limitations of municipal governments, and stays informed on existing and future technologies.

Oregon City continues to work with Aha as we add even more functionality to our site. I would be happy to answer any questions you may have.

Sincerely,

David

David Knoll  
Information Technology Supervisor  
City of Oregon City, Oregon, 97045  
503-496-1557  
Website: [www.orcity.org](http://www.orcity.org) | Maps: [maps.orcity.org](http://maps.orcity.org)

---

City of Oregon City | PO Box 3040 | 320 Warner Milne Road | Oregon City, OR 97045  
Ph (503) 657-0891 | [www.orcity.org](http://www.orcity.org)



**City of West Linn**  
[www.westlinnoregon.gov](http://www.westlinnoregon.gov)  
 Go-live July 2008

**Overview**

The City of West Linn has one of the most feature rich municipal websites in the country, and we are honored to be a partner in developing that site for them on top of the Drupal CMS framework.

West Linn has been successful in leveraging the web to:

- Improve communication with the public by providing relevant, up-to-the-minute updates on the City Home Page
- Promote resident and business owner self-service by offering **online payments, online forms, email subscriptions, video integration, and RSS feeds**
- Lower City costs by reducing calls into City Hall and transitioning manual, paper-based processes to automated, electronic-based processes

We managed this strategic communication project for the City by coordinating a refresh of not only the City website, but their logo design, print collateral, and signage as well.

We helped the City gain additional efficiencies by **consolidating four disparate websites and URLs (City site, Police site, Parks & Recreation site, and Library site) into one unified and consistent web presence for all City departments.**

We provide ongoing support of the website, which is being hosted on City servers in a Windows environment (Windows, Apache, MySQL, and PHP).

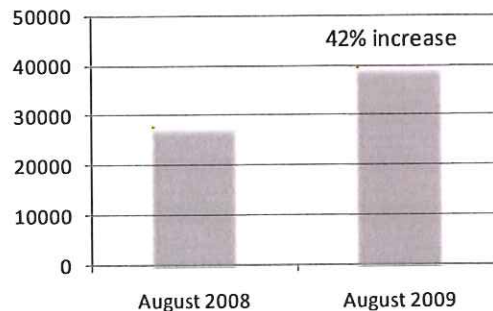
Reference: Kirsten Wyatt, Assistant City Manager  
[kwyatt@westlinnoregon.gov](mailto:kwyatt@westlinnoregon.gov)  
 503-657-0331



West Linn launched its new website in mid-July 2008.

The number of West Linn site visitors have increased 42% in the past year, when comparing August 2009 (40,000 visitors) to August 2008 (28,000 visitors) [based on Google Analytics data].

**West Linn website visits**





**Oregon City**  
[www.orCity.org](http://www.orCity.org)

Go-live: June 2009

**Overview**

We provided Oregon City with a modern, feature-laden web solution that leverages the powerful Drupal web CMS.

We managed this project in parallel with the City's rebranding project (logo, letterhead, and signage) to ensure their new web design was a logical extension of that rebranding.

This site feature dynamic content on the City home page and departmental home pages, **role-based permissions for Department personnel to manage and control their own micro sites, integration with the Granicus video system, secure online payments, a cool online photo gallery, and a host of other features.**

We provide ongoing support of the website, which is being hosted on City servers in a Windows environment (Windows, Apache, MySQL, and PHP).

Reference: David Knoll, IT Director  
[dknoll@orCity.org](mailto:dknoll@orCity.org)  
503-496-1557





City of Peekskill, New York  
[www.Cityofpeekskill.com](http://www.Cityofpeekskill.com)

Go-live: June 2009

**Overview**

We designed and developed, host, and support a Drupal based web CMS for the City of Peekskill New York that should serve them for many years to come.

In addition to providing Peekskill with all the bells and whistles of our Aha Fast Track for Drupal eGovernment solution, we have also:

- \* integrated their site with the webcasting.com 3rd party video solution
- \* integrated their site with the WebQA Citizen response / 311 System

Peekskill plans to enhance their website in the future by adding a secure, online payment solution.

We are hosting the City's website on the Rack Space cloud (Linux, Apache, MySQL, PHP)

Reference: Greg Matera, IT Director  
[gmatera@Cityofpeekskill.com](mailto:gmatera@Cityofpeekskill.com)  
914-943-6236



**City of Newberg**  
[www.newbergoregon.gov](http://www.newbergoregon.gov)  
 Go-live: September 2009

**Overview**

The City of Newberg is located in the beautiful Willamette Valley south of Portland, Oregon.

We designed, developed, and support a Drupal-based web CMS that includes all of our standard *Fast Track* for Drupal functionality in addition to:

- Secure online payments and e-commerce shopping cart
- City Capital Projects integration and templates
- Online Job Postings
- LDAP integration for username / password authentication
- Library website integration (the library previously had their own separate site)

We provide ongoing support of the website, which is being hosted on Newberg servers in a Windows environment (Windows, IIS, MySQL, and PHP).

Reference: Greg Stiffler, Webmaster  
[stiffler@newbergoregon.gov](mailto:stiffler@newbergoregon.gov)  
 503-554-7769





### Our Solution – Aha Fast Track for Drupal

Our solution is based on Drupal, a free open source Web Content Management System (CMS) that is being used on tens of thousands of websites around the world for organizations such as Yahoo, Nike, Harvard University, Sony, and the United Nations.

We are the Drupal experts for municipalities. Our solution is well beyond the basic, out-of-the-box Drupal core solution and based on over 4000 hours of effort to create.



### Aha FastTrack features

#### User login and security, forgot my password

Log in [Request new password]

Username: \*

Enter your City of Oregon City username

Password: \*

Enter the password that accompanies your username

Log in

Internet based: login and update the site from home, office, or abroad

Role-based permissions: user permissions restricted based on department micro-site role

Request new password: request a new password if and when you forget it

#### Dynamic web page categorization (tags and taxonomies)

Key Tags:

- Form (application, permit, or any other type of form that will be added to the Forms A to Z list)
- Document (key document of particular importance you want to highlight and add to the Documents A to Z list)
- News and Press Releases (a noteworthy news item or press release and will be added to the City Home Page "Recent News" block)
- RFP (content is a request for proposal, bid, or similar)
- Service (content will be added to the Services A to Z list)
- Video Gallery (this page provides a link to a community video and will be added to the Media Gallery)

- Tag it once, display in multiple places: This classification by taxonomy tags allows us to create unique, dynamic display of your web content --- you create a web page once and it automatically displays in multiple locations based on category. We will create a custom set of categories based on what works best for you.



### Word-like editor



- **Browser-based:** create and update web pages right from your web browser with a Word-like editor and the pages are available for instant display on the website
- **Customizable:** Restrict which buttons/features are available to content authors based on their role based on you organization web style and usability guidelines
- **In Page Editing:** browse to the page you wish to edit, click the Edit button, and immediately make changes to a page
- **Version control and audit trail:** when someone makes a page update, we never 'delete' old versions. You can easily revert back to an older version and also view the difference between versions. An audit trail is kept to tell you the date/time of the change as well as who made it
- **Image auto-scaling and resizing:** upload images to a page and our solution will automatically scale, resize and save them in a web-friendly file size
- **File attachments:** easily attach files to your web pages that site visitors can download
- **Internal cross-reference links:** easily create links from one page to other related pages. Our system stores the cross-reference in the database to make sure the links won't break over time.
- **External links:** easily create links on a page to other related external web pages
- **Paste text from Word:** easy pasting from Word that strips out any unnecessary Word-specific elements
- **Spellchecker:** misspelled words are highlighted for you

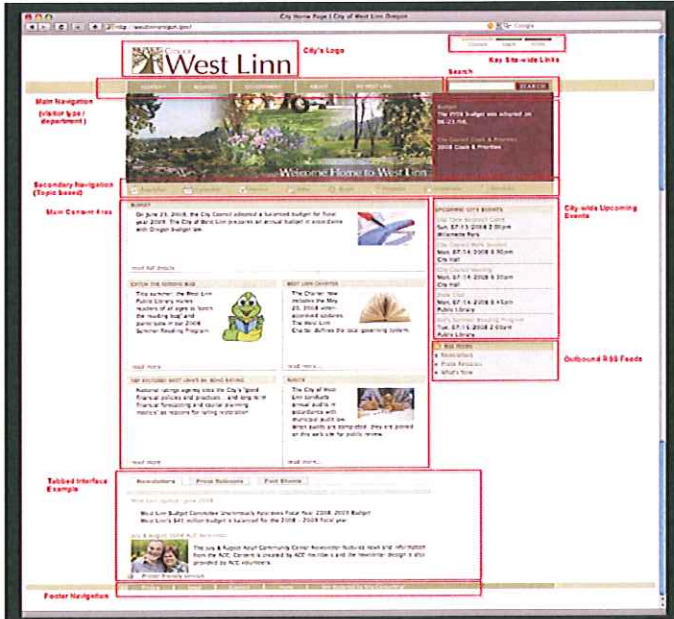
### Event Calendar and Scheduling



- **Department Calendars:** filter events by department and display site-wide
- **Yearly, monthly, weekly, and daily views:**
- **Upcoming events:** automatically displayed on home page – only events specific to your department will appear on each City department's homepage
- **Meeting Agendas, Minutes, and Supporting Documents:** upload any file attachments you want and have them available for download

- Scheduled publish and un-publish dates: optionally control exactly when an event is published or unpublished (works for regular non-event pages too!)

### Dynamic City Home Page



- User Control: the webmaster controls the City home page via our browser-based interface
- Instantly Promote a Page: instantly promote any web page or calendar event as a home page headline/featured item with one click. When something important happens that your constituents need to know, promote it to the home page
- Spotlight menu: provide one-click access to your most frequently visited pages
- Upcoming Events: automatically updated based on your calendar
- Press Releases / Newsletters: provide special block for latest news
- How do I / Where to I quick links: provide quick links to most frequently asked questions
- Photos Around City
- Current Weather
- More.....: choose from several possible blocks to feature on the home page

## Site within a Site (Departmental Micro-sites)



- **Home Page for each department:** all the functionality of the site-wide home page, but controlled at the department level:
- **Role-based control:** only change pages within your department
- **Simple to use:** all controls are browser-based and can usually be learned during a short training session
- **Specifics:** each department will be able to control its own:
  - department home page (change your home page headline and feature items whenever you want)
  - department menu system
  - department calendar (yearly, monthly, weekly, daily)
  - upcoming department events (upcoming events updated automatically on your home page)
  - department meetings (attach agendas, minutes, video, audio)
  - department forms (PDF and online web forms)
  - department document center (FTP upload to documents folder and sub-folders)
  - department job postings
  - department press releases
  - department photo gallery
  - department search
  - department e-notifications (with our e-notifications system, residents and business owners can subscribe to receive daily or weekly notifications of department-specific content)
  - a staff member to be assigned to one or more departments
  - personnel outside your department will be restricted from modifying your content



### **Online web forms**

We provide an easy to learn online web form tool that allows each department to create their own web forms. When a site visitor completes the form, the appropriate department personnel receive an email informing them of the submission. All form submissions are stored in the database and can be exported in CSV or Excel format.

### **RSS Feeds - Inbound and Outbound**

Inbound: We have a robust RSS feed capability that allows site visitors to sign up for specific content based on category.

Outbound: In addition, we can automatically pull web content from external websites and display them on your website. Your site will automatically refresh the data on an hourly basis.

### **Search**

We provide search functionality in many fashions including basic site-wide search, advanced search based on type of content, advanced search by department.

### **A to Z Services**

We offer an "A to Z Services" feature that allows you to designate any web page as an A to Z Service. The A to Z Service page would be searchable and also display services alphabetically. By clicking on each service, it will link you to that particular service.

### **Public Documents Center**

We provide a "Public Documents" page which aggregates all public documents accessible from the City website.

### **Content Versioning**

Our platform provides automatic versioning of content. If a content item is updated, the pre-updated version is stored in the database for historical or roll-back purposes.

### **Content Scheduling**

Our platform includes the ability to schedule content to appear on the website at a given date and time, and to cease being published at a future date and time. This feature allows you to author content in advance of when it should be published – letting the system handle publishing the content at the appropriate time. It also provides the ability for the system to automatically "un-publish" content at a user-defined date and time.

### **ADA/Section 508 Compliance**

We will work with you to incorporate the following ADA elements into your newly redesigned website:



1. A text equivalent for every non-text element
2. The ability to incorporate equivalent alternatives for any multimedia presentation that is synchronized with the presentation
3. Cascading style sheets that allow you to change the color schemes of the site
4. Documents organized so they are readable without requiring an associated style sheet
5. Redundant text links shall be provided for each active region of a server-side image map
6. The ability to incorporate client-side image maps
7. The ability to incorporate row and column headers for data tables
8. The ability to apply markup to associated data cells and header cells for data tables that have two or more logical levels of row or column headers
9. The ability to assign titles to frames to facilitate frame identification and navigation
10. Pages that are designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz
11. A text-only style sheet that allows pages to be rendered with equivalent information or functionality
12. When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology
13. When a web page requires that an applet, plug-in or other application be present on the client's system to interpret page content, the page must provide a link to a plug-in or applet
14. When electronic forms are designed to be completed on-line, the form will allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including directions and cues
15. A method that permits users to skip repetitive navigation links
16. When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required

### **Image scaling and Resizing**

Your content contributors will be able to upload images and photos via a standard image upload field. Our solution will automatically scale those images to one or more sizes that you specify and save the file in a web-friendly reduced size. There is no need for your content contributors to use a 3<sup>rd</sup> party product like Photoshop to optimize the image size for the web. Our solution automatically does that work for you.

### **Custom multi-tabs**

If desired, we will provide a multi-tab feature on your home page for user-friendly display of newsletters, press releases, etc. This allows for making a large amount of content available to your site visitors in a manner that conserves the amount of space that is required.



#### **Auto archiving of content**

We will allow for key content to be displayed in an Archive view based on age of the content, by year. Your archives can be categorized based on type of web page, such as meetings, press releases, news items, projects. We will work with you to define your own custom categories.

#### **Printer Friendly pages**

We will provide a "Printer Friendly Version" link on all individual web page items to allow your site visitors to easily print those pages.

#### **Email a Friend links**

We will provide a "Send to Friend" link on all individual web page items to allow your site visitors to easily share pages with other by sending them an email link to that page.

#### **Site Metrics and Monitoring Capabilities**

We will integrate Google Analytics for generating web usage statistics and presenting that information in an easy to understand format. This is useful for tracking which areas of your site are receiving the most visits and which are receiving the least.

#### **Meeting Manager – Agendas/Minutes**

We will include a special table-based view of all upcoming "public" meetings that provides easy access to agendas and meeting minutes. In addition, each meeting can be opened to show the full details of the meeting. We integrate and cross-reference meeting agendas and meeting minutes

#### **Online Job Applications and Resume Submissions**

We provide a complete online job application and resume submission system that allows user to apply for jobs online.

#### **Frequently Asked Questions**

Our Drupal based solution includes the capability for your staff to post FAQs and have them categorized alphabetically, by department, or by special categories. New FAQs can be added or updated at any time and will immediately and instantly be added to the list.

#### **Anti-spam controls**

We implement the popular CAPTCHA feature to prevent spam bots from submitting your online forms. We present either a letter-based challenge or simple math challenge to ward off the spam bots.



### **Online Payments and Secure E-Commerce Shopping Cart**

We offer a complete, turnkey online payment solution with a full-featured shopping cart. Allow your site visitors to complete online applications and make payments via credit card - integrated into your website, with 128-bit SSL encryption. Reduce time spent by internal staff opening letters, re-typing application information, and processing check-based payments. Make life easier for your residents by providing self-service capability. Increase compliance and revenues because it is now easier to do busy with you.

### **Streaming Live Video**

We offer a complete, turnkey streaming video solution that includes the streaming of public meetings "live" as well as the streaming of archived videos. Our solution also includes the capability to integrate your videos with our meeting management solution --- allowing you to relate videos to meetings as well as specific agenda items. You can click on an agenda item, and it will immediately fast-forward you to the correct location within the video.

We provide you with the necessary hardware (a media encoding server) that connects to your audio visual equipment. In addition, we store and stream your videos from our external video streaming servers.

As an alternative, we also integrate with your existing 3<sup>rd</sup> party online video solutions if required. We are currently integrating sites with Granicus and webcasting.com.

### **Email Notifications/Subscriptions and daily/weekly e-mail digests**

We have a robust e-mail notification system that allows site visitors to sign up for daily or weekly email digests of updated content – based on category.

### **Interactive Maps / GIS Integration**

It is very common for cities to offer an interactive mapping GIS solution for their residents. We will ensure that your website integrates with this solution by either offering a link to that service or, if you prefer, showing the interactive maps within your existing website through the use of iFrames. We have integrated with the ARC IMS GIS mapping product for other clients. We also have the capability to integrate with Google Maps.

### **Blogs**

Blogs can be setup for any user on the site and blog posts can be aggregated by department. You can turn commenting on to allow site visitors to post comments. Comments are moderated so you get to control when the comment is actually published to the site.



## 6. Project Costs

We recommend the following elements of our FasTrack solution based on your RFP.

One-time Fee (see project details)	Total
<p><b>Aha Fast Track for Drupal <u>Plus</u>:</b> one-time fee includes these modules and functionality:</p> <ul style="list-style-type: none"> <li>• Project management</li> <li>• Word-like editor</li> <li>• Website design with city logo, custom colors, and sitemap</li> <li>• Custom Information architecture</li> <li>• Custom graphic design (choose from multiple one-of-a-kind concepts using your City's branding materials)</li> <li>• Dynamic Home Page (promotable featured items)</li> <li>• Rotating Headline Images/Articles</li> <li>• Training (web teleconference)</li> <li>• Training - standard User Guide</li> <li>• Content Migration 10 pages per department (150 pages migrated max – client can create unlimited web pages)</li> <li>• unlimited webmaster userids</li> <li>• unlimited users per department</li> <li>• Forgot my password</li> <li>• Printer friendly pages</li> <li>• Email a friend pages</li> <li>• Photo Gallery</li> <li>• Press Releases / News</li> <li>• A to Z Services</li> <li>• A to Z Forms and Documents</li> <li>• FTP / Document Center</li> <li>• Search</li> <li>• "Key Links" Menu</li> <li>• Meeting Agendas/Minutes</li> <li>• Job Postings</li> <li>• Bids/RFPs</li> <li>• RSS Feeds (latest content, job openings, bids/RFPs, plus up to 5 custom feeds)</li> <li>• Contact Us Online submittable Form</li> <li>• Three custom online submittable forms</li> <li>• ADA/508 compliance</li> <li>• Image Auto-scaling and resizing</li> <li>• Auto archiving of meetings agendas/minutes</li> <li>• Site Metrics and monitoring</li> <li>• Anti-spam form controls</li> <li>• Content Versioning / Audit trail</li> <li>• Revert to old versions</li> <li>• Custom page groupings by category</li> <li>• 15 Departmental home pages / sites-within-a-site</li> <li>• Event Calendar (Yearly Monthly Weekly Daily)</li> <li>• Upcoming Events auto-updated on city home page</li> <li>• Departmental Calendars</li> <li>• Committee Calendars</li> <li>• Department Upcoming Events auto-updated</li> <li>• Committee Upcoming Events auto-updated</li> <li>• Content scheduling (publish / un-publish)</li> <li>• Department role-based security</li> <li>• Videos (inline progressive videos)</li> <li>• Meeting audio links</li> <li>• Meeting video links</li> <li>• Facebook and Twitter integration</li> <li>• A la carte feature add-on capability and custom integration on a time and materials basis</li> <li>• Emergency Alerts Scrolling Ticker</li> </ul>	<p><b>\$9,950</b></p>
<b>Total</b>	<b>\$9,950</b>

**Notes:**

- We submit invoices monthly based on completed project work as detailed below.





## 7. Project Details

<b>A. Analysis and Timeline Development</b>	2-3 weeks
<ul style="list-style-type: none"> <li>Analyze current website content, functionality, and requirements</li> <li>Complete organizational and department assessment questionnaires and telephone interviews</li> <li>Formalize project team composition and development timeline (key milestones, activities, dates, and responsibilities)</li> <li><b>DELIVERABLES:</b> Worksheets and project timeline</li> </ul>	\$2,000
<b>B. Project Kickoff and Initial Training</b>	2 days
<ul style="list-style-type: none"> <li>Conduct project kickoff session</li> <li>Meet with key team members to present project overview via web teleconference</li> <li>Conduct page development training (create, edit)</li> <li><b>DELIVERABLES:</b> Project kickoff presentation, training guides and a 3-hour training web teleconference session (additional training provided – see section G training)</li> </ul>	\$2,000
<b>C. Graphic Design</b>	3-4 weeks
<ul style="list-style-type: none"> <li>Collect branding materials and photographs</li> <li>Complete design questionnaire and select preferred layouts</li> <li>Create design specification</li> <li>Create a professional and attractive 'look and feel' graphical design</li> <li><b>DELIVERABLES:</b> Design specification, graphic design (home pages, individual pages)</li> </ul>	\$1,500
<b>D. Information Architecture Design</b>	1-2 weeks
<ul style="list-style-type: none"> <li>Develop global navigation and sub-navigation</li> <li>Determine taxonomy structure and categories</li> <li><b>DELIVERABLES:</b> Global navigation structure</li> </ul>	\$500
<b>E. Site Setup</b>	2-4 weeks
<ul style="list-style-type: none"> <li>Implement graphic design</li> <li>Configure site in accordance with approved information architecture design</li> <li>Use departmental content worksheets and contact departments as needed for additional content, migrating existing content or develop new pages as needed</li> <li>Aha will develop approximately 100 standard pages; client will finalize content prior to go-live</li> <li><b>DELIVERABLES:</b> Fully functional site; initial content migrated</li> </ul>	\$2,000 + optional add-ons
<b>F. Test and Review</b>	1-3 weeks
<ul style="list-style-type: none"> <li>Review and validate website features and design</li> <li>Make final revisions and corrections</li> <li><b>DELIVERABLES:</b> Initial content development and module content</li> </ul>	\$1000
<b>G. Training</b>	1-3 weeks
<ul style="list-style-type: none"> <li>Provide training refresher</li> <li>Conduct basic webmaster training</li> <li>Conduct advanced webmaster training</li> <li><b>DELIVERABLES:</b> up to 20 hours online phone train-the-trainer training for up to two employees</li> </ul>	\$500
<b>H. Finalize Content and Go-Live</b>	TBD



<ul style="list-style-type: none"> <li>• Client completes train-the-trainer sessions with department staff</li> <li>• Client completes migrating existing content and creating new content</li> <li>• Launch site and make DNS changes</li> <li>• <b>DELIVERABLES:</b> Live site, final project review report</li> </ul>	\$450
<b>Total</b>	<b>\$9,950</b>

## 8. Hosting, Maintenance, and Support

Aha will provide hosting, maintenance, and support at a rate of \$250 per month (\$3,000 per year) billed annually.

The following hosting, maintenance, and support services are included in the above figure.

### Hosting:

- Aha will host the City website using a Rackspace "Cloud" hosting environment.

### 80GB Disk space:

- Aha will provide up to 50GB of disk storage for City website files and database. The City will have capability to FTP files to this site.

### 500GB Bandwidth:

- Aha will provide unlimited data transfer per month to support City website visitor traffic.

### Daily backup:

- City web files and databases will be backed up daily.

### Security upgrades:

- Aha will apply security upgrades to your solution's core and contributed modules. This ensures that your website is always as secure as possible.

### Site Monitoring and Site Recovery:

- Aha will install auto-monitoring software routines that constantly monitor website performance and instantly alert us when problems occur.

### 24x7 Customer support:

- We will provide your primary IT contact phone numbers to reach us for 24x7x365 for any catastrophic site issues.
- We will also be available from Monday to Friday 7AM to 5PM Pacific via email and telephone to handle routine questions from City staff related to the operation of the website.

The initial billing for annual hosting, maintenance, and support occurs at the completion of *Site Setup* described in the previous section.



## 9. Optional Add-Ons

**Onsite Project Kickoff and Onsite Training (2 or 3 days):** \$800 per day + travel expenses

**Unlimited Online web forms:** \$1,500 (we train you how to create your own custom forms with an online tool)

**City Project pages with Google Maps integration:** \$2,500

**Business Directory with Google Maps integration:** \$2,500

**Citizen Response Center:** \$2,500

**Email Subscriptions:** daily/weekly email digests of content with ability to choose specific departments and types of content. \$1,500

**Blogs:** \$1,000

**Online Payments:** secure SSL online payments and shopping cart functionality integrated directly on your website (not a 3<sup>rd</sup> party bolt-on) with credit card, check, and money order processing (starting at \$6,000)

**Logo/Branding refresh:** refresh the current City logo and create business cards, letterhead, and other templates (newsletters, etc) to match – ask for quote as this depends on scope of re-branding

# City of Chehalis Website Redesign Project Timeline [DRAFT]

May 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>Note to Selection Team:</b> This represents an aggressive, best case schedule for delivering the City of Chehalis website redesign project with an August 31 <sup>st</sup> go-live. Should you move forward with us (Aha) as your website design partner, we recommend that you set expectations that the new website would be live on or about October 1 <sup>st</sup> – which would provide us with a 5-week buffer to deal with any unexpected issues that may arise during the project.					
2	3	4	5	6	7 Chehalis finalizes selection of web design partner	8
9	10 City Council approves vendor and budget	11	12	13	14	15
16	17 Chehalis starts redesign worksheets	18	19	20	21 <b>Contract signed!</b>	22
23	24	25	26	27	28 Chehalis completes redesign worksheets	29
30	31					

City of Chehalis Website Redesign Project Timeline [DRAFT]

June 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Meeting: review worksheet & schedule follow-on sessions as needed	2	3	4 Aha completes baseline website setup	5
6	7	8 Project Kickoff / Overview Project Design Meeting / Workshop	9 Training (core team – up to 10 staff)	10 Chehalis starts migrating content!	11 1PM Weekly Team web teleconference	12
13	14 Chehalis continues content migration	15	16	17	18 1PM Weekly Team web teleconference	19
20	21 Chehalis continues content migration	22	23	24 Aha presents initial website design concepts to City	25 1PM Weekly Team web teleconference	26
27	28 Chehalis continues content migration	29 Chehalis /Aha evaluate and refine design concepts	30			

City of Chehalis Website Redesign Project Timeline [DRAFT]

July 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	
				1PM Weekly Team web teleconference	1PM Weekly Team web teleconference	
			8	9	10	
				1PM Weekly Team web teleconference	1PM Weekly Team web teleconference	
			15	16	17	
			Chehalis selects and approves final design!	1PM Weekly Team web teleconference	1PM Weekly Team web teleconference	
			22	23	24	
				1PM Weekly Team web teleconference	1PM Weekly Team web teleconference	
			29	30	31	
			Aha completes website update based on approved designs	1PM Weekly Team web teleconference	1PM Weekly Team web teleconference	

City of Chehalis Website Redesign Project Timeline [DRAFT]

August 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Chehalis begins user acceptance testing	3	4 TRAINING ROUND #2 if needed	5	6 1PM Weekly Team web teleconference	7
8	9 Testing and minor revisions	10	11	12	13 1PM Weekly Team web teleconference	14
15	16 Testing and minor revisions	17	18	19	20 1PM Weekly Team web teleconference	21
22	23 Chehalis approves site for go-live! Final go-live preps	24	25	26	27 1PM Weekly Team web teleconference	28
29	30 Go-Live with new site! <u>Internal team goal!</u>	31				

City of Chehalis Website Redesign Project Timeline [DRAFT]

September 2010						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Buffer / slack time	2	3	4
5	6 Buffer / slack time	7	8	9	10	11
12	13 Buffer / slack time	14	15	16	17	18
19	20 Buffer / slack time	21	22	23	24	25
26	27	28	29	30 Go-Live with new site! <u>external</u> public goal		





## **11. Assistance from City**

The City should select a project manager and small core team of 1-3 others to work closely with us during the course of the project. Specific things we will need include:

- The City will make available to Aha the inventory of existing applications, websites, and content at the start of this effort.
- The City will assign a single point of contact for Aha to interact with that will be responsible for coordinating the schedules of City employees who will participate in this effort.
- The City will review any deliverables requiring formal approval within 5 business days and return all comments/issues to Aha at or before those 5 days have elapsed. Aha will in turn return updated deliverables for final review within 5 business days.
- The City will assign one person who will act as the "ultimate decision maker" in the case where consensus among the team cannot be reached. We assume that this person will have the authority to make decisions for all departments represented in this effort.
- Aha will leverage electronic communication tools (e.g., web teleconference, secure online forums, email, conference calls, project portal) to facilitate frequent communication with the City team members while Aha is off-site.
- The City will provide Aha all relevant images, photos, logos, colors, and other branding material to be incorporated into the site.

## **12. Acknowledgement of Ownership / Conflict of Interest**

- Client retains complete ownership of individual web page content, file attachments, and photos.
- Aha has no known conflict of interest with client.

## **Thank You**

Thanks once again for the opportunity to present our proposal. We would be happy to provide a demonstration and to answer any additional questions you may have.

Brian Gilday  
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Aha Consulting Inc  
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503.675.5121 office

## **EXHIBIT “B”**

### **Things the committee considered and liked about Aha Consulting, Inc.**

Open source – runs on standard software that keeps up with the pace of technology

Drupal Technology – No license fees

Hosted in two separate locations (Texas and Oregon) on Rackspace “Cloud” environment. Rackspace is one of the high quality hosting providers in America, which is important for protection of privacy, security, and the images on our site.

Provides daily backups, security upgrades, site monitoring and recovery

They offer add-ons that can be added at a later date

City will own the source code

Excellent browser capacity and capabilities

Browser based: create and update web pages right from the web browser with a Word-like editor

Free upgrades within the Drupal software as they become available

Refresh site every two years (part of the support contract)

Came very highly recommended by all their references, noted: enjoyable to work with, flexible, prompt, and they get local government and the unique challenges and opportunities we face in the public sector. We heard “Aha is the best vendor we have ever worked with.”

Close in proximity, it will be easy for them to be on site; others will be remote unless we pay a lot for them to be in Chehalis

The owner, Brian Gilday, is very enthusiastic and loves what he does, and has a straight forward approach

Will make recommendations about what’s necessary, compared to what is trendy; will provide options, but is very willing to make tweaks to fit what we want and how we want our new site to look like. It will not be an “off the shelf” website. We perceive Aha will not overall us on Web features and function.

Brian took the time to visit our website and incorporated our RFP into his demo