

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

Terry F. Harris, District 1 Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Anthony E. Ketchum Sr., District 3 Mayor	Dennis Dawes, Position at Large, Mayor Pro Tem Chad E. Taylor, Position at Large Bob Spahr, Position at Large
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Regular Meeting of March 22, 2010

6:00 P.M.

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

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.

PROCLAMATIONS		
3. <u>Sexual Abuse/Assault Awareness Month.</u> (Mayor)		

CONSENT CALENDAR		
4. <u>Minutes of the the Regular Meeting of March 8, 2010.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	5

STAFF AND CITY COUNCIL REPORTS

6. <u>Staff Reports.</u>		
a. February financial report. (Finance Manager)	INFORMATION ONLY	6
b. Update on hiring attorney for FEMA mapping issue. (City Manager)	INFORMATION ONLY	
7. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

NEW BUSINESS

8. <u>Resolution No. 7-2010 – First and Final Reading, Declaring City Property Surplus.</u> (City Clerk)	ADOPT	11
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**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, APRIL 12, 2010

March 8, 2010

The Chehalis city council met in regular session on Monday, March 8, 2010, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:15 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Dennis Dawes. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Bob Nacht, Community Development Director; Tim Grochowski, Public Works Director; and Patrick Wiltzius, Wastewater Superintendent.

1. **Executive Session.** Mayor Ketchum announced the council would be in executive session pursuant to RCW 42.30.110(1)(c) – lease or sale of real estate for approximately 45 minutes and there would be no decision following conclusion of the executive session.

Mayor Ketchum announced the council would take a four minute recess at 5:59 p.m. and re-open the regular meeting at 6:03 p.m. Additional staff included: Glenn Schaffer, Police Chief; Kelvin Johnson, Fire Chief; Eva Lindgren, Finance Manager; Peggy Hammer, Human Resources Administrator; Dave Vasilauskas, Water Superintendent; and Rick Sahlin, Street Superintendent. Members of the news media included Adam Pearson from *The Chronicle* and Ron Hall from KITI.

2. **Tourism Dollars.** Jim Valley, Centralia-Chehalis Chamber Executive Director, talked briefly about the tourism dollar allotment the Chamber would receive as part of the tourism contract with the city, which was on the consent calendar for the council's consideration. Mr. Valley stated they looked forward to putting forth a greater effort at the Chamber to do a better job of promoting Chehalis, Lewis County, and the City of Centralia. He noted they recently started working with the webmaster that runs the Tour Lewis County website, adding they would be doing some improvements to that as well.

Councilor Dawes noted they used to receive emails about upcoming ribbon cutting ceremonies and such, and had noticed those had slacked off. Mr. Valley noted Councilor Dawes must have slipped off their email list, but he would make sure he received the notices from now on. Mayor Ketchum suggested he check to be sure that all the councilors were on the list to receive emails. Mr. Valley reported they had a ribbon cutting ceremony the following day, at 11:00 a.m., at the Visiting Nurses on Market Boulevard.

3. **2009 Chehalis Community Spirit Award.** Mayor Ketchum, along with Chehalis Foundation Representative J. Vander Stoep, Chehalis Business Association (CBA) Chair and Director of the Lewis County Historical Museum Debbie Knapp, business owner and CBA member David Hartz, and Jim Valley, presented James Lintott, a former resident from Chehalis, with the 2009 Chehalis Community Spirit Award in recognition of his generosity and continued support to the community. Mr. Lintott was presented with a proclamation, Chehalis mints, a desk clock with the city logo, and a key to the city.

Mr. Lintott thanked the city, adding he lived a very blessed life everyday because of the people of this community. He stated he grew up with wonderful parents, teachers, mentors and friends who were always there to worry, care and help when he needed a hand. Mr. Lintott indicated his success really wasn't that surprising considering the support he received. He stated he felt like he had the spirit of Chehalis in his life everyday, adding he missed the west coast terribly and still considered it to be his home.

Mr. Hartz reported they were holding a reception for Mr. Lintott at the Shire, and invited the council and community to join them following the meeting.

4. **Rosie the Riveter.** Edna Fund and Dr. Susanne Weil reported on the Rosie the Riveter Celebration taking place at the Centralia Community College on Wednesday, March 10, at 1:00 p.m. Dr. Weil, who coordinated the 2010 Lyceum Lecture Series, provided a copy of the 2010 brochure to the council and members of the audience. She reported the lecture series showcased Northwest Washington talent, with this year's focus on Lewis County. Ms. Fund noted the refreshments for the March 10 event would be coming from the Chehalis Deli.

Dr. Weil talked briefly about some of the other events, noting 2010 was the centennial of Mark Twain's death and Timberland Library and the Lyceum had put together a whole series of events for the occasion.

5. **Consent Calendar.** Councilor Dawes moved to approve the consent calendar comprised of the following:

a. Minutes of the special work session of February 16, 2010, and the regular meeting of February 22, 2010;

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b. Payroll Vouchers No. 33334-33385 in the amount of \$106,759.89 dated February 19, 2010; Claim Vouchers No. 96105-96224 in the amount of \$123,802.19 dated February 26, 2010;

c. Authorize the City Manager to execute the 2010 Agreement between the city and the Centralia-Chehalis Chamber of Commerce to provide tourism promotion and visitor information services for the City, the City of Centralia, and Lewis County in an amount not to exceed \$21,000 (\$7,000 each);

d. Authorize the City Manager to execute a master interlocal agreement for reimbursable work between the City and Lewis County Public Works;

e. Confirm re-appointment of Dr. John McCord to the Chehalis-Centralia Airport Governing Board for a six year term expiring December 31, 2015;

f. Award bid for the Newaukum River Bridge Watermain Replacement Project to Pilchuck Diversified, Inc., in the amount of \$347,664.16; and

g. Authorize City Manager to execute the interlocal agreement between the City and the Chehalis-Centralia Airport Governing Board; the addendum to the interlocal agreement between the City and the Port of Chehalis; and the memorandum of understanding between the City and the Centralia-Chehalis Chamber of Commerce for the purpose of retaining legal counsel and professional services in the review of the FEMA map diagram as presented.

The motion was seconded by Councilor Pope and carried unanimously.

6. Staff Reports.

a. Status of Spring Park Openings. Bob Nacht reported the kitchen facility and picnic shelter application form had been revised to be consistent with the City of Centralia's form, adding their goal was to make things as consistent with other agencies processes and procedures, as much as possible.

Mr. Nacht reported they would be reducing the number of rental periods for the V.R. Lee Building and Hess Kitchen from the current three periods, to two periods a day. He noted, with limited staffing, they didn't have the ability to monitor and replace paper towels and such, as frequently as they used to. Mr. Nacht indicated they were experiencing a number of issues with the facilities, which was causing them to have to do more cleaning in between renters. He felt by reducing it to two periods per day, it would allow more time for staff to clean in between rentals. Mr. Nacht reported they did some research on the number of building rentals and found very little usage during that second period of the day and believed the public would not be negatively impacted by the change.

Mr. Nacht reported they were also addressing the banquet permits for alcohol usage and liability insurance. In addition, they were identifying ways for a person who rents a shelter to actually be able to reserve a portion of the grassy area outside a shelter, or building for purposes of outdoor weddings, receptions, and such. Mr. Nacht noted they had a lot of usage for those types of purposes and were trying to set up a mechanism to where people can set up their outdoor events without violating a lot of the parks protocol.

Mr. Nacht reported they were also developing a process to address issues they were running into for community-wide uses of the park, such as, the Seattle to Portland bike ride, the Cascade Country Cook-off, and a number of other usages of the park system.

Mr. Nacht indicated they were going to start allowing building rental applications to be submitted to the community development department for up to one year in advance, rather than opening the door every year on November 15 for all building rentals for the following year. He reported as they go through the process of streamlining their procedures they may run into a glitch here and there, but those issues would be addressed as they run across them.

Councilor Pope reported the Lintot/Alexander Park had a nice new shelter that was built and completed this past year.

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b. **Update on Hiring Attorney for FEMA Mapping Issue.** City Manager MacReynold reported they had been interviewing four different attorneys and attorney firms over the last couple of weeks. He noted the interview panel consisted of Chamber Executive Director Jim Valley, Airport Manager Allyn Roe, City Attorney Bill Hillier, and Bob Nacht.

City Manager MacReynold reported they had completed the interview process and had narrowed it down to two. He stated all references had been contacted as of late that afternoon and they would be meeting Tuesday afternoon to make their selection. City Manager MacReynold noted City Attorney Hillier would be working with him to negotiate a contract, adding he was encouraged by the references and the level of experience that the two front-runners brought.

City Manager MacReynold reported they would be working in cooperation with Lewis County, who was taking care of the technical side through Prosecutor Michael Golden's office. He noted they would also be working with the Lewis County Public Utility District, as they had some significant contacts at the federal level.

Councilor Spahr asked if we sign a contract with an attorney now, could another organization or municipality join later. City Manager MacReynold stated they certainly could, adding we would welcome all the help we could get.

Mayor Ketchum stated he appreciated all of those who had stepped forward to join us in the fight.

Councilor Harris stated he had been contacted by a number of individuals who would be affected by the new FEMA maps, adding it would be nice to find a way for them to be heard. City Manager MacReynold reminded Councilor Harris that there would be a public process that FEMA would have to go through. He stated with the assistance of the county and the other partners, their hope was to get them to push the release of the draft map out, which would give us more time to develop a strategy that would position us through any possible legal process.

7. **Council Reports.**

a. **Way Finding Sign Unveiling.** Councilor Dawes noted he and Councilor Spahr attended the unveiling of the first of the new way finding signs located across the street from city hall. He reported Larry McGee did a nice job speaking on behalf of the Chehalis Community Renaissance Team.

b. **Lewis County Historical Museum Fashion Show.** Councilor Dawes reported he attended the Lewis County Historical Museum Fashion Show on February 20. He felt the show itself went off great, and they raised about \$3,300 for the museum. Councilor Dawes stated it would have been nice to see a few more people in attendance.

c. **Meeting with Lewis County Economic Development Council (EDC) Director.** Councilor Spahr reported he had a meeting with Lewis County EDC Director, Dick Larman, adding he was still trying to bring himself up to speed on a lot of issues.

d. **Fact Finding Mission in Arizona.** Councilor Spahr noted he just got back from a fact-finding mission down in Arizona. He reported in looking over his brother-in-law's utility bill, they had very little applied to usage and a lot to the base charge. Councilor Spahr reported their fees for water and sewer were about \$86 dollars per month, whether you were there or not. He felt Chehalis was pretty competitive, adding he originally thought they were a lot lower than what we were.

e. **Chehalis River Basin Partnership Meeting.** Councilor Harris reported on the Chehalis River Basin Partnership meeting he attended, adding both Commissioners Schulte and Averill were also in attendance. He stated they were still looking for new sources of funding and had decided to form a foundation, rather than a non-profit. Councilor Harris noted the reasoning behind forming a foundation was because it would allow the committee to have more control.

f. **Ghost Hunting Adventure.** Mayor Ketchum reported he sat in on a ghost hunting session at the Aerie in Centralia; however, there were no encounters with any ghosts that evening.

g. **28th Annual Historical Bicycle Ride.** Mayor Ketchum announced the 28th Annual Historical Bicycle Ride put on by the Chehalis/Centralia Optimist Club was set for Saturday, May 8, with registration between 7:00 – 9:00 a.m., at Stan Hedwall Park. He noted Rose Spogen who normally comes to the council to promote the bike ride was unable to make it this

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year.

h. **Comcast HD Technology Fee.** Councilor Spahr brought up the letter received from Comcast concerning the new HD Technology fee, and the old HD equipment rental fee. He noted he was unsure if they could do anything about it, but he would like to question it a little bit more. Councilor Spahr noted it appeared the new \$6.50 HD Technology fee was going to be charged for each hookup, and he was curious as to what the fees were for the rental equipment they were no longer going to charge for.

City Manager MacReynold reported he would be happy to follow up on the issue.

8. Resolution No. 6-2010, First and Final Reading – Amending the 2010-2015 Six-Year Transportation Improvement Plan (STIP). Tim Grochowski reported the administration was requesting the council to approve an amendment to the current 2010-2015 STIP. He indicated the request was due to the addition of three projects that were identified for potential stimulus funding. The projects included asphalt overlays for the following:

- National Avenue from Kresky Road to Exhibitor Road
- Louisiana Avenue from Highway 6 to Chamber of Commerce Way
- Riverside Drive from the south city limits

Mr. Grochowski reported the projects needed to be shovel ready at the time the funding becomes available. He noted there was not much more work they could do except asphalt overlay on those projects.

Mayor Ketchum stated it was always good news when they had the possibility to do something with someone else's money.

Councilor Harris moved that the council amend the 2010-2105 Six-Year Transportation Improvement Plan and Resolution No. 9-2009 by adopting Resolution No. 6-2010 on first and final reading.

The motion was seconded by Councilor Pope and carried unanimously.

There being no further business to come before the council, the meeting adjourned a 6:41 p.m.

Mayor



Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of March 8, 2010.

CITY OF CHEHALIS
AGENDA REPORT

DATE: March 1, 2010
TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager 
PREPARED BY: Michelle White, Accounting Tech II 
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

1. Payroll Vouchers No. 33386 through 33469 and Payroll Vouchers No. 1277 through 1342 in the amount of \$738,818.75 dated February 26, 2010 and the transfer of \$544,521.37 from the General Fund, \$26,631.60 from the Arterial Street Fund, \$76,504.01 from the Wastewater Fund, \$70,439.41 from the Water Fund, \$16,100.76 from the Storm & Surface Water Utility Fund, and \$4,621.60 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the February 26, 2010, Payroll Vouchers No. 33386 through 33469 and Payroll Vouchers No. 1277 through 1342 in the amount of \$738,818.75.

SUGGESTED MOTION

I move to approve the February 26, 2010, Payroll Vouchers No. 33386 through 33469 and Payroll Vouchers No. 1277 through 1342 in the amount of \$738,818.75.

Reviewed by: , City Manager

To: The Honorable Mayor and Council
 Via: Merlin MacReynold, City Manager
 From: Eva K. Lindgren, Finance Manager
 Date: March 17, 2010
 Subject: Monthly Financial Reports for February

City of Chehalis
 Comparative Financial Reports
 February 2009 and 2010

GENERAL FUND (#001) REVENUES	A February 2009		B February 2009		C=B/A		D February 2010		E February 2010		F=E/D		G		H ^a		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Expected % Rec'd ^b	Expected % Rec'd ^b	Var'nc Exp'd	% Variance						
General Property Taxes	\$1,181,000	\$8,282	\$1,212,580	\$4,219	0.7%	\$1,212,580	\$4,219	0.3%	16.7%	(\$197,878)	-16.4%							
EMS Property Taxes	226,000	1,575	230,920	802	0.7%	230,920	802	0.3%	16.7%	(37,685)	-16.4%							
Sales & Use Tax	3,700,000	638,669	3,300,000	539,026	17.3%	3,300,000	539,026	16.3%	16.7%	(10,974)	-0.4%							
Electricity Tax	370,000	69,668	400,000	53,235	18.8%	400,000	53,235	13.3%	16.7%	(13,432)	-3.4%							
Gas/Natural Gas Tax	261,500	49,931	284,000	43,357	19.1%	284,000	43,357	15.3%	16.7%	(3,976)	-1.4%							
Criminal Justice Tax	110,000	17,050	100,000	15,132	15.5%	100,000	15,132	15.1%	16.7%	(1,535)	-1.6%							
Infund Water/Sewer Tax	330,200	0	328,200	26,702	0.0%	328,200	26,702	8.1%	16.7%	(27,998)	-8.6%							
Garbage Tax	80,000	16,246	65,000	14,993	20.3%	65,000	14,993	23.1%	16.7%	4,160	6.4%							
Cable Tax	85,000	21,103	80,000	21,122	24.8%	80,000	21,122	26.4%	16.7%	7,789	9.7%							
Telephone Tax	350,000	59,102	335,000	64,618	16.9%	335,000	64,618	19.3%	16.7%	8,785	2.6%							
Leasehold Excise Tax	34,000	8,318	34,000	8,303	24.5%	34,000	8,303	24.4%	16.7%	2,636	7.7%							
Total Tax Revenues	6,727,700	889,944	6,369,700	791,509	13.2%	6,369,700	791,509	12.4%	16.7%	(270,108)	-4.3%							
Licenses & Permits	240,984	2,825	66,080	9,201	1.2%	66,080	9,201	13.9%	16.7%	(1,812)	-2.8%							
Intergov't Grants/Entitlements	2,748,781	482,852	339,150	15,453	17.6%	339,150	15,453	4.6%	16.7%	(41,072)	-12.1%							
Charges for Goods and Svcs.	1,069,254	16,558	1,052,589	174,430	1.5%	1,052,589	174,430	16.6%	16.7%	(1,002)	-0.1%							
Fines and Forfeitures	114,375	17,137	96,360	16,455	15.0%	96,360	16,455	17.1%	16.7%	395	0.4%							
Interest Earnings	32,200	5,976	28,200	3,358	18.6%	28,200	3,358	11.9%	16.7%	(1,342)	-4.8%							
Rents/Leases	89,375	8,274	64,215	9,358	9.3%	64,215	9,358	14.6%	16.7%	(1,342)	-2.1%							
Contributions/Donations	0	0	10,952	20,603	N/A	10,952	20,603	188.1%	16.7%	18,778	171.4%							
Misc. Revenue/Insurance	2,700	1,471	3,000	1,598	54.5%	3,000	1,598	53.3%	16.7%	1,098	36.6%							
Non-Revenues	0	891	3,958	699	N/A	3,958	699	17.7%	16.7%	39	1.0%							
Total Non-Tax Revenues	4,297,669	535,984	1,664,504	251,155	12.5%	1,664,504	251,155	15.1%	16.7%	(\$26,262)	-1.6%							
Proceeds of Long-Term Debt	1,450,000	0	1,131,362	0	N/A	1,131,362	0	0.0%	16.7%	(188,560)	-16.7%							
Operating Transfers-In	103,602	0	50,000	0	N/A	50,000	0	0.0%	16.7%	(8,333)	-16.7%							
Total Other Financing Sources	1,553,602	0	1,181,362	0	0.0%	1,181,362	0	0.0%	16.7%	(\$196,894)	-16.7%							
TOTALS	\$12,578,971	\$1,425,928	\$9,215,566	\$1,042,664	11.3%	\$9,215,566	\$1,042,664	11.3%	16.7%	(\$493,264)	-5.4%							

Key:
 * The expected percentage is calculated as follows: since the report is for the 2nd month of the year, 2 is divided by 12-the number of months in the year.
^aTo calculate the dollar variance between expected and actual expenditures, the following formula is used:
 H=(D*G) - E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

City of Chehalis
Comparative Financial Reports
February 2009 and 2010

GENERAL FUND (#001) EXPENDITURES	A February 2009		B		C=B/A		D February 2010		E		F=E/D		G		H ^A		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	% Exp*	Expected	Var'nc Expected	% Exp'd	% Exp*	Expected	Var'nc Expected	% Variance		
City Council	\$68,801	\$11,713	\$97,019	\$15,170	17.0%	\$97,019	\$15,170	15.6%	16.7%	\$1,000	\$1,000	15.6%	16.7%	\$1,000	\$1,000	1.1%		
Municipal Court	320,380	50,136	320,275	54,634	15.6%	320,275	54,634	17.1%	16.7%	(1,255)	(1,255)	17.1%	16.7%	(1,255)	(1,255)	-0.4%		
City Manager#	166,282	28,170	348,613	60,182	16.9%	348,613	60,182	17.3%	16.7%	(2,080)	(2,080)	17.3%	16.7%	(2,080)	(2,080)	-0.6%		
Finance	454,920	81,996	483,290	117,655	N/A	483,290	117,655	24.3%	16.7%	(37,107)	(37,107)	24.3%	16.7%	(37,107)	(37,107)	-7.6%		
City Clerk	97,366	15,360	95,738	15,727	15.8%	95,738	15,727	16.4%	16.7%	229	229	16.4%	16.7%	229	229	0.3%		
City Attorney#	90,850	14,928	0	0	16.4%	0	0	N/A	16.7%	0	0	N/A	16.7%	0	0	N/A		
Non-Departmental	1,816,871	339,885	1,520,266	354,025	18.7%	1,520,266	354,025	23.9%	16.7%	(110,647)	(110,647)	23.9%	16.7%	(110,647)	(110,647)	-7.2%		
Human Resources	135,021	22,833	141,096	21,137	N/A	141,096	21,137	15.0%	16.7%	2,379	2,379	15.0%	16.7%	2,379	2,379	1.7%		
Police	2,309,667	379,819	2,384,344	383,120	16.4%	2,384,344	383,120	16.1%	16.7%	14,271	14,271	16.1%	16.7%	14,271	14,271	0.6%		
Fire	1,899,679	288,333	1,870,464	303,100	15.2%	1,870,464	303,100	16.2%	16.7%	8,644	8,644	16.2%	16.7%	8,644	8,644	0.5%		
Public Works - Streets	2,969,551	65,736	522,499	81,978	2.2%	522,499	81,978	15.7%	16.7%	5,105	5,105	15.7%	16.7%	5,105	5,105	1.0%		
Public Works - Engineering	273,257	41,822	278,175	54,321	N/A	278,175	54,321	19.5%	16.7%	(7,959)	(7,959)	19.5%	16.7%	(7,959)	(7,959)	-2.8%		
Economic Development	140,529	30,243	0	0	21.5%	0	0	N/A	16.7%	0	0	N/A	16.7%	0	0	N/A		
Community Development	1,725,197	260,103	1,498,170	253,015	15.1%	1,498,170	253,015	16.9%	16.7%	(3,320)	(3,320)	16.9%	16.7%	(3,320)	(3,320)	-0.2%		
TOTALS	\$12,468,371	\$1,631,077	\$9,559,949	\$1,724,064	13.1%	\$9,559,949	\$1,724,064	18.0%	16.7%	(\$130,739)	(\$130,739)	18.0%	16.7%	(\$130,739)	(\$130,739)	-1.3%		

Net Budget/Income: \$110,600 (\$205,149) (\$344,383) (\$681,400)

Key:
 * The expected percentage is calculated as follows: since the report is for the 2nd month of the year, 2 is divided by 12-the number of months in the year.
 ^To calculate the dollar variance between expected and actual expenditures, the following formula is used:
 H=(D*G) -E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)
 #In 2010, the City Attorney's budget is budgeted for within the City Manager's budget.

(1) 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) Annual insurance premiums were coded to non-departmental prior to re-allocation of premium costs to the appropriate departments and funds.

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

WASTEWATER FUND (#404) REVENUES	A February 2009		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	% Rec'd*	Expected	% Rec'd	Expected	Var'nc Expected	% Variance	Expected	% Variance	
Intergovernmental Revenues	\$0	\$158,269	\$0	\$0	N/A	N/A	\$0	\$0	N/A	16.7%	16.7%	N/A	\$0	N/A	N/A	\$0	N/A	
Wastewater Fees	3,359,740	529,057	3,510,208	523,221	15.7%	14.9%	3,510,208	523,221	14.9%	16.7%	16.7%	16.7%	(61,814)	-1.8%	(61,814)	-1.8%		
Sewer Connection/Misc. Fees	30,000	88,439	70,000	3,030	294.8%	4.3%	70,000	3,030	4.3%	16.7%	16.7%	16.7%	(8,637)	-12.4%	(8,637)	-12.4%		
Rentals	0	400	3,750	3,750	N/A	N/A	3,750	3,750	N/A	16.7%	16.7%	16.7%	3,125	N/A	3,125	N/A		
Misc. Revenues	500	420	2,500	536	84.0%	21.4%	2,500	536	21.4%	16.7%	16.7%	16.7%	119	4.7%	119	4.7%		
Interfund Principal Repayment	600,000	0	565,681	0	0.0%	0.0%	565,681	0	0.0%	16.7%	16.7%	16.7%	(94,280)	-16.7%	(94,280)	-16.7%		
Interest Earnings	52,000	6,214	54,000	2,059	12.0%	3.8%	54,000	2,059	3.8%	16.7%	16.7%	16.7%	(6,941)	-12.9%	(6,941)	-12.9%		
Totals:	\$4,042,240	\$782,799	\$4,206,139	\$532,596	19.4%	12.7%	\$4,206,139	\$532,596	12.7%	16.7%	16.7%	16.7%	(\$168,427)	-4.0%	(\$168,427)	-4.0%		

WASTEWATER FUND (#404) EXPENSES	A February 2009		B		C=B/A		D		E		F=E/D		G		H [^]		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	% Exp'd	% Exp'd*	Expected	% Exp'd	Expected	Var'nc Expected	% Variance	Expected	% Variance	
Operating Expenses	\$2,089,975	\$219,031	\$2,207,422	\$334,725	10.5%	15.2%	\$2,207,422	\$334,725	15.2%	16.7%	16.7%	16.7%	\$33,179	1.5%	\$33,179	1.5%		
Capital Outlay	525,000	4,643	70,000	789	0.9%	1.1%	70,000	789	1.1%	16.7%	16.7%	16.7%	10,878	15.6%	10,878	15.6%		
Debt Principal	1,956,098	40,533	1,717,887	82,966	2.1%	4.8%	1,717,887	82,966	4.8%	16.7%	16.7%	16.7%	203,349	11.9%	203,349	11.9%		
Interest Expense	68,344	14,709	59,481	11,822	21.5%	19.9%	59,481	11,822	19.9%	16.7%	16.7%	16.7%	(1,909)	-3.2%	(1,909)	-3.2%		
Totals:	\$4,639,417	\$278,916	\$4,054,790	\$430,302	6.0%	10.6%	\$4,054,790	\$430,302	10.6%	16.7%	16.7%	16.7%	\$245,496	6.1%	\$245,496	6.1%		

Net Budget/Income: (\$597,177) \$503,883 \$151,349 \$102,294

Key:

* The expected percentage is calculated as follows: since the report is for the 2nd month of the year, 2 is divided by 12-the number of months in the year.

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

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

(1) Debt is not paid evenly throughout the year

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

WATER FUND (#405) REVENUES	A February 2009		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	% Rec'd	% Rec'd	% Rec'd	% Exp'd	% Rec'd	Var'nc Expected	f'm Expected	% Variance	
Water Sales	\$2,258,873	\$341,058	\$2,298,896	\$345,335	15.1%	15.0%	\$2,298,896	\$345,335	15.0%	15.0%	16.7%	16.7%	16.7%	16.7%	(\$37,814)		-1.7%	
Water Connection/Misc. Fees	200,000	59,139	200,000	5,542	29.6%	2.8%	200,000	5,542	2.8%	0.0%	16.7%	16.7%	16.7%	(27,791)		-13.9%		
Interfund Principal Repayment	850,000	0	565,681	0	0.0%	0.0%	565,681	0	0.0%	0.0%	16.7%	16.7%	16.7%	(94,280)		-16.7%		
Interest Earnings	12,705	1,916	14,000	0	15.1%	0.0%	14,000	0	0.0%	0.0%	16.7%	16.7%	16.7%	(2,333)		-16.7%		
Totals:	\$3,321,578	\$402,113	\$3,078,577	\$350,877	12.1%	11.4%	\$3,078,577	\$350,877	11.4%	11.4%	16.7%	16.7%	16.7%	(\$162,219)		-5.3%		

WATER FUND (#405) EXPENSES	A February 2009		B		C=B/A		D		E		F=E/D		G		H [^]		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	% Exp'd	% Exp'd	% Exp'd	% Exp'd	% Exp'd	Var'nc Expected	f'm Expected	% Variance		
Operating Expenses	\$1,884,948	\$198,189	\$1,775,940	\$283,244	10.5%	15.9%	\$1,775,940	\$283,244	15.9%	15.9%	16.7%	16.7%	16.7%	\$12,746		0.8%		
Capital Outlay	283,000	236,945	577,000	0	83.7%	0.0%	577,000	0	0.0%	0.0%	16.7%	16.7%	16.7%	96,167		16.7%		
Debt Principal	119,638	7,000	127,464	8,000	5.9%	6.3%	127,464	8,000	6.3%	6.3%	16.7%	16.7%	16.7%	13,244		10.4%		
Interest Expense	30,482	5,325	28,725	4,975	17.5%	17.3%	28,725	4,975	17.3%	17.3%	16.7%	16.7%	16.7%	(188)		-0.6%		
Totals:	\$2,318,068	\$447,459	\$2,509,129	\$296,219	19.3%	11.8%	\$2,509,129	\$296,219	11.8%	11.8%	16.7%	16.7%	16.7%	\$121,969		4.9%		

Net Budget/Income: \$1,003,510 (\$45,346) \$569,448 \$54,658

Key:

* The expected percentage is calculated as follows: since the report is for the 2nd month of the year, 2 is divided by 12-the number of months in the year.

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

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

City of Chehalis
Comparative Financial Reports
February 2009 and 2010

STORM FUND (#406) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G			
	Budget	February 2009 Actual	% Rec'd	Budget	February 2010 Actual	% Rec'd*	Budget	February 2010 Actual	% Rec'd	Expected % Rec'd*	Expected % Exp*	Expected % Rec'd	Expected % Exp*	Expected % Rec'd	Expected % Exp*	Expected % Rec'd	Expected % Exp*	Expected % Rec'd	Expected % Exp*	
Storm & Surface Water Fees	\$405,000	\$67,805	16.7%	\$402,500	\$64,930	16.1%	\$402,500	\$64,930	16.1%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	
Storm Connection/Misc. Fees	30,000	14,132	N/A	24,000	489	2.0%	24,000	489	2.0%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	
Interest Earnings	0	0	N/A	1,500	0	0.0%	1,500	0	0.0%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	
Misc. Revenues	6,000	0	0.0%	0	0	0.0%	0	0	N/A	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	
Totals:	\$441,000	\$81,937	18.6%	\$428,000	\$65,419	15.3%	\$428,000	\$65,419	15.3%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	

STORM FUND (#406) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F			
	Budget	February 2009 Actual	% Exp'd	Budget	February 2010 Actual	% Exp'd	Budget	February 2010 Actual	% Exp'd	Expected % Exp*	Expected % Rec'd	Expected % Exp*	Expected % Rec'd	Expected % Exp*	Expected % Rec'd	Expected % Exp*	Expected % Rec'd	Expected % Exp*	Expected % Rec'd	Expected % Exp*
Operating Expenses	\$384,631	\$36,479	9.5%	\$371,642	\$55,803	15.0%	\$371,642	\$55,803	15.0%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%
Capital Outlay	60,000	8	0.0%	73,000	0	0.0%	73,000	0	0.0%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%
Totals:	\$444,631	\$36,487	8.2%	\$444,642	\$55,803	12.6%	\$444,642	\$55,803	12.6%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%	16.7%


Net Budget/Income: (\$3,631) \$45,450
(\$16,642) \$9,616

Key:

- * The expected percentage is calculated as follows: since the report is for the 2nd month of the year, 2 is divided by 12-the number of months in the year.
- ^ To calculate the dollar variance between expected and actual expenditures, the following formula is used:
 $H=(D*G) - E$ (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

RECOMMENDATION/COUNCIL ACTION DESIRED

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

Reviewed by  City Manager

**CITY OF CHEHALIS
AGENDA REPORT**

Date: March 12, 2010
To: The Honorable Mayor and City Council
From: Judy Schave, City Clerk
Subject: Resolution No. 7-2010 - Surplus Property

ISSUE

Several city departments have certain property that is no longer used or needed. State law requires that property must first be declared surplus by the city council before being sold or disposed of.

DISCUSSION

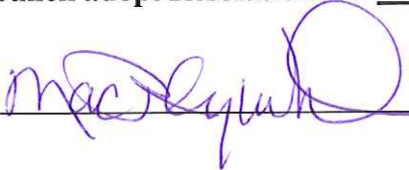
A resolution has been prepared for the council's consideration. Most of the surplus items will be sold by public auction; however, the police department has some old 'emergency' equipment, outlined in Exhibit "B," that cannot be sold to the general public and would be offered to another local agency that might have a need for it.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council adopt Resolution No. 7-2010 on first and final reading.

SUGGESTED MOTIONS

I move that the council adopt Resolution No. 7-2010 on first and final reading.

REVIEWED BY:  _____, City Manager

RESOLUTION NO. 7-2010

A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON, DECLARING PERSONAL PROPERTY OF THE CITY OF CHEHALIS TO BE SURPLUS AND OF NO FURTHER USE TO THE CITY, AND DIRECTING THE SALE AND DISPOSITION THEREOF.

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

Section 1. The following described personal property of the city of Chehalis, Washington, a municipal corporation, shall be, and the same hereby is, declared to be surplus and no longer of necessary use.

1. See Exhibit "A" Attached

2. See Exhibit "B" Attached

Section 2. The personal property described herein in shall be disposed of by the City Manager.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this ____ day of _____, 2010.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

EXHIBIT "A"

2010 Surplus Items			
	Item / Description	Model/Serial #	Chehalis ID TAG#
DEPT	PUBLIC WORKS		
Water	Greer 275 gal brown oval fuel tanks – 2		
Water	W-4 1993 Chev 1500 Extended Cab - Lic #1110	Vin# 2GCE19Z3P1234863	
Water	YT13G Ahrens Riding Mower (bad engine)	Model 936009 SN 000411	
Water	Old WFP Generator Set	SN 711942-0036	
	25/30 KW Generator & Engine/3 Phase		
CRWRF	Fuel Tank Cube 500 gal double walled		
CRWRF	Engine Generator Systems - includes:	Model #200D348 SN 5301	
	Engine Alles Chalmers	Model #6851 SN 85-3667	
	GREY 3 Phase Generator Set		
CRWRF	1958 Glass Slipper POGKR14 (WW)	WNZ6047DA858	
	w/Trailer Lic# 28571D	WA98197502	
	STREET		
Street	All Test – Diagnostic Unit		
Street	Engine Analyzer	Model 2030	
Street	Exhaust Gas Analyzer	Model 2200	
Street	Timing Light	Model 2071	
Street	Cart Mounted w/Diagnostic Leads		
Street	S-3 '84 Dodge 350 Svc Trk - Lic #D31689	Vin #1136MD34W6ES346544	
Street	Wheel Dolly		
Street	Prestone Coolant Flusher	Model 75150 Proflush & Fill	
Street	Diamond Plate Truck Boxes - 2		
Street	Delta Steel Ttool Box		
	FINANCE		
Finance	Cash Register	Sharp XE, A202 (Not usable)	
Finance	Keyboard	Standard #00017900	
Finance	Keyboard	Logitech #867462-0403	
Finance	Keyboard	Dell	
Finance	Calculator	Victor 1430-2, SN 3043500910	
Finance	Monitor	Proview #100-240V	
Finance	Computer Stands – 2		
Finance	Projector	Apollo, Model #15000	
Finance	Mouse – 2	Logitech	
Finance	Mouse	Dell	
Finance	SentrySafe	0A5848 SN AX657496	
	(electronics don't work, but the key does)		
	HUMAN RESOURCES		
HR	Fuji Camera (not digital)	Discovery 1000 Zoom	#10045
HR	Computer Side Desk w/Pullout Keyboard Tray		

EXHIBIT "A"

	POLICE		
Police	Toshiba TF671 Fax Machine	SN 00030151	
	COMMUNITY DEVELOPMENT		
CD	Computer	ECPP4310037	
CD	Ergonomic Keyboard	71305-545-7054516-00227	
CD	Standard Keyboard	K520	
CD	Adding Machine		#40058
CD	Sony Mini Recorder	ICD-P210	
CD	Radio Shack Micro Cassette Recorders- 2	AAOCHN-35380-KX-N	
CD	Brown Leather Chair - broken		
CD	Mouse	63618-OEM	
CD	Standard Cassette Transcriber	RR-830	
CD	Orange Office Chairs - 3		
CD	Small Brown Wood Desk		
CD	Picture Frames - misc. sizes		
CD	Projector		
CD	Picnic Basket		
	PARKS AND RECREATION		
P & R	Pesticide Sprayer		
P & R	Tennant 36" Walk Behind Sweeper	Model 186 SN #186-3435	
P & R	Monitor		#40031
P & R	Fax Machine		#92102
P & R	Typewriter		#01330
P & R	Dell Monitors (3)		
P & R	Compaq Monitor		
P & R	Scanner		
P & R	Cannon Printer	BJC 2000	
P & R	HP Jet Printer		
P & R	Sharp Copier	Z-57 II	
P & R	Keyboards (3)		
P & R	Impression Desktop Binding Machine		
P & R	York Speakers (2)		
P & R	Card Tables (6)		
P & R	Chairs (2)		
P & R	Coat Rack		
P & R	Mita Toner - 3 boxes	DC-4685F/4655/4685	
P & R	HP Inkjet Print Cartridge - 3 packs	29	
P & R	HP Inkjet Print Cartridge - 2 packs	49	
	COMPUTER AND NETWORK SURPLUS INVENTORY		
Citywide	Compaq Proliant DL380 Server	D113FK41K162	
Citywide	FM1100E Fibermax	G21156	
CD	Ultra Computer	105765524	
CD	Monitor	GA8GL0103006832	
Court	Gateway DAS 300x Computer	0029754817	
CH	Compaq S510 Monitor	108BB69NAF47	
Finance	Compaq Proliant DL380 Server	D113FK41K156	
Finance	HP Laserjet 4 Plus Printer	JPGF009282	#01032
Finance	Compaq Deskpro EN Computer	W118DYSZA653	#10065

EXHIBIT "A"

Finance	Monitor		#40031
Finance	HP Laserjet 1022n Printer	CNBC55Q02C	
Finance	Canon Fax	UXM29848	#04126
Finance	Dell Monitor	CN-04P121-47804-28L-C4AP	
Finance	Canon BJC 2000 Printer	EYL10783	
Finance	Umax Scanner	HAV007D017569	
Finance	Sharp Z-57II Copier	46602330	
Finance	Dell Monitor	CN-04P121-47804-292-C00M	
Finance	Monitor	FLEL07906435U	
Finance	NCR System 3430 Server	36-25798776	#01028
Finance	Canon Copier		#04123
Finance	Dot Matrix Printer Epson	AVAY018889	
Finance	HP Inkjet Printer Deskjet 697c	CN92P1K0YH	
Finance	NCR Monitor	17-24261473	
Finance	Dell Monitor	MX-07C051-47801-196-B1X9	
Finance	Monitor	114GD43AA157	
Finance	Swimtec Typewriter		#01330
Police	HP Laserjet 4m		#03107
Police	Tally T2150 Printer	92662052	
Police	Minolta Pi5509 Copier/Printer		#02129
Police	Computek Computer		#03005
Poalice	Dell Monitor	CN-0Y4299-71618-52E-BBJ1	
Fire	Net PC Computer	032112730	
Fire	Gateway Monitor	19016B078517	
Fire	Fire5 Computer		
Fire	Toshiba Satellite Laptop	48702429A	
Fire	HP Color Printer C8124A	CN373120PY	
Fire	Compaq Computer		#10063
Fire	Conext Battery Backup	NB0117141622	
Fire	Epson LQ-850 Dot Matrix	0021008016	
Fire	Keyboard		
Fire	Gateway Workstation		03188
Fire	Gateway Workstation		03186
Fire	Gateway Workstation	0017613025	
Fire	Gateway Workstation		03177
Fire	Gateway Workstation		03105
Fire	Gateway Workstation	0017532654	
Fire	Dell Workstation	6BT7D11	
Fire	TrippLite Battery Backup		
	(Wastewater Fund)		
CRWRF	Ultra Computer	104720977	#60164
CRWRF	Compaq Computer	W118DYS2A655	#10059
CRWRF	Dell Computer	7A5F2	#108628
CRWRF	19" Monitor	KR93889763	#06231
CRWRF	Compaq Monitor	114GD43AA087	
CRWRF	Dell Monitor	4512R-10PAB-89	
CRWRF	Oki ML186 Dot Matrix	AE68017373B0	
CRWRF	Epson Photo 820	DUBK117373	
CRWRF	Canon PC1060 Copier	2TU04527	
CRWRF	HP OfficeJet 710	MY94FB1082	
CRWRF	Keyboards (2)		
**HARD DRIVES HAVE BEEN REMOVED AND DESTROYED FROM ALL COMPUTERS LISTED			

EXHIBIT "A"

Finance	HP laser jet 2420d Its. (to be traded in on new printer for front desk)	SN CNGKB37198	
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Exhibit "B"

2010 Surplus Items	
Item / Description	
DEPT	
Police	Code 3 MX700 lightbars - 3
Police	Code 3 Force 4 LP6000 lightbar - 1
Police	2 Whelen TACTRL and 1 Directional Control Unit
Police	Code 3 VCON 3692L4 Siren Units - 2
Police	Code 3 3892L6 Siren Units - 4
Police	Metal Center Consoles- 4