

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
Daryl J. Lund, District 2
Dr. Isaac S. Pope, District 4

Dennis Dawes, Position at Large, Mayor Pro Tem
Chad E. Taylor, Position at Large
Bob Spahr, Position at Large

February 22, 2010

5:15 P.M.

SPECIAL BUSINESS

1. Council Photo.

Regular Meeting of February 22, 2010

6:00 P.M.

ITEM

ADMINISTRATION
RECOMMENDATION

PAGE

2. Call to Order. (Mayor)

3. Pledge of Allegiance. (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.

PRESENTATIONS

4. Sports Complex Presentation. (Dale Pullin, Thorbecke's Fitlife Center)

CONSENT CALENDAR

5. Minutes of the Regular Meeting of February 8, 2010. (City Clerk)

APPROVE

1

6. Vouchers and Transfers. (Finance Manager)

APPROVE

5

7. Routine Bridge Inspections & Load Ratings Agreement. (Public Works Director, Street Superintendent)

AUTHORIZE CITY MANAGER TO EXECUTE AGREEMENT FOR ROUTINE BRIDGE INSPECTIONS AND LOAD RATINGS WITH SARGENT ENGINEERS, INC., FOR AN AMOUNT NOT TO EXCEED \$4,300

6

8. Award Bids for Rock, Gravel and Asphalt. (Public Works Director, Street Superintendent)

APPROVE

13

9. Confirm Re-appointment of Cheri Wilder to the Civil Service Commission. (City Manager)

RE-APPOINT CHERI WILDER TO THE CIVIL SERVICE COMMISSION FOR A SIX YEAR TERM EXPIRING DECEMBER 31, 2015

16

10. Confirm Re-appointment of Scott Blinks to the Chehalis Planning Commission. (Mayor)

RE-APPOINT SCOTT BLINKS TO THE CHEHALIS PLANNING COMMISSION FOR A FOUR YEAR TERM EXPIRING DECEMBER 31, 2013

18

STAFF AND CITY COUNCIL REPORTS

11. Staff Reports.

a. January financial reports. (Finance Manager)

INFORMATION ONLY

20

b. Update on Barnes Property. (Community Development Director)

INFORMATION ONLY

STAFF AND CITY COUNCIL REPORTS CONTINUED

12. Council Reports.

a. Councilor reports. (City Council)

INFORMATION ONLY

b. Council committee reports. (City Council)

INFORMATION ONLY

UNFINISHED BUSINESS

13. Code of Ethics for Chehalis City Council Members. (Mayor)

APPROVE

25

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

SPECIAL CITY COUNCIL WORK SESSION ON MARCH 1, 2010

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, MARCH 8, 2010

February 8, 2010

The Chehalis city council met in regular session on Monday, February 8, 2010, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:01 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, and Dennis Dawes. Councilor Lund arrived at 5:12 p.m. and Councilor Taylor arrived at 5:55 p.m. Staff present included: Merlin MacReynold, City Manager; Brian Kelly, Assistant City Attorney; Judy Schave, City Clerk; and Peggy Hammer, Human Resource Administrator.

1. **Work Session – City Council Roles and Responsibilities.** Peggy Hammer introduced Lisa Roberts, Risk Services Manager for Washington Cities Insurance Authority (WCIA), to brief the council on their roles and responsibilities, as well as the do's and don'ts of council members. Ms. Roberts stated WCIA periodically visited with councils early each calendar year to identify public official conduct that can precipitate loss.

2. **Discussion on Code of Ethics Request.** Mayor Ketchum stated the council had been provided with some examples of 'codes of ethics' from three different cities. He asked if it was something the council would want to adopt, or would they just rather take the information and store it for themselves.

Councilor Harris stated he liked the simplicity of the example from Yakima, Washington; however there were certain things stated in the other two examples that he liked, as well. He asked if there was any interest in just spending some time to build their own. Mayor Ketchum felt they had enough information and didn't really need to build a new one, and suggested they just pick something they would all be willing to work with.

Councilor Lund wondered if it would give the appearance that they were doing something wrong, by doing it. Mayor Ketchum stated he only brought up the idea because for as long as he has sat on the council, people continue to accuse people of stuff, and he felt they needed to have something in front of them that they can all agree with. He stated it was fine with him if they didn't want to do it.

Councilor Dawes stated he agreed that the example from Yakima was short and sweet, and didn't feel it was necessary to make an exhaustive document that would be a verbatim copy of what state law already had. Mayor Ketchum agreed, noting it was something simplistic that they could give to council members and hand out to new council members after they are sworn in.

Councilor Spahr agreed, as well, adding the other two examples were too involved, and felt no one would read them anyway.

The consensus of the council was to direct staff to draft a 'Code of Ethics' based on the model from Yakima, and bring it back to the council for consideration.

Mayor Ketchum closed the work session at 6:00 p.m. and announced the council would take a two minute recess and reopen the regular meeting at 6:02 p.m. Additional staff included: Glenn Schaffer, Police Chief; Bob Nacht, Community Development Director; and Eva Lindgren, Finance Manager. Members of the news media in attendance included Adam Pearson from *The Chronicle*. Councilor Pope excused himself from the meeting at 5:55 p.m., to attend another engagement.

3. **New Chronicle Reporter.** Mayor Ketchum introduced Adam Pearson from *The Chronicle*, who replaced the city's former reporter Marquise Allen.

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

a. Minutes of the regular meeting of January 25, 2010;

b. Claim Vouchers No. 95864-95969 in the amount of \$461,431.76 dated January 29, 2010; and Payroll Vouchers No. 33250-33333 and 1213-1276 in the amount of \$700,674.83 dated January 29, 2010; and

c. Confirm re-appointment of Adam Holgate to the Chehalis Planning Commission for a four year term expiring December 31, 2013.

February 8, 2010

The motion was seconded by Councilor Lund and carried unanimously.

5. Staff Reports.

a. 2008-2009 Crime Statistics for Chehalis. Police Chief Glenn Schaffer walked the council through the general crime statistics for the city for 2008-2009. He provided the council with an updated list to include statistics from January 2010.

Chief Schaffer reported everything was pretty consistent; however, with regards to the total number of incidents handled in 2010, they had already exceeded last year by 80 incidents handled. He noted the reports taken had nearly doubled, and likewise the arrests were significantly up.

Chief Schaffer stated they anticipated crime would start skyrocketing about six months ago because of the economic crises; however, it didn't start increasing until December 2009.

Chief Schaffer updated the council on the uniform crime reports, which were required to be reported to the state monthly. Those crimes included: homicide, rape, robbery, assault, burglary, theft and vehicle theft. Chief Schaffer reported they already had 24 assault cases in January, and those particular numbers continued to go up during the first week of February.

Councilor Taylor noted there were a couple of drinking establishments in the downtown area that the department was having problems with, and asked if a lot of the assaults were coming from that area. Chief Schaffer indicated the majority of the assaults were not coming from those particular establishments; however, they were back to being busy and having similar problems with those types of businesses again.

Chief Schaffer reported on the increase in thefts, adding they were as high as 40 per month in 2009, and in December and January those numbers jumped up into the 70s, due to an increase in vehicle prowls.

Councilor Dawes inquired as to how many shoplifters they were getting. Chief Schaffer reported the single largest contributor of shoplifters was Wal-Mart, because they were aggressive enough and had full-time employees that go after it. He noted there was also a civil remedy for people to handle shoplifters, which sometimes dissuaded people from going after them criminally.

Chief Schaffer stated he included the department's 'use of force' numbers in the report, noting he had a very strict department policy for reporting it. He indicated if an individual does not voluntarily turn around and put their hands behind their back when being arrested, a use of force report was generated by the officers. Chief Schaffer reported they were at three percent, with 30 incidents reported in 2009. He indicated the national average was about two to three percent, adding most agencies required a higher level of force before the reporting requirements kicked in.

Councilor Harris inquired about vandalism, wanting to know what category it fit into in the report. Chief Schaffer indicated vandalism was not one of the uniform crime report numbers.

Councilor Taylor inquired about vehicle thefts, wanting to know if people were just taking the vehicles for a joyride and dropping them off somewhere. Chief Schaffer noted the statistics on the vehicle thefts also included vehicle theft recoveries. He stated the use of the new automatic license plate reader had accounted for a couple of those numbers, adding most of the vehicle thefts were found, usually in the state. Chief Schaffer noted Chehalis did not have a vehicle theft problem, where people are stealing high-end vehicles and converting identification numbers and things of that nature.

Councilor Harris asked if having the computers in the vehicles was making it easier for the officers to do their reports. Chief Schaffer stated for the small reports yes; however, it was awkward to sit in the vehicle and type reports. He indicated the primary function of the computers was to get information from the dispatch center back to the officers quicker. Councilor Dawes noted they could also do attachments with the computers, as well. Chief Schaffer stated that was correct, adding they could attach things such as recorded statements and photographs almost immediately. He reported another big roll of the computer was the automatic license plate reader and the two thermal imaging units, which all worked directly off the computers in the cars.

February 8, 2010

Councilor Dawes stated when digital photography first came out there were concerns that photos would be doctored up. He asked if digital photography was a little more easily accepted now. Chief Schaffer stated as far as he knew, it was completely accepted, because forensically any digital enhancement was easily identifiable.

Councilor Lund inquired about the new earpiece cameras, wanting to know if they were expensive, and would they save the city on insurance. Chief Schaffer reported he had seen some advertisements and read some articles on them, and there were a couple of the larger agencies in the country with them, but not very many of them were running tests on them. He stated the cameras in the vehicles had become more of an accepted practice, but they also had the cameras that ran over the ear and some that clipped to the officers shirt, which ran a few thousand dollars each. Chief Schaffer indicated he didn't know if it would save the city anything on insurance.

6. Council Reports.

a. **Flood Authority Update.** Councilor Taylor reported on the flood maps that were put out by FEMA, noting they were causing quite a stir. He stated, because of the maps and how much of the city they encompassed, he felt it would be wise to take a more proactive approach in taking care of ourselves, and suggested the council think about hiring an attorney to represent the city to try and mitigate some of the impacts the maps would have on Chehalis. Councilor Taylor stated he would like to get the council's approval to work with Mayor Ketchum and City Manager MacReynold to get an attorney hired quickly.

Councilor Spahr asked what City Manager MacReynold and Mayor Ketchum's thoughts were on the subject. City Manager MacReynold agreed with Councilor Taylor, adding it would significantly impact this jurisdiction in the long run. Mayor Ketchum felt if they sat and waited, it would have a huge financial impact on the city that we would never be able to dig out of.

Councilor Taylor reported if the maps go into effect, the majority of the area they'd been working on to try and create tax revenue would go away, and the only way they would be able to cover inflation would be to raise taxes on the current businesses.

Councilor Dawes stated the airport was a little concerned about how the mapping was going to affect them, and he suggested we team up and pool our resources together. He reported it seemed to be a nationwide issue because he came across an article written by a gentleman from Iowa regarding the new FEMA mapping, in which case they were facing a similar type of situation. Councilor Dawes agreed that they needed to be proactive.

Councilor Spahr inquired about Centralia and the County, with regards to their participation. Mayor Ketchum felt perhaps Centralia had not looked at the maps as well, adding it appeared they had a lot of area to lose.

Councilor Taylor thought going in as a group was a great idea; however, he suggested the city not wait for others to come on board. He felt others could join the team down the road and share some of the costs, but the city needed to be the leaders on it and get it done.

Councilor Lund noted Assistant City Attorney Brain Kelly had dealt with the attorney that Councilor Taylor had mentioned to him earlier, adding if anyone had any questions about him, they could refer them to Mr. Kelly. Mayor Ketchum noted City Manager MacReynold also had an attorney in mind. City Manager MacReynold felt they needed somebody with good credibility, who was aggressive and knows the business of floods, water and wetlands.

Councilor Taylor noted another concern about the maps was, most of the levees in the Army Corps of Engineer (Corps) plan would be within the floodway; and if they are not allowed to build in the floodway that would make the Corps Plan unattainable. He added, in addition, in order to make the Corps plan a viable project they would need to make changes to the project, greater than 20 percent, which meant the project would have to go back to Congress for re-appropriation.

Councilor Taylor reported they just recently found out that the Corps plan and levee modeling and hydrology was based on a 1981 flood event, which did not take into consideration any of the more recent flood events. He stated that was concerning and very frustrating.

February 8, 2010

Councilor Harris suggested they also look at bringing in the FAA because they had finances tied up in the airport. Councilor Dawes stated the Airport Board would automatically work with the FAA because of the amount of dollars they had invested into the airport and the importance of it. He noted the FAA wouldn't necessarily be interested in the retail operations, but they would be concerned about the operations of the airport.

Councilor Taylor moved that the council direct the city staff to hire an attorney with acceptable credentials to represent the city on FEMA mapping and land issues.

The motion was seconded by Councilor Harris and carried unanimously.

b. **Banquets Attended.** Councilor Dawes reported he attended the Chamber Banquet in Centralia at the Aerie, and the Lewis County Economic Development (EDC) banquet at the Washington Hotel. He added it was nice to see people get honored.

Councilor Lund noted he also attended the EDC banquet.

c. **Update from Councilor Spahr.** Councilor Spahr reported he had been in contact with some of the people from the committees he was recently appointed to, noting City Manager MacReynold was able to set up a meeting to go down and meet with a representative on the Cowlitz-Lewis Economic Development District Board to discuss project funding.

Councilor Lund noted he also attended the first meeting of the Cowlitz-Lewis Economic Development District Board, as a representative of the Port of Chehalis.

There being no further business to come before the council, the meeting adjourned a 6:29 p.m.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

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

CITY OF CHEHALIS
AGENDA REPORT

DATE: February 12, 2010
TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager *EL*
PREPARED BY: Michelle White, Accounting Tech II *MW*
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

1. Claim Vouchers No. 95970 through 96104 and No. 12010 in the amount of \$162,693.15 dated February 12, 2010 and the transfer of \$83,134.05 from the General Fund, \$271.35 from the Arterial Street Fund, \$2,440.00 from the Tourism Fund, \$2,202.50 from the 1982-93 Community Development Block Grant Fund, \$5,000.00 from the HUD Block Grant Fund, \$246.98 from the Garbage Fund, \$36,682.32 from the Wastewater Fund, \$27,576.10 from the Water Fund, \$1,919.85 from the Storm & Surface Water Utility Fund, and \$3,220.00 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the February 12, 2010 Claim Vouchers No. 95970 through 96104 and No. 12010 in the amount of \$162,693.15.

SUGGESTED MOTION

I move to approve the February 12, 2010 Claim Vouchers No. 95970 through 96104 and No. 12010 in the amount of \$162,693.15.

Reviewed by: *Mary Lynn White*, City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: February 8, 2010
TO: The Honorable Mayor and City Council
FROM: Tim Grochowski, Public Works Director
Rick Sahlin, Street Superintendent
SUBJECT: Routine Bridge Inspections & Load Ratings Agreement

ISSUE

Sargent Engineers, Inc. has submitted a proposed agreement for engineering services associated with the bi-annual inspection and load ratings of the city's bridges. This agreement is being presented for the council's review and consideration.

DISCUSSION

The City is mandated by the Washington State Department of Transportation to have our city owned bridges inspected on a bi-annual basis and 2010 is one of those years, this year we also need to have load ratings evaluated (the amount of weight that the bridge structure can carry). Sargent Engineers, Inc. of Olympia has been doing our routine bridge inspections since 2002 and submitted an agreement for services not to exceed a cost of \$4,300. This was budgeted in the 2010 Street Division budget.

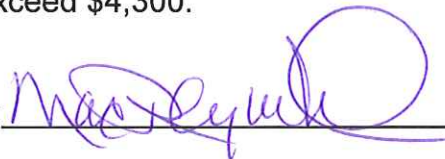
RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the city council authorize the city manager to execute the agreement for routine bridge inspections and load ratings with Sargent Engineers, Inc. for an amount not to exceed \$4,300.

SUGGESTED MOTION

I move that the council authorize the city manager to execute the agreement for routine bridge inspections and load ratings with Sargent Engineers, Inc. for an amount not to exceed \$4,300.

REVIEWED BY:



CITY MANAGER

	Principal	Senior Engineer	Senior Project Engineer	Project Engineer	Design Engineer	Drafter II	Clerical	Task Cost
	Rate: \$144.00	\$116.00	\$118.00	\$102.00	\$90.00	\$82.00	\$74.00	
Travel		1.5			1.5			\$309
Coal Creek Road Bridge Inspection		1			1			\$206
Coal Creek (National Avenue)		1			1			\$206
National Avenue Salzer Creek		1.5			1.5			\$309
Salzer Creek (NW Kresky)		1			1			\$206
Chamber Way								\$0
Salzer Creek (Exhibitor Street)		1			1			\$206
Riverside Bridge		1.5			1.5			\$309
WSBIS Update					3			\$270
Reports (Inspection & Load Rating)		12			8			\$2,112
Total Direct Salary Cost	0	20.5	0	0	19.5	0	0	\$4,133
Direct Costs								
Mileage	\$70.00							
Total Direct Costs								\$70
Total								\$4,203

AGREEMENT

Consultant:
Sargent Engineers, Inc.
320 Ronlee Lane NW
Olympia, WA 98502
Project No.

Client:
Mr. Rick Sahlin
City of Chehalis
P. O. Box 871
2007 N.E. Kresky Avenue
Chehalis, WA 98532

AGREEMENT made this fourteenth day of January, 2010, between Sargent Engineers Inc. (hereinafter referred to as "consultant") and City of Chehalis (hereinafter referred to as "client"):

WHEREAS, "client" has identified a need for a consultant service; and

WHEREAS, at the present time "client" is unable to provide for such services; and

WHEREAS, "consultant" is prepared and qualified to assume the responsibility for providing consulting services as herein specified;

1. That "consultant" shall provide the following services:

"Consultant" shall perform a routine inspection and administrative load rating of each bridge owned by the "client." The routine inspection shall consist of sufficient observations and/or measurements to determine the physical and functional condition of the bridge with additional observations and/or measurements as required to prepare a non-calculated load rating. This inspection shall identify any developing problems or changes from previously recorded conditions. The work shall include the inspection of all bridge elements above the ground and/or water and those elements in water up to three (3) feet deep at the time of inspection.

Bridge inspections shall be performed under the direct supervision of a team leader that meets the NBIS qualifications for a team leader. The team leader shall be on site during the inspection, assure the accuracy and adequacy of the inspection and report, and sign the completed inspection report.

The physical inspection and evaluation for Routine Inspection and Administrative Load Rating of each bridge shall be conducted in accordance with the following:

WSDOT:

Washington State Bridge Inspection Manual
Local Agency Guidelines Manual

FHWA:

Bridge Inspector's Reference Manual
Culvert Inspection Manual, Report No. FHWA-IP-86-2

Bridge Inspectors Manual for Movable Bridges
HEC 18, Evaluating Scour at Bridges

AASHTO:

Manual for the Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges

Reports will contain as a minimum the following items. Reports shall be assembled in the order listed below.

- A. Inspection Reports - The inspection results for each bridge shall be fully documented and recorded on the electronic Bridge Works software.
- B. Inventory Reports - "Consultant" shall update existing files and provide information for establishing bridge inventories for the National Bridge Inventory (NBI) utilizing Bridge Works software. "Consultant" shall request from the "client" the latest ADT counts and changes to the functional classification of the routes.
- C. Bridge Element Inventory Verification and Inspection – "Consultant" shall verify bridge element types and quantities using the Bridge Element Coding guidelines for each bridge. The verification shall be performed using as constructed bridge plans, observations and/or measurements at the bridge site during the routine inspection. Bridges recently constructed or replaced may not have been inventoried. "Consultant" shall perform a routine inspection and complete the inventory as herein specified.
- D. Inspection Remarks and Maintenance Recommendations - Recommendations for maintenance, repairs or follow-up inspections to be performed by others, if necessary, shall be provided on the Bridge Inspection Report.
- E. Photographs - The "client" will provide previously taken photos to "consultant." These photos do not need to be printed and included in the Routine Inspection Report. "Consultant" shall provide photos for each bridge that is added to the inventory or bridges without previous photos. Photographs shall show one side elevation and one view looking down the centerline of the roadway. In addition, photographs as necessary to illustrate deficiencies for NBIS condition ratings of 4 or less shall be included. Photographs shall be printed and labeled with the date and other appropriate information on a separate sheet.
- F. Stream Cross Section - The "client" shall furnish "consultant" with previous stream cross sections for structures over water. "Consultant" shall record the distance to the ground and streambed between the ends of

bridges over waterways that have not previously been recorded or where significant change has occurred. The outside edge of the deck on the upstream side is to be used as a horizontal and vertical reference.

- G. Load Rating – A non-calculated (Administrative) load rating based on structural condition and engineering experience will be prepared and documented on a Load Rating Summary Sheet providing required data for reporting to the Washington State Department of Transportation and the Federal Highway Administration.

“Consultant” shall serve as "client's" bridge engineer in those phases of the project to which this agreement applies and will give consultation and advice during the performance of its services.

2. The relationship between "consultant" and "client" is as independent contractor and not as an employee. This Agreement is created for the purposes set forth above.

3. "Client's" responsibility in connection with this project shall be as follows:

Provide previous bridge history and traffic counts at all bridges.

4. The "consultant" shall not work under the terms of this Agreement until authorized in writing by the "client." The time required, in calendar days, for completion of all work under this Agreement shall be 150 days following written authorization to begin.

5. **Payments for services and expenses.** The "client" shall pay for the services rendered herein as follows:

"Client" shall pay "consultant" for all services rendered at the hourly rates in effect at the time services are rendered. The maximum amount payable for completion of all work under this Agreement including salaries, overhead, direct non-salary costs, and profit is four thousand three hundred dollars (\$4,300.00), unless a supplemental agreement has been negotiated and executed by the "client" prior to incurring any costs in excess of the maximum amount payable based on a change in scope for the project.

6. Drawings and specifications as instruments of service shall be the property of the "consultant," regardless of whether the work for which they are made is executed.

7. **Amendment.** This Agreement may be amended by the mutual agreement of the parties. All amendments shall be signed by both parties and attached to this Agreement.

8. **Jurisdiction.** This Agreement shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Agreement shall be governed by the laws of the State of Washington, both as to its interpretation and performance. Any action of law, suit in equity or judicial proceeding for enforcement of this

Agreement, or any provision thereof, shall be instituted and maintained only in the courts of competent jurisdiction in Lewis County, Washington.

9. **Insurance.** The "consultant" and the "client" agree to maintain (1) statutory workers' compensation insurance coverage and (2) comprehensive general liability insurance coverage and automobile liability insurance coverage in the sum of not less than one million dollars (\$1,000,000). The "consultant" agrees to maintain professional liability insurance in the sum of not less than one million dollars (\$1,000,000) annual aggregate, on a claims-made basis, as long as it is reasonably available under standard policies at rates comparable to those currently in effect.

10. **Severability.** The parties understand and agree that if the courts hold any part, term or provision of this Agreement to be invalid, the validity of the remaining provisions shall not be affected. The parties' rights and obligations shall be construed and enforced as if this Agreement did not contain the particular invalid provision. If it should appear that any provision is in conflict with any statutory provision of the State of Washington, said provision which may conflict shall be deemed modified to conform to such statutory provision.

11. **Nonwaiver of Rights.** The parties agree that the forgiveness or nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.

12. **Termination.** In the event of termination of this Agreement by either party, the "client" shall within fifteen (15) calendar days of termination pay the "consultant" for all services rendered and all reimbursable costs incurred by the "consultant" up to the date of termination, in accordance with the payment provision of the Agreement.

The "client" may terminate this Agreement for the "client's" convenience and without cause upon giving the "consultant" not less than seven (7) calendar days written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or the "consultant's" services by the "client" for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation or schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of the "consultant", the "client" shall pay the "consultant", in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the "consultant" in connection with the orderly termination of the Agreement, including but not limited to demobilization, reassignment of

CITY OF CHEHALIS

AGENDA REPORT

DATE: February 12, 2010
TO: The Honorable Mayor and City Council
FROM: Tim Grochowski, Public Works Director
Rick Sahlin, Street/Storm Superintendent
SUBJECT: Bids for Rock, Gravel, and Asphalt

ISSUE

Bids for rock, gravel, and asphalt to be used by the city in 2010 have been received and tabulated. A list of the bids and tabulations is attached. This information is being presented for the council's review and consideration.

DISCUSSION

The administration recently advertised for rock, gravel, and asphalt bids. We received bids from seven companies for various materials that are anticipated to be needed for maintenance by public works and other city departments in 2010. The bids are based on the materials being picked up by the city at the bidders' sites. The bid award recommendations for the various materials are also listed on the evaluation sheet.

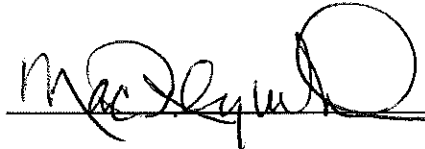
Please note that, there are three different asphalt companies recommended for the same items, but the prices are different. This is due to having three asphalt companies submitting bids, which is beneficial as it increases our chances to obtain asphalt when needed, and not when their plants are in service. One of the asphalt bidders added an escalation clause on their submittal due to possible increases in the cost of asphalt oil.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the city council authorize the city manger to award the bids for the various materials to the bidders as recommended on the attached 2010 Rock, Gravel, and Asphalt Bid - Evaluation Sheet.

SUGGESTED MOTION

I move that the council authorize the city manager to award the bids for the various materials to the bidders as recommended.

REVIEWED BY:  _____ CITY MANAGER

2010 GRAVEL AND ASPHALT BID - EVALUATION SHEET

* MATERIAL (by ton)	LAKE	MILES	NORTH	GRANITE	NORTH	STERLNG	MARTIN
	SIDE		WEST		FORK	BREEN	SAND
1. Snow sand 3/8"						\$5.80	\$7.00
2. Snow sand 1/4"			\$10.00			\$5.80	\$7.00
3. 1/4"-0 crsh screenings							\$7.00
4. 3/8"- crsh. screenings						\$9.00	\$9.00
5. 1/2"-1/4" crsh scrngs		\$10.50				\$8.00	\$9.00
6. 5/8"-1/4" crsh scrngs						\$8.00	
7. Ballast		\$5.25	\$8.60			\$5.80	\$6.00
8. Base 1 1/4"		\$6.00	\$8.85			\$6.00	\$7.00
9. Top 5/8"		\$6.00				\$6.20	\$7.00
10. Quarry Spoils			\$9.60				
11. Rip Rap(comments)			X				
12. 1 1/2" Drain rock		\$7.00	\$8.85			\$5.80	\$5.50
13. 3" Minus rock		\$5.95	\$8.60				\$7.00
14. Pea gravel		\$7.00				\$5.80	\$5.50
15. Sand		\$7.50				\$5.80	\$5.50
16. Pit run(see comments)		\$4.50	\$6.85			\$4.50	\$4.50
17. Asphalt class "B"	\$62.00			\$57.70	\$64.00		
18. Asphalt class "G"	\$65.00			\$65.60	\$64.00		
19. Asphalt cold mix	\$112.00						

#11. Various size @ \$14.35, \$16.35, \$18.35, \$20.35

#16. Various size

#17. & #18. Asphalt bid by Lakeside has Escalation clause

2010 RECOMMENDED BID AWARDS FOR ROCK, GRAVEL AND ASPHALT

* MATERIAL	LAKE SIDE	MILES	NORTH WEST	GRANITE	NORTH FORK	STERLNG BREEN	MARTIN SAND
1. Snow sand 3/8"						\$5.80	
2. Snow sand 1/4"						\$5.80	
3. 1/4"-0 crsh screenings							\$7.00
4. 3/8"- crsh. screenings						\$9.00	\$9.00
5. 1/2"-1/4" crsh scrngs						\$8.00	
6. 5/8"-1/4" crsh scrngs						\$8.00	
7. Ballast		\$5.25					
8. Base 1 1/4"		\$6.00				\$6.00	
9. Top 5/8"		\$6.00					
10. Quarry Spoils			\$9.60				
11. Rip Rap			X				
12. 1 1/2" Drain rock							\$5.50
13. 3" Minus rock		\$5.95					
14. Pea gravel							\$5.50
15. Sand							\$5.50
16. Pit run		\$4.50	\$6.85			\$4.50	\$4.50
17. Asphalt class "B"	\$62.00			\$57.70	\$64.00		
18. Asphalt class "G"	\$65.00			\$65.60	\$64.00		
19. Asphalt cold mix	\$112.00						


#11. Various size @ \$14.35, \$16.35, \$18.35, \$20.35

#16. Various size

#17. & #18. Asphalt bid by Lakeside has Escalation clause

CITY OF CHEHALIS

AGENDA REPORT

DATE: February 17, 2010
TO: The Honorable Mayor and City Council
FROM: Merlin G. MacReynold, City Manager 
SUBJECT: Appointment to the Civil Service Commission

ISSUE

Request received for re-appointment to the Civil Service Commission.

DISCUSSION

In October 2009, the city contacted Cheri Wilder, whose appointment was due to expire at the end of December to see if she was interested in being re-appointed to the Civil Service Commission. At that time, Ms. Wilder thought it might be good for her to step down and let someone else apply. The city has made several attempts to solicit applications from qualified applicants; however, we were only contacted by two individuals, who did not meet the requirements of this appointment. The City contacted Ms. Wilder in February to see if she would reconsider her position, and she has graciously agreed to apply for re-appointment.

Ms. Wilder has a broad background in the area of human resource and has participated in a number of the city's civil service hiring processes. She has served on the commission since December 1991, and has been a faithful attendee and full participant as needed. Attached is a copy of her original application for appointment.

The municipal code and state law spell out several requirements for appointees to the civil service commission. One of the requirements is that the city council must confirm the appointment.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council confirm the re-appointment of Cheri Wilder to the civil service commission for a term running through the end of December 2015.

SUGGESTED MOTION

I move that the council confirm the city manager's re-appointment of Cheri Wilder to the civil service commission for a term running through the end of December 2015.



City of Chehalis
APPLICATION FOR APPOINTMENT

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

- | | |
|--|---|
| <input type="checkbox"/> Airport Board | <input type="checkbox"/> Library Advisory Board |
| <input type="checkbox"/> Board of Zoning Adjustment | <input type="checkbox"/> Parking Commission |
| <input checked="" type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Other: _____ |

Name: Cheri L. Wilder

Address: 185 Westside Dr. Chehalis Phone: 748-9404

Present Employer: Security State Bank

Address: 1930 So. Gold Centralia Phone: 736-0763

Have you previously served on one of the boards/commissions above? Yes No

Please explain: During the early 1980's I served on the Planning Commission

Date available for appointment: 11-13-91

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

Approximately how many hours each month can you devote to City business? flexible

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

Since 1980 my position with the bank has been Personnel Director. I have a broad background in the human resource area and understand the laws and issues relating to HR management.

I have served as a volunteer for the City twice in a related capacity. Once as an interviewer for Fire Dept. Captain and secondly as an interviewer when the City Personnel

Officer slot was last filled. I believe that my experience would enable me to contribute to the important
The City of Chehalis will accept applications from anyone residing or employed in the Chehalis School District boundaries.
process of city employment.

Please return completed form to:

Office of the City Clerk

CITY OF CHEHALIS

AGENDA REPORT

DATE: February 10, 2010
TO: The Honorable Mayor and City Council
FROM: Bob Nacht, Community Development Director
SUBJECT: Appointment to the Chehalis Planning Commission

ISSUE

Request received for re-appointment to the Chehalis Planning Commission.

DISCUSSION

The city has received an application from Scott Blinks, requesting to be re-appointed to the Chehalis Planning Commission. Mr. Blinks has served on the commission since October 14, 2002, when he was appointed to fill the unexpired term of John McKerricher. Mr. Blinks brings a wealth of knowledge and development experience to the group, and continues to be committed to the responsibility of his role as a member of the Chehalis Planning Commission.

The city will continue to have one vacancy on the Chehalis Planning Commission, as Pete Bezy resigned prior to the end of his term, which has now expired effective December 31, 2009. To date, the city has not received any response to its request for applicants.

The Chehalis Planning Commission is responsible for reviewing all plats and plans of subdivisions of land within the city or proposed additions, as well as dedications of streets and alleys, and makes recommendations and reports to the council. One of the main responsibilities of the Chehalis Planning Commission is to review the comprehensive plan for the city and to prepare amendments as needed and in the best interest of the citizens of the city, or as directed by the city council.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council confirm the Mayors re-appointment of Scott Blinks to the Chehalis Planning Commission for a four-year term expiring December 31, 2013.

SUGGESTED MOTION

I move that the council confirm the Mayors re-appointment of Scott Blinks to the Chehalis Planning Commission for a four-year term expiring December 31, 2013.

Reviewed by:  _____, City Manager

City of Chehalis APPLICATION FOR APPOINTMENT

Date 2-9-10

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

Please print

Name Scott E. Blinks

Present employer Vander Stoep, Remond, Blinks & Jones

Employer address 345 N.W. Pacific Ave P.O. Box 867, Chehalis, WA Phone No. 748-9281

Fax No. 748-3184 E-mail scottblinks@vanderstoep.com

Home address 196 N.E. Summit Rd, Chehalis Home Phone No. 748-8000

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

If yes, please explain Planning Commission

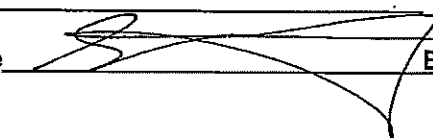
Date available for appointment immediate

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

Approximately how many hours each month can you devote to city business? 5-10

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

Current board member, attorney, development experience

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) _____

To: The Honorable Mayor and Council
 Via: Merlin MacReynold, City Manager
 From: Eva K. Lindgren, Finance Manager
 Date: February 16, 2010
 Subject: Monthly Financial Reports for January

City of Chehalis
 Comparative Financial Reports
 January 2009 and 2010

GENERAL FUND (#001) REVENUES	A January 2009		B Actual		C=B/A		D January 2010		E Actual		F=E/D		G Expected % Rec'd*		H^ Var'nc frm Expected		I=F-G % Variance	
	Budget	Actual	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Actual	% Rec'd	Expected % Rec'd*	Var'nc frm Expected	% Variance					
General Property Taxes	1,181,000	4,338	1,212,580	5,374	0.4%	1,212,580	5,374	0.4%	5,374	0.4%	8.3%	(95,674)	-7.9%					
EMS Property Taxes	226,000	825	230,920	1,022	0.4%	230,920	1,022	0.4%	1,022	0.4%	8.3%	(18,221)	-7.9%					
Sales & Use Tax	3,700,000	311,681	3,300,000	242,158	8.4%	3,300,000	242,158	7.3%	242,158	7.3%	8.3%	(32,842)	-1.0%					
Electricity Tax	370,000	69,668	400,000	53,235	18.8%	400,000	53,235	13.3%	53,235	13.3%	8.3%	19,902	5.0%					
Gas/Natural Gas Tax	261,500	45,707	284,000	42,275	17.5%	284,000	42,275	14.9%	42,275	14.9%	8.3%	18,608	6.6%					
Criminal Justice Tax	110,000	7,669	100,000	6,674	7.0%	100,000	6,674	6.7%	6,674	6.7%	8.3%	(1,659)	-1.6%					
Interfund Water/Sewer Tax	330,200	0	328,200	26,702	0.0%	328,200	26,702	8.1%	26,702	8.1%	8.3%	(648)	-0.2%					
Garbage Tax	80,000	0	65,000	14,993	0.0%	65,000	14,993	23.1%	14,993	23.1%	8.3%	9,576	14.8%					
Cable Tax	85,000	0	80,000	21,122	0.0%	80,000	21,122	26.4%	21,122	26.4%	8.3%	14,455	18.1%					
Telephone Tax	350,000	15,260	335,000	17,014	4.4%	335,000	17,014	5.1%	17,014	5.1%	8.3%	(10,903)	-3.2%					
Leasehold Excise Tax	34,000	0	34,000	0	0.0%	34,000	0	0.0%	0	0.0%	8.3%	(2,833)	-8.3%					
Total Tax Revenues	\$6,727,700	\$455,148	\$6,369,700	\$430,569	6.8%	\$6,369,700	\$430,569	6.8%	\$430,569	6.8%	8.3%	(\$100,239)	-1.5%					
Licenses & Permits	240,984	1,559	66,080	4,421	0.6%	66,080	4,421	6.7%	4,421	6.7%	8.3%	(1,086)	-1.6%					
Intergov't: Grants/Entitlements	2,748,781	482,639	339,150	15,057	17.6%	339,150	15,057	4.4%	15,057	4.4%	8.3%	(13,206)	-3.9%					
Charges for Goods and Svcs.	1,069,254	8,215	1,052,589	16,704	0.8%	1,052,589	16,704	1.6%	16,704	1.6%	8.3%	(71,012)	-6.7%					
Fines and Forfeitures	114,375	8,278	96,360	5,909	7.2%	96,360	5,909	6.1%	5,909	6.1%	8.3%	(2,121)	-2.2%					
Interest Earnings	32,200	1,289	28,200	927	4.0%	28,200	927	3.3%	927	3.3%	8.3%	(1,423)	-5.0%					
Rents/Leases	89,375	3,731	64,215	4,025	4.2%	64,215	4,025	6.3%	4,025	6.3%	8.3%	(1,326)	-2.0%					
Donations/Contributions	0	0	10,952	15,076	N/A	10,952	15,076	137.7%	15,076	137.7%	8.3%	14,163	129.4%					
Misc. Revenue/Insurance	2,700	533	3,000	493	19.7%	3,000	493	16.4%	493	16.4%	8.3%	243	8.1%					
Non-Revenues	0	400	3,958	300	N/A	3,958	300	7.6%	300	7.6%	8.3%	(30)	-0.7%					
Total Non-Tax Revenues	4,297,669	506,644	1,664,504	62,912	11.8%	1,664,504	62,912	3.8%	62,912	3.8%	8.3%	(\$75,797)	-4.5%					
Proceeds of Long-Term Debt	1,450,000	0	1,131,362	0	0.0%	1,131,362	0	0.0%	0	0.0%	8.3%	(94,280)	-8.3%					
Operating Transfers-In	103,602	0	50,000	0	0.0%	50,000	0	0.0%	0	0.0%	8.3%	(4,167)	-8.3%					
Total Other Financing Sources	1,553,602	0	1,181,362	0	0.0%	1,181,362	0	0.0%	0	0.0%	8.3%	(\$98,447)	-8.3%					
TOTALS	\$12,578,971	\$961,792	\$9,215,566	\$493,481	7.6%	\$9,215,566	\$493,481	5.4%	\$493,481	5.4%	8.3%	(\$274,483)	-2.9%					

Key:
 * The expected percentage is calculated as follows: since the report is for the 1st month of the year, 1 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
January 2009 and 2010

GENERAL FUND (#001) EXPENDITURES	A January 2009		B Actual		C=B/A		D January 2010		E Actual		F=E/D		G Expected % Exp*		H^ Var'nc frm Expected		I=G-F Variance %	
	Budget	Actual	Exp'd %	Budget	Actual	Exp'd %	Budget	Actual	Exp'd %	Exp'd %	Expected % Exp*	Var'nc frm Expected	Expected % Exp*	Var'nc frm Expected	Variance %			
City Council	68,801	6,414	9.3%	97,019	7,849	8.1%	97,019	7,849	8.1%	8.3%	236	8.3%	236	0.2%				
Municipal Court	320,380	25,108	7.8%	320,275	24,532	7.7%	320,275	24,532	7.7%	8.3%	2,158	8.3%	2,158	0.6%				
City Manager#	166,282	14,550	8.8%	348,613	28,139	8.1%	348,613	28,139	8.1%	8.3%	912	8.3%	912	0.2%				
Finance	454,920	38,205	8.4%	483,290	69,174	14.3%	483,290	69,174	14.3%	8.3%	(28,900)	8.3%	(28,900)	-6.0%				
City Clerk	97,366	8,326	8.6%	95,738	8,795	9.2%	95,738	8,795	9.2%	8.3%	(817)	8.3%	(817)	-0.9%				
City Attorney#	90,850	7,439	8.2%	0	0	N/A	0	0	N/A	8.3%	0	8.3%	0	N/A				
Non-Departmental	1,816,871	306,458	16.9%	1,520,266	340,326	22.4%	1,520,266	340,326	22.4%	8.3%	(213,637)	8.3%	(213,637)	-14.1%				
Human Resources	135,021	12,532	9.3%	141,096	10,661	7.6%	141,096	10,661	7.6%	8.3%	1,097	8.3%	1,097	0.7%				
Police	2,309,667	177,634	7.7%	2,384,344	192,952	8.1%	2,384,344	192,952	8.1%	8.3%	5,743	8.3%	5,743	0.2%				
Fire	1,899,679	154,264	8.1%	1,870,464	143,695	7.7%	1,870,464	143,695	7.7%	8.3%	12,177	8.3%	12,177	0.6%				
Public Works - Streets	2,969,551	26,239	0.9%	522,499	17,887	3.4%	522,499	17,887	3.4%	8.3%	25,655	8.3%	25,655	4.9%				
Public Works - Engineering	273,257	20,555	7.5%	278,175	21,169	7.6%	278,175	21,169	7.6%	8.3%	2,012	8.3%	2,012	0.7%				
Economic Development^	140,529	15,688	11.2%	0	0	N/A	0	0	N/A	8.3%	0	8.3%	0	N/A				
Community Development	1,725,197	128,739	7.5%	1,498,170	97,536	6.5%	1,498,170	97,536	6.5%	8.3%	27,312	8.3%	27,312	1.8%				
TOTALS	\$12,468,371	\$942,151	7.6%	\$9,559,949	\$962,715	10.1%	\$9,559,949	\$962,715	10.1%	8.3%	(166,053)	8.3%	(166,053)	-1.8%				

Net Budget/Income/Variance: \$110,600 \$19,641 (\$344,383) (\$469,234) (\$440,535) -4.7%

Key:
 * The expected percentage is calculated as follows: since the report is for the 1st month of the year, 1 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.)
 # The City Attorney budget was blended into the City Manager's budget for 2010.
 <The Economic Development Office was not budgeted for in 2010.
 (1) Variance is attributed to the annual insurance premium which will be allocated to the appropriate departments and funds.

City of Chehalis
Comparative Financial Reports
January 2009 and 2010

	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G		
	Budget	Actual	Budget	Actual	% Rec'd	%	Budget	Actual	% Rec'd	%	Expected % Rec'd*	Var'nc	Exp'd	%	Expected % Rec'd*	Var'nc	Exp'd	%	
WASTEWATER FUND (#404)																			
REVENUES																			
Intergovernmental Revenues	0	158,269	0	0	N/A	N/A	0	0	N/A	0	N/A	0	0	8.3%	8.3%	0	0	N/A	N/A
Wastewater Fees	3,359,740	273,433	3,510,208	273,076	8.1%	7.8%	3,510,208	273,076	7.8%	273,076	7.8%	(19,441)	0	8.3%	8.3%	(19,441)	0	-0.5%	-0.5%
Sewer Connection/Misc. Fees	30,000	3,030	70,000	0	10.1%	0.0%	70,000	0	0.0%	0	0.0%	(5,833)	0	8.3%	8.3%	(5,833)	0	-8.3%	-8.3%
Rentals	0	400	3,750	0	N/A	0.0%	3,750	0	0.0%	0	0.0%	(313)	0	8.3%	8.3%	(313)	0	-8.3%	-8.3%
Misc. Revenues/Insurance	500	0	2,500	536	0.0%	21.4%	2,500	536	21.4%	536	21.4%	328	0	8.3%	8.3%	328	0	13.1%	13.1%
Interfund Principal Repayment	600,000	0	565,681	0	0.0%	0.0%	565,681	0	0.0%	0	0.0%	(47,140)	0	8.3%	8.3%	(47,140)	0	-8.3%	-8.3%
Interest Earnings	52,000	0	54,000	1,107	0.0%	2.1%	54,000	1,107	2.1%	1,107	2.1%	(3,393)	0	8.3%	8.3%	(3,393)	0	-6.2%	-6.2%
Totals:	\$4,042,240	\$435,132	\$4,206,139	\$274,719	10.8%	6.5%	\$4,206,139	\$274,719	6.5%	\$274,719	6.5%	(\$75,793)	0	8.3%	8.3%	(\$75,793)	0	-1.8%	-1.8%

	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F		
	Budget	Actual	Budget	Actual	% Exp'd	%	Budget	Actual	% Exp'd	%	Expected % Exp*	Var'nc	Exp'd	%	Expected % Exp*	Var'nc	Exp'd	%	
WASTEWATER FUND (#404)																			
EXPENSES																			
Operating Expenses	2,089,975	103,827	2,207,422	106,814	5.0%	4.8%	2,207,422	106,814	4.8%	106,814	4.8%	77,138	0	8.3%	8.3%	77,138	0	3.5%	3.5%
Capital Outlay	525,000	2,462	70,000	0	0.5%	0.0%	70,000	0	0.0%	0	0.0%	5,833	0	8.3%	8.3%	5,833	0	8.3%	8.3%
Debt Principal	1,956,098	40,533	1,717,887	63,193	2.1%	3.7%	1,717,887	63,193	3.7%	63,193	3.7%	79,964	0	8.3%	8.3%	79,964	0	4.6%	4.6%
Interest Expense	68,344	14,709	59,481	11,822	21.5%	19.9%	59,481	11,822	19.9%	11,822	19.9%	(6,865)	0	8.3%	8.3%	(6,865)	0	-11.6%	-11.6%
Totals:	\$4,639,417	\$161,531	\$4,054,790	\$181,829	3.5%	4.5%	\$4,054,790	\$181,829	4.5%	\$181,829	4.5%	\$156,070	0	8.3%	8.3%	\$156,070	0	3.8%	3.8%

Net Budget/Income/Variance: (\$597,177) \$273,601 \$151,349 \$92,890 \$80,278 2.0%

Key:

* The expected percentage is calculated as follows: since the report is for the 1st month of the year, 1 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
January 2009 and 2010

WATER FUND (#405) REVENUES	A January 2009		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	Budget	Actual	January 2010 Budget	Actual	Rec'd %	Expected %	Expected %	Var'nc Expected	frm Expected	% Variance			
Water Sales	2,258,873	172,501	2,298,896	169,815	7.6%	2,298,896	169,815	2,298,896	169,815	7.4%	8.3%	(21,760)	8.3%	-0.9%				
Water Connection/Misc. Fees	200,000	18,831	200,000	2,771	9.4%	200,000	2,771	200,000	2,771	1.4%	8.3%	(13,896)	8.3%	-6.9%				
Interfund Principal Repayment	850,000	0	0	0	N/A	565,681	0	565,681	0	0.0%	8.3%	(47,140)	8.3%	-8.3%				
Interest Earnings	12,705	1,916	14,000	0	15.1%	14,000	0	14,000	0	0.0%	8.3%	(1,167)	8.3%	-8.3%				
Totals:	\$3,321,578	\$193,248	\$3,078,577	\$172,586	5.8%	\$3,078,577	\$172,586			5.6%	8.3%	(\$83,962)	8.3%	-2.7%				

WATER FUND (#405) EXPENSES	A January 2009		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	Budget	Actual	January 2010 Budget	Actual	Exp'd %	Expected %	Expected %	Var'nc Expected	frm Expected	% Variance			
Operating Expenses	1,884,948	80,724	1,775,940	99,686	4.3%	1,775,940	99,686	1,775,940	99,686	5.6%	8.3%	48,309	8.3%	2.7%				
Capital Outlay	283,000	233,499	577,000	0	82.5%	577,000	0	577,000	0	0.0%	8.3%	48,083	8.3%	8.3%				
Debt Principal	119,638	7,000	127,464	8,000	5.9%	127,464	8,000	127,464	8,000	6.3%	8.3%	2,622	8.3%	2.0%				
Interest Expense	30,482	5,325	28,725	4,975	17.5%	28,725	4,975	28,725	4,975	17.3%	8.3%	(2,581)	8.3%	-9.0%				
Totals:	\$2,318,068	\$326,548	\$2,509,129	\$112,661	14.1%	\$2,509,129	\$112,661			4.5%	8.3%	\$96,433	8.3%	3.8%				

Net Budget/Income/Variance: \$1,003,510 (\$133,300) \$569,448 \$59,925

\$12,471 1.1%

Key:

* The expected percentage is calculated as follows: since the report is for the 1st month of the year, 1 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
January 2009 and 2010

STORM FUND (#406) REVENUES	A January 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	January 2010 Budget	January 2010 Actual	% Rec'd	% Rec'd*	Expected	Expected	Var'nc Expected	Expected	% Variance	
Storm & Surface Water Fees	405,000	35,588	402,500	35,594	8.8%	8.3%	402,500	35,594	402,500	35,594	8.8%	8.3%	8.3%	8.3%	2,052	2,052	0.5%	
Storm Connection/Misc. Fees	30,000	3,521	24,000	0	11.7%	0.0%	24,000	0	24,000	0	0.0%	0.0%	0.0%	0.0%	(2,000)	(2,000)	-8.3%	
Interest Earnings	6,000	0	1,500	0	0.0%	0.0%	1,500	0	1,500	0	0.0%	0.0%	0.0%	0.0%	(125)	(125)	-8.3%	
Totals:	\$441,000	\$39,109	\$428,000	\$35,594	8.9%	8.3%	\$428,000	\$35,594	\$428,000	\$35,594	8.3%	8.3%	8.3%	8.3%	(\$73)	(\$73)	0.0%	

STORM FUND (#406) EXPENSES	A January 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	January 2010 Budget	January 2010 Actual	% Exp'd	% Exp'd*	Expected	Expected	Var'nc Expected	Expected	% Variance	
Operating Expenses	384,631	20,141	371,642	14,903	5.2%	4.0%	371,642	14,903	371,642	14,903	4.0%	4.3%	4.3%	4.3%	16,067	16,067	4.3%	
Capital Outlay	60,000	8	73,000	0	0.0%	0.0%	73,000	0	73,000	0	0.0%	0.0%	0.0%	0.0%	6,083	6,083	8.3%	
Totals:	\$444,631	\$20,149	\$444,642	\$14,903	4.5%	3.4%	\$444,642	\$14,903	\$444,642	\$14,903	3.4%	4.9%	4.3%	4.3%	\$22,151	\$22,151	4.9%	

Net Budget/Income/Variance: (\$3,631) \$18,960 (\$16,642) \$20,691 \$22,078 4.9%

Key:


* The expected percentage is calculated as follows: since the report is for the 1st month of the year, 1 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.

Received by  , City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: February 18, 2010
TO: The Honorable Mayor and City Council
FROM: Merlin G. MacReynold, City Manager
SUBJECT: City Council Code of Ethics

ISSUE

Proposed "Code of Ethics" for council consideration.

DISCUSSION

At the meeting of February 8, 2010, the council was presented with some examples of 'Codes of Ethics' from three different cities.


After a short discussion, the council directed city staff to draft a 'Code of Ethics' based on the model from the City of Yakima, Washington.

RECOMMENDATION/COUNCIL ACTION DESIRED

It is recommended that the council approve the 'Code of Ethics' as presented.

SUGGESTED MOTION

I move that the council approve the "Code of Ethics" as presented.

Reviewed by:  _____, City Manager

CODE OF ETHICS For CHEHALIS CITY COUNCIL MEMBERS

Council Members will hereafter conduct themselves according to the following rules of conduct as they pertain to work for, and on behalf of, the City of Chehalis:

- I. Council Members shall maintain decorum and set an example for conduct when representing the City, and endeavor not to disgrace or embarrass the City while acting in an official capacity.
- II. Council Members shall represent that opinions stated are the Member's own and do not necessarily represent those of the Council unless the Council has voted and passed an ordinance, resolution or motion that so states the expressed policy.
- III. Council Members shall not divulge information discussed in executive session.
- IV. Council Members shall make public any conflict of interest the Member has with respect to any issue under consideration by the Council. The Council Member shall not participate in discussions of the subject and shall not vote on it if the Council Member has a personal, financial or property involvement in the subject.
- V. Council Members shall not use their position or City resources for personal or family gain, especially financial gain, including the acceptance of gifts and gratuities.
- VI. Council Members shall not hold or acquire a financial interest in any contract voted on by them for one year after leaving office.
- VII. Council Members shall not assist or represent parties in official City matters they were involved in while in office for one year after leaving office.
- VIII. Council Members shall not make knowingly and intentionally false statements on which the Council, City staff or other agencies rely to establish policy or make important decisions.

Dated the _____ day of February, 2010

Anthony Ketchum, Mayor

Dennis Dawes, Mayor Pro Tem

Terry Harris, Council Member

Dr. Isaac Pope, Council Member

Bob Spahr, Council Member

Daryl Lund, Council Member

Chad Taylor, Council Member