

CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BLVD | CHEHALIS, WA 98532

Dennis L. Dawes, Position at Large
Mayor

Terry F. Harris, District 1, Mayor Pro Tem
Daryl J. Lund, District 2
Dr. Isaac S. Pope, District 4

Anthony E. Ketchum Sr., District 3
Chad E. Taylor, Position at Large
Bob Spahr, Position at Large

Regular Meeting of Monday, February 26, 2018

5:00 p.m.

1. Call to Order. (Mayor)
2. Pledge of Allegiance. (Mayor)

PROCLAMATIONS / PRESENTATIONS

3. Proclamation – Chehalis STEM Wing. (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.

ITEM

ADMINISTRATION
RECOMMENDATION

PAGE

CONSENT CALENDAR

| ITEM | ADMINISTRATION RECOMMENDATION | PAGE |
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| 4. <u>Minutes of the Regular City Council Meeting of February 12, 2018.</u> (City Clerk) | APPROVE | 1 |
| 5. <u>Vouchers and Transfers – Accounts Payable.</u> (City Manager, Finance Director) | APPROVE | 3 |
| 6. <u>Engineering Services Agreement with Gibbs & Olson in an Amount Not to Exceed \$97,000 for the Riverside Pump Station Force Main Replacement Project.</u> (City Manager, Public Works Director, Wastewater Superintendent) | APPROVE | 4 |

| ITEM | ADMINISTRATION RECOMMENDATION | PAGE |
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| NEW BUSINESS | | |
| 7. <u>Early Termination of Heidar Ground Lease.</u> (City Manager, Airport Office Manager) | APPROVE | 17 |
| 8. <u>Presentation on Updated Parks Recreation and Open Space Plan.</u> (City Manager, Community Development Director, Recreation Manager) | DISCUSSION ONLY | 19 |

| ITEM | ADMINISTRATION RECOMMENDATION | PAGE |
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| ADMINISTRATION AND CITY COUNCIL REPORTS | | |
| 9. <u>Administration Reports.</u> | INFORMATION ONLY | - - - |
| a. Financial Report. (City Manager, Finance Director) | | 21 |
| b. City Manager Update. (City Manager) | | |
| 10. <u>Councilor Reports/Committee Updates.</u> (City Council) | INFORMATION ONLY | - - - |

| EXECUTIVE SESSION | | |
|--|--|--|
| 11. Pursuant to RCW: | | |
| a. 42.30.140(4)(b) – Collective Bargaining | | |

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, MARCH 12, 2018.

February 12, 2018

The Chehalis city council met in regular session on Monday, February 12, 2018, in the Chehalis city hall. Mayor Pro Tem Terry Harris called the meeting to order at 5:00 pm with the following council members present: Tony Ketchum, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Mayor Dennis Dawes was absent (excused). Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Trent Loughheed, Community Development Director; Brandon Rakes, Airport Office Manager; Rick Sahlin, Public Works Director; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; and Lilly Wall, Recreation Manager. No members of the news media were in attendance.

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

- a. Minutes of the special meeting of January 19, 2018, and the regular meeting of January 22, 2018;
- b. January 31, 2018 Claim Vouchers No. 121473-121604 in the amount of \$181,971.76;
- c. January 31, 2018, Payroll Vouchers No. 40071-40113, Direct Deposit Payroll Vouchers No. 9107-9205, and Electronic Federal Tax Payment No. 180 in the amount of \$720,295.47; and
- d. Waive right of first refusal to purchase the 6.75 acre Kmart site from Tuffree Enterprises unless the price drops to less than \$3.6 million.

With regard to the waiver of right of first refusal on the Kmart site, Councilor Ketchum stated the city doesn't have \$3.6 million to buy the property. City Manager Anderson stated the idea was to give the city an opportunity to revisit the issue if for some reason the market doesn't support the \$4 million asking price. She concurred that the city's financial resources would make \$3.6 million out of the question, but it gives the city a chance to stay in the game. She noted the council could certainly reduce that amount or completely waive the right.

The motion was seconded by Councilor Lund and carried unanimously.

2. **Discussion of Recreation Park Phase I Improvements and Contract Amendment with Skillings Connolley, Inc., for 100% Design Documents.** Lilly Wall provided background on the development and previous scope of work on the project. She stated the previous scope of work was based on a facilities condition assessment, a ball field feasibility study, and interviews with city officials and public feedback. From that, a Recreation Park comprehensive plan was developed. The highest priority improvements identified were site drainage; ball field drainage; existing parking areas; a new Penny Playground; upgrade of restroom facilities; and replacement of picnic shelters. Phase I included new Penny Playground; ball field drainage/improvements; drainage/irrigation improvements to the entire park; minor renovations to existing restrooms; improved lighting; new picnic shelters; improved accessibility; new parking along the park access road; and a one-way connector drive from the park access road to the Green Hill parking lot and the existing parking lot near Penny Playground.

Councilor Ketchum stated the agenda report indicated that Burlington Northern (BNSF) is not going to allow the city to use its right-of-way and Green Hill School may not extend a lease for parking. He stated that meant they would have to use park green space to create parking, which defeated the purpose of renovating the park. City Manager Anderson stated those issues would be discussed later in the presentation, including staff's recommendations for moving forward.

Ms. Wall stated that in February 2017, the council authorized a consultant agreement for 30% design documents for a modified Phase 1 to reduce the scope due to budget constraints. The city took over the in-house design of Penny Playground, which saved about \$75,000 with the hope of using those funds for more active play equipment. It was also decided that the replacement of the picnic shelters and upgrading of the restroom facilities could be done using community involvement.

During that time, BNSF denied the city's request to continuing using the access road. If the city wanted to continue to have road access along the railroad tracks it would require moving the road into Recreation Park and removing some utilities and park elements. As a result, the city reached out to Green Hill School to request an extension of the current parking lot lease to a 100-year lease. While it appeared this alternative could work, the city was notified by the state that proposed bills currently in the legislature could increase the population at Green Hill and they would need the parking, so a lease extension is on hold.

Ms. Wall stated that in order to keep the project moving, the recommendation is to move forward with Phase 1 improvements and assess the need for additional parking once the situation with Green Hill is resolved. Staff would like to proceed with 100% design of Phase 1 plans, which include approving an amendment to the professional service agreement

February 12, 2018

with Skillings Connolley at a cost of \$86,165; proceeding with design assuming use of the Green Hill parking lot and if a final lease is denied, adding a portion of parking back to the plan; and additional scope change due to BNSF restrictions by removing the access road and parking improvements, creating a promenade, a pedestrian lighted pathway, and a trail around park.

Councilor Lund asked if anyone had contacted Gus Melonas at BNSF. He stated this area is his region to solve problems like this. City Manager Anderson believed staff attempted to follow up with all of council's suggested contacts. It was her understanding that BNSF used to give out these types of easements, but no longer does so. Trent Lougheed confirmed that he had contacted Mr. Melonas and others with BNSF.

Ms. Wall stated the recommendations for Phase I include renovated ball fields; new promenade and trail system; new Penny Playground; inclusion of existing rose garden; upgrade of leased parking once a long-term lease is received; and upgrading existing restrooms. The total cost of Phase 1 is estimated at \$2,175,000. Ms. Wall stated that \$400,000 over five years has been committed by the Chehalis Foundation (Ingwersen Trust) for ball field improvements, along with \$50,000 annually from Chehalis Lodging Tax Funds to support the renovation project. Staff will also be looking into grants. She noted they are still looking for a community fundraising leader for the Penny Playground portion of the project.

Councilor Spahr asked if moving the ball fields to another location was ever looked at due to potential parking loss. Ms. Wall stated a ball field feasibility study was done, but there was not another location that was feasible.

Councilor Ketchum moved to approve an amendment to the professional services contract to Skillings Connolly, Inc., increasing the total "Not-to-Exceed" budget to \$171,165 for completion of bid documents and bid phase services for Phase I of the Recreation Park Project.

Councilor Spahr asked about the property across the street from the pool for additional parking. Ms. Wall stated that area was discussed but it is not ideal because of traffic, but it is an option. Trent Lougheed stated if they did use that area he would want to see an actuated pedestrian crossing adjacent to the railroad.

Councilor Pope asked about the possibility of vacating a portion of William Avenue. Mr. Lougheed stated reconfiguring that area of the park and the street is actually recommended for Phase II.

The motion was seconded by Councilor Pope and carried unanimously.

3. Administration Reports.

a. **City Manager Update.** City Manager Anderson stated the Chehalis Wedding Show is this Saturday from 10:00 am to 3:00 pm at the City Farm building, which is the first event for the facility.

4. Councilor Reports/Committee Updates.

a. Councilor Lund acknowledged the great job by Mayor Pro Tem Harris this evening.

b. Councilor Spahr attended the EDC banquet last week at the Jester Auto Museum.

c. Mayor Pro Tem Harris attended the CCRT meeting last Friday. A ribbon cutting for the new Chehalis Coworks facility at 478 North Market on February 22 at 12:15 is scheduled. Among other things, the facility includes fast fiber WiFi and meeting space.

Terry F. Harris, Mayor Pro Tem

Caryn Foley, City Clerk

Approved:
Initials: _____

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Michelle White, Accounting Tech II

MEETING OF: February 26, 2018

SUBJECT: Vouchers and Transfers

ISSUE

City Council approval is requested for Vouchers and Transfers dated February 15, 2018.

DISCUSSION

The February 15, 2018 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 121605-121766 and Electronic Funds Transfer No. 12018 in the amount of \$483,224.22 dated February 15, 2018, which includes the transfer of:

- \$223,353.42 from the General Fund
- \$1,288.51 from the Dedicated Street Fund – 4% Sales Tax
- \$18,336.14 from the Public Facilities Reserve Fund
- \$162,754.11 from the Wastewater Fund
- \$46,912.19 from the Water Fund
- \$3,779.82 from the Storm & Surface Water Utility Fund
- \$26,800.03 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the February 15, 2018 Claim Vouchers No. 121605-121766 and Electronic Funds Transfer No. 12018 in the amount of \$483,224.22.

SUGGESTED MOTION

I move that the City Council approve the February 15, 2018 Claim Vouchers No. 121605-121766 and Electronic Funds Transfer No. 12018 in the amount of \$483,224.22.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Rick Sahlin, Public Works Director
Patrick Wiltzius, Wastewater Superintendent

MEETING OF: February 26, 2018

SUBJECT: Engineering Services Agreement with Gibbs & Olson for the Riverside Pump Station Force Main Replacement Project

ISSUE

An engineering services agreement with Gibbs & Olson for the Riverside Pump Station Force Main Replacement Project is being presented for City Council's review and approval.

DISCUSSION

The Prindle Street and the Riverside Road pump station force mains need to be evaluated due to the recent pipe failures leading to emergency repairs on both pipelines. Phase 1 of the attached contract includes an evaluation of both force mains to handle current and future wastewater flows. Since the Riverside Road force main was installed in the 1970s and is at the end of its design life, Phase 2 of the contract is for the design of a replacement force main utilizing data from Phase 1. It is expected that the current capacity of the Prindle Street force main is adequate, at least in the near term. Should a replacement of the Prindle Street force main be identified in Phase 1, the design of a replacement will be a separate project.

The attached engineering services agreement with Gibbs & Olson includes the following:

- Evaluate hydraulic capacity of Riverside Road and Prindle Street force mains for both current and estimated future flows in 2040 based on anticipated service population growth.
- Conduct field topographic survey and prepare base map.
- Assist city with environmental review and permitting.
- Conduct geotechnical exploration and an engineering report to address WSDOT standards for a boring under SR 6.
- Prepare drawings and specifications to show the general scope, extent, and character of the work to be furnished and performed by contractor(s).
- Prepare for review and approval by the city, contract agreement forms, general and supplementary conditions, bid forms, invitations to bid, instructions to bidders, and assist in the preparation of other related documents.

- Provide technical criteria and other data for use in filing permit applications or obtaining approvals of various governmental authorities.
- Provide opinion of probable total project costs.
- Provide monthly progress reports and project schedule.

The design of the Riverside Pump Station Force Main Replacement Project will be completed by the end of 2018, in line with one of the objectives identified in the city's Strategic Plan.

FISCAL IMPACT

The proposed cost for the engineering services agreement is \$97,000 and will not be exceeded without permission from the City Council. Construction management services for construction of the project are not part of this agreement and will require a contract amendment at a later date.

RECOMMENDATION

It is recommended that the City Council approve the engineering services agreement with Gibbs & Olson for an amount not to exceed \$97,000 for the Riverside Pump Station Force Main Replacement Project.

SUGGESTED MOTION

I move that the City Council approve the engineering services agreement with Gibbs & Olson for an amount not to exceed \$97,000 for the Riverside Pump Station Force Main Replacement Project.



February 2, 2018

City Manager Jill Anderson
City of Chehalis
350 North Market Blvd.
Chehalis, WA 98532

RE: Agreement for Engineering Services – Prindle Street and Riverside Road Sewer
Forcemain Project

City Manager Anderson:

We are pleased to submit this proposal for Engineering Services for the City's Prindle Street and Riverside Road Sewer Forcemain Project. This letter Agreement, together with Exhibits A, B, and C comprise our proposed Agreement for engineering services related to this project.

AGREEMENT

RELATIONSHIP

For purposes of this contract, the Client shall be the City of Chehalis, Washington and the Engineer shall be Gibbs & Olson, Inc., Longview, Washington.

PROJECT DESCRIPTION

The City of Chehalis has identified the need to evaluate the Prindle Street and Riverside Road pump station forcemains due to recent pipe failures at specific locations led to emergency repairs on both pipelines. The Riverside Road forcemain was installed in the 1970's and is at its design life and should be replaced soon. Initial cost estimates for lining the existing pipe are more expensive than full pipe replacement. The pipe will be replaced in the same alignment. This Agreement will be phased to allow for initial evaluation and recommendation before proceeding with design work for the Prindle Street forcemain.

SCOPE OF WORK

The Engineer will provide engineering services required to complete the Scope of Work presented in Exhibit A - Scope of Work of this Agreement. Schedule milestones are also identified in Exhibit A - Scope of Work.

BUDGET

The estimated budget for the identified Scope of Work is \$97,000 and is presented in detail in Exhibit B - Budget of this Agreement. The Engineer agrees not to exceed the budget amount to complete the identified scope of work without prior authorization from the Client.

City Manager Anderson
February 2, 2018
Page 2 of 2

Engineer will bill the Client monthly for services and project expenses in accordance with Article I in Exhibit C - Agreement General Conditions of this Agreement. Each progress billing will also include a progress report describing work completed during the billing period, work anticipated to be completed in the next billing period, information needed from the Client, and if any out of scope work has been identified or performed.

We propose that this letter, together with attached Exhibits A through C, be our Agreement for services for this project. If you have any questions or would like to discuss this further, please feel free to give us a call. If, however, it is agreeable, we would appreciate receiving a signed and dated copy for our file and we will begin work immediately.

Sincerely,
GIBBS & OLSON, INC.

By Richard A. Gushman
Richard A. Gushman, President

ACCEPTED AND AUTHORIZED THIS _____ DAY OF _____, 2018.

CITY OF CHEHALIS, WASHINGTON

By _____
Jill Anderson - City Manager

**EXHIBIT A
SCOPE OF WORK
CITY OF CHEHALIS, WASHINGTON
PRINDLE STREET AND RIVERSIDE FORCEMAIN UPGRADE PROJECT**

PROJECT DESCRIPTION

The City of Chehalis has identified the need to evaluate the Prindle Street and Riverside Road pump station forcemains due to recent pipe failures at specific locations led to emergency repairs on both pipelines. The Riverside Road forcemain was installed in the 1970's and is at its design life and should be replaced soon. Initial cost estimates for lining the existing pipe are more expensive than full pipe replacement. The pipe will be replaced in the same alignment. This Agreement will be phased to allow for initial evaluation and recommendation before proceeding with design work for the Prindle Street forcemain.

ASSUMPTIONS

The Engineer has utilized the following assumptions in preparing this Scope of Work and the estimated Budget. In the event that any ultimate facts or events differ from these assumptions, the Engineer's Scope of Work, Schedule and Budget shall be adjusted accordingly.

1. Ecology approval of the design plans and specifications is required.
2. Geotechnical work is included for a new Riverside Road forcemain crossing of SR 6.
3. Construction work will occur within existing public right of ways.
4. A WSDOT permit will be required to cross under State Route 6 with a new boring.
5. Construction work will fall under a National Environmental Policy Act (NEPA) categorical exclusion (Cat X) for repair/maintenance.

DESIGN PHASE ENGINEERING SERVICES

Pre-Design Phase - Basic Engineering

Prindle Street Forcemain

During the Pre-Design Phase, the Engineer shall:

- a) Evaluate the capacity of the recently repaired Prindle Street forcemains both separately and if used in tandem. The evaluation includes current flows and estimated future flows in 2040 based on anticipated service population growth.
- b) If current pipeline capacity is not sufficient to meet the current need, develop and evaluate up to three alternatives to provide for additional capacity. The alternative evaluations will include preparation of planning level opinions of total project cost.
- c) A pre-design report will be submitted to the Client documenting available pipeline capacity and if additional capacity is needed, the recommended alternative to be implemented.
- d) If needed, prepare design around the piping alternative that the Client selects (future). The design would be in an amendment.

Riverside Road Forcemain

- a) Evaluate hydraulic capacity of the Riverside Road forcemain for both current flows and estimated future flows in 2040 based on anticipated service population growth.
- b) A pre-design report will be submitted to the Client documenting available pipeline capacity compared to current flows and anticipated future flows.

Design Phase (Riverside Road FM)

During the Design Phase, the Engineer shall:

- a) Provide field topographic survey and base map drawing preparation. Engineer will call for utility locates prior to performing field topographic survey work. Engineer will work with a pipe locating subconsultant to locate the existing forcemain prior to Engineer performing the survey work. Engineer will also set a minimum of two project benchmarks that can be utilized for construction staking. It is assumed that no easements will be required to be obtained and pipe routes will follow existing Client right-of-ways. If any right-of-way or easement issues are identified during the survey or during design work Client and Engineer agree that an amendment modifying this Agreement may need to be negotiated and executed.
- b) Assist Client with environmental review and permitting. Environmental review is to include SEPA and JARPA checklist preparation, and wetlands mapping along the route. It is anticipated that a U.S. Army Corps of Engineers (Corps) Section 404 Wetlands permit will be required. Engineer will also assist Client with obtaining a WSDOT utility permit for the forcemain to cross SR 6. The Client is responsible for submitting all permit application packages to the appropriate regulatory agencies and for paying all permit application fees.
- c) Geotechnical exploration including test pits and an engineering report to address WSDOT and OSHA Standards for the bore pits for a boring under SR 6.
- d) Prepare final drawings to show the general scope, extent and character of the work to be furnished and performed by Contractor(s) hereinafter called Drawings and Specifications which will be prepared in conformance with WSDOT and APWA Standard Specification format. It is anticipated that construction requirements for the project can be shown on approximately 14? drawing sheets (measuring 22" x 34") and that the contract documents and specifications will be comprised of approximately 150 pages (8-1/2" x 11").
- e) Prepare for review and approval by Client, its legal counsel and other advisors contract agreement forms, general conditions and supplementary conditions, and bid forms, invitations to bid and instructions to bidders, and assist in the preparation of other related documents.
- f) Provide technical criteria, written descriptions and data for Client's use in filing applications for permits with or obtaining approvals of such governmental authorities as have jurisdiction to approve the design of the Project, and assist Client in consultations with appropriate authorities.
- g) Advise Client of any adjustments to the latest opinion of probable Total Project Costs caused by changes in general scope, extent or character or design requirements of the

Project or Construction Costs. Furnish to Client a revised opinion of probable Total Project Costs based on the Drawings and Specifications.

h) Provide Project Administration consisting of the following:

- Prepare monthly narrative progress reports and submit to the Client.
- Prepare a draft project schedule using Excel and review schedule with the Client, adjust as necessary and prepare a final schedule.
- Update the schedule as the project proceeds and provide copies of the schedule to the Client together with the monthly payment requests.

Design Phase Deliverables include the following:

1. Monthly progress reports
2. Monthly schedule updates
3. Meeting agendas
4. Meeting notes from monthly project meetings
5. 50% complete Drawings and Specifications
6. Draft (90% complete) Drawings and Specifications
7. Five (5) copies of Final (100% complete) Drawings and Specifications

BID PHASE ENGINEERING SERVICES

Work under this task includes Bidding Phase Engineering Services for the Riverside Road sewer forcemain replacement project as follows:

- a) Engineer will to provide the contract documents, drawings and specifications for bidding to the Client in pdf format. If prospective bidders request hardcopies of the bid documents, the Engineer will provide them to the prospective bidders for the cost of reproduction.
- b) Assist in obtaining bids for construction through public advertisement.
- c) Receive contract questions from plan holders and prospective bidders and prepare appropriate answers.
- d) Issue addenda as appropriate to interpret, clarify, amend, or expand the Bidding Documents.
- e) Assist Client with scheduling a pre-construction meeting.

Bidding and Award Phase Deliverables include:

Two (2) hardcopy sets and one .pdf electronic set of bidding documents for construction of the forcemain improvements for the Client's use.

Addenda that have been issued.

CONSTRUCTION PHASE ENGINEERING SERVICES

Construction Phase Engineering Services are not included in this Agreement. An amendment to this Agreement can be negotiated and executed if desired by the Client for the Engineer to provide construction phase services at a level desired by the Client.

SCHEDULE:

Both the Prindle Street and Riverside pre-design reports will be completed within 6 weeks of Client issuing Notice to Proceed to the Engineer.

50% design complete documents for the Riverside Road forcemain will be complete within 12 weeks of the Client's authorization to proceed with design services after Client's acceptance of the pre-design reports.

90% design complete documents for the Riverside Road forcemain will be complete within 4 weeks of Engineer's receipt of Client review comments on the 50% design complete documents.

SEPA, JARPA and WSDOT permit applications will be completed utilizing the 50% design complete documents.



Exhibit B - Budget
 City of Chehalis - Prindle Street and Riverside Road Forcemain Upgrade Project
 Date Prepared: January 23, 2018
 Gibbs & Olson, Inc.

| Task No. | Task Description | Principal | Proj. Mgr. | Engr. VI | Engr. I | 2 Man Survey Crew | Sr. PLS | Word Processor | Subconsult | Cost |
|----------|--|-----------|------------|----------|---------|-------------------|---------|----------------|------------|-----------------|
| 1 | Project Management, Administration & Meetings | 4 | 16 | 0 | 4 | 0 | 0 | 1 | \$0 | \$4,007 |
| 2 | Gather and review background information/data | 0 | 4 | 4 | 2 | 0 | 0 | 0 | \$0 | \$1,504 |
| 3 | Prindle Street Forcemain Hydraulic Analysis and Report | 1 | 16 | 8 | 8 | 0 | 0 | 2 | \$0 | \$5,101 |
| 4 | Riverside Road Forcemain Hydraulic Analysis and Report | 1 | 8 | 4 | 4 | 0 | 0 | 2 | \$0 | \$2,713 |
| 5 | Survey and Riverside Road Pipe Locating | 1 | 2 | 0 | 6 | 32 | 18 | 1 | \$1,000 | \$10,142 |
| 6 | Geotechnical Exploration and Report | 1 | 4 | 1 | 1 | 0 | 0 | 0 | \$6,000 | \$7,140 |
| 7 | Prepare 50% Drawings and Specifications | 4 | 40 | 20 | 140 | 0 | 0 | 16 | \$0 | \$24,576 |
| 8 | Prepare 90% Drawings and Specifications | 2 | 20 | 6 | 60 | 0 | 0 | 16 | \$0 | \$11,304 |
| 9 | Prepare 100% Drawings and Specifications | 1 | 8 | 2 | 24 | 0 | 0 | 8 | \$0 | \$4,605 |
| 10 | Wetlands Delineation and Coordination with Corps | 1 | 4 | 0 | 0 | 0 | 0 | 0 | \$9,000 | \$9,895 |
| 11 | Assist with Permits (SEPA, JARPA and WSDOT) | 0 | 24 | 16 | 20 | 0 | 0 | 4 | \$0 | \$8,772 |
| 12 | Bid Phase Services | 1 | 12 | 4 | 4 | 0 | 0 | 2 | \$0 | \$3,417 |
| | Total Hours by Staff Position | 16 | 154 | 64 | 272 | 32 | 18 | 52 | | |
| | SUBTOTAL | | | | | | | | | \$95,176 |
| | 600 Miles @ \$0.55/Mile | | | | | | | | | \$330 |
| | GPS Survey Equipment @ \$30/Hr/Unit | | | | | | | | | \$1,110 |
| | Robotic Survey Equipment @ \$20/Hr | | | | | | | | | \$80 |
| | 10% Markup on subconsultant | | | | | | | | | \$1,600 |
| | Reproduction | | | | | | | | | \$250 |
| | Miscellaneous Project Expenses | | | | | | | | | \$454 |
| | Total Engineering Budget | | | | | | | | | \$97,000 |
| | 2018 Rates | \$191 | \$176 | \$155 | \$90 | \$180 | \$124 | \$67 | | |

EXHIBIT C
GENERAL CONDITIONS

A. HEADINGS

Headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants, and conditions of this Agreement.

B. STANDARD OF PRACTICE

Services performed by the Engineer under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality and under similar conditions at the time the services are performed. No other representation, expressed or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise.

C. MAINTENANCE OF PROFESSIONAL STANDARDS AND ETHICS

The Client recognizes that the Engineer's services in all cases must be rendered in accordance with prevailing professional standards and ethics, as well as certain laws or regulations that apply specifically to the Engineer. If a situation emerges that causes the Engineer to believe compliance with the Client's wishes could result in the Engineer violating an applicable provision or aspect of professional standards or ethics, laws or regulations, the Engineer shall so advise the Client, and the Client and the Engineer shall immediately enter into discussions to arrive at a mutually satisfactory solution. Failing achievement of a solution, either party may terminate this Agreement in accordance with termination provisions stated herein.

D. NO THIRD-PARTY BENEFICIARIES

Engineer's services are intended for the Client's sole use and benefit and solely for the Client's use on this Project and shall not create any third-party rights. Except as agreed in writing, Engineer's services and work products shall not be used by or relied upon by any other person or entity.

E. ASSIGNMENT

The Engineer shall not assign this Agreement in whole or in part nor subcontract any portion of the work to be performed hereunder, except that the Engineer may use the services of persons and entities not in his or her employ, when it is appropriate and customary to do so. Such persons and entities include, but are not necessarily limited to, specialized consultants, and testing laboratories. The Engineer's use of others for additional services shall not be unreasonably restricted by the Client provided the Engineer notifies the Client in advance.

F. INDEPENDENT CONSULTANT

The Engineer is an independent consultant. The Engineer and Engineer's employees or agents performing work under this Agreement are not employees or agents of the Client. The Engineer will not hold itself out as nor claim to be an officer or employee of the Client. The Engineer will not make any claim of right, privilege, or benefit which would accrue to an employee of Client under law. The Client shall neither be liable for nor obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay any social security or other payroll taxes as due. Industrial or any other insurance which is purchased for the benefit of the Engineer shall not be deemed to convert this Agreement to an employment contract.

It is recognized that the Engineer may or will be performing professional services during the term for other parties and that the Client is not the exclusive user of the Engineer's services; provided, however, that the performance of other professional services shall not conflict with or interfere with the Engineer's ability to perform the services to be performed under this Agreement.

G. INSURANCE

1. The Engineer maintains: 1) worker's compensation and employer's liability insurance of a form and in an amount as required by state law; 2) comprehensive general liability and automotive liability insurance; and 3) professional liability insurance to cover negligent errors or omissions for which the Engineer becomes legally obligated to pay. Certificates of Insurance (COI) shall be provided to the Client upon request. The Client will be named as an additional insured if required on the comprehensive general liability and automotive liability insurance policies.

2. Client agrees to require Engineer and any Subconsultants, subcontractors or third parties utilized by Engineer to be named as additional insureds for all insurance policies related to this Project carried by contractors, subcontractors and suppliers on which Client has been or will be named as an additional insured.

H. INDEMNIFICATION

The Engineer agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Engineer's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the Engineer is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Engineer, its officers, directors, employees and subconsultants (collectively, Engineer) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor the Engineer shall be obligated to indemnify or defend the other party in any manner whatsoever for the other party's own negligence.

The provisions of this section shall survive the expiration or termination of this Agreement.

I. BILLING AND PAYMENT

1. BUDGET FOR SERVICES

The budget estimate included in this proposal is only for those services identified within the attached scope of work. The budget and proposed scope of work are based on information currently available to the Engineer. If conditions change, unforeseen circumstances are encountered, or work efforts are redirected, the budget estimate may require modification. Similarly, if the work efforts are completed quicker than the time estimated or direct expenses are less than estimated, the Engineer will bill the Client only for the time or expense encountered.

Monthly billings will be submitted on a time and materials basis but will not exceed the estimated budget for the identified Scope of Work without the Client's prior authorization. For projects that extend beyond the calendar year in which the Agreement is executed was executed, the Engineer's billing rates are subject to adjustment each January.

2. REIMBURSABLE EXPENSES

Expenses incurred in connection with project tasks such as out-of-town subsistence, long distance telephone, reproduction costs and similar, will be invoiced at direct cost plus Ten (10%) percent. Mileage will be invoiced at the current IRS rate per mile.

3. SERVICES BY OTHERS

If this project requires the specialized services of consultants and other technical companies, then such services will be utilized only with the Client's written approval, with the cost of such services included at the invoice cost plus Ten (10%) percent.

4. **INVOICES.** The Engineer will submit invoices to Client on a monthly basis and a final bill upon completion of services. Payment is due upon receipt of the invoice and is past due Thirty (30) days after the invoice date. Client agrees that the invoice balance is correct unless Engineer is notified in writing within Fourteen (14) days of the invoice date. In the event of a disputed or contested billing, only that portion so contested will be withheld from payment, and the undisputed portion will be paid. The Client will exercise reasonableness in contesting any bill or portion thereof. No interest will accrue on any contested portion of the billing until it is mutually resolved. A service charge of 12% per annum (1% per month) will be added on all unpaid balances over Sixty (60) days old. If the account becomes delinquent, Engineer will perform no further services on the project until the Client pays the outstanding balance plus applicable interest or, at the Engineer's sole discretion, until satisfactory written payment arrangements have been made between the Engineer and the Client.

J. CHANGES IN THE AGREEMENT

If during the course of performance of this Agreement, the Client requests additional services to be performed, or if conditions or circumstances are discovered which were not contemplated by the Engineer at the commencement of this Agreement, then the Engineer shall notify the Client in writing of the additional services to be performed or the newly

discovered conditions or circumstances. The Client and Engineer shall renegotiate in good faith, the budget, schedule and other applicable conditions of this Agreement. Unless otherwise agreed to, the Client and Engineer shall have Thirty (30) days after the notice to reach agreement on the amended terms and conditions.

K. RIGHT OF ENTRY

The Client shall provide for right of entry to the project site. Such right of entry shall be for the Engineer and others, and necessary equipment in order for the Engineer to fulfill the scope of services indicated in this Agreement. While the Engineer will take all reasonable precautions to minimize damage to the property, the Client understands that in the normal course of work some damage may occur, the correction of which is not part of this Agreement.

L. OPINION OF CONSTRUCTION COST

The Engineer shall submit to the Client an opinion of the probable cost required to construct work recommended, designed, or specified by the Engineer. The Engineer is not a construction cost estimator or construction contractor, nor should the Engineer's rendering an opinion of probable construction costs be considered equivalent to the nature and extent of service a construction cost estimator or construction contractor would provide. The Engineer's opinion will be based solely upon his or her own experience with construction. This requires the Engineer to make a number of assumptions as to actual conditions that will be encountered on site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; the cost and extent of labor, equipment and materials the contractor will employ; contractor's techniques in determining prices and market conditions at the time, and other factors over which the Engineer has no control. Given the assumptions which must be made, the Engineer cannot guarantee the accuracy of his or her opinion of cost, and, in recognition of that fact, the Client waives any claim against the Engineer relative to the accuracy of the Engineer's opinion of probable construction cost.

M. OWNERSHIP OF DOCUMENTS

All reports, field data, field notes, test data, calculations, Drawings, specifications, cost opinions, quantity estimates, electronic files, and other documents (Document) prepared by the Engineer are instruments of service and the Engineer retains an ownership and property interest (including the copyright, if applicable, and the right of reuse) in such Documents, whether or not the Project is completed. Upon payment in full to Engineer, Engineer grants Client a license to use the Documents on the project and extensions of the project, subject to the following limitations: 1) Client may make and retain copies of Documents for information, reference and submittal to regulatory agencies; 2) Client acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by Engineer; 3) any reuse or modification of the Documents by any party other than Engineer is at Client's sole risk and without any liability whatsoever to Engineer; and 4) Client shall defend, indemnify and hold harmless Engineer from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use of Documents other than completion of the specific Project for which they were prepared.

N. DISPUTES

In the event of a dispute arising under this Agreement and if the dispute cannot be settled through direct discussions, the parties agree to first attempt to settle the dispute by non-binding mediation before recourse to a judicial forum. If the dispute is settled by litigation, the substantially prevailing party shall be awarded its reasonable costs incurred, including staff time at current billing rates, court costs, expert witness fees, attorney's fees upon trial, or appeal, collection or lien fees, late payment charges and interest, and other claim related expenses. Venue for any litigation shall be the Superior Court of the County in which the project is located.

O. TERMINATION

The Client may terminate this Agreement by giving the Engineer Thirty (30) days written notice. The Client or the Engineer may terminate this Agreement for reasons identified elsewhere in the Agreement or for other reasons which may arise.

Either party may terminate this Agreement if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within Five (5) workdays of written notice and diligently complete the correction thereafter. If corrective action is not taken within Five (5) workdays, termination will become effective Fourteen (14) calendar days after receipt of the termination notice.

Irrespective of which party shall effect termination or the cause therefore, or if the Client suspends work on the project for more than three (3) months, the Client shall within Thirty (30) calendar days of termination or suspension remunerate the

Engineer for services rendered and costs incurred, in accordance with the Engineer's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination or suspension, as well as those associated with termination or suspension itself, such as demobilizing, modifying schedules, reassigning personnel, and so on. Costs shall include those incurred up to the time of termination or suspension, as well as those associated with termination or suspension and post-termination or suspension activities.

P. GOVERNING LAW

Unless otherwise provided in an addendum, the laws of the state in which the project takes place will govern the validity of this Agreement, its interpretation and performance, and remedies for contract breach or any other claims related to the Agreement. Venue for any litigation shall be the Superior Court in which the project is located.

Q. SEVERABILITY

The Client and the Engineer have entered into this Agreement of their own free will, to communicate to one another mutual understandings and responsibilities. Any element of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force. However, the Client and the Engineer will in good faith attempt to replace an invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing or achieving the intent of the original provision.

R. INTEGRATION

This Agreement, including attachments incorporated herein by reference, comprises a final and complete repository of understandings between the Client and the Engineer. It supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written, relating to the subject matter of this Agreement. Each party has advised the other to read this document thoroughly before accepting it to help assure it accurately conveys meanings and intents. Acceptance of this Agreement as provided for signifies that each party has read the document thoroughly and has had any questions or concerns completely explained by independent counsel and is satisfied. The Client and the Engineer agree that modifications to this Agreement shall not be binding unless made in writing and signed by an authorized representative of each party.

S. AGREEMENT DOCUMENTS

Letter Agreement signed by Client and Engineer
Exhibit A - Scope of Work
Exhibit B - Budget Estimate
Exhibit C - General Conditions

Each individual executing this Agreement on behalf of the Client and the Engineer represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of the Client or the Engineer.

The exchange of copies of this Agreement and of signature pages by facsimile transmission (whether directly from one facsimile device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by a combination of such means, shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of an original Agreement for all purposes. Signatures of the parties transmitted by facsimile or by electronic mail in .pdf form shall be deemed to be their original signatures for all purposes.

T. LIMITATION OF LIABILITY

The Engineer shall not be liable for loss or damage occasioned by delays beyond Engineer's control, or for loss of earnings, loss of use or other incidental or consequential damages suffered by Client or others, however caused. Engineer's liability hereunder shall be limited to 100% of the fee earned by Engineer under this Agreement.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Brandon Rakes, Airport Office Manager

DATE: February 26, 2018

SUBJECT: Early Termination of Heidar Ground Lease

ISSUE

The Chehalis-Centralia Airport has a ground lease with Helgi Heidar dated May 24, 1994 that expires on April 18, 2019; however, Mr. Heidar would like to terminate the lease one year early, which could benefit both parties.

DISCUSSION

Mr. Heidar is currently in a lease that is set to expire in April 2019 and has approached the airport about the possibility of terminating his lease one year early because he no longer owns an aircraft and has no plans to purchase one in the future. Since Mr. Heidar first leased the property in 1994 he has constructed a large hangar on the west side of the airport. This hangar is of above average condition and is insulated.

In consideration of the improvements that Mr. Heidar has made to the property that will be owned by the airport upon termination of the lease, he has proposed that the airport pay him \$2,500 to relinquish the hangar one year early so that the hangar can be rented at current market rates.

If the airport were to acquire the hangar one year early it would be a positive financial development for the airport. Currently, the airport is at one hundred percent capacity for hangar use and demand for airport hangar space is high, so the hangar would likely be rented quickly.

FISCAL IMPACT

Mr. Heidar currently pays \$827 a year for rent. If rented at current market rates, the estimated annual income is \$4,800. Therefore, airport revenues are estimated to increase by more than \$3,973. Therefore, the airport would still be ahead by more than \$1,400 even if it pays Mr. Heidar \$2,500 for early termination of the lease. In addition, we will be adding at least one more aircraft to the field which can help generate more revenue in aircraft fuel sales and local commerce.

RECOMMENDATION

It is recommended that the City Council approve early termination of the airport ground lease with Mr. Heidar and pay Mr. Heidar \$2,500 upon early termination in consideration for the permanent property improvements made during the term of the lease.

SUGGESTED MOTION

I move that the City Council approve the Chehalis-Centralia Airport early termination of the airport ground lease with Mr. Heidar and pay him \$2,500 upon early termination of the lease in consideration for the permanent property improvements made during the term of the lease.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

DATE: February 26, 2018

SUBJECT: Presentation on the Updated Parks Recreation and Open Space Plan

ISSUE

This item has been scheduled to provide the City Council an overview of the draft 2018 Parks Recreation and Open Space (PROS) Plan, which is an updated version of the 2012 Plan.

DISCUSSION

In 2012, the City Council adopted, by resolution, a PROS Plan. Due to planning requirements specified by the Washington State Recreation and Conservation Office it is mandatory for park plans to be updated every six years to be considered eligible for grant opportunities. It is important for the city to review and adopt an updated PROS plan to be eligible for the upcoming grant cycle. The administration plans on submitting grants in support of the impending Recreation Park renovation project.

The elements of the updated plan were originally designed in 2012 as a 20-year vision based on results of environmental inventories, field analysis, demand analysis, workshop planning sessions, and a mail-out/phone back survey of resident households. The updated document outlines a modified plan developed for open space, trails, and parks in Chehalis. The proposals are conceptual, in some instances, subject to further study and coordination with public and private participants that may modify the eventual project.

There has been little growth since the last comprehensive PROS Plan was completed. The most significant changes include completion of the Shaw Aquatics Center, and city acquisition of Stan Hedwall Park. As a result, the 2018 Plan is essentially an administrative update of the Plan adopted in 2012.

An overview of the Draft 2018 PROS Plan and the changes from 2012 will be provided in a presentation at the February 26 City Council meeting. It is anticipated that the final document will be provided to the City Council for action in March.

FISCAL IMPACT

There is no fiscal impact associated with the planned presentation.

RECOMMENDATION

It is recommended that the City Council consider the presentation at the Council Meeting and provide comments as needed.

SUGGESTED MOTION

NA. This report is for discussion only.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director

MEETING OF: February 26, 2018

SUBJECT: Financial Reports (Preliminary) Fourth Quarter Ending 12/31/2017

DISCUSSION

This item has been scheduled to provide financial reports for the fourth quarter ending 12/31/2017 (January through December).

EXECUTIVE SUMMARY

This document provides a summary review of city financial activity for the fourth quarter ending 12/31/2017 (January through December). The report has been formatted to be consistent with the adopted budget for ease of comparison and review of information. The first set of reports provides summary reviews of all city funds with their beginning fund balance, total revenues and transfers in, total expenditures/expense and transfers out, ending fund balance, and changes in fund balance during the year. The second set of reports provides two-year comparative financial reports for the revenues and expenditures/expenses for the General Fund and the major enterprise funds.

CURRENT STATUS

At the end of December on a city-wide basis, total revenues and transfers-in, and expenditures/expenses and transfers-out are within parameters for budget projections. Overall, the city received 105% of total revenue budget (including other financing sources and non-revenues) and expended 87.1% of total appropriations. During the year 2017, the total city-wide receipts exceeded total expenditures/expenses by \$3,455,838 which increased the ending fund balances to \$17,877,073 (a 24% increase).

Transportation Benefit District 0.2 percent sales tax receipts totaled \$382,637 (or 97.4% of budget). This is reported in the TBD fund, a special revenue fund for capital projects and not included in the General Fund sales tax receipts.

There are three (3) funds showing their ending fund balance decreased from their beginning fund balance which means they expended more than received during the year 2017:

The 1st Quarter REET Fund (305) shows a decrease of \$41,291. This was due to \$100,000 transfer out to Public Facilities Reserve Fund (#301) for maintenance of the library facility.

The Garbage Fund (402) shows a decrease of \$650.

The Airport Fund (407) shows a decrease of \$1,446,094. This was due to the G.O Bonds pay off.

BOTTOM LINE

The city operated within normal budget parameters. Total receipts were 105% of the budget and total expenditures/expenses were 87.1% of the total appropriations.

GENERAL FUND

Overview

For 2017, total revenues and transfers-in are budgeted at \$10,182,225, while expenditures and transfers-out are adopted at \$10,027,231. Actual revenues were \$32,601 under the budget, while actual expenditures were \$781,630 below the final budget, creating an increase of the ending fund balance by \$904,023.

General Fund Revenues

2017 total tax revenues are 99.2% of the budget (or \$67,730 below the budget). However overall tax receipts showed a \$783,399 (or 10.7%) increase from the previous year.

Property Tax receipts are 91.1% of budget which is \$159,985 below the budget. \$14,969 of that was due to the final budget higher than the final tax levy certification. We will review the county's 2018 final tax levy and make an amendment for 2018 budget as needed. 2017 tax receipt was \$95,954 (or 6.3%) higher than the previous year.

Sales and Use Tax receipts are 103.6% of the budget. This is \$532,594 (or 12.7%) increase from the previous year.

Utility Tax receipts are 96.2% of the budget (or \$67,195 below the budget). However, 2017 receipts showed an increase of \$151,490 from the previous year. \$41,250 of that was for the Main Street Tax credit received.

Licenses and Permits are at 105.6% of budget. Revenue from building permits is 71.4% or \$231,416 lower than 2016 level. This is mainly due to the large-scale building permit fees from the School District and Green Hill in 2016 that was not a normal occurrence.

Intergovernmental Revenues are at 104.2% of budget and a \$814,149 increase from the previous year. Funds received from state TIB grant for the National Avenue Bridge Scour project and RCO grant for the Dillenbaugh Creek Culvert Study account for a majority of this revenue.

Charges for Services are at 101.2% of budget. Plan check review fees, charges for fire and police services, and parks & recreation fees make up this category. Parks & Recreation fees receipts were \$205,853 (about 55.7% of this category).

Fines and Forfeitures are 82.8% of budget. This category includes primarily police citations and other court fines. Revenue from court fines is down 21.5% from the previous year.

GENERAL FUND EXPENDITURES & TRANSFERS OUT

Adopted appropriations and required transfers are budgeted at \$10,027,231, which includes the operating appropriations of \$9,719,490 and transfers out of \$307,741.

Total expenditures and transfers out are at 92.2% of the budget. Almost all departments are well within the budget, except for Police and Human Resources. Police department expenditures are \$93,476 over the budget. About \$84,875 (or 91%) of this variance is from payroll costs. The 2017 Police Department budget was not amended when the new CBA increased wages in December. Human Resources department expenditures are \$1,500 over the budget.

The costs related to the CBA with the Police Guild were anticipated and the second 2017 budget amendment set aside a sum of \$250,000 in a suspense account for retroactive payments related to for the Police and Fire in the Non-Departmental department. In order to maintain an accurate record of personnel costs in the Police Department the payments made in December were charged to the Police Department, not the Non-Departmental Account. In addition, due to the December approval, the retroactive payments processed as part of the December payroll were only those related to base pay. Any additional amounts due for overtime are currently being processed and will be paid in February 2018.

In addition, the collective bargaining agreement with the International Association of Fire Fighters has not yet been settled, so any salary impacts associated with an agreement will need to be accounted for in 2018. One or more budget amendments will be scheduled after the first quarter of 2018 to reflect the accounting for the approved changes in payroll associated with employment costs.

The Community Development department was split in to three departments in 2017: Facilities and Parks, Building & Planning, and Recreation. The 2017 combined total for these departments is \$1,831,370 at 94% of budget. This is \$48,511 lower than the previous year.

Non-Departmental department expenditures and transfers out are \$584,615 at 64% of the budget. The 2017 budget included \$250,000 in suspense account but no expenditures was charged to this department as noted above.

ENTERPRISE FUNDS

Wastewater Fund

2017 operating revenue is at 102.1% of the budget and total expenses is at 90.1% of the budget.

Wastewater sales revenue is at 98.4% of budget and \$173,567 lower than the previous year. Sewer connection charges are at 391.4% of the budget and increased \$234,825 from the previous year. This increase is contributable to the construction activities for the school district and is a one-time nature increase. Intergovernmental revenue showed \$297,371 increase from the previous year. Funding from the State Ecology Grant for the Coal Creek Sewer extension project accounts for this increase.

Total revenues exceeded total expenses by \$510,110 during 2017.

Water Fund

2017 operating revenue is 118.5% of the budget and total expenses is at 72.3% of the budget.

Water sales revenue is at 113.4% of the budget; however, this is \$56,262 (or 1.9%) lower than the previous year. Water connection charge revenue is at 261.2% of the budget and a \$195,879 increase from the previous year. The city received \$2,050,000 of loan proceeds from the Drinking Water State Revolving Loan fund for the two major water capital projects: Redundant Flocculation Basin-Water Filter Plant and the Replacement of High Level Reservoir project.

Total receipts exceeded total expenses by \$2,349,977 during 2017.

Storm and Surface Water Fund

2017 operating revenue is 124.9% of the budget with total expenses at 81.9% of the budget.

Stormwater fee revenue is at 112.2% of the budget with an increase of \$51,478 from the previous year. Connection charge revenue is at 769.8% of the budget (or \$76,976). This is considered a one-time nature revenue.

Total revenues exceeded total expenses by \$265,780 during 2017.

Airport Fund

2017 operating revenue is 102.7% of the budget with total expenses at 91.2% of the budget.

Fuel sales revenues is at 90.2% of the budget and showed a decrease of \$2,527 from the previous year. Lease revenue is \$1,062,374 at 108.2% of the budget. This is a \$56,523 increase from the previous year. Intergovernmental grant revenue totaled \$962,586 at 73.8% of the budget.

Total expenses exceeded the total receipts by \$1,446,094 during 2017. This was due to the \$1,547,741 G.O Bonds pay off in 2017. Excluding the Bonds pay off, the Airport fund total receipts would have exceeded total expenses by \$101,647.

FISCAL IMPACT

As shown.

RECOMMENDATION

It is recommended that the City Council review this information and let staff know if there are any questions.

SUGGESTED MOTION

N/A

City of Chehalis



2017 Quarterly Financial Report

**Fourth Quarter 2017
January through December**

The City of Chehalis, Washington

City of Chehalis

Fourth Quarter Financial Statements - All Funds
January through December 2017 (PRELIMINARY)

Fourth Quarter Target would be 100% of Budget (12/12)

| | General Fund #001 | | Dedicated Street Fund #003 | | Bldg Abatement #004 | | Arterial Str Fund #102 | | TDD Fund #103 | |
|-----------------------------|-------------------|--------------|----------------------------|--------------|---------------------|--------------|------------------------|--------------|---------------|--------------|
| | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual |
| | % to Budget | | % to Budget | | % to Budget | | % to Budget | | % to Budget | |
| Beginning Fund Balance | 1,137,916 | 1,137,916 | 12,382 | 12,382 | 0 | 0 | 104,266 | 104,266 | 0 | 0 |
| Revs. & Transfers In | 10,182,225 | 10,149,625 | 441,451 | 447,524 | 100,200 | 100,108 | 155,516 | 162,172 | 392,880 | 382,637 |
| Exps. & Transfers Out | (10,027,231) | (9,245,601) | (433,300) | (342,064) | (10,000) | (9,795) | (159,129) | (152,313) | (175,000) | (22,582) |
| Ending Fund Balance | 1,292,910 | 2,041,940 | 20,533 | 117,842 | 90,200 | 90,313 | 100,633 | 114,125 | 217,880 | 360,055 |
| Changes in Fund Balance | 904,024 | 904,024 | 105,460 | 105,460 | 90,313 | 90,313 | 9,859 | 9,859 | 360,055 | 360,055 |
| % Increase (decrease) | | 79% | | 852% | | 0% | | 9% | | 0% |
| Tourism Fund #107 | | | | | | | | | | |
| | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual |
| | % to Budget | | % to Budget | | % to Budget | | % to Budget | | % to Budget | |
| Beginning Fund Balance | 264,582 | 264,582 | 111 | 111 | 57,506 | 57,506 | 0 | 0 | 0 | 0 |
| Revs. & Transfers In | 233,900 | 260,272 | 0 | 1 | 13,200 | 13,437 | 98,966 | 98,956 | 100,000 | 100,041 |
| Exps. & Transfers Out | (237,000) | (211,768) | 0 | 0 | 0 | 0 | (98,966) | (98,956) | (100,000) | (9,855) |
| Ending Fund Balance | 261,082 | 313,086 | 111 | 112 | 70,706 | 70,943 | 0 | 0 | 0 | 90,186 |
| Changes in Fund Balance | 48,504 | 48,504 | 1 | 1 | 13,437 | 13,437 | 0 | 0 | 0 | 90,186 |
| % Increase (decrease) | | 18% | | 1% | | 23% | | 0% | | 0% |
| Auto/Eq Reserve #302 | | | | | | | | | | |
| | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual |
| | % to Budget | | % to Budget | | % to Budget | | % to Budget | | % to Budget | |
| Beginning Fund Balance | 461 | 461 | 217,398 | 217,398 | 197,213 | 197,213 | 7,573 | 7,573 | 4,312,826 | 4,312,826 |
| Revs. & Transfers In | 0 | 2 | 111,025 | 100,275 | 110,950 | 100,184 | 6,435 | 6,360 | 6,348,672 | 6,399,103 |
| Exps. & Transfers Out | 0 | 0 | (141,566) | (141,566) | (32,659) | (32,659) | (7,240) | (7,010) | (6,535,152) | (5,888,992) |
| Ending Fund Balance | 461 | 463 | 186,857 | 176,107 | 275,504 | 264,738 | 6,868 | 7,023 | 4,125,346 | 4,822,937 |
| Changes in Fund Balance | 2 | 2 | (41,291) | (41,291) | 67,525 | 67,525 | (650) | (650) | 510,111 | 510,111 |
| % Increase (decrease) | | 0% | | -19% | | 34% | | -8% | | 12% |
| Water Fund #405 | | | | | | | | | | |
| | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual |
| | % to Budget | | % to Budget | | % to Budget | | % to Budget | | % to Budget | |
| Beginning Fund Balance | 4,844,780 | 4,844,780 | 834,820 | 834,822 | 1,817,718 | 1,817,718 | 602,022 | 602,021 | 9,560 | 9,560 |
| Revs. & Transfers In | 3,728,871 | 5,284,137 | 556,910 | 695,626 | 3,298,534 | 3,003,953 | 172,785 | 160,299 | 360,000 | 288,484 |
| Exps. & Transfers Out | (4,057,800) | (2,934,160) | (524,898) | (429,846) | (4,878,278) | (4,450,047) | (78,500) | (32,990) | (360,000) | (267,154) |
| Ending Fund Balance | 4,515,851 | 7,194,757 | 866,832 | 1,100,602 | 237,974 | 371,624 | 696,307 | 729,330 | 9,560 | 10,890 |
| Changes in Fund Balance | 2,349,977 | 2,349,977 | 265,770 | 265,770 | (1,446,094) | (1,446,094) | 127,309 | 127,309 | 1,330 | 1,330 |
| % Increase (decrease) | | 49% | | 32% | | -80% | | 21% | | 14% |
| ALL FUNDS TOTALS | | | | | | | | | | |
| | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual |
| | % to Budget | | % to Budget | | % to Budget | | % to Budget | | % to Budget | |
| Beginning Fund Balance | 14,421,234 | 14,421,235 | 14,421,234 | 14,421,235 | 14,421,234 | 14,421,235 | 14,421,234 | 14,421,235 | 14,421,234 | 14,421,235 |
| Revs. & Transfers In | 26,412,120 | 27,733,196 | 26,412,120 | 27,733,196 | 26,412,120 | 27,733,196 | 26,412,120 | 27,733,196 | 26,412,120 | 27,733,196 |
| Exps. & Transfers Out | (27,857,719) | (24,277,358) | (27,857,719) | (24,277,358) | (27,857,719) | (24,277,358) | (27,857,719) | (24,277,358) | (27,857,719) | (24,277,358) |
| Ending Fund Balance | 12,975,635 | 17,877,073 | 12,975,635 | 17,877,073 | 12,975,635 | 17,877,073 | 12,975,635 | 17,877,073 | 12,975,635 | 17,877,073 |
| Changes in Fund Balance | 3,455,838 | 3,455,838 | 3,455,838 | 3,455,838 | 3,455,838 | 3,455,838 | 3,455,838 | 3,455,838 | 3,455,838 | 3,455,838 |
| % Increase (decrease) | | 24% | | 24% | | 24% | | 24% | | 24% |

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

To: The Honorable Mayor and Council
 Via: Tracie J Anderson, City Manager
 From: Chun Saul, Finance Director
 Prepared by: Betty Brooks, Payroll Accountant
 Date: February 20, 2018
 Subject: PRELIMINARY Monthly Financial Reports for December

City of Chehalis
 Comparative Financial Reports
 December 2016 and 2017

| GENERAL FUND (#001) | A 2016 | | B 2016 | | C=B/A 2016 YTD | | D 2017 | | E 2017 | | F=E/D 2017 YTD | | G 2017 YTD | | H^A 2017 YTD | | I=F-G 2017 YTD % | | J=E-B 2017-2016 | | |
|--|---------------------|---------------------|---------------|---------------------|-------------------|----------------------|----------------------|---------------|----------------------|---------------|-------------------|----------------------|---------------------|---------------------|----------------------|---------------------|---------------------|----------------------|---------------------|---------------------|-----------------|
| | Budget | YTD Actual | % to Budget | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | YTD Actual | % to Budget | Target % | Variance from Target | YTD Inor. | YTD Inor. | Variance from Target | YTD Inor. | YTD Inor. | Variance from Target | YTD Inor. | YTD Inor. | |
| REVENUES | | | | | | | | | | | | | | | | | | | | | |
| Tax Revenues: | | | | | | | | | | | | | | | | | | | | | |
| Property Taxes | 1,581,834 | 1,536,521 | 97.1% | 1,536,521 | 97.1% | 1,792,460 | 1,632,475 | 91.1% | 1,632,475 | 91.1% | 100.0% | (159,985) | 95,954 | 532,584 | 3.6% | 532,584 | 151,490 | -3.8% | 151,490 | 3,361 | |
| Sales and Use Taxes | 4,107,522 | 4,199,423 | 102.2% | 4,199,423 | 102.2% | 4,566,791 | 4,732,017 | 103.6% | 4,732,017 | 103.6% | 100.0% | 165,226 | 532,584 | 151,490 | -3.8% | 151,490 | 3,361 | -10.1% | 3,361 | 783,399 | |
| Utility Taxes | 1,626,110 | 1,528,396 | 94.0% | 1,528,396 | 94.0% | 1,747,081 | 1,679,886 | 96.2% | 1,679,886 | 96.2% | 100.0% | (67,195) | 151,490 | 151,490 | -10.1% | 151,490 | 3,361 | -0.8% | 3,361 | 783,399 | |
| Other Taxes | 41,045 | 47,958 | 116.8% | 47,958 | 116.8% | 57,095 | 51,319 | 89.9% | 51,319 | 89.9% | 100.0% | (5,776) | 3,361 | 3,361 | -0.8% | 3,361 | 783,399 | -0.8% | 783,399 | 783,399 | |
| Total Tax Revenues: | 7,356,511 | 7,312,298 | 99.4% | 7,312,298 | 99.4% | 8,163,427 | 8,095,697 | 99.2% | 8,095,697 | 99.2% | 100.0% | (67,730) | 783,399 | 783,399 | -0.8% | 783,399 | 783,399 | -0.8% | 783,399 | 783,399 | |
| Non-Tax Revenues: | | | | | | | | | | | | | | | | | | | | | |
| Licenses & Permits | 457,050 | 431,494 | 94.4% | 431,494 | 94.4% | 190,550 | 201,153 | 105.6% | 201,153 | 105.6% | 100.0% | 10,603 | (230,341) | 814,149 | 4.2% | 814,149 | 814,149 | 4.2% | 814,149 | (230,341) | |
| Intergovernmental Revenues | 563,767 | 259,355 | 46.0% | 259,355 | 46.0% | 1,029,912 | 1,073,504 | 104.2% | 1,073,504 | 104.2% | 100.0% | 43,592 | 814,149 | 814,149 | 4.2% | 814,149 | 814,149 | 4.2% | 814,149 | (230,341) | |
| Charges for Goods & Services | 523,296 | 464,621 | 88.8% | 464,621 | 88.8% | 365,025 | 369,369 | 101.2% | 369,369 | 101.2% | 100.0% | 4,344 | (95,252) | (29,427) | 814,149 | 4.2% | 814,149 | 814,149 | 4.2% | 814,149 | (230,341) |
| Fines and Forfeitures | 147,420 | 137,232 | 93.1% | 137,232 | 93.1% | 130,145 | 107,805 | 82.8% | 107,805 | 82.8% | 100.0% | (22,340) | (29,427) | (29,427) | 814,149 | 4.2% | 814,149 | 814,149 | 4.2% | 814,149 | (230,341) |
| Rents & Royalties | 71,280 | 91,836 | 128.8% | 91,836 | 128.8% | 82,100 | 83,760 | 102.0% | 83,760 | 102.0% | 100.0% | 1,660 | (8,076) | (8,076) | 814,149 | 4.2% | 814,149 | 814,149 | 4.2% | 814,149 | (230,341) |
| Miscellaneous Revenues | 170,229 | 181,278 | 106.5% | 181,278 | 106.5% | 85,215 | 119,575 | 140.3% | 119,575 | 140.3% | 100.0% | 34,360 | (61,703) | (61,703) | 814,149 | 4.2% | 814,149 | 814,149 | 4.2% | 814,149 | (230,341) |
| Total Non-Tax Revenues | 1,933,042 | 1,565,818 | 81.0% | 1,565,818 | 81.0% | 1,882,947 | 1,955,166 | 103.8% | 1,955,166 | 103.8% | 100.0% | 72,219 | 389,350 | 389,350 | 3.8% | 389,350 | 389,350 | 3.8% | 389,350 | 389,350 | |
| Non-Revenues and Transfers In: | | | | | | | | | | | | | | | | | | | | | |
| Tax receipts (Due to Other Entities) | 124,435 | 127,990 | 102.9% | 127,990 | 102.9% | 135,851 | 98,761 | 72.7% | 98,761 | 72.7% | 100.0% | (37,090) | (29,229) | (29,229) | 124,435 | 10.2% | 124,435 | 124,435 | 10.2% | 124,435 | (29,229) |
| Proceeds of Long-Term Debt | - | - | 0.0% | - | 0.0% | - | - | 0.0% | - | 0.0% | 100.0% | - | - | - | 124,435 | 10.2% | 124,435 | 124,435 | 10.2% | 124,435 | (29,229) |
| Transfers In | 18,000 | 18,000 | 100.0% | 18,000 | 100.0% | - | - | 0.0% | - | 0.0% | 100.0% | - | - | - | 124,435 | 10.2% | 124,435 | 124,435 | 10.2% | 124,435 | (29,229) |
| Total Non-Revenues & Transfers In | 142,435 | 145,990 | 102.5% | 145,990 | 102.5% | 135,851 | 98,761 | 72.7% | 98,761 | 72.7% | 100.0% | (37,090) | (29,229) | (29,229) | 142,435 | 10.2% | 142,435 | 142,435 | 10.2% | 142,435 | (29,229) |
| Total Revenues | \$ 9,431,988 | \$ 9,024,104 | 95.7% | \$ 9,024,104 | 95.7% | \$ 10,182,225 | \$ 10,149,624 | 99.7% | \$ 10,149,624 | 99.7% | 100.0% | \$ (32,601) | \$ 1,125,520 | \$ 1,125,520 | -0.3% | \$ 1,125,520 | \$ 1,125,520 | -0.3% | \$ 1,125,520 | \$ 1,125,520 | |

Key:
 * The expected percentage is calculated as follows: since the report is for the 12th month of the year, 12 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
December 2016 and 2017

| | A 2015 | | B 2016 | | C=B/A 2016 YTD | | D 2017 | | E 2017 | | F=E/D 2017 YTD | | G 2017 YTD | | H 2017 YTD | | I=GF 2017 YTD % | | J=E-B 2017-2016 | |
|----------------------------|--------------|--------------|--------------|-------------|-------------------|--------------|-------------|--------|------------|-------------|-------------------|--------------|----------------------|----------------------|----------------------|----------------------|--------------------|--|--------------------|--|
| | Budget | YTD Actual | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | Target % | % to Budget | Variance from Target | Variance from Target | Variance from Target | Variance from Target | YTD Incr (decr) | | | |
| GENERAL FUND (#001) | \$ 98,657 | \$ 77,810 | \$ 77,810 | 78.9% | \$ 92,351 | \$ 61,833 | 67.0% | 100.0% | 100.0% | 30,513 | 33.0% | \$ (15,977) | \$ (15,977) | | | | | | | |
| Municipal Court | 522,105 | 498,310 | 498,310 | 95.4% | 480,523 | 442,757 | 92.1% | 100.0% | 37,768 | 7.9% | (55,553) | (55,553) | | | | | | | | |
| City Manager | 346,708 | 279,884 | 279,884 | 80.7% | 358,831 | 233,599 | 65.1% | 100.0% | 125,232 | 34.9% | (46,285) | (46,285) | | | | | | | | |
| Finance | 228,295 | 176,395 | 176,395 | 77.3% | 227,780 | 182,165 | 80.0% | 100.0% | 45,615 | 20.0% | 5,770 | 5,770 | | | | | | | | |
| City Clerk | 78,878 | 65,544 | 65,544 | 83.1% | 79,915 | 54,824 | 68.6% | 100.0% | 25,091 | 31.4% | (10,720) | (10,720) | | | | | | | | |
| Facilities and Parks | - | - | - | 0.0% | 968,410 | 917,002 | 94.7% | 100.0% | 51,408 | 5.3% | 917,002 | 917,002 | | | | | | | | |
| Non-Departmental | 598,171 | 486,414 | 486,414 | 81.3% | 912,916 | 584,615 | 64.0% | 100.0% | 328,301 | 36.0% | 98,201 | 98,201 | | | | | | | | |
| Human Resources | 93,553 | 75,390 | 75,390 | 80.6% | 81,284 | 82,784 | 101.8% | 100.0% | (1,500) | -1.8% | 7,394 | 7,394 | | | | | | | | |
| Police | 2,812,113 | 2,793,308 | 2,793,308 | 99.3% | 2,950,305 | 3,043,781 | 103.2% | 100.0% | (93,476) | -3.2% | 250,473 | 250,473 | | | | | | | | |
| Fire | 2,135,047 | 2,048,680 | 2,048,680 | 96.0% | 2,287,120 | 2,205,903 | 96.4% | 100.0% | 81,217 | 3.6% | 157,223 | 157,223 | | | | | | | | |
| Public Works - Streets | 788,249 | 1,016,710 | 1,016,710 | 134.1% | 608,044 | 521,970 | 85.8% | 100.0% | 86,074 | 14.2% | (494,740) | (494,740) | | | | | | | | |
| Planning & Building | - | - | - | 0.0% | 482,332 | 438,127 | 90.8% | 100.0% | 44,205 | 9.2% | 438,127 | 438,127 | | | | | | | | |
| Recreation | - | - | - | 0.0% | 497,420 | 476,241 | 95.7% | 100.0% | 21,179 | 4.3% | 476,241 | 476,241 | | | | | | | | |
| Community Development | 2,073,823 | 1,879,881 | 1,879,881 | 90.6% | - | - | 0.0% | 100.0% | - | 0.0% | (1,879,881) | (1,879,881) | | | | | | | | |
| Total Expenditures | \$ 9,745,599 | \$ 9,398,326 | \$ 9,398,326 | 96.4% | \$ 10,027,281 | \$ 9,245,601 | 92.2% | 100.0% | \$ 781,680 | 7.8% | \$ (152,725) | \$ (152,725) | | | | | | | | |
| Changes in Fund Balance | | | | | | | | | | | | | \$ 749,029 | | | | | | | |

Key:

- * The expected percentage is calculated as follows: since the report is for the 12th month of the year, 12 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
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| WASTEWATER FUND (#404) | A | | B | | C=B/A | | D | | E | | F=E/D | | G | | H ¹ | | I=F-G | | J=E-B | |
|---|--------------|--------------|-------------|--------------|--------------|-------------|--------|-------------|-------------|----------|-------------|----------------------|----------------------|----------|----------------|----------------------|----------------------|----------------------|-----------------|-----------------|
| | 2016 | | 2016 | | 2016 YTD | | 2017 | | 2017 | | 2017 YTD | | 2017 YTD | | 2017 YTD | | 2017 YTD % | | 2017-2016 | |
| REVENUES: | Budget | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | Target % | % to Budget | Variance from Target | Variance from Target | Target % | % to Budget | Variance from Target | Variance from Target | Variance from Target | YTD Incr (decr) | YTD Incr (decr) |
| Revenues: | | | | | | | | | | | | | | | | | | | | |
| Wastewater Sales | \$ 4,818,053 | \$ 5,378,210 | 111.6% | \$ 5,289,972 | \$ 5,204,643 | 98.4% | 100.0% | \$ (85,329) | 100.0% | 100.0% | 98.4% | \$ (85,329) | -1.6% | 100.0% | 100.0% | \$ (85,329) | -1.6% | 100.0% | \$ (173,567) | \$ (173,567) |
| Late Payment Fees | 50,000 | 58,923 | 0.0% | 50,000 | 49,150 | 98.3% | 100.0% | (850) | 100.0% | 100.0% | 98.3% | (850) | -1.7% | 100.0% | 100.0% | (850) | -1.7% | 100.0% | (9,773) | (9,773) |
| Sewer Connection Fees | 30,000 | - | 0.0% | 60,000 | 234,825 | 391.4% | 100.0% | 174,825 | 100.0% | 100.0% | 391.4% | 174,825 | 281.4% | 100.0% | 100.0% | 174,825 | 281.4% | 100.0% | 234,825 | 234,825 |
| Rental Income | 3,545 | 3,545 | 100.0% | 3,545 | 3,545 | 100.0% | 100.0% | (0) | 100.0% | 100.0% | 100.0% | (0) | 0.0% | 100.0% | 100.0% | (0) | 0.0% | 100.0% | (0) | (0) |
| Interest Earnings | 2,459 | 12,580 | 511.6% | 3,000 | 27,076 | 902.5% | 100.0% | 24,076 | 100.0% | 100.0% | 902.5% | 24,076 | 802.5% | 100.0% | 100.0% | 24,076 | 802.5% | 100.0% | 14,496 | 14,496 |
| Other Misc. Revenues/Insurance | 3,000 | 4,640 | 154.7% | 3,000 | 1,334 | 44.5% | 100.0% | (1,666) | 100.0% | 100.0% | 44.5% | (1,666) | -55.5% | 100.0% | 100.0% | (1,666) | -55.5% | 100.0% | (3,306) | (3,306) |
| Subtotal for operating revenues | 4,907,057 | 5,457,898 | 111.2% | 5,409,517 | 5,520,573 | 102.1% | 100.0% | 111,056 | 100.0% | 100.0% | 102.1% | 111,056 | 2.1% | 100.0% | 100.0% | 111,056 | 2.1% | 100.0% | 62,675 | 62,675 |
| Intergovernmental Revenues (Grants) | 25,000 | 6,062 | 24.2% | 13,500 | 303,433 | 2247.7% | 100.0% | 289,933 | 100.0% | 100.0% | 2247.7% | 289,933 | 2147.7% | 100.0% | 100.0% | 289,933 | 2147.7% | 100.0% | 297,371 | 297,371 |
| Subtotal - Revenues | 4,932,057 | 5,463,960 | 110.8% | 5,423,017 | 5,824,006 | 107.4% | 100.0% | 400,989 | 100.0% | 100.0% | 107.4% | 400,989 | 7.4% | 100.0% | 100.0% | 400,989 | 7.4% | 100.0% | 360,046 | 360,046 |
| Non-Revenues: | | | | | | | | | | | | | | | | | | | | |
| Tax receipts (Due to Other Entities) | 555 | 558 | 100.5% | 555 | 563 | 101.4% | 100.0% | 8 | 100.0% | 100.0% | 101.4% | 8 | 1.4% | 100.0% | 100.0% | 8 | 1.4% | 100.0% | 5 | 5 |
| Proceeds from Debt Issuance (Bonds/Loans) | 1,430,000 | 139,644 | 9.8% | 925,100 | 574,534 | 62.1% | 100.0% | (350,566) | 100.0% | 100.0% | 62.1% | (350,566) | -37.9% | 100.0% | 100.0% | (350,566) | -37.9% | 100.0% | 434,890 | 434,890 |
| Subtotal - Non-Revenues | 1,430,555 | 140,202 | 9.8% | 925,655 | 575,097 | 62.1% | 100.0% | (350,558) | 100.0% | 100.0% | 62.1% | (350,558) | -37.9% | 100.0% | 100.0% | (350,558) | -37.9% | 100.0% | 434,895 | 434,895 |
| Total Revenues & Non-Revenues | \$ 6,362,612 | \$ 5,604,162 | 88.1% | \$ 6,348,672 | \$ 6,399,103 | 100.8% | 100.0% | \$ 50,431 | 100.0% | 100.0% | 100.8% | \$ 50,431 | 0.8% | 100.0% | 100.0% | \$ 50,431 | 0.8% | 100.0% | \$ 794,941 | \$ 794,941 |

| WASTEWATER FUND (#404) | A | | B | | C=B/A | | D | | E | | F=E/D | | G | | H ¹ | | I=F-G | | J=E-B | |
|---|--------------|--------------|-------------|--------------|--------------|-------------|--------|------------|-------------|----------|-------------|----------------------|----------------------|----------|----------------|----------------------|----------------------|----------------------|-----------------|-----------------|
| | 2016 | | 2016 | | 2016 YTD | | 2017 | | 2017 | | 2017 YTD | | 2017 YTD | | 2017 YTD | | 2017 YTD % | | 2017-2016 | |
| EXPENSES | Budget | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | Target % | % to Budget | Variance from Target | Variance from Target | Target % | % to Budget | Variance from Target | Variance from Target | Variance from Target | YTD Incr (decr) | YTD Incr (decr) |
| Operating Expenses | \$ 2,742,180 | \$ 2,423,347 | 88.4% | \$ 3,554,370 | \$ 3,043,760 | 85.6% | 100.0% | \$ 510,610 | 100.0% | 100.0% | 85.6% | \$ 510,610 | 14.4% | 100.0% | 100.0% | \$ 510,610 | 14.4% | 100.0% | \$ 620,413 | \$ 620,413 |
| Capital Outlay | 1,258,708 | 249,867 | 19.9% | 1,113,100 | 976,385 | 87.7% | 100.0% | 136,715 | 100.0% | 100.0% | 87.7% | 136,715 | 12.3% | 100.0% | 100.0% | 136,715 | 12.3% | 100.0% | 726,518 | 726,518 |
| Debt Service Principal | 1,834,840 | 1,834,839 | 100.0% | 1,845,625 | 1,845,634 | 100.0% | 100.0% | (9) | 100.0% | 100.0% | 100.0% | (9) | 0.0% | 100.0% | 100.0% | (9) | 0.0% | 100.0% | 10,795 | 10,795 |
| Interest & Debt Service Expense | 34,188 | 21,689 | 63.4% | 22,502 | 22,651 | 100.7% | 100.0% | (149) | 100.0% | 100.0% | 100.7% | (149) | -0.7% | 100.0% | 100.0% | (149) | -0.7% | 100.0% | 962 | 962 |
| Non-Expense - Tax Receipt Disbursements | 555 | 558 | 100.6% | 555 | 563 | 101.4% | 100.0% | (8) | 100.0% | 100.0% | 101.4% | (8) | -1.4% | 100.0% | 100.0% | (8) | -1.4% | 100.0% | 5 | 5 |
| Transfers Out | 32,500 | 32,500 | 100.0% | - | - | 0.0% | 100.0% | - | 100.0% | 100.0% | 0.0% | - | 0.0% | 100.0% | 100.0% | - | 0.0% | 100.0% | (32,500) | (32,500) |
| Total Expenses | \$ 5,902,971 | \$ 4,562,800 | 77.3% | \$ 6,536,152 | \$ 5,388,993 | 81.1% | 100.0% | \$ 647,159 | 100.0% | 100.0% | 81.1% | \$ 647,159 | 9.9% | 100.0% | 100.0% | \$ 647,159 | 9.9% | 100.0% | \$ 1,326,193 | \$ 1,326,193 |
| Changes in Fund Balance | \$ 459,641 | \$ 1,041,362 | | \$ (187,480) | \$ 510,110 | | | | | | | | | | | | | | | |

Key:
 * The expected percentage is calculated as follows: since the report is for the 12th month of the year, 12 is divided by 12-the number of months in the year.
¹To 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
December 2016 and 2017

| WATER FUND (#405) REVENUES | A 2016 | | B 2016 | | C=B/A 2016 YTD | | D 2017 | | E 2017 | | F=E/D 2017 YTD | | G 2017 YTD | | H ^A 2017 YTD | | I=F-G 2017 YTD % | | J=E-B 2017-2016 | |
|---|--------------|--------------|------------|-------------|-------------------|--------------|-------------|--------|------------|-------------|-------------------|-------------|---------------|----------------------|----------------------------|----------------------|---------------------|----------|--------------------|-----------|
| | Budget | YTD Actual | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | Target % | % to Budget | Target % | Variance from Target | Variance from Target | Variance from Target | YTD Incr | YTD Incr | (decr) | |
| Revenues: | | | | | | | | | | | | | | | | | | | | |
| Water Sales | \$ 2,351,387 | \$ 3,019,505 | | 128.4% | \$ 2,613,600 | \$ 2,953,243 | 113.4% | | | 100.0% | 113.4% | | | 100.0% | \$ 349,643 | | | 13.4% | \$ | (56,262) |
| Late Payment Fees | 25,000 | 29,942 | | 119.8% | 28,000 | 31,479 | 112.4% | | | 100.0% | 112.4% | | | 100.0% | 3,479 | | | 12.4% | | 1,537 |
| Water Connection Charges | 10,000 | - | | 0.0% | 75,000 | 195,879 | 261.2% | | | 100.0% | 261.2% | | | 100.0% | 120,879 | | | 161.2% | | 195,879 |
| Interest Earnings | 6,275 | 14,518 | | 231.4% | 10,000 | 40,434 | 404.3% | | | 100.0% | 404.3% | | | 100.0% | 30,434 | | | 304.3% | | 25,916 |
| Other Misc. Revenues | 2,121 | 3,813 | | 179.8% | 2,121 | 2,653 | 125.1% | | | 100.0% | 125.1% | | | 100.0% | 532 | | | 25.1% | | (1,160) |
| Subtotal for Operating Revenues | 2,394,783 | 3,067,778 | | 128.1% | 2,728,721 | 3,233,688 | 118.5% | | | 100.0% | 118.5% | | | 100.0% | 504,967 | | | 18.5% | | 165,910 |
| Intergovernmental Revenues (Grants) | - | - | | 0.0% | - | - | 0.0% | | | 100.0% | 0.0% | | | 100.0% | 504,967 | | | 100.0% | | 165,910 |
| Subtotal - Revenues | 2,394,783 | 3,067,778 | | 128.1% | 2,728,721 | 3,233,688 | 0.0% | | | 100.0% | 0.0% | | | 100.0% | 504,967 | | | 100.0% | | 165,910 |
| Non-Revenues: | | | | | | | | | | | | | | | | | | | | |
| Tax receipts (Due to Other Entities) | 100 | 425 | | 425.0% | 150 | 449 | 299.3% | | | 100.0% | 299.3% | | | 100.0% | 299 | | | 199.3% | | 24 |
| Proceeds from Debt Issuance (Bonds/Loans) | 1,484,500 | - | | 0.0% | 1,000,000 | 2,050,000 | 205.0% | | | 100.0% | 205.0% | | | 100.0% | 1,050,000 | | | 105.0% | | 2,050,000 |
| Subtotal - Non-revenues | 1,484,600 | 425 | | 0.0% | 1,000,150 | 2,050,449 | 205.0% | | | 100.0% | 205.0% | | | 100.0% | 1,050,299 | | | 105.0% | | 2,050,024 |
| Total Revenues & Non-Revenues | \$ 3,859,383 | \$ 3,068,203 | | 79.5% | \$ 3,728,871 | \$ 5,284,137 | 141.7% | | | 100.0% | 141.7% | | | 100.0% | \$ 1,555,266 | | | 41.7% | \$ | 2,215,934 |

| WATER FUND (#405) EXPENSES | A 2016 | | B 2016 | | C=B/A 2016 YTD | | D 2017 | | E 2017 | | F=E/D 2017 YTD | | G 2017 YTD | | H ^A 2017 YTD | | I=G-F 2017 YTD % | | J=E-B 2017-2016 | |
|---|--------------|--------------|------------|-------------|-------------------|--------------|-------------|--------|------------|-------------|-------------------|-------------|---------------|----------------------|----------------------------|----------------------|---------------------|----------|--------------------|-----------|
| | Budget | YTD Actual | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | Target % | % to Budget | Target % | Variance from Target | Variance from Target | Variance from Target | YTD Incr | YTD Incr | (decr) | |
| Operating Expenses | \$ 1,888,209 | \$ 2,044,056 | | 108.3% | \$ 2,306,888 | \$ 2,041,504 | 88.5% | | | 100.0% | 88.5% | | | 100.0% | \$ 265,384 | | | 11.5% | \$ | (2,552) |
| Capital Outlay | 1,847,000 | 1,673,821 | | 90.6% | 1,603,000 | 745,821 | 46.5% | | | 100.0% | 46.5% | | | 100.0% | 857,179 | | | 53.5% | | (928,000) |
| Debt Service Principal | 134,077 | 134,077 | | 100.0% | 135,077 | 135,077 | 100.0% | | | 100.0% | 100.0% | | | 100.0% | - | | | 0.0% | | 1,000 |
| Interest & Other Debt Service Expense | 14,435 | 14,361 | | 99.5% | 12,730 | 11,692 | 91.8% | | | 100.0% | 91.8% | | | 100.0% | 1,038 | | | 8.2% | | (2,669) |
| Non-Expense - Tax Receipt Disbursements | 100 | 165 | | 164.9% | 105 | 66 | 63.2% | | | 100.0% | 63.2% | | | 100.0% | 39 | | | 36.8% | | (98) |
| Transfers Out | - | - | | 0.0% | - | - | 0.0% | | | 100.0% | 0.0% | | | 100.0% | - | | | 0.0% | | - |
| Total Expenses | \$ 3,883,821 | \$ 3,866,480 | | 99.6% | \$ 4,057,800 | \$ 2,934,160 | 72.3% | | | 100.0% | 72.3% | | | 100.0% | \$ 1,123,640 | | | 27.7% | \$ | (932,319) |
| Changes in Fund Balance | \$ (24,438) | \$ (798,277) | | | \$ (328,929) | \$ 2,349,977 | | | | | | | | | \$ 2,678,906 | | | | | |

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 ^To calculate the dollar variance between expected and actual expenditures, the following formula is used:
 H=(D*G) -E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

City of Chehalis
Comparative Financial Reports
December 2016 and 2017

| STORM FUND (#406) | A | | B | | C=B/A | | D | | E | | F=E/D | | G | | H ^A | | I=F-G | | J=E-B | |
|--------------------------------------|------------|------------|-------------|------------|------------|-------------|--------|------------|-------------|------------|-------------|----------|----------------------|----------------|----------------------|-------|-----------------|--------|-----------|--|
| | 2016 | | 2016 | | 2016 YTD | | 2017 | | 2017 | | 2017 YTD | | 2017 YTD | | 2017 YTD | | 2017 YTD % | | 2017-2016 | |
| REVENUES | Budget | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | YTD Actual | % to Budget | Target % | Variance from Target | H ^A | Variance from Target | I=F-G | YTD Incr (decr) | J=E-B | | |
| Revenues: | | | | | | | | | | | | | | | | | | | | |
| Storm & Surface Water Fees | \$ 501,000 | \$ 555,528 | 110.9% | \$ 540,910 | \$ 607,006 | 112.2% | 100.0% | \$ 66,096 | 12.2% | \$ 51,478 | 12.2% | 100.0% | \$ 66,096 | 12.2% | \$ 51,478 | | \$ | 51,478 | | |
| Storm Connection/Misc. Fees | 4,000 | - | 0.0% | 10,000 | 76,976 | 769.8% | 100.0% | 66,976 | 669.8% | 76,976 | 769.8% | 100.0% | 66,976 | 669.8% | 76,976 | | 76,976 | | | |
| Misc. Revenues/Insurance | 2,000 | - | 0.0% | - | - | 0.0% | 100.0% | 697 | 0.0% | 697 | 0.0% | 100.0% | 697 | 0.0% | 697 | | 697 | | | |
| Fines and Forfeitures | 4,500 | 5,663 | 125.8% | 5,000 | 5,794 | 115.9% | 100.0% | 794 | 15.9% | 131 | 15.9% | 100.0% | 794 | 15.9% | 131 | | 131 | | | |
| Interest Earnings | 580 | 2,181 | 376.0% | 1,000 | 5,128 | 512.8% | 100.0% | 4,128 | 412.8% | 2,947 | 412.8% | 100.0% | 4,128 | 412.8% | 2,947 | | 2,947 | | | |
| Misc. Revenues/Insurance | - | - | 0.0% | - | - | 0.0% | 100.0% | - | 0.0% | - | 0.0% | 100.0% | - | 0.0% | - | | - | - | | |
| Subtotal for Operating Revenues | 512,080 | 563,372 | 110.0% | 556,910 | 695,601 | 124.9% | 100.0% | 138,691 | 24.9% | 132,229 | 24.9% | 100.0% | 138,691 | 24.9% | 132,229 | | 132,229 | | | |
| Intergovernmental Revenue (Grants) | - | - | 0.0% | - | - | 0.0% | 100.0% | - | 0.0% | - | 0.0% | 100.0% | - | 0.0% | - | | - | - | | |
| Subtotal - Revenues | 512,080 | 563,372 | 110.0% | 556,910 | 695,601 | 124.9% | 100.0% | 138,691 | 24.9% | 132,229 | 24.9% | 100.0% | 138,691 | 24.9% | 132,229 | | 132,229 | | | |
| Non-Revenues: | | | | | | | | | | | | | | | | | | | | |
| Tax receipts (Due to Other Entities) | 275 | - | 0.0% | - | 25 | 0.0% | 100.0% | 25 | 0.0% | 25 | 0.0% | 100.0% | 25 | 0.0% | 25 | | 25 | | | |
| Subtotal - Non-Revenues | 275 | - | 0.0% | - | 25 | 0.0% | 100.0% | 25 | 0.0% | 25 | 0.0% | 100.0% | 25 | 0.0% | 25 | | 25 | | | |
| Total Revenues & Non-revenues | \$ 512,355 | \$ 563,372 | 110.0% | \$ 556,910 | \$ 695,626 | 124.9% | 100.0% | \$ 138,716 | 24.9% | \$ 132,254 | 24.9% | 100.0% | \$ 138,716 | 24.9% | \$ 132,254 | | \$ 132,254 | | | |

| STORM FUND (#406) | A | | B | | C=B/A | | D | | E | | F=E/D | | G | | H ^A | | I=G-F | | J=E-B | |
|--|------------|------------|-------------|------------|------------|-------------|--------|------------|-------------|------------|-------------|----------|----------------------|----------------|----------------------|-------|-----------------|-------|-----------|--|
| | 2016 | | 2016 | | 2016 YTD | | 2017 | | 2017 | | 2017 YTD | | 2017 YTD | | 2017 YTD | | 2017 YTD % | | 2017-2016 | |
| EXPENSES | Budget | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | YTD Actual | % to Budget | Target % | Variance from Target | H ^A | Variance from Target | I=G-F | YTD Incr (decr) | J=E-B | | |
| Operating Expenses | \$ 495,001 | \$ 393,029 | 79.4% | \$ 524,798 | \$ 429,821 | 81.9% | 100.0% | \$ 94,977 | 18.1% | \$ 36,792 | 18.1% | 100.0% | \$ 94,977 | 18.1% | \$ 36,792 | | \$ 36,792 | | | |
| Non-Expense - Tax Receipt Disbursement | 275 | - | 0.0% | 100 | 25 | 25.0% | 100.0% | 75 | 75.0% | 25 | 75.0% | 100.0% | 75 | 75.0% | 25 | | 25 | | | |
| Transfers Out | 18,000 | 18,000 | 100.0% | - | - | 0.0% | 100.0% | - | 0.0% | - | 0.0% | 100.0% | - | 0.0% | - | | (18,000) | | | |
| Total Expenses | \$ 513,276 | \$ 411,029 | 80.1% | \$ 524,898 | \$ 429,846 | 81.9% | 100.0% | \$ 95,052 | 18.1% | \$ 18,817 | 18.1% | 100.0% | \$ 95,052 | 18.1% | \$ 18,817 | | \$ 18,817 | | | |
| Changes in Fund Balance | \$ (921) | \$ 152,343 | | \$ 32,012 | \$ 265,780 | | | \$ 233,768 | | | | | \$ 233,768 | | | | | | | |

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City of Chehalis
Comparative Financial Reports
December 2016 and 2017

| AIRPORT FUND (#407) | A 2016 | | B 2016 | | C=B/A | | D 2017 | | E 2017 | | F=E/D | | G 2017 YTD | | H^ 2017 YTD | | I=F-G | | J=E-B | | |
|---|--------------|--------------|--------------|-------------|--------------|--------------|-------------|--------|------------|------------|-------------|-------------|---------------|----------------------|----------------------|----------------------|----------------------|------------|------------|-----------------|------------|
| | Budget | YTD Actual | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | Budget | YTD Actual | YTD Actual | % to Budget | % to Budget | Target % | Variance from Target | Variance from Target | Variance from Target | Variance from Target | 2017 YTD % | 2017 YTD % | YTD Incr (decr) | |
| REVENUES | | | | | | | | | | | | | | | | | | | | | |
| Revenues: | | | | | | | | | | | | | | | | | | | | | |
| Fuel sales | \$ 533,622 | \$ 484,827 | \$ 484,827 | 90.9% | \$ 534,567 | \$ 482,300 | 90.2% | | | | 100.0% | 100.0% | | \$ (52,267) | | | | | | \$ (2,527) | |
| Recreational charges | 765 | 765 | 765 | 100.0% | - | - | 0.0% | | | | 100.0% | 100.0% | | - | | | | | | | (765) |
| Right-of-Way Occupancy Permits | - | 1,455 | 1,455 | 0.0% | 1,450 | 1,350 | 93.1% | | | | 100.0% | 100.0% | | (100) | | | | | | | (105) |
| Rents & Royalties | 928,788 | 1,005,851 | 1,005,851 | 108.3% | 981,437 | 1,062,374 | 108.2% | | | | 100.0% | 100.0% | | 80,937 | | | | | | | 56,523 |
| Interest Earnings | 10,000 | 5,824 | 5,824 | 58.2% | 5,325 | 11,852 | 222.6% | | | | 100.0% | 100.0% | | 6,527 | | | | | | | 6,028 |
| Other Misc. Rev/Ins/Donations | 780 | 23,571 | 23,571 | 3021.9% | 2,140 | 7,555 | 353.0% | | | | 100.0% | 100.0% | | 5,415 | | | | | | | (16,016) |
| Late Payment Fees | - | - | - | 0.0% | - | - | 0.0% | | | | 100.0% | 100.0% | | - | | | | | | | - |
| Subtotal for operating revenues | 1,473,955 | 1,522,293 | 1,522,293 | 103.3% | 1,524,919 | 1,565,431 | 102.7% | | | | 100.0% | 100.0% | | 40,512 | | | | | | | 43,138 |
| Intergovernmental Revenues (Grants) | 916,600 | 976,415 | 976,415 | 106.5% | 1,305,191 | 962,586 | 73.8% | | | | 100.0% | 100.0% | | (342,605) | | | | | | | (13,829) |
| Subtotal - Revenues | 2,390,555 | 2,498,708 | 2,498,708 | 104.5% | 2,830,110 | 2,528,017 | 89.3% | | | | 100.0% | 100.0% | | (302,093) | | | | | | | 29,309 |
| Non-Revenues: | | | | | | | | | | | | | | | | | | | | | |
| Tax receipts (Due to Other Entities) | 157,373 | 168,093 | 168,093 | 106.8% | 168,424 | 175,936 | 104.5% | | | | 100.0% | 100.0% | | 7,512 | | | | | | | 7,843 |
| Proceeds from Debt Issuance (Bonds/Loans) | - | - | - | 0.0% | 300,000 | 300,000 | 0.0% | | | | 100.0% | 100.0% | | - | | | | | | | 300,000 |
| Operating Transfers In | 32,500 | 32,500 | 32,500 | 100.0% | - | - | 0.0% | | | | 100.0% | 100.0% | | - | | | | | | | (32,500) |
| Subtotal - Non-revenues | 189,873 | 200,593 | 200,593 | 105.6% | 468,424 | 475,936 | 101.6% | | | | 100.0% | 100.0% | | 7,512 | | | | | | | 275,343 |
| Total Revenues and Non-revenues | \$ 2,580,428 | \$ 2,699,301 | \$ 2,699,301 | 104.6% | \$ 3,298,534 | \$ 3,003,953 | 91.1% | | | | 100.0% | 100.0% | | \$ (294,581) | | | | | | | \$ 304,652 |

| AIRPORT FUND (#407) | A 2016 | | B 2016 | | C=B/A | | D 2017 | | E 2017 | | F=E/D | | G 2017 YTD | | H^ 2017 YTD | | I=F-G | | J=E-B | | |
|---|--------------|--------------|--------------|-------------|----------------|----------------|-------------|--------|------------|------------|-------------|-------------|---------------|----------------------|----------------------|----------------------|----------------------|------------|------------|-----------------|--------------|
| | Budget | YTD Actual | YTD Actual | % to Budget | Budget | YTD Actual | % to Budget | Budget | YTD Actual | YTD Actual | % to Budget | % to Budget | Target % | Variance from Target | Variance from Target | Variance from Target | Variance from Target | 2017 YTD % | 2017 YTD % | YTD Incr (decr) | |
| EXPENSES | | | | | | | | | | | | | | | | | | | | | |
| Operating Expenses | \$ 1,175,566 | \$ 1,179,205 | \$ 1,179,205 | 100.3% | \$ 1,207,247 | \$ 1,075,307 | 89.1% | | | | 100.0% | 100.0% | | \$ 131,940 | | | | | | | \$ (103,898) |
| Capital Outlay | 943,371 | 1,093,580 | 1,093,580 | 115.9% | 1,854,005 | 1,601,780 | 86.4% | | | | 100.0% | 100.0% | | 252,225 | | | | | | | 508,200 |
| Debt Service Principal | 278,505 | 255,792 | 255,792 | 91.8% | 1,600,766 | 1,550,978 | 96.9% | | | | 100.0% | 100.0% | | 49,788 | | | | | | | 1,295,186 |
| Interest & Debt Service Expense | 74,084 | 84,872 | 84,872 | 114.6% | 47,836 | 47,852 | 100.0% | | | | 100.0% | 100.0% | | (16) | | | | | | | (37,020) |
| Non-Expense - Tax Receipt Disbursements | 157,373 | 169,214 | 169,214 | 107.5% | 168,424 | 174,130 | 103.4% | | | | 100.0% | 100.0% | | (5,706) | | | | | | | 4,916 |
| Total Expenses | \$ 2,628,899 | \$ 2,782,663 | \$ 2,782,663 | 105.8% | \$ 4,878,278 | \$ 4,450,047 | 91.2% | | | | 100.0% | 100.0% | | \$ 428,231 | | | | | | | \$ 1,667,384 |
| Changes in Fund Balance | \$ (48,471) | \$ (83,352) | \$ (83,352) | | \$ (1,579,744) | \$ (1,446,094) | | | | | | | | \$ 133,650 | | | | | | | |

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

RECOMMENDATION/COUNCIL ACTION DESIRED

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

Reviewed by _____, City Manager