

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		Anthony E. Ketchum Sr., District 3
Daryl J. Lund, District 2		Chad E. Taylor, Position at Large
Dr. Isaac S. Pope, District 4		Robert J. Spahr, Position at Large

**Executive Session, Monday, June 25, 2018
4:30 p.m.**

EXECUTIVE SESSION		
1. Pursuant to RCW 42.30.110(1)(i) – Litigation/Potential Litigation.		

**Regular Meeting of Monday, June 25, 2018
5:00 p.m.**

2. <u>Call to Order.</u> (Mayor)
3. <u>Pledge of Allegiance.</u> (Mayor)

CITIZENS BUSINESS		
This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting.		

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**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, JULY 13, 2018.**

June 11, 2018

The Chehalis city council met in regular session on Monday, June 11, 2018, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Terry Harris, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Staff present included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Trent Loughheed, Community Development Director; Brandon Rakes, Airport Operations Coordinator; Rick Sahlin, Public Works Director; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; and Don Schmitt, Street/Storm Superintendent. Members of the news media in attendance included Susan DeLaire with *Business to Business*; and Will Rubin of *The Chronicle*.

1. **Proclamations – Recognizing W.F. West High School Track & Field Athletes Kendra Bottenberg and Colby White.** Mayor Dawes read and presented a proclamation to Kendra Bottenberg for her WIAA 2A state championship in javelin, and a proclamation to Colby White for his WIAA 2A state championship in high jump.

2. **Lewis Economic Development Council (EDC) Update.** Matt Matayoshi provided an update on EDC activities. He stated the EDC is charged with retention and expansion of business, as well as recruitment of business and industry into not only Chehalis, but all of Lewis County. He noted Bob Spahr serves on the Board of Directors. The EDC has had successes over the past year, including recruiting two businesses to Chehalis (TransCold Distribution and Price Container); supporting the Chehalis Coworks with .09 grant funding administration; holding the first Smart Tank event with nine aspiring businesses presenting; and meeting with several companies, many of which are related to forest industry products and with distribution. Mr. Matayoshi thanked the council for their continued support.

Councilor Pope stated the purpose of the EDC was to encourage businesses to locate and stay in the area. He stated it would be nice if the EDC provided expertise to health care related facilities because those industries provide many family wage jobs. Mr. Matayoshi stated the community's largest employer is Providence, and the EDC sees the value of the health care sector, which continues to grow. He stated Providence provides both highly skilled and low skilled jobs.

City Manager Anderson acknowledged the work of the EDC and Matt Matayoshi in working cooperatively with the city in terms of providing information and resources, in particular regarding the city's water rights issue and actually funding an initial review of the situation. Mayor Dawes echoed the City Manager's comments.

3. Mayor Dawes recognized Nathan Cane, and his parents, who were in the audience. Nathan was attending the meeting to earn a Boy Scout merit badge.

4. **Consent Calendar.**

- a. Minutes of the regular meeting of May 14, 2018, and the special meeting of June 5, 2018;
- b. May 15, 2018 Claim Vouchers No. 122416-122568 and Electronic Funds Transfer Nos. 420181 and 52018 in the amount of \$444,103.80; and May 31, 2018 Claim Vouchers No. 122569-122675 in the amount of \$991,015.13;
- c. May 31, 2018, Payroll Vouchers No. 40251-40295, Direct Deposit Payroll Vouchers No. 9509-9612, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 184-187 in the amount of \$754,859.77;
- d. Award Chamber Way Grind and Inlay Improvement Project to Lakeside Industries, Inc., in the amount of \$73,500;
- e. Appoint Dennis Dawes and Jill Anderson as the city's voting delegates to the 2018 AWC annual business meeting;
- f. Memorandum of Understanding for FEMA Assistance to Firefighters Grant application for personal protective equipment;
- g. Interlocal automatic aid agreement between Chehalis Fire Department, Riverside Fire Authority, and Lewis County Fire District 6; and
- h. Offer to lease airport property (Tracts 7A, 8, and 9) by Rich Development Enterprises, LLC.

June 11, 2018

City Manager Anderson noted there was an error on the item relating to the MOU for FEMA Assistance to Firefighters Grant. The agenda report indicated any proceeds would be split between the agencies one-third to each agency, but that figure was not noted in the application included in the agenda report.

Councilor Spahr moved to approve the consent calendar, including the amendment noted by City Manager Anderson. The motion was seconded by Councilor Taylor and carried unanimously.

5. **Ordinance No. 987-B, Second and Final Reading – Amending the 2018 Budget.** City Manager Anderson stated there were no changes to the ordinance since first reading.

Councilor Ketchum moved to pass Ordinance No. 987-B on second and final reading. The motion was seconded by Councilor Lund and carried unanimously.

6. **Resolution No. 4-2018, First and Final Reading – Adopting the 2019-2024 Six-Year Transportation Improvement Program.** City Manager Anderson stated there were no changes to the resolution since the public hearing.

Councilor Taylor moved to adopt Resolution No. 4-2018 on first and final reading. The motion was seconded by Councilor Lund and carried unanimously.

7. **Ordinance No. 988-B, First Reading – Amending Chehalis Municipal Code Titles 17 and 5.32.** Trent Lougheed provided a summary of the proposed changes:

- Re-roof permits ("hot-work" "welding") – *Adding a "no-fee" permit requirement to prevent fires when a re-roof project requires welding.*
- Updates to fee schedule for fireworks stand deposits – *Eliminating the deposit fee.*
- Streets in subdivisions – *Clarifying the regulations related to private streets.*
- Accessory dwelling units – *Providing provisions to allow for "Mother-in-Law" units in more zones if certain conditions are met.*
- Permit expiration and renewal – *Adding a fee to allow for the renewal of a permit instead of reapplication if the scope of work has not changed.*
- Address numbering – *Requiring larger address numbers on properties for easier emergency response.*

Councilor Spahr asked about the provision allowing "mother-in-law" units, but not rental units. He asked how that would be enforced, as there have been problems in the past. Mr. Lougheed stated the only real way to police that is that someone informs the city it is happening. He stated the property owner must sign an affidavit that says the unit will not become a commercial rental unit.

Councilor Lund liked the idea of making address numbers larger. He asked if they were required to be reflectorized. Mr. Lougheed stated that was not required.

Councilor Lund asked about buildings that did not have the larger numbers. He wondered if there was a plan to get everyone to change to the larger numbers, and perhaps make it an Eagle Scout project. Chief Cardinale thought that would be hard to do since the code doesn't require existing buildings to make the change to larger numbers. He stated staff could do it from a public education standpoint. Councilor Lund knew it couldn't be enforced to existing buildings, but he thought it could be something to make people aware of, perhaps by including information in the water bills. Chief Cardinale stated he would take the suggestion under advisement and report back to the council.

City Manager Anderson added the city could certainly put a note in water bills suggesting that citizens check their address numbers and consider replacing them with the larger numbers.

Councilor Lund also noted his street sign is covered with bushes and he is going to have his landscaper take care of it. Chief Cardinale stated staff does go around and make contact with property owners when streets signs are not visible.

Councilor Ketchum moved to pass Ordinance No. 988-B on first reading. The motion was seconded by Councilor Lund and carried unanimously.

June 11, 2018

City Manager Anderson showed a sign that will be erected for street projects that use local dollars. She stated those local dollars include a mix of funding sources, including Transportation Benefit District funds.

8. Administration Reports.

a. City Manager Update. City Manager Anderson provided a strategic planning update:

- **Maintain and Enhance Financial Stability**
 - Present plan for future annexations – Done: Proposed annexation area maps presented to council 5/14/2018.
 - Present financial software upgrade recommendations to City Manager – Done: Priorities are cash receipting software and new utility billing system. Next step is purchase and budgeting for expenditures.
 - Present commercial development master plan for leasable property at airport – Done: Presented to council 4/23/2018.
 - Formulate and present plan to reestablish dedicated reserve funding – In Progress: First budget amendment included initial allocations to dedicated reserves for compensated absences and equipment/automotive reserve funds.

- **Enhance and Modernize Technology**
 - Evaluate current virus protection products and policies and recommend changes as needed – Done: Assessment completed. Current protocols okay with continuing updates.
 - Evaluate the feasibility of having an IT department vs. a contract IT employee – Nearly Complete: IT committee preparing final recommendations.
 - Identify citywide training needs on IT and use of existing software. Create plan for training employees as needed – In Progress: Survey completed. Adding online training resources. Next Step includes department specific training.

- **Increase and Optimize Staffing Levels**
 - Evaluate staffing needs – Done: Departments submitted analysis and requests.
 - Conduct cost analysis of each position needed – In Progress: Cost analysis of positions that could be added in 2018 nearly complete. Preliminary estimates for possible 2019 additions.
 - Identify ways to finance staffing needs – In Progress: Anticipate more work through the budget process.

- **Improve and Maintain Infrastructure**
 - Present consultant contract for design of sanitary sewer force main improvement project – Done: Contract approved by council 2/26/2018.
 - Complete Transportation Benefit District downtown Market Boulevard grind and inlay multi-use lane project – Nearly Done: Work scheduled for June
 - Complete Stan Hedwall sewer service – Revised: Bids came in over budget. Reassessing funding options.
 - Complete design of sanitary sewer force main improvement project – Future objective December 2018.

- **Enhance and Maintain Facilities (Recreation Park, Dispatch Center, and Fire Station)**
 - Update and present Park, Recreation, and Open Space Plan – Done: Adopted 3/12/2018.
 - Report final results of District 6 fire consolidation – Done: Met 5/10/2018. Numbers do not work. Keep together for training and response. Meet again in September.
 - Complete Phase 1 of Recreation Park design and recommend funding sources – Nearly Done: Notice to proceed with 100% design documents for revised project scope issued to Skillings. Design and grants in progress.
 - Report on grant success for components of Recreation Park – Revised: Final grant presentations in July. Award schedule subject to committees.

June 11, 2018

- Report on results of feasibility study regarding dispatch center and make recommendations – Revised: Plan to present the results in July.

City Manager Anderson reminded council of the mission adopted last August, which is: *"While honoring the past and preparing for the future, the City of Chehalis provides municipal services and programs for the benefit of residents, businesses, and visitors in our community."* She noted the next planning session is set for Thursday, August 30, 2018.

9. Councilor Reports/Committee Updates.

a. Councilor Harris watched a webinar regarding solid waste and recyclables, noting recycling services may be impacted, which may raise costs or converting it all to trash. He also attended a Chehalis Basin meeting. A new director has been hired. Councilor Harris was concerned about a Memorandum of Understanding (MOU) from the Aquatic Species Restoration Plan (ASRP) steering committee as it relates to the possibility of implementation of large scale damage reduction actions (dam). The MOU stated the ASRP was not mitigation for aquatic species impacts associated with any large scale flood damage reduction action being considered by the Chehalis Basin Strategy, but noted that J. Vander Stoep gave a "thumbs up" to the MOU. It was explained that for funding purposes, these things are not funded collectively, they are funded individually.

b. Councilor Pope stated the Chehalis Community Renaissance Team is really doing a good job and is making a significant difference. He encouraged the city to continue to support the CCRT.

c. Councilor Spahr stated his family had a rollercoaster week with welcoming a new baby into the family, but also losing his mother-in-law.

d. Mayor Dawes attended the Chamber Business After Hours event at I-5 Dodge.

Mayor Dawes stated there would no executive session. There being no further business to come before the council, the meeting was adjourned at 5:58 pm.

Dennis L. Dawes, Mayor

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: June 25, 2018

SUBJECT: Vouchers and Transfers

ISSUE

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

DISCUSSION

The June 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 Nos. 122676-122834 and Electronic Funds Transfer No. 520181 in the amount of \$360,298.02 dated June 15, 2018, which includes the transfer of:

- \$120,616.28 from the General Fund
- \$521.54 from the Dedicated Street Fund – 4% Sales Tax
- \$150.00 from the 1982-93 Community Development Block Grant Fund
- \$150.00 from the HUD Block Grant Fund
- \$61,112.65 from the Public Facilities Reserve Fund
- \$1,551.61 from the Garbage Fund
- \$51,015.08 from the Wastewater Fund
- \$29,951.89 from the Water Fund
- \$9,239.00 from the Storm & Surface Water Utility Fund
- \$85,989.97 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the June 15, 2018 Claim Vouchers No. 122676-122834 and Electronic Funds Transfer No. 520181 in the amount of \$360,298.02.

SUGGESTED MOTION

I move that the City Council approve the June 15, 2018 Claim Vouchers No. 122676-122834 and Electronic Funds Transfer No. 520181 in the amount of \$360,298.02.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent Lougheed, Community Development Director

MEETING OF: June 25, 2018

SUBJECT: Award Bid for the Stan Hedwall 2018 Sanitary Sewer Improvements Project

ISSUE

Stan Hedwall Park is currently not connected to the City's sanitary sewer system. The park's sewer collection system conveys sewage to two holding tanks, which are required to be routinely pumped and the sewage hauled to the City's system.

The City's aging pump truck was recently deemed unsafe/unusable and the City is currently contracting with an outside business to provide this service until the connection to the City system is completed.

The first phase to provide service to the park was previously completed by boring a pipe under I-5 to the east side of the park. The proposed project will complete the connection to the City system without the necessity of routine pumping of the holding tanks, which will be abandoned.

Bids were recently solicited for the Stan Hedwall 2018 Sanitary Sewer Improvements Project and two bids were received. Staff reviewed the bids and is recommending to award the project to the lowest bidder, Gill Construction and Development, LLC, with a modified bid of \$248,968.20 (including sales tax).

DISCUSSION

Staff recently advertised the Stan Hedwall 2018 Sanitary Sewer Improvements Project utilizing the Small Works Roster process, with bid specifications sent out to five companies. Two bids were received, with Gill Construction and Development, LLC submitting a low bid of \$277,533.00 (including sales tax). The other bid was from Barcott Construction LLC, in the amount of \$497,720.00 (including sales tax). The engineers estimate for the project was \$261,844.00 (including sales tax).

After the bid opening, the bidders were contacted about modifying their bid based on a revised layout/scope of work (value-engineering). Gill Construction then submitted a revised bid of \$248,968.20 (including sales tax). Barcott Construction representatives indicated that the

revisions would not make a substantial impact in the difference between the low bid, and declined the opportunity to submit a revised bid (conceding the project).

FISCAL IMPACT

The wastewater budget for 2018 includes \$140,000 for this project. When the project was originally scoped for budgeting, the scope was to simply convert the existing two holding tanks to grinder pump stations to eliminate the need for continual pumping of the holding tanks.

During the design, it was determined it would be a benefit to the sewer system to eliminate the heavy inflow and infiltration (I&I) that exists within the park by replacing the old system in its entirety (to the extent practical). However, the budget was never amended to include the additional scope of work. With a recommended 10% contingency (\$24,900) for unanticipated change orders, the total project cost would be authorized for a not-to-exceed budget of \$273,868.20. Therefore, a budget amendment will be necessary to fund this project.

RECOMMENDATION

It is recommended that the City Council:

- Award the Stan Hedwall 2018 Sanitary Sewer Improvements Project to Gill Construction and Development, LLC, in the amount of \$248,968.20 (including sales tax);
- Authorize an additional 10% contingency budget of \$24,900; and
- Authorize the City Manager to execute change orders that do not exceed a total project cost of \$273,868.20.

SUGGESTED MOTION

I move that the City Council:

- Award the Stan Hedwall 2018 Sanitary Sewer Improvements Project to Gill Construction and Development, LLC, in the amount of \$248,968.20 (including sales tax);
- Authorize an additional 10% contingency budget of \$24,900; and
- Authorize the City Manager to execute change orders that do not exceed a total project cost of \$273,868.20.



COST PROPOSAL

Gill Construction and Development LLC

4010 Jackson Hwy, Chehalis, WA 98532
Phone: (360) 508-0185

Project: Stan Headwall Sanitary Sewer
Date: 5/15/2018

Item	Description	Quantity	Unit	Price
1	Mobilization	1	LS	
2	Sawcutting	1	LS	
3	Potholing	1	LS	
4	Force Main	1	LS	
	Connect to Existing	1	EA	
	2" Force Main	3145	LF	
	Trench Patching	1	LS	
	Asphalt Demo and Haul	30	CY	
5	Gravity Sewer	1	LS	
	Clearing and Grubbing	1	LS	
	6" PVC	650	LF	
	Cleanout	2	EA	
	Connect to Existing	6	EA	
	Demo and Haul Existing Manholes	5	EA	
6	Grinder Pump Station	4	EA	
	Installation	4	EA	
	Electrical	1	LS	
	Boards	8	EA	
7	Trimming, Cleanup and Seeding	1	LS	

Subtotal \$ 230,100.00
Tax \$ 18,868.20
Total \$ 248,968.20

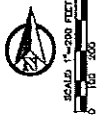
Exclusions:	Firelines within five feet of building	Soil stabilization, cement treated soils
Apprenticeship and Union requirements	Erosion control other than quoted	Standby costs due to interfering utilities and others work
Anything not listed in the inclusions	Hazardous or contaminated material handling	Storm Water Pollution Prevention Plan (SWPPP)
As-built drawings	Hydro-seeding and mulching	NPDES and CESSL responsibility
Asphalt and concrete paving, curbs, walks	Planter fills and bio-swale soils	Topsoil
Assessments bonds, permits and fees	Irrigation sleeves, lines and meters	Tree protection or services of certified arborist
Solder pile walls, piling, piers and shotcrete	Materials, compaction testing	Underground storage tank removal
Building shoring and slope support	Over excavation and stabilization rock	Unsuitable excavation and backfill
Vapor barrier, sand blankets, rigid insulation	Private utility locates	Builders Risk and Pollution Liability
Special working/night hours	Penalties and liquidated damages	Insurance
Demolition, disposal not shown on drawings	Removal, relocation and adjustment of franchise utilities	Pavement striping and markings
Dewatering, deep wells, well points	Rock excavation	Construction Fencing
Drainage or runoff control	Rockerles and retaining walls	Fees by Public agencies
Engineering, survey and staking	Removal and replacement for utilities	Temporary Facilities
Asbestos, lead survey and removal	Sales and use taxes	Baker Tanks
Building demolition	Sleeves in walls	
Electrical work, franchise utility trenching		
Mechanical trenching and work		

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted

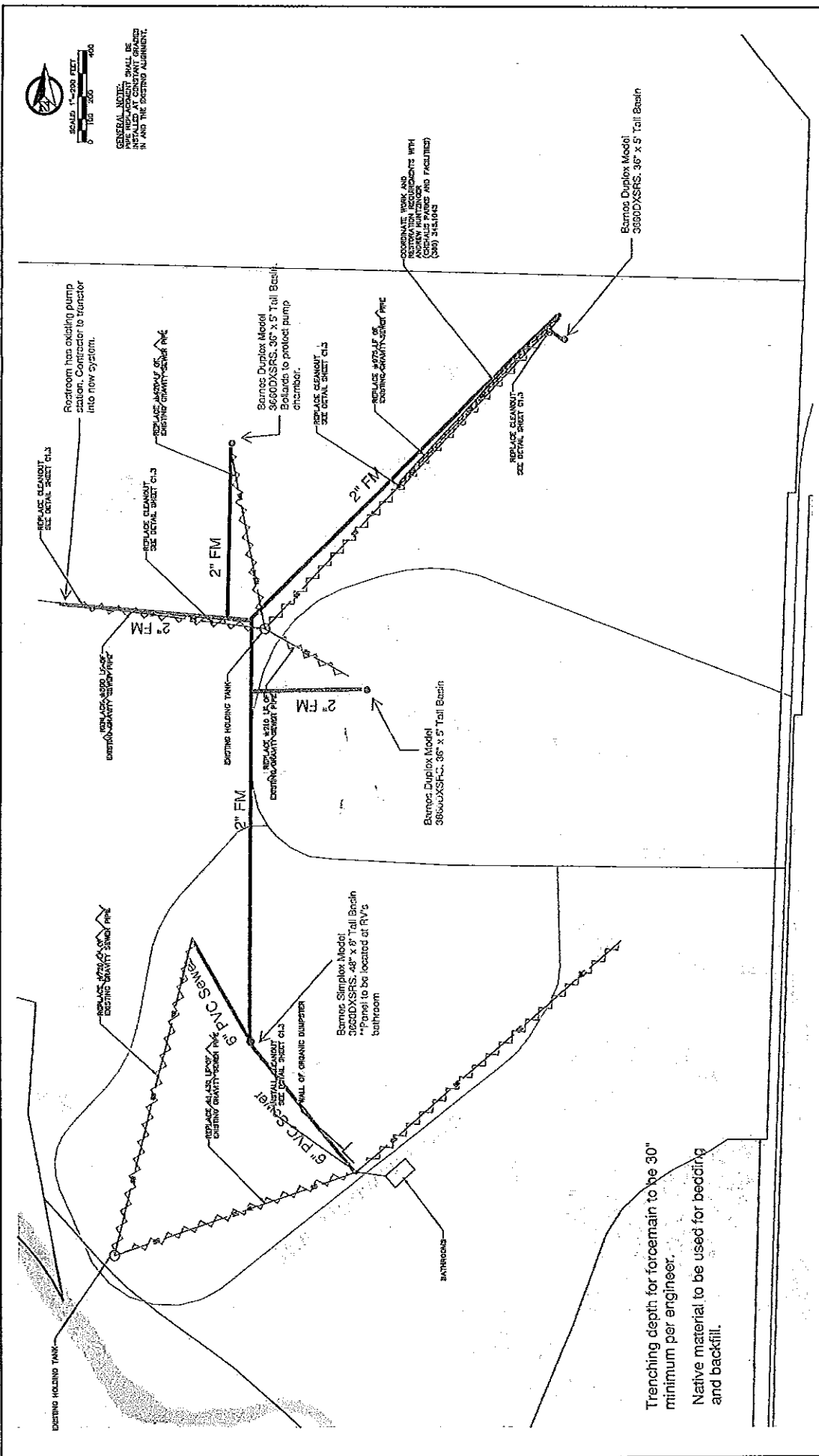
Buyer: _____
Signature: _____
Date: _____

CONFIRMED: Gill Construction and Development LLC

Signature: _____
Date: _____



GENERAL NOTE: ALL DEVICES SHALL BE INSTALLED AT CONSTANT GRADE IN AND THE DRAINING ALIGNMENT.



Trenching depth for forcemain to be 30" minimum per engineer.
Native material to be used for bedding and backfill.

RB Engineering DESIGN - PERMIT - MANAGE 300 250 750-866 6010 CHEHALIS AVENUE CHEHALIS, WA 98532	THE CITY OF CHEHALIS COMMUNITY DEVELOPMENT 1321 S. MARKET BLVD. CHEHALIS, WA 98532		DATE: 07/25/2017 TIME: 10:00 AM PROJECT: STAN HEADWALL SEWER REPLACEMENT DRAWN BY: [Name] CHECKED BY: [Name]	SHEET NO.: C1.2 OF 3
			THE CITY OF CHEHALIS STAN HEADWALL SEWER REPLACEMENT SEC. 5, TWP. 13 N., RGE. 02 W., WM CITY OF CHEHALIS, WA SCHEDULE B GRAVITY SYSTEM IMPROVEMENTS	

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Ken Cardinale, Fire Chief

MEETING OF: June 25, 2018

SUBJECT: Revised Memorandum of Understanding for FEMA Assistance to Firefighter Grant Application

ISSUE

On June 11, the City Council approved a Memorandum of Understanding (MOU) between Riverside Fire Authority (RFA), Lewis County Fire District Six (District 6), and the Chehalis Fire Department (Chehalis) for FEMA Assistance to Firefighter Grant application. Since that time there has been revision to the allocation formula from 33 1/3% to each agency to an allocation based on the actual number of units granted to each agency. The revised distribution is 51% for RFA; 32.4% for District Six; and 16.6% for Chehalis which reflects the size and number of firefighters associated with each agency that need the personal protective equipment.

DISCUSSION

The purpose of this request for a MOU for a FEMA Assistance to Firefighter Grant application is for the replacement of Self Contained Breathing Apparatus (SCBA) through a regional grant application to be submitted by RFA, District 6, and Chehalis.

- RFA will be the host applicant and administer the grant, and collect and disburse all funding.
- RFA, District 6, and Chehalis agree to provide the required cash match of 15% of the total cost of their requested items as detailed in the grant application as required under the grant program.
- RFA will procure and distribute the personal protective equipment on behalf of all parties to the agreement.

The equipment will be distributed based on 51% for RFA, 32.4% for District Six, and 16.6% for Chehalis, which is a change from the original agreement approved on June 11, 2018. The reason for this change over the prior split of one-third equally between the three agencies is that the agencies were made aware of a grant rule change requiring the distribution of SCBA units on the actual distribution of the units to the applying agencies. The agencies were advised of this change following council's approval at the June 11 meeting.

FISCAL IMPACT

The fiscal impact to the Chehalis Fire Department will be \$20,000 to meet the 15% cash match that the grant requires.

RECOMMENDATION

It is recommended that the City Council approve the MOU for FEMA Assistance to Firefighter Grant application between the Riverside Fire Authority, Lewis County Fire District Six, and the Chehalis Fire Department and authorize the City Manager to execute the agreement.

SUGGESTED MOTION

I move that the City Council approve the MOU for FEMA Assistance to Firefighter Grant application between the Riverside Fire Authority, Lewis County Fire District Six, and the Chehalis Fire Department and authorize the City Manager to execute the agreement.



RIVERSIDE FIRE AUTHORITY

Prepare · Prevent · Save · Serve

1818 Harrison Avenue, Centralia, WA. 98531 360-736-3975

MEMORANDUM OF UNDERSTANDING FEMA ASSISTANCE TO FIREFIGHTERS GRANT

Grant Number: _____

This Memorandum of Understanding sets forth the terms and understanding by and between the parties regarding the application for a FEMA Assistance to Firefighters Grant for the purchase of Self Contained Breathing Apparatus (SCBA)

WHEREAS, The Federal Emergency Management Agency (FEMA) will be accepting Assistance to Firefighters Grants (AFG); and,

WHEREAS, the participating parties (Riverside Fire Authority, Chehalis Fire Department and Lewis County Fire District 6) need funding for the replacement of SCBA to meet the firefighting and emergency response needs of firefighters, and to protect the public and emergency personnel from fire and related hazards; and,

WHEREAS, the Riverside Fire Authority, has agreed to act as the Host Applicant for the parties to submit a regional application for an AFG grant.

NOW THEREFORE, the parties hereto agree as follows:

1. Riverside Fire Authority will be the Host applicant and will be responsible for all aspects of the grant. This includes, but is not limited to, collecting and disbursing all funding, accountability for the assets, and all reporting requirements in the regional application.
2. Riverside Fire Authority, Chehalis Fire Department and Lewis County Fire District 6 all agree to provide the required cash match for their share of the total cost of their requested items as detailed in the grant application, as required under the regional AFG Grant Program.
3. Riverside Fire Authority will procure and distribute the PPE's on behalf of all parties to this agreement.

Proudly Serving the Citizens of NW Lewis County

Stations at Centralia · Hanaford Valley · Seminary Hill · Cooks Hill
Lincoln Creek · Independence · Garrard Creek

www.riversidefire.net

4. Riverside Fire Authority will distribute the SCBA that they purchase on a 16.6 % to Chehalis Fire Department, 32.4% to Lewis County Fire District 6 and 51% to Riverside Fire Authority basis.
5. Riverside Fire Authority, Chehalis Fire Department and Lewis County Fire District 6 can modify the language of this document if FEMA modifies the scope of work and/or adjusts the amount awarded.

Contact Information and EIN Numbers:

- **Riverside Fire Authority:** EIN Number: 26-1582306, Michael Kytta, Fire Chief, 1818 Harrison Avenue, Centralia, WA 98531. Email: mkytta@riversidefire.net Phone Number: 360 736-3975
- **Chehalis Fire Department:** EIN Number: 5E514, Ken Cardinale, Fire Chief, 350 N Market Blvd, Chehalis, WA 98532 Email: kcardinale@ci.chehalis.wa.us 360 748-3394
- **Lewis County Fire District 6,** EIN Number 613201243 / 7J3B3, Timothy Kinder, Fire Chief, 2123 Jackson Highway, Chehalis, WA, 98532 Email: tkinder@lcfcd6.org 360 748-6019

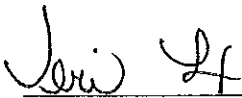
Signatures:

City Manager, Chehalis WA

Date

Chehalis WA Fire Chief

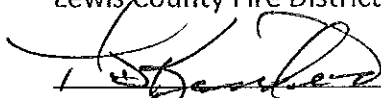
Date



Lewis County Fire District 6 / Commission Chair

6/12/2018

Date



Lewis County Fire District 6 / Fire Chief

6/12/2018

Date



Riverside Fire Authority / Commission Chair

6-13-18

Date



Riverside Fire Authority / Fire Chief

6-13-18

Date

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Caryn Foley, City Clerk

DATE: June 25, 2018

SUBJECT: Resolution No. 5-2018, First and Final Reading – Declaring Surplus Property

ISSUE

The Police Department has property that is no longer needed. State law requires that property must first be declared surplus by the City Council before being sold, transferred, or disposed of.

DISCUSSION

The Police Department has three vehicles and two motorcycles they wish to surplus. The vehicles are experiencing numerous mechanical issues and high mileage. The motorcycles have been in storage for years and have not received regular maintenance, and likely have mechanical issues.

FISCAL IMPACT

All of the vehicles and motorcycles will be sold at auction with proceeds going to the Police Department.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 5-2018, authorizing the City Manager to surplus the vehicles and motorcycles and sell them at auction.

SUGGESTED MOTION

I move that the City Council adopt Resolution No. 5-2018 on first and final reading.

RESOLUTION NO. 5-2018

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

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

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

Police Department	Identifying Information
One (1) Blue 2002 Ford Taurus 4-Door	VIN # 1FAFP55242G243906
One (1) Gray 2003 Ford Crown Victoria 4-Door	VIN# 2FAHP71W33X187398
One (1) Black/White 2009 Ford Crown Victoria 4-Door	VIN # 2FAHP71VX9X139042
One (1) 1993 Kawasaki KZ1000 Motorcycle	VIN # JKAKZCP29PB510671
One (1) 1998 Harley Davidson Motorcycle	VIN # 1HD1FW11XY636454

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

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this ____ day of _____, 2018.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent J. Lougheed, P.E., Community Development Director

DATE: June 25, 2018

SUBJECT: Ordinance No. 988-B, Second and Final Reading – Amending Chehalis Municipal Code Title 17 and Chehalis Municipal Code Chapter 5.32

ISSUE

On June 11, the City Council considered the first reading of a proposed ordinance to amend multiple sections of the Chehalis Municipal Code (CMC) including:

- Re-roof permits (“hot-work” “welding”) – *Adding a “no-fee” permit requirement to prevent fires when a re-roof project requires welding.*
- Updates to fee schedule for fireworks stand deposits – *Eliminating the deposit fee.*
- Streets in subdivisions – *Clarifying the regulations related to private streets.*
- Accessory dwelling units – *Providing provisions to allow for “Mother-in-Law” units in more zones if certain conditions are met.*
- Permit expiration and renewal – *Adding a fee to allow for the renewal of a permit instead of reapplication if the scope of work had not changed.*
- Address numbering – *Requiring larger address numbers on properties for easier emergency response.*

The second and final reading of the proposed ordinance has been scheduled for this meeting to provide the City Council and the public an additional opportunity to review the proposed amendments to the CMC consistent with the required process.

DISCUSSION

1. PFA-18-001 Petition for Amendment to CMC Title 17, Appendix E (B).

Most jurisdictions in Washington State require a permit for any re-roof because it is in the International Building Codes (IBC) Codes. Chehalis is a bit unique in that the City does not require a permit for any re-roof work unless it involves more than roof covering. Most contractors and most property owners expect that a permit is required for such work.

The largest historical fire in recent history was at the St. Helens Hotel and was started by rooftop welding being done in an unsafe manner. More recently, there was a fire at Callisons

on April 25, 2018, that started from hot welding on the roof that caused a reported \$15,000 worth of damage.

This proposed new requirement is a proactive attempt to prevent such an event from occurring in the future by identifying such work when it is being proposed and requiring that the fire department be notified in advance. A checklist is also to be included with the permit to ensure that there is a person watching (fire watch) the site after the actual work is done. This is often times when a stray spark can flare up and start a fire.

It is proposed that this permit be issued at no cost to the applicant.

Title 17, Appendix E(B) of the CMC is proposed to be replaced with:

B. Residential, Nonstructural roof recover, including strip and re-sheet projects, consistent with ~~IBC IRC Section 1510~~ 906-- Reroofing; provided, that no framing or other structural modifications are performed. For Non-residential structures a permit shall be required for any welding or similar hot work to be performed and shall comply with IBC Section 1511 and IFC Section 35 as applicable.

2. PFA-18-002 Petition for Amendment to CMC Title 17, Appendix A and CMC Title 5.32.

The current fee schedule has a permit fee for a fireworks stand and a \$100.00 deposit. Both fees are owed at the time of application. The original intent and purpose for the deposit was to ensure that sites were cleaned up after a fireworks stand had been closed. This deposit is intended to pay towards the site being cleaned up if the fireworks stand owners left a mess to clean up.

With the current process, we have to send someone from the Fire Department to the sites to inspect for cleanliness after the stands have closed. Then a refund request has to be prepared by the Community Development staff along with supporting documentation. Subsequently this then gets submitted to the Finance Department to process. This process can take a lot of time if there are a lot of firework stands for the season. In recent years, this has become unnecessary because the Fire Department inspects the sites after they are closed, so the sites have been cleaned up completely.

Therefore; it is proposed that the \$100.00 deposit be eliminated and a provision be added that if a site is left in a messy state, the City will be able to clean it up and recoup the costs from the stand owner. In the event that a site needs to be cleaned up, the stand owner will be charged \$100.00 or the actual cost of clean-up, whichever is more. In addition, if a stand is left in a mess, the City will have the authority to deny any future fireworks stand owner from obtaining any future permits due to their negligence. The additional benefit is that stand owners who regularly leave a clean site after their stand has closed are not penalized for the rare person who does not clean their site.

Title 5.32.020 of the CMC is proposed to be replaced with:

Any applicant for a permit for selling fireworks within the city limits must complete a standard application form for operating a fireworks stand. ~~A \$100.00-refundable cash bond will be collected from each applicant at the time of permit application, as well as any plan review and~~ and submit along with the permit fees established in Appendix Chapter A, Schedule of Fees and Charges. All applications to operate fireworks stands shall be reviewed and acted upon by the development review committee (DRC) following an inspection of the site by the city's fire marshal. The cash bond will be refunded upon written request by the original applicant, and a finding by the DRC that no cleanup or damage costs were incurred by the city, comply with RCW 70.77 and after issuance, but prior to opening to the public, be inspected by the Fire Marshal. If it is determined that the fireworks stand needs to be cleaned up after the fireworks stand closes, or if it is determined that the fireworks stand caused damage to a site, a clean-up/damage repair fee shall be assessed against said fireworks stand owner/operator. This fee shall be a minimum of \$100 or the actual cost of clean up or repair. The city reserves the right to deny future applicants a license if this has occurred.

Title 17 Uniform Development Regulations, Appendix A is proposed to be amended as follows:

Fireworks Stand - \$100 annual fee plus \$100 deposit-A fee will be assessed for any clean-up or site damage required after fireworks stand closes

3. PFA-18-003 Petition for Amendment to CMC Title 17.12.075 Uniform Development Regulations, Streets, and Roads in Subdivisions

Currently, the specific language in the code is ambiguous and is causing confusion. The CMC states that short plats and plats private roads shall be located on "a unique parcel." This has been mis-interpreted to mean that the roadway is a separate "lot" just as other individual lots. This causes the Assessor to create a tax parcel number and assess the roadway as if it were owned by an individual entity instead of being jointly owned by all of the properties within the plat or by a homeowners association. The ramifications of this are that there are several roads that have been sold as if they were a buildable lot. The landowner ceases paying property taxes, and then the road gets sold again. In the meantime, the subdivision owners have no mechanism to maintain and repair the road.

Title 17.12.075 of the CMC is proposed to be amended as follows:

A. All lots must have direct legal access abutting either a public right-of-way or a platted private street or road. The city may require that the legal right of access be granted to other adjoining properties in order to provide a safe and efficient circulation system within the city. Private streets or roads shall be ~~located upon a unique parcel created as part of the subdivision~~ clearly marked on the face of the plat and dedicated as such in the plat certificate in accordance with RCW 58.17.165 and reserved for ingress, egress, and utilities. The city shall require a dedicated right-of-way and construction to public street standards when:

4. PFA-18-004 Petition for Amendment to CMC Title 17.78 Use/Occupancy

There is a large demand to allow Accessory Dwelling Units on residential parcels. These are sometimes referred to as ‘mother-in-law’ apartments, or ‘family member units’. The current code only allows this outright in the R-3, R-4, LI and HI zones. For lots in the C-G, CBD, R-1 and R-2 zones this is currently permitted only with a Conditional Use Permit, which requires approval through the Hearings Examiner process. This change will eliminate that extra layer of approval and allow these types of units on existing parcels through the regular building permit process. In addition, the current code already stipulates that a given parcel must be large enough to accommodate an accessory structure. There would be no change in that language.

This change would have a positive effect on the community. There is a percentage of the population that wants to build smaller homes. There is a high demand from the population to accommodate aging relatives near a family members’ home for caregiving reasons. As the ‘baby boomers’ continue to age, this change in the zoning would allow more properties within the city limits to meet their needs. This change would not allow for additional rental units to be constructed because an affidavit is required to be recorded with the Lewis County Auditor that clearly spells out that these units will not become commercial rental units-but will only be for someone who is either ‘live-in domestic help’ or a ‘family member’ per the current ordinance.

Title 17.78 (Use/Occupancy chart), Code R310 is proposed to be amended as follows:

CODE	USE OR OCCUPANCY	PARKING	R-1	R-2	R-UGA	R-3	R-4	EPF	C-O	C-N	C-G	C-F	CBD	I-L	I-H
R310	Accessory dwelling unit	2	C A	C A	C	P	P	C			A3		A3	P	P

5. PFA-18-005 Petition for Amendment to CMC Title 17, Appendix A Schedule of Fees to Add a New Category “Renew a Previously Issued Permit that has Expired”

Currently the City’s fee schedule does not include a fee to simply renew a permit that was issued, but has expired. The Code requires that in order to keep an issued permit active, an inspection must be done every six months. This can be a burden on some homeowners who are doing the work themselves, or contractors who are not able to complete enough work within the 6 months to have an inspection. When the work can resume, the current code requires that the applicant pay a new set of permitting fees, which can be costly in some cases.

The proposal is to add a nominal fee of \$50 to allow an applicant to renew a permit, rather than reapply and pay another set of permitting fees. This option would be only be available if there had been no change in the building code requirements or scope of the proposed project originally permitted.

Title 17, Appendix A (Schedule of Fees and Charges) of the CMC is proposed to be amended as follows:

Community Development Fees

Renewal of an Issued Permit that has expired without being finalized *shall be applicable only when there is no change in scope of work and no code changes since the permit was issued- \$50

6. PFA-18-006 Petition for Amendment to CMC Title 17.83.090 Buildings Required to Have Numbers

Currently addresses are required to be posted on commercial properties with numbers that are 3½ inches high to 6 inches depending on reflectivity. There are some sites where this is too small, and it is very hard to find in an emergency. This has caused delays for emergency personnel. In the interest of life safety, the fire marshal is requesting this change so that all future commercial buildings will have larger numbers that can be clearly seen from any roadway.

Title 17.83.090 of the CMC is proposed to be amended as follows:

~~A. It shall be the duty of the owner of any habitable building to number such building with numerals not less than three and one-half inches in height when made of reflectorized material and not less than six inches in height when made of nonreflectorized material, and of such color and so located on the building or on the building premises as to be readily visible from the street in daylight or when a light is shined upon the building or building premises at night. Where such buildings have access to an alley, the numbers shall also be posted, subject to the same requirements, so as to be easily seen from the alley. The design and placement of address numbers shall be subject to the approval of the fire marshal.~~

A. For Commercial Properties, addressing shall be according to the Occupancy Classification

A = Assembly, B = Business, E = Educational, F = Factory, H = Hazardous, I = Institutional, M = Mercantile, R = Residential, S = Storage, U = Utility

For all newly constructed R-3 (single family) and all new and remodeled existing I-1 occupancies, address numbers shall be installed conspicuously in contrasting color to the structure with a character height of not less than 6 inches high and not less than 3 inches wide with a stroke width of not less than three quarters of an inch. R and I occupancies that are not visible from the public street or fire department access road on which they are addressed shall post the address numbers suitably and conspicuously at the convergence of the driveway and fire department access road serving the occupancy.

For all newly constructed occupancies except I-1, R-3, and U classified above with the

primary egress immediately contiguous to the public way e.g. public sidewalk, address numbers shall be installed conspicuously in contrasting color to the structure with a minimum character height of 6 inches and not less than 3 inches wide with a stroke width of not less than three quarters of an inch.

For all newly constructed occupancies except I-1, R-3, and U classified above with the primary egress not immediately contiguous to the public way to a distance not greater than 500 feet from the public road frontage on which it is addressed or fire department access road, address numbers shall be installed conspicuously in contrasting color to the structure with a minimum character height of 12 inches and a width of not less than 6 inches with a stroke width of not less than 1.5 inches.

For all newly constructed occupancies except I-1, R-3, and U classified above that are located on a parcel greater than 500 feet from the public road or fire department access road on which they are addressed, address numbers shall be installed conspicuously in contrasting color to the structure with a minimum character height of 24 inches and a width of not less than 12 inches with a stroke width of not less than 3 inches.

The first reading of the ordinance was brought forward to Council at the June 11, 2018 Council meeting. Council did pass the ordinance on first reading with discussions regarding concerns of Accessory Dwelling Units converting into rental units (regardless of required affidavit).

FISCAL IMPACT

None by this action.

RECOMMENDATION

It is recommended that the City Council pass Ordinance No. 988-B on second and final reading to amend:

- CMC Title 17, Appendix E(B) Relating to Re-Roof Permits
- CMC Title 17, Appendix A and CMC Title 5.32 Relating to Fireworks Stand Deposits
- CMC Title 17.12.017 Relating to Uniform Development Regulations, Streets and Roads in Subdivisions
- CMC Title 17.78 Relating to Use/Occupancy – Accessory Dwelling Units
- CMC Title 17, Appendix A Relating to Fee Schedule and Expired Permits; and
- CMC Title 17.83.090 Relating to Building Numbers

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 988-B on second and final reading.

ORDINANCE NO. 988-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING CHEHALIS MUNICIPAL CODE TITLE 17, APPENDIX E(B) RELATING TO RE-ROOF PERMITS; AMENDING CHEHALIS MUNICIPAL CODE TITLE 17, APPENDIX A AND CHEHALIS MUNICIPAL CODE TITLE 5.32 RELATING TO FIREWORK STAND DEPOSITS; AMENDING CHEHALIS MUNICIPAL CODE TITLE 17.12.075 RELATING TO UNIFORM DEVELOPMENT REGULATIONS, STREETS AND ROADS IN SUBDIVISIONS; AMENDING CHEHALIS MUNICIPAL CODE TITLE 17.78 RELATING TO USE/OCCUPANCY - ACCESSORY DWELLING UNITS; AMENDING CHEHALIS MUNICIPAL CODE TITLE 17, APPENDIX A RELATING TO FEE SCHEDULE AND EXPIRED PERMITS; AND AMENDING CHEHALIS MUNICIPAL CODE TITLE 17.83.090 RELATING TO BUILDING NUMBERS

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

Section 1. Title 17, Appendix E(B) shall be and the same hereby is amended to read as follows:

B. Residential, Nonstructural roof recover, including strip and re-sheet projects, consistent with IRC Section 906 – Reroofing; provided, that no framing or other structural modifications are performed. For non-residential structures a permit shall be required for any welding or similar hot work to be performed and shall comply with IBC Section 1511 and IFC Section 35 as applicable.

Section 2. Title 17, Appendix A and Chehalis Municipal Code Title 5.32 shall be and the same hereby is amended to read as follows:

Title 5.32.020 - Any applicant for a permit for selling fireworks within the city limits must complete a standard application form for operating a fireworks stand, and submit along with the permit fees established in Appendix Chapter A, Schedule of Fees and Charges. All applications to operate fireworks stands shall comply with RCW 70.77 and after issuance, but prior to opening to the public, be inspected by the Fire Marshal. If it is determined that the fireworks stand needs to be cleaned up after the fireworks stand closes, or if it is determined that the fireworks stand caused damage to the site, a clean-up/damage repair fee shall be assessed against said fireworks stand owner/operator. This fee shall be a minimum of \$100 or the actual cost of clean up or repair. The city reserves the right to deny future applicants a license if this has occurred.

A. Fireworks Stand - \$100 annual fee. A fee will be assessed for any clean-up or site damage required after fireworks stand closes.

Section 3. Title 17.12.075 shall be and the same hereby is amended to read as follows:

A. All lots must have direct legal access abutting either a public right-of-way or a platted private street or road. The city may require that the legal right of access be granted to other adjoining properties in order to provide a safe and efficient circulation system within the city. Private streets or roads shall be clearly marked on the face of the plat and dedicated as such in the plat certificate in accordance with RCW 58.17.165 and reserved for ingress, egress, and utilities. The city shall require a dedicated right-of-way and construction to public street standards when:

Section 4. Title 17.78 shall be and the same hereby is amended to read as follows:

CODE	USE OR OCCUPANCY	PARKING	R-1	R-2	R-UGA	R-3	R-4	EPF	C-O	C-N	C-G	C-F	CBD	I-L	I-H
R310	Accessory dwelling unit	2	A	A	C	P	P	C			A3		A3	P	P

Section 5. Title 17, Appendix A shall be and the same hereby is amended to read as follows:

Community Development Fees

Renewal of an Issued Permit that has expired without being finalized *shall be applicable only when there is no change in scope of work and no code changes since the permit was issued - \$50.

Section 6. Title 17.83.090 shall be and the same hereby is amended to read as follows:

A. For Commercial Properties, addressing shall be according to the Occupancy Classification

A = Assembly, B = Business, E = Educational, F = Factory, H – Hazardous, I = Institutional, M = Mercantile, R = Residential, S = Storage, U = Utility

For all newly constructed R-3 (single family) and all new and remodeled existing I-1 occupancies, address numbers shall be installed conspicuously in contrasting color to the structure with a character height of not less than 6 inches high and not less than 3 inches wide with a stroke width of not less than three quarters of an inch. R and I occupancies that are not visible from the public street or fire department access road on which they are addressed shall post the address numbers suitably and conspicuously at the convergence of the driveway and fire department access road serving the occupancy.

For all newly constructed occupancies except I-1, R-3, and U classified above with the primary egress immediately contiguous to the public way e.g. public sidewalk, address numbers shall be installed conspicuously in contrasting color to the structure with a minimum character height of 6 inches and not less than 3 inches wide with a stroke width of not less than three quarters of an inch.

For all newly constructed occupancies except I-1, R-3, and U classified above with the primary egress not immediately contiguous to the public way to a distance not greater than 500 feet from the public road frontage on which it is addressed or fire department access road, address numbers shall be installed conspicuously in contrasting color to the structure with a minimum character height of 12 inches and a width of not less than 6 inches with a stroke width of not less than 1.5 inches.

For all newly constructed occupancies except I-1, R-3, and U classified above that are located on a parcel greater than 500 from the public road or fire department access road on which they are addressed, address numbers shall be installed conspicuously in contrasting color to the structure with a minimum character height of 24 inches and a width of not less than 12 inches with a stroke width of not less than 3 inches.

PASSED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor at a regularly scheduled open public meeting thereof this _____ day of _____, 2018.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Judy Schave, HR/Risk Manager

MEETING OF: June 25, 2018

SUBJECT: Strategic Planning Three-Year Goal - Increase and Optimize Staffing Levels

ISSUE

As part of the January 2018 Strategic Planning Retreat, members of the City Council and the management team brainstormed and developed a list of three-year goals. One of the top five goals selected by the group was to look at increasing and optimizing staffing levels. The recommendations in this report have been discussed with the Council Budget Committee and they concur with the proposed recommendations.

When meeting with the Council Budget Committee, it was recommended that a work session be scheduled in the near future to discuss the remaining positions submitted for consideration with the full Council. This will be a chance for the City Council to see what the needs are for the various departments and provide some input.

DISCUSSION

Like many cities impacted by the economic downturn between 2008 and 2011, we lost several employee positions and made some tough decisions to not fill certain positions as they became vacant. Those positions include two (2) Engineering Technician II positions; an Equipment Operator II; a Traffic Control Technician; an Office Clerk/Receptionist; a Planner; a Property Manager; and a Building Official. We also lost two firefighter positions, and one police officer position that has since been filled.

The objective of this goal was to look at the immediate staffing needs, as well as what will be needed in the near future. With our current aging workforce we have a number of impending retirements over the next five years. The challenge will be to fill these positions with qualified applicants, or with current employees who have the necessary skills and required certifications, as well as a desire to take on a more challenging position. We also have the ability to start training current staff to qualify them to test for the necessary certifications, which will give them the opportunity to apply for some of these positions. As you will see in the following recommendations, this approach may require bringing in some temporary staff to help cover positions in the interim.

As part of the process, we asked each member of the management team to evaluate their staffing needs. A cost analysis on the wages and benefits was done for each position, which was then presented to the city manager to evaluate the financial impact.

The following list of recommendations for 2018 includes three positions:

- Temporary full-time Water Distribution Operator1/Meter Reader
- Planning/Development Manager
- Property/Facilities Manager

It also includes one Property Maintenance Worker position that was proposed for 2018, which was generally supported by the Budget Committee; however, the Administration remains cautious on making any recommendation on this position until such time we know the full impact to the general fund for other positions being considered for 2019, such as a police officer position. Another contributing factor is that we still have a union contract that is due to settle later this year that has an unknown impact to the general fund.

The budget impact information being provided below includes both wages and benefits.

2018 Recommendations

❖ PUBLIC WORKS

Water Distribution Operator I/Meter Reader (temporary position) July 2018 - Dec 2019

The most immediate concern for the Water Division is that we have two employees, a Water Treatment Operator 1 and a Water Treatment Operator II, eligible to retire within the next year. These positions are critical for the successful operation of the Water Filter Plant. Both of these positions require special operator certifications by the Department of Health.

We currently have an Operator 1 who has shown interest in the Operator II position and has the necessary certifications, as well as a good understanding of the operation of the plant. This would be an easy transition with no impact to the budget. We also have an employee who is interested in moving into the Operator 1 position; however, this will require several hours of training with current staff at the Water Filter Plant, approximately 18 months, in order to be able to test and acquire the needed Water Treatment Plant Operator II Certification. This would require hiring a temporary employee to fill the water distribution operator/meter reader position during the training process.

The Administration is recommending the City Council approve funding to hire a temporary water distribution operator/meter reader for approximately 18 months starting in July 2018 at Pay Range 18A/A. By having this additional person, we can start the training process to get current staff certified for the Operator 1 position at the Water Filter Plant in 2019. The estimated budget impact would be approximately \$37,555 for July to December 2018, and \$77,406 for 2019.

Funding: 100% Water Fund (Temporary 18 month position)

❖ **COMMUNITY DEVELOPMENT**

Planning/Development Manager – Full-time position - October 2018

With the impending transition of the current Community Development Director to the public works department and the recent resumption of permitting responsibilities in the UGA, the community development department will be in need of a planning/building manager. This position will be responsible for the supervision of all functional elements of the community development department, including building inspections and planning.

If approved by the City Council, and at such time this position is filled, the Administration will reallocate the remaining 2018 funding for the Community Development Director position; as a majority of their time will be dedicated to the utilities. Assuming revenues are received for overseeing the permitting and development of our Urban Growth Area (UGA) this additional funding could also be used to offset a large portion of the cost of this new position.

The Administration is recommending the City Council approve and add the Planning/Development Manager position to the 2018 Salary Schedule with the anticipation of filling the position in October 2018 at Pay Range 7N. The estimated budget impact for wages and benefits in 2018 will be zero due to the reallocation of the Community Development Director's salary and benefits from October to December; and, assuming revenues are received for overseeing the permitting and development process in our UGA.

The estimated budget impact for 2019 for wages and benefits is also zero. This is based on the offset of reallocating the Community Development Director's salary and benefits in 2019; and use of the anticipated revenues that may be realized for overseeing the permitting and development process in our UGA.

Funding: 60% General Fund; 10% Water; 10% Wastewater; 10% Storm; and 10% Airport

❖ **PUBLIC WORKS**

Property/Facilities Manager – Full-time position – July 2018

The Parks & Facilities Division has been operating without a division manager since the departure of the previous property manager in 2009. This supervisory position was eliminated from the salary schedule in 2010 due to funding issues related to the economic downturn. Since 2009, other department staff has been tasked with the oversight of the day-to-day operations, including planning and bid procurement. In the last 18 months, the City has made maintenance and improvement of its facilities a high priority in order to address the maintenance that was deferred during the recession and invest in preventative maintenance. This has added significantly to the workload to the facilities division, which consists of 5 full-time staff, who take care of most City buildings and grounds, including:

- Recreation Park (11.58 acres) – Including prep for youth league use and tournaments
- Gail and Carolyn Shaw Aquatics Center

- Stan Hedwall Park (104.44 acres) – Including prep for youth league use, tournaments and RV Park
- Westside Park (.84 acre)
- Lintott/Alexander Park (8.5 acres)
- City Hall
- City offices at 13th Street and Market Blvd
- Fire Department
- Scout Lodge
- Vernetta Smith Chehalis Timberland Library (Inside and outside)
- Downtown – Including watering seasonal flowers and Christmas light related activities
- City entryways and City owned property throughout the City

The Property/Facilities Manager would be responsible for the direction of the maintenance, care, repair and construction of all municipal properties. Having a full-time manager in this department will provide the needed time for scheduling and direction of the daily operations, as well allow more time for project management.

If approved, the Administration proposes to reclassify the current Property Maintenance Technician II position to a Property/Facilities Manager. The funding budgeted for the property maintenance technician II position would be used to offset a large portion of the financial impact of the new position in both 2018 and 2019.

As part of the reclassification process, the Administration recommends that the City Council add the Property/Facilities Manager position to the 2018 Salary Schedule at Pay Range 5N. By using the balance of the funding budgeted for the property maintenance technician II position, the estimated impact to the 2018 budget for wages and benefits is \$4,256.

The estimated impact to the 2019 budget for wages and benefits is \$12,484. This also takes into consideration the amount that would have been budgeted in 2019 for the property maintenance technician II position.

Funding: 100% General Fund

Property Maintenance Worker – Presented for Discussion and Direction

By creating and utilizing current staff to fill the Property/Facilities Manager position, this will result in a loss of one maintenance position within this department. A possible solution would be to hire a full-time ‘entry level’ property maintenance worker to offset this loss. If this position is approved by the City Council, the Administration would consider assigning it to the downtown area year-round. The funding for this position would be 100% General Fund.

The 2018 budget impact for this position from July to December for both wages and benefits would be approximately \$34,125 at Pay Range 15A/A. A majority of the impact could be absorbed by utilizing a portion of the seasonal budget that will not be utilized this year due to a shortage of applications received for seasonal help. The 2018 budget for seasonal employee wages and benefits is \$66,650. We anticipate using \$32,590, which leaves a balance of \$34,060

that could be utilized for this position. This would lessen the general fund impact to \$65 for wages and benefits for 2018.

The 2019 budget impact to the general fund would be approximately \$70,228. The Administration would look at reallocating the seasonal budget again in 2019 to offset a portion of this cost by \$30,150. This would reduce the budget impact to \$40,078 for both wages and benefits for this position in 2019.

The addition of this position was generally supported by the City Council Budget Committee because it would make a significant improvement to the upkeep of the downtown area and is definitely needed to address the ongoing effort to keep the downtown and the entire City attractive. However, the Administration is requesting the City Council consider this request during the proposed work session when the other positions needed will be discussed, along with the associated budget impacts. It is also important to note that it is highly unlikely that the City will have an increase in recurring 2019 revenues sufficient to fund all of the general fund positions needed. There is also concern about the potential budget impacts of an outstanding collective bargaining agreement that is due to settle in September that has an unknown impact to the general fund.

2019 POSITIONS PROPOSED FOR CONSIDERATION

Below is the list of the other positions submitted by the departments for consideration for 2019 and 2020. As suggested by the Council Budget Committee, the Administration would like to schedule a work session with the entire council to discuss the need and budget impact of these positions in more detail.

*PW - Street	Traffic Control Technician	Full-time - 2019
*Municipal Court	Judicial Assistant/Sentencing/ Monitoring	Increase to Full-time from .73 2019
*Police	Police Officer	Full-time - 2019
*Police	Receptionist	Part-time – 2019
*Fire	Reserve Volunteer Firefighter Program	2019
*Finance	Finance Analyst	Full-time – 2019
*PW - Street	Engineering Technician II	Full-time - 2019
PW - Wastewater	Administrative Assistant	Part-time - 2019
PW - Wastewater	Property Maintenance Worker	Full-time – 2020
PW - Wastewater	Laboratory Assistant	Part-time- 2020

(* = impact to the General fund)

FISCAL IMPACT

The estimated fiscal impact for wages and benefits (combined) are listed below. The 2019 salaries include the approved 2% increase for the non-uniformed represented employees (3-

year contract) and the proposed 4.5% salary increases for the non-represented employees (no contract) should the budget allow for a wage increase in 2019. The 2019 benefit amounts (when appropriate) are based on 2018 rates and include: pension, FICA, Medicare, and medical, dental, vision, and life (based on a full-family). The Administration anticipates the cost of these benefits to increase in 2019; however, those increases are unknown at this time.

2018 RECOMMENDATIONS	FUNDING	2018 Budget Impact for wages and benefits (est.)	2019 Budget Impact for wages and benefits (est.)
Water Distribution Operator/Meter Reader – Full-time (<i>temporary</i>)	100% Water	\$37,555	\$77,406
Planning and Building Manager <i>NEW - Full-Time Position</i> <i>Oct.- Dec = \$26,872</i> <i>2019 = \$112,404</i> <i>(offset by reallocation of CD Director salary and assuming revenues for UGA permitting)</i>	60% General 10% Water 10% Wastewater 10% Storm 10% Airport	Est. Savings <\$2,428>	Est. Savings <\$4,797>
Property/Facilities Manager <i>NEW- Full-time Position</i> <i>July to Dec 2018 = \$48,257;</i> <i>2019 = \$101,901 (Offset by current wages and benefits for Property Maint. Tech. II position = \$89,417)</i>	100% General	\$4,256	\$12,484
Property Maintenance Worker <i>Full-time Position</i> <i>July to Dec 2018 = \$34,125;</i> <i>2019 = \$70,228</i> <i>(offset by balance of seasonal employee budget of \$34,060 in 2018; and \$30,150 in 2019)</i>	100% General Fund	\$65	\$40,078

RECOMMENDATION

It is recommended that the City Council:

- 1) Approve the updated 2018 Salary Schedule to include the addition of a Planning and Building Manager and a Property/Facilities Manager (Attachment #1);
- 2) Approve additional funding in the amount of \$41,876 (General Fund \$4,321; and Water \$37,555) to cover the budget impact of the proposed temporary and long-term positions as outlined in the agenda report for 2018; and
- 3) Set a date and time for a work session to review the 2019/2020 requests for staffing needs. Potential dates for consideration, assuming a 5 pm start time include, but are not limited to:

Tuesday, July 17

Wednesday, July 18

Friday, July 20

Wednesday, July 25

Thursday, July 26

SUGGESTED MOTION

I move that the City Council:

- 1) Approve the updated 2018 Salary Schedule to include the addition of a Planning and Building Manager and a Property/Facilities Manager;
- 2) Approve additional funding in the amount of \$41,876 (General Fund \$4,321; and Water \$37,555) to cover the budget impact of the proposed temporary and long-term positions as outlined in the agenda report for 2018; and
- 3) Set a date and time to be determined for a work session to review the 2019/2020 requests for staffing needs.

2018 Salary Schedule - Effective January 1, 2018							Attachment #1
Class Title	Collective Bargaining Organization	Pay Range	Step A	Step B	Step C	Step D	Step E
Accountant	Teamsters Non-Uniform	24A	4,677	4,911	5,157	5,415	5,686
Accounting Technician II	Teamsters Non-Uniform	17A	3,324	3,490	3,665	3,848	4,040
Administrative Assistant (not Fire or Airport)	Teamsters Non-Uniform	17A	3,324	3,490	3,665	3,848	4,040
Airport Operations Coordinator	Non-Represented	5N	5,242	5,504	5,779	6,068	6,371
Airport Office Manager	Non-Represented	2N	3,313	3,479	3,653	3,836	4,028
Airport Property Maintenance Technician I	Non-Represented	2N	3,313	3,479	3,653	3,836	4,028
Airport Property Maintenance Worker	Non-Represented	1N	3,005	3,155	3,313	3,479	3,653
Building Official	Teamsters Non-Uniform	24A	4,677	4,911	5,157	5,415	5,686
Chief of Police	Non-Represented	12N	7,593	7,973	8,372	8,791	9,231
City Clerk	Non-Represented	4N	4,528	4,754	4,992	5,242	5,504
City Councilor	Elected	Monthly	100				
City Manager	Non-Represented	Contract	11,993				
Civil Service Secretary	Non-Represented	Hourly Rate	20.00				
Code Inspector	Non-Represented	Hourly Rate	29.00				
Community Corrections Officer (formerly Court Bailiff/Transport Officer)	Non-Represented	13A(*)	2,735	2,872	3,015	3,166	3,324
Community Development Director	Non-Represented	11N	7,231	7,593	7,973	8,372	8,791
Community Services Officer	Teamsters Non-Uniform	18A	3,490	3,665	3,848	4,040	4,242
Court Clerk	Teamsters Non-Uniform	16A	3,166	3,324	3,490	3,665	3,848
Department Administrative Assistant (Fire)	Non-Represented	2N	3,113	3,479	3,653	3,836	4,028
Deputy Police Chief	Non-Represented	10N	6,887	7,231	7,593	7,973	8,372
Development Review Specialist/Permit Technician	Teamsters Non-Uniform	21A	4,040	4,242	4,454	4,677	4,911
Engineering Technician III	Teamsters Non-Uniform	24A	4,677	4,911	5,157	5,415	5,686
Equipment Operator I	Teamsters Non-Uniform	19A	3,665	3,848	4,040	4,242	4,454
Equipment Operator II	Teamsters Non-Uniform	20A	3,848	4,040	4,242	4,454	4,677
Finance Director	Non-Represented	9N	6,559	6,887	7,231	7,593	7,973
Fire Captain	IAFF	22F	5,190	5,344	5,697	5,978	6,262
Fire Chief	Non-Represented	12N	7,593	7,973	8,372	8,791	9,231
Firefighter/Engineer	IAFF	20F	4,387	4,596	4,815	5,046	5,285
Human Resources Admin./Risk Manager	Non-Represented	8N	6,247	6,559	6,887	7,231	7,593
Journeyman Electrician/Equip. Maint. Tech.	Teamsters Non-Uniform	21A	4,040	4,242	4,454	4,677	4,911
Judicial Assistant for Sentence Monitoring	Teamsters Non-Uniform	15A	3,015	3,166	3,324	3,490	3,665
Lead Wastewater Treatment Operator	Teamsters Non-Uniform	24A	4,677	4,911	5,157	5,415	5,686
Maintenance Technician - Electrical, Electronics	Teamsters Non-Uniform	21A	4,040	4,242	4,454	4,677	4,911
Mayor	Elected	Monthly	150				
Municipal Court Administrator	Non-Represented	3N	4,439	4,661	4,894	5,139	5,396
Municipal Court Judge	Non-Represented	Contract	3,481				
Municipal Court Judge Pro-Term	Non-Represented	Hourly Rate	50.00				
Parking Enforcement/Evidence Officer	Teamsters Non-Uniform	16A	3,166	3,324	3,490	3,665	3,848

* *

2018 Salary Schedule - Effective January 1, 2018							Attachment #1
Class Title	Collective Bargaining Organization	Pay Range	Step A	Step B	Step C	Step D	Step E
Permit Technician	Teamsters Non-Uniform	19A	3,665	3,848	4,040	4,242	4,454
Police Officer (Academy graduate)	Teamsters-Police	22P	5,113	5,359	5,625	5,897	6,189
Police Officer (Non-academy graduate)	Teamsters-Police	21P	4,090				
Police Officer Assigned as Detective	Teamsters-Police	23P	5,368	5,627	5,906	6,192	6,499
Police Sergeant	Teamsters-Police	24P	6,878	7,167			
Police Sergeant Assigned as Detective	Teamsters-Police	25P	7,222	7,525			
Poplar Tree Plantation Worker/Utility Worker I	Teamsters Non-Uniform	17A	3,324	3,490	3,665	3,848	4,040
Poplar Tree Plantation Worker/Utility Worker II	Teamsters Non-Uniform	18A	3,490	3,665	3,848	4,040	4,242
Planning/Development Manager	Non-Represented	7N	5,860	6,153	6,461	6,784	7,123
Property/Facilities Manager	Non-Represented	5N	5,242	5,504	5,779	6,068	6,371
Property Maintenance Technician I	Teamsters Non-Uniform	19A	3,665	3,848	4,040	4,242	4,454
Property Maintenance Technician II	Teamsters Non-Uniform	21A	4,040	4,242	4,454	4,677	4,911
Property Maintenance Worker	Teamsters Non-Uniform	15A	3,015	3,166	3,324	3,490	3,665
Public Works Director	Non-Represented	11N	7,231	7,593	7,973	8,372	8,791
Public Works Office Manager	Teamsters Non-Uniform	20A	3,848	4,040	4,242	4,454	4,677
Records Technician	Teamsters Non-Uniform	15A	3,015	3,166	3,324	3,490	3,665
Recreation Assistant	Teamsters Non-Uniform	13A	2,735	2,872	3,015	3,166	3,324
Recreation/Aquatics Manager	Non-Represented	5N	5,242	5,504	5,779	6,068	6,371
Storm/Wastewater Collection Specialist	Teamsters Non-Uniform	19A	3,665	3,848	4,040	4,242	4,454
Street/Stormwater Superintendent	Non-Represented	5N	5,242	5,504	5,779	6,068	6,371
Traffic Control Technician	Teamsters Non-Uniform	20A	3,848	4,040	4,242	4,454	4,677
Utility Customer Service Representative I	Teamsters Non-Uniform	15A	3,015	3,166	3,324	3,490	3,665
Utility Customer Service Representative II	Teamsters Non-Uniform	16A	3,166	3,324	3,490	3,665	3,848
Vehicle Maintenance Technician	Teamsters Non-Uniform	20A	3,848	4,040	4,242	4,454	4,677
Wastewater Laboratory Assistant	Teamsters Non-Uniform	17A	3,324	3,490	3,665	3,848	4,040
Wastewater Laboratory Technician II	Teamsters Non-Uniform	20A	3,848	4,040	4,242	4,454	4,677
Wastewater Superintendent	Non-Represented	7N	5,860	6,153	6,461	6,784	7,123
Wastewater Treatment Operator	Teamsters Non-Uniform	20A	3,848	4,040	4,242	4,454	4,677
Water Distribution Operator I	Teamsters Non-Uniform	18A	3,490	3,665	3,848	4,040	4,242
Water Distribution Operator I / Meter Reader	Teamsters Non-Uniform	18A	3,490	3,665	3,848	4,040	4,242
Water Distribution Operator II	Teamsters Non-Uniform	19A	3,665	3,848	4,040	4,242	4,454
Water Superintendent	Non-Represented	5N	5,242	5,504	5,779	6,068	6,371
Water Treatment Operator I	Teamsters Non-Uniform	19A	3,665	3,848	4,040	4,242	4,454
Water Treatment Operator II	Teamsters Non-Uniform	22A	4,242	4,454	4,677	4,911	5,157
Temporary and Seasonal Hourly Rates - 2018 (change to minimum wage \$11.50 per hour in 2018)							
Lifeguard	pt1	Pool	Step A 11.50	Step B 12.08	Step C 12.68		

* *

2018 Salary Schedule - Effective January 1, 2018							Attachment #1
Class Title	Collective Bargaining Organization	Pay Range	Step A	Step B	Step C	Step D	Step E
Swimming Pool Cashier	pt1	Pool	11.50	12.08	12.68		
Lifeguard/Instructor	pt2	Pool	12.05	12.65	13.28		
Water Safety Instructor	pt2	Pool	12.05	12.65	13.28		
Senior Instructor	pt3	Pool	12.63	13.26	13.92		
Senior Lifeguard	pt3	Pool	12.63	13.26	13.92		
Swimming Pool Assistant Manager	pt4	Pool	14.55	15.28	16.04		
Swimming Pool Manager	pt8	Pool	20.50	21.53	22.61		
Recreation Aide	pt1	Parks and Recreation Facility,	11.50	12.08	12.68		
Property Maintenance Aide	pt5	Parks and Recreation	11.50	12.50	13.50		
Tournament Director	pt12	Parks and Recreation	18.50	19.40	20.35		

List of Department Needs Submitted for Consideration for 2019/2020

PROPOSE TO REVIEW AT FUTURE COUNCIL BUDGET WORK SESSION

❖ PUBLIC WORKS

Traffic Control Technician – Full-time position

The Traffic Control Technician position was eliminated during the 2010 layoffs. This position was responsible for all signs and pavement markings, monitoring traffic signals, and reviewing traffic control plans. There is a significant liability associated with the proper installation of signs and pavement markings. There are also federal mandates for sign reflectivity that the City is not in compliance with. Presently, signs and pavement markings are being repaired as necessary.

This request will be considered during the 2019 budget process. The estimated budget impact in 2019 at Pay Range 20A/A for wages and benefits would be approximately 81,391.

Funding: 100% General Fund

❖ MUNICIPAL COURT

Judicial Assistant/Sentencing/Monitoring - Full-time position

The Judicial Assistant for Sentence Monitoring is currently a 0.73 FTE (29 hours per week) and the benefits for this position are prorated. This position has been filled by the same staff member for two plus years and a significant amount of time and resources have been invested in training and education. Due to changes in state Statutes, courts are now required to order fingerprinting for all defendants that have not been booked into jail. The courts are also required to order DNA samples upon conviction of certain crimes. Court staff must perform additional record checks with the Washington State Patrol WATCH CJ program to verify whether fingerprints and/or NA samples have already been taken. This requirement will increase the staff time need to prepare the weekly court calendar. Making this a 40-hour per week position would also alleviate the problem of office coverage during times of staff shortages.

This request will be considered during the 2019 budget process. The estimated budget impact for 2019 at Pay Range 15A/C-D for wages and benefits will be approximately \$17,865.

Funding: 100% General Fund

❖ POLICE DEPARTMENT

Patrol Officer - Full-time position

The Chehalis Police Department has maintained its present staffing level since the 1980's. At the beginning of 2018 the department sacrificed one detective position to provide a 14-offier patrol schedule to cut down the excessive amount of overtime for officers. With the recent major crimes/incidents this has proven to be a bit of a challenge and somewhat overwhelming for the remaining detective -- but the overtime savings have, so far, been significant. Considering the probability of future annexations, a second detective position for the caseload that our officers and detectives carry is vital: the Chief of Police is requesting the addition of one commissioned police officer to fill that role.

This request will be considered during the 2019 budget process. The estimated budget impact for 2019 at Pay Range 22P for wages and benefit will be between \$99,656 and \$113,459, depending on qualifications.

Funding: 100% General Fund

Receptionist -- Part-time position

The police department requested an additional part-time receptionist position to help out with the day-to-day clerical duties, including answering the phone and waiting on the front counter. The workload in this general area continues to increase. Records requests in this department have increased from 310 in 2010 to over a thousand so far this year.

This request will be considered during the 2019 budget process. The estimated 2019 budget impact at Pay Range 14A/A for wages and benefits would be approximately \$31,796.

Funding: 100% General Fund

❖ FIRE DEPARTMENT

The Fire Department put in a request for two (2) FTEs that were lost during the economic downturn. The cost for one entry level firefighter at the 2016 rate, to include wages and benefits, is \$77,883. (The actual financial impact will not be known until September 2018 when the Collective Bargaining Agreement settles) The gear and equipment to outfit this position would be in addition to the \$77,883. Since this request is not financially feasible, the Fire Chief provided an alternative approach to help offset these two positions, which is to reestablish the Volunteer Firefighter Program.

Volunteer Firefighter Program

This program also lost its funding around the same time period as the two firefighter positions were eliminated. The volunteer program is costly, but less expensive than two FTEs. The cost to outfit each volunteer with protective equipment, uniform, training, insurance, stipend, retirement, etc., is roughly \$12,900 per volunteer. The Union President also fully supports the resurrection of the volunteer program.

This request will be considered during the 2019 budget process. The estimated 2019 budget impact would be roughly \$65,000.

Funding: 100% General Fund

❖ FINANCE DEPARTMENT

Finance Analyst - Full-time position

The Finance Department requires one full-time Accountant/Fiscal analyst, with the skills and competency to handle accounting and reporting for grants, capital assets, internal audits for various accounts and programs, and assisting with the annual budget preparation and financial reporting. There are some essential finance duties that are not getting done or not getting done at the desired level due to inadequate staffing level.

- Currently, we are unable to dedicate time for accounting for capital assets (including small and attractive assets) and physical inventory. The city's capital assets records must be maintained and updated periodically, and an annual physical inventory must be performed, but it has not been done for the last few years. The capital asset records are also needed to help with determining and planning for a future replacement reserve funding level.
- One other area that requires additional staff time is for grant accounting and reporting. In order to better assist the other departments and to ensure that city's grants are in compliance with the federal, state, and audit requirements, a centralized grant accounting is desired. This would include reviewing grant award documents, tracking grant expenditures, and reviewing or preparing reimbursement request vouchers. A standard grant accounting procedure is to be implemented and maintained by finance. These are audit sensitive areas and we have received recommendations from the auditors previously.
- Internal audits for various accounts and programs including accounting for utility billing and Airport funds need to be done on regular basis and would need additional staff time.
- Preparing the fiscal year-end financial reports and schedules require significant amount of extra time.
- Improving and streamlining our budget process is one of the priority goals, and having an additional staff would help achieve this goal.

This request will be considered during the 2019 budget process. The estimated 2019 budget impact at Pay Range 5N for wages and benefits will be between \$99,923 and \$116,964, depending on qualifications.

Funding: 59% General, 20% Wastewater, 11% Water, 3% Stormwater and 7% Airport

❖ PUBLIC WORKS

Engineering Technician II – Full-time position

The Engineering Division has operated with only one engineer since November 2010 after two positions were laid off due to the economic downturn. The Engineering Technician II will be part of the engineering team. Specialty areas will include: designing and administering construction projects, reviewing engineering plans and plats of private development for compliance with City requirements, maintaining engineering records, assisting in construction surveying, processing various permits, forms and applications, developing databases, performing application design, modeling, drafting and support of computer-based GIS mapping.

As part of our succession plan, we would like to fill this position with the intent of providing enough training and institutional knowledge to be able to move this person into the Engineering Technician III position at such time the current employee retires.

This request will be considered during the 2019 budget process. The estimated budget impact in 2019 at Pay Range 22A/A for wages and benefits would be approximately \$87,197.

Funding: 7.17% General Fund; 45.2% Water; 41.3% Wastewater; and 6.33% Stormwater

Administrative Assistant (WWTP) – Part-time position

A request was submitted for a part-time administrative assistant at the wastewater treatment plant to take some of the workload off of the Superintendent position. This position will enter lab and maintenance data into the computer, complete payroll, track down prevailing wage paperwork, order parts and supplies, and organize the numerous files cabinets.

This request will be considered during the 2019 budget process. The estimated budget impact for this part-time position in 2019 at Pay Range 17A/A for wages and benefits would be approximately \$34,869.

Funding: 100% Wastewater

Considerations for 2020 Budget Process

❖ PUBLIC WORKS

Property Maintenance Worker – Full-time position

As part of the succession planning process the Administration is considering hiring an entry level position to assist around the wastewater treatment plant, with the intent that this position would be a trainee and get the required certifications to be able to step into a group 2 operator positions in the next two to five years.

This request will be considered during the 2020 budget process. The estimated 2020 budget impact for this position at Pay Range 15A/A for wages and benefits would be approximately \$69,116.

Funding: 100% Wastewater

Wastewater Laboratory Assistant – Part-time position

This position is also part of the succession planning process. Filling this specialized position will be a challenge, as lab technicians are not easy to come by. A potential solution is to consider hiring a part-time lab technician that we can train to move into the current wastewater laboratory Technician II during the 2020 budget process will be to consider hiring a part-time lab assistant to train to train request was submitted for a part-time lab assistant at the wastewater treatment plant to take some of the workload off of the Superintendent position. This position could enter lab and maintenance data into the computer, complete payroll, track down prevailing wage paperwork, order parts and supplies, and organize the numerous files cabinets. This would be a represented position with a pay range of 17A.

This request will be considered during the 2020 budget process. The estimated 2020 budget impact for this part-time position at Pay Range 17A/A for wages and benefits would be approximately \$36,000 in 2020.

Funding: 100% Wastewater

<u>CONSIDER DURING 2019 BUDGET PROCESS</u>	<u>FUNDING</u>	2019 Budget Impact (est.)
<i>Traffic Control Technician</i>	100% General Fund	\$81,391
<i>Judicial Asst. – Court - Increase to full-time</i>	100% General Fund	\$17,865

<i>Police Officer - Full-time</i>	100% General Fund	\$99,656 to \$113,459 DOQ
<i>Receptionist–Police - Part-time (New)</i>	100% General Fund	\$31,796
<i>Reserve Volunteer Firefighter Program - 5 positions</i>	100% General Fund	\$65,000
<i>Finance Analyst - Full-time (New)</i>	59% General Fund 20% Wastewater 11% Water 3% Stormwater 7% Airport	\$99,923 to \$116,964 DOQ
<i>Engineering Technician II - Full-time (New)</i>	7.17% General Fund - \$6,252 45.2% Water - \$39,413 41.3% Wastewater - \$36,012 6.33% Stormwater - \$5,520	\$87,197
<i>Administrative Assistant –WWTP – Part-time</i>	100% Wastewater	\$34,869

<u>CONSIDER DURING 2020 BUDGET PROCESS</u>	<u>FUNDING</u>	2020 Budget Impact (est.)
<i>Property Maintenance Worker – Full-time</i>	100% Wastewater	\$69,116
<i>Wastewater Lab Assistant - Part-time</i>	100% Wastewater	\$36,000

**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: June 25, 2018
SUBJECT: Financial Reports for the Period Ended May 31, 2018

DISCUSSION

This item has been scheduled to provide financial reports for the five-months ended 5/31/2018 (January 2018 through May 2018).

EXECUTIVE SUMMARY

This document provides a summary review of City financial activity for the five months ended 5/31/2018 (January through May). The report has been formatted to be consistent with the adopted budget for ease of comparison and review of information. The report focuses on the General Fund and major enterprise funds. The revenues, expenditures, other increase (decrease) in fund resources, and increase (decrease) in cash and investments summaries are attached.

A 41.7% (5 of 12 months) is used as the target % for comparing the actual year-to-date outcome to the 2018 adopted budget.

BOTTOM LINE:

At the end of May, the City's General Fund and major enterprise funds operated within the budget parameters and overall revenues and expenditures are within normal budget projection.

GENERAL FUND OVERVIEW

Revenues and other receipts totaled \$4,014,143 (42.6% of the adopted budget of \$9,426,997). This is \$83,085 above the target amount.

Expenditures and other decreases in fund resources totaled \$3,968,687 (41.1% of the adopted budget of \$9,655,146).

Cash and investments balances increased \$45,456 from the beginning balance.

Overall, General Fund operated within normal budget parameters.

General Fund Revenues:

Total tax revenues at the end of May 2018 are \$3,619,674 (43.6% of the adopted budget). This is about \$155,447 above the target amount.

Property Tax revenues are 39.7% of the adopted budget. However, when compared to the recently amended budget in June 2018, the receipts through May 2018 are 45.1% of the amended budget.

Sales and Use tax revenues are 43.4% of the adopted budget. This is \$82,621 above the target amount and \$242,269 more than the previous year at this time.

Utility taxes are 48.9% of the adopted budget. This is \$117,802 above the target amount. Electricity utility tax revenues are 55.7% of the adopted budget and \$71,909 above the target amount. Whereas, telephone and cable utility tax revenues are below the target by \$4,179 and \$5,407 respectively.

License and permit fee revenues are 38.9% of the adopted budget. While receipts for business license fees are on target, building permit fee receipts are 17% of the adopted budget, which is \$18,557 below the target amount. Building permit fee revenues are \$30,479 less than the previous year at this time. We are expecting to see increases in permit activities soon, and hopeful that the revenues will catch up to the budget projection level.

Intergovernmental revenues are 32.3% of the adopted budget and \$19,529 below the target amount. This category includes grants and state shared revenues including entitlements, impact fees and PUD privilege tax. Total shared revenues, other than the PUD tax, are 47.6% of the adopted budget. The PUD privilege tax revenue is budgeted for \$70,775 and is due July each year.

Charges for goods and services are 18.3% of the adopted budget, which is significantly lower than the target %. This category includes charges for fire and police services, plan check fees, and recreation program fees. Charges for fire and police services are 25.2 % of the adopted budget, mainly due to the annual fire protection service fee for Green Hill is due in July. Plan check fee revenues are 19.3% of the adopted budget. Recreation fee revenues are 13% of the adopted budget. Most of the recreation program revenues are collected during the summer months.

General Fund Expenditures and Transfers Out:

Adopted appropriations and required transfers are budgeted at \$9,655,146, including \$9,092,425 for operating expenditures and \$562,721 for capital outlays, debt services, custodial activities, and transfers out.

At the end of May 2018, total expenditures and other decreases in fund resources are \$3,968,687 (41.1% of the adopted budget) which is about \$57,509 below the target amount.

Most departments operated within the budget parameters. Exceptions are:

Police department expenditures are 46.1% of the adopted budget, due to payroll expenditures increase relating to 2017 CBA. The June 2018 report will show a better comparison to the 2018 amended budget.

Fire department expenditures are 46.2% of the adopted budget. The following are the key factors for actual expenditures higher than the target percentage. It was determined that \$78,000 city contributions to employees' Health Savings Account (HSA) was omitted from the 2018 adopted budget inadvertently. This will be included in the next budget amendment. Also uniform and equipment purchase budgets were spent in early 2018 rather than spreading over 12 months.

City Council, City Manager, City Clerk, Human Resources, and Finance expenditures are below the 41.7 % target. One of the contributing factors is the contra expenses (costs allocation to other funds, thus reducing the department's expenditures). Total 2018 budget for contra expenses are \$347,543 and at the end of May, total contra expenses are 52.3% of the budgeted amount.

ENTERPRISE FUNDS

Wastewater Fund

Total revenues at the end of May are \$2,213,493 (40.1% of the adopted budget). Charges for goods and services are \$2,158,379 (39.6% of the adopted budget). This is \$113,350 less than the target amount. This variance is contributable to the charges and payments to and from the City of Napavine and Lewis County Sewer District #1 for their shared costs for the Chehalis Regional Wastewater Reclamation Facility project costs. An annual payment of \$277,378 is included in the 2018 budget, but the payments are due in June and November each year.

Operating expenditures are 42.8% of the adopted budget. The key factors for this variance are the Wastewater share of the annual WCIA insurance that was paid in February 2018 and the expenditures for repairs and maintenance budget was spent in early 2018.

Debt service and capital outlay expenditures totaled \$951,426 (46% of the adopted budget).

At the end of May, total revenues and other receipts exceeded the total expenditures and other use of fund resources by \$29,238, which represents an increase in cash and investments by the same amount.

Water Fund

Total revenues at the end of May are \$1,095,593 (38.3% of the adopted budget). Charges for goods and services are \$1,049,049 (37.3% of the adopted budget). This is \$124,716 below the target amount.

Operating expenditures are \$807,403 (33.1% of the adopted budget).

At the end of May, total revenues and other receipts exceeded the total expenditures and other use of fund resources by \$243,642, which represent an increase in cash and investments by the same amount.

Storm and Surface Water Fund

Total revenues at the end of May are \$280,737 (48.6% of the adopted budget).

Charges for goods and services is \$272,966 (47.8% of the adopted budget).

Operating expenditures are \$197,642 (41.5% of the adopted budget).

Total revenues and other receipts exceeded total expenditures and other use of fund resources by \$73,413, which represents an increase in cash and investments by the same amount.

Airport Fund

Total revenues at the end of May are \$769,268 (40.3% of the adopted budget). Fuel sales revenue is 34.3% of the adopted budget and down by \$15,863 from the previous year at this time.

Total operating expenditures is \$376,856 (34.4% of the adopted budget). Capital outlay expenditures are 2.8% of the adopted budget.

Total revenues and other receipts exceeded total expenditures and other use of fund resources by \$378,236, which represents an increase in cash and investments by the same amount.

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

To: The Honorable Mayor and Council
 Via: Tracie J Anderson, City Manager
 From: Chun Sanj, Finance Director
 Prepared by: Betty Brooks, Payroll Accountant
 Date: 6/25/2018
 Subject: Monthly Financial Reports for Period Ended May 2018

City of Chehalis
Comparative Financial Reports
May 2018 and 2017

GENERAL FUND (#001) ADDITIONS	A		B		C=B/A		D		E		F=E/D		G		H		H ^A		J=E-B	
	2017 Budget	2017 YTD Actual	2017 YTD Actual	% to Budget	2018 Budget	2018 YTD Actual	2018 YTD Actual	% to Budget	2018 YTD Target	2018 YTD Actual	2018 YTD % to Budget	2018 YTD Target	2018 YTD Variance	2018 YTD from Target	2017-2018 YTD Incr	2017-2018 YTD Incr	2017-2018 YTD Incr	2017-2018 YTD Incr	2017-2018 YTD Incr	2017-2018 YTD Incr
Tax Revenues:																				
Property Taxes ⁽¹⁾	1,792,460	696,770	696,770	38.9%	1,864,685	740,064	740,064	39.7%	41.7%	41.7%	777,574	(37,510)	43,294							
Sales and Use Taxes ⁽²⁾	4,180,791	1,821,989	1,821,989	43.6%	4,752,128	2,064,258	2,064,258	43.4%	41.7%	41.7%	1,981,637	82,621	242,269							
Utility Taxes	1,656,731	847,360	847,360	51.1%	1,640,420	801,857	801,857	48.9%	41.7%	41.7%	684,055	117,802	(45,503)							
Other Taxes	43,095	13,741	13,741	31.9%	50,267	13,495	13,495	26.8%	41.7%	41.7%	20,961	(7,466)	(246)							
Total Tax Revenues	7,673,077	3,379,860	3,379,860	44.0%	8,307,500	3,619,674	3,619,674	43.6%	41.7%	41.7%	3,464,228	155,447	239,814							
Non-Tax Revenues:																				
Licenses and Permits	210,550	100,580	100,580	47.8%	180,835	70,389	70,389	38.9%	41.7%	41.7%	75,408	(5,019)	(30,191)							
Intergovernmental Revenues	183,661	549,940	549,940	299.4%	207,561	67,024	67,024	32.3%	41.7%	41.7%	86,553	(19,529)	(482,916)							
Charges for Goods and Services	326,265	90,775	90,775	27.8%	349,705	64,035	64,035	18.3%	41.7%	41.7%	145,827	(81,792)	(26,740)							
Fines and Forfeitures	144,770	48,682	48,682	33.6%	140,685	49,256	49,256	35.0%	41.7%	41.7%	58,666	(9,410)	574							
Other Revenues	127,475	67,385	67,385	52.9%	128,435	90,177	90,177	70.2%	41.7%	41.7%	53,557	36,620	22,792							
Total Non-Tax Revenues	992,721	857,362	857,362	86.4%	1,007,221	340,881	340,881	33.8%	41.7%	41.7%	420,011	(79,130)	(516,481)							
Other Increase in Fund Resources:																				
Custodial Receipts	148,351	39,379	39,379	26.5%	112,276	38,622	38,622	34.4%	41.7%	41.7%	46,819	(8,197)	(757)							
Other Resources	-	-	-	0.0%	-	14,966	14,966	0.0%	41.7%	41.7%	-	14,966	14,966							
Total Other Increase in Fund Resources	148,351	39,379	39,379	26.5%	112,276	53,588	53,588	47.7%	41.7%	41.7%	46,819	6,769	14,209							
Total Revenues & Other Fund Resources	\$ 8,814,149	\$ 4,276,601	\$ 4,276,601	48.5%	\$ 9,426,997	\$ 4,014,143	\$ 4,014,143	42.6%	41.7%	41.7%	\$ 3,931,058	\$ 83,085	\$ (262,458)							

Foot Note:

⁽¹⁾ Excludes percentage of property tax allocated to the Firemen's Pension Fund.

⁽²⁾ Excludes Transportation Benefit District (TBD) sales tax.

Key:

* The expected percentage is calculated as follows: since the report is for the 4 months of the year, 4 is divided by 12 - the number of months in the year.

H=(D*G) (annual budgeted amount x expected % amount)

H^A Actual expensed less the target (expected) amount

City of Chehalis
Comparative Financial Reports
May 2018 and 2017

GENERAL FUND (#001)	A		B		C-B/A		D		E		F=E/D		G		H		H ^A		J-E-B		
	2017	2017	2017	2017 YTD	2018	2018	2018 YTD	2018 YTD	2018 YTD	2018 YTD	2018 YTD	2018 YTD	2018 YTD	2018 YTD	2018 YTD	2018 YTD	2018 YTD	2018 YTD	2018 YTD	2018 YTD	
	Budget	YTD Actual	% to Budget	% to Budget	Budget	YTD Actual	% to Budget	% to Budget	Target	Amount	Target	% to Budget	% to Budget	Target	Amount	Target	Variance	from Target	YTD Incr	(decr)	
DEDUCTIONS																					
Expenditures:																					
City Council	\$ 92,351	34,360	37.2%	37.2%	92,364	30,343	32.9%	32.9%	38,516	38,516	38,516	41.7%	41.7%	38,516	38,516	38,516	(8,173)	(8,173)	(4,017)	(4,017)	
Municipal Court	368,768	143,864	39.0%	39.0%	395,412	154,418	39.1%	39.1%	164,887	164,887	164,887	41.7%	41.7%	164,887	164,887	164,887	(10,469)	(10,469)	10,554	10,554	
City Manager	312,582	84,049	26.9%	26.9%	275,562	100,318	36.4%	36.4%	114,909	114,909	114,909	41.7%	41.7%	114,909	114,909	114,909	(14,591)	(14,591)	16,269	16,269	
Finance	231,511	112,526	48.5%	48.5%	302,373	115,350	38.1%	38.1%	126,090	126,090	126,090	41.7%	41.7%	126,090	126,090	126,090	(10,740)	(10,740)	2,824	2,824	
City Clerk	79,915	28,028	35.1%	35.1%	92,078	26,387	28.7%	28.7%	38,397	38,397	38,397	41.7%	41.7%	38,397	38,397	38,397	(12,010)	(12,010)	(1,941)	(1,941)	
Facilities and Parks	791,001	362,126	0.0%	0.0%	1,038,724	423,008	40.7%	40.7%	433,148	433,148	433,148	41.7%	41.7%	433,148	433,148	433,148	(10,140)	(10,140)	60,882	60,882	
Non-Departmental	424,846	191,116	45.0%	45.0%	427,234	68,956	16.1%	16.1%	178,157	178,157	178,157	41.7%	41.7%	178,157	178,157	178,157	(109,201)	(109,201)	(122,160)	(122,160)	
Human Resources	80,584	40,374	50.1%	50.1%	104,410	37,876	36.3%	36.3%	43,539	43,539	43,539	41.7%	41.7%	43,539	43,539	43,539	(5,663)	(5,663)	(2,488)	(2,488)	
Police	2,827,928	1,208,520	42.7%	42.7%	2,990,874	1,378,754	46.1%	46.1%	1,247,194	1,247,194	1,247,194	41.7%	41.7%	1,247,194	1,247,194	1,247,194	131,559	131,559	170,234	170,234	
Fire	1,987,889	897,057	45.1%	45.1%	2,049,333	946,025	46.2%	46.2%	854,572	854,572	854,572	41.7%	41.7%	854,572	854,572	854,572	(49,054)	(49,054)	48,968	48,968	
Public Works - Streets	569,309	167,466	29.4%	29.4%	559,023	184,058	32.9%	32.9%	233,113	233,113	233,113	41.7%	41.7%	233,113	233,113	233,113	(2,727)	(2,727)	16,592	16,592	
Planning & Building	259,497	144,272	0.0%	0.0%	320,060	130,738	40.8%	40.8%	133,465	133,465	133,465	41.7%	41.7%	133,465	133,465	133,465	(35,676)	(35,676)	(13,534)	(13,534)	
Recreation	476,370	170,203	0.0%	0.0%	444,978	149,880	33.7%	33.7%	185,556	185,556	185,556	41.7%	41.7%	185,556	185,556	185,556			(20,323)	(20,323)	
Total Functional Expenditures	\$ 8,509,051	\$ 3,583,960	42.1%	42.1%	\$ 9,092,425	\$ 3,746,110	41.2%	41.2%	\$ 3,791,541	\$ 3,791,541	\$ 3,791,541	41.7%	41.7%	\$ 3,791,541	\$ 3,791,541	\$ 3,791,541			\$ 182,151	\$ 182,151	
Other Decrease in Fund Resources:																					
Capital Outlay	213,454	186,524	87.4%	87.4%	126,260	57,916	45.9%	45.9%	52,650	52,650	52,650	41.7%	41.7%	52,650	52,650	52,650			(128,608)	(128,608)	
Debt Service	119,390	44,763	37.5%	37.5%	114,385	47,680	41.7%	41.7%	47,699	47,699	47,699	41.7%	41.7%	47,699	47,699	47,699			2,917	2,917	
Custodial Disbursements	127,280	33,129	26.0%	26.0%	101,885	32,488	31.9%	31.9%	42,486	42,486	42,486	41.7%	41.7%	42,486	42,486	42,486			(641)	(641)	
Transfer Out	266,505	70,388	24.6%	24.6%	220,191	84,492	38.4%	38.4%	91,820	91,820	91,820	41.7%	41.7%	91,820	91,820	91,820			14,104	14,104	
Total Other Decrease in Fund Resources	746,629	334,805	44.8%	44.8%	562,721	222,576	39.6%	39.6%	234,655	234,655	234,655	41.7%	41.7%	234,655	234,655	234,655			(112,228)	(112,228)	
Total Expenditures & Other Decreases in Fund Resources	9,249,680	3,918,764	42.4%	42.4%	9,655,146	3,968,687	41.1%	41.1%	4,026,196	4,026,196	4,026,196	41.7%	41.7%	4,026,196	4,026,196	4,026,196			49,922	49,922	
Increase (Decrease) in Cash and Investments	\$ (435,531)	\$ 357,837	-82.2%	-82.2%	\$ (228,149)	\$ 45,456	-19.9%	-19.9%	\$ (95,138)	\$ 140,594	\$ 140,594	41.7%	41.7%	\$ (95,138)	\$ 140,594	\$ 140,594			\$ (312,380)	\$ (312,380)	

Key:
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 H=(D*G) (annual budgeted amount x expected % amount)
 H^A Actual expensed less the target (expected) amount

City of Chehalis
Comparative Financial Reports
May 2018 and 2017

	A		B		C=B/A		D		E		F=E/D		G		H ^A		I=F/G		J=E-B		
	2017		2017 YTD		2017 YTD		2018		2018 YTD		2018 YTD		2018 YTD		2018 YTD		2018 YTD		2017-2018		
	Budget	YTD Actual	% to Budget	YTD Actual	% to Budget	Budget	YTD Actual	% to Budget	Target	Amount	Target	% to Budget	Variance from Target	Amount	Variance from Target	2018 YTD	2018 YTD	Variance	2017-2018	YTD Incr (decr)	
WASTEWATER FUND (#404)																					
Revenues:																					
Charges for Goods & Services	\$ 5,289,972	\$ 2,263,958	42.8%	\$ 2,158,379	39.6%	\$ 5,447,792	\$ 2,158,379	39.6%	2,271,729	2,271,729	\$ (113,350)	-2.1%	\$ (105,579)								
Intergovernmental Revenues	-	13,412	0.0%	10,903	0.0%	-	10,903	0.0%	-	-	10,903	-41.7%	(2,509)								
Late Payment Fees	50,000	20,196	40.4%	20,771	41.7%	51,000	20,771	40.7%	21,267	21,267	(496)	-1.0%	575								
Rental Income	3,545	3,545	100.0%	3,545	100.0%	3,545	3,545	100.0%	1,478	1,478	2,067	58.3%	-								
Interest Earnings	3,000	10,067	335.6%	18,889	125.9%	15,000	18,889	125.9%	6,255	6,255	12,634	84.2%	8,822								
Other Misc. Revenues	3,000	776	25.9%	1,006	33.5%	1,100	1,006	91.5%	439	439	547	49.8%	230								
Total Revenues	5,349,517	2,311,954	43.2%	2,213,493	40.1%	5,518,437	2,213,493	40.1%	2,301,188	2,301,188	(87,695)	97.77%	(98,461)								
Expenditures:																					
Operating Expenditures	2,804,370	1,054,670	37.6%	1,233,367	42.8%	2,878,410	1,233,367	42.8%	1,200,297	1,200,297	33,070	-1.1%	178,697								
Total Expenditures:	2,804,370	1,054,670	37.6%	1,233,367	42.8%	2,878,410	1,233,367	42.8%	1,200,297	1,200,297	33,070	-1.1%	178,697								
Excess (Deficiency) Revenues over Expenditures	2,545,147	1,257,284	49.4%	980,126	37.1%	2,640,027	980,126	37.1%	1,100,891	1,100,891	(120,765)	4.6%	(277,158)								
Other Increase in Fund Resources:																					
Custodial Receipts	555	517	93.2%	538	96.9%	555	538	96.9%	231	231	307	55.2%	21								
Capital Contribution - Utility Hookup/Connection	60,000	-	0.0%	-	0.0%	-	-	0.0%	-	-	-	-41.7%	-								
Debt Proceeds (Bonds/Loans)	275,000	578,543	210.4%	-	0.0%	-	-	0.0%	-	-	-	-41.7%	(578,543)								
Total Other Increases in Fund Resources	335,555	579,060	172.6%	538	96.9%	555	538	96.9%	231	231	307	55.2%	(578,543)								
Other Use of Fund Resources:																					
Custodial Disbursements	555	498	89.7%	538	96.9%	600	538	89.7%	250	250	288	-48.0%	40								
Debt Service Principal	1,846,181	918,350	49.7%	927,069	49.5%	1,871,717	927,069	49.5%	780,506	780,506	146,563	-7.8%	8,719								
Debt Service - Interest	43,937	9,887	22.5%	12,916	29.1%	21,668	12,916	59.6%	9,036	9,036	3,880	-17.9%	3,029								
Capital Outlay	473,000	590,899	124.9%	10,903	2.3%	175,000	10,903	6.2%	72,975	72,975	(62,072)	-35.5%	(579,996)								
Total Other Use of Fund Resources	2,363,673	1,519,634	64.3%	951,426	40.3%	2,068,985	951,426	46.0%	862,767	862,767	88,659	-4.3%	(568,208)								
Increase (Decrease) in Cash & Investments	\$ 517,029	\$ 316,710	61.3%	\$ 29,238	5.1%	\$ 571,597	\$ 29,238	5.1%	\$ 238,356	\$ 238,356	\$ (209,118)	-36.6%	\$ (287,472)								

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City of Chehalis
Comparative Financial Reports
May 2018 and 2017

	A		B		C-B/A		D		E		F=E/D		G		H		H^A		I=F-G		J=E-B		
	2017 Budget	2017 YTD Actual	2017 YTD Actual	2017 Budget	2017 YTD % to Budget	2018 Budget	2018 YTD Actual	2018 YTD % to Budget	2018 Target	2018 YTD Amount	2018 YTD Variance from Target	2018 YTD % to Budget	2018 YTD Variance from Target	2018 YTD % to Budget	2018 YTD Variance from Target	2017 YTD Actual	2017 Budget	2017 YTD % to Budget	2017 YTD Variance from Target	2017 YTD Actual	2017 Budget	2017 YTD % to Budget	2017 YTD Variance from Target
WATER FUND (#405)																							
Revenues:																							
Charges for Goods & Services	\$ 2,613,600	\$ 981,121	\$ 981,121	\$ 2,814,784	37.5%	\$ 2,814,784	\$ 1,049,049	37.3%	\$ 1,173,765	\$ (124,716)	41.7%	\$ (124,716)	41.7%	\$ (124,716)	\$ 67,928	\$ 67,928	0.0%	\$ (124,716)	\$ 67,928	\$ 67,928	0.0%	\$ (124,716)	\$ 67,928
Intergovernmental Revenues	-	-	-	-	0.0%	-	-	0.0%	-	-	41.7%	-	41.7%	-	-	-	-	0.0%	-	-	-	-	-
Late Payment Fees	28,000	12,270	12,270	31,000	43.8%	31,000	14,190	45.8%	12,927	1,263	41.7%	1,263	41.7%	1,263	1,920	1,920	4.1%	1,263	1,920	1,920	4.1%	1,920	1,920
Interest Earnings	9,750	7,768	7,768	15,000	79.7%	15,000	31,406	209.4%	6,255	25,151	41.7%	25,151	41.7%	25,151	23,638	23,638	167.7%	25,151	23,638	23,638	167.7%	23,638	23,638
Other Misc. Revenues	2,121	702	702	1,000	33.1%	1,000	948	94.8%	417	531	41.7%	531	41.7%	531	246	246	53.1%	531	246	246	53.1%	246	246
Total Revenues	2,653,471	1,001,861	1,001,861	2,861,784	37.8%	2,861,784	1,095,593	38.3%	1,193,364	(97,771)	41.7%	(97,771)	41.7%	(97,771)	93,732	93,732	-3.4%	(97,771)	93,732	93,732	-3.4%	93,732	93,732
Expenditures																							
Operating Expenditures	1,930,472	804,193	804,193	2,440,235	41.7%	2,440,235	807,403	33.1%	1,017,578	(210,175)	41.7%	(210,175)	41.7%	(210,175)	3,210	3,210	8.6%	(210,175)	3,210	3,210	8.6%	(210,175)	3,210
Total Expenditures	1,930,472	804,193	804,193	2,440,235	41.7%	2,440,235	807,403	33.1%	1,017,578	(210,175)	41.7%	(210,175)	41.7%	(210,175)	3,210	3,210	8.6%	(210,175)	3,210	3,210	8.6%	(210,175)	3,210
Excess (Deficiency) Revenues over Expenditures	722,999	197,668	197,668	421,549	27.3%	421,549	288,190	68.4%	175,786	112,404	41.7%	112,404	41.7%	112,404	90,522	90,522	-26.7%	112,404	90,522	90,522	-26.7%	90,522	90,522
Other Increase in Fund Resources																							
Proceeds from Sale of Capital Assets & Insurance	-	-	-	-	0.0%	-	2,733	0.0%	-	2,733	41.7%	2,733	41.7%	2,733	2,733	2,733	-41.7%	2,733	2,733	2,733	-41.7%	2,733	2,733
Capital Contribution - Utility Hookup/Connection	75,000	3,807	3,807	-	5.1%	-	-	0.0%	-	-	41.7%	-	41.7%	-	(3,807)	(3,807)	-41.7%	-	(3,807)	(3,807)	-41.7%	(3,807)	(3,807)
Custodial Receipts (Non-Rev Taxes)	150	66	66	100	44.0%	100	(5)	-5.0%	42	(47)	41.7%	(47)	41.7%	(47)	(71)	(71)	-46.7%	(47)	(71)	(71)	-46.7%	(71)	(71)
Proceeds from Debt Issuance (Bonds/Loans)	1,000,000	-	-	-	0.0%	-	-	0.0%	-	-	41.7%	-	41.7%	-	-	-	-41.7%	-	-	-	-	-	-
Total Other Increase in Fund Resources	1,075,150	3,873	3,873	100	0.4%	100	2,728	2728.0%	42	2,686	41.7%	2,686	41.7%	2,686	(1,145)	(1,145)	2686.3%	2,686	(1,145)	(1,145)	2686.3%	(1,145)	(1,145)
Other Use of Fund Resources																							
Custodial Disbursements	105	42	42	100	39.6%	100	378	378.3%	42	337	41.7%	337	41.7%	337	337	337	-336.6%	337	337	337	-336.6%	337	337
Debt Service Principal	135,077	11,000	11,000	196,677	8.1%	196,677	11,000	5.6%	82,014	(71,014)	41.7%	(71,014)	41.7%	(71,014)	-	-	36.1%	(71,014)	-	-	36.1%	-	-
Debt Service - Interest	12,480	1,861	1,861	30,449	14.9%	30,449	1,930	4.4%	12,697	(11,367)	41.7%	(11,367)	41.7%	(11,367)	(531)	(531)	37.3%	(11,367)	(531)	(531)	37.3%	(531)	(531)
Capital Outlay	1,603,000	578,570	578,570	256,000	36.1%	256,000	34,568	13.5%	106,752	(72,184)	41.7%	(72,184)	41.7%	(72,184)	(544,002)	(544,002)	28.2%	(72,184)	(544,002)	(544,002)	28.2%	(544,002)	(544,002)
Total Other Use of Fund Resources	1,750,662	591,473	591,473	483,226	33.8%	483,226	47,276	9.8%	201,505	(154,229)	41.7%	(154,229)	41.7%	(154,229)	(544,002)	(544,002)	31.9%	(154,229)	(544,002)	(544,002)	31.9%	(544,002)	(544,002)
Increase (Decrease) in Cash and Investments	\$ 47,487	\$ (389,932)	\$ (389,932)	\$ (61,577)	-821.1%	\$ (61,577)	\$ 243,642	-395.7%	\$ (25,678)	\$ 269,319	41.7%	\$ 269,319	41.7%	\$ 269,319	\$ 633,574	\$ 633,574	437.4%	\$ 269,319	\$ 633,574	\$ 633,574	437.4%	\$ 633,574	\$ 633,574

Key:

* The expected percentage is calculated as follows: since the report is for the 4 months of the year, 4 is divided by 12 - the number of months in the year.

H=(D*G) (annual budgeted amount x expected % amount)

H^A Actual expensed less the target (expected) amount

City of Chehalis
Comparative Financial Reports
May 2018 and 2017

	A		B		C=B/A		D		E		F=E/D		G		H		H [^]		I=F-G		J=E-B		
	2017		2017		2017 YTD		2018		2018		2018 YTD		2018 YTD		2018 YTD		2018 YTD		2018 YTD		2017-2018		
REVENUES	Budget	YTD Actual	YTD Actual	Budget	% to Budget	Budget	YTD Actual	YTD Actual	Budget	% to Budget	Target	Amount	Target	Variance from Target	Variance from Target	Amount	Target	Variance from Target	YTD Incr (decr)	YTD Incr (decr)	YTD Incr (decr)	YTD Incr (decr)	
STORM FUND (#406)																							
REVENUES																							
Revenues:																							
Charges for Goods & Services	\$ 545,910	\$ 267,292		\$ 571,100	49.0%	\$ 272,966		\$ 272,966		47.8%	\$238,149		\$ 34,817		6.1%							\$ 5,674	
Intergovernmental Revenue	-	-		-	0.0%	-		-		0.0%	-		-		0.0%							-	
Fines and Forfeitures	-	1,984		5,000	0.0%	3,315		3,315		66.3%	2,085		1,230		24.6%							1,331	
Interest Earnings	1,000	1,723		2,000	172.3%	4,456		4,456		222.8%	834		3,622		181.1%							2,733	
Other Misc. Revenues	-	-		-	0.0%	-		-		0.0%	-		-		0.0%							-	
Total Revenues	546,910	270,999		578,100	49.6%	280,737		280,737		48.6%	241,068		39,669		6.9%							9,738	
Expenditures:																							
Operating Expenditures	524,798	143,754		466,301	27.4%	193,642		193,642		41.5%	194,448		(806)		0.2%								49,888
Total Expenditures	524,798	143,754		466,301	27.4%	193,642		193,642		41.5%	194,448		(806)		0.2%								49,888
Excess (Deficiency) Revenues and Expenditures	22,112	127,245		111,799	575.5%	87,095		87,095		77.9%	46,620		40,475		-36.2%								(40,150)
Other Increase in Fund Resources:																							
Capital Contributions - Utility Hookup/Connection	2,000	-		-	0.0%	-		-		0.0%	-		-		0.0%								-
Custodial Receipts	-	25		30	0.0%	21		21		70.0%	13		8		28.3%								(4)
Total Other Increase of Fund Resources	2,000	25		30	1.3%	21		21		70.0%	13		8		28.3%								(4)
Other Use of Fund Resources:																							
Custodial Disbursements	100	25		50	25.0%	21		21		42.0%	21		0		0.0%								(4)
Capital Outlay	-	-		230,000	0.0%	13,682		13,682		5.9%	95,910		(82,228)		35.8%								13,682
Total Other Use of Fund Resources	100	25		230,050	25.0%	13,703		13,703		6.0%	95,931		(82,228)		35.7%								13,678
Increase (Decrease) in Cash and Investments	\$ 24,012	\$ 127,245		\$ (118,221)	529.9%	\$ 73,413		\$ 73,413		-62.1%	\$ (49,298)		\$ 122,711		103.8%								\$ (53,832)

Key:
 * The expected percentage is calculated as follows: since the report is for the 5th month of the year, 5 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) (annual budgeted amount x expected % amount)
 H^ Actual expensed less the target (expected) amount

City of Chehalis
Comparative Financial Reports
May 2018 and 2017

A	B		C=B/A		D	E	F=E/D		G	H	H ⁺		I=F-G		J=E-B
	2017	2017	2017 YTD	% to Budget			2018	2018			2018 YTD	% to Budget	2018 YTD	2018 YTD	
	Budget	YTD Actual			Budget	YTD Actual			Target	Variance	from Target	Variance	from Target	YTD Incr	(decr)
AIRPORT FUND (#407)															
Revenues:															
Intergovernmental Revenues	\$ 944,587	\$ 100,845	10.7%		\$ 308,000	\$ 127,439	41.4%	41.7%	\$128,436	\$ (997)				\$ 26,594	
Fuel sales	533,622	182,413	34.2%		486,000	166,550	34.3%	41.7%	202,662	(36,112)				(15,963)	
Other Misc. Revenues	3,095	625	20.2%		3,050	1,033	33.9%	41.7%	1,272	(239)				408	
Rents & Royalties	981,437	432,865	44.1%		1,111,150	471,569	42.4%	41.7%	463,350	8,219				38,704	
Late Payment Fees	-	-	0.0%		-	60	0.0%	41.7%	-	60				60	
Interest Earnings	5,325	771	14.5%		-	2,617	0.0%	41.7%	-	2,617				1,846	
Total Revenues	2,468,066	717,519	29.1%		1,908,200	769,268	40.3%	41.7%	795,719	(26,452)				51,749	
Expenditures:															
Operating Expenditures	1,159,047	427,794	36.9%		1,095,428	376,856	34.4%	41.7%	456,793	(79,937)				(50,938)	
Total Expenditures	1,159,047	427,794	36.9%		1,095,428	376,856	34.4%	41.7%	456,793	(79,937)				(50,938)	
Excess (Deficiency) Revenues over Expenditures	1,309,019	289,725	22.1%		812,772	392,412	48.3%	41.7%	338,926	53,486				102,687	
Other Increase in Fund Resources:															
Custodial Receipts	168,424	70,427	41.8%		182,059	74,273	40.8%	41.7%	75,919	(1,646)				3,846	
Proceeds from Sale of Capital Assets	-	1,440	0.0%		-	-	0.0%	41.7%	-	-				(1,440)	
Total Other Increase in Fund Resources	168,424	71,867	42.7%		182,059	74,273	40.8%	41.7%	75,919	(1,646)				2,406	
Other Use of Fund Resources:															
Custodial Disbursements	168,424	44,851	26.6%		182,014	43,988	24.2%	41.7%	75,900	(31,912)				(863)	
Debt Service Principal	1,597,850	6,339	0.4%		36,640	16,302	44.5%	41.7%	15,279	1,023				9,963	
Debt Service - Interest	44,382	4,779	10.8%		23,214	10,741	46.3%	41.7%	9,680	1,061				5,962	
Capital Outlay	1,184,587	83,983	7.1%		619,973	17,418	2.8%	41.7%	258,529	(241,111)				(66,565)	
Total Other Use of Fund Resources	2,995,243	139,982	4.7%		861,841	88,449	10.3%	41.7%	359,388	(270,939)				(51,503)	
Increase (Decrease) in Cash and Investments	\$ (1,517,800)	\$ 221,640	-14.6%		\$ 132,990	\$ 378,236	284.4%	41.7%	\$ 55,457	\$ 322,779				\$ 156,596	

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 H⁺ Actual expensed less the target (expected) amount

RECOMMENDATION/COUNCIL ACTION DESIRED
 This report is for the Council's information only. No action is necessary.
 Reviewed by _____, City Manager