

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

Terry F. Harris, District 1 Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Anthony E. Ketchum Sr., District 3 Mayor	Dennis Dawes, Position at Large, Mayor Pro Tem Chad E. Taylor, Position at Large Bob Spahr, Position at Large
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**Regular Meeting of May 23, 2011**

**6:00 p.m.**

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

<b>CITIZENS BUSINESS</b>
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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<b>PUBLIC HEARING</b>		
3. <u>Public Hearing on 2012- 2017 Six-Year Transportation Improvement Program.</u> (Public Works Director)	CONDUCT PUBLIC HEARING	1

<b>CONSENT CALENDAR</b>		
4. <u>Minutes of the Regular Meeting of May 9, 2011.</u> (City Clerk)	APPROVE	7
5. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	10

ADMINISTRATION AND CITY COUNCIL REPORTS		
6. <u>Administration Reports.</u>		
a. April financial report. (Finance Manager)	INFORMATION ONLY	11
7. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

NEW BUSINESS		
8. <u>Lodging Tax Advisory Committee - Request for Tourism Funding.</u> (Councilor Harris)	APPROVE RECOMMENDATION OF THE LODGING TAX ADVISORY COMMITTEE TO AWARD TOURISM FUNDING	16

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

COUNCIL GOALS WORK SESSION - TUESDAY, MAY 31, 2011  
NEXT REGULAR CITY COUNCIL MEETING - MONDAY, JUNE 13, 2011

**CITY OF CHEHALIS**

**AGENDA REPORT**

**DATE:** May 23, 2011

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

**FROM:** Herta Fairbanks, Public Works Director  
Rick Sahlin, Street/Storm Superintendent

**SUBJECT:** Public Hearing and Council Direction for the 2012-  
17 Six-Year Transportation Improvement Plan (STIP)

**ISSUE**

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

**DISCUSSION**

The administration continues to identify aspects of the city's transportation system needing improvement for the safety and traveling convenience of our citizens and those who visit Chehalis. Attached is the proposed 2012-2017 Six-Year Transportation Improvement Program (STIP). Also attached is the updated proposed street portion of the Capital Improvement Program (CIP) which identifies street projects that the administration believes to be of high importance. The CIP includes the projects listed in the STIP as well as other projects not contained in the STIP. The STIP projects are projects for which funding sources have been identified, however the availability of the funding is unknown at this time. The projects not included in the STIP do not have identified potential sources of funding and are therefore left off of the STIP. In addition to our own analysis of the transportation system, the administration remains open to input from citizens and business owners who have concerns with our infrastructure.

STIP Project #1, the Chamber Way Channelization project, is complete but remains on the STIP until the project is formally closed out, which the Administration is working on at this time.

STIP Project #2, the Chehalis Ave. Beautification Project, has funding and is proceeding.

STIP Project #3, the extension of NW Louisiana Ave/Airport Road, has been included in the STIP as this portion of the city street is a vital part of our regional transportation system. It will be a part of a major north/south frontage road connecting Centralia and

Washington State Department of Transportation for grant funding for a portion of this improvement, and the City of Centralia supports the project as well. If all goes as anticipated, the project would be built as part of the construction of the new Mellen Street Interchange, which is scheduled to begin in 2012.

STIP Project #4, the Chehalis Ave. Improvement, is identified as a potential Transportation Improvement Board (TIB) Grant Project and the grant funding received for STIP Project #2 can be used as matching funds for this project. The administration is exploring those options.

STIP Project #5, National Avenue Overlay, addresses the existing pavement conditions on N National Ave (N Kresky Ave to City Limits). This pavement is in dire need of rehabilitation. In 2010 we joined with the City of Centralia and applied for a Federal Appropriations Grant from Representative Brian Baird's office for a project beginning on Gold Street (at the viaduct in Centralia) and continuing south onto N. National Ave (ending at the N Kresky Ave intersection). This would have included funding for asphalt grinding, asphalt overlay, and guardrail installation along the corridor where it is needed. The project was unsuccessful in securing funding. This project was also submitted to the Lewis County Transportation Strategy Council (TSC) for pavement repairs, overlay and striping for possible funding from the "Federal Jobs Bill Projects". It gained a ranking of number three in Lewis County on that list, and again was unsuccessful in securing any funding. The administration continues to look for funding this project.

STIP Project #6, Downtown Market Boulevard Improvements, deals with the historic downtown (Old Town) area. This improvement project/revitalization remains a priority for the council and during the visioning meeting held in February 2005 our downtown merchants requested the city move forward with seeking funding for improving the downtown area. This project has also been identified as a high priority project during the current Renaissance Planning effort.

STIP Project #7, Snively Avenue Improvements, is for planning, design and construction of street improvements that include roadway reconstruction, bike lanes, street lighting and sidewalks. The administration has attempted to gain funding in the past but has not yet been successful in these endeavors. We continue to feel that it is an important project. It should be noted that if we are successful in obtaining funding for this project the City will need to purchase additional right of way to meet the required width per WSDOT standards for improvements.

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

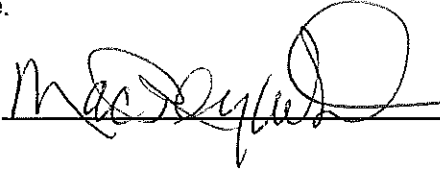
**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends the council conduct a public hearing to take public comment and direct staff to present a final recommendation for consideration during the June 13, 2011, council meeting.

**SUGGESTED MOTION**

None at this time.

REVIEWED BY:



\_\_\_\_\_, CITY MANAGER

Six Year Transportation Improvement Program

Agency: Chehalis

Co. No.: 21 Co. Name: Lewis Co.

City No.: 0190 MPO/RTPO: NONSWW

From 2012 to 2017

Hearing Date: 5/23/2011 Adoption Date: 6/13/2011

Amend Date: Resolution No.:

Functional Class	Priority Number	Project Identification	Improvement Type(s)	Status	Total Length	Utility Codes	Project Costs in Thousands of Dollars										Expenditure Schedule (Local Agency)				Federally Funded Projects Only			
							Fund Source Information			Fund Source Information			Fund Source Information				Expenditure Schedule (Local Agency)				Environ. Type	RW Required Date (MM/YY)		
							Phase Start (mm/dd/yyyy)	Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds	1st	2nd	3rd	4th Thru 6th	1st	2nd	3rd			4th Thru 6th	
1	2	A. Professional Aid No. B. Bridge No. C. Project Title D. Street/Road Name or Number E. Beginning MP or Road - Ending MP or Road F. Describe Work to be Done	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	EA	Yes	4/2008	
14	1	Chamber of Commerce Way Chamber of Commerce Way from: Leslieanna Ave to: State Wild and enhance roadway corridor including signal optimization, 10 on-off ramp widening, repaving, and channelization. Construction initiated 07/00 - completed in 2009	04 06 07 12	S	3.1	C C T D O W																		
16	2	Chehalis Av Beautification & Traffic Calming/Safety Enhance NY Chehalis Av from: Park Street to: North Street (includes widening of sidewalks, permanent markings, enhanced visibility @ Intersections and other enhancements)	06 12	S	2.1	W			70			24	103								CE	No		
14	3	Airport Road Extension Airport Road from: City Limits (Airport Dike) to: Home Depot (Grand Avenue Road to Airport Road) (includes widening of lanes, curb, gutter, sidewalk, storm, sewer, and streetlights)	01 06 04 12	S	.71	W T P C O			70		324	1881	2205											
16	4	Chehalis Avenue Improvement Chehalis Avenue from: Pacific Avenue to: Main Street (includes structural rebuild, new watermain, catchbasins, sidewalk/curbs, streetlights and landscaping)	03 05 06 07 12 13	P	.23	O O W			3037	230	1830	296	2120								CE	No		
14	5	National Avenue Overlay National Avenue from: Krazy Avenue to: City Limits (includes asphalt overlay and guard rails including painting, striping, and other related work)	07 06	P	.20	W S P O G			2,096			206	2364	230	2428									
16	6	Downtown Market Boulevard Improvements Market Boulevard from: NW Park Street to: N National Avenue (includes repaving and reconstruction of Old Downtown street improvement project to include curb, gutter, sidewalk, streetlights, etc. This project is included in the city's Rehabilitation Plan)	03 05 07 12 22	P	.44						804	224	1146	50	1000									
17	7	Silverly Avenue Improvements Silverly Avenue from: SW 18th to: SW 20th (includes paving, design and construction of street improvements including rebar, reconstruction & widening, bike lanes, streetlights, sidewalks and other related work)	06 12 03 04	P	.44						800	180	750	375										
Grand Totals for Chehalis									2,145		2,043	2,672	5,869	881	5401									

**CITY OF CHEHALIS 2012 - 2017 CAPITAL IMPROVEMENT PROGRAM**

Start Year	General Description Funding Source	Total Cost	2012	2013	2014	2015	2016	2017	Future
<b>STREET DIVISION - PROJECTS</b>									
2013	Airport Rd Extension extend roadway from dike to I-5 Toyota curb, gutter, streetlights, storm etc general fund, utilities, grants	\$2,450,000	\$0	\$245,000	\$2,205,000	\$0	\$0	\$0	\$0
2012	Chehalis Av Beautification & Traffic Calming bulb-outs w/trees & plants/irrigation pavement markings & streetscape 79% grant 24% local match	\$103,000	\$103,000	\$0	\$0	\$0	\$0	\$0	\$0
2014	Chamber Way bridge repair repair west abutment wall general fund	\$35,000	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0
future	Kresky Ave flood mitigation project raise roadway between NE Exhibitor and NE Scott Johnson Blvd general fund	\$2,078,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,078,000
future	Market Blvd - Park to N National Av renaissance streetscape planning utility funds, twin transit	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
future	Snively Ave Improvements reconstruct 18th to 20th general fund, utility funds, twin transit	\$2,234,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,234,000
future	Guardrail various location throughout city general fund	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000
2013	National Avenue Repairs spot repair & overlay Kresky to Exhibitor	\$349,000	\$0	\$349,000	\$0	\$0	\$0	\$0	\$0
2013	National Ave overlay grind, overlay, guardrail etc grants	\$1,118,000	\$0	\$50,000	\$1,068,000	\$0	\$0	\$0	\$0
2013	SW Riverdale Drive repairs spot repair & overlay city limits to hwy 6	\$126,000	\$0	\$126,000	\$0	\$0	\$0	\$0	\$0
future	Nowakum Ave improvements overlay Hwy 6 to Shorey Rd general fund	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
future	Chamber Way bridge replacement replace bridge grants, loans	\$15,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000,000
future	Kresky Ave Improvements structural rebuild grants, loans	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
future	Market Blvd - 13th to city limits grind/overlay grants, loans	\$2,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000
future	Front, Pacific, Park Streets Improvements grind, overlay/utility/retrofit improvements general fund, grants, loans	\$2,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000

**CITY OF CHEHALIS 2012 - 2017 CAPITAL IMPROVEMENT PROGRAM**

Project Start Year	General Description Funding Source	Total Cost	2012	2013	2014	2015	2016	2017	Future
Louisiana Avenue Repairs 2013	spot repair & overlay Hwy 6 North 1.15 ml.	\$360,000	\$0	\$360,000	\$0	\$0	\$0	\$0	\$0
Louisiana Improvements future	structural rebuild SR-6 to Chamber Way general fund, grants, loans	\$2,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000
Washington Ave - Cascade to National future	structural rebuild general fund, grants, loans	\$3,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,500,000
Oiling Program (on-going)	Various City Streets annual street maintenance *estimated costs based on minimum required for 2010 for labor & materials + 3% Inc each yr amt of funds allocated annually during budget process	\$789,236	\$103,000	\$106,090	\$109,273	\$112,551	\$115,928	\$119,406	\$122,988
Chehalis Ave - Pacific to Main future	structural rebuild grants, loans	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000
Interstate Ave - Parkland to Bishop future	structural rebuild grants, loans	\$3,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,500,000
Salsbury Ave Improvements future	structural rebuild 21st to Jackson grants, loans	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000
<b>Total Street Division - Projects</b>		<b>\$46,029,323</b>	<b>\$209,012</b>	<b>\$1,238,103</b>	<b>\$3,419,287</b>	<b>\$114,566</b>	<b>\$117,944</b>	<b>\$121,423</b>	<b>\$41,709,988</b>
<b><u>STREET DIVISION - VEHICLES / EQUIPMENT</u></b>									
Pickup 2012	replacement - 1999 Chevrolet Silverado auto/equip reserve fund	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
Backhoe future	replacement - 1986 Case auto/equip reserve fund	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Sweeper 2012	1/2 replacement - 1995 mobile auto/equip reserve fund	\$125,000	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0
Dump future	replacement - 1995 dump auto/equip reserve fund	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Dump future	replacement - 1997 dump auto/equip reserve fund	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Dump future	replacement - 1995 Ford w/sander/plow auto/equip reserve fund	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
Dump future	replacement - 1990 dump w/sander/plow auto/equip reserve fund	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000
<b>Total Street Division - Veh / Equip</b>		<b>\$790,000</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$610,000</b>
<b>TOTAL STREET DIVISION</b>		<b>\$47,719,323</b>	<b>\$359,012</b>	<b>\$1,238,103</b>	<b>\$3,419,287</b>	<b>\$114,566</b>	<b>\$117,944</b>	<b>\$121,423</b>	<b>\$42,349,988</b>



May 9, 2011

The Chehalis city council met in regular session on Monday, May 9, 2011, in the Chehalis city hall. Mayor Pro-tem Dawes called the meeting to order at 6:02 p.m. with the following council members present: Terry Harris, Daryl Lund, and Chad Taylor. Mayor Ketchum and Councilors Pope and Spahr were absent (excused). Staff present included: Merlin MacReynold, City Manager.

1. **Executive Session.** Mayor Pro-tem Dawes announced that the council went into executive session at 5:50 p.m. pursuant to RCW 42.30.110(1)(g) – public employee performance review for approximately 12 minutes. He closed the executive session at 6:02 p.m. and announced the council would convene back into executive session immediately following the conclusion of the regular meeting to continue their discussion. Mayor Pro-tem Dawes stated the council would take a five minute recess before opening the regular meeting at 6:07 p.m. Additional staff included: Brian Kelly, Assistant City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Kelvin Johnson, Fire Chief; Bob Nacht, Community Development Director; Eva Lindgren, Finance Manager; Peggy Hammer, Human Resources Administrator; Herta Fairbanks, Public Works Director; and Dave Vasilauskas, Water Superintendent. Members of the news media included Lee Hughes from *The Chronicle*.

2. **Citizen Business.** Mr. Douglas L. O'Lague (325 SW 15<sup>th</sup> Street) reported he was having an issue with one of his neighbors concerning a loud vehicle. He stated his neighbor had a lawn care business and usually goes out and starts his vehicle between 7:00 a.m. and 8:00 a.m. and lets it run for 15 to 20 minutes before leaving. Mr. O'Lague stated his bedroom was about 15 feet away from where the vehicle sits running on most mornings. He inquired as to what the zoning was for that area.

Bob Nacht reported he spoke with Mr. O'Lague regarding the matter and referred him to Community Services Officer Angie Elder to investigate the noise issue. He noted he had not yet had a chance to review the business license scenario, but expected the neighbor had a home occupation to operate a lawn care service. Mr. Nacht stated the matter of starting a 'loud' vehicle in the morning was not a zoning issue, but rather a noise abatement issue. He noted any issues identified as problematic would need to be dealt with through the nuisance abatement system.

Mr. O'Lague reported he confronted the neighbor about two weeks ago, but got nowhere. He stated he was advised by the police department to call 911, if and when it happens. Mr. O'Lague stated they often leave at different times, and felt they would be gone by the time an officer responded to the call. Mayor Pro-tem Dawes suggested Mr. O'Lague let the police department know about what time they start the vehicle, and perhaps officers could do spot checks as time allowed.

3. **Interview Applicant for Chehalis Planning Commission Vacancy.** Bob Nacht introduced Kyle McKerricher, who submitted an application for consideration for the vacant position on the Chehalis Planning Commission. He recommended Mr. McKerricher be appointed to fill the position.

Mayor Pro-tem Dawes asked Mr. McKerricher to briefly tell the council about himself and to talk about his interest in being appointed to the commission.

Mr. McKerricher stated he planned on being in the city for a long time and wanted to be a part of its growth and development and thought this was a good way to get involved.

Mayor Pro-tem Dawes thanked Mr. McKerricher for his interest, adding he was glad to see younger members of the community getting involved.

Councilor Lund agreed, adding he had a chance to talk with Mr. McKerricher and he seemed to be pretty smart. He noted his family had also been a part of the community for a very long time.

Councilor Taylor felt Mr. McKerricher would be a great addition to the planning commission.

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

- a. Minutes of the regular meeting of April 25, 2011;
- b. Claim Vouchers No. 99860-99973 the amount of \$131,831.03 dated April 29, 2011; and Payroll Vouchers No. 34623-34698, No. 2238-2305, and Electronic Federal Tax Payment No. 98 in the amount of \$662,093.15 dated April 29, 2011;
- c. Set date and time of May 23, 2011, at 6:05 p.m. for a public hearing on the 2012-2017 Six-Year Transportation

May 9, 2011

Improvement Program; and

d. Confirm appointment of Kyle McKerricher to the Chehalis Planning Commission for a four-year term expiring December 31, 2014.

The motion was seconded by Councilor Taylor and carried unanimously.

**5. Staff Reports.**

a. **Relocation and Consolidation of Public Works Personnel – Billing Function.** Herta Fairbanks reported the public works department would be relocating the two billing personnel from their current location at 1321 S Market Boulevard out to the public works office at 2007 Kresky Road. She stated the purpose of the move was to consolidate their operations so that customers would have a one stop shop for anything related to public works. Ms. Fairbanks indicated the move would be complete on Monday, May 16, adding they had been in the process of a gradual transition over the last month to get things organized.

Ms. Fairbanks reported they had done quite a bit of pre-planning on how to inform the public. She noted a press release would be given to *The Chronicle* and a separate mailing would be sent to each customer to let them know about the move. Ms. Fairbanks stated, in order to help ease the transition, they would leave the exterior drop box out at Community Development, so customers could continue to drop payments off at that location. She noted they would also install an additional exterior drop box outside the public works office building. Ms. Fairbanks reported information and maps would be left at the community development office to help customers after the transition.

Mayor Pro-tem Dawes stated there were a lot of older citizens who still like to drop their payments off, and was glad to see they would be leaving the drop box at the community development office location. He felt with the recent reductions in staff, the addition of the two utility clerks at public works would help out with coverage, especially during the lunch hour when a lot of people take care of personal business.

**6. Council Reports.**

a. **Update from Councilor Lund.** Councilor Lund reported he attended the National Day of Prayer breakfast, noting they had a large turnout for the event. Mayor Pro-tem Dawes thanked Councilor Lund for attending, adding he was unable to be there himself because of his work schedule.

c. **Update from Mayor Pro-tem Dawes.** Mayor Pro-tem Dawes reported they would be postponing the May 18 North Lewis County Regional Fire Authority Planning Committee meeting because they were still putting together materials for their presentation. He reported the next meeting was scheduled for Wednesday, June 15, at which time they would receive a complete report on operations, fleet and facilities.

Councilor Taylor asked if there were any costs involved with the process yet. Mayor Pro-tem Dawes indicated there were currently no costs. He noted the consensus of the group was that any fees associated with the process would be split equally between each of the agencies. Councilor Taylor stated it was nice to see a process happen without having a multi-million dollar facilitator contract. Mayor Pro-tem Dawes stated they thought about having someone who had been through the process review the plan to make sure everything had been addressed.

Councilor Lund stated Centralia Councilor Lee Coumbs made a good choice by nominating Mayor Pro-tem Dawes to chair the committee, adding he was doing a great job leading the process.

Mayor Pro-tem Dawes stated he and Councilor Taylor had a chance to briefly attend the open house at Providence's new facility on Market Boulevard. He noted it was a nice facility and was expected to be highly used.

7. **Resolution No. 8-2011, First and Final Reading - Accepting Electronic Signatures.** City Clerk Judy Schave reported the administration was requesting that the city start accepting electronic signatures on certain forms developed for the city's website. She noted attached to the resolution was the Jury Summons form for their consideration. Ms. Schave stated any future forms requiring electronic signatures would be brought to the council under a separate resolution.

May 9, 2011

Councilor Taylor moved to adopt Resolution No. 8-2011 on first and final reading.

The motion was seconded by Councilor Lund and carried unanimously.

**8. Water System Plan (WSP) – Approval to Submit to Washington State Department of Health (DOH) and Open Public Review.** Ms. Fairbanks reported the next step for the WSP would be to submit it to DOH for their review and comment. She noted DOH would have 90 days to provide comment, adding it was rare for a plan to come back before the end of the 90-day period. Ms. Fairbanks stated, at the very least, one of the things DOH would comment on was the fact that they need the plan stamped by a licensed engineer.

Ms. Fairbanks reported any comments received from DOH would be incorporated into the plan, or responded to as they see fit. She stated the responses, along with any amendments to the plan, would go back to DOH, at which time the city should receive an approval letter. Ms. Fairbanks requested the council authorize the administration to submit the plan to DOH to begin the 90-day review period.

Councilor Taylor moved that the council authorize staff to submit the 2011 WSP for the City of Chehalis to DOH, and that the document be available for public review and comment.

The motion was seconded by Councilor Lund and carried unanimously.

At 6:33 p.m., Mayor Pro-tem Dawes announced that the council would take a five minute recess before convening back into executive session pursuant to RCW 42.30.110(1)(g) – public employee performance review for approximately 15 minutes and there would be no decisions following conclusion of the executive session.

Mayor Pro-tem Dawes closed the executive session at 6:55 p.m. and there being no further business to come before the council, the meeting was immediately adjourned.

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Mayor

Attest:



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City Clerk

**SUGGESTED MOTION**

I move that the council approve the minutes of the regular city council meeting of May 9, 2011.

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

DATE: May 13, 2011  
TO: The Honorable Mayor and City Council  
FROM: Eva Lindgren, Finance Manager   
PREPARED BY: Michelle White, Accounting Tech II   
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

1. Claim Vouchers No. 99974 through 100102 in the amount of \$198,148.56 dated May 13, 2011 and the transfer of \$109,583.88 from the General Fund, \$217.21 from the Garbage Fund, \$31,622.66 from the Wastewater Fund, \$50,432.45 from the Water Fund, \$2,604.36 from the Storm & Surface Water Utility Fund and \$3,688.00 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the May 13, 2011 Claim Vouchers No. 99974 through 100102 in the amount of \$198,148.56.

SUGGESTED MOTION

I move to approve the May 13, 2011 Claim Vouchers No. 99974 through 100102 in the amount of \$198,148.56.

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

To: The Honorable Mayor and Council  
 Via: Merlin MacReynold, City Manager  
 From: Eva K. Lindgren, Finance Manager  
 Date: May 17, 2011  
 Subject: Monthly Financial Reports for April

City of Chehalis  
 Comparative Financial Reports  
 April 2010 and 2011

GENERAL FUND (#001) REVENUES	A April 2010		B Actual		C=B/A		D April 2011		E Actual		F=E/D		G Expected % Rec'd*		H^ Var'nc frm Expected		I=F-G % Variance	
	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Budget	Actual	% Rec'd	Actual	% Rec'd	Actual	% Rec'd	Expected % Rec'd*	Expected	Variance		
General Property Taxes	1,212,580	75,096	6.2%	1,219,000	70,424	5.8%	1,219,000	70,424	5.8%	13,480	33.3%	(335,909)	33.3%	(335,909)	-27.5%			
EMS Property Taxes	230,920	14,359	6.2%	233,000	13,480	5.8%	233,000	13,480	5.8%	964,844	33.3%	(64,187)	33.3%	(64,187)	-27.5%			
Sales & Use Tax	3,300,000	1,032,350	31.3%	3,000,000	964,844	32.2%	3,000,000	964,844	32.2%	129,189	33.3%	(35,156)	33.3%	(35,156)	-1.1%			
Electricity Tax	400,000	119,178	29.8%	375,000	129,189	34.5%	375,000	129,189	34.5%	97,789	33.3%	4,189	33.3%	4,189	1.2%			
Gas/Natural Gas Tax	284,000	90,540	31.9%	253,000	97,789	38.7%	253,000	97,789	38.7%	26,648	33.3%	13,456	33.3%	13,456	5.4%			
Criminal Justice Tax	100,000	27,867	27.9%	92,000	26,648	29.0%	92,000	26,648	29.0%	102,510	33.3%	(4,019)	33.3%	(4,019)	-4.3%			
Interfund Water/Sewer Tax	328,200	106,548	32.5%	350,000	102,510	29.3%	350,000	102,510	29.3%	29,295	33.3%	(14,157)	33.3%	(14,157)	-4.0%			
Garbage Tax	65,000	30,146	46.4%	65,000	29,295	45.1%	65,000	29,295	45.1%	45,732	33.3%	7,628	33.3%	7,628	11.8%			
Cable Tax	80,000	42,844	53.6%	80,000	45,732	57.2%	80,000	45,732	57.2%	113,171	33.3%	19,065	33.3%	19,065	23.9%			
Telephone Tax	335,000	108,880	32.5%	335,000	113,171	33.8%	335,000	113,171	33.8%	8,574	33.3%	1,504	33.3%	1,504	0.5%			
Leasehold Excise Tax	34,000	8,303	24.4%	35,000	8,574	24.5%	35,000	8,574	24.5%	\$1,601,656	33.3%	(3,093)	33.3%	(3,093)	-8.8%			
<b>Total Tax Revenues</b>	<b>\$6,369,700</b>	<b>\$1,656,111</b>	<b>26.0%</b>	<b>\$6,037,000</b>	<b>\$1,601,656</b>	<b>26.5%</b>	<b>\$6,037,000</b>	<b>\$1,601,656</b>	<b>26.5%</b>			<b>(\$410,677)</b>		<b>(\$410,677)</b>	<b>-6.8%</b>			
Licenses & Permits	66,080	20,777	31.4%	120,200	20,839	17.3%	120,200	20,839	17.3%	84,265	33.3%	(19,228)	33.3%	(19,228)	-16.0%			
Intergov't: Grants/Entitlements	432,650	75,162	17.4%	256,150	84,265	32.9%	256,150	84,265	32.9%	235,119	33.3%	(1,118)	33.3%	(1,118)	-0.4%			
Charges for Goods and Svcs.	1,052,589	336,442	32.0%	780,094	235,119	30.1%	780,094	235,119	30.1%	56,071	33.3%	(24,912)	33.3%	(24,912)	-3.2%			
Fines and Forfeitures	96,360	39,354	40.8%	101,824	56,071	55.1%	101,824	56,071	55.1%	4,335	33.3%	22,130	33.3%	22,130	21.8%			
Interest Earnings	28,200	7,849	27.8%	18,800	4,335	23.1%	18,800	4,335	23.1%	20,272	33.3%	(1,932)	33.3%	(1,932)	-10.2%			
Rents & Royalties	64,215	20,713	32.3%	64,200	20,272	31.6%	64,200	20,272	31.6%	71,270	33.3%	(1,128)	33.3%	(1,128)	-1.7%			
Donations/Contributions	36,969	29,231	79.1%	3,500	1,394	39.8%	3,500	1,394	39.8%	1,637	33.3%	227	33.3%	227	6.5%			
Misc. Revenue/Insurance	3,000	1,886	62.9%	5,500	1,637	29.8%	5,500	1,637	29.8%	495,202	33.3%	(196)	33.3%	(196)	-3.5%			
Non-Revenues	3,958	1,753	44.3%	1,350,268	495,202	36.7%	1,350,268	495,202	36.7%			<b>\$45,113</b>		<b>\$45,113</b>	<b>3.4%</b>			
<b>Total Non-Tax Revenues</b>	<b>1,784,021</b>	<b>533,167</b>	<b>29.9%</b>	<b>1,131,362</b>	<b>0</b>	<b>0.0%</b>	<b>1,131,362</b>	<b>0</b>	<b>0.0%</b>			<b>(377,121)</b>		<b>(377,121)</b>	<b>-33.3%</b>			
Proceeds of Long-Term Debt	1,131,362	0	0.0%	1,131,362	0	0.0%	1,131,362	0	0.0%	0	N/A	0	N/A	0	N/A			
Operating Transfers-In	50,000	12,500	25.0%	1,131,362	0	0.0%	1,131,362	0	0.0%	0	0.0%	<b>(\$377,121)</b>		<b>(\$377,121)</b>	<b>-33.3%</b>			
<b>Total Other Financing Sources</b>	<b>1,181,362</b>	<b>12,500</b>	<b>1.1%</b>	<b>1,131,362</b>	<b>0</b>	<b>0.0%</b>	<b>1,131,362</b>	<b>0</b>	<b>0.0%</b>			<b>(\$742,685)</b>		<b>(\$742,685)</b>	<b>-8.7%</b>			
<b>TOTALS</b>	<b>\$9,335,083</b>	<b>\$2,201,778</b>	<b>23.6%</b>	<b>\$8,518,630</b>	<b>\$2,096,858</b>	<b>24.6%</b>	<b>\$8,518,630</b>	<b>\$2,096,858</b>	<b>24.6%</b>									

Key:

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City of Chehalis  
Comparative Financial Reports  
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GENERAL FUND (#001) EXPENDITURES	A April 2010		B		C=B/A		D		E		F=E/D		G		H^		I=G-F			
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	Actual	% Exp'd	% Exp'd	% Exp'd	% Exp'd	Var'nc Expected	fm Expected	% Variance	% Variance			
City Council	97,431	33,792	97,509	30,662	34.7%	31.4%	97,509	30,662	30,662	31.4%	33.3%	33.3%	1,841	1,841	1.9%	1.9%				
Municipal Court	325,256	110,027	324,523	100,685	33.8%	31.0%	324,523	100,685	100,685	31.0%	33.3%	33.3%	7,489	7,489	2.3%	2.3%				
City Manager	351,343	121,298	322,761	105,945	34.5%	32.8%	322,761	105,945	105,945	32.8%	33.3%	33.3%	1,642	1,642	0.5%	0.5%				
Finance	496,314	202,483	312,765	102,025	40.8%	32.6%	312,765	102,025	102,025	32.6%	33.3%	33.3%	2,230	2,230	0.7%	0.7%				
City Clerk	95,912	31,597	91,523	28,012	32.9%	30.6%	91,523	28,012	28,012	30.6%	33.3%	33.3%	2,496	2,496	2.7%	2.7%				
Non-Departmental	1,534,163	119,086	1,515,052	85,708	7.8%	5.7%	1,515,052	85,708	85,708	5.7%	33.3%	33.3%	419,309	419,309	27.6%	27.6%				
Human Resources	140,962	41,721	130,751	45,049	29.6%	34.5%	130,751	45,049	45,049	34.5%	33.3%	33.3%	(1,465)	(1,465)	-1.2%	-1.2%				
Police	2,403,537	822,984	2,314,569	741,039	34.2%	32.0%	2,314,569	741,039	741,039	32.0%	33.3%	33.3%	30,484	30,484	1.3%	1.3%				
Fire	1,913,269	632,861	1,714,518	582,162	33.1%	34.0%	1,714,518	582,162	582,162	34.0%	33.3%	33.3%	(10,656)	(10,656)	-0.7%	-0.7%				
Public Works - Streets	615,696	154,937	499,379	103,453	25.2%	20.7%	499,379	103,453	103,453	20.7%	33.3%	33.3%	63,007	63,007	12.6%	12.6%				
Public Works - Engineering	289,837	103,393	111,538	36,568	35.7%	32.8%	111,538	36,568	36,568	32.8%	33.3%	33.3%	611	611	0.5%	0.5%				
Community Development	1,560,275	514,469	1,251,480	415,477	33.0%	33.2%	1,251,480	415,477	415,477	33.2%	33.3%	33.3%	1,683	1,683	0.1%	0.1%				
TOTALS	\$9,823,995	\$2,888,648	\$8,686,368	\$2,376,785	29.4%	27.4%	\$8,686,368	\$2,376,785	\$2,376,785	27.4%	33.3%	33.3%	518,671	518,671	5.9%	5.9%				
Net Budget/Income/Variance:															(\$488,912)	(\$686,870)	(\$167,738)	(\$279,927)	(\$224,014)	-2.8%

Key:

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

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

(1) Property taxes are not collected evenly throughout the year.

(2) Debt has yet to be issued.

(3) Interfund loans will be repaid only once debt has been issued.

City of Chehalis  
Comparative Financial Reports  
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	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	April 2010 Actual	Rec'd	%	Budget	April 2011 Actual	Rec'd	%	Budget	April 2011 Actual	Rec'd	%	Expected % Rec'd*	Expected	Var'nc frm Expected	%	Variance	
<b>WASTEWATER FUND (#404)</b>																		
<b>REVENUES</b>																		
Wastewater Fees	3,510,208	1,216,433	34.7%		3,338,552	1,189,921	35.6%		3,338,552	1,189,921	35.6%		33.3%	77,070	2.3%			
Sewer Connection/Misc. Fees	70,000	8,766	12.5%		35,000	10,099	28.9%		35,000	10,099	28.9%		33.3%	(1,568)	-4.4%			
Rentals	3,750	3,750	100.0%		3,750	3,750	100.0%		3,750	3,750	100.0%		33.3%	2,500	66.7%			
Misc. Revenues/Insurance	2,500	1,053	42.1%		2,500	1,413	56.5%		2,500	1,413	56.5%		33.3%	580	23.2%			
Interfund Principal Repayment	565,681	0	0.0%		565,681	0	0.0%		565,681	0	0.0%		33.3%	(188,560)	-33.3%		(1)	
Proceeds frm Sale of Capital Assets	0	3,668	N/A		0	0	N/A		0	0	N/A		33.3%	0	N/A			
Interest Earnings	54,000	5,083	9.4%		16,000	5,927	37.0%		16,000	5,927	37.0%		33.3%	594	3.7%			
Totals:	\$4,206,139	\$1,238,753	29.5%		\$3,967,483	\$1,211,110	30.6%		\$3,967,483	\$1,211,110	30.6%		33.3%	(\$109,384)	-2.8%			

	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	April 2010 Actual	Exp'd	%	Budget	April 2011 Actual	Exp'd	%	Budget	April 2011 Actual	Exp'd	%	Expected % Exp*	Expected	Var'nc frm Expected	%	Variance	
<b>WASTEWATER FUND (#404)</b>																		
<b>EXPENSES</b>																		
Operating Expenses	2,292,351	838,547	36.6%		2,394,038	791,816	33.1%		2,394,038	791,816	33.1%		33.3%	6,197	0.2%			
Capital Outlay	70,000	10,784	15.4%		290,000	17,363	6.0%		290,000	17,363	6.0%		33.3%	79,304	27.3%			
Debt Principal	1,737,660	149,968	8.6%		1,685,894	134,300	8.0%		1,685,894	134,300	8.0%		33.3%	427,665	25.3%			
Interest Expense	59,481	28,090	47.2%		50,166	23,986	47.8%		50,166	23,986	47.8%		33.3%	(7,264)	-14.5%			
Totals:	\$4,159,492	\$1,027,389	24.7%		\$4,420,098	\$967,465	21.9%		\$4,420,098	\$967,465	21.9%		33.3%	\$505,901	11.4%			

Net Budget/Income/Variance: \$46,647      \$211,364      (\$458,615)      \$243,645      \$396,517      8.7%

Key:

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

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

(1) Interfund loans will only be paid once G.O. debt has been issued.

(2) Debt is not paid evenly throughout the year.

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WATER FUND (#405) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G			
	Budget	April 2010 Actual	% Rec'd	Budget	April 2011 Actual	% Rec'd*	Budget	Actual	% Rec'd	Expected	% Rec'd*	Expected	Var'nc	Expected	% Rec'd*	Expected	Var'nc	% Rec'd*	Expected	
Water Sales	2,298,896	705,079	30.7%	2,541,852	729,565	28.7%	729,565	28.7%	33.3%	(117,719)	33.3%	281	-4.6%	281	33.3%	281	1.1%	281	33.3%	281
Water Connection/Misc. Fees	200,000	10,684	5.3%	26,000	8,948	34.4%	8,948	34.4%	33.3%	(188,560)	33.3%	437	-33.3%	437	33.3%	437	N/A	437	33.3%	437
Interfund Principal Repayment	565,681	0	0.0%	565,681	0	0.0%	0	0.0%	33.3%	(1,613)	33.3%	0	-10.0%	0	33.3%	0	N/A	0	33.3%	0
Misc. Revenues/Insurance	0	2	N/A	0	437	N/A	437	N/A	33.3%	0	33.3%	0	N/A	0	33.3%	0	N/A	0	33.3%	0
Interest Earnings	14,000	0	0.0%	16,000	3,720	23.3%	3,720	23.3%	33.3%	(1,613)	33.3%	0	-10.0%	0	33.3%	0	N/A	0	33.3%	0
Proceeds from Sale of Capital Assets	0	1,692	N/A	0	0	N/A	0	N/A	33.3%	0	33.3%	0	N/A	0	33.3%	0	N/A	0	33.3%	0
Totals:	\$3,078,577	\$717,457	23.3%	\$3,149,533	\$742,670	23.6%	\$742,670	23.6%	33.3%	(\$307,174)	33.3%	(\$307,174)	-9.8%	(\$307,174)	33.3%	(\$307,174)	-9.8%	(\$307,174)	33.3%	(\$307,174)

WATER FUND (#405) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F			
	Budget	April 2010 Actual	% Exp'd	Budget	April 2011 Actual	% Exp'd	Budget	Actual	% Exp'd	Expected	% Exp*	Expected	Var'nc	Expected	% Exp*	Expected	Var'nc	% Exp*	Expected	
Operating Expenses	1,803,191	640,242	35.5%	1,837,325	595,608	32.4%	595,608	32.4%	33.3%	16,834	33.3%	16,834	0.9%	16,834	33.3%	16,834	0.9%	16,834	33.3%	16,834
Capital Outlay	577,000	84,325	14.6%	290,000	31,155	10.7%	31,155	10.7%	33.3%	65,512	33.3%	65,512	22.6%	65,512	33.3%	65,512	22.6%	65,512	33.3%	65,512
Debt Principal	127,464	8,000	6.3%	129,077	8,000	6.2%	8,000	6.2%	33.3%	35,026	33.3%	35,026	27.1%	35,026	33.3%	35,026	27.1%	35,026	33.3%	35,026
Interest Expense	28,725	4,975	17.3%	26,496	4,575	17.3%	4,575	17.3%	33.3%	4,257	33.3%	4,257	16.0%	4,257	33.3%	4,257	16.0%	4,257	33.3%	4,257
Totals:	\$2,536,380	\$737,542	29.1%	\$2,282,898	\$639,338	28.0%	\$639,338	28.0%	33.3%	\$121,628	33.3%	\$121,628	5.3%	\$121,628	33.3%	\$121,628	5.3%	\$121,628	33.3%	\$121,628

Net Budget/Income/Variance: \$542,197 (\$20,085) \$866,635 \$103,332 (\$185,546) -4.4%

Key:

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(1) Interfund loans will only be paid once G.O. debt has been issued.



City of Chehalis  
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STORM FUND (#406) REVENUES	A April 2010		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	% Rec'd*	Expected	Var'nc Expected	% Variance	Expected	Var'nc Expected	% Variance		
Storm & Surface Water Fees	402,500	132,185	401,500	135,848	32.8%	33.8%	401,500	135,848	33.8%	33.3%	2,015	0.5%	33.3%	2,015	0.5%			
Storm Connection/Misc. Fees	24,000	489	10,000	0	2.0%	0.0%	10,000	0	0.0%	33.3%	(3,333)	-33.3%	33.3%	(3,333)	-33.3%			
Interest Earnings	1,500	0	500	0	0.0%	0.0%	500	0	0.0%	33.3%	(167)	-33.3%	33.3%	(167)	-33.3%			
Misc. Revenues/Insurance	0	0	0	324	N/A	N/A	0	324	N/A	33.3%	324	N/A	33.3%	324	N/A			
Totals:	\$428,000	\$132,674	\$412,000	\$136,172	31.0%	33.1%	\$412,000	\$136,172	33.1%	33.3%	(\$1,161)	-0.2%	33.3%	(\$1,161)	-0.2%			

STORM FUND (#406) EXPENSES	A April 2010		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	% Exp'd	% Exp'd*	Expected	Var'nc Expected	% Variance	Expected	Var'nc Expected	% Variance		
Operating Expenses	376,541	122,379	358,747	97,484	32.5%	27.2%	358,747	97,484	27.2%	33.3%	22,098	6.1%	33.3%	22,098	6.1%			
Capital Outlay	73,000	0	0	0	0.0%	N/A	0	0	N/A	33.3%	0	N/A	33.3%	0	N/A			
Totals:	\$449,541	\$122,379	\$358,747	\$97,484	27.2%	27.2%	\$358,747	\$97,484	27.2%	33.3%	\$22,098	6.1%	33.3%	\$22,098	6.1%			
Net Budget/Income/Variance:	(\$21,541)	\$10,295	\$53,253	\$38,688			\$53,253	\$38,688			\$20,937	5.9%		\$20,937	5.9%			

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

RECOMMENDATION/COUNCIL ACTION DESIRED

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

Reviewed by , City Manager

CITY OF CHEHALIS  
AGENDA REPORT

DATE: March 31, 2011

TO: The Honorable Mayor and City Council

FROM: Lodging Tax Advisory Committee  
Terry Harris, Council Member (LTAC Chair)  
Rick Burchett, Chehalis-Centralia Railroad & Museum  
Lee Grimes, Veterans Memorial Museum  
Natalie Ketchum, Best Western Park Place Inn & Suites  
Satpal "Paul" Sohal, Chehalis Inn

SUBJECT: Lodging Tax Advisory Committee Recommendation – Request for Tourism Funding

**ISSUE**

The Lodging Tax Advisory Committee (LTAC) held a special meeting on March 30 to review a request for tourism funding from Pope's Kids Place for their "Jazz in July" event. Please refer to the attached funding application.

**DISCUSSION**

2011 is the 10<sup>th</sup> year for the "Jazz in July" event. Pope's Kids Place is requesting \$5,000 from the city's tourism fund to help with the increased marketing and operation costs due to expanding this historically one-day event to a three-day event this year. As stated in the attached LTAC meeting minutes, only Chehalis hotels are listed on all their marketing materials for this event, and they directly book rooms for the musicians in Chehalis hotels.

The LTAC agreed that the event does put heads-in-beds, and they unanimously approved the \$5,000 request for recommendation to the city council. There is sufficient funding in the tourism fund to support this request.

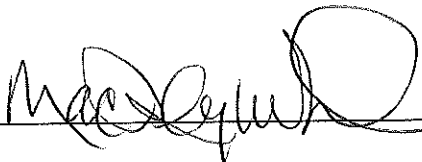
**RECOMMENDATIONS/COUNCIL ACTION DESIRED**

The Lodging Tax Advisory Committee recommends that the council approve its recommendation to award \$5,000 to Pope's Kids Place for their "Jazz in July" event.

**SUGGESTED MOTION**

I move that the council approve the recommendation of the Lodging Tax Advisory Committee to award \$5,000 to Pope's Kids Place for their "Jazz in July" event.

Reviewed by



\_\_\_\_\_, City Manager

**CITY OF CHEHALIS HOTEL/MOTEL LODGING TAX FUNDING REQUEST APPLICATION FOR  
BUDGET YEAR 2011**

**1. Organization/Event:**

Pope's Kid's Place "JAZZ IN JULY"  
230 Washington Way, Centralia, WA 98531  
360-736-9147  
[www.popesidsplace.org](http://www.popesidsplace.org)

**Contact Person:**

Erin McQuigg  
140 Loganwood Dr.  
Chehalis, WA 98532  
Hall's Drug Center- work  
[emcquigg@hallsmedicalcenter.com](mailto:emcquigg@hallsmedicalcenter.com) -work  
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H 360-748-3168  
W 360-736-5000 ext: 209  
C 360-269-7695

**2. Organizational Goals:**

Jazz in July's purpose is to raise money to assist Pope's Kids Place to provide medical, dental, and respite services for children with disabilities in Western Washington. It also provides a non-segregated social event that is attended by both people with and without disabilities to bring increased understanding and acceptance. This annual event started in 2001 and has grown every year.

In 2011 we are expanding the dates that this event will be attended from 1 night to a 3 day event. Our long term goal is to expand this event into Jazz Festival that will increase the involvement and benefit to the entire community. With increased funding we plan to bring in national and world renowned Jazz artists that will be a greater draw to a more expansive audience base from a larger area, this will be of major benefit to our local community tourism.

3. Jazz in July is an event that provides an opportunity for this community to hear some of the finest Jazz musicians in the Pacific Northwest, and a wonderful Jazz vocalist from the Portland area, have complimentary wine and food, and participate in a silent auction. In 2011 we are also offering a Gospel concert and a New Orleans Jazz event. We intend to expand our promotional and marketing activities to attract attendance from outside the area.
4. We are already putting heads in beds every year we have held this event; there have been people that have come from the Seattle and Portland areas. Musicians that have traveled to this area are also putting heads in beds. These people have also shopped at local stores and eaten in local restaurants. We also always use the Chehalis motels. Many local businesses have participated in Jazz in July over the years, including Advocate Printing that has made our posters and flyers every year. The local wineries have donated wine; we have shopped for supplies and food for these events. Many other businesses have helped sponsor by donating items for the silent auction and contributed money and personnel to give of their time. We purchase our banquet permit from Chehalis every year also.
5. We will hold our expanded version of this annual event this year in July. The specific dates are July 21<sup>st</sup>-July 23<sup>rd</sup>.
6. We have documented the motel rooms that our event has paid for in our expense reports and checking accounts. We have made additional arrangements for the year 2011 events for lodging in Chehalis for various Jazz artists that are traveling here to perform. We did not however receive any funding from the City of Chehalis.
7. Our marketing and promotion consists of flyers and posters that are distributed from Longview to Olympia. Radio PSA's that extends to the Seattle and Portland markets that the Jazz stations serve. We also include this information on our Website and Face book. Our long term goal expects to attract the very large Jazz audience that travel extensively throughout the country attending Jazz Festivals.
8. Full funding request: \$ 5000.00      Reduction in funds from Chehalis Hotel/Motel Lodging Tax funding would reduce the amount of funds donated to Pope's Kids Place, a 501 (c) (3) organization. Jazz in July is an independent committee for the sole purpose of raising funds for Pope's Kids Place by providing quality live jazz music performances.

9. Proposal Budget for 3 Jazz performances July 21-23, 2011

**INCOME**

Source	Confirmed (Yes / No)	Amount
Sponsors	Yes	750.00
Ticket Sales	No	4000.00
Chehalis Hotel/Motel Lodging Tax Funding	No	5000.00
Total		9750.00

**EXPENSES**

Activity	Chehalis Funds	Other Funds	Total
Rent of venue		725.00	725.00
Musicians	2000.00	100.00	2100.00
Food	1600.00	900.00	2500.00
Supplies	400.00	75.00	475.00
Marketing	1000.00		1000.00
Donation to Pope's Kids Place		2950.00	2950.00
TOTAL	5000.00	4750.00	9750.00

**10. Additional Information**

Provide any additional information that will assist in the evaluation of this project and its benefit to Chehalis, including brochures, ads, maps, etc.

**Certification**

The applicant hereby certifies and affirms that it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, creed, place of birth, or degree of handicap, and further certifies and affirms that it will abide by all relevant local, state, and federal laws and regulations.

Certified by: Erin McQuigg  
(Signature)

Print or type name: ERIN McQuigg

Title: ATP, Chairperson JNS Committee

Date: 2/1/2011

**The city of Chehalis reserves the right to appropriate some or all of the Hotel/Motel Lodging Tax or reserve it for city projects that fall within the allowable uses of the fund.**

Chehalis Lodging Tax Advisory Committee Meeting  
March 30, 2011

The Chehalis Lodging Tax Advisory Committee (LTAC) held a special meeting on March 30, 2011 at 8:40 a.m. in the basement meeting room of Chehalis city hall to consider a proposal from Pope's Kids Place "Jazz in July" event. Members present were Councilor Terry Harris (LTAC Chair); Lee Grimes, Veterans Memorial Museum; Natalie Ketchum, Best Western; and Paul Sohal, Chehalis Inn. Rick Burchett, Chehalis-Centralia Railroad and Museum was absent. Chehalis staff members included Merlin MacReynold, City Manager; and Caryn Foley, City Manager's Administrative Assistant. Dr. Isaac Pope and Erin McQuigg were present on behalf of Pope's Kids Place.

**Welcome**

Councilor Harris welcomed all to the meeting.

**Presentation**

Dr. Pope and Ms. McQuigg stated this is the 10<sup>th</sup> year for "Jazz in July." They indicated the event does put heads-in-beds as all their marketing pieces direct people to Chehalis hotels, and in some cases, Pope's directly books hotel rooms for the musicians. This year's event is being expanded from a one-day event to a three-day event, with the ultimate goal of having a week-long festival taking place in both Centralia and Chehalis, which would benefit the community at-large. Dr. Pope noted they ask the musicians and attendees to let the hotels know that they are staying for the "Jazz in July" event. He suggested the hotels have a guest book to help track why visitors are staying in Chehalis. Ms. Ketchum stated she is currently working to create such a book.

Councilor Harris thanked Dr. Pope and Ms. McQuigg for their presentation and indicated the LTAC would take their proposal under consideration and let them know their decision.

The LTAC agreed the event has put heads-in-beds, and will continue to do so through their marketing efforts. In addition, they plan to eventually expand the event to Chehalis. The LTAC unanimously approved the \$5,000 request for recommendation to the city council at their May 23 meeting.

The meeting concluded at 9:27 a.m.

Minutes respectfully submitted by Caryn Foley, City Manager's Administrative Assistant.