

**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 June 13, 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>CONSENT CALENDAR</b>		
3. <u>Minutes of the Regular Meeting of May 23, 2011, and the Work Session of May 31, 2011.</u> (City Clerk)	APPROVE	1
4. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	12

ADMINISTRATION AND CITY COUNCIL REPORTS		
5. <u>Administration Reports.</u>		
6. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

NEW BUSINESS		
7. <u>Resolution No. 9-2011, First and Final Reading – Adopting the 2012-2017 Six-Year Transportation Program.</u> (Public Works Director, Street Superintendent)	ADOPT	14
8. <u>Resolution No. 10-2011, First and Final Reading – Authorizing Sole Source Purchase of Equipment.</u> (Public Works Director, Wastewater Superintendent)	ADOPT	17
9. <u>Ordinance No. 874-B, First Reading - Amending Title 1 of the Chehalis Municipal Code, Creating a New Chapter 1.14 Relating to the Disclosure of Public Records.</u> (City Clerk, Human Resources Administrator)	PASS	20
10. <u>Ordinance No. 875-B, First Reading – Amending the 2011 Budget.</u> (Finance Manager)	PASS	40

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

**NEXT REGULAR CITY COUNCIL MEETING - MONDAY, JUNE 27, 2011**

May 23, 2011

The Chehalis city council met in regular session on Monday, May 23, 2011, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 6:02 p.m. with the following council members present: Terry Harris, Bob Spahr, Daryl Lund, Chad Taylor, and Dennis Dawes. Councilor Pope was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Kelvin Johnson, Fire Chief; Bob Nacht, Community Development Director; Eva Lindgren, Finance Manager; and Herta Fairbanks, Public Works Director. Members of the news media included Lee Hughes from *The Chronicle* and Bruce Hunting from KITV.

1. **Public Hearing on the 2012-2017 Six-Year Transportation Improvement Program (STIP).** Herta Fairbanks reported the 2012-2017 STIP was required in order to submit transportation related projects to the Washington State Department of Transportation (WSDOT). She noted WSDOT used the information to compile a statewide listing to be submitted to the federal government, depending upon whether or not the projects qualify or are expected to receive federal funding.

Ms. Fairbanks reported the council received copies of what was sent off to WSDOT, which included seven projects totaling \$6.5 million. She stated a secondary capital improvement program list was also included showing all of the city's projects that would soon be necessary, totaling \$47.7 million. Ms. Fairbanks indicated the largest ticket item was a \$15 million dollar bridge replacement for the Chamber of Commerce Way Bridge. She stated there was only one project on the list that had secured funding, which was the Chehalis Avenue Beautification Project.

Mayor Ketchum inquired about the Chamber Way Project, wondering what was left to do before they could technically close it out. Ms. Fairbanks indicated there were some details that needed to be coordinated between WSDOT and the city. City Manager MacReynold noted part of it had to do with the funding change with reference to the federal highway money that went to the City of Centralia for the Galvin Road/Harrison Avenue Project. He stated WSDOT was being very cautious about giving the city direction to close it out because they don't want to lose the opportunity to reimburse Centralia that \$700,000.

Councilor Dawes stated he thought the Airport Road Extension Project was funded. Ms. Fairbanks noted it wasn't technically funded yet, adding it would be part of the greater project that WSDOT has on the books. She stated until that project was funded in its entirety from the federal government the city couldn't technically say we have the funding for it.

Mayor Ketchum closed the regular meeting at 6:06:30 p.m. and opened the public hearing. There being no public comment, Mayor Ketchum closed the public hearing and reopened the regular meeting at 6:06:50 p.m.

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

- a. Minutes of the regular meeting of May 9, 2011; and
- b. Claim Vouchers No. 99974-100102 in the amount of \$198,148.56 dated May 13, 2011.

The motion was seconded by Councilor Lund and carried unanimously.

3. **Administration Reports.**

a. **April Financial Report.** Eva Lindgren noted a question was raised during the April 25 council meeting concerning electricity tax. She reported the Lewis County Public Utility District made an effort to pay the city every other month; however, they recently upgraded their software which caused a delay in payment. Ms. Lindgren indicated the city was currently above the projected year-to-date revenues for electricity tax and didn't feel there was any need to be concerned at this time.

Ms. Lindgren reported the general fund showed a negative \$742,685, which was primarily due to property taxes, which were slightly down, and proceeds of long-term debt.

Mr. Lindgren reported on the wastewater fund, noting they were slightly ahead in regular fees. She reminded the council that they had some very heavy debt service payments for the wastewater treatment plant, which were not paid evenly throughout the year.

May 23, 2011

Ms. Lindgren reported the water fund showed a slight negative variance from expected water sales; however, they were still ahead of last year. She noted there were also some variances in the storm water fund revenues having to do with storm connections and miscellaneous fees.

Ms. Lindgren indicated they would start allocating interest earnings on a monthly basis, once they get caught up.

b. **Municipal Court Judge Retiring.** City Manager MacReynold reported Chehalis Municipal Court Judge Steve Buzzard was moving on to retirement and his last day with the city would be Wednesday, May 25. He noted they had solicited applications to fill the vacancy and received four, which the administration would review over the next few weeks.

c. **Upcoming Council Work Session.** City Manager MacReynold reminded the council about the upcoming council work session on Tuesday, May 31, at 5:00 p.m. in the council chamber.

#### 4. **Council Reports.**

a. **Update from Councilor Dawes.** Councilor Dawes reported he stopped by Stan Hedwall Park Saturday morning for the Relay-for-Life event, adding they seemed to have been able to carry through despite the weather. He noted it was a good cause and the people did a lot of work this year to raise money.

b. **Update from Councilor Lund.** Councilor Lund presented Mayor Ketchum with a pen that he received from Pastor Tom Bradshaw at the Day of Prayer Breakfast. He noted the pens were given out to all the mayors who attended the breakfast.

Councilor Lund also attended the 50<sup>th</sup> anniversary of the Lions Club, which was held at the Veterans Memorial Museum. He stated it was amazing to see how much the Lions Club had done for our community.

c. **Update from Councilor Harris.** Councilor Harris reported he attended the Chehalis River Basin Partnership meeting, adding there were some notable absentees. He stated Vice-chair Mark White, from the Chehalis Tribe, attended for the first time in about four months. Councilor Harris reported the meeting became quite contentious at the beginning after Lewis County Commissioner Bill Schulte suggested they select a new temporary chair, since Mr. White was no longer a member of the committee due to the agreement signed by the Tribe, Grays Harbor County and Thurston County, which disqualified them from other entities and agencies. Councilor Harris noted the point was taken and the meeting was finally allowed to proceed.

Councilor Harris reported he also attended the Chehalis Community Renaissance Team meeting, adding they were working very well on getting things done.

d. **Update from Councilor Spahr.** Councilor Spahr stated he and his wife (Jackie) did a little canyon hopping down in the southwest, noting it was beautiful country, but they didn't have anything over us.

e. **Update from Mayor Ketchum.** Mayor Ketchum reported he attended the opening ceremonies for the Lewis County Cancer Walk at Stan Hedwall Park. He noted they had a record number of teams (65) turnout, and it was nice to have the event back in Chehalis where it originally started in this area. Mayor Ketchum added it was an honor to be amongst people he considered to be heroes just because of what they have to go through every day. He indicated they had a little rain throughout the night, but the park held up well and the participants' spirits didn't diminish.

Mayor Ketchum reported their goal was \$137,000 and at closing they had raised a total of \$131,000. He noted they would find out later the total amount raised, once they do their final tally.

Mayor Ketchum reported he and Councilor Harris also had the privilege to walk around Friday evening and judge all of the campsites.

Councilor Harris noted the parks department did a wonderful job accommodating everyone.

5. **Lodging Tax Advisory Committee (LTAC) – Request for Tourism Funding.** Councilor Harris introduced 'Jazz in July' Chair, Erin McQuigg, to briefly explain what they were requesting funding for.

May 23, 2011

Ms. McQuigg reported this year was the 10th anniversary for 'Jazz in July.' She noted the event raised funds for Pope's Kids Place, and Alder House, which was an adult family home for young adults with developmental disabilities. Ms. McQuigg stated, in the past, it had been a one-night event where they bring in food, wine, and some of the best musicians in the Northwest. She reported, with this year being the anniversary, they were planning to expand the event to three days, to include the following:

- New Orleans Jazz -Thursday night at the Olympic Club in Centralia
- Jazz in July (normal annual event) - Friday night at the Edison House in Centralia
- Gospel Concert – Saturday morning at the Edison House in Centralia

Ms. McQuigg reported some of the related expenses for the event would include: food, venue rental fees, ticket printing, publishing, and fees for musicians and vocalist. She noted the \$5,000 would help pay for some of those expenses, so all of the ticket sales can go to the two charitable organizations.

Ms. McQuigg stated the events would be held in Centralia, but all the musicians and their guests would be lodged in Chehalis. She noted the event has been held in Chehalis in the past; however, they've not been able to find a venue with good acoustics. Ms. McQuigg stated they hoped to eventually expand it to a week-long festival that will draw in more people from the outside area.

Councilor Spahr stated he would like to see the council approve the request because in ten years it could be a winning combination of bringing people into the community, adding he thought it was a good investment for the city.

Ms. McQuigg reported, between Pope's Kids Place and Alder House, they averaged about \$30,000 each year. She stated it was hard to project what ticket sales were going to be, but after 10 years they had a good idea of what the event would bring in.

Councilor Spahr asked if they would be keeping track of the number of heads-in-beds. Mayor Ketchum noted one of the stipulations on getting the funding was that they had to come back next year with a count on the number of heads they put in beds, in Chehalis. Ms. McQuigg reported they planned to provide that information, as well as an accounting of what they spend the entire \$5,000 on.

Mayor Ketchum reported the event had grown every year and it was unfortunate that the city didn't have a venue for such events. He stated it was good overall for both communities, no matter where it was held.

Councilor Lund reported Ms. McQuigg's husband was well known for his musical talent. He noted he and Todd Chaput from the Holiday Inn got to talking about hotel/motel tax and when he mentioned the event, Mr. Chaput reported, out of all of the money given out by the LTAC, the 'Jazz in July' event was about the only one that really puts heads-in-beds.

Councilor Harris reported, the way the RCWs are now written, they allow for promotion and operations to include things such as: supplies, musicians, and food. He stated the motel owners were very happy with the program and were willing to support it primarily because they already put heads-in-beds. Councilor Harris suggested most of the promotions that the LTAC funds are weekend warrior type events; whereas, the 'Jazz in July' event should bring people in earlier in the week.

Councilor Spahr moved to approve the recommendation of the Lodging Tax Advisory Committee to award \$5,000 to Pope's Kids Place for the 'Jazz in July' event.

The motion was seconded by Councilor Harris and carried unanimously.

**6. Increase Number of LTAC Participants.** Mayor Ketchum reported the Lewis County Historical Museum, one of the recipients of tourism funding, was asking to be appointed to the LTAC. It was noted that the Holiday Inn was also interested in being a part of the committee, as well. Mayor Ketchum asked that invitations be sent to those who were currently on the committee to see if they still had an interest in being appointed, and to also send invitations to the Lewis County Historical Museum and the Holiday Inn to invite them to be a part of the committee.

May 23, 2011

7. **Sister City Delegation Arrival.** Mayor Ketchum reported the Sister City Delegation from Inasa, Japan, would be arriving on June 2. He noted their first stop would be a 'Welcome Reception' at the V.R. Lee Community Building at Recreation Park, at 11:30. Mayor Ketchum stated anyone interested in joining the group on any of their other scheduled events should contact Caryn Foley, so they can be added to the list.

There being no further business to come before the council, the meeting adjourned at 6:38 p.m.

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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 23, 2011.

May 31, 2011

The Chehalis city council held a work session on Monday, May 31, 2011, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:06 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Dennis Dawes. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Kelvin Johnson, Fire Chief; Larry Allen, Assistant Fire Chief/Fire Marshal; Becky Fox, Court Administrator; Bob Nacht, Community Development Director; Eva Lindgren, Finance Manager; Peggy Hammer, Human Resources Administrator; and Herta Fairbanks, Public Works Director. Members of the news media included Lee Hughes from *The Chronicle*.

**1. Review Draft Three-Year Financial and Organizational Strategy.** City Manager MacReynold started off with a quote by Woody Allen, which he believed clearly reflected how the management team, and probably most of our employees felt about the long-standing recession that we're in. He noted he change the quote just a bit to say, "More than any other time in history, city management faces a crossroads...one path leads to despair and another to hopelessness...the other to total financial ruin. Let us pray we have the wisdom to choose correctly."

City Manager MacReynold reported the city was now approaching three years of severe economic downturn. He noted what was thought and hoped would be a short-lived situation, now appeared to be here for several more years. Facing that reality, he reported the city administration was taking a longer term, multi-year strategy that would allow the city to respond and plan accordingly, rather than reacting every year to decreasing revenues. He believed this approach would encourage a more reasoned response to the evolving economic conditions and would allow the city to meet its fiscal responsibilities over the next several years, as the city continues to provide essential services to our citizens and the community.

City Manager MacReynold reported Chehalis had seen a significant decrease in general fund revenues due to reductions in:

- Sales tax collections
- Licenses and fees
- Available grants and other government funding

Councilor Pope stated at one time the city had a grant writer. He asked if they were able to produce enough grants to pay for that position, and had the city received any significant grants since that position was eliminated. City Manager MacReynold noted the grant writer did get some grants for the city early on; however, the situation changed as the health of the person who held that position declined. He stated, at the time, cutting the position seemed the expeditious thing to do. City Manager MacReynold noted grant writing was a very specialized talent and there were not very many people who were good at it. He stated they could certainly revisit the issue; however, most engineering firms were willing to write grants with the hope of getting work from it.

Councilor Pope inquired about the city manager's budget, noting it started to escalate in 2010. City Manager MacReynold reported the city attorney's budget and the former Economic Development Administrative Assistant position were both folded into the city manager's budget in 2010.

City Manager MacReynold reported the administration believed that it is imperative to examine the city's financial status and create strategies to address conditions for the immediate (2011), near term (2012 - 2013) and long term (3+ years out) horizons. Towards this goal, he noted the city management team and mid-level managers worked over the past two months to identify a wide range of options over the next three years to reduce costs and increase revenues, while maintaining priority services. The review process included:

- Examining revenues and expenses for the past several years
- Projecting anticipated revenues and expenses for 2011 and out to 2015
- Identifying priority services to the community (public safety, water and sewer, streets and recreation) and evaluating alternative methods for providing these services
- Evaluating ideas for the feasibility and the potential for revenue increases or savings
- Evaluating implementation options for immediate (2011), near term (2012 - 2013) and long term (3+ years out)

May 31, 2011

City Manager MacReynold reported the administration recognized that there are a number of challenges that can impact the viability and implementation of various options, including:

- Union and bargaining issues
- Uncertainty of revenue and expense predictions
- Political climate
- High local unemployment
- Restrictions on use of general funds
- Time and resources needed to implement some of the ideas
- Further staffing cuts are likely to lead to service changes

City Manager MacReynold reviewed the 'Draft' 2011-2013 Financial and Organizational Strategy, to include the following:

2011 (Immediate)

Expenditure Savings

• Do Not Fill Building Inspector Position	\$51,000
• Do Not Fill Property Manager Position	<u>14,000</u>
Sub-total	\$65,000

Revenue Increases

• REET – Facilities and Parks (OTO)	80,000
• Grant for Pool M&O (OTO)	20,000
• Foundation Grant (OTO)	10,000
• Sale of City Property (OTO)	15,000
• Recreation Leagues Donation	4,000
• LTAC Funding for Recreation	28,000
• Accept FEMA Home Elevation Grant (OTO)	31,000
• FEMA Revenues (OTO)	<u>24,900</u>
Sub-total	\$212,900
Total	\$277,900

Evaluate Other Options and Implement Where Feasible

- Issue Request for Proposals for Alternative Methods of Providing Services
  - Mowing Major Parks
  - Fire Code Inspections
  - Nuisance Abatement and Animal Control
- Fire Dept. Operational Changes to Reduce O/T
- Evaluate Energy Use in Buildings

2012 (Near Term)

Expenditure Savings

• Two (2) Position Reductions	\$110,505
• Do Not Fill Positions from 2011	<u>117,000</u>
Sub-total	\$227,505

Revenue Increases

• LTAC Funding for Recreation	\$ 28,000
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May 31, 2011

• Recreation Leagues Donation	4,000
Sub-total	\$ 32,000
Total	\$259,505

Evaluate Other Options and Implement Where Feasible

- Annexation
- REET Funding Bond/Loan (\$75,000)
- Selective Logging of McFadden & Dobson Parks – Parks M&O
- Selective Logging of Public Works Property
- Resolution about Mitigation Fund Use
- Comprehensive Re-evaluation of City's Telecommunication Needs (phones, radios, cell phones)
- Increase Building Permit Fees to Cover Costs
- Increase RV Space Rentals to Cover Costs
- Increase Organic Dump Permit Fees to Cover Costs
- Increase Animal Shelter Fees to Cover Costs
- Solicit Advertising Opportunities for Local Businesses to Sponsor Specific Facilities, Such as: Spray Park, Other Parks - to Pay for Parks & Recreation M&O
- Offer Light Pole Banners in Selected Locations Along Arterial Streets: Louisiana Avenue, Central Business District, Market Boulevard, Etc.

2013 (Near Term)

Expenditure Savings

• One (1) Position Reduction	\$ 60,000
• Position Reductions from 2012	110,505
• Do not fill Positions from 2011	117,000
Sub-total	\$287,505

Revenue Increases

• LTAC Funding for Recreation	\$ 28,000
• Recreation Leagues Donation	4,000
Sub-total	\$ 32,000
Total	\$319,505

Evaluate Other Options and Implement Where Feasible

- Regional Fire Authority Implementation
- REET Funding Bond/Loan (\$75,000)
- Reorganize Community Development Department into Permits Center with Parks and Facilities & Recreation Moved (staffing changes)
- Sale of Mitigation Credits (Resolution)
- Evaluate Space Savings to Save on Electricity and/or Natural Gas
- Increase Building Rental Fees to Cover Costs
- Investigate the Cost/Benefit of Utilizing and Enforcing the City Alarm Ordinance

City Manager MacReynold reported on the draft general fund revenue and expenditure analysis that included the proposed strategy changes through 2015, noting the changes significantly improved the city's situation.

In conclusion, City Manager MacReynold reported the strategy outline provided a longer term road map to maintaining city services during the continued economic conditions faced by the City of Chehalis. He stated, while we strive to plan for the future and implement this strategy, we must also face up to the following facts:

May 31, 2011

- Uncertainty remains; things could get better, but they could get worse, too.
- We must continue to be fiscally responsible, which may continue to mean changes and hard decisions.
- We must be prepared to adapt and modify our plans and strategies as new information becomes available.
- We must acknowledge and respect the political realities and the desire to avoid increasing taxes during difficult economic times.
- There are some costs such as fuel, materials and medical insurance that we have little or no control over.
- There is uncertainty in the efforts to contain costs through the labor negotiation process and the potential for continued increase in the cost of labor and benefits.
- We cannot ignore or postpone addressing difficult issues
  - Repayment of the loan for city hall
  - The need to maintain adequate fund balances
  - The need to fund essential maintenance and capital improvement projects
- Many issues, such as the development of a regional fire authority and annexation of additional properties require long-term planning, research and funding in order to determine feasibility. Implementation time on these more complex issues can take many months or even years once decisions are made to proceed.

Councilor Pope reported the Chehalis Foundation had a consultant look at McFadden Park, adding the reason they didn't log it earlier was because of the market, and they also had to do some work with the underbrush. City Manager MacReynold noted they would wait until the market was better if they weren't going to make any money at this time. He suggested the logging industry in Lewis County was coming back slightly, and they were seeing some improvements on the cost of lumber because of other things going on in the world. City Manager MacReynold felt it was a good opportunity to create a one-time-only revenue stream, adding it would certainly help out the parks program.

Councilor Pope reported, when the Chehalis Foundation did the Kiddy Spray Park Project, they set aside a small amount of money for the upkeep of that park. He noted the Foundation also set aside some money for the maintenance of Lintot/Alexander Park. City Manager MacReynold stated he was unaware of that. Councilor Pope indicated he would check on it and report back to staff.

Councilor Taylor stated, with reference to logging, it would be nice to hear what the plan was for the road near the site. City Manager MacReynold stated they would have to go through a very open public process with any logging the city does, adding the neighbors would be very sensitive, and rightly so.

City Manager MacReynold reported, at some time in the future, the administration would be bringing back a resolution for the council to consider, proposing to put the mitigation bank revenues into the facilities and maintenance fund. He noted they proposed to use the money to offset the loan repayment for city hall and the library landscape work.

Councilor Dawes asked if there had been any progress with reference to the mitigation bank. Bob Nacht reported the consultant was currently negotiating with the United States Army Corps of Engineers and the Washington State Department of Ecology on the approval process. He noted there were a lot of environmental issues and it would likely take a year to get through that process. City Manager MacReynold stated the projected revenue at the time it was presented to the council was about \$1.2 million.

Councilor Spahr inquired about the police department gambling enforcement subsidy. City Manager MacReynold reported they started taking money out of that fund in 2011 and would continue to use it through 2013. He noted they were using the funds for positions, training, and the replacement of some equipment.

2. **Update on 2011 Council Goals.** City Manager MacReynold reported it was amazing that we had accomplished as much as we had, with the current economic situation we're facing. He reported at this time the city had no general fund debt, adding there were very few cities in the State of Washington who could say that. City Manager MacReynold reported all of that could change by the end of the year when the administration brings a proposal to the council to establish a bond or loan to pay back the interfund loan.

City Manager MacReynold talked briefly about the list of positions the city eliminated, reduced hours and held vacant.

May 31, 2011

City Manager MacReynold updated the council on the 2011 goals, which included:

- Maintain the fiscal viability of the city (Accomplished)
- Street repairs: Identify how to get them done (Partially accomplished)
- Institute taking credit card and electronic payments (Accomplished)
- City take lead in land development at the Barnes property (Not accomplished)
- Continue to work on regional flood issues (Accomplished)
- Improve downtown aesthetic and infrastructure (Partially accomplished)
- Continue to work on 2010 goals not identified as 100 percent complete:
  - City Comprehensive Plan: Complete and approval of the comprehensive plan; includes a parks comprehensive plan (Partially accomplished)
  - Develop a customer service program for the city (Not accomplished)
- Pool Improvement Project (city needs to approach Chehalis Foundation) (Partially accomplished)
- Consolidation or regionalization of fire services with Fire District #6 and continue to look at relocating the fire station (Partially accomplished)
- Improve the quality of our parks (Partially accomplished)
- Consider other uses for fire hall building (Not accomplished)
- Develop programs for the youth (Accomplished)
- Get more involved with Lewis County Campus Project (Partially accomplished)
- Clean up city property on Chehalis Avenue near Green Hill School (Partially accomplished)
- Develop "Stream Team" to enhance local streams, using youth and volunteers (Not accomplished)

Councilor Pope noted a lot of the city streets are in need of repair, adding it would help if the city could inform the public as to why certain streets are not being repaired. City Manager MacReynold reported the new public works director was taking a different approach on providing information to the council and suggested she could make the reports more informational for the general public, as well.

Councilor Harris asked if there was a breakdown to determine what the cost was to the city for taking credit cards. It was noted the customer is charged a convenience fee, which is paid directly to the credit card company.

With regard to the regional flood issues, Councilor Dawes felt the state made it abundantly clear that if something wasn't done they were just going to raise the freeway. He stated, with what had happened over the last couple of months, he didn't see the trust factor getting built, or everybody coming to the table to come up with some kind of plan. He thought there had been some positive changes made, but there was still going to be some backroom politics and shortstopping where it could be done.

City Manager MacReynold noted, in conversations with the focus group who are discussing the widening of I-5 from Harrison Avenue to 13<sup>th</sup> Street, that issue had come up and Bart Gernhart from the Washington State Department of Transportation (WSDOT) indicated, if the flood authority was unable to deal with the situation, they may look at putting up walls to prevent the freeway from flooding. Councilor Dawes noted the walls would provide the same affect in that it still does not take care of the long-term flooding in the basin.

Councilor Taylor felt WSDOT supported the city, adding the flood authority was the one who hasn't been able to develop a relationship with the people we need to in order to move forward. He noted it was tough to do anything when you have people, like The Tribe, who think your doing something behind closed doors, when in reality we had been very open with them. Councilor Dawes agreed that it wasn't WSDOT. He suggested whatever orders the state gives, WSDOT would carry them out.

City Manager MacReynold felt the council had played a key leadership role over the past four years, with regard to the flood issue, and based on what was going on, they may have to continue to play that kind of role.

Councilor Pope asked if anything had been initiated with the state regarding Stan Hedwall Park. City Manager MacReynold reported the administration approached one of our state legislators to help us, adding there was a belief that he could help the city take over that property through some legislation that was in the works, but unfortunately that didn't happen.

May 31, 2011

City Manager MacReynold suggested they may need to take a different approach with a different legislator. Mayor Ketchum agreed.

Councilor Spahr noted earlier that day he was listening to a radio program that suggested black top sealers were going to be outlawed in the State of Washington. He asked if the city had heard anything about it, and wondered what it would do to our paving projects. Public Works Director Herta Fairbanks stated she wasn't familiar with that, but would check into it.

Councilor Spahr asked if the FAA had intervened in the flooding issue, since the airport was established by the federal government and the dikes were originally built by the federal government. He stated, if in fact the State of Washington builds walls along I-5, it could have a real negative impact on the airport. City Manager MacReynold reported they had some discussions about the issue, but most of them had taken place primarily around the Federal Emergency Management Administration (FEMA) maps. He stated Airport Manager Allyn Roe has kept the FAA well informed of what the situation is. City Manager MacReynold believed the FAA was paying close attention, but they were not going to step out and get in front of the Corps, FEMA, or the United States Geological Survey on how they are approaching the flood maps, or with reference to flood control. Councilor Dawes didn't believe the FAA would step in until there was something critically altering the use of the airport. He also didn't believe they were going to stand by and let someone come in and destroy what they had built out there.

Councilor Spahr stated he would like to see the city contact the railroad about cleaning up their right-of-way on Pacific Avenue, and maybe do some repairs to some of the fencing.

Councilor Pope noted there was a group who wanted to develop a quiet zone through Chehalis. After a brief discussion, it was decided the group could bring something to the council for consideration, if that's their desire.

Mayor Ketchum thanked City Manager MacReynold and the staff for all the effort put into what was presented. He noted it was very much appreciated.

**3. Discussion on Future Projects, Goals, and Priorities for 2012-2013.** City Manager MacReynold asked if there were things the council would like to see done in 2012-2013. Councilor Dawes stated he would like to see the city maintain what it has right now, adding realistically it's been a tough year for everyone. He felt the city would be way ahead of a lot of others if we were able to maintain current services and staffing.

Councilor Spahr inquired about a cost savings program that was instituted a number of years ago, wondering if it was still around. Councilor Dawes spoke against the program, noting some of the ideas that were getting paid money were things that other departments had already been doing for a number of years. He felt the program became looked upon as a joke.

Mayor Ketchum stated they very much appreciated the employees of the city, noting they should be highly commended for their tremendous effort in keeping service level ups. He wished they could do more than just say words, but unfortunately right now that was all they had.

With regards to looking at saving on overtime, Councilor Taylor wondered how the city would be able to offer the same level of service when they're down employees. Fire Chief Kelvin Johnson reported, in 2010, they did lay off one firefighter, which represented not quite ten percent of their workforce. He noted the impact was hard to measure because their business was not something that's scheduled. Chief Johnson reported the current staffing model used by the department allowed for three people assigned to each shift, with a minimum of two people available to respond to calls. He believed that was the absolute minimum to be able to answer one call at a time. Chief Johnson noted when a second call comes in they use the overtime model to bring people back. He stated it will impact their service if they don't have a certain amount of funds to have someone come back on an overtime basis.

City Manager MacReynold noted most of the calls are aid calls, which brought up the question, was there a different way the city can provide that service. He felt that was the nut to crack, if it could be cracked. City Manager MacReynold reported they were continuing to explore going to a fire authority, which would be a major move for the city, and region.

Councilor Taylor inquired about the relationship the city had with AMR. Chief Johnson reported the fire department was the designated first responder to provide emergency services. Through a consortium, AMR, by contract, was the

May 31, 2011

transport/ALS service provider for the community. He noted AMR typically only charges for transporting, and the city does not pay AMR any money for that service.

Chief Johnson reported, in an effort to look at saving on overtime they would look at the program. He noted, based on the type of call, whether it was low risk or high risk, the officer in charge would need to make a judgment call on whether or not to call in back up. Chief Johnson didn't know how much they would save because they don't get to schedule the calls, or the severity of them.

Councilor Dawes brought up the issue of impact fees. He suggested they may see a time when cities have to implement such fees.

Chief Johnson reported most fire service was somewhat re-active, but they also had a very strong pro-active program, which was why they are adamant about code enforcement issues being done by qualified people. Councilor Dawes noted with 80 percent of calls being EMS related he didn't know how they were going to educate people on how to not injure themselves, or have a medical emergency. Chief Johnson noted there were programs out there, such as: fall prevention for seniors, and overdose in medications. He felt people needed to be educated on the appropriate use of emergency services. Councilor Dawes stated it would be interesting to know how many of the aid calls really need a paramedic or EMT to respond.

Councilor Lund stated, as a goal, he would like to see the council improve communications with our neighbors (City of Centralia). He suggested the two city councils get together four times a year for lunch and to visit. Councilor Lund believed the two groups could team up to get more accomplished.

Councilor Taylor noted that would be fine with him, adding he felt they currently had an excellent relationship with Centralia. Councilor Harris agreed. Councilor Spahr brought up the issue of the open meetings act. Councilor Lund stated the press would be welcome, as well.

There being no further business to come before the council, the meeting adjourned at 6:34 p.m.

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Mayor

Attest:

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City Clerk

**SUGGESTED MOTION**

I move that the council approve the minutes of the council work session of May 31, 2011.



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

DATE: May 31, 2011  
TO: The Honorable Mayor and City Council  
FROM: Eva Lindgren, Finance Manager *EL*  
PREPARED BY: Michelle White, Accounting Tech II *MW*  
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

1. Claim Voucher No. 42011 and Claim Vouchers 100103 through 100217 in the amount of \$107,865.44 dated May 31, 2011 and the transfer of \$44,759.92 from the General Fund, \$5,776.00 from the Tourism Fund, \$109.46 from the Garbage Fund, \$23,167.15 from the Wastewater Fund, \$31,356.86 from the Water Fund, \$1,123.38 from the Storm & Surface Water Utility Fund and \$1,572.67 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the May 31, 2011 Claim Voucher No. 42011 and Claim Voucher Nos. 100103 through 100217 in the amount of \$107,865.44.

SUGGESTED MOTION

I move to approve the May 31, 2011 Claim Voucher No. 42011 and Claim Vouchers No. 100103 through 100217 in the amount of \$107,865.44.

Reviewed by: *Wendy Reynolds*, City Manager

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

DATE: May 31, 2011  
TO: The Honorable Mayor and City Council  
FROM: Eva Lindgren, Finance Manager *EL*  
PREPARED BY: Michelle White, Accounting Tech II *MW*  
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

1. Payroll Vouchers No. 34699 through 34772, Direct Deposit Payroll Vouchers No. 2306 through 2374, and Electronic Federal Tax Payment No. 99 in the amount of \$652,987.16 dated May 31, 2011, and the transfer of \$462,409.56 from the General Fund, \$10,275.55 from the Arterial Street Fund, \$15,366.87 from the Gambling Enforcement Fund, \$553.89 from the Garbage Fund, \$69,916.02 from the Wastewater Fund, \$74,222.36 from the Water Fund, \$15,212.01 from the Storm & Surface Water Utility Fund, and \$5,030.90 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the May 31, 2011, Payroll Vouchers No. 34699 through 34772, Direct Deposit Payroll Vouchers No. 2306 through 2374, and Electronic Federal Tax Payment No. 99 in the amount of \$652,987.16.

SUGGESTED MOTION

I move to approve the May 31, 2011, Payroll Vouchers No. 34699 through 34772, Direct Deposit Payroll Vouchers No. 2306 through 2374, and Electronic Federal Tax Payment No. 99 in the amount of \$652,987.16.

Reviewed by:  , City Manager



**CITY OF CHEHALIS**

**AGENDA REPORT**

**DATE:** June 8, 2011  
**TO:** The Honorable Mayor and City Council  
**FROM:** Herta Fairbanks, Public Works Director  
Rick Sahlin, Street/Storm Superintendent  
**SUBJECT:** Adoption of the 2012-2017 Six-Year Transportation Improvement Plan

**ISSUE**

Attached is Resolution No. 9-2011, which includes the recommended 2012-2017 Six-Year Transportation Improvement Plan (STIP). We are presenting this document for the council's review and consideration.

**DISCUSSION**

The City is required to provide a STIP to the State of Washington Department of Transportation (WSDOT) by June 30 of each year. The STIP is a listing of projects the City anticipates will be needed in the six year planning period and for which there is a possible source of funding. A project's inclusion in the Six-Year Transportation Improvement Plan does not, by itself, provide or guarantee funding. However, in order for a project to be eligible for federal or state funding assistance, it must first be listed in our STIP. The state's priorities are not necessarily the same as the City's and therefore they may provide funding to lower-rated projects.

During the May 23<sup>rd</sup> meeting, the administration also provided council with a complete list of projects the City anticipates will be needed to maintain the streets, which included projects beyond what is listed in the STIP to be submitted to WSDOT. The additional projects have no identified funding sources and are therefore not included in the STIP to be submitted to WSDOT.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that council adopt Resolution No. 9-2011 on first and final reading, approving the projects in the 2012 -2017 Six-Year Transportation Improvement Plan.

**SUGGESTED MOTION**

I move that the council adopt Resolution No. 9-2011 on first and final reading.

REVIEWED BY:  \_\_\_\_\_, CITY MANAGER



**RESOLUTION NO. 9-2011**

**A RESOLUTION OF THE CITY OF CHEHALIS,  
WASHINGTON, ADOPTING THE 2012-2017 SIX-YEAR  
TRANSPORTATION IMPROVEMENT PLAN FOR THE  
CITY OF CHEHALIS.**

**WHEREAS**, pursuant to RCW 35.77.010, a public hearing was held by the City Council on the 23<sup>rd</sup> day of May, 2011 to consider the 2012-2017 six-year transportation improvement plan for the city; and

**WHEREAS**, the City Council is desirous of adopting a six-year transportation improvement plan, now, therefore,

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

**Section 1.** The 2012-2017 six-year transportation improvement plan for the city, hereto attached and by this reference incorporated herein, shall be, and the same hereby is, adopted as the 2012-2017 six-year transportation improvement plan for the city effective the calendar year 2011.

**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 13<sup>th</sup> day of June, 2011.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form and content:

\_\_\_\_\_  
City Attorney



From 2012 to 2017

Agency: Chehalis

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

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

City No.: 0190 MPORTPO: NONISWV

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	
		A. Project Title	B. Bridge No.					Federal Funding	Federal Cost by Phase	State Fund Code	Local Funds	Total Funds	1st	2nd	3rd	4th thru 6th	Envir. Type	Required Date (MM/YY)					
1	2			4	5	6	7	10	11	12	13	14	15	16	17	18	19	20	21				
14	1	Chamber of Commerce Way		04	S	31	0													EA	Yes		
16	2	Chehalis Av Equalization & Traffic Calming/Safety Enhance		06	S	23	W													CE	No		
14	3	Alper Road Extension		01	S	71	W														No		
16	4	Chehalis Avenue Improvement		03	P	23	W													CE	No		
14	5	National Avenue Overlay		07	P	90															No		
16	6	Downtown Market Boulevard Improvements		03	P	20	W														No		
17	7	Sixth Avenue Improvements		06	P	44															Yes		
<b>Grand Totals for Chehalis</b>																							
								225	95	320	320					981	5401						



**CITY OF CHEHALIS**

**AGENDA REPORT**

**DATE:** June 8, 2011  
**TO:** The Honorable Mayor and City Council  
**FROM:** Patrick Wiltzius, Wastewater Superintendent  
Herta Fairbanks, Public Works Director  
**SUBJECT:** Sole Source Purchase of Boom Truck

**ISSUE**

The Wastewater Division has funds budgeted in the 2011 approved budget to purchase a used boom truck. The administration is presenting a resolution authorizing a sole source purchase for council consideration.

**DISCUSSION**

The Public Works Department purchased a used boom truck (circa 1980) from LCPUD over 15 years ago. This truck is frequently utilized by the wastewater division to pull submersible pumps from eleven wastewater lift stations and also to lift equipment weighing up to 4,000 pounds at the treatment plant. It has exceeded its useful life and it is no longer cost effective to operate and maintain. \$90,000 was approved in the 2011 Wastewater Division budget for the replacement of this truck.

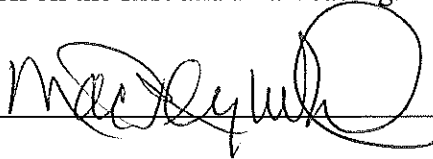
Purchase of a used boom truck can not reasonably be done utilizing the normal bidding process. Used equipment of this type is difficult to locate because of a high overseas demand. Fortunately a suitable truck has been located in Spokane for \$84,670. The truck has current WA State Crane certification and the motor has been checked out by a Caterpillar dealer and appears to be in excellent shape. Compared to similar vehicles for sale on the internet, the price is reasonable for the vehicle's mileage and condition. To initiate the purchase, a resolution authorizing a sole source purchase must be approved by council. Attached is a resolution authorizing a sole source purchase for the boom truck for the council's review and approval.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that the council adopt resolution 10-2011 authorizing a sole source purchase of a boom truck for the Wastewater Division on first and final reading.

**SUGGESTED MOTION**

I move that the council adopt resolution 10-2011 authorizing a sole source purchase of a boom truck for the Wastewater Division on the first and final reading.

**REVIEWED BY:**  \_\_\_\_\_, CITY MANAGER





**RESOLUTION NO. 10-2011**

**A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON,  
APPROVING AND AUTHORIZING THE SOLE SOURCE  
PURCHASE OF A USED BOOM TRUCK**

**WHEREAS**, RCW 39.04.280 provides exemptions to the competitive bidding requirements of municipalities under certain circumstances including when purchases are clearly and legitimately limited to a single source of supply; and

**WHEREAS**, a boom truck is necessary for the removal of pumps and other equipment from the City's wastewater treatment plant and wastewater lift stations; and

**WHEREAS**, the unique characteristics involved with the purchase of a used vehicle make it impractical for normal bidding procedures; and

**WHEREAS**, this would be a sole source purchase as no other entity is known to have a used boom truck of this quality and size available for sale at this price; and

**WHEREAS**, the City Council desires to waive the bidding requirements and authorize a sole source contract for the purchase of a used boom truck from L&M Truck Sales;

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

**Section 1.** The bidding requirements for the purchase of a used boom truck for the Wastewater Division are hereby waived.

**Section 2.** The Public Works Director is authorized to purchase a used boom truck from L&M Truck Sales of Spokane, WA for an amount, including sales tax, not to exceed \$85,000.

**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 13<sup>th</sup> day of June, 2011.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form and content:

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City Attorney

**CITY OF CHEHALIS  
AGENDA REPORT**

Correct Agenda for  
Item # 9  
(First reading)

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

**FROM:** Judy Schave, City Clerk  
Peggy Hammer, Human Resources/Risk Manager

**DATE:** June 8, 2011

**SUBJECT:** Amending Title 1 of the Chehalis Municipal Code Creating a New Chapter 1.14 Relating to the Disclosure of Public Records

**ISSUE**

The Public Records Act, Chapter 42.56 of the Revised Code of Washington requires cities to adopt reasonable rules of procedure consistent with the intent of the Public Records Act.

**DISCUSSION**

The city recently met with Lisa Knapton of Washington Cities Insurance Authority (WCIA) during the city's annual (2011) audit, to talk about the liability and potential risks with regard to disclosure of public records. Because more and more state and local governments are facing an increased number of public records requests, and claims against agencies for not providing non-exempt records in a timely manner are not covered by insurance, WCIA felt it was important to review this topic with each of the cities in the pool to ensure they had reasonable procedures in place for processing records requests.

Based on our meeting and discussions with WCIA, the administration has prepared an ordinance for the council's consideration that outlines the procedure for obtaining public records from the City of Chehalis. The ordinance will give guidance to both staff and the requester on the procedures for requesting public records. Additionally, the City Clerk has produced an informational brochure in our effort to assist the public in understanding the Public Records Act.

**RECOMMENDATION / COUNCIL ACTION DESIRED**

The administration recommends that the council pass Ordinance No. 874-B on first reading.

**SUGGESTED MOTION**

I move that the council pass Ordinance No. 874-B on first reading.

Reviewed by

A handwritten signature in blue ink, appearing to be "W. S. ...", written over a horizontal line.

City Manager

**ORDINANCE NO. 874-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS,  
WASHINGTON, AMENDING TITLE 1 OF THE CHEHALIS  
MUNICIPAL CODE CREATING A NEW CHAPTER 1.14  
RELATING TO THE DISCLOSURE OF PUBLIC  
RECORDS.**

**WHEREAS**, the Public Records Act, Chapter 42.56 of the Revised Code of Washington (chapter 42.56 RCW), requires cities to adopt rules of procedure consistent with the intent of the Public Records Act, to provide full public access to public records, to protect public records from damage or disorganization, and to prevent excessive interference with essential City functions; and

**WHEREAS**, the City of Chehalis is a municipal corporation of the State of Washington which provides general municipal and utility services to its residents and others; and

**WHEREAS**, the Public Records Act requires the City to make public records available for inspection and copying, subject to certain exemptions; and

**WHEREAS**, the two provisions of RCW Chapter 42.56 require (1) the appointment of a Public Records Officer of the City, and (2) the publishing of the City's procedures for responding to public records requests; and

**WHEREAS**, the City Clerk is the Records Officer for the City and appointing the City Clerk to be the Public Records Officer will be consistent with local policy and state law; and

**WHEREAS**, RCW Chapter 42.56 requires all cities and public agencies to maintain and make available a current index of various public records; and

**WHEREAS**, RCW Chapter 42.56.070(4) provides that if maintaining such an index would be unduly burdensome, a city need not maintain such an index but it must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly; and

**WHEREAS**, the City has a long standing and recognized policy of assisting people who request public information and of providing public records upon request and does not plan to deviate from that policy; and

**WHEREAS**, the City Council desires a new Chapter 1.14 to establish a procedure for providing public records made under the Public Records Disclosure Act Chapter 42.56 RCW; Now, therefore,

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

**Section 1.** That there be added a new Chapter 1.14 to the Chehalis Municipal Code entitled “Public Records” as follows:

**Chapter 1.14 – PUBLIC RECORDS**

**Sections:**

- 1.14.010 Findings.
- 1.14.020 Public records index – Order – Maintenance not required.
- 1.14.030 Public records disclosure – Purpose.
- 1.14.040 Reference.
- 1.14.050 Public records officer responsibility/authority.
- 1.14.060 Definition of terms.
- 1.14.070 Municipal services and central office.
- 1.14.080 Availability of public records.
- 1.14.090 Making request for public records.
- 1.14.100 Processing public records requests.
- 1.14.110 Inspection of public records.
- 1.14.120 Providing copies of public records.
- 1.14.130 Providing records in Installments.
- 1.14.140 Completion of response to inspect public records.
- 1.14.150 Closing withdrawn or abandoned requests.
- 1.14.160 Later discovered documents.
- 1.14.170 Completion of request.
- 1.14.180 No duty to create new records.
- 1.14.190 Processing of public records requests – Electronic records.
- 1.14.200 Exemptions.
- 1.14.210 Costs of providing copies of public records.
- 1.14.220 Review of denials of public records.
- 1.14.230 Appendices.
  - Chapter A - List of Exemptions
  - Chapter B - Organizational Chart

**1.14.010 Findings.**

- A. RCW 42.56.070(1) requires all cities and public agencies to maintain and make available a current index of various public records.
- B. RCW 42.56.070(4) provides that if maintaining such an index would be unduly burdensome, a city need not maintain such an index but it must issue and publish a formal order specifying the reason why and the extent to which compliance would be unduly burdensome.
- C. The City is comprised of numerous departments, their division and subdivisions, many if not all of which maintain separate databases and/or systems for the indexing of records and information.

- D. Because the City has records which are diverse, complex and stored in multiple locations, and in multiple computer systems and databases, it is unduly burdensome, if not physically impossible, to maintain a central index of records.
- E. The City produces or receives an uncountable number of records each day and maintains an uncountable number of records in numerous city files.
- F. The development and maintenance of a city index would be extremely costly and would provide little benefit to the public compared to the expense in maintaining the index.
- G. The city's operations do not allow for the addition, revision, or reassignment of duties of existing personnel so that an index may be developed and maintained.
- H. Anticipated city revenues do not allow for additional staff for the purpose of creating and maintaining such an index.
- I. Pursuant to RCW Chapter 42.56, the City of Chehalis will disclose all public records, including any indexes that are maintained by the City to the extent such records or indexes are not exempt from disclosure pursuant to RCW Chapter 42.56 or other applicable laws.

**1.14.020 Public records index – Order – Maintenance not required.**

Pursuant to RCW Chapter 42.56.070(4), the City Council orders the following:

- A. The City of Chehalis is not required to maintain a current index of public records due to findings of the City Council that the requirement to do so is unduly burdensome and would interfere with City operations and such a list is nearly impossible to create and/or maintain; and
- B. Pursuant to RCW Chapter 42.56, the City of Chehalis shall disclose all public records and any indexes of public records maintained by the City to the extent such records are not exempt from disclosure pursuant to RCW Chapter 42.56 or other applicable laws.

**1.14.030 Public records disclosure – Purpose.**

- A. The purpose of the Public Records Act is to provide the public with full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of efficient administration of government. The Public Records Act provides a statutory framework by which to administer access to public records. The purpose of this chapter is to establish the procedure for obtaining public records from the City of Chehalis as required by RCW Chapter 42.56 as currently enacted or hereafter amended.
- B. The information contained in this document is designed to aid both those requesting public records and those responding to records requests. The document should assist in guiding expectations of requesters and providing notice of a mechanism by which to appeal a records decision, if necessary.

**1.14.040 Reference.**

- A. RCW Chapter 42.56, Public Records Act.
- B. Chapter 44-14 WAC, Public Records Act – Model Rules

#### **1.14.050 Public records officer responsibility/authority.**

- A. The City Clerk is the designated public records officer. The City's public records officer will oversee compliance with the Public Records Act and these procedures. The City's public records officer may delegate the responsibilities of processing requests to other staff. Departments may also designate records coordinators within specific departments to facilitate access to public records within that department, so long as each coordinator is identified to the public records officer.
- B. City staff will provide assistance to requesters, reasonably ensure that public records are protected from damage or disorganization, and prevent fulfilling public records requests from causing excessive interference with essential functions of the City of Chehalis. Assigned City staff will be responsible and held accountable to meet the City's responsibilities of this policy. Failure to do so will result in disciplinary actions.

#### **1.14.060 Definition of terms.**

"Active Record" shall be a record used in an office on a routine basis and accessed at least several times per year. Active records are usually kept on-site.

"Archival (Appraisal Required) Record" are records with archival (appraisal required) designation which may possess enduring legal and/or historic value and must be appraised by Washington State Archives on an individual basis. Records not selected for retention by Washington State Archives may be disposed of after appraisal.

"Archival (Permanent Retention) Record" shall mean records with archival (permanent retention) designation which possess enduring legal and/or historic value and must not be destroyed. These records need to either be transferred to Washington State Archives or retained and preserved according to archival best practices until such time as they are transferred to Washington State Archives.

"Essential Record" shall mean a record the City must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary to resume core functions following a disaster. Security backup of these public records should be created and may be deposited with Washington State Archives.

"Inactive Record" shall mean a record used or accessed in an office infrequently or no longer used in the conduct of current business, but is still required to be kept by the retention schedule for legal or historical purposes. Inactive records may be stored off-site.

"Public Record" as defined by RCW 40.14.010 shall include "...any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business..." RCW 42.56.010 defines a public record as "...any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or



local agency regardless of physical form or characteristics...” If there is a conflict in the two definitions the City, subject to legal review, will apply the broadest definition.

“Records Disposition” shall mean the action taken with records when they are no longer required to be retained by the agency. Possible disposition actions include transfer to archives and destruction.

“Retention Schedule” is a table setting out requirements adopted by the Washington State Local Records Committee which specifies the length of time each record series will be retained by the agency, whether the record is designated essential, archival, or potentially archival, and final disposition of the record.

“Writing” RCW 42.56.010 states: “Writing means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.”

#### **1.14.070 Municipal services and central office.**

- A. The City of Chehalis is a Washington municipal corporation that provides a full range of traditional municipal services to its citizens through various departments. City Hall, the central office, is located at 350 N Market Blvd, Room 101, Chehalis WA 98532 and several field offices exist throughout the City. A City organizational chart is included under Section 1.14.230, Chapter B.
- B. Any person wishing to request access to public records from a single department may make the request to that individual department’s records coordinator or may make a request to the public records officer. Any person seeking assistance in making a request which includes more than one department should contact the public records officer:

City Clerk - Public Records Officer  
City of Chehalis  
350 N Market Blvd., Room 101  
Chehalis, WA 98532  
Phone: 360-345-3225  
Fax: 360-748-0651  
[JSchave@ci.chehalis.wa.us](mailto:JSchave@ci.chehalis.wa.us)

#### **1.14.080 Availability of public records.**

- A. Many records are available on the City’s web site at [www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us). Requesters are encouraged to view the documents available on the web site prior to submitting a records request.
- B. Public records are generally available for inspection and copying during normal business hours of Monday through Friday, 8 a.m. to 5 p.m., excluding legal holidays.

Records must be inspected at an office of the City of Chehalis. Requesters are prohibited from removing records from City offices.

- C. The City will maintain its records in a reasonably organized manner. The City will take reasonable actions to protect records from damage and disorganization.

#### **1.14.090 Making request for public records.**

- A. While requesters are not required to specifically name the Public Records Act, they must give reasonable notice that the request is being made pursuant to the act. Requesters must request identifiable records or classes of records that the City can reasonably locate even though they are not required to specifically state the exact record sought. For example, using inexact phrases such as “relating to” a topic (such as “all records relating to the property tax increase”) will need clarification from the requestor to determine what records fairly and directly address the topic.
- B. Any person wishing to inspect or request public records of the City shall make the request in writing on the City’s request form. A form is available for use by requestors at the office of the public records officer and on-line at <http://ci.chehalis.wa.us/forms/cityclerk>. Requests may be made in person, by mail, or fax to the designated records officer set forth in 1.14.070. Email requests must be addressed to the City Clerk, sent to [JSchave@ci.chehalis.wa.us](mailto:JSchave@ci.chehalis.wa.us), and must include the following information:
  - 1. Name of requester;
  - 2. Date of request;
  - 3. Phone, email, and/or address or other contact information of requester;
  - 4. Identification of the public records adequate for the public records officer or designee to locate the records (title and dates, if known);
  - 5. Location (department) of the requested records, if known;
  - 6. Whether the requester intends to inspect the records or obtain a photocopy of the records, at the cost set forth in Section 1.14.210 of this document; and
  - 7. Method by which the City should contact requester.
- C. City staff will request that a Public Records Request Form be completed. The Public Records Request Form is available at <http://ci.chehalis.wa.us/forms/cityclerk>. However, if the request is by telephone or the requester is in need of assistance, responding staff will confirm receipt of the information and the substance of the request in writing by entering the request information into the City’s tracking system on the requestor’s behalf.
- D. If the record(s) requested is not easily identified, may be kept by multiple departments, or the requester is unsure of where to file the request, the requester should direct the request to the City Clerk’s Office.
- E. Affected staff will be advised by records coordinators to retain possession of records covered by public records requests, including any records that may be scheduled for destruction. City staff may not destroy or otherwise delete covered records until the request is fulfilled.

- F. A requester is not typically required to state the purpose of the request. However, in instances where additional information is required by law or in an effort to clarify or prioritize a request and provide responsive records, the public records officer or designee may inquire about the nature or scope of the request.

**1.14.100 Processing public records requests.**

- A. The public records officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.
- B. Within five business days of receipt of the request (day one is the first working day after the request is received), the public records officer or designee will do one or more of the following:
  - 1. Make the records available for inspection or copying; or
  - 2. Identify an internet location where the record can be accessed. Requesters who cannot access the internet may be provided hard copies of the record; or
  - 3. If copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requester; or
  - 4. Provide a reasonable estimate of when records will be available; or
  - 5. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requester. Such clarification may be requested and provided by telephone. The public records officer or designee may revise the estimate of when records will be available; or
  - 6. Deny the request.
- C. If the City of Chehalis does not respond in writing within five business days of receipt of the request for disclosure, the requester should consider contacting the public records officer to determine the reason for the failure to respond.
- D. In the event that the requested records contain information that may affect rights of others and/or may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to those persons. Such notice should be given to make it possible for those receiving the notice to seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will typically include a copy of the request.
- E. Some records are exempt from disclosure, in whole or in part. If the City believes that a record or portion of a record is exempt from disclosure and should be withheld, the public records officer or designee will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld.

**1.14.110 Inspection of public records.**

- A. The City will provide a space for persons to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any

document. The requester shall indicate which documents he or she wishes the agency to copy.

- B. Parties wishing to inspect electronic records may be provided copies of the records on a CD or other storage device may be directed to an internet address where the records can be accessed, or may receive records by email. If a requester cannot access records in these ways, the City may provide hard copies or allow a requester to view copies on an agency computer.
- C. The requester must make arrangements to claim or review the assembled records within thirty days of notification that the records are available for inspection or copying.
- D. If the requester fails to claim or review the records within the thirty-day period or make other arrangements, the City may close the request and re-file the assembled records. In the event the requester submits a new request for the same or almost identical records, the process will begin anew.

#### **1.14.120 Providing copies of public records.**

After inspection is complete, the public records officer or designee shall make the requested copies or arrange for copying. The requester shall pay any applicable deposit prior to copies being made. Full payment for copies must be received prior to delivery of the requested copies.

#### **1.14.130 Providing records in installments.**

- A. When the request is for a large number of records or when a portion of responsive records is more readily available than others, the public records officer or designee may provide access for inspection and copying in installments if he or she reasonably determines that it would be practical to provide the records in that way.
- B. If, within thirty days, the requester fails to inspect the available installments, the public records officer may discontinue his/her search for the remaining records and close the request.

#### **1.14.140 Completion of response to inspect public records.**

When the search for requested records is complete and all requested records are provided for inspection, the public records officer or designee will indicate that the City has completed a reasonable search for the requested records and made any located, nonexempt records available for inspection.

#### **1.14.150 Closing withdrawn or abandoned requests.**

When the requester either withdraws the request or fails to fulfill his or her obligation to timely inspect the records or fails to pay the required amount due for requested copies, the public records officer will close the request and indicate to the requester that the City has closed the request.

#### **1.14.160 Later discovered documents.**

If, after the City has informed the requester that it has provided responsive records, the City becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requester of the additional documents and provide them as soon as possible. However, a public records request is not continuing in nature. If a requester desires additional records created or obtained by the City after the date of the original request, the requester must submit a new request.

#### **1.14.170 Completion of request.**

The City's response to a request shall be deemed completed upon the requester's inspection of the records or upon notification that copies of all the requested records are available for payment and delivery or pick up, or that no responsive records exist.

#### **1.14.180 No duty to create new records.**

The City is not obligated to create new records to satisfy a records request; however, the City may, at its discretion, create such new records to fulfill the request where the City deems that method of response more expedient.

#### **1.14.190 Process of public records request – Electronic records.**

- A. The process for requesting electronic records is the same as for requesting public records in hard copy.
- B. When a requester seeks records in an electronic format, the public records officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the agency and is generally commercially available, or in a format that is reasonably translatable from the format in which the agency keeps the record.
- C. The cost of providing electronic records is addressed in WAC 44-14-07003. It provides, in part,

“... As with charges for paper copies, "actual cost" is the primary factor in charging for electronic records. In many cases, the "actual cost" of providing an existing electronic record is de minimis. However, if the agency has a paper-only copy of a record and the requester requests an Adobe Acrobat PDF copy, the agency incurs an actual cost in scanning the record (if the agency has a scanner at its offices).

- D. With the consent of the requester, the City may provide customized access if the record is not reasonably translatable into the format requested. The City may charge a fee consistent with RCW 43.105.280, which states in part, “. . . Fees for staff time to respond to requests and other direct costs may be included in costs of providing customized access...”

- E. Electronic mail (e-mail) is an informational transfer system which uses computers for sending and receiving messages. Email messages are public records when they are prepared, owned, used, or retained by the City and relate to the conduct of government or performance of any governmental or proprietary function.

#### **1.14.200 Exemptions.**

- A. The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. Requesters should take note that there are many exemptions contained outside of the Public Records Act that may restrict the availability for inspection or release of some documents. Many such exemptions are listed in Section 1.14.230, Chapter A of this document. This list is for informational purposes only and failure to list an exemption shall not affect the efficacy of any exemption.
- B. The City is prohibited by statute from disclosing lists of individuals for commercial purposes.

#### **1.14.210 Costs of providing copies of public records.**

- A. Costs for paper copies: There is no fee for inspecting public records, and a requester may obtain standard black and white photocopies of up to fifty pages at no charge. Fifteen cents (\$.15) per page will be charged if the request exceeds fifty pages. For example, a request for fifty-one pages will cost \$7.65. If, at the City's discretion, materials need to be copied by an outside source either due to volume, current workload of City staff, or any other reason, the requester will be charged the actual amount invoiced to the City by the copying vendor.
- B. Fees may be charged above the basic fee schedule if a Department has determined specific charges for a particular record (e.g. police & fire reports, maps).
- C. Envelopes and/or packaging are charged at the actual costs of those supplies.
- D. Postage is charged at the actual postage costs of such postage.
- E. Costs for electronic copies: The cost of electronic copies shall be the actual cost of materials (such as a CD) and the cost to scan the records if scanning is necessary. There will be no charge for e-mailing electronic records to a requester, except where another cost applies. Ten cents (\$.10) per page will be charged for hard copy records that are scanned into electronic format if the request exceeds fifty pages to cover the cost of producing them in electronic format.
- F. In the event a request is estimated to exceed \$25, the City may require the requester to deposit an amount not to exceed 10% of the estimated cost prior to the duplication of record(s).
- G. Payment may be made by cash, check, or money order payable to the City of Chehalis.

**1.14.220 Review of denials of public records.**

- A. Any person who objects to the initial denial or partial denial of a records request may petition in writing to the public records officer for a review of that decision. The petition must include a copy of or shall reasonably identify the written statement by the public records officer or designee denying the request.
- B. The public records officer or designee will immediately consider the petition and either affirm or reverse the denial within two business days following the public records officer's receipt of the petition, or within such time as the City and the requester mutually agree.

**1.14.230 Appendices.**

**A. List of Exemptions**

**Under RCW Chapter 42.56:**

<b><u>RCW</u></b>	<b><u>Title</u></b>
<u>42.56.230</u>	Personal Information
<u>42.56.240</u>	Investigative, law enforcement, and crime victims
<u>42.56.250</u>	Employment and licensing
<u>42.56.260</u>	Real estate appraisals
<u>42.56.270</u>	Financial, commercial, and proprietary information
<u>42.56.280</u>	Preliminary drafts, notes, recommendations, intra-agency memorandums
<u>42.56.290</u>	Agency party to controversy
<u>42.56.300</u>	Archeological sites
<u>42.56.310</u>	Library records
<u>42.56.320</u>	Educational information
<u>42.56.330</u>	Public utilities and transportation
<u>42.56.340</u>	Timeshare, condominium, etc. owner lists.
<u>42.56.350</u>	Health professionals
<u>42.56.360</u>	Health care
<u>42.56.370</u>	Domestic Violence Program, rape crisis center clients
<u>42.56.380</u>	Agriculture and livestock
<u>42.56.390</u>	Emergency or transitional housing
<u>42.56.400</u>	Insurance and financial institutions
<u>42.56.410</u>	Employment security department records
<u>42.56.420</u>	Security
<u>42.56.430</u>	Fish and wildlife
<u>42.56.440</u>	Veterans' discharge papers--Exceptions
<u>42.56.450</u>	Check cashers and sellers licensing applications
<u>42.56.460</u>	Fireworks
<u>42.56.470</u>	Correctional industries workers

**Exemptions Outside the Public Records Act:**

<u>RCW 2.64.111</u>	Documents regarding discipline/retirement of judges
<u>RCW 2.64.113</u>	Confidentiality - violations

<u>RCW 4.24.550</u>	Information on sex offenders to public
<u>RCW 5.60.060</u>	Privileged communications
<u>RCW 5.60.070</u>	Court-ordered mediation records
<u>RCW 7.68.140</u>	Victims' compensation claims
<u>RCW 7.69A.030(4)</u>	Child victims and witnesses – protection of identity
<u>RCW 7.69A.050</u>	Rights of child victims and witnesses – addresses
<u>RCW 7.75.050</u>	Records of Dispute Resolution Centers
<u>RCW 9.51.050</u>	Disclosing transaction of grand jury
<u>RCW 9.51.060</u>	Disclosure of grand jury deposition
<u>RCW 9.02.100</u>	Reproductive privacy
<u>RCW 9A.82.170</u>	Financial institution records – wrongful disclosure
<u>RCW 10.27.090</u>	Grand jury testimony/evidence
<u>RCW 10.27.160</u>	Grand jury reports – release to public only by judicial order
<u>RCW 10.29.030</u>	Organized crime special inquiry judge
<u>RCW 10.29.090</u>	Records of special inquiry judge proceedings
<u>RCW 10.52.100</u>	Records identifying child victim of sexual assault
<u>RCW 10.77.210</u>	Records of persons committed for criminal insanity
<u>RCW 10.97.040</u>	Criminal history information released must include disposition
<u>RCW 10.97.050</u>	Conviction and criminal history information
<u>RCW 10.97.060</u>	Deletion of certain criminal history record information, conditions
<u>RCW 10.97.070</u>	Disclosure of identity of suspect to victim
<u>RCW 10.97.080</u>	Inspection of criminal record by subject
<u>RCW 13.32A.090</u>	Crisis residential centers notice to parent about child
<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records
<u>RCW 13.50.050</u>	Juvenile offenders
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses
<u>RCW 13.60.020</u>	Missing children information
<u>RCW 13.70.090</u>	Citizen juvenile review board – confidentiality
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys
<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary



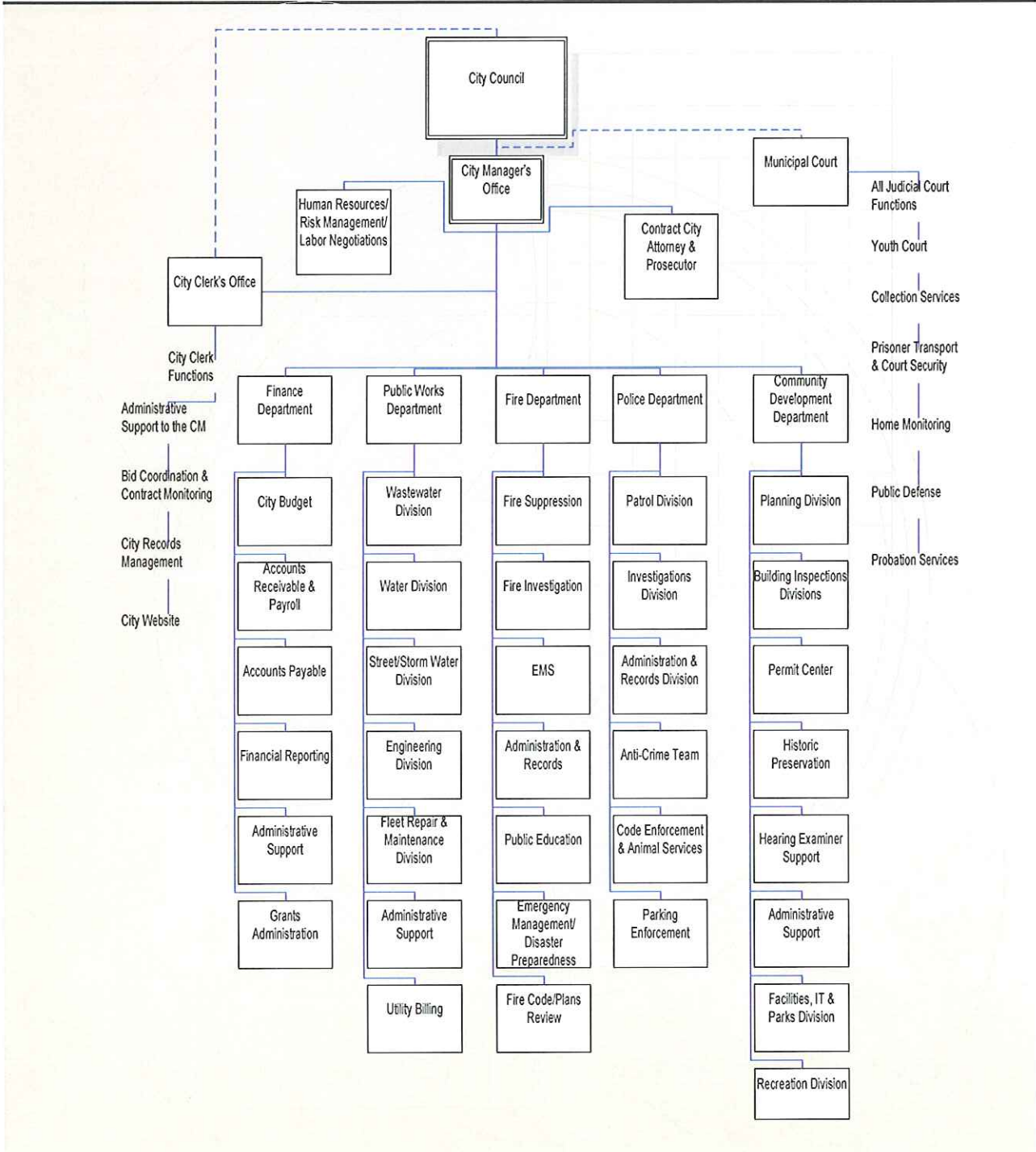
<u>RCW 26.33.345</u>	Release of name of court for adoption or relinquishment
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.020(19)</u>	Unfounded allegations of child abuse or neglect
<u>RCW 26.44.030</u>	Reports of child abuse/neglect
<u>RCW 26.44.125</u>	Right to review and amend abuse finding – confidentiality
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites
<u>RCW 29A.08.720</u>	Voter registration records – place of registration confidential
<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt
<u>Chapter 40.14 RCW</u>	Preservation and destruction of public records
<u>RCW 42.23.070(4)</u>	Municipal officer disclosure of confidential information prohibited
<u>RCW 42.41.030(7)</u>	Identity of local government whistleblower
<u>RCW 42.41.045</u>	Non-disclosure of protected information (whistleblower)
<u>RCW 46.52.080</u>	Traffic accident reports – confidentiality
<u>RCW 46.52.083</u>	Traffic accident reports – available to interested parties
<u>RCW 46.52.120</u>	Traffic crimes and infractions – confidential use by police and courts
<u>RCW 46.52.130(2)</u>	Abstract of driving record
<u>RCW 48.62.101</u>	Local government insurance transactions – access to information
<u>RCW 50.13.060</u>	Access to employment security records by local government agencies
<u>RCW 50.13.100</u>	Disclosure of non-identifiable information or with consent
<u>RCW 51.28.070</u>	Workers' compensation records
<u>RCW 51.36.060</u>	Physician information on injured workers
<u>RCW 60.70.040</u>	No duty to disclose record of common law lien
<u>RCW 68.50.105</u>	Autopsy reports
<u>RCW 68.50.320</u>	Dental identification records – available to law enforcement agencies
<u>Chapter 70.02 RCW</u>	Medical records – access and disclosure – entire chapter (HC providers)
<u>RCW 70.05.170</u>	Child mortality reviews by local health departments
	Public health agency information regarding sexually transmitted disease investigations - confidential
<u>RCW 70.24.022</u>	Transcripts and records of hearings regarding sexually transmitted diseases
<u>RCW 70.24.024</u>	HIV/STD records
<u>RCW 70.24.105</u>	Local health department TB records – confidential
<u>RCW 70.28.020</u>	Jail records and booking photos
<u>RCW 70.48.100</u>	Birth certificates – certain information confidential
<u>RCW 70.58.055</u>	Vital records, research confidentiality safeguards
<u>RCW 70.58.104</u>	Alcohol and drug abuse treatment programs
<u>RCW 70.96A.150</u>	Client records of domestic violence programs
<u>RCW 70.123.075</u>	Records of rape crisis centers in discovery
<u>RCW 70.125.065</u>	Information about mental health consumers
<u>RCW 71.05.390</u>	Applies to mental health records
<u>Ch. 70.02 RCW</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.425</u>	Information that can be released
<u>RCW 71.05.427</u>	Penalties for unauthorized release of information
<u>RCW 71.05.440</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.445</u>	Authorization requirements and access to court records
<u>RCW 71.05.620</u>	

<u>RCW 71.05.630</u>	Release of mental health treatment records
<u>RCW 71.05.640</u>	Access to treatment records
<u>RCW 71.24.035(5)(g)</u>	Mental health information system – state, county and regional support networks – confidentiality of client records
<u>RCW 71.34.340</u>	Mental health treatment of minors – records confidential
<u>RCW 71.34.335</u>	Court records for minors related to mental health treatment
<u>RCW 71.34.345</u>	Release of mental health services information
<u>RCW 71A.14.070</u>	Records regarding developmental disability – confidentiality
<u>RCW 72.09.345</u>	Notice to public about sex offenders
<u>RCW 72.09.585(3)</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 74.04.060</u>	Applicants and recipients of public assistance
<u>RCW 74.04.520</u>	Food stamp program confidentiality
<u>RCW 74.09.900</u>	Medical assistance
<u>RCW 74.13.121</u>	Financial information of adoptive parents
<u>RCW 74.13.280</u>	Children in out-of-home placements - confidentiality
<u>RCW 74.20.280</u>	Child support enforcement – local agency cooperation, information
<u>RCW 74.34.095</u>	Abuse of vulnerable adults - confidentiality of investigations and reports
<u>RCW 82.32.330</u>	Disclosure of tax information
<u>RCW 84.36.389</u>	Confidential income data in property tax records held by assessor
<u>RCW 84.40.020</u>	Confidential income data supplied to assessor regarding real property

**Selected Federal Confidentiality Statutes and Rules:**

<u>20 USC § 1232g</u>	Family Education Rights and Privacy Act
<u>42 USC 290dd-2</u>	Confidentiality of Substance Abuse Records
<u>42 USC 405(c)(2)(vii)(I)</u>	Limits on Use and Disclosure of Social Security Numbers
<u>42 USC 654(26)</u>	State Plans for Child Support
<u>42 USC 671(a)(8)</u>	State Plans for Foster Care and Adoption Assistance
<u>42 USC 1396a(7)</u>	State Plans for Medical Assistance
<u>7 CFR 272.1(c)</u>	Food Stamp Applicants and Recipients
<u>34 CFR 361.38</u>	State Vocational Rehabilitation Services Programs
<u>42 CFR Part 2 (2.1 - 2.67)</u>	Confidentiality of Alcohol and Drug Abuse Patient Records
<u>42 CFR 431.300 - 307</u>	Safeguarding Information on Applicants and Recipients of Medical Assistance
<u>42 CFR 483.420</u>	Client Protections for Intermediate Care Facilities for the Mentally Retarded
<u>42 CFR 5106a(b)(2)(A)</u>	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
<u>45 CFR 160-164</u>	HIPAA Privacy Rule

**B. Organizational Chart:**



**Section 2. Publication.** A summary of this ordinance shall be published as required by law.

**Section 3. Severability.** If any one or more sections, subsections, or sentences of this ordinance are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

**Section 4. Effective Date.** This ordinance shall be in full force and effective five days after publication as required by law.

**PASSED** by the City Council of the City of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting there of this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to Form:

\_\_\_\_\_  
City Attorney

(outside)

# City of Chehalis Washington

## Public Records Disclosure



Where Heart and History  
Shape Our Future

City Clerk's Office  
350 N Market Blvd. Rim 101  
Chehalis, WA 98532  
360-345-3225

### Basic Fee Schedule

There is no fee for inspecting records.

50 pages or less	No Charge *
51 or more pages	\$-.15 per page* (Charge includes first 50 pgs)
Actual Charge	If materials need to be copied by an outside source, the requestor pays the actual amount invoiced to the City by the Vendor.

Mailing envelopes or packaging	Actual cost of supplies
Postage	Actual postage costs

**Deposits** In the event a records request is estimated to exceed \$25, the City, at its discretion, may require the requestor to deposit an amount not to exceed 10% of the estimated cost prior to the duplication of the record(s).

\* **NOTE:** Fees may be charged above the basic fee schedule if a Department has determined specific charges for a particular record, (i.e. police & fire reports, maps).

### NOTE

This pamphlet is a guide; it is not a legal document. The State of Washington's basic law regarding public records is in the Public Records Act, Chapter 42.56 RCW. Refer to the act itself for more detailed information.

Many records are available on the City's website at [www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us). Requesters are encouraged to view the documents available on the website prior to submitting a records request.

Public records are generally available for inspection and copying during normal business hours of Monday through Friday, 8 a.m. to 5 p.m. excluding legal holidays. Records must be inspected at an office of the City of Chehalis.

The City of Chehalis is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.

### Public Records Disclosure FREQUENTLY ASKED QUESTIONS

**Q. How are the five business days calculated when responding?**  
A. RCW 42.56-520 provides that a response to a request for public records must be made within five business days. The question is whether the day the request is received counts as one of the five days. The day the request is received does not count as one of the five days. As support for that conclusion, RCW 1.12.040 provides: "The time within which an act is to be done shall be computed by excluding the first day, and including the last, unless the last day is a holiday, Saturday, or Sunday, and then it is also excluded." The general statute appears to be of application throughout the state statutes.

**Q. What public records are exempt from disclosure?**  
A. In general, public records that are exempt from public disclosure are those in the categories listed in RCW 42.56.230-280. Reference must be made to this statute to determine on a case-by-case basis whether a particular record is exempt. When a city denies a request for disclosure of a public record, it must identify the specific statutory exemption upon which the denial is based and provide a brief explanation of how that exemption applies. It should be kept in mind, however, that certain statutes outside of the public records law also prohibit disclosure of particular records.

**Q. Are cities required to create a document when responding to a specific request for public disclosure?**  
A. No. Although there is no Washington case that has decided whether a duty to create an otherwise non-existent document exists under RCW 42.56, there is federal law on this issue. Under the Freedom of Information Act, an agency is not required to create a record which is otherwise non-existent.

**Q. Must records of a city be copied for free for non-profit organizations?**  
A. No. The public records law allows a city to recover a reasonable charge for providing copies of public records to any person. This applies to non-profit corporations as well as private citizens or businesses. The charge may not exceed the amount necessary to reimburse the agency for its actual costs and may not include staff time needed to retrieve the documents.

# Public Records Disclosure

## Which records are public?

A public record is any state or local record relating to the conduct of government or the performance of a governmental function, and which is prepared or retained by any state or local agency. The record may be in a variety of forms, such as: writing, recording, picture, electronic disk, magnetic tape, etc.

All records maintained by the City of Chehalis are available for public inspection unless specifically exempted by law. You are entitled to access public records, under reasonable conditions, and copies of those records upon paying the costs of making the copy.

In most cases, you do not have to explain why you want the records. However, specific information may be necessary to process your request. We may require information necessary to establish if disclosure would violate certain provisions of law.

While, in general, the City of Chehalis provides access to existing public records in its possession, the City is not required to collect information or organize data to create a record not existing at the time of the request. The more precisely you can identify the record you seek, the more responsive we can be.

## How do I submit a public records request?

We need it in writing. Our Public Records Request Form is on our website at [www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us), or request one by contacting the City Clerk's office at 360-345-3225. The following designated city employees may receive public record requests directly for the specific records identified.

1. The records clerk of the police department, if the request is to inspect and/or copy a police or incident report.
2. The records clerk of the fire department, if the request is to inspect and/or copy a fire or incident report.
3. The records clerk of the Chehalis municipal court if the request is to inspect and/or copy documents within the control of the court.
4. The utility billing clerk of the public works department, if the request is to inspect and/or copy documents relating to utility billing.

5. The Community Development office if the request is to inspect records pertaining to building plans and such.

Please mail, fax, email or bring all other requests to the City Clerk's Office at City Hall. Requests submitted by email will only be accepted if sent to the City Clerk at [JSchave@ci.chehalis.wa.us](mailto:JSchave@ci.chehalis.wa.us). You may also request in an alternate written format that contains the following information:



- ◆ Date of request
- ◆ Name
- ◆ Full address
- ◆ Telephone number
- ◆ E-mail address

- ◆ Complete description of requested record(s)
- ◆ Title and date of the requested record(s) if known
- ◆ Indicate if you intend to inspect the records and/or obtain a copy of the record(s)
- ◆ How to contact you when the documents are ready for review or copies are available for pickup
- ◆ If requesting any lists of individuals you will need to certify that the list will not be used in connection with a commercial business or profit-oriented venture per RCW 42.56.070(9)

## How will the City respond to my request?

Per RCW 42.56.520, the City will respond to a request for public records within five business days of receipt.

The city will respond by either:

- ◆ Providing the record(s), or the disclosable portion(s) of the record(s), for inspection and/or copying of the record after payment of any applicable fees.
- ◆ Acknowledging receipt of the request and providing a reasonable estimate of the time necessary to respond based on the need to:
  - Request clarification of an unclear request
  - Locate and assemble the information requested
  - Notify persons or agencies affected by the request

- Determine whether any of the information is exempt from disclosure

- Request a deposit before duplication of records
- Denying the request, if a request is denied, a written statement is required of the specific exemption authorizing the withholding of the record (or part) and a brief explanation of how the exemption applies to the record withheld.



## Review of denials of public records

**Requesting a review of denials of public records.** RCW 42.56.520 allows for review of denials of public records. Any person who objects to the initial denial or partial denial of a records request may petition in writing to the City Clerk's Office for a review of that decision. The petition shall include a copy of, or reasonably identify, the written statement denying the request.

## Consideration of petition for review.

The public records officer or his/her designee will immediately consider the petition and either affirm or reverse the Office within two business days following the City Clerk's Office receipt of the petition, or within such other time as the City Clerk's Office and the requestor mutually agree to.

CITY OF CHEHALIS  
City Clerk's Office  
350 N Market Blvd. Rm. 101  
Chehalis WA 98532

Phone: 360-345-3225  
Fax: 360-748-0651  
[www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us)

(Inside)

**CITY OF CHEHALIS  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Eva Lindgren, Finance Manager  
**DATE:** June 9, 2011  
**SUBJECT:** Budget Amendment Ordinance 875-B

**ISSUE**

Ordinance 875-B amending the 2011 budget is hereby submitted to reflect the changes in estimates and the actual activity of the city. It is required in order to ensure compliance appropriation requirements.

**DISCUSSION**

The attached spreadsheet provides detailed information on a line-by-line basis, as well as summary information.

This budget amendment incorporates the Three-Year Financial and Organizational Strategy (TYFOS). The resulting amendments are listed in sections titled "Strategies." Note however, that the following items identified in the TYFOS have been excluded pending receipt or the resolution of logistical issues:

- \$20,000 Pool Grant
- \$4,000 Recreation League Donation
- \$28,000 LTAC Funding for Recreation
- \$31,000 FEMA Home Elevation Grant

Even with these items excluded, the General Fund's estimated ending fund balance will increase by \$217,006. If all of these items are subsequently incorporated, all else remains the same, the General Fund's estimated ending fund balance will increase by \$300,006.

The administration has drafted Ordinance No. 875-B that will result in city-wide net increases to both revenues and appropriations to the 2011 budget for all the items listed above and attached. The net increases total \$266,741 and \$152,788 for revenues and transfers in; and expenditures and transfers out, respectively. The ordinance is presented for passage on the first of two required readings.

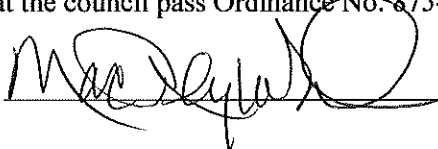
**RECOMMENDATION/COUNCIL ACTION DESIRED**

The Administration recommends that the council pass Ordinance No. 875-B on first reading.

**SUGGESTED MOTION**

I move that the council pass Ordinance No. 875-B on first reading.

Reviewed



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





**ORDINANCE NO. 875-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE ANNUAL BUDGET OF THE CITY FOR THE CALENDAR YEAR 2011, BY INCREASING APPROPRIATIONS OF THE GENERAL FUND IN THE SUM OF SIX THOUSAND THREE HUNDRED AND FIFTY-SEVEN DOLLARS (\$6,357); THE ARTERIAL STREET FUND IN THE SUM OF FORTY THOUSAND EIGHT HUNDRED AND THIRTY DOLLARS (\$42,830); THE TOURISM FUND IN THE SUM OF FIVE THOUSAND DOLLARS (\$5,000); PUBLIC FACILITY RESERVE FUND IN THE SUM OF TWENTY-FOUR THOUSAND DOLLARS (\$24,000); AND THE FIRST QUARTER REET FUND IN THE SUM OF EIGHTY THOUSAND DOLLARS (\$80,000); AND DIRECTING THE FINANCE MANAGER TO EFFECT THE BUDGET AMENDMENTS HEREIN PROVIDED.**

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

**Section 1.** The annual budget of the city for the calendar year 2011 shall be, and the same hereby is, amended so as to increase the General Fund's revenues by \$199,363; increase transfers in by \$24,000 and increase expenditures by \$6,357. The annual budget of the city for the calendar year 2011 shall be, and hereby is amended to increase appropriations of the General Fund in the sum of six thousand three hundred and fifty-seven dollars (\$6,357).

**Section 2.** The annual budget of the city for the calendar year 2011 shall be, and the same hereby is, amended so as to increase the Arterial Street Fund's estimated beginning fund balance to \$56,203; increase revenues by \$20,084 and increase expenditures by \$42,830. The annual budget of the city for the calendar year 2011 shall be, and hereby is amended to increase appropriations of the Arterial Street Fund in the sum of forty thousand eight hundred and thirty dollars (\$42,830).

**Section 3.** The annual budget of the city for the calendar year 2011 shall be, and the same hereby is, amended so as to increase the Tourism Fund's expenditures by \$5,000. The annual budget of the city for the calendar year 2011 shall be, and hereby is amended to increase appropriations of the Tourism Fund in the sum of five thousand dollars (\$5,000).

**Section 4.** The annual budget of the city for the calendar year 2011 shall be, and the same hereby is, amended so as to increase the Public Facility Reserve Fund's revenues by \$23,294; and increase transfers out by \$24,000. The annual budget of the city for the calendar year 2011 shall be, and hereby is amended to increase appropriations of the Public Facility Reserve Fund in the sum of twenty-four thousand dollars (\$24,000).

**Section 5.** The annual budget of the city for the calendar year 2011 shall be, and the same hereby is, amended so as to increase the First Quarter REET Fund's expenditures by \$80,000. The annual budget of the city for the calendar year 2011 shall be, and hereby is amended to increase appropriations of the First Quarter REET Fund in the sum of eighty thousand dollars (\$80,000).

**Section 6.** Attached hereto and identified as Exhibit A, in summary form, are the total of estimated revenues, transfers in, expenditures and transfers out for each separate fund and the aggregate totals for all such funds combined for the city for 2011 for the amended 2011 budget as well as the budget as amended by Ordinance No. 875-B. The Exhibit A, as amended, shows a total estimated ending fund balance of \$7,238,506.

**PASSED** by the city council of the City of Chehalis, Washington, and **APPROVED** on its first reading by its mayor, at a regularly scheduled open public meeting thereof this 13th day of June, 2011.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form and content:

\_\_\_\_\_  
City Attorney

**CITY OF CHEHALIS ADOPTED BUDGET**

**2011 Budget Summary  
All Funds**

<b>FUND NAME</b>	<b>Est. Beg. Fund Balance</b>	<b>Revenue</b>	<b>Operating Transfers In</b>	<b>Expenditures</b>	<b>Operating Transfers Out</b>	<b>Est. End. Fund Balance</b>
General Fund	583,736	8,518,630	0	8,686,368	0	415,998
Arterial Street Fund	35,969	154,050	0	187,264	0	2,755
Tourism Fund	86,502	153,000	0	160,900	0	78,602
Compensated Absence Fund	57,268	150	0	55,810	0	1,608
Community Dev. Block Grant Fund	178	0	0	0	0	178
HUD Block Grant Fund	313,193	1,500	0	2,500	0	312,193
Gambling Enforcement	445,428	0	0	165,000	0	280,428
Public Facilities Reserve Fund	46,867	150	0	0	0	47,017
Automotive/Equip. Res. Fund	33,627	100	0	0	0	33,727
1st Quarter REET Fund	149,259	38,550	0	0	0	187,809
2nd Quarter REET Fund	55,796	38,250	0	0	0	94,046
Wastewater Fund	2,442,140	3,961,483	0	4,420,098	0	1,983,525
Water Fund	1,956,382	3,149,533	0	2,282,898	0	2,823,017
Storm & Surface Water Fund	307,535	412,000	0	358,747	0	360,788
Garbage Fund	16,485	5,740	0	12,892	0	9,333
Firemen's Pension Fund	297,688	13,750	0	135,000	0	176,438
City Agency Fund	302,256	0	0	0	0	302,256
<b>TOTALS</b>	<b>7,130,309</b>	<b>16,446,886</b>	<b>0</b>	<b>16,467,477</b>	<b>0</b>	<b>7,109,718</b>

**CITY OF CHEHALIS AMENDED 2011 BUDGET**

**2011 Budget Summary - Revised with Ordinance 875-B  
All Funds**

<b>FUND NAME</b>	<b>Est. Beg. Fund Balance</b>	<b>Revenue</b>	<b>Operating Transfers In</b>	<b>Expenditures</b>	<b>Operating Transfers Out</b>	<b>Est. End. Fund Balance</b>	<b>Test Variances</b>				
							<b>Change in Revenues</b>	<b>Change in Transfers In</b>	<b>Change in Expenditures</b>	<b>Change in Transfers Ou</b>	<b>Change in Ending FB</b>
General Fund	583,736	8,717,993	24,000	8,692,725	0	633,004	199,363	24,000	6,357	0	217,006
Arterial Street Fund	56,203	174,134	0	230,094	0	243	20,084	0	42,830	0	(2,512)
Tourism Fund	86,502	153,000	0	165,900	0	73,602	0	0	5,000	0	(5,000)
Compensated Absence Fund	57,268	150	0	55,810	0	1,608	0	0	0	0	0
Community Dev. Block Grant Fund	178	0	0	0	0	178	0	0	0	0	0
HUD Block Grant Fund	313,193	1,500	0	2,500	0	312,193	0	0	0	0	0
Gambling Enforcement	445,428	0	0	165,000	0	280,428	0	0	0	0	0
Public Facilities Reserve Fund	46,867	23,444	0	0	24,000	46,311	23,294	0	0	24,000	(706)
Automotive/Equip. Res. Fund	33,627	100	0	0	0	33,727	0	0	0	0	0
1st Quarter REET Fund	149,259	38,550	0	80,000	0	107,809	0	0	80,000	0	(80,000)
2nd Quarter REET Fund	55,796	38,250	0	0	0	94,046	0	0	0	0	0
Wastewater Fund	2,442,140	3,961,483	0	4,420,098	0	1,983,525	0	0	0	0	0
Water Fund	1,956,382	3,149,533	0	2,282,898	0	2,823,017	0	0	0	0	0
Storm & Surface Water Fund	307,535	412,000	0	358,747	0	360,788	0	0	0	0	0
Garbage Fund	16,485	5,740	0	12,892	0	9,333	0	0	0	0	0
Firemen's Pension Fund	297,688	13,750	0	135,000	0	176,438	0	0	0	0	0
City Agency Fund	302,256	0	0	0	0	302,256	0	0	0	0	0
<b>TOTALS</b>	<b>7,150,543</b>	<b>16,689,627</b>	<b>24,000</b>	<b>16,601,664</b>	<b>24,000</b>	<b>7,238,506</b>	<b>242,741</b>	<b>24,000</b>	<b>134,187</b>	<b>24,000</b>	<b>128,788</b>



City of Chehalis  
 2011 Budget Amendment No. 1 - Ordinance 875-B  
 6/9/11

Fund No. and Name	Acct. Name	Reason for Amendment	Incrr/(Decr) Rev.	Incrr/(Decr) Exp.	Net Increase/(Decrease) to Fund Balance
<b>Fund 001 - General Fund</b>					
<b>(1) 001.397.000.31</b>	<b>Transfer in frm PF Res.</b>	<b>Council Chamber Audio/Video</b>	<b>9,000</b>		
001.B1.594.11.64.00	Equipment	CC: Council Chamber Audio/Video		6,030	
001.C1.594.12.64.00	Equipment	Court: Council Chamber Audio/Video		2,970	
001.331.097.04	Dept. of Homeland Sec./FEM FD Equipment Grant		17,977		
001.I1.594.022.64	Equipment	FD: Equipment		18,987	
001.333.020.60	WA Traffic Safety Comm	DUI and speed patrols	371		
001.336.006.20	Criminal Justice - High Crime New Revenue Stream		36,000		
001.338.058.00	Planning & CD Services	Not budgeted	2,000		
001.355.080.00	Other Criminal Traffic	Increased Revenues	24,000		
001.356.090.00	Non-Traffic Misdemeanor	Increased Revenues	15,000		
001.H1.523.060.51.00	Intergovt! Prof. Services	PD: Prisoner bed days exceed cont.		10,000	
001.H1.528.060.51.00	Intergovt! Prof. Services	PD: Sector Interface		3,500	
001.357.033.00	Public Defense Costs	High volume	7,000		
001.C1.512.081.41.00	Indigent Defense	Court: High volume		7,000	
001.367.011.79	Donations-Other Culture/Rec	Scholarships for Recreation	1,000		
001.347.030.00	Activity Fees	Lost Revenues due to Scholarships	(1,000)		
001.367.011.76	Donations - Parks & Facilities	Cascade Country Cook-Off	1,829		
001.367.012.00	Donations-Planning & Dev.	FEMA mapping (private donations)	46,000		
001.G1.590.19.41.00	Professional Services	Non-Dept: FEMA mapping		46,000	
001.I1.522.020.21.00	Benefits	FD: Medical Insurance		22,000	
001.XX.XXX.XXX.21.00	Benefits	Various: Med. Ins.: non-uniform		30,000	
001.G1.590.19.41.00	Professional Services	Non-dept: FEMA Mapping		5,000	
001.XX.XXX.XXX.21.07	Benefits - Unemployment	Various: Laid off employees		104,507	
001.XX.XXX.XXX.32.00	Fuel	Various: Est. 30% cost increase		26,530	
001.53.576.080.12.00	Overtime	CD: To cover weekend work		8,075	
001.53.576.080.21.00	Benefits	CD: To cover weekend work		1,425	
001.53.576.080.11.05	Salary and Wages-Temp	CD: To cover nec. summer duties		23,361	
001.53.576.080.21.05	Benefits-Temp	CD: To cover nec. summer duties		1,869	
001.H1.521.023.49.00	Miscellaneous	PD: UNET investigative imprest funds		2,700	
001.H1.521.022.35.00	Small Tools & Equip.	PD: 2 breathalyzers (SA funds)		2,600	
001.G1.590.19.35.00	Small Tools & Equip.	Non-Dept: CH UPS Battery Repl.		459	
001.H1.521.022.11.00	Salary and Wages	PD: Officer on military leave		(46,900)	
001.H1.521.022.21.00	Benefits	PD: Officer on military leave		(23,100)	
001.G1.592.192.83.00	Interest - External	Non-Dept: Delay Issuance of Debt		(50,000)	
001.XX.XXX.XXX.46.00	Insurance	Various: Insurance premium savings		(24,634)	
001.K1.542.030.11.05	Salary and Wages-Temp	Street: Charge costs to Arterial St.		(37,085)	
001.K1.542.030.21.05	Benefits-Temp	Street: Charge costs to Arterial St.		(5,745)	
001.E1.514.023.41.00	Professional Services	Finance: Capital Inventory final prmt		3,400	

**Strategies:**

001.53.524.020.11.00 Salary and Wages CD: Do Not Fill Bldg. Inspector Pos. (41,835)

City of Chehalis  
 2011 Budget Amendment No. 1 - Ordinance 875-B  
 6/9/11

Fund No. and Name	Acct. Name	Reason for Amendment	Incr/(Decr) Rev.	Incr/(Decr) Exp.	Net Increase/(Decrease) to Fund Balance
001.53.524.020.21.00	Benefits	CD: Do Not Fill Bldg. Inspector Pos.		(20,562)	
001.53.524.020.11.05	Salary and Wages-Temp	CD: Do Not Fill Bldg. Inspector Pos.		10,553	
001.53.524.020.21.05	Benefits-Temp	CD: Do Not Fill Bldg. Inspector Pos.		844	
001.53.576.010.11.00	Salary and Wages	CD: Do Not Fill Pty. Mgr. Position		(10,189)	
001.53.576.010.21.00	Benefits	CD: Do Not Fill Pty. Mgr. Position		(5,673)	
001.53.576.080.11.00	Salary and Wages	CD: Charge facilities maint to REET		(52,800)	
001.53.576.080.21.00	Benefits	CD: Charge facilities maint to REET		(27,200)	
001.367.011.76	Donations for Facilities	Chehalis Foundation	24,270		
001.53.576.080.48.00	Repairs & Maintenance	CD: Chehalis Foundation Projects		14,270	
<b>(2) 001.397.000.31</b>	<b>Transfer In frm PF Res.</b>	<b>Sale of Real Property</b>	<b>15,000</b>		
001.333.197.03	08 Snow FEMA Disaster	1825-DR-WA grant close out	100		
001.333.A97.03	Pre-07 FEMA Disasters	1682-DR-WA grant close out	378		
001.333.A97.03	Pre-07 FEMA Disasters	1671-DR-WA grant close out	21,063		
001.334.001.81	Military Dept- Pre-07 grts	1671-DR-WA grant close out	3,375		
			223,363	6,357	217,006 General Fund 001
			(24,000)		
Less Transfers			199,363	6,357	
Net Revenues/Expenditures					
<b>Fund 102 - Arterial Street Fund</b>					
102.333.020.20	DOT/Federal Hwy Admin.	National Ave grant close out	20,084		
001.03.542.G30.11.05	Salary and Wages-Temp	Costs originally budgeted in GF		37,085	
001.03.542.G30.21.05	Benefits-Temp	Costs originally budgeted in GF		5,745	
			20,084	42,830	(22,746) Arterial Fund 102
				0	
Less Transfers					
Net Revenues/Expenditures			20,084	42,830	
<b>Fund 107 - Tourism Fund</b>					
107.05.557.030.41.19	Pope's Kid's Place Svcs.	Tourism Board & Council Approval	0	5,000	(5,000) Tourism Fund 107
<b>Fund 301 - Public Facilities Reserve Fund</b>					
301.395.010.01	Sale of Surplus Property	Surplus equipment was sold	8,294		
<b>(1) 301.44.597.000.01</b>	<b>Transfer Out to GF</b>	<b>Council Chamber Audio/Video</b>		<b>9,000</b>	
<b>Strategies:</b>					
301.395.010.01	Sale of Surplus Property	Surplus real estate	15,000		
<b>(2) 301.44.597.000.01</b>	<b>Transfer Out to GF</b>	<b>Support General Fund Operations</b>		<b>15,000</b>	
			23,294	24,000	(706) Public Fac Fund 301
			0	(24,000)	
Less Transfers					
Net Revenues/Expenditures			23,294	0	

Fund No. and Name	Acct. Name	Reason for Amendment	Incr/(Decr) Rev.	Incr/(Decr) Exp.	Net Increase/(Decrease) to Fund Balance
<b>Fund 305 - First Quarter Percent REET Fund</b>					
<i>Strategies:</i>					
001.53.576.080.11.00	Salary and Wages	Fac. Maint. Cost previously in GF	0	52,800	
001.53.576.080.21.00	Benefits	Fac. Maint. Cost previously in GF	0	27,200	
		Less Transfers		0	
		Net Revenues/Expenditures	0	80,000	
			<b>266,741</b>	<b>158,187</b>	<b>(80,000) 1st Qtr REET Fund</b>
			<b>108,554</b>	<b>108,554</b>	<b>City-wide</b>