

# PLEASE NOTE SPECIAL MEETING TIME

## CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BOULEVARD, CHEHALIS, WA 98532

Anthony E. Ketchum Sr., District 3  
Mayor

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

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

June 27, 2011

5:45 p.m.

### EXECUTIVE SESSION

- | ITEM  | ADMINISTRATION RECOMMENDATION | PAGE |
|---|-------------------------------|------|
| 1. <u>Executive Session Pursuant to RCW 42.30.140(4)(a) – Collective Bargaining.</u><br>(City Manager, Human Resources Administrator) | ---                           |      |

### Regular Meeting of June 27, 2011

6:00 p.m.

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

### CITIZENS BUSINESS

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

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
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<b>CONSENT CALENDAR</b>		
4. <u>Minutes of the Regular Meeting of June 13, 2011.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	4
6. <u>Authorize City Manager to Execute Interlocal Agreement between the City and the Chehalis-Centralia Airport for the Airport to Construct Wayfinding Pedestrian Kiosks.</u> (City Manager)	APPROVE	5

<b>ADMINISTRATION AND CITY COUNCIL REPORTS</b>		
7. <u>Administration Reports.</u>		
a. May financial report. (Finance Manager)	INFORMATION ONLY	12
b. Report on the city's outstanding debt. (Finance Manager)	INFORMATION ONLY	17
8. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

<b>UNFINISHED BUSINESS</b>		
9. <u>Ordinance No. 874-B, Second and Final 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, Second and Final Reading – Amending the 2011 Budget.</u> (Finance Manager)	PASS	40

<b>NEW BUSINESS</b>		
11. <u>Confirm City Manager's Appointment of Municipal Court Judge to Fill Unexpired Four-Year Term Ending December 31, 2013.</u> (City Manager)	CONFIRM APPOINTMENT OF DALE MGBETH TO FILL UNEXPIRED FOUR-YEAR TERM ENDING DECEMBER 31, 2013	50
12. <u>Swearing-in of New Chehalis Municipal Court Judge.</u> (City Attorney)	---	
13. <u>Lodging Tax Advisory Committee (LTAC) Membership.</u> (Councilor Harris, City Manager)	APPOINT DEBBIE KNAPP FROM THE LEWIS COUNTY HISTORICAL MUSEUM AND TODD CHAPUT FROM HOLIDAY INN TO THE LTAC	51

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

**NEXT REGULAR CITY COUNCIL MEETING - MONDAY, JULY 11, 2011**

June 13, 2011

The Chehalis city council met in regular session on Monday, June 13, 2011, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 6:00 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; Brian Kelly, Assistant City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Bob Nacht, Community Development Director; Eva Lindgren, Finance Manager; Peggy Hammer, Human Resources Director; Herta Fairbanks, Public Works Director; and Patrick Wiltzius, Wastewater Superintendent. Members of the news media included Lee Hughes from *The Chronicle* and Bruce Hunting from KITI.

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

- a. Minutes of the regular meeting of May 23, 2011, and the special work session of May 31, 2011; and
- b. Claim Vouchers No. 42011 and 100103-100217 in the amount of \$107,865.44 dated May 31, 2011, and Payroll Vouchers No. 34699-34772, 2306-2374, and Electronic Federal Tax Payment No. 99 in the amount of \$652,987.16 dated May 31, 2011.

The motion was seconded by Councilor Spahr and carried unanimously.

2. **Council Reports.**

a. **Update from Councilor Dawes.** Councilor Dawes stated he had the honor to welcome the Inasa delegation to Chehalis on June 2, while the Mayor was out of town. He noted he also went to a couple of ribbon cutting ceremonies, one at the Lewis County Historical Museum for the Chehalis Business Association, and one at the Chehalis Park Place Inn.

b. **Update from Councilor Spahr.** Councilor Spahr reported he attended the Lewis County Economic Development Council Board meeting, noting he brought copies of the minutes so the council could see what was going on with that group. He also provided an article that Bill Lotto passed out at the meeting that talked about the Fredrickson Industrial Park in Tacoma, and how that was filling up. Councilor Spahr stated the article also talked about where to go next for industrial development, noting both Thurston County and Lewis County were both mentioned; Thurston County in the negative because it was not very friendly to industrial based companies, and Lewis County very positively. Councilor Spahr suggested, while we've all been waiting for this influx of industry to come from Seattle and Portland, maybe somebody other than ourselves can see that it's going to happen now.

c. **Update from Councilor Pope.** Councilor Pope reported last week he represented the city in presenting an honorary plaque to Mrs. Mudge, for her years of teaching our young people the string violin. He felt Mrs. Mudge had the passion for the profession, adding it was a great gift that she has given to the community.

d. **Update from Mayor Ketchum.** Mayor Ketchum reported last Wednesday he attended a dinner event put on by Gail Shaw for Congresswoman Jaime Herrera Beutler, adding it was very nice.

e. **Gifts from Inasa Delegation.** Mayor Ketchum presented the gifts from the Inasa Delegation, noting each of the councilors received a piano pin from a really nice orchestra/instrumental museum in Hamamatsu, a towel, and a pen. He noted the city also received a gold coin and a tapestry, noting like most things from Japan, it had sentimental value and reasoning. Mayor Ketchum presented a collage of photos given to the city that were taken during their 2010 20<sup>th</sup> anniversary visit to Inasa.

3. **Resolution No. 9-2011, First and Final Reading – Adopting the 2012-2017 Six-Year Transportation Program (STIP).** Herta Fairbanks reported the information had been presented to the council on two prior occasions and this was simply the final reading of the resolution to adopt the STIP. She noted none of the information presented to the council previously had changed.

Councilor Dawes inquired about the connection of Louisiana Avenue to Airport Road, noting it was not on the STIP. He stated he wanted to make sure that it wouldn't put a kibosh on that project for not being listed. Ms. Fairbanks stated it would not. She reminded the council that the STIP could be adjusted at any time. Ms. Fairbanks noted at such time the funding

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becomes available through the work being done by the Washington State Department of Transportation, they would go in and amend the STIP and bring it back before the council for approval. Councilor Dawes noted, as tight as the transportation dollars are, and as active as everyone was seeking them, he didn't want that kind of technicality to cause the city to lose it.

Councilor Pope inquired about the Snively Avenue Improvement project, adding it was his understanding that the street was going to be improved to include sidewalks to make it safer for kids to walk to and from school. He asked if there had been any consideration to doing the project on Gails Avenue rather than Snively Avenue, noting it was a wider roadway and they wouldn't have the issue of parking that they do with Snively Avenue. Councilor Pope suggested it might be cheaper to go down 16<sup>th</sup> Street to Gails Avenue, across to 18<sup>th</sup> Street and then down Fair Street to the back of the Middle School. Ms. Fairbanks noted she couldn't speak to what discussion occurred on that issue already, but she would definitely bring it to the attention of the street superintendent.

Mayor Ketchum thought the biggest reason they were looking at Snively Avenue was because it was a school bus route and they felt there might be a better chance of receiving grant funding; however, looking at the other might be a good idea. Councilor Pope noted they had some grant funding out right now for 'safe walks to school.'

Councilor Spahr moved to adopt Resolution No. 9-2011 on first and final reading.

The motion was seconded by Councilor Taylor and carried unanimously.

**4. Resolution No. 10-2011, First and Final Reading – Authorizing Sole Source Purchase of Equipment.** Ms. Fairbanks reported they were looking to replace the 1980 boom truck, noting the cost of maintenance on the vehicle was exceeding its worthiness to the city. She noted Patrick Wiltzius located a new (used) boom truck in Spokane, Washington, and had a number of diagnostic tests done on it to ensure it something the city would be willing to purchase. Ms. Fairbanks reported, as part of the purchase price, the seller would deliver the vehicle to Chehalis, assuming we go forward with the purchase.

Councilor Spahr moved to adopt Resolution No. 10-2011 authorizing a sole source purchase of a boom truck for the Wastewater Division on first and final reading.

Councilor Pope seconded the motion.

Councilor Harris asked what they would be doing with the old vehicle, wondering if it had any life left in it. Mr. Wiltzius indicated it would be put on the surplus market. Councilor Harris suggested the Chehalis Community Renaissance Team might be able to use it for different things, or the city might use it to put up holiday decorations and such. Mr. Wiltzius noted it was more of a heavy lifting type device, but if it was ever needed to help out with any city activity, it was certainly available.

The motion carried unanimously

**5. 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.** City Manager MacReynold reported, during this year's audit from the Washington Cities Insurance Authority (WCIA), one issue that came up was how the city deals with public records requests.

Judy Schave reported, at the recommendation of WCIA, the administration put together a draft ordinance for the council's consideration. She noted the ordinance added a new Chapter to Title 1 of the Chehalis Municipal Code, titled Public Records. Ms. Schave stated the ordinance contained several sections from, the purpose of public records disclosure, to the processing and inspection of public records; fees for providing copies; and a list of some of the many exemptions.

Ms. Schave reported the city was liable for any fines or judgments against the city for not providing non-exempt records in a timely manner. She indicated payment of the mandatory penalties ranged from \$5 to \$100 per day for unlawful delay or denial of records. Ms. Schave felt the ordinance would give guidance to both city staff and those wishing to request records from the city. She stated she also created a pamphlet on public disclosure that would be available at the various city departments, to hopefully assist the public in understanding the Public Records Act.

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Councilor Dawes moved to pass Ordinance No. 874-B on first reading.

The motion was seconded by Councilor Taylor and carried unanimously.

6. **Ordinance No. 875-B, First Reading – Amending the 2011 Budget.** Eva Lindgren indicated the report was pretty much self-explanatory, noting the council should be familiar with the spreadsheet format in which she provided them with some very detailed information. She stated she tried to reflect the items that were discussed in the city's financial and organizational strategy. Ms. Lindgren reported she listed out the items that were not included because they were not definitive until they actually have a firm commitment. She was happy to announce that early in the day she received a check for \$20,000 for the pool, adding she would be amending the budget to reflect that revenue.

Ms. Lindgren reported there was nothing currently listed for water or wastewater; however, those sections would be expanded as public works had submitted some requests. She indicated she also had some minor revenue amendments that she still needed to add.

Councilor Pope stated, in view of the fact that they were being asked why the city was using taxpayer funds on things that are happening in the city, it would be nice if when they make improvements that the funding for the project be identified as to where it came from. Ms. Lindgren noted those types of things were identified in the budget amendment document. Councilor Pope felt those who give funding to the city, such as the Chehalis Foundation, needed to be given credit for their efforts.

Councilor Dawes reported in some communities, when they receive something, they will sometimes put up a small sign. For example, on the wayfinding signs they could put a sign to say 'funding for signs provided by...' He didn't believe there would be much costs involved with that.

Councilor Dawes suggested they could continuously notify people about things, but some folks don't always want to hear what they are being told. He thought the new wayfinding signs received good press coverage on where the funding came from at the time they were first unveiled; however, a small sign could be put up just to illustrate that point. Mayor Ketchum suggested that might lead to signs on top of signs, and at some point the city would be signed to death.

Councilor Harris reported they would be having a Lodging Tax Advisory Committee meeting on Friday morning to discuss the \$28,000 being requested by the city for use by the parks and recreation department.

Councilor Lund stated he agreed with Councilors Pope and Dawes, noting people might want to donate more just to get their name up on a sign.

Councilor Spahr moved to pass Ordinance No. 875-B on first reading.

The motion was seconded by Councilor Pope and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 6:28 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 June 13, 2011.

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

DATE: June 16, 2011  
TO: The Honorable Mayor and City Council  
FROM: Eva Lindgren, Finance Manager   
PREPARED BY: Michelle White, Accounting Tech II   
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

1. Claim Vouchers No. 100218 through 100356 in the amount of \$1,074,523.43 dated June 15, 2011 and the transfer of \$85,488.86 from the General Fund, \$476.00 from the Tourism Fund, \$962.50 from the HUD Block Grant Fund, \$742.40 from the Garbage Fund, \$964,831.25 from the Wastewater Fund, \$17,292.71 from the Water Fund, \$1,079.71 from the Storm & Surface Water Utility Fund, \$3,450.00 from the Firemen's Pension Fund and \$200.00 from the City Agency Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED


The administration recommends that the council approve the June 15, 2011 Claim Vouchers No. 100218 through 100356 in the amount of \$1,074,523.43.

SUGGESTED MOTION

I move to approve the June 15, 2011 Claim Vouchers No. 100218 through 100356 in the amount of \$1,074,523.43.

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

CITY OF CHEHALIS  
AGENDA REPORT

TO: The Honorable Mayor and City Council  
FROM: Merlin MacReynold, City Manager   
DATE: June 22, 2011  
SUBJECT: Interlocal Agreement for Wayfinding Signage Project

ISSUE

The Chehalis Renaissance Plan includes the creation of a wayfinding signage system. The administration is recommending that the city enter into an interlocal agreement with the Chehalis-Centralia Airport Board to complete a portion of the project, specifically the construction of pedestrian kiosks.

DISCUSSION

The city received grant funds from the Distressed County Funds for the creation of wayfinding signage as part of the Chehalis Renaissance Plan. The first phase of the project included the construction and installation of our new wayfinding signs. The second phase includes the construction of pedestrian kiosks (please see attached drawing). The airport has the ability and willingness to construct the kiosks at cost for the city. The airport recently completed high quality metal kiosks for the airport property itself and much of the fabrication techniques will be utilized. The fact that the kiosks will be built for cost means the addition of at least one kiosk to the total number than would otherwise be affordable. The Airport Board has already approved this interlocal agreement at their June 15 meeting.

The proposal is to construct at least six double-sided kiosks that would be placed throughout the city. One side will direct people to restaurants, landmarks/activities, parks, lodging, events, etc. The other side will give a brief history of the site upon which the kiosk is located. The signs will also include a tag-reader, which can be used with Smartphones. You just scan the tag and you can instantly download information. The kiosks will not include any political or commercial advertising. The signs will feature the same set of landmarks as are covered by the newly installed wayfinding signs. Proposed kiosk locations include the Veterans Memorial Museum, Steam Train, Lewis County Historical Museum, Library, Recreation Park, and one in each of the 400 and 500 blocks of North Market Boulevard. The kiosks will be placed and installed working with Public Works so city standards and regulations are fully complied with.

RECOMMENDATION / COUNCIL ACTION DESIRED

It is recommended that the council authorize the city manager to execute the Interlocal Agreement for Wayfinding Signage Project between the city and the airport for the airport to construct wayfinding kiosks.

SUGGESTED MOTION

I move that the council authorize the city manager to execute the Interlocal Agreement for Wayfinding Signage Project between the city and the airport for the airport to construct wayfinding kiosks.



**DRAFT**

**INTERLOCAL AGREEMENT FOR WAY-FINDING SIGNAGE PROJECT**

**THIS AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between **CITY OF CHEHALIS, WASHINGTON**, hereinafter referred to as "Chehalis", and the **CHEHALIS-CENTRALIA AIRPORT GOVERNING BOARD**, consisting of the city of Chehalis, Washington, and Lewis County, Washington, hereinafter referred to as "Airport".

**WITNESSETH:**

**WHEREAS**, Chehalis has received grant funds from the Distressed County Funds under RCW 82.14.370 for the creation of way-finding signage within the city of Chehalis, Washington, for the benefit of the public and its local citizens; and

**WHEREAS**, the Airport has the ability to construct the way-finding kiosks that are being proposed for the way-finding signage project; and

**WHEREAS**, the Airport has proposed its plans for the creation and construction of kiosks to be located within Chehalis, which proposal is attached hereto; and

**WHEREAS**, the parties to this agreement are desirous of reducing their respective obligations and benefits to writing pursuant to Chapter 39.34, Revised Code of Washington, which provides for interlocal agreements for the public benefit; now, therefore,

**IN CONSIDERATION** of the above-referenced recitals and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Term.** The term of this Agreement shall commence on the \_\_\_\_\_ day of \_\_\_\_\_, 2011, and terminate on the \_\_\_\_\_ day of \_\_\_\_\_, 2012,

unless sooner terminated by completion of the requirements herein or by agreement of the parties.

2. **Interagency Cooperation.** Chehalis and Airport all agree that no separate board shall be created to administer the purposes of this Interlocal Agreement. Rather, Chehalis shall act as the lead agency for purposes of administering the implementation and completion of the way-finding signage project and resulting kiosks as contemplated. The responsible party for Airport shall be the Airport Manager or his designee. The responsible party for Chehalis shall be the Chehalis City Manager or his designee.

3. **Construction of Kiosks.** It is agreed between the parties hereto that Airport will construct at least six (6) kiosks. Each kiosk frame will consist of four-inch-square steel posts welded to two-inch cross members to accommodate installation of a 36" x 32" graphic on both sides of the kiosk. Headers shall be constructed of expanded metal and shall be provided with a 10-inch diameter "City of Chehalis" logo on both sides. Secondary headers above the way-finding graphic shall include the letters "Chehalis" on both sides. All metal material shall have a durable powder coating finish. Posts shall be nine feet tall to accommodate a two-foot direct burial installation.

4. **Graphics.** For the kiosk way-finding graphics, Chehalis shall provide a digital high resolution graphic that is 36" wide by 32" tall, with a minimum resolution of 300 dpi. Graphics shall be printed on UV-resistant vinyl and bonded to a .090-inch aluminum backing. Two aluminum bonded graphics will be provided for each kiosk.

5. **Installation.** Each kiosk will be provided with signs mounted. Installation of signage will not be done by Airport, but rather by Chehalis personnel. The kiosks will be completely constructed and installed within 180 days from the date of this Interlocal Agreement.

6. **Cost.** The cost for the kiosks shall not exceed Two Thousand Six Hundred Dollars (\$2,600) each. The payment for the kiosk shall be made from City to Airport upon completion of construction and receipt of paid invoices.

7. **Equal Opportunity.** The parties to this Agreement are equal opportunity employers.

8. **Nondiscrimination.** During the performance of this Agreement, the parties hereto shall not discriminate on the basis of race, age, color, sex, religion, national origin, creed, marital status, political affiliation, or the presence of any sensory, mental, or physical handicap.

This provision shall include, but not be limited to, the following: Employment; upgrading; demotion; transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training.

9. **Assignment.** This Agreement or any interest herein or claim hereunder shall not be assigned or transferred in whole or in part by any party to this Agreement to any other entity without the prior written consent of all jurisdictions obligated herein.

10. **Severability.** If any portion of this Agreement is changed from mutual agreement or any portion is held invalid, the remainder of this Agreement shall remain in full force and effect.

11. **Waiver or Breach.** A waiver by any party hereto of a breach of any other party hereto of any covenant or condition of this Agreement shall not impair the right of the parties not in default to avail themselves of any subsequent breach thereof.

12. **Integration and Supersession.** This Agreement sets forth all of the terms, conditions, and agreements of the parties relative to the subject matter hereof and supersedes any and all such agreements which are hereby declared terminated and of no further force and effect

upon the execution and delivery hereof. There are no terms, conditions, or agreements with respect thereto, except as herein provided, and no amendment or modification of this Agreement shall be effective unless reduced to writing and executed by the parties.

13. **Notices.** Unless otherwise stated herein, all notices and demands shall be in writing and sent to the party at their address as follows:

Chehalis:	City of Chehalis 350 No. Market Boulevard, Room 101 Chehalis, Washington 98532
Airport:	Chehalis-Centralia Airport Governing Board P. O. Box 1344 Chehalis, Washington 98532.

14. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the state of Washington. Venue for any action to enforce or interpret this Agreement shall be in the Superior Court of the State of Washington for Lewis County.

15. **Approval.** Chehalis and Airport shall authorize the execution of this Agreement at an open public meeting.

16. **Filing With County Auditor.** A copy of this Agreement shall be filed with the Lewis County Auditor pursuant to RCW 39.34.040.

**EXECUTED IN DUPLICATE** on the date and year first above written.

**CITY OF CHEHALIS, WASHINGTON**

**CHEHALIS-CENTRALIA AIRPORT  
GOVERNING BOARD**

By \_\_\_\_\_  
Name: Merlin G. MacReynold  
Title: City Manager

By \_\_\_\_\_  
Name: Allyn Roe  
Title: Airport Manager

Approved:

By: \_\_\_\_\_  
Name: William T. Hillier  
Title: City Attorney

CHEHALIS

Approved:

By: \_\_\_\_\_  
Name: William T. Hillier  
Title: Airport Attorney

AIRPORT



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

City of Chehalis  
 Comparative Financial Reports  
 May 2010 and 2011

GENERAL FUND (#001) REVENUES	A May 2010		B Actual		C=B/A		D		E		F=E/D		G		H <sup>A</sup>		I=F-G	
	Budget	%	Actual	%	Budget	%	Actual	Rec'd*	%	Actual	Rec'd	%	Expected	%	Expected	Expected	Variance	
General Property Taxes	1,212,580	42.9%	520,785	42.9%	1,219,000	42.9%	479,911	39.4%	479,911	39.4%	39.4%	41.7%	(28,006)	-2.3%	(28,006)			
EMS Property Taxes	230,920	43.2%	99,679	43.2%	233,000	43.2%	91,872	39.4%	91,872	39.4%	39.4%	41.7%	(5,211)	-2.3%	(5,211)			
Sales & Use Tax	3,300,000	38.8%	1,279,349	38.8%	3,000,000	38.8%	1,234,161	41.1%	1,234,161	41.1%	41.1%	41.7%	(15,839)	-0.6%	(15,839)			
Electricity Tax	400,000	44.9%	179,479	44.9%	375,000	44.9%	192,109	51.2%	192,109	51.2%	51.2%	41.7%	35,859	9.5%	35,859			
Gas/Natural Gas Tax	284,000	44.1%	125,230	44.1%	253,000	44.1%	142,291	56.2%	142,291	56.2%	56.2%	41.7%	36,874	14.5%	36,874			
Criminal Justice Tax	100,000	35.7%	35,674	35.7%	92,000	35.7%	34,394	37.4%	34,394	37.4%	37.4%	41.7%	(3,939)	-4.3%	(3,939)			
Interfund Water/Sewer Tax	328,200	40.0%	131,162	40.0%	350,000	40.0%	126,864	36.2%	126,864	36.2%	36.2%	41.7%	(18,969)	-5.5%	(18,969)			
Garbage Tax	65,000	46.4%	30,146	46.4%	65,000	46.4%	29,295	45.1%	29,295	45.1%	45.1%	41.7%	2,212	3.4%	2,212			
Cable Tax	80,000	53.6%	42,844	53.6%	80,000	53.6%	45,732	57.2%	45,732	57.2%	57.2%	41.7%	12,399	15.5%	12,399			
Telephone Tax	335,000	39.4%	131,837	39.4%	335,000	39.4%	137,195	41.0%	137,195	41.0%	41.0%	41.7%	(2,388)	-0.7%	(2,388)			
Leasehold Excise Tax	34,000	24.4%	8,303	24.4%	35,000	24.4%	8,574	24.5%	8,574	24.5%	24.5%	41.7%	(6,009)	-17.2%	(6,009)			
<b>Total Tax Revenues</b>	<b>\$6,369,700</b>	<b>40.6%</b>	<b>\$2,584,488</b>	<b>40.6%</b>	<b>\$6,037,000</b>	<b>40.6%</b>	<b>\$2,522,398</b>	<b>41.8%</b>	<b>\$2,522,398</b>	<b>41.8%</b>	<b>41.8%</b>	<b>41.7%</b>	<b>\$6,981</b>	<b>0.1%</b>	<b>\$6,981</b>			
Licenses & Permits	66,080	36.9%	24,365	36.9%	120,200	36.9%	30,022	25.0%	30,022	25.0%	25.0%	41.7%	(20,061)	-16.7%	(20,061)			
Intergov't: Grants/Entitlements	432,650	25.5%	110,263	25.5%	256,150	25.5%	110,488	43.1%	110,488	43.1%	43.1%	41.7%	3,759	1.4%	3,759			
Charges for Goods and Svcs.	1,052,589	40.8%	429,151	40.8%	780,094	40.8%	312,315	40.0%	312,315	40.0%	40.0%	41.7%	(12,724)	-1.7%	(12,724)			
Fines and Forfeitures	96,360	49.7%	47,907	49.7%	101,824	49.7%	68,983	67.7%	68,983	67.7%	67.7%	41.7%	26,556	26.0%	26,556			
Interest Earnings	28,200	33.5%	9,442	33.5%	18,800	33.5%	5,941	31.6%	5,941	31.6%	31.6%	41.7%	(1,892)	-10.1%	(1,892)			
Rents & Royalties	64,215	40.3%	25,864	40.3%	64,200	40.3%	27,328	42.6%	27,328	42.6%	N/A	41.7%	578	0.9%	578			
Donations/Contributions	36,969	79.2%	29,283	79.2%	3,500	79.2%	3,553	101.5%	3,553	101.5%	N/A	41.7%	2,095	59.8%	2,095			
Misc. Revenue/Insurance	3,000	72.2%	2,165	72.2%	5,500	72.2%	2,008	36.5%	2,008	36.5%	36.5%	41.7%	(284)	-5.2%	(284)			
Non-Revenues	3,958	56.9%	2,251	56.9%	1,350,268	56.9%	631,908	46.8%	631,908	46.8%	46.8%	41.7%	\$69,296	5.1%	\$69,296			
<b>Total Non-Tax Revenues</b>	<b>1,784,021</b>	<b>38.2%</b>	<b>680,691</b>	<b>38.2%</b>	<b>1,350,268</b>	<b>38.2%</b>	<b>631,908</b>	<b>46.8%</b>	<b>631,908</b>	<b>46.8%</b>	<b>46.8%</b>	<b>41.7%</b>	<b>\$69,296</b>	<b>5.1%</b>	<b>\$69,296</b>			
Proceeds of Long-Term Debt	1,131,362	0.0%	0	0.0%	1,131,362	0.0%	0	0.0%	0	0.0%	0.0%	41.7%	(471,401)	-41.7%	(471,401)			
Operating Transfers-In	50,000	25.0%	12,500	25.0%	0	25.0%	0	N/A	0	N/A	N/A	41.7%	0	N/A	0			
<b>Total Other Financing Sources</b>	<b>1,181,362</b>	<b>1.1%</b>	<b>12,500</b>	<b>1.1%</b>	<b>1,131,362</b>	<b>1.1%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>41.7%</b>	<b>(\$471,401)</b>	<b>-41.7%</b>	<b>(\$471,401)</b>			
<b>TOTALS</b>	<b>\$9,335,083</b>	<b>35.1%</b>	<b>\$3,277,679</b>	<b>35.1%</b>	<b>\$8,518,630</b>	<b>35.1%</b>	<b>\$3,154,306</b>	<b>37.0%</b>	<b>\$3,154,306</b>	<b>37.0%</b>	<b>37.0%</b>	<b>41.7%</b>	<b>(\$395,123)</b>	<b>-4.7%</b>	<b>(\$395,123)</b>			

Key:

\* The expected percentage is calculated as follows: since the report is for the 5th month of the year, 5 is divided by 12-the number of months in the year.  
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City of Chehalis  
Comparative Financial Reports  
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GENERAL FUND (#001) EXPENDITURES	A May 2010		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	Budget	Actual	% Exp'd	Actual	% Exp'd	% Exp'd	% Exp'd	Expected	Var'nc frm Expected	%	Variance		
City Council	97,431	40,258	97,509	38,205	41.3%	97,509	38,205	39.2%	38,205	41.7%	41.7%	2,424	2.5%					
Municipal Court	325,256	132,840	324,523	126,297	40.8%	324,523	126,297	38.9%	126,297	41.7%	41.7%	8,921	2.8%					
City Manager	351,343	150,574	322,761	132,399	42.9%	322,761	132,399	41.0%	132,399	41.7%	41.7%	2,085	0.7%					
Finance	496,314	237,609	312,765	127,541	47.9%	312,765	127,541	40.8%	127,541	41.7%	41.7%	2,778	0.9%					
City Clerk	95,912	39,163	91,523	35,021	40.8%	91,523	35,021	38.3%	35,021	41.7%	41.7%	3,114	3.4%					
Non-Departmental	1,534,163	138,458	1,515,052	108,302	9.0%	1,515,052	108,302	7.1%	108,302	41.7%	41.7%	522,970	34.6%					
Human Resources	140,962	51,059	130,751	56,304	36.2%	130,751	56,304	43.1%	56,304	41.7%	41.7%	(1,824)	-1.4%					
Police	2,403,537	1,003,347	2,314,569	916,901	41.7%	2,314,569	916,901	39.6%	916,901	41.7%	41.7%	47,503	2.1%					
Fire	1,913,269	785,423	1,714,518	748,562	41.1%	1,714,518	748,562	43.7%	748,562	41.7%	41.7%	(34,180)	-2.0%					
Public Works - Streets	615,696	180,166	499,379	133,615	29.3%	499,379	133,615	26.8%	133,615	41.7%	41.7%	74,460	14.9%					
Public Works - Engineering	289,837	125,749	111,538	48,875	43.4%	111,538	48,875	43.8%	48,875	41.7%	41.7%	(2,401)	-2.1%					
Community Development	1,560,275	633,723	1,251,480	523,496	40.6%	1,251,480	523,496	41.8%	523,496	41.7%	41.7%	(2,046)	-0.1%					
TOTALS	\$9,823,995	\$3,518,369	\$8,686,368	\$2,995,518	35.8%	\$8,686,368	\$2,995,518	34.5%	\$2,995,518	41.7%	41.7%	623,802	7.2%					
Net Budget/Income/Variance:													(\$488,912)	(\$240,690)	(\$167,738)	\$158,788	\$228,679	2.5%

Key:

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

(1) Debt has yet to be issued.

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



**City of Chehalis**  
**Comparative Financial Reports**  
**May 2010 and 2011**

	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G		
	Budget	May 2010	Actual	%	Rec'd	Budget	May 2011	Actual	%	Rec'd	Expected % Rec'd*	Expected % Exp*	Var'nc frm Expected	%	Expected % Rec'd*	Expected % Exp*	Var'nc frm Expected	%	
<b>WASTEWATER FUND (#404)</b>																			
<b>REVENUES</b>																			
Wastewater Fees	3,510,208	1,474,943	8,766	42.0%	3,338,552	1,443,783	13,129	43.2%	41.7%	41.7%	52,720	1.5%	(1,454)	41.7%	41.7%	2,188	-4.2%		
Sewer Connection/Misc. Fees	70,000	3,750	1,053	12.5%	3,750	3,750	1,659	100.0%	41.7%	41.7%	617	58.3%		41.7%	41.7%				
Rentals	3,750	2,500	565,681	100.0%	2,500	565,681	0	42.1%	41.7%	41.7%		24.7%		41.7%	41.7%				
Misc. Revenues/Insurance	2,500	0	3,668	0.0%	0	0	0	0.0%	41.7%	41.7%				41.7%	41.7%				
Interfund Principal Repayment	565,681	0	6,131	N/A	16,000	6,527	6,527	N/A	41.7%	41.7%				41.7%	41.7%				
Proceeds frm Sale of Capital Assets	0	3,668	6,131	N/A	16,000	6,527	6,527	N/A	41.7%	41.7%				41.7%	41.7%				
Interest Earnings	54,000	6,131	6,131	11.4%	16,000	6,527	6,527	40.8%	41.7%	41.7%				41.7%	41.7%				
Totals:	\$4,206,139	\$1,498,311	\$1,498,311	35.6%	\$3,961,483	\$1,468,848	\$1,468,848	37.1%	41.7%	41.7%				41.7%	41.7%				

(1)

	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F		
	Budget	May 2010	Actual	%	Exp'd	Budget	May 2011	Actual	%	Exp'd	Expected % Exp*	Expected % Exp*	Var'nc frm Expected	%	Expected % Exp*	Expected % Exp*	Var'nc frm Expected	%	
<b>WASTEWATER FUND (#404)</b>																			
<b>EXPENSES</b>																			
Operating Expenses	2,292,351	1,002,498	10,784	43.7%	2,394,038	973,357	17,363	40.7%	41.7%	41.7%	24,159	1.0%		41.7%	41.7%	103,470	35.7%		
Capital Outlay	70,000	10,784	149,968	15.4%	290,000	17,363	134,300	6.0%	41.7%	41.7%	568,156	33.7%		41.7%	41.7%				
Debt Principal	1,737,660	149,968	28,090	8.6%	1,685,894	23,986	23,986	8.0%	41.7%	41.7%	(3,084)	-6.1%		41.7%	41.7%				
Interest Expense	59,481	28,090	\$1,191,340	47.2%	\$4,420,098	\$1,149,006	\$1,149,006	47.8%	41.7%	41.7%	\$692,702	15.7%		41.7%	41.7%				
Totals:	\$4,159,492	\$1,191,340	\$1,191,340	28.6%	\$4,420,098	\$1,149,006	\$1,149,006	26.0%	41.7%	41.7%				41.7%	41.7%				

Net Budget/Income/Variance: \$46,647 \$306,971  
(\$458,615) \$319,842  
\$510,932 11.1%

Key:

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

- (1) Interfund loans will only be paid once G.O. debt has been issued.
- (2) Capital expenditures are not made evenly throughout the year; boom truck purchase is being finalized.
- (3) Debt is not paid evenly throughout the year.

City of Chehalis  
Comparative Financial Reports  
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WATER FUND (#405) REVENUES	A May 2010		B Actual	C=B/A		D May 2011		E Actual	F=E/D		G Expected % Rec'd*	H^ Var'nc frm Expected		I=F-G % Variance	
	Budget	Actual		% Rec'd	Budget	Actual	% Rec'd		Var'nc frm Expected	% Variance					
Intergovernmental Revenues	0	0	0	N/A	14,520	N/A	0	14,520	N/A	41.7%	14,520	N/A			
Water Sales	2,298,896	859,072	859,072	37.4%	902,587	35.5%	2,541,852	902,587	35.5%	41.7%	(156,518)	-6.2%			
Water Connection/Misc. Fees	200,000	10,684	10,684	5.3%	11,719	45.1%	26,000	11,719	45.1%	41.7%	886	3.4%			
Interfund Principal Repayment	565,681	0	0	0.0%	0	0.0%	565,681	0	0.0%	41.7%	(235,700)	-41.7%			
Misc. Revenues/Insurance	0	2	2	N/A	487	N/A	0	487	N/A	41.7%	487	N/A			
Interest Earnings	14,000	0	0	0.0%	3,720	23.3%	16,000	3,720	23.3%	41.7%	(2,947)	-18.4%			
Proceeds frm Sale of Capital Assets	0	1,692	1,692	N/A	0	N/A	0	0	N/A	41.7%	0	N/A			
<b>Totals:</b>	<b>\$3,078,577</b>	<b>\$871,450</b>	<b>\$871,450</b>	<b>28.3%</b>	<b>\$933,033</b>	<b>29.6%</b>	<b>\$3,149,533</b>	<b>\$933,033</b>	<b>29.6%</b>	<b>41.7%</b>	<b>(\$379,272)</b>	<b>-12.0%</b>			

(1)

WATER FUND (#405) EXPENSES	A May 2010		B Actual	C=B/A		D May 2011		E Actual	F=E/D		G Expected % Exp*	H^ Var'nc frm Expected		I=G-F % Variance	
	Budget	Actual		% Exp'd	Budget	Actual	% Exp'd		Var'nc frm Expected	% Variance					
Operating Expenses	1,803,191	768,910	768,910	42.6%	762,752	41.5%	1,837,325	762,752	41.5%	41.7%	2,800	0.2%			
Capital Outlay	577,000	349,784	349,784	60.6%	35,217	12.1%	290,000	35,217	12.1%	41.7%	85,616	29.6%			
Debt Principal	127,464	8,000	8,000	6.3%	8,000	6.2%	129,077	8,000	6.2%	41.7%	45,782	35.5%			
Interest Expense	28,725	4,975	4,975	17.3%	4,575	17.3%	26,496	4,575	17.3%	41.7%	6,465	24.4%			
<b>Totals:</b>	<b>\$2,536,380</b>	<b>\$1,131,669</b>	<b>\$1,131,669</b>	<b>44.6%</b>	<b>\$810,544</b>	<b>35.5%</b>	<b>\$2,282,898</b>	<b>\$810,544</b>	<b>35.5%</b>	<b>41.7%</b>	<b>\$140,664</b>	<b>6.2%</b>			

Net Budget/Income/Variance: \$542,197 (\$260,219)  
\$866,635 \$122,489  
(\$238,609) -5.9%

Key:

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

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

City of Chehalis  
Comparative Financial Reports  
May 2010 and 2011

STORM FUND (#406) REVENUES	A May 2010		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	May 2011 Budget	Actual	% Rec'd	% Rec'd	Expected % Rec'd*	Expected % Rec'd*	Var'nc frm Expected	% Variance		
Storm & Surface Water Fees	402,500	167,631	401,500	169,402	41.6%	42.2%	401,500	169,402	401,500	169,402	42.2%	41.7%	41.7%	41.7%	2,110	0.5%		
Storm Connection/Misc. Fees	24,000	489	10,000	489	2.0%	4.9%	10,000	489	10,000	489	4.9%	41.7%	41.7%	41.7%	(3,678)	-36.8%		
Interest Earnings	1,500	0	500	0	0.0%	0.0%	500	0	500	0	0.0%	41.7%	41.7%	41.7%	(208)	-41.7%		
Misc. Revenues/Insurance	0	0	0	0	N/A	N/A	0	324	0	324	N/A	41.7%	41.7%	41.7%	324	N/A		
Totals:	\$428,000	\$168,120	\$412,000	\$170,215	39.3%	41.3%	\$412,000	\$170,215	\$412,000	\$170,215	41.3%	41.7%	41.7%	41.7%	(\$1,452)	-0.4%		

STORM FUND (#406) EXPENSES	A May 2010		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	May 2011 Budget	Actual	% Exp'd	% Exp'd	Expected % Exp*	Expected % Exp*	Var'nc frm Expected	% Variance		
Operating Expenses	376,541	152,092	358,747	122,998	40.4%	34.3%	358,747	122,998	358,747	122,998	34.3%	41.7%	41.7%	41.7%	26,480	7.4%		
Capital Outlay	73,000	0	0	0	0.0%	N/A	0	0	0	0	N/A	41.7%	41.7%	0	N/A			
Totals:	\$449,541	\$152,092	\$358,747	\$122,998	33.8%	34.3%	\$358,747	\$122,998	\$358,747	\$122,998	34.3%	41.7%	41.7%	41.7%	\$26,480	7.4%		

Net Budget/Income/Variance: (\$21,541)      \$16,028      \$53,253      \$47,217      \$25,028      7.0%

Key:

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

RECOMMENDATION/COUNCIL ACTION DESIRED

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

Reviewed by , City Manager

**CITY OF CHEHALIS  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Eva Lindgren, Finance Manager  
**DATE:** June 21, 2011  
**SUBJECT:** Summary of City's Outstanding Debt

**ISSUE**

The City Council has expressed interest in information on the City's existing debt.

**DISCUSSION**

Although the City of Chehalis is a cash-basis entity, the City's debt is reported and audited annually. There are two places in the audited financial statements where information on the City's debt can be reviewed: the long-term debt footnote and Schedule 09. The City's audited financial statements can be accessed on the City's website at <http://ci.chehalis.wa.us/finance/finance-home>.

In the long-term debt footnote, all future debt service payments are reported. In addition, any other debt for which the City is potentially liable (e.g. Chehalis-Centralia Airport debt) is also noted.

A Schedule 09 provides a great deal of information in summary form: dates of issuance and maturity, the debt principal outstanding at the beginning of the year, debt issued and paid during the year, and the final balances at year-end.

The City has two Schedules 09. One is for General Obligation (G.O.) debt. This type of debt is backed by the "full faith and credit" of a government. The other is for Revenue Debt; this type of debt is more limited and is backed by revenues. Revenue debt is normally associated with debt incurred by utility funds.

The attached spreadsheet provides information on debt outstanding as of 12/31/10 for which the City is directly liable. It does not include debt held by the Chehalis-Centralia Airport. Note the following:

In accordance with the City's contract with the Chehalis Industrial Park, the debt service on loan #PW-5-93-280-TIM-204 is being reimbursed 100% by the Chehalis Industrial Park. However, it remains the City's debt and is reported accordingly.

- In accordance with approved resolutions, City is also reimbursed by the City of Napavine and Lewis County Sewer District #1 for a portion of the debt service paid on loan #L050014.
- Although loan #05-96300-008 is G.O. debt, the Water Fund is responsible for this debt and continues to make all debt service payments on it.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

This report is for information only.

**SUGGESTED MOTION**

This report is for information only.

Reviewed Judith A. Schave for Merlin G. MacReynold City Manager

City of Chehalis  
 Summary of Debt  
 as of 12/31/10  
 6/21/11

Loan #	Loan Type	Issue Date	Loan Amount	Interest Rate	Maturity Date	Balance 12/31/10	Fund	Description
<u>Revenue Debt</u>								
10586302	1979 Revenue Bond (FHA)	8/1/79	435,000	5.00%	8/1/19	183,000	Water	Partial funding of Newaukum filtered water line.
Hamilton Loan	Individual Note Payable	1/28/03	785,126	7.00%	1/28/13	249,422	Wastewater	Hamilton property purchase.
(Public Works Trust Fund Loans)								
PW-5-92-280-014	PWTF #2	6/30/92	845,213	1.00%	7/1/12	91,342	Wastewater	Construction of basins 3012B and 4082 plus related costs
PW-5-93-280-TIM-204	PWTF #4	9/29/93	571,829	1.00%	7/1/13	122,535	Wastewater	Phase I Infrastr. for Chehalis Industrial Park: Water & WW lines
(State Revolving Fund Loans)								
L0400015	SRFL #1	11/30/03	2,819,263	1.50%	5/1/24	2,027,781	Wastewater	Chehalis Regional Water Reclamation Project
L0400016	SRFL #2	11/30/03	323,436	1.50%	12/30/23	231,338	Wastewater	Chehalis Regional Water Reclamation Project
L050014A	SRFL #3A	10/26/05	31,797,149	0.00%	6/30/27	26,905,280	Wastewater	Chehalis Regional Water Reclamation Project
L050014B	SRFL #3B	2/26/08	771,139	0.00%	9/30/28	711,821	Wastewater	Chehalis Regional Water Reclamation Project
99-65199-013	SRFL #4	3/5/04	841,996	2.50%	1/1/20	500,006	Water	Water Treatment Residuals Retention Basin
<u>G.O. Debt</u>								
(State Revolving Fund Loan)								
05-96300-008	SRFL #5	4/9/08	1,167,803	0.50%	10/1/26	1,009,214	Water	WTP Modification Phase IV Filtration Project
			<u>40,357,954</u>			<u>32,031,739</u>		

**CITY OF CHEHALIS  
AGENDA REPORT**

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

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

**DATE:** June 14, 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 (RCW) 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.


The ordinance was passed on first reading at the regular meeting of June 13, 2011.

**RECOMMENDATION / COUNCIL ACTION DESIRED**

The administration recommends that the council pass Ordinance No. 874-B on second and final reading.

**SUGGESTED MOTION**

I move that the council pass Ordinance No. 874-B on second and final reading.

Reviewed by  \_\_\_\_\_ 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

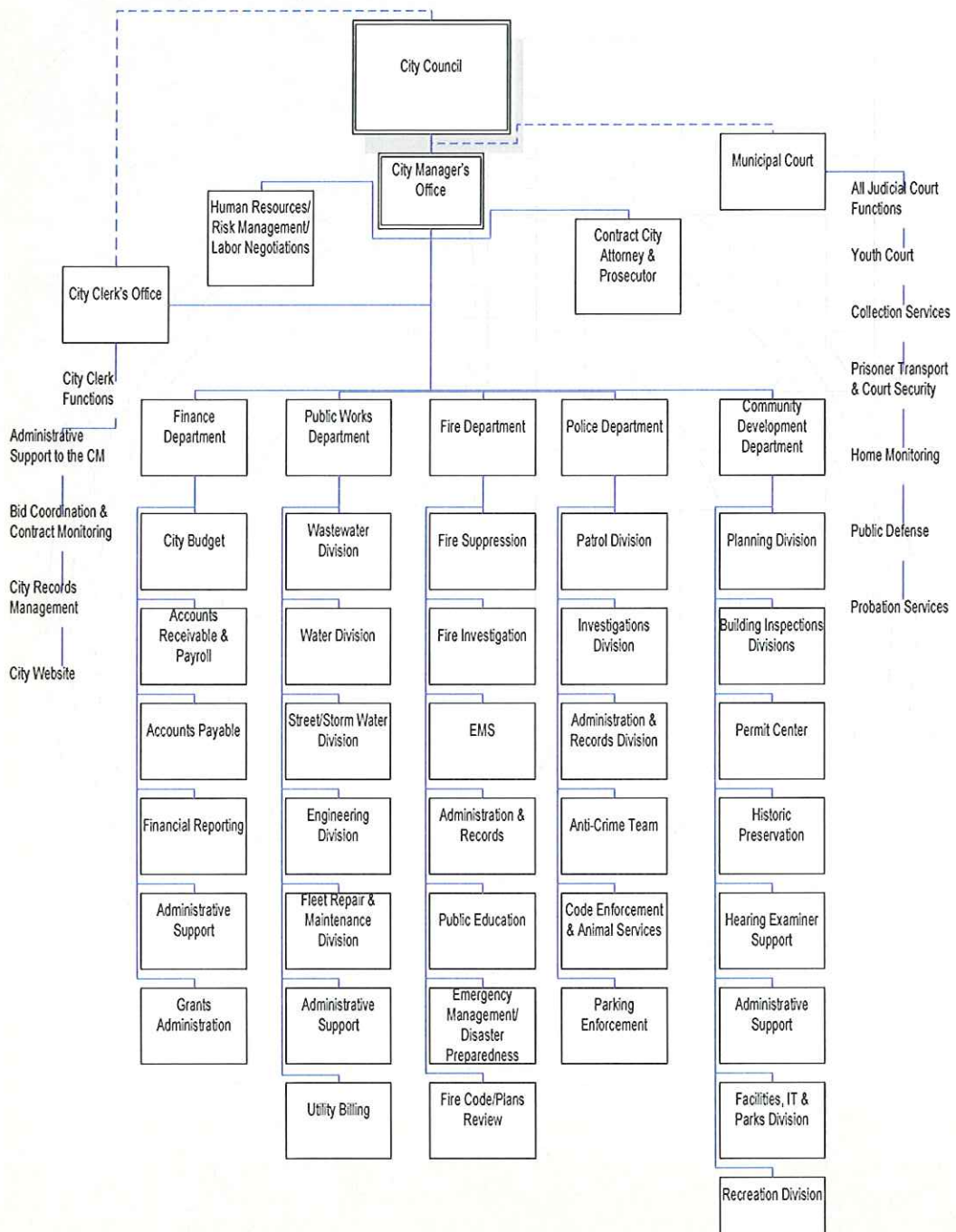
<u>RCW 26.33.345</u>	Release of name of court for adoption or relinquishment
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.020(19)</u>	Unfounded allegations of child abuse or neglect
<u>RCW 26.44.030</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 27th day of June, 2011.

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Mayor

Attest:

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City Clerk

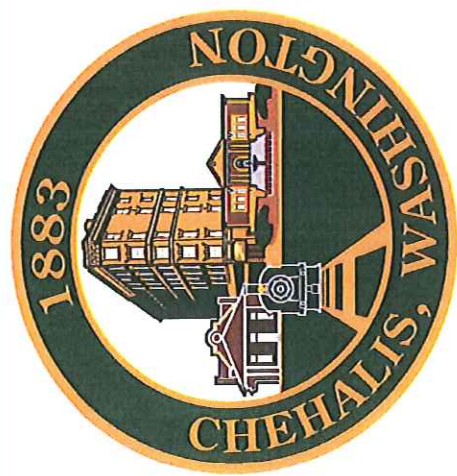
Approved as to Form:

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City Attorney



# Public Records Disclosure



Where Heart and History  
Shape Our Future

City Clerk's Office  
350 N Market Blvd. Rm 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.

## 39 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 denial 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)

**CITY OF CHEHALIS  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Eva Lindgren, Finance Manager  
**DATE:** June 20, 2011  
**SUBJECT:** Budget Amendment Ordinance 875-B; Second Reading

**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 with appropriation requirements.

**DISCUSSION**

The attached spreadsheet provides detailed information on a line-by-line basis, as well as summary information. Any alterations to the ordinance, as presented for the first reading, are clearly identified.

As previously noted, this budget amendment incorporates the Three-Year Financial and Organizational Strategy (TYFOS). The resulting amendments are listed in sections titled "Strategies." Of the potential amendments identified in the TYFOS but not included in the ordinance for the first reading, two items are of note: 1) a donation of \$20,000 was received for the pool operations, and 2) the Lodging Tax Advisory Committee (LTAC) approved \$20,000 in funding for the City's recreation programs. The former item is included in this budget amendment. The latter is not, since formal Council approval of the LTAC's recommendation is required.

Today, the Chehalis Foundation board met and committed additional funds to the City. The foundation is providing funds to cover the \$5,000 deductible associated with damages from a fallen tree in Lintott-Alexander Park and related costs. The foundation is also providing \$4,500 for custodial care at Lintott-Alexander Park for 2010. Since we have received a firm commitment, these two donations are reflected in the current budget amendment.

Real estate excise taxes (REET) are taxes paid upon the sale of real estate. With a few exceptions, REET funds are normally restricted to capital expenditures. The REET "flexibility" law which goes into effect as of July 22, 2011, allows for the maintenance of capital facilities to be charged to the REET funds. Due to limitations imposed by the July 22, 2011 effective date, both the First Quarter and Second Quarter REET funds are being used in order to supplement Community Development's Parks and Facilities operations by a total of \$80,000, as documented in the TYFOS.

The following items previously identified as "various" departments, have been split out to provide detail on departments, account numbers, and amounts.

- Unemployment Benefits – projected out for the year
- Insurance premium true-up/true-downs
- Fuel cost increase

Once the exact information was determined, General Fund unemployment benefit costs and insurance premium costs dropped by \$7,718 and \$241, respectively, from the first reading. The total fuel costs did not alter as a result of the allocation

Public Works provided listings of appropriation increase requests for the Water and Wastewater Funds. These requests are included in this budget amendment.

The General Fund's estimated ending fund balance will increase by \$247,464, if this budget ordinance is adopted as presented for its second reading.

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 \$318,179 and \$334,925 for revenues and transfers in; and expenditures and transfers out, respectively. The ordinance is presented for passage on the second of two required readings.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The Administration recommends that the council pass Ordinance No. 875-B on second and final reading.

**SUGGESTED MOTION**

I move that the council pass Ordinance No. 875-B on second and final reading.

Reviewed Judith A. Shave for Merlin G. Mackaynold 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 TWELVE THOUSAND EIGHT HUNDRED AND SEVENTEEN DOLLARS (\$12,817); THE ARTERIAL STREET FUND IN THE SUM OF FORTY-ONE THOUSAND NINE HUNDRED AND NINETEEN DOLLARS (\$41,919); 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); THE FIRST QUARTER REET FUND IN THE SUM OF FORTY THOUSAND DOLLARS (\$40,000); THE SECOND QUARTER REET FUND IN THE SUM OF FORTY THOUSAND DOLLARS (\$40,000); THE WASTEWATER FUND IN THE SUM OF THIRTY-THREE THOUSAND THREE HUNDRED TWENTY-SIX DOLLARS (\$33,326); THE WATER FUND IN THE SUM OF ONE HUNDRED THIRTY-THREE THOUSAND FIVE HUNDRED EIGHTEEN DOLLARS (\$133,518); AND THE STORM AND SURFACE WATER FUND IN THE SUM OF FOUR THOUSAND THREE HUNDRED NINETY-TWO DOLLARS (\$4,392); BY DECREASING APPROPRIATIONS OF THE GARBAGE FUND IN THE SUM FORTY-SEVEN DOLLARS (\$47); 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 \$236,281; increase transfers in by \$24,000 and increase expenditures by \$12,817. 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 twelve thousand eight hundred and seventeen dollars (\$12,817).

**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 \$41,919. 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-one thousand nine hundred and nineteen dollars (\$41,919).

**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 \$40,000. 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 forty thousand dollars (\$40,000).

**Section 6.** The annual budget of the city for the calendar year 2011 shall be, and the same hereby is, amended so as to increase the Second Quarter REET Fund's expenditures by \$40,000. The annual budget of the city for the calendar year 2011 shall be, and hereby is amended to increase appropriations of the Second Quarter REET Fund in the sum of forty thousand dollars (\$40,000).

**Section 7.** The annual budget of the city for the calendar year 2011 shall be, and the same hereby is, amended so as to increase the Wastewater Fund's expenditures by \$33,326. The annual budget of the city for the calendar year 2011 shall be, and hereby is amended to increase appropriations of the Wastewater Fund in the sum of thirty-three thousand three hundred twenty-six dollars (\$33,326).

**Section 8.** The annual budget of the city for the calendar year 2011 shall be, and the same hereby is, amended so as to increase the Water Fund's revenues by \$14,520; and increase expenditures by \$133,518. The annual budget of the city for the calendar year 2011 shall be, and hereby is amended to increase appropriations of the Water Fund in the sum of one hundred thirty-three thousand five hundred eighteen dollars (\$133,518).

**Section 9.** The annual budget of the city for the calendar year 2011 shall be, and the same hereby is, amended so as to increase the Storm and Surface Water Fund's expenditures by \$4,392. The annual budget of the city for the calendar year 2011 shall be, and hereby is amended to increase appropriations of the Storm and Surface Water Fund in the sum of four thousand three hundred ninety-two dollars (\$4,392).

**Section 10.** The annual budget of the city for the calendar year 2011 shall be, and the same hereby is, amended so as to reduce the Garbage Fund's expenditures by \$47. The annual budget of the city for the calendar year 2011 shall be, and hereby is amended to decrease appropriations of the Garbage Fund in the sum forty-seven dollars (\$47).

**Section 11.** 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 \$7,113,206.

**PASSED** by the city council of the City of Chehalis, Washington, and **APPROVED** on its second reading by its mayor, at a regularly scheduled open public meeting thereof this 27th day of June, 2011.

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Mayor

Attest:

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City Clerk

Approved as to form and content:

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City Attorney

## Exhibit A

### CITY OF CHEHALIS ADOPTED 2011 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>
General Fund	583,736	8,754,911	24,000	8,699,185	0	663,462
Arterial Street Fund	56,203	174,134	0	229,183	0	1,154
Tourism Fund	86,502	153,000	0	165,900	0	73,602
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	23,444	0	0	24,000	46,311
Automotive/Equip. Res. Fund	33,627	100	0	0	0	33,727
1st Quarter REET Fund	149,259	38,550	0	40,000	0	147,809
2nd Quarter REET Fund	55,796	38,250	0	40,000	0	54,046
Wastewater Fund	2,442,140	3,961,483	0	4,453,424	0	1,950,199
Water Fund	1,956,382	3,164,053	0	2,416,416	0	2,704,019
Storm & Surface Water Fund	307,535	412,000	0	363,139	0	356,396
Garbage Fund	16,485	5,740	0	12,845	0	9,380
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>7,150,543</b>	<b>16,741,065</b>	<b>24,000</b>	<b>16,778,402</b>	<b>24,000</b>	<b>7,113,206</b>



City of Chehalis  
 2011 Budget Amendment No. 1 - Ordinance 875-B  
 Second Reading  
 6/21/11

Fund No. and Name	Acct. Name	Reason for Amendment	Incr/(Decr) Rev.	Incr/(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	
001.395.020.01	Insurance Recovery - CD	Alexander Park Damages	7,418		Added for second reading
001.367.011.76	Donations for Facilities	Foundation: Alexander Park deductible	5,000		Added for second reading
001.53.576.080.48.00	Repairs & Maintenance	Alexander Park Damages		12,418	Added for second reading
001.367.011.76	Donations for Facilities	Foundation: Alexander Park '10 M&O	4,500		Added for second reading
001.331.097.04	Dept. of Homeland Sec./FEM/ FD Equipment Grant	FD: Equipment	17,977		
001.I1.594.022.64	Equipment	DUI and speed patrols	371		18,987
001.333.020.60	WA Traffic Safety Comm	Criminal Justice - High Crime New Revenue Stream	36,000		
001.336.006.20	Planning & CD Services	Not budgeted	2,000		
001.338.058.00	Other Criminal Traffic	Increased Revenues	24,000		
001.355.080.00	Non-Traffic Misdemeanor	Increased Revenues	15,000		
001.356.090.00	Intergovtl Prof. Services	PD: Prisoner bed days exceed cont.		10,000	
001.H1.523.060.51.00	Intergovtl Prof. Services	PD: Sector Interface		3,500	
001.H1.528.060.51.00	Public Defense Costs	High volume	7,000		
001.357.033.00	Indigent Defense	Court: High volume		7,000	
001.367.011.79	Donations-Other Culture/Rec.	Donation for swimming pool	20,000		Added for second reading
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		
<b>001.G1.519.090.41.00</b>	<b>Professional Services</b>	<b>Non-Deptl: FEMA mapping</b>		<b>46,000</b>	
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	
<b>001.G1.519.090.41.00</b>	<b>Professional Services</b>	<b>Non-deptl: FEMA Mapping</b>		<b>5,000</b>	
001.53.558.020.21.07	Benefits - Unemployment	CD: Laid off employee (Planning)		6,625	Altered for second reading (detail)
001.53.576.080.21.07	Benefits - Unemployment	CD: Laid off employees (Parks&Fac.)		49,641	Altered for second reading (detail)
001.I1.526.080.21.07	Benefits - Unemployment	FD: Laid off employee		5,593	Altered for second reading (detail)
001.K1.543.010.21.07	Benefits - Unemployment	PW-Sis.: Laid off employee		5,291	Altered for second reading (detail)
001.K2.518.090.21.07	Benefits - Unemployment	PW-Eng.: Laid off employee		29,640	Altered for second reading (detail)
001.53.576.080.32.00	Fuel	CD: Est. 30% cost increase		4,362	Altered for second reading (detail)
001.H1.521.022.32.00	Fuel	PD: Est. 30% cost increase		14,535	Altered for second reading (detail)
001.I1.522.020.32.00	Fuel	FD: Est. 30% cost increase		3,998	Altered for second reading (detail)
001.K1.542.030.32.00	Fuel	PW-Sis.: 30% cost increase		3,635	Altered for second reading (detail)
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	

City of Chehalis  
 2011 Budget Amendment No. 1 - Ordinance 875-B  
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Fund No. and Name	Acct. Name	Reason for Amendment	Incr/(Decr) Rev.	Incr/(Decr) Exp.	Net Increase/(Decrease) to Fund Balance
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.G1.519.090.41.00	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)	
001.53.524.020.46.00	Insurance	CD: Insurance premium true-up/true down		(424)	Altered for second reading (detail)
001.53.558.010.46.00	Insurance	CD: Insurance premium true-up/true down		(419)	Altered for second reading (detail)
001.53.558.060.46.00	Insurance	CD: Insurance premium true-up/true down		(1,595)	Altered for second reading (detail)
001.53.572.050.46.00	Insurance	CD: Insurance premium true-up/true down		4,688	Altered for second reading (detail)
001.53.574.020.46.00	Insurance	CD: Insurance premium true-up/true-down		(477)	Altered for second reading (detail)
001.53.576.010.46.00	Insurance	CD: Insurance premium true-up/true-down		(1,142)	Altered for second reading (detail)
001.53.576.020.46.00	Insurance	CD: Insurance premium true-up/true-down		(1,663)	Altered for second reading (detail)
001.53.576.080.46.00	Insurance	CD: Insurance premium true-up/true-down		(3,422)	Altered for second reading (detail)
001.B1.511.060.46.00	Insurance	Council: Ins. premium true-up/true-down		(419)	Altered for second reading (detail)
001.C1.512.050.46.00	Insurance	Court: Ins. premium true-up/true-down		(754)	Altered for second reading (detail)
001.D1.513.010.46.00	Insurance	City Mgr.: Ins. premium true-up/true down		(419)	Altered for second reading (detail)
001.D1.515.022.46.00	Insurance	City Mgr.: Ins. premium true-up/true down		(221)	Altered for second reading (detail)
001.E1.514.023.46.00	Insurance	Finance: Ins. premium true-up/true down		(651)	Altered for second reading (detail)
001.E4.514.030.46.00	Insurance	Clerk: Ins. premium true-up/true-down		(218)	Altered for second reading (detail)
001.G1.519.090.46.00	Insurance	Non-dept: Ins. premium true-up/true-down		(4,433)	Altered for second reading (detail)
001.G2.516.010.46.00	Insurance	HR: Ins. premium true-up/true-down		(221)	Altered for second reading (detail)
001.H1.521.010.46.00	Insurance	PD: Ins. premium true-up/true-down		(4,244)	Altered for second reading (detail)
001.I1.522.020.46.00	Insurance	ED: Ins. premium true-up/true-down		(5,289)	Altered for second reading (detail)
001.K1.543.030.46.00	Insurance	PW-Sts.: Ins. premium true-up/true-down		(104)	Altered for second reading (detail)
001.K2.518.090.46.00	Insurance	PW-Eng.: Ins. premium true-up/true-down		(3,448)	Altered for second reading (detail)
001.K1.542.030.11.05	Salary and Wages-Temp	Street: Charge costs to Arterial St.		(35,353)	Altered for second reading (detail)
001.K1.542.030.21.05	Benefits-Temp	Street: Charge costs to Arterial St.		(5,477)	Altered for second reading (detail)
001.E1.514.023.41.00	Professional Services	Finance: Capital Inventory final pmt		3,400	
<b>Strategies:</b>					
001.53.524.020.11.00	Salary and Wages	CD: Do Not Fill Bldg. Inspector Pos.		(41,835)	
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 Ppty. Mgr. Position		(10,189)	
001.53.576.010.21.00	Benefits	CD: Do Not Fill Ppty. 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	24,000		Altered for second reading
001.367.011.76	Donations for Facilities	Cascade Country Cook-Off	270		Added for second reading

City of Chehalis  
 2011 Budget Amendment No. 1 - Ordinance 875-B  
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Fund No. and Name	Acct. Name	Reason for Amendment	Incr/(Decr) Rev.	Incr/(Decr) Exp.	Net Increase/(Decrease) to Fund Balance
001.53.576.080.48.00	Repairs & Maintenance	CD: 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.B97.03	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		
		Less Transfers	260,281	12,817	<b>247,464 General Fund 001</b>
		Net Revenues/Expenditures	(24,000)		
			236,281	12,817	
<b>Fund 102 - Arterial Street Fund</b>					
102.333.020.20	DOT/Federal Hwy Admin.	National Ave grant close out	20,084		
<b>102.03.542.G30.11.05</b>	<b>Salary and Wages-Temp</b>	<b>Costs originally budgeted in GF</b>		<b>35,353</b>	<b>Altered for second reading</b>
<b>102.03.542.G30.21.05</b>	<b>Benefits-Temp</b>	<b>Costs originally budgeted in GF</b>		<b>5,477</b>	<b>Altered for second reading</b>
102.03.542.G30.46.00	Insurance	Insurance premium true-up/true down		2,748	Added for second reading
102.03.542.G64.46.00	Insurance	Insurance premium true-up/true down		(1,659)	Added for second reading
			20,084	41,919	<b>(21,835) Arterial Fund 102</b>
<b>Fund 107 - Tourism Fund</b>					
107.05.557.030.41.19	Pope's Kid's Place Svcs.	L.TAC & Council Approval	0	5,000	
				5,000	<b>(5,000) Tourism Fund 107</b>
<b>Fund 301 - Public Facilities Reserve Fund</b>					
301.395.010.01	Sale of Surplus Property	Surplus equipment was sold	8,294		
<b>(1) 301.44.597.000.55.01</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) 301.44.597.000.55.01</b>	<b>Transfer Out to GF</b>	<b>Support General Fund Operations</b>		<b>15,000</b>	
		Less Transfers	23,294	24,000	<b>(706) Public Fac Fund 301</b>
		Net Revenues/Expenditures	0	(24,000)	
			23,294	0	
<b>Fund 305 - First Quarter Percent REET Fund</b>					
<b>Strategies:</b>					
<b>305.53.576.080.11.00</b>	<b>Salary and Wages</b>	<b>Fac. Maint. Cost previously in GF</b>		<b>26,400</b>	<b>Altered for second reading</b>
<b>305.53.576.080.21.00</b>	<b>Benefits</b>	<b>Fac. Maint. Cost previously in GF</b>		<b>13,600</b>	<b>Altered for second reading</b>
			0	40,000	<b>(40,000) 1st Qtr REET Fund</b>

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Fund No. and Name	Acct. Name	Reason for Amendment	Incr/(Decr) Rev.	Incr/(Decr) Exp.	Net Increase/(Decrease) to Fund Balance
<b>Fund 306 - Second Quarter Percent REET Fund</b>					
<i>Strategies:</i>					
306.53.576.080.11.00	Salary and Wages	Fac. Maint. Cost previously in GF		26,400	Added for second reading
306.53.576.080.21.00	Benefits	Fac. Maint. Cost previously in GF		13,600	Added for second reading
			0	40,000	(40,000) 2nd Qtr REET Fund
<b>Fund 402 - Garbage Fund</b>					
402.12.537.070.46.00	Insurance	Insurance premium true-up/true-down		(47)	Added for second reading
			0	(47)	47 Garbage Fund 402
<b>Fund 404 - Wastewater Fund</b>					
404.11.535.010.41.00	Professional Services	FEMA Flood Mapping Appeal		13,152	Added for second reading
404.16.535.050.31.00	Office & Oper. Supplies	UV Lamps		3,600	Added for second reading
404.16.535.050.41.00	Professional Services	I&C: Various		4,977	Added for second reading
404.16.535.080.41.00	Professional Services	Pump design review		3,702	Added for second reading
404.16.535.080.49.00	Miscellaneous	CDL		2,887	Added for second reading
404.11.535.010.21.07	Benefits - Unemployment	Laid off employee		5,291	Added for second reading
404.18.535.D50.21.07	Benefits - Unemployment	Temp unemployment		7,718	Added for second reading
404.11.535.010.46.00	Insurance	Insurance premium true-up/true-down		(8,001)	Added for second reading
			0	33,326	(33,326) Waste Wtr Fund 404
<b>Fund 405 - Water Fund</b>					
405.333.A97.03	Pre-07 FEMA Disasters	Final grant close-out	12,514		Added for second reading
405.334.001.81	Military Dept.-Pre-07 Disaster Equipment	Final grant close-out	2,006		Added for second reading
405.10.594.034.64.00	Equipment	Equipment replacement		41,034	Added for second reading
405.10.534.070.31.00	Office and Oper. Supplies	Billing Relocation		2,000	Added for second reading
405.10.534.080.41.00	Professional Services	Water District #5		40,000	Added for second reading
405.15.534.080.41.00	Professional Services	Chehalis River crib cleaning		19,624	Added for second reading
405.15.534.080.49.00	Miscellaneous	Latecomers fee true-up		4,800	Added for second reading
405.10.534.010.21.07	Benefits - Unemployment	Laid off employee		5,291	Added for second reading
405.10.534.070.21.07	Benefits - Unemployment	Laid off employees		24,284	Added for second reading
405.10.534.010.46.00	Insurance	Insurance premium true-up/true-down		(3,515)	Added for second reading
			14,520	133,518	(118,998) Water Fund 405
<b>Fund 406 - Storm and Surface Water Fund</b>					
406.06.538.031.21.07	Benefits - Unemployment	Laid off employee		5,291	Added for second reading
406.06.538.031.46.00	Insurance	Insurance premium true-up/true down		(895)	Added for second reading
			0	4,392	(4,392) Storm Fund 406
			318,179	334,925	(16,746) City-wide

**CITY OF CHEHALIS**

**AGENDA REPORT**

**DATE:** June 16, 2011  
**TO:** The Honorable Mayor and City Council  
**FROM:** Merlin G. MacReynold, City Manager   
**SUBJECT:** Appointment and Confirmation of New Chehalis Municipal Court Judge

**ISSUE**

Appointment and confirmation of a new Chehalis Municipal Court Judge.

**DISCUSSION**

Former Chehalis Municipal Court Judge Steve Buzzard retired on May 31, 2011, with approximately two and one-half years remaining of his four-year term.

The City provided notice of the vacancy to seek applicants for the vacant position and received four applications.

The applicants were interviewed by a panel consisting of the Municipal Court Administrator Becky Fox, Police Chief Glenn Schaffer, Human Resources Administrator Peggy Hammer, City Attorney Bill Hillier, and the City Manager.

After careful review of each of the applicant's qualifications and constructive input from the interview panel, I have selected Attorney Dale McBeth as the city's new Municipal Court Judge. Mr. McBeth is a highly regarded attorney in the community with over 35 years of experience. He has served as a judge in both District and Superior Courts and has served as a Judge Pro tem for the Chehalis and Centralia Municipal Courts for the last several years.


**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that the council confirm the City Manager's appointment of Attorney Dale McBeth as the new Chehalis Municipal Court Judge, for the remainder of the unexpired four-year term, ending December 31, 2013.

**SUGGESTED MOTION**

I move that the council confirm the City Manager's appointment of Attorney Dale McBeth as the new Chehalis Municipal Court Judge, for the remainder of the unexpired four-year term, ending December 31, 2013.

CITY OF CHEHALIS  
AGENDA REPORT

DATE: June 7, 2011  
TO: The Honorable Mayor and City Council  
FROM: Merlin MacReynold, City Manager   
SUBJECT: Lodging Tax Advisory Committee Membership

**ISSUE**

Interest has been expressed from representatives of the Lewis County Historical Museum and the Holiday Inn Express & Suites to serve as members of the city's Lodging Tax Advisory Committee (LTAC).

**DISCUSSION**

In response to interest from representatives of the Lewis County Historical Museum and the Holiday Inn Express & Suites, the city council requested that letters of invitation and an application to serve on the LTAC be sent to both parties. Debbie Knapp, Director of the Lewis County Historical Museum, and Todd Chaput, Manager of the Holiday Inn Express & Suites, both submitted applications (attached).

In accordance with state law, the committee must have at least five members appointed by the city council. Membership must include at least two representatives of businesses required to collect hotel-motel tax, two people involved in activities that are authorized to be funded by the tax, and one elected official who serves as chairperson. The number of persons representing businesses that collect the tax and the number of persons involved in activities authorized to be funded by the tax must be equal. There is no established term of membership, although the city council must review membership on an annual basis and make changes as appropriate.

Current committee members include Ms. Natalie Ketchum of the Best Western Park Place Inn & Suites, and Mr. Paul Sohal of the Chehalis Inn, both representing businesses required to collect the tax. Members representing activities funded by the tax are Mr. Rick Burchett of the Chehalis-Centralia Railroad and Museum, and Mr. Lee Grimes from the Veterans Memorial Museum. Councilor Terry Harris is the council representative and acts as committee chair. All existing members would like to continue on the committee.

The make-up of the existing committee members and the appointments of Ms. Knapp and Mr. Chaput would maintain equal representation on the committee.

**RECOMMENDATIONS/COUNCIL ACTION DESIRED**

The administration recommends that Debbie Knapp and Todd Chaput be appointed to the city's Lodging Tax Advisory Committee.

**SUGGESTED MOTION**

I move that Debbie Knapp and Todd Chaput be appointed to the city's Lodging Tax Advisory Committee.

**City of Chehalis APPLICATION FOR APPOINTMENT**

Date 6/3/11

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC or Resolution for appointment criteria. For more information contact city clerk at 360-345-1042)

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

- Airport Board (RCW 14.08)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Historic Preservation Commission (CMC 2.66)
- Civil Service Commission (CMC 2.56 and RCW 41.08-Fire, RCW 41.12-Police)
- Sister City Committee (CMC 2.80)
- Planning Commission (CMC 2.48)
- Library Board (RCW 27.12)
- Other \_\_\_\_\_

Please print

Name Debbie Knapp

Present employer Lewis County Historical Museum

Employer address 599 NW Front Way Phone No. 360-748-0831

Fax No. 360-740-5644 E-mail director@lewiscountymuseum.org

Home address 132 Fineview Rd Chehalis Home Phone No. 360-508-4318 cell

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

If yes, please explain \_\_\_\_\_

Date available for appointment Now

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

Approximately how many hours each month can you devote to city business? AS MANY AS NEEDED

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

The museum receives Lodging tax money. I have been applying for 6 years now & try to keep up with changes.

Signature Debbie Knapp Bob

Please return completed form to: Office of the City Clerk  
350 N Market Blvd Rm 101, Chehalis WA 98532

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) email or cell phone

**City of Chehalis APPLICATION FOR APPOINTMENT**

Date 6-6-11

(The city of Chehalis accepts applications from anyone residing in the city limits of Chehalis, who meet the required criteria for each Board, Commission or Committee. Please see below the corresponding RCW, CMC or Resolution for appointment criteria. For more information contact city clerk at 360-345-1042)

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

- Airport Board (RCW 14.08)
- Lodging Tax Advisory Committee (Resolution 1-98)
- Historic Preservation Commission (CMC 2.66)
- Civil Service Commission (CMC 2.56 and RCW 41.08-Fire, RCW 41.12-Police)
- Sister City Committee (CMC 2.80)
- Planning Commission (CMC 2.48)
- Library Board (RCW 27.12)
- Other \_\_\_\_\_

Please print

Name TODD CHAPUT

Present employer Holiday Inn Express & Suites Chehalis

Employer address 730 NW Liberty Place Phone No. 360 740 1800

Fax No. 360 740 1817 E-mail chiegm@hotel.servinggroup.com

Home address 220 Winchester Hill Drive Home Phone No. 360 740 5374

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

If yes, please explain \_\_\_\_\_

Date available for appointment any

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

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

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

Manage largest hotel in County. Served on tax boards for Centralia & Lewis County.

Signature [Handwritten Signature] Bob

Please return completed form to: Office of the City Clerk  
350 N Market Blvd Rm 101, Chehalis WA 98532

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) \_\_\_\_\_