

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, Mayor Pro Tem Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4		Dennis Dawes, Position at Large Chad E. Taylor, Position at Large Bob Spahr, Position at Large

March 25, 2013

5:30 p.m.

EXECUTIVE SESSION		
1. Pursuant to RCW 42.30.110(1)(i) – Potential Litigation. (City Manager, Community Development Director)	---	

Regular Meeting of Monday, March 25, 2013

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.		

CONSENT CALENDAR

4. <u>Minutes of the Special Work Session of March 4, 2013, and the Regular Meeting of March 11, 2013.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	9

ADMINISTRATION AND CITY COUNCIL REPORTS

6. <u>Administration Reports.</u>		
a. February financial report. (Finance Manager)	INFORMATION ONLY	12
b. Update on city wellness program. (Court Administrator)	INFORMATION ONLY	
7. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

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

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, APRIL 8, 2013

March 4, 2013

The Chehalis city council met in a special work session on Monday, March 4, 2013, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:30 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; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Dennis Osborn, Community Development Director; and Herta Fairbanks, Public Works Director. Members of the media included Kyle Spurr from *The Chronicle*.

1. **Work Session.** The Chehalis City Council held a special work session to discuss needed repairs to the Chamber Way Bridge over Interstate 5.

City Manager MacReynold reported he attended a sounding board meeting last week, which included a briefing from Bart Gernhart, Assistant Regional Administrator of Engineering for Washington State Department of Transportation (DOT) on the recent damage to the Chamber Way Bridge. He indicated they were running a very tight timeline on repairing the bridge; however, there weren't too many good options at this time. City Manager MacReynold suggested DOT's main concern was to get the word out and have a larger community meeting at a later date to go over the options for repairing the bridge.

Mr. Gernhart gave a brief history, noting the most significant damage occurred last fall when the bridge was struck by a log truck. He reported the bridge had been repaired a couple of times over the last few years, but the existing steel was damaged so badly they can no longer tie it together to keep it functioning as it was originally designed.

Mr. Gernhart stated DOT was researching options on how to repair the outside girder and keep traffic flowing at the same time. He noted the repair work would likely begin at the end of August or early September, and would take between one and two months to complete. Mr. Gernhart stated they would do all they can to minimize that time.

Councilor Pope asked if DOT would consider opening up Louisiana Avenue during the repair work. He stated if they are only going to allow one lane of traffic to cross the bridge he suggested that it flow into the Twin City Town Center. Mr. Gernhart stated it was pretty much unanimous by the sounding board group to keep traffic flowing in that direction. He noted there were a lot of complications around opening up Louisiana Avenue, adding this summer they plan to raise Airport Road for the new Mellen Street Bridge Interchange. Mr. Gernhart suggested if they were to open up Louisiana Avenue, it would delay that project a full year.

Mr. Gernhart reported, in order to minimize the duration of the closure, they would not start the repairs until the contractor has all of their ducks in a row. He thought they might be ready to go out to bid in April or May.

Mr. Gernhart talked briefly about one of the options he shared at the sounding board meeting, which was to cut off a portion of the sidewalk on the north side of the overpass and use that space as part of a lane. He felt they may be able to get a 10-foot lane in each direction, which is adequate to handle two-way traffic at 25 miles per hour. Mr. Gernhart suggested it might mess up the flow at the intersections, but at least they would have two lanes of traffic and enough room for a contractor to do the work. He stated they would be reviewing the concepts over the next week or two, and if anytime during that period they find that none of the options are viable, he would contact City Manager MacReynold and be back before the council to figure out a new game plan.

Councilor Harris asked if this was an emergency situation, and if so, can they hire a contractor without going through the bid process. Mr. Gernhart stated it was an emergency, but they still have to go through the competitive bid process.

Councilor Harris asked if the girder would be replaced all the way to the center support. Mr. Gernhart reported the girder would be replaced over half of the length of the bridge.

Councilor Dawes wondered why it was an emergency now if the damage happened last fall. He stated he could see the project dragging right into the shopping season, while some of the merchants just now started to recover from when the recession hit.

Mr. Gernhart stated it would have been nice to have had money from the insurance company to start the design earlier, but they weren't there yet. He noted they didn't realize the impact that would occur because of the fix, but still felt they could

March 4, 2013

get the work done before the next Christmas shopping season.

Councilor Spahr asked if the redesign of the Chamber Way Bridge had been done yet. Mr. Gernhart stated no.

Mr. Gernhart reported the question has come up about building a new bridge; however, a project such as that was pretty substantial, costing between \$50 and \$60 million. He noted the current bridge was too low and didn't meet today's standards for height and only included four lanes. Mr. Gernhart stated in order to get six lanes and wider shoulders they would need to widen the span, making the girders a lot deeper. He noted by the time they touch back down they would be past the current ramps, and perhaps even past State Street and Louisiana Avenue.

City Manager MacReynold asked, "If funding was made available, could the project be done as a permanent fix and be added to the backend of the Mellen Street Project." Mr. Gernhart stated typically once they get funding they have to go through the public process and finalize what needs to be done. He noted it would take at least two years to fully agree on what the solution would be and to start the permitting and NEPA process. Mr. Gernhart stated they would be lucky to begin the project in five years, and that was only if everything goes smoothly.

Mayor Ketchum suggested they might look at putting up a temporary bridge. Mr. Gernhart reported their temporary bridge was currently being used in Klickitat County, to go over the Klickitat River. He noted DOT has way more needs than money.

Mr. Gernhart reported he was cautiously optimistic that they will be able to put something together to keep both lanes open during the repair work; otherwise, he will be coming back to the council to discuss what the next steps would be.

Councilor Dawes asked if the project was weather specific. Mr. Gernhart reported it could be done in the winter; however, the work would go slower and the duration would be longer.

Councilor Dawes stated, unfortunately, for the retail world Christmas starts in September. He felt it would be better to do the work during a slower time of the year.

Mr. Gernhart stated DOT would be willing to wait a little bit, but they weren't going to wait two years because of the risk. He noted the feedback they receive from the city and the business community would be critical in the decision making process.

Councilor Spahr thought the work being proposed was a pretty permanent fix and should last for a few years. Mr. Gernhart stated the fix should make it last as long and the rest of the bridge, unless someone with an even bigger load comes through and hits it again. He noted DOT was working with the truck driver's insurance company, who is on the hook to fund the project.

Councilor Harris asked if there was a guarantee that the project would be done in a short period of time. Mr. Gernhart stated there were no guarantees, except there would be a clause in the contract that there will be a penalty if they go too long.

City Manager MacReynold asked that DOT include city staff when they get to the reality phase, so they can help work through some of the issues if they have to run alternative routes. Mr. Gernhart stated that was pretty standard; however, with it being a shorter contract they don't have as much time to remember to contact everybody.

Mr. Gernhart stated, depending on the option selected, they may have to restrict certain size trucks from crossing over the bridge. He stated once they know for sure, they will figure out a game plan to communicate with the business community.

There being no further business to come before the council, the meeting adjourned at 6:01 p.m.

Mayor

March 4, 2013

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the special council work session of March 4, 2013.

March 11, 2013

The Chehalis city council met in regular session on Monday, March 11, 2013, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:30 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Dennis Dawes. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; and Judy Schave, City Clerk.

1. **Executive Session.** Mayor Ketchum announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Ketchum closed the executive session at 5:57 p.m. and announced the council would take a four minute recess before opening the regular meeting at 6:01 p.m. Additional staff included: Brian Kelly, Assistant City Attorney; Glenn Schaffer, Police Chief; Dennis Osborn, Community Development Director; Herta Fairbanks, Public Works Director; and Patrick Wiltzius, Wastewater Superintendent. Members of the media included Christina Crea, from *Business to Business*.

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

a. Minutes of the regular meeting of February 25, 2013.

The motion was seconded by Councilor Taylor and carried unanimously.

3. **Administration Reports.**

a. **Update on Collaboration of City/County Services Analysis.** City Manager MacReynold reported the city was jointly exploring different avenues for collaboration with Lewis County and several other cities within the county. He reported they've had two meetings to date and decided as a group to focus on three primary areas: facilities maintenance and parks; streets and roads; and development/permit services.

City Manager MacReynold reported most of the cities in Lewis County were represented at their last meeting and they had a very good discussion. He added Lee Napier from the county was the lead on the committee.

City Manager MacReynold stated their first focus would be on facilities and parks. He noted Community Development Director Dennis Osborn would be looking at alternative ways to approach it.

b. **Update on Taco Time Development.** City Manager MacReynold reported he received a message last Thursday that Taco Time had withdrawn their proposal to develop in the Twin City Town Center.

Public Works Director Herta Fairbanks briefed the council on the sequence of events and what the city had gone through to try to get the project going.

- June 21, 2012 – Pre-applicant conference held; packet presented by RB Engineering that included a preliminary site plan and description of what the project would look like.

The city identified the following:

- Civil plans would be required at the time of application to include onsite utilities, access locations, stormwater management, fill and grade, parking spaces, and size.
 - A utility service attachment would be required at the time of application.
 - A full-level traffic analysis would be required; any work in the right-of-way would require a right-of-way permit; late-comer fees would be associated with the project; and the airport sewer lift station may need some upgrades.
- June 27, 2012 - written comments were submitted back to the applicant summarizing what was discussed at the pre-applicant conference.

March 11, 2013

- July 9, 2012 – Airport Manager Allyn Roe attended the council meeting and requested some reconsideration of the latecomer fees for Taco Time. After some dialog with the council, Mr. Roe indicated Taco Time was okay with the \$9,700 in latecomer fees.
- June 13, 2012 – City received an email from RB Engineering asking for clarifying questions as a result of the pre-applicant conference. The clarifying questions had to do with:
 - Access from Louisiana Avenue
 - Deferral of frontage improvements
 - Clarification on the airport lift station upgrade
 - On-site stormwater requirement
- June 31, 2012 – City submitted memo to applicant responding back to the four clarifying questions.
- October 30, 2012 – City received report from RB Engineering on the lift station (analysis of the capacity).
- November 26, 2012 – Airport Manager Allyn Roe attended the city council meeting to provide the airports' quarterly report. The issue of Taco Time was briefly discussed; city was in the process of reviewing the lift station analysis submitted by RB Engineering.
- November 30, 2012 - Comments on the clarifying questions were provided to the applicant and associated parties.
- As a result of the report filed by RB Engineering, the Development Review Committee (DRC) granted an extension of the pre-applicant conference.
- December 27, 2012 – the DRC determined they would close the pre-applicant conference and leave the matter to public works, RB Engineering, and Neltac, Inc. to discuss.
- December 31, 2012 – RB Engineering resubmitted the lift station report, noting after adjusting the bottom-line assumptions the results indicated there was a deficiency in capacity for the lift station.
- March 8, 2013 - City resubmitted comments back to Neltac, Inc. The bottom-line - upgrades are necessary for the lift station to accommodate any additional growth. (It was conveyed that the city has a latecomer mechanism in place that would allow them to recover some of their investment that's not specifically identifiable to them.)

Ms. Fairbanks reported in their review of the historical information it was identified that the earliest mention of the lift station being deficient was in 2004. She noted it was a comment provided on the 60-Acre Master Plan for Rick Peterson (CCA Retail).

Ms. Fairbanks reported in 2006 there was a determination of non-significance issued on the SEPA for the project, and the deficiency was again identified. In 2010 there was an email from Bob Nacht to Mr. Roe stating the K-Mart pump station was to have been upgraded by Mr. Peterson, and has sometimes exceeded its capacity.

Ms. Fairbanks reported city Ordinance Nos. 817-B and 818-B provided latecomer fee schedules for that area and included the following language: "Developer or Airport upgrades pump station and any required extensions for development." She pointed out that this was not new information for any of the parties involved, with the exception of perhaps Taco Time.

Councilor Taylor asked what the cost would be to upgrade the lift station. Ms. Fairbanks reported a straight replacement of the pumps would be in the realm of \$15,000; however, that would not solve the problem. She stated what they really need is more capacity, which would run between \$40,000 and \$50,000.

March 11, 2013

Councilor Taylor stated it sounded like a good project for the airport to do, in order to accommodate development. He added they could collect the latecomer fees as they develop.

Councilor Dawes believed the latecomer fees would come to the city.

Ms. Fairbanks indicated whoever makes the investment would have the ability to collect the latecomer fee.

Councilor Dawes suggested a partnership between the city and the airport, adding whatever they do out there would benefit the city.

City Manager MacReynold reported the administration had only recently been working on it. He stated they were open to suggestions, but it couldn't be just the city's problem; otherwise, it falls on our ratepayers.

Councilor Spahr felt it was in the best interest of the city to make sure it gets taken care of; otherwise, the city wouldn't be able to develop our 35 to 40 acres at the north end of the airport. He indicated he didn't mind looking at some kind of partnership with the airport.

Councilor Dawes stated it was a shame they didn't take care of it sooner, especially since they've known about the deficiency since 2004.

Councilor Taylor reported he had a chance to meet with City Manager MacReynold and Ms. Fairbanks, adding he thought they did a good job of communicating the things the city wanted to see addressed. He felt they went above and beyond to look at the different options that were out there. Councilor Taylor stated it was disheartening that Taco Time withdrew their application after all of the work the city has done to show we want to help new business come here. He hoped the city could find a way to bring them back to the table.

Ms. Fairbanks reported she received an email from Taco Time stating at the time they felt it was best to cancel their agreement with the airport, but they were certainly open to revisiting the issue because they were still attracted by the potential of the area.

Councilor Spahr inquired about the pumps at the lift station, wanting to know if they needed to be replaced. Ms. Fairbanks reported they did, but the replacement of the pumps wouldn't solve the problem for future development. She stated it's been a known limiting factor for that area, but didn't feel it would be a good use of ratepayers' funds, knowing at some point in the near future they would be pulled out and replaced with something larger.

Councilor Pope asked if the city had specs for what was needed to upgrade the lift station. Wastewater Superintendent Patrick Wiltzius reported Bob Balmelli from RB Engineering did a good job in his report of outlining what development was ready to occur out there, but didn't recall if he included the wastewater property. He noted the report indicated they would need another 30 gallons per minute capacity per pump. Mr. Wiltzius stated an upgrade would require upsized pumps, additional starters, rails and motor controls, adding it could be designed by the pump manufacturer. He noted they could also reuse a lot of the stuff they already have.

Councilor Pope asked if the upgrade would take care of any additional development that may occur in that area in the future. Mr. Wiltzius stated if Mr. Balmelli's calculations are correct it would, but he would also have to make sure the city's property was included. Councilor Pope asked if \$50,000 would take care of it. Mr. Wiltzius stated yes.

Councilor Dawes suggested the figures that Mr. Balmelli used were probably based on the airport's master plan, and probably included what they had laid out for future development. Mr. Wiltzius stated they spent a lot of time reviewing the numbers and calculations and pretty much agree with the report provided by Mr. Balmelli.

Mayor Ketchum suggested the city make a proposal to the airport stating if they want to develop, the city would be willing to help.

March 11, 2013

City Manager MacReynold stated there were different ways to approach it, adding the more things we can do cooperatively, the better off we all are. He stated we want to see development out there, but we need to ensure that we don't do harm to the city, or our customers.

Councilor Taylor inquired about frontage improvements. Ms. Fairbanks reported the frontage issue would come when they build the new roundabout for Arkansas Way. She noted at the pre-applicant conference the city stated it would entertain a temporary access from Louisiana Avenue, but once more development occurred to necessitate the new leg of the roundabout, the access to Taco Time would be moved to Arkansas Way.

c. **Update on Chehalis Avenue Beautification Project.** Ms. Fairbanks reported they were still working with the Washington State Department of Transportation (DOT) on the project. She noted, in September, the city submitted a bid packet and specifications for the entire project for DOT and the Transportation Improvement Board (TIB) for their review. Ms. Fairbanks reported TIB signed off almost instantaneously; however, DOT responded back in January and indicated they had some questions. She noted the issues were addressed and the information was resubmitted back to DOT.

Ms. Fairbanks reported there was an issue with regard to identifying a specific manufacturer for the irrigation items, and they were working with DOT to buy off on that. She stated the specifications also noted the contractor would need to work with city crews to remove street signs, but apparently we can't do that. Ms. Fairbanks was told, as long as there's federal funding in the mix, you can't use your own crews because it could be viewed as a reimbursement.

4. **Council Reports.**

a. **Update From Councilor Harris.** Councilor Harris stated he attended the Chehalis Community Renaissance Team meeting on Friday, March 8. They reported the Discover! Children's Museum had 3,000 paid admissions in their first 30 days of operation, not including those who bought packages for multiple visits.

Councilor Harris also thanked Chamber Executive Director Alicia Bull, Community Librarian Corine Aiken, and Annalee Tobey from Vitality Marketing for joining him on the Christmas "Holiday Decoration" Committee.

b. **Update From Mayor Ketchum.** Mayor Ketchum reported he had received some good news on Stan Hedwall Park, adding it was his understanding that it was in the House and Senate budget proposals for consideration. He stated the Department of Social and Health Services and the Department of Natural Resources had already signed off on it, adding if everything goes as planned, the city could own the park at the end of this session.

c. **Update From Councilor Lund.** Councilor Lund reported there has been interest by the city of Centralia and the Great Wolfe Lodge to run the steam train to each of their locations. He had also heard that Tacoma Rail wants to get rid of their track and suggested the council direct staff to put together a roundtable discussion of all of the major players to see if we can generate some interest to help preserve the tracks for our community. Councilor Lund noted the Tacoma Rail line also goes down to Morton, which could enhance economic development to that area.

Councilor Pope indicated he had spoken with Chehalis Tribe Chairman David Burnett and Jeff Warnke, adding they both had an interest in seeing the railroad come out to the Great Wolf Lodge.

Councilor Lund suggested there might be some issues regarding federal and state funding received by Tacoma Rail to repair the tracks, which would need to be discussed.

The consensus of the council was to have staff arrange for a roundtable discussion to include all of the major players.

d. **Update From Councilor Spahr.** Councilor Spahr noted he was having an ongoing problem with his cable, and recently found out that Councilor Pope was having problems, as well. He noted City Manager MacReynold asked the City Clerk to contact Comcast Cable regarding the matter.

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5. Ordinance No. 908-B, Second and Final Reading – Extending the Six-Month Moratorium on Medical Marijuana and Dispensaries. City Manager MacReynold reported the administration was requesting that the moratorium be extended because the state and federal government still had not given any clear guidance on how to proceed. He hoped by extending the moratorium we would get that guidance and be able to bring something back to the council for their consideration.

Councilor Spahr moved to pass Ordinance No. 908-B on second and final reading.

The motion was seconded by Councilor Harris and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 6:42 p.m.

Mayor

Attest:

City Clerk


SUGGESTED MOTION


I move that the council approve the minutes of the regular city council meeting of March 11, 2013.

CITY OF CHEHALIS
AGENDA REPORT

DATE: February 28, 2013

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:

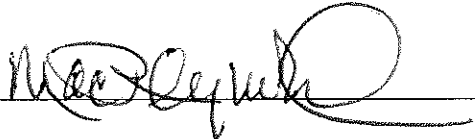
Claim Vouchers No. 105510 through 105591 and Electronic Funds Transfer No. 12013 in the amount of \$69,576.50 dated February 28, 2013 and the transfer of \$36,981.25 from the General Fund, \$1,980.90 from the Federal & State Grants Fund, \$13,481.28 from the Wastewater Fund, \$14,364.56 from the Water Fund, \$1,834.79 from the Storm & Surface Water Utility Fund and \$933.72 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the February 28, 2013 Claim Vouchers No. 105510 through 105591 and Electronic Funds Transfer No. 12013 in the amount of \$69,576.50.

SUGGESTED MOTION

I move to approve the February 28, 2013 Claim Vouchers No. 105510 through 105591 and Electronic Funds Transfer No. 12013 in the amount of \$69,576.50.

Reviewed by: , City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: March 15, 2013
TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager *EL*
PREPARED BY: Michelle White, Accounting Tech II *MW*
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

Claim Vouchers No. 105592 through 105721 in the amount of \$171,314.37 dated March 15, 2013 and the transfer of \$70,744.67 from the General Fund, \$1,581.42 from the Federal & State Grants Fund, \$64,827.22 from the Wastewater Fund, \$29,642.07 from the Water Fund and \$4,518.99 from the Storm & Surface Water Utility Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the March 15, 2013 Claim Vouchers No. 105592 through 105721 in the amount of \$171,314.37.

SUGGESTED MOTION

I move to approve the March 15, 2013 Claim Vouchers No. 105592 through 105721 in the amount of \$171,314.37.

Reviewed by: *Mac DeLynud*, City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: February 28, 2013
TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager
PREPARED BY: Michelle White, Accounting Tech II
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

Payroll Vouchers No. 36348 through 36406, Direct Deposit Payroll Vouchers No. 3817 through 3893, and Electronic Federal Tax Payment No. 120 in the amount of \$667,302.54 dated February 28, 2013, and the transfer of \$475,462.63 from the General Fund, \$8,019.47 from the Arterial Street Fund, \$6,893.84 from the Gambling Enforcement Fund, \$75,937.04 from the Wastewater Fund, \$78,326.27 from the Water Fund, \$18,081.82 from the Storm & Surface Water Utility Fund, and \$4,581.47 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the February 28, 2013, Payroll Vouchers No. 36348 through 36406, Direct Deposit Payroll Vouchers No. 3817 through 3893, and Electronic Federal Tax Payment No. 120 in the amount of \$667,302.54.

SUGGESTED MOTION

I move to approve the February 28, 2013, Payroll Vouchers No. 36348 through 36406, Direct Deposit Payroll Vouchers No. 3817 through 3893, and Electronic Federal Tax Payment No. 120 in the amount of \$667,302.54.

Reviewed by:  City Manager

To: The Honorable Mayor and Council
 Via: Merlin MacReynold, City Manager
 From: Eva K. Lindgren, Finance Manager
 Date: March 20, 2013
 Subject: Monthly Financial Reports for February

City of Chehalis
 Comparative Financial Reports
 February 2012 and 2013

GENERAL FUND (#001) REVENUES	A February 2012		B February 2012		C=B/A		D February 2013		E February 2013		F=E/D		G Expected % Recd*		H^ Variance		I=F-G	
	Budget	Actual	Budget	Actual	% Recd	Budget	Actual	% Recd	% Recd	Expected % Recd*	Variance	%	Expected % Recd*	Variance	%	Expected % Recd*	Variance	%
General Property Taxes	\$1,235,000	\$12,335	\$1,249,000	\$7,551	1.0%	\$1,249,000	\$7,551	0.6%	16.7%	16.7%	(\$200,616)	-16.1%	16.7%	16.7%	(\$200,616)	-16.1%	16.7%	-16.1%
EMS Property Taxes	236,000	2,359	237,500	1,425	1.0%	237,500	1,425	0.6%	16.7%	16.7%	(38,158)	-16.1%	16.7%	16.7%	(38,158)	-16.1%	16.7%	-16.1%
Sales & Use Tax	3,000,000	533,354	3,015,000	593,377	17.8%	3,015,000	593,377	19.7%	16.7%	16.7%	90,877	3.0%	16.7%	16.7%	90,877	3.0%	16.7%	3.0%
Electricity Tax	400,000	64,188	417,000	64,228	16.0%	417,000	64,228	15.4%	16.7%	16.7%	(5,272)	-1.3%	16.7%	16.7%	(5,272)	-1.3%	16.7%	-1.3%
Gas/Natural Gas Tax	250,000	45,950	240,000	34,075	18.4%	240,000	34,075	14.2%	16.7%	16.7%	(5,925)	-2.5%	16.7%	16.7%	(5,925)	-2.5%	16.7%	-2.5%
Criminal Justice Tax	88,000	14,956	90,000	16,429	17.0%	90,000	16,429	18.3%	16.7%	16.7%	1,429	1.6%	16.7%	16.7%	1,429	1.6%	16.7%	1.6%
(Interfund) Water/Sewer Tax	340,000	53,251	399,996	61,584	15.7%	399,996	61,584	15.4%	16.7%	16.7%	(5,082)	-1.3%	16.7%	16.7%	(5,082)	-1.3%	16.7%	-1.3%
Garbage Tax	62,000	14,488	62,000	14,647	23.4%	62,000	14,647	23.6%	16.7%	16.7%	4,314	6.9%	16.7%	16.7%	4,314	6.9%	16.7%	6.9%
Cable Tax	92,000	23,075	92,000	23,944	25.1%	92,000	23,944	26.0%	16.7%	16.7%	8,611	9.3%	16.7%	16.7%	8,611	9.3%	16.7%	9.3%
Telephone Tax	325,000	61,035	313,000	42,167	18.8%	313,000	42,167	13.5%	16.7%	16.7%	(10,000)	-3.2%	16.7%	16.7%	(10,000)	-3.2%	16.7%	-3.2%
Leasehold Excise Tax	35,000	8,810	38,000	9,032	25.2%	38,000	9,032	23.8%	16.7%	16.7%	2,699	7.1%	16.7%	16.7%	2,699	7.1%	16.7%	7.1%
Other Taxes	30	0	32	0	0.0%	32	0	0.0%	16.7%	16.7%	(5)	-16.7%	16.7%	16.7%	(5)	-16.7%	16.7%	-16.7%
Total Tax Revenues	6,063,030	833,801	6,153,528	868,459	13.8%	6,153,528	868,459	14.1%	16.7%	16.7%	(157,129)	-2.6%	16.7%	16.7%	(157,129)	-2.6%	16.7%	-2.6%
Licenses & Permits	63,630	7,382	63,980	12,124	11.6%	63,980	12,124	18.9%	16.7%	16.7%	1,461	2.2%	16.7%	16.7%	1,461	2.2%	16.7%	2.2%
Intergov't. Grants/Entitlements	361,024	31,252	168,502	7,342	8.7%	168,502	7,342	4.4%	16.7%	16.7%	(20,742)	-12.3%	16.7%	16.7%	(20,742)	-12.3%	16.7%	-12.3%
Charges for Goods and Svcs.	800,725	124,105	341,170	31,039	15.5%	341,170	31,039	9.1%	16.7%	16.7%	(25,823)	-7.6%	16.7%	16.7%	(25,823)	-7.6%	16.7%	-7.6%
Fines and Forfeitures	167,080	26,542	159,055	24,156	15.9%	159,055	24,156	15.2%	16.7%	16.7%	(2,353)	-1.5%	16.7%	16.7%	(2,353)	-1.5%	16.7%	-1.5%
Interest Earnings	12,546	1,182	9,306	1,184	9.4%	9,306	1,184	12.7%	16.7%	16.7%	(367)	-4.0%	16.7%	16.7%	(367)	-4.0%	16.7%	-4.0%
Rents & Royalties	71,422	9,798	70,100	10,472	13.7%	70,100	10,472	14.9%	16.7%	16.7%	(1,211)	-1.8%	16.7%	16.7%	(1,211)	-1.8%	16.7%	-1.8%
Donations/Contributions	33,200	4,556	0	1,150	13.7%	0	1,150	N/A	16.7%	16.7%	1,150	N/A	16.7%	16.7%	1,150	N/A	16.7%	N/A
Misc. Revenue/Insurance	3,100	5,821	5,000	3,034	187.8%	5,000	3,034	60.7%	16.7%	16.7%	2,201	44.0%	16.7%	16.7%	2,201	44.0%	16.7%	44.0%
Non-Revenues	4,866	547	3,500	649	11.2%	3,500	649	18.5%	16.7%	16.7%	66	1.8%	16.7%	16.7%	66	1.8%	16.7%	1.8%
Total Non-Tax Revenues	1,517,593	211,185	820,613	91,150	13.9%	820,613	91,150	11.1%	16.7%	16.7%	(45,619)	-5.6%	16.7%	16.7%	(45,619)	-5.6%	16.7%	-5.6%
Proceeds of Long-Term Debt	0	0	0	0	N/A	0	0	N/A	16.7%	16.7%	0	N/A	16.7%	16.7%	0	N/A	16.7%	N/A
Operating Transfers-In	0	0	500,000	0	N/A	500,000	0	0.0%	16.7%	16.7%	(83,333)	-16.7%	16.7%	16.7%	(83,333)	-16.7%	16.7%	-16.7%
Total Other Financing Sources	0	0	500,000	0	N/A	500,000	0	0.0%	16.7%	16.7%	(83,333)	-16.7%	16.7%	16.7%	(83,333)	-16.7%	16.7%	-16.7%
TOTALS	\$7,580,623	\$1,044,986	\$7,474,141	\$959,609	13.8%	\$7,474,141	\$959,609	12.8%	16.7%	16.7%	(\$266,081)	-3.9%	16.7%	16.7%	(\$266,081)	-3.9%	16.7%	-3.9%

Key:
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City of Chehalis
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GENERAL FUND (#001) EXPENDITURES	A February 2012		B		C=B/A		D February 2013		E		F=E/D		G		H [^]		I=G-F			
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Expected	% Exp [*]	Variance Expected	% Variance				
City Council	\$100,319	\$16,070	\$76,587	\$12,275	16.0%	16.0%	\$76,587	\$12,275	\$76,587	\$12,275	16.0%	16.0%	\$490	16.7%	\$490	0.7%				
Municipal Court	334,309	53,272	332,409	53,157	15.9%	16.0%	332,409	53,157	332,409	53,157	16.0%	16.7%	2,245	16.7%	2,245	0.7%				
City Manager	338,840	55,210	226,121	37,988	16.3%	16.8%	226,121	37,988	226,121	37,988	16.8%	16.7%	(301)	16.7%	(301)	-0.1%				
Finance	316,414	52,462	159,594	30,306	16.6%	19.0%	159,594	30,306	159,594	30,306	19.0%	16.7%	(3,707)	16.7%	(3,707)	-2.3%				
City Clerk	93,216	15,374	56,516	8,313	16.5%	14.7%	56,516	8,313	56,516	8,313	14.7%	16.7%	1,106	16.7%	1,106	2.0%				
Non-Departmental	353,538	55,804	796,715	44,268	15.8%	5.6%	796,715	44,268	796,715	44,268	5.6%	16.7%	88,518	16.7%	88,518	11.1%				
Human Resources	132,619	23,492	91,769	15,720	17.7%	17.1%	91,769	15,720	91,769	15,720	17.1%	16.8%	(425)	16.7%	(425)	-0.4%				
Police	2,346,053	377,118	2,464,666	413,612	16.1%	16.8%	2,464,666	413,612	2,464,666	413,612	16.8%	16.7%	(2,834)	16.7%	(2,834)	-0.1%				
Fire	1,727,813	296,177	1,705,443	269,605	17.1%	15.8%	1,705,443	269,605	1,705,443	269,605	15.8%	16.7%	14,636	16.7%	14,636	0.9%				
Public Works - Streets	607,332	55,835	471,480	48,419	9.2%	10.3%	471,480	48,419	471,480	48,419	10.3%	N/A	30,161	16.7%	30,161	6.4%				
Public Works - Engineering	111,017	16,209	0	0	14.6%	N/A	0	0	0	0	N/A	N/A	0	16.7%	0	N/A				
Community Development	1,158,726	185,730	1,227,135	225,960	16.0%	18.4%	1,227,135	225,960	1,227,135	225,960	18.4%	16.7%	(21,438)	16.7%	(21,438)	-1.7%				
TOTALS	7,620,196	1,202,753	7,608,435	1,159,623	15.8%	15.2%	7,608,435	1,159,623	7,608,435	1,159,623	15.2%	16.7%	108,450	16.7%	108,450	1.5%				
Net Budget/Income/Variance:															(\$39,573)	(\$157,767)	(\$134,294)	(\$200,014)	(\$177,632)	-2.4%

Key:

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

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WASTEWATER FUND (#404) REVENUES	A February 2012		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	February 2013 Actual	% Rec'd	% Rec'd	Expected % Rec'd	Expected % Rec'd	Varnc-frm Expected	Varnc-frm Expected	% Variance	% Variance	
Wastewater Fees	\$3,404,344	\$545,710	\$4,160,318	\$664,113	16.0%	16.7%	\$4,160,318	\$664,113	\$664,113	16.0%	16.7%	16.7%	16.7%	(\$29,273)	(\$29,273)	-0.7%	-0.7%	
Sewer Connection/Misc. Fees	25,000	5,736	35,000	0	22.9%	0.0%	35,000	0	0	0.0%	0.0%	16.7%	16.7%	(5,833)	(5,833)	-16.7%	-16.7%	
Rentals	3,750	0	3,323	3,323	0.0%	100.0%	3,323	3,323	3,323	100.0%	16.7%	16.7%	16.7%	2,769	2,769	83.3%	83.3%	
Misc. Revenues/Insurance	2,000	437	3,300	442	21.9%	13.4%	3,300	442	442	13.4%	16.7%	16.7%	16.7%	(108)	(108)	-3.3%	-3.3%	
Interest Earnings	4,655	1,124	3,000	0	24.1%	0.0%	3,000	0	0	0.0%	16.7%	16.7%	16.7%	(500)	(500)	-16.7%	-16.7%	
Totals:	\$3,439,749	\$553,007	\$4,204,941	\$667,878	16.1%	15.9%	\$4,204,941	\$667,878	\$667,878	15.9%	16.7%	16.7%	16.7%	(\$32,946)	(\$32,946)	-0.8%	-0.8%	

WASTEWATER FUND (#404) EXPENSES	A February 2012		B		C=B/A		D		E		F=E/D		G		H [^]		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	February 2013 Actual	% Exp'd	% Exp'd	Expected % Exp'd	Expected % Exp'd	Varnc-frm Expected	Varnc-frm Expected	% Variance	% Variance	
Operating Expenses	\$2,532,028	\$411,356	\$2,638,208	\$380,587	16.2%	14.4%	\$2,638,208	\$380,587	\$380,587	14.4%	16.7%	16.7%	16.7%	\$59,114	\$59,114	2.3%	2.3%	
Capital Outlay	650,000	0	192,000	0	0.0%	0.0%	192,000	0	0	0.0%	0.0%	16.7%	16.7%	32,000	32,000	16.7%	16.7%	
Debt Principal	1,694,944	49,825	2,001,005	53,374	2.9%	2.7%	2,001,005	53,374	53,374	2.7%	16.7%	16.7%	16.7%	280,127	280,127	14.0%	14.0%	
Interest Expense	40,660	5,417	38,715	1,868	13.3%	4.8%	38,715	1,868	1,868	4.8%	16.7%	16.7%	16.7%	4,585	4,585	11.9%	11.9%	
Totals:	4,917,632	466,598	4,869,928	435,829	9.5%	8.9%	4,869,928	435,829	435,829	8.9%	16.7%	16.7%	16.7%	375,826	375,826	7.8%	7.8%	

Net Budget/Income/Variance: (\$1,477,883) \$86,409

(\$664,987) \$232,049

\$342,880 7.0%

Key:

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(1) Debt service is not paid evenly throughout the year.

City of Chehalis
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WATER FUND (#405) REVENUES	A February 2012		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G		
	Budget	Actual	Budget	Actual	%	Rec'd	Budget	Actual	%	Rec'd	Expected	%	Rec'd	Expected	Var ^{nc}	%	Expected	Variance	
Water Sales	\$2,456,633	\$375,329	\$2,496,400	\$363,011	15.3%		\$2,496,400	\$363,011	14.5%	16.7%	16.7%	16.7%	16.7%	(\$53,056)	-2.2%	16.7%	16.7%	(\$53,056)	-2.2%
Water Connection/Misc. Fees	20,000	18,953	20,000	0	94.8%		20,000	0	0.0%	16.7%	16.7%	16.7%	16.7%	(3,333)	-16.7%	16.7%	16.7%	(3,333)	-16.7%
Interfund Principal Repayment	0	0	397,411	0	N/A		397,411	0	0.0%	16.7%	16.7%	16.7%	16.7%	(66,235)	-16.7%	16.7%	16.7%	(66,235)	-16.7%
Misc. Revenues/Insurance	0	308	0	520	N/A		0	520	N/A	16.7%	16.7%	16.7%	16.7%	520	N/A	16.7%	16.7%	520	N/A
Interest Earnings	10,000	1,124	18,076	0	11.2%		18,076	0	0.0%	16.7%	16.7%	16.7%	16.7%	(3,013)	-16.7%	16.7%	16.7%	(3,013)	-16.7%
Totals:	\$2,486,633	\$395,714	\$2,931,887	\$363,531	15.9%		\$363,531	\$363,531	12.4%	16.7%	16.7%	16.7%	16.7%	(\$125,117)	-4.3%	16.7%	16.7%	(\$125,117)	-4.3%

WATER FUND (#405) EXPENSES	A February 2012		B		C=B/A		D		E		F=E/D		G		H [^]		I=G-F		
	Budget	Actual	Budget	Actual	%	Exp'd	Budget	Actual	%	Exp'd	Expected	%	Exp'd	Expected	Var ^{nc}	%	Expected	Variance	
Operating Expenses	1,900,894	272,087	1,782,704	264,520	14.3%		1,782,704	264,520	14.8%	16.7%	16.7%	16.7%	16.7%	32,597	1.9%	16.7%	16.7%	32,597	1.9%
Capital Outlay	790,000	16,831	640,000	0	2.1%		640,000	0	0.0%	16.7%	16.7%	16.7%	16.7%	106,667	16.7%	16.7%	16.7%	106,667	16.7%
Debt Principal	130,077	8,000	131,077	9,000	6.2%		131,077	9,000	6.9%	16.7%	16.7%	16.7%	16.7%	12,846	9.8%	16.7%	16.7%	12,846	9.8%
Interest Expense	24,131	4,175	21,690	3,750	17.3%		21,690	3,750	17.3%	16.7%	16.7%	16.7%	16.7%	(135)	-0.6%	16.7%	16.7%	(135)	-0.6%
Totals:	2,845,102	301,093	2,575,471	277,270	10.6%		277,270	277,270	10.8%	16.7%	16.7%	16.7%	16.7%	151,975	5.9%	16.7%	16.7%	151,975	5.9%

Net Budget/Income/Variance: -\$358,469 \$94,621

\$356,416 \$86,261

\$26,858 1.6%

Key:

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(1) Deferred capital expenditures.

City of Chehalis
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STORM FUND (#406) REVENUES	A February 2012		B		C=B/A		D February 2013		E		F=E/D		G		H^		I=F-G		
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	% Rec'd	% Rec'd	% Rec'd	Expected	Actual	Expected	Variance	%	Variance	
Storm & Surface Water Fees	\$407,780	\$67,638	0	4,988	16.6%	N/A	\$441,674	0	16.7%	16.7%	16.7%	\$85	0	\$85	0	N/A	0.0%	0	
Storm Connection/Misc. Fees	500	0	500	0	0.0%	0.0%	500	0	0.0%	0.0%	0.0%	(83)	0	(83)	0	-16.7%	0		
Interest Earnings	0	1,443	0	1,443	N/A	N/A	0	0	N/A	N/A	N/A	0	0	0	0	N/A	0	0	
Misc. Revenues/Insurance	\$408,280	\$74,069	\$408,280	\$74,069	18.1%	18.1%	\$442,174	\$73,697	16.7%	16.7%	16.7%	\$1	\$73,697	\$1	\$73,696	0	0.0%	\$1	
Totals:																			

STORM FUND (#406) EXPENSES	A February 2012		B		C=B/A		D February 2013		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	% Exp'd	% Exp'd	% Exp'd	% Exp'd	Expected	Actual	Expected	Variance	%	Variance
Operating Expenses	\$358,897	\$48,986	\$358,897	\$48,986	13.6%	13.6%	\$345,875	\$58,336	16.9%	16.9%	16.9%	(690)	\$58,336	(690)	(690)	0	-0.2%	0
Totals:	\$358,897	\$48,986	\$358,897	\$48,986	13.6%	13.6%	\$345,875	\$58,336	16.9%	16.9%	16.9%	(690)	\$58,336	(690)	(690)	0	-0.2%	0

Net Budget/Income/Variance: \$49,383 \$25,083 \$96,299 \$15,361 (\$689) -0.2%

Key:

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RECOMMENDATION/COUNCIL ACTION DESIRED

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

Reviewed by  City Manager