

CHEHALIS CITY COUNCIL AGENDA

CITY HALL
350 N MARKET BLVD | CHEHALIS, WA 98532

Terry F. Harris, District 1, Mayor Pro Tem Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Dennis L. Dawes, Position at Large Mayor	Anthony E. Ketchum Sr., District 3 Chad E. Taylor, Position at Large Robert J. Spahr, Position at Large
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Regular Meeting of Monday, August 12, 2019 5:00 p.m.

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| 1. <u>Call to Order.</u> (Mayor)

2. <u>Pledge of Allegiance.</u> (Mayor) |
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ITEM	ADMINISTRATION RECOMMENDATION	PAGE
SPECIAL BUSINESS		
3. <u>Discover! Children’s Museum Update.</u> (Allyn Roe, President and Larry McGee, Vice President)		
4. <u>Chehalis Foundation Presentation.</u> (Connie Bode, Board Member)		

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
CONSENT CALENDAR		
5. <u>Minutes of the Regular City Council Meeting of July 22, 2019.</u> (City Clerk)	APPROVE	1
6. <u>Vouchers and Transfers – Accounts Payable.</u> (City Manager, Finance Director)	APPROVE	6

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7. <u>Vouchers and Transfers – Payroll.</u> (City Manager, Finance Director)	APPROVE	8
8. <u>Accept National Avenue Slide Restoration Project as Complete and Release Retainage to Gill Construction After All Statutory Requirements Have Been Met.</u> (City Manager, Public Works Director/City Engineer, Street/Storm Superintendent)	APPROVE	10
9. <u>Accept Airport Pump Station Project as Complete and Release of Retainage to Rognlin's, Inc., After All Statutory Requirements Have Been Met.</u> (City Manager, Public Works Director/City Engineer, Airport Operations Coordinator)	APPROVE	14
10. <u>Debt Management and Post-Issuance Compliance Update for Fiscal Year Ended December 31, 2018.</u> (City Manager, Finance Director)	INFORMATION ONLY	16

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UNFINISHED BUSINESS		
11. <u>Ordinance No. 1000-B, Second and Final Reading – Amending the 2019 Annual Budget.</u> (City Manager, Finance Director)	PASS	20

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
ADMINISTRATION AND CITY COUNCIL REPORTS		
12. <u>Administration Reports.</u> a. City Manager Update. (Acting City Manager)	INFORMATION ONLY	- - -
13. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	- - -

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

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, AUGUST 26, 2019.**

July 22, 2019

The Chehalis city council met in regular session on Monday, July 22, 2019, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Terry Harris, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Councilor Tony Ketchum was absent (excused). Staff present included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Hillary Hoke, Planning & Building Manager; Trent Loughheed, Public Works Director/City Engineer; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; Judy Schave, HR/Risk Manager; and Don Schmitt, Street/Storm Superintendent. Members of the news media included Will Rubin of *The Chronicle*.

1. **Public Hearing – Petition to Vacate Right-of-Way at NW North Street.** Mayor Dawes closed the regular meeting and opened the public hearing at 5:00 pm. Hillary Hoke stated the street was originally established as a 60' right-of-way (ROW). In 1989, the southern 15' abutting Wildhaber's location was vacated, reducing the ROW to its current width of 45'. The current application would reduce the width by a further 15' on the opposite side for the other adjacent property owner (Graham). In reviewing the application, staff identified five options:

- Option 1 – Grant the request as written
- Option 2 – Grant request and create no parking zones on both sides
- Option 3 – Vacate the entire width of 45'
- Option 4 – Deny the request
- Option 5 – Deny the request and create no parking zone

Ms. Hoke discussed the pros and cons for each option and stated that staff was recommending Option 5. The entire 45' ROW would be clear and unobstructed at all times. It would be difficult, but smaller cars and potentially some trucks could possibly turn around in the area. The adjacent owner (Graham) would not have their request granted and there would be approximately four to five parking spaces lost adjacent to the Wildhaber property.

Councilor Pope asked if any comments were received by the county as an adjacent property owner. Ms. Hoke stated no comments were received from the county.

Councilor Pope asked if North Street was the only way the petitioner could access their property. Ms. Hoke stated it was the only access to the parcel in the petition. The petitioner owns an adjacent parcel that has access off of Center Street. Councilor Pope asked about the significance of having the ROW. Ms. Hoke stated there were two separate properties. The owner could sell the subject property and the only access would be from North Street. They also need a wide enough space for larger vehicles to access.

Mayor Dawes asked why Option 3 was not being recommended. Ms. Hoke stated the petitioner was not interested in pursuing that option.

Councilor Pope asked about Burlington Northern ROW and possible access. Ms. Hoke stated no one can legally use railroad ROW without permission.

Councilor Lund asked how wide the street actually was. Ms. Hoke stated she didn't measure it, but an actual ROW width would be different than pavement width.

City Manager Anderson stated the financial impact was roughly \$7,500 per 15' of ROW for each party. If the 15' was vacated to the adjacent owner (Wildhaber) that would potentially impact the petitioner (Graham) from getting large vehicles into their property. The reasons for staff's recommendation were to maintain clear ROW, address ongoing issues related to parking, and maintain full access to the petitioner's property. A number of city departments have spent time on these issues.

Ms. Hoke noted that ROW permits could still be issued for deliveries/drop-offs, etc.

Councilor Harris asked how that would be monitored. Ms. Hoke stated it would be similar to the permit a furniture store uses for deliveries made to their building on Pacific Avenue.

Mayor Dawes asked which option would be the optimum choice that would take away the problem and best serve both businesses. Don Schmitt stated he thought that would be Option 3, but he didn't know how that would impact the petitioner.

July 22, 2019

Jeff Graham and Richard Graham (petitioners) spoke in favor of the vacation, stating it would allow them to develop their property to its maximum potential within proper setbacks. Jeff Graham stated they do have a building on Center Street, but the only access to the North Street property is off of North Street. They do have a current lease with Burlington Northern, but the railroad could one day say no more lease, and they would no longer have access to their property. Mr. Graham stated parking of vehicles in the ROW was a problem. Leaving parking in certain areas would not allow large vehicles the property. People also access the area via railroad property because there is no proper signage indicating the road has no outlet.

Councilor Harris asked if the problem was a matter of having the proposed building being 10' or 15' shorter. Mr. Graham stated all they were trying to do was maximize the piece of property to build as close to the street as they could. The vacation would allow them to build with a 10' setback and then fence 5' of the property.

Mayor Dawes asked Mr. Graham why Option 3 wouldn't be advantageous to both parties. Mr. Graham didn't think having a co-ownership would work and they had no interest in such a relationship.

Councilor Taylor stated no parking would not fix the setback requirements. Mr. Graham stated he would like the same privilege that afforded the Wildhabers to maximize their building, but he would not build out to the roadway.

Councilor Taylor asked if variances were available to address the required setbacks. Mr. Hillier stated variances were available for changing any laws, and may be available, but that was something he would need to review.

City Manager Anderson noted that variances were typically offered in regard to unique property features that prevent the use of property, which go through the Hearings Examiner process.

Mr. Graham asked if a barricade could be put at the end of the street to stop access to railroad property. Don Schmitt stated it would depend if North Street was an access across railroad ROW or was railroad an access across North Street back in 1989. If it was North Street ROW, the current barricades were in the correct spot. He saw no problem placing a barricade at the end of the street.

Councilor Spahr asked what kind of business they were proposing that would not require parking. Mr. Graham stated they plan to make a storage yard for equipment or a storage building that would have in-and-out access. The parking they use now is through a lease with the railroad.

Councilor Harris asked about parking requirements. Hillary Hoke stated one parking space per storage unit was required.

Pam Wildhaber and Jeremy Wildhaber spoke against the vacation. Ms. Wildhaber stated the building done on their vacated property was permitted and approved by the city. She asked if Option 2 would eliminate all parking. Hillary Hoke indicated it would eliminate about four parking spaces on the south side of the street.

Pam Wildhaber stated that in 1989, Bob Nacht said the proposed vacation was for property between the existing property line and the existing curb line and would not include the curb or any portion of the existing roadway. The existing street was approximately 30' wide and allowed parallel parking on either side, so historically, there has always been parallel parking on both sides of the road.

Jeremy Wildhaber said their business trucks park there, semi-trucks load and unload there, and all their catering trucks use that as a thoroughfare.

Councilor Harris asked if they were using part of the roadway. Mr. Wildhaber indicated they were.

Mr. Wildhaber was confused as to how no parking signs were erected on city ROW without the public being involved. He stated they didn't know what the problem was or what the Grahams wanted to do with their property, but they are saying they want the same rights as the Wildhabers. Mr. Wildhaber stated they had the opportunity to buy that land 30 years ago. If they want a bigger driveway, he suggested they build it on their property and they would have plenty of room.

Ms. Wildhaber stated taking away parking from the entire street would be detrimental to her business and to tax revenue received by the city.

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Mayor Dawes stated the placement of signs was delegated to staff and he suggested the Wildhabers could discuss that with staff at another time, so that the public hearing could stay on point.

Councilor Pope asked how Option 5 would impact the Wildhabers. Ms. Wildhaber stated she was concerned about deliveries to her business, which occur on all days and at all times.

Councilor Spahr asked how trucks associated with the restaurant exit. Mr. Wildhaber stated they use railroad ROW to exit, which they have spoken with the railroad about. Councilor Spahr stated that was trespassing and if the railroad decided to block that access, they would no longer have that access.

Mayor Dawes warned the railroad could change on a dime and local railroad staff do not speak for headquarters. He also stated his concern with loading zones was that they can be abused and treated as private parking spots.

Councilor Pope asked for staff to provide true boundaries of the property so council could see the actual property lines. City Manager Anderson stated staff could do that, but with staffing issues it make take until the second meeting in August.

Jeff Graham stated he recently had the property surveyed and a registered survey was available at the courthouse.

City Manager Anderson stated it was her understanding that the gravel placed in the city ROW was permitted. The barricade that was placed in city ROW was not permitted. As far as staff can tell, the no parking signs were put up by city staff in order to preserve room on the narrow street. Both property owners needs and desires to use their property to its upmost benefit was important, but were taking a fair amount of very limited time by many people and it would be nice to have it resolved.

Councilor Spahr believed the city made a mistake in granting the vacation in 1989, but that can't be undone. He expressed concern about emergency service access. He stated he was leaning toward Option 5.

Mayor Dawes closed the public hearing at 6:10 pm and reopened the regular meeting.

Councilor Taylor thought each property owner should be given the same opportunity, and he moved to approve the vacation – Option 1. The motion was seconded by Councilor Lund. The motion failed 4 to 2. Those voting against the motion were Councilors Harris, Pope, and Spahr, and Mayor Dawes.

Mayor Dawes asked Ms. Wildhaber how losing 4 spaces under Option 5 would impact her business. Ms. Wildhaber stated it would not be the end of the world, but every parking space was valuable. Mayor Dawes asked how long a typical loading/unloading took. Ms. Wildhaber stated it could be a half-hour to an hour.

Councilor Spahr asked if the Grahams had specific plans for the property. Mr. Graham indicated they had a plan, but until they had something concrete with regard to the vacation, nothing was in stone.

Councilor Pope asked Mr. Graham how Option 5 would impact him. Mr. Graham stated he would not be able to add to his development. The vacation is for setback to maximize the lot.

Councilor Lund asked if it would help if Mr. Graham went to the city's Hearings Examiner about a variance from the setback requirements. Mr. Graham stated no parking would still be needed even if they got the setback variance.

Councilor Spahr moved to approve Option 5 and direct staff to present an ordinance for first reading at the regularly scheduled meeting on August 12. The motion was seconded by Councilor Pope.

City Manager Anderson clarified that if Option 5 was granted, an ordinance was not needed. The power to establish parking has been delegated by the council to the Police Chief.

Mayor Dawes stated that Option 5 was to deny the application and create a no parking zone along both sides of NW North Street from the Graham property to the BNSF railroad ROW and from the Wildhaber building to the BNSF ROW.

Councilor Spahr stated a loading zone would address the Wildhaber's concerns and should not interfere with the Graham's property.

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Councilor Lund stated Councilor Pope requested correct drawings of the situation because the pictures being looked at now were not right. He stated council needed to see the correct boundary lines and asked if the council could request from the Hearings Examiner whether or not the Grahams could obtain a setback variance.

City Attorney Hillier stated a request for a variance would have to come from the property owner, not the council.

City Manager Anderson stated staff would happy to provide what Councilor Pope asked for.

Upon further discussion about how to proceed, Councilor Spahr withdrew his motion and Councilor Pope withdrew his second to the motion. Mayor Dawes asked that the matter be brought back for action by council with the information requested by Councilor Pope.

Mr. Wildhaber stated they had no part in creating the five options and asked if a sixth option could be created. Mayor Dawes stated the options were created by staff and if Mr. Wildhaber wanted to add another option, he could forward it to the City Manager and staff would consider it.

Trent Lougheed thought staff could be prepared to bring something back to council at the next meeting. Mayor Dawes asked that staff notify the parties when the matter would be on the agenda.

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

a. Minutes of the regular meeting of July 8, 2019; and

b. July 15, 2019 Claim Vouchers No. 126274-126409 and Electronic Funds Transfer Nos. 62019 and 620191 in the amount of \$364,552.22.

The motion was seconded by Councilor Lund and carried unanimously.

3. **Ordinance No. 999-B, Second and Final Reading – Providing for the Issuance and Sale of a Limited Tax General Obligation Bond Not to Exceed \$1 Million to Finance the Recreation Park Renovation Project.** City Manager Anderson noted no changes had been made to the ordinance since first reading; however, staff reviewed the budget and revised the plan to use \$900,000 instead of \$825,000 for perimeter landscaping or decorative fencing along 13th Street to reduce the potential for little kids running into the street, and for landscaping around the VR Lee Building and Fred Hess Kitchen.

Mayor Dawes suggested using a private well for irrigation purposes to make sure any landscaping was taken care of.

Nancy Nerass, bond counsel attorney with Foster Pepper, provided an overview of the bond ordinance process.

Councilor Lund moved to pass Ordinance No. 999-B on second and final reading. The motion was seconded by Councilor Harris. Mayor Dawes thanked Councilor Lund for suggesting that staff review the budget. The motion carried unanimously.

City Manager Anderson noted a groundbreaking ceremony would be planned for late August or early September.

4. **Ordinance No. 1000-B, First Reading – Amending the 2019 Annual Budget.** Chun Saul provided an overview of the proposed budget amendment and highlighted changes relating to the various departments in the General Fund. Amendments to the Public Facilities Reserve Fund related to the Recreation Park renovation project and the pool liner replacement project. Ms. Saul noted changes to other various funds.

Mayor Dawes noted part of the transfers out were funds that the council directed be put into various reserve funds.

Councilor Spahr moved to pass Ordinance No. 1000-B on first reading. The motion was seconded by Councilor Pope and carried unanimously.

July 22, 2019

5. Administration Reports.

a. **Finance Report.** Chun Saul provided the 2019 second quarter finance report for all funds including the General Fund and Enterprise Funds. Overall, year-to-date revenues and expenditures were within budget projections and parameters. She stated staff was keeping a close eye on sales tax.

Mayor Dawes suggested it was important to look at all tax revenues, noting building taxes always go up and down. He thought that watching all revenue tax trends was important, especially as next year's budget is reviewed by the council budget committee.

Ms. Saul reported the city's total cash and investments as of June 30 was \$22,887,839, noting that only \$1.3 million was for the General Fund. All other funds are restricted and can only be used for very specific programs and activities.

b. **City Manager Update.** City Manager Anderson stated Hillary Hoke accepted a position with a neighboring jurisdiction and she was so sorry to see her go. She reported that one of the city's life guards, Luke Griffith, saved the life of a baby who was choking.

Mayor Dawes asked that Luke attend a future council meeting to be recognized. He also requested that the police officers involved in life saving measures by administering first aid to a non-responsive individual at the Main Street park-n-ride attend a council meeting. He stated that if the employees were uncomfortable coming to a council meeting, he would be happy to attend a staff meeting.

6. Councilor Reports/Committee Updates.

a. Councilor Spahr attended an EDC meeting. He announced that his daughter was recently promoted to Corporal in the United States Army.

b. Councilor Pope stated the Chehalis Foundation has done a lot for the city and schools, and he invited everyone to their first annual holiday gala on November 23. They are looking for sponsors and individuals to buy tables. Part of the money from the event will go toward Penny Playground.

c. Mayor Dawes stated the last two Music in the Park events were very well attended, and the last event will be this Friday. Mayor Dawes also attended Business After Hours held at Visiting Nurses. He stated ChehalisFest was this Saturday and he would be cooking pancakes at the Historical Museum from 8:00 a.m. to 11:00 a.m.

7. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(b) – Selection of Site or Acquisition of Real Estate; RCW 42.30.110(1)(c) – Minimum Price at Which Real Estate Will be Offered for Sale/Lease; and RCW 42.30.110(1)(g) – Review Performance of a Public Employee, not to exceed 8:15 pm and there would be no decision following conclusion of the executive session. Mayor Dawes closed the regular meeting at 7:33 pm. The executive session began at 7:35 pm. At 8:15 pm, Mayor Dawes announced the executive session would continue until 8:30 pm. Following conclusion of the executive session, the regular meeting was reopened and immediately adjourned at 8:29 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved:
Initials: _____

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Michelle White, Accounting Tech II

MEETING OF: August 12, 2019

SUBJECT: Vouchers and Transfers

ISSUE

City Council approval is requested for Vouchers and Transfers dated July 31, 2019.

DISCUSSION

The July 31, 2019 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 126410-126540 in the amount of \$456,371.27 dated July 31, 2019, which includes the transfer of:

- \$ 180,105.09 from the General Fund
- \$ 11,803.64 from the Dedicated Street Fund – 4% Sales Tax Fund
- \$ 18,475.80 from the Arterial Street Fund
- \$ 30,765.23 from the Tourism Fund
- \$ 21,800.07 from the Public Facilities Reserve Fund
- \$ 60,955.69 from the Wastewater Fund
- \$ 63,020.24 from the Water Fund
- \$ 15,502.62 from the Storm & Surface Water Utility Fund
- \$ 52,797.61 from the Airport Fund
- \$ 1,145.28 from the Firemen’s Pension Fund

RECOMMENDATION

It is recommended that the City Council approve the July 31, 2019 Claim Vouchers No. 126410-126540 in the amount of \$456,371.27.

SUGGESTED MOTION

I move that the City Council approve the July 31, 2019 Claim Vouchers No. 126410-126540 in the amount of \$456,371.27.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Betty Brooks, Payroll Accountant

MEETING OF: August 12, 2019

SUBJECT: Payroll Vouchers and Transfers

ISSUE

City Council approval is requested for Payroll Vouchers and Transfers dated July 31, 2019.

DISCUSSION

The administration requests City Council approval for Payroll Vouchers No. 40927-40980, Direct Deposit Payroll Vouchers No. 11011-11135, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 250-254 dated July 31, 2019 in the amount of \$848,114.37, which include the transfer of:

- \$587,090.27 from the General Fund
- \$9,583.91 from the Arterial Street Fund
- \$95,099.88 from the Wastewater Fund
- \$99,109.53 from the Water Fund
- \$20,382.59 from the Storm & Surface Water Utility Fund
- \$34,766.19 from the Airport Fund
- \$2,082.00 from the Firemen's Pension Fund

RECOMMENDATION

It is recommended that the City Council approve the July 31, 2019 Payroll Vouchers No. 40927-40980, Direct Deposit Payroll Vouchers No. 11011-11135, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 250-254 in the amount of \$848,114.37.

SUGGESTED MOTION

I move that the City Council approve the July 31, 2019, Payroll Vouchers No. 40927-40980, Direct Deposit Payroll Vouchers No. 11011-11135, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 250-254 in the amount of \$848,114.37.

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**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent Lougheed, Public Works Director/City Engineer
Don Schmitt, Street/Storm Superintendent

MEETING OF: August 12, 2019

SUBJECT: Acceptance and Closeout of National Avenue Slide Restoration Project

ISSUE

The National Avenue Slide Restoration project, which was funded by the Transportation Benefit District, is complete. It is recommended that the City Council accept the project as complete and authorize the release of retainage to Gill Construction after all statutory requirements have been met.

DISCUSSION

On August 27, 2018, Gill Construction was awarded the National Avenue Slide Restoration project in the amount of \$219,925. A 10% contingency in the amount of \$21,992 was also authorized by the City Council, bringing the original total authorized to \$241,917. This project consisted of approximately 1,400 feet of roadway removal and rechannelization, removal of 1,290 feet of guardrail, new 6-foot asphalt pedestrian path and stormwater swale, pavement markings, erosion control, and associated traffic control.

During construction there were added expenses due to unforeseen conditions associated with the project, which necessitated three change orders:

CO #1 – \$8,849.87: Extra work due to excess concrete removal.

CO #2 – \$773.33: Install storm drain frame and grate on a catch basin discovered during excavation work.

CO #3 – \$6,457.44 credit: Renegotiation of unit pricing of crushed surfacing top course. Project quantities were significantly higher than project estimates. The City asked for and received a reduction in unit pricing.

These change orders were within the contingency amount authorized by the City Council and were approved and signed by the City Manager.

After substantial completion of the project, it was determined that additional work was necessary for erosion control and curbing was needed to deter cars from entering the swale. This resulted in **CO #4** in the amount of \$19,195.68, which was approved by Council at the May 13, 2019 City Council meeting.

There is one final change order (attached) reconciling bid quantities to final construction quantities. The costs for this change order have already been accounted for in the pay estimates and are within the amount previously approved by City Council.

FISCAL IMPACT

The completed National Avenue Slide Restoration project cost of \$260,442.94 was funded by the Transportation Benefit District.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to sign the final reconciliation change order and accept the National Avenue Slide Restoration Project as complete and authorize release of retainage after all statutory requirements have been met.

SUGGESTED MOTION

I move that the City Council authorize the City Manager to sign the final reconciliation change order and accept the National Avenue Slide Restoration Project as complete and authorize release of retainage after all statutory requirements have been met.

CITY OF CHEHALIS, WASHINGTON-NATIONAL AVENUE SLIDE RESTORATION
 GILL CONSTRUCTION AND DEVELOPMENT, 4010 JACKSON HWY, CHEHALIS, WA 98532

ITEM	Quantity	Units	Description	BID QUANTITIES		FINAL QUANTITIES	
				Unit Price	Total	QUANTITY	AMOUNT
1	1	LS	Mobilization	\$24,000.00	\$24,000.00	1	\$24,000.00
2	1	LS	Clearing and Grubbing	\$38,000.00	\$38,000.00	1	\$38,000.00
3	1	LS	Shoring and Trench Safety Systems	\$100.00	\$100.00	1	\$100.00
4	1	LS	Trimming and Cleanup	\$2,000.00	\$2,000.00	1	\$2,000.00
5	1	LS	Tempoary Erosion Control	\$15,000.00	\$15,000.00	1	\$15,000.00
6	1	LS	Maint and Protection of Traffic Control	\$10,000.00	\$10,000.00	1	\$10,000.00
7	320	hour	Labor for Traffic Control	\$62.50	\$20,000.00	202.5	\$12,656.25
8	1400	CY	Roadway Excavation, incl haul	\$30.00	\$42,000.00	1284	\$38,520.00
9	1440	L.F.	Sawcutting	\$2.75	\$3,960.00	1440	\$3,960.00
10	75	Ton	Crush Surfacing Top Course	\$75.00	\$5,625.00	403.59	\$30,269.25
11	115	Ton	Hot Mix Asphalt, Cl. 1/2" PG 64-22	\$200.00	\$23,000.00	102.31	\$20,462.00
12	3000	SY	Jute Matting	\$1.66	\$4,980.00	600	\$996.00
13	150	C.Y.	Top Soil	\$67.00	\$10,050.00	312	\$20,904.00
14	4200	S.Y.	Hydroseed	\$0.25	\$1,050.00	4200	\$1,050.00
15	1290	L.F.	Remove Existing Guardrail	\$4.00	\$5,160.00	1290	\$5,160.00
16	1	LS	Pavement Markings, Complete	\$11,000.00	\$11,000.00	1	\$11,000.00
17	1	LS	Traffic Signs, Complete	\$4,000.00	\$4,000.00	1	\$4,000.00

BASE BID SUBTOTAL \$219,925.00 \$238,077.50

QUANTITY OVERAGE \$18,152.50

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent Lougheed, Public Works Director/City Engineer
Brandon Rakes, Airport Operations Coordinator

MEETING OF: August 12, 2019

SUBJECT: Acceptance of Airport Pump Station Project – Second Submittal with Revised Closeout Calculation

ISSUE

The Airport Pump Station Project was completed last year and was accepted by the City Council on April 23, 2018; however, the numbers presented and accepted by the City Council reflected an inaccurate total that included engineering costs.

DISCUSSION

In January 2017, City Council awarded a contract to Rognlin's, Inc., to demolish the existing stormwater pump station and install two new pumps and associated improvements. The original contract price was \$885,600 (including sales tax). The final cost of construction for the project was \$878,860.40. All associated change orders were presented and approved by City Council.

As stated above, the dollar amounts previously presented and approved by City Council showed a higher dollar amount that included engineering.

FISCAL IMPACT

This project received 100% funding from the Chehalis River Basin Flood Authority with a grant from the Washington State Recreation and Conservation Office.

RECOMMENDATION

The administration recommends that the City Council accept the Airport Pump Station Project as complete.

SUGGESTED MOTION

I move that the City Council accept the Airport Pump Station Project as complete and release retainage to Rognlin's, Inc., once all statutory requirements have been met.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Manager

MEETING OF: August 12, 2019

SUBJECT: Debt Management and Post-Issuance Compliance Update for Fiscal Year Ended December 31, 2018

ISSUE

The City is required to submit annual financial data and a timely notice of the occurrence of certain events to the Municipal Securities Rulemaking Board annually and then report to the City Council that the requirement has been fulfilled.

DISCUSSION

As part of the issuance of the City's Limited Tax General Obligation Bonds, 2011, the City agreed to adhere to federal regulations (Rule 15c2-12) and its own Debt Management and Post-Issuance Compliance (DMPI) Policy. The Bond Ordinance provides the deadline and the types of annual financial and operating data to be provided.

The deadline for submitting annual financial information is September 30 of each year per the Bond Ordinance. The following are the types of annual financial information and operating data the City is required to provide:

- 1) Annual Financial Statement;
- 2) Outstanding general obligation debt;
- 3) Assessed valuation;
- 4) Property taxes, rates, amounts levied, and percentage collected; and
- 5) General Fund revenues from other major tax sources

The data for the fiscal year ended December 31, 2018 was submitted to Municipal Securities Rulemaking Board (MSRB) via their Electronic Municipal Market Access (EMMA) system on July 26, 2019. Confirmation of successful submission and other operating data submitted are attached.

FISCAL IMPACT

None

RECOMMENDATION

No action is required; this update is informational only.

SUGGESTED MOTION

N/A

From: EMMNotifications@msrb.org
To: [Chun Saul](#)
Subject: Published Submission Confirmation
Date: Friday, July 26, 2019 11:35:19 AM

Your Continuing Disclosure Submission has been published.

SubmissionId: ES996580

Disclosure Type: FINANCIAL/OPERATING FILING
Annual Financial Information and Operating Data (Rule 15c2-12): 2018 Financial Statements (Unaudited) and
Additional Financial Information for the year ended 12/31/2018

Document Name: Financial Operating Filing dated 07/26/2019
Annual Financial Statements Unaudited 7.26.19.pdf posted 07/26/2019 2:35:07 PM
Additional Financial Information 2018.pdf posted 07/26/2019 2:35:07 PM

The following issuers are associated with this continuing disclosure submission:

CUSIP6	State	Issuer Name
163087	WA	CHEHALIS WASH

The following 5 Securities have been published with this continuing disclosure submission:

Security: CUSIP - 163087AA7, Maturity Date - 12/01/2014
Security: CUSIP - 163087AB5, Maturity Date - 12/01/2017
Security: CUSIP - 163087AC3, Maturity Date - 12/01/2021
Security: CUSIP - 163087AD1, Maturity Date - 12/01/2024
Security: CUSIP - 163087AE9, Maturity Date - 12/01/2026

Please follow the link to view this submission:

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**City of Chehalis, Washington
Additional Financial Information
For the Year Ended 12/31/2018**

1) GENERAL OBLIGATION DEBT OUTSTANDING AS OF 12/31/2018

Debt Description	Maturity Year	Balance	
			12/31/2018
Fire Truck Purchase Loan	2022	\$	348,147
Chip Spreader Purchase Loan	2024		224,932
2011 LTGO Bonds	2026		680,000
State Revolving Fund Loan (Water Treatment Plant)	2026		504,052
Distressed Counties-Loan	2035		353,651
Capital Leases	Various		83,799
Total Outstanding General Obligation Debt		\$	<u>2,194,581</u>

2) THE CITY'S ASSESSED VALUATION

Tax Levy Year	Tax Year	Assessed Value
	2018	\$ 711,910,025

3) PROPERTY TAXES, RATES, AMOUNTS LEVIED AND PERCENT COLLECTED

Levy Year	Levy Year	Regular Levy	EMS Levy	Total Levy
Property Tax Levy Rate for 2018 (per \$1,000 Assessed Value)	2018	\$ 2.058273698	\$ 0.441804454	\$ 2.500078152
Property Taxes Levy for 2018	2018	\$ 1,465,306	\$ 314,525	\$ 1,779,831
2018 Property Tax Levy Collected in 2018	2018	\$ 1,430,553	\$ 307,070	\$ 1,737,623
Percentage 2018 Tax Levy Collected in 2018	2018	97.6%	97.6%	97.6%
Prior Year Property Tax Levy Collected in 2018	2017 & Prior	\$ 10,555	\$ 2,066	\$ 12,621
Total Tax Levy Collected in 2018	2018 & Prior	\$ 1,441,108	\$ 309,136	\$ 1,750,244

4) GENERAL FUND REVENUE FROM OTHER MAJOR TAX SOURCES

Tax Sources	2018 Revenues
Retail Sales & Use Tax	\$ 5,108,799
Business and Occupation Taxes on Utilities	1,594,782
Excise Taxes	55,336
Total General Fund Revenues from Other Major Tax Sources	<u>\$ 6,758,917</u>

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Jill Anderson, City Manager
BY: Chun Saul, Finance Director
MEETING OF: August 12, 2019
SUBJECT: Ordinance No. 1000-B, Second and Final Reading – Amending the 2019 Annual Budget

ISSUE

On July 22, 2019, Ordinance No. 1000-B, second amendment to the 2019 Budget, was presented for City Council consideration on first reading, and there have been no changes since first reading.

Ordinance No. 1000-B amending the 2019 budget reflects the changes in estimates and actual activity of the city since the first amendment of the 2019 budget in April 2019. This ordinance is necessary to ensure compliance with state appropriation requirements and to document adjustments to the 2019 budget.

DISCUSSION

In April of this year, Ordinance No. 997-B was adopted to amend the 2019 budget, which was the first budget amendment of the year.

This proposed ordinance is the second amendment to the 2019 budget. The attached spreadsheet (Exhibit A-1) provides information on a line-by-line basis, as well as summary information of the proposed budget amendment by funds. The net city-wide decrease in fund balances associated with the second budget amendment total is \$704,757. The proposed budget amendments by fund are summarized below:

Fund Name	Net Increase (decrease) in Fund Balance from Second Budget Amendment
General Fund	\$ (181,498)
Arterial Street Fund	(5,432)
Tourism Fund	(100,000)
Public Facilities Reserve Fund	(271,388)
Wastewater Fund	(144,224)
Water Fund	(1,441)
Airport Fund	(774)
Total	\$ (704,757)

General Fund:

The budget amendment proposal includes a \$301,420 increase in revenues, \$463,918 increase in expenditures, and \$19,000 increase in transfers-out. A total decrease in fund balance from the proposed budget amendment is \$181,498.

Total proposed amendment to the revenue budget is \$301,420 which includes the following:

- \$178,676 from accounting procedure changes relating to the Fire Insurance Premium Tax and the regular property tax levy allocated for the Firemen's Pension Fund. During the 2017 annual audit, the State Auditor's Office directed that these revenues are to be accounted for in the general fund and distributed to the Firemen's Pension Fund as expenditures. Appropriate revenue and expenditure accounts have been created in the City's general ledger system. Expenditure budget is increased for the same amount, thus, there is zero impact to the general fund's fund balance from this adjustment.
- \$85,000 for anticipated Flood Authority grant to reimburse the consultant service costs relating to the Flood Storage Master Plan Phase II.
- \$37,744 service charges for interlocal service agreement relating to Fire Chief service to the Lewis County Fire District No. 6.

Total amendment to the expenditure and transfers-out budgets are \$463,918 and \$19,000, respectively, as summarized below:

- Municipal Court department requests \$1,752 budget increase to cover increased costs relating to information technology related services.
- Facilities and Parks department incurred additional costs related to new roof at girl's league building and new diving board at Shaw Aquatic Center in the amount of \$13,150. An additional appropriation for janitorial services and facilities maintenance for general and park facilities in the amount of \$24,400 is requested to reflect close to actual. However, the approved budget for the pool deck replacement is being reduced by \$19,000 and allocated for the pool liner replacement cost which is accounted for in the Public Facilities Reserve Fund (Fund 301). A transfers-out budget of \$19,000 is requested in the non-departmental department section. Net total increase in appropriations for Facilities and Parks department from this proposed budget amendment is \$18,550.
- Non-departmental department requests \$178,676 increase in appropriations relating to contributions to the Firemen's Pension Fund for regular property tax and fire insurance premium tax, described above. In addition, a transfer-out of \$19,000 to the Public Facilities Reserve fund for pool liner replacement is proposed.
- Human Resources department requests a \$70,000 increase to professional services budget relating to union negotiations. To-date expenditures is \$48,380 and has exceeded the 2019 approved budget of \$20,000 by \$28,380 with just the fire union negotiations. Staff anticipates that another \$41,620 would be needed for the Police Guild and Non-Uniformed employee groups and to finish the negotiation process with the Fire Union.

- Police department requests a \$12,719 increase in appropriations. While there was about \$8,900 reduction to the 2019 adopted payroll budget, about \$21,600 budget increase is needed for activities relating to drug enforcement (JNET), purchase of a dry storage unit, and adjust budget for prisoner care services to reflect to actual.
- Fire department requests \$94,571 increase in appropriations, which includes the following items: 1) \$29,497 increase in payroll budget for the interlocal agreement for fire chief service to the Lewis County Fire District #6. 2)\$24,734 increase in professional services and dues and subscriptions budget relating to fire policy implementation and annexation financial feasibility study. 3)\$36,000 increase to space rent budget for temporary fire station at the Lewis County Fire District #6. This was not included in the 2019 original budget. 4) \$4,340 increase to communications budget for phone services to reflect close to actual.
- Planning and Building department requests a \$87,650 increase in appropriations, which includes the following: 1) \$85,000 professional service costs were incurred relating to the Flood Storage Master Plan Phase II project. This service agreement was approved by City Council in November 2018; however, it was not included in the 2019 adopted budget. 100% of the cost is expected to be reimbursed by the Flood Authority grant. The corresponding revenue budget increase for this item is included in this proposed budget amendment. Staff is working with the Flood Authority to finalize the grant document. 2)\$2,650 increase to communications budget is needed to reflect close to actual.

The proposed second 2019 budget amendment decreases the General Fund's fund balance by \$181,498. The below table provides summary information for the General Fund:

General Fund by Department	Additional Revenue Sources	Additional Transfers-In	Additional Appropriations Requested	Additional Transfers-Out	Net Increase (decrease) in Fund Balance
Municipal Court	-	-	1,752	-	(1,752)
Facilities & Parks	-	-	18,550	-	(18,550)
Non-departmental	178,676	-	178,676	19,000	(19,000)
Human Resources	-	-	70,000	-	(70,000)
Police	-	-	12,719	-	(12,719)
Fire	37,744	-	94,571	-	(56,827)
Planning & Building	85,000	-	87,650	-	(2,650)
Total General Fund	301,420	-	463,918	19,000	(181,498)

The ending cash balance (fund balance) of the General Fund at the end of 2019 is estimated at \$790,431, which is about 7.96% of the General Funds' operating revenue. This is below the 10% Council policy to maintain 10% of General Fund's operating revenues in the General Fund.

Arterial Street Fund:

A \$5,432 transfer-out to the Public Facilities Reserve Fund is requested. A portion of the motor vehicle and fuel tax received is reserved to maintain paths and trails per RCW 47.30. A total of \$5,432 has been accumulated in the Arterial Street Fund. This money is eligible for the path/walkway portion of the Recreation Park renovation project and has been requested to be available for the project.

Tourism Fund:

A \$100,000 transfer-out to the Public Facilities Reserve Fund is requested. In 2018, the Lodging Tax Committee had approved \$100,000 funding for the pool liner replacement cost at the Shaw Aquatic Center, and it was approved in the 2018 budget. 2018 appropriation was not spent in 2018 and is being carried forward to 2019 budget. The 2019 adopted budget included \$82,000 for the pool liner replacement project. Total 2019 appropriation for the pool liner replacement cost, including this proposed budget amendment, will be \$182,000.

Public Facilities Reserve Fund:

The proposed budget amendment includes \$3,973,064 increase in revenue budget, \$124,432 increase in transfers-in, and \$4,368,884 increase in appropriations. The proposed budget amendments are related to the Recreation Park renovation project and the pool liner replacement project at the Shaw Aquatic Center. The below table provides summary information for the Public Facilities Reserve Fund:

Publid Facilities Reserve Fund Purposes	Additional Revenue Sources	Additional Transfers-In	Additional Appropriations Requested	Additional Transfers-Out	Net Increase (decrease) in Fund Balance
Recreation Park Renovation Project	3,073,064	5,432	4,146,669	-	(1,068,173)
G.O. Bond Issue	900,000		19,000		881,000
Subtotal for Recreation Park	3,973,064	5,432	4,165,669	-	(187,173)
Pool liner replacement	-	119,000	203,215		(84,215)
Total Public Facilities Reserve Fund	3,973,064	124,432	4,368,884	-	(271,388)

As of July 18, 2019, total estimated project budget for Recreation Park construction is \$4,165,669 which includes ballfield complex, Penny Playground, and additional improvements to the Recreation Park. Funding for the project is provide by various sources, including grants, donations and bond issue proceeds. Total of \$1,600,000 from state and federal grants, \$1,473,064 from donations, and estimated proceeds from bond issue, net of issuance cost, in the amount of \$881,000 are included in this proposed budget amendment. The City will use \$187,173 beginning cash which is reserved from donations received in prior year for the ballfield complex construction.

The proposed budget amendment is for the full amount of the estimated total project budget. The ballfield complex portion of the project is expected to be substantially completed by the end of 2019; however, the Penny Playground and other improvement project are most likely started in 2019 and completed in 2020. Any unspent 2019 budget appropriations will be carried forward to 2020 through a budget amendment in 2020.

The pool liner replacement project would require use of \$84,215 beginning cash.

Wastewater Fund:

A \$144,244 increase in appropriations is requested for additional costs incurred for 1) \$60,000 for hiring consultant to work on SWCAA permit issues and 2) \$84,244 increase relating to change orders for capital expenditures and unforeseen repairs.

Water Fund:

Revenue budget increase in the amount of \$744 is proposed for interest on the interfund loan to the Airport Fund. In September 2018, the City Council approved an interfund loan from the Water Fund to the Airport Fund in the amount of \$279,426.60 at 2% minimum interest to be adjusted according to the Local Government Investment Pool (LGIP) net earnings rate should the LGIP interest go above 2%. The LGIP net earnings rate rose from 2.01% in August 2018 to 2.51% in June 2019. Thus, an adjustment to the interest payment is needed. A \$2,215 increase in appropriation is requested for additional payroll cost relating to cash out of unused accruals upon retirement.

Airport Fund:

An increase of \$744 to interfund interest expenditure budget is needed, as explained in the Water Fund section.

Firemen’s Pension Fund:

The proposed budget amendment includes budget transfers between its revenue accounts within the Firemen’s Pension Fund. As mentioned in the General Fund section above, Firemen’s Pension Fund share of the regular property tax levy and state Fire Insurance Premium tax are received in the General Fund and then contributed to the Firemen’s Pension Fund under Pension Contribution from General Fund. The below table shows the net zero budget impact:

	Additional Revenue Sources	Additional Revenue Sources	Additional Budget Request	Additional Budget Request	Net Increase (decrease) in Fund Balance
Firemen's Pension Fund					
Property Tax	(165,126)	(165,126)			165,126
Fire Insurance Premium Tax	(13,550)	(13,550)			13,550
Pension Contribution - GF Property Tax	165,126	165,126			(165,126)
Pension Contribution - GF Fire Ins. Tax	13,550	13,550			(13,550)
Total Firemen's Pension Fund	-	-	-	-	-

RECOMMENDATION

It is recommended that the City Council pass Ordinance No. 1000-B on second and final reading.

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 1000-B on second and final reading.

Fund No. and Name	Account Name	Reason for Amendment	2019	Revenue		Appropriation		Total	Recommended
			Amended Budget	Increase (Decrease)	Transfers In	Increase (Decrease)	Transfers Out	Increase (Decrease)	Amended Budget
Fund 001 - General Fund									
Revenues:									
001.311.010.10	Property Tax Reg Levy - Fire Pension%	Accounting Change per SAO (Corresponding adjustment with Firemen's Pension Fund)	-	162,675				162,675	162,675
001.311.010.11	Property Tax Reg Levy Delq- Fire Pension%	Accounting Change per SAO (Corresponding adjustment with Firemen's Pension Fund)	-	2,451				2,451	2,451
001.336.006.91	Fire Insurance Premium Tax - for FFP	Accounting Change per SAO (Corresponding adjustment with Firemen's Pension Fund)	-	13,550				13,550	13,550
001.334.003.10	Ecology /Flood Authority Grant	Grant for Flood Storage Master Plan Phase II consultant costs	-	85,000				85,000	85,000
001.342.021.05	Fire Chief Service -LCFD#6	Interlocal Agreement with LCFD#6 for Fire Chief service (July-Dec).	-	37,744				37,744	37,744
Total General Fund Revenues & Transfers In			9,822,242	301,420	-	-	-	301,420	10,123,662
Expenditures:									
001.C1.512.050.41.00	Professional Services - LC IT	New server connection service by Lewis County IT, Started June. \$94.50/mo	-			662		662	662
001.C1.512.050.47.00	Public Utility Service	Adjust budget to reflect actual. Increased document shredding service.	250			90		90	340
001.C1.512.050.48.01	Repair & Maint - Equipment	Adjust budget to reflect actual.	3,357			(2,857)		(2,857)	500
001.C1.512.050.48.02	Repair & Maint - IT Software/hardware	Adjust budget to reflect actual. IT computer service and EDEN software shared cost.	950			3,857		3,857	4,807
subtotal - Municipal Court						1,752		1,752	
001.F2.518.030.41.00	Prof Services-General Service	Janitorial services, RV park caretakers, Park Facilities services, etc.	30,000			17,920		17,920	47,920
001.F2.518.031.42.00	Communications	Adjust budget to reflect actual.	8,076			2,300		2,300	10,376
001.F2.518.030.45.00	Rentals	Adjust budget to reflect actual. Includes annual lease payment for mowers	15,760			1,500		1,500	17,260
001.F2.518.030.47.00	Public Utility Service	Adjust budget to reflect actual. Includes electricity, garbage, shredding	62,179			2,680		2,680	64,859
001.F2.518.030.48.00	Repair & Maint-Facilities	Additional cost for new roof at girls League building (went with metal roof)	128,000			6,000		6,000	134,000
001.F2.576.020.31.00	Office & Operating Supplies	New diving board at Shaw Aquatic Center. Not budgeted.	23,437			7,150		7,150	30,587
001.F2.576.020.48.00	Repairs & Maint- Facilities (pool)	Reallocate \$19K pool deck budget to pool liner project (transfer to 301 fund)	26,000			(19,000)		(19,000)	7,000
subtotal - Facilities & Parks						18,550		18,550	
001.G1.597.000.05.31	Transfer out - Fund 301	Transfer out for Pool liner replacement cost	265,000				19,000	19,000	284,000
001.G1.522.010.29.01	Fire Pension Contribution- Property Tax	Contributions to Firemen's Pension Fund - Property Tax \$0.225/\$1,000 AV	-			165,126		165,126	165,126
001.G1.522.010.29.02	Fire Pension Contribution - Fire Ins Prem Tax	Contributions to Firemen's Pension Fund - Fire Insurance Premium Tax	-			13,550		13,550	13,550
subtotal - Non-departmental						178,676	19,000	197,676	
001.G2.518.010.41.00	Professional Services	Attorney fees for Labor contract negotiations under budgeted.	20,000			70,000		70,000	90,000
subtotal - Human Resources						70,000		70,000	
001.H1.521.R10.11.00	Salaries and Wages	Increase for Police Records Technician Position Reclassification	90,492			5,644		5,644	96,136
001.H1.521.R10.21.00	Personnel Benefits	Increase for Police Records Technician Position Reclassification	63,324			733		733	64,057
001.H1.521.R10.11.00	Salaries and Wages	New Records Assistant/Evidence Tech Position approved	-			19,625		19,625	19,625
001.H1.521.R10.21.00	Personnel Benefits	New Records Assistant/Evidence Tech Position approved	-			13,440		13,440	13,440
001.H1.542.065.11.00	Salaries and Wages	Elimination of Parking/Evidence Tech position	47,200			(36,577)		(36,577)	10,623
001.H1.542.065.12.00	Personnel Benefits	Elimination of Parking/Evidence Tech position	23,482			(18,861)		(18,861)	4,621
001.H1.542.065.11.05	Salaries and Wages	New part-time Downtown Parking Enforcement Officer	-			6,150		6,150	6,150
001.H1.542.065.12.05	Personnel Benefits	New part-time Downtown Parking Enforcement Officer	-			880		880	880
001.H1.521.010.42.00	Communications	Adjust budget to reflect actual.	32,000			2,700		2,700	34,700
001.H1.521.022.42.01	Communications	Adjust budget to reflect actual.	3,500			500		500	4,000
001.H1.521.023.43.00	Travel/Hotel/Per Diem	Required training for our JNET Officer-funds from Drug Seizure Funds	1,300			2,000		2,000	3,300
001.H1.521.023.45.00	Rentals	Undercover vehicle-funds from Drug Seizure Funds	3,200			6,139		6,139	9,339
001.H1.523.060.51.00	Intergovt Prof Services	Cost Increase LC Sheriff's Office Prisoner Care Service	80,000			2,407		2,407	82,407
001.H1.594.021.62.00	Buildings & Structures	Purchase of Dry storage unit for police department. Not budgeted	-			7,939		7,939	7,939
subtotal - Police						12,719		12,719	
001.I1.522.010.11.00	Salaries and Wages	Fire Chief Special Assignment Pay for ILA with LCFD#6	110,244			27,561		27,561	137,805
001.I1.522.010.21.00	Personnel Benefits	Interlocal agreement with Lewis Co Fire District # 6	19,333			1,936		1,936	21,269
001.I1.522.010.41.00	Professional Services	Policy implementation & Annexation Financial Feasibility Study	2,000			18,700		18,700	20,700
001.I1.522.010.42.00	Communications	Adjust budget to reflect actual.	13,800			4,340		4,340	18,140
001.I1.522.050.45.00	Rental-Facilities	Temporary space at Lewis Co Fire District # 6	-			36,000		36,000	36,000
001.I1.522.020.48.01	Repairs & Maint - Equipment	Move budget line. Annual radio maintenance & operation service agreement w/ RFA	41,500			(10,000)		(10,000)	31,500
001.I1.522.020.48.02	Repairs & Maint - IT Software/Hardware	Move budget line. Annual radio maintenance & operation service agreement w/ RFA	2,960			10,000		10,000	12,960
001.I1.522.010.49.02	Membership Dues/ Subscriptions	Online fire policy manual annual subscription	620			6,034		6,034	6,654
subtotal - Fire						94,571		94,571	
001.P2.558.030.41.00	Professional Services-Property Development	Prof. Service for Flood Storage Master Plan Phase II (FA Grant eligible)	-			85,000		85,000	85,000
001.P2.524.011.42.00	Communications	Adjust budget to reflect actual.	4,000			2,232		2,232	6,232
001.P2.558.060.42.00	Communications	Adjust budget to reflect actual.	1,600			418		418	2,018
subtotal - Planning & Building						87,650		87,650	

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Fund No. and Name	Account Name	Reason for Amendment	2019	Revenue	Appropriation		Total	Recommended	
			Amended Budget	Increase (Decrease)	Transfers In	Increase (Decrease)	Transfers Out	Amendment Increase (Decrease)	Amended Budget
Total General Fund Expenditures & Transfers Out			10,654,575	-	-	463,918	19,000	482,918	11,137,493
Total for General Fund				301,420	-	463,918	19,000	(181,498)	

Fund 102 - Arterial Street Fund

Expenditures:

103.03.597.000.05.31	Transfer out - 301 Fund	Reserved cash for Trail/Path to be used for Recreation Park Renovation project	-	-	-	-	5,432	5,432	5,432
Total Arterial Street Fund Expenditures & Transfer out			170,218	-	-	-	5,432	5,432	175,650
Total for Arterial Street Fund							5,432	(5,432)	

Fund 107 - Tourism

Expenditures:

107.05.597.000.05.31	Transfer out - Fund 301	Transfer unused 2018 budget for Pool liner replacement cost	82,000	-	-	-	100,000	100,000	182,000
Total Tourism Expenditures & Transfer out			305,435	-	-	-	100,000	100,000	405,435
Total for Tourism Fund							100,000	(100,000)	

Fund 301 - Public Facilities Reserve Fund

Revenues:

301.334.002.70	State RCO Grants	State RCO YAF & WWRP grants for Recreation Park Renovation project	-	850,000	-	-	-	850,000	850,000
301.334.000.10	State Capital Grant	State Local & Community capital grant for Recreation Park Renovation project	-	250,000	-	-	-	250,000	250,000
301.333.015.91	Federal LWRF Grants/RCO	Federal LWCF grant pass through state RCO for Recreation Park Renovation project	-	500,000	-	-	-	500,000	500,000
301.367.011.76	Chehalis Foundation Donation-Ballfields	Donations for Recreation Park Ballfield complex	-	823,064	-	-	-	823,064	823,064
301.367.011.77	Chehalis Foundation Donation-Penny Playground	Donations for Recreation Park Penny Playground	-	650,000	-	-	-	650,000	650,000
301.391.010.01	General Obligation Bonds Issue - Par	2019 LTGO bonds issue for Recreation Park Renovation Project	-	900,000	-	-	-	900,000	900,000
301.397.000.01	Transfer In - Fund 001	Transfer of Pool Deck budget for Pool liner replacement cost	265,000	-	19,000	-	-	19,000	284,000
301.397.000.02	Transfer In - Fund 102	Transfer of reserved cash for Trail/Path for Recreation Park Renovation Project cost	-	-	5,432	-	-	5,432	5,432
301.397.000.07	Transfer In - Fund 107	Transfer of 2018 appropriation for Pool liner replacement cost	82,000	-	100,000	-	-	100,000	182,000
Total Public Facilities Reserve Fund Revenues & Transfers In			350,780	3,973,064	124,432	-	-	4,097,496	4,448,276

Expenditures:

301.44.592.076.84.00	Debt Issuance Cost	Bond issuance cost for Recreation Park Renovation Project	-	-	-	19,000	-	19,000	19,000
304.44.594.076.63.00	Other Improvements-Pool	Additional budget for Pool liner replacement (approved by Council)	82,000	-	-	203,215	-	203,215	285,215
301.44.594.076.63.01	Capital project - Ballfields (Essentials)	New project. Not budgeted. Recreation Park Renovation construction project	14,724	-	-	4,146,669	-	4,146,669	4,161,393
Total Public Facilities Reserve Fund Expenditures & Transfers Out			96,724	-	-	4,368,884	-	4,368,884	4,465,608
Total for Public Facilities Reserve Fund				3,973,064	124,432	4,368,884	-	(271,388)	

Fund 404 - Wastewater Fund

Expenditures:

404.11.594.035.41.00	Professional Services	Riverside Forcemain carry over from 2018	25,000	-	-	48,526	-	48,526	73,526
404.11.594.035.65.00	Construction Projects	Retainage for Stan Hedwall Project	700,000	-	-	12,868	-	12,868	712,868
404.16.535.050.48.01	Repairs & Maintenance-Equipment	Belt filter press	18,300	-	-	13,000	-	13,000	31,300
404.16.535.080.41.00	Professional Services	Hired consultant to work on SWCAA permit issues	37,000	-	-	60,000	-	60,000	97,000
404.17.535.050.48.00	Repairs & Maintenance-Facilities	Puget Sound Energy bill for gas line damage during sewer repair	5,000	-	-	9,830	-	9,830	14,830
Total Wastewater Fund Expenditures			5,750,639	-	-	144,224	-	144,224	5,894,863
Total Wastewater Fund						144,224	-	(144,224)	

Fund 405 - Water Fund

Revenues:

Fund No. and Name	Account Name	Reason for Amendment	2019	Revenue	Appropriation		Total	Recommended
			Amended Budget	Increase (Decrease)	Transfers In	Increase (Decrease)	Transfers Out	Increase (Decrease)
405.361.040.02	Interfund loan interest	Adjust for increase in LGIP net interest rate from average 2.0% to 2.6%	4,692	774			774	5,466
Total Water Fund Revenues & Transfers In			2,885,647	774	-	-	774	2,886,421
Expenditures:								
405.14.534.080.11.00	Salaries & Wages	Retirement compensation above original budget projection	145,752			5,235	5,235	150,987
405.15.534.080.11.00	Salaries & Wages	Retirement compensation above original budget projection	180,179			(3,020)	(3,020)	177,159
Total Water Fund Expenditures			4,270,340	-	-	2,215	-	4,272,555
Total for Water Fund				774	-	2,215	(1,441)	
Fund 407 - Airport Fund								
Expenditures:								
407.09.592.046.83.05	Interfund loan interest	Adjust for increase in LGIP net interest rate from average 2.0% to 2.6%	4,692			774	774	5,466
Total Airport Fund Expenditures			4,429,286	-	-	774	774	4,430,060
Total for Airport Fund				-	-	774	(774)	
Fund 611 - Firemen's Pension Fund								
Revenues:								
611.311.010.00	Property Tax	Accounting Change per State Auditor. Move to Pension Contribution BARS accounts	162,675	(162,675)			(162,675)	-
611.311.010.01	Property Tax Delg	Accounting Change per State Auditor. Move to Pension Contribution BARS accounts	2,451	(2,451)			(2,451)	-
611.336.006.91	Fire Insurance Premium Tax	Accounting Change per State Auditor. Move to Pension Contribution BARS accounts	13,550	(13,550)			(13,550)	-
611.369.070.01	Pension Contribution - GF Property Tax	Accounting Change per State Auditor. Move from Property Tax BARS account.	-	165,126			165,126	165,126
611.369.070.02	Pension Contribution - GF Fire Ins Prem Tax	Accounting Change per State Auditor. Move from Property Tax BARS account.	-	13,550			13,550	13,550
Total Firemen's Pension Fund Revenues & Transfers In			191,236	-	-	-	-	191,236
Total for Firemen's Pension Fund				-	-	-	-	
Total Amendment for City-wide All Funds				4,275,258	124,432	4,980,015	124,432	(704,757)

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ORDINANCE NO. 1000-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE 2019 FISCAL YEAR BUDGET ADOPTED BY ORDINANCE NO. 995-B BY REVISING THE BUDGETED AMOUNTS BY A COMBINED TOTAL OF SEVEN HUNDRED FOUR THOUSAND SEVEN HUNDRED FIFTY SEVEN (\$704,757) FOR THE GENERAL FUND, ARTERIAL STREET FUND, TOURISM FUND, PUBLIC FACILITIES RESERVE FUND, WASTEWATER FUND, WATER FUND, AND AIRPORT FUND AND DIRECTING THE FINANCE DIRECTOR 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 2019 shall be, and the same hereby is, amended so as to increase the General Fund's revenues by \$301,420, increase appropriations by \$463,918, and increase transfers-out by \$19,000.

Section 2. The annual budget of the city for the calendar year 2019 shall be, and the same hereby is, amended so as to increase the Arterial Street Fund's transfers-out by \$5,432.

Section 3. The annual budget of the city for the calendar year 2019 shall be, and the same hereby is, amended so as to increase the Tourism Fund's transfers-out by \$100,000.

Section 4. The annual budget of the city for the calendar year 2019 shall be, and the same hereby is, amended so as to increase the Public Facilities Reserve Fund's revenues by \$3,973,064, increase transfers-in by \$124,432, and increase the appropriations by \$4,368,884.

Section 5. The annual budget of the city for the calendar year 2019 shall be, and the same hereby is, amended so as to increase the Wastewater Fund's appropriations by \$144,224.

Section 6. The annual budget of the city for the calendar year 2019 shall be, and the same hereby is, amended so as to increase the Water Fund's revenues by \$774 and increase appropriations by \$2,215.

Section 7. The annual budget of the city for the calendar year 2019 shall be, and the same hereby is, amended so as to increase the Airport Fund's appropriations by \$774.

Section 8. 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 the amended 2019 budget which shows a total estimated ending fund balance of \$17,471,913.

PASSED by the City Council of the City of Chehalis, Washington during a regularly scheduled open public meeting thereof this _____ day of _____, 2019.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

Exhibit "A"
CITY OF CHEHALIS SECOND AMENDED 2019 BUDGET
2019 BUDGET SUMMARY REVISED WITH ORDINANCE NO. 1000-B

FUND NO.	FUND NAME	BEGINNING CASH	REVENUES	TRANSFERS IN	EXPENDITURES	TRANSFERS OUT	ESTIMATED ENDING CASH	CASH BALANCE CHANGE FROM BEGINNING TO ENDING	ENDING CASH % CHANGE
001	General Fund	\$ 1,804,262	\$ 10,043,662	\$ 80,000	\$ 10,267,014	\$ 870,479	\$ 790,431	\$ (1,013,831)	-56.2%
003	Dedicated Street Fund	163,772	710	198,808	172,520	-	190,770	26,998	16.5%
004	Building Abatement Fund	101,209	330	80,000	-	80,000	101,539	330	0.3%
102	Arterial Street Fund	125,142	165,504	-	170,218	5,432	114,996	(10,146)	-8.1%
103	Transportation Benefit District Fund	1,110,158	992,518	-	1,175,000	-	927,676	(182,482)	-16.4%
107	Tourism Fund	263,943	225,985	-	223,435	182,000	84,493	(179,450)	-68.0%
110	Compensated Absences Reserve Fund	93,841	1,850	100,000	-	-	195,691	101,850	108.5%
195	Community Development Block Grant Fund	24,190	-	1,000	1,000	-	24,190	-	0.0%
197	HJD Block Grant Fund	86,259	1,420	-	-	-	86,679	420	0.5%
200	2011 General Obligation Bond Fund	1	-	99,563	99,563	-	1	-	0.0%
301	Public Facilities Reserve Fund	439,638	3,976,844	471,432	4,465,608	-	422,306	(17,332)	-3.9%
302	Automotive/Equipment Reserve Fund	94,311	230	181,780	81,780	-	194,541	100,230	106.3%
305	First Quarter REET Fund	62,712	106,280	-	-	40,821	128,171	65,459	104.4%
306	Second Quarter REET Fund	71,769	106,470	-	-	33,851	144,388	72,619	101.2%
402	Garbage Fund	7,706	6,745	-	7,252	-	7,199	(507)	-6.6%
404	Wastewater Fund	5,112,880	5,472,262	-	5,894,863	-	4,690,279	(422,601)	-8.3%
405	Water Fund	7,437,091	2,886,421	-	4,272,555	-	6,050,957	(1,386,134)	-18.6%
406	Storm and Surface Water Fund	1,264,662	800,770	-	786,526	-	1,278,906	14,244	1.1%
407	Airport Fund	1,051,418	4,423,173	-	4,430,060	-	1,044,531	(6,887)	-0.7%
611	Firemen's Pension Fund	877,319	191,236	-	78,500	-	990,055	112,736	12.9%
633*	Agency Fund	4,114	360,000	-	360,000	-	4,114	-	0.0%
TOTALS		\$ 20,196,397	\$ 29,762,410	\$ 1,212,583	\$ 32,486,894	\$ 1,212,583	\$ 17,471,913	\$ (2,724,484)	-13.5%

*Fund 633 is an Agency Fund which the city holds funds as a custodian for a period of time. This money does not belong to the City.