

# 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

**November 25, 2013**

**4:30 p.m.**

WORK SESSION		
1. <u>Regional Fire Authority Planning Committee Workshop.</u> (Fire Chief)	---	

**Regular Meeting of Monday, November 25, 2013**

**5:00 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.		
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PUBLIC HEARING		
4. <u>Continue Public Hearing on 2014 Proposed Budget and Revenue Sources, Taxes and Levies.</u> (City Manager, Finance Manager)	CONTINUE PUBLIC HEARING	

CONSENT CALENDAR		
5. <u>Minutes of the Regular Meeting of November 12, 2013, and the Special Meeting of November 18, 2013.</u> (City Clerk)	APPROVE	1
6. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	9
7. <u>Ordinance No. 922-B, First Reading – Creating and Establishing an Airport Department.</u> (City Manager)	PASS	10
8. <u>Award the Gail &amp; Carolyn Shaw Aquatic Center Renovation Project to Schwiesow Construction, Inc. for the Base Bid Amount of \$2,086,560.00 and Authorize the City Manager to Execute a Contract Agreement.</u> (City Manager, Community Development Director)	AWARD BID TO SCHWIESOW CONSTRUCTION, INC., AND AUTHORIZE CITY MANAGER TO EXECUTE CONTRACT AGREEMENT	13

ADMINISTRATION AND CITY COUNCIL REPORTS		
9. <u>Administration Reports.</u>		
a. October financial report. (Finance Manager)	INFORMATION ONLY	15
b. Report on upcoming inflow & infiltration rehabilitation project. (Wastewater Superintendent)	INFORMATION ONLY	20
10. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

UNFINISHED BUSINESS		
11. <u>Ordinance No. 914-B, Second and Final Reading – Determining and Fixing the Amounts of Revenue to be Raised by Ad Valorem Taxes During 2014.</u> (City Manager, Finance Manager)	PASS	23

**UNFINISHED BUSINESS CONTINUED**

12. <u>Ordinance No. 915-B, Second and Final Reading – Stating the Dollar Amounts and Percentages of Change in Property Tax Levies for 2014.</u> (City Manager, Finance Manager)	PASS	26
13. <u>Ordinance No. 916-B, Second and Final Reading – Adopting the 2014 Budget.</u> (City Manager, Finance Manager)	PASS	27
14. <u>Ordinance No. 917-B, Second and Final Reading - Amending Sections of the Chehalis Municipal Code Providing for Accessary Dwelling Units.</u> (City Manager, Community Development Director, City Attorney)	PASS	39

**NEW BUSINESS**

15. <u>Ordinance No. 919-B, First Reading – Revision of Sewer Rates for Lewis County Water &amp; Sewer District #4 and Napavine for 2014.</u> (City Manager, Interim Public Works Director, Wastewater Superintendent)	PASS	44
16. <u>Ordinance No. 920-B, First Reading – Amending the 2013 Budget.</u> (City Manager, Finance Manager)	PASS	50

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, DECEMBER 9, 2013

November 12, 2013

The Chehalis city council met in regular session on Tuesday, November 12, 2013, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 4:30 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; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Randy Kaut, Deputy Police Chief; Jim Walkowski, Fire Chief; Dennis Osborn, Community Development Director; Eva Lindgren, Finance Manager; Peggy Hammer, Human Resources Administrator; Dale McBeth, Municipal Court Judge; Becky Fox, Court Administrator; Rick Sahlin, Interim Public Works Director/Street Superintendent; Patrick Wiltzius, Wastewater Superintendent; and Dave Vasilauskas, Water Superintendent. Members of the media included Kyle Spurr from *The Chronicle* and Christina Crea from *Business to Business*.

1. **Work Session to Review Chehalis-Centralia Airport Organizational Structure Options.** City Manager MacReynold stated city and county representatives have been in discussions regarding the airport for approximately one year. He noted on September 21, Lewis County passed a resolution to transfer ownership of the airport to the city of Chehalis.

City Manager MacReynold reported there were really only three options with regard to the organization and structure of the airport. He stated it clearly made better sense to have the airport as a free-standing department rather than a division within a department. City Manager MacReynold reported the decision the council will need to make is whether the airport will have an advisory board to the council, or not. He stated the airport has a long history of having a board, but recommended the council not pass that authority on to anyone else.

City Attorney Hillier stated the real concern was in Title 14 of the RCWs, noting it sets up the presumption that if a board is put in place by the entity that owns it, the board would make the decisions that are usually made by the council. In his opinion, there were very few things that the board would do that are not decisions that should be made by the city council.

Councilor Dawes stated he was under the assumption that a governing board is created when you have multi-jurisdictional ownership of an airport. City Attorney Hillier stated you can also have a board in a single ownership situation.

City Manager MacReynold reported, should the council take action to proceed, there are still some things that need to be cleaned up, such as:

- Approval with FAA; certify that the city is a legal entity that has the ability to take on the responsibility of ownership of the airport
- Deeds to the property
- Personnel issues
- Changes to city code
- Incorporating the airport budget into the city's 2014 budget
- Insurance
- HR and union issues

City Manager MacReynold stated he didn't see a need to make any personnel changes at this time. He noted two of the employees would need to be in the union, but they would sort those things out over the next month and a half.

Councilor Spahr inquired about the transfer of real estate to the city. City Attorney Hillier reported Lewis County would sign a quit claim deed releasing the property to the city. Councilor Spahr asked, "What interest does Lewis County and the City of Centralia have if down the road the city has an opportunity to sell the property?" City Attorney Hillier stated if there is equity in the airport after repayment of all of the FAA grants, the proceeds from the sale would be split according to the agreement that was entered into by the three agencies prior to Centralia pulling out.

Councilor Dawes reported Chehalis and Lewis County owned the property when Centralia was allowed to sign on and the only gain they would see would be on any property purchased after they came on board in the early 1960s. He noted there was still quite a chunk on the Walmart lease, so if we did own it we wouldn't be able to do anything for quite a while; otherwise, we could potentially go into debt by going back on the leases.

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Councilor Spahr noted 50 years from now the capital gain could be a lot of money and asked if all of the gain would have to be split. City Attorney Hillier stated, if the sale price exceeds the debt limit, it would be split between the county and the city in accordance to what was agreed upon when Centralia left. Councilor Spahr stated that didn't seem very equitable to him.

Councilor Spahr stated he had concerns about the council's lack of knowledge of running an airport. He asked how the available property would be managed and marketed. City Manager MacReynold stated things would change, but the current manager has done a good job marketing the property. The advantage of it being a city department will be the working relationship between our community development department, public works and the airport. City Manager MacReynold stated with the change in the economy we need to be thinking about the future, and positioning ourselves to be competitive. He felt the opportunity for further economic development would be significantly improved.

Councilor Harris felt they needed an advisory board until they learn more about the capacity of the board. He suggested the council didn't know a thing about airports, and future councilmembers may not know anything about them either. Councilor Harris reported he would like to have a board to do nothing more than advise and give the council the information they need to make good decisions. He stated, in this case, rather than give up their authority they'll need to trust the airport manager to do exactly that.

Airport Manager Allyn Roe stated his interpretation is that the RCWs allow for an advisory board that can help the council and the airport manager on the aeronautical uses and advise on the operation of the airport. He noted they would have no governance related to the airport. Mr. Roe noted the statute also allows for an Airport Commission, which would be similar to the current governing board.

City Attorney Hillier stated Mr. Roe was correct in that the statute allows either one to take place, but the statute doesn't differentiate between what we're creating and what authority they have. He noted they would have to go back to the statutes and set out in the appointing document what specific authority the board would have. His point being, why go to all that effort when you have a professional manager that can make the reports to council, and if he needs help they can talk about it.

Councilor Pope stated it was his understanding that decisions were made by the airport board and manager based on information presented to the council for consideration. Mr. Roe reported the information presented to council was fairly limited; primarily the council had oversight on their budget and appointment of members on the board. He noted the day-to-day policy items were at the direction of the governing board.

City Attorney Hillier noted, essentially, the governing board would be supplanting a lot of the authority that the city manager has, especially with regard to personnel matters.

Councilor Taylor thought the airport governing board acted similar to the city council. City Manager MacReynold stated that was correct, noting the challenge with an advisory board is that they create something that's advisory to the council. City Manager MacReynold stated the council needs to decide if they want that kind of relationship, or if they want a direct relationship, as with other departments in the city.

Councilor Dawes stated he knew a little about airports after serving on the board, but not that much about community development or public works and had to rely on staff's input. He stated he was not comfortable in setting a precedence that's different from what they have with the other enterprise funds.

Councilor Dawes reported he was somewhat concerned and a little disappointed in the current governing board's involvement in an action that was to be left at the legislative level at the county and city. He wondered if they would be setting themselves up for the exact same thing by having an advisory board. Councilor Dawes felt the airport has staff that is highly capable of providing the same level of expertise and information to the council, much like the other directors in the city.

City Attorney Hillier added that the council's opportunity to create a board or commission never goes away. He noted if things start to go south and the airport feels they need guidance from people in the aeronautic field, they can create a board at any time. City Attorney Hillier stated it was the administration's position that we don't need a board up front.

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Councilor Harris stated he trusted the people on the city council, the administration, and Mr. Roe. He noted he could see where they could operate without a board right now, and wouldn't have any problems supporting it under those terms.

Councilor Lund inquired about Donahoe Field, wanting to know when it was given to us. City Attorney Hillier reported it was provided to us from the federal government as a joint ownership between the county and the city of Chehalis. He noted the only thing we've acquired since then are some avigational rights, and the Blaser Property.

Mr. Roe provided the following information about the airport property:

- The city of Chehalis bought the property from the Donahoe family pre-1941
- Lewis County and Chehalis came together and bought additional property in 1941
- In 1941, the property was handed over to the Navy who did a lot of improvements to the property
- In 1945, the property came back to Lewis County and Chehalis
- In 1961, the city of Centralia came on board and the current airport board was formed
- Property acquisitions were made in 1981
- Between 2003-2004 they purchased the 100 acre Blaser Farm
- The city of Centralia withdrew in 2005

Councilor Lund asked about the small piece of property between the dike and I-5, currently owned by the county. Mr. Roe reported that was not part of the airport property, adding it was more adjacent to the old Barnes property. Councilor Lund suggested the county should throw it in with the transfer. City Attorney Hillier stated we could talk to the county about it, but it was not part of the description that we currently have.

Councilor Dawes believed the county purchased that piece of property to have access to work on that section of the dike. Councilor Taylor stated that didn't mean we might not need access to work on the dike.

City Attorney Hillier stated the more appropriate way to handle it would be to request a vacation of that parcel from the county at such time we feel it's necessary to acquire ownership.

Mr. Roe added FAA has jurisdiction over the airport land and wouldn't want to mix it in with the airport property.

Councilor Lund asked if we were getting the entire Blaser Farm. Mr. Roe stated yes, except for the west portion that was sold off a couple of years ago to National Frozen Foods.

Councilor Lund stated he agreed with the suggested motion.

Mayor Ketchum closed the work session and opened the regular meeting at 5:00 p.m.

**2. Public Hearing on the 2014 Proposed Budget and Revenue Sources, Taxes and Levies.** Prior to taking public comment, City Manager MacReynold and Finance Manager Eva Lindgren reviewed some of the highlights, revenues and taxes from the proposed 2014 budget.

City Manager MacReynold reported the council had before them a balanced budget. He noted the administration and the city council have worked very hard over the years to make sure that happens.

City Manager MacReynold highlighted the proposed 2014 beginning and ending fund balances for the general fund and the enterprise funds. He noted the overall budget had a beginning fund balance of \$7,374,683, and an ending fund balance of \$7,750,457. City Manager MacReynold stated the numbers clearly reflect that the council and the administration are being very fiscally responsible to the public and will continue to do so.

City Manager MacReynold reviewed some of the highpoints of the budget, to include:

- Construction and completion of the Gail and Carolyn Shaw Aquatic Center - \$1.2 million
- Implementation of ownership of the Chehalis-Centralia Airport - should the council take action

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- Partnering with Lewis County to purchase a portion of the Tacoma rail line extending from Chehalis to Maytown
- Bringing back Music in the Park – three (3) events scheduled
- Building maintenance on the Chehalis public works building
- City Manager search
- Replacement of monitors and software in the council chamber
- Implementation of video arraignment for municipal court
- Functional consolidation of Chehalis and Riverside Fire Departments
- Continue chip-seal program
- Annexation of the south industrial area in our urban growth area
- Ownership of Stan Hedwall Park

Ms. Lindgren reviewed the general fund revenues, noting there were very minor changes to this section of the budget. She stated the property taxes were increased based on the data she received from Lewis County, and the sales and use taxes were cautiously optimistic. Ms. Lindgren projected an increase in sales and use tax of \$100,000 in 2014.

Ms. Lindgren briefly reviewed the general fund and enterprise fund summaries. She also reviewed how the "contra expenditures" fit into the budget.

Ms. Lindgren talked briefly about the supplemental information regarding transfers, capital expenditures, loan schedules, and the 2014 salary schedule. She noted the only change to salaries is in the temporary and seasonal hourly rates because we're hitting up against the state's minimum wage. Ms. Lindgren pointed out that a recreation aide position and a tournament director position were added to the 2014 schedule, should the city have to hire out for recreational services.

Councilor Spahr inquired about the loan schedule, wanting to know if the SRFL loans were all related to the sewage treatment plant. Ms. Lindgren reported SRFL #3A and 3B were definitely for the wastewater treatment plant, but couldn't say for sure if #1 and #2 were.

Mayor Ketchum closed the regular meeting at 5:23:20 p.m. and opened the public hearing.

There being no public comment, Mayor Ketchum closed the public hearing at 5:23:46 p.m. and reopened the regular meeting.

**3. Shorelines Plan Update.** Brad Medrud, with AHBL, reported he was hired as the consultant project manager to do the Shoreline Master Programs (SMP) update. He reported Lewis County and the cities of Chehalis, Centralia, Morton, and Winlock are working together to update their SMP together as the "Lewis County Coalition."

Mr. Medrud reported the Coalition is required by state law to update their SMP, and received a grant from the State Department of Ecology (DOE) to support the work. He noted the city is responsible for making sure the SMP is updated and complete.

The presentation outline included an overview of the SMP update process, shoreline inventory findings, and next steps. He noted the SMP is what the city uses to manage development within its shorelines. Mr. Medrud reported the SMP requirements do not apply retroactively and does not affect existing development.

Mr. Medrud reported the city currently has an SMP in existence that's been around since the mid 1970s, known as the Lewis County Plan. He indicated the update is pretty extensive because they're taking a new look at things and there are a host of new regulations, to include:

- New requirements for "no net loss" and restoration
- Preservation and enhancement to public access
- Giving preference to "water-dependent uses"
- Public input throughout update process

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Mr. Medrud briefly reviewed the different phases of the process, to include:

- Phase 1 – Shoreline Jurisdiction
- Phase 2 – Inventory & Analysis
- Phase 3 – Draft SMP
- Phase 4 -- Restoration Plan
- Phase 5 – Adoption

Mr. Medrud reported they hoped to bring back a final draft to the various agencies for formal adoption by summer 2014. He noted DOE would have final review and approval, and once that's done the plan would formally be in place.

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

- a. Minutes of the regular meeting of October 28, 2013;
- b. Claim Vouchers No.107475-107595 and Electronic Funds Transfer Nos. 92013 and 102013 in the amount of \$147,964.35 dated October 31, 2013; Payroll Vouchers No. 36937-36997, Direct Deposit Payroll Vouchers No. 4443-4520, and Electronic Federal Tax Payment No. 129 in the amount of \$627,517.10 dated October 31, 2013; and
- c. Confirm city manager's reappointment of Dale McBeth as municipal court judge for a four-year term expiring at the end of December 2017.

The motion was seconded by Councilor Lund and carried unanimously.

5. **Administration Reports.**

a. **Update on Right-of-Way Signage Code.** Mr. Osborn reported the proposal being presented was based on several conversations with council on how to navigate signage on city right-of-way, in particular, the roundabout on Louisiana Avenue near I-5 Toyota. He noted the general direction the administration took is to amend the current code that allows off premise signs within 300 feet of Kresky Avenue and National Avenue. Mr. Osborn proposed to add, "And within the roundabouts on Louisiana Avenue," to the current code, as noted in Option 1 of the agenda report.

Mr. Osborn reported the administration discussed with council, and legal counsel, the use of a lease agreement that would include compensation for use. He indicated the administration came up with some standard language that would be incorporated into the agreement to capture the traffic safety issues raised by council.

Mr. Osborn reported they would need to amend Chehalis Municipal Code (CMC) Title 12.56.060 that deals with the use of right-of-ways. He suggested they also modify CMC Title 12.56.030(b) for short-term temporary sign use in the right-of way that would allow for small community event signs.

City Manager MacReynold reported the administration was looking for some guidance with reference to which of the options the council feels most comfortable with.

Councilor Taylor inquired about the licensing for right-of-way use of the Louisiana Avenue roundabout. City Attorney Hillier stated, based on the proposed amendments to the ordinance, users would need to reapply for the use annually. He noted this would allow the city to move that use around to other businesses if they have an interest.

Councilor Dawes stated it appeared that the recommended changes would take care of the issues previously brought forth by the council.

Councilor Spahr stated he didn't want the city's roundabouts to become cluttered with placards and signs, and hoped the amendments would allow the council to control that in the future.



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Mr. Osborn suggested the administration could add some additional controls for tighter constrictions, if the council so desired. City Attorney Hillier stated the intended use of the roundabout would be for a single licensee.

Councilor Taylor noted concerns regarding the aesthetics of the signage. City Attorney Hillier stated applications for use would have to go before the city's Development Review Committee for review, and they would make recommendations to the council.

The consensus of the council was to have the administration bring back an ordinance for their consideration with the proposed changes.

**b. Clarification on Audits for Lodging Tax Recipients.** City Manager MacReynold asked for clarification and guidance on a motion made at the previous meeting requiring recipients of lodging tax funds to have an audit every five years.

Councilor Pope stated his intention was to have it apply to the 2015 funding cycle. He noted the decision for funding the organizations in 2014 was already done. Councilor Pope stated organizations that have received funding for the last five years will need to have an audit turned in before the 2015 cycle.

#### **6. Council Reports.**

**a. Update From Councilor Dawes.** Councilor Dawes reported he attended the city's exit audit on October 30, noting things seemed to go very well and there were no findings. On November 4, he attended a flood presentation at Centralia Community College, adding it was well received and they had good answers for a lot of the questions asked.

Councilor Dawes reported, on November 6, he attended the Association of Washington Cities regional meeting in Olympia, noting their legislative priorities were liquor tax revenue sharing and the public works trust fund. He predicted, as the marijuana issue comes on board, we'll be hearing more arguments about them not wanting to share the marijuana tax revenues with the cities.

Councilor Dawes stated he also attended the Lewis County Historical Society's dinner, adding it was very nice. He reported it seems they've turned things around, noting their endowment fund is up to \$35,000. In addition, he noted the museum is looking for volunteers and members.

Councilor Lund reported the Lewis County Historical Society also appointed Andy Skinner their full-time director.

**b. Update From Councilor Lund.** Councilor Lund reported the Chehalis-Centralia Railroad and Museum recently added five additional Polar Express trains, noting they've already sold out the original 16 scheduled for this year. He stated they only have a couple hundred tickets left for the "Santa" steam train ride that runs during the day. Councilor Lund was sure that a lot of the people buying tickets were coming from out of town.

**7. Resolution No. 14-2013, First and Final Reading – Authorizing the Removal of Lewis County From the Chehalis-Centralia Joint Operating Agreement and Approving the Transfer of Lewis County's Interest in the Airport to the City of Chehalis, and Authorizing Execution of the Transfer Agreement and the Assignment and Assumptions Agreement.** City Manager MacReynold stated he would encourage the council's approval of the resolution.

Councilor Harris moved that the council adopt Resolution No. 14-2013 on first and final reading and authorize the Transfer Agreement and Assignment and Assumptions Agreement to be executed by the city manager. Further, the council supports the administration's recommendation that the airport be a separate department within the city administration and that the council shall provide policy, legislative and budget authority over the airport.

The motion was seconded by Councilor Pope and carried unanimously.

**8. Ordinance No. 914-B, First Reading – Determining and Fixing the Amounts of Revenue to be raised by Ad Valorem Taxes during 2014; Ordinance No. 915-B, First Reading – Stating the Dollar Amounts and Percentages of**

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Change in Property Tax Levies for 2014; and Ordinance No. 916-B, First Reading – Adopting the 2014 Budget. Councilor Taylor moved to pass Ordinance Nos. 914-B, 915-B, and 916-B on first reading.

Councilor Lund seconded the motion.

Councilor Taylor thanked the budget committee and the city administration for doing such a good job on the budget this year. He noted it seems that the budget continues to get easier to read and understand for people like him that don't have an accounting degree.

The motion carried unanimously.

9. Ordinance No. 917-B, First Reading – Amending Sections of the CMC Providing for Accessory Dwelling Units (ADU). Mr. Osborn reported the administration modified the ADU definition to clarify the language discussed by council. He noted Section 2 of Title 13.04.060 was also modified to take out conflicting language where it may say, "More than one meter." Mr. Osborn stated conflicting language was also taken out of Title 13.04.100. Mr. Osborn felt the amendments made met the intent and direction that the council gave to the administration.

Councilor Dawes brought up the issue of the "Affordable Housing Act" passed in the early 1990s. He suggested the administration do some research before the second reading to make sure we're not violating any federal laws by having residents sign a covenant. Councilor Dawes thought the city might fall under the population threshold regarding that issue.

Councilor Dawes moved to pass Ordinance No. 917-B on first reading.

The motion was seconded by Councilor Lund and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 6:07 p.m.

\_\_\_\_\_  
Mayor

Attest:

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

**SUGGESTED MOTION**

I move that the council approve the minutes of the regular city council meeting of November 12, 2013.

November 18, 2013

The Chehalis city council met in special session on Monday, November 18, 2013, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:01 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Dennis Dawes. Staff present included Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Dennis Osborn, Community Development Director; and Peggy Hammer, Human Resources Administrator.

1. **Ordinance No. 918-B, First and Final Reading – Amending Ordinance No. 908-B to Include the Retail Sale, Growing and Processing of Recreational Marijuana.** City Manager MacReynold reported as the city receives more questions about our moratorium, and what the situation is in our city with reference to marijuana use for both medical and recreational, we found out that our current moratorium didn't do quite what we thought it did.

Dennis Osborn reported the administration thought we had a moratorium in place that covered the recreational use of marijuana; however, the current moratorium specially states "Medical Marijuana Collective Gardens and Dispensaries." He noted after reviewing the previous council meeting, from the administration's perspective, it was pretty clear that the council wanted a moratorium across the board to include recreational and medical marijuana.

Mr. Osborn reported the administration prepared an amendment to the moratorium that would cover recreational and medical, if that's the council's intent.

City Attorney Hillier stated it fell on his lap because he assumed that the original moratorium said "Marijuana" specifically. He stated he should have gone back to review it after at the last meeting just to make sure it didn't need to be adjusted.

Mr. Osborn stated nothing had been vested and no one has come in to try and do a permit.

Councilor Taylor moved to suspend the rules requiring two readings of an ordinance.

The motion was seconded by Councilor Spahr and carried unanimously.

Councilor Taylor moved to pass Ordinance No. 918-B on first reading and final reading amending the medical marijuana moratorium to include recreational marijuana facilities.

The motion was seconded by Councilor Pope and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 5:04 p.m.

\_\_\_\_\_  
Mayor


Attest:

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

**SUGGESTED MOTION**

I move that the council approve the minutes of the special city council meeting of November 18, 2013.

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

DATE: November 15, 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. 107596 through 107735 and Electronic Funds Transfer No. 112013 in the amount of \$348,715.58 dated November 15, 2013 and the transfer of \$94,384.84 from the General Fund, \$53,540.10 from the Federal & State Grants Fund, \$81,763.13 from the 2011 G.O. Bond Fund, \$758.06 from the Garbage Fund, \$68,503.83 from the Wastewater Fund, \$46,613.00 from the Water Fund, \$2,512.85 from the Storm & Surface Water Utility Fund and \$639.77 from the City Agency's Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the November 15, 2013 Claim Vouchers No. 107596 through 107735 and Electronic Funds Transfer No. 112013 in the amount of \$348,715.58.


SUGGESTED MOTION

I move to approve the November 15, 2013 Claim Vouchers No. 107596 through 107735 and Electronic Funds Transfer No. 112013 in the amount of \$348,715.58.

Reviewed by:  , City Manager

**CITY OF CHEHALIS**

**AGENDA REPORT**

**DATE:** November 20, 2013  
**TO:** The Honorable Mayor and City Council  
**FROM:** Merlin MacReynold, City Manager   
**SUBJECT:** Ordinance No. 922-B, Creating and Establishing an Airport Department

**ISSUE**

An airport department needs to be created within the Chehalis Municipal Code (CMC).

**DISCUSSION**

On Monday, November 12, 2013, the city council took action to authorize the withdrawal and removal of Lewis County from the Chehalis-Centralia Airport Joint Operating Agreement, transferring the county's interest to the city of Chehalis. Additionally, the council supported the administrations recommendation that the airport be a separate department within the city administration and that the council shall provide policy, legislative and budget authority over the airport.

The ordinance being presented would create and establish an airport department within the CMC.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends the council pass Ordinance No. 922-B on first reading.

**SUGGESTED MOTION**

I move that the council pass Ordinance No. 922-B on first reading.

**ORDINANCE NO. 922-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, CREATING AND ESTABLISHING AN AIRPORT DEPARTMENT; PROVIDING FOR THE APPOINTMENT OF THE AIRPORT MANAGER; PRESCRIBING THE DUTIES OF THE AIRPORT DEPARTMENT; CODIFIED IN THE CHEHALIS MUNICIPAL CODE AS CHAPTER 2.36; AND ESTABLISHING THE EFFECTIVE DATE HEREOF.**

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

**2.36.010 Department created.**

There shall be, and the city council does hereby create and establish, a department for the city to be known as the airport department.

**2.36.020 Positions.**

Positions within the airport department shall consist of the airport manager and such other staff as may be established and authorized in the city's annual budget.

**2.36.030 Airport manager to be manager.**

The airport manager shall be the manager of the department and shall be appointed, supervised, and removed by the city manager, subject to applicable rules, regulations, or other tenure of office laws. In the event that a vacancy should occur in the position of manager, the duties of manager shall be assumed by the city manager, or designee.

**2.36.040 Powers and duties.**

The powers and duties of the airport manager shall be to perform any and all duties which heretofore have been or hereafter may be assigned by ordinance to the airport manager; scheduling, managing and overseeing all city personnel of the airport; administering the leases at the airport; and such other related functions and duties as may be assigned by the city manager.

**2.36.050 Effective date.**

The effective date of this ordinance shall be the 1<sup>st</sup> day of January, 2014.

**PASSED** by the City Council of the City of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this \_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

Attest:

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

Approved as to form and content:

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City Attorney

**CITY OF CHEHALIS  
AGENDA REPORT**

**DATE:** November 25th, 2013  
**TO:** The Honorable Mayor and City Council  
**FROM:** Dennis Osborn, Community Development Director  
**SUBJECT:** Bid Award–Gail & Carolyn Shaw Aquatic Center Renovation Project

**ISSUE**

The City advertised for bids for the Gail & Carolyn Shaw Aquatic Center renovation. The estimated cost for the renovation was \$1.7 million to just over \$2 million. Nine bids were received. The low base bid came in at \$2,086,560. The administration seeks council approval to award the contract to the lowest responsible bidder.

**DISCUSSION**

Community Development, Pfaff Architects, The Chehalis Foundation, and the City Clerk recently completed the bidding phase of the pool renovation project. This project has been in process since the Foundation stepped forward and wanted to help renovate the pool. In addition to the Foundation funds, three grants will also fund the project. The total grant amounts equal \$750,000. The grants are all \$250,000 each, and are from State RCO, the State Capital Funds, and the Federal Land Water Conservation Fund.

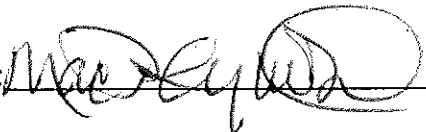
The administration, along with the Pfaff Architects reviewed the bid by Schwiesow Construction, Inc., and finds it to be the lowest reasonable and responsible bid.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that the city council award the Gail & Carolyn Shaw Aquatic Center Renovation Project to Schwiesow Construction Inc., in the amount of \$2,086,560 and authorize the city manager to execute a contract agreement.

**SUGGESTED MOTION**

I move to award the Contract to Schwiesow Construction Inc., in the amount of \$2,086,560 and authorize the city manager to execute a contract agreement.

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



**BID TALLY SHEET FOR THE "GAIL & CAROLYN SHAW AQUATIC CENTER" RENOVATION  
 NOVEMBER 14, 2013, 3:00 PM, CHEHALIS CITY HALL, 350 NORTH MARKET BLVD., CHEHALIS, WASHINGTON**

COMPANY	ATTENDED MANDATORY PRE-BID	BID BOND	RECEIPT OF ADDENDUM #1	BASE BID WITH WSST	TRENCH EXCAVATION	ALTERNATE #1 FENCING	ALTERNATE #2 WALL TILE	TIME OF COMPLETION	NON-COLLUSION	CONTRACTOR RESPONSIBILITY	SUB CONTRACTOR LIST
AECON BUILDINGS	YES			NO BID							
BERSCHAUER CONSTRUCTION	YES	X	X	2,257,200.00	1,500	-37,300	-46,900	250 DAYS	X	X	
BIG ROCK CONSTRUCTION	YES	X	X	2,280,867.71	0	-12,000	-44,400	272 DAYS	X	X	
CONSTRUCT INC.	YES			NO BID							
EMERICK CONSTRUCTION	YES	X	X	2,198,880.00	500	+23,000	-45,000	230 DAYS	X	X	X
INTEGRITY STRUCTURES	YES	X	X	2,298,723.00	0	-10,932	-52,813	217 DAYS	X	X	
JONES & ROBERTS	YES	X	X	2,139,372.00	500	-13,400	-71,500	180 DAYS	X	X	X
MDK CONSTRUCTION	YES			NO BID							
PAR-TECH CONSTRUCTION	YES	X	X	2,182,680.00	500	-8,400	-48,000	192 DAYS	X	X	X
PEASE AND SONS	YES	X	X	2,195,753.00	500	-40,000	-50,632	210 DAYS	X	X	X
ROGNIN'S, INC.	YES	X	X	2,419,038.00	500	-8,527	-45,000	220 DAYS	X	X	X
SCHWESOW CONSTRUCTION	YES	X	X	2,086,560.00	2,000	-9,800	-32,400	210 DAYS	X	X	X
UPRIGHT CONSTRUCTION	YES			NO BID							
WA PATRIOT CONSTRUCTION	YES			NO BID							
WAUNCH CONSTRUCTION	YES			NO BID							

To: The Honorable Mayor and Council  
 Via: Merlin MacReynold, City Manager  
 From: Eva K. Landgren, Finance Manager  
 Date: November 19, 2013  
 Subject: Monthly Financial Reports for October

**City of Chehalis**  
**Comparative Financial Reports**  
**October 2012 and 2013**

GENERAL FUND (#001) REVENUES	A October 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	Variance	% Variance	Expected	Variance	% Variance			
General Property Taxes	\$1,235,000	\$696,796	\$1,249,000	\$706,568	56.4%	\$1,249,000	\$706,568	56.6%	83.3%	(\$334,265)	-26.7%	83.3%	(\$334,265)	-26.7%	(1)			
EMS Property Taxes	236,000	133,330	237,500	133,947	56.5%	237,500	133,947	56.4%	83.3%	(63,970)	-26.9%	83.3%	(63,970)	-26.9%				
Sales & Use Tax	3,000,000	2,544,279	3,155,000	2,699,245	84.8%	3,155,000	2,699,245	85.6%	83.3%	70,078	2.3%	83.3%	70,078	2.3%				
Electricity Tax	400,000	276,204	417,000	349,627	69.1%	417,000	349,627	83.8%	83.3%	2,127	0.5%	83.3%	2,127	0.5%				
Gas/Natural Gas Tax	250,000	189,493	240,000	166,518	75.8%	240,000	166,518	69.4%	83.3%	(33,482)	-13.9%	83.3%	(33,482)	-13.9%				
Criminal Justice Tax	88,000	73,167	90,000	78,627	83.1%	90,000	78,627	87.4%	83.3%	3,627	4.1%	83.3%	3,627	4.1%				
(Interfund) Water/Sewer Tax	340,000	281,283	399,996	339,140	82.7%	399,996	339,140	84.8%	83.3%	5,810	1.5%	83.3%	5,810	1.5%				
Garbage Tax	62,000	57,418	62,000	59,199	92.6%	62,000	59,199	95.5%	83.3%	7,532	12.2%	83.3%	7,532	12.2%				
Cable Tax	92,000	68,780	92,000	95,002	74.8%	92,000	95,002	103.3%	83.3%	18,335	20.0%	83.3%	18,335	20.0%				
Telephone Tax	325,000	263,494	313,000	237,766	81.1%	313,000	237,766	76.0%	83.3%	(23,067)	-7.3%	83.3%	(23,067)	-7.3%				
Leasehold Excise Tax	35,000	27,299	38,000	27,897	78.0%	38,000	27,897	73.4%	83.3%	(3,770)	-9.9%	83.3%	(3,770)	-9.9%				
Other Taxes	30	32	32	40	106.7%	32	40	125.0%	83.3%	13	41.7%	83.3%	13	41.7%				
<b>Total Tax Revenues</b>	<b>6,063,030</b>	<b>4,611,575</b>	<b>6,293,528</b>	<b>4,893,576</b>	<b>76.1%</b>	<b>6,293,528</b>	<b>4,893,576</b>	<b>77.8%</b>	<b>83.3%</b>	<b>(351,031)</b>	<b>-5.5%</b>	<b>83.3%</b>	<b>(351,031)</b>	<b>-5.5%</b>				
Licenses & Permits	63,630	44,426	63,980	57,250	69.8%	63,980	57,250	89.5%	83.3%	3,933	6.2%	83.3%	3,933	6.2%				
Intergovt: Grants/Entitlements	720,239	238,550	168,502	176,798	33.1%	168,502	176,798	104.9%	83.3%	36,380	21.6%	83.3%	36,380	21.6%				
Charges for Goods and Svcs.	800,725	677,465	341,170	287,118	84.6%	341,170	287,118	84.2%	83.3%	2,810	0.9%	83.3%	2,810	0.9%				
Fines and Forfeitures	167,080	132,113	159,055	119,318	79.1%	159,055	119,318	75.0%	83.3%	(13,228)	-8.3%	83.3%	(13,228)	-8.3%				
Interest Earnings	12,546	8,568	9,306	7,638	68.3%	9,306	7,638	82.1%	83.3%	(117)	-1.2%	83.3%	(117)	-1.2%				
Rents & Royalties	71,422	55,063	70,100	63,109	77.1%	70,100	63,109	90.0%	83.3%	4,692	6.7%	83.3%	4,692	6.7%				
Donations/Contributions	76,756	72,615	64,646	4,676	94.6%	64,646	4,676	7.2%	83.3%	(49,196)	-76.1%	83.3%	(49,196)	-76.1%				
Misc. Revenue/Insurance	3,100	12,739	28,985	31,766	410.9%	28,985	31,766	109.6%	83.3%	7,612	26.3%	83.3%	7,612	26.3%				
Non-Revenues	4,866	3,290	3,500	2,853	67.6%	3,500	2,853	81.5%	83.3%	(64)	-1.8%	83.3%	(64)	-1.8%				
<b>Total Non-Tax Revenues</b>	<b>1,920,364</b>	<b>1,244,829</b>	<b>909,244</b>	<b>750,526</b>	<b>64.8%</b>	<b>909,244</b>	<b>750,526</b>	<b>82.5%</b>	<b>83.3%</b>	<b>(7,177)</b>	<b>-0.8%</b>	<b>83.3%</b>	<b>(7,177)</b>	<b>-0.8%</b>	(2)			
Operating Transfers-In	1,024,017	0	1,000,000	143,794	0.0%	1,000,000	143,794	14.4%	83.3%	(689,539)	-68.9%	83.3%	(689,539)	-68.9%				
<b>Total Other Financing Sources</b>	<b>1,024,017</b>	<b>0</b>	<b>1,000,000</b>	<b>143,794</b>	<b>0.0%</b>	<b>1,000,000</b>	<b>143,794</b>	<b>14.4%</b>	<b>83.3%</b>	<b>(689,539)</b>	<b>-68.9%</b>	<b>83.3%</b>	<b>(689,539)</b>	<b>-68.9%</b>				
<b>TOTALS</b>	<b>\$9,007,411</b>	<b>\$5,856,404</b>	<b>\$8,202,772</b>	<b>\$5,787,896</b>	<b>65.0%</b>	<b>\$8,202,772</b>	<b>\$5,787,896</b>	<b>70.6%</b>	<b>83.3%</b>	<b>(\$1,047,747)</b>	<b>-12.7%</b>	<b>83.3%</b>	<b>(\$1,047,747)</b>	<b>-12.7%</b>				

Key:  
 \* The expected percentage is calculated as follows: since the report is for the 10th month of the year, 10 is divided by 12 - the number of months in the year.  
 ^To calculate the dollar variance between expected and actual expenditures, the following formula is used:  
 H=(D\*G) -E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

City of Chehalis  
Comparative Financial Reports  
October 2012 and 2013

GENERAL FUND (#001) EXPENDITURES	A October 2012		B Actual	C=B/A		D October 2013		E Actual	F=E/D		G Expected % Exp*	H^ Variance		I=G-F %			
	Budget	Actual		% Expd	Budget	Actual	% Expd		Expected	Actual		Expected	Variance				
City Council	\$100,319	\$85,172	84.9%	\$76,587	\$60,989	79.6%	83.3%	\$2,834	83.3%	\$2,834	3.7%						
Municipal Court	348,378	265,108	76.1%	333,882	265,223	79.4%	83.3%	13,012	83.3%	13,012	3.9%						
City Manager	338,840	280,187	82.7%	242,621	199,548	82.2%	83.3%	2,636	83.3%	2,636	1.1%						
Finance	325,177	265,218	81.6%	165,316	135,520	82.0%	83.3%	2,243	83.3%	2,243	1.3%						
City Clerk	94,231	78,949	83.8%	56,516	44,586	78.9%	83.3%	2,511	83.3%	2,511	4.4%						
Non-Departmental	1,414,721	280,030	19.8%	1,331,204	851,100	63.9%	83.3%	258,237	83.3%	258,237	19.4%						
Human Resources	129,020	101,599	78.7%	91,769	74,855	81.6%	83.3%	1,619	83.3%	1,619	1.7%						
Police	2,348,788	1,921,032	81.8%	2,478,097	2,046,334	82.6%	83.3%	18,747	83.3%	18,747	0.7%						
Fire	1,729,924	1,405,782	81.3%	1,705,443	1,322,169	77.5%	83.3%	99,034	83.3%	99,034	5.8%						
Public Works - Streets	891,029	448,459	50.3%	501,315	362,145	72.2%	83.3%	55,618	83.3%	55,618	11.1%						
Public Works - Engineering	111,017	84,926	76.5%	0	0	N/A	83.3%	0	83.3%	0	N/A						
Community Development	1,177,982	1,061,270	90.1%	1,299,643	1,071,640	82.5%	83.3%	11,396	83.3%	11,396	0.8%						
<b>TOTALS</b>	<b>\$9,009,426</b>	<b>\$6,277,732</b>	<b>69.7%</b>	<b>\$8,282,393</b>	<b>\$6,434,109</b>	<b>77.7%</b>	<b>83.3%</b>	<b>\$467,885</b>	<b>83.3%</b>	<b>\$467,885</b>	<b>5.6%</b>						
Net Budget/Income/Variance:												<b>(\$2,015)</b>	<b>(\$421,328)</b>	<b>(\$79,621)</b>	<b>(\$646,213)</b>	<b>(\$579,862)</b>	<b>-7.1%</b>

Key:

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

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

(1) Property taxes not received evenly throughout the year.

(2) Operating transfers are dependent upon FEMA elevation activity. Transfers will be made out of Non-Departmental, as necessary, to provide adequate cash-flow for the project. These funds will be transferred back to the General Fund from the Federal and State Grant Fund when not required.

**City of Chehalis  
Comparative Financial Reports  
October 2012 and 2013**

	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	October 2012 Actual	%	Rec'd	October 2013 Budget	October 2013 Actual	%	Rec'd	%	Rec'd	%	Expected % Rec'd*	Variance	Expected	%	Expected	Variance	
<b>WASTEWATER FUND (#404) REVENUES</b>																		
Intergovernmental Revenues	\$0	\$1,025	N/A		\$0	\$35,000		N/A		\$35,000		83.3%	\$35,000		83.3%		N/A	
Wastewater Fees	3,404,344	2,841,652	83.5%		4,160,318	3,465,035	83.3%			3,465,035		83.3%	(1,897)		83.3%		0.0%	
Sewer Connection/Misc. Fees	25,000	26,623	106.5%		35,000	14,826	42.4%			14,826		83.3%	(14,341)		83.3%		-40.9%	
Rentals	3,750	3,323	88.6%		3,323	3,323	100.0%			3,323		83.3%	554		83.3%		16.7%	
Misc. Revenues/Insurance	22,000	25,796	117.3%		3,300	7,604	230.4%			7,604		83.3%	4,854		83.3%		147.1%	
Interfund Loan Received	1,200,000	250,000	20.8%		0	0				0		83.3%	0		83.3%		N/A	
Interest Earnings	4,655	0	0.0%		3,000	437	14.6%			437		83.3%	(2,063)		83.3%		-68.7%	
<b>Totals:</b>	<b>\$4,659,749</b>	<b>\$3,148,419</b>	<b>67.6%</b>		<b>\$4,204,941</b>	<b>\$3,526,225</b>	<b>83.9%</b>			<b>\$3,526,225</b>		<b>83.3%</b>	<b>\$22,108</b>		<b>83.3%</b>		<b>0.5%</b>	

	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	October 2012 Actual	%	Exp'd	October 2013 Budget	October 2013 Actual	%	Exp'd	%	Exp'd	%	Expected % Exp*	Variance	Expected	%	Expected	Variance	
<b>WASTEWATER FUND (#404) EXPENSES</b>																		
Operating Expenses	\$2,533,710	\$2,046,767	80.8%		\$2,638,208	\$2,069,092	78.4%			\$2,069,092		83.3%	\$129,415		83.3%		4.9%	
Capital Outlay	650,000	250,613	38.6%		192,000	58,255	30.3%			58,255		83.3%	101,745		83.3%		53.0%	
Debt Principal	1,694,944	1,010,048	59.6%		1,686,388	1,001,367	59.4%			1,001,367		83.3%	403,956		83.3%		23.9%	
Interest Expense	40,660	39,103	96.2%		32,540	31,108	95.6%			31,108		83.3%	(3,991)		83.3%		-12.3%	
<b>Totals:</b>	<b>\$4,919,314</b>	<b>\$3,346,531</b>	<b>68.0%</b>		<b>\$4,549,136</b>	<b>\$3,159,822</b>	<b>69.5%</b>			<b>\$3,159,822</b>		<b>83.3%</b>	<b>\$631,125</b>		<b>83.3%</b>		<b>13.8%</b>	

Net Budget/Income/Variance: (\$259,565) (\$198,112) (\$344,195) \$366,403

Key:

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

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

City of Chehalis  
Comparative Financial Reports  
October 2012 and 2013

WATER FUND (#405) REVENUES	A October-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	%	Exp'd	Expected	%	Exp'd	Expected	Variance	%
Intergovernmental Revenues	\$0	\$1,961	N/A	\$0	N/A	\$0	\$0	N/A	N/A	N/A	83.3%	N/A	\$0	83.3%	\$0	N/A		N/A
Water Sales	2,456,633	2,166,807	88.2%	2,189,555	87.7%	2,496,400	2,189,555	87.7%	87.7%	83.3%	83.3%	109,222	4.4%	109,222	4.4%		4.4%	
Water Connection/Misc. Fees	20,000	44,246	221.2%	16,626	83.1%	20,000	16,626	83.1%	83.1%	83.3%	83.3%	(41)	-0.2%	(41)	-0.2%		-0.2%	
Interfund Principal Repayment	0	0	N/A	82,794	100.0%	82,794	82,794	100.0%	100.0%	83.3%	83.3%	13,799	16.7%	13,799	16.7%		16.7%	
Misc. Revenues/Insurance	0	2,278	N/A	0	N/A	0	45,236	N/A	N/A	83.3%	83.3%	45,236	N/A	45,236	N/A		N/A	
Interest Earnings	10,000	11,202	112.0%	10,131	85.1%	11,901	10,131	85.1%	85.1%	83.3%	83.3%	214	1.8%	214	1.8%		1.8%	
Totals:	\$2,486,633	\$2,226,494	89.5%	\$2,344,342	89.8%	\$2,611,095	\$2,344,342	89.8%	89.8%	83.3%	83.3%	\$168,430	6.5%	\$168,430	6.5%		6.5%	

WATER FUND (#405) EXPENSES	A October-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	%	Exp'd	Expected	%	Exp'd	Expected	Variance	%
Operating Expenses	\$1,902,438	\$1,475,971	77.6%	\$1,303,163	73.1%	\$1,782,704	\$1,303,163	73.1%	73.1%	83.3%	83.3%	\$182,424	10.2%	\$182,424	10.2%		10.2%	
Capital Outlay	790,000	324,661	41.1%	108,581	17.0%	640,000	108,581	17.0%	17.0%	83.3%	83.3%	424,752	66.3%	424,752	66.3%		66.3%	
Interfund Loan Disbursed	1,200,000	250,000	20.8%	0	N/A	0	0	N/A	N/A	83.3%	83.3%	0	N/A	0	N/A		N/A	
Debt Principal	130,077	130,077	100.0%	131,077	100.0%	131,077	131,077	100.0%	100.0%	83.3%	83.3%	(21,846)	-16.7%	(21,846)	-16.7%		-16.7%	
Interest Expense	24,131	24,131	100.0%	21,690	100.0%	21,690	21,690	100.0%	100.0%	83.3%	83.3%	(3,615)	-16.7%	(3,615)	-16.7%		-16.7%	
Totals:	\$4,046,646	\$2,204,840	54.5%	\$1,564,511	60.7%	\$2,575,471	\$1,564,511	60.7%	60.7%	83.3%	83.3%	\$581,715	22.6%	\$581,715	22.6%		22.6%	

Net Budget/Income/Variance: (\$1,560,013)      \$21,654      \$35,624      \$779,831      \$750,144      29.1%

Key:

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(1) Capital expenditures are not made evenly throughout the year.

City of Chehalis  
Comparative Financial Reports  
October 2012 and 2013

	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G		
	Budget	Actual	Budget	Actual	% Rec'd	%	Budget	Actual	October 2013	Actual	% Rec'd	%	Expected	% Rec'd*	Expected	Var'nc frm	%	Variance	
<b>STORM FUND (#406)</b>																			
<b>REVENUES</b>																			
Storm & Surface Water Fees	\$407,780	\$337,679	82.8%		\$441,674	\$365,798	82.8%							83.3%	(\$2,264)	0	-0.5%		
Storm Connection/Misc. Fees	5,477	5,477	100.0%		0	0								83.3%	0	(417)	-83.3%		
Interest Earnings	500	0	0.0%		500	0								83.3%	781	781	N/A		
Misc. Revenues/Insurance	0	7,322	N/A		0	781								83.3%	(\$1,899)	(\$1,899)	-0.4%		
<b>Totals:</b>	<b>\$413,757</b>	<b>\$350,478</b>	<b>84.7%</b>		<b>\$442,174</b>	<b>\$366,579</b>	<b>82.9%</b>							<b>83.3%</b>					

	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F		
	Budget	Actual	Budget	Actual	% Exp'd	%	Budget	Actual	October 2013	Actual	% Exp'd	%	Expected	% Exp'd*	Expected	Var'nc frm	%	Variance	
<b>STORM FUND (#406)</b>																			
<b>EXPENSES</b>																			
Operating Expenses	\$359,853	\$262,694	73.0%		\$345,875	\$305,453	88.3%							83.3%	(\$17,224)	0	-5.0%		
Capital Outlay	56,416	24,865	44.1%		0	0								83.3%	0	0	N/A		
<b>Totals:</b>	<b>\$416,269</b>	<b>\$287,559</b>	<b>69.1%</b>		<b>\$345,875</b>	<b>\$305,453</b>	<b>88.3%</b>							<b>83.3%</b>					

Net Budget/Income/Variance: (\$2,512) \$62,919 \$96,299 \$61,126 (\$19,123) -5.4%

Key:

\* The expected percentage is calculated as follows: since the report is for the 10th month of the year, 10 is divided by 12 - the number of months in the year.  
 ^ To calculate the dollar variance between expected and actual expenditures, the following formula is used:  
 H=(D\*G) -E (i.e. (annual budgeted amount x expected % expended) - actual expenditures.)

RECOMMENDATION/COUNCIL ACTION DESIRED

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

Reviewed by *Maureen Reynolds*, City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: November 21, 2013  
TO: The Honorable Mayor and City Council  
FROM: Patrick Wiltzius, Wastewater Superintendent  
Rick Sahlin, Interim Public Works Director  
SUBJECT: Inflow & Infiltration Rehabilitation Project

ISSUE

In 2011 the administration presented the City's I&I Strategic Plan to the council. It was prepared to provide a clear plan for future inflow and infiltration (I&I) work. The administration is working to fund the first project in the plan and would like to provide information regarding it to the council and public.

DISCUSSION

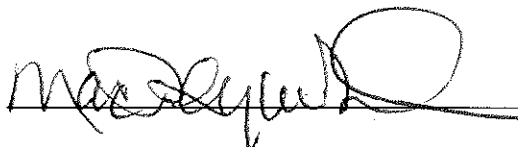
The first project from the I&I Strategic Plan that the administration would like to tackle is a combination of the first two projects listed in the plan. It is officially titled as the "Basin 1022 I&I Rehabilitation Project" and would consist of the rehabilitation of approximately 4,000 feet of 8-inch and 1,300 feet of 12-inch sewer pipe via trenchless methods along with rehabilitation of all associated manholes and side sewer stubs within the public right of way. Besides being a top priority in the plan, it was also chosen because it will have minimal impact to our citizens and the City's roads and streets. The project is located in the northern end of Chehalis and encompasses the sewer service area from Chamber Way on the east side of I-5 to the City's northern limits. The overall goal of the project is to take substantive actions to control, reduce and eliminate excessive I&I from the City's collection system in Basin 1022, thereby reducing or eliminating sanitary sewer overflows from both the collection system and the wastewater treatment plant. Completion of this work will result in recapturing capacity lost in both the collection system and wastewater treatment plant due to excessive I&I and will reduce energy consumption by eliminating the need to pump and treat excessive I&I entering the system.

The administration is currently in the process of applying for funding through the Department of Ecology to fund the approximately \$1,400,000 project. If funding is secured, design of the project would start around the middle of 2014 and construction would take place in 2016.

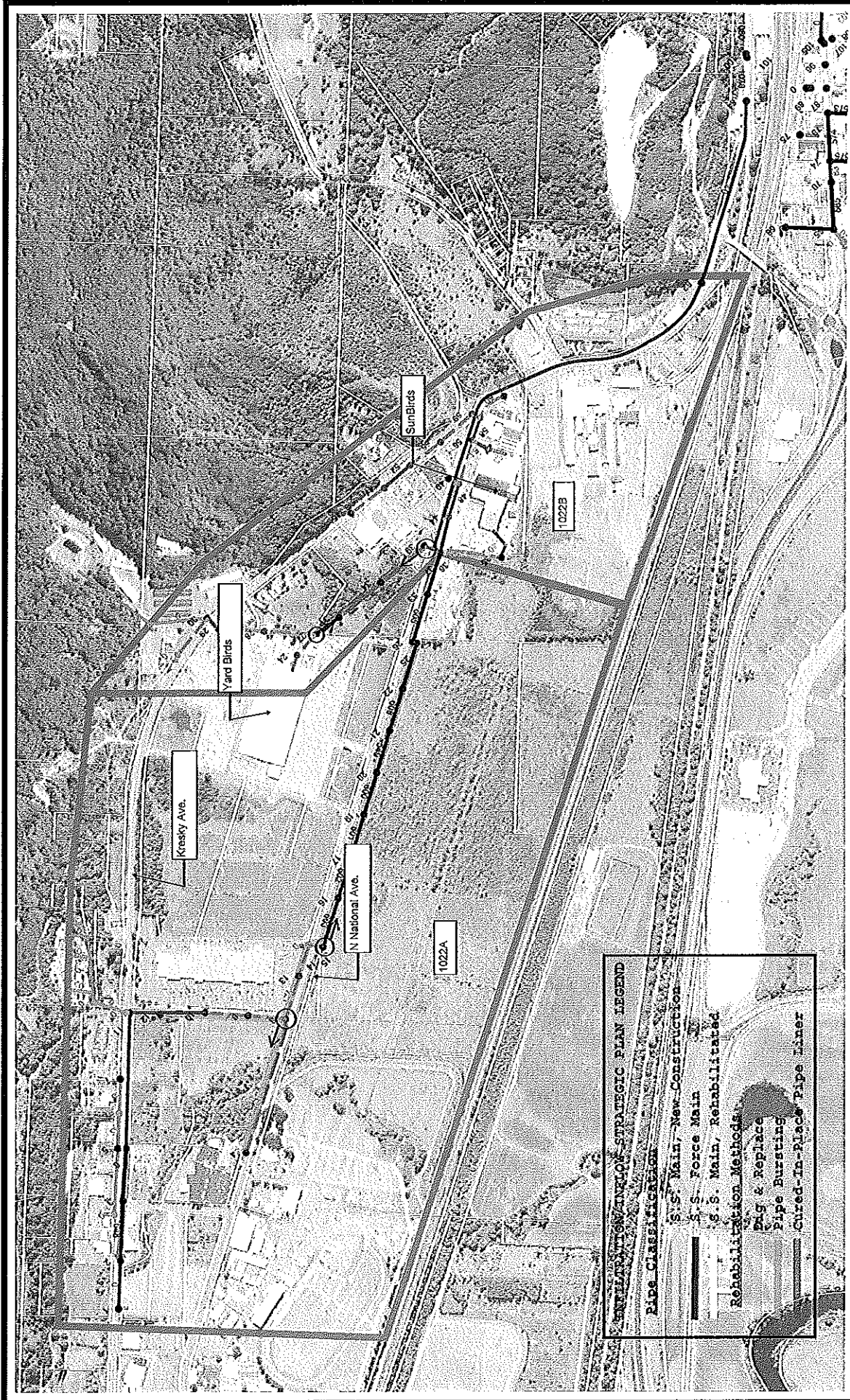
RECOMMENDATION/COUNCIL ACTION DESIRED

This report is for information only. No action is required, but we would welcome your questions and comments.

REVIEWED BY:



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



**INFILTRATION/INFLOW STRATEGIC PLAN LEGEND**

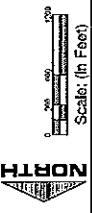
**Pipe Classification**

- S-S: Main - New Construction
- S: S. Force Main
- S-S: Main, Rehabilitated

**Rehabilitation Methods**

- Bag & Replace
- Pipe Bursting
- Cured-In-Place Pipe Liner

City of Chehalis  
 Infiltration / Inflow Strategic Plan  
 December 13, 2010  
 Figure 2 - 1022 A & B



**GIBBS & OLSON INC.**  
 ENGINEERS • ARCHITECTS • PLANNERS  
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 WASHINGTON



CHEHALIS, WASHINGTON  
350 N Market Blvd Rm 101  
Chehalis, WA 98532  
(360) 345-1042 ♦ FAX (360) 748-0651

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*Judith A. Schave, City Clerk*

Date: November 19, 2013

Number of Pages: 1  
(Including cover sheet)

To: The Chronicle  
Attn: Legals

Please publish the following notice on Tuesday, November 19, 2013:

**NOTICE OF PUBLIC MEETING**

The city council will conduct an informational meeting on the Basin 1022 I&I Rehabilitation Project, on Monday, November 25, at 5:05 p.m. in the council chamber of Chehalis City Hall, 350 N Market Boulevard. The meeting will be an opportunity for the public to comment specifically on a proposed inflow and infiltration remediation project proposed for 2016. Citizens may attend the meeting to provide written and/or oral comments.

---

Judith A. Schave, City Clerk  
City of Chehalis

###

Please acknowledge receipt of this notice. Thank you.

**CITY OF CHEHALIS  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Eva Lindgren, Finance Manager  
**DATE:** November 19, 2013  
**SUBJECT:** Ordinances 914-B and 915-B - Adoption of Tax Levies

**ISSUE**

Two ordinances have been prepared in connection with levying property taxes for collection in 2014. These are required in order for property taxes to be collected on behalf of the City.

**DISCUSSION**

Ordinance No. 914-B establishes the city's levies of ad valorem taxes (i.e., property taxes) for general operations, and Emergency Medical Services (EMS).

Ordinance No. 915-B is required under the provisions of Referendum 47. It identifies the changes between this year and next year, in both dollar amounts and percentage terms, for the City's general property tax levy (which includes the portion of the levy earmarked for the Firemen's Pension Trust Fund), and the EMS levy.

The total value of the City's general and EMS property tax levies will increase slightly based upon the estimated value of new construction, improvements to property, increases in the value of state assessed property, and any refunds made this year. However, property taxes are not being increased by the one percent allowed by statute, nor does the Administration propose to use any of the City's banked capacity.

The tax rates for 2014 will be approximately \$2.325 for the general levy and \$0.398 for the EMS levy, for a total of \$2.723 per \$1,000 of assessed value. The rates for 2013 were approximately \$2.326 for the general levy and \$0.397 for the EMS levy, for a total of \$2.723 per \$1,000 of assessed value.


The EMS levy is set to expire in 2015.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that the council pass Ordinances 914-B and 915-B, as revised, on second reading.

**SUGGESTED MOTIONS**

I move that the council pass Ordinance No. 914-B on second reading, as revised  
I move that the council pass Ordinance No. 915-B on second reading, as revised.

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

ORDINANCE NO. 914-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, DETERMINING AND FIXING THE AMOUNT OF REVENUE TO BE RAISED BY AD VALOREM TAXES DURING THE CALENDAR YEAR 2014 AND PROVIDING FOR THE EFFECTIVE DATE HEREOF.

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

Section 1. The amount of revenue to be raised by ad valorem taxes during 2014 for general city operations shall be, and the same hereby is, determined and fixed in the sum of One Million Three Hundred Sixty-Two Thousand Dollars (\$1,362,000).

Section 2. . The amount of revenue to be raised by ad valorem taxes during 2014 for emergency medical services shall be, and the same hereby is, determined and fixed in the sum of Two Hundred Thirty-Three Thousand Dollars (\$233,000).

Section 3. The effective date of the ordinance shall be the 6th day of December 2013.

PASSED by the city council of the City of Chehalis, Washington during a regularly scheduled open public meeting thereof this 25th day of November, 2013, on second reading, as revised.

\_\_\_\_\_  
Mayor

Attest:

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

Approved as to form and content:

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

**ORDINANCE NO. 915-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS,  
WASHINGTON, STATING THE AMOUNTS AND  
PERCENTAGES OF CHANGE IN PROPERTY TAX  
LEVY IN CALENDAR YEAR 2014.**

**WHEREAS**, the City of Chehalis, Washington, properly gave notice of a public hearing held the 25th day of November, 2013, to consider the city budget for 2014, including possible property tax increases and other revenues, pursuant to RCW 84.55.120; and,

**WHEREAS**, the city's actual levy amounts for general operations; and Emergency Medical Services (EMS) levies were \$1,346,725; and \$230,195, respectively, in 2013; and,

**WHEREAS**, the population of this city is less than 10,000; and now, therefore,

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

**Section 1.** The 2013 general operations property tax levy for collection in 2014 is One Million Three Hundred Forty-Six Thousand Seven Hundred and Twenty-Five Dollars (\$1,346,725), which is an increase of Zero Dollars (\$0) and Zero Percent (0.0%) over the amount levied in 2012 for collection in 2013. Increases for the amounts allowed under the new construction and improvements to property provisions of RCW 84.55.010 and refunds, are only reflected in the total levy amount.

**Section 2.** The 2009 voter-approved EMS property tax levy for collection in 2014 is Two Hundred Thirty Thousand One Hundred and Ninety-Five Dollars (\$230,195), which is an increase of Zero Dollars (\$0) and Zero Percent (0.0%) over the amount levied in 2012 for collection in 2013. Increases for the amounts allowed under the new construction and improvements to property provisions of RCW 84.55.010 and refunds are only reflected in the total levy amount.

**PASSED** by the city council of the city of Chehalis, Washington during a regularly scheduled open public meeting thereof this 25th day of November, 2013, on second reading, as revised.

\_\_\_\_\_  
Mayor

Attest:

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

Approved as to form and content:

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

**CITY OF CHEHALIS  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Eva Lindgren, Finance Manager  
**DATE:** November 20, 2013  
**SUBJECT:** Ordinance 916-B – 2014 Budget Adoption, Second Reading

**ISSUE**

Ordinance 916-B has been prepared for the purpose of adopting the 2014 Budget. The two levy ordinances reflected in this budget are being presented to the Council concurrently.

**DISCUSSION**

Two changes have been made to the Proposed 2014 Budget since its first reading:


1. At the direction of the City Council, the Airport budget has been added as an enterprise fund.
2. At the request of the Fire Department, \$24,928 set aside for bay floor repairs in 2013 have been added to the Proposed 2014 Budget. In the 2013 Budget Amendment being presented to the City Council, reduces the Fire Department's budget by the same amount.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends passage of Ordinances 916-B, as amended, on second reading.

**SUGGESTED MOTIONS**

**I move that the council pass Ordinance No. 916-B, as amended, on second reading.**

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

**ORDINANCE NO. 916-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON,  
ADOPTING THE BUDGET OF THE CITY FOR THE YEAR 2014  
AND PROVIDING FOR THE EFFECTIVE DATE HEREOF.**

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

**Section 1.** Attached hereto and identified as Exhibit "A", in summary form, are the total of estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined for the budget of the city for 2014, and by this reference said Exhibit "A," showing a total estimated ending fund balance of \$9,437,551 is incorporated herein as if set forth in full and the same is hereby adopted in full.

**Section 2.** This ordinance is a legislative act delegated by statute to the City Council of the City of Chehalis, is not subject to referendum and shall take effect December 6, 2013

**PASSED** by the City Council of the City of Chehalis, Washington during a regularly scheduled open public meeting thereof this 25<sup>th</sup> day of November, on its second reading, as amended.

\_\_\_\_\_  
Mayor

Attest:

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

Approved as to form and content:

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

Ordinance 916-B  
Attachment "A"

**CITY OF CHEHALIS 2014 BUDGET**  
PROPOSED Budget Summary

<b>FUND NAME</b>	<b>Est. Beg. Fund Balance</b>	<b>Revenue</b>	<b>Operating Transfers In</b>	<b>Expenditures</b>	<b>Operating Transfers Out</b>	<b>Est. End. Fund Balance</b>
General Fund	860,937	7,297,639	1,000,000	7,199,251	1,084,354	874,971
Arterial Street Fund	27,091	150,000		175,540		1,551
Tourism Fund	50,135	175,000		181,475		43,660
Community Dev. Block Grant Fund	90,646	10,100		0		100,746
HUD Block Grant Fund	327,335	3,600		0		330,935
Federal and State Grant Fund	0	1,510,900	1,000,000	1,510,900	1,000,000	0
2011 G.O. Bond Fund	54		102,993	103,047		0
Automotive/Equip. Res. Fund	1,638		53,256	54,756		138
1st Quarter REET Fund	127,012	45,400			43,772	128,640
2nd Quarter REET Fund	53,137	45,000			33,473	64,664
Wastewater Fund	1,409,148	4,381,331		4,280,969		1,509,510
Water Fund	3,353,790	2,671,565		2,511,180		3,514,175
Storm & Surface Water Fund	448,246	470,584		467,158		451,672
Airport Fund	0	3,342,845		1,655,751		1,687,094 *
Garbage Fund	15	7,200	5,350	12,347		218
Firemen's Pension Fund	294,300	148,550		69,400		373,450
City Agency Fund	356,127					356,127
<b>TOTALS</b>	<b>7,399,611</b>	<b>20,259,714</b>	<b>2,161,599</b>	<b>18,221,774</b>	<b>2,161,599</b>	<b>9,437,551</b>

*\*Ending fund balance include reserves to be held by Lewis County on behalf of the City to service final debt service payment on loan issued by Lewis County on behalf of the Chehalis-Centralia Airport.*



**CITY OF CHEHALIS 2014 BUDGET  
GENERAL FUND**

**SUMMARY BY TOTAL REVENUES AND EXPENDITURES BY DEPARTMENT**

	BUDGET ACTUAL		BUDGET			ACTUAL			PROJECTED			BUDGET			% Chg 13-14
	Amended Total	2012	Original Adopted	2013	2013	Recurring	One-Time	Total	Recurring	One-Time	Total	Proposed Recurring	Proposed One-Time	Proposed Total	
<b>BEGINNING FUND BALANCES</b>	828,959	828,959	840,843	840,843	0	844,298	0	844,298	844,298	0	844,298	860,937	0	860,937	2.35%
January 1															
<b>REVENUES</b>	7,751,233	7,582,511	7,474,141	7,096,865	1,105,937	8,202,772	178,493	3,693,770	7,016,284	1,154,524	8,182,908	7,233,554	1,054,085	8,297,639	1.16%
Total Revenues															
<b>EXPENDITURES</b>	Dept #s														
City Council	B1	98,319	96,814	76,587	0	76,587	0	36,877	36,877	0	36,877	81,828	11,723	93,551	22.15%
City Manager	D1	341,340	335,440	226,121	18,119	242,621	1,139	116,885	115,746	1,139	116,885	258,131	14,000	270,131	11.34%
City Clerk	E4	94,231	93,248	56,516	0	56,516	0	24,895	24,895	0	24,895	74,986	0	74,986	32.68%
Municipal Court	C1	348,378	328,663	332,409	333,882	0	333,882	157,065	157,065	4,309	161,314	335,015	5,289	340,304	1.92%
Finance	E1	322,719	317,599	159,594	160,844	4,472	165,316	79,701	79,701	4,472	84,173	183,331	0	183,331	10.90%
Human Resources	G2	130,020	127,448	91,769	91,769	0	91,769	45,994	45,994	0	45,994	90,033	0	90,033	-1.89%
Police	H1	2,361,475	2,343,937	2,464,666	13,431	2,478,097	1,202,828	25,371	1,228,199	2,429,624	40,254	2,538,370	34,000	2,573,370	3.84%
Fire	I1	1,687,281	1,646,061	1,705,443	1,690,515	24,928	1,705,443	787,334	10,300	1,699,407	1,639,407	1,632,938	24,928	1,657,866	-2.79%
Community Development	S3	1,253,861	1,249,503	1,227,135	1,135,752	163,881	1,299,643	544,279	88,059	632,338	1,120,767	1,163,026	66,701	1,228,727	-5.46%
Public Works - Streets	K1	577,175	540,442	471,480	433,705	67,610	501,315	158,793	17,616	176,409	385,776	380,963	88,097	469,060	-6.43%
Public Works - Engineering	K2	108,617	104,944	0	0	0	0	0	0	0	0	0	0	0	N/A
Non-Departmental	G1	447,420	383,143	796,715	290,130	1,041,074	1,331,204	131,382	179,305	310,687	275,672	296,896	1,005,350	1,302,246	-2.18%
Total Expenditures		7,770,836	7,567,202	7,608,495	6,948,868	1,333,525	8,232,393	3,284,834	399,571	3,615,405	6,781,293	7,034,517	1,249,089	8,283,605	0.01%
<b>ENDING FUND BALANCES</b>															
December 31		809,386	844,298	706,549	988,810	(227,598)	751,222	1,074,741	(152,076)	922,663	1,081,289	1,059,974	(185,003)	874,971	14.94%

CITY OF CHEHALIS 2014 BUDGET

**FUND:** 001 - GENERAL FUND  
**DEPARTMENT:** FIRE DEPARTMENT (11)

**Mission Statement:**

The Chehalis Fire Department provides effective fire and life safety services through emergency response, education, training and code enforcement, to assist the community in maintaining and improving quality of life.

**Services Provided:**

ADMINISTRATIVE SERVICES - Administrative staff plan, organize, direct and coordinate services; manage the budget, personnel, and policy development; and provide for facility and material management, fleet control, records management and training.

OPERATIONAL SERVICES - The Fire Operations and Emergency Medical Services Division provides a minimum of a two-person engine company on a 24-hour basis, supplemented by an on-call career and reserve fire fighting force. The division performs fire rescue, suppression, and overhaul or salvage functions. Emergency medical services consist of 24-hour basic life support with the ability to defibrillate heart patients and provide backup emergency transportation. The response goal of fire and emergency medical services is to be on the scene within 3.5 minutes of notification.

FIRE PREVENTION SERVICES - Provides fire and life safety codes enforcement through various inspection and permit programs based on the International Fire Code. It provides public education through the school fire safety assemblies and various adult fire safety information programs and classes. The division also provides basic fire investigation capabilities to differentiate the accidental fire from the set fire and to detect the juvenile fire setter.

**2013 Accomplishments:**

- \* Improve and cultivate relationships with other surrounding fire service entities.
- \* Provide significant contributions to the Regional Fire Authority Planning Committee development process.
- \* Renewed contract with Lewis County for Chehalis Fire Investigators to provide fire investigations and other code management services as requested.
- \* Continued contract with Riverside Fire Authority to provide fire code/prevention oversight and execute new fire department administrative/management services contract with Riverside Fire.
- \* Develop standard operating guidelines and field operating guidelines to provide consistent delivery and execution of emergency incident management and mitigation to the community.
- \* Achieve significant milestones and deliverables within nineteen operations and prevention sub-divisions to achieve organizational alignment with Riverside Fire Authority.
- \* Successfully recruit and hire Firefighter Pennie McCarty who will serve as the first fire department paramedic.
- \* Completed Station 48 interior repairs and improvements in effort to provide adequate facilities for the next five to seven years.
- \* Repair Station 48 front approach, apron, ramp, and replace damaged concrete apparatus floor section.

**2014 Goals and Objectives:**

- \* Meet requirements of WAC 296-305 (Safety Standards for Firefighters) and associated revisions effective January 1, 2014.
- \* Meet or exceed realistic recognized fire service industry standards regarding firefighter safety to include annual hose testing, ground ladder testing and certification, SCBA flow testing, and UL Aerial Ladder certification.
- \* Review and make recommendations for fee schedule changes, particularly for work performed related to fire prevention activities.
- \* Implement preventative maintenance programs on all apparatus and equipment in effort to meet fire service Industry standards.
- \* Provide proactive fire prevention and life safety services to include code enforcement and public education.
- \* Successful implementation of functional consolidation with Riverside Fire Authority and monitor results, outcomes, and efficiencies.
- \* Develop proposed annexation (into Riverside Fire Authority) deliverables and objectives to include City of Chehalis community education campaign.

CITY OF CHEHALIS 2014 BUDGET

FUND: 001 - GENERAL FUND  
DEPARTMENT: FIRE DEPARTMENT (11)

EXPENDITURES	Object Codes	BUDGET ACTUAL		BUDGET Amended			ACTUAL			PROJECTED			BUDGET Proposed			% Chg 13-14	
		2012		2013		2013		6/30/13		12/31/13		2014		2014			Total 2014
		Total	2012	Original Adopted	Amended Recurring	Amended One-Time	Total 2013	Recurring	One-Time	Total 6/30/13	Recurring	One-Time	Total 12/31/13	Proposed Recurring	Proposed One-Time		
<b>Fire Department (11) Summary:</b>																	
Salaries & Wages	11	878,322	868,739	887,967	831,782	0	831,782	406,248	0	406,248	801,748	0	801,748	792,186	0	792,186	-4.76%
Overtime	12	163,981	163,547	163,053	163,053	0	163,053	74,993	0	74,993	163,053	0	163,053	160,983	0	160,983	-1.27%
Personnel Benefits	21	371,525	357,314	397,157	381,174	0	381,174	194,077	0	194,077	381,080	0	381,080	357,387	0	357,387	-6.24%
Uniforms & Clothing	24	6,000	4,484	6,000	6,000	0	6,000	1,519	0	1,519	6,000	0	6,000	5,000	0	5,000	-16.67%
Office & Operating Supplies	31	23,500	15,927	33,500	33,500	0	33,500	6,019	943	6,962	21,000	943	21,943	29,500	0	29,500	-11.94%
Fuel Consumed	32	14,000	11,267	12,500	12,500	0	12,500	4,383	0	4,383	12,500	0	12,500	12,000	0	12,000	-4.00%
Small Tools & Equipment	35	3,500	4,065	5,772	5,772	0	5,772	1,283	0	1,283	6,200	0	6,200	5,500	0	5,500	-4.71%
Professional Services	41	12,450	8,368	14,500	4,500	0	4,500	11,569	0	11,569	4,500	0	4,500	4,500	0	4,500	0.00%
Communications	42	9,000	8,564	9,000	9,000	0	9,000	4,134	0	4,134	9,000	0	9,000	9,000	0	9,000	0.00%
Travel	43	5,000	626	4,500	4,500	0	4,500	554	0	554	2,500	0	2,500	5,000	0	5,000	11.11%
Rentals	45	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Insurance	46	31,051	31,051	28,822	28,822	0	28,822	15,611	0	15,611	31,222	0	31,222	31,222	0	31,222	8.33%
Public Utility Service	47	12,000	10,107	12,000	12,000	0	12,000	5,711	0	5,711	12,000	0	12,000	12,000	0	12,000	0.00%
Repair & Maintenance	48	34,500	42,256	40,500	40,500	24,928	65,428	17,227	0	17,227	40,000	0	40,000	40,500	24,928	65,428	0.00%
Miscellaneous	49	6,800	5,803	8,800	8,800	0	8,800	3,082	0	3,082	8,300	0	8,300	8,300	0	8,300	-5.68%
Intergovt Prof Services	51	64,602	64,602	65,431	122,871	0	122,871	32,716	0	32,716	120,240	0	120,240	143,860	0	143,860	17.27%
Ext.Taxes & Assessments	53	16,050	16,050	15,941	15,941	0	15,941	3,965	0	3,965	15,941	0	15,941	16,000	0	16,000	0.37%
Construction Projects	65	0	0	0	0	0	0	9,357	0	9,357	0	9,357	0	0	0	0	N/A
Interfund Capital Outlays	94	0	7,220	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Interfund Chgs - Fire Hydrants	98	15,000	6,041	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Wage Offsets	1A	0	0	0	0	0	0	3,005	0	3,005	3,005	0	3,005	0	0	0	N/A
Benefit Offsets	2A	0	0	0	0	0	0	1,118	0	1,118	1,118	0	1,118	0	0	0	N/A
<b>Total Expenditures</b>		<b>1,697,231</b>	<b>1,646,051</b>	<b>1,705,443</b>	<b>1,680,515</b>	<b>24,928</b>	<b>1,705,443</b>	<b>787,234</b>	<b>10,300</b>	<b>797,534</b>	<b>1,639,407</b>	<b>10,300</b>	<b>1,649,707</b>	<b>1,632,308</b>	<b>24,928</b>	<b>1,657,636</b>	<b>-2.75%</b>
<b>STAFFING</b>																	
Chief*		1.00	1.00	1.00	1.00	0.00	1.00	0.40	0.00	0.40	0.40	0.00	0.40	0.00	0.00	0.00	-100.00%
Assistant Chief		0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Department Administrative Assistant		1.00	0.75	1.00	1.00	0.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00	0.00%
Captain		4.00	4.00	4.00	4.00	0.00	4.00	4.00	0.00	4.00	4.00	0.00	4.00	4.00	0.00	4.00	0.00%
Firefighter/Engineer		8.00	8.00	8.00	8.00	0.00	8.00	8.00	0.00	8.00	8.00	0.00	8.00	7.00	0.00	7.00	-12.50%
Firefighter/Paramedic		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Reserve Firefighter		1.00	1.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00	0.00%
Civil Service Examiner		0.10	0.10	0.10	0.10	0.00	0.10	0.10	0.00	0.10	0.10	0.00	0.10	0.10	0.00	0.10	0.00%
<b>Employee Full-Time Equivalents</b>		<b>15.10</b>	<b>15.85</b>	<b>15.10</b>	<b>15.10</b>	<b>0.00</b>	<b>15.10</b>	<b>14.50</b>	<b>0.00</b>	<b>14.50</b>	<b>14.50</b>	<b>0.00</b>	<b>14.50</b>	<b>14.10</b>	<b>0.00</b>	<b>14.10</b>	<b>-5.62%</b>

\*New a contracted position.

CITY OF CHEHALIS 2014 BUDGET

FUND:		001 - GENERAL FUND																
DEPARTMENT:		FIRE DEPARTMENT (11)																
EXPENDITURES	Object Codes	BUDGET ACTUAL		BUDGET Amended			ACTUAL			PROJECTED			BUDGET Proposed			% Chg 13-14		
		Total	2012	Original	Amended	Amended	Recurring	One-Time	Total	Recurring	One-Time	Total	Recurring	One-Time	Total			
Fire Department (11) Detail:		2013	2013	2013	2013	6/30/13	6/30/13	6/30/13	12/31/13	12/31/13	12/31/13	2014	2014	2014				
Administration 522.010																		
Salaries & Wages	11	86,758	86,760	88,104	31,919	31,919	0	31,919	0	31,919	0	0	0	0	0	0	-100.00%	
Salaries & Wages (02)	11	41,847	41,846	45,192	45,192	22,596	0	22,596	0	45,192	0	45,192	0	45,192	0	45,192	0.00%	
Salaries & Wages (05)	11	325	270	325	325	0	0	0	0	300	0	300	0	300	0	300	-7.69%	
Personnel Benefits	21	24,480	21,363	22,544	6,561	6,561	0	6,561	0	6,561	0	0	0	0	0	0	-100.00%	
Personnel Benefits (02)	21	12,678	12,741	13,895	13,895	6,904	0	6,904	0	13,808	0	13,808	0	14,926	0	14,926	7.42%	
Personnel Benefits (05)	21	0	23	30	30	0	0	0	0	23	0	23	0	23	0	23	N/A	
Office & Operating Supplies	31	2,000	2,788	2,000	2,000	2,000	943	2,943	943	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0.00%	
Small Tools & Equipment	35	500	216	500	500	0	0	0	0	500	0	500	0	500	0	500	0.00%	
Professional Services	41	0	0	0	0	5,905	0	5,905	0	0	0	0	0	0	0	0	N/A	
Communications	42	9,000	8,564	9,000	9,000	4,134	0	4,134	0	9,000	9,000	9,000	9,000	9,000	9,000	9,000	0.00%	
Travel	43	0	103	0	0	0	0	0	0	0	0	1,000	1,000	1,000	1,000	1,000	N/A	
Repair & Maintenance	48	5,000	1,299	3,000	3,000	524	0	524	0	2,500	2,500	3,000	3,000	3,000	3,000	3,000	0.00%	
Miscellaneous	49	2,000	2,163	2,000	2,000	1,571	0	1,571	0	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0.00%	
Intergov. Prof Services	51	0	0	0	47,240	0	0	0	0	47,240	0	47,240	0	47,240	0	47,240	50.00%	
		184,598	178,136	186,590	161,662	82,114	943	83,057	161,043	943	161,986	148,801	148,801	148,801	148,801	148,801	-7.96%	
Fire Suppression and EMS 522.02X																		
Suppression 522.020																		
Salaries & Wages	11	150,078	147,847	150,469	150,469	70,347	0	70,347	0	144,829	144,829	148,239	148,239	148,239	148,239	148,239	-0.82%	
Salaries & Wages (05)	11	5,000	627	2,000	2,000	96	0	96	0	192	0	500	500	500	500	500	-75.00%	
Overtime	12	36,796	36,709	33,000	33,000	14,999	0	14,999	0	33,000	33,000	30,797	30,797	30,797	30,797	30,797	-6.68%	
Personnel Benefits	21	67,472	54,586	72,044	72,044	36,114	0	36,114	0	72,044	72,044	66,368	66,368	66,368	66,368	66,368	-5.10%	
Personnel Benefits (05)	21	1,000	199	600	600	37	0	37	0	600	600	600	600	600	600	600	0.00%	
Uniforms & Clothing	24	6,000	4,484	6,000	6,000	1,519	0	1,519	0	6,000	6,000	5,000	5,000	5,000	5,000	5,000	-16.67%	
Office & Operating Supplies	31	11,000	4,961	11,000	11,000	790	0	790	0	11,000	11,000	7,000	7,000	7,000	7,000	7,000	-36.36%	
Office & Oper. Spis-Hydrants (01)	31	0	0	10,000	10,000	0	0	0	0	0	0	10,000	10,000	10,000	10,000	10,000	N/A	
Fuel Consumed	32	14,000	11,117	12,000	12,000	4,383	0	4,383	0	12,000	12,000	12,000	12,000	12,000	12,000	12,000	0.00%	
Small Tools & Equipment	35	3,000	2,473	3,000	3,000	1,283	0	1,283	0	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0.00%	
Professional Services	41	5,000	2,990	4,000	4,000	1,225	0	1,225	0	4,000	4,000	4,000	4,000	4,000	4,000	4,000	0.00%	
Insurance	46	31,051	31,051	28,822	28,822	15,611	0	15,611	0	31,222	31,222	31,222	31,222	31,222	31,222	31,222	8.33%	
Repair & Maintenance	48	27,000	34,867	35,000	35,000	16,217	0	16,217	0	35,000	35,000	35,000	35,000	35,000	35,000	35,000	0.00%	
Miscellaneous	49	0	1,931	2,000	2,000	0	0	0	0	2,000	2,000	2,000	2,000	2,000	2,000	2,000	N/A	
Intergov Prof Services	51	64,602	64,602	65,431	65,431	32,716	0	32,716	0	65,000	65,000	65,000	65,000	65,000	65,000	65,000	-0.66%	
Interfund Capital Outlays	94	15,000	7,220	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Interfund Chgs - Fire Hydrants	98	436,898	421,715	435,366	435,366	195,337	0	195,337	0	419,887	419,887	423,726	423,726	423,726	423,726	423,726	-2.67%	
Fire Hydrants: Contra Expenditure Offsets - Water Fund 522.029																		
Wage Offsets	1A	0	0	0	0	3,005	0	3,005	0	3,005	0	3,005	0	3,005	0	3,005	0	N/A
Benefit Offsets	2A	0	0	0	0	1,118	0	1,118	0	1,118	0	1,118	0	1,118	0	1,118	0	N/A
		0	0	0	0	4,123	0	4,123	0	4,123	0	4,123	0	4,123	0	4,123	0	N/A
Fire Prevention & Investigation 522.030																		
Office & Operating Supplies	31	1,500	2,645	1,500	1,500	739	0	739	0	1,500	1,500	1,500	1,500	1,500	1,500	1,500	0.00%	
Small Tools and Equipment	35	0	281	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Professional Services	41	6,450	5,378	10,000	10,000	4,439	0	4,439	0	4,439	0	4,439	0	4,439	0	4,439	0	N/A
Miscellaneous	49	1,300	1,026	1,300	1,300	1,026	0	1,026	0	1,300	1,300	1,300	1,300	1,300	1,300	1,300	0.00%	
Intergov Prof Services	51	0	0	0	10,000	0	0	0	0	8,000	8,000	8,000	8,000	8,000	8,000	8,000	-20.00%	
		9,250	9,330	12,800	12,800	6,204	0	6,204	0	10,800	10,800	10,800	10,800	10,800	10,800	10,800	-15.63%	

CITY OF CHEHALIS 2014 BUDGET

FUND: 001 - GENERAL FUND  
DEPARTMENT: FIRE DEPARTMENT (01)

EXPENDITURES	Object Codes	BUDGET ACTUAL		BUDGET			ACTUAL			PROJECTED			BUDGET			% Chg 13-14	
		Total	2012	Original Adopted 2013	Amended Recurring 2013	Amended One-Time 2013	Total 2013	Recurring 6/30/13	One-Time 6/30/13	Total 6/30/13	Recurring 12/31/13	One-Time 12/31/13	Total 12/31/13	Proposed Recurring 2014	Proposed One-Time 2014		Total 2014
<i>Fire Department (01) Detail (Continued)</i>																	
Employee Training 522.045 (formerly 522.040)		1,000	0	1,000	0	1,000	12	0	12	1,000	0	1,000	1,000	0	1,000	0.00%	
Office & Operating Supplies	31	0	150	500	0	500	0	0	0	500	0	500	0	0	0	N/A	
Fuel Consumed - Staff Travel (01)	32	2,000	0	2,000	0	2,000	0	0	0	2,000	0	2,000	2,000	0	2,000	0.00%	
Travel - Administration	43	3,000	523	2,500	0	2,500	554	0	554	2,500	0	2,500	2,000	0	2,000	-20.00%	
Travel - Staff (01)	44	1,500	0	1,500	0	1,500	0	0	0	1,000	0	1,000	1,000	0	1,000	-33.33%	
Miscellaneous - Administration	49	2,000	618	2,000	0	2,000	485	0	485	2,000	0	2,000	2,000	0	2,000	0.00%	
Miscellaneous - Staff (01)	49	9,500	1,291	9,500	0	9,500	1,051	0	1,051	7,000	0	7,000	8,000	0	8,000	-15.79%	
<i>Facilities 522.050</i>																	
Office & Operating Supplies	31	3,000	3,658	3,000	0	3,000	1,241	0	1,241	2,500	0	2,500	3,000	0	3,000	0.00%	
Small Tools & Equipment	35	0	1,095	2,272	0	2,272	0	0	0	2,700	0	2,700	2,000	0	2,000	N/A	
Rentals	45	0	30	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Public Utility Service	47	12,000	10,107	12,000	0	12,000	5,711	0	5,711	12,000	0	12,000	12,000	0	12,000	0.00%	
Repair & Maintenance	48	2,500	6,090	2,500	24,928	27,428	486	0	486	2,500	0	2,500	2,500	24,928	27,428	0.00%	
Miscellaneous	49	17,500	21,045	19,772	19,772	44,700	7,438	0	7,438	19,700	0	19,700	19,500	24,928	44,428	-0.61%	
<b>Total Fire Control</b>		<b>657,847</b>	<b>631,517</b>	<b>654,028</b>	<b>639,100</b>	<b>24,928</b>	<b>296,267</b>	<b>943</b>	<b>297,210</b>	<b>622,553</b>	<b>943</b>	<b>623,496</b>	<b>610,827</b>	<b>24,928</b>	<b>635,755</b>	<b>-4.26%</b>	
<i>Disaster Preparedness 525.060</i>																	
External Taxes & Oper Assess	53	16,050	16,050	15,941	15,941	0	3,985	0	3,985	15,941	0	15,941	16,000	0	16,000	0.37%	
<i>Ambulance Services 522.026 (formerly 526.020)</i>																	
Office & Operating Supplies	31	5,000	1,875	5,000	0	5,000	1,237	0	1,237	3,000	0	3,000	5,000	0	5,000	0.00%	
Small Tools & Equipment	35	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Professional Services	41	1,000	0	500	0	500	0	0	0	500	0	500	500	0	500	0.00%	
		6,000	1,875	5,500	5,500	0	1,237	0	1,237	3,500	0	3,500	5,500	0	5,500	0.00%	
<i>Rescue and Emergency Aid 522.028 (formerly 526.080)</i>																	
Salaries & Wages	11	594,314	591,389	601,877	601,877	0	281,390	0	281,390	579,316	0	579,316	596,955	0	596,955	-0.82%	
Overtime	12	147,185	146,838	130,053	130,053	0	59,994	0	59,994	130,053	0	130,053	130,186	0	130,186	0.10%	
Personnel Benefits	21	265,885	258,392	288,044	288,044	0	144,461	0	144,461	288,044	0	288,044	273,470	0	273,470	-5.06%	
		1,007,384	986,619	1,019,974	1,019,974	0	485,845	0	485,845	987,413	0	987,413	1,000,611	0	1,000,611	-1.90%	
<i>Total Emergency Services, Ambulance, Rescue &amp; Emergency Aid</i>																	
		<b>1,029,434</b>	<b>1,014,544</b>	<b>1,041,415</b>	<b>1,041,415</b>	<b>0</b>	<b>491,067</b>	<b>0</b>	<b>491,067</b>	<b>1,016,854</b>	<b>0</b>	<b>1,016,854</b>	<b>1,022,111</b>	<b>0</b>	<b>1,022,111</b>	<b>-1.85%</b>	
<i>Suppression - Capital Outlay 594.022 (Fire Hydrants)</i>																	
Construction Projects	65	0	0	0	0	0	9,357	0	9,357	0	9,357	9,357	0	0	0	N/A	
<b>Total Fire Department (01)</b>		<b>1,687,281</b>	<b>1,646,061</b>	<b>1,705,443</b>	<b>1,680,515</b>	<b>24,928</b>	<b>787,334</b>	<b>10,300</b>	<b>797,634</b>	<b>1,639,407</b>	<b>10,300</b>	<b>1,649,707</b>	<b>1,632,933</b>	<b>24,928</b>	<b>1,657,866</b>	<b>-2.79%</b>	

CITY OF CHEHALIS 2014 BUDGET

FUND: DEPARTMENT:	407 - AIRPORT FUND															
	AIRPORT (09)			BUDGET			ACTUAL			PROJECTED						
	Budget Amended	Original Adopted	Amended	Original Adopted	Amended	Recurring	One-Time	Total	Recurring	One-Time	Total	Proposed Recurring	Proposed One-Time	Proposed Total	% Chg 13-14	
<b>BEGINNING FUND BALANCES</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
<b>REVENUES</b>	<b>Codes</b>															
Federal Direct Grants 391.020	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
FAA Airport Impr. Revs.	0	0	0	0	0	0	0	0	0	0	0	0	0	265,000	265,000	N/A
Fuel Sales 344.050	0	0	0	0	0	0	0	0	0	0	0	500,000	0	500,000	N/A	
Fuel Sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Interest Earnings 357.011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Interest Earnings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Long-Term Space Leases and Rentals 362.050	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Parking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Other Rents and Leases 362.090	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Other Rents and Leases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Miscellaneous 362.090	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Miscellaneous - Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Capital Leases and Installment Sales Processes 361.050	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Capital Lease Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Residual Equity Transfer in XXX-XXX	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
Equity Transfer In	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	
<b>TOTAL REVENUES</b>	0	0	0	0	0	0	0	0	0	0	0	1,397,124	1,872,724	3,347,845	N/A	
<b>EXPENDITURES</b>	<b>Codes</b>															
Airport Department Summary:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Wages	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Benefits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Critical and Operating Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Fuel Consumed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Fuel Purchased for Retail	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Small Tools and Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Professional Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Communications	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Travel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Operating Rentals and Leases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Repairs and Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
External Taxes & Oper. Assess	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Buildings and Structures	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Other Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Machinery and Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Principal - G.O. Bonds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Interest - LT External Debt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Transfer Out Offsets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Wage Offsets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Benefit Offsets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Supplies Offsets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Sondex Offsets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
<b>Total Expenditures</b>	0	0	0	0	0	0	0	0	0	0	0	1,397,124	1,872,724	3,347,845	N/A	
<b>ENDING FUND BALANCES</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
December 31	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
<b>STAFFING (FTEs)</b>	<b>Codes</b>															
Airport Manager	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Administrative Assistant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Airport Maintenance Specialist	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Airport Maintenance Worker	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Full Time Equivalents	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A

CITY OF CHEHALIS 2014 BUDGET

FUND:		407 - AIRPORT FUND										BUDGET		BUDGET		BUDGET		BUDGET		BUDGET		BUDGET	
DEPARTMENT:		AIRPORT (09)										Amended		Original		Amended		Amended		Amended		Amended	
		BUDGET		ACTUAL		BUDGET		ACTUAL		BUDGET		ACTUAL		BUDGET		ACTUAL		BUDGET		ACTUAL		BUDGET	
		2012		2013		2013		2013		2013		2013		2013		2013		2013		2013		2013	
Object Codes		Total	One-Time	Total	One-Time	Total	One-Time	Total	One-Time	Total	One-Time	Total	One-Time	Total	One-Time	Total	One-Time	Total	One-Time	Total	One-Time	Total	% Chg
EXPENDITURES																							
Airport (09) Detail:																							
Airport Operations 546.010																							
11	Wages	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
21	Benefits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
31	Office and Operating Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
32	Fuel Consumed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
33	Fuel Purchased for Resale	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
35	Small Tools and Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
41	Professional Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
42	Communications	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
43	Travel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
44	Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
45	Operating Rentals and Leases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
46	Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
47	Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
48	Repairs and Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
49	Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
55	External Taxes & Oper. Access	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Contra Expenditure Offsets - General Fund 546.091																							
Transfer Out Offsets																							
0A	Wages	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
1A	Benefits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
2A	Office and Operating Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
3A	Fuel Consumed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
4A	Fuel Purchased for Resale	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Debt Service - Debt Redemption 562.070																							
Principal - G.G. Bonds																							
71		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Debt Service - Interest 562.080																							
Interest - LT External Debt																							
83		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Capital Expenditures: Airport 594.046																							
Buildings and Structures																							
82		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Other Improvements																							
83		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Machinery and Equipment																							
84		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Total Fund Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Total Fund Expenditures		1,257,251	388,500	1,645,751	388,500	1,645,751	388,500	1,645,751	388,500	1,645,751	388,500	1,645,751	388,500	1,645,751	388,500	1,645,751	388,500	1,645,751	388,500	1,645,751	388,500	1,645,751	N/A

2014 Salary Schedule - Effective January 1, 2014  
Alpha By Position Title

Class Title	Collective Bargaining Organization	Pay Range	Step A	Step B	Step C	Step D	Step E
Accountant	Teamsters Non-Uniform	24A	4,186	4,395	4,615	4,846	5,088
Accounting Technician II	Teamsters Non-Uniform	17A	2,975	3,124	3,279	3,444	3,616
Administrative Assistant (not fire dept)	Teamsters Non-Uniform	17A	2,975	3,124	3,279	3,444	3,616
Assistant Fire Chief/Fire Marshall	Non-Represented	28N, adjusted	5,319	5,585	5,864	6,157	6,465
Building Official	Teamsters Non-Uniform	24A	4,186	4,395	4,615	4,846	5,088
Chief of Police	Non-Represented	31N	6,036	6,338	6,654	6,987	7,337
City Clerk	Non-Represented	23N, adjusted	4,166	4,375	4,593	4,823	5,064
City Councilor	Elected	Monthly	100				
City Manager	Non-Represented	Contract	10,417				
Civil Service Secretary	Non-Represented	Hourly Rate	20				
Code Inspector	Non-Represented	Hourly Rate	29				
Community Development Director	Non-Represented	31N	6,036	6,338	6,654	6,987	7,337
Community Services Officer	Teamsters Non-Uniform	18A	3,124	3,279	3,444	3,616	3,796
Court Bailiff/Transport Officer	Non-Represented	15N	2,698	2,833	2,975	3,124	3,279
Court Clerk	Teamsters Non-Uniform	16A	2,833	2,975	3,124	3,279	3,444
Department Administrative Assistant (Fire)	Non-Represented	17N	3,049	3,201	3,361	3,529	3,706
Deputy Police Chief	Non-Represented	28N, adjusted	5,370	5,639	5,921	6,217	6,528
Development Review Specialist/Bldg. Inspector	Teamsters Non-Uniform	21A	3,616	3,796	3,986	4,186	4,395
Development Review Specialist/Permit Tech.	Teamsters Non-Uniform	21A	3,616	3,796	3,986	4,186	4,395
Economic Development Administrator	Non-Represented	30N	5,748	6,036	6,338	6,655	6,987
Engineer Technician I	Teamsters Non-Uniform	21A	3,616	3,796	3,986	4,186	4,395
Engineer Technician II	Teamsters Non-Uniform	22A	3,796	3,986	4,186	4,395	4,615
Engineering Technician III	Teamsters Non-Uniform	24A	4,186	4,395	4,615	4,846	5,088
Equipment Maintenance Technician	Teamsters Non-Uniform	21A	3,616	3,796	3,986	4,186	4,395
Equipment Operator I	Teamsters Non-Uniform	19A	3,279	3,444	3,616	3,796	3,986
Equipment Operator II	Teamsters Non-Uniform	20A	3,444	3,616	3,796	3,986	4,186
Finance Manager	Non-Represented	30N	5,748	6,036	6,338	6,655	6,987
Fire Captain	IAFF	22F	4,808	4,950	5,277	5,537	5,800
Fire Chief	Non-Represented	31N	6,036	6,338	6,654	6,987	7,337
Firefighter/Engineer	IAFF	20F	4,460	4,258	4,460	4,674	4,896
Human Resources Admin./Risk Mgr.	Non-Represented	30N	5,748	6,036	6,338	6,655	6,987
Journeyman Electrician/Equip. Maint. Tech.	Teamsters Non-Uniform	21A	3,616	3,796	3,986	4,186	4,395
Judicial Assistant	Teamsters Non-Uniform	15A	2,698	2,833	2,975	3,124	3,279
Lead Wastewater Treatment Operator	Teamsters Non-Uniform	22A	3,796	3,986	4,186	4,395	4,615
Mayor	Elected	Monthly	150				
Municipal Court Administrator	Non-Represented	22N, adjusted	4,085	4,289	4,504	4,729	4,965
Municipal Court Judge	Non-Represented	Contract	3,481				
Municipal Court Judge Pro-Tem	Non-Represented	Hourly Rate	50				
Office Clerk/Receptionist II	Teamsters Non-Uniform	14A	2,570	2,698	2,833	2,975	3,124
Parking Enforcement/Evidence Officer	Teamsters Non-Uniform	16A	2,833	2,975	3,124	3,279	3,444
Permit Technician	Teamsters Non-Uniform	19A	3,279	3,444	3,616	3,796	3,986
Planner	Teamsters Non-Uniform	24A	4,186	4,395	4,615	4,846	5,088
Police Officer (Academy graduate)	Teamsters-Police	22P	4,454	4,669	4,901	5,137	5,392
Police Officer (Non-academy graduate)	Teamsters-Police	N/A	3,564				
Police Officer Assigned as Detective	Teamsters-Police	23P	4,677	4,902	5,146	5,394	5,662
Police Sergeant	Teamsters-Police	24P	5,769	6,010			
Police Sergeant Assigned as Detective	Teamsters-Police	25P	6,057	6,311			
Poplar Tree Plantation Worker/Utility Worker I	Teamsters Non-Uniform	17A	2,975	3,124	3,279	3,444	3,616
Poplar Tree Plantation Worker/Utility Worker II	Teamsters Non-Uniform	18A	3,124	3,279	3,444	3,616	3,796
Property Maintenance Technician I	Teamsters Non-Uniform	19A	3,279	3,444	3,616	3,796	3,986
Property Maintenance Technician II	Teamsters Non-Uniform	20A	3,444	3,616	3,796	3,986	4,186
Property Maintenance Worker	Teamsters Non-Uniform	15A	2,698	2,833	2,975	3,124	3,279



2014 Salary Schedule - Effective January 1, 2014  
Alpha By Position Title

Class Title	Collective Bargaining Organization	Pay Range	Step A	Step B	Step C	Step D	Step E
Property Manager	Non-Represented	26N	4,729	4,965	5,213	5,474	5,748
Public Works Director	Non-Represented	31N	6,036	6,338	6,654	6,987	7,337
Public Works Office Manager	Teamsters Non-Uniform	20A	3,444	3,616	3,796	3,986	4,186
Records Technician	Teamsters Non-Uniform	15A	2,698	2,833	2,975	3,124	3,279
Recreation Assistant	Teamsters Non-Uniform	13A	2,448	2,570	2,698	2,833	2,975
Recreation/Aquatics Manager	Non-Represented	23N	4,085	4,289	4,504	4,729	4,965
Storm/Wastewater Collection Specialist	Teamsters Non-Uniform	19A	3,279	3,444	3,616	3,796	3,986
Street/Stormwater Superintendent	Non-Represented	26N, adjusted	4,823	5,065	5,318	5,584	5,863
Traffic Control Technician	Teamsters Non-Uniform	20A	3,444	3,616	3,796	3,986	4,186
Utility Customer Service Representative I	Teamsters Non-Uniform	15A	2,698	2,833	2,975	3,124	3,279
Utility Customer Service Representative II	Teamsters Non-Uniform	16A	2,833	2,975	3,124	3,279	3,444
Vehicle Maintenance Technician	Teamsters Non-Uniform	20A	3,444	3,616	3,796	3,986	4,186
Wastewater Laboratory Assistant	Teamsters Non-Uniform	17A	2,975	3,124	3,279	3,444	3,616
Wastewater Laboratory Technician II	Teamsters Non-Uniform	20A	3,444	3,616	3,796	3,986	4,186
Wastewater Superintendent	Non-Represented	26N, adjusted	5,392	5,662	5,945	6,242	6,554
Wastewater Treatment Operator	Teamsters Non-Uniform	20A	3,444	3,616	3,796	3,986	4,186
Water Distribution Operator I	Teamsters Non-Uniform	18A	3,124	3,279	3,444	3,616	3,796
Water Distribution Operator II	Teamsters Non-Uniform	19A	3,279	3,444	3,616	3,796	3,986
Water Maintenance/Meter Reader I	Teamsters Non-Uniform	18A	3,124	3,279	3,444	3,616	3,796
Water Meter Reader	Teamsters Non-Uniform	17A	2,975	3,124	3,279	3,444	3,616
Water Superintendent	Non-Represented	26N, adjusted	4,823	5,065	5,318	5,584	5,863
Water Treatment Operator I	Teamsters Non-Uniform	19A	3,279	3,444	3,616	3,796	3,986
Water Treatment Operator II	Teamsters Non-Uniform	21A	3,616	3,796	3,986	4,186	4,395

**Airport Salaries and Hourly Rates Used to Prepare Budget - TO BE REVISED\***

\*Note that the existing Chehalis-Centralia Salary Schedule contains thirteen steps. For the purpose of presentation, only the low, mid, and high rates of pay are listed.

	Low	Mid	High
Airport Manager	6,182	7,170	8,315
Administrative Assistant	3,279	3,710	4,409
Airport Maintenance Specialist	18,92	21,40	25,44
Airport Maintenance Worker	12,19	14,14	16,40

**Temporary and Seasonal Hourly Rates - 2014 (new minimum wage \$9.32)**

	Step A	Step B	Step C
Lifeguard	9.32	9.79	10.28
Recreation Aide	9.32	9.79	10.28
Swimming Pool Cashier	9.32	9.79	10.28
Lifeguard/Instructor	9.79	10.28	10.79
Water Safety Instructor	9.79	10.28	10.79
Senior Instructor	9.96	10.46	10.98
Senior Lifeguard	9.96	10.46	10.98
Property Maintenance Aide	10.71	11.25	11.81
Public Works Maintenance Aide	10.71	11.25	11.81
Swimming Pool Assistant Manager	11.90	12.50	13.13
Tournament Director	15.57	16.35	17.17

**Volunteer Firefighter Call-Out Stipends**

Reserve Firefighter	ff1	8.00
Senior Reserve Firefighter	ff2	8.00

**CITY OF CHEHALIS**

**AGENDA REPORT**

**DATE:** November 12, 2013  
**TO:** The Honorable Mayor and City Council  
**FROM:** Dennis Osborn, Community Development Director  
**SUBJECT:** Ordinance No. 917-B -- Amending the Chehalis Municipal Code Regarding Accessory Dwelling Units (ADU)

**ISSUE**

Council directed the administration to resolve conflicts within the code regarding water connections for an ADU.

**DISCUSSION**

At hand is the question of whether an in-law apartment (ADU) needs a separate water meter. Council directed the administration to develop an ordinance that requires a single water connection, so long as the ADU is for family use. Outside family use would require a separate meter. In addition, council directed the administration to deal with existing units, and grandfathering the ADU into the code.

On November 12, 2013, the council passed Ordinance No. 917-B on first reading. The ordinance is being presented for a second and final reading.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that council pass Ordinance 917-B on second and final reading

**SUGGESTED MOTION**

I move that the council pass Ordinance 917-B on second and final reading, as presented.

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

**ORDINANCE NO. 917-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS,  
WASHINGTON, AMENDING ZONING APPENDIX F  
DEFINITION SECTION R310;13.04.060 WATER  
SERVICES FOR PREMISES; AND 13.04.100 SERVICE  
CONNECTION-SPECIAL CONDITIONS.**

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

**Section 1.** The City amends Zoning Appendix F Definition Section R310, to read as follows:

*Accessory Dwelling Unit (residential)* is any dwelling unit converted from an existing accessory building, or within an existing single family residence, on a residentially zoned lot for the purpose of accommodating live-in domestic help or family members; An existing ADU that is being used as an "in-law" or family residence (pursuant to the definition of family in the CMC) is grandfathered. The ADU would not be grandfathered if being used as a commercial rental. If the City receives complaint of a non-complaint ADU, the existing non-conforming ADU (commercial rental) has 90 days to convert back to an ADU (in-law use) or install a second meter to the ADU. At the end of 90 days, if there is no compliance the Main Meter will be locked out until compliance. All new construction that created an ADU (new construction of a home and ADU or just for an ADU including a remodel to create the ADU) will have to file a signed covenant as provided by the City. No permit for construction or remodel shall be granted until such covenant is recorded and a copy placed on file with the Department of Community Development.

**Section 2.** The City amends 13.04.060 Water Services for Premises, to read as follows:

**13.04.060 Water services for premises.**

Each premise shall have a separate water service unless the unit meets the definition of an ADU for in-law apartment. All water services shall be metered. Premises containing multiple dwelling units and/or containing more than one commercial or industrial business shall have separate metered water service for each individual dwelling unit and/or commercial or industrial unit, except where situations and/or special conditions exist that make an individual service for each unit impossible or unfeasible at the discretion of the public works director, who shall determine when such situations or conditions prohibit individual services. [Ord. 866B, 2011.]

**Section 3.** The City amends 13.04.100 Service Connection-Special Conditions, to read as follows:

**13.04.100 Service connection- Special conditions.**

When two or more premises are being serviced by one water service connection, the city shall have the right to require the installation of additional water service connections from the water main to the premises except for an ADU as defined by the Chehalis Municipal Code. When additional water service connections are provided for any premises, all water service shall be metered and installed in an approved manner. No premises shall be permitted to furnish water to any other premises, except during an emergency, which shall not exceed a period of 30 days. An application to cover the emergency connection shall be filed with the city within 48 hours of the occurrence causing the emergency. When the intended use of the water service is changed or the structure served is altered, a new service shall be installed at the customer's expense unless the existing service complies with the provisions hereof. [Ord. 866B, 2011.]

**PASSED** by the City Council of the City of Chehalis, Washington, and **APPROVED** by its Mayor at a regularly scheduled open public meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

Attest:

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

Approved as to form and content:

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

ORDINANCE NO. 917-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING ZONING APPENDIX F DEFINITION SECTION R310; 13.04.060 WATER SERVICES FOR PREMISES; AND 13.04.100 SERVICE CONNECTION-SPECIAL CONDITIONS.

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

**Section 1.** The City amends Zoning Appendix F Definition Section R310, to read as follows:

*Accessory Dwelling Unit (residential)* is any dwelling unit converted from an existing accessory building, or within an existing single family residence, on a residentially zoned lot for the purpose of accommodating live-in domestic help or family members; ~~such unit receiving its utilities from the same source and metering as the principal dwelling unit.~~ **An existing ADU that is being used as an "in-law" or family residence (pursuant to the definition of family in the CMC) is grandfathered. The ADU would not be grandfathered if being used as a commercial rental. If the City receives complaint of a non-compliant ADU, the existing non-conforming ADU (commercial rental) has 90 days to convert back to an ADU (in-law use) or install a second meter to the ADU. At the end of 90 days, if there is no compliance the Main Meter will be locked out until compliance. All new construction that created an ADU (new construction of a home and ADU or just for an ADU including a remodel to create the ADU) will have to file a signed covenant as provided by the City. No permit for construction or remodel shall be granted until such covenant is recorded and a copy placed on file with the Department of Community Development.**

**Section 2.** The City amends 13.04.060 Water Services for Premises, to read as follows:

**13.04.060 Water services for premises.**

Each premise shall have a separate water service **unless the unit meets the definition of an ADU for in law apartment.** All water services shall be metered. Premises containing multiple dwelling units and/or containing more than one commercial or industrial business shall have separate metered water service for each individual dwelling unit and/or commercial or industrial unit, except where situations and/or special conditions exist that make an individual service for each unit impossible or unfeasible at the discretion of the public works director, who shall determine when such situations or conditions prohibit individual services. [Ord. 866B, 2011.]

**Section 3.** The City amends 13.04.100 Service Connection-Special Conditions, to read as follows:

**13.04.100 Service connection- Special conditions.**

When two or more premises are being serviced by one water service connection, the city shall have the right to require the installation of additional water service connections from the water main to the premises **except for an ADU as defined by the Chehalis Municipal Code.** When additional water service connections are provided for any premises, all water service shall be metered and installed in an approved manner. No premises shall be permitted to furnish water to any other premises, except during an emergency, which shall not exceed a period of 30 days. An application to cover the emergency connection shall be filed with the city within 48 hours of the occurrence causing the emergency. When the intended use of the water service is changed or the structure served is altered, a new service shall be installed at the customer's expense unless the existing service complies with the provisions hereof. [Ord. 866B, 2011.]

**PASSED** by the City Council of the City of Chehalis, Washington, and **APPROVED** by its Mayor at a regularly scheduled open public meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

Attest:

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

Approved as to form and content:

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

CITY OF CHEHALIS

AGENDA REPORT

DATE: November 21, 2013  
TO: The Honorable Mayor and City Council  
FROM: Rick Sahlin, Interim Public Works Director  
Patrick Wiltzius, Wastewater Superintendent  
SUBJECT: Revision of Sewer Rates for Lewis County Water & Sewer District #4 and Napavine for 2014

ISSUE

Proposed new rates for the treatment of sewage for 2014 have been calculated for Lewis County Water & Sewer District #4 (LCSD #4) and the City of Napavine. The proposed rates are being presented for council review and approval.

DISCUSSION

In 1994, Chehalis, Napavine, and LCSD #4 modified their prior interlocal agreement for the provision of sewer services. Governance issues regarding the interceptor and sewage treatment are outlined in this agreement. The agreement provides that Napavine and LCSD #4 pay for the delivery and treatment of sewage based on applicable costs for operation and maintenance of the system.

It has been previously established that calculation of the rates for treatment are to be based on applicable expenditures and flow data from the previous year. No changes have been made to the rate calculation methodology that was initially adopted in 2002. Current and proposed new rates are presented in the table below for comparison.

	Napavine	LCSD #4
2013 rate/month	\$ 9,979	\$6,110
2014 rate/month	\$ 9,924	\$5,262
\$ change/month	-\$55	-\$848
% change/month	-0.6%	-13.9%

The rate changes proposed for next year are a result of differences in expenditures and flows used to calculate the rates. As compared to 2011, the applicable expenditures for 2012 were up by approximately 4.8%. This was primarily due to an increase in administrative costs. As compared to 2011, the total flow to the Chehalis treatment plant in 2012 was up 17.6%.

The flow contributed from LCSD #4 (as a percentage of total flow) was down 4.8% from 2011, and the flow from Napavine was up 7.1% from 2011.

The result is that the proposed rates for 2014 are lower than those calculated for 2013. Over time the trend in rates should average out the annual highs and lows and show a modest increase due to inflation (The table below shows this). On average, rates for Napavine increase by 5.8% per year while those for LCSD #4 increase by 5.2%.

	2010	2011	2012	2013	2014	avg.*
Napavine	\$10,454	\$8,482	\$10,720	\$9,979	\$9,924	\$9,912
% difference	28.7	-18.9	26.4	-6.9	-0.6	5.8
LCSD#4	\$6,230	\$5,064	\$6,192	\$6,110	\$5,262	\$5,772
% difference	37.8	-18.7	22.3	-1.3	-13.9	5.2

The attached ordinance has been prepared repealing rates for 2013 and establishing rates for 2014. The proposed rates have been discussed with LCSD #4 and the City of Napavine and no objections were raised to their implementation.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council pass Ordinance No. 919-B amending sewer rates for the City of Napavine and Lewis County Water & Sewer District #4 on first reading.

SUGGESTED MOTION

I move that the council pass Ordinance No. 919-B amending sewer rates for the City of Napavine and Lewis County Water & Sewer District #4 on first reading.

REVIEWED BY: , CITY MANAGER



**ORDINANCE NO. 919-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS,  
WASHINGTON AMENDING SECTION 13.16.070, ORDINANCE  
NO. 903-B, PASSED THE 26<sup>TH</sup> DAY OF NOVEMBER, 2012, AS  
CODIFIED IN THE CHEHALIS MUNICIPAL CODE.**

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

**Section 1.** Section 13.16.070 of the Chehalis Municipal Code shall be, and the same hereby is, amended to read as follows:

**13.16.070 Wastewater customers.**

A. Rates charged to the city of Napavine and Lewis County Water & Sewer District #4 for the operation and maintenance of the interceptor and related facilities shared with the city and for the treatment of sewage by the city are as follows:

1. Napavine - \$9,924 per month; and
2. Lewis County Water & Sewer District #4 - \$5,262 per month.

B. These rates shall be adjusted annually based upon their flows and operations and maintenance costs of the interceptor and the wastewater treatment plant.

**Section 2. Effective date.**

The effective date of this ordinance shall be the 1<sup>ST</sup> day of January, 2014.

**PASSED** by the city council of the city of Chehalis, Washington, and **APPROVED** by its mayor, at a regularly scheduled open public meeting thereof this \_\_\_\_\_ day of November, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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

Approved as to form and content:

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

## O&M Rate Calculations for Napavine and LCSD#4

11/06/13

### Introduction

In 1994, the cities of Chehalis and Napavine, along with Lewis County Water & Sewer District #4 (collectively known as the Sewer Operating Board) entered into an agreement for the provision of sewer services. Governance issues regarding the interceptor and sewage treatment are outlined in the agreement.

The agreement provides for the establishment of a rate to be charged to Napavine and Lewis County Water & Sewer District #4 (LCSD#4) for the delivery and treatment of sewage. The agreement states the rate shall be based on applicable costs for the operation and maintenance (O&M) of the system.

Last year's monthly rates, the twelfth year that the rates were based on flow, were \$9,979 for Napavine and \$6,110 for LCSD#4.

### Rates for 2014

The calculation for setting the rates is unchanged from 2002 and is listed below:

$$\text{Monthly Sewer Charge} = ((\text{yearly interceptor O\&M costs} \times \% \text{ of ownership of interceptor}) + (\text{yearly WWTP O\&M cost} \times \% \text{ of flow to the WWTP})) / 12$$

In this calculation, interceptor costs are calculated based on percentage ownership from segment A to G in the interceptor. (See attached ownership map)

The rate for any given year uses actual flows and expenditures from two years prior. This allows for actual yearly expenditures and flows to be tabulated and subsequent rate calculations to be provided to the entities during the budget process for the year in which the rate is to be charged.

**Expenditures** - The proposed rates for 2014 were developed using actual 2012 expenditures. 2015 rates will use actual expenditures from 2013. Expenditures also include any relevant capital costs but do not include any direct costs for the new wastewater treatment plant. (Napavine and Lewis County Sewer District are paying a percentage of the yearly loan repayment).

**Flows** - Flows for Napavine and LCSD#4 are measured at the North Star Rd. and Hamilton Rd. metering stations. Chehalis staff check and record flow data for Lewis County Sewer District from the North Star Rd. metering station and Napavine flow data from the Hamilton Rd. metering station on a daily basis. If problems are experienced with the flow meters, flows will be estimated from previous data on record.

### Calculation of *Yearly Interceptor O&M costs*

1. Starting in 2006, O&M costs for the collection system were broken down specifically in a separate collection system budget. This was a change from past practice when costs for the collection system had to be calculated.
2. The percent of collection system costs due to interceptor O&M is calculated by using the ratio of sewer line (measured in feet) for the interceptor to the sewer line for Chehalis' entire collection system. The General Sewer Plan states that the interceptor is comprised of 28,565 feet of sewer line and the Chehalis collection system includes 249,003 feet of sewer line. This means the interceptor comprises 11.5% of collection system.

3. Yearly interceptor O&M costs based on % of ownership is then calculated by multiplying the total applicable collection system expenditures for 2011 by % of the interceptor as part of collection system by the % of ownership in the interceptor – from segment A to G. (LCSD#4 – 11.1%, Napavine – 23.7%)

**Calculation of Yearly WWTP O&M cost based on % of flow to the WWTP**

4. Yearly WWTP O&M expenditures were calculated utilizing the 2012 actual year end expenditures from the budgets for wastewater division administration, WWTP and poplar tree plantation.

5. WWTP O&M costs were then multiplied by the ratio of flow contributed by each entity to the total flow received by the WWTP in 2012. (Napavine = 73.4 MG / 764 MG = 9.6%, LCSD#4 = 39.3 MG / 764 MG = 5.1%) This portion of the rate factors in flow, so that inflow and infiltration (I&I) is paid for by the contributing entity.

6. To determine the final rate for each entity - Yearly interceptor O&M costs and Yearly WWTP O&M cost based on % of flow to the WWTP are added. This rate is then divided by 12 to get a monthly rate.

**Informational Data**

2012 Applicable Wastewater Expenditures	\$1,141,439
2012 Applicable Collection System Expenditures	\$ 344,674

	Ownership of Interceptor (A-G)	2012 Flow to WWTP	% Flow to WWTP
Chehalis	65.2%	764.0 MG	85.3%
Napavine	23.7%	73.4 MG	9.6%
LCSD#4	11.1%	39.3 MG	5.1%

**Actual Calculations –**

Napavine = (( \$1,141,439 x 9.6%) + (\$344,674 x 11.5% x 23.7%)) / 12 = \$9,924/month

Old rate = \$9,979 New rate = \$9,924 % of decrease = -0.6%

LCSD#4 = ((\$1,141,439 x 5.1%) + (\$344,674 x 11.5% x 11.1%)) / 12 = \$5,262/month

Old rate = \$6,110 New rate = \$5,262 % of decrease = -13.9%

**Explanation of change**

The rate changes proposed for 2014 are a result of differences in expenditures and flows used to calculate the rates. As compared to 2011, the applicable expenditures for 2012 were up by approximately 4.8%. This was primarily due to an increase in administrative costs. As compared to 2011, the total flow to the Chehalis treatment plant in 2012 was up 17.6%. The flow contributed from LCSD #4 (as a percentage of total flow) was down 4.8% from 2011, and the flow from Napavine was up 7.1% from 2011.

The result of the increase in expenditures and increase/decrease in contributing flows is that the proposed rates for 2014 are lower than those calculated for 2013. Over time the trend in rates should average out the annual highs and lows and show a modest increase due to inflation.

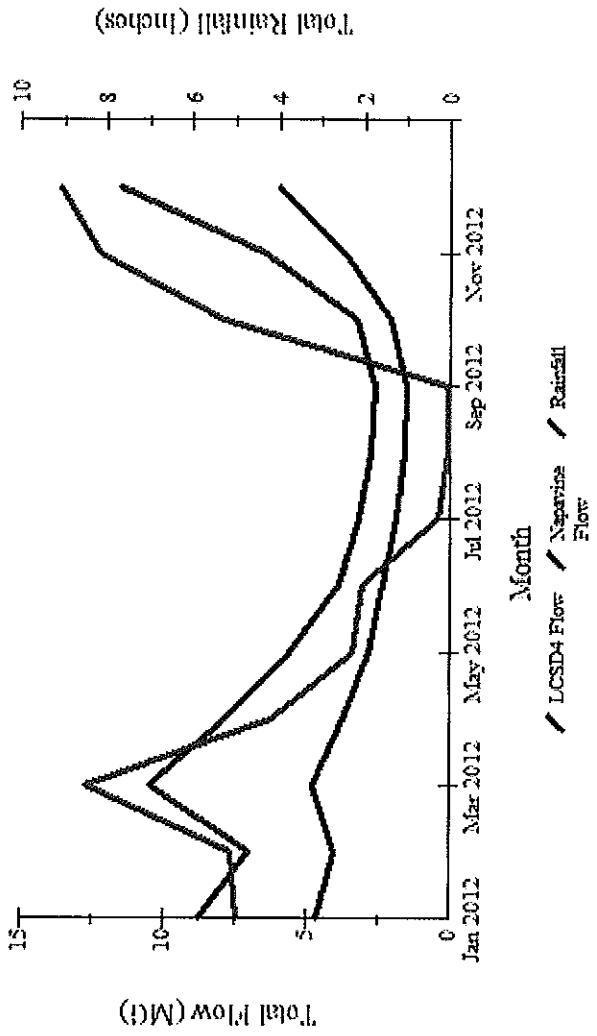
>end

# LCSD4 & Napavine Monthly Flow Summary

**Total Flow by Month**

Month	LCSD4 Flow		Napavine Flow		Rainfall	
	MGD	MGD	MGD	MGD	inches	inches
Jan 2012	4.68	8.74	8.74	4.96		
Feb 2012	4.03	7.00	7.00	5.11		
Mar 2012	4.82	10.47	10.47	8.49		
Apr 2012	3.76	7.86	7.86	4.15		
May 2012	2.84	5.60	5.60	2.28		
Jun 2012	2.36	3.91	3.91	2.03		
Jul 2012	1.89	3.17	3.17	0.26		
Aug 2012	1.61	2.74	2.74	0.06		
Sep 2012	1.53	2.64	2.64	0.03		
Oct 2012	2.10	3.25	3.25	5.27		
Nov 2012	3.70	6.49	6.49	8.15		
Dec 2012	6.00	11.55	11.55	9.09		
Minimum	1.53	2.64	2.64	0.03		
Maximum	6.00	11.55	11.55	9.09		
Average	3.28	6.12	6.12	4.16		
Total	39.32	73.42	73.42	49.88		

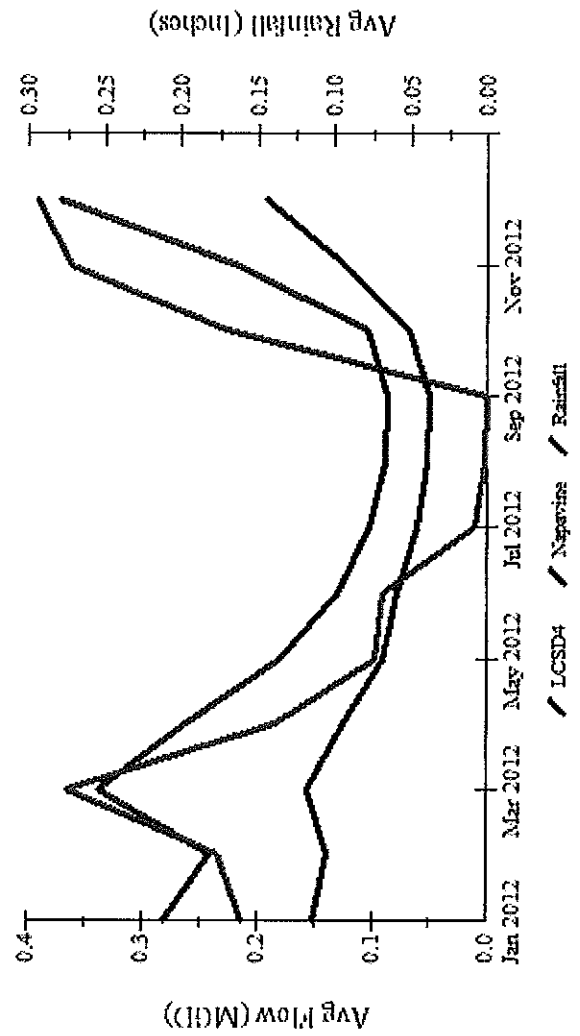
**LCSD4 & Napavine Monthly Flow Summary**



**Avg. Flow by Month**

Month	LCSD4 Flow		Napavine Flow		Rainfall	
	MGD	MGD	MGD	MGD	inches	inches
Jan 2012	0.15	0.28	0.28	0.16		
Feb 2012	0.14	0.24	0.24	0.18		
Mar 2012	0.16	0.34	0.34	0.27		
Apr 2012	0.13	0.26	0.26	0.14		
May 2012	0.09	0.18	0.18	0.07		
Jun 2012	0.08	0.13	0.13	0.07		
Jul 2012	0.06	0.10	0.10	0.01		
Aug 2012	0.05	0.09	0.09	0.00		
Sep 2012	0.05	0.09	0.09	0.00		
Oct 2012	0.07	0.10	0.10	0.17		
Nov 2012	0.12	0.22	0.22	0.27		
Dec 2012	0.19	0.37	0.37	0.29		
Minimum	0.05	0.09	0.09	0.00		
Maximum	0.19	0.37	0.37	0.29		
Average	0.11	0.20	0.20	0.14		

**LCSD4 & Napavine Monthly Flow Summary**



**CITY OF CHEHALIS  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Eva Lindgren, Finance Manager  
**DATE:** November 20, 2013  
**SUBJECT:** Budget Amendment Ordinance 920-B; First Reading

**ISSUE**

Ordinance 920-B amending the 2013 Annual Budget is hereby submitted to reflect changes in estimates resulting from the City's activities.

**DISCUSSION**

The attached spreadsheet shows line-by-line the individual components of the proposed budget amendment.

Of note are the following;

- The reduction in the Fire Department budget for bay floor repairs is now reflected as an increase in the Proposed 2014 Budget. This is due to the rejection of bids made for the project.
- The reallocation of Utility Billing Costs has reduced expenditures to the Wastewater Fund and increased them to the Water and Storm and Surface Water Funds.
- Certain capital projects did not proceed as planned in 2014. Reductions in budgeted capital expenditures in the Wastewater and Water Funds reflect this.

The Administration will be available to answer any questions with regards to the proposed budget amendment.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that the council pass Ordinance 920-B on first reading.

**SUGGESTED MOTION**

I move that the council pass Ordinance 920-B on first reading.

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

**ORDINANCE NO. 920-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE ANNUAL BUDGET OF THE CITY FOR THE CALENDAR YEAR 2013, BY INCREASING THE APPROPRIATIONS OF THE GAMBLING ENFORCEMENT FUND IN THE SUM OF ONE THOUSAND ONE HUNDRED AND FORTY-FOUR DOLLARS (\$1,144); THE STORM AND SURFACE WATER FUND IN THE SUM OF SIXTY-NINE THOUSAND EIGHT HUNDRED AND TWENTY DOLLARS (\$69,820); DECREASING THE APPROPRIATIONS OF THE GENERAL FUND IN THE SUM OF TWENTY-FOUR THOUSAND NINE HUNDRED AND TWENTY-EIGHT DOLLARS (\$24,928); THE WASTEWATER FUND IN THE SUM OF TWO HUNDRED EIGHTY-THREE THOUSAND SEVEN HUNDRED AND NINETY-NINE DOLLARS (\$283,799); THE WATER FUND IN THE SUM OF FOUR HUNDRED FIFTY-SIX THOUSAND FIVE HUNDRED AND TWENTY-ONE DOLLARS (\$456,521); AND DIRECTING THE FINANCE MANAGER TO EFFECT THE BUDGET AMENDMENT 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 2013 shall be, and the same hereby is, amended so as to decrease the General Fund's expenditures by \$9,548; and transfers out by \$24,928. The annual budget of the city for the calendar year 2013 shall be, and hereby is amended to decrease the appropriations of the General Fund in the sum of twenty-four thousand nine hundred and twenty-eight dollars (\$24,928).

**Section 2.** The annual budget of the city for the calendar year 2013 shall be, and the same hereby is, amended so as to increase the Gambling Enforcement Fund's beginning fund balance by \$1,125, revenues by \$19; and expenditures by \$1,144. The annual budget of the city for the calendar year 2013 shall be, and hereby is amended to increase the appropriations of the Gambling Enforcement Fund in the sum of one thousand one hundred and forty-four dollars (\$1,144).

**Section 3.** The annual budget of the city for the calendar year 2013 shall be, and the same hereby is, amended so as to increase the Wastewater Fund's revenues by \$35,000 and decrease expenditures by \$283,799. The annual budget of the city for the calendar year 2013 shall be, and hereby is amended to decrease the appropriations of the Wastewater Fund in the sum of two hundred eighty-three thousand seven hundred and ninety-nine dollars (\$283,799).

**Section 4.** The annual budget of the city for the calendar year 2013 shall be, and the same hereby is, amended so as to decrease the Water Fund's expenditures by \$456,521. The annual

budget of the city for the calendar year 2013 shall be, and hereby is amended to decrease the appropriations of the Water Fund in the sum of four hundred fifty-six thousand five hundred and twenty-one dollars (\$456,521).

**Section 5.** The annual budget of the city for the calendar year 2013 shall be, and the same hereby is, amended so as to increase the Storm and Surface Water Fund's expenditures by \$69,820. The annual budget of the city for the calendar year 2013 shall be, and hereby is amended to increase the appropriations of the Storm and Surface Water Fund in the sum of sixty-nine thousand eight hundred and twenty dollars (\$69,820).

**Section 6.** Attached hereto and identified as Exhibit A, in summary form, are the total of estimated revenues, transfers in, expenditures, and transfers out for each separate fund and the aggregate totals for all such funds combined for the city for 2013 for the budget, as amended by Ordinance No. 913-B, as well as the budget as amended by Ordinance No. 920-B. Exhibit A, as amended, shows a total estimated ending fund balance of \$7,016,000.

**PASSED** by the city council of the City of Chehalis, Washington, and **APPROVED** on its first reading by its mayor, at a regularly scheduled open public meeting thereof this 25th day of November, 2013.

\_\_\_\_\_  
Mayor

Attest:

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

Approved as to form and content:

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

## Exhibit A

### CITY OF CHEHALIS AMENDED 2013 BUDGET

#### 2013 Budget Summary - Revised with Ordinance 913-B All Funds

<b>FUND NAME</b>	<b>Est. Beg. Fund Balance</b>	<b>Revenue</b>	<b>Operating Transfers In</b>	<b>Expenditures</b>	<b>Operating Transfers Out</b>	<b>Est. End. Fund Balance</b>
General Fund	840,843	7,202,772	1,000,000	7,237,686	1,044,707	761,222
Arterial Street Fund	23,682	153,000	0	172,120	0	4,562
Tourism Fund	67,285	165,150	0	192,435	0	40,000
Community Dev. Block Grant Fund	19,904	5,050	0	160	0	24,794
HUD Block Grant Fund	322,036	3,600	0	0	0	325,636
Gambling Enforcement	77,881	0	0	77,881	0	0
Federal and State Grant Fund	0	1,833,500	1,020,000	1,853,500	1,000,000	0
2011 G.O. Bond Fund	0	0	98,827	98,827	0	0
Public Facilities Reserve Fund	23,818	0	0	23,818	0	0
Automotive/Equip. Res. Fund	2,837	0	0	2,837	0	0
1st Quarter REET Fund	122,074	28,400	0	0	42,002	108,472
2nd Quarter REET Fund	38,998	28,000	0	0	32,118	34,880
Wastewater Fund	1,490,430	4,204,941	0	4,549,136	0	1,146,235
Water Fund	2,767,087	2,611,095	0	2,575,471	0	2,802,711
Storms & Surface Water Fund	366,447	442,174	0	345,875	0	462,746
Garbage Fund	5,747	7,583	0	12,538	0	792
Firemen's Pension Fund	217,172	149,600	0	142,253	0	224,519
City Agency Fund	349,003	0	0	0	0	349,003
<b>TOTALS</b>	<b>6,735,244</b>	<b>16,834,865</b>	<b>2,118,827</b>	<b>17,284,537</b>	<b>2,118,827</b>	<b>6,285,572</b>

### CITY OF CHEHALIS AMENDED 2013 BUDGET

#### 2013 Budget Summary - Revised with Ordinance 920-B All Funds

<b>FUND NAME</b>	<b>Est. Beg. Fund Balance</b>	<b>Revenue</b>	<b>Operating Transfers In</b>	<b>Expenditures</b>	<b>Operating Transfers Out</b>	<b>Est. End. Fund Balance</b>
General Fund	840,843	7,202,772	1,000,000	7,212,758	1,044,707	786,150
Arterial Street Fund	23,682	153,000	0	172,120	0	4,562
Tourism Fund	67,285	165,150	0	192,435	0	40,000
Community Dev. Block Grant Fund	19,904	5,050	0	160	0	24,794
HUD Block Grant Fund	322,036	3,600	0	0	0	325,636
Gambling Enforcement	79,006	19	0	79,025	0	0
Federal and State Grant Fund	0	1,833,500	1,020,000	1,853,500	1,000,000	0
2011 G.O. Bond Fund	0	0	98,827	98,827	0	0
Public Facilities Reserve Fund	23,818	0	0	23,818	0	0
Automotive/Equip. Res. Fund	2,837	0	0	2,837	0	0
1st Quarter REET Fund	122,074	28,400	0	0	42,002	108,472
2nd Quarter REET Fund	38,998	28,000	0	0	32,118	34,880
Wastewater Fund	1,490,430	4,239,941	0	4,265,337	0	1,465,034
Water Fund	2,767,087	2,611,095	0	2,118,950	0	3,259,232
Storms & Surface Water Fund	366,447	442,174	0	415,695	0	392,926
Garbage Fund	5,747	7,583	0	12,538	0	792
Firemen's Pension Fund	217,172	149,600	0	142,253	0	224,519
City Agency Fund	349,003	0	0	0	0	349,003
<b>TOTALS</b>	<b>6,736,369</b>	<b>16,869,884</b>	<b>2,118,827</b>	<b>16,590,253</b>	<b>2,118,827</b>	<b>7,016,000</b>



City of Chehalis  
 2013 Budget Amendment No. 4 - Ordinance 920-B  
 First Reading  
 11/20/13

Fund No. and Name	Acct. Name	Reason for Amendment	Incr/(Decr) Rev.	Incr/(Decr) Exp.	Net Increase/(Decrease) to Fund Balance
<b>Fund 001 - General Fund</b>					
001.11.522.050.48.00	Repair & Maintenance	Fire: Delay in Bay Floor Repairs	0	(24,928)	24,928 General Fund 001
<b>Fund 198 - Gambling Enforcement Fund</b>					
198.361.011.00	Interest Income	Final Fund True-Up	19	817	
198.H1.521.021.11.00	Salaries & Wages	Final Fund True-Up		327	
198.H1.521.021.21.00	Benefits	Final Fund True-Up	19	1,144	(1,125) Gambling Fund 198
<b>Fund 404 - Wastewater Fund</b>					
404.11.535.099.1A.00	Wage Offsets	Utility Billing Cost Reallocation		(49,196)	
404.11.535.099.1A.00	Benefit Offsets	Utility Billing Cost Reallocation		(27,604)	
404.11.535.099.1A.00	Supplies Offsets	Utility Billing Cost Reallocation		(8,280)	
404.11.535.099.1A.00	Services Offsets	Utility Billing Cost Reallocation		(25,294)	
404.11.535.010.41.00	Professional Svcs.	Overbudgeted		(35,000)	
404.11.535.050.11.06	Salaries & Wages	Vehicle Mechanics		(7,100)	
404.11.535.050.21.06	Benefits	Vehicle Mechanics		(3,325)	
404.11.594.035.41.00	Professional Svcs.	I&I Design Project Deferred		(150,000)	
404.337.009.50	Interlocal Agreement Revs.	Airport Pump Station Upgrade	35,000		
404.11.594.035.62.00	Building and Structures	Airport Pump Station Upgrade		30,000	
404.16.535.080.31.00	Professional Svcs.	Lime and Odor Control Chemicals		15,000	
404.16.535.080.41.00	Professional Svcs.	Overbudgeted		(17,000)	
404.18.535.080.41.00	Professional Svcs.	Overbudgeted		(6,000)	
			35,000	(283,799)	318,799 Wastewater Fund 404
<b>Fund 405 - Water Fund</b>					
405.10.534.071.1C.00	Wage Contra Exps.	Utility Billing Cost Reallocation		34,872	
405.10.534.071.2C.00	Benefit Contra Exps.	Utility Billing Cost Reallocation		16,697	
405.10.534.071.3C.00	Supplies Contra Exps.	Utility Billing Cost Reallocation		3,672	
405.10.534.071.4C.00	Services Contra Exps.	Utility Billing Cost Reallocation		13,663	
405.10.534.050.11.06	Salaries & Wages	Vehicle Mechanics		(7,100)	
405.10.534.050.21.06	Benefits	Vehicle Mechanics		(3,325)	
405.10.594.034.41.00	Professional Svcs.	Deferred Capital Expenditures		(75,000)	
405.10.594.034.65.00	Construction Projects	Deferred Capital Expenditures		(440,000)	
			0	(456,521)	456,521 Water Fund 405

City of Chehalis  
 2013 Budget Amendment No. 4 - Ordinance 920-B  
 First Reading  
 11/20/13

Fund No. and Name	Acct. Name	Reason for Amendment	Incr/(Decr) Rev.	Incr/(Decr) Exp.	Net Increase/(Decrease) to Fund Balance
<b>Fund 406 - Storm and Surface Water Fund</b>					
406.06.531.099.1A.00	Wage Offsets	Utility Billing Cost Reallocation		14,324	
406.06.531.099.2A.00	Benefit Offsets	Utility Billing Cost Reallocation		10,907	
406.06.531.099.3A.00	Supplies Offsets	Utility Billing Cost Reallocation		4,608	
406.06.531.099.4A.00	Services Offsets	Utility Billing Cost Reallocation		11,631	
406.06.531.035.11.06	Salaries & Wages	Vehicle Mechanics		14,200	
406.06.531.035.21.06	Benefits	Vehicle Mechanics		6,650	
406.06.531.038.31.01	Supplies	In-house Street Sweeper Repairs		7,500	
			0	69,820	(69,820) Storm Fund 406
			35,019	(694,284)	729,303 City-wide