

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

May 13, 2013

5:30 p.m.

EXECUTIVE SESSION

- | | | |
|---|-----|--|
| 1. Pursuant to RCW 42.30.110(1)(g) – Public Employee Performance Review. (City Manager) | --- | |
|---|-----|--|

Regular Meeting of Monday, May 13, 2013

6:00 p.m.

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

CITIZENS BUSINESS

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

SPECIAL BUSINESS

4. Ms. Lewis County Abrielle Sheets. (Mayor)

CONSENT CALENDAR

5. <u>Minutes of the Regular Meeting of April 22, 2013.</u> (City Clerk)	APPROVE	1
6. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	5
7. <u>Ordinance No. 909-B, Second and Final Reading – Amending the 2013 Budget.</u> (City Manager, Finance Manager)	PASS	7
8. <u>Set Date and Time of May 28, 2013, at 6:05 p.m. for Public Hearing on the City's 2014-2019 Six-Year Transportation Improvement Program.</u> (City Manager, Public Works Director)	SET DATE AND TIME FOR PUBLIC HEARING	12

ADMINISTRATION AND CITY COUNCIL REPORTS

9. <u>Administration Reports.</u>		
a. Briefing on LEOFF 1 medical coverage. (Human Resources Administrator)	INFORMATION ONLY	
b. Update on airport ownership. (City Manager)	INFORMATION ONLY	
c. <u>Briefing on Municipal Code Updates for Chehalis Planning Commission Review: Chapter 12 - Right-of-Way/Vacations; Chapter 17 - Accessory Dwelling Units; State Building Code Update Requirements; Medical Marijuana Sale and Use; Amendments to Capital Improvement Program; and SEPA Exemptions.</u> (Community Development Director)	INFORMATION ONLY	17
10. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

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

SPECIAL WORK SESSION - MONDAY, MAY 20, 2013

NEXT REGULAR CITY COUNCIL MEETING - TUESDAY, MAY 28, 2013

April 22, 2013

The Chehalis city council met in regular session on Monday, April 22, 2013, in the Chehalis city hall. Mayor Ketchum called the meeting to order at 5:30 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Chad Taylor, and Dennis Dawes. Councilor Lund arrived at 6:42 p.m. Staff present included Merlin MacReynold, City Manager; Erin Hillier, Assistant City Attorney; Judy Schave, City Clerk; and Peggy Hammer, Human Resources Administrator.

1. **Executive Session.** Mayor Ketchum announced the council would be in executive session pursuant to RCW 42.30.110(4)(a) – collective bargaining for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Ketchum closed the executive session at 6:03 p.m. and announced the council would take a two minute recess before opening the regular meeting at 6:05 p.m. Additional staff included: Glenn Schaffer, Police Chief; Kelvin Johnson, Fire Chief; Eva Lindgren, Finance Manager; Dennis Osborn, Community Development Director; Lilly Wall, Recreation Manager; and Herta Fairbanks, Public Works Director.

2. **Presentations.**

a. **Recognition and Appreciation Award.** Mayor Ketchum presented Fire Chief Kelvin Johnson with a certificate of recognition and appreciation for his service to the city. Chief Johnson's last day with the city is April 24, 2013.

b. **Proclamation – Mental Health Week.** Mayor Ketchum presented Klaus Wallis a proclamation declaring the month of May as "Mental Health Month" in the city of Chehalis.

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

- a. Minutes of the regular meeting of April 8, 2013;
- b. Payroll Vouchers No. 36407-36469, Direct Deposit Payroll Vouchers No. 3894-3971, and Electronic Federal Tax Payment No. 121 in the amount of \$692,895.95 dated March 29, 2013; Claim Voucher No. 105822 in the amount of \$17,280 dated April 5, 2013; and Claim Vouchers No. 105823-105959 in the amount of \$152,718.77 dated April 15, 2103;
- c. Adopt Resolution No. 08-2013 on first and final reading for the surplus of city property; and
- d. Pass Ordinance No. 909-B on first reading – amending the 2013 budget.

The motion was seconded by Councilor Spahr and carried unanimously.

4. **Administration Reports.**

a. **First Quarter and March Financial Report.** Finance Manager Eva Lindgren stated the first quarter report included preliminary beginning fund balances, adding there would be some changes and adjustments as they continue working on the year-end books.

Ms. Lindgren talked briefly about expenditures in the general fund that would be going against the compensated absences fund that would essentially clean that fund out. She noted, ideally, they would keep the compensated absences fund funded to cover unfunded accrued leave balances.

Ms. Lindgren reported, in 2013, they budgeted for a much higher beginning fund balance in the wastewater fund to cover an interfund loan; however, the public works director was able to get some concessions from the state and the city did not make the interfund loan from the water fund to the wastewater fund.

Ms. Lindgren reported on the sales and use tax, noting the city was only up one percent over last year, suggesting this could be part of a national trend resulting from consumers pulling back on their spending. As of April, the city had an 8.5 percent increase over last year, and for the first quarter we were up 10.9 percent.

April 22, 2013

Ms. Lindgren reported on the electricity tax revenues, noting the variance between this year and last year had to do with timing of payments from the Lewis County Public Utility District.

Councilor Harris asked if the telephone tax revenue included cellular phones. Ms. Lindgren stated she wasn't an expert on that, but would do some research and get back to him. Councilor Harris stated he would like to see something, because if it was based on landlines, before long there wasn't going to be much revenue coming in.

b. **Quarterly Sales Tax Report.** Ms. Lindgren stated the quarterly report was very positive, showing almost an 11 percent increase over this time last year. She reported earlier in the day she downloaded the April report, which showed a one percent increase over April 2012.

c. **Report on City Street Chip Seal Program.** Public Works Director Herta Fairbanks reported on the city's chip seal program, noting in 2013 their focus would be on the historic hillside from Park Street to 13th Street. She stated many of the streets in this area are a mix of asphalt and concrete, noting the concrete sections would not be chip sealed because asphalt is oil-based and doesn't adhere to concrete.

Ms. Fairbanks reported this would be their second year using the new oiler, adding last year they had a really good success rate.

d. **Request Special Work Session to Review 2013-2015 Financial and Organization Strategies and Identify 2014 Projects and Goals.** City Manager MacReynold stated the administration was gearing up to start the 2014 budget process and hoped to meet with the council on May 20, at 5:30 p.m. The consensus of the council was to set the date and time of May 20, at 5:30 p.m. for the special meeting.

5. **Council Reports.**

a. **Update From Councilor Dawes.** Councilor Dawes reported on the Regional Fire Authority Committee meeting, noting they currently had 22 different work groups, either in the process of forming, meeting, or starting training on various issues involved with the functional consolidation between the city and the Riverside Fire Authority. He stated the consolidation period would be used to determine how it was going to function, and to identify issues that need to be worked on. Additionally, they want to make sure they do it right the first time, so they get an accurate picture.

Councilor Dawes reported the committee was working on some "draft" language for a joint oversight board that will oversee the functional consolidation aspect of the process. He noted Riverside Fire Authority would still have their commission meetings, but any items that are a result of the functional consolidation would fall under the joint oversight board. Councilor Dawes believed the joint board would be made up of the current three committee members from the city and probably the same three Commissioners representing Riverside.

Councilor Dawes reported their next meeting was scheduled for May 15. He noted, in the interim, there was a lot of work being done by a lot of folks from Riverside and the Chehalis Fire Department.

b. **Update From Councilor Spahr.** Councilor Spahr reported he attended the Lewis County Economic Development Council Board meeting, adding they have a lot of things going on; however, most of it is confidential to the people they are working with.

c. **Update From Councilor Harris.** Councilor Harris reported he and Councilor Pope attended the Chehalis Community Renaissance Team meeting on April 19, at the Discover! Children's Museum. He stated the museum's pilot project was having great success, adding they had been open for 51 days and were far exceeding the numbers they were expecting.

d. **Update From Councilor Lund.** Councilor Lund reported he also attended the Regional Fire Authority meeting, adding Councilor Dawes does a good job of keeping the meetings going, which was appreciated by all.

April 22, 2013

Councilor Lund reported earlier in the day he and Bill Deutscher, Vice President of the Chehalis-Centralia Railroad and Museum, attended a day-long class in Longview, Washington, put on by the Secretary of State on how non-profits should operate. He noted they learned a lot of good things.

Councilor Lund reported he was looking forward to the upcoming roundtable discussion regarding the Tacoma Rail Line. He noted the meeting was set for Thursday, April 25, at 2:30, in the Lewis County Courthouse basement meeting room.

Mayor Ketchum noted the roundtable discussion is a spinoff from the meeting they had with Tacoma Rail and several representatives from the city of Tacoma a couple of weeks ago. He thought it was a good meeting, adding they were very open and candid. Mayor Ketchum reported it started out with a \$20 million plus price tag; however, in talking with one of the gentlemen after the meeting, he suggested if we can come up with \$3 million there was a possibility they would give us the line.

Mayor Ketchum stated he too was looking forward to the meeting, adding there would be a number of stakeholders in attendance to talk about possible opportunities and the interest in purchasing it.

e. **Update From Mayor Ketchum.** Mayor Ketchum reported he and several other council members attended Chief Johnson's retirement party on April 19 at the Riverside Golf Club, adding it was a good event.

f. **Request From Councilor Pope.** Councilor Pope requested the council consider changing their regular meeting time of 6:00 p.m. to 5:00 p.m. Mayor Ketchum stated it was a topic to be considered.

6. Authorize City Manager to Execute Interlocal Agreement Between the City and Riverside Fire Authority for Fire Administration and Management. City Manager MacReynold reported, at the prior meeting, the administration requested the item be pulled so the city attorney could provide additional language with reference to the term of the agreement. He noted the additional language was very explicit as to when the agreement starts, when it ends, how long the term of the agreement would be, and how the steps might play out if either party wants to withdraw. City Manager MacReynold indicated there were also some minor changes made with regard to the duties of the Fire Chief. He noted all of the changes had been reviewed by the Riverside Fire Authority.

Councilor Spahr moved that the council authorize City Manager MacReynold to execute the interlocal agreement between the City and the Riverside Fire Authority for the purpose of providing fire chief administrative and management services.

Councilor Harris seconded the motion.

Councilor Spahr noted he had a couple of citizens ask him why Riverside was only paying 50 percent, when Chehalis is so much smaller. He stated if it was a long-term agreement it would probably need to be talked about in greater length; however, because it's a temporary contract, it's beneficial to both parties to get it going and on the right track.

Councilor Dawes stated he could understand why some citizens might look at it by the size of the agency, but noted Riverside has taken the lead on a lot of things, including the background work. He suggested Riverside really didn't have to do anything, adding we were the ones who asked them. Councilor Dawes stated Riverside has been very accommodating and has provided a lot of staff time and believed that more than made up for any concerns the city would share.

Councilor Spahr reported another question that's popped up is, "If he has time to be chief of both departments, what is he giving up, or did he not have that much to do in the first place." Councilor Spahr stated if it was a long-term contract he wouldn't have time to be chief of both departments. He added, if it becomes one department, that's a whole different ballgame.

The motion carried unanimously.

7. Award Contract for Architectural Services and Project Management for the Chehalis Outdoor Pool Renovation Project and Authorize City Manager to Execute Contract Agreement. City Manager MacReynold requested the council authorize him to execute an agreement with Pfaff Architects to perform architectural services and project management for the Chehalis Outdoor Pool Renovation Project. He noted, based on the interview process and reference checks, it's his recommendation that Pfaff Architects is the best firm for this project.

April 22, 2013

Chehalis Foundation members Tim Saylor, Connie Bodie and J. Vander Stoep were in attendance to provide support for the recommendation. They all agreed that Pfaff Architects was the best architectural firm for the job, and in the end it would be a great gateway to the city.

Mr. Vander Stoep reported there were a lot of exciting things happening in this community, one of which is the pool project. He stated it was a great partnership between the Foundation and the City to work on some of these things.

City Manager MacReynold recognized two important key players in the interview process, Community Development Director Dennis Osborn and Recreation Manager Lilly Wall.

Councilor Pope moved that the council award the design contract for the Chehalis Outdoor Pool Renovation Project to Pfaff Architects and authorize the city manager to execute the professional services contract.

The motion was seconded by Councilor Harris and carried unanimously.

There being no further business to come before the council, the meeting adjourned at 6:48 p.m.

Mayor



Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of April 22, 2013.

CITY OF CHEHALIS
AGENDA REPORT

DATE: April 30, 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. 105960 through 106081 and Electronic Funds Transfer No. 32013 in the amount of \$338,791.46 dated April 30, 2013 and the transfer of \$86,838.48 from the General Fund, \$23,318.14 from the Tourism Fund, \$85,795.38 from the Federal & State Grants Fund, \$36.49 from the Garbage Fund, \$62,773.86 from the Wastewater Fund, \$77,908.39 from the Water Fund, \$843.96 from the Storm & Surface Water Utility Fund and \$1,276.76 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the April 30, 2013 Claim Vouchers No. 105960 through 106081 and Electronic Funds Transfer No. 32013 in the amount of \$338,791.46.

SUGGESTED MOTION

I move to approve the April 30, 2013 Claim Vouchers No. 105960 through 106081 and Electronic Funds Transfer No. 32013 in the amount of \$338,791.46.

Reviewed by: , City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: April 30, 2013
TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager
PREPARED BY: Michelle White, Accounting Tech II
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

Replacement Payroll Voucher No. 36472 dated April 8, 2013; Draw Payroll Voucher No. 36473 dated April 16, 2013; and Payroll Vouchers No. 36474 through 36537, Direct Deposit Payroll Vouchers No. 3972 through 4049, and Electronic Federal Tax Payment No. 123 in the amount of \$692,008.23 dated April 30, 2013, and the transfer of \$486,253.40 from the General Fund, \$9,797.29 from the Arterial Street Fund, \$7,344.27 from the Gambling Enforcement Fund, \$473.46 from the Garbage Fund, \$82,736.15 from the Wastewater Fund, \$80,715.47 from the Water Fund, \$20,106.72 from the Storm & Surface Water Utility Fund and \$4,581.47 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the April 8, 2013, Replacement Payroll Voucher No. 36472; April 16, 2013, Draw Payroll Voucher No. 36473; April 30, 2013, Payroll Vouchers No. 36474 through 36537, Direct Deposit Payroll Vouchers No. 3972 through 4049, and Electronic Federal Tax Payment No. 123 in the amount of \$692,008.23.

SUGGESTED MOTION

I move to approve the April 8, 2013, Replacement Payroll Voucher No. 36472; April 16, 2013, Draw Payroll Voucher No. 36473; April 30, 2013, Payroll Vouchers No. 36474 through 36537, Direct Deposit Payroll Vouchers No. 3972 through 4049, and Electronic Federal Tax Payment No. 123 in the amount of \$692,008.23.

Reviewed by: , City Manager

**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Eva Lindgren, Finance Manager
DATE: April 23, 2013
SUBJECT: Budget Amendment Ordinance 909-B; Second Reading

ISSUE

Ordinance 909-B amending the 2013 Annual Budget is hereby submitted to address two oversights which occurred during the preparation of the 2013 Budget, and provide funding for additional administration costs associated with the FEMA Elevation Grant.

DISCUSSION

As noted in the agenda report for the first reading of this budget amendment, this budget amendment will allow the City to support the South Sound Babe Ruth Tournament, as originally intended.

Additionally, it will correct an error in appropriation classification. The original 2013 Annual Budget's transfers in and out were off by \$75 due to an error in the creation of second reading of Ordinance 906-B adopting the budget. The total appropriations of the General Fund were correct, but a last minute change resulted in misclassification between budgeted expenditures and transfers out. This ordinance corrects this error.

The administration of the FEMA Elevation Grant has been more labor intensive than originally anticipated. The contract with Hillier, Scheibmeir, Vey, & Kelly, P.S. to provide grant oversight has required an amendment increase of \$25,000 (Total cost of contract is \$50,000). Increased costs have been discussed with the FEMA administrator, and administration will seek a grant budget line transfer by FEMA to authorize reimbursement for the additional costs.

RECOMMENDATION/COUNCIL ACTION DESIRED

The Administration recommends that the council pass Ordinance 909-B on second reading, as amended.

SUGGESTED MOTION

I move that the council pass Ordinance 909-B on second reading, as amended.

Reviewed , City Manager

ORDINANCE NO. 909-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE ANNUAL BUDGET OF THE CITY FOR THE CALENDAR YEAR 2013, BY INCREASING APPROPRIATIONS OF THE GENERAL FUND IN THE SUM OF TWENTY-FIVE THOUSAND DOLLARS (\$25,000); THE TOURISM FUND IN THE SUM OF TWENTY THOUSAND DOLLARS (\$20,000); THE FEDERAL AND STATE GRANT FUND IN THE SUM OF TWENTY THOUSAND DOLLARS (\$20,000); 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 increase the General Fund's expenditures by \$4,925 and transfers out by \$20,075. The annual budget of the city for the calendar year 2013 shall be, and hereby is amended to increase the appropriations of the General Fund in the sum of twenty-five thousand dollars (\$25,000).

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 Tourism Fund's expenditures by \$20,000. The annual budget of the city for the calendar year 2013 shall be, and hereby is amended to increase the appropriations of the Tourism Fund in the sum of twenty thousand dollars (\$20,000).

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 Federal and State Grant Fund's transfers in by \$20,000 and expenditures by \$20,000. The annual budget of the city for the calendar year 2013 shall be, and hereby is amended to increase the appropriations of the Federal and State Grant Fund in the sum of twenty thousand dollars (\$20,000).

Section 4. 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 original adopted 2013 budget as well as the budget as amended by Ordinance No. 909-B. The Exhibit A, as amended, shows a total estimated ending fund balance of \$5,493,382.

PASSED by the city council of the City of Chehalis, Washington, and **APPROVED** on its second reading, as amended, by its mayor, at a regularly scheduled open public meeting thereof this 13th day of May, 2013.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

Exhibit A

CITY OF CHEHALIS ADOPTED 2013 BUDGET

2013 Budget Summary All Funds

FUND NAME	Est. Beg. Fund Balance	Revenue	Operating Transfers In	Expenditures	Operating Transfers Out	Est. End. Fund Balance
General Fund	840,843	6,974,141	500,000	7,083,803	524,632	706,549
Arterial Street Fund	23,682	153,000	0	172,120	0	4,562
Tourism Fund	67,285	165,150	0	172,435	0	60,000
Compensated Absence Fund	0	0	0	0	0	0
Community Dev. Block Grant Fund	19,904	5,050	0	0	0	24,954
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	585,152	500,000	585,152	500,000	0
2011 G.O. Bond Fund	0	0	98,827	98,827	0	0
Public Facilities Reserve Fund	884	0	0	0	0	884
Automotive/Equip. Res. Fund	147	0	0	0	0	147
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	2,190,390	4,204,941	0	4,869,928	0	1,525,403
Water Fund	1,353,419	2,931,887	0	2,575,471	0	1,709,835
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
TOTALS	5,995,912	15,678,678	1,098,827	16,136,283	1,098,752	5,538,382

CITY OF CHEHALIS AMENDED 2013 BUDGET

2013 Budget Summary - Revised with Ordinance 909-B All Funds

FUND NAME	Est. Beg. Fund Balance	Revenue	Operating Transfers In	Expenditures	Operating Transfers Out	Est. End. Fund Balance
General Fund	840,843	6,974,141	500,000	7,088,728	544,707	681,549
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	0	0	24,954
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	585,152	520,000	605,152	500,000	0
2011 G.O. Bond Fund	0	0	98,827	98,827	0	0
Public Facilities Reserve Fund	884	0	0	0	0	884
Automotive/Equip. Res. Fund	147	0	0	0	0	147
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	2,190,390	4,204,941	0	4,869,928	0	1,525,403
Water Fund	1,353,419	2,931,887	0	2,575,471	0	1,709,835
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
TOTALS	5,995,912	15,678,678	1,118,827	16,181,208	1,118,827	5,493,382

City of Chehalis
 2013 Budget Amendment No. 1 - Ordinance 909-B
 Second Reading
 4/23/13

Fund No. and Name	Acct. Name	Reason for Amendment	Incr/(Decr) Rev.	Incr/(Decr) Exp.	Net Increase/(Decrease) to Fund Balance
Fund 001 - General Fund					
	001.G1.592.119.82.00	Interest - Interfund Debt		(75)	
(1)	001.G1.597.000.22.20	Correct Ord. 906-B Adpting 2013 Budget		75	
(2)	001.G1.597.000.22.99	Transfer to Debt Svc.		20,000	
	001.53.559.030.41.00*	Transfer to Grant Fund		5,000	
		Professional Svcs.			
		non-FEMA Admin. Costs	0	25,000	(25,000) General Fund 001
		Less Transfers	0	(20,075)	
		Net Revenues/Expenditures	0	4,925	
Fund 107 - Tourism Fund					
	107.05.557.030.41.23	Babe Ruth Tournament	Appropriation Required	20,000	
			0	20,000	(20,000) Tourism Fund 107
Fund 199 - Federal and State Grant Fund					
(2)	199.397.000.01	Trsrfr frm General Fund	FEMA Elev. Admin. Costs	20,000	
	199.48.559.D30.41.00	Professional Svcs.	Addtl. FEMA Elev. Admin. Costs	20,000	
			20,000	20,000	0 Fed. & State Grt. Fund 199
		Less Transfers	(20,000)	0	
		Net Revenues/Expenditures	0	20,000	
			20,000	65,000	(45,000) City-wide

**CITY OF CHEHALIS
AGENDA REPORT**

DATE: April 22, 2013

TO: The Honorable Mayor and City Council

FROM: Herta Fairbanks, Public Works Director
Rick Sahlin, Street/Storm Superintendent

SUBJECT: Set Date and Time for Public Hearing for 2014-2019 Six-Year
Transportation Improvement Plan

ISSUE

A public hearing will be included on your May 28th, 2013, meeting agenda to provide the opportunity for comment and input on the City's proposed 2014-19 Transportation Improvement Program (TIP). This hearing is required as part of the Six-Year Transportation Improvement Program (STIP) preparation process.

DISCUSSION

State law requires that a municipality conduct a hearing to provide citizens the opportunity to comment on a proposed TIP prior to its adoption. We will hold the required hearing on May 28th, as part of the regularly scheduled city council meeting. The proposed TIP will be presented to the public at that time. Staff will then use the public comment received to refine the TIP and present it to the council for formal adoption during the June 10th meeting. For your reference, attached is a copy of the 2013-18 TIP, adopted in 2012.

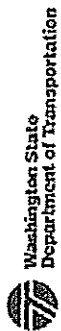
RECOMMENDATION/COUNCIL ACTION DESIRED

We recommend that Council set May 28, 2013, at 6:05 p.m. as the date and time for a public hearing concerning the City's 2014-2019 Six-Year Transportation Improvement Program.

SUGGESTED MOTION

I move that the Council set May 28, 2013, at 6:05 p.m. as the date and time for a public hearing on the City's 2014-2019 Six-Year Transportation Improvement Program.

REVIEWED BY:  _____, CITY MANAGER



Six Year Transportation Improvement Program From 2013 to 2018

Agency: Chohalis
County: Lewis

MPOR/TPO: SWW RTPO

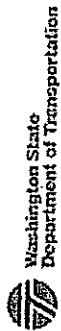
N Inside

Y Outside

Functional Class	14	Priority Number	1	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				LAARC Project- Airport Rd Extension Airport Rd Airport Dike to Home Depot Extend Airport Road from the dike to Arkansas (three lanes) and finish five lane road section from Arkansas to Home Depot. New roadway, bike lanes, curb, gutter, sidewalk, storm, sewer, and streetlights	WA-04024	05/14/12	06/11/12		98012	03	CGO P T W	0.710		No

Funding		Phase	Phase Start Year (YYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
Status	P	CN	2013		0	WSDOT	2,425,000	25,000	2,450,000
				Totals	0		2,425,000	25,000	2,450,000

Expenditure Schedule		Phase	1st	2nd	3rd	4th	5th & 6th	Totals
ALL	0	0	245,000	0	2,205,000	0	0	2,450,000
Totals	0	0	245,000	0	2,205,000	0	0	2,450,000



Six Year Transportation Improvement Program From 2013 to 2018

Agency: Chehalis
County: Lewis
MPO/RTPO: SWW RTPO

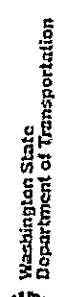
N Inside

Y Outside

Functional Class	16	Priority Number	2	B. STIP ID	G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
					WA-04018	05/14/12	06/17/12		9-2012	05		0.230		No
				Chehalis Ave Expanded Preservation Program Chehalis Avenue Pacific Ave to Main St ADA ramps, grind and overlay of arterial surfaces										

Funding		Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
Status	S	CN	2013	Totals	0	T1B	282,741	31,416	314,157
					0		282,741	31,416	314,157

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase	ALL	314,157	0	0	0	0
Totals		314,157	0	0	0	0



Six Year Transportation Improvement Program From 2013 to 2018

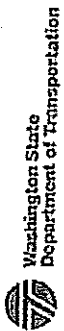
Agency: Chehalis
 County: Lewis
 MPO/RTPO: SWW RTPO

N Inside Y Outside

Functional Class	16	Priority Number	3 / 567 (001)	B. STIP ID	WA-03/94-0524/10	Hearing	06/14/10	Adopted	06/14/10	Amendment		Resolution No.		Improvement Type	DB	Utility Codes	W	Total Length	0.230 CE	Environmental Type		RW Required	No
A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description				G. Structure ID																			
				3 / 567 (001)				WA-03/94-0524/10															
				NW Chehalis Ave Beautification/Traffic Calm/Safety																			
				Park Street to North Street																			
				Bub-outs with trees & plants installed @ Intersections, install irrigation systems in bub-outs, pavement markings, enhance visibility at Intersections, and other streetscape. Prior \$11,860																			

Funding Source	Phase	Phase Start Year (YYY)	Federal Fund Code		Federal Funds	State Fund Code	State Funds		Local Funds	Total Funds
			STP(E)	Total						
S	CN	2013			79,000			0	24,000	103,000
			Total		79,000			0	24,000	103,000

Expenditure Schedule									
Phase	1st	2nd	3rd	4th	5th & 6th	Totals			
CN	103,000	0	0	0	0	103,000			
Totals	103,000	0	0	0	0	103,000			



Six Year Transportation Improvement Program From 2013 to 2018

Agency: Chohalis
 County: Lewis
 MPO/RTPO: SWW RTPO

Y Outside
N Inside

Functional Class	14	Priority Number	4	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termint F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				National Ave Bridge Scour to Assess & correct any bridge scour issues identified during the assessment	WA-04023 08523700	05/14/12	06/17/12		9-2012	15				No

Funding	Status	Phase	Phase Start Year (YYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE					0	0	190,500
Totals									
							0	0	190,500

Expenditure Schedule	Phase	1st	2nd	3rd	4th	5th & 6th	Totals
ALL							0
Totals							
							0

Grand Totals for Chohalis	Federal Funds			State Funds		Local Funds		Total Funds	
	79,000	2,707,741	270,916	3,057,657					

**CITY OF CHEHALIS
AGENDA REPORT**

DATE: May 8, 2013
TO: The Honorable Mayor and City Council
FROM: Dennis Osborn, Community Development Director
SUBJECT: 2013 Chehalis Municipal Code (CMC) Updates

ISSUE

The administration is looking to update several sections of the CMC. The updates include: amend binding site plan language to eliminate 1 year restriction; new state SEPA exemptions; new state building codes, marijuana use, accessory dwelling use (ADU) utility connections, right-of-way vacations and capital improvement program amendments.

DISCUSSION

The items listed above will go before the Chehalis Planning Commission for review, and the Commission will make recommendations to Council. The following is a brief summary of the items:

- The binding site plan amendment would remove the 1 year approval time window.
- The state has added new categorical exemptions to SEPA that would remove the SEPA requirement.
- 2012 building code update - the City is mandated to adopt the new codes.
- Marijuana sale & use.
- Clarify in the CMC the number of water connections for a home and its ADU.
- Update CMC to include procedures to vacate city rights-of-way.
- Amend capital improvement program.

At this time, the administration is updating the Council that the Planning Commission will be studying the above and forwarding recommendations to Council for your consideration in the near future.

RECOMMENDATION/COUNCIL ACTION DESIRED

For information only

Reviewed by:  _____, City Manager