

PLEASE NOTE SPECIAL MEETING TIME

CHEHALIS CITY COUNCIL AGENDA

CITY HALL

350 N MARKET BOULEVARD, CHEHALIS, WA 98532

Dennis L. Dawes, Position at Large
Mayor

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

Anthony E. Ketchum Sr., District 3
Chad E. Taylor, Position at Large
Bob Spahr, Position at Large

April 28, 2014

4:00 p.m.

EXECUTIVE SESSION

- | | | |
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| 1. <u>Executive Session Pursuant to RCW 42.30.110(1)(b) - Acquisition of Land, and RCW 42.30.110(i) – Potential Litigation.</u> (City Manager, City Attorney, Community Development Director, Airport Manager) | --- | |
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Regular Meeting of Monday, April 28, 2014

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.

CONSENT CALENDAR

4. <u>Minutes of the Regular Meeting of April 14, 2014.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	5
6. <u>Authorize City Manager to Execute Agreement with HDJ Design Group for Project Management Services on the National Avenue Salzer Creek Bridge Scour Project.</u> (City Manager, Public Works Director)	AUTHORIZE CITY MANAGER TO EXECUTE AGREEMENT	6

ADMINISTRATION AND CITY COUNCIL REPORTS

7. <u>Administration Reports.</u>		
a. Quarterly and March financial report and quarterly sales and use tax report. (Finance Manager)	INFORMATION ONLY	15
b. Update on Chehalis Avenue Road Improvement Project. (Public Works Director)	INFORMATION ONLY	
c. Update on citizen comments from April 14 council meeting. (City Manager)	INFORMATION ONLY	
8. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

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

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, MAY 12, 2014

April 14, 2014

The Chehalis city council met in regular session on Monday, April 14, 2014, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, and Chad Taylor. Councilor Ketchum was absent (excused). Staff present included: Merlin MacReynold, City Manager; Erin Hillier, Assistant City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Dennis Osborn, Community Development Director; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Rick Sahlin, Public Works Director; and Dave Vasilauskas, Water Superintendent. Members of the media included Kyle Spurr and Dameon Pesanti from *The Chronicle*.

1. **Citizen Business.**

a. **Private Water System Billing Issue.** Norm Goodbla (122 Armstrong Road) reported the residences on Armstrong Road have a small private water system that is supplied by the city. He noted up until about two years ago they received regular bills from the city for their water use. In February 2012, things changed when the city couldn't find a copy of the agreement that was made between the original water system owner and the city. Mr. Goodbla noted the city decided that it would be easier to just read the check meter at the intersection of Logan Hill and Jackson Highway and divide the bill among the seven residences. He stated they didn't really like that approach, but didn't know what they could do about it.

Mr. Goodbla indicated they all have their own city meters that were granted to them back in the 1950s. He stated the residents didn't receive a letter from the city until February 15, 2012, which was after the changes had been made.

Mr. Goodbla reported, more recently, one of the customers on the system hasn't paid their bill and the city is sending threatening letters to everyone stating if it doesn't get paid the water will be shut off to all of the residences on that system.

Mr. Goodbla stated their main concern right now is the threat to shut their water off on April 24 if payment is not received. He reported he didn't see anything in the city code that gave the public works department the authority to do something like that. Mr. Goodbla requested that the threatening letters stop until the situation can be resolved.

After some discussion, Mayor Dawes directed City Manager MacReynold to meet with staff and the residents to work on a solution, and to report back. In the meantime the water was to be left on.

b. **Retroactive Water Assessments on Condemned Properties.** Julie Japhet (6245 Murray Court NW, Olympia) provided the council with some background information and a before and after photo of one of the two properties they own that took part in the home elevation program.

Ms. Japhet reported, in the spring of 2010, A Plus Properties LLC bought two condemned flood damaged properties located on NW Prindle Street, and SW Riverside Drive. She stated they were at the end of the line on the Federal Emergency Management Administration (FEMA) home elevation projects and no rehabilitation activity on the properties could begin until late 2013 when the properties were lifted by the FEMA contractor. Ms. Japhet reported, after multiple communications with city staff, it was determined that they had until the end of May to complete the two projects because of the FEMA deadline.

Ms. Japhet reported they received an assessment from the city to hookup their water at both locations, which was over \$8,600 as of the end of March. She noted the \$700 hookup fee and back assessment for the storm runoff seemed reasonable; however, having to pay assessments for a time when they didn't own one of the properties, and having to pay the current year rates and not the rates that were in place at the time is amounting to thousands of dollars for utilities they couldn't legally have access to.

Ms. Japhet reported Erin Hillier, Chehalis FEMA Hazard Mitigation Grant Program Administrator, suggested they come to the city council since they are the only ones who can make an adjustment to the bill.

Mayor Dawes asked, "if a person wanted to do work and simply have the water turned off and turned back on months later, would they be assessed a turn off and turn on fee, or would a hookup fee apply as well?" Public Works Director Rick Sahlin reported, if the water was shut off in June and turned back on in August, there would be base charges assessed against the account until the water was turned back on. He noted the ordinance states that in order to keep an account active they have

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to be charged a base rate; however, once an account has been inactive for four months the meter is subject to be pulled. Mr. Sahlin reported the way the connection fees are reinstated is to charge the lesser of what it would cost for a new water/sewer connection versus what the back base charges would be. Ms. Hillier indicated that process was consistent with state statute.

Councilor Taylor thought when property is sold any assessments attached to the property would have to be paid prior to closing through a title company. Ms. Hillier stated that was correct.

Councilor Spahr noted liens don't show up on title reports.

Ms. Japhet reported they purchased the homes through a private owner.

Ms. Hillier reported, as part of the FEMA program, you have to end up with a "Certificate of Occupancy" at the end of the project, and to have occupancy you have to have utility services. She noted the city's code doesn't give any latitude to waive the fees, and it states the fees are to be charged at the current rate.

Councilor Taylor reported the issue of base charges has come up before when people wanted to have their water shut off while living out of state during certain times of the year. He stated the decision of the council at that time was everyone has to pay base charges, no matter what.

Ms. Hillier reported this particular FEMA grant is a voluntary program, adding they originally had 25 homes that qualified to take part in the elevation program and only 16 opted to participate. She noted they've only had one other home that's had to reconnect to water as part of the program and they paid all of the fees.

Councilor Spahr inquired as to how far back the accounts were being charged. Mr. Sahlin reported the fees go back to when the meters were pulled and the services were disconnected.

Councilor Pope felt it was important to have the properties rehabilitated. He suggested it was punitive for people who couldn't work on their homes because they were waiting on FEMA guidelines.

Councilor Spahr stated if they give leeway here, then they're going to have to nudge all kinds of directions. He suggested they needed more information before they can make a decision.

Councilor Harris stated it seemed to him that the liability should be with the previous owners up until the time they were purchased, and suggested it could be a civil situation. He too thought it would open up a can of worms that they don't want to get into until they find out what's happening.

City Manager MacReynold stated there are obviously lots of questions and he would like to take some time to meet with the property owners and staff, and would report back to the council.

Mayor Dawes stated he was concerned about going back to a point in time when the Japhet's didn't own the property. He asked that that issue be added to the mix as part of the discussion.

City Manager MacReynold reported the city has always sought to get payments covered when someone moves out, which in most cases ends up falling on the new owners. He stated this has been a long-standing process of the city.

Councilor Taylor asked if there is a way to file liens differently, so they show up when someone moves out. City Manager MacReynold reported part of the problem is that title companies and banks don't always know what prior bills are attached to the property. He noted the city recently started taking a different approach and are informing people about all prior bills when they call to inquire about a piece of property.

2. Presentation of Proclamation. Mayor Dawes presented Human Response Network Executive Director Tara Leno with a proclamation declaring the month of April as "Sexual Assault Awareness Month" in the city of Chehalis.

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

a. Minutes of the regular meeting of March 24, 2014;

b. Claim Vouchers No. 108780-108924 in the amount of \$183,522.24 dated March 31, 2014; and Payroll Vouchers No. 37226-37284, Direct Deposit Payroll Vouchers No. 4840-4922, and Electronic Federal Tax Payment No. 134 in the amount of \$683,843.75 dated March 31, 2014; and

c. Authorize the city manager to execute two loan agreements with the Drinking Water State Revolving Fund, the first in the amount of \$909,000 for the design and construction of a second redundant flocculation and pre-sedimentation train at the water filter plant, and the second in the amount of \$555,500 for the design and construction of a new high level reservoir located in McFadden Park.

The motion was seconded by Councilor Pope and carried unanimously.

4. **Administration Reports.**

a. **City Manager Annual Evaluation.** City Manager MacReynold reported his annual evaluation was coming up in May and the city clerk would be distributing the evaluation forms to the council on April 17. He asked that the forms be filled out and returned to the city clerk by May 1.

5. **Council Reports.**

a. **Update From Councilor Lund.** Councilor Lund reported the Lewis County Historical Museum is starting to receive funds from people in the community and there's been some discussion by the Board on what they want to do with the money.

Councilor Lund reported the museum was told by an auditor that they couldn't put the money in an endowment fund because it isn't considered to be endowment funds. He stated there are some who want to be able to get to the money if the museum were to get into trouble again. Councilor Lund stated he had concerns and referred to what happened in the past, noting even though the money was put where they couldn't get to it, it happened anyway. He stated he was in support of setting up a real endowment fund where they can't get to the money, and all they can use is the interest off of the fund.

Councilor Harris suggested the Board go back to their by-laws to find out what the 501c3 allows them to do. He noted the by-law should state that it takes multiple people to approve before anyone is allowed to remove any of the money. Councilor Lund stated that's the problem they had before, adding who wants to donate to something when they know the money is going to disappear.

Mayor Dawes stated his response when asked about it was pretty much the same, adding it could only be done in a meeting and with a super-majority vote. He stated he certainly understood Councilor Lund's concern, noting he wouldn't want to see the situation repeated.

Councilor Taylor asked if something could be set up so people can specify where they want the money to go. Mayor Dawes stated anything you donate can certainly have strings attached to it.

Councilor Lund believed they were going to set up an endowment fund where they can only use the interest and have a small rainy day fund in case something does happens and they need money. He stated if they run it right the community will support it.

b. **Update From Councilor Spahr.** Councilor Spahr reported they have a Regional Fire Authority Joint Oversight Board meeting scheduled for April 23, noting it was going to be very interesting now that Fire Chief Jim Walkowski has resigned his position. Mayor Dawes noted he was contacted by Chief Walkowski regarding some agenda items for discussion.

c. **Councilor Pope.** Councilor Pope reported last weekend the Chehalis Eagles held a fundraiser for Oso, Washington, that raised \$3,000. He noted the event was well attended.

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d. **Update From Mayor Dawes.** Mayor Dawes reported he recently received some information that the city of Chehalis was rated No. 6 on a list of most livable cities. He stated he didn't know what the criteria was, but was glad to see we made the list. Mayor Dawes also attended a ribbon cutting at the Lewis County Public Utility District to highlight their new bill-pay system.

Mayor Dawes reported they've done a number of Tacoma Rail presentations, noting they've received some very good questions and are seeing a good level of interest. He indicated they were still waiting to do one more presentation for the Lewis County Economic Development Council.

Mayor Dawes reported he had a chance to tour the pool construction site, adding it was very interesting. He noted he was away for one week and the progress they made during that time was just amazing.

Mayor Dawes reported, at the last mayor's meeting, they had a conference call with a gentleman from Congresswoman Jaime Herrera Beutler Office who gave them an update on the FEMA mapping and insurance issues. He reported they've been directed that they are supposed to be working in consort with the municipalities.

Mayor Dawes reported, through the hard work of the city's Wellness Committee led by Municipal Court Administrator Becky Fox, the city received the "Well City" status, which means the city will get a two percent reduction on health insurance. He noted it may not seem like a big deal, but two percent of health insurance is getting to be a significant amount of money. Mayor Dawes stated Ms. Fox and the Committee need to be congratulated on their work.

Mayor Dawes reported the Regional Fire Authority was moving from one committee over to the Joint Oversight Board, noting with the chief leaving it would certainly throw a wrench into it.

There being no further business to come before the council, the meeting adjourned 5:47 p.m.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of April 24, 2014.

CITY OF CHEHALIS
AGENDA REPORT

DATE: April 15, 2014
TO: The Honorable Mayor and City Council
FROM: Judy Pectol, Finance Manager *JP*
PREPARED BY: Michelle White, Accounting Tech II *MW*
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

Claim Vouchers No. 108925 through 109097 and Electronic Funds Transfer No. 32014 in the amount of \$563,466.76 dated April 15, 2014 and the transfer of \$142,670.98 from the General Fund, \$234,350.39 from the Federal & State Grants Fund, \$383.84 from the Automotive Equipment Reserve Fund, \$133.10 from the Garbage Fund, \$105,705.19 from the Wastewater Fund, \$25,332.58 from the Water Fund, \$1,810.82 from the Storm & Surface Water Utility Fund, \$52,274.08 from the Airport Fund and \$805.78 from the City Agency Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the April 15, 2014 Claim Vouchers No. 108925 through 109097 and Electronic Funds Transfer No. 32014 in the amount of \$563,466.76.

SUGGESTED MOTION

I move to approve the April 15, 2014 Claim Vouchers No. 108925 through 109097 and Electronic Funds Transfer No. 32014 in the amount of \$563,466.76.

Reviewed by: *Madeyuk*, City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: April 20, 2014

TO: The Honorable Mayor and City Council

FROM: Rick Sahlin, Public Works Director
Don Schmitt, Street/Storm Superintendent

SUBJECT: Professional Project Management Services for the National Avenue Salzer
Creek Bridge Scour Project

ISSUE

HDJ Design Group, PLLC has submitted a proposed scope and budget agreement for project and construction management for the scour repair on the National Avenue Salzer Creek Bridge. The administration is submitting the agreement for council review and consideration.

DISCUSSION

In November, the administration put out an advertisement for a Request for Qualifications (RFQs) from firms interested in providing professional project management and construction services for this project. The city received a total of seven RFQs in response to the ad. The administration worked with one of the local Washington State Department of Transportation (WSDOT) engineers and reviewed the RFQs, selecting three firms to be interviewed. The interviews were conducted in early January with the assistance of one of the local WSDOT engineers, and the firm HDJ, PLLC was selected to do the project.

This is a federally funded project which requires a licensed engineer from a certified firm to manage the project. HDJ submitted a contract for \$39,750 for Project Management Services (Exhibit "A" - Scope of Work), which takes the project thru the construction advertisement phase. Once the design engineering phase has been completed HDJ, PLLC will submit an amendment to the agreement for the construction management of the project.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the city council authorize the city manager to execute an agreement with HDJ, PLLC for Project Management Services for the National Avenue Salzer Creek Bridge Scour Project in the amount of \$39,750.

SUGGESTED MOTION

I move that the council authorize the city manager to execute the agreement with HDJ, PLLC for Project Management Services for the National Avenue Salzer Creek Bridge Scour Project in the amount of \$39,750.

REVIEWED BY:  _____, CITY MANAGER

EXHIBIT A
SCOPE OF WORK
Project Management Services

National Avenue Salzer Creek Project
City of Chehalis, WA

The Standard WSDOT Local Agency Consultant Agreement is amended and supplemented to include the following provisions regarding the Scope of Services.

Project Description and Background

The City of Chehalis applied for and received a grant from WSDOT Local Programs to design and construct the proposed improvements to the National Avenue Salzer Creek Bridge which will repair and prevent scour that is occurring under the City's bridge.

On January 24, 2014, HDJ Design Group, PLLC (CONSULTANT) was selected by the City of Chehalis (CITY) to provide project management services for the National Avenue Salzer Creek Project. The consultant selection also included the option for the City to supplement this agreement to provide Construction Administration and Inspection services. HDJ will be basing their services out of their Vancouver office.

The Consultant will complete this project with a team that includes project management and by supplement construction management and project on-site inspection.

In general, the project management phase will involve, but not be limited to, the following key components and deliverables:

- 1.) Determining the Need for A&E Consultant Services
- 2.) RFP Preparation
- 3.) RFP Advertisement assistance
- 4.) Consultant Selection assistance
- 5.) Agreement Negotiation
- 6.) Final agreement and notice to proceed assistance
- 7.) 30% plan review
- 8.) Environmental and permitting assistance
- 9.) Right of Way assistance
- 10.) 60% plan review
- 11.) 95% Plans, Specs and Estimate review
- 12.) 100% Bid package review
- 13.) Construction Advertisement assistance
- 14.) Bid Opening/Award/Execution assistance
- 15.) Supplemental – Provide Construction Administration including on-site observation, testing of materials, materials documentation and overall construction administration.

Assumptions:

The project management phase will be based on the following assumptions:

- 1.) The City intends for this project to advertise for bids in the first quarter of 2015.
- 2.) This project has FHWA BRAC funds.
- 3.) All design work and drafting will be performed by a design consultant to be hired by the City.
- 4.) Assume that plan review will be coordinated by the HDJ project manager. Plans and other documents will be reviewed by the HDJ manager, City staff and WSDOT Local Programs staff.
- 5.) Assume that 30% and 60% plan reviews will be by the HDJ project manager and the City of Chehalis.
- 6.) Assume that 95% and 100% plan review will be by the HDJ project manager, City of Chehalis and WSDOT.
- 7.) Assume that there will be up to 3 design meetings at the City of Chehalis.
- 8.) The City will handle advertisement and manage the bidding process.
- 9.) The budget for this scope of work assumes that the consultant selection and design processes will not exceed 52 weeks.

TASK 1 – PROJECT ADMINISTRATION

HDJ shall oversee project tasks and coordinate with City representatives to manage the scope, schedule and budget for the design engineering phase.

Subtask 1.1 – Contract Administration, Invoicing, and Progress Reports

- 1.) Prepare and submit monthly invoices. Each invoice will include: date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses and associated mark-ups; total cost for labor and expenses for the billing period; subconsultants fees including markups for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees. The only markup for subconsultants will be for the B&O Tax no additional markup will be included in the billing by HDJ.
- 2.) Prepare a brief Project Status Report to accompany the monthly invoices. The Project Status Report will include: date period covered by Status Report, brief summary of work performed during the billing period, a notice to CITY raising any issues or concerns that could require a contract amendment/supplement, a brief summary of completed and/or upcoming project milestones, and action items needed from CITY for project delivery. CONSULTANT shall monitor the status of the budget and take corrective actions to correct undesirable budget trends involving the CITY if scope is impacted.
- 3.) Prepare and maintain project schedule. The schedule shall identify CONSULTANT tasks and items provided by CITY and other consultants. The schedule shall be updated every month or as circumstances require or as requested by the CITY.
- 4.) Project Management. General coordination with client, design consultant, subconsultants, other consultants, and stakeholders and ongoing monitoring of tasks and resources.
- 5.) Maintain all contract-required documentation. Prepare and submit the required quarterly reporting through the Local Programs QPR website. Provide copies of project files and records to the CITY for audits and public information requests. All final documents shall be provided in electronic format as requested.

- 6.) Deliverables:
 - a) Monthly invoices, and Project Status Reports.
 - b) Project Schedule and updates
 - c) Project Documentation

Subtask 1.2 – Meetings

This item includes the coordination and meetings necessary to successfully complete the project.

- 1.) Attend consultant interviews in Chehalis.
- 2.) Attend project kickoff meeting in Chehalis
- 3.) Internal HDJ coordination and meetings
- 4.) Meet with City staff and design consultant after the review of the 30%, 60%, and Final plan submittals.
- 5.) Deliverables:
 - a) Meeting Agenda and Minutes

TASK 2 – RFP Assistance

HDJ will assist the City through the RFP development and advertisement as follows:

Subtask 2.1 RFP Preparation and advertisement assistance

HDJ will assist the City in RFP preparation and advertisement for a design consultant. In this project this task includes three essential elements:

- 1) Determining the Need for A&E Consultant Services
 - a. The Local Agency Guideline (LAG) Manual Chapter 31.11 requires that the City have a clear definition of the work to be accomplished. The HDJ Project Manager will write a clear definition of the project that includes:
 - i. The nature and scope of the work.
 - ii. The technical requirements and qualifications of the consultant services needed.
 - iii. The level of funding resources available.
 - iv. The time frame for performing the work.
 - v. The expected results and products to be received.
- 2) Request For Proposal (RFP) Preparation
 - a. HDJ will write the design consultant RFP. The RFP will meet the requirements of LAG Manual Chapter 31.
 - b. Advertisement
 - i. HDJ will write the RFP advertisement and will assist the City with advertisement in the City's newspaper of record and an advertisement in the Daily Journal of Commerce and/or other publications.
 - ii. HDJ will assist the City in answering design consultant questions for the City during the advertisement period.
 - iii. HDJ will assist the City to issue needed addenda to the RFP as necessary during the advertisement period.

3) Deliverables:

- a. A project definition
- b. A design Request For Proposal
- c. The newspaper advertisement for the design Request For Proposal
- d. Log of all design consultant questions
- e. Addenda to the RFP

TASK 3 – Consultant Selection and agreement negotiation.

HDJ will assist the City with design consultant selection and agreement negotiation as follows:

Subtask 3.1 Consultant Selection

1) A design consultant will be selected for the project based solely on their qualifications and approach to the project as evidenced in their proposals and/or interview as follows:

- a. HDJ will review the proposals for compliance with the RFP and forward all responsive RFPs on for further review.
- b. The responsive RFPs will be reviewed and scored by the HDJ Project Manager and a small select group of City staff.
- c. If the most qualified consultant can be selected based on their proposal, then the team will move into agreement negotiation.
- d. If the most qualified consultant can't be determined from their proposal, then interviews will be conducted.
- e. HDJ will lead the interview process for the City. A minimum of three consultants will be interviewed by the selection team.
- f. The most qualified consultant will be selected by the City and moved on to agreement negotiation.

2) Deliverables:

- a. A memo to City files that details any nonresponsive proposals
- b. A matrix for review and scoring of the proposals
- c. A memo to city files that documents the results of the proposal scoring.
- d. A matrix for review and scoring of the interviews if necessary.
- e. Draft letters to all proposing consultants (selected and non-selected) ready for printing and distribution by the City.

Subtask 3.2 Agreement Negotiation

- 1) The selected consultant will be required to use the Local Agency Standard Consultant Agreement.
 - a) HDJ will develop an independent City estimate for consulting services.
 - b) HDJ will compare the City estimate with the consultant's scope and estimate of cost and negotiate the best contract for the City using the guidelines in LAG Chapter 31.3.
 - c) Once the agreement has been negotiated, HDJ will forward the draft agreement to the WSDOT Local Programs office and City staff for review.
 - d) HDJ will distribute the signed agreement.
 - e) HDJ will draft a notice to proceed for the City.

- 2) Deliverables:
 - a) Independent estimate
 - b) LAG consultant agreement ready for City signature
 - c) Record of consultant negotiations
 - d) Notice to proceed that is ready for City signature

TASK 4 – Design Oversight

HDJ will assist the City with oversight of the design project as follows:

Subtask 4.1 – Design Project administration

1. HDJ will oversee and monitor the design consultant as follows:
 - a. HDJ will monitor the design consultants' progress using conference calls as needed.
 - b. HDJ will coordinate all design consultant question, inquiries and requests for direction and guidance.
 - c. HDJ will review the design consultant's monthly invoices prior to forwarding to the City for payment.
 - d. HDJ will review the design consultants monthly Project Status Reports prior to forwarding to the City.
 - e. HDJ will review the design consultants schedule prior to forwarding to the City.
2. Deliverables
 - a. Project administrative record
 - b. Monthly invoices
 - c. Project Status Reports
 - d. Project Schedule and updates

Subtask 4.2 – Plan Reviews

1. HDJ will oversee and monitor the plan development as follows:
 - a. HDJ will ensure that the design consultant has obtained the proper access permits prior to accessing all non-city owned properties for the topographic survey.
 - b. HDJ will coordinate the review the scour report and the solution options. Working with the design consultant, we will bring a solution recommendation to City staff for approval prior to moving into plan development.
 - c. The HDJ Project Manager will review the 30% plans to ensure that the base plans reflect the solutions agreed upon in the scour evaluation. The plan review will be coordinated with the appropriate City staff. HDJ will assist the City with submittal of an update to the project scope, schedule and budget to WSDOT H&LP. If needed, HDJ will also work with the City to submit a BRAC funds increase request.
 - d. The HDJ Project Manager will review the 60% plans to ensure that the base plans reflect the solutions agreed upon in the scour evaluation. The plan review will be coordinated with the appropriate City staff. HDJ will assist the City with submittal of an update to the project scope, schedule and budget to WSDOT H&LP. If needed, HDJ will also work with the City to submit a BRAC funds increase request.
 - e. The HDJ Project Manager will review the 95% plans, specs and estimate to ensure that the project is both biddable and buildable. The plan review will be coordinated with the appropriate City staff and WSDOT Local Programs. HDJ will assist the City with submittal of an update to the project scope, schedule and budget to WSDOT H&LP. If needed, HDJ will also work with the City to submit a BRAC funds increase request.
 - f. At each stage of development of the plans the HDJ project manager will ensure that the work proposed is within the scope and budget of the project.

2. Deliverables
 - a. Plan review comments
 - b. Updated scope schedule and budget
 - c. BRAC funds increase request letter if needed

Subtask 4.3 – Environmental and Permitting Assistance

1. HDJ will oversee and monitor the environmental and permitting process as follows:
 - a. HDJ will coordinate the SEPA and NEPA approval processes including contacts and processing of the NEPA documents through WSDOT H&LP.
 - b. HDJ will coordinate all permit applications with the design consultant.
2. Deliverables
 - a. SEPA and NEPA documents that are ready for City signature
 - b. Environmental permit documents that are ready for City signature.

Subtask 4.4 – Right of Way Assistance

1. HDJ will oversee and monitor the right of way process as follows:
 - a. HDJ will work with the design consultant to help obtain the needed right of way documents to permit the construction of the completed design.
2. Deliverables
 - a. Right of entry or other right of way documents that are ready for City signature

Subtask 4.5 – Bid package Review

1. HDJ will oversee and monitor the plan development as follows:
 - a. The HDJ Project Manager will review the 100% bid package to ensure that comments from 95% review are incorporated into the plan set and that all state and federal wage rates are correct. The plan review will be coordinated with the appropriate City staff, WSDOT Local Programs and any other jurisdictional agencies that require an approval document.
2. Deliverables
 - a. Plans, specifications and estimate that are advertisement ready.

TASK 5 – Construction Advertisement Assistance

The City will write the construction advertisement and advertise the project for construction. HDJ will provide assistance during the bidding process. Construction Management and Inspection are not included in the contract at this time but can be added later through a supplemental agreement.

Subtask 5.1 – Advertisement Assistance

1. The advertisement will be reviewed by HDJ for conformity with state and federal regulations.
2. HDJ will coordinate with WSDOT Local Programs to ensure that construction funds and the advertisement are both approved prior to the first advertisement.
3. During the advertisement period HDJ will work with the design consultant to answer questions from bidders and to prepare addenda as necessary.
4. Deliverables
 - a. Addenda as necessary.

Reimbursable Expenses

This work includes non-salary costs associated with printing, mileage, copies, exhibit preparation, etc. Invoices will be submitted with billings for any items covered under reimbursable expenses. Specific items that will be provided under reimbursable expenses include:

- 1.) Copies: Expenses for submittal copies as described above.
- 2.) Travel
- 3.) Delivery: Expenses for courier, package delivery, and mail services.

Extra Work

This work includes any item not covered in the above scope of work or specifically excluded below. No costs have been included for extra work within the Base Project Management Budget Total.

Specific Exclusions

The following items of work are specifically excluded from the scope of this agreement:

- 1.) Design and drafting of any of the scour repair project.
- 2.) Utility coordination.
- 3.) Preparation of Utility Relocation Plans for the various utilities that may be affected by the construction of the project.
- 4.) Negotiation of utility easements for private utilities.
- 5.) Payments of any plan review, application, or permit fees
- 6.) Construction support after bidding, administration, inspection, and materials testing
- 7.) Design changes during construction and change order writing
- 8.) Construction staking, and asbuilt survey
- 9.) Preparation of as-built drawings.
- 10.) Public Involvement.
- 11.) Review of plans and other documents by a structural or geotechnical engineer.

Client Responsibilities

The Client or City of Chehalis will provide the following items and / or services:

- 1.) Consultant identified pertinent and reasonable maps of the project and other currently available maps, including aerial photos, assessor maps, and standard details.
- 2.) Provide copy of any existing plans, specifications, as-builts, geotechnical reports, and other design documentation for the site vicinity
- 3.) Assist HDJ in arranging for safe access to enter upon public and private property as required for HDJ to perform services included in this scope of work.
- 4.) Direction regarding decisions related to design standards and design related issues.
- 5.) Pay any fees associated with this project (application fees, plan review fees, permit fees etc.).
- 6.) Sign and Submit Local Agency ECS Form.
- 7.) Sign and submit the NPDES permit application (prepared by HDJ) to the DOE (The Department of Ecology (DOE) will not accept NPDES permit applications unless they are signed and submitted by the "Owner").
- 8.) Meeting rooms and facilities as needed.

City of Chehalis
National Avenue Salzer Creek Project

Task and Description	HDJ Design Group PLLC (Engineering/Management)							HOJ	BUDGET
	ENG-VII	ENG-VI	Pjt-Mngr	INSP-III	INSP-II	ADMIN	Expense	TOTAL	AMOUNT
TASK 1 - PROJECT ADMINISTRATION									\$10,228.00
Sub-task 1.1 Contract Administration, Invoicing, and Progress Reports		12.00	10.00			4.00		3,268.00	\$3,268.00
Sub-task 1.1 Prepare and maintain project schedule and documentation		1.00	8.00					1,184.00	\$1,184.00
Sub-task 1.2 Meetings		4.00	40.00					5,776.00	\$5,776.00
TASK 2 - RFP ASSISTANCE									\$4,824.00
Sub-task 2.1 RFP Preparation and Advertisement Asslstance		1.00	36.00					4,824.00	\$4,824.00
TASK 3 - CONSULTANT SELECTION AND NEGOTIATION									\$6,644.00
Sub-task 3.1 Consultant Selection		1.00	18.00					2,484.00	\$2,484.00
Sub-task 3.2 Agreement Negotiation			32.00					4,160.00	\$4,160.00
TASK 4 - DESIGN OVERSIGHT									\$15,280.00
Sub-task 4.1 Design Project Administration		1.00	24.00					3,264.00	\$3,264.00
Sub-task 4.2 Plan Reviews		2.00	42.00					5,748.00	\$5,748.00
Sub-task 4.3 Environmental and Permitting Assistance			16.00					2,080.00	\$2,080.00
Sub-task 4.4 Right of Way Assistance			12.00					1,560.00	\$1,560.00
Sub-task 4. Bid Package Review		2.00	18.00					2,628.00	\$2,628.00
TASK 5 - CONSTRUCTION ADVERTISEMENT ASSISTANCE									\$2,224.00
Sub-task 5.1 Advertisement Assistance		1.00	16.00					2,224.00	\$2,224.00
<i>Reimbursable Expenses</i>									\$550.00
<i>Copies</i>							200.00	200.00	\$200.00
<i>Travel</i>							300.00	300.00	\$300.00
<i>Delivery</i>							50.00	50.00	\$50.00
<i>B&O Tax 1.8%</i>							0.00	0.00	\$0.00
TOTAL HOURS	0.00	25.00	272.00	0.00	0.00	4.00			
HOURLY RATES	180.00	144.00	130.00	105.00	88.00	60.00			
TOTAL DOLLARS	\$	\$ 3,600.00	\$ 35,360.00	\$	\$	\$ 240.00	\$ 550.00	\$ 39,750.00	\$39,750.00

City of Chehalis
First Quarter Financial Statements - All Funds
With Preliminary Actual Beginning Fund Balances
March 31, 2013

	General Fund #001		Arterial Street Fund #102		Tourism Fund #107		CDBG Fund #195		HUD BG Fund #197	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	860,937	868,299	27,091	29,863	50,135	62,844	90,646	90,781	327,335	327,287
Revs. & Transfers In	8,297,639	1,615,945	150,000	36,261	175,000	30,494	10,100	0	3,600	0
Exps. & Transfers Out	(8,283,605)	(2,018,649)	(175,540)	(26,777)	(181,475)	0	0	0	0	0
Ending Fund Balance	874,971	465,595	1,551	39,347	43,660	93,338	100,746	90,781	330,935	327,287

	Gambling Enforcemt. #198		Federal & State Grant Fund #199		2011 G.O. Bond Fund #200		Public Fac. Res. #301		Auto/Equip. Res. #302	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	0	0	0	0	54	0	0	0	1,638	5,150
Revs. & Transfers In	0	0	2,510,900	585,072	102,993	25,748	0	0	53,256	46,204
Exps. & Transfers Out	0	0	(2,510,900)	(585,072)	(103,047)	(302)	0	0	(54,756)	(47,406)
Ending Fund Balance	0	0	0	0	0	25,446	0	0	138	3,948

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	1st Qtr. REET Fund #305		2nd Qtr. REET Fund #306		Garbage Fund #402		Wastewater Fund #404		Water Fund #405	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	127,012	131,000	53,137	57,525	15	250	1,409,148	1,532,776	3,353,790	3,614,025
Revs. & Transfers In	45,400	8,500	45,000	8,500	12,550	1,216	4,381,331	1,057,565	2,671,565	609,614
Exps. & Transfers Out	(43,772)	(10,943)	(33,473)	(8,368)	(12,347)	(234)	(4,280,969)	(644,135)	(2,511,180)	(421,736)
Ending Fund Balance	128,640	128,557	64,664	57,657	218	1,232	1,509,510	1,946,206	3,514,175	3,801,903

	Storm/Surface Wtr. #406		Airport Fund #407		Firemen's Pension #611		City Agency Fund #633		All Funds Totals	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	448,246	453,961	0	0	294,300	291,553	356,127	352,822	7,399,611	7,818,136
Revs. & Transfers In	470,584	122,572	3,342,845	500,802	148,550	1,313	0	65	22,421,313	4,649,871
Exps. & Transfers Out	(467,158)	(93,244)	(1,655,751)	(183,449)	(69,400)	(12,164)	0	0	(20,383,373)	(4,052,479)
Ending Fund Balance	451,672	483,289	1,687,094	317,353	373,450	280,702	356,127	352,887	9,437,551	8,415,528

Note: In some instances, ending fund balances include non-cash components, such as prepaid insurance and inventory. Resulting variances are considered immaterial.

To: The Honorable Mayor and Council
 Via: Merlin MacReynold, City Manager
 From: Judy Pectol, Finance Manager
 Prepared by: Betty Brooks, Payroll Accountant
 Date: April 21, 2014
 Subject: Monthly Financial Reports for March

City of Chehalis
Comparative Financial Reports
March 2013 and 2014

GENERAL FUND (#001) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^A		I=F-G	
	Budget	March 2013 Actual	Actual	March 2014 Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	March 2014 Actual	% Rec'd	% Rec'd	Expected % Rec'd	Variance	Expected	Variance	% Variance	
General Property Taxes	\$1,249,000	\$20,416		\$1,262,000	\$12,260	1.6%	1.0%				1.0%	25.0%	25.0%	(\$303,240)	-24.0%			
EMS Property Taxes	237,500	3,850		239,500	2,339	1.6%	1.0%				1.0%	25.0%	25.0%	(57,536)	-24.0%			
Sales & Use Tax	3,015,000	814,531		3,265,000	862,083	27.0%	26.4%				26.4%	25.0%	25.0%	45,833	1.4%			
Electricity Tax	417,000	141,702		430,000	66,319	34.0%	15.4%				15.4%	25.0%	25.0%	(41,181)	-9.6%			
Gas/Natural Gas Tax	240,000	83,160		222,000	86,908	34.7%	39.1%				39.1%	25.0%	25.0%	31,408	14.1%			
Criminal Justice Tax	90,000	22,848		91,000	24,131	25.4%	26.5%				26.5%	25.0%	25.0%	1,381	1.5%			
Water/Sewer Tax	399,996	100,050		415,834	98,403	25.0%	23.7%				23.7%	25.0%	25.0%	(5,556)	-1.3%			
Garbage Tax	62,000	14,647		60,000	14,971	23.6%	25.0%				25.0%	25.0%	25.0%	(29)	0.0%			
Cable Tax	92,000	23,944		94,000	24,808	26.0%	26.4%				26.4%	25.0%	25.0%	1,308	1.4%			
Telephone Tax	313,000	66,754		318,000	86,959	21.3%	27.3%				27.3%	25.0%	25.0%	7,459	2.3%			
Leasehold Excise Tax	38,000	9,032		38,000	9,046	23.8%	23.8%				23.8%	25.0%	25.0%	(454)	-1.2%			
Other Taxes	32	0		40	0	0.0%	0.0%				0.0%	25.0%	25.0%	(10)	-25.0%			
Total Tax Revenues	6,153,528	1,300,934		6,435,374	1,288,227	21.1%	20.0%				20.0%	25.0%	25.0%	(320,617)	-5.0%			
Licenses & Permits	63,980	16,105		69,980	6,498	25.2%	9.3%				9.3%	25.0%	25.0%	(10,997)	-15.7%			
Intergov't. Grants/Entitlements	168,502	27,984		167,950	38,562	16.6%	23.0%				23.0%	25.0%	25.0%	(3,426)	-2.0%			
Charges for Goods and Svcs.	341,170	43,054		332,800	97,761	12.6%	29.4%				29.4%	25.0%	25.0%	14,561	4.4%			
Fines and Forfeitures	159,055	38,940		151,875	33,845	24.5%	22.3%				22.3%	25.0%	25.0%	(4,124)	-2.7%			
Interest Earnings	9,306	2,224		11,760	2,017	23.9%	17.2%				17.2%	25.0%	25.0%	(923)	-7.8%			
Rents & Royalties	70,100	16,061		71,350	12,513	22.9%	17.5%				17.5%	25.0%	25.0%	(5,325)	-7.5%			
Donations/Contributions	0	1,150		40,475	2,042	N/A	5.0%				5.0%	25.0%	25.0%	(8,077)	-20.0%			
Misc. Revenue/Insurance	5,000	7,831		11,850	11,724	156.6%	98.9%				98.9%	25.0%	25.0%	8,762	73.9%			
Non-Revenues	3,500	951		4,225	744	27.2%	17.6%				17.6%	25.0%	25.0%	(312)	-7.4%			
Total Non-Tax Revenues	820,613	154,300		862,265	205,706	18.8%	23.9%				23.9%	25.0%	25.0%	(9,860)	-1.1%			
Operating Transfers-In	500,000	0		1,000,000	122,012	N/A	12.2%				12.2%	25.0%	25.0%	(127,988)	-12.8%			
Total Other Financing Sources	500,000	0		1,000,000	122,012	N/A	12.2%				12.2%	25.0%	25.0%	(127,988)	-12.8%			
TOTALS	\$7,474,141	\$1,455,234		\$8,297,639	\$1,615,945	19.5%	19.5%				19.5%	25.0%	25.0%	(\$458,465)	-5.5%			

Key:

* The expected percentage is calculated as follows: since the report is for the 3rd month of the year, 3 is divided by 12-the number of months in the year.

^A 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
March 2013 and 2014

GENERAL FUND / (#001) EXPENDITURES	A March 2013		B		C=B/A		D March 2014		E		F=E/D		G		H^ Variance		I=G-F	
	Budget	Actual	Budget	Actual	% Expid	% Expid	Budget	Actual	Actual	Actual	% Expid	% Expid	Expected	Expected	Expected	Expected	% Variance	% Variance
City Council	\$76,587	\$18,187	\$93,551	\$18,898	23.7%	20.2%	\$93,551	\$18,898	\$18,898	20.2%	25.0%	25.0%	\$4,490	25.0%	25.0%	\$4,490	4.8%	4.8%
Municipal Court	332,409	82,400	340,304	75,401	24.8%	22.2%	340,304	75,401	75,401	22.2%	25.0%	25.0%	9,675	25.0%	25.0%	9,675	2.8%	2.8%
City Manager	226,121	57,145	270,131	64,746	25.3%	24.0%	270,131	64,746	64,746	24.0%	25.0%	25.0%	2,787	25.0%	25.0%	2,787	1.0%	1.0%
Finance	159,594	43,047	183,331	49,096	27.0%	26.8%	183,331	49,096	49,096	26.8%	25.0%	25.0%	(3,263)	25.0%	25.0%	(3,263)	-1.8%	-1.8%
City Clerk	56,516	12,483	74,986	19,122	22.1%	25.5%	74,986	19,122	19,122	25.5%	25.0%	25.0%	(376)	25.0%	25.0%	(376)	-0.5%	-0.5%
Non-Departmental	796,715	72,793	1,302,246	347,269	9.1%	26.7%	1,302,246	347,269	347,269	26.7%	25.0%	25.0%	(21,708)	25.0%	25.0%	(21,708)	-1.7%	-1.7%
Human Resources	91,769	24,019	90,033	22,708	26.2%	25.2%	90,033	22,708	22,708	25.2%	25.0%	25.0%	(200)	25.0%	25.0%	(200)	-0.2%	-0.2%
Police	2,464,666	609,766	2,573,370	643,557	24.7%	25.0%	2,573,370	643,557	643,557	25.0%	25.0%	25.0%	(215)	25.0%	25.0%	(215)	0.0%	0.0%
Fire	1,705,443	401,312	1,657,866	399,388	23.5%	24.1%	1,657,866	399,388	399,388	24.1%	25.0%	25.0%	15,079	25.0%	25.0%	15,079	0.9%	0.9%
Public Works - Streets	471,480	74,694	469,060	87,932	15.8%	18.7%	469,060	87,932	87,932	18.7%	25.0%	25.0%	29,333	25.0%	25.0%	29,333	6.3%	6.3%
Community Development	1,227,135	313,605	1,228,727	290,532	25.6%	23.6%	1,228,727	290,532	290,532	23.6%	25.0%	25.0%	16,650	25.0%	25.0%	16,650	1.4%	1.4%
TOTALS	\$7,608,435	\$1,709,451	\$8,283,605	\$2,018,649	22.5%	24.4%	\$8,283,605	\$2,018,649	\$2,018,649	24.4%	25.0%	25.0%	\$52,252	25.0%	25.0%	\$52,252	0.6%	0.6%

Net Budget/Income/Variance: (\$134,294) (\$254,217)

\$14,034 (\$402,704)

(\$406,213)

Key:

* The expected percentage is calculated as follows: since the report is for the 3rd month of the year, 3 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
March 2013 and 2014

WASTEWATER FUND (#404) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Exp'd	Budget	Actual	March 2014 Budget	Actual	% Rec'd	% Exp'd	Expected % Rec'd	Expected % Exp'd	Variance Expected	Variance Actual	% Variance	% Variance
Wastewater Fees	\$4,160,318	\$1,135,539			27.3%		\$4,364,408	\$1,049,410			24.0%		25.0%		(\$41,692)		-1.0%	
Sewer Connection/Misc. Fees	35,000	0			0.0%		10,000	4,545			45.5%		25.0%		2,045		20.5%	
Rentals	3,323	3,323			100.0%		3,323	0			0.0%		25.0%		(831)		-25.0%	
Misc. Revenues/Insurance	3,300	442			13.4%		3,300	3,538			107.2%		25.0%		2,713		82.2%	
Interest Earnings	3,000	0			0.0%		300	72			24.0%		25.0%		(3)		-1.0%	
Totals:	\$4,204,941	\$1,139,304			27.1%		\$4,381,331	\$1,057,565			24.1%		25.0%		(\$37,768)		-0.9%	

WASTEWATER FUND (#404) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	March 2014 Budget	Actual	% Exp'd	% Exp'd	Expected % Exp'd	Expected % Exp'd	Variance Expected	Variance Actual	% Variance	% Variance
Operating Expenses	\$2,638,208	\$595,955			22.6%		\$2,550,559	\$611,805			24.0%		25.0%		\$25,835		1.0%	
Capital Outlay	192,000	7,062			3.7%		55,000	12,557			22.8%		25.0%		1,193		2.2%	
Debt Principal	2,001,005	73,147			3.7%		1,552,598	19,773			1.3%		25.0%		368,377		23.7%	
Interest Expense	38,715	1,868			4.8%		27,480	0			0.0%		25.0%		6,870		25.0%	
Interfund Loan Repayment	0	0			N/A		83,332	0			0.0%		25.0%		20,833		25.0%	
Totals:	\$4,869,928	\$678,032			13.9%		\$4,268,969	\$644,135			15.1%		25.0%		\$423,107		9.9%	

Net Budget/Income/Variance: (\$664,987) \$461,272 \$112,362 \$413,430 \$385,340

Key:

* The expected percentage is calculated as follows: since the report is for the 3rd month of the year, 3 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
March 2013 and 2014

WATER FUND (#405) REVENUES	A March 2013		B		C=B/A		D		E		F=E/D		G		H^		I=G-F		
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	% Rec'd	Expected % Rec'd	% Exp.	Expected % Exp.	Expected % Exp.	Expected % Exp.	Expected % Exp.	Expected % Exp.	Variance	% Variance
Water Sales	\$2,496,400	\$533,272	\$2,566,160	\$600,765	21.4%	23.4%	\$2,566,160	\$600,765	23.4%	25.0%	25.0%	23.4%	25.0%	25.0%	25.0%	(\$40,775)	-1.6%		
Water Connection/Misc. Fees	20,000	0	10,000	6,177	0.0%	61.8%	10,000	6,177	61.8%	25.0%	25.0%	61.8%	25.0%	25.0%	3,677	36.8%			
Interfund Principal Repayment	397,411	0	83,332	0	0.0%	0.0%	83,332	0	0.0%	25.0%	25.0%	0.0%	25.0%	25.0%	(20,833)	-25.0%			
Misc. Revenues/Insurance	0	576	1,000	518	N/A	51.8%	1,000	518	51.8%	25.0%	25.0%	51.8%	25.0%	25.0%	268	26.8%			
Interest Earnings	18,076	0	11,073	2,154	0.0%	19.5%	11,073	2,154	19.5%	25.0%	25.0%	19.5%	25.0%	25.0%	(614)	-5.5%			
Totals:	\$2,931,887	\$533,848	\$2,671,565	\$609,614	18.2%	22.8%	\$2,671,565	\$609,614	22.8%	25.0%	25.0%	22.8%	25.0%	25.0%	(\$58,277)	-2.2%			

WATER FUND (#405) EXPENSES	A March 2013		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	% Exp'd	% Exp'd	Expected % Exp.	% Exp.	Expected % Exp.	Expected % Exp.	Expected % Exp.	Expected % Exp.	Variance	% Variance
Operating Expenses	\$1,782,704	\$391,429	\$1,834,545	\$392,949	22.0%	21.4%	\$1,834,545	\$392,949	21.4%	25.0%	25.0%	21.4%	25.0%	25.0%	\$65,687	3.6%		
Capital Outlay	640,000	0	210,000	16,487	0.0%	7.9%	210,000	16,487	7.9%	25.0%	25.0%	7.9%	25.0%	25.0%	36,013	17.1%		
Debt Principal	131,077	9,000	132,077	9,000	6.9%	6.8%	132,077	9,000	6.8%	25.0%	25.0%	6.8%	25.0%	25.0%	24,019	18.2%		
Interest Expense	21,690	3,750	19,225	3,300	17.3%	17.2%	19,225	3,300	17.2%	25.0%	25.0%	17.2%	25.0%	25.0%	1,506	7.8%		
Totals:	\$2,575,471	\$404,179	\$2,195,847	\$421,736	15.7%	19.2%	\$2,195,847	\$421,736	19.2%	25.0%	25.0%	19.2%	25.0%	25.0%	\$127,226	5.8%		

Net Budget/Income/Variance: \$356,416 \$129,669 \$475,718 \$187,878 \$68,949 3.6%

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.)

City of Chehalis
Comparative Financial Reports
March 2013 and 2014

STORM FUND (#406) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G		
	Budget	Actual	March 2013 Budget	Actual	% Recd	March 2014 Budget	Actual	% Recd	March 2014 Actual	% Recd	March 2014 Actual	% Recd	Expected % Expd	Expected % Recd	Variance Expected	% Variance	Expected % Expd	% Variance	
Storm & Surface Water Fees	\$441,674	\$111,753	\$470,284	\$121,090	25.3%	\$470,284	\$121,090	25.7%	\$121,090	25.7%	\$121,090	25.7%	25.0%	25.0%	\$3,519	0.7%	25.0%	25.0%	0.7%
Storm Connection/Misc. Fees	0	0	0	1,232	N/A	0	1,232	N/A	1,232	N/A	1,232	N/A	25.0%	25.0%	1,232	N/A	25.0%	25.0%	N/A
Misc. Revenues/Insurance	0	514	0	250	N/A	0	250	N/A	250	N/A	250	N/A	25.0%	25.0%	250	N/A	25.0%	25.0%	N/A
Interest Earnings	500	0	300	0	0.0%	300	0	0.0%	0	0.0%	0	0.0%	25.0%	25.0%	(75)	-25.0%	25.0%	25.0%	-25.0%
Totals:	\$442,174	\$112,267	\$470,584	\$122,572	25.4%	\$470,584	\$122,572	26.0%	\$122,572	26.0%	\$122,572	26.0%	25.0%	25.0%	\$4,926	1.0%	25.0%	25.0%	1.0%

STORM FUND (#406) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F		
	Budget	Actual	March 2013 Budget	Actual	% Expd	March 2014 Budget	Actual	% Expd	March 2014 Actual	% Expd	March 2014 Actual	% Expd	Expected % Expd	Expected % Recd	Variance Expected	% Variance	Expected % Expd	% Variance	
Operating Expenses	\$345,875	\$93,553	\$452,358	\$93,244	27.0%	\$452,358	\$93,244	20.6%	\$93,244	20.6%	\$93,244	20.6%	25.0%	25.0%	\$19,846	4.4%	25.0%	25.0%	4.4%
Capital Outlay	0	0	15,000	0	N/A	15,000	0	N/A	0	N/A	0	N/A	25.0%	25.0%	3,750	N/A	25.0%	25.0%	N/A
Totals:	\$345,875	\$93,553	\$467,358	\$93,244	27.0%	\$467,358	\$93,244	20.0%	\$93,244	20.0%	\$93,244	20.0%	25.0%	25.0%	\$23,596	5.0%	25.0%	25.0%	5.0%

Net Budget/Income/Variance: \$96,299 \$18,714 \$3,226 \$29,328 \$28,522

Key:
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City of Chehalis
Comparative Financial Reports
March 2013 and 2014

AIRPORT FUND (#407) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^A		I=F-G	
	Budget	Actual	Budget	Actual	%	Rec'd	Budget	Actual	March 2014	Actual	%	Rec'd	Expected	%	Expected	Actual	%	Variance
Intergovernmental Revenues	\$0	\$0	N/A	N/A			\$265,000	\$0	0.0%	\$0	0.0%	0.0%	25.0%	25.0%	(\$66,250)	-25.0%		
Charges for Goods and Svcs.	0	0	N/A	N/A			500,000	99,302	19.9%	99,302	19.9%	19.9%	25.0%	25.0%	(25,698)	-5.1%		
Interest Earnings	0	0	N/A	N/A			8,000	109	1.4%	109	1.4%	1.4%	25.0%	25.0%	(1,891)	-23.6%		
Rents & Royalties	0	0	N/A	N/A			73,203	17,502	23.9%	17,502	23.9%	23.9%	25.0%	25.0%	(799)	-1.1%		
Misc. Revenues/Insurance	0	0	N/A	N/A			2,000	934	46.7%	934	46.7%	46.7%	25.0%	25.0%	434	21.7%		
Capital Contribution - Airport	0	0	N/A	N/A			1,672,724	164,314	9.8%	164,314	9.8%	9.8%	25.0%	25.0%	(253,867)	-15.2%		
Capital Lease Receipts	0	0	N/A	N/A			821,918	218,641	26.6%	218,641	26.6%	26.6%	25.0%	25.0%	13,162	1.6%		
Totals:	\$0	\$0	N/A	N/A			\$3,342,845	\$500,802	15.0%	\$500,802	15.0%	15.0%	25.0%	25.0%	(\$334,909)	-10.0%		

AIRPORT FUND (#407) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H^A		I=G-F	
	Budget	Actual	Budget	Actual	%	Exp'd	Budget	Actual	March 2014	Actual	%	Exp'd	Expected	%	Expected	Actual	%	Variance
Operating Expenses	0	0	N/A	N/A			\$941,045	\$176,357	18.7%	\$176,357	18.7%	18.7%	25.0%	25.0%	\$58,904	6.3%		
Capital Outlay	0	0	N/A	N/A			398,500	7,092	1.8%	7,092	1.8%	1.8%	25.0%	25.0%	92,533	23.2%		
Principal - G.O. Bonds	0	0	N/A	N/A			222,285	0	0.0%	0	0.0%	0.0%	25.0%	25.0%	55,571	25.0%		
Interest Expense	0	0	N/A	N/A			93,921	0	0.0%	0	0.0%	0.0%	25.0%	25.0%	23,480	25.0%		
Totals:	\$0	\$0	N/A	N/A			\$1,655,751	\$183,449	11.1%	\$183,449	11.1%	11.1%	25.0%	25.0%	\$230,489	13.9%		

Net Budget/Income/Variance: \$0 \$0 \$1,687,094 \$317,353 -\$104,421

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

RECOMMENDATION/COUNCIL ACTION DESIRED

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

Reviewed by , City Manager

**City of Chehalis
Sales & Use Tax Revenue**

	Month-by-Month Comparisons							% Chg.
	2008	2009	2010	2011	2012	2013	2014	
January	338,775.84	311,681.25	242,158.24	255,550.11	239,905.57	271,375.98	290,642.15	7.1%
February	325,708.20	326,987.75	296,867.87	288,322.28	293,448.86	322,000.58	333,263.02	3.5%
March	352,594.58	247,974.49	269,687.71	209,202.31	201,418.97	221,154.40	238,177.91	7.7%
April	323,886.70	245,182.86	223,636.27	211,769.41	229,146.29	231,493.06		
May	366,700.91	255,481.63	246,998.74	269,316.42	250,189.48	271,850.87		
June	340,751.01	266,335.35	228,867.63	253,348.87	253,817.94	265,285.99		
July	352,426.34	270,324.94	239,316.92	235,882.93	251,676.19	268,330.22		
August	416,021.47	276,851.50	268,052.83	264,592.08	264,996.44	278,101.71		
September	327,171.53	250,448.70	246,365.20	320,998.49	276,271.10	291,464.88		
October	305,787.51	345,695.15	260,630.19	245,472.95	283,408.61	278,187.79		
November	373,132.35	257,314.61	251,801.70	267,382.66	273,852.79	285,244.13		
December	194,375.82	234,399.17	241,368.04	233,191.67	258,144.76	277,923.31		
Year Totals	4,017,332.26	3,288,677.40	3,015,751.34	3,049,030.18	3,076,277.00	3,262,412.92	862,083.08	N/A
As of 2/XX:	664,484.04	638,669.00	539,026.11	543,872.39	533,354.43	593,376.56	623,905.17	5.1%
As of 1st Qtr.:	1,017,078.62	886,643.49	808,713.82	753,074.70	734,773.40	814,530.96	862,083.08	5.8%