

# PLEASE NOTE SPECIAL MEETING DATE & 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		Anthony E. Ketchum Sr., District 3
Daryl J. Lund, District 2		Chad E. Taylor, Position at Large
Dr. Isaac S. Pope, District 4		Bob Spahr, Position at Large

**Tuesday, May 26, 2015**

**4:15 p.m.**

EXECUTIVE SESSION		
1. <u>Executive Session Pursuant to RCW 42.30.110(1)(g) – Review Performance of a Public Employee.</u> (City Manager)	---	

WORK SESSION		
2. <u>Open Public Meeting Act Training.</u> (City Manager, City Clerk)	---	

**Regular Meeting of Tuesday, May 26, 2015**

**5:00 p.m.**

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
3. <u>Call to Order.</u> (Mayor)		
4. <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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**SPECIAL BUSINESS**

5. Swearing-in of Fire Chief Ken Cardinale. (Municipal Court Judge Dale McBeth)
6. Recognition of Former Planning Commission Member Jim Ward. (Community Development Director)
7. Introduction of Consultant Selected to Provide Management Services for Recreation Park Improvements. (Community Development Director)

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**PUBLIC HEARING**

8. Conduct Public Hearing on the 2016-2021 Six-Year Transportation Program. (City Manager, Public Works Director, Street/Storm Superintendent)

CONDUCT PUBLIC HEARING

1

**CONSENT CALENDAR**

9. Minutes of the Regular Meeting of May 11, 2015. (City Clerk)
10. Vouchers and Transfers. (Finance Manager)
11. Confirm City Manager's Re-appointment of Dave Herzog to a Six-Year Term on the Civil Service Commission to Expire June 1, 2021. (City Manager)
12. Accept Gail and Carolyn Shaw Aquatics Center Project as Complete and Release Retainage to Schwiesow Construction, Inc., in the Amount of \$99,989.40. (City Manager, Community Development Director)

APPROVE

4

APPROVE

9

CONFIRM APPOINT TO CIVIL SERVICE COMMISSION

10

ACCEPT PROJECT AS COMPLETE AND RELEASE RETAINAGE TO SCHWIESOW CONSTRUCTION, INC., IN THE AMOUNT OF \$99,989.40

12

**ADMINISTRATION AND CITY COUNCIL REPORTS**

13. Administration Reports.

- a. April financial report. (Finance Manager)

INFORMATION ONLY

15

**ADMINISTRATION AND CITY COUNCIL REPORTS CONTINUED**

b. Update on Chehalis River Basin Flood Authority. (Representative Julie Balmelli-Powe, Dennis Osborn – Community Development Director)	INFORMATION ONLY	
14. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

**EXECUTIVE SESSION**

15. <u>Executive Session Pursuant to RCW 42.30.110(1)(c) – Lease or Sale of Real Estate.</u> (City Manager, Community Development Director)	---	
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**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, JUNE 8, 2015**

CITY OF CHEHALIS  
AGENDA REPORT

DATE: May 15, 2015  
TO: The Honorable Mayor and City Council  
FROM: Rick Sahlin, Public Works Director  
Don Schmitt, Street/Storm Superintendent  
SUBJECT: Public Hearing and Council direction for the 2016-2021 Six-Year Transportation Improvement Program

ISSUE

The administration is presenting the proposed 2016-2021 Six-Year Transportation Improvement Program (TIP) and will consider all comments during the public hearing regarding future transportation priorities.

DISCUSSION

The administration continues to identify aspects of the city's transportation system needing improvement for the safety and convenience of our citizens and visitors to Chehalis. To be listed on the Washington State Department of Transportation (WSDOT) Statewide Transportation Improvement Program (STIP) the projects must be funded. The city has funding in place for the following project.

- National Avenue Salzer Creek Bridge Scour Project is funded, with design nearly complete, and construction planned for later this year.

Also attached is a list of the projects for the 2016-2021 TIP that the administration will continue to pursue funding sources for.

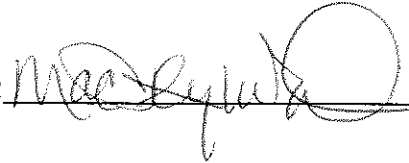
Developing the TIP is the first step in the annual process required by WSDOT of all local agencies. Projects that receive funding from state or other federal sources are required to be identified on a local TIP and once funding is received, they are placed on the Statewide Transportation Improvement Program, commonly known as the "STIP"

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends the council direct preparation of a resolution for their consideration of the 2016-2021 Six-Year Transportation Improvement Program at the June 8 council meeting.

SUGGESTED MOTION

I move that the council direct the administration to prepare a resolution for their consideration of the 2016-2021 Six-Year Transportation Improvement Program at the June 8 council meeting.

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

CITY OF CHEHALIS - 2016-2021 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM

Project	General Description	Funding Source	Start Year	Prior Years	2015	2016	2017	2018	2019	2020	2021	Future	Total Cost
National Ave. Bridge Scour	Scour project & Repair, Salzer Creek Crossing	Grants	2014-2015		396,447								396,447
National Ave. Overlay	Grind, overlay, safety, etc.	Grants	Future									1,066,000	1,066,000
Market Blvd. - Park to N National Ave.	Renaissance streetscape planning	Utility Fund & Twin Transit	Future									2,000,000	2,000,000
Market Blvd - 13th to city limits	Grind / overlay	Grants & Loans	Future									2,500,000	2,500,000
Snively Ave improvements	Reconstruct 16th to 20th	General Fund, Utility Funds & Twin Transit	Future									2,234,000	2,234,000
Guardrail	Various locations throughout city	General Fund	Future									125,000	125,000
Riverside Dr/Newankum Ave repairs	Spot repairs Hwy 6 to Shorey Rd	General Fund	Future									250,000	250,000
Chamber Way Bridge Replacement	Replace Bridge	Grants & Loans	Future									15,000,000	15,000,000
Kresky Ave improvements	Overlay	Grants & Loans	Future									500,000	500,000
Kresky Ave Flood Mitigation	Raise roadway between Exhibitor and Scott Johnson Blvd.	General Fund	Future									2,078,000	2,078,000
Front, Pacific, Park Streets improvements	Grind, overlay/utility/frontage improvements	General Fund	Future									2,500,000	2,500,000
Louisiana Ave Repairs	Spot repair & overlay Hwy 6 North	General Fund / TBD	Future									450,000	450,000
					396,447	0	0	0	0	0	0	28,703,000	29,099,447

National Ave. Bridge Scour 2015 breakdown Estimated project cost, less amounts paid prior years

May 11, 2015

The Chehalis city council met in regular session on Monday, May 11, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:15 p.m. with the following council members present: Terry Harris, Daryl Lund, and Chad Taylor. Dr. Pope participated telephonically and Tony Ketchum arrived at 4:34 p.m. Councilor Spahr was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief/Interim Fire Chief; Judy Pectol, Finance Manager, Dennis Osborn, Community Development Director; Rick Sahlin, Public Works Director; and Don Schmitt Street/Stormwater Superintendent.

**1. Work Session – Discuss Locomotive #15 Repairs with Chehalis-Centralia Railroad & Museum Board.** The Council held a work session to discuss the repairs being made to the city's Locomotive #15. Members in attendance from the CCRM Board of Directors included: Ron Burton, Rick Burchett, Harold Borovec, Luke Johnson, Ray Beaber, Coralee Taylor, Association President Bill Thompson, Vice-President Mike Beehler, and Secretary/Treasurer Wanda Thompson.

Mayor Dawes reported safety is the number one concern of the council. He stated the work session will allow both sides to address questions and concerns regarding the repair work being done to the engine. Mayor Dawes stated even though the CCRM is the daily operator of the engine, it's still the city's asset.

Mr. Thompson reported the Board appreciated the city having Al Di Paolo with the California State Railroad Museum inspect the work being done. He suggested Mr. Di Paolo came by a little too early because they were still in the process of tearing down the locomotive to see what they had to work on. Mr. Thompson noted, since Mr. Di Paolo's inspection, they've cleaned things up and a lot of the items noted in the draft inspection report have been taken care of. He reported the work is being monitored regularly by the FRA, who will have the final word as to whether they run, or not.

Mr. Thompson reported one of the issues brought up in Mr. Di Paolo's inspection report was the flues. He noted it's a personal choice of whether you weld, or roll them, adding they've opted to weld them as they've done in the past.

Mayor Dawes suggested they start by comparing the CCRM response letter to the draft inspection report provided by Mr. Di Paolo. The items were discussed in the following order:

- Firebox: Issue noted - some of the new patches to be welded are not of sufficient thickness and will likely result in faulty and unsafe weldments.

Mr. Thompson reported they hired a qualified welder to make the needed repairs, adding some of the work has been done and he'll be back later in the week to finish.

Mayor Dawes asked if the FRA would be inspecting the work before things are buttoned up.

Luke Johnson reported the FRA will inspect things before the installation of the jacketing and lagging. He noted at some point they'll test the repairs with excess operating pressure in front of the FRA to ensure safety and to find any weaknesses.

Mayor Dawes asked, short of derailment, is the potential of having the boiler blow up the biggest concern. Mr. Johnson asked, "When is the last time you heard of one blowing up?" He reported the last few incidents in the United States were caused by operator error and had nothing to do with the boiler.

Councilor Harris asked if there is a mechanism in the boiler that goes off if things get too hot, or if they have too much pressure. Mr. Johnson stated if the pressure gets too high there are safety valves that lift and the fusible plug in the firebox will melt and put the fire out if it gets to that point.

- Steam Dome

Mayor Dawes stated it appears the steam dome is a work in progress and they plan to follow Mr. Di Paolo's recommendation.

Councilor Harris inquired as to what the steam dome is and does.

May 11, 2015

Mr. Johnson reported it's the dome on top of the engine that houses the safety valves, throttles, and the dry pipe that goes to all of the appliances.

Harold Borovec reported that's also where the steam collects so you can use it.

Councilor Lund asked if they were making a new dome.

Mr. Johnson reported they're making a new lid for the existing dome.

- Machinery: Issue noted - problem with lateral motion on the #3 driving axle (on the to-do list).

Mr. Johnson reported they built and test fitted them earlier that day, noting they still need to drill some holes and bolt them in.

Councilor Harris asked about the required stamping of the original diameter on the axle centers.

Mr. Thompson reported that ruling went into effect in 2005. He noted the stamp just tells them the size of the axle.

Councilor Harris asked if the stamp is necessary, or if it's just a frame of reference.

Mr. Johnson reported the requirement went into effect after the engine was put back into service in 2000. He noted a rebuild is good for up to 14,072 days, or 15 years, whichever comes first. (It was noted they plan to stamp the axles.)

- Tender: Issue noted – brake shoes.

Mayor Dawes reported Mr. Di Paolo's report noted a thin brake shoe on one of the wheels.

Mr. Borovec stated when they get too thin they change them.

Councilor Harris asked if they replace all of the brake shoes at the same time, or can they be replaced individually as needed.

Mr. Borovec reported they wear them until they're worn out, which is not completely gone, but still usable.

Councilor Pope stated he had one basic question, "If you plan to run the train this summer, is it safe to run?"

Mr. Thompson stated, "Absolutely, yes!"

Councilor Lund inquired about the truck springs plank rivets, noting their response stated, "Will be addressed at the appropriate time." He asked when that would be.

Mr. Johnson reported the welder will do that work when he gets to the point of needing to install them.

Councilor Harris inquired about the loose rivets at the connection point with the columns on both trucks, noting Mr. Di Paolo suggested this is a condemning defect.

Mr. Johnson reported all of the loose nuts have been tightened since the report came out.

- Record Keeping

Mayor Dawes reported it was noted in the response letter that they have not kept daily inspection reports for the past few years, but they will begin to do this again.

- Smokebox - Needle scaling of the smokebox has been completed.



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- Boiler Interior – Will be repaired per FRA directives; waiting for approval from the FRA mechanical engineer.

Councilor Lund asked if they intend to arc weld the pits in the boiler.

Mr. Johnson reported they plan to put weldolets in for the washout plugs, which will remove about 20 percent of the pitting and they'll arc weld the others.

- Dry Pipe -- a new dry pipe is being built and should be ready to install in two weeks.

Mayor Dawes inquired as to what a dry pipe does.

Mr. Johnson reported it takes the steam from up in the dome to the header and brings it down into the cylinders.

- Installation of Tubes and Pipes

Mayor Dawes reported it appears that everyone has talked with their own experts and there's a little bit of disagreement, but either one is acceptable.

- Water Treatment -- the water treatment used is recommended by the water treatment producer
- Boiler Washes – they always use the recommended method to wash the boiler on a regular basis.

Mr. Johnson reported the engine was inspected by the FRA three weeks prior to Mr. Di Paolo arriving. He noted during that three week period they did some needle gunning on it, which made a mess of it.

Mayor Dawes talked briefly about Mr. Di Paolo's recommendation of putting in a service pit. He suggested if the Board had the funds they would probably like to put a service pit in, adding it would make things a lot easier.

Mr. Thompson agreed.

Councilor Taylor asked if there were things in Mr. Di Paolo's inspection report that they didn't think about, or weren't already going to do.

Mr. Johnson replied, the stamping of the axles.

City Manager MacReynold stated, based on the discussion, he would like the council to give the administration direction with reference to putting closure on the discussion. He felt Councilor Pope hit on one of the key points, "Is it going to be safe to run?"

Councilor Harris suggested the reason the Board hasn't heard from the city about these issues before is because they've never been through a major rebuild before. He felt there was some legitimate awareness that needed to be made to the council, so they can be assured that what the mechanics are doing is exactly what should be done.

Mayor Dawes stated based on the silence of the council, there are no concerns with the report or the answers given.

Ray Beaber suggested the council come by to take a look at the work being done, adding it might give them more of an idea as to what they're doing.

Mayor Dawes stated the worst thing you want is to have someone come down that knows absolutely nothing about what you're doing; and the second worst thing is when you have someone who can talk circles around it to make it sound like they know what they're talking about.

May 11, 2015

Mayor Dawes reported this has been a learning process for him and he wanted to echo what Councilor Pope stated earlier. He noted what scares elected officials the most is liability. Mayor Dawes stated if the council hears something and there's a potential that something may be going wrong, it's their job to look into and make sure things are being done right. He felt the FRA would do a good job inspecting the repairs and would let them know if something isn't quite right.

Mr. Borovec stated the council could be reassured that every spring the federal inspectors come in and watch them try to blow the engine up with water pressure 25 percent over and above the working pressure. He reported they've been operating the engine for over 25 years and they've never had an incident. Mr. Borovec noted they don't take things lightly because they ride it too, adding if it's going to blow sky high he doesn't want to go with it. He reported it's a good engine and they take good care of it.

City Attorney Bill Hiller stated he wanted to reassure the council that when they wrote the lease they passed the responsibility for maintenance on to the CCRM Board, and they've been diligent about taking care of it. He noted the council had the right to do a little oversight, which they've done. Attorney Hillier felt the questions had been answered and there's no reason to concern the council any further. He suggested the legal responsibility remains with the CCRM Board to do the maintenance and they're doing it, so that's where it should rest.

Mr. Thompson reported they're waiting on a report from the FRA to finish the boiler repairs. He noted all they're trying to do at this point is salvage the rest of the season.

Mayor Dawes asked when they thought they might be up and running.

Mr. Thompson reported if they could get someone to go to Washington D.C. to get the form signed they could be on their way to getting the work done.

Mr. Johnson reported they need to weld in some new modern day washout plugs, which requires approval. He noted the guy who gives his stamp of approval also inspects all of the railroad bridges in the United States, which have priority.

Mayor Dawes thanked the Board member for attending and stated he appreciated the work they've done. He reported he looked forward to hearing the whistle blow again, noting it's a nice sound to hear.

Mayor Dawes closed the work session at 4:57 p.m. and announced the council would take a short recess before opening the regular meeting at 5:00 p.m.

2. **Citizen Business.** Chehalis Walmart Co-Manager Mistina Willmesure reported they'll be celebrating their 20<sup>th</sup> year in the community and invited the council to attend a special event on Sunday, May 31, at 10:00 a.m. She stated representatives from the local food bank will be joining them also, adding Walmart has donated over one million pounds of food since 2009.

3. **Proclamation.** Mayor Dawes presented a proclamation to Police Chief Glenn Schaffer declaring the week of May 10–16 as "Police Week" in the city of Chehalis.

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

- a. Minutes of the regular meeting of April 27, 2015;
- b. Claim Vouchers No. 112294-112445 in the amount of \$239,658.62 dated April 30, 2015; Payroll Vouchers No. 38027-38080, Direct Deposit Payroll Vouchers No. 5966-6054, and Electronic Federal Tax Payment No. 147 in the amount of \$726,779.33 dated April 30, 2015;
- c. Set date and time of May 26, 2015, at 5:05 p.m. for public hearing on the 2016-2021 Six-Year Transportation Improvement Program; and
- d. Authorize city manager to execute Interlocal Compact between the city, city of Centralia, and Lewis County providing for cooperation in law enforcement and related activities for 2015.

May 11, 2015

Councilor Lund seconded the motion.

Councilor Ketchum asked if the Interlocal Compact would allow the departments to create interlocal agreements as needed without bringing them before the council for approval.

Police Chief Glenn Schaffer reported the proposed interlocal would get a lot of the details regarding liability and such all wrapped up into one document. He noted with past interlocals they've run into a lot of roadblocks trying to cover all of the liability and personnel/resource issues.

City Attorney Hillier reported the issues will still come before the council for knowledge and consideration. He noted there are a number of steps involved every time they do an interlocal, adding the proposed compact will centralize issues for the police and fire departments when dealing with Lewis County and the City of Centralia.

Mayor Dawes stated it was his understanding that the departments could join any existing programs, but anything new would have to come to the council for approval.

City Manager MacReynold stated that was correct.

City Attorney Hillier stated it would compile all of the different individual interlocal agreements into one compact, and we would work off of that. He noted the interlocal would be good for one year.

The motion carried unanimously.

**5. Council Reports.**

a. **Update From Mayor Dawes.** Mayor Dawes reported he attended a meet-n-greet for the airport manager finalists along with Councilor Harris, adding we had some good candidates to choose from. He also attended the Mayors meeting, noting most of the discussion covered emergency management.

Mayor Dawes reported the next regular council meeting would be held on Tuesday, May 26 because of the Memorial Day Holiday.

b. **Update on Sidewalk Issues.** Councilor Taylor reported there had been some significant progress with the sidewalks around the city and wanted to thank public works and the police department for taking care of that.

Mayor Dawes stated he wanted to thank the public works department for educating him on the city's ordinance regarding water meters and the options residents have to re-establish service after they have their meters pulled.

Councilor Harris stated he wanted to thank everyone else involved with taking out the sand and bark that was placed in the new islands along Chehalis Avenue and replacing it with soil. He noted the Chehalis Community Renaissance Team is funding the shrubbery and trees being placed in the islands.

There being no further business to come before the council, the meeting adjourned at 5:15 p.m.

\_\_\_\_\_  
Mayor

Attest:

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

**SUGGESTED MOTION**

I move that the council approve the minutes of the regular city council meeting of May 11, 2015.

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

DATE: May 15, 2015

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:

Claim Vouchers No. 112446 through 112587 and Electronic Funds Transfer No. 42015 in the amount of \$370,501.12 dated May 15, 2015 and the transfer of \$111,199.53 from the General Fund, \$131.09 from the Dedicated Street Fund - 4% Sales Tax, \$130.00 from the 1982-93 Community Development Block Grant Fund, \$491.39 from the Garbage Fund, \$39,479.78 from the Wastewater Fund, \$27,327.93 from the Water Fund, \$2,606.27 from the Storm & Surface Water Utility Fund and \$189,135.13 from the Airport Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the May 15, 2015 Claim Vouchers No. 112446 through 112587 and Electronic Funds Transfer No. 42015 in the amount of \$370,501.12.

SUGGESTED MOTION

I move to approve the May 15, 2015 Claim Vouchers No. 112446 through 112587 and Electronic Funds Transfer No. 42015 in the amount of \$370,501.12.

Reviewed by: *Max Lynd*, City Manager

**CITY OF CHEHALIS**

**AGENDA REPORT**

DATE: May 19, 2015

TO: The Honorable Mayor and City Council

FROM: Merlin G. MacReynold, City Manager 

SUBJECT: Appointment to the Civil Service Commission

**ISSUE**

Request received for re-appointment to the Civil Service Commission.

**DISCUSSION**

The city received notification from Dave Herzog that he would like to be considered for re-appointment to the Civil Service Commission. Mr. Herzog has served on the Commission since January 2003 and has faithfully attended and fully participated as needed. Attached is a copy of his original application for appointment.

The municipal code and state law spell out several requirements for appointees to the civil service commission. One of the requirements is that the city council must confirm the appointment made by the city manager.

**RECOMMENDATION/COUNCIL ACTION DESIRED**

It is requested that the council confirm the City Manager's appointment of Dave Herzog to a new six-year term on the civil service commission, with an expiration date of June 1, 2021.

**SUGGESTED MOTION**

I move that the council confirm the City Manager's appointment of Dave Herzog to a new six-year term on the civil service commission, with an expiration date of June 1, 2021.

City of Chehalis APPLICATION FOR APPOINTMENT

Date 1-8-03

(The city of Chehalis accepts applications from anyone residing or employed in the Chehalis School District boundaries unless otherwise indicated.)

I wish to be considered for appointment to the following board, commission, or committee:

- Checkboxes for Airport Board, Library Board, Sister City Committee, Civil Service Commission, Lodging Tax Advisory Committee, Other, Historic Preservation Commission, Planning Commission.

Please print

Name DAVE HERZOG

Present employer NONE

Employer address Phone No.

Fax No. E-mail

Home address 555 Prospect Chehalis Home Phone No. 740-9503

Have you previously or are you now serving on any of the above mentioned? Yes No

If yes, please explain

Date available for appointment 1/1/3

Available to attend Evening meetings? Yes No Daytime meetings? Yes No

Approximately how many hours each month can you devote to city business? 10

Brief statement of qualifications for position and reason for requesting appointment. I have experience in staff management policy & procedures Development of work environments and some background in the legal aspects of employment law

Signature [Handwritten Signature]

Please return completed form to: Office of the City Clerk 80 NE Cascade Avenue / P.O. Box 871, Chehalis WA 98532

Please indicate where you wish meeting information to be mailed and how you would like to be reminded of meetings (e.g., phone, e-mail, cell phone) email at dherzog@bent-access.com

DNHERZOG@Comcast.net

## CITY OF CHEHALIS

### AGENDA REPORT

**DATE:** May 26, 2015  
**TO:** The Honorable Mayor and City Council  
**FROM:** Dennis Osborn, Community Development Director  
**SUBJECT:** Final Acceptance of the Gail and Carolyn Shaw Aquatics Center

#### ISSUE

Schwiesow Construction, Inc. has completed work on the Gail and Carolyn Shaw Aquatics Center and is requesting release of the retainage in the amount of \$99,989.40. This information is being presented for the council's review and consideration.

#### DISCUSSION

On November 18, 2013, the City awarded the Gail and Carolyn Shaw Aquatics Center contract to Schwiesow Construction, Inc. The project consisted of the replacement of the pool house and a redesign and upgrade of the pool to an aquatic facility. The funding for the project was courtesy of the Chehalis Foundation and two grants.

The project bid was \$2,086,560.00, including sales tax. There were four (4) change orders associated with the project totaling \$67,787.99, which brought the total cost of the project to \$2,159,771.03, including sales tax. The change orders were related to the zero beach slide area, additional concrete slab at the Spray Park, additional tile work, signage, benches, fence panels and associated corrections made during the installation of the facilities.

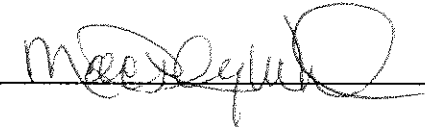
The project has been completed and we have reviewed the work and concur with our project manager, Pfaff Architects, that the project conforms to the contract plans and specifications, and therefore, we agree with the release of the retainage in the amount of \$99,989.40.

#### RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the city council accepts the Gail and Carolyn Shaw Aquatics Center as complete, and release the retainage in the amount of \$99,989.40 to Schwiesow Construction, Inc., subject to approval by the Department of Revenue, Employment Security, and the Department of Labor and Industries audits.

**SUGGESTED MOTION**

I move that the council accept the Gail and Carolyn Shaw Aquatics Center as complete, and release the retainage in the amount of \$99,989.40 to Schwiesow Construction, Inc.

REVIEWED BY: , CITY MANAGER





**PFAFF ARCHITECTS**  
ARCHITECTURE / PLANNING

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May 20, 2015

Mr. Dennis Osborn, Community Development Director  
City of Chehalis  
1321 S. Market Blvd.  
Chehalis, WA 98532

RE: Gail and Carolyn Shaw Aquatics Center

Dear Mr. Osborn:

To the best of the architect's knowledge, information, and belief, and on the basis of the architect's observations at the site, the work has been completed, in accordance with the terms and conditions of the Contract Documents, for the Gail and Carolyn Shaw Aquatics Center.

If you should have any questions concerning the above, please do not hesitate to contact me.

Very truly yours,  
PFAFF ARCHITECTS

Norman A. Pfaff, AIA

Cc: Judith Schave

To: The Honorable Mayor and Council  
 Via: Merlin MacReynold, City Manager  
 From: Judy Pectol, Finance Manager  
 Prepared by: Betty Brooks, Payroll Accountant  
 Date: May 19, 2015  
 Subject: Monthly Financial Reports for April

City of Chehalis  
 Comparative Financial Reports  
 April 2014 and 2015

GENERAL FUND (#001) REVENUES	A April 2014		B Actual		C=B/A		D April 2015		E Actual		F=E/D		G Expected		H^ Variance from Expected		I=F-G Variance	
	Budget	%	Budget	%	Rec'd	Budget	%	Rec'd	%	Actual	%	Rec'd	%	Expected	Expected	%	Variance	
General Property Taxes	\$1,262,000	7.1%	\$90,182	7.1%	\$1,268,579	\$106,911	8.4%	33.3%	(\$315,526)	-24.9%								
EMS Property Taxes	239,500	7.1%	17,108	7.1%	238,157	20,133	8.5%	33.3%	(59,173)	-24.8%								
Sales & Use Tax	3,265,000	34.0%	1,110,809	34.0%	3,762,844	1,126,828	29.9%	33.3%	(126,199)	-3.4%								
Electricity Tax	430,000	31.6%	155,772	31.6%	440,000	147,854	33.6%	33.3%	1,334	0.3%								
Gas/Natural Gas Tax	222,000	42.0%	93,209	42.0%	221,000	64,008	29.0%	33.3%	(9,585)	-4.3%								
Criminal Justice Tax	91,000	34.2%	31,137	34.2%	110,000	32,714	29.7%	33.3%	(3,916)	-3.6%								
Water/Sewer Tax	415,834	34.1%	141,904	34.1%	445,000	132,264	29.7%	33.3%	(15,921)	-3.6%								
Garbage Tax	60,000	25.0%	14,971	25.0%	61,000	31,362	51.4%	33.3%	11,049	18.1%								
Cable Tax	94,000	52.9%	49,707	52.9%	104,000	51,510	49.5%	33.3%	16,878	16.2%								
Telephone Tax	318,000	29.2%	92,934	29.2%	270,500	93,009	34.4%	33.3%	2,933	1.1%								
Leasehold Excise Tax	38,000	23.8%	9,046	23.8%	39,500	9,341	23.6%	33.3%	(3,813)	-9.7%								
Timber Excise Tax	40	0.0%	0	0.0%	40	0	0.0%	33.3%	(13)	-33.3%								
<b>Total Tax Revenues</b>	<b>6,435,374</b>	<b>27.8%</b>	<b>1,786,779</b>	<b>27.8%</b>	<b>6,960,620</b>	<b>1,815,934</b>	<b>26.1%</b>	<b>33.3%</b>	<b>(501,952)</b>	<b>-7.2%</b>								
Licenses & Permits	69,980	11.0%	7,686	11.0%	168,116	42,398	25.2%	33.3%	(13,585)	-8.1%								
Intergov't: Grants/Entitlements	167,950	32.4%	54,410	32.4%	421,400	199,581	47.4%	33.3%	59,255	14.1%								
Charges for Goods and Svcs.	332,800	33.1%	110,228	33.1%	408,295	65,433	16.0%	33.3%	(70,529)	-17.3%								
Fines and Forfeitures	151,875	29.8%	45,333	29.8%	163,739	54,036	33.0%	33.3%	(489)	-0.3%								
Interest Earnings	11,760	21.7%	2,549	21.7%	9,990	6,732	67.4%	33.3%	3,405	34.1%								
Rents & Royalties	71,350	29.6%	21,129	29.6%	88,472	19,705	22.3%	33.3%	(9,756)	-11.0%								
Donations/Contributions	40,475	15.0%	6,056	15.0%	0	4,775	100.0%	33.3%	4,775	0.0%								
Misc. Revenue/Insurance	11,850	105.4%	12,484	105.4%	11,850	98,985	835.3%	33.3%	95,039	802.0%								
Non-Revenues	4,225	24.8%	1,046	24.8%	4,225	1,388	32.9%	33.3%	(19)	-0.4%								
<b>Total Non-Tax Revenues</b>	<b>862,265</b>	<b>30.3%</b>	<b>280,921</b>	<b>30.3%</b>	<b>1,276,087</b>	<b>493,033</b>	<b>38.6%</b>	<b>33.3%</b>	<b>68,096</b>	<b>5.3%</b>								
Operating Transfers-In	1,000,000	12.2%	122,012	12.2%	0	0	0.0%	33.3%	0	0.0%								
<b>Total Other Financing Sources</b>	<b>1,000,000</b>	<b>12.2%</b>	<b>122,012</b>	<b>12.2%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>33.3%</b>	<b>0</b>	<b>0.0%</b>								
<b>TOTALS</b>	<b>\$8,297,639</b>	<b>\$2,169,712</b>	<b>\$8,236,707</b>	<b>\$2,308,967</b>	<b>28.0%</b>	<b>33.3%</b>	<b>(\$433,856)</b>	<b>-5.3%</b>										

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GENERAL FUND (#001) EXPENDITURES	A April 2014		B		C=B/A		D April 2015		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	Actual	% Exp'd	% Exp'd	% Exp'd	% Exp'd	Expected % Exp*	Var'nc from Expected	Var'nc	% Variance	
City Council	\$93,551	\$25,519	\$111,811	\$34,626	27.3%	31.0%	\$111,811	\$34,626	\$34,626	31.0%	33.3%	33.3%	33.3%	33.3%	\$2,607	\$2,607	2.3%	
Municipal Court	340,304	102,638	380,000	114,006	30.2%	30.0%	380,000	114,006	114,006	30.0%	33.3%	33.3%	33.3%	33.3%	12,534	12,534	3.3%	
City Manager	270,131	88,932	266,410	116,891	32.9%	43.9%	266,410	116,891	116,891	43.9%	33.3%	33.3%	33.3%	(28,176)	(28,176)	-10.6%		
Finance	183,331	66,667	203,500	128,370	36.4%	63.1%	203,500	128,370	128,370	63.1%	33.3%	33.3%	33.3%	(60,605)	(60,605)	-29.8%		
City Clerk	74,986	24,714	78,816	31,116	33.0%	39.5%	78,816	31,116	31,116	39.5%	33.3%	33.3%	33.3%	(4,870)	(4,870)	-6.2%		
Non-Departmental	1,302,246	595,548	461,773	123,838	45.7%	26.8%	461,773	123,838	123,838	26.8%	33.3%	33.3%	33.3%	29,932	29,932	6.5%		
Human Resources	90,033	31,794	85,969	41,215	35.3%	47.9%	85,969	41,215	41,215	47.9%	33.3%	33.3%	33.3%	(12,587)	(12,587)	-14.6%		
Police	2,573,370	880,920	2,717,426	865,488	34.2%	31.8%	2,717,426	865,488	865,488	31.8%	33.3%	33.3%	33.3%	39,415	39,415	1.5%		
Fire	1,657,866	591,531	1,902,335	583,110	35.7%	30.7%	1,902,335	583,110	583,110	30.7%	33.3%	33.3%	33.3%	50,368	50,368	2.6%		
Public Works - Streets	469,060	118,326	731,360	182,316	25.2%	24.9%	731,360	182,316	182,316	24.9%	33.3%	33.3%	33.3%	61,227	61,227	8.4%		
Community Development	1,228,727	385,193	1,396,330	484,852	31.3%	34.7%	1,396,330	484,852	484,852	34.7%	33.3%	33.3%	33.3%	(19,874)	(19,874)	-1.4%		
<b>TOTALS</b>	<b>\$8,283,605</b>	<b>\$2,911,782</b>	<b>\$8,335,730</b>	<b>\$2,705,828</b>	<b>35.2%</b>	<b>32.5%</b>	<b>\$8,335,730</b>	<b>\$2,705,828</b>	<b>\$2,705,828</b>	<b>32.5%</b>	<b>33.3%</b>	<b>33.3%</b>	<b>33.3%</b>	<b>\$69,970</b>	<b>\$69,970</b>	<b>0.8%</b>		

Net Budget/Income/Variance: \$14,034 (\$742,070)

(\$99,023) (\$396,861)

(\$363,886)

Key:

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City of Chehalis  
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WASTEWATER FUND (#404) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=F-G	
	Budget	April 2014 Actual	Budget	Actual	% Rec'd	%	Budget	April 2015 Budget	Actual	% Rec'd	%	Expected % Rec'd	Expected	Var'nc from Expected	%	Expected	Var'nc from Expected	%
Wastewater Fees	\$4,364,406	\$1,558,594	10,000	4,545	35.7%	28.9%	\$4,968,202	\$1,433,367	3,030	28.9%	33.3%	-221,044	-4.4%					
Sewer Connection/Misc. Fees	3,323	3,545	3,545	106.7%	45.5%	30.3%	10,000	3,030	3,030	30.3%	33.3%	(300)	-3.0%					
Rentals	3,300	3,538	3,538	107.2%	106.7%	100.0%	3,545	3,545	3,545	100.0%	33.3%	2,365	66.7%					
Misc. Revenues/Insurance	300	94	94	31.3%	107.2%	32.4%	4,000	1,294	1,294	32.4%	33.3%	(38)	-0.9%					
Interest Earnings	\$4,381,331	\$1,570,316	\$1,570,316	35.8%	35.8%	79.3%	985	781	781	79.3%	33.3%	453	46.0%					
Totals:						28.9%	\$4,986,732	\$1,442,017		28.9%	33.3%	(\$218,565)	-4.4%					

WASTEWATER FUND (#404) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=G-F	
	Budget	April 2014 Actual	Budget	Actual	% Exp'd	%	Budget	April 2015 Budget	Actual	% Exp'd	%	Expected % Exp'd	Expected	Var'nc from Expected	%	Expected	Var'nc from Expected	%
Operating Expenses	\$2,550,559	\$800,935	31.4%	18.7%	31.4%	25.6%	\$2,666,292	\$682,586	20,947	25.6%	33.3%	\$205,289	7.7%					
Capital Outlay	67,000	12,557	18.7%	5.9%	18.7%	8.3%	253,000	20,947	8,302	8.3%	33.3%	63,302	25.0%					
Debt Principal	1,552,598	90,916	5.9%	44.1%	5.9%	5.0%	1,832,390	91,990	5,000	5.0%	33.3%	518,196	28.3%					
Interest Expense	27,480	12,127	44.1%	N/A	44.1%	45.1%	24,524	11,053	45.1%	45.1%	33.3%	(2,887)	-11.8%					
Interfund Loan Repayment	83,332	0	N/A	21.4%	N/A	0.0%	83,784	0	0.0%	0.0%	33.3%	27,900	33.3%					
Totals:	\$4,280,969	\$916,535	21.4%	21.4%	21.4%	16.6%	\$4,859,990	\$806,576		16.6%	33.3%	\$811,801	16.7%					

Net Budget/Income/Variance: \$100,362 \$653,781 \$126,742 \$635,441 \$593,236

Key:

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City of Chehalis  
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WATER FUND (#405) REVENUES	A April 2014		B		C=B/A		D April 2015		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Expected % Rec'd*	Expected	Var'nc from Expected	% Variance		
Water Sales	2,566,160	820,685	32.0%	777,862	30.3%	33.3%	2,566,160	777,862	30.3%	33.3%	(76,669)	-3.0%						
Water Connection/Misc. Fees	10,000	6,177	61.8%	9,813	98.1%	33.3%	10,000	9,813	98.1%	33.3%	6,483	64.8%						
Interfund Principal Repayment	83,332	0	0.0%	0	0.0%	33.3%	83,332	0	0.0%	33.3%	(27,750)	-33.3%						
Misc. Revenues/Insurance	1,000	691	69.1%	5,517	551.7%	33.3%	1,000	5,517	551.7%	33.3%	5,184	518.4%						
Interest Earnings	11,073	2,681	24.2%	1,904	17.2%	33.3%	11,073	1,904	17.2%	33.3%	(1,783)	-16.1%						
<b>Totals:</b>	<b>\$2,671,565</b>	<b>\$830,234</b>	<b>31.1%</b>	<b>\$795,096</b>	<b>29.8%</b>	<b>33.3%</b>	<b>\$2,671,565</b>	<b>\$795,096</b>	<b>29.8%</b>	<b>33.3%</b>	<b>(\$94,535)</b>	<b>-3.5%</b>						

WATER FUND (#405) EXPENSES	A April 2014		B		C=B/A		D April 2015		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	Budget	Actual	Exp'd	Exp'd	Expected % Exp*	Expected	Var'nc from Expected	% Variance		
Operating Expenses	\$1,834,545	\$529,531	28.9%	\$542,176	29.8%	33.3%	\$1,819,713	\$542,176	29.8%	33.3%	\$63,788	3.5%						
Capital Outlay	525,333	20,423	3.9%	140,461	14.3%	33.3%	979,400	140,461	14.3%	33.3%	185,679	19.0%						
Debt Principal	132,077	9,000	6.8%	10,000	7.5%	33.3%	133,077	10,000	7.5%	33.3%	34,315	25.8%						
Interest Expense	19,225	3,300	17.2%	2,825	10.8%	33.3%	26,185	2,825	10.8%	33.3%	5,895	22.5%						
Transfers Out	0	0	0.0%	0	0.0%	33.3%	420,000	0	0.0%	33.3%	139,860	33.3%						
<b>Totals:</b>	<b>\$2,511,180</b>	<b>\$562,254</b>	<b>22.4%</b>	<b>\$695,462</b>	<b>20.6%</b>	<b>33.3%</b>	<b>\$3,378,375</b>	<b>\$695,462</b>	<b>20.6%</b>	<b>33.3%</b>	<b>\$289,677</b>	<b>12.7%</b>						

Net Budget/Income/Variance: \$160,385 \$267,980  
(\$706,810) \$99,634

Key:

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City of Chehalis  
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STORM FUND (#406) REVENUES	A April 2014		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	% Rec'd	% Rec'd	Expected % Rec'd*	Expected % Rec'd	Variance from Expected	Variance	%	%	Variance	%
Storm & Surface Water Fees	\$470,284	\$158,787	0	1,232	33.8%	32.8%	\$506,772	\$166,246	32.8%	32.8%	33.3%	33.3%	-\$2,509	-0.5%				
Storm Connection/Misc. Fees	0	1,232	0	250	100.0%	48.9%	1,000	489	48.9%	48.9%	33.3%	33.3%	156	15.6%				
Misc. Revenues/Insurance	0	250	0	825	100.0%	178.8%	825	1,475	178.8%	178.8%	33.3%	33.3%	1,200	100.0%				
Interest Earnings	300	0	300	0	0.0%	13.6%	1,300	177	13.6%	13.6%	33.3%	33.3%	(256)	-19.7%				
Totals:	\$470,584	\$160,269	\$470,584	\$160,269	34.1%	33.0%	\$509,897	\$166,387	33.0%	33.0%	33.3%	33.3%	(\$1,409)	-0.3%				

STORM FUND (#406) EXPENSES	A April 2014		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*	Expected % Exp	Variance from Expected	Variance	%	%	Variance	%
Operating Expenses	\$452,358	\$121,835	\$452,358	\$121,835	26.9%	22.2%	\$442,590	\$98,217	22.2%	22.2%	33.3%	33.3%	\$49,165	11.1%				
Capital Outlay	15,000	0	15,000	0	0.0%	0.0%	18,000	0	0.0%	0.0%	33.3%	33.3%	5,994	33.3%				
Totals:	\$467,358	\$121,835	\$467,358	\$121,835	26.1%	21.3%	\$460,590	\$98,217	21.3%	21.3%	33.3%	33.3%	\$55,159	12.0%				

Net Budget/Income/Variance: \$3,226      \$38,434      \$49,307      \$70,170      \$53,751

Key:

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

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	A		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=F/G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Expected % Rec'd*	Expected	from Expected	% Variance		
<b>AIRPORT FUND (#407)</b>																		
REVENUES																		
Rental Car Tax	\$0	\$0			0.0%	0.0%	\$0	\$55	800,000	722	100.0%	0.1%	33.3%	\$55	\$55	66.7%		
Intergovernmental Revenues	265,000	0			0.0%	0.0%	800,000	722	520,000	188,361	0.1%	36.2%	33.3%	(265,678)	(265,678)	-33.2%		
Charges for Goods and Svcs.	500,000	137,819			27.6%	1.4%	520,000	188,361	15,085	121	0.8%	27.1%	33.3%	15,201	15,201	2.9%		
Interest Earnings	8,000	109			1.4%	31.0%	96,000	25,974	2,000	290	0.0%	14.5%	33.3%	(4,902)	(4,902)	-32.5%		
Rents & Royalties	73,203	22,713			31.0%	55.3%	2,000	290	879,651	290,570	0.0%	33.0%	33.3%	(5,994)	(5,994)	-6.2%		
Misc. Revenues/Insurance	2,000	1,105			55.3%	9.8%	0	0	420,000	0	0.0%	0.0%	33.3%	(376)	(376)	-18.8%		
Capital Contribution - Airport	1,672,724	164,314			9.8%	34.9%	0	0	\$2,732,736	\$506,093	0.0%	18.5%	33.3%	(2,354)	(2,354)	-0.3%		
Capital Lease Receipts	821,918	286,551			34.9%	18.3%	\$612,611	\$363,467					33.3%	(139,860)	(139,860)	-33.3%		
Operating Transfers In	0	0			0.0%	0.0%	0	0					33.3%	(\$264,103)	(\$264,103)	-14.8%		
Totals:	\$3,342,845	\$612,611			18.3%													

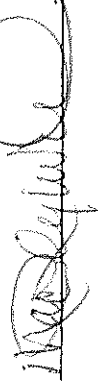
	A		B		C=B/A		D		E		F=E/D		G		H <sup>^</sup>		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Expected % Exp'd*	Expected	from Expected	% Variance		
<b>AIRPORT FUND (#407)</b>																		
EXPENSES																		
Operating Expenses	941,045	239,692			25.5%	2.4%	\$1,199,816	\$324,870	1,455,000	20,563	27.1%	1.4%	33.3%	\$74,669	\$74,669	6.2%		
Capital Outlay	398,500	9,452			2.4%	0.0%	1,455,000	20,563	231,992	0	0.0%	0.0%	33.3%	463,952	463,952	31.9%		
Principal - G.O. Bonds	222,285	0			0.0%	0.0%	84,215	0			0.0%	0.0%	33.3%	77,253	77,253	33.3%		
Interest Expense	93,921	0			0.0%	15.0%	\$2,971,023	\$345,433			0.0%	11.6%	33.3%	28,044	28,044	33.3%		
Totals:	\$1,655,751	\$249,144			15.0%									\$643,918	\$643,918	21.7%		

Net Budget/Income/Variance: \$1,687,094 \$363,467  
(\$238,287) \$160,660  
\$379,815

Key:  
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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