

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

Regular Meeting of Monday, July 13, 2015

5:00 p.m.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
1. <u>Call to Order.</u> (Mayor)		
2. <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.

PUBLIC HEARING

3. <u>Public Hearing on the Proposed EMS Levy.</u> (City Manager, Fire Chief)	---	7
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CONSENT CALENDAR

4. <u>Minutes of the Regular Meeting of June 22, 2015, and the Special Work Session of July 7, 2015.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	5

ADMINISTRATION AND CITY COUNCIL REPORTS**6. Administration Reports.**

a. Update on city water use/availability. (Water Superintendent)

INFORMATION ONLY

b. Update on request for senior discounts for Twin Transit. (City Manager)

INFORMATION ONLY

7. Council Reports.

a. Councilor reports. (City Council)

INFORMATION ONLY

b. Council committee reports. (City Council)

INFORMATION ONLY

NEW BUSINESS8. Resolution No. 6-2015, First and Final Reading – Adopting EMS Levy. (City Manager, Fire Chief)

ADOPT

7

9. Lodging Tax Advisory Committee Recommendations for Visiting Nurses Foundation Event. (Councilor Harris – Committee Chair)

APPROVE

11

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, JULY 27, 2015

June 22, 2015

The Chehalis city council met in regular session on Monday, June 22, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 5:00 p.m. with the following council members present: Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Councilor Harris was absent (excused). Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Ken Cardinale, Fire Chief; Becky Fox, Court Administrator; Dennis Osborn, Community Development Director; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Patrick Wiltzius, Wastewater Superintendent; and Don Schmitt, Street/Stormwater Superintendent.

1. **Moment of Silence for Officer Rick Silva.** Mayor Dawes reported the city lost a member of its police department last Thursday, noting Officer Rick Silva had been employed with the city just one day short of 13 years. He stated this is a loss to his family, as well as his city family. Mayor Dawes requested a moment of silence before continuing the meeting. He noted once arrangements are finalized an announcement would be made.

2. **WellCity Award Presentation.** City Manager MacReynold reported the city started the WellCity program about two years ago, noting there are a lot of positive things coming out of it. He stated there's a benefit not only to the city financially, but to the employees who are healthier now. City Manager MacReynold reported the committee members are all great role models and thanked them for their commitment to the program.

Mayor Dawes reported a press release would be going out to recognize the city as being one of the 111 winners across the State of Washington of the distinguished WellCity Award. He noted this award goes to cities and public entities that meet stringent WellCity standards and demonstrate their commitment to employee health.

Mayor Dawes reported the direct benefit is people are eating better, exercising and improving their overall health. The indirect benefit is a two percent discount on medical premiums, which for this year is just short of \$28,000. He stated he's pleased that the city employees are taking the initiative to promote better health not only for them, but for the workplace. Mayor Dawes presented Committee Chair Becky Fox with the 2015 nameplate to be placed on the WellCity plaque received in 2014. He also presented certificates to each of the Committee members, to include: Betty Brooks, Melody Guenther, Peggy Hammer, Judy Schave, and Becky Fox. Other members who were not in attendance, but will receive certificates include: Larry Dobyns, Lloyd Gruginski, Julie Hampson, Tracey Paddock, Danyell Zavodsky, and Jud Riddle.

Ms. Fox thanked the council and city manager for their support of the program. She stated the Committee members continue to do good work and worked very hard this year to keep it interesting.

3. **Briefing on Community Farmers Market at Chehalis.** Greater Lewis County Community Farmers Market Manager Rachael Reiton reported this is their 11th season in Chehalis, and so far it's been a very busy one. She stated the market has been very successful for the last 10 years, adding it's been a really great partnership. Ms. Reiton provided the council with a basket of goodies from the market to thank the council for all of their support.

Mayor Dawes thanked Ms. Reiton, noting the market is a great addition to downtown and the downtown business community also loves having them there. He stated the city looks forward to having them for many more years and wished them the best of luck.

4. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:
- a. Minutes of the regular meeting of June 8, 2015;
 - b. Claim Vouchers No. 112698-112872 and Electronic Funds Transfer No. 520151 in the amount of \$296,728.69 dated June 15, 2015;
 - c. Award contract for Arkansas Way Road Extension to Sterling Breen Crushing, Inc., in the amount of \$973,329.48, and authorize city manager to execute contract agreement;
 - d. Authorize city manager to execute lease agreement with Bass Enterprises, Inc., dba Dutch Bros. Coffee; and
 - e. Authorize city manager to execute lease modification with CCA Retail, LLC.

June 22, 2015

The motion was seconded by Councilor Pope and carried unanimously.

5. Administration Reports.

a. **May Financial Report.** Finance Manager Judy Pectol reported the revenues are looking better with the exception of the sales tax revenue and a couple of others. She was pleased to report that we had our first big subdivision come through, so the building permits, water, sewer and stormwater hookups are all looking better than they did last month.

Ms. Pectol reported the commercial revenue for water and sewer is still a little low, but not enough to worry about.

Mayor Dawes noted the sales tax revenue is higher than it was last year, but just not as high as what we anticipated it might be at this time.

Ms. Pectol briefly reported on the general fund expenditures, noting she still needs to record the contra expenses. She indicated she's currently rewriting the cost allocation plan to conform to the State Auditor's standards, adding once the plan is complete she'll make those entries. Ms. Pectol reported the insurance payment has been expensed for the year. She noted in prior years it was allocated throughout the year; however, because we operate on a 'cash basis' it needs to be recorded at the time we pay it.

Ms. Pectol reported she would be coming back to the council in July with a budget amendment. She noted a couple of the amendments include a prior FAA grant for approximately \$21,000 that was not recorded on our books, and a transfer from the utility fund to the airport fund for the Arkansas Way road project.

Mayor Dawes inquired about the money left with the county at the time of the airport transfer, wondering if the balloon payment had been made yet.

Ms. Pectol stated no, adding it will be made in 2017.

6. Council Reports.

a. **Update From Mayor Dawes.** Mayor Dawes reported he attended the Joint Oversight Board meeting with Riverside Fire Authority on June 10, adding it was a good chance for our new fire chief to see where they've been and where they're going.

Mayor Dawes reported he attended the .09 Committee meeting on June 12, noting Corine Aiken, representing the Discover! Children's Museum, spoke to the Committee about potential engineering money for next year. Another request the Committee discussed had to do with some work being done on the rail spur at the Port of Chehalis. Mayor Dawes felt the Committee was willing to support it, but would like a little assistance from the folks that may benefit from it.

Mayor Dawes reported he and a number of the other councilmembers had a chance to talk with Tom Skillings with Skillings Connolly, Inc., regarding the Recreation Park Improvement Project.

Mayor Dawes stated he also attended a Business After Hours at the Pacific Athletic Center on the corner of 21st Street and Market Boulevard, noting it was quite a facility. He believed the property just north of the Center is where they're looking to site the Boys and Girls Club.

Mayor Dawes reported a press release was sent out regarding the 2015 Chehalis Music in the Park concert series at Recreation Park. He noted this year's line-up includes:

- The Voetberg Family Band – July 17
- Borrowed Time: The Music of Styx and Third Stage: A Tribute to Boston – July 24
- The New Blues Brothers Power Revue – July 31
- Randy Linder with Steve Stefanowicz, and The Randy Linder Band's Tribute to CCR – August 7

June 22, 2015

Mayor Dawes reported the concerts are all free and begin at 7:00 p.m. He noted Jeremy's Farm to Table will also be on hand serving up food during all four concerts.

7. Ordinance No. 942-B, First Reading – Revision of Sewer Rates for the City of Napavine and Lewis County Water & Sewer District #4 (LCSD #4). City Manager MacReynold reported the city has renegotiated our sewer agreement to provide service to the city of Napavine and LCSD #4, with reference to treatment of their sewer collection system.

Wastewater Superintendent Patrick Wiltzius reported the city normally sets the sewer collection rates for Napavine and LCSD #4 in November/December for the upcoming year. He noted a request was made by the council to review how we calculate the rates and to look at options for doing it differently.

Mr. Wiltzius reported the city hired the FCS Group to come up with a different rate structure. He noted the new structure was presented to the council back in January to get buy-off before presenting the proposed rates to Napavine and LCSD #4.

Mr. Wiltzius reported the new rate for Napavine increased substantially which raised some concerns, so they reconvened the Sewer Operating Board to take a look at it. He noted the Board did some negotiating on the rates and adjusted the amount being charged for administration, and then spent a few months working on an interlocal agreement to enact the rates. Mr. Wiltzius stated the interlocal agreement and ordinance would enact new rates for the next five years.

Mr. Wiltzius reported Napavine would be looking at it today or tomorrow, and LCSD #4 would be looking at it on Thursday. He stated LCSD #4 indicated they would be approving it, but he wasn't sure about Napavine.

Councilor Spahr stated he would be recusing himself from voting on this matter because he has two rentals located in LCSD #4.

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

The motion was seconded by Councilor Taylor and carried unanimously

Councilor Pope moved to pass Ordinance No. 942-B on first and final reading amending the sewer rates for the city of Napavine and Lewis County Water & Sewer District #4, and authorize the city manager to execute the Interlocal Agreement between the city of Chehalis, city of Napavine, and Lewis County Water & Sewer District #4 providing for rates to be charged for monthly sewage treatment services.

Councilor Lund seconded the motion.

Councilor Lund noted whenever Mr. Wiltzius does something he does a good job and he does it right.

The motion carried unanimously.

There being no further business to come before the council, the meeting adjourned at 5:22 p.m.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of June 22, 2015.

July 7, 2015

The Chehalis city council met in a special session on Monday, July 7, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 8:30 a.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; and Judy Schave, City Clerk.

1. **Work Session – Leadership Training**. The council held a special training session on leadership and governance. Patrick Ibarra with the Mejorando Group facilitated the work session.

Topics of discussion included:

- Strategic Planning
- Infrastructure
- Role of city in region as a partner to other governments
- Growth
- City Services
- City Facilities
- City Workforce

There being no further business to come before the council, the work session adjourned at 4:15 p.m.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the special meeting of July 7, 2015.

CITY OF CHEHALIS AGENDA REPORT

DATE: June 30, 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. 112873 through 112983 in the amount of \$131,593.63 dated June 30, 2015 and the transfer of \$46,387.78 from the General Fund, \$4,498.70 from the Dedicated Street Fund - 4% Sales Tax, \$255.00 from the Federal & State Grants Fund, \$4,869.32 from the Wastewater Fund, \$30,790.75 from the Water Fund, \$2,007.81 from the Storm & Surface Water Utility Fund, \$41,871.59 from the Airport Fund and \$912.68 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the June 30, 2015 Claim Vouchers No. 112873 through 112983 in the amount of \$131,593.63.

SUGGESTED MOTION

I move to approve the June 30, 2015 Claim Vouchers No. 112873 through 112983 in the amount of \$131,593.63.

Reviewed by: *Mae Ogilvie*, City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: June 30, 2015

TO: The Honorable Mayor and City Council

FROM: Judy Pectol, Finance Manager *JP*

PREPARED BY: Michelle White, Accounting Tech II *MW*

SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

Payroll Vouchers No. 38140 through 38228, Direct Deposit Payroll Vouchers No. 6144 through 6233 and Electronic Federal Tax Payment No. 149 dated June 30, 2015 in the amount of \$788,239.37 and the transfer of \$543,769.79 from the General Fund, \$14,496.40 from the Arterial Street Fund, \$94,580.10 from the Wastewater Fund, \$93,200.28 from the Water Fund, \$18,022.59 from the Storm & Surface Water Utility Fund, \$22,624.22 from the Airport Fund and \$1,545.99 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the June 30, 2015 Payroll Vouchers No. 38140 through 38228, Direct Deposit Payroll Vouchers No. 6144 through 6233, and Electronic Federal Tax Payment No. 149 in the amount of \$788,239.37.

SUGGESTED MOTION

I move to approve the June 30, 2015, Payroll Vouchers No. 38140 through 38228, Direct Deposit Payroll Vouchers No. 6144 through 6233, and Electronic Federal Tax Payment No. 149 in the amount of \$788,239.37.

Reviewed by: , City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: July 1, 2015
TO: The Honorable Mayor and City Council
FROM: Ken Cardinale, Fire Chief
SUBJECT: Resolution No. 6-2015 - Emergency Medical Services (EMS) Levy

ISSUE

The City Council directed the administration to prepare a resolution submitting a proposition for placing the renewal of the EMS Levy on the November 3rd general election ballot. This special property tax levy, if approved by 50 percent or more of the voters, would take the place of the EMS tax measure that expires at the end of this year.

DISCUSSION

The proposal described in the attached resolution calls for the continuous tax authorization up to the maximum of \$0.50 per \$1,000 of assessed value – like the expiring levy.

Attached is a history of the EMS levy in Chehalis and the current status.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the Council adopt Resolution No. 6-2015 on first and final reading, authorizing the submission of a ballot proposition for a continued Emergency Medical Services Levy to the voters of Chehalis.

SUGGESTED MOTION

I move to adopt Resolution No. 6-2015 on first and final reading, authorizing the submission of a ballot proposition for an Emergency Medical Services levy to the voters of Chehalis.

Reviewed by:  _____, City Manager

Resolution NO. 6-2015

**A RESOLUTION OF THE CITY OF CHEHALIS,
WASHINGTON, AUTHORIZING THE SUBMISSION
OF A BALLOT PROPOSITION FOR AN EMERGENCY
MEDICAL SERVICES LEVY TO THE VOTERS OF
CHEHALIS.**

WHEREAS, THE CITY OF Chehalis, Washington, is in need of additional funding for personnel and equipment related expenses for emergency medical services now available within the city; and

WHEREAS, the city desires to maintain and improve the level of emergency medical services now available through the city; and

WHEREAS, RCW 84.52.069 authorizes a taxing district such as the city to collect an additional regular property tax levy for emergency medical services in an amount up to Fifty Cents (.50) per One Thousand Dollars (\$1000) of assessed value of property in the taxing district in each year for six (6) consecutive years upon obtaining voter approval as specific therein; and

WHEREAS, if such levy is authorized, the fund shall be used only for the provision of emergency medical care or emergency medical services as described in RCW 84.52.069; and

WHEREAS, it is in the public interest to seek such voter approval so that these vital services may continue; now, therefore,

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

Section 1. For the purpose of providing funds for emergency medical care or emergency medical services, including related personal costs, equipment, supplies, vehicles, and structures needed for the provision of emergency medical care or emergency medical services, the city of Chehalis, Washington, shall levy a tax of up to Fifty Cents (.50) per One Thousand Dollars (\$1000) of assessed value of property in the city of Chehalis, Washington, each year for the years, 2016, 2017, 2018, 2019, 2020, and 2021, said levy to be in addition to the maximum levy now provided by law, and such levy to be first collected in 2016.

Section 2. The proposition shall be submitted to the qualified electors of the city of Chehalis, Washington, for their approval at the election to be held on the 3rd of November, 2015, during the voting hours provided by law.

Section 3. The ballot measure shall be in substantially the following form or as amended by the Lewis County Prosecutor to meet the ballot space needs of the Lewis County Auditor.

TAX LEVY FOR EMERGENCY MEDICAL CARE OR SERVICES

The city of Chehalis, Washington, adopted Resolution No. _____ concerning a proposition to replace an expiring levy. This proposition would authorize a levy for emergency medical care or services of up to fifty cents (.50) per thousand dollars of assessed valuation, with collection beginning in the year 2016 and continuing through the next five years (2017 through 2021). Should this proposition be approved?

Yes _____

No _____

Section 4. The City Clerk shall be, and she hereby is, authorized and directed to certify to the Lewis County Auditor, at least eight-four (84) days prior to said election, a copy of the resolution and to perform such duties as are necessary and required by law, to the end that the question of whether or not such a levy shall be made as herein provided shall be submitted to the voters of the city of Chehalis, Washington, at the election on November 3, 2015.

ADOPTED by the City Council of the city of Chehalis, Washington and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof on the 13th day of July, 2015.

Mayor

Attest:

City Clerk

Approves as to form and content:

City Attorney



City of Chehalis Fire Department

Ken Cardinale, Chief

455 N.W. Park
Chehalis, WA 98532
(360) 748-3394
Fax (360) 345-1258

Email: kcardinale@ci.chehalis.wa.us

July 1, 2015

Emergency Medical Services Levy Fact Sheet

History

The Emergency Medical Services Levy was initially approved by the citizens of Chehalis in 1989. It was approved for capital purchase such as EMS apparatus replacement, rescue equipment and defibrillators. The rate was \$0.25 per \$1000 valuation for 6 years.

In 1993 the levy was resubmitted to the voters to increase the levy to a rate of up to \$0.50 per \$1000 for 6 years. The voter's approval allowed the hiring of two additional firefighters/EMTs.

In 1999 the levy was resubmitted to the voters and the levy amount remained at a rate of up to \$0.50 per \$1000 for an additional 6 years. The collection rate was \$0.36 per \$1000 for this period of time. Voters approved the levy to run for 10 years with a maximum levy rate of up to \$0.50 per \$1000.

In 2009 the levy was resubmitted to the voters and the levy amount remained at a rate of up to \$0.50 per \$1000 for an additional 6 years. The time was reduced to 6 years due to the uncertain economic times, but passed at that time with an over 80% approval rating.

From 2010 to 2015 the maximum collection rate remained at a rate of up to \$0.50 per \$1000, but the collection rate varied from \$0.36 per \$1000 in 2010 to \$0.39 per \$1000 valuation. This was due to the rise in inflation rate during this period of time.

Current Status

The EMS levy expires in 2015. We are asking the City Council to approve a resolution to place the renewal of the EMS levy on the November 3rd general election ballot. We are recommending that the levy be renewed for a 6 year period at a **maximum** rate of up to \$0.50 per \$1000 valuation as allowed by State Law.

An approval of this levy by the voters, as stated above, would allow us to continue to provide the quality Emergency Medical Services the citizens currently rely on and at the same rate limitations of up to \$0.50 per \$1000 as the last 22 years. The owner of a \$100,000 home would pay a maximum of \$50 each year. This is less than \$0.14 per day.

We appreciate your support for the services we provide.

Sincerely,
Ken Cardinale

"DEDICATED TO SERVING YOU SINCE 1893"

CITY OF CHEHALIS
AGENDA REPORT

DATE: June 30, 2015

TO: The Honorable Mayor and City Council

FROM: Lodging Tax Advisory Committee
Mayor Pro Tem Terry Harris, Chair
Alicia Bull, Centralia-Chehalis Chamber of Commerce
Rick Burchett, Chehalis-Centralia Railroad & Museum
Todd Chaput, Holiday Inn Express & Suites
Chip Duncan, Veterans Memorial Museum
Michel Rey, Best Western Plus Park Place Inn & Suites
Satpal Sohal, Econo Lodge

SUBJECT: Lodging Tax Advisory Committee Recommendations for Visiting Nurses Foundation Event

ISSUE

The Lodging Tax Advisory Committee (LTAC) held a special meeting on June 26, 2015, to review a funding request from the Visiting Nurses Foundation.

DISCUSSION

The Visiting Nurses Foundation presented a request for funding for a new event that would benefit the Foundation, along with the Boys and Girls Club. The event is a "Summer Slam 3 on 3 Basketball Tournament" to be held August 1 and 2 at the PAC (Pacific Athletic Center) in Chehalis. The application and minutes from the special meeting are attached.

As noted in the meeting minutes, the committee was supportive of the proposal, but did have some concerns. The primary concerns included the dates of the event and not enough available hotel rooms, and that advertising so late in the game would probably have little impact. The committee also suggested that the Foundation work with hoteliers to select a better time of year for next year's event.

As a result, the committee is recommending funding the request, but splitting it up to support marketing this year's event and getting a jump start in promoting next year's tournament once a new date is selected.

There is sufficient funding in the tourism fund to support the request. During the annual funding process for 2015, \$30,297 was reserved to fund special projects that might come up during the year.

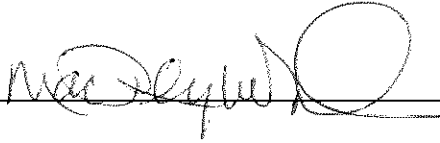
RECOMMENDATIONS/COUNCIL ACTION DESIRED

The Lodging Tax Advisory Committee recommends that the council approve its recommendation to award \$5,000 to the Visiting Nurses Foundation's "Summer Slam 3 on 3 Basketball Tournament" – \$2,500 for this year's tournament and \$2,500 for next year's tournament.

SUGGESTED MOTION

I move that the council approve the recommendation of the Lodging Tax Advisory Committee to award \$5,000 to the Visiting Nurses Foundation's "Summer Slam 3 on 3 Basketball Tournament" – \$2,500 for this year's tournament and \$2,500 for next year's tournament.

Reviewed by

A handwritten signature in dark ink, appearing to read "M. Dwyer", is written over a horizontal line.

, City Manager



City of Chehalis
Lodging Tax Application for Funding Year 2015

Lodging Tax Committee Members

Terry Harris, Chehalis City Council (Chair)
Alicia Bull, Centralia-Chehalis Chamber of Commerce
Rick Burchett, Chehalis-Centralia Railroad & Museum
Todd Chaput, Holiday Inn Express & Suites
Chip Duncan, Veterans Memorial Museum
Michel Rey, Best Western Plus Park Place Inn & Suites
Satpol Sohal, Econo Lodge

SUBMIT APPLICATION BY
Thursday, September 18, 2014 (No exceptions)

TO

Chehalis Lodging Tax Advisory Committee
Chehalis City Hall
350 N Market Blvd.
Chehalis, WA 98532

The City of Chehalis Lodging Tax Advisory Committee (LTAC) is accepting applications for requests for lodging tax funding for calendar year 2015. The City only considers applications from non-profit organizations or government entities. Direct questions to the Chehalis City Manager's Office at 360-345-1042 ext. 4.

TOURISM PROMOTION: means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists - RCW 67.28.080(6).

USE OF FUNDS: RCW 67.28.1816(1) provides that lodging tax revenues may be used, directly by any municipality or indirectly through a convention and visitors bureau or destination marketing organization for:

- Tourism marketing;
- The marketing and operations of special events and festivals designed to attract tourists;
- Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW; or
- Supporting the operations (*but not capital expenditures*) of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) of the internal revenue code of 1986, as amended.

REQUIRED DOCUMENT CHECKLIST (All documents must be submitted regardless if they have been submitted in prior years):

- One (1) original and nine (9) copies of application. ☒
- Copy of organization's total budget (specify current or next year). ☒
- One (1) copy of current registration from the Secretary of State Corporations Division. ☒
- One (1) copy of IRS determination letter of tax exempt status under Section 501(c), or acknowledgement from IRS that an application has been submitted and being considered. ☒
- One (1) copy of current report to State Charities Division, or last report indicating the organization is exempt from future filing. ☒
- One (1) copy of current annual filing with IRS (Form 990, 990-EZ, or 990-N). ☒
- One (1) copy of:
 - 1. Balance Sheet **OR** Statements of Assets & Liabilities and Fund Balance for 2013 & 2014. ☒

AND

- 2. Income statement **OR** Profit & Loss Statement for 2013 and 2014. ☒
- To confirm existence of cash balances, one (1) copy of bank statements ending 12/31/2013 and 2014 (most current) coinciding with the financial statement dates and bank reconciliations. ☒
- A statement signed by the President and Treasurer that the documents presented are true and correct to the best of their knowledge and belief. ☒
- If applicable, a financial audit performed by a certified public accountant licensed to perform such audits. ☐

Organization	Visiting Nurses Foundation
Contact Person / Title	Jenny Collin, Executive Director
Mailing Address	222 S. Pearl Street, Centralia, WA 98531
Phone	360-623-1560
E-mail	vnexecutivedir@localaccess.com
Organization is:	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Government Agency <input type="checkbox"/> Other _____
<p>Certification: The applicant hereby certifies and affirms that it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, creed, place of birth, or degree of handicap, and further certifies and affirms that it will abide by all relevant local, state, and federal laws and regulations.</p>	
Certified by: <u>Jenny Collins</u> (Signature)	Title: <u>Executive Director</u>
Print or type name: <u>Jennifer Collins</u>	Date: <u>5/26/15</u>

Project Summary – Describe activity, project or event. What is the time frame for the activity, project or event?

Summer Slam 3 on 3 Basketball Tournament will be held on August 1st and 2nd at the Pacific Athletic Center in Chehalis. Forty-eight teams of four will compete in a weekend tournament to benefit the Visiting Nurses Foundation and the Boys and Girls Club.

Benefit to City – How does this request directly benefit the promotion of Chehalis and its local tourist-oriented attractions, museums, motels and businesses? (Example: number of heads-in-beds; contribution to local tax revenues; local attraction/business participation opportunities).

This is the first year of the tournament. I have reached out and talked with the directors of the Yakima and Lake Chelan 3 on 3 tournaments to gather data about out of town participants. The Lake Chelan tournament has a large percentage of out of town teams; 78 percent. The Yakima tournament has closer to 26 percent of out of town participants. This tournament can and will bring out of town participants in year two and beyond. Data will be collected during this year's tournament for future requests for funding.

Marketing and Promotion – The primary target audience for marketing/promotion must be tourists living outside of Lewis County. Describe how you intend to market and promote the activity/project/event outside of Lewis County.

- Poster
- Facebook Page with paid "boosting" to other counties in Washington and Oregon
- Email Blasts
- Radio
- Twitter
- Advertising with ESN Sports Network

Business Plan – Does the organization have a long-term business plan? ☒ Yes ☐ No Explain organizational goals/objectives/methods. (Example: Goal – provide tourism events; Objective – hold one “ABC” event and three “XYZ” events; Method – sign up an additional 15 exhibitors for a total of 123 exhibitors.)

Our long-term business plan includes expansion into other age/skill abilities including adults divisions and corporate divisions. This year’s tournament will have 48 teams. The 2016 tournament will have over 100 teams with additional sponsors. We plan on having this be an annual event similar to our very successful Golf Tournament that we have held for 17 years.

Accountability & Reporting Standards – Explain the organization’s accountability and reporting standards.

The Visiting Nurses Foundation uses GAAP Standards in their accounting with a Certified Public Accounting; Tom Nicholas. Financials are presented to the Finance/Executive committee every month for review and approval. Upon approval, they are sent to the entire Board of Directors for review and approval.

Overnight Stays – If the organization received prior year funding, attach attendance and overnight stay figures, along with the methodology used to determine the figures.

N/A

Attendee Estimates – RCW 67.28.1816(2)(a) requires applicants to provide estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip, including the method used to determine the estimates. The following information is required:

- | | | | |
|--|--------------|---|---|
| 1. Overall attendance: 850 | Methodology: | <input type="checkbox"/> Direct Count | <input type="checkbox"/> Indirect Count |
| | | <input type="checkbox"/> Representative Survey | <input type="checkbox"/> Informal Survey |
| | | <input checked="" type="checkbox"/> Structured Estimate | <input type="checkbox"/> Other (Explain) |
| | | | |
| 2. Attendees traveling 50 miles or more: <u>85</u> | Methodology: | <input type="checkbox"/> Direct Count | <input type="checkbox"/> Indirect Count |
| | | <input type="checkbox"/> Representative Survey | <input type="checkbox"/> Informal Survey |
| | | <input checked="" type="checkbox"/> Structured Estimate | <input type="checkbox"/> Other (Explain) |
| | | | |
| 3. Of the total attendees traveling 50 miles or more in #2, how many traveled from another state or country: <u>50</u> | Methodology: | <input type="checkbox"/> Direct Count | <input type="checkbox"/> Indirect Count |
| | | <input type="checkbox"/> Representative Survey | <input checked="" type="checkbox"/> Informal Survey |
| | | <input type="checkbox"/> Structured Estimate | <input type="checkbox"/> Other (Explain) |
| | | | |
| 4. Attendees who stayed overnight in: | | | |
| a. Paid accommodations: <u>n/a</u> | Methodology: | <input type="checkbox"/> Direct Count | <input type="checkbox"/> Indirect Count |
| | | <input type="checkbox"/> Representative Survey | <input type="checkbox"/> Informal Survey |
| | | <input type="checkbox"/> Structured Estimate | <input type="checkbox"/> Other (Explain) |
| | | | |
| b. Unpaid accommodations: <u>n/a</u> | Methodology: | <input type="checkbox"/> Direct Count | <input type="checkbox"/> Indirect Count |
| | | <input type="checkbox"/> Representative Survey | <input type="checkbox"/> Informal Survey |
| | | <input type="checkbox"/> Structured Estimate | <input type="checkbox"/> Other (Explain) |
| | | | |
| 5. Paid lodging nights: <u>n/a</u> | Methodology: | <input type="checkbox"/> Direct Count | <input type="checkbox"/> Indirect Count |
| | | <input type="checkbox"/> Representative Survey | <input type="checkbox"/> Informal Survey |
| | | <input type="checkbox"/> Structured Estimate | <input type="checkbox"/> Other (Explain) |

INCOME – List all sources, amounts, and status of funding from which you anticipate or are requesting for this proposal.		
Source	Confirmed (Yes /No)	Amount
City of Chehalis Lodging Tax	No	\$ 5000.00
Visiting Nurses Foundation	yes	\$ 1000.00
I.P. Callison	yes	\$ 2500.00
Pacific Mobile	Yes	\$ 2500.00
Lucky Eagle	Yes	\$ 500.00
TOTAL (Must match total expenses)		\$ 11,500.
What percentage of your total project cost does your request for Chehalis lodging tax funds represent?		43.5 %

EXPENSES – Based on full funding, list all anticipated expenses.			
Item	Chehalis Lodging Tax Funds	Other Funds	Total
Marketing & Promotion	\$ 5,000.00	\$ 2,000.00	\$ 7,000.00
Operations (e.g., rent, utilities, janitorial, supplies, copies)	\$ 0	\$ 4,500.00	\$ 4,500.00
Personnel (e.g., salaries, benefits, etc.)	\$ 0	\$ 0	\$ 0
Contract Services	\$ 0	\$ 0	\$ 0
Capital Projects <i>(Applies only to municipalities or public facility districts)</i>	\$ 0	\$ 0	\$ 0
Other (Explain)	\$ 0	\$ 0	\$ 0
TOTAL (* Must match total income)	\$ 5,000.00	\$ 6,500.00	(*) \$ 11,500.00

Partial funding may be recommended by the LTAC. Can the activity/project/event operate with reduced funding? X Yes ☐ No

If yes, priority 2 funding amount is \$ _____3500.00_____. Explain how reduced funding will impact the activity/project/event:

Marketing and Advertising is key to the success of this event. Reduced funding equates to reduced advertising and marketing.

Chehalis Lodging Tax Advisory Committee
Special Meeting Minutes of June 26, 2015

The Lodging Tax Advisory Committee (LTAC) held a special meeting on June 26, 2015, at 8:30 a.m. in the council chambers of Chehalis city hall to review an application for funding from the Visiting Nurses Foundation. Members present were: Mayor Pro Tem Terry Harris, Chair; Alicia Bull, Centralia-Chehalis Chamber of Commerce; Todd Chaput, Holiday Inn; Chip Duncan, Veterans Memorial Museum; Michel Rey, Best Western, and Satpal Sohal, Chehalis Inn (via phone). Rich Burchett, Chehalis-Centralia Railroad & Museum was absent. Chehalis staff member included Caryn Foley, City Manager's Administrative Assistant. Jenny Collins and Tony Ketchum were present on behalf of the Visiting Nurses Foundation.

The meeting was called to order at 8:37 a.m. by Mayor Pro Tem Harris.

Jenny Collins presented an application from the Visiting Nurses Foundation for the "Summer Slam 3 on 3 Basketball Tournament" to be held August 1 and 2 at the PAC (Pacific Athletic Center) in Chehalis. The event will benefit the Visiting Nurses Foundation, and the Boys and Girls Club.

Ms. Collins explained that their two annual events both take place in December and that has become taxing on the organization. In an effort to expand their demographics and work with other non-profit agencies, they came up with the idea of a sporting event. She stated she has talked with directors in Yakima and Lake Chelan to learn about their 3 on 3 tournaments and she believed this could grow to be a large event. They have done some local advertising, but would like to expand beyond Lewis County, and this request would help them with that effort. They will track where participants come from.

Ms. Bull asked how many teams have signed up to-date. Ms. Collins stated she has six teams so far, but has been told that more teams will register closer to the event date.

Mr. Chaput asked what the registration fee was. Ms. Collins stated early registration is \$150 and late registration is \$195.

Mr. Chaput asked how many games were guaranteed. Ms. Collins stated teams are guaranteed three games on Saturday and at least two on Sunday to encourage overnight stays.

Mr. Chaput asked what the prizes consisted of. Ms. Collins stated they have basketballs and gift certificates from local businesses.

Mr. Rey asked what the event dates were and the projected number of out-of-town visitors. Ms. Collins stated the tournament is August 1 and 2. She projected about 15-20% of out-of-town visitors for the first year, but expected that to increase as the event grows.

Mr. Rey stated he was concerned there were not enough hotel accommodations during the dates of the event and suggested that another time period would work better. Visitors might get frustrated if they can't find hotels and may not want to come back the following year.

Ms. Bull suggested private housing as an alternative.

Mr. Chaput noted that hotel prices are also up during this time of year.

Mayor Pro Tem Harris stated with this being an indoor activity it could really occur anytime during the year.

Mr. Chaput stated he supports both organizations, but agreed a different time of year would be better.

Ms. Collins appreciated the feedback. She stated they hoped for 64 teams this year and are already thinking of ways to expand the event, including adding adult and corporate divisions in the future.

Mr. Ketchum added this is their first go-round, which hopefully turns into a larger event. He stated they were open to working with the hotels to find a better date, but this funding would help them get going during this first year.

Ms. Collins and Mr. Ketchum left the meeting.

Mr. Chaput stated he supports both organizations that would benefit from the event, but not at this time of the year – no hotels are available, and advertising this late in the game would have minimal impact.

Mr. Duncan asked if the steam train was using their lodging tax funding since they are not currently operating. Ms. Foley indicated they have made no reimbursement requests to-date. With that being the case, Mr. Duncan stated there was extra money to fund this event, which he would like to see happen. He thought it was an event that could grow and he didn't want to see it leave Chehalis.

Mr. Chaput wondered if supporting a fundraising event would open the door to other non-profits making requests. Mayor Pro Tem Harris stated that fundraising events have already received lodging tax funds, one being Pope's Kids Place and their Concert on the Green event. He added that he believed this committee had no problem denying a request.

Ms. Bull didn't believe the event would move from Chehalis if it was not funded. She also noted for the record that she is the vice president of the Boys and Girls Club. She agreed this isn't the best time of year for this event and suggested that the committee encourage Ms. Collins to work with the hoteliers.

Mr. Rey felt there needed to be better cooperation and organization between those putting on events, (e.g., working with hoteliers and local businesses to let them know when events are happening). He also didn't like the rivalry mentality between the two cities. He thought this could be a Twin Cities event.

Mr. Rey also thinks the city council has a misunderstanding about lodging tax funds. As an example, he noted them rejecting the information kiosks the chamber presented last year that would have placed kiosks at the chamber and eventually in hotels and other attractions.

Mayor Pro Tem Harris disagreed, stating the proposal was to put the kiosks in private businesses, which was what the council was against.

Mr. Sohal was in favor of funding the project as seed money to help the event grow. Although some of the other hotels may already be booked during the proposed time period, he stated his hotel was not.

Mr. Chaput moved to fund \$2,500 toward this year's event and \$2,500 toward next year's event. The motion was seconded by Ms. Bull and carried unanimously.

The meeting concluded at 9:58 a.m.

Minutes respectfully submitted by Caryn Foley, City Manager's Administrative Assistant.