

CHEHALIS CITY COUNCIL AGENDA

CITY HALL
350 N MARKET BLVD | CHEHALIS, WA 98532

Jerry Lord, District 1 Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Dennis L. Dawes, Position at Large Mayor	Anthony E. Ketchum Sr., District 3 Chad E. Taylor, Position at Large, Mayor Pro Tem Robert J. Spahr, Position at Large
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Regular Meeting of Monday, March 9, 2020 5:00 p.m.

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| <ol style="list-style-type: none"> 1. <u>Call to Order.</u> (Mayor) 2. <u>Pledge of Allegiance.</u> (Mayor) |
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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.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
CONSENT CALENDAR		
3. <u>Minutes of the Regular City Council Meeting of February 24, 2020.</u> (City Clerk)	APPROVE	1
4. <u>Vouchers and Transfers – Accounts Payable in the Amount of \$277,009.21, Dated February 28, 2020.</u> (City Manager, Finance Director)	APPROVE	3
5. <u>Vouchers and Transfers – Payroll in the Amount of \$779,444.54, Dated February 28, 2020.</u> (City Manager, Finance Director)	APPROVE	5
6. <u>Award High-Level Water Booster Pump Station Construction Project to Midway Underground, LLC, in the Amount of \$538,836.00.</u> (City Manager, Public Works Director, Water Superintendent)	APPROVE	7
7. <u>Lodging Tax Advisory Committee Recommendation for 2020 Tourism Funds.</u> (Mayor Pro Tem)	APPROVE	9

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NEW BUSINESS		
8. <u>Ordinance No. 1006-B, First Reading – Amending the 2020 Budget.</u> (City Manager, Finance Director)	PASS	11
9. <u>Award Contract for Engineering and Architectural Services for the Fire Station Headquarters Project – Phase I to Rice Fergus Miller, Inc., in an Amount Not to Exceed \$145,792.00.</u> (City Manager, Public Works Director, Fire Chief)	APPROVE	21

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
ADMINISTRATION AND CITY COUNCIL REPORTS		
10. <u>Administration Reports.</u> a. City Manager Update. (City Manager)	INFORMATION ONLY	---
11. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	---

EXECUTIVE SESSION		
12. Pursuant to RCW: a. 42.30.110(1)(c) – Sale/Lease of Property.		

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, MARCH 23, 2020.**

February 24, 2020

The Chehalis city council met in regular session on Monday, February 24, 2020, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Tony Ketchum, Jerry Lord, Daryl Lund, and Dr. Isaac Pope. Councilor Chad Taylor arrived at 5:05 pm. Councilor Bob Spahr was absent (excused). Staff present included: Jill Anderson, City Manager; Ken Cardinale, Fire Chief; Caryn Foley, City Clerk; Erin Hillier, City Attorney; Trent Lougheed, Public Works Director; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; Judy Schave, HR/Risk Manager; and Lilly Wall, Recreation Manager. Members of the news media included Celine Fitzgerald of *The Chronicle*.

1. **Citizens Business – Flooding.** Commissioner Edna Fund thanked the council for the letter of support for the flooding bill (SHB 1154) that would authorize up to \$700 million to finance Chehalis Basin flood damage reduction and habitat restoration projects. She reported the bill passed in the House on February 16 with bipartisan support. The bill will go before the Senate on February 26 at 3:30.

2. **Consent Calendar.** Councilor Ketchum moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular City Council meeting of February 10, 2020;
- b. February 14, 2020 Claim Vouchers No. 128203 – 128348 and Electronic Funds Transfer Nos. 12020, 120201, and 1202002 in the amount of \$823,013.75; and
- c. Resolution No. 3-2020, first and final reading – conferring signing authority to the City Manager for the Dillenbaugh Creek at Rice Road Fish Passage Design Project.

The motion was seconded by Councilor Pope and carried unanimously.

3. **Resolution No. 4-2020, First and Final Reading – Approving a Policy for Accepting Credit and Debit Card Payments.** City Manager Anderson stated a proposed policy was presented to the council in January. At that time, the council provided feedback, which was incorporated into the policy before the council today. She clarified that the policy would apply to future decisions regarding credit card acceptance. The council took prior action on a couple departmental credit card policies. If there are changes to existing credit card policy processes, the policy would apply in the future. All decisions made in the past would stand. The proposed policy applies to the administrative process and decisions as to whether to absorb or charge any future fees would come back to the council for action.

Chun Saul stated local governments were permitted, but not required, to accept credit/debit cards. Municipal Court, Parks and Recreation, utility billing, and the Airport currently accept card payments, and it was anticipated that other city departments may wish to accept card payments in the future. The proposed policy sets forth the administrative framework for implementing future credit card payment options. There are fees related to accepting and processing card payments, but no statute permitting or prohibiting passing along fees to customers. Cities may absorb fees as the cost of doing business or charge customers a convenience or service fee based on a specific payment type. The proposed policy states that council approval is required when the city imposes a fee. Fee amounts may differ by types of payment, such as number of transactions; dollar amount; type of cards; or type of payment. Ms. Saul reviewed the general authorities and responsibilities provided in the policy of the council, department heads, city manager, and finance director.

Councilor Ketchum asked if any of the departments currently accepting cards were charging a fee. Ms. Saul stated that the court, recreation, and utility billing were using a third-party vendor and fees were charged directly by the vendor. The airport does not charge a fee.

Councilor Taylor stated he appreciated the work of staff, but it seemed as though things were over-complicated. He understood there were fees that had to be paid and there needed to be controls but thought accepting credit cards was a cost of doing business.

Mayor Dawes stated staff brought a proposed policy to the council and the council gave them different direction. The recommended policy before the council today was the result of previous direction given by council.

Councilor Pope moved to approve and adopt Resolution No. 4-2020 on first and final reading and approve the Policy for Accepting Credit and Debit Card Payments. The motion was seconded by Councilor Taylor and carried unanimously.

February 24, 2020

4. Administration Reports.

a. **City Manager Update.** City Manager Anderson stated the first game of the Lady Bearcats has been rescheduled from March 19 to March 24, so the grand opening will take place on the 24th at 3:30 pm at the new Sports Complex at Recreation Park.

5. Councilor Reports/Committee Updates.

a. Councilor Taylor attended a CWCOG (Cowlitz Wahkiakum Council of Governments) meeting. Topics included funding obligations, I-5 widening, and upcoming transportation projects.

b. Mayor Dawes attended a Business After Hours at the Boys & Girls Club and the EDC banquet. He congratulated Greg Lund on being awarded the Gail & Caroline Shaw Industry Award and Steve Kopa for being honored with the Russ Mohny Award for Environmental Stewardship.

6. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.140(4)(b) – Collective Bargaining and RCW 42.30.110(1)(c) – Sale/Lease of Property, not to exceed 6:30 pm and there would be a decision following conclusion of the executive session. Celine Fitzgerald indicated she would call the City Manager in the morning for the results of any action taken by the council following the executive session. Mayor Dawes closed the regular meeting at 5:25 pm. The executive session began at 5:30 pm. At 6:30 pm, Mayor Dawes announced the council would continue in executive session not to exceed 6:45 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:45 pm.

7. **2020-2022 Collective Bargaining Agreement between the City of Chehalis and the Chehalis Police Officers Guild.** Councilor Ketchum moved to approve the 2020-2022 Collective Bargaining Agreement between the City and the Chehalis Police Officers Guild and authorize the City Manager to execute the related documents. The motion was seconded by Councilor Taylor and carried unanimously.

There being no further business to come before the council the meeting was adjourned at 6:46 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved:

Initials: _____

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Michelle White, Accounting Tech II

MEETING OF: March 9, 2020

SUBJECT: Vouchers and Transfers – Accounts Payable in the Amount of \$277,009.21

ISSUE

City Council approval is requested for Vouchers and Transfers dated February 28, 2020.

DISCUSSION

The February 28, 2020 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 128349 - 128444 in the amount of \$277,009.21 dated February 28, 2020 which includes the transfer of:

- \$ 51,847.10 from the General Fund
- \$ 2,376.66 from Dedicated Street Fund – 4% Sales Tax
- \$ 74,244.87 from the Transportation Benefit District Fund
- \$ 2,572.50 from the LEOFF 1 OPEB Reserve Fund
- \$ 59,872.16 from the Public Facilities Reserve Fund
- \$ 19,852.97 from the Wastewater Fund
- \$ 35,447.58 from the Water Fund
- \$ 169.99 from the Storm & Surface Water Utility Fund
- \$29,878.20 from the Airport Fund
- \$747.18 from the Firemen’s Pension Fund

RECOMMENDATION

It is recommended that the City Council approve the February 28, 2020 Claim Vouchers No. 128349 – 128444 in the amount of \$277,009.21.

SUGGESTED MOTION

I move that the City Council approve the February 28, 2020 Claim Vouchers No. 128349 - 128444 in the amount of \$277,009.21.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Betty Brooks, Payroll Accountant

MEETING OF: March 9, 2020

SUBJECT: Vouchers and Transfers – Payroll in the Amount of \$779,444.54

ISSUE

City Council approval is requested for Payroll Vouchers and Transfers dated February 28, 2020.

DISCUSSION

The administration requests City Council approval for Payroll Vouchers No. 41209-41238, Direct Deposit Payroll Vouchers No. 11813-11919, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 283-286 dated February 28, 2020 in the amount of \$779,444.54, which include the transfer of:

- \$516,529.74 from the General Fund
- \$6,195.09 from the Arterial Street Fund
- \$5,940.00 from the LEOFF1 OPEB Reserve Fund
- \$97,225.78 from the Wastewater Fund
- \$97,273.05 from the Water Fund
- \$24,027.63 from the Storm & Surface Water Utility Fund
- \$32,253.25 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the February 28, 2020 Payroll Vouchers No. 41209-41238, Direct Deposit Payroll Vouchers No. 11813-11919, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 283-286 in the amount of \$779,444.54.

SUGGESTED MOTION

I move that the City Council approve the February 28, 2020, Payroll Vouchers No. 41209-41238, Direct Deposit Payroll Vouchers No. 11813-11919, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 283-286 in the amount of \$779,444.54.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent Lougheed, Public Works Director
Dave Vasilauskas, Water Superintendent

MEETING OF: March 9, 2020

SUBJECT: Award High-Level Water Booster Pump Station Construction Project to Midway Underground, LLC, in the Amount of \$538,836.00

ISSUE

The city recently advertised for bids for the High-Level Water Booster Pump Station replacement project, which would be funded through the Water Division Budget. The results of the bidding and recommendation to award a contract are presented for the City Council's consideration.

DISCUSSION

The High-Level Water Booster Pump Station project is part of the city's six-year Water System Plan and consists of the construction of a new water booster pump station that supplies water to the high-level reservoir. The existing pump station that was built in the 1940s is inefficient, requires increased levels of operation and maintenance due to age, and has become unreliable. This project is funded through the city's water utility and was allotted for in the 2020 budget.

The low bid was received from Midway Underground, LLC, of Toledo, Washington, in the amount of \$538,836. The engineer's estimate for this project was \$ 600,000. Fifteen bids were received and opened on February 11 and are summarized below.

Midway Underground	\$538,836.00
Pacific Crest	\$549,872.40
Clark & Sons Excavating	\$559,955.00
NW Cascade	\$572,738.31
Rollin's	\$589,690.00
JH Kelly	\$604,597.00
Tapani	\$629,047.75
Nova Contracting	\$647,036.00
C&R Tractor and Landscaping	\$663,861.00
McClure & Sons	\$669,109.00
South Sound Contractors	\$669,344.68

Black Hills Excavating`	\$688,797.95
Brumfield Construction	\$691,939.00
Strickland & Sons	\$713,440.28
Clackamus Construction	\$729,224.72

FISCAL IMPACT

Funds for this project were included in the 2020 water division budget in the amount of \$450,000. Due to the 2020 budget timeline process in 2019 the \$450,000 was the Capital Improvement Program construction number used.

After completing the design and bid documents the engineer’s estimate was \$600,000. Due to the budgeted amount of \$450,00 this project cost is short \$88,836.

The administration requests a 10% contingency to the project of \$53,883.60 for unanticipated change orders. Along with the project shortage, the total 2020 budget amendment needed is \$142,719.

All costs associated with the project would be paid for from the Water Division Fund, so there is no impact to the General Fund.

RECOMMENDATION

The administration recommends the City Council:

- Award the High-Level Water Booster Pump Station replacement project to Midway Underground, LLC, in the amount of \$538,836;
- Authorize a 2020 budget amendment of \$142,719 for budgeted project shortage and 10% contingency; and
- Authorize the City Manager to execute change orders that do not exceed a total project cost of \$592,719.

SUGGESTED MOTION

I move that the City Council:

- Award the High-Level Water Booster Pump Station replacement project to Midway Underground, LLC, in the amount of \$538,836;
- Authorize a 2020 budget amendment of \$142,719 for budgeted project shortage and 10% contingency; and
- Authorize the City Manager to execute change orders that do not exceed a total project cost of \$592,719.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Lodging Tax Advisory Committee
Mayor Pro Tem Chad Taylor, Chair
Alicia Bull, Centralia-Chehalis Chamber of Commerce
Rick Burchett, Chehalis-Centralia Railroad & Museum
Todd Chaput, Holiday Inn Express & Suites
Gloria Choi, Econo Lodge
Chip Duncan, Veterans Memorial Museum
Jena Sorenson, Riverside Golf Club

BY: Jill Anderson, City Manager
Kiley Franz, Administrative Assistant

MEETING OF: March 9, 2020

SUBJECT: Shaw Aquatic Center Pool Liner Project Disbursement of Funds in 2020

ISSUE

The Lodging Tax Advisory Committee (LTAC) met on Wednesday, February 26, 2020 to review a request from the City of Chehalis for previously-approved tourism funding for the Shaw Aquatic Center Pool Liner Project to be disbursed in 2020.

DISCUSSION

The Chehalis LTAC reviews and makes funding recommendations to the City Council to fund various non-profit organizations or government entities for marketing, activities, operations, and expenditures designed to increase tourism.

SUMMARY OF REQUEST SUBMITTED

In 2018, the LTAC recommended and the City Council approved funds for the repair of the Shaw Aquatic Center's Pool Liner in the amount of \$100,000. Funds were not utilized in 2018 and were subsequently approved by the LTAC and the City Council to be carried over to 2019.

In 2019, in addition to the funds that were carried over, the City of Chehalis asked for an additional \$100,000 for this project in order to complete the project with a more durable,

higher quality liner. The LTAC recommended, and the City Council approved, additional funding in the amount of \$82,000, for a total budget of \$182,000.

The project was unable to be completed in 2019 due to contractor delays. The administration is requesting that funds be carried over to 2020 for reimbursement.

This request will not impede any previously approved 2020 lodging tax funded projects, events, campaigns, or facilities. Budgeting for 2020 LTAC funds assumed the \$182,000 would be utilized in 2019 and thus were not included for disbursement.

AWARD PROCESS

A municipality may award amounts different from the LTAC, but only after satisfying procedural requirements of the state statute. A municipality must submit its proposed change(s) to the advisory committee for review and comment at least 45 days before final action on the proposal.

RECOMMENDATION

The Lodging Tax Advisory Committee recommends that the City Council approve its recommendation to allow previously approved funding in the amount of \$182,000 for the Shaw Aquatic Center Pool Liner Project to be disbursed in 2020.

SUGGESTED MOTION

I move that the City Council approve the recommendation of the Lodging Tax Advisory Committee to allow previously approved funds in the amount of \$182,000 for the Shaw Aquatic Center Pool Liner Project to be disbursed in 2020.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director

MEETING DATE: March 9, 2020

SUBJECT: Ordinance No. 1006-B, First Reading – Amending the 2020 Budget

ISSUE

Ordinance No. 1006-B amending the 2020 Budget, is hereby submitted to reflect the changes in estimates and actual activities of the city since the adoption of the 2020 budget.

Throughout the year, adjustments to the budget become necessary as a result of City Council actions, changes in estimates, activity levels that were not anticipated during budget development, and grant awards or other receipts of outside funding. Historically, the budget has been amended two or three times per year prior to the development of the next year's proposed budget document.

DISCUSSION

This proposed amendment to the 2020 Budget includes the following items:

- 1) Updates the estimated 2020 beginning fund balances for all funds to reflect the actual ending fund balances at the close of fiscal year 2019. This action has no impact on the 2020 revenues and expenditures budget but changes the estimated 2020 ending fund balances for all city funds.
- 2) Requests to carry over the remaining 2019 budget to 2020 for certain capital improvement projects that were approved in 2019 but are to be completed in 2020.
- 3) Requests for additional revenues and appropriations that were not included in the 2020 Adopted Budget.

A 2020 Budget Summary for the proposed amendment, including updated beginning fund balances, revenues, transfers-in, expenditures, transfers-out, and estimated ending fund balances and a detailed spreadsheet of proposed budget amendment items are attached to the proposed Ordinance No. 1006-B as Exhibit "A" and Exhibit "A-1".

The proposed budget amendments by fund are summarized below:

General Fund:

The proposed budget amendment increases the General Fund's revenues by \$316,676 and increases appropriations by \$354,656. The net total decrease in fund balance from the proposed budget amendment is \$37,980.

- An appropriation in the amount of \$316,676 is requested to carry out the Flood Storage Basin Master Plan Phase 2 project, which is 100% funded by the state RCO grant. The grant funding for this project was finalized and approved in January 2020, and the City expects to complete the project by the end of 2020. The grant revenue of \$316,676 is also included in this budget amendment.
- The City's 2020 Adopted Budget includes \$99,950 appropriations in the Non-departmental department for potential increases in payroll expenditures related to the City's labor union contract negotiations, which was approximately a 2% increase for all employees. The firefighters (IAFF) and police Guild union contracts have been finalized in early 2020. The budget increases related to the two union contracts is \$76,800 (\$50,300 for Police and \$26,500 for Fire). The proposed budget amendment includes a transfer of \$76,800 from the Non-departmental department to the Police and Fire departments. The remaining balance in the Non-departmental department is \$23,150, which at this time is reserved to cover potential payroll cost increases for the non-uniform Teamsters and non-represented employee groups that are paid by the General Fund.
- The Fire department requests an additional appropriation in the amount of \$37,440 to cover the costs related to purchase of Self-Contained Breathing Apparatus (SCBA) equipment. Riverside Fire Authority (RAF) was awarded a FEMA Assistance to Firefighters Grant for the purchase of SCBA units for RAF, Chehalis Fire department, and Lewis County Fire District 6, which require 10% local match. The Chehalis Fire department is receiving 107 SCBA units valued at \$119,900. The City's match is \$10,900 which is to be paid to RAF. In addition, the Fire department wishes to purchase 4 additional spare SCBA units at the total price of \$26,540.
- The proposed budget amendment updates the beginning fund balances for all City funds to reflect the actual balances at 2019 yearend. At the time of the 2020 budget preparation, it was estimated that the City's general fund would have \$1,099,370 in fund balance at the end of 2019, which was incorporated in to the 2020 Adopted Budget as the beginning fund balance. At the end of 2019, the City's general fund ending balance was \$1,490,637 which is \$391,267 more than what was estimated.
- With the proposed budget amendment, the General Fund's ending fund balance at the end of 2020 is estimated at \$1,106,355, which is about 10.8% of the General Fund revenue budget.

A summary of changes from 2020 Adopted Budget to the 2020 Proposed Amended Budget is provided below:

General Fund:	2020 Proposed		Increase (Decrease)
	2020 Adopted Budget	Amended Budget	
Revenues	\$ 9,932,976	\$ 10,249,652	\$ 316,676
Transfers-in	45,000	45,000	-
Expenditures	10,084,859	10,439,515	354,656
Transfers-out	239,959	239,959	-
Increase (decrease) in Fund Balance	(346,842)	(384,822)	(37,980)
Estimated Beginning Fund Balance	1,099,370	1,490,637	391,267
Estimated Ending Fund Balance	\$ 752,528	\$ 1,105,815	\$ 353,287
Estimated Ending Fund Balance % of Revenues	7.6%	10.8%	

Transportation Benefit District (TBD) Fund

The proposed budget amendment increases the TBD Fund's revenues by \$707,535 and increases appropriations by \$854,545, with a total net decrease in fund balance of \$147,010.

An appropriation of \$786,150 is requested for the 2020 Main Street Resurfacing project. In January 2020, state grant funding from Transportation Improvement Board (TIB) was approved for 2020 overlay projects with a 10% city matching fund commitment. Acceptance of the grant was approved by the City Council at the January 13th Council meeting. The City has committed the grant fund for the 2020 Main Street Resurfacing project. Total project budget is \$786,150, with 90% or \$707,535 being reimbursed by TIB grant.

An appropriation of \$68,395 is requested for the Interstate Avenue Paving project. The Interstate Avenue Paving project was done in partnership with Lewis County Public Works. The project is 86.5% federally funded with a 13.5% local match. The City's portion of the project is 57%. The project was completed by Lewis County Public Works at the end of January 2020. The City's match is \$68,395 which was not included in the 2020 Adopted Budget.

Tourism Fund

The proposed budget amendment increases the Tourism Fund's appropriations by \$37,652 and increases transfers-out by \$182,000.

An appropriation of \$37,652 is requested for Lodging Tax funding for the Chehalis-Centralia Railroad Museum for repairs to the Steam Locomotive. This award was approved by LTAC and the City Council at the November 12, 2019 City Council meeting but did not make it to the 2020 Adopted Budget due to the budget being approved before the approval of the funding request.

The 2019 budget included a transfers-out of \$182,000 for the City's pool liner replacement project, but the project was not completed in 2019. At the February 25th LTAC meeting, LTAC has approved the 2019 budget to be carried over to 2020.

Public Facilities Reserve Fund:

The proposed budget amendment increases the Public Facilities Reserve Fund's revenues by \$610,424, increases transfers-in by \$182,000, and increases appropriations by \$674,963. The net total increase in fund balance from the proposed budget amendment is \$117,461.

A carry over of the 2019 approved budget for the pool liner replacement project in the amount of \$283,963 is requested. Total project budget of \$285,215 was approved in 2019, but the project was not completed in 2019. \$182,000 of the project cost will be reimbursed by the Tourism fund with the Lodging Tax fund and is included in the proposed budget amendment.

An appropriation of \$60,000 is requested to cover the costs related to acquisition of land for future fire station which includes a required earnest deposit and professional services for G.O. technical surveys and a third-party environmental review recommended as due diligence process.

A carry over of the 2019 budget for the Recreation Park Renovation project to 2020 is requested for \$331,000. The 2020 Adopted Budget includes \$911,393 for the Recreation Park Renovation project. Due to the weather conditions, the project progress was delayed at the end of 2019. The remaining construction commitments to be completed in 2020 is estimated at \$1,242,393. The remaining grant fund to be received in 2020 is \$610,424, which is included in the proposed budget amendment.

Automotive & Equipment Reserve Fund:

The proposed budget amendment increases the Automotive & Equipment Reserve Fund's appropriations by \$21,000, which includes the following:

- \$12,000 for purchase of a used vehicle for the Parks and Recreation department. The purchase of a vehicle was approved in the 2019 budget but was not used. We are requesting this fund to be reallocated to 2020.
- \$9,000 additional funding is needed for purchase of one police patrol vehicle. The 2020 budget includes \$40,000 for a Dodge Charger. Due to all parts for the police package are not available until year 2021, the Police department is requesting an additional budget to purchase a Ford Explorer.

Wastewater Fund:

The proposed budget amendment increases the Wastewater Fund's appropriations by \$524,951.

This includes reallocation (carry over) of remaining 2019 budget for Riverside Force Main Project in the amount of \$486,951 to cover the remaining construction commitment and to complete the project in 2020.

Additional appropriations in the amount of \$38,000 is requested for additional design of waste piping mod and minor tools and equipment purchases that were not included in the original budget.

Airport Fund:

The proposed budget amendment increases the Airport Fund's revenues by \$103,500 and increases appropriations by \$115,000.

The Taxiway Realignment project was budgeted in 2019 and was substantially completed at the end of 2019. The remaining construction commitment to be completed in 2020 is \$115,000 and 90% of that will be reimbursed by a FAA grant. It is requested that the 2019 remaining budget be carried over to 2020.

RECOMMENDATION

It is recommended that the City Council pass Ordinance No. 1006-B on first reading.

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 1006-B on first reading.

Fund No. and Name	Account Name	Reason for Amendment	2020 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Appropriation Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
Fund 001 - General Fund									
Revenues:									
001.334.002.70	State Grant - RCO	RCO grant for Flood Storage Basin Master Plan Ph 2	-	316,676	-	-	-	316,676	316,676
Total General Fund Revenues & Transfers In			9,977,976	316,676	-	-	-	316,676	10,294,652
Expenditures:									
001.H1.521.010.11.00	Salary & Wages	Increase due to Police Guild Union contract	221,700	-	-	4,900	-	4,900	226,600
001.H1.521.010.21.00	Benefits	Increase due to Police Guild Union contract	80,483	-	-	600	-	600	81,083
001.H1.521.021.11.00	Salary & Wages	Increase due to Police Guild Union contract	256,056	-	-	7,800	-	7,800	263,856
001.H1.521.021.12.00	Overtime	Increase due to Police Guild Union contract	16,286	-	-	500	-	500	16,786
001.H1.521.021.21.00	Benefits	Increase due to Police Guild Union contract	118,028	-	-	1,100	-	1,100	119,128
001.H1.521.022.11.00	Salary & Wages	Increase due to Police Guild Union contract	1,044,807	-	-	28,800	-	28,800	1,073,607
001.H1.521.022.12.00	Overtime	Increase due to Police Guild Union contract	84,320	-	-	2,500	-	2,500	86,820
001.H1.521.022.21.00	Benefits	Increase due to Police Guild Union contract	500,049	-	-	4,100	-	4,100	504,149
001.H1.521.040.43.00	Travel	Cover for SWAT training not budgeted	12,200	-	-	140	-	140	12,340
001.H1.521.040.49.01	Registration	Cover for SWAT training not budgeted	9,500	-	-	400	-	400	9,900
subtotal for Police			3,425,292	-	-	50,840	-	50,840	3,476,132
001.I1.522.010.11.00	Salary & Wages	Increase due to IAFF Union contract	115,832	-	-	2,500	-	2,500	118,332
001.I1.522.010.21.00	Benefits	Increase due to IAFF Union contract	19,864	-	-	200	-	200	20,064
001.I1.522.020.11.00	Salary & Wages	Increase due to IAFF Union contract	178,960	-	-	3,400	-	3,400	182,360
001.I1.522.020.12.00	Overtime	Increase due to IAFF Union contract	110,000	-	-	2,200	-	2,200	112,200
001.I1.522.020.21.00	Benefits	Increase due to IAFF Union contract	92,465	-	-	500	-	500	92,965
001.I1.522.026.11.00	Salary & Wages	Increase due to IAFF Union contract	715,838	-	-	13,500	-	13,500	729,338
001.I1.522.028.12.00	Overtime	Increase due to IAFF Union contract	150,000	-	-	3,000	-	3,000	153,000
001.I1.522.028.21.00	Benefits	Increase due to IAFF Union contract	369,862	-	-	1,200	-	1,200	371,062
001.I1.522.020.35.00	Small Tools & Minor Equipment	10% Matching Share for SCBA Assets Received	5,700	-	-	10,900	-	10,900	16,600
001.I1.594.022.64.00	Capital Outlay- Equipment	Purchase four (4) SCBA Spare Units	-	-	-	26,540	-	26,540	26,540
subtotal for Fire			2,398,727	-	-	63,940	-	63,940	2,462,667
001.G1.589.090.00.00		Transfer to Police & Fire payroll budget lines	59,950	-	-	(76,800)	-	(76,800)	23,150
subtotal for Non-departmental			518,045	-	-	(76,800)	-	(76,800)	441,245
001.P2.553.030.41.00	Professional Services	Prof. Services for Flood Storage Basin Master Plan Ph 2 Grant	-	-	-	316,676	-	316,676	316,676
subtotal for Planning & Building			306,161	-	-	316,676	-	316,676	622,837
Total General Fund Expenditures & Transfers Out			10,324,818	-	-	354,656	-	354,656	10,679,474
Total for General Fund			9,977,976	316,676	-	-	-	316,676	10,294,652
Fund 103 - Transportation Benefit District Fund									
Revenues:									
103.334.003.82	State Grant - TIB	TIB Grant for Main Street Resurfacing Project Cost	-	707,535	-	-	-	707,535	707,535
Total Transportation Benefit District Fund Revenues & Transfers In			1,174,980	707,535	-	-	-	707,535	1,882,495
Expenditures:									
103.03.595.030.65.33	Construction - Street Overlay	TIB Grant funded project: Main Street Resurfacing (90% paid by TIB)	-	-	-	786,150	-	786,150	786,150
103.03.595.030.65.33	Construction - Street Overlay	Interstate Ave Paving Project. 13.5% City match not budgeted.	-	-	-	68,395	-	68,395	68,395
Total Transportation Benefit District Fund Expenditures & Transfers Out			1,500,000	-	-	854,545	-	854,545	2,354,545
Total for Transportation Benefit District Fund			1,174,980	707,535	-	-	-	707,535	1,882,495
Fund 107 - Tourism Fund									
Expenditures:									
Total for Tourism Fund			707,535	-	-	-	-	-	(147,010)

Fund No. and Name	Account Name	Reason for Amendment	2020 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Transfers Out	Appropriation Increase (Decrease)	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
107.05.597.030.41.29	Chehalis-Centralia Railroad Museum	Funding approved by LTAC 11/2019 for locomotive repair	-	-	-	-	37,652	37,652	182,000
107.05.597.000.05.31	Transfers Out - Fund 301	Carry over 2019 undistributed budget for pool liner project	-	-	-	182,000	-	182,000	182,000
Total Tourism Fund Expenditures & Transfers Out			342,831	-	-	-	37,652	219,652	562,493
Total for Transportation Benefit District Fund			-	-	-	-	37,652	(219,652)	-

Fund 301 - Public Facilities Reserve Fund

Revenues:									
301.397.000.07	Transfer In - Fund 107 (Tourism)	Carry over 2019 LTAC commitment for pool liner replacement project	-	-	182,000	-	-	-	182,000
301.334.002.70	State Grant - RCO	Remaining Grant Fund for Recreation Park Renovation Project	-	357,584	-	-	-	-	357,584
301.334.004.21	State Grant - Commerce/Chehalis For Remaining Grant Fund for Recreation Park Renovation Project		-	252,840	-	-	-	-	252,840
Total Public Facilities Reserve Fund Revenues & Transfers In			8,400	610,424	182,000	-	-	792,424	800,824
Expenditures:									
301.44.594.076.63.00	Other Improvement - pool liner	Carry over 2019 budget balance for pool liner replacement project	-	-	-	-	283,963	283,963	283,963
301.44.594.022.61.01	Capital Outlay - Land (fire station)	Earnest money deposit for fire station property purchase	-	-	-	-	30,000	30,000	30,000
301.44.594.022.61.01	Capital Outlay - Land (fire station)	G.O. Tech survey & environmental review services for fire station site	-	-	-	-	30,000	30,000	30,000
301.44.594.076.63.01	Capital Improvement - Rec Park	Carry over Rec Park Renovation Project budget	911,393	-	-	-	331,000	331,000	1,242,393
Total Public Facilities Reserve Fund Expenditures & Transfers Out			911,393	-	-	-	674,963	674,963	1,586,356
Total for Public Facilities Reserve Fund			-	610,424	182,000	-	674,963	-	117,461

Fund 302 - Automotive/Equipment Reserve Fund

Expenditures:									
302.45.594.021.64.00	Machinery & Equip (Police)	Additional budget to purchase a patrol car	65,000	-	-	-	9,000	9,000	74,000
302.45.594.076.64.00	Machinery & Equip (Park/Facility)	Carry over 2019 budget for purchase of a used car for Recreation Dept	-	-	-	-	12,000	12,000	12,000
Total Automotive/Equipment Reserve Fund Expenditures & Transfers Out			181,033	-	-	-	21,000	21,000	202,083
Total for Automotive/Equipment Reserve Fund			-	-	-	-	21,000	(21,000)	-

Fund 404 - Wastewater Fund

Expenditures:									
404.11.594.035.41.00	Capital Outlay - Prof. Services	Additional design work needed for Waste Piping Modification	-	-	-	-	17,000	17,000	17,000
404.11.594.035.65.00	Construction Projects	Carry over 2019 budget balance for Riverside Force Main Project	75,000	-	-	-	486,951	486,951	561,951
404.16.535.050.31.00	Operating Supplies	Parts and materials needed for repair of WWTP SBR 2 leaking	82,000	-	-	-	10,000	10,000	92,000
404.16.535.050.35.00	Small Tools & Minor Equipment	Purchase of scissor lift for replacing lights and equipment in ceiling	2,000	-	-	-	5,000	7,000	7,000
404.16.535.050.48.00	Repair and Maintenance	Repair RDP door at WWTP	-	-	-	-	6,000	6,000	6,000
Total Wastewater Fund Expenditures			5,124,563	-	-	-	524,951	524,951	5,649,514
Total for Wastewater Fund			-	-	-	-	524,951	(524,951)	-

Fund 407 - Airport Fund

Revenues:									
407.331.020.00	Federal Grant - FAA	FAA reimbursement (90%) for Taxiway Realignment Project	-	103,500	-	-	-	-	103,500
Total Airport Fund Revenues & Transfers In			1,872,094	103,500	-	-	-	-	1,975,594

Fund 407 - Airport Fund

Expenditures:									
407.09.594.046.63.00	Capital Outlay - Other Improvements	Final pay request for construction on Taxiway Realignment project	1,000	-	-	-	115,000	115,000	116,000
Total Airport Fund Expenditures			1,483,238	-	-	-	115,000	115,000	1,598,238
Total for Airport Fund			183,500	-	-	-	115,000	(11,500)	-
Total Amendment for City-wide All Funds			1,738,135	182,000	182,000	-	2,582,767	182,000	(944,632)

ORDINANCE NO. 1006-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE 2020 FISCAL YEAR BUDGET ADOPTED BY ORDINANCE NO. 1003-B BY REVISING THE BUDGETED AMOUNTS BY A COMBINED TOTAL OF EIGHT HUNDRED FORTY FOUR THOUSAND SIX HUNDRED THIRTY TWO DOLLARS (\$844,632) FOR THE GENERAL FUND, TRANSPORTATION BENEFIT DISTRICT FUND, TOURISM FUND, PUBLIC FACILITIES RESERVE FUND, AUTOMOTIVE AND EQUIPMENT RESERVE FUND, WASTEWATER FUND, AND AIRPORT FUND AND DIRECTING THE FINANCE DIRECTOR TO EFFECT THE BUDGET AMENDMENTS HEREIN PROVIDED.

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

Section 1. The annual budget of the city for the calendar year 2020 shall be, and the same hereby is, amended so as to increase the General Fund's revenues by \$316,676 and increase appropriations by \$354,656.

Section 2. The annual budget of the city for the calendar year 2020 shall be, and the same hereby is, amended so as to increase the Transportation Benefit District Fund's revenues by \$707,535 and increase appropriations by \$854,545.

Section 3. The annual budget of the city for the calendar year 2020 shall be, and the same hereby is, amended so as to increase the Tourism Fund's appropriations by \$37,652 and increase transfers-out by \$182,000.

Section 4. The annual budget of the city for the calendar year 2020 shall be, and the same hereby is, amended so as to increase the Public Facilities Reserve Fund's revenues by \$610,424 and increase transfers-in by \$182,000 and increase appropriations by \$674,963.

Section 5. The annual budget of the city for the calendar year 2020 shall be, and the same hereby is, amended so as to increase the Automotive Equipment Reserve Fund's appropriations by \$21,000.

Section 6. The annual budget of the city for the calendar year 2020 shall be, and the same hereby is, amended so as to increase the Wastewater Fund's appropriations by \$524,951.

Section 7. The annual budget of the city for the calendar year 2020 shall be, and the same hereby is, amended so as to increase the Airport Fund's revenues by \$103,500 and increase appropriations by \$115,000.

Section 8. Attached hereto and identified as Exhibit A, in summary form, is the total of estimated revenues, transfers-in, expenditures, and transfers-out for each separate fund and the aggregate totals for all such funds combined for the city for the amended 2020 budget which shows a total estimated ending fund balance of \$19,991,087.

PASSED by the City Council of the City of Chehalis, Washington, and **APPROVED** on its first reading at a regularly scheduled open public meeting thereof this ____ day of _____, 2020.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

Exhibit "A"
CITY OF CHEHALIS FIRST AMENDED 2020 BUDGET
2020 BUDGET SUMMARY REVISED WITH ORDINANCE NO. 1006-B

FUND NO.	FUND NAME	BEGINNING FUND BALANCE 01/01/2020	REVENUES	TRANSFERS IN	EXPENDITURES	TRANSFERS OUT	ESTIMATED ENDING FUND BALANCE 12/31/2020	INCREASE (DECREASE) IN FUND BALANCE	% CHANGE
001	General Fund	\$ 1,490,637	\$ 10,249,652	\$ 45,000	\$ 10,439,515	\$ 239,959	\$ 1,105,815	\$ (384,822)	-25.8%
003	Dedicated Street Fund	222,014	3,050	49,530	201,520	-	73,074	(148,940)	-67.1%
004	Building Abatement Fund	103,032	1,600	-	-	45,000	59,632	(43,400)	-42.1%
102	Arterial Street Fund	121,703	162,399	-	166,019	-	118,083	(3,620)	-3.0%
103	Transportation Benefit District Fund	2,166,644	1,882,495	-	2,354,545	-	1,694,594	(472,050)	-21.8%
107	Tourism Fund	420,501	243,630	-	317,087	245,396	101,648	(318,853)	-75.8%
110	Compensated Absences Reserve Fund	196,908	3,640	-	71,488	-	129,060	(67,848)	-34.5%
115	LEOFF 1 OPEB Reserve Fund	-	-	233,549	223,500	-	10,049	10,049	0.0%
195	Community Development Block Grant Fund	24,454	480	-	1,000	-	23,934	(520)	-2.1%
197	HUD Block Grant Fund	87,927	1,720	-	2,000	-	87,647	(280)	-0.3%
200	General Obligation Bond Fund	1	-	160,914	160,915	-	-	(1)	-100.0%
301	Public Facilities Reserve Fund	1,036,190	618,824	182,000	1,586,356	-	250,658	(785,532)	-75.8%
302	Automotive/Equipment Reserve Fund	240,631	3,640	-	202,083	-	42,188	(198,443)	-82.5%
305	First Quarter REET Fund	136,249	112,980	-	-	39,982	209,247	72,998	53.6%
306	Second Quarter REET Fund	152,571	113,300	-	-	33,156	232,715	80,144	52.5%
402	Garbage Fund	8,002	6,730	-	6,610	-	8,122	120	1.5%
404	Wastewater Fund	5,377,922	5,580,395	-	5,649,514	-	5,308,803	(69,119)	-1.3%
405	Water Fund	7,967,277	3,208,280	-	4,672,394	-	6,503,163	(1,464,114)	-18.4%
406	Storm and Surface Water Fund	1,460,054	735,695	-	682,833	-	1,512,916	52,862	3.6%
407	Airport Fund	1,169,630	1,975,594	-	1,598,238	-	1,546,986	377,356	32.3%
611	Firemen's Pension Fund	1,013,143	31,050	-	12,770	67,500	963,923	(49,220)	-4.9%
633*	Agency Fund	6,000	275,340	-	272,510	-	8,830	2,830	47.2%
TOTALS		\$ 23,401,490	\$ 25,210,494	\$ 670,993	\$ 28,620,897	\$ 670,993	\$ 19,991,087	\$ (3,410,403)	-14.6%
Original Budget		21,637,126	23,472,359	488,993	26,038,130	488,993	19,071,355	(2,565,771)	
Amended Budget #1		23,401,490	25,210,494	670,993	28,620,897	670,993	19,991,087	(3,410,403)	
<i>Changes from Amendment #1</i>		1,764,364	1,738,135	182,000	2,582,767	182,000	919,732	(844,632)	

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent Lougheed, Public Works Director
Ken Cardinale, Fire Chief

MEETING OF: March 9, 2020

SUBJECT: Award Contract for Engineering and Architectural Services for the Fire Station Headquarters Project – Phase I

ISSUE

As has been discussed in the past, the City of Chehalis needs a new fire station to replace the former fire station that is nearly 100 years old and has been deemed unusable for an essential services facility. As a result, the City's fire department is currently operating out of the Fire District 6 headquarters building, which is just south of the City limits. In order to address this challenge, the City is proceeding with the acquisition of a site for a new fire station and is proposing a contract for architectural and engineering services in order to advance the project.

BACKGROUND

The City advertised for Engineering and Architectural Services for the new Fire Station Headquarters Project in September, 2019 and received Statements of Qualifications (SOQs) from four interested firms. The City Manager, the Fire Chief, the Public Works Director, a Fire Captain, and the Administrative Assistant to the City Manager made up the group reviewing the submitted applications. The group selected two firms to interview based on qualifications listed in their submittals and conducted interviews of the two selected firms in late November.

After careful consideration of both firms, Rice Fergus Miller, Inc., (RFM) was selected for advancement to the contract negotiation phase. While both firms were qualified, RFM was deemed the best fit for the Chehalis Fire Station Project based on its approach to the design process and a project team that included Gibbs and Olson, an engineering firm that has done good work for the City in the past.

PROPOSED CONTRACT

The proposed contract sets forth a three-phase approach to the project, starting with Phase 1 which is the focus of the scope of work in the contract before the City Council at this time. Contract amendments and funding for Phases 2 and 3 would be considered after Phase 1 is completed. The three phases are:

- Phase 1 – Site Feasibility, Preliminary Design, and Public Education and Outreach
- Phase 2 – Final Design and Bidding (after funding is secured)
- Phase 3 – Construction Services

More specifically, Phase I services would include:

Task 1: Property Validation

Investigative services to confirm suitability of subject property for construction of a new fire station. The City entered into a purchase and sale agreement for a parcel near the intersection of State Avenue and Chamber Way that includes a 90-day due diligence period that began on February 11, 2020. Services would include:

- Topographic, boundary, and utilities survey
- Geotechnical (soils) assessment
- Peer review of previous Phase I environmental report
- Environmental consultant, if required
- Preliminary civil engineering design
- Research and confirmation of zoning and land use limitations and opportunities
- Comparative analysis of State Street property versus Les Schwab property on Market Boulevard, which recently became available after their relocation to Louisiana Avenue
- Test-to-fit fire station site planning

Task 2: Fire Station Programming and Preliminary Design

With a City working committee that would include 2 or 3 firefighters, RFM would facilitate a programming process on a room-by-room, detailed basis for the new fire station. This would include the operational areas, living quarters, and support spaces, as well as issues such as community access, security concerns, training needs, decontamination practices, vehicle washing regulations, and emergency communications. Having confirmed the square footage needs RFM would prepare diagrammatic floor plans and site plans to confirm the operational layout on the subject property.

Utilizing the program documents, square footage diagrams, sketches and engineering reports, the Professional Cost Estimator would develop a detailed cost model for constructing the new station. Anticipated expenses for project soft costs would also be estimated. This would include items such as sales tax, fees for architectural and engineering services, permit fees, furniture, and equipment. If the total anticipated costs exceed what the City believes the funding capacity could support, RFM will undertake a process with the City to rebalance the scope of improvements. Considerations could be given to phasing improvements over time or scaling back certain aspects.

The specific tasks associated with Task 2 would include:

- Develop a detailed room-by-room program document

- Develop a square footage summary
- Preliminary floor plan diagrams
- Preliminary site plan diagrams
- Prepare exterior character sketch
- Facilitate fire department personnel input and feedback
- Assist city in building project support at all levels of city government
- Professional construction cost estimate
- Overall project budget, including anticipated soft costs

Task 3: Planning Report Completion and Presentation

This task includes completion of the final report document. RFM will also assist with presenting and sharing the plan on an as-requested basis by the City.

- Assemble planning documents into a bound report format
- Write executive summaries and chapter reports
- Assist city in stakeholder engagement and/or community advisory group
- Present final report to City Council or other groups as requested

Task 4: Community Engagement

If the City Council determines that the City needs a special levy to fund construction of the next fire station, RFM will assist the City, as requested, with preparing informational materials for the public to consider. Informational materials could include written, graphic, or videography.

FISCAL IMPACT

The total cost for the Phase I portion of the project is anticipated Not-to-Exceed \$145,792, which will be charged based on Time & Materials, and includes subconsultants and geotechnical testing. It is recommended that the City Council also authorize the City Manager signatory authority for an additional \$15,000 in case of unforeseen tasks/expenses during this phase. Therefore, the total impact to the City will be up to \$160,792 by this action.

There is \$148,500 in the Public Facilities Fund for costs associated with the fire station project. An amendment to the 2020 Adopted Budget has been prepared for separate consideration at tonight’s meeting (March 9, 2020). The proposed amendment requests \$60,000 for the fire station, including \$30,000 for earnest money related to the purchase of a site for the new fire station and \$30,000 for the due diligence work that would be needed to make the decision on whether or not to proceed with the purchase of the site. The \$30,000 for the due diligence is a part of the proposed contract with RFM. Therefore, that amount would be applied toward the contract with RFM, if approved.

Public Facilities Fund Current Balance for Fire Station	\$ 148,500
Less Proposed Budget Amendment	<\$ 60,000>
<i>Remaining Amount in Public Facilities Account for Fire Station</i>	\$ 88,500

If the proposed budget amendment is approved, there is \$88,500 remaining in the Public Facilities Fund to apply toward the contract, leaving a balance of \$72,292 that would need to be funded, less the \$30,000 in the proposed budget amendment. So, an additional general fund appropriation in the amount of \$42,292 is needed to fund the project.

Proposed Contract Amount	\$160,792
Less Available Amount Allocated to Fire Station in Public Facilities Fund	<\$88,500>
Less Amount for Contract included in the Proposed Budget Amendment	<\$30,000>
<i>Additional Amount needed for the Contract</i>	<i>\$42,292</i>

The contract is on a Time and Materials basis, so if the City does not secure the site, the City will not have to pay for any work that is not needed.

RECOMMENDATION

It is recommended that the City Council:

- Award the Contract for Engineering and Architectural Services for the Fire Station Headquarters Project – Phase I to Rice Fergus Miller, Inc., in the amount of \$145,792; and
- Authorize an additional contingency budget of \$15,000 and authorize the City Manager to execute amendments to the Scope of Work that do not exceed a total project cost of \$160,792; and
- Authorize an allocation of an additional \$42,292 from the General Fund to the Public Facilities Reserve Fund for the Fire Station Project to fully fund the contract with Rice Fergus Miller for Phase 1 Architectural and Engineering Services.

SUGGESTED MOTION

I move that the City Council:

- Award the Contract for Engineering and Architectural Services for the Fire Station Headquarters Project – Phase I to Rice Fergus Miller, Inc., in the amount of \$145,792; and
- Authorize an additional contingency budget of \$15,000 and authorize the City Manager to execute amendments to the Scope of Work that do not exceed a total project cost of \$160,792; and
- Authorize an allocation of an additional \$42,292 from the General Fund to the Public Facilities Reserve Fund for the Fire Station Project to fully fund the contract with Rice Fergus Miller for Phase 1 Architectural and Engineering Services.