

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
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Regular Meeting of Monday, April 25, 2016

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.		

CONSENT CALENDAR		
3. <u>Minutes of the Regular Meeting of April 11, 2016.</u> (City Clerk)	APPROVE	1
4. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	7
5. <u>Award Contract for High Level Reservoir Replacement to T Bailey, Inc., in the amount of \$718,837.20, and Authorize City Manager to Execute Amendment No. 1 from HDR Engineering, Inc., in the amount of \$82,500 to Provide Additional Engineering Services Required for the High Level Reservoir Replacement Project.</u> (City Manager, Public Works Director, Water Superintendent)	AWARD CONTRACT FOR HIGH LEVEL RESERVOIR REPLACEMENT PROJECT AND AUTHORIZE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 FROM HDR ENGINEERING, INC., TO PROVIDE ADDITIONAL ENGINEERING SERVICES	8

CONSENT CALENDAR CONTINUED

6. <u>Authorize City Manager to Execute Washington State Department of Transportation Construction Supplement Agreement No. 3 and Local Agency Federal Aid Project Prospectus for the National Avenue Salzer Creek Bridge Scour Project.</u> (City Manager, Public Works Director, Street Superintendent)	AUTHORIZE CITY MANAGER TO EXECUTE AGREEMENTS FOR THE NATIONAL AVENUE SALZER CREEK BRIDGE SCOUR PROJECT	18
7. <u>Resolution No. 9-2016, First and Final Reading -- Authorizing the City Manager to Apply for Land and Conservation Grant Funding through the Washington State Recreation and Conservation Office on Behalf of Discover! Children's Museum.</u> (City Manager, Discover! Museum Board Vice President Larry McGee)	ADOPT	35
8. <u>Resolution No. 11-2016, First and Final Reading -- Authorizing Sole Source Purchase of Fill for Use in the Twin City Town Center.</u> (City Manager, Airport Manager)	ADOPT	40

ADMINISTRATION AND CITY COUNCIL REPORTS

9. <u>Administration Reports.</u> a. Quarterly and March financial reports and quarterly sales and use tax report. (City Manager, Finance Manager)	INFORMATION ONLY	42
10. <u>Council Reports.</u> a. Councilor reports. (City Council) b. Council committee reports. (City Council)	INFORMATION ONLY	INFORMATION ONLY

UNFINISHED BUSINESS

11. <u>Ordinance No. 957-B, Second and Final Reading -- Amending the 2016 Budget.</u> (City Manager, Finance Manager)	PASS	50
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NEW BUSINESS

12. <u>Resolution No. 10-2016 on First and Final Reading -- Supporting Twin Transit's Request for State and Federal Funds Necessary for the Construction of a Reginal Transit Center.</u> (City Manager, Twin Transit General Manager Rob LaFontaine)	ADOPT	56
13. <u>Ordinance No. 958-B, First Reading -- Establishing a Zero-Rise Policy for Development in the Floodplain.</u> (City Manager, Director, Airport Director)	PASS	58

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

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, MAY 9, 2016

April 11, 2016

The Chehalis city council met in regular session on Monday, April 11, 2016, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; Bill Hillier, City Attorney; Judy Schave, City Clerk; Glenn Schaffer, Police Chief; Dennis Osborn, Community Development Director; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; and David Fleckenstein, Airport Manager. Members of the media included Natalie Johnson from *The Chronicle*.

1. **Request Ordinance to Allow All-terrain Vehicles (ATV) on City Streets.** John Swegle (110 Nix Road, Chehalis) requested the council consider an ordinance that would allow ATVs to be ridden on city streets. Mayor Dawes referred the issue to the city manager and police chief and suggested they get some input on what the merit would be and report back to the council.

Commissioner Gary Stamper reported the county is talking about putting together an ordinance that would allow ATVs to have access to some 35 mph roads in Lewis County. He noted there's a large ATV Club near Mossyrock that he's been meeting with for the last year, adding they're trying to finalize a plan that will be safe and organized.

2. **Proclamation.** Mayor Dawes presented Human Response Network Board Member Peggy Hammer with a proclamation declaring the month of April as "Sexual Assault Awareness Month" in the city of Chehalis.

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

- a. Minutes of the regular meeting of March 28, 2016;
- b. Claim Vouchers No. 115274-115396 in the amount of \$351,443.46 dated March 31, 2016; and Payroll Vouchers No. 38734-38784, Direct Deposit Payroll Vouchers No. 6948-7040, and Electronic Federal Tax Payment No. 158 in the amount of \$781,136.79 dated March 31, 2016; and
- c. Adopt Resolution No. 8-2016 on first and final reading authorizing the city manager to apply for and accept the Washington State Department of Transportation grant in the amount of \$92,500 for the construction to repair the apron, reconfigure the tie-down layout, realign the taxiway, and relocate the runway end identification lights.

The motion was seconded by Councilor Pope and carried unanimously.

4. **Administration Reports.**

a. **Report on Upcoming Text Amendments.** Community Development Director Dennis Osborn reported they have a few items to take to the Chehalis Planning Commission for annual review, to include:

- Rezone request for the old Alaskan Camper site
- Building code for fence height
- 2-year State Environmental Policy Act (SEPA) exemptions
- Shoreline Master Program

Mayor Dawes asked if the text amendments would be brought before the council after the Planning Commission does their review.

Mr. Osborn stated, yes.

5. **Council Reports.**

a. **Update From Councilor Lund.** Councilor Lund reported he attended a couple of Recreation Park meetings.

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6. Ordinance No. 956-B, Second and Final Reading, as Amended - Allowing Cannabis Growing, Production, Processing, and Retail Facilities in Certain Zones within the City Limits of Chehalis. City Manager MacReynold reported, at the previous meeting, the council provided some amendments to the ordinance and passed it on first reading, as amended.

Mr. Osborn reported the amendments to the ordinance included:

- Removing Commercial Freeway zone as an allowed use for cannabis retail
- Adding the retail sale of cannabis to the Industrial zones, in addition to the General Commercial zone
- Limit the number of cannabis retail facilities to two within the city limits of Chehalis

Councilor Spahr moved to pass Ordinance No. 956-B on second and final reading.

Councilor Pope seconded the motion.

Councilor Harris asked if the word "location" should be added with regard to the number of retail facilities, in case one of the current owners of the two retail establishments wants to open up a second store.

Mayor Dawes suggested "retail facilities" to him would mean the number of locations.

City Attorney Bill Hillier agreed with Mayor Dawes, stating that would be correct.

The motion carried 6-1 with Councilor Ketchum voting against the motion.

7. Ordinance No. 957-B, First Reading – Amending the 2016 Budget. Finance Manager Judy Pectol reported, even with the amendments, all of the funds involved will have equal or higher ending fund balances at the end of the year than previously predicted. She noted the budget amendment includes some carryover items from 2015 and some items for this year, to include the \$80,000 donation from the Chehalis Foundation for the ballfield feasibility study, and a couple of smaller grants.

Councilor Taylor moved to pass Ordinance No. 957-B on first reading.

The motion was seconded by Councilor Lund and carried unanimously.

Mayor Dawes recessed the regular meeting at 5:21 p.m. and opened the work session at 5:23 p.m.

8. Work Session to Discuss Recreation Park Improvement Project Schedule, Feasibility Study and Potential MOU with the Chehalis School District. Project Manager Tom Skillings, with Skillings & Connolly, Inc., provided a handout that outlined the discussion on the Recreation Park Project. He reported the council gave direction to proceed with the proposed improvements at Recreation Park (Phase 1), and to conduct a feasibility study to look at possibly relocating the ballfields.

Mr. Skillings noted, at the February 8 meeting, council asked if levy money could be spent on a different site other than Recreation Park, if they decide to relocate the ballfields. He noted the answer they received from Bond Counsel is yes, as long as it's covered in the project description and stated in the levy question.

Mr. Skillings reported they're in the process of moving forward with Phase 1 at Recreation Park. He noted they're putting the scope of work together for the preliminary design and are meeting with the design team to get Penny Playground underway. Mr. Skillings indicated they're working to schedule a 'Design Day' meeting with the school children sometime in May to get their input on Penny Playground.

Mr. Skillings reported they've also moved forward with the feasibility study to look at alternative locations for the ballfields. He noted the city received funding from the Chehalis Foundation (\$80,000) to pay for the study. Mr. Skillings stated the two sites they're considering, in addition to Recreation Park, include Stan Hedwall Park and the Chehalis School District site.

Mr. Skillings provided an overview of the two alternative sites:

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Stan Hedwall Park Site

- Four 200-ft. ballfields with possibility of two additional 225-ft. ballfields
- Required parking stalls – 160 (space available for an additional 400 stalls)
- Space for multiple events

Chehalis School Site

- Four 200-ft. ballfields with possibility of two additional 225-ft. ballfields
- Required parking – 160 stalls (space available for additional parking stalls)

Councilor Spahr asked what the 225-ft. ballfields would be used for.

Councilor Harris noted the four 200-ft. fields would allow us to continue the same programs as we have now, and the 225-ft. fields would open it up for much more programs. He indicated a lot of the traveling teams prefer to play on the larger fields. Councilor Harris reported the High School currently plays on one of the 200-ft. fields at Recreation Park, but would prefer to play on a 225-ft. field. He noted during the informational period it was the school district that was requesting the larger fields.

Councilor Ketchum asked if the men's slowpitch fields at Stan Hedwall get used much.

Mr. Osborn reported they're not used as much, noting one of the concepts that came from staff was to relocate those.

Councilor Ketchum suggested they revamp the current fields at Stan Hedwall into a softball complex rather than putting them in the middle of the park.

Mr. Skillings reported they chose the location in the middle because it's the highest point on the site. He noted they wanted to try to get above the 100 year floodplain, which would require less fill work.

Mr. Skillings provided the following information on the characteristics of each site.

	Recreation Park	Stan Hedwall Park	School Site
Site Dimensions *can the site support 4 fields	adequate space	more than adequate space	adequate space
Parking *Space Available? *Required: 40 stalls/Field	limited space	more than adequate space	more than adequate space
Other Activities *Soccer, Basketball, etc.	limited space	more than adequate space	limited Space
Support Facilities *Additional bleachers, concessions, warm up areas, etc. *Space available?	limited space	more than adequate space	adequate space
Proximity to Amenities	*Nearby Hotels: 0.25-.05 miles *Downtown: 1 mile	*Nearby Hotels: 0.75-1 mile *Downtown: 1.5 miles	*Nearby Hotels: 1-1.5 miles *Downtown: 2 miles
Soils	challenging	challenging	challenging
Drainage	challenging	challenging	challenging
Environmental Permits	minimal	substantial	standard
Comparative Cost	\$	\$\$\$	\$\$

Mr. Skillings reported both the school site and Stan Hedwall Park are feasible sites. He noted part of the study was to identify the pros and cons for the two alternative sites.

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School site pros:

- Will accommodate four 200-225-ft. fields and up to two additional 200-225-ft. fields
- Less time to develop
- Less cost to develop

School site cons:

- Will need an agreement to use the site
- Question of ownership, management, and scheduling of facility

Hedwall site pros:

- City owns the property
- All facilities would be at one location
- Can improve entire site as one project

Hedwall site cons:

- Permitting is complex and lengthy
- Located in the floodplain
- Cost to redo park is more than just relocating the ballfields

Councilor Ketchum asked, since Olympic School is being incorporated into the new school site, is there a way to develop the field currently behind the school into the two larger fields, or doing something to incorporate more fields to give us more options and space.

Mr. Skillings reported they looked at that site and he believed the two larger fields would fit; however, separating the fields was not looked at favorably.

City Manager MacReynold reported the School District did not seem to be favorably inclined to talk about that property being part of the city's project.

Mayor Dawes believed the school worked out something with the Youth Football for that location, which might be their hesitancy.

Councilor Lund asked if the School District was hesitant to put six fields on their property.

Mr. Skillings stated they talked briefly about putting in six fields, but the school staff said they would prefer more green space.

Councilor Lund asked if four 225-ft. fields would fit on the school site.

Mr. Skillings stated they would not.

Councilor Lund reported a lot of ball games are played in Olympia because Centralia doesn't have the fields to accommodate them. He was hoping our project would include some larger fields to help with that, so we could get those dollars here.

City Manager MacReynold stated Councilor Lund made a very good point. He reported when the Committee last met they received some insight from Public Facilities District Chairman Todd Chaput about the longer term prospects for more ballfields, and the possibility of accessing some additional funding to assist us. City Manager MacReynold noted their discussion was more around having bigger fields and looking longer term at the Stan Hedwall site.

City Manager MacReynold believed the focus of the School District was four 200-ft. fields, and the direction to the Committee was to have four fields.

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Councilor Ketchum stated if they move the fields out of Recreation Park to the school site, they could turn two of the old fields into two 225-ft. fields. He felt this would bring in a whole different crowd than what they have with the smaller fields.

Councilor Pope stated why move the fields if they're not going to be improved or offer more than what we already have.

Councilor Ketchum suggested by moving the fields they could save a million plus dollars by not having to put in the extra drainage.

Councilor Pope stated, regardless of the fields, drainage will still need to be done at Recreation Park.

City Manager MacReynold reported if they leave the ballfields at Recreation Park it will require extensive drainage, but if they move them, it will be significantly less.

Mr. Skillings provided a brief summary of the next steps:

- Present the findings of the Feasibility Study to the School Board
- Present the findings of the Feasibility Study to the Chehalis Foundation (who paid for the study)
- Continue conversations with the School District about relocating ballfields to the school site
- Finalize the concepts and cost and bring back to council by June 2016
- Meet with the Chehalis Eagles on April 13 to discuss involvement with Penny Playground

Mr. Skillings reported the project schedule had to be revised to allow more time to work out the details of the project and what the cost will be if it's decided to move the fields to the school site. He noted the new milestone would put the levy request on the February 14, 2017, ballot.

Mr. Skillings reported they still plan to apply for the Recreation and Conservation Office (RCO) grant and the Safe Routes to School grant to help fund the Recreation Park Project. He noted they contacted the RCO about moving the election date out to February 2017 and they indicated it would still fit their schedule from a funding standpoint. Mr. Skillings reported the construction schedule would not be affected by the new election date either.

Mr. Skillings talked briefly about the parking needs at Recreation Park. He noted the city is still in negotiations with Green Hill School regarding the use of their parking lot.

City Manager MacReynold reported the city has been talking about this for some time. He noted with Councilor Pope's help and Mr. Osborn's persistence, the city was able to make some real progress with Green Hill School and believed we will be able to provide additional parking this summer.

Mr. Skillings stated they were looking for council policy and direction on how to proceed on the following items:

- Green Hill Parking - provide counter proposal to Green Hill School for the use of their parking lot
- School Site – meet with the Chehalis School Board and the Chehalis Foundation to present the summary of Feasibility Study
- Schedule – Revise the schedule to allow time to work out issues with the school, and move the election date to February 14, 2017

Mayor Dawes stated it seemed like the logical next steps.

Councilor Lund stated he didn't want to move forward unless they can get six fields. He noted he would like to be able to work with the city of Centralia to bring in other events, which will bring more money into the city.

Councilor Spahr stated he hoped the School District understands that they're serving the same public. He noted the city is looking at presenting a levy to the voters to build a project that might be on school owned property, which is going to serve all of Lewis County.

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Mayor Dawes reported when you site school property, especially when you have matching funds involved, state law requires that there be a certain amount of area available for the students to be engaged in outside activities.

Councilor Pope reported the fields are used predominantly by school age kids and suggested the school needs to keep in mind that what the city is doing is for the population of the community that they're serving. He stated their efforts are geared toward the youth and the facilities will be for the betterment of the community.

The direction from the council was to continue on.

Mayor Dawes closed the work session at 6:12 p.m. and reopened the regular meeting.

9. **Executive Session.** Mayor Dawes closed the regular meeting at 6:12 p.m. and announced the council would be in executive session pursuant to RCW 42.30.110(1)(i) – potential litigation for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Following conclusion of the executive session, Mayor Dawes reopened the regular meeting at 6:32 p.m., and there being no further business to come before the council, the meeting was immediately adjourned.

Mayor

Attest:

City Clerk

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of April 11, 2016.

CITY OF CHEHALIS
AGENDA REPORT

DATE: April 15, 2016
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:

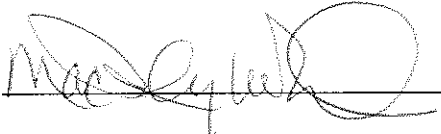
Claim Vouchers No. 115397 through 115546 and Electronic Funds Transfer No. 32016 in the amount of \$374,453.57 dated April 15, 2016 and the transfer of \$183,531.78 from the General Fund, \$6,692.81 from the Dedicated Street Fund - 4% Sales Tax, \$28,107.42 from the Tourism Fund, \$47.26 from the Garbage Fund, \$39,655.77 from the Wastewater Fund, \$45,747.20 from the Water Fund, \$1,546.74 from the Storm & Surface Water Utility Fund and \$69,124.59 from the Airport Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the April 15, 2016 Claim Vouchers No. 115397 through 115546 and Electronic Funds Transfer No. 32016 in the amount of \$374,453.57.

SUGGESTED MOTION

I move to approve the April 15, 2016 Claim Vouchers No. 115397 through 115546 and Electronic Funds Transfer No. 32016 in the amount of \$374,453.57.

Reviewed by: , City Manager

**CITY OF CHEHALIS
AGENDA REPORT**

DATE: April 18, 2016

TO: The Honorable Mayor and City Council

FROM: Dave Vasilauskas, Water Superintendent
Rick Sahlin, Public Works Director

SUBJECT: Award Bid for Construction of the High Level Reservoir Replacement Project and Approve Funding for Additional Construction Management Services

ISSUE

The city recently advertised for bids for the High Level Reservoir Replacement Project. The results of the bidding and a recommendation to award a contract are presented for the council's consideration. In addition, the administration is requesting the council authorize the city manager to execute an amendment to the engineering contract agreement to cover additional construction management services.

DISCUSSION

The High Level Reservoir Replacement Project is part of the city's six-year Water System Plan and consists of the construction of a new 150,000 gallon steel reservoir in McFadden Park. The project is funded by a Drinking Water Revolving State Fund (DWSRF) loan in the amount of \$555,500, with a term of 14 years, at 1.5%.

The low bid was received from T Bailey, Inc., of Anacortes, Washington, in the amount of \$718,837.20. The engineer's estimate for this project was \$672,000. Six bids were received and opened on March 17 and are summarized below.

Bidder	Bid*
Nova Contracting	\$1,032,264.00
CBI Services, Inc.	\$1,001,160.00
Quigg Bros, Inc.	\$ 922,806.00
2 KG Contractors, Inc.	\$ 824,143.68
Rognlin's Inc.	\$ 783,000.00
T Bailey Inc.	\$ 718,837.20

* Including sales tax

In addition to the bid award of this project, the administration is also presenting an amendment to the engineering contract agreement with HDR Engineering, Inc. In October 2014, the city entered into an agreement with HDR for the design and construction management of the High Level Reservoir Replacement in the amount of \$250,000. The administration is requesting an additional \$82,500 for increased services related to the project. These services include additional costs for construction management, special testing and inspections, and project management assistance. The list of tasks and related costs can be found in the attached Amendment 1 - Scope of Services.

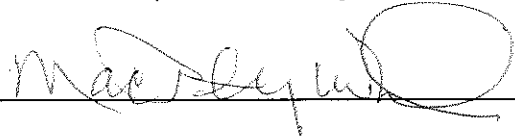
Due to the bids being higher than the engineer's estimate and the increased costs for construction management, the city submitted for an additional \$310,000 loan through DWSRF and was able to secure \$300,000. An amended loan agreement will be brought to council once the paperwork is received from DWSRF.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council award the High Level Reservoir Replacement Project to T Bailey, Inc., of Anacortes, Washington, in the amount of \$718,837.20, and authorize the city manager to execute Amendment No. 1 with HDR Engineering, Inc., in the amount of \$82,500 to provide additional engineering services required for the High Level Reservoir Replacement Project.

SUGGESTED MOTION

I move that the council award the High Level Reservoir Replacement Project to T Bailey, Inc., of Anacortes, Washington, in the amount of \$718,837.20, and authorize the city manager to execute Amendment No. 1 with HDR Engineering, Inc., in the amount of \$82,500 to provide additional engineering services required for the High Level Reservoir Replacement Project.

REVIEWED BY: , CITY MANAGER

MULTIPLE PROJECT AGREEMENT FOR PROFESSIONAL SERVICES

TASK ORDER

This Task Order pertains to an Agreement by and between City of Chehalis, ("OWNER"), and HDR Engineering, Inc. ("ENGINEER"), dated October 14, 2014, ("the Agreement"). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 02

AMENDMENT NUMBER: 01

PROJECT NAME: High Level Water Reservoir Replacement

PART 1.0 PROJECT DESCRIPTION:
See Attachment 1

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE
PROJECT:
See Attachment 1

PART 3.0 OWNER'S RESPONSIBILITIES:
See Attachment 1

PART 4.0 PERIODS OF SERVICE:
See Attachment 1

PART 5.0 ENGINEER'S FEE:
See Attachment 1

PART 6.0 OTHER:
N/A

This Task Order is executed this _____ day of _____, 2016.

CITY OF CHEHALIS

HDR ENGINEERING, INC.

“OWNER”

“ENGINEER”

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

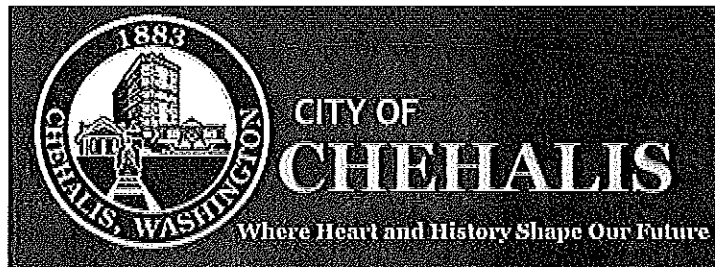
TITLE: _____

ADDRESS: _____

ADDRESS: 500 108th Ave NE Ste 1200
Bellevue, WA 98004

Attachment 1

**Task Order 2
Amendment 1**



**High Level Water Reservoir Replacement
Additional Services**

Scope of Services

March 2016



606 Columbia Street NW
Suite 200
Olympia, WA 98501
(360) 570-4400

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HDR Engineering, Inc. (HDR) offers the following Scope of Services as Amendment 1 to the City of Chehalis (City) High Level Water Reservoir Replacement Project.

Task 212 – Relocated Tank Design

Objectives

Perform additional engineering services and prepare additional drawings for the selected tank location.

HDR Services

1. Amend HDR's subconsultant agreement with HWA GeoSciences to conduct geotechnical explorations (1 boring and 4 test pits) at the selected tank location.
2. Performed additional design engineering and prepared 8 additional drawings for the selected tank location, including:
 - a. reservoir foundation based on geotechnical report
 - b. site grading
 - c. reservoir access
 - d. telemetry

City Responsibilities

1. City selected the relocated tank location and concurred with additional geotechnical and design services.

Assumptions

1. None

Deliverables

1. None (included in other project task deliverables)

Task 241 – Special Inspections

Objectives

The original scope of services identified the City contracting directly with construction testing firm(s) for special inspections required for the project. The City now requests HDR to subcontract for these services.

HDR Services

1. HDR will manage 3 subconsultant contracts and coordinate scheduling during the construction phase of the project.
 - a. HWA GeoSciences Inc. (HWA) for geotechnical.
 - b. HGE for soils, concrete, rebar, and welding.
 - c. Northwest Corrosion Engineering (NCE) for coatings.

2. HWA will provide up to 2 hours labor to review submittals and RFIs; one site visit (8 hours labor) to observe reservoir subgrade for bearing capacity and observe placement of foundation structural fill; prepare site visit report.
3. HGE will provide up to 10 days (80 hours) on-site services including soils sieves/proctors, subgrade compaction tests, concrete/rebar inspection, concrete compressive strength cylinders, visual and NDT/UT welding inspection.
4. NCE will provide up to 15 days on-site to inspect steel reservoir coating.

City Responsibilities

1. City will provide staff person(s) to provide onsite construction observation services. City staff will assist in coordination and scheduling of construction testing, and review and accept results.

Assumptions

1. HDR staff will provide services in a supporting role to the City to monitor requirements of the contract documents. HDR's services will augment the City's role during construction. This scope of services does not include full time, on site observation by HDR or its subconsultants, but estimates limited support both on site and from our offices.
2. Estimated construction duration is 4 months. No overtime is assumed. The actual duration of the construction phase is dependent upon contractor's schedule, weather, and other variable factors. If the Contractor(s) requires a longer schedule and City requires HDR to be on-site during the extended schedule, HDR will be compensated as an amendment to this scope of services.
3. HDR staff shall not, as a result of observations of Contractor's work in progress, supervise, direct, or have control over the Contractor's Work. HDR staff will not have any authority over or responsibility for the means, methods, techniques, sequences, or procedures selected by Contractor, for safety precautions and programs incident to the Contractor's work in progress, for any failure of the Contractor to comply with Laws and Regulations applicable to Contractor's performing and furnishing the Work, or responsibility of construction for Contractor's failure to furnish and perform the Work in accordance with the Contract Documents.
4. When on site, HDR has limited responsibility to observe construction activities to confirm work is in accordance with the contract documents and permit conditions, and will prepare appropriate reporting to document issues that need to be addressed. HDR will be in a supporting role to the City's on-site construction observer.

Deliverables

1. Special inspections documentation

Task 242 – Funding Documentation Assistance

Objectives

The City requests HDR to provide assistance for preparing Washington Drinking Water State Revolving Fund (DWSRF) funding documentation during the construction phase of the project.

HDR Services

1. Provide up to 48 hours labor to assist with Drinking Water State Revolving Fund (DWSRF) documentation:
 - a. Contact funding agency if less than 2 bids received
 - b. Forward bidder's list to funding agency
 - c. Forward notes from preconstruction conference to funding agency
 - d. Submit construction completion report to DOH and provide copy to funding agency
 - e. As requested, assist with City's Responsibilities identified below.

City Responsibilities

1. Prepare and submit to funding agency:
 - a. Progress reports, certified compliance of payroll, and buy American forms.
 - b. Check federal excluded parties list for clearance on prime contractor, subcontractors and vendors
 - c. DWSRF notice of contract award and notice to proceed form
 - d. Post applicable federal wage decision and federal department of labor poster at the job site
 - e. 21 day labor packet
 - f. Monitor labor standards compliance and conduct employee interviews throughout construction
 - g. Project completion request
 - h. Schedule A-133 audit
 - i. Buy American certification with construction reimbursement requests

Assumptions

1. DWSRF requirements are based on 2015 DWSRF Borrower's Handbook.

Deliverables

1. Construction completion report

Fee Estimate for Professional Services

The estimated fee to complete the professional services identified in this Scope of Services is offered on a **time-and-materials, not-to-exceed basis**. Following are estimated professional services costs for the tasks provided in this scope of services. The following table is provided only to show the City an approximate breakdown of estimated costs.

Task		Estimated Task Cost
212	Relocated Tank Design	\$20,000
241	Special Inspections	\$52,500
242	Funding Documentation Assistance	\$10,000
		\$82,500

Notes:

(1) *Direct Expenses are included in the estimated task costs, and may include hourly technology charge, mileage, telephone, printing, and postage.*

CITY OF CHEHALIS

AGENDA REPORT

DATE: April 19, 2016

TO: The Honorable Mayor and City Council

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

SUBJECT: Supplemental Agreements for the National Avenue Salzer Creek Bridge Scour Project

ISSUE

The National Avenue Salzer Creek Bridge Scour Project is nearing the construction phase. Supplemental agreements are necessary for obligating construction funding, and amending the City's agreement with HDJ Design Group to include construction management. The administration is submitting the agreements for council review and consideration.

DISCUSSION

With the National Avenue Salzer Creek Bridge Scour Project nearing construction, the City must update supplemental agreements to reflect the status change. HDJ's original contract was for project management services, with the intention of adding construction management later. Supplemental Agreement #03 accomplishes this, with \$57,111.60 included for the construction phase. Additionally, Local Agency Agreement Supplement #4 obligates construction funding, which is a necessary step in the federal funding process. The Local Agency Federal Aid Prospectus is also updated to show construction funding.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the city council authorize the city manager to execute a supplemental agreement with HDJ, PLLC for Construction Management Services for the National Avenue Salzer Creek Bridge Scour Project in the amount of \$57,711.60. The administration also recommends executing Local Agency Supplement #4 obligating construction funds, and updating the Local Agency Federal Aid Prospectus.

SUGGESTED MOTION

I move that the council authorize the city manager to execute a supplemental agreement with HDJ, PLLC for Construction Management Services for the National Avenue Salzer Creek Bridge Scour Project in the amount of \$57,711.60. I further recommend executing Local Agency Supplement #4 obligating construction funds, and updating the Local Agency Federal Aid Prospectus.

REVIEWED BY:  _____, CITY MANAGER



Supplemental Agreement Number <u>03</u>		Organization and Address HDJ a Division of PBS 314 W. 15th Street Vancouver, WA 98660	
Original Agreement Number		Phone: 360/695-3488	
Project Number BHM-5661(002)	Execution Date 5/1/2014	Completion Date 12/31/2016	
Project Title National Avenue Salzer Creek Bridge	New Maximum Amount Payable \$ 99,477.60		
Description of Work Supplement 03 adds the construction inspection and management phase			

The Local Agency of City of Chehalis
desires to supplement the agreement entered into with HDJ a Division of PBS
and executed on 5/1/2014 and identified as Agreement No. _____

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

see attached Scope

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: no change

III

Section V, PAYMENT, shall be amended as follows:

see attached budget

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: _____

By: _____

Consultant Signature

Approving Authority Signature

Date

**EXHIBIT A-1
SUPPLEMENT 03
AMENDED SCOPE OF WORK
Construction Management Services**

**National Avenue Salzer Creek Project
City of Chehalis, WA**

General Description:

City of Chehalis (CITY) has asked HDJ Design Group, PLLC (CONSULTANT) to perform the construction inspection and management for the National Avenue Salzer Creek Project (PROJECT). CONSULTANT is proposing the additional scope items below to accommodate this extra work.

The additional work will involve, but not be limited to the following key tasks and deliverables:

- Submittal of Monthly Invoices to CITY for Services Performed
- Full Construction Management and Administration
- Review and Approval of Material Submittals
- Tracking and Issuance of Weekly Statements of Working Days
- Review, and reconcile Contractor Monthly Pay Estimates and Submittal to CITY for payment.
- Review Contractor Proposals for Alternate "Or Equal" Materials.
- Scheduling and Attendance -Weekly On-Site Construction Meetings
- As needed On-Site Construction Inspection
- Daily Inspection Reports
- Daily Bid Item Quantity Tracking
- Provide Construction Engineering Support
- Preparation of Project Closeout Paperwork
- Conduct Final Project Inspection
- Preparation and Submittal of Construction Record As-Built Drawings.

Assumptions:

The following assumptions are specific to the additional work involved with the PROJECT:

- 1) Paper copies of the contract plan sheets, project specific specifications and an engineer's estimate of costs will be provided by City of Chehalis.
- 2) Contract plan sheets, project specific specifications and an engineer's estimate in electronic format. (Plans in pdf format, specifications in word format and an estimate in Excel format.)
- 3) Environmental and right of way documents will be furnished in pdf format.

- 4) Construction will begin no later than July 15th, 2015 and will be completed in the 40 working days allotted to the PROJECT, and the inspector will not be required for more than 20 overtime hours.

Sub-Task 6.1 – Contract Administration, Invoicing, and Progress Reports
CONSULTANT will perform construction management services to include the following:

- 1) Prepare and submit monthly consultant invoices. Each invoice will include: date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses and associated mark-ups; total cost for labor and expenses for the billing period; and a total amount summarizing labor, and expenses. No additional markup will be included in the billing by CONSULTANT.
- 2) Prepare a Contract Summary Report to accompany the monthly invoices. The Contract Summary Report will list each invoice as well as current invoice with an itemized summary of invoice numbers, dates, and amounts billed for labor, and expenses. The Contract Summary Report will also list the total amount billed to date, total amount remaining under contract, and contract expiration date.
- 3) Project Management. General coordination with CITY, other consultants, stakeholders and ongoing monitoring of tasks, schedule and resources.
- 4) Maintain all contract-required documentation. Provide copies of project files and records to the CITY for audits and public information requests. All final documents shall be provided in electronic format as requested.
- 5) ESA project management and coordination meetings

Task 6.1 – Deliverables

- 1) Monthly invoices,
- 2) Contract Summary Reports.
- 3) Project Documentation.

Sub-Task 6.2 – Construction Management and Administration

CONSULTANT shall provide Construction Management and Administration Services. CONSULTANT shall act as the CITY'S representative as provided in the Professional Services Agreement. Construction Management and Administration duties will include the following:

- 1) CONSULTANT will attend the Preconstruction Conference and provide meeting notes.
- 2) CONSULTANT will coordinate with the CITY and provide oversight for all on-site inspection and material testing services.
- 3) CONSULTANT will develop the Record of Materials (ROM).
- 4) CONSULTANT will receive, review maintain, and approve all project material submittals. Copies of all correspondence will be provided to the CITY. Assume a total of 20 submittals will be reviewed.

- 5) CONSULTANT will receive, review, and determine the acceptability of schedules provided by the contractor. These may include the Progress Schedule, and Schedule of Submittals.
- 6) CONSULTANT will review and process Requests to Sublet Work, L&I Statements of Intents and DBE Quarterly Reports.
- 7) CONSULTANT will track and issue a weekly statement of Working Days. Assumed a total of 12 statements.
- 8) CONSULTANT will review the Contractor's draft Monthly Pay Estimate. CONSULTANT will provide Monthly Pay Estimate to the CITY for review and approval. Assume a total of four monthly estimates plus the final estimate.
- 9) CONSULTANT will schedule, attend weekly on-site Construction Meetings and prepare meeting notes. Assume a total of 12 weekly on-site meetings.

Task 6.2 – Deliverables

- 1) Preconstruction Conference Meeting Notes.
- 2) Approved Material Submittals.
- 3) Weekly Statement of Working Days.
- 4) Schedules provided by the Contractor.
- 5) Monthly Pay Estimates.
- 6) Weekly on-site Construction Meeting Notes.
- 7) Written communications with the Contractor.

Sub-Task 6.3 – Inspection Services

CONSULTANT shall provide part time on-site construction inspection services. The CONSULTANT'S Construction Inspector (INSPECTOR) will be the CONSULTANT Engineer's (ENGINEER) agent for the project and will act as directed by, and under the supervision of the ENGINEER. The INSPECTOR'S oversight pertaining to the Contractor's work shall, in general, be with the ENGINEER and Contractor, keeping the CITY advised as necessary. The INSPECTOR'S interaction with subcontractors shall only be through, or with, the full knowledge and approval of the Contractor. The INSPECTOR shall communicate with CITY, with the knowledge of and under the direction of the ENGINEER. The INSPECTOR responsibilities will include the following:

- 1) INSPECTOR will serve as ENGINEER's liaison with Contractor, working principally through Contractor's superintendent, and assist in providing information regarding the intent of the Contract Documents.
- 2) INSPECTOR will assist in obtaining additional details or information from the CITY when required for proper execution of the work.
- 3) INSPECTOR will conduct on-site observation of the project to ensure all work is completed in accordance with the Contract Documents, and advise the CITY if any changed conditions are encountered.
- 4) INSPECTOR will coordinate in advance of scheduled major inspections, tests, systems startups and verify that appropriate CITY personnel are present, and that adequate records are kept for necessary testing.

- 5) INSPECTOR will prepare a daily inspector report recording all pertinent information such as: Contractor's hours on the site, weather conditions, and data relative to potential Change Orders, Field Orders, or changed conditions, site visitors, daily activities, and decisions.
- 6) INSPECTOR will immediately notify the CITY of any site accidents, emergencies, acts of God endangering the work, or damage to property.
- 7) INSPECTOR will review the contractor's pay estimates to ensure work being paid for has been completed. INSPECTOR will track and process materials-on-hand in accordance with the Contract Documents.
- 8) INSPECTOR will track bid item quantities daily.

Task 6.3 – Deliverables

- 1) Daily Inspection Reports.
- 2) Daily Tracking of Bid Item Quantities.

Sub-Task 6.4 – Construction Engineering Support

- 1) CONSULTANT will address construction questions and process up to 10 requests for information (RFI's) from the contractor.
- 2) CONSULTANT will process up to five request for change (RFC's) from the contractor.
- 3) CONSULTANT will prepare up to five change orders as needed, and obtain written approval from the CITY and WSDOT Local Programs prior to issuing the change order to the contractor. Verbal approvals to proceed written change orders. CONSULTANT will develop an independent engineer's estimate for verification of contractor's change order request.
- 4) CONSULTANT will prepare up to two design changes associated with change orders (including exhibits) during the construction process.
- 5) CONSULTANT will coordinate with the design consultant for technical and design related RFIs, RFC.s and change orders.
- 6) ESA – consultant will attend pre-bid meetings and respond to questions that arise during the bid process
- 7) ESA will provide the following construction services
 - a. Support RFI response
 - b. Provide change order support
 - c. Attend rock quarry visit to approve materials
 - d. Attend one site visit per week during construction

This task includes estimated expenses for field visits and meetings

Task 6.4 – Deliverables

- 1) Processed RFI's to the CITY and contractor.
- 2) Processed RFC's to the CITY and contractor.
- 3) Change Orders for signature to the CITY and contractor.

Sub-Task 6.5 – Project Closeout

- 1) CONSULTANT will conduct a pre-final inspection, finalize substantial completion paperwork, and prepare a project punch list.
- 2) CONSULTANT will draft the substantial and physical completion letters for CITY signature.
- 3) CONSULTANT will process L&I Affidavit of Wages Paid forms.
- 4) CONSULTANT will conduct a final inspection and prepare project closeout paperwork.
- 5) CONSULTANT will prepare Construction Record Drawings based on As-builts provided by the INSPECTOR and submit the complete set to the CITY as red-lines on paper.

Task 6.5 – Deliverables

- 1) Substantial Completion Paperwork.
- 2) Project Punch list.
- 3) Project Closeout Paperwork.
- 4) Construction Record Drawing.

City of Chehalis

National Avenue Salzer Creek Project

Construction Admin Budget

Task and Description	HDI Design Group PLLC (Engineering/Management)						HDI TOTAL	SUBCONSULTANTS		SUB TOTAL	BUDGET AMOUNT
	ENG-VI	ENG-III	TECH-III	ADMIN	Expense	SUPPORT		ESA			
TASK 6 - CONSTRUCTION ADMINISTRATION AND INSPECTION											
Sub-task 6.1 Contract Administration, Invoicing, and Progress Reports	10.00			1.00			1,612.00	2,950.00		2,950.00	\$56,292.00
Sub-task 6.2 Construction Management & Administration	8.00	40.00	20.00				8,500.00			0.00	\$4,562.00
Sub-task 6.3 Inspection Services			200.00				23,000.00			0.00	\$8,500.00
Sub-task 6.4 Construction Engineering Support	4.00	40.00					5,580.00	9,250.00		9,250.00	\$23,000.00
Sub-task 6.5 Project closeout	4.00	20.00	20.00				5,400.00			0.00	\$14,830.00
							0.00			0.00	\$5,400.00
							0.00				\$0.00
<i>Reimbursable Expenses</i>											\$0.00
<i>Copies</i>					50.00		50.00				\$1,419.60
<i>Travel</i>					1,100.00		1,100.00				\$50.00
<i>Delivery</i>					50.00		50.00				\$1,100.00
<i>B&O Tax 1.8%</i>					219.60		219.60				\$50.00
											\$219.60
TOTAL HOURS	26.00	100.00	240.00	1.00							
HOURLY RATES	155.00	124.00	115.00	62.00							
TOTAL DOLLARS	\$ 4,030.00	\$ 12,400.00	\$ 27,600.00	\$ 62.00	\$ 1,419.60	\$	\$ 45,511.60	\$	\$ 12,200.00	\$	\$ 57,711.60



Local Agency Agreement Supplement

Agency City of Chehalis		Supplement Number 4
Federal Aid Project Number BHM-5661(002)	Agreement Number LA-8266	CFDA No. 20.205 (Catalog of Federal Domestic Assistance)

The Local Agency requests to supplement the agreement entered into and executed on 9-12-13

All provisions in the basic agreement remain in effect except as modified by this supplement.

The changes to the agreement are as follows:

Project Description

Name National Avenue Salzer Creek Length 0.1 miles

Termini Exhibitor Road to Hampe Way

Description of Work No Change

Reason for Supplement

obligation of construction funding

Are you claiming indirect cost rate? Yes No Project Agreement End Date 9/31/17

Does this change require additional Right of Way or Easements? Yes No Advertisement Date: 5/2/16

Type of Work	Estimate of Funding				
	(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
PE					
<u>100</u> % a. Agency					
b. Other Consultant	201,107.00		201,107.00		201,107.00
c. Other Consultant					
Federal Aid Participation Ratio for PE d. State	2,000.00		2,000.00		2,000.00
e. Total PE Cost Estimate (a+b+c+d)	203,107.00		203,107.00		203,107.00
Right of Way					
<u>0</u> % f. Agency					
g. Other					
Federal Aid Participation Ratio for RW h. Other					
i. State	500.00		500.00	500.00	
j. Total RW Cost Estimate (f+g+h+i)	500.00		500.00	500.00	
Construction					
k. Contract		190,141.00	190,141.00		190,141.00
l. Other Consultant		32,452.00	32,452.00		32,452.00
<u>100</u> % m. Other consultant		25,260.00	25,260.00	25,260.00	
n. Other					
Federal Aid Participation Ratio for CN o. Agency					
p. State		5,000.00	5,000.00		5,000.00
q. Total CN Cost Estimate (k+l+m+n+o+p)		252,853.00	252,853.00	25,260.00	227,593.00
r. Total Project Cost Estimate (e+l+q)	203,607.00	252,853.00	456,460.00	25,760.00	430,700.00

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

Agency Official

Washington State Department of Transportation

By _____

By _____

Title _____

Director, Local Programs

Date Executed _____

Agency City of Chehalis		Supplement Number 4
Federal Aid Project Number BHM-5661(002)	Agreement Number LA-8266	CFDA No. 20.205 (Catalog of Federal Domestic Assistance)

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director of Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

XVII. Assurances

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

BRM-5661 (002)
City of Chehalis
National Avenue Salzer Creek
Construction budget

Contract (See attached estimate)		\$190,141.00
Consultant		\$57,711.60
	Admin	\$4,562.00
	Const Management	\$8,500.00
	Inspection	\$23,000.00
	engineering support	\$14,830.00
	closeout	\$5,400.00
	expenses	\$1,419.60
State		\$5,000.00
	total	\$252,852.60

**Final Design Bid List and Cost Estimate for Scour Countermeasures
National Avenue Bridge
City of Chehalis, Washington
Prepared by ESA Vigil Agrimis**

WSDOT						Estimated Unit	
BID ITEM NO.	STD ITEM NO.	APPROX QUANTITY	UNIT	BID ITEM DESCRIPTION	Cost	Estimated Cost	
1	1	1	L.S.	MOBILIZATION	\$ 18,000.00	\$ 18,000.00	
2	35	1	L.S.	CLEARING AND GRUBBING	\$ 5,000.00	\$ 5,000.00	
3	1040	640	C.Y.	CHANNEL EXCAVATION INCL. HAUL	\$ 28.00	\$ 17,920.00	
4	1085	17	C.Y.	QUARRY SPALLS	\$ 100.00	\$ 1,700.00	
5	5053	74	C.Y.	PERMEABLE BALLAST	\$ 102.00	\$ 7,548.00	
6	6373	118	L.F.	SILT FENCE	\$ 5.50	\$ 649.00	
7	6403	12	DAY	ESC LEAD	\$ 160.00	\$ 1,920.00	
8	6422	0.2	ACRE	SEEDING AND MULCHING	\$ 3,000.00	\$ 600.00	
9	6468	197	S.Y.	STABILIZED CONSTRUCTION ENTRANCE	\$ 29.00	\$ 5,713.00	
10	6479	16	L.F.	WATTLE	\$ 4.40	\$ 70.40	
11	6550	5	EACH	PLANT SELECTION 2 GALLON	\$ 18.00	\$ 90.00	
12	6550	50	EACH	PLANT SELECTION LIVE STAKE 4-6 FT HEIGHT	\$ 3.75	\$ 187.50	
13	6550	410	EACH	PLANT SELECTION BAREROOT 18-24 INCH HEIGHT	\$ 2.65	\$ 1,086.50	
14	6550	655	EACH	PLANT SELECTION BAREROOT 12-18 INCH HEIGHT	\$ 2.25	\$ 1,473.75	
15	6630	236	L.F.	HIGH VISIBILITY FENCE	\$ 5.50	\$ 1,298.00	
16	6971	1	L.S.	PROJECT TEMPORARY TRAFFIC CONTROL	\$ 4,000.00	\$ 4,000.00	
17	6974	1	L.S.	TRAFFIC CONTROL SUPERVISOR	\$ 5,000.00	\$ 5,000.00	
18	6980	50	HOURL	FLAGGERS	\$ 39.60	\$ 1,980.00	
19	7728	1	CALC	MINOR CHANGE	\$ 15,000.00	\$ 15,000.00	
20	7736	1	L.S.	SPCC PLAN	\$ 1,000.00	\$ 1,000.00	
21		1	L.S.	CONSTRUCTION SURVEYING	\$ 6,000.00	\$ 6,000.00	
22		15	EACH	PLANT SELECTION LIVE POLE BUNDLE	\$ 30.00	\$ 450.00	
23		2	MONTH	PLANT ESTABLISHMENT - PER MONTH	\$ 900.00	\$ 1,800.00	
24		30	S.F.	VERTICAL SLOPE STABILIZATION	\$ 125.00	\$ 3,750.00	
25		388	C.Y.	MODIFIED WSDOT CLASS A ROCK (FOR EROSION AND SCOUR PROTECTION)	\$ 108.00	\$ 41,904.00	
26		60	C.Y.	CONSTRUCTED STREAMBED	\$ 100.00	\$ 6,000.00	
27		1	L.S.	WORK AREA ISOLATION SYSTEM	\$ 33,000.00	\$ 33,000.00	
28		1	L.S.	WORK AREA ISOLATION PLAN	\$ 3,000.00	\$ 3,000.00	
29		3	EACH	KEYED LOG	\$ 1,000.00	\$ 3,000.00	
30		1	EACH	PIER LOG	\$ 1,000.00	\$ 1,000.00	
						Estimated Construction Budget:	\$ 190,141.00

Notes:

1. This cost estimate was developed based on bid costs from previous projects built by private construction contractors.
2. Estimated Unit Costs include Washington State and Local Tax of 7.8 percent.

Washington State S. T. I. P.

2016 to 2019

(Project Funds to Nearest Dollar)

March 29, 2016

MPO/RTPO: SWW RTPO

N Inside

Y Outside

County: Lewis

Agency: Chehalis

Func CIs	Project Number	PIN	STIP ID	Imp Type	Total Project Length	Environmental Type	RW Required	Begin Termini	End Termini	Total Est. Cost of Project	STIP Amend. No.
14	5661(002)		WA-04023	15	CE	Yes	NA	NA		431,200	1601 AdMod

National Ave Bridge Scour

Assess & correct any bridge scour issues identified during the assessment

Funding

Phase	Start Date	Federal	Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total
CN	2016		STIP(BR)	227,593		0	0	227,593
Project Totals				227,593		0	0	227,593

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	227,593	0	0	0	0
Totals	227,593	0	0	0	0

Local Agency Environmental Classification Summary

Part 1 - Project Description			
Federal Aid Project Number BHM-5661(002)	Route National Avenue	Date 2/23/2015	Intent of Submittal <input type="checkbox"/> Preliminary <input checked="" type="checkbox"/> Final <input type="checkbox"/> Re-Evaluate
Agency City of Chehalis		Federal Program Title <input checked="" type="checkbox"/> 20.205 <input type="checkbox"/> Other	
Project Title National Avenue Bridge Scour Mitigation			
Beginning MP <u>1.3</u>	Township(s) <u>4 North</u>		
Ending MP <u>1.3</u>	Range(s) <u>2 West</u>		
Miles <u>N/A</u>	Section(s) <u>20</u>		
County Lewis			
Project Description (Describe the proposed project, including the purpose and need for the project) The City of Chehalis is proposing to construct scour repair and prevention measures for the National Ave. Bridge over Salzer Creek, which is a "scour critical" structure. The purpose of the project is to ensure the stability and safety of the bridge for vehicle traffic. The project involves stream channel grading, installation of protective rock and streambed material, placement of large wood, and planting native vegetation.			

Part 2 - Environmental Classification	
NEPA	SEPA
<input type="checkbox"/> Class I - Environmental Impact Statement (EIS) <input checked="" type="checkbox"/> Class II - Categorical Excluded (CE) CE Type (from 23 CFR 771.117) <u>c-23 (App. A ECS guide)</u> <input type="checkbox"/> Projects Requiring Documentation (Documented CE) (LAG 24.22) <input type="checkbox"/> Programmatic CE MOU <input type="checkbox"/> Class III - Environmental Assessment (EA)	<input type="checkbox"/> Categorically exempt per WAC 197-11-800 <input checked="" type="checkbox"/> Determination of Non-Significance (DNS) <input type="checkbox"/> Environmental Impact Statement (EIS) <input type="checkbox"/> Adoption <input type="checkbox"/> Addendum <input type="checkbox"/> Supplemental (For information purpose only)

NEPA Approval Signatures

Rick Dallin Public Works Director
Local Agency Approving Authority

February 24, 2015
Date

Lynn Powell
Regional Local Programs Engineer

3-11-15
Date

Tu [Signature]
Local Programs/Environmental Engineer

6-25-15
Date

C-list - C-23
Federal Highway Administration

6-25-15
Date

Completed By (Print Official's Name)	Telephone (include area code)	Email Address
--------------------------------------	-------------------------------	---------------



Prefix	Route	()
Federal Aid Project Number BRM	5661	002
Local Agency Project Number	(WSDOT Use Only)	

Date	3/29/2016
DUNS Number	079266664
Federal Employer Tax ID Number	91-6001235

Agency City of Chehalis	CA Agency <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Federal Program Title <input checked="" type="checkbox"/> 20.205 <input type="checkbox"/> Other
Project Title National Avenue Salzer Creek	Start Latitude N46-41-20.57 End Latitude N46-41-22.00	Start Longitude W122-57-34.21 End Longitude W122-57-33.70
Project Termini From - To Exhibitor Road Hampe Way	Nearest City Name Chehalis	Project Zip Code (+ 4) 97532-2413
Begin Mile Post	End Mile Post	Length of Project 0.1 miles
Route ID	Begin Mile Point	End Mile Point
City Number 0190	County Number 21	County Name Lewis
WSDOT Region Southwest Region	Legislative District(s) 20	Congressional District(s) 3
		Urban Area Number 15

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date	
				Month	Year
P.E.	\$203,100		\$203,100	6	13
R/W	\$500	\$500			
Const.	\$252,853		\$252,853	5	2016
Total	\$456,453	\$500	\$455,953		

Description of Existing Facility (Existing Design and Present Condition)

Roadway Width 35 feet	Number of Lanes 2
--------------------------	----------------------

The existing channel that carries Salzer Creek has created a couple of scour holes that are going to threaten the stability of the bridge. The channel is a natural channel with no reinforcement.

Description of Proposed Work

Description of Proposed Work (Attach additional sheet(s) if necessary)

Stream channel grading, installation of protective rock and stream-bed material, placement of large wood, and planting native vegetation.

Local Agency Contact Person Don Schmitt	Title Street/Stormwater Superintendent	Phone 360/345-1220
Mailing Address 2007 NE Kresky	City Chehalis	State WA
		Zip Code 98532

By _____
Project Prospectus Approval

_____ Approving Authority
Title City of Chehalis, City Manager Date _____

Agency City of Chehalis	Project Title National Avenue Salzer Creek	Date 3/29/2016
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Type of Proposed Work		
Project Type (Check all that Apply)	Roadway Width	Number of Lanes
<input type="checkbox"/> New Construction <input type="checkbox"/> Path / Trail <input type="checkbox"/> 3-R <input type="checkbox"/> Reconstruction <input type="checkbox"/> Pedestrian / Facilities <input type="checkbox"/> 2-R <input type="checkbox"/> Railroad <input type="checkbox"/> Parking <input type="checkbox"/> Other <input checked="" type="checkbox"/> Bridge	35	2

Geometric Design Data			
Description	Through Route	Crossroad	
Federal Functional Classification	<input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS	<input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access	<input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> NHS <input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access
	Terrain	<input type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain	<input type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain
Posted Speed			
Design Speed			
Existing ADT			
Design Year ADT			
Design Year			
Design Hourly Volume (DHV)			

Performance of Work		
Preliminary Engineering Will Be Performed By Consultant	Others 100 %	Agency %
Construction Will Be Performed By Contractor	Contract 100 %	Agency %

Environmental Classification	
<input type="checkbox"/> Class I - Environmental Impact Statement (EIS) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement <input type="checkbox"/> Class III - Environmental Assessment (EA) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement	<input checked="" type="checkbox"/> Class II - Categorical Excluded (CE) <input checked="" type="checkbox"/> Projects Requiring Documentation (Documented CE)

Environmental Considerations Project will impact a stream in order to protect the bridge.

Agency City of Chehalis	Project Title National Avenue Salzer Creek	Date 3/29/2016
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Right of Way

<input type="checkbox"/> No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	<input checked="" type="checkbox"/> Right of Way Needed <input checked="" type="checkbox"/> No Relocation	<input type="checkbox"/> Relocation Required
--	--	--

Utilities <input checked="" type="checkbox"/> No utility work required <input type="checkbox"/> All utility work will be completed prior to the start of the construction contract <input type="checkbox"/> All utility work will be completed in coordination with the construction contract	Railroad <input checked="" type="checkbox"/> No railroad work required <input type="checkbox"/> All railroad work will be completed prior to the start of the construction contract <input type="checkbox"/> All railroad work will be completed in coordination with the construction contract
---	---

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

None

FAA Involvement
 Is any airport located within 3.2 kilometers (2 miles) of the proposed project? Yes No

Remarks

This project will not affect any air space.

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

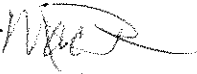
Agency City of Chehalis

Date _____

By _____
 Mayor/Chairperson

CITY OF CHEHALIS
AGENDA REPORT

TO: The Honorable Mayor and City Council

FROM: Merlin MacReynold, City Manager 

DATE: April 20, 2016

SUBJECT: Resolution No. 9-2016; Authorizing the City Manager to Apply for Land and Conservation Grant Funding through the Washington State Recreation and Conservation Office on Behalf of Discover! Children's Museum

ISSUE

Discover! Children's Museum (DCM) is desirous of applying for \$75,000 in grant funding for development of the "green space" adjacent to the proposed location of the Discover! Children's Museum. The grant application must be submitted by the city as the property owner, and must provide for a 50% local match that will be funded by DCM.

DISCUSSION

The land to be leased for construction of an 18,000 square foot facility is located adjacent to 1.57 acres of land designated as "future green space." DCM would like to develop and maintain the green space parcel for its use, as well as the use of the general public, enhancing the local benefit of the project.

The Chehalis city council has been very supportive of the project and in February 2014, directed the City Manager to work with DCM to draft a lease agreement that would allow DCM to lease the property for placement of a museum. DCM envisions a long-term lease (an initial 20-year term, plus up to six additional five-year terms) and to rent the space for fair market value.

DCM would develop, improve, and maintain the green space, including parking that would be open to the public. A relatively small portion of the green space would be used exclusively for some outdoor exhibits and a play area for the museum.

The DCM Board of Directors has been working with the contracted grant writers over the past several weeks. The grant writers are familiar with elements of the grant that make it attractive to the reviewers, and the DCM Board has identified project components to achieve higher scores by the review team.

It is important to the DCM Board that the space is eye-catching from the freeway and surrounding area; that it is safe – well-lit and fenced; that it provides outside access to indoor restrooms; and that it not be duplicative of other public parks/spaces in the area. The space will include parking, landscaping with native trees and plants, walking paths, and seating and picnic areas.

Major components that will be incorporated include:

- natural habitat areas to attract such creatures as bugs, butterflies, and birds.
- a flexible, outdoor space for activities and performances.
- a sensory area for children with special needs.
- educational signage. As you may recall, DCM's priority is to provide a facility where children learn through play, and this mission will be carried into the green space.

A complete list of proposed features and estimated budget is attached to this report.

The grant application process requires that the city adopt a resolution as a component of the application package. The resolution must contain text specified by the RCO in order to be acceptable. Resolution No. 9-2016 (attached) has been drafted to satisfy the RCO criteria. Since the application is due May 2, it is requested that the council adopt the resolution on first and final reading.

RECOMMENDATION / COUNCIL ACTION DESIRED

The administration recommends that the council adopt Resolution No. 9-2016 authorizing the City Manager to apply for an RCO grant for \$75,000 for development of the "green space" property adjacent to the future Discover! Children's Museum using DCM funding for the 50% local match.

SUGGESTED MOTION

I move that the council adopt Resolution No. 9-2016 on first and final reading.

RESOLUTION NO. 09-2016

A RESOLUTION OF THE CITY OF CHEHALIS,
WASHINGTON, AUTHORIZING THE
APPLICATION FOR A RECREATION AND
CONSERVATION OFFICE GRANT (LAND
AND WATER CONSERVATION FUND) FOR
THE IMPROVEMENT OF LAND WITHIN THE
CHEHALIS-CENTRALIA AIRPORT RETAIL
DEVELOPMENT AREA.

WHEREAS, This Resolution authorizes submitting applications for grant funding assistance for Land and Water Conservation Fund projects to the Recreation and Conservation Office as provided in Title 16, USC, chapter 4601-4 as amended; WAC 286 and subsequent Legislative action; and

WHEREAS, the City of Chehalis has approved a comprehensive parks and recreation plan that includes this project; and

WHEREAS, under the provisions of the Land and Water Conservation Fund (LWCF) program, state grant assistance is requested to aid in financing the cost of improvement of land within the Chehalis-Centralia Airport retail development area; and

WHEREAS, the City of Chehalis considers it in the best public interest to complete the project described in the application; now, therefore,

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

Section 1. The city manager is authorized to make formal application to the Recreation and Conservation Office for grant assistance.

Section 2. Any grant assistance received will be used for direct costs associated with implementation of the project referenced above.

Section 3. The City of Chehalis hereby certifies that the matching share of project funding will be derived from the Discover! Children's Museum, a 501(c)3 not for profit organization, and that Discover! Children's Museum is responsible for supporting all non-cash commitments to this project should they not materialize.

Section 4. We acknowledge that the grant assistance, if approved, will be paid on a reimbursement basis, meaning we will only request payment from the Recreation and Conservation Office after eligible and allowable costs have been incurred and payment remitted to our vendors, and that the Recreation and Conservation Office will hold retainage until the project is deemed complete.

Section 5. We acknowledge that any facility development through grant assistance from the Recreation and Conservation Funding Board must be reasonably maintained and made available to the general public at reasonable hours and times of the year according to the type of area or facility unless other restrictions have been agreed to by the Recreation and Conservation Office Director or the Recreation and Conservation Funding Board and the National Park Service.

Section 6. We acknowledge that any facility developed with grant assistance from the Recreation and Conservation Funding Board must be dedicated for public outdoor recreation purposes, and be retained and maintained for such use for perpetuity unless otherwise provided and agreed to by our organization and the Recreation and conservation Funding Board and the National Park Service.

Section 7. We have read both the federal guidelines and state policies for the LWCF program and agree to abide by those guidelines and policies, and as LWCF grants are federal funds, our organization must comply with all applicable federal laws.

Section 8. This resolution becomes part of a formal application to the Recreation and Conservation Office for grant assistance.

Section 9. We provided appropriate opportunity for public comment on this application.

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 this 25th day of April, 2016.

Mayor

ATTEST:

City Clerk

Approved as to legal form:

City Attorney

Discover! Children's Museum - Green Space
Preliminary Design
Opinion of Probable Landscape Construction Cost

Site Area
 Green Space 65,340

Item	Unit	Quantity	Price	Amount	Section Subtotal
General Provisions					
Mobilization	LS	1	\$ 3,000	\$ 3,000	\$ 6,800
Traffic controls	LS	1	\$ 500	\$ 500	
Temporary access	LS	1	\$ 300	\$ 300	
Selective demolition - Material Removal	CY	150	\$ 20	\$ 3,000	
Earthwork and Grading					
Rough grading	SF	40,000	\$ 0	\$ 4,000	\$ 13,801
Finish grading	SF	65,340	\$ 0	\$ 9,801	
Concrete					
Sidewalk Paths - 6 ft. Wide	LF	1,200	\$ 18	\$ 21,600	\$ 48,000
Flatwork Surfaces	SF	5,000	\$ 3	\$ 15,000	
Fencing					
4' Black Fabric Chain-link Fencing	LF	700	\$ 12	\$ 8,400	\$ 11,400
Gates	LS	6	\$ 500	\$ 3,000	
Utility/ Lighting					
Light Poles and Luminaires	EA	2	\$ 5,000	\$ 10,000	\$ 20,000
Fixtures / flood lights	EST	1	\$ 4,000	\$ 4,000	
Power Supply / Outlets / Etc.	EST	1	\$ 6,000	\$ 6,000	
Water					
Connection to stub out	LS	1	\$ 750	\$ 750	\$ 1,950
Water meter setter, 3/4"	EA	1	\$ 1,200	\$ 1,200	
Water meter box	EA	1	\$ 300	\$ 300	
Irrigation					
Backflow Device	EA	1	\$ 1,000	\$ 1,000	\$ 11,955
Quick coupler assembly	EA	1	\$ 35	\$ 35	
Solenoid control valves, w/ std box	EA	10	\$ 140	\$ 1,400	
Manual drain assembly	EA	1	\$ 20	\$ 20	
Digital controller, pedestal mount	EA	1	\$ 1,500	\$ 1,500	
Irrigation zone, lateral/heads, complete	EA	10	\$ 800	\$ 8,000	
Stormwater					
Connection to storm utility	LS	1	\$ 2,000	\$ 2,000	\$ 11,955
Basins	EA	4	\$ 2,000	\$ 8,000	
Drain Pipe	LF	250	\$ 30	\$ 7,500	
Landscape					
Shrub, large	EA	120	\$ 24	\$ 2,880	\$ 28,350
Shrub, small	EA	500	\$ 9	\$ 4,500	
Ground cover, 1 gal.	EA	500	\$ 4	\$ 2,000	
Select landscape rocks	EA	120	\$ 10	\$ 1,200	
Imported topsoil, placed	CY	500	\$ 28	\$ 14,000	
Pre-emergent herbicide	EST	1	\$ 250	\$ 250	
Bark mulch, med-fine	CY	160	\$ 22	\$ 3,520	
Specialty					
Signage	LS	1	\$ 5,000	\$ 5,000	\$ 5,000

**CITY OF CHEHALIS
AGENDA REPORT**

DATE: April 25, 2016

TO: The Honorable Mayor and City Council

FROM: David Fleckenstein, Airport Manager

SUBJECT: Resolution No. 11-2016 First and Final Reading - Sole Source Purchase of Fill for Twin City Town Center Development

ISSUE

The Chehalis-Centralia Airport would like to purchase fill that is available as a result of ongoing construction for Sonic Drive-In. Kugel Construction is removing fill from another location in Olympia and has excess fill available for purchase at a reduced market price, primarily due to equipment already in use.

DISCUSSION

In order to continue development with the Twin City Town Center an access road is required off of NW Arkansas Way to service Tract 6, Dutch Brothers, and the larger Tract, 7. Constructing the easement with airport funds will reduce the costs for businesses desiring to locate in the Twin City Town Center Development.

Kugel Construction is currently moving fill from a future Sonic Drive-In location to Chehalis for the ongoing construction of a Sonic location on NW Arkansas Way. Kugel Construction has offered to fill and compact the area for the access road referenced above. Kugel Construction will place 1600 tons of crushed rock and 7,000 cubic yards of fill at the site for a cost not to exceed \$85,000. The administration believes this can be covered within the airport's existing budget with some minor adjustments. Given that Kugel Construction has a work force and equipment already mobilized for construction of the Sonic Drive-In, no mobilization costs are required to fill and compact the access road for the airport. To initiate the purchase, a resolution authorizing a sole source purchase must be approved by council. Attached is a resolution authorizing a sole source purchase of fill for council's consideration.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council adopt Resolution No. 11-2016 on first and final reading authorizing a sole source purchase of fill for the Chehalis-Centralia Airport.

SUGGESTED MOTION

I move that the council adopt Resolution No. 11-2016 on first and final reading authorizing a sole source purchase of fill for the Chehalis-Centralia Airport.

REVIEWED BY:  _____, CITY MANAGER

RESOLUTION NO. 11-2016

**A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON,
APPROVING AND AUTHORIZING THE SOLE SOURCE
PURCHASE OF FILL FOR USE IN THE TWIN CITY TOWN
CENTER**

WHEREAS, RCW 39.04.280 provides exemptions to the competitive bidding requirements of municipalities under certain circumstances including when purchases are clearly and legitimately limited to a single source of supply; and

WHEREAS, fill is necessary for the development of properties located adjacent to the airport; and

WHEREAS, the unique opportunity to purchase fill from Kugel Construction with mobilized construction equipment already in place make it impractical for normal bidding procedures; and

WHEREAS, this would be a sole source purchase as no other entity is known to have fill of this quality and size available for sale at this price; and

WHEREAS, the City Council desires to waive the bidding requirements and authorize a sole source contract for the purchase of fill from Kugel Construction.

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

Section 1. The bidding requirements for the purchase of fill are hereby waived.

Section 2. The Airport Manager is authorized to purchase fill from Kugel Construction of Chehalis, WA for an amount, including sales tax, not to exceed \$85,000.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 21st day of April, 2016.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

City of Chehalis
 First Quarter Preliminary Financial Statements - All Funds
 March 31, 2016

	General Fund #001		Dedicated Street Fund #003		Arterial Str Fund #102		TBD Fund #103		Tourism Fund #107	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	1,036,237	1,512,139	1,000	92,883	4,369	68,357	0	0	141,959	198,720
Revs. & Transfers In	8,514,787	1,762,855	150,899	37,695	150,000	37,912	0	0	224,895	40,206
Exps. & Transfers Out	(8,702,210)	(2,138,544)	(148,000)	(630)	(130,120)	(10,689)	0	0	(218,380)	0
Ending Fund Balance	848,814	1,136,450	3,899	129,948	24,249	95,580	0	0	148,474	238,926

	CDBG Fund #195		HUD BG Fund #197		2011 G.O. Bond #200		Public Fac. Res. #301		Auto/Eq Reserve #302	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	10	110	43,991	57,350	0	0	0	0	0	459
Revs. & Transfers In	10,136	0	390	0	95,592	0	0	0	12,000	0
Exps. & Transfers Out	0	0	0	0	(95,592)	(425)	0	0	(12,000)	0
Ending Fund Balance	10,146	110	44,381	57,350	0	(425)	0	0	0	459

	1st QTR REET Fund #305		2nd QTR REET Fund #306		Garbage Fund #402		Wastewater Fund #404		Water Fund #405	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	176,016	155,433	144,385	126,740	0	4,554	1,528,146	3,271,463	4,475,544	5,584,336
Revs. & Transfers In	100,175	33,648	100,150	33,648	6,410	1,440	6,307,612	1,284,298	2,950,383	615,678
Exps. & Transfers Out	(40,149)	0	(31,545)	0	(4,155)	(3)	(6,144,517)	(633,607)	(3,883,821)	(454,163)
Ending Fund Balance	236,042	189,081	212,990	160,388	2,255	5,991	1,691,241	3,922,154	3,542,106	5,745,851

	Storm/Surface Wtr #406		Airport Fund #407		Firemens Pension #611		City Agency Fund #633		ALL FUNDS TOTALS	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Beginning Fund Balance	554,295	682,478	1,612,249	1,899,100	479,285	490,266	7,307	8,107	10,204,793	14,152,495
Revs. & Transfers In	512,355	138,019	2,518,618	472,811	151,845	3,654	360,000	204	22,166,247	4,462,068
Exps. & Transfers Out	(469,176)	(64,217)	(2,563,089)	(365,028)	(74,333)	(13,153)	(360,000)	0	(22,877,087)	(3,680,459)
Ending Fund Balance	597,474	756,280	1,567,778	2,006,883	556,797	480,767	7,307	8,311	9,493,953	14,934,104

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

To: The Honorable Mayor and Council
 Via: Merlin MacReynold, City Manager
 From: Judy Pectol, Finance Manager
 Prepared by: Betty Brooks, Payroll Accountant
 Date: April 20, 2016
 Subject: Monthly Financial Reports for March

City of Chehalis
 Comparative Financial Reports
 March 2015 and 2016

GENERAL FUND (#001) REVENUES	A March 2015		B		C=B/A		D March 2016		E		F=E/D		G		H^		I=F-G	
	Budget	Actual	Budget	Actual	Recd	%	Budget	Actual	Recd	%	Expected	% Recd*	Varnc from Expected	%	Expected	% Recd*	Varnc from Expected	%
General Property Taxes	\$1,268,579	\$41,950	\$1,276,948	\$33,702	3.3%	2.6%			2.6%	25.0%	(\$285,535)	25.0%	(68,602)	22.4%				
EMS Property Taxes	238,157	7,916	304,886	7,620	3.3%	2.5%			2.5%	25.0%	(68,602)	25.0%	(746)	0.0%				
Sales & Use Tax	3,762,844	869,131	3,772,472	942,372	23.1%	25.0%			25.0%	25.0%	34,483	25.0%	18,033	7.0%				
Electricity Tax	440,000	147,854	495,100	158,258	33.6%	32.0%			32.0%	25.0%	111	25.0%	111	0.1%				
Gas/Natural Gas Tax	221,000	64,008	217,725	72,464	29.0%	33.3%			33.3%	25.0%	(2,531)	25.0%	(4,591)	-0.6%				
Criminal Justice Tax	110,000	25,519	105,050	26,373	23.2%	25.1%			25.1%	25.0%	(6,478)	25.0%	8,790	-4.9%				
Water/Sewer Tax	445,000	98,721	452,900	110,694	22.2%	24.4%			24.4%	25.0%	(742)	25.0%	(11)	-25.0%				
Garbage Tax	61,000	15,949	81,900	15,884	26.1%	19.4%			19.4%	25.0%	(4,591)	25.0%	(6,478)	-4.9%				
Cable Tax	104,000	25,694	133,485	26,893	24.7%	20.1%			20.1%	25.0%	(742)	25.0%	(11)	-25.0%				
Telephone Tax	270,500	76,794	275,000	77,540	28.4%	28.2%			28.2%	25.0%	(742)	25.0%	(11)	-25.0%				
Leasehold Excise Tax	39,500	9,341	41,000	9,508	23.6%	23.2%			23.2%	25.0%	(742)	25.0%	(11)	-25.0%				
Timber Excise Tax	40	0	45	0	0.0%	0.0%			0.0%	25.0%	(11)	25.0%	(11)	-25.0%				
Total Tax Revenues	6,960,620	1,382,877	7,156,511	1,481,308	19.9%	20.7%			20.7%	25.0%	(307,820)	25.0%	(307,820)	-4.3%				
Licenses & Permits	168,116	32,226	157,050	85,138	19.2%	54.2%			54.2%	25.0%	45,876	25.0%	45,876	29.2%				
Intergov't. Grants/Entitlements	421,400	138,208	445,620	33,183	32.8%	7.4%			7.4%	25.0%	(78,222)	25.0%	(78,222)	-17.6%				
Charges for Goods and Svcs.	408,295	50,199	371,196	52,754	12.3%	14.2%			14.2%	25.0%	(40,045)	25.0%	(40,045)	-10.8%				
Fines and Forfeitures	163,739	39,129	147,420	40,699	23.9%	27.6%			27.6%	25.0%	3,844	25.0%	3,844	2.6%				
Interest Earnings	9,990	5,814	11,890	5,181	58.2%	43.6%			43.6%	25.0%	2,209	25.0%	2,209	18.6%				
Rents & Royalties	88,472	14,179	71,280	19,213	16.0%	27.0%			27.0%	25.0%	1,393	25.0%	1,393	2.0%				
Donations/Contributions	0	0	0	7,000	N/A	100.0%			100.0%	25.0%	7,000	25.0%	7,000	0.0%				
Misc. Revenue/Insurance	11,850	98,900	29,385	4,037	834.6%	13.7%			13.7%	25.0%	(3,309)	25.0%	(3,309)	-11.3%				
Non-Revenues	4,225	1,034	124,435	34,342	24.5%	27.6%			27.6%	25.0%	3,233	25.0%	3,233	2.6%				
Total Non-Tax Revenues	1,276,087	379,689	1,358,276	281,547	29.8%	20.7%			20.7%	25.0%	(58,022)	25.0%	(58,022)	-4.3%				
TOTALS	\$8,236,707	\$1,762,566	\$8,514,787	\$1,762,855	21.4%	20.7%			20.7%	25.0%	(\$365,842)	25.0%	(\$365,842)	-4.3%				

Key:
 * The expected percentage is calculated as follows: since the report is for the 3rd month of the year, 3 is divided by 12-the number of months in the year.
 ^To calculate the dollar variance between expected and actual expenditures, the following formula is used:
 H=(D*G) - E (i.e.(annual budgeted amount x expected % expended) - actual expenditures.)

City of Chehalis
Comparative Financial Reports
March 2015 and 2016

GENERAL FUND (#001) EXPENDITURES	A March 2015		B		C=B/A		D March 2016		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Actual	Budget	Actual	% Exp'd	% Actual	% Exp'd	% Actual	% Exp'd	% Actual	Var'nc from Expected	% Variance	% Variance	
City Council	\$111,811	\$25,807	\$95,657	\$27,737	23.1%	29.0%	\$95,657	\$27,737	29.0%	25.0%	25.0%	25.0%	25.0%	(\$3,823)	-4.0%	-4.0%		
Municipal Court	380,000	82,548	522,105	137,053	21.7%	26.3%	522,105	137,053	26.3%	25.0%	25.0%	25.0%	25.0%	(6,527)	-1.3%	-1.3%		
City Manager	266,410	88,365	305,708	90,532	33.2%	29.6%	305,708	90,532	29.6%	25.0%	25.0%	25.0%	25.0%	(14,105)	-4.6%	-4.6%		
Finance	203,500	105,487	228,295	97,016	51.8%	42.5%	228,295	97,016	42.5%	25.0%	25.0%	25.0%	25.0%	(39,942)	-17.5%	-17.5%		
City Clerk	78,816	23,121	78,878	24,055	29.3%	30.5%	78,878	24,055	30.5%	25.0%	25.0%	25.0%	25.0%	(4,336)	-5.5%	-5.5%		
Non-Departmental	461,773	92,253	463,976	79,618	20.0%	17.2%	463,976	79,618	17.2%	25.0%	25.0%	25.0%	25.0%	36,376	7.8%	7.8%		
Human Resources	85,969	31,205	85,553	31,449	36.3%	36.8%	85,553	31,449	36.8%	25.0%	25.0%	25.0%	25.0%	(10,061)	-11.8%	-11.8%		
Police	2,717,426	627,405	2,737,263	720,571	23.1%	26.3%	2,737,263	720,571	26.3%	25.0%	25.0%	25.0%	25.0%	(36,255)	-1.3%	-1.3%		
Fire	1,902,335	412,794	2,017,257	486,703	21.7%	24.1%	2,017,257	486,703	24.1%	25.0%	25.0%	25.0%	25.0%	17,611	0.9%	0.9%		
Public Works - Streets	731,360	125,409	753,224	91,913	17.1%	12.2%	753,224	91,913	12.2%	25.0%	25.0%	25.0%	25.0%	96,393	12.8%	12.8%		
Community Development	1,396,330	365,958	1,414,294	351,897	26.2%	24.9%	1,414,294	351,897	24.9%	25.0%	25.0%	25.0%	25.0%	1,677	0.1%	0.1%		
TOTALS	\$8,335,730	\$1,980,352	\$8,702,210	\$2,138,544	23.8%	24.6%	\$8,702,210	\$2,138,544	24.6%	25.0%	25.0%	25.0%	25.0%	\$37,009	0.4%	0.4%		

Net Budget/Income/Variance: (\$99,023) (\$217,786)

(\$187,423) (\$375,689)

(\$328,833)

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

City of Chehalis
Comparative Financial Reports
March 2015 and 2016

WASTEWATER FUND (#404) REVENUES	A		B		C=B/A		D		E		F=E/D		G		H^		I=F-G	
	Budget	March 2015 Actual	% Rec'd	Budget	March 2016 Actual	% Rec'd	Budget	March 2016 Actual	% Rec'd	Expected % Rec'd*	Expected % Rec'd*	Expected % Rec'd*	Varinc from Expected	% Variance				
Intergovernmental Revenues	\$0	\$0	0.0%	\$1,400,000	\$0	0.0%			0.0%	25.0%	25.0%	(\$350,000)	0.0%					
Wastewater Fees	4,968,202	1,077,199	21.7%	4,868,053	1,236,531	25.4%			25.4%	25.0%	19,518	0.4%						
Sewer Connection/Misc. Fees	10,000	3,030	30.3%	30,000	0	0.0%			0.0%	25.0%	(7,500)	-25.0%						
Rentals	3,545	3,545	100.0%	3,545	3,545	100.0%			100.0%	25.0%	2,659	75.0%						
Misc. Revenues/Insurance	4,000	964	24.1%	3,000	590	19.7%			19.7%	25.0%	(160)	-5.3%						
Non-Revenue Tax Receipts	0	0	0.0%	555	502	90.5%			90.5%	25.0%	363	65.5%						
Proceeds of Long-Term Debt	0	0	0.0%	0	28,576	100.0%			100.0%	25.0%	28,576	100.0%						
Fines and Forfeitures	0	0	0.0%	0	14,554	100.0%			100.0%	25.0%	14,554	100.0%						
Interest Earnings	985	564	57.3%	2,459	0	0.0%			0.0%	25.0%	(615)	-25.0%						
Totals:	\$4,986,732	\$1,085,302	21.8%	\$6,307,612	\$1,284,298	20.4%			20.4%	25.0%	(\$292,605)	-4.6%						

WASTEWATER FUND (#404) EXPENSES	A		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	March 2015 Actual	% Exp'd	Budget	March 2016 Actual	% Exp'd	Budget	March 2016 Actual	% Exp'd	Expected % Exp*	Expected % Exp*	Expected % Exp*	Varinc from Expected	% Variance				
Operating Expenses	\$2,666,292	\$513,072	19.2%	\$2,723,260	\$504,061	18.5%			18.5%	25.0%	25.0%	\$176,754	6.5%					
Capital Outlay	253,000	19,688	7.8%	1,467,900	26,503	1.8%			1.8%	25.0%	340,472	23.2%						
Debt Principal	1,832,390	19,773	1.1%	1,834,840	93,081	5.1%			5.1%	25.0%	365,629	19.9%						
Interest Expense	24,524	0	0.0%	34,733	9,962	28.7%			28.7%	25.0%	(1,279)	-3.7%						
Interfund Loan Repayment	83,784	0	0.0%	83,784	0	0.0%			0.0%	25.0%	20,946	25.0%						
Totals:	\$4,859,990	\$552,533	11.4%	\$6,144,517	\$633,607	10.3%			10.3%	25.0%	\$902,522	14.7%						

Net Budget/Income/Variance: \$126,742 \$532,769 \$163,095 \$650,691 \$609,917

Key:
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City of Chehalis
Comparative Financial Reports
March 2015 and 2016

WATER FUND (#405) REVENUES	A March 2015		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Rec'd	Budget	Actual	March 2016 Budget	Actual	% Rec'd	Expected % Rec'd*	% Rec'd	Expected % Rec'd*	Varnc from Expected	% Variance			
Water Sales	\$2,566,160	\$552,106	\$2,376,387	\$602,195	21.5%	\$2,376,387	\$602,195			25.3%	25.0%	25.3%	25.0%	8,098	0.3%			
Water Connection/Misc. Fees	10,000	5,542	10,000	3,535	55.4%	10,000	3,535			35.4%	25.0%	35.4%	25.0%	1,035	10.4%			
Interfund Principal Repayment	83,332	0	0	0	0.0%	0	0			0.0%	25.0%	0.0%	25.0%	0	0.0%			
Misc. Revenues/Insurance	1,000	5,076	2,121	2,534	507.6%	2,121	2,534			119.5%	25.0%	119.5%	25.0%	2,004	94.5%			
Non-Revenue Tax Receipts	0	0	100	(260)	0.0%	100	(260)			-260.0%	25.0%	0.0%	25.0%	(285)	-285.0%			
Proceeds of Long-Term Debt	0	0	555,500	0	0.0%	555,500	0			0.0%	25.0%	0.0%	25.0%	(138,875)	100.0%			
Fines and Forfeitures	0	0	0	7,287	0.0%	0	7,287			100.0%	25.0%	100.0%	25.0%	7,287	100.0%			
Interest Earnings	11,073	1,627	6,275	387	14.7%	6,275	387			6.2%	25.0%	6.2%	25.0%	(1,182)	-18.8%			
Totals:	\$2,671,565	\$564,351	\$2,950,383	\$615,678	21.1%	\$2,950,383	\$615,678			20.9%	25.0%	20.9%	25.0%	(\$121,918)	-4.1%			

WATER FUND (#405) EXPENSES	A March 2015		B		C=B/A		D		E		F=E/D		G		H^		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	Budget	Actual	March 2016 Budget	Actual	% Exp'd	Expected % Exp*	% Exp'd	Expected % Exp*	Varnc from Expected	% Variance			
Operating Expenses	\$1,819,713	\$398,138	\$1,888,309	\$383,875	21.9%	\$1,888,309	\$383,875			20.3%	25.0%	20.3%	25.0%	\$88,202	4.7%			
Capital Outlay	979,400	100,048	1,847,000	57,963	10.2%	1,847,000	57,963			3.1%	25.0%	3.1%	25.0%	403,787	21.9%			
Debt Principal	133,077	10,000	134,077	10,000	7.5%	134,077	10,000			7.5%	25.0%	7.5%	25.0%	23,519	17.5%			
Interest Expense	26,185	2,825	14,435	2,325	10.8%	14,435	2,325			16.1%	25.0%	16.1%	25.0%	1,284	8.9%			
Transfers Out	420,000	0	0	0	0.0%	0	0			0.0%	25.0%	0.0%	25.0%	0	0.0%			
Totals:	\$3,378,375	\$511,011	\$3,883,821	\$454,163	15.1%	\$3,883,821	\$454,163			11.7%	25.0%	11.7%	25.0%	\$516,792	13.3%			

Net Budget/Income/Variance: (\$706,810) \$53,340 (\$933,438) \$161,515 \$394,875

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

City of Chehalis
Comparative Financial Reports
March 2015 and 2016

STORM FUND (#406) REVENUES	A March 2015		B		C=B/A		D		E		F=E/D		G		H [^]		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Expected	% Exp*	Expected	Expected	Variance	% Variance
Storm & Surface Water Fees	\$506,772	\$126,497	\$505,500	\$136,764	25.0%	27.1%	\$505,500	\$136,764	\$505,500	\$136,764	27.1%	25.0%	\$10,389	25.0%	\$10,389	\$10,389	2.1%	2.1%
Storm Connection/Misc. Fees	1,000	489	4,000	0	100.0%	0.0%	4,000	0	4,000	0	0.0%	25.0%	(1,000)	25.0%	(1,000)	(1,000)	-25.0%	-25.0%
Misc. Revenues/Insurance	825	1,475	2,000	0	100.0%	0.0%	2,000	0	2,000	0	0.0%	25.0%	(500)	25.0%	(500)	(500)	-25.0%	-25.0%
Non-Revenue Tax Receipts	0	0	275	0	0.0%	0.0%	275	0	275	0	0.0%	25.0%	(69)	25.0%	(69)	(69)	-25.0%	-25.0%
Fines and Forfeitures	0	0	0	1,255	0.0%	100.0%	0	1,255	0	1,255	100.0%	25.0%	1,255	25.0%	1,255	1,255	100.0%	100.0%
Interest Earnings	1,300	131	580	0	10.1%	0.0%	580	0	580	0	0.0%	25.0%	(145)	25.0%	(145)	(145)	-25.0%	-25.0%
Totals:	\$509,897	\$128,592	\$512,355	\$138,019	25.2%	26.9%	\$512,355	\$138,019	\$512,355	\$138,019	26.9%	25.0%	\$9,930	25.0%	\$9,930	\$9,930	1.9%	1.9%

STORM FUND (#406) EXPENSES	A March 2015		B		C=B/A		D		E		F=E/D		G		H [^]		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Expected	% Exp*	Expected	Expected	Variance	% Variance
Operating Expenses	\$442,590	\$73,338	\$469,176	\$64,217	16.6%	13.7%	\$469,176	\$64,217	\$469,176	\$64,217	13.7%	25.0%	\$53,077	25.0%	\$53,077	\$53,077	11.3%	11.3%
Capital Outlay	18,000	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	25.0%	0	25.0%	0	0	0.0%	0.0%
Totals:	\$460,590	\$73,338	\$469,176	\$64,217	15.9%	13.7%	\$469,176	\$64,217	\$469,176	\$64,217	13.7%	25.0%	\$53,077	25.0%	\$53,077	\$53,077	11.3%	11.3%

Net Budget/Income/Variance: \$49,307 \$55,254 \$43,179 \$73,802 \$63,007

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

City of Chehalis
Comparative Financial Reports
March 2015 and 2016

AIRPORT FUND (#407) REVENUES	A March 2015		B		C=B/A		D March 2016		E		F=E/D		G		H ^A		I=F-G	
	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Budget	Actual	Budget	Actual	% Rec'd	% Rec'd	Expected % Rec'd*	Expected % Rec'd	Var'nc from Expected	Expected % Rec'd	Expected % Rec'd	% Variance
Intergovernmental Revenues	\$800,000	\$722			0.1%	0.1%	\$916,600	\$58,044			6.3%	25.0%	25.0%	(171,106)	25.0%	25.0%	-18.7%	
Charges for Goods and Svcs.	520,000	140,783			27.1%	27.1%	533,622	100,532			18.8%	25.0%	25.0%	(32,874)	25.0%	25.0%	-6.2%	
Interest Earnings	15,085	84			0.6%	0.6%	14,000	0			0.0%	25.0%	25.0%	(3,500)	25.0%	25.0%	-25.0%	
Licenses & Permits	0	0			100.0%	100.0%	0	0			100.0%	25.0%	25.0%	0	25.0%	25.0%	100.0%	
Rents & Royalties	96,000	19,311			20.1%	20.1%	80,001	19,987			25.0%	25.0%	25.0%	(13)	25.0%	25.0%	0.0%	
Capital Lease Receipts	879,651	202,135			23.0%	23.0%	816,422	251,376			30.8%	25.0%	25.0%	47,271	25.0%	25.0%	0.0%	
Misc. Revenues/Insurance	2,000	222			11.1%	11.1%	600	0			0.0%	25.0%	25.0%	(150)	25.0%	25.0%	-25.0%	
Non-Revenue Tax Receipts	0	20			0.0%	0.0%	157,373	42,872			27.2%	25.0%	25.0%	76	25.0%	25.0%	2.2%	
Operating Transfers In	420,000	0			0.0%	0.0%	0	0			0.0%	25.0%	25.0%	0	25.0%	25.0%	0.0%	
Totals:	\$2,732,736	\$363,277			13.3%	13.3%	\$2,518,618	\$472,811			18.8%	25.0%	25.0%	(\$160,372)	25.0%	25.0%	-6.2%	

AIRPORT FUND (#407) EXPENSES	A March 2015		B		C=B/A		D March 2016		E		F=E/D		G		H ^A		I=G-F	
	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Budget	Actual	Budget	Actual	% Exp'd	% Exp'd	Expected % Exp*	Expected % Exp	Var'nc from Expected	Expected % Exp	Expected % Exp	% Variance
Operating Expenses	\$1,199,816	\$218,235			18.2%	18.2%	\$1,338,870	\$228,072			17.0%	25.0%	25.0%	\$106,646	25.0%	25.0%	8.0%	
Capital Outlay	1,455,000	563			0.0%	0.0%	871,630	132,509			15.2%	25.0%	25.0%	85,399	25.0%	25.0%	9.8%	
Principal - G.O. Bonds	231,992	0			0.0%	0.0%	278,505	2,458			0.9%	25.0%	25.0%	67,168	25.0%	25.0%	24.1%	
Interest Expense	84,215	0			0.0%	0.0%	74,084	1,989			2.7%	25.0%	25.0%	16,532	25.0%	25.0%	22.3%	
Totals:	\$2,971,023	\$218,798			7.4%	7.4%	\$2,563,089	\$365,028			14.2%	25.0%	25.0%	\$275,744	25.0%	25.0%	10.8%	

Net Budget/Income/Variance: (\$238,287) \$144,479

(\$44,471) \$107,783

\$115,372

Key:

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

RECOMMENDATION/COUNCIL ACTION DESIRED

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

Reviewed by  City Manager

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

	Month-by-Month Comparisons												
	2008	2009	2010	2011	2012	2013	2014	2015	2016			% Chg.	
January	338,775.84	311,681.25	242,158.24	255,550.11	239,905.57	271,375.98	290,642.45	274,670.17	301,243.31			9.7%	
February	325,708.20	326,987.75	296,867.87	288,322.28	293,448.86	322,000.58	333,263.02	336,038.91	374,625.26			11.5%	
March	352,594.58	247,974.49	269,687.71	209,202.31	201,418.97	221,154.40	238,177.91	258,421.46	266,503.75			3.1%	
April	323,886.70	245,182.86	223,636.27	211,769.41	229,146.29	231,493.06	248,725.24	257,696.99					
May	366,700.91	255,481.63	246,998.74	269,316.42	250,189.48	271,850.87	297,383.10	300,832.16					
June	340,751.01	266,335.35	228,867.63	253,348.87	253,817.94	265,285.99	277,316.08	311,189.00					
July	352,426.34	270,324.94	239,316.92	235,882.93	251,676.19	268,330.22	329,111.43	325,909.63					
August	416,021.47	276,851.50	268,052.83	264,592.08	264,996.44	278,101.71	385,924.11	337,037.17					
September	327,171.53	250,448.70	246,365.20	320,998.49	276,271.10	291,464.88	300,288.47	328,074.52					
October	305,787.51	345,695.15	260,630.19	245,472.95	283,408.61	278,187.79	316,620.23	322,106.93					
November	373,132.35	257,314.61	251,801.70	261,382.66	273,852.79	285,244.13	319,051.89	323,911.63					
December	194,375.82	234,399.17	241,368.04	233,191.67	258,144.76	277,923.31	293,816.98	308,587.05					
Year Totals	4,017,332.26	3,288,677.40	3,015,751.34	3,049,030.18	3,076,277.00	3,262,412.92	3,630,320.91	3,684,475.62	942,372.32			n/a	

First Quarter	1,017,078.62	886,643.49	808,713.82	753,074.70	734,773.40	814,530.96	862,083.38	869,130.54	942,372.32			8.4%
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**CITY OF CHEHALIS
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Judy Pectol, Finance Manager
DATE: April 20, 2016
SUBJECT: Ordinance No. 957-B, Second and Final Reading – Amending the 2016 Budget

ISSUE

Ordinance No. 957-B, amending the 2016 Budget, is hereby submitted to reflect the changes in estimates and the actual activity of the City. It is necessary to ensure compliance with appropriation requirements achieve a realistic budget.

DISCUSSION

The attached spreadsheet provides information on a line-by-line basis, as well as summary information of the proposed budget amendment. A few items have been added since the first reading. The additions include:

- A \$6,000 appropriation for updating the city's website
- A \$5,025 increase in estimated revenue for recently funded multimodal transportation activities
- The estimated revenue and related appropriations increase related to the TIB funded National Avenue Grind & Overlay Project
- A transfer of funds from the Wastewater Fund to the Airport Fund for Arkansas Way expenses

The net city-wide increase to fund balances totals \$25,469. The new estimated total ending fund balance will be \$14,034,624. This ordinance is presented for council consideration on the second of two required readings.

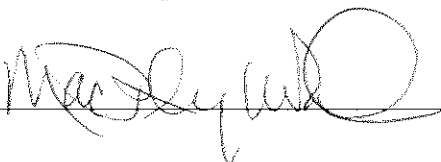
RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council pass Ordinance No. 957-B on second and final reading.

SUGGESTED MOTION

I move that the council pass Ordinance No. 957-B on second and final reading.

Reviewed



City Manager

ORDINANCE NO. 957-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE ANNUAL BUDGET OF THE CITY FOR THE CALENDAR YEAR 2016, BY INCREASING APPROPRIATIONS OF THE GENERAL FUND IN THE SUM OF FOUR HUNDRED NINE THOUSAND FOUR HUNDRED SIXTY DOLLARS (\$409,460); AND THE DEDICATED STREET FUND IN THE SUM OF FOUR HUNDRED NINETY-TWO THOUSAND TWO HUNDRED SIXTY (\$492,260); AND THE BOND FUND IN THE SUM OF FOUR HUNDRED TWENTY-FIVE DOLLARS (\$425); AND THE AIRPORT FUND IN THE AMOUNT OF THIRTY-TWO THOUSAND FIVE HUNDRED DOLLARS (\$32,500); AND DECREASING APROPRIATIONS OF THE WASTEWATER FUND BY EIGHTY FOUR THOUSAND THREE HUNDRED TWENTY-NINE DOLLARS (\$84,329); AND DIRECTING THE FINANCE MANAGER 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 2016 shall be, and the same hereby is, amended so as to increase the General Fund's estimated revenues by \$92,025; increase transfers in by \$18,000; increase transfers out by \$425; and increase appropriations by \$409,460.

Section 2. The annual budget of the city for the calendar year 2016 shall be, and the same hereby is, amended so as to increase the Dedicated Street Fund's estimated revenues by \$442,260; and increase appropriations by \$492,260.

Section 3. The annual budget of the city for the calendar year 2016 shall be, and the same hereby is, amended so as to increase the Bond Fund's transfers in by \$425 and increase appropriations by \$425.

Section 4. The annual budget of the city for the calendar year 2016 shall be, and the same hereby is, amended so as to decrease the Wastewater Fund's appropriations by \$84,329; and increase transfers out by \$32,500.

Section 5. The annual budget of the city for the calendar year 2016 shall be, and the same hereby is, amended so as to increase the Water Fund's estimate revenues by \$909,000.

Section 6. The annual budget of the city for the calendar year 2016 shall be, and the same hereby is, amended so as to increase the Storm and Surface Water Fund's transfers out by \$18,000.

Section 7. The annual budget of the city for the calendar year 2016 shall be, and the same hereby is, amended so as to increase the Airport Fund's appropriations by \$32,500; and increase transfers in by \$32,500.

Section 8. Attached hereto and identified as Exhibit A, in summary form, are the total of estimated revenues, transfers in, expenditures, and transfers out for each separate fund and the aggregate totals for all such funds combined for the city for the amended 2016 budget which, shows a total estimated ending fund balance of \$14,304,624.

PASSED by the city council of the City of Chehalis, Washington, and **APPROVED** on its second reading at a regularly scheduled open public meeting thereof this 25th day of April, 2016.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

EXHIBIT A
CITY OF CHEHALIS AMENDED 2016 BUDGET
2016 Budget Summary revised with Ordinance #957-B

FUND NAME	Est. Beg. Fund Balance	Revenue	Operating Transfers In	Expenditures	Operating Transfers Out	Est. End. Fund Balance
General Fund	1,512,139	8,606,812	18,000	8,924,873	187,222	1,024,856
Dedicated Street Fund - 4% Sales Tax	92,883	442,260	150,899	640,260	-	45,782
Arterial Street Fund	68,357	150,000	-	130,120	-	88,237
Transportation Benefit Fund	-	-	-	-	-	-
Tourism Fund	198,720	224,895	-	218,380	-	205,235
Community Dev. Block Grant Fund	110	10,136	-	-	-	10,246
HUD Block Grant Fund	57,350	390	-	-	-	57,740
Federal and State Grant Fund	-	-	-	-	-	-
2011 G.O. Bond Fund	-	-	96,017	96,017	-	-
Automotive/Equip. Res. Fund	459	-	12,000	12,000	-	459
1st Quarter REET Fund	155,433	100,175	-	-	40,149	215,459
2nd Quarter REET Fund	126,740	100,150	-	-	31,545	195,345
Garbage Fund	4,554	6,410	-	4,155	-	6,809
Wastewater Fund	3,271,463	6,307,612	-	6,060,188	32,500	3,486,387
Water Fund	5,584,336	3,859,383	-	3,883,821	-	5,559,898
Storm & Surface Water Fund	682,478	512,355	-	469,176	18,000	707,657
Airport Fund	1,899,100	2,518,618	32,500	2,595,589	-	1,854,629
Firemen's Pension Fund	490,266	151,845	-	74,333	-	567,778
City Agency Fund	8,107	360,000	-	360,000	-	8,107
TOTALS	14,152,495	23,351,041	309,416	23,468,912	309,416	14,034,624


City of Chehalis
 2016 Budget Amendment No. 1 - Ordinance 957-B
 4/20/2016

Fund No. and Name	Acct. Name	Reason for Amendment	Revenue		Appropriation		Transfers		Total
			Increase/(Decrease)	Increase/(Decrease)	In/(Out)	Increase/(Decrease)			
Fund 001 - General Fund									
001.H1.521.022.24.00	Police Uniforms	Uniforms ordered in 2015; to be paid in 2016		1,275					1,275
001.I1.522.020.24.00	Fire Uniforms	Uniforms ordered in 2015; to be paid in 2016		26,540					26,540
001.367.000.01	Private Donations	Chehalis Foundation Donation for Ballfield Study	80,000						80,000
001.53.518.031.41.00	Professional Services	Consultant Fee for Ballfield Feasibility Study		80,000					80,000
001.53.518.031.41.00	Professional Services	Recreation Park Project Management Fees		156,000					156,000
001.53.518.031.41.00	Professional Services	Re-Appropriate 2015 Balance of Skilling Contract		20,000					20,000
001.367.000.00	Private Grant	BNSF Grant to Fire Department	5,000						5,000
001.I1.594.022.64.00	Suppression Equipment	Grant Funded Fire Suppression Equipment		50,000					50,000
001.G1.558.070.64.00	Professional Services	Main Street Donation						18,000	18,000
001.397.000.46	Transfer In	Stormwater Transfer in Related to Recreation Park							
001.53.518.031.41.00	Professional Services	Recreation Park Project Management Fees		18,000					18,000
001.G1.597.000.05.20	Transfer Out	Transfer to cover 2015 Bond Bank Fees						(425)	(425)
001.H1.586.006.00.00	Leasehold Excise Tax	Leasehold Excise Tax On Parking Spaces		10,820					10,820
5 .H1.521.010.89.00	Interest - Other	Interest on Leasehold Excise Tax		285					285
5 .367.011.21	Donations - Police	Behind the Badge Foundation Donation		2,000					2,000
.H1.521.040.43.00	Travel - Staff	Police Travel for New York Trip		2,000					2,000
001.G1.518.080.41.00	Professional Services	Carryover of 2015 Project 365 Budget		28,515					28,515
001.B1.511.060.41.00	Professional Services	City Council -50% of Website Upgrade		3,000					3,000
001.D1.513.010.41.00	Professional Services	City Manager - 50% of Website Upgrade		3,000					3,000
001.336.071.00	Multimodal Transportation	Newly Funded 2015 Transportation Revenue	5,025						5,025
001.K1.595.070.63.00	Other Improvements	Newly Funded 2015 Transportation Activities							
Total General Fund			92,025	409,460	17,575	(299,860)			
Fund 103 - Dedicated Street Fund									
103.00.542.030.45.00	Street Repairs	Matching Funds Expenditures for Grant		50,000					50,000
103.333.020.00	Federal Grants - Indirect	TIB National Ave Grind & Overlay Grant	442,260						442,260
103.00.542.030.45.00	Street Repairs	National Ave Grind & Overlay Expenditures							
Total Dedicated Street Fund			442,260	492,260	-	(50,000)			
Fund 200 - Bond Fund									

City of Chehalis
 2016 Budget Amendment No. 1 - Ordinance 957-B
 4/20/2016

Fund No. and Name	Acct. Name	Reason for Amendment	Revenue		Appropriation		Transfers		Total Increase/(Decrease)
			Increase/(Decrease)		Increase/(Decrease)		In/(Out)		
200.397.001.01	Transfer In	Transfer from General Fund					425		
200.OC.592.014.89.00	Debt Service Costs	2015 Bank Fees for New State Bank Agent			425				
Total Bond Fund			-		425		425		-
Fund 404 - Wastewater Fund									
404.11.581.020.07.00	Interfund Loan	To Close out paid loan			(83,784)				
404.11.592.135.82.00	Interest on Interfund Loan	To Close out paid loan			(545)				
404.10.597.000.05.47	Transfer Out- Fund 407	Transfer to Airport Fund for Arkansas Way					(32,500)		
Total Wastewater Fund			-		(84,329)		(32,500)		51,829
Fund 405 - Water Fund									
405.391.020.01	State Revolving Loan	Add 2015 Loan to 2016 Budget	909,000						
Total Water Fund			909,000		-		-		909,000
Fund 406 - Storm and Surface Water Fund									
406.06.597.000.01.00	Transfer Out - Fund 001	Transfer to General Fund for recreation park					(18,000)		
Total Storm and Surface Water Fund			-		-		(18,000)		(18,000)
Fund 407 - Airport Fund									
407.397.000.44	Transfer In - Fund 404	Wastewater Fund's Share of Arkansas Way					32,500		
407.09.594.046.63.00	Other Improvements	Arkansas Way			32,500				
Total Airport Fund			-		32,500		32,500		-
Total of All Funds			1,443,285		850,316		-		625,469

**CITY OF CHEHALIS
AGENDA REPORT**

DATE: April 20, 2016
TO: The Honorable Mayor and City Council
FROM: Merlin MacReynold, City Manager 
SUBJECT: Resolution No. 10-2016 – Supporting Twin Transit’s Request for State and Federal Funds Necessary for the Construction of a Regional Transit Center

ISSUE

Twin Transit is seeking a resolution from the City Council pledging city support for State and Federal capital funding assistance necessary for the purchase, design and construction of a Regional Transit Center.

DISCUSSION

On November 23, 2015, Twin Transit General Manager Rob LaFontaine briefed the council on a proposed property acquisition to build a combined bus transfer center/transit office building. During the discussion it was noted that Twin Transit had money in their capital program earmarked for facility improvements and it was their intent to utilize a portion of those funds primarily for the property acquisition and look at Regional Mobility grants to build the facility.

Twin Transit has an opportunity to apply for Federal funds through the U. S. Department of Transportation-Federal Transit Administration. Grant applications for these funds need to be submitted by May 13 in order to be considered. Twin Transit also intends to apply for state controlled Regional Mobility grant funds in October. In either case, local support for the project will be an important element to grant evaluators. Attached for council consideration is Resolution No. 10-2016.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council consider Resolution No. 10-2016 on first and final reading, supporting Twin Transit’s request for State and Federal funds necessary for the construction of a Regional Transit Center.

SUGGESTED MOTION

I move that the council adopt Resolution No. 10-2016 on first and final reading, supporting Twin Transit’s request for State and Federal funds necessary for the construction of a Regional Transit Center.

Resolution No. 10-2016

**A RESOLUTION SUPPORTING THE
REQUEST FOR STATE OR FEDERAL
FUNDS NECESSARY FOR THE
CONSTRUCTION OF A REGIONAL
TRANSIT CENTER.**

WHEREAS, public transportation is a recognized service that adds to the quality of life for our residents and visitors; and our community's transit system has been providing continuous service for nearly 40 years; and

WHEREAS, the Coordinated Human Services Transportation Plan identifies a more efficient community transit center as an unmet need in our region; and

WHEREAS, the construction of a regional transit center would increase mobility options and public safety by offering a centralized transfer location near the police station; and

WHEREAS, the local economy is enhanced by improving reliable and convenient access to other regional transportation networks; now therefore,

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

Section 1. The City Council hereby pledges City support for State and Federal capital funding assistance necessary for the purchase, design and construction of a Regional Transit Center.

ADOPTED by the City Council of the City of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 25th day of April, 2016.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

**CITY OF CHEHALIS
AGENDA REPORT**

DATE: April 25, 2016

TO: The Honorable Mayor and City Council

FROM: Dave Fleckenstein – Airport Manager; Dennis Osborn, Community Development Director

SUBJECT: Ordinance No. 958-B, First Reading – Establishing a Zero-Rise Policy for Development in the Floodplain

ISSUE

The city of Chehalis, along with other local communities, has experienced significant flooding in the recent history of the Chehalis Basin, and with climate change, there appears to be an increased potential for more severe flooding. The city also recognizes its important relationship as a partner, contributor, and solver of flood damage reduction and fish habitat issues within and among the Chehalis Basin Flood Authority.

Additionally, the city also recognizes the critical role and contribution that development and the business community have in the city.

DISCUSSION

Attached for council consideration is Ordinance No. 958-B. The proposed ordinance establishes a Zero-Rise Policy that would limit the impact downstream caused by fill in the Chehalis floodplain. The proposed ordinance would require any fill greater than 500 cubic yards include a P.E. stamped engineering report identifying the impact to the Base Flood Elevation (BFE). If the report shows a rise in the BFE, the applicant will have to mitigate by providing a compensatory excavation site at a location secured by the applicant. In lieu of compensatory excavation, the applicant may contribute funds for flood mitigation or aquatic species enhancement projects within the Chehalis River floodplain. The list of projects and fees will be developed and presented to council in resolution form at a future council meeting.


It is the city of Chehalis' intent that the Zero-Rise Policy will limit the impact to our partners downstream, while allowing development to continue within the city of Chehalis floodplain without being overly burdensome.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council pass Ordinance No. 958-B on first reading, establishing a Zero-Rise Policy for development within the city of Chehalis floodplain.

SUGGESTED MOTION

I move that the council pass Ordinance No. 958-B on first reading, establishing a Zero-Rise Policy for development within the city of Chehalis floodplain.

Reviewed:  _____, City Manager

ORDINANCE NO. 958-B

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON,
ESTABLISHING A ZERO-RISE POLICY, AND ESTABLISHING
AN EFFECTIVE DATE HEREOF.**

WHEREAS, the City of Chehalis has experienced significant flood events in the recent history of the Chehalis Basin; and

WHEREAS, the City of Chehalis recognizes that with climate change there appears to be an increased potential for the increased severity of flooding in the Chehalis Basin; and

WHEREAS, the City of Chehalis has been an active member of the Chehalis Flood Authority since its inception in 2008; and

WHEREAS, the City of Chehalis recognizes its important relationship as a partner, contributor, and solver of flood damage reduction and fish habitat issues within and among the Chehalis Basin Flood Authority and our many communities; and

WHEREAS, the City of Chehalis recognizes construction fill is commonly associated with development within a city, and at times fill may occur in the 100 year floodplain and may have an impact upon our citizens, businesses and Chehalis Basin partners; and

WHEREAS, the City of Chehalis is establishing a "Zero-Rise Policy" within the approved floodplain in its efforts to create no significant impact downstream caused by fill in the floodplain; and

WHEREAS, the City of Chehalis has determined that the boundary of the flood of record as mapped by the Chehalis Basin Flood Authority shall serve as the boundary map for the 100 year floodplain; and

WHEREAS, the City of Chehalis recognizes the critical role and contribution the development and business community have in the City and a "Zero-Rise Policy" should not be overly burdensome. **NOW, THEREFORE,**

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

Section 1. AN ORDINANCE establishing a "Zero-Rise Policy" within the approved floodplain within the city shall exist to limit the impact downstream caused by fill in the floodplain and is established by Ordinance under Section 17.22.035 of the Chehalis Municipal Code.

Section 2. AN ORDINANCE relating to fill and a zero net rise in the base flood elevation (BFE) within the 100 year floodplain as identified by the flood of record flood boundary map created by the Chehalis Flood Authority; and adding CMC 17.22.035.

17.22.035 Zero-Rise Policy

(a) A "Zero-Rise Policy" means any project in a floodplain must be reviewed to determine to not increase flood heights.

(b) Any fill material over 500 cubic yards cumulatively placed within a floodplain shall require compensatory excavation necessary to achieve zero net rise.

(c) Any fill greater than 500 cubic yards as measured cumulatively within the 100 year floodplain shall require a P.E. stamped engineering report identifying the findings on the impact of the BFE in terms of impacting the height of the BFE based on the proposed fill project. The engineer will evaluate the impact referencing the latest HEC-RAS hydraulic modeling or other available modeling consistent with current hydraulic modeling.

(d) If an engineering report shows a rise in the BFE, the applicant shall provide compensatory excavation. The compensatory site must remain as a compensatory site in perpetuity. However, if the fill site is behind the airport levee, the compensatory site must function as such, or until the levee is raised utilizing NGVD29 with a BFE of 182 feet. It shall be the applicant's responsibility to obtain a compensatory fill site and secure such site prior to commencing fill.

(e) The compensatory fill site shall be recorded as such with the Lewis County Auditor.

(f) The requirement of compensatory fill is waived if an engineering report is provided from a professional engineer stating there will be no rise in the BFE due to the proposed fill. The report shall be stamped by the P.E.

(g) If the engineering report shows a rise in the BFE due to the proposed fill, in lieu of compensatory fill, the applicant may contribute funds for flood mitigation or aquatic species enhancement projects within the Chehalis River floodplain, so long as the projects are on the Chehalis River and its associated floodplain within the City of Chehalis limits. The City of Chehalis shall establish by resolution a list of Chehalis Basin Flood Authority approved projects and a formula for contribution to fund such projects.

Section 3. This effective date of this Ordinance shall be the ____ day of _____, 2016.

PASSED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its mayor, at a regularly scheduled open public meeting thereof this ____ day of _____, 2016.

Mayor

Attest:

City Clerk

Approved as to form and for content:

City Attorney