

IMPORTANT NOTICE

Due to regulations pertaining to in-person meetings listed in the Governor's Open Public Meetings Act Proclamation(s), this meeting will be held remotely.

There are two options for viewing/listening to the meeting:

1. Live-Stream

View and listen through live streaming by using the following link –

<https://www.ci.chehalis.wa.us/citycouncil/live-streaming-and-demand-viewing-city-council-meetings>

or

2. Telephone

Dial: 1-253-215-8782

Meeting ID: 841 3471 3202

Passcode: 950895

Citizens wishing to provide public comments in general and on agenda items should submit comments by 4:00 pm on the day of the meeting. All comments received will be acknowledged by the Mayor under the Citizens Business portion of the meeting agenda. Please use the following form to submit comments – <https://www.ci.chehalis.wa.us/contact>. If you do not have computer access or would prefer to submit a comment verbally, please contact City Clerk Caryn Foley at 360-345-1042 or at cfoley@ci.chehalis.wa.us. Citizens Business comments will be limited to five (5) minutes.

If you have any questions about live streaming the meeting or submitting a comment, please contact City Clerk Caryn Foley at cfoley@ci.chehalis.wa.us or 360-345-1042.

**The City truly appreciates the community's cooperation
and patience during this challenging time.**

CHEHALIS CITY COUNCIL AGENDA

CITY HALL
350 N MARKET BLVD | CHEHALIS, WA 98532

Jerry Lord, District 1 Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Dennis L. Dawes, Position at Large Mayor	Anthony E. Ketchum Sr., District 3 Chad E. Taylor, Position at Large, Mayor Pro Tem Robert J. Spahr, Position at Large
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Regular Meeting of Monday, October 26, 2020 5:00 p.m.

1. Call to Order. (Mayor)

PROCLAMATIONS / PRESENTATIONS

2. Proclamation – First Responder Appreciation Day. (Mayor)

CITIZENS BUSINESS

Citizens wishing to provide public comments in general and on agenda items should submit comments by 4:00 pm on the day of the meeting. All comments received will be acknowledged by the Mayor under Citizens Business of this meeting agenda. Please use the following form to submit comments – <https://www.ci.chehalis.wa.us/contact>. If you do not have computer access or would prefer to submit a comment verbally, please contact City Clerk Caryn Foley at 360-345-1042 or at cfoley@ci.chehalis.wa.us. Citizens Business comments will be limited to five (5) minutes.

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EXECUTIVE SESSION		
10. Pursuant to RCW:		
a. 42.30.110(1)(i) – Litigation/Potential Litigation		
b. 42.30.110(1)(g) – Review Performance of a Public Employee		

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, NOVEMBER 9, 2020.**

October 12, 2020

The Chehalis city council met in regular session on Monday, October 12, 2020. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Jerry Lord, Tony Ketchum, Daryl Lund; Dr. Isaac Pope; and Bob Spahr. Councilor Chad Taylor arrived at 5:01 pm. Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney; Andrew Hunziker, Parks & Facilities Manager; Trent Loughheed, Public Works Director; Chun Saul, Finance Director; and Lilly Wall, Recreation Manager. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were able to view the meeting via live streaming or via telephone through Zoom. The public was also provided a process for submitting comments prior to the meeting.

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

- a. Minutes of the regular city council meeting of September 28, 2020;
- b. September 30, 2020 Claim Vouchers No. 130132 – 130236 and Electronic Funds Transfer Check Nos. 950 – 964, 820201 and 820202 in the amount of \$427,931.48;
- c. September 30, 2020, Payroll Vouchers No. 41432-41464, Direct Deposit Payroll Vouchers No. 12585-12694, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 311-314 in the amount of \$876,507.30;
- d. Reject all bids for the 12th & William Rechannelization Project; and
- e. Resolution No. 11-2020, first and final reading – approving an addendum to the Chehalis Basin Watershed Management Plan in response to the 2018 Streamflow Restoration Act (RCW 90.94).

The motion was seconded by Councilor Lord and carried unanimously.

2. **Lodging Tax Advisory Funding Review and Recommendations.** City Manager Anderson stated that at the last meeting, the budget committee was asked to revisit the Lodging Tax Advisory Committee's (LTAC) recommendations to council. The committee met and was presenting recommendations to the entire council. Since the agenda was prepared and distributed, there had been further discussions about what might be the next step in dealing with the issue.

Mayor Dawes stated the budget committee was provided revised figures that the LTAC did not have at the time they met, specifically less projected revenue and unspent money in the current year. The budget committee also wanted to maintain at least a \$50,000 reserve. Based on all of that, the committee wanted to send back recommendations to the LTAC. He noted it was ultimately the council's decision, but the committee wanted to give the LTAC an opportunity to review the recommendations.

After reviewing the projected beginning fund balance, unused money in 2020, estimated revenue, and factoring in a \$50,000 reserve and \$71,563 for dedicated debt service for Recreation Park, the total estimated available revenue was \$185,000. The budget committee's recommendations were to make the following awards: Chehalis-Centralia Railroad & Museum (personnel) - \$10,000; Lewis County Historical Museum - \$35,000; Veterans Memorial Museum - \$25,000; ARTtrails - \$ 2,500; Chehalis-Centralia Railroad & Museum (marketing) - \$30,000; Chehalis Community Renaissance Team - \$32,500; Centralia-Chehalis Chamber - \$35,000; City of Chehalis (youth athletic tournaments) - \$15,000; and City of Chehalis (RV park restrooms) - \$0.

City Manager Anderson clarified that council was originally being asked to approve the budget committee recommendations and have it go back to the LTAC for review and comment; however, over the course of recent discussions since the agenda report was written, the recommendation was to now send the recommendations back to the LTAC and ask them to make another set of recommendations based on the information provided by the budget committee.

There was discussion about how to proceed based on the fact the LTAC did not have accurate figures when they made their recommendations for council consideration.

It was suggested that the assumption could be made that the council would ultimately approve and disperse \$185,000 and then fill in the exact allocations after the council took final action.

Councilor Ketchum moved to pass the information back to the LTAC to provide new recommendations with a final amount of \$185,000 to be dispersed. The motion was seconded by Councilor Spahr.

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Councilor Lord stated he agreed with the numbers made by the Budget Committee.

It was noted that if things turned around next year this could be revisited and additional funding to some organizations could be made.

City Attorney Hillier advised that the rules of procedure required that having it go back to the LTAC was merely for review and comment, not to redistribute the recommendations.

Mayor Dawes asked if the LTAC's comments could be entertained by the council. City Attorney Hillier stated that was correct.

Councilor Spahr asked for clarification between the motion on the table compared to what the City Attorney just said. City Attorney Hillier stated it should be referred back to LTAC. The council can provide a number, but it would be strictly for review and comment, not for re-dispersal or reconfiguration.

City Manager Anderson asked if the council wanted the LTAC to review and comment or actually reallocate new recommendations to the council. City Attorney Hillier stated that if it was a reallocation then the council would want to reverse that procedure and adopt, and then send it to LTAC.

Councilor Ketchum withdrew his motion.

Mayor Dawes asked what the best way was to handle the situation given the fact that the set of figures the LTAC was given versus the figures the budget committee worked on. City Attorney Hillier stated the council could make a motion to include the figures for comment and review and see what gets returned from LTAC.

Further discussion ensued about the differing figures presented to the LTAC and to the budget committee. There were also questions about the budget committee and what direction they were given – were they to determine the correct figure for how much money was available for dispersal or were they supposed to reallocate the funding amounts? Some council members thought the allocations presented by the budget committee should be approved, while others thought the budget committee recommendations should go back to the LTAC.

City Attorney Hillier stated that for purposes of procedure and to make sure statutory requirements were met, the LTAC had the job of making allocation recommendations to the council. That was not the job of the budget committee. The budget committee had the job of correcting the number of available funding. The correct number needed to go back to LTAC. It didn't mean that it needed to be reallocated, but it was within the purview of LTAC to be the ones to make recommendations to council. Procedurally it needed to be sent back to LTAC for comment and review. Ultimately, the council will take all comments into consideration and make a final decision. City Attorney Hillier also noted the LTAC had 45 days to provide comments before final approval, which was in November.

As chair of the LTAC, Councilor Taylor stated he appreciated the comments and recommendations and would fight for the changes made. He stated he would share the council concerns with the LTAC.

Councilor Spahr moved to submit the recommendations of the budget committee to the LTAC committee for review and comment; approve reuse of \$8,000 of the awarded \$15,000 of 2020 funding for the city designated to youth and athletic tournaments to be utilized for an HVAC system in the Recreation Park concession stand to be used in 2020; and to approve the reappointments of Todd Chaput, Gloria Choi, Trent Henning, Alicia Bull, Rick Burchett, and Chip Duncan to the Lodging Tax Advisory Committee. The motion was seconded by Councilor Pope and carried 6 to 1. Councilor Ketchum voted against the motion.

3. Chehalis CARES Community Program Funding Review and Recommendations. City Manager Anderson stated the council appointed Mayor Pro Tem Taylor, Councilor Lund, and Councilor Pope to serve as the Chehalis CARES Community Program Committee. The committee met last Thursday and reviewed the five applications that were received. Applications were submitted by the Centralia-Chehalis Chamber of Commerce – \$75,000; the Chehalis Community Renaissance Team – \$75,000; Lewis County Seniors – \$125,000; the Salvation Army – \$29,209.51; and United Way – \$27,500. City Manager Anderson stated \$125,000 was available to allocate. The money was available on a reimbursement basis to both the applicants and to the city.

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City Manager Anderson provided a brief overview of each proposal and the committee's recommendations for funding – Chamber – \$37,500; CCRT – \$50,000; Lewis County Seniors – \$37,500; Salvation Army – \$0; United Way – \$0. She stated the two applications that were being recommended for no funding was because they did not meet the strict requirements of the program. Upon council approval, applicants would enter a contract. Awarded agencies must provide reimbursement requests to the city by November 15, 2020 and the city must submit requests to the state by December 15, 2020.

Reimbursement of administrative costs were discussed and whether or not that should be included in the motion. Chun Saul stated sub-recipients were not allowed to request straight indirect costs. Said costs were limited to 10% of actual costs and staff hours spent on the program had to be tracked.

It was noted that part of the suggested motion was to enter into contracts with each organization to set forth program terms and conditions, as well as the responsibilities of each party. Those contracts could include language about the 10% administrative costs.

Councilor Lund moved to approve the funding amounts (to include up to 10% administrative costs), both individually and collectively, of the CARES Program Review Committee for use of Chehalis CARES Community Program funding, which shall be distributed on a reimbursement basis; and that the City Council authorize the City Manager to execute contracts with each organization eligible to receive the program funding to set forth program terms and conditions, as well as the responsibilities of each party. The motion was seconded by Councilor Ketchum and carried unanimously.

City Manager Anderson encouraged landlords and renters to look at available funding for utility assistance from the Lewis, Mason, Thurston Counties Community Action Council. Information on utility payment relief was also available on the Lewis County website.

4. Administration Reports.

a. **2020 Parks & Facilities Update.** Andrew Hunziker provided a report on 2020 parks and facilities projects, which included renovation of Recreation Park concession bathroom facility; renovation of center area bathroom at Stan Hedwall Park; new concrete at Lintott Alexander Park; new playground chips at Lintott Alexander Park; assisted in the completion of the Sports Complex and Penny Playground; managed and completed the pool resurfacing project; and new landscape installed at National Avenue. He noted one project that staff would like to see completed next year was the remodeling of the bathroom/shower facility at the Stan Hedwall RV Park.

b. **City Manager Update.** City Manager Anderson stated the property purchase for the next Chehalis fire station was completed October 9 and site work for an interim station will begin soon. A Zoom meeting was scheduled for October 14 from 4:00 to 6:00 pm where the Army Corps of Engineers will take comments on the Chehalis River Basin Flood Damage Reduction Project.

5. Councilor Reports/Committee Updates.

a. **Councilor Pope.** Councilor Pope stated the city entrance at 13th Street was really beginning to look beautiful; however there are two houses that look terrible and he asked what was being done to get rid of them. City Manager Anderson stated the dilemma was that individuals have certain property rights. Staff was in regular contact with the property owners to abate the nuisances. She understood there were some discussions about somebody buying the properties for development, which would facilitate tearing them down.

City Attorney Hillier stated that to be able to abate the nuisances would require the city bringing action in Lewis County Superior Court.

b. **Councilor Lund.** Councilor Lund stated a house fire at 6th and Washington on Sunday has prompted calls to him from folks that live on the hill. Lines that were painted on the street to restrict vehicle parking for fire truck access have faded. He asked that the lines be repainted and to enforce violators.

c. **Councilor Ketchum.** Councilor Ketchum stated it was great to see Recreation Park used a couple weeks ago.

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d. **Mayor Dawes.** Mayor Dawes stated he had been in several budget committee meetings. He stated it was time for the City Manager's annual evaluation and the City Clerk would send out evaluation forms. He asked that completed forms be returned to the City Clerk by October 21. The evaluation will be conducted in executive session at the October 26 council meeting. Mayor Dawes stated the city had consistently supported flood reduction and water retention projects and he wanted to send a letter of support for Army Corps of Engineers meeting mentioned earlier by the City Manager. He thought the project addressed flood mitigation, as well as fish concerns and wildlife in the valley. Councilor Lund requested that the letter list the names of all council members.

6. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(c) – Sale/Lease of Real Estate and RCW 42.30.110(1)(i) – Litigation/Potential Litigation, not to exceed 6:50 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 6:25 pm. The executive session began at 6:25 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:50 pm and immediately adjourned.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved:

Initials: _____

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

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

MEETING OF: October 26, 2020

SUBJECT: Vouchers and Transfers – Accounts Payable in the Amount of \$1,597,319.13

ISSUE

City Council approval is requested for Vouchers and Transfers dated October 15, 2020.

DISCUSSION

The October 15, 2020 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 130237 – 130349 and Electronic Funds Transfer Check Nos. 965 - 986, 920200, 920201, 1020200, 1020201, 1020202 and 1020204 in the amount of \$1,597,319.13 dated October 15, 2020 which includes the transfer of:

- \$ 226,136.32 from the General Fund
- \$ 2,949.56 from the Dedicated Street Fund – 4% Sales Tax
- \$ 44.99 from the Arterial Street Fund
- \$ 3,443.13 from the Transportation Benefit District Fund
- \$ 1,572.25 from the LEOFF 1 OPEB Reserve Fund
- \$1,188,070.99 from the Public Facilities Reserve Fund
- \$ 499.00 from the Automotive Equipment Reserve Fund
- \$ 435.71 from the Garbage Fund
- \$ 57,022.52 from the Wastewater Fund
- \$ 63,621.05 from the Water Fund
- \$ 3,707.03 from the Storm & Surface Water Utility Fund
- \$ 49,816.58 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the October 15, 2020 Claim Vouchers No. 130237 – 130349 and Electronic Funds Transfer Check Nos. 965 – 986, 920200, 920201, 1020200, 1020201, 1020202 and 1020204 in the amount of \$1,597,319.13.

SUGGESTED MOTION

I move that the City Council approve the October 15, 2020 Claim Vouchers No. 130237 – 130349 and Electronic Funds Transfer Check Nos. 965 – 986, 920200, 920201, 1020200, 1020201, 1020202 and 1020204 in the amount of \$1,597,319.13.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Jill Anderson, City Manager
BY: Trent Lougheed, Public Works Director
MEETING OF: October 26, 2020
SUBJECT: Bid Award - 12th & Williams Rechannelization Project

ISSUE

The administration recently re-bid the 12th & William Rechannelization Project due to a procedural error in accepting a bid at an alternate location during the first bidding process for this project. The re-bid was sent to the same contractors using the Small Works Roster process and two bids were received. The results of the bidding and a recommendation to award a contract have been prepared for the City Council's consideration.

DISCUSSION

This project is intended to remove the non-conforming "triangle" intersection at this location, and to rechannel the intersection to a 90-degree intersection with an additional paved parking area for Recreation Park. The improvements will result in an intersection that meets the requirements of the WSDOT Design Manual and the Manual for Uniform Traffic Control Devices (MUTCD) and will provide an additional 20 parking spaces.

The paving and improvements on the Park property will be paid for with funds donated by the Chehalis Foundation, and the right-of-way improvements will be paid for with Transportation Benefit District funds.

The rechannelization project includes pavement and curb removal, roadway excavation, new hot-mix asphalt, utility adjustments, new curb & gutter, new concrete sidewalk, paint striping, and traffic control.

The project was originally scheduled to be constructed in 2021; however, the Pacific Avenue Reconstruction Project is delayed until 2021 to allow "undergrounding" of power and communication utilities, which allows for this project to be moved up on the schedule. The project is relatively small and should be able to be constructed quickly to avoid winter weather.

This project was bid utilizing the Small Works Roster process. Five contractors were sent bid packages to determine their interest in bidding:

- Lakeside Industries
- Quigg Brothers
- Barcott Construction
- Northfork Asphalt Paving
- KBH Construction

Bids were opened on October 21, 2020 and two bids were received.

Bidder	Amount
KBH Construction	\$134,698.00
Barcott Construction	\$149,921.00

Since KBH Construction appears to be able to complete the job and is the lowest bidder, with a bid \$4,734.00 lower than the engineers estimate (\$139,432.00 provided by RB Engineering), the administration recommends they be awarded the contract to complete the work.

FISCAL IMPACT

The city received donations from the Chehalis Foundation for the work to be constructed on Park property. The portion of the bid related to this work was \$39,000.00 plus \$3,198.00 sales tax for a total of \$42,198.00.

The work in the right-of-way is to be funded by the Transportation Benefit District Fund with a total bid of \$92,500 (sales tax exempt).

With a recommended 10% contingency (\$13,470) for unanticipated change orders, the total cost would be authorized for a not-to exceed budget of \$148,168.00.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the City Council:

- Award the 12th & William Rechannelization Project to KBH Construction in the amount of \$134,698.00;
- Authorize a 10% contingency budget of \$13,470; and
- Authorize the City Manager to execute change orders that do not exceed a total project cost of \$148,168.00.

SUGGESTED MOTION

I move that the City Council:

- Award the 12th & William Rechannelization Project to KBH Construction in the amount of \$134,698.00;
- Authorize a 10% contingency budget of \$13,470; and
- Authorize the City Manager to execute change orders that do not exceed a total project cost of \$148,168.00.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent Lougheed, Public Works Director
Devlan Pool, Wastewater Superintendent

MEETING OF: October 26, 2020

SUBJECT: Professional Services Agreement for On-call Electronics Control System Technical Support for the Chehalis Regional Water Reclamation Facility (CRWRF) and Collections System

ISSUE

The Chehalis Regional Water Reclamation Facility (CRWRF) needs to renew its programming and controls technical support contract with Parametrix, Inc. The firm has been the CRWRF's technical support specialist to provide on-call wastewater electronics programming assistance for several years.

BACKGROUND

The supervisory control and data acquisition systems (SCADA) are software interfaces that our operator uses to monitor and direct system processes and equipment. The programmable logic controls (PLC) are the various facilities control system computers and logic coding that control the equipment process functions. If any of these electronics fail, electronics technical assistance is needed immediately.

DISCUSSION

The City selected Parametrix, Inc., due to their experience and success with other City projects. The Scope of Services for the project include:

- Parametrix shall provide on-call wastewater SCADA and PLC programming assistance to the client's email or phone requests.
- The Client and Parametrix mutually agree to a schedule for work completion for each request prior to the start of work.
- Labor costs shall be invoiced on an hourly basis, based on the current rate schedule in effect at the time of service.

A complete Scope of Work and definition of tasks can be found in the attached Contract Proposal. If approved, the contract with Parametrix, Inc. for on-call services would remain in effect until 2022.

FISCAL IMPACT

The project will be billed on a Time & Material basis with an initial contract amount of \$15,000, which is included in the Proposed 2021 Budget. If there is a need for additional services beyond the initial contract amount due to unanticipated electronics issues, the amount would be included in a future budget amendment or included in the 2022 budget.

RECOMMENDATION

The administration recommends that the City Council approve the professional services agreement for SCADA and PLC technical services for the CRWRF and collection system.

SUGGESTED MOTION

I move that the City Council approve the professional services agreement for SCADA and PLC technical services for the CRWRF collection system to Parametrix, Inc.

**PROFESSIONAL SERVICES AGREEMENT
Summary of Terms**

A. CLIENT NAME:	City of Chehalis
Address:	2007 NE Kresky Avenue, Chehalis, WA 98532
B. PROJECT NAME:	2020-2022 Wastewater On-call SCADA Services
C. PARAMETRIX:	
Office Address:	1019 39 th Ave SE, Suite 100, Puyallup, WA 98374
Project Number:	216-2614-TBD
D. EXECUTION DATE:	See date of latest signature by parties on page 6.
(date of latest signature by parties)	
E. TERM:	Through December 31, 2022
(time for completion; see Exhibit B for work schedule)	

F. COMPENSATION (check one):	[See Section 2.1 of the Terms and Conditions for Description; See Exhibit C for Compensation Schedule.]
<input type="checkbox"/> Lump Sum	Lump Sum Amount: \$ _____
<input type="checkbox"/> Negotiated Billing Rates	Total Compensation Amount: \$ <u>15,000.</u>
<input type="checkbox"/> Salary Multiplier _____	Total Compensation Amount: \$ _____
<input type="checkbox"/> Other: _____	Total Compensation Amount: \$ _____

G. NOTICES:	
If to Client:	If to Parametrix:
Address: 2007 NE Kresky Avenue	Address: 1019 39 th Ave SE, Suite 100
Chehalis, WA 98532	Puyallup, WA 98374
Attention: Devlan Pool	Attention: JC Hungerford
(name of designated client representative)	(name of Parametrix signator)
Phone: 360-740-7536	Phone: 253-604-6600
Fax:	Fax: 855-542-6353
E-mail: dpool@ci.chehalis.wa.us	E-mail: jhungerford@parametrix.com

PROFESSIONAL SERVICES AGREEMENT

Terms and Conditions

This Professional Services Agreement (this "Agreement") is entered into by and between Parametrix, Inc. ("Parametrix") and _____ City of Chehalis _____ ("Client") as of the Execution Date referred to in the Summary of Terms (page 1 of this Agreement). (Parametrix and Client are each referred to herein as a "Party" and collectively as the "Parties.") The Summary of Terms shall be incorporated with this Agreement by reference.

1. Authorization to Proceed

Unless otherwise provided in this Agreement, execution of this Agreement by Client will be authorization for Parametrix to proceed with the services outlined in the Scope of Work attached as Exhibit A (the "Services"). Client acknowledges and agrees that Parametrix will be providing the Services and the Work Deliverables (as defined in Section 12) specifically for and solely with respect to the Project and that attempts to reuse the Work Deliverables outside the context of the Project may cause substantial damage. Therefore, Client covenants and agrees that it shall not use the Work Deliverables, and shall not permit the Work Deliverables to be used, other than with respect to the Project, unless it has received the specific written approval of Parametrix.

2. Compensation

2.1 Parametrix's compensation under this Agreement shall be as set forth in the Summary of Terms and may be based on any one of the following:

- (a) Lump Sum. Under this compensation structure, Parametrix charges Client a fixed lump sum amount for the Services to be performed for the Project; Parametrix shall be responsible for all wages or salaries of its employees and costs of subconsultants. The lump sum amount shall include all Direct Labor costs and Expenses, Indirect costs (overhead), and Profit.
- (b) Negotiated Billing Rates. Under this compensation structure, Parametrix charges Client on the basis of negotiated (hourly, daily, etc.) rates for work performed on Client's Project by Parametrix employees of the indicated classifications. These rates are subject to annual calendar year adjustments and include all allowances for salary, overhead, and profit. Total Compensation is the maximum amount payable for the defined services, including indirect costs as identified under paragraph 2.2.
- (c) Salary Multiplier. Under this compensation structure, Parametrix charges Client rates equal to the direct wages or salaries Parametrix pays to its employees for work performed directly on the Project, multiplied by a negotiated multiplier as shown in Section F of the Summary of Terms to cover payroll-related taxes, payments, premiums, benefits, and other indirect costs, plus overhead and profit. Total Compensation is the maximum amount payable for the defined services, including indirect costs as identified under paragraph 2.2.

2.2 In addition to any of the fee structures set forth above in 2.1(b) and (c), Parametrix may charge Client for Direct Expenses. Direct Expenses include those costs incurred on or directly for the Project, including, but not limited to, necessary transportation costs, including current rates for Parametrix vehicles; meals and lodging; laboratory tests and analyses; computer services; word processing services; telephone; printing, binding, and reproduction charges; all costs associated with outside consultants, and other outside services and facilities; and other similar costs. Reimbursement for Direct Expenses will be on the basis of actual charges when furnished by commercial sources and on the basis of current rates when furnished by Parametrix. In either case, a service processing charge of 15 percent will be added to Direct Expenses.

3. Payment to Parametrix

Parametrix will issue monthly invoices for the compensation due as a result of services provided under this Agreement to that time, less services previously billed. Invoices are due and payable on receipt. In the event that any portion of an invoice is disputed, payment will be made for the non-disputed amounts. Parametrix will charge interest at the rate of 1½ percent per month, or the maximum permitted by law if less, on all past-due amounts starting 30 days after date of invoice. Parametrix will credit payments first to interest and then to principal.

4. Standard of Care

Parametrix shall perform the Services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Parametrix makes no warranties, express or implied, under this Agreement or otherwise, in connection with the Services.

5. Term and Termination

- 5.1 Term. The term of the Agreement shall be as set forth in the Summary of Terms. If a term is not specified in the Summary of Terms, Parametrix's obligation to render the Services under this Agreement will be for a period that may reasonably be required for the completion of the Services.
- 5.2 Termination For Cause. This Agreement may be terminated by (a) either Party if 1) the other Party fails to perform substantially in accordance with this Agreement through no fault of the other Party and does not commence correction of such failure within ten (10) days after written notice thereof and diligently completes the correction promptly thereafter, or 2) the performance of the Services pursuant to this Agreement are delayed or suspended for more than

- ninety (90) days for reasons beyond Parametrix's control; (b) Parametrix, upon seven (7) days' written notice if Parametrix believes that Client is requesting it to furnish or perform services contrary to Parametrix's responsibilities as a licensed professional.
- 5.3 For Convenience. Either Party may terminate this Agreement for any reason, or for no reason, upon thirty (30) days' written notice to the non-terminating Party.
- 5.4 Payment Upon Termination. On termination, Client shall pay Parametrix for all authorized work performed up to the termination date plus termination expenses, including, but not limited to, costs related to the reassignment of personnel, subcontract termination costs, and related closeout costs.
6. **Cost Opinions**
- Any cost opinions or economic evaluations provided by Parametrix will be on a basis of experience and judgment, but, since Parametrix has no control over market conditions, including cost of labor, materials, equipment, or services furnished by others, or bidding procedures, Parametrix does not warrant that bids, ultimate construction cost, or Project economics will not vary from these opinions. Client waives any claim for the accuracy or inaccuracy of such opinions.
7. **Limitation of Remedies**
- Except as otherwise provided in Section 9 of this Agreement and except with respect to breaches by Client of its covenants in Section 1 of this Agreement, but notwithstanding any other provisions of this Agreement, each Party's cumulative liability to the other Party, whether in tort or in contract, for all claims, losses, damages, and expenses resulting in any way from the performance of this Agreement will not exceed the compensation received by Parametrix under this Agreement or \$50,000, whichever is greater. As used in this paragraph, when referring to Parametrix as a liable Party, Parametrix includes Parametrix and its Directors, Officers, Employees or Agents.
- Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor Parametrix, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract, and breach of strict or implied warranty.
8. **Indemnification**
- 8.1 By Parametrix. Subject to Section 7, Parametrix shall indemnify and hold harmless Client, Client's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including, but not limited to, all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by breaches of this Agreement by Parametrix or its officers, directors, employees, and consultants.
- 8.2 By Client. Subject to Section 7, Client shall indemnify and hold harmless Parametrix, Parametrix's officers, directors, partners, employees, and any individuals or entities that have a contract with Parametrix to furnish services with respect to the Project from and against any and all costs, losses, and damages (including, but not limited to, all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by breaches of this Agreement by Client or its officers, directors, employees, and consultants.
9. **Hazardous Substances and Pathogens**
- 9.1 Client has disclosed to Parametrix all data available to Client concerning the known or suspected presence of chemicals and/or chemical categories, as defined by the most current listing, 40 CFR 372 Subpart D – Specific Toxic Chemical Listings, at the Project site, including radioactive materials (a "Hazardous Substance") in connection with the Services or has represented to Parametrix that, to the best of Client's knowledge after due inquiry, Hazardous Substances, viruses, diseases, or any other pathogens do not exist at or near the Project site.
- 9.2 Notwithstanding any other provision contained in this Agreement and to the maximum extent permitted by law, Client shall indemnify and defend Parametrix and its officers, employees, subconsultants, and agents from all claims, damages, losses, and expenses, including, but not limited to, direct, indirect, or consequential damages and attorneys' fees arising out of or relating to the presence, discharge, release, or escape of Hazardous Substances, viruses, diseases, or pathogens on or from the Project site.
10. **Insurance**
- Parametrix shall maintain public liability and property damage insurance that shall protect Parametrix from personal injury or property damage claims arising from its negligent acts or omissions in the performance of the Services under this Agreement. The limits of liability for such insurance shall be at least \$1,000,000 combined single limit.
11. **Confidentiality**
- 11.1 Definition of Confidential Information. "Confidential Information" means all nonpublic information, in whatever form (including without limitation orally disclosed information), that either Party to this Agreement (each a "Disclosing Party") designates as confidential at the time of disclosure to the Party that receives such information (each a "Receiving Party") or that, based on the nature of the information or circumstances surrounding its disclosure by or on behalf of Disclosing Party, Receiving Party should in good faith treat as confidential. Confidential Information includes without limitation, practices, procedures, specifications, drawings, sketches, models, samples, data, plans, computer programs, records, documentation, or other technical or business information. Except as otherwise indicated, the term "Receiving Party" also includes all affiliates of the Receiving Party. If information is disclosed in intangible form without being designated as confidential, Disclosing Party may still designate it as confidential by providing Receiving Party with written notice stating that designation and providing

Receiving Party with a written summary of the confidential information, within twenty (20) days of initial disclosure.

- 11.2 **Exclusion.** Confidential Information does not include information that Receiving Party can document: (a) was generally known to the public at the time it was disclosed by Disclosing Party; (b) became generally known to the public other than through a breach of this Agreement by Receiving Party after the time of disclosure to Receiving Party by Disclosing Party; or (c) was independently developed by Receiving Party without reference to or use of Confidential Information.
- 11.3 **Receiving Party Obligations.** Receiving Party will not use or disclose any Confidential Information except in furtherance of the parties' mutually agreed business relationship. Receiving Party will not disclose, give access to, or distribute any Confidential Information to any third party, except upon Disclosing Party's prior, written authorization. Receiving Party will take reasonable security precautions to keep Confidential Information confidential, which precautions shall be at least as protective as the precautions Receiving Party takes to preserve its own Confidential Information of a similar nature.
12. **Ownership**
- 12.1 **Work Deliverables.** "Work Deliverables" shall mean the final plans, designs, reports, and/or other documents prepared by Parametrix for delivery or presentation to Client as called for in Exhibit A (the Scope of Work). All Work Deliverables produced by Parametrix for or at the direction of Client hereunder shall be the property of Client and, to the extent subject to copyright protection, shall be deemed "work for hire" as such term is defined under U.S. copyright law; provided, however that (a) Parametrix may retain copies of all such Work Deliverables in accordance with Section 14 of this Agreement, and (b) Client irrevocably grants Parametrix a world-wide, perpetual, non-exclusive license to use, reproduce, create derivative works from, and distribute or have distributed to or by third parties, the Work Deliverables.
- 12.2 **Project Documents.** All Project Documents shall be the sole property of Parametrix. "Project Documents" shall mean all studies, reports, evaluations, designs, drawings, procedures, field data, notes, specifications, plans, and all other documentation, including all documents on electronic media that are produced or acquired by Parametrix for or at the direction of Client pursuant to this Agreement, other than Work Deliverables.
13. **Electronic Files and Data**
- Subject to the provisions of Section 11, Parametrix will provide certain information, including drawings and other electronic format data files, to Client for Client's use and reference. However, Parametrix is neither accountable nor responsible for the validity of data contained on electronic files once surrendered to Client. Parametrix does not warrant the accuracy of the content as contained in the electronic file(s) against computer viruses, unauthorized revisions to the files, or any other alterations or data destruction to the file(s). Parametrix shall not have any liability for Client use of any electronic form file(s) or its content, including without limitation, any transmittal of

bugs, viruses, or other destructive or harmful programs, scripts, applets, or files to the computers or networks of Client. Parametrix's preparation of a transfer copy of electronic data will be made or completed through reproduction from the file retained and archived at the offices of Parametrix. Client acknowledges that the content of the transfer copy may not be an exact and virus-free copy of the master file. Client acknowledges and agrees that Client shall be solely responsible for inspection and testing of the electronic file(s) provided by Parametrix to verify the content is free from bugs, viruses, or other destructive or harmful programs, scripts, applets, or files, before accessing or using. The original files containing the information and data maintained at Parametrix shall be considered Confidential Information under the terms of Section 11.

14. Document Retention

- 14.1 **Work Deliverables.** Work Deliverables are the property of Client and will be delivered to Client at Client's request. Notwithstanding the foregoing, Client acknowledges and agrees that unless Client specifically requests that such documents be delivered, all Work Deliverables left in Parametrix's possession after ten (10) years following the completion of the Project, regardless of whether this Agreement may still be in effect, may be retained or destroyed by Parametrix in its sole discretion.
- 14.2 **Project Documents.** All Project Documents may be retained or destroyed by Parametrix in its sole discretion.

15. Compliance with Laws

Parametrix will: (a) comply with federal, state and local laws, ordinances, regulations, and orders as in effect as of the Execution Date with respect to its performance of the Services pursuant to this Agreement, (b) file all required reports and pay all filing fees and federal, state, and local taxes applicable to Parametrix's business as the same shall become due, and (c) pay all amounts required under local, state, and federal workers' compensation acts, disability benefit acts, unemployment insurance acts, and other employee benefit acts when due.

16. Notice of Lien

- 16.1 **If Client is the Owner.** If Client is the owner of the property on which the Services are to be performed, by signing this Agreement, Client is on notice and acknowledges Parametrix's right to claim a lien against the improvement called for by this Agreement for the cost of the Services if Client fails to pay all sums owed to Parametrix under this Agreement.
- 16.2 **If Client is not the Owner.** If Client is not the owner of the property on which the Services are to be performed, Client shall put the owner on notice of Parametrix's right to claim a lien against the improvement called for by this Agreement for the cost of the Services.

17. Independent Contractor

Parametrix shall be deemed to be an independent contractor in the performance of this Agreement and shall not be considered or permitted to be an agent, servant, joint venturer, or partner of Client, its parent

or affiliates, if any. All persons furnished, used, retained, or hired by or on behalf of Parametrix shall be considered to be solely the employees, personnel, or contractors of Parametrix, and Parametrix at all times shall maintain such supervision and control over its employees, personnel, and contractors as is necessary to preserve its independent contractor status. Parametrix shall be responsible for payment of any and all unemployment, social security, withholding, and other payroll taxes for its employees, as applicable, including any related assessments or contributions required by law.

18. Dispute Resolution

All disputes arising between the Parties relating to the making or performance of the Services shall be resolved in the following order of preference:

- (A) By good faith negotiation between representatives of Parametrix and Client who have authority to resolve the dispute fully and finally. The existence and substance of any negotiations pursuant to this Section shall be considered Confidential Information under this Agreement, shall be treated as compromise and settlement negotiations for purposes of Federal Rule of Evidence 408 and any comparable provision and shall not be used by any Party in any court, agency, or tribunal in any country for any reason.
- (B) In the event that the negotiations provided by Section 18(A) fail to resolve the dispute, the Parties shall endeavor to resolve the dispute by non-binding mediation under the Commercial Mediation rules of the American Arbitration Association ("AAA") using a neutral mediator mutually acceptable to the Parties and with the costs therefore shared equally. All proceedings pursuant to this Section 18(B) shall be considered Confidential Information under this Agreement, shall be treated as compromise and settlement negotiations for purposes of Federal Rule of Evidence 408 and any comparable provision, and shall not be used by any Party in any court, agency, or tribunal in any country for any reason.
- (C) In the event that the mediation provided by Section 18(B) fails to resolve the dispute, the dispute shall be resolved pursuant to Section 19.1.
- (D) Notwithstanding anything to the contrary contained in this Section, the Parties reserve the right to seek equitable remedies with respect to the enforcement of any provision of this Agreement.

19. General Provisions

- 19.1 Governing Law, Venue, Attorneys' Fees. This Agreement will be governed by the laws of the state of Washington, excluding conflict of laws provisions. Exclusive jurisdiction and venue will lie with the state and federal courts sitting in Pierce County, Washington, and each of the parties hereby irrevocably consents to such jurisdiction. In any action or suit to enforce any right or remedy under this Agreement or to interpret any provision of this Agreement, the primarily prevailing Party will be entitled to recover its costs, including reasonable attorneys' fees.

- 19.2 Notices. Any notice required under this Agreement shall be in writing, addressed to the appropriate Party at its address on the Summary of Terms, and given personally, or by registered or certified mail, postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt. The addresses, phone numbers, facsimile numbers, and email addresses for the Parties provided in the Summary of Terms may be changed by means of a written notice given to the other Party.
- 19.3 Assignment. Neither Party may assign this Agreement or any of its rights and obligations hereunder without the prior written consent of the other Party, which consent shall not be unreasonably withheld, except that either Party may assign this Agreement to an Affiliate without the other Party's prior written consent. If such an attempted assignment occurs, the nonassigning Party will have the right to terminate this Agreement upon written notice to the assigning Party. This Agreement will be binding upon, enforceable by, and inure to the benefit of the parties and their respective successors and assignees to the extent permitted by this Section. "Affiliate" means, with respect to any legally recognizable entity, any other such entity directly or indirectly controlling, controlled by, or under common control with such entity.
- 19.4 Third Party Beneficiaries. This Agreement gives no rights or benefits to anyone other than Client and Parametrix and has no third party beneficiaries.
- 19.5 Survival. All express representations, covenants, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination (for any reason) for a period of three (3) years, provided, however, that the confidentiality provisions of Section 11 shall survive indefinitely.
- 19.6 Non-Waiver. No waiver of any provision of this Agreement will be effective unless it is in writing signed by an authorized executive of the waiving Party and labeled as a "Waiver," and no such waiver will constitute a waiver of any other provision(s) or of the same provision on another occasion. Non-enforcement of any provision of this Agreement by either Party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.
- 19.7 Severability. If a court of competent jurisdiction holds any term, covenant, or restriction of this Agreement to be illegal, invalid, or unenforceable, in whole or in part, the remaining terms, covenants, and provisions will remain in full force and effect and will in no way be affected, impaired, or invalidated. If any provision in this Agreement is determined to be unenforceable in equity, then the court making that determination will have the power to reduce or limit such provision, and such provision will be then enforceable in equity in its reduced or limited form.
- 19.8 Force Majeure. Neither Party shall be responsible for delays caused by factors beyond the Party's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, government ordered industry shutdowns, power or server outages, acts of nature, widespread infectious disease outbreaks (including, but not limited to epidemics and pandemics), failure of any governmental or other regulatory authority to act in a timely manner, failure of the other Party to furnish timely information or approve or disapprove of the

Party's services or work product, or delays caused by faulty performance by the other Party or by contractors of any level. When such delays beyond the Party's reasonable control occur, the other Party agrees that the Party shall not be responsible for damages, nor shall the Party be deemed in default of this Agreement.

- 19.9 **Headings.** The headings used in this Agreement are inserted for convenience only and shall not be used in the interpretation or construction of the terms hereof.
- 19.10 **Counterparts.** This Agreement may be executed in any number of counterparts, each of which, when executed, shall be deemed to be an original, and all of which together shall be deemed to be one and the same instrument.

19.11 **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements or communications with respect to that subject matter.

20. **Exhibits and Schedules**

The following exhibits and schedules are hereby made a part of this Agreement:

Exhibit A – Scope of Work

Exhibit B – Schedule for Work Completion

Exhibit C – Schedule of Compensation

Signature Page – Professional Services Agreement

The Parties have caused this Agreement to be executed by their duly authorized representatives as of the Execution Date referred to in the Summary of Terms.

CLIENT

By: _____

Name: _____
(Please Print)

Title: _____

Date: _____

PARAMETRIX, INC.

By: John C. [Signature]

Name: JC Hungerford, PE
(Please Print)

Title: Water Solutions Division Manager

Date: 10/16/2020

Exhibit A – Scope of Work

Parametrix shall provide on-call wastewater SCADA and PLC programming assistance to the Client's email or phone requests.

Exhibit B – Schedule for Work Completion

The Client and Parametrix will mutually agree to a schedule for work completion for each request prior to the start of work.

Exhibit C – Schedule of Compensation

Labor costs shall be invoiced on an hourly basis, based on the current rate schedule in effect at the time of service. The attached rate schedule, identified as Exhibit C1, is effective through September 30, 2021. Replacement equipment purchased by Parametrix shall be reimbursed at cost with a 15 percent markup.

Exhibit C1

Parametrix Puget Sound Billing Rates - October 1, 2020 through September 30, 2021

Classification	Grade	Billing Rate for 2020	Classification	Grade	Billing Rate for 2020
CADD Operator I	8	\$105	Jr. Planner	8	\$105
CADD Operator II	9	\$115	Planner I	10	\$120
CADD Operator III	11	\$130	Planner II	11	\$130
CADD Supervisor/Technical Lead	12	\$140	Planner III	12	\$140
CADD Services Manager	14	\$160	Planner III	13	\$145
			Planner IV	14	\$165
Jr. Designer	8	\$105	Sr. Planner	15	\$185
Designer I	10	\$125	Sr. Planner	16	\$200
Designer II	11	\$135	Sr. Planner	17	\$215
Designer III	12	\$145			
Designer III	13	\$155	Jr. Scientist/Biologist	8	\$105
Designer IV	14	\$165	Scientist/Biologist I	10	\$120
Sr. Designer	15	\$185	Scientist/Biologist II	11	\$130
Sr. Designer	16	\$200	Scientist/Biologist III	12	\$140
Sr. Designer	17	\$215	Scientist/Biologist III	13	\$145
			Scientist/Biologist IV	14	\$165
Jr. Engineer	8	\$110	Sr. Scientist/Biologist	15	\$185
Engineer I	10	\$130	Sr. Scientist/Biologist	16	\$200
Engineer II	11	\$135	Sr. Scientist/Biologist	17	\$215
Engineer III	12	\$145			
Engineer III	13	\$160	Environmental Technician I	7-8	\$105
Engineer IV	14	\$175	Environmental Technician II	9	\$115
Sr. Engineer	15	\$195	Environmental Technician III	10	\$120
Sr. Engineer	16	\$210			
Sr. Engineer	17	\$230	Jr. Hydrogeologist	8	\$105
Sr. Consultant	18	\$250	Hydrogeologist I	10	\$120
Sr. Consultant	19	\$265	Hydrogeologist II	11	\$130
			Hydrogeologist III	12-13	\$145
Electrical Designer I	11	\$135	Hydrogeologist IV	14	\$165
Electrical Designer II	12	\$150	Sr. Hydrogeologist	15	\$185
Electrical Designer III	13	\$165	Sr. Hydrogeologist	16	\$200
Electrical Designer IV	14	\$175	Sr. Hydrogeologist	17	\$215
Sr. Electrical Designer	15-16	\$205			
Sr. Electrical Designer	17	\$225	GIS Technician	9	\$115
Electrical Engineer I	11	\$135	GIS Analyst	10	\$120
Electrical Engineer II	12	\$145	Sr. GIS Analyst	11	\$130
Electrical Engineer III	13	\$160			
Electrical Engineer IV	14-15	\$185	Graphic Designer	10-11	\$130
Sr. Electrical Engineer	16-17	\$210	Sr. Graphic Designer	12-13	\$145
Sr. Electrical Engineer	18	\$245			
			Publications Specialist I	8	\$105
Jr. Surveyor	8	\$105	Publications Specialist II	9-10	\$120
Surveyor I	9	\$115	Sr. Publications Specialist	10-11	\$130
Surveyor II	10	\$120	Publications Supervisor	12-13	\$145
Surveyor III	11	\$135	Technical Editor	10-11	\$135
Sr. Surveyor	12	\$145	Sr. Technical Editor	12-13	\$145
Sr. Surveyor	13	\$180			
Survey Supervisor	14-16	\$190	Technical Aide	7	\$95
Survey Supervisor	17	\$205	Sr. Technical Aide	8	\$105
Survey Prevailing Wage*			Project Coordinator	9	\$115
			Sr. Project Coordinator	10	\$120
Jr. Inspector	8	\$105	Project Controls Specialist	11	\$130
Construction Inspector	10-11	\$130	Sr. Project Controls Specialist	12-13	\$145
Sr. Construction Inspector	12-13	\$145			
Resident Engineer	13	\$155	Project Accountant	9	\$115
Resident Engineer	14	\$165	Sr. Project Accountant	10-11	\$130
Construction Manager I	12-14	\$165	Accounting Specialist	9	\$115
Construction Manager II	15-17	\$180	Sr. Accounting Specialist	10-11	\$120
Sr. Construction Manager	15	\$190			
Sr. Construction Manager	16-17	\$210	Admin Assistant	7	\$95
Owner's Representative	18-19	\$235	Sr. Admin Assistant	8	\$105
			Office Administrator	10-11	\$130
Division Manager	16-18	\$215	Sr. Office Administrator	12-13	\$140
Regional Division Manager	18-19	\$235	Office Administrative Manager	14-15	\$165
Operations Manager	16-17	\$215	Business Manager	15-16	\$180
Operations Manager	18-19	\$250	Sr. Contract Administrator	10-11	\$145
Program Manager	18-20	\$255	Director of Risk Management	20	\$280
Principal Consultant	19	\$250			
Principal Consultant	20	\$270	UAV Pilot	12-13	\$175
Vice President/Sr. Vice President	18-20	\$270	Expert Witness		\$390

* Prevailing Wage Rates apply to construction surveying on all Washington Public Works Projects.

ZWA 2020-2021
10/1/2020

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

MEETING OF: October 26, 2020

SUBJECT: Interlocal Agreement for Emergency Management Services with Lewis County

ISSUE

The current Interlocal Agreement for Emergency Management Services (ILA) is 20 years old. The Lewis County Division of Emergency Management is proposing to update the agreement.

DISCUSSION

The city entered into an ILA for Emergency Management Services with Lewis County in 2001. A new agreement is being proposed by the county. Significant changes from the existing agreement include:

- **Section 2. Duration** – The existing agreement was for an initial period of one year and then continued from year to year. The proposed agreement is for a three-year term – January 1, 2021 to January 1, 2024.
- **Section 4. Services** – The Scope of Services (Attachment A) has been revised to specifically identify the roles and responsibilities between the County and the City. The revised Scope of Services has been reviewed by the city’s Police Chief and Fire Chief and both find the same to be appropriate.
- **Section 6. Hold Harmless and Indemnification** and **Section 7. Insurance** – Section 6 was completely revised and Section 7 was added to the proposed agreement. The new language was reviewed by the city’s attorney, as well as by the Washington Cities Insurance Authority (WCIA). Both the City Attorney and WCIA approved the updated language.

Andy Caldwell, Deputy Director for Lewis County Emergency Management, will be in attendance to review the proposed agreement and to answer any questions the City Council may have.

The 2019 Annual Report for the Lewis County Division of Emergency Management is also attached.

FISCAL IMPACT

The compensation paid by the city to the county remains unchanged in the proposed agreement. The fee charged is calculated on a per capita basis using the city’s population. The preliminary 2021 fee is \$30,200 based upon the city’s population of 7,550. A copy of the total preliminary 2021 cost for Emergency Management Services is included with this agenda report. The costs associated with this agreement will be included in the 2021 Budget that will be available in draft form in early November.

RECOMMENDATION

It is recommended that the City Council approve the Interlocal Agreement for Emergency Management Services and authorize the City Manager to sign the document.

SUGGESTED MOTION

I move that the City Council approve the Interlocal Agreement for Emergency Management Services and authorize the City Manager to sign the document.

INTERLOCAL AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES

THIS AGREEMENT is made and entered into by and between LEWIS COUNTY, a political subdivision of the State of Washington, (hereinafter referred to as "County") and each municipal or quasi-municipal corporation of the State of Washington that executes a County-ratified original counterpart of this agreement, (hereinafter referred to as "City").

WHEREAS, County has established a Comprehensive Emergency Management Plan pursuant to the provisions of Chapter 38.52 of the Revised Code of Washington; and

WHEREAS, County and City believe it to be in the best interests of their citizens that County and City share and coordinate services in the event of an emergency situation; **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

1. **PURPOSE.** It is the purpose of this agreement to provide a joint local organization for emergency management; to protect the public peace, health and safety; and to preserve the lives and property of the people of the signatory jurisdictions against the existing and increasing possibility of the occurrence of major emergencies or disasters, whether manmade or from natural causes.

2. **DURATION.** This agreement shall commence January 1, 2021 and end January 1, 2024. **PROVIDED**, any party may withdraw from this Agreement by giving ninety (90) days' written notice of intent to withdraw to the other parties. **PROVIDED FURTHER**, that failure of any party to perform its obligations under this Agreement shall constitute grounds for withdrawal from this Agreement by any party adversely affected by such breach upon giving thirty (30) days' written notice of intent to withdraw to the other parties. Notices and other communications shall be transmitted in writing by U.S. Mail, postage prepaid, addressed to the parties as follows:

If to Lewis County: Lewis County Emergency Management
351 NW North Street
Chehalis, WA 98532

If to City of Chehalis: City of Chehalis
350 N Market Boulevard
Chehalis, WA 98532

If to any other party: To the address/addressee listed in Section 2 of the most recent counterpart signed by that City.

3. **DEFINITIONS.** As used in this agreement, the following definitions will apply.

A. **“Emergency Management”** or **“Comprehensive Emergency Management”** means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergency and disasters, and aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural, technological, or human caused, and to provide support for search and rescue operations for persons and property in distress.

B. **“Emergency or Disaster”** shall mean an event or set of circumstances which: (a) demands immediate action to preserve public health, protect life, protect public property or to provide relief to any stricken community overtaken by such occurrences or (b) reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW 43.06.010.

C. **“Lewis County Emergency Management Committee”** shall consist of representation from each participating city and the county.

4. **SERVICES.** County shall provide emergency management services as outlined in Chapter 38.52 RCW in accordance with that chapter and as defined and set forth in “Attachment A: Scope of Services” herein during the term of this agreement.

5. **COMPENSATION.** City shall pay County upon execution of this agreement a fee for all services rendered under the terms of this agreement. The fee for 2021 shall be \$30,200 based upon an agency population of 7,550.

Beginning in the year 2021 the fee charged shall be calculated on a per capita basis, using the population figures from the “Population Trends for Washington State” published by the State Office of Financial Management and the adopted budget for the Lewis County Division of Emergency Management. City shall provide input into this budget as set forth in Attachment A. The ensuing year budget shall be reviewed by the Lewis County Emergency Management Committee during the preliminary budget timeline and the fee shall be sent to the participating cities when the projected budget is available. The population of the participating political subdivisions will be used to establish the per capita rate. Each city’s fee will be set by multiplying the per capita rate by the city population. The rate may be adjusted to reflect any excess carryover fund balance, grant funding or any other unanticipated funding. Fees shall be paid on a quarterly basis. Nothing herein shall prevent the County from making a claim for additional compensation in the event of an actual emergency or disaster as authorized by Chapter 38.52 RCW.

6. **HOLD HARMLESS AND INDEMNIFICATION.** To the extent of its comparative liability, each party agrees to indemnify, defend and hold the other parties (and their elected and appointed officials, employees, agents and volunteers) harmless from and against any and all claims, damages, losses and expenses—“expenses” includes but is not limited to all court costs, attorney’s fees and dispute resolution costs—for the following:

- (a) any personal injury;
- (b) any bodily injury, sickness, disease or death; and
- (c) for any damage to or destruction of any property (including the loss of use resulting therefrom)

which are alleged or proven to be caused by an act or omission, negligent or otherwise, of the party's elected or appointed officials, employees, agents or volunteers.

A party shall not be required to indemnify, defend, or hold another party harmless if the claim, damage, loss or expense was caused by the sole act or omission of the other party.

In the event of any concurrent act or omission of the parties, negligent or otherwise, these indemnity provisions shall be valid and enforceable only to the extent of each party's comparative liability.

The parties agree to maintain a consolidated defense to claims made against them and to reserve all indemnity claims against each other until after liability to the claimant and damages, if any, are adjudicated or settled.

The indemnification obligations of the parties shall not be limited in any way by the Washington State Industrial Insurance Act, RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act. To the extent required by a party's obligations to indemnify, defend and hold harmless the other parties (but solely to that extent), each party hereby expressly waives any immunity afforded by such acts. A party's waiver of immunity does not extend to claims made by its employees directly against the party as employer. The foregoing indemnification obligations of the parties are a material inducement to enter into this Agreement and have been mutually negotiated.

7. **INSURANCE.** The parties shall maintain in good standing their normal liability insurance during the term of this Agreement, which for the County means coverage under the Washington Counties Risk Pool, and for the City means coverage under the Washington Cities Insurance Authority, as either such insurance mechanism may evolve in the normal course.

8. **GENERAL.** Neither party may assign or transfer this contract or any rights or obligations hereunder without the prior consent of the other party. This contract constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings and understandings of any nature whatsoever. Any changes to this contract requested by either party may only be affected if mutually agreed upon in writing by duly authorized representatives of the parties hereto.

Failure by either party at any time to require performance by the other party or to claim a breach of any provision of this contract shall not be construed as affecting any subsequent breach or the right to require performance with respect thereto or to claim a breach with respect thereto.

This contract was mutually negotiated by represented parties, and shall be construed neutrally. The parties waive any theory of *contra preferentem*.

No separate entity or joint venture is created by this contract. Each party shall keep its own records of its participation as required by law, and shall produce them as required.

9. **COUNTERPARTS/NEW SIGNATORIES.** This agreement may be executed in original counterparts ratified by the County. It shall be binding upon all signatory jurisdictions approved by the County regardless of whether such jurisdictions' original signatures all appear on a single document, and regardless of the fact that each City's designee for notice under section 2 will be different in different counterparts. Each separately signed counterpart shall be an original.

A City may join this interlocal by passing or approving this agreement as required under applicable law and authorizing a representative to sign it in original counterpart. The County shall pass a resolution approving or ratifying the inclusion of the new signatory, after which time the signatory shall be a party to the contract in all respects.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be duly executed, such parties acting by their duly authorized representatives.

LEWIS COUNTY

APPROVED AS TO FROM

Jonathan Meyer, Prosecutor

Civil Deputy

By _____
for Lewis County Board of County Commissioners

Dated this ____ day of _____, _____

CITY OF CHEHALIS

APPROVED AS TO FROM

City Attorney

By _____
City Mayor or Council/Board Representative

Dated this ____ day of _____, _____

ATTACHMENT A: SCOPE OF SERVICES

PURPOSE:

This scope of services establishes a shared understanding of roles and responsibilities between the Lewis County Division of Emergency Management (DEM) and the City desiring to coordinate with DEM to provide emergency management services (pursuant to the provisions of Chapter 38.52 of the Revised Code of Washington).

The signatory parties agree to provide a joint local organization for emergency management and protect the public peace, health and safety and to preserve the lives and property of the people of the signatory jurisdictions against the existing and increasing possibility of the occurrence of major emergencies or disasters, either manmade or from natural causes.

These parties agree to develop and share the responsibility for the establishment and administration of a “whole community” emergency management program based upon individual responsibility for preparedness and building partnerships with government, businesses, and citizens for preparedness, response, recovery, and mitigation activities designed to lessen the affect or recovery from emergencies/disasters incidents.

Pursuant to the Interlocal Agreement for Emergency Management Services, County and City shall share a partnership to provide emergency management services including, but not limited to the following:

Administration & Finance:

Emergency Management	Municipalities
<ul style="list-style-type: none"> • Management of DEM budget • Seek and administer program enhancements grants (EMPG) • Provide technical support coordination to over 100 partner agencies • Coordinate hazardous materials reporting and ensure a Lewis County Community Emergency Coordinator (CEC) is appointed to: <ul style="list-style-type: none"> ○ Receive spill reports from a variety of agencies ○ Respond to large spill incidents ○ Maintain public records repository for EPCRA SARA Title III, Tier II reports ○ Receive Annual Tier II fixed facility reports and submit annual report to ECOLOGY ○ Activate ESF # 10 Hazardous Materials Response Plan when necessary 	<ul style="list-style-type: none"> • Provide input into DEM budget process and submit quarterly payments • Ensure payment for share of State requested resources (events) and/or response costs • Appoint city liaison/alternate for representation at DEM meetings and to obligate city resources during actual incidents; update city staff on DEM activities • Investigate spill reports occurring within city limits when requested by Community Emergency Coordinator • Provide city information to DEM for roll-up reports as requested by state/federal agencies

Emergency Management	Municipalities
<ul style="list-style-type: none"> Facilitate "single source" emergency management reporting to and from state/federal agencies and Lewis County partner agencies including: NIMS, annual sandbag inventory/usage, and other information requests Maintain and provide, when possible, historical event records as requested by media, government and/or citizens 	

Planning:

Emergency Management	Municipalities
<ul style="list-style-type: none"> Facilitate multi-jurisdictional response plans for incidents crossing agency boundaries. Includes at least: CEMP, HIVA, ESF # 10 Hazardous Materials, RACES Plan, and Drought Plan. Review and make recommendations on emergency actions plans for dam operators, care facilities, health care providers, and other businesses as required by law 	<ul style="list-style-type: none"> Assign appropriate city staff to participate in development/revision of multi-agency plans Develop & maintain internal operation plans including Emergency Operations Plans, Continuity of City Government (COG), and Continuity of Operations Plan (COOP)

Committees & Programs:

Emergency Management	Municipalities
<ul style="list-style-type: none"> Facilitate and provide staffing for a variety of committees including: LEPC, EMC, and others as needed Participate in a variety of state, regional, and other local committees/meetings, such as Homeland Security Region 3, regional planning committees, catastrophic planning committees, and Chehalis River Basin Flood Authority meetings Coordinate Levee inspections, Army Corps of Engineers repairs, sponsor notifications and receive condition reports Coordination of Annual Pre-Flood Preparation meeting Coordination of Lewis County's Washington Shake-out Earthquake Drill, October Provide community preparedness presentations, programs and educational materials 	<ul style="list-style-type: none"> Assign appropriate staff to serve on committees to: <ul style="list-style-type: none"> Review and comment on plans/activities Keep other city staff apprised of DEM activities Appoint staff to participate in activities as appropriate Assign representative to provide update to partner agencies on mitigation and areas of concern during the winter season Encourage city staff, businesses, and citizens to participate in preparedness activities

Communications & Warning:

Emergency Management	Municipalities
<ul style="list-style-type: none"> • Coordinate emergency messages: pre-planned, incident specific, or annual equipment testing as applicable • Maintain NWS - Weather Ready recognition • Participate with 911 Communications and partner agencies to develop and utilize the Lewis County Alert system to provide emergency public information and notifications • Facilitate testing and reporting for Tacoma Power Emergency Radio (dam sirens), CEMNET, Lewis County Alert, Ham Radio Network, and other systems as developed • Facilitate repair reporting for Internet River Reading & Road Closures and public reported river gage issues • Monitor and distribute National Weather Service products and bulletins as necessary • Facilitate committee planning for Limited English Proficiency (LEP) population notification and barriers as required 	<ul style="list-style-type: none"> • Assign appropriate staff to serve on committees to: <ul style="list-style-type: none"> ○ Review and comment on plans/activities ○ Keep other city staff apprised of DEM activities • Encourage city staff, businesses, and citizens to register to receive Lewis County Alerts, NOAA Weather Radio Messages, and National Weather Service Alerts by a variety of methods • Participate in LEP committee meeting and distribute LEP materials to city residents when provided by DEM

Logistics & Resource Management:

Emergency Management	Municipalities
<ul style="list-style-type: none"> • Compile and update resource and personnel contact information lists • Provide resource/contact information to EOC staff as required • Coordinate Temporary Emergency Worker (TEW) registration as required by law • Coordinate training/mission numbers from State EMD as necessary for Search and Rescue (SAR), Medical Reserve Corps (MRC), Coroners volunteers and Amateur Radio Emergency Operation (ARES/RACES). Maintain records and submit for allowable reimbursements. 	<ul style="list-style-type: none"> • Provide resource and personnel updates to DEM as necessary • Submit requests/make reports for SAR, MRC, ARES/RACES activities as necessary to DEM

Training & Exercises:

Emergency Management	Municipalities
<ul style="list-style-type: none"> Facilitate a variety of annual trainings and exercises including lecture, conferences, drills, tabletops, functional and full-scale Facilitate at least one annual hazardous materials lecture, drill, or exercise Maintain DEM initiated training & exercise records Complete After Action Reports and file with state/federal agencies as required Distribute state/FEMA training notices to partner agencies as appropriate 	<ul style="list-style-type: none"> Commit staff to attend DEM training and exercises including planning teams Develop, train and exercise city personnel on city response plans for localized incidents not requiring regional support/resources Ensure City First Responders complete at least ICS 100, ICS 200, and ICS 700 as required by state and federal laws

Response:

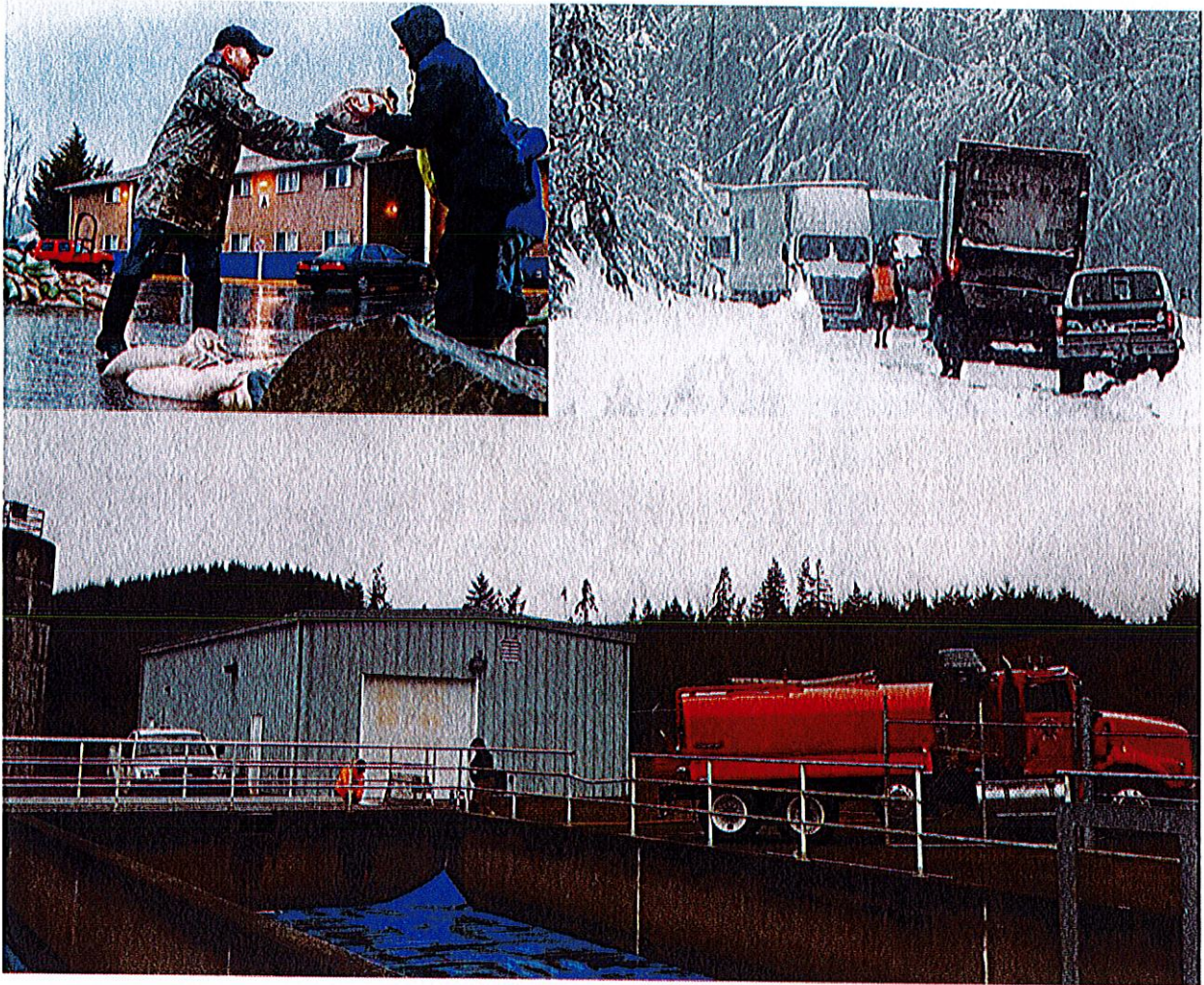
Emergency Management	Municipalities
<ul style="list-style-type: none"> Maintain the Emergency Operations Center (EOC) in a state of readiness to be activated/deactivated when requested Facilitate implementation of the CEMP in response to incidents Assist in preparation of a Declaration of Emergency or Disaster, as necessary Collect, analyze and disseminate warnings and emergency public information Coordinate the flow of information among the response partners Coordinate requests for critical resources to the State Conduct initial briefings with key leaders Coordinate media, damage inspection tours, and dignitary tours Document administrative and financial information Conduct an after-action review following the response to identify needed improvements 	<ul style="list-style-type: none"> Appoint representatives to staff the EOC as requested. Each agency bears the costs themselves for incident committed resources and staffing Prepare a municipal Declaration of Emergency or Disaster when appropriate Submit Situation Reports and city damage reports to the EOC as warranted Coordinate external resource requests through the EOC Attend coordination meetings as requested Participate in initial briefings with key leaders Participate in media, damage inspection tours, and dignitary tours Attend After-Action Reviews as requested

Recovery:

Emergency Management	Municipalities
<ul style="list-style-type: none">• Facilitate informal damage estimate to identify potential for FEMA reimbursement• Coordinate information request for Individual Assistance (IA) damage to residences and businesses• Coordinate information request for Public Assistance (PA) for repair to public infrastructure and emergency protective measures• Submit Supplemental Justification Report to State as requested• Document disaster operations and costs• Coordinate Non-governmental and faith-based programs for unmet recovery needs, as needed	<ul style="list-style-type: none">• Submit city damage estimates to DEM in a timely manner• Encourage citizens and businesses to file preliminary reports to meet minimums. Assist in publishing FEMA reporting phone number when applicable• Submit public infrastructure damages in a timely manner• Appoint Applicant Agent and Alternate for FEMA reimbursement process. Ensure appointees attend training as necessary to conduct their duties• Refer citizens with unmet needs to appropriate agencies

LEWIS COUNTY
DIVISION OF EMERGENCY MANAGEMENT (DEM)

2019 ANNUAL REPORT



Upper Left: Sandbagging, Chehalis, December 20, 2019; Upper Right: Traffic Issues, Highway 7 Morton, February 2019 snowstorm; Bottom: Solving Pe Ell Water System issues, December 20-22, 2019.

PREPARED MAY 20, 2020
BY
ANDY CALDWELL, EMERGENCY MANAGEMENT DEPUTY DIRECTOR

A DIVISION OF LEWIS COUNTY PUBLIC WORKS
JOSH METCALF, PUBLIC WORKS DIRECTOR

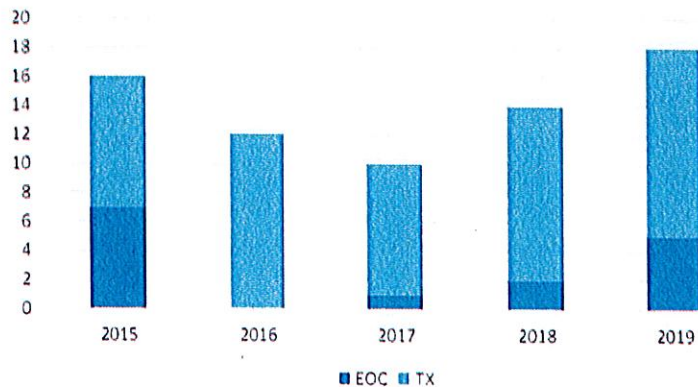
2019 INCIDENTS – WEATHER RELATED

There were six weather related incidents that occurred during 2019 that caused the Emergency Operations Center (EOC) to be activated. There were:

- **Windstorm** - January 5-6, 2019.
Wind gusts to 55 MPH. 24-hour power loss to LC PUD customers. Preliminary damages estimates to 3 agencies over \$162,000.
- **Snowstorm** - February 8-15, 2019.
EOC Activated, Level II, February 12-19. Motorists rescued East Lewis County. Total communications loss East Lewis County, including 911 lines.
- **Wildland Fires** - March 19, 2019.
Fueled by rare easterly winds. Swofford Fire (103-120 acres); Fire Cattle Drive, Onalaska (6.5 Acres); 2 - small fires Toledo and Morton
- **Drought** - June 4, 2019.
Secretary of Agriculture Declaration, August 29, 2019. Small Business Administration (SBA) loans available until April, 2020.
- **Power Outage Along Interstate-5, Wide-spread** - July 12, 2019.
Affected 18,275 customers, LC PUD, BPA, and Centralia City Light, lasting 3-5 hours.
- **Flooding Potential** - December 20-22, 2020.
Resurgence of Pe Ell Water System debris issues creating use of secondary systems to supply water to town.

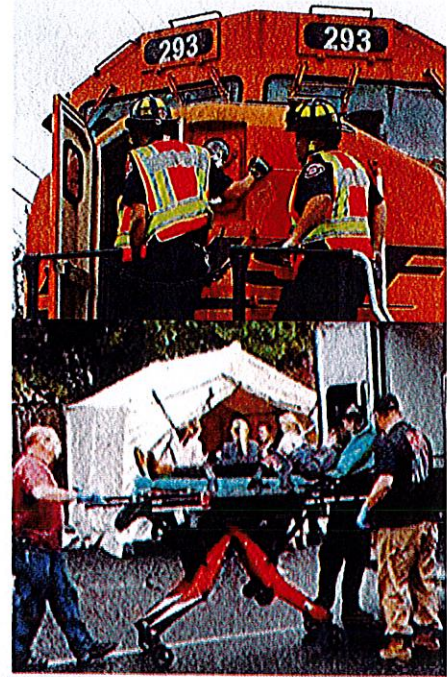
TRAINING EXERCISES & EOC ACTIVATIONS

2019 Exercises & EOC Activations



There were five EOC activations and staff participated/presented 13 exercises during 2019. The above chart shows comparisons for the past five years.

Date	Type	Event
Jan 5-6	EOC	Windstorm
Feb 9-18	EOC	Mega Snow Storm
Feb 18	Exercise	MCI Triage Training
Mar 19	EOC	Wildland Fires
Mar 30	Exercise	Ham Radio
April 3	Exercise	Tacoma Power Sirens & LC Alert
June 12	Exercise	Chehalis-Centralia Airport
June 18-19	Exercise	BNSF Hazmat Exercise
July 12	EOC	Power Outage
Sept 9	Exercise	Arbor Health-Morton MCI Exercise
Sept 11	Exercise	Skookumchuck Dam Exercise
Sept 21	Exercise	LEPC – PSE Gas Exercise
Oct 5	Exercise	Ham Radio
Oct 17	Exercise	WA ShakeOut EQ Drill
Oct 25	Exercise	LC SO Command Drill
Nov 14	Exercise	Cascadia 2022 – Transportation
Dec 11	Exercise	Valley View Health Exercise
Dec 19	EOC	Flooding

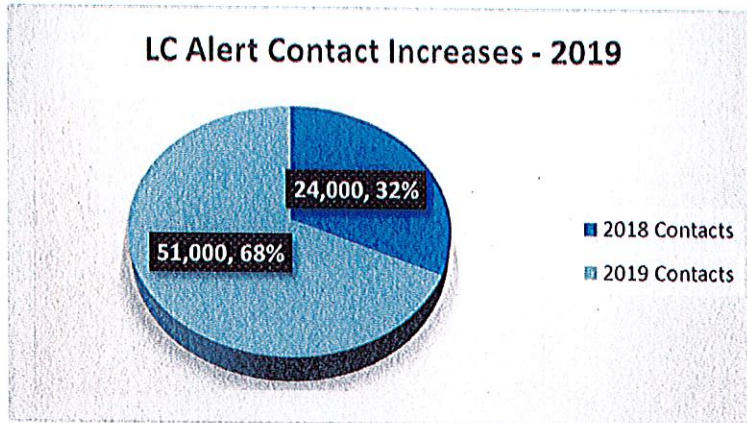


COMMUNICATIONS, ALERTS & WARNINGS

LEWIS COUNTY ALERT WARNING & NOTIFICATION SYSTEM

Lewis County DEM staff issued 22 alert notices for water shortages, flood warnings, power outages, 911 line disruptions and burn restrictions incidents.

During 2019, an aggressive campaign was launched to increase the number of citizens that signed up to receive the notices. Additionally, some grant funds were used to purchase resident connections services to increase the primary contacts from approximately 24,000 (20,000 landline telephones and 4,000 cell phones) to over 75,000 contacts. Staff is confident the majority of Lewis County citizens can now be contacted during emergencies through the Lewis County Alert Warning & Notification system that can text, transmit telephone voice messages and send E-mails.



RADIO TESTS CONDUCTED

Radio equipment for CEMNET (Comprehensive Emergency Management Network, connected to State Emergency Management) and the Tacoma Power Siren systems were tested weekly. The Emergency Alert System (EAS) was tested on a monthly basis. To ensure a redundant backup was available, a countywide Ham Radio Emergency Communications System (HEC) was tested by the Lewis County Ham Radio Operators and ARES.

PROGRAMS

A major emergency management emphasis for this past year was placed on public programs to increase citizen's individual preparedness, methods of receiving notifications, and organizing non-profit groups to enlist assistance for the recovery phase of incidents. Emergency Management provided preparedness information at the following community festivals and health fairs:

Community Events

- Winlock Egg Day – June
- Toledo Cheese Days – July
- Chehalis Fest – July
- SWW Fair - August
- Steck Community Health Fair – September
- Apple Festival – October
- Centralia College Preparedness Fair - October



SWW Fair



Steck Health Fair

Presentations

- Winlock Senior Center
- Packwood Senior Center
- Civil Air Patrol
- Search and Rescue (SAR)

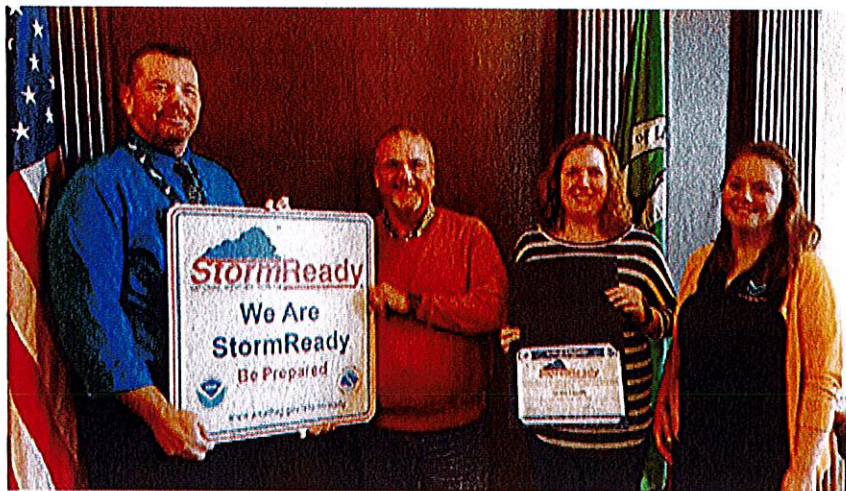
Winlock Senior Center



DEM ACHIEVES STORM READY COMMUNITY STATUS



On October 1, 2019, Lewis County was officially designated a “StormReady” community due to a combination of activities and efforts to communicate emergency alerts to citizens. This designation helps reduce flood insurance premiums to all Lewis County property owners.



ANNUAL CAMPAIGNS CONDUCTED

April Preparedness Campaign – Tacoma Power Siren test, Lewis County Alert test – Dam inundation area, and “Drop, Cover, Hold” drill for schools.

September State Preparedness Month – Lewis County Alert bookmark project for schools.

October National Preparedness Month – Board of County Commissioners (BOCC) Proclamation, Lewis County Alert – countywide test; “Drop, Cover, Hold” drill for partner agencies, cities and all county employees.

November Flood Preparation Meeting – Over 100 first responders, city-county leaders, non-profit agencies, utility providers, and tribes came together to share preparedness information and discuss early preparations for the coming inclement weather season.

DEVELOPMENT OF FAITH BASED COALITION (FBC)

Sixty-four Lewis County faith based organizations were approached to partner with Emergency Management to deliver services to the community during the response and recovery phases of incidents. A summit was held September 18, 2019 to develop an initial relationship and identify potential resources available for unmet needs. By the end of 2019, 18 agencies had signed up to participate in the program.

COMMITTEES

The diversity and number of emergency action/mitigation plans require a variety of planning/response committees for reviews, updating, and providing training opportunities to over 800 responders in Lewis County. Most committees meet at a minimum of at least annually or every other year. When significant revisions are needed, meetings are generally held every week and when a plan is being exercised, trainings can be conducted for several months prior to the exercises.

Committees that participated in plans and exercise reviews during 2019 included the following:

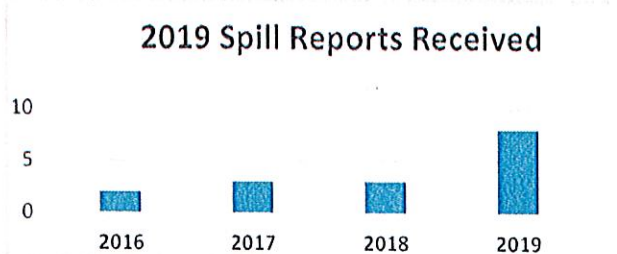
Committee	Plan
Lewis County Drought Committee	Lewis County CEMP, Support Annex # 2 – Hydrological Drought Plan (printed water conservation materials, and continued work on grant to provide potable water at county shops)
Lewis County MCI Team	Lewis County MCI Plan (exercises and training)
Lewis County RACES/ARES	Lewis County RACES Plan
Lewis County LEPC Committee	ESF # 10 – Hazardous Materials Response Plan
Lewis County Emergency Management Committee (EMC)	Comprehensive Emergency Management Plan (CEMP) & Program Review

THE LEWIS COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

The LEPC Committee is the only emergency management committee (under the authority of the BOCC) that is directed by specific laws. As required by law, the BOCC has appointed the Deputy Director of Emergency Management to serve as the Community Emergency Coordinator (CEC) to receive hazardous spill reports and enact the provisions of Emergency Support Function (ESF) #10 Hazard Materials Response Plan as necessary. The LEPC committee's prescribed duties include:

- Conducting an annual meeting
- Providing for one training exercise a year
- Reviewing and approving an annual update of the ESF#10-Hazardous Materials Response Plan
- Overseeing the SARA Tier Two Report program and spill reporting

During 2019, 92 of 157 Lewis County chemical storage sites filed annual reports with DEM. The following chart indicates the number of spills reported to DEM during the past four years:



ADMINISTRATION

There are extensive administrative tasks that are performed by DEM staff on an annual basis to fulfill state and federal obligations. Significant activities occurred in the following areas during 2019:

PLANS

State and federally required plans are regularly reviewed and revised by DEM staff. Some plans are required to be reviewed every year, some every two years, and some every 5 years. The plans that were reviewed/revised during 2019 included the following:

Plan	Action	Date
ESF # 10 – Hazardous Materials Plan	Annual Review, adoption	LEPC Approved 11-26-2019 State accepted 3-2-2020
Lewis County Drought Plan	Finalized by Drought Committee	Adopted 7-12-2019
Lewis County Hazard Identification & Vulnerability Analysis (HIVA)	Insert of 2018-2019 events.	Pending adoption 2020
Mass Casualty Incident (MCI) Plan	Rewrite based on SALT triage, federally accepted new standards	EMS Council approval Fire Chief's Association approval BOCC adoption pending, 2020
Emergency Alert System (EAS) Plan	Pending completion of state plan update	
Comprehensive Emergency Management Plan (CEMP)	Pending completion of BOCC reorganization	Due 2021
Emergency management staff reviews Emergency Action Plans as required by law for dam operators, schools, day care centers, medical facilities, and businesses. During 2019, staff reviewed 31 community response plans.		

SEARCH & RESCUE (SAR) COORDINATION

Emergency Management is the countywide coordinator that submits training/mission requests and associated documents to the State SAR Coordinator. This program covers volunteers for the Sheriff, Coroner, Public Health, and Emergency Management. Emergency Management also maintains the files for the SAR program.

As the coordination hub, DEM processing requests for training and mission numbers (insurance coverage), requests for mileage reimbursements, and files mission reports/personnel rosters. The following chart shows the increase in activity from 2018 to 2019:

SAR Missions 2018-2019



CONTRACT NEGOTIATIONS

The Deputy Director revised the Emergency Management Ordinance to move DEM out from administration by the Department of Emergency Services to administration by the Lewis County Public Works Department. The Board of County Commissioners approved the ordinance on December 2, 2019.

The Baw Faw radio repeater contract was renegotiated for a savings of \$6,000 annually to the DEM budget.

The Memorandum of Understanding (MOU) for client services listing with Lewis Mason Thurston Area Agency on Aging (LMTAAA) was renewed.

GRANTS

Annual Emergency Management receives a federal grant, the Emergency Management Performance Grant (EMPG), through the Washington State Military Department. The grant period follows the federal fiscal year, so it begins June 1 and ends August 31 the following year. Therefore, staff is always working on two grants, one ending and one beginning.

The 2018-19 EMPG grant (award \$43,455 with \$43,399.73 expended), began June 1, 2018 and ended August 31, 2019. A final report was submitted in October, 2019.

The contract for the 2019-20 EMPG grant (award \$43,680), operating period June 1, 2019 through August 31, 2020, was signed and received December 12, 2019.

MITIGATION ACTIVITIES

The most significant mitigation activity each year is the annual November Flood Preparation meeting. Over 100 officials, responders and non-profit groups gather together to review predictions and share their preparedness efforts.

Retiring Emergency Management Director Steve Mansfield



Attendees at the 2019 Lewis County Annual Flood Preparation Meeting, Veterans Memorial Museum.

DEM staff submitted a grant for a consultant to assist with the 5-year update of the Lewis County Multi-jurisdictional Mitigation Plan that includes 40 agencies. The current plan is valid until March of 2021. The grant has been accepted and is pending funding.

DEM staff began a process of securing 2 sets of CPR demo/training equipment for public events. Each set includes a laptop, monitor, software and CPR manikin. The equipment has been secured and will be maintained/distributed by the EMS Council.

As required by the program, the Deputy Director was a participant in the Stakeholder meetings for the Chehalis River Basin Flood Reduction Project Plan.

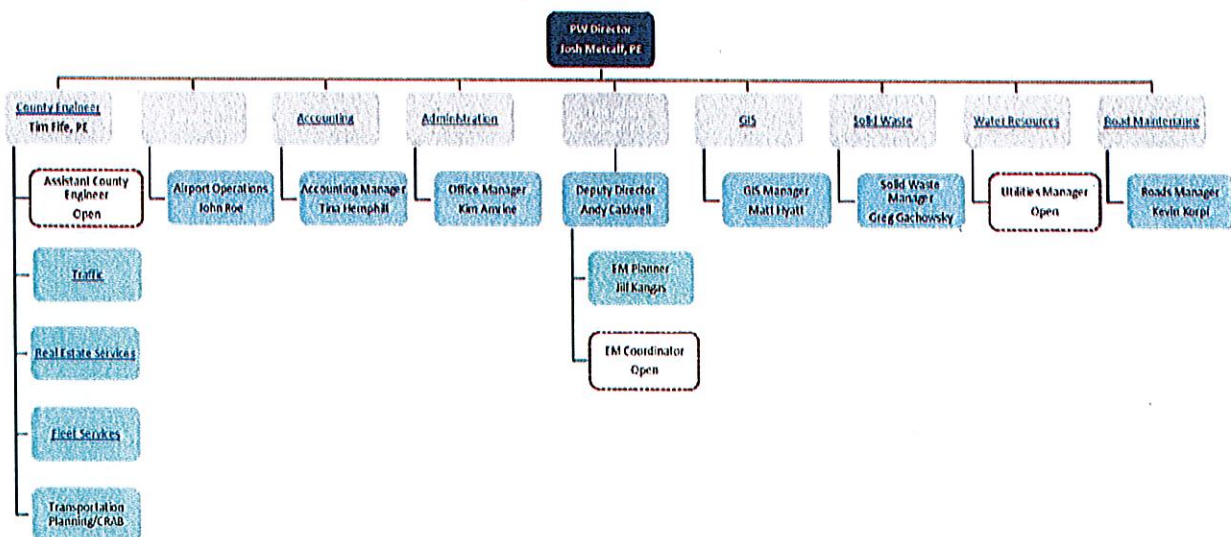
Emergency Management staff reviewed the progress of the Nisqually Watershed Flood Risk Review Committee, a three-county FEMA project to update flood maps.

DEM REORGANIZATION

After almost 20 years at the helm, the end of 2019 brought the retirement of Emergency Management Director Steve Mansfield. As a result of the Lewis County Board of County Commissioners countywide reorganization efforts, the Division of Emergency Management was moved under the direction of Public Works Director Josh Metcalf with Andy Caldwell appointed as Emergency Management Deputy Director. Deputy Director Caldwell, a retired law enforcement officer, will administer all programs, activities, and oversee staffing.

Activities in 2020 will include many program and procedural changes as well as a new location for the DEM office. Efforts will continue in working with the Faith Based Organizations. To better provide for a speedy recovery, partnerships with local businesses will be strengthened and brought into the emergency management response and recovery core program elements.

Public Works Organization Chart
with Lewis County DEM added January 1, 2020



LEWIS COUNTY EMERGENCY MANAGEMENT

2021 Cost for Emergency Management Services

Preliminary - as of 09-21-20

Preliminary Lewis County Emergency Management Budget for 2021: **\$495,016**

Less EMPG Grant Offset:	\$43,680
Less One-Time Offset:	\$100,000*
Less One-Time Fund Balance for vehicle:	\$30,000

Recommended Lewis County Emergency Management Budget Distribution for 2021: **\$321,000****

Lewis County Population: **80,250*****

Per Capita Cost Factor for 2021: \$4.00 (approximate 2% increase over 2020)

Formula: Population x Per Capita Cost Factor = Emergency Management Cost for Service

City/County	2021 Est. Population	2021 Cost		Cost 2018	Cost 2019	2020 Cost
Unincorporated	48,040	\$192,160		\$159,487	\$159,873	\$186,787
Centralia	17,290	\$69,160		\$0	\$0	\$0
Chehalis	7,550	\$30,200		\$26,054	\$25,757	\$29,593
Morton	1,145	\$4,580		\$3,891	\$3,856	\$4,418
Mossyrock	795	\$3,180		\$2,640	\$2,605	\$3,024
Napavine	2,010	\$8,040		\$6,600	\$6,649	\$7,776
Pe Ell	660	\$2,640		\$2,241	\$2,278	\$2,572
Toledo	730	\$2,920		\$2,500	\$2,468	\$2,828
Vader	630	\$2,520		\$2,119	\$2,091	\$2,455
Winlock	1,400	\$5,600		\$4,638	\$4,593	\$5,263
Total:	80,250	\$321,000		\$210,170	\$210,170	\$244,716

*The 2021 Budget reduced by using a one-time offset to keep the rates as low as possible.

**Rounded from \$321,336

***Population estimates based on Washington State OFM data for April 1, 2020.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Jill Anderson, City Manager
BY: Chun Saul, Finance Director
MEETING OF: October 26, 2020
SUBJECT: 2020 Third Quarter Financial Status Report

DISCUSSION

This document provides a summary review of the City’s financial activities and status for the third quarter 2020.

The first part of the report provides a summary of all City funds, including those that are restricted for specific purposes, with their beginning cash balances, total revenues and transfers in, total expenditures and transfers out, changes in fund balances during the year, and estimated ending cash balances. The second part of the report provides two-year comparative financial data of year-to-date (YTD) actual revenues and expenditures compared to the budget for the General Fund and major enterprise funds.

The budgets for revenues and expenditures reflects the second 2020 budget amendment.

The reports have been formatted to be consistent with the budget for ease of comparison and review of information. Comparisons and variances shown are based on straight line projections. **The YTD target for September is 75% (9 of 12 months).**

CITY-WIDE OVERVIEW

Overall, on a city-wide basis, the city has received \$18,934,138 or 67.2% of the 2020 revenue budget (including transfers-in) and has expensed \$18,455,599 or 57.6% of the 2020 expenditure budget (including transfers-out) through September.

	2020 Amended Budget	2020 YTD 9/30/2020	YTD % of Budget	Budget to Actual Variance Positive (Negative)
Chehalis City-Wide, All Funds				
Revs. & Transfers In	\$ 28,187,547	\$ 18,934,138	67.2%	\$ (2,206,522)
Exps. & Transfers Out	32,028,090	18,455,599	57.6%	5,565,469
Increase (Decrease) in Fund Balance	(3,840,543)	478,539	-12.5%	\$ 3,358,947
Beginning Fund Balance	23,401,490	23,401,490	100.0%	5,850,373
Ending Fund Balance	\$ 19,560,947	\$ 23,880,029	122.1%	\$ 9,209,320

Total YTD revenues received is \$2,206,522 or 7.8% below the YTD target amount. Proceeds of bond issue and intergovernmental grant reimbursements that are not yet received at the end of September are key factors for this variance and are summarized as follows:

- General Fund – RCO grant revenue of \$316,676 budgeted but reimbursements not yet received.
- TBD Fund – TIB grant revenue of \$707,535 budgeted but reimbursements not yet received.
- Public Facilities Reserve Fund - Bond proceed of \$1,725,000 budgeted and received in October.

Total YTD expenditures is \$5,565,469 or 17.4% below the YTD target amount.

- About \$4.06 million (or 73%) of the total variance is related to capital project activities in progress. The city-wide capital budget is \$9.45 million and about 37.0% or \$3.5 million has been expensed at the end of September. Capital budget also includes \$1.2 million for the purchase of future fire station property, which was paid in early October.
- About \$1.16 million (or 21%) of the total variance is for operating expenditures. About 70.6% of the 2020 total payroll budget has been spent through September. This is \$483,061 or 4.6% below the nine-month target. About 61.3% of services budget category has been spent through September, which is \$665,015 or 13.7% below the nine-month target amount.

The revenue and expenditure variances for the General Fund and major enterprise funds are explained in detail in the fund overview section below.

GENERAL FUND OVERVIEW

The General Fund’s YTD revenue is 72.5% of the 2020 budget. This is \$249,703 (or 2.5%) below the nine-month target amount. Total YTD expenditures 68.9% of the 2020 budget. This is \$573,930 (or 6.1%) below the nine-month target amount. YTD total revenues exceeded the total expenditures by \$102,614. The fund balance as of September 30, 2020 is \$1,564,738, which is about 15.8% of the General Fund revenue budget.

	2020		YTD	Variance YTD
	Amended	YTD Actual	Actual %	Actual vs.
Chehalis General Fund	Budget	9/30/2020	of Budget	Target Positive
				(Negative)
Revenues & Transfers-In	\$ 9,902,152	\$ 7,176,915	72.5%	\$ (249,703)
Expenditures & Transfers-Out	10,274,462	7,074,301	68.9%	631,546
Revenues Over (Under) Expenditures	(372,310)	102,614	-27.6%	381,843
Beginning Fund Balance	1,462,124	1,462,124		
Ending Fund Balance	\$ 1,089,814	\$ 1,564,738		
Ending Fund Balance % of Revenue Budget			15.8%	

General Fund Revenues:

Below table provides the budget to actual comparisons for General Fund revenues by major revenue sources.

General Fund Revenues	2020	YTD Actual 9/30/2020	YTD % of	Variance YTD	YTD Actual 9/30/2019	2019-2020
	Amended Budget		Budget	Target vs. Actual		YTD Variance
Property Taxes	\$ 1,937,842	\$ 1,150,165	59.4%	\$ (303,217)	\$ 1,121,655	\$ 28,510
Sales and Use Taxes	4,893,500	3,874,094	79.2%	203,969	3,855,438	18,656
Utility Taxes	1,592,635	1,237,453	77.7%	42,977	1,241,983	(4,530)
Other Taxes	50,168	45,241	90.2%	7,615	43,956	1,285
Subtotal for Tax Revenues	8,474,145	6,306,953	74.4%	(48,656)	6,263,032	43,921
Non-Tax Revenues	1,275,982	797,564	62.5%	(159,426)	970,363	(172,799)
Custodial Receipts	107,025	72,398	67.6%	(7,871)	87,427	(15,029)
Transfers-in	45,000	-	0.0%	(33,750)	80,000	(80,000)
Total Revenues	\$ 9,902,152	\$ 7,176,915	72.5%	\$ (249,703)	\$ 7,400,822	\$ (223,907)

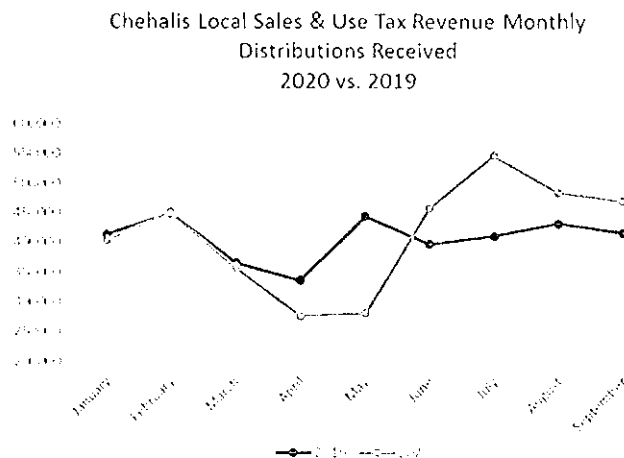
Total YTD tax revenues received is \$7,176,915 or 72.5% of the 2020 budget. This is \$249,703 below the nine-month target amount and a \$223,907 decline from this time last year. Some of this variance is explained below:

Property Tax: YTD received is \$1,150,165 or 59.4% of the 2020 budget. This is \$303,217 below the nine-month target amount. This is the normal trend for this time of the year. Historically, about 57% of tax levied is collected through September. The second tax payment due is October and will be distributed to the City in November.

Sales Tax: YTD revenue received is \$3,874,094 or 79.2% of the 2020 budget. This is \$203,969 ahead of the nine-month target amount and a \$18,656 increase from a year ago. This total includes local sales and use tax, Brokered Natural Gas sales tax, and Criminal Justice sales tax.

2020 sales tax revenue projection was revised in September due to the anticipated impacts from the COVID-19 pandemic. The budget amendment reduced 2020 sales tax projection by \$246,900 (or 5%). When compared to the 2020 original sales tax projection, the YTD sales tax revenue is about \$18,794 (or 0.3%) ahead of the nine-month target.

Chehalis sales tax collections continue to recover in June, July, August, and September following the sharp decline in April and May 2020. In the period since June, the recovery in revenue collections has been much stronger than expected, mainly in the sectors of retail trade.



The Washington State Economic and Revenue Forecast's September 2020 report indicates that in the period since June, the recovery in revenue collections has been much stronger than expected. The most recent collection period, however, represented taxable activities in July, when a \$600 per week supplemental unemployment benefit was in effect and other federal benefits, though winding down, were still present. The forecast does not therefore expect that collections over the next several months will show the same strength. We will continue monitoring sales tax revenues for the next few months and update the revenue projection if needed.

Utility Tax: YTD utility tax received is about \$42,977 or 2.7% ahead of the nine-month target amount. Electricity, gas, and solid waste utility tax revenues are ahead of the nine-month target amount; whereas, cable, telephone, water and wastewater utility tax revenues are below the nine-month target amount.

Non-tax revenues include licenses and permit fees, charges for goods and services, recreation program fees, fines, and other miscellaneous revenues. YTD non-tax revenue received is \$797,564 or 62.5% of the 2020 budget. This is about \$159,426 below the nine-month target amount.

Intergovernmental grant is one of the key contributing factors for YTD revenues falling behind the nine-month target amount. Intergovernmental revenues includes a \$316,676 RCO grant for the flood storage mitigation project. The work has just begun, and no grant reimbursement has been received.

General Fund Expenditures and Transfers-out

YTD expenditures is \$7,074,301 or 68.9% of the 2020 budget. This is \$631,546 below the nine-month target amount and consists of the following expenditure categories: Payroll (wages and benefits) \$174,715; Supplies \$42,202; Services \$398,306; and all other \$16,323.

Expenditures by Category:

Payroll: YTD payroll expenditures totaled \$5,209,242 or 72.6% of the 2020 budget and makes up about 72.6% of the total General Fund expenditures through September. The YTD expended is \$174,714 or 2.4% below the nine-month target amount.

Supplies: Overall YTD expenditures for supplies is \$264,200 or 64.7% of the 2020 budget. This is about \$42,202 below the nine-month target amount. This category includes office supplies, parts and supplies for public works operations, and minor tools and equipment.

Services: Overall YTD expenditures for services is \$1,469,807 or 59.0% of the 2020 budget. This is about \$398,306 below the nine-month target amount. This category includes insurance, professional services, repairs and maintenance of facilities, computer software & hardware maintenance, utilities, phone service, and intergovernmental services. As mentioned in the Planning and Building department budget section, about \$169,000 of this variance is related to professional services budget for flood storage master plan study that has recently started.

Expenditures by Departments:

YTD expenditures for most departments are within the expected range of the nine-month target amount.

Non-departmental department has used 52.7% of the 2020 budget. This is \$96,757 below the nine-month target amount. One of the key contributing factors for this variance is \$50,000 appropriated for the Main Street tax credit contribution, which will be made in November.

Planning and Building department has used 48.6% of its 2020 budget. This is \$174,395 below the nine-month target amount. One of the key factors for this variance is the \$316,676 appropriated for professional services for grant funded flood storage master plan. YTD spent on this project is \$68,464.

YTD expenditures for public safety (police and fire) is \$4,122,467 and makes up about 58.3% of the total general fund expenditures. YTD expenditures for public works streets and facilities/parks is \$1,196,260 and makes up about 17.0% of the total general fund expenditures.

Bottom Line: Overall, the general fund operated within the budget parameters.

WASTEWATER FUND OVERVIEW

Total YTD operating revenues received is \$4,042,470 or 72.4% of the 2020 budget. This is \$142,348 below the nine-month target amount. YTD rate charges for wastewater services is 75.2% of the budget and is \$10,681 ahead of the nine-month target amount. Hookup/Connection fees collected is 27.1% of the 2020 budget and is \$51,718 below the nine-month target amount. Late payment fees received is 28.6% of the 2020 budget and \$23,412 below the nine-month target amount. This may be attributable to the Governor's proclamation for Ratepayer Assistance due to the COVID-19 pandemic, which limits the ability to collect late fees.

Total YTD operating expenditures is \$2,245,069 or 68.0% of the 2020 budget. This is about \$231,092 below the nine-month target amount. YTD capital expenditures is \$491,011 or 52.3% of the 2020 budget. YTD debt service payments is \$962,139 or 50% of the 2020 budget. The second semi-annual debt service payment is due in December. YTD total revenues exceeded total expenditures by \$344,251.

WATER FUND OVERVIEW

Total YTD operating revenues received is \$2,066,920 or 65.9% of the 2020 budget. This is \$287,137 below the nine-month target amount. YTD rate charges for water services is 68.6% of the 2020 budget and is \$183,845 below the nine-month target amount. When compared with last year, 2020 YTD rate revenues is \$23,591 less than this time last year. YTD utility hookup and connection fees revenues collected is 31.7% of the 2020 budget and is \$57,106 below the nine-month target amount. YTD late payment fees collected is 22.2% of the 2020 budget and is \$17,332 below the nine-month target amount.

Total YTD operating expenditures is \$1,622,660 or 69.3% of the 2020 budget. This is \$134,254 below the nine-month target amount. YTD capital expenditures is \$593,882 or 26.3% of the 2020 budget. YTD total expenditures exceeded total revenues by \$372,016.

STORM AND SURFACE WATER FUND OVERVIEW

Total YTD operating revenues received is \$559,087 or 76.0% of the 2020 budget. This is \$7,315 ahead of the nine-month target amount. YTD operating expenditures is \$389,406 or 75.5% of the 2020 budget.

YTD total revenues exceeded total expenditures by \$164,981.

COVID-19 IMPACTS ON CITY UTILITIES

Governor Inslee's proclamation for Ratepayer Assistance prohibits energy, water and landline telephone companies from disconnecting services due to nonpayment or charging fees for late payment for residential customers. Recently the proclamation was extended through December 31, 2020.

The City's combined utilities (Water/Wastewater/Stormwater) rate revenues collected through September is \$6,314,252 or 73.4% of the 2020 budget. This is \$134,766 below the nine-month target amount.

The table below provides a summary of total balance (combined total for water/wastewater/stormwater) due as of September 26th (before new billing) compared with 2020 and 2019:

Chehalis Utility Payment Status	Unpaid Balance as of 9/26*	YTD Late Fee Revenues
As of 9/26/2019	\$ 65,003	\$ 64,741
As of 9/26/2020	\$ 162,204	\$ 23,805
2020-2019 Increase (decrease)	\$ 97,201	\$ (40,936)

* Before new billing

As of September 26, the unpaid balance increased by \$97,201 from a year ago. Since there has been no rate increases nor significant changes in total number of customers from 2019, the increase in unpaid balance in 2020 may be the results of the Governor's proclamation for Ratepayer Assistance.

The proclamation does not relieve customers from the obligation to pay for utility services, and the City will need to work with the customer to collect payments. However, the late fees are waived and will be a loss for the City's utilities. It is anticipated that the unpaid balance and the loss of late fee revenue may grow bigger for the remainder of 2020. A budget amendment to the original revenue projection may be needed.

AIRPORT FUND

YTD operating revenues received is \$1,396,188 or 79.3% of the 2020 budget. This is \$75,142 ahead of the nine-month target amount. Fuel sales revenue exceeded the nine-month target amount by \$116,272 or 18.9% of the 2020 fuel sales amended budget. Whereas, rent and lease revenue collected is 70.9% of the 2020 budget and \$46,756 below the nine-month target amount. This variance is due to the timing of receipts (i.e. September lease payments received in early October).

YTD operating expenditures is \$998,198 or 78.7% of the 2020 budget. This exceeds the nine-month target amount by \$46,633. This variance is due to the increase in fuel purchased for resale. YTD fuel purchased for resale is 93.2% of the 2020 budget and exceeds the nine-month target amount by \$92,121. The fuel purchase budget was increased with the second amendment to the 2020 budget; however, the projection is still off. We will consider revising the budget once again prior to year-end. Only 10.7% of the 2020 capital budget has been spent through September. The above ground fuel storage project has not yet started.

YTD total revenues exceeded total expenditures by \$333,539.

TREASURER’S REPORT – CASH AND INVESTMENTS

The city’s total cash, deposits, and investments as of September 30, 2020 is \$23,880,029. About 89% or \$21,260,687 of the city’s cash is invested and earns interests. The remaining 11% or \$2,619,342 is deposited in non-interest-bearing checking accounts or held in revolving cash funds to cover on-going operational cash flow needs. A summary of cash funds and investment types are as follows:

City of Chehalis Cash, Deposits & Investment - Total Combined All Funds		
Account Type	Balance 9/30/2020	% of Total
Checking & Revolving Cash Fund	2,619,342	11.0%
Money Market & Savings	87,436	0.4%
Local Government Investment Pool (LGIP)	18,668,464	78.2%
US Govt Agency Securities (Bonds)	2,504,787	10.5%
Total	\$ 23,880,029	100.0%

Note: Other than the General Fund, all other funds are restricted or designated to finance particular activities of the City.

Only 6.6% or \$1,564,738 of the total cash and investments belongs to the General Fund. Other than the General Fund, all other funds are restricted or committed funds which account for specific revenues or resources that are legally restricted or committed to finance particular activities of the City, such as transportation benefit district, tourism, utilities and Airport.

Total YTD investment interest earnings through September 30, 2020 totaled \$156,829. The LGIP average net earnings rate for the first nine-months in 2020 and 2019 were 0.79% and 2.45%, respectively. The LGIP net earnings rate has declined from 1.72% from the beginning of 2020 to 0.21% at the end of September 2020. Total YTD interest earnings in 2020 declined by \$166,179 from a year ago.

FISCAL IMPACT

As shown.

RECOMMENDATION

It is recommended that the City Council review this information and let staff know if there are any questions.

SUGGESTED MOTION

N/A

City of Chehalis



Quarterly Council Financial Report Third Quarter 2020

For the Period Ending
September 30, 2020
(January through September)

The City of Chehalis, Washington

City of Chehalis
Revenues, Expenditures, and Changes in Fund Balance - Budget to Actual
2020 Third Quarter Financial Statements - All Funds
As of September 30, 2020

Fund Type/Name	Beginning Fund Balance		Revenues & Transfers			Expenditures & Transfers			Changes in Fund Balance		Ending Fund Balance	
	2020 Amended Budget	Actual 1/1/2020	2020 Amended Budget	YTD 9/30/2020 Actual	YTD % of Budget	2020 Amended Budget	YTD 9/30/2020 Actual	YTD % of Budget	2020 Amended Budget	YTD 9/30/2020 Actual	2020 Amended Budget	Actual 9/30/2020
General Funds:												
General Fund	\$ 1,462,124	\$ 1,462,124	\$ 9,902,152	\$ 7,176,915	72.5%	\$ 10,274,462	\$ 7,074,301	68.9%	\$ (372,310)	\$ 102,614	1,089,814	\$ 1,564,738
Dedicated Street Fund	222,014	222,014	48,300	38,451	79.6%	201,520	68,733	34.1%	(153,220)	(30,282)	68,794	191,732
Building Abatement Fund	103,032	103,032	1,600	542	33.9%	52,000	6,979	13.4%	(50,400)	(6,437)	52,632	96,595
Compensated Absences Fund	196,908	196,908	3,640	1,041	28.6%	-	-	0.0%	3,640	1,041	200,548	197,949
Total General Funds	1,984,078	1,984,078	9,955,692	7,216,949	72.5%	10,527,982	7,150,013	67.9%	(572,290)	66,936	1,411,788	2,051,014
Special Revenue Funds:												
Arterial Street Fund	121,703	121,703	137,199	98,062	71.5%	166,019	138,969	83.7%	(28,820)	(40,907)	92,883	80,796
Transportation Benefit Dist. Fund	2,166,644	2,166,644	2,260,601	1,325,658	58.6%	2,417,881	667,176	27.6%	(157,280)	658,482	2,009,364	2,825,126
Tourism Fund	420,501	420,501	195,130	153,510	78.7%	562,483	347,252	61.7%	(367,353)	(193,742)	53,148	226,759
Community Block Grant Fund	24,454	24,454	480	129	26.9%	1,000	-	0.0%	(520)	129	23,934	24,583
HUD Block Grant Fund	87,927	87,927	1,720	465	27.0%	2,000	-	0.0%	(280)	465	87,647	88,392
LEOFF 1 OPEB Reserve Fund			233,549	169,353	72.5%	223,500	105,367	47.1%	10,049	63,986	10,049	63,986
Total Special Revenue Funds	2,821,229	2,821,229	2,828,679	1,747,177	61.8%	3,372,883	1,258,764	37.3%	(544,204)	488,413	2,277,025	3,309,642
Debt Service Funds:												
2011 G.O. Bond Fund	1	1	160,914	160,914	100.0%	160,915	74,801	46.5%	(1)	86,113	-	86,114
Total Debt Service Fund	1	1	160,914	160,914	100.0%	160,915	74,801	46.5%	(1)	86,113	-	86,114
Capital Project Funds:												
Public Facilities Reserve Fund	1,066,995	1,066,995	2,533,677	945,949	37.3%	3,346,556	1,550,905	46.3%	(812,879)	(604,956)	254,116	462,039
Automotive/Equip. Reserve Fund	240,631	240,631	3,640	1,195	32.8%	202,083	55,166	27.3%	(198,443)	(53,971)	42,188	186,660
First Quarter REET Fund	136,249	136,249	112,980	80,871	71.6%	39,982	39,982	100.0%	72,998	40,889	209,247	177,138
Second Quarter REET Fund	152,571	152,571	113,300	80,965	71.5%	33,156	33,156	100.0%	80,144	47,809	232,715	200,380
Total Capital Project Funds	1,596,446	1,596,446	2,763,597	1,108,980	40.1%	3,621,777	1,679,209	46.4%	(858,180)	(570,229)	738,266	1,026,217
Proprietary Funds:												
Garbage Fund	8,002	8,002	6,730	5,247	78.0%	6,610	3,305	50.0%	120	1,942	8,122	9,944
Wastewater Fund	5,374,991	5,374,991	5,580,395	4,042,950	72.4%	6,123,346	3,698,699	60.4%	(542,951)	344,251	4,832,040	5,719,242
Water Fund	7,967,916	7,967,916	3,208,280	2,134,846	66.5%	4,891,226	2,506,862	51.3%	(1,682,946)	(372,016)	6,284,970	7,595,900
Storm & Surface Water Fund	1,460,054	1,460,054	735,695	559,113	76.0%	691,333	394,132	57.0%	44,362	164,981	1,504,416	1,625,035
Airport Fund	1,169,630	1,169,630	2,639,850	1,759,327	66.6%	2,279,238	1,425,788	62.6%	360,612	333,539	1,530,242	1,503,169
Total Proprietary Funds	15,980,593	15,980,593	12,170,950	8,501,483	69.9%	13,991,753	8,028,786	57.4%	(1,820,803)	472,697	14,159,790	16,453,290
Fiduciary Funds:												
Firemen's' Pension Fund	1,013,143	1,013,143	32,375	4,985	15.4%	80,270	74,363	92.6%	(47,895)	(69,378)	965,248	943,765
City Agency Fund	6,000	6,000	275,340	193,650	70.3%	272,510	189,663	69.6%	2,830	3,987	8,830	9,987
Total Fiduciary Funds	1,019,143	1,019,143	307,715	198,635	64.6%	352,780	264,026	74.8%	(45,065)	(65,391)	974,078	953,752
TOTAL ALL CITY FUNDS	\$ 23,401,490	\$ 23,401,490	\$ 28,187,547	\$ 18,934,138	67.2%	\$ 32,028,090	\$ 18,455,599	57.6%	\$ (3,840,543)	\$ 478,539	\$ 19,560,947	\$ 23,880,029

Note: May contain rounding differences of +/-1

City of Chehalis
 Comparative Revenues, Expenditures, and Fund Balances - Budget to Actual
 September 2019 and 2020
 General Fund

	2019		2019		2020		2020 YTD		^Variance YTD Target vs. Actual	Change YTD Actual 2020-2019
	Amended Budget	YTD Actual 9/30/2019	YTD % of Budget	Amended Budget	YTD Actual 9/30/2020	% of Budget	YTD Target Budget	% of Budget		
YTD Target % * 75.00%										
GENERAL FUND (#001)										
Revenues:										
Taxes:										
Property Taxes	\$ 1,926,749	\$ 1,121,655	58.2%	\$ 1,937,842	\$ 1,150,165	59.4%	\$ (303,217)	\$ 28,510		
Sales and Use Taxes	5,142,110	3,855,438	75.0%	4,893,500	3,874,094	79.2%	203,969	18,656		
Utility Taxes	1,576,490	1,241,983	78.8%	1,592,635	1,237,453	77.7%	42,977	(4,530)		
Other Taxes	46,670	43,956	94.2%	50,168	45,241	90.2%	7,615	1,285		
Total Taxes	8,692,019	6,263,032	72.1%	8,474,145	6,306,953	74.4%	(48,656)	43,921		
Non-Tax Revenues:										
Licenses and Permits	200,575	192,546	96.0%	195,780	152,842	78.1%	6,007	(39,704)		
Intergovernmental Revenues	361,521	269,398	74.5%	667,282	326,121	48.9%	(174,341)	56,723		
Charges for Goods & Services:										
General Government	14,350	12,616	87.9%	10,510	8,246	78.5%	363	(4,370)		
Public Safety	121,862	46,011	37.8%	95,230	86,210	90.5%	14,787	40,199		
Economic Development	91,710	57,885	63.1%	48,760	31,761	65.1%	(4,809)	(26,124)		
Cultre & Recreation	193,900	165,144	85.2%	25,740	15,599	60.6%	(3,706)	(149,545)		
Phyiscal Environment	215	-	0.0%	430	3,000	697.7%	2,677	3,000		
Total for Charges for Goods & Services	422,037	281,656	66.7%	180,670	144,816	80.2%	9,312	(136,840)		
Fines and Forfeitures	120,110	90,323	75.2%	120,190	88,482	73.6%	(1,661)	(1,841)		
Miscellaneous	157,995	136,440	86.4%	112,060	85,303	76.1%	1,257	(51,137)		
Total Non-Tax Revenues	1,262,238	970,363	76.9%	1,275,982	797,564	62.5%	(159,426)	(172,799)		
Other Fund Sources:										
Custodial Activity	104,405	87,427	83.7%	107,025	72,398	67.6%	(7,871)	(15,029)		
Transfers-in	80,000	80,000	100.0%	45,000	-	0.0%	(33,750)	(80,000)		
Total Other Fund Sources	184,405	167,427	90.8%	152,025	72,398	47.6%	(41,621)	(95,029)		
Total Revenues	\$ 10,138,662	\$ 7,400,822	73.0%	\$ 9,902,152	\$ 7,176,915	72.5%	\$ (249,703)	\$ (223,907)		
Expenditures										
Expenditures by Department:										
City Council	\$ 97,825	\$ 69,120	70.7%	\$ 91,601	\$ 53,259	58.1%	\$ 15,442	\$ (15,861)		
Municipal Court	497,978	345,338	69.3%	492,338	354,507	72.0%	14,747	9,169		
City Manager	201,348	149,541	74.3%	193,581	150,440	77.7%	(5,254)	899		
Finance	299,503	200,059	66.8%	286,298	215,901	75.4%	(1,177)	15,842		
City Clerk	86,347	61,254	70.9%	85,367	58,822	68.9%	5,203	(2,432)		
Legal Service	78,183	54,156	69.3%	75,673	54,337	71.8%	2,418	181		
Facilities and Parks	1,173,217	836,152	71.3%	1,086,372	805,068	74.1%	9,711	(31,084)		
Non-Departmental	1,373,097	1,064,339	77.5%	432,943	227,950	52.7%	96,757	(836,389)		
Human Resources	202,578	111,086	54.8%	139,311	93,458	67.1%	11,025	(17,628)		
Police	3,305,621	2,417,822	73.1%	3,327,132	2,416,162	72.6%	79,187	(1,660)		
Fire	2,362,379	1,721,252	72.9%	2,432,267	1,706,305	70.2%	117,895	(14,947)		
Public Works - Streets	616,810	412,303	66.8%	620,487	391,192	63.0%	74,173	(21,111)		
Planning & Building	391,443	279,801	71.5%	661,637	321,833	48.6%	174,395	42,032		
Recreation	482,879	387,503	80.2%	349,455	225,067	64.4%	37,024	(162,436)		
Total Expenditures	11,169,208	8,109,726	72.6%	10,274,462	7,074,301	68.9%	631,546	(1,035,425)		
Excess (Deficiency) Revenues Over (Under) Expenditures	\$ (1,030,546)	\$ (708,904)	68.8%	\$ (372,310)	\$ 102,614	-27.6%	381,843	\$ 811,518		
Beginning Fund Balance	1,804,262	1,804,262	100.0%	1,462,124	1,462,124	100.0%	-	(342,138)		
Ending Fund Balance	\$ 773,716	\$ 1,095,358	141.6%	\$ 1,089,814	\$ 1,564,738	143.6%	\$ 381,843	\$ 469,380		

Foot Note:

* The target percentage of budget is calculated as the month of reporting (9 for September) divided by the number of months (12) in the year.

^ Variance from YTD target amount to YTD actual amount. Positive variance, if YTD revenue>target amount and YTD expenditure<target amount.

City of Chehalis
Expenditures by Category - Budget to Actual
September 2019 and 2020
General Fund

GENERAL FUND (#001)	2019		2019 YTD % of Budget	2020		YTD Target % * 75.00%		^Variance YTD Target vs. Actual	Change YTD Actual 2020- 2019
	Amended Budget	YTD Actual 9/30/2019		Amended Budget	YTD Actual 9/30/2020	2020 YTD % of Budget			
Expenditures by Category:									
Salaries	\$ 5,059,205	\$ 3,764,824	74.4%	\$ 4,971,306	\$ 3,667,435	73.8%	\$ 61,045	\$ (97,389)	
Benefits	2,619,740	1,853,928	70.8%	2,207,302	1,541,807	69.9%	113,670	(312,121)	
Total Payroll	7,678,945	5,618,752	73.2%	7,178,608	5,209,242	72.6%	174,714	(409,510)	
Supplies	410,433	270,177	65.8%	408,536	264,200	64.7%	42,202	(5,977)	
Services	2,386,342	1,563,353	65.5%	2,490,817	1,469,807	59.0%	398,306	(93,546)	
Capital Outlay	18,412	23,769	129.1%	141,545	117,737	83.2%	(11,578)	93,968	
Debt Service	114,432	85,953	75.1%	127,648	96,767	75.8%	(1,031)	10,814	
Custodial Activity	104,415	77,426	74.2%	106,125	67,787	63.9%	11,807	(9,639)	
Transfers-out	870,554	798,481	91.7%	245,332	171,113	69.7%	12,886	(627,368)	
Inferfund Charges	(414,325)	(328,185)	79.2%	(424,149)	(322,352)	76.0%	4,240	5,833	
Total Expenditures	11,169,208	8,109,726	653.8%	10,274,462	7,074,301	564.9%	631,546	(1,035,425)	

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City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
September 2019 and 2020
Wastewater Fund

	2019		2019 YTD % of Budget	2020		2020 YTD % of Budget	^Variance YTD Target vs. Actual	Change YTD Actual 2020-2019
	Amended Budget	YTD Actual 9/30/2019		Amended Budget	YTD Actual 9/30/2020			
Revenues:								
Operating Revenues:								
Charges for Services	\$ 5,068,094	\$ 3,796,196	74.9%	\$ 5,056,865	\$ 3,803,330	75.2%	\$ 10,681	\$ 7,134
Hookup/Connection Fee	99,000	93,021	94.0%	107,920	29,222	27.1%	(51,718)	(63,799)
Capacity Charge (Cost Share)	277,378	138,689	50.0%	277,380	138,689	50.0%	(69,346)	-
Late Payment Fees	42,910	38,878	90.6%	50,450	14,426	28.6%	(23,412)	(24,452)
Interest Earnings	104,130	87,169	83.7%	82,250	52,952	64.4%	(8,736)	(34,217)
Rental Income	4,140	3,545	85.6%	3,550	3,545	99.9%	882	-
Miscellaneous Other	1,550	705	45.5%	1,540	306	19.9%	(849)	(399)
Total Operating Revenues	5,597,202	4,158,203	74.3%	5,579,955	4,042,470	72.4%	(142,498)	(115,733)
Other Fund Sources:								
Custodial Activities	660	513	77.7%	440	480	109.1%	150	(33)
Debt Proceeds	-	-	0.0%	-	-	0.0%	-	-
Total Other Fund Source	660	513	77.7%	440	480	109.1%	150	(33)
Total Revenues & Fund Sources	\$ 5,597,862	\$ 4,158,716	74.3%	\$ 5,580,395	\$ 4,042,950	72.4%	\$ (142,348)	\$ (115,766)
Expenditures:								
Operating Expenditures:								
Wages	\$ 1,007,949	\$ 700,379	69.5%	\$ 1,066,122	\$ 707,743	66.4%	\$ 91,849	\$ 7,364
Benefits	511,882	363,683	71.0%	563,775	353,649	62.7%	69,182	(10,034)
Supplies	457,486	333,746	73.0%	438,652	371,964	84.8%	(42,975)	38,218
Services	1,146,597	833,875	72.7%	1,232,999	811,713	65.8%	113,036	(22,162)
Total Operating Expenditures:	3,123,914	2,231,683	71.4%	3,301,548	2,245,069	68.0%	231,092	13,386
Other Expenditures:								
Capital Outlay	890,294	247,760	27.8%	938,395	491,011	52.3%	212,785	243,251
Debt Service	1,880,055	960,524	51.1%	1,882,803	962,139	51.1%	449,963	1,615
Custodial Activities	600	481	80.2%	600	480	80.0%	(30)	(1)
Interfund Loan Disbursements	-	-	0.0%	-	-	0.0%	-	-
Total Other Expenditures	2,770,949	1,208,765	43.6%	2,821,798	1,453,630	51.5%	662,718	244,865
Total Expenditures	\$ 5,894,863	\$ 3,440,449	58.4%	\$ 6,123,346	\$ 3,698,699	60.4%	\$ 893,810	\$ 258,250
Changes in Fund Balance	\$ (297,001)	\$ 718,267	-241.8%	\$ (542,951)	\$ 344,251	-63.4%	\$ 751,462	\$ (374,016)
Beginning Fund Balance	5,112,880	5,112,880	100.0%	5,374,991	5,374,991	100.0%	-	262,111
Ending Fund Balance	\$ 4,815,879	\$ 5,831,147	121.1%	\$ 4,832,040	\$ 5,719,242	118.4%	\$ 751,462	\$ (111,905)
<i>Operating Income (deficit)</i>	<i>\$ 2,473,288</i>	<i>\$ 1,926,520</i>	<i>77.9%</i>	<i>\$ 2,278,407</i>	<i>\$ 1,797,401</i>	<i>78.9%</i>	<i>\$ 88,594</i>	<i>\$ (129,119)</i>

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City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
September 2019 and 2020
Water Fund

	2019		2019 YTD % of Budget	YTD Target % * 2020		75.00% 2020 YTD % of Budget	^Variance YTD Target vs. Actual	Change YTD Actual 2020-2019
	Amended Budget	YTD Actual 9/30/2019		Amended Budget	YTD Actual 9/30/2020			
WATER FUND (#405)								
Revenues:								
Operating Revenues:								
Charges for Services	\$ 2,648,500	\$ 1,988,354	75.1%	\$ 2,864,810	\$ 1,964,763	68.6%	\$ (183,845)	\$ (23,591)
Hookup/Connectoin Fee	136,640	131,110	96.0%	131,770	41,722	31.7%	(57,106)	(89,388)
Late Payment Fees	27,720	21,484	77.5%	32,820	7,283	22.2%	(17,332)	(14,201)
Interest Earnings	144,176	108,322	75.1%	109,110	53,755	49.3%	(28,078)	(54,567)
Other Receipts	1,220	407	33.4%	230	(603)	-262.2%	(776)	(1,010)
Total Operating Revenues	2,958,256	2,249,677	76.0%	3,138,740	2,066,920	65.9%	(287,137)	(182,757)
Other Funding Source								
Inerfund Loan Repayment	68,095	51,164	75.1%	69,490	51,991	74.8%	(127)	827
Custodial Activities	270	33	12.2%	50	11,817	23634.0%	11,779	11,784
Other Resources	-	-	0.0%	-	4,118	0.0%	4,118	4,118
Total Other Fund Source	68,365	51,197	74.9%	69,540	67,926	97.7%	15,770	16,729
Total Revenues & Fund Sources	\$ 3,026,621	\$ 2,300,874	76.0%	\$ 3,208,280	\$ 2,134,846	66.5%	\$ (271,367)	\$ (166,028)
Expenditures								
Operating Expenditures								
Wages	\$ 980,324	\$ 651,777	66.5%	\$ 848,476	\$ 606,609	71.5%	29,748	(45,168)
Benefits	490,492	298,212	60.8%	430,881	281,087	65.2%	42,074	(17,125)
Supplies	335,689	210,670	62.8%	344,456	218,758	63.5%	39,584	8,088
Services	709,188	439,096	61.9%	718,738	516,206	71.8%	22,848	77,110
Total Operating Expenditures	2,515,693	1,599,755	63.6%	2,342,551	1,622,660	69.3%	134,254	22,905
Other Expenditures								
Capital Expenditures	1,464,300	174,254	11.9%	2,259,332	593,882	26.3%	1,100,617	419,628
Debt Service	321,662	320,563	99.7%	289,243	290,320	100.4%	(73,388)	(30,243)
Custodial Activities	100	33	33.0%	100	-	0.0%	75	(33)
Total Other Expenditures	1,786,062	494,850	27.7%	2,548,675	884,202	34.7%	1,027,304	389,352
Total Expenditures	\$ 4,301,755	\$ 2,094,605	48.7%	\$ 4,891,226	\$ 2,506,862	51.3%	\$ 1,161,558	\$ 412,257
Change in Fund Balance	\$ (1,275,134)	\$ 206,269	-16.2%	\$ (1,682,946)	\$ (372,016)	22.1%	\$ 890,191	\$ (578,285)
Beginning Fund Balance	7,437,091	7,437,091	100.0%	7,967,916	7,967,916	100.0%	-	530,825
Ending Fund Balance	\$ 6,161,957	\$ 7,643,360	124.0%	\$ 6,284,970	\$ 7,595,900	120.9%	\$ 890,191	\$ (47,460)
<i>Operating Income (deficit)</i>	<i>\$ 442,563</i>	<i>\$ 649,922</i>	<i>146.9%</i>	<i>\$ 796,189</i>	<i>\$ 444,260</i>	<i>55.8%</i>	<i>\$ (421,391)</i>	<i>\$ (205,662)</i>

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City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
September 2019 and 2020
Storm and Surface Water Fund

Storm Water Fund (#406)	2019			YTD Target % *		75.00%		^Variance YTD Target vs. Actual	Change YTD Actual 2020- 2019
	Amended Budget	YTD Actual 9/30/2019	2019 YTD % of Budget	2020 Amended Budget	YTD Actual 9/30/2020	2020 YTD % of Budget			
Revenues:									
Operating Revenues:									
Charges for Goods & Services	\$ 704,070	\$ 519,532	73.8%	\$ 677,015	\$ 546,159	80.7%	\$ 38,398	\$ 26,627	
Hookup/Connection Fee	8,000	7,042	88.0%	29,750	2,494	8.4%	(19,819)	(4,548)	
Intergovernmental Revenue	-	-	0.0%	-	-	0.0%	-	-	
Late Payment Fees	5,000	4,379	87.6%	6,700	2,066	30.8%	(2,959)	(2,313)	
Interest Earnings	26,570	20,455	77.0%	22,230	8,057	36.2%	(8,616)	(12,398)	
Other Misc. Revenues	-	569	0.0%	-	311	0.0%	311	(258)	
Total Operating Revenues	743,640	551,977	74.2%	735,695	559,087	76.0%	7,315	7,110	
Other Fund Sources:									
Custodial Activities	30	47	156.7%	-	26	0.0%	26	(21)	
Total Other Fund Sources	30	47	156.7%	-	26	0.0%	26	(21)	
Total Revenues & Fund Sources	\$ 743,670	\$ 552,024	74.2%	\$ 735,695	\$ 559,113	76.0%	\$ 7,341	\$ 7,089	
Expenditures:									
Operating Expenditures:									
Wages	\$ 287,387	\$ 194,502	67.7%	\$ 259,451	\$ 189,218	72.9%	\$ 5,370	\$ (5,284)	
Benefits	148,679	103,993	69.9%	131,530	93,937	71.4%	4,711	(10,056)	
Supplies	61,662	37,962	61.6%	60,852	62,189	102.2%	(16,550)	24,227	
Services	63,358	46,705	73.7%	64,250	44,062	68.6%	4,126	(2,643)	
Total Operating Expenditures	561,086	383,162	68.3%	516,083	389,406	75.5%	(2,343)	6,244	
Other Expenditures:									
Capital Expenditures	240,800	12,523	5.2%	175,000	4,558	2.6%	126,692	(7,965)	
Debt Service	-	45	0.0%	200	168	84.0%	(18)	123	
Custodial Activities	50	47	94.0%	50	-	0.0%	38	(47)	
Total Other Expenditures	240,850	12,615	5.2%	175,250	4,726	2.7%	126,712	(7,889)	
Total Expenditures	801,936	395,777	49.4%	691,333	394,132	57.0%	124,369	(1,645)	
Changes in Fund Balance	\$ (58,266)	\$ 156,247	-268.2%	\$ 44,362	\$ 164,981	371.9%	\$ 131,710	\$ 8,734	
Beginning Fund Balance	1,264,662	1,264,662	100.0%	1,460,054	1,460,054	100.0%	-	195,392	
Ending Fund Balance	\$ 1,206,396	\$ 1,420,909	117.8%	\$ 1,504,416	\$ 1,625,035	108.0%	\$ 131,710	\$ 204,126	
<i>Operating Income (deficit)</i>	<i>\$ 182,554</i>	<i>\$ 168,815</i>	<i>92.5%</i>	<i>\$ 219,612</i>	<i>\$ 169,681</i>	<i>77.3%</i>	<i>\$ 4,972</i>	<i>\$ 866</i>	

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City of Chehalis
Comparative Revenues and Expenditures - Budget to Actual
September 2019 and 2020
Airport Fund

Airport Fund (#407)	2019		2019 YTD % of Budget	YTD Target % * 75.00%		2020 YTD % of Budget	^Variance YTD Target vs. Actual	Change YTD Actual 2020-2019
	2019 Amended Budget	YTD Actual 9/30/2019		2020 Amended Budget	YTD Actual 9/30/2020			
Revenues:								
Operating Revenues:								
Fuel sales	\$ 620,073	\$ 499,989	80.6%	\$ 615,000	\$ 577,522	93.9%	\$ 116,272	\$ 77,533
Other Misc. Revenues	1,375	2,345	170.5%	1,300	244	18.8%	(731)	(2,101)
Late Payment Fees	-	103	0.0%	-	89	0.0%	89	(14)
Interest Earnings	24,140	20,258	83.9%	1,750	7,581	433.2%	6,268	(12,677)
Rents & Leases	1,121,347	845,680	75.4%	1,143,344	810,752	70.9%	(46,756)	(34,928)
Total Operating Revenues	1,766,935	1,368,375	77.4%	1,761,394	1,396,188	79.3%	75,142	27,813
Other Fund Sources:								
Intergovernmental - Capital Grants	2,644,795	659,375	24.9%	172,500	196,575	114.0%	67,200	(462,800)
Custodial Activities	194,743	148,795	76.4%	205,956	166,564	80.9%	12,097	17,769
Proceeds from Sale of Capital Asset	-	945	0.0%	-	-	0.0%	-	(945)
Debt Proceeds (Bonds/Loans)	-	-	0.0%	500,000	-	0.0%	(375,000)	-
Total Other Fund Sources	2,839,538	809,115	28.5%	878,456	363,139	41.3%	(295,703)	(445,976)
Total Revenues & Fund Sources	\$ 4,606,473	\$ 2,177,490	47.3%	\$ 2,639,850	\$ 1,759,327	66.6%	\$ (220,561)	\$ (418,163)
Expenditures:								
Wages	\$ 301,651	\$ 230,047	76.3%	\$ 312,092	\$ 221,810	71.1%	\$ 12,259	\$ (8,237)
Benefits	178,416	129,272	72.5%	179,291	118,044	65.8%	16,424	(11,228)
Supplies	439,380	410,295	93.4%	552,480	493,328	89.3%	(78,968)	83,033
Services	257,580	142,790	55.4%	224,890	165,016	73.4%	3,652	22,226
Total Operating Expenditures	1,177,027	912,404	77.5%	1,268,753	998,198	78.7%	(46,633)	85,794
Other Expenditures:								
Capital Expenditures	2,973,678	378,424	12.7%	650,500	69,804	10.7%	418,071	(308,620)
Debt Service	32,151	24,482	76.1%	99,795	91,611	91.8%	(16,765)	67,129
Custodial Activities	195,359	107,379	55.0%	190,700	214,184	112.3%	(71,159)	106,805
Interfund Loan Payment	68,095	51,164	75.1%	69,490	51,991	74.8%	127	827
Total Other Expenditures	3,269,283	561,449	17.2%	1,010,485	427,590	42.3%	330,274	(133,859)
Total Expenditures	\$ 4,446,310	\$ 1,473,853	33.1%	\$ 2,279,238	\$ 1,425,788	62.6%	\$ 283,641	\$ (48,065)
Changes in Fund Balance								
Beginning Fund Balance	\$ 1,051,418	\$ 1,051,418	100.0%	\$ 1,169,630	\$ 1,169,630	100.0%	-	118,212
Ending Fund Balance	\$ 1,211,581	\$ 1,755,055	144.9%	\$ 1,530,242	\$ 1,503,169	98.2%	\$ 63,080	\$ (251,886)
<i>Operating Income (deficit)</i>	<i>\$ 589,908</i>	<i>\$ 455,971</i>	<i>77.3%</i>	<i>\$ 492,641</i>	<i>\$ 397,990</i>	<i>80.8%</i>	<i>\$ 28,509</i>	<i>\$ (57,981)</i>

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