

IMPORTANT NOTICE

The April 26 Chehalis City Council will be held in-person with some restrictions.

On March 22, Washington State moved to Phase 3 of the Governor’s Healthy Washington – Roadmap to Recovery Plan, which means cities may hold limited, in-person meetings in addition to virtual options. The capacity of these meetings is limited to 50% of the posted room capacity or 400 individuals – whichever is fewer (excludes staff). The posted room capacity for the Chehalis Council Chambers is 49, which means 24 members of the public may be in attendance.

Cities must continue to provide the public virtual access to meetings. Options for attending remotely remain the same:

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: 822 5811 8879

Passcode: 674890

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 Kiley Franz at 360-345-1042 or at kfranz@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 Kiley Franz at kfranz@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

Dennis L. Dawes, Position at Large
Mayor

Jerry Lord, District 1
Daryl J. Lund, District 2, Mayor Pro Tem
Dr. Isaac S. Pope, District 4

Anthony E. Ketchum Sr., District 3
Robert J. Spahr, Position at Large
Michael Bannan, Position at Large

Regular Meeting of Monday, May 10, 2021 5:00 pm

1. Call to Order. (Mayor Dawes)
2. Pledge of Allegiance. (Mayor Dawes)
3. Approval of Agenda. (Mayor Dawes)

ITEM

PROCLAMATIONS / PRESENTATIONS

4. Proclamation – Public Works Week. (Mayor Dawes)

CITIZENS BUSINESS (PUBLIC COMMENT)

Individuals 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 Kiley Franz at 360-345-1042 or at kfranz@ci.chehalis.wa.us. Public comments will be limited to five (5) minutes.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
CONSENT CALENDAR		
5. <u>Minutes of the Regular City Council Meeting of April 26, 2021.</u> (City Clerk)	APPROVE	1
6. <u>Vouchers and Transfers – Accounts Payable in the Amount of \$309,238.57 Dated April 30, 2021.</u> (City Manager, Finance Director)	APPROVE	4
7. <u>Vouchers and Transfers – Payroll in the Amount of \$774,857.94 Dated April 30, 2021.</u> (City Manager, Finance Director)	APPROVE	6
8. <u>Request for Expanded Approval for Application and Acceptance of Federal Aviation Administration Grant for Airport Improvements for the Airfield Pavement Rehabilitation Project.</u> (City Manager, Airport Operations Coordinator)	APPROVE	7
9. <u>Award Bids for Rock, Gravel, and Asphalt.</u> (City Manager, Public Works Director)	APPROVE	9

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
NEW BUSINESS		
10. <u>Ordinance Number 1018-B, Second and Final Reading- Updating the CMC 17.10 International Building Codes.</u> (City Manager, Planning and Building Manager)	PASS	11
11. <u>Ordinance Number 1019-B, Second and Final Reading – Amending the 2021 Budget.</u> (City Manager, Finance Director)	PASS	36

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

EXECUTIVE SESSION		
14. Pursuant to RCW:		
a. 42.30.110(1)(i) – Litigation/Potential Litigation		

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, MAY 24, 2021.**

Chehalis City Council

Meeting Minutes

April 26, 2021

The Chehalis City Council met in regular session on Monday, April 26, 2021. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Michael Bannan, Tony Ketchum, Jerry Lord, Dr. Isaac Pope, and Bob Spahr. Councilor Daryl Lund participated via Zoom. Staff present included: Jill Anderson, City Manager; Tammy Baraconi, Planning and Building Manager; Kiley Franz, City Clerk; Erin Hillier, City Attorney; Randy Kaut, Interim Police Chief; Trent Lougheed, Public Works Director; Devlan Pool, Wastewater Superintendent; Chun Saul, Finance Director; and Lilly Wall, Recreation Manager (Zoom). 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 Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Proclamation – Historic Preservation Month.** Mayor Dawes read a proclamation designating May as Historic Preservation Month in Chehalis. The proclamation was presented to Michele Gallagher of the Historic Preservation Commission.

2. **Proclamation – Police Week.** Mayor Dawes read a proclamation designating May 9 – 15, 2021 as Police Week and May 15, 2021 as Peace Officer's Memorial Day.

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

a. Minutes of the regular City Council meeting of April 12, 2021; and

b. April 15, 2021 Claim Vouchers No. 131507 – 131613 and 131616-131620, Electronic Funds Transfer Check Nos. 5 – 8, 1236 – 1262 and Voided Check Numbers 131614 and 131615 in the amount of \$499,343.63; and

Councilor Lund asked that the minutes be revised to reflect his statements regarding the great crowds that the steam train drew for their Easter train rides.

The motion was seconded by Councilor Lord and carried unanimously.

4. **Ordinance Number 1018-B, First Reading – Updating the CMC 17.10 International Building Codes.** Jill Anderson explained that the international building code was required to be adopted by the State of Washington, including the new energy code. An optional portion of the code is sprinkler system requirements; council direction is requested on the matter.

Tammy Baraconi explained that the State reviews the international building code requirements every three years, approximately. It is then adopted at a state level and provided to local jurisdictions with a date in which the new codes must be adopted. She explained that the fire sprinkler requirements were also part of this update, but was an optional requirement. If this code was passed, fire sprinklers would be required for all homes now, including single family residences and duplexes.

LG Nelson helped to explain the credit system for new construction used to ensure the energy code was met. The credit system uses insulation values, window ratings, and other factors to reach the required energy efficiency.

Councilor Spahr noted a typo in the proposed building code.

Councilor Pope clarified that the sprinkler systems are not required by the state for single family residences and duplexes, which Tammy Baraconi confirmed.

Councilor Lund noted that sprinkler systems would not only increase cost of construction, but would potentially increase the cost of rent and insurance.

Mayor Dawes requested a representative of the audience provide a statement for the council. He asked that all members of the audience that agreed with each statement to raise their hand.

Jason Gano of the Olympia Master Builders provided the council with a statement in opposition of the fire sprinkler systems. He explained that the building code requirements for electrical, smoke alarms, and alarm systems have lessened the

likelihood of a fatal home fire. He stated that fire sprinkler effectiveness was doubted among the National Fire Protection Agency; and the requirement could add thousands of dollars to the cost of a new home.

Mayor Dawes asked the audience if there were any additional statements; there were none.

Councilor Spahr asked if the new building requirements would be able to be fulfilled by local contractors. Steve Barnett with MDK Construction explained that the cost of building homes increased dramatically with the new requirements, but contractors were working to find ways to fulfill the requirements. Councilor Spahr expressed his frustration with the new requirements.

A motion to pass Ordinance 1018-B on first reading; with an amendment to remove the fire sprinkler requirements for single family residences and duplexes was made by Councilor Ketchum. The motion was seconded by Councilor Pope and carried unanimously.

5. **Ordinance Number 1019-B, First Reading – Amending the 2021 Budget.** Chun Saul provided an overview of the first 2021 budget amendment. Key elements included an updated 2021 beginning fund balance; a request to carry over the remaining 2020 budget to 2021 for certain projects that were approved in 2020 but will be completed in 2021; additional appropriations; and additional revenues.

A motion to pass Ordinance 1019-B on first reading was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

6. **Engineering Services Contract with Jacobs Engineering Group for Clean Air Permit Compliance Testing and Modeling.** Devlan Pool informed the Council that the wastewater treatment plant has been unable to meet some of the requirements set forth by the Southwest Clean Air Agency. In order to meet these requirements, a contract with Jacobs Engineering has been drafted for Council review.

Devlan Pool explained that collaboration with Jacobs Engineering could show that the wastewater treatment plant is meeting the permit limits with some alterations to plant operations.

Councilor Ketchum inquired if this pertained to the air quality around the wastewater treatment plant. Devlan Pool confirmed that it was.

Councilor Spahr asked if the issue could be that the Southwest Clean Air Agency's standards are too high. Devlan Pool confirmed that the reporting standards made it hard to comply with the requirements.

A motion to approve the engineering services contract with Jacobs Engineering Group in the amount of up to \$60,000 and authorize the City Manager to execute the contract was made by Councilor Spahr. The motion was seconded by Councilor Lord and carried unanimously.

7. **Administration Reports.**

a. **First Quarter Finance Report.** City Manager Anderson asked if there were any questions regarding the first quarter finance report that was included in the agenda packet; there were none. Mayor Dawes stated that tax revenues for 2021 were coming in as expected or better than expected with the exception of the Hotel/Motel tax.

b. **City Manager Update.** City Manager Anderson informed the Council that plans for summer activities at Recreation Park were underway.

11. **Councilor Reports/Committee Updates.**

a. **Councilor Spahr.** Councilor Spahr informed the Council that the Lewis EDC was working on projects and restructuring of the organization continues.

b. **Councilor Pope.** Councilor Pope clarified that minimal tax money was utilized in the renovation of Recreation Park and Penny Playground. Funds raised by the Chehalis Foundation and federal grant money covered much of the expense. Mayor

Dawes explained that the grand opening planned for Penny Playground was to honor those that contributed to the fund raising or assisted in the fundraising efforts.

c. **Councilor Ketchum**. Councilor Ketchum informed the Council that a state grant for a hydrogen bus project had been approved at the Port of Chehalis through Twin Transit. Twin Transit will be getting two hydrogen buses. He also expressed a desire to see National Avenue cleaned up.

d. **Mayor Dawes**. Mayor Dawes attended a Firemen's Pension Committee meeting and the Chamber banquet. Leco Supply was honored as business of the year at the banquet.

There being no further business to come before the council, the meeting at 6:27 pm.

Dennis L. Dawes, Mayor

Kiley Franz, 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: May 10, 20121

SUBJECT: Vouchers and Transfers – Accounts Payable in the Amount of \$309,238.57

ISSUE

City Council approval is requested for Vouchers and Transfers dated April 30, 2021.

DISCUSSION

The April 30, 2021 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. 131621 – 131717 and Electronic Funds Transfer Check Nos. 1263 – 1281 and 9 in the amount of \$309,238.57 dated April 30, 2021 which included the transfer of:

- \$ 97,897.63 from the General Fund
- \$ 2,387.45 from the Dedicated Street Fund – 4% Sales Tax
- \$ 13,500.00 from the Transportation Benefit District Fund
- \$ 2,538.02 from the LEOFF 1 OPEB Reserve Fund
- \$ 9,937.50 from the G. O. Bond Fund
- \$ 82,056.37 from the Public Facilities Reserve Fund
- \$ 27,548.57 from the Wastewater Fund
- \$ 32,596.06 from the Water Fund
- \$ 2,089.92 from the Storm & Surface Water Utility Fund
- \$ 38,277.58 from the Airport Fund
- \$ 301.47 from the Firemen’s Pension Fund
- \$ 108.00 from the Custodial Other Agency Fund

RECOMMENDATION

It is recommended that the City Council approve the April 30, 2021 Claim Vouchers No. 131621 – 131717 and Electronic Funds Transfer Check Nos. 1263 – 1281 and 9 in the amount of \$309,238.57.

SUGGESTED MOTION

I move that the City Council approve the April 30, 2021 Claim Vouchers No. 131621 – 131717 and Electronic Funds Transfer Check Nos. 1263 – 1281 and 9 in the amount of \$309,238.57.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

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

MEETING OF: May 10, 2021

SUBJECT: Vouchers and Transfers – Payroll in the Amount of \$774,857.94

ISSUE

City Council approval is requested for Payroll Vouchers and Transfers dated April 30, 2021.

DISCUSSION

The administration requests City Council approval for Payroll Vouchers No. 41633-41659, Direct Deposit Payroll Vouchers No. 13323-13426, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 339-342 dated April 30, 2021 in the amount of \$774,857.94, which include the transfer of:

- \$490,698.36 from the General Fund
- \$5,015.95 from the Arterial Street Fund
- \$5,197.50 from the LEOFF1 OPEB Reserve Fund
- \$120,578.83 from the Wastewater Fund
- \$101,561.44 from the Water Fund
- \$19,799.68 from the Storm & Surface Water Utility Fund
- \$32,006.18 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the April 30, 2021 Payroll Vouchers No. 41633-41659, Direct Deposit Payroll Vouchers No. 13323-13426, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 339-342 in the amount of \$774,857.94.

SUGGESTED MOTION

I move that the City Council approve the April 30, 2021, Payroll Vouchers No. 41633-41659, Direct Deposit Payroll Vouchers No. 13323-13426, Electronic Federal Tax and DRS Pension/Deferred Comp Payments No. 339-342 in the amount of \$774,857.94.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Trent Lougheed, Public Works Director
Brandon Rakes, Airport Operations Coordinator

MEETING OF: May 10, 2021

SUBJECT: Request for Expanded Approval for application and acceptance of Federal Aviation Administration Grant for Airport Improvements for the Airfield Pavement Rehabilitation Project

INTRODUCTION

At the April 12, 2021, Chehalis City Council Meeting, the City Council approved the application for and acceptance of up to \$874,000 in FAA Federal funding. It appears now there may more be more funding available for this Pavement Rehabilitation Project, which would allow for the completion of more maintenance work. This item has been scheduled to request expanded authority in order to be able to receive all funds available through the FAA for the Airfield Rehabilitation Project.

BACKGROUND

The Chehalis-Centralia Airport has the opportunity to obtain a Federal Aviation Administration grant (FAA). This grant will assist in supporting airport operations and is part of the Airport Improvement Program. These grant funds' specific application would provide for an Airfield Pavement Rehabilitation Project identified in the Airport's Capital Improvement Plan with the FAA and the State Capital Improvement Plan with the WSDOT.

This grant requires approval by the City of Chehalis as Sponsors/Owners of the Airport for the application and acceptance of the funding.

DISCUSSION

Under the Airport Improvement Program (AIP), the FAA generally pays for 90% of approved project costs, with the remaining 10% split between the state and the sponsor. However, due to federal assistance recently provided, the FAA will be paying a 100% federal share of the costs for AIP grants awarded in 2021. Therefore, for the upcoming Airfield Pavement Rehabilitation Project, the Airport's share of the project after reimbursement by the FAA would be zero dollars.

This planned AIP project would provide maintenance to the Airport's runway and taxiways. Rehabilitation of the airfield pavements will help prevent accelerated deterioration of the pavement and reduce overall life cycle rehabilitation costs. In addition, rehabilitation of the pavements is necessary to ensure continued service and prevent the pavement's failure.

The major elements this grant will pay for include preliminary planning, design services, site preparation, and construction.

The pavement rehabilitation is planned for Summer 2021.

FISCAL IMPACT

This grant would provide funding for use on the Airfield Pavement Rehabilitation Project. The amount awarded by the FAA is anticipated to cover all costs for this project.

RECOMMENDATION

It is recommended the City Council approve the application for and acceptance of the grant funds now available and expected to be awarded by the FAA; authorize the City Manager to execute all documents necessary to apply for and receive the grant funding; and designate that these funds be used for the Airfield Pavement Rehabilitation Project.

SUGGESTED MOTION

I move that the City Council:

- 1) Approve the application for and acceptance of the grant funds now available and expected to be awarded by the FAA;
- 2) Authorize the City Manager to execute all documents necessary to apply for and receive the grant funding; and
- 3) Designate that these funds be used for the Airfield Pavement Rehabilitation Project.

**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: May 10, 2021

SUBJECT: Bids for Rock, Gravel, and Asphalt

ISSUE

Bids for rock, gravel, and asphalt to be used by the City in 2021 have been received and tabulated. A list of the bid tabulations is attached. This information is being presented for the City Council's review and approval.

DISCUSSION

The administration recently advertised for rock, gravel, and asphalt bids. We received one bid for various rock materials from Sterling Breen Crushing Inc. that is anticipated to be needed for maintenance by Public Works and other city departments in 2021. Lakeside Industries Inc. submitted the lone asphalt bid. The bids are based on the materials being picked up by the City at the bidders' site. The bid award recommendations for the various materials are listed on the attached evaluation sheet.

Please note that the administration placed a restriction that all pick-up locations were required to be within 12 miles of Chehalis City Hall because of the periodically high costs of fuel.

FISCAL IMPACT

The bids provide a set price for the listed products for the year and eliminate the need to solicit prices for each purchase.

RECOMMENDATION

It is recommended that the City Council award the bid for rock and various materials to the bidders as recommended on the 2021 Rock & Asphalt bid-evaluation sheet, which is attached to this report.

SUGGESTED MOTION

I move that the City Council award the bid for rock and various materials to the bidders as recommended on the 2021 Rock & Asphalt bid-evaluation sheet.

2021 ROCK, GRAVEL, AND ASPHALT BID EVALUATION SHEET

PRICING PER TON

MATERIAL		LAKESIDE	STERLING BREEN
		INDUSTIRES	CRUSHING
1. Snow Sand 3/8"			
2. Snow Sand 1/4"			
3. No. 4 - 0 - Crushed Screenings	WSDOT Sec 9-03.4		
4. 3/8" – No. 4 Crushed Screenings	WSDOT Sec 9-03.4	\$18.00	
5. 1/2" – No. 4 Crushed Screenings	WSDOT Sec 9-03.4	\$18.00	
6. 5/8" – No. 4 Crushed Screenings	WSDOT Sec 9-03.4		
7. Ballast	WSDOT Sec 9-03.9	\$8.50	
8. Crushed Surfacing Base Course	WSDOT Sec 9-03.9	\$9.00	
9. Crushed Surfacing Top Course	WSDOT Sec 9-03.9	\$9.50	
10. Quarry Spalls	WSDOT Sec 9-13.1		
11. Rip Rap	WSDOT Sec 9-13.1		
12. 1½" Drain Rock		\$9.00	
13. 3" Minus Rock			
14. Pea Gravel		\$9.00	
15. Sand, Washed			
16. _____ (size) Pit Run Rock			
17. Asphalt Concrete Class 1/2"	WSDOT Sec 9-03.8		\$79.00
18. Asphalt Concrete Class 3/8"	WSDOT Sec 9-03.8		\$82.00
19. Asphalt Cold Mix Patch Material			\$126.00
20. Gravel/Select Borrow			

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Tammy Baraconi, Planning and Building Manager

MEETING OF: May 10, 2021

SUBJECT: Ordinance No. 1018-B, Second Reading – Updating the CMC 17.10 International Building Codes

INTRODUCTION

The International Building Code (IBC) is updated approximately every three years. Washington State then reviews and adopts the code for implementation throughout the State. The first reading of Ordinance No. 1018-B, implementing the new 2018 IBC implementing Code, occurred at the April 26, 2021 City Council Meeting. This item has been scheduled to provide for the second and final reading. The City Council can take action on the ordinance or conduct the second hearing and defer action to another City Council meeting if it would like additional information; or reschedule the entire proceeding to another date.

At the first reading of the Ordinance, the City Council directed that the optional provision of the IBC requiring fire sprinklers in new single-family homes and duplexes be removed from the Ordinance. The City Attorney has revised the Ordinance and its exhibit, which is the proposed Code, to remove the applicable references. In the process of making the changes directed by the City Council, it was determined that the section of the Ordinance related to fire-flow requirements would also need to be discussed to clarify how the proposed Code would and would not require mitigation in situations where there is inadequate fire-flow available to meet existing IBC standards, which are also included in the new proposed Ordinance.

FIRE-FLOW REQUIREMENTS

The attached version of the Ordinance, includes the following language has been added in Section 1 (A) and Section 1(I): “...and excluding nonmandatory provisions for automatic sprinkler systems.” This language would eliminate the requirement for sprinklers in new single-family homes and duplexes, as well as significant remodels, in areas where there is adequate fire-flow, consistent with City Council direction on April 26, 2021.

Fire-Flow Requirement in City Limits: In the rare instances where there may not be adequate fire-flow inside of City limits, new development may be required to install a fire sprinkler system as a mitigation measure, under the applicable sections of the Code, specifically Section 2(D) d. Fire-Flow Requirements for Buildings. This is a current standard and would remain a requirement as the Ordinance is currently written. At this time, the need to apply the requirement inside City limits would likely be a rare occurrence.

UGA Exception: The attached version of the Ordinance also includes the following provision related to the Urban Growth area (UGA) in Section 2 (D) d. referencing Appendix B, Section B 105 of the International Fire Code, Fire-Flow Requirements for Buildings:

B105.1 One and two dwelling family dwellings. Water tender credit, as established by the Washington Surveying and Rating Bureau, shall be permitted to satisfy the minimum fire-flow and flow duration requirements for one and two family dwellings in the Urban Growth Area (UGA).

KEY POLICY QUESTIONS

Question #1: In the rare instances that it would likely apply, does the City Council want to keep the requirement for fire-flow mitigation for new single-family homes and duplexes in City limits, which is primarily done by installing fire-sprinklers in City Limits?

Question #2: Does the City Council want to keep the exception language for single-family homes and duplexes in the UGA, allowing the availability of Water Tenders to be used as mitigation, rather than requiring the builders of new single-family homes and duplexes to install fire-sprinkler systems to meet fire-flow requirements?

DISCUSSION OF QUESTION #1: FIRE- FLOW MITIGATION IN CITY LIMITS

At the current time, the City does not own a vehicle known as a Fire Tender. In addition, the City, when fully staffed, has three firefighters on duty; however, with staffing shortages and various personnel leave needs, typically there are only two firefighters on duty. Lewis County Fire District (LCFD) #6 does own a Fire Tender and provides mutual aid to the City of Chehalis; however, they are also typically staffed with only two paid firefighters, supplemented by on-call volunteers.

If the fire emergency occurred at a time when the Chehalis FD was on another call, response could be delayed from the outset. In addition, the ability to respond with a Fire Water Tender would require another agency to respond in any circumstance. With a structure fire, mutual aid would be called immediately, so LCFD #6 and/or Riverside Fire Authority (RFA) would also be responding. Both agencies have Fire Tenders, which is good because the City of Chehalis does not. However, the reliance on another agency to provide equipment with operating personnel not currently owned by the City, would likely add to the response time. This could increase the threat to human life and the likelihood of severe property damage to the initial structure and neighboring properties, potentially many, if the fire emergency occurred during fire season.

Recommendation Regarding Question #1: it is recommended that the City Council keep the language that has been in place for years and included in the attached proposed Ordinance, to continue to require mitigation measures in the currently rare instances when new single-family homes or duplexes are being built in an area with inadequate fire-flow inside City limits. Existing homes would not be required to meet the requirement.

DISCUSSION OF QUESTION #2 – THE UGA EXCEPTION

The Ordinance as proposed includes the ability for new single-family homes and duplexes being built in the UGA to use the availability of Water Tenders as a mitigation for inadequate fire flow. While this makes sense in a County area where there are not typically fire hydrants, it gets more complicated as the City is preparing to annex portion of the UGA as soon as feasible. When the City annexes the area currently in the UGA, it will need to have the resources to provide municipal services to the annexed area, including fire protection. This is currently the responsibility of the Chehalis Fire Department.

Annexation will require the resources to hire additional firefighters and purchase (or otherwise secure) equipment during the annexation process, including a Fire Tender.

The UGA exception would also require the administration of two sets of codes until annexation, which would ultimately need to be reconciled in some way when the UGA becomes part of the City. More challenging is that it is conceivable that a large part of the future City proper would not have adequate fire flow, creating the need for the future taxpayers of the entire City to take on the challenges of increasing personnel and equipment and/or a major infrastructure project to create the fire prevention infrastructure associated with living in an urban area.

This situation has short-term and long-term policy consequences. If the UGA exception is removed from the proposed Code, it will create an additional requirement for builders of single-family and duplexes that will increase the cost of the home in the near future, which is never popular. If the UGA exception remains in the proposed Code, the City will be acknowledging that it is allowing single-family developments and duplexes to be constructed relying solely on the availability of water tenders to respond quickly enough to prevent the loss of life and protect surrounding properties while managing the fire source.

This matter is being identified so that the City Council is fully aware of the initial situation and potential unintended consequences of the policy decision in the future. An in-depth analysis of what those consequences could be is beyond the scope of this report. If the City Council would like more information on this, it can provide direction to staff to return with more information at a future meeting.

Recommendation Regarding Question #2: City Council direction is requested regarding this issue. The Council has the option of postponing action on the Ordinance until a future meeting to provide an opportunity to get additional information on the long-term policy implications.

BACKGROUND

The International Building Code (IBC) is updated approximately every three years. The Washington State Building Code Council then recommends adoption with amendments to the Washington State Legislature. The Legislature then adopts the codes with amendments and enacts them Statewide through the Revised Code of Washington (RCW) 19.27 the State Building Code Act.

The 2018 International Building Code was slated to be enacted with local jurisdictions by July 1, 2020. However, with the impacts of COVID-19 on the building field and local government, the State delayed the implementation of the 2018 IBC first until October 1, 2020 and then February 1, 2021. In early January, as staff was preparing the documents to bring forward to City Council for updates, it was announced that the code would once again be delayed until July 1, 2021. Approximately ten days later, the State reversed their decision and required the code to be implemented by February 1, 2021. Because of the late change in the decision; a significant increase in single-family home permit applications in January; workload of the staff and City Attorney; the code changes have not been able to be scheduled for consideration until now.

NEW WA STATE ENERGY CODE REQUIREMENTS

Currently the City's building code is found in Chapter 17, Appendix Chapter E. Staff proposes that this code be moved to CMC 17.10, making it easier for the public to find. Many of the changes in the proposed Ordinance are minor in nature and administrative in nature, with the exception of the

required adoption of the Washington State Energy Code (WSEC), found in RCW 19.27A and the fire sprinkler and fire-flow impacts discussed earlier in this report.

RCW 17.27A.030(6) does not allow local jurisdictions to adopt or create an energy code that is less stringent than what has been adopted by the State. Unfortunately, The WSEC is proving to be challenging for many of our local developers which is why there was an influx of building permit applications at the end of January. The challenges include the potential costs associated with the increase in requirements for insulation, sealing/vapor barriers, windows, and under floor insulation in new construction.

FISCAL IMPACT

There are no fiscal impacts to the City related to the process of adopting the building code. However, one of the consequences of adopting different standards for the UGA than the City may be seen at the time of annexation. Annexation requires that the City be able to show we can provide an urban level of services. If areas annexed do not have adequate fire flow the City would be obligated to demonstrate how it will provide that after annexation.

RECOMMENDATION

The City Council has several options including the following:

- 1) It can pass Ordinance No. 1018-B CMC 17.10 Building Code on second and final reading,
 - ***excluding*** nonmandatory provisions for automatic fire sprinkler systems and with amendments on second and final reading; and
 - ***including*** the provision Section 2 (D) B105 .1, which allows Water Tender credits to be used as mitigation to meet the minimum fire-flow and flow duration requirements in the UGA

OR

- 2) It can pass Ordinance No. 1018-B CMC 17.10 Building Code on second and final reading,
 - ***excluding*** nonmandatory provisions for automatic fire sprinkler systems and with amendments on second and final reading; and
 - ***excluding*** the provision Section 2 (D) B105 .1, which allows Water Tender credits to be used as mitigation to meet the minimum fire-flow and flow duration requirements in the UGA

OR

- 3) Take Action to suspend the City Council policy rule requiring the second reading of the Ordinance and action on said Ordinance so that the second reading and/or action can be rescheduled for the June 14, 2021 City Council meeting. This action would provide additional time to gather information on the pros and cons of requiring fire sprinkler systems as a mitigation when the construction of new single-family homes and duplexes are proposed to be constructed in an area of the UGA that does not meet the standards for adequate fire-flow or flow-duration.

SUGGESTED MOTION

There is no suggested motion due to the options presented above for consideration by the City Council.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON ADOPTING THE INTERNATIONAL BUILDING CODES AND IN FURTHERANCE, AND AMENDING THE ADOPTED CODES HEREIN, ADOPTING CODE APPENDICES, ADOPTING THE NATIONAL ELECTRIC CODE, THE INTERNATIONAL PROPERTY MAINTENANCE CODE, THE INTERNATIONAL EXISTING BUILDING CODE, THE INTERNATIONAL URBAN-WILDLAND INTERFACE CODE, AND APPROVING A SUMMARY FOR PUBLICATIONS AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHEHALIS

WASHINGTON, as follows:

Section 1: Code Adoption: The City of Chehalis adopts the following codes:

THE CHEHALIS BUILDING CODE.

(A). Adopted. International Building Code. There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the International Building Code, or most current edition, as amended by Washington Administrative Code Chapter 51-50, including the appendices G, Flood Resistant Construction; I, Patio Covers; and J, Grading as the Building Code and Residential Code of the City of Chehalis; provided that those sections of the International Building code are amended to read as set forth in Section 2 and excluding nonmandatory provisions for automatic sprinkler systems.

(B) Adopted. International Residential Code. There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the Residential Building Code, or most current edition, as amended by Washington Administrative Code Chapter 51-51, including the appendices G, Swimming Pools, Spas, and Hot Tubs; and H, Patio Covers as the Residential Code of the City of Chehalis; provided that

those sections of the International Residential code are amended to read as set forth in Section 2 and excluding nonmandatory provisions for automatic sprinkler systems.

(C) **Adopted. The National Electric Code**, 2017 Edition or most current edition.

(D) **Adopted. The Uniform Plumbing Code** or most current edition, as amended by the Washington Administrative code Chapter 51-56, published by the International Association of Plumbing and Mechanical Officials, as amended by the Washington Administrative Code 51-56, including Appendix M as amended; provided that any provisions of such code affecting fuel gas piping are not adopted, is adopted as the plumbing code of the city.

(E) **Adopted. International Mechanical Code.** There is adopted and by this reference made a part of this chapter as though fully set forth herein, at length, that certain code, known as the International Mechanical Code, or most current edition, as amended by Washington Administrative Code Chapter 51-52, published by the International Code Council and the mechanical code of the city, and the International Fuel Gas Code, except that the standards for liquefied petroleum gas installations shall be NFPA 58 (Storage and Handling of Liquefied Petroleum Gases) and ANSI Z223.1/NFPA 54 (National Fuel Gas Code, as the mechanical code of the City.

(F) **Adopted. International Property Maintenance Code.** There is adopted and by reference made a part of this chapter as though fully set forth herein, at length, that certain code known as the International Property Maintenance Code or latest edition published by the International Code Council provided that these sections are amended to read as set forth in Section 2.

(G) **Adopted. The Washington International Energy Conservation Code** or most current version as adopted by the state of Washington.

(H) Adopted. The International Existing Building Code or most current edition, published by the International Code Council.

(I) Adopted. International Fire Code. There is adopted, except as amended in this chapter that certain code known as the International Fire Code, or most current edition, as amended by the Washington Administrative Code Chapter 51-54, including those standards of the National Fire Protection Association specifically referenced in the International Fire Code: PROVIDED, That, notwithstanding any wording in this code, participants in religious ceremonies shall not be precluded from carrying hand-held candles. Section 308.3.1, Open-flame cooking devices, is deleted in its entirety. Section 503, Fire apparatus access roads, is adopted and appendices are adopted, provided that these sections are amended to read as set forth in Section 2 **and excluding nonmandatory provisions for automatic sprinkler systems.**

(J) Adopted. International Urban-Wildlife Interface Code, Chapters 2, 3, and 4 and Appendix E, as published by the International Code Council.

Section 2: Code Amendments.

(A) Amended. The International Building Code as adopted in Section 1 is amended to read as follows:

Section 101.1.

These regulations shall be known as the Building Code of the City of Chehalis, Washington, hereinafter referred to as “this code.”

Section 101.4.1, Electrical.

The provisions of the 2017 National Electric Code as adopted in City of Chehalis Municipal Code Chapter 17.10.010(C) shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances thereto.

Section 101.4.4, Plumbing.

The provisions of the 2018 Uniform Plumbing Code as adopted by City of Chehalis Municipal Code Chapter 17.10.010(D) shall apply to the installation, alteration, repair and

replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system. The provisions of the State of Washington requirements for private sewage disposal shall apply to private sewage disposal systems.

Section 101.4.5, 2018 International Property Maintenance Code.

The provisions of the 2018 International Property Maintenance Code as adopted by City of Chehalis Municipal Code Chapter 17.10.010(F) shall apply to existing structures and premises; equipment and facilities; light, ventilation, space heating, sanitation, life and fire safety hazards, responsibilities of owners, operators and occupants; and occupancy of existing premises and structures.

Section 101.4.7, 2018 Washington State Energy Code.

The provisions of the 2018 Washington International Energy Conservation Code/Washington State Energy Code adopted by City of Chehalis Chapter 17.10.010(G) shall apply to all matters governing the design and construction of buildings for energy efficiency and will be known as the Washington State Energy Code.

Section 105.5, Expiration.

Every permit issued shall become invalid unless the work authorized by such permit is inspected within 180 days after its issuance, and within 180 days thereafter for all required inspections per section 109. If the work authorized by such permit is suspended or abandoned for a period of 180 days after the last required inspection the building official is authorized to grant, in writing, up to two extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Section 108.3 shall have a new sentence added to the end of the paragraph as follows:

The value for commonly built structures shall be determined by using the Building Code and Permit fees as established in Chehalis Municipal Code 17.10.020.

Section 109.3.9, Special inspections.

Special inspections required by this code and Section 1704 shall be made by Special Inspection Labs and Inspectors certified and approved by Washington Association of Building Officials (WABO) or based upon adequate documentation and approved national certification, the Building Official can approve an Agency for inspection and testing work.

The following sections of the International Building Code, 2018 Edition, are deleted:

- a. Section 112—Board of appeals.
- b. Section 113.2—Notice of violation.
- c. Section 113.3—Prosecution of violation.
- d. Section 113.4—Violation penalties.

(B) Amended. The International Residential Code as adopted in Section 1 is

amended to read as follows:

Section 105.5, Expiration.

Every permit issued shall become invalid unless the work authorized by such permit is inspected within 180 days after its issuance, and within 180 days thereafter for all required inspections per section 109. If the work authorized by such permit is suspended or abandoned for a period of 180 days after the last required inspection the building official is authorized to grant, in writing, up to two extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

R109.2, Inspection agencies.

The building official is authorized to accept reports of approved agencies, provided such agencies satisfy the requirements as to qualifications and reliability as required by Washington Association of Building Officials (WABO) requirements for Special Inspection Agencies or based upon adequate documentation and approved national certification the Building Official can approve an Agency for inspection and testing work.

Table R301.2(a), Climatic and Geographic Design Criteria, to be filled in as follows:

Ground Snow Load: 25 psf. Minimum design is 25 psf.

Wind Speed (mph): 85 mph 3-second gust

Seismic Design Category: D1

Subject to Damage From Weathering: Moderate

Frost Line Depth: 12"

Termite: Slight to moderate

Decay: moderate to severe

Winter Design Temp.: 25° F

Air Freezing Index: 172

Mean Annual Temperature: 52° F

(C) Amended. The International Property Maintenance Code as adopted

in Section 1 is amended to read as follows:

Section 103.1, General.

[A] 103.1 General. The department of property maintenance inspection is hereby created and the executive official in charge thereof shall be known as the Director of Community

Development (or equivalent position) or his/her designee. All references to “code official” shall mean the Director of Community Development (or equivalent position) or his/her designee.

Section 103.2, Appointment.

[A] 103.2 Appointment. The Director of Community Development (or equivalent position) is hereby appointed as the “code official.”

Section 106, Violations, shall be reinstated in its entirety with the following amendments:

[A] 106.3 Prosecution of violation. Any person failing to comply with a notice of violation or order served in accordance with Section 107 shall be deemed guilty of a misdemeanor or civil infraction as indicated in CMC Chapter 17.10.040, and the violation shall be deemed a strict liability offense. If the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

[A] 106.4 Violation penalties. Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted in accordance with CMC Chapter 17.10.040. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 107, Notices and orders, shall be reinstated in its entirety with the following amendment:

[A] 107.5 Penalties. Penalties for noncompliance with orders and notices shall be as set forth in CMC Chapter 17.10.040.

Section 111, Means of appeals.

[A] 111.1 Application for appeal. Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the Hearings Examiner, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

[A] 111.4 Open hearing. Hearings before the Hearings Examiner shall be open to the public. The appellant, the appellant’s representative, the code official and any person whose interests are affected shall be given an opportunity to be heard.

[A] 111.5 Postponed hearing. Postponement or continuance of an appeal maybe requested by either Party to the matter. All postponements or continuances of a hearing shall be approved or denied by the Hearings Examiner.

[A] 111.6.1 Records and copies. The decision of the Hearings Examiner shall be recorded. Copies shall be furnished to the appellant and to the code official.

[A] 111.6.2 Administration. The code official shall take immediate action in accordance with the decision of the board.

[A] 111.7 Court review. Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.

[A] 111.8 Stays of enforcement. Appeals of notice and orders (other than Imminent Danger notices) shall stay the enforcement of the notice and order until the appeal is heard by the Hearings Examiner.

(D) Amended. The International Fire Code as adopted in Section 1 is amended to read as follows:

Section 101.1, Title.

These regulations shall be known as the Fire Code of the City of Chehalis hereinafter referred to as “this code.”

i. Wherever the word “jurisdiction” is used in the International Fire Code, it means the City of Chehalis.

ii. Wherever the term “corporate counsel” is used in the International Fire Code, it means the attorney for the City of Chehalis.

iii. “Fire Department” means the ~~Riverside Fire Authority~~ Chehalis Fire Department.

iv. “Fire Chief” means the chief of the Chehalis Fire Department or his/her designee.

b. Section 3404.2.9.5.1, Locations where above-ground tanks are prohibited.

The limits referred to in Section 3404.2.9.5.1 of the International Fire Code in which storage of Class I and Class II liquids outside in aboveground storage tanks is prohibited, are established as [insert zones, areas, etc.], except for tanks that comply with Section 3404.2.8 Vaults.

c. Section 3804.2, Maximum capacity within established limits.

The limits referred to in Section 3804.2 of the International Fire Code in which liquefied petroleum gas is restricted are established in Table 3804.3 when referring to above-ground containers.

d. Appendix B, Section B105, Fire-Flow Requirements for Buildings.

B105.1 One and two family dwellings. Water tender credit, as established by the Washington Surveying and Rating Bureau, shall be permitted to satisfy the minimum fire-flow and flow duration requirements for one and two family dwellings in the Urban Growth Area (UGA).

2. The following sections of the International Fire Code are deleted:
 - a. Section 108, Board of appeals.
 - b. Section 109.2, Notice of violation.
 - c. Section 109.2.1, Service.
 - d. Section 109.2.2, Compliance with orders and notices.
 - e. Section 109.2.3, Prosecution of violations.
 - f. Section 109.3, Violation penalties.
 - g. Section 109.3.1, Abatement of violations.

Section 3: Building Code Review and Permit Fees. The determination of value or valuation under any of the provisions of this code shall be made by the building official based on the valuation data established by the International Code Council (ICC) or other nationally recognized building organizations under the provisions of building standards valuation data for commercial projects, and as established in the city of Chehalis standardized table for residential projects. The value to be used in computing the building and building plan review fees shall be the total of all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, and other permanent equipment.

All building code review and permit fees are established by the ordinance by the City Council as currently adopted or amended in the future.

Section 4: Fire Code Permit, Plan Review and Inspection Fees.

A. For installation or alteration of any of the following systems or devices, the fee will be based on the Chehalis Fee Schedule as adopted by the City Council or amended in the future.

*Contact Chehalis Fire Department for fees.

1. Fire alarm systems.
2. Fire extinguishing systems.
3. Smoke removal systems.
4. Kitchen hood and duct systems.
5. Dust removal systems.
6. Flammable/combustible liquids.
7. Application of flammable/combustible finishes.
8. Commercial drying ovens.
9. Compressed gas systems.
10. Explosives/magazines.
11. LPG installations.
12. Hazardous materials storage.
13. Refrigeration systems.
14. Technical assistance provisions of UFC 103.1.1.
15. All other fire protection requirements such as access, calculation of fire flow or life safety requirements or other reviews conducted pursuant to the international codes, standards and ordinances adopted by the city.

Section 5: Violations, Abatement and Penalties.

A. Investigation of Complaint. Upon receipt of information or upon personal observation that a violation exists as defined in this chapter, the enforcement officer shall cause an investigation of the matter and premises involved. All entries upon

premises for the purpose of this chapter shall be subject to subsection (I) of this section.

B. Abatement Procedure. After having made a finding that a violation exists, the enforcement officer shall require the owner of the premises involved, as listed by the Lewis County assessor's office, to abate the violation at his or her own cost and expense, in whole or in part. The enforcement officer shall give written notice to the owner describing the property involved, the condition to be corrected, and a specified reasonable time within which the owner must correct the condition, which shall not be less than fourteen days from the date of service by mail as evidenced by the postmark on the notice. In the event of an emergency condition, of which the enforcement officer shall be the sole judge, the time of compliance may be reduced to twenty-four hours. The notice must further specify:

1. That if the owner fails to abate the violation within the specified period of time, the city shall cause the work to be performed and shall assess all or any portion of the cost thereof against the owner;
2. That the owner may be liable for civil penalties for each day or part of day that the condition continues to exist following the notice; and
3. That the owner additionally may be liable to criminal prosecution, as provided in this chapter.

C. Service of Notice of Violation. The notice given by the enforcement officer to the owner shall be deposited in the United States Mail by certified mail with a return receipt requested or shall be personally served by delivering a copy thereof to the owner or by leaving the same with a person of suitable age (eighteen years or older) and discretion at the owner's place of residence. If the owner is not a resident of the city, the notice shall be served by leaving the same with the tenant in possession of the property or, if there is no such tenant, by posting a copy of the notice in a conspicuous place on the property involved, and by mailing a copy thereof to the owner at his or her last known address as listed by the Lewis County assessor's office, if any. Service by mail will be deemed complete at the end of the third full day following its deposit in the U.S. Mail, postage prepaid.

D. Failure to Comply with Notice of Violation. After the time for compliance and a notice of violation has expired, the code enforcement officer shall reinspect the premises and determine if the violation has been abated as required in the notice of violation. In the event of no action or insufficient action to abate the violation, the code enforcement officer may take any and all means necessary to enforce the applicable code, including but not limited to: issuance of civil infractions, issuance of criminal citations, commencement of civil, criminal, and equitable proceedings with the assistance of the city attorney to abate a violation and have the violation abated by the city.

E. Liability for Costs of Abatement. The property owner shall be liable for all costs and expenses associated with a violation abatement conducted by the city of any building, structure or on the premises. In all cases where the city abates any such violation, the enforcement officer shall keep an account of all costs and expenses attending such abatement. The amount of the cost of such abatement shall be assessed against the real property upon which such cost was incurred unless such amount is previously paid. Upon certification to the Lewis County treasurer by the finance director of the city of Chehalis, the treasurer shall enter the amount of such assessment upon the tax rolls against the property for the current year and the same shall become a part of the general taxes for that year to be collected at the same time and with interest at such rates and in such manner as provided for delinquent taxes, and when collected to be deposited to the credit of the general fund of the municipality. The assessment shall constitute a lien against the property which shall be of equal rank with state, county and municipal taxes. The city shall reserve the right to negotiate with property owners to recover the costs of abatement.

F. Liability for Continuing Violation. Every successive owner or occupant of property who neglects to abate a continuing violation upon or in the use of such property caused by a former owner is liable thereof in the same manner as the owner who created it.

G. Cumulative Effect of Chapter. The provisions of this chapter shall be cumulative and in addition to the provisions of the now existing ordinances of the city, and shall not have the effect of repealing any ordinance of the city now in effect.

H. Violations—Civil Infraction—Misdemeanor—Gross Misdemeanor.

1. Any person, firm or corporation who knowingly violates or fails to comply with any term or provision of this chapter shall be deemed to have committed the following:

a. First Offense. Constitutes a Class 1 civil infraction with the maximum assessment not to exceed the amount of two hundred fifty dollars, not including statutory assessments.

b. Second Offense. Constitutes a misdemeanor and, if found guilty, shall be subject to a fine not to exceed one thousand dollars, plus costs and assessments, and/or imprisonment not to exceed ninety days or to both such fine and imprisonment. A second offense shall mean a violation of this chapter which is committed at the same location by the same individual within one calendar year of the first offense.

c. Third or Subsequent Offenses. Constitutes a gross misdemeanor and, if found guilty, shall be subject to a fine not to exceed five thousand dollars, plus costs and assessments, and/or imprisonment not to exceed three hundred and sixty-five days or both such fine and imprisonment. A third or subsequent offense shall mean a violation of this chapter which is committed at the same location by the same individual within one calendar year of the first offense.

I. Right of Entry for Inspection and Code Enforcement. Whenever necessary to make an inspection to enforce any provision of this code, or whenever there is reasonable cause to believe that there exists a violation of this code in any building or upon any premises within the jurisdiction of the city, any authorized official of the city may, upon presentation of proper credentials, enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon him or her by this code; provided, that except in emergency situations, he or she shall first give the owner and/or occupant, if they can be located after reasonable effort, seventy-two hours' written notice of the authorized official's intention to inspect. In the event the owner and/or occupant refuses entry, the official is empowered to seek assistance from any court of competent jurisdiction in obtaining such entry.

Section 6: Hearings Examiner—Powers and duties. All appeals authorized by the codes shall be to the city's hearing examiner as established by Chapter 2.50 CMC. The hearing examiner shall utilize the procedures and penalties set forth in this chapter. The hearing examiner shall serve in lieu of all boards of appeals mentioned or described in the codes as adopted and amended by the city.

Section 7: Conflicts. The penalties provided in this chapter are intended to be in addition to, and not to supersede, any penalties provided in any of the codes adopted in CMC 17.10.010. In the event of a conflict between the penalty provisions of this chapter and the penalty provisions in any of the codes, this chapter shall control.

Section 8: Definition of Code Official. The term “code official” for purposes of all codes within this chapter shall mean the Director of Community Development (or equivalent position) or his/her designee.

Section 9: Ordinance No’s 988B § 1, 976B § 1, 925B §§ 1-2, 858B § 13, 819B § 11, 769B §26, , shall be, and the same are repealed.

Section 10: The summary attached hereto is approved for publication.

PASSED by the City Council of the City of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 28th day of June, 2006.

By: _____
Mayor

Attest:

Approved as to form:

City Clerk-Treasurer

City Attorney, WSBA #42883

Chapter 17.10

ADOPTION OF INTERNATIONAL BUILDING CODES AND STANDARD SPECIFICATIONS

Sections:

- 17.10.010 Codes adopted—Copies on file.
- 17.10.020 Building code review and permit fees.
- 17.10.030 Fire code permit, plan review and inspection fees.
- 17.10.040 Violations, abatement and penalties.
- 17.10.050 Hearings examiner—Powers and duties.
- 17.10.060 Conflicts.
- 17.10.070 Definition of code official.

17.10.010 Codes adopted—Copies on file.

A. The International Building Code, 2018 Edition, as amended by Chapter 51-50 WAC, including the Appendix Chapters G, Flood Resistant Construction; I, Patio Covers; and J, Grading.

1. The following sections of the International Building Code, 2018 Edition, are amended to read as follows:

a. Section 101.1.

These regulations shall be known as the Building Code of the City of Chehalis, Washington, hereinafter referred to as “this code.”

b. Section 101.4.1, Electrical.

The provisions of the 2017 National Electric Code as adopted in City of Chehalis Municipal Code Chapter 17.10.010(C) shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances thereto.

c. Section 101.4.4, Plumbing.

The provisions of the 2018 Uniform Plumbing Code as adopted by City of Chehalis Municipal Code Chapter 17.10.010(D) shall apply to the installation, alteration, repair and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system. The provisions of the State of Washington requirements for private sewage disposal shall apply to private sewage disposal systems.

d. Section 101.4.5, 2018 International Property Maintenance Code.

The provisions of the 2018 International Property Maintenance Code as adopted by City of Chehalis Municipal Code Chapter 17.10.010(F) shall apply to existing structures and premises; equipment and facilities; light, ventilation, space heating, sanitation, life and fire safety hazards, responsibilities of owners, operators and occupants; and occupancy of existing premises and structures.

e. Section 101.4.7, 2018 Washington State Energy Code.

The provisions of the 2018 Washington International Energy Conservation Code/Washington State Energy Code adopted by City of Chehalis Chapter 17.10.010(G) shall apply to all matters governing the design and construction of buildings for energy efficiency and will be known as the Washington State Energy Code.

f. Section 105.5, Expiration.

Every permit issued shall become invalid unless the work authorized by such permit is inspected within 180 days after its issuance, and within 180 days thereafter for all required inspections per section 109. If the work authorized by such permit is suspended or abandoned for a period of 180 days after the last required inspection the building official is authorized to grant, in writing, up to two extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

- g. Section 108.3 shall have a new sentence added to the end of the paragraph as follows:

The value for commonly built structures shall be determined by using the Building Code and Permit fees as established in Chehalis Municipal Code 17.10.020.

- h. Section 109.3.9, Special inspections.

Special inspections required by this code and Section 1704 shall be made by Special Inspection Labs and Inspectors certified and approved by Washington Association of Building Officials (WABO) or based upon adequate documentation and approved national certification, the Building Official can approve an Agency for inspection and testing work.

- 2. The following sections of the International Building Code, 2018 Edition, are deleted:

- a. Section 112—Board of appeals.
- b. Section 113.2—Notice of violation.
- c. Section 113.3—Prosecution of violation.
- d. Section 113.4—Violation penalties.

B. The International Residential Code, 2018 Edition, as amended by Chapter 51-51 WAC, including Appendix Chapters G, Swimming Pools, Spas, and Hot Tubs; H, Patio Covers and U-Dwelling Unit Fire Sprinkler Systems, V- Fire Sprinklers, ~~excluding nonmandatory provisions for sprinkling systems. In addition to the adoption of Appendices U and V above, any addition, alteration or restoration of one and two family dwelling units and townhomes exceeding 50 percent of the value shall be required to comply with requirements for new dwelling units.~~

The following sections of the International Residential Code are amended to read as follows:

- 1. Section 105.5, Expiration.

Every permit issued shall become invalid unless the work authorized by such permit is inspected within 180 days after its issuance, and within 180 days thereafter for all required inspections per section 109. If the work authorized by such permit is suspended or abandoned for a period of 180 days after the last required inspection the building official is authorized to grant, in writing, up to two extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

- 2. R109.2, Inspection agencies.

The building official is authorized to accept reports of approved agencies, provided such agencies satisfy the requirements as to qualifications and reliability as required by Washington Association of Building Officials (WABO) requirements for Special Inspection Agencies or based upon adequate documentation and approved national certification the Building Official can approve an Agency for inspection and testing work.

- 3. Table R301.2(a), Climatic and Geographic Design Criteria, to be filled in as follows:

Ground Snow Load: 25 psf. Minimum design is 25 psf.

Wind Speed (mph): 85 mph 3-second gust

Seismic Design Category: D1

Subject to Damage From Weathering: Moderate

Frost Line Depth: 12"

Termite: Slight to moderate

Decay: moderate to severe

Winter Design Temp.: 25° F

Air Freezing Index: 172

Mean Annual Temperature: 52° F

- C. The National Electric Code, 2017 Edition.
- D. The Uniform Plumbing Code, 2018 Edition.
- E. The International Mechanical Code, 2018 Edition.
- F. The International Property Maintenance Code, 2018 Edition.

The following sections of the International Property Maintenance Code, 2018 Edition, are amended:

1. Section 103.1, General.

[A] 103.1 General. The department of property maintenance inspection is hereby created and the executive official in charge thereof shall be known as the Director of Community Development (or equivalent position) or his/her designee. All references to “code official” shall mean the Director of Community Development (or equivalent position) or his/her designee.

2. Section 103.2, Appointment.

[A] 103.2 Appointment. The Director of Community Development (or equivalent position) is hereby appointed as the “code official.”

3. Section 106, Violations, shall be reinstated in its entirety with the following amendments:

[A] 106.3 Prosecution of violation. Any person failing to comply with a notice of violation or order served in accordance with Section 107 shall be deemed guilty of a misdemeanor or civil infraction as indicated in CMC Chapter 17.10.040, and the violation shall be deemed a strict liability offense. If the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

[A] 106.4 Violation penalties. Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted in accordance with CMC Chapter 17.10.040. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

4. Section 107, Notices and orders, shall be reinstated in its entirety with the following amendment:

[A] 107.5 Penalties. Penalties for noncompliance with orders and notices shall be as set forth in CMC Chapter 17.10.040.

5. Section 111, Means of appeals.

[A] 111.1 Application for appeal. Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the Hearings Examiner, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

[A] 111.4 Open hearing. Hearings before the Hearings Examiner shall be open to the public. The appellant, the appellant's representative, the code official and any person whose interests are affected shall be given an opportunity to be heard.

[A] 111.5 Postponed hearing. Postponement or continuance of an appeal maybe requested by either Party to the matter. All postponements or continuances of a hearing shall be approved or denied by the Hearings Examiner.

[A] 111.6.1 Records and copies. The decision of the Hearings Examiner shall be recorded. Copies shall be furnished to the appellant and to the code official.

[A] 111.6.2 Administration. The code official shall take immediate action in accordance with the decision of the board.

[A] 111.7 Court review. Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.

[A] 111.8 Stays of enforcement. Appeals of notice and orders (other than Imminent Danger notices) shall stay the enforcement of the notice and order until the appeal is heard by the Hearings Examiner.

G. The 2018 Washington International Energy Conservation Code as adopted by the state.

H. The International Mechanical Code, 2018 Edition, as amended by Chapter 51-52 WAC, published by the International Code Council, and the International Fuel Gas Code, 2018 Edition, except that the standards for liquefied petroleum gas installations shall be NFPA 58 (Storage and Handling of Liquefied Petroleum Gases) and ANSI Z223.1/NFPA 54 (National Fuel Gas Code), as the mechanical code of the city.

I. The Uniform Plumbing Code, 2018 Edition, as amended by Chapter 51-56 WAC, published by the International Association of Plumbing and Mechanical Officials, as amended by Chapter 51-56 WAC, including Appendix M as amended; provided, that any provisions of such code affecting fuel gas piping are not adopted, is adopted as the plumbing code for the city.

J. The International Existing Building Code, 2018 Edition, published by the International Code Council.

K. The 2018 Edition of the International Fire Code, as amended.

L. The International Fire Code, 2018 Edition, as amended by Chapter 51-54 WAC, including those standards of the National Fire Protection Association specifically referenced in the International Fire Code; provided, that, notwithstanding any wording in this code, participants in religious ceremonies shall not be precluded from carrying handheld candles. Section 308.3.1, Open-flame cooking devices, is deleted in its entirety. Section 503, Fire apparatus access roads, is also adopted. Finally, such adoption shall include appendices.

1. The following sections of the International Fire Code are amended to read as follows:

a. Section 101.1, Title.

These regulations shall be known as the Fire Code of the City of Chehalis hereinafter referred to as “this code.”

i. Wherever the word “jurisdiction” is used in the International Fire Code, it means the City of Chehalis.

ii. Wherever the term “corporate counsel” is used in the International Fire Code, it means the attorney for the City of Chehalis.

iii. “Fire Department” means the Chehalis Fire Department.

iv. “Fire Chief” means the chief of the Chehalis Fire Department or his/her designee.

b. Section 3404.2.9.5.1, Locations where above-ground tanks are prohibited.

The limits referred to in Section 3404.2.9.5.1 of the International Fire Code in which storage of Class I and Class II liquids outside in aboveground storage tanks is prohibited, are established as [insert zones, areas, etc.], except for tanks that comply with Section 3404.2.8 Vaults.

c. Section 3804.2, Maximum capacity within established limits.

The limits referred to in Section 3804.2 of the International Fire Code in which liquefied petroleum gas is restricted are established in Table 3804.3 when referring to above-ground containers.

d. Appendix B, Section B105, Fire-Flow Requirements for Buildings.

B105.1 One and two family dwellings. Water tender credit, as established by the Washington Surveying and Rating Bureau, shall be permitted to satisfy the minimum fire-flow and flow duration requirements for one and two family dwellings in the Urban Growth Area (UGA).

2. The following sections of the International Fire Code are deleted:

a. Section 108, Board of appeals.

b. Section 109.2, Notice of violation.

c. Section 109.2.1, Service.

d. Section 109.2.2, Compliance with orders and notices.

e. Section 109.2.3, Prosecution of violations.

f. Section 109.3, Violation penalties.

g. Section 109.3.1, Abatement of violations.C

M. International Urban-Wildland Interface Code, Chapters 2, 3, and 4 and Appendix E, as published by the International Code Council.

17.10.020 Building code review and permit fees.

The determination of value or valuation under any of the provisions of this code shall be made by the building official based on the valuation data established by the International Code Council (ICC) or other nationally

recognized building organizations under the provisions of building standards valuation data for commercial projects, and as established in the city of Chehalis standardized table for residential projects. The value to be used in computing the building and building plan review fees shall be the total of all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, and other permanent equipment.

All building code review and permit fees are established by the ordinance by the City Council as currently adopted or amended in the future.

17.10.030 Fire code permit, plan review and inspection fees.

A. For installation or alteration of any of the following systems or devices, the fee will be based on the Chehalis Fee Schedule as adopted by the City Council or amended in the future.

*Contact Chehalis Fire Department for fees.

1. Fire alarm systems.
2. Fire extinguishing systems.
3. Smoke removal systems.
4. Kitchen hood and duct systems.
5. Dust removal systems.
6. Flammable/combustible liquids.
7. Application of flammable/combustible finishes.
8. Commercial drying ovens.
9. Compressed gas systems.
10. Explosives/magazines.
11. LPG installations.
12. Hazardous materials storage.
13. Refrigeration systems.
14. Technical assistance provisions of UFC 103.1.1.
15. All other fire protection requirements such as access, calculation of fire flow or life safety requirements or other reviews conducted pursuant to the international codes, standards and ordinances adopted by the city.

17.10.040 Violations, abatement and penalties.

A. Investigation of Complaint. Upon receipt of information or upon personal observation that a violation exists as defined in this chapter, the enforcement officer shall cause an investigation of the matter and premises involved. All entries upon

premises for the purpose of this chapter shall be subject to subsection (I) of this section.

B. Abatement Procedure. After having made a finding that a violation exists, the enforcement officer shall require the owner of the premises involved, as listed by the Lewis County assessor's office, to abate the violation at his or her own cost and expense, in whole or in part. The enforcement officer shall give written notice to the owner describing the property involved, the condition to be corrected, and a specified reasonable time within which the owner must correct the condition, which shall not be less than fourteen days from the date of service by mail as evidenced by the postmark on the notice. In the event of an emergency condition, of which the enforcement officer

shall be the sole judge, the time of compliance may be reduced to twenty-four hours. The notice must further specify:

1. That if the owner fails to abate the violation within the specified period of time, the city shall cause the work to be performed and shall assess all or any portion of the cost thereof against the owner;
2. That the owner may be liable for civil penalties for each day or part of day that the condition continues to exist following the notice; and
3. That the owner additionally may be liable to criminal prosecution, as provided in this chapter.

C. **Service of Notice of Violation.** The notice given by the enforcement officer to the owner shall be deposited in the United States Mail by certified mail with a return receipt requested or shall be personally served by delivering a copy thereof to the owner or by leaving the same with a person of suitable age (eighteen years or older) and discretion at the owner's place of residence. If the owner is not a resident of the city, the notice shall be served by leaving the same with the tenant in possession of the property or, if there is no such tenant, by posting a copy of the notice in a conspicuous place on the property involved, and by mailing a copy thereof to the owner at his or her last known address as listed by the Lewis County assessor's office, if any. Service by mail will be deemed complete at the end of the third full day following its deposit in the U.S. Mail, postage prepaid.

D. **Failure to Comply with Notice of Violation.** After the time for compliance and a notice of violation has expired, the code enforcement officer shall reinspect the premises and determine if the violation has been abated as required in the notice of violation. In the event of no action or insufficient action to abate the violation, the code enforcement officer may take any and all means necessary to enforce the applicable code, including but not limited to: issuance of civil infractions, issuance of criminal citations, commencement of civil, criminal, and equitable proceedings with the assistance of the city attorney to abate a violation and have the violation abated by the city.

E. **Liability for Costs of Abatement.** The property owner shall be liable for all costs and expenses associated with a violation abatement conducted by the city of any building, structure or on the premises. In all cases where the city abates any such violation, the enforcement officer shall keep an account of all costs and expenses attending such abatement. The amount of the cost of such abatement shall be assessed against the real property upon which such cost was incurred unless such amount is previously paid. Upon certification to the Lewis County treasurer by the finance director of the city of Chehalis, the treasurer shall enter the amount of such assessment upon the tax rolls against the property for the current year and the same shall become a part of the general taxes for that year to be collected at the same time and with interest at such rates and in such manner as provided for delinquent taxes, and when collected to be deposited to the credit of the general fund of the municipality. The assessment shall constitute a lien against the property which shall be of equal rank with state, county and municipal taxes. The city shall reserve the right to negotiate with property owners to recover the costs of abatement.

F. **Liability for Continuing Violation.** Every successive owner or occupant of property who neglects to abate a continuing violation upon or in the use of such property caused by a former owner is liable thereof in the same manner as the owner who created it.

G. **Cumulative Effect of Chapter.** The provisions of this chapter shall be cumulative and in addition to the provisions of the now existing ordinances of the city, and shall not have the effect of repealing any ordinance of the city now in effect.

H. **Violations—Civil Infraction—Misdemeanor—Gross Misdemeanor.**

1. Any person, firm or corporation who knowingly violates or fails to comply with any term or provision of this chapter shall be deemed to have committed the following:
 - a. **First Offense.** Constitutes a Class 1 civil infraction with the maximum assessment not to exceed the amount of two hundred fifty dollars, not including statutory assessments.
 - b. **Second Offense.** Constitutes a misdemeanor and, if found guilty, shall be subject to a fine not to exceed one thousand dollars, plus costs and assessments, and/or imprisonment not to exceed ninety days

or to both such fine and imprisonment. A second offense shall mean a violation of this chapter which is committed at the same location by the same individual within one calendar year of the first offense.

c. Third or Subsequent Offenses. Constitutes a gross misdemeanor and, if found guilty, shall be subject to a fine not to exceed five thousand dollars, plus costs and assessments, and/or imprisonment not to exceed three hundred and sixty-five days or both such fine and imprisonment. A third or subsequent offense shall mean a violation of this chapter which is committed at the same location by the same individual within one calendar year of the first offense.

I. Right of Entry for Inspection and Code Enforcement. Whenever necessary to make an inspection to enforce any provision of this code, or whenever there is reasonable cause to believe that there exists a violation of this code in any building or upon any premises within the jurisdiction of the city, any authorized official of the city may, upon presentation of proper credentials, enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon him or her by this code; provided, that except in emergency situations, he or she shall first give the owner and/or occupant, if they can be located after reasonable effort, seventy-two hours' written notice of the authorized official's intention to inspect. In the event the owner and/or occupant refuses entry, the official is empowered to seek assistance from any court of competent jurisdiction in obtaining such entry.

17.10.050 Hearings examiner—Powers and duties.

All appeals authorized by the codes shall be to the city's hearing examiner as established by Chapter 2.50 CMC. The hearing examiner shall utilize the procedures and penalties set forth in this chapter. The hearing examiner shall serve in lieu of all boards of appeals mentioned or described in the codes as adopted and amended by the city.

17.10.060 Conflicts.

The penalties provided in this chapter are intended to be in addition to, and not to supersede, any penalties provided in any of the codes adopted in CMC 17.10.010. In the event of a conflict between the penalty provisions of this chapter and the penalty provisions in any of the codes, this chapter shall control.

17.10.070 Definition of code official.

The term "code official" for purposes of all codes within this chapter shall mean the Director of Community Development (or equivalent position) or his/her designee.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director

MEETING DATE: May 10, 2021

SUBJECT: Ordinance No. 1019-B, Second and Final Reading – Amending the 2021 Budget

ISSUE

Ordinance No. 1019-B amending the 2021 Budget, was presented on first reading on April 26, 2021, to reflect the changes in estimates and actual activities of the City since the adoption of the 2021 Budget. The purpose of this agenda item is to present the ordinance for second and final reading. There have been no substantive changes to the ordinance since the first reading.

DISCUSSION

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

This proposed amendment to the 2021 Budget includes the following key items:

- 1) Updates the estimated 2021 beginning fund balances for all funds to reflect the actual ending fund balances at the close of fiscal year 2020. This action has no impact on the 2021 revenues and expenditures budget but changes the estimated 2021 ending fund balances for all city funds.
- 2) Requests to carry over the remaining 2020 budget to 2021 for certain capital improvement projects that were approved in 2020 but are to be completed in 2021.
- 3) Requests for additional revenues and appropriations that were not included in the 2021 Adopted Budget.

2021 Budget Summary for the proposed amendment, including updated beginning fund balances, revenues, transfers-in, expenditures, transfers-out, and estimated ending fund balances and a detailed list of proposed budget amendment items are attached to the proposed Ordinance No. 1019-B as Exhibit “A” and Exhibit “A-1”.

The proposed budget amendments by fund are summarized as follows:

WCIA Insurance Premium Increase - City-Wide Departments

Additional appropriation of \$101,900 is needed for 2021 WCIA insurance premiums. The 2021 Adopted Budget includes a \$406,337 for 2021 WCIA insurance premiums, which was estimated at 11% increase from 2020. However, actual 2021 premium is \$507,195. This is an increase of \$142,030 or 39% from 2020, due to WCIA re-appraising all city properties for 2021 premium. WCIA did a similar process back in 2016. This increase affects the General Fund, Arterial Street Fund, Utilities funds, and Airport Fund.

General Fund

The proposed budget amendment increases the General Fund's revenues by \$233,425, increases appropriations by \$629,325 and increases transfers-out by \$400,000, resulting in a net decrease in fund balance by \$795,900.

Total revenue budget increase of \$233,425 is a grant reimbursement from State Recreation and Conservation Office (RCO) for the Flood Storage Master Plan study project expenditures.

Total appropriation increase of \$629,325 is proposed which includes the following:

- \$16,600 for General Fund portion of the WCIA insurance premium increase mentioned above.
- \$16,300 for one temporary, variable hourly part-time staff in the City Manager's Office.
- \$18,000 payment for settlement of a public records lawsuit.
- \$65,000 for new police evidence garage acquisition.
- \$62,000 for leases related to the site and mobile trailers for temporary fire station at the Airport site through August 2021.
- \$75,000 increase for contracted Building Inspector due to increased permit activity. The current adopted budget is \$37,000. This amendment increases the total budget for this service to \$112,000.
- \$120,000 increase for contracted Planner to assist with comp plan update and annexation. The current adopted budget is \$16,000. This amendment increases the total budget for this service to \$136,000.
- \$18,000 for one temporary, variable hourly part-time staff in the Planning and Building department to assist with records retention and public disclosure requests.
- \$5,000 increase for professional membership dues and subscriptions for Planning and Building staff.
- \$233,425 for professional services to complete the Flood Storage Master Plan project. The project cost was budgeted in 2020 but was not complete by end of 2020. State RCO grant reimburses 100% of this cost.

At the 3/8/2021 Council meeting, the City Council approved designating \$465,000 of the 2020 ending fund balance as Committed for the following specific purpose and use:

- \$200,000 for future retiree compensated absences.
- \$100,000 for vehicle replacement.
- \$100,000 for financial software upgrade.

- \$65,000 for police evidence garage.

The Police department plans to acquire an evidence garage in 2021 and has requested a budget amendment of \$65,000. The remaining \$400,000 is proposed to be transferred out to the appropriate reserve funds as follows: \$200,000 to the Compensated Absences Fund and \$200,000 to the Automotive/Equipment Reserve Fund and set aside until funds are needed at a later date.

A summary of changes from the 2021 Adopted Budget to the 2021 proposed amended budget for the General Fund is provided below:

General Fund	2021 Adopted Budget	2021 Proposed Amended Budget	Increase (Decrease)
Revenues	\$ 9,693,089	\$ 9,926,514	\$ 233,425
Expenditures	9,829,925	10,459,250	629,325
Transfers- out	307,844	707,844	400,000
Net Revenues Over (Under) Expenditures	\$ (444,680)	\$ (1,240,580)	\$ (795,900)
Beginning Fund Balance ^	1,089,814	2,240,739	1,150,925
Estimated Ending Fund Balance	\$ 645,134	\$ 1,000,159	\$ 355,025

^Updated to reflect actual ending fund balance at the close of fiscal year 2020 for Amended Budget

Estimated Ending Fund Balance % of Revenues	6.7%	10.1%
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Arterial Street Fund

The proposed budget amendment increases the Arterial Street Fund's appropriations by \$1,900 due to the WCIA insurance premium increase.

Transportation Benefit District Fund

The proposed budget amendment increases the Transportation Benefit District Fund's revenues by \$461,740 and increases appropriations by \$656,800, resulting in a net decrease in fund balance by \$195,060.

The increased appropriations are related to the Main Street Grind and Inlay construction, NW Pacific Avenue and Snively Avenue construction, and Sitka Avenue road repair projects. The Main Street Grind and Inlay project was budgeted in 2020 but was not spent in 2020. State TIB grant reimburses 90% of the Main Street Grind and Inlay project cost. TIB grant revenue is estimated at \$461,740, which is included in the proposed budget amendment.

Compensated Absences Reserve Fund

The proposed budget amendment increases the Compensated Absences Reserve Fund's transfers-in by \$200,000. The funds are committed for accrued leave cash outs for future retirees.

Public Facilities Reserve Fund

The proposed budget amendment increases the Public Facilities Reserve Fund's revenues by \$320,710 and increases the appropriations by \$869,176, resulting in a net decrease in fund balance by \$548,466.

There are two major projects to be completed in 2021: 1) Recreation Park Renovation project and 2) Temporary Fire Station project. At the time the 2021 budget was being developed, it was anticipated that both projects would be completed by the end of 2020, therefore no budget was appropriated in the 2021 Adopted Budget.

Recreation Park: The Recreation Park project was substantially completed in 2020 except for release of retainage to construction contractor and some minor additional items. However, the Penny Playground received substantial damage by a drunk driver in January. A total of \$418,000 appropriation is requested to complete the project in 2021 which includes the following:

- \$163,100 for ballfield construction retainage release and minor additional work
- \$ 21,100 for Penny Playground additional work
- \$147,300 for Penny Playground damage repair
- \$ 41,500 for William Ave & 13th Street parking lot improvement
- \$ 45,000 for additional maintenance equipment for the sports complex, including tractor mounted aerifier, broadcast sander and a thatcher.

The funding sources include a \$147,300 insurance reimbursement from WCIA for the damage repair cost, \$135,000 final grant payment from State RCO for the ballfield project, and \$18,560 grant from WCIA for playground safety barriers. The remaining project cost of \$117,140 is funded by the donations received for the Recreation Park renovation project.

Temporary Fire Station Relocation: A total appropriation of \$451,176 is requested to complete the temporary fire station relocation project which includes purchase and installation of a metal building for fire apparatus, a mobile home for office and living quarter, and site preparation construction and engineering services.

Funding sources for this project includes bond proceeds remaining at the end of 2020 in the amount of \$431,326 plus \$19,850 lease payment receivable from post-closure occupancy agreement which is to be credited to the purchase cost of a used mobile home. It is anticipated there may be some additional project costs due to change orders arising from unforeseen circumstances, which may require an additional budget request at a later date.

A summary of changes from the 2021 Adopted Budget to the 2021 proposed amended budget for the Public Facilities Reserve Fund is provided below:

Public Facilities Reserve Fund (301)	2021 Proposed		Increase (Decrease)
	2021 Adopted Budget	Amended Budget	
Revenues	\$ 500	\$ 321,210	\$ 320,710
Expenditures	-	869,176	869,176
Net Revenues Over (Under) Expenditures	\$ 500	\$ (547,966)	\$ (548,466)
Beginning Fund Balance [^]	254,116	958,474	704,358
Estimated Ending Fund Balance	\$ 254,616	\$ 410,508	\$ 155,892

[^]Updated to reflect actual ending fund balance at the close of fiscal year 2020 for Amended Budget

The estimated ending fund balance at the end of 2021 is \$410,508 which is comprised of the following:

- \$140,441 donations received restricted for Recreation Park.
- \$111,000 assigned for future fire station related costs.

- \$159,067 assigned for future capital facility repairs and improvements approved by the City Council.

Automotive/Equipment Reserve Fund

The proposed budget amendment increases the Automotive/Equipment Reserve Fund's revenues by \$6,414, increases transfers-in by \$200,000, and increases appropriations by \$31,500, resulting in a net increase in fund balance by \$174,914.

The \$6,414 revenue is an insurance recovery for a police detective vehicle that was totaled in December 2020. Police department requested a budget to replace the totaled vehicle in 2021 at an estimated cost of \$31,500. The cost of a replacement vehicle, net of insurance recovery, is about \$25,000. The transfers-in is committed for future vehicle replacement and financial software upgrade for \$100,000 each.

Wastewater Fund

The proposed budget amendment increases the Wastewater Fund's appropriations by \$203,200 which includes \$59,900 for WCIA insurance premium increase and \$143,300 for Snively Avenue sewer main replacement construction.

Water Fund

The proposed budget amendment increases the Water Fund's appropriations by \$296,900 which includes \$23,700 for WCIA insurance premium increase and \$273,200 for Snively Avenue water main replacement construction.

Storm and Surface Water Fund

The proposed budget amendment increases the Storm and Surface Water Fund's appropriations by \$55,800 which includes \$1,200 for WCIA insurance premium increase and \$54,600 for NW Pacific Avenue storm line replacement construction.

Airport Fund

The proposed budget amendment increases the Airport Fund's revenues by \$1,846,070 and increases appropriations by \$1,359,153, resulting in a net increase in fund balance by \$486,917.

The revenue budget increase of \$1,846,070 includes the following:

- \$500,000 CARB loan proceeds for the Above Ground Fuel Storage project.
- \$449,070 FAA/AIP grant reimbursement for the Taxiway Realignment project costs incurred in 2020.
- \$ 23,000 FAA CRRSA grant (Coronavirus Response and Relief Supplemental Appropriation Act),
- \$874,000 FAA/AIP grant for the Airfield Pavement Rehabilitation project.

Total appropriations increase of \$1,359,153 requested includes the following:

- \$421,753 carry over of 2020 budget for the Above Ground Fuel Storage project. The 2021 Adopted Budget includes \$700,000 for this project. This amendment increases

the total budget for this project to \$1,121,753. The project is expected to be completed in 2021.

- \$ 23,000 for additional principal payment for Arkansas Way loan with FAA/CRRSA grant
- \$ 42,800 for unexpected cost incurred for hangar door replacement and main gate repair.
- \$ 2,400 budget reduction for WCIA insurance premium expenditures to reflect actual.
- \$874,000 for Airfield Pavement Rehabilitation project, which is 100% funded by FAA/AIP grant.

City-Wide Summary

The proposed budget amendment revises the budgeted amount by a combined net total decrease in fund balance by \$1,235,395 and a total estimated ending fund balance to \$22,651,649 as provided below:

City-wide (All Funds)	2021 Adopted Budget	2021 Proposed Amended Budget	Increase (Decrease)
Revenues	\$ 23,329,542	\$ 26,197,901	\$ 2,868,359
Transfers-In	662,734	1,062,734	400,000
Expenditures	24,587,576	28,691,330	4,103,754
Transfers-out	662,734	1,062,734	400,000
Net Revenues Over (Under) Expenditures	\$ (1,258,034)	\$ (2,493,429)	\$ (1,235,395)
Beginning Fund Balance [^]	19,560,947	25,145,078	5,584,131
Estimated Ending Fund Balance	\$ 18,302,913	\$ 22,651,649	\$ 4,348,736

[^]Updated to reflect actual ending fund balance at the close of fiscal year 2020 for Amended Budget

RECOMMENDATION

It is recommended that the City Council pass Ordinance No. 1019-B on second and final reading.

SUGGESTED MOTION

I move that the City Council pass Ordinance No. 1019-B on second and final reading.

ORDINANCE NO. 1019-B

AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE 2021 FISCAL YEAR BUDGET ADOPTED BY ORDINANCE NO. 1013-B BY REVISING THE BUDGETED AMOUNTS BY A COMBINED TOTAL OF ONE MILLION TWO HUNDRED THIRTY-FIVE THOUSAND AND THREE HUNDRED NINETY-FIVE DOLLARS (\$1,235,395) FOR THE GENERAL FUND, ARTERIAL STREET FUND, TRANSPORTATION BENEFIT DISTRICT FUND, COMPENSATED ABSENCES RESERVE FUND, PUBLIC FACILITIES RESERVE FUND, AUTOMOTIVE/EQUIPMENT RESERVE FUND, WASTEWATER FUND, WATER FUND, STORM & SURFACE WATER FUND, AND AIRPORT FUND AND DIRECTING THE FINANCE DIRECTOR TO EFFECT THE BUDGET AMENDMENTS HEREIN PROVIDED.

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

Section 1. The annual budget of the city for the calendar year 2021 shall be, and the same hereby is, amended to increase the General Fund's revenues by \$233,425, increase transfers out by \$400,000, and increase appropriations by \$629,325.

Section 2. The annual budget of the city for the calendar year 2021 shall be, and the same hereby is, amended to increase the Arterial Street Fund's appropriations by \$1,900.

Section 3. The annual budget of the city for the calendar year 2021 shall be, and the same hereby is, amended to increase the Transportation Benefit District Fund's revenues by \$461,740 and increase appropriations by \$656,800.

Section 4. The annual budget of the city for the calendar year 2021 shall be, and the same hereby is, amended to increase the Compensated Absences Reserve Fund's transfers-in by \$200,000.

Section 5. The annual budget of the city for the calendar year 2021 shall be, and the same hereby is, amended to increase the Public Facilities Reserve Fund's revenues by \$320,710 and increase appropriations by \$869,176.

Section 6. The annual budget of the city for the calendar year 2021 shall be, and the same hereby is, amended to increase the Automotive/Equipment Reserve Fund's revenues by \$6,414, increase transfers-in by \$200,000, and increase appropriations by \$31,500.

Section 7. The annual budget of the city for the calendar year 2021 shall be, and the same hereby is, amended to increase the Wastewater Fund's appropriations by \$203,200.

Section 8. The annual budget of the city for the calendar year 2021 shall be, and the

same hereby is, amended to increase the Water Fund's appropriations by \$296,900.

Section 9. The annual budget of the city for the calendar year 2021 shall be, and the same hereby is, amended to increase the Storm and Surface Water Fund's appropriations by \$55,800.

Section 10. The annual budget of the city for the calendar year 2021 shall be, and the same hereby is, amended to increase the Airport's revenues by \$1,846,070 and appropriations by \$1,359,153.

Section 11. Attached hereto and identified as Exhibit A, in summary form, is the total of estimated revenues, transfers-in, expenditures, and transfers-out for each separate fund and the aggregate totals for all such funds combined for the city for the amended 2021 budget which shows a total estimated ending fund balance of \$22,651,649.

PASSED by the City Council of the City of Chehalis, Washington, and **APPROVED** on its first reading at a regularly scheduled open public meeting thereof this _____ day of _____, 2021.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

**CITY OF CHEHALIS "FIRST " AMENDED 2021 BUDGET 2021
BUDGET SUMMARY REVISED WITH ORDINANCE NO. 1019-B**

FUND NO.	FUND NAME	ACTUAL BEGINNING FUND BALANCE 01/01/2021	REVENUES	TRANSFERS IN	EXPENDITURES	TRANSFERS OUT	ESTIMATED ENDING FUND BALANCE 12/31/2021	INCREASE (DECREASE) IN FUND BALANCE	% CHANGE
001	General Fund (Current Expense)	\$ 2,240,739	\$ 9,926,514	\$ -	\$ 10,459,250	\$ 707,844	\$ 1,000,159	\$ (1,240,580)	-55.4%
003	Dedicated Street	188,475	150	116,800	184,520	-	120,905	(67,570)	-35.9%
004	Building Abatement	51,614	100	-	-	-	51,714	100	0.2%
102	Arterial Street	98,528	160,600	-	168,300	-	90,828	(7,700)	-7.8%
103	Transportation Benefit District	3,105,160	1,561,740	-	1,637,650	-	3,029,250	(75,910)	-2.4%
107	Tourism	110,053	219,500	-	185,000	71,563	72,990	(37,063)	-33.7%
110	Compensated Absences Reserve	198,020	400	200,000	200,000	-	198,420	400	0.2%
115	LEOFF 1 OPEB Reserve	101,107	100	244,000	168,300	-	176,907	75,800	75.0%
195	Community Development Block Grant	24,592	50	-	1,000	-	23,642	(950)	-3.9%
197	HUD Block Grant	88,424	180	-	2,000	-	86,604	(1,820)	-2.1%
200	General Obligation Bond	5	-	301,934	301,934	-	5	-	0.0%
301	Public Facilities Reserve	958,474	321,210	-	869,176	-	410,508	(547,966)	-57.2%
302	Automotive/Equipment Reserve	108,178	6,514	200,000	46,500	-	268,192	160,014	147.9%
305	First Quarter REET	217,375	115,100	-	-	130,196	202,279	(15,096)	-6.9%
306	Second Quarter REET	240,627	110,700	-	-	75,131	276,196	35,569	14.8%
402	Garbage	8,318	6,115	-	6,100	-	8,333	15	0.2%
404	Wastewater	5,368,364	5,513,500	-	5,848,470	-	5,033,394	(334,970)	-6.2%
405	Water	7,990,124	3,263,897	-	3,916,307	-	7,337,714	(652,410)	-8.2%
406	Storm and Surface Water	1,699,119	716,465	-	944,900	-	1,470,684	(228,435)	-13.4%
407	Airport	1,391,726	3,948,981	-	3,428,018	-	1,912,689	520,963	37.4%
611	Firemen's Pension	956,056	15,480	-	13,300	78,000	880,236	(75,820)	-7.9%
633*	Custodial Court Fund	-	103,800	-	103,800	-	-	-	0.0%
634*	Custodial Other Agency Fund	-	206,805	-	206,805	-	-	-	0.0%
TOTALS		\$ 25,145,078	\$ 26,197,901	\$ 1,062,734	\$ 28,691,330	\$ 1,062,734	\$ 22,651,649	\$ (2,493,429)	-9.9%

*Funds 633 and 634 are custodial funds which the city holds funds as a custodian for a period of time. This money does not belong to the City.

Original Budget	19,560,947	23,329,542	662,734	24,587,576	662,734	18,302,913	(1,258,034)
Amended Budget #1	25,145,078	26,197,901	1,062,734	28,691,330	1,062,734	22,651,649	(2,493,429)
<i>Changes for Amendment #1</i>	<i>5,584,131</i>	<i>2,868,359</i>	<i>400,000</i>	<i>4,103,754</i>	<i>400,000</i>	<i>4,348,736</i>	<i>(1,235,395)</i>

Fund No. and Name	Account Name	Reason for Amendment	2021 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
Fund 001 - General Fund									
Revenues:									
001.334.002.70	State RCO Grant	Flood Storage Master Plan cost reimbursement	-	233,425				233,425	233,425
Total General Fund Revenues & Transfers In			9,693,089	233,425	-	-	-	233,425	9,926,514
Expenditures:									
001.B1.511.060.46.00	Insurance	WCIA insurance increase	1,400			(500)		(500)	900
subtotal for City Council			94,930	-	-	(500)	-	(500)	94,430
001.C1.512.050.46.00	Insurance	WCIA insurance increase	7,200			700		700	7,900
subtotal for Municipal Court			414,900	-	-	700	-	700	415,600
001.D1.513.010.11.05	Salaries and Wages-PT	Temporary part-time for staff transition - 6 months	-			15,000		15,000	15,000
001.D1.513.010.21.05	Fringe Benefits-PT	Temporary part-time for staff transition - 6 months	-			1,300		1,300	1,300
001.D1.513.010.46.00	Insurance	WCIA insurance increase	4,165			600		600	4,765
subtotal for City Manager			210,115	-	-	16,900	-	16,900	227,015
001.F2.518.030.46.00	Insurance	WCIA insurance increase	23,700			7,300		7,300	31,000
001.F2.518.031.46.00	Insurance	WCIA insurance increase	1,679			2,600		2,600	4,279
001.F2.572.050.46.00	Insurance	WCIA insurance increase	6,277			1,200		1,200	7,477
001.F2.576.080.46.00	Insurance	WCIA insurance increase	-			3,300		3,300	3,300
subtotal for Parks & Facilities			1,220,358	-	-	14,400	-	14,400	1,234,758
001.G1.518.061.49.90	Claims & Judgments	Settlement related to public records request legal claim	-			18,000		18,000	18,000
001.G1.518.090.46.00	Insurance	WCIA insurance increase	6,200			300		300	6,500
001.G1.597.000.05.10	Transfer out-Fund 110	2020 year-end fund balance - set aside for retiree compensated absences	-				200,000	200,000	200,000
001.G1.597.000.05.32	Transfer out-Fund 302	2020 year-end fund balance - set aside for vehicle replacement	-				100,000	100,000	100,000
001.G1.597.000.05.32	Transfer out-Fund 302	2020 year-end fund balance - set aside for financial software upgrade	-				100,000	100,000	100,000
subtotal for Non-Departmental			483,344	-	-	18,300	400,000	418,300	901,644
001.G2.518.010.46.00	Insurance	WCIA insurance increase	1,740			200		200	1,940
subtotal for Human Resources			122,050	-	-	200	-	200	122,250
001.H1.521.010.46.00	Insurance	WCIA insurance increase	47,480			3,000		3,000	50,480
001.H1.594.021.62.00	Capital Outlay-Building	Council approved building to house vehicles and evidence	-			65,000		65,000	65,000
subtotal for Police			3,422,310	-	-	68,000	-	68,000	3,490,310
001.I1.522.020.46.00	Insurance	WCIA insurance increase	49,484			2,400		2,400	51,884
001.I1.522.050.45.00	Lease/Rents - Space	Lease site & mobile trailers for temporary fire station at Airport site	1,000			62,000		62,000	63,000
subtotal for Fire			2,305,215	-	-	64,400	-	64,400	2,369,615
001.K1.543.010.46.00	Insurance	WCIA insurance increase	19,300			(3,000)		(3,000)	16,300
subtotal for Street			574,257	-	-	(3,000)	-	(3,000)	571,257
001.P2.524.011.11.05	Salaries and Wages-PT	Hired 1 Temporary Hourly Staff for Records - 0.4 FTE for Mar-Dec	43,600			16,700		16,700	60,300
001.P2.524.011.21.05	Fringe Benefits-PT	Hired 1 Temporary Hourly Staff for Records - 0.4 FTE for Mar-Dec	4,400			1,300		1,300	5,700
001.P2.524.011.41.00	Professional Services	Contract Building Inspector - Permit activity increase	37,000			75,000		75,000	112,000
001.P2.524.011.46.00	Insurance	WCIA insurance increase	4,970			300		300	5,270
001.P2.524.011.49.02	Membership Dues/Subscriptions	Manager and staff membership and subscriptions	1,000			5,000		5,000	6,000
001.P2.553.030.41.00	Prof. Services-Flood Storage	Flood Storage Master Plan Professional Services (RCO grant project)	-			233,425		233,425	233,425
001.P2.558.060.41.00	Professional Services	Contract Planner to assist with Comp Plan and Annexation	16,000			120,000		120,000	136,000
001.P2.559.030.46.00	Insurance	WCIA insurance increase	450			1,200		1,200	1,650
subtotal for Planning & Building			443,680	-	-	452,925	-	452,925	896,605
001.R1.571.011.46.00	Insurance	WCIA insurance increase	5,700			(3,100)		(3,100)	2,600
001.R1.571.022.46.00	Insurance	WCIA insurance increase	5,795			100		100	5,895
subtotal for Recreation			389,350	-	-	(3,000)	-	(3,000)	386,350
Total General Fund Expenditures & Transfers Out			10,137,769	-	-	629,325	400,000	1,029,325	11,167,094
Total for General Fund				233,425	-	629,325	400,000	(795,900)	

Fund 102 - Arterial Street Fund

Expenditures:									
102.03.542.G30.46.00	Insurance	WCIA insurance increase	-			1,900		1,900	1,900
Total Arterial Street Fund Expenditures & Transfers out			166,400	-	-	1,900	-	1,900	168,300

Fund No. and Name	Account Name	Reason for Amendment	2021 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
Total for Arterial Street Fund						1,900		(1,900)	

Fund 103 - Transportation Benefit District Fund

Revenues:			2021 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
103.334.003.82	State Grant - TIB	90% of Main Street Grind & Inlay project	-	461,740				461,740	461,740
Total Transportation Benefit District Fund Revenues & Transfers In			1,100,000	461,740	-	-	-	461,740	1,561,740
Expenditures:			2021 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
103.03.595.010.65.41	Construction Project - Eng Svc	Supplement for Main Street Grind & Inlay project - Gibbs & Olson				22,700		22,700	22,700
103.03.595.030.65.33	Construction Project - Street Overlay	Main Street Grind & Inlay project. Not in 2021 Budget.				505,200		505,200	505,200
103.03.595.030.65.30	Construction Project - Roadway	Budget increases for NW Pacific & Snively & Sitka Avenues				128,900		128,900	128,900
Total Transportation Benefit District Fund Expenditures & Transfers Out			980,850	-	-	656,800	-	656,800	1,637,650
Total for Transportation Benefit District Fund				461,740	-	656,800	-	(195,060)	

Fund 110 - Compensated Absences Reserve Fund

Revenues:			2021 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
110.397.000.01	Transfer in-Fund 001	2020 Year End set aside for retiree compensated absences			200,000			200,000	200,000
Total Tourism Fund Revenues & Transfers In			400	-	200,000	-	-	200,000	200,400
Total for Compensated Absences Reserve Fund				-	200,000	-	-	200,000	

Fund 301 - Public Facilities Reserve Fund

Revenues:			2021 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
301.337.000.10	WCIA Grant	For purchase of playground protection barrier	-	18,560				18,560	18,560
301.362.000.00	Rents & Lease	Temporary Fire Station - Post-occupancy lease (Nov '20 -Feb '21)	-	19,850				19,850	19,850
301.367.011.76	State RCO Grant	Recreation Park Ballfield project - Final RCO Grant Reimbursement	-	135,000				135,000	135,000
301.367.011.77	Insurance Recovery	WCIA reimbursement for Playground Damage Repair	-	147,300				147,300	147,300
Total Public Facilities Reserve Fund Revenues & Transfers In			500	320,710	-	-	-	320,710	321,210
Expenditures:			2021 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
301.44.522.010.40.03	External Taxes	Temporary Fire Station - Leasehold tax on post-occupancy lease contract				2,550		2,550	2,550
301.44.522.050.45.00	Rents/Leases	Temporary Fire Station - lease of mobile home onsite (Jan-June 2021)				10,730		10,730	10,730
301.44.594.022.61.01	Land	Temporary Fire Station - Site Plan Engineering Svc and Construction				233,396		233,396	233,396
301.44.594.022.62.00	Building/Structures	Temporary Fire Station - Mobile Home & Metal Apparatus Buildings				204,500		204,500	204,500
301.44.576.080.48.03	Repair & Maint. - Sports Complex	Penny Playground Damage Repair				147,300		147,300	147,300
301.44.594.076.63.01	Improvements	Recreation Park Ballfields - Release retainage for KBH Const				163,100		163,100	163,100
301.44.594.076.63.01	Improvements	Recreation Park Playground - Safety Barriers				21,100		21,100	21,100
301.44.594.076.63.01	Improvements	Recreation Park Playground - Williams Ave/13th St Parking Improvement				41,500		41,500	41,500
301.44.594.076.64.00	Capital Equipment	Recreation Park Ballfield maintenance equipment for sports complex				45,000		45,000	45,000
Total Public Facilities Reserve Fund Expenditures & Transfers Out			-	-	-	869,176	-	869,176	869,176
Total for Public Facilities Reserve Fund				320,710	-	869,176	-	(548,466)	

Fund 302 - Automotive/Equipment Reserve Fund

Revenues:			2021 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
302.395.020.00	Insurance Recovery - Capital Assets	WCIA insurance reimbursement for a detective car totaled in 12/2020	-	6,414				6,414	6,414
302.397.000.01	Transfer in-Fund 001	2020 Year End set aside for vehicle replacement	-		100,000			100,000	100,000
302.397.000.01	Transfer in-Fund 001	2020 Year End set aside for financial software upgrade	-		100,000			100,000	100,000
Total Automotive/Equipment Reserve Fund Revenues & Transfers In			100	6,414	200,000	-	-	206,414	206,514
Expenditures:			2021 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
302.45.594.021.64.00	Capital Outlay-Equipment	Replacement of detective car (totaled in 12/2020)	-			31,500		31,500	31,500
Total Automotive/Equipment Reserve Fund Expenditures & Transfers Out			-	-	-	31,500	-	31,500	31,500

Fund No. and Name	Account Name	Reason for Amendment	2021 Adopted Budget	Revenue Increase (Decrease)	Transfers In	Expenditures Increase (Decrease)	Transfers Out	Ending Fund Balance Increase (Decrease)	Proposed Amended Budget
Total for Automotive/Equipment Reserve Fund				6,414	200,000	31,500	-	174,914	
Fund 404 - Wastewater Fund									
Expenditures:									
404.11.535.010.46.00	Insurance	WCIA insurance increase	105,645			60,400		60,400	166,045
404.11.535.020.46.00	Insurance	WCIA insurance increase	2,190			(500)		(500)	1,690
404.11.594.035.65.00	Construction Project - Construction	Snively Avenue Sewer Main Replacement. 2020 budget carry over.	400,000			143,300		143,300	543,300
Total Wastewater Fund Expenditures			5,645,270	-	-	203,200	-	203,200	5,848,470
Total Wastewater Fund				-	-	203,200	-	(203,200)	
Fund 405 - Water Fund									
Expenditures:									
405.10.534.010.46.00	Insurance	WCIA insurance increase	54,559			27,300		27,300	81,859
405.10.534.021.46.00	Insurance	WCIA insurance increase	2,240			(600)		(600)	1,640
405.10.534.070.46.00	Insurance	WCIA insurance increase	6,820			(3,000)		(3,000)	3,820
405.10.594.034.65.00	Construction Project - Construction	Snively Avenue Water Main Replacement. 2020 budget carry over.	506,000			273,200		273,200	779,200
Total Water Fund Expenditures			3,619,407	-	-	296,900	-	296,900	3,916,307
Total for Water Fund				-	-	296,900	-	(296,900)	
Fund 406 - Storm & Surface Water Fund									
Expenditures:									
406.06.531.031.46.00	Insurance	WCIA insurance increase	7,148			1,200		1,200	8,348
406.06.594.031.65.00	Construction Project - Construction	Budget increase for NW Pacific Ave Reconstitution Storm Line Replacement	326,298			54,600		54,600	380,898
Total Stormwater Fund Expenditures			889,100	-	-	55,800	-	55,800	944,900
Total Stormwater Fund				-	-	55,800	-	(55,800)	
Fund 407 - Airport Fund									
Revenues:									
407.331.020.00	FAA/CRSSA Grant	CRRSA Grant	-	23,000				23,000	23,000
407.331.020.00	FAA/AIP Grant	Taxiway Realignment Project Final Reimbursement	-	449,070				449,070	449,070
407.331.020.00	FAA/AIP Grant	Airfield Pavement Rehabilitation Project 100%	-	874,000				874,000	874,000
407.391.080.05	Government Loan- CARBWSDOT	Loan Draw for Above Ground Fuel Storage Project	250,000	500,000				500,000	750,000
Total Airport Fund Revenues & Transfers In			2,102,911	1,846,070	-	-	-	1,846,070	3,948,981
Expenditures:									
407.09.546.010.46.00	Insurance	WCIA insurance increase	28,000			(2,400)		(2,400)	25,600
407.09.591.046.71.01	Debt Principal - Arkansas Way	Corona virus relief grant received	19,422			23,000		23,000	42,422
407.09.594.046.62.00	Building & Structures	Unexpected Cost for new hangar door & main gate and asphalt repair	-			42,800		42,800	42,800
407.09.594.046.63.00	Other Improvements	Airfield Pavement Rehabilitation - 100% FAA funded	-			874,000		874,000	874,000
407.09.594.046.63.01	Other Improvements/Fuel Storage	Above ground fuel storage project - 2020 budget carry over	700,000			421,753		421,753	1,121,753
Total Airport Fund Expenditures			2,068,865	-	-	1,359,153	-	1,359,153	3,428,018
Total for Airport Fund				1,846,070	-	1,359,153	-	486,917	
Total Amendment for City-wide All Funds				2,868,359	400,000	4,103,754	400,000	(1,235,395)	